



# Salt Spring Island Local Trust Committee

## Regular Meeting Revised Agenda

Date: Thursday, December 11, 2025  
Time: 9:30 a.m.  
Location: Meaden Hall  
120 Blain Road, Salt Spring Island, BC

|     |                                                                                                                                                                                                         |                                                                      | Pages |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------|
| 1.  | CALL TO ORDER                                                                                                                                                                                           | 9:30 AM - 9:35 AM                                                    |       |
| 2.  | APPROVAL OF AGENDA                                                                                                                                                                                      |                                                                      |       |
| 3.  | TOWN HALL AND QUESTIONS                                                                                                                                                                                 | 9:35 AM - 9:50 AM                                                    |       |
|     | Reminder, the Public Hearings for the Proposed Bylaws 543, 544, & 545 have been held.                                                                                                                   |                                                                      |       |
|     | 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. |                                                                      |       |
| 4.  | DELEGATIONS - NONE                                                                                                                                                                                      |                                                                      |       |
| 5.  | TRUSTEE REPORTS                                                                                                                                                                                         | 9:50 AM - 10:00 AM                                                   |       |
|     | Verbal Report                                                                                                                                                                                           |                                                                      |       |
| 6.  | CHAIR'S REPORT                                                                                                                                                                                          | 10:00 AM - 10:05 AM                                                  |       |
|     | Verbal Report                                                                                                                                                                                           |                                                                      |       |
| 7.  | CRD DIRECTOR'S REPORT                                                                                                                                                                                   | 10:05 AM - 10:10 AM                                                  |       |
|     | Verbal Report                                                                                                                                                                                           |                                                                      |       |
| 8.  | PREVIOUS MEETINGS                                                                                                                                                                                       | 10:10 AM - 10:15 AM                                                  |       |
| 8.1 | Draft Minutes of the Salt Spring Island Local Trust Committee                                                                                                                                           |                                                                      |       |
|     | 8.1.1                                                                                                                                                                                                   | <u>Draft Minutes of the November 6, 2025 SSI LTC Regular Meeting</u> | 5     |
|     |                                                                                                                                                                                                         | For Adoption                                                         |       |
| 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 10:15 AM - 10:20 AM

Please visit the Applications and Projects pages on the Islands Trust website for recent public submissions.

For Applications, go to: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/>

For Projects, go to: <https://islandstrust.bc.ca/island-planning/salt-spring/projects/>

#### 9.1 M. Meilht to LTC Email - Dated Nov 16th 2025 - Regarding SGI research and report on full-time RV living 14

For Information

#### 9.2 Chair L. Patrick to Minister C. Boyle - Dated Dec 2nd 2025 - Regarding Salt Spring Island Housing 17

For Information

#### 9.3 SSI LCC - SSI LTC Special Joint Meeting Minutes Oct 23rd 2025 - Draft 20

For Information

### 10. BUSINESS ARISING FROM MINUTES 10:20 AM - 10:25 AM

#### 10.1 Follow-Up Action List 22

Report dated Dec 2025

### 11. WORK PROGRAM

#### 11.1 Active Projects List 25

Report Dated Dec 2025

#### 11.2 Future Projects List 29

Report Dated Dec 2025

### 12. COMMUNITY INFORMATION MEETING - NONE

### 13. PUBLIC HEARING -NONE

.....BREAK UNTIL 12:00 NOON.....

### 14. APPLICATIONS AND REFERRALS 12:00 PM - 1:00 PM

#### 14.1 PLDVP20250324 - B. Fossen - 360 Collins Road, SSI 32

Staff Report

|      |                                                                                                                                                           |                   |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 14.2 | PLDVP20250388 - K. Taylor - 114 Jackson Avenue, SSI<br>Staff Report                                                                                       | 77                |
| 14.3 | PLDVP20250359 - R. Raine - 1150 Sunset Dr, SSI<br>Staff Report                                                                                            | 99                |
| 14.4 | PLRZ20240188 - D. Ovington - 210/220 Kanaka Road, SSI<br>Staff Report                                                                                     | 149               |
| 14.5 | PLRZ20250001 - N. Mullins - 120 Mansell Road, SSI<br>Staff Report                                                                                         | 155               |
| 14.6 | <i>PLRZ20250220 - J. Gauthier - 154 Kings Lane, SSI</i><br>Staff Report                                                                                   | 200               |
| 15.  | LOCAL TRUST COMMITTEE PROJECTS - NONE                                                                                                                     |                   |
| 16.  | NEW BUSINESS                                                                                                                                              | 1:00 PM - 1:30 PM |
| 16.1 | Draft 2026/27 Salt Spring Island Local Trust Committee Annual Meeting Schedule<br>Request For Decision                                                    | 223               |
| 17.  | REPORTS                                                                                                                                                   |                   |
| 17.1 | Policy and Standing Resolutions List<br>For Information                                                                                                   | 229               |
| 17.2 | Open Applications Report<br>Report dated Dec 2025                                                                                                         | 237               |
| 17.3 | Expense Report<br>Report dated Sep 2025                                                                                                                   | 255               |
| 17.4 | Expense Report<br>Report dated Oct 2025                                                                                                                   | 256               |
| 17.5 | Islands Trust Conservancy Board Report -NONE                                                                                                              |                   |
| 18.  | CLOSED MEETING                                                                                                                                            | 1:30 PM - 2:00 PM |
| 18.1 | Motion to Close the Meeting<br>That the Salt Spring Island Local Trust Committee close this meeting to the public subject to Community Charter Section 90 |                   |

(1) (f) and that staff be invited to remain.

**18.2 Rise and Report**

**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**



## 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 difference 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-2025-132**

**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 read a third time (PLRZ20240188, 210 & 220 Kanaka Road).

**CARRIED**

**SS-2025-133**

**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-2025-134**

**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-2025-135**

**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 acceptable 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-2025-136**

**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-2025-137**

**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

**From:** Laura Patrick  
**Sent:** Monday, November 17, 2025 6:22 AM  
**To:** SSInfo  
**Subject:** Fwd: Salt Spring and Important RV SGI Research  
**Attachments:** Trustees Letter Salt Spring RV Nov 2025.docx

Begin forwarded message:

**From:** Mamie [REDACTED]  
**Subject:** Salt Spring and Important RV SGI Research  
**Date:** November 16, 2025 at 5:32:14 PM PST  
**To:** [lpatrick@islandstrust.bc.ca](mailto:lpatrick@islandstrust.bc.ca), [jharris@islandstrust.bc.ca](mailto:jharris@islandstrust.bc.ca),  
[tpeterson@islandstrust.bc.ca](mailto:tpeterson@islandstrust.bc.ca)

Hello Trustees

We hope this email finds you well.

Enclosed, please find a letter that outlines our research and presents our recently published report on full-time RV living. Our comprehensive RV Report provides further details and analysis in relation to the Salt Spring RV response to the worker housing shortage article. It specifically examines full-time RV living and housing concerns on the Southern Gulf Islands.

We have also attached the full published RV Report. We sincerely hope that we can discuss our findings on RVs and housing with you further at your convenience.

All the best,

 \_RVs An Alternative Full-Time Housing Option October 2025.pdf

Mamie and Rob  
for the RV Alliance  
Pender Island, BC

RV Alliance  
Mamie Hutt-Temoana and Rob Fenton  
Pender island, BC [REDACTED]

November 16, 2025

Trustee Laura Patrick  
[lpattick@islandstrust.bc.ca](mailto:lpattick@islandstrust.bc.ca)  
Trustee Jamie Harris  
[jharris@islandstrust.bc.ca](mailto:jharris@islandstrust.bc.ca)  
Chair Timothy Peterson  
[tpeterson@islandstrust.bc.ca](mailto:tpeterson@islandstrust.bc.ca)

*Re: RVs as a viable Housing Option*

Dear Trustees Patrick, Harris and Peterson,

We write to you on behalf of the RV Alliance, represented by Mamie Hutt-Temoana and Rob Fenton of Pender Island, BC. On November 16, 2025, we reached out to Emily Fagan, Reporter at CBC News in Victoria, BC, to discuss her CBC article “***Salt Spring Island businesses relying on illegal worker housing, officials say***” and the findings of our independent research that highlights the critical role of RVs in addressing the region's housing shortfall.

Our expansive Report titled “***RVs: An Alternative Full-time Housing Option’ A Case Study of the Southern Gulf Islands, BC***” is the first independent effort to thoroughly document the potential of 'RVs as an immediate affordable solution to the Southern Gulf Islands (SGIs) Housing shortfall. We garnered extensive evidence demonstrating that RVs offer genuine affordability in both the short and long term and have now become an essential form of housing for some of our region's most vulnerable residents.

The CBC article clearly articulated that the shortage of housing creates a cycle that hampers business sustainability on the SGIs reducing business hours or closing businesses altogether due to the lack of a workforce. Coupled with a relatively high proportion of low-income residents, markedly higher than that of the CRD and BC, the disparate rental situation adversely impacts the local economy and the ability to deliver services. “*While trailers are against Islands Trust policy, as Mateo Hermani noted, they are necessary. There is no other option*”.

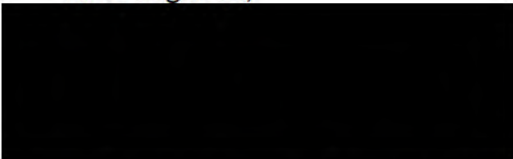
Our research shows that the cost of renting an RV pad (approximately \$800 per month) or an RV (approximately \$1200 per month) is significantly lower than renting a traditional apartment on the islands. In fact, more than 90,000 people reside full-time in RVs across BC (RV Report 2025). Small businesses and vulnerable residents increasingly rely on RVs for affordable housing, demonstrating the growing importance of this option within the local community.

Our RV Report is not only timely but offers an immediate resolution to the housing crisis as Salt Spring's Country Grocer demonstrated with families having lived in their RVs for over four years. "The primary rental market is exceptionally limited" (CRD Needs Assessment, 2020), but the secondary rental market, usually undocumented until our RV Report, is more robust. This is where islanders, primarily seniors and families, live in RVs that do not comply with zoning regulations.

It is time to think outside the box. The Southern Gulf Islands governments, with this research on RVs and site development, have the option to construct long-term, affordable, and 'easy build' housing that leaves a smaller environmental footprint using less water and electricity than an 800-square-foot house (RV Report) offering a solution to the never-ending housing challenges on the SGIs.

We enclose our complete RV Report. The document consolidates data, needs assessments, and best practices for permanent RV living. It includes perspectives from experts, highlights positive impacts, and provides comprehensive guidance for site development and regulatory compliance. Additionally, the report outlines steps for approval and offers recommendations for overcoming barriers to full-time RV residency. We would be most pleased to discuss our RV Research Report and its findings with you at your earliest convenience.

All the best.  
Kind regards,



Rob Fenton and Mamie Hutt-Temoana  
RV Alliance

*RV ALLIANCE*  
*Pender island.*



**From:** [Executive Admin](#) on behalf of [Executive Admin](#)  
**To:** [hma.minister@gov.bc.ca](mailto:hma.minister@gov.bc.ca)  
**Cc:** [bim@bimbc.ca](mailto:bim@bimbc.ca); [Rob.Botterell.MLA@leg.bc.ca](mailto:Rob.Botterell.MLA@leg.bc.ca); [Salt Spring Island Local Trust Committee; Trustees](#);  
**Subject:** Letter to The Honourable Christine Boyle from Laura Patrick, Chair, Islands Trust Council re: Salt Spring Island Housing  
**Attachments:** [EO\\_2025-12-02\\_MinBoyle\\_SaltSpringHousing\\_LTR\\_FINAL.pdf](#)  
**Sent:** 12/2/2025 5:45:42 PM

---

Please find attached a letter from Laura Patrick, Chair, Islands Trust Council to The Honourable Christine Boyle in regards to Salt Spring Island Housing.

Kind Regards,

**Corlynn Strachan** (she, her, hers)

Executive Administrative Assistant

Islands Trust

200-1627 Fort Street | Victoria BC V8R 1H8

T 250-405-5161 | [islandstrust.bc.ca](http://islandstrust.bc.ca)

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

**Preserving and protecting over 450 islands and surrounding waters in the Salish Sea**

*I respectfully acknowledge that the Islands Trust is located within the treaty lands and territories of the BOŖEĆEN, K'ómoks, Lak'wəŋən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwəðən məsteyəxʷ, Scia'new, səf'ilwətaʔ, SEMYOME, shishálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, STÁUTW, Stz'uminus, łaʔəmen, toq qaymíxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W\_JOLELP, W\_SIKEM, Xeláltxw, Xwémalkwu/ʔəp qaymíxʷ, and xʷməðkʷəy'əm.*



200 – 1627 Fort Street, Victoria BC V8R 1H8 Telephone

(250) 405-5151 Fax (250) 405-5155

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC  
**1.800.663.7867**

Email [information@islandstrust.bc.ca](mailto:information@islandstrust.bc.ca)

Web [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

December 2, 2025

File No. 3070-30 MIN MA

Via email: [HMA.minister@gov.bc.ca](mailto:HMA.minister@gov.bc.ca)

The Honourable Christine Boyle  
Minister of Housing and Municipal Affairs  
PO BOX 9074  
STN PROV GOVT  
Victoria BC, V8W 9E2

Dear Minister Boyle:

**Re: Salt Spring Island Housing**

On behalf of the Islands Trust Council, I am writing to express appreciation for your recent visit to Salt Spring Island and for taking the time to meet with me in my capacity as a local trustee, as well as with governance partners and community members working toward improved housing solutions on the island.

We also wish to express appreciation for the opportunity to meet with representatives from your ministry at the recent Union of BC Municipalities (UBCM) convention, where we discussed the acute housing pressures facing the islands - particularly for year-round workers, seniors, and younger residents. As you witnessed during your visit to Salt Spring Island, high land values, limited rental availability, and a lack of diverse housing options are creating significant barriers to affordability and community well-being.

During your visit, you raised thoughtful questions about the data supporting Salt Spring Island's housing needs. This topic was also discussed with your ministry staff at the UBCM convention. As mentioned in my June 10, 2025 [letter](#), we have found that the housing needs assessments methodology does not always capture the unique circumstances of rural and island communities. While we acknowledge that local trust committees could have taken additional steps to address these gaps, we appreciated you [advising](#) that Ministry staff are monitoring local implementation of the 2023-24 housing-related legislation and were pleased that our Chief Administrative Officer has been [introduced](#) to relevant Ministry staff. We will be taking advantage of the opportunity to provide feedback that will help identify how rural and island-specific housing needs can be more accurately reflected in future assessments.

.../2

December 2, 2025  
Minister of Housing and Municipal Affairs  
Page 2

Once again, thank you for your time, interest, and engagement with the Salt Spring Island community. We look forward to continued collaboration with your ministry on addressing housing challenges and improving the data that informs local and provincial policy.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Laura Patrick', with a long, sweeping horizontal line extending to the right.

Laura Patrick  
Islands Trust Council Chair  
[lpatrick@islandstrust.bc.ca](mailto:lpatrick@islandstrust.bc.ca)

Cc: Rob Botterall, MLA for Saanich North and the Islands  
Salt Spring Island Local Trust Committee  
Islands Trust Council  
Bowen Island Municipality  
Islands Trust website

## Meeting Minutes - Draft

### Salt Spring Island Local Community Commission

---

Thursday, October 23, 2025

10:00 AM

SIMS Boardroom  
124 Rainbow Road  
Salt Spring Island BC

---

#### Special Meeting - Joint with Island Trust

Present:

Commissioners: E. Rook, G. Holman (Director), G. Baker, B. Corno, B. Webster,

Staff: D. Ovington, Senior Manager, SSI Administration; M. Williamson, Committee Clerk, (Recorder)

Guests: Patrick, Islands Trust, SSI Trustee, T. Peterson, Islands Trust, SSI Trustee, C. Hutton, Island Trust, Regional Planning Manager

EP- Electronic Participation

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 10:01 am.

#### 1. Territorial Acknowledgement

Commissioner Rook provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by Director Holman, SECONDED by Commissioner Baker,  
That agenda for the October 23, 2025, joint meeting of the Salt Spring Island  
Local Community Commission and Salt Spring Island Local Trust Committee be  
approved as presented.**

**CARRIED**

#### 3. Special Meeting Matters

##### 3.1. Protocol Agreement Update

Discussion ensued regarding the joint protocol agreement and a letter of understanding between the SSI Local Community Commission (LCC) and the SSI Local Trust Committee (LTC).

**3.2. SSI Housing Update**

Discussion ensued regarding updates on the Official Community Plan (OCP) review and the Integrated Housing Strategic Action Plan (IHSAP)  
-OCP feedback ongoing  
-LCC Housing workshops planned for late November 2025

**3.3. Short Term Vacation Rentals**

Discussion ensued regarding update on short term rentals on SSI.  
-CRD hosting a workshop roundtable in early 2026

**3.4. SSI Harbour Management**

Discussion ensued regarding harbour management in SSI harbours.  
-CRD arranging a workshop for early 2026

**3.5. Watershed Protection**

Discussion ensued regarding watershed protection on SSI.

**3.6. Future Joint Meeting Schedule**

Discussion ensued regarding future meetings in 2026.  
-Thursday February 26, 2026 (Island Trust host)  
-Thursday May 28, 2026 (CRD host)  
-Tentative Thursday November 26, 2026 (Island Trust host)

**4. Adjournment**

**MOVED by Director Holman SECONDED by Commissioner Webster,  
That the Local Community Commission adjourn the meeting at 11:56pm.  
CARRIED**

---

**CHAIR**

---

**SENIOR MANAGER**

## Follow Up Action Report

### Salt Spring Island

11-Apr-2024

| Progress | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Responsibility                                             | Dates | Status      |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------|-------------|
| 49%      | <p><b>1 Resolution No: SS-2024-30</b></p> <p>Work with Tsawout First Nation staff to develop a MOU and report back to the LTC.</p> <p><b>Updates:</b></p> <p>Feb - Staff to provide update at Feb TLC meeting following Feb 7 meeting.</p> <p>Nov - Staff continue to work with Tsawout to determine attendees. TAS now supporting with resources.</p> <p>Jun - Leadership meeting held. Feast planning ongoing, Tsawout anticipates MOU after the feast with the Tsawout First Nation;</p> <p>May 2, 2025: A feast is being planned for June. more details to come. It is anticipated that following this feast a MOU is likely to follow.</p> <p>June 16, 2025:</p> <ul style="list-style-type: none"> <li>·Feast with Tsawout held. Anticipate further engagement in future months to fall, noting upcoming Tsawout election and potential summer vacation impacts.</li> </ul> <p>RPM met with Tsawout staff on Oct 6th and Tsawout wishes to advance the draft starting in 3 months(Jan 2026)</p> | <p>Chris Hutton</p> <p>Clare Frater</p> <p>Joe Elliott</p> |       | In Progress |

## Follow Up Action Report

### Salt Spring Island

20-Mar-2025

| Progress | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Responsibility | Dates               | Status      |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|-------------|
| 41%      | <b>1 Resolution NO.: SS-2025-032</b><br>Joint Meetings with the Capital Regional District Salt Spring Island Local Community Commission<br>Staff to review Trust Council Bylaw No. 63 and to draft a protocol agreement between the Capital Regional District Board and the Salt Spring Island Local Trust Committee.<br>·Oct 2025 draft received from CRD currently under review by management.<br>·Nov. 2025 - Report to LTC at next regular agenda will include early copy and seek comment prior to continuation. | Chris Hutton   | Target: 31-Jan-2026 | In Progress |

## Follow Up Action Report

### Salt Spring Island

11-Sep-2025

| Progress | Activity                                                                                                                                                                                                                                                          | Responsibility                                                | Dates               | Status      |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------|-------------|
| 0%       | <b>1 Resolution No.: SS-2025-106</b><br>Staff to defer bylaw referral on Policy Statement Bylaw No.183 to LTC's November 2025 meeting.<br>Deferred till community engagements are done.\n           -2025-12 Engagement ongoing.                                  | Britt Holowaty<br>Chris Hutton<br>Jason Youmans<br>Rob Pingle | Target: 12-Feb-2026 | In Progress |
| 0%       | <b>2 Resolution No.: SS-2025-109</b><br>Staff to refine the 2026/27 fiscal budget to be sufficient to meet the engagement needs of First Nations for the major Amendments to Salt Spring Official Community Plan and Land Use Bylaw project.                      | Chris Hutton                                                  | Target: 28-Feb-2026 | In Progress |
| 0%       | <b>3 Resolution No.: SS-2025-114</b><br>Staff to urgently convene a multi-jurisdictional meeting to explore an alternative approach to bylaw enforcement that can better respond to investigating and mitigating housing/living situations on Salt Spring Island. | Chris Hutton<br>Warren Dingman                                |                     | In Progress |

16-Oct-2025

| Progress | Activity                                                                                                                                                                                                                                                        | Responsibility                | Dates | Status    |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------|-----------|
| 0%       | <b>1 Resolution No: SS-2025-125</b><br>that the staff requests a letter from the Chair of Trust Council thanking the Minister of Housing and Municipal Affairs for her visit to Salt Spring Island and seeking to work with the Ministry on housing needs data. | Bhumika Joshi<br>Chris Hutton |       | Completed |

## Active Projects Report

### Salt Spring Island

#### 1. Extraordinary Project - OCP-LUB Update

#### Responsible

#### Dates

##### Activity:

Chris Hutton

Rec'd: 01-Apr-2023

2025-11: Target: 31-Mar-2026

- LTC endorses increase to budget to provide additional staff and revisit engagement (est. +\$40,000)

2025-09-11:

- Project consultant submitted plan and engagement plan to LTC.  
- LTC endorses request for additional funds in FY2026-2027 for \$26,000 in following year and use of current \$26,000 budget (project total \$52,000) allocated for engagement.

Next Steps:

- Community visioning  
-phase 1 engagement  
-LTC endorsement of consultants workplan/engagement plan  
- quarterly reporting to LTC

2025-01-24 RFP Issued. Closes February 20, 2025

##### Most Recent:

2023-11: Ongoing First Nations Engagement, Terms of Reference approved by

Description:

There has been no comprehensive review of the SS OCP since its adoption in 2008, nor any review of the Land Use Bylaw since 1999. The need to update these bylaws is a

## Active Projects Report

### Salt Spring Island

priority in response to policy, social, and technological change and to address contemporary community challenges the current document no longer serves. Those challenges include a lack of affordable housing and housing options, growth pressures, climate resiliency planning, infrastructure issues (such as the water moratorium), workforce stability challenges, transportation networks, and First Nations Reconciliation. The SS OCP update is intended to provide a framework to guide the development of a complete community by diversifying and increasing housing options at appropriate locations, advancing First Nations Reconciliation, reducing infrastructure costs, reducing greenhouse gas (GHG) emissions, and improving walkability. The Land Use Bylaw update will improve land use planning regulation to ensure that regulations match the needs and expectations of land use in the community, in consideration of the OCP.

#### 2. Minor Project - Housing Action Program - Implementation (Bylaw 537)

##### Activity:

2025-02-03 - Meeting of Tsawout and Islands Trust staffs to discuss a variety of matters (feast, ADU Bylaw referral response, OCP-LUB)

2024-10-03 - Tsawout staff suggest that feast should occur prior to MOU and may impact timing of referral response.

2024-09-19 - Referred to Tsawout

2025-05-02 - Feast with Tsawout First Nation planned for June. Anticipate bringing bylaw back following receipt of referral response following this.

2025-10-06: Staff met with Tsawout First Nation. Referral response under review.

#### Responsible

Chris Hutton

#### Dates

Rec'd: 10-May-2022

Target: 11-Sep-2025

## Active Projects Report

### Salt Spring Island

#### 3. *Major Project - Water Sustainability - coordinate multiple jurisdictions in planning for water sustainability and watershed protection.*

##### Activity:

##### Currently includes:

1. Coordination of SSIWPA;
2. Development of Proof of Water Bylaw:
  - To be brought forward following report out on well-monitoring
3. Weston Lake Water Availability Study:
  - Project completed, now working through follow-up resolutions.
4. Watershed Strategic Plan:
  - May 14, 2024: Plan developed. Implementation process under consideration.
5. Ongoing well-monitoring:
  - May 14, 2024: Synthesizing data to target report out in next 4 months.
  - Sept. 6, 2022: Draft Lake Weston Study received, referred to various agencies and organizations; and to coordinate a discussion with POLIS and other groups for Water Sustainability Act considerations.
  - April 2022: Draft Weston Lake Study being reviewed by staff; Contract issued for phase 2 of Watershed Strategic Plan; staff seeking LTC direction on reduced SSIWPA budget.
  - Nov. 19, 2021: kick off meeting with Econics for phase 1 of Watershed Strategic Plan: a Situational Analysis
  - July 15, 2021: Signed MOU submitted to CRD for Weston Lake Study. RFP posted (Nov.

#### Responsible

Oluwashogo  
Garuba  
William Shulba

#### Dates

Rec'd: 07-Jun-2012  
Target: 31-Mar-2025

## Active Projects Report

### Salt Spring Island

2021)

May 25, 2021: LTC approves project charter of Watershed Protection Plan

April 27, 2021: MOU approved for Weston Lake Assessment

March 11, 2021 - TC budget approve: \$75,500 special tax requisition for 2021/22

SSIWPA; up to \$80,000 from surplus funds to spend on a watershed strategic plan and Weston Lake Watershed Assessment

March 20, 2025 - staff have begun gathering data from well loggers for well-monitoring.

April 10, 2025 - LTC Confirmed they would like to complete proof of water bylaw consideration.

2025-05-02:

- Proof of water assigned to planner. Report to be provided in coming months as time allows.

- Ongoing well monitoring data gathering underway.

- SSIWPA Coordination assigned to planner with plan to re-start in coming months, in anticipation of lower application numbers or backfill of staff vacancy.

2025-09: business case submitted to carry forward projects to next Fiscal, noting that some actions may be undertaken this year, but others are essentially in reserve.

---

## Future Projects Report

### Salt Spring Island

#### 1. *OCP Amendments*

Responsible

Date Received

- Review Piers Island OCP for compliance with legislative changes and make recommendations\on how to manage policy. (Dec. 2015 (Rev.02/25))
  - Marine Environment Protection (Foreshore Audit) (June 2016)
  - Add public access to lake and marine shorelines as an eligible community amenity in Section H.3.2 of the Salt Spring Island Official Community Plan (Feb. 2022)
- Updates:
- 2025-05-02:
- This list will be reviewed as part of the OCP-LUB Project and items from that project that are deemed out of scope or are ultimately considered in the revised OCP will be placed on this list for future action, as appropriate.

06-Oct-2020

#### 2. *Land Use Bylaw Amendments*

Responsible

Date Received

## Future Projects Report

### Salt Spring Island

- Staff to assess regulations to provide options for an accessory use without an established principal use. (Dec. 2016, Rev. 1 Feb, 2025)
- Technical and Minor Amendments (Mar. 2017)
  - Limit fence height to 2.4m; increase dock width from 1.2m to 1.5m; culverts as structures in waterbody setbacks
- Reduce Permitted Lot Coverage in Rural Upland Zones (Aug. 2018)
- Research and make recommendations to address commercial trucking and heavy equipment facilities regulation. (July 2020; Rev. 02/2025)
- Research and report on regulation of portable sawmills. (Nov. 2020; Rev. 02/2025)
- Review of the residential zoning of islets (Jul. 2022)

06-Oct-2020

### 3. Direct Bylaw Enforcement

Responsible

Date Received

- Bylaw Enforcement Policies (Feb. 2015)
- Short Term Vacation Rentals (STVRs) (May 2017)

06-Oct-2020

### 4. Administrative Processes and Procedures

Responsible

Date Received

## Future Projects Report

### Salt Spring Island

·Land Use Contracts (Feb. 2015)

06-Oct-2020

·Soil Removal Bylaw update (Feb. 2015)

·Improving Communications (Mine permits for aggregate pits and quarries.) (Jan. 2020)

·Adding requirement for signs in the Development Procedures Bylaw (Sep 2020)

·including discriminatory remarks and inclusion and respectful conduct language to Sec 29 Order and Decorum of Bylaw 529 (Dec 2021)

#### 5. *Advocate*

Responsible

Date Received

·none listed

06-Oct-2020



File No.: PLDVP20250324

X-File:

DATE OF MEETING: December 11, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Milad Panahifar, Planner 1  
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: PLDVP20250324  
Applicant: Bradley Fossen  
Location: 360 Collins Rd, SSI

## RECOMMENDATION

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

## REPORT SUMMARY

This Development Variance Permit (DVP) application requests to vary Salt Spring Island Land Use Bylaw No. 355 to address existing non-conformities with the dwelling and enable the renewal of an existing sewerage system. Specifically, the application proposes:

To vary section 4.5.1 to reduce the required setback for a sewage disposal field or septage pit from the natural boundary of a water body from 30 metres (98.8 ft) to 14.9 metres (48.9 ft); and

To vary section 4.4.1 to reduce the required setback for buildings and structures from the natural boundary of a water body from 15 metres (49.2 ft) to 3.22 metres (10.56 ft), to permit the current siting of the dwelling.

The variances are sought to allow the renewal of an existing sewerage system and to address the existing non-conforming siting of the dwelling, as illustrated in Figure 3.

Staff believe the proposed amendment aligns with the Official Community Plan guidelines and is generally consistent with the intent of the regulation.

## RATIONALE FOR VARIANCE

The Staff recommendation is to approve the DVP (Attachment 4) for the following reasons: (Please refer to Attachment 5 – Assessment and Narrative for the applicant's rationale.)

- 1) Granting the variance will not alter the established character of the neighbourhood.
- 2) There are longstanding encroachments and the variance will bring the existing building into compliance.

- 3) The location of the ditch in the middle of the property limits available space, leaving no suitable alternative location for the sewerage system that would comply with setback requirements without a variance.
- 4) The upgraded sewerage system will reduce the potential risk of contamination to nearby water bodies.

## **BACKGROUND**

The subject property, 360 Collins Road, is a 0.27-hectare (0.66-acre) parcel zoned Rural (R), located in the Mount Erskine area of Salt Spring Island.

The variance application was submitted to permit the renewal of an existing sewage dispersal field located approximately 14.9 metres from an on-site ephemeral to intermittent drainage ditch, which meets the Land Use Bylaw definition of a water body. The applicant indicates that the existing system was originally installed around 1984 and that the renewed system will maintain the same setback.

During the review of the application, staff identified that the existing dwelling is also situated within the setback from the same water body, creating an additional non-conformity. Following notification from staff, the applicant chose to include the dwelling in the current variance application to address both non-conforming structures under a single permit.

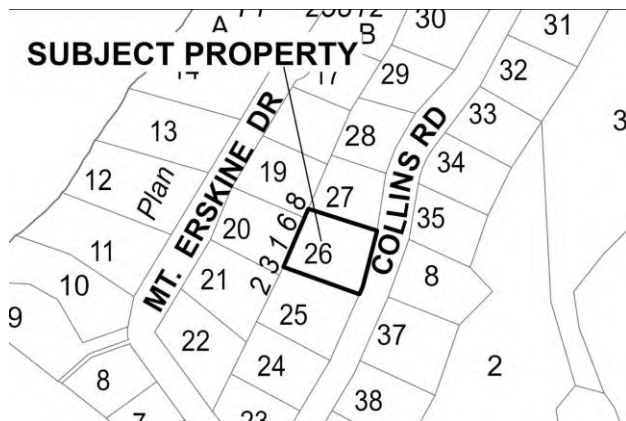


Figure 1 Subject Property



Figure 2 Satellite view

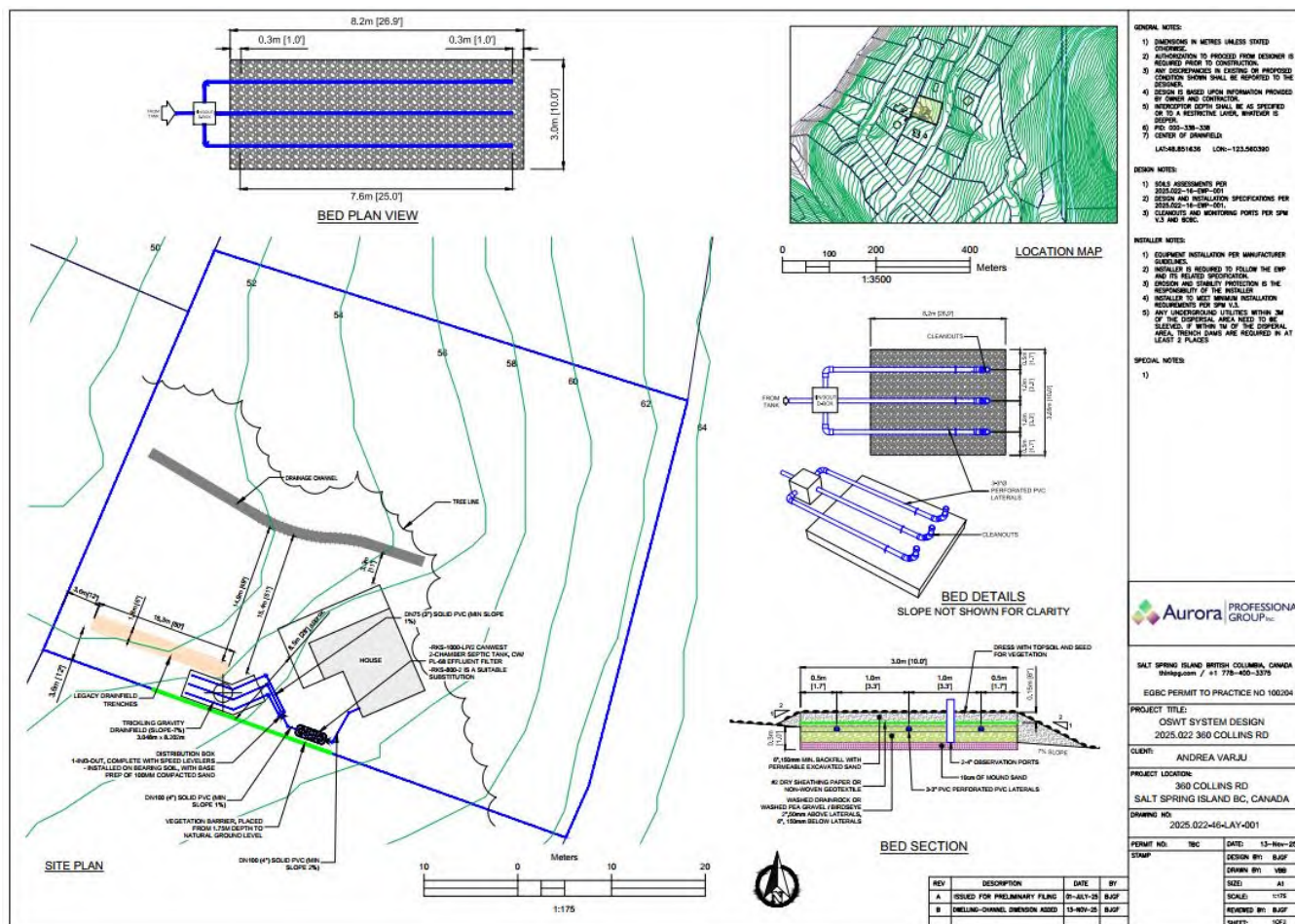


Figure 3 Site Plan

## ANALYSIS

### Policy/Regulatory

Section 498 of the *Local Government Act* enables the Local Trust Committee to issue (approve) a DVP in order to vary a siting regulation in the LUB. A DVP may not be used to vary density or land use. In this case, a variance to siting regulations is being sought.

### ***Official Community Plan (OCP)***

The subject property is designated Rural Neighbourhoods (RL) in the Salt Spring Island Official Community Plan Bylaw No. 434, 2008.

The following OCP objective is relevant to this application:

- B.2.5.1.1 To continue to provide for a range of medium density residential uses consistent with the community's rural character.

The following OCP policy is relevant:

- B.2.5.2.2 Zones within the Rural Neighbourhoods Designation will continue to allow medium density residential development and the other rural uses allowed by existing zoning. Existing commercial and general employment zones will remain, but exceptionally large new commercial or general employment developments should not be allowed in this Designation. Existing zones that allow higher densities, smaller lots and multifamily use will also remain.

### ***Land Use Bylaw (LUB)***

The subject property is zoned Rural (R) in the Salt Spring Island Land Use Bylaw No. 355, 1999 (LUB). The applicant is seeking variances for the Salt Spring LUB provisions:

*4.4.1 No building or structure except a fence, pumphouse or boathouse may be sited within 15 m of the natural boundary of any water body*

*4.5.1 No sewage disposal field or septage pit may be located within:  
30 m of the natural boundary of any other water body.*

If the variance is approved, it will bring the siting of the dwelling into compliance with the LUB and allow the renewal of the sewerage system.

### ***Intent of Regulations being varied:***

The overall purpose of the setback to the natural boundary of any water body is to minimize impacts on the public realm related to:

- Protection of the sensitive ecosystems,
- Protection of development from natural hazards, especially increased storm surges,
- Protection of views, scenic areas, and distinctive features contributing to the overall visual quality and scenic value of the Trust Area,
- Establishing a consistent development pattern within a local area,

- Maintaining a rural character,
- Establishing certainty with respect to residential development by maintaining consistent siting regulations.

The proposed repair is expected to have no adverse effects on the sensitive ecosystem and will contribute to safeguarding public health, environmental quality, and groundwater supplies.

## **Issues and Opportunities**

### ***Potential impacts of granting to variance***

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits.

If the variance is approved, there is no anticipated impacts on neighbouring properties since the culvert is on the subject property and is not anticipated to restrict the flow of water within the ditch.

### **Circulation**

In accordance with [Section 499\(3\)](#) of the Local Government Act and Section 8 of the [Salt Spring Island Development Procedures Bylaw No. 304](#), statutory notice of the proposed variance was mailed to all owners and tenants in occupation of properties within 100 metres (328.08 feet) of the subject property's boundaries on December 01, 2025. The notification period will end on December 11, 2025. No correspondence has been received at time of submission of this report. Staff will verbally indicate if any correspondence has been received subsequent to submission of this report at the SS LTC meeting.

### ***First Nations***

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application.

### **Rationale for Recommendation**

Staff is recommending that the resolution on page 1 be supported for the following reasons:

- The variance being sought will bring an existing building into compliance with the LUB.
- Impacts on neighbouring properties and uses is not anticipated if the variance is approved.
- The proposed variance does not challenge the intent of the regulation.
- At the time of writing, there has been no correspondence received regarding the notification.
- The location of the ditch in the middle of the property limits available space, leaving no suitable alternative location for the sewerage system that would comply with setback requirements without a variance.

- The upgraded sewerage system will improve treatment performance relative to the existing condition, supporting the protection of public health, the environment, and groundwater supplies. (Aurora Professional Group, August 13, 2025)

## ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

### 1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust ....*

### 2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee refuse application PLDVP20250324 (360 Collins Rd).*

|               |                                         |                   |
|---------------|-----------------------------------------|-------------------|
| Submitted By: | Milad Panahifar, Planner 1              | November 25, 2025 |
| Concurrence:  | Chris Hutton, Regional Planning Manager | November 27, 2025 |

## ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. Notice
4. Draft Development Variance Permit
5. Applicant's Letter of rationale

## ATTACHMENT 1 – SITE CONTEXT

### LOCATION

|                   |                                                                                          |
|-------------------|------------------------------------------------------------------------------------------|
| Legal Description | LOT 26, SECTION 1, RANGE 2 WEST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23168 |
| PID               | 000-338-338                                                                              |
| Civic Address     | 360 Collins Rd, Salt Spring (0.27 ha – 0.66 Acres)                                       |

### LAND USE

|                      |           |
|----------------------|-----------|
| Current Land Use     | Rural - R |
| Surrounding Land Use | R         |

### HISTORICAL ACTIVITY

| File No. | Purpose |
|----------|---------|
| N/A      |         |

### POLICY/REGULATORY

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Official Community Plan Designations | LUD: Rural Neighbourhood - RL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Land Use Bylaw                       | <p>Salt Spring Island Land Use Bylaw #355, 1999 – Rural “R” permits the following principal uses:</p> <ul style="list-style-type: none"> <li>• Single-family dwellings</li> <li>• Two family dwellings constructed before July 31, 1990</li> <li>• Dental and medical offices for a maximum of two medical practitioners</li> <li>• Elementary schools, pre-schools and child day care</li> <li>• Public health care facilities</li> <li>• Community halls</li> <li>• Churches and cemeteries</li> <li>• Veterinarian clinics and animal hospitals</li> <li>• Pet boarding services and kennels</li> <li>• Pounds</li> <li>• Active outdoor non-commercial recreation, excluding golf courses and activities primarily involving the use of power-driven means of conveyance</li> <li>• Agriculture</li> <li>• Public service uses</li> </ul> <p>The R also permits the following accessory uses:</p> <ul style="list-style-type: none"> <li>• Seasonal cottages subject to Section 3.14</li> <li>• Home-based business use, subject to Section 3.13</li> </ul> |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>3.12.5 With the exception of a seasonal cottage or other permitted accessory dwelling unit, the total floor area of all accessory buildings and structures on a lot must not exceed 70 square metres for lots that are 1.2 ha or less in area and 185 square metres for lots that are greater than 1.2 ha in area. One building with a floor area less than 25 square metres may be excluded from the calculation of total floor area for accessory buildings and structures.</p> <p>4.3.1 Unless otherwise specified, no building or structure except a fence, pumphouse, public utility structure or underground utility may be constructed within the following setbacks from lot lines or road access easements:</p> <ul style="list-style-type: none"> <li>(1) Setback from front lot line: 7.5 m</li> <li>(2) Setback from rear lot line: 7.5 m</li> <li>(3) Setback from interior side lot line: 3.0 m</li> <li>(4) Setback from exterior side lot line: 4.5 m</li> </ul> <p>except that on any lot, one structure with a floor area no more than 10 square metres and a height no greater than 2.5 m may be placed within the setback area from an interior side or rear lot line, and</p> <p>except that on any lot, where a structure has existed since before January 13, 1971, an addition to that structure may be placed within the setback area from an interior side or rear lot line, provided the addition is no closer to the lot line than the existing structure, and that the floor area of the addition does not exceed 10 per cent of the floor area of the existing structure.</p> <p>4.4.1 No building or structure except a fence, pumphouse or boathouse may be sited within 15 m of the natural boundary of any water body.</p> <p>4.5.1 No sewage disposal field or septage pit may be located within:</p> <ul style="list-style-type: none"> <li>(4) 30 m of the natural boundary of any other water body.</li> </ul> <p>“water body” means the sea or any natural depression with visible banks, or a wetland with or without visible banks; and includes any lake, river, stream, creek, spring, swamp, gulch or surface source of water, whether containing fish or not; and includes seasonal streams; and includes any surface drainage work or catchment pond that is a man-made replacement or diversion of a natural water body.</p> |
| Other Regulations | NSSWWD District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Covenants         | <p><b>Hydro and Power ROW:</b><br/>394222G</p> <p><b>Building Scheme:</b><br/>399393G</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Bylaw Enforcement | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

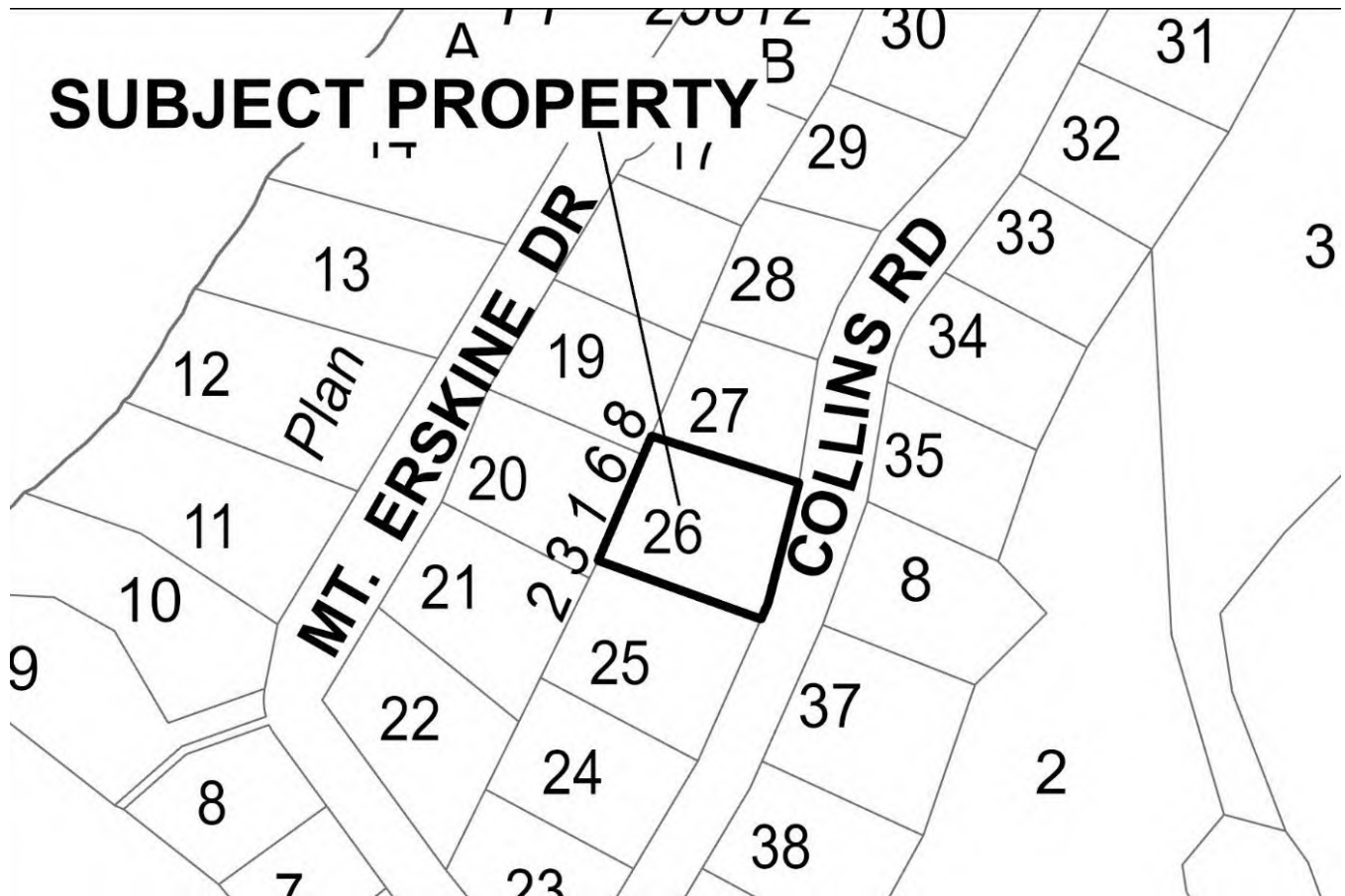
#### SITE INFLUENCES

|                           |     |
|---------------------------|-----|
| Islands Trust Conservancy | N/A |
| Species at Risk           | N/A |
| Sensitive Ecosystems      | N/A |

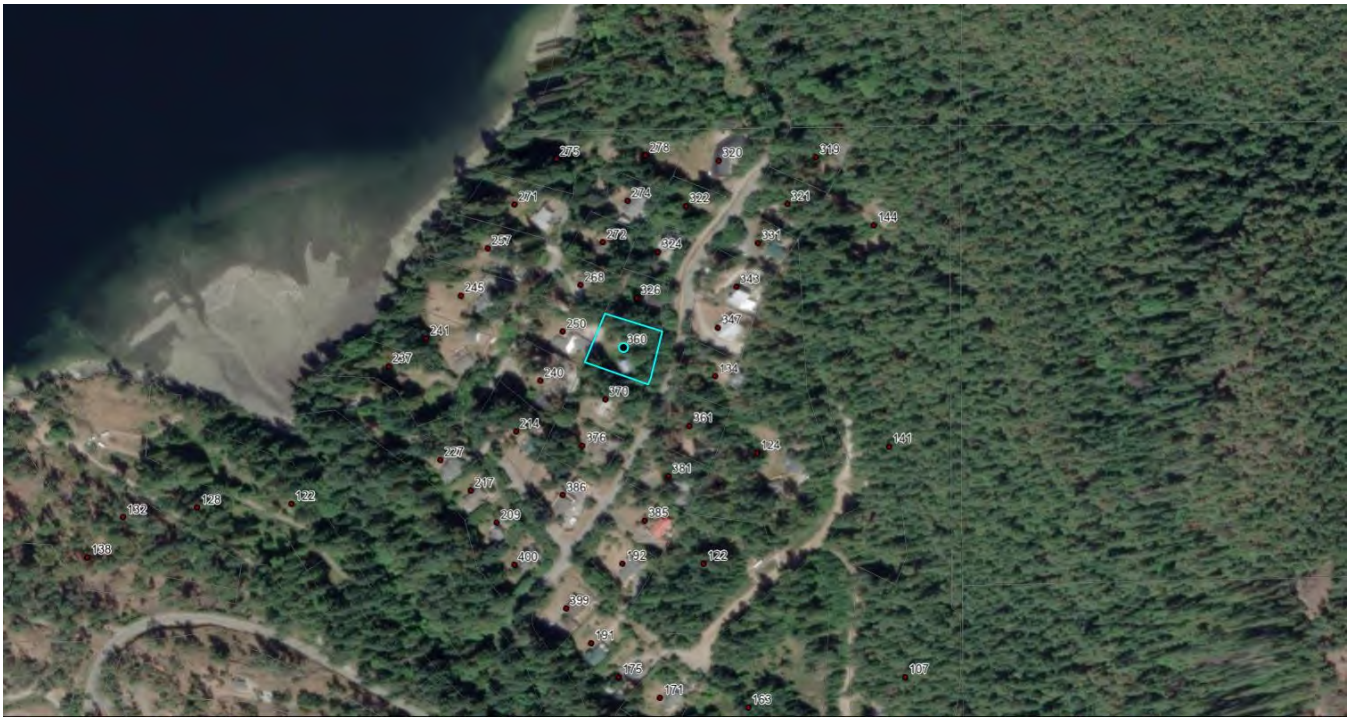
|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Areas                             | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Archaeological Sites                     | <p>Not recorded</p> <p>The owners and applicant should be aware that there is a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.</p> |
| Climate Change Adaptation and Mitigation | No additional impacts to GHG emissions anticipated as a result of this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Shoreline Classification                 | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Shoreline Data in TAPIS                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

### 2.1 MAP TITLE



*Figure 1 - Subject Property*



*Figure 2 - Subject Property Satellite View*

## 2.2 PLAN TITLE

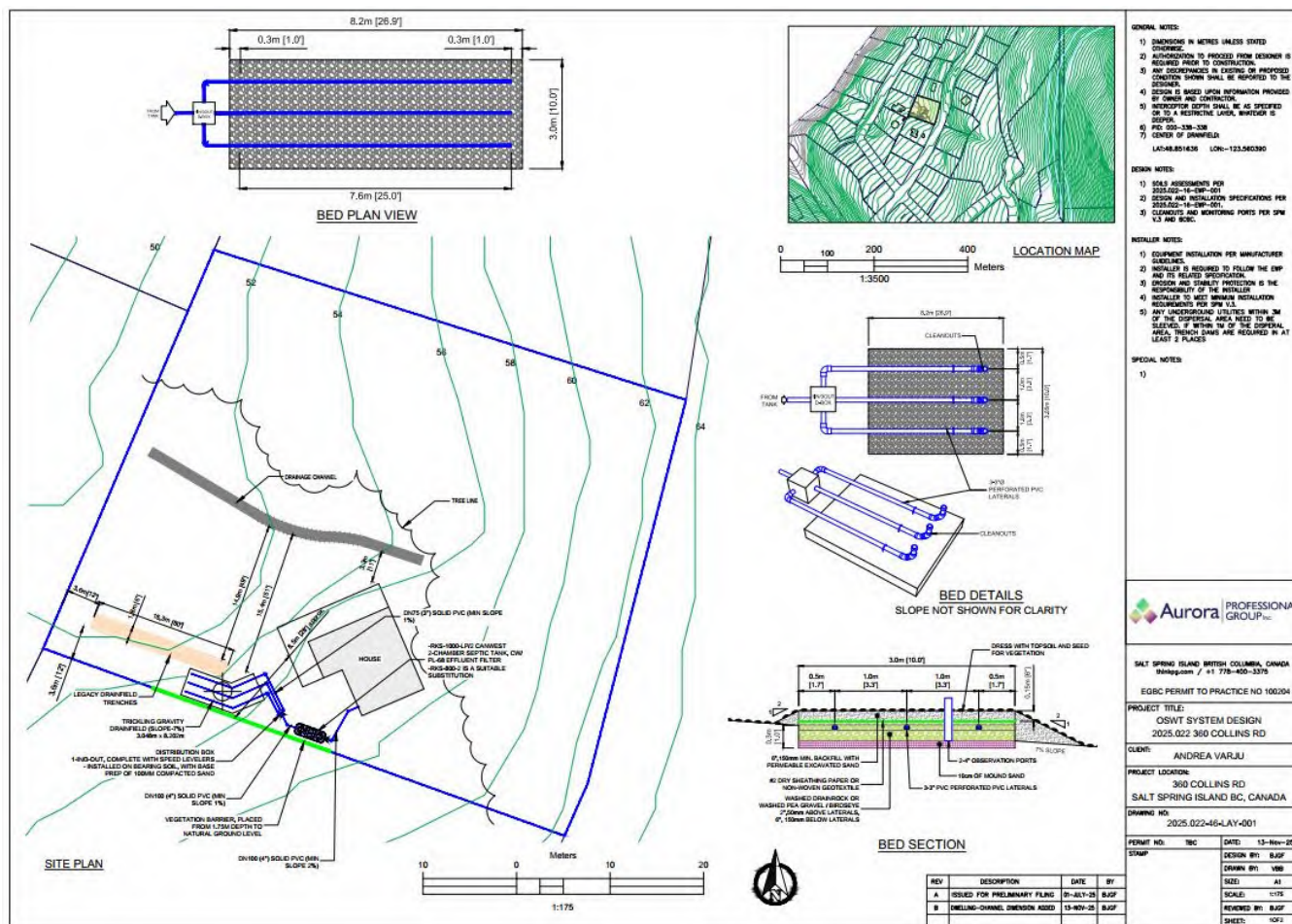


Figure 3 – Site Plan



**NOTICE**  
**PLDVP20250324**  
**SALT SPRING ISLAND LOCAL TRUST COMMITTEE**

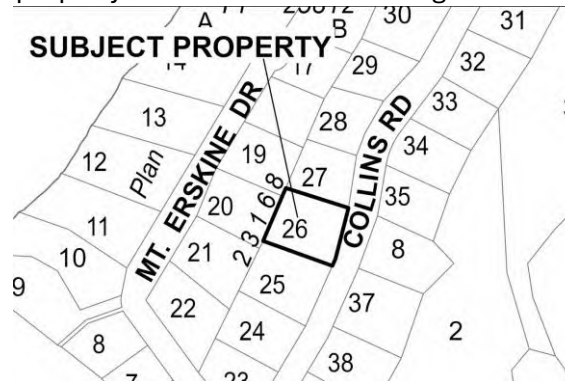
**NOTICE** is hereby given pursuant to Section 499 of the *Local Government Act* that the Salt Spring Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, the proposed permit would vary the the Salt Spring Island Land Use Bylaw No. 355 as follows:

- Sections **4.4.1** to permit the existing siting of the dwelling 3.22 metres (10.56 ft) from the natural boundary of drainage ditch
- Section **4.5.1** to reduce the minimum set back of the renewed sewage disposal system from 15.0 m (49.2 ft) to 14.9 metres (48.9 ft) from the natural boundary of the same water body.

The property is located at **360, Collins Rd** and is legally described as:

LOT 26, SECTION 1, RANGE 2 WEST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23168 (000-338-338)

The general location of the subject property is shown on the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 – 1627 Fort Street Victoria, BC between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday, excluding statutory holidays, commencing **December 1, 2025** and continuing up to and including **December 10, 2025**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Salt Spring Island.

Enquiries or comments should be directed to Milad Panahifar Planner 1, at (250) 537-9144, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca) before 4:30 pm, **December 10, 2025**.

The Salt Spring Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting starting at **December 11, 2025**, starting at 9:30 a.m. at the Salt Spring Legion, Meaden Hall, 120 Blain Road, Salt Spring Island. Typically, applications are considered in the afternoon portion of the meeting, which begins at 12 noon. Please refer to the agenda available on the Salt Spring Island LTC Meeting Calendar webpage at the beginning of that week for an indication of where this application may be placed on the agenda and to view the staff report for the application.

All applications are available for review by the public with prior appointment. Written comments made in response to this notice will also be available for public review.

Britt Holowaty, Deputy Secretary



**PROPOSED**  
**SALT SPRING ISLAND LOCAL TRUST COMMITTEE**  
**DEVELOPMENT VARIANCE PERMIT**  
**PLDVP20250324**

To: Andrea Nicole Varju

1. This Development Variance Permit applies to the land described below:

LOT 26, SECTION 1, RANGE 2 WEST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23168 (PID: 000-338-338)

2. Salt Spring Island Land Use Bylaw 355, 1999 is varied as follows:

- a) Subsection 4.4.1, which states that “No building or structure except a fence, pumphouse or boathouse may be sited within 15 m of the natural boundary of any water body” Is varied to allow the siting of a house within 3.22 meters (10.56 ft) from water bodies.
- b) Subsection 4.5.1, which states that “No sewage disposal field or septage pit may be located within: (4) 30 m of the natural boundary of any other water body.” Is varied to allow the renewal of a sewerage system within 14.9 meters (48.9 ft) distance from the natural boundary as shown in Schedule ‘A’

The development shall be consistent with Schedule ‘A’ which is attached to and form part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Salt Spring Island Land Use Bylaw No. 355, 1999 and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

**AUTHORIZING RESOLUTION PASSED BY THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE THIS ##th DAY OF [MONTH], [YEAR].**

\_\_\_\_\_  
 Deputy Secretary, Islands Trust

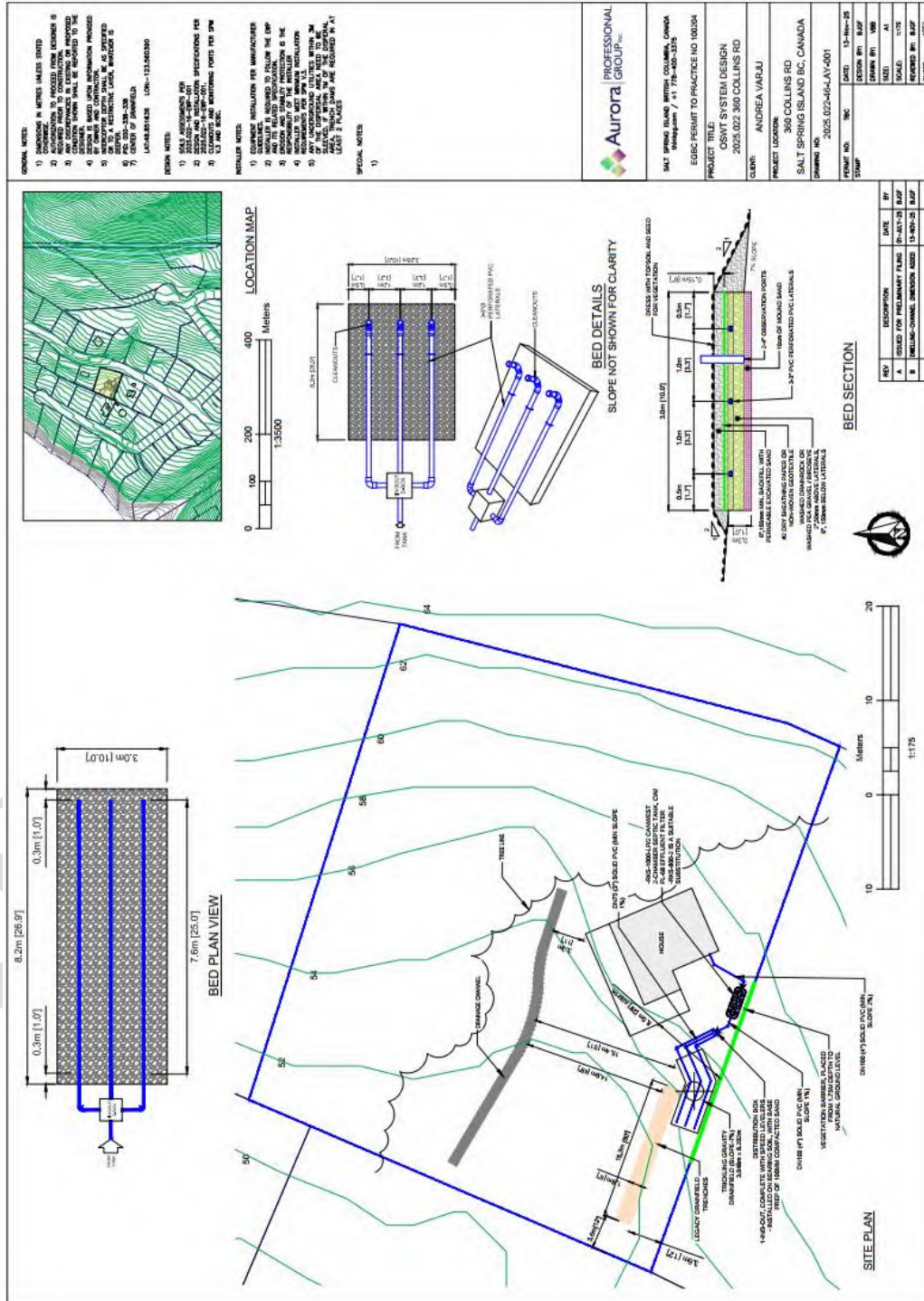
\_\_\_\_\_  
 Date of Issuance

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##th DAY OF [MONTH], [YEAR (2 YEARS FROM DATE OF ISSUANCE)] THIS PERMIT AUTOMATICALLY LAPSES.**

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE  
PLDVP20250324**

**SCHEDULE 'A'**

**Site Plan**





# Sewerage System Regulation Filing

---

## EWP Short Form

**Project No: 2025.022**

**Project Name: 360 COLLINS**

**Document No.: 2025.022-40-EWP-001**

**FORM No. APG-40-FRM-012**

### 1: Form Revision Log

| Revision # | Date        | By | Description                                                                |
|------------|-------------|----|----------------------------------------------------------------------------|
| 3          | 21-Jul-2023 | BF | Updates to fields and formatting                                           |
| 2          | 22-Feb-2023 | BF | Updates to structure; add risk table                                       |
| 1          | 01-May-2022 | BF | Issued for Use – Short Form Filing Memo for Advanced Proficiency Designers |
| 0          | 09-Dec-2021 | BF | Rework from long form template                                             |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

## I. SUMMARY INFORMATION

### I.A. PROJECT INFORMATION

Table 2: Project Statistics

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                             |                                                                                                                         |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Project No.</b>                  | <b>2025.022</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Project Name:</b>                        | 360 Collins                                                                                                             |
| <b>Site Type:</b>                   | <input type="checkbox"/> New Construction<br><input checked="" type="checkbox"/> Replacement<br><input checked="" type="checkbox"/> Repair / Alteration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Filing Status</b>                        | <input type="checkbox"/> Preliminary<br><input checked="" type="checkbox"/> Final<br><input type="checkbox"/> Amendment |
| <b>Owners / Client:</b>             | Andrea                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Jurisdiction:</b>                        | Islands Trust / VIHA                                                                                                    |
| <b>Legal Description</b>            | LOT 26, SECTION 1, RANGE 2 WEST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23168                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>PID #<br/>(Parcel Identifier Number)</b> | 000-338-338                                                                                                             |
| <b>Common Address</b>               | 360 COLLINS RD<br>SALT SPRING ISLAND BC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Folio. #<br/>(Tax Assessment Roll #)</b> | 01-764-00971.052                                                                                                        |
| <b>Engineer of Record</b>           | Bradley Fossen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Prepared by:</b>                         | BRADLEY FOSSEN                                                                                                          |
| <b>Owner Declaration Completed:</b> | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Required Daily Design Flow:</b>          | 1000 LPD                                                                                                                |
| <b>Influent Type</b>                | <input checked="" type="checkbox"/> Typical Residential<br><input type="checkbox"/> Other:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Water Source:</b>                        | <input checked="" type="checkbox"/> Community<br><input type="checkbox"/> Well<br><input type="checkbox"/> Rainwater    |
| <b>Equipment Used</b>               | <div> <input type="checkbox"/> Auger (7 cm)<br/> <input checked="" type="checkbox"/> Clinometer<br/> <input checked="" type="checkbox"/> Compass<br/> <input checked="" type="checkbox"/> Engineer's Tape<br/> <input checked="" type="checkbox"/> Excavator<br/> <input checked="" type="checkbox"/> Field Soils Kit<br/> <input type="checkbox"/> Infrared Camera<br/> <input type="checkbox"/> Line Locator<br/> <input type="checkbox"/> Pipe camera           </div> <div> <input checked="" type="checkbox"/> Permeameter (Pask, 101.6 mm)<br/> <input type="checkbox"/> Range Finder<br/> <input type="checkbox"/> Rotary Laser<br/> <input type="checkbox"/> Survey Disto<br/> <input checked="" type="checkbox"/> Sampling Kit<br/> <input type="checkbox"/> Scale<br/> <input checked="" type="checkbox"/> Sieve (10 mesh)<br/> <input checked="" type="checkbox"/> Shovel and Hand Tools<br/> <input type="checkbox"/> Soil Probe (4 ft)           </div> |                                             |                                                                                                                         |
| <b>Purpose of Report:</b>           | <ul style="list-style-type: none"> <li>Provide guidance on regulations and bylaws that may affect onsite wastewater treatment system (OSWTS) design and siting.</li> <li>Complete Site &amp; Soils Assessment, Record of Design, and Specifications as prescribed within the Sewerage System Regulation (SSR).</li> <li>Recommend a location and type of onsite sewerage system.</li> <li>Provide other general recommendations for site evaluation, layout, design, and construction.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                             |                                                                                                                         |
| <b>Summary of Activities:</b>       | <ul style="list-style-type: none"> <li>Site visits: x3</li> <li>Desktop reviews, design, and drafting activities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                             |                                                                                                                         |

| Document Revision # | Date        | By   | Reviewed By | Description                                        |
|---------------------|-------------|------|-------------|----------------------------------------------------|
| 0                   | 01-JUL-2025 | BJGF | BJGF        | Issued for Filing                                  |
| 1                   | 13-AUG-2025 | BJGF | BJGF        | Updated for use as part of a land use application. |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

## Contents

|        |                                                      |    |
|--------|------------------------------------------------------|----|
| I.     | Summary Information .....                            | 2  |
| I.A.   | Project Information .....                            | 2  |
| I.B.   | Filing Summary .....                                 | 4  |
| I.C.   | Risk Categorization .....                            | 4  |
| I.D.   | Applicable Standards of Practice .....               | 4  |
| I.E.   | Departures.....                                      | 5  |
| II.    | Site Capability - Site and Soils Assessments .....   | 5  |
| II.A.  | General Observations and Assessments.....            | 5  |
| II.B.  | Area Chosen For Effluent Dispersal .....             | 6  |
| II.C.  | Soils Assessments .....                              | 7  |
| I.     | Land Use Considerations .....                        | 8  |
| II.    | Design record.....                                   | 8  |
| III.   | Construction Specifications and Installer Form ..... | 11 |
| III.A. | General Considerations.....                          | 11 |
| III.B. | Site-Specific Considerations.....                    | 11 |
| III.C. | Compulsory Specifications and Documents .....        | 12 |
| III.A. | Installer Form.....                                  | 13 |
| III.B. | Installation Procedure Notes .....                   | 15 |
| III.C. | Inspection Points.....                               | 16 |
| IV.    | Further Considerations.....                          | 18 |
| V.     | Disclaimers .....                                    | 18 |
| VI.    | Sign Off .....                                       | 19 |
| VIII.  | Attachments.....                                     | 20 |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

## I.B. FILING SUMMARY

This document provides site and soils assessments and the design and construction specifications record pursuant to the BC SSR.

This document also serves to support a land use application. Therefore, it includes further information and consideration of local bylaws and regulations.

The proposed work is the renewal of an existing sewerage system at 360 Collins Road, Salt Spring Island. The existing dispersal field is approximately 14.9 m from an onsite ephemeral to intermittent drainage ditch, which may be considered a “water body” under Section 4.5.1 of the Salt Spring Island Land Use Bylaw No. 355. The current installation dates to 1984, and the renewed system will maintain the same 15 m setback to the ditch. No alternate location is available because the ditch bisects the property. The project will not increase occupancy or intensify use, and the upgraded components will improve treatment performance relative to the existing condition, supporting the protection of public health, the environment, and groundwater supplies.

## I.C. RISK CATEGORIZATION

The following table denotes what classification of design this project has been assigned and whether or not a project specific risk review is required.

Table 3: Risk Category

| Risk Category <sup>1</sup>                            |                                                            |                                                       | Date                               | By   | Comment    |
|-------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------|------------------------------------|------|------------|
| <input checked="" type="checkbox"/> Global (Low Risk) | <input type="checkbox"/> Global (Repetitive Moderate Risk) | <input type="checkbox"/> Project Risk Review Required | Error! Reference source not found. | BJGF | Check only |

## I.D. APPLICABLE STANDARDS OF PRACTICE

The following table indicates what standards of practices, codes, or regulations were utilized in the design for this project. These documents form the key, “top-level,” design basis for the project.

We note that other regulations may also have jurisdiction on the project and that this list is not exhaustive. Further, additional documents and references may be indicated later where warranted.

Table 4: Applicable Design References.

| A Basis of this Design Filing       | Code, Standard of Practice, Regulation                          |
|-------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/>            | BC Municipal Wastewater Regulation                              |
| <input checked="" type="checkbox"/> | BC Sewerage System Regulation                                   |
| <input checked="" type="checkbox"/> | BC Standard Practice Manual, Version 3                          |
| <input type="checkbox"/>            | EGBC Professional Practice Guideline on Onsite Sewerage Systems |
| <input type="checkbox"/>            | Other:                                                          |

<sup>1</sup> In the cases of a global risk categorization, a global risk assessment must already be in place.

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

## I.E. DEPARTURES

Any departures from the above documents, when indicated as a design basis document, shall be documented herein, along with rationale, mitigation measures, and any supporting references to do so.

## II. SITE CAPABILITY - SITE AND SOILS ASSESSMENTS

### II.A. GENERAL OBSERVATIONS AND ASSESSMENTS

Site assessments are provided:

- ☒ Below, in this document.
- ☒ Attached, in a Site Capability Report.

Table 5: Desktop Assessment by Element - Addendum

| Element                     | Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Constraints & Potential Departures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Zoning & building use bylaw |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Re-use of the existing dispersal area and any components is advised. As per the Section 4.5.1 information note:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | <input type="checkbox"/> N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | <input type="checkbox"/> No zoning or land-use considerations that may constrain or impede an OSWTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | <input checked="" type="checkbox"/> Salt Spring Island Land Use Bylaw No. 355, Section 4.5.1 No sewage disposal field may be located within ...30m of the natural boundary of any other water body. Where water body is defined as:<br><i>"means the sea or any natural depression with visible banks, or a wetland with or without visible banks; and includes any lake, river, stream, creek, spring, swamp, gulch or surface source of water, whether containing fish or not; and includes seasonal streams; and includes any surface drainage work or catchment pond that is a man-made replacement or diversion of a natural water body."</i> | <p><i>"Where sewage disposal fields and septic pits are legally sited prior to the adoption of this bylaw, this bylaw would not limit the owner's ability to use, maintain and alter the facilities in place, provided that maintenance and alterations do not cause them to be any closer to the natural boundary of a water body than they already are."</i></p> <p>In this setting, the alteration will make the dispersal system no closer to the natural boundary of a water body than what previously existed with the legally sited, legacy sewerage system.</p> <p>We note that all land use encumbrances are the responsibility of the owner. Additional work relating to zoning / land use has not yet been considered in our scope of services and remains the risk and responsibility of the owner.</p> |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

## II.B. AREA CHOSEN FOR EFFLUENT DISPERSAL

Table 6: Dispersal Area Selection

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Area Chosen For Effluent Dispersal</b> | <b>The chosen dispersal area was selected because:</b><br><br>The area chosen is suitable for trickling gravity dispersal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Comments, if Required</b>              | <p>The area re-uses the general legacy dispersal system area, which performed well for ~40 years and has suitable depth and type of soils for an effluent dispersal system.</p> <p>Further, all other areas will place the dispersal system more proximal to the intermittent/ephemeral water body (drainage ditch).</p> <p>We note that the legacy system would likely have had an even longer usable life if nearby vegetation (Wester Red Cedar trees) had been managed to prevent root invasion of the drainfield. This is an important consideration for the owner going forward.</p> |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

## II.C. SOILS ASSESSMENTS

Soils assessments are provided:

- ☐ Below, in this document.
- ☒ Attached, in a Site Capability Report.

Table 7: Vertical Separation Table

| INFERRED VERTICAL SEPARATION [cm]<br>(Without Added Sand, BC SPM II-5.3) |                                                                                                                                                                         |                                  |     |                                                         |     |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----|---------------------------------------------------------|-----|
| <b>Restrictive Layer Depth [cm]</b>                                      | 200                                                                                                                                                                     | <b>Limiting Layer Depth [cm]</b> | 175 | <b>Available Vertical Separation (Native Soil) [cm]</b> | 175 |
| <b>Comments</b>                                                          | The restricted layer is estimated only. When an excavator is on site, dig test pits deeper as a means to provide further due diligence on VS when using gravelly sands. |                                  |     |                                                         |     |

Table 8: Hydraulic Loading Rate Table – Basal Material

| HLR ASSESSMENTS<br>(Per BC SPM II-5.5)                     |                                |                                                                                                               |        |
|------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------|--------|
| <b>Soil Texture (Infiltrative Surface)</b>                 | Gravelly Sands and Coarse Sand | <b>Soil Structure and Consistence (Infiltrative Surface)</b><br>(Favourable / Poor / Very Poor / Not Allowed) | F      |
| <b>Assigned Hydraulic Loading Rate [LPD/m<sup>2</sup>]</b> | 40                             | <b>Type</b><br>Type 1 / Type 2 / Type 3                                                                       | TYPE 1 |
| <b>Comments, If Required:</b>                              | None.                          |                                                                                                               |        |

Table 9: Hydraulic Loading Rate Table - Sand

| HLR ASSESSMENTS – SPECIFIED SAND<br>(Per BC SPM II-5.5.3)<br>Applicable? ✓/No |                              |                                                                      |     |
|-------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------|-----|
| <b>Sand Type (Infiltrative Surface)</b>                                       | Mound Sand                   | <b>Hydraulic Loading Rate (SPM Table II-24)</b>                      | 40  |
| <b>Type</b><br>Type 1 / Type 2 / Type 3                                       | TYPE 1                       | <b>Estimated Depth [cm]</b>                                          | 10  |
| <b>Allowable Dosing, Due to V.S.</b><br>(SPM Table II-17)                     | N/A                          | <b>Allowable Dosing, Due to Sand Type</b><br>(SPM Table II-24 Notes) | N/A |
| <b>Comments, If Required:</b>                                                 | Sand as blinding layer only. |                                                                      |     |

Table 10: Linear Loading Table

| Linear Loading<br>(Per BC SPM II-5.6)        |                                |                                                                |                                                                            |                                                       |          |
|----------------------------------------------|--------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------|----------|
| <b>Slope [%]</b>                             | 5-10                           | <b>Direction of Shallow Groundwater Flow</b>                   | NWbN                                                                       | <b>Depth to Bottom of Soil Layer of Interest [cm]</b> | 175      |
| <b>Soil Texture (Soil Layer of Interest)</b> | Gravelly Sands and Coarse Sand | <b>Soil Structure and Consistence (Soil Layer of Interest)</b> | F                                                                          | <b>Corresponding Permeability [KFS mm/day]</b>        | > 17,000 |
| <b>Assigned Linear Loading Rate [LPD/m]</b>  | 400                            | <b>Comments, If Required:</b>                                  | None. The method of deposition/soils in this area does not support a SHWT. |                                                       |          |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

## I. LAND USE CONSIDERATIONS

The proposed work is an alteration to an existing sewerage system at 360 Collins Road, Salt Spring Island (PID: 000-338-338). The existing dispersal field is located approximately 14.9 m from an onsite drainage ditch. Based on site observations, this ditch exhibits ephemeral to intermittent flow characteristics, with surface water present only seasonally or following precipitation events. Under a precautionary interpretation of Section 4.5.1 of the Salt Spring Island Land Use Bylaw No. 355, such a feature may be considered a “water body” because the definition includes seasonal streams and man-made drainage works that replace or divert a natural watercourse.

Section 4.5.1 prohibits locating a sewage disposal field within 30 m of the natural boundary of a water body. The current dispersal field was installed in 1984, after the adoption of this regulation in 1978/1979. Islands Trust has confirmed that, without documentation of specific approval for the existing siting, a Development Variance Permit (DVP) is required to replace the system within the current setback. While a land use application may have existed, there is no record of it, nor is there a notation on the land title.

The renewed system will maintain the existing setback of no less than 15 m to the ditch, with no further encroachment toward the feature. The system renewal is necessary due to the end-of-life condition of the existing components, and relocation to achieve a full 30 m setback is not feasible because the drainage ditch bisects the property, limiting available area for a compliant alternative.

The project does not propose any increase in occupancy or use intensity. Replacement of aging components with modern treatment and dispersal infrastructure will improve treatment performance relative to the existing condition, thereby reducing potential environmental risk. In particular, maintaining or improving effluent quality at the same setback distance supports the objectives of protecting public health, the environment, and groundwater supplies, while enabling the continued safe use of the sewerage system.

For the purposes of the Development Variance Permit application, the variance sought is to permit the siting of a sewage disposal field no closer than 15 m to the natural boundary of the identified drainage ditch, where the Land Use Bylaw requires a minimum 30 m setback.

## II. DESIGN RECORD

Objectives:

1. Comply with the Health Act, Sewerage System Regulation, Land Use Bylaws, Strata, and Development Permit Areas Bylaws.
2. Comply with the requirements of the Sewerage System Standard Practice Manual, V.3. If design departures are required, provide the rationale for the departures and provide mitigation measures as required.
3. Provide a design, and subsequent maintenance plan, that meets these objectives.

Inputs, parameters, and design data are provided:

- ☒ Below, in this document.
- ☐ Attached, in a SSR Design Report.

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

Table 11: Design Inputs

| Design Inputs |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |                | Reference                |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|--------------------------|
| Structure     | Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Floor Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Bedrooms | Occupants      | SPM Table II-8/9         |
| Main Dwelling | Single family dwelling                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1521sf / 142sm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2        | 3              | Owner Dec                |
| N/A           | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A      | N/A            | Owner Dec                |
| N/A           | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A      | N/A            | Owner Dec                |
| N/A           | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A      | N/A            | Owner Dec                |
| N/A           | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A      | N/A            | Owner Dec                |
| Total Bdrms   | Total Occupants                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ADF [LPD]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PEAKING  | DDF, SPM [LPD] | SPM Table II-8/9         |
| 2             | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2        | 1000           | SPM Table II-8/9         |
| Constraints   | - Nearby breakout area risk<br>'- Nearby seasonal water body (unmapped drainage ditch)                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |                | This document Section II |
| Departures    | Departure                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Rational / Mitigation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |                | This document Section II |
|               | 1. Departure from BC SPM V3 Guideline Table III-16, 3m setback from property line for dispersal systems.<br>2. Departure (potentially) from BC SPM V3 Standard Table III-19, 7.5m setback from breakout point.<br>3. Two test pits were placed, where typically four is our preference.<br>4. Two permeability tests per completed, where typically >four is our preference.<br>5. Dispersal system configuration could incorporate a dog-leg that will travel slightly off contour. | 1. Shallow groundwater is inferred to flow in the direction of topography, away from the property line. No risk exists.<br>2. The new system will be placed further back from the breakout risk area than the original dispersal system. The original dispersal system did not exhibit indications of short-term or long-term surfaces or ponding. Furthermore, considering the system will be placed below grade, the actual horizontal distance from the breakout area will likely exceed 7.5 meters.<br>3. Not a departure, per BC SPM V3 II-3.3.2.1. For a small area, this is a good practice to maintain the soil structure of a relatively small dispersal area.<br>4. We suggest that additional permeability testing should be conducted at the site kick-off, when an excavator is available. Both permeability testing and perc holes were generally in line with texturing for gravelly sands, VS is considerable, and the soil deposition type does not facilitate a seasonal high water table.<br>5. This is a mitigation to ensure AIS is met. As there is no risk for a shallow groundwater table forming (due to soil type and absence of a seasonal high water table), treatment will not be impeded. Ensure that bed remains level to within 0.2% downward slope. |          |                |                          |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

Table 12: Design Parameters

| Design Parameters                                                      |                                                                                                                                                                                                                               |                                          |         | Reference                                                                     |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------|-------------------------------------------------------------------------------|
| Effluent Quality                                                       | TYPE 1                                                                                                                                                                                                                        | Slope [%]                                | 5-10    | SSR III-4.2                                                                   |
| Selected Treatment System                                              | SEPTIC                                                                                                                                                                                                                        |                                          |         | SSR III-4.2.2.1                                                               |
| Rational for Treatment System Selected                                 | Septic treatment alone meets performance requirements.                                                                                                                                                                        |                                          |         | SSR III-4.2.2.1                                                               |
| Selected Dispersal System                                              | Seepage Bed                                                                                                                                                                                                                   |                                          |         | SSR Table II-6                                                                |
| Rational for Dispersal System Selected                                 | A Type 1 trickling gravity, seepage bed, meets performance requirements and site constraints. Place shallow, so as to maximize VS. Include blinding layer to enhance more uniform flow and "slow" soil conductivity somewhat. |                                          |         | Designer Specified                                                            |
| Available Width [m]                                                    | 20                                                                                                                                                                                                                            | Available Length [m]                     | 40      | SPM II-5.6                                                                    |
| Maximum HLR (I.S.) [LPD/m <sup>2</sup> ]                               | 40                                                                                                                                                                                                                            | Maximum HLR (Basal) [LPD/m]              | 40      | This document/ Designer                                                       |
| Required Effective AIS (Sand I.S. / CTDS / At-Grade) [m <sup>2</sup> ] | 25                                                                                                                                                                                                                            | Required Basal AIS [m <sup>2</sup> ]     | 25      | SPM II-5.5                                                                    |
| Maximum LLR (I.S.) [LPD/m]                                             | 400                                                                                                                                                                                                                           | Minimum Contour Length [m]               | 7.5     | SPM II-5.6                                                                    |
| Designed Effective Width [m]                                           | 3.0                                                                                                                                                                                                                           | Designed Effective Length                | 8.5     | This document/ Designer                                                       |
| Designed Basal Width [m]                                               | 3.0                                                                                                                                                                                                                           | Designed Basal Length [m]                | 8.5     | This document/ Designer                                                       |
| Designed Effective AIS [m <sup>2</sup> ]                               | 26                                                                                                                                                                                                                            | Design Basal AIS [m <sup>2</sup> ]       | 26      | This document/ Designer                                                       |
| Designed Effective HLR [LPD/m <sup>2</sup> ]                           | 38                                                                                                                                                                                                                            | Designed Basal HLR [LPD/m <sup>2</sup> ] | 38      | This document/ Designer                                                       |
| Designed Effective LLR [LPD/m]                                         | 117                                                                                                                                                                                                                           | Designed Basal LLR [LPD/m]               | 117     | This document/ Designer                                                       |
| Distribution                                                           | Gravity                                                                                                                                                                                                                       | Dosing                                   | Trickle | Designer Specified                                                            |
| Required V.S [cm]                                                      | 150                                                                                                                                                                                                                           | Designed V.S. [cm]                       | 150     | SPM Table II-14/15/16/17                                                      |
| Native V.S. [cm]                                                       | 140                                                                                                                                                                                                                           | Sand V.S. [cm]                           | 10      | Designer Specified                                                            |
| Specified Doses [normal/ lag]                                          | N/A                                                                                                                                                                                                                           | Dose Volume [normal/ lag] [L]            | N/A     | Specified by Designer, between SPM Table II-10, Table II-11 & SPM III-5.2.2.1 |

Table 13: Install Specification

|                             |              |                            |                                                |
|-----------------------------|--------------|----------------------------|------------------------------------------------|
| Distribution Type           | Gravity      | Dispersal System Type      | Seepage Bed                                    |
| Excavated Depth [cm]        | 35           | Basal / I.S. Dimensions    | PER DWG                                        |
| Bed Depth (Min) [cm]        | 20           | Bed Material               | Washed drainrock or washed pea-gravel/birdseye |
| Cover Depth [cm]            | 15           | Cover Material             | Seeded Excavated Fill                          |
| Sand Layer [cm]             | 10           | Sand Media                 | Mound Sand                                     |
| Manifold Style              | End-Feed     | Manifold Size              | Dbox                                           |
| Laterals                    | 3"PVC Sch.40 | Valves                     | N/A                                            |
| Chambers/Modules            | N/A          | Chambers/Module Count      | N/A                                            |
| Orifices                    | N/A          | Orifice Size and Spacing   | N/A                                            |
| Orifice Dispersion          | N/A          | Orientation                | N/A                                            |
| Draindown Protection        | N/A          | Draindown Protection Style | N/A                                            |
| Siphon Protection           | N/A          | Back Flow Protection       | N/A                                            |
| Observation Ports           | 2            | Observation Ports Location | PER DWG                                        |
| Groundwater Relief Required | NO           | Describe                   | N/A                                            |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

### III. CONSTRUCTION SPECIFICATIONS AND INSTALLER FORM

|                   |                 |                              |  |
|-------------------|-----------------|------------------------------|--|
| <b>Project:</b>   | <b>2025.022</b> | <b>Install Complete Date</b> |  |
| <b>Installer:</b> |                 | <b>ROWP # (Or N/A)</b>       |  |

The Installer is required to review these specifications and any manufacturer install requirements. There are important considerations in each that the Installer must follow.

The Installer is required to follow the BC Standard Practice Manual (SPM) V.3. Should there be any discrepancies between this document, its related documents, and the SPM, the Installer is to follow the more rigorous specification. New information, previously unrevealed site conditions, and other factors that may affect this design are to be forwarded immediately to the Designer.

#### III.A. GENERAL CONSIDERATIONS

- Site management and site safety are the responsibility of the Installer and the Owner.
- The construction sequence is to be determined and managed by the Installer.
- Site soils stability management is the responsibility of the Installer, and they shall follow best practices. Any concerns relating to stability should be forwarded to the Owner and Designer immediately, and work should be halted after it has been made safe.
- Adherence with land title interests and instruments, property boundaries, zoning and development regulations, and bylaws are the responsibility of the Owner. Any conflicts that arise in this regard must be rectified by the Owner at their cost.
- Any departures from the construction drawings, design and construction specifications require prior written approval from the Engineer.
- Excavated materials are not to be re-used within the dispersal area unless authorized by the Designer.
- Tank installation should follow the configuration noted in the Construction Drawings. However, the Installer will determine the final placement, depending on site conditions, with approval from the Engineer.
- Ensure the soil conditions in the dispersal area will promote vertical flow so that soils will receive effluent without causing any significant horizontal flow or ponding.
- Assess conditions. Adjust procedures and/or do not install in wet conditions.
- Prevent excessive disturbance or compaction or smearing of the original soil in the dispersal area and downslope receiving areas; do not back trucks onto the area, do not drive any rubber-tired machinery over the infiltrative surface, minimize loads, do not smear soils with the back or bottom of the bucket. Avoid foot traffic on prepared surfaces where possible.
- Orient mains, cleanouts, and manifolds so that lawn boxes are accessible yet not a nuisance, either for yard maintenance or aesthetics.

#### III.B. SITE-SPECIFIC CONSIDERATIONS

- Site kick off meeting required.
- With excavator on site, complete one more deep test pit to depth of 2m.
- Complete 1-2 more permeability tests while on site.
- Complete measurements from existing dispersal system to drainage ditch, record with photos.

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

### III.C. COMPULSORY SPECIFICATIONS AND DOCUMENTS

The following documents, when indicated, form part of this specification.

Table 14: Compulsory Documents and Specifications

| Required as Part of this Specification | Specification                                                             |
|----------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/>               | 01 86 26 / Electrical Guidelines for Septic Systems                       |
| <input type="checkbox"/>               | 01 91 13.1 / Commissioning of Uniform Dispersal Systems – Pumped          |
| <input type="checkbox"/>               | 01 91 13.2 / Commissioning of Uniform Dispersal Systems – Floating Outlet |
| <input checked="" type="checkbox"/>    | 31 05 16 / Aggregates and Soils for Earthwork                             |
| <input checked="" type="checkbox"/>    | 33 34 13 / Tank and Tank Piping Installation                              |
| <input type="checkbox"/>               | 33 34 51.01 / Uniform Distribution Pressure Systems                       |
| <input type="checkbox"/>               | 33 34 51.02 / At-Grade and Above-Grade Dispersal Systems                  |
| <input checked="" type="checkbox"/>    | 33 34 51.03 / Sand Based Dispersal Systems                                |
| <input type="checkbox"/>               | 33 34 51.05 / Chamber Style Seepage Bed Dispersal Systems                 |
| <input type="checkbox"/>               | 33 34 51.06 / CTDS Based Dispersal Systems                                |
| <input type="checkbox"/>               | 33 34 51.07 / Gravity Dispersal Systems                                   |
| <input checked="" type="checkbox"/>    | 33 34 51.08 / Seepage Bed Dispersal Systems                               |
| <input type="checkbox"/>               | 33 34 51.09 / Sloping CTDS Dispersal Systems                              |
| <input checked="" type="checkbox"/>    | BC Building Code (BCBC) and BC Plumbing Code (BCPC) – 2018                |
| <input type="checkbox"/>               | BC Municipal Wastewater Regulation                                        |
| <input checked="" type="checkbox"/>    | BC Sewerage System Regulation                                             |
| <input type="checkbox"/>               | BC Standard Practice Manual, Version 3                                    |
| <input checked="" type="checkbox"/>    | Canadian Electrical Code (CEC)                                            |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

### III.A. INSTALLER FORM

Table 15: Treatment System and Tank Specification

| Component         | As Specified                                              | As Installed |
|-------------------|-----------------------------------------------------------|--------------|
| Treatment System  | CANWEST RKP1000LP-2 (RKS800-2 IS A SUITABLE SUBSTITUTION) |              |
| Trash Tank        | NONE N/A                                                  |              |
| Trash Tank 2      | NONE N/A                                                  |              |
| Lifting           | N/A                                                       |              |
| Equalization Tank | N/A                                                       |              |
| Settling Tank     | N/A                                                       |              |
| Dosing Chamber    | NONE N/A                                                  |              |
| Effluent Filter   | Polylok PL-68                                             |              |
| UV                | N/A                                                       |              |
| Pump              | N/A                                                       |              |
| Controller        | N/A                                                       |              |
| System Venting    | Via Building                                              |              |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

Table 16: Dispersal Design & Specification

| Component                             | As Specified                                                                                                                          | As-Installed | Element                          | Specified                                      | As-Installed |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------|------------------------------------------------|--------------|
| Excavated Depth [cm]                  | 35                                                                                                                                    |              | Basal / I.S. Dimensions          | PER DWG                                        |              |
| Sand Layer [cm]                       | 10                                                                                                                                    |              | Sand Media                       | Mound Sand                                     |              |
| Bed Depth (Above/Below Laterals) [cm] | 20                                                                                                                                    |              | Bed Material                     | Washed drainrock or washed pea-gravel/birdseye |              |
| Cover Depth [cm]                      | 15                                                                                                                                    |              | Cover Material                   | Seeded Excavated Fill                          |              |
| Manifold Style                        | End-Feed                                                                                                                              |              | Manifold Size                    | Dbox                                           |              |
| Laterals                              | 3"PVC Sch.40                                                                                                                          |              | Lateral Length (Overall) [m](ft) | 7.92m (26' 0")                                 |              |
| Valves                                | N/A                                                                                                                                   |              | Separation Layer                 | Non-woven fabric or No.2 Dry Sheathing         |              |
| Chambers/Modules                      | N/A                                                                                                                                   |              | Chambers/Modules                 | N/A                                            |              |
| Orifices                              | N/A                                                                                                                                   |              | Orifice Size and Spacing         | N/A                                            |              |
| Orifice Dispersion                    | N/A                                                                                                                                   |              | Orientation                      | N/A                                            |              |
| Draindown Protection                  | N/A                                                                                                                                   |              | Draindown Protection Style       | N/A                                            |              |
| Siphon Protection                     | N/A                                                                                                                                   |              | Back Flow Protection             | N/A                                            |              |
| Monitoring Ports                      | 2                                                                                                                                     |              | Monitoring Ports Location        | PER DWG                                        |              |
| Groundwater Relief Required           | NO                                                                                                                                    |              | Describe                         | N/A                                            |              |
| Site-Specific Considerations:         | A site kick-off is required. An inspection and test plan will be provided for guidance to the ROWP-in-Training for inspection points. |              |                                  |                                                |              |

Table 17: Commissioning Parameters

- **Not applicable (trickling gravity system)**
- **Perform a 10 minute flow test on distribution box for commissioning.**
  - o **Use this time to adjust speed-levelers.**

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

### III.B. INSTALLATION PROCEDURE NOTES

- A dog leg is shown to provide flexibility in achieving dispersal area.
- The final dispersal area (area of infiltrative surface) must meet minimums. As such, extra length of the inside laterals may be required. This can be discussed and adjusted on site.
- The installer must mark out a boundary of 15m to the ditch / channel edge.
- Install cannot proceed without an approve land use application.
- The installer is required to take photos of all process and steps of their installation.

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

### III.C. INSPECTION POINTS

| Inspection Point                               | Applicable / Not Applicable                                                               | Inspection Type <sup>2</sup>                                                                      | Installer Initial | Designer Initial | Comments |
|------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------|------------------|----------|
| Sand / Aggregate Sieve Analysis                | <input type="checkbox"/> Applicable<br><input checked="" type="checkbox"/> Not Applicable | <input type="checkbox"/> H<br><input type="checkbox"/> I<br><input type="checkbox"/> R            |                   |                  |          |
| Drainfield Surface Preparation & Scarification | <input checked="" type="checkbox"/> Applicable<br><input type="checkbox"/> Not Applicable | <input checked="" type="checkbox"/> H<br><input type="checkbox"/> I<br><input type="checkbox"/> R |                   |                  |          |
| Treatment System – Receiving Confirmation      | <input type="checkbox"/> Applicable<br><input checked="" type="checkbox"/> Not Applicable | <input type="checkbox"/> H<br><input type="checkbox"/> I<br><input type="checkbox"/> R            |                   |                  |          |
| Tank Excavation – Prior to Setting             | <input checked="" type="checkbox"/> Applicable<br><input type="checkbox"/> Not Applicable | <input type="checkbox"/> H<br><input checked="" type="checkbox"/> I<br><input type="checkbox"/> R |                   |                  |          |
| Tank Piping Prior to Cover                     | <input checked="" type="checkbox"/> Applicable<br><input type="checkbox"/> Not Applicable | <input checked="" type="checkbox"/> H<br><input type="checkbox"/> I<br><input type="checkbox"/> R |                   |                  |          |
| Tank Fill Test                                 | <input checked="" type="checkbox"/> Applicable<br><input type="checkbox"/> Not Applicable | <input checked="" type="checkbox"/> H<br><input type="checkbox"/> I<br><input type="checkbox"/> R |                   |                  |          |
| Sand Layer – Height and Level Check            | <input checked="" type="checkbox"/> Applicable<br><input type="checkbox"/> Not Applicable | <input type="checkbox"/> H<br><input checked="" type="checkbox"/> I<br><input type="checkbox"/> R |                   |                  |          |
| Drainrock – Height and Level Check             | <input checked="" type="checkbox"/> Applicable<br><input type="checkbox"/> Not Applicable | <input type="checkbox"/> H<br><input checked="" type="checkbox"/> I<br><input type="checkbox"/> R |                   |                  |          |
| Pressure Main – Prior to Cover                 | <input checked="" type="checkbox"/> Applicable<br><input type="checkbox"/> Not Applicable | <input type="checkbox"/> H<br><input checked="" type="checkbox"/> I<br><input type="checkbox"/> R |                   |                  |          |
| Manifold and Lateral Piping – Prior to Cover   | <input checked="" type="checkbox"/> Applicable<br><input type="checkbox"/> Not Applicable | <input checked="" type="checkbox"/> H<br><input type="checkbox"/> I<br><input type="checkbox"/> R |                   |                  |          |
| Commissioning & Electrical                     | <input type="checkbox"/> Applicable<br><input checked="" type="checkbox"/> Not Applicable | <input type="checkbox"/> H<br><input type="checkbox"/> I<br><input type="checkbox"/> R            |                   |                  |          |
| Final Inspection                               | <input checked="" type="checkbox"/> Applicable<br><input type="checkbox"/> Not Applicable | <input checked="" type="checkbox"/> H<br><input type="checkbox"/> I<br><input type="checkbox"/> R |                   |                  |          |

<sup>2</sup> Inspection Types: H="HOLD" (Work can not proceed passed this point without inspection and 48 hr notice is required) // I="Inspection" (Inspection is required though the work can proceed with notice) // R= "Review" (A review or verification is required.)

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

Sign-Off Red-Line Drawing (Markup Completed by Installer) ☐ Yes

**Installer Declaration**

We declare that the system was constructed substantially per the specifications and plans provided by the Designer and that the installation is in compliance with standard practice, BC Ministry of Health Standard Practice Manual V.3.

|                                |  |
|--------------------------------|--|
| <b>Installer<br/>Comments:</b> |  |
|--------------------------------|--|

**Installer Name:**\_\_\_\_\_

**Date:** \_\_\_\_\_

**ROWP#:**\_\_\_\_\_ **OR**    ☐ **ROWP-IN-TRAINING**

**OR**    ☐ **HOMEOWNER**

**Installer Signature:**\_\_\_\_\_

**Reviewed by:**

**Designer Name:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Designer Signature:**\_\_\_\_\_

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

#### IV. FURTHER CONSIDERATIONS

Any significant deviations from this document require approval from the Designer.

#### V. DISCLAIMERS

By using this document you agree to our standard Terms and Conditions. In addition to our terms and conditions, we offer the following disclaimers when using this document:

- The findings and recommendations contained in this document are based on the information and assumptions made available to us at the time of our investigation, and are subject to limitations that may not have been identified. Our work is not intended to and does not relieve the owner, user, or third parties from their responsibilities to exercise due care and comply with applicable laws and regulations.
- We have exercised due care and professional judgment in our work, but we make no warranty, express or implied, with respect to the accuracy or completeness of the information, data, conclusions, opinions, or recommendations contained herein. We assume no responsibility for errors, omissions, or other discrepancies between our findings and any subsequent changes to the site or other conditions.
- Our investigations and assessments rely on public information that has the potential to be inaccurate, and our testing of soils and other materials cannot reveal all underground conditions. We endeavor to make all reasonable efforts to manage this uncertainty; however, it cannot be eliminated.
- Should site conditions change, this document becomes void.
- The use of this document shall be in its entirety; that is, assessments cannot be used piecemeal.
- Any design drawings or constructed works that are based on the assessments and conclusions in this document should be provided to its author for review.
- When installed per our guidance, any system components described in this document can reasonably be expected to operate in a manner that does not create a health hazard. However, this is contingent on the owner operating their system as designed and following the requirements of the most up-to-date maintenance plan for their system.
- This document relates only to the subject property and is not transferable to any other location or property.
- We reserve the right to update or modify the information contained in this document at any time without prior notice.

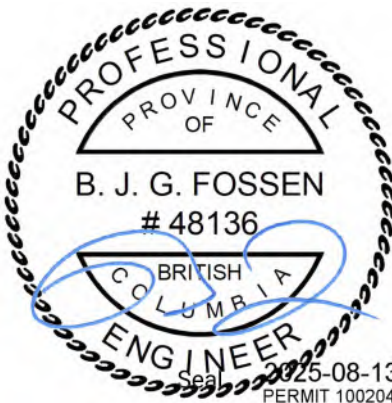
|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

## VI. SIGN OFF

Construction can not begin until the Designer has provided an Authorization to Proceed.

Contact the Designer, Brad Fossen, before starting construction in order to arrange a pre-construction meeting.

|                                            |      |      |
|--------------------------------------------|------|------|
| Designer, if other than Engineer of Record | Name | Sign |
|--------------------------------------------|------|------|

|                                                                                     |
|-------------------------------------------------------------------------------------|
| Engineer of Record: Bradley Fossen, P.Eng.                                          |
|  |
| EGBC PERMIT TO PRACTICE #1000204                                                    |

|                                                                                   |                                   |                   |
|-----------------------------------------------------------------------------------|-----------------------------------|-------------------|
|  | Sewerage System Regulation Filing | Project: 2025.022 |
| Form No.:<br>APG-40-FRM-012                                                       | Doc No.: 2025.022-40-EWP-001      | Revision: R.0     |

## VIII. ATTACHMENTS

| Attachment | Description                                                               | Include In Construction Package     | Include in Filing                   |
|------------|---------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A.         | Archeological Potential Map                                               | <input type="checkbox"/>            | <input type="checkbox"/>            |
| B.         | Aurora Professional Group Inc. <b>2025.022</b> Site Capability Assessment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| C.         | Aurora Professional Group Inc. <b>2025.022</b> SSR Design Report          | <input type="checkbox"/>            | <input type="checkbox"/>            |
| D.         | Aurora Professional Group Inc. General Conditions                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| E.         | Contours Map                                                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| F.         | Design Record Calculations                                                | <input type="checkbox"/>            | <input type="checkbox"/>            |
| G.         | Development Permit Areas Map                                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| H.         | Health Orders                                                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| I.         | Infrared Camera Report                                                    | <input type="checkbox"/>            | <input type="checkbox"/>            |
| J.         | Land Title Records                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| K.         | ParcelMap                                                                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| L.         | Photo Log                                                                 | <input type="checkbox"/>            | <input type="checkbox"/>            |
| M.         | Pipe Camera Report                                                        | <input type="checkbox"/>            | <input type="checkbox"/>            |
| N.         | Previous Sewerage System Filings                                          | <input type="checkbox"/>            | <input type="checkbox"/>            |
| O.         | Proposed System - Sketch                                                  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| P.         | Proximate Wells Map                                                       | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Q.         | Sampling Records                                                          | <input type="checkbox"/>            | <input type="checkbox"/>            |
| R.         | Satellite Map                                                             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| S.         | Third Party Reports                                                       | <input type="checkbox"/>            | <input type="checkbox"/>            |
| T.         | Well Records                                                              | <input type="checkbox"/>            | <input type="checkbox"/>            |
| U.         | Well Setback Reduction Memo                                               | <input type="checkbox"/>            | <input type="checkbox"/>            |

Site Capability Assessment #54

|          |                         |
|----------|-------------------------|
| Name     | 2025.022 360 COLLINS RD |
| Status   | Submitted               |
| Assignee | Bradley Fossen (BFO)    |

Use of Form

In many cases, this form is completed during preliminary assessments alone. Site conditions can change and not all information is available to use at the time of inspection. Further, our testing of soils cannot reveal all underground conditions. Unknown site conditions must be expected and can impact the design and overall cost. Should site conditions or uses change, this report becomes void. Any design drawings or constructed works that are based on these assessments and conclusions in this report should be provided to Aurora Professional Group Inc. for their review.

When using this form, checkmarks indicate no impediments were observed. Where x's indicate an impediment, constraint, or challenge may exist.

|                    |                      |
|--------------------|----------------------|
| Inspector          | Bradley Fossen (BFO) |
| Date of Assessment | 05-29-2025           |

Project Information

|                      |                     |
|----------------------|---------------------|
| General Project Data |                     |
| Address              | 360 COLLINS RD, SSI |
| Client               | ANDREA VARJU        |
| Project No.          | 2025.022            |
| Plans                |                     |

Site Information

|                                                        |                                                                                                                     |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Information relating to use.                           |                                                                                                                     |
| Site Type                                              | Replacement                                                                                                         |
| End Use (Buildings, Bedrooms, Occupants OR Commercial) | 1 BEDROOM PER OWNER DECLARATION (WE NOTE IT IS ASSESSED AS A 2-BEDROOM ON BC ASSESSMENT)                            |
| Flow Studies / Influent Quality / Consituents          | TYPICAL RESIDENTIAL                                                                                                 |
| Comments on General Site Use                           | REPLACEMENT FOR LEGACY SYSTEM. SITE IS RESIDENTIAL / DEVELOPED, WITH NO IMMEDIATE PLANS FOR RENOVATION / EXPANSION. |

Desktop Review

|                                 |                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mapping and public information. |                                                                                                                                                                                                                                                                                                                                                       |
| Previous Professional Reviews   | <input checked="" type="checkbox"/> LEGACY HEALTH FILING (1984)                                                                                                                                                                                                                                                                                       |
| Sewerage Inspection on File     | <input checked="" type="checkbox"/> Sewerage inspection note tank lid is cracked and "I sent the pipe camera down the septic tank outlet to locate the distribution box. It is corroded and the distribution lines and drain rock are plugged with roots and biomat. The field will need to be replaced. I dug 3 test holes in the field to confirm." |

|                                         |                                                                   |
|-----------------------------------------|-------------------------------------------------------------------|
| Title and Land Data on File             | <input checked="" type="checkbox"/>                               |
| Zoning or Land Use Impediments          | <input checked="" type="checkbox"/>                               |
| Development Permit Area Impediments     | <input checked="" type="checkbox"/>                               |
| Protected or Sensitive Area Impediments | <input checked="" type="checkbox"/>                               |
| SIFT ID & Description                   | 121198 - 60% HASLAM (WELL DRAINED SANDY LOAM, COLLUVIAL) / 40% NR |
| Köppen Climate Classification           | Warm Summer Mediterranean                                         |
| Well Registry                           | <input checked="" type="checkbox"/>                               |

## Site Inspection - General

Site assessments, including proximal neighbours.

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Well Survey                     | <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Riparian Areas                  | <input checked="" type="checkbox"/> A downslope intermittent water body (intermittent/ephemeral drainage ditch) exists, though is not mapped as a riparian water body and is likely from development efforts. No impact as sewage components will be sufficiently far away (>15m).                                                                                                                                                                                                                              |
| Nutrient Reduction Requirements | <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Buried Infrastructure           | <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Breakout Concerns               | <input checked="" type="checkbox"/> A downslope cutbank exists. Considering the legacy sewerage system was placed there and with no perceivable breakout concerns, we expect that the system benefits from primarily vertical flow as a result of the orthic dystric brunisol soil type. Likely vertical flow dominates in shallow soils to an indetermined depth, where eventually it reaches a restrictive layer. It is likely that at that depth the 7.5m horizontal distance to a the cutbank is preserved. |
| Drains                          | <input checked="" type="checkbox"/> Perimeter drains are across-slope.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Buoyancy Concerns               | <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Machine Access Considerations   | <input checked="" type="checkbox"/> Access for equipment and materials may be challenging. Consider whether tramming material from the downslope parcel will offer an advantage.                                                                                                                                                                                                                                                                                                                                |

## Site and Soils - Dispersal Assessment

Soils assessments.

|                                               |         |
|-----------------------------------------------|---------|
| Site Slope %                                  | -21%    |
| Site Slope Compass Heading                    | WNW     |
| Site Slope Shape - Up/Down                    | Concave |
| Site Slope Shape - Across                     | Linear  |
| Proposed Dispersal Area Slope %               | 7       |
| Proposed Dispersal Area Slope Direction       | NWbN    |
| Proposed Dispersal Area Slope Shape - Up/Down | Convex  |
| Proposed Dispersal Area Slope Shape - Across  | Concave |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outcrops                               | Few                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Seepage, Ponding                       |  Downslope ephemeral ditch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Stability Concerns                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Available Dispersal Area - Water State | Dry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Erosion Concerns                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Drainage                               | Well Drained (Water is removed from the soil readily but not rapidly)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Available Dispersal Area Vegetation    | Tree (>25% Canopy Cover)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Vegetation notes                       | <p>NEARBY W.R. CEDAR, D.FIR, AND ASSOCIATED UNDERSTORIES; DOWNSLOPE TRANSITIONS TO HORSETAIL, WE EXPECT THAT CONTINUOUS SHALLOW GROUNDWATER IS EVENTUALLY PINCHED OUT OF CUT-BANK FROM AN EVENTUAL RESTRICTIVE LAYER.</p> <p>ENCROACHING VEGETATION IS THE LIKELY REASON THAT THE EXISTING DRAINFIELD HAS REACHED ITS END OF LIFE. RE-USING THE EXISTING DISPERSAL AREA IS ADVANTAGEOUS, HOWEVER IT WILL SUFFER FROM THE SAME ISSUE. WE SUGGEST REMOVAL OF ENCROACHING TREES OR PLACEMENT OF A DEEP VEGETATION BARRIER, PLACED VERTICALLY.</p> <p>EXAMPLE: <a href="https://www.profabricsupply.com/products/plastic-weed-barrier-ultra-thick#:~:text=Manufactured%20of%20HDPE%2C%20this%20ultra%20thick%20plastic%20weed,and%20fail%20under%20areas%20of%20major%20weed%20infestation.">https://www.profabricsupply.com/products/plastic-weed-barrier-ultra-thick#:~:text=Manufactured%20of%20HDPE%2C%20this%20ultra%20thick%20plastic%20weed,and%20fail%20under%20areas%20of%20major%20weed%20infestation.</a></p> |

## Soils Assessments - Exploratory Excavations

Tets Pits (TP's), Observation Holes (OH's), etc.

| Identifier | Horizon | Colour           | Consistence                  | Structure - Grade | Structure - Shape | Coarse Frag Modifier                        | Texture     | Roots /Mottles         | Comments                                                                   |
|------------|---------|------------------|------------------------------|-------------------|-------------------|---------------------------------------------|-------------|------------------------|----------------------------------------------------------------------------|
| TP-01      | 0-10    | TOP SOIL         |                              |                   |                   |                                             |             |                        |                                                                            |
| TP-01      | 10-40   | M. BROWN         | Dry - Loose to Slightly Hard | Structureless     | Single Grain      | 35-60% (very...)                            | Coarse Sand | MANY FINE-MED/NIL      | LOAMY, GRAVELLY COARSE SAND                                                |
| TP-01      | 40-160+ | M. YELLOWISH RED | Dry - Loose to Slightly Hard | Structureless     | Single Grain      | 15-35% (with adjective, i.e. gravelly loam) | Coarse Sand | COMMON MED-LARGE / NIL | LOAMY, GRAVELLY COARSE SAND. LIMITING AND RESTRICTIVE LAYERS NOT OBSERVED. |
| TP-02      | 0-10    | TOP SOIL         |                              |                   |                   |                                             |             |                        |                                                                            |

|       |         |                        |                                    |               |              |                                                         |             |                      |                                                                                                                                                                                                    |
|-------|---------|------------------------|------------------------------------|---------------|--------------|---------------------------------------------------------|-------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TP-02 | 10-100+ | M.<br>YELLOWISH<br>RED | Dry - Loose<br>to Slightly<br>Hard | Structureless | Single Grain | 15-35%<br>(with<br>adjective,<br>i.e. gravelly<br>loam) | Coarse Sand | COMMON<br>FINE / NIL | LOAMY,<br>GRAVELLY<br>COARSE<br>SAND.<br>GENERALLY<br>UNIFORM TO<br>TP-01 AND<br>WITH<br>EXPECTED<br>SIMILAR<br>DEPTH<br>(>160CM)<br>OF VERTICAL<br>SEPARATION.<br>LESS CF IN<br>THIS TEST<br>PIT. |
|-------|---------|------------------------|------------------------------------|---------------|--------------|---------------------------------------------------------|-------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Limiting Layer

Identified by root depth, mottles, etc.

| Excavation | Depth | Roots | Mottles | Comment                                                                                                                            |
|------------|-------|-------|---------|------------------------------------------------------------------------------------------------------------------------------------|
|            |       |       |         | LIMITING LAYERS WERE NOT OBSERVED. ASSIGN A VALUE OF 175 CM FOR CONSERVATISM; INVESTIGATE DEEPER WHEN MACHINE ACCESS IS AVAILABLE. |

## Permeability Tests

| Permeability Test | Identifier | Hole Size         | Hole Depth        | Readings | Soils Comment                                    | Soil Factor Type |
|-------------------|------------|-------------------|-------------------|----------|--------------------------------------------------|------------------|
| Permeameter Test  | PT-01      | 7.5               | 25                | 3414.0   | GENERALLY IN LINE WITH GRAVELLY / COARSE SANDS   | Coarse Sands     |
| Perc Hole         | PH-01      | APPROXIMATELY 14" | APPROXIMATELY 15" | 40.0     | GENERALLY IN LINE WITH EXTREMELY GRAVELLY SANDS. |                  |

## Inspector Comments

Inferences from assessments above.

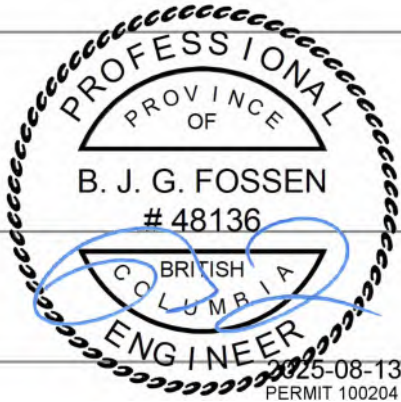
General Comments on Soils Assessments and Shallow Groundwater Flow

1. SHALLOW GROUNDWATER IS INFERRED TO FOLLOW THE TOPOGRAPHY, THROUGH COARSE SANDS OVERLYING EVENTUAL RESTRICTIVE SOILS / BEDROCK AT AN UNKNOWN DEPTH.
2. SHALLOW GROUNDWATER FLOW IS LIKELY PREDOMINANTLY VERTICAL UNTIL A DEPTH WHERE A WATER GRADIENT CAN BE ESTABLISHED. THAT DEPTH WAS NOT OBSERVED.
3. SOIL TEXTURING INDICATES AT LEAST 175 CM OF ADEQUATE VERTICAL SEPARATION. ACCESS PREVENTED USING EXCAVATOR FOR DEEPER TEST PITS.
4. PERMEABILITY TESTING, PER HOLES, TEST HOLES WERE MINIMIZED DUE TO CONSTRAINED AREA AND ACCESS, AND TO PRESERVE EXISTING SOIL STRUCTURE.
5. FROM EXISTING SOIL MAPPING, AS ORTHIC DYSTRIC BRUNISOL, NO SHALLOW WATER TABLE PERSISTS, AND THE DEPTH OF SOIL (SAND) IS CONSIDERABLE.
6. FOR DESIGN PURPOSES, THE FOLLOWING HYDRAULIC PARAMETERS ARE TO BE USED:
  - a. GRAVELLY SANDS AND COARSE SANDS
  - i. HLR: 40 LPD/M2 (TYPE 1) AND 65 LPD/M2 (TYPE 2)
  - ii. LLR: 400 LPD/M, THOUGH IRRELEVANT AS A WATER TABLE CANNOT BE FORMED.

A. GIVEN THE SOIL AND SITE CONSTRAINTS, WE SUGGEST THE FOLLOWING:  
a. RE-USE OF THE EXISTING DISPERSAL AREA IS ADVISED; HOWEVER, WITH MITIGATION OF AGGRESSIVE ROOT INFILTRATION (TREE REMOVAL OR ROOT PRUNING WITH SUBSTANTIAL ROOT BARRIER)  
b. APPLICABLE DISPERSAL TYPES ARE: TRICKLING GRAVITY, DOSED GRAVITY, DOSED UNIFORM DISTRIBUTION  
c. GIVEN THE CONSTRAINED AREA, THERE COULD BE AN ADVANTAGE TO USING A TYPE 2 DISPERSAL SYSTEM TO MINIMIZE DISPERSAL FOOTPRINT AND ALLOW FOR AN EASIER ABOVE-GRADE INSTALL.  
d. HOWEVER, OUR FIRST CONCEPT SHOULD FOCUS ON SIMPLICITY (TRICKLING GRAVITY) FOR COST EFFICIENCY.  
A SECOND OPTION WOULD BE COMBINED TREATMENT AND DISPERSAL (TYPE 2) (ELJEN GSF A42 MODULES)

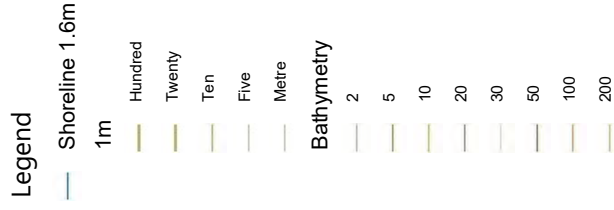
Signoff

Signed by Bradley Fossen - Aurora Professional Group Inc.  
on June 12, 2025 06:24 PM from Bradley Fossen's device

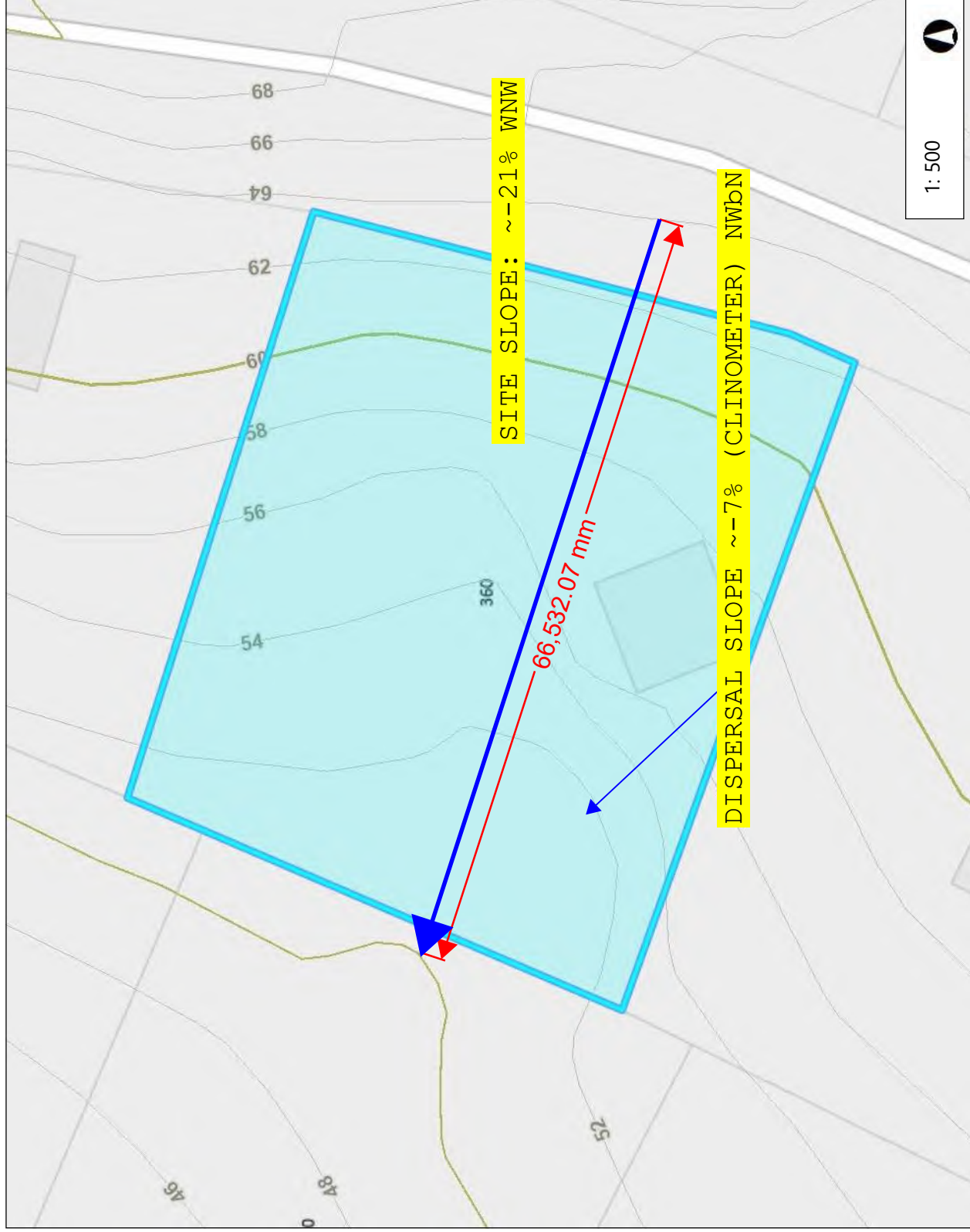


Photos

Attachments



Notes



Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

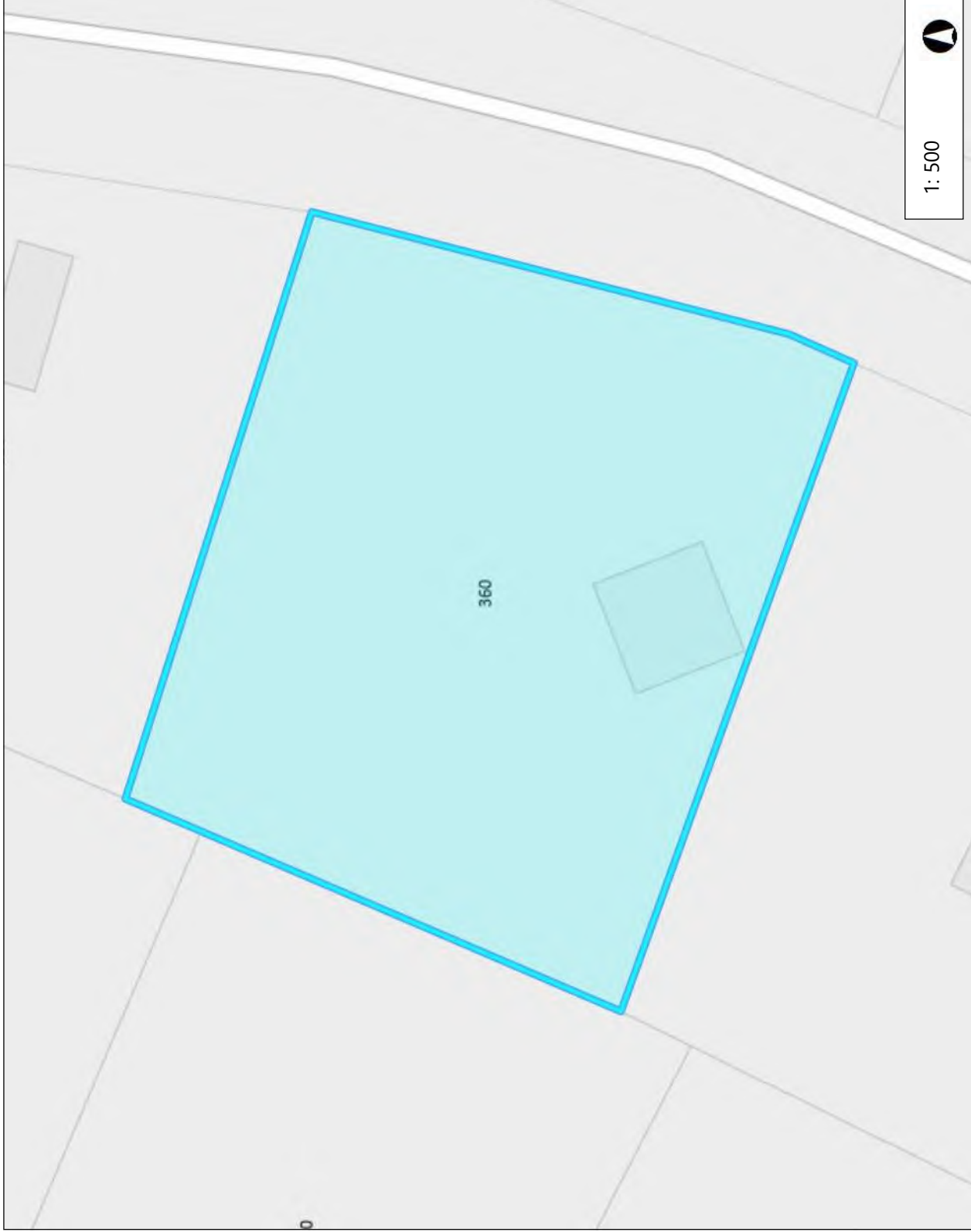
25.4 Meters





Legend

Notes



1: 500



Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

25.4 Meters



25.4



25.4 0 12.70 25.4 Meters

NAD\_1983\_UTM\_Zone\_10N  
© Capital Regional District

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.



Legend

1:500



Notes



25.4 0 12.70 25.4 Meters

NAD\_1983\_UTM\_Zone\_10N  
© Capital Regional District

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.



#### Legend

- Watercourses Primary 20,000
- Watercourses Secondary 20,000
- Watercourses Tertiary 20,000
- River
- Water Body Primary
- Pond
- Lake
- Reservoir
- Wetland
- Water Body Secondary 50,000
- Pond
- Lake
- Reservoir
- Wetland
- Water Body Tertiary 20,000
- Pond
- Lake
- Reservoir
- Wetland
- Water Well

1:500



#### Notes

# 360 COLLINS RD

DPA'S  
DPA-06 NEARBY, BUT NOT ENCROACHED UPON

## Legend

- 2
- 3
- 360 Collins Rd
- 4
- 5
- 6
- 7



100 m

Google Earth

Image © 2025 Airbus



File No.: PLDVP20250388

X-File: PLBP20250343

SS-BE-2025.8

DATE OF MEETING: December 11, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Milad Panahifar, Planner 1  
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: PLDVP20250388  
Applicant: Mark Grey-Dreaper  
Location: 114 Jackson Ave, SSI

## RECOMMENDATION

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

## REPORT SUMMARY

This Development Variance Permit (DVP) application seeks to vary the Salt Spring Island Land Use Bylaw No. 355 (LUB) Section 4.3.1 to relax the setback requirement from interior side lot line from 3 meters (9.84 ft) to 1.59 meters (5.22 ft) to permit the current siting and the addition to the dwelling as illustrated in figure 3.

Staff believe the proposed amendment aligns with the Official Community Plan guidelines and is generally consistent with the intent of the regulation.

## RATIONALE FOR VARIANCE

The Staff recommendation is to approve the DVP (Attachment 4) for the following reasons: (Please refer to Attachment 5 – Project Narrative for the applicant's rationale.)

- 1) Granting the variance will not alter the established character of the neighbourhood, as the proposed changes are not visible from the Jackson Avenue.
- 2) There are longstanding encroachments and the variance will bring the existing building into compliance.
- 3) The proposal is supported by the affected neighbour, as confirmed through a submitted letter of support.

## BACKGROUND

114 Jackson Avenue is a (2.62 ha – 6.48 Acres) split-zoned property located within residential 6 (R6) and Agriculture 1 (A1) zone near Ganges Harbour area. This application was submitted in response to a

bylaw enforcement case (SS-BE-2025.17) concerning construction undertaken without a permit. The applicant has since applied for Building Permit PLBP20250343 to authorize the addition to the existing dwelling. During the building permit review, staff advised the applicant that a variance would be required to allow construction within the setback area.



Figure 1 Subject Property



Figure 2 Satellite view

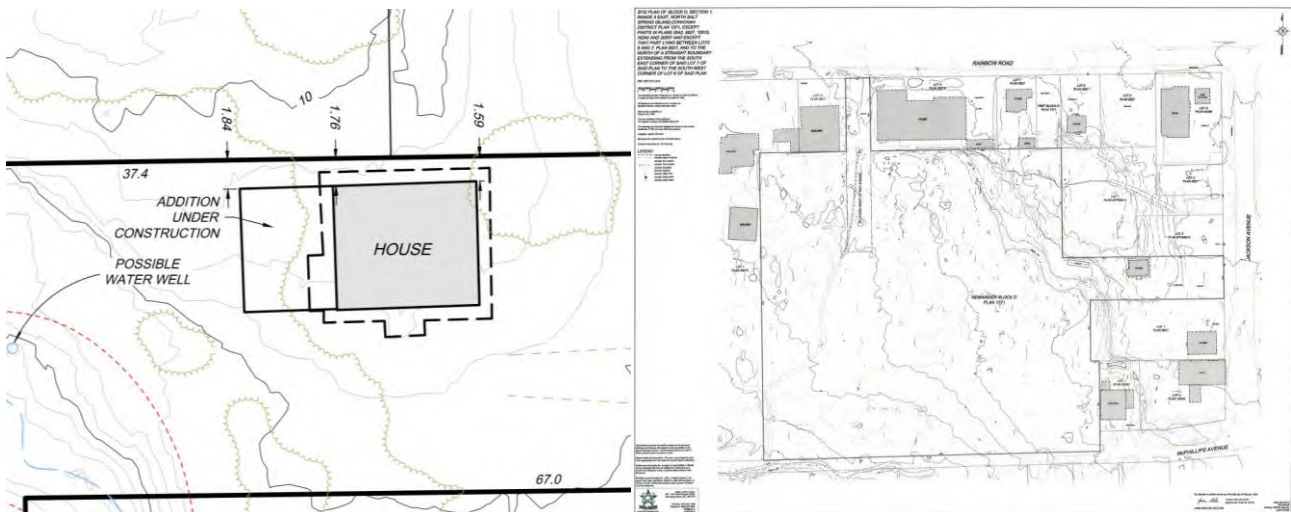


Figure 3 Site Survey

## ANALYSIS

### Policy/Regulatory

Section 498 of the *Local Government Act* enables the Local Trust Committee to issue (approve) a DVP in order to vary a siting regulation in the LUB. A DVP may not be used to vary density or land use. In this case, a variance to siting regulations is being sought.

### Official Community Plan (OCP)

The subject property is designated Agriculture in the Salt Spring Island Official Community Plan Bylaw No. 434, 2008. The property is located within Development Permit Area 7 – Riparian; however, the building itself is situated outside the riparian area. As such, a Development Permit is not required.

The following OCP objective is relevant to this application:

- B.2.6.1.6 To reduce the potential for conflicts between agricultural areas and those areas that have been identified for higher density settlement.

The following OCP policy is relevant:

- B.2.4.2.2 Zoning within the Agriculture and Watershed-Agriculture Designations will continue to allow the land uses, structures and densities allowed by existing zoning and subdivision bylaws. Where existing zoning allows general employment and commercial uses, these will remain as permitted uses unless the property owner applies for a zoning change.

### ***Land Use Bylaw (LUB)***

The subject property is split-zoned Residential 6 (R6) and Agriculture 1 (A1) in the Salt Spring Island Land Use Bylaw No. 355, 1999 (LUB). The applicant is seeking variances for the Salt Spring LUB provisions:

*4.4.3 Unless otherwise specified, no building or structure except a fence, pumphouse, public utility structure or underground utility may be constructed within the following setbacks from lot lines or road access easements:*

*(3) Setback from interior side lot line: 3.0 m*

If the variance is approved, it will bring the development into compliance with the LUB and allow the siting for construction of the addition.

### ***Intent of Regulations being varied:***

The overall purpose of the setback to the lot lines is to minimize impacts on the public realm related to:

- **Maintain consistent building scale and form near the Ganges core:**  
The proposed variance is consistent with the existing built form in the area. The neighbouring property previously received approval for a 0.0 m interior lot line setback, establishing a local precedent.
- **Ensure structures do not overpower adjacent properties or the streetscape:**  
The dwelling's distance to the front lot line and its modest scale ensure that the reduced interior lot line setback will not affect the streetscape or create additional visual massing.
- **Establish a consistent development pattern within the local area:**  
Several neighbouring properties already feature reduced setbacks, and the proposed variance aligns with the prevailing development pattern.
- **Maintain the overall visual character of the neighbourhood:**  
Granting the variance will not alter the visual character, as the form and scale remain compatible with adjacent residential uses.
- **Limit shadowing and preserve access to light:**  
The building height is relatively low, and the variance will not result in significant shading or loss of natural light for neighbouring properties.
- **Ensure adequate access, servicing, drainage, fire protection, and maintenance:**  
The proposal maintains sufficient space for emergency access and property servicing, and will not negatively affect drainage or fire protection.

- **Minimize potential impacts such as noise, visual intrusion, and privacy loss:**  
The variance brings into compliance an existing non-conforming condition and supports a modest addition; no new privacy or compatibility concerns are anticipated.

## Issues and Opportunities

### *Potential impacts of granting to variance*

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits.

If the variance is approved, there is no anticipated impacts on neighbouring properties since the culvert is on the subject property and is not anticipated to restrict the flow of water within the ditch.

### **Circulation**

In accordance with [Section 499\(3\)](#) of the Local Government Act and Section 8 of the [Salt Spring Island Development Procedures Bylaw No. 304](#), statutory notice of the proposed variance was mailed to all owners and tenants in occupation of properties within 100 metres (328.08 feet) of the subject property's boundaries on December 01, 2025. The notification period will end on December 11, 2025. No correspondence has been received at time of submission of this report. Staff will verbally indicate if any correspondence has been received subsequent to submission of this report at the SS LTC meeting.

### **First Nations**

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application.

### **Rationale for Recommendation**

Staff is recommending that the resolution on page 1 be supported for the following reasons:

- The variance being sought will bring an existing building into compliance with the LUB.
- Impacts on neighbouring properties and uses is not anticipated if the variance is approved.
- The proposed variance does not challenge the intent of the regulation.
- The applicant has submitted written confirmation of support from the affected neighbour, demonstrating that the proposed variance is acceptable to adjacent property owner.
- At the time of writing, there has been no correspondence received regarding the notification.

## **ALTERNATIVES**

The LTC may consider the following alternatives to the staff recommendation:

### **1. Request further information**

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust ....*

## **2. Deny the application**

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee refuse application PLDVP20250388 (114 Jackson Avenue).*

|               |                                         |                   |
|---------------|-----------------------------------------|-------------------|
| Submitted By: | Milad Panahifar, Planner 1              | November 24, 2025 |
| Concurrence:  | Chris Hutton, Regional Planning Manager | November 27, 2025 |

## **ATTACHMENTS**

1. Site Context
2. Maps, Plans, Photographs
3. Notice
4. Draft Development Variance Permit
5. Applicant's Letter of rationale

# Attachment 1

## ATTACHMENT 1 – SITE CONTEXT

### LOCATION

|                   |                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Legal Description | BLOCK D, SECTION 1, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT PLAN 1371, EXCEPT PARTS IN PLANS 3542, 5827, 10515, 16240 AND 20357 AND EXCEPT THAT PART LYING BETWEEN LOTS 6 AND 7, PLAN 5827, AND TO THE NORTH OF A STRAIGHT BOUNDARY EXTENDING FROM THE SOUTH EAST CORNER OF SAID LOT 7 OF SAID PLAN TO THE SOUTH WEST CORNER OF LOT 6 OF SAID PLAN |
| PID               | 007-511-914                                                                                                                                                                                                                                                                                                                                                          |
| Civic Address     | 114 Jackson Ave, Salt Spring (2.62 ha – 6.48 Acres)                                                                                                                                                                                                                                                                                                                  |

### LAND USE

|                      |                                              |
|----------------------|----------------------------------------------|
| Current Land Use     | R6 and A1 but all is being done on R6        |
| Surrounding Land Use | R6, R6(b), C1(d), GE1, R1(a), C1, PR2(a), A1 |



### HISTORICAL ACTIVITY

| File No.      | Purpose                                                                                                                         |
|---------------|---------------------------------------------------------------------------------------------------------------------------------|
| SS-ALR-2006.5 | Application to exclude 114 Jackson Avenue from the Agricultural Land Reserve.                                                   |
| SS-RZ-2006.6  | Proposed rezone from A1 & R6 to C2a to accommodate mixed institutional/commercial/residential/agricultural uses at 114 Jackson. |

**POLICY/REGULATORY**

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Official<br/>Community Plan<br/>Designations</p> | <p>LUD: Agriculture</p> <p>Some sections of the lot are within DPA 7 which is designated as Riparian. (Does not impact the proposed location for the development)</p> <p style="text-align: center;">DPA 7 - Riparian</p> <p>11/3/2025, 9:49:49 AM</p> <p> <span style="display: inline-block; width: 10px; height: 10px; background-color: #90EE90; border: 1px solid black; margin-right: 5px;"></span> DPA 2 - Non-Village Commercial &amp; General Employment (Map 19)         <span style="display: inline-block; width: 10px; height: 10px; background-color: #ADD8E6; border: 1px solid black; margin-left: 10px; margin-right: 5px;"></span> DPA 4 - Lakes, Streams, Wetlands (Map 21)         <span style="display: inline-block; width: 10px; height: 10px; background-color: #FFB6C1; border: 1px solid black; margin-left: 10px; margin-right: 5px;"></span> DPA 1 - Island Villages (Map 16)         <span style="display: inline-block; width: 10px; height: 10px; background-color: #FFFFE0; border: 1px solid black; margin-left: 10px; margin-right: 5px;"></span> Heritage Conservation Area (Map 25)         <span style="display: inline-block; width: 10px; height: 10px; background-color: #D3D3D3; border: 1px solid black; margin-left: 10px; margin-right: 5px;"></span> DPA 7 - Riparian (Map 28)         <span style="display: inline-block; width: 0; height: 0; border-left: 5px solid transparent; border-right: 5px solid transparent; border-bottom: 10px solid black; margin-left: 10px; margin-right: 5px;"></span> Civic Address         <span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; margin-left: 10px; margin-right: 5px;"></span> Property Boundaries       </p> <p>0 0.02 0.04 0.07 mi<br/>0 0.03 0.06 0.11 km</p> <p><small>Esri Community Maps Contributors, Cowichan Valley Regional District, WA State Parks GIS, © OpenStreetMap, Microsoft, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, MET/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS, NRCan, Parks</small></p> |
| <p>Land Use Bylaw</p>                               | <p>Salt Spring Island Land Use Bylaw #355, 1999 – Residential 6<br/>“R6” permits the following principal uses:</p> <ul style="list-style-type: none"> <li>• Single-family dwellings</li> <li>• Duplexes</li> <li>• Dental and medical offices for a maximum of two medical practitioners</li> <li>• Elementary schools, pre-schools and child day care</li> <li>• Hospitals and Public health care facilities</li> <li>• Community halls</li> <li>• Non-commercial outdoor active recreation</li> <li>• Agriculture excluding intensive agriculture</li> <li>• Public service uses</li> </ul> <p>The R6 also permits the following accessory uses:</p> <ul style="list-style-type: none"> <li>• Home-based business use, subject to Section 3.13</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>3.12.5 With the exception of a seasonal cottage or other permitted accessory dwelling unit, the total floor area of all accessory buildings and structures on a lot must not exceed 70 square metres for lots that are 1.2 ha or less in area and 185 square metres for lots that are greater than 1.2 ha in area. One building with a floor area less than 25 square metres may be excluded from the calculation of total floor area for accessory buildings and structures.</p> <p>4.3.1 Unless otherwise specified, no building or structure except a fence, pumphouse, public utility structure or underground utility may be constructed within the following setbacks from lot lines or road access easements:</p> <ul style="list-style-type: none"> <li>(1) Setback from front lot line: 7.5 m</li> <li>(2) Setback from rear lot line: 7.5 m</li> <li>(3) Setback from interior side lot line: 3.0 m</li> <li>(4) Setback from exterior side lot line: 4.5 m</li> </ul> <p>except that on any lot, one structure with a floor area no more than 10 square metres and a height no greater than 2.5 m may be placed within the setback area from an interior side or rear lot line, and</p> <p>except that on any lot, where a structure has existed since before January 13, 1971, an addition to that structure may be placed within the setback area from an interior side or rear lot line, provided the addition is no closer to the lot line than the existing structure, and that the floor area of the addition does not exceed 10 per cent of the floor area of the existing structure.</p> |
| Other Regulations | NSSWWD District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Covenants         | <b>Hydro and Power ROW:</b><br>316028G                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Bylaw Enforcement | SS-BE-2014 22 Home occupation<br>SS-BE-2025.8 Siting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

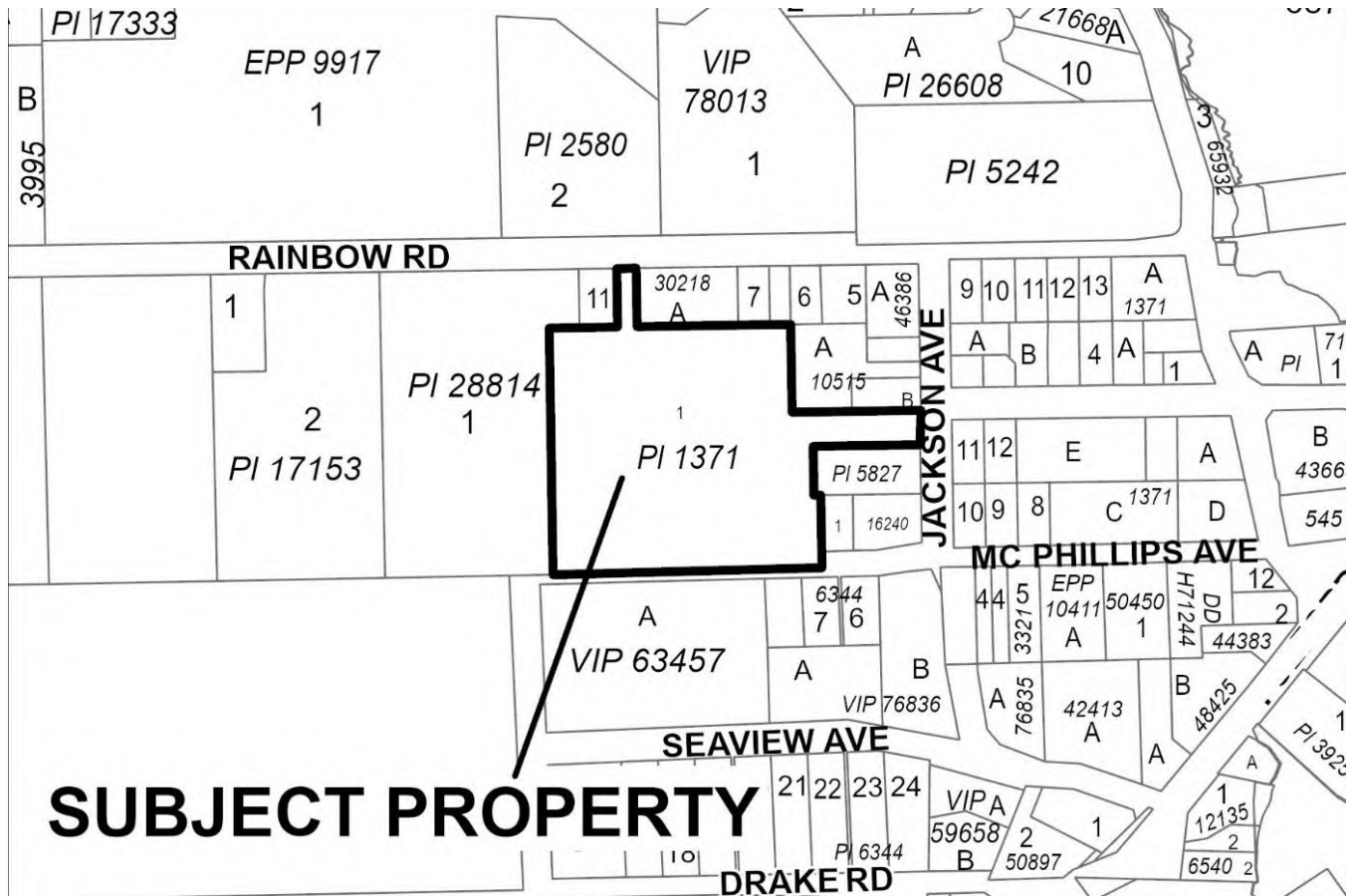
#### SITE INFLUENCES

|                           |                    |
|---------------------------|--------------------|
| Islands Trust Conservancy | N/A                |
| Species at Risk           | Sharp-Tailed Snake |

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | <p style="text-align: center;"><b>Sharp Tailed Snake</b></p> <p>11/3/2025, 1:10:35 PM</p> <p>Water Service Areas Species at Risk - Masked - CDC<br/> Civic Address Species at Risk - CDC<br/> Property Boundaries Vertebrate Animal</p> <p>0 0.02 0.04 0.07 mi<br/> 0 0.03 0.06 0.11 km</p> <p>Islands Trust GIS Dept<br/> East Community Maps Contributors: Condon Valley Regional District, VSA - Shale - Parks - GIS - 4<br/> OpenStreetMap, Microsoft, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METROGIS, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS, NOAA, Parks</p> |
| Sensitive Ecosystems                     | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Hazard Areas                             | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Archaeological Sites                     | <p>Arch Potential + Within 100m of registered arch</p> <p>The owners and applicant should be aware that there is a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.</p>                                          |
| Climate Change Adaptation and Mitigation | No additional impacts to GHG emissions anticipated as a result of this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Shoreline Classification                 | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Shoreline Data in TAPIS                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

### 2.1 MAP TITLE



*Figure 1 - Subject Property*



Figure 2 - Subject Property Satellite View

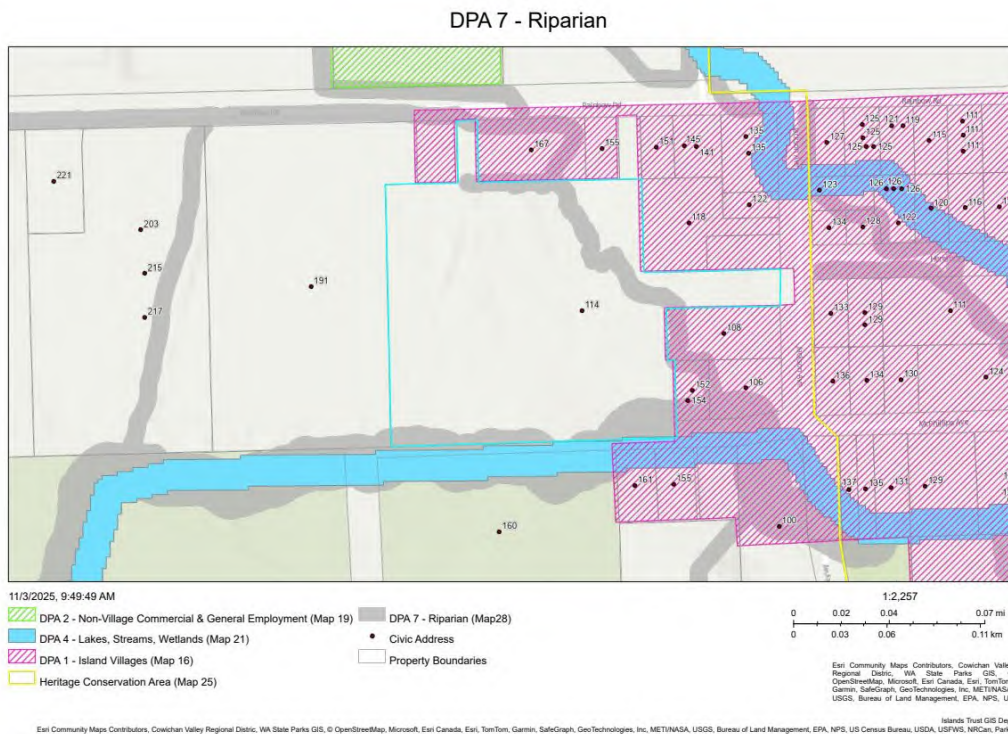
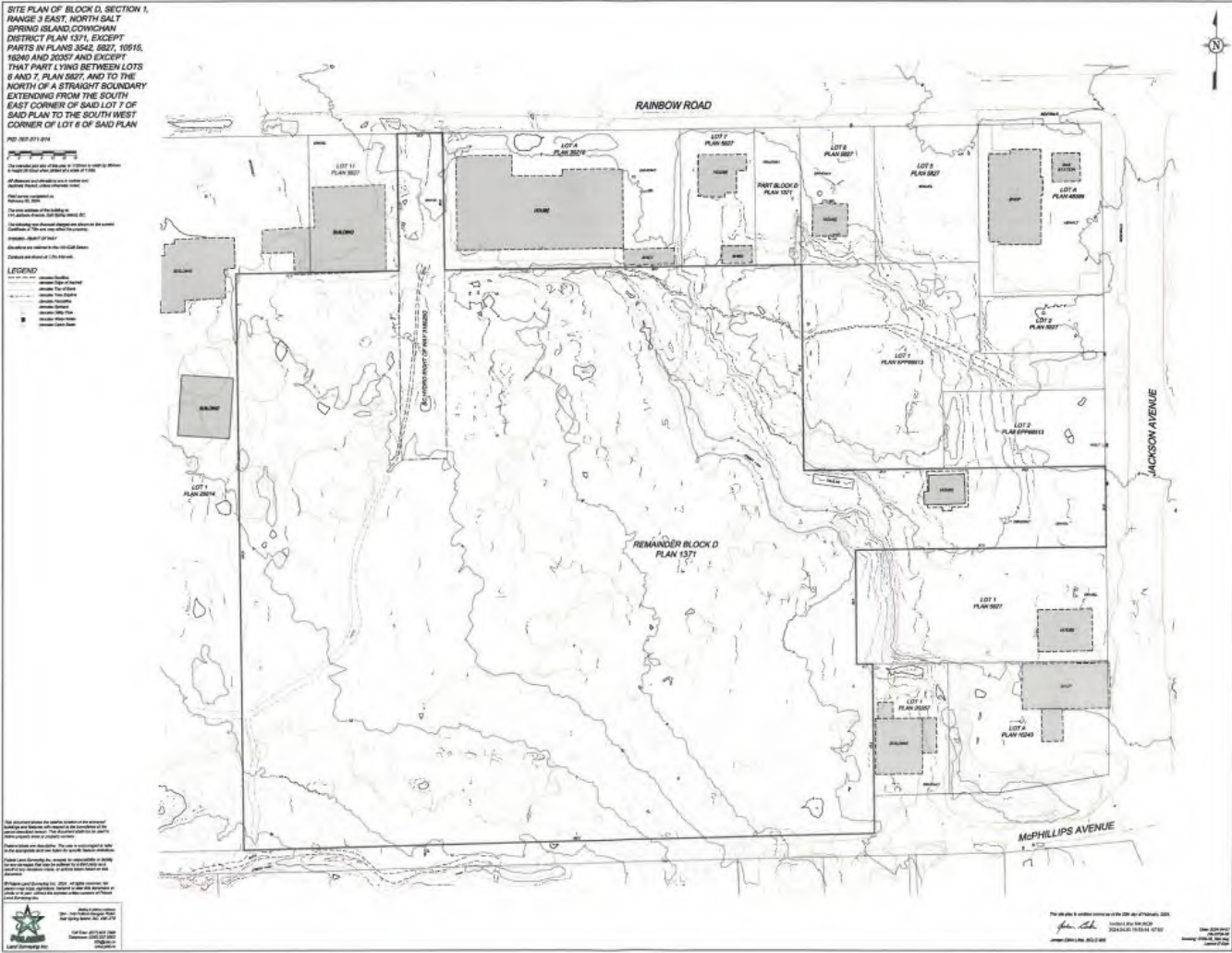


Figure 3 – DPAs

## 2.2 PLAN TITLE



### Figure 4 – Site Survey

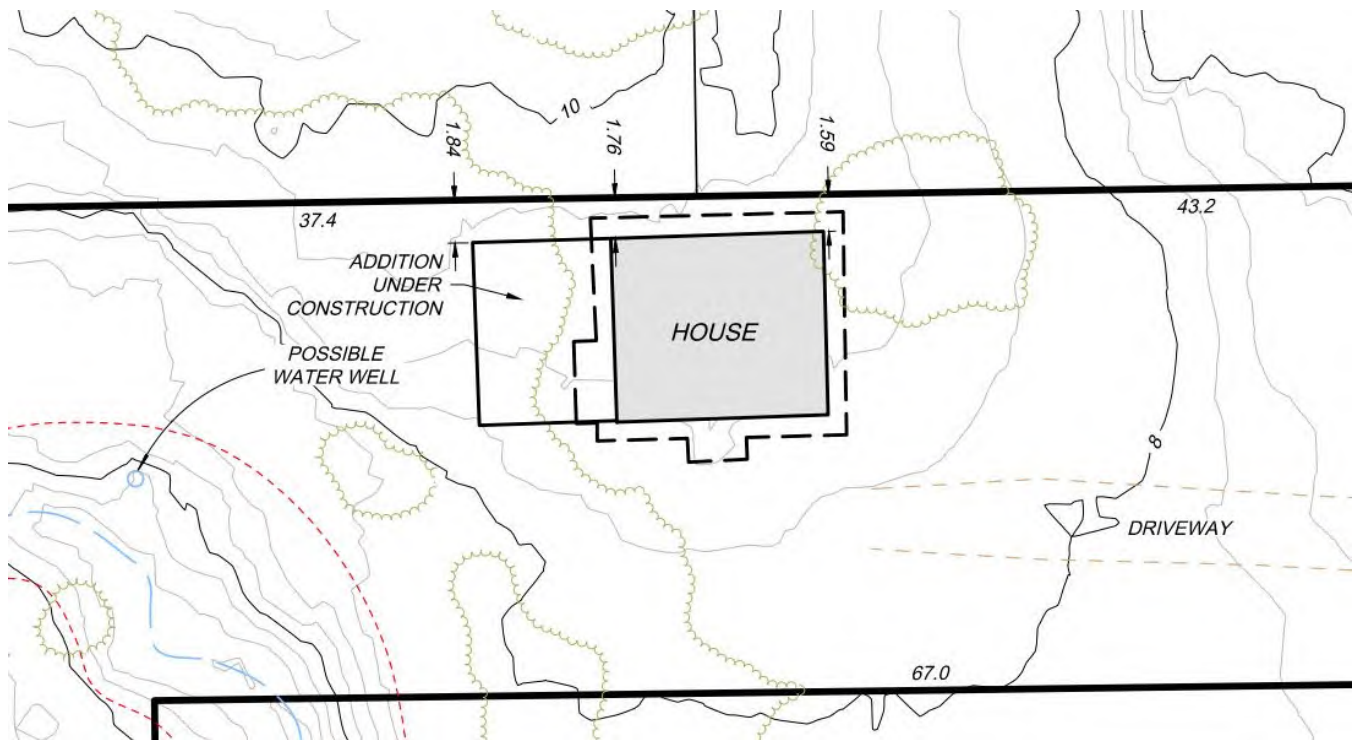


Figure 5 - Site Plan

## 2.3 DRAWING TITLE

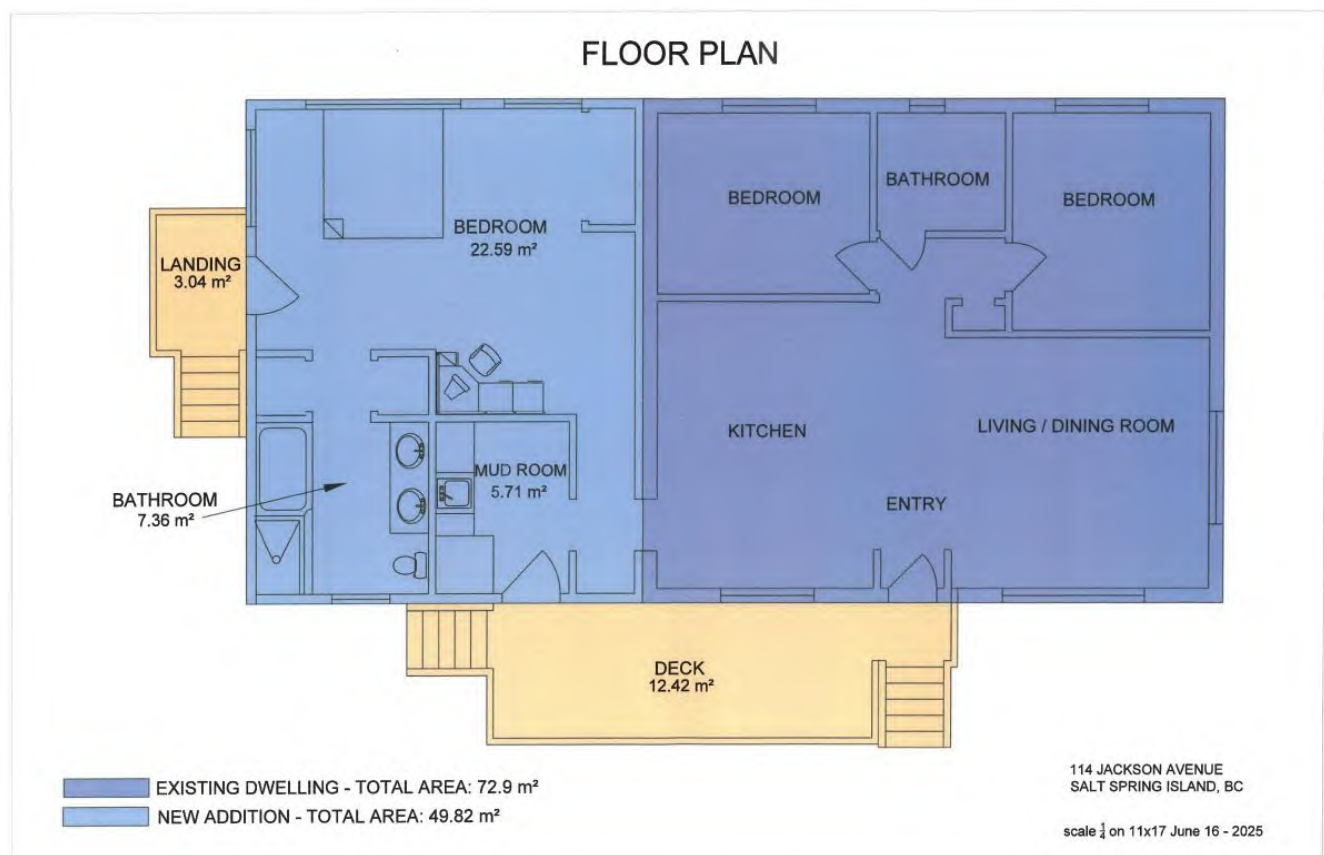
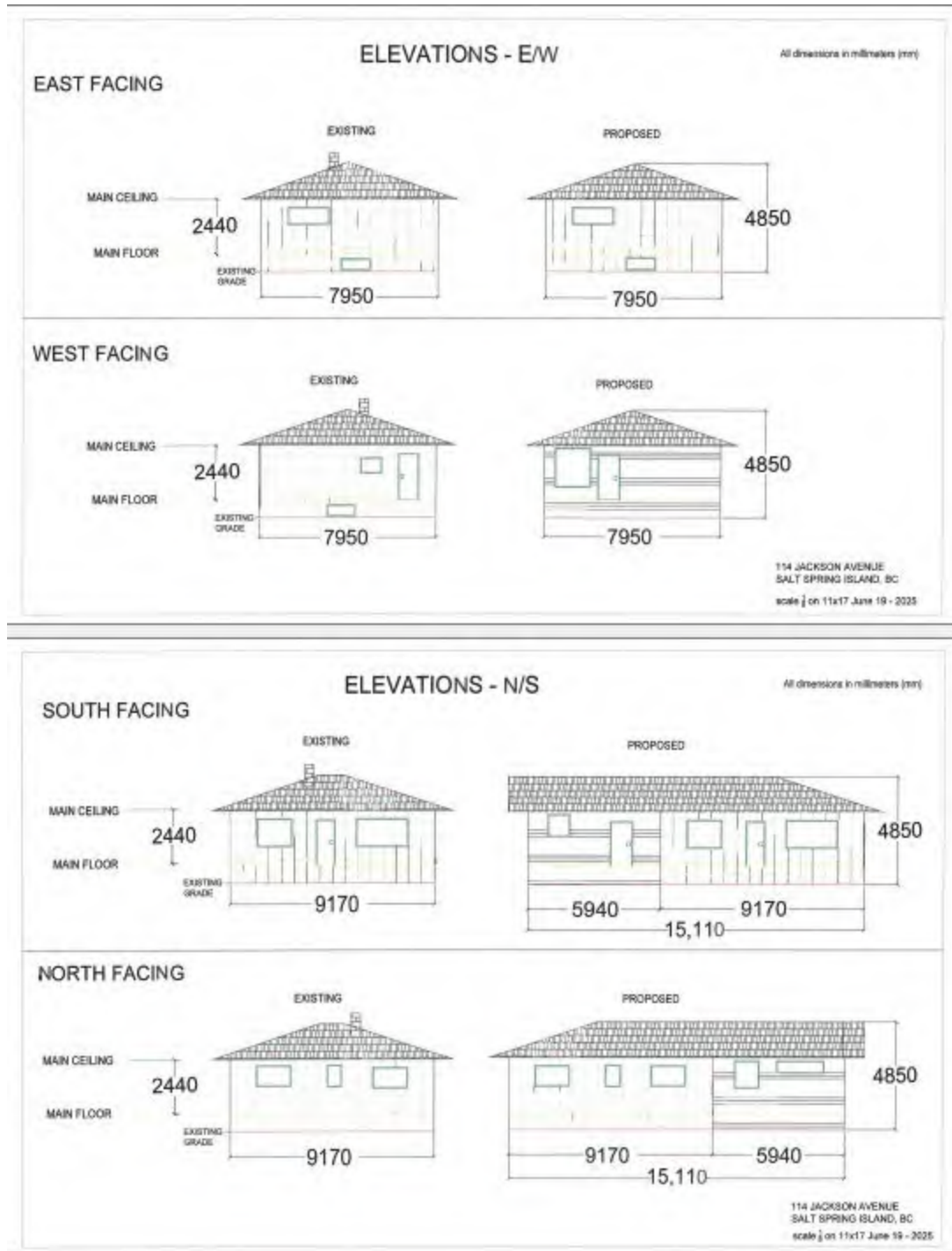
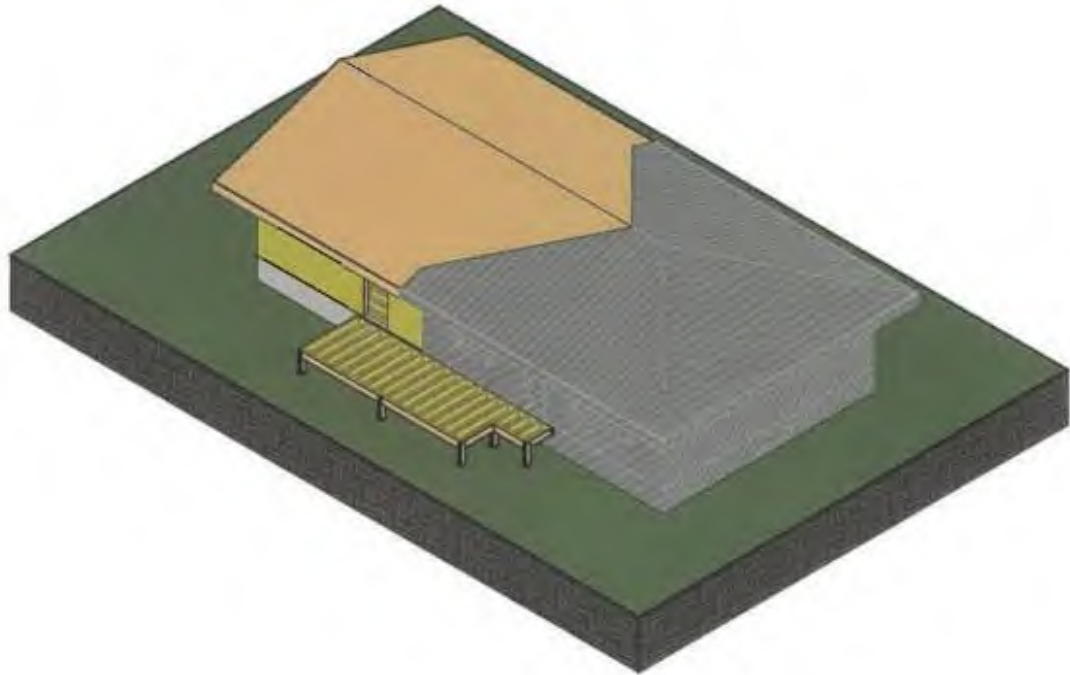


Figure 6 – Plan/Drawings



*Figure 7 – Elevations*



3d cover 1

*Figure 8 Isometric*

## 2.4 PHOTOGRAPH TITLE



*Figure 9 – View from the North-West*

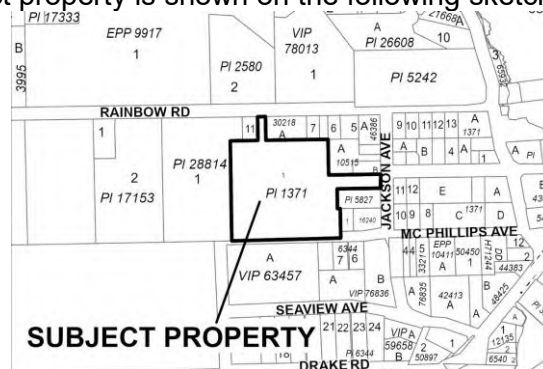


**NOTICE**  
**PLDVP20250388**  
**SALT SPRING ISLAND LOCAL TRUST COMMITTEE**

**NOTICE** is hereby given pursuant to Section 499 of the *Local Government Act* that the Salt Spring Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, the proposed permit would vary the the Salt Spring Island Land Use Bylaw No. 355 by reducing the Section 4.3.1(3) from 3.0 m (9.84 ft) to 1.59 meters (5.22 ft) setback from interior side lot line to allow the siting of a dwelling within.

The property is located at **114 Jackson Avenue, Salt Spring Island** and is legally described as: BLOCK D, SECTION 1, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT PLAN 1371, EXCEPT PARTS IN PLANS 3542, 5827, 10515, 16240 AND 20357 AND EXCEPT THAT PART LYING BETWEEN LOTS 6 AND 7, PLAN 5827, AND TO THE NORTH OF A STRAIGHT BOUNDARY EXTENDING FROM THE SOUTH EAST CORNER OF SAID LOT 7 OF SAID PLAN TO THE SOUTH WEST CORNER OF LOT 6 OF SAID PLAN (007-511-914)

The general location of the subject property is shown on the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 – 1627 Fort Street Victoria, BC between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday, excluding statutory holidays, commencing **December 1, 2025** and continuing up to and including **December 10, 2025**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Salt Spring Island.

Enquiries or comments should be directed to Milad Panahifar Planner 1, at (250) 537-9144, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca) before 4:30 pm, **December 10, 2025**.

The Salt Spring Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting starting at **December 11, 2025**, starting at 9:30 a.m. at the Salt Spring Legion, Meaden Hall, 120 Blain Road, Salt Spring Island. Typically, applications are considered in the afternoon portion of the meeting, which begins at 12 noon. Please refer to the agenda available on the Salt Spring Island LTC Meeting Calendar webpage at the beginning of that week for an indication of where this application may be placed on the agenda and to view the staff report for the application.

All applications are available for review by the public with prior appointment. Written comments made in response to this notice will also be available for public review.

Britt Holowaty, Deputy Secretary



**Islands Trust**

## **PROPOSED**

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE  
DEVELOPMENT VARIANCE PERMIT  
PLDVP20250388**

To: Halloway Investments and Management INC

1. This Development Variance Permit applies to the land described below:

BLOCK D, SECTION 1, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT PLAN 1371, EXCEPT PARTS IN PLANS 3542, 5827, 10515, 16240 AND 20357 AND EXCEPT THAT PART LYING BETWEEN LOTS 6 AND 7, PLAN 5827, AND TO THE NORTH OF A STRAIGHT BOUNDARY EXTENDING FROM THE SOUTH EAST CORNER OF SAID LOT 7 OF SAID PLAN TO THE SOUTH WEST CORNER OF LOT 6 OF SAID PLAN (PID: 007-511-914)

2. Salt Spring Island Land Use Bylaw 355, 1999 is varied as follows:

- a) Subsection 4.3.1 which states that "no building or structure except a fence, pumphouse, public utility structure or underground utility may be constructed within the following setbacks from lot lines or road access easements:  
(3) Setback from interior side lot line: 3.0 m  
Is varied to allow the siting of a house within 1.59 meters from interior side lot line.

The development shall be consistent with Schedules 'A' and 'B' which are attached to and form part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Salt Spring Island Land Use Bylaw No. 355, 1999 and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

**AUTHORIZING RESOLUTION PASSED BY THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE THIS ##th DAY OF [MONTH], [YEAR].**

\_\_\_\_\_  
Deputy Secretary, Islands Trust

\_\_\_\_\_  
Date of Issuance

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##th DAY OF [MONTH], [YEAR] (2 YEARS FROM DATE OF ISSUANCE)] THIS PERMIT AUTOMATICALLY LAPSES.**

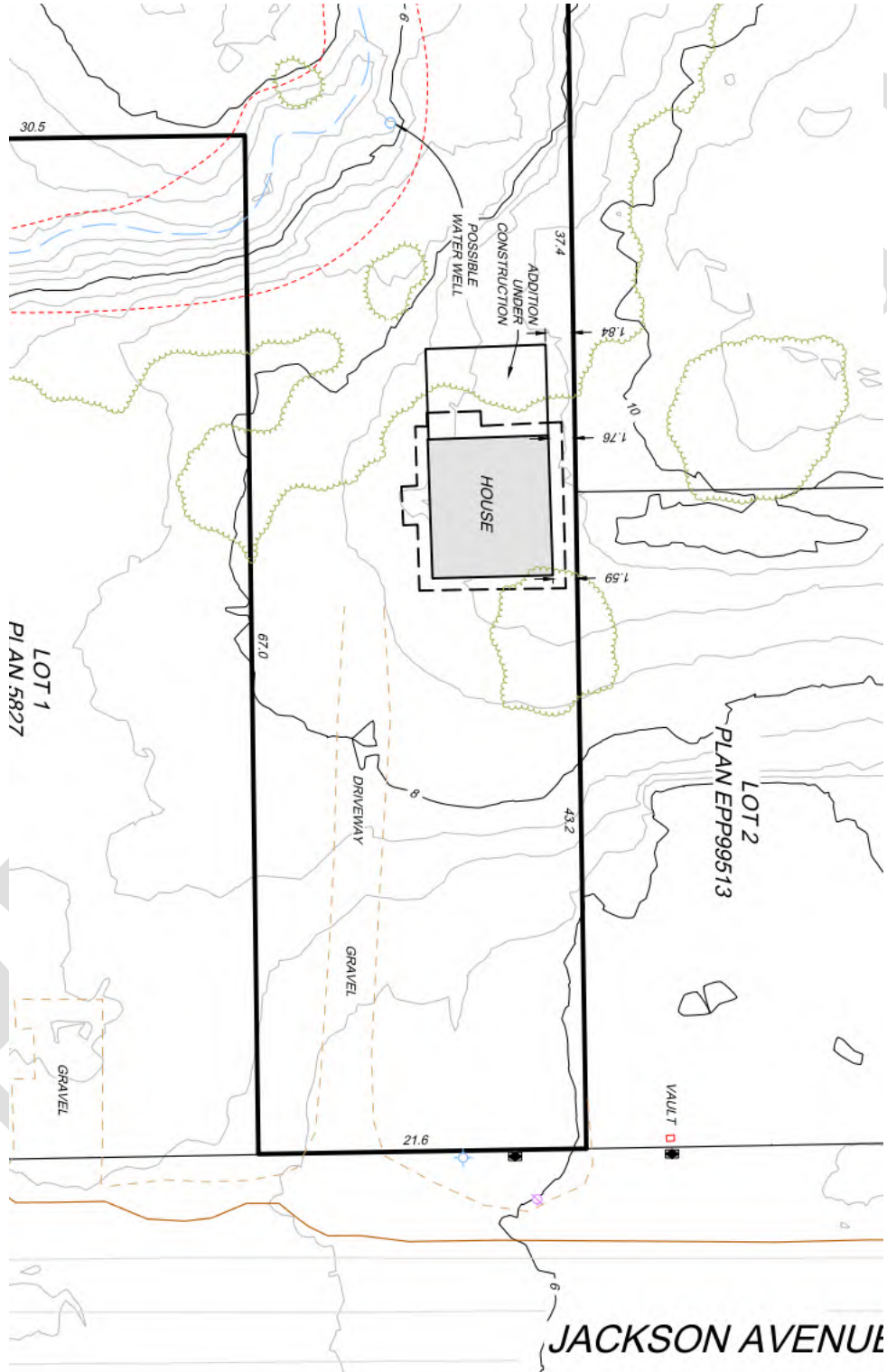
## Site Plan



**SALT SPRING ISLAND LOCAL TRUST COMMITTEE**  
**PLDVP20250388**

**SCHEDULE 'B'**

***Site Plan (Enlarged with dimensions)***



September 22, 2025

Islands Trust  
#4 - 121 McPhillips Ave,  
Salt Spring Island, BC V8K 2T6

**Re: Development Variance Permit – 114 Jackson Avenue, Salt Spring Island  
PLBP20250343**

Dear Trustees,

On behalf of the property owner, **Halloway Investments & Management Inc.**, we are requesting a Development Variance Permit to allow a reduced north side yard setback at 114 Jackson Avenue in order to construct a modest addition to the existing single-family dwelling.

The proposed addition will provide one bedroom, one bathroom, and a laundry area to meet the needs of the residents. Due to the narrow east–west configuration of the parcel and the orientation of the existing dwelling, it is not feasible to locate the addition within the full 3.0 m side yard setback required by the Land Use Bylaw. Instead, the addition is proposed at a 1.675 m setback from the north lot line.

Several considerations support this request:

- **Practical Site Constraints:** Relocating the addition further south would significantly reduce the usable building area and would obstruct access to the rear yard.
- **Consistency of Design:** The addition is aligned with the existing north and south walls of the residence, located directly behind the current building footprint, and designed to blend seamlessly with the existing structure.
- **Neighbourhood Character:** The addition will not be visible from Jackson Avenue, will not affect neighbouring sightlines, and will not alter the character of the neighbourhood, which consists of a mix of residential and commercial uses.
- **Neighbour Support:** The owners of the two adjacent properties to the north, Mr. Martin Ogilvie and Dr. Richard Hayden, were contacted regarding the proposed improvement and related variance. Neither expressed any concerns. Mr. Ogilvie shared that both the exterior repairs already underway and the proposed addition are welcome, as they help improve the overall look and character of the property.
- **Minimal Impact:** The requested variance affects only the siting of the structure; the overall scale of development remains modest and consistent with the intent of the bylaw.

We respectfully submit that this proposal is consistent with the Islands Trust's guiding principles of **preserving neighbourhood character, supporting efficient and responsible land use, and minimizing impacts on the natural and built environment.**

We believe this variance represents the least-impact solution that enables the functional use of the property while maintaining the character and livability of the surrounding area.

Please let us know if any further plans, elevations, or supporting materials would assist your review.

Sincerely,  
HALLOWAY INVESTMENTS & MANAGEMENT INC.

A handwritten signature in dark ink, appearing to read "M. Grey-Dreaper".

Mark Grey-Dreaper, CPA, CA, CBV  
Managing Director  
Highbury Asset Management Inc.  
(250) 217-5550



File No.: PLDVP20250359

X-File: SS-BE-2025.29

DATE OF MEETING: December 11, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Milad Panahifar, Planner 1  
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: PLDVP20250359  
Applicant: Richard Raine  
Location: 1150 Sunset Drive, SSI

## RECOMMENDATION

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

## REPORT SUMMARY

This development variance permit (DVP) application seeks to vary the Salt Spring Island Land Use Bylaw, 1999 (LUB) by varying section 4.4.1 to reduce the required setback for buildings and structures from the natural boundary of a water body from 15 metres (49.2 ft) to 0 metres, to permit the current siting of the beach access as illustrated in figure 3.

Staff believe the proposed amendment aligns with the Official Community Plan guidelines and is generally consistent with the intent of the regulation.

## RATIONALE FOR VARIANCE

The Staff recommendation is to approve the DVP (Attachment 4) because granting the variance will not alter the established character of the neighbourhood, and granting the variance will reduce non-conformities and bring the existing access into compliance. Please refer to Attachment 5 – Project Narrative for the applicant's rationale.

## BACKGROUND

1150 Sunset Drive is a (1.04 ha – 2.56 Acres) parcel, zoned Rural (R), near Stone Cutters Bay at the North end of Salt Spring Island. The owner previously obtained Development Variance Permit (SS-DVP-2021.20), which authorized the siting of an addition to the cabin (dwelling) within 8.95 metres (29.36 ft) of the natural boundary of the sea. This application was submitted in response to a bylaw enforcement case (SS-BE-2025.29) concerning construction within the setback from natural boundaries. The applicant has now applied for a variance to bring the beach access into compliance with the LUB.



Figure 1 Subject Property



Figure 2 Satellite view

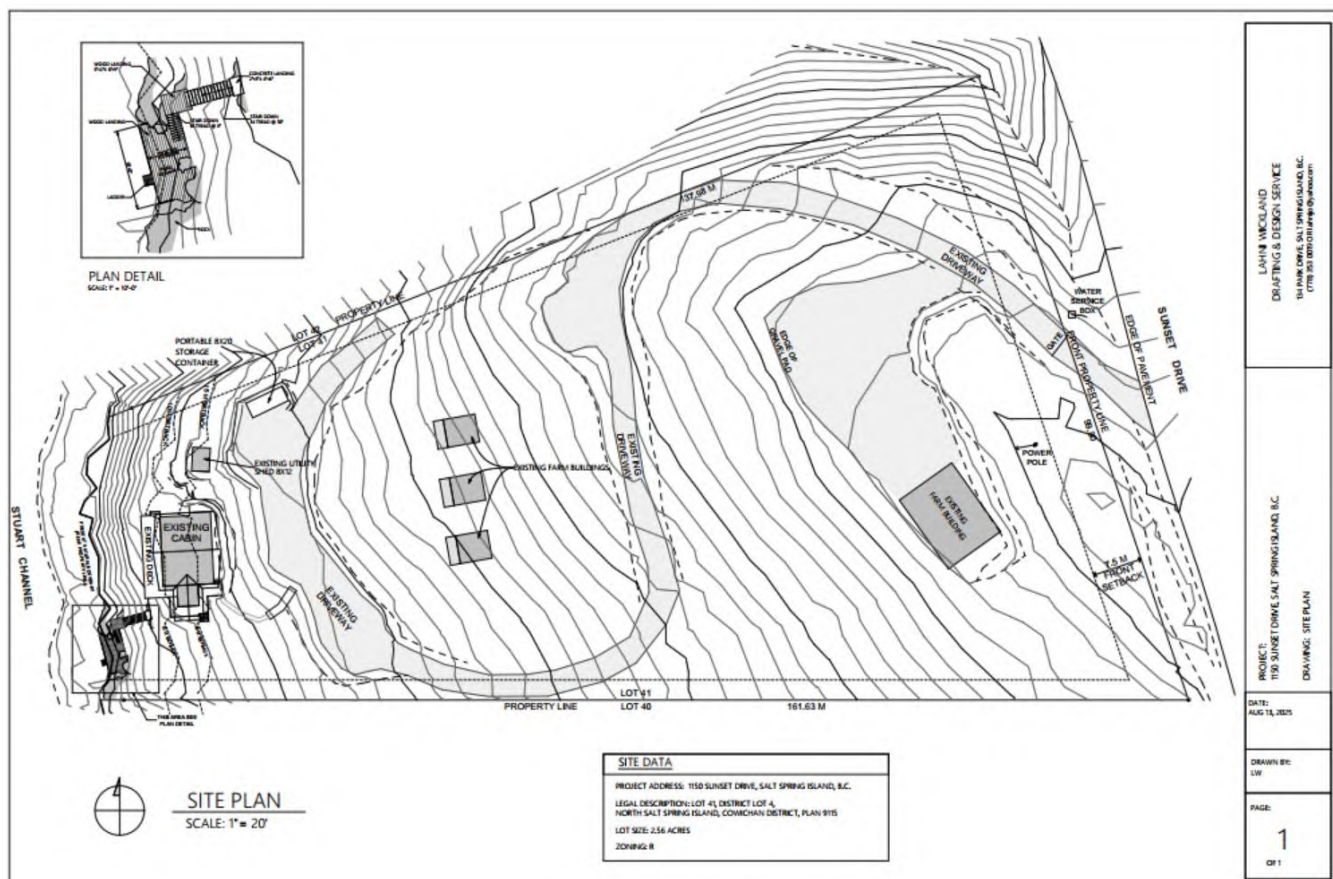


Figure 3 Site Survey

## ANALYSIS

### Policy/Regulatory

Section 498 of the *Local Government Act* enables the Local Trust Committee to approve a DVP for issuance to vary a siting regulation in the LUB. A DVP may not be used to vary density or land use. In this case, a variance to siting regulations is being sought.

### **Official Community Plan (OCP)**

The subject property is designated Rural Neighbourhood (RL) in the Salt Spring Island Official Community Plan Bylaw No. 434, 2008. The property is located within Development Permit Area 7 – Riparian; however, the building itself is situated outside the riparian area. As such, a development permit is not required to address the known non-conformity.

The following OCP objective is relevant to this application:

- B.2.5.1.1 To continue to provide adequate land zoned for medium density residential use and other traditional and compatible rural land uses.

The following OCP policy is relevant:

- B.2.5.2.2 Zones within the Rural Neighbourhoods Designation will continue to allow medium density residential development and the other rural uses allowed by existing zoning. Existing commercial and general employment zones will remain, but exceptionally large new commercial or general employment developments should not be allowed in this Designation. Existing zones that allow higher densities, smaller lots and multifamily use will also remain.

### **Land Use Bylaw (LUB)**

The subject property is zoned Rural (R) in the Salt Spring Island Land Use Bylaw No. 355, 1999 (LUB). The applicant is seeking variances for the Salt Spring LUB provisions:

*4.4.1 No building or structure except a fence, pumphouse or boathouse may be sited within 15 m of the natural boundary of any water body*

If the variance is approved, it will bring the siting of the existing beach access into compliance with the LUB regulations.

### **Intent of Regulations being varied:**

The overall purpose of the setback to the natural boundary of any water body is to minimize impacts on the public realm related to:

- Protection of the sensitive ecosystems,
- Protection of development from natural hazards, especially increased storm surges,
- Protection of views, scenic areas, and distinctive features contributing to the overall visual quality and scenic value of the Trust Area,
- Establishing a consistent development pattern within a local area,
- Maintaining a rural character,
- Establishing certainty with respect to residential development by maintaining consistent siting regulations.

## Issues and Opportunities

### ***Potential impacts of granting to variance***

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits.

If the variance is approved, there is no anticipated impacts on neighbouring properties since the culvert is on the subject property and is not anticipated to restrict the flow of water within the ditch.

### **Circulation**

In accordance with [Section 499\(3\)](#) of the Local Government Act and Section 8 of the [Salt Spring Island Development Procedures Bylaw No. 304](#), statutory notice of the proposed variance was mailed to all owners and tenants in occupation of properties within 100 metres (328.08 feet) of the subject property's boundaries on December 01, 2025. The notification period will end on December 11, 2025. No correspondence has been received at time of submission of this report. Staff will verbally indicate if any correspondence has been received subsequent to submission of this report at the SS LTC meeting.

### ***First Nations***

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application.

### **Rationale for Recommendation**

Staff is recommending that the resolution on page 1 be supported for the following reasons:

- The variance being sought will bring an existing structure into compliance with the LUB.
- Impacts on neighbouring properties and uses is not anticipated if the variance is approved.
- The proposed variance does not challenge the intent of the regulation.
- At the time of writing, there has been no correspondence received regarding the notification.

## **ALTERNATIVES**

The LTC may consider the following alternatives to the staff recommendation:

### **1. Request further information**

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust ....*

### **2. Deny the application**

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee refuse application PLDVP20250359 (1150 Sunset Dr).*

|               |                                         |                   |
|---------------|-----------------------------------------|-------------------|
| Submitted By: | Milad Panahifar, Planner 1              | November 24, 2025 |
| Concurrence:  | Chris Hutton, Regional Planning Manager | December 2, 2025  |

## ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. Notice
4. Draft Development Variance Permit
5. Applicant's Letter of rationale

## ATTACHMENT 1 – SITE CONTEXT

### LOCATION

|                   |                                                                                              |
|-------------------|----------------------------------------------------------------------------------------------|
| Legal Description | LOT 41, DISTRICT LOT 4, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 9115 (005-546-486) |
| PID               | 005-546-486                                                                                  |
| Civic Address     | 1150 Sunset Dr, Salt Spring (1.04 ha – 2.56 Acres)                                           |

### LAND USE

|                      |           |
|----------------------|-----------|
| Current Land Use     | Rural - R |
| Surrounding Land Use | R         |

### HISTORICAL ACTIVITY

| File No.       | Purpose                                                |
|----------------|--------------------------------------------------------|
| SS-BP-2022.26  | Addition to SFD                                        |
| SS-BP-2021.49  | Farm Buildings                                         |
| SS-DVP-2021.20 | Addition to SFD within setback from Natural Boundaries |
| PLBP20240265   | Farm Buildings                                         |

### POLICY/REGULATORY

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Official Community Plan Designations | LUD: Rural Neighbourhood - RL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Land Use Bylaw                       | <p>Salt Spring Island Land Use Bylaw #355, 1999 – Rural “R” permits the following principal uses:</p> <ul style="list-style-type: none"> <li>• Single-family dwellings</li> <li>• Two family dwellings constructed before July 31, 1990</li> <li>• Dental and medical offices for a maximum of two medical practitioners</li> <li>• Elementary schools, pre-schools and child day care</li> <li>• Public health care facilities</li> <li>• Community halls</li> <li>• Churches and cemeteries</li> <li>• Veterinarian clinics and animal hospitals</li> <li>• Pet boarding services and kennels</li> <li>• Pounds</li> <li>• Active outdoor non-commercial recreation, excluding golf courses and activities primarily involving the use of power-driven means of conveyance</li> <li>• Agriculture</li> <li>• Public service uses</li> </ul> |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>The R also permits the following accessory uses:</p> <ul style="list-style-type: none"> <li>• Seasonal cottages subject to Section 3.14</li> <li>• Home-based business use, subject to Section 3.13</li> </ul> <p>3.12.5 With the exception of a seasonal cottage or other permitted accessory dwelling unit, the total floor area of all accessory buildings and structures on a lot must not exceed 70 square metres for lots that are 1.2 ha or less in area and 185 square metres for lots that are greater than 1.2 ha in area. One building with a floor area less than 25 square metres may be excluded from the calculation of total floor area for accessory buildings and structures.</p> <p>4.3.1 Unless otherwise specified, no building or structure except a fence, pumphouse, public utility structure or underground utility may be constructed within the following setbacks from lot lines or road access easements:</p> <ul style="list-style-type: none"> <li>(1) Setback from front lot line: 7.5 m</li> <li>(2) Setback from rear lot line: 7.5 m</li> <li>(3) Setback from interior side lot line: 3.0 m</li> <li>(4) Setback from exterior side lot line: 4.5 m</li> </ul> <p>except that on any lot, one structure with a floor area no more than 10 square metres and a height no greater than 2.5 m may be placed within the setback area from an interior side or rear lot line, and</p> <p>except that on any lot, where a structure has existed since before January 13, 1971, an addition to that structure may be placed within the setback area from an interior side or rear lot line, provided the addition is no closer to the lot line than the existing structure, and that the floor area of the addition does not exceed 10 per cent of the floor area of the existing structure.</p> <p>4.4.1 No building or structure except a fence, pumphouse or boathouse may be sited within 15 m of the natural boundary of any water body.</p> |
| Other Regulations | NSSWWD District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Covenants         | <b>Undersurface Rights</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Bylaw Enforcement | SS-BE-2025029 – Siting : Water Boundary Setback                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

#### SITE INFLUENCES

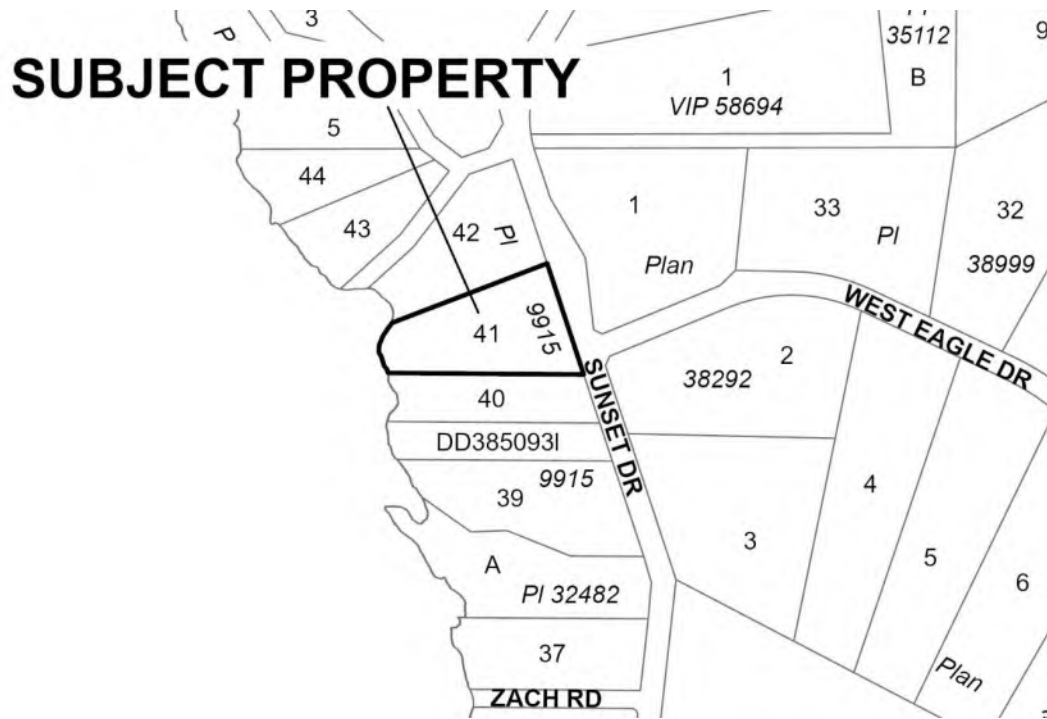
|                           |                      |
|---------------------------|----------------------|
| Islands Trust Conservancy | N/A                  |
| Species at Risk           | Wandering Salamander |





## ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

## 2.1 MAP TITLE



**Figure 1 – Subject Property**



*Figure 2 - Subject Property Satellite View*

## 2.2 PLAN TITLE

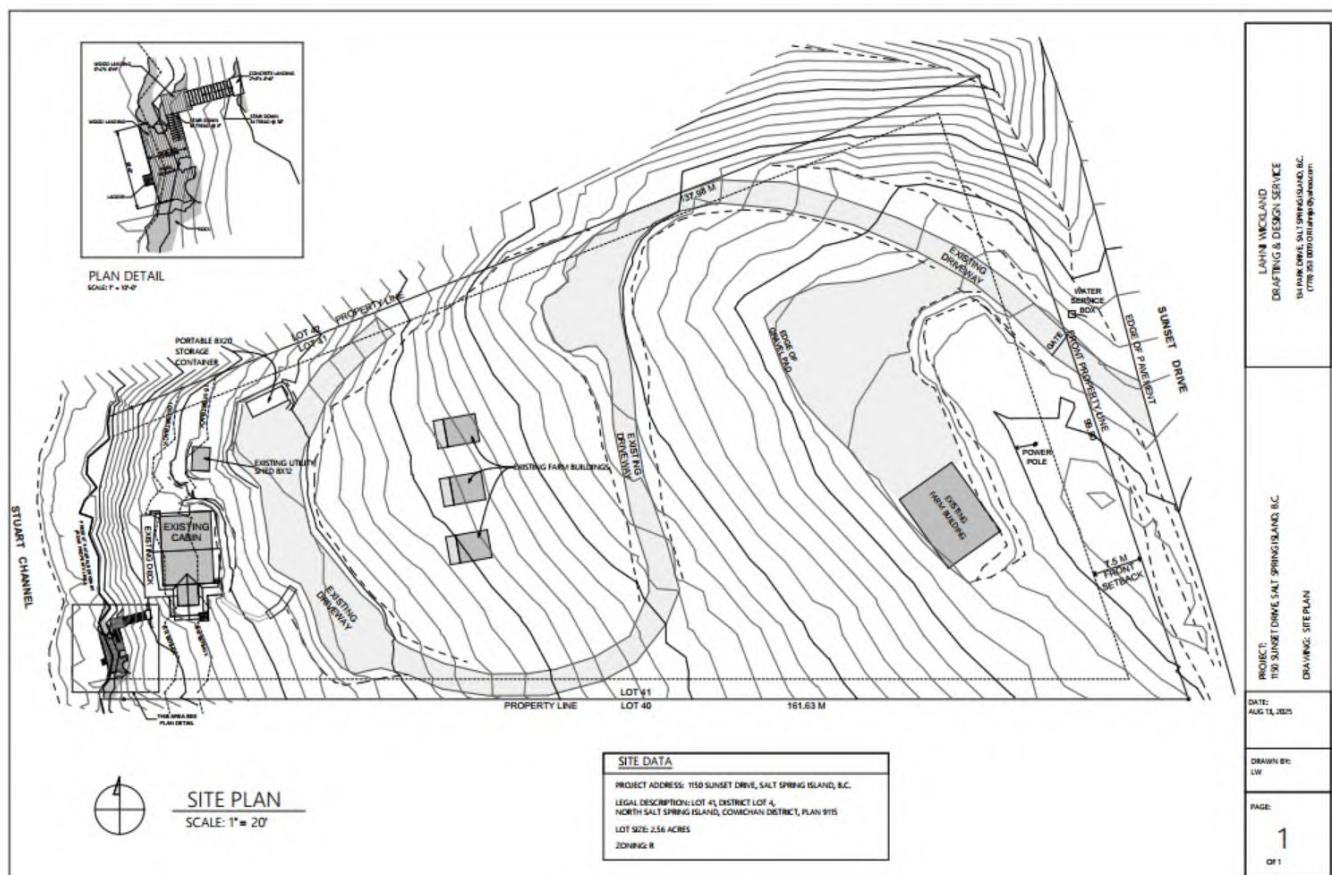
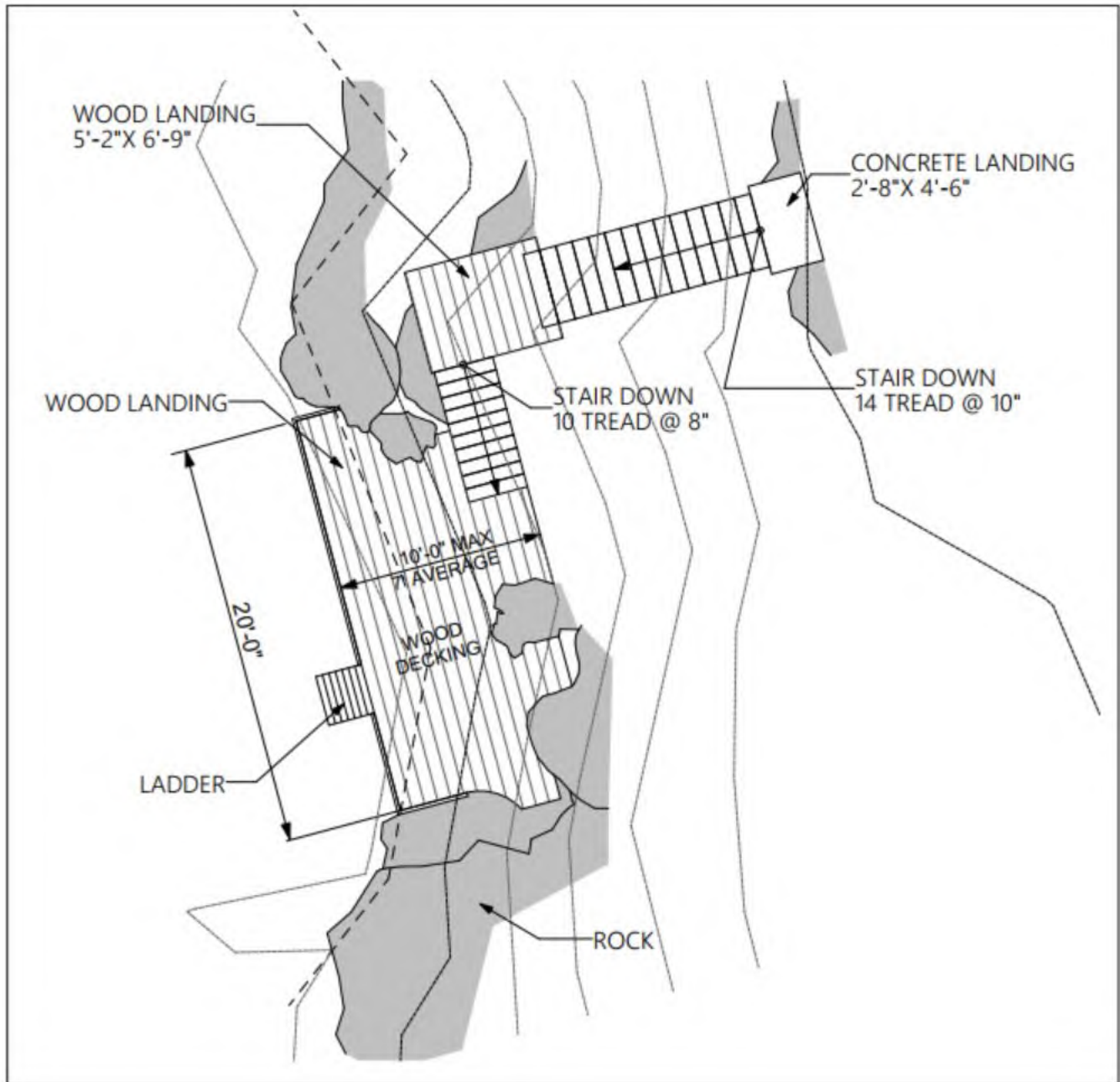


Figure 3 - Site Survey



*Figure 4 Plan/Details*

## 2.3 PHOTOGRAPH TITLE

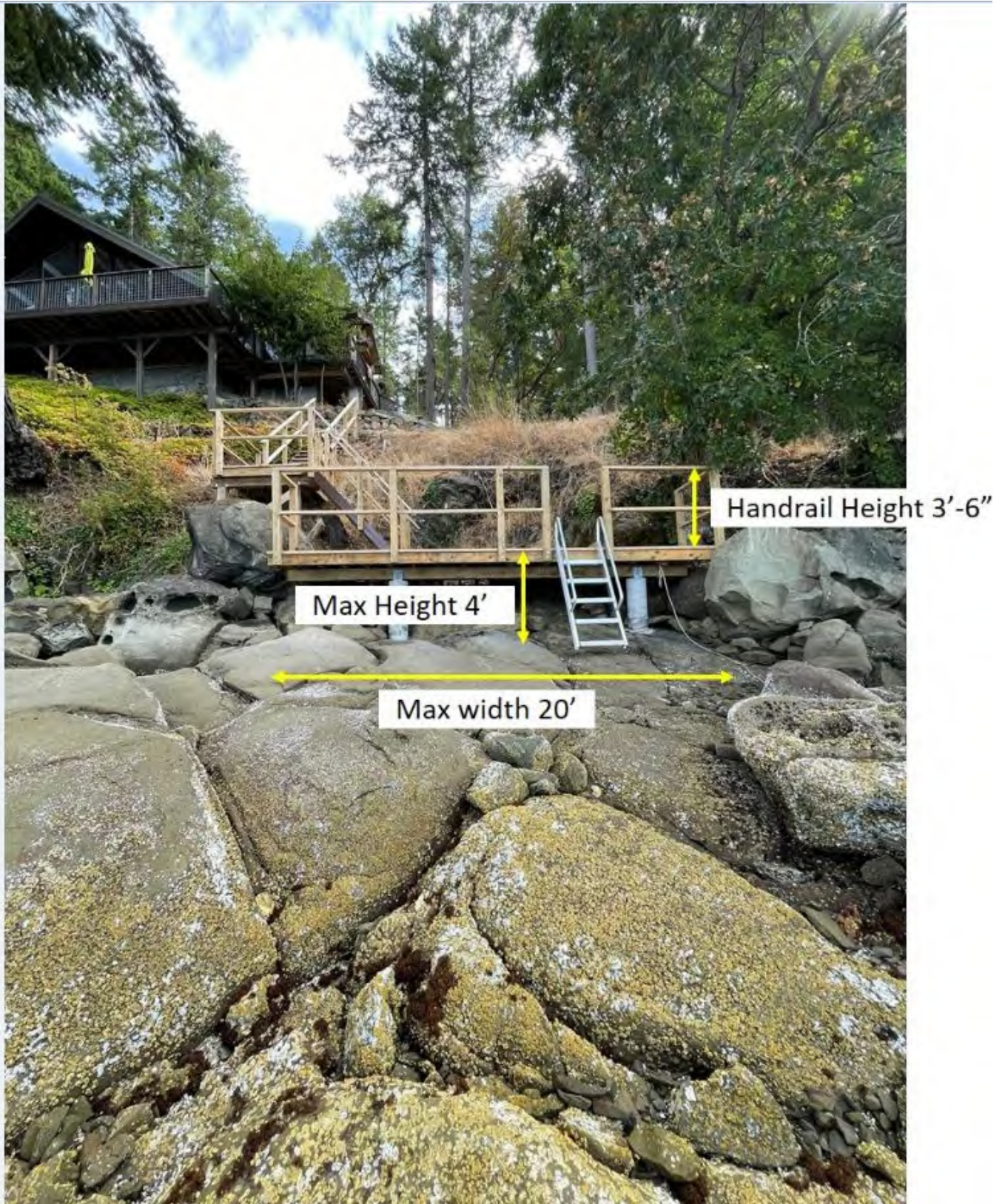


Figure 5 Photo A



*Figure 6 Photo B*



*Figure 7 Photo C*



*Figure 8 Photo D*



*Figure 9 Photo E*



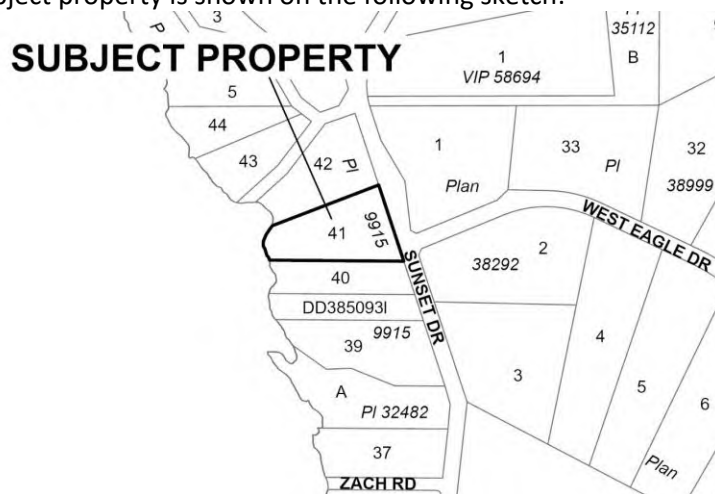
**NOTICE**  
**PLDVP20250359**  
**SALT SPRING ISLAND LOCAL TRUST COMMITTEE**

**NOTICE** is hereby given pursuant to Section 499 of the *Local Government Act* that the Salt Spring Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, the proposed permit would vary the the Salt Spring Island Land Use Bylaw No. 355 by:

- Varying Section 4.4.1 to allow the siting of a beach access within 0.0 m setback from the natural boundary of sea.

The property is located at **1150 Sunset Drive, Salt Spring Island** and is legally described as:  
LOT 41, DISTRICT LOT 4, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 9115 (005-546-486)

The general location of the subject property is shown on the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 – 1627 Fort Street Victoria, BC between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday, excluding statutory holidays, commencing **December 1, 2025** and continuing up to and including **December 10, 2025**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Salt Spring Island.

Enquiries or comments should be directed to Milad Panahifar Planner 1, at (250) 537-9144, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca) before 4:30 pm, **December 10, 2025**.

The Salt Spring Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting starting at **December 11, 2025**, starting at 9:30 a.m. at the Salt Spring Legion, Meaden Hall, 120 Blain Road, Salt Spring Island. Typically, applications are considered in the afternoon portion of the meeting, which begins at 12 noon. Please refer to the agenda available on the Salt Spring Island LTC Meeting Calendar webpage at the beginning of that week for an indication of where this application may be placed on the agenda and to view the staff report for the application.

All applications are available for review by the public with prior appointment. Written comments made in response to this notice will also be available for public review.

Britt Holowaty, Deputy Secretary



**PROPOSED**  
**SALT SPRING ISLAND LOCAL TRUST COMMITTEE**  
**DEVELOPMENT VARIANCE PERMIT**  
**PLDVP20250359**

To: Richard Harry Raine & Heidi Katalin Neufeld Raine

1. This Development Variance Permit applies to the land described below:  
 LOT 41, DISTRICT LOT 4, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 9115 (005-546-486)
2. Salt Spring Island Land Use Bylaw 355, 1999 is varied as follows:
  - a) Subsection 4.4.1 which states that “No building or structure except a fence, pumphouse or boathouse may be sited within 15 m of the natural boundary of any water body” Is varied to allow the siting of the Beach Access within 0.0 meters from the natural boundary of sea.

The development shall be consistent with Schedule ‘A’ which is attached to and form part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Salt Spring Island Land Use Bylaw No. 355, 1999 and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

**AUTHORIZING RESOLUTION PASSED BY THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE THIS ##th DAY OF [MONTH], [YEAR].**

\_\_\_\_\_  
 Deputy Secretary, Islands Trust

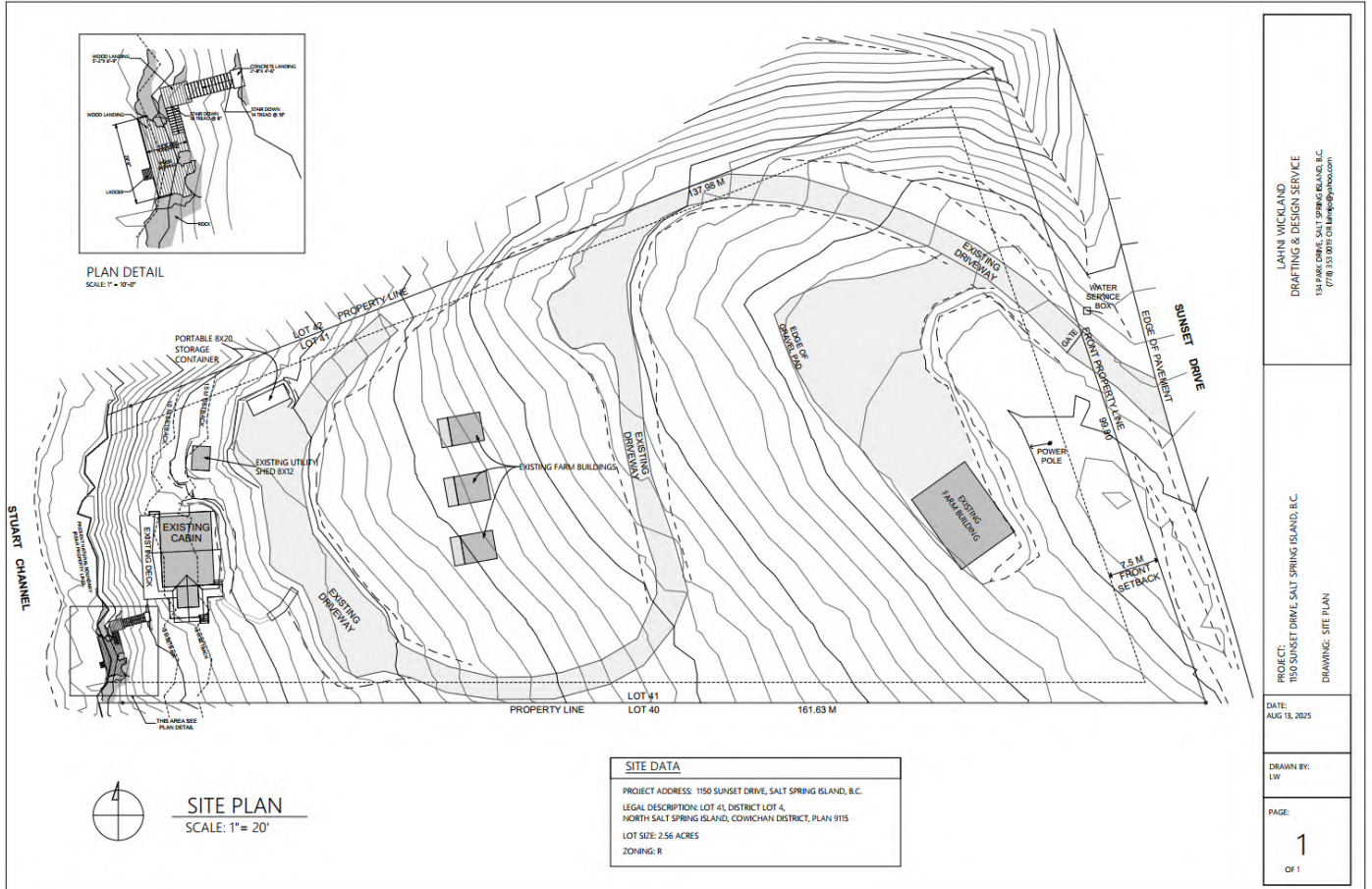
\_\_\_\_\_  
 Date of Issuance

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##th DAY OF [MONTH], [YEAR (2 YEARS FROM DATE OF ISSUANCE)] THIS PERMIT AUTOMATICALLY LAPSES.**

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE**  
**PLDVP20250359**

**SCHEDULE 'A'**

**Site Plan**



August 30, 2025

To: Islands Trust

From: Richard and Heidi Raine

Regarding:

Request for Development Variance Permit (DVP) for beach access 1150 Sunset Drive Salt Spring Island BC V8K-1E3

Attachment 5

Dear Sir or Madame,

My wife Heidi and I are submitting this request for variance for access to the beach at our property at 1150 Sunset Drive.

This request arises from an enforcement letter we received on August 15<sup>th</sup>, 2025 stating that we are encroaching on the setback of the natural boundary of the sea. The enforcement file number is SS-BE-2025.29 (See Exhibit A) and it concerns beach access that we installed last year. We believe this enforcement notice actually originated from a complainant who complained about another matter on our property which was investigated by Islands Trust Enforcement and found to be in compliance. The complaint regarding the beach stairs was a secondary complaint filed by the same person.

On August 7, 2025 I met with Bruno Novais, an Islands Trust Enforcement Officer at our property about the original complaint which Mr. Novais found to be in compliance. At that time, I voluntarily showed him the beach stairs which had been vaguely mentioned in the original complaint (but was not the subject of an enforcement notice at that time). Subsequent to Mr. Novais' site visit we received the second enforcement letter dated August 15, 2025. This letter directed us to either remove the stairs or apply for a Development Variance Permit (DVP). My wife and I have chosen to pursue a DVP for our beach access.

Section 4.4 of Bylaw 355 makes allowances for variances in cases such as ours as follows:

*BL 492 (12/16) Information Note:*

Variances to the setbacks in this Section can be considered by the Salt Spring Island Local Trust Committee; however, in considering such variances, the Trust Committee will also take into account factors such as environmental and aesthetic impacts.

We believe our access meets reasonable environmental standards for this type of installation and it is aesthetically similar to many other structures along the shoreline in the area. The following narrative provides background and justification for granting the DVP.

Our house was built in 1967 and we bought it in November 2016. It is a waterfront property with medium-bank slope down to the foreshore. When we bought the property the access to the beach consisted of an old dirt walk path on the edge of the bank, with a switch back. This path was in poor condition as it was narrow, the handrail was in disrepair and the final connection from the path to the beach was very uneven, steep and treacherous. Despite the poor condition of the path, we utilized it for several years but in recent years the edges of the path were sloughing off making the path just too dangerous. I have included photos which show traces of the original path in Exhibit B.

We are now in our 60s and in the nine years we have owned the property we have become less agile. I have bad knees and a delicate back and my wife has arthritis in her hip. We also have young children, elderly and disabled friends and family who visit often. We hope to own and fully use this property for many years to come and our physical abilities will only continue to decline. It is for these reasons we installed a new, safe access to the beach. We did not realize permission was required to create this access as we viewed it as stairs and access, and not structures, and we see so many waterfront properties with various types of access to the beach. Nonetheless, we want to be in compliance so we are seeking this DVP as instructed in the enforcement letter we received.

I have included a scale drawing of our new access overlaid on a BCLS survey map, along with photographs in Exhibit C. I also checked the Islands Trust website and determined that our property does not lie in a Development Permit Area.

Recently Heidi and I cruised the shoreline of the island by boat for about a 4-mile stretch between Vesuvius Bay and Stone Cutter's Bay, which encompasses our property, to observe the quantity and nature of structures and access systems other property owners have. We observed well over 60 such systems which included stairs, landings, decks, retaining walls and buttresses (not including boat houses, boat ramps, docks, covered patios and decks). We have included pictures of only 14 of the most similar structures (see Exhibit D).

We attempted to keep our access modest in size, in-kind with other structures in our area, and environmentally considerate.

The original walk path was approximately 70' long and 1' to 2' wide. It was located right along the edge of the bank. In some places it was cut into the bank. In other places rocks were stacked to support the pathway. Over the years the lower leg of the path sloughed away and the average width became significantly reduced. While it was being used there was limited vegetation on the path due to frequent foot traffic, especially in the summer months. The new access system is raised slightly above the ground so vegetation is not impacted by foot traffic and the hillside grasses and weeds are growing vigorously under and around the stairs. The

lower landing area is built above solid rock so there is no impact to vegetation at that location. The old foot path has now largely been naturally reclaimed with vegetation and is barely visible. This has the added benefit of establishing a root system in the ground to minimize any continued sloughing of the slope.

We implemented several design techniques that minimized the impact to the area as follows:

- The stairs are slightly elevated so contact with the ground is minimal (approximately 16 sf total contact area).
- The lower landing was built around existing rocks.
- Full length stair stringers were used to minimize supports and ground contact.
- The access system is tucked as far back toward the bank as possible to minimize footprint and visual profile.
- Overall size of the stair system and lower landing were kept to a modest size commensurate with other systems in the immediate area and along the coast of the island.
- We utilized a hinged ladder that does not make contact with the beach.
- The colors of our system are earthtones of brown, grey, and tan.

The access system is only visible to one neighbor two lots north of our property. I met with the owners of the property and they are supportive of it. It is not visible to any other neighbors. We also note that Section 4.4.1 allows fences to be built within the setback and the handrail on our stairs and landing give our overall system a similar look as a fence, and it certainly has less visual impact than a pumphouse or boathouse both of which are also allowed under 4.4.1.

We believe our access system creates no more impact to the environment than the original footpath, and may actually create less impact as it has less ground disturbance. We also feel that it fits into the area and has no more aesthetic impact than many other structures of various kinds in the neighborhood. It also does not hinder any public access to the beach area below the natural boundary of the sea.

It is for these reasons that we respectfully request a Development Variance Permit for our stairs and landing.

Exhibit A  
Enforcement Letter  
File SS-BE-2025.29



200-1627 Fort Street, Victoria, BC, V8R 1H8

Telephone (250) 405-5175 Fax (250) 405-5155

Toll Free 1.800.663.7867

Email [information@islandstrust.bc.ca](mailto:information@islandstrust.bc.ca)

Web [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

15 August 2025

FILE: SS-BE-2025.29

**HEIDI NEUFELD RAINE  
RICHARD RAINE  
71 CARR DR  
MORAGA CA 94556  
USA**

\*This letter was sent to both addresses (Salt Spring and USA).

**RE: LOT 41, DISTRICT LOT 4, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 9115**

Islands Trust has an open bylaw enforcement file for the above-mentioned property. This letter will outline actions required to comply with the Salt Spring Island Land Use Bylaw. During an inspection of the above referenced property, I observed structures encroaching the setback of the natural boundary of the sea.

From the Salt Spring Island Land Use Bylaw, No. 355:

**4.4 SETBACKS FROM WATER BODIES**

**4.4.1 No building or structure except a fence, pumphouse or boathouse may be sited within 15 m of the natural boundary of any water body.**

Any non-permitted structures currently located within setback areas will need to be removed, or you will need to apply for and obtain a development variance permit from the Local Trust Committee.

Please, apply for a Development Variance Permit or remove the structure no later than November 24<sup>th</sup>, 2025.

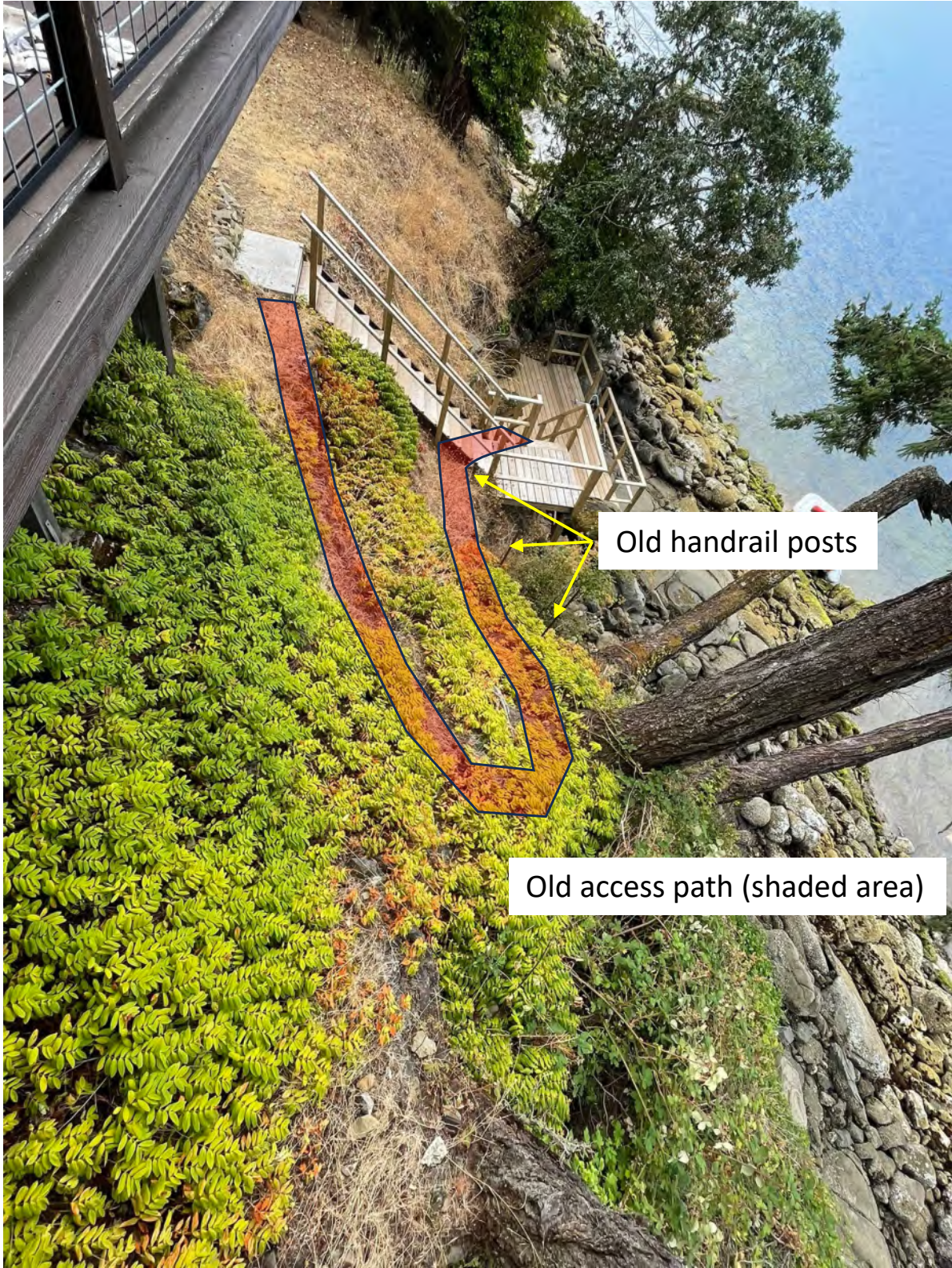
If you wish to receive further information on the planning process or have specific questions about any planning application, please contact our planning team at 250-537-9144 or email [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca).

Sincerely,

**Bruno Novais**  
Bylaw Compliance & Enforcement Officer  
250.405.5174 | [bnovais@islandstrust.bc.ca](mailto:bnovais@islandstrust.bc.ca)

# Exhibit B

## Photos of original access path

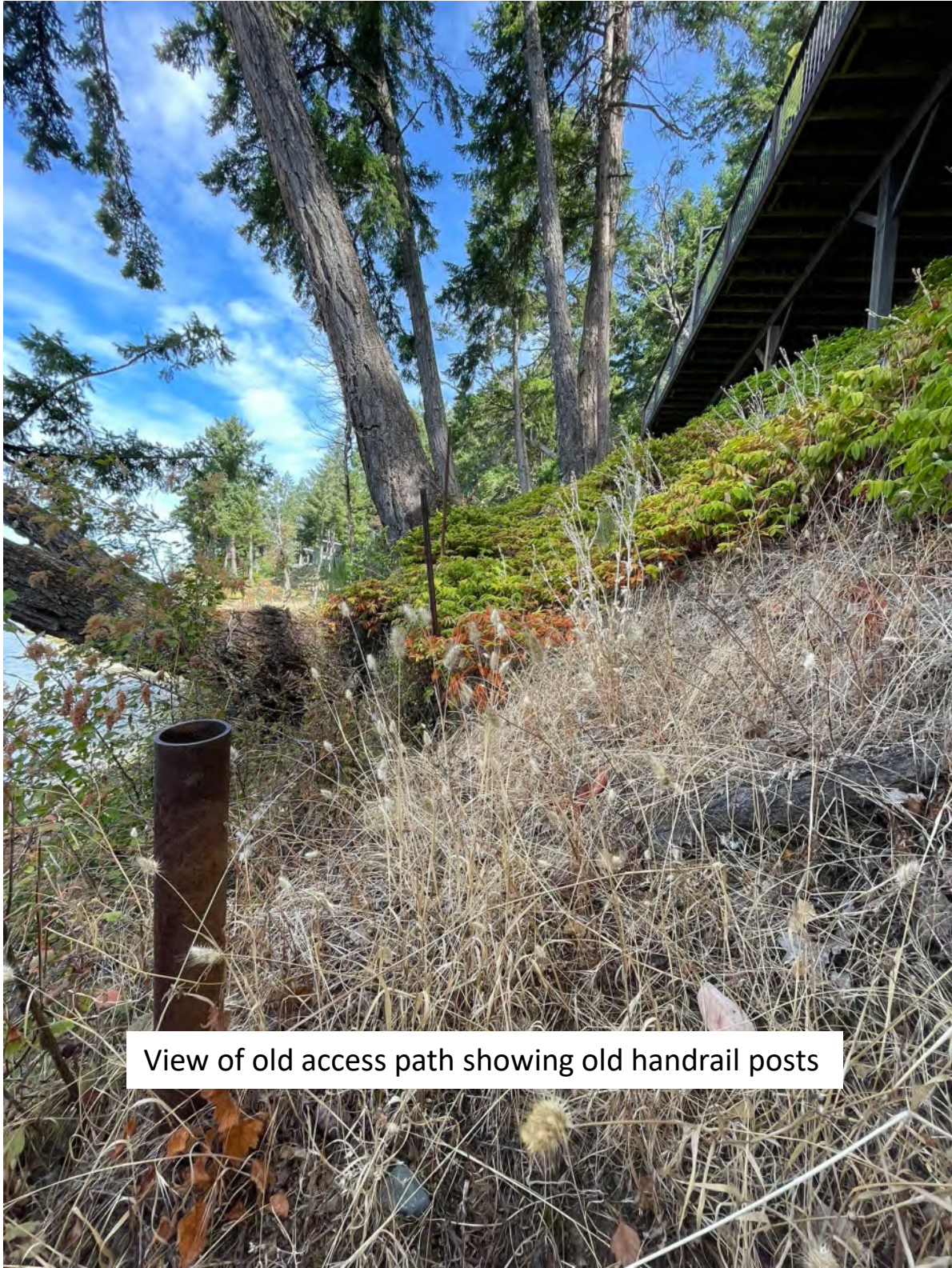




Old access path upper leg

Stacked stones to support  
old access path





View of old access path showing old handrail posts

Exhibit C

Photos and scale  
drawing of new stairs  
and landing

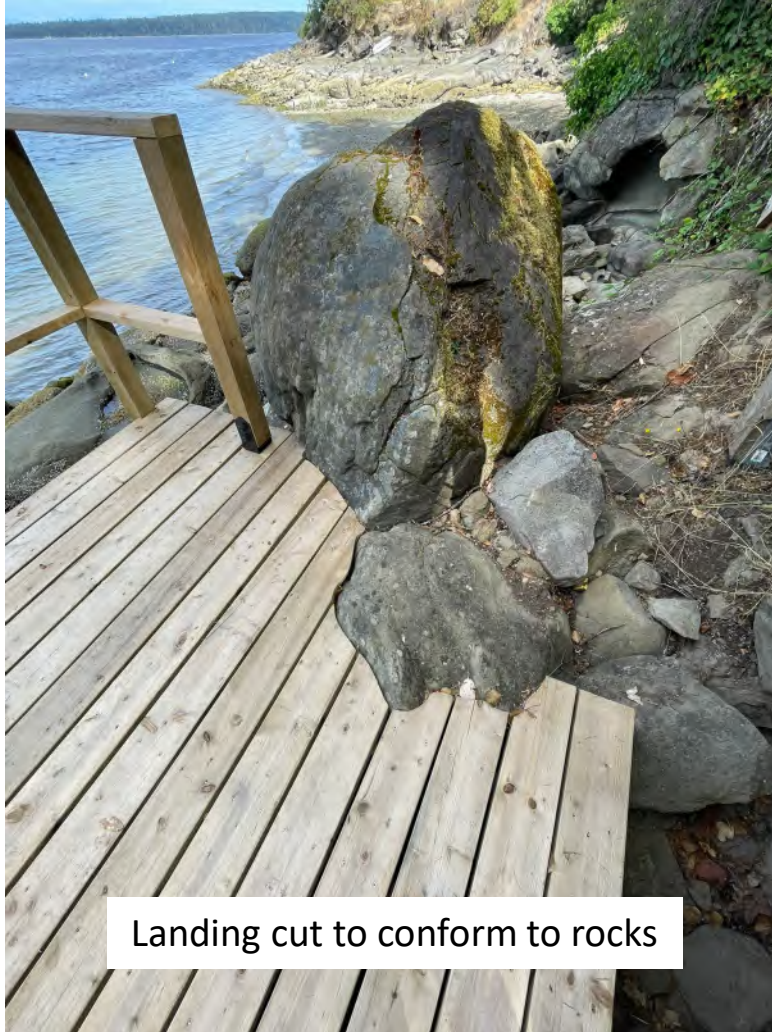












Landing cut to conform to rocks



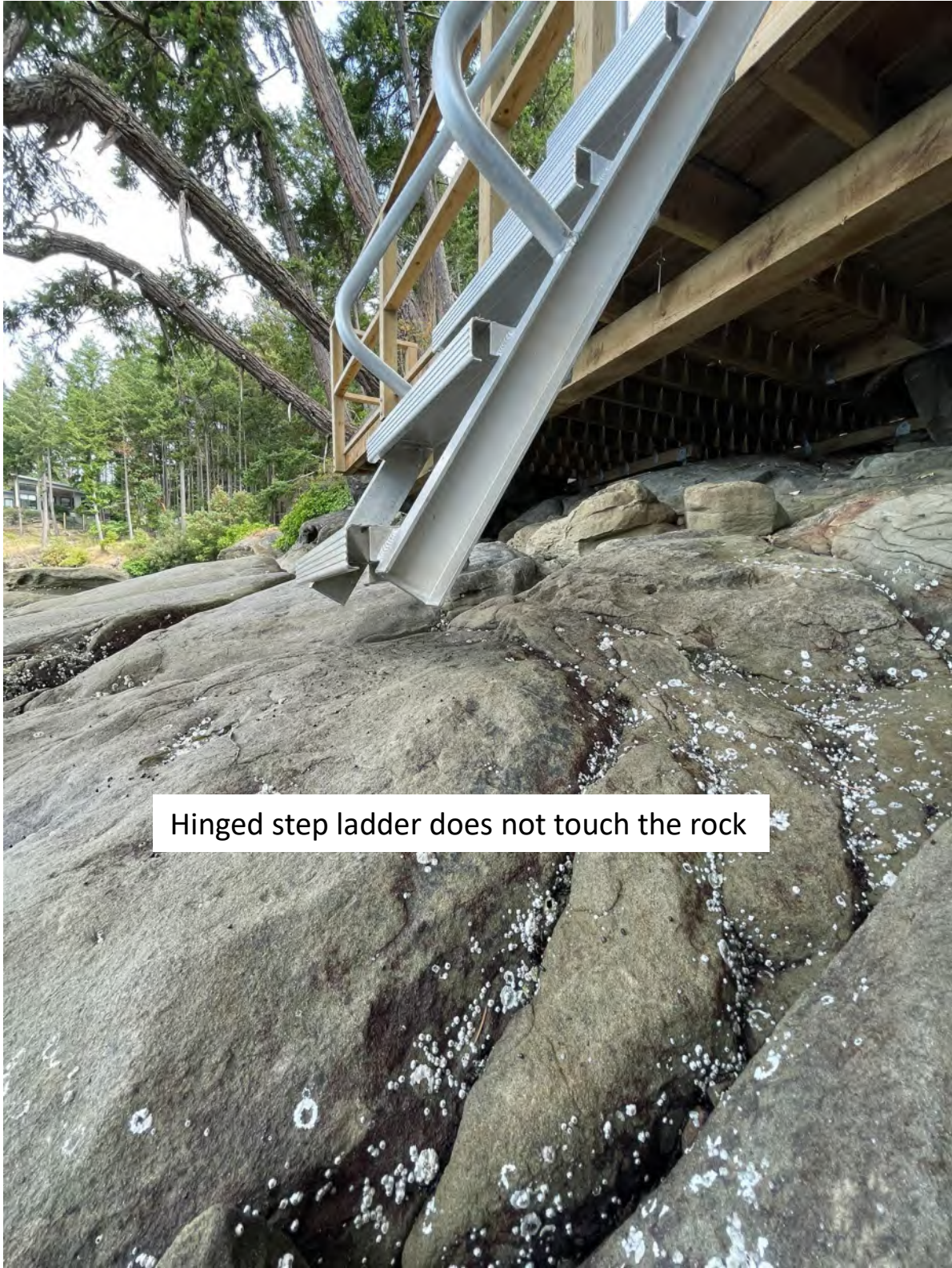
Landing cut to conform to rocks



Landing cut to conform to rocks



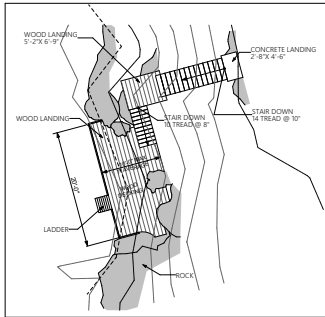
Vegetation growing under and around stair system



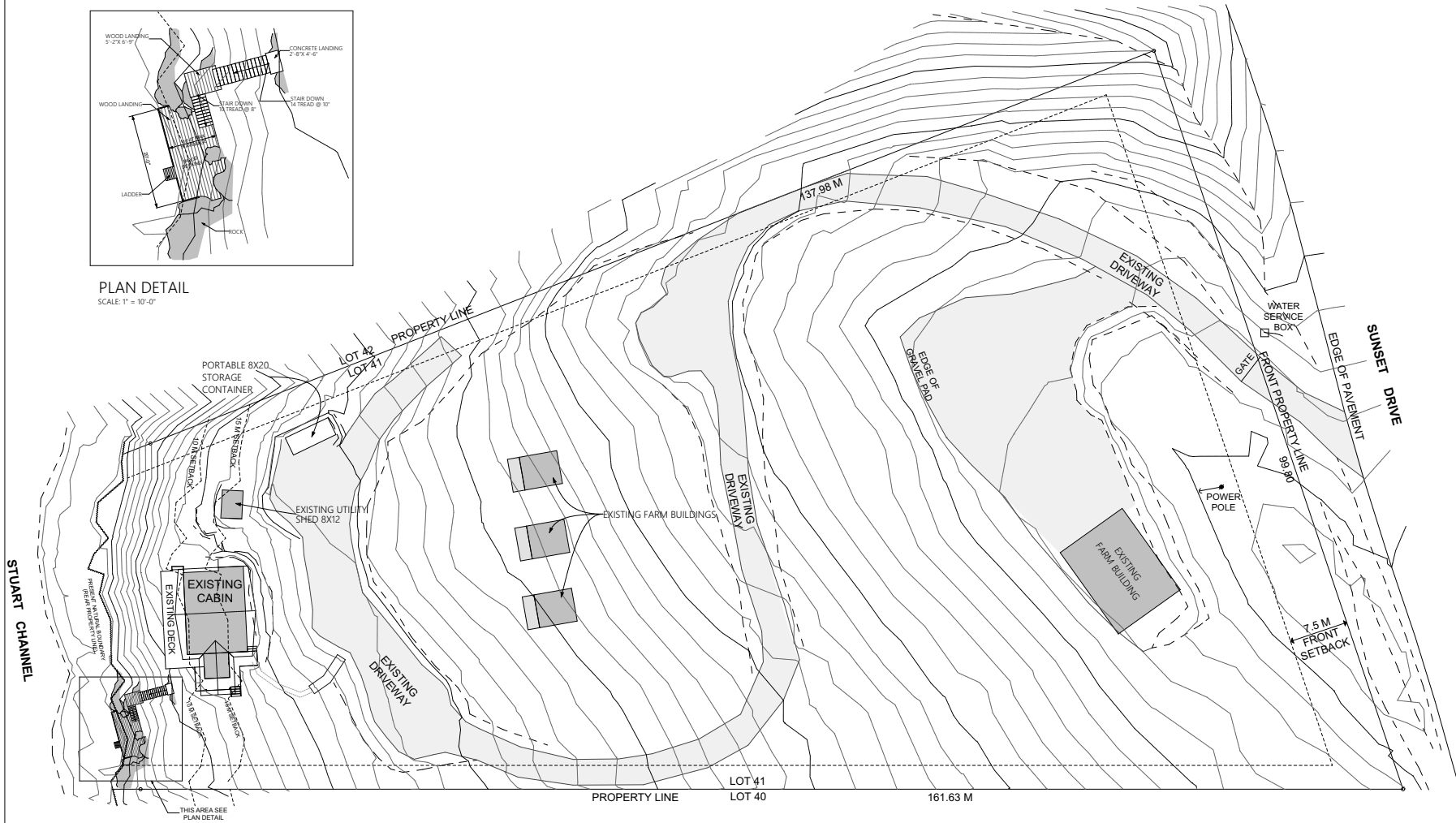
Hinged step ladder does not touch the rock



U-head supports minimize contact with the rock



PLAN DETAIL  
SCALE: 1" = 10'-0"



SITE PLAN  
SCALE: 1" = 20'

#### SITE DATA

PROJECT ADDRESS: 1150 SUNSET DRIVE, SALT SPRING ISLAND, B.C.  
LEGAL DESCRIPTION: LOT 41, DISTRICT LOT 4,  
NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 9115  
LOT SIZE: 2.56 ACRES  
ZONING: R

LAHNI WICKLAND  
DRAFTING & DESIGN SERVICE  
134 PARK DRIVE, SALT SPRING ISLAND, B.C.  
(778) 353 0019 OR lahni@lahni.com

PROJECT:  
1150 SUNSET DRIVE, SALT SPRING ISLAND, B.C.

DRAWING: SITE PLAN

DATE:  
AUG 13, 2025

DRAWN BY:  
LW

PAGE:

1

OF 1

# Exhibit D

## Photos of other stairs and access systems in the vicinity

















DATE OF MEETING: December 11, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2  
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Rezoning (Bylaw Amendment) from Agriculture 1 and Residential 2 to Community Facility 3 Zone and the inclusion of Public Works Facility definition.  
Applicant: Dan Ovington  
Location: 210 & 220 Kanaka Road, SSI

## RECOMMENDATION

1. 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).

## REPORT SUMMARY

The purpose of this report is to provide the Salt Spring Island Trust Committee (SSI LTC) with Bylaw No. 543 for consideration for adoption.

## BACKGROUND

This application proposes to amend Salt Spring Island Land Use Bylaw No. 355 (LUB) to rezone 210 & 220 Kanaka Road. The proposal would bring the subject properties into compliance with the current land use regulations and allow the proposed upgrades to the maintenance facility to be carried out. The application has been presented to the LTC multiple times for consideration. At its November 06, 2025 meeting, the LTC read the proposed bylaw a third time and requested it to be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee. At its regular business meeting on November 19, 2025, the Executive Committee approved the referenced bylaw.

## ANALYSIS

Refer to staff reports of [February 13, 2025](#), [September 11, 2025](#) and [November 06, 2025](#) for analysis.

## Issues and Opportunities

Refer to staff reports of [February 13, 2025](#), [September 11, 2025](#) and [November 06, 2025](#) for discussion of issues and opportunities.

## Consultation

## Statutory Requirements

All statutory requirements have been met. See staff report of [September 11, 2025](#) and [November 06, 2025](#) for details.

Correspondence related to this application is available in the [current applications](#) section of the Islands Trust website for this file.

### **Rationale for Recommendation**

Proposed Bylaw No. 543 seeks to create a Community Facility 3 (CF3) zone which will bring into compliance with the current land use regulations the proposed upgrades to the maintenance facility to be carried out on the subject properties.

In giving third reading to Bylaw No. 543 at its November 06, 2025 meeting, SS LTC did not propose any conditions for the adoption of the bylaw. As the bylaw has now received Executive Committee approval, staff recommends that it be adopted.

### **NEXT STEPS**

Should the SSI LTC adopt Bylaw No. 543, the applicant will be notified and the Land Use Bylaw adopted.

|               |                                         |                   |
|---------------|-----------------------------------------|-------------------|
| Submitted By: | Oluwashogo Garuba, Planner 2            | November 19, 2025 |
| Concurrence:  | Chris Hutton, Regional Planning Manager | December 2, 2025  |

### **ATTACHMENTS**

1. Proposed Bylaw 543

# PROPOSED

## SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 543

### A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW, 1999

The Salt Spring Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Salt Spring Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2025”.

2. Salt Spring Island Local Trust Committee Bylaw No. 355, cited as “Salt Spring Island Land Use Bylaw, 1999,” is amended as follows:

**2.1 Section 1.1 – Definitions**, Sub-section 1.1.1 is amended by adding the following new definition:

“**public works facility**” means the use of land, buildings or structures for the maintenance, repair or storage of vehicles, equipment and materials that are used solely for the provision, maintenance or repair of public infrastructure, transit buses and vehicles in general and houses operational or administrative functions for the general benefit of the island on which it is located.

**2.2 Section 9.4 – COMMUNITY FACILITIES ZONES**, is amended by deleting the word “and” and adding the words “and Community Facilities 3” as follows:

The regulations in the tables in this Section apply to land in the Community Facilities 1 (CF1), Community Facilities 2 (CF2) and Community Facilities 3 (CF3) *zones* as indicated by the column headings.

**2.3 Section 9.4 – COMMUNITY FACILITIES ZONES**, Subsection 9.4.1, is amended by inserting column CF3 in the table as follows:

|                                                                       | CF1 | CF2 | CF3 |
|-----------------------------------------------------------------------|-----|-----|-----|
| <b>Principal Uses, Buildings and Structures</b>                       |     |     |     |
| <i>Public</i> schools, pre-schools and <i>child day care</i> centres. | •   |     |     |
| Libraries                                                             | •   |     |     |
| <i>Churches</i>                                                       | •   |     |     |
| <i>Community halls</i>                                                | •   |     |     |
| <i>Public</i> hospitals, clinics and health care facilities           | •   |     |     |
| Non-commercial active <i>outdoor</i> recreation                       | •   |     |     |
| Non-commercial <i>indoor</i> recreation facilities                    | •   |     |     |
| Service club <i>buildings</i>                                         | •   |     |     |
| Performing and visual art centres, including <i>accessory sales</i>   | •   |     |     |
| Collection of recyclable materials                                    | •   | •   |     |
| Sorting and <i>temporary</i> storage of recyclable materials          |     | •   |     |
| Collection of <i>municipal solid waste</i>                            |     | •   |     |

|                                                                                   |   |   |   |
|-----------------------------------------------------------------------------------|---|---|---|
| Sorting and <i>temporary</i> storage of <i>municipal storage waste</i>            |   | • |   |
| Liquid waste treatment                                                            |   | • |   |
| <i>Public service uses</i>                                                        |   | • |   |
| <i>Public works facility</i>                                                      |   |   | • |
| <b>Accessory Uses</b>                                                             |   |   |   |
| <i>Intermittent retail sales and retail services accessory to a principal use</i> | • | • | • |
| <i>Residential unit accessory to a principal use</i>                              |   |   | • |

**2.4 Section 9.4 – COMMUNITY FACILITIES ZONES**, Subsection 9.4.2 is amended by inserting column CF3 in the table as follows:

|                                                                                                                      | CF1 | CF2 | CF3 |
|----------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| <b>Lot Coverage and Floor Area</b>                                                                                   |     |     |     |
| Maximum combined <i>lot coverage</i> of all <i>buildings and structures</i> (per cent)                               | 25  | 25  | 25  |
| <b>Setbacks</b>                                                                                                      |     |     |     |
| Despite Subsection 4.3.1, the following <i>lot line</i> setbacks apply for the specific <i>zone</i> indicated:       |     |     |     |
| Minimum <i>rear lot line</i> setback abutting <i>commercial</i> or general employment <i>zone</i> (metres)           | 3.0 | *   | N/A |
| Minimum <i>interior side lot line</i> abutting non- <i>commercial</i> or non-general employment <i>zone</i> (metres) | 7.5 | 7.5 | N/A |
| Minimum <i>interior side lot line</i> setback abutting <i>commercial</i> or general employment <i>zone</i> (metres)  | *   | 7.5 | N/A |
| Minimum <i>exterior side lot line</i> setback (metres)                                                               | *   | 7.5 | 0.0 |

\* indicates the provisions of Section 4.3 apply.

**2.5 Section 9.4 – COMMUNITY FACILITIES ZONES**, Subsection 9.4.3 (1), is amended by deleting the word “and” and inserting the words “and Community Facility 3” before the as follows:

- (1) The regulations in this Subsection apply to the *subdivision* of land under the Land Title Act or the Strata Property Act for land in the Community Facility 1, Community Facility 2 and Community Facility 3 *Zones*.

**2.6 Section 9.4 – COMMUNITY FACILITIES ZONES**, Subsection 9.4.3, is amended by inserting column CF3 into the table as follows:

|                                                                                                                                                                                                                             | CF1 | CF2 | CF3 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| <b>Minimum Lot Areas, Water Supply and Sewage Treatment Servicing Requirements</b>                                                                                                                                          |     |     |     |
| Minimum area of an individual <i>lot</i> that may be created through <i>subdivision</i> , provided each <i>lot</i> has an individual on-site sewage treatment system and an adequate supply of <i>potable water</i> (ha)    | 1   | 1   | N/A |
| Minimum area of an individual <i>lot</i> that may be created through <i>subdivision</i> , provided each <i>lot</i> has a connection to a <i>community sewage collection system</i> and a <i>community water system</i> (ha) | 0.2 | 0.2 | N/A |

**2.7 Section 9.4 – COMMUNITY FACILITIES ZONES** is amended by adding a new Subsection 9.4.5 as follows:

**9.4.5 Special Provisions**

- (1) The following special provisions apply to the Community Facility Zone 3 (CF3) zone:
  - (a) Despite Section 4.3, no *building* or *structure* other than a *pumphouse*, *public utility structure* or underground utility may be constructed within the following setbacks from lot lines or road access easements:
 

|                                              |     |
|----------------------------------------------|-----|
| Setback from <i>front lot line</i> :         | 0m  |
| Setback from <i>rear lot line</i> :          | 0m  |
| Setback from <i>interior side lot line</i> : | 0m  |
| Setback from <i>exterior side lot line</i> : | 0m. |
  - (b) The maximum number of *residential* unit accessory to a *principal use* is one (1) per lot.

**2.8 Schedule "A" – Zoning Map** is amended by changing the zoning classification of PARCEL A (DD 362513I) OF LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333 and LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333, EXCEPT PARCEL A (DD 362513I) THEREOF from Agriculture 1 (A1) and Residential 2 (R2) respectively to Community Facility 3 (CF3), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "A" to Bylaw No. 355 as are required to effect this change.

### 3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

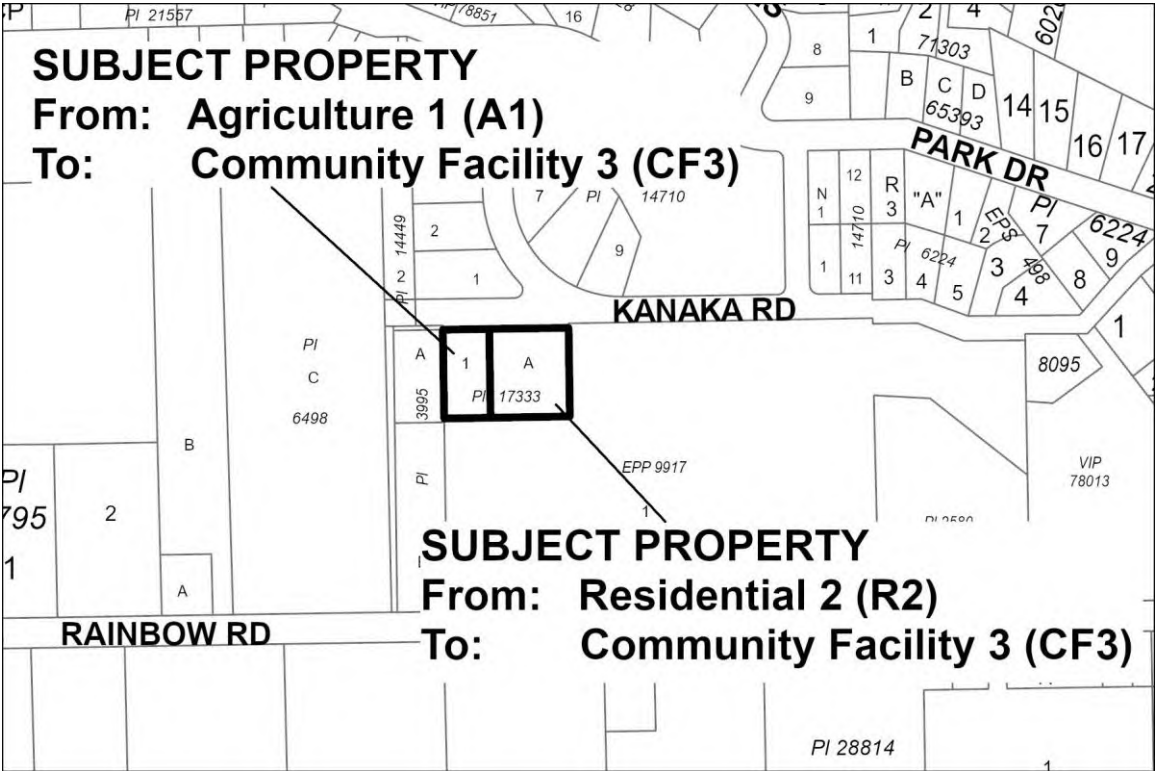
|                                                               |       |        |           |        |
|---------------------------------------------------------------|-------|--------|-----------|--------|
| READ A FIRST TIME THIS                                        | 11TH  | DAY OF | SEPTEMBER | 2025   |
| READ A SECOND TIME THIS                                       | 11TH  | DAY OF | SEPTEMBER | 2025   |
| PUBLIC HEARING HELD THIS                                      | 16TH  | DAY OF | OCTOBER   | 2025   |
| READ A THIRD TIME THIS                                        | 6TH   | DAY OF | NOVEMBER  | 2025   |
| APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS | 19TH  | DAY OF | NOVEMBER  | 2025   |
| ADOPTED THIS                                                  | _____ | DAY OF | _____     | 20____ |

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

SALT SPRING ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 543

Plan No. 1





File No.: PLRZ20250001

X – File: SS-BE-2022.13

DATE OF MEETING: December 11, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2  
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Application to amend Salt Spring Island Land Use Bylaw to permit three dwelling units  
Applicant: Serena Klaver  
Location: 120 Mansell Road, SSI (PID: 018-319-050)

## RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request staff to proceed with application PLRZ20250001 (120 Mansell Rd).
2. 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 two existing oversized seasonal cottage (Building 1 & Building 3 as shown in site plan - Figure 1) 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)
3. That the Salt Spring Island Local Trust Committee withhold third reading of the proposed bylaw until the legal non-conforming cottage (Building 1) has been decommissioned.

## REPORT SUMMARY

The purpose of this report is to present the Salt Spring Island Local Trust Committee (LTC) with a preliminary staff report for the proposed amendments to Salt Spring Island Land Use Bylaw No. 355 to rezone the 1.27 ha (3.3 ac) subject property from Rural (R) to Rural (R) zone variant to permit three dwelling units. Staff recommend drafting and advancing bylaw at the initial stage but withhold third reading of proposed bylaw until the decommissioning of the legal non-conforming building.

## BACKGROUND

The subject property (Figures 1 & 2) is located at Mansell Road on the east end of Salt Spring Island is 1.27 ha (3.3 ac) in area and zoned Rural (R). Currently located on subject property are:

- Single family dwelling

- Seasonal cottage 1
- Seasonal cottage 2
- Farm building (barn)

Seasonal cottage 1 (Building 1 as shown on the site plan in Figure 1) is a legal non-conforming structure, built around 1945 according to BC Assessment. It has a floor area of 101.7 sq m (1,094.7 sq ft) and is located within the required setback from the front lot line 0.95m (3.12 ft). Seasonal Cottage 2 (building 3 as shown on the site plan in Figure 1) and barn have floor areas measuring 62.89 m<sup>2</sup> (676.94 sq ft) and 61.3 sq m (659.82 sq ft) respectively. The floor areas of the seasonal cottages are greater than the maximum floor area permitted for seasonal cottages.

Properties in the R zone are permitted to have one single-family dwelling. For parcels larger than 1.2 hectares (2.97 acres), one seasonal cottage is also permitted as an accessory use. Agricultural uses including farm buildings and structures are also permitted within the Rural zone. Based on LUB regulations, the subject property is permitted to have one (1) single family dwelling up to 500 sq m (5,381.96 sq ft), one seasonal cottage up to 56 sq m (602.78 sq ft) and farm buildings and structures up to 465 sq m (5005 sq ft).

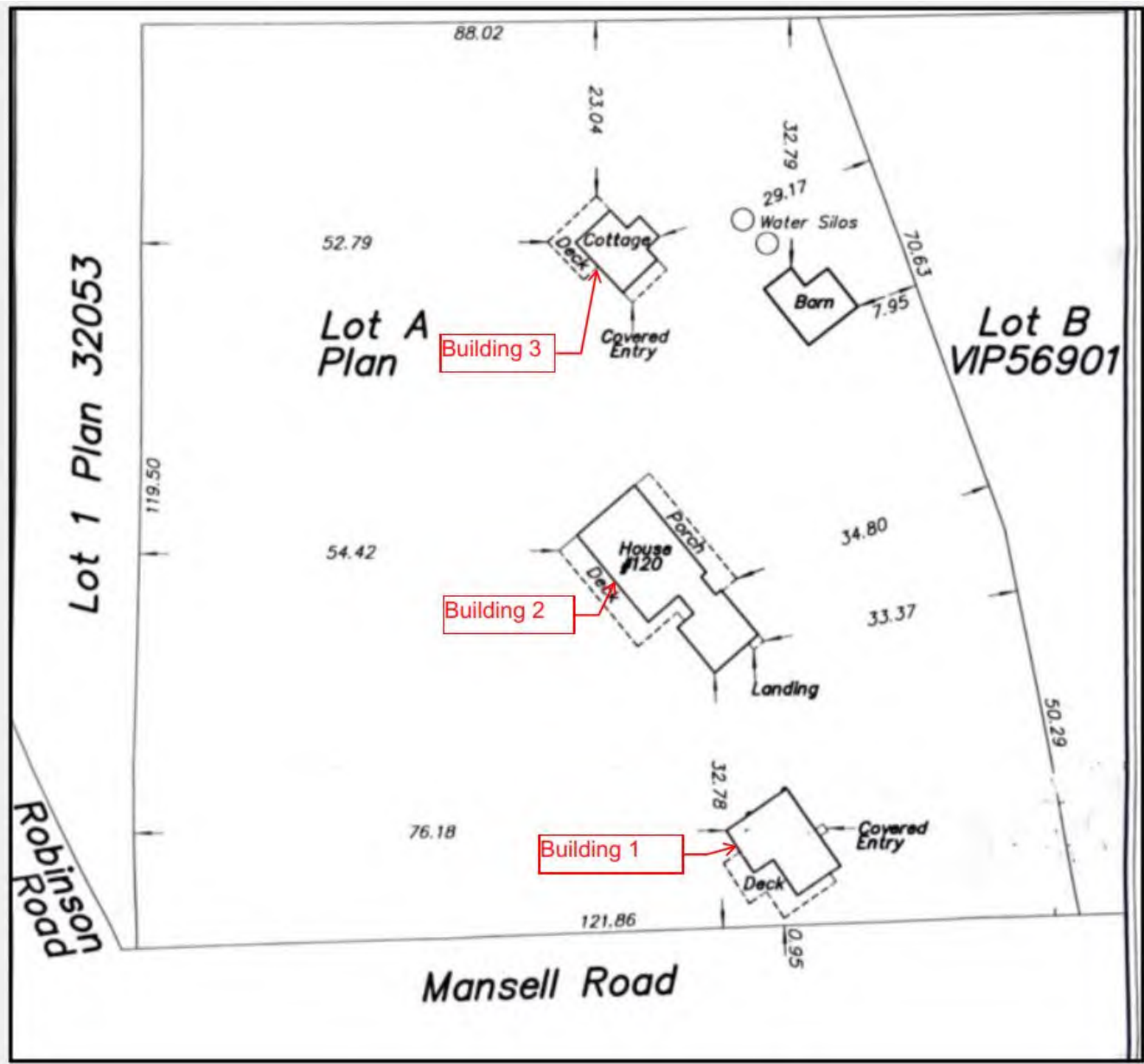
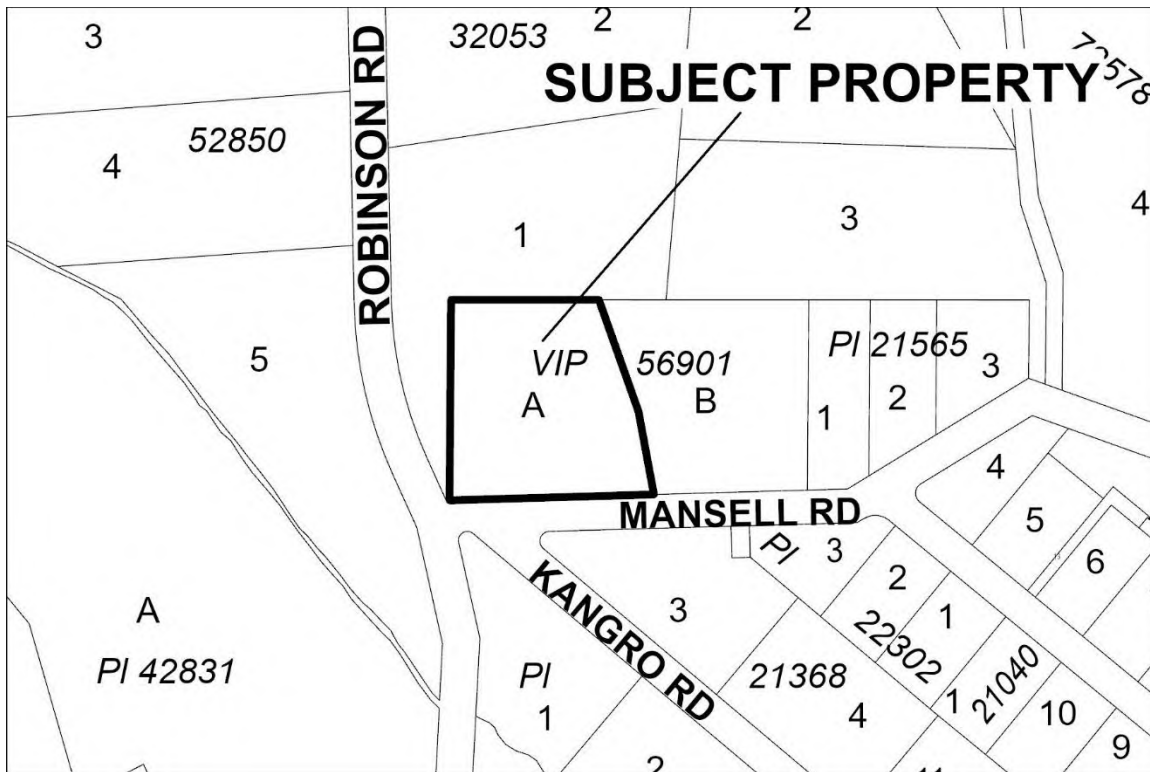


Figure 1: Site Plan

Currently, there are three (3) dwellings on the subject property, which is not permitted according to the LUB. As a result, the applicant has submitted an application for a site-specific amendment to the LUB to permit these dwellings. The application is also proceeding as a result of a bylaw enforcement action (SS-BE-2022.13) for multiple unlawful dwellings on subject property. The applicant's rationale (see Attachment 2) for this application includes the following:

- The structures have been on the property as at when the applicant purchased it in 2018
- The seasonal cottage 1 will be decommissioned and converted into an accessory building when the standing resolution regarding unlawful dwelling is revoked by the SS LTC



**Figure 2: Subject Property Map**

## ANALYSIS

### Policy/Regulatory

#### *Islands Trust Policy Statement:*

Staff have reviewed the Islands trust Policy Statement (ITPS) and highlighted several policies that relate to the application. Relevant policies of the ITPS relating to this rezoning proposal are:

**4.4.2** *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure:*

- *neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater,*
- *water quality is maintained, and*
- *existing, anticipated and seasonal demands for water are considered and allowed for.*

Planner comments: The application seeks to increase the intensity of land use as outlined in the OCP and therefore not in compliance with this policy. However, if the applicant decides to decommission one of the cottages, the intensity of use of land will not be increased and the proposal will be in compliance with this policy.

**5.1.3** *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.*

Planner comments: This application for rezoning is not in conflict with this policy as the development has not caused a degradation of the visual quality or scenic value of the trust area.

**5.2.3** *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.*

Planner comments: The rezoning application is not in conflict with this policy as there is no visible negative impact on the aesthetic, environmental or social impact of development and therefore supported by this policy.

**5.2.4** *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.*

Planner comments: The above policy is not in conflict with the rezoning application as the land use is not incompatible with the preservation and protection of the environment, natural amenities and community character of the zone.

If LTC decided to proceed with drafting bylaws, the ITPS policy checklist and a full policy statement analysis would be presented to LTC for review and consideration in a future staff report if at such time draft bylaws are presented for first and second reading.

**Official Community Plan:**

Policy B.2.5.2.2 considers the density as it relates to the subject property. It provides that “Zones within the Rural Neighbourhoods Designation will continue to allow medium density residential development and the other rural uses allowed by existing zoning.” As the OCP defines medium-density residential use as between one dwelling per 0.10 hectare and one dwelling per 2 hectares, the current density would be consistent with this policy.

*B.2.4.2.2 Zones within the Residential Neighbourhoods Designation will continue to accommodate the medium density residential uses and the other compatible land uses allowed in the existing bylaw. Existing commercial, general employment and multi-family zones will also remain, but zoning changes should not be made to locate more of these zones on additional lands in this Designation, with the exception of multiple-family affordable housing projects.*

Planner comments: This policy supports this application as the proposed density is considered medium according to the definition of medium density (where the density of dwellings is between one per 0.10 ha and one per 2 ha) in the OCP; the application is therefore supported based on this reason.

*B.2.2.2.16 Seasonal cottages should continue to be allowed wherever they are allowed by current zoning. The Local Trust Committee may also consider amending the Land Use Bylaw to allow the use of seasonal cottages as full time affordable rental housing units in certain areas. In order to encourage housing for families, the Land Use Bylaw may be amended to permit cottages with a maximum floor area of 90 m<sup>2</sup> on lots 2 hectares or larger in area, while retaining the existing floor area limits on cottages on lots between 1.2 hectares and 2 hectares in area.*

*Any amendment to zoning to allow cottages to be used as full-time residences should address the following criteria:*

*a. Full time residence of cottages should only be allowed in areas with an adequate supply of potable water.*

*b. Full time residence of cottages should not be allowed in areas that are community water system supply watersheds or in community well capture zones.*

Planner comments: This application is not supported by this policy as the subject property is less than 2 ha and therefore cannot have a full-time rental cottage with floor area up to 90 m<sup>2</sup>.

#### Development Permit Areas:

There is no Development Permit Area (DPA) on the subject property.

Other relevant OCP policies to this rezoning proposal include:

#### ***Land Use Bylaw:***

The Salt Spring Island Land Use Bylaw No. 355, identifies the subject property within the R zone at present. The application requests to rezone the property to a new R zone variant. Here are the permitted uses, buildings and structures in R zone:

- Single-family dwellings
- Two family dwellings constructed before July 31, 1990
- Dental and medical offices for a maximum of two medical practitioners
- Elementary schools, pre-schools and child day care
- Public health care facilities
- Community halls
- Churches and cemeteries
- Veterinarian clinics and animal hospitals
- Pet boarding services and kennels
- Pounds
- Active outdoor non-commercial recreation, excluding golf courses and activities primarily involving the use of power-driven means of conveyance
- Lighthouse stations
- Agriculture

Accessory uses include:

- Seasonal cottages subject to Section 3.14
- Home-based business use, subject to Section 3.13

One single family dwelling, a seasonal cottage (subject to section 3.14) and the barn building located on subject property are permitted in the current R zone. However, the seasonal cottage on the subject property although permitted, exceeds the maximum 56 sq m floor area in the LUB and therefore in contravention of the LUB. The legal non-conforming cottage is also not permitted based on the floor area as this brings the number of full-time dwellings on the lot to three rather than one as specified in the LUB. The subject property therefore requires a rezoning with site specific regulations to address the maximum floor area and number of dwelling units.

#### ***Islands Trust Conservancy:***

The Islands Trust Conservancy does not have a nature reserve or covenant adjacent to the subject property, so it not required to be referred the application in accordance with Islands Trust Conservancy Board Policy 3.1.

## **Issues and Opportunities**

Staff have identified the following issues, which are discussed below, and may be considered further once an amendment bylaw is tabled, and through referral responses, if the LTC chooses to proceed with the application:

### *Front Lot Line Setback*

The site plan submitted indicates that the accessory building (cottage 1) on the subject property does not meet the setback requirements specified in the LUB. It is located within the front lot line setback area. Although the structure is a legal non-conforming structure (constructed in 1945 according to BC assessment report), all non-conforming structures need to be addressed in the rezoning application. Staff has identified this non-conformity and recommends that the new zoning include a 0.95m setback from the front lot line, with this adjustment reflected in the setback regulations of the new Rural zone variant p (R (p)).

### *Density*

According to the LUB, in any zone unless otherwise stated, no more than one dwelling may be permitted. This proposal brings an increase to the permitted number of dwellings permitted for any lots as specified in the LUB. In addition, if the applicant chooses to decommission one of the cottages, the floor area of accessory buildings and structures on the subject property will be within the limits of the maximum floor area of accessory buildings and structures permitted on lots greater than 1.2 ha. The zoning amendment can therefore be site specific with the second dwelling permitted at its current floor area.

### *Archaeological Potential*

Desktop review indicates that there are areas of archaeological potential within the subject property. The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application. In the event that archaeological features or materials are found, either intact or disturbed on the subject properties, work should stop immediately and until the BC Archaeology Branch has been contacted at 250-953-3334 or archaeology@gov.bc.ca for further direction.

### *Water and Septic*

According to the OCP, the applicant needs to provide evidence guaranteeing adequate supply of potable water as well as sufficient area for septic facilities. Staff reached out to CRD to confirm water connection and was informed that the subject property is connected to Cedar Lane Water Service but the applicant's Engineer is required to provide capacity information for subject property. The applicant has provided a Potable water system scoping and design basis document prepared by an Engineer which analysed the current water demand of the property as well as the rainwater storage capacity available for domestic use (Attachment 3). If the application proceeds, applicant's Engineer will be required to provide connection information and also it will be referred to Cedar Lane Water Service for comments. Additionally, the application will be referred to Island Health for comments regarding septic and water servicing requirement.

## **Consultation**

Provided that further policy analysis confirms no inconsistency with the OCP, a public hearing may not be required for this application, in accordance with section 464(3) of the Local Government Act.

## **Agencies**

Should the application proceed, staff recommends that the application be referred to the following agencies:

### **Adjacent Local Trust Committees and Municipalities**

Galiano Island Local Trust Committee  
Mayne Island Local Trust Committee  
North Pender Island Local Trust Committee  
Thetis Island Local Trust Committee  
Cowichan Valley Regional District

### **Non-Agency Referrals**

BC Ambulance Service  
RCMP  
SSI Fire-Rescue  
Salt Spring Island Coast Salish Society

### **Provincial Agencies**

BC Assessment Authority  
Front Counter BC

### **Regional Agencies**

CRD – All Referrals  
Vancouver Island Health Authority  
SSI Advisory Planning Commission

LTC may also direct staff to include additional agencies for referral.

## **First Nations**

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants. Staff have identified the following First Nations for early engagement and referral:

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation

- Tseycum First Nation
- Ts'uubaa-Asatx (Lake Cowichan) First Nation

If the LTC decides to proceed, staff would notify these First Nations and request for their input on the proposed rezoning application.

### Rationale for Recommendation

The recommendations on page 1 are supported as:

1. The proposal appears to be inconsistent with some of the policies of the Salt Spring Island Official Community Plan No. 434 (OCP) and Islands Trust Policy Statement (ITPS).

### ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

#### 1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust...*

#### 2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee deny application PLRZ20250001 for the following reasons...*

### NEXT STEPS

Should the LTC direct staff to draft a bylaw, staff will do so and provide it to the LTC for consideration at a future meeting. If an alternative course of action is chosen, staff will implement the LTC's direction accordingly.

|               |                                         |                  |
|---------------|-----------------------------------------|------------------|
| Submitted By: | Oluwashogo Garuba, Planner 2            | October 27, 2025 |
| Concurrence:  | Chris Hutton, Regional Planning Manager | December 2, 2025 |

### ATTACHMENTS

1. Site Context
2. Applicant's Letter of Rationale
3. Potable water system scoping and design basis

## ATTACHMENT 1 – SITE CONTEXT

---

### LOCATION

|                   |                                                                                            |
|-------------------|--------------------------------------------------------------------------------------------|
| Legal Description | LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP56901 |
| PID               | 018-319-050                                                                                |
| Civic Address     | 120 Mansell Road                                                                           |
| Lot Size          | 1.27 ha (3.13 ac)                                                                          |

### LAND USE

|                      |                         |
|----------------------|-------------------------|
| Current Land Use     | Rural – Residential use |
| Surrounding Land Use | Rural                   |

### HISTORICAL ACTIVITY

| File No.      | Purpose                                                                                                  |
|---------------|----------------------------------------------------------------------------------------------------------|
| SS-BP-2022.27 | Construction of new carport                                                                              |
| SS-CL-2021.4  | Existing use groundwater                                                                                 |
| SS-DP-2005.3  | To allow installation of a new septic field in the Cedar lane well capture zone                          |
| SS-DVP-2023.7 | Variance to allow for increased size of seasonal cottage and increased floor area of accessory buildings |

### POLICY/REGULATORY

|                                      |                                                                                                                                                     |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Official Community Plan Designations | Salt Spring Island Official Community Plan Bylaw #434, 2008 - Rural Neighbourhood<br>Development Permit Areas: DPA 5 – Community Well Capture zones |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|

|                   |                                                                                     |
|-------------------|-------------------------------------------------------------------------------------|
| Land Use Bylaw    | Salt Spring Island Land Use Bylaw #355, 1999 – Rural (R)                            |
| Other Regulations | None                                                                                |
| Covenants         | None                                                                                |
| Bylaw Enforcement | SS-BE-2007.7 – Density<br>SS-BE-2018.74 – STVR<br>SS-BE-2022.13 – Unlawful dwelling |

## SITE INFLUENCES

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Islands Trust Conservancy                | The application has no considerations for the Islands Trust Conservancy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Regional Conservation Strategy           | This application has medium considerations for the Regional Conservation Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Species at Risk                          | Western painted turtle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Sensitive Ecosystems                     | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Hazard Areas                             | <p>Steep Slopes mapping indicates medium to low hazard at the subject property.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Archaeological Sites                     | <p>Desktop review indicates subject property has areas of archaeological potential and is within 100 meters of archaeological potential sites. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a Heritage Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.</p> |
| Climate Change Adaptation and Mitigation | No additional impacts to GHG emissions anticipated as a result of this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Shoreline Classification                 | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Shoreline Data in TAPIS                  | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Application for zoning amendment

I have been instructed by Island's Trust to request a zoning amendment for our property at 120 Mansell Road (PID 018-319-050) which would allow for a slightly oversized seasonal cottage which already existed on our property when we purchased it.

We bought our property in 2018 and did not realize that an existing jut out on the seasonal cottage on our property put the outside square footage of the cottage 6 square meters over the allotted 56. Accounting for the width of the outside walls (5.25 inches) the cottage is actually 58.25 square meters.

This property is used as a private residence. The cottage is used for family only. The main house is occupied by my husband and myself. The accessory building at the front of the property was the original house on this property (dating back to 1945-1955) and is a legal non-conforming building built before 1971. I have enclosed the bc assessment file (received directly from bc assessment authority) showing their estimation that it was built between 1945-55. Currently due to the standing resolution SS-2022-017 it can be used for occupancy. It has its own septic system. We recently used it to help a family of 4 who had been in difficulties (we provided the cabin rent free). They have now moved on and it will be kept as is until the standing resolution is removed in case we can be of assistance to another family. When this standing resolution is no longer available this building will be converted full time into an accessory building. There is another accessory building (we call it the Barn) on the property as shown on the survey. This is for storage and has no heat or insulation but does have power.

Our entire property measures 1.266 hectares. The property is serviced by a rain water harvesting collection system. This was installed in 2013 before we purchased the property in 2018. We have 2 cisterns which hold 10000 US gallons of water. We have these cleaned and disinfected twice a year by a professional cistern cleaning service (Environmental Cistern). The water then passes through a sediment filter, then a carbon filter and finally a UV filter. These are changed on a regular basis by Scott's Plumbing (located on Salt Spring Island). We have the water tested 3 times a year at MB labs in Sidney, BC. We have not used our local water system, Cedar Lane Water in more than 6 years and do not rely on them for water. We continue to pay our quarterly contribution toward the maintenance of the community water system. In 2022 we had a leak in our underground pipes between the houses on the property. The leak could not be found so we had to have new pipes supplied underground. When connecting the new pipes to the seasonal cottage the plumbers could not access the old pipes which entered the cottage to supply the water. They had to attach the new incoming water pipes to existing pipes which were in the jut out in question. Without this access, the seasonal cottage would not be able to be used.

The seasonal cottage in question is serviced by its own septic system which was approved when the cottage was built in 1993.

I have enclosed a Planning Application Authorization Form, a title search, a property tax form, a survey of the property, current floor plans of the front accessory building, the seasonal cottage and the Barn along with exterior elevation drawings of each, a drawing of the property from 2005 (received through a freedom of information request to the CRD) which shows all buildings existing on the property in 2005.

I hope you will consider our request for a Zoning Amendment to allow the already existing extra square footage on the seasonal cottage

This property will remain as a private residence. These buildings already existed and will not affect any properties in the area. In fact because of the fact that we do not use the local water system it is actually a benefit to the local community. There is no stress on the Cedar Lane water system by this property.

Thank you,  
Nancy Mullins,  
120 Mansell Road,  
Salt Spring Island,  


# POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK

---

## FORM

**PROJECT No: 2025.025**

**PROJECT NAME: 120 MANSELL RD**

**DOCUMENT No.: 2025.025-40-DBD-001**

**FORM No. APG-40-FRM-008**

### *Form Revision Log*

| Revision # | Date        | By | Description                          |
|------------|-------------|----|--------------------------------------|
| 1          | 22-Feb-2023 | BF | Updates to structure; add risk table |
| 0          | 31-Oct-2020 | BF | Issued for Use                       |

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

# 1. TABLE OF CONTENTS

|                                                                             |           |
|-----------------------------------------------------------------------------|-----------|
| <b>2. Project Information .....</b>                                         | <b>3</b>  |
| <b>3. Summary .....</b>                                                     | <b>3</b>  |
| <b>3.1. RISK CATEGORIZATION .....</b>                                       | <b>5</b>  |
| <b>3.2. APPLICABLE STANDARDS OF PRACTICE .....</b>                          | <b>5</b>  |
| <b>3.3. DEPARTURES .....</b>                                                | <b>5</b>  |
| <b>4. Conceptual Design .....</b>                                           | <b>6</b>  |
| 4.1. General Notes .....                                                    | 12        |
| 4.2. Potable Rainwater Configuration .....                                  | 13        |
| 4.3. Design Considerations .....                                            | 14        |
| 4.4. Design Rationale .....                                                 | 14        |
| <b>5. Specifications for Design and Construction .....</b>                  | <b>16</b> |
| 5.1. Rainwater Requirements .....                                           | 16        |
| 5.2. Rainwater – Site Conditions, Design Type, & Install Requirements ..... | 17        |
| 5.3. Subsystems Design and Installation Specifications .....                | 19        |
| 5.3.1. Collection Surfaces .....                                            | 19        |
| 5.3.2. Conveyance Sub-Systems .....                                         | 20        |
| 5.3.3. Storage .....                                                        | 21        |
| 5.3.4. Treatment .....                                                      | 23        |
| 5.3.5. Distribution – SCOPE BY OTHERS .....                                 | 25        |
| 5.3.6. Water Quality .....                                                  | 26        |
| 5.3.7. Commissioning, Testing, & Final Install Inspections .....            | 27        |
| <b>6. Water Safety Plan - Preliminary .....</b>                             | <b>28</b> |
| <b>7. Attachments .....</b>                                                 | <b>30</b> |
| <b>8. Further Considerations .....</b>                                      | <b>30</b> |
| <b>9. Disclaimers .....</b>                                                 | <b>30</b> |
| <b>10. Sign Off .....</b>                                                   | <b>32</b> |

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

## 2. PROJECT INFORMATION

Table 1: Summary Information

|                                     |                                                                                                                                                                                                                                                                    |                                         |                                    |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------|
| <b>Project No.</b>                  | 2025.025                                                                                                                                                                                                                                                           | <b>Project Name:</b>                    | 120 Mansell Rd                     |
| <b>Site Type:</b>                   | <input type="checkbox"/> New Construction<br><input type="checkbox"/> Replacement<br><input checked="" type="checkbox"/> Repair / Alteration                                                                                                                       | <b>Prepared by:</b>                     | Bradley Fossen                     |
| <b>Owners / Client:</b>             | KANOENA HOLDINGS LIMITED, INC.NO. BC0607292                                                                                                                                                                                                                        | <b>Jurisdiction:</b>                    | CRD / VIHA                         |
| <b>Legal Description</b>            | LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP56901                                                                                                                                                                         | <b>PID # (Parcel Identifier Number)</b> | 018-319-050                        |
| <b>Common Address</b>               | 120 MANSELL RD, SALT SPRING ISLAND                                                                                                                                                                                                                                 | <b>Folio. # (Tax Assessment Roll #)</b> | 01-764-00742.010                   |
| <b>Engineer of Record</b>           | Bradley Fossen                                                                                                                                                                                                                                                     | <b>Project Stage:</b>                   | Existing                           |
| <b>Owner Declaration Completed:</b> | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                             | <b>Bedrooms</b>                         | 1 bedroom                          |
| <b>Catchment Footprint</b>          | 367 m2                                                                                                                                                                                                                                                             | <b>Daily Demand</b>                     | Described within.                  |
| <b>Estimated Water Use / Person</b> | Described within                                                                                                                                                                                                                                                   | <b>Estimated Outdoor Demand</b>         | None.                              |
| <b>Usage Type</b>                   | <input checked="" type="checkbox"/> Typical Residential , Water Conservers (160 LPD/person)<br><input type="checkbox"/> Other)                                                                                                                                     | <b>Supplemental Water Source:</b>       | Bulk water, community water system |
| <b>Purpose of Report:</b>           | <ul style="list-style-type: none"> <li>To identify site constraints</li> <li>To analyze flows available for water needs</li> <li>To confirm sizing of storage and required catchment area</li> <li>To provide design and specifications for permitting.</li> </ul> |                                         |                                    |
| <b>Summary of Activities:</b>       | <ul style="list-style-type: none"> <li>Site Visits x 3</li> <li>Client and Owner coordination, meetings, and correspondence</li> <li>Desktop review</li> <li>Analysis, Costing, and Report Writing</li> </ul>                                                      |                                         |                                    |

## 3. SUMMARY

We understand that this document may be used for the purposes of a land use application. For that reason, we have included additional information and attachments that may aid in that process, along with the content that we typically provide in building permit applications. We welcome any questions from planning staff, should they have them.

This report remains in the general format typically used by Aurora Professional Group Inc. for potable rainwater system permit packages requiring BCBC Letters of Assurance. The applicable letter of assurance for this project will be the 2024 Schedule "B" "Assurance of Professional Design and Commitment for Field Review" at the time of permitting, followed by the 2024 Schedule "C-B" "Assurance of Professional Field Review" after field reviews and prior to building code permit close-outs.

|                                                                                                                           |                                                      |                   |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b>   PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                  | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

The potable rainwater system described herein is based on information and assessments current to 18-Sep-2025. Our field review and findings focus on a pre-existing rainwater system that has been used for potable service, although its design was not included in any prior permitting efforts.

Based on these findings, we have determined that the rainwater system has adequate catchment surface area and storage volumes to support the demand of a 1-bedroom, 2-person, full-occupancy cottage. To function as a permitted, potable rainwater system, upgrades are required and are detailed within this report. Our assessment is based on a design compliant with CSA B805-22/ICC 805-2022.

We understand that the purpose of the land use application is to provide a determination on the legal status of pre-existing buildings, one of which is a pre-existing cottage.

As part of the application, the Applicant has been requested to demonstrate an adequate water supply for the existing structures on the parcel. We believe, but are not certain, that this request pertains to Land Use Bylaw No. 355 ("LUB") Sections 3.14 "Seasonal Cottages" and perhaps 3.15 "Full-Time Rental Cottages".

*Table 1: LUB Definition of Full-Time Rental Cottages*

|                            |                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "full-time rental cottage" | means a dwelling unit not exceeding 56 square metres in floor area on lots with an area less than 2 hectares or 90 square metres on lots with an area 2 hectares or greater, that is occupied only pursuant to a residential tenancy agreement as defined in the Residential Tenancy Act and that comprises, with the single family dwelling to which it is accessory, a single real estate entity. |
| "seasonal cottage"         | means an accessory dwelling unit not exceeding 56 square metres in floor area which, despite the definitions of "dwelling unit" and "residential" in this Bylaw, is occupied or intended to be occupied on a temporary basis by a person or persons having a permanent domicile elsewhere and using the cottage primarily in conjunction with recreation.                                           |

We expect that this request aligns with the LUB Section 3.15 Information Note, which mandates that new cottages or additions to cottages include plans for a rainwater system.<sup>1</sup> We note that the code specified by the Information Note is CSA B805-18. CSA B805-22 has superseded this code and will be the standard of practice used for this design.

In this report, we compare the current rainwater system's supply capacity with the cottage's water demand. To assist the planner, we will also evaluate total water needs for all structures, factoring in rainwater supply and use of supplemental sources if full occupancy occurs.

---

<sup>1</sup> Information Note Full Text: *Building permit applications for new cottages or additions to existing cottages submitted to Islands Trust for land use review should include plans for a rainwater harvesting system certified by an ASSE-certified designer, professional engineer or geoscientist to comply with the above-noted standard. Installation of the system will be made a condition of permit applications deemed to be land use compliant.*

|                                                                                                                           |                                                      |                   |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b>   PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                  | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

### 3.1. RISK CATEGORIZATION

The following table denotes what classification of design this project has been assigned and whether or not a project-specific risk review is required.

Table 2: Risk Category

| Risk Category <sup>2</sup>                            |                                                            |                                                       | Date        | By | Comment                                                                                     |
|-------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------|-------------|----|---------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Global (Low Risk) | <input type="checkbox"/> Global (Repetitive Moderate Risk) | <input type="checkbox"/> Project Risk Review Required | 18-Sep-2025 | BF | No innovative features or departures from standard practice are required; basic complexity. |

### 3.2. APPLICABLE STANDARDS OF PRACTICE

The following table indicates what standards of practices, codes, or regulations were utilized in the design for this project. These documents form the key, "top-level," design basis for the project.

We note that other regulations may also have jurisdiction on the project and that this list is not exhaustive. Further, additional documents and references may be indicated later where warranted.

Table 3: Applicable Design References.

| A Basis of this Design Filing       | Code, Standard of Practice, Regulation                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | CSA B805-2022/ICC 805-2022 ("CSA RWC")                                                                                                                                                                                                                                                                                                                  |
| <input checked="" type="checkbox"/> | BC Building Code (2024) ("BCBC")                                                                                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/> | BC Plumbing Code (2024) ("BCPC")                                                                                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/> | Other: <ul style="list-style-type: none"> <li>BC Guidelines for Pathogen Log Reduction Credit Assignment (2022), Drinking Water Officers' Guide 2022 – Part B: Section 15 ("BC LRCA")</li> <li>BC Guidance for Treatment of Rainwater Harvested for Potable Use (2020), Drinking Water Officers' Guide 2024 – Part B: Section 14 ("BC TRWH")</li> </ul> |

### 3.3. DEPARTURES

Any departures from the above documents, when indicated as a design basis document, shall be documented herein, along with rationale, mitigation measures, and any supporting references to do so.

<sup>2</sup> In the cases of a global risk categorization, a global risk assessment must already be in place.

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

## 4. CONCEPTUAL DESIGN

### 4.1. RAINWATER SYSTEM – COTTAGE DEMAND

Catchment surfaces are, and will remain, from the on-parcel single-family dwelling. This structure is estimated to provide 367 m<sup>2</sup> of catchment surface in the geographic plane using drone photogrammetry and legacy building construction documents.

This catchment area could sufficiently support a water reserve of 48755L (10725 IG), based on a use-needs assessment (simulation) based on the Owner's demand projections as shown in Table 4 and Figure 1. Outdoor water use has not been considered in this assessment, as a separate non-potable rainwater system on the subject parcel manages it. This tabulation is based on two persons: full occupancy.

Table 4: Demand Projections- Cottage Use

| Year | Season | Month     | Demand [L] | Cumulative [L] |
|------|--------|-----------|------------|----------------|
| 2025 | Winter | October   | 9760       | 9760           |
| 2025 | Winter | November  | 9760       | 19520          |
| 2025 | Winter | December  | 9760       | 29280          |
| 2026 | Winter | January   | 9760       | 39040          |
| 2026 | Winter | February  | 9760       | 48800          |
| 2026 | Winter | March     | 9760       | 58560          |
| 2026 | Winter | April     | 9760       | 68320          |
| 2026 | Winter | May       | 9760       | 78080          |
| 2026 | Winter | June      | 9760       | 87840          |
| 2026 | Summer | July      | 9760       | 97600          |
| 2026 | Summer | August    | 9760       | 107360         |
| 2026 | Summer | September | 9760       | 117120         |
| 2026 | Winter | October   | 9760       | 126880         |
| 2026 | Winter | November  | 9760       | 136640         |
| 2026 | Winter | December  | 9760       | 146400         |
| 2027 | Winter | January   | 9760       | 156160         |
| 2027 | Winter | February  | 9760       | 165920         |
| 2027 | Winter | March     | 9760       | 175680         |
| 2027 | Winter | April     | 9760       | 185440         |
| 2027 | Winter | May       | 9760       | 195200         |
| 2027 | Winter | June      | 9760       | 204960         |
| 2027 | Summer | July      | 9760       | 214720         |
| 2027 | Summer | August    | 9760       | 224480         |
| 2027 | Summer | September | 9760       | 234240         |

|                                                                                                                         |                                                                 |                          |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | <b>POTABLE WATER SYSTEM SCOPING &amp; DESIGN BASIS DATABOOK</b> | <b>Project: 2025.025</b> |
| <b>Form No.: APG-40-FRM-008</b>                                                                                         | <b>Doc # 2025.025-40-DBD-001</b>                                | <b>Revision R.1</b>      |

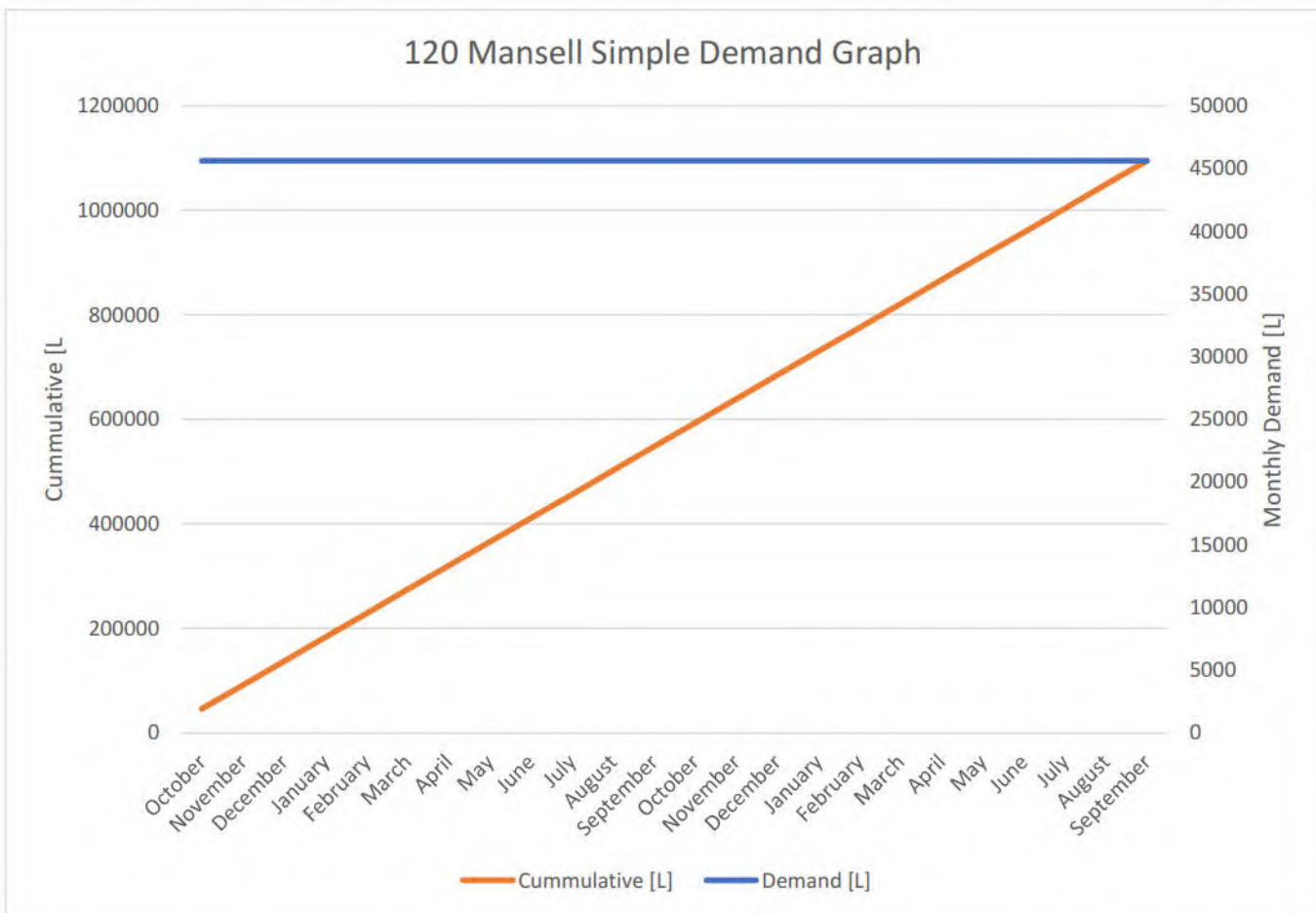


Figure 1: Demand Graph

Our water demand analysis is based on our typical parameters for water demand from users who are water-conscious, which is typically the case with users of rainwater systems. The value used for water simulations is 160 LPD/person. This is generally in line with the 167 LPD/person average used by the CRD, when omitting outdoor values<sup>3</sup>. Other commonly reported values exist; however, based on experience, the 160 LPD/person estimate is effective when projecting demand for potable rainwater systems. A suitable occupancy projection for the cottage is two persons, full-time (all months), similar to the owner's current use profile.

<sup>3</sup> [Capital Regional District, "Environmental Education: Drinking Water Conservation," 2014, [Online]. Available: <https://www.crd.ca/media/file/drinkingwater-activity-weeklywaterusechartgr-4>

Where 73% of a 232 LPD/person average is 167 LPD/person, for indoor use. Specific to this parcel, outdoor water demand is managed with a separate rainwater system.

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

We note from conversations with the Owners, that:

- The rainwater system, as it is currently configured, supplies all structures on the parcel. We have inspected the plumbing and confirmed this.
- Water from the CRD – Cedar Lane water system (the “water system”) is connected to the parcel and available for use, though it is not utilized.
- The owners have, for multiple years, relied only upon rainwater, without the need to augment their supply with bulk water deliveries or with supply from the water system.
- The typical occupancy profile for the parcel has been 2 people, though with regular increases in the occupancy over weekends and sporadic weeks through the summer season. At some points, they have used the different structures on the parcel to accommodate others.

This information helps us validate the results of the water demand simulation. The simulation has been completed using the same standard practice that we use for all rainwater projects, which is described in more detail within this report.

Rainwater collection volumes are estimated based on projected weather data (2011-2040) from the Centre for Forest Conservation Genetics, University of British Columbia, in this case, for location generally near St. Mary Lake on Salt Spring Island. Precipitation estimates are detailed in Table 5.

Table 5: Precipitation Projections (2011-2040)<sup>4</sup>

| Month     | [mm] | [in] |
|-----------|------|------|
| January   | 156  | 6.1  |
| February  | 87   | 3.4  |
| March     | 96   | 3.8  |
| April     | 49   | 1.9  |
| May       | 39   | 1.5  |
| June      | 32   | 1.3  |
| July      | 16   | 0.6  |
| August    | 21   | 0.8  |
| September | 45   | 1.8  |

<sup>4</sup> Wang T, Hamann A, Spittlehouse D, Carroll C (2016) Locally Downscaled and Spatially Customizable Climate Data for Historical and Future Periods for North America. PLoS ONE 11(6): e0156720. doi:10.1371/journal.pone.0156720

Mahony, CR, Wang, T; Hamann, A and Cannon, AJ, 2022. A CMIP6 ensemble for downscaled monthly climate normals over North America. International Journal of Climatology 42 (11), 5871-5891 DOI: <https://doi.org/10.1002/joc.7566>

<https://climatena.ca/>

|                                                                                                                         |                                                                 |                          |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | <b>POTABLE WATER SYSTEM SCOPING &amp; DESIGN BASIS DATABOOK</b> | <b>Project: 2025.025</b> |
| <b>Form No.: APG-40-FRM-008</b>                                                                                         | <b>Doc # 2025.025-40-DBD-001</b>                                | <b>Revision R.1</b>      |

| Month        | [mm]       | [in]      |
|--------------|------------|-----------|
| October      | 100        | 3.9       |
| November     | 150        | 5.9       |
| December     | 131        | 5.2       |
| <b>Total</b> | <b>923</b> | <b>36</b> |

The existing system utilizes 40597 L (8930 IG) of suitable NSF-61 storage. Considering occupancy, water demand, precipitation forecasts, catchment surfaces, and storage, our simulation indicates the storage water table projection as illustrated in Figure 2 and the rainwater utilization graph in Figure 3.

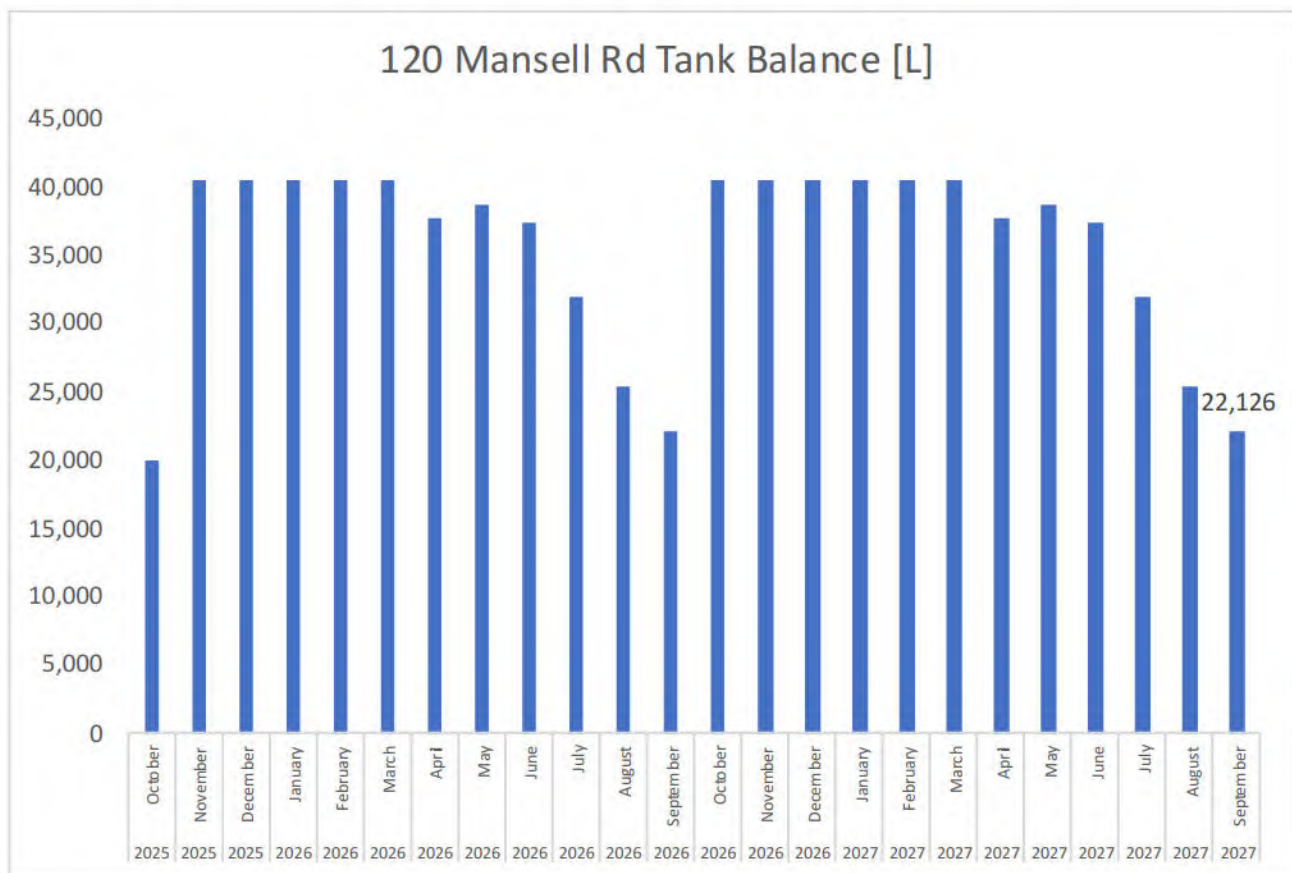


Figure 2: Water Table Balance

Figure 2 demonstrates that with a water demand from 2 persons, full-time, throughout all months, there is a projected water surplus given the system's current configuration. Our calculations indicate that with as little as

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

18471 L (4063 IG) of storage, the rainwater system would have likely adequately supplied the demands of the Owner's current occupancy profile.

If used strictly for the cottage, we would expect that the system would retain approximately 22,126 L in surplus water that could be used for other water demands on the parcel.

This is further demonstrated in Figure 3, where, with the existing storage in place, water demand from the cottage is self-sufficient from rainwater, requiring no makeup water, either from bulk water delivery or the community water system.

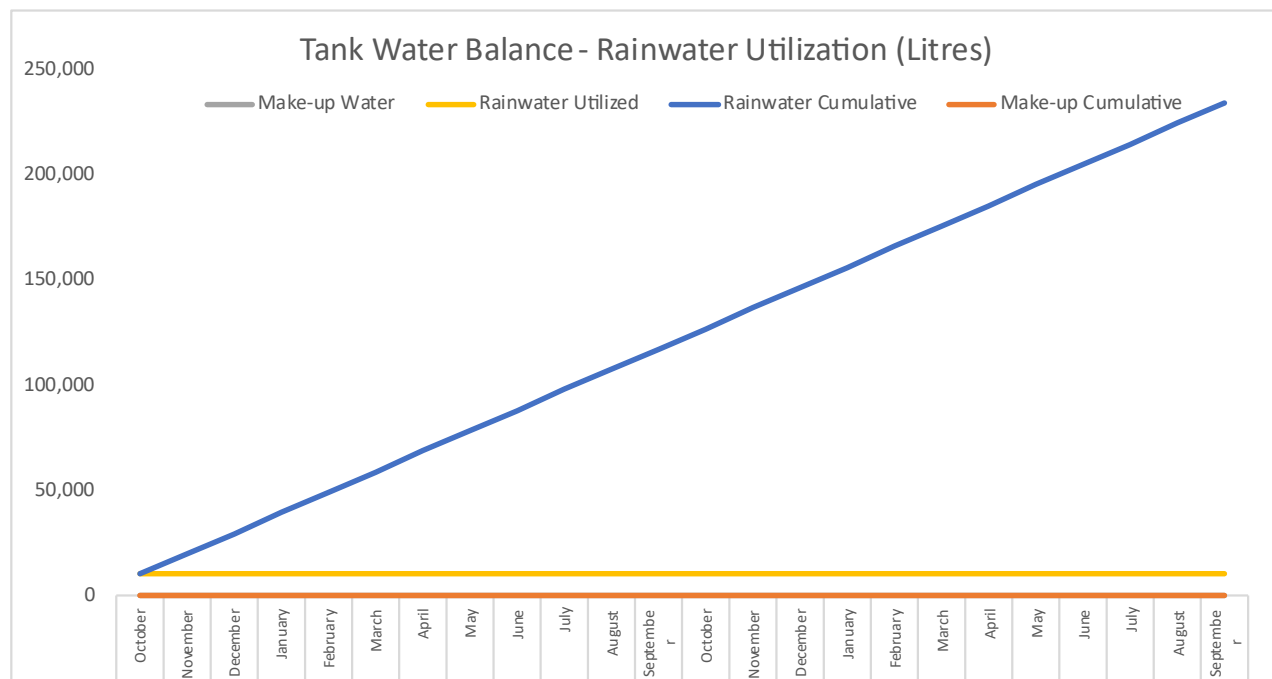


Figure 3: Water Utilization Graph

In summary, the rainwater system fully supports the demand from the cottage, based on current catchment surfaces and water storage.

#### 4.1. RAINWATER SYSTEM – ALL STRUCTURES

While not part of our typical rainwater demand assessments, here we model how much rainwater can be utilized by the parcel as a whole, along with how much make-up water from the water system would be required, should all structures be occupied.

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

For this assessment, we make the following assumptions:<sup>5</sup>

- Barn building – no additional water demand (no additional occupancy is created by it)
- Cottage – 1 bedroom, 2-person demand
- Single family dwelling – 4-bedroom, 4.5 person demand
- Cabin – 2-bedroom, 3-person demand
- Outdoor water demand remains managed by the non-potable rainwater system.

This results in a cumulative total of 9.5-persons with full-time demand. Using our per occupant demand as earlier, we can estimate the demand profile shown in Table 6.

Table 6: Demand Projections - All Structures – Simple Method

| Structure                      | Barn | Cottage | Dwelling | Cabin  | Total  |
|--------------------------------|------|---------|----------|--------|--------|
| Rooms                          | 0    | 1       | 4        | 2      | 7      |
| Occupants                      | 0    | 2       | 4.5      | 3      | 9.5    |
| Daily Demand @ 160 LPD Average | 0    | 320     | 720      | 480    | 1520   |
| 30-Day Demand Average [L]      | 0    | 9600    | 21600    | 14400  | 45600  |
| Yearly Demand Average [L]      | 0    | 116800  | 262800   | 175200 | 554800 |

The daily, monthly, and yearly demands are displayed again in Table 7, in multiple units.

Table 7: Total Average Demand - All Structures

| Average Demand                 | L       | IG      | USG     |
|--------------------------------|---------|---------|---------|
| Daily Demand @ 160 LPD Average | 1,520   | 334     | 402     |
| 30-Day Demand Average          | 45,600  | 10,031  | 12,046  |
| Yearly Demand Average          | 554,800 | 122,039 | 146,563 |

The simulation is then redone based on this demand profile. Figure 4 illustrates our water simulation based on demand from all structures, and with the current rainwater configuration, though with make-up water from the water system.

<sup>5</sup> Occupants are based upon the BC Sewerage System Practice Manual (V.3), Table II-9

|                                                                                                                         |                                                                 |                          |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | <b>POTABLE WATER SYSTEM SCOPING &amp; DESIGN BASIS DATABOOK</b> | <b>Project: 2025.025</b> |
| <b>Form No.: APG-40-FRM-008</b>                                                                                         | <b>Doc # 2025.025-40-DBD-001</b>                                | <b>Revision R.1</b>      |

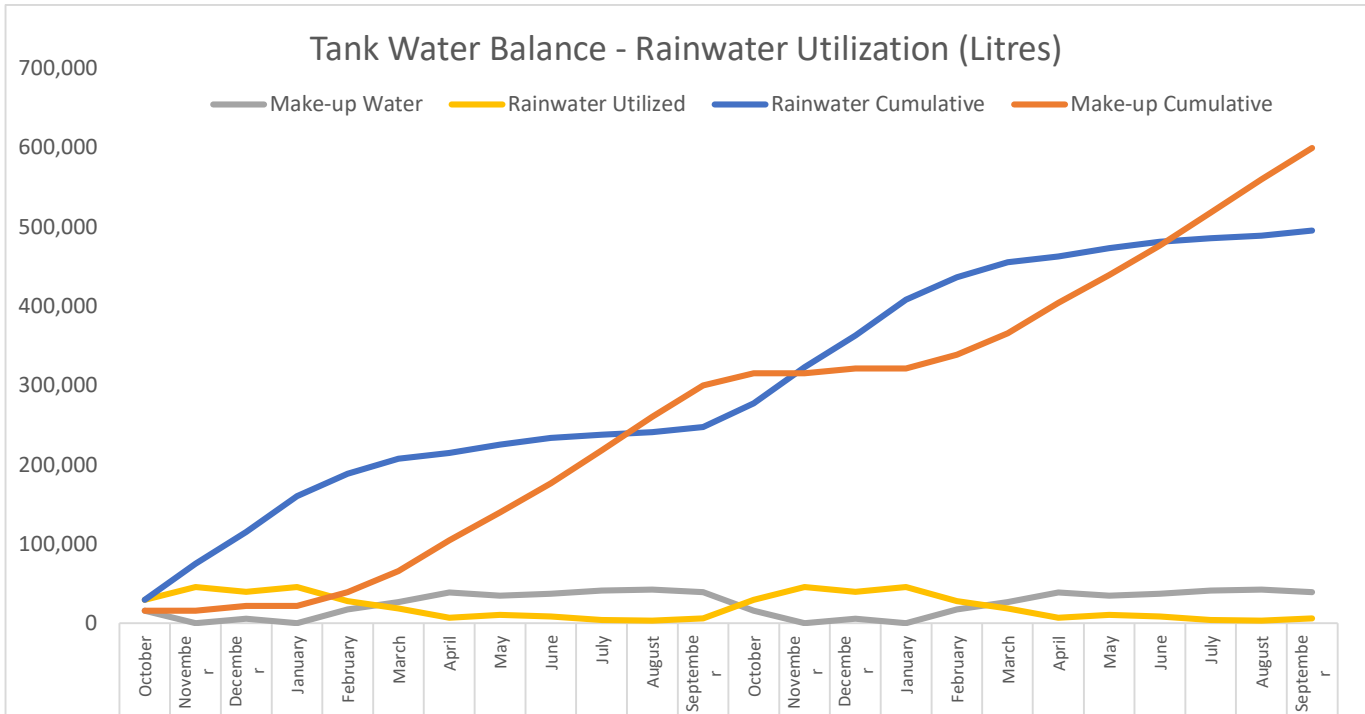


Figure 4: Simulation - Rainwater and Make-up Water Demand – All Structures

We see that in rainy months (September through March) rainwater is utilized more than make-up water. Then, in dry months (April through August), make-up water is utilized more than rainwater. We note, this simulation would change if additional water storage was in place.

When we consider one 12-month period of January through December, we can tabulate the total volume of rainwater and make-up water, and use that to provide simple averages for yearly, monthly, and daily flow based on both rainwater and make-up water (water system water).

Table 8: Simulated Rainwater and Make-up Water Use: Yearly, Monthly, Daily

| Water Source                | Rainwater | Water System | Total   |
|-----------------------------|-----------|--------------|---------|
| Yearly Projected Volume [L] | 247,632   | 299,568      | 547,200 |
| Monthly Average Volume [L]  | 20,636    | 24,964       | 45,600  |
| Daily Average Volume [L]    | 678       | 821          | 1,499   |

We note that the total amount has a slight variance from Table 6 and Table 7, owing to a slight difference in methodology. However, this variance is minimal (21 LPD).

Based on our evaluation, if all structures are fully occupied, the Cedar Pt water system would be required to supply an average annual volume of 299,568 litres (65,418 US gallons), an average monthly volume of 24,964 litres (6,595 US gallons), and an average daily volume of 821 litres (217 US gallons).

|                                                                                                                           |                                                      |                   |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b>   PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                  | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

## 4.2. GENERAL DESIGN NOTES

Subsequent sections in this report detail the alterations required to in order to permit the rainwater system as compliant with CSA B805-2022.

- Field photographs of underground piping, taken during construction, were reviewed. Although not all elements could be verified, the materials and methods used generally meet the requirements of a design that aligns with current standards.

For all proposed alterations, the following shall apply:

- Site management, installation, and site safety are the responsibility of the Installer and the Owner.
- The construction sequence is to be determined and managed by the Installer.
- Site soil stability management is the responsibility of the Installer, and they shall follow best practices. Any concerns relating to stability should be forwarded to the Owner and Designer immediately, and work should be halted after it has been made safe.
- Any departures from the construction drawings, design and construction specifications require prior written approval from the Engineer.
- Further tank installation is not required. However, should the owners elect to install additional storage, the installer shall follow the configuration noted in the Construction Drawings. However, the Installer will determine the final placement, depending on site conditions, with approval from the Engineer. Tank installation must follow the manufacturer's instructions.
- The Installer is to orient mains, cleanouts, and manifolds so that they are accessible yet not a nuisance, either for maintenance or aesthetics and that gravity flow meets best practices and does not create instances of "pocketing."
- Any exposed pressure piping must be freeze-protected.
- Mechanical rooms must have adequate drainage.
- We strongly suggest that sloped rooves have anchor points at ridges for fall protection anchoring, designed by others.

## 4.3. POTABLE RAINWATER CONFIGURATION

The system will be generally configured as follows:

- Collected rainwater from the structure roof will first pass through a flush diverter, which disposes of a prescribed amount of water for quality purposes. The water will then undergo pre-treatment filtration (Maelstrom filter) before being deposited into storage, via a calmed inlet.
- Storage is comprised of 8930 IG of above-ground potable storage tanks, with the possibility of expansion, though it is not contemplated at this time.
- The storage temperature is expected to be less than 25 degrees Celsius. However, the temperature must be monitored to determine if additional control measures will be required in the future.
- Pre-treated rainwater will be pumped through a filter train and disinfected with a Class 'A' UV system. After which, and when validated by water testing, the water can be deemed potable at this point, when meeting the standard of the CSA RWC.

|                                                                                                                           |                                                      |                   |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b>   PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                  | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

- Initial and ongoing testing will be specified by the water safety plan (WSP), which will be provided to the Owner at project completion after inspections and as-built drawings have been completed. At that time, the Owner will also be provided with an operations and maintenance manual for the rainwater harvesting system.
- Sizing of the main supply pump, potable distribution, and electrical will be completed under the design of others. We expect that the existing DAB Esybox will remain sufficient.
- Non-potable portions of the system will be labelled as such, along with other safety provisions required by CSA B805-22/ICC 805-2022.

#### 4.4.DESIGN CONSIDERATIONS

1. Our involvement requires the review and approval of all collection and conveyance materials.
2. We strongly suggest including anchor points at different points on the roof crests to aid in future roof cleaning or travel restraints in flat roof areas. Fall protection mechanisms require structural engineering review.
3. Including an automatic water shut-off within the system can be beneficial to prevent the accidental pump out of storage reserves. This would shut down the pump if it runs freely over a certain time.
4. Including a moisture sensor in the mechanical room/area can also be beneficial. This would shut down the system if a leak is detected near the sensor.
5. Other sensors, meters, and controls can be incorporated into the design to promote automation or work in conjunction with a remote monitoring system.
6. Rainwater systems require regular maintenance and testing to function as designed and prevent a health risk. This includes regular component inspections, roof cleaning, tank cleaning, filter replacements, lamp replacements, and other activities. If the structure is unoccupied for a certain length of time, we recommend utilizing a third party to perform your maintenance.
7. Our water safety plan requires diverting your rainwater during the pollen season.
8. Upon commissioning and water testing, the system will be certified as part of an Owner-signed operations and maintenance plan.

#### 4.5.DESIGN RATIONALE

This system design is based upon our standard potable design that meets and exceeds the CSA RWC. Additional component provisions have been included for further risk mitigation:

- Inclusion of a 1 micron absolute filter, exceeding the CSA RWC requirement and achieving a further 2-log reduction for Cryptosporidium Oocysts and Giardia Cysts (BC LRCA) and is part of a double treatment approach.
- Our water safety plan assessment did not provide indications that the collection surface would be at risk to human fecal contamination. Our assessment indicates that a 2-log Virus reduction for UV (Class "A") is applicable, which represents a 2-log safety factor in excess of CSA RWC requirements.

|                                                                                                                              |                                                         |                   |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------|
|  <b>Aurora</b>   PROFESSIONAL<br>GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS<br>DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                     | Doc # 2025.025-40-DBD-001                               | Revision R.1      |

- The design includes a departure of the recommended 4-Log Virus reduction suggested by the BC TRWH. This departure is mitigated with the above-noted points for Virus reduction, general pathogen reduction, and in consideration that our assessment of human fecal contamination risk is low (remote).

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

## 5. SPECIFICATIONS FOR DESIGN AND CONSTRUCTION

The following tables outline the design and construction parameters required for a potable-rated rainwater system.

### 5.1. RAINWATER REQUIREMENTS

| Element / Requirement                    | Options / Results                                                                                                                                                     | Permit Doc.                                                                                            | Stamped & Record                                                                                       | Final Turnover                                                                                         | Reference Code   | Reference Doc. No.     |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------|------------------------|
| 1. End-use Tier                          | <input type="checkbox"/> 1<br><input type="checkbox"/> 2 (Irrigation)<br><input type="checkbox"/> 3 (Recreational)<br><input checked="" type="checkbox"/> 4 (Potable) |                                                                                                        |                                                                                                        |                                                                                                        | CSA B805-22      | WSP                    |
| 2. End User                              | <input checked="" type="checkbox"/> Public<br><input type="checkbox"/> Private                                                                                        |                                                                                                        |                                                                                                        |                                                                                                        |                  | WSP                    |
| 3. Is this a rental property?            | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                |                                                                                                        |                                                                                                        |                                                                                                        |                  |                        |
| 4. Stormwater Management Design Included | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A |                  | N/A                    |
| 5. Building Type Type                    | <input type="checkbox"/> Single<br><input checked="" type="checkbox"/> Multi<br><input type="checkbox"/> Other                                                        |                                                                                                        |                                                                                                        |                                                                                                        |                  |                        |
| 6. WSP (Water Safety Plan)               | <input checked="" type="checkbox"/> Required<br><input type="checkbox"/> Not Required                                                                                 | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | CSA B805-22      | WSP                    |
| 7. Operations & Maintenance Manual       | <input checked="" type="checkbox"/> Required<br><input type="checkbox"/> Not Required                                                                                 | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | CSA B805-22 BCPC | OM                     |
| 8. Available Secondary Supply            | Community water system.                                                                                                                                               |                                                                                                        |                                                                                                        |                                                                                                        |                  |                        |
| 9. On-site Fire Suppression Desired      | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A |                  |                        |
| 10. Fire Dept. Connection Desired        | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No                                                                                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A |                  |                        |
| 11. Weather Station                      | Forecasted – CFCG, UBC                                                                                                                                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input checked="" type="checkbox"/> N/A | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                  | Catchment calculations |
| 12. Comments:                            |                                                                                                                                                                       |                                                                                                        |                                                                                                        |                                                                                                        |                  |                        |

|                                                                                                                         |                                                                 |                          |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | <b>POTABLE WATER SYSTEM SCOPING &amp; DESIGN BASIS DATABOOK</b> | <b>Project: 2025.025</b> |
| <b>Form No.: APG-40-FRM-008</b>                                                                                         | <b>Doc # 2025.025-40-DBD-001</b>                                | <b>Revision R.1</b>      |

## 5.2. RAINWATER – SITE CONDITIONS, DESIGN TYPE, & INSTALL REQUIREMENTS

| Element / Requirement                                                                                                                                                                                                                                                                                                    |                                         | Describe                                                                                                                                       |                                     |                                     | Relevant Codes                                              | Reference Doc. No.                                          |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-----|
| 1.                                                                                                                                                                                                                                                                                                                       | Collection Surface Materials            | <ul style="list-style-type: none"><li>Coated metal roofing is acceptable per CSA RWC</li></ul>                                                 |                                     |                                     | <ul style="list-style-type: none"><li>CSA B805-22</li></ul> | Water Safety Program (WSP), Schematic                       |     |
| 2.                                                                                                                                                                                                                                                                                                                       | Conveyance Materials                    | <ul style="list-style-type: none"><li>Per CSA B805-22</li></ul>                                                                                |                                     |                                     | <ul style="list-style-type: none"><li>NSF P151</li></ul>    | WSP, Schematic                                              |     |
| 3.                                                                                                                                                                                                                                                                                                                       | Operational Considerations              | <ul style="list-style-type: none"><li>Neutralization exists, a backwash head could be added though is not a requirement of the code.</li></ul> |                                     |                                     | CSA B805-22                                                 | WS, Calculations                                            |     |
| 4.                                                                                                                                                                                                                                                                                                                       | Proximity to other services             | <ul style="list-style-type: none"><li>Sleeve rainwater conveyance lines as necessary (if within 3m of sewerage services)</li></ul>             |                                     |                                     | SPM                                                         | WSP                                                         |     |
| 5.                                                                                                                                                                                                                                                                                                                       | Treatment Performance Criteria required | Described above                                                                                                                                |                                     |                                     | <ul style="list-style-type: none"><li>CSA B805-22</li></ul> | WSP                                                         |     |
| 6.                                                                                                                                                                                                                                                                                                                       | Suitable treatment systems              |                                                                                                                                                | Applicability                       |                                     |                                                             | <ul style="list-style-type: none"><li>CSA B805-22</li></ul> | WSP |
|                                                                                                                                                                                                                                                                                                                          |                                         | Treatment                                                                                                                                      | Viruses                             | Bacteria                            | Protozoa                                                    |                                                             |     |
|                                                                                                                                                                                                                                                                                                                          |                                         | Lime softening                                                                                                                                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                    |                                                             |     |
|                                                                                                                                                                                                                                                                                                                          |                                         | Filtration                                                                                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                         |                                                             |     |
|                                                                                                                                                                                                                                                                                                                          |                                         | UV                                                                                                                                             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                         |                                                             |     |
|                                                                                                                                                                                                                                                                                                                          |                                         | Ozone                                                                                                                                          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                         |                                                             |     |
|                                                                                                                                                                                                                                                                                                                          |                                         | Micro-filtration                                                                                                                               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                         |                                                             |     |
|                                                                                                                                                                                                                                                                                                                          |                                         | Ultra-filtration                                                                                                                               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                         |                                                             |     |
|                                                                                                                                                                                                                                                                                                                          |                                         | Nano-filtration / RO                                                                                                                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                         |                                                             |     |
|                                                                                                                                                                                                                                                                                                                          |                                         | Chlorine*                                                                                                                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                         |                                                             |     |
| Note: the above is general only and is not prescriptive. Manufacture log reductions are to be consulted for the treatment system and application. All components need to meet respective NSF/ANSI requirements. Treatment requirements may vary or change depending upon initial and ongoing water testing. <sup>6</sup> |                                         |                                                                                                                                                |                                     |                                     |                                                             |                                                             |     |

<sup>6</sup> Referenced from Table 7.7 Reductions of bacteria, viruses and protozoa achieved by water treatment technologies at drinking-water treatment plants for large communities, Guidelines for Drinking-Water Quality: Fourth Edition Incorporating the First Addendum. Geneva: World Health Organization; 2017. Table 7.7, Reductions of bacteria, viruses and protozoa achieved by water treatment technologies at drinking-water treatment plants for large communities. Available from: <https://www.ncbi.nlm.nih.gov/books/NBK442381/table/ch7.t7/>

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

| Element / Requirement | Describe                                                                                                                                               | Relevant Codes       | Reference Doc. No. |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------|
| 7.                    | Assessment of site for rainwater catchment                                                                                                             |                      | WSP                |
| 8.                    | Hazards                                                                                                                                                |                      | WSP                |
| 9.                    | Electrical Permit<br><input type="checkbox"/> Required<br><input checked="" type="checkbox"/> Not Required<br><input type="checkbox"/> Not Applicable  |                      | N/A                |
| 10.                   | Plumbing Permit<br><input checked="" type="checkbox"/> Required<br><input type="checkbox"/> Not Required<br><input type="checkbox"/> Not Applicable    |                      | N/A                |
| 11.                   | Gas Permit<br><input type="checkbox"/> Required<br><input checked="" type="checkbox"/> Not Required<br><input type="checkbox"/> Not Applicable         |                      | N/A                |
| 12.                   | Ground Disturbance<br><input type="checkbox"/> Required<br><input checked="" type="checkbox"/> Not Required<br><input type="checkbox"/> Not Applicable |                      | N/A                |
| 13.                   | Tank Type                                                                                                                                              | CSA B126<br>CSA B128 |                    |
| 14.                   | Control System                                                                                                                                         |                      | WSP,<br>Schematic  |
| 15.                   | Signage                                                                                                                                                | CSA B805-22          | WSP,<br>Schematic  |
| 16.                   | Comments & Special Instructions:                                                                                                                       |                      |                    |

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

### 5.3. SUBSYSTEMS DESIGN AND INSTALLATION SPECIFICATIONS

#### 5.3.1. COLLECTION SURFACES

| Element / Requirement                                   | Describe                                           | Relevant Codes | Reference Doc. No.   |
|---------------------------------------------------------|----------------------------------------------------|----------------|----------------------|
| 1. Ponding / Pooling                                    | Not allowed, except in pumped conveyance lines.    | CSA B805-22    |                      |
| 2. Stormwater Management                                | Not applicable                                     |                |                      |
| 3. Collection Roof Material                             | Coated metal roofing is acceptable.                | CSA B805-22    | Layout and schematic |
| 4. Conveyance Materials                                 | Per CSA B805-22                                    | CSA B805-22    | Layout and schematic |
| 5. Special Weather Considerations                       | Ensure that leaders can manage extreme storm flow. |                | Calculations         |
| 6. Coating / Paints / Lines                             | Per CSA B805-22                                    | CSA B805-22    | Layout and schematic |
| 7. Gutter Sizing                                        | By others.                                         |                | Layout and schematic |
| 8. Gutter Guard                                         | Designer Approval Required.                        | CSA B805-22    |                      |
| 9. <b>Comments &amp; Special Instructions:</b><br>None. |                                                    |                |                      |

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

### 5.3.2. CONVEYANCE SUB-SYSTEMS

| Element / Requirement                                          | Describe                                                                                 | Relevant Codes    | Reference Doc. No.               |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------|----------------------------------|
| 1. Roof Drains Style                                           | N/A                                                                                      |                   |                                  |
| 2. Materials                                                   | Per CSA B805-22                                                                          |                   |                                  |
| 3. Joints                                                      | Use NSF 61 grade joining materials                                                       |                   |                                  |
| 4. Cleanouts                                                   | Per BCPC                                                                                 | CSA B805-22, BCPC | Layout and schematic             |
| 5. Access Considerations                                       | Cleanouts, filter tanks, filters, tanks mechanical room, treatment replacements, valving | CSA B805-22       | Layout and schematic             |
| 6. Vermin / Insect Control                                     | Required                                                                                 | CSA B805-22       | Layout and schematic             |
| 7. Conveyance Inlet Sizing                                     | 2" or greater                                                                            | BCPC              | Calculations, layout & schematic |
| 8. Pre-Filtration / Downspouts                                 | 200 micron minimum                                                                       |                   | Calculations, layout & schematic |
| 9. Pre-Filtration / Conveyance Pipe                            | 2" or greater                                                                            | BCPC              | Calculations, layout & schematic |
| 10. Pre-Filtration / Filter Tanks                              | Maelstrom                                                                                | CSA B805-22       |                                  |
| 11. First Flush Diversion                                      | Volume by designer.                                                                      | CSA B805-22       | Calculations, layout & schematic |
| 12. Vertical Conveyance Sizing                                 | 2" or greater                                                                            | BCPC              | Calculations, layout & schematic |
| 13. Horizontal Conveyance Sizing                               | 3" with min 50:1 slope                                                                   | BCPC              | Calculations, layout & schematic |
| 14. Above Ground / Below Ground Size and Material Requirements | UV rated; NSF 61 unless material substitution approved by Engineer.                      | CSA B805-22       | Layout and schematic             |
| 15. Comments & Special Instructions:                           |                                                                                          |                   |                                  |

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

### 5.3.3. STORAGE

| Element / Requirement                              | Describe                                                                                                                                                                                                              | Relevant Codes     | Reference Doc. No.   |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|
| 1. General                                         | Above-ground, virgin polyethylene                                                                                                                                                                                     |                    | Layout and schematic |
| 2. Sizing                                          | Per water balance.                                                                                                                                                                                                    |                    | Layout and schematic |
| 3. Materials requirement                           | NSF-61 or engineer approval.                                                                                                                                                                                          |                    | Layout and schematic |
| 4. Foundation requirement                          | Per manufacture requirements                                                                                                                                                                                          |                    | Layout and schematic |
| 5. Location considerations (sanitary, storm, etc.) | Tank siting is dependent on topography and as-built site conditions.                                                                                                                                                  |                    | Layout and schematic |
| 6. Access requirements                             | Manway for intermittent cleaning and inspection.                                                                                                                                                                      |                    | Layout and schematic |
| 7. Secondary supply requirements                   | Not applicable                                                                                                                                                                                                        |                    | Layout and schematic |
| 8. Overflows                                       | <ul style="list-style-type: none"> <li>• Sizing – 2"</li> <li>• Cleanouts – required for lengths &gt;50'</li> <li>• Backwater/vermin prevention required</li> <li>• Direct to daylight</li> <li>• Per BCPC</li> </ul> | CSA B805-22 / BCPC | Layout and schematic |
| 9. Flange types                                    | Not applicable                                                                                                                                                                                                        |                    | Layout and schematic |
| 10. Fire department connection                     | Not applicable                                                                                                                                                                                                        |                    | Layout and schematic |

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

| Element / Requirement                 | Describe                                                                                                                                   | Relevant Codes | Reference Doc. No.   |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------|
| 11. Fill connection type              | Not applicable                                                                                                                             |                | Layout and schematic |
| 12. External pump out connection type | Required, sufficient size for pump supply.                                                                                                 |                | Layout and schematic |
| 13. Inlet style                       | Calming device required.                                                                                                                   |                | Layout and schematic |
| 14. Outlet style                      | Specified by plumber                                                                                                                       |                | Layout and schematic |
| 15. Stormwater management             | N/A                                                                                                                                        |                | Layout and schematic |
| 16. Interconnection / balancing       | 2" PVC.                                                                                                                                    |                | Layout and schematic |
| 17. Electrical                        | By Others / N/A                                                                                                                            | NEC            | Layout and schematic |
| 18. Venting                           | 3" min, candy cane/goose neck, or similar with vermin/insect screen. Tank lids are not hermetically sealed and can serve as vent/overflow. | CSA B805-22    | Layout and schematic |
| 19. Draining                          | Pump out connection can be placed on balancing manifold.                                                                                   |                | Layout and schematic |
| 20. Marking & Signage                 | Required                                                                                                                                   | CSA B805-22    | Layout and schematic |
| 21. Comments & Special Instructions:  |                                                                                                                                            |                |                      |

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

### 5.3.4. TREATMENT

| Element / Requirement               | Describe                                                                                                                                                                                                                  | Relevant Codes | Reference Doc. No.   |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------|
| 1. Treatment levels                 | Log Reduction (% Reduction) Requirement                                                                                                                                                                                   | CSA B805-22    |                      |
|                                     | Viruses      Bacteria      Protozoa                                                                                                                                                                                       |                |                      |
|                                     | 2 log      6 log      4 log                                                                                                                                                                                               |                |                      |
| 2. Treatment types required         | Multi-filtration + Class A UV                                                                                                                                                                                             |                | Layout and schematic |
| 3. Alarms                           | Alarm and shut-off on UV required.                                                                                                                                                                                        |                | Layout and schematic |
| 4. Sampling                         | Connection for sampling pre and post treatment required.                                                                                                                                                                  |                | Layout and schematic |
| 5. Aeration                         | Not required                                                                                                                                                                                                              |                | Tank Datasheet       |
| 6. Filtration                       | Accessibility for maintenance (cartridge replacement) required.<br>Performance monitoring – included gauges for differential pressure<br>Isolation and maintenance – upstream and downstream isolation<br>NSF 42 & NSF 53 |                | Layout and schematic |
| 7. Treatment                        | <ul style="list-style-type: none"> <li>Neutralization filter, to mitigate slightly acidic rainwater (consideration)</li> </ul>                                                                                            |                |                      |
| 8. Filtration - Canister 1          | 5-micron min (NSF 42/53)                                                                                                                                                                                                  | CSA B805-22    |                      |
| 9. Filtration - Canister 2          | Carbon or equivalent (NSF 42/53)                                                                                                                                                                                          | CSA B805-22    |                      |
| 10. Filtration - Canister 3         | 1-micron absolute (NSF 42/53)                                                                                                                                                                                             | CSA B805-22    |                      |
| 11. UV                              | Class A NSF/ANSI 55 or equivalent<br>Vertical clearance required for lamp change outs<br>Isolation and maintenance – allow for isolation, but no bypass                                                                   | CSA B805-22    |                      |
| 12. UV – Pre-filtration requirement | Intrinsic with assembly from manufacture                                                                                                                                                                                  |                |                      |
| 13. UV – Dose & Sizing              | 40 mj/cm <sup>2</sup>                                                                                                                                                                                                     | CSA B805-22    |                      |
| 14. Chemical Systems                | Not required                                                                                                                                                                                                              |                |                      |

|                                                                                                                         |                                                         |                   |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS<br>DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                               | Revision R.1      |

| Element / Requirement |                                  | Describe     | Relevant Codes | Reference Doc. No. |
|-----------------------|----------------------------------|--------------|----------------|--------------------|
| 15.                   | Ozone Systems                    | Not required |                |                    |
| 16.                   | Microfiltration                  | Not required |                |                    |
| 17.                   | Nano Filtration and/or RO        | Not required |                |                    |
| 18.                   | Comments & Special Instructions: |              |                |                    |

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

### 5.3.5. DISTRIBUTION – SCOPE BY OTHERS

| Element / Requirement               | Describe                                                                                                                                                      | Relevant Codes | Reference Doc. No. |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------|
| 1. Material requirements            | Needs to meet BCPC & be non-copper type system. If brass fittings are included, then an alkalinity/neutralizing solution is suggested in the treatment train. | BCPC           |                    |
| 2. Supply Pump                      | Sized and provided by certified plumber                                                                                                                       |                |                    |
| 3. Pump Controls/Alarms             | Standard pump controller cw/alarm & automatic shut-off                                                                                                        |                |                    |
| 4. Indoor distribution              | Pex with non-copper fittings (unless rainwater system has an alkalinity/neutralizing solution considered)                                                     |                |                    |
| 5. Outdoor distribution             | Potable for any recreational water use.                                                                                                                       | CSA B805-22    |                    |
| 6. Marking and signage              | Required on any non-potable access points.                                                                                                                    | CSA B805-22    |                    |
| 7. Restricted Access Points         | Must be ladled and controlled – describe in operating and maintenance plan.                                                                                   |                |                    |
| 8. Comments & Special Instructions: |                                                                                                                                                               |                |                    |

|                                                                                                                         |                                                         |                   |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS<br>DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                               | Revision R.1      |

### 5.3.6. WATER QUALITY

| Element / Requirement | Describe                                     | Relevant Codes                                                         | Reference Doc. No.               |
|-----------------------|----------------------------------------------|------------------------------------------------------------------------|----------------------------------|
| 1.                    | Performance criteria, per table 8.1          | Potable, single home residence.                                        |                                  |
| 2.                    | Control of growth of opportunistic pathogens | Note in WSP that temperature monitoring is required.                   | CSA B805-22<br>Water Safety Plan |
| 3.                    | Verification & Substantiation requirement    | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No |                                  |
| 4.                    | Inspection requirements                      | Per Water Safety Plan                                                  | CSA B805-22<br>Water Safety Plan |
| 5.                    | Monitoring requirements                      | Per Water Safety Plan                                                  | CSA B805-22<br>Water Safety Plan |
| 6.                    | Cleaning / maintenance requirements          | Per Water Safety Plan                                                  | CSA B805-22<br>Water Safety Plan |
| 7.                    | Applications, per 8.22                       | Per Water Safety Plan                                                  | CSA B805-22<br>Water Safety Plan |
| 8.                    | Testing & Substantiation Requirements        | Per Water Safety Plan                                                  | CSA B805-22<br>Water Safety Plan |
| 9.                    | Comments & Special Instructions:             |                                                                        |                                  |

|                                                                                                                         |                                                         |                   |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS<br>DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                               | Revision R.1      |

### 5.3.7. COMMISSIONING, TESTING, & FINAL INSTALL INSPECTIONS

| Element / Requirement                       | Describe                                                                                                                  | Relevant Codes | Reference Doc. No. |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------|--------------------|
| 1. Cross-connection testing                 | Required if there is a common header between rainwater and other systems. Ensure isolation and check valves are in place. | BCPC           |                    |
| 2. FFD Testing                              | Required                                                                                                                  |                |                    |
| 3. Conveyance & Venting testing             | Required                                                                                                                  |                |                    |
| 4. Tank disinfection                        | Required                                                                                                                  |                |                    |
| 5. Make-up water supply testing             | Required                                                                                                                  |                |                    |
| 6. Backflow prevention testing              | Required                                                                                                                  |                |                    |
| 7. Vermin and Insect Guards                 | Inspect                                                                                                                   |                |                    |
| 8. Separate flushing / washing water system | Not applicable                                                                                                            |                |                    |
| 9. Water testing                            | Required                                                                                                                  |                |                    |
| 10. Final inspection                        | Required                                                                                                                  |                |                    |
| 11. Permit inspection                       | As required                                                                                                               |                |                    |
| 12. Deficiency close-out                    | Note deficiencies and rectification in final turnover.                                                                    |                |                    |
| 13. Comments & Special Instructions:        |                                                                                                                           |                |                    |

|                                                                                                                         |                                                                 |                          |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | <b>POTABLE WATER SYSTEM SCOPING &amp; DESIGN BASIS DATABOOK</b> | <b>Project: 2025.025</b> |
| <b>Form No.: APG-40-FRM-008</b>                                                                                         | <b>Doc # 2025.025-40-DBD-001</b>                                | <b>Revision R.1</b>      |

## 6. WATER SAFETY PLAN - PRELIMINARY

### Water Safety Plan - Risk Assessment

This risk assessment is not all inclusive. It has been developed to facilitate design. A standalone water safety plan will be produced after installation and as-building, to ensure all risks have been properly considered and mitigated.

#### Risk Evaluations:

**Negligible** – potential for contamination is very low or nonexistent

**Low** – Risks have been satisfactorily managed

**Medium** – Risks remain that can be adequately controlled. Monitoring measures are elevated and mitigation controls may increase depending on results.

**High** – Risks remain that cannot be adequately controlled. Testing and additional assessments required.

| Risk                      | Contamination Source                                                                                     | Hazard                                                                                                                                                                        | Mitigation / Controls                                                                                                                                                                                                                                                                                                               | Monitoring                                                                                                                                                                                                                                                                                                                                    | Risk Evaluation |
|---------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1 Natural organics        | <ul style="list-style-type: none"> <li>Tree pollen</li> <li>Tree debris</li> <li>Animal feces</li> </ul> | <ul style="list-style-type: none"> <li>Organics provide food source for harmful bacteria</li> <li>Microbe contamination of RWS</li> </ul>                                     | <ul style="list-style-type: none"> <li>Manual diversion of harvested water during pollen season</li> <li>Maintain vegetation clearance over catchment areas</li> <li>Regularly clean roof (2x year)</li> <li>First flush diversion</li> <li>Use of gutter guards or primary filtration</li> <li>Maintain water treatment</li> </ul> | <ul style="list-style-type: none"> <li>Monitor and assess catchment surfaces and conveyance for signs of debris (4x year)</li> <li>Check FFD for proper functioning (4x year)</li> <li>Check primary harvesting filtration for proper functioning (4x year)</li> <li>Check water treatment system for proper functioning (4x year)</li> </ul> | Low (1)         |
| 2 Opportunistic Pathogens | <ul style="list-style-type: none"> <li>Tank water temperature &gt;25C</li> </ul>                         | <ul style="list-style-type: none"> <li>Water stored at temperatures higher than 25C for extended periods of time create an environment for opportunistic pathogens</li> </ul> | <ul style="list-style-type: none"> <li>Screen the above-ground tanks behind the structure to minimize direct sun exposure</li> <li>If this does not control the risk, other measures will need to be considered (chemical dosing, etc.)</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>Testing/Monitoring as previously prescribed</li> <li>Regular temperature checks</li> </ul>                                                                                                                                                                                                             | Medium (2)      |
| 3 Collection Surfaces     | <ul style="list-style-type: none"> <li>Roof Materials</li> </ul>                                         | <ul style="list-style-type: none"> <li>Certain materials can be hazardous</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>Low likelihood as house as suitable collection material.</li> </ul>                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Identify product, if possible</li> <li>Monitor with regular testing &amp; modify system as required</li> </ul>                                                                                                                                                                                         | Medium (2)      |

|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

#### Water Safety Plan - Risk Assessment

This risk assessment is not all inclusive. It has been developed to facilitate design. A standalone water safety plan will be produced after installation and as-building, to ensure all risks have been properly considered and mitigated.

#### Risk Evaluations:

**Negligible** – potential for contamination is very low or nonexistent

**Low** – Risks have been satisfactorily managed

**Medium** – Risks remain that can be adequately controlled. Monitoring measures are elevated and mitigation controls may increase depending on results.

**High** – Risks remain that cannot be adequately controlled. Testing and additional assessments required.

| Risk                          | Contamination Source                                                                                                  | Hazard                                                                                                                             | Mitigation / Controls                                                                                                                                                                                                                                                                                                                   | Monitoring                                                                                                                                                                                             | Risk Evaluation |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 4 Insects and small animals   | <ul style="list-style-type: none"> <li>Trapped animals/insects</li> <li>Laid eggs and other organic debris</li> </ul> | <ul style="list-style-type: none"> <li>Contamination per 'natural organics' above</li> <li>Plugging of conveyance lines</li> </ul> | <ul style="list-style-type: none"> <li>Per 'natural organics' above</li> <li>Ensure large ingress points are screened with 30 industrial mesh screen or 20x20 consumer screen</li> <li>One-way valve on first flush diverter dripper end</li> <li>Backflow preventers on overflows</li> <li>Insure vents have insect screens</li> </ul> | <ul style="list-style-type: none"> <li>Per 'natural organics' above</li> <li>Regularly inspect catchment, gutter guards, harvesting filters, conveyance, and vents for properly functioning</li> </ul> | Low (1)         |
| 5 Airborne human particulates | <ul style="list-style-type: none"> <li>Vehicle exhaust in parking area</li> <li>Combustion exhaust</li> </ul>         | <ul style="list-style-type: none"> <li>Exhaust products contaminate catchment surfaces</li> </ul>                                  | <ul style="list-style-type: none"> <li>Low likelihood considering location</li> <li>First flush diversion</li> <li>Water treatment</li> </ul>                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Testing/Monitoring as previously prescribed</li> </ul>                                                                                                          | Low (1)         |
| 6 Leaching                    | <ul style="list-style-type: none"> <li>Unsuitable materials used in system</li> </ul>                                 | <ul style="list-style-type: none"> <li>Harmful chemicals enter system and are not removed prior to use</li> </ul>                  | <ul style="list-style-type: none"> <li>Ensure suitable RWH materials are used, per CSA B805-22</li> <li>Ensure suitable plumbing materials are used, per BCPC</li> <li>Ensure that plumbing system does not utilize any copper construction</li> <li>Consider alkalinity treatment if water acidity becomes an issue</li> </ul>         | <ul style="list-style-type: none"> <li>Inspect materials of construction</li> <li>Testing/Monitoring as previously prescribed</li> </ul>                                                               | Med (2)         |

|                                                                                                                           |                                                         |                   |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------|
|  <b>Aurora</b>   PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS<br>DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                  | Doc # 2025.025-40-DBD-001                               | Revision R.1      |

## 7. ATTACHMENTS

1. Land Title Documents
2. Drawing Package.

## 8. FURTHER CONSIDERATIONS

Any significant deviations from this document require approval from the Designer.

## 9. DISCLAIMERS

By using this document you agree to our standard Terms and Conditions. In addition to our terms and conditions, we offer the following disclaimers when using this document:

- The findings and recommendations contained in this document are based on the information and assumptions made available to us at the time of our investigation, and are subject to limitations that may not have been identified. Our work is not intended to and does not relieve the owner, user, or third parties from their responsibilities to exercise due care and comply with applicable laws and regulations.
- We have exercised due care and professional judgment in our work, but we make no warranty, express or implied, with respect to the accuracy or completeness of the information, data, conclusions, opinions, or recommendations contained herein. We assume no responsibility for errors, omissions, or other discrepancies between our findings and any subsequent changes to the site or other conditions.
- Our investigations and assessments rely on public information that has the potential to be inaccurate, and our testing of soils and other materials cannot reveal all underground conditions. We endeavor to make all reasonable efforts to manage this uncertainty; however, it cannot be eliminated.
- Should site conditions change, this document becomes void.
- The use of this document shall be in its entirety; that is, assessments cannot be used piecemeal.
- Any design drawings or constructed works that are based on the assessments and conclusions in this document should be provided to its author for review.
- When installed per our guidance, any system components described in this document can reasonably be expected to operate in a manner that does not create a health hazard. However, this is contingent on the owner operating their system as designed and following the requirements of the most up-to-date maintenance plan for their system.
- This document relates only to the subject property and is not transferable to any other location or property.
- We reserve the right to update or modify the information contained in this document at any time without prior notice.

|                                                                                                                              |                                                         |                   |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------|
|  <b>Aurora</b>   PROFESSIONAL<br>GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS<br>DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                     | Doc # 2025.025-40-DBD-001                               | Revision R.1      |

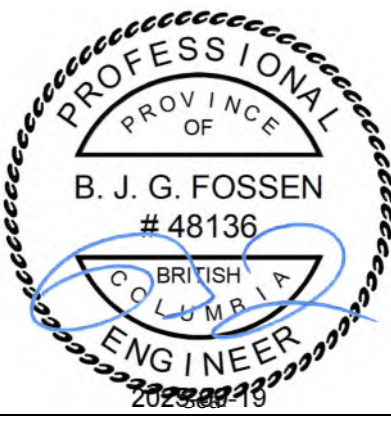
|                                                                                                                         |                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
|  <b>Aurora</b> PROFESSIONAL GROUP Inc. | POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK | Project: 2025.025 |
| Form No.: APG-40-FRM-008                                                                                                | Doc # 2025.025-40-DBD-001                            | Revision R.1      |

## 10. SIGN OFF

Construction can not begin until the Designer has provided an Authorization to Proceed.

Contact the Designer, Brad Fossen, before starting construction in order to arrange a pre-construction meeting.

|                                            |      |      |
|--------------------------------------------|------|------|
| Designer, if other than Engineer of Record | Name | Sign |
|--------------------------------------------|------|------|

|                                                                                    |
|------------------------------------------------------------------------------------|
| Engineer of Record: Bradley Fossen, P.Eng.                                         |
|  |
| EGBC PERMIT TO PRACTICE #1000204                                                   |



DATE OF MEETING: December 11, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2  
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Application to amend Salt Spring Island Land Use Bylaw from Residential 12 variant a zone to Residential 13 zone  
Applicant: Janis Gauthier  
Location: 154 – 164 Kings Lane Road

## RECOMMENDATION

1. 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.
  - 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.
2. 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 and second time.
3. 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 (PLRZ20250220, 154 Kings Lane Road).
4. 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.

## REPORT SUMMARY

This staff report presents Salt Spring Island Local Trust Committee Bylaw No. 549 cited as “Salt Spring Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025” (Proposed Bylaw No. 549) for third reading. Proposed Bylaw No. 549 would change the zoning of 154-164 Kings Lane (the subject property) to permit the development of up to 50 dwelling units of affordable housing, general offices, child day care centre, and to reduce the minimum lot size for proposed subdivision.

The proposed bylaw has undergone a referral period and a draft of the required housing agreement has undergone review by Islands Trust’s representatives. Staff believe that these actions provide sufficient confidence and that outstanding details are minimal enough that third reading of Proposed Bylaw No. 549 and forwarding to the Secretary of Islands Trust for approval by the Executive Committee is recommended, noting that all requirements of approval must be met prior to adoption. Similarly, staff further recommends the draft Salt Spring Island Local Trust Committee Bylaw No. 550, cited as “Salt Spring Island Housing Agreement Bylaw No. 550, 2025” (Draft Bylaw No. 550) be read a first and second time. Staff also recommends that the proposed Bylaw No. 549 be read a third time and forwarded to the Secretary of Islands Trust for approval by the Executive Committee.

## BACKGROUND

This report follows the October 16, 2025 meeting of the SS LTC where the following resolutions were passed (previous staff reports (including site context and photos), proposed bylaw, correspondence and referral responses) can be found on the [Salt Spring Island Current Applications webpage](#):

### **SS-2025-119**

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. 549 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025” (154 Kings Lane Road) is not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED**

### **SS-2025-120**

It was MOVED and SECONDED that the Salt Spring Island Local Trust Committee Bylaw No. 549 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025”, be read a first and second time (PLRZ20250220, 154 Kings Lane Road).

**CARRIED**

## ANALYSIS

### **Policy/Regulatory**

The SS LTC is unfettered in its consideration of a rezoning and may choose to request more information, proceed more incrementally, or defer the application.

### **Issues and Opportunities**

See staff report considered at the [July 10, 2025](#) LTC Meeting for a detailed discussion of issues and opportunities associated with this application.

### ***Affordable Housing Agreement:***

The Affordable Housing Agreement for the Gulf Islands Seniors' Residence Association for 154 Kings Lane Rd SSI ("GISRA Housing Agreement") can be found in Attachment 2 in bylaw format. Edits were made after legal and staff review. Adoption of Bylaw No. 549 will be conditional upon registration of the GISRA Housing Agreement and a Section 219 covenant on the land title of 154 Kings Lane. This agreement ensures that the rent remains within an affordable range for the median income of Salt Spring Island based on 2021 Federal Census Statistics. The Affordable Housing Agreement is included within Bylaw No. 550.

## **Consultation**

### ***First Nations***

Tsawout First Nation previously requested an extension to the original referral period to all affected First Nations. Tsawout has now provided a response (Attachment 3), indicating that the application is supported subject to the following conditions:

- a. Pre-construction walkthrough of the site with representatives from the Tsawout Lands Department prior to any ground disturbing activities and
- b. Cultural monitors must be retained during excavation, site preparation and any activity that involves soil disturbance.

In order to ensure that these conditions will be met, staff recommends that these conditions be secured through effective legal tools; namely the registration of a section 219 covenant stipulating restrictions on ground disturbing and building activity prior to fulfilment of conditions. The applicant has been informed of this requirement and is in agreement with this recommendation.

## **Rationale for Recommendation**

As the Proposed Bylaw No. 549 is consistent with the Islands Trust Policy Statement, it can be advanced and staff therefore recommends that it can be read a third time. Staff also recommends that the draft Housing Agreement Bylaw No. 550 be read a first and second time.

## **ALTERNATIVES**

### **1. Request further information**

The LTC may request further information prior to making a decision. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust in addition to the recommended resolution the following...*

### **2. Deny the application**

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee deny application PLRZ20250220 for the following reasons...*

## **NEXT STEPS**

If the above recommendations are approved by the LTC, proposed Bylaw 549 will be forwarded to the Secretary of the Islands Trust for Executive Committee approval. Given current resource capacity, the

earliest approval date for Executive Committee is January 14, 2026. Housing Agreement Bylaw 550 will return to the LTC for third reading once staff and the applicants have achieved final concurrence of a draft, at which point the bylaw will be forwarded to the Secretary of the Islands Trust for Executive Committee approval and staff will proceed to register the housing agreement.

Should Executive Committee approval, the next step will be adoption of Bylaw 550. After adoption, the Section 219 covenant and the housing agreement will be registered on the title of the land. Once registration is complete, proposed Bylaw 549 will return to the LTC for adoption.

|               |                                         |                   |
|---------------|-----------------------------------------|-------------------|
| Submitted By: | Oluwashogo Garuba, Planner 2            | December 9, 2025  |
| Concurrence:  | Chris Hutton, Regional Planning Manager | December 10, 2025 |

#### **ATTACHMENTS**

1. Proposed Bylaw No. 549
2. Housing Agreement Bylaw No. 550
3. Tsawout First Nation Referral Response

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 549**

**A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW, 1999**

The Salt Spring Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Salt Spring Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 5, 2025”.

2. Salt Spring Island Local Trust Committee Bylaw No. 355, cited as “Salt Spring Island Land Use Bylaw, 1999,” is amended as follows:

2.1 Schedule “A” – Zoning Map, is amended by changing the zoning classification for LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507 from Residential 12 variant A (R12 (a)) to Residential 13 (R13), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

2.2 **Section 9.9 – RESIDENTIAL ZONES**, is amended by deleting the word “and” and adding the words “and Residential 13” as follows:

The regulations in the tables in this Section apply to land in the Residential 1 (R1), Residential 2 (R2), Residential 3 (R3), Residential 4 (R4), Residential 5 (R5), Residential 6 (R6), Residential 7 (R7), Residential 8 (R8), Residential 9 (R9), Residential 10 (R10), Residential 11 (R11), Residential 12 (R12) and Residential 13 (R13) Zones as indicated by the column headings.

2.3 **Section 9.9 – RESIDENTIAL ZONES**, Subsection 9.9.1 – Permitted Uses of Land, Buildings and Structures, is amended by inserting column R13 in the table as follows:

|                                                                               | R13 |
|-------------------------------------------------------------------------------|-----|
| Principal Uses, Buildings and Structures                                      |     |
| <i>Single-family dwellings</i>                                                | ●   |
| <i>Duplexes</i>                                                               |     |
| <i>Duplexes constructed before July 31, 1990</i>                              |     |
| <i>Multi-family dwellings</i>                                                 | ●   |
| Dental and medical office services for a maximum of two medical practitioners |     |
| Elementary schools, pre-schools and <i>child day care</i> centres             |     |
| Hospitals and <i>public</i> health care facilities                            |     |

|                                                       |   |
|-------------------------------------------------------|---|
| <i>Community halls</i>                                |   |
| <i>Non-commercial outdoor active recreation</i>       |   |
| <i>Churches</i>                                       |   |
| <i>Agriculture, excluding intensive agriculture</i>   |   |
| <i>Public service uses</i>                            |   |
| <i>Seniors' supportive housing complex</i>            |   |
| <i>Affordable housing dwelling units</i>              | ● |
| <i>Office</i>                                         | ● |
| <i>Child day care centre</i>                          | ● |
| <i>Dental and medical offices</i>                     | ● |
| <b>Accessory Uses</b>                                 |   |
| <i>Home-based businesses, subject to Section 3.13</i> |   |
| <i>Seasonal cottages subject to Section 3.14</i>      |   |
| <i>Service club</i>                                   | ● |

- 2.4 **Section 9.9 – RESIDENTIAL ZONES**, Subsection 9.9.2 – Size, Siting and Density of Permitted Uses, Buildings and Structures is amended by inserting column R13 in the table as follows:

|                                                                                                                                                                     | R13 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Lot Coverage and Floor Area</b>                                                                                                                                  |     |
| Maximum combined per cent <i>lot coverage</i> of all <i>buildings</i> and <i>structures</i>                                                                         | 33  |
| Maximum <i>floor space ratio</i>                                                                                                                                    | 0.6 |
| Maximum <i>floor area</i> of a <i>building</i> used for a <i>community hall</i> , <i>church</i> , <i>preschool</i> , or <i>day care centre</i> (square metres)      | N/A |
| Maximum total <i>floor area</i> of <i>farm buildings</i> and <i>farm structures</i> (square metres)                                                                 | N/A |
| Maximum average <i>floor area</i> of all units in a <i>seniors' supportive housing complex</i> or in any phase of a <i>seniors' housing complex</i> (square metres) | N/A |
| Maximum average <i>floor area</i> of all units in an <i>affordable housing</i> (square meters)                                                                      | 79  |
| Maximum <i>floor area</i> of a <i>dwelling unit</i> (square metres)                                                                                                 | N/A |
| <b>Height</b>                                                                                                                                                       |     |
| Maximum <i>height</i> of a <i>dwelling unit</i> (metres)                                                                                                            | 13  |
| <b>Setbacks</b>                                                                                                                                                     |     |
| Minimum <i>exterior side lot line setback</i> (metres)                                                                                                              | N/A |
| Minimum <i>rear lot line setback</i> (metres)                                                                                                                       | 3.5 |
| <b>Number of Units and Minimum Site Areas</b>                                                                                                                       |     |
| Maximum number of <i>dwelling units</i> per ha, provided community sewage collection service is provided                                                            | N/A |
| Maximum number of <i>dwelling units</i> per <i>lot</i>                                                                                                              | N/A |
| Maximum number of <i>dwelling units</i> per ha, provided housing agreement is provided                                                                              | N/A |
| Minimum <i>lot area</i> required for more than one <i>dwelling unit</i> (ha) with the                                                                               | N/A |

|                                                                          |     |
|--------------------------------------------------------------------------|-----|
| exception of <i>secondary suites</i> , where permitted                   |     |
| Minimum <i>lot area</i> required for a <i>child day care</i> centre (ha) | N/A |

2.5 **Section 9.9 – RESIDENTIAL ZONES**, Subsection 9.9.3 – Subdivision and Servicing Requirements is amended by inserting column R13 in the table as follows:

|                                                                                                                                                                                                                                                             | R13            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>Minimum Lot Areas and Servicing Requirements</b>                                                                                                                                                                                                         |                |
| <b>Minimum water service required for subdivision:</b>                                                                                                                                                                                                      |                |
| Adequate supply of <i>potable water</i>                                                                                                                                                                                                                     | ● <sup>2</sup> |
| <i>Community water system</i>                                                                                                                                                                                                                               | ● <sup>2</sup> |
| <b>Minimum sewage service required for subdivision:</b>                                                                                                                                                                                                     |                |
| Individual on-site sewage treatment system per <i>lot</i>                                                                                                                                                                                                   | N/A            |
| <i>Community sewage collection system</i>                                                                                                                                                                                                                   | ●              |
| Minimum <b>area of an individual lot</b> that may be created through <i>subdivision</i> provided each <i>lot</i> has an individual onsite sewage treatment system and an adequate supply of <i>potable water</i> (ha)                                       | N/A            |
| Minimum <b>area of an individual lot</b> that may be created through <i>subdivision</i> provided each <i>lot</i> has an individual onsite sewage treatment system and connection to a <i>community water supply</i> (ha)                                    | N/A            |
| Minimum <b>area of an individual lot</b> that may be created through <i>subdivision</i> provided each lot has connection to a <i>community sewage collection system</i> and a <i>community water system</i> or adequate supply of <i>potable water</i> (ha) | 0.11           |
| Minimum <b>average</b> area of lots in a <i>subdivision</i> , provided each <i>lot</i> has an individual on-site sewage treatment system and an adequate supply of <i>potable water</i> (ha)                                                                | N/A            |
| Minimum <b>average</b> area of lots in a <i>subdivision</i> , provided each <i>lot</i> has an individual on-site sewage treatment system and connection to a <i>community water system</i> (ha)                                                             | N/A            |
| Minimum <b>average area of lots in a subdivision</b> , provided each lot has connection to a <i>community sewage collection system</i> and a <i>community water system</i> or adequate supply of <i>potable water</i> (ha)                                  | 0.6            |

<sup>2</sup>May be adequately serviced by one or the other, or combination of both, but must be adequately serviced by at least one.

### 3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS

16TH

DAY OF

OCTOBER

2025

READ A SECOND TIME THIS 16TH DAY OF OCTOBER 2025

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

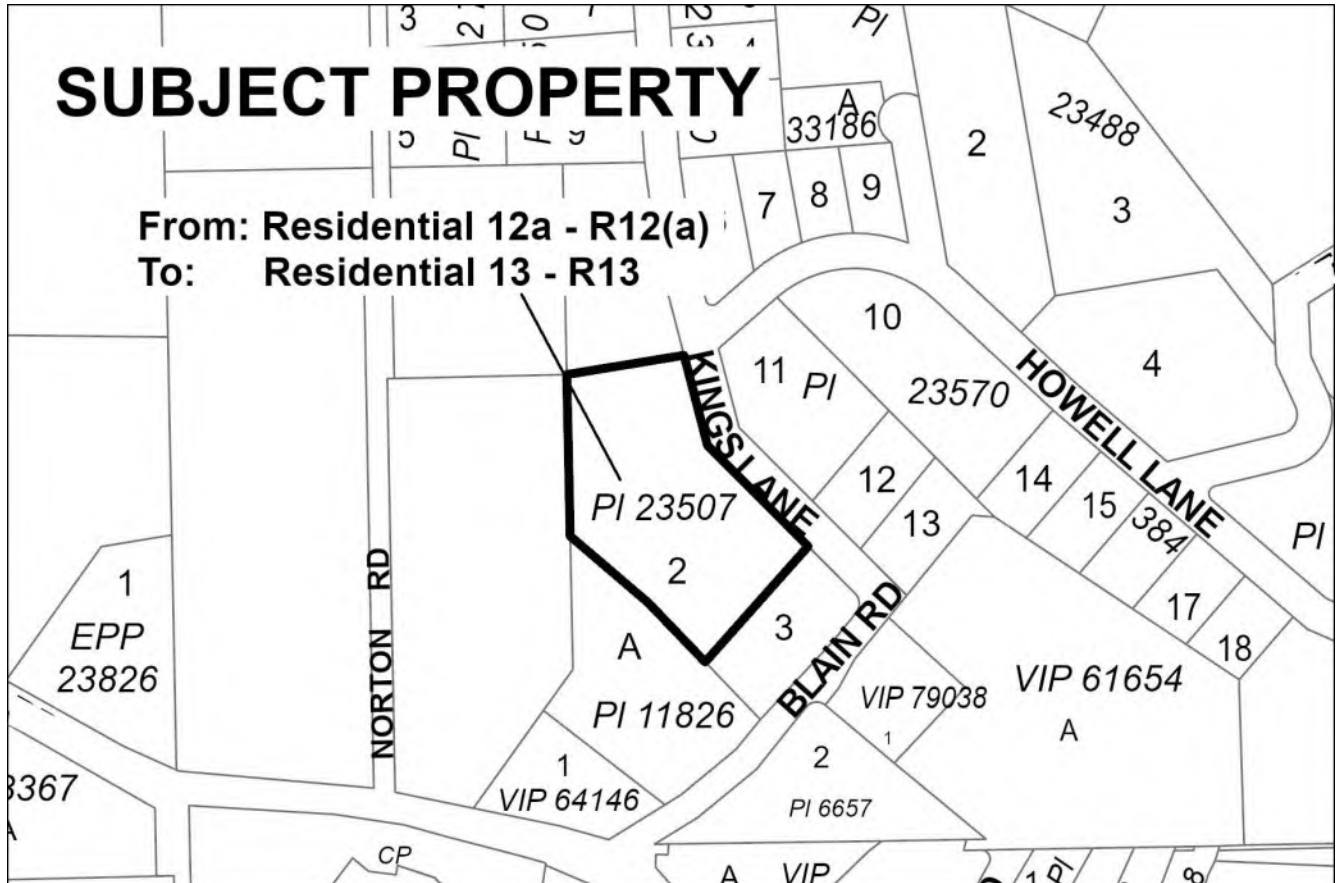
ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

SALT SPRING ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 549

Plan No. 1



SALT SPRING ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 550

\*\*\*\*\*  
**A Bylaw to Authorize a Housing Agreement**  
\*\*\*\*\*

WHEREAS the Salt Spring Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Salt Spring Island Local Trust Area, pursuant to the *Islands Trust Act*;

AND WHEREAS Section 483 of the Local Government Act and Section 29 of the *Islands Trust Act* permit the Local Trust Committee to enter into a housing agreement;

AND WHEREAS the Salt Spring Island Local Trust Committee wishes to enter into a Housing Agreement;

NOW THEREFORE the Salt Spring Island Local Trust Committee enacts in open meeting assembled as follows:

- 1. This Bylaw may be cited for all purposes as Salt Spring Island Housing Agreement Bylaw No. 550, 2025”.
- 2. Any one Trustee of the Salt Spring Island Local Trust Committee are authorized to execute an agreement in the form attached to this Bylaw with the Gulf Islands Seniors Residence Association.
- 3. Salt Spring Island Housing Agreement Bylaw No. 517 is repealed by this bylaw.

|                         |   |        |                |
|-------------------------|---|--------|----------------|
| READ A FIRST TIME this  | X | day of | December, 2025 |
| READ A SECOND TIME this | X | day of | December, 2025 |
| READ A THIRD TIME this  | X | day of | month, year    |

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this

|  |   |        |             |
|--|---|--------|-------------|
|  | X | day of | month, year |
|--|---|--------|-------------|

ADOPTED this

|  |   |        |             |
|--|---|--------|-------------|
|  | X | day of | month, year |
|--|---|--------|-------------|

---

**SECRETARY**

---

**CHAIRPERSON**

**Housing Agreement and Section 219 Covenant**

THIS AGREEMENT DATED FOR REFERENCE THE [day] OF [month], [year] is

BETWEEN:

Gulf Islands Seniors Residence Association (GISRA), a society incorporated under the laws of the province of British Columbia under number S-38999 and having its office at 100-121 Atkins Road, Salt Spring Island, BC V8K 2X7.

(the “Owner”);

AND:

SALT SPRING ISLAND LOCAL TRUST COMMITTEE, a corporation under the *Islands Trust Act*, having an office at 2<sup>nd</sup> Floor, 1627 Fort Street, Victoria, B.C., V8R 1H8

(the “Trust Committee”)

WHEREAS:

- A. The Owner is the registered owner of the Lands situated at 154-164 Kings Lane on Salt Spring Island, British Columbia and legally described as: PID 003-106-756, Lot 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507, commonly known as Kings Lane, (the “Lands”);
- B. The Lands have been rezoned by the Salt Spring Island Local Trust Committee by means of Salt Spring Island Land Use Bylaw 1999 Amendment No. 5, 2025 to permit the development of a multi-family affordable housing project;
- C. The Owner intends to rent the units on the Lands, by way of a rental agreement, at an affordable rate to Qualified Renters (as defined in section 1.1);
- D. The Trust Committee may, pursuant to Section 29 of the *Islands Trust Act* and Section 483 of the *Local Government Act*, enter into an agreement with an owner of land that includes terms and conditions regarding the occupancy, tenure and availability to specified classes of persons of dwelling units located on those lands;
- E. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the Trust Committee in respect of the use of land or construction on land;

- F. The Owner and the Trust Committee wish to enter into this Agreement to provide affordable

housing on the Lands on the terms and conditions of this Agreement to have effect as both a covenant under section 219 of the *Land Title Act* and a housing agreement under section 483 of the *Local Government Act*; and

- G. The Trust Committee has, by bylaw, authorized the execution of this Agreement and the Owner has duly authorized the execution of this Agreement.

THIS AGREEMENT is evidence that in consideration of \$1.00 paid by the Trust Committee to the Owner (the receipt of which is acknowledged by the Owner), and in consideration of the promises exchanged below, the Trust Committee and the Owner agree, as covenants granted by the Owner to the Trust Committee under Section 219 of the *Land Title Act*, and as a housing agreement between the Owner and the Trust Committee under Section 483 of the *Local Government Act*, as follows:

## Article 1: Definitions and Interpretation

### 1.1 Definitions – In this Agreement:

“Affordable Housing Unit” means a Dwelling Unit on the Lands in respect of which the construction, tenure, rental and occupancy are restricted in accordance with sections 2.1 through 2.5 of this Agreement;

“Annual Household Income” means the combined gross income of all adult members of a Household, as shown on line 150 of the preceding year’s T1 General Income Tax and Benefit return.

“Business Days” means Monday to Friday inclusive except for those excluded days declared by lawful authority as holidays.

“CPI” means the All-Items Consumer Price Index for British Columbia as calculated by Statistics Canada, or its successor in function.

“Dwelling Unit” means a dwelling unit as defined in the Salt Spring Island Land Use Bylaw 1999, as amended or replaced from time to time.

“Household” means one or more individuals occupying the same Dwelling Unit.

“Lands” means that parcel of land legally described as PID 003-106-756, Lot 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507.

“Qualified Renter” means a Household which meets the eligibility criteria for a residential tenancy of an Affordable Housing Unit, as set out in Section 2.2(b) of this Agreement.

“Residential Tenancy Act” means the *Residential Tenancy Act*, SBC 2002, c 78.

“Tenancy Agreement” means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit.

“Yearly CPI Change” means the percentage change in CPI from the CPI for April of the immediately preceding calendar year, to the CPI for March of the then present calendar year.

**1.2 Interpretation** – Reference in this Agreement to:

- a. a “party” is a reference to a party in this Agreement;
- b. a particular numbered “article” or “section” or to a particular lettered “schedule” is a reference to the corresponding numbered or lettered article, section, or schedule of this agreement;
- c. an “enactment” is a reference to an enactment as defined in the *Interpretation Act* and is a reference to any revision, amendment or re-enactment of, or replacement for, that enactment;
- d. wherever the singular or the masculine is used in this Agreement, it shall be deemed to include the plural or the feminine, or the body politic or corporate, where the context or the parties so require;
- e. the Local Trust Committee includes a reference to its successors in function, including a municipality.

**1.3 Headings** – The division of this Agreement into articles, sections and schedules is for convenience of reference only and does not affect its interpretation. The article and section headings used in this Agreement are for convenience of reference only and do not affect the interpretation of this Agreement.

**1.4 Entire Agreement** – This is the entire agreement among the parties concerning its subject.

**Article 2 – Affordable Housing**

**2.1 Agreement over the Lands** – Pursuant to section 219 of the *Land Title Act*, the Owner covenants and agrees that:

- a. the Lands will not be developed, and no building or structure will be constructed on the Lands except expansion of the existing office building, unless, as part of and concurrently with the development on the Lands, the Owner also constructs and completes 50 Affordable Housing Units on the Lands;
- b. no building on the Lands may be subdivided by means of a strata plan without prior approval of the Trust Committee;
- c. the Owner will maintain the Affordable Housing Units in a satisfactory state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands.

**2.2 Affordable rental housing eligibility** – Pursuant to section 483 of the *Local Government Act* the Owner covenants and agrees not to rent or lease any Affordable Housing Unit except to a Qualified Renter and in accordance with the following additional requirements:

- a. the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
- b. the Qualified Renter's Annual Household Income at the time of signing the Tenancy Agreement does not exceed the median gross income of families on Salt Spring Island according to Statistics Canada Census, adjust annually by the Yearly CPI Change for BC as per Statistics Canada;
- c. the Qualified Renter will occupy the Affordable Housing Unit as its permanent, principal, and sole residence;
- d. each Tenancy Agreement will include a clause prohibiting subletting including short-term vacation rentals, a clause requiring the Qualified Renter to comply with the use and occupancy restrictions contained in this Agreement, and a provision entitling the Owner to terminate the rental agreement in accordance with the *Residential Tenancy Act* in the event of any breach of these use and occupancy clauses;
- e. the Owner will deliver to the Trust Committee a true copy of every Tenancy Agreement entered into in respect of any Affordable Housing Unit within 10 Business Days of any request to do so;
- f. the Owner will include in every Tenancy Agreement notice of the existence of this Agreement and the occupancy restrictions applicable to the Affordable Housing Unit, and will provide to each Qualified Renter upon their request, a copy of this Agreement; and
- g. each Tenancy Agreement will provide that if one of the individuals comprising a Qualified Renter who rents an Affordable Housing Unit dies, that individual's spouse or adult child residing in the Affordable Rental Unit at the time of the Qualified Renter's death may continue to rent the Affordable Rental Unit.

**2.3 Rental rates** - The Owner covenants and agrees that it will:

- a. not charge any Qualified Renter a monthly rent, exclusive of utilities and excess water charges, that is greater than thirty (30%) percent of the total monthly household income of the Qualified Renter at the time the Qualified Renter and the Owner enter into the Tenancy Agreement, except that the Owner may, subject to the provisions of the *Residential Tenancy Act* increase the rent payable for the Affordable Housing Unit annually;
- b. not require any Qualified Renter to pay any extra charges or fees for use of any common area, or for sanitary sewer, storm sewer, water utilities (excluding excess water charges), property taxes and similar services. For clarity, this limitation does not apply to cablevision, telecommunications, laundry, or gas or electricity utility fees or charges.

**2.4 No Sublease or Assignment** – Except as set out in this Agreement, the Owner will not permit the interest in an Affordable Housing Unit to be subleased or a Tenancy Agreement to be assigned.

**2.5 Monitoring and Reporting to the Local Trust Committee** - The Owner must deliver to the Local Trust Committee once each year on or before July 1, a completed statutory declaration, substantially in the form attached as Schedule “A”, sworn by the Owner. Additionally, the Local Trust Committee may request this statutory declaration up to four times in any calendar year, and the Owner must complete and supply the completed statutory declaration within 10 Business Days of receiving a request from the Local Trust Committee. The Owner irrevocably authorizes the Local Trust Committee to make reasonable inquiries it considers necessary in order to confirm compliance with this Agreement.

### **Article 3 – General Terms**

**3.1 Order to Comply** - If the Owner is in default of the performance or observance of this Agreement, the Trust Committee may give the Owner a notice of default requiring the Owner to comply with this Agreement within the time stated in the notice. The Owner agrees that any breach or default in the performance of this Agreement on its part must be corrected, to the satisfaction of the Trust Committee, within the time stated on the notice of default provided to the owner by the Trust Committee.

**3.2 Management** – The Owner covenants and agrees to furnish good and efficient management of the Lands and the Affordable Housing Units. If and when the Trust Committee has reasonable grounds to believe that a continuing breach of this Agreement exists, the Trust Committee may authorize its representatives to inspect the Lands at any reasonable time, subject to the notice provisions of the *Residential Tenancy Act* and subject to the concurrent delivery of such a notice to the Owner.

**3.3 Society Standing** – If the Owner is a society, the Owner must maintain its standing as a society under the *Society Act* and must not amend its Constitution in any manner that would prevent, or adversely affect, the ability of the Society to perform its obligations under this Agreement.

**3.4 Specific Performance of Agreement** – The Owner agrees that the Trust Committee is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Owner of this Agreement, in view of the public interest in restricting the occupancy of the Affordable Housing Unit. The Owner further acknowledges that a breach of this Agreement may constitute a breach of the Trust Committee’s Land Use Bylaw, as amended from time to time.

**3.5 Assignment** – The Owner acknowledges that the Trust Committee may delegate or assign the administration and management of this Agreement to a third party, and, in that event, any reference in this Agreement to the Trust Committee shall be interpreted as a reference to that party provided that the Trust Committee has so advised the Owner.

**3.6 Indemnity** – The Owner covenants to indemnify and save harmless the Trust Committee and each of its elected officials, officers, directors, employees, and agents from and against all claims, demands, actions, loss, damage, costs, and liabilities for which any of them may be liable by

reason of any act or omission of the Owner or its officers, directors, employees, agents or contractors or any other person for whom the Owner is at law responsible, including breaches of this Agreement. This clause will survive the termination of this Agreement.

**3.7 Release** – The Owner releases and forever discharges the Trust Committee and each of its elected officials, officers, directors, employees, and agents and each of their heirs, executors, administrators, personal representatives, successors and assigns from all claims, demands, damages, actions, or causes of action arising out of advice or direction respecting the ownership, lease, operation or management of the Land or the Affordable Housing Units which has been or at any time after the commencement of this Agreement may be given to the Owner by all or any of them. This clause will survive the termination of this Agreement.

**3.8 Trust Committee Powers Unaffected** – This Agreement does not limit the discretion, rights, duties or powers of the Trust Committee under any enactment or the common law, impose on the Trust Committee any duty or obligation, affect or limit any enactment relating to the use or subdivision of the Lands, or relieve the Owner from complying with any enactment.

**3.9 No Public Law Duty** – Wherever in this Agreement an act, determination, consent, approval or agreement of the Trust Committee is provided for, such act, determination, consent, approval or agreement may be done or made in accordance with the terms of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice shall have any application.

**3.10 No Waiver** – No condoning, excusing or overlooking by the Trust Committee of any default under this Agreement, nor any consent, approval, or agreement whether written or otherwise shall be taken to operate as a waiver by the Trust Committee of any subsequent default or of the necessity for further consent, approval or agreement in respect of a subsequent matter requiring it under this Agreement, or in any way to defeat or affect the rights or remedies of the Trust Committee.

**3.11 Arbitration** – Any matter in dispute between the parties under this Agreement, including any disputes as to whether a particular individual is eligible to occupy a Affordable Housing Unit, must be referred to a single arbitrator if the parties can agree on one, and otherwise to three arbitrators, one to be appointed by each of the parties and the third by those two so appointed, and the matter must be resolved in accordance with the provisions of the *Arbitration Act* (British Columbia).

**3.12 Notice on Title** – The Owner acknowledges and agrees that this Agreement constitutes both a covenant under Section 219 of the *Land Title Act* and a housing agreement under Section 483 of the *Local Government Act*, the Trust Committee is required to file a notice of housing agreement in the Land Title Office against title to the Lands, and once such a notice is filed, this Agreement binds all persons who acquire an interest in the Lands as a housing agreement under Section 483 of the *Local Government Act*.

**3.13 Covenant Runs with the Land** – Every obligation and covenant of the Owner in this Agreement constitutes both a contractual obligation and a covenant granted by the Owner to the Trust Committee in accordance with section 219 of the *Land Title Act* in respect of the Lands and this Agreement burdens the Lands and runs with it and binds the Owner's successors in title and binds every parcel into which it is consolidated or subdivided by any means, including, by subdivision or

by strata plan.

**3.14 Limitation on Owner's Obligations** – The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands.

**3.15 Amendment and Termination** – This Agreement may not be modified or amended except by bylaw of the Trust Committee, upon an agreement in writing between the Trust Committee and the Owner.

**3.16 Notices** – Any notice required to be given pursuant to this Agreement shall be in writing and shall be given to the Owner or the Trust Committee, as the case may be, at the address first above written, or to any other address of which either the Owner or the Trust Committee may advise the others in writing in accordance with this paragraph. Notice to the Trust Committee must be addressed to the Secretary of the Islands Trust. If given in person or by facsimile transmission, such notice will be deemed to be received when delivered and, if mailed, such notice will be deemed to be received only when actually received by the party to whom it is addressed.

**3.17 Enurement** – This Agreement is binding upon and enures to the benefit of the parties and their respective successors and permitted assigns.

**3.18 Remedies Cumulative** – The remedies of the Trust Committee specified in this Agreement are cumulative and are in addition to any remedies of the Trust Committee at law or in equity. No remedy shall be deemed to be exclusive, and the Trust Committee may from time to time have recourse to one or more or all of the available remedies specified herein or at law or in equity.

**3.19 Severability** – If any term or provision of this Agreement, or its application to any person or circumstance shall to any extent be found to be invalid and unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and shall be enforced to the extent permitted by law.

**3.20 Joint and Several** – In the case of more than one Owner, the grants, covenants, conditions, provisions, agreements, rights, powers, privileges and liabilities of the Owner shall be construed and held to be several as well as joint.

**3.21 Further Acts** – The Owner will do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.

**3.22 Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the province of British Columbia.

**3.23 Joint Venture** – Nothing in this Agreement shall constitute the Owner as an agent, joint venture or partner of the Trust Committee or give the Owner any authority or power to bind the Trust Committee in any way.

**3.24 Time of Essence** – Time is of the essence in this Agreement.

**3.25 Priority** – The Owner agrees to do everything necessary at the Owner’s expense to ensure that this Agreement is registered against title to the Lands with priority over all financial charges, liens and encumbrances registered or pending at the time of application for registration of this Agreement.

**3.26 Deed and Contract** – By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

**SCHEDULE “A”**

**OWNER STATUTORY  
DECLARATION**

CANADA

PROVINCE OF BRITISH  
COLUMBIA

IN THE MATTER OF A HOUSING  
AGREEMENT WITH THE SALT SPRING  
ISLAND LOCAL TRUST  
COMMITTEE (“Housing Agreement”)

I, \_\_\_\_\_

\_\_\_\_\_, do solemnly

declare that:

1. I am the \_\_\_\_\_ [director, officer, employee] of the Gulf Islands Seniors Residence Association, the owner of the land known as Kings Lane, Salt Spring Island, legally described as: Lot 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507 (the "Lands")
2. I make this declaration to the best of my personal knowledge.
3. This declaration is made pursuant to the Housing Agreement registered against the Lands.
4. For the period from \_\_\_\_\_ to \_\_\_\_\_, the Affordable Housing Units were used only by Qualified Renters (as defined in the Housing Agreement).
5. At no time during the last year were any of the Affordable Housing Units used as a short-term vacation rental.
6. The rental payments charged for the Affordable Housing Unit were in compliance with the Housing Agreement and are listed in the attached list.
7. No subletting of the Lands has been permitted.
8. I acknowledge and agree to comply with all of the Owner's obligations under the Housing Agreement, and other charges registered against the Lands and confirm that the Owner has complied with all of its obligations under these Agreements.
9. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at \_\_\_\_\_, British Columbia, this \_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
A Commissioner for taking Affidavits  
declaration in British Columbia

\_\_\_\_\_  
Signature of person making



SṪÁUTW First Nation  
7728 Tetayut Rd  
Saanichton BC  
V8M 2E4

ATTACHMENT 3

2025-12-02

Islands Trust  
200-1627 Fort St, Victoria, BC, V8R 1H8

SṪÁUTW First Nation File No. 2025-00247

RE: Salt Spring Land Use Bylaw Amendment SS-BL-549 - SS-BL-549

ÍY SŁÁĆEL,

Tsawout First Nation has reviewed the proposed amendment to change the subject property zoning from **\*\*Residential 12 variant A (R12(a))\*\*** to **\*\*Residential 13\*\***, which would allow the development of **\*\*50 units of affordable housing, general offices, a child day care center, and reduced minimum lot size for potential subdivision\*\***.

**\*\*Tsawout is prepared to support this development, subject to the following conditions:\*\***

1. **\*\*Pre-Construction Walk-Through:\*\***

A site walk-through with representatives from the Tsawout Lands Department must be arranged prior to any ground-disturbing activities.

2. **\*\*Cultural Monitoring:\*\***

The proponent must retain **\*\*Tsawout Cultural Monitors\*\*** during excavation, site preparation, and any activity that involves soil disturbance.

SṪÁUTW First Nation holds unextinguished Aboriginal rights and title to the land and its resources within our traditional territory. As a signatory to the Douglas Treaty of 1852, SṪÁUTW retains treaty rights to hunt and carry on our fisheries as formerly, to the protection of our village sites, and to continue our **ĆELÁÑEN** (way of life) in perpetuity, as guaranteed under the provisions of the treaty. These rights have been affirmed in several court cases. The proposed bylaw alterations may create opportunities for infringement on these rights and pose risks to archaeological and village sites.

Our archaeologist has reviewed the proposal, including the provided AOA. She wanted to bring attention to the closing section of the AOA in quotations below:

“Considering the AOA results, it is important to note that low potential does not mean no

potential. It is possible for archaeological sites to be located outside of areas identified as having high archaeological potential. If suspected archaeological resources are encountered during development of the Project, all work near the finds must cease and the Archaeology Branch must be contacted for further direction before work resumes" to ensure that there are measures in place when and if they come across archaeological and cultural materials during the development and that the staff are trained to know what to look out for.

Please confirm the proponent's acceptance of these conditions and coordinate with our office to schedule the site visit.

Please refer to the attached document with details on how to coordinate cultural monitoring with STÁUTW.

If the scope of your project changes, please contact us so we can ensure that our Nation's best interests continue to be protected.

HÍSWKE,

Bel Manson | Referrals Coordinator  
BManson@tsawout.ca



## REQUEST FOR DECISION

**To:** Salt Spring Island Local Trust Committee  
**For the Meeting of:** December 11, 2025

**From:** Meeting Administrator  
**Date Prepared:** October 30, 2025

**SUBJECT:** Draft 2026/27 Salt Spring Island Local Trust Committee Annual Meeting Schedule

---

**RECOMMENDATION: THAT Salt Spring Island Local Trust Committee approve their April, 2026 to March, 2027 Meeting Schedule.**

**DIRECTOR COMMENTS:** The work of developing the proposed 2026/27 fiscal year committee schedule has been centralized thereby allowing the Executive Coordinator and Meeting Administrator to consider, at length, the many factors involved in creating an effective schedule that meets the requirements of each committee, the chairpersons, and committee members. The proposed schedule allows decisions made by local trust committees to move onto the relevant standing committee's agenda to Executive Committee in a timely manner allowing for increased efficiency. Adoption of the proposed meeting schedule will increase productivity by allowing a seamless process in completing the work required to organize and publish the meetings without need for significant re-ordering of the schedule

The proposed meeting dates for 2026/27 (attached) were selected based on guidance from senior staff to avoid scheduling meetings between the general election date and the swearing-in of trustees, as well as to minimize meetings during the election campaign period.

---

**1 PURPOSE:**

To approve the Salt Spring Island Local Trust Committee Business Meeting Schedule from April 1, 2026 to March 31, 2027

**2 BACKGROUND:**

Each Local Trust Committee (LTC) is asked to endorse, by resolution, its regular annual business meeting schedule for 2026/27.

The proposed meeting dates for 2026/27 (attached) were selected based on guidance from senior staff to avoid scheduling meetings between the general election date and the swearing-in of trustees, as well as to minimize meetings during the election campaign period.

As part of this endorsement, the LTC will need to designate which meeting dates are anticipated to be electronic or in-person. This would allow staff to plan further in advance to accommodate meeting logistics, enable staff to book venues for the year and anticipate cancelling the bookings if the meetings get changed to electronic-only at a later date.

Factors that have been considered when putting together the schedule are as follows:

- Islands Trust fiscal year timeframe;
- General local elections year and legislative meeting requirements;
- LTC's preferred meeting days and times;

- Historical number of meetings held per year;
- Anticipated project commitments and application volumes;
- Trust Council meeting dates;
- Chair and trustee availability and conflicts with Executive Committee and Trust Council Standing Committee meeting dates including Accessibility, Financial Planning and Audit, Governance, Regional Planning, and Trust Programs;
- Flow of work from LTCs through standing committees to Financial Planning Committee to Executive Committee and then to Trust Council;
- Islands Trust Conservancy Board meetings, Bowen Island Municipality meetings, Union of BC Municipalities, Association of Vancouver Island and Coastal Communities, and other conferences;
- Other local trust committee meeting dates;
- Statutory holidays, including Christmas closures;
- Preference to hold as few meetings in August as possible;
- Available staff and staff capacity and
- Ferry and travel schedules.

### 3 IMPLICATIONS OF RECOMMENDATION:

**ORGANIZATIONAL:** If Salt Spring Island LTC makes significant amendments to the schedule there will be a substantial re-ordering of LTC and Council Committee meeting dates as a result.

**FINANCIAL:** LTCs decisions whether to hold electronic meetings or in-person meetings will affect budgets. Electronic meetings do not incur venue costs or travel status costs from trustees or staff.

**POLICY:** [Local Trust Committees' Meeting Procedure Bylaw No. 197, 2024](#)

**IMPLEMENTATION/COMMUNICATIONS:** Dates and locations of meetings will be posted immediately following adoption and as per LTC Meeting Procedures Bylaw.

**FIRST NATIONS RELATIONS:** Not applicable.

**OTHER:**

4 **RELEVANT POLICY(S):** [Trust Council Bylaw No. 197, 2024](#)

5 **ATTACHMENT(S):** [SS LTC April/26 to March/27 Proposed Meeting Dates](#)  
[2026/27 LTC Meeting Scheduling Calendar](#)  
[2026/27 Council Standing Committees Scheduling Calendar](#)

---

### RESPONSE OPTIONS

**Recommendation:** THAT Salt Spring Island Local Trust Committee approve their April, 2026 to March, 2027 Business Meeting Schedule.

**Alternative:** The Salt Spring Island Local Trust Committee may suggest alternative meeting dates.

---

**Prepared By:** Lisa Millard, Meeting Administrator

**Reviewed By/Date:** Director Planning Services / Oct. 31, 2025



# Islands Trust

## **Salt Spring Island Local Trust Committee April, 2026 to March, 2027 Regular Meetings**

The Salt Spring Island Local Trust Committee will be meeting to consider land use applications, bylaws, correspondence, and various community planning topics.

Meetings are subject to change. Please visit the Islands Trust website for up-to-date schedule information.

| DATE     |                   | TIME       | MEETING TYPE | LOCATION                                                              |
|----------|-------------------|------------|--------------|-----------------------------------------------------------------------|
| Thursday | April 9, 2026     | 9:30 a.m.  | Regular      | Salt Spring Legion, Meaden Hall<br>120 Blain Road, Salt Spring Island |
| Thursday | May 14, 2026      | 12:30 p.m. | Regular      | Salt Spring Legion, Meaden Hall<br>120 Blain Road, Salt Spring Island |
| Thursday | June 11, 2026     | 9:30 a.m.  | Regular      | Salt Spring Legion, Meaden Hall<br>120 Blain Road, Salt Spring Island |
| Thursday | July 9, 2026      | 9:30 a.m.  | Regular      | Salt Spring Legion, Meaden Hall<br>120 Blain Road, Salt Spring Island |
| Thursday | August 27, 2026   | 9:30 a.m.  | Regular      | Salt Spring Legion, Meaden Hall<br>120 Blain Road, Salt Spring Island |
| Thursday | November 19, 2026 | 9:30 a.m.  | Regular      | Salt Spring Legion, Meaden Hall<br>120 Blain Road, Salt Spring Island |
| Thursday | December 17, 2026 | 9:30 a.m.  | Regular      | Salt Spring Legion, Meaden Hall<br>120 Blain Road, Salt Spring Island |
| Thursday | February 11, 2027 | 9:30 a.m.  | Regular      | Salt Spring Legion, Meaden Hall<br>120 Blain Road, Salt Spring Island |
| Thursday | March 18, 2027    | 9:30 a.m.  | Regular      | Salt Spring Legion, Meaden Hall<br>120 Blain Road, Salt Spring Island |

The proposed meeting agenda is generally available one week prior to the meeting and may be obtained at the Islands Trust office or on our website.

Correspondence received from the public may become part of a meeting agenda that is published online.

**VISIT OUR WEBSITE:** <https://islandstrust.bc.ca/location/salt-spring/>

**CONTACT US AT** [250-537-9144](tel:250-537-9144) OR: [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca)

# 2026/27 Draft Meetings Calendar LTCs

## APRIL

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | GL | 8  | SS | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | GB | 24 | 25 |
| 26 | MA | TH | 29 | SA |    |    |

## MAY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | HO | 2  |
| 3  | LA | 5  | 6  | 7  | SP | 9  |
| 10 | 11 | DE | 13 | SS | 15 | 16 |
| 17 | 18 | 19 | 20 | GB | 22 | 23 |
| 24 | 25 | GM | 27 | 28 | NP | 30 |
| 31 |    |    |    |    |    |    |

## JUNE

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | BW | 4  | 5  | 6  |
| 7  | 8  | GL | 10 | SS | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | DE | 24 | 25 | HO | 27 |
| 28 | MA | 30 |    |    |    |    |

## JULY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | LA | GL | 8  | SS | 10 | 11 |
| 12 | 13 | TH | 15 | GB | NP | 18 |
| 19 | MA | GM | 22 | SA | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## AUGUST

| S  | M  | T                | W  | T  | F  | S  |
|----|----|------------------|----|----|----|----|
|    |    |                  |    |    |    | 1  |
| 2  | 3  | 4                | 5  | 6  | 7  | 8  |
| 9  | 10 | 11               | 12 | 13 | 14 | 15 |
| 16 | 17 | 18               | 19 | 20 | 21 | 22 |
| 23 | DE | TH <sub>GL</sub> | 26 | SS | SP | 29 |
| 30 | MA |                  |    |    |    |    |

## SEPTEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | HO | 2  | GB | NP | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

## OCTOBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## NOVEMBER

| S  | M  | T  | W  | T  | F                | S  |
|----|----|----|----|----|------------------|----|
| 1  | 2  | 3  | 4  | 5  | 6                | 7  |
| 8  | 9  | 10 | 11 | 12 | 13               | 14 |
| 15 | DE | GL | BW | SS | HO <sub>NP</sub> | 21 |
| 22 | LA | GM | 25 | SA | SP               | 28 |
| 29 | MA |    |    |    |                  |    |

## DECEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | TH | 2  | GB | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | GL | 16 | SS | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

## JANUARY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | HO | 16 |
| 17 | 18 | DE | 20 | GB | 22 | 23 |
| 24 | MA | TH | 27 | SA | NP | 30 |
| 31 |    |    |    |    |    |    |

## FEBRUARY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | LA | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | GL | 10 | SS | 12 | 13 |
| 14 | 15 | 16 | 17 | GB | 19 | 20 |
| 21 | MA | GM | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

## MARCH

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | SP | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | GL | 17 | SS | HO | 20 |
| 21 | 22 | DE | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    | NP |    |

AVICC: APR 24-26  
 UBCM: SEP 14-18  
 WRIT: SEP 19  
 ELECTION: Oct 17  
 SWEAR IN: NOV 12-14

# 2026/27 Draft Meetings Calendar – Trust Council & Committees

## APRIL (AVICC)

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

## MAY

| S  | M  | T  | W   | T  | F  | S  |
|----|----|----|-----|----|----|----|
|    |    |    |     |    | 1  | 2  |
| 3  | 4  | 5  | 6   | 7  | 8  | 9  |
| 10 | 11 | 12 | 13  | 14 | 15 | 16 |
| 17 | 18 | 19 | 20  | 21 | 22 | 23 |
| 24 | 25 | 26 | 27* | 28 | 29 | 30 |
| 31 |    |    |     |    |    |    |

## JUNE (LGMA)

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## JULY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## AUGUST

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

## SEPTEMBER (UBCM)

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

## OCTOBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## NOVEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

## DECEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

## JANUARY/27

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## FEBRUARY/27

| S  | M  | T  | W   | T  | F  | S  |
|----|----|----|-----|----|----|----|
|    | 1  | 2  | 3   | 4  | 5  | 6  |
| 7  | 8  | 9  | 10  | 11 | 12 | 13 |
| 14 | 15 | 16 | *17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24  | 25 | 26 | 27 |
| 28 |    |    |     |    |    |    |

## MARCH/27

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

AVICC: APR 24-26

UBCM: SEP 14-18

LGMA: JUN 9-11

PIBC: JUN 2-5

MIABC: APR 8/9 & MAR 31/APR 1, 2027

**Legend:**

|                                               |
|-----------------------------------------------|
| Accessibility Committee                       |
| Bowen Island Municipality                     |
| Executive Committee                           |
| Financial Planning Committee                  |
| Governance Committee                          |
| Islands Trust Conservancy Board               |
| Regional Planning Committee                   |
| Chief Administrative Officer Select Committee |
| Trust Council/Committee of the Whole          |
| Trust Programs Committee                      |



## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date       | Resolution Number | Topic                                           | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------|-------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2010-02-04 | SSI-11-10         | Bylaw Enforcement Reports                       | <p>It was <b>MOVED</b> and <b>SECONDED</b>, that the Salt Spring Island Local Trust Committee directs staff to provide quarterly in-camera and public reports on on-going and current bylaw enforcement investigations and actions in the Salt Spring Local Trust Area.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2013-01-10 | SSI-09-13         | North Salt Spring Waterworks District Reporting | <p>It was <b>MOVED</b> and <b>SECONDED</b>, that the Salt Spring Island Local Trust Committee request the North Salt Spring Waterworks District to report back to the Local Trust Committee every two years from the date of adoption of Proposed Bylaw 461 on:</p> <ul style="list-style-type: none"> <li>a) Changes in water demand by the North Salt Spring Waterworks District customers with new secondary suites within the pilot area;</li> <li>b) total withdrawal from its system in relation to its licensed capacity;</li> <li>c) impacts on the Maxwell Lake, St. Mary Lake, and the district's water supply in general that can be attributed to the introduction of secondary suites within the pilot area.</li> </ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> <p>*Bylaw 461 was adopted May 2, 2013</p> |

## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date       | Resolution Number | Topic                                                                                      | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------|-------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2016-06-02 | SS-2016-114       | Grantville Neighbourhood lawful non-conforming sewage disposal field repair or replacement | <p><b>It was MOVED and SECONDED,</b><br/>that the Salt Spring Island Local Trust Committee adopt “Standing Resolution 2” as specified in Appendix 2 of the staff report dated May 25, 2016. (shown below):<br/>That the Salt Spring Island Local Trust Committee direct staff to administer and enforce Bylaw 484 according to the following policies:</p> <ol style="list-style-type: none"> <li>1. Where a sewage disposal field or septage pit is awfully non-conforming with respect to Bylaw 484, and pursuant to Local Government Act Section 529, the Salt Spring Island Local Trust Committee considers that the following actions do not constitute maintenance, alteration, or extension, and therefore require a development variance permit application to the Salt Spring Island Local Trust Committee:               <ol style="list-style-type: none"> <li>a) Removal and replacement of the dispersal system in its entirety.</li> </ol> </li> <li>2. Where a sewage disposal field or septage pit is lawfully non-conforming with respect to Bylaw 484, and where a health hazard exists as defined under the B.C. Public Health Act, an Authorized Person may carry out immediate, temporary repairs of the system that result in a further contravention to Bylaw 484 than that existing at the time the repair or alteration was started to prevent or contain the hazard. Permanent repairs or alterations that result in a further contravention of Bylaw 484 than that existing at the time the repair or alteration was started, or 1(a) above, should be supervised by a Professional and will require a development variance permit application to the Salt Spring Island Local Trust Committee following resolution of the emergency.</li> <li>3. “Authorized Person” and “Professional” have the same meaning as in the Sewerage System Regulation.</li> </ol> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |
| 2017-03-02 | SS-2017-16        | Quarterly Application Summary Staff Reports                                                | <p><b>It was MOVED and SECONDED,</b><br/>that the Salt Spring Island Local Trust Committee direct staff to provide a quarterly summary of application tracking.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date       | Resolution Number | Topic                                                | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------|-------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2018-08-16 | SS-2018-177       | Cannabis Regulation                                  | <p><b>It was MOVED and SECONDED,</b><br/>that the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications:</p> <ul style="list-style-type: none"> <li>• Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee.</li> <li>• The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical.</li> <li>• The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal.</li> <li>• However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: <ul style="list-style-type: none"> <li>○ Name of the applicant and a description of the proposal in general terms;</li> <li>○ The location of the proposed establishment and the subject site;</li> <li>○ The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered;</li> <li>○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application;</li> <li>○ How public comments may be submitted to the Local Trust Committee.</li> </ul> </li> </ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |
| 2018-12-06 | SS-2018-278       | Cannabis – Processing of Notice to Local Authorities | <p><b>It was MOVED and SECONDED,</b><br/>That the Salt Spring Island Local Trust Committee adopt the following standing resolution: that the Salt Spring Island Local Trust Committee request that Notices of Intention to apply for a Federal Cannabis License be included in the Local Trust Committee Regular Meeting agenda package.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date       | Resolution Number | Topic                    | Resolution                                                                                                                                                                                                                                                                                |
|------------|-------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2019-04-30 | SS-2019-88        | Families as Stakeholders | <b>It was MOVED and SECONDED,</b><br>That the Salt Spring Island Local Committee direct staff to include families as stakeholders in Project Charters and to propose family oriented engagement techniques, or to explain why such inclusion is not appropriate.<br><b><u>CARRIED</u></b> |

## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date       | Resolution Number | Topic          | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------|-------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2019-11-26 | SS-2019-253       | Reconciliation | <p><b>It was MOVED and SECONDED,</b><br/>that the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area:<br/>Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:</p> <ul style="list-style-type: none"> <li>a) Annually, write a letter to First Nations, (re) introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities;</li> <li>b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory;</li> <li>c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations’ cultural heritage and history;</li> <li>d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols;</li> <li>e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations’ traditional territories within the Islands Trust Area.</li> </ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |



## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date       | Resolution Number | Topic                                                              | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------|-------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2019-12-17 | SS-2019-275       | Referral of Items to the Agricultural Advisory Planning Commission | <p><b>It was MOVED and SECONDED,</b> that the Salt Spring Island Local Trust Committee refer Agricultural Land Commission applications directly to the Agricultural Advisory Planning Commission, prior to consideration by the Salt Spring Island Local Trust Committee when:</p> <ul style="list-style-type: none"> <li>a) Applications demonstrate either that local farming or the greater community would benefit and conditions of Official Community Plan policy B.6.2.2.16 apply, or</li> <li>b) Applications are for public recreation use and are consistent with the Official Community Plan.</li> </ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2020-04-28 | SS-2020-045       | Policy Options for Bylaw Enforcement Compliance on Unlawful Uses   | <p><b>It was MOVED and SECONDED,</b> that the Salt Spring Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications:</p> <ul style="list-style-type: none"> <li>a) Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and that staff are directed to continue with enforcement until the use is ceased.</li> <li>b) The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, temporarily cease.</li> <li>c) Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee; bylaw enforcement actions, including the issuing of notices, will continue.</li> <li>d) In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application.</li> </ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |

## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date                                                                 | Resolution Number                                 | Topic                                         | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2021-06-29<br><br>Amended<br>2021-11-09<br><br>Amended<br>2022-02-15 | SS-2021-109<br><br>SS-2021-214<br><br>SS-2022-017 | Unlawful Dwellings                            | <p><b>It was MOVED and SECONDED,</b><br/>that the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force's recommendation to amend standing resolution SS-2021-109 to state that enforcement activities will be deferred for all existing unlawful dwellings being used for residential purposes until there are safe, secure appropriate housing options that are affordable for all demographics and household types in perpetuity, except in the following circumstances:</p> <ul style="list-style-type: none"> <li>a) there are concerns regarding health and safety;</li> <li>b) there are concerns that sewage is not being disposed of in an approved septic or sewage disposal system;</li> <li>c) there are concerns that septic or sewage disposal systems are being used in excess of capacity or ability as a result of unlawful dwellings;</li> <li>d) there are concerns of possible contamination of wells or other drinking water sources;</li> <li>e) unlawful dwellings are in environmentally sensitive areas;</li> <li>f) there are non-permitted campgrounds; and,</li> <li>g) that the Salt Spring Island Local Trust Committee may give direction to resume enforcement activities on any property that poses risk to the health and safety of the neighbouring residents and the residents on the property in question.</li> </ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |
| 2021-06-29                                                           | SS-2021-111                                       | Bylaw Enforcement Policy on Portable Sawmills | <p><b>It was MOVED and SECONDED,</b><br/>that the Salt Spring Island Local Trust Committee adopt the following enforcement policy: Enforcement on portable sawmills will be deferred while the Local Trust Committee considers amendments to the Land Use Bylaw.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2021-11-09                                                           | SS-2021-213                                       | Residential Use in Commercial Accommodations  | <p><b>It was MOVED and SECONDED,</b><br/>That the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force's recommendation to defer enforcement of residential use in commercial accommodations, such as cabins, hotels, guest houses, and motels that provide long-term (more than 30 days) residency in order to offer an interim solution to the housing needs on Salt Spring Island.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date       | Resolution Number | Topic                                                   | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------|-------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2021-12-14 | SS-2021-237       | First Nations Consultation for Proposed Antenna Systems | <p><b>It was MOVED and SECONDED,</b></p> <p>That the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the “Strategy for Antenna Systems” in the Local Trust Area:</p> <ul style="list-style-type: none"> <li>a) The proponent will consult with the Local Trust Area representative during the pre-consultation phase to determine proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential and obtain a list of First Nations rights and title holders;</li> <li>b) The proponent is recommended to undertake consultation during the pre-consultation phase with the Islands Trust and a First Nations cultural knowledge holder for the siting of the proposed antenna system as it relates to cultural and sacred sites;</li> <li>c) The proponent will obtain and provide a BC Archaeological Information request response from the BC Archaeology Branch to confirm proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential including permit requirements under the Heritage Conservation Act;</li> <li>d) The proponent will obtain and provide an Archeological Impact Assessment for antenna systems proposed to be sited on or within 100 metres of a known archaeological site or cultural/sacred site identified by a First Nations cultural knowledge holder; and</li> <li>e) The proponent will provide written notice – including, if applicable, the Archeological Impact Assessment – sent by regular mail or hand delivered to all First Nations rights and title holders identified during the pre-consultation phase.</li> </ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |
| 2024-09-12 | SS-2024-099       | Travel costs for inter-agency meetings                  | <p><b>It was MOVED and SECONDED,</b></p> <p>That the Salt Spring Island Local Trust Committee approve a standing resolution to fund travel expenses for Trustees to attend joint meetings with the LCC, the CRD and First Nations relationship building meetings that have been approved by the LTC.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



# Salt Spring Local Trust Committee

## Open Applications

### Report

Print Date: December 3, 2025

#### Development Permit

| Application Number | Applicant Name | Date Received          | Address                                        | Purpose                                                                                          |
|--------------------|----------------|------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------|
| PLDP20250363       | Robyn Kelln    | 9/4/2025               | 670 MOUNT BELCHER HTS                          | Application for a delegated DP to have a Septic field within DPA 5 as per Rob Pingle's direction |
| Planner            |                | Status                 | Most Recent Completed Activity                 |                                                                                                  |
| Milad Panahifar    |                | Waiting for Submittals | Generate/Send Notice of Incomplete Application |                                                                                                  |

| Application Number | Applicant Name  | Date Received | Address                        | Purpose                                                                                                                                                                                                                                                                     |
|--------------------|-----------------|---------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLDP20250374       | BRADLEY J FOSSE | 9/16/2025     | 270 SCOTT POINT DR, SALT SPRIN | Replacement of the sewerage system within delegated DP, Development Permit Area 5. The proposal was sent to the freshwater specialist for comment due to the system being sited less than 90 m from a community well, as required by the BC Standard Practice Manual (SPM). |
| Planner            |                 | Status        | Most Recent Completed Activity |                                                                                                                                                                                                                                                                             |
| Milad Panahifar    |                 | Under Review  | Add Optional Referrals         |                                                                                                                                                                                                                                                                             |

## Salt Spring

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                                                                                                                                            |
|--------------------|----------------|---------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLDP20250337       | Scott McKay    | 8/19/2025     | 344 REGINALD HILL RD, SALT SPR | Delegated DPA 3 for development in Shoreline. Followed up with the applicant regarding the professional report requirement: [Milad Panahifar @ 11/12/2025 4:25 PM] |
| Planner            |                | Status        | Most Recent Completed Activity |                                                                                                                                                                    |
| Milad Panahifar    |                | Under Review  | Add Optional Referrals         |                                                                                                                                                                    |

| Application Number | Applicant Name   | Date Received       | Address                        | Purpose                                                                    |
|--------------------|------------------|---------------------|--------------------------------|----------------------------------------------------------------------------|
| PLDP20250339       | DANIEL FRASER; G | 8/20/2025           | 120 TAHOUNEY RD, SALT SPRING   | Delegated(DPA4) - Requirement of a subdivision application - PLSUB20250317 |
| Planner            |                  | Status              | Most Recent Completed Activity |                                                                            |
| Oluwashogo Garuba  |                  | Submittals Received | Application Review             |                                                                            |

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                                                                                                                                                                                                                 |
|--------------------|----------------|---------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SS-DP-2023.7       | Holly Kerr     | 8/22/2023     | 687 BEAVER POINT RD, SALT SPR  | Delegated DPA 7 Driveway Extension - 687 Beaver Point RD, SSI<br>Asked to provide restoration estimation from a landscape professional for the purpose of security deposit. (December 6th 2024, February 2025, July 2025, October 2025) |
| Planner            |                | Status        | Most Recent Completed Activity |                                                                                                                                                                                                                                         |
| Milad Panahifar    |                | Open          | Planning Review                |                                                                                                                                                                                                                                         |

## Salt Spring

| Application Number | Applicant Name    | Date Received         | Address                        | Purpose                                                                                                                                                           |
|--------------------|-------------------|-----------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLDP20250035       | Celeste Cavaliere | 1/20/2025             | 126 UPPER GANGES RD, SALT SP   | Delegated DP for development of Commercial shed in DPA 3 (Marine Shorelines) (Waiting for Professional Reports) [Follow up: Milad Panahifar @ 11/12/2025 3:18 PM] |
| Planner            |                   | Status                | Most Recent Completed Activity |                                                                                                                                                                   |
| Milad Panahifar    |                   | Local Trust Committee | Assign to LTC Meeting          |                                                                                                                                                                   |

| Application Number | Applicant Name  | Date Received | Address                        | Purpose                                                                                                                                                                                                                                 |
|--------------------|-----------------|---------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLDP20250028       | Dennis G Miller | 1/17/2025     | 2101 FULFORD-GANGES RD, SALT   | Delegated Development Permit Area 7 (Riparian Areas) Subdivision separating ALR lands from non-ALR lands and creating a 2 bare lot strata upon the non-ALR lands, one of the strata lots containing an existing residence (circa 2009). |
| Planner            |                 | Status        | Most Recent Completed Activity |                                                                                                                                                                                                                                         |
| Oluwashogo Garuba  |                 | In Abeyance   | Verify Final Review Status     |                                                                                                                                                                                                                                         |

| Application Number | Applicant Name       | Date Received         | Address                                | Purpose                                                                        |
|--------------------|----------------------|-----------------------|----------------------------------------|--------------------------------------------------------------------------------|
| PLDP20250040       | Robert Kelly Beattie | 1/23/2025             | 0 WALKER'S HOOK RD                     | Delegated Development Permit Area 6 (Slope Stability and Soil Erosion Hazards) |
| Planner            |                      | Status                | Most Recent Completed Activity         |                                                                                |
| Oluwashogo Garuba  |                      | Administrative Review | Generate Staff Report and Draft Permit |                                                                                |

## Salt Spring

| Application Number | Applicant Name     | Date Received         | Address                        | Purpose                                                                        |
|--------------------|--------------------|-----------------------|--------------------------------|--------------------------------------------------------------------------------|
| PLDP20240333       | Brandon Strickland | 12/5/2024             | 231 ARMAND WAY, SALT SPRING    | Delegated Development Permit Area 6 (Slope Stability and Soil Erosion Hazards) |
| Planner            |                    | Status                | Most Recent Completed Activity |                                                                                |
| Oluwashogo Garuba  |                    | Administrative Review | Verify Final Review Status     |                                                                                |

| Application Number | Applicant Name | Date Received         | Address                        | Purpose                                           |
|--------------------|----------------|-----------------------|--------------------------------|---------------------------------------------------|
| SS-DP-2022.9       |                | 9/16/2022             | 161 FULFORD-GANGES RD          | DPA 1, 3 & 4 to permit a cafe with indoor seating |
| Planner            |                | Status                | Most Recent Completed Activity |                                                   |
| Oluwashogo Garuba  |                | Administrative Review | Generate Notice of Revisions   |                                                   |

| Application Number | Applicant Name | Date Received         | Address                        | Purpose                                                                                                                                                                                                                                                                               |
|--------------------|----------------|-----------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SS-DP-2021.10      | Uta Nagel      | 9/14/2021             | 770 BEAVER POINT RD, SALT SPR  | Delegated DPA 4, 6 & 7 - Carport and Shed - 770 Beaver Point Road<br>We need a geotechnical assessment for DPA 6 – Unstable Slopes and Soil Erosion.<br>As well as an assessment that adheres to the provincial Riparian Areas Protection Act methodology for DPA 7 – Riparian Areas. |
| Planner            |                | Status                | Most Recent Completed Activity |                                                                                                                                                                                                                                                                                       |
| Milad Panahifar    |                | Administrative Review | Verify Final Review Status     |                                                                                                                                                                                                                                                                                       |

## Salt Spring

### Development Variance Permit

| Application Number | Applicant Name | Date Received         | Address                        | Purpose                       |
|--------------------|----------------|-----------------------|--------------------------------|-------------------------------|
| SS-DVP-2024.2      | Leigh Large    | 2/13/2024             | 127 VALHALLA RD                | To construct a retaining wall |
| Planner            |                | Status                | Most Recent Completed Activity |                               |
| Milad Panahifar    |                | Waiting for Revisions | Generate Notice of Revisions   |                               |

| Application Number | Applicant Name | Date Received         | Address                        | Purpose                                                                                   |
|--------------------|----------------|-----------------------|--------------------------------|-------------------------------------------------------------------------------------------|
| SS-DVP-2021.17     | Uta Nagel      | 9/13/2021             | 770 BEAVER POINT RD, SALT SPR  | See related application SS-DP-2021.10.<br>Multiple structures requiring setback variances |
| Planner            |                | Status                | Most Recent Completed Activity |                                                                                           |
| Milad Panahifar    |                | Waiting for Revisions | Verify Final Review Status     |                                                                                           |

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                                                                                                                                  |
|--------------------|----------------|---------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLDVP20250277      | Micah Booy     | 7/15/2025     | 110 TANTRAMAR DR, SALT SPRIN   | Variance for construction in a setback from front lot lines and possibly natural boundaries. Working on referral. [Milad Panahifar @ 11/12/2025 3:43 PM] |
| Planner            |                | Status        | Most Recent Completed Activity |                                                                                                                                                          |
| Milad Panahifar    |                | Under Review  | Add Optional Referrals         |                                                                                                                                                          |

## Salt Spring

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                                                                                                       |
|--------------------|----------------|---------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| PLDVP20250066      | Nancy Farran   | 2/9/2025      | 171 SCOTT POINT DR, SALT SPRIN | A DP for vegetation removal on DPA 3 is required. Working with RYZUK for their DP professional report. (Confirmed October 29) |
| Planner            |                | Status        | Most Recent Completed Activity |                                                                                                                               |
| Milad Panahifar    |                | Under Review  | Add Optional Referrals         |                                                                                                                               |

| Application Number | Applicant Name   | Date Received       | Address                        | Purpose                                                                                |
|--------------------|------------------|---------------------|--------------------------------|----------------------------------------------------------------------------------------|
| PLDVP20250342      | DANIEL FRASER; G | 8/21/2025           | 120 TAHOUNEY RD, SALT SPRING   | Variance for a lot frontage - Requirement of a subdivision application - PLSUB20250317 |
| Planner            |                  | Status              | Most Recent Completed Activity |                                                                                        |
| Oluwashogo Garuba  |                  | Submittals Received | Request Subject property map   |                                                                                        |

| Application Number | Applicant Name | Date Received         | Address                        | Purpose                                                                                                                             |
|--------------------|----------------|-----------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| PLDVP20250388      |                | 9/24/2025             | 114 JACKSON AVE, SALT SPRING   | Application for a Variance for setback of a proposed addition to SFD<br>Awaiting revised plans - [kselvakumar @ 11/12/2025 1:54 PM] |
| Planner            |                | Status                | Most Recent Completed Activity |                                                                                                                                     |
| Milad Panahifar    |                | Local Trust Committee | Email Applicant of LTC Meeting |                                                                                                                                     |

## Salt Spring

| Application Number | Applicant Name  | Date Received | Address                        | Purpose                                                      |
|--------------------|-----------------|---------------|--------------------------------|--------------------------------------------------------------|
| PLDVP20250324      | BRADLEY J FOSSE | 8/13/2025     | 360 COLLINS RD, SALT SPRING IS | Replacement of a legacy septic system, requiring a variance. |

| Planner         | Status                | Most Recent Completed Activity |
|-----------------|-----------------------|--------------------------------|
| Milad Panahifar | Local Trust Committee | Email Applicant of LTC Meeting |

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                                                                                                                              |
|--------------------|----------------|---------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLDVP20250359      | Richard Raine  | 8/30/2025     | 1150 SUNSET DR, SALT SPRING IS | We are seeking a DVP for beach access stairs and landing. This system replaces the original dirt path which has become very deteriorated and unsafe. |

| Planner         | Status                | Most Recent Completed Activity |
|-----------------|-----------------------|--------------------------------|
| Milad Panahifar | Local Trust Committee | Email Applicant of LTC Meeting |

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                                           |
|--------------------|----------------|---------------|--------------------------------|-------------------------------------------------------------------|
| PLDVP20250322      | Spencer        | 8/12/2025     | 319 UPPER GANGES RD, Unit:1, S | To reduce interior setback to 0m<br>DP amendment is also required |

| Planner         | Status                | Most Recent Completed Activity |
|-----------------|-----------------------|--------------------------------|
| Milad Panahifar | Local Trust Committee | Add Optional Referrals         |

## Salt Spring

| Application Number | Applicant Name | Date Received | Address                       | Purpose                                                 |
|--------------------|----------------|---------------|-------------------------------|---------------------------------------------------------|
| SS-DVP-2023.14     | Bryce Chapman  | 8/14/2023     | 361 SUNSET DR, SALT SPRING IS | Variance to allow subdivision with on-site water source |

| Planner           | Status                | Most Recent Completed Activity |
|-------------------|-----------------------|--------------------------------|
| Oluwashogo Garuba | Local Trust Committee | Verify Final Review Status     |

| Application Number | Applicant Name  | Date Received | Address                      | Purpose                                                                             |
|--------------------|-----------------|---------------|------------------------------|-------------------------------------------------------------------------------------|
| PLDVP20240255      | Dennis G Miller | 10/4/2024     | 2101 FULFORD-GANGES RD, SALT | Application for a variance for a subdivision regulation - Storm Water Mgmt Variance |

| Planner         | Status                | Most Recent Completed Activity |
|-----------------|-----------------------|--------------------------------|
| Milad Panahifar | Local Trust Committee | Add Optional Referrals         |

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                  |
|--------------------|----------------|---------------|--------------------------------|------------------------------------------|
| SS-DVP-2021.7      | Brian Craig    | 2/26/2021     | 344 REGINALD HILL RD, SALT SPR | Variance for Gate House and Beach Stairs |

Recommended to apply for a Development Permit (DPA 3, DPA 4). Additionally, it was advised to submit an updated survey showing the location of all structures and watercourses, along with the setbacks of these structures from lot lines and watercourses. A setback permit application should also be submitted to the Ministry of Transportation and Infrastructure for any structures located within 4.5 meters of the MOTI right-of-way.

| Planner         | Status                | Most Recent Completed Activity |
|-----------------|-----------------------|--------------------------------|
| Milad Panahifar | Local Trust Committee | Planning Review                |

## Salt Spring

### Rezoning

| Application Number | Applicant Name  | Date Received | Address                        | Purpose                                                                    |
|--------------------|-----------------|---------------|--------------------------------|----------------------------------------------------------------------------|
| PLRZ20250177       | Patrick Wheeler | 4/28/2025     | 121 UPPER GANGES RD, SALT SP   | CA1(F) Zoning Amendment: Proposed Expansion from 55 to 75 Commercial Units |
| Planner            |                 | Status        | Most Recent Completed Activity |                                                                            |
| Oluwashogo Garuba  |                 | Under Review  | Planning Review                |                                                                            |

| Application Number | Applicant Name    | Date Received | Address                        | Purpose                                                                    |
|--------------------|-------------------|---------------|--------------------------------|----------------------------------------------------------------------------|
| PLRZ20250275       | Tanis Mary Beaver | 7/15/2025     | 268 EAGLE RIDGE DR, SALT SPRI  | Rezoning to convert the Medical Clinic into a single-family dwelling unit. |
| Planner            |                   | Status        | Most Recent Completed Activity |                                                                            |
| Oluwashogo Garuba  |                   | Under Review  | Add Optional Referrals         |                                                                            |

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                                                                                   |
|--------------------|----------------|---------------|--------------------------------|-----------------------------------------------------------------------------------------------------------|
| PLRZ20250306       | Jordan Litke   | 7/29/2025     | 601 RAINBOW RD, SALT SPRING I  | A request to rezone part of the subject lands from R to R(f) variant. See rationale letter for more info. |
| Planner            |                | Status        | Most Recent Completed Activity |                                                                                                           |
| Oluwashogo Garuba  |                | Under Review  | Add Optional Referrals         |                                                                                                           |

## Salt Spring

| Application Number | Applicant Name       | Date Received | Address                        | Purpose                                                                                                                                                                                                                                                                                                                                                             |
|--------------------|----------------------|---------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLRZ20250331       | Elizabeth FitzZaland | 8/15/2025     | [008-943-486] 230SMITH RD      | Musgrave Farm Rezoning                                                                                                                                                                                                                                                                                                                                              |
|                    |                      |               |                                | This application is to rezone and support the reconfiguration of the four parcels that comprise Musgrave Farm to protect a significant forested area, reduce overall residential development capacity and allow for a small scale nonprofit retreat centre. A related and concurrent subdivision application is pending. No OCP amendment is required or requested. |
| Planner            |                      | Status        | Most Recent Completed Activity |                                                                                                                                                                                                                                                                                                                                                                     |
| Oluwashogo Garuba  |                      | Under Review  | Add Optional Referrals         |                                                                                                                                                                                                                                                                                                                                                                     |

| Application Number | Applicant Name   | Date Received | Address                              | Purpose                                                                                                                                                                                |
|--------------------|------------------|---------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLRZ20250173       | Marius Scurtescu | 4/27/2025     | 360 WILKIE WAY, SALT SPRING IS       | Basement space turned into a craft studio, this rezoning application is for the craft studio to be turned into a legal secondary suite. Please see Project Narrative file for details. |
| Planner            |                  | Status        | Most Recent Completed Activity       |                                                                                                                                                                                        |
| Milad Panahifar    |                  | Under Review  | Generate Complete Application Letter |                                                                                                                                                                                        |

| Application Number | Applicant Name     | Date Received | Address                        | Purpose                                                                     |
|--------------------|--------------------|---------------|--------------------------------|-----------------------------------------------------------------------------|
| SS-RZ-2017.2       | Fernando Dos Santo | 2/15/2017     | 221 DRAKE RD                   | Proposal to permit 30 affordable housing dwelling units and common building |
| Planner            |                    | Status        | Most Recent Completed Activity |                                                                             |
| Oluwashogo Garuba  |                    | Under Review  | Add Optional Referrals         |                                                                             |

## Salt Spring

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                                 |
|--------------------|----------------|---------------|--------------------------------|---------------------------------------------------------|
| SS-RZ-2022.2       | Chris Leier    | 11/29/2022    | 151 LOWER GANGES RD, Unit:101  | To address issues arising from the Temporary Use Permit |
| Planner            |                | Status        | Most Recent Completed Activity |                                                         |
| Oluwashogo Garuba  |                | Open          | Planning Review                |                                                         |

| Application Number | Applicant Name | Date Received | Address                           | Purpose                                                              |
|--------------------|----------------|---------------|-----------------------------------|----------------------------------------------------------------------|
| PLRZ20250001       | Nancy Mullins  | 1/1/2025      | 120 MANSELL RD, SALT SPRING I     | Rezoning to address a seasonal cottage that is over 56 Square meters |
| Planner            |                | Status        | Most Recent Completed Activity    |                                                                      |
| Oluwashogo Garuba  |                | Open          | Generate Preliminary Staff Report |                                                                      |

| Application Number | Applicant Name | Date Received         | Address                        | Purpose                                                                                                     |
|--------------------|----------------|-----------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------|
| SS-RZ-2017.3       | Jamie Colligan | 4/5/2017              | 2188 NORTH END RD, SALT SPRIN  | Proposal to Rezone to Rural Zone Variation to Allow Existing Cottage to be Designated as Affordable Housing |
| Planner            |                | Status                | Most Recent Completed Activity |                                                                                                             |
| Oluwashogo Garuba  |                | Local Trust Committee | Verify Final Review Status     |                                                                                                             |

| Application Number | Applicant Name  | Date Received         | Address                        | Purpose                              |
|--------------------|-----------------|-----------------------|--------------------------------|--------------------------------------|
| PLRZ20240021       | Kristin Peebles | 5/17/2024             | 355 BLACKBURN RD, SALT SPRIN   | Rezoning to retire Land Use Contract |
| Planner            |                 | Status                | Most Recent Completed Activity |                                      |
| Oluwashogo Garuba  |                 | Local Trust Committee | Assign to LTC Meeting          |                                      |

## Salt Spring

| Application Number | Applicant Name | Date Received | Address                      | Purpose                                                                     |
|--------------------|----------------|---------------|------------------------------|-----------------------------------------------------------------------------|
| SS-RZ-2019.1       | Nick Williams  | 2/22/2019     | 248 UPPER GANGES RD, SALT SP | Proposal to change current zoning from R7 to C6 Variance for Industrial Use |

| Planner           | Status                | Most Recent Completed Activity         |
|-------------------|-----------------------|----------------------------------------|
| Oluwashogo Garuba | Local Trust Committee | Generate & Send Notice of LTC Decision |

| Application Number | Applicant Name | Date Received | Address | Purpose                                                                                                                         |
|--------------------|----------------|---------------|---------|---------------------------------------------------------------------------------------------------------------------------------|
| SS-RZ-2013.9       | Don Elliot     | 9/6/2013      |         | Proposal to Rezone for CRD Multi-Family Affordable Housing<br>Awaiting new proposal from CRD [kselvakumar @ 11/12/2025 1:57 PM] |

| Planner         | Status                | Most Recent Completed Activity |
|-----------------|-----------------------|--------------------------------|
| Milad Panahifar | Local Trust Committee | Assign to LTC Meeting          |

| Application Number | Applicant Name | Date Received | Address           | Purpose                                                                                                              |
|--------------------|----------------|---------------|-------------------|----------------------------------------------------------------------------------------------------------------------|
| SS-RZ-2024.1       | Floridor Oprea | 1/8/2024      | 0 VESUVIUS BAY RD | RZ - To amend the OCP and Land Use Bylaws to permit the redevelopment of the existing ferry terminal area and wharf. |

| Planner           | Status                | Most Recent Completed Activity  |
|-------------------|-----------------------|---------------------------------|
| Oluwashogo Garuba | Local Trust Committee | Record LTC Decision/Update FUAL |

## Salt Spring

| Application Number | Applicant Name | Date Received        | Address                        | Purpose                                                                                                                                                                                                         |
|--------------------|----------------|----------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLRZ20250220       | Janis Gauthier | 5/29/2025            | 154 KINGS LANE, SALT SPRING IS | Rezoning application reflects relatively minor revisions to the existing zoning Bylaw no. 517 which was adopted in February 2020 (Zone Variation – R12(a)). Associated housing agreement changes Bylaw no. 515. |
| Planner            |                | Status               | Most Recent Completed Activity |                                                                                                                                                                                                                 |
| Oluwashogo Garuba  |                | In Progress Rezoning | Generate Staff Report          |                                                                                                                                                                                                                 |

| Application Number | Applicant Name | Date Received | Address                        | Purpose                              |
|--------------------|----------------|---------------|--------------------------------|--------------------------------------|
| SS-RZ-2023.1       | Chris Schmah   | 9/27/2023     | 104 ATKINS RD, SALT SPRING ISL | Rezoning to retire Land Use Contract |
| Planner            |                | Status        | Most Recent Completed Activity |                                      |
| Chris Buchan       |                | In Abeyance   | Verify Final Review Status     |                                      |

| Application Number | Applicant Name      | Date Received            | Address                         | Purpose                                                                                                                                   |
|--------------------|---------------------|--------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| PLRZ20240188       | Daniel Ovington; Sa | 8/20/2024                | 210 KANAKA RD, SALT SPRING IS   | Application for rezoning to amend the LUB to permit public works facility on subject property. (SSI CRD Park Maintenance and Bus Storage) |
| Planner            |                     | Status                   | Most Recent Completed Activity  |                                                                                                                                           |
| Oluwashogo Garuba  |                     | Continued, Reading Given | Record LTC Decision/Update FUAL |                                                                                                                                           |

## Salt Spring

### Soil Deposit and Removal Permit

| Application Number | Applicant Name | Date Received | Address                        | Purpose           |
|--------------------|----------------|---------------|--------------------------------|-------------------|
| SS-SDP-2022.2      | Neil Kerrigan  | 6/27/2022     | 155 ALEXANDER BLVD, SALT SPR   | Pond construction |
| Planner            |                | Status        | Most Recent Completed Activity |                   |
| Milad Panahifar    |                | In Abeyance   | Planning Review                |                   |

---

| Application Number | Applicant Name | Date Received         | Address                        | Purpose                           |
|--------------------|----------------|-----------------------|--------------------------------|-----------------------------------|
| SS-SDP-2022.3      | Kris Plambeck  | 7/15/2022             | 131 KNOTT PL                   | Leveling property for development |
| Planner            |                | Status                | Most Recent Completed Activity |                                   |
| Rob Pingle         |                | Administrative Review | Verify Final Review Status     |                                   |

---

## Salt Spring

### Subdivision

| Application Number | Applicant Name | Date Received | Address                                  | Purpose                                                                                           |
|--------------------|----------------|---------------|------------------------------------------|---------------------------------------------------------------------------------------------------|
| PLSUB20250034      | Jordan Litke   | 1/20/2025     | 166 BECKY WAY, SALT SPRING IS            | Referral of a Boundary Adjustment Subdivision Application<br>Referral sent to MOTI - Awaiting PLR |
| Planner            |                | Status        | Most Recent Completed Activity           |                                                                                                   |
| Milad Panahifar    |                | In Abeyance   | Generate and Send Referral Response Form |                                                                                                   |

| Application Number | Applicant Name   | Date Received | Address                        | Purpose                                          |
|--------------------|------------------|---------------|--------------------------------|--------------------------------------------------|
| PLSUB20240317      | DANIEL FRASER; G | 11/27/2024    | 120 TAHOUNEY RD, SALT SPRING   | Referral of a subdivision application for 2 lots |
| Planner            |                  | Status        | Most Recent Completed Activity |                                                  |
| Oluwashogo Garuba  |                  | In Abeyance   | Record and File PLR            |                                                  |

| Application Number | Applicant Name | Date Received | Address                                  | Purpose                                                                   |
|--------------------|----------------|---------------|------------------------------------------|---------------------------------------------------------------------------|
| PLSUB20250104      |                | 3/4/2025      | 0 MUSGRAVE RD                            | Application for 3 Lot Subdivision<br>Referral sent to MOTI - Awaiting PLR |
| Planner            |                | Status        | Most Recent Completed Activity           |                                                                           |
| Milad Panahifar    |                | In Abeyance   | Generate and Send Referral Response Form |                                                                           |

## Salt Spring

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                                                                                               |
|--------------------|----------------|---------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| SS-SUB-2021.3      | Sina Shalbaf   | 3/31/2021     | 150 MARGOLIN DR, SALT SPRING   | 2 lot subdivision - Waiting for the covenant to be registered on title as final condition.<br>31st Oct last follow up |
| Planner            |                | Status        | Most Recent Completed Activity |                                                                                                                       |
| Milad Panahifar    |                | In Abeyance   | Record and File PLR            |                                                                                                                       |

| Application Number | Applicant Name | Date Received | Address                                  | Purpose                            |
|--------------------|----------------|---------------|------------------------------------------|------------------------------------|
| SS-SUB-2023.5      | Padra Ahmadi   | 11/7/2023     | 0 TRUSTEES TRAIL; 261 TRUSTEE            | Proposed 2 lot boundary adjustment |
| Planner            |                | Status        | Most Recent Completed Activity           |                                    |
| Oluwashogo Garuba  |                | In Abeyance   | Generate and Send Referral Response Form |                                    |

| Application Number | Applicant Name      | Date Received | Address                        | Purpose                                                                                                                                                                                                                      |
|--------------------|---------------------|---------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SS-SUB-2024.3      | Polaris Land Survey | 3/20/2024     | 601 RAINBOW RD, SALT SPRING I  | Subdivision of property for residential purposes - 2 lot subdivission<br>Planner to confirm if proposed road width will meet from CL requirements for any active transportation infrastructure indicated in OCP in response. |
| Planner            |                     | Status        | Most Recent Completed Activity |                                                                                                                                                                                                                              |
| Milad Panahifar    |                     | In Abeyance   | Record and File PLR            |                                                                                                                                                                                                                              |

## Salt Spring

| Application Number | Applicant Name      | Date Received | Address       | Purpose                                 |
|--------------------|---------------------|---------------|---------------|-----------------------------------------|
| SS-SUB-2024.4      | Kerry Michael Akerm | 3/28/2024     | 292 JASPER RD | Proposed 5 Lot Conventional Subdivision |

| Planner           | Status      | Most Recent Completed Activity           |
|-------------------|-------------|------------------------------------------|
| Oluwashogo Garuba | In Abeyance | Generate and Send Referral Response Form |

| Application Number | Applicant Name | Date Received | Address                        | Purpose                                 |
|--------------------|----------------|---------------|--------------------------------|-----------------------------------------|
| SS-SUB-2022.4      | Jordan Litke   | 11/14/2022    | 373 WRIGHT RD, SALT SPRING ISL | Proposed 2 lot conventional Subdivision |

| Planner         | Status                | Most Recent Completed Activity |
|-----------------|-----------------------|--------------------------------|
| Milad Panahifar | Administrative Review | Record and File PLR            |

| Application Number | Applicant Name | Date Received | Address                      | Purpose                                                                                            |
|--------------------|----------------|---------------|------------------------------|----------------------------------------------------------------------------------------------------|
| SS-SUB-2023.2      | Denis Miller   | 2/15/2023     | 2101 FULFORD-GANGES RD, SALT | Proposed 3 Lot Bare Land Strata<br>Updated the applicant for the DPA 7 requirement (Jan 3rd, 2025) |

| Planner         | Status                | Most Recent Completed Activity           |
|-----------------|-----------------------|------------------------------------------|
| Milad Panahifar | Administrative Review | Generate and Send Referral Response Form |

## Salt Spring

| Application Number | Applicant Name        | Date Received | Address                                  | Purpose                                                    |
|--------------------|-----------------------|---------------|------------------------------------------|------------------------------------------------------------|
| SS-SUB-2023.4      | Jordan Litke          | 9/6/2023      | 0 CHURCHILL RD; 291 LONG HARB            | Proposed 4 Lot Conventional Subdivision<br>Waiting for PLR |
| Planner            | Status                |               | Most Recent Completed Activity           |                                                            |
| Milad Panahifar    | Administrative Review |               | Generate and Send Referral Response Form |                                                            |

---

***Islands Trust***  
LTC EXP SUMMARY REPORT F2026  
Invoices posted to Month ending September 2025

| 655 Salt Spring         | Invoices posted to Month ending September 2025  | <u>Budget</u>     | <u>Spent</u>     | <u>Balance</u>    |
|-------------------------|-------------------------------------------------|-------------------|------------------|-------------------|
| 65000-655               | LTC "Trustee Expenses"                          | <u>5,790.00</u>   | <u>1,537.73</u>  | <u>4,252.27</u>   |
|                         |                                                 | <u>5,790.00</u>   | <u>1,537.73</u>  | <u>4,252.27</u>   |
| LTC Local               |                                                 |                   |                  |                   |
| 65050-655               | LTC "Executive Expense on LTC's"                | 8,638.00          | 4,266.30         | 4,371.70          |
| 65200-655               | LTC - Local Exp - LTC Meeting Expenses          | 11,290.00         | 1,856.28         | 9,433.72          |
| 65210-655               | LTC - Local Exp - APC Meeting Expenses          | <u>580.00</u>     | <u>514.15</u>    | <u>65.85</u>      |
| TOTAL LTC Local Expense |                                                 | <u>20,508.00</u>  | <u>6,636.73</u>  | <u>13,871.27</u>  |
| Projects                |                                                 |                   |                  |                   |
| 73001-655-2007          | Salt Spring OCP/LUB                             | 204,000.00        | 33,650.00        | 170,350.00        |
| 73001-655-4131          | Salt Spring Housing Action Program              | 5,000.00          | 0.00             | 5,000.00          |
| 73001-655-4139          | SSIWPA Plan Coordination                        | 55,000.00         | 0.00             | 55,000.00         |
| 73001-655-4140          | Salt Spring Groundwater Sustainability Strategy | <u>16,500.00</u>  | <u>0.00</u>      | <u>16,500.00</u>  |
| TOTAL Project Expenses  |                                                 | <u>280,500.00</u> | <u>33,650.00</u> | <u>246,850.00</u> |

***Islands Trust***  
LTC EXP SUMMARY REPORT F2026  
Invoices posted to Month ending October 2025

| 655 Salt Spring         | Invoices posted to Month ending October 2025    | <u>Budget</u>     | <u>Spent</u>     | <u>Balance</u>    |
|-------------------------|-------------------------------------------------|-------------------|------------------|-------------------|
| 65000-655               | LTC "Trustee Expenses"                          | 5,790.00          | 1,537.73         | 4,252.27          |
|                         |                                                 | <u>5,790.00</u>   | <u>1,537.73</u>  | <u>4,252.27</u>   |
| LTC Local               |                                                 |                   |                  |                   |
| 65050-655               | LTC "Executive Expense on LTC's"                | 8,638.00          | 4,266.30         | 4,371.70          |
| 65200-655               | LTC - Local Exp - LTC Meeting Expenses          | 11,290.00         | 3,853.68         | 7,436.32          |
| 65210-655               | LTC - Local Exp - APC Meeting Expenses          | 580.00            | 514.15           | 65.85             |
| TOTAL LTC Local Expense |                                                 | <u>20,508.00</u>  | <u>8,634.13</u>  | <u>11,873.87</u>  |
| Projects                |                                                 |                   |                  |                   |
| 73001-655-2007          | Salt Spring OCP/LUB                             | 204,000.00        | 33,650.00        | 170,350.00        |
| 73001-655-4131          | Salt Spring Housing Action Program              | 5,000.00          | 0.00             | 5,000.00          |
| 73001-655-4139          | SSIWPA Plan Coordination                        | 55,000.00         | 0.00             | 55,000.00         |
| 73001-655-4140          | Salt Spring Groundwater Sustainability Strategy | 16,500.00         | 0.00             | 16,500.00         |
| TOTAL Project Expenses  |                                                 | <u>280,500.00</u> | <u>33,650.00</u> | <u>246,850.00</u> |