



DATE OF MEETING: November 14, 2024

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 1  
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Application to amend Salt Spring Island Land Use Bylaw from Rural Zone to Rural Variant f (f) Zone  
Applicant: Jordan Litke  
Location: 200 Collins Road, SSI

## RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request staff to proceed with processing application PLRZ20240145.
2. That the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone SECTION 3, RANGE 2 WEST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT PART IN PLAN 3955, from Rural (R) zone to a Rural (f) (R (f)) zone permitting a Full time rental cottage with floor area up to 90m<sup>2</sup>.
3. That the Salt Spring Island Local Trust Committee request staff to refer to and seek input from the Islands Trust Conservancy Board and other applicable agencies that an application has been received to amend the Salt Spring Island Land Use Bylaw No. 355, 1999.
4. That the Salt Spring Island Local Trust Committee direct the applicant to prepare and provide to staff:
  - a. An addendum report from the Geotechnical Engineer (Andrew Jackson, P.Geo., Eng. L, Ryzuk Geotechnical) that the report provided for the subject property dated March 11, 2019 (at the time of subdivision) can be used for the purpose of assessing a full time rental cottage on the subject property, is still valid, and that there are no recent geotechnical hazard concerns for development;
  - b. A preliminary water supply study report from a Professional Geoscientist or Geotechnical Engineer (registered with Engineers and Geoscientists BC) providing information on the water quality analysis that demonstrates that the surface water and groundwater from each proposed water supply source or well is potable or can be made potable (as defined in Schedule H of Land Use Bylaw No. 355 and Guidelines for Canadian Drinking Water Quality) with a treatment system customarily used in a single-family dwelling, and include a plan of the subject property indicating each well location where a water sample was taken, and a statement that the water samples upon which the water quality analysis was performed were unadulterated samples taken from the locations indicated on the plan;

- c. **A letter from Island Health Authority specifying that the property has adequate sewage system to support two full-time dwellings on the property.**

## **REPORT SUMMARY**

The purpose of this report is to present the Salt Spring Island Local Trust Committee (LTC) with a preliminary staff report for the proposed amendments to the Salt Spring Island Land Use Bylaw No. 355, 1999 (LUB) to permit a proposed single family dwelling and a full time rental cottage on the same lot.

This Staff Report examines relevant policies (Salt spring Island Official Community Plan Bylaw (OCP) No. 434 and the Islands Trust Policy Statement (ITPS)), evaluates the proposed rezoning in consideration of these policies, and provides recommendations on how to proceed with the application. Information pertaining to adequate water and sewage disposal for the proposed additional single family dwelling have not been provided by the applicant. Staff recommends the LTC request the information specified by the OCP policies identified in this report and request draft amendments to the LUB be prepared for LTC consideration.

## **BACKGROUND**

The 4.2 ha (10.4 ac) property is located at Collins Road on the north west end of Salt Spring Island, zoned Rural (R), and is currently occupied by:

- a 58 sq m (624 sq ft) Single Family Dwelling (SFD),
- a green house,
- boat shed,
- garage,
- woodshed
- well building/garden shed

The SFD was originally built in late 1986 and additions were later made to it by the current owners after they purchased the property in 2017. The current owners now intend to construct another residential building to be used as a SFD and convert the current SFD to a cottage. The floor area of the existing residential building is greater than the maximum floor area of 56 sq m (602 sq ft) permitted in the LUB for a seasonal cottage, hence the requirement to apply for a rezoning. The applicant has submitted an application to rezone the property from R to R(f), which permits the siting of a full rental cottage of up to 90m<sup>2</sup> on lots greater than 2 ha (1.98 ac). Surrounding uses are primarily zoned R and the property is bound by Shoreline 6 (S6) – Stuart Channel on the west side. The applicant's rationale (see Attachment 3) for this application includes the following:

- They wish to build a new single family dwelling but would not be able to do so with the proposed cottage over the maximum floor area permitted in the LUB;
- Rezoning will allow the applicants keep the existing SFD and convert it into a full time rental cottage after the new SFD has been completed which will be in compliance with the LUB and also provide additional housing units in Salt Spring Island.

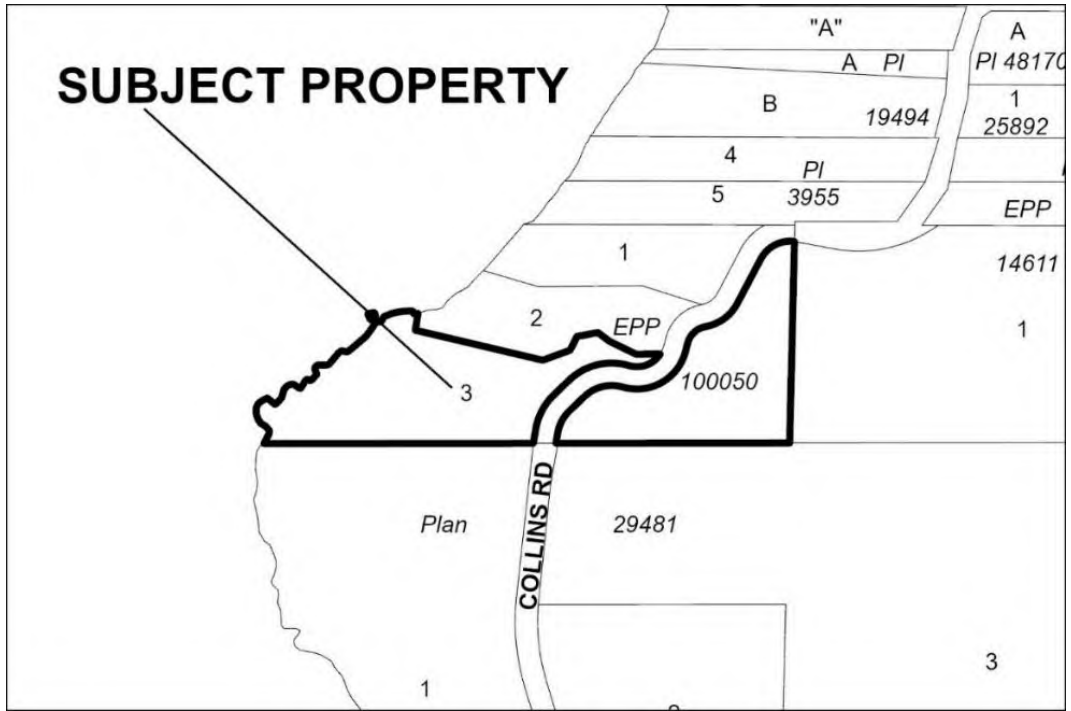


Figure 1: Subject Property Map

## ANALYSIS

### Policy/Regulatory

#### *Islands Trust Policy Statement:*

Staff has reviewed the Islands Trust Policy Statement and highlighted several policies that relate to the application. Relevant policies of the Islands Trust Policy Statement (ITPS) relating to this rezoning proposal are:

**3.4.4:** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.

**3.4.5:** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

**4.4.2:** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure:

- neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater
- water quality is maintained, and
- Existing, anticipated and seasonal demands for water are considered and allowed for.

**4.5.10:** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.

**5.1.3:** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.

**5.2.3:** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.

**5.2.4:** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.

**5.2.5:** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.

**5.2.6:** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards

**5.8.6:** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

At this time, staff do not consider the application to fundamentally conflict with any of these policies. If LTC resolves to proceed with the application, but staff will conduct a Policy Statement Directives Checklist analysis in accordance with s. 1.9 of Trust Council Policy 1.3.1 in a future staff report if at such time draft bylaws are presented for first reading.

***Official Community Plan:***

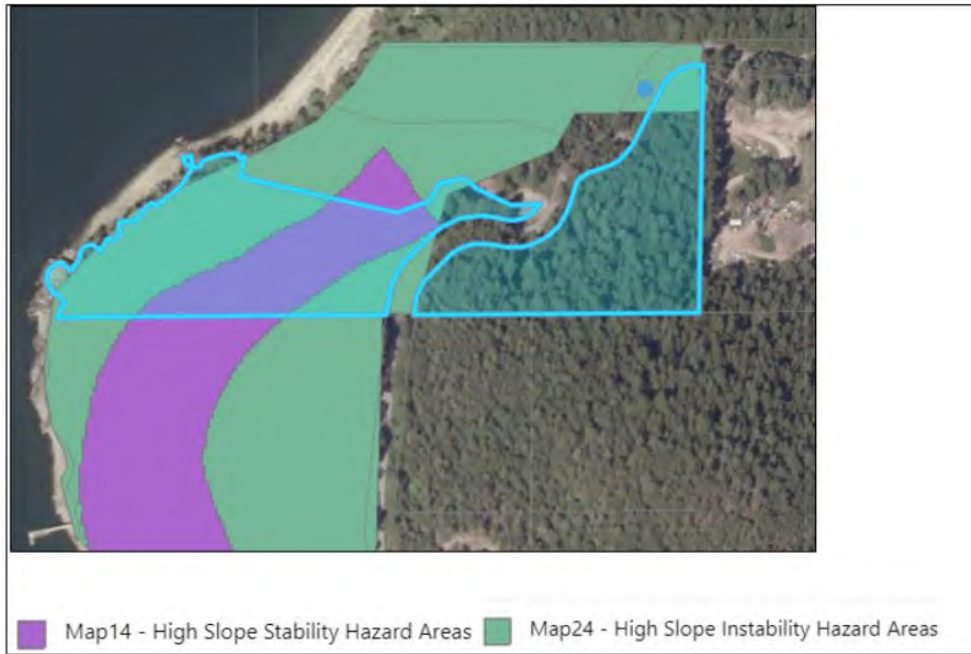
The Salt Spring Island Official Community Plan Bylaw No 434 (OCP) land use designation for the subject property is currently Rural Neighbourhood (RN). Staff has evaluated the application against the relevant policies contained in the OCP and note several policies that relate to the proposed rezoning, but have not noted any inconsistency with the OCP at this time.

Policy B.2.5.2.2 considers the density as it relates to the subject property. It provides that "Zones within the Rural Neighbourhoods Designation will continue to allow medium density residential development and the other rural uses allowed by existing zoning." As the OCP defines medium-density residential use as between one dwelling per 0.10 hectare and one dwelling per 2 hectares, the current density, as well as the projected future density would be consistent with this policy.

***Development Permit Areas:***

The subject property is contained within Development Permit Area 6 – Unstable Slopes and Soil Erosion Hazards. Development activities within this DPA would require an issued development permit (DP) from Islands Trust prior to construction or site preparation. The entire subject property is completely within the High Slope Instability Hazard Areas and part of the parcel from the north east to the south west is in the High Slope Stability Hazard Areas. A development permit application will be required if any development is proposed in the future. The applicant submitted a letter from a Geotechnical Engineer when they applied for subdivision (SS-SUB-2018.5)

indicating future development of a single family dwelling within the areas of the property identified as safe for construction is not at a significant risk of flooding based on the flood hazard and risk assessment that was carried out. The applicant will need to provide an addendum report from the Geotechnical Engineer who prepared the report in 2019 which was used for the subdivision that there are no hazard concerns for the construction of an additional dwelling on the property, and in accordance with any private servicing requirements for domestic water, wastewater disposal, or drainage.



**Figure 2: Development Permit Areas on Subject Property**

Other relevant OCP policies to this rezoning proposal include:

### ***C.2.2 Land Transportation***

*C.2.2.2.15 When considering rezoning applications, the Local Trust Committee should ensure that the proposed zoning change supports the development of non-automotive transportation and public transit service.*

### ***C.3.3 Private Surface Water and Groundwater Supplies***

*C.3.3.2.2 when considering rezoning applications, the Local Trust Committee should consider the impacts of the proposed new use on existing wells, springs, or other water supplies. If the proposed use is expected to need more water than the uses already allowed on the property, then the Committee should ask for evidence that wells or other water supplies in the neighbourhood would not be depleted. The Committee should also consider whether water use would affect agricultural activities or deplete any springs necessary to maintain fish habitat. Should a zoning change be proposed where groundwater supplies are not adequate, the applicant could be encouraged to find other means of supplying water. Rainwater catchment or a water conservation program could be considered.*

A covenant registered on the title of the subject property stipulates that it will not be connected to a community water system but instead water will be supplied by a private well provided on it. Reports submitted at the time of subdivision (dated November 12 and November 14, 2019, prepared by Steven M. Carballeira, P.Geo) indicated that

the water on subject property does not meet the Potable Water Quality Standards (Schedule H, the Land Use Bylaw) or the Guidelines for Canadian Drinking Water Quality standards for manganese and that the water would meet or exceed these standards if properly treated. Based on this assessment and the conditions in the covenant, the applicant must provide documentation to the LTC that the water treatment system on the lot produces water that is safe to drink and is suitable for domestic uses, and at least specifically will be treated to the required level those water quality parameters that did not meet the applicable standards.

**C.4 WASTE MANAGEMENT OBJECTIVES AND POLICIES**

**C.4.2.3 POLICIES - LANDS OUTSIDE SEWER SPECIFIED SERVICE AREAS**

*C.4.2.3.1: When the Local Trust Committee receives rezoning applications for land without community sewer service, it should ask for evidence that the expected amount of sewage can be treated on site and effluent disposed of on-site without it reaching the surface of the land, discharging into a body of water, or contaminating a supply of potable water.*

Should the application proceed, a checklist for compliance with the above OCP policies would be presented to LTC for review and consideration. As proposed, the proposed rezoning aligns with these policies outlined in the OCP. The recommendation reflects these requirements, requiring that these requirements be borne out to advance the application.

**Land Use Bylaw:**

The Salt Spring Island Land Use Bylaw No. 355, identifies the subject property within the R zone at present. The application requests to rezone the property to R (f) Below is a comparison of the permitted uses, buildings and structures in both zones:

Rural	Rural (f)
<b>Principal Uses, Buildings and Structures</b>	
<ul style="list-style-type: none"> <li>• Single-family dwellings</li> <li>• Two family dwellings constructed before July 31, 1990</li> <li>• Dental and medical offices for a maximum of two medical practitioners</li> <li>• Elementary schools, pre-schools and child day care</li> <li>• Public health care facilities</li> <li>• Community halls</li> <li>• Churches and cemeteries</li> <li>• Veterinarian clinics and animal hospitals</li> <li>• Pet boarding services and kennels</li> <li>• Pounds</li> <li>• Active outdoor non-commercial recreation, excluding golf courses and activities primarily involving the use of power-driven means of conveyance</li> <li>• Lighthouse stations</li> <li>• Agriculture</li> </ul>	<ul style="list-style-type: none"> <li>• All uses in the R zone (notwithstanding the limitations described in this zone)</li> </ul>

<ul style="list-style-type: none"> <li>• Agriculture, excluding intensive agriculture</li> <li>• Public service uses</li> </ul>	
<b>Accessory uses</b>	
<ul style="list-style-type: none"> <li>• Seasonal cottages subject to Section 3.14</li> <li>• Home-based business use, subject to Section 3.13</li> </ul>	<ul style="list-style-type: none"> <li>• Instead of a seasonal cottage, the following accessory use is permitted: A seasonal cottage subject to Section 3.14 or a full-time rental cottage subject to Section 3.15</li> </ul>

The LUB does not permit a seasonal cottage greater than 56 sq m (602 sq ft) as an accessory building in any zone but a full time rental cottage with floor area up to a maximum of 90 square meters may be permitted in the R (f) zone as an accessory dwelling subject to section 3.15. The subject property requires rezoning with site specific regulations to address floor area.

**Terms of Reference**

Should the LTC decide to proceed with the application, a terms of reference will be issued to the applicant from staff that provides specific guidance on application requirements consistent with the Salt Spring Island Development Approval Information Bylaw No. 175 (DAI Bylaw). If the recommendation is supported, the following may be included in the terms of reference:

- b. An addendum report from the Geotechnical Engineer (Andrew Jackson, P.Geo., Eng. L, Ryzuk Geotechnical) that the report provided for the subject property dated March 11, 2019 (at the time of subdivision) can be used for the purpose of assessing the seasonal cottage on the subject property, is still valid, and that there are no recent geotechnical hazard concerns for development;
- c. A preliminary water supply study report from a Professional Geoscientist or Geotechnical Engineer (registered with Engineers and Geoscientists BC) providing information on the water quality analysis that demonstrates that the surface water and groundwater from each proposed water supply source or well is potable or can be made potable (as defined in Schedule H of Land Use Bylaw No. 355 and Guidelines for Canadian Drinking Water Quality) with a treatment system customarily used in a single-family dwelling, and include a plan of the subject property indicating each well location where a water sample was taken, and a statement that the water samples upon which the water quality analysis was performed were unadulterated samples taken from the locations indicated on the plan;
- d. A letter from Island Health Authority specifying that the property has adequate sewage system to support two full-time dwellings on the property because if the application is approved, there will be two full time dwellings on the property.

**Islands Trust Conservancy:**

Should the application proceed, staff have recommended to the LTC that the application be referred to the Islands Trust Conservancy (ITC) as the subject property has an ITC Covenant to enhance the ongoing protection of the larger Mount Erskine protected area. The property is adjacent to the Lower Mount Erskine Nature Reserve. The property also is of high relative importance according to the regional conservation plan 2018-2027.

**Issues and Opportunities**

Staff have identified the following issues, which are discussed below, and may be considered further once an amendment bylaw is tabled, and through referral responses, if the LTC chooses to proceed with the application:

- Use: the change from R to R (f) zone in order to site a full time rental cottage of up to a maximum of 90 square meters is a permitted use within the R (f) zone.
- Density: the proposal does not in any way conflict the density of the rural (f) zone. According to the LUB, in any zone unless otherwise stated, no more than one dwelling may be permitted. The proposal does not bring an increase to the permitted number of dwelling and accessory buildings permitted for any lot as specified in the LUB. Therefore the proposal is consistent with the LUB and also with the OCP's definition of medium density residential development (medium-density residential use as between one dwelling per 0.10 hectare and one dwelling per 2 hectares, the current density).
- Archaeological potential: Islands Trust reviews all applications/permits to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. In this case, staff will direct the applicant to seek clarification on the location of the development site, review the provincial archaeological branch website, and be guided by the Islands Trust Chance Find Protocol
- Water and septic: according to the OCP, the applicant needs to provide evidence guaranteeing adequate supply of potable water as well as sufficient area for septic facilities.

### **Section 219 Covenant**

The LTC could require that the applicant grant a s. 219 *Land Title Act* covenant to the LTC for any additional restrictions not included in the LUB amendments. For example, a covenant could include ongoing conditions for water use/quality monitoring and reporting.

### **Consultation**

As the proposal is to proposed to facilitate residential development, provided that further policy analysis does not reveal any inconsistency with the OCP, a public hearing may not be held for this application, in accordance with s.464(3) of the *Local Government Act*.

### **Timeline**

If the LTC supports proceeding, amending bylaws would be drafted and brought back for consideration of First Reading, referrals and scheduling of a public hearing Protocols.

### **Rationale for Recommendation**

The recommendation on page 1 are supported as:

1. The proposal appears to be consistent with the policies of the Salt Spring Island Official Community Plan No. 434 (OCP) and Islands Trust Policy Statement (ITPS).

### **ALTERNATIVES**

#### **1. Request additional information**

The LTC may request additional information prior to making a decision. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust in addition to the recommended resolution the following...*

#### **2. Request a new geotechnical report**



The LTC may request a new geotechnical report prior to making a decision. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee request that the applicant submit a new geotechnical report to the Islands Trust in addition to the recommended resolution*

**3. Deny the application**

The LTC may deny the application. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee deny application PLRZ20240145 for the following reasons ....*

**4. Hold the application in abeyance**

The LTC may choose to hold the application in abeyance pending completion of a significant study or OCP process, etc. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee place application PLRZ20240145 in abeyance until the conclusion of the Salt Spring Island OCP/LUB update project...*

**NEXT STEPS**

If the recommendations are supported:

- Staff will move forward with processing the rezoning application, refer the application to ITC, initiate the drafting of amending bylaws and issue a TOR consistent with the DAI Bylaw to the applicant.

Submitted By:	Oluwashogo Garuba, Planner 1	November 6, 2024
Concurrence:	Chris Hutton, Regional Planning Manager	Select Date.

**ATTACHMENTS**

1. Site Context
2. Applicant’s Letter of Rationale

## ATTACHMENT 1 – SITE CONTEXT

### LOCATION

Legal Description	LOT 3 SECTION 3 RANGE 2 WEST NORTH SALT SPRING COWICHAN DISTRICT PLAN EPP100050
PID	031-498-400
Civic Address	200 Collins Road, Salt Spring Island
Lot Size	4.2 hectares   (10.4 acres)


### LAND USE

Current Land Use	Rural (R)
Surrounding Land Use	Rural (R), Shoreline 6 (S6)

### HISTORICAL ACTIVITY

File No.	Purpose
SS-DVP-2019.1	Proposed variance to allow for a 3 lot subdivision split by Collins Road (LUB 355, section 5.11) - 200 Collins Road, SSI
SS-SUB-2018.5	Proposed 3 Lot Subdivision - 200 Collins Road, SSI

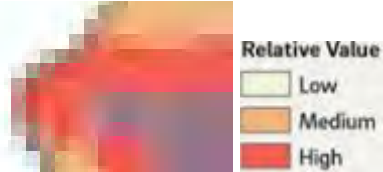
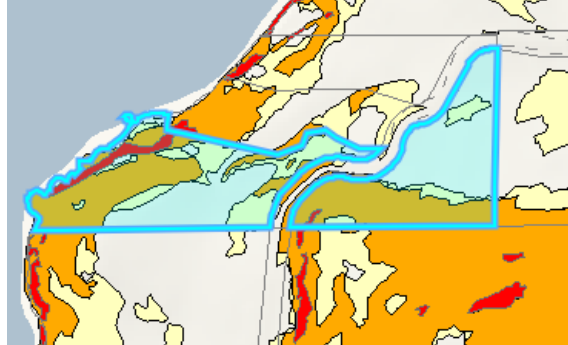
### POLICY/REGULATORY

Official Community Plan Designations	<p>Salt Spring Island Official Community Plan Bylaw No. 434, 2008            Designation: Rural Neighbourhoods – RL            Development Permit Area 6 – UNSTABLE SLOPES AND SOIL EROSION HAZARDS</p>  <p>Map14 - High Slope Stability Hazard Areas    Map24 - High Slope Instability Hazard Areas</p>
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Land Use Bylaw	<p>Salt Spring Island Land Use Bylaw No. 355, 1999 – <b>Rural (R)</b></p> <p>The following are uses permitted in the R zone:</p> <ul style="list-style-type: none"> <li>• Single-family dwellings</li> <li>• Two family dwellings constructed before July 31, 1990</li> <li>• Dental and medical offices for a maximum of two medical practitioners</li> <li>• Elementary schools, pre-schools and child day care</li> <li>• Public health care facilities</li> <li>• Community halls</li> <li>• Churches and cemeteries</li> <li>• Veterinarian clinics and animal hospitals</li> <li>• Pet boarding services and kennels</li> <li>• Pounds</li> <li>• Active outdoor non-commercial recreation, excluding golf courses and activities primarily involving the use of power-driven means of conveyance</li> <li>• Agriculture</li> <li>• Public service uses</li> </ul> <p>The following accessory uses are also permitted:</p> <ul style="list-style-type: none"> <li>• Seasonal cottages subject to Section 3.14</li> <li>• Home-based business use, subject to Section 3.13</li> </ul>
Other Regulations	N/A
Covenants	Right of way - 394758G; Statutory Right of Way - CA6991242; Statutory Right of Way - CA6991243; Covenant - CA9224904; Covenant - CA9224905; Covenant - CA9224906; Covenant - CA9224910; Covenant - CA9224913; Statutory Right of Way - CA9224914
Bylaw Enforcement	None

**SITE INFLUENCES**

Islands Trust Conservancy	<p>The application is within the Islands Trust Conservancy as it is adjacent to the Lower Mount Erskine Nature Reserve and will be included in the referral period.</p>  <p>The map shows a coastal area with a yellow boundary indicating the site. A legend at the bottom identifies 'ITC Covenants' with a yellow square and 'Conservation Covenants' with a pink square. The site is adjacent to a pink-hatched area representing Conservation Covenants.</p>
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Regional Conservation Strategy	<p>This application has relatively high value for regional conservancy according to the Regional Conservation Plan 2018-2027</p> 
Species at Risk	None
Sensitive Ecosystems	Coastal Douglas-fir, woodland and mature forest
Hazard Areas	
Archaeological Sites	<p>Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a Heritage Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.</p>
Climate Change Adaptation and Mitigation	No additional impacts to GHG emissions anticipated as a result of this application.
Shoreline Classification	Low Rock /Boulder
Shoreline Data in TAPIS	None



**Polaris Land Surveying Inc.**  
204 - 149 Fulford-Ganges Road  
Salt Spring Island, BC, V8K 2T9  
Salt Spring: 250-537-5502  
Toll free: 877-603-7398  
**ssi@plsi.ca**

Polaris File: 0394-06

July 22<sup>nd</sup>, 2024

Islands Trust  
1-500 Lower Ganges Road  
Salt Spring Island, BC V8K 2N8

**Attention: Planning Staff**

**Re: Rezoning Request for 200 Collins Road**

We are writing on behalf of the owners of 200 Collins Road, Manny and Cynthia Batista. The Batista's own Lot 3, Plan EPP100050 (200 Collins Road).

The Batistas wish to build a new home on Lot 3, in the general area shown on the attached sketch plan. This home would be the primary dwelling on the lot. However there is also an existing cottage on the property, originally believed to be constructed in the late 1980's and then reduced in size in 2019. The cottage is 58.3 m<sup>2</sup> in size, slightly larger than the allowable size of 56 m<sup>2</sup> for a seasonal cottage within the R zone.

We believe that the existing cabin being used as a seasonal cottage is in accordance with the spirit of the Land Use Bylaw. The intent of the 2019 modification was to bring the cottage size into accordance with the Land Use Bylaw. Unfortunately, human error resulted in a final size slightly larger than allowable for a seasonal cottage.

Reducing the size of the cabin would be a significant undertaking, requiring major reconstruction of the building. Doing so would be cost-prohibitive and impractical.

The Batistas want to keep the cabin and either use it as a seasonal cottage or rent the cottage. On advice of staff, we submitted a Development Variance Permit application in June, 2023 to remedy this issue. As the application progressed, we were informed that a variance would be unlawful and the only avenue to legalize the cottage would be through rezoning the property. As such, we are seeking to rezone from R to R(f). The R(f) zone variant allows full-time rental cottages up to 90 m<sup>2</sup> on properties over 2 ha in size. Lot 3 is 4.2 ha, meaning that a rezoning to R(f) would bring the cottage into compliance with the Land Use Bylaw.



We believe rezoning to R(f) is complimentary to proposed bylaw 530, which seeks to legalize accessory dwelling units as a means of creating or legalizing housing on Salt Spring.

Rezoning to R(f) would both solve a problem for the Batistas (a slightly too large seasonal cottage) while also increasing the potential use of the cottage so that it can be used for long-term rentals. This would bring an additional unit of housing into the Salt Spring market, which is in the midst of a housing crisis.

We look forward to your response and support of this modest request.

**Sincerely,**  
**Polaris Land Surveying Inc.**

A handwritten signature in black ink that reads "Jordan Litke". The signature is written in a cursive, flowing style.

**Jordan Litke, P.Surv, BCLS**



## REQUEST FOR DECISION

**To:** Salt Spring Island Local Trust Committee  
**For the Meeting of:** November 14, 2024

**From:** Meeting Administrator  
**Date Prepared:** October 17, 2024

**SUBJECT:** Draft 2025/26 Salt Spring Island Local Trust Committee Annual Meeting Schedule

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**RECOMMENDATION:** THAT Salt Spring Island Local Trust Committee approve their January, 2025 to March, 2026 Meeting Schedule.

**DIRECTOR COMMENTS:** The work of developing the proposed 2025 committee schedule has been centralized thereby allowing the Executive Coordinator and Meeting Administrator to consider, at length, the many factors involved in creating an effective schedule that meets the requirements of each committee, the chairpersons, and committee members. The proposed schedule allows decisions made by local trust committees to move onto the relevant standing committee's agenda to Executive Committee in a timely manner allowing for increased efficiency. Adoption of the proposed meeting schedule will increase productivity by allowing a seamless process in completing the work required to organize and publish the meetings without need for significant re-ordering of the schedule.

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**1 PURPOSE:**

To approve the Salt Spring Island Local Trust Committee Business Meeting Schedule from January 1, 2025 to March 31, 2026

**2 BACKGROUND:**

Each Local Trust Committee (LTC) is asked to endorse, by resolution, its regular annual business meeting schedule for 2025/26. Pending Trust Council's decision at its December meeting, Trust Council Bylaw No. 197, 2024 Section 5 proposes that local trust committee meetings be scheduled for the fiscal year instead of the calendar year. Therefore, if Bylaw No. 197, 2024 is adopted the local trust committee meetings will be scheduled from January 1, 2025 through March 31, 2026 and then April 1 through March 31 thereafter.

As part of this endorsement, the LTC will need to designate which meeting dates are anticipated to be electronic or in-person. This would allow staff to plan further in advance to accommodate meeting logistics, enable staff to book venues for the year and anticipate cancelling the bookings if the meetings get changed to electronic-only at a later date.

Factors that have been considered when putting together the schedule are as follows:

- LTC's preferred meeting days and times;
- Number of meetings held per year;
- Anticipated project commitments and application volumes;
- Chair and trustee availability and conflicts with Executive Committee and Trust Council Standing Committee meeting dates;
- Chair travel;
- Trust Council meeting dates;

- Trust Council Standing Committees including: Executive, Financial Planning and Audit Committee, Governance, Regional Planning, Trust Programs
- Flow of work from LTCs through standing committees to Financial Planning Committee to Executive Committee and then to Trust Council;
- Islands Trust Conservancy Board meetings, Bowen Island Municipality meetings, Union of BC Municipalities, Association of Vancouver Island and Coastal Communities, and other conferences;
- Other local trust committee meeting dates;
- Statutory holidays including Christmas closures;
- Preference to hold as few meetings in August as possible;
- Available staff and financial resources; and
- Ferry and travel schedules.

### 3 IMPLICATIONS OF RECOMMENDATION:

**ORGANIZATIONAL:** If Salt Spring Island LTC makes significant amendments to the schedule there will be a substantial re-ordering of LTC and Council Committee meeting dates as a result.

**FINANCIAL:** LTCs decisions whether to hold electronic meetings or in-person meetings will affect budgets. Electronic meetings do not incur venue costs or travel status costs from trustees or staff.

**POLICY:**

Trust Council Bylaw No. 197 (Proposed).  
LTC Meeting Procedure Bylaws.

**IMPLEMENTATION/COMMUNICATIONS:** Dates and locations of meetings will be posted immediately following adoption and as per LTC Meeting Procedures Bylaws.

**FIRST NATIONS RELATIONS:** Not applicable.

**OTHER:** Adoption of an April to March fiscal LTC meeting schedule will provide each LTC with advance notice of meeting dates for the following year as Trust Council and local trust committees will continue to adopt the schedule in November or December of the previous year.

### 4 RELEVANT POLICY(S):

Trust Council Bylaw No. 197 (Proposed).  
LTC Meeting Procedure Bylaws.

### 5 ATTACHMENT(S):

1. [SS-LTC\\_2025\\_MAR2026 MeetingSchedule-DRAFT.pdf](#)

## **RESPONSE OPTIONS**

**Recommendation:** As provided.

**Alternative:** *THAT Salt Spring Island Local Trust Committee approve their January 1, 2025 to December 31, 2025 Business Meeting Schedule.*

**Prepared By:** Lisa Millard, Meeting Administrator

**Reviewed By/Date:** Stefan Cermak, Director, Planning Services / October 25, 2024





# Islands Trust

## DRAFT

### Salt Spring Island Local Trust Committee January, 2025 – March, 2026 Regular Meetings

The Salt Spring Island Local Trust Committee will be meeting to consider land use applications, bylaws, correspondence, and various community planning topics.

Meetings are subject to change. Please visit the Islands Trust website for up-to-date schedule information.

DATE		TIME	MEETING TYPE	LOCATION
Thursday	February 13, 2025	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	March 20, 2025	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	April 10, 2025	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	May 8, 2025	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	June 5, 2025	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	July 10, 2025	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	September 11, 2025	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	October 16, 2025	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	November 6, 2025	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	December 11, 2025	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	February 12, 2026	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island
Thursday	March 19, 2026	9:30 a.m.	Regular	Salt Spring Legion, Meaden Hall 120 Blain Road, Salt Spring Island

The proposed meeting agenda is generally available one week prior to the meeting and may be obtained at the Islands Trust office or on our website.

**VISIT OUR WEBSITE:** <https://islandstrust.bc.ca/location/salt-spring/>

**CONTACT US AT 250-537-9144 OR:** [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca)