



North Pender Island Local Trust Committee

Regular Meeting Agenda

Date: May 26, 2016
Time: 9:45 am
Location: Pender Island Community Hall
4418 Bedwell Harbour Road, North Pender Island, BC

	Pages
1. CALL TO ORDER	9:45 AM - 10:00 AM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	
4. COMMUNITY INFORMATION MEETING	
none	
5. PUBLIC HEARING	
none	
6. MINUTES	10:00 AM - 10:15 AM
6.1 Local Trust Committee Minutes Dated May 6, 2016 (for Adoption)	4 - 13
6.2 Section 26 Resolutions-without-meeting Report	
none	
6.3 Advisory Planning Commission Minutes	
none	
7. BUSINESS ARISING FROM THE MINUTES	
7.1 Follow-up Action List Dated May 2016	14 - 15
8. DELEGATIONS	
none	
9. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
9.1 Email Dated May 10, 2016 From W. MacDonald re Community Housing Needs Assessment for the Pender Islands	16 - 19

10.	APPLICATIONS AND REFERRALS	10:15 AM - 10:45 AM	
10.1	Salt Spring Island Local Trust Committee Bylaw No. 488 Referral For response		20 - 22
10.2	Salt Spring Island Local Trust Committee Bylaw No. 489 Referral For response		23 - 25
10.3	Salt Spring Island Local Trust Committee Bylaw No. 490 Referral For response		26 - 28
10.4	Mayne Island Local Trust Committee Bylaw Nos. 165 & 166 Referral for response		29 - 32
10.5	Mayne Island Local Trust Committee Bylaw No. 167 Referral for response		33 - 35
10.6	Mayne Island Local Trust Committee Bylaw Nos. 168 & 169 Referral for response		36 - 39
10.7	NP-TUP-2016.1 (Murdoch) - Staff Report		40 - 52
11.	LOCAL TRUST COMMITTEE PROJECTS		
	none		
12.	REPORTS	10:45 AM - 11:00 AM	
12.1	Work Program Report (attached)		
12.1.1	<u>Top Priorities Report Dated May 2016</u>		53 - 53
12.1.2	<u>Projects List Report Dated May 2016</u>		54 - 56
12.2	Applications Report Dated May 2016 (attached)		57 - 61
12.3	Trustee and Local Expense Report Dated March 2016 (attached)		62 - 62
12.4	Adopted Policies and Standing Resolutions (attached)		63 - 64
12.5	Local Trust Committee Webpage		
12.6	Chair's Report	11:00 AM - 11:15 AM	
12.7	Trustee Report		
12.8	Trust Fund Board Report Dated May 2016		65 - 66
13.	NEW BUSINESS		
	none		

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for June 30, 2016, at 4:00 pm, at the Anglican Parish Hall, 4703 Canal Road, Pender Island

Special Local Trust Committee Meeting Scheduled for May 30th, 2016, at 1:00 pm, at the Pender Island Legion, 1344 MacKinnon Road.

15. TOWN HALL 11:15 AM - 11:30 AM

16. CLOSED MEETING

none

17. ADJOURNMENT 11:30 AM - 11:30 AM



DRAFT

North Pender Island Local Trust Committee Minutes of Regular Meeting

Date: May 6, 2016
Location: Pender Island Community Hall
4418 Bedwell Harbour Road, North Pender Island, BC

Members Present George Grams, Chair
Dianne Barber, Local Trustee
Derek Masselink, Local Trustee

Staff Present Justine Starke, Island Planner
Shannon Brayford, Recorder

1. CALL TO ORDER

Chair Grams called the meeting to order at 1:01 pm. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

Maggie MacDonald presented highlights from a letter from Ellie Ross that had also been sent to the North Pender Local Trust Committee (LTC). She discussed concerns of the motivation behind the current short term vacation rentals (STVRs) plan and presented arguments against the use of Temporary Use Permits (TUPs).

Jane Perch noted that she had submitted a correspondence, but that it had not been posted in its entirety. She asked that this be rectified and the request was acknowledged. She presented points against the use of TUPs for STVRs and argued in favour of legalizing them with regulations.

Donn Korbin referenced a letter sent by Gary Steeves to the Islands Trust regarding the North Pender Special Advisory Planning Commission (APC) on Waste and Resource Management. He noted that he had been told that the letter had been kept as private communication because it dealt with administrative fairness. Mr. Korbin asked whether this letter had played a role in the dissolution of the Special APC and whether it threatened legal action.

Chair Grams responded to Mr. Korbin's inquiries noting that the letter had been sent to the Executive Committee of Trust Council, not this LTC. He further remarked that the LTC made its decision independent of the letter and that, subsequent to the dissolution of the Special APC, Mr. Steeves withdrew his complaint.

Donn Korbin remarked that neither the LTC, nor staff had provided a satisfactory rationale for dissolving the Special APC and asked whether the composition of the committee was deliberately chosen so that it would fail.

Chair Grams remarked that there was no substance for making an accusation that the LTC was providing a disingenuous rationale. He further noted that the LTC had acknowledged the bias issue with the Special APC and had given the Committee an opportunity to self-correct.

Zoe Landel spoke in favour of the staff recommended option for STVRs as described in the March 31, 2016 minutes.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Minutes Dated March 31, 2016 (for Adoption)

By general consent, the Local Trust committee meeting minutes of March 31, 2016 were adopted as presented.

6.2 Section 26 Resolutions-without-meeting Report Dated April 2016

For information.

6.3 Advisory Planning Commission Draft Minutes Dated February 2 & 18, 2016 (for Receipt)

For information.

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated April 2016

Chair Grams noted that all actions had been completed.

Planner Starke provided an update regarding Item 13.1 Coordinate Meeting with Ministry of Transportation and Infrastructure (MoTI) and CRD Director to Discuss Moving Around Pender (MAP) Recommendations. Item 13.1.

A discussion was held regarding the meeting and included the following points:

- SP LTC also received a delegation from MAP.
- Trust Executive had drafted a letter to MOTI requesting a meeting to discuss the state of road maintenance in the Trust Area.

8. DELEGATIONS

none

9. CORRESPONDENCE

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

9.1 Email from S Steil re Port Browning Marina - Water Zone Expansion

For information

9.2 March 23, 2016 Letter from E. Brownlee re Eelgrass Concerns at Port Browning

For information

10. APPLICATIONS AND REFERRALS

10.1 NP-RZ-2016.1 (Mainroad) - Staff Report

Planner Starke provided an overview of the application, the staff report and the site under discussion.

Tim Clarke was present to represent the applicant and the following points were discussed:

- The regulatory differences between the TUP, the by-law amendment, and the Development Permit process.
- The importance of a drainage management plan to ensure that no contaminants reach surface water sources.
- The importance of effective edging and potential improvements on the current efforts to edge with vegetation.

A discussion was held regarding the storage and transfer of waste materials, including animal carcasses removed from roadways. Following the discussion Planner Starke noted that she would flag the issue for staff and ask that it be addressed through the rezoning application process.

NP-2016-023

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee directs staff to proceed with the application NP-RZ-2016.1 (Mainroad) and to prepare draft bylaws.

CARRIED

10.2 NP-DP-2016.3 (Hoshowski) - Staff Report

Planner Starke provided an overview of the staff report. She noted the reasons for seeking the permit and provided an overview of the recommended conditions.

NP-2016-024

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee approve Development Permit NP-DP-2016.3 (Hoshowski).

CARRIED

10.3 Salt Spring Island Local Trust Committee Bylaw No. 491 Referral (for Response)

Chair Grams provided an overview of the bylaw amendments.

NP-2016-025

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee respond to Salt Spring Island Local Trust Committee Bylaw No. 491 with "interests unaffected".

CARRIED

10.4 Salt Spring Island Local Trust Committee Bylaw No. 492 Referral (for Response)

NP-2016-026

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee respond to Salt Spring Island Local Trust Committee Bylaw No. 492 with "interests unaffected".

CARRIED

10.5 Salt Spring Island Local Trust Committee Bylaw No. 493 Referral (for Response)

NP-2016-027

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee respond to Salt Spring Island Local Trust Committee Bylaw No. 493 with "interests unaffected".

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Housing: Short Term Vacation Rentals (STVR) - Staff Report

Planner Starke provided an overview of the Staff Report including the following details:

- The proposed regulatory approach.
- The streamlined Temporary Use Permit (TUP) process and noted that the *Local Government Act* prescribes much of the process.
- The rationale for the suggested cost of a TUP for an STVR.

A discussion was held regarding TUPs for STVRs. The LTC discussed the public feedback that they had received and the role that TUPs can have as a transition to a more permanent solution.

Planner Starke presented a list of topics for the LTC to consider and each was discussed. The following points were made:

- Operating a bed and breakfast and STVR on the same property. Planner Starke noted that the B&B regulations require operators to be living on the property . General agreement that this should be allowable.
- Allowing portions of a residence to be rented as an STVR. General agreement that the bylaw should be framed to permit this.
- Specifying a maximum number of persons per bedroom for a TUP. A discussion was held regarding the benefits and drawbacks of the guideline. General agreement to include the limitation in the TUP guidelines, but defer the decision to pick a number until an application warrants it.
- Specific exclusion of some areas from TUP consideration. A discussion was held regarding Buck Lake and there was general consensus to not exclude certain areas from being eligible for a TUP.
- TUP for a non-residential accessory building. A discussion was held and there was general agreement that this should be allowable under limited circumstances.
-

NP-2016-028

that the North Pender Local Trust Committee direct Staff to include Temporary Use Permits for a non-residential accessory building to be allowable under the bylaw.

CARRIED
Trustee Barber opposed

A discussion was held regarding trailers and micro houses being used as STVRs. Planner Starke provided information regarding the regulations and the requirements that STVRs will be operated in permitted dwelling units.

NP-2016-029

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee directs staff to proceed with drafting regulations to change the Land Use Bylaw 103, 1996 and the Official Community Plan Bylaw 171, 2007 to achieve the following:

Permit Short Term Vacation Rentals as a part-time or temporary use, which is a residential use only and specify in the bylaw and the Short Term Vacation Rental use is permitted part time 185 days a year, or less than 50% of the time on an annual basis.

- Only one Short Term Vacation Rental is allowed per property.
- There is no minimum lot size for Short Term Vacation Rentals.
- There is no floor area limit for Short Term Vacation Rentals.
- There is a limit of three bedrooms for use as a Short Term Vacation Rental.
- A minimum of two off street, on-site parking spaces must be provided for a Short Term Vacation Rental (Or one per each of the two bedrooms).
- There is no tent or recreation vehicle (RV) parking allowed on the property.
- There is only one building for rent on the property.

A discussion was held regarding the benefits of such a bylaw. Chair Grams and Trustee Masselink remarked that this type of regulation may be the future of STVR regulation on the island, but noted that the process may need to move forward incrementally.

Members of the community were acknowledged by the chair to speak regarding the use of TUPs for STVRs and the following comments were made:

- TUPs could discourage the STVRs and this would not move forward with improving the economic issues of the island.
- The staff report's recommendation, including TUPs, provides a solution that bridges those who are supportive of STVRs and those who not support them.
- Historically the LTC has swayed in favour of and against STVRs, and TUPs will be too dependent on the preferences of the Trustees of the time.
- TUPs are an excellent tool and a soft way to bring the community together.
- The Trustees won the election because they supported STVRs and meetings show that the public is in favour of them so the LTC needs to move forward.

Motion NP-2016-029 was re-read and a vote was held.

NP-2016-029

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee directs staff to proceed with drafting regulations to change the Land Use Bylaw 103, 1996 and the Official Community Plan Bylaw 171, 2007 to achieve the following:

Permit Short Term Vacation Rentals as a part-time or temporary use, which is a residential use only and specify in the bylaw and the Short Term Vacation Rental use is permitted part time 185 days a year, or less than 50% of the time on an annual basis.

- Only one Short Term Vacation Rental is allowed per property.
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- There is no floor area limit for Short Term Vacation Rentals.
- There is a limit of three bedrooms for use as a Short Term Vacation Rental.
- A minimum of two off street, on-site parking spaces must be provided for a Short Term Vacation Rental (Or one per each of the two bedrooms).
- There is no tent or recreation vehicle (RV) parking allowed on the property.
- There is only one building for rent on the property.

DEFEATED

Trustee Masselink and Chair Grams opposed.

A discussion was held regarding TUPs and whether refunds can be issued for unsuccessful applications. Planner Starke provided information on the fees, the services provided, and the strategies used by staff to ensure that applications have the best chance of success possible.

NP-2016-030

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee director staff to draft amendments to the Land Use Bylaw 103, 1996 and the Official Community Plan Bylaw 171, 2007 to permit Short Term Vacation Rentals based on the draft regulations presented in the staff report dated April 13, 2016 and amended as discussed at the meeting on May 5, 2016.

CARRIED

Trustee Barber opposed

NP-2016-031

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee directs staff to draft a bylaw amendment to the North Pender Island Fees Bylaw 173 to reduce the fee for Short Term Vacation Rental Temporary Use Permits to \$900.00.

CARRIED

NP-2016-032

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee directs staff to draft a sample Development Approval Information Bylaw Checklist aimed at streamlining the short term vacation rental permit process.

CARRIED

11.2 Waste Management - Staff Memo

Planner Starke provided an overview of the Staff Memo, noting the upcoming open house on May 30, and the integrated decision making meeting planned for mid-July.

NP-2016-033

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee directs staff to schedule the Waste and Resource Management community open house on May 30, 2016 as a “special meeting” of the North Pender Island Local Trust Committee.

CARRIED

12. REPORTS

12.1 Work Program Report (attached)

12.1.1 Top Priorities Report Dated April 2016

For information.

12.1.2 Projects List Report Dated April 2016

For information.

12.2 Applications Report Dated April 2016 (attached)

For information.

12.3 Trustee and Local Expense Report Dated March 2016 (attached)

For information

12.4 Adopted Policies and Standing Resolutions (attached)

For information

12.5 Local Trust Committee Webpage

none

12.6 Chair's Report

Chair Grams provided a report which included the following points:

- The CAO Hiring Committee continues to meet and everyone is pleased with the new CAO's integration.
- An overview of sustainable water source research and plans being conducted on Salt Spring Island and how the results are being reconciled with the OCP to ensure that it does not permit unsustainable development.

12.7 Trustee Report

Trustee Barber remarked that the people of Fort McMurray are in everyone's thoughts and that the Pender community should consider the risks of fire.

Trustee Masselink noted that this LTC had agreed to record their meetings and make those recordings public. He asked that staff move forward with this plan.

Planner Starke acknowledged the request and said that it would be arranged for the next meeting.

Trustee Masselink provided an update with the following points:

- He attended The National Youth Leadership and Innovation Strategy Summit in Toronto
- He teaching an introduction to planning course at Royal Roads University.
- Trust Council will be held on North Pender Island during the week of June 14, 2016
- The Local Planning Committee will be hosting a Community Housing Forum on June 13, 2016 in Cowichan Bay

12.8 Trust Fund Board Report

none

13. NEW BUSINESS

13.1 2015-2016 Annual Report - North Pender Island Local Trust Committee Section

NP-2016-034

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee approves the attached text for inclusion in the 2015-2016 Annual Report for approval by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for May 26, 2016, 9:45 am, at the Pender Island Community Hall

15. TOWN HALL

A member of the community asked for information regarding how opinions of neighbours might affect the success of a Short Term Vacation Rental (STVR) Temporary Use Permit (TUP) application.

Chair Grams remarked that the response of neighbours is just one part of the information considered.

Trustee Barber asked how a decision would be reached if someone applied for an STVR TUP under the current regulations.

Planner Starke responded that it would be reasonable to use the guidelines currently under consideration to inform the decision.

Maggie MacDonald remarked that for residents who would like to rent their home in their absence a few times a year, the cost of a TUP would not be practical. She commented that this would promote STVRs without permits.

Eleanor Brownlee commented on her concerns regarding water issues.

16. CLOSED MEETING

none

17. ADJOURNMENT

By general consent, the meeting was adjourned at 3:23 pm.

George Grams, Chair

Shannon Brayford, Recorder

Follow Up Action Report

North Pender Island

06-May-2016

Activity	Responsibility	Target Date	Status
6.1 NPI LTC Minutes of March 31 adopted	Regina Robinson	26-May-2016	Done
10.1 - NP- RZ-2016.1 (Mainroad) - directs staff to proceed with the application NP-RZ-2016.1 (Mainroad)and to prepare draft bylaws.	Justine Starke Phil Testemale	26-May-2016	On Going
10.2 - NP-DP-2016.3 (Hoshowski) - Development Permit approved.	Sharon Lloyd-deRosario Phil Testemale	26-May-2016	Done
SSI LTC Bylaw Referrals: Bylaws 491,492,493- NPI LTC Interests unaffected.	Sharon Lloyd-deRosario	26-May-2016	Done
11.1 Housing - STVR- 1) draft amendments to the LUB and the OCP to permit STVRs based on the staff report dated April 13, 2016 and as discussed on May 6 2016. 2) draft a bylaw amendment to the Fees Bylaw 173 to reduce the fee for STVR TUPs to \$900.00. 3) draft a sample DAI Bylaw Checklist aimed at streamlining the STVR permit process.	Justine Starke	26-May-2016	On Going
11.2 -Waste Management - schedule the Waste and Resource Management community open house on May 30, 2016 as a special meeting of the North Pender Island Local Trust Committee.	Sharon Lloyd-deRosario Regina Robinson	26-May-2016	Done
13.1- 2015-16 Annual Report - TheNorth Pender Island Local Trust Committee approves the attached text for inclusion in the 2015-2016 Annual Report for approval by Trust Council.	Robert Kojima	26-May-2016	Done

Follow Up Action Report

Recording meeting; ensure recorder comes and recording gets posted on web.	Justine Starke Regina Robinson	26-May-2016	Done
Paper agenda packages - need to put a notice on website so people can request one, and so they dont depend on them being at the meeting.	Regina Robinson	26-May-2016	Done

Regina Robinson

From: Plumtree Court [REDACTED]
Sent: Tuesday, May 10, 2016 10:25 PM
To: George Grams; Derek Masselink; Dianne Barber
Cc: Justine Starke
Subject: Community Housing Needs Assessment for the Pender Islands
Attachments: PISHS Request May 2016 Islands Trust.pdf

COPIED TO

☒ **PLANNER**

☒ **LTC**

☒ *Deputy Secretary*

Dear Chair Grams, Trustee Masselink and Trustee Barber:

Attached is a letter of request with a briefing note from the Pender Islands Seniors Housing Society which asks the North Pender Trust Committee to undertake a Community Housing Needs Assessment for North Pender Island (or both Pender Islands).

Should the committee or members wish further information on this request we would be pleased to be of assistance.

Wendy MacDonald
[REDACTED]





Pender Island Senior's Housing Society

#7 – 5719 Canal Road
Pender Island, BC V0N 2M1

May 6, 2016

North Pender Island Trust Committee
c/o Victoria Office
200-1627 Fort Street
Victoria, BC V8R 1H8

VIA E-MAIL

Re: **PENDER ISLANDS – COMMUNITY HOUSING NEEDS ASSESSMENT**

Dear Chair Grams, Trustee Barber and Trustee Masselink:

We write to you on behalf of the Pender Island Seniors Housing Society. Our Society runs the Plum Tree Court here on North Pender Island. We need the assistance of the Islands Trust as we plan for the future housing needs of our island residents.

At our May 1 Board meeting our Directors passed the following motion:

That the Pender Islands Seniors Housing Society request that the Islands Trust commission a Community Housing Needs Assessment for North Pender Island (or both Pender Islands) that:

- *Identifies the appropriate and affordable housing needs of seniors, youth and families; and*
- *Provides sufficient information to enable community groups to meet the **Community Housing Needs Assessment** requirements of funding agencies.*

Attached is a briefing note that outlines the rationale and the background for our request.

We understand that the Islands Trust will be discussing housing needs at its Community Housing Forum on June 13th and that its next meeting is scheduled for Pender Island. We would welcome the opportunity to meet with Trust members to discuss our request and provide more information at your convenience.

We look forward to working with the Islands Trust to address our concerns. We believe that working together with the Trust and our community at these early stages will provide a solid foundation to develop a long term housing strategy for the Pender Islands.

Respectfully submitted:


Lisa Ridgway
On behalf of the PISHS Board


Wendy MacDonald
Manager

cc. Justine Stark – Islands Trust Planner

ISSUE:

The Pender Islands Seniors Housing Society (PISHS) operator of Plum Tree Court (6 units of subsidized seniors housing) on North Pender Island requires the information that would be gathered in a professional Community Housing Needs Assessment but has recently found that CMHC Seed Funding is not available to them.

BACKGROUND:

Plum Tree Court has a 35 year Operating Agreement with BC Housing that will expire in 2023. BC Housing provides funding for the mortgage, capital work and subsidizes the operating budget under a federal/provincial agreement that is being phased out. The Operating Agreement will not be renewed.

- After 2023 the income received from rentals will not pay the costs of operating Plum Tree Court.
- Expanding the number of units and moving to market rental rates with individual support for low income tenants could secure sufficient income to cover costs.
- On April 14, 2016 BC Housing put out a call for Expressions of Interest in a five year development program that will cover construction costs for affordable housing projects. Their interest rates are the lowest on the market.
- All building and renovation programs funded by BC Housing or other lending agencies require a professional Needs Assessment.
- CMHC has recently expanded its Seed Funding Program which is a grant that supports work, such as Needs Assessment, that is required to prepare a proposal for funding through BC Housing and other lending agencies. They are now able to provide between \$10 to \$50K dependant on size and complexity.
- CMHC considers the current funding of Plum Tree's Operating Agreement to be federal dollars and that it would be "double dipping" to provide Seed Funding to us. Thus we were informed that we are not eligible.

For a number of years residents of both Pender Islands have felt that there is a shortage of affordable housing. Several relatively simple needs studies have been carried out with controversial results. Many feel there is a need for market and supported affordable housing for youth, families and seniors but truly no one knows what is needed.

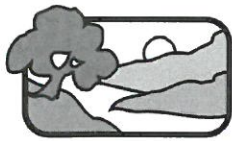
SUMMARY:

A properly done Community Needs Assessment of North Pender Island (or both islands) could provide the basis for developing appropriate affordable housing and give the PISHS the information it requires to develop a proposal that will ensure financial viability and meet the housing needs of seniors.

THE REQUEST:

It is therefore requested that the Islands Trust commission a Community Housing Needs Assessment for North Pender Island (or both Pender Islands) that:

- identifies the appropriate and affordable housing needs of seniors, youth and families and
- gathers sufficient information to enable community groups to meet the Needs Assessment requirements of funding agencies.



Islands Trust

PRELIMINARY BYLAW REFERRAL FORM

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

Island: Salt Spring Island Trust Area Bylaw No.: 488 Date: May 3, 2016

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 45 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Salt Spring Island Local Trust Committee – 1-500 Lower Ganges Road, Salt Spring Island, BC, V8K 2N8

PURPOSE OF BYLAW:

This Bylaw amends Salt Spring Island Official Community Plan Bylaw No. 434 by introducing a new definition of "General Employment" as a basis for zoning changes in Land Use Bylaw No. 355 and by introducing a policy context for the Salt Spring Island Local Trust Committee to entertain future rezoning applications in certain areas of Salt Spring Island and by modifying development permit guidelines to address new uses envisioned in draft Bylaw No. 489 which amends Land Use Bylaw No. 355.

GENERAL LOCATION:

Salt Spring Island, Electoral Area F

LEGAL DESCRIPTION:

Salt Spring Island, Electoral Area F

SIZE OF PROPERTY AFFECTED:

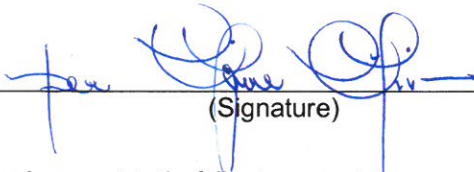
ALR STATUS:

OFFICIAL COMMUNITY PLAN DESIGNATION:

Bylaw No. 434

OTHER INFORMATION:

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


(Signature)

Name: Chloe Fox

Title: Planning Consultant

This referral has been sent to the following agencies:

Federal Agencies

Fisheries & Oceans, Canada - Pacific Region

Regional Agencies

CRD – All Referrals
CRD - K. Campbell
CRD – SSI Economic Development Commission
CRD – SSI Parks and Recreation
CRD – SSI Senior Manager
CRD – SSI Transportation Commission
CRD – Ganges Water & Sewer Commission
CRD – SSI Director
CRD – SSI Building Inspection
CRD – Environmental Eng. Division
CRD – Housing Secretariat
CRD – Parks & Community Services
CRD – SSI Liquid Waste Disposal Local Service Commission
CRD- SGI Small Craft Harbours Commission
Vancouver Island Health Authority
CRD - Beddis Water Service Commission
CRD – Highland Water & Sewer Local Services Commission
CRD - Fernwood Water Local Services Commission
CRD – Fulford Water Service Commission

Provincial Agencies

Agricultural Land Commission
Ministry of Agriculture
BC Assessment Authority
Ministry of Community, Sport & Cultural Development
Ministry of Energy and Mines
Ministry of Transportation & Infrastructure
Ministry of Natural Resource Operations – Archaeology Branch
Ministry of Forest Lands & Natural Resource Operations – Environment
Ministry of Forest Lands & Natural Resource Operations – Front Counter BC
Ministry of Jobs, Tourism & Skills

Non-Agency Referrals

North Salt Spring Waterworks District
SSI Chamber of Commerce
SSI Fire Protection District
SS Farmer's Institute
SSI Farmland Trust
SSI Abbatoir Society
SSI Agricultural Alliance
Cusheon Lake Stewardship Committee
SSI Water Council Society
SSI Water Preservation Society
Reginal Hill Waterworks District

Adjacent Local Trust Committees and Municipalities

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

First Nations

Te'Mexw Treaty Association
Hul'qumi'num Treaty Group (for information only)
Pauquachin First Nation
Malahat First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
Chemainus First Nation
Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Penelakut First Nation
Semiahmoo First Nation

PRELIMINARY BYLAW REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected by Bylaw

☐ Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

488
(Bylaw Number)

(Title)

(Agency)



Islands Trust

PRELIMINARY BYLAW REFERRAL FORM

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

Island: Salt Spring Island Trust Area Bylaw No.: 489 Date: May 3, 2016

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 45 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Salt Spring Island Local Trust Committee – 1-500 Lower Ganges Road, Salt Spring Island, BC, V8K 2N8

PURPOSE OF BYLAW:

This Bylaw amends Salt Spring Island Land Use Bylaw No. 355 by replacing Section 9.7 with a new "General Employment" zoning structure which reworks the existing industrial land use framework by adding permitted uses, amending site coverage, setback regulations as well as zone variations. In addition, a total of 54 properties are potentially rezoned by this draft bylaw; however, some of the properties are currently zoned for industrial uses.

GENERAL LOCATION:

Salt Spring Island, Electoral Area F

LEGAL DESCRIPTION:

Salt Spring Island, Electoral Area F

SIZE OF PROPERTY AFFECTED:

ALR STATUS:

OFFICIAL COMMUNITY PLAN DESIGNATION:

Bylaw No. 434

OTHER INFORMATION:

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


(Signature)

Name: Chloe Fox

Title: Planning Consultant

This referral has been sent to the following agencies:

Federal Agencies

Fisheries & Oceans, Canada - Pacific Region

Regional Agencies

CRD – All Referrals
CRD - K. Campbell
CRD – SSI Economic Development Commission
CRD – SSI Parks and Recreation
CRD – SSI Senior Manager
CRD – SSI Transportation Commission
CRD – Ganges Water & Sewer Commission
CRD – SSI Director
CRD – SSI Building Inspection
CRD – Environmental Eng. Division
CRD – Housing Secretariat
CRD – Parks & Community Services
CRD – SSI Liquid Waste Disposal Local Service Commission
CRD- SGI Small Craft Harbours Commission
Vancouver Island Health Authority
CRD - Beddis Water Service Commission
CRD – Highland Water & Sewer Local Services Commission
CRD - Fernwood Water Local Services Commission
CRD – Fulford Water Service Commission

PLEASE TURN OVER 

Provincial Agencies

Agricultural Land Commission
Ministry of Agriculture
BC Assessment Authority
Ministry of Community, Sport & Cultural Development
Ministry of Energy and Mines
Ministry of Transportation & Infrastructure
Ministry of Natural Resource Operations – Archaeology Branch
Ministry of Forest Lands & Natural Resource Operations – Environment
Ministry of Forest Lands & Natural Resource Operations – Front Counter BC
Ministry of Jobs, Tourism & Skills

Non-Agency Referrals

North Salt Spring Waterworks District
SSI Chamber of Commerce
SSI Fire Protection District
SS Farmer's Institute
SSI Farmland Trust
SSI Abbatoir Society
SSI Agricultural Alliance
Cusheon Lake Stewardship Committee
SSI Water Council Society
SSI Water Preservation Society
Reginal Hill Waterworks District

Adjacent Local Trust Committees and Municipalities

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

First Nations

Te'Mexw Treaty Association
Hul'qumi'num Treaty Group (for information only)
Pauquachin First Nation
Malahat First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
Chemainus First Nation
Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Penelakut First Nation
Semiahmoo First Nation

PRELIMINARY REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected by Bylaw

☐ Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

489
(Bylaw Number)

(Title)

(Agency)



PRELIMINARY BYLAW REFERRAL FORM

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

Island: Salt Spring Island Trust Area **Bylaw No.:** 490 **Date:** May 3, 2016

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 45 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Salt Spring Island Local Trust Committee – 1-500 Lower Ganges Road, Salt Spring Island, BC, V8K 2N8

PURPOSE OF BYLAW:

This Bylaw amends the Salt Spring Island Land Use Bylaw No. 355 by amending the zoning classification of 4 existing Waste Management Facilities which are located at:

- Liquid waste transfer station, on Burgoyne Bay Road
- Ganges sewer, on Seaview Ave., and
- Recycling on Rainbow Road
- Garbage Service S.S., Blackburn Road

GENERAL LOCATION:

Salt Spring Island, Electoral Area F

LEGAL DESCRIPTION:

Salt Spring Island, Electoral Area F

SIZE OF PROPERTY AFFECTED:

ALR STATUS:

OFFICIAL COMMUNITY PLAN DESIGNATION:

Bylaw No. 434

OTHER INFORMATION:

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(Signature)

Name: Chloe Fox

Title: Planning Consultant

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Vancouver Island Health Authority
CRD - Beddis Water Service Commission
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CRD - Fernwood Water Local Services Commission
CRD – Fulford Water Service Commission

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Agricultural Land Commission
Ministry of Agriculture
BC Assessment Authority
Ministry of Community, Sport & Cultural Development
Ministry of Energy and Mines
Ministry of Transportation & Infrastructure
Ministry of Natural Resource Operations – Archaeology Branch
Ministry of Forest Lands & Natural Resource Operations – Environment
Ministry of Forest Lands & Natural Resource Operations – Front Counter BC
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PRELIMINARY BYLAW REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected by Bylaw

☐ Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

490
(Bylaw Number)

(Title)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Mayne Island Local Trust Area Bylaws No.: 165 (OCP)&166 (LUB)

Date: April 28, 2016

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.

APPLICANTS NAME / ADDRESS:

Mayne Island Local Trust Committee Initiated

PURPOSE OF BYLAW:

Proposed Bylaw 165 – The purpose of proposed bylaw 165 is to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007 (OCP) by adding a policy to the home occupation section that allows for the rental of a cottage as a commercial vacation rental provided its carried out as a home occupation.

Proposed Bylaw 166 – The purpose of proposed bylaw 166 is to amend the Mayne Island Land Use Bylaw 146, 2008 by adding wording to the home occupation section that allows for the rental of up to one cottage per lot as a short term vacation rental. The proposed bylaw also contains a definition of "short term vacation rental".

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

**OFFICIAL COMMUNITY
PLAN DESIGNATION:**

N/A

OTHER INFORMATION:

Additional information, including staff reports and current bylaws, is available at: <http://www.islandstrust.bc.ca/islands/local-trust-areas/mayne/projects-initiatives/official-community-plan-land-use-bylaw-review/>

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

Island Planner

Title:
Contact Info

Tel: 250-405-5157
Email: grichardson@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

Provincial Agencies

Grace Sherrett - Ministry of Transportation & Infrastructure

Non-Agency Referrals

Islands Trust – Bylaw Enforcement
Bakerview Holdings
Bennett Bay Waterworks District
Campbell/Bennett Bay Improvement District
Laura Point Water Society
Lighthouse Point Waterworks District
Mayne Island Improvement District
Mount Park Estates Improvement District
Skana Waterworks Ltd.
Surfside Water System
Village Point Improvement District
Mayne Island Integrated Water System Society
Georgina Point Improvement District

Regional Agencies

Capital Regional District – Building Inspection

Adjacent Local Trust Committees and Municipalities

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

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Tsawwassen First Nation
Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected by Bylaw

☐ Approval Not Recommended Due to Reason Outlined Below

Mayne Island Local Trust Area
(Island)

Bylaw No. 165
(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

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

Mayne Island Local Trust Area
(Island)

Bylaw No. 166
(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Mayne Island Local Trust Area Bylaws No.: 167 (OCP) Date: April 28, 2016

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.

APPLICANTS NAME / ADDRESS:

Mayne Island Local Trust Committee Initiated

PURPOSE OF BYLAW:

Proposed Bylaw 167 – The purpose of proposed bylaw 167 bylaw is to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007 (OCP) by adding a list of guidelines to be applied when the Local Trust Committee is considering the issuance of a Temporary Use Permit for a Short Term Commercial Vacation Rental of a residential building.

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

**OFFICIAL COMMUNITY PLAN
DESIGNATION:**

N/A

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: <http://www.islandstrust.bc.ca/islands/local-trust-areas/mayne/projects-initiatives/official-community-plan-land-use-bylaw-review/>

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

Island Planner

Title:

Contact Info

Tel: 250-405-5157

Email: grichardson@islandstrust.bc.ca

PLEASE TURN OVER

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Grace Sherrett - Ministry of Transportation & Infrastructure

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Islands Trust – Bylaw Enforcement
Bakerview Holdings
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Village Point Improvement District
Mayne Island Integrated Water System Society
Georgina Point Improvement District

Regional Agencies

Capital Regional District – Building Inspection

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Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

xxxxxx Island Local Trust Area

(Island)

Bylaw No. 167

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Mayne Island Local Trust Area Bylaws No.: 168 (OCP) & 169 (LUB) Date: April 28, 2016

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.

APPLICANTS NAME / ADDRESS:

Capital Regional District

PURPOSE OF BYLAW:

Proposed Bylaw 168 – The purpose of proposed bylaw 168 is to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007 (OCP) by: 1) adding a Development Permit Area for the Protection of the (Marine) Natural Environment; 2) by placing the an area of a proposed community moorage facility (DL 2070) fronting Anson Road in the new DPA; and 3) amending the Land Use designation on the upland portion of the proposed community moorage facility (Anson Road) from Settlement Residential to Public Service to accommodate the proposed new land use.

Proposed Bylaw 169 – The purpose of proposed bylaw 169 is to amend the Mayne Island Land Use Bylaw 146, 2008 by: 1) adding a new Community Wharf Upland (CWU) zone; 2) amending the zoning on the upland portion of the proposed community moorage facility (Anson Road) from Settlement Residential to the new CWU zone to accommodate the proposed new land use; and 3) amending the zoning on the area of the proposed community moorage facility from Water Moorage to Community Wharf W4(b).

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

**OFFICIAL COMMUNITY
PLAN DESIGNATION:**

N/A

OTHER INFORMATION:

Additional information, including staff reports and current bylaws, is available at: www.islandstrust.bc.ca/islands/local-trust-areas/mayne/current-applications/

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

Island Planner

Title:
Contact Info

Tel: 250-405-5157
Email: grichardson@islandstrust.bc.ca

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Provincial Agencies

Grace Sherrett - Ministry of Transportation & Infrastructure

Non-Agency Referrals

Islands Trust – Bylaw Enforcement
Mayne Island Parks and Recreation Commission
Mayne Island Conservancy

Regional Agencies

Capital Regional District – Building Inspection
Mayne Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

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

First Nations

Cowichan Tribes
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Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected by Bylaw

☐ Approval Not Recommended Due to Reason Outlined Below

Mayne Island Local Trust Area
(Island)

Bylaw No. 168
(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

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

Mayne Island Local Trust Area
(Island)

Bylaw No. 169
(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

STAFF REPORT

May 12, 2016

File No.: NP-TUP-2016.1

To: North Pender Island Local Trust Committee
For LTC Meeting: May 26, 2016

From: Phil Testemale, A/Planner 2

CC: Robert Kojima, Regional Planning Manager
Justine Starke, Island Planner

Re: Temporary Use Permit Application

Owner: Driftwood Properties Ltd.

Applicant: Dorothy Murdoch

Description: Lot 3, Section 10, Pender Island, Cowichan District, Plan VIP54822

PID: 018-191-941

Civic Address: 4605 Bedwell Harbour Road

BACKGROUND:

This application is to consider a Temporary Use Permit (TUP) for the following uses on a portion of the **Rural (R)** zoned property west and south of the Driftwood Centre:

- a) The storage and processing of landscape materials (soil and mulch).
- b) The storage and processing of gravel (aggregates).
- c) For certainty, and for the purposes of this permit, processing is defined as screening and sorting, but does not include crushing or washing.
- d) Storage of equipment and materials that are directly required for the maintenance and construction of the Driftwood Centre only, and specifically limited to the following:
 - i. Construction, electrical and plumbing materials.
 - ii. Motorized equipment and vehicles.
 - iii. Landscaping materials including soils, mulch, plants

The purpose of the TUP is to bring numerous uses and infractions on the subject property and the adjacent Lot 1 to the east and north (the Driftwood Centre) into compliance with the North Pender Island Land Use Bylaw No. 103, 1996. The permit includes the relocating and/or legalizing of existing materials storage and the relocation of numerous structures that currently do not meet setback regulations. Essentially, the proposed uses would be accessory uses to the ongoing construction and maintenance of the Driftwood Centre.

The proposed uses will be permitted in a 1.0 ha (2.47 ac) area only and do not include any commercial sales.

The proposed TUP is for a term of three (3) years which can be renewed for a further three (3) years by application. A copy of the proposed NP-TUP-2016.1 is attached.

SITE CONTEXT:

The subject property is 4.71 ha (11.64 ac) Rural (R) zoned property situated west and south of the Driftwood Centre (Figure One). The area of the TUP occupies the property's northeast corner and there is a proposed 30 metre buffer between it and the properties to the west.

Overall the subject property has a uniformly steep topography rising from the northeast toward the southeast (see Figures Two and Five). There is mature forest cover over the majority of the property with intermittent cleared areas and a network of gravel access roads (Figure Two). The TUP area is more gently sloping and with previously cleared areas where the uses are proposed. Currently, the only buildings on the property are two storage containers and a small greenhouse on the east boundary behind the Driftwood.

Aside from the commercial and service uses of the adjacent Driftwood Centre property, properties in the area are of a similar size with rural, park and agricultural uses.

Figure One- Subject Property

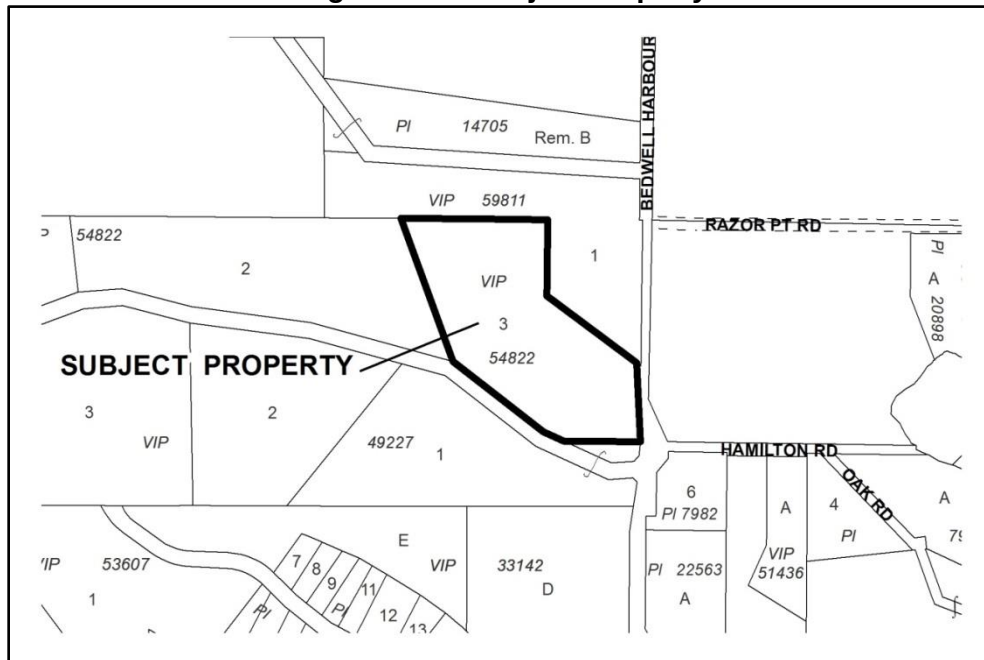
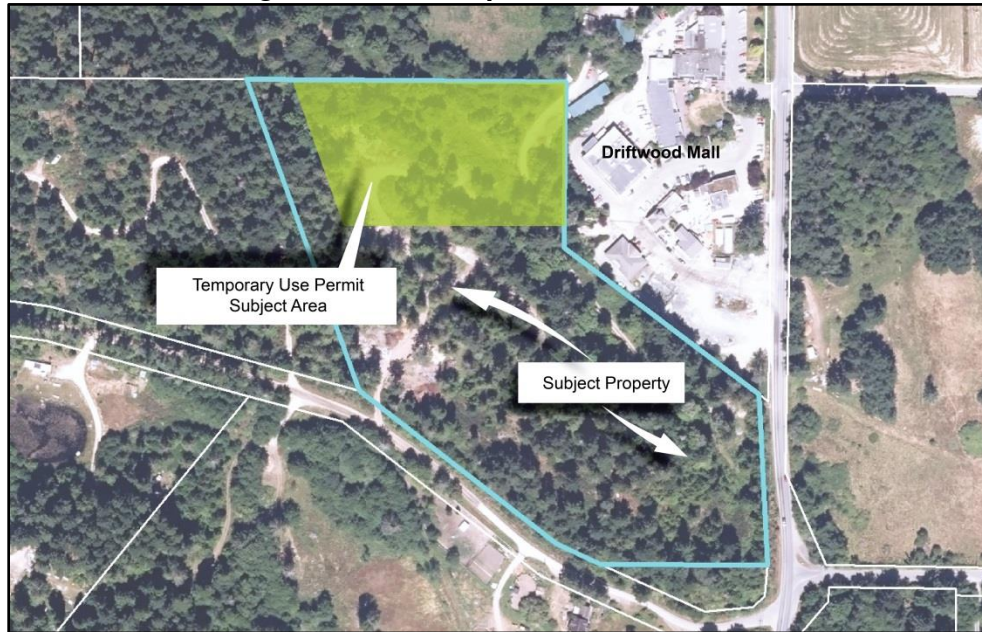


Figure Two- Orthophoto with TUP Area



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:

Directive policies in the policy statement relevant to this application are:

5.2 Growth and Development

5.2.3 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.

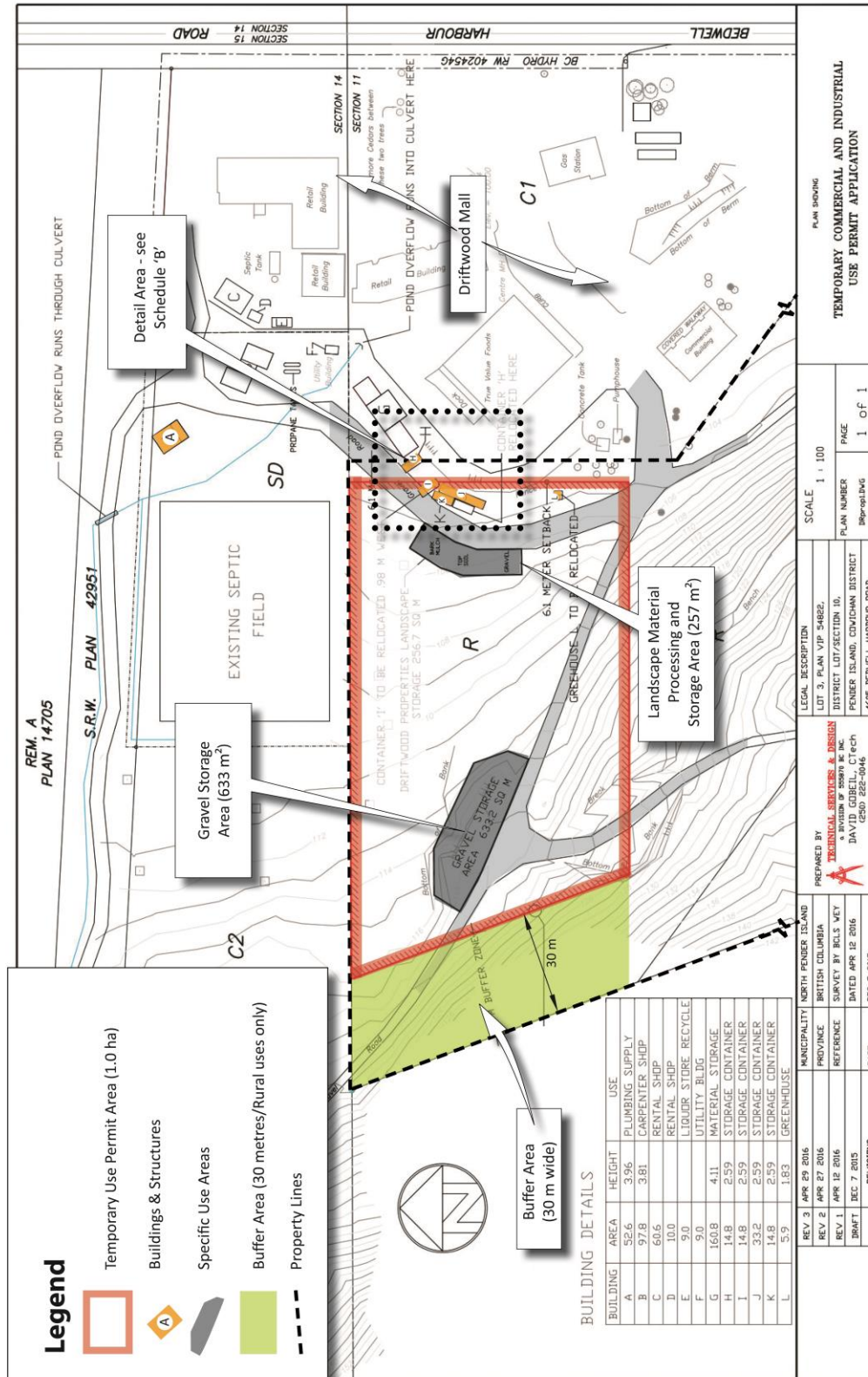
5.2.4 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.

5.7 Economic Opportunities

5.7.2: Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.

The proposal for a Temporary Use Permit to allow for storage and processing is consistent with the above policies. In addition, the TUP will facilitate compliance with bylaws that support these policies.

Figure Three- Site Plan



Official Community Plan

The property is designated as **Rural (R)** in the North Pender Island Official Community Plan No. 171, 2007 (OCP).

There are no development permit areas designated on the subject property.

The OCP permits TUPs to be issued for any area covered by the OCP.

Land Use Bylaw

The property is zoned as **Rural (R)** in the North Pender Island Land Use Bylaw No. 103, 1996 (LUB)

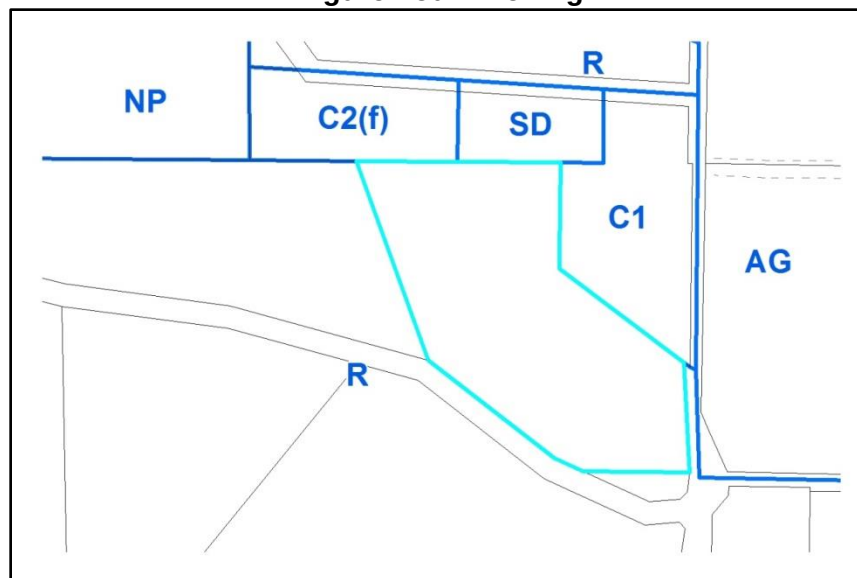
The permitted uses in the zone are as follows:

- (a) dwelling;
- (b) agriculture;
- (c) on lots 1.2 hectares in area and larger, one cottage; and
- (d) accessory home business, subject to Section 3.5, and on lots greater than 2 hectares in area accessory home industry, subject to Section 3.6.

Islands Trust Fund

This application has no considerations for the Islands Trust Fund and has no considerations for the Regional Conservation Plan

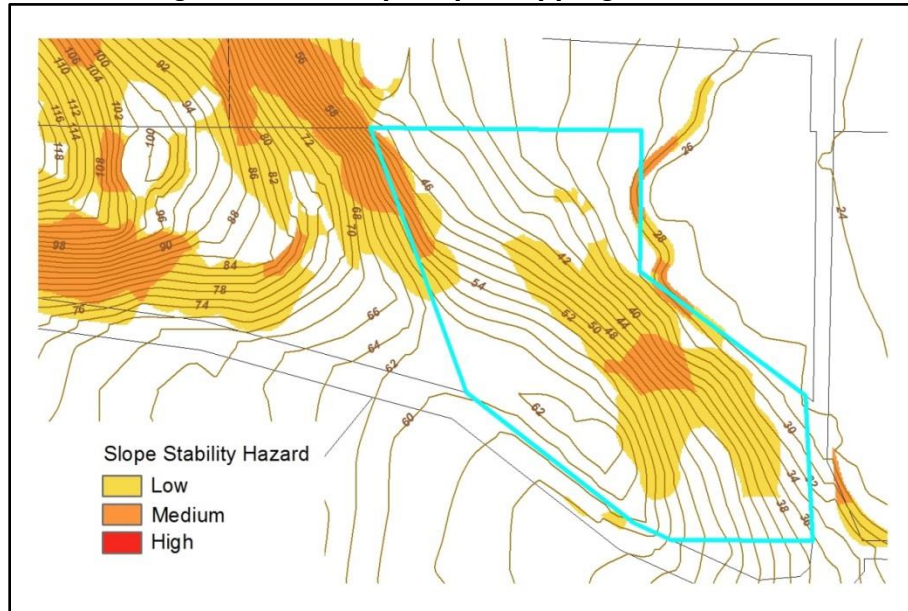
Figure Four - Zoning



Sensitive Ecosystems and Hazard Areas

Sensitive ecosystem mapping shows large areas of Mature Forest on the property, however, this does not have any regulatory implications. Figure Five indicates the low and moderate steep slope hazard that occurs on approximately half the subject properties area. The TUP are has minimal areas of low hazard only.

Figure Five- Steep Slope Mapping & Contours



Archaeological Sites

There are no identified archaeological sites on the property.

Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the *Heritage Conservation Act*. This would most likely be indicated by the presence of areas of dark-stained soils containing conspicuous amounts of fire-stained or fire-broken rock, artifacts such as arrowheads or other stone tools, or even buried human remains. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.

Covenants

There is a covenant registered on title that is in favour of the Crown (Ministry of Transportation) and the Capital Regional District. The proposed permit is unaffected by this covenant.

Bylaw Enforcement:

This application for a TUP is for compliance with two open bylaw enforcement files: one on the split-zoned **Commercial 1 (C1)/Service (SD)**; and, the other on the subject **Rural (R)** (NP-BE-2013.5 and 2015.5 - respectively). The main issues and contraventions on the **C1/SD** property are for the storage and sale of aggregates, and siting issues for non-permitted structures. For the **R** property, contraventions have included: waste storage and disposal by burning; aggregate storage; soil processing; storage of equipment and vehicles for non-related business; and uses accessory to the Driftwood Centre.

Climate Change Mitigation and Adaptation

The development (clearing and siting of temporary structures) associated with this application is minimal as they will use previously disturbed areas. Therefore GHG emission changes resulting from approval and anticipated or possible climate change induced hazards will be largely

neutral. In addition, storage of building and landscaping materials in larger volumes may reduce the frequency of transporting loads from off island, thereby reducing vehicle trips.

COMMUNITY INFORMATION MEETING(S):

There is no requirement for community information meetings with this form of application.

RESULTS OF CIRCULATION:

A notification of the TUP to owners and tenants of property within 100 metres of the subject property was mailed and delivered on or after May 5, 2016. A publication of the notice was also placed in the May 18, 2016 edition of the Driftwood newspaper

At the time of writing there has been no responses received in response to the notification. Any further public submissions will be forwarded to the LTC and presented at the North Pender Island LTC meeting on May 26, 2016.

ISSUES SUMMARY:

TUP Mechanism

Generally, a TUP is used in two circumstances:

- 1) Where a use is truly temporary (e.g. a temporary processing operation); or,
- 2) Where the local government is willing to permit a use to commence prior to rezoning.

The latter situation can be in the interest of either the owner (they wish to undertake a particular use on a trial basis) or the local government (they want the option of having the use cease if the impacts prove to be deleterious). A TUP can also be used in a situation where timing is an issue: the proposed use is consistent with the intent of the community plan and/or zoning and there is a willingness to allow the use to commence prior to completing a rezoning process. Finally, a TUP may be preferable because conditions can be included in a TUP that cannot be included in zoning (such as hours of operation, or requirements for restoration).

This is a temporary circumstance to enable compliance to bylaw infractions to be managed, and to “bridge” the uses to the point where either the uses are no longer required (further completion of the Driftwood) or a rezoning application is made.

Compliance

The proposed permit addresses compliance of long standing issues on the subject and adjacent property where the Driftwood Centre is located. Specifically, it facilitates the moving of the large illegal gravel pile located on the south (undeveloped) portion of the centre to the area specified on the TUP. Landscaping materials storage and processing will also be consolidated and organized in a specified area shown on the Site Plan (Figure Two). Construction and maintenance materials required for the Driftwood Centre will be consolidated and numerous buildings and structures (behind the Tru Value store and on the SD zoned area) will be relocated to comply with setbacks. The storage of the owner’s motorized equipment will also be permitted.

Processing is limited to screening and sorting and does not include crushing or washing, and is to occur only from Monday to Saturday from 8am to 4:30 pm. In addition, no waste disposal or burning will be allowed on the property.

Buffering Uses

A 30 metre buffer strip between the TUP Use Area and the rural property to the west has been placed in the permit. This is to limit potential noise, dust and visual impacts on the direct neighbours. All other neighbours are either separated by substantial distances or owned by the applicant. Furthermore, the uses of gravel storage and processing and landscape materials are to be located in specified areas only and contained by structural blocking.

Other Conditions

No commercial uses are permitted and the allowable uses are strictly for the ongoing operation, maintenance and construction of the Driftwood Centre. The TUP will only apply to the subject area, and uses in the remaining portion of the property will remain **Rural (R)**.

Prior to considering a renewal of the TUP or a zoning amendment, the impacts of the proposed use can be assessed. If approved, the permit is valid for three years, after which the owner may apply for a three year renewal, for a rezoning, or cease the use and the materials and equipment are to be removed.

Staff recommends issuance as the TUP will: bring uses on the subject and the Driftwood property into compliance with the LUB; limit the visual, noise and other impacts of the uses; ensure that unsuitable uses are not permitted; and, allow for monitoring and reporting of the activities prior to renewal or rezoning application. Given the foregoing, staff is recommending that NP-TUP-2016.1 (Murdoch) be approved.

RECOMMENDATIONS:

1. **THAT** the North Pender Island Local Trust Committee approve Temporary Use Permit NP-TUP-2016.1 (Murdoch) for a period of three years.

Prepared and Submitted by:



May 12, 2016

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

May 13, 2016

Date

Attachments: Proposed permit NP-TUP-2016.1 (Murdoch)
Notice NP-TUP-2016.1
Public submissions (none to date)



PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

TEMPORARY USE PERMIT

NP-TUP-2016.1

TO: Driftwood Properties Ltd.
(c/o Dorothy Murdoch)

1. This Temporary Use Permit applies to the land described below:

That portion of:

Lot 3, Section 10, Pender Island, Cowichan District, Plan VIP54822
PID: 018-191-941

indicated as 'Temporary Use Permit Area' on Schedules 'A' and 'B' attached to and forming part of this permit.

2. This permit is issued for the purpose of allowing the following uses in the 'Temporary Use Permit Area':
 - a) The storage and processing of landscape materials (soil and mulch).
 - b) The storage and processing of gravel (aggregates).
 - c) For certainty, and for the purposes of this permit, processing is defined as screening and sorting, but does not include crushing or washing.
 - d) Storage of equipment and materials that are directly required for the maintenance and construction of the Driftwood Centre only, and specifically limited to the following:
 - i. Construction, electrical and plumbing materials.
 - ii. Motorized equipment and vehicles.
 - iii. Landscaping materials including soils, mulch, plants
3. The uses permitted in paragraph 2. may be carried out in the 'Temporary Use Permit Area' subject to the following conditions:
 - a) No on-site composting or storage of composted materials is permitted.
 - b) No transfer or storage of waste materials.
 - c) No accessory storage or use of the subject area by tenants of the Driftwood Centre or others, with the sole exception of the storage and processing of landscape materials permitted by paragraph 2.
 - d) No burning is permitted on any portion of the subject property.
 - e) No commercial sales.
 - f) Processing of aggregates, soils and mulch is restricted to 8:00 a.m. to 4:30p.m. Monday through Saturday.
 - g) Aggregates and landscape materials stored on-site shall be contained within areas delineated along three sides with concrete lock block walls measuring a maximum height of 2 blocks (1.5 m). in the specific use areas shown on Schedules 'A' and 'B.'

- h) The maximum volume of aggregates and landscape materials stored at one time is limited to 900 m³ (1177 yd³).
 - i) The existing buildings shown as buildings 'A,' 'H' and 'I' on Schedules 'A' and 'B' are to be relocated to conform to the minimum setbacks for buildings and structures as set out in the North Pender Island Land Use Bylaw No. 103, 1996.
 - j) The relocation and/or alteration of buildings and structures indicated in paragraph i) is to be completed within six (6) months of the date of issuance of this permit.
 - k) One greenhouse, not to exceed 28 m² (300 ft²) in size is permitted in the 'Subject Area' identified on Schedules 'A' and 'B.'
 - l) All equipment and materials permitted by paragraph 2 above are to be removed from the site by the date of the expiry of this permit.
4. This permit is valid for three years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust unless the permit is renewed by resolution of the North Pender Island Local Trust Committee.
5. 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 approvals from the Capital Regional District, Island Health and the Ministry of Transportation and Infrastructure.

**AUTHORIZING RESOLUTION PASSED BY THE NORTH PENDER ISLAND LOCAL TRUST COMMITTEE THIS
____ DAY OF _____, 20__.**

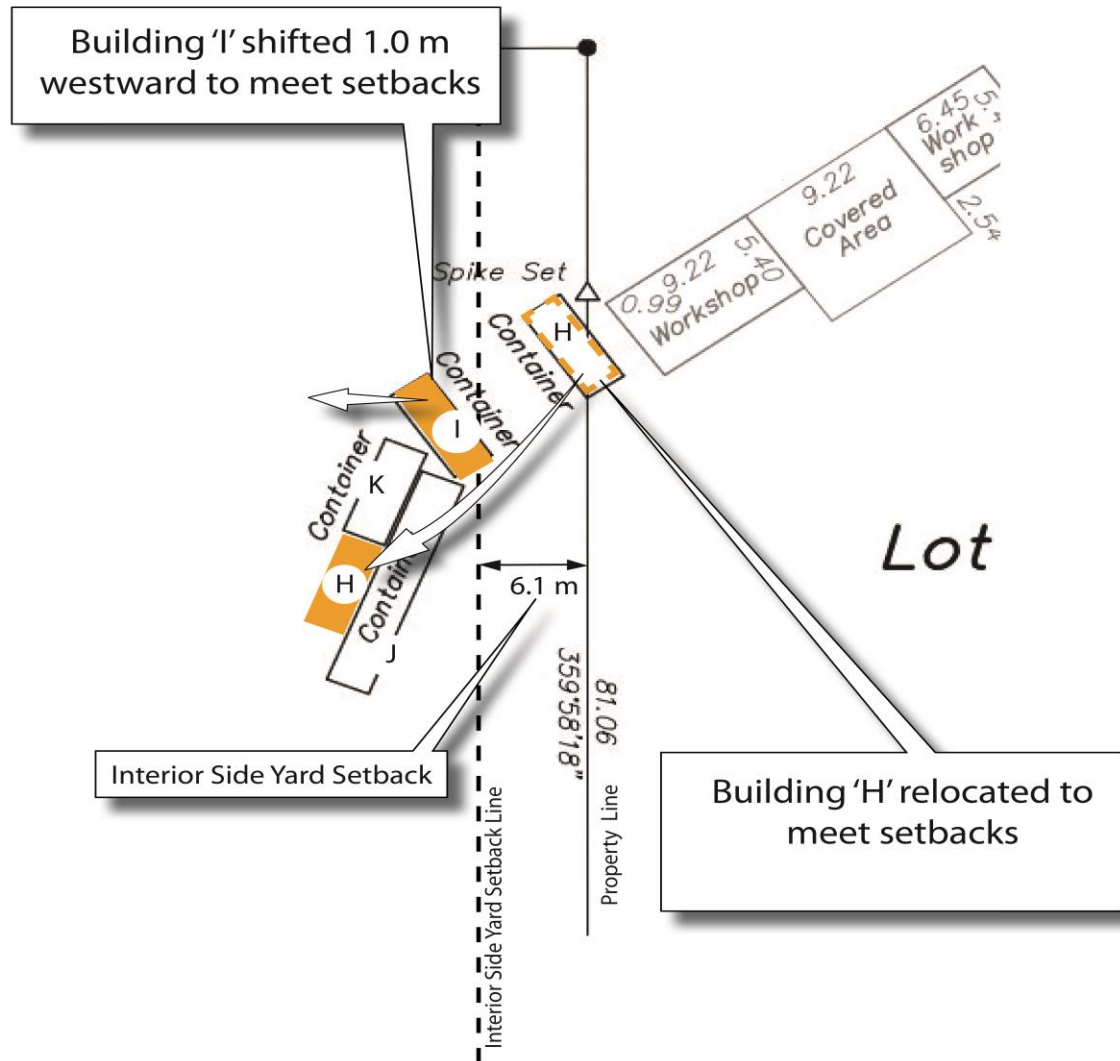
Deputy Secretary, Islands Trust

Date of Issuance

[illegible]

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
NP-TUP-2016.1
SCHEDULE 'B'

Distances shown are in metres.





Islands Trust

**NOTICE
NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
NP-TUP-2016.1**

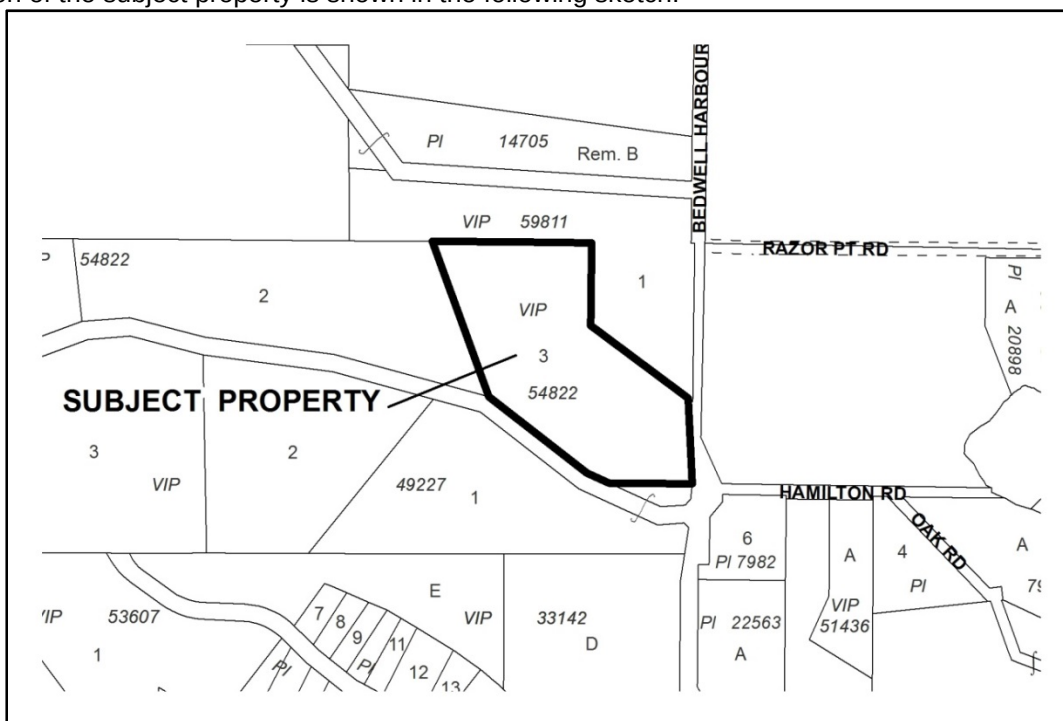
NOTICE is hereby given that the North Pender Island Local Trust Committee will be considering a resolution allowing for the issuance of a Temporary Use Permit pursuant to Section 493 of the *Local Government Act*. The proposed permit would apply to a portion of Lot 3, Section 10, Pender Island, Cowichan District, Plan VIP54822. This property is located at 4605 Bedwell Harbour Road.

The purpose of this temporary use permit would be to permit:

- a) The storage and processing of landscape materials (soil and mulch).
- b) The storage and processing of gravel (aggregates).
- c) For certainty, and for the purposes of this permit, processing is defined as screening and sorting, but does not include crushing or washing.
- d) Storage of equipment and materials that are directly required for the maintenance and construction of the Driftwood Centre only, and specifically limited to the following:
 - i. Construction, electrical and plumbing materials.
 - ii. Motorized equipment and vehicles.
 - iii. Landscaping materials including soils, mulch, plants

The establishment of these uses would be subject to the conditions specified in the permit. The permit would be issued for three years and the owner may apply to the North Pender Island Local Trust Committee to have it renewed once for an additional three years.

The general location of the subject property is shown in 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. and 4:30 p.m., Monday to Friday inclusive, excluding Statutory Holidays, commencing, **May 13, 2016** and up to and including **May 25, 2016**.

Enquiries or comments should be directed to Planner Phil Testemale at (250) 405-5170, 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 p.m., **May 25, 2016**. 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, **May 26, 2016**, at the Pender Island Community Hall (Lounge) 4418, Bedwell Harbour Road 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 **52**



Top Priorities

North Pender Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Land Use Planning for Waste Management	Identify land to be zoned for solid waste transfer facilities. Involves coordination with the Capital Regional District Solid Waste Management planning process.		Justine Starke	
2	Housing	This is a broad scope project focused on housing; the first priority is consideration of vacation rentals in residential zones.	03-Feb-2015	Justine Starke	



Projects

North Pender Island

Description	Activity	R/Initiated
Potable Water		29-Oct-2015
Conservation Subdivisions	Continue exploring 2013-2014 work on conservation subdivisions. Consult with community on recommendations for LUB and OCP amendments.	03-Feb-2015
Agricultural Projects	Consider implementing agricultural initiatives identified in OCP, including an Area Farm Plan	22-Jan-2009
Other OCP projects: 1. View corridor review 2. Parks and Conservation area review 3. Pedestrian and Cycle paths - DONE 4. Groundwater protection strategy 5. Include advocacy policies for ultra vires regulations removed from the LUB (commercial airstrips, private marinas, use of personal watercraft) 6. Marine riparian areas		22-Jan-2009
Agricultural Building Watercourse Setbacks		28-Jul-2011
Geological Hazard Mapping	Continue work on proposed DPA for Hazardous Areas	22-Feb-2012

**Projects****North Pender Island**

Description	Activity	R/Initiated
LUB Amendments	·review of industrial zoning, including waste management ·tourist commercial zoning review ·home industry regulation ·review of commercial (C1) zoning ·incorporate TUP's into zoning ·landscape screening review ·review of marine zoning regulations in conjunction with overall shoreline development review ·amendments to permit renewable energy ·review of floor area calculations, applicable for cottages in support of alternative, energy efficient building designs, and review maximum floor area restriction ·height exemptions for agricultural or forestry buildings ·max floor area for principal dwellings	22-Mar-2012
Road Side Signs		26-Apr-2012
Applications after the fact	options to address situations where construction work has occurred without the required permits or approvals	28-Jun-2012
LUB/OCP Amendments Related to Roadway and Transportation Initiatives	·NZEV designation ·Level 2 Charging Stations ·Additional Car Stop Locations ·Additional Bicycling-Walking Routes ·Heritage Roads ·Road standards in subdivision servicing regulations ·Related policy and regulatory options	20-Sep-2012

Item 10.1 LUB Technical Amendments Project: Bylaw Enforcement Manager to provide a report regarding the applicability of the NPILTC Bylaw Infraction Investigations Bylaw No. 54, 1990, including recommended amendments.

Projects

North Pender Island

Description	Activity	R/Initiated
Shoreline information communications (QR Codes)	Investigate incorporating shoreline information and classification into new Gulf Islands app and using QR code for smart phones	
Climate Change Adaptation and Community Resilience	Review available baseline data and consider policy and regulatory land use changes to address climate change adaption and community resilience	22-Jan-2009



Islands Trust

Print Date: May 18, 2016

Applications

Board of Variance

File Number	Applicant Name	Date Received	Purpose
NP-BOV-2016.1	DAVID OHNONA	01-Apr-2016	3709 STARBOARD CRES NORTH PENDER RELAXATION OF SIDE AND FRONT LOT LINE SETBACK FOR AUX BUILDING

Planner: Phil Testemale

Planning Status

Status Date: 03-May-2016

Permit Notification complete and forwarded to DS for newspaper and mailout. May 24 BOV meeting

Status Date: 07-Apr-2016

File Opened

Development Permit

File Number	Applicant Name	Date Received	Purpose
NP-DP-2016.2	BETTE C GALLANDER DERRYCK H SMITH	07-Mar-2016	4847 Buccaneers Rd Riparian planting mitigation for tree cutting.

Planner: Phil Testemale

Planning Status

Status Date: 17-May-2016

Revised report received. June LTC agenda for consideration

Status Date: 11-Apr-2016

Contacted QEP and waiting for resubmission of RAR Assessment Report

Status Date: 09-Mar-2016

File opened and given to Planner.

File Number	Applicant Name	Date Received	Purpose
NP-DP-2016.3	MARTIN J HOSHOWSKI	24-Mar-2016	1613 Schooner Way, North Pender Island

Build 825 sq. ft. residential dwelling in DPA1

Applications

Planner: Phil Testemale

Planning Status

Status Date: 09-May-2016

LTC approved DP for issuance on May 6. File given to DS for issuance.

Status Date: 19-Apr-2016

Proposed permit and staff report on agenda for consideration by LTC at April 28 meeting.

Status Date: 29-Mar-2016

File created and given to Planner.

Rezoning

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

Planner: Justine Starke

Planning Status

Status Date: 04-Mar-2015

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

Status Date: 22-Jan-2015

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

Status Date: 13-Jan-2015

Staff report prepared for January 22 2015 meeting

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

Planner: Justine Starke

Planning Status

Applications

Status Date: 11-Mar-2015

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

Status Date: 13-Jan-2015

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

Status Date: 27-Nov-2014

Emailed applicant requesting status update

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2016.1	Mainroad South Island Contracting	11-Jan-2016	3323 PORT WASHINGTON RD

To change from a TUP to a permanent zoning for a highway works yard.

Planner: Phil Testemale

Planning Status

Status Date: 18-May-2016

DS drafting bylaws

Status Date: 06-Apr-2016

Preliminary report completed and on April 28, 2016 LTC Agenda

Status Date: 17-Mar-2016

Development Approval information requested.

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2016.2	PORT BROWNING MARINA RESORT LTD INC.NO. BC1037734	09-May-2016	4605 OAK RD Rezone the water lot adjacent to the current Marina

Planner: Phil Testemale

Planning Status

Status Date: 18-May-2016

Preliminary review / DAI requirements being undertaken

Status Date: 11-May-2016

File opened and forwarded to planner/LTC.

**Applications****Subdivision**

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2014.2	Ene Haabniit	09-Jul-2014	4446 HOOSON RD and 5431 HOOSON RD

To create a boundardy adjustment between 4446 and 5431 Hooson.

Planner: Phil Testemale

Planning Status

Status Date: 19-Nov-2015

Applicant contacted in late September. On hold pending hiring a consultant.

Status Date: 03-Sep-2015

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

Status Date: 03-Jun-2015

E-mailed owner requesting information on applying for DPs

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2016.1	FERGUSON, JOHN	04-Feb-2016	1329 MACKINNON RD

Subdivision to create one parcel and one remaining.

Planner: Phil Testemale

Planning Status

Status Date: 02-Mar-2016

Sub Referral Report emailed and papered to David Koch at MoTI

Status Date: 24-Feb-2016

Reviewing application and preparing MoTI response

Status Date: 18-Feb-2016

Fee \$1210 received. Receipt #3276.

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
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Applications

NP-TUP-2016.1 Raevin Equipment Ltd 22-Jan-2016 018-191-947 DRIFTWOOD PROPERTIES

TUP to store top soil, aggregates, storage cans, additional greenhouse

Planner: Phil Testemale

Planning Status

Status Date: 17-May-2016

Staff Report with recommendation on May 26 LTC agenda

Status Date: 03-May-2016

Notice and proposed permit drafted and forwarded to Deputy Sec for notification (May 26 LTC)

Status Date: 03-Mar-2016

E-mailed applicant requesting that all items be submitted by March 30 in order to meet the April LTC deadlines

File Number	Applicant Name	Date Received	Purpose
NP-TUP-2016.3	BRAEDON'S BIG DIGEM EXCAVATING	04-Apr-2016	3334 Port Washington Rd Temporary use permit for wholesale and storage of aggregates, soil and mulches.

Planner: Phil Testemale

Planning Status

Status Date: 18-May-2016

Reviewing options with applicant.

Status Date: 06-Apr-2016

File Opened Created application, forwarded to LTC and planner

Islands Trust
LTC EXP SUMMARY REPORT F2016
Invoices posted to Month ending March 2016

650 North Pender	Invoices posted to Month ending March 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-650	LTC "Trustee Expenses"	1,500.00	852.98	647.02
LTC Local				
65200-650	LTC - Local Exp - LTC Meeting Expenses	2,750.00	3,610.29	-860.29
65210-650	LTC - Local Exp - APC Meeting Expenses	750.00	967.39	-217.39
65220-650	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-650	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>4,550.00</u>	<u>4,577.68</u>	<u>-27.68</u>
Projects				
73001-650-4047	North Pender Age Friendly Community Plan	2,500.00	16,487.68	-13,987.68
73001-650-4054	North Pender Waste Management Review	3,250.00	2,188.12	1,061.88
73001-650-4055	North Pender Housing Review	3,250.00	1,734.36	1,515.64
TOTAL Project Expenses		<u>9,000.00</u>	<u>20,410.16</u>	<u>-11,410.16</u>

North Pender Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

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

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

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

Important deadline! Fairy Slipper Forest Campaign – Thetis Island

June second is an important deadline for the campaign to purchase 40 acres of forest, creating Thetis Island's first publicly accessible nature reserve. Half the total cost of \$560,000 needs to be raised by this date. To help meet this important fundraising goal, an anonymous donor is matching funds, to a maximum of \$40,000, until the deadline. Donations can be made through the [Islands Trust Fund \(ITF\)](#) website. Media packages are available upon request from the ITF Communications and Fundraising Specialist for promotions.

Appointed Board Members – Vacancies

Three of the six members of the Trust Fund Board (TFB) are appointed by the Province. The term of former member Julie Glover has concluded (Dec. 2015) and the provincial Board Resourcing and Development Office recently concluded its advertising of this vacancy. The term of member Dereck Atha ends in June and applications for this position are now being accepted through the [Board Resourcing and Development Office](#). Please inform individuals you know who might have the knowledge, experience and interest to serve on TFB.

Land Securement Strategy

The Islands Trust Strategic Plan includes a strategy for TFB to "Protect high biodiversity areas identified in TFB's Regional Conservation Plan" by "developing a land conservation strategy to protect high biodiversity areas (e.g. Coastal Douglas-fir)". Most of our protected land has come about opportunistically as a result of landowners and organizations coming to us (albeit with prior relationship-building in many cases). Another approach, used successfully by other land conservancies, is to focus on areas with high biodiversity and approach landowners to explore voluntary conservation options that might work for them. This requires careful and sensitive planning. TFB has approved the project charter for developing a securement strategy to implement such an approach.

Conservation Tax Incentive Program

The Islands Trust Strategic Plan also identifies the Trust Fund Board will support efforts to expand a conservation tax exemption program to the rest of British Columbia. The TFB Chair has written an open letter of support outlining the success of NAPTEP in support of a province-wide program.

Long Term Funding

The Trust Fund Board has reviewed the considerable work carried out over the years to develop a Long Term Funding Initiative and discussed this in the current context. The Chair hopes to provide a brief report at the June Trust Council meeting and is happy to discuss this issue in more depth with individual trustees.

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

Planned Giving

The Board reviewed and discussed ITF's approach to encouraging and enabling planned, or legacy, gifts. Two recent prime examples are legacies that have established the Morrison Waxler Biodiversity Protection Legacy Fund (\$20,000) and the Gambier Island Acquisition Fund (\$115,000). Crystal Oberg, ITF's new Communications and Fundraising Specialist, will attend an upcoming professional development opportunity to enhance this part of our work. Check out the "[Gift and Estate Planning](#)" page on our website.

Budget

Preliminary figures show that the Islands Trust Fund's 2015-16 expenses came in under budget. The 2016-17 budget is essentially unchanged. The budget includes provision for responding to emerging and time-sensitive conservation proposals and property management issues.

Property Management

Here is a summary of current property management activities:

Bowen -	New management contract for Fairy Fen Nature Reserve; revision of management plan for Singing Woods Nature Reserve
Denman -	Restoration and signage at Inner Island; restoration and tree planting at Lindsay Dickson Nature Reserve; trail development and maintenance at Morrison Marsh Nature Reserve
Gabriola -	Management Plan for Burren's Acres Nature Reserve; boardwalk repair; trail maintenance and root protection work at Elder Cedar Nature Reserve
Lasqueti -	Monitoring of restoration and possible trespass at Mount Trematon Nature Reserve; revision of management plan for Kwel Nature Sanctuary
N. Pender -	Interpretive panels at Medicine Beach Nature Reserve
Salt Spring -	Revision of management plan for Cyril Cunningham Nature Reserve.

Annual monitoring of properties and covenants across the Trust Area will be completed by July 15, 2016.

Trail Proposal for the Lindsay Dickson Nature Reserve –Denman Island

After onsite meetings and consultation with our property managers, the Trust Fund Board has agreed to allow an old logging road across one corner of the reserve, which already supports public use, to be part of the Denman cross-island trail. However, the board does not support the development of an unopened road access alongside the nature reserve because of the additional disturbance it could bring to the reserve.

Please feel free to contact members of the Trust Fund Board or Islands Trust Fund staff for more details.