



North Pender Island Local Trust Committee

Regular Meeting Agenda

Date: September 10, 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 - 9:50 AM
2. APPROVAL OF AGENDA	9:50 AM - 10:20 AM
3. TOWN HALL AND QUESTIONS	
4. COMMUNITY INFORMATION MEETING	
none	
5. PUBLIC HEARING	
none	
6. MINUTES	10:20 AM - 10:40 AM
6.1 Local Trust Committee Minutes Dated July 30, 2015 (for Adoption)	4 - 13
6.2 Section 26 Resolutions-without-meeting Report	
none	
6.3 Advisory Planning Commission (APC) Minutes (for Receipt)	
6.3.1 <u>APC Minutes Dated April 2, 2015</u>	14 - 15
6.3.2 <u>APC Minutes Dated April 23, 2015</u>	16 - 19
6.3.3 <u>APC Minutes Dated July 29, 2015</u>	20 - 23
6.3.4 <u>Waste & Resource Management Special Advisory Planning Commission (SAPC) Minutes Dated August 18, 2015</u>	24 - 28
6.3.5 <u>SAPC Minutes Dated August 27, 2015</u>	29 - 32
7. BUSINESS ARISING FROM THE MINUTES	
7.1 Follow-up Action List Dated September 2015	33 - 35
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 Rd 36 - 36

9.2 Email from S Steil re: The Pender Islands Trust Protection Society - October 10th Meeting (for information) 37 - 38

Seminar -Truths & Misconceptions About Pender Islands Groundwater With Dr. Jim Henderson

10. APPLICATIONS AND REFERRALS 10:40 AM - 10:50 AM

10.1 Salt Spring Island Local Trust Committee Bylaw No. 484 Referral 39 - 41

For the LTC's response

11. LOCAL TRUST COMMITTEE PROJECTS 10:50 AM - 11:30 AM

11.1 Waste and Resource Advisory Planning Commission Terms of Reference 42 - 58

11.2 North Pender Advisory Planning (APC) Bylaw No. 200 - Staff Memo 59 - 61
For consideration of Adoption

11.3 Age Friendly Plan: Baseline Research and Analysis - Staff Report 62 - 110

12. REPORTS 11:30 AM - 11:45 AM

12.1 Work Program Report (attached)

12.1.1 Top Priorities Report Dated September 2015 111 - 111

12.1.2 Projects List Report Dated September 2015 112 - 113

12.2 Applications Report Dated September 2015 (attached) 114 - 116

12.3 Trustee and Local Expense Report Dated August 2015 (attached) 117 - 117

12.4 Adopted Policies and Standing Resolutions (attached) 118 - 118

12.5 Local Trust Committee Webpage

12.6 Chair's Report 11:45 AM - 12:10 PM

12.7 Trustee Report

12.8 Trust Fund Board Report dated August 2015 (attached) 119 - 119

13. NEW BUSINESS 12:10 PM - 12:30 PM

13.1 Bylaw Enforcement Strategy for Waste Management - Staff Report 120 - 122

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for October 29, 2015, at the Pender Community Hall

15. TOWN HALL 12:30 PM - 1:00 PM
16. CLOSED MEETING (Distributed Under Separate Cover) 1:00 PM - 1:30 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) & (i) for the purpose of considering:*
- Adoption of In-Camera Meeting Minutes Dated July 30, 2015
Legal Opinion
Appointment of Advisory Planning Commission Members &
Appointment of Board of Variance Members
- AND that the recorder and staff attend the meeting.*
- 16.2 Recall to Order
- 16.3 Rise and Report 1:30 PM - 1:35 PM
17. ADJOURNMENT 1:35 PM - 1:35 PM

North Pender Island Local Trust Committee Minutes of Regular Meeting

Date: Thursday, July 30, 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
Justine Starke, Island Planner
Robert Kojima, Regional Planning Manager

Staff Present: Zorah Staar, Recorder

Others Present: Twenty (20) members of the public

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

For consideration to amend the agenda, the following items were presented:

- add new Delegation item, 8.1 Michael Sketch re: Waste Task Force;
- add new Correspondence item, 9.2 Mary Anne Pare Letter re: Water Supply;
- add new Correspondence item, 9.3 Shelley Easthope Letter re: Waste Permit.

By general consent the agenda was approved, as amended.

3. TOWN HALL AND QUESTIONS

Sara Steil commented on the Driftwood Centre development permit application, stressing ecological integrity and using indigenous vegetation in landscaping.

Richard Piskor said that he had reviewed an Islands Trust auditor's report, to try to understand more about Islands Trust administrative and other expenses. Re: the Islands Trust Strategic Plan, he suggested that it would be better to try to do three things well, than to try to do 30 things, not so well.

Chair Grams responded that Richard Piskor could contact him if he wanted additional Islands Trust budget information. Re: the Strategic Plan, the Trust did have priorities where they focussed their current action, and meanwhile the Strategic Plan was like a projects list, for future action when possible.

Mary Reher said that she was concerned about her email re: water supply issues on Pirates Road, sent to the Trustees on June 4, and resent a week ago because there had been no response. She noted that if the Trustees wanted to draw our community together, hearing all points of view, then emails or letters needed to be answered sooner. She also wanted to know how correspondence was added to meeting agendas.

Chair Grams, Trustee Masselink, and Regional Planning Manager (RPM) Kojima apologized and acknowledged the need to keep improving the protocol for forwarding and timely action on emails. It helped if community members said in their emails whether they just wanted the Planner/Staff to answer a question, or if they wanted the Trustees to take action on it (including considering including it on a Local Trust Committee meeting agenda). Currently, correspondence re: current applications and project is posted to the Islands Trust website under the application, and other correspondence could be included on agendas.

Dennis Perch said that he had also experienced difficulties with his correspondence to the Local Trust Committee, including waiting 1 to 2 months for a response from staff.

Jane Perch said that she had asked for one of her letters to be part of the agenda package, but instead it was just posted to the website under the application it involved.

Dale Henning made comments including the following:

- concerns re: the Waste Management Task Force terms of reference (seeking clarity);
- not wanting the Chair to have too much power to control the Task Force;
- need for the Chair to have waste management and land use planning knowledge.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

5.1 Recess for Public Hearing

5.1.1 North Pender Island Local Trust Committee Bylaw No. 198

See separate record of July 30, 2015 Record of the Public Hearing for Bylaw No. 198.

Note: Trustee Masselink left the meeting at 10:15 am, due to a potential conflict of interest re: Bylaw No. 198, because his wife had done some previous consulting work for the Applicant.

5.2 Recall to Order

The regular meeting was recalled to order at 10:33 am, and Trustee Masselink returned.

6. MINUTES

6.1 Local Trust Committee Minutes

6.1.1 Local Trust Committee Meeting Minutes Dated June 18, 2015

By general consent the Local Trust committee meeting minutes of June 18, 2015 were adopted.

6.1.2 Local Trust Committee Public Hearing Record of June 18, 2015

Received for information

6.2 Section 26 Resolutions-without-meeting Report

none

6.3 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated July 2015

Received for information

8. DELEGATIONS

8.1 Michael Sketch re: Waste Task Force

Michael Sketch submitted a letter and made comments including the following on the Waste Management Task Force / Special Advisory Planning Commission (APC):

- proposed changes to APC Bylaw should be more restrictive and only allow South Pender residents rather than being amended to allow people from anywhere outside the North Pender Island Local Trust Area be able to sit on a Special APC;
- terms of reference should not predetermine APC's decision making process;
- the term "waste" should be changed to "solid discarded materials" (including recycling).

9. CORRESPONDENCE

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

9.1 Letter from M. Reher dated June 5, 2015 re: Water Supply (Pirates Road)

9.2 Letter from Mary Anne Pare re: Water Supply (Pirates Road)

Trustee Masselink commented as follows:

- data from government well on Pirate's Road showed declining trend, but reason for this was not clear, so it was important not to jump to blame;
- this was an opportunity to carefully consider water use and get expert input;
- Trustee Masselink had received a number of calls about water scarcity issues on Pender, and there is a growing awareness of water as a precious resource.

9.2 Letter from Shelley Easthope re: Waste Permit (at Medicine Beach Market)

It was noted that this letter concerned item 10.4 below (NP-TUP-2015.2).

10. APPLICATIONS AND REFERRALS

10.1 NP-RZ-2014.1 (Philpot)

10.1.1 Bylaw No. 198 - Post Public Hearing Report

Trustee Masselink left the meeting at 11:00 am, due to a potential conflict of interest re: Bylaw No. 198.

Island Planner Starke reviewed the Memorandum dated July 21, 2015 re: Proposed Bylaw No. 198, which was subject to a Public Hearing today (see 5.1).

Trustee Barber said that she supported giving the bylaw third reading, because the property could still be subdivided and additional docks prevented, and the owner was allowing the existing dock to be used by neighbours and for evacuation.

Chair Grams said that in this case, the views of staff, the qualified environmental professional, and the referrals (in support of rezoning) were more compelling than objections from some community members.

NP-2015-046

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee give Third Reading to Bylaw No. 198, cited as North Pender Island Land Use Bylaw 103, 1996, Amendment No. 4, 2014 (NP-RZ-2014.1; 0697595; 7950 Plumper Way).

CARRIED

NP-2015-047

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee refer Bylaw No. 198 to the Secretary of the Islands Trust for Executive Committee consideration of approval.

CARRIED

Trustee Masselink then returned to the meeting.

10.2 NP-DP-2015.3 (Rae) - Staff Report

Island Planner Starke reviewed the Staff Report dated July 20, 2015 re: Development Permit Application NP-DP-2015.3, commenting as follows:

- this was an application to amend the existing Driftwood Centre development permit, for changes to the exterior of 3 buildings, landscaping and parking;
- there had been lots of work between the planner and the applicant's designer, to make proposed changes consistent with requirements.

Trustee Masselink noted that native plants were included in the landscaping.

NP-2015-048

It was MOVED and SECONDED

THAT Development Permit NP-DP-2015.3 (Rae) be approved.

CARRIED

10.3 NP-DVP-2015.6 (Wallace) - Staff Report

Island Planner Starke reviewed the Staff Report dated July 17, 2015 re: Development Variance Permit Application NP-DVP-2015.6. This was a variance application for setbacks from the sea and side yard, for existing portions of a dwelling, new stairs and deck, and roof alteration.

Applicant Andrea Wallace was present, and noted that they were new owners of the property, they were trying to save an arbutus, and they could not get fire insurance unless they altered a roof.

NP-2015-049

It was MOVED and SECONDED

THAT Development Variance Permit NP-DVP-2015.6 (Wallace) be approved.

CARRIED

10.4 NP-TUP-2015.2 (Pender Island Waste Management) - Staff Report

Island Planner Starke reviewed the July 6, 2015 Staff Report re: a Temporary Use Permit (TUP) application for Medicine Beach Garbage Drop Off, as follows:

- this garbage drop-off had already been approved by previous 3-year TUP, and then a 3-year renewal of that TUP, and now a new TUP was being requested;
- no changes were proposed to the permit, which had no past objections;
- there was one response yesterday re: nearby marshlands, but Trust Fund Board felt that any environmental issues had been addressed;
- TUP would meet a need, during current Waste Management Task Force work.

NP-2015-050

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee approve Temporary Use Permit NP-TUP-2015.2 for a waste transfer site at 5827 Schooner Way, to be valid for a period of three years from the date of issuance.

CARRIED

10.5 NP-OTH-2015.1 (Jamieson) - Staff Memo

Island Planner Starke reviewed the July 21, 2015 Memorandum re: Notice of Work for a Sand & Gravel Quarry Operation at 3410 Otter Bay Road. This was a matter outside Local Trust Committee jurisdiction, and therefore provided for information.

Property owner Mike Jamieson was present and explained this short-term project.

11. CLOSED MEETING

11.1 Motion to Close Meeting

NP-2015-051

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), (f), and (g) and that recorder and staff attend the meeting.

CARRIED

Note: See separate In Camera minutes dated July 30, 2015.

11.2 Recall to Order

The regular meeting was recalled to order at 12:30 pm.

11.3 Rise and Report

Chair Grams reported as follows:

- The in-camera agenda included a report on a bylaw enforcement strategy re: waste management, and the LTC has requested staff to put this report on the open agenda for the next LTC meeting;
- The LTC has requested Bylaw Enforcement to send a letter to all known short term vacation rental (STVR) operators reminding them that STVR's are currently unlawful.

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Pender Island Waste Management Task Force - Staff Report

Island Planner Starke reviewed the Staff Report dated July 16, 2015, re: Waste Management Task Force – Composition and Terms of Reference. This included revised Terms of Reference, and Draft Bylaw No. 200, a bylaw to amend the Advisory Planning Commission (APC) Bylaw. There was legal advice that the Waste Management Task Force should be a special APC, with fewer ex-officio members, and conflict of interest dealt with by recusal in limited circumstances, and an amendment of the APC Bylaw to allow members from South Pender Island.

NP-2015-052

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee adopt the amended Terms of Reference for a Waste Management Task Force dated July 30, 2015.

CARRIED

NP-2015-053

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee give First Reading to Bylaw No. 200, cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015".

CARRIED

NP-2015-054

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee give Second Reading to Bylaw No. 200, cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015".

CARRIED

NP-2015-055

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee give Third Reading to Bylaw No. 200, cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015".

CARRIED

NP-2015-056

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee refer Bylaw No. 200, cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015", to the Executive Committee of the Islands Trust for consideration.

CARRIED

NP-2015-057

It was MOVED and SECONDED

THAT at the first meeting of the Waste Management Task Force / Special Advisory Planning Commission, the group be requested to submit to staff their collective recommendations with regard to revisions to the Terms of Reference.

CARRIED

13. REPORTS

13.1 Work Program Report

13.1.1 Top Priorities Report Dated July 2015

Received for information

13.1.2 Projects List Report Dated July 2015

There were no changes to the Work Program.

13.2 Applications Report Dated July 2015

Received for information

13.3 Trustee and Local Expense Report Dated June 2015

Received for information

13.4 Adopted Policies and Standing Resolutions

Received for information

13.5 Local Trust Committee Webpage

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

13.6 Chair's Report

Chair Grams reported on the following:

- Islands Trust Chief Administrative Officer hiring process;
- Salt Spring Island incorporation study;
- Islands Trust analysis of a potential head office relocation;
- Work by the Salt Spring Island Watershed Protection Association.

13.7 Trustee Report

Trustee Masselink spoke about his social innovation residency at the Banff School in June/July, and the need for a systemic approach to complex issues, including convening conversations where we can hear each other.

13.8 Electoral Area Director's Report

none

13.9 Trust Fund Board Report

none

14. NEW BUSINESS

14.1 Local Trust Committee Input on Strategic Plan - Phase 2

NP-2015-058

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee request its Planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7.

CARRIED

14.2 2015-2016 LTC Budget Requests - Staff Report

Regional Planner Manager Kojima reviewed the July 16, 2015 Staff Report re: 2016-2017 Budget Requests.

NP-2015-059

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee revise their draft 2016-2017 Budget Requests by including an additional \$1,000 for the Waste Management project, with a total of \$18,000, and forward the budget as revised to the Financial Planning Committee.

CARRIED

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for September 10, 2015, 9:45 am, at the Pender Island Community Hall

16. TOWN HALL

Sara Steil suggested that the Local Trust Committee once again publish official notices in the Island Tides as well as the Driftwood newspaper.

Michael Sketch questioned Trustee Masselink about the innovation residency at the Banff Centre (attended by Trustee Masselink) being funded by Suncor - an energy corporation involved with pipelines and tankers.

Trustee Masselink said that this was a concern for himself and other attendees, but the Suncor Foundation did not interfere with the conversations at the Banff Centre. Trustee Masselink was totally opposed to increased tanker traffic, and he felt that we needed not only to protest on this issue, but also engage in new forms of conversation to shift our future.

Dale Henning asked how many Pender people subscribed to the Islands Trust list for automatic notifications.

Regional Planning Manager Kojima said that he would check on this.

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:04 pm.

George Grams, Chair

Certified Correct:

Zorah Staar, Recorder

ADOPTED



North Pender Island Advisory Planning Commission Minutes of Meeting

Date: Thursday, April 2, 2015 (10:00 am)

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

Members Present: Val Butcher, Chair
Julie Roper, Deputy Chair
Reg Smith
Sharon Card
Michael Symons

Staff Present: Zorah Staar, Recording Secretary

Regrets: Marika Kenwell

Others present: None

Chair Butcher called the meeting to order at 10:02 am, and noted that the single agenda item was approval of the minutes of the March 17, 2015 Advisory Planning Commission (APC) meeting.

The March 17 APC meeting concerned the referral by the North Pender Island Local Trust Committee of rezoning application NP-RZ-2014.1 (Philpot), which was about approval of an oversize dock.

By general consent, the Advisory Planning Commission amended the March 17 minutes at page 4, 3rd paragraph, 9th line – to change “blatant” to “wilful”.

NP-APC-2015-009

MOVED by Member Symons, SECONDED by Member Roper
THAT the North Pender Island Advisory Planning Commission approve the minutes of the March 17, 2015 meeting, as amended.

CARRIED

In addition, Recorder Zorah Staar reported that Islands Trust staff had requested for the Advisory Planning Commission minutes to follow generally the current Islands Trust format for Local Trust Committee minutes. This included resolutions no longer naming the Mover and Seconder, therefore the March 17 minutes had been prepared on this basis.

However, all the APC Members present considered the names of the Mover and Seconded as relevant to a better understanding of APC discussions and recommendations, for those later reading the minutes.

By general consent the Advisory Planning Commission requested that their minutes continue to show the names of the Mover and Seconded on resolutions.

NP-APC-2015-010

MOVED by APC Member Symons

THAT this Advisory Planning Commission meeting be adjourned at 10:09 am.

CARRIED



Julie Roper, APC Vice-Chair

Certified Correct:



Zorah Staar, Recorder



ADOPTED



North Pender Island Advisory Planning Commission Minutes of Meeting

Date: Thursday, April 23, 2015

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

Members Present: Julie Roper, Deputy Chair
Marika Kenwell
Reg Smith
Michael Symons
Sharon Card

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

Regrets: Val Butcher, Chair

Others present: Dianne Barber (Local Trustee)
and two members of the public

1. CALL TO ORDER

Vice-Chair Roper called the meeting to order at 10:03 am and made introductions.

2. APPROVAL OF AGENDA

NP-APC-2015-011

MOVED by Member Symons, SECONDED by Member Kenwell
THAT the Advisory Planning Commission approve the proposed agenda
for the April 23, 2015 meeting.

CARRIED

3. APPROVAL OF MINUTES

NP-APC-2015-012

MOVED by Member Symons, SECONDED by Member Smith
THAT the Advisory Planning Commission approve the minutes of the April
2, 2015 meeting.

CARRIED

4. LOCAL TRUST COMMITTEE REFERRAL

4.1. Initial Comments by APC Vice-Chair

In the absence of APC Chair Butcher, Vice-Chair Roper noted that the main purpose of this Advisory Planning Commission (APC) meeting was to discuss the referral by the North Pender Island Local Trust Committee (LTC) of the Housing top priority. This was for feedback and advice including whether the LTC should take a comprehensive approach (e.g. consider multiple housing issues together), or rather a phased approach (focus on one major issue at a time).

4.2. Initial Comments by Island Planner

Island Planner Justine Starke noted that the terms for the current APC would be over after this meeting. She thanked them for their thoughtful deliberations and service, and invited them to express interest in being re-appointed, as well as spreading the word to other community members.

Island Planner Starke then noted the March 17, 2015 Staff Report on the Housing Top Priority (provided to the APC), and commented as follows:

- Local Trustees had discussed the possibility of Housing priority potentially including affordable housing, short term vacation rentals (STVR's), liveaboards and/or other housing issues;
- Staff Report explored various housing issues and potential connections between them, and suggested that LTC consider narrowing their focus;
- one option was a comprehensive approach, i.e. consider various subjects, and distinguish between different types of housing stock and what to use it for (e.g. affordable housing, STVR's, other uses, etc.);
- second option for LTC was to use a phased approach and to address affordable housing and STVR's separately, completing one of these complex issues before the other.

4.3. Brief Comments by the Public

Vice-Chair Roper invited members of the public to comment.

Chuck Harris commented as follows:

- Harris lived on Buck Lake, which had 45 lots around lake, and in the past about 6 short term vacation rentals (STVR's) with off-island owners;
- this resulted in extreme disruption for residents, including midnight hot tub parties, drunken fisherman on the lake, fires, and other problems;
- if Local Trust Committee decided to permit some STVR's, they should take into account location, and other controls to be applied.

Mick Jones commented as follows:

- better to separate affordable housing from STVR's, because affordable housing not controversial, and then better progress could be made on it;

- 2008 North Pender Island Affordable Housing Report was excellent, and only made passing reference to short term vacation rentals, which Jones felt were not that strongly linked to affordable housing;
- Local Trust Committee should work with CRD and province on a strategy to create affordable housing, for seniors and others here;
- STVR's were down from about 70 to 25, and issues seemed localized.

Dianne Barber (Local Trustee) said that she had no comments at this time.

4.4. Discussion & Recommendations by APC Members

Vice-Chair Roper suggested that APC Members comment on two points: what they thought was the most important Housing issue or issues for North Pender Island at this time, and whether the LTC should take a comprehensive or phased approach (as described above). APC members spoke in two rounds and also had open discussion. This is a brief summary of their comments, and the resolutions subsequently passed.

Member Card commented as follows:

- saying "Housing top priority" was misleading, because short term vacation rentals (STVR's) were really commercial accommodation;
- most important North Pender housing issue was affordable housing, which probably affected the quality of life of more people here;
- affordable housing may be linked to STVR's (when people believe they need to rent their residence in order to be able to afford to live there);
- affordable housing also linked with having an age-friendly community;
- an action plan should be developed using the 2008 Affordable Housing Report as a resource, taking into account the Age & Disability Friendly planning project, and having Islands Trust working with CRD, provincial and federal governments, and private sector;
- housing issue should be seen in this larger context, and perhaps a housing co-ordinator position could be created.

Member Kenwell commented as follows:

- she was part of Task Force for 2008 Affordable Housing Report, which defined affordable housing as requiring less than 30% of family income;
- she wondered whether the current Trustees had read this Report;
- on Pender we had very high house prices, average wages barely above minimum wage, and very expensive rents, in part because of STVR rentals being more lucrative and decreasing year round rental housing (however, there was an absence of data on this issues);
- affordable housing was the crucial #1 housing issue here, and should be dealt with separately from STVR's, beginning with research on specifics of affordable housing need, and also impact of STVR's on it;
- affordable housing needed for service providers (e.g. for elderly), other employees of our businesses, families who couldn't find a place, etc.;

There were also APC suggestions to look at housing or accommodation research available from other islands (e.g. the Galiano STVR study), plus North Pender information available from local real estate offices.

5. ADJOURNMENT

NP-APC-2015-016

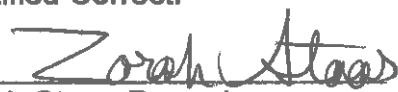
MOVED by Member Roper

THAT the APC meeting be adjourned at 11:50 am

CARRIED


APC Chair

Certified Correct:


Zorah Staar, Recorder



DRAFT



North Pender Island Advisory Planning Commission Minutes of Meeting

Date: Wednesday, July 29, 2015 (4:30 pm)

Location: Pender Island Community Hall (Upstairs)
4418 Bedwell Harbour Road, North Pender Island, BC

Members Present: Julie Roper
Michael Symons
Barbara Johnstone Grimmer
Sharon Card
Ben McConchie
Dorothy Murdoch

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

Regrets: None

Others present: Derek Masselink (Local Trustee)

1. CALL TO ORDER

With this new Advisory Planning Commission (APC) not yet having elected its Chair and Deputy Chair, previous Deputy Chair Roper called the meeting to order at 4:30 pm, and acted as Chair until item 5. APC Members introduced themselves, and Trustee Masselink said that he was present to offer thanks and encouragement.

2. APPROVAL OF AGENDA

Item 3. of the proposed agenda was amended, to show the date of the minutes to be approved as April 23, 2015 (not April 2, 2015).

NP-APC-2015-017

MOVED by Member Symons, SECONDED by Member Card

THAT the Advisory Planning Commission approve the proposed agenda, as amended.

CARRIED

3. APPROVAL OF MINUTES

NP-APC-2015-018

MOVED by Member Symons, SECONDED by Member Smith

THAT the Advisory Planning Commission approve the minutes of the April 23, 2015 APC meeting.

CARRIED

It was noted that the April 23 meeting occurred the day before the end of the term of the previous APC. Where possible, the current APC Members were in favour of having brief subsequent meetings for timely approval of APC minutes on Local Trust Committee referrals.

4. APC ORIENTATION

Orientation materials had been distributed to new APC Members. Island Planner Justine Starke gave a presentation, to orient newer APC Members and also provide a review. Some of the key points were as follows:

- review of Islands Trust history and “preserve and protect” mandate, North Pender Island Trust Area, Official Community Plan, Land Use Bylaw framework, and applications or matters that may be referred to APC;
- APC as a statutory body, subject to APC Bylaw and other restrictions;
- APC role is to provide advice, comments, and recommendations, on matters specifically referred by the Local Trust Committee (LTC);
- APC recommendations are not binding on the LTC, but are very appreciated;
- APC Members should be cautious if discussing LTC referrals with each other apart from duly-constituted meetings, because an inadvertent quorum may occur, but individual APC Members may discuss referrals with other community members apart from meetings;
- North Pender Island Advisory Planning Commission Bylaw provides for a period at each APC meeting to hear some community comments, but public should also be directed to make all comments directly to LTC, because it was not APC’s role to adjudicate on public input or receive it on LTC’s behalf;
- APC Members must declare potential conflicts of interest, and withdraw from discussions where a conflict is considered to exist (by Islands Trust Chief Administrative Officer Linda Adams);
- APC Bylaw stipulated meeting requirements, including posting of notices at least 5 days in advance, 50% meeting quorum, taking of minutes, etc.;

- Current 3 top priorities of Local Trust Committee (LTC), i.e. (1) Age & Disability Friendly Planning, (2) Land Use Planning for Waste Management (including a separate Task Force / Special Advisory Planning Commission), and (3) Housing (beginning with consideration of short term vacation rentals).

An APC Member noted that it was helpful if the LTC made it as clear as possible what was expected of the APC on a referral, including how much public input.

An APC Member asked (respectfully) what was the point of the APC, if the LTC was under no obligation to follow any APC recommendations.

Island Planner Starke and Trustee Masselink answered this and other questions from APC Members, including the following comments:

- encouragement for APC Members to talk to their community contacts prior to meetings, to get a sense of diverse community positions on LTC referrals;
- importance of APC Member discussions providing a reflection of community opinions, even if LTC believed that they had reasons not to follow every APC recommendation, and were willing to accept the consequences of this choice;
- LTC reasons for appointing a separate Waste Management Task Force / Special Advisory Planning Commission, to have multiple meetings on that issue (Note: task force also included as ex-officio members the Chairs of the North Pender and South Pender APC's, or their delegates – see 5. below).

5. ELECTION OF APC CHAIR & DEPUTY CHAIR

Acting chair Julie Roper called 3 times for nominations for the role of APC Chair.

NP-APC-2015-019

MOVED by Member Card, SECONDED by Member McConchie

THAT Michael Symons be nominated for APC Chair.

There was another nomination but with no seconder (as required). Therefore, Member Symons was declared APC Chair for this term.

Chair Symons called 3 times for nominations for the role of APC Deputy Chair

NP-APC-2015-020

MOVED by Member Murdoch, SECONDED by Member McConchie

THAT Barbara Johnstone Grimmer be nominated for APC Deputy Chair.

There were no other nominations. Therefore, Member Johnston Grimmer was declared APC Deputy Chair for this term.

Chair Symons was not available to serve as an ex-officio member of the Waste Management Task Force / Special Advisory Planning Commission. Deputy Chair Johnstone Grimmer volunteered to take this role, and was delegated to do so.

As for future meetings of the regular Advisory Planning Commission once a Local Trust Committee referral had occurred, various APC Members had difficulties attending morning, afternoon, or evening meetings, so a 4:30 pm weekday meeting time seemed most likely to work in future.

6. ADJOURNMENT

NP-APC-2015-020

MOVED by Member Roper, SECONDED by Deputy Chair Johnstone Grimmer

THAT the APC meeting be adjourned at 5:49 pm.

CARRIED

APC Chair

Certified Correct:

Zorah Staar, Recorder

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

Date: Tuesday, August 18, 2015 (12:30 p.m.)

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

Members Present: Barbara Johnstone Grimmer, Chair
Elizabeth Montague, Deputy Chair
Dale Henning
Donn Korbin
Jim Petrie
Richard Philpot
Ursula Poepel
John Pollard
Michael Sketch



Staff Present: Robert Kojima, Regional Planning Manager
Justin Starke, Island Planner
Shannon McConchie, Recorder

Regrets: Davy Rippner, Commission Member

Others Present: Thirteen (13) members of the public were present

1. CALL TO ORDER

Pre-empting the election of a Chair and Deputy Chair, Planner Starke called the meeting to order at 12:33 p.m. She welcomed everyone and provided an overview of the meeting's purpose and proposed structure. Each member of the staff and of the Commission took a turn introducing themselves.

2. ELECTION OF CHAIR/DEPUTY CHAIR

Planner Starke called for nominations for Chair of the Commission. Five members were nominated. Barbara Johnstone Grimmer accepted her nomination and four other members respectfully declined.

Assuming her position, Chair Johnstone Grimmer called for nominations for Deputy Chair of the Commission. Elizabeth Montague and Jim Petrie were nominated and accepted their nominations. Planner Starke and Regional Planning Manager (RPM) Kojima officiated a secret ballot election, which resulted in favour of E. Montague.

NP-SAPC-2015-001

It was MOVED and SECONDED

THAT this Special Advisory Planning Commission appoint Barbara Johnstone Grimmer as Chair and Elizabeth Montague as Deputy Chair.

CARRIED

3. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

4. BACKGROUND & ORIENTATION

IP Starke provided background information to members which included the following key points:

- An introduction to this Commission's Terms of Reference.
- An overview of the Islands Trust's role in waste management.
- An invitation for members to request further information from her either individually or as a group.
- A brief explanation of Conflicts of Interest and the channels by which a member can receive guidance should they believe they might have such a conflict.

5. TERMS OF REFERENCE - OVERVIEW

The document was provided for reference and a discussion was held to decide the best method for sharing input and incorporating written suggestions. It was agreed by general consent that each member would have an opportunity to share their suggestions in turn and that Planner Starke would apply all agreed upon revisions as they were made.

6. TERMS OF REFERENCE – INPUT

Title

A discussion was held regarding the group's name. The benefits of the term "Commission" compared with "Task Force" were discussed. The members also discussed the term "waste" and whether alternative phrases would be better suited.

NP-SAPC-2015-002

It was MOVED and SECONDED

THAT this North Pender Island Special Advisory Planning Commission be known as the Pender Island Waste Management Task Force.

DEFEATED

**Opposed: B. Johnstone Grimmer, D. Korbin,
M. Sketch, E. Montague, R. Philpot**

NP-SAPC-2015-003

It was MOVED and SECONDED

THAT this North Pender Island Special Advisory Planning Commission be known as the Waste and Resource Management Commission.

CARRIED

Opposed: J. Pollard, D. Henning, J. Petrie

Background

Planner Starke presented the document. The members collaborated to make several amendments by consent, which were incorporated into the document directly.

Role of the Task Force

The recommended amendments provided in the written communication of Member M. Sketch, dated August 12, 2015, were read and discussed. Following the discussion, the Commission agreed by consent to incorporate the suggested amendment into the document, which was done directly by staff.

Community Input

Planner Starke provided an overview and background on the rationale for including this Term of Reference. A discussion on the value of community input and its role in this Commission's task ensued. Points noted by the Commission members were as follows:

- Community members can provide insight and ideas that might not be beyond that offered by the Commission members.
- Community input can have differing levels of impact on the Commission's recommendations depending on where that input is included on the agenda.
- The time of both the community members and the project itself needs to be considered when deciding on the amount of time devoted to the input and its position on the agenda.

Chair Johnstone Grimmer acknowledged member of the public gallery, South Pender Island Trustee Bruce McConchie. Trustee McConchie encouraged this Commission to exercise their rights under APC Bylaw 166(f) and call on members of the public gallery whenever that person's expertise could assist the Commission.

NP-SAPC-2015-004

It was MOVED and SECONDED

THAT the term of Community Input be amended to include the statement, "Each commission meeting agenda will make provision for twenty minutes at the beginning of the meeting to receive comment from the public on agenda items for that meeting. The commission will host additional events specifically designed for public input".

CARRIED

7. NEXT STEPS

By general consent this agenda item was deferred to this Commission's next meeting.

8. QUESTIONS FROM PUBLIC

Dennis Perch raised the issue of Conflict of Interest and spoke to the differing approach between Local Trust Committees and Advisory Planning Commissions.

Following his statements, Commission members discussed their views on how Conflicts of Interest should be handled and whether disclosure alone would be adequate or if members should recuse themselves from the discussion and/or related votes.

Staff provided input to the discussion and encouraged members to access the legal counsel available to them through Islands Trust should they find themselves in a position with a possible conflict of interest.

Bruce McConchie addressed the issue of public input and those APC Bylaws which govern it. Trustee McConchie also provided a background of the South Pender Local Trust Committee's involvement in the formation of this Commission and encouraged a cooperative approach with open inclusion of the South Pender LTC.

9. NEXT MEETING

In the interest of reserving time for public input, the Commission discussed options for completing their review of the Terms of Reference at a later time. Members agreed that before they passed a resolution to accept the revisions they would like to devote adequate time to review of the remaining terms. It was also acknowledged that the review would need to be completed in time for the next North Pender Local Trust Committee (LTC) meeting.

NP-SAPC-2015-005

It was MOVED and SECONDED

THAT the Waste and Resource Management Commission hold a meeting on August 27, 2015 at 12:30 pm to complete the Terms of Reference deliberation and ensure advancement of the revised Terms of Reference to the North Pender Local Trust Committee in time for their next meeting.

CARRIED

10. ADJOURNMENT

By general consent the meeting was adjourned at 3:15 pm.

Barbara Johnstone Grimmer, Chair

Certified Correct:

Shannon McConchie, Recorder

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

COPIED TO

☒ **PLANNER**
☒ **LTC NP/SP**
☒ **LC**

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



Follow Up Action Report w/ Target Date

North Pender Island Jun-18-2015

No.	Activity	Responsibility	Target Date	Status
1	RFP or direct award for secretary contract to support Pender Island Waste Management Task Force.	Sharon Lloyd-deRosario Justine Starke	Jul-15-2015	Done
1	Advertise the "Celebrating Orca of the Salish Sea" via subscription list.	Lori Foster Sharon Lloyd-deRosario	Jul-18-2015	Done
1	The North Pender Island Local Trust Committee appointed Benjamin McConchie, Dorothy Murdoch, Barbara Johnstone Grimmer, and re-appointed Michael Symon, Julie Roper and Sharon Card to the North Pender Island Advisory Planning Commission for a term of one year commencing April 24, 2015.	Lori Foster Sharon Lloyd-deRosario	Jul-22-2015	Done
1	Special meeting minutes May 19, adopted.	Lori Foster Sharon Lloyd-deRosario	Jul-30-2015	Done
1	Bylaw 198 - Advertise and notify for second public hearing July 30.	Sharon Lloyd-deRosario Justine Starke	Jul-30-2015	Done
1	NP-DVP-2015.3 - permit approved for issuance.	Sharon Lloyd-deRosario Phil Testemale	Jul-30-2015	Done
1	NP-DVP-2015.4 - permit approved for issuance.	Sharon Lloyd-deRosario Phil Testemale	Jul-30-2015	Done
1	NP-SUB-2014.3 - 10% Waiver approved	Sharon Lloyd-deRosario Phil Testemale	Jul-30-2015	Done
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	Lori Foster Justine Starke	Jul-30-2015	On Going

project charter as amended.[DONE] c)
direct staff to develop information
materials d) Schedule Community
Information Meeting.

1	WASTE MANAGMENT -Adopt Task Force ToR and amend:1) up to 9 voting members (in addition to ex-officio) 2) those with a pecuniary conflict of interest sit ex-officio 3) terminology be amended by staff to make clear this is a joint initiative that engages North and South Pender.	Justine Starke	Jul-30-2015	Done
1	Schedule inaugural meeting of Waste Management Task Force.	Justine Starke	Aug-31-2015	Done

Jul-30-2015

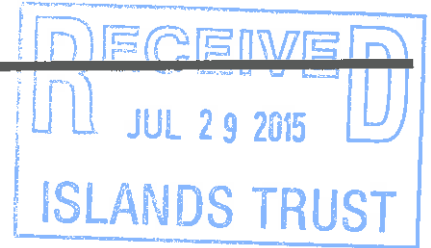
No.	Activity	Responsibility	Target Date	Status
1	Strategic Plan: NPI LTC request its planner to complete attachment 3 based on LTC's work program and forward it to CAO by August 7. Send to individual trustees for information.	Justine Starke	Aug-07-2015	Done
1	The North Pender Island Local Trust Committee revised the draft 2016-1 7 LTC Project Budget request to add \$1000 to Waste Management for a total budget of \$18 000. Forward to Financial Planning Committee as revised.	Robert Kojima	Aug-12-2015	Done
1	Bylaw 198 - public hearing held, third reading given to bylaw, direction to send to Executive Committee for consideration.	Sharon Lloyd-deRosario Justine Starke	Aug-19-2015	Done

1	NP-DP-2015.3 (Rae) - Driftwood - Approved for issuance.	Sharon Lloyd-deRosario Phil Testemale	Aug-20-2015	Done
1	Bylaw enforcement letter to be sent to all identified STVR owners. Review with trustees.	Miles Drew Justine Starke	Aug-31-2015	On Going
1	Waste Management Task force - Adopt ToR dated July 30 2015 - bring ToR to meeting of task force for input.	Justine Starke	Aug-31-2015	Done
1	Three readings to Bylaw 200 (Amending APC Bylaw 166). Refer to EC for Consideration.	Sharon Lloyd-deRosario Justine Starke	Aug-31-2015	Done
1	Bylaw enforcement strategy for waste management - report to go on next public agenda.	Miles Drew Sharon Lloyd-deRosario Justine Starke	Sep-01-2015	Done
1	DP-DVP-2015.6 (Wallace) - approved	Sharon Lloyd-deRosario Phil Testemale	Sep-10-2015	Done
1	NP-TUP-2015.2 (PI Waste Management) - Approved for three years.	Sharon Lloyd-deRosario Justine Starke	Sep-10-2015	Done
1	Minutes of June 18 LTC meeting approved.	Lori Foster	Sep-10-2015	Done

Lori Foster

Subject:

FW: [CORR] FW: Well #284, Pirates Road



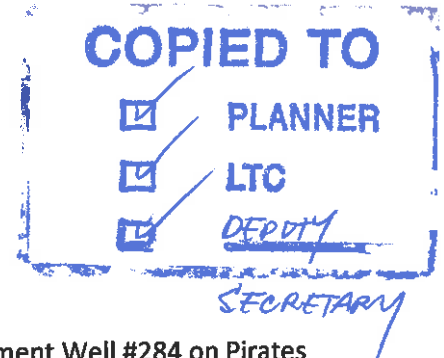
From: Mary Anne Pare [REDACTED]

Date: July 28, 2015 at 8:08:39 AM PDT

To: Derek Masselink <dmasselink@islandstrust.bc.ca>, Dianne Barber <dbarber@islandstrust.bc.ca>

Cc: "directorsgi@crd.bc.ca" <directorsgi@crd.bc.ca>

Subject: Well #284, Pirates Road



To the North Pender Island Trustees

Dianne Barber and Derek Masselink

Dear Trustees,

We are writing to address the issue of development in the area of B.C. Government Well #284 on Pirates Road. Statistics recorded over the past years identify a drastic reduction in the water levels of the aquifer in our area. This depletion seems to have coincided with the clear-cutting of significant acreage of the property known as the Timbers.

In our experience as residents of Pirates road, we have observed that the loss of riparian woodland affected not only the developer's property but adjacent land as well. In spring, there were no swamp lanterns, no frog song, as well as less vegetation along the roadside. It is our understanding that a healthy riparian zone retains groundwater that is then fed into the aquifer. If the woods are removed, the water cannot be contained and will leach out and drain into the ocean.

Whatever the cause of the diminishment of the levels in Well #284, any additional influx of tourism will surely put more demands on an already compromised water system. In light of this, we are asking you, as Trustees, to delay any development or tourism permits to the Timbers until there has been an independent review by a hydrologist of the aquifer situation in the area of well #284.

We believe this issue is a critical one in terms of protecting and preserving the fragile ecosystem of our island.

Respectfully,

Mary Anne Pare and John Allan

[REDACTED] Pender Island.

The Pender Islands Trust Protection Society

6604 Harbour Hill Road, Pender Island, B.C. / Ph: 250-629-6885

September 1, 2015

To: North Pender Island Local Trust Committee

Attention: Chair Trustee George Grams; Trustee Derek Masselink; Trustee Dianne Barber

Dear Trustees:

The Pender Islands Trust Society, with the Pender Island Conservancy Association and the Capital Regional District (CRD), are pleased to announce this important & educational Seminar: -

Truths and Misconceptions about Pender Islands Groundwater: - Planning for the Future

Saturday, October 10 1-4 pm - Pender Islands Community Hall

With Dr. Jim Henderson is a Ph. D. geophysicist whose Masters and Ph.D. work involved research on groundwater management on the Pender's.

Statement by Dr. Henderson: - "The same issues exist on all of the Gulf Islands....., it is a mixture of amount of rain, amount of development, lack of conservation, etc.".

As you are aware, the Islands Trust Area and the Southern Gulf Islands in particular are experience continuing dropping levels in the groundwater aquifers which is being exacerbated by the ever increasing summer droughts caused by climate change and land use without preservation of watersheds.

For the benefit of all property owners and for the Islands Trust generally, the Pender Islands Trust Protection Society have partnered with other organizations & concerned citizens to bring Dr. Henderson from Calgary to provide us with needed information and steps that must be adhered to with regards to any type of land use including, but not limited to, the urgent need for protection of all groundwater re-charge watershed areas for the benefit of all species. Serious considerations must be given to human activities which cause changes in the natural hydrology, promotes loss of watersheds and / or the re-charging of aquifers and fresh water bodies that cause negative impacts on groundwater resources.

At this time, with the serious concerns and the need for preservation & protection of all groundwater and fresh water resources, we ask you to fully support this educational seminar with assistance in sending via email circulation notification of encouragement to attend to all islanders & property owners in your Local Trust Committee area and place on the North Pender Island web page (will provide poster for your convenience).

Please feel free to contact the unsigned if further information is required. Thank you for your support.

Yours truly

Sara J. Steil – Director - The Pender Islands Trust Protection Society

c.c. Planner: - Justine Starke

Robert Kojima - Regional Planning Manager



Islands Trust

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

Island: Salt Spring Island Trust Area Bylaw No.: 484 Date: August 4, 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 early winter of 2015.

APPLICANTS NAME / ADDRESS:

Salt Spring Island Local Trust Committee

PURPOSE OF BYLAW:

To amend Salt Spring Island Land Use Bylaw No. 355 to introduce a 30.5 metre setback between septic fields and drinking water wells.

GENERAL LOCATION:

Salt Spring Island

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Official Community Plan Bylaw No. 434

OTHER INFORMATION:

Bylaw No. 484 will apply to Salt Spring Island and Islands within the Salt Spring Island Local Trust Area covered under Land Use Bylaw No. 355. See attached staff report and bylaw for further information.

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


(Signature)

Name: Jason Youmans

Title: Planner II

This referral has been sent to the following agencies:

Federal Agencies

N/A

Regional Agencies

Capital Regional District
CRD Building Inspection
CRD Engineering Services
CVRD Building Inspection
Vancouver Island Health Authority

Provincial Agencies

Ministry of Community, Sport & Cultural Development
Ministry of Environment
Ministry of Health

Adjacent Local Trust Committees and Municipalities

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

Non-Agency Referrals

N/A

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

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

484

(Bylaw Number)

(Title)

(Agency)

Date: August 31, 2015

File No.: 6500-20-Waste
Management

To: North Pender Island Local Trust Committee
For the meeting of September 10, 2015

From: Justine Starke, Island Planner, Local Planning Services

CC: Robert Kojima, Regional Planning Manager

**Re: Terms of Reference – Special Advisory Planning Commission
(LTC Top Priority – Land Use Planning for Waste Management)**

Background

A special Advisory Planning Commission (APC) has been appointed to research best practices, conduct community analysis, and give advice on the ideal locations and preferred scope of waste management that should be pursued on Pender Island. At the July 30 LTC meeting, the LTC amended and endorsed a Terms of Reference for a Special Advisory Planning Commission, and referred the Terms of Reference to the Commission to review as part of their inaugural meeting.

The Special Advisory Planning Commission met on August 18 and August 27 to discuss the Terms of Reference. A number of amendments were suggested and have been incorporated to the latest draft. The Commission passed the following resolution:

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

The new draft Terms of Reference are attached as Appendix 1 for consideration. Minutes of both meetings are attached as Appendix 2. The following summarizes the substantive changes proposed by the Commission:

- The APC should be called the "Waste and Resource Management Commission," and referred to as "The Commission" throughout the Terms of Reference document. There were a number of consequential revisions throughout the document to reflect this approach.
- The background section was amended to include the following sentence: "Land use regulations should be drafted with the recognition that sites chosen for solid waste/resource storage and transfer may also need to be suitable for locating organic waste materials. "
- The section on community input was amended to specify that there will be 20 minutes set aside for input from the public at each Commission meeting.

- The following section was added: “The commission will consider community advice in making its final recommendations, while also recognizing that the Islands Trust has authority over land use; all recommendations in respect of operations and service provision (particularly by the Capital Regional District) will be in the form of broad policy objectives or advocacy under Section 878(2) of the Local Government Act.”
- The “Role of the Commission” was expanded to include the current language on “what, where, and how.”
- The duties of the Commission were reviewed and the following duty was added: “Consider the elements of the solid waste and resource stream and make recommendations on the scope of waste & resource management – for example, what types of materials should be stored, transferred, or processed on Pender Island(s). The processing of organic materials could be included in this review.”
- The duties were also clarified by adding: “Present recommendations in a final report to the North Pender Island Local Trust Committee in accordance with the timelines shown in Schedule 1.”
- The roles of the Chairperson were clarified and re-organized.
- The provision addressing conflict of interest was replaced with the following: “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.”
- Staff have added the following language for clarity to the conflict of interest provision: “Given the goals of the Commission, the Local Trust Committee is satisfied that this provides an adequate level of procedural fairness.”
- The timeline was amended to move the October meeting to September 16.

The South Pender Island Local Trust Committee considered the Terms of Reference on September 01, 2015. The SPI LTC has requested the clause regarding the South Pender Advisory Planning Commission representative to sit ex-officio on the Commission be removed. Instead of an APC representative, the South Pender LTC requests the North Pender LTC appoint a South Pender resident to the Commission from the expressions of interest previously received (the two EOI are attached to the in-camera agenda).

This change has been incorporated into the current version in Appendix 1.

The South Pender Local Trust Committee also agreed to request \$1000 for the SPI LTC 2016-17 budget to be allocated towards this North Pender project.

RECOMMENDATIONS:

1. 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.

Prepared and Submitted by:

Justine Starke, Island Planner
Local Planning Services

August 31, 2015

Name, Title

Date

Concurred in by:



September 2, 2015

Robert Kojima
Regional Planning Manager

Date

Attachments:

Appendix 1: Amended Task Force Terms of Reference

Appendix 2: Special APC Minutes of August 17 and August 27



Islands Trust

DRAFT

September 10 2015

(Includes results of SAPC input August 18 / 27, 2015)

**PENDER ISLAND(S)
WASTE AND RESOURCE MANAGEMENT COMMISSION**

TERMS OF REFERENCE

BACKGROUND

Both North and South Pender Islands have a need for appropriate and permanent location(s) to manage solid discarded materials, including waste, recycling, and reusable waste – “resources.” While there is appropriate zoning for the North Pender Island Recycling Facility on Otter Bay Road, there does not exist an appropriate zone designation on North or South Pender Islands for other types of waste/resource storage and transfer. Historically, waste management has operated in contravention of land use bylaw regulations or been permitted under the authority of Temporary Use Permits. New Capital Regional District restrictions on food waste at Hartland Landfill may require consideration of community composting facilities. Land use regulations should be drafted with the recognition that sites chosen for solid waste/resource storage and transfer may also need to be suitable for locating organic waste materials. The CRD is undergoing a regional process to update its “Integrated Solid Waste and Resource Management Plan,” which may offer opportunities for a coordinated approach. The Pender Island(s) Waste and Resource Management Commission (referred to in this document as “the Commission”) is appointed to represent the local North and South Pender Island communities; the intent is to ensure the process to develop land use policy and regulations for waste/resource storage and transfer is steered by the community itself.

1. The Commission will be advisory to the North Pender Island Local Trust Committee; it is authorized as a Special Advisory Planning Commission under the *North Pender Island Local Trust Committee Advisory Planning Commission Bylaw 166*, as amended by Bylaw 200. All advice given to the North Pender Island Local Trust Committee will also be shared with the South Pender Local Trust Committee at the same time.
2. The North Pender Island Local Trust Committee shall by resolution appoint up to 11 members to the Commission.
3. A quorum for a meeting shall be 50% of the members appointed.
4. All Commission deliberations must take place at a meeting of the Commission, and such meetings must be minuted and open to the public.
3. Each Commission meeting agenda will make provision for 20 minutes at the beginning of the meeting to receive comment from the public on agenda items for that meeting. The Commission meetings themselves are not intended to be community consultation events, and in the interest of time and agenda management, the Chair may limit community input during the Commission meetings. The Commission will be hosting additional events specifically designed for public input.
4. The Commission will consider community advice in making its final recommendations, while also recognizing that the Islands Trust has authority over land use; all recommendations in respect of operations and service provision (particularly by the Capital Regional District) will be in the form of broad policy objectives or advocacy under Section 878(2) of the Local Government Act.
5. The role of Commission is to identify the questions and give answers needed to address the following points in land use policy, bylaw regulation, and advocacy:
 - a) WHAT discarded materials are to be considered in the work of Commission;

- b) WHERE discarded materials are to be sorted, stored and transferred, and also may include recommendations on appropriate locations and regulations for the processing of organics on North Pender and South Pender Islands;
 - c) HOW the services to collect, sort, store, and transfer discarded materials may be provided. This may include recommendations on how the waste/resource operations are regulated and provided, whether by private local operators, land owners, not-for-profit organizations, regional district services, or by a combination of approaches.
- 6. The Commission shall, as part of its review, with assistance from Islands Trust staff, address the following:
 - a) Background research, context, best practices, and lessons learned.
 - b) Consider the elements of the solid waste and resource stream and make recommendations on the scope of waste & resource management – for example, what types of materials should be stored, transferred, or processed on Pender Island(s). The processing of organic materials could be included in this review.
 - c) Inventory existing industrial land and land previously, currently, and potentially used for waste management activities, including the existing recycling facilities.
 - d) Consult with target stakeholders (including, but not exclusively, waste management operators and industrial land owners).
 - e) Facilitate and participate in community consultation events aimed at reaching community consensus on the location and scope of waste management on the Penders.
 - f) Develop criteria for the siting of waste and resource management facilities.
 - g) Evaluate land/sites according to research and criteria. Identify any new sites.
 - h) Make recommendations for any new Official Community Plan policies and Land Use Bylaw regulations for waste and resource management on the Penders,
 - i) Make recommendations for where to locate current/future waste transfer facilities.
 - j) Provide recommendations to the Capital Regional District on the Integrated Waste and Resource Management Plan.
 - k) Present recommendations in a final report to the North Pender Island Local Trust Committee in accordance with the timelines shown in Schedule 1.
- 7. The Commission shall elect a Chairperson at its first meeting.
- 8. The Chairperson should ensure the Commission considers the issues from an enlarged perspective aimed at solutions for the community as a whole.
- 9. The Chairperson should ensure, to the best of their knowledge and ability, that any options or recommendations are consistent with:
 - a) The Goals (“principles”) of the Official Community Plan;
 - b) the Object of the Islands Trust;
 - c) the policies of the Islands Trust Policy Statement;
 - d) the statutory authority of the Local Trust Committee;
 - e) Islands Trust’s policies and procedures;
 - f) generally accepted good planning principles.
- 10. The Chairperson, with assistance from the Deputy Chairperson and secretary, shall be responsible for:
 - a) Organizing meetings;
 - b) developing and distributing meeting agendas to Commission members (and copied to Islands Trust staff);
 - c) communicating with North Pender and South Pender trustees and Islands Trust staff at each stage.

11. The Chairperson is responsible for:
 - a) Leading and facilitating discussion at the meeting(s);
 - b) ensuring that all points of view are heard;
 - c) ensuring that good order and civility are maintained at meetings and that deliberations are conducted with objectivity;
 - d) ensuring that discussion is relevant and addresses the questions laid out in this terms of reference;
 - e) ensuring the meetings are conducted efficiently and that progress is made in accordance with the timelines established by the work plan attached as Schedule 1.
12. 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. Given the goals of the Commission, the Local Trust Committee is satisfied that this provides an adequate level of procedural fairness.
13. Costs should be limited to rental of the meeting hall, secretarial services, materials such as paper and markers, and light refreshments.
14. At least 2/3 of Commission members shall be residents of the North Pender Island Local Trust Area and the remainder shall be residents of the South Pender Local Trust Area.
15. The Chairperson of the North Pender Island Advisory Planning Commission (NPI APC) or their delegate shall sit as an ex-officio member of the Commission.
16. The Capital Regional District Director for the Southern Gulf Islands shall be invited to participate in a resource capacity in order to provide coordination with the CRD Integrated Solid Waste and Resource Management Plan review.
17. A member of the North Pender Island Local Trust Committee and a member of the South Pender Island Local Trust Committee may be invited to participate in a resource capacity.
18. Islands Trust and Capital Regional District staff may be invited to serve as resources at any meeting. As well, Islands Trust staff will provide any available technical information required for the Commission to carry out its review.

SCHEDULE 1: COMMISSION WORK PLAN

PROJECT CHARTER WORK PLAN OVERVIEW		
Meeting	Deliverable/Milestone	Target Date
COMMISSION Meeting #1	Inaugural meeting of Commission – Background presentations and orientation by CRD and Islands Trust staff. Develop understanding of task, terms of reference for the work, and best practices in the literature for achieving goals. Aligns with deliverable 4(a) in the ToR.	August/Sept, 2015
COMMISSION Meeting #2	Review inventory of existing industrial land and land used for waste management activities (basic information provided by staff). Appoint a subcommittee to meet with the agreed upon targeted stakeholders, as needed. Discuss and agree on objectives and preferred outcomes of the stakeholder meetings. Summaries of the stakeholder meetings will be compiled and reviewed by the Commission in a subsequent meeting.	September, 2015
Community Engagement Session #1:	Understanding Waste Management – Roles and Responsibilities (with technical assistance from CRD staff, possible conducted as a joint consultation event). Third party facilitation (either a consultant or staff led, or with a volunteer facilitator from North Pender Island).	November, 2015
COMMISSION Meeting # 3:	Review summaries of stakeholder meetings and community engagement session #1. Brainstorm recommendations for what the scope of waste management should be on North Pender Island (what uses should be permitted by zoning?). Develop draft criteria for the siting of waste transfer facilities and begin to consider what the intent behind any new zoning regulations should be. Prepare to present these preliminary findings for feedback at Community Engagement Session #2.	December, 2015
Community Engagement Session #2:	Presentation by Commission on preliminary (draft) recommendations for siting waste transfer facilities, as well as proposed uses (scope) to be permitted by zoning on NPI. Small group discussion of findings; participatory process to scope and define waste management on North Pender Island. Includes Community Survey either before, after or during session. Potentially to include a discussion of CRD role/approach to regulating operations.	January, 2015
COMMISSION Meeting #4:	Review results of community process/input to date. Refine/revise preliminary recommendations for scope and criteria. Discuss and prepare for Community Engagement Session #3.	February, 2016
Community Engagement Session #3:	Presentation of revised recommendations, apply criteria for siting waste transfer facilities, inventory of Industrial land and existing waste transfer sites. Group process to evaluate according to criteria. Community mapping exercise to identify eligible land for waste transfer facilities. Could benefit from professional facilitator, community mapper.	March, 2016
COMMISSION Meeting #5:	Review summary of findings from community engagement session, revise/refine recommendations, delegate/assign report writing.	May, 2016
COMMISSION Meeting # 6:	Review draft report, direct changes, finalize recommendations.	June, 2016
NPI LTC	Chair of Commission to present Draft Report to Local Trust Committee at regular business meeting. Invite feedback.	June, 2016
COMMISSION Meeting # 7:	Final revisions to report, if required.	July, 2016
NPI LTC	Chair of Commission to present Final Report to Local Trust Committee at regular business meeting.	July, 2016

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

Date: Tuesday, August 18, 2015 (12:30 p.m.)

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

Members Present: Barbara Johnstone Grimmer, Chair
Elizabeth Montague, Deputy Chair
Dale Henning
Donn Korbin
Jim Petrie
Richard Philpot
Ursula Poepel
John Pollard
Michael Sketch



Staff Present: Robert Kojima, Regional Planning Manager
Justin Starke, Island Planner
Shannon McConchie, Recorder

Regrets: Davy Rippner, Commission Member

Others Present: Thirteen (13) members of the public were present

1. CALL TO ORDER

Pre-empting the election of a Chair and Deputy Chair, Planner Starke called the meeting to order at 12:33 p.m. She welcomed everyone and provided an overview of the meeting's purpose and proposed structure. Each member of the staff and of the Commission took a turn introducing themselves.

2. ELECTION OF CHAIR/DEPUTY CHAIR

Planner Starke called for nominations for Chair of the Commission. Five members were nominated. Barbara Johnstone Grimmer accepted her nomination and four other members respectfully declined.

Assuming her position, Chair Johnstone Grimmer called for nominations for Deputy Chair of the Commission. Elizabeth Montague and Jim Petrie were nominated and accepted their nominations. Planner Starke and Regional Planning Manager (RPM) Kojima officiated a secret ballot election, which resulted in favour of E. Montague.

NP-SAPC-2015-001

It was MOVED and SECONDED

THAT this Special Advisory Planning Commission appoint Barbara Johnstone Grimmer as Chair and Elizabeth Montague as Deputy Chair.

CARRIED

3. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

4. BACKGROUND & ORIENTATION

IP Starke provided background information to members which included the following key points:

- An introduction to this Commission's Terms of Reference.
- An overview of the Islands Trust's role in waste management.
- An invitation for members to request further information from her either individually or as a group.
- A brief explanation of Conflicts of Interest and the channels by which a member can receive guidance should they believe they might have such a conflict.

5. TERMS OF REFERENCE - OVERVIEW

The document was provided for reference and a discussion was held to decide the best method for sharing input and incorporating written suggestions. It was agreed by general consent that each member would have an opportunity to share their suggestions in turn and that Planner Starke would apply all agreed upon revisions as they were made.

6. TERMS OF REFERENCE – INPUT

Title

A discussion was held regarding the group's name. The benefits of the term "Commission" compared with "Task Force" were discussed. The members also discussed the term "waste" and whether alternative phrases would be better suited.

NP-SAPC-2015-002

It was MOVED and SECONDED

THAT this North Pender Island Special Advisory Planning Commission be known as the Pender Island Waste Management Task Force.

DEFEATED

**Opposed: B. Johnstone Grimmer, D. Korbin,
M. Sketch, E. Montague, R. Philpot**

NP-SAPC-2015-003

It was MOVED and SECONDED

THAT this North Pender Island Special Advisory Planning Commission be known as the Waste and Resource Management Commission.

CARRIED

Opposed: J. Pollard, D. Henning, J. Petrie

Background

Planner Starke presented the document. The members collaborated to make several amendments by consent, which were incorporated into the document directly.

Role of the Task Force

The recommended amendments provided in the written communication of Member M. Sketch, dated August 12, 2015, were read and discussed. Following the discussion, the Commission agreed by consent to incorporate the suggested amendment into the document, which was done directly by staff.

Community Input

Planner Starke provided an overview and background on the rationale for including this Term of Reference. A discussion on the value of community input and its role in this Commission's task ensued. Points noted by the Commission members were as follows:

- Community members can provide insight and ideas that might not be beyond that offered by the Commission members.
- Community input can have differing levels of impact on the Commission's recommendations depending on where that input is included on the agenda.
- The time of both the community members and the project itself needs to be considered when deciding on the amount of time devoted to the input and its position on the agenda.

Chair Johnstone Grimmer acknowledged member of the public gallery, South Pender Island Trustee Bruce McConchie. Trustee McConchie encouraged this Commission to exercise their rights under APC Bylaw 166(f) and call on members of the public gallery whenever that person's expertise could assist the Commission.

NP-SAPC-2015-004

It was MOVED and SECONDED

THAT the term of Community Input be amended to include the statement, "Each commission meeting agenda will make provision for twenty minutes at the beginning of the meeting to receive comment from the public on agenda items for that meeting. The commission will host additional events specifically designed for public input".

CARRIED

7. NEXT STEPS

By general consent this agenda item was deferred to this Commission's next meeting.

8. QUESTIONS FROM PUBLIC

Dennis Perch raised the issue of Conflict of Interest and spoke to the differing approach between Local Trust Committees and Advisory Planning Commissions.

Following his statements, Commission members discussed their views on how Conflicts of Interest should be handled and whether disclosure alone would be adequate or if members should recuse themselves from the discussion and/or related votes.

Staff provided input to the discussion and encouraged members to access the legal counsel available to them through Islands Trust should they find themselves in a position with a possible conflict of interest.

Bruce McConchie addressed the issue of public input and those APC Bylaws which govern it. Trustee McConchie also provided a background of the South Pender Local Trust Committee's involvement in the formation of this Commission and encouraged a cooperative approach with open inclusion of the South Pender LTC.

9. NEXT MEETING

In the interest of reserving time for public input, the Commission discussed options for completing their review of the Terms of Reference at a later time. Members agreed that before they passed a resolution to accept the revisions they would like to devote adequate time to review of the remaining terms. It was also acknowledged that the review would need to be completed in time for the next North Pender Local Trust Committee (LTC) meeting.

NP-SAPC-2015-005

It was MOVED and SECONDED

THAT the Waste and Resource Management Commission hold a meeting on August 27, 2015 at 12:30 pm to complete the Terms of Reference deliberation and ensure advancement of the revised Terms of Reference to the North Pender Local Trust Committee in time for their next meeting.

CARRIED

10. ADJOURNMENT

By general consent the meeting was adjourned at 3:15 pm.

Barbara Johnstone Grimmer, Chair

Certified Correct:

Shannon McConchie, Recorder

**Pender Island
Waste and Resource Management Commission
Special Advisory Planning Commission
Draft 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



Staff Report

Date August 31, 2015

File Number 6500-20 Waste
Management

To North Pender Island Local Trust Committee
For the meeting of September 10, 2015

From Justine Starke, Local Planning Services

Re **Advisory Planning Commission Bylaw 200**

This report presents Bylaw 200 for consideration of adoption by the North Pender Island Local Trust Committee. Bylaw 200 amends the Advisory Planning Commission Bylaw 166.

The Commission is authorized under the APC Bylaw 166 and Section 898 of the Local Government Act.

The proposed bylaw 200 includes the following amendment to Bylaw 166:

“(b) Despite 2(a), where a second or additional Advisory Planning Commission (APC) is appointed, the APC shall consist of not more than 11 members. At least 2/3 of the members must be residents of the Local Trust Area”, and renumbering the following subsections accordingly.”

At the July 30 North Pender Island Local Trust Committee meeting, the LTC gave three readings to Bylaw 200. At its meeting on August 25, 2015, the Executive Committee of Islands Trust approved Bylaw 200. It is now before the NPI LTC for consideration of adoption.

Recommendations:

1. THAT the North Pender Island Local Trust Committee adopt Bylaw 200, cited as “North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015”.

Prepared and Submitted by:

Justine Starke, Island Planner
Local Planning Services

August 31 2015

Name, Title

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

August 31, 2015

Date

Attachments:

Appendix 1: Bylaw 200 – NPI LTC APC Bylaw

PROPOSED

North Pender Island Local Trust Committee

BYLAW NO. 200

*

**A BYLAW TO AMEND THE NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
ADVISORY PLANNING COMMITTEE BYLAW NO. 166, 2005**

*

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

- A. North Pender Island Local Trust Committee Bylaw No. 166 cited as “North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No 166, 2005” is amended as follows:
1. Section 2 is amended by insertion of the following as a new subsection 2 (b):
- “(b) Despite 2(a), where a second or additional Advisory Planning Commission (APC) is appointed, the APC shall consist of not more than 11 members. At least 2/3 of the members must be residents of the Local Trust Area”, and renumbering the following subsections accordingly.
- B. This bylaw may be cited as “North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015”.

READ A FIRST TIME THIS 30th DAY OF JULY, 2015

READ A SECOND TIME THIS 30th DAY OF JULY, 2015

READ A THIRD TIME THIS 30th DAY OF JULY, 2015

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

25th DAY OF AUGUST, 2015

ADOPTED THIS _____ DAY OF _____, 20____

SECRETARY

CHAIRPERSON



Staff Report

Date September 01, 2015

File Number 6500-20 Age Friendly
Planning

To North Pender Island Local Trust Committee
For the meeting of September 10, 2015

From Justine Starke, Local Planning Services

Re **Age Friendly Planning Baseline Report**

This staff report presents a report entitled "Baseline Research and Analysis," submitted by James Van Hemert as a deliverable in the Age Friendly Planning contract. This report is for the information of the Local Trust Committee and the public; it will be used as a reference in the Age Friendly Plan. The draft Age Friendly Plan is expected to be presented at the October 26 Local Trust Committee meeting for review by the Local Trust Committee.

This report also attaches the notes of the second workshop, held on July 23, 2015. Background materials, including survey results can be viewed on the North Pender LTC Projects page of the Islands Trust website: <http://www.islandstrust.bc.ca/islands/local-trust-areas/north-pender/projects-initiatives/age-and-disability-friendly-community-planning.aspx>

In addition to drafting the final report, James Van Hemert is coordinating a partnership meeting to bring various agencies and individuals together for a strategy session on implementation of the plan. The issues that have been raised by this project touch on the responsibilities of many agencies and community groups and early understanding of the recommendations will encourage a commitment to working together to achieve the goals of the plan. The results of this partnership meeting will be incorporated into the final Age Friendly Plan, due at the November 26 NPILTC meeting.

Appendices:

Appendix 1: Baseline Report

Appendix 2: July 23 2015 Community workshop meeting notes

Prepared and Submitted by:

Justine Starke, Island Planner
Local Planning Services

September 01 2015

Name, Title

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

September 2, 2015

Date

Attachments:

Appendix 1: Age Friendly Plan Baseline Report

Appendix 2: July 23 2015 Workshop Notes

Baseline Research & Analysis North Pender Island Age Friendly Plan



V A N H E M E R T & C O .

Date: August 12, 2015

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1. Introduction

This baseline report is organized by setting the stage with a demographic snapshot of population characteristics, income, labour participation rates, and population change. This view will help us better understand North Pender Island's growing and aging population.

Building on this foundation, the report then reviews health status, disability and activity limitations, land use patterns, seniors housing strategy, and transportation infrastructure. Local Trust Committee (LTC) policy is noted where relevant.

A description of current services and facilities for an aging population are described according to the World Health Organization's (WHO) 8 age friendly themes:

1. Outdoor spaces and public buildings are pleasant, clean, secure and physically accessible;
2. Public transportation is accessible and affordable;
3. Housing is affordable, appropriately located, well built, well designed and secure;
4. There are opportunities for seniors to participate in leisure, social, cultural and spiritual activities with people of all ages and cultures;
5. Older people are treated with respect and are included in civic life;
6. There are opportunities for employment and volunteerism that cater to older persons' interests and abilities;
7. Age-friendly communication and information is available; and
8. Community support and health is tailored to older persons' needs¹



An analysis is provided of the implications of the baseline findings for the age friendly plan.

The report concludes with a preliminary list of potential partners to implement the age friendly plan.

¹ Global Age-Friendly Cities: A Guide, published by the World Health Organization, retrieved May 1 at http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf World Health Organization.

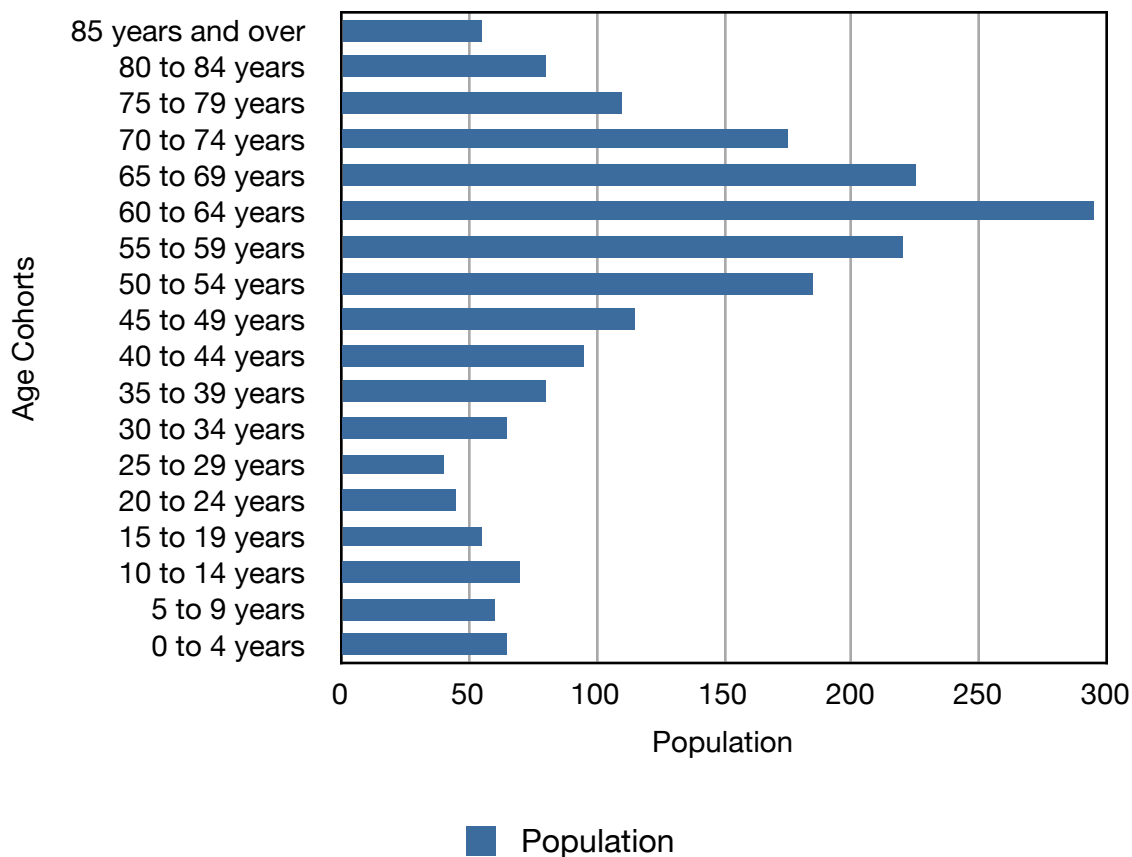
2. Demographic Information

2.1. Current population characteristics

The island's permanent resident population is 2,035 based on the 2011 Census. This is a 2% increase over the 2006 population of 1,935.² Males number 990 or 48.6%; females 1,045, or 51.4%. A majority of 2,020 live in private households. The census counts 1,039 occupied private dwellings.

2.2. Population by 5 year cohorts

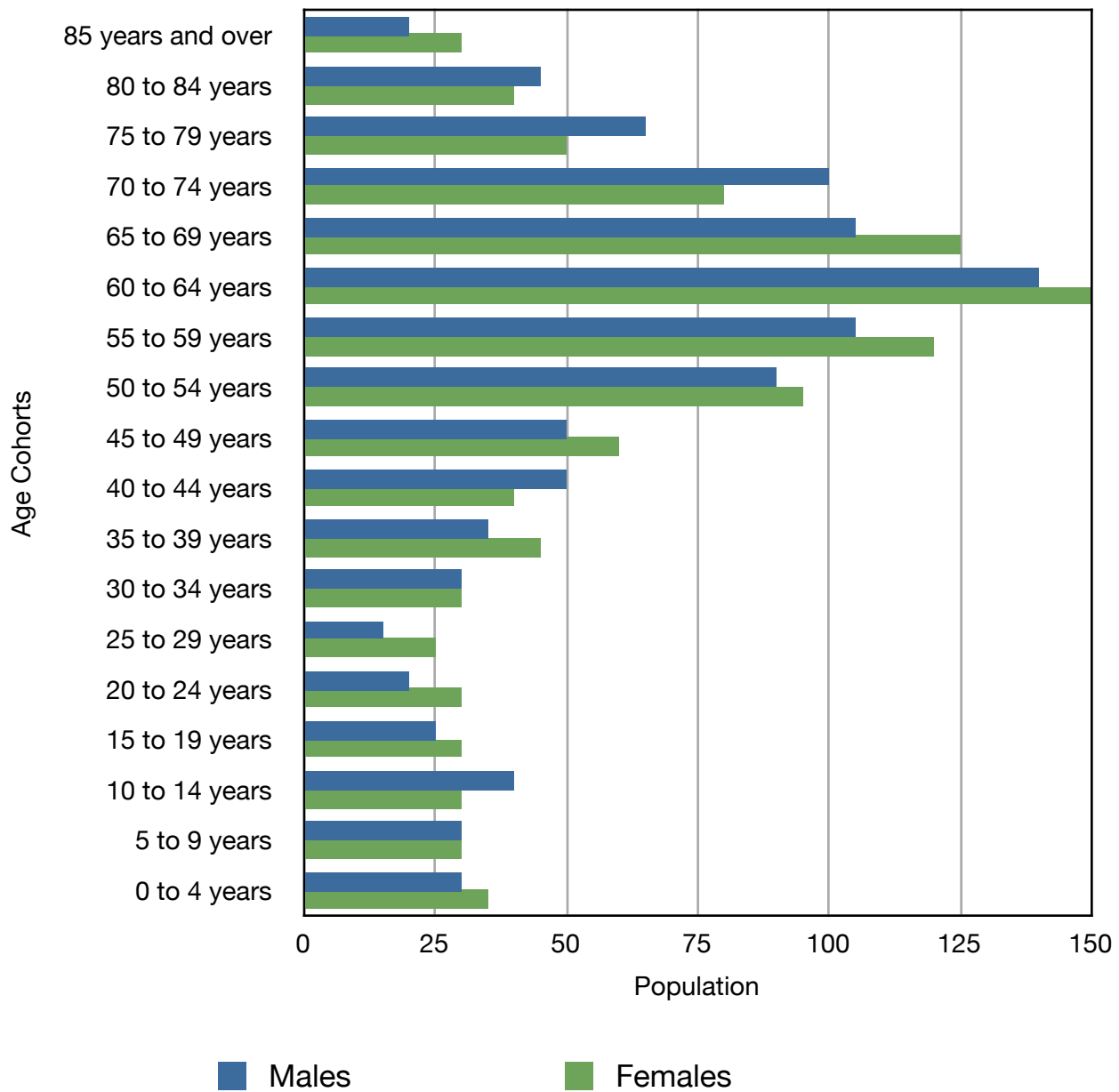
Chart 1 North Pender Island Total Population by Cohort (Census 2011)



Source: Statistics Canada, 2011 Census Profile

² 2011 Census Profile of 12 Local Trust Areas, the Municipality of Bowen Island, the Islands Trust Area and BC, 2011 Census - 100% Data. Semi-custom Profile, 2011 Census. Reproduced and distributed on an "as is" basis with the permission of Statistics Canada.

Chart 2 N. Pender Island Male & Female Pop. by Cohorts (Census 2011)



Source: Statistics Canada, 2011 Census

Chart 3

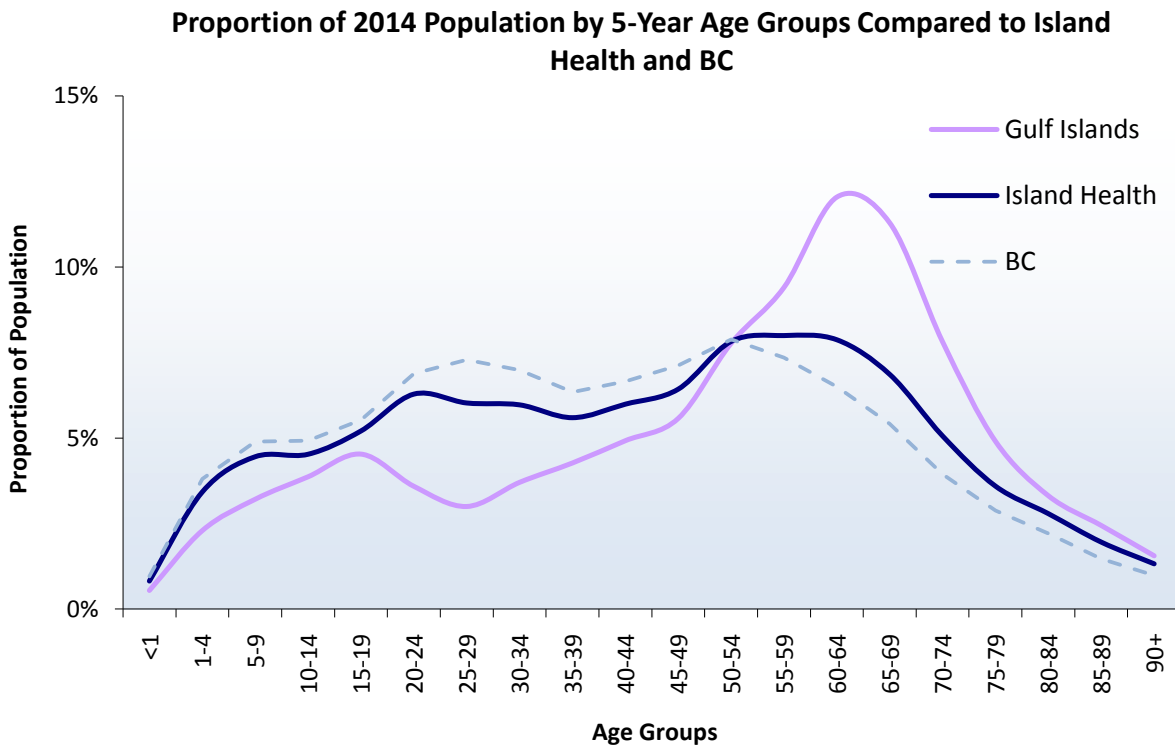


Chart 3 compares 5-year age groups of the Gulf Islands with Island Health jurisdiction and BC. Note that for comparison purposes North Pender Island's population profile is very similar to that of the entire Gulf Islands. Compared to BC the Gulf Islands has:

- A lower percentage of people under 49 years of age;
- A similar percentage of people aged 50 to 54;
- A higher percentage of people aged 55 to 79; and
- A similar percentage of people aged 80+.³

2.3. Low income seniors

The prevalence of low income for the entire population living in Electoral Area G (Gulf Islands) in 2010 based on after-tax low-income measure is 20%.⁴ Data at the individual island level is not published. This compares to a rate of 16% for BC.⁵

³ Local Health Area Profile -- Gulf Islands (64), Island Health.

⁴ Source: Statistics Canada, National Household Survey, 2011. Semi-custom Profile, 2011 Census. Electoral Area Data. Reproduced and distributed on an "as is" basis with the permission of Statistics Canada, Note this data is Area G Electoral Area (Gulf Islands) within the Capital Regional District. National Household Survey Profiles and the non-response rates, which are 41% for North Pender Island.

⁵ Ibid.

▲

Prevalence of low income in 2010 based on after-tax low-income measure (percentage) for the population age 65 and over is 11.5%; 7.5% for males, 15.1% for females.⁶ This data is derived from the National Household Survey Profile which has a non-response rate of 49% for North Pender Island. This compares to a rate for BC of 13.9%; 11.4% for males, 16.2% for females.⁷

2.4. Number of seniors living alone

For the Gulf Islands Local Health Area⁸ the percentage of persons aged 65 and over that are not in census families and are living alone is 26.2%. This compares to 25.7% for BC and 27.6% for Island Health.⁹ The number of seniors living alone is an important statistic because it is one indicator of social isolation, a recognized social determinant of health.

2.5. Median age

The median age on North Pender Island is 58.3. This compares to the BC median age of 41.9--a 16.4 year difference. The median age for males is 58.9; for females 57.9. The population over 15 is 90.4%.¹⁰

2.6. Employment rates

The province tracks labour participation rates¹¹ by region. The Vancouver Island/Coast development region's population is older, on average, compared to BC as a whole with proportionately fewer children and more elderly in the region. BC Stats notes in its Labour Force Participation Rate Projection report that there is a relatively larger proportion of women in the region compared to the provincial average. Given that the elderly are far less likely to participate in the labour force and the participation rates of women are significantly less than that of men, these differences are the primary reason for the lower rate of labour force participation in this region compared to the province as a whole. In 2012, 59.7% of Vancouver Island/Coast's population age 15 and over participated in the labour force compared to 65% for BC. As with the province as a whole, the rates of labour force participation in Vancouver Island/Coast are expected to decline over time as the population ages.¹²

⁶ Statistics Canada 2013. Capital G, RDA, British Columbia (Code 5917029) (table). National Household Survey (NHS) Profile. 2011 National Household Survey. Statistics Canada Catalogue no. 99-004-XWE. Ottawa. Released September 11, 2013. <http://www12.statcan.gc.ca/nhs-enm/2011/dp-pd/prof/index.cfm?Lang=E> (accessed April 27, 2015).

⁷ Ibid.

⁸ North Pender, South Pender, Saturna, Mayne, Galliano, Salt Spring, and Prevost Islands.

⁹ Data compiled by Island Health, published in the "2013 Local Area Health Profile Gulf Islands 64, December 2014. Based on Statistics Canada 2011 Census.

¹⁰ 2011 Census Profile of 12 Local Trust Areas, the Municipality of Bowen Island, the Islands Trust Area and BC, 2011 Census - 100% Data

¹¹ The participation rate represents the labour force expressed as a percentage of the population 15 years of age and over. The participation rate for a particular group (age, sex, marital status, etc.) is the labour force for that group expressed as a percentage of the population for that group. Extracted from Statistics Canada, Labour Force Survey, Definitions and Explanations.

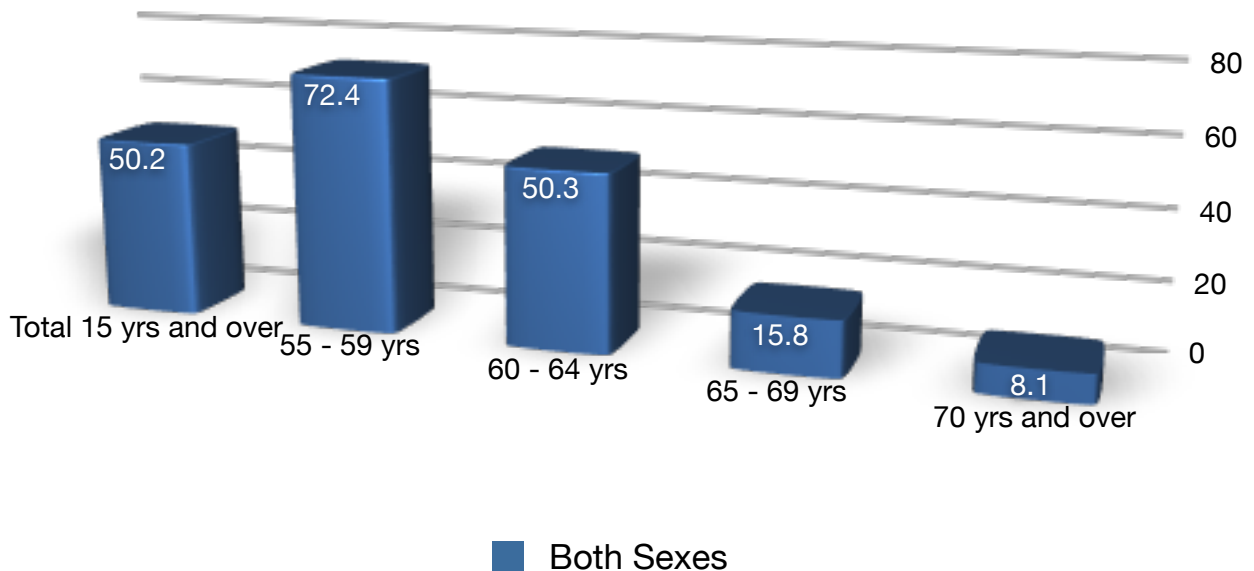
¹² BC Stats: British Columbia Labour Force Participation Rate Projections: 2013 Edition, p. 11.

Female participation rates have risen dramatically for younger population cohorts, while male participation rates have remained relatively steady. Participation rates for men over 60 have been rising.¹³

It is worth noting the relatively high labour participation rate of 81% for women between age 55 and 59. This compares to 47% for men in the same cohort and 50% for the entire population over 15 years of age.

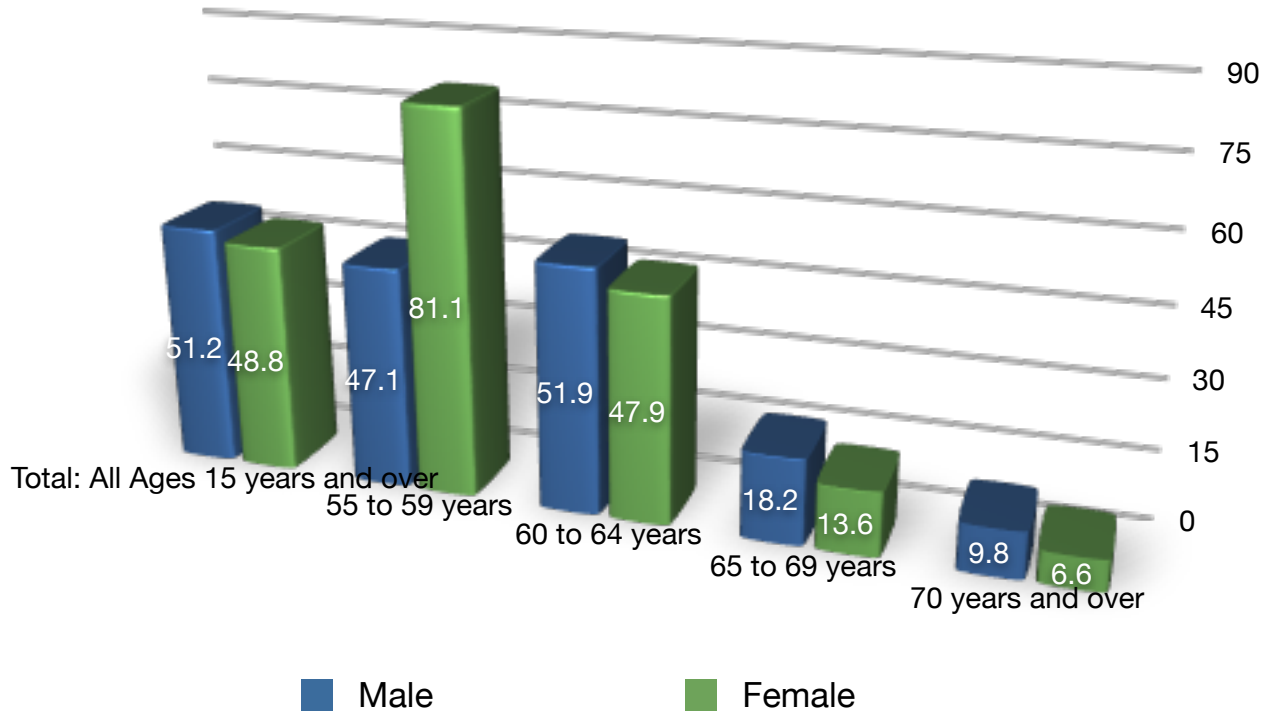
The rise in labour participation rates for older adults and seniors may reflect several factors. First, we live longer; second, there is now no mandatory age-based retirement at 65 in BC; third, pension incomes may be inadequate; and fourth, work provides social connections and a sense of meaning for many.

Chart 4 Labour Participation Rate for Electoral Area G (Gulf Islands)



¹³ Ibid, p. 5.

Chart 5 Labour Participation Rate for Electoral Area G (Gulf Islands)



2.5 Economic Dependency

The economic dependency estimates provide important information on the structure of and trends in the economies of the trust area. This is one of several indicators that can provide insight into the relative importance of various sources of livelihood in local economies. Economic dependency estimates show the relative importance of different sources of “basic” income, or income flowing into a region from the outside.¹⁴ This measure is important because economic well-being is one of the social determinants of health and well-being.

In the report to the Islands Trust Indicator Program, “Summary of Economic Dependency Data Trends Within the Trust Area,”¹⁵ data for North Pender Island is aggregated within one of six local study areas, “Other Southern Gulf Islands” and includes Galiano, Mayne, and South Pender Islands. Summary highlights of the report include the following:

- In 2006, 49% of before tax, basic income is attributable to other non-employment sources of income (ONEI and transfers), a reduction from 59% in 2001.
- The public sector is the second largest source of employment (24%) and largest source of employment income (15%) in the Southern Gulf Islands. Public sector employment declined slightly, but related income increased over the 2001-06 period. Public sector employment and income declined in proportionate terms over this period.
- The tourism sector is the single largest source of basic employment in the Southern Gulf Islands, accounting for 27% of employment and 9% of income in 2006. Tourism employment and income grew in absolute terms and in relative importance over the 2001-2006 period, one of only two sectors within the trust area that this occurred. The construction sector also experienced growth in absolute and relative importance during this period.

2.6. Housing type

There are 1,045 private dwellings on North Pender, of which 1,000, or 96%, are single detached housing. The remaining 40 attached units comprise a mix of semidetached and trailers.¹⁶ This represents an atypical mix; the mix of private dwelling housing types in the Capital Regional District, for example, is 44% single detached, 32% apartment (including all with fewer than 5 storeys and above 5 storeys), and 24% “other ground-oriented,” which includes movable dwellings, semi-detached and row housing, apartment-duplexes, and other single-attached houses.¹⁷

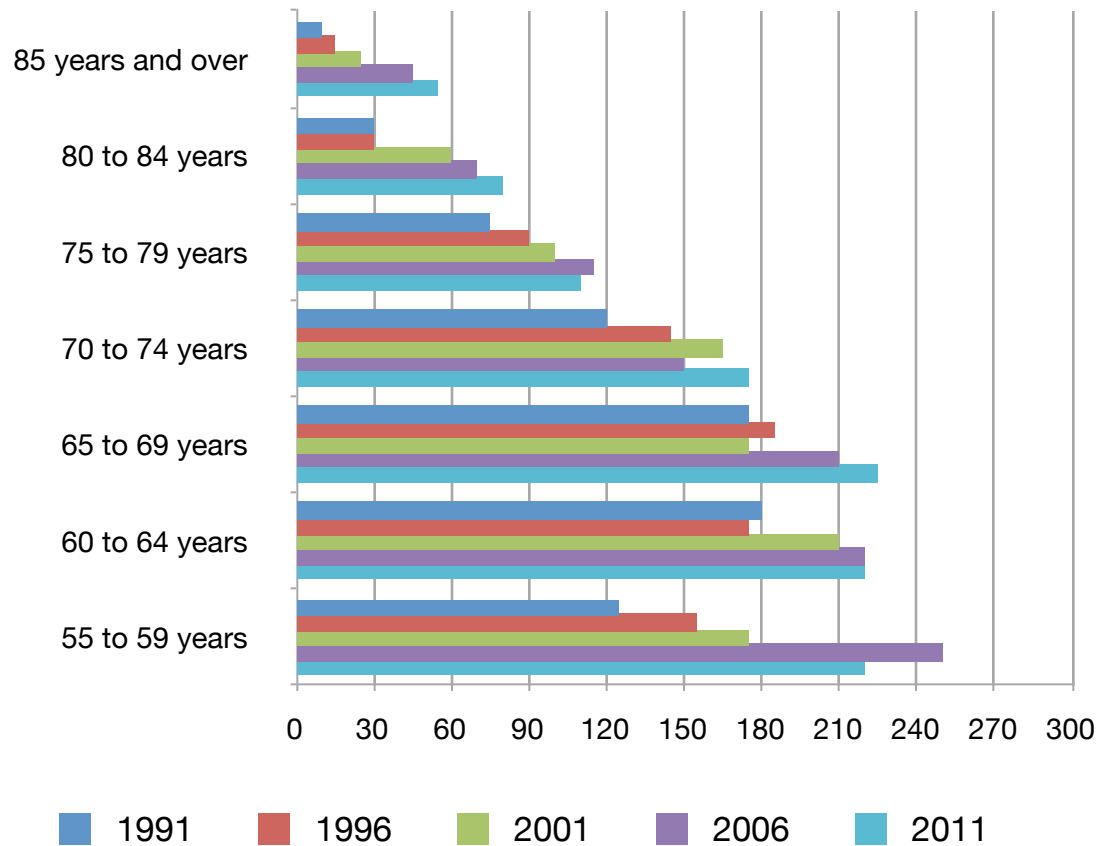
¹⁴ Islands Trust Indicator Program Report, Summary of Economic Dependency Data and Trends Within the Trust Area, March 31, 2011, p. 1.

¹⁵ Ibid, p. 4-5. Note that this report is based on BC Stats Economic Dependency methodology using Census 2006 data.

¹⁶ 2011 Census Profile of 12 Local Trust Areas, the Municipality of Bowen Island, the Islands Trust Area and BC, 2011 Census - 100% Data. Reproduced and distributed on an “as is” basis with the permission of Statistics Canada.

¹⁷ Statistics Canada, 2006 Census Subdivision Area Profiles.

Chart 6 N. Pender Island Population Change 1991-2011 Age 55 to 85+



2.7 Older Adult and Senior Population change

Population change for North Pender Island is described in 5 year cohorts between 1991 and 2011, particularly with a focus on the cohorts over age 55.¹⁸ All cohorts have increased in number; the cohorts over 80 and the youngest, 55 to 59, the most.

The 55 to 59 year cohort saw rapid growth until 2006, with a subsequent decline to 2011.

The 60 to 64 year and 65 to 69 year cohorts have grown modestly. All three of the cohorts between 55 and 69 years in 2011 have almost the same population each of approximately 220.

The 70 to 74 year cohort experienced modest increases until 2001, a slight decline in 2006 and a subsequent increase by 2011.

The 75 to 79 year cohort grew modestly until 2006, experiencing a slight declining to 2011.

The 80 to 84 year cohort has more than doubled since 1991, rising from 30 to 80.

¹⁸ 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.

▲
The 85 plus year cohort has grown fivefold, growing from 10 in 1991 to 55 in 2011.

The dramatic rise in the population over age 80 has important implications for housing, community supports, and health care services.

Chart 7 Population Change 1991 - 2011 for 80 to 84 Years

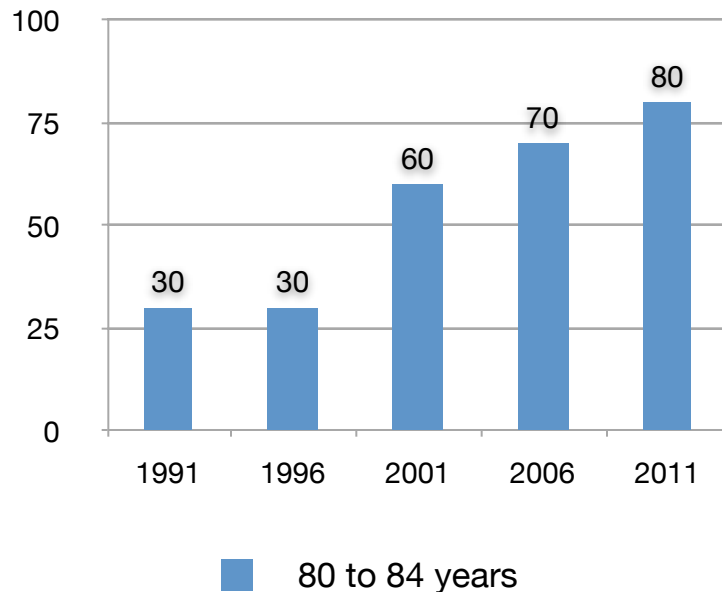
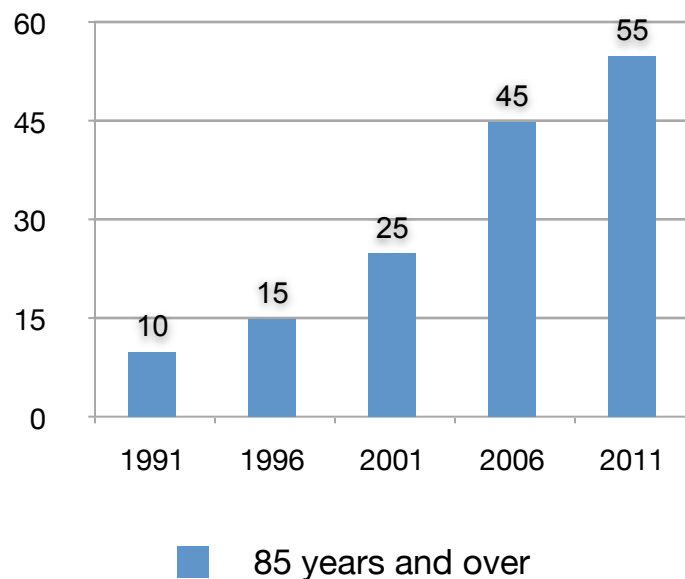


Chart 8 Population Change 1991 - 2011 for 85 Years and Over



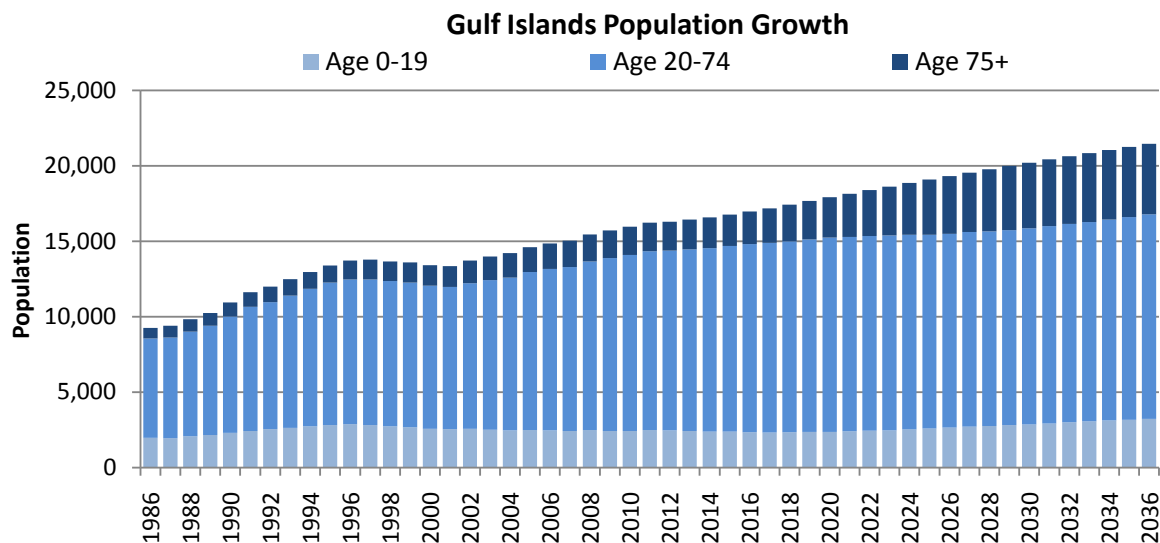
2.8 Population change estimates and forecast

Population change estimates and forecast by 5 year cohorts between 2011 and 2041, a 30 year period, is described and illustrated.¹⁹ The forecast is shown in Chart 8 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, Galliano, Salt Spring, and Prevost Islands.

The population of the Gulf Islands is expected to grow 27% by 2034 (see Chart 9), 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.

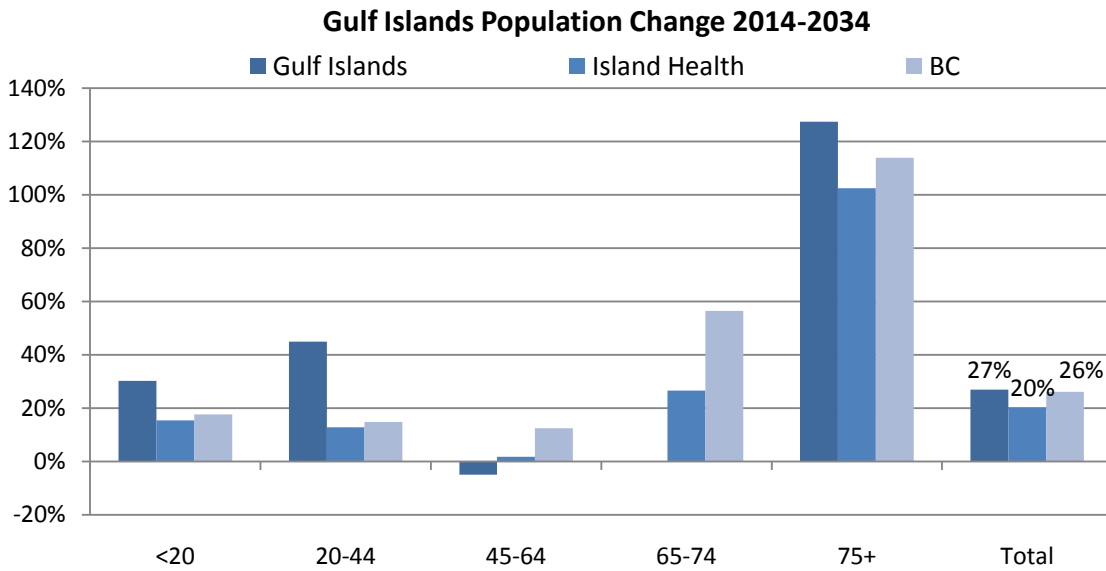
Chart 9



Source: BC Statistics, PEOPLE 2013

¹⁹ Source: BC Statistics, PEOPLE 2013.

▲
Chart 10



Source: BC Statistics, PEOPLE 2013

3. Health Status (Selected) ²⁰

Life expectancy and chronic disease prevalence are selected to represent the health status of North Pender Islands residents. The data is for the Gulf Islands Local Health Area and represents the entire population.

3.1. Life expectancy

Life expectancy at birth is higher for Gulf Island residents compared to Island Health and BC. For the period of 2009 -- 2013, life expectancy for males in the Gulf Islands is 81.41 years and for females 85.44 years.

Table 1 Life Expectancy by Gender, 2009-2013			
	Gulf islands	Island Health	BC
Males	81.41	79.77	80.2
Females	85.44	83.87	84.27
Source: Gulf Islands Local Health Area Profile 2013, Island Health			

²⁰ All data cited in this section is compiled in the Local Health Area Profile 2013 -- Gulf Islands (64), prepared by Island Health.

3.2. Chronic Disease Prevalence²¹

Chronic disease prevalence is particularly relevant for older age cohorts. Gulf Islands residents had a higher crude prevalence of osteoarthritis (13.6%) and osteoporosis (5.6%) than BC (8.9% and 4.3%) or Island Health (10.8% and 4.8%).

Table 2 Chronic Conditions

Chronic Conditions	Gulf Islands		Island Health		BC	
	# of Patients	% of Pop	# of Patients	% of Pop	# of Patients	% of Pop
Hypertension	3,531	25.5%	163,139	26.5%	886,638	24.6%
Depression/Anxiety	3,926	24.4%	203,669	27.0%	1,110,914	24.5%
Osteoarthritis	2,194	13.6%	81,779	10.8%	404,772	8.9%
Asthma	713	9.1%	52,017	11.1%	317,750	10.5%
Diabetes	1,030	6.4%	61,423	8.1%	371,563	8.2%
Osteoporosis	905	5.6%	36,176	4.8%	193,577	4.3%
Ischaemic Heart Disease	690	4.3%	28,812	3.8%	158,074	3.5%
Chronic Obstructive Pulmonary Disease	445	4.2%	23,648	6.2%	123,153	6.0%
Dementia	308	2.9%	15,109	3.9%	66,519	3.3%
Congestive Heart Failure	364	2.3%	18,135	2.4%	100,559	2.2%
Chronic Kidney Disease	344	2.1%	18,181	2.4%	91,517	2.0%
Rheumatoid Arthritis	231	1.4%	10,584	1.4%	54,141	1.2%
Hospital Stroke	142	0.9%	5,991	0.8%	33,597	0.7%

Source: BC Ministry of Health Services Primary Health Care Chronic Disease Registries 2011/12

4. Disability Status

The Canadian Survey on Disability 2012²² notes that pain, mobility and flexibility limitations are most prevalent. Over 11% of Canadian adults experienced one of the three most prevalent disability types: pain, mobility or flexibility. Of those who reported at least one of these disability types in 2012, more than 40% experienced all three at the same time. The next most commonly reported disabilities were mental/psychological, 3.9%; dexterity, 3.5%; hearing, 3.2%; seeing,

²¹ This reflects the lifetime prevalence of these diseases in 2011/2012, not the 2011/12 prevalence. If a resident has had one of these diseases in their life it will appear in this data. These rates are not age-standardized.

²² This fact sheet provides the first results of the Canadian Survey on Disability (CSD), which was conducted by Statistics Canada in the fall of 2012. The CSD provides estimates of persons reporting a disability by type in Canada. It collected essential information on supports for persons with disabilities, as well as on their employment profile, income and participation in society. The survey population comprised all Canadians aged 15 or older as of May 10, 2011 who were living in private dwellings. As the institutionalized population is excluded, the data, particularly for the older age groups, should be interpreted accordingly. The CSD uses the World Health Organization's International Classification of Functioning, Disability and Health framework of disability. This framework defines disability as the relationship between body function and structure, daily activities and social participation, while recognizing the role of environmental factors. In keeping with this framework, the CSD targeted respondents who not only have a difficulty or impairment due to a long-term condition or health problem but also experience a limitation in their daily activities. The CSD definition of disability includes anyone who reported being "sometimes", "often" or "always" limited in their daily activities due to a long-term condition or health problem, as well as anyone who reported being "rarely" limited if they were also unable to do certain tasks or could only do them with a lot of difficulty. The CSD, which was funded by Employment and Social Development Canada, incorporates significant changes from the Participation and Activity Limitation Surveys (PALS) and to the way in which disability is defined. As a result, comparisons cannot be made between PALS and CSD data.

2.7%; followed by memory and learning disabilities, 2.3% each. Less than 1% of Canadian adults reported a developmental disability.²³ Data specifically for North Pender Island or the Gulf Islands is not published. Disability status is particularly relevant to an aging population: as rates rise with age there is a concomitant rise in the demand for services.

Table 3 displays the results of prevalence of disability by type for Canada.

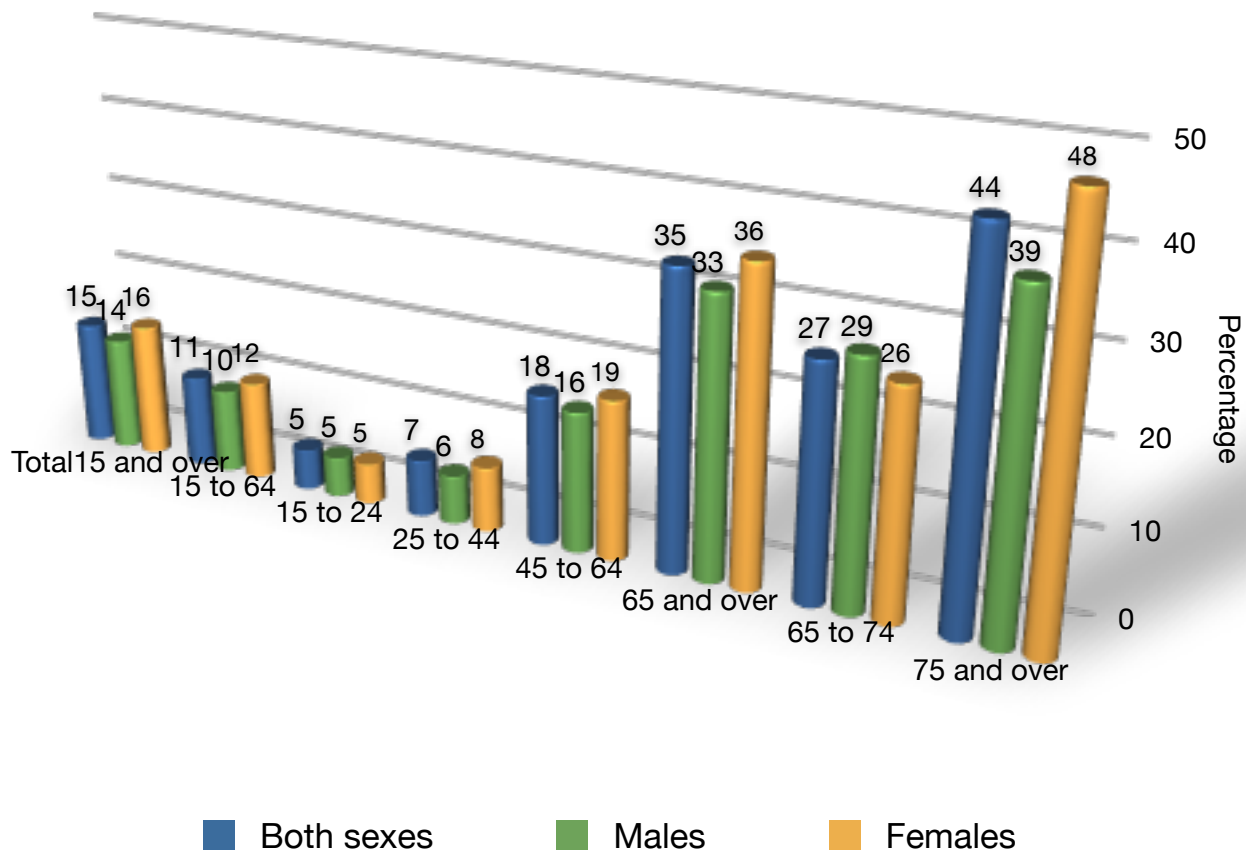
Table 3	
Prevalence of disability by type, Canada, 2012	%
Pain	9.7
Flexibility	7.6
Mobility	7.2
Mental/psychological	3.9
Dexterity	3.5
Hearing	3.2
Seeing	2.7
Memory	2.3
Learning	2.3
Developmental	0.6
Unknown	0.3

The survey also provides an overall measure of disability by province. The prevalence for BC by sex and age group is shown in Chart 11. The survey definition of disability includes anyone who reported being “sometimes”, “often” or “always” limited in their daily activities due to a long-term condition or health problem, as well as anyone who reported being “rarely” limited if they were also unable to do certain tasks or could only do them with much difficulty.²⁴ Over one-third of all those above age 65 suffer from some disability. Almost half of women over age 75 has a disability.

²³ Source: Statistics Canada, Canadian Survey on Disability, 2012.

²⁴ Ibid.

Chart 11 Prevalence of Disability for Adults by Sex and Age Group in BC



An earlier survey, the Participation and Activity Limitation Survey (PALS) of 2006, is also relevant. It gathered information about adults and children whose daily activities are limited by a physical, mental, or other health related condition or problem.

The survey identified the following categories of needs ²⁵

- All everyday activities
- Meal
- Everyday housework
- Everyday household chores
- Appointments
- Personal finances
- Childcare
- Personal care
- Specialized nursing care
- Moving around within the home

²⁵ Statistics Canada, Participation and Activity Limitation Survey 2006: Tables (part IV)

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The data is for all of Canada. The most common reasons for unmet needs regarding everyday activities are “too expensive” (29.4%), “did not know where to obtain it” (12.7%), and “informal help not available” (12.4%). Other reasons included “help is not available in the area,” “not covered by insurance” and “applied for home care but was turned down.”²⁶

For those with needing assistance in BC, the survey reports that in 2006, of the 385,800 surveyed, 142,880 (37%) were receiving help but needed more, 24,770 (6%), not receiving help but needed some, and 218,150 (56%) were receiving all the help they needed.²⁷

5. 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 (see Appendix A). 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 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.²⁸

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.

6. Senior Housing Strategy

6.1. Local Trust Committee Policy

The LTC has specific seniors housing advocacy policy in the Official Community Plan to “support or undertake efforts that would allow seniors to remain in their own homes as long as possible.”²⁹

²⁶ Statistics Canada, Participation and Activity Limitation Survey 2006: Tables (part VI)

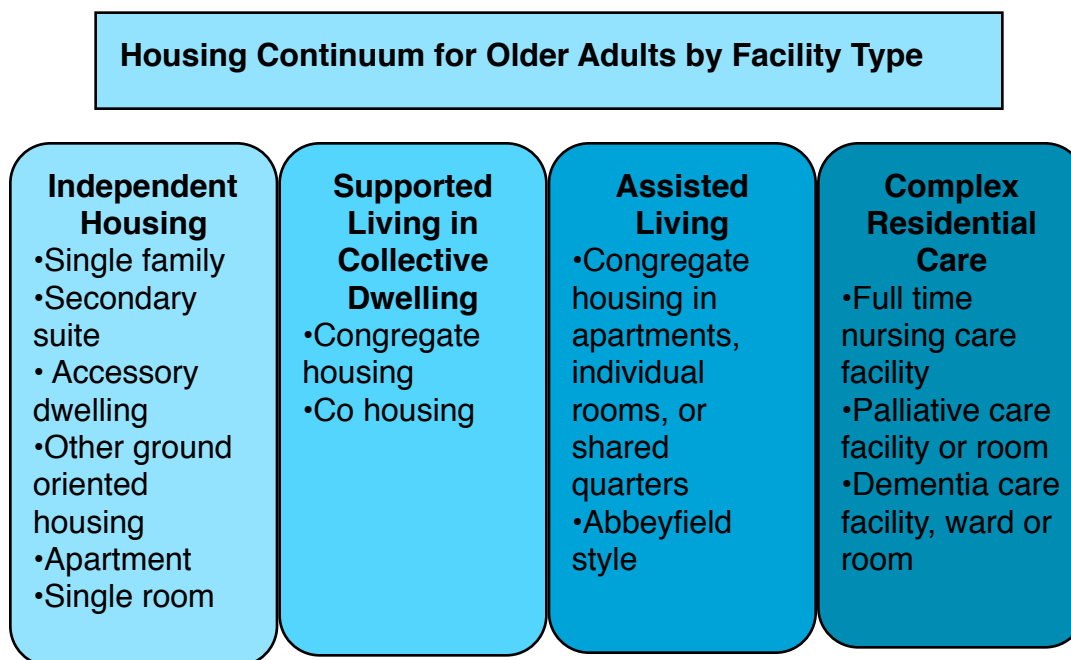
²⁷ Statistics Canada, Participation and Activity Limitation Survey 2006: Tables (part III)

²⁸ North Pender Official Community Plan, Introduction, Sustainable Community, Land Use, p. 12

²⁹ North Pender Island Official Community Plan, Seniors Housing Advocacy Policy 2.3.19, p. 34.

6.2. Housing Continuum for Older Adults

Many housing continuum models are in use. For the purposes of the age friendly plan a modified continuum based on facility types is proposed that suits the primarily individually owned homes on the island. The model organizes housing into four types: independent housing, supported living, assisted living, and complex residential care.



Housing Continuum Definitions (adapted from various sources)

Independent housing

Seniors living independently with no programmed support facilities or services.

Supported Living

For seniors who need some assistance to continue to live independently. Support services may include 24-hour response, light housekeeping, meals, and social and recreational activities. Combines building features and on-site services. Typically contains units with lockable doors, large communal areas for dining and socializing, and services such as meals and housekeeping.

Assisted Living

For seniors who require assistance, but do not need 24-hour institutional care. This represents a middle option to bridge the gap between home care and residential care by providing accommodation; hospitality services such as meals, housekeeping, laundry,

recreational opportunities such as sewing and craft / woodworking room, and 24-hour response; and personal care services such as assistance with grooming, mobility and medications.

Abbeyfield Style Supported Living

Generally a non-profit home like setting where 3 to 10 seniors live together, have their own bed-sitting room with ensuite, and have meals provided. Residents share common spaces and a house coordinator lives on site. This is one example of assisted living.

Complex Residential Care

Complex care is for people who require 24-hour supervision, personal nursing care and/or treatment by skilled nursing staff. Complex care is often referred to as extended care, intermediate care, long term care or residential care.

6.3. Senior Housing Strategy Report highlights ³⁰

A seniors housing study was commissioned by the Islands Trust in 2009. The study report suggests, based on the American Gerontological Society of America's framework, to expand the relevant aging population under consideration to include the age group between ages 55 and 64, referred to as "older adults/middled aged." ³¹ The accompanying table identifies the four cohorts in this framework. The addition of the youngest cohort, "older adults/middled aged" suggests we may consider a more inclusive term, "older adults."

Age Group	Cohort ⁴
55-64	Older Adults/Middle Aged
65-74	Young Old
75-84	Old
85 & Over	Oldest Old/Very Old

Universal Design

The report highlights the importance of universal design which refers to a broad-spectrum solution that produces buildings, products and environments that are useable and effective for everyone, not just for people with disabilities.

Existing Housing

Statistics Canada reports 93% of seniors will live independently in their own homes; however 62% of these seniors will need some assistance with daily living to remain independent for life. The remaining 7% will live in some form of collective dwelling that provides 24 hour per day on site nursing and support services.³²

³⁰ Seniors Hosing Strategy: Technical Analysis, January 28, 2010, prepared by Planit Solutions Land Use Consulting Inc. for the Islands Trust.

³¹ Ibid., p. 4

³² Ibid., p. 24, statistic cited from Statistics Canada.

Based upon an existing needs assessment study completed for Denman and Hornby Islands, it is shown that the majority of older adults want to remain in their homes or within their existing community.³³ Most housing on the islands, however, was built in 1970s and designed primarily for families with children. ³⁴ Housing is frequently unsuitable due to size, lack of universal access and external accessible infrastructure.

New Housing

The report notes the relatively high cost of new housing, limited multifamily housing options, limited land zoned for multifamily housing, and a lack of incentives and suitable amenities for dwellings that appeal to an aging population.³⁵

Affordable Housing

The report observes that the most affordable housing are the existing, older homes.

Obstacles to seniors housing

The report notes the following general obstacles to seniors housing:³⁶

- No housing alternatives for downsizing
- Long wait lists for seniors-oriented housing that might exist in the community
- Public transportation is limited and inaccessible
- inadequate home support services
- Isolation
- No incentive program to develop new seniors housing projects
- Completing seniors housing programs that are not in conflict with the Islands Trust policy Statement or OCPs

The report observes that there are many seniors who want to stay on Pender and need to downsize or move to supportive care, but smaller sizes or more suitable housing is not available. As a result they have few options but to move off island.

Recommendations

The report recommends a seniors strategy framework focus on three main goals to begin programs to house seniors in our rural and island communities:

1. Provide appropriate housing for older adults through maintenance, renovation and modification of existing homes.
2. Produce new housing that meets the needs of older adults and seniors while not distracting from the existing character of the neighbourhood or community.
3. Provide affordable and diverse housing to meet the needs of low and moderate income seniors.

³³ Ibid., p. 4, Citation from Eberle Planning & Research, “Housing Needs on Hornby and Denman Island – Final Report” December 2008.

³⁴ Ibid., p. 12.

³⁵ Ibid. p. 5.

³⁶ Ibid. p. 15.

7. Mobility

7.1. Description of existing infrastructure on island

Roads

Roads are mainly narrow, paved, with many curves and hills. For the most part Pender roads are not pedestrian and bike friendly. As the volume of motorized vehicles has increases, safety concerns rise, increasing the need to reduce vehicle pressure on the Islands and to make provisions for pedestrians and cyclists. The volume of traffic is also at odds with the serene and natural beauty of the Islands.³⁷



Ride share -- car stops

The Car Stop program is a fully implemented community volunteer ride-share program. The concept is simple and the rides are free. The program provides an alternative to single occupancy vehicles on the island, helps reduce island traffic and parking congestion. In addition, the use of car stops or ride-sharing promotes a greater sense of community and helps connect people within and between neighborhoods. Car Stops began as an idea on the Pender Islands, moved forward as a pilot project with the approvals of the Islands Trust

³⁷ Pender Islands Transportation Management Plan (Developed by the Moving Around Pender (MAP) Alternative Transportation Society in response to a request from the North Pender Island Local Trust Committee LTC) (April 16, 2012 version), p. 3

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(IT) and BC Ministry of Transportation and Infrastructure (MOTI), and was funded and implemented by IT, MOTI, local organizations and a host of volunteers.³⁸

The Car Stops program includes 29 car-stop locations across the North and South Islands. A sign at each stop lists the simple rules of etiquette and procedure, and a map illustrating the location of stops around the islands. Infrastructure in the form of wooden benches affixed permanently to the ground has been constructed at some stops.

Bicycle infrastructure

There is one designated bicycle/pedestrian route on the island, the Magic-Ferry route, a roadway connecting the BC Ferry terminal at Otter Bay with Magic Lake Estates. The route provides the core connectivity between public, recreational, and business areas and their surrounding neighborhoods. The Moving Around Pender (MAP) Transportation Management Plan notes that it is a busy route and the primary travel corridor between the highest density subdivision on the Pender Islands and the public ferry system. At present it is the only route connecting those destinations for vehicles and bicycles, with many narrow sections and minimal or nonexistent shoulders.³⁹

Otter Bay bicycle shelter

An integral part of the Magic Ferry route is the ability to securely leave bicycles at the ferry terminal when going off island. In the fall of 2011 BC Ferries constructed a bicycle shelter at the Otter Bay terminal. This roofed structure is capable of housing approximately 10 bicycles allowing islanders to go off island and have their bicycle available and secure on return.⁴⁰

The main initiatives proposed by the MAP plan include the following:

1. Expand car stops where warranted
2. Create multimodal routes where sufficient right of way exists and off-road active transportation routes (cycling, walking)
3. Maintain and expand bike shelters. This roofed structure is capable of housing ~ 10 bicycles allowing islanders to go off island and have their bicycle available and secure on return.
4. Connect the OtterBayFerryTerminal to Magic Lake (Magic Ferry Route). The goal for transportation improvements on this route will be to create an integrated pedestrian and bicycle roadway system (shared roadway) with adequate space for all users.
5. Create AlternativeTransportationRoutes (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. Priority routes include:
 - Einer's Hill by-pass route
 - Community Hall – Library/Nu To Yu connector, a designated spur trail
 - Earl's Trail (Port Browning Marina to Driftwood shopping centre)
 - Scarff –Magic Lake connector, an alternate and significantly shorter route
 - Shingle Bay – Irene Bay Road connector (single lane road for cyclists, pedestrians, emergency responders)

³⁸ Ibid. p. 11

³⁹ Ibid. p. 12

⁴⁰ Ibid. p. 13

Pedestrian trails

Apart from the designated Magic Ferry route, there are no sidewalks or trails for pedestrian use along the islands roadways. Pender Island's Parks and Recreation Commission manages community parks, trails and ocean accesses on the island as delegated to it by the Capital Regional District. Other parks and trails are managed by agencies such as Parks Canada, the Islands Trust Fund and CRD Regional Parks. Some trails do interconnect, forming trail systems. ⁴¹For the most part these trails function as recreational trails, and are generally not suited for an older population and folks with disabilities. They are not designed for transportation purposes primarily and therefore don't function well for simply getting from point A to point B.

Transit

There is no public transit available on North Pender Island. See discussion of transit under Section 8.1 Service Providers.

Taxi

The island is served by Pender Island Cab Company, with rates governed by the Passenger Transportation Board. The company's website posts its standard fares as \$6.45 + \$1.94/km + GST for up to 4 passengers. All taxes included in fare. Additional passengers are charged quarter fare. Approximate fares for popular destinations are ferry to Driftwood Centre, \$17; ferry to Poets Cove, \$40; and Port Browning to the ferry for \$17.75. Use of a taxi may be convenient, but is an expensive option for regular, day to day activities.

7.2 Inter-island infrastructure

Air

The island is well served by air. Seair Seaplanes provides sea plane service between Port Washington and YVR (Vancouver International airport). Kenmore Air provides service between Port Washington and Seattle. Harbour Air provides service between North Pender and Vancouver.

Ferry

The BC Ferry terminal in Otter Bay serves as the primary direct transportation link between the island and Vancouver Island, Salt Spring Island, Mayne Island and Saturna Island. The importance of this link on every day life cannot be overstated. Increased ferry fares and changing schedules are of ongoing concern to islanders.

Marine

There are public marine wharfs located at Hope Bay, Port Washington and Port Browning on North Pender Island. Private marinas include the Otter Bay Marina Poets Cove Marina & Resort, Port Browning Marina Resort, and Thieves Bay Marina.

⁴¹ Community Parks and Trails Map, Pender Islands Parks & Recreation Commission.

8. Service Providers

“What we have out here is a volunteer economy. It’s second nature here.”

-- Dave Howe, CRD Director, quoted by Jack Knox in the Victoria Times Colonist⁴²

8.1. Transportation

Islands Trust Planning and the Local Trust Committee

The Islands Trust has no direct role in transportation, however, it does adopt policy on land use and environmental protection in its role as the approving body for Official Community Plans. (OCP) Goal 11 of the OCP states:

To plan for a transportation system which meets the needs of residents and visitors and provides for a variety of modes of transportation without detracting from the rural character of the community.

Further, specific policies speak to support of numerous transportation options:

3.1.3.2 The Local Trust Committee will support initiatives to reduce auto-dependence, including, but not limited to, buses, mini-buses, carpooling, car-stops, neighbourhood zero-emission vehicles, paths and trails, car co-ops, electric vehicle plug-ins, and park-and-ride.

3.1.3.3 The Local Trust Committee will identify locations that are a priority for the creation of pedestrian walkways, linear parks and trails, cycling paths and trails, pull-outs and lay-bys, and public ocean accesses in cooperation with other agencies and community groups. Identification of such locations shall be subject to the protection of environmentally sensitive areas, at-risk species and their habitats, biodiversity and respect the integrity of farms.

BC Ministry of Transportation and Infrastructure

The ministry is responsible for maintaining all public roads and has subdivision approval authority vested in an Approving Officer. Public road standards for all roadways, existing and new, are determined by the ministry. A Letter of Agreement between the Islands Trust and the ministry recognizes the unique character of the islands and allows for a consultative process between agencies regarding road standards and the designation of scenic and heritage roads and bicycle routes. The agreement, signed in 1992, establishes unique island road standards.

Moving Around Pender Alternative Transportation Society

The Moving Around Pender Alternative Transportation Society (MAP) promotes alternatives to the single passenger automobile such as bike routes, car sharing and multi-use path networks. MAP began as an “adhocracy,” a grass roots citizens group and

⁴² 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>

operated under the name Paths on Pender from 2006. It was incorporated under the BC Societies Act in August 2008.⁴³

A Transportation Management Plan, discussed earlier in the report, was developed with citizen and stakeholder input in 2012 by the Moving Around Pender (MAP) Alternative Transportation Society. The plan recognizes the unique and natural qualities of the Pender Islands and attempts to incorporate and build on existing infrastructure and geography to improve the safety and coexistence of cyclists, pedestrians and vehicles moving around on the Penders. The plan was submitted to the North Pender LTC and a resulting bylaw adopted in 2013 to amend the OCP to include a priority route for bike paths and related improvements. The Ministry of Transportation is now bound to consider this when repairing or improving the roads on Pender Island.⁴⁴

Transit --on Island and inter-island

BC Transit does not provide service on Pender Island.

Discussions with BC Transit have concluded that the conditions do not yet exist for viable service.⁴⁵ Citizens are exploring a community based island run system comparable to the one on Mayne and Gabriola Islands. The handyDART on-call service for qualifying disabled people is not available on the island.

At the Pender Islands Economic Development workshop presentation by Andrea Mills observes that many seniors say that losing their license is the worst thing that could happen to them, especially on Pender. She says that simple, regular, inexpensive and dignified transportation options are needed for elder seniors to feel that they have independence, help them access local services, be involved, stay healthy and to get out and spend in the community.⁴⁶

The Southern Gulf Islands Economic Development Commission (SGIEDC) is quoted in the BC Transit study cited above and notes that

Increased connecting transportation on and between islands, particularly transportation that does not require private automobiles and which could potentially reduce reliance on BC Ferries. Recently, SGIEDC members developed a proposal to connect CRD docks distributed around the islands with water taxi services. The following image shows those proposed connections.

The recent Tour des Isles volunteer run water taxi and land shuttle event generated much enthusiasm and demonstrated that a community based inter-island and on island transit system can work

⁴³ <http://movingaroundpender.ca/>

⁴⁴ <http://movingaroundpender.ca/>

⁴⁵ Southern Gulf Islands Service Discussion Document, April 2014.

⁴⁶ Personal telephone interview with Andrea Mills conducted by James van Hemert, June 12, 2015.



Proposed Water Taxi Linkages
(Southern Gulf Islands Economic Development Commission)

As the CRD docks have been historically located on each island for quite some time, in most cases population hubs have grown up nearby and therefore they are for the most part well located from a walkability / transit perspective. While BC Transit does not currently operate any water taxi services, the CRD dock locations have been taken into account when looking at potential transit-based solutions for the communities. The CRD dock location details are shown in the map below.



CRD Dock Locations

Community Support Services

Volunteer Drivers Program

Coordinated by Community Support Services, volunteers are available to provide rides for on or off island medical appointments and anything that is health and wellness focused.

8.2. Housing

Local Trust Committee (LTC) policy

Official Community Plan

The LTC has adopted specific senior housing policy in the OCP. Policies support a range of housing type, excluding multifamily.

Planning for sustainable Communities, Part 2 of the OCP

2.1 Residential land uses

Objective 2: To provide for a range of housing options that serve the needs of all residents and property owners of North Pender Island.

Seniors Housing Policies (abbreviated)

2.3.7: Rezoning to a higher density may be considered within Rural Residential or Rural land use designations where it would result in the provision of seniors housing.

2.3.8: Any additional density greater than currently permitted shall exclusively be for seniors housing.

2.3.9: Any application should include an assessment demonstrating the need for the proposed type and number of seniors housing units.

2.3.10: The number of units should not exceed the number identified by a seniors housing needs assessment.

2.3.13: Applications may take the form of any range of housing options from fully independent to supportive care.

2.3.14: Applications may involve clustered detached dwellings, duplexes or attached ground-oriented housing.

2.3.15: Applications may include provision of units through public agencies or not-for-profit organizations.

2.3.16: Applications shall include a provision of a housing agreement limiting occupancy to seniors, and may also include limiting rental, lease, sale or share prices of the units.

Land Use Bylaw (LUB)⁴⁷

The LUB specifically establishes what type of uses may be built and where.

⁴⁷ NorthPender Island Local Trust Committee Land Use Bylaw No. 103, 1996

Single family homes are permitted as a principal use in all residential and agricultural zones.

Subject to limitations on the number of units, occupants, and lot size, accessory dwelling units are permitted in the Commercial One (C1), Commercial Two (C2), and Commercial Three (3) Zone districts.

Cottages⁴⁸ are permitted as accessory dwellings on lots of 1.2 hectares or larger in the Rural Zone district, the Rural Comprehensive One (RC1) Zone, and the Agricultural (AG) Zone (subject to agricultural land reserve use policies of the Agricultural Land Commission and the Local Trust Committee). A GIS mapping exercise has revealed that 279 properties in the Rural, Rural Residential, and Agricultural zones are large enough to be permitted an accessory cottage.

Accessory dwelling units within a principal residence are not permitted in any zone district.

Multifamily dwellings are not permitted in any zone district.

The bylaw provides for special needs housing in the Special Needs Housing (SNH) Zone. A minimum of two acres is required, residential dwellings must be in a two-family dwelling format, managed by a nonprofit society at a density of no more than one dwelling unit per 0.1 hectare of lot area, to a maximum of 20 dwelling units per lot.

In 2008, the North Pender Local Trust Committee established an Affordable Housing Task Force. The Task Force's final report found that

one of the challenges raised for housing on North Pender Island is the limited diversity in housing stock. It should be recognized that the historical approach to land use and the community desires have tended to strongly support detached single family homes only. Currently there are no residential zones that permit duplex or multifamily market driven housing. While accessory cottages and illegal suites have provided some rental opportunities, the dominance has been toward a rural environment with detached homes on relatively large lots.⁴⁹

The report identifies common strategies to support more progressive housing form through policies in the OCP:

Examples of some common strategies in support of housing diversity, which may or may not have been supported in the local agency response to the Task Force report, include:

- Permitting secondary suites and/or detached accessory dwellings in some zones
- Zoning for increased densities on small lots or multi-family developments in 'town' centres or village nodes
- Promoting mixed use developments (residential use in commercial zones)

⁴⁸ "Cottage" means a dwelling with a floor area of 56 m² or less.

⁴⁹ Islands Trust staff report to the North Pender Island Local Trust committee regarding the Affordable Housing Report of the Affordable Housing Task Force, July 14, 2009.

The report notes that not increasing density on the island overall was one of the frequent concerns raised in the responses to the Task Force Report and suggests that if the LTC considers increasing density in some locations, down-zoning in other areas could ensure the overall density is maintained.⁵⁰

Plum Tree Court (Pender Island Senior's Housing Society)

Plum Tree Court has six one bedroom units; three of those are suitable for couples although they are typically used by single occupants. Under the current zoning Plum Tree Court has the ability to expand to 14 units.



Capital Regional District Housing Secretariat

This agency focuses on affordable housing coordination with the non-profit sector, municipalities and funders. It was established in May 2007 by the Capital Regional District Board in response to the recommendations of the Regional Housing Affordability Strategy (RHAS). The Secretariat has a mandate to develop a coordinated approach within the Region to increase the supply of affordable housing by identifying how municipalities, funding agencies and the nonprofit sector can work together to meet the housing needs of the most vulnerable citizens.⁵¹

The Housing Secretariat uses the first four of the five RHAS strategies to accomplish this mandate:

- Secure more funding for non-market and low end of market housing
- Establish and enhance pro-affordability local government policies and regulations across the Region
- Facilitate community-based affordability partnerships and initiatives
- Build neighbourhood-level support for housing affordability

The Housing Secretariat is not currently active on the island.

⁵⁰ Affordable Housing Report, prepared by planning staff for the North Pender Island Local Trust Committee, July 14, 2009.

⁵¹ <https://www.crd.bc.ca/about/what-we-do/affordable-housing/housing-secretariat>

Capital Regional District Housing Corporation

Capital Region Housing Corporation (CRHC) is a nonprofit provider of over 1200 affordable rental units in the capital region. CRHC provides low and moderate-income families with safe, suitable homes which remain affordable as their lives and families change and grow. CRHC also provides affordable housing for low-income seniors and for people who are on a government disability pension.⁵² No facilities exist on North Pender Island.

Capital Regional District --Planning and Protective Services, Health and Capital Planning Strategies

The scope of community health services supported by the Division includes responsibility for public health bylaws, addressing homelessness as part of the Division's mandate under the Homelessness Secretariat, and healthy communities planning. Again, in performing its community health duties the Division works closely with Island Health, other community funding partners and community service agencies. The Division reports to the CRD Board of Directors through the Planning, Transportation and Protective Services Committee which makes recommendations to the CRD Board.⁵³ This office is not currently active in senior housing and well-being on North Pender Island.

BC Housing

BC Housing defines its role as assisting British Columbians in greatest need of affordable housing by providing options along the housing continuum. It works in partnership with the private and nonprofit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options.⁵⁴ Rent subsidies are available to island senior residents who qualify based on need or disability. BC Housing does not operate any facilities on North Pender Island.

8.3. Built environment (outdoor spaces and buildings)

Islands Trust Planning and the North Pender Local Trust Committee

The Official Community Plan (OCP) supports compact development and accessible community service facilities.

OCP Goal 18

To encourage a more compact, complete and connected community, in a manner that ensures that overall development potential and density are not increased unless authorized elsewhere in the plan.

Community Service Land Use objective

5) To ensure that all community service facilities are accessible to all members of the community.

⁵² <https://www.crd.bc.ca/about/what-we-do/affordable-housing/capital-region-housing-corporation>

⁵³ Division Plan for Health and Capital Planning Strategies, Planning and Protective Services, viewed at <https://www.crd.bc.ca/docs/default-source/corporate-communications-pdf/service-plans/2014-health-and-capital-planning-service-plan.pdf?sfvrsn=4>

⁵⁴ <http://www.bchousing.org/aboutus/activities>

Driftwood Centre

The Driftwood Centre is the island's main commercial service area. It is home to Tru Value Foods, Pender Island Bakery, Pender Bistro, a BC Liquor Store, Pender Island Pharmacy, Island Savings Credit Union, a post office, Pender Island Realty, Angeline's Hair Studio, Talisman Bookstore and Gallery, Pender Island Fitness, Time to Play, Raeven Tool Rentals, Pender Island Cellars (U-Vin), an insurance office and House on Pender (a flower and tile shop).⁵⁵

Community Hall

The Pender Islands Community Hall hosts an assortment of events: concerts, plays, art exhibitions, Saturday Market and the annual Fall Fair. The main floor is barrier free and fully accessible.

Pender Islands Parks & Recreation Commission

The Pender Islands Parks and Recreation Commission is run by eight local volunteer Parks Commissioners appointed by the Capital Regional District (CRD) and by the Director representing the Southern Gulf Islands Electoral Area. It manages community parks and trails for the use by residents of North and South Pender Islands. It also maintains trails on highway right of ways to viewpoints and ocean accesses. The Commission is also responsible for the organization and conduct of recreational programs on the Pender Islands.⁵⁶

In a presentation for the Economic Development Commission, Andrea Mills, Community Support Worker, emphasized the importance of recreation facilities, parks, and trails suitable for all ability levels. She noted that recreation plays a key role in the well-being of older adults and in enhancing their quality of life. Involvement in recreation activities can satisfy a variety of needs; the benefits include increased health and fitness, opportunities for socializing, using skills and talents developed throughout their lifetime, and learning new skills. She suggests adopting a Senior Friendly Community philosophy into these projects and attempt to make them suitable for all ability levels.

Parks Canada

Parks Canada manages the Gulf Islands National Park Reserve, which includes the Roseland and Beaumont/Mount Norman units, and several smaller parcels of land. Parks Canada has a detailed set of design guidelines for accessible outdoor recreation facilities.⁵⁷ It complements the Canadian Standards Association CSA-B651 Barrier Free Design standards.

Capital Regional District

The CRD Rents office space and manages park land and trails through the Pender Islands Parks and Recreation Commission as previously described.

⁵⁵ http://en.wikipedia.org/wiki/Pender_Island

⁵⁶ <https://www.crd.bc.ca/parks-recreation-culture/parks-trails/piprc>

⁵⁷ <http://sci-bc-database.ca/wp-content/uploads/parks-canada-design-guidelines-for-accessible-outdoor-recreation-facilities.pdf>

Public Library

The library is considered to be one of the most accessible, barrier free public facilities on the island.

Pender Island Fire Rescue (building safety)⁵⁸

This service provides information on home fire safety assessment, driveway inspections to ensure emergency vehicle access, commercial property inspections, and public education at schools and offer fire extinguisher clinics. It has 47 active fire fighters and first responders and 51 support crew

8.4. Senior community support and health services

Local Trust Committee policy

The OCP recognizes that the importance of senior community support. The background to Community Service Land Uses (Section 2.3) states:

North Pender is well served by facilities for health care, education, public protection, and community and social services. Most facilities are provided through the voluntary initiatives of members of the community. Residents value maintaining a diverse community able to accommodate people of varying ages, income and abilities. To achieve this, the community may need to explore options for ensuring housing for working people, young families, seniors and those who have special needs. Currently, seniors housing is provided at Plumtree Court, which is owned and operated by the nonprofit Pender Islands Seniors Housing Society.

Community Support Program

This program offers a wide variety of services to support daily life. A selection follows below.

Wheels to Meals

This program offers a hot meal and companionship, Fridays at noon from September to June at the Anglican Parish Hall.

Coordinate Meals on Wheels

Hot meals are delivered each Monday, Wednesday and Friday by friendly volunteers to those who have difficulty obtaining adequate nutrition.

55+ Pender Islands Yoga for Men

Stay strong, fit and healthy. Handle stress, and learn to relax. Classes run September to June at the Anglican Parish Hall.

H.O.P.E. Hospice Support

Trained hospice volunteers provide support to those facing terminal illness, and their families. Referrals can be made through a Family Doctor, Community Nurse or the Community Support Office.

⁵⁸ <http://penderfire.org/>

Bereavement Support

One-on-one and group supports are available for those who are grieving the loss of loved ones or friends. A small lending library on the topics of grief and mourning is available in the waiting room of the Pender Islands Medical Clinic.

Maintain Your Independence Exercise Classes

Staying fit and strong helps to maintain good balance and prevent injuries from slips and falls. Classes run September to June at the Anglican Parish Hall.

Telephone Tree

A volunteer run program that makes friendly phone calls to others to ensure their safety, and provide a welcome friendly voice each day.

Handy Helpers

Part mentee, part companion, part helper, volunteers help people live more comfortably by helping with light housekeeping, pick ups and deliveries, accompaniment on outings (walks, shopping or appointments), light yard work, firewood preparation, check in after storms and power outages, and garbage and recycling. They offer support to caregivers and short term support for seniors who are returning from hospital or are recovering from an illness.

Youth Friendly Helpers

Part mentee, part helper, youth gain work experience and can help seniors with a variety of jobs such as lawn mowing, yard maintenance, painting, computers, household technology, indoor cleaning, pet care and more.

Pender Islands Medical Equipment Loan Cupboard

A wide variety of medical equipment items are available to support those who are frail or ill. Items include: walkers; wheelchairs; crutches; canes; raised toilet seats; commodes; bath seats and benches; bed rails; and a number of reaching and dressing aids. Compression mattresses, floor to ceiling poles and hospital beds are available upon request.

Better at Home (United Way)

Pender together with other Southern Gulf Islands has been chosen as the site for a United Way Better At Home Pilot Project, one of five chosen to develop the concept in rural areas of BC. The aim is to keep seniors in their homes and provide needed services to accomplish this, both paid and volunteer. Planning is now being carried out with representatives from the United Way, Galiano, Mayne, and Saturna Islands, as well as Pender.

Pender Island Health Unit (Pender Island Health Centre)

The health centre is a community funded medical clinic that offers comprehensive primary health care for registered patients. Physicians are on call and available 24 hrs/day, 7 days per week for anyone on the Island requiring emergency treatment.

Health Centre Programs and Services

(Non medical oriented are listed under Community Support program)

- Acupuncture
- Dental clinic

- Chiropractor
- Audiologist
- Community nursing
- Defibrillators
- Medical clinic
- Osteopath
- Public health nursing
- Lab services
- Massage therapy
- Crisis and mental health counseling

Island Health provides the following direct services:

- Funds meals to wheels as part of their healthy eating program
- Rent space from the health centre
- Provide two nurses and a nurse practitioner
- Emergency room

Nu-To-Yu second-hand store

This store is uniquely Pender Island: fully volunteer run, it has raised over a million dollars for community projects. It has been Pender Island's Thrift Shop and Department Store for great bargains for over forty years.

8.5. Respect and social inclusion

The following forums and organizations are noteworthy because they offer services that are inclusive. The churches, in particular, offer their services to all. For members, the inclusivity goes even further as they are engaged in the full life of their particular faith community.

- Pender Island Facebook Forum
- Community churches
 - Anglican, St. Peters and Good Sheppard
 - United Church
 - Chapel of Saint Teresa Roman Catholic Church

The Royal Canadian Legion is open to all community members as offers a weekly dinner, music and dances, and regular Whist and Bridge events.

The Community Hall offers a space for social events open to the entire community.

8.6. Civic participation and employment

The LTC, in its role of planning, and the CRD as the local government, provide the most immediate and accessible avenue for civic participation.

Southern Gulf Islands Economic Development Commission

The Southern Gulf Islands Economic Development Commission (SGIEDC) endeavors to assist in preserving and strengthening existing business, attracting new business, and

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coordinating local economic development initiatives that contribute to economic prosperity, social equity, and environmental quality. Initiatives include objectives to improve broadband service, education, attracting tourists, resource inventory, social finance in lieu of government funding, transportation advocacy, and food and agriculture strategy.⁵⁹

8.7. Social Participation

There are many programs offered by Community Support Services that have a social element. Informal social participation such as may occur at the local pub, legion or church is not addressed here. The following programs offered by the Community Support Services are noteworthy for their intentional social participation emphasis.

Elder College

General interest programs for people age 50 and over. Opportunities to join or teach a class on anything from Art to Zoology.

55+ Take a Break

An afternoon of fun, games and friendships in a relaxing atmosphere. Third Thursday of each month from September to June at the Community Hall

8.8. Communication and Information

The island is served by a variety of print, Internet and social media on matters of seniors interest. The Islands Trust and the Local Trust Committee has an exemplary website portal and email notification system.

9. Analysis

9.1. Introductory comments

The aging population trend will continue, in particular there will be further growth in the over 80 population: changes will become increasingly more apparent and profoundly affect demands on the type of facilities and services required.

The “soft infrastructure” of services, programs, volunteer efforts, and the can-do attitude is very robust. The “hardware” of land use patterns, transportation infrastructure, and buildings is ill suited to an aging population and represents the greatest challenge, particularly since “stuff” is so durable and expensive to modify or replace.

The regulatory “soft infrastructure” of the Land Use Bylaw is a barrier to providing a greater variety of housing types to house an aging population.

The built environment, in all its manifestations--roads, parks, private homes, public facilities--will need to increasingly reflect universal design if it is to remain accessible and useful to citizens.

⁵⁹ <http://www.sustainableislands.ca/>

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Agencies may need to revisit their priorities and mandates if they are to remain relevant to a dramatically changing population.

9.2. Demographic implications for age friendly planning

Current characteristics of senior population

Over half the population on the island is already in the “older adult” category, age 55 plus. The population bulges between ages 55 and 69. Older women have the highest prevalence of disability. The large size of the older adult population and its spread from 55 to 85+ suggest a wide range of demands for services and different expectations from the many cohorts within this range.

The older population is generally quite well off financially with only a minority falling into the low income threshold. The majority of the adult population has the resources and capital to provide for themselves and make changes in their living arrangements as they age.

Anticipated change over next 25-30 years

Overall population growth is likely to be modest if it is consistent with other gulf islands. The fastest growing cohorts are those above age 75 and this will result in an increasingly greater proportion of the population that is in the older and very old categories. This will result not only in greater demand for services required by this age group but for a greater proportion of resources to support these cohorts.

9.3. Health status

Dr. Stanwick of Island Health has eloquently made the case that the health focus for older adults should be to improve the quality of life for the last ten years of life.⁶⁰ People who enjoy the fruits of an age friendly community are the most likely to enjoy life to its fullest in their final years. It is noteworthy that falls and broken bones are a major factor in ending people’s ability to live independently. Falls in the home and falls on sidewalks and trails are a big concern. The implications are clear for an aging population on North Pender: make every effort to create an age friendly environment in all its manifestations--different ways to move around including accessible pathways, public transit, variety of housing choices, supports for aging in place, part time work options, and some space for socializing at the local coffee shop or elsewhere for the afternoon.

9.4. Transportation

Mobility for an aging population stands out above all the issues because it is so central to an independent life. North Denman Island has unique challenges due to its land use pattern, lack of public transit, and a not surprising reliance on the private automobile. Demands for more transportation choices will increase, particularly for public transit and for safe, accessible “active” options such as trails, sidewalks, and multipurpose paths.

9.5. Housing

⁶⁰ Presentation made by Dr. Richard Stanwick of Island Health to the staff and Planning Directors of the Capital Regional District in the first “kick-off” engagement meeting for the Capital Regional District’s Regional Sustainability Strategy, February 6, 2013.

With “aging in place” the desired path for the majority, demands for support services, accessibility renovation skill, and greater housing choices will grow. The current housing stock is increasingly ill-fitted for an aging population. As new construction is expensive and there are limited options near services, it is reasonable to conclude that there will be strong demand for modifications to existing homes and properties, ranging from secondary suites, cottages, and general retrofitting for safety and accessibility. It is timely to begin exploration of supportive and assisted living facilities for those who can no longer stay in their own home, but desire to stay on the island.

9.6. Built environment

Demand will grow for parks, trails, public facilities and gathering places to become more accessible and barrier free. Expectations will rise for all new construction and additions to meet universal design standards and for renovations to enhance safety and accessibility.

9.7. Senior community support and health services

Demands for home support and health services will increase as the entire population ages, but particularly from the 75 plus age group which will more than double in size in the next 20 years.

9.8. Respect and social inclusion

An older adult population will demand inclusion in community programs and initiatives. This can best be done by integrating facilities and services to be fully accessible and welcoming. Inclusion will manifest itself in the way programs are advertised and designed, in the manner in which facilities are planned and constructed. The older adults should be at the civic and community decision making table to be fully integrated.

Greater inclusion, particularly with youth, will foster respect. A culture of respect can also be fostered with intentional messaging and behaviors from all those who serve an aging population.

9.9. Civic participation and employment

Civic engagement is increasingly done through the Internet and social media, however, for an aging population, often uncomfortable with new technology, it is important to retain traditional face to face opportunities for engagement with their public officials.

As the average retirement age inches upward and more older adults remain in the work force, more jobs will be created by them or needed by this aging population. Part time employment is often preferred.

9.10. Potential partnerships

Provided here is a *preliminary* list of the most promising opportunities for formal partnerships between the Local Trust Committee and agencies that will serve to advance age friendly planning. This list is subject to modification as the age friendly plan matures.

Transportation

Community Based Transit

BC Transit service is deemed to be too expensive and inflexible by community leaders on North Pender Island. The Southern Gulf Islands Economic Development Commission is facilitating the start up of a community based transit service comparable to that currently operating on Gabriola and Mayne Islands. Such a service would not necessarily require buses, provincial public utility service oversight, or special driver's license classification. For example, a 9 passenger mini-van can operate on a voluntary or community based cost structure for a fraction of the cost of a traditional bus based transit system.

Parks and Recreation

Pender Islands Parks and Recreation Commission (PIPRC)

As a commission the PIPRC is a service of the Capital Regional District, and could serve an important role in repurposing roads and trails into multi-modal facilities that are accessible to all ages. Mobility for an aging population is best served when multiple options are available, particularly "active transportation," that includes walking and cycling.

Parks Canada

A partnership arrangement may be necessary to allow for transportation access across national park land. Several active transportation routes that provide short cuts or safer routes to destination will rely on access through the park.

Housing

Plum Tree Senior Housing Society and the CRD Housing Secretariat

Plum Tree Senior Housing Society is a prime candidate for a partnership to provide purpose built housing for seniors. The likelihood for obtaining funds for expansion may be increased with a formal partnership. A logical entity to engage in negotiations and draft a partnership is the CRD Housing Secretariat which has extensive experience in facilitating multiparty partnerships to create housing.

Community Health and Support Services

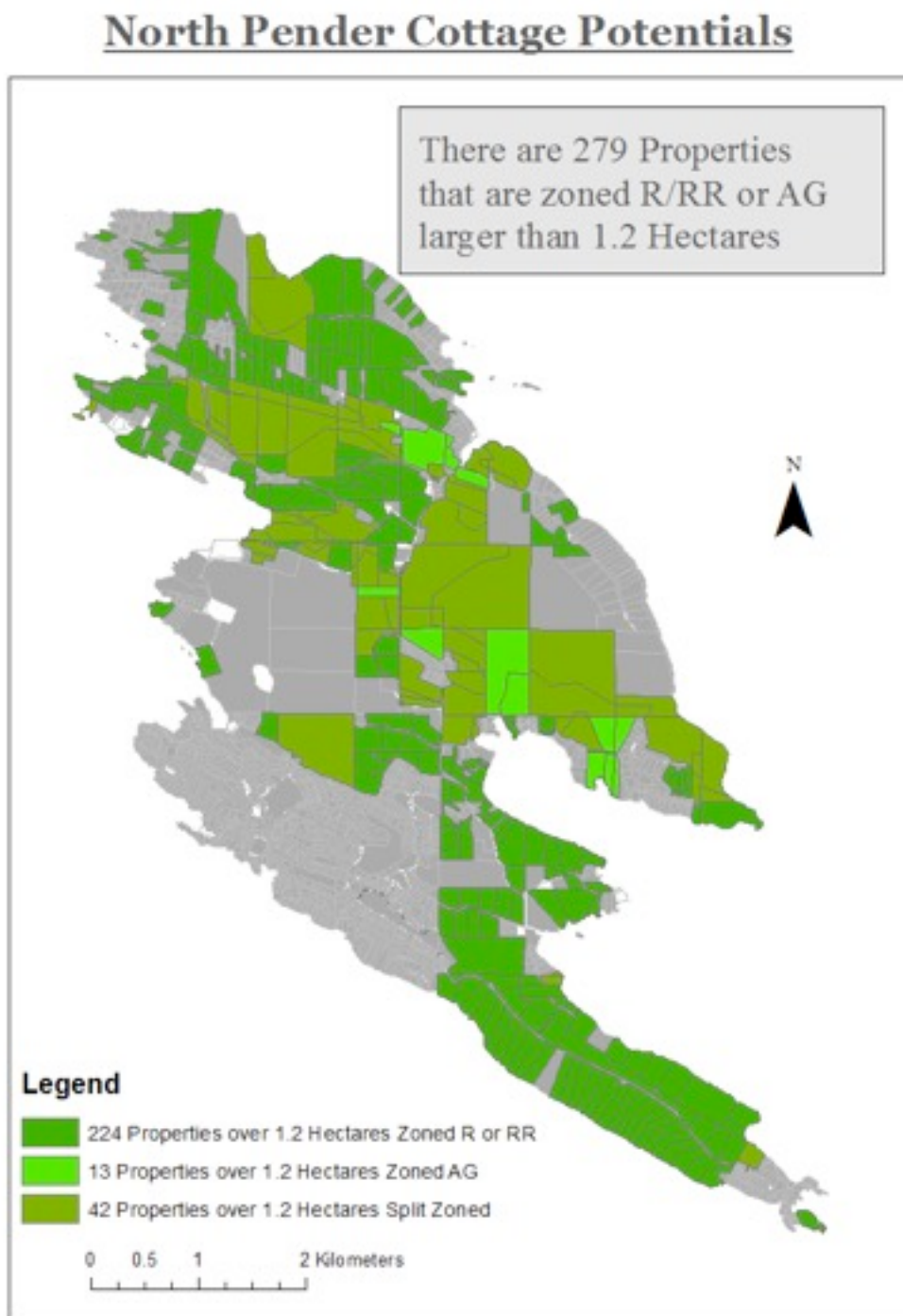
Community Support Program

This program already provides a wide array of senior support programs. We can anticipate, however, that resources will increasingly become stretched as the population over 75 more than doubles in the next 20 years. If a partnership can increase the likelihood of greater resources, it is worth exploring.

Island Health

Island Health has demonstrated in many communities a willingness to innovate and be adept in local circumstances. A similar opportunity may exist on North Pender for certain facilities or programs needed, particularly as the population over 75 increases and more people are "aging in place."

10. Appendix A North Pender Cottage Potential



North Pender Island Local Trust Committee Notes of a Workshop

Date: July 23, 2015
Location: Pender Islands Community Hall
4418 Bedwell Harbour Road, North Pender Island, BC

Members Present: Derek Masselink, Local Trustee

Staff Present: Justine Starke, Island Planner
Shannon McConchie, Recorder

Regrets: George Grams, Chair
Dianne Barber, Local Trustee

Members of Public and Media Present: There were 15 members of the public present

1. CALL TO ORDER

The workshop was called to order at 10:11 am by Island Planner Starke.

Trustee Masselink, welcomed the public, thanked them for their attendance, and highlighted the importance of the workshop

2. APPROVAL OF AGENDA

No changes were made.

3. AGE FRIENDLY PENDER COMMUNITY WORKSHOP #2

3.1 Age Friendly Presentation

Consultant to the Age Friendly project, Mr. James Van Hemert provided an overview of the meeting's structure and gave a presentation on the report "North Pender Island Age Friendly Plan Workshop II Report Card". A copy of the report was provided to those in attendance.

During his presentation Mr. Van Hemert posed a question to the public: "What would allow you to remain on Pender?" He asked that the minutes reflect the public's answers, which were as follows:

- Safe and affordable housing.
- Home supports.
- Mental and physical exercise.
- Building, road, and path accessibility.
- Transportation for those without licences.

3.2 Group Discussions

Following the presentation, the public was divided into three groups and assigned the topic of mobility, housing, or built environment. Mr. Van Hemert asked the groups to discuss Pender's current situation as it related to their topic, to share their ideal hope for the future, and to create a list of actions based on that ideal.

3.3 Reporting Out by Table

Following their small-group discussion one member of each table reported back their priority actions to the larger group.

3.3.1 Built Environment

- The ferry terminal, Nu2Yu, Capital Regional District (CRD) building, Port Browning Pub, Post Office, and retail spaces at Hope Bay are all public buildings that could be improved with seating, better accessibility, and signs indicating accessible routes.
- Financial support for upgrades to private buildings to make them accessible.
- Indoor and outdoor facility for exercise and recreation, including a pool.
- Online environment to access those public spaces remotely.

3.3.2 Housing

- Seniors housing should be diverse and need driven.
- There should be small unit clusters that have been built for seniors.
- There should be by-law changes to allow secondary suites to generate revenue and facilitate live-in assistance.
- These solutions could be done at market value.

3.3.3 Mobility

- A transport system that supports a variety of needs. Greenways, interisland systems, and an on-island bus that is responsive.
- There is a need for a locally-controlled agency that would be responsible for transit.
- It needs funding and the support of leadership.
- A discussion could include expropriation of lands for right-of-ways.

3.4 Open Floor

Mr. Van Hemert opened the floor to any member of the public who wished to comment on a topic that was not otherwise covered in the group discussions.

A discussion was held regarding provincial services and the lack of such services on Pender Island.

4. **ADJOURNMENT**

Trustee Masselink, Planner Starke, and Mr. Van Hemert each thanked the public for their time

The meeting was adjourned at 12:03.

Derek Masselink, Trustee

Certified Correct:

Shannon McConchie, Recorder



van Hemert & Co.

Age Friendly Pender Workshop #2

July 23, 2015

“Now Wow How” Discussion Group Sticky Notes

Table 1 Housing

Wow

- Community run staff accommodation for guests workers seasonal workers support workers--perhaps stay in hotel or hostel
- Affordable, accessible housing
- Mobility-no stairs
- Funding or low interest loans to adapt existing housing
- Seniors housing: palliative, supported, affordable
- Trained local workers
- Market determined small housing pods (15 to 20 units) done under bare land strata
- Accessory suites in existing homes to access care worker/ or service provider
- Self supporting transportation
- Easily accessible information flow
- Attitude of bureaucracy: how to rather than can not
- Clusters of housing units --new mini neighbourhood In several areas of Pender, Like Plum tree, easily serviced by transit, medical and home support workers
- Affordable clusters of homes in different locations to avoid ghetto-isation
- Private firm giving home care, counselling , home maintenance, cooking, transportation --quote cost of keeping resident in own home
- Winter recreation centre

How

* = number of priority votes

- Change housing bylaw to accommodate suites****
- Invite CRD Regional Housing office to host workshop ***
- Create a community bus transportation system outside of BC transit***
- Good housing all comes down to dollars; Will and interest is there from local community; Local community usually doesn't have access to this kind of funding **
- Figure out how to encourage everyone of all ages to see they have a vested interest in improved housing options for all
- Cluster housing and suites paid for by owner at most possible affordable cost
- Aids would be STVR to income for seniors who want to retain their home
- Local area shop for essentials for each 250 people — overall cooperative ownership
- Find money --funding access in time of economic recession

Table 2 Mobility

Wow

- Mobility on Pender is currently an F—because car focused
- Increasing interest and concerned about current situation (climate, safety, health, youth, freedom)
- Close and accessible parking spots
- Pilot inter island boat service
- Green ferry system that is part of a regional transit system
- Options to private vehicles for transportation
- Better access to ferries for foot passengers (hill)
- Affordable door to destination option
- Local green ways that is part of a regional green way
- Bike and scooter trails
- Provided free transportation up the hill from ferry terminal for handicapped and walkers to toll booth
- Concerns about costs: how do we pay for this?
- Community bus pilot Magic Lake to ferry

- Transit land and water by request
- Dial a bus for distributed housing
- Walk safely anywhere
- Mobility infrastructure the responsibility of government

How

- Transport authority****
- Funding from provincial federal and BC Lotto Corporation***
- Expropriation to address rights-of-way issues***
- Need effective way to connect and communicate and organize
- Groups to coordinate and advocate and organize –MAP. SGIEDC
- Emergency medical services for Pender — Could we not get more on Pender?

Table 3 Built Environment

Now

- Browning pub—stairs, no ramp
- Hope Bay improvement
- Post office — difficult, steep, rough
- Capital Regional District –B I—might need a ramp
- RCMP – good
- Clinic – good
- Library– good
- Nu 2 you—old but risky because so out of compliance — money to upgrade
- Capital Regional District adopted universal design standards in building bylaw
- Ferry terminal needs seats
- Pave driftwood parking lot and fix holes
- Outdoor exercise space suitable for all ages like the one outside the Sydney library
- Suitable access and signage everywhere
- Lighting where it is the dark
- Swimming pool run by Parks and recreation
- Accessible paths and trails
- Online meeting with medical specialists

- Funding available for private sector to upgrade and improve
- All public buildings accessible universally
- Covered accessibility ramp and/or elevate tour at important locations on Pender

How

- Create plan with the coordinator, identify and prioritize, committee — funds, deadlines for implementation and completion*****
- Funding, Cord nation bureaucratic expertise, volunteers**
- Funding (2x)*
- Foundations funding from federal and provincial government
- Trained people and personnel to carry out this planned to standards
- Older and or handicapped board or group to also assist with input and evaluation
- Knowledge education understanding
- Provincial funding
- Federal funding (2X)
- Crowd sourcing (taxation)
- Try to get a wider representation of community involved
- Knowledgeable person to navigate bureaucracy



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 consideration of vacation rentals in residential zones.	Feb-03-2015	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.	May-22-2014	Justine Starke	Dec-31-2015	On Going

**Projects****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	Jan-22-2009	On Going
1	Conservation Subdivisions	Continue exploring 2013-2014 work on conservation subdivisions. Consult with community on recommendations for LUB and OCP amendments.	Feb-03-2015	On Going
2	Agricultural Projects	Consider implementing agricultural initiatives identified in OCP, including an Area Farm Plan	Jan-22-2009	On Going
3	Other OCP projects:		Jan-22-2009	On Going
	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			
4	Agricultural Building Watercourse Setbacks		Jul-28-2011	On Going
5	Geological Hazard Mapping	Continue work on proposed DPA for Hazardous Areas	Feb-22-2012	On Going

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	Mar-22-2012	On Going
7	Road Side Signs		Apr-26-2012	On Going
8	Applications after the fact	options to address situations where construction work has occurred without the required permits or approvals	Jun-28-2012	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 regulatory options	Sep-20-2012	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
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 w/ Status - North Pender Island

Status: Open

Applications

Rezoning

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

Planning Status

Status Date: Mar-04-2015

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: Jan-22-2015

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

Status Date: Jan-13-2015

Staff report prepared for January 22 2015 meeting

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2012.2	Clam Bay Holdings Ltd Planner: Kim Farris	Nov-27-2012	To rezone to permit clustered residential uses and remove agri-tourism accommodation uses

Planning Status

Status Date: Jan-22-2015

LTC resolution authorizing Chair to execute covenants

Status Date: Jan-21-2015

Memo for covenant execution on LTC agenda

Status Date: Oct-20-2014

Ministerial approval of OCP amendment received

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

Planner: Justine Starke

Planning Status

Status Date: Mar-11-2015

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: Jan-13-2015

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

Status Date: Nov-27-2014

Emailed applicant requesting status update

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2014.1	0697595 BC LTD (Philpot)	Jul-07-2014	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: Jul-30-2015

Bylaw given Third Reading and referred to EC

Status Date: Jun-11-2015

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

Status Date: Apr-30-2015

Application/bylaw given second reading on April 30

Subdivision

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2012.4	Edgewood Estates c/o Graham Ross Planner: Kim Farris		2218 CLAM BAY RD To create 11 lots including remainder

Planning Status

Status Date: Aug-20-2015

Applicant provided Environmental Assessment on Eagle's Nest.

Status Date: Jun-11-2015

applicant indicates that owners have reached decision to proceed with altered driveway, biologist to review route for impact on DPA

Status Date: Dec-31-2014

applicant has determined location of access route, proceeding with application

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2014.2	Ene Haabniit	Jul-09-2014	4446 HOOSON RD and 5431 HOOSON RD To create a boundardy adjustment between 4446 and 5431 Hooson.

Planner: Phil Testemale

Planning Status

Status Date: Sep-03-2015

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

Status Date: Jun-03-2015

E-mailed owner requesting information on applying for DPs

Status Date: Dec-08-2014

Referral response e-mailed to MoTI;owner PT

Islands Trust
LTC EXP SUMMARY REPORT F2016
Invoices posted to Month ending August 2015

650 North Pender	Invoices posted to Month ending August 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
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	1,879.32	870.68
65210-650	LTC - Local Exp - APC Meeting Expenses	750.00	440.18	309.82
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		<u>4,550.00</u>	<u>2,319.50</u>	<u>2,230.50</u>
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	204.02	3,045.98
73001-650-4055	North Pender Housing Review	3,250.00	0.00	3,250.00
TOTAL Project Expenses		<u>9,000.00</u>	<u>9,772.57</u>	<u>-772.57</u>

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.

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

Wallace Point Covenant signed – North Pender Island

A covenant has been signed to protect over 50% of a property at Wallace Point, the southernmost point of North Pender Island at the mouth of Bedwell Harbour. The 1.63 hectare covenanted area encompasses several distinct ecosystems and includes two wildlife trees, one of which has an active Bald Eagle nest. Dense bull kelp beds grow near the shoreline and there is a Rockfish Conservation Area offshore north and east of this property.

Meeting with Qualicum First Nation - Lasqueti Crown Land acquisition

Trust Fund Board representatives enjoyed a cordial lunch with the chief and councillors of the Qualicum First Nation followed by initial discussions about the possible acquisition of Crown land on Lasqueti for protection. The Trust Fund Board plans to host Qualicum representatives in the fall for a visit to Lasqueti to look at the land and other areas of significance to the Qualicum people.

Fairyslipper Forest Nature Reserve – Thetis Island land acquisition project

Islands Trust Fund is continuing to support its partners, Thetis Island Nature Conservancy and Cowichan Community Land Trust, as the project to protect Fairyslipper Forest moves into a new phase. So far, \$180K has been raised – over one third of the \$560k required to acquire a property on Lower Burchell Hill as Thetis Island's first nature reserve. Visit the Islands Trust Fund website to watch the video that has been created to encourage donations. www.IslandsTrustFund.bc.ca/Fairyslipper

Realtor Outreach – Pender Islands

Islands Trust Fund staff, in collaboration with the Pender Islands Conservancy Association (PICA), organized a land conservation outreach event for real estate and other professionals involved with selling properties on North and South Pender Islands. The event was well received by participants who commented that they felt much more knowledgeable about conservation covenants. Similar events will be considered for other islands. Local trustees will be contacted early in the planning process.

Grace Islet – Salt Spring Island

Islands Trust Fund is in touch with the Nature Conservancy of Canada with respect to a possible role in the ongoing protection and stewardship of Grace Islet.

Trespass at Mount Trematon Nature Reserve– Lasqueti Island

Islands Trust Fund has acted quickly to address a trespass at Mount Trematon Nature Reserve on Lasqueti Island. We are fortunate that such incidents are a rare occurrence but we are prepared to take appropriate action when they do happen.

Coastal Douglas-fir Conservation Strategy – Islands Trust Fund as an example

The Islands Trust Fund is providing a local government scenario for pursuing the Conservation Strategy of the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP). Islands Trust Fund is an active member of this partnership which includes provincial agencies, NGOs, academics, and local governments. More information about the CDFCP Conservation Strategy will be included in September's Trust Council package.



BYLAW ENFORCEMENT STAFF REPORT

Date: September 1, 2015

To: North Pender Island Local Trust Committee
Meeting of September 10, 2015

From: Miles Drew
Bylaw Enforcement Manager

CONFIDENTIAL

Re: Investigation and enforcement of waste dumping and vehicle storage without written complaint.

PURPOSE

At the July 30, 2015 meeting of North Pender Island Local Trust Committee staff were requested to propose a bylaw enforcement policy which would permit the Islands Trust bylaw enforcement officers to investigate and enforce without written complaint regulations within the North Pender Land Use Bylaw No. 127 pertaining to the storage and disposal of waste and vehicles.

BACKGROUND

The North Pender Island Land Use Bylaw No. 103 (LUB) prohibits the disposal of waste in all zones and only permits storage of waste in the Recycling Facility Zone and some specific lots under temporary use permits. The LUB also prohibits, except in the Light Industrial or Industrial zones, the storage of more than two unlicensed unenclosed vehicles or unenclosed vehicle parts.

There are several open bylaw enforcement files on waste and vehicle storage issues but these files are only opened because there have been written complaints. Although the current bylaw enforcement policy (attached) authorizes some types of bylaw investigations to take place without written complaint issues related to waste and vehicles must have written complaints.

Bylaw Enforcement officers have received calls from concerned residents about waste and vehicles on properties for which there is no open investigation file but they have been unwilling to file a written complaint. Additionally, in the course of investigating other issues bylaw enforcement officers have discovered unlawful sites for waste disposal and storage and unlawful vehicle storage but under current enforcement policies can take no steps to cause compliance.

The Local Trust Committee could choose to adopt an enforcement policy which authorizes enforcement on waste and vehicle issues without a written complaint.

Comment

The LTC could adopt the following enforcement policy which would then permit bylaw enforcement officers to initiate enforcement on waste and vehicle issues:

The North Pender 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.

It is unlikely that adopting this policy will significantly increase workloads but it will permit bylaw enforcement officers to take action on bylaw violations which may have significant environmental impacts.

There may be some concern that the adoption of this policy will authorize the bylaw enforcement officer to conduct broad canvases of rural properties or to go on “fishing expeditions” but the wording of the suggested policy is designed to prevent that from happening. Additionally, section 2.4.1 of the LUB requires that the bylaw enforcement officer give prior notification to the occupier of the property before inspecting a property.

RECOMMENDATION:

That the North Pender Island Local Trust Committee passes the following resolution:

The North Pender 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.

Miles Drew
Bylaw Enforcement Manager

September 1, 2015

Date

Attachment: Islands Trust Bylaw Enforcement Policy

ISLANDS TRUST POLICY MANUAL

Chapter 5. Section 5. Subsection i

6. Bylaw investigation is normally undertaken in response to written complaints of a violation by any person. On receipt of a written complaint, a letter acknowledging receipt of the complaint and an explanation of the course of investigative action to be taken will be provided to the complainant.

7. A Bylaw Enforcement Officer may commence an investigation without written complaint where:

- a) bylaw violations are observed by the Bylaw Enforcement Officer, the consequences of which may threaten or damage natural ecosystems as referenced in the Islands Trust Policy Statement Part III, Section 3.3.1.
- b) bylaw violations are observed by the Bylaw Enforcement Officer as part of a building permit process or other permitting process administered by a local government or the Islands Trust.
- c) a referral is received from a permitting agency that identifies land use bylaw violations associated with the permit request.
- d) advertisements for uses believed to be illegal have been observed.