



Thetis Island Local Trust Committee

Regular Meeting Agenda

Date: July 13, 2026
Time: 9:30 am
Location: Forbes Hall Community Centre
North Cove Road, Thetis Island, BC

	Pages
1. CALL TO ORDER	9:30 AM - 9:35 AM
"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
4. REPORTS	9:35 AM - 9:50 AM
4.1 Trustee Reports	
4.2 Chair's Report	
4.3 Electoral Area Director's Report	
5. PUBLIC PARTICIPATION PERIOD	9:50 AM - 10:05 AM
6. MINUTES	10:05 AM - 10:10 AM
6.1 Local Trust Committee Minutes dated April 20, 2026 - for adoption	3 - 13
6.2 Section 26 Resolutions-Without-Meeting Report - none	
6.3 Advisory Planning Commission Minutes - none	
7. BUSINESS ARISING FROM MINUTES	10:10 AM - 10:25 AM
7.1 Follow-up Action List dated July 3, 2026	14 - 16
8. DELEGATIONS - none	
9. APPLICATIONS AND REFERRALS	10:25 AM - 10:35 AM
9.1 Referral for Response: Proposed Salt Spring Bylaw No. 551 - Memorandum	17 - 24

9.2	Referral for Response: Proposed Salt Spring Bylaw No. 552 - Memorandum	25 - 30
9.3	Referral for Response: Proposed Salt Spring Bylaw No. 553 - Memorandum	31 - 37
9.4	Referral for Response: Proposed Salt Spring Bylaw No. 554 - Memorandum	38 - 43
10.	LOCAL TRUST COMMITTEE PROJECTS - none	
11.	CORRESPONDENCE - none	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
12.	NEW BUSINESS - none	
13.	STAFF REPORTS	10:35 AM - 10:50 AM
13.1	Highlights of Trust Conservancy March 17, 2026 Board Meeting	44 - 44
13.2	Islands Trust Conservancy Report to Trust Council 2025-2026	45 - 50
13.3	Applications Report dated July 3, 2026	51 - 52
13.4	Trustee and Local Expense Report dated May, 2026	53 - 53
13.5	Adopted Policies and Standing Resolutions	54 - 57
13.6	Local Trust Committee Webpage	
14.	WORK PROGRAM	10:50 AM - 11:05 AM
14.1	Active Projects Report dated July 3, 2026	58 - 58
14.2	Future Projects Report dated July 3, 2026	59 - 62
15.	UPCOMING MEETINGS	
15.1	Next Regular Meeting Scheduled for Tuesday, August 25, 2026 at 9:30 am and to be held Electronically	
16.	ADJOURNMENT	11:05 AM - 11:05 AM



Thetis Island Local Trust Committee Minutes of Regular Meeting

Date: April 20, 2026
Location: Forbes Hall Community Centre
North Cove Road, Thetis Island, BC

Members Present: Tobi Elliott, Chair
Peter Luckham, Local Trustee
Ken Hunter, Local Trustee

Staff Present: Renée Jamurat, Regional Planning Manager
Margot Thomaidis, Planner 2
Joe Elliott, Senior Indigenous Relations Manager (electronic)
Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 34 members of the public in attendance.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 9:32 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Elliott acknowledged that the meeting was held on the territory of the Coast Salish First Nations and spoke to the Lyackson First Nation and Penelakut Tribes history of stewardship of the surrounding land and water.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Hunter reported the following:

- Communication from community members expressing dissatisfaction with proposed Bylaw No. 119 and the Howling Wolf Farm Market bylaw enforcement matter;
- Attended Trust Council in March and voted against the budget due to the consequent financial impact to tax payers.

Trustee Luckham reported the following:

- Receipt of emails regarding Howling Wolf Farm Market bylaw enforcement;
- Attended a discussion on the herring spawn;
- Attended recent Thetis Community Forum;

- MapIt tool is available on the Islands Trust Website;
- Attended Trust Council and noted debate was undertaken on each line item of the budget and he voted for adoption as there is a legal obligation of Trust Council to do so.

4.2 Chair's Report

Chair Elliott reported the following:

- Public comments received on the draft Trust Policy Statement will be summarized and brought forward to Committee of the Whole for review in May and it is unlikely the Trust Policy Statement Amendment Project will complete this term;
- Attended Trust Council in March and highlighted approval of the 2026/27 budget and the request that the Provincial Government uphold the *Declaration on the Rights of Indigenous People Act*;
- The Community Stewardship awards nomination period is open until April 26.

4.3 Electoral Area Director's Report – none

5. PUBLIC PARTICIPATION PERIOD

Chair Elliott read a statement regarding meeting decorum and respectful participation.

Three members of the public stated opposition to the components of draft Bylaw 119 including mandated cistern installation for new dwelling construction, fence setbacks from the sea, and regulation of derelict vehicles which is already addressed in the current Land Use Bylaw.

Several members of the public spoke in support of the Howling Wolf Farm Market operation and dock and the following comments were noted:

- It is an important community service providing local food and food security;
- It is a draw for boating tourists and has a positive impact on tourism;
- Immediate neighbours have no concerns about the operation;
- Aging residents have challenges going off island to shop;
- It is evident that the community is behind the market operation and the bylaw should be secondary to community needs.

The operator of Howling Wolf Farm Market thanked the community for their support and stated letters and a petition with 850 signatures have been received and will be forwarded to Islands Trust.

A member of the public spoke to Howling Wolf Farm Market and noted concern that an anonymous complaint can threaten a local business and indicated the situation is causing community dissent.

The Bylaw Compliance and Enforcement Manager replied that complaints cannot be made anonymously; however, complainants' information is kept confidential.

TH-2026-016

It was MOVED AND SECONDED

that the Thetis Island Local Trust Committee extend the public participation period by ten minutes.

CARRIED

A member of the public stated government oversight is overarching and questioned the principals driving said oversight.

A member of the public asked if Bylaw Compliance and Enforcement Officers investigate contraventions that are not related to a specific complaint but discovered by chance.

The Bylaw Compliance and Enforcement Manager replied Trust Council Policy creates a narrow focus and limits investigations to the complaint received unless an obvious health and safety issue is observed. If there is not a written complaint then properties are not investigated.

A member of the public spoke to community practice of neighbour talking to neighbour regarding concerns and the disruption of the current situation.

The Chair replied Bylaw Compliance and Enforcement Officers do not arbitrate neighbour to neighbour disputes and only look at contraventions to land use bylaws.

A member of the public noted agenda item 9.2 is not a Cowichan Valley Regional District (CVRD) Official Community Plan Bylaw but a Comprehensive Zoning Bylaw which is on an upcoming CVRD meeting agenda. They requested the Local Trust Committee postpone their referral response until after the CVRD meeting.

A member of the public asked if a bylaw complaint would be dismissed if the complaint was made regarding something being too close to a property line and a measurement shows it is not.

The Bylaw Compliance and Enforcement Manager replied if, following investigation, there is no contravention the file is closed and if a complainant continues to make unwarranted complaints, they would be considered vexatious in nature and not investigated.

Two members of the public stated confusion about the time of the public participation period and they asked that Islands Trust continue the practice of posting meeting dates on E-Spokes.

A Trustee replied the meeting agenda outlines the business of the Local Trust Committee and the public participation period is the time in which the public can speak to items on the agenda.

A member of the public stated there are often occasions in which Bylaw Compliance and Enforcement staff are called regarding harbour issues and bylaw enforcement is a necessity.

TH-2026-017

It was MOVED AND SECONDED

that the Thetis Island Local Trust Committee extend the public participation period by an additional ten minutes.

CARRIED

A member of the public stated Bylaw Compliance and Enforcement staff should take a gentler approach as there is a community need to protect the market and resources should be spent on things that are hurting the island not those that the residents benefit from.

A Trustee explained the matter is on the agenda, the accompanying staff report outlines the bylaw infraction is due to the business being operated without an associated residence on the property, the operator is working toward compliance, and once there is a residence on the property the file will be closed.

A member of the public asked if the Local Trust Committee can ask questions of the operator of the farmstand when the item comes up on the agenda.

The Chair noted it would be up to Local Trust Committee.

A member of the public asked if the market issue had anything to do with the Cowichan Valley Regional District (CVRD) regulation about small farms on residential lots.

The Chair noted the Local Trust Committee is not a decision maker on the matter but do have a referral regarding the CVRD's bylaw on the agenda for consideration.

A member of the public asked what Bylaw No. 116 is.

The Chair noted Bylaw No. 116 is the Local Trust Committee Meeting Procedure Bylaw coming from Trust Council.

The meeting was recessed for a break at 10:57 a.m. and reconvened at 11:09 a.m.

The agenda was reordered and item 9 was heard following item 5.

6. MINUTES

6.1 Local Trust Committee Minutes dated February 3, 2026 - for adoption

By general consent, the Local Trust Committee meeting minutes of February 3, 2026 were adopted.

6.2 Section 26 Resolutions-Without-Meeting Report - none

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated April 14, 2026

The Planner provided an update on file PLRZ-2025-0072 (Welsh-Fenton) and noted they had not heard back from First Nations regarding coordination of a site visit nor the applicant regarding a Section 219 covenant.

8. DELEGATIONS – none

9. APPLICATIONS AND REFERRALS

9.1 Cowichan Valley Regional District Official Community Plan Bylaw 4705 - Referral Response

The Regional Planning Manager summarized the purpose of the referral and noted staff have already provided a referral response indicating that the proposed changes do not apply to the Thetis Island Local Trust Area and interests are unaffected.

9.2 Cowichan Valley Regional District Official Community Plan Bylaw 4710 - Referral Response

It was noted the referral is for Cowichan Valley Regional District (CVRD) Comprehensive Zoning Bylaw 4710 and not an Official Community Plan bylaw.

The Regional Planning Manager summarized the purpose of the referral and noted staff will provide a referral response that the proposed changes do not apply to the Thetis Island Local Trust Area therefore interests are unaffected; however, the Local Trust Committee may provide additional comments should they wish.

Discussion ensued and the following comments were noted:

- The CVRD zoning proposal is to remove upland zones from text and mapping; however, this does not apply to the local trust area;
- The CVRD has some zoning jurisdiction over some specific areas as does Islands Trust, and when the CVRD moves into the phase of their project related to marine zoning the Local Trust Committee will receive another referral.

TH-2026-018

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee request staff add a comment to the referral response to the Cowichan Valley Regional District Draft Bylaw No. 4710 Comprehensive Zoning Bylaw referral that the Thetis Island Local Trust Committee request consultation on proposed changes to marine zoning.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Minor Project: Land Use Bylaw Targeted Amendments - Staff Report

The Planner summarized the staff report and highlighted the following:

- The purpose of the project is to explore regulating the requirement for a 2000-imperial gallon cistern for rainwater collection for new residential dwelling units and guest cottages, regulating fence heights and setbacks from the natural boundary of the sea, and amending the definition of derelict vehicle to include vehicles that have been unlicensed for at least two years;
- Options regarding a definition and language addressing derelict vehicles were detailed;
- Early notification was provided to Lyackson First Nation and Penelakut Tribes and Penelakut Tribes staff responded with recommendations for future engagement to facilitate an effective engagement process;
- Giving first and second reading to the draft bylaw will allow the referral process and community engagement to commence.

Discussion ensued and the following comments were noted:

- Trustee Hunter stated the staff report includes the resolution in which the Local Trust Committee requested staff to prepare the draft bylaw amendment but did not include that his opposition to the motion;
- Fence height and setback:
 - Siting a fence 7.6 metres from the sea impacts owners use of their property;
 - Fences and structures are not considered the same within the Land Use Bylaw and there are setback requirements for structures;

- Feedback from First Nations highlights that the shoreline is likely to contain cultural heritage materials;
- The only fence adjacent to the shoreline is on cemetery property which might need to be exempted from the bylaw;
- The discussion regarding a fence bylaw started with a complaint about a 16' fence being built and the intention was to have fence height restrictions on adjacent property lines;
- The Land Use Bylaw states fences may be sited on any portion of a lot and does not speak to height restriction;
- Derelict vehicles:
 - Derelict vehicles are currently addressed within the Land Use Bylaw;
 - Suggestion to amend this section to include the storage of more than two unlicensed motor vehicles, other than farm and forest equipment vehicles, unless the vehicles are stored within a structure (remove “with a permitted building that is completely enclosed”), and remove items (d) and (e);
 - The current definition of derelict vehicle refers to those that have been unlicensed for five years;
- Cistern requirement:
 - The Improvement District should be added to referral list;
 - The fire department does not rely on private water storage for fire fighting but the theory is that rainwater catchment can be used for fire protection;
 - The cistern requirement would only be applicable to small number of potential properties;
- Penelakut Tribes request for development of an engagement plan for consultation of future projects:
 - The Senior Indigenous Advisor noted this is a process to acknowledge the interest of Penelakut Tribes, to learn expectations in terms of the referral process, and move forward with leadership to leadership and staff to leadership meetings.

TH-2026-019

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee not proceed with Targeted Land Use Bylaw No. 119 Minor Project Amendment.

CARRIED

TH-2026-020

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee add Minor Project - Targeted Land Use Bylaw Amendments to the Future Project List.

CARRIED

The agenda was reordered and item 13.1 was discussed following item 10.

11. CORRESPONDENCE

(Correspondence received concerning current applications or projects is posted to the LTC webpage)

- 11.1 **Accessibility and Inclusion Feedback dated September 28, 2025 from O. Knezevic**
- 11.2 **Email dated January 29, 2026 from D. Manchur regarding Proposed Renewal of Howling Wolf Market**
- 11.3 **Email dated January 29, 2026 from S. Robin regarding Support for Howling Wolf Farm Market**
- 11.4 **Email dated January 30, 2026 from P. Osberg regarding Farm Stand**
- 11.5 **Letter dated January 30, 2026 from G. Sarioglu regarding Howling Wolf Market**
- 11.6 **Email dated January 30, 2026 from Thetis Island Residents and Ratepayers Association regarding Howling Wolf Farm Market**
- 11.7 **Email dated January 31, 2026 from A. Sandell regarding Howling Wolf Farm Market**
- 11.8 **Email dated January 31, 2026 from J. Young regarding Howling Wolf Farm Market**
- 11.9 **Email dated February 3, 2026 from S. Nardone regarding Howling Wolf Farm Store and Dock**
- 11.10 **Email dated March 23, 2026 from Agricultural Land Commission regarding Staffing and Budget Pressures**
- 11.11 **Email dated April 7, 2026 from C. Pegg regarding Howling Wolf Market Update**

Correspondence items 11.1 to 11.11 were received for information.

12. NEW BUSINESS - none

13. STAFF REPORTS

13.1 TH-BE-2024.2, 69 Pilkey Pt. Road - Staff Report

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

- The Land Use Bylaw stipulates a home-based occupation, such as the market, must be established under a residential use;
- The dock in the water zone needs to be an accessory to residential use;
- The dock abuts a dedicated highway and the deck is built on a public roadway.;
- The property owner is working to come into compliance with a residence being placed on the lot and this will resolve the bylaw issue of market operation;
- The deck and dock are not accessory to a residential lot and the property owner might be required to seek rezoning to permit them;
- The property owner has a water lease for the dock but does not have an abutting residential use and if a license of occupation to permit use of the deck was in place the bylaw would still not be satisfied;
- The Land Use Bylaw could be amended to permit the use through upland residential use by removing the word “abut”.

The report was received for information.

TH-2026-021

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee direct staff to place the Howling Wolf bylaw compliance and enforcement file on hold until a planning application has been submitted for consideration by the Local Trust Committee.

CARRIED

The meeting was recessed for a break at 1:25 p.m. and reconvened at 1:50 p.m.

TH-2026-022

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee request Trust Area Services staff to respond to the recommendations in the letter from Penelakut Tribes dated April 16, 2026 as per the Thetis Island Local Trust Committee discussion around engagement to guide future projects.

CARRIED

13.2 Thetis Bylaw No. 116 Meeting Procedure Bylaw - Final Adoption - Request for Decision

TH-2026-023

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee Bylaw 116, cited as “Thetis Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 116, 2025” be adopted.

CARRIED

13.3 Thetis Bylaw No. 118 Public Notification Bylaw - Request for Decision

It was noted that legislation requires two methods of public notification and while the “E-Spokes Newsletter” can be added as a third method of public notice, doing so creates an obligation to consistently use all three methods.

TH-2026-024

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee amend Bylaw No. 118, cited as “Thetis Island Local Trust Committee Public Notification Bylaw No. 118, 2026” by deleting item iii) “E-Spokes Newsletter”.

CARRIED

TH-2026-025

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee give Bylaw No. 118 cited as “Thetis Island Local Trust Committee Public Notification Bylaw No 118, 2026”, Third Reading as amended.

CARRIED

TH-2026-026

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee forward Bylaw No. 118 cited as “Thetis Island Local Trust Committee Public Notification Bylaw No 118, 2026” to the Islands Trust Executive Committee for consideration of approval.

CARRIED

13.4 2025/26 Annual Report - Approval of Thetis Island's Local Trust Committee Section - Request for Decision

The Local Trust Committee requested the report be amended by removing words “as a current project underway” in the second paragraph.

TH-2026-027

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee approves the attached text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs as amended.

CARRIED

13.5 Legal Costs for Covenant Requests - Staff Memo

The Regional Planning Manager summarized the briefing.

TH-2026-028

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee receive for information in the Local Trust Committee Request for Information – Cost Sharing for Application briefing and forward it to the applicant Welsh-Fenton and advise him that the Local Trust Committee is not able to enter into a cost sharing or recovery agreement.

CARRIED

13.6 Highlights of Trust Conservancy January 20, 2026 Board Meeting

Received for information.

13.7 Applications Report dated April 14, 2026

Received for information.

13.8 Trustee and Local Expense Report dated February, 2026

Received for information.

13.9 Adopted Policies and Standing Resolutions

Received for information.

13.10 Local Trust Committee Webpage - none

14. WORK PROGRAM

14.1 Active Projects Report dated April 14, 2026

Received for information.

14.2 Future Projects Report dated April 14, 2026

Received for information.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Monday, July 13, 2026 at 9:30 am at Thetis Island Community Centre (Forbes Hall), North Cove Road, Thetis Island, BC

16. CLOSED MEETING

16.1 Motion to Close the Meeting

TH-2026-029

It was MOVED and SECONDED

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

and that the recorder and staff attend the meeting.

CARRIED

The meeting was recessed at 2:34 p.m.

16.2 Recall to Order

The meeting was recalled to order at 2:40 p.m.

16.3 Rise and Report

Chair Elliott reported that the Thetis Island Local Trust Committee appointed Jack Woodward, George Buyver, and Kathryn Berge to serve on the Thetis Board of Variance for a three-year term commencing April 20, 2026 and ending April 20, 2029.

17. ADJOURNMENT

By general consent, the meeting was adjourned at 2:40 p.m.

Tobi Elliott, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

DRAFT

Follow Up Action Report

Thetis Island

02-Sep-2025

Progress	Activity	Responsibility	Dates	Status
100%	<p>1 Re: PLRZ--2025-0072 (Welsh), Staff to share professional reports and information, and invite First Nations (and LTC if applicable) to a site visit in order to provide meaningful opportunities for involvement, discussion of concerns, and cooperation prior to the LTC proceeding with the application.</p> <p>Staff will coordinate a site visit with applicant/owners, and First Nations.</p> <p><i>Staff actions complete and will note site visit if desired for application. No further action.</i></p>	<p>Margot Thomaidis Renee Jamurat</p>	<p>Target: 27-Oct-2025</p>	<p>Completed</p>

03-Feb-2026

Progress	Activity	Responsibility	Dates	Status
50%	<p>1 Re: Rezoning application PLRZ20250072 (Welsh-Fenton) :</p> <ul style="list-style-type: none"> - Staff refer proposed bylaw amendment to relevant agencies, Nations, and the Advisory Planning Commission. - request a covenant under Section 219 of the Land Title Act from the applicant for PLRZ20250072 (Welsh-Fenton) for shoreline ecosystem and cultural heritage protection and designate the Chair of the Local Trust Committee to sign the covenant for the rezoning application prior to final adoption consideration. - Schedule a Community Information Meeting and Public Hearing for Bylaw No. 117 upon receipt of a draft covenant. 	<p>Margot Thomaidis</p>		<p>In Progress</p>

Follow Up Action Report

Thetis Island

20-Apr-2026

Progress	Activity	Responsibility	Dates	Status
100%	<p>1 Staff to add a comment to the referral response to the CVRD regarding Bylaw No. 4710: TC-2027-018</p> <p>It was MOVED and SECONDED that the Thetis Island Local Trust Committee request staff add a comment to the referral response to the Cowichan Valley Regional District draft Bylaw No. 4710 Comprehensive Zoning Bylaw referral that the Thetis Island Local Trust Committee request consultation on proposed changes to marine zoning.</p> <p>CARRIED</p> <p><i>April 22, 2026: the CVRD advised that the project is suspended for the next year. As a result staff will not be sending the drafted referral response or LTC comment. Resolution and draft referral will be filed.</i></p>	Renee Jamurat	Target: 06-May-2026	Completed
100%	<p>2 Minor Project - LUB Targeted Amendments</p> <p>LTC passed resolution to not proceed with Targeted Land Use Bylaw No. 119 Minor Project Amendment. Staff to remove the Minor Project - 'Targeted Land Use Bylaw Amendments' from the Active Projects List and move it to the Future Project List.</p>	Margot Thomaidis	Target: 23-Apr-2026	Completed
100%	<p>3 LTC resolution made to place the Howling Wolf bylaw compliance and enforcement file TH-BE-2024.2 (Pegg) on hold until a planning application has been submitted for consideration by the LTC.</p> <p><i>Communications sent to property owner to submit application, monitored by staff for compliance actions.</i></p>	Renee Jamurat Warren Dingman	Target: 01-May-2026	Completed

Follow Up Action Report

Thetis Island

20-Apr-2026

Progress	Activity	Responsibility	Dates	Status
100%	<p>4 Trust Area Services staff to respond to recommendations in the letter from Penelakut Tribe dated April 16, 2026 as per the Thetis Island Local Trust Committee discussion around engagement to guide future projects.</p> <p>Update: On June 17, 2026 staff met with the Penelakut Tribe Land Committee and agreed that respectful future engagement will be coordinated through the Land Consultant.</p>	<p>Clare Frater Joe Elliott Renee Jamurat</p>		Completed
26%	<p>5 The LTC amended Bylaw No. 118, cited as 'Thetis Local Trust Committee Public Notification Bylaw No. 118, 2026' by deleting item iii) 'E-Spokes Newsletter', and gave Bylaw No. 118 Third Reading as amended. Staff to forward 'Thetis Local Trust Committee Public Notification Bylaw No 118, 2026' to the Islands Trust Executive Committee for consideration of approval.</p> <p><i>Scheduled for July 29th EC Meeting.</i></p>	Nadine Mourao		In Progress
100%	<p>6 Staff to forward the briefing memo regarding Cost Sharing for Applications to the applicant for PL-RZ-2025-0072 (Welsh-Fenton) and advise them that the Local Trust Committee is not able to enter into a cost sharing or recovery agreement.</p>	Margot Thomaidis		Completed
100%	<p>7 Bylaw 116, cited as "Thetis Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 116, 2025" was adopted.</p>	Nadine Mourao		Completed



MEMORANDUM

DATE OF MEETING: August 25, 2026 File No.: SS BL 551
 TO: Thetis Island Local Trust Committee
 FROM: Nadine Mourao, Legislative Clerk / Deputy Secretary
 SUBJECT: Referral for Response: Proposed Salt Spring Bylaw No. 551

PURPOSE

The Salt Spring Island Local Trust Committee has referred proposed Bylaw No. 551 (cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 6, 2025") to the Thetis Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the Salt Spring Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/>

NEXT STEPS

The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
That the Thetis Island Local Trust Committee respond to the Salt Spring Island Local Trust Committee that interests are unaffected by Bylaw No. 551.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 551 proceed for the following reasons:
 - *[list reasons] ...*
3. **If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 551 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
4. **If the LTC wishes to recommend not proceeding with the bylaw:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 551 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Nadine Mourao, Legislative Clerk	June 3, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 551 Date: May 13, 2026

You are requested to comment on the attached Bylaw for potential effect on your First Nations/Agency's interests. We would appreciate your response by June 22, 2026. If no response is received within that time, it will be assumed that your First Nations/Agency's interests are unaffected.

APPLICANT'S NAME / ADDRESS:

Serena Klaver

PURPOSE OF BYLAW:

To change subject property zoning from Rural (R) to Rural variant q (R(q)) to permit one existing oversized seasonal cottage to be converted into full time dwelling units and reduce front lot line setback for existing building.

GENERAL LOCATION:

120 Mansell Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP56901

SIZE OF PROPERTY AFFECTED:

1.27 ha (3.13 ac)

ALR STATUS:

NOT IN ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural Neighbourhoods (RL)

OTHER INFORMATION:

The current [Rural \(R\)](#) zone of the property does not permit more than 1 Single Family Dwelling and the proposed new zone will permit 2 full time dwellings and also reduce the front lot line setback from 7.5m to 0.95m for an existing legal non-conforming building on the subject property. Staff reports and other information is available at <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> under PLRZ20250001 the application number for this rezoning bylaw

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Oluwashogo Garuba

Title: Planner 2

This referral has been sent to the following agencies:

First Nations

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Penelakut Tribe
- Stz'uminus First Nation
- Malahat First Nation
- Pauquachin First Nation
- Semiahmoo First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Ts'uubaa-Asatx (Lake Cowichan) First Nation

Salt Spring Island Coast Salish Society

Provincial Agencies

- BC Assessment Authority
- Front Counter BC

Regional Agencies

- CRD – All Referrals
- CRD – SSI Building Inspection
- CRD – Salt Spring Local Community Commission
- Vancouver Island Health Authority
- SSI Advisory Planning Commission

Non-Agency Referrals

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

Adjacent Local Trust Committees and Municipalities

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

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

551
(Bylaw Number)

(Print Name and Title)

(First Nation/Agency)

DRAFT

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 551

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

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 6, 2025”.

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

2.1 By inserting in Subsection 9.10.4 – Exceptions in Particular Locations – the following new Rural Zone Variation (q) – R(q) after Zone Variation R(p):

“Zone Variation – R(q)

(24) In addition to the regulations of section 9.10.1, on lands zoned R(q), the following use is allowed:

1 additional *dwelling unit* with a *floor area* not exceeding 65 m² is permitted as an accessory use

(25) Despite Section 4.3, no *building* or *structure* except a fence, *pumphouse*, *public utility structure* or underground utility may be constructed within the following setbacks from *lot lines* or road access easements:

a. Setback from *front lot line*: 0.95m

2.2 Schedule “A” – Zoning Map, is amended by changing the zoning classification of LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP56901 from Rural (R) to Rural variant q (R (q)), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

And by making consequential numbering alterations to effect this change.

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

*[public hearing date should be consistent with chronology and can be after first or second reading;
If two public hearings, only indicate the date of the last one]*

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20____

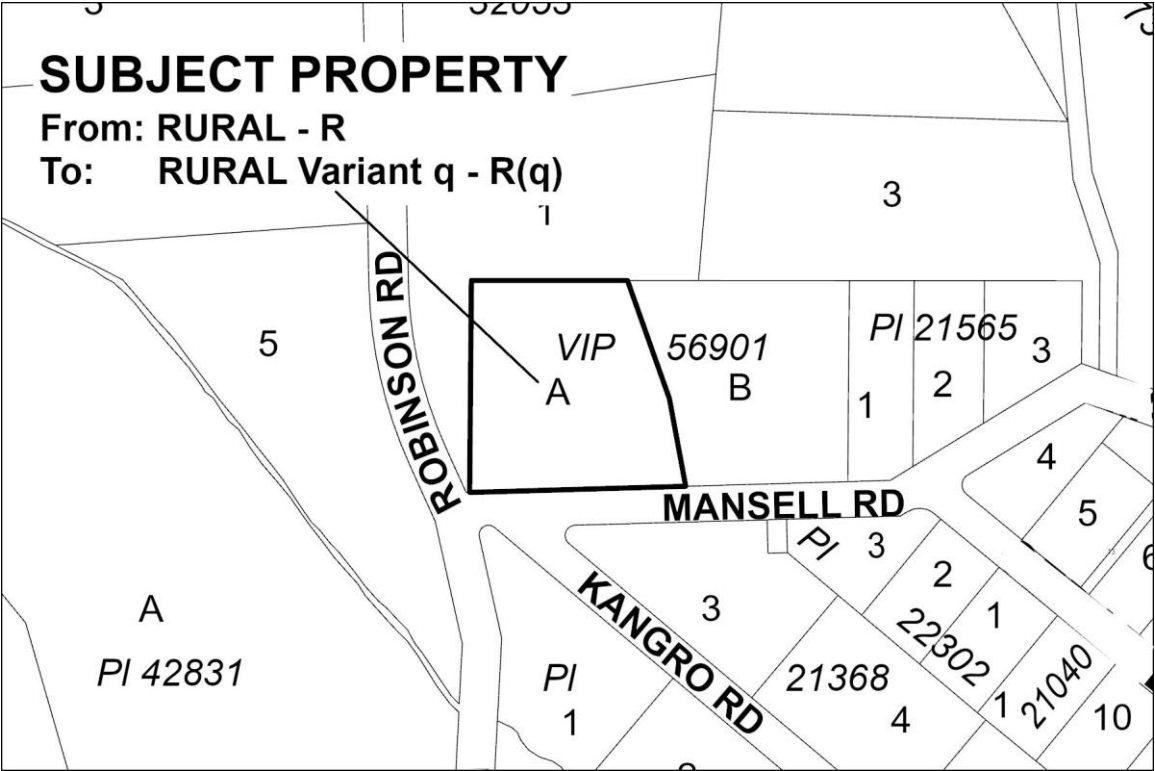
ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 551

Plan No. 1



Summary of Proposed Bylaw Amendment

Existing Zoning and Use

The 1.27 ha subject property is currently zoned Rural (R) under the Salt Spring Island Land Use Bylaw. In this zone, parcels greater than 1.2 hectares are permitted one single-family dwelling and a seasonal cottage not greater than 56m² in floor area.

There are currently three dwelling units on the property:

- One single-family dwelling (permitted),
- One existing cottage that has been determined to be legally non-conforming, and
- One seasonal cottage (floor area greater than permitted 56m² (603 ft²)).

Proposed Amendment

The application proposes to rezone the property to a site-specific Rural Zone Variation R(q) to allow:

- Permit the oversized seasonal cottage as an accessory dwelling unit (maximum floor areas of 65 m² (700 ft²)).

The amendment also includes:

- A reduced front lot line setback of 0.95 m for the existing legal non-conforming structure; and
- A restriction prohibiting bed and breakfast use within the accessory dwelling unit.

Purpose of the Amendment

The proposed rezoning is intended to permit an additional dwelling unit on a parcel that is otherwise limited to one single family dwelling and seasonal cottage not greater than 56m², bringing the total number of dwelling units to two, while the legal non-conforming cottage will be decommissioned into an accessory building.

Table 1: comparison of existing and proposed zone

Existing Zone – Rural (R)	New Zone -Rural variant q (R(q))
Permitted uses, buildings and structures	
<ul style="list-style-type: none"> • Single-family dwellings • Two family dwellings constructed before July 31, 1990 • Dental and medical offices for a maximum of two medical practitioners 	<ul style="list-style-type: none"> • All uses in the R zone (notwithstanding the limitations described in this zone) • 1 additional dwelling unit with a floor area not exceeding 65 m² will be permitted as an accessory use • Despite Section 4.3, no building or structure except a fence, pumphouse,

<ul style="list-style-type: none"> • Elementary schools, pre-schools and child day care • Public health care facilities • Community halls • Churches and cemeteries • Veterinarian clinics and animal hospitals • Pet boarding services and kennels • Pounds • Active outdoor non-commercial recreation, excluding golf courses and activities primarily involving the use of power-driven means of conveyance • Lighthouse stations • Agriculture • Agriculture, excluding intensive agriculture • Public service uses 	<p>public utility structure or underground utility may be constructed within the following setbacks from lot lines or road access easements: Setback from front lot line: 0.95m</p> <ul style="list-style-type: none"> • Bed and breakfast is not permitted within the accessory dwelling unit
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MEMORANDUM

DATE OF MEETING: August 25, 2026 File No.: SS BL 552
TO: Thetis Island Local Trust Committee
FROM: Nadine Mourao, Legislative Clerk / Deputy Secretary
SUBJECT: Referral for Response: Proposed Salt Spring Bylaw No. 552

PURPOSE

The Salt Spring Island Local Trust Committee has referred proposed Bylaw No. 552 (cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 6, 2025") to the Thetis Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the Salt Spring Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/>

NEXT STEPS

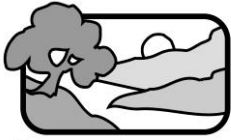
The following draft resolutions have been provided for consideration:

- 1. If the LTC considers their interests unaffected by the bylaw:**
That the Thetis Island Local Trust Committee respond to the Salt Spring Island Local Trust Committee that interests are unaffected by Bylaw No. 552.
- 2. If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 552 proceed for the following reasons:
 - *[list reasons] ...*
- 3. If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 552 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
- 4. If the LTC wishes to recommend not proceeding with the bylaw:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 552 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Nadine Mourao, Legislative Clerk	June 3, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 552 Date: May 14, 2026

You are requested to comment on the attached Bylaw for potential effect on your First Nations/Agency's interests. We would appreciate your response by July 13, 2026. If no response is received within that time, it will be assumed that your First Nations/Agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Chris Schmah

PURPOSE OF BYLAW:

To change the subject property zoning from Rural to Commercial 1 to bring into compliance current land use permitted by Land Use Contract Bylaw No. 10.

GENERAL LOCATION:

104 Atkins Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT A, SECTION 4, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 3367

SIZE OF PROPERTY AFFECTED:

1.05 hectares (2.6 acres)

ALR STATUS:

Not in ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural Neighbourhood (RL)

OTHER INFORMATION:

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Oluwashogo Garuba

Title: Planner 2

This referral has been sent to the following agencies:

First Nations

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Ts'uubaa-Asatx (Lake Cowichan) First Nation

Salt Spring Island Coast Salish Society

Non-Agency Referrals

- BC Ambulance Service
- RCMP
- SSI Fire-Rescue
- North Salt Spring Waterworks District

Regional Agencies

- CRD – All Referrals
- CRD – SSI Building Inspection
- CRD – Salt Spring Local Community Commission
- CRD – Ganges Sewer Commission
- Vancouver Island Health Authority
- SSI Advisory Planning Commission
- SSI Agricultural Advisory Planning Commission

Provincial Agencies

- Agricultural Land Commission
- Ministry of Agriculture
- BC Assessment Authority
- Ministry of Municipal Affairs
- Ministry of Transportation & Infrastructure
- Front Counter BC

Adjacent Local Trust Committees and Municipalities

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

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

552
(Bylaw Number)

(Print Name & Title)

(First Nation/Agency)

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 552**

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. 1, 2026”.

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

2.1 Schedule “A” – Zoning Map, is amended by changing the zoning classification for LOT A, SECTION 4, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 3367 from Rural (R) to Commercial 1 (C1) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

*[public hearing date should be consistent with chronology and can be after first or second reading; **if two public hearings, only indicate the date of the last one]***

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20____

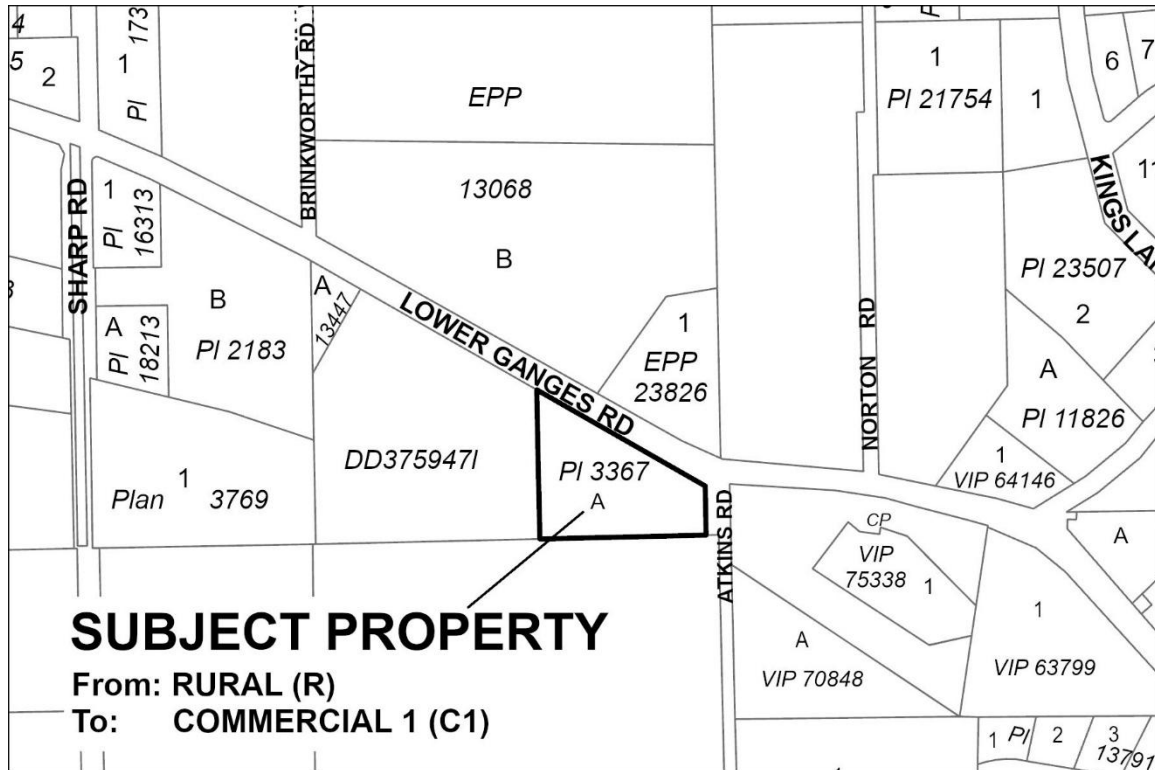
ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 552

Plan No. 1



Summary of Proposed Bylaw Amendment:

Existing Zoning and Use

The 1.03 ha (2.56 ac) property is currently zoned Rural (R) in the Salt Spring Island Land Use Bylaw (LUB). The Rural (R) zone primarily permits:

- Single-family residential use
- Agricultural and farming activities
- Accessory buildings and limited home-based occupations

The current use of the property includes:

- Retail sale of garden equipment and supplies
- Growing and sale of plants and trees
- Other agricultural-related retail uses

In this zone, retail and commercial uses are not permitted as a principal use. However, these current uses have been permitted by a Land Use Contract Bylaw No 10 that was adopted in 1978. This Land Use Contract permitted a range of commercial and agricultural-related uses, including retail sales of garden equipment, plants, trees, and related supplies. This Land Use Contract expired in 2024. As a result, the property is now subject to the Rural (R) zoning regulations.

Purpose of the Amendment

The amendment seeks to rezone the subject property from Rural (R) to Commercial (C1) in accordance with the Salt Spring Island Land Use Bylaw No. 355. The intent is to bring the property into compliance with zoning bylaw regulations following the expiry of a Land Use Contract.

Proposed Zone (Commercial 1 – C1)

The proposed C1 zoning would permit a range of small-scale commercial uses, typically including:

- Retail sales and shops
- Personal and business service establishments
- Offices and similar commercial uses

The C1 zone is consistent with the scale and nature of the existing uses of the subject property.



MEMORANDUM

DATE OF MEETING: August 25, 2026 File No.: SS BL 553
 TO: Thetis Island Local Trust Committee
 FROM: Nadine Mourao, Legislative Clerk / Deputy Secretary
 SUBJECT: Referral for Response: Proposed Salt Spring Bylaw No. 553

PURPOSE

The Salt Spring Island Local Trust Committee has referred proposed Bylaw No. 553 (cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2026") to the Thetis Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the Salt Spring Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/>

NEXT STEPS

The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
That the Thetis Island Local Trust Committee respond to the Salt Spring Island Local Trust Committee that interests are unaffected by Bylaw No. 553.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 553 proceed for the following reasons:
 - *[list reasons] ...*
3. **If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 553 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
4. **If the LTC wishes to recommend not proceeding with the bylaw:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 553 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Nadine Mourao, Legislative Clerk	June 3, 2026
---------------	----------------------------------	--------------

ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 553 Date: April 09, 2026

You are requested to comment on the attached Bylaw for potential effect on your First Nation/Agency's interests. We would appreciate your response by July 4, 2026. If no response is received within that time, it will be assumed that your First Nation/Agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Martin Ogilvie

PURPOSE OF BYLAW:

To change the subject property zoning from split-zone Residential 6 and Residential 6(b) to a Commercial zone variant that permits the proposed commercial uses (As listed on the bylaw) and reduces the required lot line setback.

GENERAL LOCATION:

116 Jackson Avenue, Salt Spring Island (PID: 031-451-977)

LEGAL DESCRIPTION:

LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP99513

SIZE OF PROPERTY AFFECTED:

0.08 hectares (0.209 acres)

ALR STATUS:

Not in ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Ganges Village Core Area (GVC)

OTHER INFORMATION:

The applicant previously obtained a Temporary Use Permit that allowed the proposed uses on the property for a period of three years. The owner is now seeking permanent zoning to provide greater certainty for tenants and to ensure the continued operation of these uses in compliance with the Land Use Bylaw. Currently, the R6 and R6(b) zones permit single-family dwellings, duplexes, and funeral homes. The proposed new zone would additionally permit the following uses, buildings, and structures:

- Indoor retail sales and rentals
- Indoor retail services, excluding Laundromats
- Outdoor retail sales of nursery plants and home gardening supplies
- Indoor production of food and drink items, clothing, crafts, artwork, jewellery and similar items for retail or wholesale sales, provided there is a retail outlet on the premises and provided water consumption does not exceed 1600 litres/day
- Offices
- Bank or Credit Union
- Restaurants
- Day care centres for children, seniors, or people with special needs

Additionally, a Development Variance Permit (DVP) was previously issued to reduce setbacks for specific structures on the subject property. The current proposal seeks to permanently reduce the required setbacks from lot lines as follows:

- (1) Front lot line setback: from 7.5 m (24.6 ft) to 4.5 m (14.8 ft)
- (2) Rear lot line setback: from 7.5 m (24.6 ft) to 3.0 m (9.8 ft)
- (3) Interior side lot line setback: from 3.0 m (9.8 ft) to 1.5 m (4.9 ft)

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.



(Signature)

Name: Milad Panahifar

Title: Planner 1

This referral has been sent to the following agencies:

First Nations

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stzuminus First Nation
- Tsartlip First Nation

Provincial Agencies

- BC Assessment Authority
- Front Counter BC
- Ministry of Municipal Affairs

Regional Agencies

- Capital Regional District
- CRD – All Referrals & SSI Senior Manager
- CRD – SSI Building Inspection
- SS LTC – Advisory Planning Commission

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

Adjacent Local Trust Committees and Municipalities

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

Islands Trust – Accessibility Committee
Vancouver Island Health Authority

Non-Agency Referrals

RCMP
SSI Fire-Rescue
Salt Spring Island Coast Salish Society
North Salt Spring Waterworks District

BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Outlined Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

553
(Bylaw Number)

(Print Name & Title)

(First Nation/Agency)

DRAFT

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 553

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

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2026”.

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

2.1 **Schedule “A” - Zoning Map** is amended by changing the zoning classification for LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP99513, from Residential 6 (R6) and Residential 6(b) (R6(b)) to Commercial 3(a) (C3(a)) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

2.2 **Section 9.2 – COMMERCIAL ZONES**, Subsection 9.2.4 – “Exceptions in Particular Locations” is amended by adding a new C3(a) zone variation as follows:

“Zone Variation C3 (a)”

(11) In addition to the regulations of subsection 9.2.1, on lands zoned C3(a), the following additional principal uses are permitted:

- (a) Single-family dwellings
- (b) Duplexes.
- (c) Funeral homes
- (d) Outdoor retail sales of nursery plants and home gardening supplies
- (e) Offices
- (f) Bank or Credit Union
- (g) Day care centres for children, seniors, or people with special needs

(12) Despite Subsection 4.3.1, no building or structure except a fence, pumphouse, public utility structure or underground utility may be constructed within the following setbacks from lot lines or road access easements:

- (a) Setback from front lot line: 4.5 m
- (b) Setback from rear lot line: 3.0 m
- (c) Setback from interior side lot line: 1.5 m

And by making consequential numbering alterations to effect this change.

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20__

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20__

*[public hearing date should be consistent with chronology and can be after first or second reading; **If two public hearings, only indicate the date of the last one]***

READ A SECOND TIME THIS _____ DAY OF _____ 20__

READ A THIRD TIME THIS _____ DAY OF _____ 20__

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20__

ADOPTED THIS _____ DAY OF _____ 20__

CHAIR

SECRETARY



MEMORANDUM

DATE OF MEETING: August 25, 2026 File No.: SS BL 554
TO: Thetis Island Local Trust Committee
FROM: Nadine Mourao, Legislative Clerk / Deputy Secretary
SUBJECT: Referral for Response: Proposed Salt Spring Bylaw No. 554

PURPOSE

The Salt Spring Island Local Trust Committee has referred proposed Bylaw No. 554 (cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2026") to the Thetis Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the Salt Spring Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/>

NEXT STEPS

The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
That the Thetis Island Local Trust Committee respond to the Salt Spring Island Local Trust Committee that interests are unaffected by Bylaw No. 554.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 554 proceed for the following reasons:
 - *[list reasons] ...*
3. **If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 554 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
4. **If the LTC wishes to recommend not proceeding with the bylaw:**
That the Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 554 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Nadine Mourao, Legislative Clerk	June 3, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 554 Date: May 14, 2026

You are requested to comment on the attached Bylaw for potential effect on your First Nations/Agency's interests. We would appreciate your response by July 13, 2026. If no response is received within that time, it will be assumed that your First Nations/Agency's interests are unaffected.

APPLICANT'S NAME / ADDRESS:

Patrick Wheeler

PURPOSE OF BYLAW:

Rezoning to Permit Additional Commercial Guest Accommodation Units on Commercial Accommodation 1 variant f (CA1 (f)) zone

GENERAL LOCATION:

121 Upper Ganges Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT 1 SECTION 3 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN 11914 EXCEPT PARTS IN PLANS VIP56622 AND VIP59981

SIZE OF PROPERTY AFFECTED:

1.18 ha (2.93 ac)

ALR STATUS:

NOT IN ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Ganges Village Upper (GVU)

OTHER INFORMATION:

The current zone of the property permits up to 55 commercial guest accommodation unit and these must be sited within the walls of the existing building. The proposed amendments to the Land Use Bylaw will increase the maximum permitted number of units to 75. This does not bring about an increase in density or intensity of use of the subject property as this number brings the lot coverage to 18% out of the permitted 33% in accordance with the Salt Spring Land Use Bylaw No. 355. Staff reports and other information is available at <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> under PLRZ20250177 the application number for this rezoning bylaw.

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Oluwashogo Garuba
Title: Planner 2

This referral has been sent to the following agencies:

First Nations

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Penelakut Tribe
- Stz'uminus First Nation
- Malahat First Nation
- Pauquachin First Nation
- Semiahmoo First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Ts'uubaa-Asatx (Lake Cowichan) First Nation

Salt Spring Island Coast Salish Society

Provincial Agencies

- Agricultural Land Commission
- Ministry of Agriculture
- BC Assessment Authority

Regional Agencies

- CRD – All Referrals
- CRD – SSI Building Inspection
- CRD – Salt Spring Local Community Commission
- Vancouver Island Health Authority
- SSI Advisory Planning Commission
- SSI Agricultural Advisory Planning Commission

Non-Agency Referrals

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

Adjacent Local Trust Committees and Municipalities

- Galiano Island Local Trust Committee
- Mayne Island Local Trust Committee
- North Pender Island Local Trust Committee
- Thetis Island Local Trust Committee

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

554
(Bylaw Number)

(Print Name and Title)

(First Nation/Agency)

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 554**

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. 3, 2026”.

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

2.1 **Section 9.3 – Commercial Accommodation Zones**, Subsection 9.3.4 – Exceptions in Particular Locations **Zone Variation – CA1(f)** is amended as follows:

Article (17) is amended by deleting “55 (fifty-five)” and replacing it with 75 (seventy-five).

Article (20) is deleted in its entirety and by making such consequential numbering alterations to effect this change.

2.2 By deleting Schedule “L” titled “Schedule L – Building Siting – Lot 1, Section 3, Range 3 East, North Salt Spring Island, Cowichan District, Plan 11914, Except Parts in Plans VIP 56622 and VIP 59981.” and making such consequential numbering alterations to effect this change.

And by making consequential numbering alterations to effect this change.

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

*[public hearing date should be consistent with chronology and can be after first or second reading; **if two public hearings, only indicate the date of the last one]***

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

DRAFT



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MARCH 17, 2026 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including recordings and meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

- The ITC Board Chair rose and reported that it has approved spending of up to \$5,000 from the Land Securement budget to support a potential nature reserve securement in the Lasqueti Island Local Trust Area.
- The ITC Board requested staff to allocate undesignated donations received in the 2025-26 fiscal year to the Property Management Fund to support management of Islands Trust Conservancy protected areas.
- The ITC Board requested staff to notify the Lasqueti Island Local Trust Committee that ITC's interests are unaffected by proposed Bylaw No. 107, Lasqueti Island.
- The ITC Board requested staff to notify the Island Planner for Denman Island that approval of Bylaws 256 and 257 is endorsed by the ITC Board on the basis that the proposed bylaws brings the Official Community Plan and zoning into alignment with the conservation purpose of the subject properties and adds another layer of protection from development.
- The ITC Board accepted the conservation proposal submitted by Marilyn Walker to place a Natural Area Protection Tax Exemption (NAPTEP) covenant on approximately 2.5 ha of a Salt Spring Island property.
- The ITC Board requested staff to forward the ITC quarterly update to Trust Council local trust committees, and Bowen Island Municipality for the Conservancy Report agenda item, following its receipt at Trust Council.
- There is a joint Executive Committee/ITC Board meeting on April 15, 2026.
- The next Islands Trust Conservancy Board meeting is May 12, 2026.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Visit the Islands Trust Conservancy Journal: <https://islandstrust.bc.ca/conservancy/the-journal/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>



ISLANDS TRUST CONSERVANCY

ISLANDS TRUST CONSERVANCY REPORT TO TRUST COUNCIL 2025-2026 - 4th Quarter Update

COMPLETED SINCE LAST REPORT (January - March 2026)	PLANNED FOR FIRST QUARTER 2026-27 (April - June 2026)
1. STRATEGIC PLANNING/ADMINISTRATION/OPERATIONS	
<p>Personnel/Staffing: Continued recruitment for</p> <ul style="list-style-type: none"> • Covenant Management Specialist • Communications Specialist • Administrative Assistant 	<p>Personnel/Staffing: Onboard new</p> <ul style="list-style-type: none"> • Covenant Management Specialist • Communications Specialist • Administrative Assistant
<p>ITC Five-Year Plan development: Developed a logic model and work plan Updated project charter Prepared and delivered engagement letters to First Nations and conservation partners Hosted an Information Session with interested First Nations (Feb. 19th)</p>	<p>ITC Five-year Plan development: Establish cooperative engagement framework and commence engagement with First Nations interested in involvement with development of Five-year Plan</p>
<p>ITC Board support: Hosted January 20th and March 17th ITC Board meetings Hosted January 30th ITC Board special meeting Began re-appointment process for provincially appointed board members Submitted referral response to Trust Council on the draft Policy Statement</p>	<p>ITC Board support: Host May ITC Board meeting Host special ITC Board meeting for ITC audit report findings Continue to support board member re-appointment process</p>
<p>Financial Management Continued to support the Board in reviewing and refining its budget request and business cases through review cycle Submitted revised budget to Committee of the Whole and Trust Council Prep for financial statement process</p>	<p>Financial Management Complete financial statement process and support the annual audit process. Implement budget Begin budget planning for 2027/28</p>
<p>ITC Policies: Continued policy review/update project</p>	<p>ITC Policies: Continue policy review/update project Engage with First Nations on identifying policy gaps and improvements</p>

As of March 2026, the Islands Trust Conservancy protects 115 conservation properties, 34 nature reserves and 81 covenants (29 of which have NAPTEP certificates)



**ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
2025-2026 - 4th Quarter Update**

<p>SAR Program: Continued negotiation of a conservation agreement between Environment and Climate Change Canada (ECCC)</p> <p>Received a \$26,000 grant from Tree Canada to support the recovery of species and ecosystems at risk at Mt Tuam Protected Area</p> <p>Continued facilitating Species at Risk Program evaluation</p> <p>Completed collation and mapping of ITC SAR data (Co-op student project)</p> <p>Developed and presented a Stewardship Education Webinar on Species at Risk</p> <p>Presented on ITC Species at Risk Program to the Regional Planning Committee in February</p> <p>Co-organized and hosted an in-person meeting for 40 Priority Places Program grant recipients</p> <p>Completed Q3 reporting to funder for ECCC Priority Places Species at Risk Program</p> <p>Investigated SAR monitoring research proposals for 26/27 fiscal year</p> <p>Presentation to ITC Board ‘SAR Program Highlights’ at March meeting</p> <p>Continued collaboration with Planning Services to develop products, training, and support materials about species and ecosystems at risk</p>	<p>SAR Program: Complete final report to ECCC for Species at Risk (SAR) Program</p> <p>Investigate and implement SAR monitoring research proposals for 26/27 fiscal year</p> <p>SAR Program administrative wrap-up</p> <p>Plan with Protected Areas Management Team to prioritize species at risk work post ECCC funding.</p>
<p>Software Updates:</p> <p>Data Management System/GIS: Investigated procurement options for GIS specialist/firm to design a data management system to integrate into existing GIS systems.</p> <p>Field Technology Tools and Applications: Assessed new tools and features and provided feedback to GIS team</p> <p>Securement Applications Portal: Ongoing revisions, staff training, and procedure development for Islands Trust Applications Portal</p>	<p>Software Updates:</p> <p>Data Management System/GIS: Contract GIS specialist/firm to design a data management system to integrate into existing GIS’s systems.</p> <p>Field Technology Tools and Applications: Provide feedback to mapping team about application re-launch</p> <p>Work with mapping team to prepare software and database for 2026 field work season</p> <p>Securement Applications Portal: Ongoing revisions, staff training, and procedure development for the Islands Trust Applications Portal</p>



ISLANDS TRUST CONSERVANCY

**ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
2025-2026 - 4th Quarter Update**

<p>Other: Attended meeting with Tsawout First Nation (January)</p>	<p>Other: TBD</p>
<p>2. COVENANT AND PROPERTY SECUREMENT PROJECTS</p>	
<p>Conservation Planning Began developing a project plan for Regional Conservation Plan evaluation</p> <p>Collaborated with Planning Services to identify gaps in ecological data and analyses</p> <p>Updated conservation proposal forms with revised waiver of confidentiality, and information about First Nations referrals</p> <p>Continued securement negotiations on ~27 ha of land for ITC nature reserve (1 Galiano, 1 Salt Spring)</p> <p>Continued negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring)</p> <p>Continued discussions related to enquiries about conservation options for three properties (1 Salt Spring, 1 Hornby, 1 Saturna).</p> <p>Ongoing review of applications for three land donations (Salt Spring, Lasqueti, Denman) and 1 NAPTEP (Salt Spring)</p>	<p>Conservation Planning Prepare project charter for multi-year Regional Conservation Plan evaluation and revision</p> <p>Board review and decision on three conservation proposals.</p> <p>Continue negotiations on existing conservation proposal projects</p>
<p>3. COVENANT AND PROPERTY MANAGEMENT</p>	
<p>Protected Area Monitoring: Presented nature reserve and covenant monitoring results and recommendations from 2025 monitoring season to ITC Board</p> <p>Issued reports with notice of compliance/non-compliance and stewardship recommendations to covenant landholders</p> <p>Collaborated with management groups to address concerns observed on nature reserves</p> <p>Collaborated with covenant co-holders and landholders to address compliance concerns and priority management needs in conservation covenants.</p> <p>Reviewed annual monitoring program and implemented improvements for 2026 season.</p>	<p>Protected Area Monitoring: Continue addressing concerns observed on nature reserves.</p> <p>Continue to collaborate with covenant co-holders and landholders to address compliance concerns and priority management needs in conservation covenants.</p> <p>Commence 2026 monitoring season</p>

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ISLANDS TRUST CONSERVANCY

**ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
2025-2026 - 4th Quarter Update**

<p>Protected Area Management Projects: Reviewed annual reports from management groups and contractors implementing management projects in ITC protected areas</p> <p>Finalized list of priority projects for 2026-27</p> <p>Worked with Comox Valley Regional District on Denman Island Cross Island Trail along Lindsay Dickson Nature Reserve.</p>	<p>Protected Area Management Projects: Implement third year of three-year service contracts for management activities in ITC nature reserves.</p> <p>Commence procurement processes for priority projects for environmental monitoring, species-at-risk conservation, ecosystem stewardship, infrastructure maintenance, and other management needs</p> <p>Continue work with Comox Valley Regional District on Denman Island Cross Island Trail along Lindsay Dickson Nature Reserve.</p>
<p>Protected Area Management Planning Archeology assessment contracts in progress for two nature reserves.</p> <p>Continued policy development for management planning, risk management, and signage.</p>	<p>Protected Area Management Planning Archeology assessment contracts in progress for two nature reserves until March 2027.</p> <p>New policies in review for management planning, risk management, and signage.</p>
<p>Technology Improvements: Worked with GIS staff on updates and improvements to FieldMaps app based on user feedback during 2025 field season.</p> <p>Continued to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications.</p> <p>Trial Survey123 as a replacement for paper monitoring forms.</p>	<p>Technology Improvements: Complete work with GIS staff to ensure updates to FieldMaps have been made and trialed.</p> <p>Roll out Survey123 for official use in Monitoring Program if trial is successful.</p> <p>Continue to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications.</p> <p>Continue to explore remote monitoring solutions and related policy development.</p>
<p>Other: Continued policy review, drafting of new policies, and revision of outdated policies.</p>	<p>Other: Continue policy review/drafting/update.</p>
<p>4. COMMUNICATIONS AND OUTREACH</p>	
<p>NOTE: Support on priority communications projects this quarter was provided by a contractor while the Communications Specialist position is vacant. Many communication-related activities are pending until a new Communications Specialist is onboarded.</p>	
<p>Social Media: Weekly social media posts & engagement across all ITC platforms</p> <p>Launch of strategic giving WillPower campaign for 2026</p>	<p>Social Media: Weekly social media posts & engagement across all ITC platforms - Launch Reflections from the Field in spring 2026 to highlight field work, Winter Heron features on social media</p>

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ISLANDS TRUST CONSERVANCY

**ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
2025-2026 - 4th Quarter Update**

	Ongoing strategic giving WillPower campaign posts
News Releases: None	News Releases: TBD
Publications: Designed and delivered digital & physical ITC Holiday Cards to donors and other key stakeholders Published end-of-year ITC eNews Published Giving Tuesday ITC eNews Issued <i>Caring for Your Conservation Covenant</i> newsletter to covenant landholders ITC FOLKLIFE Ad circulation in next issue of the magazine	Publications: Publish Winter Heron Newsletter Publish Winter ITC eNews
Outreach: None	Outreach: None
Events: None	Events: Host celebration for one new nature reserve and one new NAPTEP covenant on Salt Spring Island
Reports: None	Reports: Prepare for ITC 2025/26 Annual Report
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Donor Relations: Stewardship of donors and advisors (ongoing) Reviewed and updated donor members in contract relationship database Received and processed donations – sent thank you letters and issued charity tax receipts Met with several potential donors interested in legacy giving Tour of S’ul-hween X’pey (Elder Cedar) Nature Reserve with legacy donor	Donor Relations: Stewardship of donors and advisors (ongoing) Receive and process donations – send thank you letters and issue charity tax receipts Follow up with potential donors interested in legacy giving
Strategic Giving: Continued WillPower Campaign seeking bequests of conservation lands or conservation funds Calls with two professional advisors Updated pledged bequests	Strategic Giving: Continue WillPower Campaign seeking bequests of conservation lands or conservation funds Review effectiveness of WillPower Campaign

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ISLANDS TRUST CONSERVANCY

**ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
2025-2026 - 4th Quarter Update**

<p>Fund Management: Continued review of Opportunity Fund Guidelines</p>	<p>Fund Management: Review donation Policy and other fund guidelines Develop Fund Management Policy</p>
<p>Other: Developed draft Opportunity Fund application form Developed grant-needs spreadsheet Researched external grant opportunities (ongoing) Reviewed donation policies and fund guidelines Developed legacy and conservation print ad for Folklife Magazine</p>	<p>Other: Research external grant opportunities (ongoing)</p>



Thetis Local Trust Committee Open Applications Report

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260071	Steven Bruce Halls	2/18/2026	0 HUDSON ISLAND	Variance application to permit existing cargo lift, walkway, deck and sauna on Hudson Island

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	Under Review	Add Optional Referrals

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250072	Doug Fenton; Rober	2/10/2025	83 BLUE HERON RD; 84 BLUE HER	Application for a site-specific rezoning amendment to the W-4 zone to allow development in foreshore of 2 properties.

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	Under Review	Generate Complete Application Letter

Thetis

Subdivision				
Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250032	Mitch Laseur (Unde	1/20/2025	375 FRASER POINT RD; 377 FRAS	Proposed 3 lot conventional subdivision located at 375 Fraser Point Road, Thetis Island MOTT File # 2024-05719
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		Administrative Review	Generate and Send Referral Response Form	

Islands Trust
 LTC EXP SUMMARY REPORT F2027
 Invoices posted to Month ending May 2026

		<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
670 Thetis	Invoices posted to Month ending May 2026			
LTC Local				
65050-670	LTC "Executive Expense on LTC's"	576.00	0.00	576.00
65200-670	LTC - Local Exp - LTC Meeting Expenses	480.00	262.02	217.98
TOTAL LTC Local Expense		<u>1,056.00</u>	<u>262.02</u>	<u>793.98</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Thetis Island Local Trust Committee Policies & Standing Resolutions

No.	Meeting Date	Resolution No.	Issue	Policy
1.	July 3, 2012	TH-2012-003	Professional Minute taker for APC meetings	<p>It was MOVED and SECONDED that the Thetis Island Local Trust Committee authorizes the payment of funds from its local expense account to pay for a minute taker for Advisory Planning Commission meetings.</p>
2.	August 28, 2018	TH-2018-036	Suspension of enforcement action regarding unlawful non-tourist accommodation at 49 Harbour Road	<p>It was MOVED and SECONDED that the Thetis Island Local Trust Committee adopt the following standing resolution:</p> <ol style="list-style-type: none"> 1. That whereas the Thetis Island Local Trust Committee intends to facilitate a community process to consider allowing Temporary Use Permits (TUP) to permit temporary non-tourist accommodation use, staff are directed to take no enforcement action against properties where temporary accommodations used for non-tourist accommodation exist. In particular, staff are directed to suspend enforcement action regarding unlawful non-tourist accommodation at 49 Harbour Road, Strata Lot B, District Lot 1, Thetis Island, Cowichan District, Strata Plan EPS644; together with an interest in the Common Property shown in proportion to the unit entitlement to the Strata Lot show on Form V. PID 028-987-691. 2. That nothing in this enforcement policy should be interpreted as giving permission to any party to violate Thetis Island Land Use Bylaw No. 89 and the Thetis Island Local Trust Committee may change this policy at any time and may give direction to commence enforcement activities with respect to the identified properties at any time without notice. <p>That unless the Thetis Island Local Trust Committee extends the effective period, this enforcement policy expires on July 30, 2019, or when the temporary use permit review project is complete, whichever is the sooner.</p>
3.	August 28, 2018	TH-2018-041	Non-medical cannabis retail applications	<p>It was MOVED and SECONDED that the Thetis Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications:</p> <ul style="list-style-type: none"> • 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.

No.	Meeting Date	Resolution No.	Issue	Policy
				<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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, 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.
4.	December 12, 2018	TH-2018-053	Cannabis License Applications	<p>It was MOVED and SECONDED that the Thetis Island Local Trust Committee adopt the following standing resolution:</p> <ul style="list-style-type: none"> • that the Thetis Island Local Trust Committee requests that Notices of Intention to Apply for a Federal Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust.
5.	February 22, 2019	TH-2019-020	Electoral Area Director	See Item 9 below.
6.	April 23, 2019 Updated September 28, 2021	TH-2019-026 TH-2021-033	LTC to engage in Reconciliation with local First Nations, governments and the island community	<p>It was MOVED and SECONDED that the Thetis Island Local Trust Committee adopt the following standing resolution:</p> <p>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 Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:</p> <p>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</p>

No.	Meeting Date	Resolution No.	Issue	Policy
				<p>upcoming year, as well as, provide an update of current projects and advocacy activities;</p> <p>b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory;</p> <p>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;</p> <p>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;</p> <p>e) Establish and maintain government to government dialogue with First Nations, now and into the future, in recognition of First Nations rights and title, treaty, and territorial lands and waters within the Islands Trust Area.</p>
7.	February 11, 2020	TH-2020-001	Electoral Area Director Reports	See Item 9 below.
8.	September 28, 2021	TH-2021-033	Review TH-2019-026 and update wording	<p>**See TH-2021-033 pertaining to Item 6 above</p> <p>That the Thetis Island LTC request staff to review standing resolution no. TH-2019-026 with respect to current language.</p>
9.	September 28, 2021	TH-2021-034	Electoral Area Director Reports	<p>It was MOVED and SECONDED,</p> <p>that the Thetis Island Local Trust Committee request staff to consolidate Standing Resolution Nos. 5 and 7 (TH-2019-020 and TH-2020-001) as follows:</p> <ul style="list-style-type: none"> • that the Thetis Island Local trust Committee request staff to circulate future meeting agendas to the Electoral Area G Saltair/Gulf Islands Director and provide an invitation to attend the Local Trust Committee meetings or provide written reports to the Local Trust Committee; and • that the written reports will be posted to the website.
10.	July 5, 2022	TH-2022-024	First Nations Consultation re: Strategy for Antenna Systems	<p>It was MOVED and SECONDED</p> <p>that the Thetis Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the "Strategy for Antenna Systems" in the Local Trust Area:</p> <p>a. The proponent will consult with the Local Trust Area representative during the pre-consultation phase to determine proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential and obtain a list of First Nations rights and title holders;</p>

No.	Meeting Date	Resolution No.	Issue	Policy
				<ul style="list-style-type: none"> <li data-bbox="1035 183 1992 318">b. The proponent is recommended to undertake consultation during the pre-consultation phase with the Islands Trust and a First Nations cultural knowledge holder for the siting of the proposed antenna system as it relates to cultural and sacred sites; <li data-bbox="1035 345 1992 516">c. The proponent will obtain and provide a BC Archaeological Information request response from the BC Archaeology Branch to confirm proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential including permit requirements under the <i>Heritage Conservation Act</i>; <li data-bbox="1035 544 1992 683">d. The proponent will obtain and provide an Archeological Impact Assessment for antenna systems proposed to be sited on or within 100 metres of a known archaeological site or cultural/sacred site identified by a First Nations cultural knowledge holder; and <li data-bbox="1035 711 1992 841">e. The proponent will provide written notice—including, if applicable, the Archeological Impact Assessment—sent by regular mail or hand delivered to all First Nations rights and titleholders identified during the pre-consultation phase.



Active Projects Report

	Responsible	Dates
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Activity:

Future Projects Report

Thetis Island

1. <i>Minor Project - Thetis Island Target LUB Review (Rainwater, Fences, and Derelict Vehicles)</i>	Responsible	Date Received
<p>UPDATE APRIL 2026: Minor LUB amendment project (draft bylaws prepared, but proceeded no further as of April 2026. RESOLUTIONS TH-2026-019 & TH-2026-020.</p> <ul style="list-style-type: none"> -2000 imperial gallon rainwater catchment and storage requirements for the property when constructing new single family dwellings and guest cottages\n -Fence NBS setback and height regulations\n -Derelict vehicles definition and updated regulations <p>*April 20, 2026 LTC Agenda report for reference.</p> <p>-work on minor project from June 2025-April 2026.</p>		30-Aug-2022
2. <i>Administrative</i>	Responsible	Date Received
		30-Aug-2022
3. <i>Advocacy and Communications</i>	Responsible	Date Received
<p>LOU: Letter of Understanding between the Thetis LTC and the Cowichan Valley Regional District</p>		30-Aug-2022
4. <i>OCP</i>	Responsible	Date Received
<p>Active Transportation</p>		30-Aug-2022

Future Projects Report

Thetis Island

5. <i>Bylaw Enforcement</i>	Responsible	Date Received
N/A		30-Aug-2022
6. <i>OCP & LUB</i>	Responsible	Date Received

Thetis Island

Possible Thetis OCP & LUB Amendments

30-Aug-2022

Watershed Protection:

- Island-wide watershed protection

First Nations:

- Early and meaningful engagement
- Acknowledgement language
- De-colonizing document language
- Incorporating FN recommended language

Housing:\n

\n

- Affordable Housing Strategy: Housing for young families, workers and seniors; community engagement;
- TUPs to include non-tourist accommodation;
- Support the construction of a storage building prior to construction of a principal dwelling;
- short-term vacation rentals of principle dwellings in the R-2 zone;
- strategies for alternative dwelling units;
- ferry workers workforce housing;
- the potential to rezone areas that are suitable for increased density.

\n

Housekeeping / Technical Amendments to include:

Thetis Island

- 4.3(d) amend to say: In addition to s.4.3(a), (b), and (c)...

Shoreline:\n

- Sea Level Rise

- Wharves

Incorporation of the Regional Conservation Plan into Thetis LTA OCPs and LUBs:

- Investigate and provide recommendations on how to incorporate the plan elements into Thetis, Valdes, and Associated Islands OCPs and LUBs.

Associated Islands OCP & LUB Review:

- Develop new OCP and LUB to replace CVRD Bylaw 110, and to include other islands with no zoning. Scope does not include Valdes Island, but includes establishing a Memo of Understanding with the Stzuminus Nation for a stakeholder process regarding Bute and Dunsmuir Islands.

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