Salt Spring Island Local Trust Committee
Regular Meeting Agenda

Date: Tuesday, April 28, 2020
Time: 9:30 a.m.
Location: Electronic Meeting
200-1627 Fort Street

Pages

1. CALL TO ORDER 9:30 AM - 9:30 AM

2. APPROVAL OF AGENDA

3. PREVIOUS MEETINGS 9:30 AM - 9:35 AM

3.1 Draft Minutes of the Salt Spring Island Local Trust Committee - None

3.2 Resolutions Without Meeting Report 6

Report dated April 2020

3.3 Draft Minutes of the Advisory Planning Commissions

3.3.1 Draft Minutes of the March 5, 2020 Agricultural Advisory Planning Commission Minutes 8

For Information

3.4 Salt Spring Island Local Trust Committee Public Hearing Record - None

3.5 Minutes of the March 3, 2020 Board of Variance Hearing 11

For Information

4. BUSINESS ARISING FROM MINUTES 9:35 AM - 9:40 AM

4.1 Follow-Up Action List 14

Report dated April 2020

5. COMMUNITY INFORMATION MEETING - None

6. PUBLIC HEARING - None

7. REPORTS 9:40 AM - 10:00 AM

7.1 Policy and Standing Resolutions List 35

For Information

7.2 Work Program Top Priorities Report 43

Report dated April 2020

7.3 Projects List 45

Report dated April 2020

7.4 Applications with Status Report 52

Report dated April 2020

7.5 Expense Report

7.5.1 Report dated January 2020 89

7.5.2 Report dated February 2020 90

7.6 Islands Trust Conservancy Board Report 91

Report dated February 2020

7.7 Salt Spring Island Watershed Protection Alliance (SSIWPA) Coordinator's Report

7.7.1 Report dated March 2020 93

7.8 Housing Working Group

Verbal Update

8. LOCAL TRUST COMMITTEE PROJECTS 10:00 AM - 10:30 AM

8.1 Water Sustainability Project 94

Options for next steps - Staff Report

8.2 Proposed Bylaw No. 512 - Affordable Rental Housing - Cottages Project 119

For consideration of bylaw adoption - Staff Report

9. OTHER BUSINESS 10:30 AM - 10:50 AM

9.1 New Business

9.1.1 Policy options for Bylaw Enforcement Compliance on unlawful uses 131

Staff Report

10. CORRESPONDENCE 10:50 AM - 11:00 AM

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

For Applications, go to: http://www.islandstrust.bc.ca/SSIapplications

For Projects, go to: http://www.islandstrust.bc.ca/SSIprojects

10.1 **D. Ovington, on behalf of the Capital Regional District, to LTC - Dated February 13, 2020 - Concerning Letter of Support for Ganges Marina** 135

For Consideration

10.2 **E. Poole, with Trustee Grove response, to LTC - Dated February 15, 2020 - Concerning decision made for SS-DVP-2018.17 (Vortex)** 137

For Information

10.3 **C. Lenihan to LTC - Dated February 23, 2020 - Concerning decision made for SS-DVP-2018.17 (Vortex)** 139

For Information

10.4 **E. and J. Jang to LTC - Dated February 23, 2020 - Concerning decision made for SS-DVP-2018.17 (Vortex)** 140

For Information

10.5 **D. Wilson to LTC - Dated February 24, 2020 - Concerning decision made for SS-DVP-2018.17 (Vortex)** 141

For Information

10.6 **S. Leckie, J. Walper, M. Leckie to LTC - Dated February 24, 2020 - Concerning decision made on SS-DVP-2018.17 (Vortex)** 142

For Information

10.7 **N. Wigen to LTC - Dated February 24, 2020 - Concerning decision made for SS-DVP-2018.17 (Vortex)** 143

For Information

10.8 **L. Barlow to LTC - Dated February 2, 2020 - Concerning decision made on SS-DVP-2019.6 (445 Blackburn Road, SSI)** 144

For Information

10.9 **P. Grange to LTC - Dated February 5, 2020 - Concerning connection of Wright Road to Frazier Road, SSI** 146

For Information

10.10 **D. and J. Barrio to LTC - Dated February 11, 2020 - Concerning decision made on SS-DVP-2019.6 (445 Blackburn Road, SSI)** 149

For Information

10.11 **J. Litke, Polaris Surveying Inc., to LTC - Dated March 6, 2020 - Concerning proposed subdivision at 445 Blackburn Road, SSI** 151

For Information

10.12 S. Dobie to LTC - Dated February 18, 2020 - Concerning Development Permit Area for Coastal Douglas Fir project 152

For Consideration

10.13 R. Hawkins to LTC - Dated March 1, 2020 - Concerning global temperature warming and climate impacts 153

For Information

10.14 D. Rogers, Gambier Area Trustee, to LTC - Dated March 3, 2020 - Concerning Galiano Island Adivsory Planning Commission report regarding Climate Change 154

For Information

10.15 Salt Spring Island Local Trust Committee to E. FitzZaland, Salt Spring Solutions - Dated March 13, 2020 - Concerning invitation to participate in a Housing Solutions Lab 166

For Information

10.16 S. Rompre and Trustee P. Grove, response - Dated March 21-23, 2020 - Concerning protection of Salt Spring community during COVID-19 167

For Information

10.17 K. and M. Ballantyne to LTC, et al - Dated March 23, 2020 - Concerning evictions on Salt Spring Island during COVID-19 169

For Consideration

10.18 R. Forrester to LTC - Dated March 23, 2020 - Concerning tourist accommodation during COVID-19 170

For Information

10.19 K. Clark to LTC - Dated March 24, 2020 - Concerning air quality, backyard burning and COVID-19 171

For Consideration

10.20 P. Meyer to LTC - Dated March 26, 2020 - Concerning Salt Spring Recycling Depot 2-week shutdown during COVID-19 172

For Consideration

10.21 G. and S. Bywater to LTC - Dated March 27, 2020 - Concerning local accommodation providers during COVID-19 174

For Consideration

10.22 B. Deroos, to LTC et al, Dated April 17, 2020 - Concerning Community safety in Ganges and Grace Point boardwalk 175

For Consideration

11. TRUSTEE REPORTS 11:00 AM - 11:10 AM

Verbal Report

12. CHAIR'S REPORT 11:10 AM - 11:15 AM

Verbal Report

13. CRD DIRECTOR'S REPORT (Tentative) 11:15 AM - 11:20 AM

Verbal Report

14. DELEGATIONS - None

15. TOWN HALL AND QUESTIONS - None

16. APPLICATIONS AND REFERRALS 11:20 AM - 11:40 AM

16.1 SS-LCB-2019.5 - L. Large, Cathay Western Properties Ltd. - 382 Lower Ganges Road, SSI 178

An application referral for Cannabis retail sales license - Staff Report

17. CLOSED MEETING - None

18. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on May 26, 2020. Please check the website at www.islandstrust.bc.ca for details regarding this meeting and other upcoming meetings.

19. ADJOURNMENT

Islands Trust

Print Date: April 21, 2020

Resolutions Without Meetings Log

Salt Spring Island

Resolution Number	Action	Date
2020-007	**In Favour**	**17-Apr-2020**
That the Salt Spring Island Local Trust Committee change the physical location of its April 28, 2020 and May 26, 2020 Regular Business meetings to the Islands Trust Victoria Office, 200-1627 Fort Street, Victoria, BC.		
2020-006	**In Favour**	**16-Apr-2020**
That the Salt Spring Island Local Trust Committee waive the restrictions in section 42 and 43 of the Salt Spring Island Meeting Procedure Bylaw No. 391, as shown below, for the regular meetings of April 28, 2020 and May 26, 2020: 42. At a regular Local Trust Committee meeting, not more than one Local Trust Committee member may participate by means of electronic communication facilities. 43. An individual member of the Local Trust Committee may not participate by means of electronic communication facilities in two consecutive regular meetings of the Local Trust Committee. 44. The Local Trust Committee may waive the restrictions in sections 42 and 43 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.		
2020-005	**In Favour**	**02-Apr-2020**
That the Salt Spring Island Local Trust Committee approve the March 2, 2020 Special Meeting minutes.		
2020-004	**In Favour**	**24-Mar-2020**
That the Salt Spring Island Local Trust Committee accept a covenant under Section 219 of the Land Title Act requiring treatment of water from the registered owners of The North East 1/4 of Section 42, South Salt Spring Island, Cowichan District, Except Those Parts in Plans 2716, 14152, 42767 and VIP67045 Except Parcel C (DD 78931-I) and designate any member of the Local Trust Committee to sign the covenant (SS-SUB-2016.5, 600 Isabella Point Road).		
2020-003	**In Favour**	**24-Mar-2020**
That the Salt Spring Island Local Trust Committee issue development permit SS-DP-2019.10 (176 Bishops Walk Road).		

Islands Trust

Resolutions Without Meetings Log

Salt Spring Island

Resolution Number	Action	Date
2020-002	**In Favour**	**23-Mar-2020**
That the Salt Spring Island Local Trust Committee adopt the minutes from the February 18, 2020 meeting (as attached).		
2020-001	**In Favour**	**17-Mar-2020**
That the Salt Spring Island Local Trust Committee cancel the scheduled March 24, 2020 Salt Spring Island Local Trust Committee meeting.		

Salt Spring Island Agricultural Advisory Planning Commission

Minutes of a Regular Meeting

Date of Meeting:	**Thursday, March 5, 2020**
Location:	**Baptist Church, Lower Level Meeting Room** **520 Lower Ganges Road, Salt Spring Island**
Members Present:	**Ken Byron, Alternate Chair** **Conrad Pilon, Commissioner** **Jan Steinman, Commissioner** **Ruth Waldick, Commissioner**
Regrets:	**Bree Eagle, Chair** **Zack Hemstreet, Commissioner** **George Laundry, Commissioner**
Staff Present:	**Kristine Mayes, Planner 1** **Sarah Shugar, Recorder**
Media and Others Present:	**Peter Grove, Trustee** **Laura Patrick, Trustee** **One member of the Public**

DRAFT

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

Alternate Chair Byron called the meeting to order at 3:04 p.m.

1. APPROVAL OF AGENDA

By general consent the agenda was adopted.

2. MINUTES OF PREVIOUS MEETING

2.1 Draft Minutes of the December 12, 2019 AAPC Meeting

It was MOVED and SECONDED,
that the minutes of the December 12, 2019 Salt Spring Island Agricultural Advisory Planning Commission meeting be adopted.

CARRIED

3. BUSINESS ITEMS

3.1 Review of Advisory Commission Terms of Reference in consideration of the updated Area Farm Plan

Alternate Chair Byron introduced the item. Commissioner Pilon spoke to the Salt Spring Island Area Farm Plan update and advised the following three goals have been identified in the process:

- Ensure the long-term viability of farming and food production on Salt Spring Island.
- Implement strategies to address the climate emergency.
- Engage the public and all levels of government to increase food production and protection of farmland for farming on Salt Spring Island.

In discussion the following comments were noted:

- The majority of applications referred to the Agricultural Advisory Planning Commission (AAPC) are regarding properties within the Agricultural Land Reserve (ALR) and support was expressed for the AAPC to be proactive regarding agricultural matters such as cannabis production and industrial composting.
- Concern was expressed that there is often a disconnect between the Salt Spring Island Official Community Plan No. 434 (OCP) and the Salt Spring Island Land Use Bylaw No. 355 (LUB) and that it is important to consider how the documents can be coordinated regarding agricultural matters.
- Support was expressed for the AAPC to have representation from the agricultural groups on Salt Spring Island such as the Salt Spring Island Agricultural Alliance, Island Natural Growers, and the Salt Spring Island Farmer's Institute. It was noted that the Farmer's Institute has representatives of each of the agricultural groups and that there have been issues concerning conflict of interest when members of the Salt Spring Island Farmer's Institute were appointed to the AAPC in the past. There was a suggestion to invite the Salt Spring Island Agricultural Alliance to meet with the AAPC on a regular basis regarding agricultural matters.
- It was noted the Ministry of Agriculture appointed a liaison to the AAPC in the past and there was great value in the technical advice/expertise provided to the AAPC.
- Support was expressed to invite experts to provide technical advice to the AAPC on agricultural matters.
- Support was expressed for the agenda to be available two weeks in advance of a meeting to provide sufficient time to invite an expert to present to the AAPC.
- Support was expressed for the timing of the Advisory Planning Commission Terms of Reference review in relation to the Climate Action Plan and the Area Farm Plan updates.
- It was noted the Climate Action Plan recommendations support a more coordinated approach to land use discussions and agriculture is recognized as a big piece of the Climate Action Plan.

It was MOVED and SECONDED,
that the Salt Spring Island Agricultural Advisory Planning Commission recommend the Salt Spring Island Local Trust Committee consider amending the Advisory Planning Commission Terms of Reference as follows:

- Expand the role of the Agricultural Advisory Planning Commission to be a venue to receive and discuss public input on urgent and proactive matters related to agriculture.
- Request staff to consider how the Salt Spring Island Official Community Plan and the Salt Spring Island Land Use Bylaw can be meshed on agricultural matters.
- Include a formalized relationship to invite the Salt Spring Island Agricultural Alliance to meet with the Agricultural Advisory Planning Commission on an annual or as required basis to discuss agricultural priorities on Salt Spring Island.
- Consider adding an option to have an expert speak to the Agricultural Advisory Planning Commission on certain issues to assist the Agricultural Advisory Planning Commission to have informed discussions.
- Invite the Ministry of Agriculture to appoint a representative to the Agricultural Advisory Planning Commission.

CARRIED

5. ADJOURNMENT

By general consent the meeting adjourned at 4:12 p.m.

_____
Ken Byron, Alternate Chair

CERTIFIED CORRECT:

_____
Sarah Shugar, Recorder

DRAFT

Salt Spring Island
Board of Variance
Meeting Minutes

Date of Meeting:	**Tuesday, March 3, 2020**
Location:	**Baptist Church, Lower Level Meeting Room** **520 Lower Ganges Road, Salt Spring Island**
Members Present:	**Lisa Floritto, Chair** **Robert Rush, Member**
Regrets:	**Nina Adrianna, Member**
Staff Present:	**Geordie Gordon, Planner 1** **Kristine Mayes, Planner 1** **Sarah Shugar, Recorder**
Others Present:	**Eric Booth, Applicant** **5 members of the public**

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

Chair Floritto called the meeting to order at 1:00 p.m.

1. APPROVAL OF AGENDA

The following item was presented for consideration:

- Item 1.2 Minutes of the October 3, 2019 Board of Variance Meeting – For Information

By general consent, the agenda was approved as amended.

1.2 Minutes of the October 3, 2019 Board of Variance Meeting – For Information

The minutes were received.

2. HEARINGS

2.1 SS-BOV-2019.2 – E. Booth – 185 Grantville Street

Planner Gordon presented a staff memorandum dated February 19, 2020 regarding a Board of Variance request to vary the front lot line setback; the interior side lot line setback; and the natural boundary of a water body setback to increase the buildable area for the property at 185 Grantville Street.

It was noted that two Board of Variance members viewed the subject property at 12:30 p.m. on Tuesday, March 3, 2020.

Applicant Eric Booth spoke to the application.

A member of the public arrived at 1:15 p.m.

There was a question regarding whether members of the public would be able to speak to the application. Planner Mayes advised members of the public may speak to the application at the discretion of the Chair. Chair Floritto welcomed members of the public to speak.

A member of the public reported he is the owner of an adjacent property and expressed several concerns regarding the application including: impact to water quantity and/or contamination of groundwater wells in the area, the risk of the septic system failing, the risk of the septic pipe across the creek failing, the close proximity of the septic system to the creek, pedestrian safety, parking and snow removal. The member of the public questioned the hardship element of the application, stated that the variance request is not of a minor nature and expressed concern that future property owners in the neighbhourhood would also request variances. The member of the public asked for clarification regarding whether the Salt Spring Island Local Trust Committee considered the request to vary the setback from the natural boundary of a water body.

Planner Gordon reported the Salt Spring Island Local Trust Committee did not consider the request to vary the setback from the natural boundary of a water body and reported the applicant is entitled to both the Development Variance Permit application process and/or the Board of Variance application process.

A member of the public arrived at 1:24 p.m.

Member Rush asked for clarification regarding whether the stream on the subject property is a salmon-bearing stream. Planner Gordon reported the stream has been identified as a potential salmon-bearing stream.

A member of the public asked for clarification regarding the road allowance and parking area. Planner Gordon reported the setback is measured from the property line.

There was a question regarding when the subject lots were developed. The applicant reported the subject lots were developed in the 1800s.

A member of the public reported he is the owner of a property located south of the subject property and expressed several concerns including the risks associated with pumping sewage over a creek, maintaining the community character, the environmental impact of reducing the setback to the water body, and impacts to groundwater wells in the area. The member of the public expressed concern that the variances could set a precedent for the neighbourhood.

A member of the public asked why the improvements were done prior to the variances being granted. Planner Gordon reported Island Health issues septic permits.

A member of the public reported she is a neighbouring property owner and expressed several concerns regarding the application including the impact to the rural character of the neighbourhood, protection of green space and impacts to the groundwater wells in the area. The member of the public questioned the hardship element of the application.

SS-BOV-2020-001
It was MOVED and SECONDED,
that the Salt Spring Island Board of Variance approve the request to vary the front lot property line setback from 7.5 metres to 3 metres (185 Grantville Street).

DEFEATED

There was discussion and the Board of Variance put forth a motion to reduce the interior lot line setback from 3 metres to 1.5 metres instead of the applicant's request of 3 metres to 0 metres.

SS-BOV-2020-002
It was MOVED and SECONDED,
that the Salt Spring Island Board of Variance approve the request to reduce the setback from the interior lot line from 3 metres to 1.5 meters (185 Grantville Street).

DEFEATED

SS-BOV-2020-003
It was MOVED and SECONDED,
that the Salt Spring Island Board of Variance approve the request to vary the setback to the natural boundary of a water body from 15 metres to 10 metres (185 Grantville Street).

CARRIED

3. ADJOURNMENT

By general consent the meeting adjourned at 2:10 p.m.

CERTIFIED CORRECT:

_____
Sarah Shugar, Recorder

Islands Trust

Print Date: April 21, 2020

Follow Up Action Report

Salt Spring Island

01-Oct-2019

	Activity	Responsibility	Dates	Status
1	Proposed Bylaws No. 498 & 499 - SS-RZ-2017.1 - G. and M. Campbell - 347 Bridgman Road, SSI The SSILTC refer the staff report dated September 20, 2019 regarding an OCP Amendment and Rezoning from Commercial Accommodation to Rural zone variant be forwarded to the Local Planning Committee for consideration and information (SS-RZ-2017.1, 347 Bridgman Road).	Geordie Gordon		In Progress

29-Oct-2019

	Activity	Responsibility	Dates	Status
1	SS-RZ-2019.2 - P. Busby, Sobeys Inc. - 127 Lower Ganges Road, SSI That consideration of final reading of Bylaw No. 519, 2019 be withheld until such a time as an easement addressing use of the parking area for temporary loading/unloading to the benefit of the proposed liquor store use, written to the satisfaction of the Salt Spring Island Regional Planning Manager, be registered on Lot B, Section 1, Range 4 East, North Saltspring Island And District Lots 351, 539 And 589, Cowichan District, Plan 43663.	Claire Negrin Stefan Cermak		In Progress

Follow Up Action Report

Salt Spring Island

29-Oct-2019

Activity	Responsibility	Dates	Status
2 SS-RZ-2018.3 - G. Jaeger, Lightdance Design Inc. - 377 Seymour Heights Road, SSI The SSILTC request that the applicant for SS-RZ-2018.3 register an easement on title to ensure year-round access to the surface water ponds located on the southwest portion of the property by the Salt Spring Island Fire Rescue.	Claire Negrin Geordie Gordon		In Progress
3 SS-RZ-2018.3 - G. Jaeger, Lightdance Design Inc. - 377 Seymour Heights Road, SSI The SSILTC withhold consideration of Final Reading of Bylaw No. 520 until: a. Confirmation has been received that water licencing has been granted and requirements thereof have been met; b. Confirmation has been received that the applicant undertook pump testing if required for water licencing.	Claire Negrin Geordie Gordon		In Progress

Follow Up Action Report

Salt Spring Island

29-Oct-2019

Activity	Responsibility	Dates	Status
4 SS-RZ-2018.3 - G. Jaeger, Lightdance Design Inc. - 377 Seymour Heights Road, SSI The SSILTC withhold consideration of Final Reading of Bylaw No. 520 until: If pump testing was not required for water licencing, that pump testing be conducted by a professional engineer or geoscientist and provide supporting documentation that the test was of sufficient duration to establish the long-term reliability of the water supply in accordance with generally acceptable hydrogeological practices, and confirm that the water use on site will not negatively affect: 1. Nearby wells or other neighbourhood water supplies and aquifer recharge; 2. Agricultural activities; 3. Springs and other water bodies necessary to maintain fish habitat and healthy watershed function.	Claire Negrin Geordie Gordon		In Progress
5 SS-RZ-2018.3 - G. Jaeger, Lightdance Design Inc. - 377 Seymour Heights Road, SSI The SSILTC withhold consideration of Final Reading of Bylaw No. 520 until confirmation has been received that the well construction permit waiver has been approved.	Claire Negrin Geordie Gordon		In Progress

Follow Up Action Report

Salt Spring Island

29-Oct-2019

Activity	Responsibility	Dates	Status
6 SS-RZ-2018.3 - G. Jaeger, Lightdance Design Inc. - 377 Seymour Heights Road, SSI The SSILTC withhold consideration of Final Reading of Bylaw No. 520 until confirmation has been received that the septic filing amendment dated September 30, 2019 has been approved.	Claire Negrin Geordie Gordon		In Progress
7 SS-RZ-2018.3 - G. Jaeger, Lightdance Design Inc. - 377 Seymour Heights Road, SSI The SSILTC withhold consideration of Final Reading of Bylaw No. 520 until the applicant amends the existing Section 219 covenant on title to include conservation of those Areas of High Biodiversity and Environmentally Sensitive Areas located on the property.	Claire Negrin Geordie Gordon		In Progress

26-Nov-2019

Activity	Responsibility	Dates	Status
1 Proposed Bylaw No. 471 - Temporary Use Permits for Secondary Suites and Cottages That the Salt Spring Island Local Trust Committee direct staff to meet with the Salt Spring Island Housing Council Society to review Bylaw No. 471.	Jason Youmans		Completed

Follow Up Action Report

Salt Spring Island

26-Nov-2019

Activity	Responsibility	Dates	Status
2 Proposed Bylaw No. 471 - Temporary Use Permits for Secondary Suites and Cottages That the Salt Spring Island Local Trust Committee direct staff to schedule a Community Information Meeting for Bylaw No. 471 within an upcoming regular LTC meeting.	Daniela Murphy Jason Youmans		Completed
3 Proposed Bylaw No. 471 - Temporary Use Permits for Secondary Suites and Cottages That the Local Trust Committee write to Islands Trust Local Planning Committee (LPC) requesting that the LPC, in its development of a model fees bylaw, consider reduced application fees for temporary use permits for residential uses that increase the availability of affordable housing.	Shayla Burnham Stefan Cermak		Completed

Follow Up Action Report

Salt Spring Island

26-Nov-2019

Activity	Responsibility	Dates	Status
4 Proposed Bylaw No. 515 and Proposed Bylaw No. 517 (Housing Agreement) - R. Walker, Gulf Islands Seniors Residence Association - 154 Kings Lane That Salt Spring Island Local Trust Committee Bylaw No. 515, cited as 'Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2018', requires the following conditions be fulfilled before adoption of Bylaw No. 515: a) That the Salt Spring Island Local Trust Committee accept a covenant under section 219 of the Land Title Act from the registered owners of (Parcel Identifier: 003-106-756, Lot 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507) and designate any member of the Salt Spring Island Local Trust Committee to sign the covenant (SS-RZ-2018.4, 154 Kings Lane). b) Adoption of Bylaw No. 517 (Affordable Housing Agreement) (Attachment 2). c) The Applicant provide detailed engineering drawings for the sanitary sewer connection, to be accepted by the CRD and the Ministry of Transportation and copies of the CRD Sewer Extension Agreement as well as confirmation from the Ministry of the Environment of approval to amend the maximum daily sanitary sewer discharge. d) That the Salt Spring Island Health Centre and immediate area be defined as 2 meters from the existing building, illustrated on Attachment	Daniela Murphy Stefan Cermak		Completed

Follow Up Action Report

Salt Spring Island

26-Nov-2019

Activity	Responsibility	Dates	Status
3.			
5 SS-SUB-2018.2 - G. and M. Campbell - 347 Bridgman Road That the Salt Spring Island Local Trust Committee accept a covenant under section 219 of the Land Title Act requiring treatment of water from the registered owners of Lot B, Section 54, South Salt Spring Island, Cowichan District, Plan 18629, Parcel F (DD 39041I) of Section 54, South Salt Spring Island, Cowichan District, Except That Part Lying to the west of the Easterly Boundary of Plan 18629 and Lot 2 Section 54 South Salt Spring Island Cowichan District Plan EPP89410 and designate any member of the Local Trust Committee to sign the covenant (SS-SUB-2018.2, 347 Bridgman Road). 2020-03-12 Update: Covenants have been signed by Islands Trust and forwarded to the applicant's lawyer for their signature and registration.	Daniela Murphy Geordie Gordon		In Progress

17-Dec-2019

Activity	Responsibility	Dates	Status

Follow Up Action Report

Salt Spring Island

17-Dec-2019

Activity	Responsibility	Dates	Status
1 Work Program Top Priorities Report That the Salt Spring Island Local Trust Committee direct staff to work with Trustee Patrick to establish a Salt Spring Housing Working Group to advise the Local Trust Committee on matters related to the development and implementation of a Salt Spring housing planning project and to provide advice and recommendations on policy and regulations to address housing needs across the housing continuum.	Stefan Cermak		In Progress
2 SS-TUP-2018.3 - M. (Mackie) Forsyth and G. Forsyth - 170 Jones Road, SSI That the Salt Spring Island Local Trust Committee request the applicant to apply for an Agricultural Land Commission non-farm use application for existing/proposed uses outside of the Ministry of Energy and Mines permit area within one month of the date of this resolution. Update - January 2020 - ALC Compliance and Enforcement staff inform applicant and planning staff that no ALC NFU application is required for identified uses.	Daniela Murphy Jason Youmans Shayla Burnham		Completed

Follow Up Action Report

Salt Spring Island

17-Dec-2019

Activity	Responsibility	Dates	Status
3 SS-RZ-2017.3 - J. Colligan and R. Kelln - 2188 North End Road, SSI That the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw, 1999 to rezone Lot 3, Section7, Range 1, North Salt Spring Island, Cowichan District, Plan 34166 from Rural to a new Rural zone variant in order to permit a second dwelling unit for affordable housing.	Daniela Murphy Geordie Gordon		In Progress
4 SS-RZ-2017.3 - J. Colligan and R. Kelln - 2188 North End Road, SSI That the Salt Spring Island Local Trust Committee request that the applicant provide a report from a Professional Engineer or Professional Geoscientist with relevant experience containing the following: 1. A new pump test conducted confirming adequate supply of potable water with a minimum duration of 12 hours. The pump test should have automatic water level readings during pumping and recovery using a data logger. At least one neighbouring well should be monitored during the entirety of the pump test, including during the recovery period. 2. A qualified professional should confirm that the well head meets the Groundwater Protection Regulation, including that it is appropriately sealed from surface water intrusion, that surface water drains away from the well head, and that the well is not vulnerable to contamination.	Geordie Gordon		In Progress

Follow Up Action Report

Salt Spring Island

17-Dec-2019

Activity	Responsibility	Dates	Status
5 SS-RZ-2017.3 - J. Colligan and R. Kelln - 2188 North End Road, SSI That the Salt Spring Island Local Trust Committee request staff to enter into a cost recovery agreement with J. Colligan and R. Kelln for Islands Trust legal review of a Housing agreement and Land Title Act Section 219 covenant providing the following requirements: 1. Provision of affordable housing in the dwelling unit at a rate of $1150 per month plus increases in accordance with the Consumer Price Index for Greater Victoria; 2. Installation and continued use of Environmental Protection Agency WaterSenseÂ® certified plumbing fixtures, including bathroom faucet, showerhead, and toilet; and 3. Installation and continued use of EnergyStarÂ® certified appliances, including washer, dryer, dishwasher, refrigerator. 4. Discharge the existing covenant restricting use of the second dwelling.	Daniela Murphy Geordie Gordon		In Progress
6 SS-RZ-2017.3 - J. Colligan and R. Kelln - 2188 North End Road, SSI That the Salt Spring Island Local Trust Committee discharge covenant EF117631 from Lot 3 Section 7 Range 1 North Salt Spring Island Cowichan District Plan 34166.	Daniela Murphy Geordie Gordon		In Progress

Follow Up Action Report

Salt Spring Island

21-Jan-2020

Activity	Responsibility	Dates	Status
1 Correspondence That the Salt Spring Island Local Trust Committee request staff to forward correspondence items 9.1, 9.2, 9.3, 9.4 and 9.5 to the Housing Working Group for consideration.	Shayla Burnham		Completed

18-Feb-2020

Activity	Responsibility	Dates	Status

Follow Up Action Report

Salt Spring Island

18-Feb-2020

Activity	Responsibility	Dates	Status
1 Previous Meetings Amend the minutes from January 21, 2020 to include: The following item was presented for consideration: - Item 12 - Chair's Report: Replace "Chair Luckham reported there is a proposed affordable housing project on Denman Island that has proposed to be sourced by rainwater only and Trust Council is in the process of reviewing policies regarding water availability requirements." with "Chair Luckham reported there is a proposed affordable housing project on Denman Island that has proposed to be sourced by rainwater only." By general consent, the minutes of the January 21, 2020 Salt Spring Island Local Trust Committee meeting were adopted as amended.	Daniela Murphy Edyta Tyszkiewicz		Completed

Follow Up Action Report

Salt Spring Island

18-Feb-2020

Activity	Responsibility	Dates	Status
2 Coastal Douglas-Fir Ecosystem Protection	Claire Negrin		In Progress

That the Salt Spring Island Local Trust Committee amend the Protection of Coastal Douglas-fir and Associated Ecosystems Project Charter Version 1 as follows:
- Add a new first objective: "Educate the public about the importance of CDF protection".
- Add In Scope: "Public participation level to be "Collaborate" on the IAP2 Spectrum"
- Move "Development of educational materials" from "Out of Scope" to "In Scope".
- Revise workplan overview and schedule to reflect collaborative public participation and communication and education program.

And request staff to bring back the project charter for approval.

Follow Up Action Report

Salt Spring Island

18-Feb-2020

Activity	Responsibility	Dates	Status
3 Water Sustainability Project - Salt Spring Island Watershed Protection Alliance (SSIWPA) Special Tax Requisition That the Salt Spring Island Local Trust Committee request the Islands Trust Council to include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of $75,500 in its 2020/21 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee (LTC) in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.	Jason Youmans		Completed
4 Proposed Bylaw No. 512 - Affordable Rental Housing - Cottages Project That Salt Spring Island Local Trust Committee Bylaw No. 512, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2018", be amended in accordance with Appendix 1 of the staff report dated February 18, 2020. That Salt Spring Island Local Trust Committee Bylaw No. 512, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2018", be read a third time as amended.	Daniela Murphy Jason Youmans		Completed

Follow Up Action Report

Salt Spring Island

18-Feb-2020

Activity	Responsibility	Dates	Status
5 Proposed Bylaw No. 512 - Affordable Rental Housing - Cottages Project That Salt Spring Island Local Trust Committee Bylaw No. 512, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2018" be forwarded to Islands Trust Executive Committee for approval.	Daniela Murphy Jason Youmans		Completed
6 Other Business: Composting Facilities: That the Salt Spring Island Local Trust Committee request staff to expedite processing of an application from the Salt Spring Island Farmland Trust for a compositing facility at Burgoyne Bay and provide assistance that the applicant may require.	Stefan Cermak		Completed

Follow Up Action Report

Salt Spring Island

18-Feb-2020

Activity	Responsibility	Dates	Status
7 OTHER BUSINESS Agricultural Advisory Planning Commission Terms of Reference : That the Salt Spring Island Local Trust Committee refer the Advisory Commission Terms of Reference to the Agricultural Advisory Planning Commission for review and discussion in consideration of the updated Area Farm Plan.	Daniela Murphy Edyta Tyszkiewicz Kristine Mayes		Completed
8 OTHER BUSINESS Channel Ridge Covenant Amendment : That the Salt Spring Island Local Trust Committee decline amending Covenant FB102667.	Stefan Cermak		Completed

Follow Up Action Report

Salt Spring Island

18-Feb-2020

Activity	Responsibility	Dates	Status
9 CORRESPONDENCE E. FitzZaland on behalf of Salt Spring Solutions to LTC, Dated January 30, 2020 - Concerning Invitation to participate in Housing Solutions Lab That the Salt Spring Island Local Trust Committee direct staff to write a letter of support for the Salt Spring Solutions Housing Solutions Lab grant application for signature by the Chair.	Shayla Burnham Stefan Cermak		Completed
10 SS-RZ-2018.4 - Proposed Bylaw No. 515 and Proposed Bylaw No. 517 (Housing Agreement) - R. Walker, Gulf Islands Seniors Residence Association - 154 Kings Lane, SSI That Salt Spring Island Local Trust Committee Bylaw No. 517, cited as "Salt Spring Island Housing Agreement Bylaw No. 517, 2019", be adopted. That Salt Spring Island Local Trust Committee Bylaw No. 515, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2018", be adopted.	Daniela Murphy Stefan Cermak		Completed

Follow Up Action Report

Salt Spring Island

18-Feb-2020

Activity	Responsibility	Dates	Status
11 SS-DP-2019.4 - J. Smith, Gulf Islands Seniors Residence Association - 154 Kings Lane, SSI That the Salt Spring Island Local Trust Committee request staff to amend Development Permit SS-DP-2019.4 to adjust the letter of credit for the landscaping costs to 50%.	Claire Negrin Daniela Murphy		Completed
12 SS-DP-2019.4 - J. Smith, Gulf Islands Seniors Residence Association - 154 Kings Lane, SSI That the Salt Spring Island Local Trust Committee issue Development Permit SS-DP-2019.4 as amended (154 Kings Lane).	Claire Negrin Daniela Murphy		In Progress
13 SS-TUP-2019.8 - J. Bleet, FHC Leasing Ltd. - 804 Fulford-Ganges Road, SSI That the Salt Spring Island Local Trust Committee approve issuance of Temporary Use Permit SS-TUP-2019.8 up to 3 years on the condition that the applicant seek a commercial access permit for the proposed use from the Ministry of Transportation and Infrastructure (804 Fulford-Ganges Road).	Claire Negrin Daniela Murphy		In Progress

Follow Up Action Report

Salt Spring Island

18-Feb-2020

Activity	Responsibility	Dates	Status
14 SS-RZ-2018.3 - Lightdance Design Inc. - 377 Seymour Heights, SSI That the Salt Spring Island Local Trust Committee amend Bylaw No. 520, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2019", as specified in Attachment 4 of the staff report dated February 18, 2020.	Claire Negrin Daniela Murphy Geordie Gordon		Completed
15 SS-RZ-2018.3 - Lightdance Design Inc. - 377 Seymour Heights, SSI That the Salt Spring Island Local Trust Committee approve a seasonal cottage to be maintained as a permitted use on the Section 219 restrictive covenant on 377 Seymour Heights Road.	Claire Negrin Daniela Murphy Geordie Gordon		In Progress
16 SS-RZ-2018.3 - Lightdance Design Inc. - 377 Seymour Heights, SSI That the Salt Spring Island Local Trust Committee request staff to send amended Bylaw No. 520 to external agencies, as identified in this staff report dated February 18, 2019, for additional referral.	Claire Negrin Daniela Murphy Geordie Gordon		Completed

Follow Up Action Report

Salt Spring Island

18-Feb-2020

Activity	Responsibility	Dates	Status
17 SS-LCB-2019.5 - L. Large, Cathay Western Properties Ltd. - 382 Lower Ganges Road, SSI That the Salt Spring Island Local Trust Committee direct staff to hold a public meeting to gather community input on the Cannabis Retail Store licence application for 382 Lower Ganges Road in accordance with standing resolution SS-2018-178.	Daniela Murphy Geordie Gordon		Completed
18 SS-DVP-2019.5 - C. MacKay - 351 Mountain Park Drive, SSI That the Salt Spring Island Local Trust Committee deny issuance of SS-DVP-2019.5 (351 Mountain Park Drive).	Daniela Murphy Edyta Tyszkiewicz Geordie Gordon		Completed

23-Mar-2020

Activity	Responsibility	Dates	Status
1 VIA Resolution-Without-Meeting - SS-RWM-02-2020 That the Salt Spring Island Local Trust Committee adopt the Minutes from the February 18, 2020 meeting (as attached).	Daniela Murphy Shayla Burnham		Completed

24-Mar-2020

Activity	Responsibility	Dates	Status

Follow Up Action Report

Salt Spring Island

24-Mar-2020

Activity	Responsibility	Dates	Status
1 VIA Resolution-Without-Meeting - SS-RWM-03-2020 That the Salt Spring Island Local Trust Committee issue development permit SS-DP-2019.10 (176 Bishops Walk Road).	Daniela Murphy Jason Youmans		Completed
2 VIA Resolution-Without-Meeting - SS-RWM-04-2020 That the Salt Spring Island Local Trust Committee accept a covenant under Section 219 of the Land Title Act requiring treatment of water from the registered owners of The North East 1/4 of Section 42, South Salt Spring Island, Cowichan District, Except Those Parts in Plans 2716, 14152, 2767 and VIP67045 Except Parcel C (DD 78931-I) and designate any member of the Local Trust Committee to sign the covenant (SS-SUB-2016.5, 600 Isabella Point Road).	Daniela Murphy Kristine Mayes		In Progress

SALT SPRING ISLAND POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
4-Feb-2010	SSI-11-10	Bylaw Enforcement Reports	It was **MOVED** and **SECONDED**, 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. **CARRIED**
10-Jan-2013	SSI-09-13	North Salt Spring Waterworks District Reporting	It was **MOVED** and **SECONDED**, 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: a) changes in water demand by the North Salt Spring Waterworks District customers with new secondary suites within the pilot area; b) total withdrawal from its system in relation to its licensed capacity; 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. **CARRIED** *Bylaw 461 was adopted May 2, 2013

SALT SPRING ISLAND POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2-Jun-2016	SS-2016-114	Grantville Neighbourhood lawful non-conforming sewage disposal field repair or replacement	**It was MOVED and SECONDED,** 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): That the Salt Spring Island Local Trust Committee direct staff to administer and enforce Bylaw 484 according to the following policies: 1) Where a sewage disposal field or septage pit is lawfully 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: a) Removal and replacement of the dispersal system in its entirety 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. 3) "Authorized Person" and "Professional" have the same meaning as in the Sewerage System Regulation. **CARRIED**

SALT SPRING ISLAND POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2-Mar-2017	SS-2017-16	Quarterly Application Summary Staff Reports	**It was MOVED and SECONDED,** that the Salt Spring Island Local Trust Committee direct staff to provide a quarterly summary of application tracking. **CARRIED**
2-Nov-2017	SS-2017-168	Unlawful Suites and Dwellings	**It was MOVED and SECONDED,** that the Salt Spring Island Local Trust Committee affirms its previous direction to delay enforcement on unlawful suites in single family dwellings and unlawful use of seasonal cottages until it has made a final decision on Proposed Bylaw No. 471 and directs staff to commence enforcement on all other unlawful dwellings in accordance with the following enforcement policy: a) Staff should put the highest priority on suite complaints concerning areas deemed to be environmentally sensitive, such as within watersheds, or suites which have serious health and safety issues, such as failing septic systems, over-taxed sewage treatment facilities, or suites that are unsafe. b) When speaking to property owners with unlawful dwellings, Islands Trust Bylaw Enforcement Officers should initially adopt a coaching technique with a view to helping the owners legalize their unlawful dwelling. People will be directed to Islands Trust planners or to the Capital Regional District Building Inspection and Capital Regional District Water and Sewage Commissions, who can explain the mechanisms for compliance. Tenants will also be directed to local agencies that can help find new housing if needed. c) Islands Trust Bylaw Enforcement Officers should place a priority on enforcement of unlawful dwellings that are also of concern to other agencies to ensure that all related issues are dealt with at the same time or if there is more than one unlawful dwelling on a lot. d) Recommendations to the Salt Spring Island Local Trust Committee for legal action to close a suite or unlawful dwelling should only be made if it has the active support and participation of other agencies, such as building inspection, health authorities or water and sewage treatment providers or if there is more than one unlawful dwelling on a lot. **CARRIED**

SALT SPRING ISLAND POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
16-Aug-2018	SS-2018-177	Cannabis Regulation	**It was MOVED and SECONDED,** 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: • Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. • 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. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. • 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: ○ Name of the applicant and a description of the proposal in general terms; ○ The location of the proposed establishment and the subject site; ○ The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered; ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application; ○ How public comments may be submitted to the Local Trust Committee. **CARRIED**

SALT SPRING ISLAND POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
6-Dec-2018	SS-2018-278	Cannabis – Processing of Notice to Local Authorities	**It was MOVED and SECONDED,** 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. **CARRIED**
30 Apr 2019	SS-2019-88	Families as Stakeholders	**It was MOVED and SECONDED,** 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. **CARRIED**

SALT SPRING ISLAND POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
27 Aug 2019	SS-2019-153	STVR	**It was MOVED and SECONDED,** that the Salt Spring Island Local Trust Committee rescind Resolution SS-2017-120 and adopt the following new short-term vacation rental enforcement policy: that given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, Short-Term Vacation Rentals (STVRs) that have one or more of the following characteristics will be subject to proactive enforcement: 1. They are advertised on the Internet, newspapers or other media; 2. More that one dwelling on the lot is simultaneously made available for STVRs; 3. While the property is rented persons are staying in tents, trailers, or Recreational Vehicles; 4. There are issues related to health and safety; 5. There is a written complaint by owners or residents on nearby lots about bona fide nuisance issues such as noise or parking congestion related to the STVR; 6. The owner of the property uses more than one property on Salt Spring Island as an STVR; that a Short-Term Vaction Rental (STVR) is defined as rental of a dwelling, suite, or cottage in a residential zone for less that 30-day periods; that a Short-Term Vacation Rental (STVR) is defined as the rental of a dwelling, suite, cottage, camping unit, accessory building or structure for a commercial guest accommodation use in a non commercial or commercial guest accommodation zone for less than a 30-day period; that nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Salt Spring Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time. **CARRIED**

SALT SPRING ISLAND POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
26-Nov-2019	SS-2019-253	Reconciliation	**It was MOVED and SECONDED,** that the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: 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: 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; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; 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; 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; 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. **CARRIED**

SALT SPRING ISLAND POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
17-Dec-2019	SS-2019-275	Referral of Items to the Agricultural Advisory Planning Commission	**It was MOVED and SECONDED,** 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: 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 b) Applications are for public recreation use and are consistent with the Official Community Plan. **CARRIED**

Islands Trust

Print Date: April 21, 2020

Top Priorities Report

Salt Spring Island

1. *Water Sustainability - coordinate multiple jurisdictions in planning for water sustainability and watershed protection*	Responsible	Dates
Consultation - SSIWPA supports ongoing well and lake monitoring post pilot monitoring stage. Analysis - Staff recommending updating project charter. Consider new minor projects. 2020/21 Special Tax Requisition ($75,500) to fund continued coordination of watershed management approved	Jason Youmans William Shulba	Rec'd: 07-Jun-2012

2. *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)*	Responsible	Dates
Project Initiation - Developing Project Charter.		Rec'd: 17-Dec-2019 Target: 22-Dec-2020

3. *Affordable Rental Housing - rezone some seasonal cottages to be used for year round residential rental accommodation*	Responsible	Dates
Legislative - Bylaw 512 to be considered for adoption	Jason Youmans	Rec'd: 20-Jul-2017 Target: 31-Mar-2020

4. *Regulate Cannabis Production*	Responsible	Dates
Legislative - Bylaw 518. First Reading given. Referred out.		Rec'd: 01-Oct-2019 Target: 30-Oct-2020

Top Priorities Report

Salt Spring Island

5. *Industrial Land Uses - update OCP and LUB*	Responsible	Dates
/span>	Jason Youmans	Rec'd: 07-Jun-2012 Target: 31-Dec-2019

5. *TUPs for Residential Uses*	Responsible	Dates
Designated as a Special Project Dec. 6, 2018. Legislative - Bylaw 471 given second reading. Community Meeting held. Requires LTC direction to go to Public Hearing.	Jason Youmans	

Islands Trust

Print Date: April 21, 2020

Projects Report

Salt Spring Island

1. *OCP and LUB Review - Housing for Farm Workers; Subdivision for a Relative*	Responsible	Date Received
November 2012 - SSI Trustees & RPM meeting with ALC staff. Information forthcoming from ALC re. subdivision for a relative - provincial publication. July 2012 - Scope expand to include OCP policy re. Subdivision for Relative. May 2012 - Letter to ALC re meeting. April 2011 - Invite ALC to meeting. May 2009 to February 2010 - Staff undertaking research, Feb.2010 Initial Report to LTC.		10-Nov-2008

2. *LUB Update: Affordable Housing*	Responsible	Date Received
Affordable housing may include: TUP amendment, cottage rentals, secondary suites pilot area expansion, other related issues. ·CRD approved applying for UBCM grant for Housing Needs Assessment. ·Verbal Agreement with CRD to collaborate with regional housing needs assessment. More information forthcoming in Fall 2019 ·Housing Needs Assessment Required as per Provincial Regulations.		01-Jun-2015

3. *Piers Island Bill 27 OCP Update*	Responsible	Date Received

Projects Report

Salt Spring Island

June 5, 2018 - Ministry staff inform Islands Trust that they cannot recommend approval to the Minister as the bylaw does not include required GHG targets.
February 22, 2017 - Bylaw 493 forwarded to Minister for approval.
January 18, 2017 - Executive Committee approved bylaw 493.
December 1, 2016 - Bylaw 493 amended, given 2nd reading, given 3rd reading, and referred to the Executive Committee for approval.
LTC work program 2010 to 2015. Provincial requirement since 2008 (Bill 27 - Local Government Statutes Amendment Act).

17-Dec-2015

4. *Proposed National Marine Conservation Area Reserve - Internal Boundaries*	Responsible	Date Received

September 23, 2016 - LTC include in draft 2017/18 project budget
September 3, 2015 - LTC include project in draft 2016/17 project budget
January 2014 - Check in from Parks Canada advising of extension of the stakeholder consultation program. Parks Canada will report back.
June 2013 - LTC resolution to advance to #1 in Projects List
April 2013 - LTC resolution to Parks Canada requesting public information meeting on Salt Spring Island.
January 2013 - added to Projects List. Budget and staff resources to be considered. Refer to Dec 2012 Trust Council Request for Decision.

10-Jan-2013

5. *Integrated Community Sustainability Plan*	Responsible	Date Received

Salt Spring Island

May 22, 2018 - staff meet with CRD and NSSWD to discuss feasibility of project in new term. April 27, 2016 - conclusion of ongoing discussions regarding funding from BC Rural Dividend. The fund is tightly focused on job creation and has substantial requirements for the Islands Trust to even apply. Staff decision to proceed no further, instead to focus on next round of Gas Tax funding. Investigating successful funders with similar goals (ex; Revelstoke).	24-Jul-2014

6. *First Nations Heritage Sites*	Responsible	Date Received
February 9, 2017: Staff report to LTC. LTC provide staff with direction. January 2017 - Planner and Senior Intergovernmental Policy Advisor consider options for the Inventory Report. Staff report to LTC scheduled for February 9 meeting. October 25, 2016 - Archaeology Branch provides formal comment May 15, 2016 - Report forward to B.C. Archaeology Branch for review		08-Jan-2015

7. *Bylaw Review and Procedural Updates*	Responsible	Date Received
July 20, 2017 - Development of a DAI Bylaw to be facilitated via contracted services February 2015 - LTC Work Program, inclusive of Land Use Bylaw Technical Amendments, Soil Bylaw update, Development Approval Information bylaw, Zoning Regulations, Land Use Contracts and Outer Islands, Bylaw Enforcement Policies		05-Feb-2015

Projects Report

Salt Spring Island

8. *Marine Environment Protection*	Responsible	Date Received
January 27, 2017 -Received proposed scope of work to prepare an environmental audit of Salt Spring Island Shoreline Conservation Areas, prepared by Archipelago Marine Research. December 1, 2016 - LTC direct staff to report on resources required to undertake an environmental audit of foreshore conservation areas July 20, 2017 - LTC passes motion to defer further consideration at this time June 29, 2016 - SSI LTC to receive Staff Report on Royal Roads University students research into ways the Islands Trust can protect Clam Gardens June 2, 2016 - LTC direct staff to add to the projects list options to strengthen protection of the marine environment within the OCP		02-Jun-2016

9. *Accessory Buildings Without a Principle Use*	Responsible	Date Received
Investigate issues and options for regulatory changes which may permit accessory buildings / uses before an established principle use (ex: workshop or garage before principle dwelling unit).		01-Dec-2016

10. *TUPs for Secondary Suites and Cottages (Bylaw 471)*	Responsible	Date Received
December 6, 2018 - LTC assign as a **Special Project** March 23, 2017 - Removed from Top Priority List		23-Mar-2017

Projects Report

Salt Spring Island

11. *Short Term Vacation Rentals (STVRs)*	Responsible	Date Received
August 2018 - Approximately 80 enforcement files opened. August 2017 - LTC direct proactive bylaw enforcement for STVRs with specific characteristics (see standing resolution SS-2017-120) May 4, 2017 - Added to Project List. Review relevant polices, assess issue and report	Karol Kudyba	04-May-2017

12. *Technical and Minor Amendments*	Responsible	Date Received
March 2, 2017 - LTC request bylaw changes to permit seasonal cottages on lots also permitting secondary suites (ex; Fulford Commons) April 13, 2017 - LTC request bylaw changes such that boundary fences be limited to 2.4 meters in height. June 29, 2017 - LTC request bylaw changes to take account of comments submitted by D. McKerrell; dock width change from 1.2m to 1.5m		02-Mar-2017

13. *Ganges Rainwater Catchment*	Responsible	Date Received
July 20, 2017 - LTC removed Ganges Rainwater Catchment from top priority list and placed on projects list March 23, 2017 - LTC removed Bylaw 471 - TUPs for Secondary Suites and Cottages to the projects pist and placed Ganges Rainwater Catchment on the Top Priority List. LTC directed staff to prepare a project charter.		20-Jul-2017

Projects Report

Salt Spring Island

14. *OCP Review*	Responsible	Date Received
November 30, 2017 - LTC added to project list		30-Nov-2017

15. *Reduce Permitted Lot Coverage in Rural Upland Zones*	Responsible	Date Received
August 16, 2018 - LTC requested staff to report on the implications of reducing lot ratios currently set in Rural Upland where 33 percent buildings and structures is permitted.		16-Aug-2018

16. *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)*	Responsible	Date Received
December 6, 2018 - LTC added to project list		06-Dec-2018

17. *Ganges Village Planning - Harbourwalk*	Responsible	Date Received
Removed from Top Priority List Oct. 1,2019. CRD submitted application for SRW		01-Oct-2019

18. *Update the OCP through incremental steps in consideration of the strategic priorities*	Responsible	Date Received
Analysis - Reviewing OCP in regards to endorsed Strategic Priorities which include: Implement climate change mitigation and adaption measures ; Ensure fresh water sustainability; Protect the Coastal Douglas Fir Ecosystem; Increase availability of affordable housing: Protect and enhance agriculture; Increase meaningful consultation and cooperation with citizens, agencies and First Nations; Village Planning		27-Aug-2019

Projects Report

Salt Spring Island

19. *Improving Communications*	Responsible	Date Received
Mine permits for aggregate pits and quarries.		21-Jan-2020

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
SS-ALR-2019.3	Forsyth, Michele	10-Jul-2019	NOI - Placement of Fill on ALR Land (bring in compost/mulch for farm use & resale) - 170 Jones Road, SSI

Planner: Jason Youmans

Planning Status

Status Date: 29-Aug-2019

File transferred to Planner Youmans.

Status Date: 09-Aug-2019

Applicant submitted revised TUP application requesting permission for additional uses. Revised TUP permit needs to be prepared. See application SS-TUP-2019.3 for more information.

Status Date: 15-Jul-2019

SS-ALR-2019.3 assigned to Planner Miller.

File Number	Applicant Name	Date Received	Purpose
SS-ALR-2020.1	Salt Spring Recreational Holdings Ltd.	18-Feb-2020	The proposal is for a 6 bay structure to cover for the upper portion of the current driving range. This cover is open on all sides with a half wall on the west side. It is 145 square meters, which is 0.01 Ha. - 805 Lower Ganges Road, SSI.

Planner: Geordie Gordon

Planning Status

Status Date: 16-Apr-2020

Planner Gordon assigned to file SS-ALR-2020.1

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2014.3	McKerrell, David	26-May-2014	Marina Expansion in DPA1 - 2850 Fulford-Ganges Road, SSI

Planner: Jason Youmans

Planning Status

Status Date: 23-Dec-2016

See SS-RZ-2013.6 for status update

Status Date: 25-Aug-2016

Lighting plan received - planner to await return of rezoning to LTC agenda before bringing DP back for approval

Status Date: 29-Jun-2016

Planner and applicant discuss submission of lighting plan

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2018.15	Akerman, Patrick	22-Nov-2018	2-Lot Subdivision (SS-SUB-2017.5) in DPA7 - 281 Beaver Point Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 14-Jan-2020

Advised applicant awaiting Restrictive Covenant and the PARCS resolution for inclusion in Staff Report

Status Date: 17-Dec-2019

Planner Mayes assigned to SS-DP-2018.15

Status Date: 22-Oct-2019

No updates as of Sept. 17, 2019

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2018.15	Akerman, Patrick	22-Nov-2018	2-Lot Subdivision (SS-SUB-2017.5) in DPA7 - 281 Beaver Point Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 14-Jan-2020

Advised applicant awaiting Restrictive Covenant and the PARCS resolution for inclusion in Staff Report

Status Date: 17-Dec-2019

Planner Mayes assigned to SS-DP-2018.15

Status Date: 22-Oct-2019

No updates as of Sept. 17, 2019

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2019.4	Gulf Islands Seniors Residence Association	11-Jun-2019	Constructing a 48-Unit Seniors Facility in DPA1 - 154 Kings Lane, SSI

Planner: Stefan Cermak

Planning Status

Status Date: 31-Mar-2020
reassigned to Stefan Cermak

Status Date: 18-Feb-2020
Applicant required to submit landscape security

Status Date: 27-Nov-2019
SS-DP-2019.4 assigned to Planner Negrin

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2020.1	GILX Management Corporation	02-Mar-2020	Subdivision in DPA4 & DPA7

Planner: Kristine Mayes

Planning Status

Status Date: 21-Apr-2020
Emailed with applicant re. RAR report requirement

Status Date: 31-Mar-2020
Re-assigned to Planner Mayes

Status Date: 03-Mar-2020
Planner Gordon assigned to SS-DP-2020.1

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2020.1	GILX Management Corporation	02-Mar-2020	Subdivision in DPA4 & DPA7

Planner: Kristine Mayes

Planning Status

Status Date: 21-Apr-2020
Emailed with applicant re. RAR report requirement

Status Date: 31-Mar-2020
Re-assigned to Planner Mayes

Status Date: 03-Mar-2020
Planner Gordon assigned to SS-DP-2020.1

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2020.2	Highbury Asset Management Inc.	19-Mar-2020	Permit for building height for the expansion on the Country Grocer Site for Administrative Space and Reserve Stock Area - 374 Lower Ganges Road.

Planner: Geordie Gordon

Planning Status

Status Date: 17-Apr-2020
Reviewing application.

Status Date: 27-Mar-2020
Planner Gordon assigned to SS-DP-2020.2

Status Date: 19-Mar-2020
File Opened

File Number	Applicant Name	Date Received	Purpose
SS-DP-2020.3	D-Architecture: Daryoush Firouzli Architect	27-Mar-2020	DP Amendment for a 2 storey variance with an increase of total height of 4'-10'. (This application is in combination with SS-DVP-2020.5 application)

Planner: Geordie Gordon

Planning Status

Status Date: 06-Apr-2020
Reviewing application.

Status Date: 27-Mar-2020
Assigned to Planner Gordon application SS-DP-2020.3

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2020.4	Colligan, Jamie	08-Apr-2020	DP for RAR filed by Aquaparian DP Area 7 (OCP Map 28) - 250 Furness Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 21-Apr-2020

Planner Mayes assigned to file #SS-DP-2020.4

Status Date: 08-Apr-2020

File Opened for Payment Purposes

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2020.4	Colligan, Jamie	08-Apr-2020	DP for RAR filed by Aquaparian DP Area 7 (OCP Map 28) - 250 Furness Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 21-Apr-2020

Planner Mayes assigned to file #SS-DP-2020.4

Status Date: 08-Apr-2020

File Opened for Payment Purposes

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2020.1	Carr, Sally	05-Mar-2020	Variance for Accessory Building (Garage) - Setback to Dwelling/Size + Distance to Rear Lot Line for Existing Accessory Building (Shed) - 130 Langs Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 08-Apr-2020

Corresponded with applicant regarding recommendation - applicant to provide requested documentation

Status Date: 06-Apr-2020

Staff Report drafted and sent to RPM for review.

Status Date: 06-Mar-2020

Planner Mayes assigned to SS-DVP-2020.1

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2020.1	Carr, Sally	05-Mar-2020	Variance for Accessory Building (Garage) - Setback to Dwelling/Size + Distance to Rear Lot Line for Existing Accessory Building (Shed) - 130 Langs Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 08-Apr-2020

Corresponded with applicant regarding recommendation - applicant to provide requested documentation

Status Date: 06-Apr-2020

Staff Report drafted and sent to RPM for review.

Status Date: 06-Mar-2020

Planner Mayes assigned to SS-DVP-2020.1

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2020.2	Gedeon, Andreas	16-Mar-2020	Permit for existing dwelling unit to exceed height restriction - 121 Peregrine Way Permit for existing sauna outbuilding to include shower enclosure - 121 Peregrine Way

Planner: Kristine Mayes

Planning Status

Status Date: 21-Apr-2020
Staff Report drafted and sent to RPM for review.

Status Date: 21-Apr-2020
CRD provided information re. SFD

Status Date: 09-Apr-2020
Emailed applicant seeking clarification.

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2020.2	Gedeon, Andreas	16-Mar-2020	Permit for existing dwelling unit to exceed height restriction - 121 Peregrine Way Permit for existing sauna outbuilding to include shower enclosure - 121 Peregrine Way

Planner: Kristine Mayes

Planning Status

Status Date: 21-Apr-2020
Staff Report drafted and sent to RPM for review.

Status Date: 21-Apr-2020
CRD provided information re. SFD

Status Date: 09-Apr-2020
Emailed applicant seeking clarification.

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2020.3	Barber, Holly	19-Mar-2020	Request to build accessory building 3.5 feet from house where foundation still exists. Building was destroyed by a fire in May, want to rebuild on same foundation as it is the most suitable location on the property - 163 Thomas Road, SSI.

Planner: Kristine Mayes

Planning Status

Status Date: 16-Apr-2020
Applicant provided building footprints for accessory buildings on lot

Status Date: 27-Mar-2020
Planner Mayes assigned to SS-DVP-2020.3

Status Date: 20-Mar-2020
File Now Ready for Planner Review

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2020.3	Barber, Holly	19-Mar-2020	Request to build accessory building 3.5 feet from house where foundation still exists. Building was destroyed by a fire in May, want to rebuild on same foundation as it is the most suitable location on the property - 163 Thomas Road, SSI.

Planner: Kristine Mayes

Planning Status

Status Date: 16-Apr-2020
Applicant provided building footprints for accessory buildings on lot

Status Date: 27-Mar-2020
Planner Mayes assigned to SS-DVP-2020.3

Status Date: 20-Mar-2020
File Now Ready for Planner Review

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2020.4	Highbury Asset Management Inc.	19-Mar-2020	Permit along with SS-DP-2020.2 for building height for the expansion on the Country Grocer Site for Administrative Space and Reserve Stock Area - 374 Lower Ganges Road.

Planner: Geordie Gordon

Planning Status

Status Date: 17-Apr-2020
Reviewing application.

Status Date: 27-Mar-2020
Planner Gordon assigned to SS-DVP-2020.4

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2020.5	D-Architecture: Daryoush Firouzli Architect	27-Mar-2020	3 storey variance with an increase of total height of 4'-10' - 132 Corbett Road

Planner: Geordie Gordon

Planning Status

Status Date: 06-Apr-2020
Reviewing application.

Status Date: 27-Mar-2020
Assigned to Planner Gordon - SS-DVP-2020.5

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2020.6	5i Partners Inc.	02-Apr-2020	130 Lee Ann Road - To seek approval to reduce the set-back requirement to the front road from 7.5 m to 3 m. This is meant for only the garage portion of the house but would allow the total structure to remain on a pre-existing flat portion while minimizing land disturbance for a 'sustainable, Net Zero Energy' home.

Planner: Kristine Mayes

Planning Status

Status Date: 16-Apr-2020
Planner Mayes assigned to SS-DVP-2020.6

Status Date: 14-Apr-2020
Application Documents are now in and ready for Planner Review

Status Date: 02-Apr-2020
Opened Application for payment purposes

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2020.6	5i Partners Inc.	02-Apr-2020	130 Lee Ann Road - To seek approval to reduce the set-back requirement to the front road from 7.5 m to 3 m. This is meant for only the garage portion of the house but would allow the total structure to remain on a pre-existing flat portion while minimizing land disturbance for a 'sustainable, Net Zero Energy' home.

Planner: Kristine Mayes

Planning Status

Status Date: 16-Apr-2020
Planner Mayes assigned to SS-DVP-2020.6

Status Date: 14-Apr-2020
Application Documents are now in and ready for Planner Review

Status Date: 02-Apr-2020
Opened Application for payment purposes

Applications

Liquor Control Branch

File Number	Applicant Name	Date Received	Purpose
SS-LCB-2019.2	Philp, Charles	23-Jan-2019	Proposal to change a medical marijuana dispensary into a cannabis retailer by seeking license as required by the BC Liquor & Cannabis Regulation Branch - 109 McPhillips Avenue, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 21-Apr-2020
Awaiting confirmation/rejection of CRS license application

Status Date: 04-Jul-2019
LTC response sent to LCRB

Status Date: 06-Jun-2019
Community Meeting Held.

File Number	Applicant Name	Date Received	Purpose
SS-LCB-2019.5	Cathay Western Properties Ltd.	04-Dec-2019	Proposal to Operate a Non-Medical Cannabis Retail Store - 376 Lower Ganges Roadf, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 21-Apr-2020
Public meeting March 28 cancelled due to COVID-19. Unable to hold public meeting required by SSI LTC Standing Resolution.

Status Date: 10-Mar-2020
RCMP/CRD/SSIFR notification sent

Status Date: 09-Mar-2020
Public notice mailed

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2013.6	Island Marine Construction Services Ltd.	08-May-2013	Proposal to Amend OCP (Shoreline DPA Increase) & LUB (S2 Zoning Expansion) - 2850 Fulford-Ganges Road, SSI (Fulford Landing)

Planner: Jason Youmans

Planning Status

Status Date: 20-Mar-2020

Applicants counsel advises they will notify the LTC when S.219 covenant and CRD SRW are registered.

Status Date: 14-Jan-2020

Covenant received from applicant lawyer for LTC signature

Status Date: 13-Nov-2019

Applicant advises covenant registration work is underway.

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2013.7	Salt Spring Ventures Inc.	09-Aug-2013	OCP and Land Use Bylaw Amendment - Park Drive, SSI (Swanson's Pond)

Planner: Jason Youmans

Planning Status

Status Date: 16-Jan-2020

Staff provide applicant with list of professional reports that will likely be requested if application advances.

Status Date: 19-Dec-2019

Stantec water report referred to agencies.

Status Date: 03-Dec-2019

Applicant submits updated water report for agency referral

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2013.9	Capital Regional District (Regional Housing)	06-Sep-2013	Proposal to Rezone for CRD & School District Multi-Family Affordable Housing - 161 Drake Road, SSI

Planner: Stefan Cermak

Planning Status

Status Date: 01-Aug-2019

Applicant reported successful water drilling. Discussed next steps.

Status Date: 07-Jun-2019

Requested update from applicant.

Status Date: 07-Jan-2019

Applicant provided update: next two months: further evaluation of well tests

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2017.1	Campbell, Gregory	09-Jan-2017	Proposal to Rezone from CA2 to Rural or Rural Variant with OCP Amendment to Remove DPA2 - 347 Bridgman Road, SSI

Planner: Daniela Murphy

Planning Status

Status Date: 26-Mar-2019

Applicant indicated that LTO still working through issues with revised present natural boundary prior to accepting covenant; expected covenant registration within 1 to 4 weeks

Status Date: 29-Nov-2018

Staff requested confirmation of covenant registration; applicant indicating further surveying work is required

Status Date: 28-Nov-2018

Bylaw 498 received Minister's approval

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2017.2	Fernando & Tammy Dos Santos	15-Feb-2017	Proposal to Permit Site Specific Affordable Eco-Friendly Housing (Approx. 30 Units - non-profit, mixed entry-level homeowner and affordable rental housing with amenities). Housing affordability ensured long-term through a Housing Agreement - 221 Drake Road, SSI.

Planner: Geordie Gordon

Planning Status

Status Date: 31-Mar-2020

Re-assigned to Planner Gordon

Status Date: 15-Aug-2019

SS-RZ-2017.2 reassigned to Planner Youmans.

Status Date: 07-Jun-2019

Applicant update: still challenges with affordability and water service. Seeking solutions.

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2017.3	Colligan, Jamie	05-Apr-2017	Proposal to Rezone to Rural Zone Variation to Allow Existing Cottage to be Designated as Affordable Housing - 2188 North End Road, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 21-Feb-2020

Phone call with CRD BI Thomassen re: lack of building permits and septic filing for second dwelling.

Status Date: 17-Dec-2019

LTC direct staff to draft bylaw and consent to cost agreement with applicant to draft Housing Agreement

Status Date: 17-Dec-2019

Applicant required to submit pumping test as per LTC resolution

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2018.2	Booth, Eric	26-Feb-2018	Proposal to Rezone from Watershed to Rural (OCP & LUB) - 201, 177 & 133 Suneagle Drive, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 16-Mar-2020

File transferred to planner Geordie Gordon.

Status Date: 14-Feb-2020

Applicant provides updated watershed assessment report from Ryzuk Engineering, per LTC resolutions of 2018-09-27.

Status Date: 25-Nov-2019

E-mail correspondence with applicant advising of steps required to advance their application.

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2018.3	Witteveen, Caroline	13-Apr-2018	Proposal to Vary RU1 Zoning for a Private Medical Clinic and accomodation for clinic guest - 377 Seymour Heights Road, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 20-Apr-2020

Conversation with L. Wilcox re: Cowichan Tribes engagement.

Status Date: 16-Apr-2020

Second bylaw referral sent out.

Status Date: 16-Apr-2020

Response from Cowichan Tribes re: Lack of response to first referral response.

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2019.1	Eric/Kim Beamish & Nick Williams	22-Feb-2019	Proposal to change current zoning from R7 to C6 Variance for Industrial Use - 248 Upper Ganges Road, SSI

Planner: Jason Youmans

Planning Status

Status Date: 03-Jan-2020
Planner Mayes added for support

Status Date: 22-Feb-2019
Planner Youmans assigned to SS-RZ-2019.1

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2019.2	Sobeys Inc.	11-Mar-2019	Proposal to change current zoning to allow 'Liquor Store' as Permitted Use - 127 Lower Ganges Road, SSI

Planner: Stefan Cermak

Planning Status

Status Date: 01-Apr-2020
awaiting registration of easement on title.

Status Date: 31-Mar-2020
reassigned to RPM Cermak

Status Date: 05-Feb-2020
EC Approval

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2020.1	MacAlpine, Doug	29-Jan-2020	Proposal to amend zoning to permit a 60 square meter boathouse and additional dwelling - 1351 Mountain Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 07-Apr-2020
Updated geotechnical report provided by applicant

Status Date: 05-Mar-2020
DP/DVP Potentially Required - Met with Applicant

Status Date: 26-Feb-2020
Conducted Site Visit

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2020.1	MacAlpine, Doug	29-Jan-2020	Proposal to amend zoning to permit a 60 square meter boathouse and additional dwelling - 1351 Mountain Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 07-Apr-2020
Updated geotechnical report provided by applicant

Status Date: 05-Mar-2020
DP/DVP Potentially Required - Met with Applicant

Status Date: 26-Feb-2020
Conducted Site Visit

Applications

Soil Deposit and Removal

File Number	Applicant Name	Date Received	Purpose
SS-SDP-2016.3	Mackie, Michele	20-Oct-2016	Proposal for Removal in Excess of 1000m3 - 170 Jones Road, SSI

Planner: Jason Youmans

Planning Status

Status Date: 29-Aug-2019

File transferred to Planner Youmans

Status Date: 15-Jul-2019

Staff report for associated SS-TUP-2018.3 prepared for July 23, 2019 LTC meeting

Status Date: 13-Jun-2019

Applicant to meet with planning staff, bylaw enforcement staff, and management to address outstanding non-compliance

Applications

Strata Conversion

File Number	Applicant Name	Date Received	Purpose
SS-SC-2018.1	Polaris Land Surveying	15-May-2018	Convert two existing co-owned,cojoined lots to strata - 1257 Isabella Point Road

Planner: Kristine Mayes

Planning Status

Status Date: 16-Oct-2018

Applicant has decided to defer the application for further LTC consideration within the context of the Affordable Housing Seasonal Cottages project. Formal letter of request for deferral pending.

Status Date: 04-Sep-2018

Initial Staff Report on Sept 26 LTC agenda

Status Date: 09-Aug-2018

Under review for compliance with Strata Property Act, Building Code, LUB

Strata Conversion

File Number	Applicant Name	Date Received	Purpose
SS-SC-2018.1	Polaris Land Surveying	15-May-2018	Convert two existing co-owned,cojoined lots to strata - 1257 Isabella Point Road

Planner: Kristine Mayes

Planning Status

Status Date: 16-Oct-2018

Applicant has decided to defer the application for further LTC consideration within the context of the Affordable Housing Seasonal Cottages project. Formal letter of request for deferral pending.

Status Date: 04-Sep-2018

Initial Staff Report on Sept 26 LTC agenda

Status Date: 09-Aug-2018

Under review for compliance with Strata Property Act, Building Code, LUB

Applications

Strata Conversion

File Number	Applicant Name	Date Received	Purpose
SS-SC-2018.2	Wilson, Dulcy	15-May-2018	Proposed strata conversion - 162 / 164 Maliview Drive, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 21-Feb-2019
Awaiting final strata plan/survey.

Status Date: 28-Nov-2018
Awaiting final Strata Plan/Survey

Status Date: 04-Sep-2018
Initial Staff Report on Sept 26 LTC agenda

Strata Conversion

File Number	Applicant Name	Date Received	Purpose
SS-SC-2018.2	Wilson, Dulcy	15-May-2018	Proposed strata conversion - 162 / 164 Maliview Drive, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 21-Feb-2019
Awaiting final strata plan/survey.

Status Date: 28-Nov-2018
Awaiting final Strata Plan/Survey

Status Date: 04-Sep-2018
Initial Staff Report on Sept 26 LTC agenda

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2011.2	Spencer's Excavating	29-Apr-2011	Proposed 4 Lot Subdivision - 250 Collins Road, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 26-Mar-2020

Inquiry from MOTI re: whether CRD would need to issue BP for stormwater detention ponds as part of SWMP. Indication that CRD does not require BP to be acquired for ponds. GG response to MOTI that IT would require SWMP sign off as part of subdivision approval.

Status Date: 21-May-2019

Water treatment covenant template provided to B Taylor

Status Date: 13-May-2019

Hydrologist report received

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2015.8	Kanne, Reayane	09-Dec-2015	Proposed 2 Lot Boundary Adjustment - 1201 & 1231 Beaver Point Road, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 25-Nov-2019

Applicant informed via email that PLA will need to be re-issued by MOTI.

Status Date: 07-Oct-2019

Response received regarding Dormant Application letter.

Status Date: 18-Sep-2019

Dormant Application letter sent to applicant (email/mail)

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2016.3	Rush, Robert	15-Jul-2016	Proposed 2 Lot Boundary Adjustment - Collins Road, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 24-Jul-2018

File assigned to Planner Geordie Gordan

Status Date: 07-Oct-2016

Proposed Subdivision Review Status issued from AO requiring revised plan of sub containing 20 m road frontage prior to issuance of PLA or PLNA

Status Date: 22-Aug-2016

Islands Trust referral comments forwarded to MoTI

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2016.5	Fridd, Neil	08-Dec-2016	Proposed 2 Lot Subdivision - 600 Isabella Point Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 03-Mar-2020

Emailed applicant re. insufficient pump test for well 20032

Status Date: 03-Mar-2020

Staff Report for Water Treatment Covenant finalized for 24MAR2020 SSILTC Meeting

Status Date: 21-Jan-2020

SS-DP-2019.2 issued by LTC

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2016.5	Fridd, Neil	08-Dec-2016	Proposed 2 Lot Subdivision - 600 Isabella Point Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 03-Mar-2020

Emailed applicant re. insufficient pump test for well 20032

Status Date: 03-Mar-2020

Staff Report for Water Treatment Covenant finalized for 24MAR2020 SSILTC Meeting

Status Date: 21-Jan-2020

SS-DP-2019.2 issued by LTC

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2017.5	Akerman, Patrick	06-Dec-2017	Proposed 2 Lot Subdivision - 281 Beaver Point Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 07-Apr-2020

Draft amended covenant provided by applicant - reviewed by LC

Status Date: 14-Jan-2020

Spoke with applicant regarding outstanding subdivision conditions.

Status Date: 18-Dec-2019

Emailed list of outstanding subdivision conditions to applicant.

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2017.5	Akerman, Patrick	06-Dec-2017	Proposed 2 Lot Subdivision - 281 Beaver Point Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 07-Apr-2020

Draft amended covenant provided by applicant - reviewed by LC

Status Date: 14-Jan-2020

Spoke with applicant regarding outstanding subdivision conditions.

Status Date: 18-Dec-2019

Emailed list of outstanding subdivision conditions to applicant.

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2018.2	Gregory & Marianne Campbell	08-Mar-2018	Proposed 2 Lot Boundary Adjustment - 347 Bridgman Road, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 21-Apr-2020
Waiting for confirmation of subdivision registration.

Status Date: 26-Mar-2020
Covenants signed by LTC. With applicant for registration.

Status Date: 24-Jan-2020
Sign off sent to MOTI

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2018.3	J.E. Anderson & Associates	26-Mar-2018	Proposed 2 Lot Subdivision - 183 Beaver Point Road, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 21-Apr-2020
MOTI informed that Islands Trust does not wish to be included on flooding covenant as requested by MOTI.

Status Date: 17-Mar-2020
Sign off sent to MOTI

Status Date: 27-Feb-2019
Assessment for DPA7 created by FLNRO.

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2018.4	Polaris Land Surveying Inc	11-May-2018	Proposed 2 Lot Subdivision - 400 Long Harbour Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 05-Feb-2020
Received Drainage Report from Applicant

Status Date: 17-Dec-2019
Planner Mayes assigned to SS-SUB-2018.4

Status Date: 17-Sep-2019
File transferred to Planner Klaver

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2018.4	Polaris Land Surveying Inc	11-May-2018	Proposed 2 Lot Subdivision - 400 Long Harbour Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 05-Feb-2020
Received Drainage Report from Applicant

Status Date: 17-Dec-2019
Planner Mayes assigned to SS-SUB-2018.4

Status Date: 17-Sep-2019
File transferred to Planner Klaver

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2018.5	Polaris Land Surveying Inc.	28-Aug-2018	Proposed 3 Lot Subdivision - 200 Collins Road, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 08-Apr-2020
SWMP submitted

Status Date: 30-Mar-2020
Applicant advised that well tests do not meet LUB subdivision requirements.

Status Date: 27-Feb-2020
Applicant informed that well tests submitted do not meet LUB subdivision requirements.

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2018.6	Polaris Land Surveying Inc.	18-Sep-2018	Proposed 3 Lot Boundary Adjustment - 389, 293 & 289 Armand Way, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 16-Apr-2020
Discussion with applicant re: SWMP sign off on installation.

Status Date: 30-Mar-2020
Applicant informed well test is insufficient.

Status Date: 20-Feb-2020
Issues with well test indicated to applicant, specifically re:duration of pumping.

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2018.7	Gilx Management Corporation	20-Sep-2018	Proposed 2 Lot Subdivision - 902 Beaver Point Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 21-Apr-2020
Emailed applicant conditions list for subdivision

Status Date: 31-Mar-2020
Reassigned to Planner Mayes

Status Date: 19-Mar-2019
File transferred to planner G. Gordon. Advised applicant of file transfer.

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2018.7	Gilx Management Corporation	20-Sep-2018	Proposed 2 Lot Subdivision - 902 Beaver Point Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 21-Apr-2020
Emailed applicant conditions list for subdivision

Status Date: 31-Mar-2020
Reassigned to Planner Mayes

Status Date: 19-Mar-2019
File transferred to planner G. Gordon. Advised applicant of file transfer.

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2018.8	Gilx Management Corporation	20-Sep-2018	Proposed 2 Lot Subdivision - Beaver Point Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 31-Mar-2020
Reassigned to Planner Mayes

Status Date: 19-Mar-2019
File transferred to planner G. Gordon. Advised applicant of file transfer.

Status Date: 12-Feb-2019
Referral form sent to MOTI and applicant.

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2018.8	Gilx Management Corporation	20-Sep-2018	Proposed 2 Lot Subdivision - Beaver Point Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 31-Mar-2020
Reassigned to Planner Mayes

Status Date: 19-Mar-2019
File transferred to planner G. Gordon. Advised applicant of file transfer.

Status Date: 12-Feb-2019
Referral form sent to MOTI and applicant.

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2019.2	0967833 BC Ltd.	22-Aug-2019	Proposed 2 Lot Subdivision - 250 Furness Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 15-Apr-2020

Emailed with Legal Assistant re. Covenants - will be drafted by IT and presented to LTC for acceptance

Status Date: 31-Mar-2020

Reassigned to Planner Mayes

Status Date: 22-Aug-2019

Planner Gordon assigned to SS-SUB-2019.2

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2019.2	0967833 BC Ltd.	22-Aug-2019	Proposed 2 Lot Subdivision - 250 Furness Road, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 15-Apr-2020

Emailed with Legal Assistant re. Covenants - will be drafted by IT and presented to LTC for acceptance

Status Date: 31-Mar-2020

Reassigned to Planner Mayes

Status Date: 22-Aug-2019

Planner Gordon assigned to SS-SUB-2019.2

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2019.3	Lucich, Mark & Julia	15-Nov-2019	Proposed 2 Lot Subdivision (For Relative per LGA s. 514) - 143 Jennifer Way, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 27-Feb-2020
Received Drainage Report from Applicant

Status Date: 30-Jan-2020
MoTI PLA issued

Status Date: 03-Jan-2020
Islands Trust Subdivision Referral Response Form sent to MOTI [c.c. applicant]

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2019.3	Lucich, Mark & Julia	15-Nov-2019	Proposed 2 Lot Subdivision (For Relative per LGA s. 514) - 143 Jennifer Way, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 27-Feb-2020
Received Drainage Report from Applicant

Status Date: 30-Jan-2020
MoTI PLA issued

Status Date: 03-Jan-2020
Islands Trust Subdivision Referral Response Form sent to MOTI [c.c. applicant]

Applications

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
SS-TUP-2018.3	Mackie, Michelle	15-Jul-2017	Temporary Use Permit application for mechanical screening and crushing of extracted aggregate, importation, sale, and distribution of material not produced on the mining site, sale and distribution of material produced on the mining site, rental of bucket crusher and roll-off truck and bins - 170 Jones Road, SSI

Planner: Jason Youmans

Planning Status

Status Date: 15-Jan-2020

ALC C&E confirms no NFU application required

Status Date: 17-Dec-2019

LTC resolution requiring applicant to make ALC NFU application

Status Date: 29-Aug-2019

File transferred to Planner Youmans

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
SS-TUP-2019.7	Cook, Ron & Carolyn	01-Nov-2019	Temporary Use Permit for Sawmill - 133 Caprice Heights, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 06-Apr-2020

Applicant advised will provide information requested by Planner Negrin and will await further information on site visit.

Status Date: 02-Apr-2020

Emailed applicants - followed up on emails with no responses dated 02DEC2019 & 27FEB2020

Status Date: 31-Mar-2020

File re-assigned to Planner Mayes

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
SS-TUP-2019.7	Cook, Ron & Carolyn	01-Nov-2019	Temporary Use Permit for Sawmill - 133 Caprice Heights, SSI

Planner: Kristine Mayes

Planning Status

Status Date: 06-Apr-2020

Applicant advised will provide information requested by Planner Negrin and will await further information on site visit.

Status Date: 02-Apr-2020

Emailed applicants - followed up on emails with no responses dated 02DEC2019 & 27FEB2020

Status Date: 31-Mar-2020

File re-assigned to Planner Mayes

Applications

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
SS-TUP-2019.8	FHC Leasing Ltd.	14-Nov-2019	Temporary Use Permit for Retail Sales - 804 Fulford-Ganges Road, SSI

Planner: Stefan Cermak

Planning Status

Status Date: 31-Mar-2020
reassigned to RPM Cermak

Status Date: 18-Feb-2020
LTC require confirmation of a commerical access permit before issuance of TUP

Status Date: 13-Nov-2019
Planner Negrin assigned to SS-TUP-2019.8

File Number	Applicant Name	Date Received	Purpose
SS-TUP-2020.1	Cottages on Salt Spring Resort Ltd.	30-Jan-2020	TUP for a range of accessory uses permitted on subject property including Pitchfork Social Event Series - 315 Robinson Road, SSI

Planner: Geordie Gordon

Planning Status

Status Date: 09-Mar-2020
Public notice mailed

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
SS-TUP-2020.2	Cedar Mountain Studios	03-Apr-2020	Renewal of TUP: For the commercial use of a home-based business (light industry) - 'Cedar Mountain Studios'. Renewal is for a 3 year period. 180 Thomas Road, SSI.

Planner: Kristine Mayes

Planning Status

Status Date: 07-Apr-2020

Planner Mayes assigned to SS-TUP-2020.2

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
SS-TUP-2020.2	Cedar Mountain Studios	03-Apr-2020	Renewal of TUP: For the commercial use of a home-based business (light industry) - 'Cedar Mountain Studios'. Renewal is for a 3 year period. 180 Thomas Road, SSI.

Planner: Kristine Mayes

Planning Status

Status Date: 07-Apr-2020

Planner Mayes assigned to SS-TUP-2020.2

Islands Trust

LTC EXP SUMMARY REPORT F2020

Invoices posted to Month ending January 2020

655 Salt Spring	Invoices posted to Month ending January 2020	Budget	Spent	Balance
65000-655	LTC "Trustee Expenses"	3,969.00	774.50	3,194.50
		3,969.00	774.50	3,194.50
LTC Local				
65200-655	LTC - Local Exp - LTC Meeting Expenses	6,747.00	7,729.94	-982.94
65210-655	LTC - Local Exp - APC Meeting Expenses	1,233.00	2,412.76	-1,179.76
65220-655	LTC - Local Exp - Communications	1,500.00	19.00	1,481.00
65230-655	LTC - Local Exp - Special Projects	1,471.00	67.50	1,403.50
TOTAL LTC Local Expense		10,951.00	10,229.20	721.80
Projects				
73001-655-4014	Salt Spring watershed management	5,000.00	5,068.80	-68.80
73001-655-4015	Salt Spring industrial land use bylaw	2,850.00	1,526.50	1,323.50
73001-655-4020	Salt Spring Ganges Village Area Plan	5,000.00	0.00	5,000.00
73001-655-4098	Salt Spring Affordable Rental Housing - Cottages	5,300.00	1,958.30	3,341.70
73001-655-4106	Salt Spring Cannabis Regulations	2,250.00	502.20	1,747.80
TOTAL Project Expenses		20,400.00	9,055.80	11,344.20

Islands Trust

LTC EXP SUMMARY REPORT F2020

Invoices posted to Month ending February 2020

655 Salt Spring	Invoices posted to Month ending February 2020	Budget	Spent	Balance
65000-655	LTC "Trustee Expenses"	3,969.00	774.50	3,194.50
		3,969.00	774.50	3,194.50
LTC Local				
65200-655	LTC - Local Exp - LTC Meeting Expenses	6,747.00	8,291.87	-1,544.87
65210-655	LTC - Local Exp - APC Meeting Expenses	1,233.00	2,412.76	-1,179.76
65220-655	LTC - Local Exp - Communications	1,500.00	19.00	1,481.00
65230-655	LTC - Local Exp - Special Projects	1,471.00	67.50	1,403.50
TOTAL LTC Local Expense		10,951.00	10,791.13	159.87
Projects				
73001-655-4014	Salt Spring watershed management	5,000.00	5,068.80	-68.80
73001-655-4015	Salt Spring industrial land use bylaw	2,850.00	1,838.50	1,011.50
73001-655-4020	Salt Spring Ganges Village Area Plan	5,000.00	0.00	5,000.00
73001-655-4098	Salt Spring Affordable Rental Housing - Cottages	5,300.00	1,958.30	3,341.70
73001-655-4106	Salt Spring Cannabis Regulations	2,250.00	502.20	1,747.80
TOTAL Project Expenses		20,400.00	9,367.80	11,032.20

ISLANDS TRUST CONSERVANCY
Protecting Canada's Islands in the Salish Sea

Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality February 2020

Islands Trust Conservancy Board News

Please join us in welcoming Trustee Donald Clarke who has been appointed to the Conservancy Board for a two-year term. Trustee Clarke brings a wealth of professional knowledge and experience from his 25 years working in over 50 First Nations communities in political advising, negotiations administration, education, capacity building, strategic planning, Treaty rights, and in strengthening of local, social, economic and cultural development.

Islands Trust Conservancy Elections
Islands Trust Conservancy Board elected by acclamation the following:
Board Chair: Kate-Louise Stamford
Vice Chair: Sue Ellen Fast
ITC Representative to the Financial Planning Committee: Kate-Louise Stamford

Regional Conservation Plan Updates

The science-based and community-informed Regional Conservation Plan guides the work the Islands Trust Conservancy (ITC). The ITC continues to work towards four long-term goals and 25 objectives that further conservation in the entire Trust Area. For more information, visit www.islandstrustconservancy.ca/media/84821/itc_2018-11_rcp-2018-2027-web_final.pdf.

Goal 1 – Science-based Conservation Planning
Salish Sea Ecosystem Conference: Chair Stamford, Trustee Fenton and Trustee Hannon, as well as some staff, will be attending the Salish Sea Ecosystem Conference in Vancouver.

Mapping and Studies: The ITC is assisting Local Planning Services with mapping contiguous forests in the Islands Trust Area. The mapping will cover the whole of the region. The ITC has also contracted research to assist with property management issues arising from climate change.

Goal 2 – Strong relationships with First Nations
Islands Trust Conservancy Board directed staff to bring the Board recommendations regarding revision of the Vision Statement to be inclusive of Indigenous Peoples.

Goal 3 – Protection of core conservation areas

Property Management
Salish View Nature Reserve Management Plan: Islands Trust Conservancy Board approved the first Salish View Nature Reserve Management Plan dated January 17, 2020.

Land Acquisition and Covenants
The ITC continues to work on seven conservation covenants and two land acquisitions. Notable updates are found below in "activities by local trust area /island municipality."

Goal 4 – A strong voice for nature conservation
Outreach: The ITC has reached out to landowners who have contacted us in the past about land conservation via twenty-eight letters, sent to nine local trust areas. The ITC is working with Trust Area Services and Local Planning Services to conduct outreach regarding mature and old forests and their importance and expects to send outreach letters to focus landowners in March 2020.

Fund Development Plan: The ITC Board approved a fund development plan for work that is not routinely funded by Trust Council.

Activities by Local Trust Area/Island Municipality

Denman – The ITC completed three community engagement processes for nature reserves on Denman. The ITC Board consented to change the location of the proposed wildlife viewing platform at the Settlement Lands Covenant, Denman Island, from the area proposed in the Covenant Agreement to the pollinator demonstration garden.

Gambier – The ITC is reviewing a transfer agreement with the Convention of Baptist Churches for the transfer of Sandy Beach on Keats. There are several charges on the land title that need to be resolved before the transfer.

Lasqueti – The ITC approved the first Salish View Nature Reserve Management Plan dated January 17, 2020. The Management Plan will be posted on the website at http://www.islandstrustconservancy.ca/protected-places/places-protected-in-the-islands/all/lasqueti-island/salish-view-nature-reserve/

Thetis – The ITC, in collaboration with the Thetis Island Nature Conservancy, completed trail building on Fairyslipper Forest Nature Reserve. The ITC is now working to provide a safe public access to the nature reserve.

Salt Spring – The ITC approved an Opportunity Fund Grant of $3,500 to be awarded to the Salt Spring Island Conservancy. The ITC is continuing to negotiate a covenant for 200 Collins Road.

Salt Spring Island Watershed Protection Alliance

Date: 2020-03-12

Date of Meeting: 2020-03-24

To: Salt Spring Island Local Trust Committee

From: Salt Spring Watershed Protection Alliance Coordinator

Re: Monthly Report of the Salt Spring Island Watershed Protection Alliance

The following updates on decisions and action areas have been made or are in progress:

Numbered according to the Action/Decision numbering in the SSIWPA Minutes:

2020-02 Correspondence with staff, SSIWPA representatives about workplan deliverables and project scoping for their lead agency project areas.

2020-04 Rainwater Subcommittee Scope of Work is being implemented, namely:

- Coordination of adaptation of the Non-Potable Rainwater Harvesting Best Practices Guide for launch 1st quarter of Fiscal 2020-21
- Coordination of staff review of policy and regulation for non-potable rainwater structures and permissions - IT, CRD for deliverable named above
- 2020-05 Rainwater Brochure finalized; digital, hard copy distribution underway
- Sunday April 26, 2020 Rainwater Harvesting Tour and Water Conservation Fair Event: Webpage development; Coordination of the event including venue, solicitation of volunteer tour hosts and informants/speakers, communications
- Rainwater Resources webpage in development
- Rainwater Subcommittee is assisting with materials review and development.

2020-01-17.3 Technical Working Group is in process of membership expansion, and will meet April 14, 2020 and will report out to Steering Committee at the regular meeting in April.

Ongoing Coordination and Administration of SSIWPA:

- Financial management and coordination for the Groundwater Well Monitoring Pilot project; facilitating potential transition to ongoing monitoring network.
- News posts on website, newsletter preparation
- Annual Report 2018-19 finalized, published, distribution underway
- Records management
- Working Group and Subcommittee meetings and correspondence

STAFF REPORT

File No.: 6500-20 – Water Sustainability

DATE OF MEETING:	April 28, 2020
TO:	Salt Spring Island Local Trust Committee
FROM:	Jason Youmans, Island Planner Salt Spring Island Team
CC:	William Shulba, P.Geo, Senior Freshwater Specialist, Islands Trust Salt Spring Island Watershed Protection Alliance
SUBJECT:	Water Sustainability Project – Update and Next Steps

RECOMMENDATIONS

Master Project

1. That the Salt Spring Island Local Trust Committee amend and endorse Water Sustainability Master Project Charter Version 9 in accordance with Appendix 1 of the staff report dated April 28, 2020**.**

Sub-Projects

2. That the Salt Spring Island Local Trust Committee rename its "Groundwater Preservation Project" to "Groundwater Sustainability Strategy."

3. That the Salt Spring Island Local Trust Committee direct staff to continue groundwater well and lake monitoring for the 2020/21 fiscal year per Groundwater Sustainability Strategy Project Charter Version 9 attached as Appendix 2 to the staff report dated April 28, 2020.

4. That the Salt Spring Island Local Trust Committee (LTC) direct staff to provide the LTC with a project charter for a long-term groundwater well and lake monitoring plan

5. That the Salt Spring Island Local Trust Committee direct staff to develop a project charter to amend the Salt Spring Island Land Use Bylaw to include a terms of reference for groundwater well pumping tests to be provided at time of subdivision in accordance with Water Sustainability Act and applicable provincial guidance documents.

REPORT SUMMARY

The purpose of this report is to provide the Salt Spring Island Local Trust Committee (LTC) with a comprehensive update about ongoing projects under its Water Sustainability Project, and recommend incremental next steps for LTC consideration. These next steps include:

- Updating project charters
- Ongoing well and lake monitoring

- Limited regulatory and policy changes

This report also provides information about a suite of major Water Sustainability sub-projects that the LTC could consider. Information about these larger projects is provided for LTC discussion and to set the stage for LTC direction later this, or in future, fiscal years.

Next steps in the Water Sustainability project will depend on the LTC's allocation of staff time and project funds to the subject of water sustainability relative to other LTC priorities.

BACKGROUND

Water Sustainability Project

The LTC has maintained Water Sustainability – formerly known as Watershed Management – as a priority project since 2013. The master project charter for the Water Sustainability Project has not been updated since 2016. Staff recommend that the LTC update it in accordance with the blackline version provided in Appendix 1 to reflect the evolution of the project since that time.[1]

The master project charter for the Water Sustainability Project divides the project into two streams: (1) Land Use Planning for Watershed Management, and (2) Coordination of the Salt Spring Island Watershed Protection Alliance (SSIWPA). See Appendix 3 for a flow chart that shows the current components of the greater Water Sustainability Project and how proposed new projects may fit into it.

1) *Land Use Planning for Watershed Management*

   The purpose of the "Land Use Planning for Watershed Management stream of the Water Sustainability Project" is to consider the regulatory and policy framework that applies to freshwater management on Salt Spring Island, and consider appropriate Official Community Plan and Land Use Bylaw amendments to address emergent issues.

   Projects under the Land Use Planning for Watershed Management project stream are under the exclusive domain of the Salt Spring Island Local Trust Committee. They are managed by either Islands Trust planning staff, or the Senior Freshwater Specialist. Projects within this stream may be initiated on the recommendation of the Salt Spring Island Watershed Protection Alliance (SSIWPA) and may be coordinated, in part, by the SSIWPA coordinator. Generally, these projects are funded through the LTC's project budget. In recent years, the Islands Trust Senior Freshwater Specialist has led projects within this stream. These recent projects have consisted of accumulating and analyzing the data necessary to inform future regulatory and policy amendments.

[1] This project charter format predates the current Islands Trust Project Charter template. However, staff wished to use the old version to clearly show the changes being proposed in this update. Staff will convert the charter to a current format once proposed or additional changes are endorsed.

Currently, the only active project within in this stream is the Groundwater Well and Lake Monitoring Pilot Project.

Through this pilot project, carried out with financial contributions from the Real Estate Foundation of British Columbia, the Capital Regional District, Ministry of Forests, Lands, Natural Resources, and the LTC, Islands Trust staff and the SSIWPA coordinator have put 13 domestic groundwater wells and 4 lakes under observation with automated monitoring equipment. These monitors are measuring water level fluctuations and temperature changes. Select monitoring locations also measure salinity. All groundwater wells were volunteered by Salt Spring Island community members or organizations. Overall, the volunteers are positive on the experience of the pilot and many have suggested that they would like to continue in a long term monitoring project.

This pilot project closed out at the end of March 2020. The Senior Freshwater Specialist will report to the LTC the conclusions of this pilot project at a future LTC meeting. The LTC must determine what role it will play in maintaining an ongoing well and lake monitoring regime. See "Issues and Opportunities" below.

The most recent completed project undertaken within the Land Use Planning for Watershed Management Project stream was the Salt Spring Island Groundwater Recharge Potential Mapping Report which was received by the LTC in October 2019.

2) *Coordination of the Salt Spring Island Watershed Protection Alliance (SSIWPA)*

The LTC has been coordinating SSIWPA since 2013 using delegated authority from the Islands Trust Council (*Islands Trust Act*, Section 8(2)b, via Trust Council Bylaw No. 154. SSIWPA provides a forum within which to engage multi-jurisdictional planning for the sustainability and protection of freshwater resources on Salt Spring Island. The purpose of SSIWPA is to:

- Provide a framework for freshwater resources in the Salt Spring Island Local Trust Area to be managed in a manner that integrates and considers both human and ecosystem needs through integrated planning, policy development and recommendations for implementation by member agencies and organizations;
- Advise on policies of regional, local and provincial government organizations that are related to freshwater resources; and
- Coordinate the implementation of those policies.

The SSIWPA Terms of Reference (ToR) provides guidance for how the member agencies collaborate and provide a framework for the scope of work undertaken.

At its regular meeting of February 18, 2020 the LTC approved a special property tax requisition for the 2020/21 fiscal year of $75,500 to fund coordination of watershed protection on Salt Spring Island. This special property tax requisition was subsequently approved by Islands Trust Council in its 2020/21 budget March 11.

SSIWPA's 2020/21 work plan is available here. Recently, the SSIWPA coordinator has been assisting a working group in the development of rainwater harvesting guidance for Salt Spring Island. Visit the SSIWPA website for more information.

Previous projects of SSIWPA included:

- Development of the St. Mary Lake Integrated Watershed Management Plan
- Work toward development of an Integrated Watershed Management Plan for Salt Spring Island
- Strategic planning to develop a Water Sustainability Framework for Salt Spring Island

SSIWPA holds regular meetings and continues to engage and communicate with the community on matters of water sustainability through its coordination of the annual rainwater harvesting tour and other initiatives.

Issues and Opportunities

Water Sustainability Project – Next Steps

With the close of the Groundwater Well and Lake Monitoring Pilot Project, the LTC will have no active projects under its Land Use Planning for Watershed Management project stream. This will leave ongoing SSIWPA coordination as its only Water Sustainability Project.

Thus, the LTC should determine what, if any, new projects it wishes to initiate under its Water Sustainability Project.

Staff have developed the following list of potential projects for the LTC's consideration. First are two projects that can be undertaken immediately. Second are several projects that the LTC may wish to consider for the future.

Near-Term Projects

1) *Groundwater Well and Lake Monitoring*

The groundwater monitoring stations installed in 13 volunteered groundwater wells and 4 lakes through the LTC's Salt Spring Island Groundwater Well Monitoring Pilot Project were purchased through LTC project funds, Islands Trust Science and Technical budget funds, and contributions from the Capital Regional District and The Ministry of Forests, Lands and Natural Resource Operations. Data downloads and management was completed by Islands Trust Senior Freshwater Specialist and reporting of the outcomes will be presented at a future LTC meeting.

Given agency investments in the pilot project to date, and given the recommended need for information about the Island's ground-and-surface water resources by government agencies, consulting professionals, and researchers, staff recommend that groundwater and lake monitoring be developed as a long term project. Data from longer term monitoring will help inform future policy and regulatory changes.

In the short term, covering fiscal 2020/21, Islands Trust Senior Freshwater Specialist can provide data collection from the loggers and ancillary technical and data management support for the coming year (see project charter in Appendix 2). It is anticipated that the SSIWPA coordinator can provide ancillary coordinating support as was the

case during the pilot project. However, a longer term plan that requires less staff time in the field is required and should be resourced accordingly.

Staff suggest the following options, or some combination of the three, are available for a long term monitoring project:

i) Islands Trust Managed/Islands Trust Implemented

- Senior Freshwater Specialist collects data from the various loggers on behalf of the LTC
- Collected data could be stored, managed and analyzed by Islands Trust staff
- The SSIPWA Coordinator can also carry out some project coordination work

ii) Islands Trust Managed/Contractor Implemented

- Islands Trust contracts a contractor to collect data from the various loggers on behalf of the LTC
- Collected data could be stored, managed and analyzed by Islands Trust staff
- The SSIPWA Coordinator can also carry out some project coordination work

iii) Islands Trust Managed/Citizen Scientist Implemented

- Local community groups engaged in water monitoring activities could be commissioned to collect data from the various loggers on behalf of the LTC. This would require training those groups to provincial standards.
- Collected data could be stored, managed and analyzed by Islands Trust staff.
- The SSIPWA Coordinator can also carry out some project coordination work.

A challenge with all three of the models noted above is that the LTC project funding model is not presently set up for multi-year projects. Instead, LTC projects are funded on an annual basis, usually with defined beginnings and ends. Additionally, the limited funds available for LTC projects across all Local Trust Areas may be such that the LTC does not wish to allocate its resources to ongoing monitoring. That being said, staff do not anticipate significant costs associated with ongoing monitoring, particularly for options i) and iii) above. Nonetheless, costs may arise that will need to be attended to. Particularly, the end of the project lifespan may require hiring qualified professionals to remove the existing loggers.

Staff will investigate whether long term monitoring could be funded, in part or in whole, through the special property tax requisition for freshwater coordination.

The SSIWPA coordinator has recently updated all of the land owner agreements for the current Volunteer Observation Well groundwater monitoring stations. These agreements should be updated annually.

Staff recommend that ongoing monitoring for the 2020/21 fiscal year be done primarily by the Senior Freshwater Specialist according to this workload, but that the LTC also direct staff to provide a preliminary report about a long-term monitoring plan.

2) *Proof of Water (Targeted Bylaw Amendment)*

The Salt Spring Island Watershed Protection Alliance (SSIWPA) has identified "Proof of Water" as a priority project to which the LTC should turn its attention. In short, this project would constitute an investigation of what the Local Trust Committee should demand of applicants in terms of potable water information when development is proposed. Such a project would explore both quantity requirements and supporting documentation.

A sub-set of the larger issues on which this project would touch is an identified need to amend the Salt Spring Island Land Use Bylaw to provide greater clarity on the nature or groundwater information to be provided by applicants at time of subdivision.

Currently, regarding provision of groundwater at time of subdivision, the Land Use Bylaw states:

> 5.5.5 Where water is to be supplied by groundwater, the applicant for *subdivision* must provide written certification under seal of an *engineer* with experience in groundwater hydrology that there is sufficient available groundwater to provide the required amount of *potable* water on a continuous basis, and that the extraction from the groundwater table of that amount of water is not reasonably expected to adversely affect the quantity or quality of water obtainable from any existing well or surface water that is used as a source of *potable* water.
>
> 5.5.7 For the purposes of the certification referred to in Subsection 5.5.5, the *engineer* must supply supporting documentation of a pump test conducted by the *engineer* which must indicate that the test was of sufficient duration to establish the long term reliability of the water supply in accordance with generally acceptable hydrological engineering practices.

Since joining Islands Trust in 2017, the Senior Freshwater Specialist has assessed well tests that Islands Trust receives from applicants as part of the subdivision referral process from the Ministry of Transportation and Infrastructure (MOTI). The Senior Freshwater Specialist has concluded that recent "pumping tests" submitted at time of subdivision are insufficient to draw the conclusions required by Land Use Bylaw Sections 5.5.5. and 5.5.7 and may not meet the Ministry of Environment and Climate Change Strategy published guidelines for technical assessment of groundwater use in British Columbia. As such, the Senior Freshwater Specialist recommends that the Land Use Bylaw should be amended to include a terms of reference that details the specific groundwater information applicants and their hired professionals should provide in order to ensure consistency with the Ministry of Environment and Climate Change Strategy guidelines for such.

Undertaking such a bylaw amendment will not require significant staff resources. Staff anticipate that project costs would be limited to those required to do targeted consultation and host a public hearing, which is typically in the order of $1,500 to $2,000.

The impact on subdivision applicants of such a bylaw amendment is that the cost of securing a pumping test at time of subdivision will rise. Currently, staff are receiving subdivision applications utilizing "well yield tests" that have been carried out for as little as four hours. Senior Freshwater Specialist advises that these should not be considered "pumping tests" sufficient to address policies in the LUB and OCP around sufficient and sustainable groundwater withdrawal for the life of the development, potential impacts to neighbouring wells, and the environment. The Provincial guidelines suggest that in fractured bedrock aquifers "pumping tests" should be conducted for a duration of 72-hours. A risk assessment could inform this requirement and perhaps in areas with lowered risk pumping tests could be carried out for between 24 and 48 hours. Pumping tests require "direct" supervision from a qualified professional as defined in the Water Sustainability Act, which may include remote management of registered pump installers or well drillers to carry out the pumping test. Different types of subdivisions could warrant a different groundwater information standard.

The primary purpose of this proposed bylaw amendment would be to bring greater clarity to staff expectations about groundwater information to be provided by applicants, and in doing so avoid disagreements about whether the information provided is satisfactory.

While staff consider that a full review of land use bylaw requirements and official community plan policies concerning provision of potable water at time of development is warranted (see "Proof of Water – Full Project" below), the LTC may wish to start with the small step of updating the land use bylaw to include a terms of reference for groundwater information at time of subdivision.

Longer Term Projects

3) *Proof of Water (Full Project)*

Since the North Salt Spring Waterworks District introduced a moratorium on new connections to its system in 2015, the LTC has received a number of multi-family rezoning applications proposed to be serviced by groundwater. In each of these, staff and the LTC have struggled with questions about the volume of water that should be required to adequately service these developments, and what degree of knowledge about underlying groundwater resources is required to confidently advance proposals that arise. This suggests that there may be a need to amend the Salt Spring Island Land Use Bylaw or Salt Spring Island Official Community Plan to provide greater regulatory or policy clarity about water volumes and supporting documentation required for development.

Investigation of this could involve contracting a firm with expertise in groundwater science to review best practices and consult with affected parties to determine their respective jurisdictions and interests. However, staff recognize that such bylaw amendments would not be a matter of technical knowledge alone, but rather also one of community values and agency jurisdiction. The deliverable of such a project would be recommended Land Use Bylaw and Official Community Plan amendments to better equip staff and the LTC to preserve water resources and ensure the long term viability of groundwater-based water systems for development, including multi-family.

Supporting this project is the fact that the Salt Spring Island Watershed Protection Alliance (SSIWPA) has identified "Proof of Water" as a priority project and recommends that LTC be the lead agency on its implementation. SSIWPA and its coordinator could play a role coordinating this project. If the LTC determines that it would like more detailed information on the scope of such a project it can direct staff to provide a preliminary project charter and corresponding staff report for such.

4) *Regional Groundwater Availability and Climate Change Assessment*

The primary recommendation to emerge from the 2019 Groundwater Recharge Potential Mapping Report was that Salt Spring Island would benefit from a detailed regional groundwater budget study. The recharge report states:

1. *A detailed water budget study is recommended to properly manage the water resource on Salt Spring, combined with the improved knowledge gained from the completed aquifer recharge study. The scale at which water budgets should be completed must be selected based on the large variability in groundwater recharge across the Island. For instance, estimating a water budget at the groundwater sub-region scale might be adequate for the island.*

Regional groundwater availability and climate change assessment is an investigation of water inputs and outputs at the watershed scale in a changing climate. These assessments are desktop studies that use existing data and information; including but not limited to; groundwater recharge, environmental flow needs, domestic water use, meteorology, hydrology, geoscience, land use, development potential, and the influence of a changing climate.

Regional groundwater availability assessments are a useful tool to identify regions for water conservation and aquifer protection in addition to identifying potential regions for community groundwater supply wells and desirable locations for increased residential density projects.

A water budget study would be undertaken by a qualified consulting firm. See table below for anticipated project costs.

5) Drinking Water and Watershed Protection (DWWP) Plan

The Regional District of Nanaimo has recently completed a 10 year review and update to its 2009-2019 Drinking Water and Watershed Protection Plan. The Cowichan Valley Regional District is in the process of developing a Drinking Water and Watershed Protection Plan of its own.

A Drinking Water and Watershed Protection Plan (DWWP) articulates the goals and objectives relating to water for community needs and for ecosystem requirements, from a lens that recognizes water does not conform to political boundaries, and watershed management needs to include different governments and agencies working together, often with external partners. A Drinking Water and Watershed Protection Plan would recommend key initiatives and actions to pursue those ends, potentially within the key thematic areas of:

- Water Awareness and Stewardship
- Water Information and Science
- Water-Centric Planning and Policy Support

The Salt Spring Island Local Trust Committee has approximately $79,000 in unspent special property tax requisition funds that were raised under Bylaw No. 154 to support the coordination of water policy on Salt Spring Island. These funds could be deployed in the service of developing a DWWP for Salt Spring. The benefit of a DWWP is that it provides clear direction to all agencies and interested parties about the Island's priorities for fresh water, and where each agency/community group should focus its efforts to achieve the objectives of the plan. Currently, focus areas for freshwater management are determined at the SSIWPA Steering Committee on a year-by-year basis through work planning workshops. A DWWP would provide certainty regarding the short and long term initiatives around freshwater.

Development of a Drinking Water and Watershed Protection Plan will require support from all agencies with jurisdiction over the Island's freshwater resources.

As a preliminary step toward potential development of a Drinking Water and Watershed Protection Plan staff recommend that the LTC direct staff to bring this matter up for discussion at the Salt Spring Island Watershed Protection Alliance Steering Committee and to identify potential available grant money to top up estimated required expenditures.

Project Summary

Potential next steps in the LTC's Water Sustainability project are summarized in the table below.

WATER SUSTAINABILITY - POTENTIAL PROJECTS				
Land Use Planning for Watershed Management				
Proposed Project	**Budget Estimate ($)**	**Budget Source**	**Timeline**	**Staff Resources**
Water Budget	$15,000 - $20,000	LTC Project Budget	1 year	Low to Medium
Proof of Water (Full Project)	$6,500 - $10,000	LTC Project Budget	1 to 2 years	Medium to High
Proof of Water (Subdivision Terms of Reference)	$1,000 to $2,000	LTC Project Budget	6 months	Low to Medium
Coordination of the Salt Spring Island Watershed Protection Alliance (SSIWPA)				
Proposed Project	**Budget Estimate ($)**	**Budget Source**	**Timeline**	**Staff Resources**
Drinking Water and Watershed Protection Plan (DWWP)	$100,000 (based on experience of RDN and CVRD)	Previously unspent Special Property Tax Requisition + feasible grants	1.5 – 2 years	Medium to High
Community Well Monitoring Network	$0 to $5,000 annually	LTC Project Budget or Special Property Tax Requisition	1 year - perpetuity	Low to Medium

Special Property Tax Requisition – Unspent Funds

At close of fiscal 2019/20, the Salt Spring Island Local Trust Committee has approximately $79,000 in unspent special property tax requisition funds that were raised under Bylaw No. 154 to support the coordination of water policy on Salt Spring Island

Of the potential projects identified in this staff report, only the development of a Drinking Water and Watershed Protection Plan falls clearly within the coordinating purposes for which the tax requisition was originally sought. Nonetheless, there may opportunities to use the SSIWPA table and its coordinator's time in the execution of other projects.

The LTC should consider whether any proposed spending of the to-now unspent special property tax requisition funds are consistent with the analysis provided by Islands Trust Directors of Local Planning Services and Administration in February 2020.

ANALYSIS

Policy/Regulatory

Both the Islands Trust Policy Statement and the Salt Spring Island Official Community Plan contain policies to guide LTC decisions about freshwater management.

Islands Trust Policy Statement

See Appendix 3

Salt Spring Island Official Community Plan

See Appendix 3

Bylaw No. 154

Bylaw No. 154, passed by Trust Council in 2013, delegates certain authorities from Trust Council to the Salt Spring Island Local Trust Committee in order to assist in the development of, and coordinate the implementation of, policies around freshwater.

Rationale for Recommendation

Master Project

1. **That the Salt Spring Island Local Trust Committee amend and endorse Water Sustainability Master Project Charter Version 9 in accordance with Appendix 1 of the staff report dated March 24, 2020.**

   The Master Project Charter for the LTC's Water Sustainability Project has not been updated since 2016. It should be updated to reflect the evolution of the project to date.

Sub-Projects

2. **That the Salt Spring Island Local Trust Committee rename its "Groundwater Preservation Project" to "Groundwater Sustainability Strategy."**

   This recommended language aligns with groundwater project work currently underway in both the Southern and Northern areas of the Islands Trust.

3. **That the Salt Spring Island Local Trust Committee direct staff to continue groundwater well and lake monitoring for the 2020/21 fiscal year per Groundwater Sustainability Strategy Project Charter Version 9 attached as Appendix 2 to the staff report dated April 28, 2020.**

   If the LTC is to continue to monitor groundwater well and lake levels for the coming fiscal year using the monitoring stations purchased for the Groundwater Well and Lake Monitoring Pilot Project, doing so should be guided by a project charter that explains the scope of the project and assigned roles and responsibilities.

4. **That the Salt Spring Island Local Trust Committee direct staff to provide the LTC with a project charter for a long-term groundwater well and lake monitoring plan**

   As noted above, the senior freshwater specialist can provide ongoing data gathering from the existing monitoring stations using staff time. However, a plan should be in place to ensure the long term viability of a monitoring project if such is to continue on the LTC's behalf.

5. **That the Salt Spring Island Local Trust Committee direct staff to develop a project charter to amend the Salt Spring Island Land Use Bylaw to include a terms of reference for pumping tests to be provided at time of subdivision in accordance with the Water Sustainability Act and applicable provincial guidance documents.**

   Islands Trust Senior Freshwater Specialist has identified this as a priority regulatory change to protect the Island's groundwater resources, and to ensure Islands Trust requirements align with Government of British Columbia guidance documents for pumping tests.

ALTERNATIVES

1. **Direct staff to consult the Salt Spring Island Watershed Protection Alliance Steering Committee on next steps in the LTC's Water Sustainability Project.**

   The LTC may determine that it has insufficient information to prioritize next steps in its Water Sustainability Project. As such, it may wish to draw on the advice of the SSIWPA Steering Committee to suggest which project(s) to take on next.

   A potential resolution to action this is as follows:

   > *That the Salt Spring Island Local Trust Committee requests that the Salt Spring Island Watershed Protection Alliance Steering Committee review the staff report dated April 20, 2020 and advise the Local Trust Committee on recommended next steps under its Water Sustainability Project.*

   The implication of this resolution is that staff will ensure that the LTC's request is on the next SSIWPA Steering Committee agenda and return to the LTC at a future meeting with the results of the Steering Committee's discussion. The SSIWPA Steering Committee next meets in June.

2. Draft Project Charters

If the LTC would like further information on any of the major sub-projects identified in this staff report (Proof of Water, Water Budget, Drinking Water and Watershed Protection Plan) it can direct that staff provide a draft project charter and corresponding staff report about any of the proposed projects for the LTC's consideration.

To solicit this additional information the LTC could consider the following resolution:

> *That the Salt Spring Island Local Trust Committee direct staff to provide a draft project charter and staff report about . . . . .*

The implication of this resolution is that staff will return to the LTC with the requested information. Developing this information will take planner time which will be diverted from other projects or development applications.

3. Identify Alternative Projects

The LTC may have water sustainability project ideas that are not reflected in this staff report. These could include Land Use Bylaw of Official Community Plan amendments. If this is the case, the LTC can describe the nature of the proposed project and request that staff provide a draft project charter or further information about the scope and resource requirements of such a project.

NEXT STEPS

Staff will undertake any directions from the LTC in respect of the LTC's Water Sustainability Project.

Submitted By:	Jason Youmans, Island Planner	April 21, 2020
Concurrence:	Stefan Cermak, Regional Planning Manager	April 21, 2020

ATTACHMENTS

1. Master Project Charter – Water Sustainability Project – Version 9
2. Project Charter – Groundwater Preservation Project – Version 9
3. Water Sustainability Project Flow Chart (2019/20)
4. Freshwater Policies – Islands Trust Policy Statement and Salt Spring Island OCP

Attachment 1

Salt Spring Island Local Trust Committee

Project Charter: Water~~shed Management~~ Sustainability

Creation Date: April 25, 2013 Last Updated: ~~November 19, 2016~~ Version: ~~8~~ 9

April 20, 2020

Purpose

This project aims to address water quality and quantity issues on Salt Spring Island. The purpose of this Project Charter is to guide the overall program for freshwater sustainability ~~watershed management~~ on Salt Spring Island. Individual project charters will be developed to support components of this work.

1. Coordination of the Salt Spring Island Watershed Protection ~~Authority~~ Alliance:
    - The Salt Spring Island Local Trust Committee (SSI LTC) coordinates and participates in the Salt Spring Island Watershed Protection ~~Authority~~ Alliance, which entails collaborating with a number of different agencies that have a responsibility for, or an interest in, ~~for~~ water~~shed~~ freshwater management and ~~potable~~ drinking water supply.
    - Funding for this coordination is through a Special Property Tax Requisition from the Salt Spring Island Local Trust Area.

2. Land Use Planning for Watershed Management:
    - Consider the Local Trust Area's regulatory and policy framework applicable to watershed management in drinking watersheds and the fresh water supply on Salt Spring Island generally, and consider appropriate Salt Spring Island Official Community Plan and Land Use Bylaw amendments.
    - Gather data and conduct analyses to inform policy and regulatory changes.
    - Funding for the land use planning is through the Trust Council budget for Salt Spring Island Local Trust Committee Projects.

Background

In 2012, the Salt Spring Island Local Trust Committee (LTC) identified watershed management as one of its top priorities. This project is supported by the Islands Trust Council 2014-2018 Strategic Plan Strategy 4.1 "Coordinate with other agencies to protect water quality and quantity."

The Salt Spring Island Local Trust Committee has received additional powers from Trust Council (under Bylaw No. 154), to enable it to take a leadership role in coordinating the multiple agencies involved in watershed management. Bylaw 154 delegates the SSILTC the powers (from *Islands Trust Act* section 8.2(b)) to:

- *coordinate* and *assist* in the *determination* of regional, improvement district and government of British Columbia policies;
- *coordinate* the *implementation* and *carrying out* of regional, improvement district and government of British Columbia policies.

Under this authority, the LTC coordinated the establishment of the Salt Spring Island Watershed Protection Authority (SSIWPA) in 2012. In 2018 the organization's name was changed to the Salt Spring Island Watershed Protection Alliance. The Salt Spring Island Watershed Protection ~~Authority~~ Alliance is composed of a steering

committee, a technical working group, and a conservation and efficiency working group. It can use ~~relies on~~ advice from public advisory committees from time to time to address issue specific objectives. The work of SSIWPA is guided by its Terms of Reference, which includes the following ~~mission~~ purpose statement: ~~"To cooperate on the development and implementation of policies and initiatives for improved raw water quality, and coordinated management of quantity of Salt Spring island water sources."~~

- Provide a framework for freshwater resources in the Salt Spring Island Local Trust Area to be managed in a manner that integrates and considers both human and ecosystem needs through integrated planning, policy development and recommendations for implementation by member agencies and organizations;
- Advise on policies of regional, local and provincial government organizations that are related to freshwater resources;
- Coordinate the implementation of those policies.

SSIWPA was originally created in response to severe water quality problems in St. Mary Lake. It undertook technical analysis and community engagement, and adopted the St. Mary Lake Integrated Watershed Management Plan in 2015.

~~In 2016, SSIWPA has initiated an "integrated watershed management program," in recognition Salt Spring Island's need for sustainable water use. The program aimsed to quantify the volume of freshwater available for human use and to identify ways to maximize the efficiency, with the overall purpose "to ensure a sustainable supply of fresh water, and to protect against over-demand and degradation of the resource and the natural systems that depend on it."" (SSIWPA website: http://ssiwatersheds.ca/water-supply-conservation/). This may include recommendations to amend Salt Spring Island's Official Community Plan and Land Use Bylaw, and perhaps to limit further densification in areas where water quantity sensitivities exist.~~

~~Following a strategic planning process in 2017, SSIWPA's focus changed to developing a framework for freshwater management on the island.~~

SSIWPA brings together the individual authorities of representative agencies that have responsibility for water management, environment, land use planning, public health, and the delivery of potable drinking water. SSIWPA, however, does not have any formal authority~~, but SSIWPA does not have any formal authority itself~~. As a participant in SSIWPA, the Salt Spring Island Local Trust Committee can offer its authority to use planning to regulate land use on Salt Spring Island.

Project Objectives

- Coordinate and resource the work of the Salt Spring Island Watershed Protection ~~Authority~~ Alliance.
- ~~Formalize the Salt Spring Island Watershed Protection Authority Alliance to ensure agency commitment.~~
- ~~Implement the results of the "integrated watershed management program" on an incremental basis, as appropriate.~~
- ~~Coordinate the implementation of individual watershed management plans for Salt Spring Island's surface water supplies.~~
- Coordinate the protection and sustainable use of Salt Spring Island's ~~groundwater~~ freshwater supplies.
- Develop amendments to the Salt Spring Island Official Community Plan and Land Use Bylaw for the protection and sustainable use of Salt Spring Island's ~~groundwater~~ freshwater supplies.

Project Deliverables

Coordination of the Salt Spring Island Watershed Protection Alliance

- Ongoing coordination of the Salt Spring Island Watershed Protection ~~Authority~~ Alliance, managed through a third party contact.
- Annual Salt Spring Island Special Property Tax Requisition requests to Trust Council.
- Creation of coordination agreements/memorandums of understanding with other member agencies of the Salt Spring Island Watershed Protection ~~Authority~~ Alliance.
- Develop a Drinking Water and Watershed Protection Plan (DWWP) for Salt Spring Island
- Coordinate the gathering of data, to inform future regulatory or policy changes to land use to protect freshwater resources.
- Coordinate the implementation of the St. Mary Lake Integrated Watershed Management Plan
- Coordinate implementation of other Salt Spring Island watershed management plans, as appropriate.
- Communications and public engagement concerning the Island's fresh water supplies

Land Use Planning for Watershed Management

- Gather data to inform future regulatory or policy changes to land use to protect freshwater resources.
- Identification of land use planning and other tools to protect and manage watershed health, including groundwater and surface water.
- Update Official Community Plan, Land Use Bylaw, and any other relevant policies or regulations ~~to implement the results of the integrated watershed management program.~~ for the protection and sustainable use of Salt Spring Island's ~~groundwater~~ freshwater supplies.
- ~~Coordinate the implementation of the St. Mary Lake Integrated Watershed Management Plan and the updated Cusheon Lake Watershed Management Plan, including amendments to the Official Community Plan and Land Use Bylaw as appropriate.~~
- ~~Coordinate implementation of other Salt Spring Island watershed management plans, as appropriate.~~
- ~~Assist with the development of a Salt Spring Island Water Conservation and Water Demand Management Plan for the North Salt Spring Waterworks District.~~

Project Scope

In Scope	Out of Current Project Scope
• *Coordinate and assist* in the determination of the policies of a regional district, improvement district or the government of British Columbia; and to *coordinate* (not assist) in the implementation, and carrying out of the policies of a regional district, improvement district or the government of British Columbia (Bylaw 154). • Coordinate the Salt Spring Island Watershed Protection ~~Authority~~ Alliance (SSIWPA). • Contract manage coordination of SSIWPA and other third party contracts required to carry out the work. • Oversee ~~the~~ Terms of Reference for SSIWPA, ~~the~~ and Technical Advisory Committee (TWG), ~~the Conservation and Efficiency Working Group (CEWG~~). • Facilitate a Special Property Tax Requisition for the Salt Spring Island Local Trust Area to fund coordination on an annual basis. • Facilitate multi-stakeholder ~~watershed management~~Drinking Water and Watershed Protection planning process. • Consider land use planning tools to improve groundwater and surface watershed management. • Collection, or coordination of the collection, and subsequent analysis, of data • Facilitate cooperation agreements and letters of agreement with other member agencies. • Coordinate collaborative broader policy development to be implemented by SSIWPA and its member agencies.	• Carrying out capital works or the implementation of other agencies' policies • Assisting in the implementation and carrying out of the policies of a regional improvement district or the government of British Columbia • ~~consideration of the SSI LTC's Rural Watershed Program~~

Stakeholders

Technical Working Group

The Salt Spring Island Watershed Protection ~~Authority~~ Alliance created a Technical Advisory Committee in October 2013 to objectively assess research to date, identify gaps in the information, and research solutions. The committee was reformed as a Technical Working Group in ~~September 28,~~ 2015 and holds regular business meetings several times a year.

~~**Conservation and Efficiency Working Group**~~

~~In October 2014, the Salt Spring Island Watershed Protection Authority began drafting Terms of Reference for a Water Quantity Committee. The purpose of the Water Quantity Committee is to assess quantity of potable water supply from Salt Spring Island surface and ground watersheds as well as design and evaluate improvements as directed by SSIWPA.~~

Public Advisory Committees

The Salt Spring Island Watershed Protection Authority establishes Public Advisory Committees (PAC) on an as needed basis. The Salt Spring Island Watershed Protection Authority created a Public Advisory Committee in October 2014 to advise SSIWPA on the St. Mary Lake Integrated Watershed Management Plan. The committee was disbanded upon delivery of the IWMP. Other PACs will be convened at appropriate times.

Salt Spring Island Community

Community participation in reviewing and prioritizing watershed management goals and objectives is central to the success of this project.

First Nations

The Salt Spring Island Watershed Protection Authority has recognized that First Nations are more than stakeholders in this work and that this is a project which may generate interest by First Nations. Work in this regard to be carried out in consultation with Islands Trust Senior Intergovernmental Policy Advisor. SSIWPA has previously invited membership on the SSIWPA by First Nations.

Project Budget

- Activities related to land use planning are resourced through the Trust Council annual project budget. For certainty, activities that are customarily associated with land use planning processes include community consultation sessions where regulatory and land use planning tools are being considered.
- The SSI LTC ~~has~~ spent $5,000 in the 2019/20 fiscal year to obtain the Salt Spring Island Groundwater Recharge Potential Mapping Report. ~~It has requested $20 000 for the 2017/18 fiscal year~~ The LTC has not yet submitted a budget request for the 2020/21 fiscal year for work under its Water Sustainability Project.
- SSIWPA coordination is funded through the annual Salt Spring Island property tax requisition, administered by Islands Trust. The LTC has requested a special property tax requisition of $75,500 for the 2020/21 fiscal year.
- ~~Please the attached SSIWPA Draft Budget for 2017-18.~~

Project Team Resources

Name	Role	Responsibility
Stefan Cermak,RPM	*Project Supervisor*	*Ensures project aligns with strategic goals, provide adequate project resources.*
SSI Local Trust Committee	*Project Sponsor*	*Provides support through maintaining the project as a work program priority.*
Island Planner	*Project Co-Manager*	*All project management of the project, lead/ direct all project work.*
Senior Freshwater Specialist	*Project Co-Manager*	*Direct all scientific work in pursuit of project objectives*
Consultant	*Coordinator*	*Overall coordination of SSIWPA, including supporting budget planning, work plan, community consultation, facilitation, meeting arrangements and other requirements such as agendas, minutes and webposting etc.*
Mark Van Bakel	*GIS Support*	*In house, Islands Trust and CRD- as needed*
Contractor	*Minute Taking*	*Secretarial Service to SWIPPA including agenda circulation and minute taking.*
Planning Team Assistant	*Admin support*	*Minimal in house supplemental support*
SSIWPA	*Steering Committee*	*Provide in-kind resources and funding towards achieving project objectives.*

Endorsements:

Role	Name	Endorsement Date
Project Supervisor	Regional Planning Manager	~~November 21, 2016~~ April 21, 2020
Project Manager	Island Planner	~~November 19, 2016~~ April 21, 2020
Project Sponsor	SSI Local Trust Committee	

Attachment 2

Water Sustainability: Groundwater Sustainability Strategy - Charter v9

Salt Spring Island Local Trust Committee Date: April 20, 2020

Purpose: The purpose of this project is to continue to develop long-term coordinated groundwater monitoring of volunteer observation wells and lake monitoring stations on Salt Spring Island. Stable long-term monitoring partnerships yields information and data that enhance freshwater management decisions. Lake and groundwater levels provide a scientific view of the unique elements of watershed and aquifer health in a changing climate on Salt Spring Island. Long-term lake and groundwater monitoring data is the primary need for regional water budgets used to inform land use policy, water allocation planning, and climate adaptation.

Background: Since 2013, the Salt Spring Local Trust Committee (LTC) has advanced watershed protection as a top priority, including coordinating the Salt Spring Island Watershed Protection Alliance (SSIWPA). Since 2017 the LTC has been the lead agency in a SSIWPA-coordinated pilot project supported by a Real Estate Foundation of British Columbia Freshwater Sustainability grant and contributions from SSIWPA member agencies to establish 14 groundwater observation wells and 5 lake monitoring stations on Salt Spring Island. This pilot project ends March 2020.

The pilot continues to successfully collect monitoring data and is managing over 2 million data events. Efficiencies were developed through the pilot project including data management, collection methodology, and sample frequency. Monitoring partnerships were established through the generosity of Salt Spring Island community volunteers.

To continue to action the LTC water sustainability top priority; monitoring and data management by Islands Trust staff should continue for the 2020/21 fiscal year. Over the course of the year staff will develop a durable plan for long term monitoring.

Objectives

- Collect data from groundwater and lake monitoring stations established during Real Estate Foundation of BC Pilot Project. Data collection to occur every 6 months.
- Manage data collected from groundwater and lake monitoring stations.
- Annual report to LTC

In Scope

- Coordination among Islands Trust staff, FLNRO staff and SSIWPA coordinator.
- Map project results; cross reference well data to GWELLS database and enter new records.
- Investigation of long-term monitoring strategy
- Development of methodology for the Volunteer Observation Wells Logger (VOWL) Tool for management of observations data.
- Communicate with Volunteer Observation Well (VOW) owners
- Decommissioning of VOW at request of owners

Out of Scope

- Increasing the number of groundwater and lake monitoring stations established during Real Estate Foundation of BC Pilot Project in 2020.
- Quantification of groundwater balance, use or demand studies
- Consumption metering
- Policy creation

Workplan Overview

Deliverable/Milestone	Date
Data Collection	September 2020
Data Collection	March 2020
Annual Report to LTC	March 2020
Long-term Monitoring Plan	March 2021
Land Owner Relations	Ongoing

Project Team

Jason Youmans, Island Planner	Project Manager
William Shulba, IT Freshwater Specialist	Technical Coordinator
Shannon Cowan, SSIWPA Coordinator	Project Coordinator
Mark van Bakel, IT GIS Coordinator	Information and Mapping Services

Budget

Budget Sources: SSI LTC Water Sustainability - 4014

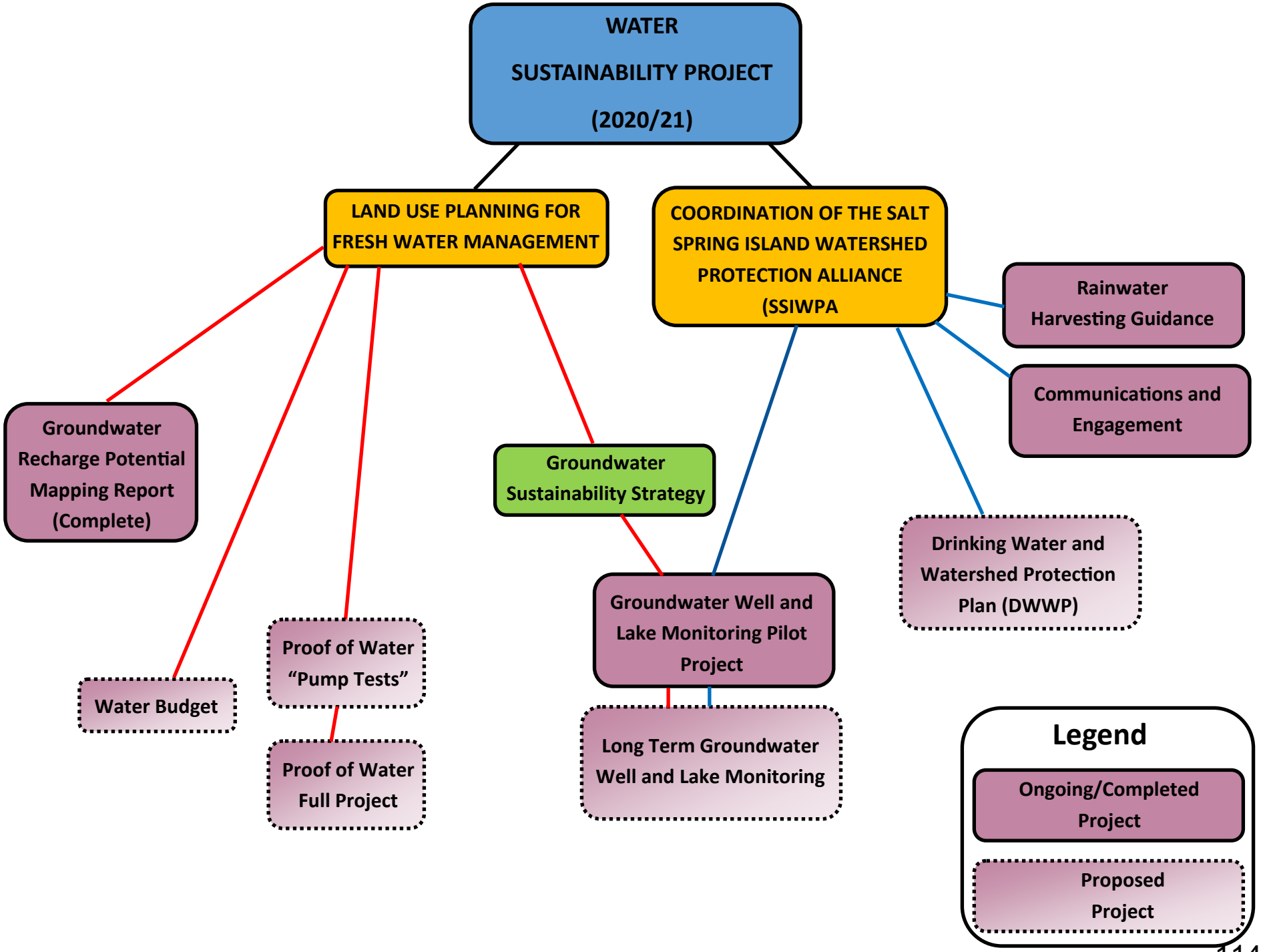
Fiscal	Item	Cost
2020/21	Well and Lake Monitoring	$0

Budget Note—Staff are confident that Islands Trust Senior Freshwater Specialist can undertake all data collection and data management work for fiscal 2020/21. However, the LTC should

RPM Approval: *Stefan Cermak* **Date:** April 20, 2020	**LTC Endorsement:** Resolution #: **Date:** xxx

anticipate that changes to the freshwater specialist's job duties or other unexpected issues with monitoring may require LTC project funds to address.		
	Total	$0

PROJECT CHARTER WORK PLAN OVERVIEW				
Deliverable/Milestone	**Lead**	**Staff Time**	**Cost**	**Target Date**
Establish agreements with well owners and dock owners for monitoring	Stefan Cermak, Islands Trust - 4 hours William Shulba, Islands Trust - 4 hours Shannon Cowan, SSIWPA - 16 hours	8 hrs	N/A	April 2020
Monitoring network download events (change from quarterly to biannually)	William Shulba, Islands Trust	35 hrs	N/A	September 2020 and March 2021
Data management, analysis, and reporting	William Shulba, Islands Trust	70 hrs	N/A	April 2020 — March 2021
Identification of local agency to house and manage monitoring program over time.	Jason Youmans, Islands Trust	35 hrs	N/A	April 2020 — March 2021
		Total = 148 hours		


WATER SUSTAINABILITY PROJECT (2020/21)
LAND USE PLANNING FOR FRESH WATER MANAGEMENT
COORDINATION OF THE SALT SPRING ISLAND WATERSHED PROTECTION ALLIANCE (SSIWPA
Rainwater Harvesting Guidance
Communications and Engagement
Groundwater Recharge Potential Mapping Report (Complete)
Groundwater Sustainability Strategy
Drinking Water and Watershed Protection Plan (DWWP)
Groundwater Well and Lake Monitoring Pilot Project
Water Budget
Proof of Water "Pump Tests"
Proof of Water Full Project
Long Term Groundwater Well and Lake Monitoring
Legend
Ongoing/Completed Project
Proposed Project

4.4 Freshwater Resources

Commitment of Trust Council

4.4.1 It is Trust Council's policy that islands in the Trust Area should be self-sufficient in regard to their supply of freshwater.

Directive Policies

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.

4.4.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses[18].

Recommendations

4.4.4 Trust Council encourages island property owners, residents and visitors to adopt conservation practices in their use of freshwater.

4.4.5 Trust Council encourages the Provincial government to implement property tax incentives for the retention of groundwater and watershed recharge areas and freshwater wetlands.

4.4.6 Trust Council encourages the Provincial government to adopt legislation that protects the sustainability and quality of the groundwater of the Trust Area.

4.4.7 Trust Council encourages government agencies, corporations, property owners and residents to use innovative technologies that promote efficient use of freshwater

A.5 THE ISLAND ENVIRONMENT

A.5.1 OBJECTIVES

A.5.1.1 To recognize the intrinsic value of our ecosystems and that the health of our ecosystems is inextricably linked to human health.

A.5.1.2 To maintain and improve the quality of the island's natural environment. To give particular attention to the quality of fresh water to sustain healthy fish and wildlife habitat and for human supplies.

A.4.2 Sustainability

A.4.2.1 To recognize the importance of sustainability in all community decisions. To avoid land use decisions that threaten the integrity or sustainability of natural ecosystems.

A.4.2.2 To maintain and restore the community's natural capital represented by such items as our agricultural and forest land base, our potable water supplies, and primary value of our natural and unspoiled rural character.

A.4.3 Limits to Growth

A.4.3.1 To continue to focus attention on the finite nature of all of our island's resources, especially those that are drawn from our natural environment.

A.4.3.2 To provide direction for the conservation and stewardship of natural resources, especially our surface and groundwater supply.

A.4.3.3 To reflect the finite nature of islands by identifying limits to residential, commercial and institutional growth tailored to the community's land base and ecological carrying capacity. Special attention should be paid to ensuring that the human use of potable water can be sustained without negative impact on other values and uses for natural water bodies.

C.3 POTABLE WATER QUANTITY AND SUPPLY OBJECTIVES AND POLICIES

Background Note: The objectives and policies in this Section pertain to water quantity only. Objectives and Policies about water quality are in Part A.

C.3.1.1 GENERAL OBJECTIVE

C.3.1.1.1 To apply the precautionary principle in ensuring that the density and intensity of land use is not increased in areas which are known to have concerns with the supply of potable water.

C.3.1.1.2 To acknowledge that the surface water supply sources on the island are finite and remain under Provincial control and that more effective use, management and sharing of the resource should be encouraged to support present commitments and future desired land use decisions.

C.3.1.2 GENERAL POLICIES

C.3.1.2.1 The Local Trust Committee will continue to support and participate in the Salt Spring Island Water Council.

C.3.2 Community Water Systems

Background Note: Map 6 shows the boundaries of the island's community water systems and their water sources.

C.3.2.1 OBJECTIVES

C.3.2.1.1 To ensure that the potential water demand of development within community water systems does not exceed the licensed capacity, or the amount of water that can be safely withdrawn from each system's water source.

C.3.2.1.2 To reduce, delay or avoid the impacts of withdrawing additional water from surface water bodies.

C.3.2.1.3 To ensure that zoning changes in the North Salt Spring Waterworks District do not result in such a level of development that water cannot be supplied to needed public facilities or would not be available for firefighting purposes. In particular, to ensure that water remains available for hospital and school expansion, and affordable housing.

C.3.2.1.4 To encourage a variety of conservation methods in all community water systems

C.3.2.1.5 To ensure that zoning changes within the boundaries of water systems do not result in such a level of demand on island water sources that agricultural activities cannot obtain water.

C.3.2.2 POLICIES

C.3.2.2.1 When the Local Trust Committee receives rezoning applications for land inside the boundaries of a community water system, it will refer the application to the operators of the affected system. They will be asked if water could be supplied to the proposed new development, considering the needs of their existing customers and the provision of water for firefighting, and any properties already zoned for further development. When it considers zoning changes within a community water system, the Local Trust Committee will also consider the amount and percentage of any remaining supply capacity that would be used by the proposed new use. The Committee will not make zoning changes within a community water system if the change would mean water could not be supplied (under the existing license) to existing customers. It should not normally make zoning changes if the change would mean water could not also be supplied to vacant or under-developed properties already zoned for further development. Should such zoning changes be proposed, the applicant could be encouraged to suggest other water supplies so that the application could be considered. Examples are rainwater catchment, groundwater use or a water conservation program.

The Local Trust Committee could make an exception to the above policy within the North Salt Spring Waterworks District to allow community facilities or affordable housing projects to proceed. However such changes should only be made if the Committee is satisfied that the District is likely to receive a sufficiently larger water license.

C.3.2.2.2 In addition to policy C.3.2.2.1, the Local Trust Committee should not make zoning changes within the North Salt Spring Waterworks District that could mean that water will not be available (under the District's existing license) for the following projects (in order of priority):

a. essential services such as hospitals and schools needed within the district to serve the island's projected population.
b. special needs and affordable housing needed by the community.

The Local Trust Committee could make an exception to this policy so that one of the above projects could proceed before another of higher priority. However, it must be satisfied that the District will receive a sufficiently larger water license in time to serve the higher priority project when it is needed.

C.3.2.2.3 Within the Fulford Waterworks District, the Committee should not make zoning changes that would mean that water would not be available for affordable housing for seniors, in addition to the district's existing customers and development already allowed by zoning.

C.3.2.2.4 The Local Trust Committee will support applications by community water systems to increase their water withdrawal levels to serve the development anticipated by this Plan, provided water conservation programs are in place, the environmental impacts are addressed and the new licence would enhance the ability of lakeside farms to obtain irrigation supplies.

C.3.2.2.5 The Local Trust Committee will continue to cooperate with community water system operators to ensure water supply issues are considered before zoning changes are made. The Committee should also continue to assist in the development of better estimates of projected water demands and supply potential. The Committee could consider zoning changes that would limit land uses with a high water demand. The Committee particularly recognizes that this Plan could critically affect the North Salt Spring Waterworks District's ability to meet future needs and will cooperate with the District to address this issue.

C.3.2.2.6 The Local Trust Committee will continue to encourage water conservation through guidelines for xeriscape landscaping of commercial, industrial and multi-family developments in island villages.

C.3.2.2.7 The Local Trust Committee will continue to obtain advice about local water supply topics from advisory bodies and water districts.

C.3.2.2.8 The Local Trust Committee will consult, assist and cooperate with water districts in supply and demand management by providing data and supporting efforts to coordinate activities.

STAFF REPORT

File No.: 6500-20 Affordable Rental Housing – Cottages

DATE OF MEETING:	April 28, 2020
TO:	Salt Spring Island Local Trust Committee
FROM:	Jason Youmans, Island Planner Salt Spring Island Team
COPY:	Stefan Cermak, Regional Planning Manager
SUBJECT:	Consideration of Bylaw 512 - Affordable Rental Housing - Cottages

RECOMMENDATIONS

1. **Salt Spring Island Local Trust Committee Bylaw No. 512, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2018", be adopted.**

2. **That Salt Spring Island Local Trust Committee direct staff to implement Bylaw No. 512 in accordance with the implementation plan described in the staff report of April 28, 2020.**

REPORT SUMMARY

The "Affordable Rental Housing Cottages" project enables 411 units of lawful rental housing to be established on lots where seasonal cottages are currently permitted. The selection of suitable lots was determined through an evaluative criteria derived primarily from OCP policy B.2.2.2.16 (see Appendix 2).

This staff report follows Islands Trust Executive Committee approval of Bylaw No. 512 on March 10, 2020.

This staff report recommends that the Salt Spring Island Local Trust Committee adopt Bylaw No. 512.

BACKGROUND

At its regular meeting of February 18, 2020, the Salt Spring Island Local Trust Committee (LTC) considered a Staff Report on the *Affordable Rental Housing - Cottages* project and passed the following resolutions:

> **SS-2020-017**
> **It was MOVED and SECONDED,**
> that Salt Spring Island Local Trust Committee Bylaw No. 512, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2018", be amended in accordance with Appendix 1 of the staff report dated February 18, 2020.
> **CARRIED**
> **Trustee Patrick Opposed**
>
> **SS-2020-018**
> **It was MOVED and SECONDED,**
> that Salt Spring Island Local Trust Committee Bylaw No. 512, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2018", be read a third time as amended.

CARRIED
Trustee Patrick Opposed

SS-2020-019
It was MOVED and SECONDED,
that Salt Spring Island Local Trust Committee Bylaw No. 512, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2018" be forwarded to Islands Trust Executive Committee for approval.
CARRIED
Trustee Patrick Opposed

Bylaw No. 512 was considered by Islands Trust Executive Committee at its March 10, 2020 meeting and approved for consistency with applicable Islands Trust policies.

The timeline for the development and advancement of Bylaw No. 512 is as follows:

- *LTC Priority Project:* July 20, 2017
- *First Reading*: September 27, 2018
- *Resolution of Policy Statement Consistency*: September 27, 2018
- *Second Reading*: February 26, 2019/April 30, 2019/November 26, 2019 (Second reading was rescinded, bylaw was amended, and bylaw was given second reading anew several times in order to address identified issues and improve bylaw)
- *Online Survey*: Summer 2019
- *Community Information Meeting*: September 7, 2019
- *Public Hearing*: January 28, 2020
- *Third Reading/Direction to Forward to EC*: February 18, 2020
- *EC Approval*: March 10, 2020

Previous staff reports related to this project are posted on the project webpage.

ANALYSIS

Policy/Regulatory

Bylaw Summary

The highlights of Bylaw No. 512 are as follows:

- Bylaw No. 512 will allow full-time residential use of cottages on 411 Salt Spring Island properties

- Of those 411 properties, those that are greater than 2 hectares in area will be able to construct a cottage for full-time residential use that is up to 90 m^2 in floor area

- Bylaw No. 512 will prohibit cottages larger than 56 m^2 in floor area from being used for home-based business bed-and-breakfasts.

- Bylaw No. 512 will require the owners of cottages larger than 56 m^2 in floor area to install a rainwater catchment system for provision of potable water

Other Policy/Regulatory

See staff reports of February 18 and October 1, 2019 and February 18, 2020 for further discussion of other process, policy and regulatory issues associated with Bylaw No. 512.

Issues and Opportunities

Ongoing Monitoring

OCP Policy B.2.2.2.16 states, "Any amendment to zoning to allow cottages to be used as full time residences should address the following criteria:

i. The Local Trust Committee will make zoning changes incrementally and monitor changes in order to have the effect of limiting the overall number of full-time units on the island."

Presently, no monitoring regime is proposed as part of the implementation plan for Bylaw No. 512. The LTC should consider whether it wishes to establish an ongoing monitoring program for full-time rental cottages under Bylaw No. 512. If it does, it should first adopt Bylaw 512, then direct staff to report back with a draft monitoring plan.

In the absence of a formal monitoring plan, staff will simply maintain a record of cottages for which building permits are approved that fall within the Bylaw No. 512 zone following its adoption. No action is proposed for such a record, but it may be useful to have on hand should the LTC inquire in the future about whether land owners have availed themselves of the opportunity to construct cottages larger than 56 m^2.

Because Bylaw No. 512 applies to a specific number of properties, if the LTC wishes to follow-up with those property owners in the future about the effect of Bylaw No. 512 it will be easy to undertake a direct mail-out, as was done during the development of Bylaw No. 512.

Implementation Plan

Staff propose limited communications following bylaw adoption. These will include:

- Mail-out to affected properties. $500 in project funds remain in the budget for this purpose.
- Notice posted to the Salt Spring Exchange website.
- Notice posted to Salt Spring Island Local Trust Committee website.
- Notice distributed through SSI LTC subscriber notification system.
- Building permit applicants to be advised on approval form of "domestic water system" requirements under the *Drinking Water Protection Act*.

Staff anticipate that land owners may have questions following bylaw adoption. Staff will field those questions directly as they arise.

Standing Resolution – Unlawful Dwellings

After adoption of Bylaw No. 512, the LTC's Standing Resolution on unlawful dwellings will remain in force until such time as it rescinds the resolution. See Appendix 3 for Standing Resolution SS-2017-168.

This standing resolution directs bylaw compliance and enforcement staff to forego enforcement on properties with only a single unlawful dwelling unit.

As such, while Bylaw No. 512 will make residential use of cottages lawful on 411 Island properties, residential use of existing cottages outside of the Bylaw No. 512 area will also remain de-facto lawful owing to the standing resolution.

The LTC should consider whether it wishes to revisit Standing Resolution SS-2017-168 in light of Bylaw No. 512's adoption.

Consultation

Bylaw 512 was referred to First Nations and public agencies on October 11 and 15, 2018. See staff report of February 26, 2018 for a discussion of referral responses.

Agencies

See staff reports of February 26 and April 20, 2019 for discussion of agency referrals.

Public Correspondence

A substantial volume of correspondence was received in the lead-up to, and at, the January 28, 2020 public hearing.

See project webpage for all correspondence received to close of public hearing.

Online Consultation

See staff report of October 1, 2019 for discussion of the results of online consultation undertaken in September 2019.

Community Information Meeting/Public Hearing

A public hearing was held for Bylaw No. 512 on Tuesday, January 28, 2020. Approximately 105 people attended that heading. A record of that public hearing is available here.

Notification of the public hearing was mailed to the owners of all properties affected by Bylaw No. 512 and was run in the January 13 and 21, 2020 editions of the *Gulf Islands Driftwood Newspaper* in accordance with Section 466 of the *Local Government Act*.

See staff report of October 1, 2019 for summary of Community Information Meeting held on Saturday, September 7, 2019.

RATIONALE FOR RECOMMENDATION

1. **Salt Spring Island Local Trust Committee Bylaw No. 512, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2018", be adopted.**

   Bylaw No. 512 was developed to help address Salt Spring Island's housing challenges in a manner generally consistent with OCP Policy B.2.2.2.16. It has been referred to agencies of jurisdiction and interest, and has received significant community feedback during the bylaw consultation phase.

   Staff recommend that Salt Spring Island Local Trust Committee adopt Bylaw No. 512.

2. **That Salt Spring Island Local Trust Committee direct staff to implement Bylaw No. 512 in accordance with the implementation plan described in the staff report of April 28, 2020.**

   Staff consider Bylaw No. 512 to be quite straightforward and not requiring significant explanatory communications. Staff recommend that the remaining $500 in the project budget be used for a mail-out directly to affected land owners in the bylaw area.

   Staff recommend that planning staff endeavour to remind cottage building permit applicants in the Bylaw No. 512 zone of their obligations under the *Drinking Water Protection Act* if they qualify as "domestic water systems." This is to address concerns raised by Island Health during bylaw development.

ALTERNATIVES

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

1. **Hold Bylaw No. 512 in abeyance**

   Some members of the public have stated that Bylaw No. 512 is insufficient to address the Island's housing challenges and should not be implemented. Additionally, the LTC has endorsed the creation of a housing task force led by Trustee Patrick that will, presumably, turn its attention to developing recommended LTC actions to help address the island's housing issues. If the LTC wishes to delay adoption of Bylaw No. 512 to allow the housing task force to undertake its work, or for any other reason, it can resolve to do so with a resolution similar to the following:

   That the Salt Spring Island Local Trust Committee request staff to hold Bylaw No. 512 in abeyance until such time as . . .

   Implications: The implications of a resolution to hold Bylaw No. 512 in abeyance is that no further work will be done on advancing the bylaw until such time as the LTC directs it. If the LTC choose to hold Bylaw No. 512 in abeyance, it may wish to consider whether to replace it on the top priority projects list with another priority project drawn from the project long list.

NEXT STEPS

If the LTC adopts Bylaw No. 512 residential occupancy of cottages will be made lawful in the area covered by the bylaw. Staff could then accept building permit applications for cottages up to 90 m^2 on the properties larger than 2 hectares captured in the Bylaw No. 512 area. Staff will communicate adoption of the bylaw in accordance with the plan described in this report.

Staff will undertake any alternative direction the LTC gives.

Submitted By:	Jason Youmans, Island Planner	April 21, 2020
Concurrence:	Stefan Cermak, Regional Planning Manager	April 21, 2020

ATTACHMENTS

1. Bylaw No. 512 – Executive Committee Approval
2. OCP policy B.2.2.2.16
3. Standing Resolution SS-2017-168

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 512

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

The Salt Spring Island Local Trust Committee, being the 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, 2018."

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

   2.1 In Section 1.1 [*DEFINITIONS*], the following is inserted:

   "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.

   2.2 In PART 3 – GENERAL REGULATIONS – (USES, BUILDINGS AND STRUCTURES), the following is inserted:

   "3.15 FULL-TIME RENTAL COTTAGES"

   3.15.1 No full-time rental cottage may be constructed or occupied on a lot less than 1.2 ha in area.

   3.15.2 A full-time rental cottage may not exceed 56 square metres in floor area on a lot less than 2 hectares in area, or 90 square metres in floor area on lots with an area 2 hectares or greater.

   3.15.2 A full-time rental cottage is to be physically detached from any other building or structure, and may not be constructed or occupied on any lot occupied by two or more other dwelling units.

   3.15.3 A full-time rental cottage, including any stairs, decks or porches or other structures that are attached to the cottage or that function as part of the cottage, is not to be located within 6 m of any other building on a lot.

   3.15.4 A full-time rental cottage may not have a basement.

   3.15.5 A full-time rental cottage may have an attached garage or carport. All areas of an attached garage or carport meeting the Land Use Bylaw definition of floor area will be considered floor area for the purpose of calculating the total floor area of the full-time rental cottage.

PROPOSED

3.15.6 A full-time rental cottage may be a mobile home or a manufactured home.

3.15.7 On lots where a full-time rental cottage is permitted, no full-time rental cottage with a floor area exceeding 56 square metres may be used as part of a bed-and-breakfast home-based business.

3.15.8 No full-time rental cottage with a floor area greater than 56 square metres, or addition to an existing cottage that exceeds 11.6 square metres of floor area, may be constructed unless the cottage is equipped with a rainwater storage, treatment, and delivery system for potable water designed in accordance with Canadian Standards Association rainwater harvesting system standard CSA B805-18.

Information Note: 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.

2.3 In Subsection 9.10.4 [*Exceptions in Particular Locations*], the following is added:

Zone Variation – Rural (f)

(7) Instead of a *seasonal cottage*, the following *accessory use* is permitted:

A *seasonal cottage* subject to Section 3.14 or a *full-time rental cottage* subject to Section 3.15.

Zone Variation – Rural Upland 1(f)

(29) Instead of a *seasonal cottage*, the following *accessory use* is permitted:

A *seasonal cottage* subject to Section 3.14 or a *full-time rental cottage* subject to Section 3.15.

2.4 In Subsection 9.9.4 [*Exceptions in Particular Locations*], the following is added:

Zone Variation – Residential 7(a)

(23) Instead of a *seasonal cottage*, the following *accessory use* is permitted:

A *seasonal cottage* subject to Section 3.14 or a *full-time rental cottage* subject to Section 3.15.

2.5 In Schedule "A" [*Zoning Map*], the zoning classification of the properties indicated on Plan No. 1 of this bylaw is changed from Rural - R to Rural (f) - R(f), Residential 7 - R7 to Residential 7(a) - R7(a), Rural Upland 1 - RU1 to Rural Upland 1(f) - RU1(f) and Schedule "A" is further amended by making such consequential alterations as are required to effect this change.

2.6 The Land Use Bylaw is further amended by making such consequential numbering alterations as are required to give effect to this bylaw.

READ A FIRST TIME THIS 27TH DAY OF SEPTEMBER 2018

READ A SECOND TIME THIS 26TH DAY OF NOVEMBER 2019

PUBLIC HEARING HELD THIS 28TH DAY OF JANUARY 2020

READ A THIRD TIME THIS 18TH DAY OF FEBRUARY 2020

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS 10TH DAY OF MARCH 2020

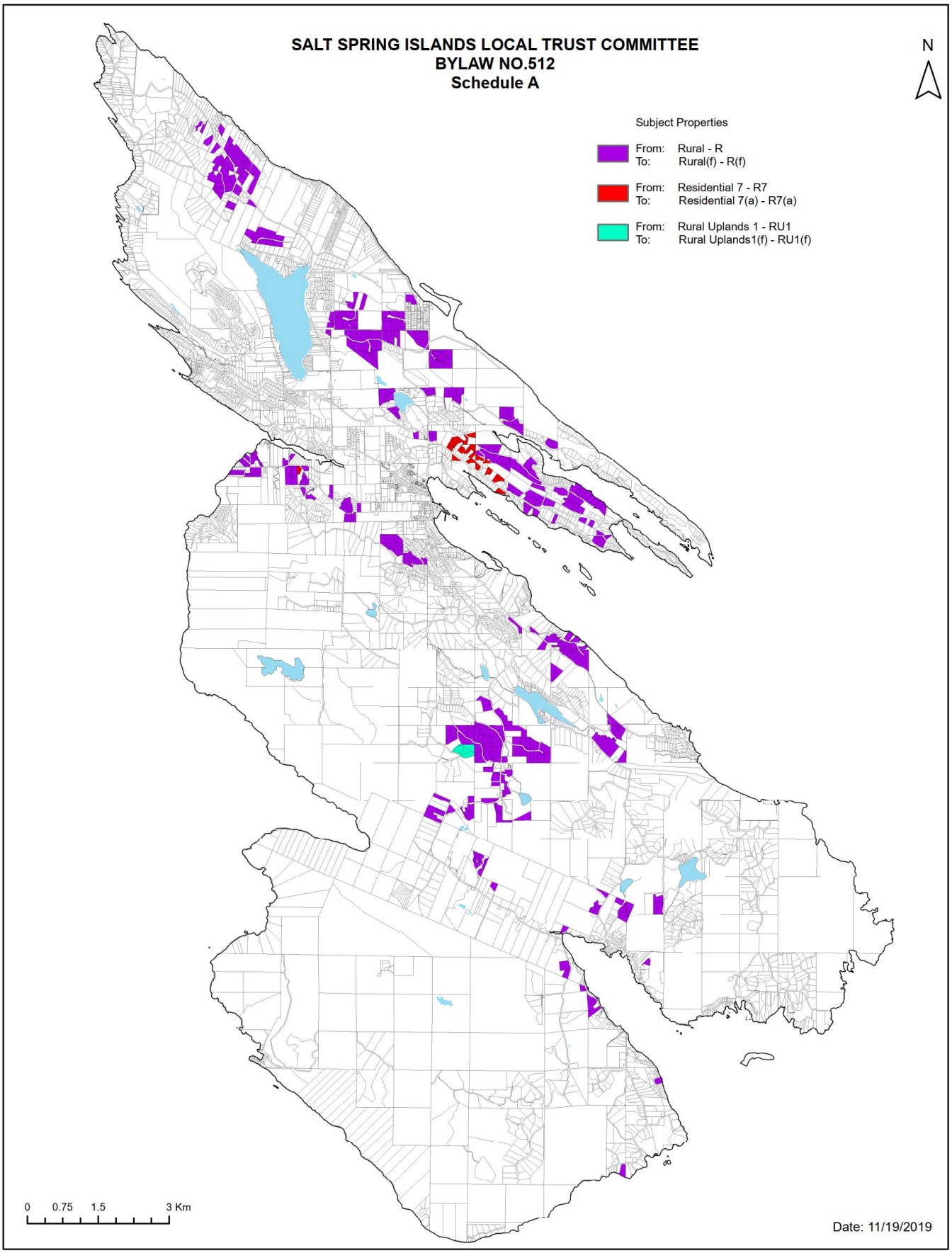
ADOPTED THIS _____DAY OF _____ 20____

_____ _____

Chair **Secretary**

PROPOSED

PROPOSED


SALT SPRING ISLANDS LOCAL TRUST COMMITTEE
BYLAW NO.512
Schedule A
N
Subject Properties
From: Rural - R
To: Rural(f) - R(f)
From: Residential 7 - R7
To: Residential 7(a) - R7(a)
From: Rural Uplands 1 - RU1
To: Rural Uplands1(f) - RU1(f)
0 0.75 1.5 3 Km
Date: 11/19/2019

Attachment 2

Salt Spring Island Official Community Plan Bylaw No. 434 (Excerpt)

Seasonal Cottages

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 m2 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.
c. New construction of cottages for full time residence should be not allowed in areas containing sensitive ecosystems or areas that are hazardous for development.
d. The use of cottages will not be for short-term rental in accordance with the Land Use Bylaw.
e. Building safety and waste disposal issues are addressed through compliance with the B.C. Building Code and applicable health standards.
f. The Local Trust Committee will consider the use of housing agreements and other measures to ensure that cottages are affordable and to address occupancy.
g. The Local Trust Committee will work with the Capital Regional Housing Corporation on the administration of housing agreements in order to implement this policy.
h. The Local Trust Committee should coordinate implementation of zoning changes with Capital Regional District Building Inspection and the Vancouver Island Health Authority.
i. The Local Trust Committee may also consider limits on the location of cottages to minimize dependency on private automobiles.
j. The Local Trust Committee will make zoning changes incrementally and monitor changes in order to have the effect of limiting the overall number of full-time units on the island.
k. The Local Trust Committee will consider an annual registration system in order to remain informed about the number and location of occupied cottages.

2-Nov-2017	SS-2017-168	Unlawful Suites and Dwellings	**It was MOVED and SECONDED,** that the Salt Spring Island Local Trust Committee affirms its previous direction to delay enforcement on unlawful suites in single family dwellings and unlawful use of seasonal cottages until it has made a final decision on Proposed Bylaw No. 471 and directs staff to commence enforcement on all other unlawful dwellings in accordance with the following enforcement policy: a) Staff should put the highest priority on suite complaints concerning areas deemed to be environmentally sensitive, such as within watersheds, or suites which have serious health and safety issues, such as failing septic systems, over-taxed sewage treatment facilities, or suites that are unsafe. b) When speaking to property owners with unlawful dwellings, Islands Trust Bylaw Enforcement Officers should initially adopt a coaching technique with a view to helping the owners legalize their unlawful dwelling. People will be directed to Islands Trust planners or to the Capital Regional District Building Inspection and Capital Regional District Water and Sewage Commissions, who can explain the mechanisms for compliance. Tenants will also be directed to local agencies that can help find new housing if needed. c) Islands Trust Bylaw Enforcement Officers should place a priority on enforcement of unlawful dwellings that are also of concern to other agencies to ensure that all related issues are dealt with at the same time or if there is more than one unlawful dwelling on a lot. d) Recommendations to the Salt Spring Island Local Trust Committee for legal action to close a suite or unlawful dwelling should only be made if it has the active support and participation of other agencies, such as building inspection, health authorities or water and sewage treatment providers or if there is more than one unlawful dwelling on a lot. **CARRIED**

STAFF REPORT

File No.: 0340-30

DATE OF MEETING:	March 24, 2020
TO:	Salt Spring Island Local Trust Committee
FROM:	Stefan Cermak, Regional Planning Manager Salt Spring Island Team
COPY:	Warren Dingman, Bylaw Compliance and Enforcement Manager
SUBJECT:	Policy Options for Bylaw Enforcement Compliance on unlawful uses

RECOMMENDATION

1. **That the Salt Spring Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications:**

    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.**

    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, cease.**

    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.**

    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.**

REPORT SUMMARY

This report is mostly copied from a staff report submitted by Warren Dingman, Bylaw Enforcement and Compliance Manager and concurred by Regional Planning Manager Robert Kojima, to the North Pender Island Local Trust Committee (NPILTC) January 30, 2020.

The recommendation is that enforcement continue where there are unlawful land uses on properties subject to complaint, even if an application has been made, unless the use ceases. Enforcement action would be limited to the use of Bylaw Violation Notices (ex: warnings and "tickets"), and that court action should only be considered if there is no path forward for compliance.

BACKGROUND

In November 2019, the NPILTC directed staff to report on the options for a policy in regards to bylaw compliance and enforcement on unlawful uses where the property owner has submitted a planning application in an attempt to bring their property and the unlawful uses into compliance. Long standing bylaw enforcement practice has been to suspend enforcement on those properties where the owner has submitted a planning application. The policy was adopted by bylaw staff as a means to allow those owners subject to complaint a reasonable amount of time to comply, and allow them to present a plan to a Local Trust Committee (LTC) for consideration.

The position of bylaw enforcement staff has been that it would be unreasonable to force a property owner to cease a use that could become unlawful in a relatively short period of time. There has also been the concern that the courts would view a forced shut-down of a use as unreasonable if there was a reasonable likelihood of success of an application.

On January 30th, 2020, The NPILTC considered and adopted the above policy recommendations on unlawful land uses and planning applications (NP-2020-10).

The Salt Spring Island Local Trust Committee (SSI LTC) has considered numerous development applications after development has already started. Trustees have occasionally expressed frustration when dealing with such applications. The SSI LTC has also received feedback at various meetings, over time, recommending more proactive bylaw enforcement. Since the SSI LTC have expressed similar concerns to that of the NPILTC, staff have felt it prudent to forward the recommendations for consideration.

ANALYSIS

The current enforcement approach, outlined in the Bylaw Compliance and Enforcement Best Practices Manual, January 2020, has worked well for the majority of instances as most property owners work in good faith to achieve compliance with the land use bylaw and the Official Community Plan. However, there have been some enforcement files where applications have been under review for years at a time, and at times multiple applications have been made in an attempt to avoid enforcement as the property owner knows that enforcement will be suspended with the submission of a planning application.

To inform the drafting of options, staff obtained advice from legal counsel. The legislation and case law is clear that owners have the right to make an application; that the LTC must consider applications; that the LTC has full discretion on whether or not it wishes to approve certain planning applications, but that the LTC may place discretionary applications in abeyance for a period of time to encourage an applicant to comply with the regulations. This approach can be considered for discretionary approvals (rezoning, temporary use permits, or development variance permits), but the LTC has limited discretion in considering development permit applications if the application has met all the criteria set out in the Official Community Plan.

Policy/Regulatory

Bylaw Compliance and Enforcement staff have been working under a policy established in the Bylaw Compliance and Enforcement Best Practices Manual. The policy states the following:

> 9.1 If an administrative application such as a land use variance application has been submitted by the Respondent and there is a reasonable likelihood of success, the BCEO will refrain from enforcement during the application process.

This policy was established by the previous Bylaw Compliance & Enforcement Manager and it was adopted as a best practice only, and it was not part of any other formal policy making process

Land Use Bylaw:

The Salt Spring Island Land Use Bylaw No. 355 (LUB) states the following in regards to compliance:

"2.2 COMPLIANCE

2.2.1 Land or the surface of water in that portion of the Salt Spring Island Local Trust Area that is covered by this bylaw must not be used, land must not be subdivided, buildings and structures on land or on the surface of water must not be constructed, altered, located or used, and signs must not be erected or located on any land except as specifically permitted in this Bylaw."

The LUB states that there shall be compliance with its regulations, and it does not contain any provisions for the delaying of enforcement when there is non-compliance, or that enforcement should be placed in abeyance when considering applications

Issues and Opportunities

There has been concern from complainants on multiple files about the current policy of non-enforcement while the LTC is considering planning applications. While the majority of property owners subject to complaint are cooperative and bring their properties into compliance in a relatively short amount of time, there have been instances where the process has become drawn out. Complainants have stated in these circumstances that enforcement should proceed and the unlawful uses ceased when there are such long delays. This is a reasonable point of view considering that the LUB requires compliance and there may be detrimental effects to allowing unlawful uses to continue.

The proposed policy would:

1. Direct staff (bylaw enforcement and planning staff) to initially inform owners that the unlawful use should cease while an application is being considered. This will enable staff to discourage owners from filing an application to avoid bylaw enforcement actions.

2. Provide an option for the LTC, upon request from the applicant, to direct staff to refrain from issuing bylaw enforcement notices while the use is on-going to allow for circumstances of clear community need.

3. Direct bylaw enforcement staff to continue enforcement (primarily the issuing of bylaw notices) until the applicant ceases the use.

4. Finally, the policy would allow staff to make clear to applicants that the LTC will consider whether or not the use has ceased in its consideration of the application.

Rationale for Recommendation

In order for the integrity of the LUB to be maintained, enforcement action is still necessary in certain cases where owners have made applications to comply. Adopting a policy that states bylaw enforcement will continue while applications are being considered is not unreasonable, especially when non-enforcement may encourage the size and scale of non-permitted uses to be increased.

ALTERNATIVES

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

1. **Request further information**

   The SSI LTC may request that a more complete review of the current bylaw enforcement files take place so that they can consider whether the enforcement policy should be changed if relatively few files are affected.

2. **Receive for information**

   This Staff Report is submitted to the SSI LTC unsolicited. The SSI LTC may wish to delay or simply not consider adopting policies in regards to bylaw compliance and enforcement on unlawful uses where the property owner has submitted a planning application in an attempt to bring their property and the unlawful uses into compliance.

Submitted By:	Stefan Cermak, Regional Planning Manager	March 12, 2020

From: Dan Ovington <dovington@crd.bc.ca>
Sent: Thursday, February 13, 2020 8:34 AM
To: Stefan Cermak <scermak@islandstrust.bc.ca>
Cc: Karla Campbell <kcampbell@crd.bc.ca>; [redacted]; directorssi <directorssi@crd.bc.ca>; Broekhuizen, Colleen FLNR:EX <Colleen.Broekhuizen@gov.bc.ca>; [redacted] <[redacted]>
Subject: Letter of Support - Ganges Marina

Please find attached the CRD's support for a re-zoning process to be undertaken by the Islands Trust with the intent to allow float homes within the area the Ganges Marina is situated in. The letter also commits to a collaborative approach in designing the harbour walk in a manner which:

1) Addressees Ganges Marina's concerns related to walkway access to and from the marina, including gating and security and
2) Minimizes impacts on riparian rights held by the Ganges Marina as the upland owner

At its February 6, 2020 Ganges Harbour Walk Steering Committee meeting the following motion was also passed.

MOVED by G. Dow SECONDED by G. Baker
That the Salt Spring Island Ganges Harbour Walk Steering Committee recommends that the Electoral Area Director send a letter to Islands Trust in support of exploring the feasibility of a re-zoning process to allow float homes within the area of the Ganges Marina foreshore lease. CARRIED.

Dan Ovington | BBA
Manager, Salt Spring Island Parks and Recreation

Capital Regional District
108-121 McPhillips Road, Salt Spring Island, BC, V8K 2T6
T: 250.537.4448 **| F:** 250.537.4456 **| E:** dovington@crd.bc.ca

Making a difference...together

Salt Spring Island Electoral Area
108 – 121 McPhillips Avenue
Salt Spring Island, BC, V8K 2T6

T: 250.537.4448
www.crd.bc.ca

February 12, 2020

Salt Spring Island Local Trust Committee
Islands Trust
#1 – 500 Lower Ganges Road
Salt Spring Island, BC
V8K 2N8

Re: Letter of Support for Float Homes in the Ganges Marina

Further to the Capital Regional District's (CRD) letter dated February 6, 2018, to the Islands Trust, the CRD supports continued negotiations between the upland property owners and the Islands Trust to facilitate a Ganges Harbourwalk that works for the community and for adjacent property owners.

Completing and revitalizing the dilapidated boardwalk is an inter-agency initiative between the Islands Trust and CRD based on common objectives of enhancing multi-modal transportation corridors and trails; linking the Ganges Village to the harbour; supporting the economic viability of the downtown village; revitalizing a harbour side park; and making the waterfront accessible to the community for future generations.

Recent communications between the owners of the Ganges Marina and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development have revealed an interest on the part of Ganges Marina in pursuing float home moorages within its lease area. The harbour is a key economic driver and crucial pillar of island life and the down town core. Therefore the CRD respectfully requests that the Islands Trust explore the feasibility of a re-zoning process on behalf of the Ganges Marina to allow float homes within the area of the Ganges Marina foreshore lease. Through this re-zoning process the CRD will look forward to providing input from the various local commissions in an effort to coordinate impacts on utilities and help obtain community consensus.

The CRD is encouraged with the progress made to date on the Ganges Harbourwalk file and will be ready to work with Ganges Marina and the community to design a boardwalk which minimizes impacts on riparian rights and is suitable for the Salt Spring Island community.

Gary Holman, Director Salt Spring Island Electoral Area
Salt Spring Island Electoral Area

ec: Karla Campbell, Senior Manager Salt Spring Island Electoral Area
Stefan Cermak, Regional Planning Manager, Salt Spring Island
Matt Steffich, Chair, Ganges Harbour Walk Steering Committee
Colleen Broekhuizen, Land Officer, Min. of Forest, Lands, Natural Resource Operations and Rural Development

From: Peter Grove <pgrove@islandstrust.bc.ca>
Sent: Saturday, February 15, 2020 8:41 AM
To: elissa poole <[redacted]>
Cc: ssiinfo <ssiinfo@islandstrust.bc.ca>
Subject: Re: vortex

Thanks Elissa. I am copying staff for the record.

Staffs primary advice is based on the bylaws, as it must be. In their report they also provide acceptable alternative recommendations. Our LTC decision was based on one of the alternatives following a report from a qualified engineer advising that the applicants proposal was acceptable. I am well aware of our responsibilities as I know are my fellow trustees

Regards

Peter

Peter Grove
Tel: 250-537-1117
Cell:604-341-6710

Sent from my iPhone

On Feb 15, 2020, at 10:10 AM, elissa poole <[redacted]> wrote:

Dear Mr. Grove:

Frantz Attorp recently wrote two letters to the Driftwood voicing concerns about the Trust's decision to reduce septic setback distances for the Vortex project against *the advice of Trust staff*. I would like to add my voice to Attorp's. Easing the development of yet more tourist accommodation while ignoring the potential impact of that development on one of the only fish-bearing streams on the island is hardly fulfilling the Trust's mandate of protecting the unique natural qualities of the island.

Five years from now it will be too late to undo the damage if the stream becomes polluted. And how will you measure the impact of this decision when even tiny amounts of certain types of pollutants can cause huge amounts of damage to fragile ecosystems? We've just seen how a wet season turns everything to bog; we also know that cleaning products, shampoos and sun-screen—to name only a few products that are regularly flushed down the drain (I don't even want to think about the run-off from the construction process itself)—contain elements that compromise marine and bird life. So why would we risk that in order to accommodate more tourists? Sure, let them build another pub. But I would ask you to remember your duties as stewards and reverse that decision on the setbacks. The Trust is not a Chamber of Commerce

first and the Islands Trust second. I think we expected greener decisions from you; I will certainly vote for greener candidates in the next election.

Elissa Poole

-----Original Message-----
From: Cathy Lenihan <[redacted]>
Sent: Sunday, February 23, 2020 9:26 AM
To: ssiinfo <ssiinfo@islandstrust.bc.ca>
Subject: The Vortex

Hello Trustees,

I would just like to register my disapproval of The Vortex development and its environmental threat to Soule Creek and Fulford Estuary: the septic system is too close to the watershed and the development is too big (too greedy) for the sensitive habitat there.

Thank you for all the work you do protecting our islands,

Cathy Lenihan

From: [redacted] <[redacted]>
Sent: Sunday, February 23, 2020 4:20 PM
To: ssltcwebmail <ssltcwebmail@islandstrust.bc.ca>
Subject: Contact Form Submission

Contact: Salt Spring Island Local Trust Committee
Name: Ed and JanJang
Email: [redacted]
If you would like to be contacted using a different method than E-mail, please enter the details:
Write your message: Re Vortex proposal We are very concerned about this project and wonder why you would go against the advice of Trust staff and allow reduced septic setback distances and not refer this project to Fisheries and Oceans .Contaminants into the estuary and fish bearing creek can cause irreparable to damage to the fish and wildlife When all around us is being destroyed for greed surely here on SaltSpring we could rely on our elected officials to speak up for all forms of our wildlife

From: Dulcy Wilson <[redacted]>
Sent: Monday, February 24, 2020 11:54 AM
To: ssiinfo <ssiinfo@islandstrust.bc.ca>
Subject: By Laws

Dear Island Trust Board Members

I want to urge you to not change the bylaws regarding the piece of property that the old Fulford Pub stood on. The environmental protections need to stay in place and not make variances, compromising these protections.

Thanks you for your consideration.
Sincerely
Dulcy Wilson
[redacted]

-----Original Message-----
From: Sandra Leckie <[redacted]>
Sent: Monday, February 24, 2020 1:40 PM
To: ssiinfo <ssiinfo@islandstrust.bc.ca>
Subject: Vortex

Dear Trustees
Please accept this email as a strong vote "no" to the Vortex proposal for Fulford. It needs to go back to the vortex from whence it came.
Sincerely
Sandra Leckie
John Walper
Marjorie Leckie
[redacted]

-----Original Message-----
From: [redacted] <[redacted]>
Sent: Monday, February 24, 2020 12:25 AM
To: ssiinfo <ssiinfo@islandstrust.bc.ca>
Cc: Kathleen Reimer Gmail <salmonkathy@gmail.com>; [redacted] <[redacted]>
Subject: Fulford Vortex Proposal.

Dear Islands Trustees;

I am deeply concerned to hear that the Fulford Vortex Proposal, which includes 17 short term rental units, a restaurant and store, has asked for a variance for its septic system. The only variance that seems reasonable would be to pump their sewage to higher ground where there would be better absorption.

How saturated is the estuary already, and how can it possibly absorb and treat sewage from this intensive use? Short term rentals use a lot more water than residential use. Has the Health department approved this? There are chemicals and hormones in sewage that could seriously affect fish and the organisms the feed on.

To ask to reduce the set back from Soule Creek, which has a salmon run, to 10 meters instead of the required 30 meters, and to reduce the set back from the beach, which is an important area for seabirds, as well as an area enjoyed by the public, to 26 meters, with a 5 year trial time, seems totally unacceptable to me. A huge amount of harm can occur in 5 years and the damage would probably be irreversible by then, the fish and birds would be gone.

This estuary for Soule Creek and Fulford creek is an important riparian area. Has the Dept. of Fisheries and Oceans been involved in this decission ? Has there been an Hydrology evaluation and report, or a professional biologist's report on the impact of sewage in this sensitive location? If not it should be done before any variance is allowed.

Fulford Creek also will be impacted by this development. As the largest salmon stream in the Trust area it is very important fish habitat. The light pollution and increased human activity will almost certainly affect the salmon's ability to safely return to spawn, and also for the young ones to escape to the sea.

Global warming and Climate Change are causing rising sea levels and increased severe storms and storm surges. It is possible that the Creeks could back up and flood the estuary and proposed septic field in the event of a severe storm serge.

There is a precautionary principle in the OCP. which should certainly apply here. Your Mandate is to Preserve and Protect.

Sincerely,

Nancy Wigen

DRAFT RE. DVP 2020-01-29
January 29, 2020

To the Salt Spring Island Local Trust Committee,

I am writing to lodge an objection to the approval of the SS-DVP-2019.6

My reasons are as follows. First and foremost I am opposed to any development which triggers the enactment of the long laid dormant requirement by MOTI that a portion of the subject property be dedicated for "potential future road construction" joining Wright and Frazier Roads. This "potential" would conceivably quickly become a hard and fast reality if this development were to be approved.

And who would stand to benefit from the approval? The Trust planner, Stefan Cermak, appears to prioritize easing the financial burden of the developer in his rationale for approving this DVP. I fail to see how this is an equitable or balanced position given the detrimental effects foisted upon an entire neighbourhood for the benefit of one individual if this DVP goes through.

There are currently fifteen or more households on Frazier Road, [redacted]. Many of us who have chosen to live in this area did so in large part because Frazier Road is a dead end and, as such, allows for a quiet, peaceful and safe neighbourhood. There is little traffic and when there is, nine times out of ten it is a neighbour's vehicle which you recognize and wave to.

If a road were constructed joining Frazier with Wright Road this would most definitely have a negative impact our neighbourhood. Not only would there be increased traffic flow from Wright but from Cranberry and Blackburn as well as from Dukes Road with traffic going the other way.

In the larger neighbourhood, i.e., Dukes Road, Seymour Heights and Armand Way, the effects of a marked increase in traffic on Dukes Road since the advertising and posting of the Mt. Maxwell trailhead off of Seymour Heights a couple of years or so ago has resulted in deterioration of Dukes with an ever increasing number of pot holes. As well, Seymour Heights is more often than not a 'washboard' surface and made a muddy mess with heavy rain or snow; increased traffic will certainly exacerbate this

situation. In short, the roads in this area were neither designed nor built to carry the inevitable increase in traffic which would be the result of a joining of Wright and Frazier Roads, with people conceivably using it to access Mt. Maxwell as well as the Hyperion health facility on Mt. Seymour.

Another concern I have is that large acreages of undeveloped land are becoming few and far between on Salt Spring. This particular property is zoned for Forestry uses in the OCP. As the planner himself states: "Developing the lots in the proposed manner is consistent with residential development, which may decrease the likelihood that the lands will be used in accordance with the OCP designation". As such, why entertain the proposed DVP?

Lastly, it is only because an anonymous envelop containing information about this DVP was dropped into the mail boxes of those of us on Frazier Road by "a neighbour" that I or any of other my neighbours even know about this possible development and it's potential repercussions.

I understand that it is only a requirement that "notice must be given to owners and tenants whose property is within 100 metres of the property boundaries of the land that is subject to the DVP application". However, given that this application, if approved, could well trigger the building of a road which would effect an entire neighbourhood, I would have thought it prudent to give the residents of Frazier notification as well. Be that as it may, I thank whoever took it upon themselves to inform us. Unfortunately though, by the time the post got to our boxes on January 20, 2020, it was too late, for me at least, and I imagine some others, to get a reply off in time for the Trust's January 21, 2020, 9:30 a.m. meeting.

I see that issuance of the DVP was recommended by the Salt Spring Planning Team at that meeting.

I ask that my objection be lodged against that recommendation, for what good that may do, and, more importantly that it be forwarded to the members of the LTC before they meet to review the DVP.

Thank you,
Libby Barlow – [redacted]

From: Philip Grange <[redacted]>
Sent: Wednesday, February 5, 2020 9:59 PM
To: Peter Grove <pgrove@islandstrust.bc.ca>; Laura Patrick <laura@lpatrick.com>
Cc: Stefan Cermak <scermak@islandstrust.bc.ca>; Dan Ovington <dovington@crd.bc.ca>
Subject: WRIGHT ROAD TO FRAZIER ROAD --connections.

Dear Trustees,
Laura and Peter,

I hope you do not mind me writing to you out of the blue, and hope you may find my thoughts of interest in connection with a subdivision I understand you may be currently discussing , near Wright road.

I am an advocate for an extensive pathway network inter-connecting all the neighbourhoods of our island, and every opportunity to obtain even a small section is of great importance to the pathway community.

Enclosed is a note I recently drafted to Stefan Cermak , and wish I had copied you at the same time… so here it is..

"I read with great interest the article in the Driftwood about a proposed subdivision in which evidently MoTI has suggested a road dedication between two existing roads Wright and Frazier. It seems the Trustees are hesitating to support this proposal due to a local concern about a though road changing the character of their neighbourhood. A point which I do appreciate.

However I also see this as a wonderful opportunity , and one which so rarely occurs, to connect these two neighbourhoods , and beyond, with a non-motorised trail system for pedestrians , equestrians and bicycles.

The Emergency neighbourhood groups , POD.s , also often regard such connections as very important access and egress avenues.

I note that the SSI Parks and Trails Master Plan, which contains suggestions for such connections from the then PARC. Trails Advisory Committee , affectionately known as the "GAP Map" , indicates two Gaps in this subject area. "

I include below an extract from that map with a few notes to illustrate how the MoTI proposal could benefit our trail system. There are a number of existing trails and or unbuilt SROW. in the area, and you can see how there could be fine connections between several neighbourhoods and with Mt Maxwell Park.

May I suggest that you might wish to review the proposal from this perspective and consider that while land dedicated back to Crown in form of a road allowance does not necessarily have be a developed highway but can serve our community in so many other ways.

If you agree with some of this I would appreciate if you might mention such support to the Provincial Approving Officer.

thank you for your consideration.

Philip Grange.

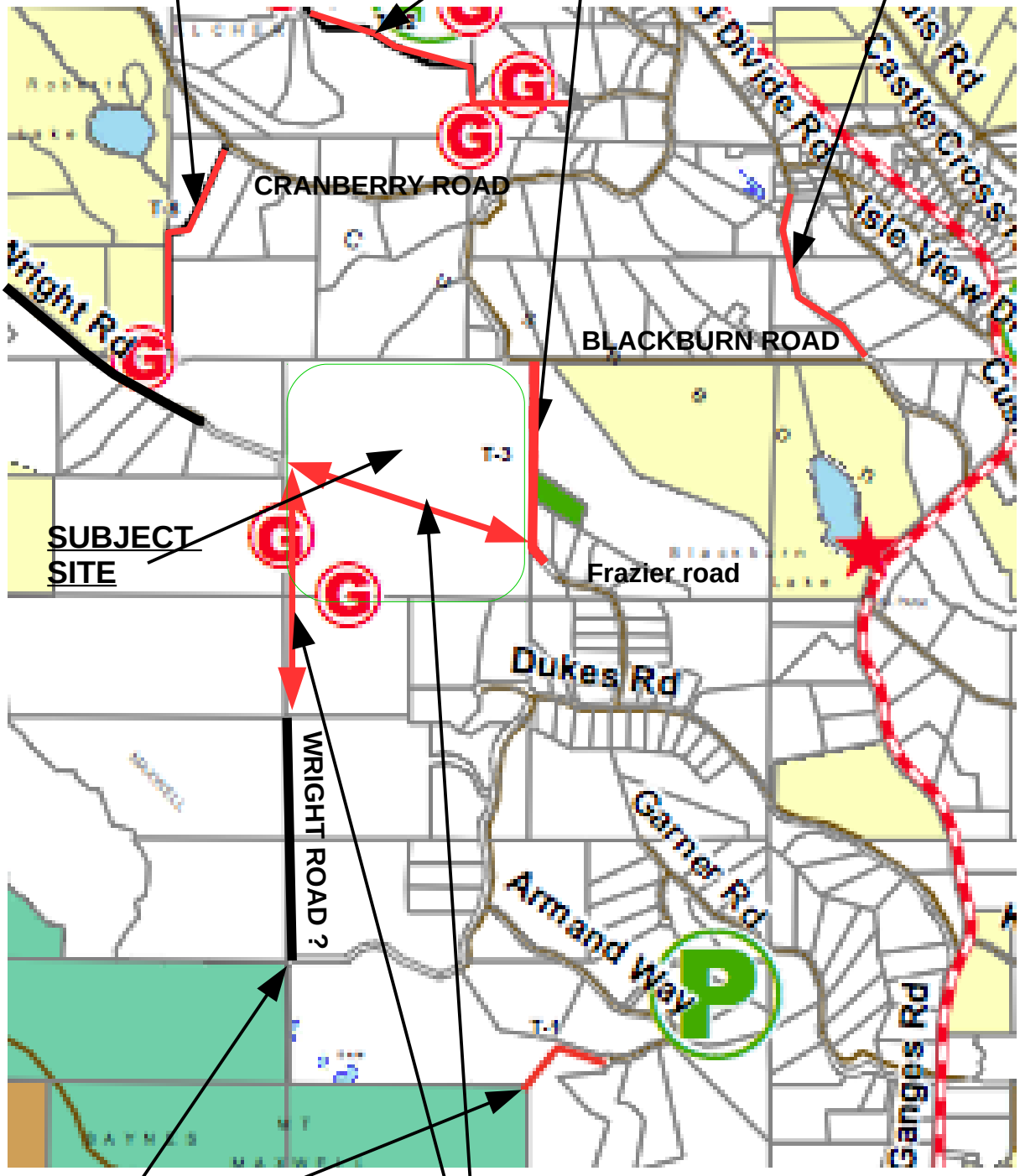
yours sincerely
Philip J .Grange P Eng.(retd.)
[redacted]

Exisiting CRD. SROW.
Will connect Cranberry and Wright roads
Trail not yet built.

Existing CRD. SROW.
Trail not yet built

Exisiting CRD. SROW TRAIL
Connects Blackburn and Frazier roads

Existing Walking Route
OLD DIVIDE ROAD



Mt Maxwell Park
TRAILS ACESSES

Suggestion :Two important possible TRAIL Connections of significant walking ,bike, equestrian community benefit.

Based on extract from the CRD.PARC "GAP MAP".

Sketch by p grange Feb 2020

Derek and Jennifer Barrio

[redacted]

Local Trust Committee
Salt Spring Island

Re: DVP 2020-01-29

Below is a copy of a letter sent to the LTC by one of our neighbours which we totally endorse:

"I am writing to lodge an objection to the approval of the SS-DVP-2019.6
My reasons are as follows. First and foremost I am opposed to any development which triggers the enactment of the long laid dormant requirement by MOTI that a portion of the subject property be dedicated for "potential future road construction" joining Wright and Frazier Roads. This "potential" would conceivably quickly become a hard and fast reality if this development were to be approved.

And who would stand to benefit from the approval? The Trust planner Stefan Cermak, appears to prioritize easing the financial burden of the developer in his rationale for approving this DVP. I fail to see how this is an equitable or balanced position given the detrimental effects foisted upon an entire neighbourhood for the benefit of one individual if this DVP goes through.

There are currently fifteen or more households on Frazier Road, [redacted]. Many of us who have chosen to live in this area did so in large part because Frazier Road is a dead end and, as such, allows for a quiet, peaceful and safe neighbourhood. There is little traffic and when there is, nine times out of ten it is a neighbour's vehicle which you recognize and wave to.

If a road were constructed joining Frazier with Wright Road this would most definitely have a negative impact on our neighbourhood. Not only would there be increased traffic flow from Wright but from Cranberry and Blackburn as well as from Dukes Road with traffic going the other way.

In the larger neighbourhood, i.e. Dukes Road, Seymour Heights and Armand Way, the effects of a marked increase in traffic on Dukes Road since the advertising and posting of the Mt. Maxwell trailhead off Seymour Heights a couple of years ago or so has resulted in deterioration of Dukes with an ever increasing number of potholes. As well, Seymour Heights is more often than not a "washboard" surface and made a muddy mess with heavy rain or snow; increased traffic will certainly exacerbate this situation. In short, the roads in this area were neither designed nor built to carry the inevitable increase in traffic which would be the result of a joining of Wright and Frazier Roads, with people conceivably using it to access Mt. Maxwell as well as the Hyperion health facility on Seymour Heights.

Another concern I have is that large acreages of undeveloped land are becoming few and far between on Salt Spring. This particular property is zoned Forestry uses in the OCP. As the planner himself states: "Developing the lots in the proposed manner is consistent with residential development, which

may decrease the likelihood that the lands will be used in accordance with the OCP designation".
As such, why entertain the proposed DVP?

.Lastly, it is only because an anonymous envelope containing information about this DVP was dropped into mailboxes of those of us on Frazier Road by "a neighbour" that I or any other of my neighbours even know about this possible development and its potential repercussions.

I understand that it is only a requirement that "notice must be given to owners and tenants whose property is within 100 metres of the property boundaries of the land that is subject to the DVP application". However, given that his application, if approved, could well trigger the building of a road which would effect an entire neighbourhood I would have thought it prudent to give the residents of Frazier notification we well. Be that as it may, I thank whoever took it upon themselves to inform us. Unfortunately though, by the time the post got to our boxes on January 20, 2020,it was too late, for me at least, and I imagine some others, to get a reply off in time for the Trust's January 21, 2020, 9:30 a.m. Meeting.

I see that the issuance of the DVP was recommended by the Salt Spring Planning Team at that meeting.

I ask that my objection be lodged against that recommendation, for what good that may do, and, more importantly that it be forwarded to the members of the LTC before they meet to review the DVP.

Thank you,
Libby Barlow – [redacted]"

Footnote to this letter from Derek and Jennifer Barrio -
We too only heard about this proposed DVP from the anonymous letter we received and we too, are grateful to the writer for taking the time and effort to inform us.
Regarding road conditions – Dukes Road is in bad condition, Seymour Heights is in even worse condition for several reasons: there are several businesses using Seymour and Armand Way who drive large tanker trucks, pick up trucks, etc. and they really chew up the road surface. The neighbourhood's roads could not take more traffic without a complete re-engineering of the road bed, particularly on the lower portion of Dukes Road - and we wonder where the budget for that work would come from.

From: Jordan Litke [mailto:jlitke@plsi.ca]
Sent: Friday, March 6, 2020 10:21 AM
To: Peter Grove; Laura Patrick
Subject: Proposed Subdivision of 455 Blackburn Road

Good morning Peter and Laura,

I'm writing in follow up to the January 21st LTC meeting. If you recall, we had a variance application for a proposed lot at 455 Blackburn Road to be split by a new road dedication. This road dedication was required by MoTI and during the Town Hall portion of the meeting you heard from some community members who have concerns about a road being constructed. At this point MoTI is not requiring construction of the road, which would connect Wright and Frazier Road, but it could happen in the future. You two didn't seem to think road dedication was a good idea either, so I suggested I could take this back to MoTI. Last week I met with the Approving Officer to discuss the concerns that were voiced at the meeting. I was pleasantly surprised to hear that he was receptive to these concerns and said that if the Trustees could provide a letter or email confirming these concerns, he would waive the road dedication requirement.

I'm hoping that you can compose a short letter or email stating that the community does not want the road dedication, due to concerns about increased traffic on small collector roads and potential impacts on the watershed. If you're able to do this, I'll take it back to MoTI and this road dedication issue will go away.

Please let me know if you have any questions or would like to discuss this some more.

Jordan Litke, BCLS

Polaris Land Surveying Inc.
Toll Free: (877) 603-7398 ext. 701
Mobile: (250) 686-0278

From: sheila dobie [redacted]
Sent: Tuesday, February 18, 2020 3:54 PM
To: Laura Patrick; Laura Patrick; Peter Grove; Peter Luckham
Subject: response to the DPA for CDF Project

Hello Trustees
please accept this email as a response to the Committee meeting today at the Lions Hall. [redacted] so am hoping this email can serve in the same way.

I am offering this as an individual - and at the same time - with the understanding that I am a member of the Island Forest Watch group and on the board of SS Community Alliance that hosted the Forest meeting Laura referred to in her comments today. None of the comments below are coming from these organizations - however I would be willing to forward any follow up to them if this generates any.

It is exciting to see this DPA process moving along. And as stated in the meeting the need for a comprehensive and deep collaborative community dialogue will be the most crucial component of this process.
I am concerned that the allocated resources are not in range of what will be needed to make this a successful project. Specifically - the kind of facilitation expertise and partnerships for bringing such divergent views into the same room in a spirit of creating something positive.
Given the divisive nature of SSI, especially in the area of land use controls and regulations - well... I do not need to tell you this- to get this right, communications need to start happening now.
The Alliance meeting kick started several strategies within the Island Forest Watch group that focus on community education, especially to private land owners who hold forest tracts and what their options are for eco-system stewardship for those lands.
The Conservancy is devoted to community education regarding forest lands.
The Climate Action Plan has a huge community engagement component. Transition Salt Spring - as the leader of this plan knows full well that the buy-in of community members to this plan is crucial for any kind of success ie - impactful change to our carbon footprint. Our forests - and how we steward them- is key.
These are examples of existing community actions that can dovetail and add value to any kind of community collaborative efforts made by Island Trust with the CDF project.
Please reach out to these community efforts and find ways to make the needed collaboration positive, for an effective DPA for our Coastal Douglas Fir.

thanks for your time and amazing hard work!!

Sheila Dobie

[redacted]

Ron Hawkins

From: [redacted] <[redacted]>
Sent: Sunday, March 1, 2020 6:00 PM
To: [redacted]
Cc: Peter Grove <pgrove@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>; Laura Patrick <lpatrick@islandstrust.bc.ca>; Stefan Cermak <scermak@islandstrust.bc.ca>; 'Gary Holman' <gholman@crd.bc.ca>
Subject: IPCC Report: The Difference of Climate Impacts between 1.5C and 2.0C degrees of Global Temperature Warming

https://www.wri.org/blog/2018/10/half-degree-and-world-apart-difference-climate-impacts-between-15-c-and-2-c-warming

from the Economy / Business perspective:
looking at the projected rates of increase between these two, ie. the risk or opportunity parameters, will help to shape your financial projections.

From: Dan Rogers
Sent: Tuesday, March 3, 2020 9:39 AM
To: Trustees
Cc: David Marlor
Subject: Climae change options

Hello fellow trustees. I thought I would share the attached APC report from Galiano. We asked the APC to provide recommendations for the LTC to consider regarding Climate change. I thought the report was thoughtful and while it doesn't translate to all Local Trust Areas you might be interested in some parts of the report. See you next week.

Dan

Dan Rogers, Gambier Area Trustee and Islands Trust Vice Chair
drogers@islandstrust.bc.ca
604-220-1500

Galiano Island Advisory Planning Commission

Referral Report: Climate Change Mitigation and Adaption

December 12, 2019

REFERRAL DESCRIPTION

The Galiano Island Advisory Planning Commission (APC) received the following referral on September 19, 2019, subsequent to the following resolution made by the Galiano Island Local Trust Committee on September 9, 2019.

> **LTC Resolution GL-2019-067 to refer the climate adaption and mitigation strategy report to the Galiano APC to make specific recommendations on strategies.**

DOCUMENTS INCLUDED WITH REFERRAL

The following two reports were included for our review and reference:

1. Report on Climate Change Adaptation and Mitigation Strategies by the Islands Trust, dated May 23, 2019, prepared by IT CAO Russ Hotsenpiller
2. Climate Change Emergency Declaration – Local Planning Tools for Mitigation and Adaptation, dated May 30 2019, prepared by David Marlor, IT Director Local Planning Services

OTHER INFORMATION GATHERED

- OCP and LUB- Reviewed
- APC member Bowie Keefer shared discussion papers on the topic of Forest Restoration to "Reduce Wildfire Risk", "Island and Inter-Island Trail Networks", and "A National Program to Stabilize Forest Carbon Sink".
- On November 22, 2019 we received interesting presentations from community members Risa Smith, IUCN WCPA Climate Change Specialist Group Leader, and Andrew Simon, Ecologist.
- https://coastal.climatecentral.org
- The BC Energy Step Code https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/guides/bcenergystepcode_guide_v1.pdf
- "Waterline Galiano Groundwater Study 2011" and "Galiano Groundwater Regulation Review 2012"
- Chapter 8, Impacts on Water Resources, "Roads and the Environment: A Handbook".

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Introduction

Climate Change is recognized as a global crisis, with challenges much larger than anything one island can solve. However, it is important to recognize that Galiano Island and its community has something to offer and contribute for British Columbia's adaptation to and mitigation of the effects of climate change.

The GIAPC offers the following recommendations and priorities for Galiano's LTC to consider enacting in policy and process to best enable our island (its land base and human and non-human communities) to weather the challenges of climate change over time.

Climate Change Mitigation and Adaption

Update Greenhouse Gas Reduction Target

The APC recommends that greenhouse gas reduction targets be updated to reflect current science and project further into the future.

CC Recommendation #1: That the LTC take steps to update our OCP's GHG reduction target by updating it and looking ahead to 2050.

Land Use Application Assessment of Climate Change Impacts

Appendix 1 of Mr. Marlor's report to Trust Council informs us that climate change impacts are considered in staff reports. What is not clear is to what standard this assessment is being done, or will be done, what data or other information will be gathered as a basis for that assessment. The APC considered that it might be most efficient to have such guidelines and checklist developed at Trust Council level given the Climate Change Emergency declaration.

CC Recommendation #2: That the LTC develop guidelines and a checklist to assist staff in their assessment of climate change impacts in report writing, and that the LTC encourage this to be done on a Trust-wide basis.

Avoid Emphasis on "Village" Type Development

The APC does not agree with the notion of moving away from large lots to small compact "villages" residential areas. Our historic patterns of development have included clustered areas of village or rural residential development surrounded by the larger rural acreages or the even larger parcels in the Forest designation.

Our OCP Principle e. sums it up well with *" Islanders have chosen space, privacy and aesthetic qualities over urban conveniences…"* We think that there is overall benefit to clustering within new residential development, but not to the extent or concentration that it becomes a village.

Expanding areas of higher residential density to a village concentration seems problematic from the standpoint of the island's groundwater dependence. Most of our "water management areas" are those with the smallest lot sizes and highest density. Heading into periods of increased drought this does not

seem like a worthwhile solution to pursue. It appears there is a strong correlation between development density, overdrawn aquifers and saltwater intrusion.

CC Recommendation #3: That the LTC not prioritize the clustering of developments into larger concentrations of higher density residential "villages" due to groundwater management concerns.

The APC is not opposed to the possibility of new commercial services zones geared to the resident community's needs being considered in suitable locations of North Galiano if it helped reduce the need for North Galiano residents travelling all the way to South Galiano for supplies and help reduce GHG emissions.

The APC agrees with enacting existing Official Community Plan (OCP) climate change policies, such as amending parking requirements to require alternatives to parking spaces, and requiring new development to utilize building technology that minimizes energy use, through specific amendments to the Land Use Bylaw (LUB).

CC Recommendation #4: That the LTC take steps to ensure that all existing OCP Climate Change Policies are enacted through additions or amendments to the Land Use Bylaws.

We have had policies encouraging non-motorized travel, and identified cycle path routes included in our OCP for many years, but none have been constructed in spite of numerous rezoning and subdivision approvals in that time. It appears this is because the needed land use regulations are not in place. This need is heightened in the face of climate change.

CC Recommendation #5: That the LTC review and amend our OCP and LUB to ensure that needed improvements to OCP identified cycle routes and improvements to public road shoulders for pedestrian use, will be constructed as a requirement of rezoning and subdivision.

The APC note that some other Trust Area islands have achieved varying degrees of rural community bus service. Even a regular but part time service that is reliable could encourage people to travel to island services and the ferry that way. It could also help reduce the parking congestion at Sturdies Bay and in general encourage foot travel on the ferry. Funding is clearly the constraint, but we feel the LTC could play a role in lobbying other levels of government to fund rural community buses. We also note that drivers should be paid rather than voluntary, as this economically supports residents.

CC Recommendation #6: The APC recommend that the LTC should support efforts to gain Provincial support for a rural bus service for the resident population of the island, as well as visitors.

Building Efficiency

With regards to reducing the heating and cooling requirements for buildings we think the main emphasis is for the heating component in this region. The APC also consider that it would be a good time, given the climate crisis, for the LTC to consider setting a maximum area limit for dwellings. Excessively large homes consume more to heat and cool than more reasonably sized dwellings. A limit to dwelling size could also help reduce the overall consumption of resources by the construction.

CC Recommendation #7: That the LTC initiate OCP and LUB amendments to enact a maximum dwelling size.

The APC would prefer to see public education used to encourage measures to reduce heating requirements, rather than see a Development Permit area for this. The APC expects that public awareness combined with costs of heating will produce the desired result of improving building efficiency. There are so many unique aspects to individual dwelling sites. It seems like decisions about keeping trees close to the dwelling to provide shelter and shade may not always be ideal given prevailing winds, exposure and potential for more serious storms with climate change. These decisions should be left to the landowner.

The APC suggests that having free (or very affordable) landowner consultation from a climate change adaptation and mitigation expert would allow the public to get knowledgeable advice on ways to best develop or adapt their properties and residences to climate change, through improvements to building efficiency and nature-based solutions for runoff and erosion. This could be funded by CRD or Islands Trust.

CC Recommendation #8: That the LTC not create a DPA for energy efficiency in buildings, but alternatively lobby the CRD and/or Islands Trust to fund landowner consultation/education opportunities to educate landowners on how they can best adapt their properties and buildings to climate change.

Sea Level Rise and Storm Surge Risk to Buildings

As reported in the referred documents, the Provincial Approving Officer is currently requiring at time of subdivision a covenant for 15 metre set back and 1.5 metres elevation above sea level for buildings and structures. This is a precautionary and responsible move however it will only be affecting new subdivisions. Meanwhile our setback requirements from the sea is only 7.5 metres.

New buildings and structures on existing lots will still need to be assessed in areas particularly vulnerable to rising sea levels, flooding and storm surges. The APC think that creating a new DPA or management area that identifies all areas of Galiano that are at risk of these impacts would be a good approach, rather than increasing setbacks from the shore in all zones across the board. APC members did have concerns about the administrative and cost burden of requiring these land owners to take out a Development Permit. The commission considered that defining the vulnerable areas as "Rising Sea and Flood Management Area" could apply specific setbacks and site-specific assessment requirements to such management areas.

As an example, areas of high risk from sea level rise and storm surges can be identified through the Climate Central interactive map below. It enables the range of forecast to be varied, and can combine sea level rise with storm surge vulnerability. This type of information, combined with public education for landowners in the DPA or management area, can help Galiano's landowners and residents understand the risks and prepare accordingly. We recommend the LTC create either a DPA or management area to help waterfront landowners plan their renovations or building using relevant information about sea level rise and storm surge risks. This prioritizes safety in the long-term.
https://coastal.climatecentral.org



The above screenshot is based on 2050 projections with a modest climate scenario.

CC Recommendation #9: That the LTC create a DPA/Management Area for building or renovations in areas particularly vulnerable to rising sea levels, flooding and storm surges. Geographic boundaries of this Area should be updated as new information becomes available, to best reflect existing science and expectations of risk and climate impacts.

Drought Management

Groundwater Management and Saltwater Intrusion

Research has shown that both sea level rise and aquifer pumping (overdrawing of wells) will encourage and exacerbate salt water intrusion. As sea levels rise, when wells are being overdrawn, and/or when drought occurs, the saltwater "front" underground will move upwards, overtaking the previously fresh groundwater area (US EPA, 2016). In the Gulf Islands, our fresh groundwater floats as a "lens" above the saltwater (Province of BC, 2016).

As a small, narrow island, the majority of Galiano's aquifers are coastal, with the majority of development also along the waterfront. This development distribution combined with sea level rise and pressure on groundwater resources places Galiano's water supply in increasing risk. The Province of BC's *Best Practices for Prevention of Saltwater Intrusion* report outlines what areas are most at risk. Their description is a perfect match for Galiano's coastlines, particularly at the south end.

The result of overuse and mismanagement of groundwater resources has been seen in our region. Saltwater has been found at <50m depth for instance, in areas on Mayne and Salt Spring islands, in Saanich and Parksville (Province of BC, 2016).

Aquifers once contaminated, can take many years to recover, if they do at all, from saltwater intrusion. We have a narrowing window of opportunity to change the fate of Galiano's groundwater and manage it wisely for future generations and our community today.

The APC recommends the prioritization of groundwater management for drought mitigation. The APC views groundwater depletion and overuse as one of the most pressing issues for Galiano Island under climate change.

To support groundwater protection on Galiano for mitigating drought, the APC recommends:

CC Recommendation #10: The voluntary installation of water meters on wells across the island, permitting the Islands Trust and Galiano community to geographically quantify and monitor groundwater use for baseline data and long-term management.

CC Recommendation #11: Protect large tracts of land in natural forest ecosystems, particularly in recharge areas to assist in groundwater recharge, runoff reduction, biodiversity protection and other benefits.

CC Recommendation #12: Expand protective DPA boundaries around ponds, wetlands and streams to give greater protection and strengthening resilience and health of those ecosystems and their ability to sustain our groundwater recharge.

CC Recommendation #13: Implement the recommendations put forward in the Waterline Regulation Review Report [May 10 2012].

CC Recommendation #14: Ensure that LUB regulations 13.18 and 13.19 apply to all development, rezoning and/or subdivision, and Highway Reservation Covenants, to avoid roads being constructed that divert the flow of a surface watercourse or divert or contaminate in any way a groundwater aquifer, avoiding road building that involves deep cut and fill whenever possible and minimizing the extent of cutting and filling required to construct any roadway.

CC Recommendation # 15: Expand DPA 4 to include the area identified in the1998 Kohut and Johansen Groundwater Report as probable recharge area, and not be limited to elevations over 140 metre elevation.

Rainwater Collection

The use of rainwater as a supplemental water source for non-potable uses is something the APC encourages for drought adaptation and groundwater management. There is opportunity for the LTC to review existing bylaws relevant to rainwater catchment, and update to ensure effective implementation. One example we highlight is the requirement for new builds to include 16,000L of storage for rainwater catchment. However, there is no requirement for these tanks to be connected and actively used.

CC Recommendation #16: That the LTC investigate a means the LUB can ensure that rainwater catchment and storage equipment required for new construction is actually hooked up and used for non-potable uses.

Increased Fire Risk

We generally associate increased fire risk on Galiano with extended dry droughty weather conditions, especially when combined with strong winds. From our experience living here we know that these conditions usually occur in the summer and early fall seasons. High risk and open burning are restricted to varying degrees during these times according to Provincial regulations and CRD bylaws.

In the shoulder seasons, that may also experience periods of low rainfall and winds, open burning can heighten the risk of forest fire. Open burning requires careful and educated management to minimize the risks to all.

The APC sees the existing recently updated fire rules as adequate, however feels that many of Galiano's residents, both new and old, and visitors are not as a rule well enough informed about these rules and regulations. This lack of knowledge and awareness increases risk, particularly in the summer and shoulder months. Every risky action from tossing a cigarette butt to lighting a burn pile too close to nearby structures and forest vegetation, can lead to an out of control fire that could threaten many people, homes, wildlife and the forests.

To reduce fire risk, the APC recommends that the LTC lobby the CRD to fund the following:

CC Recommendation #17: Ongoing annual effective public education on the rules on open burning, and restricted high risk activities during periods of drought-induced high or extreme fire risk.

CC Recommendation # 18: Enforce significant or repeated violations of the burning regulations with fines.

CC Recommendation #19: Public education to encourage people to burn less garden and yard waste and compost whenever possible.

In dealing with vegetative waste, the APC considers that landowners and developers should do so on the property where the waste has originated. Having a community chipper has been suggested as a way to reduce burn piles. However, the APC consider that the practicalities, liability issues and GHG impacts require more thorough assessment. We think encouraging and supporting efforts to educate residents and landowners on more sustainable methods of disposing of smaller vegetative waste would be preferred.

The state of our island forests plays a role. Some tree and shrub species are particularly fire resistant, but may be affected adversely by climate changes to come. We discussed how by thinning of overcrowded second growth stands and encouraging natural species diversity in those areas could possibly help reduce forest fire spread. Provincial regulation on the management of all private forest land for sustainability and diversity would be very helpful.

The APC feels strongly that the LTC can play a pivotal role in Galiano's emergency preparedness for fire events, as well as natural disasters, through the following recommendations:

CC Recommendation #20: Ensure that at every land use decision, emergency access and egress routes are protected or created to allow passable and accessible emergency routes.

CC Recommendation #21: Ensure that all residential neighbourhoods have emergency access and egress options in the event of the public road system being blocked or otherwise impassable.

CC Recommendation #22: Ensure that private roads accessing forest lands are maintained to a standard that allows emergency services to pass, in order to quickly access and manage forest fires and help people in distress.

CC Recommendation #23: The LTC in land use decisions should continue to seek Sustainable Forestry Covenant when suitable, to encourage landowners to include in their management plans forest thinning for second growth forests stands, and encourage natural tree and shrub species diversity.

CC Recommendation #24: The LTC review the issues around ensuring emergency services can access homesites with driveways maintained to a specific adequate standard.

Tourism Risk and Management

Tourism brings an increased surge in Galiano's population at a time (May-September) when the groundwater resources are also at highest risk and depletion, and when seasonal drought places the island under high and extreme fire hazard for prolonged periods of time.

Having this influx of visitors to the island who are mostly from urban environments greatly increases fire risk and groundwater overuse as they generally do not have awareness of fire risk and groundwater management.

We recommend the following LTC actions to reduce risks brought on by the tourism industry:

CC Recommendation #25: The LTC update the Land Use Bylaw Section 3 Home Occupation Regulations to ensure that STVR and commercial visitor accommodation operators be formally responsible for comprehensive education of their guests about groundwater management and fire risk. The following language is suggested to capture this change: "the operator of every home occupation for STVR's is responsible for educating their guests about the critical need for groundwater conservation, open burning restrictions, and activity restrictions associated with the fire risk rating".

The APC feels that it is the responsibility of STVR and commercial visitor accommodation operators to educate their guests on fire and groundwater risk, to reduce the negative impacts of this industry on Galiano. Clearly, the presence of an STVR operator living on the same property is a huge advantage to ensure that guests are educated on these issues while staying on Galiano.

Nature-based Solutions to Climate Change Adaptation and Mitigation

It is now widely recognized that natural solutions can be among the most effective, economical and resilient measures for adapting and mitigating climate change. The APC has identified several key

categories of nature-based solutions for Galiano to utilize; these include: 1) shoreline protection; 2) erosion control; 3) maintenance of forest connectivity and forest cover; and 4) biodiversity protection.

1) Shoreline Protection:

- Eelgrass and bull kelp habitat – foreshore and nearshore habitat protection and management to reduce storm surge damage
- Shoreline ecosystems – maintaining healthy native groundcover helps to reduce erosion caused by runoff, storm surges and flooding from sea level rise, and helps to protect buildings and human infrastructure from storm and flood damage

CC Recommendation #26: That the LTC develop mapping of eelgrass and bull kelp habitat for addition to our OCP, and encourage and lobby for any restoration funding that may be available for habitat restoration.

Note: there is existing eelgrass mapping done by Islands Trust Conservancy for Galiano, and beginning in 2020, bull kelp mapping by Galiano Conservancy.

2) Erosion control:

- Natural ground cover can be used to minimize erosion and soil loss.

3) Maintain connectivity and cover of forests on Galiano for the following benefits:

- Groundwater recharge
- Erosion control
- Flood mitigation
- Reduced runoff
- Storm surge protection at shoreline
- Carbon sequestration
- Biodiversity and species migrations

CC Recommendation #27: To support forests on Galiano as a nature-based solution to climate change, the APC recommends:

1. Through amendment of LUB to ensure all rezonings for development and subdivision for new residential development on large forested parcels are clustered in one area equaling 25 % of the total parcel AND that if the parcel includes shorefront that the residential development only fronts on 30 % or that shoreline. (Note: when OCP Forest Policy d) i. was repealed these important guidelines were lost).
2. Through OCP and LUB amendment expand all protective setback boundaries from watercourses, lakes, ponds, wetlands and riparian areas.
3. Act on OCP policies to minimize the impact of roads on forest land, sensitive ecosystems
4. The LTC continue to advocate for the Province to give The Islands Trust the authority to regulate private forest lands in an ecologically sustainable manner, within the Trust Area. Allowing local Bylaws and regulations to apply to more of Galiano's forest cover gives greater ability to manage for climate adaptation and mitigation.

4) Biodiversity and habitat protection:

- It seems logical to assume that healthy natural systems are more resilient to the pressures of climate change and can therefore help mitigate climate change
- Maintaining diversity in Galiano's ecosystems increases their health and resilience

CC Recommendation #28: To support biodiversity and habitat protection on Galiano as a nature-based solution to climate change, the APC recommends:

- Continued monitoring and biodiversity data collection to enable the evaluation of long-term change for both marine and terrestrial species
- Prioritization of habitat protection and impact mitigation of any developments proposed in land use applications
- Prioritization of habitat protection and impact mitigation when enforcing land use bylaws
- Expand protective boundaries around ponds, wetlands and streams to give greater protection and strengthening resilience and health of those ecosystems

In Closing

The APC's work on this referral has been a challenge and an education. The topic of climate change is vast and overwhelming, but thank you for giving us the opportunity to focus on the topic. The complexity, interconnectivity and local relevance of the many issues has become much more apparent to us as community members.

Clearly the real threat of climate change before us now and in the future heightens the value importance of all the work done in the past to protect the land, the natural ecosystems, plant and animal diversity, and the human community here on Galiano and elsewhere in the Trust Area.

In the APC's review a common theme became obvious. Our OCP has a wide range of excellent policies but many have never been implemented by adding LUB regulations, so they are often only glanced at or completely overlooked during development applications. We encourage the LTC to keep the work of addressing the climate change emergency a top priority and apply yourselves to the work of activating existing and new policies that could improve our community's mitigation of, and adaption and resilience to climate change.

_____ GIAPC Chair December _____, 2019.

S. Anderson

1-500 Lower Ganges Road, Salt Spring Island, BC V8K 2N8
Telephone: **250-537-9144**

Toll Free via Enquiry BC in Vancouver: 604-660-2421
Elsewhere in British C **1-800-663-7867**

Email: ssiinfo@islandstrust.bc.ca | Website: www.islandstrust.bc.ca

March 13, 2020

Salt Spring Solutions

c/o Elizabeth FitzZaland

sent via email: elizabeth@greencitybuilders.ca

Dear Elizabeth FitzZaland:

Thank you for your letter dated January 30, 2020, inviting participation in a Housing Solutions Lab, to consider how every Salt Spring Island resident might have a safe, long-term home, which also minimizes its impacts on the environment. The proposal is both innovative and collaborative.

On February 18, 2020, the Salt Spring Island Local Trust Committee voted in support of the Salt Spring Solutions Housing Solutions Lab grant application. Therefore, it is my pleasure to extend that support to you, Salt Spring Solutions, Radius, and all other interested parties.

Respectfully,

Peter Luckham
Chair, Islands Trust Council
Islands Trust
PL/sc

From: Solana <[redacted]>
Sent: Monday, March 23, 2020 6:47 PM
To: ssiinfo <ssiinfo@islandstrust.bc.ca>
Subject: Re: Ferries During Covid-19

Hi Peter,

Glad to hear that the Islands Trust is discouraging visitors. With all due respect, I didn't known that and don't think the message is out there broadly enough. It's missing from this article in CBC fir example: https://www.cbc.ca/news/canada/british-columbia/stay-away-small-bc-communities-1.5506206

I hope you will continue to put pressure on the CRD to restrict visitors and ferry travel on our behalf. It's a personal responsibility to self-isolate but the community needs your help to work with services such as BC Ferries!

Thank you,

Solana Rompré

On Mar 23, 2020, at 11:41 AM, ssiinfo <ssiinfo@islandstrust.bc.ca> wrote:

Thanks Solana. The Islands Trust published a statement on the subject which is available on the website www.islandstrust.bc.ca .In essence is asks people to stay away from the islands during this crisis. Restricting passenger traffic can only be achieved by the Province and/or Regional District and we may well see this take place together with further restrictions.

These are difficult times and we must each take personal responsibility to do what we can to contain the virus

Regards

Peter

Peter Grove
Islands Trust Trustee
Tel: 250-537-1117
Cel: 604-341-6710

-----Original Message-----
From: ssiinfo
Sent: Monday, March 23, 2020 10:23 AM

To: Salt Spring Island Local Trust Committee
Cc: Daniela Murphy
Subject: FW: Ferries During Covid-19

-----Original Message-----
From: Solana <[redacted]>
Sent: Saturday, March 21, 2020 4:01 PM
To: ssiinfo <ssiinfo@islandstrust.bc.ca>
Subject: Ferries During Covid-19

Hello;

I'm writing as a concerned Salt Spring island citizen and member of the community. While we are all doing our part to remain at home and protect those at risk and the community during the covid-19 pandemic, we need your help to protect us! Salt Spring is in a unique situation where we can stop non-essential ferry travel and limit to emergency vehicles and transport. We need you to act quickly, like other small towns such as Tofino have done, to ensure safety in our community.

Please let me know what measures are being taken in this regard?

Many thanks,

Solana Rompré

From: Keith Ballantyne [redacted]
Sent: Monday, March 23, 2020 3:39 PM
To: adam.olsen.MLA@leg.bc.ca; Laura Patrick
Subject: Evictions Salt Spring Island / CRD

To Adam Olsen MLA, Laura Patrick Islands Trust Director and Gary Holman Director, CRD 108 - 121 McPhillips Ave, SSI - by hand.
From Keith and Maureen Ballantyne, [redacted].
Our home at the above address consists of ALR designated acreage bordered by [redacted] to [redacted]. The trail provides access to Community Services and [redacted] and adjacent lands are subject to squatters setting up camp sites; this requires frequent patrolling across a portion of the property that is forested and adjacent to the Ganges / Bishop Walk Trail. Activity noises and smoke to [redacted] will also prompt investigation as is the case now and our complaint.
Today, three occupied camp sites were found, two of which have been asked to leave, the third is of deep concern to us and the subject of this complaint which coupled with the current COVID-19 social stresses, requires intervention far beyond by-law evictions.
CRD By-law Officers recently evicted a [redacted] couple, [redacted], from [redacted] who were occupying one of several [redacted], [redacted] was allowed to remain. [redacted]; they are [redacted] and it would appear that they would like to return to [redacted].
It is not acceptable that By-Law Officers are evicting people onto the street and the community without providing and ensuring that such evictees have the means and the ability to alternative accommodation and or relocation of their [redacted] to which and all intent, it appears they have had to abandon by lack of funds to move it.
The worst has yet to be seen from this contagion, having people living in the wild will become increasingly common with loss of income and will only add to the risks and spread of the virus, there are directives that become more severe on a daily basis, this incident requires positive community solution and involvement by social services which should have been applied by those at commencement.
Your assistance in this matter is appreciated.
Keith and Maureen Ballantyne.

-----Original Message-----
From: Renee Forrester <[redacted]>
Sent: Monday, March 23, 2020 12:52 PM
To: ssiinfo <ssiinfo@islandstrust.bc.ca>
Subject: Concerns

Hi,
I wanted to reply to the news post on the salt spring exchange but it didn't seem as if you're able to. Been seeing your posts as well from island health, asking visitors to stay away because of the current situation - yet I haven't read anything specifically in regards to air bnbs and the fact that there seems to be no slow in bookings. [redacted] and so far the guests have been back to back this March, there are 5 bnbs here on the property (5!!) and I do not see it slowing or stopping any time soon unless anything is enforced. Will air bnb owners be asked to cancel or postpone bookings? I see all these visitors here coming and going, just as usual. My concern specifically is that unless bnb owners are officially asked to close / postpone their bnb bookings, they will continue to bring visitors to the island and put our community at risk. Simply asking that people do not visit the island isn't enough - most tourists are not going to be reading the salt spring exchange, people are still ignoring the pandemic, and booking their vacations as usual. My point - If the bnbs were not available to them in the first place it would help actually keep people from visiting the island.
Thanks for listening to my concerns
Renee

From: [redacted] <[redacted]>
Sent: Tuesday, March 24, 2020 12:10 PM
To: ssltcwebmail <ssltcwebmail@islandstrust.bc.ca>
Subject: Contact Form Submission

Contact: Salt Spring Island Local Trust Committee
Name: Karen Clark
Email: [redacted]
If you would like to be contacted using a different method than E-mail, please enter the details:
Write your message: Air quality, backyard burning and COVID 19. I am very concerned about the reduction in air quality from backyard burning during the COVID 19 pandemic. At a time when it is important to maintain the best air quality possible many people on Salt Spring and in my neighbourhood are using this opportunity when they are staying at home to clean up their gardens and burn. Most people do not yet know that burning should be a last resort and to not burn green material. Consequently this last week there have been a number of smokey fires with smoke hanging in the neighbourhood. [redacted] we are very worried if we were to get sick we would be at greater risk if there are smokey fires nearby. Is it possible to ban backyard burning until after the COVID 19 pandemic or at least put out a plea for people to refrain from burning? This would be of benefit to our health care system too since I know we are not alone in our concern about the burning. I appreciate all you do and look forward to your response.

From: Peter Meyer <[redacted]>
Sent: Thursday, March 26, 2020 12:18 PM
To: ssiinfo <ssiinfo@islandstrust.bc.ca>
Subject: SSI Recycling Depot shutdown

I am concerned with the decision of the Salt Spring Recycling Depot's decision to close the facility and suspend recycling "for two weeks, then reassess the situation". A two week suspension is not a situation fraught with disaster, however, if the closure continues for a period of months, as SSI Community Services indicated that it may, the we could have a near insurmountable problem confronting us.

The bulk of our waste is recyclable items, rather than garbage, as is the case, I suspect, with most persons on SSI.

I consider recycling to be an "Essential Service", and therefore, exempt from termination of services during our trying times.

My concern is that some may resort to illegal, and dangerous dumping which could lead to environmental and health problems for our Island.

I can also imagine that some may resort to using our garbage resources as an alternative to recycling, which would lead to that system being overwhelmed.

When the depot is reopened, I can envision the system overwhelmed by the volume of items to be recycled, with long lines of idling vehicles contributing to atmospheric degradation and oil contamination of our watershed.

Safety is of paramount concern these days, but safety includes operating in a safe manner when it comes to Essential Services, not merely suspending those services. Note that grocery stores, gas stations, Windsor Plywood, and Pharmacies have all managed to continue providing services, albeit, in an altered and safe manner.

I have spoken with SSI Community Services (which apparently has no plan going forward other than to reassess after two weeks), VIHA and the CRD regarding this issue without success. I appeal to whoever can assist our community to step forward to address this issue while the scale of the problem is small and manageable.

--

Peter Meyer

From: Gary Bywater <[redacted]>
Sent: Friday, March 27, 2020 1:55 PM
To: jessica@saltspringchamber.com
Cc: ssiinfo <ssiinfo@islandstrust.bc.ca>
Subject: Local Accomadations providers advertising deals to encourage tourism,

I am shocked and angry that local accomodation providers are advertising deals to encourage tourism during the Covid crisis. We are all having to live differently and small businesses all over the province are having to shut down to try to manage the pandemic. Yet here on Saltspring we have a group of accomodations providers who believe that they are entitled to go against provincial and local trust directives and encourage people to ignore those instructions to STAY HOME! !! This is greed and nothing else, our hospital will be easily overwhelmed and we are all making sacrifices, they must as well. In the [redacted] we have lived on the Island We have always been big supporters of local businesses and we are doing what we can to put money into our community during this time as much as possible. We hope we will get a response informing us that you have made contact with all accomadations providers reminding them why they should be closed for business. They are risking everyones health with their arrogant behaviour. Saltspringers are known for there strength to stand up, do we need to social distance protest at the ferries or perhaps at the driveways of businesses with " Tourist go home " signs? Is that the behaviour you want to encourage? One of conflict between locals? We all must follow the directives at this time and that applies to individuals and businesses alike, Sincerely Gary and Sharon Bywater

From: Dan Ovington <dovington@crd.bc.ca>
Sent: Friday, April 17, 2020 10:47 AM
To: Don Brown <dbrown@crd.bc.ca>; brenda deroos <[redacted]>
Cc: adam.olsen.mla@leg.bc.ca; ssiinfo <ssiinfo@islandstrust.bc.ca>; peter grove <petergrove@telus.net>; Wolfgang Brunnwieser <wbrunnwieser@crd.bc.ca>; Matthew CRIST <matthew.crist@rcmp-grc.gc.ca>
Subject: RE: Ganges Crisis

Hi Brenda, it was nice meeting you today on the boardwalk. As you observed, parks staff have cleaned up several bags of empties and garbage that were left on the beach and trail. Bylaw is working to increase patrols, including evenings as Don has indicated below.
Regarding the boardwalk, as discussed we are working through an assessment of the Grace Point and Centennial Park boardwalks to identify structural issues and work through repairs. At this time all CRD Regional and Electoral Area parks and trails remain open but we will continue to determine next steps as the situation develops.

Dan Ovington | BBA
Manager, Salt Spring Island Parks and Recreation

Capital Regional District
108-121 McPhillips Road, Salt Spring Island, BC, V8K 2T6
T: 250.537.4448 **| F:** 250.537.4456 **| E:** dovington@crd.bc.ca

From: Don Brown
Sent: Friday, April 17, 2020 9:45 AM
To: brenda deroos <[redacted]>; saltspring <saltspring@crd.bc.ca>; Dan Ovington <dovington@crd.bc.ca>
Cc: adam.olsen.mla@leg.bc.ca; ssiinfo@islandstrust.bc.ca; peter grove <petergrove@telus.net>; Wolfgang Brunnwieser <wbrunnwieser@crd.bc.ca>; Matthew CRIST <matthew.crist@rcmp-grc.gc.ca>
Subject: RE: Ganges Crisis

Hello Ms. Deroos,

Thank you for sending us your concerns. I spoke to another gentleman [redacted] a couple of days ago ([redacted]) and explained some of our responsibilities and issues that we are dealing with. In addition to our normal increased activity in Spring with animal issues we are also currently tasked with assisting the Provincial Ministry of Health with ensuring people are complying with social gathering and physical distancing. We only have one full time bylaw officer on Salt Spring Island who works Tuesday to Saturday and will respond to emergencies if called upon after hours or on days off (i.e. serious dog attack with injuries, or to assist RCMP). Any afterhours calls go through our Answering Service at 1-800-884-0919. We do not respond to bylaw offences after hours however the RCMP do have authority to enforce our bylaws if they are not otherwise tied up. For non-emergency reports we do follow up the next day (i.e. noise complaints).

We have two casual Auxiliary Bylaw Officers that we utilize at certain times. We will have one working the next couple of Saturdays and at the Tuesday Markets for the rest of the Spring/Summer. I have adjusted our regular Bylaw officer's schedule to work some days 11-7 rather than his usual 8:30 to 4:30. We will also be periodically sending an officer from our office in Victoria to give him a hand.

We have a good working relationship with the RCMP and will be coordinating with them to do patrols of your area when we can. We are going to ask for some assistance from the Islands Trust Bylaw Office however I understand their position is currently vacant and waiting to be filled.

Don R.L. Brown, B.A., M.A. | Chief Bylaw Officer
Bylaw and Animal Care Services| Capital Regional District
#212-2780 Veterans Memorial Parkway, Victoria, B.C. V9B 3S6
T: 250.474.3351 (21) | C: 250.588.5069 | F : 250.391.9727
www.crd.bc.ca |

From: brenda deroos [redacted]
Sent: Friday, April 17, 2020 8:52 AM
To: Don Brown <dbrown@crd.bc.ca>; saltspring <saltspring@crd.bc.ca>; Dan Ovington <dovington@crd.bc.ca>
Cc: adam.olsen.mla@leg.bc.ca; ssiinfo@islandstrust.bc.ca; peter grove <petergrove@telus.net>
Subject: Ganges Crisis

From: brenda deroos <redacted>
Date: April 17, 2020 at 6:59:54 AM PDT

Good morning

I'm not exactly sure who to contact, but I understand that you all have a part to play in keeping our community safe.

Last evening, about 6pm, I phoned and ordered take out food from a local business in the mall beside Centennial Park. I tried to walk through the park to get my [redacted], but quickly realized that wasn't a great idea. There were more than 30 unsavoury characters, and more than 6 dogs in the park. The people were drinking alcohol, smoking, and swearing. The dogs were off leash, chasing each other throughout the park. I felt [redacted]. Of course, there was no social isolating.

As one of a few [redacted] I'm quite familiar with the issues. I understand that the RCMP have been called several times this last week to deal with alcohol consumption and a recent assault at the beach behind the breakwater. They have been very responsive, with increased patrols. Things temporarily improve, but relapse within an hour or so.

As well, the boardwalk out to Grace Point is in rough shape. Several boards are "punky" and unsafe. At least a dozen beer cans are lying in the bushes along the boardwalk, and several dozen more are on the beach behind the breakwater. These issues have been reported to CRD. The beer cans are evidence of constant and considerable alcohol consumption.

This morning (Friday, April 17) I walked to the beach behind the breakwater at 7am. Once again it was strewn with alcohol cans and bottles, but more disturbing was the remains of a fire that had been burning during the night, set right against the stone walkway. I have alerted the fire department who will come to make sure it's fully extinguished.

It appears that anarchy reigns in downtown Ganges. This is clearly unacceptable.

Please advise of action that can be taken to resolve these issues. Is there an after-hours contact for bylaw infractions? Is it possible to have increased bylaw and RCMP patrols, especially in the afternoons and evenings? When will the punky boardwalk boards be repaired? Is it time to temporarily close the boardwalk due to safety, health, and constant bylaw infraction concerns? Are there other people who need to be advised of this situation?

Please respond to the questions that are your agency's responsibility.
Thank you

Sincerely,
Brenda Deroos

STAFF REPORT

File No.: SS-LCRB-2019.5

DATE OF MEETING:	April 28, 2020
TO:	Salt Spring Island Local Trust Committee
FROM:	Geordie Gordon, Planner 2 Salt Spring Island Team
SUBJECT:	Application for Cannabis Retail Sales (CRS) License Applicant: L. Large Location: 382 Lower Ganges Road

RECOMMENDATION

1. **That the Salt Spring Island Local Trust Committee exempt application SS-LCRB-2019.5 from the requirement to be subject to a public meeting as per Salt Spring Island Local Trust Committee Standing Resolution SS-2018-177 (Cannabis Regulation).**

2. **That the Salt Spring Island Local Trust Committee directs staff to send a response to the Liquor and Cannabis Regulation Branch regarding the Cannabis Retail Sales license application for 382 Lower Ganges Rd that states:**

    a. **The Salt Spring Island Local Trust Committee has considered the location of the proposed CRS licence application;**

    b. **The potential impacts of the noise in the immediate vicinity of the establishment would be minimal;**

    c. **The impacts on the community if the application is approved would be negligible;**

    d. **The Local Trust Committee recommends the application be approved.**

3. **That the Salt Spring Island Local Trust Committee directs staff to include a record of the community consultation with the response to the Liquor and Cannabis Regulation Branch regarding the Cannabis Retail Sales license application.**

REPORT SUMMARY

The purpose of this report is for the Salt Spring Island Local Trust Committee (LTC) to review and provide resolutions and comments regarding a referral from the Liquor and Cannabis Regulation Branch (LCRB) for the applicant to sell cannabis at 382 Lower Ganges Road between the hours of 9:00 am and 11:00 pm. The applicant is seeking a Non-Medical Cannabis Retail Store (CRS) licence.

The proposed use conforms to the zoning. The majority of the correspondence received in response to notification has indicated opposition to the proposal, based on the location of the proposed use and the perception that there are already enough non-medical cannabis retail locations on Salt Spring Island. Staff recommend approval of the application based on the appropriateness of the zoning.

BACKGROUND



Figure 1: Context map of subject property



Figure 2: 2017 Orthophoto of subject property

At the February 18, 2019 Local Trust Committee meeting, the LTC passed the following resolutions regarding SS-LCRB-2019.5:

> **SS-2020-032**
> **It was MOVED and SECONDED,**
>
> that the Salt Spring Island Local Trust Committee direct staff to hold a public meeting to gather community input on the Cannabis Retail Store licence application for 382 Lower Ganges Road in accordance with standing resolution SS-2018-178.
>
> **CARRIED**

Results of this resolution, in part, are brought forward by this report. Staff were unable to conduct a public meeting as directed (see below).

Further information regarding this application can be found in the initial staff report:

http://www.islandstrust.bc.ca/media/348954/ss-ltc_2020-02-18_rm_agd_pkg.pdf

ANALYSIS

Policy/Regulatory

Liquor and Cannabis Regulation Branch

Cannabis retail licences are subject to local government/First Nation and public consultation. The retail licence permits the sale of different forms of cannabis, excluding edibles, for offsite consumption. Cannabis Retail licensees may sell cannabis between the hours of 9 a.m. to 11 p.m. subject to further restriction by the local government and/or the Indigenous nation where the store is located.

Official Community Plan:

The subject property is designated Island Villages Ganges Village Upper in the Salt Spring Island Official Community Plan Bylaw No 434. Policies under this designation are intended primarily to "support the community's larger commercial, institutional and cultural activities in combination with high and medium density residential use". The proposal is generally supported by relevant policies in the OCP. See appendix 2 for a full evaluation of relevant OCP objectives and policies.

The subject property is included within Development Permit Area 1 – Island Villages, as described in OCP Volume 2. The proposed use is not anticipated to require a Development Permit.

Land Use Bylaw:

The subject property is designed Commercial 1 zone variant (a) – C1(a) in the Salt Spring Island Land Use Bylaw No 355 (1999). In addition to C1 uses, the zone is permitted:

(a) Retail gasoline sales occupying a maximum area of 160 square metres.
(b) A l*iquor store.*

The C1(a) zone includes the following uses:

Indoor retail sales and rentals

"retail sales" means a *commercial use* that consists of the selling of goods or merchandise on the premises directly to the consumer for personal, household, small business or office *use* and including the incidental or subordinate rendering of *services*, processing or *manufacturing* of goods to be sold, but does not include a *liquor store*.

"indoor" means located or carried on within a fully enclosed *building*.

Issues and Opportunities

Role of Local Government

The LTC is not required to respond CRS license referrals. If the LTC does not provide comment on the application, it will be terminated by the LCRB. The LCRB cannot issue a license unless the local government gives the LCRB a positive recommendation that the license be issued.

If the LTC decides to consider the application, the LCRB requires that local governments provide written comments, which may be in the form of a resolution, addressing:

- Local government consideration of the location of the proposed store.
- The views of the local government on the general impact on the community if the application is approved.
- The views of residents if the local government has gathered residents' views, and a description of how they were gathered.
- The local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

Impacts on community and neighbours

The proposed use falls under the category of indoor retail sales and is consistent with the C1 zoning. The proposed use is also consistent with other storefront uses in the surrounding shopping centre. Impacts on the community and neighbours is expected to be minimal, other than perhaps an increase in vehicle traffic. The applicant has demonstrated sufficient onsite parking to accommodate the use.

Non-medical cannabis is legal to purchase in Canada, though at time of this report, there is no LCRB- licensed premises to purchase cannabis on Salt Spring. A successful application would mean that residents would have access to a provincially controlled and inspected source of cannabis products on-island.

Staff are aware of other potential cannabis retail storefronts and are cognizant that while each application should be considered on its own merits, the consideration of this application may set expectations in the community in regards to future applications.

The potential for intoxication and driving under the influence of cannabis as a result of authorizing this location is currently limited due to the regulations that apply cannabis retail locations that prohibit on-site consumption.

Consultation

As per a standing resolution of the Local Trust Committee regarding CRS license applications, notice was mailed to all owners of properties within 500 metres of the subject property's boundaries on March 9, 2020.

Mailed notification of the application also included information that a public meeting was to be held on March 24, 2020, at which time members of the public could ask questions of comment on the application (*see appendix 1*). An advertisement for the meeting was run in a local periodical (the Driftwood) on March 18, 2020.

Public Meeting

A public meeting had been scheduled for the morning of March 24, 2020. However, due to the emergence of the COVID-19 pandemic, the public meeting and subsequent LTC meeting was cancelled. The province of British Columbia has declared a state of emergency in response to the pandemic. During the provincial emergency:

1. gatherings of 50 people or more are unlawful;
2. physical distancing of 2 metres is required;
3. travel on ferries is limited to essential travel only by Transport Canada;
4. travel generally is discouraged.

The ability to conduct a public meeting is therefore restricted and not recommended at this time. The LTC has previously passed Standing Resolution SS-2018-177 that requires cannabis retail license applications to be subject to a public meeting.

At time of this report, Islands Trust has received eleven pieces of correspondence regarding the application (See: SS-LCRB-2019.5 / Correspondence - http://www.islandstrust.bc.ca/islands/local-trust-areas/salt-spring/current-applications/current-application-documents/). Nine indicate opposition to the application for various reasons. Some responses indicate a general opposition to the application, while others indicate it was not an appropriate location. Some correspondence indicated that Salt Spring Island does not need another cannabis retail location. Staff note that there are currently no provincially licensed cannabis retail locations in operation on Island, though the LTC has endorsed the application of one other, at 109 McPhillips Avenue (SS-LCB-20192) One piece

of correspondence received requested that the LTC consider recommending a restriction on the hours of operation to 9 a.m. to 5 p.m. A separate piece of correspondence indicated support for the application.

Agencies

The CRS License application was referred to CRD Building Inspection, Salt Spring Fire Rescue and Salt Spring RCMP for comment. Salt Spring Fire Rescue commented that there are no issue with the application based on their review. CRD and Salt Spring RCMP did not respond with comment on the license application.

Rationale for Recommendation

The application conforms to zoning regulations regarding indoor retail sales, as the Salt Spring Island Land Use Bylaw No. 355 does not specifically address cannabis sales in the manner that it controls alcohol sales. Public correspondence received does indicate that there is concern regarding the location of the use. Despite legalization, cannabis use may be viewed as undesirable by some members of the community who do not wish to have a cannabis storefront in a highly trafficked and visible shopping area. Despite the noted opposition to the location by some members of the community, staff recommend the application be supported by the LTC. With legalization, cannabis sales may reasonably be expected to occur in visible, licensed areas.

The ability to hold public meetings at this time is restricted due to the COVID-19 pandemic, and it is unknown when this restriction will be removed. If the LTC wishes to move forward with the application, it is recommended that the application is exempted from the requirement to be the subject of a public hearing as required per Standing Resolution and the LTC accept correspondence submitted as evidence of public consultation. The LTC may also wish to make special note of opposition heard by some members of the community in the response to the LCRB. Alternatives

The LTC is not required to support the application and may consider the following as options for alternative resolutions:

1. **Provide conditional to the LCRB**

   The LTC may wish to include additional conditions in the referral response to the LCRB or recommend that the application be denied. Additional conditions could include restricting hours of operation granted with the CRS license.

   1. *That the Salt Spring Island Local Trust Committee directs staff to send a response to the Liquor and Cannabis Regulation Branch regarding the Leaf Compassion Cannabis Retail Sales license application for 382 Lower Ganges Rd that states:*

      (a) The Salt Spring Island Local Trust Committee has considered the location of the proposed CRS licence application;

      (b) The potential impacts of the noise in the immediate vicinity of the establishment would be [insert impact level];

      (c) The impacts on the community if the application is approved would be [insert impact level];

      (d) The Local Trust Committee recommends the application be approved subject to the following conditions:

         (i) [list conditions]

2. *That the Salt Spring Island Local Trust Committee directs staff to include a record of the community consultation with the response to the Liquor and Cannabis Regulation Branch regarding the Cannabis Retail Sales license application.*

2. Request further information

The LTC may request further information prior to making a decision. Staff advise that the implication of this alternative is an increased timeline for the applicant. 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 the following information:

1. *[List information requested]*

3. Deny the application

The LTC may deny the application. Staff advise that the implication of this alternative is that the LCRB will not issue the CRS licence being sought by the applicant. 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 SS-LCRB-2019.5 for the following reasons:

1. *[List reasons].*

4. Hold the application in abeyance

As a result of the COVID-19 pandemic, the ability to hold public meeting is restricted. The LTC may wish to delay consideration until such time that a public meeting can be conducted. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee hold application SS-LCRB-2019.5 in abeyance until such time that the provincial restrictions on gatherings of more than 50 people and social distancing of 2 metres is removed.

NEXT STEPS

If the LTC passes the proposed resolution, staff will return the referral response to the LCRB.

Submitted By:	Geordie Gordon, Planner 1	April 21, 2020
Concurrence:	Stefan Cermak, Regional Planning Manager	April 21, 2020

ATTACHMENTS

1. Notification

APPENDIX 1

Islands Trust

Cannabis Retail Sales

Application to Permit Cannabis Retail Sales

Address: 382 Lower Ganges Road, SSI (Upper Ganges Village Shopping Centre)

Applicant: Cathay Western Properties Ltd.

PID: 023-505-249

PUBLIC MEETING

SALT SPRING ISLAND LOCAL TRUST COMMITTEE

Have Your Say

When:
Tuesday,
March 24, 2020
9:30 a.m.

Where:
Hart Bradley Memorial Hall (Lions Hall): 103 Bonnet Avenue, SSI

Who should attend?
Anyone affected by the application.

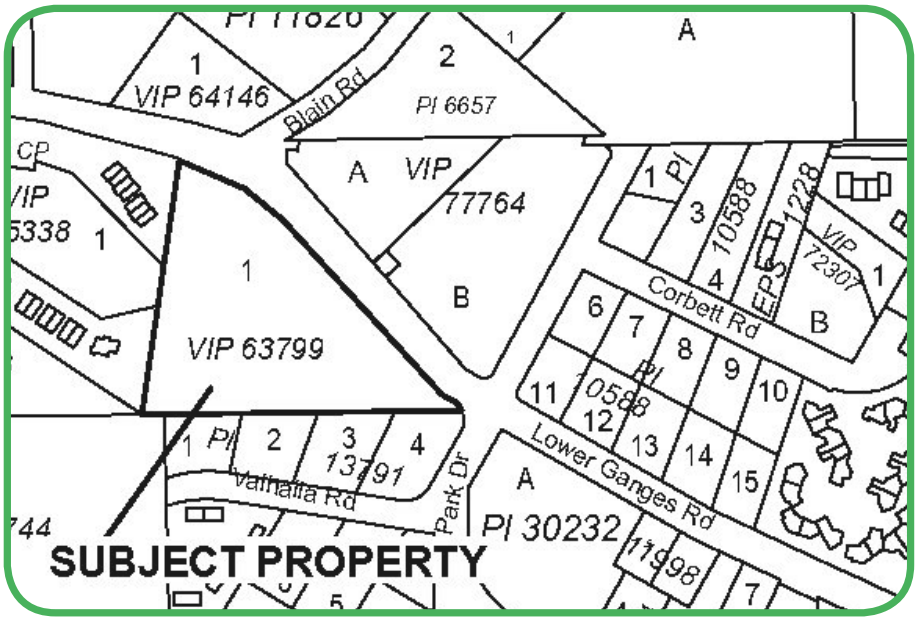
Enquires?
Geordie Gordon,
Planner 1
250-537-9144

Written comments made in response to this notice will be available for public review.

What is being proposed?

An application by Cathay Western Properties Ltd. has been made to the Liquor and Cannabis Control and Licensing Branch (LCRB) to legally sell cannabis at their 382 Lower Ganges Road storefront daily between the hours of 9:00 a.m. and 11:00 p.m.

- As the local government, the Salt Spring Island Local Trust Committee (LTC) is requested to consider the application for this licence.
- Public input on this application is being sought.



How do I get more information?

Copies of the staff report and other information can be found online under Current Applications >> SS-LCRB-2019.5:
http://www.islandstrust.bc.ca/ssiapplications

Written submissions are welcome and can be emailed to:
ssiinfo@islandstrust.bc.ca
or, mailed or dropped off in person to the Islands Trust office at #1-500 Lower Ganges Road, Salt Spring Island, BC V8K 2N8 from the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday, excluding statutory holidays.

MORE LETTERS
continued from 7

Bagpiping and balcony singing

Like many people, I have been enthralled by the "balcony singing" phenomenon that's happening in Italy.

It all started a few days ago in Sienna when the residents of a narrow street, all of them confined to their houses because of the COVID-19 epidemic, opened their windows in the evening and started singing. Somebody had the presence of mind to record it on their cell phone and post it on YouTube.

All you can see is a completely deserted street with not a hint of human life, except that you hear this extraordinary choral singing coming from invisible people. The buildings amplify their voices in a haunting, melancholy, but at the same time vigorous and bold melody.

It comes across not only as the voice of a community affirming its perseverance in the face of calamity, but also as a gesture of defiance against the brute stupidity of a mere virus. The human soul versus DNA.

You have to love the Italians. Few other cultures can combine the grand dramatic gestures of opera with the truly sublime honesty of deeply felt emotion.

I was thinking on these things on Saturday and wondering what we have to compare. In response to the Italians' heartfelt embrace of art and beauty, do we dare offer a vision of people lined up at Costco to buy toilet paper? Surely we can do better than that.

And then, as I turned out of the parking lot at Windsor Plywood, suddenly there was a man walking slowly up Rainbow Road playing the bagpipes.

Who knows why he was there, where he was going, whether there is a simple practical explanation for me coming across him there. But it doesn't matter.

To me it was the answer I was looking for.

Whether he intended it or not, his solemn procession up the road playing Amazing Grace (yes it's a cliché, but so what) was a version of balcony singing — a gesture of hope, and of faith that art, more than anything else, can express our deepest humanity.

GEORGE SIPOS,
SALT SPRING

Protect workers in community

As local residents hunker down in response to the COVID-19 pandemic, my thoughts go to all the hard-working people who provide the services that allow us to survive on this island.

Many of these people, because of the nature of their work, are unable to practise the same level of social distancing as the rest of us. Here I am thinking of anyone who works with the public — bank tellers, grocery store clerks, hardware staff, ferry workers, hospitality workers, hospital staff, paramedics, police officers, pharmacy staff and many more.

Of particular concern are reports in many news outlets citing studies that the virus may be spread, at least partly, by people who are infected but have yet to display symptoms. As of Monday, March 16, the Health Canada site states: "We are currently investigating if the virus can be transmitted to others if someone is not showing symptoms. While experts believe that it is possible, it is considered to be rare."

So there is lots of conflicting information and unanswered questions from around the world.

As receivers of all these services, might I suggest that we, first and foremost, do all we can to protect these workers on whom we rely so much. This means washing our hands, coughing or sneezing into a tissue or the crook of the elbow, and taking all other precautions advised by local health authorities. Especially important is staying home if we have any symptoms of a flu, cold, or the COVID-19 virus, and keeping our distance. Do not shake hands or talk in anyone's face.

Finally, let's say a big thank you to all the people who provide these important community services. They are true modern-day heroes.

FRANTS ATTORP,
SALT SPRING

Disabled travellers mistreated on ferries

The following letter was sent to B.C. Transportation Minister Claire Trevena and filed with the Driftwood for publication.

We have been increasingly concerned by the treatment accorded to disabled passengers travelling or attempting to travel on the Southern Gulf Islands ferries. No consideration seems to be given by those directing the loading of vehicles for those bearing "disabled" signage.

As a result, our drivers have found themselves loaded so tightly into lanes on the ferries that their disabled passengers are unable to leave the vehicle for any purpose, including access to the washrooms. There is no point providing washrooms for disabled persons if vehicle doors cannot be opened widely enough to allow the disabled to exit. We wonder how the disabled can be evacuated in case of an accident.

What provisions have you made to force open vehicle doors or hatches to rescue passengers in case of a severe ferry accident?

It surely cannot be beyond the management of BC Ferries to design a system by which disabled persons travelling to medical appointments in Victoria, Saanich, Duncan and Nanaimo may exit vehicles to use the washrooms or, in case of emergency, to be evacuated.

A. JEAN ELDER,
VOLUNTEER DRIVERS PROGRAM,
SALT SPRING SENIORS SERVICES SOCIETY

Change regs for ferry passengers

According to news reports, Transport Canada is refusing to relax their regulation that requires all occupants of vehicles on enclosed decks of B.C. Ferries to vacate their vehicles and mix with other passengers for the duration of the sailing.

During the health emergency associated with the spread of the COVID-19 virus, this decision seems ludicrous.

Given the excellent safety record of B.C. Ferries, I for one would prefer to remain in my car over mixing with other passengers during this outbreak. It seems the more responsible thing to do.

I have sent an email to Marc Garneau, our Minister of Transport, expressing my concerns, and I encourage like-minded ferry users to do the same.

In the meantime, I'll be the guy huddled in my parka on the outer deck.

BILL STEWART,
SALT SPRING

Editor's Note: As the Driftwood was going to press, Transport Canada relaxed its regulations as suggested in this letter.

Transit driver kudos

Transit drivers are the unsung heroes who make sure we get to our destinations safely, every single day.

On Transit Driver Appreciation Day (TDAD), give thanks to your driver!

BC Transit, along with transit systems across North America, will be celebrating TDAD on Wednesday, March 18 by thanking the hard-working people who help connect our communities throughout the province.

Here on Salt Spring we will be saying thank you to drivers and thank you to folks who use our buses.

MYNA LEE JOHNSTONE,
COMMISSIONER,
SSI TRANSPORTATION COMMISSION

Islands Trust

Have Your Say

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9:30 a.m.

Where:
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Who should attend?
Anyone affected by the application.

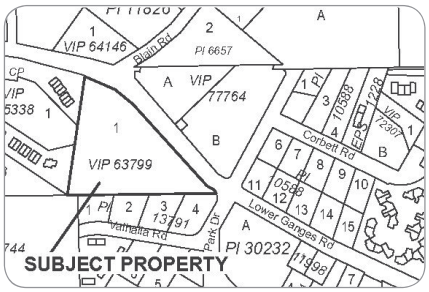
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Rants + ROSES

Send your submissions to ***newsgulfislandsdriftwood.com.***

Roses

100+ sweet smelling roses to the 100+ gritty and generous 100+ Salt Spring Men Who Care for their support of the Fulford Community Hall. Markus Wenzel, president

A kitchen full of fragrant roses from the staff and participants of Choices Day Programme to our "secret Santas" for their generous gift of a new stove. We are so appreciative of your generosity. Gratitude and blessings.

Many thanks to all who stopped and assisted following our fall on the pathway at Lower Ganges and Atkins roads. Your quick response and help was very much appreciated. Laura and Lucile

Red roses from the Salt Spring Film Festival Board to all who made our 21st festival such a wonderful event! Huge thanks to our major sponsors, the Salt Spring Foundation, and the many other businesses, individuals and organizations who were so generous. The staff of GISS are gracious hosts, our two staff and 125 volunteers handle everything with charm and dedication, the Social Justice Bazaar motivates us, and the festival patrons are passionate about the films and the world. Thank you all so much!

The Salt Spring Grand-(m)others to Grandmothers would like to thank all of our supporters, venues and donors for their part in the success of our 12th Annual Scrabble Fundraiser. That includes the Driftwood newspaper for their tremendous and generous help over the years. We are rather chuffed to have made $17,269 this year, with more donations coming in. Thanks to all! Oni Freeman of the SSG2G