



Salt Spring Island Local Trust Committee

Minutes of Regular Meeting

Date: Thursday, March 19, 2026

Location: Meaden Hall
120 Blain Road, Salt Spring Island, BC

Members Present: Timothy Peterson, Chair
Jamie Harris, Local Trustee
Laura Patrick, Local Trustee

Staff Present: Chris Hutton, Regional Planning Manager
Anthony Fotino, Island Planner (electronic)
Peter Thicke, Island Planner (electronic)
Milad Panahifar, Planner 1
Warren Dingman, Bylaw Compliance and Enforcement Manager (electronic)
Rob Pingle, Planning Technician
Lisa Millard, Meeting Administrator/Recorder (electronic)

There were approximately 6 members of the public present

Others Present:

1. CALL TO ORDER

The Regional Planning Manager stated that Chair Peterson was delayed and in accordance with Salt Spring Island Meeting Procedures Bylaw No. 197 he called the meeting to order at 9:30 a.m. The Trustees agreed that Trustee Patrick shall act as Chairperson.

Acting Chair Patrick acknowledged that the Local Trust Committee is meeting in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions and amendments to the agenda were presented for consideration:

15.1 OCP and LUB Project Update deferred to the next meeting.

16.2 Request for Provincial Appointment of an Independent Housing Advisor - Discussion

By general consent the agenda was approved as amended.

3. PUBLIC PARTICIPATION

Acting Chair Patrick reminded the public that the Public Hearing for the Proposed Bylaws 544, 545 & 546 have been held and as per Meeting Procedure Bylaw No. 197, the Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held.

A member of the public asked if there will be public consultation on the OCP in March.

The Regional Planning Manager stated there will not be any public consultation on the Official Community Plan in March.

A member of the public spoke to the issue of amending Bylaw No. 355 in relation to vacation rentals and noted there had been two round tables meetings with local stakeholders which indicated support of updating the bylaw. The speaker listed recommended steps previously provided and noted there had been no progress on the file, a working group had not been established, and a proposal to look into licensing has been put on hold. They asked why the project is being stalled.

The Acting Chair noted the bylaw amendment is tied into the Official Community Plan and Land Use Bylaw project and not a stand-alone project and a report on the OCP LUB Project would be coming forward in April.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Harris reported attendance at Trust Council and stated concern that decisions made at Trust Council do not support the social and economic needs of Salt Spring Island residents and noted he opposed a motion put forward to increase trustee remuneration.

6. CHAIR'S REPORT

Acting Chair Patrick reported the following:

- Recognized Dr. Hugh Greenwood's recent passing and his work on a geologic map of Salt Spring Island;
- Attended Governance Committee, Financial Planning Committee, Executive Committee, Trust Council, and Gabriola Local Trust Committee meetings;
- Attended Indigenous specific racism training;
- Attended Association of Vancouver Island Coastal Communities housing webinar and a webinar on the fallow deer strategy;
- Attended Bowen Island Municipality meeting with Islands Trust Chief Administrative Officer and Director of Financial and Employee Services and the Southern Gulf Islands Forum.

7. CRD DIRECTOR'S REPORT - None

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the February 12, 2026 SSI LTC Regular Meeting

By general consent, the Salt Spring Island Local Trust Committee Minutes of February 12, 2026 were adopted.

8.2 Resolutions Without Meeting Report

Received for information.

8.3 Draft Minutes of the Advisory Planning Commissions - None

8.4 Local Trust Committee Public Hearing Record – Dated February 12, 2026

SS-2026-022

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee received the record of Public Hearing for proposed Bylaw No. 546 dated February 12, 2026.

CARRIED

9. CORRESPONDENCE

9.1 M. Ogilvie to LTC – 116 Jackson Avenue

Planner Panahifar noted that staff had requested a stormwater management report for the correspondent's rezoning proposal and the applicant indicated they wanted the Local Trust Committee to reconsider the request to include the stormwater management report as part of the terms of reference of the rezoning application.

The applicant was in attendance, summarized the correspondence, and noted the request for a stormwater management report was not brought forward at a pre-application meeting nor when an application for a Temporary Use Permit was made. They outlined the drainage work done and spoke to the difficulty with arranging to have an engineer sign off on a system that was not requested.

9.2 K. Clemson to LTC Email – dated February 8, 2026 – Request for Review and Improvement of Public Lake Access and Parking Safety on Salt Spring Island.

Received for information.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List

The Regional Planning Manager spoke to the Blackburn Road rezoning application and noted that a referral response had been received post public hearing and the Local Trust Committee has the option to request a staff report regarding the response. It was clarified that receipt of a report would be considered new information which would result in the requirement of a new Public Hearing.

Discussion ensued.

SS-2026-023

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to report back on status of application PLRZ2024002.

CARRIED

A Trustee suggested time be scheduled at the May, 2026 meeting to review and update items on the Follow Up Action List.

11. WORK PROGRAM

12.1 Active Projects List

Received for information.

12.2 Future Projects List

Received for information.

12. COMMUNITY INFORMATION MEETING – None

13. PUBLIC HEARING – None

The agenda was reordered and item 18 was heard following item 13.

18. CLOSED MEETING

18.1 Motion to Close the Meeting

SS-2026-024

It was MOVED and SECONDED

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) for the purpose of considering:

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

and that the recorder and staff be invited to remain.

CARRIED

Acting Chair Patrick stated the meeting would reconvene at 12:00 p.m.

The meeting was closed to the public at 10:22 a.m.

Following the closed meeting a break was held from 10:47 a.m. to 12:00 p.m.

The meeting reconvened at 12:00 p.m.

18.2 Rise and Report

The Acting Chair rose and reported adoption of the December 11, 2026 in-camera meeting minutes.

14. APPLICATIONS AND REFERRALS

14.1 PLRZ20260013 - M. Ogilvie - 116 Jackson Avenue, SSI – Staff Report

The Planner summarized the staff report and highlighted that the application seeks to rezone a split-zoned property to a commercial zone variant with commercial and current uses as outlined, amendments to the siting regulations applicable to the subject property, and the removal of a covenant registered on title of which the requirements have been met.

The applicant was in attendance and stated they had not indicated they would build a single-story structure as noted in the staff report and that they had removed the request to increase lot coverage to 66%.

Discussion ensued on the need to hold a Community Information Meeting and Public Hearing and it was noted that regardless of the decision the referral process would need to be undertaken.

SS-2026-025

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee waive the requirement for the stormwater management report pursuant to Bylaw No. 175.

CARRIED

SS-2026-026

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to proceed with the application PLRZ20260013 (116 Jackson Avenue).

CARRIED

SS-2026-027

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to schedule Community Information Meeting for the commercial rezoning proposal.

CARRIED

SS-2026-028

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP99513 (PLRZ20260013, 116 Jackson Avenue) from Residential 6 and Residential 6(b) to a Commercial zone variant to allow the uses specified in staff report dated March 19, 2026. (Attachment 4)

CARRIED

SS-2026-029

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to refer to and seek input from the Advisory Planning Commission, First Nations and other applicable agencies that an application has been received to amend the Salt Spring Island Land Use Bylaw No. 355, 1999.

CARRIED

SS-2026-030

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee support the release of restrictive covenant CA8813681 from LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP99513.

CARRIED

Chair Peterson arrived to the meeting at 12:14 p.m. and resumed chairing the meeting.

14.2 SS-SUB-2022.4 - J. Litke - 373 Wright Road, SSI – Staff Report

The planner summarized the staff report and noted the property was subject to a subdivision application that was referred to the Local Trust Committee and Islands Trust policy requires the applicant to provide a covenant to ensure compliance with section 514 of the *Local Government Act*.

Discussion ensued and it was confirmed that the applicant can apply to remove the covenant after 5 years and it is required as a condition of subdivision as per the *Local Government Act*.

SS-2026-031

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee accept the section 219 draft Covenant pursuant to Section 514 of the *Local Government Act*, provided as Attachment 1 to the March 9, 2026 report of Planner Panahifar for SS-SUB-2022.4

CARRIED

SS-2026-032

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee designate any member of the Local Trust Committee to sign a Covenant pursuant to Section 514 of the *Local Government Act*, similar to Attachment 1 to the March 9, 2026 report of Planner Panahifar for SS-SUB-2022.4.

CARRIED

14.3 North Pender Island Local Trust Committee Draft Bylaw No 242 Referral

SS-2026-033

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Bylaw No. 242.

CARRIED

14.4 Galiano Island Local Trust Area Draft Bylaw No 300 Referral

SS-2026-034

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee respond to the Galiano Island Local Trust Committee that interests are unaffected by Bylaw No. 300.

CARRIED

14.5 North Pender Island Local Trust Committee Draft Bylaw No 236/237

SS-2026-035

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Bylaw No. 236 and 237.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 OCP-LUB Project Update

This item was deferred to the April meeting.

16. NEW BUSINESS

16.1 Salt Spring Island Compliance and Enforcement Policy – Staff Report

The Bylaw Compliance and Enforcement Manager summarized the staff report and highlighted the following:

- The purpose of the policy is to incorporate all current standing resolutions for compliance and enforcement into a single document and these resolutions have been included as priorities listed in section 4;
- The inspection section details when a Bylaw and Compliance Officer can attend a property, notice requirements, and when site inspections are not required;
- The policy addresses frivolous, repeat, and vexatious complaints;
- The policy identifies who can be screening officers and provides a list of authorized reasons bylaw notices can be cancelled.

Discussion ensued and the following comments were noted:

- The Purpose speaks to local community standards which are undefined;
- Bylaw Officers looks at definitions within the Land Use Bylaw first and then within the policy document;
- The Local Trust Committee can define what is considered a minor structure;
- The references section includes regulatory bylaws of which the Land Use Bylaw is considered;
- The vacation rental section should make reference to the home-based business aspect;
- Section 4.4 requires updated wording to “approved septic system” instead of “approved septic or sewage disposal system”;
- The Local Trust Committee can set how much notice is given for a site inspection without consent and if this section is removed then the notice period defers to the Trust Council Policy;
- A Trustee noted section 4.4 states “except in the following circumstances” and lists points (a) through (g) and as these points can possibly be interpreted in different ways consideration of removing them should be taken;
- Language can be revised to state “significant” risk to health and safety;

- A section could be added to outline an approach to non-permitted dwellings;
- There is need to rely on authorities that have responsibility in the area of determining what constitutes a risk regarding septic disposal;
- If waste is not going into approved septic system, it is a contravention of the Salt Spring Island Land Use Bylaw;
- Significant risk would be considered raw sewage being disposed on the land;
- Section 4.4 (d) should use the word “evidence” versus “concerns”;
- The policy can state it does not apply to any new build construction.

The meeting was recessed for a break at 1:13 p.m. and reconvened at 1:25 p.m.

16.2 Request for Provincial Appointment of an Independent Housing Advisor - Discussion

Trustee Patrick introduced the discussion and the following points were noted:

- There is a need to align housing policy with water servicing;
- There is currently no framework to ensure that new water connections are directed toward the housing types most urgently needed;
- North Saanich was recently appointed a housing advisor to identify solutions for housing supply;
- A Local Trust Committee is exempt from Housing Supply Act and the scale and urgency of local housing need is clear;
- Due to delays in the Official Community Plan work, and continued need to address water servicing issues, the approach allows the Local Trust Committee to move forward to address the water supply issue.

A trustee outlined the reasons they are not in support of the proposal noting the Local Trust Committee was elected to address housing issues, rezoning could have been undertaken, and the Official Community Plan project has failed to move forward or address these issues.

Trustee Harris left the meeting at 1:34 p.m.

The meeting was recessed for a break at 1:34 and reconvened at 1:37

A Trustee noted the OCP/LUB project was the correct project to put forward to address the issues but due to staff capacity related to staffing shortages progress on the project has been slow.

SS-2026-036

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request the Province of British Columbia to appoint an independent housing advisor under the *Housing Supply Act* to work with the LTC to review actions to date and provide recommendations to the Minister of Housing and Municipal Affairs on increasing equitable housing options within the affordable housing non-market to near or low market rental and ownership portions of the housing spectrum, including the development of policy and regulatory tools to help align water servicing allocation with critical housing needs.

CARRIED

17.1 Policy and Standing Resolutions List

Received for information.

17.2 Open Applications Report

The Regional Planning Manager provided a report update.

17.3 Expense Report

Received for information.

17.4 Islands Trust Conservancy Board Report

Received for information.

The agenda was reordered and item 18 was heard following item 13.

19. UPCOMING MEETINGS

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

SS-2026-037

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request the April 9, 2026 Salt Spring Local Trust Committee meeting start time be amended to 12:30 p.m.

CARRIED

20. ADJOURNMENT

By general consent the meeting adjourned at 1:47 p.m.

Laura Patrick, Acting Chair

Timothy Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder