



North Pender Island Local Trust Committee

Regular Meeting Agenda

Date: September 22, 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 - 9:50 AM	
2.	APPROVAL OF AGENDA		
3.	TOWN HALL AND QUESTIONS	9:50 AM - 10:10 AM	
4.	COMMUNITY INFORMATION MEETING		
	none		
5.	PUBLIC HEARING		
	none		
6.	MINUTES	10:10 AM - 10:20 AM	
6.1	Local Trust Committee Minutes Dated July 28, 2016 (for Adoption)		4 - 11
6.2	Local Trust Committee Special Meeting Minutes Dated August 10, 2016 (for Adoption)		12 - 18
6.3	Public Hearing Record Dated July 30, 2015 (for Receipt)		19 - 20
6.4	Section 26 Resolutions-without-meeting Report		
	none		
6.5	Advisory Planning Commission Minutes		
6.5.1	<u>APC Adopted Minutes of February 18, 2016 (for Receipt)</u>		21 - 22
7.	BUSINESS ARISING FROM THE MINUTES	10:20 AM - 10:30 AM	
7.1	Follow-up Action List Dated September 2016		23 - 25
8.	DELEGATIONS		
	none		

9. CORRESPONDENCE

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

none

10. APPLICATIONS AND REFERRALS 10:30 AM - 10:40 AM

- 10.1 Mayne Island Local Trust Committee Bylaw No. 170 Referral 26 - 28
(for response)

11. LOCAL TRUST COMMITTEE PROJECTS 10:40 AM - 11:30 AM

- 11.1 North Pender Island Local Trust Committee Bylaws 203 & 204 (STVR)- Staff Report 29 - 38
(for further consideration of Second Reading)
- 11.2 Waste Management - Update Report 39 - 95

12. REPORTS 11:30 AM - 12:00 PM

- 12.1 Work Program Report (attached)
- 12.1.1 Top Priorities Report Dated September 2016 96 - 96
- 12.1.2 Projects List Report Dated September 2016 97 - 99
- 12.2 Applications Report Dated September 2016 (attached) 100 - 104
- 12.3 Trustee and Local Expense Report Dated July 2016 (attached) 105 - 105
- 12.4 Adopted Policies and Standing Resolutions (attached) 106 - 107
- 12.5 Local Trust Committee Webpage
- 12.6 Chair's Report
- 12.7 Trustee Report
- 12.8 Trust Fund Board Report
- none

13. NEW BUSINESS

none

14. UPCOMING MEETINGS

- 14.1 Next Regular Meeting Scheduled for October 27, 2016, at the Community Hall, Pender Island

15. TOWN HALL 12:00 PM - 12:10 PM

16. CLOSED MEETING (Distributed Under Separate Cover) 12:10 PM - 12:30 PM

16.1 Motion To Close The Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1) (d)(f) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated February 25, 2016*
- *Bylaw Enforcement*

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT 12:30 PM - 12:30 PM



DRAFT

North Pender Island Local Trust Committee Minutes of Regular Meeting

Date: July 28, 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

Others Present: Approximately thirty (30) members of the public were present.

1. CALL TO ORDER

Chair Grams called the meeting to order at 9:45 a.m. and announced that the meeting was being recorded. He read a statement providing an overview of the rationale for recording the meeting, the uses of the recording, and the regulations regarding defamatory comments.

Chair Grams welcomed the public and 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

Michael Sketch noted that he had provided a written submission to the Local Trust Committee (LTC) and provided a summary of that document, including comments on Trustee Conflict of Interest, benefits of a not-for-profit facility for waste management, and concerns that discarded roadworks asphalt may not be dealt with appropriately. He asked that staff post his submission to the Waste and Resource Management website and further requested that Trustee Masselink apologize for using the word “disingenuous” to describe him (Michael Sketch) at the May 26, 2016 meeting.

Candice Zell noted that over the July 01 long weekend there was not a large volume of tourists on the island and remarked that there may be over-concern of too many tourists on Pender.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Minutes Dated June 30, 2016 (for Adoption)

By general consent, the Local Trust committee meeting minutes of June 30, 2016 were adopted as presented.

6.2 Section 26 Resolutions-without-meeting Report

none

6.3 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated July 2016

Received for information.

8. DELEGATIONS

8.1 Pender Island Trust Protection Society

Bill Deverell spoke regarding the amendment to proposed Bylaw 203 that would allow more than one Short Term Vacation Rental (STVR) on properties more than 10 acres. He asked that the LTC reject the proposal based on the following points:

- Lack of community consultation.
- Lack of community support.
- Conflict with the rural character of the island and the Official Community Plan (OCP)
- Policy would discriminate against those who own smaller parcels of land.
- Policy places STVRs in competition with legal B&Bs and Hotel establishments.
- The island's resources cannot carry a substantial increase in density.

9. CORRESPONDENCE

Chair Grams noted that correspondence received is posted to the website.

10. APPLICATIONS AND REFERRALS

10.1 NP-DP-2016.4 (Port Browning Marina)

Planner Starke provided an overview of the application and the staff report.

Chair Grams invited the applicant to speak. The applicant offered to answer any questions. He provided an overview of the construction timeline.

NP-2016-055

It was MOVED and SECONDED,
that development permit NP-DP-2016.4 (Port Browning Marina) be approved.

CARRIED

10.2 NP-DVP-2016.4 (Cribb)

Planner Starke provided an overview of the application and the staff report.

The applicant noted that the staff report states a variance for an exterior side lot-line, but clarified that it is only a front lot variance requested.

NP-2016-056

It was MOVED and SECONDED,
that development permit NP-DVP-2016.4 (Cribb) be approved.

CARRIED

10.3 NP-RZ-2016.3 (Eakins)

Planner Starke provided an overview of the application and the related staff report. She reviewed the community benefits of the rezoning, the additional recommendations from the staff, and also noted that many applications are occurring for this property and that the coordination of those applications is important.

A discussion was held regarding the timeline of the project and confidence that this LTC can stop proceeding with this bylaw, should the conditions of the approval not be met.

A discussion was held regarding First Nations engagement and it was noted that the applicant has made efforts to consult, but that those efforts were unsuccessful. Planner Starke noted that consultation can be coordinated at the Islands Trust and Provincial level.

NP-2016-057

It was MOVED and SECONDED,
that the North Pender Island Local Trust Committee proceed with application NP-RZ-2016.3 (Eakins) and request staff to prepare draft bylaws to rezone the subject 1.7 acre portion of Lot 3, Section 11, Pender Island, Cowichan District, Plan 7982, except part in Plan 21227 and 1772RW to Commercial 3(a).

CARRIED

NP-2016-058

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee request that the applicants of NP-RZ-2016.2 (Robert Blanchard, Mill Bay Marine Group) include Port Browning Marina Resort (4605 Oak Road) in the current rezoning request to ensure the overall upland density does not exceed 23 commercial accommodation units.

CARRIED

NP-2016-059

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee request staff coordinate the community consultation, agency referrals and First Nations engagement done for NP-RZ-2016.3 (Eakins) as much as possible with NP-RZ-2016.2 (Port Browning Marina Resort).

CARRIED

A discussion was held regarding NP-2016-058 to ensure that the applicant understood the request in this resolution.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Short Term Vacation Rentals (STVRs)

Planner Starke provided an overview of the staff report and information regarding allowing more than one STVR on parcels more than 10 acres. She outlined the options for allowing this amendment, noting that none of the options are best practice.

A discussion was held regarding the option of taking no action at this time and allowing those properties that would benefit from the amendment, to apply for a variance. There was general consensus to take no action at this time.

12. REPORTS

12.1 Work Program Report (attached)

12.1.1 Top Priorities – Housing Needs Assessment

Planner Starke noted that at the May Business Meeting, the LTC had requested that they revisit the issue of a Housing Need Assessment. She provided an overview of the benefits of the assessment and also the process. She also recommended that it be completed in conjunction with other agencies to reduce the cost.

A discussion was held regarding the process moving forward. Planner Starke recommended the LTC either place this in the third top priority spot or to wait until after the STVR project is completed.

The LTC asked staff to establish the cost of a Housing Needs Assessment and report back with those results.

12.1.2 Top Priorities Report Dated July 2016

NP-2016-060

It was MOVED and SECONDED,
that the North Pender Island Local Trust make "Housing Needs Assessment" the third Top Priority.

CARRIED

12.1.3 Projects List Report Dated July 2016

For information.

12.2 Applications Report Dated July 2016 (attached)

For information.

12.3 Trustee and Local Expense Report

none

12.4 Adopted Policies and Standing Resolutions (attached)

For information

12.5 Local Trust Committee Webpage

No remarks were made.

12.6 Chair's Report

Chair Grams provided a report which included the following points:

- Executive have been preparing for the September Trust Council meeting on Mayne, including a visioning session.
- The issue of incorporation on Salt Spring is becoming engaged with the public. He noted the issue of road improvements and provided an overview of the process and timeline moving forward.
- Ministry of Forest, Land and Natural Resources are looking to the Gulf Islands used as an indicator of groundwater depletion due to global warming. He provided an overview of the data and its intended uses.

12.7 Trustee Report

Trustee Barber reminded the public that a workshop regarding Waste Management is being held on August 10, 2016 at the Pender Island Legion. Planner Starke noted that 25 attendants have confirmed their spot.

Trustee Masselink reported on his attendance at a meeting with South Pender Island Trustee Wendy Scholefield, Islands Trust Staff, representatives of the Capital Regional District (CRD), representatives of Moving Around Pender (MAP), and the Ministry of Transportation and Infrastructure (MoTI). He requested that the agenda package from the meeting be added to the LTC's website.

Trustee Masselink remarked that a consultant has been hired to facilitate a vision-creation session at the September Trust Council meeting on Mayne Island. He further requested that the community remember to communicate in a respectful manner, even when in disagreement.

12.8 Trust Fund Board Report

none

13. NEW BUSINESS

13.1 2017-18 Budget: LTC Project Funding Requests – Staff Memo

Planner Starke provided an overview of the staff report and the proposed values in the budget.

NP-2016-060

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee approve and forward the draft 2017-18 LTC Project Budget Request to the Financial Planning Committee as presented.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for September 22, 2016, at the Community Hall, Pender Island.

14.2 Special Local Trust Committee Meeting Scheduled for August 10, 2016, at 10:00 am, at the Pender Island Legion

15. TOWN HALL

Dale Henning asked if the August 10, 2016 Waste and Resource Management Workshop would be facilitated by an external third party and whether those community members who have previously demonstrated strong bias in the process will be removed from the process so as not to hinder progress.

Chair Grams provided an overview of the facilitator's expertise and the benefits of the program in preventing conflict and bias.

Tracy Jones asked about the demolition of Port Washington General Store and why it wasn't protected under Heritage Status. She provided an overview of the history of

Pender Island and the process she went through in an attempt to protect the building. She also noted the danger of the property's demolition and the potential damage, should the hazardous materials not be dealt with appropriately. She reported that she had emailed the Trustees on June 15, 2016 and had concerns for the Medicine Beach Nature Sanctuary.

Planner Starke provided an overview of the Heritage Preservation process. She noted that she had discussions with the Heritage Branch regarding this property, but the property was not previously designated a heritage site and that the process requires a cooperative landowner.

Chair Grams directed the speaker to take environmental concerns to the CRD and the province.

Tracy Jones reported that commercial waste is being stored on the residential rural property and asked that the Islands Trust consider this a bylaw infraction.

Wendy MacDonald spoke regarding the Housing Needs Assessment. She noted that Plum Tree Court had received a quote of \$10,000 several years ago and asked whether South Pender Island may be interested in participating as well.

Michael Sketch responded to Tracy Jones' remarks noting that it was an example of the need to move forward with a Waste and Resource Management site.

Michael Sketch spoke in favour of the LTC not allowing the STVR guidelines to consider more than one STVR on more than 10 acres. He noted that it could be a precursor to amend the Land Use Bylaw and that would allow multiple commercial properties and if that is warranted, then the LTC should proceed with C4 zoning.

Jan Kirkby responded to Trustee Masselink's comments on respectful disagreement and spoke in favour of discourse, deliberation, and dialogue in which both sides agree to listen and find common ground. With humour, she recommended that copies of the book "I'm Right and You're an Idiot" by James Hoggen be provided publicly.

Peter Taylor asked that when people stand up and speak that they say their name and confirm whether they are North Pender Island residents or not.

Lou Henshaw remarked that the LTC has been left to deal with issues that were created 40 years ago when local politics didn't include proper planning.

Terry Chantler asked for the rationale regarding allowing more than one STVR on properties greater than 10 acres.

Trustee Masselink responded that the LTC's request for additional information on the matter was spurred by community correspondence.

Lou Henshaw noted that the Port Browning rezoning request will reduce density and is in the community's best interest. .

A break was held at 11:30 am and the meeting reconvened at 11:47 am.

16. CLOSED MEETING

16.1 Motion to Close the Meeting

NP-2016-061

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1) (a) & (d) for the purpose of considering:

- Adoption of In-Camera Meeting Minutes dated March 31, 2016, and
- Appointment of APC Members

CARRIED

16.2 Recall to Order

The public meeting was recalled at 11:59 am. No members of the public returned to the meeting room.

16.3 Rise and Report

Chair Grams reported that the LTC had reappointed Benjamin McConchie, Dorothy Murdoch, Michael Symons, Barbara Johnstone Grimmer, Julie Roper, Garnet Coburn, and Ron Underhill, to the North Pender Island Advisory Planning Commission commencing immediately and expiring March 1, 2017.

17. ADJOURNMENT

By general consent the meeting was adjourned at 12:00 pm.

George Grams, Chair

Certified Correct:

Shannon Brayford, Recorder



DRAFT

North Pender Island Local Trust Committee Minutes of a Special Meeting

Date: August 10, 2016
Location: Pender Island Royal Canadian Legion
1344 MacKinnon Road, North Pender Island, BC

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

Staff Present: Dr. Shannon Cowan, Facilitator
Justine Starke, Island Planner
Shannon Brayford, Recorder

Others Present: Approximately twenty-four (24) members of the public.

1. CALL TO ORDER

Chair Grams called the meeting to order at 10:03 a.m. and announced that the meeting was being recorded. He read a statement providing an overview of the rationale for recording the meeting, the uses of the recording, and the regulations regarding defamatory comments.

Chair Grams welcomed the public, made introductions, and 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. BUSINESS ITEMS

3.1 Welcome and Introductions

3.1.1 Background to the Problem

Planner Starke provided an overview of the project and the goals of the Waste Management Workshops. She introduced Dr. Shannon Cowan and invited her to facilitate the workshop.

3.1.2 Waste Management Integrated Decision-Making Process Overview

Dr. Cowan offered an introduction, including the following points:

- Her experience and expertise.
- The workshop's agenda.
- Guidelines for participation.
- Overview of the process.

A discussion was held regarding whether a waste transfer facility is needed at all.

3.2 **Step 1: Defining Decision Criteria**

Dr. Cowan invited attendees to participate in a Values Brainstorm session. She introduced the list of values created by the former Waste and Resource Management Commission (North Pender Island Special Advisory Planning Commission) and asked that participants add additional values, explaining that any and all values should be added at this stage, and the values may be refined or traded off in later stages of the process.

In addition to the facility-related values already on the list, the following values were added:

- That one single site houses all of North and South Pender Islands' waste and resource management needs.
- "Crushing" processes should not include bulky items as those processes are not economically or environmentally beneficial for the Penders.
- A facility that maximizes the reuse and recycling of materials, and minimizes waste.
- On-site sale of items that can be reused.
- Educational component.
- Operated at the highest environmental standard.

In addition to the location-related values already on the list, the following values were added:

- The facility be accessible to all operators.
- The facility be large enough to accommodate all eight best management practices and also provide for future expandability.
- That this use is the highest and best use of the land that is selected.
- Minimize distance to ferry.
- Minimize light pollution.
- Fire protection with access to water on-site and a fire break.

A discussion was held regarding excess noise. It was noted that sound is regulated through the Capital Regional District noise bylaw and is captured under the best management process.

A break was held from 11:05 am – 11:18 am.

Dr. Cowan explained the next phase in the process. She proceeded through the list of criteria regarding the location selection and invited attendees to participate in defining those items that had not yet been defined.

In addition to a review of each criteria item, the following items were discussed and refined.

Distance

A discussion was held regarding desirable distances and how to best define those distances. The following remarks were made:

- “Close” is 5-8 km.
- “Close” is up to 10 km.
- For a drop-off site, “close” should be less than 3 km.
- If “close” relates to reduction of excess consumption of fossil fuels, then it should be proximity to sites that residents visit in their regular course of business.

Proximity to Adjacent Sites

A discussion was held regarding how to amend the criteria and there was general consensus that this criterion should remain without a distance value as it is site- and facility-specific.

Remoteness

A discussion was held regarding how to define “remoteness” and “density”. There was general consensus that this criterion should read, “not adjacent to dense development”, thus allowing it to be site- and facility-specific.

Proximity to the Ferry

A discussion was held regarding whether this item should be included as its own criterion. There was general consensus that this item should remain in the matrix, noting that its importance will vary depending on the facility being considered.

Avoid Sites with Agricultural Potential

A discussion was held regarding whether to include this criterion and how to measure it. There was general consensus that the criterion should remain and recommended measurement strategies included “Cleared Arable Land Area”, “Inclusion in the Agricultural Land Review”, and the “Agricultural capability of the soil index.”

Dr. Cowan proceeded through the list of criteria regarding the site selection and invited attendees to participate in defining those items that had not yet been defined.

In addition to a review of each criterion, the following items were discussed and refined.

A discussion was held regarding whether criteria items should be removed when they are also included in the Best Management Practices or whether they should be included under both lists.

Vegetative Buffer

There was general consensus to replace this criterion with “Space for size requirements needed for Best Management Practices”.

Establish Minimum Size

A discussion was held and there was general consensus that this will be facility-specific and will be determined for each facility type.

3.3 Step 2: Facility Characteristics Preference Poll

Electronic voting devices were distributed and Dr. Cowan provided an overview of the process. The following questions were asked and the answers were recorded as follows:

- Is public drop-off important to you? Yes 67%, No 13%, Indifferent 21%.
- Is operator residential pick-up service important to you? Yes 58%, No 33%, Indifferent 8%.
- Is acceptance of bulky solid waste important to you? Yes 79%, No 4%, 17%.
- Should residential recycling be combined at a solid waste facility? Yes 58%, No 13%, Indifferent 29%.
- Is drop-off of organics important to you? Yes 38%, No 50%, Indifferent 13%.
- For Facility “A”, “close to” should be: 5 km (17%), 10 km (39%), 15 km (43%).
- For Facility “B”, “close to” should be: 5 km (13%), 10 km (33%), 15 km (54%).
- For Facility “C”, “close to” should be: 5 km (18%), 10 km (27%), 15 km (55%).
- For Facility “D”, “close to” should be: 5 km (13%), 10 km (25%), 15 km (63%).
- For Facility “E”, “close to” should be: 5 km (54%), 10 km (25%), 15 km (21%).
- For Criterion #3 remoteness “density” is best defined for Facility “A” to be: Average lot size <5 acres (46%), Average lot size <2 acres (25%), Average lot size <1 acre (29%).
- For Criterion #3 remoteness “density” is best defined for Facility “B” to be: Average lot size <5 acres (35%), Average lot size <2 acres (30%), Average lot size <1 acre (35%).
- For Criterion #3 remoteness “density” is best defined for Facility “C” to be: Average lot size <5 acres (33%), Average lot size <2 acres (25%), Average lot size <1 acre (42%).

- For Criterion #3 remoteness “density” is best defined for Facility “D” to be: Average lot size <5 acres (50%), Average lot size <2 acres (8%), Average lot size <1 acre (42%).
- For Criterion #3 remoteness “density” is best defined for Facility “E” to be: Average lot size <5 acres (17%), Average lot size <2 acres (17%), Average lot size <1 acre (65%).
- Should the facility offer the capacity for sale of reusables? Yes 54%, No 13%, Indifferent 33%.
- Should the facility offer educational capacity built-in? Yes 54%, No 13%, Indifferent 33%.
- My first or preferred facility model is, Facility “A” (42%), Facility “B” (38%), Facility “C” (13%), Facility “D” (4%), Facility “E” (4%).
- My second choice for a facility model is, Facility “A” (38%), Facility “B” (38%), Facility “C” (8%), Facility “D” (8%), Facility “E” (8%).
- My third choice for a facility model is, Facility “A” (13%), Facility “B” (13%), Facility “C” (50%), Facility “D” (8%), Facility “E” (17%).
- My fourth choice for a facility model is, Facility “A” (13%), Facility “B” (4%), Facility “C” (13%), Facility “D” (54%), Facility “E” (17%).
- My last choice for a facility model is, Facility “A” (13%), Facility “B” (4%), Facility “C” (4%), Facility “D” (17%), Facility “E” (63%).
- Facility “A” should be: Close to Magic Lake (4%), Close to the Driftwood Centre (35%), Remote from neighbourhoods (13%), Close to Recycling Centre (48%)
- Facility “B” should be: Close to Magic Lake (0%), Close to the Driftwood Centre (38%), Remote from neighbourhoods (13%), Close to Recycling Centre (50%)
- Facility “C” should be: Close to Magic Lake (4%), Close to the Driftwood Centre (29%), Remote from neighbourhoods (17%), Close to Recycling Centre (50%)
- Facility “D” should be: Close to Magic Lake (0%), Close to the Driftwood Centre (25%), Remote from neighbourhoods (33%), Close to Recycling Centre (42%)
- Facility “E” should be: Close to Magic Lake (48%), Close to the Driftwood Centre (26%), Remote from neighbourhoods (4%), Close to Recycling Centre (22%)
- It is important to me that Facility “A” is >100m from neighbours. No (13%), Somewhat (33%), Yes (54%).
- It is important to me that Facility “B” is >100m from neighbours. No (14%), Somewhat (27%), Yes (59%).
- It is important to me that Facility “C” is >100m from neighbours. No (13%), Somewhat (30%), Yes (57%).
- It is important to me that Facility “D” is >100m from neighbours. No (17%), Somewhat (30%), Yes (52%).
- It is important to me that Facility “E” is >100m from neighbours. No (39%), Somewhat (38%), Yes (33%).
- It is important to me that Facility “A” is adjacent to industrial zones. No (38%), Somewhat (13%), Yes (50%).

- It is important to me that Facility “B” is adjacent to industrial zones. No (26%), Somewhat (9%), Yes (65%).
- It is important to me that Facility “C” is adjacent to industrial zones. No (29%), Somewhat (8%), Yes (63%).
- It is important to me that Facility “D” is adjacent to industrial zones. No (36%), Somewhat (5%), Yes (59%).
- It is important to me that Facility “E” is adjacent to industrial zones. No (54%), Somewhat (33%), Yes (13%).
- It is important to me that, for Facility “A”, there is a cleared surface footprint on the site. No (25%), Somewhat (33%), Yes (42%).
- It is important to me that, for Facility “B”, there is a cleared surface footprint on the site. No (21%), Somewhat (29%), Yes (50%).
- It is important to me that, for Facility “C”, there is a cleared surface footprint on the site. No (25%), Somewhat (33%), Yes (42%).
- It is important to me that, for Facility “D”, there is a cleared surface footprint on the site. No (38%), Somewhat (29%), Yes (33%).
- It is important to me that, for Facility “E”, there is a cleared surface footprint on the site. No (38%), Somewhat (33%), Yes (28%).
- It is important to me that, for Facility “A”, there is the space for expansion. No (4%), Somewhat (35%), Yes (61%).
- It is important to me that, for Facility “B”, there is the space for expansion. No (4%), Somewhat (30%), Yes (65%).
- It is important to me that, for Facility “C”, there is the space for expansion. No (4%), Somewhat (50%), Yes (46%).
- It is important to me that, for Facility “D”, there is the space for expansion. No (22%), Somewhat (43%), Yes (35%).
- It is important to me that, for Facility “E”, there is the space for expansion. No (39%), Somewhat (43%), Yes (17%).

3.4 Step 3: Ranking Decision Criteria & Discussion of Ranking Results

A discussion was held regarding how to rank criteria against other criteria, and how to compare those rankings using a decision matrix. There was general consensus that the majority ranking for each criterion that was not ranked in Step 2 (above) would be achieved through a Survey Monkey survey that would be sent, by email, with the workshop report. Dr. Cowan also noted that this same survey would include a ranking question regarding the importance of assessing a site’s agricultural potential.

It was noted that “Proximity to ferry”, “Sufficient size for required use”, and “Proximity to culturally relevant sites” need to be added to both the criteria matrix and the distributed survey.

Dr. Cowan presented an option for assigning values to each criterion within a matrix.

3.5 Step 4: Brainstorming New Site Options

Dr. Cowan asked participants to review the current inventory of site options and it was noted that these sites are a reflection of properties that are appropriately zoned or have applied for appropriate zoning, and that the list does not reflect actual owner interest.

Dr. Cowan invited participants to present additional options and several were provided and recorded. It was noted that Planner Starke would be contacting potential site property owners prior to the next workshop.

3.6 Next Meeting

The next meeting will be held on October 6, 2016.

4. ADJOURNMENT

By general consent the meeting was adjourned at 3:21 pm.

George Grams, Chair

Certified Correct:

Shannon Brayford, Recorder

**North Pender Island Local Trust Committee
Record of a Public Hearing
Proposed Bylaw No. 198**

Date: Thursday, July 30, 2015 (10:15 am)

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

Members Present: George Grams, Chair
Dianne Barber, Local Trustee

Staff Present: Justine Starke, Island Planner
Robert Kojima, Regional Planning Manager
Zorah Staar, Recorder

Others present: Twenty (20) members of the public

See separate record of July 30, 2015 North Pender Island Local Trust Committee Minutes of a Regular Meeting.

5.1.1 North Pender Island Local Trust Committee Bylaw No. 198

Note: Trustee Masselink left before the Public Hearing began due to a potential conflict of interest re: Bylaw No. 198, because his wife had done previous consulting for the Applicant.

Chair Grams called the Public Hearing to order at 10:15 am, as part of a regular Local Trust Committee Meeting of the same date. The purpose of the Public Hearing was to receive community input regarding Proposed Bylaw No. 198 (cited as "North Pender Island Land Use Bylaw 103, 1996, Amendment No. 04, 2014"). Note: There had already been a first Public Hearing on June 18, 2015.

Island Planner Starke confirmed that Proposed Bylaw No. 198 was a bylaw to rezone the water zone around Wallace Point, to allow an oversized dock that was 83.6 m². The Notice of the Public Hearing had been circulated to neighbours, other government agencies, and First Nations, as required. Twelve (12) responses/submissions had been received.

Chair Grams read out the procedures and rules for Public Hearings, pursuant to the *Local Government Act*, and invited members of the public to comment about Proposed Bylaw No. 198.

Sara Steil read a letter on behalf of Eleanor Brownlee of the Pender Islands Conservancy Association (PICA), including comments as follows:

- in addition to its June 18 statement, PICA noted that the dock proposed for approval was within a Department of Fisheries & Oceans rockfish conservation area;
- expert's report noted that the habitat around the dock supported fish feeding;
- Wallace Point was an important area for recovery of rockfish, and also a spawning area;
- PICA hoped the Trustees would take these points into account.

Michael Sketch made a written submission and opposed the dock rezoning because:

- in addition to Mr. Sketch's June 18 submission, long-time resident Louis Ogden had stated that there was not enough potable water on the subject property to support subdivision;
- therefore, Applicant agreeing to limit the property to one dock upon future subdivision was not a reason to approve existing oversized dock;
- Land Use Bylaw should not be set aside to approve a dock 2 ½ times the allowed size;
- dock could be floated away, replaced with a smaller one, without environmental disturbance.

David Reid said that the Local Trust Committee should turn down the rezoning, because the existing dock could simply have its chains undone, be floated away, and then replaced with a smaller dock. To allow the oversized dock would set a precedent for other large lots.

Chair Grams called three times for additional comments or written submissions about Proposed Bylaw No. 198. There being none, he declared the Public Hearing closed at 10:29 am.

Applicant Michael Philpot then expressed interest in making some comments, but the applicable restrictions were explained to him by Chair Grams, and Philpot made no statement.

I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS RESPECTING THE MEETING HELD.

RECORDER

DATE

ADOPTED

North Pender Island Advisory Planning Commission Minutes of a Meeting

Date: Thursday, February 18, 2016 (12:00 p.m.)

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

Members Present: Michael Symons (Chair)
Barbara Johnstone Grimmer
Julie Roper
Sharon Card
Benjamin McConchie

Staff Present: Shannon Brayford, Recorder

Regrets: Dorothy Murdoch
Ron Underhill
Garnet Coburn
Justine Starke, Island Planner

Others Present: No members of the public were present.

1. CALL TO ORDER

At 12:03 Chair Symons welcomed everyone and called the meeting to order.

2. APPROVE AGENDA

By General Consent the agenda was approved as presented.

3. MINUTES OF TUESDAY, FEBRUARY 2, 2016 FOR ADOPTION

Chair Symons reported that he had received a copy of the Islands Trust's Minutes Guidelines. A discussion was held regarding those guidelines. There was general consent that members will be identified within motions, but that elsewhere the discussion will be recorded without identifying specific speakers and that the draft minutes should be amended accordingly.

NP-APC-2016-008

It was **MOVED** by Member Roper and **SECONDED** by Member Card **THAT** the Advisory Planning Commission adopt the minutes of February 2, 2016 as presented.

CARRIED

Chair Symons reported that he had discussed the option of approving motions by means of a Resolution Without Meeting (RWM). A discussion was held regarding the benefits of approving minutes soon after a meeting date and the options for doing so.

4. ADJOURNMENT

By General consent the meeting was adjourned at 12:17 pm.

Michael Symons, Chair

Certified Correct:

Shannon Brayford, Recorder

Follow Up Action Report

North Pender Island

06-May-2016

Activity	Responsibility	Target Date	Status
10.1 - NP- RZ-2016.1 (Mainroad) - directs staff to proceed with the application NP-RZ-2016.1 (Mainroad)and to prepare draft bylaws.	Sharon Lloyd-deRosario Justine Starke Phil Testemale	26-May-2016	On Going
- draft a bylaw amendment to the Fees Bylaw 173 to reduce the fee for STVR TUPs to \$900.00.	Sharon Lloyd-deRosario Justine Starke	26-May-2016	Done
-draft a sample DAI Bylaw Checklist aimed at streamlining the STVR permit process. [On-going]			

30-Jun-2016

Activity	Responsibility	Target Date	Status
NP-TUP-2016.4 (Hewlett) - amended and approved: The duration of the permit shall be for a one (1) year and 3 month period landscape screening is required between the subject property and the property to the west (27131 Schooner Way) and east (2703 Yawl Lane). The maximum number of guests is limited to four No signs shall be put up advertising the STVR.	Sharon Lloyd-deRosario Phil Testemale	28-Jul-2016	Done
10.3 NP-DVP-2016.2 (Mainroad) - approved for issuance.	Sharon Lloyd-deRosario Phil Testemale	28-Jul-2016	Done
10.4 NP-DP-2016.2 (Gallander & Smith) - approved for issuance	Sharon Lloyd-deRosario Phil Testemale	28-Jul-2016	Done

**Follow Up Action Report**

Bylaws 203 & 204 (STVR) - given first reading (DONE), referred to APC, schedule public hearing and CIM, bring recommendations for how to address allowing more than one STVR on larger properties (DONE).	Justine Starke	28-Jul-2016	Done
NP -RZ-2016.3 (Eakins) - proceed with application, draft bylaws to amend Rural zone as a zone variation to allow septic infrastructure.	Justine Starke	28-Jul-2016	On Going
NP-RZ-2016.2 (Port Browning) -proceed with the application and direct staff to prepare draft bylaws.	Justine Starke Phil Testemale	28-Jul-2016	On Going
South Pender Bylaws 113 and 114 referral -respond that NPI LTC interests are unaffected.	Sharon Lloyd-deRosario	28-Jul-2016	Done

28-Jul-2016

Activity	Responsibility	Target Date	Status
Minutes of June 30 2016 adopted.	Regina Robinson	31-Aug-2016	Done
NP-DP- 2016.4 (Port Browning) Permit approved.	Sharon Lloyd-deRosario Phil Testemale	31-Aug-2016	Done
NP-DVP-2016.4 (Cribb) - permit approved for issuance.	Sharon Lloyd-deRosario Phil Testemale	22-Sep-2016	Done



Follow Up Action Report

NP-RZ-2016.3 (Eakins) prepare draft bylaws to rezone the subject 1.7 acre portion of Lot 3, Section 11, Pender Island, Cowichan District, Plan 7982, Except Part in Plan 21227 and 1772RW to Commercial 3(a). [on-going] 2. request that the applicants of NP-RZ-2016.2 (Robert Blanchard, Mill Bay Marine Group) to include Port Browning Marina Resort (4605 Oak Road) in the current rezoning request to ensure the overall upland density does not exceed 23 commercial accommodation units. [Done] 3. THcoordinate the community consultation, agency referrals and First Nations engagement done for NP-RZ-2016.3 (Eakins) as much as possible with NP-RZ-2016.2 (Port Browning Marina Resort). [on-going]	Justine Starke	31-Aug-2016	Done
Housing Needs Assessment is #3 Top Priority. Seek general costs and bring back for consideration of issuing contract.	Justine Starke	31-Aug-2016	Done
Request Bylaw enforcement report on the known history of the fill that was disposed of as a result of the CRD Magic Lake water infrastructure upgrades in 2012/13.	Miles Drew Warren Dingman	31-Aug-2016	Done
NPI LTC approve and forward the draft 2017-18 LTC project budget request to FPC as presented.	Robert Kojima	31-Aug-2016	Done



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 Bylaw No.: 170 (LUB) Date: August 8, 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 Resort Ltd.

PURPOSE OF BYLAW:

The Mayne Island Resort has made application to amend Mayne Island Land Use Bylaw No. 146. There are two separate amendments being requested.

The first amendment being requested is that the Commercial Tourist Accommodation C2(b) zoning for Strata Lots 13-20 be amended by adding residential use, including employee housing use as permitted uses. The units are presently permitted to be used as tourist accommodation units only.

The second amendment being requested is that the C2(b) zone be amended to allow additional commercial retail space to allow for kayak and sporting equipment rental, groceries and sundries for guests and neighbouring residents.

Proposed Bylaw 170 has been prepared to implement these requested amendments to the Mayne Island Land Use Bylaw.

Professional reports and staff reports are available on the Mayne Island webpage: http://www.islandstrust.bc.ca/islands/local-trust-areas/mayne/current-applications/

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

ALR STATUS:

n/a

OFFICIAL COMMUNITY PLAN DESIGNATION:

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

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
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

Ministry of Transportation & Infrastructure

Non-Agency Referrals

Regional Agencies

Capital Regional District – Building Inspection
Island Health

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

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)

170

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

File No.: NPI Bylaw 203/204:
6500-20 STVRs

DATE OF REPORT: September 12, 2016
TO: North Pender Island Local Trust Committee
FROM: Justine Starke, Island Planner
Victoria Office
SUBJECT: STVR Bylaws 203/204

RECOMMENDATION

1. That the North Pender Island Local Trust Committee Bylaw No. 203, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 2, 2016,” be read a second time.
2. That the North Pender Island Local Trust Committee Bylaw No. 204, cited as “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 2, 2016,” be read a second time.

REPORT SUMMARY

The North Pender Island Local Trust Committee’s (LTC) is considering Short Term Vacation Rentals (STVRs). The scope of this work is being guided by a “[project charter](#),” which can be reviewed on the North Pender Island Local Trust Area web page: www.islandstrust.bc.ca/npender/housing. The purpose of this report is to update the North Pender Island Local Trust Committee on referral responses to date, and to present Bylaws 203 & 204 for consideration of second reading.

BACKGROUND

At the meeting of June 30, 2016, the North Pender Island Local Trust Committee gave first reading to Bylaws 203 and 204. [Bylaw 203](#) is an amending bylaw to the North Pender Island Official Community Plan Bylaw 171. It provides enabling language for STVRs in the OCP and contains guidelines for Short Term Vacation Rentals (STVRs) to be permitted by a Temporary Use Permit. [Bylaw 204](#) is an amending bylaw to the North Pender Island Land Use Bylaw 103; if adopted it would permit STVRs as home businesses on North Pender Island. Under the home business regulations, STVRs would be permitted where the owner or operator also lives on the property.

Previous resolutions that are relevant to the current report include:

NP-2016-050

It was **MOVED** and **SECONDED**,

that the North Pender Island Local Trust Committee review the Islands Trust Policy Statement Directives Only Checklist and determine that Bylaw No. 203 and Bylaw No. 204 are not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

NP-2016-051

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee refer Bylaws 203 and 204 to the North Pender Island Advisory Planning Commission for feedback.

CARRIED

NP-2016-052

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee direct staff to schedule a Community Information Meeting and Public Hearing for Bylaws 203 and 204.

CARRIED

ANALYSIS

Policy/Regulatory:

See previous reports at www.islandstrust.bc.ca/npender/housing.

Consultation:

There have been two LTC community information meetings, structured as workshops, on North Pender Island (November 7, 2015 and February 6, 2016). Additional public feedback was generated through an on-line and paper questionnaire and through letters, emails, phone calls, and one-on-one meetings. The outcome of these community consultation sessions have already been reported to the LTC, most notably in the [staff report](#) presented at the March 31 2016 LTC meeting.

A Public Hearing and Community Information is currently being scheduled for a Saturday afternoon this fall, the date is still to be determined.

Agencies referrals were sent out during the summer of 2016. The deadline for referral responses is September 17, 2016. At the time of writing this report, only two responses had been received. The Salt Spring Island Local Trust Committee and the South Pender Island Local Trust Committee have both responded that interests are unaffected by the proposed bylaws.

Letters to First Nations were issued on August 17, 2016. At the time of writing, no responses have been received.

The North Pender Island Advisory Planning Commission discussed the referral on September 9, 2016. At the time of report writing, the draft minutes had yet to be received.

Rationale for Recommendation:

The Local Trust Committee is recommended to consider second reading of Bylaws 203 & 204. A public hearing is scheduled for later this fall, where the LTC can hear from any individuals who feel their interests are affected by the proposed bylaws. The results of the public hearing, as well as further responses that may result from referral process, can be considered for any amendments to be made at third reading of the bylaws.

ALTERNATIVES

The North Pender Island Local Trust Committee may decide it is premature to give second reading to the proposed bylaws at this time. Another option would be for the LTC to consider second and third reading in the same sitting, after the public hearing.

1. Request further information

The LTC may request further information be provided prior to making a decision. Specifically, the LTC may request that the feedback from the Advisory Planning Commission being analysed and considered for any new recommendations from staff. Also, because the referral period had not closed prior to the writing of this report, and the public hearing has yet to be held, the LTC may want to wait to give second reading until it has heard from any and all affected parties.

NEXT STEPS

The statutory process for adopting bylaws within Islands Trust follows the following steps:

1. First Reading by the Local Trust Committee (June 30, 2016)
2. Second Reading by the Local Trust Committee; or
3. Public Hearing
4. Second and/or Third Reading by the Local Trust Committee
5. Consideration of approval by Executive Committee of Islands Trust
6. Consideration of approval by the Minister of Community Sport and Cultural Development (OCP Bylaws only).
7. Consideration of approval (fourth reading) by Local Trust Committee

Submitted By:	Justine Starke, Island Planner	September 12, 2016
Concurrence:	Robert Kojima, Regional Planning Manager	September 12, 2016

ATTACHMENTS

1. Proposed Bylaw 204
2. Proposed Bylaw 203

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 204

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

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

1. Citation

This bylaw may be cited for all purposes as “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 2, 2016”.

2. North Pender Island Local Trust Committee Bylaw No. 103, cited as “North Pender Island Land Use Bylaw 103, 1996,” is amended as follows:

2.1 Section 1.1 – Definitions, is amended to add the following:

“short term vacation rental” means the use of a dwelling or cottage, or a portion of a dwelling or cottage, as temporary commercial accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier. For this purpose, a dwelling or *cottage* used as *short term vacation rental* shall be considered an accessory *home business*, subject to the regulations established in Section 3.5.

2.2 Section 1.1 – Definitions, is amended to Include “short term vacation rental” under the home business definition, so the new definition reads:

“home business” means an accessory commercial use conducted on a residential lot and includes: short term vacation rentals, bed and breakfast and any profession, trade, business, artistic endeavour, where such activities are clearly accessory to a principal residential use.”

2.3 Section 3.5 – Home Business Regulations, is amended as follows:

3.5.1- add the word “cottage” so that it reads, “Home businesses must be conducted entirely within a dwelling, cottage or permitted accessory building except that this restriction does not apply to the use of land for a pottery kiln or for outdoor activities associated with a kindergarten, nursery school, daycare or horticulture.”

3.5.2 – Add “with the exception of short term vacation rentals,” so the regulation reads, “With the exception of short term vacation rentals, the combined floor areas of all home businesses on a lot must not exceed 65 m².”

3.5.4 – For clarity, add “In the case of a short term vacation rental, the operator or another person responsible for the vacation rental must live in a permitted dwelling or cottage on the property.”

Add a new Section 3.5.11 – “No more than one dwelling or one cottage may be used for a short term vacation rental on a lot.”

READ A FIRST TIME THIS	30 th	DAY OF	JUNE	2016
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____

Chair

Secretary

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 203

A BYLAW TO AMEND THE NORTH PENDER ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 171, 2007

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

AND WHEREAS Section 29 of the *Islands Trust Act* gives the North Pender Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*;

AND WHEREAS the North Pender Island Local Trust Committee wishes to amend the North Pender Island Official Community Plan Bylaw No. 171, 2007;

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

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

1. CITATION

This Bylaw may be cited for all purposes as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 2, 2016”.

2. SCHEDULES

North Pender Island Official Community Plan No. 171, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME this 30th day of June , 2016.

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.

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL
DEVELOPMENT this day of , 20.

ADOPTED this day of , 20.

SECRETARY

CHAIRPERSON

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW No. 203**

SCHEDULE 1

The North Pender Island Official Community Plan No. 171, 2007 is amended as follows:

1. Amending Policy 2.1.1.2 by adding “except where authorized by a Temporary Use Permit” to the end of the sentence after the word “use.”
2. Inserting a new policy after Policy 2.1.1.2: “Short term vacation rentals may be permitted as accessory home businesses where the operator or other person responsible for the vacation rental is living on the same property in a permitted dwelling or cottage.”
3. Amending Policy 2.1.2.2 by adding “except where authorized by a Temporary Use Permit” to the end of the sentence after the word “use.”
4. Inserting a new policy after 2.1.2.2: “Short term vacation rentals may be permitted as accessory home businesses where the operator or other person responsible for the vacation rental is living on the same property in a permitted dwelling or cottage.”
5. Amending Section 6: Temporary Use Permits as follows:
 1. Delete the preamble in its entirety and replace with the following:

“An Official Community Plan may designate areas where temporary uses may be allowed. A temporary use permit may allow a use not permitted by zoning, specify conditions under which the temporary use may be carried on, and allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued. A permit may be issued for a period of up to three years and may be renewed only once, after which a new application is required.”
 2. Add a new Policy 6.4 as follows:
 - 6.4 “In addition, the following guidelines apply when the Local Trust Committee is considering the issuance of a short term vacation rental permit:
 - 6.4.1 For the purpose of a temporary use permit, “short term vacation rental” means the use of a dwelling or cottage as temporary commercial accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier.
 - 6.4.2 The Local Trust Committee may consider issuance of a short term vacation rental permit provided the proposal would not alter the residential appearance of the residence.
 - 6.4.3 The Local Trust Committee should consider the cumulative effects on the neighbourhood and Island of all the temporary use permits issued for short term vacation rentals.
 - 6.4.4 The landowner should demonstrate an adequate supply of water and septic capacity for the duration of the proposed use. A pump test or other report may be requested in the application process. Where there is inadequate groundwater, a rainwater cistern may be required as a

condition of the permit. If the lot is served by a community water system, the application should be referred to the water system for information.

- 6.4.5 The landowner should demonstrate that the property is able to accommodate off-street parking for a minimum of two vehicles.
- 6.4.6 If the proposal is located on a property identified as containing a sensitive ecosystem, the permit should require that the landowner provide information for guests indicating the location of the sensitive areas, and information on how to avoid impacting the sensitive features.
- 6.4.7 The Permit should restrict advertising to one unilluminated sign, with a maximum area of 0.6 m².
- 6.4.8 The permit should require that the owner or other contact be available on North or South Pender Island by telephone 24 hours/day, seven days per week.
- 6.4.9 The permit should require the owner or manager provide neighbours within a 200 metre radius of the vacation rental with the owner or manager's phone number, and a copy of the temporary use permit.
- 6.4.10 The permit should require the landowner post the following information for guests:
 - a) remind guests that the property is located in a residential area;
 - b) information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care and control of pets (if pets are permitted);
 - c) emergency service contact information, and to provide a means for contacting them;
- 6.4.11 The Local Trust Committee may consider issuing a permit to operate a short term vacation rental in an accessory building if the total floor area of all buildings on the property do not exceed 185 m², and if the building has received an occupancy permit for residential use under the BC Building Code.
- 6.4.12 In addition to any other conditions the LTC may consider appropriate, in some situations the permit may:
 - a) Limit the number of bedrooms that can be used for short term vacation rentals;
 - b) require mitigating measures to address neighbours' concerns, such as retention of existing screening and fencing, or installation of additional screening;
 - c) require the landowner/operator to post contact information and permit information at the entrance to the property;
 - d) prohibit camping or occupancy of RVs on the property;
 - e) prohibit the rental or provision of motorized personal watercraft;

- f) prohibit watercraft that has been brought from off island to be used on Magic Lake or Buck Lake;
- g) prohibit outdoor fires; and
- h) establish the dates during which the use may occur.

6.4.13 The Permit should include a provision stating that the bylaw enforcement officer may enter the property between certain hours, without prior consultation, if a complaint is received.

6.4.14 A temporary use permit for a short term vacation rental on a parcel in the Agricultural Land Reserve may require the approval of the Agriculture Land Commission prior to the permit being issued.”



DATE OF REPORT: September 12, 2016
TO: North Pender Island Local Trust Committee
FROM: Justine Starke, Island Planner
SUBJECT: Waste Management Integrated Decision-Making Process

RECOMMENDATION

1. That the North Pender Island Local Trust Committee receive the attached report, "Pender Islands Waste Management Integrated Decision-Making Workshop Report," for information.

REPORT SUMMARY

The purpose of this report is to update the North Pender Island Local Trust Committee (LTC) on the top priority project: Land Use Planning for Waste & Resource Management and the Integrated Decision-Making process that is currently underway North Pender Island.

BACKGROUND

The North Pender Island Local Trust Committee is following its [project charter](#) (February 25, 2016) to guide this work program project. According to the charter, the objectives of the review are:

- *To consult North and South Pender islanders, waste management operators, and other stakeholders.*
- *To consider what level of waste transfer is needed on N. Pender.*
- *To inventory existing industrial zones and waste transfer sites and apply land use criteria for siting a range of waste transfer facilities.*
- *To make recommendations on potential locations and the range of appropriate land uses*
- *To consider amending the OCP with guiding policies and land designations for waste and resource management.*
- *To consider zoning and regulating land to accommodate the preferred level of waste and resource management.*
- *Collaboration with CRD to ensure a comprehensive understanding and integrated approach.*

This on-going work program is grounded in the previous work of the Waste and Resource Management Commission (WRMC) (August 2015-January 2016), which developed a categorized list of land selection criteria for siting waste transfer stations and put forward the concept that different types of waste transfer operations would have different land use impacts. Understanding that there may be variations on the different models, the WRMC proposed a range of five basic types of waste transfer operations. This previous work has been documented in the attached [spreadsheet that is posted on the website](#).

The current report provides the results of the first "integrated decision making" workshop, held on August 10, 2016. This workshop is the first of two sessions; the second workshop is scheduled for October 6, 2016. The

objective of the workshops is to use a participatory process and systematically consider the land use impacts and corresponding land use criteria for each model of waste and resource management facility.

ANALYSIS

Policy/Regulatory:

See previous reports, most notably the [staff report presented at the March 26, 2015](#) LTC meeting.

Consultation:

The Waste and Resource Management Commission (WRMC) held a total of eight meetings over a six month period which formed a type of community consultation. Each meeting was open to the public and involved participation by public observers. The minutes of these meetings can be seen here: www.islandstrust.bc.ca/npender/waste-management.

Further community consultation was initiated on May 30, 2016 with an information open house. The results of that meeting area also documented on the website: www.islandstrust.bc.ca/npender/waste-management.

The integrated decision making sessions build on the previous community engagement. The LTC hosted the first of two sessions on August 10, 2016, with a second one planned for October 6, 2016. There were 23 members of the public in attendance on August 10 to participate in the workshop. The attached report documents this process.

Outstanding consultation commitments identified in the project charter include:

- Interviews with waste disposal operators - focus on service models and land needs.
- Survey Monkey questionnaire on community needs – gather input on behaviour and the demand for a range of waste and resource management facilities.

While the project charter envisioned this consultation to happen in late spring, it didn't seem appropriately sequenced. Once the results of the integrated decision making process have been reported, discussion will no longer be in theory and operators can give feedback on the results. This, in combination with a general community survey, will better inform the LTC in considering the uses that should be permitted by any zoning changes.

Issues and Opportunities:

The August 10, 2016 integrated decision making session established the problem statement as follows: "What are the facility type(s) and site(s) that will best serve the needs of the Pender Islands community for waste resource management?"

The main purpose of the August 10 work shop was to create the decision matrix that will be used to evaluate individual properties. The criteria that was developed is relevant to consideration of the different levels of service that may be provided by waste management operators (see Appendix 2, Waste Management Facility Scenarios). Each value that was decided on will be applied to individual properties and considered in the context of a full service waste transfer station, as well as each of the other service models that have been discussed.

Integrated decision making can be a complicated exercise, and is at times tedious in its application. Each layer of consideration is discussed in a transparent way and evaluated through the systematic process (the "decision matrix"). By establishing criteria based on values and objective data that has been narrowed down and quantified, the process enables community participation in an objective evaluation of sites to host waste

management services. When the LTC considers the results, it can make decisions that are accountable to the rigour of analysis applied by community participants.

Rationale for Recommendation:

The “Pender Islands Waste Management Integrated Decision-Making Workshop Report,” documents the results of the August 10, 2016 workshop.

NEXT STEPS

1. October 6, 2016 Integrated Decision Making Workshop #2
2. Consultation with waste disposal operators - focus on service models and land needs.
3. Survey Monkey questionnaire on community needs – gather input on behaviour and the demand for a range of waste and resource management facilities.
4. Consideration of a regulatory approach for waste management
5. Formal bylaw amendment process (to be decided).

Submitted By:	Justine Starke	September 13, 2016
Concurrence:	Robert Kojima, Regional Planning Manager	September 14, 2016

ATTACHMENTS

1. Pender Islands Waste Management Integrated Decision-Making Workshop Report

**PENDER ISLANDS WASTE MANAGEMENT
INTEGRATED DECISION-MAKING WORKSHOP REPORT**

**NORTH PENDER ISLAND
SPECIAL LOCAL TRUST COMMITTEE
MEETING
AUGUST 10, 2016**

REPORT - DRAFT

**ISLANDS TRUST CONTRACT CONSULTANT &
REPORT AUTHOR:
SHANNON COWAN**

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Background and Report Summary

The Islands Trust Local Trust Committee formed a Pender Islands Waste and Resource Planning Commission in September 2015. The Planning Commission was disbanded in January, 2016 due to internal procedural conflict. A consultant was hired by Islands Trust in May, 2016 to design and facilitate two integrated decision-making workshops with local stakeholders in order to generate “best fit” options for waste and resource management facility type and location on North Pender Island.

The consultant received a set of five “Facility Options” and twenty-three decision criteria set out by the previous Planning Commission as materials for the workshops. This report describes the Integrated Decision-Making Process design, and the decision tools generated by the consultant prior to the first of two workshops (August 10, 2016) from the materials and consultation with Planner Starke. It explains the workshop results, including: refinements to the list of values underlying the decision, the list of decision criteria, the definitions of each criterion, the draft assessment measures for each criterion, the list of best management practices, results of facility preference polling and criterion ranking, and a draft list of possible sites/locations. Finally, the report sets out refined decision tools, showing data gaps and workplan steps to fill them prior to workshop 2 (scheduled for October 6, 2016).

Acknowledgements

The author wishes to express thanks and appreciation to concerned local citizen stakeholders who demonstrated respectful, willing participation in a new style of decision-finding process, on a hot summer day in the first of two workshops designed to assist North Pender Local Trust Committee members to determine best fit scenarios for waste management facility type and location.

Thanks to Islands Trust planning staff, especially Planner Starke, Sharon DeRosario and Regina Robertson, and North Pender Local Trust Committee members Barber, Masselink and Grams.

Integrated Decision-Making Process Design

Please refer to Appendix 4 (Agenda Package) to view the workshop handouts and starting point documents. After this workshop, what follows here describes the process design that has occurred, and upcoming steps.

Problem Statement:

What are the facility type(s) and site(s) that will best serve the needs of the Pender Islands community for waste resource management?

May, 2016 – Consultant receives background information from Advisory Commission.

August 10, 2016: Workshop 1

- Process Example, Problem Definition, Values Brainstorm
- Review Decision Criteria refinements.
- Poll participants for facility characteristics preferences.
- Poll participants to prioritize applicable criteria.
- Decision Matrix example, demonstrate assessments in the matrix
- Discuss other possible sites, add to site list draft.

August 11 – September 26: Integration Phase between Workshop 1 and 2

- Participants: complete online survey to rank other criteria
- Consultant:
 - o Write and release report receive participant comments/questions.
 - o Receive final site list.
 - o Draft Decision Matrix for each Site X Facility combination.
 - o Refine assessment measures and facilitation plan for workshop.
- Planning Staff:
 - o Seek further community input on site options.
 - o Consult potential site owners, existing operators.
 - o Fill data gaps (comparisons, other B.C. examples).

October 6, 2016: Workshop 2

- Same set of stakeholders as Workshop 1 are invited to participate.
- Final Site and Facility options for analysis (pre-workshop)
- Draft Assessment Measures, Draft Final Decision Matrix (pre-workshop)
- Participant Input on Decision Matrix

- Assess; Rule out incompatible sites; Discuss BMPs, “no-brainers”, tradeoffs

Process Outcomes:

Final report after workshop 2 will document all process steps and decisions; it will state best fit site and facility type recommendations resulting from this neutral process. The particular process is a blend of decision-making and facilitation process designs, including structured-decision making.

The feedback and flipchart notes recording the comments, suggestions, questions and concerns expressed by community members explicitly through feedback forms and throughout the workshop 1 can be found in Appendix 5.

Values about Facility and Location

The following assumptions were made about the question/problem in order to list stakeholder values:

- Values are in consideration of possibility of Full Service Model 'A'
- "Waste resources" are to include:
solid materials, bulky materials, commercial recycling and organics.
- Numbered items are for ease of discussion only, there is no "values hierarchy".
- At this level, values can be mutually-exclusive. The full range of values is listed here, even if some of them conflict with others.
- All values are represented.

Facility Values:

- public drop-off
- operator residential pick-up service
- accept bulky solid waste items
- commercial recycling opportunities
- residential recycling opportunities combined with solid waste
- organics accepted and transferred offsite
- organics processed onsite (nutrients reused locally?)
- sorting, and temporary storage
- solid waste compacting capacity (except bulky items)
- recycling crushing capacity (glass)
- maximal re-use and recycling capacity; minimize waste transferred
- on-site retail capacity (sale of items that can be re-used)(54% of those polled said "yes")
- educational component (54% of those polled said "yes")
- operated at the highest environmental standard

Location (Site) Values:

- convenient for public drop off
- remote
- adjacent to existing industrial zones
- not considered suitable for agriculture
- close to commercially-zoned sites
- minimal impact to environment
- minimal impact to existing water resources
- minimize extra road infrastructure
- one single site
- that this use is the highest and best use of the land that is selected
- distance to ferry is minimized
- fire protection with access to water on-site, and a fire break
- accessible for all operators (distances, traffic circulation)
- space to accommodate all identified best management practices
- space to provide for future expandability without compromise to best management practices

Results

The results of participant input and discussions in workshop 1 are presented in tables and sections here below.

Some of the results of workshop 1 were preference polls about the criteria definitions, or about the facility characteristics. Other results were direct ranking data (or weightings) for criteria by facility type, presented as the percentage of participants who responded (See Tables 1 and 2, and Appendix 1).

Distance measures selected as “close to”, for three of the criteria (#1, #2, #5) by facility type, suggested that only Facility type ‘E’ was considered by the majority to be “close to” if it was 5 km or less in proximity to population centres. During analysis of workshop results, the consultant determined that the distance measure of 0 km is unrealistic, but setting a lower limit may rule out some sites unnecessarily. Therefore, in cases where 0-5 km was selected by the majority of respondents for an appropriate distance measure, the criterion is now defined as “up to 5 km”.

Table 1. Decision Criteria

Results of Group Polling in Workshop 1 Ranking ¹ : 3 – important; 2-somewhat important; 1-not important						
Criterion	Sub-criterion & Definition	Facility A	Facility B	Facility C	Facility D	Facility E
1) Proximity to commercial/populated areas	1.1) Magic Lake Estates (ML) 1.2) Driftwood Ctr. (DC) 1.3) Recycling Ctr. (RC)	See online survey results (to come)				
2) Remote distance from densely populated areas	Sound, odour and visual separation from residential land use areas / not adjacent to dense development 'Dense' was defined by average lot size (see Table 2).	See online survey results (to come)				
3) Proximity to adjacent sites	Distance from lot boundary is 100m ⁽²⁾ or greater to end	3	3	3	3	2

	measure point in adjacent site. (Definition of 'end measure' on adjacent site building/area will be site-dependent.)					
4) Adjacent to existing industrial areas	industrial zoning	3	3	3	3	1
5) Proximity to ferry	Distance from lot boundary to ferry terminal.	See online survey results (to come)				
6) Traffic circulation capacity	offsite: capacity of road to safely accommodate increased traffic volume	See online survey results (to come)				
7) Space for parking and operations	sufficient cleared area for parking and operations	3	3	3	1	1
8) Space for BMPs		See online survey results (to come)				
9) Space for expansion	growth by predicted population (setback and buffer BMPs not compromised)	3	3	2	2	1-2
10) Not adjacent to sensitive terrestrial ecosystems	defined by mapping ³	See online survey results (to come)				
11) Groundwater contamination potential	defined by mapping ³	See online survey results (to come)				
12) Potential to impact marine, riparian or surface freshwater ecosystems	defined by mapping ³ (no impact to wetland or surface waterways)	See online survey results (to come)				

13) Proximity to culturally-relevant site(s)	definition required (archeological records, First Nations consultation, www.heritagebc.ca)	See online survey results (to come)
14) Avoid site with agricultural potential	defined by agricultural capability classification Class 1-3 ⁴ , and/or ALR designation	See online survey results (to come)

¹ Results of polling for criteria weighting or ranking. Where results averaged less than 50%, the middle value was selected (2).

² By brief discussion, there was general consensus for 100 m instead of a larger distance, in order to acknowledge that distances greater than 100 m are rarely available, if at all, on any of the proposed sites being considered. Some of the participants did not agree with 100 m, and would have preferred a larger "ideal" criterion as distance separating the site of operation from any surrounding homes or businesses.

³ Mapping resources may include: Groundwater Vulnerability (Islands Trust); Sensitive Ecosystem Inventory (Islands Trust) /Terrain Resource Information Management (TRIM) (provincial)

⁴ Agricultural Capability Classification:

http://www.alc.gov.bc.ca/assets/alc/assets/library/agricultural-capability/agriculture_capability_classification_in_bc_2013.pdf

Table 2. Distance Criteria Definitions

		Definitions of 'Proximity' or 'Density' or both				
Criterion		Facility 'A'	Facility 'B'	Facility 'C'	Facility 'D'	Facility 'E'
1) Proximity to commercial / populated areas	1.1) Proximity to Magic Lake Estates (ML)	10-15 km	10-15 km	15 km	15 km	Up to 5 km
	1.2) Proximity to Driftwood Ctr. (DC)	10-15 km	10-15 km	15 km	15 km	Up to 5 km
	1.3) Proximity to Recycling Ctr. (RC)	10-15 km	10-15 km	15 km	15 km	Up to 5 km
2) Remote distance from densely populated areas	'Densely populated' was differentiated among facility types.	10-15 km from residential areas where average lot size is less than 5 acres (46%)	10-15 km from residential areas where average lot size is 1-5 acres (see close results for all	15 km from residential areas where average lot size is less than 1 acre	15 km from residential areas where average lot size is less than 5 acres (50%) (note: < 1 acre = 42%)	Up to 5 km from residential areas where average lot size is less than 1 acre

			three lot sizes)	(42%) (note: <5 acres = 33% and <2 acres = 25%)		
3) Proximity to adjacent sites		Distance from lot boundary is 100 m or greater to end measure point in adjacent site. (Definition of 'end measure' on adjacent site building/area will be site-dependent.)				
4) Adjacent to existing industrial areas		Will be determined by industrial zoning on adjacent properties.				
5) Proximity to ferry	Distance from lot boundary to ferry terminal	10-15 km	10-15 km	15 km	15 km	0-5 km

Table 3. Removed Criteria due to Redundancy

Convenient for public	fundamental objective and covered by criteria #1,3,4,5
Support future economic development	fundamental objective and covered by criteria #1,4,5,9
Drainage – surface land runoff potential	Effluent Management Plan is Best Management Practice and covered by #10,11,12.
Minimize impact on adjacent natural amenities	covered by #8,10,11,12
Establish minimum size	covered by #7 space for parking and operations
Minimal noise impact	BMP, covered by bylaw

Table 4. Best Management Practices (BMP)s

15-30 m vegetative buffer around operation
15-35 m setback (buildings)
35 m fire break between waste bins and vegetative buffer
Effluent drainage and treatment plan
Minimum size requirements follow bylaws and building code*
Flat site
Location provides water supply
Location allows reasonable capacity to follow CRD Noise Bylaw

* according to volumes and size of waste being transferred (e.g. more space required for bulky goods, etc.)

Data Gaps (after workshop 1):

The following data gaps will be investigated and filled wherever possible by the work of Islands Trust planning staff prior to workshop 2.

Criterion #6 – How much area (square footage) is ‘sufficient cleared area for parking and operations’? (by facility type, according to similar operations in other regions of B.C.)

Criterion #7 – How much area (square footage) is required for the best management practices listed (e.g. noise bylaw requirements, buffer zones, firebreaks and building setbacks, etc.)?

Criterion #8 – How much (square footage) area is required ‘space for expansion’ by predicted population growth amounts (by facility type, according to similar operations in other regions of B.C.)?

Facility Preference Polling Results

Please review the refined list of facility types, as a result of additions and comments in workshop 1 (Appendix 2).

The majority of participants in the polling activity valued a facility type that allows for the following: public drop-off (67% yes, Appendix 1), residential pick-up service (58% yes), acceptance of bulky items (79% yes), combination of residential recycling with the solid waste facility (58% yes, 29% doesn't matter), and both educational capacity as well as sale of reusables at the site (54% yes, 33% doesn't matter) (Appendix 1).

The majority (50%) selected 'no' for the question "Is organic drop-off important to you?", with 'yes' selected by 38% of respondents; although, the first two preferred facility types both included organic drop-off (Type 'A' Full Service and Type 'B' accepts organics, but they are not processed onsite). One interpretation of these apparently opposite results is the fact that the overall ranking of facility types included a package of characteristics, of which organic drop-off is only one part, and the preference may reflect other characteristics of facilities 'A' and 'B'.

The polling for preference for facility types as a full package deal showed that the majority of stakeholders preferred the full service option – Facility 'A' and the preference for the remaining types followed the option order, B, then C, then D, finally E in last place. These results suggested that the public drop-off model was the least popular scenario.

The top-rated preference for location of the full service Facility 'A' was "Close to Recycling Centre", followed closely by "Close to Driftwood Centre". What follows, here, is a summary of the Facility polling results:

Facility 'A'

- First choice – 42%; second choice – 38%; 3rd choice, 4th choice, and 5th choice – 13% each
- Close to Recycling Centre – 48%
- Close to Driftwood Centre – 35%
- Remote from densely populated areas – 13%
- Close to Magic Lake Estates – 4%

Facility 'B'

- First choice – 38%; second choice – 38%; 3rd choice -13%, 4th choice, and 5th choice – 4% each
- Close to Recycling Centre – 50%
- Close to Driftwood Centre – 38%
- Remote from densely populated areas – 13%
- Close to Magic Lake Estates – 0%

Facility 'C'

- First choice – 13%; second choice – 8%; 3rd choice - 50%, 4th choice – 13%, and 5th choice – 4%
- Remote from densely populated areas – 50%
- Close to Driftwood Centre – 29%
- Close to Recycling Centre – 17%
- Close to Magic Lake Estates – 4%

Facility 'D'

- First choice – 4%; second choice – 8%; 3rd choice -8%, 4th choice – 54%, and 5th choice – 17%
- Close to Recycling Centre – 42%
- Remote from densely populated areas – 33%
- Close to Driftwood Centre – 25%
- Close to Magic Lake Estates – 0%

Facility 'E'

- First choice – 4%; second choice – 8%; 3rd choice -17%, 4th choice -17%, and 5th choice – 63% (In other words, this facility type is the last choice for the majority of stakeholders.)
- Close to Magic Lake Estates – 48%
- Close to Driftwood Centre – 26%
- Close to Recycling Centre – 22%
- Remote from densely populated areas – 4%

At the time of writing the DRAFT report, results of the online survey were not yet available. The online survey results will serve to rank the importance of certain criteria for the final decision matrix that were polled in the first workshop, either because they had been suggested for removal, or were not yet added to the list of decision criteria (#1,2,5,6,8,10-14). Results of the criteria ranking gathered through the online survey will be added to the final workshop report, and will be used in the formation of decision matrices.

Assessing the Criteria

Assessments or “assessment measures” are the evaluative bits of information about each of the criteria, which relate to facility type and to site. In workshop 1, the list of draft criteria was reviewed and draft assessment measures were discussed. In general, these are binary ‘yes’ or ‘no’ (e.g. Yes, Facility A at Site X is in proximity to population centres). Where applicable, they may include an assessment of “needs adaptation” or “partially”. Wherever possible, quantitative data and factual assessments will be plugged into the matrix. Where data gaps

still exist in Workshop 2, best estimates for assessments will be discussed and applied.

Table 5. Draft Assessments for the Decision Criteria

Criterion	Assessment possibilities		
1) Proximity to populated centres 1.1 ML, 1.2 DW, 1.3 RC	Yes	No	<i>Distances vary by facility (see Table 2)</i>
2) Remote from "dense" neighbourhoods	Yes	No	<i>Distances vary by facility (see Table 2)</i>
3) Proximity to adjacent sites (>100m)	Yes	No	
4) Adjacent to existing industrial zones	Yes	Partially	No
5) Proximity to ferry	Yes	No	<i>Distances vary by facility (see Table 2)</i>
6) Traffic circulation capacity	Yes	Needs adaptation	No
7) Space for parking and operations	Yes	Needs adaptation	No
8) Space for BMPs	Yes	No	
9) Space for expansion	Yes	Needs adaptation	No
10) Not adjacent to sensitive terrestrial ecosystems	Yes	No	
11) groundwater contamination potential	Low (good)	Med	High (bad)
12) potential to impact marine, riparian, freshwater aquatic ecosystems	Low (good)	Med	High (bad)
13) proximity to culturally-relevant site(s)	Low (good)	Med	High (bad)
14) avoid site with agricultural potential	Good	Bad	

"Needs Adaptation" - attainment of the required level for this criterion is contingent on: funding, time and effort inputs by local government, community, etc. in order to meet the value objective that the criterion represents.

Refining "quantitative" assessment criteria will be done between workshops to will best estimate based on technical data/practices in other jurisdictions.

In workshop #2, the assessments will be clarified and participant input sought prior to the final stages of decision matrix.

Draft Sites

The list of draft sites is currently still in flux (Appendix 4). There will be a posted public opportunity for other community members to provide suggestions to this list. The refined list will be published in the agenda package leading up to “Pender Islands Waste Management Integrated Decision-Making Workshop 2” (to be held October 6, 2016).

Please refer to Appendix 5 for the participant feedback on the process itself.

This concludes the “Pender Islands Waste Management Integrated Decision-Making Workshop 1” report.

Appendix 1: Workshop 1 Poll and Ranking Results

(see attached)

Session Name: Part A August 10

Date Created: 8/10/2016 9:54:59 AM

Active Participants: 26 of 26

Average Score: 0.00%

Questions: 48

Results By Question

1.) Is public drop-off important to you? (Multiple Choice)

Responses		
	Percent	Count
Yes	67%	16
No	13%	3
Doesn't matter to me.	21%	5
Totals	100%	24

2.) Is operator residential pick-up service important to you? (Multiple Choice)

Responses		
	Percent	Count
Yes	58%	14
No	33%	8
Doesn't matter	8%	2
Totals	100%	24

3.) Is acceptance of bulky solid waste important to you? (non-toxics) (Multiple Choice)

Responses		
	Percent	Count
Yes	79%	19
No	4%	1
Doesn't matter	17%	4
Totals	100%	24

4.) Should residential recycling be combined at solid waste facility? (Multiple Choice)

Responses		
	Percent	Count
Yes	58%	14
No	13%	3
Doesn't matter	29%	7
Totals	100%	24

5.) Is drop-off of organics important to you? (Multiple Choice)

Responses		
	Percent	Count
Yes	38%	9
No	50%	12
Doesn't matter	13%	3
Totals	100%	24

6.) For Facility 'A' "close to" should be: (Multiple Choice)

Responses		
	Percent	Count
5km	17%	4
10km	39%	9
15km	43%	10
Totals	100%	23

7.) For Facility 'B' "close to" should be: (Multiple Choice)

Responses		
	Percent	Count
5km	13%	3
10km	33%	8
15km	54%	13
Totals	100%	24

8.) For Facility 'C' "close to" should be: (Multiple Choice)

Responses		
	Percent	Count
5km	18%	4
10km	27%	6
15km	55%	12

Totals	100%	22
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9.) For Facility 'D' "close to" should be: (Multiple Choice)

Responses		
	Percent	Count
5km	13%	3
10km	25%	6
15km	63%	15
Totals	100%	24

10.) For Facility 'E' "close to" should be: (Multiple Choice)

Responses		
	Percent	Count
5km	54%	13
10km	25%	6
15km	21%	5
Totals	100%	24

11.) For Criterion #3 Remoteness – “Density” is best defined for Facility ‘A’ to be: (Multiple Choice)

Responses		
	Percent	Count
Average lot size <5acres	46%	11
Average lot size <2acres	25%	6
Avg lot size <1acre	29%	7
Totals	100%	24

12.) For Criterion #3 Remoteness – “Density” is best defined for Facility ‘B’ to be: (Multiple Choice) B

Responses		
	Percent	Count
Average lot size <5acres	35%	8
Average lot size <2acres	30%	7
Avg lot size <1acre	35%	8
Totals	100%	23

13.) For Criterion #3 Remoteness – “Density” is best defined for Facility ‘C’ to be: (Multiple Choice)

Responses		
	Percent	Count
Average lot size <5acres	33%	8
Average lot size <2acres	25%	6
Avg lot size <1acre	42%	10

Totals	100%	24
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14.) For Criterion #3 Remoteness – “Density” is best defined for Facility ‘E’ to be: (Multiple Choice)

Responses		
	Percent	Count
Average lot size <5acres	17%	4
Average lot size <2acres	17%	4
Avg lot size <1acre	65%	15
Totals	100%	23

15.) The facility should offer capacity for sale of reusables (Multiple Choice)

Responses		
	Percent	Count
Yes	54%	13
No	13%	3
Doesn't matter to me	33%	8
Totals	100%	24

16.) The facility should offer educational capacity built-in (Multiple Choice)

Responses		
	Percent	Count
Yes	54%	13
No	13%	3
Doesn't matter to me	33%	8
Totals	100%	24

17.) My first or preferred facility model is: (Multiple Choice)

Responses		
	Percent	Count
Facility 'A'	42%	10
Facility 'B'	38%	9
Facility 'C'	13%	3
Facility 'D'	4%	1
Facility 'E'	4%	1
Totals	100%	24

18.) My second choice facility model is: (Multiple Choice)

Responses		
	Percent	Count
Facility 'A'	38%	9

Facility 'B'	38%	9
Facility 'C'	8%	2
Facility 'D'	8%	2
Facility 'E'	8%	2
Totals	100%	24

19.) My third choice facility model is: (Multiple Choice)

Responses		
	Percent	Count
Facility 'A'	13%	3
Facility 'B'	13%	3
Facility 'C'	50%	12
Facility 'D'	8%	2
Facility 'E'	17%	4
Totals	100%	24

20.) My fourth choice facility model is: (Multiple Choice)

Responses		
	Percent	Count
Facility 'A'	13%	3
Facility 'B'	4%	1
Facility 'C'	13%	3
Facility 'D'	54%	13

Facility 'E'	17%	4
Totals	100%	24

21.) My last choice facility model is: (Multiple Choice)

Responses		
	Percent	Count
Facility 'A'	13%	3
Facility 'B'	4%	1
Facility 'C'	4%	1
Facility 'D'	17%	4
Facility 'E'	63%	15
Totals	100%	24

22.) TEST - responses appear in #27.

23.) For Criterion #3 Remoteness – “Density” is best defined for Facility 'D' to be: (Multiple Choice)

Responses	
Percent	Count

Average lot size <5acres	50%	12
Average lot size <2acres	8%	2
Avg lot size <1acre	42%	10
Totals	100%	24

24.) Please chose one. Facility 'A' should be: (Multiple Choice)

Responses		
	Percent	Count
Close to Magic Lake	4%	1
Close to Driftwood Ctr.	35%	8
Remote from neighbourhoods	13%	3
Close to Recycling Ctr.	48%	11
Totals	100%	23

25.) Please chose one. Facility 'B' should be: (Multiple Choice)

Responses		
	Percent	Count
Close to Magic Lake	0%	0
Close to Driftwood Ctr.	38%	9
Remote from neighbourhoods	13%	3
Close to Recycling Ctr.	50%	12
Totals	100%	24

26.) Please chose one. Facility 'C' should be: (Multiple Choice)

Responses		
	Percent	Count
Close to Magic Lake	4%	1
Close to Driftwood Ctr.	29%	7
Remote from neighbourhoods	17%	4
Close to Recycling Ctr.	50%	12
Totals	100%	24

27.) Please chose one. Facility 'D' should be: (Multiple Choice)

Responses		
	Percent	Count
Close to Magic Lake	0%	0
Close to Driftwood Ctr.	25%	6
Remote from neighbourhoods	33%	8
Close to Recycling Ctr.	42%	10
Totals	100%	24

28.) Please chose one. Facility 'E' should be: (Multiple Choice)

Responses		
	Percent	Count
Close to Magic Lake	48%	11

Close to Driftwood Ctr.	26%	6
Remote from neighbourhoods	4%	1
Close to Recycling Ctr.	22%	5
Totals	100%	23

29.) Rank Importance. Distance to neighbours >100m Facility 'A' (Multiple Choice)

Responses		
	Percent	Count
Not important (least)	13%	3
Somewhat important	33%	8
Definitely important	54%	13
Totals	100%	24

30.) Rank Importance. Distance to neighbours >100m Facility 'B' (Multiple Choice)

Responses		
	Percent	Count
Not important	14%	3
Somewhat important	27%	6
Definitely important	59%	13
Totals	100%	22

31.) Rank Importance. Distance to neighbours >100m Facility 'C' (Multiple Choice)

Responses

	Percent	Count
Not important	13%	3
Somewhat important	30%	7
Definitely important	57%	13
Totals	100%	23

32.) Rank Importance. Distance to neighbours >100m Facility 'D' (Multiple Choice)

	Responses	
	Percent	Count
Not important	17%	4
Somewhat important	30%	7
Definitely important	52%	12
Totals	100%	23

33.) Rank Importance. Distance to neighbours >100m Facility 'E' (Multiple Choice)

	Responses	
	Percent	Count
Not important	29%	7
Somewhat important	38%	9
Definitely important	33%	8
Totals	100%	24

34.) Rank Importance. Adjacent to Industrial Zones (existing) Facility 'A' (Multiple Choice)

Responses		
	Percent	Count
Not important	38%	9
Somewhat important	13%	3
Definitely important	50%	12
Totals	100%	24

35.) Rank Importance. Adjacent to Industrial Zones (existing) Facility 'B' (Multiple Choice)

Responses		
	Percent	Count
Not important	26%	6
Somewhat important	9%	2
Definitely important	65%	15
Totals	100%	23

36.) Rank Importance. Adjacent to Industrial Zones (existing) Facility 'C' (Multiple Choice)

Responses		
	Percent	Count
Not important	29%	7
Somewhat important	8%	2
Definitely important	63%	15
Totals	100%	24

37.) Rank Importance. Adjacent to Industrial Zones (existing) Facility 'D' (Multiple Choice)

Responses		
	Percent	Count
Not important	36%	8
Somewhat important	5%	1
Definitely important	59%	13
Totals	100%	22

38.) Rank Importance. Adjacent to Industrial Zones (existing) Facility 'E' (Multiple Choice)

Responses		
	Percent	Count
Not important	54%	13
Somewhat important	33%	8
Definitely important	13%	3

Totals	100%	24
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39.) Rank importance.Cleared surface footprint – Facility ‘A’ (Multiple Choice)

Responses		
	Percent	Count
Not important	25%	6
Somewhat important	33%	8
Definitely important	42%	10
Totals	100%	24

40.) Rank importance.Cleared surface footprint – Facility ‘B’ (Multiple Choice)

Responses		
	Percent	Count
Not important	21%	5
Somewhat important	29%	7
Definitely important	50%	12
Totals	100%	24

41.) Rank importance.Cleared surface footprint – Facility ‘C’ (Multiple Choice)

Responses		
	Percent	Count
Not important	25%	6
Somewhat important	33%	8

Definitely important	42%	10
Totals	100%	24

42.) Rank importance.Cleared surface footprint – Facility 'D' (Multiple Choice)

Responses		
	Percent	Count
Not important	38%	9
Somewhat important	29%	7
Definitely important	33%	8
Totals	100%	24

43.) Rank importance.Cleared surface footprint – Facility 'E' (Multiple Choice)

Responses		
	Percent	Count
Not important	38%	9
Somewhat important	33%	8
Definitely important	29%	7
Totals	100%	24

44.) Rank importance.Space for expansion – Facility 'A' (Multiple Choice)

Responses		
	Percent	Count
Not important	4%	1

Somewhat important	35%	8
Definitely important	61%	14
Totals	100%	23

45.) Rank importance.Space for expansion – Facility 'B' (Multiple Choice)

Responses		
	Percent	Count
Not important	4%	1
Somewhat important	30%	7
Definitel important	65%	15
Totals	100%	23

46.) Rank importance.Space for expansion – Facility 'C' (Multiple Choice)

Responses		
	Percent	Count
Not important	4%	1
Somewhat important	50%	12
Definitely important	46%	11
Totals	100%	24

47.) Rank importance.Space for expansion – Facility 'D' (Multiple Choice)

Responses		
	Percent	Count
Not important	22%	5
Somewhat important	43%	10
Definitely important	35%	8

Totals	100%	23
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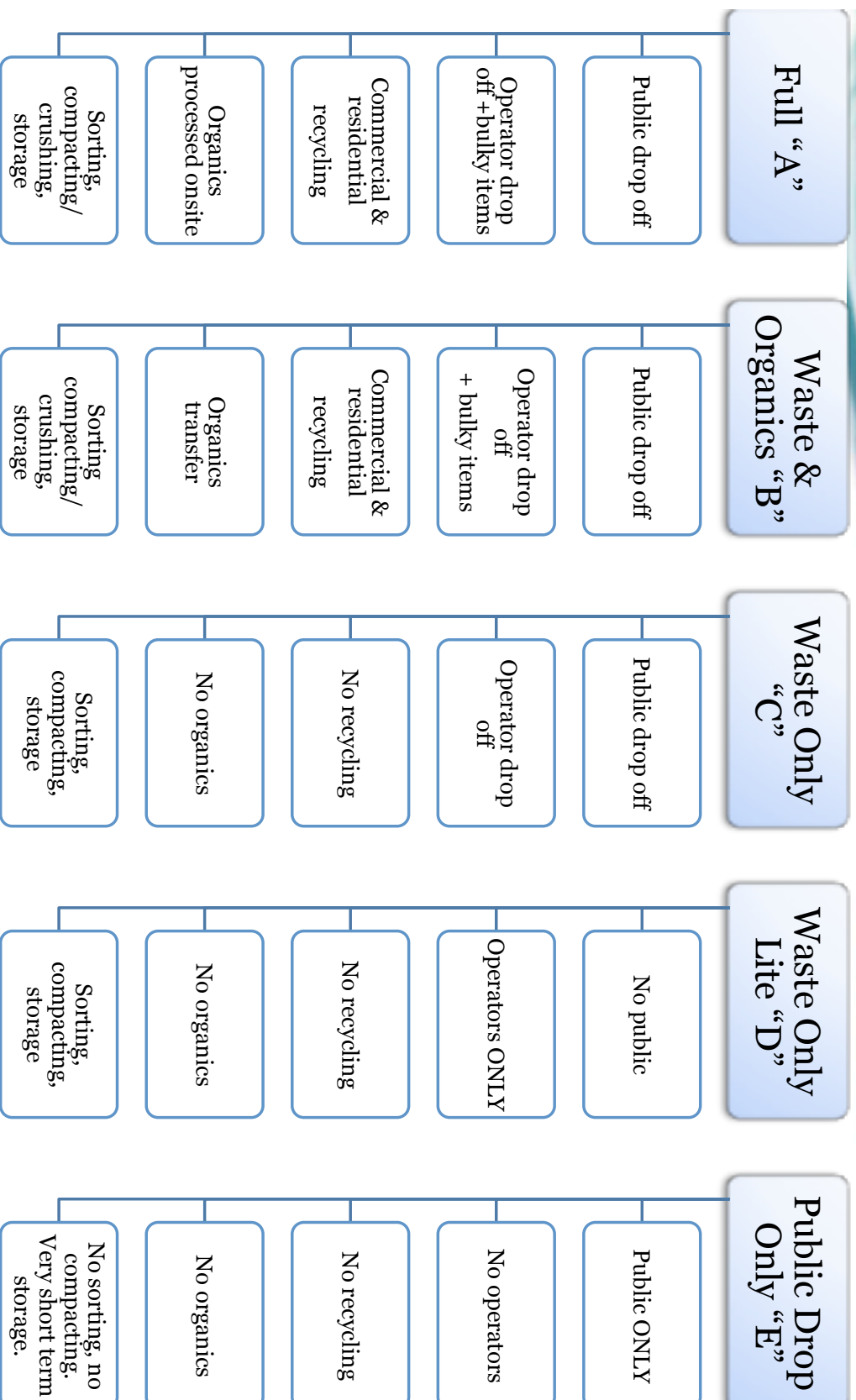
48.) Rank importance.Space for expansion – Facility 'E' (Multiple Choice)

Responses		
	Percent	Count
Not important	39%	9
Somewhat important	43%	10
Definitely important	17%	4
Totals	100%	23

Appendix 2: Facility Options Chart
(See attached)

N Pender Island Waste Management Facility Scenarios

(revised August 15, 2016)



Appendix 3: Draft Sites

Draft Potential Sites (NOT YET OFFICIAL) See Map

1. 5827 Schooner Way - Current Waste Transfer Site
2. Driftwood Centre – previous WTS
3. Port Washington Yard – previous WTS
4. adj. to Port Washington Yard (zoned I-1a)
5. Browning Hbr. current rezone for waste transfer appl. on hold (zoned I-1b)
6. Port Washington Rd., opposite Port Washington Yard (zoned I-2a)
7. Otter Bay Rd. (zoned I-2b)
8. adj. 4400 Otter Bay Rd. Recycling Depot (zoned I-2c)
9. 4415 Bedwell Harbour Rd. (Old MacDonald Farm/Fir Hill Farms – at the back)
10. Across street from Fir Hill Farms (greenhouses)
11. Mainroad yard
12. 4805 Schooner Way
13. Adjacent to airstrip (more info needed)
14. ... more coming

Appendix 4: Agenda Package Workshop 1

(see attached)

North Pender Island Local Trust Committee

Special Meeting Agenda

Date: August 10, 2016
 Time: 10:00 am
 Location: Royal Canadian Legion
 1344 MacKinnon Road

	Pages
1. CALL TO ORDER	10:00 AM - 10:05 AM
2. APPROVAL OF AGENDA	
3. BUSINESS ITEMS	2 - 9
Workshop Package provided by Shannon Cowan	
3.1 Welcome & Introductions	10:05 AM - 10:30 AM
3.1.1 <u>Background to the Problem</u>	
3.1.2 <u>Waste Management Integrated Decision-Making Process Overview</u>	
3.2 Step 1A: Defining Decision Criteria	10:30 AM - 11:30 AM
3.3 Step 1B: Defining Service Model Scenarios	11:30 AM - 12:00 PM
<u>-----Break - Lunch Provided -----12:00 pm to 1:00 pm</u>	
3.4 Step 2: Ranking Decision Criteria & Discussion of Ranking Results	1:00 PM - 2:30 PM
<u>----- Break - With Coffee -----2:30 pm to 2:45 pm</u>	
3.5 Step 3: Drafting the Decision Matrix	2:45 PM - 3:30 PM
3.6 Wrap Up & Scheduling Workshop #2	3:30 PM - 4:00 PM
4. ADJOURNMENT	4:00 PM - 4:00 PM

North Pender Waste Resource Management Site and Facility Options

Integrated Decision-Making Process

Workplan Overview

Problem Statement: What is the facility type and site that will best serve the needs of the Pender Islands community for waste resource management?

Fall 2015 – January 2016: Waste Resource Management Commission

- Reviewed scope of the issues
- Inventory of values, decision criteria

May 2016: Consultant hired

- Decision criteria sorting, refinement and ranking process determined
- BMPs identified, facilitation of workshops planned

August 10, 2016: Workshop 1

- Process , Problem Definition, Values
- Review Decision Criteria refinements
- Poll participants for facility characteristics preferences
- Poll participants to prioritize applicable criteria
- Preview DRAFT Site Decision Matrix including assessments
- Brainstorm other possible sites (DRAFT)

OUTCOMES {Report 1}:

- o List of community values underlying decision
- o Final decision criteria, including prioritization level, where applicable
- o Results of facility characteristics preference poll
- o List of sites – still DRAFT

August 11 – September: Integration Phase between Workshop 1 and 2

(Planning Staff and Consultant)

- Review report, receive participant comments/questions
- Consult potential site owners, existing operators - Planner
- Draft Decision Matrix for each Site X Facility combination
- Seek any professional input required for site assessments

Date TBA: Workshop 2

- Review and finalize Site and Facility options
- Review and clarify assessments for agreed Criteria - Decision Matrix
- Rule out incompatible sites; Discuss BMPs, “no-brainers”, tradeoffs

OUTCOMES {Report 2}: LTC to receive report as recommendations from an integrated community-based process.

- o Best fit selections according to Site and Facility type considered in tandem
- o Documentation of all process steps

CRITERIA TO BE PRIORITIZED BY FACILITY TYPE	
1.	Close To Magic Lake Estates
2.	Close to Driftwood Centre
3.	Remote from Neighbourhoods (pop. density)
4.	Close to Recycling Centre (existing)
5.	Distance to near neighbour residence >500m
6.	Adjacent to industrial zones (existing)
7.	Cleared surface footprint
8.	Space for expansion

REMAINING DECISION CRITERIA	
9.	Traffic circulation capacity
10.	Not adjacent to sensitive terrestrial ecosystems
11.	Avoid site with agricultural potential (as measured by size of arable cleared area or ALR designation)
12.	Contamination potential: aquifer/groundwater
13.	Potential to impact marine, riparian or freshwater aquatic ecosystems

BEST MANAGEMENT PRACTICES (BMPs)
15-30 m vegetative buffer around operation
15-35 m setback (buildings)
35 m fire break between waste bins and vegetative buffer
Effluent drainage and treatment plan
Minimum size requirements follow bylaws and building code*
Flat Site
Location allows water supply
Location allows reasonable capacity to follow CRD Noise Bylaw

* according to volumes and size of waste being transferred (e.g. more space required for bulky goods, etc.)

North Pender Waste Management
Integrated Decision-Making Process

Draft Potential Sites (NOT YET OFFICIAL)
See Map

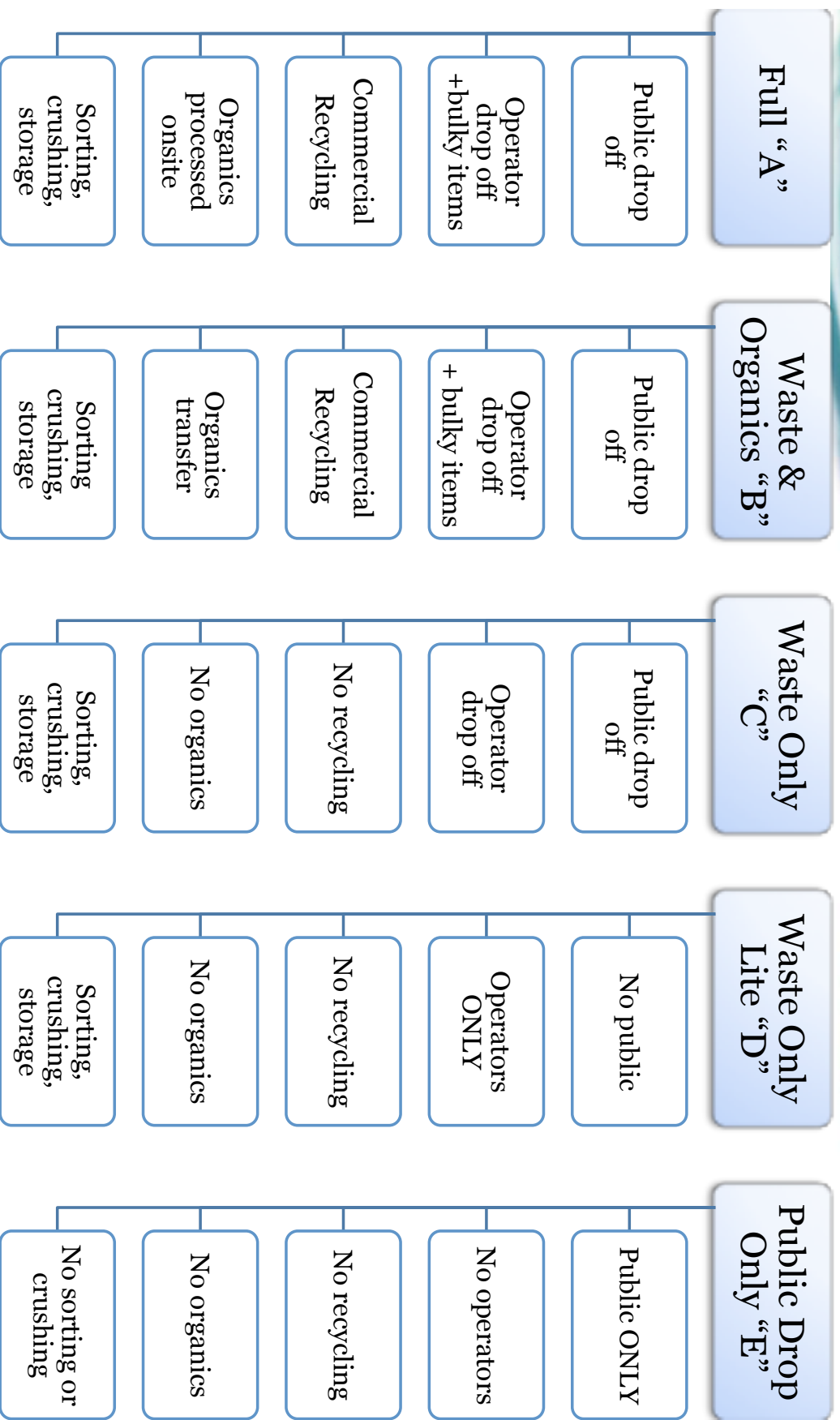
1. 5827 Schooner Way - Current Waste Transfer Site
2. Driftwood Centre – previous WTS
3. Port Washington Yard – previous WTS
4. I – 1a – adj. to Port Washington Yard
5. I – 1b – Browning Hbr. current rezone for waste transfer appl. on hold
6. I – 2a – Port Washington Rd., opposite Port Washington Yard
7. I – 2b – Otter Bay Rd.
8. I – 2c –adj. 4400 Otter Bay Rd. Recycling Depot

Additional Site Suggestions (emailed August 3, exact addresses needed):

9. Fir Hill Farms – at the back (backs onto industrial-zoned land)
10. Across street from Fir Hill Farms (greenhouses)
11. Mainroad yard
12. ...
13. ...
- 14.

N Pender Island Waste Management Facility Scenarios

(revised August 9, 2016)



HOW TO RANK:

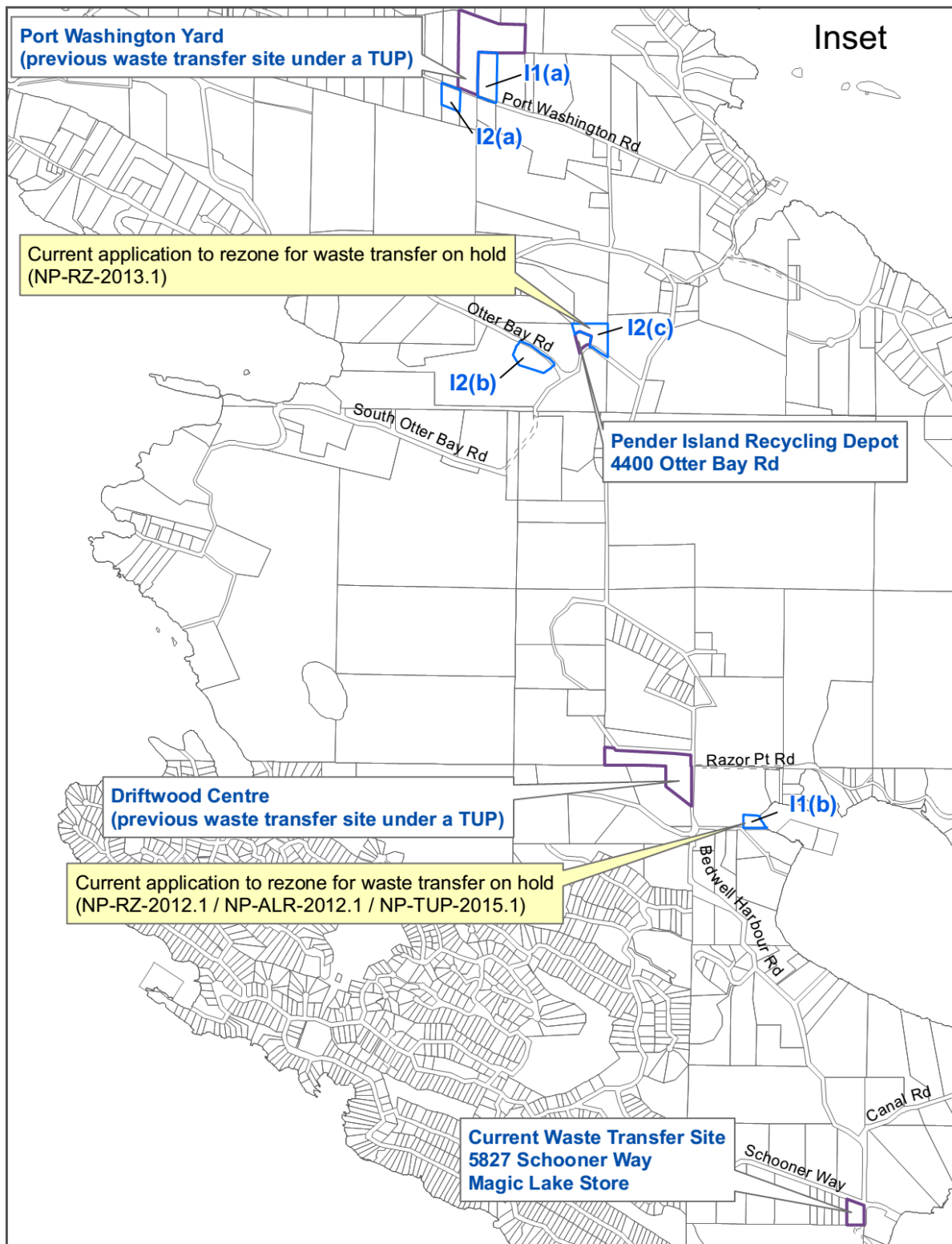
3 = DEFINITELY IMPORTANT

2 = SOMEWHAT IMPORTANT

1 = NOT IMPORTANT (LEAST)

North & South Pender Islands





Appendix 5: Workshop Participant Feedback Summary

Workshop Strengths:

- the process is working
- local stakeholders felt and were heard
- useful data collected about community values
- process was clear - allowed all to follow instructions
- good system to explore difficult problem
- facilitation was clear, agenda was clear
- detailed, organized and controlled
- informative
- pleased with speaker
- presenters and participants are on track
- facilitator did inject methodology into inherently complex process

Workshop (Process) Improvement Suggestions:

- make “voting” input very clear for participants to complete online
- results need to be statistically valid
- avoid “which of the following is not...” style of questions
- explain process that Islands Trust will follow to get feedback from community who cannot attend (could audio be available and a response form for others to add into the pool of community information?)
- facilitation needs to be tighter (facilitator needs to enforce ground rules more effectively) to prevent certain individuals from pushing their agendas and continually disagreeing with facilitator/hijacking the process
- Decisions should be made by elected officials after reviewing the information provided – there is over-emphasis on achieving community census on the topics at hand that is unnecessary
- Facilitator needs better control over comments/input
- Better structuring could be done to keep participants on topic
- Ask participants to stand and speak louder

General Comments or Suggestions:

- Is a waste transfer facility required on Pender Island?
- Add “residential” to recycling in ‘A’ – done
- Add “compacting” to all facility options - done
- Keep “crushing” for ‘A’ and ‘B’ where recycling applies, but remove “crushing” from C, D, E options - done
- Noise and distance from neighbours are important criteria
- Keep “close to ferry” as a criterion

- Keep the criterion for distance from adjacent sites to at least >500m (less distance would lower property values)
- Groundwater and Environmental management criteria/questions are very important
- One of the site suggestions (Fir Hill Farms) could be bermed/fenced off from rest of property (4415 Bedwell Harbour Rd)
- Funding for non-profits to undertake public education to reduce waste is helpful
- LTC will have to ultimately use common sense for this decision

Concerns – with the process:

- Participants with demonstrated biases should not be allowed to participate.
- Prioritization polling of 'Facility type C' assumes existing recycling centre continues to operate (which is not proven and will bias polling results).
- We have had enough public consultation – time for the informed LTC decision to be made.
- One interrupting individual was allowed to do so by facilitator toward end of workshop.
- The workshop seemed to result in two types of participants: those following, those confused. Objectives of the process are “good”, but most looked confused and bored so any decision based on input by this sample population is perhaps already invalid.

Questions: none.

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



Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
NP-DVP-2016.3	KAYNE, DONALD	01-Jun-2016	37149 Schooner Way Variance application on setback to build a SFD for recreational purposes.

Planner: Phil Testemale

Planning Status

Status Date: 15-Sep-2016

Applicant has new designer - waiting for amended plans

Status Date: 19-Jul-2016

Application on hold as owners review options based on staff feedback to initial proposal

Status Date: 01-Jun-2016

File opened and forwarded to LTC and 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: 15-Sep-2016

ALC has still not responded to reconsideration request.

Status Date: 15-Jul-2015

Application delays related to ALC re-consideration of previous approval.

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.

File Number	Applicant Name	Date Received	Purpose
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**Applications**

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

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 applicant 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: 15-Sep-2016

Waiting for required information (engineer's letter - 2 requests made)

Status Date: 19-Jul-2016

Bylaw drafted. Waiting for drainage plan. Sept 22 LTC agenda.

Status Date: 18-May-2016

DS drafting bylaws

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: Justine Starke

Applications

Planning Status

Status Date: 15-Sep-2016

Waiting for applicant to fulfill information requests.

Status Date: 30-Jun-2016

LTC direction to proceed with application.

Status Date: 20-Jun-2016

Preliminary Staff Report on June 30 LTC agenda

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2016.3	,	20-May-2016	4602 and 4606 Oak Road 005-636-639 Request that area zoned SD(a) passing through lots 3 and 4 be re-aligned to be adjacent to the westerly boundaries AND rezone the part of lot 3 that sits NE of Oak Rd to be C3(a).

Planner: Justine Starke

Planning Status

Status Date: 15-Sep-2016

Waiting for applicant to fulfill information requests.

Status Date: 28-Jul-2016

Staff report on rezoning 1.7 Rural to Commercial to add to Port Browning Resort to LTC for preliminary consideration.

Status Date: 28-Jul-2016

LTC approval to proceed with application.

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

Applications

Status Date: 15-Sep-2016

Waiting for application for DP

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

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: 15-Sep-2016

Waiting for DP Application and revised Covenant

Status Date: 15-Jun-2016

PLA Issued June 15, 2016

Status Date: 02-Mar-2016

Sub Referral Report emailed and papered to David Koch at MoTI

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2016.2	PORT BROWNING MARINA RESORT	06-Jun-2016	4605 and 4602 OAK Rd Boundary adjustment

Planner: Phil Testemale

Planning Status

Status Date: 15-Sep-2016

Waiting for PLA

Status Date: 27-Jun-2016

Subdivision referral report sent to MoTI

Status Date: 10-Jun-2016

File opened and forwarded to LTC and Planner

Applications

Temporary and Industrial Use Permit

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: 15-Sep-2016

Applicant proceeding with TUP - October agenda

Status Date: 19-Jul-2016

Applicant is reviewing option to rezone or proceed with TUP. Sept 22 LTC agenda

Status Date: 18-May-2016

Reviewing options with applicant.

Islands Trust
LTC EXP SUMMARY REPORT F2017
Invoices posted to Month ending July 2016

650 North Pender	Invoices posted to Month ending July 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-650	LTC "Trustee Expenses"	1,500.00	228.45	1,271.55
LTC Local				
65200-650	LTC - Local Exp - LTC Meeting Expenses	4,000.00	1,357.57	2,642.43
65210-650	LTC - Local Exp - APC Meeting Expenses	600.00	0.00	600.00
65220-650	LTC - Local Exp - Communications	500.00	0.00	500.00
65230-650	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>5,600.00</u>	<u>1,357.57</u>	<u>4,242.43</u>
Projects				
73001-650-2006	North Pender OCP/LUB	3,000.00	0.00	3,000.00
73001-650-4054	North Pender Waste Management Review	7,000.00	2,531.16	4,468.84
73001-650-4073	North Pender STVR Review	4,000.00	0.00	4,000.00
73001-650-4074	North Pender Affordable Housing Review	4,000.00	0.00	4,000.00
TOTAL Project Expenses		<u>18,000.00</u>	<u>2,531.16</u>	<u>15,468.84</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.				