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Strata Conversion

Information about Strata Conversion

A strata conversion occurs when a previously occupied building is converted to strata title ownership. The Local Trust Committee is the approving authority for strata conversion applications.

Application Process

Pre-Application

- Review the **Islands Trust Policy Statement** and **Official Community Plan (OCP)**, which guide decisions on planning and land use management in the Local Trust Area; the OCP may contain specific policies regarding the types and tenure of housing to meet the needs of the community in the Local Trust Area
- Review the most recent Housing Needs Assessment applicable to your Local Trust Area to understand the types and tenure of housing required to meet community needs
- Determine whether or not proposed uses, buildings or structures will be located within a Development Permit Area; if so, an application for a Development Permit may also be required; contact the Islands Trust to confirm
- Review and confirm compliance with the **Land Use Bylaw (LUB)**; the LUB will specify the uses that are permitted or prohibited in various zones, and provide regulations for the siting, size and dimensions of uses, buildings and structures; the LUB may also contain regulations for parking, signage, landscaping, run-off control, and Development Permit guidelines
- Confirm compliance of buildings proposed to be strata-titled with the BC Building Code

Application Submission

- Submit a complete application to the [Islands Trust Portal](#); **incomplete applications will not be processed**
- Islands Trust staff may contact you to request any additional application materials

Application Review

- An Islands Trust planner will review the application; additional information may be requested, if required
- In accordance with the Strata Property Act, the following criteria must be considered:
 - Compliance with the BC Building Code and Local Trust Committee Land Use Bylaw
 - The priority of rental accommodation in the area
 - Relocation proposals for any existing tenants
 - Life expectancy of the building and projected major increases in maintenance costs due to the condition of the building
- If the application does not comply with applicable Local Trust Committee bylaws, the planner will request that the application be modified or that an additional application be made for a development permit, or bylaw amendment

Application Decision

- Islands Trust staff will prepare a report for the Local Trust Committee, evaluating the proposed strata conversion in relation to the Islands Trust Policy Statement, OCP, LUB, and applicable Housing Needs Assessment; the report will include: public feedback, supporting documentation, and staff recommendation
- The Local Trust Committee will consider the staff report at a regular business meeting and may:
 - Refer the application to the Advisory Planning Commission for review and comment, prior to making a decision; the applicant may present their proposal and be heard by the Advisory Planning Commission
 - Approve the strata conversion with or without conditions;

- Table the application pending receipt of additional information
- Deny the application

Final Approval

- If approved, a survey plan must be prepared by a Registered Land Surveyor in BC and copies will be submitted to the Provincial Approving Officer for signature, but will not be signed before conditions of approval have been satisfactorily completed
- Once signed, the plans will be registered at the Land Title Office.

Application Requirements

Submit the following materials online via the [Islands Trust Portal](#):

- A completed [Planning Application Authorization Form](#)
- Current title search** (issued within the last 30 days)
- Copies of all relevant **title charges** (restrictive covenants, easements, rights-of-ways, etc.)
- A **Project Narrative** describing the existing and proposed uses, buildings and structures on the subject property including a description of any home occupation (if applicable)
- A **Site Survey** by a registered BC Land Surveyor (BCLS), unless staff confirm it is not needed
- An **11”x17” Site Plan**, drawn to scale, showing the following:
 - a. The location, dimensions, and floor area of all existing and proposed buildings and structures
 - b. The location of existing and proposed water infrastructure (e.g. septic tanks, disposal fields, wells, water lines, cisterns, retention ponds, etc.) on both the subject property and neighbouring properties (if applicable)
 - c. The location of existing and proposed driveways, off-street parking, loading, outdoor storage, stream crossings, pathways, decks and patios
 - d. The location of all watercourses (including streams, ditches, lakes and wetlands)
 - e. The location, dimensions and area of existing and proposed covenant areas, easements, and utility corridors
 - f. Setbacks to lot lines, the natural boundaries of watercourses and the sea, and the edge of any cliff on the subject property where applicable
 - g. The total lot area of the subject property
 - h. The height of existing and proposed buildings and structures
- BC Building Code Compliance report**
- Relocation proposal** for existing tenants
- An application fee** (you will be provided with an invoice after staff have reviewed and determined that your submission is complete)

Additional Requirements

Strata subdivision can not be authorized for development that does not comply with the applicable Land Use Bylaw

If the proposed development is located within a Development Permit Area, as identified in the applicable OCP, a Development Permit may also be required. If it is not possible to comply with all bylaw requirements, the application will need to be modified, or an application will need to be made for a bylaw amendment.

- Applicants are also responsible for meeting all other regulatory requirements applicable to land use and development in BC, such as: [BC Building Code](#), [Transportation Act](#), [Water Sustainability Act](#), [Environmental Management Act](#), [Public Health Act](#), and [Agricultural Land Commission Act](#)

For further information and local bylaws, please visit www.islandstrust.bc.ca.

NOTE: This information is intended to provide guidance and should not be interpreted as a right to a development approval if the steps indicated are followed. Please consult the [Local Government Act](#) and its regulations, as well as the other Islands Trust applicable bylaws for the definitive requirements and procedures. For any further information, please contact Islands Trust.