



North Pender Island Local Trust Committee

Regular Meeting Agenda

Date May 30, 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 - 9:50 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 9:50 AM - 9:55 AM
 - 5.1. Local Trust Committee Minutes
 - 5.1.1. North Pender Island Local Trust Committee Business Meeting Minutes of April 25, 2013 (attached) 4 - 12
 - 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
 - 6.1. Follow-up Action List (attached) 13 - 15

7. Delegations		
none		
8. Correspondence (attached)	9:55 AM - 10:15 AM	
[correspondence received concerning applications and/or projects is considered with the application]		
8.1. April 30, 2013 Chamber of Commerce Letter re: STVRs (attached)		16 - 16
8.2. Letter from Pender Community Transition (Pending)		17 - 19
9. Applications, Permits, Bylaws and Referrals		
9.1. Mayne Island Local Trust Committee Bylaw No. 158 - Referral (attached)		20 - 22
10. Local Trust Committee Projects	10:15 AM - 11:00 AM	
10.1. Conservation Subdivision Review (attached)		23 - 28
11. Reports	11:00 AM - 11:45 AM	
11.1. Work Program Report (attached)		29 - 31
11.2. Applications Report (attached)		32 - 36
11.3. Bylaw Enforcement		
11.3.1. Briefing on Bylaw Enforcement Stats and Effectiveness of BVNs (attached)		37 - 37
11.4. Expense/Budget Reports		
11.4.1. Trustee and Local Expense Report (attached)		38 - 38
11.5. Adopted Policies and Standing Resolutions		39 - 39
11.6. North Pender LTC Web Page (attached)		40 - 42
for discussion		
11.7. Chair's Report		
11.8. Trustee Report		
12. Other Business	11:45 AM - 12:00 PM	
12.1. Upcoming Meetings		

- | | |
|--|---------------------|
| 13. Town Hall Meeting | |
| 14. Motion To Close Meeting | 12:00 PM - 12:30 PM |
| <p>THAT, pursuant to Section 90(1)(f)(g) of the Community Charter, the North Pender Island Local Trust Committee resolves to close the meeting to the public for the purpose of considering Adopting Minutes of February 28, 2013 In-Camera Meeting; and to consider Bylaw Enforcement litigation; and further that Islands Trust Staff and Recording Secretary Zorah Starr remain present.
(distributed under separate cover)</p> | |
| 15. Rise And Report | 12:30 PM - 12:35 PM |
| 16. Adjournment | 12:35 PM - 12:35 PM |

**Local Trust Committee
Minutes Subject to Approval By
the Local Trust Committee**

DRAFT

**MINUTES OF THE NORTH PENDER ISLAND
LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD ON THURSDAY, APRIL 25, 2013, AT 9:45 AM
PENDER COMMUNITY HALL (LOUNGE),
4418 BEDWELL HARBOUR ROAD,
NORTH PENDER ISLAND, B.C.**

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

REGRETS: none

There were seven (7) members of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:50 am.

2. APPROVAL OF AGENDA

2.1 Additions/Deletions

The proposed agenda was amended as follows:

- to add a new item 8.2 for correspondence from Sara Steil; and
- to add the sample "Sharing Our Shorelines" booklet to item 10.5.

The amended agenda was approved by consensus.

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 adoption

5.1.1 Minutes of February 28, 2013 Local Trust Committee Business Meeting

The February 28, Local Trust Committee meeting minutes had already been adopted.

5.2 Public Hearing Records and Community Information Meeting Notes

5.2.1 Notes of February 28, 2013 Community Information Meeting

The February 28, Community Information meeting Notes were received for information.

5.2.2 Record of February 28, 2013 Public Hearing

The February 28, Public Hearing Record was received for information. Barbara Grimmer was permitted to say that the comment attributed to Barry Mathias on page 2 of the Record was (she believed) made by herself.

5.3 Section 26 Resolutions-without-meeting

There had been Resolutions-without-meeting to cancel the March Local Trust Committee meeting and to approve the February 28, 2013 minutes.

5.4 Advisory Planning Commission/Task Force Minutes

None

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Planner Pickard reviewed the available Follow-up Action Report, noting that on item 1, she would send a letter confirming closure of the file.

7. DELEGATIONS

None

8. CORRESPONDENCE

8.1 B. Pendergast, Pender Island Vacation Accommodation Association Letter dated March 14, 2013 re: follow-up to registered letters

Regional Planning Manager (RPM) Kojima noted that the Islands Trust Director of Planning had responded to the B. Pendergast letter.

8.2 S. Steil, Pender Island Conservancy Association email dated April 20, 2013

Sara Steil had emailed and was invited to speak about the June 23, workshop to explore “Near-shore Marine Life: Whelks to Whales”. Trustee Steeves thanked Steil and the Pender Island Conservancy for their work, and suggested that their shoreline workshop information be posted on the Islands Trust website.

9. APPLICATIONS, PERMITS, AND REFERRALS

9.1 Solid Waste Management Plan

Planner Pickard reported that the CRD had jurisdiction over solid waste planning, and their regional plan was currently under review; it was therefore an opportune time to request consideration of policies addressing solid waste services for North Pender Island, and also (if desired by all islands) a future Southern Gulf Islands solid waste regulatory bylaw; appropriate land use zoning would need to be in place before the CRD would enact a bylaw to regulate solid waste operation and management here; and that the process could take years, so the current North Pender land use applications involving solid waste would still be under the Local Trust Committee.

The Trustees discussed the potential for useful solid waste planning here, which would involve local community and CRD consultation. It was noted that this would not commit the CRD to developing a solid waste regulatory bylaw.

Resolution NP-LTC-41-13

It was Moved and Seconded that the North Pender Island Local Trust Committee request Southern Gulf Islands Electoral Area Director David Howe to consider including North Pender Island in the review of the CRD Solid Waste Management Plan.

CARRIED

It was also agreed that the letter to David Howe (as per the above resolution) would be copied to the other Southern Gulf Islands Local Trust Committees.

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 North Pender Associated Islands Bylaw No. 189 (OCP Amendment)
Sidney Island

Planner Pickard confirmed that Bylaw No. 189 (to amend the Associated Islands Official Community Plan as it affects Sidney Island) was ready for final adoption.

Resolution NP-LTC-42-13

It was Moved and Seconded that North Pender Island Local Trust Committee Bylaw No. 189, cited as “North Pender Associated Islands Official Community Plan Bylaw No. 147, 2002, Amendment No. 1, 2011”, be adopted.

CARRIED

10.2 North Pender Associated Islands Bylaw No. 187 (LUB Amendment)
Sidney Island

Planner Pickard confirmed that Bylaw No. 187 (to amend the Associated Islands Land Use Bylaw as it affects Sidney Island) was ready for final adoption.

Resolution NP-LTC-43-13

It was Moved and Seconded that North Pender Island Local Trust Committee Bylaw No. 187, cited as “North Pender Associated Islands Land Use Bylaw No. 148, 2003, Amendment No. 1, 2011”, be adopted.

CARRIED

10.3 North Pender Island Bylaw No. 192 (OCP Amendment) Road Designation

Planner Pickard confirmed that Bylaw No. 192 (to amend the North Pender Island Official Community Plan to include road designations for the Magic-Ferry cycling and walking route, and Car Stops) was ready for final adoption.

Resolution NP-LTC-44-13

It was Moved and Seconded that North Pender Island Local Trust Committee Bylaw No. 192, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2012”, be adopted.

CARRIED

10.4 National Marine Conservation Area

Regional Planning Manager (RPM) Kojima reviewed the April 16, 2013 Staff Report about the new National Marine Conservation Area (NMCA), commenting that Parks Canada had proposed excluding the commercial marinas at Otter Bay, Thieves Bay, and Browning Harbour, along with 200-metre buffers around their tenures; that the NMCA proposal did not take into account eelgrass mapping within those areas; that the proposal also included public docks within the NMCA, even though their impact was similar to the marinas; that areas excluded from the NMCA would remain under Local Trust Committee jurisdiction; and that there was also the issue of appropriate public consultation.

The Trustees discussed their options, including the pros and cons of the Local Trust Committee retaining jurisdiction over the three commercial marinas and a buffer zone.

Trustee Hancock noted that Parks Canada would have much greater science-based and financial resources to manage environmental impacts (e.g. protecting eelgrass, removing derelict vessels, etc.).

The Trustees also felt that Parks Canada should do the public consultation with marina tenure holders, to explain what was being proposed for the NMCA.

Resolution NP-LTC-45-13

It was Moved and Seconded that the North Pender Island Local Trust Committee recommend to Parks Canada that private marina tenures not be excluded from the National Marine Conservation Area.

CARRIED

10.5 Shoreline Project

RPM Kojima handed out the initial, low-resolution version of the “Sharing Our Shorelines” education booklet, prepared by consultant Ramona de Graff as part of Phase 1 of the Local Trust Committee’s Shoreline Project. He also reviewed the Memorandum dated April 26, 2013, and asked about follow-up.

The Trustees gave very favourable feedback about the new booklet, and then supported Trustee Hancock’s suggested list of potential activities for Phase 2 of the Shoreline Project, including: re-hire Ramona de Graff to adapt the booklet for students and do a school presentation (possibly in June and to include a poster contest), plus a community workshop in the fall as part of at Stewardship Day; prepare a PowerPoint of “Sharing Our Shorelines” for presentations and web posting; ask GIS Staff to create a shoreline map for the public, identifying shoreline types, and areas accessible by the public; produce a brief brochure combining shoreline and Green Shores methods, and mail it to waterfront owners to invite them to the fall shoreline workshop at Stewardship Day; and print 1,000 of the longer booklet.

Trustee Hancock said that he would contact the School, and RPM Kojima said that he would follow-up on the remaining steps described above, which he felt could be done within this year’s \$5,000 budget for the Shoreline Project.

11. REPORTS

11.1 Work Program Reports

11.1.1 North Pender Island Local Trust Committee Work Program

Resolution NP-LTC-46-13

It was Moved and Seconded that the North Pender Island Local Trust Committee amend Top Priority 1 of the Work Program (“Shoreline Development Review”) by deleting “Development” in the Description, and by listing under Activity the potential activities reviewed at the April 25, 2013 Local Trust Committee Meeting.

CARRIED

It was further suggested that Top Priority 2 of the Work Program (National Marine Conservation Area) be removed after Staff had written to Parks Canada about the issue of exclusion areas. Regarding Top Priority 3, (LUB Amendments related to subdivision and roads), Trustee Hancock had prepared a motion and a list of potential activities that focused on applying “conservation planning principles” to subdivision, to minimize potential development impacts on watershed lands, farmland, habitat and rural view corridors. The Trustees supported this orientation, including potential activities such as: identifying natural and cultural values on land with multi-lot subdivision potential; holding a community workshop/design charette on Conservation Subdivision Principles; considering road standards to minimize road width and ecosystem fragmentation; engaging owners of large lot parcels subject to future subdivision; and having Staff come back with some project scope suggestions regarding the foregoing.

Resolution NP-LTC-47-13

It was Moved and Seconded that the North Pender Island Local Trust Committee amend Top Priority 3 of the Work Program by deleting the current Description and replacing it with “Conservation Subdivision Review”, and by deleting the Activities column and replacing it with wording that reflects the potential activities discussed above by the Local Trust Committee.

CARRIED

11.2 Applications Report

11.2.1 North Pender Island Applications Report

Planner Pickard reviewed the Applications Report.

Regarding the Twa subdivision Trustee Steeves was concerned about the lack of progress by the Applicant and the need for Development Permit Area compliance.

11.3 Bylaw Enforcement Report

It was noted that the Bylaw Enforcement Coordinator was on leave, with a Contractor replacement. Chair Luckham had some information about Grimmer Bay debris, which he was going to forward to the other Trustees.

11.4 Expense/Budget Reports

11.4.1 Trustee and Local Expenses Report

Presented for information

11.4.2 Local Trust Committee Budget 2012/2013

Presented for information

It was noted that Staff were drafting a new Local Trust Committee Budget based on last year's figures (to be reviewed at the next meeting).

11.5 Adopted Policies and Standing Resolutions Report – for information

11.6 North Pender LTC Web Page

Some changes to the web page were suggested to Planner Pickard.

11.7 Chair's Report

Chair Luckham said that the Executive Committee was preparing for the June Trust Council Meeting on Mayne Island.

11.8 Trustee Reports

Trustee Steeves commented he was no longer on the Executive of the Association of Vancouver Island Coastal Communities (AVICC), but he had succeeded in getting a resolution passed to support overhaul of the Mineral Tenures Act; the provincial Ministry was considering the request to reserve the Islands Trust area from mining activities; and that there had recently been a very successful Pender visit by the BC Lieutenant Governor.

12. OTHER BUSINESS

12.1 Upcoming Meetings

12.1.1 Next Local Trust Committee Business Meeting

The next Local Trust Committee Business Meeting was scheduled for Thursday, May 30, 2013 (9:45 am, Community Hall Lounge).

12.2 Renewable Energy Technologies in the Trust Area

The Local Planning Committee had circulated a memorandum and report, to make Local Trust Committees aware of the implementation options for ocean loop geo-exchange systems and their status in the Local Trust Areas.

12.3 North Pender Island Annual Report

Staff had drafted a one-paragraph Local Trust Committee Annual Report, as required for the provincial Minister.

Trustee Steeves suggested greater detail in future.

There was a consensus to add the following after the second sentence of the second paragraph: "The Local Trust Committee passed resolutions asking the Executive Committee to write to the Ministry of Energy, Mines, and Natural Gas Resources, seeking the reservation of the Islands Trust Area from mining activity under the Mineral Tenures Act."

Resolution NP-LTC-48-13

It was Moved and Seconded that the North Pender Island Local Trust Committee approve the Annual Report submission, as amended.

CARRIED

12.4 BC Hydro Submarine Cable Installation Project Referral

Planner Pickard reported BC Hydro was looking at installing another submarine power cable between Salt Spring and Pender Island, potentially near the Port Washington Dock; she had sent them various information, including development permit areas and eel grass mapping; this project was in the early stages, and BC Hydro would keep us informed.

12.5 Mining Situation

Trustee Steeves reported that after the Islands Trust Chair wrote to the Minister of Mines, they responded that the Chief Gold Commissioner was working on options to reserve the Islands Trust Area from mining activity. A further email was received today, which was somewhat reassuring but without a commitment.

Resolution NP-LTC-49-13

It was Moved and Seconded that Staff be directed to complete, on behalf of the North Pender Island Local Trust Committee, the BC Chief Gold Commissioner's form for reservation of lands in the North Pender Island Local Trust Area under the Mineral Tenure Act, and that Staff submit the form to the Chief Gold Commissioner's office immediately after the appointment of the new Minister of Mines following the May 14, 2013 provincial election.

CARRIED

13. TOWN HALL MEETING

Sara Steil commented re: the Harbour Hills subdivision, she believed the developer was familiar with subdivision processes; that re: exclusions from the National Marine Conservation Area, she suggested making the other Local Trust Committees aware of the North Pender position; that re: the "Sharing Our Shorelines" booklet, the Pender Island Trust Protection Society would like copies for their landowner welcome packages; that PICA appreciated Local Trust Committee support for their workshops; that the June 23, event on "Near-shore Marine Life: Whelks to Whales" was going to involve children; and that the recent John Readshaw workshop confirmed how short-lived many forms of shoreline hardening were.

Trustee Hancock concurred about the fragility of shoreline structures, noting some large new decks on the Craddock bluffs which seemed likely to come down, and which appeared to encroach into the setback from the sea (to be reported to the Planner).

Trustee Hancock also noted that the Islands Trust Fund and NAPTEP (Natural Area Protection Tax Exemption Program) were going to be present at the August 24, Fall Fair, so they needed to book display space (Chair Luckham to pass this on).

14. ADJOURNMENT

The meeting was adjourned by consensus at approximately 1:35 pm.

RECORDER

CHAIR



Follow Up Action Report w/ Target Date

North Pender Island Nov-25-2010

No.	Activity	Responsibility	Target Date	Status
1	Item 10.1 - NP-DVP-2010.3: approve amended permit in principle but issue after confirmation of building permit has been issued Sept 19/12 - Planner to contact applicant and/or building inspection to determine status (done 10/10/12 and 3/1/13)	Kathy Jones Andrea Pickard	Oct-24-2012	On Going

Jul-28-2011

No.	Activity	Responsibility	Target Date	Status
2	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 existing 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
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3 Item 11.6: Trustee Hancock will undertake updating 'Buying Property on North Pender...' brochure for spring 2013

Ken Hancock

Jan-31-2013

On Going

Feb-28-2013

No.	Activity	Responsibility	Target Date	Status
4	Item 9.3 - NP-RZ-2012.2 Clam Bay: proceed with application and bring forward a supplemental staff report when outstanding issues are clarified	Kim Farris	Mar-28-2013	On Going

Apr-25-2013

No.	Activity	Responsibility	Target Date	Status
5	Item 5.2.2 Public Hearing Record: amend page 2 to change the name Barry Mathias to Barbara Grimmer	Sharon Lloyd-deRosario	May-30-2013	Done
6	Item 8.2 Correspondence PICA: post on web and circulate to subscribers	Kathy Jones	May-30-2013	Done
7	Item 9.1 Solid Waste: request Director Howe to consider including NPI in the review of the CRD SWMP	Andrea Pickard	May-30-2013	Done
8	Item 10.1: LTC adopts Bylaw 189	Kathy Jones	May-30-2013	Done
9	Item 10.2: LTC adopts Bylaw 187	Kathy Jones	May-30-2013	Done
10	Item 10.2: LTC adopts Bylaw 192	Kathy Jones	May-30-2013	Done
11	Item 10.4 NMCA: staff to recommend to Parks Canada that the private tenures not be excluded	Robert Kojima	May-30-2013	Done
12	Item 10.5 Shoreline Project: bring cost estimates for developing a school/community workshop (for June) and tri-fold brochure (for August) for the LTC's consideration. Also initiate development of a powerpoint and compiled map of shore features inhouse. Proceed with printing of a 1000 copies of the brochure.	Robert Kojima	May-30-2013	On Going
13	Item 11.1 Work Program: update the activities for the shoreline review to reflect four actions decided at the LTC meeting	Andrea Pickard	May-30-2013	Done
14	Item 11.1 Work Program: change item 3 to be Conservation Subdivision Review and the activities to reflect the actions discussed at the meeting	Andrea Pickard	May-30-2013	Done

15	Item 11.6 Webpage: remove the Sidney Island Bylaw review information, add the letter from Exec Committee and the Ministry response on the mining issue, move or delete items from Oct 2012 or earlier, create link for Trustee Newsletters (like the Pender Post Reports)	Kathy Jones	May-30-2013	Done
16	Item 12.3 Annual Report: amend the report to include a sentence on mining and forward as amended	Robert Kojima	May-30-2013	Done
17	Item 12.5 Mining: staff to submit the applicable form to the Chief Gold Commissioner requesting a reservation from mineral claims for the NPI Local Trust Area immediately after the May elections and appointment of Ministers - follow up discussion at next LTC meeting	Andrea Pickard	May-30-2013	On Going



Local businesses working together to support and promote each other and Pender Island

Box 123, Pender Island, British Columbia V0N 2M0

www.penderislandchamber.com

travel@penderislandchamber.com

Via email

April 30, 2013

North Pender Island Local Trust Committee

The Pender Island Chamber of Commerce represents over 100 businesses that have a keen interest in maintaining our Islands as a vibrant sustainable community. A very vital component has always been tourism, including short term vacation rentals (STVRs) that provide affordable accommodations for visiting families.

We are writing this letter as a follow up to the community petition recently submitted to the North Pender Local Trust Committee (NPLTC) requesting that STVRs be a permitted subject to reasonable regulations. It is our understanding that the NPLTC dismissed this petition without seeking community input and we are asking that you reconsider your action.

In 2011, the Chamber Executive was becoming aware of the negative effects that the loss of STVRs was having on our businesses. We asked to have a meeting with the NPLTC to discuss the economy of the island, including vacation rentals. We were not successful in our attempts to have an open dialogue with you but, as you can see, the issue still remains and STVRs appear to be gathering considerable community support.

Tourism is arguably the most vital component of our island's economy. Key to its sustainability are the vacation rentals that serve a particular type of visitor – mainly families with children and pets. These visitors spend money in our restaurants, grocery stores, shops and artisan galleries. This type of accommodation also provides employment in our community – house cleaning, landscaping services, property maintenance, property checks and the trades who keep the properties in prime condition. In recent years, its loss has had created a negative halo effect for many wage earners and businesses and the impact on them has been substantial.

The petition presented to the NPLTC contained approximately 600 signatures, which represents a significant portion of the community who support vacation rentals. The petition also recommended regulations similar to those for other types of accommodation in residential zones to address concerns relating to this type of use. We think this subject deserves further thoughtful deliberation. We ask that you reconsider your position and bring this issue forward to our community for discussion.

STVRs have operated successfully on South Pender Island for many years as a permitted use with complete community harmony. We feel that the same success can be achieved on North Pender Island. We look forward to hearing from you.

The Board of the Pender Island Chamber of Commerce

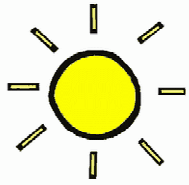
c. South Pender Island Local Trust Committee

Sheila Malcolmson, Chair, Islands Trust Council

Hon. Murray Coell, MLA North Saanich & the Gulf Islands

Hon. Bill Bennett, Minister of Community, Sport & Cultural Development

Pender Island Chamber Members



PENDER COMMUNITY TRANSITION (PCT)

** a cooperative alliance for a brighter future **

www.pendercommunitytransition.ca

Coordinator: Zorah Staar, info@pendercommunitytransition.ca
6612 Harbour Hill Drive, Pender Island, BC, V0N 2M1

May 15, 2013 (by email)

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
(Trustees Gary Steeves, Ken Hancock & Chair Peter Luckham) and
SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE
(Trustees Elizabeth Montague, Mike Jones & Chair Ken Hancock)
c/o Island Planner Andrea Pickard (to apickard@islandstrust.bc.ca)

Dear Trustees and Planner:

RE: PENDER COMMUNITY TRANSITION (PCT) REQUEST FOR 2013-2014 FUNDING SUPPORT FROM PENDER LTC'S

On February 18, 2013, Pender Community Transition provided our final report for the fiscal year ending March 31, 2013, regarding the \$600 of Local Trust Committee support provided for that period. Now we are writing again, to tell you about our plans for the fiscal year beginning April 1, 2013, and to ask if the Pender Local Trust Committees would once again support PCT by purchasing a series of reports on our activities during this upcoming period.

For the 2013-14 year, PCT plans to continue our focus on the key community transition issues of **energy, food growing, economic relocalization**, and **community spirit**. This is to help our community respond to worldwide challenges (climate change, the end of "easy" oil, global financial instability, etc.), by becoming more sustainable and also more locally resilient. We consider this PCT mission to be highly complementary to the Islands Trust "preserve and protect" mandate and policies, in particular the Trust's work on climate change, local food security, and other aspects of community resilience and sustainability.

Pender Community Transition has been very successful with 3 years of workshops, events, and projects, most of which have focussed on one key issue at a time (e.g. an Energy Action Day). Now we believe that the best way we can serve our North and South Pender community is by addressing multiple key issues at once, with 2 new capacity-building projects, namely:

1. Reaching out into our community with a **Sustainable & Resilient Neighbourhoods Program** (i.e. 3 inspiring and useful central workshops, 20 neighbourhood workshops with the first 20 interested areas, and then support for follow-up action); and
2. creating a **Pender Island Hub (PIH) for Local Resilience & Sustainable Enterprise**, i.e. a drop-in, gathering, and workshop space at Hope Bay, for support and cooperation between interested Pender non-profit groups, as well as supporting greater Pender resilience, sustainability, new social enterprise, other sustainable enterprise, community-building, and more! **(SEE ATTACHED SUMMARIES FOR DETAILS)**

The space for the **Pender Island Hub** is initially planned to be shared with the new **FELÁNET** Centre for Innovation & Peace, with the Hub having more of a focus on practical local Pender support, resilience, and sustainability. However, the foregoing issues are all closely connected.

Our Pender neighbourhoods also need to be more closely connected and cooperative! (neighbour-to-neighbour, and at the community level). Therefore, the Hub is intended to be one of the follow-up resources for the **Sustainable & Resilient Neighbourhoods Program**.

Finally, our Trust Area islands are very similar, and the Pender Island Hub is intended to facilitate cooperation with them as well. Pender Community Transition has been working closely with the new Southern Gulf Islands Economic Development Commission on all of the foregoing developments, and we will continue to do so.

We have already received a CRD Grant-in-Aid, which has been supporting our initial work on the Neighbourhood and Hub proposals, and which will support at least 3 central workshops in any event. However, we know we can do more, and so our next step is to complete a Vancity grant application, and then follow up with other funding sources. In the interim, having another year of LTC support would be incredibly helpful, for us to know we can move forward. For example, a percentage of local grants are required for any application to Vancity.

We respectfully ask that the Pender Local Trust Committees commit \$600 of funding for the purchase of ongoing reports, regarding Pender Community Transition activities for the year beginning April 1, 2013. This could include \$400 from North Pender and \$200 from South Pender.

I invite you to contact me if you need more information. You can also see the PCT website at www.pendercommunitytransition.ca. Thank you for your consideration of this request. Thank you also for all the energy and expertise that you have already been devoting, as Trustees, to many of the same key community issues as discussed above.

Sincerely,

Zorah Staar

PCT Coordinator, Phone: (250) 629-3825

Email: info@pendercommunitytransition.ca

PENDER COMMUNITY TRANSITION – 4th year Project Descriptions: For the 2013-14 year, we'll continue to focus on the key transition issues of **energy, food growing, economic relocalization, and community spirit**. This is to help our community respond to worldwide challenges (climate change, the end of "easy" oil, global financial instability, etc.), by becoming more sustainable and also more locally resilient. Going beyond one-issue workshops, we now intend to address multiple key issues at once, with 2 new capacity-building projects. This is by seeking funding to reach out into our community with a **Sustainable & Resilient Neighbourhoods Program**, and also to create a **Pender Island Hub (PIH) for Local Resilience & Sustainable Enterprise** (see below).

PCT is very grateful to the community members and groups who support us, and our main funders to date: the CRD, Pender Local Trust Committees, Vancity, Greenangels, and Southern Gulf Islands Economic Development Commission. We'll be happy to confirm our 4th year activities once funding is confirmed. In the interim, you are invited to go to www.pendercommunitytransition.ca, email info@pendercommunitytransition.ca, or call PCT Coordinator **Zorah Staar (250-629-3825)**, to learn more and express interest in the proposed projects below!

1. SUSTAINABLE & RESILIENT NEIGHBOURHOODS PROGRAM

North and South Pender have about 2,500 permanent residents, divided into 86 neighbourhoods. PCT has connected with 200+ Penderites interested in community transition (e.g. who've attended a workshop on an issue). Now we propose to reach further, by **going out into interested neighbourhoods**. This is to co-host (along with a neighbourhood rep) an informal, initial neighbourhood workshop, and then to support follow-up gatherings where possible. This is for fun learning and connection, positive behaviour shifts, and capacity building, on these issues:

- a. talking about sustainability & local resilience: why it's important for communities, neighbourhoods, our Earth
- b. sustainable energy use & environmental behaviour change (e.g. home energy audits? renewables, conservation)
- c. growing secure & sustainable food, e.g. options like winter gardening, neighbour cooperation on growing, etc.
- d. increasing sustainable purchasing & buying local, to build a greener economy, & support greater local capacity
- e. building community spirit, e.g. some neighbours gathering for the first time! creating trust and new cooperation
- f. identifying & building neighbourhood resources, i.e. skills to exchange, things to share, emergency & other help
- g. useful follow-up for each neighbourhood & participant, including identifying & connecting with community resources

A key tool will be a Pender-specific "**Neighbourhood Guidebook to Greater Sustainability & Local Resilience**", to be developed in consultation with other groups. We plan to deliver 3 inspiring and useful central workshops, 20 neighbourhood workshops (as above) with the first 20 interested areas, and then follow-up support. This could include the new Pender Island Hub (see 2. below), inter-area cooperation, and more. We'd love to "Penderize" what's been successful elsewhere (e.g. UK's "Transition Streets" & Victoria's "Building Resilient Neighbourhoods").

2. PENDER ISLAND HUB (PIH) FOR LOCAL RESILIENCE & SUSTAINABLE ENTERPRISE

Pender has no space (like a Hub) to support greater sustainability and local resilience (i.e. no drop-in, non-profit, community development space). We have 40+ non-profits, but only 2 with public offices, and all are struggling for resources. We're a mix of retirees (some well off), and younger families/folks (many low-income) straining to earn enough to stay here, so we can keep our community and economy alive. PCT did a February "Innovation & Social Enterprise" event, plus follow-up. Our conclusion: a powerful way to meet the above needs and build capacity is a **Pender Island Hub (PIH) for Local Resilience & Sustainable Enterprise**, which could provide:

- a. a drop-in, gathering, & workshop space, for learning & cooperation to increase sustainability & local resilience (including sustainable energy, secure and sustainable food, encouraging environmental behaviour change, etc.)
- b. not-for-profit sector support: for sector networking, resource sharing (space, equipment, services), pamphlets/PR
- c. expanding social enterprise: space for co-innovation, incubation & support of new sustainable social enterprises
- d. supporting green economy: rentable co-work space for other sustainable enterprises (e.g. without start-up funds)
- e. Sustainable & Resilient Neighbourhoods: follow-up to 1. above, inviting further connection & cooperative action
- f. non-monetary enterprise: supporting local exchange, informal co-ops, other innovations to increase local capacity
- g. community spirit: building the connections & trust needed to transition into real community sustainability & resilience
- h. inter-community cooperation: a model & a vehicle for cooperation with neighbouring islands, First Nations & others

PCT is seeking funding to establish the Pender Island Hub at the Hope Bay commercial centre, i.e. to "incubate" the Hub, so it may further develop the useful services and resources to sustain itself. We plan to share space with the Gulf Islands' new FELÁNET Centre for Innovation & Peace. We also intend for the Pender Island Hub to inspire others, and to facilitate inter-community cooperation, which we all need for our sustainability and resilience!



Islands Trust

BYLAW REFERRAL FORM

Island: Mayne Island Bylaw No.: 158 Date: May 16, 2013

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw will be held on June 26, 2013.

APPLICANTS NAME / ADDRESS:

Mayne Island Local Trust Committee

PURPOSE OF BYLAW:

To amend Mayne Island Land Use Bylaw No. 146 by relieving boundary adjustment subdivisions from the proof of potable water requirements if: there would be no increase in density or intensity of use beyond what was permitted before the boundary adjustment took place; and provided that that all of the lots subject to the boundary adjustment have an established supply of water.

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

NA

SIZE OF PROPERTY AFFECTED:

NA

ALR STATUS:

OFFICIAL COMMUNITY PLAN DESIGNATION:

OTHER INFORMATION:

See staff report dated March 15, 2013 attached.

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

(Signature)

Name: Gary Richardson

Title: Island Planner

This referral has been sent to the following agencies:

Federal Agencies

Provincial Agencies

Ministry of Transportation and Infrastructure

Non-Agency Referrals

Regional Agencies

Capital Regional District (Building Inspection)
Vancouver Island Health Authority

Adjacent Local Trust Committees and Municipalities

Saturna Island Local Trust Committee
North Pender Island Local Trust Committee
Galiano Island Local Trust Committee

PLEASE TURN OVER →

BYLAW REFERRAL FORM RESPONSE SUMMARY

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

(DO NOT FILL OUT BEYOND THIS SECTION – REFERRAL AGENCY WILL COMPLETE SECTION)

Mayne Island

(Island)

No. 158

(Bylaw Number)

(Signature)

(Name and Title) Please Print

(Date)

(Agency)

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 158

A BYLAW TO AMEND MAYNE ISLAND LAND USE BYLAW NO. 146, 2008

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

- A. Schedule A of Bylaw No.146, cited as “Mayne Island Land Use Bylaw No 146, 2008” is amended as follows:
- (1) Section 8.11 is amended by adding a new Subsection 8.11(7) as follows:
- “8.11(7) An applicant is not required to fulfill the requirements of subsections 8.11(1) for boundary adjustment subdivisions provided that: there would be no increase in density or intensity of use beyond what was permitted before the boundary adjustment took place; and that all of the lots subject to the boundary adjustment have an established supply of water.”
- B. This bylaw may be cited for all purposes as the “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2013”.

READ A FIRST TIME THIS	27th	DAY OF	March	20 13
PUBLIC HEARING HELD THIS		DAY OF		20
READ A SECOND TIME THIS		DAY OF		20
READ A THIRD TIME THIS		DAY OF		20
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS		DAY OF		20
ADOPTED THIS		DAY OF		20

DEPUTY SECRETARY

CHAIRPERSON



STAFF REPORT

May 22, 2013

File No.: Conservation
Subdivision Review

To: North Pender Island Local Trust Committee
For the meeting of May 30, 2013

From: Andrea Pickard, Island Planner

CC: Robert Kojima, Regional Planning Manager

Re: Conservation Subdivision Review

Preliminary Report

The North Pender Island Local Trust Committee (LTC) has identified conservation subdivision review as a top priority in your work program. The purpose of this report is to present a draft scope and timeline that would form the basis for a project charter.

Project Overview

The LTC needs to clarify what the overall goal of the project is. Based on discussion at the last LTC meeting staff propose that the overall goal of the project be:

To encourage property owners to apply a conservation approach for the design and layout of future subdivisions to minimize adverse impacts from development.

Project objectives could include:

- Foster a community conversation about conservation subdivisions and engage the community to identify and prioritize ecological and cultural values for protection.
- Advance a conservation approach to subdivision by reviewing existing subdivision regulations and policies and considering new regulatory options with a priority on larger lots with significant subdivision potential.
- Strive to create compact, energy efficient communities as committed to in the BC Climate Action Charter and the OCP.
- Embrace opportunities and reduce barriers for new subdivisions to become part of, and contribute to, creating a sense of community.

The LTC should confirm if this is satisfactory or provide further direction on the project goal and objectives.

At the previous meeting the LTC generally agreed to a four step approach: identify the natural and cultural features to be prioritized for protection, conduct community consultation and education about applying a conservation approach to subdivision design, review road

standards/regulations, and engage targeted property owners with subdivision potential. Staff is recommending that the four points be expanded to form the basis of a project charter as outlined below. Based on the decision of the LTC staff will report back to the LTC with a draft project charter for your endorsement.

Project Background

The LTC adopted regulations implementing lot clustering as an option in 2009 although it has not yet been applied in practice. Both lot clustering and conservation subdivisions have the potential to maximize open space to be preserved from development without reducing density. Conservation subdivisions have the potential to take the concept of lot clustering even further by focusing the objectives of the layout on the values to be preserved rather than solely reducing the development footprint and costs. Therefore key to the process is identification of the values to be protected, which may be ecological, topographical, cultural, archaeological, aesthetic, etc.

Furthermore, conservation areas within one subdivision plan should also interconnect with adjacent lands to create a network of protected lands; therefore, resources such as the Regional Conservation Plan and Parks Master Plan should be considered when identifying valued features.

A conservation subdivision approach should apply the following stages:

1. Background stage – understand/assess the local context, mapping of features, prioritize objectives, and integrate the information.
2. Design stage – identify all potential conservation areas, locate the house sites, design connecting roadways and trails, identify lot lines.

At the design stage the process would be to identify the areas to remain free of development first, then identify potential building sites, followed by access routes, then finally future lot lines are added.

Implementing a conservation approach could utilize a range of regulatory options; however, the decisions on which options the LTC will want to apply in order to implement a conservation approach would not be anticipated to occur in the process until after community consultation has happened.

The LTC should also keep in mind that the authority to approve subdivision is that of the Approving Officer. In rural areas of BC both the Approving Officer position and subdivision process is under the Ministry of Transportation and Infrastructure (MoTI). Approving Officers are statutory decision makers with regards to accepting or rejecting subdivision plans; they would take into consideration both the Official Community Plans and Land Use Bylaws in the approval process. Therefore, it is crucial for any application or subdivision requirements to be explicitly identified in local bylaw.

Project Scope and Timeline

Key steps in the project guiding the scope and timeline are:

1. Determine the overarching guiding principles for conservation subdivision policies, i.e; what are the vision and key goals?

2. Identify the features and values to be addressed in design layout using:
 - Existing mapping for many aspects of the baseline mapping such as sensitive ecosystems, watercourses and steep slopes.
 - Other features that may require more refined mapping or other mapping sources include: watershed recharge areas, features identified in the Trust Fund Regional Conservation Plan, key forest stands or ridge lines, viewsapes, and key wildlife corridors, overwintering, or breeding grounds.
 - Identify other sources of information and features such as: Conservation Data Centre habitat and species mapping, sun exposure/sun angle mapping, presence of invasive or noxious species, soil suitability mapping etc
 - Assessing the vulnerability of the identified features and their priority and suitability for protection.
3. Preparation of background materials or a discussion paper for engagement purposes.
 - To include a review of updated subdivision potential map.
 - More detailed review to focus on larger properties where subdivision into 3 or more new lots is possible.
4. Community engagement:
 - Review examples of conservation approach, possible guest speakers.
 - Discuss potential impacts on neighbouring properties.
 - Input to prioritize values and features to be protected.
 - Targeted stakeholder engagement with owners of large lots to consider alternative approaches and the benefits of a conservation approach.
5. Review existing policies and regulations.
 - Note: although a review of roadway standards was identified as a single issue at the last meeting staff recommends the scope be expanded to capture other regulated aspects.
 - Review to assess how current regulations support, or are barriers to, implementing a conservation approach rather than a general, technical review of the regulations.
 - OCP policies
 - Subdivision servicing regulations.
 - Zoning.
 - Existing DPA.
6. Consider policy and regulatory options to implement a conservation approach to subdivision for larger lots, such as:
 - Updated park land dedication mapping and/or policies.
 - Consider amendments to subdivision regulations
 - Consider new development permit area for large lots.
 - Consider zoning amendments of large lots.
 - Consider regulations to require lot clustering under specified criteria.
 - Consider policies to permit density transfer with specified criteria.
7. Engage with targeted 'technical' stakeholders (developers, designers, surveyors)
 - Consider options to streamline conservation subdivision applications

8. Implement regulatory and bylaw changes.

Not considered within the scope of the project at this time are:

- New or additional mapping resources.
- Change in maximum lot potential (as based on minimum and average lot areas).
- Amending the road standards agreements between Islands Trust and MOTI.
- A general technical review of the subdivision regulations as they affect smaller subdivisions that would result in only one or two additional lots.

Timeline

Deliverable / Milestone	Target Timeline
Identify project goals and objectives, refine scope and timeline	May LTC
Endorse project charter	June LTC
Technical review of current subdivision potential – update data	May - June
Identify key features to guide development pattern and develop mapping – using general concepts and existing mapping	May - Sept
Engage community: • Preparation of background materials • Consider guest speaker • Workshop approach for input, multiple CIMs	July - Sept
Engage targeted stakeholders large lot owners	Aug - Oct
Consider existing subdivision regulations • Road standards • Servicing requirements	Sept - Dec
Consider policy and regulatory options	Dec - Jan
Bylaw amendment process including agency referral	Feb -Apr

Project Budget

The available budget is \$5,000, a general breakdown of costs is:

Community Information Meeting - separate day from LTC meeting - Multiple weekend CIMs may be expected - Additional CIMs during LTC meetings economical option when appropriate	\$500-600
Extra advertisement for a Community Information Meeting	\$500
Guest speaker for CIM/engagement	\$1000
Targeted stakeholder meetings/ workshops	\$300
Public hearing	\$1,000 - \$1,500
Newsletter or special mail-out	\$200-400

Project Communications

As with all LTC projects amending the OCP, First Nations with asserted aboriginal rights in the North Pender Local Trust Area will be included in the referral process.

In addition to other government bodies and agencies that would be typically included in the bylaw referral process, targeted community consultation would include the following stakeholders.

Stakeholder	Represented by	Interests, expectations, concerns
Large lot property owners	Individual owners	- Perceived loss of development potential - Unnecessary or onerous requirements - Unique marketing opportunities
Neighbourhoods near large lots with subdivision potential	Neighbouring property owners	Impacts on local aesthetics, park and trail options, local environmental degradation, reduced potential impacts of ground or surface waters
Surveyors/consultants	BC Land Surveyors, consulting firms	Clear, unambiguous regulations and requirements
Ministry of Transportation and Approving Officer	Saanich Area Office Staff	- Impacts to subdivision process, application requirements - Statutory responsibility of Approving Officer role - Need for clear bylaws and regulations, and identified public interest
CRD Building and Fire Services	CRD Staff	Ensuring protection of minimal standards for access and servicing requirements
CRD Parks	PIPRC Regional Parks Staff	Obstacles or opportunity to advance park land acquisition, expanding trail networks
Service providers	Improvement districts or other local service area operators	Changes in service demands or other impacts.
Community organizations	Neighbourhood associations Realtors PICA MAPs	- Local values and impacts - Obstacles or opportunity to advancing other mandates/interests
General public		

Next Steps

The LTC should provide direction to staff regarding the proposed project outline; staff will prepare a project charter document for the LTC's endorsement at a subsequent meeting.

RECOMMENDATIONS:

THAT the North Pender Island Local Trust Committee agrees to the project scope and timeline for a Conservation Subdivision Review project as presented in the staff report dated May 22, 2013 and further directs staff to prepare a draft project charter for the committee to consider.

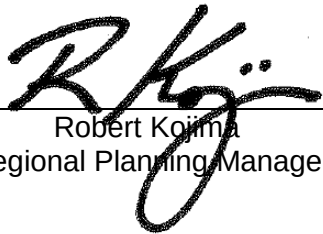
Prepared and Submitted by:



May 22, 2013

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

May 22, 2013

Date



Islands Trust

Print Date: May-22-2013

Top Priorities

North Pender Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Shoreline Review	• develop school/community workshop • develop tri-fold brochure • develop powerpoint from materials • develop compiled map of shore features	Sep-22-2011	Andrea Pickard		On Going
2	Conservation Subdivision Review		Feb-28-2013			On Going



Projects

North Pender Island

No.	Description	Activity	Received/Initiated	Status
1	Climate Change Adaptation and Community Resilience	Review available baseline data and consider policy and regulatory land use changes to address climate change adaption and community resilience	Jan-22-2009	On Going
2	Agricultural Projects	Consider implementing agricultural initiatives identified in OCP, including an Area Farm Plan	Jan-22-2009	On Going
3	Other OCP projects:		Jan-22-2009	On Going
	1. View corridor review			
	2. Parks and Conservation area review			
	3. Pedestrian and Cycle paths			
	4. Groundwater protection strategy			
	5. Include advocacy policies for ultra vires regulations removed from the LUB (commercial airstrips, private marinas, use of personal watercraft)			
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 • ferry terminal zoning • review of commercial (C1) zoning • incorporate TUP's into zoning • landscape screening review • review of marine zoning regulations in conjunction with overall shoreline development review	Mar-22-2012	On Going

- 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	Jun-28-2012	On Going
9	LUB/OCP Amendments Related to Roadway and Transportation Initiatives	Sep-20-2012	On Going

options to address situations where construction work has occurred without the required permits or approvals

- NZEV designation
- Level 2 Charging Stations
- Additional Car Stop Locations
- Additional Bicycling-Walking Routes
- Heritage Roads
- Related policy and regulatory options



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

Board of Variance

File Number	Applicant Name	Date Received	Purpose
NP-BOV-2013.1	Aronowicz c/o Paul Brackstone	May-10-2013	1117 WALDEN RD to vary the setback to the natural boundary of the sea
Planner: Andrea Pickard			

Planning Status

Status Date: May-14-2013

Sent letter of acknowledgment of receipt of fees and application to applicant. Forwarded to Planner

Status Date: May-13-2013

Applicant sending a letter of authority recognizing him the acting agent for this application along with owner's signature.

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			

Rezoning

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2012.1	Michael and Anne Burdett	Nov-09-2012	Waste transfer/sorting facility with commercial recycle & composting
Planner: Andrea Pickard			
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	Nov-27-2012	To rezone to permit clustered residential uses and remove agri-tourism accommodation uses
Planner: Kim Farris			
Planning Status			
Status Date: Feb-19-2013			
staff report completed			
Status Date: Jan-07-2013			
site visit			
Status Date: Nov-28-2012			

Application forwarded to Planner and copies sent to Trustees.

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 debri, sorting & recycling & transfer of materials & garbage) and future buildings for storing recycled materials and possibly an in vessel composter.

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

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 Planner: Kim Farris	May-16-2011	4606 OAK RD & 4602 OAK RD Boundary adjustment

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 Planner: Kim Farris	Sep-02-2011	application to subdivide Parcel K (DD50314-i) into two fee simple lots. Separated by the dedication of Clam Bay Road

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-2011.3	Strongitharm Consulting Ltd	Nov-09-2011	Boundary adjustment

Planner: Kim Farris

Planning Status

Status Date: Apr-29-2013

Request for file status emailed to applicant.

Status Date: May-02-2012

PLA received

Status Date: Dec-06-2011

response sent to MOTI

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: Apr-11-2013

PLA received from MOTI

Status Date: Feb-26-2013

fees received, SD review drafted

Status Date: Jan-07-2013

site visit

ISLANDS TRUST BRIEFING

Date: May 21, 2013

TOPIC: Effectiveness of Bylaw Violation Notices in Enforcement

DIRECTED TO: North Pender Island Local Trust Committee Meeting of May 30th 2013

CONFIDENTIAL: No

DESCRIPTION OF ISSUE: The effectiveness of Bylaw Violation Notices (BVNs)

BACKGROUND: This briefing is prepared for the North Pender Island Local Trust Committee (NPILTC) to detail the effectiveness of the implementation of the Bylaw Violation Notices process.

Reporting:

Bylaw Violation Notices including Warnings and Results

Number of BVNs (Warning)	Number of BVNs	Open	Disputed	Compliance Agreement	Referred to Planning	Concluded
05	0	01	0	0	0	04

It should be noted that while the use of BVNs is a recent procedure on North Pender Island, the early results are positive with 80% of the issued BVNs resulting in compliance.

Use of the BVN in other jurisdictions has resulted in property owners consulting with the Island Planner, and applying for Development Permits or Variances in an effort to achieve compliance.

Those instances have provided insight into the effectiveness of BVNs as both a planning and enforcement resource.

ATTACHMENT: No

PREPARED BY: Geoff Kinnear
Bylaw Enforcement Officer

Reviewed by

Kathy Jones

From: Nicole Ranger
Sent: May-06-13 9:27 AM
To: Andrea Pickard; Gary Steeves; Jason Youmans; Ken Hancock; Peter Luckham; Robert Kojima; Kathy Jones; Sharon Lloyd-deRosario
Cc: Nancy Roggers
Subject: North Pender Final Expenses to March 31/13

Islands Trust

LTC EXP SUMMARY REPORT F2012

Invoices posted to March 31, 2013 (Final for Fiscal Year End)

650 North Pender	Invoices posted to March 31, 2013	Budget	Spent	Balance
65000 650	LTC "Trustee Expenses"	1,500.00	2,258.82	(758.82)
65200 650	LTC Local Exp LTC Meeting Expenses	3,600.00	3,513.46	86.54
65210 650	LTC Local Exp APC Meeting Expenses	1,840.00	688.95	1,151.05
65220 650	LTC Local Exp Communications	1,150.00	19.22	1,130.78
65230 650	LTC Local Exp Special Projects	2,000.00	1,739.43	260.57
65240 650	LTC Local Exp Miscellaneous	810.00	-	810.00
TOTAL LTC Local Expense		9,400.00	5,961.06	3,438.94
73001 650 2006	North Pender OCP/LUB	5,000.00	5,165.79	(165.79)
73001 650 4004	North Pender Shoreline Protection	5,000.00	5,789.11	(789.11)
TOTAL Project Expense		10,000.00	10,954.90	(954.90)

Nicole Ranger

Finance Clerk
 Islands Trust
 200-1627 Fort Street
 Victoria, BC V8R 1H8
 Phone: (250) 405-5152
 Fax: (250) 405-5155

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.



Islands Trust

Preserving **island** communities, culture and environment.

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Population (2011):

Approximately 2,035

Size:

2,709 hectares (6,694 acres)

Location:

15 kilometres east of the Swartz Bay ferry terminal on Vancouver Island.

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[Related Resources](#)

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North Pender Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the North Pender Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

May 2013

- [The Pender Islands Conservancy Association Shoreline Event – June 23, 2013](#)
- [Information on Mineral Claims Update](#)

February 2013

- [The Pender Wave - February 2013](#)

[Pender Post Trustee Reports](#)

[Trustee Newsletters](#)

[^ top](#)

Planner Office Hours on Pender Island

- [Planning Office Hours on Pender Island](#)

North Pender Island Local Trust Committee Projects

Local trust committee community planning projects are initiated and managed through their Work Programs. The Work Program Top Priorities are projects that have been prioritized by the LTC and for which resources are available or anticipated to be available shortly. Projects can be significant and long term, such as an Official Community Plan Review, or may be relatively minor, such as an amendment to a regulation in a Land Use Bylaw.

- [Work Program Top Priorities](#)

General

- ["A Guide to Environmentally Friendly Building and Renovating in the Southern Gulf Islands" booklet](#)
- [A "Choosing a Building Site on your Lot" fact sheet](#)
- [A "Making Changes to your Lot Line" fact sheet](#)
- [An "Applying for a Variance" fact sheet](#)
- [Development Approval Information Bylaw No. 134](#) - outlines information required when submitting a Development Permit, Temporary Use Permit or Rezoning Application
- [Policies and Standing Resolutions - June 2009](#)
 - NP-LTC-05-05 - Advisory Planning Commission Appointments Policy
 - NP-LTC-80-06 - Communications Policy
 - NP-LTC-82-06 - Enforcement Policy - Short Term Vacation Rentals
 - NP-LTC-146-07 - Special Occasion License Policy

Committee Links

[Committee Home](#)

[Trustee Membership](#)

[Contact Trustees](#)

[Contact Planning Staff](#)

[Planning Bylaws](#)

[Administrative Bylaws](#)

[Meetings Schedule](#)

[Meeting Agendas](#)

[Meeting Minutes](#)

[Resolutions-Without-Meeting](#)

[Associated Islands](#)

[Land Use Application Forms](#)

- [Buying Property on North Pender Island? What Every Potential Purchaser Should Know - May 2008 Update](#)
- [Who Lives Here? - North Pender Ecosystem, Habitat and Wildlife](#)
Note that this presentation requires Quicktime to be loaded on your computer - this application can be obtained at no charge from <http://www.apple.com/quicktime/download/> - As well note that this presentation is 3 MB in size.
- **Transportation Plan**
- [Pender Island Transportation Management Plan](#)
- [Pender Islands Transportation Survey Results - Residents](#)
- [Pender Islands Transportation Survey Results - Visitors](#)

Shoreline Stewardship

- [North and South Pender Aerial Video Survey \(2004\)](#)

Rezoning Applications

NP-RZ-2012.1 /NP-ALR-2012.1 (Burdett) Waste Transfer Site

- [Staff Report - January 31, 2013](#)
- [Hydrology Impact Assessment](#)
- [Phase II Environmental Site Assessment](#)

NP-RZ-2012.2 (Clam Bay Farm)

- [Staff Report - February 28, 2013](#)

NP-RZ-2013.1 Henshaw - Otter Bay Industrial Site

- [Staff Report - February 28, 2013](#)
- [Geotechnical Summary Report](#)
- [Hydrogeological Summary Report](#)

Hooson Road Realignment

- [Staff Report - November 16, 2011](#)
- [Engineering Drawing - Intersection](#)
- [Engineering Drawing - New Road](#)
- [Draft Minutes - Oct. 22 Hooson Road Workshop](#)
- [Staff Report - February 8, 2012](#)

Climate Change Action

- [Climate Wise Islands](#)
- [Adopted Bylaw No. 183](#)
- [Staff Report - May 17, 2010](#)

Geological Hazard Mapping

- [Steep Slopes Hazard Map](#)
- [C.N. Ryzuk and Associates Report - December 11, 2009](#)

Environmental Development Permit Areas (EDPAs)

- EDPA Information Sheets:
 - [Development Permit Area 1 \(Woodland Sensitive Ecosystem\)](#)
 - [Development Permit Area 2 \(Herbaceous Sensitive Ecosystem\)](#)
 - [Development Permit Area 3 \(Riparian Sensitive Ecosystem\)](#)
 - [Development Permit Area 4 \(Wetland Sensitive Ecosystem\)](#)
 - [Development Permit Area 5 \(Cliff Sensitive Ecosystem\)](#)
 - [Development Permit Area 6 \(Intertidal Sensitive Ecosystem\)](#)
 - [Development Permit Area 7 \(Raptor and Heron Nests Sensitive Ecosystem\)](#)
 - [Development Permit Area 10 \(Riparian and Aquatic\)](#)
- [OCP Part 5 "Preserving and Protecting Our Ecosystem](#)
- [Development Permit Area Guide for North Pender Island](#)
- [Refer to North Pender Island OCP and Development Permit Area Schedules](#)

Ecosystem Mapping Webpage

Archived Postings

Note: this is a list of previously posted information and may not include all available documentation. Please contact staff if your require more information

^ [top](#)

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