



Salt Spring Island Local Trust Committee Minutes of Regular Meeting

Date: Thursday, December 12, 2024

Location: Meaden Hall
120 Blain Road, Salt Spring Island and Electronic Meeting (Zoom)

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

Staff Present: Chris Hutton, Regional Planning Manager (RPM)
Warren Dingman, Bylaw Enforcement and Compliance Manager (Zoom)
Bruce Belcher, Planner 1 (Zoom)
Oluwashogo Garuba, Planner 1
Rob Pingle, Legislative Clerk
Sarah Shugar, Recorder

Others Present: Gary Holman, Capital Regional District (CRD) Salt Spring Island Electoral Area Director
Earl Rook, Capital Regional District (CRD) Salt Spring Island Local Community Commission (LCC) Chair
There were approximately 24 members of the public in attendance

1. CALL TO ORDER

“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”

Chair Peterson called the meeting to order at 9:30 a.m.

SS-2024-131

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee waive Salt Spring Island Local Trust Committee Bylaw No. 529 section 44 “an individual member of the Local Trust Committee may not participate by means of electronic or other communication facilities in two consecutive regular Local Trust Committee meetings that are held in person” to allow Trustee Harris to attend and participate in the December 12, 2024 SSI LTC regular in person meeting.

CARRIED

Chair Peterson introduced Trustees and staff and acknowledged that the meeting was held on the territory of the Coast Salish First Nations. Chair Peterson read a statement regarding First Nations reconciliation.

2. APPROVAL OF AGENDA

The following item was presented for inclusion in the agenda:

Item 15.2 Lady Minto Hospital Foundation Request

By general consent, the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

A member of the public spoke on behalf of Positively Forward regarding the need for affordable housing and water connections for affordable housing. The speaker noted North Salt Spring Waterworks District has advised there may be opportunity for new water connections although new water connections cannot be prioritized for affordable housing. The member of the public asked the LTC to request a staff report regarding whether the LTC has the authority to require that the new water connections be prioritized for affordable housing. Trustee Patrick referred the speaker to a motion in the Follow Up Action List on page 9 of the agenda package that was moved in September 2024 regarding the topic.

A member of the public submitted a Request for Information application to Legislative Clerk Pingle. The member of the public reported they received a letter from Young Anderson law office stating that Jamie Halan-Harris and the Salty Dog Retreat has until January 7, 2025 to comply with bylaw enforcement violations. The speaker reported a Development Variance Permit application is in process and requested that the deadline be extended. RPM Hutton advised this topic is not appropriate for the Town Hall portion of the meeting as it is a bylaw enforcement issue.

A member of the public spoke on behalf of We the Friends of Baker Beach regarding the Baker Beach Area Proposal, read a statement regarding the importance of estuary ecosystems and submitted a document entitled "Baker Beach Erosion Control Dec 12, 2024". The speaker requested the LTC to wait for further information. Chair Peterson reported the LTC requested staff to forward all correspondence regarding the Baker Beach Area Proposal to the Province at the November 18, 2024 meeting.

Trustee Harris joined the meeting at 9:56 a.m.

A member of the public asked what role the public and the LTC has in protecting Baker Road Beach and asked the LTC to advocate for a more reasoned and careful approach to the issue.

A Trustee asked staff to provide a brief update regarding the Baker Beach Area Proposal.

RPM Hutton reported the Baker Beach Crown Lease application is in process. Staff have additional questions based on the initial report and it is important to note that the Development Permit application is in process. If the application meets the Islands Trust guidelines, staff will consider whether it will be approved and if the application does not meet the guidelines it may be rejected or forwarded to the LTC for consideration. There is a separate crown lease application and crown land is waiting for the Development Permit process to be complete before Crown Lands will make a decision.

A member of the public advised that there have been continuous changes to the Baker Beach Road application and asked how often an applicant can make changes to an application. RPM Hutton advised staff work with applicants to make sure applications meet the minimum standards and applications may go through iterations as part of the application process.

4. DELEGATIONS

4.1 Julian Clark, Chair - Lady Minto Hospital Foundation - Regarding affordable healthcare worker housing project at 101 Bittancourt Road

Delegation Julian Clark made a presentation entitled “Affordable Housing for Healthcare Workers on behalf of the Lady Minto Hospital Foundation and requested the LTC to support rezoning the Seabreeze property from Commercial to multi-family dwellings and requested the LTC to expedite the application to be complete by the end of March 2025.

5. TRUSTEE REPORTS

Trustee Patrick presented the following report:

- Attended the Salt Spring Foundation 40 years of giving anniversary celebration.
- Regional Parks continues to plan the Salish Sea Network Trail sections that will connect Fulford to Vesuvius.
- Attended a joint LTC and CRD Local Community Commission (LCC) meeting and Trustee Patrick is looking forward to working together on the Short Term Vacation Rentals (STVR) issue in the new year.
- Met with LCC Chair Earl Rook to prepare for the joint LTC and CRD LCC meeting.
- Attended a Complete Communities information meeting on November 24, 2024 and encouraged staff to continue to engage equitably with the community and provide updates to the community regarding the OCP/LUB update project. Trustee Patrick advised there is an article on the Salt Spring Exchange that misrepresents the OCP/LUB update project.
- Attended a meeting with Penelakut council member Kurt Irwin and acknowledged the community support of the Support the Penelakut Tribe in their Food Emergency to help Penelakut people recover from the recent power outage.
- Trustee Patrick, RPM Hutton and Bryan Young from Transitions Salt Spring are representing Salt Spring Island in a pilot program called CONEXT, a program designed to support communities through the next steps in their climate preparedness.
- Attended a Southern Gulf Island Forum meeting with MP Elizabeth May.
- A Trust Council project to convene round tables and technical working groups on tiny homes on wheels has progressed rapidly. A steering committee has been convened and electoral area directors from four regional districts have stepped forward to be on the committee. This project will explore overcoming the barriers to legal occupancy and the associated siting and use regulations.
- Attended a BC Ferries meeting regarding disbanding Ferry Advisory Committees;
- Participated in a session of the BC Chapter of Climate Caucus and noted the two BC Green Party MLA’s represent nearly 75% of the population in the Islands Trust Area and have more coastline than any other MLA.

- Attended Trust Council in Victoria last week and noted Trust Council’s support for staff to apply for a watershed security grant, which includes doing more work on watershed governance, an issue of great importance here on Salt Spring Island.
- The CAO Hiring committee has welcomed new CAO Rueben Bronee to the Islands Trust.
- Attended a webinar on the Simon Fraser University Lasqueti Archeology Project. The project has promoted community interest in learning about the occupancy and activity of indigenous peoples on the island for 1000’s of years. A project like this here on Salt Spring Island would be a great idea.

6. CHAIR’S REPORT

Chair Peterson reported he has been attending Transport Canada’s Pacific Region Oceans Protection Plan Dialogue Forum meetings since October 2024 and they will continue to March 2025. Chair Peterson reported he attended Trust Council on December 3 to 5, 2024 and noted the following highlights:

- Preliminary review of the draft 2025 budget.
- San Juan County Council Chair Jane Fuller met with Trust Council on areas of mutual interest.
- It was the first Trust Council for new CAO Rueben Bronee.
- Approved the 2025 Trust Council meeting schedule and agreed to meet as a Committee of the Whole more often to advance the work on the Policy Statement review, 2020 Governance Report review and Code of Conduct review.

7. CRD DIRECTOR’S REPORT

CRD SSI Local Community Commission (LCC) Chair Earl Rook presented the following report:

- The LCC is in the process of finalizing a short-term use agreement with the Chuan Society for a warming centre at the former Phoenix School building.
- An LCC Town Hall meeting will be held on January 9, 2024 to discuss the provisional 2025 budget and encouraged public input prior to January 30, 2025.
- The LCC continues to develop an integrated strategy for housing with the LTC and other partners.
- The LCC will host a roundtable meeting regarding Short Term Vacation Rentals (STVRs) on January 16, 2025.
- The LCC is making progress on a liquid waste treatment pilot project.
- The LCC is working with staff on a CRD Bylaw review and noted the focus will be agriculture and procedural bylaws.
- The LCC continues to work on the topic of live a board vessels in Ganges Harbour and harbour management issues.

CRD Director Holman asked for clarification regarding a harbour management question. A Trustee advised that the CRD “What we heard summary report - April 30, 2024 regional workshop: Collaborative action to resolve boat-related issues in the Capital Region” report was not received by the LTC.

CRD Director Holman presented the following report:

- CRD staff will provide a report on options for Harbour Management to the LCC at the January 2025 meeting.

- CRD building inspection has advised there are no building code concerns regarding the application for a boarding house at 129 Dean Road. Director Holman acknowledged the efforts of the Lighthouse Society for going through the application process. RPM Hutton advised CRD and Islands Trust staff have worked together on the application and the application is on the agenda later today.
- Expressed support for the Lady Minto Hospital Foundation’s Affordable Housing for Healthcare Workers project at the Seabreeze property. The CRD Board approved including the Seabreeze property in the Ganges Sewer area although the cost estimate that was provided to extend the sewer up the hill was cost prohibitive.
- The CRD Fulford Water District asked the Vortex project applicant to work with the Islands Trust to assess the existing development potential in the Fulford Water District Area following the results of the Westin Lake Sustainability Study that indicated there may be water supply constraints.
- Asked whether CRD staff are involved in the Steering Committee regarding tiny homes. Trustee Patrick reported they will be in communication and are allowing time for the new CRD Chief Building Inspector to be involved.
- The LCC approved a grant in aid to help support the Chuan Society to operate a warming centre at the former Phoenix School building.
- There is a fully funded year-round shelter at Salt Spring Community Services, additional funding for ten spaces during emergency conditions and a supported Housing project being built on Drake Road.
- The CRD 2025/26 budget includes \$300,000 per year for detailed design of the Salish Sea Trail Network project and there is a plan to set aside 4 million dollars for construction of the Salish Sea Trail.
- The CRD Rural Housing Program includes funding for a program coordinator, suite incentives and pre-development funding.
- CRD Board approved reallocation of a portion of the CRD Director salary to the LCC Commissioners that represents the significant shift in responsibilities between the CRD Director and LCC Commissioners.

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the November 14, 2024 SSI LTC Regular Meeting - For Adoption

By general consent, the minutes of November 14, 2024, Salt Spring Island Local Trust Committee Regular meeting were adopted.

8.1.2 Draft Minutes of the November 19, 2024 SSI LTC Special Meeting - For Adoption

The following items were presented for consideration:

- Item 4 - Remove “Funding programs are underway and will continue to be worked on; and” replace “Supplemental data timeline was not specifically discussed.” with “It was noted the Supplemental data timeline is not aligned with the Housing Needs Assessment schedule”

- Item 5a - Replace “Discussion on this topic did not occur.” with “it was discussed that a data sharing agreement is underway”.
- Item 6a - Replace “Local Community Commission had discussion with Salt Spring Waterworks and the Capital Regional District and determined that specific users are not prioritized over other users when approving a building permit and said agencies work with the development plans that are submitted and issue a permit consistent with availability of connections;” with “Local Community Commission held a meeting with NSSWD, the CRD, the Islands Trust and Salt Spring Island Fire Department and determined that specific users are not prioritized over other users when approving a building permit and said agencies work with the development plans that are submitted and issue a permit consistent with availability of connections.”

By general consent, the minutes of November 19, 2024, Salt Spring Island Local Trust Committee Special meeting were adopted as amended.

8.2 Resolutions Without Meeting Report- None

8.3 Draft Minutes of the Advisory Planning Commissions - None

9. CORRESPONDENCE

9.1 D. Taylor to LTC - August 30, 2024 - Regarding Letter of Agreement between the Islands Trust Council and Ministry of Transportation and Infrastructure - For Consideration

SS-2024-132

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to follow up with the sender of correspondence Item 9.1. (Taylor to LTC - August 30, 2024 - Regarding Letter of Agreement between the Islands Trust Council and Ministry of Transportation and Infrastructure and report).

CARRIED

9.2 C. Young to LTC - November 13, 2024 - Regarding Baker Road Beach - For Information

The correspondence was received.

9.3 D. Denning to LTC - November 13, 2024 - Regarding Baker Road Beach - For Information

The correspondence was received.

9.4 D. Thompson to LTC - November 13, 2024 - Regarding Baker Road Beach - For Information

The correspondence was received.

9.5 K. Maser to LTC - November 13, 2024 - Regarding Baker Road Beach - For Information

The correspondence was received.

9.6 D. Magnusson to LTC - November 15, 2024 - Regarding Baker Road Beach - For Information

The correspondence was received.

9.7 P. Lloyd-Jones to LTC - November 27, 2004 - Regarding Bed and Breakfast Bylaw Enforcement - For Information

The correspondence was received.

9.8 D. Thompson to LTC - November 29, 2024 - Regarding Baker Road Beach - For Information

The correspondence was received.

9.9 G. Cherneff to LTC - December 3, 2024 - Regarding Baker Road Beach - For Information

The correspondence was received.

SS-2024-133

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee direct staff to continue to forward public correspondence received regarding the Baker Beach Area Crown Lease Application 1415573 as additional information to the Province.

CARRIED

9.10 North Salt Spring Waterworks District to LTC - December 5, 2024 - Regarding Letter of support for Canada Housing Infrastructure Fund application

North Salt Spring Waterworks District Manager Mark Boysen reported the Canada Housing Infrastructure Fund application deadline is March 31, 2024 and NSSWD is ready to submit the application.

SS-2024-134

It was MOVED and SECONDED

That the Salt Spring Island Local Trust Committee provide a letter of support for the correspondence in agenda item 9.10 (December 5, 2024 letter from NSSWD to the LTC) North Salt Spring Waterworks District's application to the Canada Housing Infrastructure Fund for funding to support two phases of their Water Resiliency Strategy which will help address housing challenges and climate change resiliency on Salt Spring Island.

CARRIED

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List - Report dated November 2024

The report was received.

A Trustee expressed support for public communications on the OCP-LUB project update and process and asked for clarification regarding the timeline for the Advisory Planning

Commission (APC) for the OCP-LUB Update Project. RPM Hutton reported the Request for Proposals is expected to be open in early January 2025 and the call for APC members will be early January 2025 as well. Staff will work with the Islands Trust communications specialist to develop a Frequently Asked Questions or article on the OCP-LUB update project. A Trustee advised that the CRD “What we heard summary report - April 30, 2024 regional workshop: Collaborative action to resolve boat-related issues in the Capital Region” report was not received by the LTC.

SS-2024-135

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee send a letter from the LTC Chair to the CRD Board indicating that the SSI LTC supports, in principle, the proposed approach presented in the “What we heard summary report - April 30, 2024 regional workshop: Collaborative action to resolve boat-related issues in the Capital Region.”

CARRIED

A Trustee asked for the timeline regarding a staff report for the Short-Term Rental Accommodations Act and noted the intent was for Salt Spring Island to have the option to “opt into” the legislation in the future. RPM Hutton reported a staff report will be prepared for a future meeting.

10.2 Bylaw Enforcement – Staff Report

BCEM Dingman presented a staff report regarding Compliance and Enforcement Update for the Salt Spring Island Local Trust Area.

In discussion the following items were noted:

- A Trustee noted there is ambiguity regarding what is and what is not being enforced and there may be an opportunity to clarify the intent of the LTC standing resolution regarding “do not enforce”. BCEM Dingman reported the CRD has jurisdiction regarding buildings being built without building permits. A Trustee expressed support to not proceed with bylaw enforcement on housing that was built without permits.
- A Trustee noted a high volume of debris washed onto Ganges Harbour shores following the recent windstorm. BCEM Dingman reported Transport Canada has regular patrols in Ganges Harbour to move derelict boats and unpermitted structures.

10.3 Rainbow Road Housing Agreement Repeal Bylaw – Staff Report

Planner Buchan presented a staff report regarding repeal of Housing Agreement Bylaw No. 447, 2010 which pertains to the property at 584 Rainbow Road (PID: 015-854-698).

SS-2024-136

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee has reviewed the Directives Only Policies and determined that Bylaw No. 540 is not contrary to or at variance with the Islands Trust Policy Statement (584 Rainbow Road).

CARRIED

SS-2024-137

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee Housing Agreement Repeal Bylaw No. 540 cited as “Salt Spring Island Local Trust Committee Bylaw No. 540” be read a Third time (584 Rainbow Road).

CARRIED

SS-2024-138

It was MOVED and SECONDED,

That Salt Spring Island Local Trust Committee Bylaw No. 540, cited as “Salt Spring Island Local Trust Committee Bylaw No. 540” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee (584 Rainbow Road).

CARRIED

11. COMMUNITY INFORMATION MEETING – None

12. PUBLIC HEARING – None

The meeting recessed at 11:35 a.m. for a lunch break and reconvened at 12:03 p.m.

13. APPLICATIONS AND REFERRALS

13.1 PLDVP20240174 - J. Mishrigi - 237 Isabella Point Road, SSI - Staff Report

Planner Panahifar presented a staff report to allow an increase in allowable number of storeys from two to three and raise the maximum height for structures from 7.6 m to 8.7 m.

Applicant J. Mishrigi spoke to the application.

SS-2024-139

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20240174 (237 Isabella Point Road).

CARRIED

13.2 PLTUP20240164 - M. Kriger - 129 Dean Road, SSI

Planner Garuba presented a staff report regarding a Temporary Use Permit application for a boarding house at 129 Dean Road.

Applicant L. Fox spoke to the application.

A Trustee acknowledged the Look Out Society for the upgrades to the property and noted the TUP would give the owner and the neighbourhood a trial period for the proposed use without permanent rezoning. There was a question regarding whether the TUP could be issued for a period of three years. RPM Hutton reported the TUP notice was posted for a period of three years and the TUP could be issued for a three-year term.

SS-2024-140

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve issuance of Temporary Use Permit PLTUP20240164 (129 Dean Road) for a period of three (3) years.

CARRIED

14. LOCAL TRUST COMMITTEE PROJECTS - None

15. NEW BUSINESS

15.1 Work Program Update Staff Report

RPM Hutton presented a staff report regarding a review of supporting policies that support management and presentation of the Work Program.

In discussion the following items were noted:

- A Trustee noted the future projects list is a used as a parking lot for items that are to be considered in the future and may be better categorized as “funded projects/unfunded projects”.
- A Trustee noted more resources are needed on Salt Spring Island and Trustees need to advocate for more resources.
- A Trustee noted the federated model of governance is not working and expressed support for Trust Council’s request for the Province to review the Islands Trust Act.
- A Trustee noted the CRD Burgoyne Bay waste transfer station and the Burgoyne Bay composting facility do not have appropriate zoning. RPM Hutton advised the composting facility is within the Agricultural Land Reserve and the composting activity falls within the Right to Farm regulations;
- The commercial truck parking spaces issue was not resolved in the Industrial Land Use review. RPM Hutton advised the LTC could consider “contractor’s use of vehicles” on rural properties and this could be considered in the LUB update project.

SS-2024-141

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee forward the staff report in agenda item 15.1 of the December 12, 2024 meeting to the Executive Committee and request Trust Council to prioritize a review of the delivery of current and long-term planning services and identify opportunities to improve current planning cost recovery, increase staff resources dedicated to long term planning and improve alignment of long term planning staff resources with highest need.

CARRIED

15.2 Lady Minto Hospital Foundation Request

RPM Hutton advised staff have prepared a preliminary staff report regarding rezoning application PLRZ20240251 for 101 Bittancourt Road.

In discussion the following items were noted:

- A Trustee noted the risk is low for the housing to be sold or used for non-workforce housing.
- A Trustee noted there is a sign that has notified the community regarding the intention is to use the property for healthcare workforce housing.
- A Trustee noted the LTC needs to act quickly to support the project as there is risk to the community if healthcare workforce housing cannot be fulfilled.

The meeting recessed at 12:58 p.m. for a break and reconvened at 1:11 p.m.

SS-2024-142

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to prioritize application PLRZ20240251 (101 Bittancourt Road.)

CARRIED

SS-2024-143

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee direct staff to prepare a draft bylaw to amend the Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone Lot A, Section 19, Range 4 East, North Salt Spring Island, Cowichan District, Plan 2947, Except Part In Plan 42952, from Commercial Accommodation 2 (a) – CA2(a) to Residential 1 (R1) (101 Bittancourt Road.)

CARRIED

SS-2024-144

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to proceed with public notification for application PLRZ20240251 as per section 467 of the Local Government Act. (101 Bittancourt Road.)

CARRIED

16. REPORTS

16.1 Policy and Standing Resolutions List - For Information

Received for information.

16.2 Future Projects Report dated December 2024

Received for information.

16.3 Active Projects List dated December 2024

Received for information.

16.4 Applications with Status Report dated December 2024

SS-2024-145

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to arrange a webinar for Trustees and the public on the City view program.

CARRIED

Received for information.

16.5 Expense Reports dated October 2024

Received for information.

16.6 Islands Trust Conservancy Board Report dated November 2024

Received for information.

17. CLOSED MEETING - None

18. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled on February 13, 2025 at 9:30 p.m. at the Salt Spring Legion, Meaden Hall, 120 Blain Road. Please see the meeting calendar on the Islands Trust website at www.islandstrust.bc.ca for current meeting information and location.

19. ADJOURNMENT

By general consent the meeting adjourned 1:22 p.m.

Timothy Peterson, Chair

CERTIFIED CORRECT:

Sarah Shugar, Recorder