



# Adopted

## North Pender Island Local Trust Committee Minutes of Regular Meeting

**Date:** November 7, 2019  
**Location:** Pender Island Community Hall  
4418 Bedwell Harbour Road, North Pender Island, BC

**Members Present:** Laura Patrick, Chair  
Benjamin McConchie, Local Trustee  
Deb Morrison, Local Trustee

**Staff Present:** Robert Kojima, Regional Planning Manager  
Shannon Brayford, Recorder

**Public:** There were approximately 9 members of the public.

### 1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:00 a.m. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. She also noted that the meeting was being live streamed through Facebook by a private citizen.

### 2. APPROVAL OF AGENDA

The following amendments were recommended:

- Addition of New Business item 15.2 'Bike Lanes';
- Addition of New Business item 15.3 "Letter to Executive Committee, DPA Wide-Plan for Trust Area".

**By general consensus**, the agenda was approved by general consensus.

### 3. TRUSTEE REPORT

Trustee McConchie reported on recent work and the following points:

- Live streaming can no longer be done by a Trustee and is now being handled by a private citizen at the meeting until the Islands Trust establishes an internal process;
- Commitment to advocate for the development of bike lanes on Pender Island and in the Southern Gulf Islands;
- Reminder that November 23, 2019 is the referendum for Magic Lake Property Owners regarding their water and sewer system;

- Recent discussions at Trust Council included reform of election of the executive committee and requesting oversight under the BC Auditor General Act; and
- Reminder that Sara Steil will be posthumously awarded a Lifetime Achievement Award from the Islands Trust at the Anglican Hall, November 16, 2019, 2:00 p.m.

Trustee Morrison reported on recent work and the following points:

- Update on the Trust Programs Committee and an overview of the structure of the work that Trustees do locally and as members of Trust Council;
- Overview of the ongoing Policy Statement Review that will modernize the Trust Policy Statement;
- Encouragement to the community to provide input by December 1, 2019 on their priorities for Trust Council; and
- Announcement that Islands Trust Engagement for 2050 will be held at the Anglican Church on November 27, 2019.

#### 4. CHAIR'S REPORT

Chair Patrick reported on the following points:

- Trust Council will be held in Victoria from December 3-5, 2019. She provided information on how to submit requests as a delegation; and
- Recommended that the public review the report in the September Trust Council package regarding executive committee election.

#### 5. TOWN HALL AND QUESTIONS

Ann Burdett requested that the Trustees advocate with Trust Council to set time limitations on applications to prevent them from drawing on.

Kathy Cronk encouraged the community to advocate for waste-responsible packaging from commercial establishments.

#### 6. COMMUNITY INFORMATION MEETING

None

#### 7. PUBLIC HEARING

None

#### 8. MINUTES

##### 8.1 Local Trust Committee Minutes Dated September 5, 2019

**By general consent** the Local Trust committee meeting minutes of September 5, 2019 were adopted.

##### 8.2 Section 26 Resolutions-without-meeting Report

None

##### 8.3 Advisory Planning Commission Minutes Dated

None

**9. BUSINESS ARISING FROM THE MINUTES**

**9.1 Follow-up Action List Dated October 2019**

Received for information.

**10. DELEGATIONS**

**10.1 Southern Gulf Islands Community Economic Commission - CRD Representative Re: Connectivity**

Justine Starke, (Manager, Southern Gulf Islands Service Delivery, CRD) provided an overview of a Capital Regional District (CRD) project, including its process and objectives. She outlined the opportunities for the public to provide information to the project, including interviews with businesses, surveys for both individuals and businesses, and a public meeting on each of the outer Southern Gulf Islands.

The Trustees requested and received information regarding community education on the safety of internet service options, the CRD's role in improving internet service, and the progress of the Connected Coast project.

**11. CORRESPONDENCE**

**11.1 Letter to the Allans on behalf of the LTC & Response letter from Allan & Wein - 3418 South Otter Bay Road**

**NP-2019-102**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee direct staff to write a letter indicating a deadline of January 2020 to respond to the Local Trust Committee with a comprehensive plan and/or lease agreement indicating the future uses of the industrial land.

**CARRIED**

**12. APPLICATIONS AND REFERRALS**

**12.1 NP-TUP-2019.2 (Hepburn)**

Regional Planning Manager (RPM) Kojima provided an overview of the staff report.

The LTC discussed the application, the role of Short Term Vacation Rentals (STVRs) within the overall infrastructure of the island, and the consideration of where STVRs are concentrated.

**NP-2019-103**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee approve issuance of renewal Temporary Use Permit NP-TUP-2019.2 (Hepburn) for one (1) year.

**CARRIED**

## 12.2 NP-OTH-2019.2 (Shaw)

RPM Kojima provided an overview of the staff report and associated recommendations.

The LTC made remarks on the process, the jurisdiction of the LTC, and issues around health concerns.

Trustee Morrison declared she may have a potential conflict of interest as she is involved in the emergency program and left the meeting at 10:52 a.m.

### **NP-2019-104**

#### **It was Moved and Seconded,**

that the North Pender Island Local Trust Committee concurs with referral application NP-OTH-2019.2 (Shaw Communications), being an application to the federal Ministry of Innovation, Science and Economic Development Canada (ISED) to extend the existing communications tower on Lively Peak, from 12.5 metres to 21.8 metres, as specified in Appendix 1 of the staff report dated November 7, 2019.

**CARRIED**

Trustee Morrison returned to the meeting at 11:00 a.m.

## 12.3 NP-TUP-2018.5 (Grimmer)

RPM Kojima provided an overview of the application, the process to date, and the process moving forward.

### **NP-2019-105**

#### **It was Moved and Seconded,**

that the North Pender Island Local Trust Committee proceed no further with NP-TUP-2018.5 (Grimmer).

A discussion of the motion, its rationale, and its implications on the process was held.

Each Trustee shared their views of the application and the best options for moving forward.

The LTC requested and received information from staff regarding the challenges of regulating and monitoring the proposed uses of the land.

The applicant was invited to speak and noted the challenges in responding to the checklist that he was provided.

A discussion was held regarding the limitations of the Islands Trust for oversight and enforcement.

**The question on the motion was then called.**

**DEFEATED**

A brief break was held from 11:41 a.m. - 11:52 a.m.

A discussion of bylaw compliance was held.

**NP-2019-106**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee direct staff to return with a report on how to strengthen bylaw compliance options related to use.

**CARRIED**

**13. LOCAL TRUST COMMITTEE PROJECTS**

**13.1 Short Term Vacation Rental Review**

RPM Kojima provided an overview of the report and highlighted the options available to the LTC.

Trustees made remarks on the rationale of the project:

**NP-2019-107**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee direct the North Pender Island Advisory Planning Commission to review the Short Term Vacation Rental Report and provide comments and direction for the January 2020 meeting.

**CARRIED**

**By general consent it was agreed** that the Advisory Planning Commission (APC) be asked to also:

- Discuss the cumulative effects of STVRs;
- Provide guidance on why a more or less extensive review may be needed relative to what has already been done; and
- Share back the details of diverging opinions in addition to consensus.

**13.2 Official Community Plan Implementation Project**

RPM Kojima provided an overview of the report and highlighted the significant recommended amendments.

Trustees discussed the process, challenges, and benefits of a review of the Land Use Bylaw (LUB).

**NP-2019-108**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee direct staff to draw up a project charter for a full Land Use Bylaw review and make it a top priority for the Local Trust Committee.

**CARRIED**

**14. REPORTS**

**14.1 Work Program Report**

14.1.1 Top Priorities Report Dated October 2019

Received for information.

14.1.2 Projects List Report Dated October 2019

Received for information.

**14.2 Applications Report Dated October 2019**

Received for information.

**14.3 Trustee and Local Expense Report Dated September 2019**

Received for information.

**14.4 Adopted Policies and Standing Resolutions**

Received for information.

**14.5 Local Trust Committee Webpage**

None

**14.6 Islands Trust Conservancy Report**

None

**15. NEW BUSINESS**

**15.1 Live Streaming LTC Meetings**

Chair Patrick provided an overview of the proposal for a pilot project that is going to be considered by Trust Council.

The Trustees shared their views on the matter.

**NP-2019-109**

**It was Moved and Seconded,**

that the Local Trust Committee communicate to Trust Council its significant interest in filming and streaming its public meetings.

**CARRIED**

**15.2 Bike Lanes**

**NP-2019-110**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee write a letter to the Member of the Legislative Assembly, Adam Olsen, and to the Minister of the Ministry of Transportation and Infrastructure in support of encouraging bike lanes on North Pender Island.

**15.3 Letter to Executive Committee, DPA Wide Plan for the Trust Area**

The LTC discussed their commitment to environmental protection and the tools available through which they can strengthen their policies.

**By general consent** it was agreed that the Trustees write and circulate a draft letter to Trust Council outlining the LTC's commitment and encouraging other LTC's to do the same. It was further agreed that the matter be brought forward at the next scheduled meeting.

**16. UPCOMING MEETINGS**

**16.1 Next Regular Meeting Scheduled for November 28, 2019, at the Community Hall, Pender Island**

**16.2 2020 Proposed Annual Meeting Schedule**

It was noted that the Trustees would like to have special meetings scheduled at the Anglican Church and the Legion.

**NP-2019-111**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee adopt the 2020 Proposed Annual Meeting Scheduling as presented

CARRIED

**17. TOWN HALL**

Chair Patrick invited comments from the Community, but heard none.

**18. CLOSED MEETING**

**18.1 Motion to Close Meeting**

**NP-2019-112**

**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) (d & i) for the purpose of considering:

- Adoption of In-Camera Minutes Dated September 5, 2019
- Legal Opinion

AND that the recorder and staff attend the meeting.

CARRIED

**18.2 Recall to Order**

Chair Patrick recalled the meeting to order at 1:04 p.m.

**18.3 Rise and Report**

None

**19. ADJOURNMENT**

**By general consent** the meeting was adjourned at 1:05 p.m.

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Laura Patrick, Chair

Certified Correct:

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Shannon Brayford, Recorder