



North Pender Island Local Trust Committee

Regular Meeting Agenda

Date: October 31, 2013
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 - 9:55 AM
2. Approval of Agenda
 - 2.1 Additions/Deletions
 - 2.2 Questions from the public on Agenda Items
3. Community Information Meeting
none
4. Public Hearing
none
5. Previous Meetings
 - 5.1 Local Trust Committee Minutes
 - 5.1.1 North Pender Island Local Trust Committee
September 23, 2013 Meeting Minutes
(attached) 4 - 10
For Consideration to Adopt
 - 5.2 Public Hearing Records and Community Information
Meeting Notes to be Received
none
 - 5.3 Section 26 Resolutions-without-meeting
none
 - 5.4 Advisory Planning Commission/Task Force to be
Received
none
6. Business Arising from the Minutes 9:55 AM - 10:00 AM

6.1	Follow-up Action List (attached)	11 - 12
7.	Delegations	
	none	
8.	Correspondence	10:00 AM - 10:10 AM
8.1	Memo dated October 18, 2013 from S. Pender LTC re: Canal Erosion and Boat Speed (attached)	13 - 13
9.	Applications, Permits, Bylaws and Referrals	10:10 AM - 12:30 PM
9.1	NP-DVP-2013.3 (Bronson) Report (attached)	14 - 23
9.2	NP-RZ-2012.2 (Clam Bay) Report (attached)	24 - 40
9.3	NP-LCB-2013.1 (Pender Island Golf & Country Club) Report (attached)	41 - 46
9.4	2013 - 10 04 Islands Trust Council Statagic Plan Referral to LTC (attached)	47 - 63
10.	Local Trust Committee Projects	12:30 PM - 12:45 PM
10.1	Conservation Subdivison Review/Project	
	Video of the November 23, 2013 Community Information Meeting -Design Workshop	
11.	Reports	12:45 PM - 1:00 PM
11.1	Work Program Report	
11.1.1	Work Program Report dated October 2013 (attached)	64 - 66
11.2	Applications Report	
11.2.1	Applications Report dated October 2013 (attached)	67 - 71
11.3	Bylaw Enforcement	
	none	
11.4	Expense/Budget Reports	
11.4.1	LTC Expense Report Sept. 2013 (attached)	72 - 72
11.5	Adopted Policies and Standing Resolutions (attached)	73 - 73
	For Information	
11.6	North Pender LTC Web Page	
	North Pender Island Local Trust Committee Home Page can be found at:	

- | | | | |
|-------------|--|-------------------|---------|
| 11.7 | Chair's Report | 1:00 PM - 1:15 PM | |
| 11.8 | Trustee Report | | |
| 12. | Other Business | 1:15 PM - 1:45 PM | |
| 12.1 | Proposed 2014 North Pender LTC Meeting Schedule and Memorandum (attached) | | 74 - 75 |
| 12.2 | CRD Sea Bus Initiative | | |
| 12.3 | Upcoming Meetings | | |
| | <p>The next regular meeting of the North Pender Island Local Trust Committee will be held on November 28, 2013, at 9:45 am, at the Pender Island Community Hall, Lounge.</p> | | |
| | <p>On November 23, 2013, the North Pender LTC will be holding a Special Local Trust Committee Meeting to have a Community Information Meeting Regarding the Conservation Subdivision Review Project. (details to follow)</p> | | |
| 13. | Town Hall Meeting | 1:45 PM - 2:00 PM | |
| 14. | Motion to Close Meeting | 2:00 PM - 2:45 PM | |
| | <p>THAT, pursuant to Section 90(d),(f) and (g) of the Community Charter, the North Pender Local Trust Committee resolves to close the meeting to the public for the purpose of adopting the May 30, 2013 and September 23, 2013 North Pender LTC In Camera Minutes and to consider legal advice on a potential litigation issue; and further that staff and Recording Secretary remain present. (distributed under separate cover)</p> | | |
| 15. | Recall to Order | 2:45 PM - 2:50 PM | |
| | <p>Rise and Report from the Closed Meeting</p> | | |
| 16. | Adjournment | 2:50 PM - 2:50 PM | |

MINUTES OF THE NORTH PENDER ISLAND
LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD ON MONDAY, SEPTEMBER 23, 2013, AT 9:45 AM
PENDER COMMUNITY HALL (LOUNGE),
4418 BEDWELL HARBOUR ROAD,
NORTH PENDER ISLAND, B.C.

PRESENT:	Peter Luckham	Chair
	Gary Steeves	Local Trustee
	Ken Hancock	Local Trustee
	Robert Kojima	Regional Planning Manager
	Andrea Pickard	Islands Trust Planner
	Zorah Staar	Recording Secretary

REGRETS: None

There were four (4) members of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:53 am, recognizing that we were meeting on traditional Coast Salish territory, and acknowledging the recent First Nations Truth & Reconciliation events that had involved many Islanders.

2. APPROVAL OF AGENDA

2.1 Additions/Deletions

A brief In Camera session was added to the agenda, to occur under item 10.1.

The amended agenda, by consensus, was adopted.

2.2 Questions from Public on Agenda Items

None

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARINGS

None

5. PREVIOUS MEETINGS

5.1 Local Trust Committee Minutes for Consideration

Draft Minutes from August 29, 2013 Local Trust Committee Meeting

The August 29, 2013 Local Trust Committee minutes were amended as follows:

- page 3, item 9.1, 1st paragraph, final sentence: replace “established as” with “establishing a”;
- page 3, item 9.1, 2nd paragraph, first sentence: insert “and advised” after “proposal”;
- page 4, item 9.1, 2nd note: add the words “and discussion continued regarding rezoning application NP-RZ-2013.2 (Hamson).”

The August 29, 2013 minutes by consensus, as amended, were then adopted.

In addition, Trustee Steeves commented about item 8.3 (page 3), confirming that the Deputy Chief Gold Commissioner had subsequently confirmed that the refusal of a mining reserve for the Islands Trust Area applied to North Pender Island as well.

5.2 Public Hearing Records and Community Information Meeting Notes

None

5.3 Section 26 Resolutions-without-meeting

None

5.4 Advisory Planning Commission

None

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Planner Pickard reviewed the Follow-up Action Report. Trustee Steeves reported that he had attended the Magic Lake Property Owners’ Society Annual General Meeting, to discuss the advisability of including all marinas (not just some) within the National Marine Conservation Area process.

Regional Planning Manager (RPM) Kojima said that he would forward an email to the entire Local Trust Committee, confirming the suggested approach to a Development Variance Permit (DVP) application associated with a Development Permit application (namely that these should be treated as two separate permits, with notification occurring as usual for the DVP).

7. DELEGATIONS

None

8. CORRESPONDENCE

8.1 Interim Report & Funds Requisition from Pender Community Transition

Resolution NP-LTC-75-13

It was Moved and Seconded that the North Pender Island Local Trust Committee authorize disbursement to the Pender Community Transition Society in the amount of \$300.00

CARRIED

9. APPLICATIONS, PERMITS, AND REFERRALS

None

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Conservation Subdivision Review

Planner Pickard reviewed the Conservation Subdivision Review Memorandum dated September 11, 2013, which included suggestions for the project timeline, community workshops, draft materials, advertisements, and reference mapping. It was confirmed that Conservation Subdivision principles involve lot clustering, with an objective to rearrange density so that less land is used for roads and residential development, and that green spaces and other features are preserved. Planner Pickard also discussed the recommended consultants to be workshop presenters.

The Trustees gave positive feedback and suggestions as follows: to preface the draft FAQ sheet and list of examples with a 1-page summary sheet. The summary should include why this project was initiated (for future subdivisions to be done with sensitivity, creating better neighbourhoods); describe the benefits for owners of subdividable land (e.g. lots that are more desirable, fewer roads) and the limited amount of remaining subdivision potential (related map reviewed); use the detailed “Values and Features” chart for planning rather than public education, but transfer the feature headings to the summary sheet (i.e. Habitat/Environment, Working Landscapes, Cultural, etc.); and make the slides as uncluttered as possible (requested that Trustees be emailed all 28 slides).

The Trustees also supported having a community workshop on November 9, 16, or 23, and engaging consultants Barry Gates, Anne Mortifee, and Doug Makaroff.

Resolution NP-LTC-76-13

It was Moved and Seconded, pursuant to Section 90(1)(j) of the Community Charter, that the North Pender Island Local Trust Committee resolves to close the meeting to the public for the purpose of considering information prohibited from disclosure, and further that Staff and the Recording Secretary remain present.

CARRIED

Note: See separate In Camera Meeting Minutes of the same date.

Resolution NP-LTC-77-13

It was Moved and Seconded that the North Pender Island Local Trust Committee re-open the meeting to the public.

CARRIED

During the closed portion of the meeting, the Local Trust Committee had considered personal information relating to subdividable land. After the meeting re-opened, the Trustees endorsed the Conservation Subdivision Review workshop advertising suggested in the September 11, 2013 Memorandum, including a mailing to owners of large properties with subdivision potential. In addition, Trustee Hancock suggested a Pender Post 1-page notice that he could draft, a Local Trust Committee newsletter article, and email distribution including the Pender Island Trust Protection Society and Pender Community Transition.

10.2 Shoreline Review

Regional Planning Manager (RPM) Kojima provided an update as follows: that as part of Phase 2 of the Shoreline Review project, he had prepared a draft PowerPoint presentation based on the “Sharing Our Shorelines” booklet; that the compiled map of shoreline features was now on the Islands Trust website, and was shortly going to be made functional within MapIt; and that remaining steps included the tri-fold Green Shores brochure, QR code tie-in with Parks ocean accesses, and future school and community workshops.

Trustee Hancock asked for the draft PowerPoint presentation to be emailed to the Trustees. It was also agreed that RPM Kojima would speak with Consultant Ramona C. de Graaf about the potential for her to provide the tri-fold brochure about the Green Shores approach, instead of Islands Trust Staff doing this. The goal was to complete project materials and work by the March 31 year-end, in time for the April 2014 North Pender Stewardship Day about shorelines.

11. REPORTS

11.1 Work Program Reports

11.1.1 Adopted Policies & Standing Resolutions and Objects

This report was unchanged.

11.1.2 North Pender Island Local Trust Committee Work Program – September 2013

The Work Program was unchanged.

11.2 Applications Report

11.2.1 North Pender Island Applications Report

Planner Pickard reviewed the available Applications Report.

11.3 Expense/Budget Reports

11.3.1 Trustee and Local Expenses Report

For information.

11.3.1.1 Trustee Expense Report Dated August 2013

For information.

11.4..Bylaw Enforcement Report

None

11.5 North Pender LTC Web Page

Staff were requested to add a “Latest News” post about the Conservation Subdivision Review project. Trustee Steeves repeated ongoing concerns about flaws in the new Islands Trust website, and the need for Trustee concerns to be addressed other than by an opportunity to submit electronic comments.

Resolution NP-LTC-78-13

It was Moved and Seconded that the North Pender Island Local Trust Committee direct Staff to forward a copy of the amended August 29, 2013 minutes to the Director of Trust Area Services, to illustrate the Local Trust Committee’s view of the new website and to ask the Director what process should be used, in future, when Trustees have questions regarding the use of the new website.

CARRIED

11.6 Chair’s Report

Chair Luckham commented as follows: that it had been a busy time, including a Trust Council meeting on Lasqueti Island with a great off-grid hosting experience; that a Forage Fish group had received a Stewardship Award; that Chair Luckham attended the recent Union of BC Municipalities (UBCM) meeting in Vancouver, where the Islands Trust advocated about derelict vessels and other issues; that First Nations Truth & Reconciliation was also discussed, and there were related events; and that Chair Luckham had met a UBC “Scholar on Mining & Communities”.

11.7 Trustee Reports

Trustee Steeves reported on his recent activities regarding the Magic Lake Property Owners Association AGM, property owners contemplating applications, mining concerns, and the issue of Pender losing a doctor.

Trustee Hancock commented as follows: that at the recent UBCM meeting, a Tofino motion asking the provincial government to reform the Mineral Tenure Act was passed; that a motion was also passed re: Elections Act amendments to increased local government terms to 4 years; that a White Paper was discussed concerning election changes to eliminate anonymous donations and limit third-party ads; that there was a First Nations Truth & Reconciliation event involving very meaningful witnessing of Residential School survivors telling their stories; and that at UBCM, Stephen Lewis also gave an amazing speech.

12. OTHER BUSINESS

12.1 Upcoming Meetings

The next Local Trust Committee Business Meeting was scheduled for Thursday, October 31, 2013 (9:45 am, Community Hall Lounge).

13. TOWN HALL MEETING

Sara Steil commented as follows: she thanked the Trustees for their support of the Pender Islands Conservancy Association's four (4) Shoreline events this year; that one of the event speakers described how landowners on low-lying ocean shorelines could expect their properties to lose significant value; that a sea level rise of 1 metre was projected by 2100; that with the Conservation Subdivision Review project, groundwater and potable water supplies were an important feature to protect, as well as all watershed areas.

Planner Pickard noted that the Conservation Subdivision chart of features included watershed mapping as a basis for protection.

Trustee Steeves noted that the North Pender applications list was getting longer again, and he supported Planner Pickard requesting applicants to come forward with materials in a timely fashion.

14. ADJOURNMENT

The meeting, by consensus at approximately 12:28 pm, was adjourned .

RECORDER

CHAIR



Follow Up Action Report w/ Target Date

North Pender Island Jul-28-2011

No.	Activity	Responsibility	Target Date	Status
1	Item NP-DP-2010.4 (TWA): cross ref to NP-SUB-2008.5 - staff to:	Andrea Pickard	Sep-22-2011	On Going

- when completed, provide supporting documents on the subdivision requirement to the LTC including the registered covenants
- work with applicant to consolidate the existng covenants into one
- discuss with applicant amending the terms of the consolidated covenant to: change the buffer areas from 'trees' to 'trees and native vegetation'; add a no buildings or structures within the DPAs clause; exempt danger trees; and add a penalty clause
- report back regarding the PIPRC trail when completed
- forward responses from the AO and Dam Safety Officer re: the Ryzuk Drainage report when received

Nov-29-2012

No.	Activity	Responsibility	Target Date	Status
2	Item 11.6: Trustee Hancock will undertake updating 'Buying Property on North Pender...' brochure for spring 2013	Ken Hancock	Jan-31-2013	On Going

May-30-2013

No.	Activity	Responsibility	Target Date	Status
3	Item 8.2 Correspondence: the LTC allocates up to \$400 for the purchase of a series of reports from Pender Community Transition regarding climate change adaptation and community resilience Payment of \$300.00 in October, 2013 - per Nancy Rogers	Nancy Rogers	Jun-27-2013	On Going

Aug-29-2013

No.	Activity	Responsibility	Target Date	Status
4	Item 9.1- NP-RZ-2013.2: staff to allocate up to \$2000 from the special projects budget for expenses related to preparation of legal documents	Nancy Rogers	Sep-23-2013	On Going

Sep-23-2013

No.	Activity	Responsibility	Target Date	Status
5	Item 5.1 - Minutes of Aug 29: adopt as amended	Lori Foster	Oct-31-2013	Done
6	Item 8.1 - Correspondence: disbursement of \$300 authorized for Pender Community Transition for reports received to date	Nancy Rogers	Oct-31-2013	Done
7	Item 10.1 Conservation Subdivision Review: • schedule a community meeting for a Nov weekend if possible • prepare an 'introduction to conservation subdivision' information sheet	Andrea Pickard	Oct-31-2013	On Going
8	Item 10.1 Conservation Subdivision Review: prepare a trustee newsletter including a section that will be used for a Pender Post advertisedment	Ken Hancock Gary Steeves	Oct-31-2013	On Going
9	Item 10.2 Shoreline Review: obtain cost estimate and further information from shoreline biologist regarding preparing a green shores brochure	Robert Kojima	Oct-31-2013	On Going
10	Item 11.5 - Webpage: forward Aug 29 minutes to Director of TAS and request clarification of process for Trustees to ask questions regarding the website	Andrea Pickard	Oct-31-2013	Done



Memorandum

Date October 18, 2013 File Number n/a

To North Pender Island Local Trust Committee
For the meeting of October 31, 2013

From South Pender Island Local Trust Committee

Re Canal Erosion and Boat Speed

The purpose of this memo is to advise the North Pender Island Local Trust Committee of the South Pender Island Local Trust Committee's request concerning the issue of speeding boat traffic through the canal between North and South Pender Islands. As you are probably aware the primary concern around boat speed is related to the impact of larger wakes on the adjacent shoreline and the exacerbation of erosional forces. Two strategies discussed by the South Pender Island Local Trust Committee included replacing the existing speed limit signage and discussing enforcement options with the relevant agencies.

The issue was identified by way of public correspondence received at the September meeting of the South Pender Island Local Trust Committee. The writer commented that the existing signage for boat speeds was maintained by previous Local Trustees; however the current signage has aged and now needs replacement.

The South Pender Island Local Trust Committee passed the following resolution:

It was Moved and Seconded that the South Pender Island Local Trust Committee request that the North Pender Island Local Trust Committee join in addressing the problem of erosion in the canal due to the high level of speed of boat traffic moving through the canal by paying for half the cost of sign refurbishment; and do follow-up with the RCMP to develop an enforcement plan.

Subsequently, Trustee Montague has obtained a cost estimate of \$160 for the purchase of two signs and raised the issue at a recent meeting with Parks Canada. Parks Canada has indicated that they would be interested in attending a meeting with relevant agencies and being involved in the development of an enforcement plan. At this time the relevant agencies identified include the North and South Local Trust Committees, Parks Canada and the RCMP.

pc South Pender Island Local Trust Committee
Robert Kojima, Regional Planning Manager



STAFF REPORT

October 17, 2013

File No.: NP-DVP-2013.3
(Bronson)

To: North Pender Island Local Trust Committee
For the meeting of October 31, 2013

From: Kim Farris, Planner 1

CC: Robert Kojima, Regional Planning Manager
Andrea Pickard, Island Planner

Re: Development Variance Permit

Owner: Kevin Bronson & Christine Bronson
Applicant: Same
Location: Lot 39, Section 8, Pender Island, Cowichan District, Plan 19741
3823 Cutlass Court

THE PROPOSAL:

This application seeks to vary Clause 8.1.5(1)(b) of the North Pender Island Land Use Bylaw No. 103, 1996 in order to legalize the siting of an existing single family dwelling unit. The proposed permit would reduce the interior side lot line setback from 3.0 metres (9.84 feet) to 2.8 metres (9.2 feet). There are no additions proposed with this variance as this permit would legalize the siting of an existing building that was built in the 1970s by previous property owners.

The property owners were notified that the dwelling unit was located within the exterior side lot line setback through a building permit application. The property owners have since applied for the Development Variance Permit to vary the side lot line setback to legalize the siting of the dwelling unit.

SITE CONTEXT:

The south-facing waterfront property is located in Magic Lake Estates and is zoned Rural Residential (RR). Rural Residential zoned parcels surround the subject property to the east and west, Cutlass Court borders the property to the north, and the foreshore borders the southern lot line. The northern portion of the property near the road is heavily vegetated. There is a significant slope that extends from the southern edge of the dwelling unit down towards the foreshore.

Figure 1 indicates the location of the subject property and Figure 2 and 3 indicate the location of the existing dwelling unit.

Figure 1: Subject Property Map

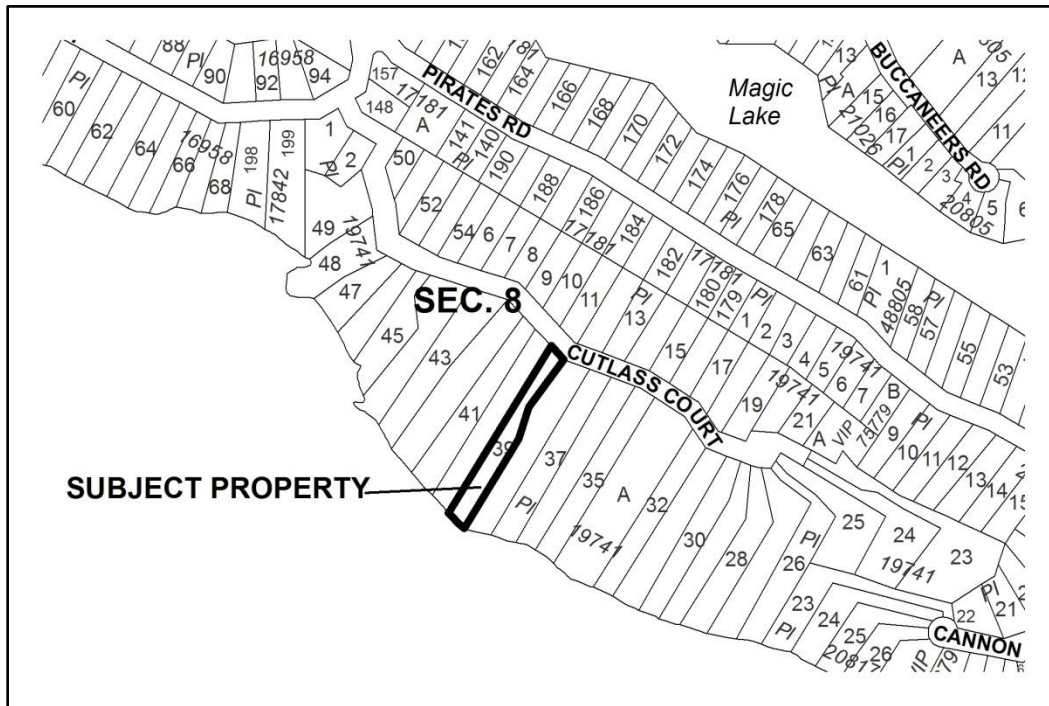
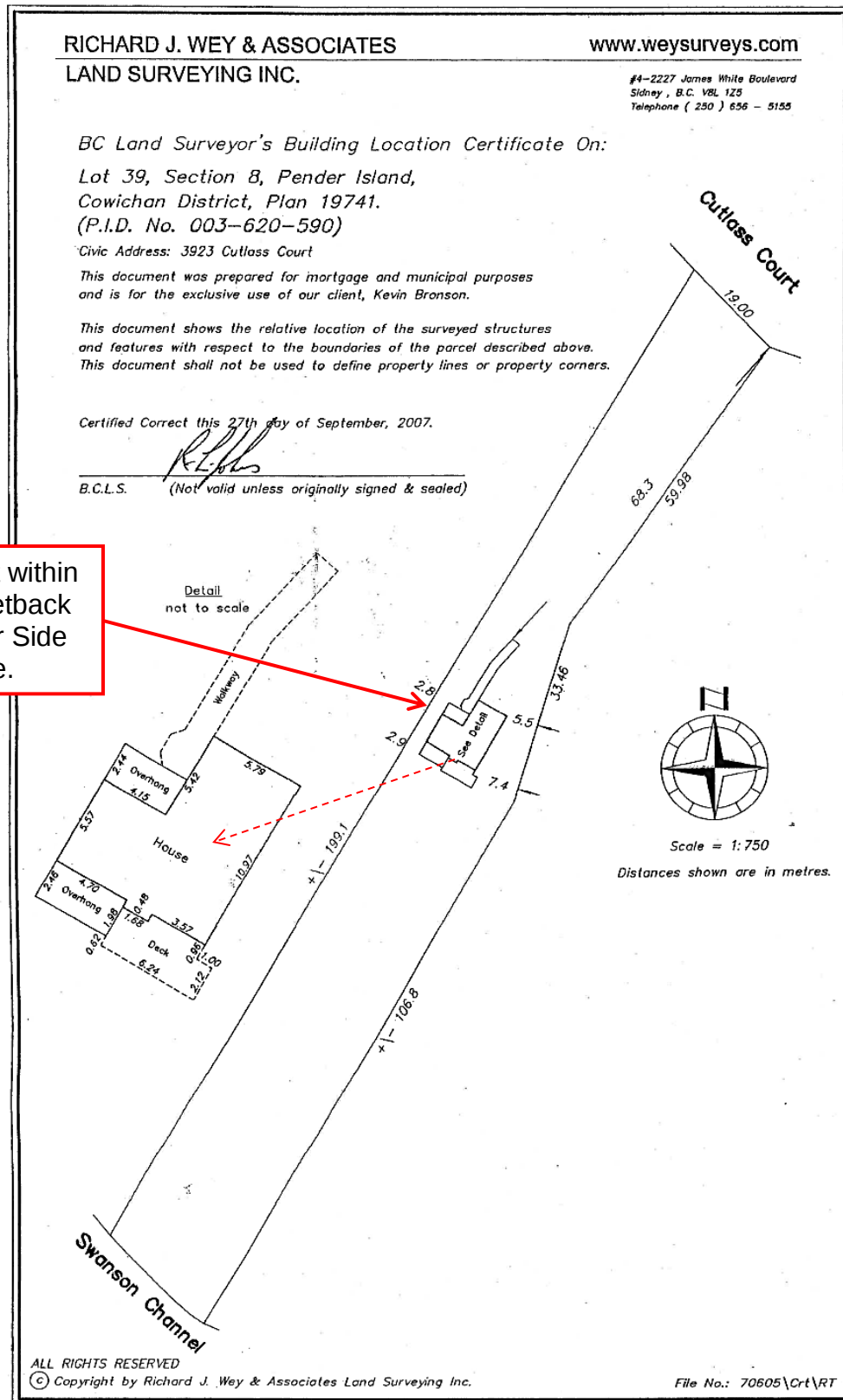


Figure 2: Orthophoto and 2 metre contour lines



Figure 3: Survey Site Plan



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:

There are no directive policies relevant to this application.

Official Community Plan:

The subject property is designated Rural Residential in the Official Community Plan (OCP); relevant policies include:

- 2.1.A – Maximum site coverage and setback and height limitations shall be regulated, and maximum floor area regulations may be established, to preserve rural character and to minimize resource and energy demands on the island.
- 2.1.1.1 – The principal use shall be residential. Accessory uses shall not detract from the rural character of the island.

The property is located within the Woodland Development Permit Area (DPA) and the Cliff DPA. Although a portion of the dwelling unit is located within the Cliff DPA, a DPA would not be required as the house was built prior to the adoption of the DPA.

Land Use Bylaw:

The subject property is zoned Rural Residential (RR) in the North Pender Island Land Use Bylaw No. 103, 1996. The specific bylaws relevant to this application include:

- Clause 8.1.5(1)(b) – No building or structure may be located within 3.0 metres of any interior side lot line, nor within 4.5 metres of any exterior side lot line.

Figure 4: Zoning Map



Islands Trust Fund:

This application has no considerations for the Islands Trust Fund.

Sensitive Ecosystems and Hazard Areas:

The Islands Trust Sensitive Ecosystem Mapping (SEM) identifies Woodland and Cliff primary sensitive ecosystems on the subject property (Figure 5). Although a portion of the dwelling unit is located within the Cliff sensitive ecosystem, they are no associated impacts.

The steep slope hazard mapping indicates medium and high hazards along the southern portion of the property along the foreshore (Figure 6). There are no current associated impacts with the existing dwelling unit located in the medium hazard areas as indicated in Figure 6.

Figure 5: Sensitive Ecosystems

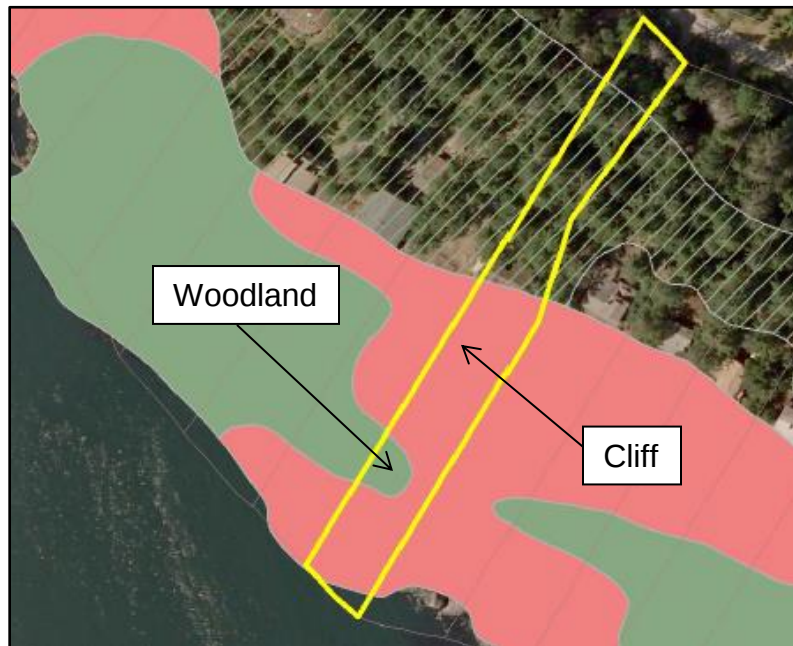
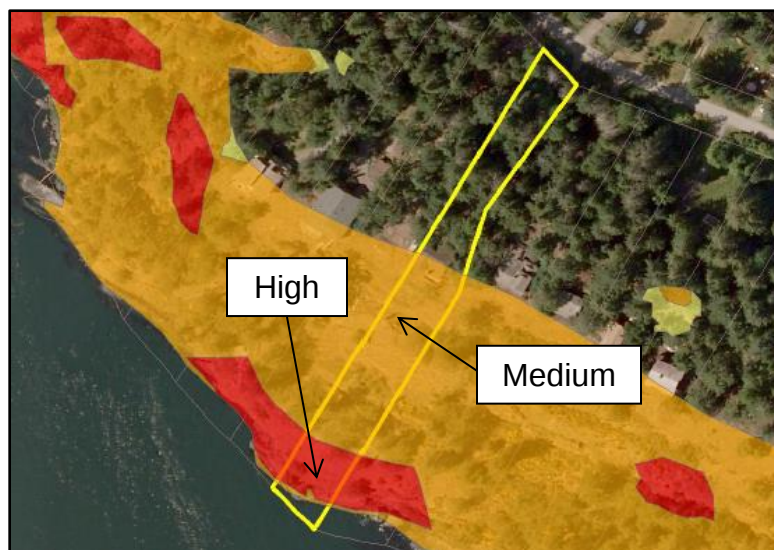


Figure 6: Steep Slopes



Archaeological Sites:

Based on information from the Provincial Remote Access to Archaeological Data (RAAD), there are no archaeological sites on or near the property. Notwithstanding the foregoing, and by copy of this report, the owners are advised that the unearthing of any archaeological resource should be reported to the Archaeology Branch.

Covenants:

There are no covenants registered on the property.

Bylaw Enforcement:

There are no bylaw enforcement files associated with this property.

Climate Change Mitigation and Adaption

This application has no direct bearing on climate change mitigation and adaptation.

Shoreline

The shoreline is classified as a Low Rock/Boulder Shoreline. There are no anticipated impacts to the shoreline associated with this application.

CRD Building Inspection:

A building permit referral was sent to the Islands Trust in 2009 to provide comments regarding an addition to the dwelling unit. During this process, the property owners were notified that a portion of the existing dwelling unit was encroaching into the side lot line setback and a variance would be required to legalize the siting of the building. The addition to the dwelling unit did not increase the non-conformity therefore the building permit was approved.

RESULTS OF CIRCULATION:

Notices were circulated to surrounding property owners and residents. The notification period will end at 4:30 p.m on October 30, 2013. At the writing of this report, no public submissions have been received. Any additional public submissions will be forwarded to the LTC and presented at the North Pender Island Local Trust Committee meeting on October 31, 2013.

ISSUES SUMMARY:

Applicant's stated rationale for the proposed variance. During the zoning review for a building permit to construct an addition to the dwelling unit, it was identified that a portion of the existing dwelling unit did not comply with the 3.0 metre interior side lot line setback. The house was originally built within the setback by previous property owners in the 1970s. It is unknown as to why the dwelling unit was built within the side lot line setback. To rectify the error made by previous property owners, the current property owners have now applied for a variance to bring the dwelling unit into conformity with the North Pender Land Use Bylaw.

The overall intent of the regulation being varied. The overall purpose of the setback regulations is to minimize impacts on adjacent property related to: building code requirements, aesthetic, and privacy concerns. Regulating setbacks also helps to provide a consistent pattern of development within a given zone.

Potential impacts of granting a variance. Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, it is unlikely to generate expectations for other landowners. Each application is evaluated on its own merits.

STAFF COMMENTS:

This variance application is to legalize the siting of an existing dwelling that has been located on the property since the 1970s. The applicant has requested to vary Clause 8.1.5(1)(b) of the North Pender Island Land Use Bylaw to reduce the interior side lot line setback from 3.0 metres to 2.8 metres for the dwelling unit.

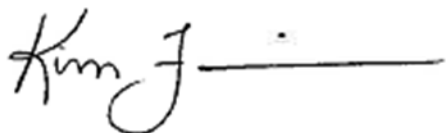
The dwelling unit was built by previous property owners in the 1970s and it is unknown as to why it was sited within the interior side lot line setback. The current property owners have completed an addition to the home but have not extended the house closer to western side lot line; therefore the addition did not increase the non-conformity of the home. The existing non-conforming portion of the building has not increased since its original construction in 1970s and does not appear to have negatively impacted the adjacent property owners. If the variance was denied, the removal of the non-conforming structure would impose a considerable cost on the current property owners.

Staff is of the opinion that the requested variance is minor in nature and does not conflict with the intent of the North Pender Island LUB and OCP; therefore, the encroaching dwelling unit in its existing location should be permitted.

RECOMMENDATIONS:

THAT Development Variance Permit NP-DVP-2013.3 (Bronson) BE APPROVED.

Prepared and Submitted by:



Kim Farris, Planner 1

October 17, 2013

Date

Concurred in by:

Robert Kojima

Regional Planning Manager

October 17, 2013

Date



PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT VARIANCE PERMIT

NP-DVP-2013.3

To: Kevin Bronson and Christine Bronson

1. This Development Variance Permit applies to the land described below

Lot 39, Section 8, Pender Island, Cowichan District, Plan 19741, PID: 003-620-590

2. North Pender Island Land Use Bylaw 103, 1996 is varied as follows:

- a) Clause 8.1.5(1)(b) is varied to reduce the interior side lot line setback from 3.0 metres to 2.8 metres for the siting of an existing single family dwelling.

All buildings and structures shall be consistent with Schedules 'A' which is attached to and form part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "North Pender Island Land Use Bylaw No. 103, 1996" and to obtain other approvals necessary for completion of the proposed development, including approval of the Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE NORTH PENDER LOCAL TRUST COMMITTEE THIS ____ DAY OF _____ 2013.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF _____, 20__, THIS PERMIT AUTOMATICALLY LAPSES.

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

NP-DVP-2013.3

SCHEDULE 'A'

**RICHARD J. WEY & ASSOCIATES
LAND SURVEYING INC.**

www.weysurveys.com

#4-2227 James White Boulevard
Sidney, B.C. V8L 1Z5
Telephone (250) 656-5155

BC Land Surveyor's Building Location Certificate On:

*Lot 39, Section 8, Pender Island,
Cowichan District, Plan 19741.
(P.I.D. No. 003-620-590)*

Civic Address: 3923 Cutlass Court

*This document was prepared for mortgage and municipal purposes
and is for the exclusive use of our client, Kevin Bronson.*

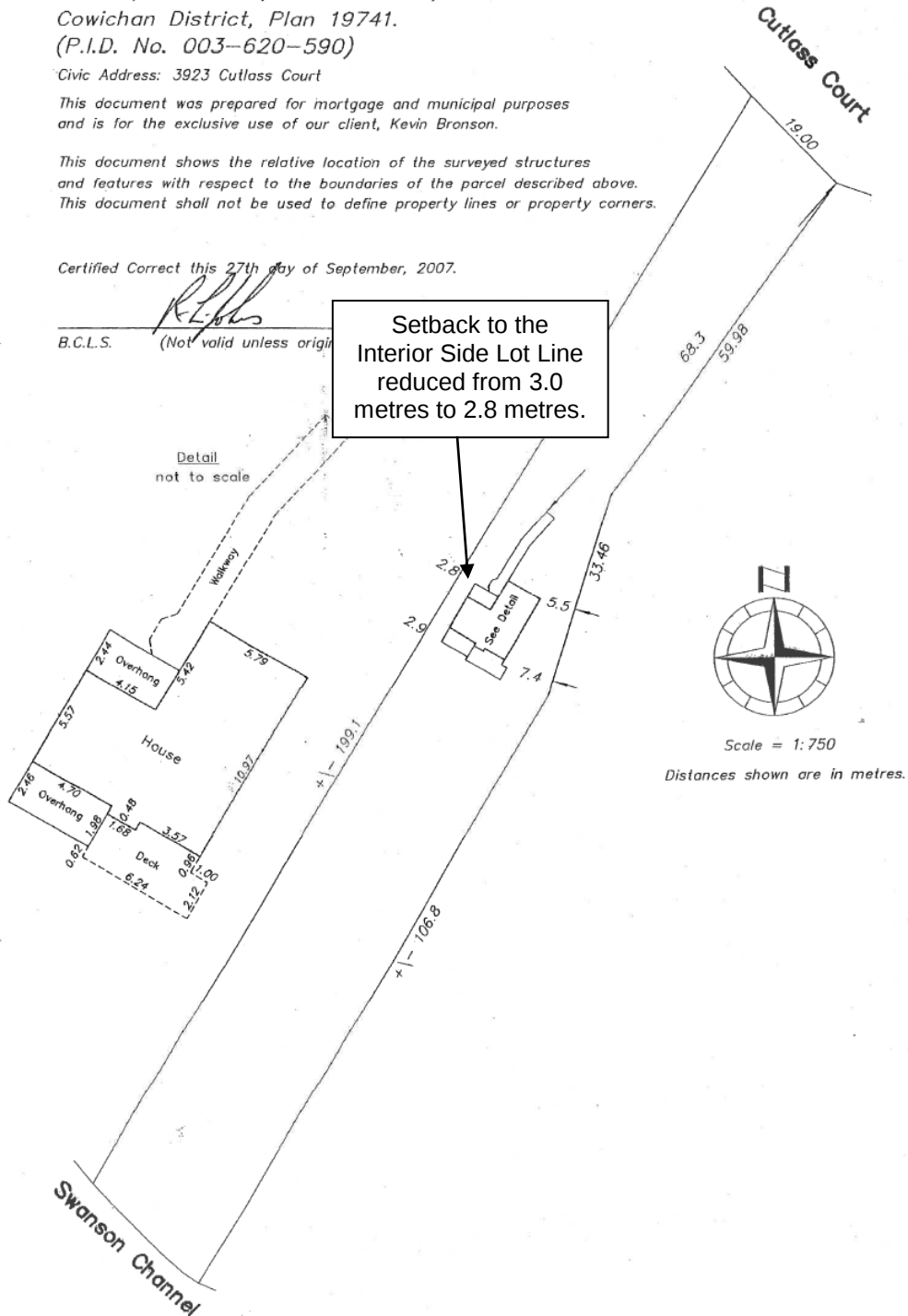
*This document shows the relative location of the surveyed structures
and features with respect to the boundaries of the parcel described above.
This document shall not be used to define property lines or property corners.*

Certified Correct this 27th day of September, 2007.

B.C.L.S.

(Not valid unless original)

Setback to the
Interior Side Lot Line
reduced from 3.0
metres to 2.8 metres.



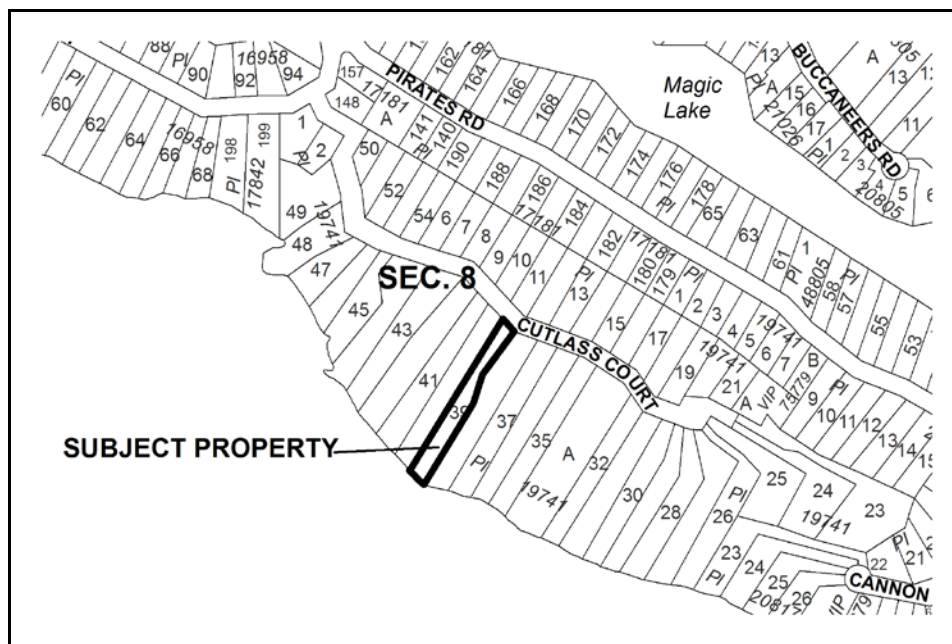
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NOTICE
NP-DVP-2013.3
NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given that the North Pender Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 922 of the *Local Government Act*. The proposed permit would vary the North Pender Island Land Use Bylaw 103, 1996 by varying Clause 8.1.5(1)(b) to reduce the required setback to the interior side lot line from 3.0 metres to 2.8 metres for the purpose of legalizing the siting of an existing single family dwelling.

The property is located at 3823 Cutlass Court and is legally described as Lot 39, Section 8, Pender Island, Cowichan District, Plan 19741. The general location of the subject property is shown on the following sketch.



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **October 18, 2013** and continuing up to and including **October 30, 2013**.

For the convenience of the public only, and not to satisfy Section 922(5) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Pender Island, B.C., commencing October 18, 2013. Also, attached for your convenience is a copy of the proposed permit.

Enquiries or comments should be directed to Planner 1 Kim Farris at (250) 405-5194, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: information@islandstrust.bc.ca before **4:30 pm, October 30, 2013**.

The North Pender Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **9:45 a.m., Thursday October 31, 2013** at the Pender Island Community Hall on North Pender Island.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Sharon Lloyd-deRosario
Deputy Secretary



STAFF REPORT

October 22, 2013

File No.: NP-RZ-2012.2
(Clam Bay)

To: North Pender Island Local Trust Committee
For the meeting of October 31, 2013

From: Kim Farris,
Planner 1

CC: Robert Kojima, Regional Planning Manager
Andrea Pickard, Island Planner

Re: Bylaw Amendment Application

Owner: Clam Bay Holdings Ltd.
Applicant: Bo Helliwell, Blue Sky Architecture Inc.
Location: 3202 Clam Bay Road, PID: 006-612-148
That Part of Parcel K (DD 50314-I) of Sections 22 AND 23, Pender Island,
Cowichan District, Lying Westerly of Plan 5063

Preliminary Report

THE PROPOSAL:

The application is for a bylaw amendment to rezone the split zoned property to shift density from the Agriculture zoned portion of the property to a portion zoned Rural. The zoning amendment proposal has two priorities: to facilitate a change in use and to cluster density on the northern rural portion of the subject property. Although the subject property is one cohesive parcel, it can be split into three distinct portions: the site-specific Rural zoned portion to the north abutting Davidson Bay, the site-specific Agriculture portion where the majority of the farm operates, and an undeveloped, heavily vegetation portion to the south with site-specific Rural zoning.

A preliminary staff report was presented to the LTC meeting on February 28, 2013. Since then, the applicant has amended the rezoning proposal and has provided multiple professional reports to support the application.

The rezoning application includes the following amendments to the three site-specific zoned portions of the property:

1. To permit two (2) dwelling units and two (2) cottages on the Rural zoned parcel to the north. This will cluster density from other portions of the parcel to an amended site-specific Rural zone.

2. To remove agri-tourist accommodation use. This will reduce the number of accommodation units in the site-specific Agricultural zone.
3. Permit farm working/guest accommodation on the site-specific Agricultural zoned portion of the property.
4. Rezone the southern site-specific Rural zoned portion of the property a conservation zone and to grant a conservation covenant.

The previous property owners operated a farm retreat providing accommodation for a maximum of 25 guests in 7 separate buildings on the property. The site specific Agriculture – AG(c) zone currently allows agri-tourist accommodation as a permitted use. The new property owners are now proposing to convert Clam Bay Farm to a working farm, including worker accommodation, to provide residential dwellings for extended family and to cease agri-tourist accommodation.

The purpose of this report is to:

- provide the Local Trust Committee (LTC) with an overview of the proposal,
- identify key issues associated with the proposal,
- outline the professional reports received to date and identify any outstanding requirements; and
- seek direction from the LTC to proceed with the application.

SITE CONTEXT:

The property is a large split zoned parcel approximately 42 ha (103.8 acres) in area. A majority of the parcel is zoned Agriculture – AG(c) and most of that land is located within the Agricultural Land Reserve (26 ha). There are also two separate portions of the parcel zoned Rural – R(b) – a portion to the north abutting Davidson Bay (7 ha) and heavily forested portion to the south (9.5 ha). Clam Bay Road bisects the southern Rural zoned portion of the parcel from the Agriculture zoned parcel. Although Clam Bay Road crosses the property, there is no formal road dedication on the property.

The Rural (b) site-specific zone includes one dwelling unit and agriculture as permitted uses whereas the Agriculture (c) site-specific zone includes agriculture, one dwelling per lot, and agri-tourist accommodation (accessory use) as permitted uses. The Agriculture (c) zone permits the agri-tourist accommodation use to accommodate up to, but not exceed, 25 Guests accommodated in 17 Bedrooms in 7 buildings. The property has been predominantly used for agricultural purposes. There are multiple buildings for agricultural, residential, commercial guest accommodation, and accessory uses scattered across the property ranging from usable to not usable conditions.

In 1997, property owners at that time applied to rezone the land to reflect its current use. This included allowing agri-tourist accommodation as a permitted use with a maximum density of 17 units. As part of the rezoning permitting agri-tourist accommodation units on the AG-zoned portion, the Rural zoned portions were site specifically zoned to increase the minimum average lot size to 6 ha, remove permitted cottage use and to remove bed and breakfast uses. Previous property owners also applied to subdivide the property to create a separate lot on the norther R-zoned portion. Currently there is an open subdivision application from a previous property owner to subdivide the property into two parcels. The new property owners and the applicant (Blue Sky Architecture Inc.) have indicated they do not intend to proceed with that subdivision application; staff are following up to confirm that the subdivision application will be closed.

Figure 1: Subject Property Map

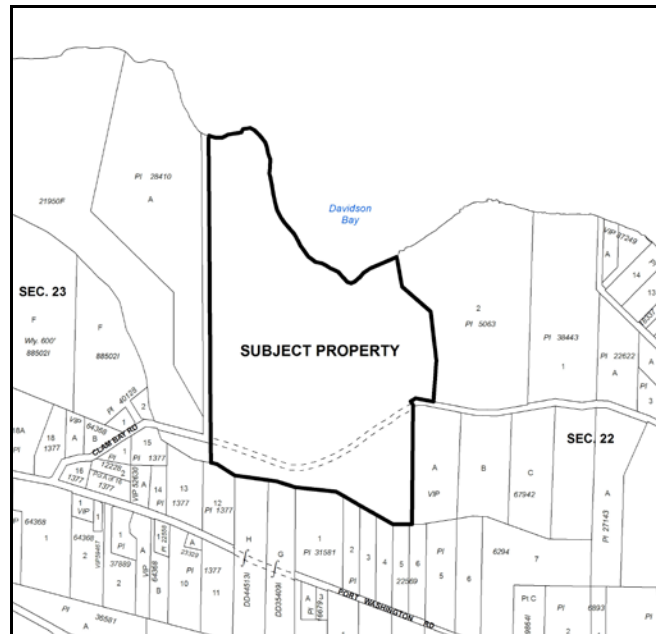
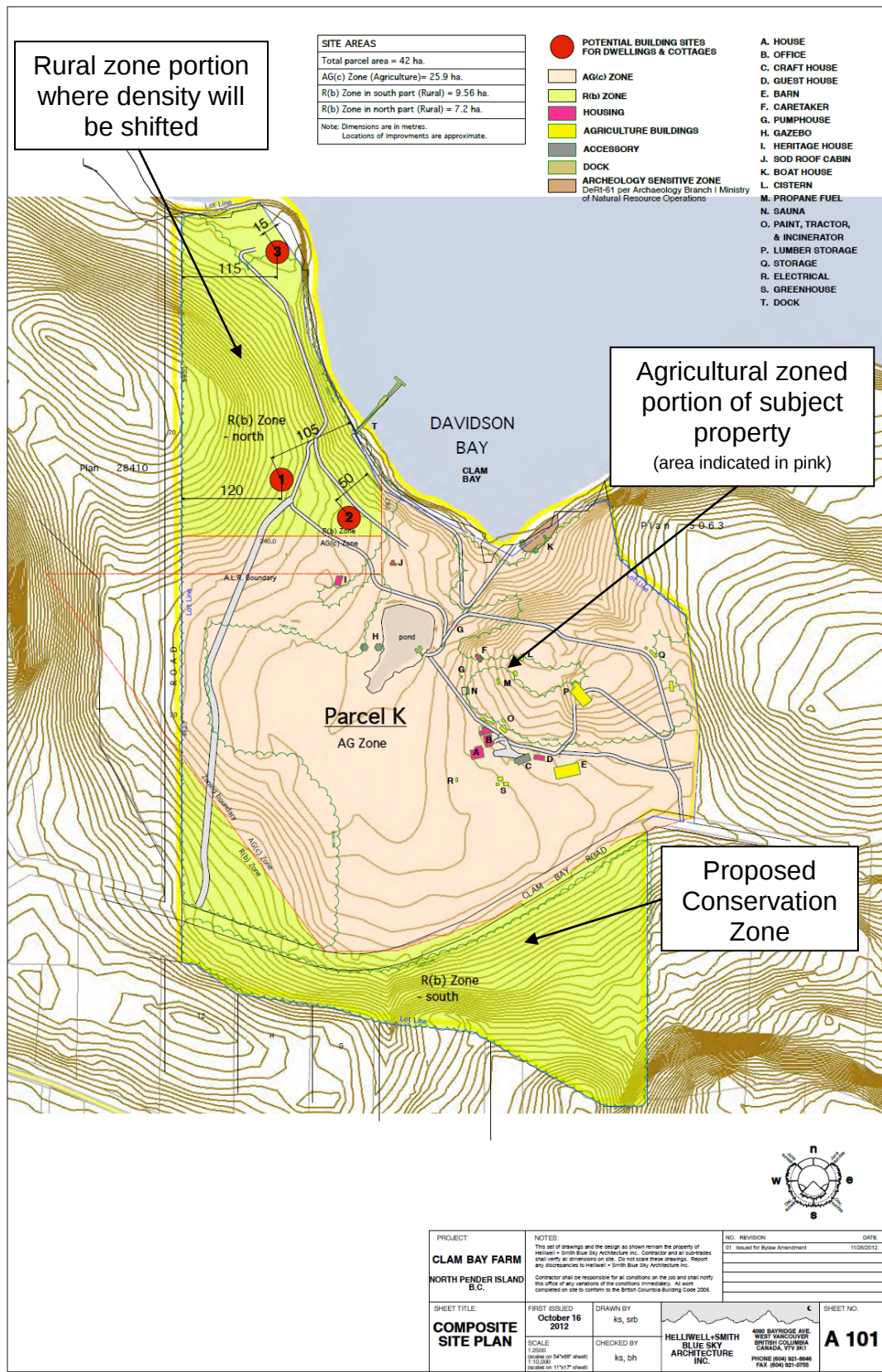


Figure 2: Orthophoto with 2 metre Contour Intervals



Figure 3: Site Plan of Subject Property



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

Directive policies relevant to this application include:

Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address:

- 3.1.3 - the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
- 3.2.2 – the protection of unfragmented forest ecosystems with their local planning areas from potentially adverse impacts of growth, development and land-use.
- 3.4.4 - the protection of sensitive coastal areas.
- 3.4.5 – the planning for and regulation of development in coastal regions to protect natural coastal processes.
- 4.1.4 - the identification and preservation of agricultural land for current and future use.
- 4.1.5 - the preservation, protection and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
- 4.1.8 - land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
- 4.2.6 - to protect the ecological integrity on a scale of forest stands and landscapes.
- 4.2.8 - the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
- 4.4.2 - measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater.
- 4.5.10 – the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
- 5.1.3 – the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic values of the Trust Area.
- 5.2.3 - the aesthetic, environmental and social impacts of development.
- 5.2.4 - potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
- 5.2.5 – to achieve efficient use of the land base without exceeding any density limits defined in their official community plans.
- 5.6.2 - the identification, protection, preservation and enhancement of local heritage.
- 5.6.3 – the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
- 5.7.2 - economic opportunities that are compatible with conservation of resources and protection of community character.

Official Community Plan:

The subject property is designated 'Rural' and 'Agriculture' in the North Pender Island Official Community Plan (OCP). The Rural policies relevant to this application include:

- 2.1.2.1 - The principal uses on lands in the Rural land use designation shall be residential and agricultural.
- 2.1.2.3 - The Rural designation shall have a 4 hectare (10 acre) average lot size and a density of one dwelling per lot, with provisions for one additional dwelling in the form of a

cottage on lots over 1.2 hectares (3 acres) in area. Specific zoning regulations may be considered for lots with pre-existing dwellings or cottages.

- 2.1.2.4 - Despite policy 2.1.2.3 above, the Local Trust Committee may give consideration to applications to rezone lots to permit a second dwelling for the purposes of encouraging clustering and retaining rural lots for agricultural and forestry uses. Any such application is subject to the following criteria:
 - a) The proposal is limited to one additional dwelling and one additional cottage, for a maximum density of two dwellings and two cottages.
 - b) The lot is at least 8 hectares (20 acres) in area.
 - c) The lot is rezoned to permit no subdivision.
 - d) Prior to approval, the Local Trust Committee should satisfy itself that any relevant land use issues are addressed, including, but not limited to, slope stability, potable water, septic disposal capability, appropriate clustering, environmental impacts, visual impacts, archaeological resources, climate change impacts and the cumulative impacts of such applications on the availability of future housing.
 - e) The Local Trust Committee may give consideration to permitting the dwellings to be attached where energy savings can result.
- 2.1.2.5 - The sustainable agricultural use of rural land should be encouraged and regulations should not restrict or inhibit sustainable farming.

The Agriculture policies relevant to this application include:

- 2.2.2 - The average parcel size on land within the Agricultural designation shall be 16 hectares (40 acres) and density shall be limited to one dwelling and one cottage per parcel. Applications to the ALC for subdivision that are consistent with average parcel size may be supported.
- 2.2.5 - The Local Trust Committee may consider zoning regulations permitting additional accommodation for farm help, provided the accommodation is necessary for farm purposes, provides cooking and washing facilities, and is temporary in nature, limited in size, and consistent with the recommendations of the Regional Agrologist.
- 2.2.14 - The Local Trust Committee supports the preservation and maintenance of the island's agricultural land base and applications for exclusion of land from the ALR will not be considered.
- 2.2.16 - When it considers rezoning applications for land that borders agricultural land, the Local Trust Committee will ensure that zoning changes are not made in a way that would have a negative effect on farming and the applicant may be required to provide qualified professional advice on the potential impacts on farming.
- 2.2.25 - Where there is a potential for conflict related to the regulation of agriculture and environmental protection, the Agricultural Land Commission and the Ministry of Agriculture and Lands and the Ministry of Environment shall be consulted.

Land Use Bylaw:

The subject property is split zoned Rural – R(b) and Agriculture – A(c). The Rural (b) is a site-specific zone which limits the permitted uses in this location to a dwelling and agriculture. Furthermore, no lot having an area less than 6 hectares may be created by subdivision in the portion of the property zoned Rural. The intent of increasing the minimum average lot size from 4 hectares (as stated in the Rural zone generally) to a site-specific requirement of 6 hectares was to limit the subdivision potential from 3 Rural lots to 2.

The Agriculture (c) site-specific zone includes the following permitted uses: agriculture, one dwelling per lot, and agri-tourist accommodation as an accessory use. The site-specific zone

permitted the agri-tourist accommodation use to accommodate up to, but not exceed, 25 Guests accommodated in 17 Bedrooms in 7 buildings.

Neighbouring parcels are zoned Water 1 to the north, Rural to the east and south, and Rural Comprehensive 2 to the west (Edgewood).

Islands Trust Fund:

The Islands Trust Fund holds a conservation covenant on the adjacent eastern property which extends to the eastern property boundary. Although there are no anticipated impacts to the neighbouring conservation covenant, the application will be referred to Trust Fund staff for review and comment.

Sensitive Ecosystems and Hazard Areas:

The Sensitive Ecosystem Mapping indicated Mature Forests on the property – Figure 4. An environmental assessment was provided by the applicant commenting on the protection of the Mature Forest sensitive ecosystem (discussed below). There are also some areas of low, moderate, and high slope hazard areas identified – Figure 5.

Figure 4: Sensitive Ecosystem

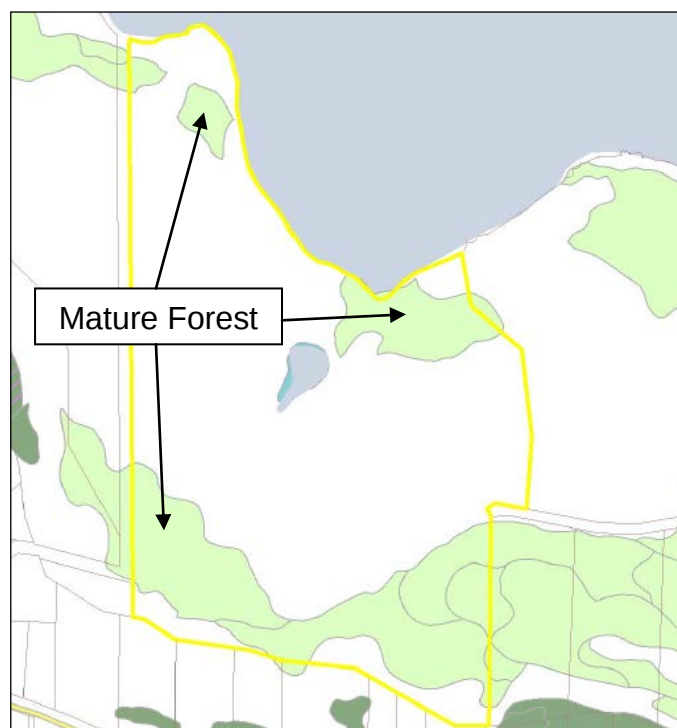
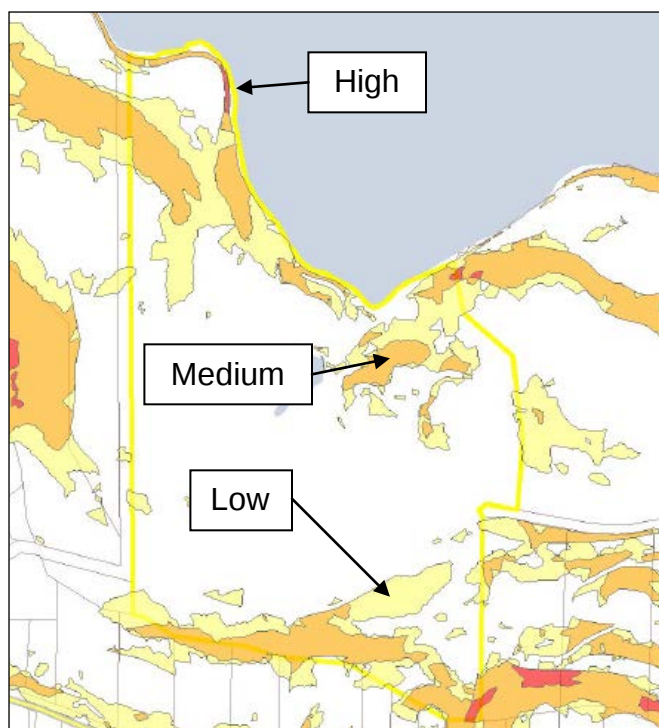


Figure 5: Steep Slope Hazard



Archaeological Sites:

There is a registered archaeological site on the subject property. Recorded and unrecorded archaeological sites are protected under the *Heritage Conservation Act* and it is unlawful to alter any archaeological site without first obtaining a permit to do so from the provincial Archaeology Branch. The applicant has provided an archaeological impact assessment as part of the application to address potential impacts of the development proposal and to address any associated impacts with to the archaeological sites (discussed below).

Covenants:

There are no registered covenants on the subject property.

Climate Change Adaptation and Mitigation:

The preservation of natural areas and forest ecosystems is an important factor to reduce greenhouse gas emissions. Forests act as an important carbon sink—absorbing and storing carbon that would otherwise be circulating in the atmosphere. A conservation covenant and rezoning of the southern portion of the property to an Ecological Zone would help preserve and retain the large forested area. The application would be consistent with Policy 4.7.12 of the OCP to retain and restore natural areas and vegetation as a means of storing carbon.

Shifting the density to a specific portion of the property limits disturbance to sensitive ecosystems and viable agricultural land. Providing farm accommodation on site will reduce employee travel to work and therefore contributing to an overall reduction of carbon emissions.

Shoreline Type:

The shoreline for this property has multiple classifications: Low Rock/Boulder, Sea Cliff, and Pebble/Sand Beach Shorelines. There are no anticipated impacts to the shoreline associated with this application as all development would be setback at least the required distance from the natural boundary.

Communications/Consultations:

The following agencies have been identified for referring draft bylaws for comment; the LTC may also direct staff to include other agencies not listed. Additionally the LTC may choose to refer the proposal to the Advisory Planning Commission.

- First Nations:
 - o Cowichan Tribes
 - o Halalt
 - o Lake Cowichan
 - o Lyackson
 - o Malahat (TE'Mexw Treaty Association)
 - o Pauquachin
 - o Penelakut
 - o Semiahmoo
 - o Stz'uminus
 - o Tsartlip
 - o Tsawout
 - o Tsawwassen
 - o Tseycum
- Agricultural Land Commission
- Ministry of Agriculture – Regional Agrologist
- Ministry of Forest, Lands & Natural Resource Operations, Archaeology Branch
- Ministry of Transportation and Infrastructure
- Vancouver Island Health Authority
- CRD, Building Inspection Services
- CRD, Electoral Area Director
- Pender Island Fire Rescue
- Islands Trust Fund

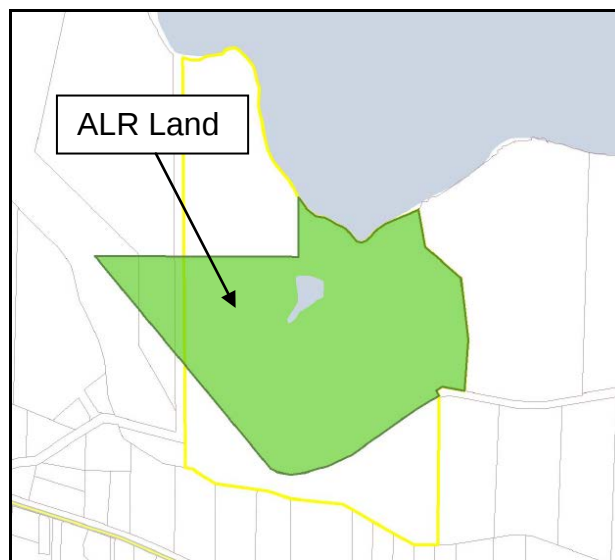
- Mayne Island Local Trust Committee
- Salt Spring Island Local Trust Committee
- Saturna Island Local Trust Committee
- South Pender Island Local Trust Committee

Furthermore the public hearing notice would be circulated to all property owners and tenants within 100 m of the subject property in advance of the public hearing.

Agricultural Land Reserve:

A large portion of the property is located within the Agricultural Land Reserve (ALR) – see Figure 6. A formal referral will be sent to the ALC and the Regional Agrologist once the draft bylaw is prepared.

Figure 6: Agricultural Land Reserve



Professional Reports:

The applicant provided various professional reports that are summarized in the table below. The LTC should advise staff if they believe any further information or professional reports that should be requested. Copies of the reports have been distributed separately to the LTC and will be posted online on the North Pender LTC website.

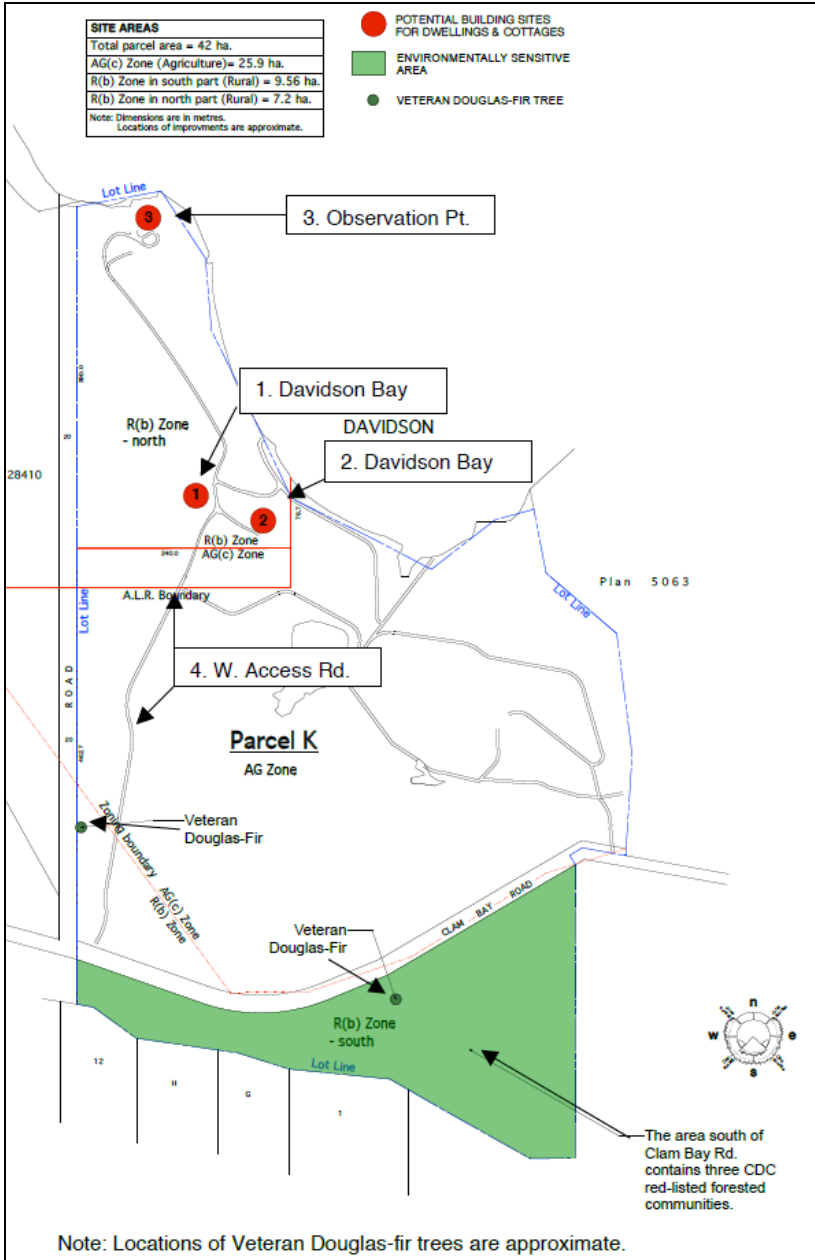
Table 1: Summary of Professional Reports

Date	Professional	Key Comments
Sept. 2, 2012	Coast Interior Archaeology	Archaeological Impact Assessment Interim Report – The purpose of the interim report is to summarize the work to date and determine what is required to be completed for the full assessment report. The report outlined areas where artifacts and midden were found in the proposed building areas. The report provides recommendations that further testing is required for the Observatory Point, surveying and recording of Culturally Modified Trees along the access road to Observation Point, and the boundaries of the archaeological site along the foreshore (near boat and oar house). Further development must be conducted under the terms and conditions of the <i>Heritage Conservation Act</i> and within the policies and requirements of the B.C.

		Archaeological Branch.
July 25, 2013	Masselink Environmental Design	Environmental Assessment Report & Conservation Proposal – The assessment identifies potential impacts and specific recommendations for the four development sites (includes proposed driveway expansion). There are four recommendations that staff recommend being addressed prior to zoning amendment adoption: 1. Pacific Yew Tree - Protection of a Pacific Yew tree located at the Observation Point by placement of protective fencing during the construction phase. Staff also recommend a restrictive covenant to ensure the preservation and protection of the endangered tree over the long term. 2. Covenant Area - The assessment provides comments on the proposed covenant area (south of Clam Bay Road) as being a good candidate for protection given the presence of a large veteran Douglas-fir, the nature and size for the proposed covenant area, its location on an undeveloped, north-facing ridge, and its proximity to a number of protected or semi-protected parcels. Staff recommend that the area be protected by covenant, preferably a conservation covenant, which includes restrictions on land disturbance and tree removal. 3. Veteran Douglas-Fir - The assessment also recommended the southwest corner of the property north of Clam Bay Road be included in the conservation area as it would provide contiguity with the sensitive Mature Forest ecosystem and protection for a second large veteran Douglas-fir tree (>500 years old). Staff recommend that if this is not included in the conservation covenant area, it be specifically protected by a separate covenant. 4. Construction Activities: The assessment provided general recommendations to minimize impacts to the land and surrounding ecosystems during the construction stage; for example, minimize tree removal and soil erosion at development sites. It is recommended that staff work with the applicant to draft a covenant that will regulate construction activities with regards to the recommendations made the assessment report. This covenant may have temporary restrictions or be discharged from the property title once the associated construction activities are complete. Staff recommends the assessment report's four key recommendations be conditions of rezoning. A copy of the assessment will also be forwarded to the CRD Building Inspection for reference and compliance during the building permit process.
Sept 19, 2013	Hy-Geo Consulting	Groundwater Assessment – The assessment evaluated the quality and quantity of available groundwater for all the proposed uses and identified any potential risks to groundwater or surface water. It was determined the proposed uses (two dwelling units, two cottages, and farm worker/guest accommodation) would not have any adverse effects of the groundwater and the current well yield is capable of meeting the residential water demand by a factor of 6.2 times. The assessment determined the well (WID 16407) meets or exceeds the <i>Guidelines for Canadian Drinking Water</i> except for the elevated levels of turbidity, total dissolved solids, sodium, chloride, fluoride, iron and manganese. The assessment stated that elevated levels of floride and sodium are potential health concerns therefore point-of-use treatment systems are recommended for each residence. A copy of the assessment will be forwarded to the CRD Building Inspection for reference and compliance during the building permit process. The rezoning application will be forwarded to the Vancouver Island Health Authority (VIHA) to comment on the application and to determine if the well is considered a water supply system.

July 2013	Applicant	Farm Plan – The extensive farm plan outlines the mission, goals, and vision for Clam Bay Farm. The business plan for the farm includes the continued production of wine grapes as well as a variety of crops including market vegetables, berries, herbs, grains, and tree fruits much of which is planned to be sold at local farmer markets. Clam Bay Farm plans to join the World Wide Opportunities on Organic Farms (WWOOFer) program which involves housing volunteer farm workers to provide hands-on experience of organic growing. Staff are of the opinion that the farm plan justifies a requirement for farm worker accommodation due to the potential membership of the WWOOFer Program and the proposed crops and farm ventures. However, a referral will be sent to the Regional Agrologist at the Ministry of Agriculture to comment on the need for farm worker accommodation.
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Figure 7: Location of Veteran Douglas-firs (from environmental assessment report)



Conservation Covenant:

The applicant has indicated that they are interested in pursuing a conservation covenant for the portion of land proposed to be rezoned Ecological (south of Clam Bay Road). Staff are of the opinion that a conservation covenant would be the best option to ensure protection and preservation of this land, as the Ecological (ECO) Zone cannot restrict tree removal or land disturbance. The ECO Zone would restrict subdivision, permitted uses other than ecological and nature reserves, and all buildings and structures.

STAFF COMMENTS:

The applicant has addressed the issues identified in the initial preliminary staff report by providing further information clarifying the intent of the proposed zoning amendment and providing the following professional reports: Archaeological Impact Assessment Interim Report; Environmental Assessment Report & Conservation Proposal; Groundwater Assessment; and a Farm Plan).

Use & Density:

The accompanying table clarifies the current and proposed uses and density of all existing buildings and structures on the property (Table 2 and 3). The number of bedrooms for guests and farm workers will decrease from 22 (four in the farmhouse) to 10; similarly the numbers of kitchens will be reduced from 5 to 4. The agri-tourism will be removed from the proposed site specific zone, therefore restricting the use of the remaining 10 bedrooms for guest and farm workers accommodation. The applicant has also amended the proposal to meet the requirements of the Rural OCP policies. The original zoning amendment application included the request for three (3) dwelling units and three (3) cottages but has since been amended to comply with the OCP policy 2.1.2.4 as the policy limits density to two (2) dwelling unit and two (2) cottages. The two dwelling units and two cottages will be used by the property owner and the property owner's family and guests. To meet the criteria as stated in OCP Policy 2.1.2.4, the site specific Rural zoning should further restrict the potential for subdivision to ensure that the parcel remains over 8 hectares in area (including the AG portion).

The building sites for the two dwelling units and the two cottages are to be determined. The recommendations made in the professional reports, particularly the archaeologist's report, will influence the exact sitting of each structure. This provides the applicant more flexibility to determine the location of the buildings with the least disturbance to archaeological sites, sensitive ecosystems, and steep slopes within each development site. The applicant will be required to abide by the BC Archaeological Branch's policies and regulations to ensure there are no impacts to archaeological sites after the adoption of the proposed bylaw. Consequently staff are not recommending that the specific siting of the dwellings and cottages be determined by zoning or covenant.

Table 2: Development Potential (Uses/Densities)

Portion of Subject Property	Pre-2001	Current zoning	Proposed
Rural Zoning – North	-1 dwelling unit -1 cottage -3 B + B rooms	-1 dwelling unit -0 B + B rooms	-2 Dwelling Units -2 Cottages
Rural Zoning - South	-2 dwelling units -2 cottages -6 B & B rooms	-1 dwelling unit -0 B + B rooms	0
Agricultural Zoning	-1 dwelling unit -1 cottage (with ALC approval) -3 B & B rooms	-1 Dwelling Unit -Agri-tourism: 25 Guests in 17 bedrooms in 7 buildings	-1 Dwelling Unit (caretaker's) - 10 Guest/Farm
Totals	-4 dwelling units -4 cottages -12 guest rooms (24 guests)	-3 dwelling units -17 guest rooms	-3 dwellings -2 cottages -10 guest rooms

Table 3: Existing Structures – Current & Proposed Uses

Map Location	Structure	Current Use	Proposed Use	Comments
A	Farm House	Family Home	Commercial Kitchen, Office Space, and Storage	Family will use house as accommodation until new home is built. After that time rooms will be converted to office space/storage and kitchen will be turned into a commercial kitchen for processing food from farm operations.
B	Office/Suite	Office/Chef Suite	Staff Lunch & Locker Area, Manager Suite	Once offices are moved into the Farm House, lower area will be converted to staff lockers and lunch area. Upstairs suite will be for Manager use) as needed (Managers do not live on site.
C	Craft House	Staff Accommodation	Staff Accommodation	5 Bedrooms with dining area
D	Vineyard Suites (old Chicken Coop)	Guest Accommodation	Guest Accommodation	Guest suites may require ALC non-farm use application. Applicant must determine if the suites will be used for guests, farm workers, agri-tourism, or if they will be removed.
F	Caretaker/ Captains House	Caretaker (staff) Accommodation	Caretaker (staff) Accommodation	Caretaker would be a farmworker
G	Pumphouse	Pumphouse	Pumphouse	Pumphouse includes a storage/workshop area for plumbing supplies and fittings
I	Heritage House/ Old Farm House	Guest Suite	To be demolished	N/A
J	Sod Roof Cabin	Guest Suite	To be demolished	N/A
K	Boat House & Oar House	Guest Suites	Boat House	Use for kayak, canoe, and water craft storage
K	Bathhouse	Washroom Facility	Washroom Facility	N/A

Table 4: Existing Structures – Bedroom & Kitchen Density

Map Location	Structure	Bedrooms		Kitchens	
		Current	Proposed	Current	Proposed
A	Farm House	4	0	1	1
B	Office/Suite	1	1	1	1
C	Craft House	5	5	1	1
D	Vineyard Suites	2	2	0	0
F	Caretaker/ Captains House	2	2	1	1
G	Pumphouse	1	0	0	0
I	Heritage House	4	0	1	0
J	Sod Roof Cabin	1	0	0	0
K	Boat House & Oar House	2	0	0	0
K	Bathhouse	0	0	0	0
TOTAL		22	10	5	4

Farm Worker Accommodation:

A preliminary referral was sent to the Agricultural Land Commission (ALC) in April 2013 to provide comment on any applicable regulations concerning farm worker accommodation in the ALR. The response from the ALC stated that under Section 18 of the *Agricultural Land Commission Act*, “a local government, a first nation government or an authority, or a board or other agency established by a local government, a first nation government or an authority, or a person or agency that enters into an agreement under the *Local Services Act* may not approve more than one residence on a parcel of land unless the additional residences are necessary for farm use”. The ALC stated that the decision as to whether the working/guest accommodation is in fact necessary for farm use is up to the Islands Trust “authority”. Staff are of the opinion that the farm plan justifies the requirement for farm worker accommodation due to the potential membership of the WWOOFer Program and the proposed crops and farm ventures. A referral will be sent to the Regional Agrologist at the Ministry of Agriculture to comment on the need for farm worker accommodation.

The referral also stated that the proposed conservation covenant will not require Commission approval under section 22(2) of the Act provided it is confined to non-ALR lands.

Guest Accommodation:

The applicant is still required to clarify the intent of the vineyard suites for ‘guest’ accommodation as shown in Table 3. Local governments are able to permit additional residences on ALR land when the additional residences are necessary for farm use. If the ‘guest’ accommodation is not necessary for farm use, and the applicant would like to keep the vineyard suites for ‘guest’ accommodation, the applicant must apply to the ALC for non-farm use. The applicants also have the option to use the vineyard suites for agri-tourism accommodation. As per the ALC Agricultural Land Reserve Use, Subdivision and Procedure Regulation, agri-tourism is defined as a tourist activity, service or facility accessory to land that is classified as a farm under the *Assessment Act*. Furthermore, a ‘tourist’ is defined as a person who travels from place to place away from their permanent residence for pleasure or business.

In summary, the applicants have the following options with regards to the vineyard guest suites:

1. Apply to the ALC for non-farm use to use the vineyard suites for guest use (with zoning permitting these two rooms for this use);

2. Keep the agri-tourist accommodation use as a permitted use for the vineyard suites;
3. Use the vineyard suites strictly for farm worker accommodation; or
4. Remove suites from the building.

Covenants:

Although the proposal is to rezone the southern portion of the property to an ecological zone, the ECO zone does not restrict tree removal or land disturbance. A conservation covenant would provide further protection. In addition, the environmental assessment identified other features that are recommended for protection. The following has been identified for consideration of protection through a conservation covenant, or alternately through a s.219 covenant granted to the LTC:

1. Pacific Yew Tree: The environmental assessment noted a Pacific Yew tree located at the Observation Point. The Pacific Yew is a yellow-listed provincially but is on the red list of the International Union for Conservation of Nature and Natural Resources. Staff recommend protecting the tree by means of a covenant. Because of its isolated location it may not be feasible to include this in a conservation covenant for the area south of Clam Bay Road, a separate s. 219 covenant granted to the LTC may be the best tool.
2. Veteran Douglas-fir (north of Clam Bay Rd): Staff recognize the importance of protecting the Veteran Douglas-fir north of Clam Bay Road. The environmental assessment recommends including the Douglas-fir and the surrounding Mature Forest sensitive ecosystem in the conservation covenant. The access road could be exempt through this section but should be diverted away from the base of the veteran tree. A portion of the Mature Forest sensitive ecosystem is located within the ALR; consequently, including all the Mature Forest sensitive ecosystem may conflict with agricultural activities. Therefore, staff recommend protecting the Veteran Douglas-fir and the vicinity around the tree, through inclusion in the conservation covenant for the area south of Clam Bay Road if feasible, or through a separate s. 219 covenant granted to the LTC if not.
3. Veteran Douglas-fir (south of Clam Bay Rd) and Rural zoned portion of the property south of Clam Bay Road: The environmental assessment identified the proposed conservation area as containing older second growth stands that are or will be good examples of three forest communities designated as red listed by the Ministry of Sustainable Resource Management's Conservation Data Centre. Furthermore the area is essential for the long-term protection of the veteran Douglas-fir. Staff recommend that this area be protected beyond just rezoning to an ECO zone; a conservation covenant granted to a recognized conservancy is the best option, with a covenant granted to the LTC for no tree removal (similar to the covenant on the adjacent Edgewood property) as a second option.
4. Construction Activities: The environmental assessment provided a number of general recommendations to minimize impacts to land during the construction stage; for example, minimize tree removal and soil erosion at development sites. These could be restricted in a covenant limited to construction. Once the construction activities are completed, the covenant can then be discharged off the property title.

The applicant may wish to pursue one covenant or multiple covenants to address all four recommended protection areas identified above. Preference is for the applicant to engage with a conservancy to hold the conservation covenant; and also, if feasible, the restrictive covenant to protect the northern veteran Douglas-fir and Pacific Yew.

Other Issues:

A covenant is not recommended for the recommendations made in the groundwater assessment, as they are largely aesthetic, the property is in single ownership, and the issues can be addressed at the building permit stage. The groundwater assessment will be forwarded to the CRD for review and compliance.

Staff are not recommending a covenant for the archaeological sites as the BC Archaeology Branch is responsible for the administration of the *Heritage Conservation Act* as it applies to archaeological sites. Any archaeological sites identified on the property must be addressed through provincial permitting. It is the property owner's responsibility to ensure all unearthing and construction activities are in compliance with the *Heritage Conservation Act*.

Preliminary Timeline:

The following outlines a minimal timeline for the process that is very tight and does not factor in any contingency time for requiring additional reports, a Community Information Meeting or Public Hearing held outside of the regular LTC schedule, or significant changes to the proposal.

- November:* Prepare draft bylaw, staff to refer draft bylaw for agency comments. Draft bylaw considered at LTC meeting, revised if necessary. Draft bylaw given may be given First Reading and staff directed to schedule a community information meeting.
- January:* Community Information meeting, remaining agency comments received, further reading and staff directed to schedule Public hearing.
- February:* Public hearing (at LTC meeting or separately), further revisions considered then proposed bylaw given Second and Third Reading.
- March:* Forward proposed bylaw to Islands Trust Executive Committee for approval.
- April:* Proposed bylaw returns for adoption.

The overall intent of the zoning amendment proposal is to shift density, enhance agricultural activities, and protect sensitive ecosystems on the subject property. The proposal meets the OCP objectives to preserve natural features and environmentally sensitive areas and long term rural use while protecting agricultural land and providing opportunities to maintain the farmland in active production. The rezoning application also provides opportunities to address any concerns prior to construction activities that may otherwise may not be able to be addressed. The applicant has addressed these concerns by providing the following professional reports: Archaeological Impact Assessment Interim Report; Environmental Assessment Report & Conservation Proposal; Groundwater Assessment; and a Farm Plan). The application also provides an opportunity to protect a large portion of the subject property through a conservation covenant that will increase the protected and natural areas on North Pender for future generations.

As the applicant has provided the information and professional reports requested by the LTC, staff recommend proceeding with the application and to prepare a draft bylaw for First Reading subject to the applicants agreeing to protect the areas identified in the environmental assessment report.

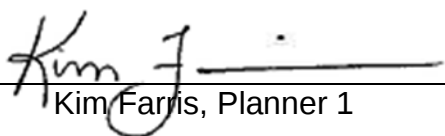
Based upon the discussion above, the LTC has generally the following options:

- Direct staff to proceed with the application and to prepare draft bylaws and work with the applicants on suitably worded covenants.
- Request further changes to the proposal.
- Proceed no further with this application.

RECOMMENDATIONS:

1. THAT the North Pender Island Local Trust Committee direct staff to proceed with the application NP-RZ-2012.2 (Clam Bay) and to prepare a draft bylaw and work with the applicants to prepare suitably worded covenants

Prepared and Submitted by:



Kim Farris, Planner 1

October 22, 2013

Date

Concurred in by:

Robert Kojima

Regional Planning Manager

October 24, 2013

Date

Attachments: Consultant reports distributed separately



STAFF REPORT

October 18, 2013

File No.: NP-LCB-2013.1
(PIGCC)

To: North Pender Island Local Trust Committee
For the meeting of Oct 31, 2013

From: Andrea Pickard

CC: Robert Kojima, Regional Planning Manager

Re: Liquor Control and Licensing Branch Referral for the Pender Island Golf and Country Club

Owner: Pender Island Golf and Country Club, Inc. No. 7046

Applicant: Peter Testemale, President

Location: 2305 Otter Bay Road

Lot A, Section 17, Pender Island, Cowichan District, Plan VIP52327, PID: 017-337-178 and Parcel F (DD78736I) of Section 17, Pender Island, Cowichan District, Except Parts in Plans 22933 and 36581, PID: 009-675-698

THE PROPOSAL:

The Pender Island Golf and Country Club (PIGCC) has submitted an application to the Liquor Control and Licensing Branch (LCLB) to amend their liquor licenses. Currently the golf course has both a food primary and liquor primary license. The food primary license has a total capacity of 97 persons for the club house with 77 seated inside and 20 on the patio. The liquor primary license has a capacity for one, which is to serve the outdoor area of the golf course by way of the mobile golf carts or a take-out window. The current application would change the liquor primary license to a total capacity of 100 to cover the golf course in its entirety and the food primary license would be cancelled. The proposed change in license means that:

- The consumption of food would not be required to consume alcohol, and
- Patrons of the golf club can pass between various locations without being in violation of the liquor license (ie: bring a drink purchased on the course to the inside of the club house).

If the amendment to the license is approved then the PIGCC would subsequently submit a change request to allow minors in the lounge and patio areas; LCLB staff has advised this is a relatively simple, administrative process. Minors would be allowed up to 10:00 p.m. which is consistent with the current licensing, and there would be no age restrictions for the golf course.

As the local government, the North Pender Island Local Trust Committee (LTC) is required to comment on the application by way of a resolution and to provide an opportunity for the public to express their views about the application. Through the referral process, the comments and recommendations are then forwarded to the general manager of the LCLB for their consideration.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:

There are no directive policies relevant to this application.

Official Community Plan

The subject property is designated Agriculture and Rural in the OCP in alignment with the respective zoning designations.

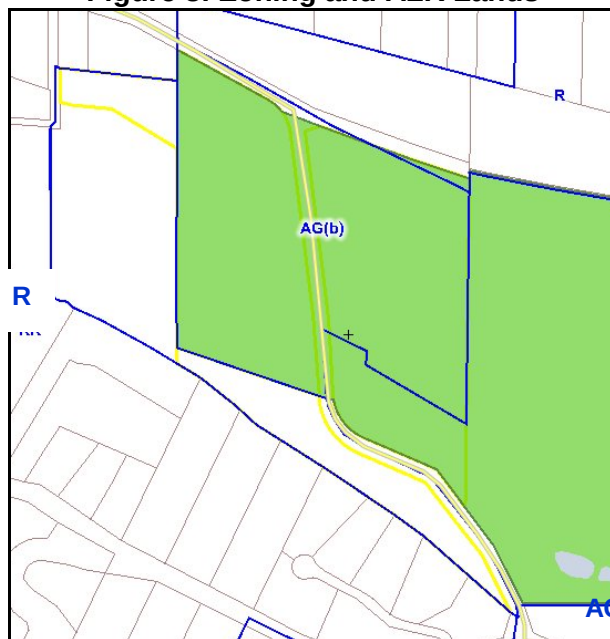
Land Use Bylaw

The subject consists of two separate parcels both being hooked across Otter Bay Road. It is a split zoned property with site-specific agriculture (AG(b)), agriculture and rural zoning. The portions of the property zoned agriculture are also subject to the Agricultural Land Reserve. The site specific zoning allows a golf course including accessory golf club house containing an accessory restaurant and pro shop, one maintenance building, one equipment shed, two golf cart storage sheds and one pump shed.

Surrounding properties are zoned:

- North – Rural and Rural Residential
- East – Agriculture
- South –Rural Residential and various Commercial Two (Tourist Commercial) along MacKinnon Road.
- West –Rural and Rural Residential

Figure 3: Zoning and ALR Lands



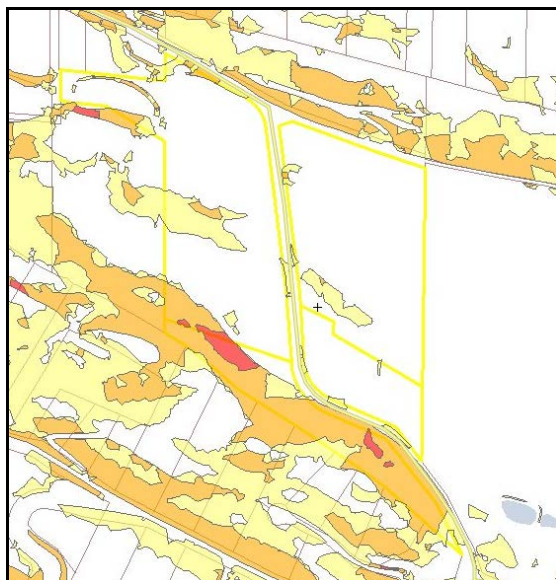
Islands Trust Fund:

The Trust Fund Board holds a conservation covenant for Cottonwood Creek on Port Washington Road approximately 100 metres north of the subject property. Trust Fund staff was advised of the application and they have no concerns or comments.

Sensitive Ecosystems and Hazard Areas:

There are numerous small areas of low or moderate steep slope hazard throughout the golf course area. Along the southern boundary a larger band of moderate hazard is identified with smaller areas of high hazard also identified along the same ridge.

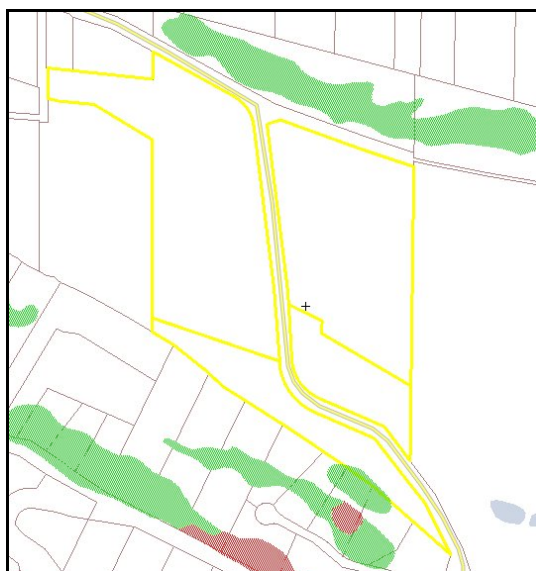
Figure 4: Steep Slope Hazard Areas



Sensitive ecosystem mapping identifies five areas of fresh water ecosystems around the golf course which are also visible on the orthophoto. Along the southern boundary there is a band of mature forest along the ridge with a smaller band of young forest abutting southern edge of mature forest.

A very small area of sensitive woodland ecosystem development permit area (DPA) extends across the southern boundary with larger areas of sensitive woodland and herbaceous DPA more southward through the MacKinnon Road area. Immediately to the north there is a larger sensitive woodland DPA located along Grimmer Road.

Figure 5: Development Permit Areas



Archaeological Sites:

There are no registered archaeological sites in the provincial database on, or in close proximity, to the subject property.

Covenants:

There is a flood protection covenant held by the Ministry of Environment and the CRD on the subject property. The application is not affected by the covenant.

Bylaw Enforcement:

There are no current or past bylaw enforcement files for the subject property.

Climate Change Mitigation and Adaptation

There is no new development proposed and therefore the application would not affect or be affected by climate change; however, the golf course and surrounding area is known to have many areas of wet, poorly drained soils.

Shoreline

The property is not a waterfront property and is over 200 metres distant from Grimmer Bay.

STAFF COMMENTS:

The PIGCC is a well-established commercial and recreational venue serving the community. The change in overall capacity is relatively minor and there are no proposed amendments to the hours of operation. Although the amendment to the liquor license seems relatively minor the public may identify concerns that have not previously been forwarded to staff or discussed with local trustees and therefore public input is important to fully consider potential impacts.

As noted above the LTC is required to comment on:

- The potential for noise if the application is approved and
- The impact on the community if the application is approved.

The proposed change in license would mean that food consumption is no longer required in order to consume alcoholic beverages. Although it is not the intent of the PIGCC to encourage patrons to consider the club house as primarily a drinking establishment, there may be occasions when patrons consume more alcohol than they may have previously with a risk of increased rowdiness and related nuisance issues. This risk would somewhat be mitigated due to the fact the club house is not sited near adjacent properties but is rather centrally located within the subject property.

In order to fulfill the requirement for public input the LTC may consider scheduling a community information meeting (CIM) to be held as part of the Nov 28th regularly scheduled LTC meeting. Notification of the CIM could be through:

1. advertisement in the Islands Tide newspaper,
2. posting on local bulletin boards,
3. posting on the North Pender Island webpage Latest News, and
4. notifying neighbours as per standard application procedures.

In 2009 a similar application by the PIGCC was considered and at that time options 1 and 2 above were utilized; no responses were received.

RECOMMENDATIONS:

1. THAT the North Pender Island Local Trust Committee directs staff to schedule a community information meeting for NP-LCB-2013.1 to be held in conjunction with the November 28, 2013 regular business meeting.
2. THAT notification of the community information meeting be advertised in the Island Tides newspaper, posted on the North Pender bulletin boards and as Latest News on the webpage, and mailed or otherwise delivered to neighbours.

Prepared and Submitted by:



October 18, 2013

Date

Concurred in by:

Robert Kojima

Regional Planning Manager

October 18, 2013

Date

Attachments:



BRIEFING

To: Local Trust Committees
From: Linda Adams
 Chief Administrative Officer

For the Meeting of: (LTC meetings in Oct. and Nov.)
Date prepared: October 3, 2013

File No.: Strategic Plan

SUBJECT: ISLANDS TRUST COUNCIL STRATEGIC PLAN – LTC INPUT

DESCRIPTION OF ISSUE:

Local Trust Committee input to Islands Trust Council Strategic Plan

BACKGROUND:

At its meeting in September 2013, the Islands Trust Council endorsed the Objectives, Strategies, Activities and Phases (columns 1-3) illustrated in the August 27, 2013 version of its Strategic Plan for 2011-2014 (Attachment 1).

Trust Council also requested Council Committees, Local Trust Committees and the Trust Fund Board to provide recommendations to the Financial Planning Committee and the Executive Committee in November, regarding:

- a. Their projected ability to complete Strategic Plan items on target
- b. Identification of any Strategic Plan items they recommend for amendment, removal or delay
- c. Identification of any items that should be added to the Strategic Plan
- d. Recommendations regarding any new resources that should be included in the annual budget in order to complete Strategic Plan items on target

Trust Council has requested the Financial Planning Committee to use the August 27, 2013 version of the Strategic Plan for the purposes of budget development, after considering recommendations of other Council committees, local trust committees and the Trust Fund Board. It has also requested the Executive Committee to make recommendations in December 2013 regarding amendments to the Strategic Plan for 2011-2014.

The August 27, 2013 version of Trust Council's Strategic Plan is being circulated to Council Committees, local trust committees and the Trust Fund Board as requested.

The Financial Planning Committee will meet on October 30 and November 13 to discuss a first draft of the 2014/2014 annual budget for Trust Council's review in December 2013. Following public consultation in February 2014, Trust Council would then adopt a budget in March 2014 and amend its Strategic Plan, as necessary, in response to the budget it has adopted.

ATTACHMENT(S):

- Attachment 1 - Islands Trust Council Strategic Plan – August 27, 2013
- The Request for Decision material considered by Trust Council's in September 2013 is available in Trust Council's September 2013 Agenda Package (see Item 3.4) at:
<http://www.islandstrust.bc.ca/uploads/meetings/2013/9/93/package/Sept%202013%20Trust%20Council%20Decision%20and%20Information%20Items%20Agenda%20Package.pdf>

AVAILABLE OPTIONS:

Each local trust committee may wish to provide advice to the Financial Planning Committee and the Executive Committee in regards to any items on the Strategic Plan that relate to its operations, specifically:

- a. The local trust committee's projected ability to complete Strategic Plan items on target
- b. Identification of any Strategic Plan items that a local trust committee recommends for amendment, removal or delay
- c. Identification of any items that a local trust committee indicates should be added to the Strategic Plan
- d. Recommendations regarding any new resources that a local trust committee indicates should be included in the annual budget in order to complete Strategic Plan items on target

FOLLOW-UP:

LTCs to consider providing advice to the Executive Committee and the Financial Planning Committee, by resolution, as indicated.

While early advice regarding Strategic Plan items that relate to LTC work would be most helpful, LTCs could also undertake further review and provide input after the December 2013 meeting of Trust Council.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: David Marlor, Director – Local Planning Services – October 4, 2013

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Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

“to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia”

– Islands Trust Act



Islands Trust Council — Strategic Plan 2011-2014

Adopted September 12, 2012 – updated to September 12, 2013

The Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and sometimes fragile natural environment of the islands in the Strait of Georgia and Howe Sound, characterized by an exceptional variety of species, have given the area national recognition.

The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Council

The Islands Trust Council has a unique mandate from the province to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians. It meets quarterly to make decisions about the Islands Trust's overall policy, advocacy positions, staff resources and budget. Trust Council is made up of the 26 locally-elected trustees who also sit on 12 local trust committees and one island municipality. There they have responsibilities for land use planning and regulatory decisions that are separate from their role at the Islands Trust Council. The current Council was elected for a 3-year term during BC Local General Elections in November 2011. Trustee terms will end in November 2014.

A Strategic Plan for the 2011-2014 term

The Islands Trust Policy Statement is partially implemented through Council's strategic plan. By identifying goals and developing a plan to achieve them, Council focuses finite resources and measures progress. After extensive review and public input, Trust Council has confirmed the following focus areas for its 2011-2014 term:

Goal A - Ecosystem Preservation and Protection

The Islands Trust will work to protect the natural environment of islands by:

- Encouraging and enabling islanders in voluntary stewardship actions that protect special areas, including the shoreline
- Working to protect fish habitat under BC's Riparian Areas Regulation
- Protecting special ecosystems, managing shoreline areas and reducing greenhouse gas emissions when land use decisions are made
- Advocating for new approaches to oil spill preparedness, derelict vessels, industrial developments, aquaculture, marine sewage and national marine conservation

Goal B – Stewardship of Island Resources

The Islands Trust will focus on good management of island water resources by:

- Encouraging voluntary stewardship, advocating for legislative reform and exploring creative solutions for watershed management
- Using land use planning tools and decisions to protect the quality and quantity of water resources

Goal C – Sustain Island Character and Healthy Communities

The Islands Trust will work to enhance the economic sustainability and security of island communities by:

- Creating linkages between islanders and regional districts to share effective economic development models
- Continuing to advocate for sustainable, affordable and appropriate ferry services
- Using land use planning tools and decisions to positively affect housing affordability, food security and farmland protection

Goal D – In Cooperation with Others

The Islands Trust will work with others by:

- Strengthening relations with the many First Nations who have interests in island land use decisions
- Continually working to improve our organizational effectiveness

Shaded text=activities primarily achieved in prior fiscal years or proposed for future fiscal years and subject to future budget decisions;
Italics=changes since last Trust Council meeting

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows:

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal A: Ecosystem Preservation and Protection...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	<u>FY 2011/12- 2014/15</u> 1.1.1 Promote community participation in conservation through information sharing and education about private land stewardship options	TFB	Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		<u>FY 2012/13 – 2013/14</u> 1.1.2 Share information about best practices for covenants and NAPTEP with all planning staff	TFB	Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	Website information complete ITF presentation to LPS not started
		<u>FY 2012/13 – 2014/15</u> 1.1.3 Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB	Funded by program budget in 2013/14 \$22K for eelgrass mapping; \$10K for forage fish mapping Further work subject to 2014/15 budget \$22K for eelgrass mapping; 10K for forage fish mapping	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available; eelgrass mapping completed for Gambier, Thetis, Thetis associated islands (except Valdes) Lasqueti, North Pender, South Pender and Mayne and forage fish habitat mapping completed for North and South Pender; additional eelgrass mapping in progress
		<u>FY 2013/14</u> 1.1.4 Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB	Subject to external funding	By whether a landowner contact pilot program is implemented	Planning in progress

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		<u>FY 2011/12 - 2014/15</u> 1.1.5 Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB		Funded by base budget and donations	By whether the Opportunity Fund grows by at least 10% per year and by the amount of grants issued	Recent grants awarded to Pender Island Conservancy (\$5,000) and Salt Spring Island Conservancy (\$5,000)
		<u>FY 2013/14</u> 1.1.6 Council workshop regarding invasive species	TFB		Funded by base budget	By whether a Trust Council workshop has been held	Scheduled for Dec/13 Trust Council meeting
		<u>FY 2013/14 - 2014/15</u> 1.1.7 Share information with the public about managing invasive species	TFB		Subject to funding in 2014/15 program budget	By whether information has been shared with the public	In progress. Invasive species control information shared through ITF website and e-newsletter
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	<u>FY 2012/13</u> 1.2.1 Present NAPTEP program to BIM Council for consideration	TFB	BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	Complete. BIM declined for current term
		<u>FY 2013/14</u> 1.2.2 Seek support from Metro Vancouver RD for NAPTEP.	TFB		Funded by base budget	By whether support from Metro Vancouver RD (MVRD) has been sought	Complete
		<u>FY 2013/14 - 2014/15</u> 1.2.3 Launch NAPTEP on the islands in MVRDRD (subject to BIM and MVRD approval)	TFB		Funded by base budget	By whether NAPTEP has been launched on the islands within the MVRD	Complete. Program launched on Gambier LTC islands. BIM declined for current term.
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	<u>PHASE 1 - Identify watersheds</u> <u>FY 2014/15</u> 1.3.1 Identify RAR watersheds on Gambier and Lasqueti	LTCs**		Subject to budget	By whether all RAR watersheds on Gambier and Lasqueti have been identified	Not due Not started
		<u>PHASE 2 - Improve mapping</u> <u>FY 2012/13</u> 1.3.2 Improve mapping of some riparian areas on SSI	LTCs**		Funded by 2012/13 program budget	By whether new mapping of priority riparian areas is complete	Complete
		<u>FY 2013/14</u> 1.3.3 Improve mapping of additional riparian areas on Denman, Hornby and Salt Spring islands	LTCs**		Funded in 2013/14 program budget \$71,000 RAR budget \$30,000 Sci/Tech budget	By whether new mapping of riparian areas is complete	Project planning underway
		<u>FY 2014/15</u> 1.3.4 Improve mapping of additional riparian areas on Gambier, Lasqueti and Salt Spring islands	LTCs**		Subject to budget	By whether new mapping of riparian areas is complete	Not due Not started
		<u>PHASE 3 - Adopt bylaws</u> <u>FY 2012/13 - 2013/14</u> 1.3.5 Adopt new bylaws to implement RAR on selected	LTCs**		Funded by 2013/14 program budget	By whether Gabriola, Mayne and Saturna are RAR compliant through bylaw development	Saturna complete Gabriola, Mayne & Thetis in progress

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		islands (Gabriola, Mayne, Saturna, Thetis)					
		<u>FY 2014/15</u> 1.3.6 Adopt new bylaws to implement RAR on all islands where still required (Ballenas/Winchelsea, Denman, Hornby, and one Salt Spring watershed)	LTCs**		Subject to budget	By whether Ballenas/Winchelsea, Denman, Hornby and one Salt Spring watershed are compliant with RAR through bylaw development	Not due Not started
		<u>FY 2015/16 - ?</u> 1.3.7 Adopt new bylaws to implement RAR on all Lasqueti, Gambier and remainder of Salt Spring)	LTCs**		Subject to budget	By whether all Gambier, Lasqueti and Salt Spring watersheds are compliant with RAR through bylaw development	Not due Not started
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	<u>FY 2012/13 – 2013/14</u> 1.4.1 Seek legislative change regarding TFB corporate structure and name	EC	TFB	Funded by base budget	By whether legislative change has been requested	Chair correspondence sent Nov/12. Initial response received Feb/13
		<u>FY 2011/12 – 2014/15</u> 1.4.2 Engage in outreach to expand donor base, develop legacy giving program and secure acquisition funds	TFB*		Partially funded through 2012/13 program budget	By whether the TFB has implemented outreach regarding funding needs and legacy gifts	Information package prepared re Planned Giving
		<u>FY 2014/15</u> 1.4.3 Develop and implement strategy re changes to corporate structure and name	TFB		Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Not started. Not due unless province makes legislative changes
		<u>FY 2015/16</u> 1.4.4 Review and launch long-term funding strategy	TFB		Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Not due unless province makes legislative changes
	1.5 Establish core conservation areas to protect biodiversity priorities	<u>FY 2011/12- 2012/13</u> 1.5.1 Map and prioritize high biodiversity areas and develop a strategy for protection	TFB		Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping of high priority areas underway
		<u>FY 2011/12 – 2014/15</u> 1.5.2 Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*		Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least 500 hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	144 hectares protected since 2011
	1.6 Use land use planning tools and decisions to increase protection of special areas	<u>FY 2013/14</u> 1.6.1 Explore model land use planning tools that protect species and ecosystems at risk	LPC		Funded by base budget	By whether a staff report on model land use planning tools has been completed	Not started. Pending provincial working group recommendations. Staff participating on prov. working group.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		1.6.2 Trustee workshop about protection of special areas	TFB	Funded by base budget	By whether a trustee workshop has been held	Complete
		<u>FY 2011/12 – 2014/15</u> 1.6.3 Develop policy, OCP and LUB amendments that include protective measures for biodiversity	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs and LUBs have been amended to address improved protection of biodiversity	Some reviews underway (details to be confirmed)
	1.7 Reduce greenhouse gas emissions	<u>FY 2012/13 – 2013/14</u> 1.7.1 Include GHG emission reduction targets, policies and actions in all OCPs, as required by LGA	LTCs	Funded by program budget	By whether all OCPs comply with LGA re GHG emissions	18 of 19 comply. Outstanding OCP (Piers Island) on work program for 2013, but work not started
		<u>FY 2012/13 – 2014/15</u> 1.7.2 Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***	Funded in 2013/14 annual budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Gabriola working on regulations to implement OCP policies
		<u>FY 2012/13 – 2013/14</u> 1.7.3 Develop policy regarding carbon-neutral operations and purchase of carbon credits to balance GHG emissions that cannot be eliminated	FPC	Funded by base budget	By whether Trust Council has adopted a policy	Complete
2. PROTECT coastal and marine ecosystems	2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	<u>FY 2012/13</u> 2.1.1 Develop integrated shoreline and watershed protection mapping for major islands	LPC	Funded by external grants	By whether integrated shoreline and watershed protection mapping has been developed for major islands	Complete
		<u>FY 2013/14</u> 2.1.2 Identify and post updated website links regarding existing shoreline stewardship information	TAS	Funded by base budget	By whether website links have been updated	Complete
		<u>FY 2014/15</u> 2.1.3. Pilot a Green Shores for Homes credit rating incentive system in one LTA	LTCs**	Subject to successful grant application	By whether an LTC has piloted a Green Shores for Homes credit rating incentive system	Not started. Funding not recommended by LPC. Dependent upon grant application. LPC to reconsider in Nov/13
	2.2 Use land use planning tools and decisions to improve protection of coastal areas	<u>FY 2013/14 – 2014/15</u> 2.2.1 Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping	LTCs**	Subject to funding in future program budgets	By whether LTCs have adopted regulatory bylaws	Reviewed by Thetis LTC. Educational program being considered/developed by N Pender, S Pender, Thetis

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?			IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		2.2.2 Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore	LPC/LTCs**			Funded in 2013/14 program budget (\$2000)	By whether mechanisms have been developed	LPC recommends educational approach, not proactive enforcement
	2.3 Participate in planning for National Marine Conservation Area Reserve	<u>FY 2011/12 – 2014/15</u> 2.3.1 Advocate for implementation of the NMCA reserve	EC			Funded by base budget	By whether the EC has continued to actively advocate for implementation of the NMCA reserve	Resolution supported by TC in Dec 2012 Feb 2013 Chair letters to Ministers Lake & Kent
		2.3.2 Participate in NMCA workshops and consultation opportunities	LTCs**	TAS	EC	May require additional funds	By level of participation in NMCA workshops and consultation opportunities	Workshops attended in Aug and Oct No funding proposed in 2013/14 budget. LTCs commenting on boundary details
		<u>Future fiscal years (TBD)</u> 2.3.3 Respond to NMCA implementation steps with complementary activities, as required	LTCs**			May require additional funds	TBD	Not due Not started
	2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	<u>FY 2011/12 – 2014/15</u> 2.4.1 Chair correspondence regarding oil spill prevention and response	EC			Funded by base budget	By whether the Chair has sent correspondence to advocate for oil spill prevention and response	2011: 7 letters sent 2012: 1 letters sent 2013: 3 letters sent Related resolutions passed at UBCM 2012 and AVICC 2013 conventions
		2.4.2 Chair participation in hearings related to tanker traffic increases	EC			Funded by base budget	By whether the Chair has participated in hearings related to tanker traffic increase	NEB hearing presentation Aug 2012
		2.4.3 Host local government workshops to raise awareness of gaps in oil spill prevention and response capacity	EC			Funded by base budget	By whether workshops have been held	One workshop held at AVICC. Jan 2013 Chair presentation to Regional District Nanaimo Board. 2013: Chair presentation at San Juan County marine managers workshop
		2.4.4 Participate in mock oil spill exercises to understand gaps in oil spill response capacity	EC			Funded by base budget	By whether participation has taken place	Participation in two exercises in 2012
		<u>FY 2011/12 – 2014/15</u> 2.4.5 Continue to advocate for senior government solutions to derelict vessels	EC			Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going Mar/13 Letter to minister seeking

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
						action on Transport Canada report Organized resolution, clinic and meeting with Minister at UBCM
		<u>FY 2011/12 – 2013/14</u> 2.4.6 Advocate regarding potential impacts of the proposed Raven Coal Mine upon Baynes Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Raven Coal Mine	Complete May/13 BC EAO rejected proposal as submitted
		<u>FY 2012/13 – 2014/15</u> 2.4.7 Advocate regarding potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Burnco Gravel Mine	Not started
		<u>FY 2013/14 – 2014/15</u> 2.4.8 Clarify jurisdictional issues related to Islands Trust Area boundary	EC	Funded by base budget	By whether a method to clarify jurisdictional issues has been implemented	Preliminary discussion with ministry staff Initial briefing prepared for EC
	2.5 Advocate for appropriate regulation of aquaculture	<u>FY 2013/14 – 2014/15</u> 2.5.1 Collaborate with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committee as a pilot project for one LTC (Denman)	LTCs**	Funded in 2013/14 program budget (\$1000)	By whether the Denman Island LTC has collaborated with DFO on a pilot project	Not3.3.Impl started (Denman unsuccessfully sought representation on DFO committee)
	2.6 Advocate for effective regulation of marine sewage	<u>FY 2011/12 – 2014/15</u> 2.6.1 Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	Research and mapping in progress
		2.6.2 Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas (i.e. during rezoning applications)	LTCs**/BIM***	Funded by base budget	By whether OCP policies require sewage pump-outs as a condition of marina development/expansion	No new OCP amendments since adoption of Strategic Plan

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal B: Stewardship of Island Resources...

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
3. PROTECT quality and quantity of water resources	3.1 Encourage understanding and voluntary stewardship of water resources	<u>FY 2013/14</u> 3.1.1 Compile educational materials about water resources done by local groups and identify gaps	TPC	Funded by base budget	By whether the need for new educational materials had been defined.	Complete
		3.1.2 Fill identified gaps with new educational materials about water resources	TPC	Funded by base budget	By whether new educational materials have been created	Not started
		<u>FY 2014/15</u> 3.1.3. Develop an on-going water stewardship program	TPC	Subject to 2014/15 program budget	By whether an on-going water stewardship program has been funded and launched	Not due Not started
	3.2 Advocate for provincial Water Act reform	<u>FY 2011/12 – 2014/15</u> 3.2.1 Continue to participate in Water Act reform consultations	EC	Funded by base budget	By whether participation in Water Act reform has taken place	Not started Pending provincial action
	3.3 Use land use planning tools and decisions to protect water quality and quantity	<u>FY 2013/14</u> 3.3.1 Develop toolkit for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity	LPC	Funded by 2013/14 program budget (\$2500)	By whether a toolkit has been developed	Project charter approved by LPC; Report underway
		<u>FY 2013/14 – 2014/15</u> 3.3.2 Amend OCPs to include new policies for water resource protection	LTCs**/BIM***	Funded in 2013/14 program budget	By whether OCPs have been amended to include new policies about water resource protection	Galiano DAI bylaw adopted - addresses water protection
		3.3.3 Amend LUBs to include new regulations aimed at protection of water quality and quantity	LTCs**/BIM***	Funded in 2013/14 program budget	By whether LUBs have been amended to include new regulations aimed at protection of water quality and quantity	No LUB work begun
		<u>FY 2013/14</u> 3.3.4 Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC	Funded in 2013/14 program budget (\$2500)	By whether model Development Permit Areas have been developed	Not started

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
		<u>FY 2014/15</u> 3.3.5 Adopt new Development Permit Areas to enhance water conservation	LTCs**/BIM***	Subject to funding in 2014/15 program budget	By whether LTCs/BIM have adopted new Development Permit Areas to enhance water conservation	Not due Not started
	3.4 Explore alternative tools for improving watershed management	<u>FY 2012-13</u> 3.4.1. Identify options within the Islands Trust Act for coordination of watershed protection	EC	Funded by base budget	By whether options have been identified	Complete
		<u>FY 2013-14</u> 3.4.2 Consider pilot project for coordination of watershed protection within one LTA	LTCs**	Partially funded by base budget.	By whether a pilot project has been considered	Complete St. Mary Lake Watershed Working Group formed on SSI. June/13 - TC adopted bylaw to delegate some TC coordination and advocacy powers to SSILTC.

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Policy Statement Goal C: Sustain Island Character and Healthy Communities...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
4. ENHANCE community economic sustainability and security	4.1 Create linkages between islands and Regional Districts to share effective and appropriate economic sustainability models	<u>FY 2013/14</u> 4.1.1 Half day session on Trust Area economic sustainability at Dec 2013 Council in Victoria, inviting all EA reps	TPC	Funded by base budget	By whether a joint session has occurred	Sept/12 RD discussion at UBCM breakfast Aug/13 TPC approved project charter
	4.2 Advocate for sustainable, affordable and appropriate ferry	<u>FY 2013/14</u> 4.2.1 Develop and implement research program in support of advocacy program	TPC	Funded in 2013/14 program budget (\$20,000)	By whether a research program has been developed and implemented	Aug/13 TPC approved research program

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
	service	<u>FY 2011/12 – 2014/15</u> 4.2.2 Continue advocacy program regarding ferry fares and service.	EC	Funded by base budget	By whether advocacy actions have been taken in regards to ferry fares and service	Submission sent to Minister Polak Chair meetings with Minister Polak, opposition critics and ferry commissioner
	4.3 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's toolkit, Community Housing Toolkit)	<u>FY 2011/12 – 2014/15</u> 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to include new affordable housing policies	Some OCP reviews underway. Hornby considering OCP amendments to allow secondary suites.
		4.3.2 Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve availability of affordable housing	SSI LUB amended to legalize secondary suites in some locations.
		<u>FY 2012/13 – 2014/15</u> 4.4.1 Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to address food security and farmland protection	Included in Gabriola OCP reviews (details to be confirmed)
	4.4 Use land use planning tools and decisions to increase local food security and farmland protection (as described in Trust Council's 2010 report, Exploring Food Security in the Trust Area)	4.4.2 Amend LUBs to improve food security	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve food security	Included in Gabriola LUB review (details to be confirmed)

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	Completed
	In Progress – On Target
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	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Goal D: In cooperation with others...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
5. STRENGTHEN relations with First Nations	5.1 Improve consultation / engagement with First Nations during land use referrals	<u>FY 2011/12 – 2014/15</u> 5.1.1 Adopt First Nations Consultation Strategy	TAS	LPS	Funded by 2011/12 program budget	By whether Trust Council has adopted a First Nations Consultation Strategy	First draft to TC Jun/12. Final draft pending LPS capacity to consider financial and staffing implications
		5.1.2 Trustee workshop on working with aboriginal peoples	EC		Funded by 2012/13 program budget	By whether a trustee workshop has been held	Complete
		<u>FY 2012/13 – 2014/15</u> 5.1.3 Implement 'essential' and 'quick start' improvements to land use referral system that do not require additional resources, as identified in FN Consultation Strategy	LPS	TAS	Funded by base budget	By whether all 'essential' and 'quick start' improvements that do not require additional resources have been implemented	2 of 2 'essential' improvements in progress 3 of 8 'quick start' improvements in progress
		<u>FY 2013/14</u> 5.1.4 Identify resource needs for improved FN consultation and engagement	EC		Funded by base budget	By whether the resource needs for improved consultation and engagement has been identified	Not started. Pending completion of First Nations Consultation Strategy
		<u>FY 2014/15</u> 5.1.5 Implement improvements identified in the FN Consultation Strategy as longer term or requiring additional resources	LPS	TAS	Subject to increase in future base budget to support an additional LPS position	By whether all improvements identified in the FN Consultation Strategy as longer term or requiring additional resources have been implemented	Not started Not due
	5.2 Improve consultation / engagement with First Nations during Trust Council's marine and terrestrial protection work	<u>FY 2014/15</u> 5.2.1 Improve consultation and engagement re free Crown grant program	TAS		Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. Not due. Pending increased staff capacity
		<u>FY 2012/13 – 2014/15</u> 5.2.2 Improve communication and coordination during marine protection advocacy	EC		Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. Pending staff capacity
6. IMPROVE organizational	6.1 Confirm a fair distribution of Islands	<u>FY 2012/13</u> 6.1.1 Review and amend	FPC		Funded by base budget	By whether Policy 7.2.vi has been amended	Complete

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
cost and operational effectiveness	Trust Services to Bowen Island Municipality	Policy 7.2.vi (Municipal Requisition Cost Allocations)					
		FY 2012/13 – 2014/15 6.1.2 Identify Bowen Island Municipality needs for services provided by Trust Area Services unit	TAS		Funded by base budget	By whether BIM needs for TAS services have been identified	Initial discussion held Sep/12. Chair follow up sent Oct/12 and Jan/13 Awaiting BIM response
		6.1.3 Identify improved opportunities for BIM to access services provided through Trust Area Services unit	TAS		Funded by base budget	By whether opportunities for BIM to access TAS services have been identified	Pending requests from BIM Staff follow up e-mail to CAO sent Jan/13 Awaiting BIM response
		6.1.4 Review budget lines to ensure accurate allocation of costs	FPC		Funded by base budget	By whether budget lines have been reviewed	Staff review of line items underway. Initial discussion at FPC complete. BIM staff contacted for discussion.
		FY 2013/14 6.1.5 Provide additional TAS services to BIM	TAS		Funded by base budget	By whether BIM is accessing additional TAS services as identified	Improved notice of IT items to BIM. Pending requests from BIM. BIM staff invited to training opportunities.
	6.2 Improve cost-recovery from development application fees	FY 2013/14 6.2.1 Develop model fees bylaw for consideration by LTCs	LPC	FPC	Subject to annual program budget	By whether a model bylaw has been developed	TC referred to LPC/FPC before bylaw drafting begins. Not funded in 2013/14 program budget. LPC and FPC recommend 10% fee increase
		FY 2013/14 6.2.2 Consider adoption of amended fees bylaws.	LPC/LTCs**		Funded by base budget	By whether LTCs have adopted amended fees bylaws that improve cost recovery	Not started
	6.3 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island (if province advances a	FY 2013/14 6.3.1 Provide input into provincial study that assesses impact on Islands Trust of the potential incorporation of Salt Spring Island and identifies	EC		Funded and managed by province	By whether input has been provided	In progress. Input into study terms of reference complete. Response to initial info requests from

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
	provincial restructure study for SSI)	alternative adaptation strategies					consultant complete.
		<u>FY 2014/15</u> 6.3.2 Consider options and adopt an adaptation strategy, for Islands Trust to implement in the event of municipal incorporation of Salt Spring Island	FPC	EC	Subject to future budgets	By whether options for an adaptation strategy have been considered and a preferred strategy adopted by Trust Council.	Not started. Not due unless a SSI restructure study is launched and is nearing completion
		<u>FY 2014/15(?) - ?</u> 6.3.3 Implement adopted adaptation strategy	EC		Subject to future budgets	By whether an strategy has been implemented to adapt to incorporation of SSI	Not started Not due unless SSI community passes a referendum to incorporate as a municipality
		<u>FY 2014/15(?)</u> 6.3.4 Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		Funded by base budget	By whether the protocol agreement with the ministry has been reviewed and amended	Not started Not due unless a SSI restructure study is launched
	6.4 Review service delivery regarding application processing	<u>FY 2013/14</u> 6.4.1 Consider development and use of a quality management system pilot on Salt Spring Island for processing of development applications	LTC**		Funded in 2013/14 program budget	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started

* subject to decisions of Trust Fund Board

**subject to decisions of local trust committees

***subject to decisions of Bowen Island Municipality

Abbreviations:

AVICC – Assoc. of Vancouver Island Coastal Communities
 BIM – Bowen Island Municipality
 EC – Executive Committee
 FN – First Nations
 FPC – Financial Planning Committee
 FY – Fiscal Year
 IT – Islands Trust
 ITF – Islands Trust Fund
 ITPS – Islands Trust Policy Statement
 LGA – Local Government Act
 LPC – Local Planning Committee

LPS – Local Planning Services
 LTA – Local Trust Area
 LTC – Local Trust Committee
 LUB – Land Use Bylaw
 MCSCD – Ministry of Community, Sport and Cultural Development
 MVRD – Metro Vancouver Regional District
 NA – Not Applicable
 NEB – National Energy Board
 NAPTEP – Natural Area Protection Tax Exemption Program
 NMCA – National Marine Conservation Area

OCP – Official Community Plan
 ProD – Professional Development
 RAR – Riparian Areas Regulation
 RD – Regional District
 RFD – Request for Decision
 SSI – Salt Spring Island
 TAS – Trust Area Services
 TBD – To Be Determined
 TC – Trust Council
 TFB – Trust Fund Board
 TPC – Trust Programs Committee
 UBCM – Union of BC Municipalities

For more information, contact:

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Visit our website at:
www.islandstrust.bc.ca

Colour Key for Middle Column:

Colour	Potential committee / unit / body taking lead for a potential strategy
	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)
	Trust Programs Committee or Trust Area Services staff
	Executive Committee
	Trust Fund Board or Islands Trust Fund staff
	Financial Planning Committee

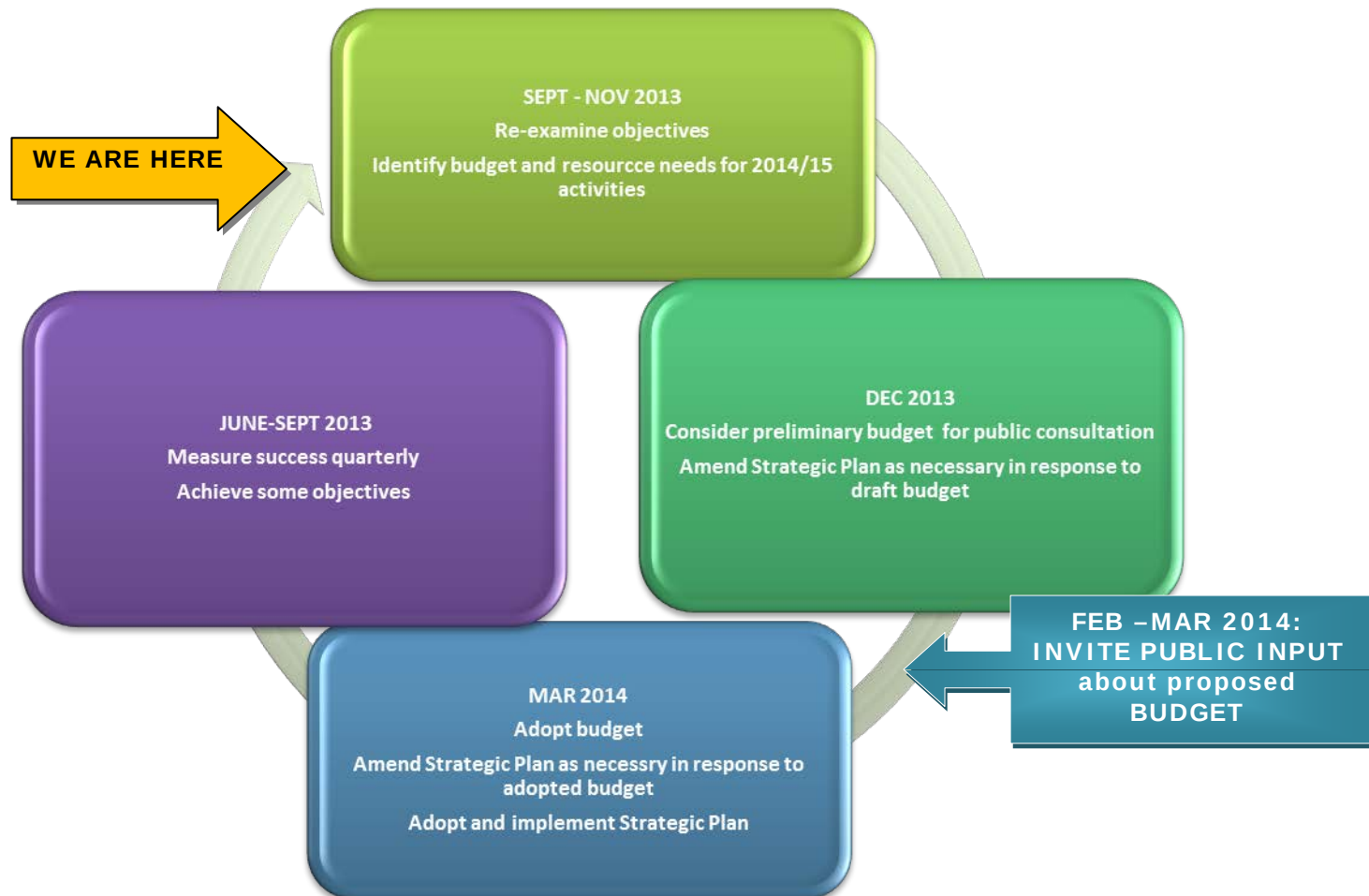
**** Colour Key for Status Column:**

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Islands Trust

Strategic Planning Process (2013-2014)





Islands Trust

Print Date: Oct-24-2013

Top Priorities

North Pender Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Shoreline Review	- develop school/community workshop - ON_GOING - develop tri-fold brochure - ON_GOING - develop powerpoint from materials - DONE - develop compiled map of shore features - DONE - investigate incorporating shoreline information into new Gulf Islands app and using QR code for smart phones	Sep-22-2011	Andrea Pickard	Sep-01-2014	On Going
2	Conservation Subdivision Review	- identify natural and cultural features to be prioritized for protection - community engagement - engage key stakeholders, including property owners of larger lots - review options to implement in LUB and OCP	Feb-28-2013		May-01-2014	On Going

11.1.1



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
2	Agricultural Projects	Consider implementing agricultural initiatives identified in OCP, including an Area Farm Plan	Jan-22-2009	On Going
3	Other OCP projects: 1. View corridor review 2. Parks and Conservation area review 3. Pedestrian and Cycle paths 4. Groundwater protection strategy 5. Include advocacy policies for ultra vires regulations removed from the LUB (commercial airstrips, private marinas, use of personal watercraft)		Jan-22-2009	On Going
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	Mar-22-2012	On Going

- 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
- height exemptions for agricultural or forestry buildings and boat sheds
- max floor area for principal dwellings

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	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 • Related policy and regulatory options	On Going



Applications w/ Status - North Pender Island Status: Open

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
NP-ALR-2012.1	Michael & Anne Burdett	Dec-21-2012	4606 RAZOR POINT RD Application by Owner in Non-Farm Use in the ALR
Planner: Andrea Pickard			

Planning Status

Status Date: Feb-01-2013

LTC resolution to forward to ALC

Status Date: Jan-22-2013

on Jan agenda

Status Date: Jan-07-2013

staff report completed

Development Permit

File Number	Applicant Name	Date Received	Purpose
NP-DP-2010.4	TWA	Apr-19-2010	RAZOR POINT RD of a 15 lot subdivision, request a variance for lots 8 (vary sec. 4.10.3 of LUB) and 13 & 14 (vary sec. 4.12.1 of LUB)
Planner: Andrea Pickard			

Planning Status

Status Date: Feb-28-2012

decision deferred until amending the consolidated covenant is investigated and the AO and DSO comment on the drainage rpt

Status Date: Jan-26-2012

jan meeting cancelled, on Feb agenda

Status Date: Jan-10-2012

on Jan agenda, draft covenant and drainage rpt included

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
NP-DVP-2013.3	Christine and Kevin Bronson Planner: Kim Farris	Sep-23-2013	3823 CUTLASS CRT Seeking a variance permit regarding the siting of the house.

Planning Status

Status Date: Sep-30-2013

Emailed application to Trustees, created label, gave file to planner

Status Date: Sep-27-2013

Created file, issued receipt for fees

Rezoning

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

Planning Status

Status Date: Jan-09-2013

on hold until ALC application completed

Status Date: Nov-09-2012

Application sent to Local Trustees and Planner

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: Sep-09-2013

Farm Plan Received

Status Date: Jul-30-2013

Meeting with applicant to review progress of development approval information requirements and changes to proposal. Information and staff report scheduled for October LTC meeting

Status Date: Feb-19-2013

staff report completed

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: Andrea Pickard

Planning Status

Status Date: Mar-08-2013

direction to proceed with more information requested from applicant

Status Date: Feb-13-2013

preliminary report for Feb agenda

Status Date: Jan-22-2013

Sent letter of acknowledgment of receipt of fees and application to applicant. Copy to trustees and forward to Planner

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2013.2	JC Cosh & JF Wood c/o Karl Hamson for the Elder Project	Jul-08-2013	4601 BEDWELL HARBOUR RD To amend the LUB to rezone the rural portion of the lot to allow for a 24 unit seniors housing complex plus necessary support structures and facilities

Planner: Andrea Pickard

Planning Status

Status Date: Sep-17-2013

letter sent to applicant regarding information required

Status Date: Sep-03-2013

proceed working on application as sr's and special needs housing

Status Date: Aug-14-2013

Preliminary report prepared for August LTC meeting

Subdivision

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2008.3	Wey	Mar-19-2008	5442 HOOSON RD : Creating 4 lots

Planner: Andrea Pickard

Planning Status

Status Date: Apr-02-2013

natural areas covenant registered - copy received

Status Date: Nov-20-2012

final letter of approval sent to MOTI

Status Date: Nov-19-2012

letter of undertaking confirmed

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2008.5	Richard Wey & Associates	Apr-15-2008	6621 HARBOUR HILL DR (TWA): To Create 15 lots
Planner: Andrea Pickard			

Planning Status

Status Date: Dec-20-2012

groundwater report rec'd

Status Date: Mar-30-2012

DFO confirmed file is closed

Status Date: Mar-12-2012

pending owner commenting on requested covenant amendments and Gardom Pond issues to be clarified

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2011.1	Richard Wey & Associates Land Surveying Inc	May-16-2011	4606 OAK RD & 4602 OAK RD Boundary adjustment
Planner: Kim Farris			

Planning Status

Status Date: Feb-27-2012

DP approved

Status Date: Jan-10-2012

DP application rec'd - xref NP-DP-2012.1

Status Date: Oct-06-2011

PLA issued

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2011.2	JM Wood Investment Ltd	Sep-02-2011	application to subdivide Parcel K (DD50314-i) into two fee simple lots. Separated by the dedication of Clam Bay Road

Planner: Kim Farris

Planning Status

Status Date: Feb-07-2012

PLA issued

Status Date: Sep-28-2011

response sent to MOTI, copied to app/owner

Status Date: Sep-08-2011

Forwarded to Planner and Trustees

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2012.3	cRJ Wey & Associated Land Surveying (Philpot) Planner: Andrea Pickard	Jul-24-2012	Proposed 3 lot Strata Development

Planning Status

Status Date: Oct-17-2012

PLA issued

Status Date: Sep-17-2012

response sent to MOTI

Status Date: Sep-06-2012

File forwarded to Planner

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 remainders

Planning Status

Status Date: May-29-2013

Applicant to determine location of strata road access prior to initiating the required DP

Status Date: Apr-11-2013

PLA received from MOTI

Status Date: Feb-26-2013

fees received, SD review drafted

Sharon Lloyd-deRosario

From: Anna Olson
Sent: September-26-13 2:33 PM
To: Andrea Pickard; Gary Steeves; Ken Hancock; Peter Luckham; Robert Kojima; Sharon Lloyd-deRosario; Lori Foster
Cc: Nancy Roggers
Subject: North Pender Expense Report- SEPT/13

Islands Trust LTC EXP SUMMARY REPORT F2014 Invoices posted to September 30, 2013					
650 North Pender	Invoices posted to September 30, 2013	Budget	Spent	Balance	
65000 650	LTC "Trustee Expenses"	1,500.00	1,129.89	370.11	
65200 650	LTC Local Exp LTC Meeting Expenses	4,000.00	1,406.96	2,593.04	
65210 650	LTC Local Exp APC Meeting Expenses	1,000.00	60.54	939.46	
65220 650	LTC Local Exp Communications	500.00	102.86	397.14	
65230 650	LTC Local Exp Special Projects	2,000.00	-	2,000.00	
65240 650	LTC Local Exp Miscellaneous	500.00	-	500.00	
TOTAL LTC Local Expense		8,000.00	1,570.36	6,429.64	
73001 650 4004	North Pender Shoreline Protection	5,000.00	1,915.21	3,084.79	
73001 650 4018	North Pender Subdivision Review	4,000.00	-	4,000.00	
TOTAL Project Expense		9,000.00	1,915.21	7,084.79	

Anna Olson
 Finance Clerk

Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
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 Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving island communities, culture and environment

Please consider the environment before printing this email.

Updated: May 10, 2011

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.



Memorandum

200 - 1627 Fort Street Victoria BC V8R 1H8

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information@islandstrust.bc.ca www.islandstrust.bc.ca

Date For the meeting of October 31, 2013

To North Pender Island Local Trust Committee

From Lori Foster
Planning Secretary

Re Proposed North Pender Island LTC 2014 Meeting Schedule

Attached is the proposed North Pender Island Local Trust Committee 2014 Meeting Schedule.

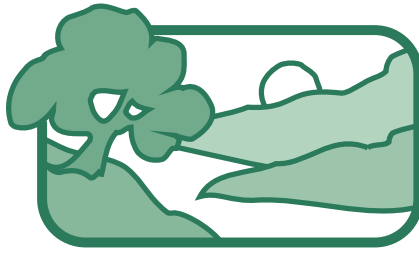
It is proposed that LTC meet the on the preferred last Thursday of every month (with the exceptions of July, September (UBCM), and December) at 9:45 am at the Pender Island Community Hall Lounge as follows: January 30, February 27, March 27, April 24, May 29, June 26, August 28, October 30, and November 27.

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

“THAT the North Pender Island Local Trust Committee adopts the 2014 meeting schedule as presented.”

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

pc Robert Kojima



Islands Trust

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

**WILL MEET ON THE LAST THURSDAY OF EACH MONTH @ 9:45 A.M.
(* UNLESS OTHERWISE NOTED) AS FOLLOWS:**

JANUARY 30, 2014

FEBRUARY 27, 2014

MARCH 27, 2014

APRIL 24, 2014

MAY 29, 2014

JUNE 26, 2014

AUGUST 28, 2014

OCTOBER 30, 2014

NOVEMBER 27, 2014

LOCATION:

**NORTH PENDER ISLAND COMMUNITY HALL
LOUNGE**

These are regular business meetings of the Local Trust Committee, where they will consider items such as bylaws, applications and correspondence.

ALL MEETINGS ARE OPEN TO THE PUBLIC