North Pender Island Local Trust Committee
Regular Meeting Agenda

Date:	**October 29, 2015**
Time:	**9:45 am**
Location:	**Pender Island Community Hall**
	4418 Bedwell Harbour Road, North Pender Island, BC

			Pages
1.	**CALL TO ORDER**	9:45 AM - 10:15 AM	
2.	**APPROVAL OF AGENDA**		
3.	**TOWN HALL AND QUESTIONS**		
4.	**COMMUNITY INFORMATION MEETING**		
	none		
5.	**PUBLIC HEARING**		
	none		
6.	**MINUTES**	10:15 AM - 10:25 AM	
6.1	**Local Trust Committee Minutes Dated September 10, 2015 (for Adoption)**		4 - 11
6.2	**Section 26 Resolutions-without-meeting Report Dated October 2015**		12 - 12
6.3	**Advisory Planning Commission Minutes (for Receipt)**		
6.3.1	Pender Island Waste & Resource Management Commission (Special APC) Adopted Minutes of September 16 & August 27, 2015		13 - 22
6.3.2	Pender Island Waste & Resource Management Commission (Special APC) Draft Minutes of October 16, 2015 (for Receipt)		23 - 34
7.	**BUSINESS ARISING FROM THE MINUTES**		
7.1	**Follow-up Action List Dated October 2015**		35 - 36
8.	**DELEGATIONS**		
	none		
9.	**CORRESPONDENCE**	10:25 AM - 10:35 AM	
	Correspondence received concerning current applications or projects is posted to the LTC webpage		
9.1	**Email Dated September 17, 2015 From S. Luft re: Beacon Service Expansion - Letter of Support Request**		37 - 38

9.2 Email Dated September 23, 2015 From J. Burrows re: Observation Well 284 — 39 - 40

10. APPLICATIONS AND REFERRALS — 10:35 AM - 10:45 AM

10.1 NP-RZ-2014.1 (Philpot) - Staff Report (Covenant Presented For Consideration) — 41 - 52

10.2 Salt Spring Island Local Trust Committee Bylaw No. 483 Referral (for Response) — 53 - 55

11. LOCAL TRUST COMMITTEE PROJECTS — 10:45 AM - 11:10 AM

11.1 Age Friendly Plan - Staff Memo & Draft Final Report — 56 - 102

11.2 Short Term Vacation Rentals (STVR) - Verbal Update & Reminder of Workshop

11.3 Waste Management - Verbal Update

12. REPORTS — 11:10 AM - 11:30 AM

12.1 Work Program Report (attached)

12.1.1 Top Priorities Report Dated October 2015 — 103 - 103

12.1.2 Projects List Report Dated October 2015 — 104 - 106

12.2 Applications Report Dated October 2015 (attached) — 107 - 109

12.3 Trustee and Local Expense Report Dated September 2015 (attached) — 110 - 110

12.4 Adopted Policies and Standing Resolutions (attached) — 111 - 112

12.5 Local Trust Committee Webpage

12.6 Chair's Report

12.7 Trustee Report

12.8 Trust Fund Board Report Dated October 2015 (attached) — 113 - 113

13. NEW BUSINESS — 11:30 AM - 11:40 AM

13.1 North Pender LTC Proposed 2016 Annual Regular Meeting Schedule - Memo (for consideration to Adopt) — 114 - 116

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for November 26, 2015, at 4:00 pm, at the Anglican Hall, Pender Island

14.2 Special Local Trust Committee Meeting (re: STVR Workshop) to be held November 7, 2015, at 1:00 pm at the Anglican Hall, Pender Island

15. TOWN HALL — 11:40 AM - 11:50 AM

16. CLOSED MEETING (Distributed Under Separate Cover) 11:50 AM - 12:10 PM

16.1 Motion to Close Meeting

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

- *Adoption of In-Camera Meeting Minutes Dated September 10, 2015*
- *Appointment of APC Members*

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT 12:10 PM - 12:10 PM

Islands Trust

North Pender Island Local Trust Committee Minutes of Regular Meeting

Date:	**Thursday, September 10, 2015 (9:45 am)**
Location:	**Pender Island Community Hall** **4418 Bedwell Harbour Road, North Pender Island, BC**
Members Present:	**George Grams, Chair** **Dianne Barber, Local Trustee** **Derek Masselink, Local Trustee**
Staff Present:	**Robert Kojima, Regional Planning Manager** **Zorah Staar, Recorder** **Miles Drew, Bylaw Enforcement Manager (from 11:15 am)**
Regrets:	**Justine Starke, Island Planner**
Others Present:	**Six (6) members of the public present and no members of the media**

1. CALL TO ORDER

Chair Grams called the meeting to order at 9:45 am. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following amendments to the agenda were presented for consideration:

- add Correspondence item, 9.3, Letter dated September 10, 2015 from Burdett;
- add Correspondence item, 9.4, Submission from Michael Sketch; and
- add to existing item 14.1, discussion of different times for future meetings.

By general consent the agenda was approved, as amended.

3. TOWN HALL AND QUESTIONS

Sara Steil commented re: item 9.2 – notice of an October 10 seminar with Dr. Jim Henderson concerning groundwater. She asked that the Islands Trust put this on the website and also send it to the email list. (already done).

Trustee Masselink suggested that Sara Steil also invite Graham Henderson of the Ministry of Environment to participate in the October 10 seminar.

Garnet Coburn commented as follows:
- he had previously operated a short term vacation rental (STVR) in a small cabin on his property, which provided inexpensive accommodation to visitors (e.g. cyclists);
- he lived on the property as well, and looked after the STVR to ensure low impact;
- he now understood why STVR's were currently illegal, but he made a plea to the Local Trust Committee (LTC) to allow operations such as his, with some regulation.

Chair Grams said that a review of the STVR issue was in progress, and the LTC needed to balance contradictory needs and pressures in order to come to a resolution.

Dennis Perch commented re: 13.1 (Bylaw Enforcement Strategy for Waste Management):
- for waste and vehicles, it was proposed to expand investigation and enforcement without written complaint, based on observations onsite or reliable verbal complaints;
- this violated section 8 of Canadian Charter (further details submitted in writing);
- Bylaw Enforcement Officers had made a previous promise to comply with rules, they were aware that above approach was not allowed, and legal advice should be sought.

Michael Sketch commented as follows on his written submission (see 9.4 below):
- requested to revise paragraph 4 of Terms of Reference for Waste and Resource Management Commission, in order for minutes to name resolution makers, have sufficient detail, and be published on website in draft form within 7 days;
- requested re: paragraph 12 to take out or revise sentence about LTC being satisfied;
- applicants for Advisory Planning Commissions should be required to state conflicts of interest in their expressions of interest, and in addition, past conflict of interest work by Local Planning Committee and Executive Committee should be implemented.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Minutes

6.1.1 Local Trust Committee Meeting Minutes Dated July 30, 2015

By general consent the Local Trust Committee meeting minutes of July 30, 2015 were adopted.

6.2 Section 26 Resolutions-without-meeting Report

none

6.3 Advisory Planning Commission Minutes

6.3.1 APC Minutes Dated April 2, 2015

Received for information

6.3.2 APC Minutes Dated April 23, 2015

Received for information

6.3.3 APC Minutes Dated July 29, 2015

Received for information

6.3.4 Waste & Resource Management Special Advisory Planning Commission (SAPC) Minutes Dated August 18, 2015

Received for information

6.3.5 SAPC Minutes Dated August 27, 2015

Received for information

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated July 2015

Regional Planning Manager (RPM) Kojima reviewed the Follow-Up Action List.

8. DELEGATIONS

none

9. CORRESPONDENCE

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

9.1 Email dated July 28, 2015 from M. Pare re: Well #284, Pirates Road

Received for information

9.2 Email from S. Steil re: Pender Islands Trust Protection Society – October 10 Seminar on Groundwater

See Town Hall comments, item 3.

9.3 Letter dated September 10, 2015 from Anne & Michael Burdett

Received for information

9.4 Submission from Michael Sketch re: Waste & Resource Management Commission

See Town Hall comments, item 3.

10. APPLICATIONS AND REFERRALS

10.1 Salt Spring Island Local Trust Committee Bylaw No. 484 Referral

This Salt Spring Island Bylaw No. 484 - referred for comment - would introduce a required 30.5 metre setback between septic fields and drinking water, and was needed to address some inadequate septic issues in an area on Salt Spring.

NP-2015-060
It was MOVED and SECONDED
THAT the North Pender Island Local Trust Committee supports Salt Spring Island Local Trust Committee Bylaw No. 484 because it may serve as a model for other Trust areas.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Waste and Resource Management Commission Terms of Reference

Regional Planning Manager Kojima reviewed the August 31, 2015 Staff Report re: revised Terms of Reference for the Special Advisory Planning Commission known as the Waste and Resource Management Commission. There was discussion as follows:

- this Commission had met twice and given feedback on Terms of Reference;
- legal opinion obtained re: conflict of interest, resulting in provisions that Commission members would disclose any conflicts on agenda items and could then still participate, which the LTC was satisfied was procedurally fair;
- South Pender LTC was asking for another community member appointee, rather than an ex officio representative of the South Pender APC;
- North Pender LTC supported minutes for Waste and Resource Management Commission being a balance between decision-only and verbatim minutes;
- Trustee Masselink suggested fast tracking the use of audio recording for Commission meetings, and RPM Kojima said that he would look into this.

NP-2015-061
It was MOVED and SECONDED
THAT the North Pender Island Local Trust Committee adopts the amended Terms of Reference for the Waste and Resource Management Commission attached to the staff report dated August 31, 2015.

CARRIED

11.2 North Pender Advisory Planning Commission (APC) Bylaw No. 200

RPM Kojima reviewed the August 31, 2015 Staff Report re: Advisory Planning Commission Bylaw No. 200, which was ready for adoption and which allowed North Pender special APC's to have some South Pender members as well.

NP-2015-062
It was MOVED and SECONDED
THAT the North Pender Island Local Trust Committee adopt Bylaw No. 200, cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015".

CARRIED

11.3 Age Friendly Plan: Baseline Research and Analysis

RPM Kojima reviewed the September 1, 2015 Staff Report re: the Age Friendly Planning initial Baseline Report. There was more work to come, to produce a draft Age Friendly plan and recommendations for our community. The Local Trust Committee had limited jurisdiction in this regard, but would cooperate meaningfully with agencies and organizations.

Trustee Masselink noted that senior-friendly modifications helped other ages and families as well, e.g. in relation to issues like affordability, housing, transportation, etc.

12. REPORTS

12.1 Work Program Report (attached)

13.1.1 Top Priorities Report Dated August, 2015

13.1.2 Projects List Report Dated August, 2015

There were no changes to the Work Program.

12.2 Applications Report Dated August, 2015

Received for information

12.3 Trustee and Local Expense Report Dated August, 2015

Received for information

12.4 Adopted Policies and Standing Resolutions

Received for information

12.5 Local Trust Committee Webpage

The North Pender Local Trust Committee webpage can be found at: www.islandstrust.bc.ca/npender

12.6 Trustees Report

Trustee Masselink commented on the following:
- Trust Council meeting next week, to discuss issues including Strategic Plan, Salt Spring Island governance review, and tanker traffic;
- on Pender, ongoing concerns re: freighter traffic (e.g. gypsum barge back);
- Trustee Masselink on National Park Advisory Board, and hoping to meet in fall to discuss terms of reference for National Marine Conservation Area.

Trustee Barber reported that she had been speaking with a lot of people about water supply / groundwater concerns, and various other issues.

Note: Bylaw Enforcement Manager (BEM) Drew arrived at 11:15 am.

12.7 Chair's Report

Chair Grams reported on the following:
- Executive Committee received a Pender delegation in opposition to Local Trust Committee approval of an oversized dock (seeking legal opinion);
- Chief Executive Officer hiring process going well;
- Salt Spring incorporation study going well (preliminary report next week);
- Salt Spring Water Protection Association working on various watersheds.

12.8 Electoral Area Director's Report

none

12.9 Trust Fund Board Report

Received for information

13. NEW BUSINESS

13.1 Bylaw Enforcement Strategy for Waste Management

Bylaw Enforcement Manager Miles Drew reviewed the September 1, 2015 Staff Report re: enforcement on storage and disposal of waste and vehicles. It was proposed that investigation and enforcement could occur without a written complaint, based on observations made by Bylaw Enforcement, or based on reliable verbal complaints. Drew said that the Land Use Bylaw did not prevent proactive enforcement like this, although right of entry restrictions would still apply. Trust Council policies allowed enforcement without written complaint on some issues, and this was not contrary to the *Charter of Rights and Freedoms*.

While waste management was being assessed by a Commission (see 11.1), the Trustees supported proactive, balanced enforcement – as proposed above.

NP-2015-063
It was MOVED and SECONDED
THAT the North Pender Island Local Trust Committee authorizes bylaw enforcement officers to commence bylaw investigations and enforcement without written complaint if bylaw violations related to disposal or storage of waste or recyclable materials or storage of vehicles or vehicle parts are observed by the bylaw enforcement officer while doing inspections for other issues, or if it is reliably reported to the officer that such activity may be taking place.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Thursday, October 29, 2015 (9:45 am, Pender Island Community Hall).

Trustee Masselink repeated his strong preference for trying to have one or more LTC meetings in the evening or on a Saturday, to support greater participation. This could mean the November meeting. Staff would follow up.

15. TOWN HALL

Michael Sketch said regarding proactive bylaw enforcement on waste, there could be a paper trail establishing the basis for intervention. Re: final appointments to the Waste & Resource Management Commission, Sketch believed that the Chair of the North Pender Island Advisory Planning Commission was willing to attend some meetings.

16. CLOSED MEETING

16.1 Motion to Close Meeting

NP-2015-064
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), (d) and (i), for the purpose of considering adoption of In Camera Meeting Minutes, a legal opinion, appointment of Advisory Planning Commission Members, and appointment of Board of Variance Members, and that and that recorder and staff attend the meeting.

CARRIED

Note: See separate In Camera minutes dated September 10, 2015.

16.2 Recall to Order

The regular meeting was recalled to order at 12:36 pm.

16.3 Rise and Report

It was reported as follows that during the In Camera meeting, the following appointments were made:

- Ron Underhill to the North Pender Island Advisory Planning Commission;
- Sara Steil and Priscilla Ewbank to the North Pender Island Board of Variance; and
- Gordie Duncan to the Waste and Resource Management Commission.

17. ADJOURNMENT

By general consent the meeting was adjourned at 12:38 pm.

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George Grams, Chair

Certified Correct:

____
Zorah Staar, Recorder

Resolutions Without Meeting

North Pender Island

Resolution #	Action	Resolution Desciption	Resolution Date
2015-06	In Favour	THAT North Pender Island Local Trust Committee schedule a Special Local Trust Committee Meeting to be held October 26, 2015.	01-Oct-2015

Islands Trust

ADOPTED

Pender Island
Waste and Resource Management Commission
Special Advisory Planning Commission
Minutes of a Meeting

Date: Wednesday, September 16, 2015 (12:30 p.m.)

Location: Pender Islands Community Hall Lounge
4418 Bedwell Harbour Road, North Pender Island, BC

Members Present: Elizabeth Montague, Chair
Richard Philpot, Deputy Chair
Dale Henning
Donn Korbin
Ursula Poepel
John Pollard
Davy Rippner
Michael Sketch
Gordie Duncan
Michael Symons (Ex officio Member)

Staff Present: Justine Starke, Island Planner
Zorah Staar, Recording Secretary

Regrets: Jim Petrie, Member

Others present: Three (3) members of the public

1. CALL TO ORDER

Deputy Chair Montague (later elected Chair) called the meeting to order at 12:32 p.m. There were introductions of two new members of the Waste and Resource Management Commission ("the Commission"): Gordie Duncan (from South Pender Island) and Michael Symons (an ex officio Member, from the North Pender Island Advisory Planning Commission).

Deputy Chair Montague also commented on the need for the information being gathered by the Commission (re: discarded materials waste, volumes, needs and related issues) to be retained and organized in a way that was most useful now and in future. She asked Island Planner Starke if staff could consider how this might occur and how they could assist.

2. APPROVAL OF AGENDA

The agenda was amended to be re-ordered slightly, and to add the following:

- item 6.5, Donn Korbin re: Hartland Treatment of Organic Kitchen Scraps; and
- item 11., Official Community Plan and Land Use Bylaw Matters.

By general consent the agenda was approved as amended.

3. APPROVAL OF MINUTES

NP-SAPC-2015-009
It was MOVED and SECONDED
THAT the Commission approve the minutes of August 27, 2015.

<u>CARRIED</u>

4. ELECTION OF CHAIR & DEPUTY CHAIR

Island Planner Starke called for nominations for the role of Commission Chair. Member Sketch nominated Member Montague. After 3 calls for nominations there were no others, so Member Montague was declared Chair by acclamation.

Chair Montague called for nominations for the role of Commission Deputy Chair. Member Sketch nominated Member Philpot. After 3 calls for nominations there were no others, so Member Philpot was declared Deputy Chair by acclamation.

5. QUESTIONS / COMMENTS FROM COMMUNITY (first round)

Ben McConchie commented as follows:

- he was a Member of the current regular North Pender Island Advisory Planning Commission, which hadn't yet been referred any matters by the Local Trust Committee;
- was it not more appropriate to move consideration of waste issues to the regular APC, because its Members did not have any conflicts of interest on waste issues?;
- in any event, the work of Waste and Resource Management Commission was appreciated.

Some Commission Members and Planner Starke confirmed that for the Commission to include South Pender representatives, it had to be a new Special APC. This Commission had been very deliberately created by the LTC, and feedback should be sent to them.

6. REPORTS ON MATERIALS, VOLUMES & NEEDS

6.1 Richard Philpot re: Pender Island Recycling Society

Member Philpot shared a summary and spreadsheets with details of recycling tonnage and vehicle visits, and made comments on the following:

- 25-year history of non-profit Pender Island Recycling Society reviewed, including mission to support the re-use, reduce, and recycle hierarchy;
- new Extended Producer Responsibility (EPR) initiatives were a good idea, but there were lots of problems with execution by government and companies;
- compensation was not enough to support rural recycling bodies, so CRD had agreed to a different payment system until 2017, and advocacy was in progress;
- recycling tonnage handled by PIRS was decreasing due to lighter packaging, but vehicle visits were increasing, as was volume of materials per vehicle;
- this meant that more space for PIRS was needed, especially if more commercial recycling was to be included in future.

6.2 Barbara Johnstone Grimmer re: Digesters

Grimmer was not available, but was willing to report at the next meeting about digesters. Chair Montage also planned to circulate some information about large-scale composting, from a Pender presentation last year.

6.3 Davy Rippner re: Ron Henshaw

Chair Montage and Member Rippner had spoken with Ron Henshaw, a discarded materials handler, who had provided this information:

- Henshaw handled mostly woody debris, construction and demolition waste;
- this was on a sporadic basis, and usually involved bringing containers to site;
- Henshaw did clean burning of woody debris;
- he was willing to participate with a waste transfer facility, if controlled by government rather than by private operators.

Note: At this point, the Commission addressed the parameters of their discussion of information from or about private operators. The following was noted:

- most waste transfer private operators on Pender were technically operating beyond the Land Use Bylaw at this point;
- their knowledge of waste materials, volumes and needs was essential to the Commission, but they may not be willing to provide this private business information, or may provide it only if they knew it would not be made public;
- therefore, the Commission discussing operator information was sensitive, and to some degree (as yet undefined) should happen In Camera;
- Commission's focus was not to decide on operators, but rather on best practices, ideal locations, and preferred scope of waste management.

6.4 Dale Henning re: Questions for Operators (including Burdetts)

Note: Before Henning spoke, some Members expressed concern about Chair Montague interviewing Ron Henshaw (see 5.3 above) and suggesting that Dale Henning ask questions of the Burdetts, along with a potential list of questions. Montague said that this was intended to begin gathering info for Commission discussions, but further inquiries would not occur until the group approved it.

Member Henning reported on discussions with Anne and Mike Burdett as follows:

- Burdetts were concerned about providing proprietary information, and also about all operators being asked the same questions (level playing field);
- they gave an initial estimate of waste removed from Pender per year, but then said that they needed to review their tipping slips;

6.5 Donn Korbin re: Hartland Treatment of Organic Kitchen Scraps

Member Korbin commented on information about Hartland:

- currently kitchen scraps received at Hartland transfer station are shipped for processing in Richmond;
- CRD can renew the contract at its discretion until the end of 2018;
- CRD may or may not issue a Request for Proposals for in-region processing of kitchen scraps.

Some Commissioners expressed concerns about the potential negative aspects of local, large-scale, kitchen waste composting or digesting (i.e. odours, controversy, legal battles like neighbours like in Saanich). If the current Hartland shipping to Richmond was working, why change it?

Island Planner Starke commented that processing of organic waste was governed by a strict CRD composting bylaw, requiring licensing of operators. She encouraged the Commission not to close the door on discussion of composting issues, because it was possible that technical issues could be resolved. Kitchen scraps were also a high percentage (30%) of waste.

Note: Ex officio Member Symons left the meeting at approximately this time.

7. MEMBER/COMMISSIONER COMMENTS & DECISIONS ON NEXT STEPS

See notes in items 6.3 and 6.4 above. There was further discussion of which questions should be asked of discarded materials operators, how this should be done, and also the "what" of the Commission's role, i.e. the technical substance of its inquiries with operators and otherwise. In addition, a subcommittee and a survey were suggested.

NP-SAPC-2015-010
MOVED by Member Sketch, SECONDED by Member Rippner
THAT the Commission agrees that the following three areas should be addressed by the "what" category of the Commission's role:

1. list of discarded materials handled by each operator;
2. volume and weight handled in each category, per unit of time;
3. transport capacity of each operator, i.e. number of trucks, volume, and weight capacity.

CARRIED
(Members Korbin and Duncan opposed)

NP-SAPC-2015-011
MOVED by Member Corbin, SECONDED by Member Philpot
THAT the Commission strike a subcommittee of 3 Members, to formulate a list of questions to operators and other stakeholders, and to circulate these questions to other Commission Members for review.

CARRIED

The subcommittee volunteers were Member Henning, Member Korbin and Member Pollard (with Deputy Chair Philpot offering to be a resource). It was suggested to send the draft list of questions for operators and stakeholders to Island Planner Starke as well.

There was also discussion of Commission minutes, with Island Planner Starke confirming that there was some flexibility in departing from the Islands Trust general policy of decision-oriented and not verbatim minutes. Members expressed a preference for their minutes containing enough detail to be useful for future discussions and reference (i.e. not just focussing on decisions), which was possible. On the issues of whether minutes needed to name Members in opposition to a motion, and whether motions could name the mover and seconder, Planner Starke said that she would check further and report back.

8. QUESTIONS / COMMENTS FROM COMMUNITY (none)

9. UPCOMING MEETING DATES PROPOSED

Chair Montague had circulated a list of proposed Commission meeting dates, based on the work plan proposed in the Terms of Reference:

Friday, October 16, 2015
Friday, November 20, 2015
Monday, December 14, 2015

Friday, January 15, 2016
Friday, February 12, 2016
Monday, March 14, 2016
Monday, May 16, 2016
Friday, June 10, 2016 (then presentation at June Local Trust Committee Meeting)
Monday, July 11, 2016 (then presentation at July Local Trust Committee Meeting)

By general consent the above proposed schedule of Commission meetings was accepted, and it was agreed that meetings would occur at 12:30 pm.

Recording Secretary Zorah Staar was asked to book the Community Hall Lounge, prepare a notice of the meeting schedule, and post it on community bulletin boards.

Note: Member Korbin and Island Planner Starke left the meeting at 2:49 pm.

10. NEXT MEETING DATE & BEGINNING AGENDA

The next Commission meeting was scheduled for <u>Friday, October 16</u> (12:30 pm, Community Hall Lounge unless otherwise notified). The questions from the subcommittee (see 7. above) were to be discussed, potentially along with other matters.

11. OFFICIAL COMMUNITY PLAN AND LAND USE BYLAW MATTERS

Member Sketch commented that it was part of the Commission's role to discuss potential North Pender Official Community Plan (OCP) and/or Land Use Bylaw (LUB) amendments relating to discarded materials. He suggested that there be a standing agenda item on this.

Other Members noted the importance of carrying forward recommendations or suggestions about potential OCP or LUB amendments that could benefit the community.

NP-SAPC-2015-012
MOVED by Member Sketch, SECONDED by Member Montague
THAT the topic of "Official Community Plan and Land Use Bylaw Matters" be accepted as a standing Commission agenda item, whether or not addressed at each meeting.

CARRIED

Member Sketch further asked that two of his suggestions be recorded in the minutes:

- to insert a new North Pender Island OCP goal reading as follows: "Goal 17 – To minimize waste and maximize recycling in the management of discarded materials; and
- to restructure OCP paragraph 3.3 with the following policy: "3.3.1 Island resident and visitor consumers, as well as collection operators, shall be encouraged to minimize waste abandonment and land fill disposal and instead to maximize recycling in the management of discarded materials by means of advocacy, signage and appropriate land use."

Chair Montague suggested that the above proposal be on the next meeting agenda as well.

12. ADJOURNMENT

By general consent the meeting was adjourned at 3:03 pm.

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Elizabeth Montague, Chair

Certified Correct:

____
Zorah Staar, Recorder

ADOPTED

Pender Island
Waste and Resource Management Commission
Special Advisory Planning Commission
Minutes of a Meeting

Date:	**Thursday, August 27, 2015 (12:30 p.m.)**
Location:	**Driftwood Center Community Room** **4605 Bedwell Harbour Road, North Pender Island, BC**
Members Present:	**Elizabeth Montague, Deputy Chair** **Dale Henning** **Donn Korbin** **Jim Petrie** **Richard Philpot** **John Pollard** **Michael Sketch**
Staff Present:	**Linda Adams, Chief Administrative Officer** **Robert Kojima, Regional Planning Manager** **Shannon McConchie, Recorder**
Regrets:	**Davy Rippner, Commission Member** **Ursula Poepel, Commission Member**
Others Present:	**Seven (7) members of the public were present**

1. CALL TO ORDER

Acknowledging the written resignation of former Chair Barbara Johnstone-Grimmer, Deputy Chair Montague called the meeting to order at 12:36 p.m.

2. APPROVAL OF AGENDA

A member of the Commission noted that contrary to what the Commission had previously agreed, this agenda did not provide for public input early in the meeting.

It was noted that the agenda was structured to accommodate a conference call with staff.

Deputy Chair Montague acknowledged the public and asked if any had input to provide. No member of the public stepped forward to provide input.

By general consent the agenda was approved as presented.

3. TERMS OF REFERENCE – INPUT

The Commission members reviewed the Terms of Reference regarding Conflicts of Interest.

Members suggested and discussed the following options:

- Not making further amendments to the terms.
- Adopting a similar model to that used by Salt Spring Island Advisory Planning Commission (APC)
- Amending the terms to suit the unique needs of this Special APC (SPAC).

A lengthy discussion was held regarding the merits of each option and how each would impact the SAPC's ability to meet their mandate.

Note: at 1:01 p.m. Chief Administrative Officer (CAO) Linda Adams and Regional Planning Manager (RPM) Robert Kojima joined the meeting via Teleconference.

Deputy Chair Montague gave staff an overview of the discussion and members shared the suggestions that they had made.

RPM Kojima provided clarification on the intent of paragraph 13 and the particular significance of a pecuniary conflict of interest. He also discussed the role of the APC Bylaw as it relates to procedural fairness.

In response to a Commission member's question, RPM Kojima and CAO Adams addressed the particular situation of Commission members who are also involved with the Pender Island Recycling Society. They discussed the possible conflicts of interest related to this specific issue and the legal advice that had been provided to them.

Members and Staff discussed the reasons for having guidelines on conflicts of interests and the disadvantages of guidelines that are either too narrow or too broad.

Note: at 1:29 p.m. the teleconference with Chief Administrative Officer (CAO) Linda Adams and Regional Planning Manager (RPM) Robert Kojima ended.

After receiving the answers from staff, the Commission members returned to discussing the options they had previously suggested.

NP-SAPC-2015-006
It was MOVED and SECONDED
THAT the Waste and Resource Management Commission amend their Terms of Reference as follows:

- Delete paragraph 9.
- Add subparagraph 12c to read "Ensuring that Commissioner deliberations are conducted with objectivity".
- Replace paragraph 13 with "After approval of the agenda at the beginning of each meeting, Commissioners must disclose any conflict of interest the Commissioner may have in respect of agenda items for that meeting. Both the fact of the declared conflict and the nature of the conflict shall be recorded in the meeting minutes".

CARRIED

NP-SAPC-2015-007
It was MOVED and SECONDED
THAT the Waste and Resource Management Commission's revised Terms of Reference of August 18, 2015 and August 27, 2015 be submitted to the North Pender Island Local Trust Committee for approval and sent to the South Pender Island Local Trust Committee for information.

CARRIED

4. MINUTES

4.1 Waste and Resource Management Commission Meeting Minutes dated August 18, 2015 (for Adoption)

By general consent the Waste and Resource Management Commission adopted the August 18, 2015 meeting minutes.

5. QUESTIONS FROM THE PUBLIC

David Howe, Southern Gulf Island Electoral Area Director for the Capital Regional District (CRD) introduced himself. Director Howe noted that while the Capital Regional District (CRD) does not have jurisdiction over this matter, they would be available if the Commission chose to invite them as a resource.

Mr. Howe also introduced CRD Planner June Klassen.

Planner Klassen acknowledged that the CRD has authority for some related services and that they would be available to contribute to this SAPC's work in an efficient and effective way.

Derek Masselink, North Pender Island Trustee, thanked the members and spoke to the uniqueness of this Special APC. He encouraged the Commission members to make it easy for others to participate and follow along with their work.

A member of the Commission asked Trustee Masselink whether In Camera sessions (sessions without public audience) could become part of this SAPC's future agendas.

The role of In Camera sessions was discussed and members shared their opinions on whether such sessions would be an asset to their work or not. While members acknowledged the value of such sessions for protecting confidential information, they also noted the importance of remaining open to the public.

6. COMMISSION WORK PLAN AND SCHEDULE

Members discussed the schedule and agreed that they would like to move their October meeting to September.

The question of whether they required any additional resources to attend the meeting was discussed. Although it was acknowledged that a representative from the CRD would be valuable, the members agreed that print resources would be sufficient. Member Philpot was asked to contact the CRD and have such resources distributed to the Commission members.

Members questioned why this meeting's notice and agenda had not been posted to the website and asked that the minutes reflect their concern.

NP-SAPC-2015-008
It was MOVED and SECONDED
THAT the Deputy Chair of the Waste and Resource Management Commission schedule a meeting for September 2015.

CARRIED

7. ADJOURNMENT

By general consent the meeting was adjourned at 2:18 p.m.

____
Elizabeth Montague, Deputy Chair

Certified Correct:

____
Shannon McConchie, Recorder

DRAFT

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Pender Island
Waste and Resource Management Commission
Special Advisory Planning Commission
Minutes of a Meeting

Date:	**Friday, October 16, 2015 (12:30 p.m.)**
Location:	**Pender Island Community Hall** **4418 Bedwell Harbour Road, North Pender Island, BC**
Members Present:	**Elizabeth Montague, Chair** **Richard Philpot, Deputy Chair** **Dale Henning** **Donn Korbin** **Jim Petrie** **Ursula Poepel** **Gordie Duncan** **Michael Sketch** **Davy Rippner** **Michael Symons (Ex officio Member)**
Staff Present:	**Justin Starke, Island Planner** **Shannon Brayford, Recorder**
Regrets:	**John Pollard, Commission Member**
Others Present:	**Four (4) members of the public were present**

1. CALL TO ORDER

At 12:30 Chair Montague welcomed everyone and called the meeting to order.

2. ADOPT AGENDA

Prior to a discussion of the proposed agenda, Member Korbin asked for clarification on how votes were going to be recorded for this and future meetings.

Planner Starke shared an overview of the policies and precedents, noting that neither provided a clear prohibition nor permission to identify members with their votes.

Member Sketch commented that a record of movers, seconders, and nay voters would be valuable to those reading the minutes, particularly when questions of conflict of interest may arise.

Returning to the proposed agenda, Member Korbin asked why agenda item 8 was included.

Member Sketch provided a brief overview of the item and noted that a motion would be presented during the discussion of that item.

NP-SAPC-2015-013
It was MOVED by Member Rippner and SECONDED by Ex Officio Member Symons
THAT the Commission adopt the agenda as presented.

CARRIED

3. APPROVAL OF MINUTES

Member Henning asked that that the final line of item 6.4 be deleted from the minutes. He explained that the minutes state that Anne and Mike Burdett provided the names of Pender waste operators, when in fact, that list was created by the member himself.

By general consent the minutes of September 16, 2015, as amended, were adopted.

4. COMMENTS FROM COMMUNITY MEMBERS

Chair Montague acknowledged North Pender Trustee Diane Barber as a member of the audience and invited any members of the public to speak.

Candis Zell shared that she had returned from a trip of sea-side areas and noted that those towns that had industrial areas were unappealing and appeared to be stricken by poverty.

5. FOLLOW UP ITEMS FROM PREVIOUS MEETING

Planner Starke discussed the FTP site that is hosted on the Island Trust server. She noted that unlike "the Cloud", this site is a secure option for file-sharing. Planner Starke informed the members that the Commission had their own folder and that she had populated that folder with their documents.

Chair Montague asked whether members could upload files themselves.

Planner Starke confirmed that the members would be able to upload their own files and that she had sent an email with all of the access information.

A discussion was held regarding members identifying the source and intent of the files that they upload to provide context for other readers. Recommendations included a format for naming the files, creating an index, providing introductory paragraphs to the documents, and sending emails to members alerting them to the new file.

6. COMMISSIONER REPORTS

Member Philpot commented that while the Recycling Depot had submitted data to the Commission, there is fluidity in the transportation of recyclables off of the Penders. He explained that the individual industries that create the products are responsible for determining how the recyclables ultimately leave the island. For example, while some industries collect the recyclables, others contract the Recycling Depot with transporting them.

Member Rippner added that while the Recycling Depot could provide insight on the processes right now, those processes can change and the plan will have to include opportunities for adaptation to those changes.

Both Member Philpot and Member Rippner noted that whenever there is a question, erring on the side of more space would be prudent.

7. LIQUID DISCARDED MATERIALS, MEMBER M. SKETCH

Member Sketch spoke to the Commission regarding putting a placeholder in the Official Community Plan (OCP) to hold space for permitting land use for pyrolysis, anaerobic digestion, and composting. In addition to providing an overview of such technologies, Member Sketch offered the following points:

- Such technologies can reduce the proportion of organic materials that are treated as waste, can create consumable energy, and, when the value of the products is considered, are potentially cost neutral.
- Given the value of such technologies, it is foreseeable that the LTC might wish, at a later date, to make amendments to allow for such land use.
- OCP and Land Use Bylaw amendments would be required to do so.
- Amending the OCP is a lengthy process.
- Creating a placeholder now, while there is an opportunity to amend the OCP, will make the process easier in the future.
- Such a placeholder creates an opportunity, but does not necessarily prescribe action.

A discussion was held regarding the current system for processing and disposal of human organic waste that is created on the Penders. Member Petrie commented that currently septic waste is transported, processed, and ultimately turned to garden material.

Planner Starke commented on the regulatory distinctions that are made between liquid and solid waste. She noted that the Commission's scope does not include liquid waste.

Several members echoed the concern that liquid waste is beyond the mandate of this Commission. Chair Montague disagreed, sharing her belief that this topic, as it relates to composting, is consistent with the Commission's mandate.

8. OCP/LUB PLACE HOLDING ITEMS, MEMBER M. SKETCH

Chair Montague noted that agenda item 9 would be follow item 7 with more continuity.

By general consent it was agreed to move to agenda item 9 and return to item 8 later in the meeting.

9. DIGESTERS AND RELEVANT APPLICATIONS, BARBARA JOHNSTONE - GRIMMER

Barbara Johnstone-Grimmer introduced herself and provided an overview of her education and expertise related to this topic. She then gave a brief presentation on digesters, noting the systems have the following features:

- They mitigate the risk of contaminated aquifers.
- They produce a useable biochar in addition to energy which can be put back into the grid.
- They co-digest green waste and septic waste.
- They can be built to scale, from private farm to small community.

Member Sketch reiterated his opinion that creating a place holder for these technologies will allow the Commission and the LTC to be aware of these options moving forward.

NP-SAPC-2015-014
It was MOVED by Member Sketch and SECONDED by Member Rippner
THAT the Commission agrees planning policy "placeholders" be included under a Recyclable Organic Material's Official Community Plan heading to have the effect of "the Local Trust Committee may consider land use for anaerobic digester, composting, and pyrolysis treatment for the purpose of …" and to fill in the rest of that at some later stage.

Member Poepel requested a definition of the term "place holder". Chair Montague defined the term as "a way of developing a category that will allow the LTC to make a change to the LUB without having to amend the OCP. It does not denote a need to act on it."

Ex Officio Member Symons commented that although there was some overlap, liquid waste was beyond the scope of the Commission. He also expressed the following concerns with the resolution:

- The word "may" inappropriately implies that this Commission is giving permission to the LTC.
- It is not wise to create "open windows" in the OCP, as this resolution does.

Chair Montague asked Planner Starke whether the Commission could ask for the advice of Carmen Thiel, Islands Trust Legislative Services Manager, on this issue.

Planner Starke answered that this is not an issue for the Legislative Services Manager as it is related strictly to policy.

Planner Starke further expressed that although she saw the value in taking this opportunity to create a placeholder, she also saw this as a sensitive topic and noted that there are good reasons why liquid and solid waste are dealt with differently.

Member Korbin stated that he opposed the motion and felt the Commission needed to return to their work plan. He further commented that it was inappropriate to recommend any OCP changes until the Commission had heard from the community and the Capital Regional District (CRD) representatives.

Chair Montague addressed several of the previous comments and made the following points:

- The word "may" is used in the motion to denote possibility, not permission.
- Tracking possible changes to the OCP is part of the Commission's charter.
- It may make sense to wait to hear from the CRD before making a decision.

Member Henning stated that the Commission's charter relates to the OCP and LUB for finding a waste transfer site only. He further suggested that the Commission was losing its focus and that Member Sketch and Ms. Johnstone-Grimmer's presentations would be better suited to the LTC than this Special APC.

Chair Montague invited North Pender Trustee Diane Barber, a member of the audience, to comment on what the LTC would find helpful.

Trustee Barber stated that the focus for this Commission is the waste transfer site and that this current discussion was a bigger issue.

Chair Montague asked the Trustee if she would like the Commission to include their research on this topic.

Trustee Barber agreed that the research would be good and reiterated her comment that the focus was on the location.

Ex Officio Member Symons suggested that the Commission keep a catalogue of "related good ideas" that could be brought to the LTC's attention without diverting the focus of the Commission.

Member Sketch agreed with Ex Officio Member Symons' recommendations and asserted that the motion achieves that goal.

Member Korbin expressed concern with putting a place holder in the OCP as it may reduce the community's ability to respond to the issue and potentially stop such a facility. He noted that such technology would be a controversial issue and that such a place holder would allow an LTC to make significant OCP changes without the consultation that such issues are due.

The motion was re-read and Chair Montague called for a vote.

NP-SAPC-2015-014
It was MOVED by Member Sketch and SECONDED by Member Rippner
THAT the Commission agrees planning policy "placeholders" be included under a Recyclable Organic Material's Official Community Plan heading to have the effect of "the Local Trust Committee may consider land use for anaerobic digester, composting, and pyrolysis treatment for the purpose of ..." and to fill in the rest of that at some later stage.

DEFEATED
(Members Duncan, Korbin, Henning, Philpot, Petrie, and Symons opposed)

Note: Chair Montague called for a short break at 1:48 p.m. The meeting was reconvened at 2:01 p.m.

Chair Montague told the Commission that during the break Member Sketch spoke to her and said that he would abandon this issue with the Commission and bring it to the attention of the LTC instead. She further commented that she disagreed with this approach, but did feel that the topic should be left until another day.

10. OPERATOR SURVEY, SUB-COMMITTEE REPORT

Member Henning presented a nine-page survey to the Commission. The survey was created by Members Henning, Pollard, and Korbin acting as a subcommittee of the Commission. Member Henning noted that the survey was lengthy and could be shortened, but stated that it was also simple and easy.

Referring to the three-page alternative survey, Member Henning commented that it did not provide enough space for written responses, that it required some level of computer literacy to access, and that its inclusion of the liquid waste transfer issue was inappropriate.

Ex Officio Member Symons shared general comments on the surveys:

- The survey should only ask for the info that the Commission needs and should not include "nice to know" queries.
- The survey should be printed and include a return envelope with postage.
- The Commission should consider providing a level of anonymity given the sensitivity of revealing business information.

Member Sketch noted that he had contributed, with Chair Montague, to the three-page version. He commented on the nine-page version:

- The questions are based on the premise that all discarded materials are waste, which is contrary to the spirit of this Commission.
- The definitions used in the survey appear to be taken directly from a communication written by the most prominent waste transfer operator on the island.
- Some of the questions in the survey, if answered honestly, would put the operators at risk of by-law enforcement.

Chair Montague echoed Member Sketch's concerns with the nine-page version and added that she did not believe that the Commission needed to know the source of all of the products, nor their final destinations.

Member Henning responded to the comments of Members Sketch, noting that the definitions used in the nine-page version were drawn from a CRD document. He noted that it was possible the letter Member Sketch had referred to had reflected that same document.

Member Korbin also addressed several of the previous comments:

- In a small community and with the size of the industry, the collected information would not be anonymous. For example, only one operator collects organic waste.
- The source of the waste is a relevant question for the survey in that it distinguishes residential sources from non-residential ones.

Member Petrie raised the issue of waste that is being collected, but is not transported off of the island. A discussion of the difficulties of collecting such data ensued.

Member Duncan noted that the Commission had struck a subcommittee and that they developed the nine-page version. He then asked where the second, three-page version came from.

Chair Montague explained that after working with the subcommittee's draft survey, she felt they had strayed too far from the original assignment, which was materials, volumes and truck capacity. She had informed the subcommittee that a simpler survey model would also be circulated for the commission to review if the subcommittee's amended draft was still too long and included unassigned sections.

11. OPERATOR SURVEY, IMPLEMENTATION

Deputy Chair Philpot suggested accessing Waste Composition Studies, and made the following points:

- Surveying operators does not account for waste that does not leave the island or that leaves the island in a private vehicle.
- Although a study of Pender Island does not exist, data from similar locations could be extrapolated and contacts at the CRD would be able to assist with such research.
- Operators may, understandably, not be willing to share proprietary information about their businesses.
- The Waste Composition Studies could be used in conjunction with information from the businesses that contract the operators.

Planner Starke commented that the survey could capture valuable data beyond the waste volumes.

Chair Montague asked Planner Starke for her opinion on what the Commission should ask the CRD representative at the next meeting.

Planner Starke responded that the Commission could ask what Pender would need to do in order to have the CRD develop a bylaw for the island.

Member Korbin agreed with Planner Starke and suggested that the Commission speak to the CRD before making a final decision on the survey to ensure that they were capturing the correct information.

Member Sketch responded to comments that had been made on the three-page version:

- The scale of the page and space for written responses can be easily changed.
- The three-page version meets the three data objectives that had been agreed upon in the Commission's previous meeting.
- The suggestion of Deputy Chair Philpot could be combined with the data collected through the survey.
- It may not be necessary to capture those materials that are buried on Pender because those materials are not relevant to a waste transfer site.

Member Sketch recommended that the Commission to use this survey in addition to having Deputy Chair Philpot spearhead acquiring the information that he had proposed.

A discussion was held in which Commission members and members of the public offered suggestions of who should be targeted with the survey.

Member Deputy Chair reasserted his suggestion that the Commission use Waste Composition Studies in addition to surveying businesses on the waste they create.

NP-SAPC-2015-015
It was MOVED by Member Sketch and SECONDED by Chair Montague
THAT the three-page survey is applied to Pender Island as a whole, advertised in the Pender Post or through other means, in order to collect data pursuant to the questions agreed upon by the commission on September 16, 2015.

Member Korbin asked who the targets of the survey would be.

Member Sketch answered that it would target everyone who transfers waste including operators and the businesses who contract them.

Deputy Chair Philpot stated that he would not support the motion because he does not feel the survey is ready. He suggested the sub-committee be reconvened and the Commission seek the advice of the CRD.

Member Petrie expressed concern that Deputy Chair Philpot's suggestion would mean a lengthy delay in distributing the survey.

Deputy Chair Philpot offered assurance that the steps could be completed quickly.

Chair Montague noted that the survey should be completed for the Commission's November meeting. She suggested that the authors of both surveys work together to create one product.

Member Henning agreed with the suggestions, but commented that he would like the input of the CRD before making further revisions to the surveys.

NP-SAPC-2015-016
It was MOVED by Member Korbin and SECONDED by Member Rippner
THAT the Commission postpone the consideration of NP-SAPC-2015-015 indefinitely.

CARRIED
(unanimous)

12. NEXT STEPS, FUTURE MEETINGS, COMMISSIONER ACTIVITIES

Chair Montague noted that the CRD representatives would attend the Commission's November meeting.

Member Duncan noted that the Commission should start looking at sites.

Member Henning proposed that the Commission invite major waste management operators to the meeting for an in-camera session.

Member Sketch responded:
- The Commission needs to know the volumes and types of waste before selecting a site.
- Particular operator needs is not relevant because it will change. This makes an in-camera session unnecessary.

Chair Montague suggested reconvening the conversation at a later time. She then acknowledged that the agenda did not have an item for public comment at the end of the meeting. She called upon Anne Burdett to speak.

Anne Burdett made comment related to liquid waste transfer. She noted that their public toilet operations had received by-law complaints and offered to produce documentation to support that her operation utilized proper disposal.

Candis Zell asked for clarification on the discussion of asking operators for proprietary information. She asked the Commission why they couldn't compel operators to answer questions related to volume.

Members responded to Ms. Zell's questions:
- A Special Advisory Planning Commission does not have the authority to compel such information.
- Data collection relies on cooperation.

13. ADJOURNMENT

NP-SAPC-2015-017
It was MOVED by Chair Montague and SECONDED by Member Rippner
THAT the Commission adjourn at 3:42.

CARRIED
(unanimous)

Note: Following adjournment it was brought to the Chair's attention that after moving item 9 ahead in the agenda, item 8 had not been addressed. Chair Montague acknowledged the issue and noted that the topic would be placed on the next meeting's agenda.

____
Elizabeth Montague, Chair

Certified Correct:

____
Shannon Brayford, Recorder

Islands Trust

Follow Up Action Report

North Pender Island

18-Jun-2015

No.	Activity	Responsibility	Target Date	Status
1	HOUSING- a) Amend Project charter - explore doing a socio-economic impact analysis of STVRs on local community partnership with other organizations (such as CEDC). b) Endorse housing stvr project charter as amended.[DONE] c) direct staff to develop information materials d) Schedule Community Information Meeting. DONE LF	Justine Starke Lori Foster	30-Jul-2015	Done

30-Jul-2015

No.	Activity	Responsibility	Target Date	Status
2	Bylaw enforcement letter to be sent to all identified STVR owners. Review with trustees.	Miles Drew Justine Starke	31-Aug-2015	Done

10-Sep-2015

No.	Activity	Responsibility	Target Date	Status
3	6.1 July 30, 2015 minutes adopted as presented	Lori Foster	17-Sep-2015	Done
5	10.1 Salt spring island bylaw no 484 - approval recommended as it could serve as a model for other LTCs	Sharon Lloyd-deRosario	17-Sep-2015	Done
6	11.1 Waste and Resource Management Special APC Terms of Reference adopted as presented. staff to look at options for purchasing a recording device for meetings, from project budget if necessary	Robert Kojima Justine Starke	17-Sep-2015	Done
7	11.2 APC Bylaw 200 adopted	Sharon Lloyd-deRosario	17-Sep-2015	Done

Follow Up Action Report

8	13.1 Bylaw enforcement policy adopted as presented. update standing policies and resolutions	Sharon Lloyd-deRosario Miles Drew Warren Dingman	18-Sep-2015	Done
9	rise and report from in-camera: - appointments made to BoV Sara Steil and Priscilla Ewbank - letters sent. LF - Ron Underhill appointed to APC. Letter/pkg sent. LF - Gordie Duncan appointed to special APC. Letter sent LF	Sharon Lloyd-deRosario Justine Starke Lori Foster	10-Sep-2015	Done
10	upcoming meetings: consider re-scheduling November 26 meeting to a later time of day. Done - 4:00 PM Parish Hall.	Sharon Lloyd-deRosario Justine Starke Lori Foster		Done

From: Derek Masselink
Sent: Thursday, September 17, 2015 10:18 AM
To: [redacted]
Cc: North Pender Island Local Trust Committee
Subject: Fwd: Letter of Support...

Sig, thank you for your request. I've forwarded your request on to our Local Trust Committee.Let us know if this is a time sensitive request.

Best,

Derek Masselink
Local Trustee, North Pender Island
Leader, Bright Future Party Canada
twitter: @derekmasselink | web: derekmasselink.tumblr.com
facebook: www.facebook.com/derek.masselink

"The only emotion that expands intelligence is love." - H. Maturana

Begin forwarded message:

From: Siegfried Luft [redacted]
Date: September 17, 2015 at 10:00:05 AM PDT
To: Derek Masselink <dmasselink@islandstrust.bc.ca>
Cc: Siegfried Luft <[redacted]
Subject: Letter of Support...

Hi Derek,

As you may know, Beacon has applied to the Northern Development Trust for a grant to expand service throughout the Gulf Islands. While Pender isn't a major focus of the proceeds, there are inherent benefits to the community. Furthermore, the Northern Development process has requested that Beacon receive letters of support from all of the impacted Gulf Islands. So I have active requests to Thetis, Galiano, Saltspring, South Pender, and now North Pender.

There are really three major thrusts for the use of funds.

1. Is the expansion of service coverage to the northern Gulf Islands, Galiano, and Mayne.
2. The overall upgrade to the infrastructure to meet the demands of the growing subscriber base
3. Investment into permanent staff to work with customer facing activities.

Clearly 2 & 3 benefit existing and future customers on North Pender.

I've included a letter of support from the Mayne Island Trustee's as a reference.

Feel free to call me at [redacted] to discuss.

Best regards,

Sig

Mayne Island Local Trust Committee
1627 Fort St
Victoria, BC V8R 1H8
Telephone: 250.537.5439
Email: ggrams@islandstrust.bc.ca

August 25, 2015

Janine North, Chief Executive Officers
Northern Development Initiative Trust
301 – 1268 Fifth Avenue
Prince George, BC
V2L 3L2

Dear Ms. North:

***NORTHERN DEVELOPMENT INITIATIVE TRUST, CONNECTING BRITISH COLUMBIA* – BEACON WIRELESS INC. APPLICATION FOR IMPROVING DIGITAL CONNECTIVITY ON MAYNE ISLAND & SOUTHERN GULF ISLANDS**

On behalf of the Mayne Island Local Trust Committee, Islands Trust, I am pleased to submit this letter of support for the grant application Beacon Wireless Inc. is submitting to the *Northern Development Initiative Trust, Connecting British Columbia* grant program.

Beacon Wireless has been delivering high speed Internet to Mayne Island for the past five years. With the support of the Northern Development Initiate Trust, Beacon will be able to both improve the service level currently offered, as well as expand the coverage on Mayne Island, as well as other islands throughout the Southern Gulf Islands.

The Southern Gulf Islands are facing severe economic pressures. Local residents have identified digital connectivity as a key requirement to foster economic diversification and community sustainability. The infrastructure that Beacon Wireless Inc. proposes in its grant application will help create new possibilities for islanders to prosper by facilitating their participation in the digital economy. As a Member of Parliament from British Columbia, you can appreciate as we do that the Southern Gulf Islands contribute immensely to our province's unique geographic and cultural appeal; supporting the island communities in their quest toward resiliency benefits us all.

The Mayne Island Local Trust Committee heartily endorses Beacon Wireless Inc.'s application, Ms. North, and we look to your support through this grant program as well as any other initiatives under *Connecting British Columbia* to expand connectivity for the Southern Gulf Islands. We applaud your strategy toward connecting all British Columbians.

Sincerely,

George Grams, Chair

Preserving **island** communities, culture and environment

Bowen Denman Hornby Gabriola Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis

Lori Foster

From:	Justine Starke
Sent:	Wednesday, September 23, 2015 1:01 PM
To:	Lori Foster
Subject:	[corr] FW: Obs Well 284
Follow Up Flag:	Follow up
Flag Status:	Flagged

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SEP 23 2015
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From: Jim Burrows [redacted]
Sent: Wednesday, September 23, 2015 12:35 PM
To: George Grams; Derek Masselink; Dianne Barber; Justine Starke
Cc: Burrows Jim
Subject: Fwd: Obs Well 284

September 23rd 2015
To: North Pender Trustees and Planning Administrator

I understand that some doubts were voiced by Trustee Barber as to the accuracy of the Observation Well data that I previously forwarded to you.
I also understand Trustee Barber made a very unprofessional comment, that by bringing this information forward I was somehow 'fear-mongering'.
I am concerned that Trustees are not taking a drop of more than 6 feet in our aquifer levels seriously.

This drop in water levels is occurring through both summer and winter seasons and reflects the fact that we are using significantly more water throughout the year than can be replenished, in spite of our conservation efforts.

As a result of the Trustees comments, I asked Graeme Henderson from the Environment Ministry to review and update the data for you.
The more current data is attached below, together with Mr Henderson's assurance that the data is in fact accurate, confirming a drop in the aquifer of more than 6 feet.

I request North Pender Trustees to place a moratorium on development in the Pirates Road, Trincomali and Neptune Estates areas until ground water management can be made a priority and action taken that will effectively and measurably reverse this trend.

To not do so in the face of such incontrovertible data would violate the Trust that you hold.

<u>Please include this request for a moratorium on development into the agenda for a decision to be made at the next Trustee meeting in October.</u>

It would perhaps also be appropriate for Trustee Barber to offer an apology for her inappropriate and dismissive comments.

Respectfully

Jim Burrows

[redacted]
Pender Island

Begin forwarded message:

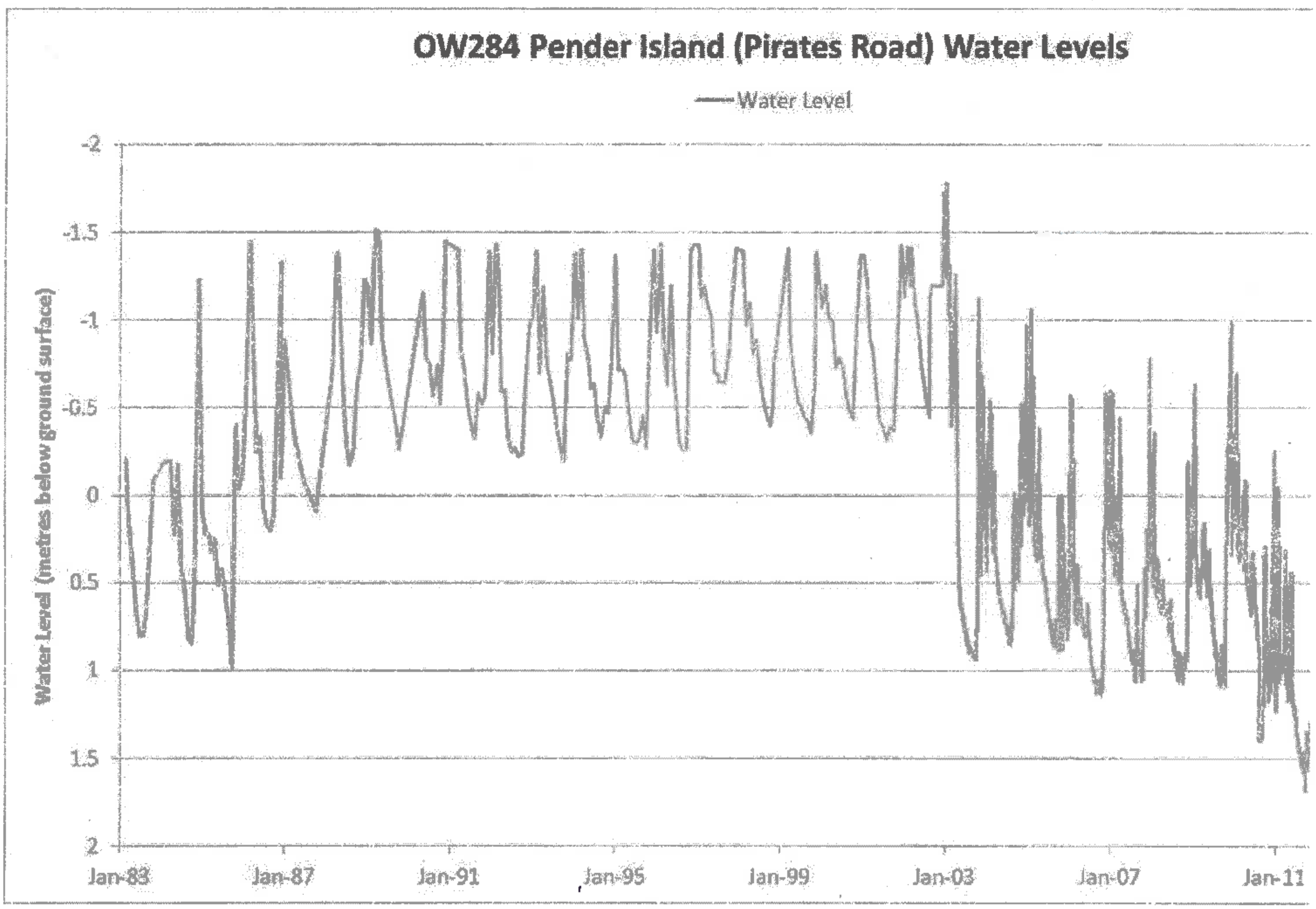
From: "Henderson, Graeme FLNR:EX" <Graeme.Henderson@gov.bc.ca>
Subject: RE: Obs Well 284
Date: September 2, 2015 at 11:06:04 AM PDT
To: 'Jim Burrows' [redacted]

Hi Jim,

I did verify the data. The battery was getting low, so there were some missing readings from parts of the day, but the accuracy of the water level was excellent. I have attached an updated graph, as our website is still showing anomalous data that skew the graph.

Let me know if you have any questions.

Regards,
Graeme



Memorandum

Date	October 19, 2015	File Number	NP-RZ-2014.1
To	North Pender Island Local Trust Committee For the meeting of October 29, 2015		
From	Justine Starke Island Planner		

Owner: **0697595 BC Ltd.**

Applicant: **Michael Philpot, President/Director 0697595 BC**

Location: **Lot 23, Section 6, Pender Island, Cowichan District, Plan 1084, Except part in Plan 19554 (7950 Plumper Way)**

Re: **NP-RZ-2014.1 & Bylaw No. 198 - Common Access Covenant**

The Local Trust Committee is considering Bylaw 198 to amend the North Pender Island Land Use Bylaw No. 103, 1996 (LUB) and rezone the Water 1 zone surrounding 7950 Plumper Way to a site-specific Water 1(c) zone. The purpose of this bylaw amendment is to permit a 83.6m^2 (900 ft^2) dock, and prohibit any additional docks adjacent to the property.

A public hearing was on June 18th 2015; due to an administrative error, the public hearing was re-advertised according to statutory requirements and a second public hearing was held on July 30, 2015. Following the close of the hearing, the LTC may not hear further submissions without holding a new hearing.

Proposed Bylaw 198 received Third Reading by the North Pender Island Local Trust Committee on July 30, 2015. It was approved by the Executive Committee of Islands Trust on September 15, 2015. Bylaw 198 is attached as Appendix 1.

The Local Trust Committee has made a s. 219 covenant a condition of final adoption of Bylaw 198 in order to ensure that if the land is subdivided in the future, new lot owners would be permitted access to the dock.On April 30, 2015, the NPI LTC passed the following resolution:

> THAT the North Pender Island Local Trust Committee request a suitably worded s. 219 covenant be registered prior to final adoption of bylaw 198, to ensure that prior to registration of any future subdivision an easement or access via common property is a condition of subdivision approval.

A Section 219 covenant has been submitted by the applicant and is attached as Appendix 2 for consideration by the Local Trust Committee. The proposed covenant is consistent with the template used by Islands Trust Local Planning Services. Staff recommend LTC accept the proposed covenant.

RECOMMENDATION:

THAT the North Pender Island Local Trust Committee accept the attached covenant under section 219 of the Land Title Act for Lot 23, Section 6, Pender Island, Cowichan District, Plan 1084, Except part in Plan 19554 (7950 Plumper Way) and designate the Chair of the Local Trust Committee to sign the covenant.

Prepared and Submitted by:

Justine Starke October 19, 2015

Concurred in by:

	October 20, 2015
Robert Kojima Regional Planning Manager	Date

pc Robert Kojima, Regional Planning Manager

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 198

****
A BYLAW TO AMEND NORTH PENDER ISLAND LAND USE BYLAW 103, 1996
****

WHEREAS the North Pender Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the North Pender Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS the North Pender Island Local Trust Committee wishes to amend Land Use Bylaw 103, 1996;

AND WHEREAS the North Pender Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the North Pender Island Local Trust Committee enacts in open meeting assembled as follows:

A. Bylaw No. 103, cited as "North Pender Island Land Use Bylaw 103, 1996" is amended as follows:

1. The following is inserted as a new Section 8.19.7 in the Water 1 (W1) Zone

8.19.7 Site Specific Regulations

The regulations listed in Column 3 of the following table only apply to the land identified in Column 2 of the same row. These lands are identified on the zoning map by the site-specific zoning reference listed in Column 1.

Column 1 Site- Specific Zone Reference	*Column 2* Legal Description	*Column 3* Site Specific Regulations
W1(c)	The land covered with water fronting Lot 23, Section 6, Pender Island, Cowichan District, Plan 1084, Except part in Plan 19554.	(1) Despite 8.19.6(1) the maximum water area that may be covered by a float is 83.6m^2. (2) Despite 8.19.7(1) a maximum of one private float, ramp and walkway is permitted in the W1(c) zone

2. Schedule “D” (Zoning Map for North Pender Island) is amended in accordance with the map attached to and forming part of this bylaw as Plan No. 1.

B. This Bylaw may be cited as "North Pender Island Land Use Bylaw 103, 1996, Amendment No. 04, 2014".

C. 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	22nd	day of	JANUARY	, 2015
READ A SECOND TIME this	30th	day of	APRIL	, 2015
PUBLIC HEARING HELD this	30th	day of	JULY	, 2015
READ A THIRD TIME this	30th	day of	JULY	, 2015
APPROVED BY THE EXECUTIVE COMMITTEE this	15th	day of	SEPTEMBER	, 2015
ADOPTED this		day of		, 20

Chair

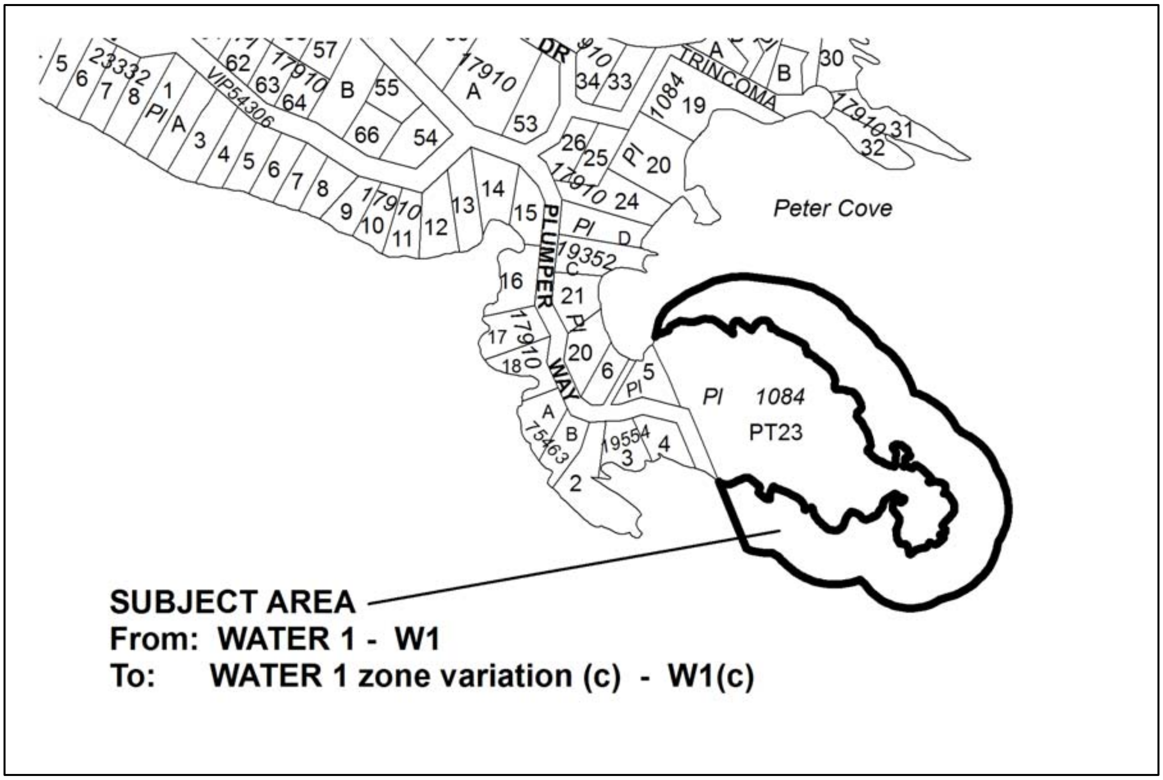
Secretary

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW No. 198

PLAN No. 1

"North Pender Island Land Use Bylaw No. 103, 1996, Schedule "D" Zoning Map" is amended as follows:



LAND TITLE ACT
FORM C (Section 233) CHARGE
GENERAL INSTRUMENT - PART 1 Province of British Columbia

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Patricia D. Wright & Associates
#610 - 1112 West Pender Street
Vancouver BC V6E 2S1

File: Philpot
LTO#: 010472, Phone: 604.682.8988
Carolin Ryan, Auth-Agent
Ref#:

Deduct LTSA Fees? Yes ☑

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID] [LEGAL DESCRIPTION]

029-667-054 **LOT A SECTION 6 PENDER ISLAND COWICHAN DISTRICT PLAN EPP44470**

STC? YES ☐

3. NATURE OF INTEREST / CHARGE NO. / ADDITIONAL INFORMATION

Covenant — Section 29 Entire Instrument

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) ☐ Filed Standard Charge Terms D.F. No. (b) ☑ Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

0697595 B.C. LTD., (Inc. No. 0697595)

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
A CORPORATION UNDER THE ISLANDS TRUST ACT
#200 - 1627 FORT STREET
VICTORIA BRITISH COLUMBIA
V8R 1H8 CANADA

7. ADDITIONAL OR MODIFIED TERMS:

N/A

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Patricia D. Wright
Notary Public
Suite 610, 1112 West Pender Street
Vancouver, BC V6E 2S1

Execution Date		
Y	M	D
15	10	7

Transferor(s) Signature(s)

0697595 B.C. Ltd. by its authorized signator(ies):

Name: Michael Philpot

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

FORM_D1_V21

LAND TITLE ACT
FORM D
EXECUTIONS CONTINUED

Officer Signature(s)	Execution Date Y	M	D	Transferor / Borrower / Party Signature(s)
(as to all signatures)	15			North Pender Island Local Trust Company by its authorized signatory (ies) Name: Name:

OFFICER CERTIFICATION:
Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

PART 2 – TERMS OF INSTRUMENT

SECTION 219 COVENANT

This Agreement dated for reference the 7 day of October, 2015 is

AMONG:

0697597 B.C. Ltd., Incorporation N. 0697595
c/o Suite 215, 13737 – 72nd Avenue
Surrey BC V3W 2P2
(the "Owner")

AND:

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE, a Corporation under the *Islands Trust Act*, R.S.B.C. 1996, c.239, with an office at Suite 200, 1627 Fort Street, Victoria, British Columbia, V8R 1H8

(the "Trust Committee")

GIVEN THAT:

A. The Owner is the registered owner in fee simple of that parcel of land located on Pender Island, British Columbia which is legally described as:

Parcel Identification Number: 029 667 054

Legal Description: Lot A, Section 6, Pender Island, Cowichan District, Plan EPP44470

(the "Land");

B. Section 219 of the *Land Title Act* (British Columbia) provides that there may be registered as a charge against the title to land a covenant, whether of a negative or positive nature, in respect of the use of land, the building on land, the subdivision of land and the preservation of land or a specified amenity on the land;

C. The Owner has requested that the Trust Committee rezone the Lands to Water 1C, and the Owner has granted the Trust Committee this covenant in order to induce the Trust Committee to rezone the Lands;

D. The Owner wishes to grant and the Trust Committee wishes to accept this Covenant over the Land, restricting the use of the Land in the manner specified;

This Agreement is evidence that in consideration of the premises and covenants herein contained, the payment of two dollars ($2.00) by the Trust Committee to the Owner, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

S. 219 Covenant

The Owner shall not use or permit the use of the Land or any building on the Land for any purpose, construct any buildings on the Land, or subdivide the Land except in strict accordance with this Agreement.

Restriction on Use

1 The Owner has installed a 83.6 square meter (or 900 square foot) dock currently attached to the Land covered with water fronting Lot A, Section 6, Pender Island, Cowichan District, Plan EPP44470 known as Wallace Point, North Pender Island, British Columbia. The Owner covenants to maintain and keep in good repair the dock at the Owner's expense and any and all repair or replacement shall not increase the size of the dock.

This Covenant shall prohibit the placing of any additional docks attached to the Land covered with water fronting Lot A, Section 6, Pender Island, Cowichan District, Plan EPP44470 known as Wallace Point, North Pender Island, British Columbia as a maximum of one private float, ramp and walkway is permitted in the Water1C zone. .

Prohibition on Subdivision

2. The Owner covenants that prior to registration of any future subdivision of the Land, an easement or access via the common property will be created to allow use of the existing dock as a shared facility of any future lots. This will be a condition of the subdivision approval.

No Effect On Laws or Powers

3. This Agreement does not

(a) affect or limit the discretion, rights, duties or powers of the Trust Committee or the Capital Regional District under any enactment or at common law, including in relation to the use or subdivision of the Land;

(b) impose on the Trust Committee or the Capital Regional District any duty of care or other legal duty of any kind to the Owner or to anyone else;

(c) oblige the Trust Committee to enforce this Agreement, which is a policy matter within the sole discretion of the Trust Committee;

(d) affect or limit any enactment relating to the use or subdivision of the Land;

(e) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Land.

<u>Limitation on Obligations</u>

4. The Owner is only liable for breaches of this Agreement caused or contributed to by the Owner or which the Owner permits or allows. The Owner is not liable for the consequences of the requirements of any enactments or law or any order, directive, ruling or government action thereunder. The Owner is liable only for breaches of this Agreement which occur while the Owner is the registered owner of any interest in the Land and then only to the extent of that interest.

<u>Entry by Trust Committee Staff</u>

The Owner hereby authorizes the Trust Committee, through its employees or agents, to enter the Land at all reasonable times for the express purpose of confirming whether or not this Agreement is being complied with.

<u>Indemnity</u>

5. The Owner hereby indemnifies and saves harmless the Trust Committee and its elected and appointed officials, officers, employees and agents, from and against all loss, damage, cost, actions, suits, debts, expenses and harm of any kind whatsoever which the Trust Committee may at any time suffer or incur arising out of or related to this Agreement or any breach of it.

<u>No Liability in Tort</u>

6. The parties agree that this Agreement creates only contractual obligations. The parties agree that no tort obligations or liabilities of any kind exist between the parties in connection with the performance of or any default under or in respect of this Agreement. The intent of this section is to exclude tort liability of any kind and to limit the parties to their rights and remedies under the law of contract.

Covenant Runs With the Land

7. Every obligation and covenant of the Owner in this Agreement constitutes both a contractual obligation and a covenant granted under section 219 of the *Land Title Act* (British Columbia) in respect of the Land. This Agreement burdens the Land and runs with it and binds the successors in title to the Land. This Agreement burdens and charges all of the Land and any parcel into which it is subdivided by any means and any parcel into which the Land is consolidated.

Registration

8. The Owner agrees to do everything necessary, at the Owner's expense, to ensure that this Agreement is registered against title to the Land with priority over all financial charges, liens and encumbrances registered or pending registration in the Land Title Office at the time of application for registration of this Agreement.

Waiver

9. An alleged waiver of any breach of this Agreement is effective only if it is an express waiver in writing of the breach. A waiver by the Trust Committee of a breach of this Agreement by the Owner does not operate as a waiver of any other breach of this Agreement.

Severance

10. If any part of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.

No Other Agreements

11. This Agreement is the entire agreement between the parties regarding its subject and it terminates and supersedes all other agreements and arrangements regarding its subject.

Binding of Successors

12. This Agreement binds the parties to it and their respective successors, heirs, executors and administrators.

Further Acts

13. The Owner must do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.

Deed and Contract

14. By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

As evidence of their agreement to be bound by the terms of this instrument, the parties each have executed the Land Title Office Form C which is attached hereto and which forms part of this Agreement.

END OF DOCUMENT

BYLAW REFERRAL FORM

1-500 Lower Ganges Road
Salt Spring Island, BC BC V8K 2N8
Ph: (250) 537-9144
Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Islands Trust

Island: Salt Spring Island Trust Area **Bylaw No.:** 483 **Date:** September 16, 2015

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw will be held in the fall of 2015.

APPLICANTS NAME / ADDRESS:

1449 Fulford-Ganges Road, Salt Spring Island, BC

PURPOSE OF BYLAW:

To amend Salt Spring Island Land Use Bylaw No. 355 cited as "Salt Spring Island Land Use Bylaw, 1999" by adding a new Industrial 2 zone Variation (b) – In2(b) and a definition for an "Abattoir".

GENERAL LOCATION:

Salt Spring Island

LEGAL DESCRIPTION:

PID 001-383-001 - Lot 2, Section 78, South Salt Spring Island, Cowichan District, Plan 29468

SIZE OF PROPERTY AFFECTED:	ALR STATUS:	OFFICIAL COMMUNITY PLAN DESIGNATION:
3.32 Hectares	Adjacent to ALR Land	Rural Neighbourhood

OTHER INFORMATION:

This proposed bylaw amendment will change the zoning classification of a portion of the above noted parcel from Industrial 2 Zone to the proposed Industrial 2 Zone Variation (b) – In2(b), which will permit an abattoir on the site. Please see Staff Report dated August 20, 2015 and Proposed Bylaw No. 483 at 2nd Reading for further details.

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.

______________________________ Name: ______________________________
(Signature)
Title: ______________________________

This referral has been sent to the following agencies:	
Provincial Agencies Agricultural Land Commission Ministry of Agriculture BC Assessment Authority Ministry of Environment Office of the Provincial Health Officer	**Regional Agencies** Vancouver Island Health Authority
First Nations Te'Mexw Treaty Association Hul'qumi'num Treaty Group (for information only) Pauquachin First Nation Malahat First Nation Tsartlip First Nation Tsawout First Nation Tsawwassen First Nation Tseycum First Nation Chemainus First Nation Cowichan Tribes Halalt First Nation Lake Cowichan First Nation Lyackson First Nation Penelakut First Nation Semiahmoo 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

PLEASE TURN OVER

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	483
(Island)	(Bylaw Number)
(Signature)	(Title)
(Date)	(Agency)

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 483

****
A BYLAW TO AMEND "SALT SPRING ISLAND LAND USE BYLAW, 1999," BEING BYLAW NO. 355
****

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:

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

1. By adding the following definition to Section 1.1 – Definitions:

   "abattoir" means *buildings* or *structures* used for the processing of *farm products* that involves the handling, slaughter, cutting, wrapping and storage of processed livestock.

2. By adding to Subsection 9.7.5 – Exceptions in Particular Locations, the following new Industrial 2 Zone Variation (b) – In2(b):

   "Zone Variation – In2(b)

   (9) The following additional *use* is permitted:

   (a) *Abattoir.*

   (10) The following size and siting regulations apply to lands zoned In2(b):

   Despite the setback regulations for the In2 zone in Subsection 9.7.2 – Size Siting and Density of Permitted Uses, Building and Structures, no *abattoir* may be located within the following setbacks from *lot lines*, *zone* boundaries or road access easements:

(a)	Setback from *front lot line*:	15 metres.
(b)	Setback from *interior side lot line*:	7.5 metres.
(c)	Setback from non-industrial *zone* boundaries:	15 metres.

   (11) Combined mass of livestock in all *confined livestock area*s shall not exceed 4550 kilograms at any one time."

And by making such consequential numbering alterations to effect this change.

Islands Trust

Memorandum

Date: October 22, 2015

File No.: 6500-20- Age and Disability Friendly Community Planning

To: North Pender Island Local Trust Committee
For the meeting of October 29, 2015

From: Justine Starke, Island Planner

This memo presents a draft of the North Pender Island Age Friendly Plan. The North Pender Island Local Trust Committee (NPI LTC) has been conducting an Age and Disability Friendly planning process as a top priority on the work program. The objective of this project is to consider how the North Pender Island Local Trust Committee can improve accessibility and inclusion for aging community members and people with disabilities. The NPI LTC received a grant from the BC Municipalities Seniors Housing and Support Initiative (SHSI) to conduct an Age Friendly Community Plan. The LTC has contracted James Van Hemert to conduct the process. James will be in attendance at the November 26 LTC meeting to present the final plan in time for the funding deadline of December 31, 2015. The NPI LTC is invited to give feedback on the draft plan attached.

Respectfully Submitted,

Justine Starke
Island Planner
Local Planning Services

Age Friendly
North Pender Island

Action Plan

North Pender Island Local Trust Committee • Hope Bay • October 5, 2015

Table of Contents

What is an Age Friendly Community?	2
Baseline Analysis Highlights	4
Listening to the Voices	8
Outdoor Spaces and Buildings	13
Mobility	16
Housing	19
Social Participation	23
Respect and Civic Participation	25
Employment & Volunteer Opportunities	27
Communication & Information	29
Community Support & Health Services	31
Keeping the Plan Alive and Relevant	34
Acknowledgements	35
Actions Summary	36
Recommended Bylaw Amendments	41

What is an Age Friendly Community?

WORLD HEALTH ORGANIZATION'S EIGHT AGE FRIENDLY AREAS

An age-friendly community is one in which the policies, services and structures related to the physical and social environment are designed to support and enable older people to "age actively."[1] In an age friendly community citizens can grow older and continue to live in security, enjoy good health and participate fully in society. The World Health Organization (WHO) identifies eight areas that contribute to an age friendly community. These are described below for the North Pender Island context and colour coded to match the respective sections in this plan.

- **Outdoor spaces and public buildings** are pleasant, clean, secure and physically accessible;
- There are opportunities for older adults to **participate** in leisure, social, cultural and spiritual activities with people of all ages and cultures;
- There are safe places to walk, cycle and use **mobility** devices for all ages and abilities and **community based public transportation** is accessible and affordable;
- **Housing** is affordable, appropriately located, well built, well designed and secure;
- Older people are treated with **respect** and are included in **civic life**;
- There are opportunities for **employment** and **volunteerism** that cater to older persons' interests and abilities;
- Age-friendly **communication** and **information** is available; and
- **Community support** and **health services** are tailored to older persons' needs.

[1] World Health Organization definition, referenced at http://www.who.int/ageing/projects/age_friendly_cities/en/ , accessed August 31, 2015

ISLANDS TRUST MANDATE

The Islands Trust Act (The Act) clearly states that the object of the Trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia. The implication is clear: partnerships with other governments, agencies and persons is essential to achieving the object of the Trust and in turn the objectives of Local Trust Committees.

Through its Official Community Plan and Land Use Bylaw (zoning and subdivision of land) the North Pender Island Local Trust Committee (LTC) has direct authority and influence on matters of land use —including transitional and special needs housing and phasing of roads and infrastructure—and environmental protection.

Many areas of relevance to age friendly planning place the LTC in an indirect role through cooperation and agreements with other agencies including Provincial and regional government as well as voluntary non profit agencies. The plan recognizes direct and indirect partnership oriented actions.

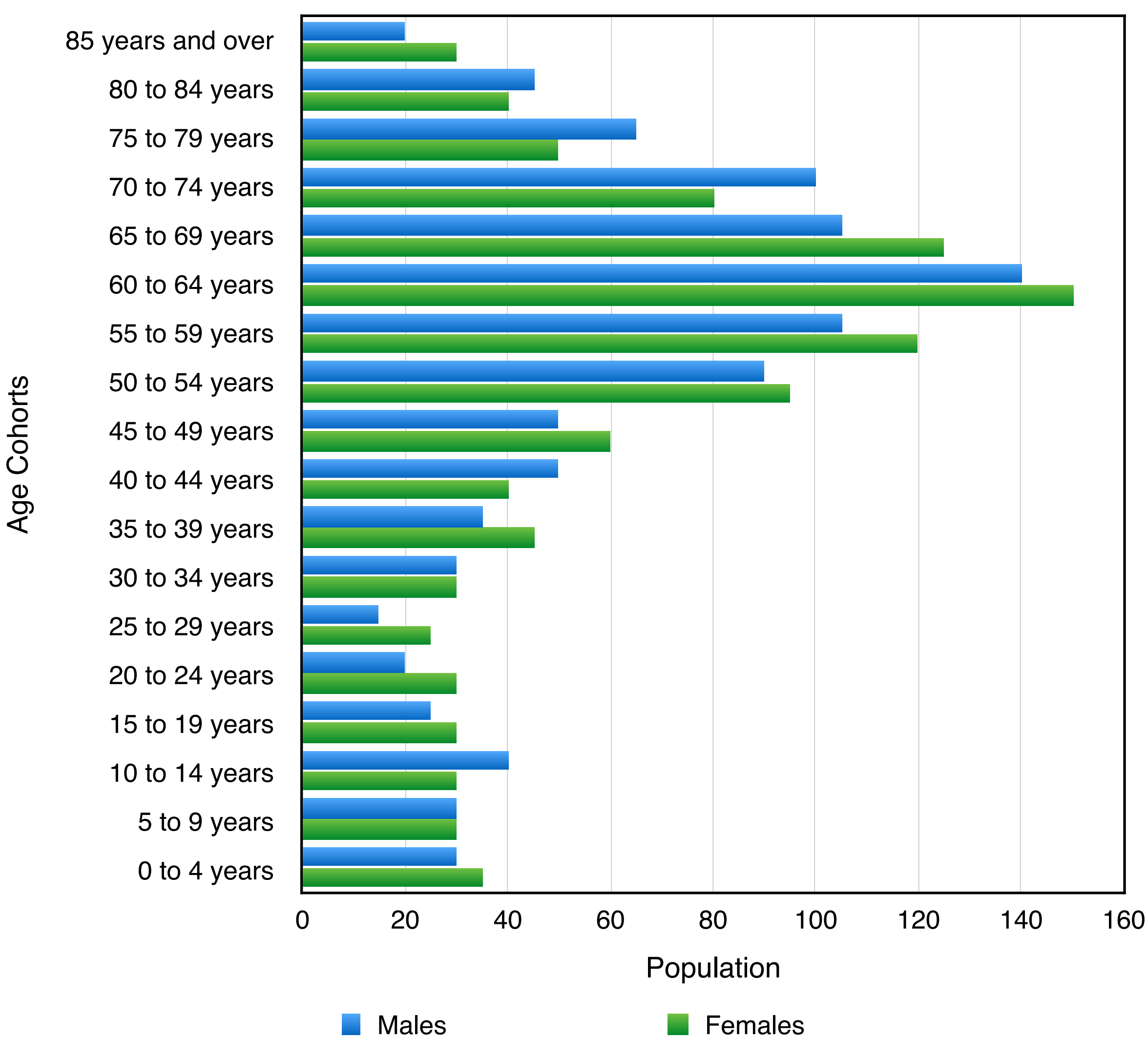
Stock photo

Baseline Analysis Highlights

DEMOGRAPHICS

The island's permanent resident population is 2,035 based on the 2011 Census. This is a 2% increase over the 2006 population of 1,935. Males number 990, or 48.6%; females 1,045, or 51.4%. A majority of the population, 2,020 people, live in private households. The census counts 1,039 occupied private dwellings.

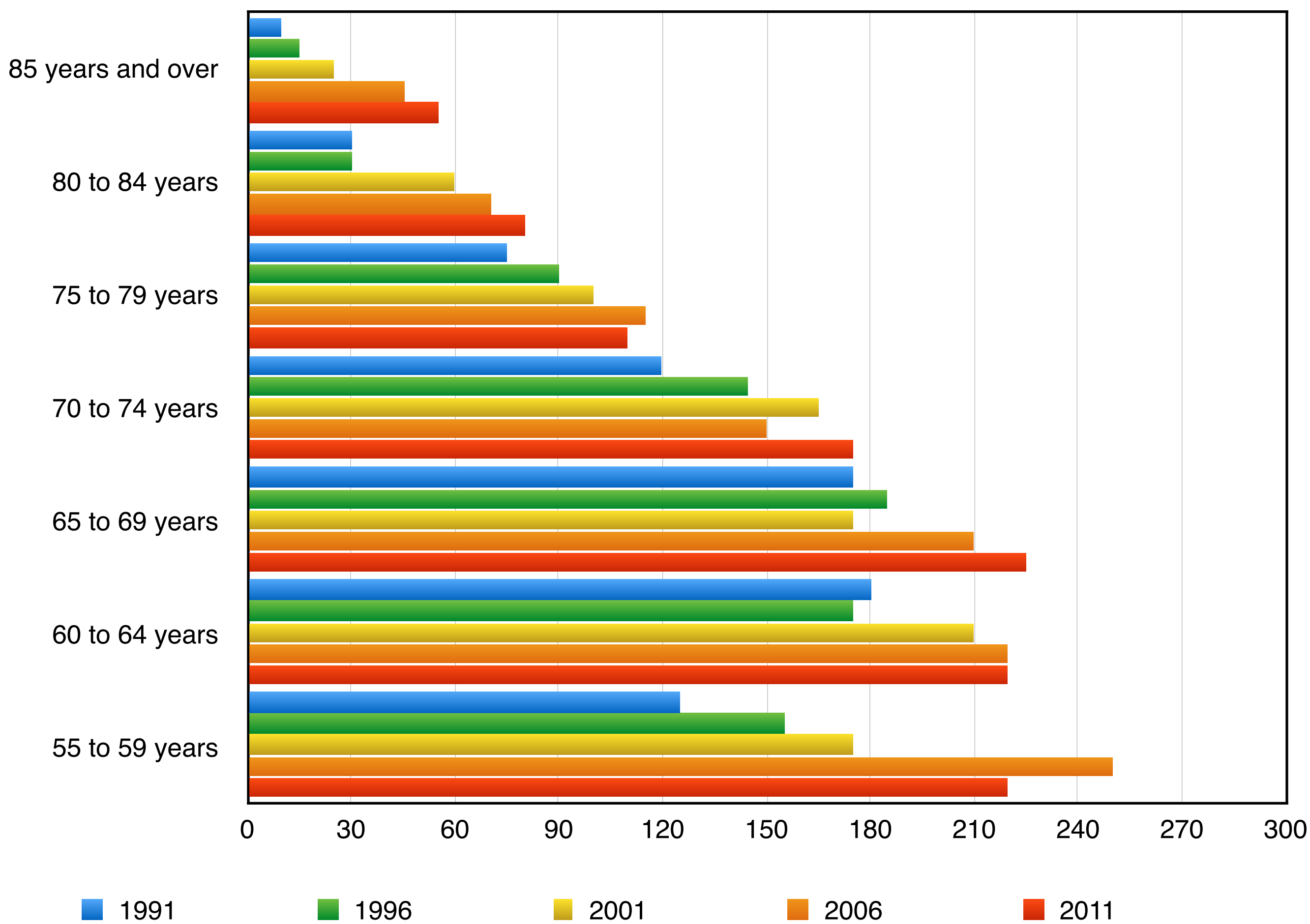
Chart 1 North Pender Island Male & Female Pop. by Cohorts (Census 2011)



Older Adult Population change

Population change for North Pender Island is illustrated in 5 year cohorts between 1991 and 2011, particularly with a focus on the cohorts over age 55.[2] All cohorts have increased in number; the cohorts over 80 and the youngest, 55 to 59, the most.The 80 to 84 year cohort has more than doubled since 1991, rising from 30 to 80.

Chart 2 N. Pender Island Population Change 1991-2011 Age 55 to 85+



Source: Statistics Canada, 2011 Census

[2] Source: Adapted from Statistics Canada, Custom Tabulations, 1991-2006 Census. Adapted from Statistics Canada, Semi-custom Profile, 2011 Census. This does not constitute an endorsement by Statistics Canada of this product.

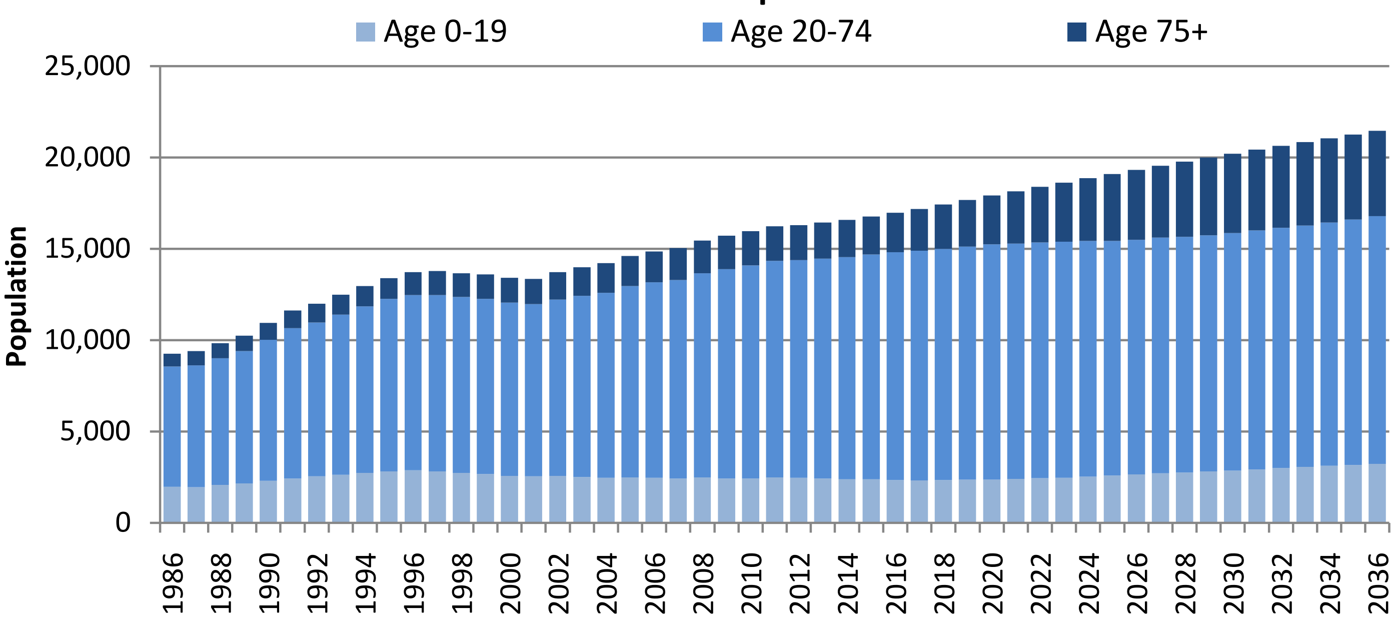
Population change estimates and forecast

Population change estimates and forecast by 5 year cohorts between 2011 and 2041, a 30 year period, is described and illustrated.[3] The forecast is shown in Chart 3 for 10 year intervals. The data is produced by BC Stats' P.E.O.P.L.E. program and published by Island Health for the Gulf Islands Local Health area and includes the islands of North Pender, South Pender, Saturna, Mayne, Galiano, Salt Spring, and Prevost Islands.

The population of the Gulf Islands is expected to grow 27% by 2034 (see Chart 3), while the population over the age of 75 is expected to grow 127% in the same period. This group alone will account for most of the overall population growth.

The population of the Gulf Islands is older than both that of BC and Island Health's jurisdiction.

Chart 3 Gulf Islands Population Growth



Source: BC Statistics, PEOPLE 2013

[3] Source: BC Statistics, PEOPLE 2013.

LAND USE

The predominant land use on North Pender is single-family residential. Over two-thirds of the land area is designated and zoned for residential use (Rural Residential and Rural). All residential land on the island is zoned to permit single family dwellings (and accessory cottages under certain circumstances). A GIS mapping exercise reveals that under current Land Use Bylaw rules a total of 279 accessory cottages could be built within the Rural, Rural Residential and Agricultural Zone districts on parcels of 1.2 hectares or larger. The exercise did not analyze the number of existing cottages on these parcels and did not consider geometric, topographic, or environmental constraints.

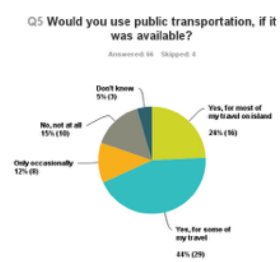
There are no multiple unit buildings and no multiple unit residential zoning. The bulk of the remaining land is designated for agriculture (13%) or has protected status (15%). There are limited areas designated for various institutional and service uses (less than 1% of the island's land area), commercially designated land (also less than 1% of the island) and only around 6 hectares (15 acres) of land designated for industrial uses.

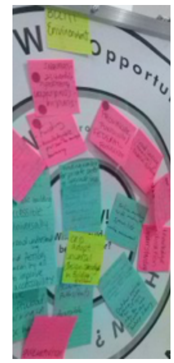
Land use patterns are relevant because this influences where services are relative to where people live, work and play. A more dispersed pattern, for example, places heavier demands on transportation networks and services.

Hope Bay
Photo: Kevin Oke Photography

Listening to the Voices

APPROACH AND HIGHLIGHTS





Photos by James van Hemert

The voices of older adults, stakeholders, and service providers speaking to the needs and aspirations of an aging population were listened to using a variety of methods: direct face-to-face, community questionnaire, and telephone interviews.

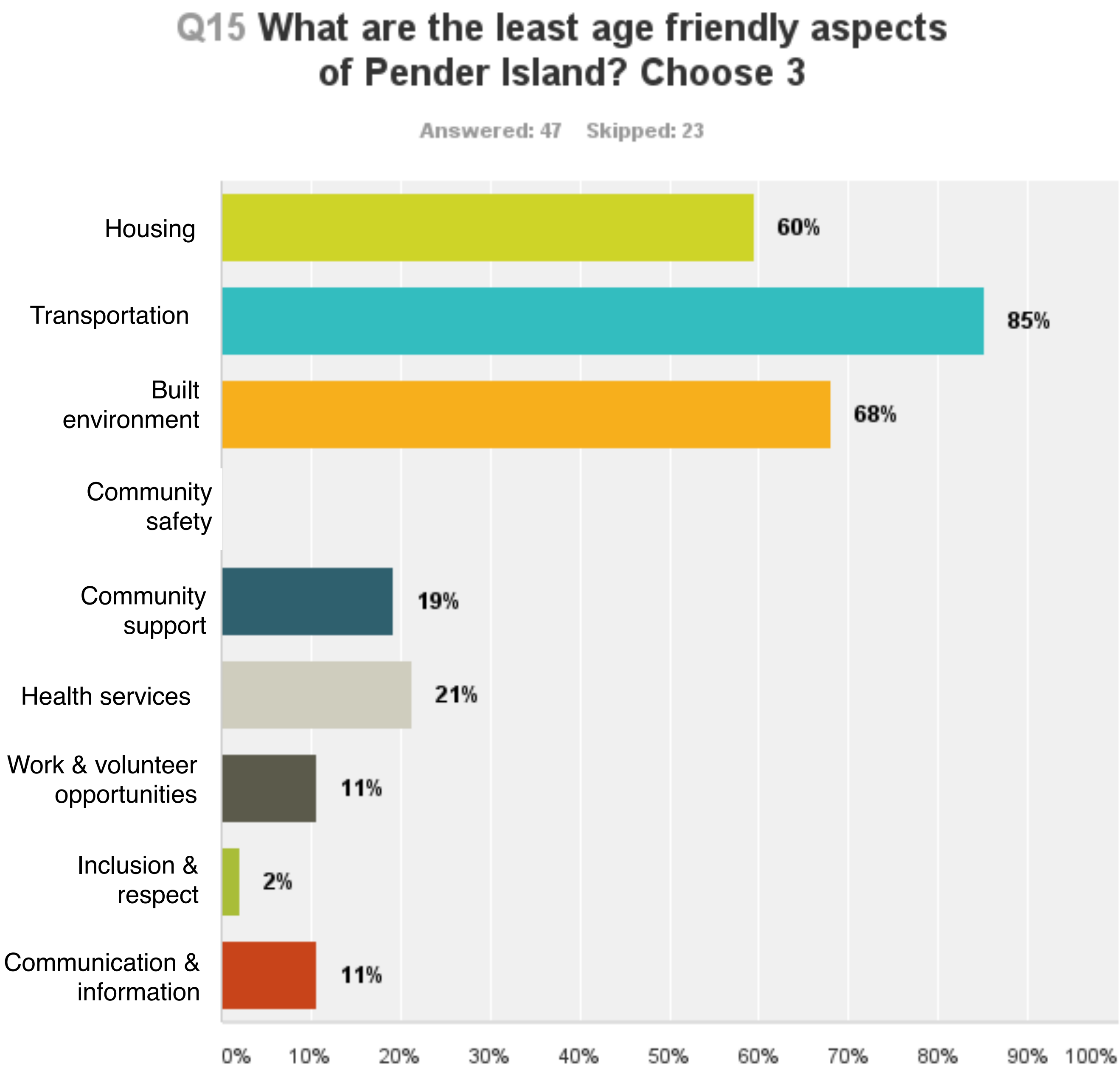
Community Workshop #1

The first community workshop[4] was designed to provide a forum for learning about the challenges faced by an aging population on North Pender Island. The appetite for conversation was set with presentations on age friendly planning, housing for older adults, alternative transportation, community support and health services. Participants engaged in round table conversations on the question of "What is the most important thing or things that need to happen, so that I can live out my days happily and healthfully on Pender Island?" Priority areas identified were expanding housing diversity, more community supports for aging in place, the need for a community bus service, and the desire for safer places to walk and bicycle.

[4] Held on May 19, 2015 at the Pender Islands Community Hall

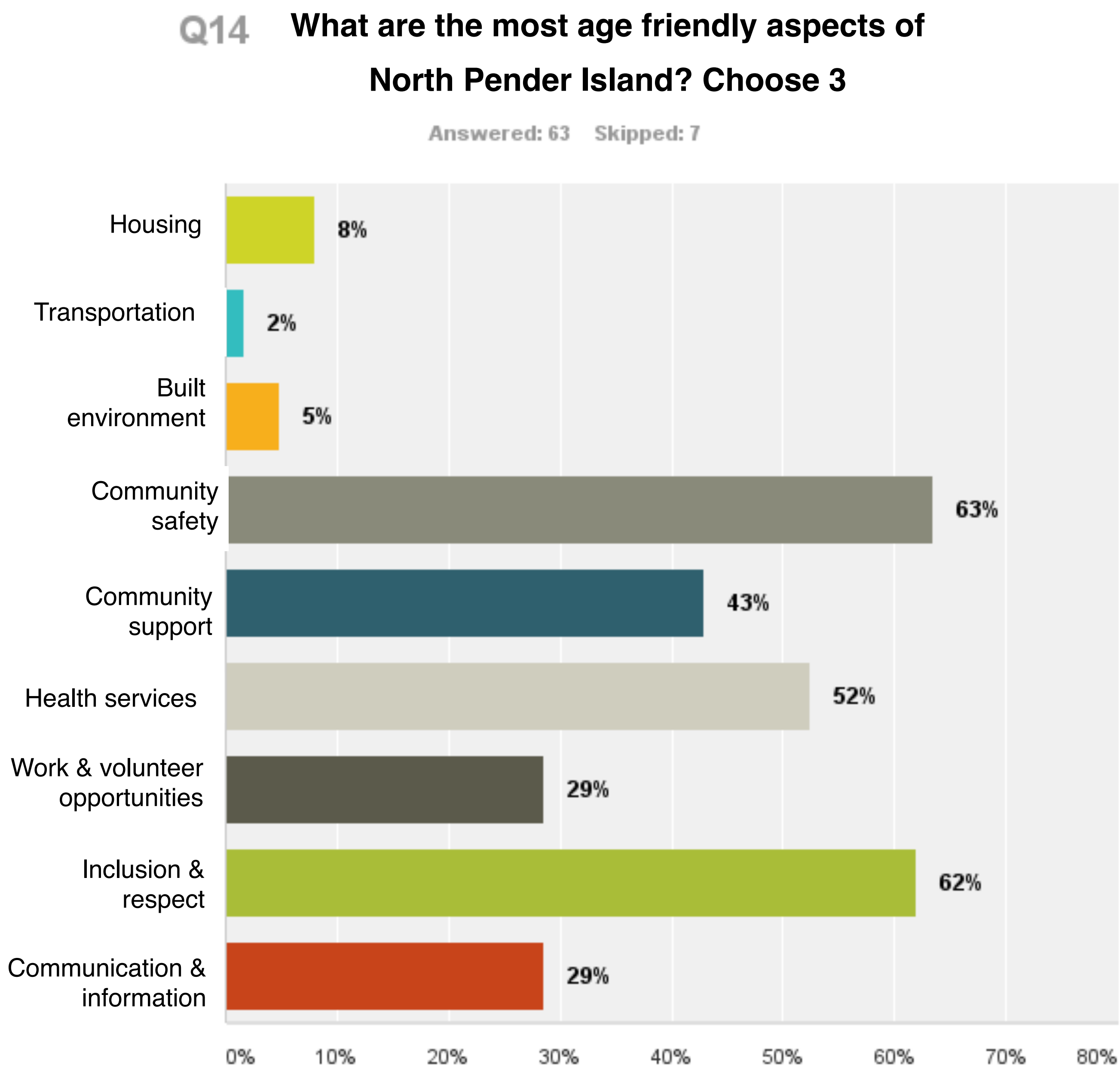
Community Questionnaire

A community questionnaire was conducted to cast a wider net for community feedback on the extent to which individuals perceived the age friendliness of living on the Pender islands. There were 70 questionnaires completed between May 14 and June 12. The majority were completed directly online at Survey-Monkey, the remainder completed on paper and the data placed online by Islands Trust staff. Topics explored included housing, transportation, the built



environment, community safety, community support, health services, work & volunteer opportunities, inclusion & respect, and communication & information. The least age friendly aspects reported were transportation, housing, and the built environment. The most age friendly aspects were community safety, inclusion & respect, and health services.

The questionnaire was designed as a voluntary "opt in" or "self selection" survey which anyone could complete. It is not therefore a representative "scientific" sample of a given population.



The information gathered is valuable nonetheless because it represents one of several streams of information and data collected in the process of creating the age friendly plan.

Paper copies of the questionnaires were distributed at the workshop of May 19 and completed surveys were dropped off at the Capital Regional District building inspection office in the Driftwood Centre. The URL address for taking the survey online was provided at the workshop and sent out by email through various community channels. Full survey results are available on the Islands Trust website.

Stakeholder Service Provider Interviews

Interviews were conducted by telephone with service providers to learn more about the role their agencies play in advancing age friendly principles, challenges faced, opportunities seen, outcomes desired for the age friendly plan, and the extent to which they would be willing to participate as a partner in the plan.

Those interviewed included Wendy MacDonald, Executive Director of the Pender Islands Senior Housing Society (operates Plum Tree Court), Carolyne Cartwright-Ower, Community Care Coordinator for Island Health, (dual role of case manager for home care and respite care and community nursing), Michael Symons, chair of the Pender Island Parks & Recreation Commission (PIPRC), Andrea Mills, Community Support worker with the Pender Health Care Society, David Howe, Southern Gulf Islands Director for the Capital Regional District, and Christine Culham, Senior Manager for Regional Housing for the Capital Regional District. Many action oriented opportunities identified by these people have been incorporated into the plan.

Photo by Justine Starke

Community Workshop #2

The second community workshop held at the Pender Islands Community Hall offered participants an opportunity to identify action-oriented priorities based on an overview of what was learned through the community questionnaire, stakeholder & service provider interviews, and the baseline analysis. Priorities identified for the built environment included improved accessibility for public facilities such as the ferry terminal and Nu2Yu thrift store; priorities for housing include Land Use Bylaw changes to permit secondary suites and generally expand housing diversity; priority highlights for mobility include a locally controlled agency responsible for community transit and expropriation of rights of way for safety and expanding pedestrian and cycling opportunities.

Pender Islands Community Hall

Photo by Joseph Lopez

Outdoor Spaces and Buildings

Outdoor spaces and public buildings are pleasant, clean, secure and physically accessible.

CHALLENGES

North Pender Island's topography and historical development patterns create a charming but challenging landscape in which to navigate. Finding flat and safe trails and paths to walk and cycle on is difficult, often because of narrow roads and fast driving.

The majority of government and business facilities are not fully accessible to older adults. Shortcomings include inadequate directional signage and stairs with no accompanying ramps.

Best Practice Example

Healthy Saanich Committee's Senior Friendly Business Decal program assesses and recognizes local businesses that apply age-friendly principles and practices.

NORTH PENDER ISLAND GOOD PRACTICES

Community safety, one element of the built environment, achieved the highest ranking (63%) of questionnaire respondents selecting their top three age friendly aspects of North Pender Island.

Pender Islands Parks & Recreation Commission is adopting a Senior Friendly Community philosophy into their projects and attempts to make them suitable for all ability levels.

Bench with a view, Hope Bay.
Photo by Justine Starke

MOVING FORWARD ACTIONS

1. Amend Commercial & Industrial Development Permit Area guidelines of the Official Community Plan to address accessibility.
2. Identify funding and take short term action to modify all government and non-profit buildings to be fully accessible for seniors and handicapped citizens. Specifically the following can be improved with better accessibility, and signs indicating accessible routes:
   - Ferry terminal, Otter Bay;
   - Islands Trust office in Hope Bay;
   - Post office in Hope Bay; and
   - Nu2Yu thrift store.
3. In partnership with the Southern Gulf Islands Economic Development Commission and Pender Island Chamber of Commerce educate local businesses on the need to make their facilities fully accessible to seniors and the handicapped. Where appropriate, secure financial support for upgrades to private buildings to make them accessible. Specific businesses identified include:
   - Port Browning Pub; and
   - Retail spaces at Hope Bay.
4. Encourage the Pender Islands Parks & Recreation Commission to formally adopt accessibility standards and to identify and prioritize projects that are fully accessible.

5. Explore the feasibility of developing an indoor and outdoor facility for exercise and recreation.

Nu -To-Yu. Photo by Joseph Lopez.

Mobility

The island has safe places to walk, cycle and use mobility devices for all ages, and community based public transportation is accessible and affordable.

CHALLENGES

Mobility options are limited almost entirely to the automobile. This in turn gives rise to the fear of losing one's driver's license and being rendered immobile and dependent on others for rides, or worse, leaving home and the Island.

Night driving road safety is an issue with narrow winding roads and faintly painted lines or a lack of lines.

Reliable transportation is particularly important for attending medical or other appointments. Alternatives to the automobile that are lacking or deficient include:

- Community transit service is not available: 68% of respondents of the community questionnaire stated that they would use public transit for most or some of their travel on the island; and
- Older adults want to walk and cycle more, stay active, but find this difficult here: 83% of questionnaire respondents indicated that there are no safe and comfortable sidewalks or trails to the places they need to go, either most of the time or never.

The cost of living is high: goods and services are available at a premium on the island, or available at the cost of travel off island. When too many choose to go off island for goods and services, the competitive viability of local businesses suffer.

NORTH PENDER ISLAND GOOD PRACTICES

The island's 26 car stops provide a unique means of requesting and sharing rides in a manner that is non-threatening and safe.

The "Moving Around Pender Society" (MAPS) actively studies and facilitates improvements to active forms of transportation, particularly walking and cycling. They produced a thorough and clever Transportation Management Plan in 2012.

Photo by James van Hemert

The Islands Trust has entered into a formal partnership agreement with the Ministry of Transportation and Infrastructure (MOTI) that requires public consultation as part of future road construction or improvements.

Best Practice Example

The Mayne Island Bus Society is a low cost community funded bus service operates a by donation fare bus service that currently uses volunteer bus drivers. Routes focus on getting passengers to and from the BC ferry terminal.

MOVING FORWARD ACTIONS

1. Formally adopt a road and infrastructure phasing plan using the MAPS Transportation Management Plan as a starting point.
2. Support and facilitate a community supported on-island transit service operated by a locally controlled transit organization.
3. Support the Southern Gulf Islands Economic Development Commission's (SGIEDC) inter-island water taxi concept.
4. Support and facilitate the development of alternative transportation routes (ATR) which are designed for use as walking pathways as well as for bicycles, strollers, wheel chairs and other non-motorized vehicles and possibly horses. Specific priority routes and improvements[5] identified by MAPS are:
    - Pedestrian/cycling route from Magic Lake Estates via Shingle Bay through the National Park to Irene Bay and South Otter Bay Road;
    - An extension of Magic Lake —South Otter Bay Road route to the Library and Nu 2 Yu;
    - Bypasses for Einer's Hill and Scarff Road Hill to enhance safety; and
    - Safety improvement of Pender Islands' main thoroughfare, the road from the Ferry Terminal in Otter Bay to the Community Hall and the Driftwood Centre and beyond to Magic Lake Estates.
5. Encourage MOTI to review the road line painting program to ensure regular maintenance and addition of new lines where needed for safety reasons.
6. Expropriate lands for rights of way in critical locations identified in the MAPS Transportation Management Plan to support alternative transportation routes.

[5] Pender Islands Transportation Survey, May-July 2012, Moving Around Pender Society, Capital Regional District, and Pender Island Community Service Society (Nu-To-Yu).

Housing

Housing is diverse, affordable, appropriately located, well built, age-adaptable designed and secure.

CHALLENGES

Safe and affordable housing with home support services is identified as one of the most important decision factors for staying and aging in place on North Pender Island.

Plum Tree Court, operated by the Pender Island Seniors Housing Association

Photo by Islands Trust staff

The island has a very limited range of housing types; almost 100% of homes are single family. This situation is reinforced by the Land Use Bylaw which limits options as follows:

- No secondary suites are permitted;
- Limited opportunity for accessory dwellings (vacation cottages permitted in Rural, Rural Residential, and Agricultural zones on lots larger than 1.2 hectares; and

- No multi-unit housing types such as apartments or townhouses are permitted.

There is an absence of assisted living and complex care facilities.

Support services that are lacking or insufficient include:

- Transportation
- Light yard work
- Minor home repairs
- Light housekeeping

Affordable housing opportunities are very limited. The only purpose built facility is Plum Tree Court with 6 units.

Best Practice Example

The District of Saanich (BC) permits secondary suites within a defined area subject to specific requirements: single family zoning, floor area within the maximum floor space ratio, suite is wholly contained within the single family dwelling, the registered owner of the property must occupy either the single family dwelling or the secondary suite as their principal residence, an Occupancy Permit must be issued, and one additional onsite-parking space for the occupant of the secondary suite is required.

NORTH PENDER ISLAND GOOD PRACTICES

Plum Tree Court is a well managed locally initiated affordable housing project that serves six households with land zoning for future expansion.

The use of existing housing stock represents a valuable asset and is the most affordable way to adapt housing for an aging population.

1. Revise the Land Use Bylaw in the following manner:
    - permit secondary suites in all single family zones: Rural Residential (RR), Rural (R), Rural Comprehensive One (RC1), Rural Comprehensive Two (RC2) Agricultural (AR);
    - expand the number of zones that permit accessory units to include the Rural Residential (RR) zone;
    - reduce the minimum lot size for permitted accessory dwelling units.
    - create a multi-family dwelling zone district; and
    - create or modify a zone district to permit medium density cluster small unit housing designed for older adults.

Example of a small unit cluster housing plan

Source: arboracres.org

2. Attract more support care workers to North Pender Island (enables people to stay in their own homes longer).
3. Support and encourage the Pender Islands Senior Housing Society to expand facilities at Plum Tree Court.
4. Invite the Capital Regional Housing Corporation (CRHC) to host a workshop which will introduce citizens and service providers with their wide range of potential supports for affordable housing such as best practices, educational support for housing policy, and partnerships to build facilities.

5. Expand housing options by promoting co-housing, leasing bedrooms to young adults.
6. Upon completion of the required zoning bylaw amendment, promote market based small unit clusters (sometimes referred to as patio homes) purpose built for seniors.

Social Participation

Opportunities for older adults are available to participate in leisure, social, cultural and spiritual activities with people of all ages and cultures.

CHALLENGES

Despite the wide ranging social opportunities--which seem “outsized” relative to the island’s population--many questionnaire respondents felt the opportunities were insufficient (21%) or didn’t know (21%).

Workshop participants emphasized the importance of seniors being able to get out and do things together like walking, swimming, and cooking. This is to connect socially, stay active, physically and mentally.

It is acknowledged that it is important for these activities to connect seniors with other age groups, particular youth.

Stock photo

NORTH PENDER ISLAND GOOD PRACTICES

The Pender Islands Community Hall, fully supported financially and programmatically by island citizens, provides a venue for a wide range of community cultural, social and leisure activities. The facility is handicap accessible and centrally located.

Best Practice Example

A community seniors' centre was built at Cordova Bay Elementary School (Saanich, BC). Cordova Bay Community Place is the home of the Cordova Bay 55 Plus Association offering recreation and social opportunities for older persons in that community. This unique centre places older persons and children as the focal point of community activities.

MOVING FORWARD ACTIONS

1. Encourage older adults, particularly those who are socially isolated, to participate in mentoring young people in life skills such as cooking, canning, sewing, gardening, and basic carpentry. A mentoring program may be possible in partnership with the Pender Elementary School and the Royal Canadian Legion.
2. Encourage the Pender Island Recreation Commission to develop an age based recreation plan that addresses the particular needs of older adults.

Respect and Civic Participation

Older people are treated with respect and are included in civic life.

CHALLENGES

We learned in the first workshop that seniors receive a high degree of respect in the community and are socially included in local government, community societies and nonprofit boards. A substantial majority (94%) indicated in the questionnaire that they are always or usually treated with respect in the community. A majority (62%) identified respect & social inclusion as the most age friendly aspects.

Stock photo

NORTH PENDER ISLAND GOOD PRACTICES

The Royal Canadian Legion hosts a variety of inter-generational events. Because older adults are almost a majority on North Pender Island, they receive respect.

Best Practice Example

The Gulf Islands School District's Connecting Generations program offers students the opportunity to teach computer skills to seniors.

MOVING FORWARD ACTIONS

1. Explore a Pender Island expansion of Connecting Generations, a program of the Gulf Islands School District operating at the Salt Spring High School, with United Way's Better at Home program.
2. The Local Trust Committee, Health Centre and senior's organizations promote awareness of the services of the BC Senior's Advocate office, which include addressing elder abuse.

Employment & Volunteer Opportunities

There are opportunities for employment and volunteerism that cater to older persons' interests and abilities.

CHALLENGES

The community questionnaire revealed that slightly less than half (48%) of respondents believed there were adequate employment opportunities for seniors.

Older adult mentoring a child.
Stock photo.

NORTH PENDER ISLAND GOOD PRACTICES

"What we have out here is a volunteer economy. It's second nature here."

> -- Dave Howe, CRD Area Director, quoted by Jack Knox in the Victoria Times Colonist[6]

[6]Pender Island an urbanite's dream, Victoria Times Colonist, February 16, 2015
more at: http://www.timescolonist.com/news/local/jack-knox-pender-island-an-urbanite-s-dream-1.1764893#sthash.EThzBczu.dpuf

The majority (93%) of community questionnaire respondents are aware of volunteer opportunities.

Best Practice Example

Volunteer Cowichan (Duncan, BC) recruits, interviews, and place volunteers with agencies through a volunteer referral system. They promote volunteerism by organizing and sponsoring events such as the National Volunteer Week, Volunteer Spirit Awards and Volunteer Fairs. They offer training and consultation for volunteer organizations and also assist local employment centres. They have an extensive library.

MOVING FORWARD ACTIONS

1. In partnership with the Southern Gulf Islands Economic Development Commission (SGIEDC), identify ways in which a senior population can participate in a steady state economy.[7]

[7] A steady state economy has zero economic growth, a stable population, and stable consumption.

Communication & Information

Age friendly communication and information is available.

CHALLENGES

Interviews and community workshop reveal that a central website and complimentary traditional media (print, phone calls) for service information would be a helpful improvement.

Not all seniors are computer literate and use email, and still need to be reached by using traditional communication devices.

Stock photo

NORTH PENDER ISLAND GOOD PRACTICES

The Islands Trust's North Pender Island LTC is an excellent web site that provides easy access to bylaws, studies, meeting agendas and minutes, general interest information, and provides an opportunity for receiving notices via email on Islands Trust meetings.

The Pender Island Health Centre offers a wide range of health and social support services. A dedicated staff position serves the social support services with program coordination and communicating information via a website, word of mouth and an email service for social and educational events.

Best Practice Example

Age Friendly Edmonton and “211” introduced a Seniors Information Phone Line in 2014. Seniors can call a single source for information about programs and services. The “211” operators answer straightforward requests for information and ask a few questions to identify the most effective referral to make. If callers require support, and not just information, the call is transferred to one of several senior service agencies that have outreach staff who can help.

MOVING FORWARD ACTIONS

1. Create a central age friendly website focused on the full suite of service information for older adults and seniors.
2. Set up a non-internet based person to person communication system to communicate and disseminate information. For example, a one stop information centre at the health clinic.

Community Support & Health Services

Community support and health services are tailored to older persons' needs.

CHALLENGES

Community support

There are not enough qualified people to provide home support services. This is reflected in responses from the community questionnaire: 37% of respondents said that home support services (e.g. meals, delivery, home care) were always or usually adequate; 27% said they were sometimes available; 34% didn't know.

Pender Islands Health Centre.

Photo by Justine Starke

Best Practice Examples

Community Support

A government sponsored program in Victoria, BC, the **Piercy Respite Hotel,** is an example of a facility that offers a safe, secure and supportive environment to guests, enabling their caregivers to have a period of rest and renewal. The dining room, enclosed garden, and fireside lounge provide a comfortable setting for social interaction. The hotel operates 24 hours a day, seven days a week. It is located on the main floor of the Hillside Seniors Health Centre.

Health Services

The ***Integrated Health Care Team*** at the Kaatza Health Clinic in Lake Cowichan is primary health care team consisting of a dietitian, primary health care nurse, social worker/counsellor and a clinical office assistant. The innovative approach was developed by Island Health in consultation with community groups.

Health Services

Health services was identified by half of questionnaire respondents selecting their top age friendly community aspects. Slightly less than half of those surveyed indicated that services were always or usually adequate.

NORTH PENDER ISLAND GOOD PRACTICES

The Pender Islands Health Centre serves as a hub for a wide range of health and community support services.

The Community Care Coordinator is a dual role position which provides case management as well as community nursing. The majority of work is in people's homes. This program is working well, according to Carolyn Cartwright-Owers, who holds the position at Island Health. She notes that it enables people to stay in their homes longer.

MOVING FORWARD ACTIONS

Community Support

1. Secure reliable long term funding for a full time community support “career position.”
2. Attract more qualified and certified home support workers to live and work on the island.

Health Services

3. Secure respite and palliative care beds.
4. Attract a general practitioner doctor to live and work on the island.
5. Set up an integrated health care team such as the one set up by Island Health for the Town of Lake Cowichan, which provides both public health and primary health care services.

Keeping the Plan Alive and Relevant

1. Establish an inter-agency partnership task force to monitor progress and partnership relationships.
2. Formalize partnerships for active transportation initiatives with the Ministry of Transportation and Infrastructure (MOTI) and Moving Around Pender Society (MAPS).
3. Partner with Southern Gulf Islands Economic Development Commission (SGIEDC) and the Chamber of Commerce in pursuing steady-state economic health.
4. Adopt recommended OCP and Land Use Bylaw amendments to provide an age friendly lens to planning policy and provide specific direction on relevant topics.

Photo by Elim Home

Acknowledgements

Well over 100 citizens contributed to the making of this plan. Those acknowledged here by name made unique or sustained contributions.

Elected Officials

- Derek Masselink, Trustee, North Pender Island Local Trust Committee
- Dianne Barber, Trustee, North Pender Island Local Trust Committee
- David Howe, Southern Gulf Islands Area Director, Capital Regional District

Islands Trust Staff

- Justine Starke, Island Planner

Key participants

- Andrea Mills, Community Support Worker, Pender Islands Health Centre
- Wendy MacDonald, Executive Director, Pender Islands Senior Housing Society
- Carolyne Cartwright-Owers, Community Care Coordinator, Island health
- Michael Symons, Chair, Pender Islands Recreation Commission
- Niall Parker, Board member, Moving Around Pender Society (MAPS)

Funding agency

- Senior's Housing and Support Initiative of the Union of British Columbia Municipalities (UBCM) and the BC Ministry of Health

Consultants

- James van Hemert, van Hemert & Co.
- Dr. Trevor Hancock

Actions Summary

The actions summary is organized by topic area, priority and recommended partners. Priority levels are immediate (within three months), high (within a year), Medium (one to three years) and ongoing.

Action	Priority	Partners
Outdoor spaces and buildings		
1. Amend Commercial & Industrial Development Permit Area guidelines of the Official Community Plan to address accessibility.	High Within one year	
2. Identify funding and take short term action to modify all government and non-profit buildings to be fully accessible for seniors and handicapped citizens.	Immediate Within three months	
3. In partnership Southern Gulf Islands Economic Development Commission (SGIEDC) and Pender Island chamber of commerce, educate local businesses on the need to make their facilities fully accessible to seniors and the handicapped.	Ongoing	SGIEDC and Pender Island Chamber of Commerce
4. Encourage the Pender Islands Parks & Recreation Commission (PIPRC) to formally adopt accessibility standards and to identify and prioritize projects that are fully accessible.	High Within one year	PIPRC
5. Explore the feasibility of developing an indoor and outdoor facility for exercise and recreation.	High Within one year	PIPRC
Mobility		
1. Formally adopt a road and infrastructure phasing plan using the MAPS Transportation Management Plan as a starting point.	High Within one year	MAPS
2. Support and facilitate a community supported on-island transit service operated by a locally controlled transit organization.	High Within one year	SGIEDC

Action	Priority	Partners
3. Support the Southern Gulf Islands Economic Development Commission's (SGIEDC) inter-island water taxi concept.	Ongoing	SGIEDC
4. Support and facilitate the development of alternative transportation routes (ATR) which are designed for use as walking pathways as well as for bicycles, strollers, wheel chairs and other non-motorized vehicles and possibly horses.	Ongoing	MAPS
5. Encourage Ministry of Transportation and infrastructure (MOTI) to review the road line painting program to ensure regular maintenance and addition of new lines where needed for safety reasons.	Ongoing	MOTI
6. Expropriate lands for rights of way in critical locations identified in the Moving Around Pender Society (MAPS) Transportation Management Plan to support alternative transportation routes.	Ongoing	MAPS, MOTI
Housing		
1. Revise the Land Use Bylaw to permit secondary suites in all single family zones, expand the number of zones that permit accessory units, reduce the minimum lot size for permitted accessory dwelling units, create a multi-family dwelling zone district, create or modify a zone district to permit medium density cluster small unit housing designed for older adults.	High Within one year	
2. Attract more support care workers to North Pender Island (enables people to remain in their homes longer).	Ongoing	Island Health, Pender Islands Health Centre
3. Support and encourage the Pender Islands Senior Housing Society to expand facilities at Plum Tree Court.	Ongoing	Pender Islands Senior Housing Society

Action	Priority	Partners
4. Invite the Capital Regional Housing Corporation (CRHC) to host a workshop which will introduce citizens and service providers with their wide range of potential supports for affordable housing such as best practices, educational support for housing policy, and partnerships to build facilities.	Immediate Within three months	CRD Regional Housing Corporation
5. Expand housing options by promoting co-housing, leasing bedrooms to young adults.	Ongoing	
6. Upon completion of the required zoning bylaw amendment, promote market based small unit clusters (sometimes referred to as patio homes) purpose built for seniors.	Ongoing	
Social participation		
1. Encourage older adults, particularly those who are socially isolated, to participate in mentoring young people in life skills such as cooking, canning, sewing, gardening, and basic carpentry. A mentoring program may be possible in partnership with the Pender Elementary School and the Royal Canadian Legion.	Ongoing	Pender Elementary School Royal Canadian Legion
2. Encourage the Pender Island Recreation Commission to develop an age based recreation plan that addresses the particular needs of older adults.	Medium One to three years	PIRC
Respect & Civic Participation		
1. Explore a Pender Island expansion of Connecting Generations, a program of the Gulf Islands School District operating at the Salt Spring High School, with United Way's Better at Home program.	Medium One to three years	Gulf Islands School District
2. The Local Trust Committee, Health Centre and senior's organizations promote awareness of the services of the BC Senior's Advocate office, which include addressing elder abuse.	Ongoing	Health Centre
Employment & Volunteer Opportunities		

Action	Priority	Partners
1. In partnership with the Southern Gulf Islands Economic Development Commission (SGIEDC) identify ways in which a senior population can participate in a steady state economy.	Ongoing	SGIEDC
Communication & Information		
1. Create a central age friendly website focused on the full suite of service information for older adults and seniors.	Medium One to three years	Health Centre
2. Set up a non-internet based, person to person communication system to communicate and disseminate information. For example, a one stop information centre at the health clinic.	Medium One to three years	Health Centre
Community Support & Health Services		
Community Support		
1. Secure reliable long term funding for a full time community support "career position."	Ongoing	Health Centre
2. Attract more qualified and certified home support workers to live and work on the island.	Ongoing	Island Health
Health Services		
3. Secure respite and palliative care beds.	Medium One to three years	Island Health
4. Attract a general practitioner doctor to live and work on the island.	Ongoing	Island Health
5. Set up an integrated health care team such as the one set up by Island Health for the Town of Lake Cowichan which provides both public health and primary health care services.	Medium One to three years	Island Health Health Centre
Keeping the Plan Alive and Relevant		
1. Establish an inter-agency partnership task force to monitor progress and partnership relationships.	Immediate Within three months, ongoing	

Action	Priority	Partners
2. Formalize partnerships for active transportation initiatives with Ministry of Transportation and Infrastructure (MOTI) and Moving Around Pender Society (MAPS).	Immediate Within three months	MOTI, MAPS
3. Partner with Southern Gulf Islands Economic Development Commission (SGIEDC) and the Chamber of Commerce in pursuing steady-state economic health.	Ongoing	SGIEDC, MAPS
4. Adopt recommended OCP and Land Use Bylaw amendments to provide an age friendly lens to planning policy and provide specific direction on relevant topics.	Medium Within one year	

Recommended Bylaw Amendments

OFFICIAL COMMUNITY PLAN

Goals

1. Specifically reference age-friendly and inclusive as part of a "complete" community.
2. Reference "connected" and "accessible" in Goal 11.

Objectives

1. Residential objective 2: expand and clarify the full spectrum of housing options and that serving the needs of all residents include an older, aging population.
2. Add additional objectives:
    a. Add policy on "aging in place" and recognize the importance of retrofitting existing homes.
    b. To ensure inclusive neighbourhoods that meet the needs of the all residents, including seniors and those with special needs, within close proximity to shopping, personal and medical services, financial services and public transit.
    c. To provide for a broad range of household types and income groups including seniors, and those with special needs.
    d. Senior's housing development is encouraged and may include, for example, independent living, assisted living, independent/supportive and residential care type facilities.
    e. Special needs housing is encouraged in close proximity to, community services, shopping and community transit.
    f. Recognize the need for affordable housing, particularly for special needs population such as the disabled and the elderly.

Policy recommendations

Housing

1. Specifically state “senior’s housing” in the affordable housing type list (Section 6.3.1 12).
2. Add “accessory dwelling units” in the list of housing types list (Section 6.3.1 2).
3. Policies should specifically state:
    a. Permitting secondary suites and/or detached accessory dwellings in some zones
    b. Zoning for increased densities on small lots or multi-family developments in ‘town’ centres or village nodes
    c. Promoting mixed use developments (residential use in commercial zones)
    d. Although not increasing density on the island overall was one of the frequent concerns raised in the responses to the Senior Housing Task Force Report, the only option is to increase density in some locations, and down-zone in other areas to ensure the overall density is maintained. This limitation may be a significant barrier to providing a broader range of housing types.
    e. Affordable housing can be provided by the private, non-profit, cooperative, and public sectors separately or through partnership models.
    f. Affordable housing includes a variety of tenure models including ownership, rental, co-housing, and cooperative.

Outdoor Spaces

1. Identify specific age friendly design elements desired for all public gathering places and parks.
2. Identify parks with specific desired age-friendly features that align with senior’s interests.

Buildings

1. A new subsection in the plan regarding buildings should express that all public buildings, including government owned facilities, should be retrofitted to universal accessibility standards. A target time line for completion is advisable. This effort will require partnerships with other governments, authorities, and agencies.
2. Building policy should also provide incentives for retrofitting existing commercial structures to universal accessibility standards.

Transportation

1. To maintain and develop a transportation network that provides safe and efficient movement for pedestrians, cyclists, transit users, automobiles, and freight.
2. Adopt "complete street" standards to ensure safe access for all transportation modes and for people of all capabilities. Complete streets are designed to ensure safe passage for cyclists, pedestrians and transit, in addition to automobiles.
3. Build a comprehensive network of safe pedestrian and bicycle facilities using government funds, grant funds and developer required improvements in accordance with applicable Bylaws.
4. Ensure safe access for all is provided in the design and modification of all streets, sidewalks and pathways.
5. In partnership with the Ministry of Transportation & Infrastructure, adopt a complete street standard within the Subdivision Bylaw and through selected references and preferences for such within the Master Municipal Construction Documents (MMCD).

Complete Communities

✦ Consider a policy section on aging in the same community that reflects a comprehensive and holistic set of policies and actions. An appropriate and inclusive term for this concept is "complete community." This is defined as a community that "meet people's needs for daily living throughout an entire lifetime by providing convenient access to an appropriate mix of jobs, local services, a full range of housing and community infrastructure including affordable housing, schools, recreation and open space for their residents."

LAND USE BYLAW (LUB)

1. Permit secondary suites in the following zone districts:
   - Rural Residential (RR) Zone;
   - Rural (2) Zone;
   - Rural Comprehensive One RC1) Zone;
   - Rural Comprehensive Two (RC2) Zone; and
   - Agricultural (AG) zone.
2. Permit accessory dwellings in the Rural Residential (RR) Zone. The form of dwelling could be a garden suite (also referred to as a "granny flat"), similar to the currently defined "cottage," a dwelling with a maximum of 56 m2. which is already permitted in the Rural R , RC1, RC2 and AG zones.
   a. Proposed definition of the accessory dwelling and standards:

      "Garden Suite" refers to a single-unit independent suite in a free-standing, single-story accessory building located behind the primary single family residential dwelling.

   b. Maximum size: limit to 40% of gross floor area of the single family dwelling or 60 square feet, whichever is less;
   c. Minimum size: 30 square metres;
   d. Maximum number of bedrooms: two; and
   e. Access to exterior entrance with outdoor lighting
3. Update the bylaw to reflect uses permitted under the under the Community Care and Assisted Living Act.
4. Proposed new zone districts

Cluster Residential

Purpose:

To provide appropriately sized dwellings in a clustered pattern.

Commentary:

- More flexibility than current Special Needs Housing zone district and no restrictions on ability or need.
- Any age restrictions addressed separately via OCP policy and implementing instruments such as covenants or private society bylaws. Permit detached and semi-detached dwellings (2, 3, or 4 attached) in clustered arrangements.

Standards:

- Maximum density of 0.1 ha per dwelling unit (with community sewer and water).
- Min. lot size of 0.1 ha.
- No secondary suites or accessory dwellings permitted.

Multi-family Residential

Purpose:

To provide multi-family residential housing options.

Standards:

- Permit semi-detached, duplex, triplex, townhouse, apartment style dwellings.
- Max. density of 20 units per hectare.
- Min. parcel/development size of 2 ha.
- Min. lot size of 0.1 ha.
- No secondary suites or accessory dwellings permitted.

Print Date: October 22, 2015

Top Priorities

North Pender Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Land Use Planning for Waste Management	Identify land to be zoned for solid waste transfer facilities through a Special Advisory Planning Commission. Involves coordination with the Capital Regional District Solid Waste Management planning process.		Justine Starke		On Going
2	Housing	This is a broad scope project focused on housing; the first priority is consideratio n of vacation rentals in residential zones.	03-Feb-2015	Justine Starke		On Going
3	Age and disability friendly communities	Conduct an age friendly plan for North Pender Island. Contract consultant leading project, coordinated by IT Staff.	22-May-2014	Justine Starke	31-Dec-2015	On Going

North Pender Island

No.	Description	Activity	Received/Initiated	Status
1	Climate Change Adaptation and Community Resilience	Review available baseline data and consider policy and regulatory land use changes to address climate change adaption and community resilience	22-Jan-2009	On Going
1	Conservation Subdivisions	Continue exploring 2013-2014 work on conservation subdivisions. Consult with community on recommendations for LUB and OCP amendments.	03-Feb-2015	On Going
2	Agricultural Projects	Consider implementing agricultural initiatives identified in OCP, including an Area Farm Plan	22-Jan-2009	On Going
3	Other OCP projects: 1. View corridor review 2. Parks and Conservation area review 3. Pedestrian and Cycle paths - DONE 4. Groundwater protection strategy 5. Include advocacy policies for ultra vires regulations removed from the LUB (commercial airstrips, private marinas, use of personal watercraft) 6. Marine riparian areas		22-Jan-2009	On Going
4	Agricultural Buildling Watercourse Setbacks		28-Jul-2011	On Going
5	Geological Hazard Mapping	Continue work on proposed DPA for Hazardous Areas	22-Feb-2012	On Going

North Pender Island

No.	Description	Activity	Received/Initiated	Status
6	LUB Amendments	·review of industrial zoning, including waste management ·tourist commercial zoning review ·home industry regulation ·review of commercial (C1) zoning ·incorporate TUP's into zoning ·landscape screening review ·review of marine zoning regulations in conjunction with overall shoreline development review ·amendments to permit renewable energy ·review of floor area calculations, applicable for cottages in support of alternative, energy efficient building designs, and review maximum floor area restriction ·height exemptions for agricultural or forestry buildings ·max floor area for principal dwellings	22-Mar-2012	On Going
7	Road Side Signs		26-Apr-2012	On Going
8	Applications after the fact	options to address situations where construction work has occurred without the required permits or approvals	28-Jun-2012	On Going
9	LUB/OCP Amendments Related to Roadway and Transportation Initiatives	·NZEV designation ·Level 2 Charging Stations ·Additional Car Stop Locations ·Additional Bicycling-Walking Routes ·Heritage Roads ·Road standards in subdivision servicing regulations ·Related policy and regulatoy options	20-Sep-2012	On Going
10	Item 10.1 LUB Technical Amendments Project: Bylaw Enforcement Manager to provide a report regarding the applicability of the NPILTC Bylaw Infraction Investigations Bylaw No. 54, 1990, including recommended amendments.			On Going

North Pender Island

No.	Description	Activity	Received/Initiated	Status
11	Shoreline information communications (QR Codes)	Investigate incorporating shoreline information and classification into new Gulf Islands app and using QR code for smart phones		On Going

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
NP-DP-2015.4	PIERRE-YVES BEAUVAIS	09-Oct-2015	4721 BUCCANEERS RD To create a building site for new dwelling.

Planner: Phil Testemale

Planning Status

Status Date: 09-Oct-2015

opened file, gave to planner, processed fee, notified LTC

Rezoning

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2012.1	Michael and Anne Burdett	09-Nov-2012	Waste transfer/sorting facility with commercial recycle & composting

Planner: Justine Starke

Planning Status

Status Date: 04-Mar-2015

LTC put application on hold pending outcome of community wide waste management land use planning process. Applicant invited to make application for TUP.

Status Date: 22-Jan-2015

LTC defers consideration of rezoning pending Work Program discussion at Feb 3rd special meeting

Status Date: 13-Jan-2015

Staff report prepared for January 22 2015 meeting

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2012.2	Bo Helliwell Blue Sky Architecture	27-Nov-2012	To rezone to permit clustered residential uses and remove agri-tourism accommodation uses

Planner: Kim Farris

Planning Status

Status Date: 22-Jan-2015

LTC resolution authorizing Chair to execute covenants

Status Date: 21-Jan-2015

Memo for covenant execution on LTC agenda

Status Date: 20-Oct-2014

Ministerial approval of OCP amendment received

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2013.1	John & June Allan	18-Jan-2013	3418 SOUTH OTTER BAY RD - applies to portion of property with 4402 Otter Bay Rd address Allowing for present use (gravel storage & sales; construction debri, and sorting & recycling & transfer of materials & garbage).

Planner: Justine Starke

Planning Status

Status Date: 11-Mar-2015

Email correspondence advised applicant LTC will be considering putting application on hold pending outcome of community process for waste management. Application to be put on next available agenda.

Status Date: 13-Jan-2015

Met with applicat to discuss; applicant to continue to fulfill conditions set by previous staff and LTC

Status Date: 27-Nov-2014

Emailed applicant requesting status update

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2014.1	Michael Philpot	07-Jul-2014	7950 Plumper Way Amend the LUB for the maximum water area that may be covered by floats and wharfs.

Planner: Justine Starke

Planning Status

Status Date: 30-Jul-2015

Bylaw given Third Reading and referred to EC

Status Date: 11-Jun-2015

Public Hearing and community information meeting scheduled for June 18 and July 30 2015.

Status Date: 30-Apr-2015

Application/bylaw given second reading on April 30

Subdivision

File Number	Applicant Name	Date Received	Purpose

Islands Trust

Applications

NP-SUB-2014.2 09-Jul-2014 4446 HOOSON RD and 5431 HOOSON RD

To create a boundardy adjustment between 4446 and 5431 Hooson.

Planner: Phil Testemale

Planning Status

Status Date: 03-Sep-2015

Called applicant and left message. Awaiting response from applicant and application for Development Permit. PT

Status Date: 03-Jun-2015

E-mailed owner requesting information on applying for DPs

Status Date: 08-Dec-2014

Referral response e-mailed to MoTI;owner PT

Islands Trust

LTC EXP SUMMARY REPORT F2016

Invoices posted to Month ending September 2015

650 North Pender	Invoices posted to Month ending September 2015	Budget	Spent	Balance
65000-650	LTC "Trustee Expenses"	1,500.00	328.70	1,171.30
LTC Local				
65200-650	LTC - Local Exp - LTC Meeting Expenses	2,750.00	2,162.88	587.12
65210-650	LTC - Local Exp - APC Meeting Expenses	750.00	465.18	284.82
65220-650	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-650	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		4,550.00	2,628.06	1,921.94
Projects				
73001-650-4047	North Pender Age Friendly Community Plan	2,500.00	9,568.55	-7,068.55
73001-650-4054	North Pender Waste Management Review	3,250.00	726.35	2,523.65
73001-650-4055	North Pender Housing Review	3,250.00	0.00	3,250.00
TOTAL Project Expenses		9,000.00	10,294.90	-1,294.90

North Pender Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	January 27, 2005	NP-LTC-05-05	Advisory Planning Commission Appointments	The LTC will appoint Advisory Planning Commission members as representative of various local areas on North Pender and/or representative of various community organizations
2.	May 25, 2006	NP-LTC-80-06	Communications Policy	Policy Number NP-LTC-01-06 (Communications Policy) establishes guidance for the preparation and dissemination of routine non-statutory notices, extraordinary notices and trustee newsletters.
3.	May 25, 2006	NP-LTC-82-06	Enforcement Policy - STVR	1. THAT given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, STVRs that have one or more of the following characteristics will be subject to enforcement: 1. They are advertised on the internet, newspapers or other media; 2. They are not managed by the property owner; 3. More than one dwelling on the lot is simultaneously made available for STVR; 4. While the property is rented persons are also staying in tents, trailers or RVs; 5. There are issues related to health and safety; 6. There is a written complaint by owners or residents about bona fide nuisance issues such as noise or parking congestion related to the STVR; 7. The owner of the property uses more than one property on North Pender Island as a STVR. 2. THAT nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the North Pender Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time;
4.	August 30, 2007	NP-LTC-146-07	Special Occasion License Policy	THAT where a Liquor Control and Licensing Branch Special Occasion License referral relates to property on which North Pender Island Land Use Bylaw No. 103 permits public assembly uses, such as restaurants, community halls or church halls, and there are no issues related to parking or past complaints, staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.
5.	April 28, 2011	NP-LTC-50-11	Adopting In Camera Minutes	It was Moved and Seconded that the North Pender Island Local Trust Committee direct staff that they will adopt In Camera minutes when there are other reasons to close a meeting to the public.

6.	September 10, 2015	NP-LTC-63-15	Enforcement Policy - storage and disposal of waste and vehicles	THAT North Pender Island Local Trust Committee authorizes bylaw enforcement officers to commence bylaw investigations and enforcement without written complaint if bylaw violations related to disposal or storage of waste or recyclable materials or storage of vehicles or vehicle parts are observed by the bylaw enforcement officer while doing inspections for other issues or if it is reliably reported to the officer that such activity may be taking place.
7.				

Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality
October 2015

Opportunity Fund Grant for Mayne Island Conservancy – Mayne Island
The Trust Fund Board received and approved one Opportunity Fund grant at it last meeting, to assist the Mayne Island Conservancy with costs related to the ecological assessment of a potential conservation property. The Opportunity Fund is supported by individual donors and fundraising initiatives, such as the sale of our birthday calendars. The Fund is available to our partners, through grants, in support of land conservation projects in the Islands Trust area.

Trespass at Mount Trematon Nature Reserve– Lasqueti Island
Islands Trust Fund continues to address the damage caused by trespass at Mount Trematon Nature Reserve on Lasqueti Island. A professional biologist and local machine operator were supported by staff and local volunteers to remove the culvert and naturalize the stream bed. Vehicle access has been restricted with a culvert and gate, and the boundary has been surveyed and clearly marked.

Annual Monitoring Report
The Trust Fund Board received and reviewed the results of this year's monitoring visits. Only minor issues were identified at the time of monitoring and staff are currently meeting with landowners and working to remedy these issues.

Management Plans
<u>Horton Bayviary Nature Reserve (Mayne Island)</u>
The Trust Fund Board reviewed and approved the Horton Bayviary Nature Reserve Management Plan, prepared under contract by the Mayne Island Conservancy Society. The management plan was an update to the original plan, prepared after the property was acquired by the Trust Fund Board in 2002.

<u>Manzanita Ridge Nature Reserve (Salt Spring Island)</u>
The Trust Fund Board and Salt Spring Island Local Trust Committee co-hold a covenant on Manzanita Ridge Nature Reserve, which is owned by the Salt Spring Island Conservancy. The Trust Fund Board reviewed the new management plan for the Reserve and found it to be consistent with the terms of the conservation covenant, and therefore it was approved.

Fallow Deer Control on Sidney Island
The Board approved a request from the strata landowners on Sidney Island to allow hunting of fallow deer in the covenant areas. The landowners have been working for years to dramatically reduce the population of fallow deer on the island, which are non-native and having a severe negative impact on the vegetation and ecology.

Clam Bay Farm Covenant – North Pender Island
The Board finalized and signed off on a conservation covenant on a property known as Clam Bay Farms. The covenant protects approximately 8.25 hectares of Coastal Douglas-fir forest. As the covenant is a requirement of a development application, staff will notify the North Pender Local Trust Committee officially when the covenant is registered.

Evaluation of Outreach Projects
Staff provided the Board with a review of two recent pilot outreach programs – a landowners contact program on Lasqueti Island and outreach to realtors and other professionals on North Pender Island. Both projects resulted in successful outcomes, and staff will be working to develop realtor outreach events on other major islands.

Islands Trust

Memorandum

200 - 1627 Fort Street Victoria BC V8R 1H8
Telephone **(250) 405-5151** FAX: (250) 405-5155
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
information@islandstrust.bc.ca www.islandstrust.bc.ca

DATE: October 21, 2015

TO: North Pender Island Local Trust Committee

FROM: Lori Foster
Planning Team Assistant

RE: Proposed North Pender Island LTC 2016 Meeting Schedule

Attached is the proposed North Pender Island Local Trust Committee 2016 Meeting Schedule.

It is proposed that LTC meet on the preferred last Thursday of each month at 9:45 A.M., at the Pender Island Community Hall, upon availability, on the following dates: January 28, February 25, March 31, April 28, May 26, June 30, July 28, September 22, October 20, and November 17.

Noting the following exceptions to the preferred:

- March 31, proposed evening meeting
- June 30, proposed evening meeting
- September 22, because UBCM last Thursday
- October 20, accommodate Chair conflict with Saturna, proposed evening meeting
- November 17, give time between meetings

If the LTC is in agreement with this proposed schedule the LTC may adopt the following resolution:

> **“THAT** the North Pender Island Local Trust Committee adopts the 2016 meeting schedule as presented.”

If the LTC requests revisions to the schedule, then the LTC may adopt the amended schedule at the next meeting or by RWM.

pc Robert Kojima

Southern Planning Team
DRAFT LTC Regular Meeting Schedule
2016

PROPOSED

CHAIR	LB	GG	GG	GG	PL
Date	**Galiano**	**Mayne**	**North Pender**	**Saturna**	**South Pender**
January	-	25	28	-	-
February	1	22*	25	18	9
March	7	21*	31++	19 ++	-
April	4	25	28	14*	12
May	2	30	26	14++	-
June	6	27	30++	9*	7*
July	4	25	28	23++	-
August	-	-	-	-	-
September	19*	12*	22*	8	6*
October	3	31	20*++	27*	-
November	7	28	17*	24*	8
December	12*	-	-	-	-
Frequency:	*Monthly (10 per year)*	*Monthly (10 per year)*	*Monthly (10 per year)*	*Monthly (10 per year)*	*Bi-monthly (5 per year)*
Designated day:	*1st Monday*	*Last Monday*	*Last Thursday* *++Evening Meetings*	*3rd Thursday and 3 ++Saturday Meetings*	*2nd Tuesday*
Start Time:	*12:30 pm*	*1:00 pm*	*9:45 am*	*12:30 pm*	*10:00 am*
Location:	*South Hall*	*Ag Hall*	*Community Hall*	*Alternates*	*Fire Hall*

* [use asterisk to note where a meeting has been rescheduled because of a conflict]

Denotes a conflict with a northern or Salt Spring LTC meeting – may need to be rescheduled following Chair assignments or alternate chair requested

Regular Meeting Scheduling Criteria:

1. Start with *designated day*. Proposals to alter *designated day* should:
   a. Consider trustee, planner and minute-taker scheduling conflicts
   b. Avoid Wednesdays (conflicts with staff and EC meeting days)
   c. Avoid overlapping meetings or agenda deadlines
2. Start times are based on ferry schedules
3. Locations can be altered for specific meetings in the LTC meeting notice based on space availability or preferences to use alternating locations
4. Adjust by a week for statutory holidays (whichever way would result in longest time between meetings)
5. No meetings should be scheduled in first two to three weeks of January (Christmas office closure and cancellations due to weather and power outages)
6. No meetings should be scheduled in August (staff and trustee vacations) (adjust SP and SA meetings to minimize length of time between meetings)
7. No meetings should be scheduled after second week of December (weather, power outages, and Christmas office closure)
8. Adjust meetings to avoid UBCM (3rd week of September – check to confirm), AVICC and LGLA training
9. Adjust meetings to avoid conflicts with Trust Council, EC meetings, Council committee meetings, TFB meetings, and Ballenas-Winchelsea LTC meetings (EC as LTC)
10. Review other team LTC meetings and consider rescheduling where would be a Chair conflict (or arrange for alternate Chair if available)
11. Consider adjusting for Chair preferences (e.g. to schedule or avoid back-to-back meetings)

12. Where LTCs or Planners require additional meetings these should be scheduled based as special meetings (i.e. for projects based on an adopted project charter, public hearings and community information meetings, or due to application load or timing).

Rationale for 2016 Draft Schedule

*September 5, 2016 is a holiday therefore September 19 for Galiano and Sept 26 for Mayne
* Monday Feb 29 is TPC (Brian Crumblehulme) therefore Mayne meeting set for Feb 22
*March 25 – 28 Easter
Trust Council March 8 -10
Trust Council June 14 – 16
Trust Council September 13-15
Trust Council December 6-8
* North Pender September 26 – 30 UBCM, October switched due to Saturna / LPC and Chair conflicts, Nov to give time between meetings

South Pender June 7 and Sept 6 because TC is scheduled
Galiano – March 7 is a Monday followed by TC March 8-10
AVICC April 8-10