



North Pender Island Local Trust Committee

Regular Meeting Agenda

Date: July 30, 2015
Time: 9:45 am
Location: Pender Island Community Hall
4418 Bedwell Harbour Road, North Pender Island, BC

	Pages
1. CALL TO ORDER	9:45 AM - 10:15 AM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	
4. COMMUNITY INFORMATION MEETING	
none	
5. PUBLIC HEARING	10:15 AM - 10:45 AM
5.1 Recess for Public Hearing	
5.1.1 <u>North Pender Island Local Trust Committee Bylaw No. 198</u>	
5.2 Recall to Order	
6. MINUTES	10:45 AM - 11:00 AM
6.1 Local Trust Committee Minutes	
6.1.1 <u>Local Trust Committee Meeting Minutes Dated June 18, 2015 (for Adoption)</u>	4 - 14
6.1.2 <u>Local Trust Committee Public Hearing Record of June 18, 2015 (to Receive)</u>	15 - 16
6.2 Section 26 Resolutions-without-meeting Report	
none	
6.3 Advisory Planning Commission Minutes	
none	
7. BUSINESS ARISING FROM THE MINUTES	
7.1 Follow-up Action List Dated July 2015	17 - 18
8. DELEGATIONS	11:00 AM - 11:10 AM

9. CORRESPONDENCE

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

- 9.1 RE: Water Supply from M. Reher dated June 5, 2015 (attached) 19 - 19

10. APPLICATIONS AND REFERRALS 11:10 AM - 12:00 PM

- 10.1 NP-RZ-2014.1 (Philpot)
10.1.1 Bylaw No. 198 - Post Public Hearing Report (attached) 20 - 24
- 10.2 NP-DP-2015.3 (Rae) - Staff Report 25 - 52
- 10.3 NP-DVP-2015.6 (Wallace) - Staff Report 53 - 70
- 10.4 NP-TUP-2015.2 (Pender Island Waste Management) - Staff Report 71 - 82
- 10.5 NP-OTH-2015.1 (Jamieson) - Staff Memo 83 - 100

11. CLOSED MEETING (Distributed Under Separate Cover) 12:00 PM - 12:30 PM

- 11.1 Motion to Close Meeting
That the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, s. 90(1) (a), (d), (f), and (g) and that recorder and staff attend the meeting.
- 11.2 Recall to Order
- 11.3 Rise and Report 12:30 PM - 1:00 PM

12. LOCAL TRUST COMMITTEE PROJECTS

- 12.1 Pender Island Waste Management Task Force - Staff Report 101 - 109

13. REPORTS 1:00 PM - 1:15 PM

- 13.1 Work Program Report (attached)
13.1.1 Top Priorities Report Dated July 2015 110 - 110
13.1.2 Projects List Report Dated July 2015 111 - 112
- 13.2 Applications Report Dated July 2015 (attached) 113 - 116
- 13.3 Trustee and Local Expense Report Dated June 2015 (attached) 117 - 117
- 13.4 Adopted Policies and Standing Resolutions (attached) 118 - 118
- 13.5 Local Trust Committee Webpage
The North Pender Local Trust Committee webpage can be found at: www.islandstrust.bc.ca/npende
- 13.6 Chair's Report 1:15 PM - 1:30 PM
- 13.7 Trustee Report

13.8 Electoral Area Director's Report

none

13.9 Trust Fund Board Report

none

14. NEW BUSINESS

14.1 Local Trust Committee Input on Strategic Plan - Phase 2

1:30 PM - 1:45 PM

119 - 136

14.2 2015-2016 LTC Budget Requests - Staff Report

1:45 PM - 2:00 PM

137 - 141

15. UPCOMING MEETINGS

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

16. TOWN HALL

2:00 PM - 2:30 PM

17. ADJOURNMENT

2:30 PM - 2:30 PM

North Pender Island Local Trust Committee Minutes of Regular Meeting

Date: Thursday, June 18, 2015 (9:45 am)

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

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

Staff Present: Justine Starke, Island Planner
Miles Drew, Bylaw Enforcement Manager
Zorah Staar, Recorder

Members of the Public and Media Present: Twenty-eight (28) members of the public

1. CALL TO ORDER

Chair Grams called the meeting to order at 9:47 am, and acknowledged that it was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following items were presented for consideration:

- to delete items 8.1.1 and 8.1.2 of Delegations (persons not intending to speak today);
- to add item 8.2 (Michael Sketch as an additional Delegation);
- To add item 11.2.1 (Regular Meeting Addendum).

By general consent the agenda was approved, as amended.

3. TOWN HALL AND QUESTIONS

Richard Piskor asked Chair Grams if he had more details yet about the administrative portion of the Islands Trust annual budget.

Chair Grams replied that after the upcoming June meeting of Trust Council, he should have more information to report.

Dorothy Murdoch commented as follows:

- She was told at a previous meeting that Islands Trust Bylaw Enforcement Officers did not need a landowner's prior permission to enter a property; however, Land Use Bylaw No. 103 appeared to require giving notice;
- Driftwood Centre had been inspected on two occasions without such notice.

Bylaw Enforcement Manager (BEM) Drew, clarified that the Land Use Bylaw required officers to notify the property occupant (not the owner) to arrange a reasonable time for inspection, and this notification could occur in-person, by the officer entering the property to knock on the occupant's door.

Donn Korbin asked where he could find an analysis of the impact on other taxpayers of those receiving property tax relief for agreeing to a conservation covenant.

Island Planner Starke, said that potential tax relief came not from the covenant itself but from a related application under the Natural Area Protection Tax Exemption Program (NAPTEP) handled by the Trust Fund Board, who could provide more details.

Dennis Perch commented on unfounded assumptions or statements made about short term vacation rentals (STVR's), by community members and also in Staff Reports, e.g.:

- Suggesting that STVR's are illegal on residential property, and all other uses are not;
- Stigmatizing STVR's as "commercial" and not housing, but B & B's are commercial too;
- Suggesting that STVR's over-consume groundwater, but not B & B's or other homes;
- Saying STVR's are unruly places, when official complaint numbers don't confirm this.

Planner Starke confirmed that general principles of zoning classify vacation rentals as commercial uses.

Bylaw Enforcement Manager (BEM) Drew confirmed that precedent has been set in the courts based on a previous Pender Island court case which analyzed the current North Pender Island Land Use Bylaw and concluded short term vacation rentals as a commercial and not a residential use.

Planner Starke added that staff reports refer to community concerns expressed about STVR's, including potential overuse of groundwater by visitors.

Chair Grams felt that it was reasonable to be concerned about visitors from the city (to both STVR's and Bed and Breakfasts) potentially overusing groundwater, especially if they came from areas where there were no restrictions or issues with water supply.

Elizabeth Montague commented on the revised Waste Management Task Force Terms of Reference, saying that people with significant conflicts of interest (e.g. operators) should not be members, although they could still be consulted. She also felt that it was important for Trustees or staff not to dominate the Task Force discussions, i.e. to attend to comment when invited, but not otherwise – so that the community could decide issues.

Ron Schuster described how he and his partner had been resisting an Islands Trust lawsuit for operating their STVR, commenting as follows:

- Their STVR is not a "party house", the lawsuit was based on one neighbour complaining;
- They followed the code of conduct of the Pender Island Vacation Accommodation Association;
- Legal fees had a huge financial impact on them, as well as stress and health impacts;
- They believed STVR's were legal here, or legality was unresolved and needed clarifying.

4. COMMUNITY INFORMATION MEETING

4.1. Bylaw No. 198

Chair Grams called the Community Information Meeting to order at 10:15 am, as part of a Regular Meeting of the North Pender Island Local Trust Committee.

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

Chair Grams noted that the purpose of this Community Information Meeting was to share information and invite community members to ask questions or comment informally about North Pender Island Local Trust Committee Proposed Bylaw No. 198 (cited as "North Pender Island Land Use Bylaw 103, 1996, Amendment No. 04, 2014").

Island Planner Starke commented as follows:

- Bylaw No. 198 involved application NP-RZ-2014.1, Applicant Michael Philpot's request to rezone the water zone around Wallace Point to allow his oversized dock;
- The dock was 83.6 m², rather than 37 m² as permitted by the Land use Bylaw;
- Majority of Advisory Planning Commission had said that dock rezoning should proceed no further, because of the precedent it could set;
- Biologist's Report discussed the larger dock's current environmental impact with potential impact of additional smaller docks, or impact of removing larger dock.

Chair Grams invited questions or comments from the public.

Applicant Michael Philpot was present to respond.

Dale Henning asked if the purpose of the existing dock was for a private boat.

Applicant Michael Philpot responded yes.

Michael Sketch said that the dock was 900 square feet, and looked like a monster dock on Google Earth. He asked why the Applicant had submitted a plan for a smaller compliant dock when he applied for his Crown land tenure, but then built a larger dock.

Applicant Michael Philpot responded that he had a larger boat at the time the dock was proposed, and his contractor said that therefore a larger dock was required, which could be achieved by floating in and attaching a dock and calling it a "barge." Now the Applicant had a somewhat smaller boat, but the larger dock was still required for its safe harbour.

Michael Sketch said that with the extreme wind conditions around Wallace Point, it was implausible that any additional docks would be built if subdivision occurred. Also, the dock could be reduced in size without environmental damage, by being detached from its chains, floated away, and replaced with a smaller dock.

Donn Korbin asked about the relationship between the dock rezoning and the NAPTEP (Natural Area Protection Tax Exemption Program) covenant condition.

Planner Starke said that the two processes were independent, but the Local Trust Committee wanted assurance that the Applicant was following through on his assertion of environmentally responsible action, regarding the upland ecologically sensitive areas.

Applicant Philpot said that he wanted to see the sensitive areas of his property protected, and that he was trying to give back to the other residents in his area (e.g. by letting them use his dock). He added that only one of his neighbours had complained about the dock.

Chair Grams invited additional questions, but there were none. He declared the Community Information Meeting concluded at 10:41 am.

5. PUBLIC HEARING

5.1. Recess for Public Hearing

5.1.1. Bylaw No. 198

See separate Public Hearing Record dated June 18, 2015.

5.2. Recall to Order

The regular local trust committee meeting was recalled to order at 11:24 am.

Trustee Masselink rejoined the meeting at 11:24 am.

6. MINUTES

6.1. Local Trust Committee Minutes

6.1.1. Local Trust Committee Minutes Dated April 30, 2015

Adopted by Resolution-without-meeting.

6.1.2. Special Local Trust Committee Meeting Minutes of May 19, 2015

By general consent the Local Trust Committee adopted the Special Meeting minutes of May 19, 2015.

6.2. Section 26 Resolutions-without-meeting Report Dated June 2015

For information

6.3. Advisory Planning Commission Minutes

None

7. BUSINESS ARISING FROM THE MINUTES

7.1. Follow-up Action List Dated June 2015

For information

8. DELEGATIONS

8.1. M. Kenwell re: How Other Local Governments Regulate STVR's

Marika Kenwell made a submission on behalf of the Pender Islands Trust Protection Society and the Buck Lake Property Owners Association, as follows:

- There are significant concerns in our community re: Local Trust Committee appearing to move towards legalizing short term vacation rentals (STVR's);
- Kenwell reported on how short term vacation rentals (STVR's) were enforced against in various jurisdictions, with some permitting them as a home occupation for some locations, or by means of a temporary use permit application;
- Many vacation communities were keeping STVR's out of residential areas, because their proliferation eroded community and had impacts on limited resources and infrastructure, which was why Kenwell hoped that the LTC would not yield to pressure from a small group to legalize STVR's.

8.2. Michael Sketch re: Waste Management Task Force/Special APC

Michael Sketch made a submission about the Waste Management Task Force or Special Advisory Planning Commission (APC) to be appointed today, including:

- That to include some South Pender residents, it would be better to amend the APC Bylaw to allow this, rather than creating a Task Force;
- Terms of Reference should include Official Community Plan policies;
- Trustees should attend when requested by the group, and not otherwise;
- Trustee Masselink should recuse himself from even this participation, because of his conflict of interest in relation to one solid waste operator;
- Same conflict of interest rules as with APC should apply, which would affect waste operators being appointed because of the appearance of bias.

9. CORRESPONDENCE

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

9.1. Letter from S. Steil re: Request for Assistance re: Invitation for Celebrating Orca of the Salish Sea

This request was to share information about a July 18 Orca Celebration event.

9.2. Email Dated April 25, 2015 from J. Burrows re: Depletion of Aquifer on Pender

This email was about the decline of the aquifer near Oaks Bluff and Trincomali (trustee tour to occur later today), and also on the Penders generally.

10. APPLICATIONS AND REFERRALS

10.1. NP-DVP-2015.3 (Stephenson/PIGCC) – Staff Report

Island Planner Starke reviewed the June 4, 2015 Staff Report re: NP-DVP-2015.3 (Stephenson), which was a variance for a Pender Island Golf & Country Club wheelchair access ramp that needed to be within the setback, and to allow a corner of the building that had also now been discovered to be within a setback.

NP-2015-038

It was MOVED and SECONDED

That the North Pender Island Local Trust Committee Development Variance Permit NP-DVP-2015.3 (Stephenson) be approved.

CARRIED

10.2. NP-DVP-2015.4 (Thierault c/o Lansdowne) - Staff Report

Island Planner Starke reviewed the June 4, 2015 Staff Report re: NP-DVP-2015.4 (Thierault c/o Lansdowne), which was a variance to the setback from the sea to permit construction of a garage/studio addition, and an existing deck.

Applicant Heath Lansdowne was present, and said that the lot was such that the house was squeezed in, and there was no room for another approach.

NP-2015-039

It was MOVED and SECONDED

That the North Pender Island Local Trust Committee Development Variance Permit NP-DVP-2015.4 (Lansdowne) be approved.

CARRIED

10.3. NP-SUB-2014.3 (Davies) 10% Waiver - Staff Report

Island Planner Starke reviewed the May 13, 2015 Staff Report re: NP-SUB-2014.3 (Davies), which was an application to exempt a boundary adjustment subdivision from the 10% minimum frontage requirement. This was consistent with the intent of the frontage requirement, and was supported by staff.

NP-2015-040

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee EXEMPT proposed Remaining Parcel "G" of subdivision NP-SUB-2014.2 (Davies) from the 1/10 perimeter provision of Section 944 of the *Local Government Act* and Subsection 4.3.1 of North Pender Island Land Use Bylaw No. 103, 1996.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1. Housing (STVR) - Staff Report & Project Charter

Island Planner Starke reviewed the June 9, 2015 Staff Report on LTC Top Priority – STVR (Housing), commenting as follows:

- Options for LTC consideration of the use of residential zones for tourist accommodation (i.e. short term vacation rentals or STVR's);
- STVR's were first priority focus chosen by LTC, within the Housing top priority;
- North Pender Island regulations currently prohibited STVR's as a principal use in residential zones, various options for LTC to consider included Official Community Plan and/or Land Use Bylaw amendments staff had drafted a Project Charter on "Housing – Short Term Vacation Rentals", with potential next steps starting with more community input.

Trustee Barber commented that the LTC work on STVR issue should be separate from work on affordable housing.

Chair Grams said that this was explicit in the draft Project Charter.

Trustee Barber commented on the following:

- She supported allowing STVR's, but not for every part of the island;
- There were many STVR complaints, and both sides needed to be heard;
- She would like to take this issue to the community.

Trustee Masselink commented as follows:

- Some STVR's could be of benefit to our community, but not a "free for all";
- This issue had a lot of heat, and we needed to hear different perspectives;
- It was really critical that our community decide about STVR's together;
- Why not have this happen through a task force (as with waste management), and also possibly involve South Pender in our STVR discussions?

Planner Starke responded that the Local Trust Committee (LTC) could choose to create a task force, to examine short term vacation rentals (STVR's) and other housing issues; however, this year's budget had limited funds for more meetings.

Chair Grams commented as follows about STVR's:

- The staff report was very comprehensive, and he welcomed examining all options;
- If a decision was made to allow STVR's, the report showed how it could be done;
- Also examine STVR socio-economic impacts, and have a needs assessment;
- Could Southern Gulf Islands Economic Development Commission help?

NP-2015-041

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee amend the draft “Housing – Short Term Vacation Rentals – Project Charter” to delete the first point under “Out of Scope” and add a point under “In Scope” as follows: “Explore doing a socio-economic impact analysis of Short Term Vacation Rentals on the local community, in partnership with other agencies and organizations”.

CARRIED

NP-2015-042

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee endorse the Housing – Short Term Vacation Rentals – Charter v1.0 dated June 4, 2015, as amended.

CARRIED

NP-2015-043

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee direct staff to develop information materials and schedule a community information meeting designed to gather feedback on options for the regulation of short term vacation rentals.

CARRIED

11.2. Waste Management – Staff Report and Memo

For the Local Trust Committee (LTC) top priority of Land Use Planning for Waste Management, Planner Starke reviewed the June 10, 2015, Staff Report re: “UPDATE – Special Advisory Planning Commission”, and the June 16, 2015, Memorandum re: “Amended Terms of Reference for Waste Management Task Force”, commenting as follows:

- Advertisements had resulted in expressions of interest to serve on the Waste Management Special Advisory Planning Commission or Task Force;
- The LTC would choose members for this body in the In Camera meeting today;
- Amended draft Terms of Reference suggested the name “Task Force”, but with requirements similar to Advisory Planning Commissions (e.g. open meetings, accessible minutes, resident composition, clear roles for elected officials, etc.);
- South Pender residents could also be involved in the Task Force.

Trustee Masselink commented as follows:

- Re: his conflict of interest status, he would continue to recuse himself from LTC discussion of the Burdett solid waste rezoning application, because he had a horse stabled on the Burdett land which could not go anywhere else;
- He had received legal advice that the above situation did not require him to recuse himself from LTC discussions of solid waste planning generally;
- Pender discussions on waste were polarized, with many different opinions and vested interests, and he wanted to provide a forum for the community and these interests to sort out what made sense for waste management.

South Pender Trustee Bruce McConchie had arrived, and commented as follows:

- He was a liaison with the South Pender LTC but could not speak for them;
- South Penderites felt a bit left out of current waste management discussions, and would like more than token involvement with the proposed Task Force;
- Task Force could be a useful advisor to the communities of both North and South Pender, but focus on North Pender for specific rezoning issues;
- Terms of Reference could be amended to refer to Land Use Planning for Waste Management on the Pender Islands (instead of just North Pender).

CRD Director David Howe had also arrived, and commented as follows:

- Current discussions were creating stronger CRD/Islands Trust relationships;
- Once Pender rezoning for waste management was in place, CRD could have jurisdiction, and was willing to be supportive as requested by our community;
- This could include education, environmental compliance, licensing of operators, or even establishment of a new waste management local service.

Chair Grams suggested that the Task Force include South Pender representatives, Trustees in an ex officio (non-voting) capacity, and also experienced community members who, if they had a financial interest, should also be ex officio (non-voting). Chair Grams also suggested that Task Force meetings have limited time at the end for community comment.

NP-2015-044

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee adopt the Terms of Reference for a Waste Management Task Force, amended as follows:

1. To permit up to 9 voting members, excluding ex officio members;
2. To provide that those with a pecuniary interest in waste management be limited to ex officio members;
3. To make it clear that this is a joint initiative that engages North Pender and South Pender Island;
4. That the Local Trust Committee direct staff to arrange an inaugural meeting once Task Force members have been selected.

CARRIED

12. REPORTS

12.1. Work Program Report

12.1.1. Top Priorities Report Dated June 2015

No changes

12.1.2. Projects List Report Dated June 2015

No changes

12.2. Applications Report Dated June 2015

For information

12.3. Trustee and Local Expense Report Dated May 2015

For information

12.4. Adopted Policies and Standing Resolutions

For information

12.5. Local Trust Committee Webpage

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

12.6. Chair's Report

Chair Grams commented as follows:

- The past month involved preparation for Galiano Trust Council, and a Chief Administrative Officer (CAO) hiring committee to replace departing CAO Linda Adams;
- Salt Spring Island Incorporation Study had a 10-member committee, which recently did an orientation with a provincial Ministry, and which was going to appoint a consultant to assist them.

12.7. Trustee Report

Trustee Masselink commented as follows:

- He had attended a May 1 National Park Advisory Board meeting, with a new Superintendent and positive developments re: First Nations inclusion and support for a local National Marine Conservation Area;
- He had helped host a May 7 meeting at the Pender Legion for agencies involved with enforcement, which involved many questions being answered;
- LTC's May 19 meeting and workshop on Age Friendly Community Planning was well-attended and involved very useful discussions about aging in place;
- He chaired a June 1 Trust Programs Committee meeting;
- He would be attending a Social Innovation Residency in Banff, with a Salish Sea focus.

12.8. Trust Fund Board Report - May 2015

For information

13. NEW BUSINESS

None

14. UPCOMING MEETINGS

14.1. Next Regular Meeting Scheduled for July 30, 2015 (9:45 am, Pender Islands Community Hall)

15. TOWN HALL

Sara Steil asked the Islands Trust to help spread the word about the July 18 Orcas in the Salish Sea event. Re: Trustee Masselink's upcoming residency, Steil wondered if anyone had ever done an analysis of the carrying capacity of the Salish Sea.

Michael Sketch said that the Islands Trust Chief Administrative Officer (CAO) currently hired and fired all senior staff. Sketch suggested this power should involve the Trustees.

Chair Grams agreed, and said that some Trustees wanted the ability to ratify appointments and be consulted by the CAO on other key matters.

16. CLOSED MEETING

NP-2015-045

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee close the meeting to the public in accordance with the Community Charter, Part 4, Division 3, S. 90(1) (a), (d), (f) and (g) for the purpose of considering: Adoption of In-Camera Meeting Minutes dated April 30, 2015; Bylaw Enforcement Issues; and Waste Management Task Force Member Appointments; and that the Recorder and Staff, the Southern Gulf Islands CRD Director David Howe, and South Pender Island Trustee Bruce McConchie remain present.

CARRIED

16.1. Recall to Order

The Regular Local Trust Committee Meeting was recalled to order at 2:54 pm.

16.2. Rise and Report

It was reported that during the In-Camera meeting, Jim Petrie, John Pollard, Michael Sketch, Ursula Poepel, Elizabeth Montague, Dale Henning and Donn Korbin were appointed as voting members of the Waste Management Task Force, and Richard Philpot, Davy Rippner, and Anne Burdett were appointed as ex-officio non-voting members, along with agreed ex-officio non-voting members Trustee Derek Masselink, Trustee Dianne Barber, South Pender Island Trustee Bruce McConchie, and Southern Gulf Islands CRD Director David Howe. Additional appointments were invited and could still occur.

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:56 pm.

George Grams, Chair

Certified Correct:

Zorah Staar, Recorder



DRAFT

Public Hearing
Record Subject to Approval
By the Local Trust Committee

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

Date: Thursday, June 18, 2015

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
Miles Drew, Bylaw Enforcement Manager
Zorah Staar, Recorder

Members of the Public and Media Present: Twenty-eight (28) members of the public

Chair Grams called the Public Hearing to order at 10:41 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"). This Hearing immediately followed a Community Information Meeting on the same bylaw.

Chair Grams noted that the local newspaper had inserted the wrong notice for the second required publication of the Notice of Public Hearing. Therefore, a Public Hearing would still occur today, but a second Public Hearing would have to occur at the July 30 Local Trust Committee Meeting, and additional comments could be received until then.

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. Agency and First Nations' notification resulted with no comments, one set of questions, and no objections.

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.

Eleanor Brownlee spoke on behalf of the Pender Islands Conservancy Association, as follows:

- PICA had sponsored various sensitive shoreline, forage fish and eelgrass-related events;
- docks did have negative ecosystem impacts, and larger docks had larger impacts;
- this large dock was not a community dock, and it set a precedent for oversized docks;
- PICA requested that the Local Trust Committee think long and hard about the environmental impacts in this case.

Jim Burrows, 5931 Pirates Road, said that there was a bigger principle at stake here, which was the time and effort this community had spent to create an Official Community Plan and Land Use Bylaw with certain restrictions. Most people asked permission in advance if they wanted something different, and this is what should happen, instead of building first and asking later.

Derek Groels, 3718 Schooner Way, said that it looked to him like there had been due diligence by the Planner here, and he himself supported the Applicant because he had done a lot of work regarding his property, and there had been only one complaint about the dock.

Michael Sketch made a written submission and said the dock rezoning should be refused because:

- Applicant built it for a larger boat which he no longer had, and he also built it larger than he said he would in his application for provincial Crown Land tenure;
- if subdivision occurred in future, no additional docks would likely be built regardless;
- a NAPTEP covenant benefitted the owner, and does not mitigate an oversize dock;
- re: natural marine environment, Staff Report interpreted Biologist's Report as saying that large dock's shading of sea floor was less than impact that would occur from removal, but Biologist actually talked about the disturbance that could occur by removal;
- dock could be floated away, replaced with a smaller one, without environmental disturbance.

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 11:24 am.

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

RECORDER

DATE



Islands Trust

Print Date: Jul-23-2015

Follow Up Action Report w/ Target Date

North Pender Island Apr-30-2015

No.	Activity	Responsibility	Target Date	Status
1	Agenda Item 11.1 - Waste Management Advertise for Special Advisory Committee Members. Specify that up to two positions can be held by residents of South Pender Island. DONE Notify the South Pender LTC that the NPI LTC invites one local trustee to sit ex-officio on the Special APC. DONE (Memo going to June 16 SPI LTC) Notify CRD Director Dave Howe that the NPI LTC invites him to sit ex-officio on the Special APC. DONE (phone conversation)	Lori Foster Sharon Lloyd-deRosario Justine Starke	May-21-2015	Done

Jun-18-2015

No.	Activity	Responsibility	Target Date	Status
1	RFP or direct award for secretary contract to support Pender Island Waste Management Task Force.	Sharon Lloyd-deRosario Justine Starke	Jul-15-2015	Done
1	Advertise the "Celebrating Orca of the Salish Sea" via subscription list.	Lori Foster Sharon Lloyd-deRosario	Jul-18-2015	Done
1	The North Pender Island Local Trust Committee appointed Benjamin McConchie, Dorothy Murdoch, Barbara Johnstone Grimmer, and re-appointed Michael Symon, Julie Roper and Sharon Card to the North Pender Island Advisory Planning Commission for a term of one year commencing April 24, 2015.	Lori Foster Sharon Lloyd-deRosario	Jul-22-2015	Done
1	Special meeting minutes May 19, adopted.	Lori Foster Sharon Lloyd-deRosario	Jul-30-2015	Done

1	Bylaw 198 - Advertise and notify for second public hearing July 30.	Sharon Lloyd-deRosario Justine Starke	Jul-30-2015	Done
1	NP-DVP-2015.3 - permit approved for issuance.	Sharon Lloyd-deRosario Phil Testemale	Jul-30-2015	Done
1	NP-DVP-2015.4 - permit approved for issuance.	Sharon Lloyd-deRosario Phil Testemale	Jul-30-2015	Done
1	NP-SUB-2014.3 - 10% Waiver approved	Sharon Lloyd-deRosario Phil Testemale	Jul-30-2015	Done
1	HOUSING- a) Amend Project charter - explore doing a socio-economic impact analysis of STVRs on local community partnership with other organizations (such as CEDC). b) Endorse housing stvr project charter as amended.[DONE] c) direct staff to develop information materials d) Schedule Community Information Meeting.	Lori Foster Justine Starke	Jul-30-2015	On Going
1	WASTE MANAGMENT -Adopt Task Force ToR and amend:1) up to 9 voting members (in addition to ex-officio) 2) those with a pecuniary conflict of interest sit ex-officio 3) terminology be amended by staff to make clear this is a joint initiative that engages North and South Pender.	Justine Starke	Jul-30-2015	On Going
1	Schedule inaugural meeting of Waste Management Task Force.	Justine Starke	Aug-31-2015	Done

Lori Foster

From: Justine Starke
Sent: Thursday, June 04, 2015 9:58 AM
To: Lori Foster
Subject: [Corr] water supply

Follow Up Flag: Follow up
Flag Status: Flagged



From: Mary Reher [REDACTED]
Sent: Thursday, June 04, 2015 8:59 AM
To: Derek Masselink; Dianne Barber
Cc: George Grams; Justine Starke
Subject: water supply

COPIED TO

☒ PLANNER

☒ LTC

☒ DEPUTY

SECRETARY

Hello Derek and Diane,

It has come to my attention that sub-surface aquifer measurements taken from the Pirates Road area are showing a decline over the last many years.

When this discovery/issue is tabled for your meeting, could you please make it a priority?

As a resident of Pirates Road and producer of food, I am concerned.

I would like to learn more, and see what can be done to reverse or at least slow the trend, and protect our precious water supply.

Thank you,
Mary Reher
[REDACTED]

Date July 21, 2015 File Number NP-RZ-2014.1

To North Pender Island Local Trust Committee
For the meeting of July 30, 2015

From Justine Starke
Island Planner

Re **Proposed Bylaw No. 198– Post Public Hearing Procedures**

The Local Trust Committee is considering amending the North Pender Island Land Use Bylaw No. 103, 1996 (LUB) to rezone the Water 1 zone surrounding 7950 Plumper Way to a site-specific Water 1(c) zone. The purpose of this bylaw amendment is to permit a 83.6m² (900 ft²) existing dock, and to prohibit any additional docks being constructed adjacent to the property, should the land be subdivided in the future.

Proposed Bylaw 198 has received Second Reading by the North Pender Island Local Trust Committee and is attached as Appendix 1.

A public hearing is a quasi-judicial process within and following which specific procedures must be followed. A public hearing was held at the June 18th regular LTC meeting, and do to an administrative error, the public hearing was re-advertised according to statutory requirements and a second public hearing is scheduled for July 30, 2015. Public input into the bylaw has been received by the LTC and will continue to be received up until the end of the July 30 public hearing.

Following the hearing, the LTC may choose to give further readings to a bylaw, defeat a bylaw, or alter a bylaw within certain parameters. The procedural steps following the close of the hearing are as follows:

1. Consideration of Third Reading (this may include amendments to alter the bylaw).
2. Forwarding the bylaw to Executive Committee for approval.
3. Reconsideration and adoption.

Following the close of the hearing, the LTC may not hear further submissions without holding a new hearing. The principle is that if new information is considered by the LTC, all other interested parties also need to have the opportunity to consider any new relevant material and to make further representations to the LTC. The courts have clarified that this does not open the door to endless public hearings: a local government body can legitimately decide that after a hearing it wishes to hear further from staff on issues raised at the hearing.

A bylaw may be altered after the hearing, based on information received or heard by the LTC at any point prior to the close of the hearing, provided that the amendments do not alter use or increase density, or decrease density without a landowner's consent.

If the Executive Committee approves the bylaw, the next step for the LTC would be to adopt the bylaw, following registration of a suitably worded s. 219 covenant ensuring that prior to registration of any future subdivision, an easement or access via common property is a condition of subdivision approval.

RECOMMENDATIONS:

1. THAT the North Pender Island Local Trust Committee give THIRD READING to Bylaw 198, cited as North Pender Island Land Use Bylaw 103, 1996, Amendment No. 04, 2014 (NP-RZ-2014.1; 0697595 BC Ltd; 7950 Plumper Way).
2. THAT the North Pender Island Local Trust Committee forward Bylaw No. 198 to the Secretary of the Islands Trust for Executive Committee for consideration of approval.

pc Robert Kojima, Regional Planning Manager

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 198

A BYLAW TO AMEND NORTH PENDER ISLAND LAND USE BYLAW 103, 1996

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 the North Pender Island Local Trust Committee wishes to amend Land Use Bylaw 103, 1996;

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:

A. Bylaw No. 103, cited as "North Pender Island Land Use Bylaw 103, 1996" is amended as follows:

1. The following is inserted as a new Section 8.19.7 in the Water 1 (W1) Zone

8.19.7 Site Specific Regulations

The regulations listed in Column 3 of the following table only apply to the land identified in Column 2 of the same row. These lands are identified on the zoning map by the site-specific zoning reference listed in Column 1.

Column 1 Site- Specific Zone Reference	Column 2 Legal Description	Column 3 Site Specific Regulations
W1(c)	The land covered with water fronting Lot 23, Section 6, Pender Island, Cowichan District, Plan 1084, Except part in Plan 19554.	(1) Despite 8.19.6(1) the maximum water area that may be covered by a float is 83.6m ² . (2) Despite 8.19.7(1) a maximum of one private float, ramp and walkway is permitted in the W1(c) zone

2. Schedule "D" (Zoning Map for North Pender Island) is amended in accordance with the map attached to and forming part of this bylaw as Plan No. 1.

B. This Bylaw may be cited as "North Pender Island Land Use Bylaw 103, 1996, Amendment No. 04, 2014".

C. 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 22nd day of JANUARY, 2015

READ A SECOND TIME this 30th day of APRIL , 2015

PUBLIC HEARING HELD this day of , 20

READ A THIRD TIME this day of , 20

APPROVED BY THE EXECUTIVE COMMITTEE this day of , 20

ADOPTED this day of , 20

Chair

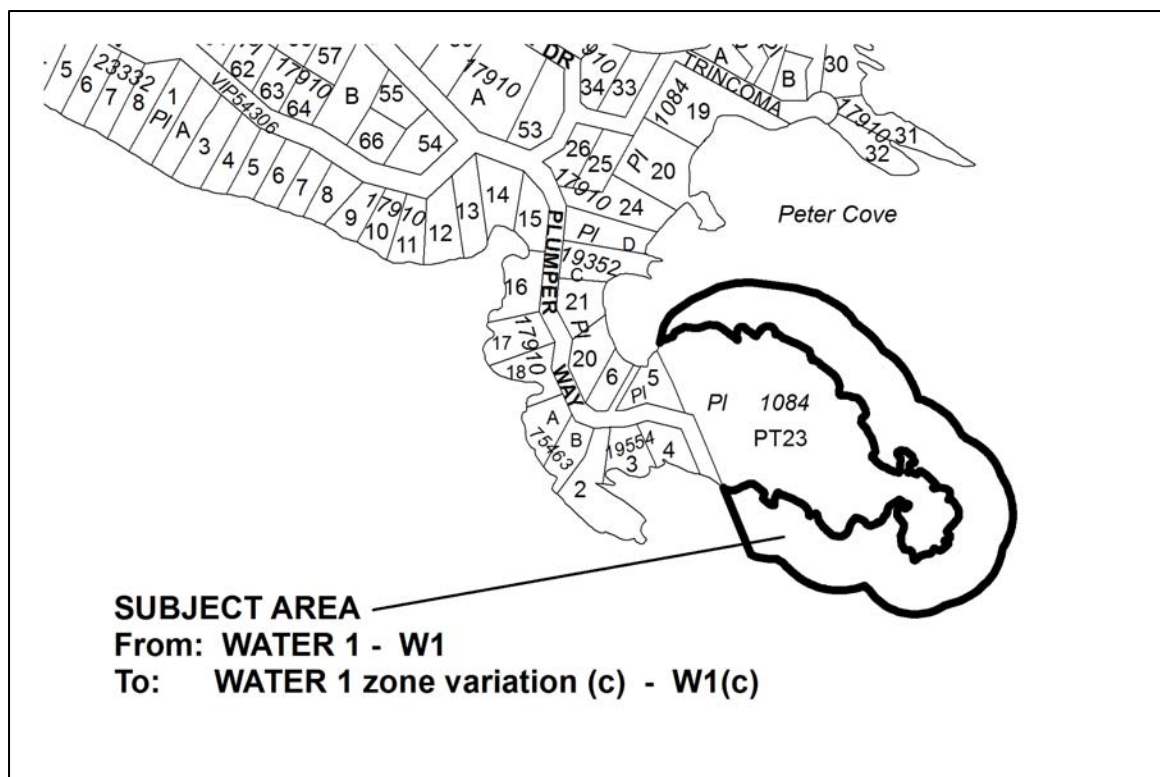
Secretary

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW No. 198

PLAN No. 1

"North Pender Island Land Use Bylaw No. 103, 1996, Schedule "D" Zoning Map" is amended as follows:



STAFF REPORT

July 20, 2015

File NP-DP-2015.3

No.: (Rae)

To: North Pender Island Local Trust Committee
For LTC Meeting: July 30, 2015

From: Phil Testemale A/Planner2

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

Re: Development Permit Application

Owner: Driftwood Properties Ltd. (Davie Rae)
Applicant: Same
Description: Lot 1, Sections 10 and 15, Pender Island, Cowichan District, Plan VIP 59811
PID: 018-948-413

Civic Address: 4605 Bedwell Harbour Road ("Driftwood Centre")

THE PROPOSAL:

This report is to consider a Development Permit (DP) application to amend an existing DP for the subject property (NP-DP-2008.1), commonly known as the Driftwood Centre. In summary, the proposal is for:

- Additions and alterations to the exterior (façade) of three (3) of the existing retail buildings,
- An amended landscaping plan for specific areas around and adjacent to these buildings; and,
- An amended parking plan for the overall site.

The subject property is designated in **Development Permit Area Nine – Commercial and Industrial Form and Character**. The objective of the DPA is to ensure that new or additional commercial or industrial uses are developed in a manner that is consistent with and enhances rural character and avoids impacts on adjacent properties.

The proposed development is itemized in '**DETAILED PROPOSAL**' – below.

A copy of proposed Development Permit NP-DP-2015.3 (Rae) is attached

BACKGROUND:

The overall development plan for the site consists of eight (8) existing retail buildings, a service station, three (3) future (unbuilt) retail buildings, landscaped areas, parking and numerous

accessory storage buildings (See: Figure Two – Site Plan). The original DP (NP-DP 4-86) has been amended and varied numerous times in the last 30 years. This application is to amend the current, overall plan for the development that was approved as NP-DP-2008.1 when new DP guidelines were adopted with the current OCP.

SITE CONTEXT:

The subject property is a 4.08 hectare (10.8 ac) lot located on Bedwell Harbour Road with a Commercial 1 zone of approximately 1.98 ha, a Service zone of approximately 0.73 ha and a Commercial 2 zone of approximately 1.29 ha. The property is surrounded by properties of varying size zoned Rural, Agricultural, or National Park.

Based on mapping data, the property is relatively level through the C1 zone then it rises from an elevation of 26m to 30 m behind the commercial buildings to the rear of the C1 zone. The property continues to rise through the SD and C2 zones on the property to a maximum elevation of 88 m.

Staff visited the site on June 2, 2015, (See: Photos below)

Figure One: Site Context

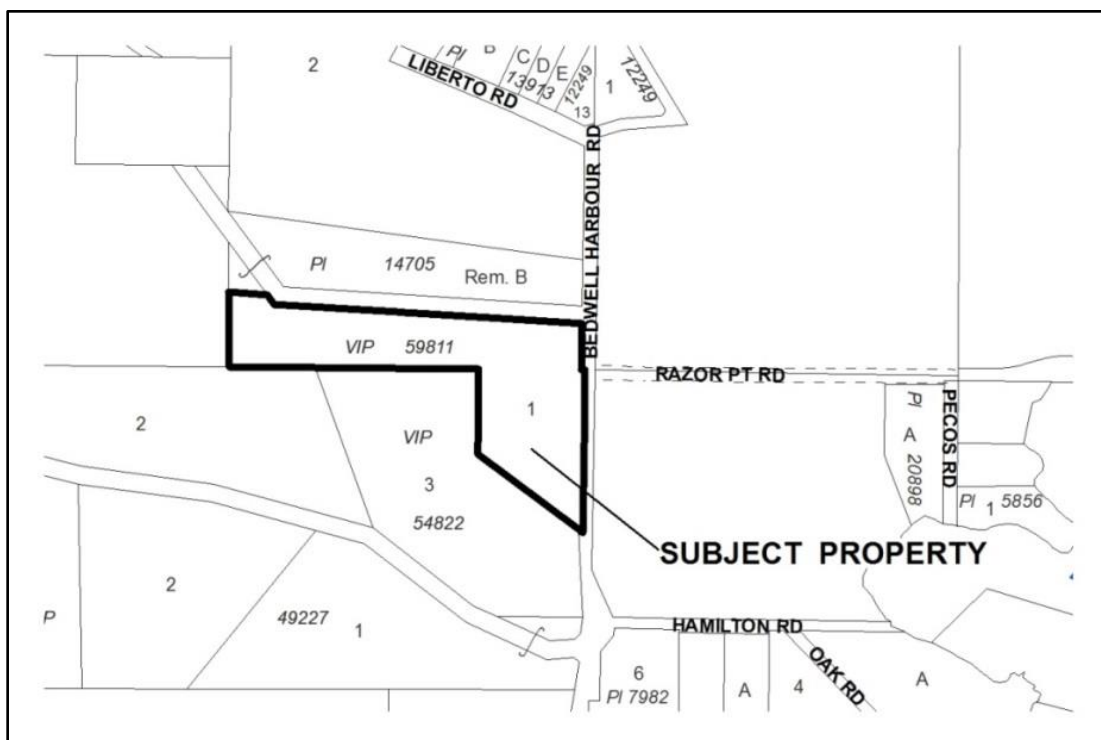


Figure Two: Development & Landscape Areas

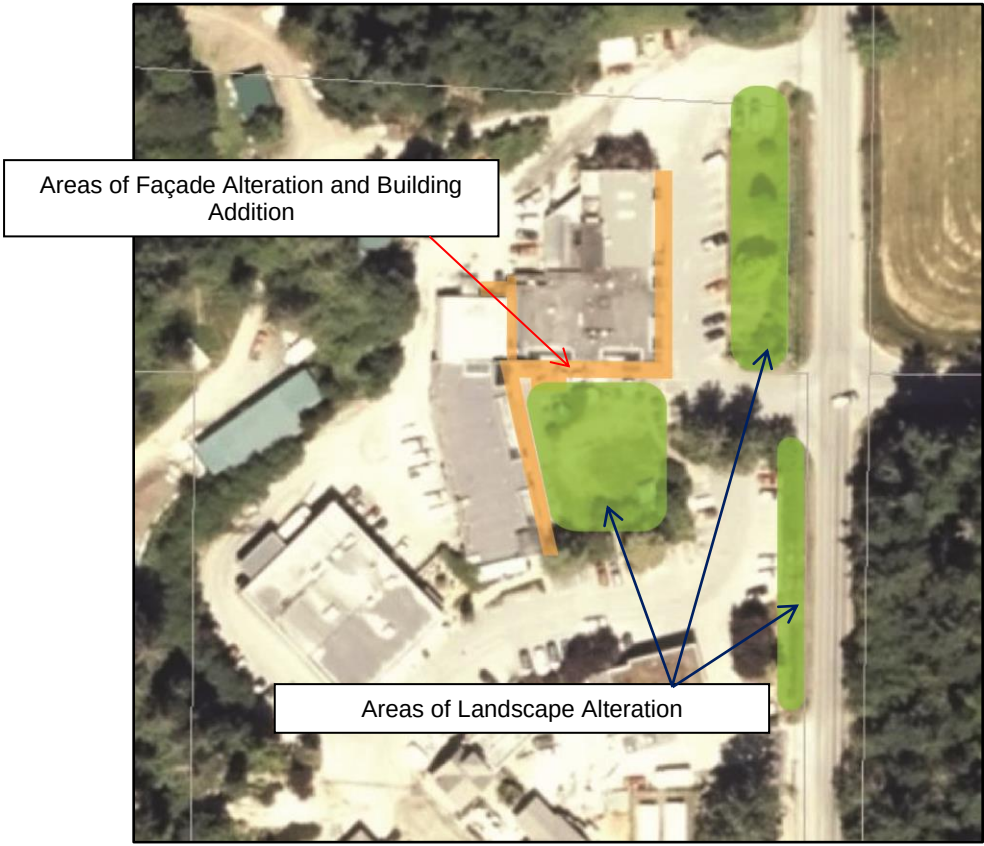


Photo One: The Commons



Photo Two: Existing Façade (Retail A)



Photo Three: Area of Restaurant Expansion



Photo Six: Existing Boulevard Landscaping



Photo Four: Proposed Architectural Theme



Photo Seven: Parking – Rear of Garden Centre



Photo Five: Proposed Architectural Theme



In detail, the purpose of this application is to amend the DP as follows:

- The proposal is to alter the facades of buildings Retail A, B and C.
- This will update the architecture of the original Driftwood Centre buildings to match that of more recent construction on the site as exemplified by buildings Retail 1 through 4 (post office, flower Shop, insurance offices, etc.).
- Changes will include the east facades of Retail C; the south and east facades of Retail A; and a small portion of Retail B.
- The design is intended to give each of the store fronts a differentiated and identifiable look within the overall theme of the development. This improves upon the current uniform, undifferentiated appearance of the facades, where signage is the only unique identifier for each business.
- The updates will articulate the current facades with alternating roof lines and roof types, as well as other architectural elements and details to make them more visually appealing and interesting.
- The south east corner of Retail A (Bakery) features a new tower element which anchors the development visually from the street.
- With the exception of the restaurant and proposed hardware store in Retail A, the construction will not add any floor space to these buildings.
- The changes maintain the continuous, covered walkways along the front of all the buildings.

[illegible]

Figure Four: Axonometric of Façade Alterations

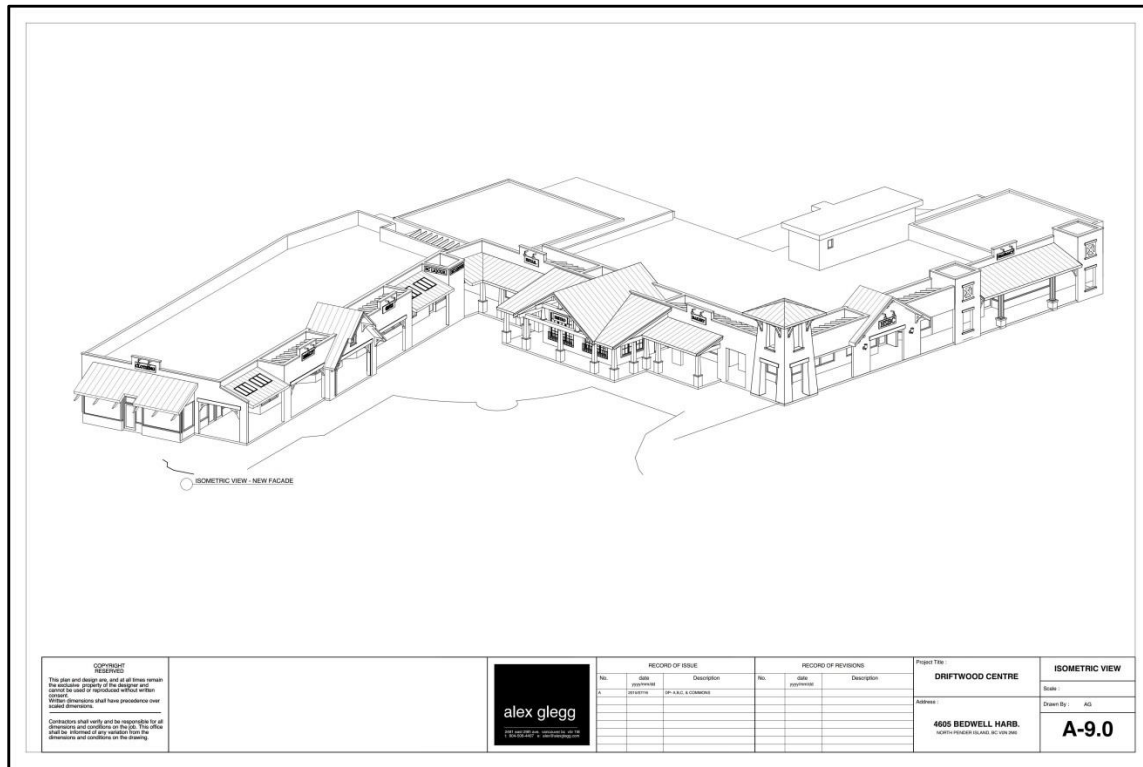


Figure Five: Elevations Retail 'A'

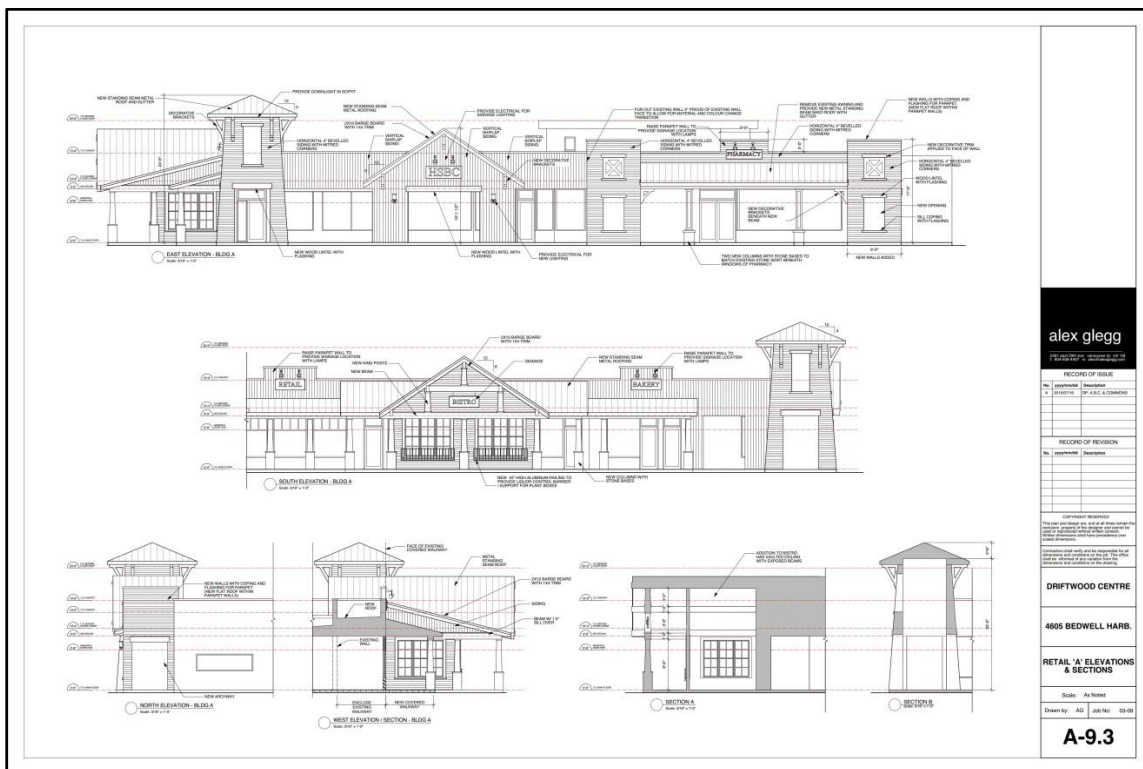


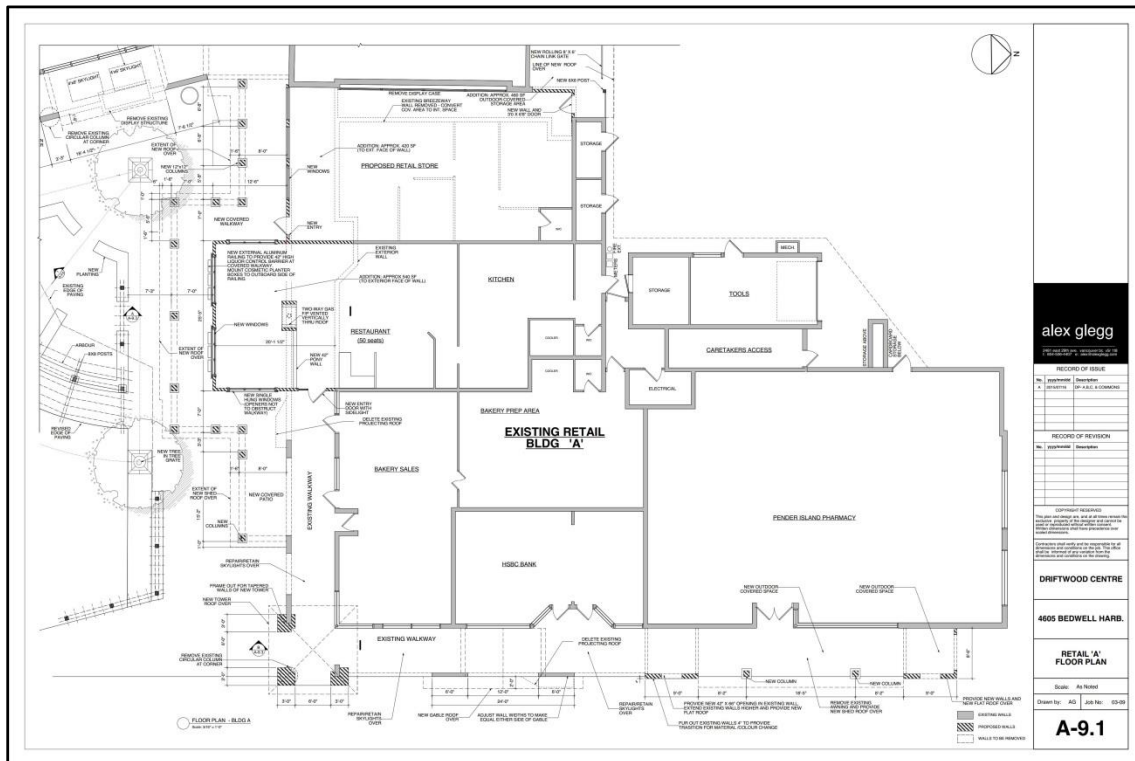
Figure Six: Elevations Retail 'C'



2. Retail A Expansion (refer to Figure Seven)

- The proposed restaurant expansion is 50 m² (535 ft²) in size (7.7 m wide - 25'6") and will incorporate the existing covered walkway then a further 12' 6" beyond that. This will give the restaurant a 50 seat capacity.
- The restaurant will feature large "garage door" windows on the south wall to facilitate an open patio feel in warm months.
- The retail store ("Proposed Hardware Store") directly to the west of the restaurant will be increased by 40.9 m² (440 ft²) by enclosing the walkway area to the south and the open breezeway that currently runs between Retail A and Retail B.
- A 260 ft² covered and fenced outdoor storage area will be added to the rear (north) of Retail B.
- A new covered walkway will "wrap" around the restaurant addition and in front of the hardware store.
- The "Bistro Plaza" (see "Landscape Plan" - next) will provide an informal outside seating area, but it is not part of the restaurant itself.
- A new 121 ft² patio area for the Bakery is to be created directly across the existing walkway from the bakery.

Figure Seven: Floor Plan – Retail ‘A’



3. Landscape (refer to Figures Eight and Nine)

- Landscaping for the current application is limited to the “Village Commons” and the two (2) boulevard areas adjacent to Bedwell Harbour Road and directly east to the buildings being renovated.
- The design introduces landscaping elements that better define the commons area while maintaining its role as an informal social gathering area.
- The focus of the changes is a small plaza/walkway in the northwest corner of the commons. This is anchored with three feature trees (honey locust) with the plaza (picnic/sitting area) framed with boxwood and Mexican orange blossoms in planters. Existing wisteria plants will be trained over new wood entrance arbours and along a curving wood arbour (“Wisteria Walk”) that connects Retail A and C. Ground treatment will be compacted gravel in the plaza areas and new pavers along the edges and walkways.
- The walkway is designed to provide an alternative pedestrian route across the commons that is more direct than following around the bistro addition along the covered walkways of Retail A and C.
- Other arbours, benches and planters in the southwest corner and along the eastern edge of the commons serve to frame the grassed area and provide separation from parking for the open field area.
- The majority of the commons area remains an open field – maintaining the informal and unprogrammed uses of the space.
- The amendment also addresses the landscaping treatment for the boulevard areas between these buildings and Bedwell Harbour Road. Plantings (Pampas grass, spreading yew, salal and flowering current) will be primarily around the borders of

- A condition of the proposed DP is a Letter of Credit for 125% of the estimated cost of the Landscaping as per the DP guidelines.

Figure Eight: Landscape Plan ‘The Commons’

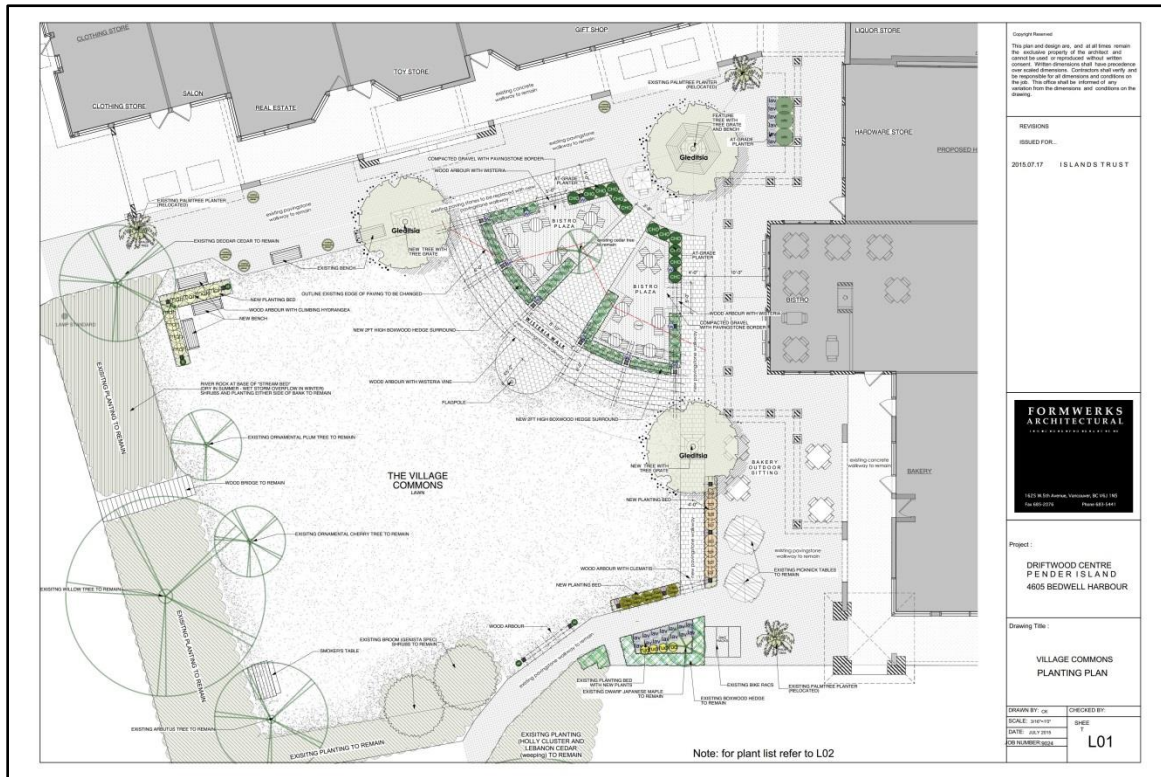


Figure Nine: Landscape Plan (Planting Schedule and Boulevards)



4. Parking (refer to Figure Ten and Eleven)

- The current approved plan (NP-DP-2008.1) for parking provides 165 spaces including 10 spaces for disabled.
- The proposed plan has an overall count of 166 spaces including 13 spaces for disabled. This number exceeds the requirement in the Land Use Bylaw (138 including 13 accessible).
- The plan is divided into “zones” and six (6) “revision areas”: Existing Paved and Marked Zone (82 spaces), Revision Areas 1 - 6 (28 spaces), Interim (Gravel) Zone (15 spaces), and Unbuilt Zone (41 spaces).
- The area behind (south) of the Gardening Centre (“Flower Store”) is currently occupies three (3) parking stalls with a fenced outdoor retail area. This amendment application formalizes that use of the parking spaces and reconciles their loss with new spaces on the site.
- The new covered storage area behind Retail B likewise removes two (2) spaces that are created elsewhere.

Figure Ten: Parking Plan

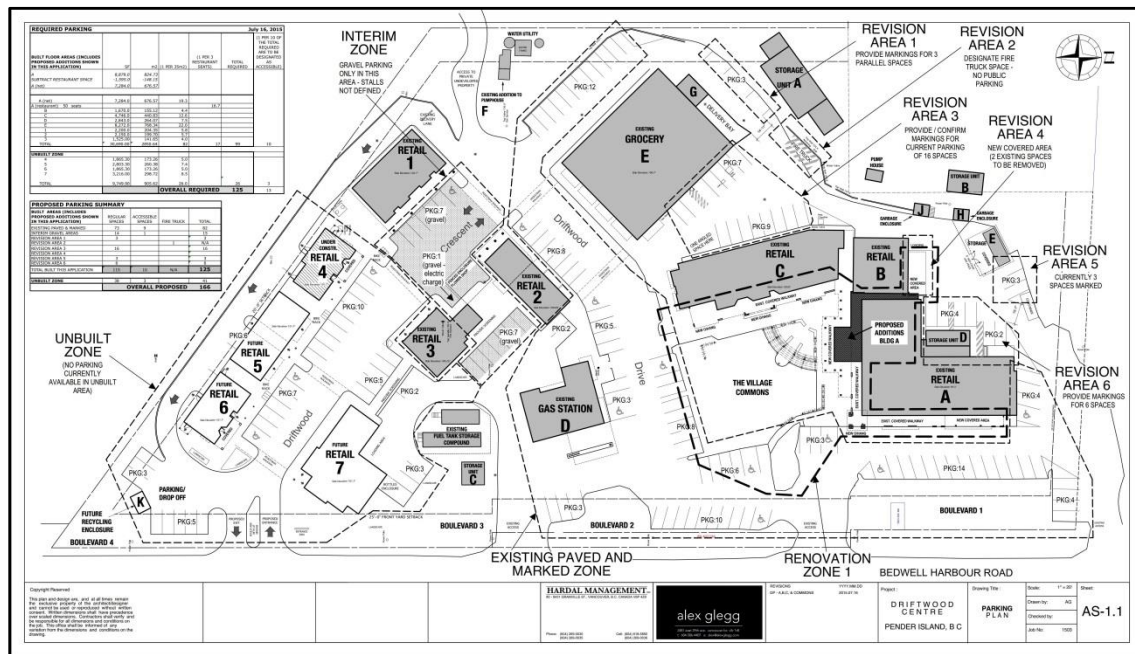


Figure Eleven: Parking Summary Table

PROPOSED PARKING SUMMARY				
BUILT AREAS (INCLUDES PROPOSED ADDITIONS SHOWN IN THIS APPLICATION)	REGULAR SPACES	ACCESSIBLE SPACES	FIRE TRUCK	TOTAL
EXISTING PAVED & MARKED	73	9		82
INTERIM GRAVEL AREAS	14	1		15
REVISION AREA 1	3			3
REVISION AREA 2			1	N/A
REVISION AREA 3	16			16
REVISION AREA 4				
REVISION AREA 5	3			3
REVISION AREA 6	6			6
TOTAL BUILT THIS APPLICATION	115	10	N/A	125
UNBUILT ZONE	38	3		41
	OVERALL PROPOSED			166

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:

The relevant policy to the proposed development is:

5.2 Growth and Development

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

Official Community Plan

The subject property is designated as **Commercial (C)**, **Community Service (CS)** and **Tourist Commercial (TC)** in the North Pender Island Official Community Plan Bylaw No. 171, 2007 (see: Figure Twelve: OCP Designations). The proposed development is all within the **Commercial (C)** designation.

Development Permit Area (DPA) Nine – Commercial and Industrial Form and Character is designated on the Commercial and Tourist Commercial portions of the property (See: Figure Thirteen: DPA Map – below). The objective of the DPA is to ensure that new or additional commercial or industrial uses are developed in a manner that is consistent with and enhances rural character and avoids impacts on adjacent properties.

There are no DPAs for sensitive ecosystems designated on the property.

Analysis of the proposed development's conformity to the objectives and guidelines of the DPAs is within "Issues Summary" and "Staff Comments" (below)

Figure Twelve: OCP Designations

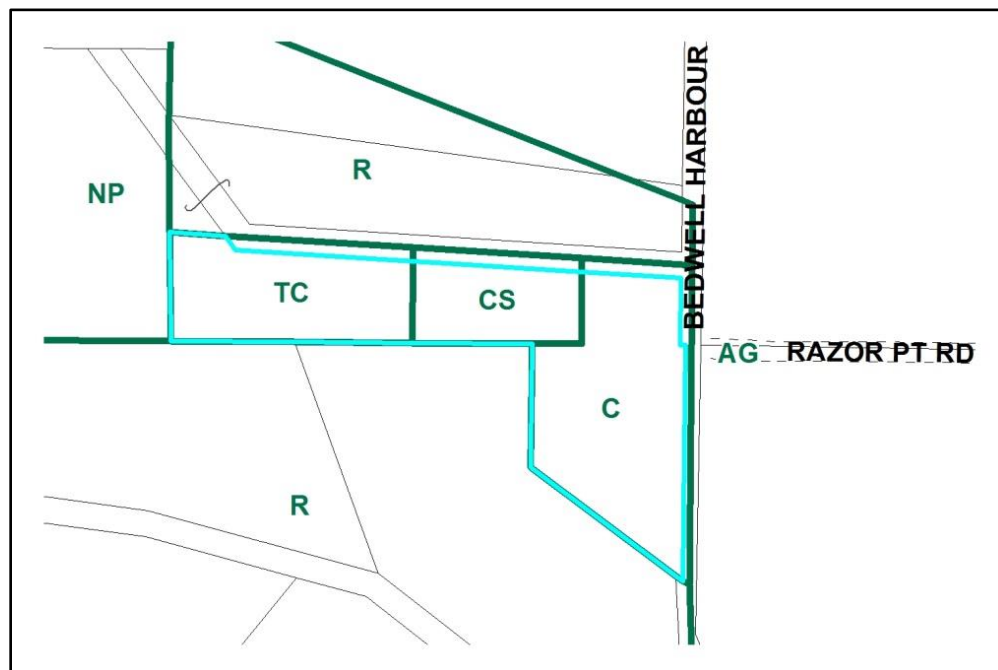
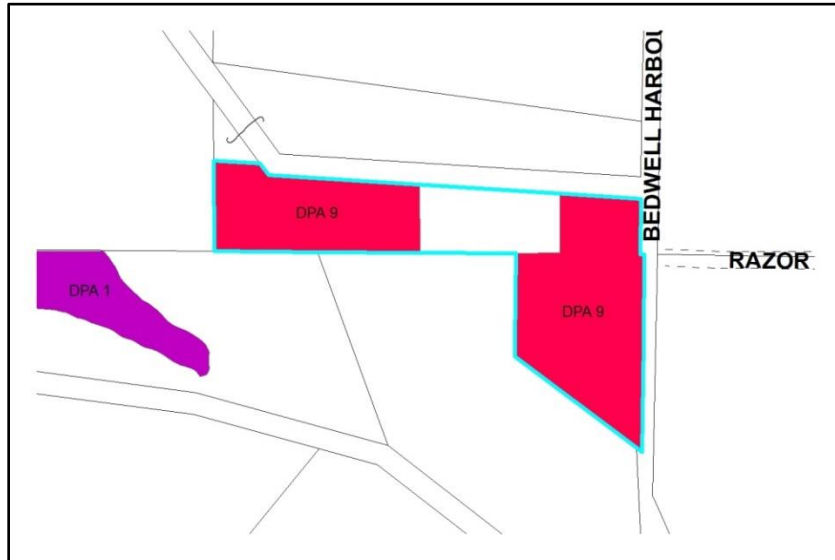


Figure Thirteen: Development Permit Areas



Land Use Bylaw

The property is split-zoned **Commercial 1 (C1) Service (SD)** and **Commercial 2 (C2f)** in the North Pender Island Land Use Bylaw No. 103, 1996. The zoning is shown on Figure Fourteen (below). The area of proposed development is within the **Commercial 1 (C1)** portion.

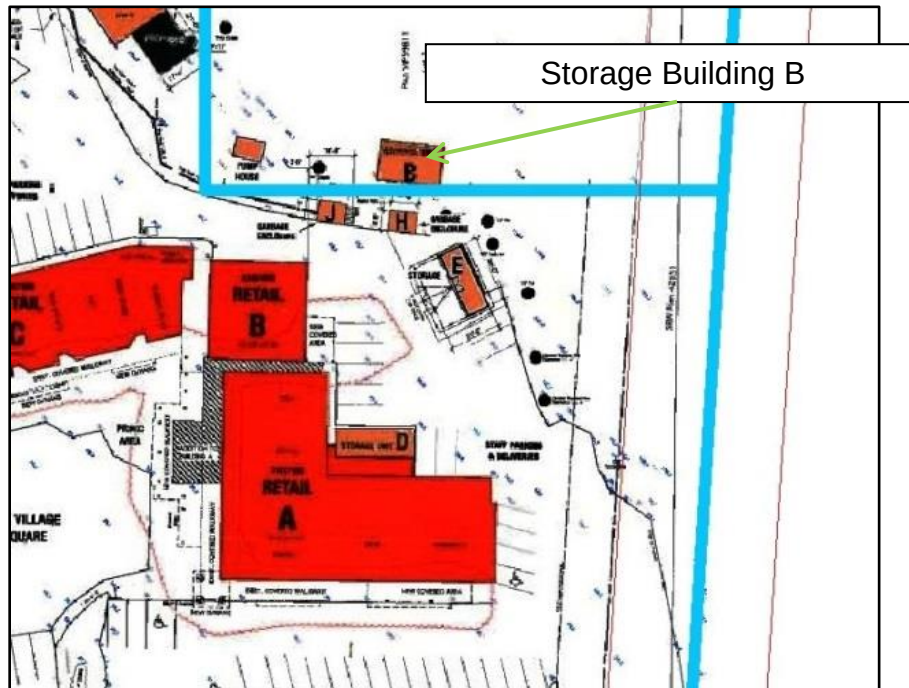
The existing, proposed additions (current application) and future uses and siting of buildings and structures conform to the Land Use Bylaw. The exception is the building labelled “Storage Unit B” (See: Figure Fifteen) which is sited mostly within the SD zone on the property. The owners have numerous options in order to bring the building into conformity with the zoning.

The maximum lot coverage permitted is 25%. The totals including additions and alterations and future proposed conform to the site coverage provision.

Figure Fourteen: Orthophoto with Zoning



Figure Fifteen: Zoning Detail (Storage Building B)



Islands Trust Fund

There are no Trust Fund Board covenants or properties in proximity to the proposed subdivision.

Regional Conservation Plan

The proposal does not affect the goals and objectives of the Islands Trust Fund regional conservation plan.

Sensitive Ecosystems and Hazard Areas

There is a small portion of the property that has mature forest sensitive ecosystem values. The area is on the western periphery of the Commercial 1 (C1) area and the current proposal does not affect this area. There are only small occurrences of low and medium slope hazard on the western periphery of the Commercial 1 (C1) area of the property. The current proposal is unaffected.

Archaeological Sites

There are no archaeological sites identified on the Provincial Remote Access to Archaeological Data (RAAD). By copy of this report, the applicant is advised that if archaeological resources are encountered during development, work should cease immediately and the Provincial Archaeology Branch should be contacted.

Covenants

There are no LTC or other covenants registered on the property.

Bylaw Enforcement:

There is an active enforcement file on the subject property:

NP-BE2013.5 This enforcement was initiated for insufficient parking (resolved), dumping and burning of waste material and depositing a large pile of gravel. The file is open.

The proposed permit contains a condition that enables staff to access the property to verify compliance with the conditions set out in the permit.

Climate Change Mitigation and Adaptation

As the proposed construction does not substantially increase development density, the potential GHG emission changes resulting from approval are minimal. The proposed landscaping plan adds numerous trees and shrubs that will have a positive impact on climate moderation. Given the location of the potential impacts on proposed development from anticipated or possible climate change induced hazards are largely neutral.

Shoreline

N/A

Other:

COMMUNITY INFORMATION MEETING(S):

There is no community information meeting associated with the development permit application as they are not a requirement.

RESULTS OF CIRCULATION:

There is no notification requirement for the Development Permit

ISSUES SUMMARY:

The completed Development Permit Area Checklist is attached.

The proposed development conforms to the guidelines of the DPA.

STAFF COMMENTS:

Staff has worked with the applicant's designer in order to achieve the best design for the architectural alterations to the older portions of the Driftwood Mall, landscaping and parking.

Overall the alterations to the facades will serve to unify the appearance of Retail A, B and C buildings with the architecture of the newer buildings on the property. They use the architectural theme of the latter, while altered roof lines, projections and details give the individual businesses a unique identity. Further, the changes "lighten" the massing and make the facades more visually interesting and inviting. This is in contrast to the blocky and uniform appearance that these buildings currently have.

The addition to the restaurant will increase the size to 50 seats, which will make the business more viable, particularly during the tourist season. The design incorporates garage style, windows on the south wall to allow for open-air eating without the necessity of a patio. Pedestrian circulation is addressed with landscaping changes that provide alternative routes.

The addition to the proposed hardware store retail area incorporates the underutilized breezeway to make the size of the store more viable.

The landscaping plan focuses on the Village Commons and achieves a design and planting scheme that meets the guidelines of the DPA. Formal elements such as tree plantings, ground treatment and arbours better delineate the different uses such as pedestrian paths, informal patio seating and the open grassed areas. The plan also enhances the treatment of the two (2) island "boulevard" areas along Bedwell Harbour Road with enhanced plantings.

The parking plan gives an accurate count of spaces that are currently constructed and future space. The amended number exceeds that required by the LUB and that approved by the existing DP.

Based on the foregoing, staff is recommending that the development permit be issued.

RECOMMENDATIONS:

- 1. THAT Development Permit NP-DP-2015.3 (Rae) BE APPROVED**

Prepared and Submitted by:



July 20, 2015

Date

Concurred in by:



Robert Kojima

Regional Planning Manager

July 21, 2015

Date

Attachments: DPA Checklist for Form and Character

Proposed Development Permit NP-DPA-2015.3

Form and Character Development Permit Checklist

File No: NP-DP-2015.3 (Rae)

Proposed Development:

Guideline	Complies		Comments
	Yes	No	
1. For general commercial buildings or structures			
a) Buildings and other structures should utilize existing topography and vegetation to be sited in a manner that is relatively unobtrusive and blends into the surrounding landscape	☐	☐	N/A
b) Buildings should be designed and sited with the main entrance oriented to the front lot line or to the main point of entry from the road	☐	☐	N/A
c) Building form and character should be similar to the scale, mass and character of adjacent non-commercial properties, without being imitative or derivative of adjacent dwellings	☒	☐	Gable and hip roof lines, as well as wood siding and metal standing seam roofing are elements consistent with adjacent residential development
d) Building mass should be limited to one or one-and-a-half storeys above grade; two storey buildings may be considered where there are sloping sites or where second storeys would be designed and used for accessory dwelling units	☒	☐	Building height is one storey, with a two storey tower element
e) Building mass should be appropriately proportioned in comparison to building height by limiting building frontage length in relation to building height	☒	☐	The existing frontage length is maintained, but design articulation has been provided to reduce long wall lengths and to provide focus and identity to individual store fronts.
f) Building mass should be softened by the use of small-scale elements such as windows, panels, entrances and other detail features in order to avoid monotony in design	☒	☐	
g) Buildings should not be designed with blank walls presenting an aspect to the highway or to highly visible areas; features such as garage doors and windowless facades should be minimized	☒	☐	
h) Buildings should be detached; attached or connected units giving the impression of strip development should not be considered	☒	☐	
i) Natural materials should be incorporated into the design of buildings with construction materials and styles relating to the vernacular style of coastal architecture	☒	☐	Wood siding, metal standing seam roofing, wood windows and wood window trims are all materials commonly used in coastal architecture.

Guideline	Complies		Comments
	Yes	No	
j) Architectural variety should be provided through the use of pitched roofs, dormers and similar features	☒	☐	Variety has been provided through articulation and a combination of pitched roof elements that punctuate the facade. This articulation allows for change in colours and cladding orientations providing focus and identity to individual store fronts and visual interest. The south east corner of Building A (Bakery) features a new tower element which anchors the development visually from the street.
k) New buildings should be sited in a manner that results in minimal disturbance to existing vegetation	☐	☐	N/A
l) Elements such as roof top mechanical equipment, shipping and loading areas, exterior storage areas, transformers, and meters should be screened from public view as effectively as possible through the use of any combination of landscaping, solid fencing and building design	☒	☐	
m) Social gathering should be encouraged by creating spaces such as porches, patios and gardens that are visible and accessible	☒	☐	Bistro Plaza, benches and other seating incorporated into design
2. For tourist commercial buildings or structures			
			Section Removed – N/A
3. For industrial buildings or structures			
			Section Removed – N/A
4. Landscaping Guidelines – all applications			
a) A landscape plan should be professionally prepared and should:	☒	☐	
i) provide supporting documentary evidence pertaining to landscape specifications, irrigation requirements, planting lists (highlighting indigenous species), cost estimates, and the total value of the work	☒	☐	
ii) identify existing vegetation by type and identify areas which are to be cleared	☒	☐	
iii) provide for the landscape treatment of the frontage of the site which abuts onto existing or future public roads	☒	☐	
iv) provide for vegetative buffers along lot lines	☒	☐	
v) identify how landscape treatment will avoid the use of herbicides, pesticides and fungicides	☒	☐	Plants chosen are disease resistant, drought tolerant and for the most part deer resistant
b) Existing site topography and landscape features should not be altered in order to create new landscaping	☒	☐	

Guideline	Complies		Comments
	Yes	No	
c) Existing indigenous vegetation should be retained wherever possible. Significant indigenous vegetation within all setback areas should be preserved (i.e. wetlands and mature wooded areas). Significant existing indigenous vegetations within the buildable area of the site should be preserved wherever possible through careful and innovative site design	☒	☐	Mature and healthy trees are retained and need to be protected during construction
d) An adequate landscaped strip should be provided along all roads. The width and extent of this buffer strip should be established based on the overall useable site area of the parcel, the extent of existing vegetation, the provision for adequate access and visual clearances, and any zoning requirements for landscape screening	☒	☐	There is an existing landscape strip along Bedwell Harbour Road Additional naturalized planting has been added to fill in gaps within existing planting and upgrade the area
e) Landscaped strips should be provided adjacent to the boundary of the ALR, along abutting residential properties and adjacent to watercourses	☐	☐	N/A
f) Any storage areas on the property facing public roadways should have adequate landscape screening or the provision of other screening consistent with the overall character of the site and the other guidelines in this section	☐	☐	N/A
g) proposed new plantings should consist of indigenous vegetation or other non-invasive vegetation suitable for local environmental conditions; buffer planting using massing of indigenous trees and shrubs is encouraged	☒	☐	Plants have been chosen for their drought and deer resistance, ornamental value, all season interest and local availability and existence (non-invasive)
h) Appropriate planting should be used to soften building massing, to break up parking areas and to provide screening along lot lines. It is not intended that plantings form a full-height visual screen around the whole of the site and screen all buildings from view; plantings should reduce and soften the apparent scale and mass of buildings, provide screens, and create breaks in a building façade or at building corners	☒	☐	In ground planters frame the village commons and soften between hardscape surfaces, three new trees have been added to provide dappled shade, break up the massing of the building and act as signature vertical element in the landscape Arbours with vines frame entries into different landscape rooms
i) New drainage swales and detention basins should be planted with materials that will assist in the treatment of stormwater runoff and that are also complementary to the surrounding natural vegetation	☒	☐	There is potential for a bioswale between Bedwell Harbour Road and the parking lot Further investigation and feasibility to be considered.
j) all landscaping and screening should be completed within 12 months of an occupancy permit being issued and should meet or exceed the BCSociety of Landscape Architects and BCNursery Trades Association standards	☒	☐	All plants and planting to meet BC Landscape Standard latest edition
k) the application should include a security , in the form of an irrevocable letter of credit for 125% of the value of the quoted landscape cost	☒	☐	
5. Parking Layout – all applications			

Guideline	Complies		Comments
	Yes	No	
a) Large impervious and surfaced parking areas should be avoided. Parking should be provided through smaller parking areas evenly dispersed throughout the development and separated with planted landscaped areas. Porous or permeable surfaces should be used where practical and impervious surfaces should be minimized and swales and open ditches should be installed rather than curb and gutter systems	☐	☐	N/A – no significant areas of new parking added
b) visitor parking spaces should be clearly identified and provided within the development. Tree planting is encouraged in and around parking areas	☐	☐	N/A
c) parking should be located at the sides or rear of buildings wherever feasible	☒	☐	
d) development should provide for and clearly identify pedestrian circulation areas, preferably with different paving and/or landscaping treatment	☒	☐	
e) all significant paved parking areas should be included within the context of any stormwater plan and incorporate oil/water separators	☐	☐	N/A
f) the shared use of a common access between businesses is encouraged. The number of accesses should be limited to the number required for traffic safety	☒	☐	
g) all new development should include provision for bicycle parking or storage	☒	☐	Bicycle rack location has been maintained - refer to LO1 Landscape
6. Lighting – for all new buildings or site development			
a) lighting for walks and parking areas should be small in scale and used to illuminate signs, displays and pedestrian paths	☒	☐	Lighting within the new covered walkway is proposed to match the existing lighting.
b) high intensity lighting in parking lots and along roadsides is discouraged	☒	☐	
c) security and other lighting should not be placed so as to shine directly onto residential or agricultural properties or to reduce the effectiveness of any landscape buffer	☒	☐	
7. Signs			
a) each site should have no more than one freestanding sign, located on the same lot as the development	☒	☐	
b) one sign should be installed for each business premise. All signs should be integrated into the overall design of the building and should not extend above the top wall of a building	☒	☐	Business signage locations have been shown on the wall faces directly above or in near proximity of each business.
c) billboards and roof signs should not be permitted	☒	☐	
d) signs should not be backlit or equipped with flashing, oscillating or moving lights or beacons	☒	☐	A pair of lamps has been indicated to provide downlighting of each business sign.
8. For marine structures over the water or the foreshore			

Guideline	Complies		Comments
	Yes	No	
9. The LTC may consider variances to siting or size regulations where the variance may result in closer adherence to the guidelines in this section			
Are any variances proposed?	☐	☒	



PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT PERMIT NP-DP-2015.3

To: Driftwood Properties Ltd.
c/o Davie Rae

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

Lot 1, Sections 10 and 15, Pender Island, Cowichan District, Plan VIP 59811
(PID: 018-948-413)
2. This Development Permit amends Section 2. of Development Permit NP-DP-2008.1 by authorizing the construction of additions to existing commercial retail units subject to the following requirements and conditions:
 - a) The siting and layout of buildings and structures shall be substantially in accordance with the Site Plan attached as Schedule 'A' attached to and forming part of this permit;
 - b) Construction shall be in substantially in accordance with the Floor Plans attached as Schedule 'B' attached to and forming part of this permit;
 - c) Construction shall be in substantially in accordance with the Elevations attached as Schedule 'C' attached to and forming part of this permit;
 - d) Landscaping shall be in substantially in accordance with the landscape plan attached as Schedule 'D' attached to and forming part of this permit.
 - e) Parking configuration and construction shall be in accordance with the Parking Plan attached as Schedule 'E' attached to and forming part of this permit
3. All work will be substantially consistent with that shown on the Schedules attached to and forming part of this permit.
4. Pursuant to Section 925 of the Local Government Act, the Local Trust Committee requires security to ensure that any conditions respecting new planting and other landscape elements are satisfied:
 - a. Where the Local Trust Committee considers that a condition in the permit respecting restoration has not been satisfied the Local Trust Committee may undertake and complete the works required to satisfy the restoration condition, at the cost of the permit holder, and may apply the security in payment of the cost of the works with any excess to be returned to the permit holder.

- b. Any interest earned on the security provided under Condition 4 shall accrue to the permit holder and be paid to them immediately on return of the security or, on default, become part of the amount of the security.
 - c. The security provided by the permit holder shall be in the form of:
 - I. An irrevocable letter of credit with a clause for automatic renewal, or cash equivalent.
 - II. Payable to the Islands Trust,
 - III. In the amount of 125% of the quoted landscaping cost totalling \$21,100.00 based upon the cost estimate provided by Formwerks Architectural received July 17, 2015.
 - d. Where the development authorized by this permit has been completed or the permit has lapsed prior to commencement of any work pursuant to this permit, the security shall be returned to the permit holder, minus any funds still required to satisfy the Condition 4a of this permit, provided that the conditions have been met.
5. This permit authorizes Islands Trust staff to access the subject property without prior notification, for the purpose of verifying compliance with the conditions set out in this permit.
6. Any further development within designated Development Permit Areas will require a new Development Permit, or a Development Permit Amendment.
7. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of North Pender Island Land Use Bylaw No. 103, 1996 and to obtain other approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE NORTH PENDER ISLAND LOCAL TRUST COMMITTEE THIS ##^h DAY OF , 2015.

Deputy Secretary, Islands Trust

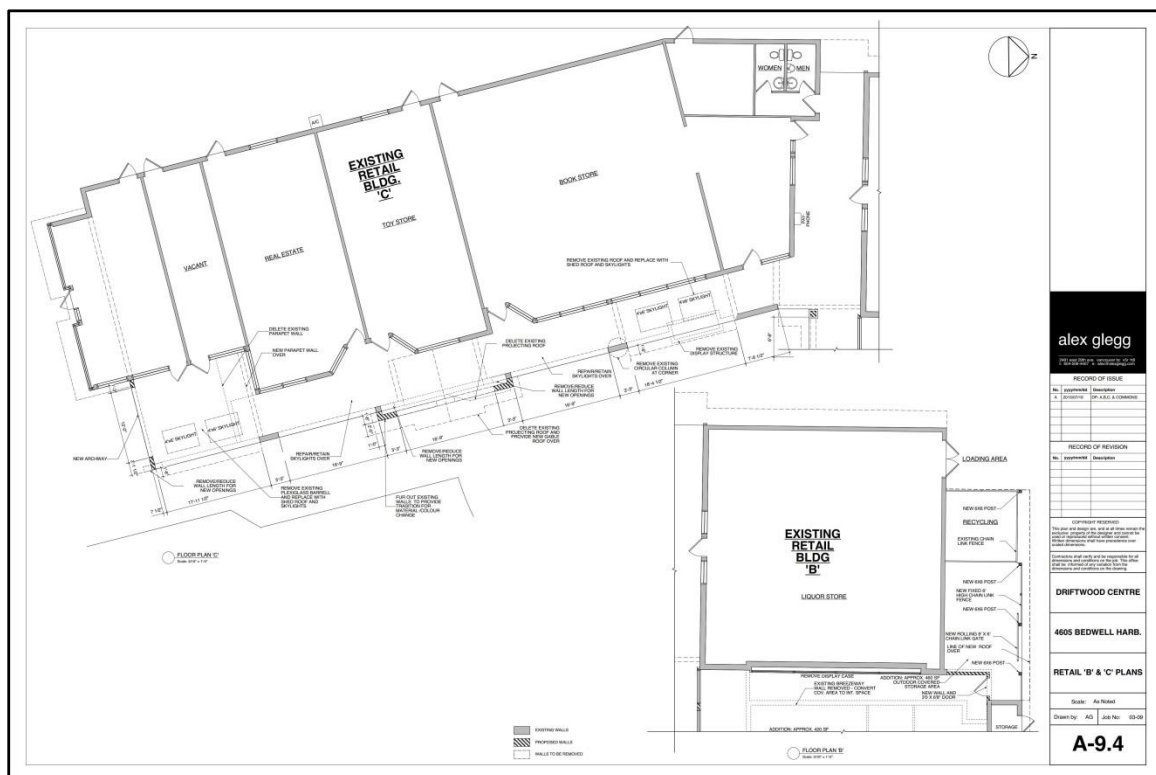
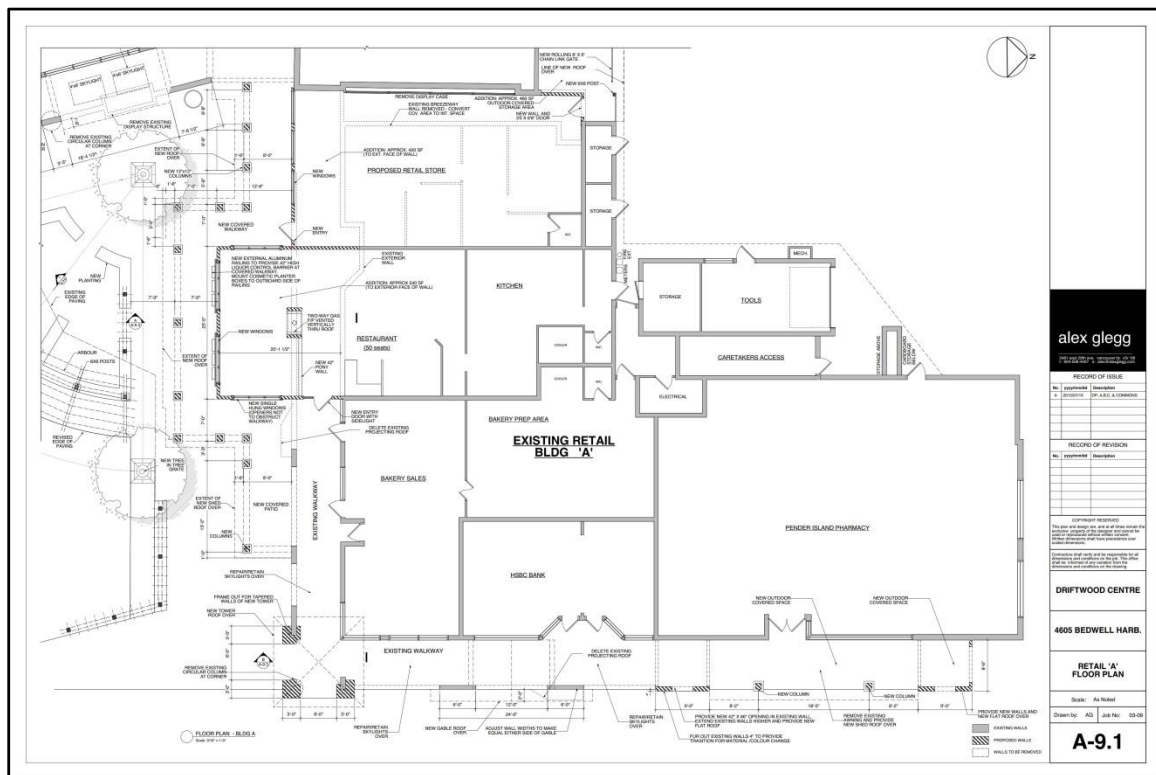
Date Issued

IF THE DEVELOPMENT HEREIN IS NOT COMMENCED BY THE ##ND DAY OF Month, 2017, THIS PERMIT AUTOMATICALLY LAPSES.

Property Site Plan



Building Floor Plans



Building Elevations

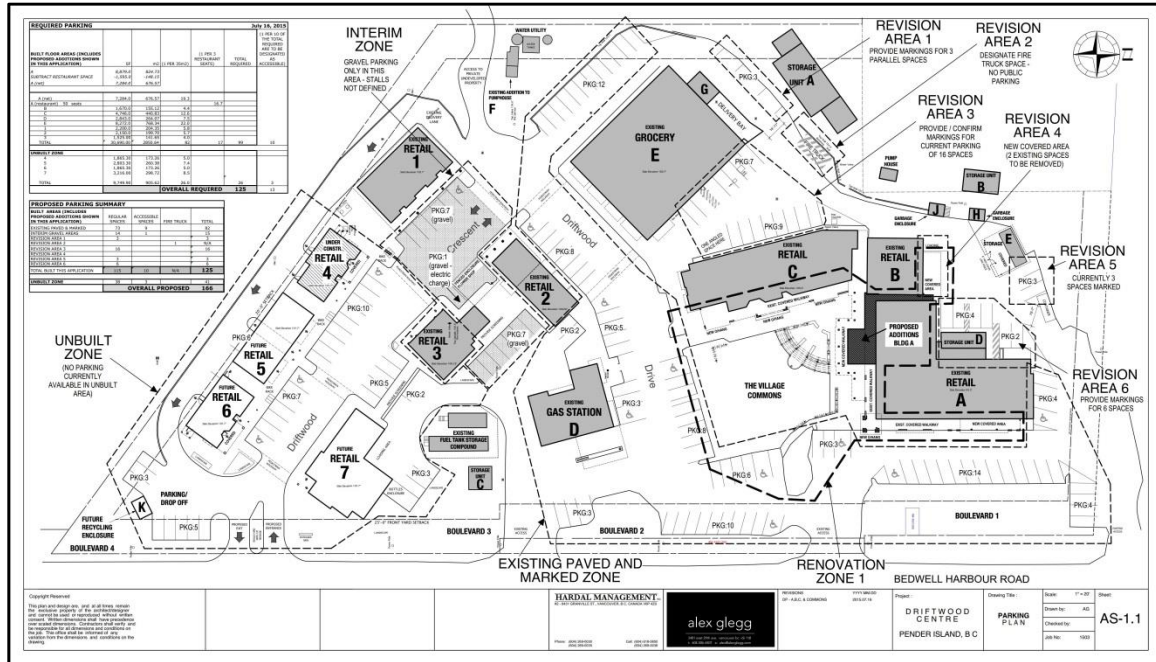


Landscape Plans



**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT NP-DP-2015.3
Schedule "E"**

Parking Plan



STAFF REPORT

July 17, 2015

File NP-DVP-2015.6
No.:

To: North Pender Island Local Trust Committee
For LTC Meeting: July 30, 2015

From: Phil Testemale A/Planner2

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

Re: Development Variance Permit Application

Owner: Allen Wallace
Applicant: Andrea Wallace
Description: Lot 18, Section 6, Pender Island, Cowichan District, Plan 17910
PID: PID: 003-844-773
Civic Address: 7937 Plumper Way, N. Pender Island

THE PROPOSAL:

This report is to consider a Development Variance Permit (NP-DVP-2015.6) for setbacks from the natural boundary of the sea and side yard. The proposal is as follows:

1. A variance to the **existing** portions of the dwelling, attached decks and accessory building that are sited (legally non-conforming) within the setback of the natural boundary of the sea, interior and exterior side yard setbacks;
2. The construction of a new set of **stairs** at the main entrance to the house and a small **deck addition** within the 15 metre setback from the **natural boundary of the sea**; And,
3. Alteration to the **roof** of an accessory building that is within the 15 metre setback from the **natural boundary of the sea** and within 4.5 metres of an **exterior side yard line**.

Subsection 3.7.1 of the North Pender Island Land Use Bylaw No. 103, 1996 states:

No building or structure other than one referred to in Subsection 3.7.2 may be sited, nor fill placed to support a building or structure, within 15 metres upland of the natural boundary of the sea...

Subsection 8.1.5 of the North Pender Island Land Use Bylaw No. 103, 1996 states:

- (1) No building or structure may be located:
 - (b) within 3 metres of any interior side lot line, nor within 4.5 metres of any exterior side lot line.

The purpose of the variance application is to create more legal certainty for the siting of an existing dwelling and accessory building on the subject property, and to allow for small additions to the two buildings.

The proposed variances are detailed as follows:

Natural Boundary of the Sea (15 metre setback):

- A variance to within 1.2 metres for the existing dwelling and deck (shaded grey on Figure Two- Site Plan)
- A variance to within 5.4 metres for the existing accessory building (shaded grey and labelled “outbuilding” on Figure Two- Site Plan)
- A variance to within 12.8 metres for the construction of new front stairs (8.2 m² area in setback - shaded dark grey on Figure Two)
- A variance to within 2.8 metres for a 3.4 m² addition to the existing deck (triangular shaded dark grey on Figure Two)

Side Yard Setbacks:

- A variance to the exterior lot line setback from 4.5 metres to 3.1 metres for the siting and addition (new roof) of the existing accessory building (shaded grey on Figure Two- Site Plan).
- A variance to the interior side yard setback from 3.0 metres 1.5 metres for the existing dwelling (attached “Shop” and “Lean-To” labelled and shaded grey on Figure Two)

A copy of proposed Development Variance Permit NP-DVP-2015.6 (Wallace) is attached.

BACKGROUND:

The dwelling on the property was constructed in 1972, and the owners purchased the property in 2014. The house had been vacant for numerous years and was in a dilapidated and damaged state from water penetration and animal infestation. They are in the process of renovating the house which has involved essentially stripping the building down to the framing and rebuilding. They have a current building permit from the CRD and a structural engineer is involved in the project.

Figure Two – Site Plan identifies areas of the existing dwelling within the property setbacks and areas of proposed new construction that require a variance. The dwelling and accessory building are considered legally non-conforming for siting. The owners and the CRD Building Inspection department have provided documentation that establishes that both structures predate the zoning bylaw (A building permit was issued in 1970).

Given the very limited building envelope on the property, the applicants are concerned about being able to rebuild if there was a catastrophic loss of the dwelling. Including all of the legally non-conforming areas of the dwelling and accessory building as part of the variance would allow them to be rebuilt without the need for a further variance.

SITE CONTEXT:

The property is 0.17 hectares (0.43 acres) in size and is located near the end of Plumper Way on Wallace Point (see: Figure One - below). The size and rural residential use are similar to adjacent and neighbouring properties on Wallace Point.

The configuration of the lot forms an irregular “u” shape around a small cove. The topography is complex and undulating with bedrock outcroppings. Steep and high sea cliff runs along the length of the west boundary. There are multiple mature evergreens and some Arbutus trees on the property. The toe of the slope in the tidal area appears to be a sedimentary formation that has evidence of undercutting and erosion from wave and tidal action.

Staff visited the site on June 2, 2015, (See: Photos below)

Figure One: Site Context

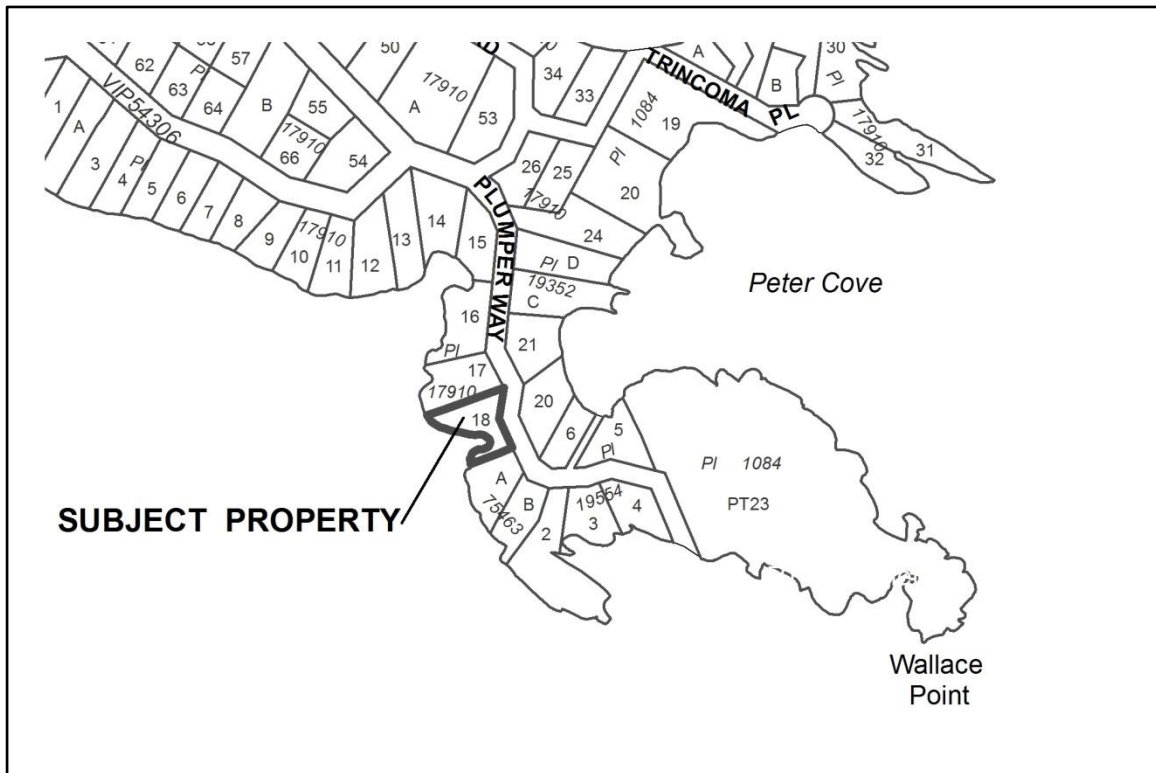


Figure Two: Site Plan

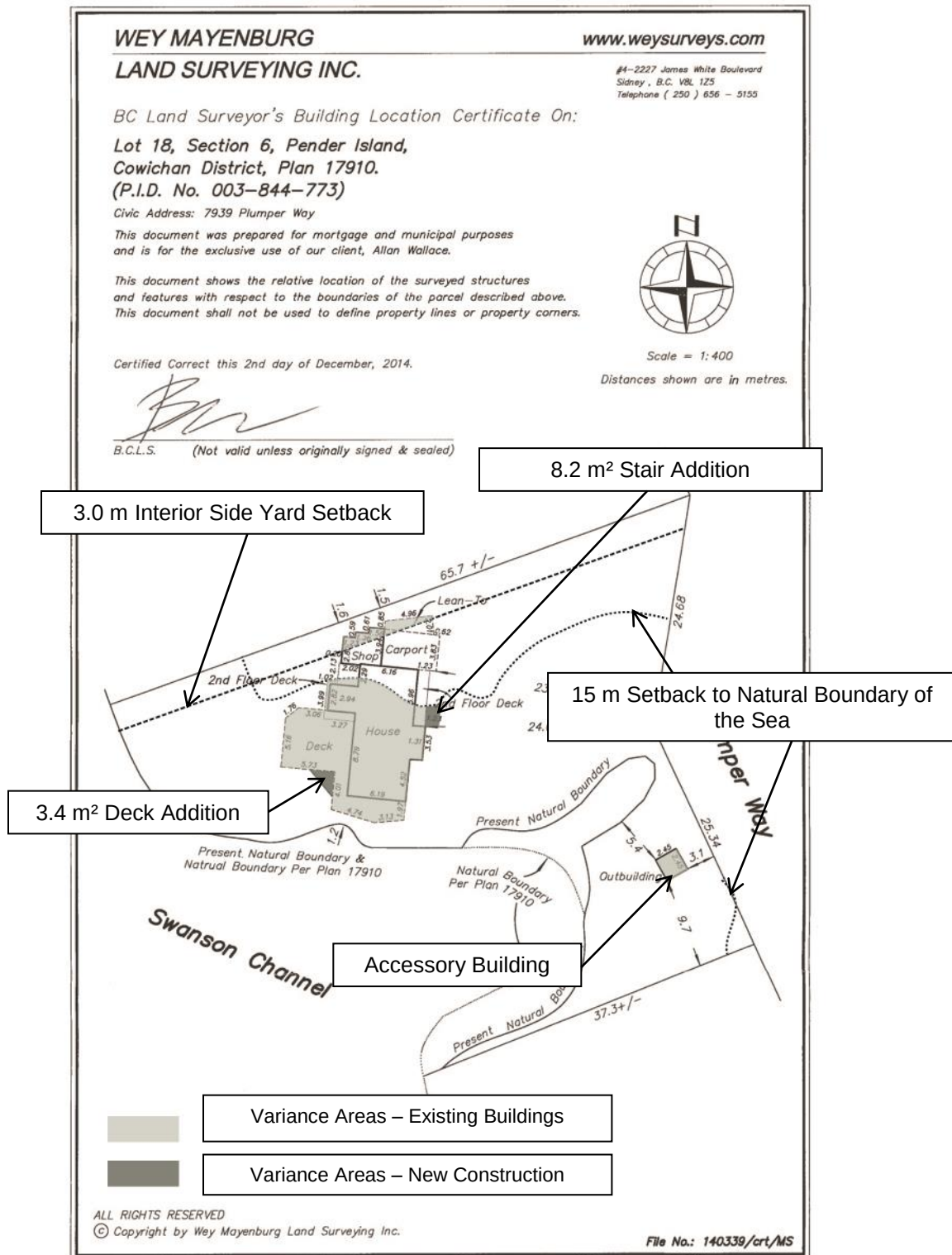


Figure Three: Dwelling East Elevation

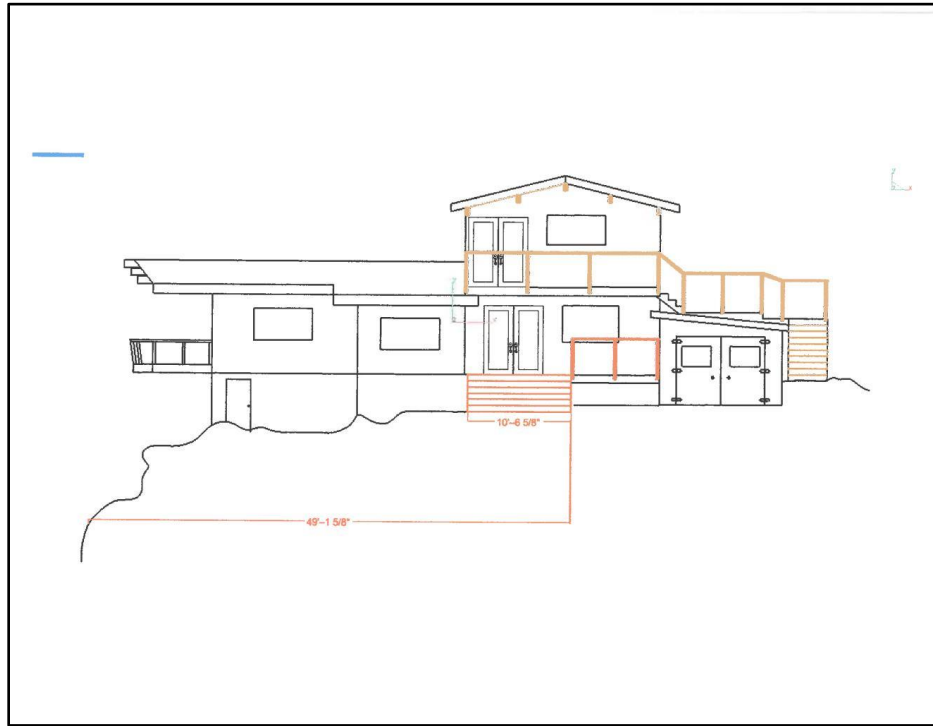


Figure Four: Dwelling Main Floor Plan (w/o Shop/Carport/Lean-To shown)

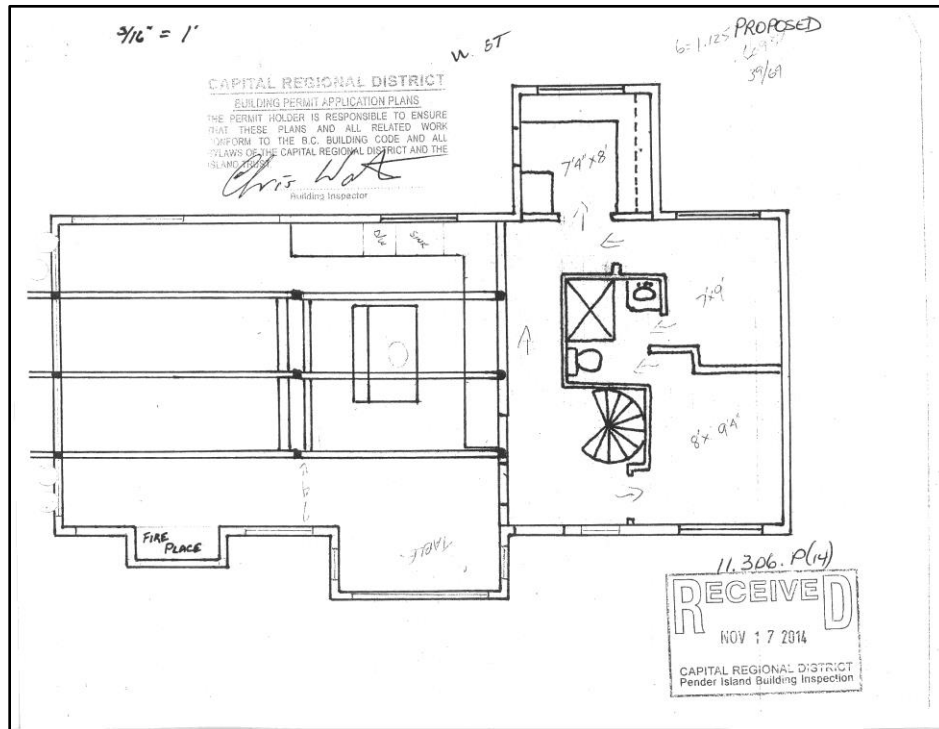


Figure Five: Dwelling Top Floor Plan

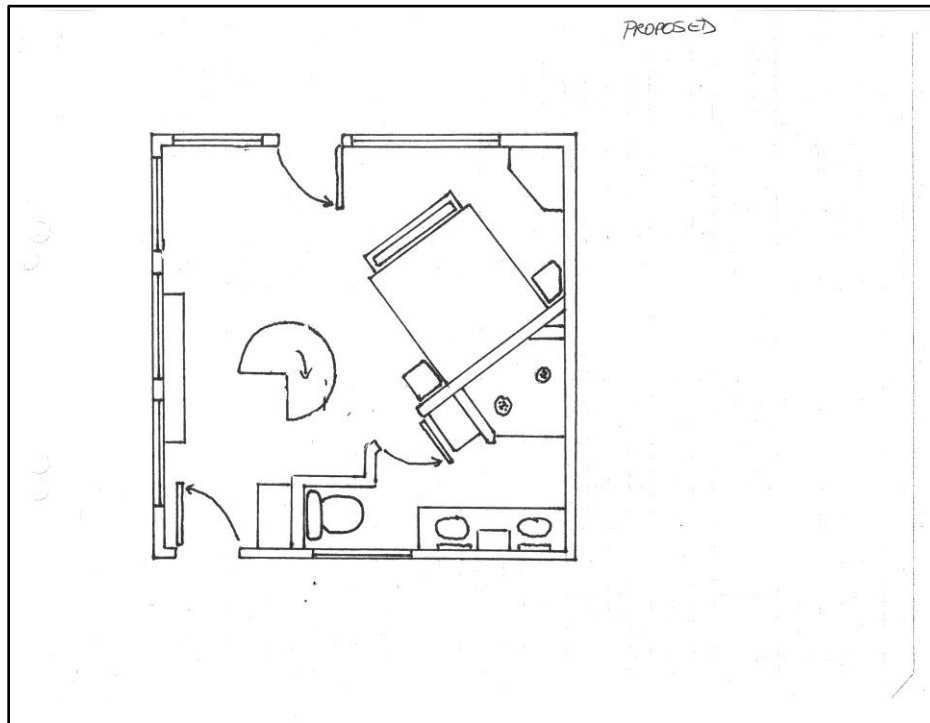


Figure Six: Graphic of Proposed Deck Addition

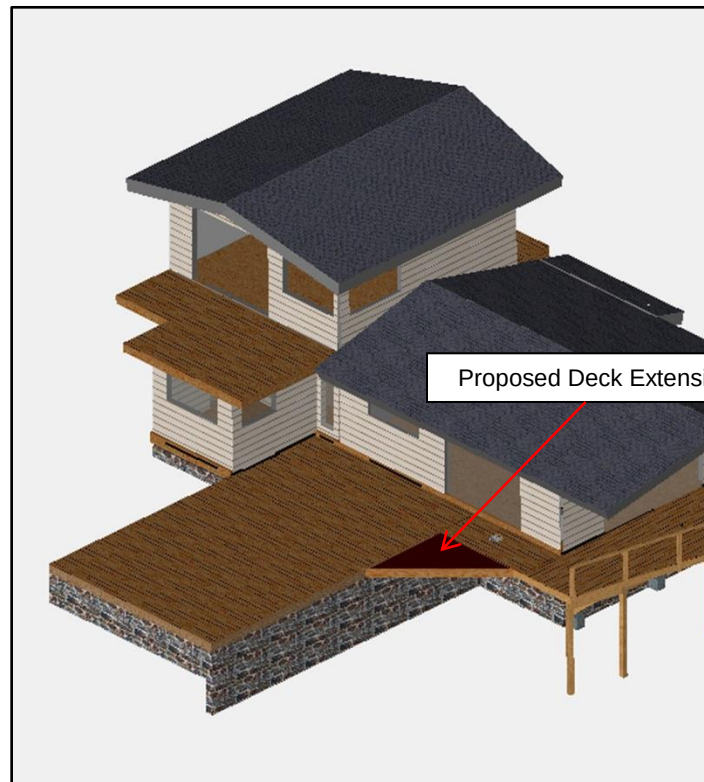


Figure Seven: Elevation of Accessory Building with Roof Addition

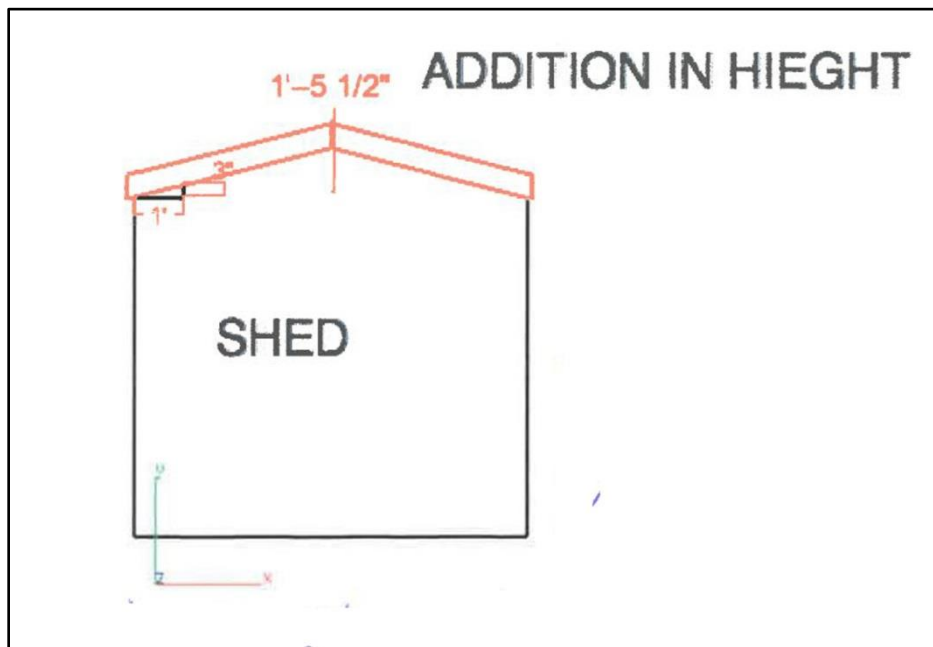


Photo One: View of Existing Dwelling from Property to South



Photo Two: Existing Deck with Proposed Addition

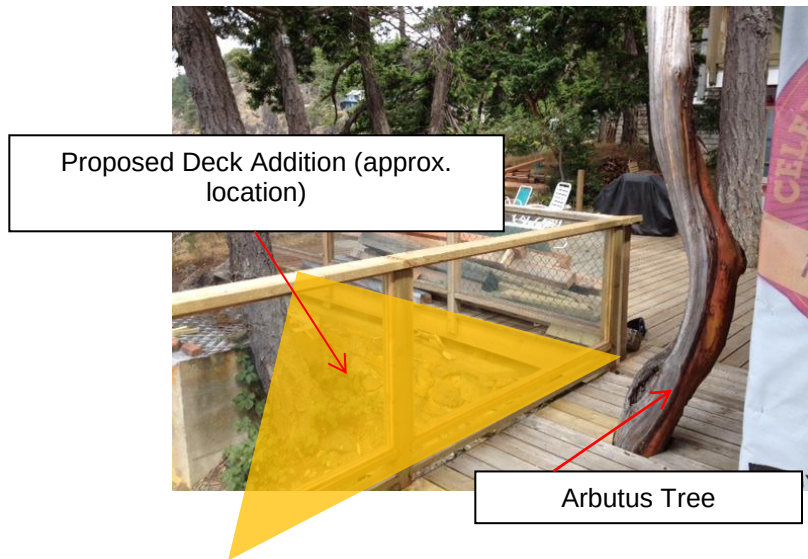


Photo Three: View of Dwelling from West



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:

5.2 Growth and Development

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

Official Community Plan

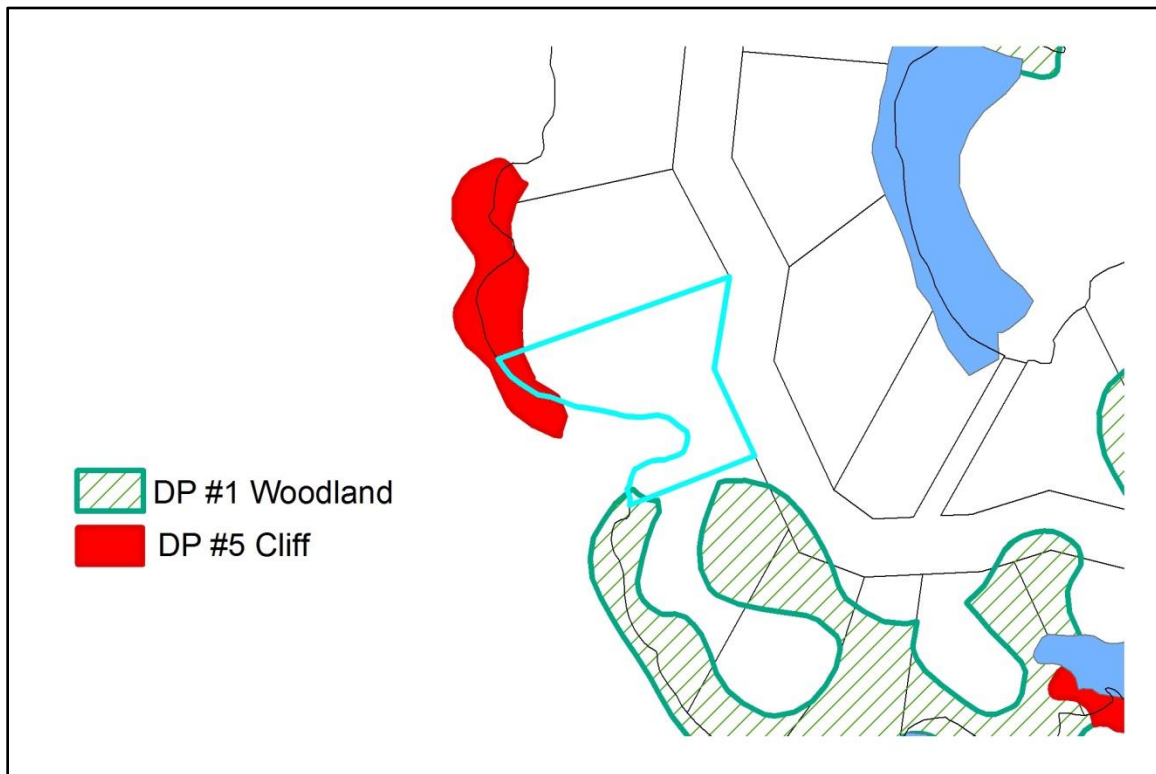
The subject property is designated as **RR- Rural Residential** in the North Pender Island Official Community Plan Bylaw No. 171, 2007.

Development Permit Area Five – Cliff Ecosystems is designated on the property as shown in Figure Five – below. The objective of the DPA is to preserve and protect remaining sensitive cliff ecosystems.

Development Permit Area One – Woodland Ecosystems is designated on a very small area of the property in the south west corner.

There is no development proposed within either of the two DPAs.

Figure Five: DPAs 1 – Woodland Ecosystem & 5 – Cliff Ecosystem



Land Use Bylaw

The property is zoned **Rural Residential (RR)** in the North Pender Island Land Use Bylaw No. 103, 1996 (See: Figure Six – below).

Subsection 3.7.1 of the North Pender Island Land Use Bylaw No. 103, 1996 states:

No building or structure other than one referred to in Subsection 3.7.2 may be sited, nor fill placed to support a building or structure, within 15 metres upland of the natural boundary of the sea...

Subsection 8.1.5 (1) (b) of the North Pender Island Land Use Bylaw No. 103, 1996 states:

No building or structure may be located: within 3 metres of any interior side lot line, nor within 4.5 metres of any exterior side lot line.

Figure Six: Orthophoto with Zoning



Islands Trust Fund

There are no Trust Fund Board covenants or properties in proximity to the proposed subdivision.

Regional Conservation Plan

The proposal does not affect the goals and objectives of the Islands Trust Fund regional conservation plan.

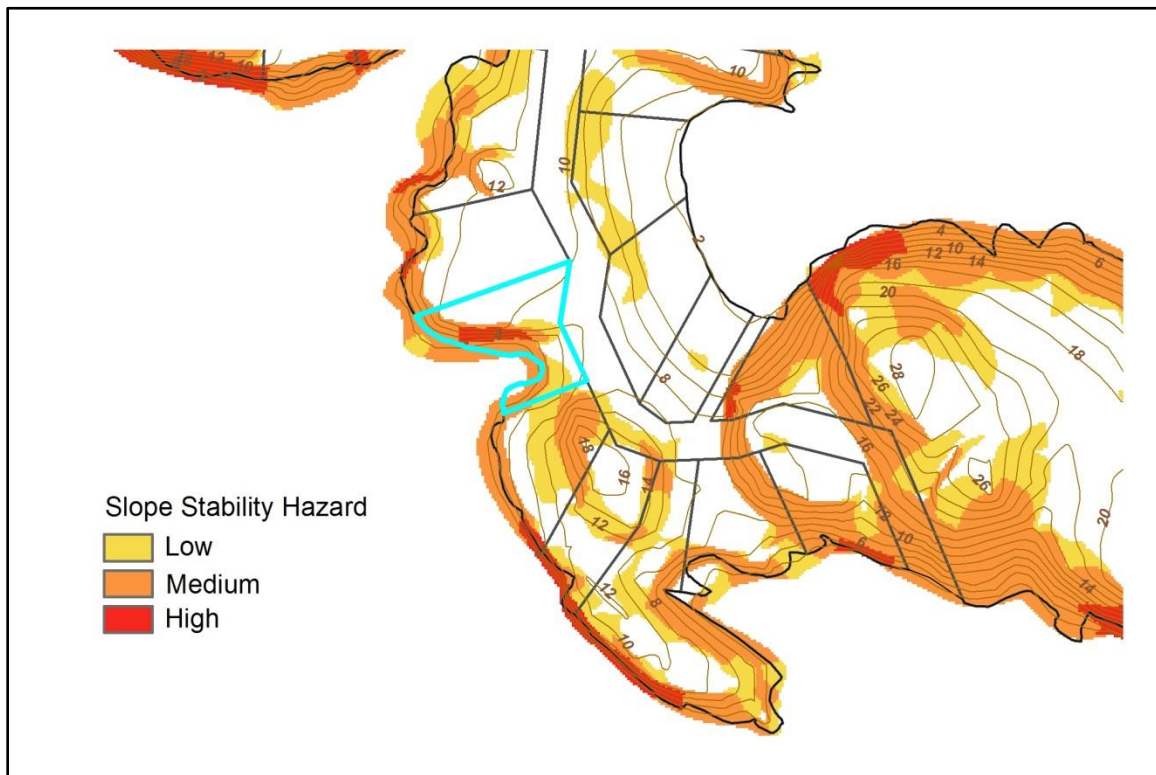
Sensitive Ecosystems and Hazard Areas

The small portion of Woodland Sensitive Ecosystem (DPA 1) and more significant area of the Cliff Ecosystem (DPA5) is on the western fringe of the property. As described above, there is no development proposed for these areas. The property is identified as forest woodland in the

Islands Trust Sensitive Ecosystem Mapping. There are numerous Arbutus trees on the property including one that is growing through the existing deck (See: Photo Two). The deck addition is aimed at reducing further damage to the tree. Staff have recommended to the applicants that opening around the tree be increased as much as is safely possible to allow better water penetration to the tree's roots.

There are occurrences of low slope hazard, medium and high slope hazard on the subject property. (See: Figure Seven: Slope Hazard and Contours). The CRD inspection has the responsibility to require a geo-technical report if the Building Inspector deems it necessary.

Figure Seven: Slope Hazard and Contours



Archaeological Sites

There are no archaeological sites identified on the Provincial Remote Access to Archaeological Data (RAAD). By copy of this report, the applicant is advised that if archaeological resources are encountered during development, work should cease immediately and the Provincial Archaeology Branch should be contacted.

Covenants

There are no LTC or other covenants or easements registered on title for the property.

Bylaw Enforcement:

There are no current enforcement records for either property.

Climate Change Mitigation and Adaptation

The proposal for new development is minimal, and the renovation of the existing dwelling and accessory building will greatly reduce waste and new material inputs that would have otherwise occurred with demolition and new construction. Therefore, lower potential GHG emission changes will result. The potential impacts on proposed development from anticipated or possible climate change induced hazards have been noted with the undercutting of the cliff by wave and tidal action.

Shoreline

The shoreline type has been identified as "sea cliff." Sea cliffs are hard, mostly bedrock shores with slopes steeper than 20%. In general, sea cliffs are resistant to erosion and tend to be stable over a human time scale. Sediment transport rates along shoreline nearby sea cliffs are low, because of the limited sediment they supply to the nearshore. Sea cliffs in the Gulf Islands support the common upper intertidal zone community of barnacles, rockweed and blue mussels, at all wave exposures. Associated species include limpets, periwinkles, shore crabs, and sea stars. Bull kelp, a highly productive habitat, occurs throughout the Gulf Islands in nearshore rocky areas, often at rocky headlands like sea cliffs or areas of higher tidal currents. (See also: Steep Slopes - above)

COMMUNITY INFORMATION MEETING(S):

There is no community information meeting associated with the development variance permit application.

RESULTS OF CIRCULATION:

Notices for the Variance were circulated to surrounding property owners and residents. The notification period will end at 4:30 p.m. on July 29, 2015. At the writing of this report, there have been no written submissions received. Any additional public submissions will be forwarded to the LTC and presented at the North Pender Island Local Trust Committee meeting on July 30, 2015.

The owners have reported anecdotally that they have had overwhelmingly positive responses from neighbours to their work to restore and renovate the dwelling.

ISSUES SUMMARY:

Applicant's stated rationale for the variance.

The applicants have provided the following rationale for the additions:

- Stairs (front) will ease entry to the home and increase the street appeal.
- The new outbuilding roof will match (the) pitch 3-12 of house and tie them together for an overall better look for the neighbourhood.
- (Triangular deck addition) Where the hole in the existing deck is shown, there is an Arbutus tree that makes it difficult to get by. We would like to add the corner section that is 8' 8" x 8' 8" x 12' 2". That way we will be able to save the tree.
- The rationale for including the portions of the existing dwelling and accessory building that are legally non-conforming within the property setbacks is that, given the very small building envelope, the applicant is concerned about being able to rebuild if there was a catastrophic loss of the dwelling. Varying these will allow the dwelling and/or accessory building to be rebuilt (i.e. in the event of a loss to fire) in their current form and location without the need for a future variance.

The overall intent of the regulation being varied.

The overall purpose of size and siting regulations of residential buildings can be summarized as follows:

- Limiting the visual impact of development on adjacent properties and, in this case in particular, from the sea (shoreline setback).
- Establishing a consistent development pattern within a local area.
- Protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
- Maintaining a rural character.
- Establishing certainty with respect to residential development by maintaining consistent siting regulations

Potential impacts of granting the variance.

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits.

STAFF COMMENTS:

The variances for the front stairway on the dwelling and the roof on the accessory building will help to enhance their appearance and provide complimentary architecture between the buildings. The changes are minor with no foreseeable negative impacts to neighbours.

The variance for the deck addition will facilitate better circulation, and help to preserve an arbutus tree that currently growing through the deck. Staff has recommended that the opening for the tree be increased as much as is safely possible in order to provide better water penetration to the root system and to avoid “girdling” the tree as it grows.

The variances for the siting of the existing dwelling and accessory building that are legally non-conforming are reasonable given the very limited buildable area of the property. As the structures have been in place since 1972 or earlier, the impact on neighbours and from the street will be very limited.

The applicants are undertaking to renovate and update a dilapidated dwelling that had been deteriorating for many years. The improvements to the dwelling and accessory building will benefit to the neighbourhood.

To date, no responses have been received from neighbours with any concerns.

Given the foregoing, staff recommends that the development variance permit be issued.

RECOMMENDATIONS:

1. **THAT** Development Variance Permit NP-DVP-2015.6 (Wallace) **BE APPROVED**

Prepared and Submitted by:



July 17, 2015

Date

Concurred in by:



Robert Kojima

Regional Planning Manager

Attachments: Notice for NP-DVP-2015.6 (Wallace)

Proposed Development Permit NP-DVP-2015.6 (Wallace)

July 17, 2015

Date

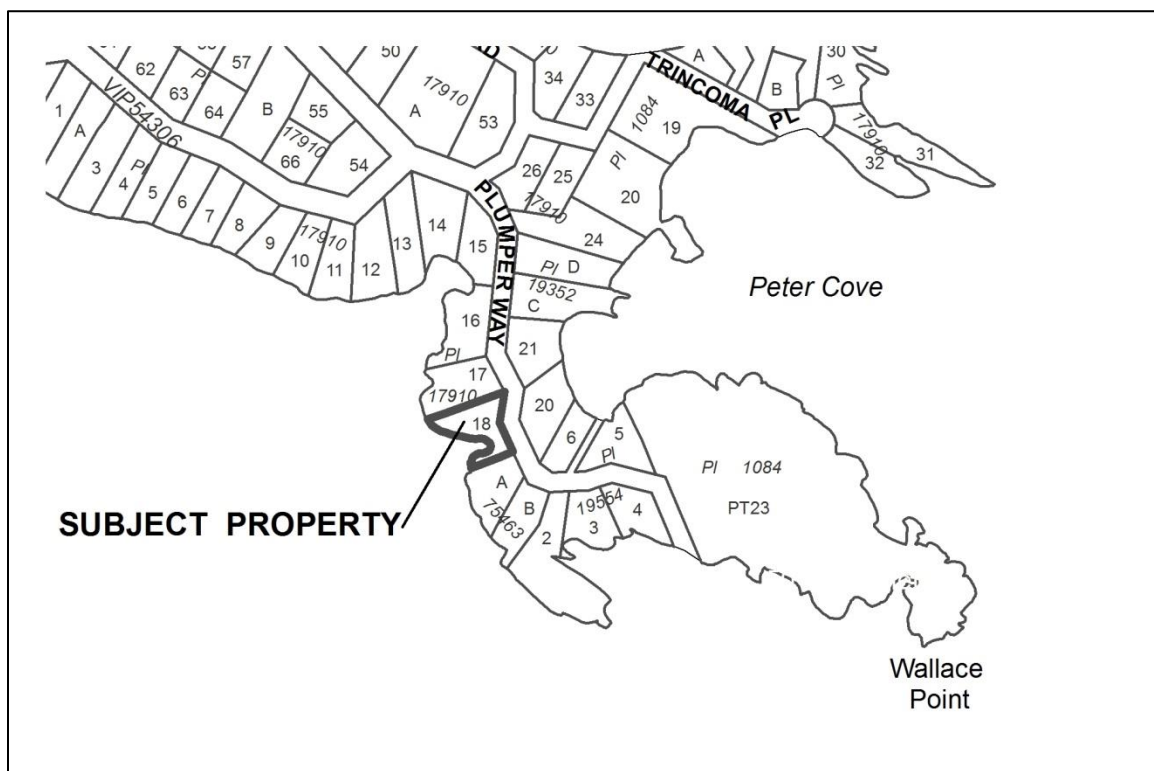
NOTICE
NP-DVP-2015.6
NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given that the North Pender Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 922 of the *Local Government Act*. The proposed permit would vary the North Pender Island Land Use Bylaw No.103, 1996, by varying:

1. Subsection 3.7.1, which states that no building or structure may be sited within 15 metres upland of the natural boundary of the sea is varied to permit:
 - a. The siting of an existing dwelling and attached deck within 1.2 metres upland of the natural boundary of the sea;
 - b. The construction of a 8.2 m² addition (stairway) to the existing single family dwelling within 12.8 metres upland of the natural boundary of the sea;
 - c. The construction of a 3.4 m² addition to the existing deck structure within 2.8 metres upland of the natural boundary of the sea; And,
 - d. The siting of an existing accessory building, and construction of a roof addition to same, within 5.4 metres upland of the natural boundary of the sea.
2. Subsection 8.1.5 (1) (b) which states that no building or structure may be located within 3 metres of any interior side lot line 4.5 metres of any exterior side lot line is varied to permit:
 - a. The siting of an existing dwelling with an attached lean- to structure within 1.5 metres of an interior side lot line; And,
 - b. The siting of an existing accessory structure and construction of a roof addition, both within 3.1 metres of an exterior side lot line.

The property is located at 7937 Plumper Way Road and is legally described as Lot 18, Section 6, Pender Island, Cowichan District, Plan 17910. PID: 003-844-773

The general location of the subject properties is shown on the following sketch.



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **July 17, 2015** and continuing up to and including **July 29, 2015**.

For the convenience of the public only, and not to satisfy Section 922(5) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Pender Island, B.C., commencing **July 17, 2015**. Also, attached for your convenience is a copy of the proposed permit.

Enquiries or comments should be directed to Phil Testemale, A/Planner 2 at (250) 405-5170, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: information@islandstrust.bc.ca before 4:30 pm, **July 29, 2015**.

The North Pender Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **9:45 a.m., July 30, 2015**, at the Pender Island Community Hall on North Pender Island.

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

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT VARIANCE PERMIT

NP-DVP-2015.6

To: Andrea Lynn Wallace
c/o Allen Wallace

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

Lot 18, Section 6, Pender Island, Cowichan District, Plan 17910
(PID: 003-844-773)

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

- a) Subsection 3.7.1 which states that no building or structure may be sited within 15 metres upland of the natural boundary of the sea is varied to permit:

- i. The siting of an existing single family dwelling with an attached deck structure within 1.2 metres upland of the natural boundary of the sea;
- ii. The construction of a 8.2 m² addition (stairway) to the existing single family dwelling within 12.8 metres upland of the natural boundary of the sea;
- iii. The construction of a 3.4 m² addition to the existing deck structure within 2.8 metres upland of the natural boundary of the sea; And,
- iv. The siting of an existing accessory building, and construction of a roof addition to same, within 5.4 metres upland of the natural boundary of the sea.

- b) Subsection 8.1.5 (1) (b) which states that no building or structure may be located within 3 metres of any interior side lot line, nor within 4.5 metres of any exterior side lot line is varied to permit:

- i. The siting of an existing single family dwelling with an attached lean-to structure within 1.5 metres of an interior side lot line; And,
- ii. The siting of an existing accessory building, and construction of a roof addition to same, within 3.1 metres of the exterior side lot line.

The development shall be consistent with Schedules 'A' and 'B' which are attached to and form part of this permit.

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

AUTHORIZING RESOLUTION PASSED BY THE NORTH PENDER LOCAL TRUST COMMITTEE THIS ##th DAY OF Month, 201#.

Deputy Secretary, Islands Trust

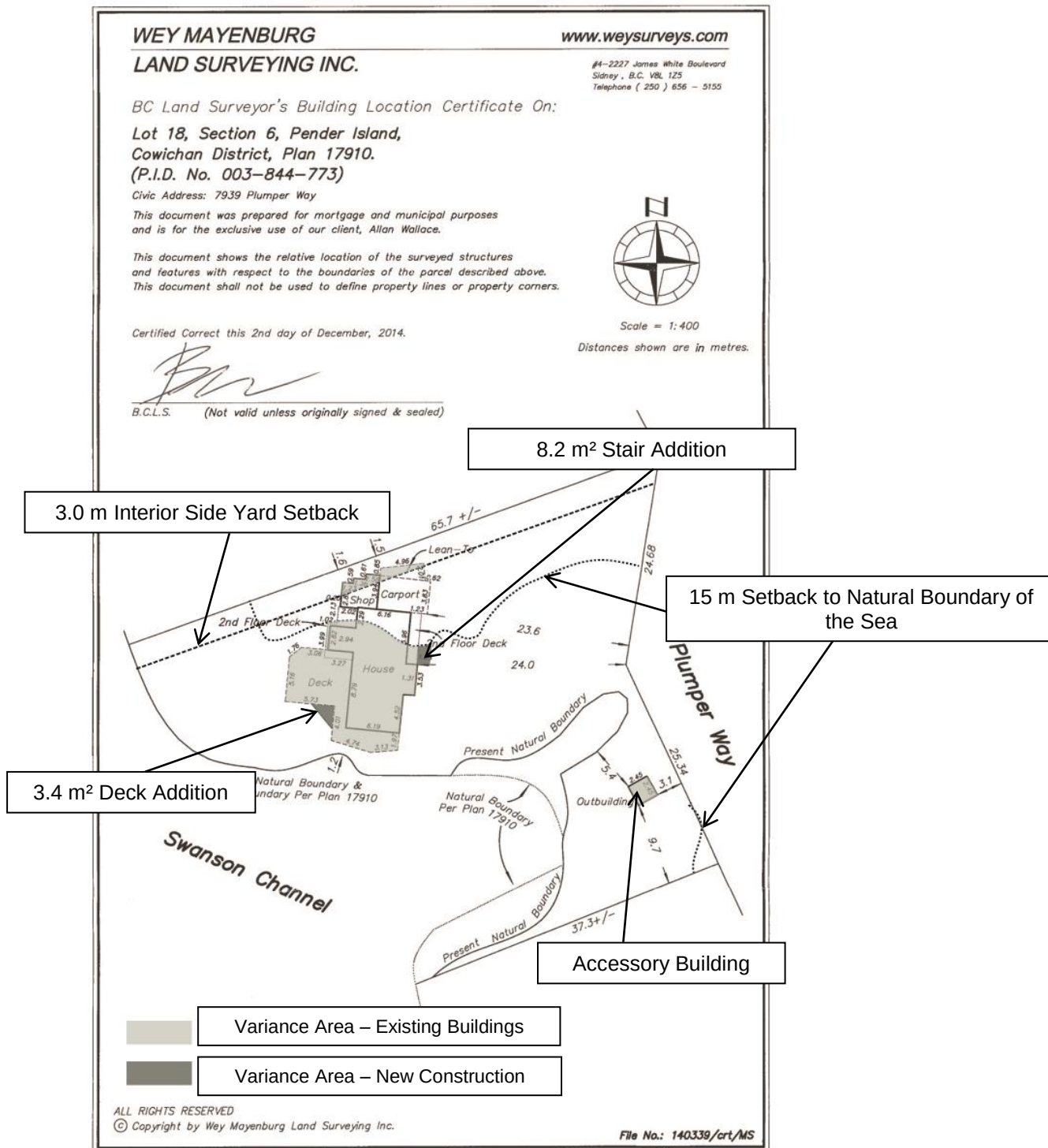
Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##th DAY OF Month, 201#, THIS PERMIT AUTOMATICALLY LAPSES.

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

NP-DVP-2015.6

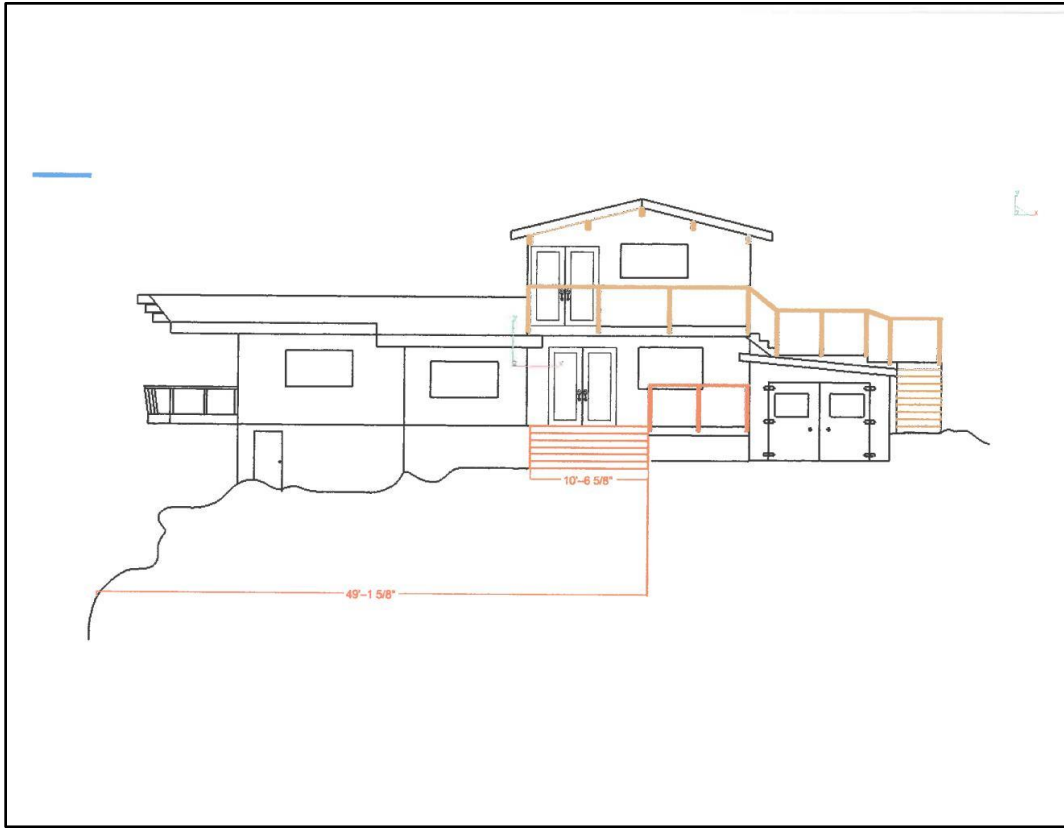
SCHEDULE 'A'



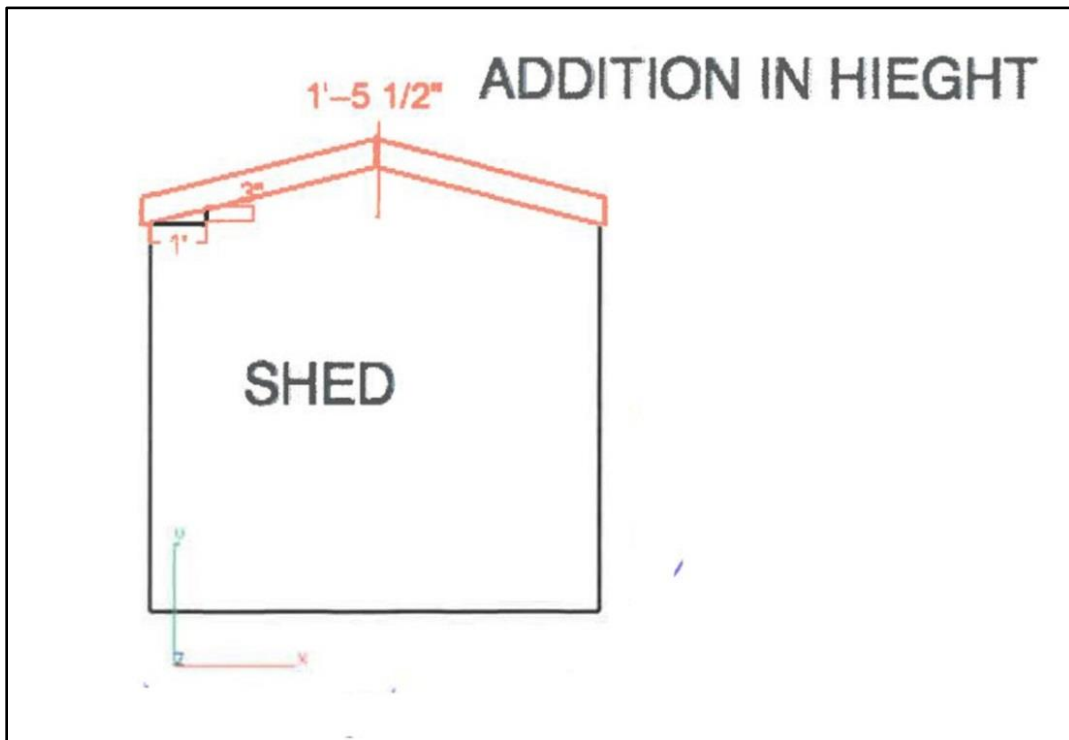
NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

NP-DVP-2015.6

SCHEDULE 'B'



**East Elevation of Existing Dwelling
Showing Stair Addition**



**West Elevation of Existing Accessory Building
Showing Roof Addition**

STAFF REPORT

July 6, 2015

File No.: NP-TUP-2015.2

(GRL Holdings c/o PI
Waste Management)

X-ref: NP-TUP-2009.3

To: North Pender Island Local Trust Committee
For the meeting of July 30, 2015

From: Justine Starke
Island Planner
Local Planning Services

CC: Robert Kojima, RPM

Re: Temporary Use Permit – Medicine Beach Garbage Drop Off

Owner: GRL Holdings Ltd.

Applicant: Pender Island Waste Management

Location: That Part of Lot 6, Section 7, Pender Island, Cowichan District, Plan 1695,
Lying east of a boundary parallel to and perpendicularly distant 260 feet
from the easterly boundary of said lot. PID: 002-885-182

5827 Schooner Way

THE PROPOSAL:

The applicants were issued a Temporary Use Permit (TUP) in May 2010 for a household waste collection at a site at the Medicine Beach Market, located in the south western corner of the subject property. This permit was renewed once and expired on June 01, 2015. This is an application for a new TUP to continue operating the garbage drop off facility at Medicine Beach. There are no proposed changes to the site or the land use permitted by the previous TUP.

Since the initial permit was issued no complaints or issues have been raised with Bylaw Enforcement staff with regards to land use of the property or operation of the waste collection site. Nor have any issues or concerns be raised by the Trust Fund Board related to their property at Medicine Beach Nature Sanctuary.

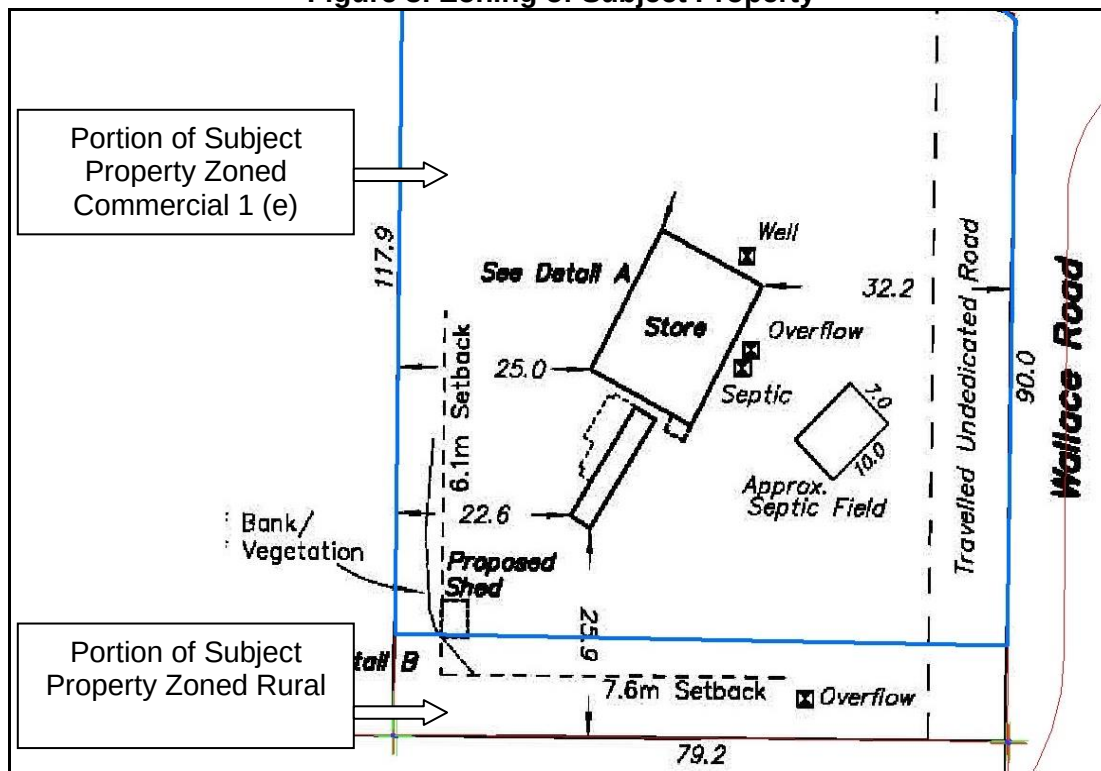
A draft permit that would expire in 3 years is attached as Schedule A for the LTC's consideration. The constructed bin enclosure remains on the site as can be see in Schedules A and B.

The subject property is 0.7 ha (1.77 acres) and it is split zoned. The majority of the property has site specific zoning Commercial One, C1(e), which identifies the following permitted uses: retail sales, offices, including banks; restaurants; cafes; and bakeries as permitted uses. Along the southern boundary of the property an approximate 12 meter strip is zoned Rural (R). The building and collection bin are located on the commercial portion of the property, abutting the rural zone.

Figure 1: Subject Property Map



Figure 3: Zoning of Subject Property



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Official Community Plan

The subject property is designated commercial in the Official Community Plan (OCP). Part 6 of the OCP authorizes the LTC to issue a TUP for any area covered in the plan and that they may specify conditions under which a temporary use be approved. A TUP may be issued for up to a three year period, with only one renewal permitted.

The general commercial policies of the OCP include:

- 2.4.1 Commercial development shall be small scale, low density business enterprise designed to meet the needs of residents and visitors.
- 2.4.2 Priority may be given to new or additional commercial ventures in the following locations:
 - b) by application to rezone the remainder of the commercially designated lot at Schooner Way and Wallace Road.
- 2.4.5 Commercial proposals which would have significant deleterious effects on adjacent land uses will not be permitted.
- 2.4.9 Parking and storage areas should be suitably screened to maintain the rural character of the area.

The industrial objectives of the OCP include:

- To encourage on-island industrial enterprises that do not adversely affect rural character and lifestyle.
- To limit industrial development to specific areas of the island.

- To ensure that any industry is sited to minimize adverse effects upon neighbouring properties.

The industrial policies include similar statements to the commercial policies 2.4.5 and 2.4.9 above.

Land Use Bylaw:

The property has site specific zoning in the Commercial One zone (C1(e)) that restricts the permitted uses to: retail sales; offices, including banks; restaurants; cafes; and bakeries. However, the zone boundary does not correspond to the property boundary and a portion lying parallel to the southern boundary is zoned Rural (R).

Adjacent properties are zoned Ecological (ECO), Rural (R) and Rural Residential (RR).

Development Permit Areas:

There are no sensitive ecosystems development permit areas (DPA) identified on the subject property; however, the portion zoned commercial is subject to the commercial and industrial form and character DPA. When the initial TUP application was considered a Development Permit (DP) for the form and character of the proposed enclosure structure was also issued. This TUP application is a continuation of the previous one, and there are no proposed changes to the buildings or structures. Therefore, an amendment to, or a new DP is not required.

Islands Trust Fund:

As the property owners of the Medicine Beach Nature Sanctuary the Islands Trust Fund received notification. The primary concerns of the Islands Trust Fund are with the protection of the marsh as it is considered to be very sensitive and ecologically fragile, and the risks associated from any effluent or garbage that could potentially migrate into the area. The Trust Fund Board responded to the initial notification that they had no objections based on the proposal to build an enclosure structure. Furthermore, staff has confirmed since the initial TUP was issued no new concerns have been raised.

Sensitive Ecosystems and Hazard Areas:

The property and surrounding area has been identified as having a high level of intrinsic groundwater susceptibility.

There are some areas of low and moderate steep slope hazards on the subject property; although the drop-off area may encroach slightly into a low hazard area, it is largely outside of an identified hazard area.

Archaeological Sites:

There are no registered archaeological sites identified in the provincial database on the subject property.

Covenants:

There are no covenants registered on the title.

Climate Change Adaptation and Mitigation:

There are no proposed changes to the structure or configuration of the drop-off area and it was sited within a previously developed or disturbed area. The structure containing the collection bin would be low-risk structure by nature since it is a non-inhabited structure.

COMMUNITY INFORMATION MEETING(S): A community information meeting is not recommended for this TUP as there will be no new uses on the site.

RESULTS OF CIRCULATION: Notification was circulated to neighbours and advertised in the newspaper as per statutory requirements. The notification period was between July 17, 2015 and July 29, 2015 inclusive, where a copy of the permit could be inspected at the Islands Trust office in Victoria. Information included on the notice also provided contact information for planning staff to receive questions or comments on the draft permit. As of the writing of this report, there were no comments received as a result of the notification.

STAFF COMMENTS:

Typically, a TUP is used in two circumstances: (1) where a use is truly temporary (e.g. a temporary processing operation) or (2) where the local government is willing to permit a use to commence prior to rezoning. The latter situation can be in the interest of both the owner (they wish to undertake a particular use on a trial basis) or be in the interest of the local government (the local government wants the option of having the use cease if the impacts prove to be deleterious). A TUP can also be used in a situation where timing is an issue: the proposed use is consistent with the intent of the community plan and/or zoning and there is a willingness to allow the use to commence prior to completing a rezoning process. Finally, a TUP may be preferable because conditions may be included in a TUP that cannot be included in zoning (such as hours of operation, or requirements for restoration).

The proposed use has been permitted by a previous TUP on this site. There are no proposed changes to the related buildings and structures, nor any proposed changes to the operation of the drop-off service; therefore, the terms of the proposed permit remain the same as the initial TUP. Medicine Beach as a site for garbage drop off appears to be well used and accepted by the community.

The Local Trust Committee has made land use planning for waste management a top priority and is actively working to review the siting of waste transfer facilities on the Penders in general. This TUP is recommended to be issued for three years; while the policy work is targeted to take only one year it could take longer than that to actually implement policy direction with zoning changes across the island. In the meantime, it is observed that siting this use in this location meets an important need of the community for garbage drop off.

RECOMMENDATIONS:

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

Prepared and Submitted by:

Justine Starke

Date:

Island Planner

July 7, 2015

Concurred in by:



Regional Planning Manager

July 8, 2015

Date

Appendices:

Appendix 1: Draft Permit



Islands Trust

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

TEMPORARY INDUSTRIAL USE PERMIT

NP-TUP-2015.2

TO: GRL Holdings

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

That portion of the lot legally described as:

That part of Lot 6, Section 7, Pender Island, Cowichan District, Plan 1695, Lying of the East of a boundary parallel to and perpendicularly distant 260 feet from the easterly boundary of said lot

As indicated on Schedule 'A' attached to and forming part of this permit.

2. This permit is issued for the purpose of allowing the following industrial uses in the subject area:

- a) "transfer, storage, and shipping of discarded goods and materials".

3. The uses may be carried on subject to the following conditions:

- a) The use shall be limited to one steel waste collection bin, designed and constructed for that purpose with closing lids and located as specified on Schedule 'A'.
- b) The collection bin shall be contained within a roofed enclosure and placed upon a concrete pad with a sump as specified on Schedule 'B' to a maximum size of 15 feet by 20 feet and maximum height of 11 feet.
- c) The hours of operation for public disposal of discarded goods and materials shall be limited to those hours of operation of the retail store to a maximum of 10:00 am to 10:00 pm daily.
- d) The hours of operation for the emptying of the collection bin shall be limited to between the hours of 8:00 am and noon Monday to Saturday.
- e) The storage of all discarded goods and materials permitted by 2(a) above shall be bagged and contained within the waste collection bin described in 3(a).
- f) The *transfer, storage and shipping of discarded goods and materials* permitted by 2(a) above shall not include any hazardous waste, including household hazardous waste as defined by Capital Regional District Environmental Services, bulk liquids and semi-solid sludges, including septage, black water, and sewage treatment sludge, biomedical waste, dead animals and slaughterhouse and farming wastes.
- g) The *transfer, storage and shipping of discarded goods and materials* permitted by 2(a) above shall not include any demolition, construction or land clearing waste.
- h) The processing of discarded goods and materials is prohibited.
- i) The placement of signage denoting what is and is not accepted at the site and what is accepted at the recycling facility at a separate location, fees, and hours of operation.

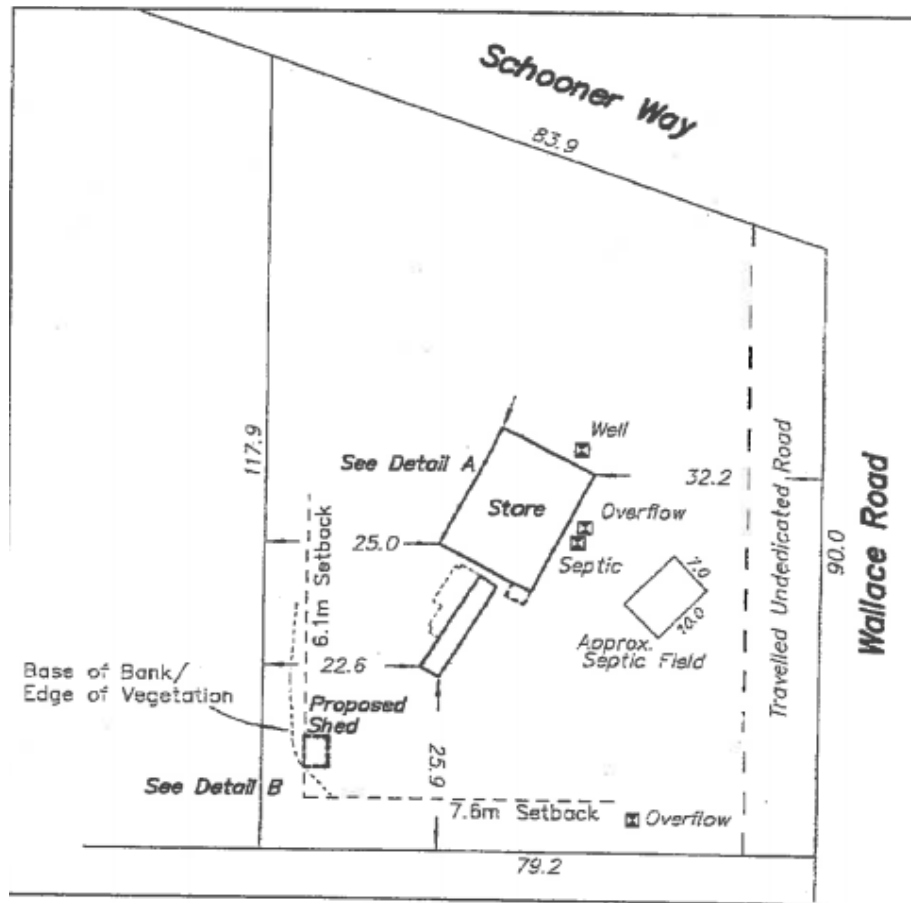
- j) The area in around the site and the waste collection bin are to be maintained clear of litter and safe for general public.
 - k) The waste collection bin is to be emptied on a regular basis and the lids kept closed.
 - l) All existing vegetation is to be maintained along the south and west lot lines in the vicinity of the collection bin and related activities as shown on Schedule A.
 - m) If the use ceases to occur or if this permit is not renewed, the structure shall be removed within 30 days.
4. This permit is valid for three years from date of issuance of the permit and, upon expiry of the permit, the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust unless the permit is renewed by resolution of the North Pender Island Local Trust Committee.
5. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "North Pender Island Land Use Bylaw No. 103, 1996" and to obtain other approvals necessary for completion of the proposed development, including approvals from the Capital Regional District, Vancouver Island Health Authority and Ministry of Transportation and Infrastructure.

**AUTHORIZING RESOLUTION PASSED BY THE NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
THIS ## DAY of Month, 20## .**

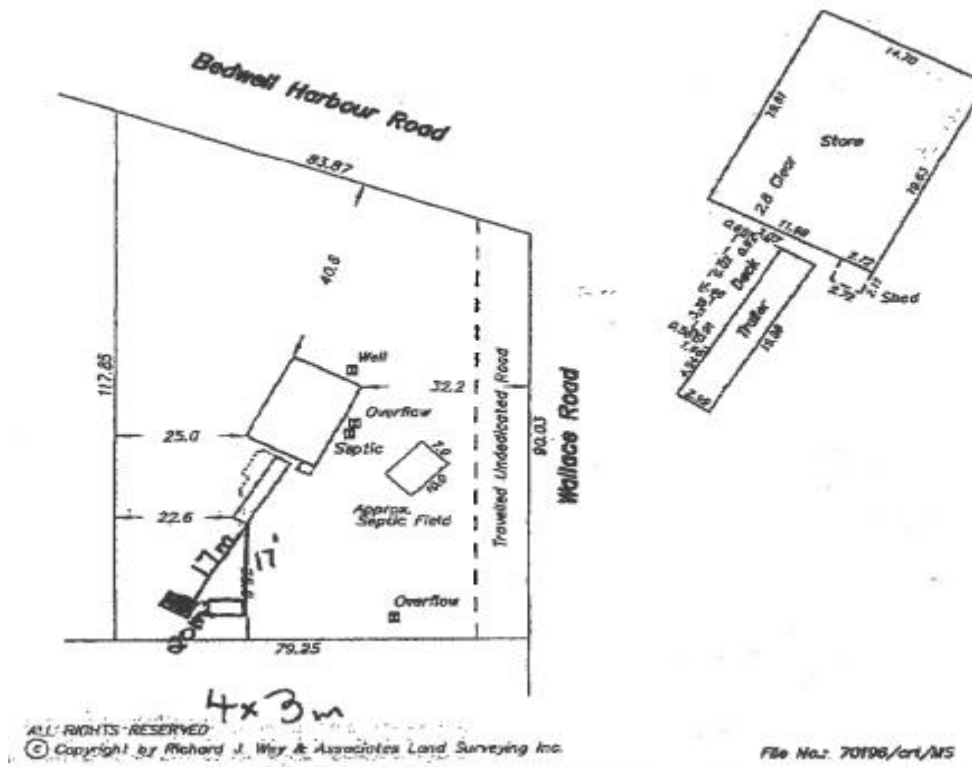
Deputy Secretary, Islands Trust

Date of Issuance

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
NP-TUP-2015.2
SCHEDULE 'A'**

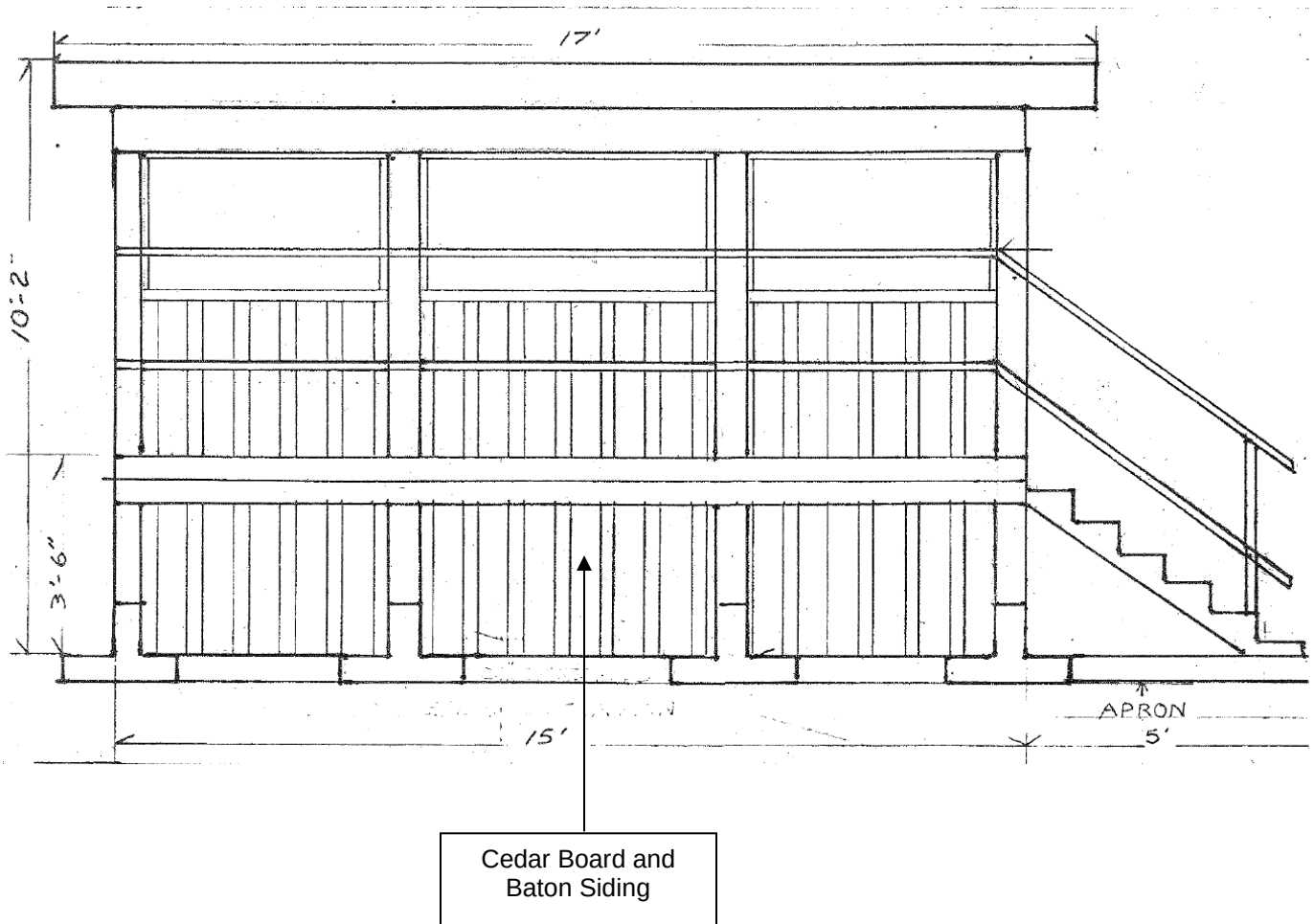


Detail, Not To Scale.

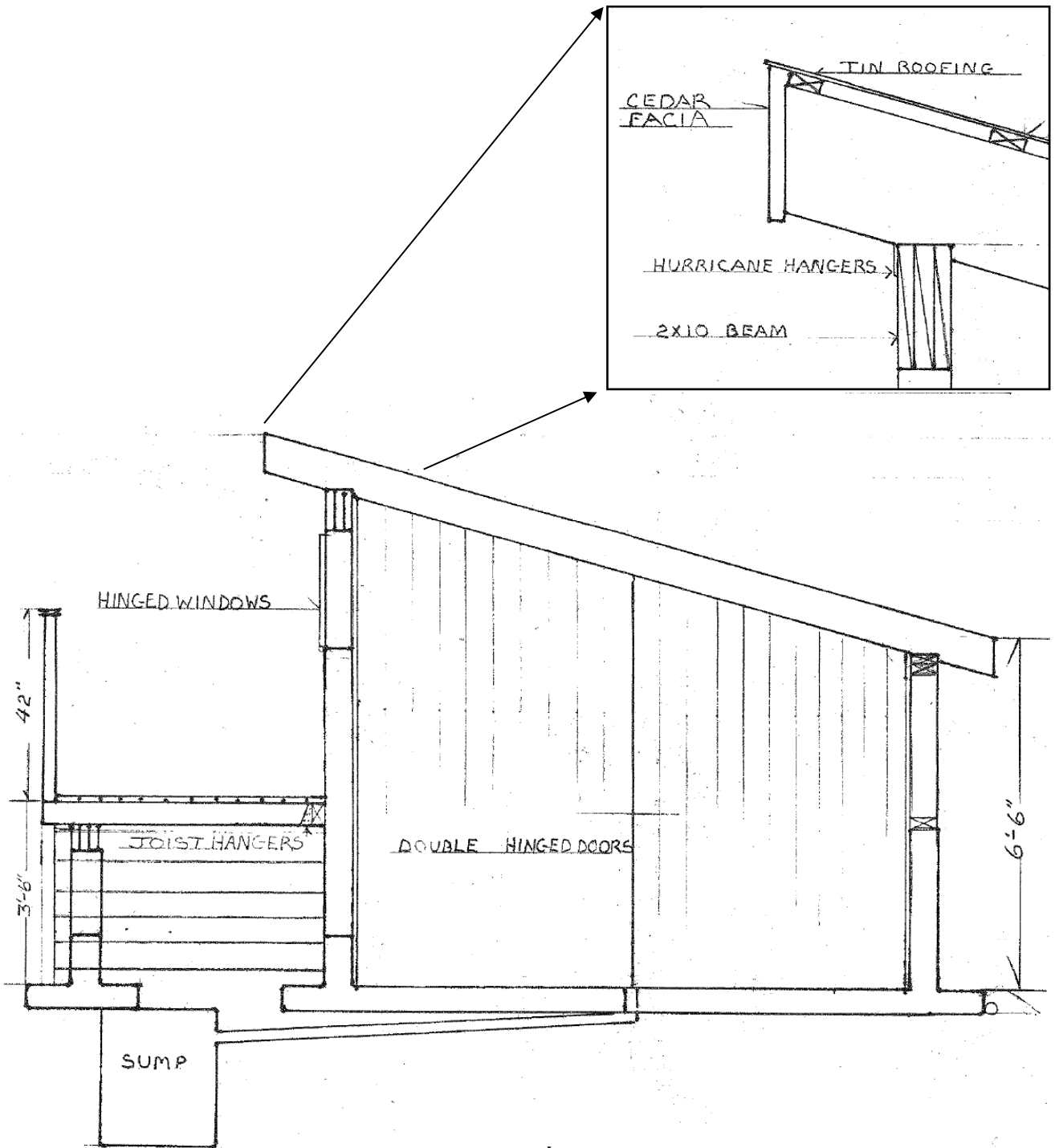


NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
NP-TUP-2015.2
SCHEDULE 'B'

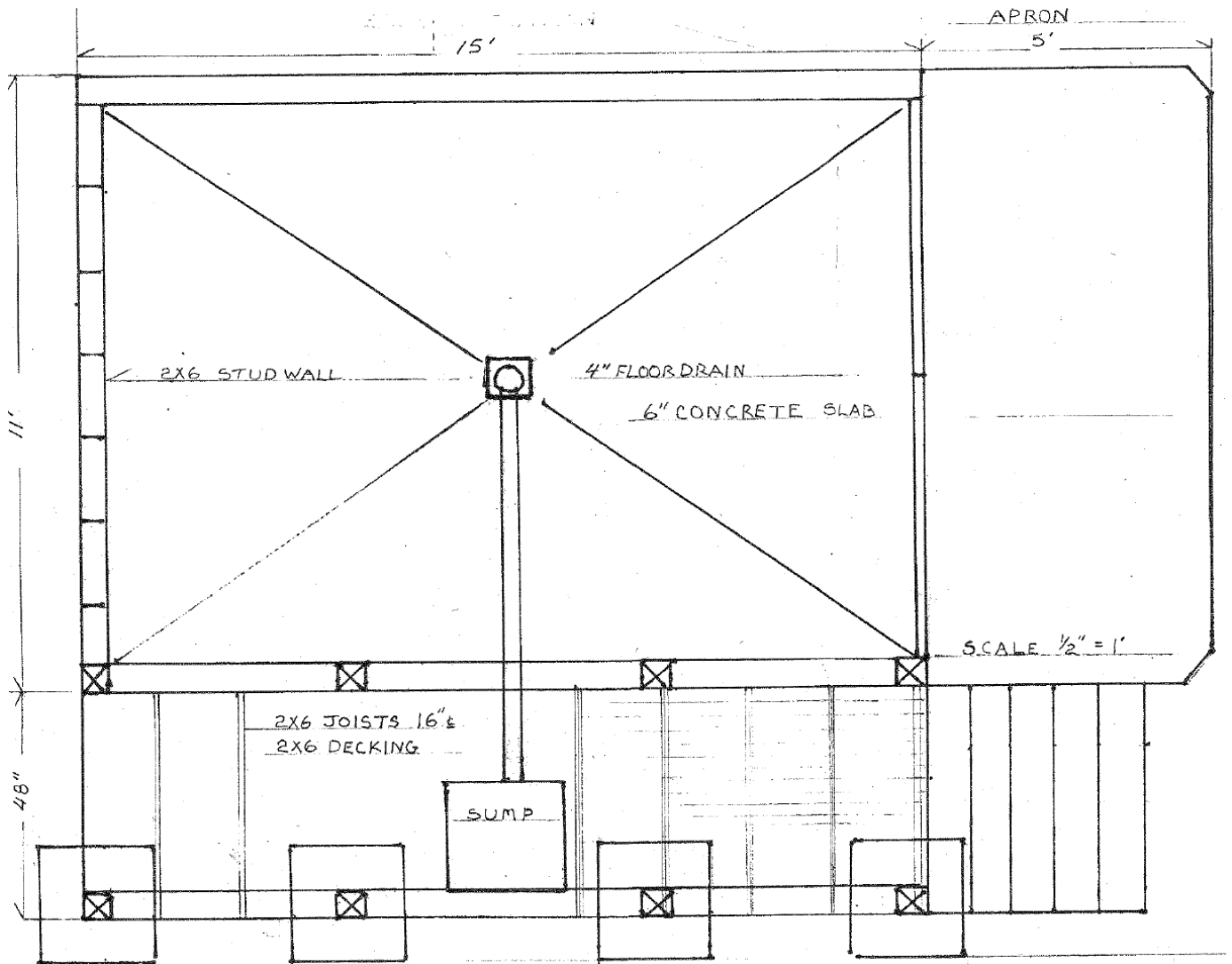
West (Front) Elevation



South (Side) Elevation



Floor Plan



Date July 21, 2015 File Number NP-OTH-2015.1 (Jamieson)

To North Pender Island Local Trust Committee
For the meeting of July 30, 2015

From Justine Starke
Island Planner

Re For Information: Notice of Work for a Sand&Gravel/Quarry Operation at 3410 Otter Bay Road

Islands Trust has received the attached Notice of Work from Front Counter BC. It is provided for the information of the North Pender Island Local Trust Committee.

While the Province of British Columbia has, through the Islands Trust Act, delegated to the Islands Trust the authority to “regulate development and the use of land,” “mines or minerals belonging to the Crown, or mines or minerals for which title in fee simple has been registered in the land title office”¹ are excluded from the definition of “land.” In addition, under common law, the extraction of soil materials cannot be regulated by zoning. While this principle, known as *profit a prendre*, applies to the extraction of materials from the land, it does not apply to the processing of those materials. Processing is an industrial use and can be zoned and regulated by the Local Trust Committee in a land use bylaw.

The current proposal that has been referred to Islands Trust includes both the extraction and processing of sand and gravel and would require a Temporary Use Permit or a rezoning application. Staff will be providing a technical response to the referral prior to the August 8 deadline to respond. There is an opportunity for staff to include any comments the Local Trust Committee may have.

¹ This definition is found in the Community Charter. Section 5.1 of the Local Government assigns the definitions found in the Community Charter to apply to the Local Government Act.



Notice of Work

Lot 3410 S. Otter Bay Rd.
Tracking Number: 100129872

APPLICANT INFORMATION

Name: Mike Jamieson
Phone: [REDACTED]
Daytime Phone:
Fax:
Email: [REDACTED]
Mailing Address: [REDACTED]
Pender Island BC V0N 2M1

SUBMITTED BY

You have indicated in Step 2 - Setup that you are applying on behalf of the applicant. Please provide us with your name, address, and contact information.

Name: SAXIFRAGE GEOLOGICAL SERVICES LTD.
Doing Business As:
Phone: [REDACTED]
Fax:
Email: [REDACTED]
BC Incorporation Number: BC0776499
Extra Provincial Inc. No:
Society Number:
GST Registration Number:
Contact Name: Helgi Sigurgeirson
Mailing Address: [REDACTED]
Pender Island BC V0N 2M2
Letter(s) Attached: Yes (NoW Authorization Letter.pdf)

SETUP QUESTIONS

The APPLICANT is the Individual(s) or Organization to whom the authorization will be issued, if approved. Before choosing your answer, please click on the HELP ICON (?) beside each question.

Are you an individual or an organization? Organization
Are you applying on behalf of the applicant? Yes
Relationship to the applicant: Consultant
Is the applicant an individual or an organization? Individual

TECHNICAL INFORMATION

APPLICATION INFORMATION

Type of Notice of Work: Quarry - Construction Aggregate
Is this a New Permit or an Amendment to an existing permit for this property? New Permit

MINE INFORMATION

Do you have an existing mine number? No
Name of the property: Lot 3410 S. Otter Bay Rd.
Tenure Numbers: n/a
Crown Grant / District Lot Numbers: Lot E, Sections 15 & 18, Pender Island, Cowichan District, Plan 42170
Directions to site from nearest municipality: The property is in a rural area on Pender Island. The Driftwood Center is about 1.8 km to the southeast.
Geographic Coordinates of Mine: Latitude: 48.7937500 Longitude: -123.2930000
Maximum Annual Tonnage Extracted: 700 tonnes

INFORMATION ABOUT PROPOSED ACTIVITIES

Activities to be undertaken: Blasting
 Sand & Gravel / Quarry Operations

FIRST AID

Proposed First Aid equipment on site: Level 1 first aid kit
Level of First Aid Certificate held by attendant: Occupational First Aid Level 1 with Transportation Endorsement

DESCRIPTION OF WORK PROGRAM

If you prefer to upload a document, please enter "see attached document" and attach the document in the "Document Upload" step later in the application under "Other".

Sufficient details of your work program to enable a good understanding of the types and scope of the activities that will be conducted:

The proposed program involves intermittent blasting at an existing quarry in a rural part of Pender Island to produce about 500 tonnes per year of landscape rock. The undersize material will be stockpiled and a portable crusher will be brought in when sufficient material has been accumulated. The crusher will be mobbed offsite when the crushing is completed. The main product is landscape rock, not crushed rock.

The proposed pit will be cut into the existing 5 m quarry face, as shown on the Site Plan. The pit floor will be the same level as the present quarry floor. The proposed pit contains about 3500 tons of sandstone. This will be quarried over a 5 year period.

TIME OF PROPOSED ACTIVITIES

Original Start Date:
Proposed start and end date: Sep 8, 2015 to May 31, 2020

Please remember that you need to give 10 days notice to the Inspector of Mines of your intention to start work, and 7 days notice of your intention to stop work.

ACCESS

Access presently gated: No

PRESENT STATE OF LAND

Please identify what the present state of the land is where you would like to undertake your activities. If some of the questions do not apply to you please enter n/a in the space provided.

Present condition of the land: The proposed permit area is an existing quarry site on a rural lot. A photo of the current state of the land has been appended.

Type of vegetation: There is no vegetation on most of the proposed work area. Approximately 250 m2 of second growth forest would be cleared back from the existing quarry face.

Physiography: The quarry site is near the top of a gentle hill at an elevation of 80 m. The area is generally covered by second growth forest.

Current means of access: The site is accessed from South Otter Bay Road by a gravel road on the lot.

Old equipment: The property owner's house is 130 m away on the same lot.

Recreational trails / use: n/a

ACCESS TO TENURE

Do you need to build a road, create stream crossings or other surface disturbance that will not be on your tenure? No

LAND OWNERSHIP

Application area in a community watershed: No
Proposed activities on private land: Yes

Please note that under Section 19 of the Mineral Tenure Act and Section 2.1 of the Mineral Tenure Act Regulation you must not begin any mining activities until 8 days after giving notice to every owner of the surface area on which the recorded holder intends to carry out that activity.

Please attach a copy of the letter of authorization signed by the landowner. The document can be uploaded at the "Document Upload" step later in the application process.

Legal description of land: Lot E, Sections 15 & 18, Pender Island, Cowichan District, Plan 42170 (PID No. 001-421-026, Civic Address #3410 South Otter Bay Rd.)
Proposed activities on Crown land: No

Activities in a park: No

CULTURAL HERITAGE RESOURCES

Cultural Heritage applies to a large spectrum of heritage resources that is defined as "an object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people."

The Archaeology Branch of the Ministry of Forests, Land and Natural Resource Operations is responsible for the administration of the Heritage Conservation Act as it applies to archaeological sites. The Archaeology Branch has developed guidelines for companies engaged in natural resource extraction to aid in planning for and avoiding or managing impacts to protected archaeological sites.

Are you aware of any protected archaeological sites that may be affected by the proposed project? No

FIRST NATIONS ENGAGEMENT

In making decisions on authorizations, the government will be fulfilling its responsibility to consult, and where appropriate, accommodate First Nations. The government takes this responsibility seriously and encourages the applicant to engage First Nations early and often as part of any planned development.

Establishing good relations with First Nations who might be affected by a proposed development is a key part of any successful mining operation. The Ministry of Energy and Mines encourages applicants to engage and information share with First Nations that might be affected by a proposed development prior to submitting an application. The earlier in the life of a proposed activity that the avenues of communication are established the greater the likelihood that the relationships formed will be constructive and beneficial to all parties. A lack of information sharing and engagement by the applicant may result in extended timeframes for decision.

Applicants should keep a detailed record of information sharing and engagement with First Nations on their project in the event the government needs to review it. Information on First Nations information sharing and engagement should include the following: a list of First Nations contacted, whether the activity was modified based on feedback from First Nations, and whether the applicant has entered into any informal or formal agreements with First Nations in connection with the project.

The Consultative Areas Database Public Map Service is an online, interactive mapping tool that allows you to identify First Nations who have treaty rights or asserted or proven rights or title on the land base. More information can be found at <http://www.empr.gov.bc.ca/TITLES/MINERALTITLES/FIRSTNATION/Pages/CAD.aspx>.

Have you shared information and engaged with First Nations in the area of the proposed activity? No

BLASTING

MAPS

Please mark the location(s) of the proposed magazine(s) on the map. Unless this is an area based application also mark the proposed locations of the blast site(s) on the map. The maps will be uploaded at the document upload step later in the application process.

ACTIVITIES WHERE BLASTING WILL TAKE PLACE

Please select the activities to which blasting is related: Sand & Gravel / Quarry Operations

ON SITE STORAGE OF EXPLOSIVES

Are you proposing to store explosives on site? No
Describe how you will get the explosives to the site: By truck.

ADDITIONAL INFORMATION

Only a person with a valid certificate granted under Section 8.2.1 of the Code is permitted to conduct a blasting operation.

SAND & GRAVEL / QUARRY OPERATIONS

MAPS

All plans and sections must indicate the scale and orientation of the drawing and must include:

1) Plan View of Proposed Development illustrating:

- Property boundaries and set back of excavation from property boundary
- Watercourses and drainage (wet, dry or intermittent) on the property and within 150 metres of its boundaries
- All previous surface workings, the final boundaries of proposed excavation, and boundaries of excavation at the end of development described in the Notice of Work
- Access roads, including development roads within the pit and access to the public roads
- All proposed and existing stockpiles (topsoil, overburden, product etc.)
- All settling ponds (for both surface run off and process water) and source of process water
- Buildings and other facilities (fuel/lubricant storage, sanitary facilities, weigh scale, etc.)
- Sediment control structures and the location of any point discharges from the property
- Fencing, berms and/or vegetative buffers.

2) Cross and longitudinal sections of Proposed Development illustrating:

- The original land surface and, if applicable, the groundwater table elevation
- Typical configuration during mining, indicating angle of slope and, where applicable, bench locations
- Proposed configuration on completion of reclamation

3) A copy of the land title/crown land tenure map must be provided.

SOIL CONSERVATION

Average depth of overburden:	0.50 m
Average depth of topsoil:	0.30 m
Measures to stabilize soil overburden stockpiles and control noxious weeds:	The overburden will be stockpiled in the disturbed area to the west of the proposed pit. The stockpile will be seeded with a west coast reclamation mix.

LAND USE

Is the site within the Agricultural Land Reserve?	No
Does the local government have a Soil Removal Bylaw?	No

Official Community Plan for the site:	North Pender Island Official Community Plan
Current land use zoning for the site:	Rural
Proposed end land use is:	personal - see authorization letter
Estimate total minable reserves over the life of the mine:	3,500 tonnes
Estimate annual extraction from site:	500 tonnes/year

Application must be made to the Environmental Assessment Office if estimated extraction for sand/gravel production is 500,000 tonnes/year or 1,000,000 tonnes over 4 years; or if estimated extraction is 250,000 tonnes/year for quarried product.

ACTIVITIES

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the tonnes, the total disturbed area and the total merchantable timber volume.

Please note that you must notify the Inspector at least two weeks before if you are planning to bring a crusher on site.

Activity	Total Disturbed Area (ha)	Merchantable timber volume (m³)
Crushing	0.10	0.00
Excavation of Pit Run	0.23	0.00
Total:	0.33	0.00

Is the work year round or only seasonal?	Intermittent
Brief description of operation, including proposed work schedule:	All work will be done between 8 am and 4 pm on weekdays. Blasting operations would be conducted during the off-season. We expect to do 10 - 20 blasts per year. Sufficient powder for the days blast will be brought in by boat. Other work at the pit will involve sorting the blasted material and occasionally loading trucks. When sufficient material that is not salable as landscape rock is stockpiled, a portable crusher will be brought in. The crusher will be mobbed offsite once the crushing is completed.

RECLAMATION PROGRAM

Describe the proposed reclamation and timing for this specific activity:	The area of the Mine Footprint as indicated on the plans is 0.48 ha. Of this about 2/3 or 0.33 ha. will be disturbed by excavation / stockpiling / crushing activities. The landowner (and permittee) does not intend to reclaim the disturbed area, as he intends to continue using the area for non forestry purposes. Reclamation would consist of backfilling unsold material against the pit wall.
If backfilling of pits or pit slopes is proposed in the final configuration for reclamation, details of materials to be used and placement procedures:	The face will be scaled. Unsold material remaining onsite once the quarry activities have ceased will be backfilled against the pit wall.
Estimated cost of reclamation activities described above:	\$500.00
Will progressive reclamation be carried out?	No

GROUNDWATER PROTECTION

Average depth to the high groundwater table at the proposed excavation:	40.0 m
Elevation of the groundwater table was determined from:	☒ Existing area wells ☐ Test pits ☐ Test wells drilled for this purpose ☐ Other:
Measures proposed to protect groundwater from potential impacts of the proposed mining activity:	The excavation is not deeper than the existing quarry floor and is on top of a hill. Fuel will not be stored on site and safe fuel handling procedures will be followed when refueling equipment (a spill kit will be maintained on site during work periods).

IMPACT MINIMIZATION

Shortest distance between proposed excavation to nearest residence:	130 m
Shortest distance between proposed excavation to nearest residential water source:	190 m
Measures proposed to prevent inadvertent access of unauthorized persons to the mine site:	A gate and sign.
Measures proposed to minimize noise impacts of the operation:	A substantial treed buffer will be maintained (see buffer map). The hours of operation will be restricted to between 8 am and 4 pm, Monday to Friday.
Measures proposed to minimize the dust impacts of the operation:	The treed buffer, the relatively small scale of the activities and the distance to the neighbouring properties should be sufficient to prevent dust from becoming a significant problem. In addition, work will not be done during the dry season (except for the occasional loading of trucks).
Measures proposed to minimize visual impacts of the operation:	The treed buffer referred to above.

TIMBER CUTTING

Total merchantable timber volume: 0.00 m3

No TimberYou have indicated that there is no merchantable timber that will be cut. Therefore a Free Use Permit or a Licence to Cut is not required. If this is not accurate, please correct your entries.

EQUIPMENT

Click on the "Add Equipment" button to add one type of equipment at a time. All equipment must comply with the requirements of the Health, Safety and Reclamation Code.

Quantity	Type	Size / Capacity
1	Drill	LM-100 airtrack drill
1	Excavator	20 tonne

SUMMARY OF RECLAMATION

Based on the information you have provided on the previous screens the Summary of Reclamation is:

Activity	Total Affected area (ha)	Estimated cost of reclamation (\$)
Sand & Gravel / Quarry	0.33	500.00
Subtotal:	0.33	500.00
Unreclaimed disturbance from previous year:	0.00	
Disturbance planned for reclamation this year:	0.00	
Total:	0.33	500.00

OTHER CONTACTS

Please enter the contacts that are applicable to your application.

Contact Info	Type of Contact
Name: Mike Jamieson	Permittee
Phone:	
Daytime Phone:	
Fax:	
Email:	
Mailing Address:	

Name: Mike Jamieson Tenure Holder
Phone:
Daytime Phone:
Fax:
Email:
Mailing Address: Pender Island BC VON 2M1

Name: Ron Henshaw Mine manager
Phone:
Daytime Phone:
Fax:
Email:
Mailing Address: Pender Island BC VON 2M1

Name: Ron Henshaw Site operator
Phone:
Daytime Phone:
Fax:
Email:
Mailing Address: Pender Island BC VON 2M1

LOCATION INFORMATION

All applications must include the appropriate maps and applications received without maps will be returned. All maps must be in colour, computer generated, with a scale, north arrow and a detailed legend.

For Mineral, Coal and Placer applications you must provide a minimum of 3 maps:

- A Location Map which must show the location of the property in relation to the nearest community with the access route from the community to the work site clearly marked;
- A Tenure Map which must show the boundaries of the tenure(s) and tenure numbers, at a scale of 1:20,000 or less;
- A Map of Proposed Work which must show topography, water courses, existing access, existing disturbance, contour lines, known cultural heritage resources and/or protected heritage property, at a scale of 1:10,000 or 1:5,000. For site specific applications the location of all proposed exploration activities must be shown; for area-based applications the work area must be shown as a polygon, with the location of all proposed exploration activities for year 1 shown, and shape files provided of the area.

For Sand & Gravel/Quarry applications you must provide a Plan View, Cross and Longitudinal Sections and a Land Title/Crown Land Tenure Map. Details of these requirements are listed in the Sand & Gravel/Quarry Operations Activity sheet.

☒ I have one or more files (PDF, JPG, PNG etc.) with my maps

MAP FILES

Do you have a PDF or image file of a drawn map? You can upload it here.

Description	Filename
Land survey showing the property boundaries in the area of the quarry. The bottom was cut off, but agrees with the CRD Atlas boundaries.	Lot Survey MJ.pdf

Location Map with photo of the site	Location Map & Site Photo.pdf
Map showing distances from the work site to nearby roads and buildings	Distances Map.pdf
Map showing mine footprint within property boundaries.	Tenure- Proposed Minesite M...
Map showing present site layout.	Current Site Plan.pdf
Map showing proposed site plan.	Proposed Site Plan.pdf
Map showing the extents of the treed buffer	Buffer Map.pdf
Sections	Site Plan Sections.pdf

ATTACHED DOCUMENTS

Document Type	Description	Filename
Archaeological Chance Find Procedure	Chance find procedure	Chance find procedure.pdf
Blasting Procedure	Blasting procedures	Blasting Procedures.pdf
Landowner Authorization Letter	Letter authorizing Saxifrage geological Services Ltd. to submit a NoW on the property	NoW Authorization Letter.pdf
Mine Emergency Response Plan	Mine Emergency Response Plan	MERP_Pender Quarry_2015-06-...
Other	Photo of current site condition (looking south at face)	Current site condition.jpg

PRIVACY DECLARATION

PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director
FrontCounter BC, Provincial Operation
441 Columbia Street
Kamloops, BC V2C 2T3

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

We have prepopulated some of the fields for your convenience but you can change in the information at any time. Please note that the information might become available to the public if required.

Company / Organization:

Contact Name:

Mike Jamieson

Contact Address:

Contact Phone:

Contact Email:

☒ I hereby grant permission for the public release of the information provided above. This information will be used to fulfill, if required, the referral and advertising requirements of my application.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

OTHER INFORMATION

Is there any other information you would like us to know?

The landowner and permittee has not decided what the final landuse will be. However, he has no intention to do reclamation, as he considers the flat, cleared area resulting from past and proposed quarrying to be an improvement on the land.

OFFICE

Office to submit application to:

Nanaimo

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC?

No

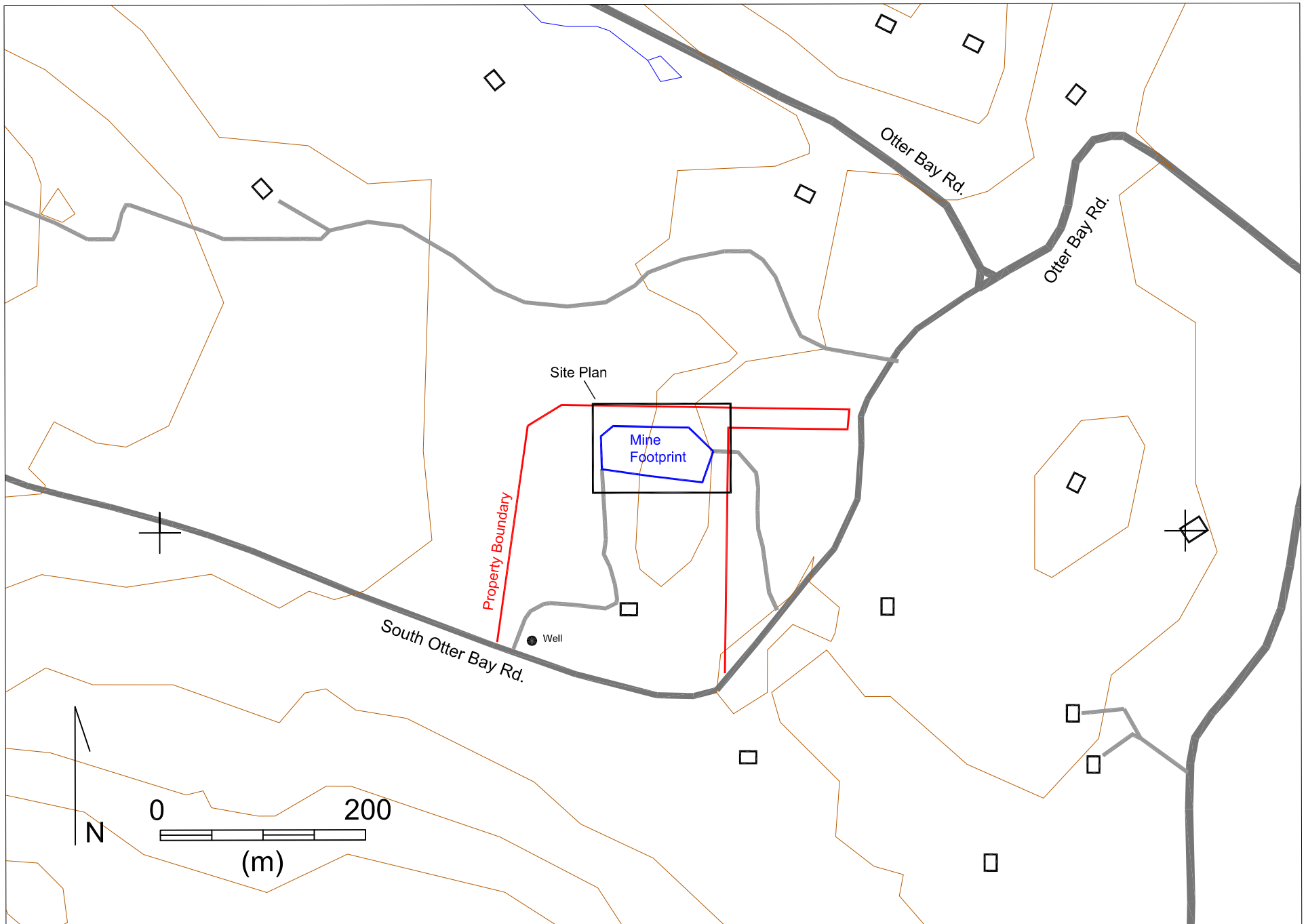
APPLICANT SIGNATURE

Applicant Signature

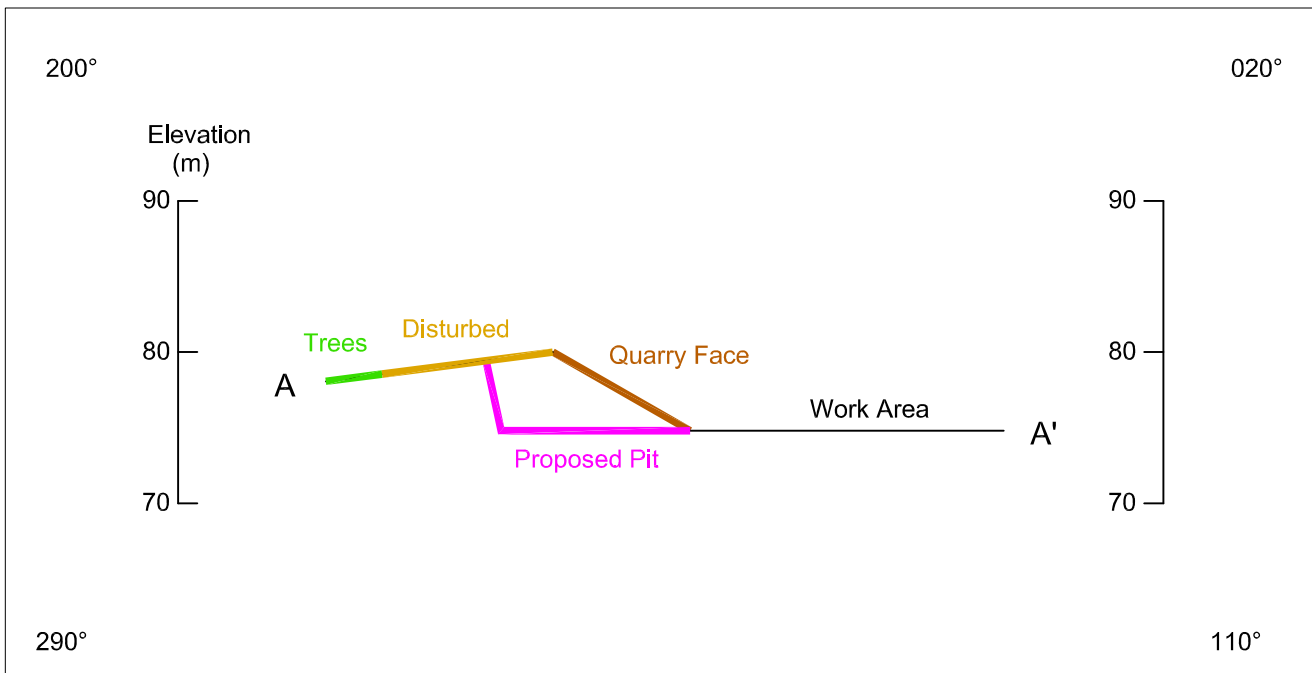
Date

OFFICE USE ONLY

Office Nanaimo	File Number	Project Number
	Disposition ID	Client Number

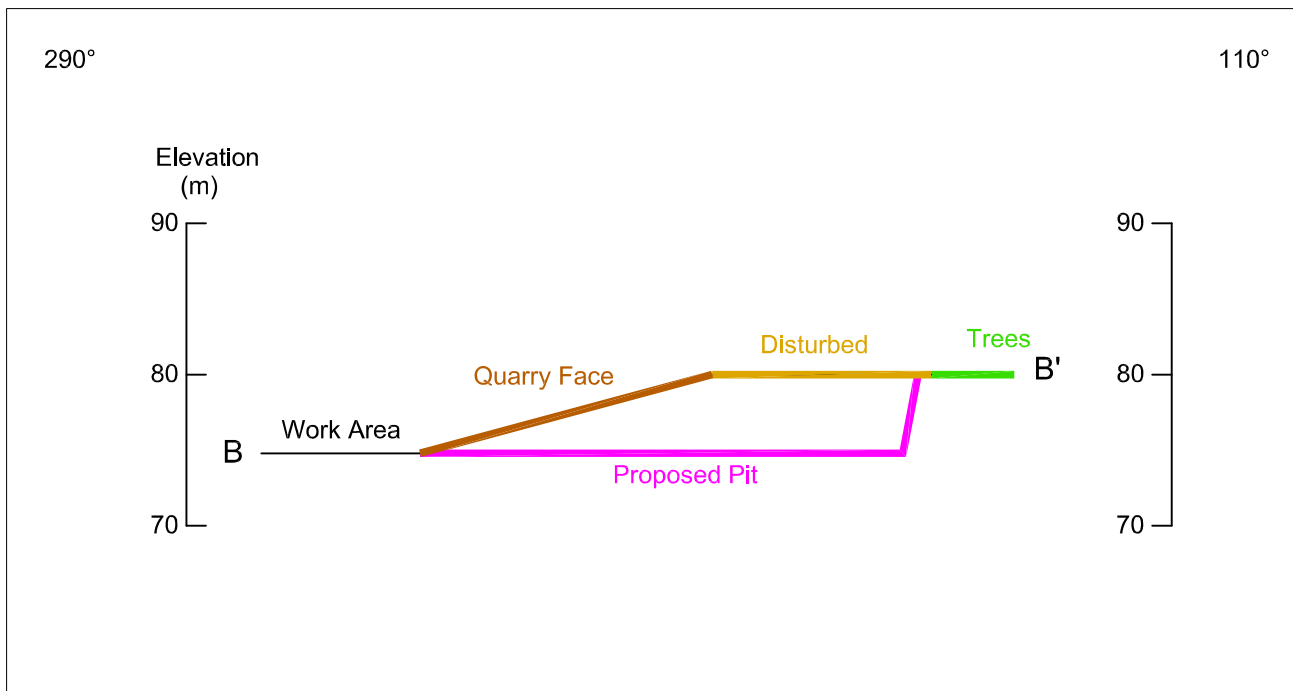


Pender Quarry Application - June 8, 2015



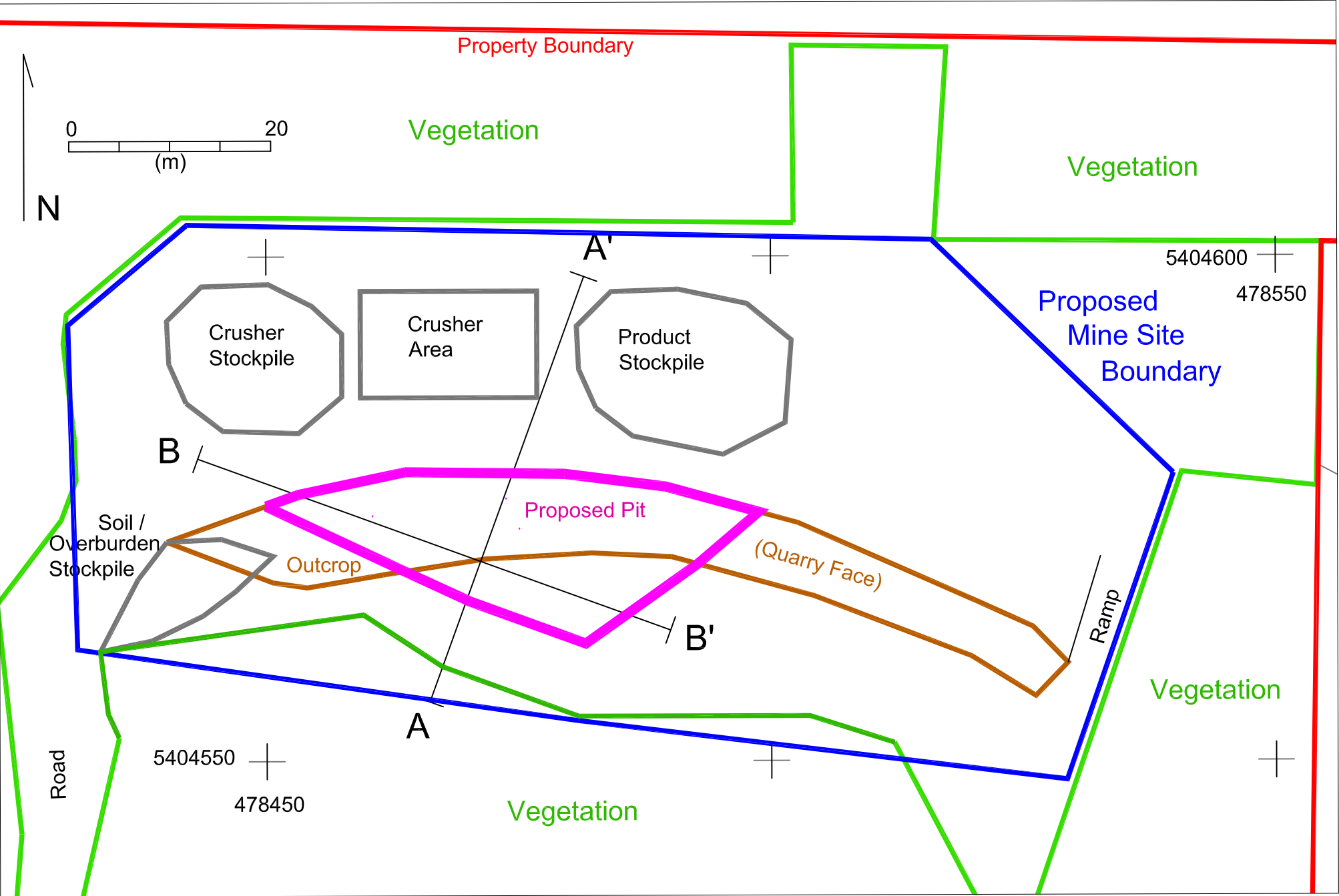
Section A - A'

Scale = 1:500



Section B - B'

Scale = 1:500



Site Plan - Proposed Site Plan

Scale = 1:500

RICHARD J. WEY & ASSOCIATES
LAND SURVEYING INC.

www.weysurveys.com

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

BC Land Surveyor's Building Location Certificate On:

*Lot E, Sections 15 and 18, Pender Island,
Cowichan District, Plan 42170.
(P.I.D. No. 001-421-026)*

Civic Address: #3410 South Otter Bay Road.

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

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



Scale = 1:2000

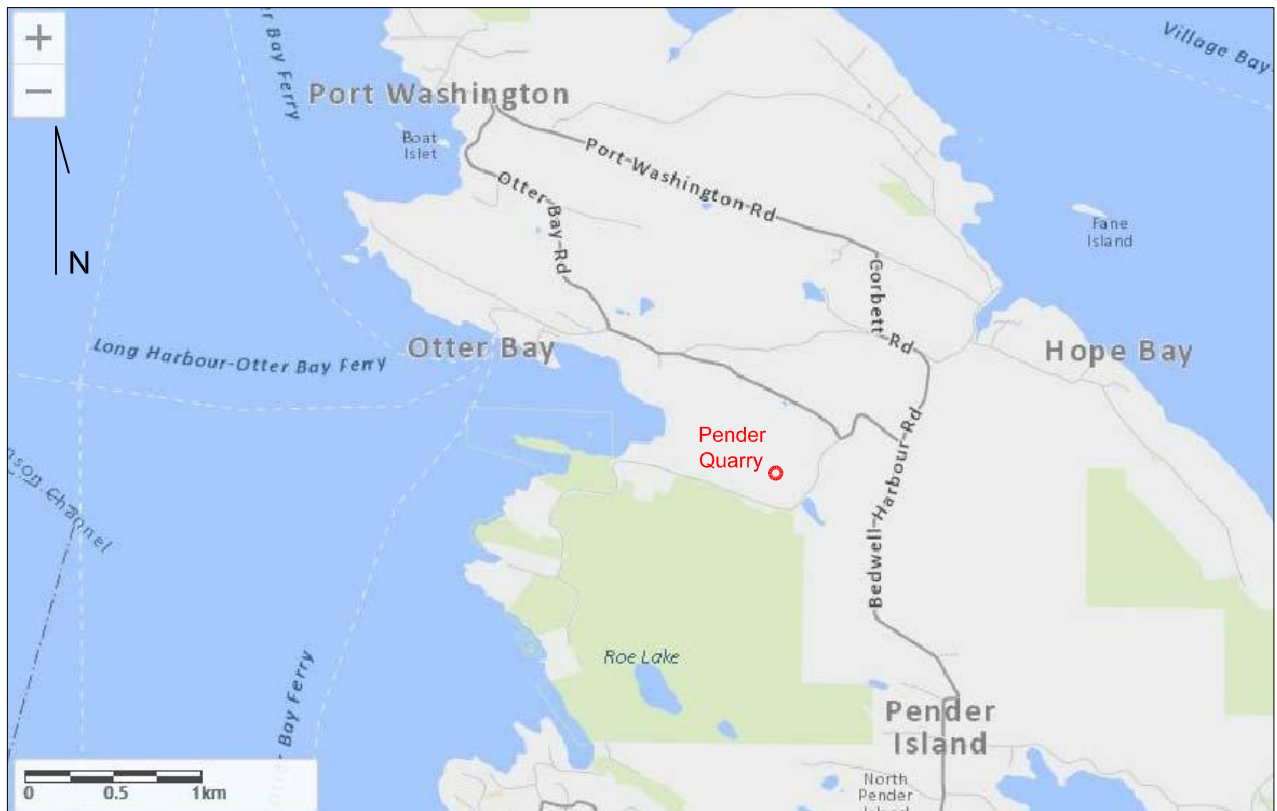
Distances shown are in metres.

Certified Correct this 4th day of February, 2008.

B.C.L.S. (Not valid unless originally signed & sealed)



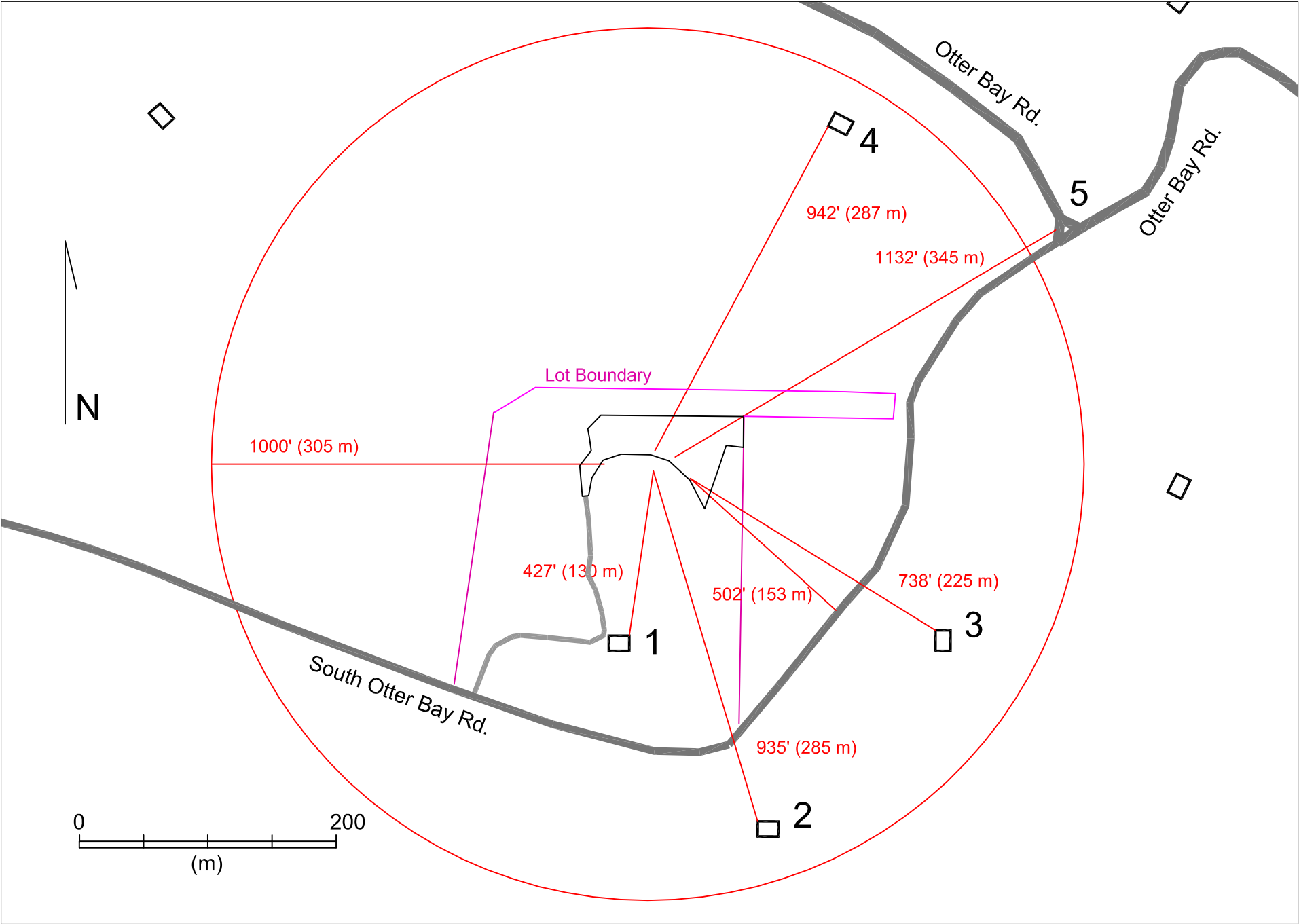
Pender Quarry Application - June 8, 2015



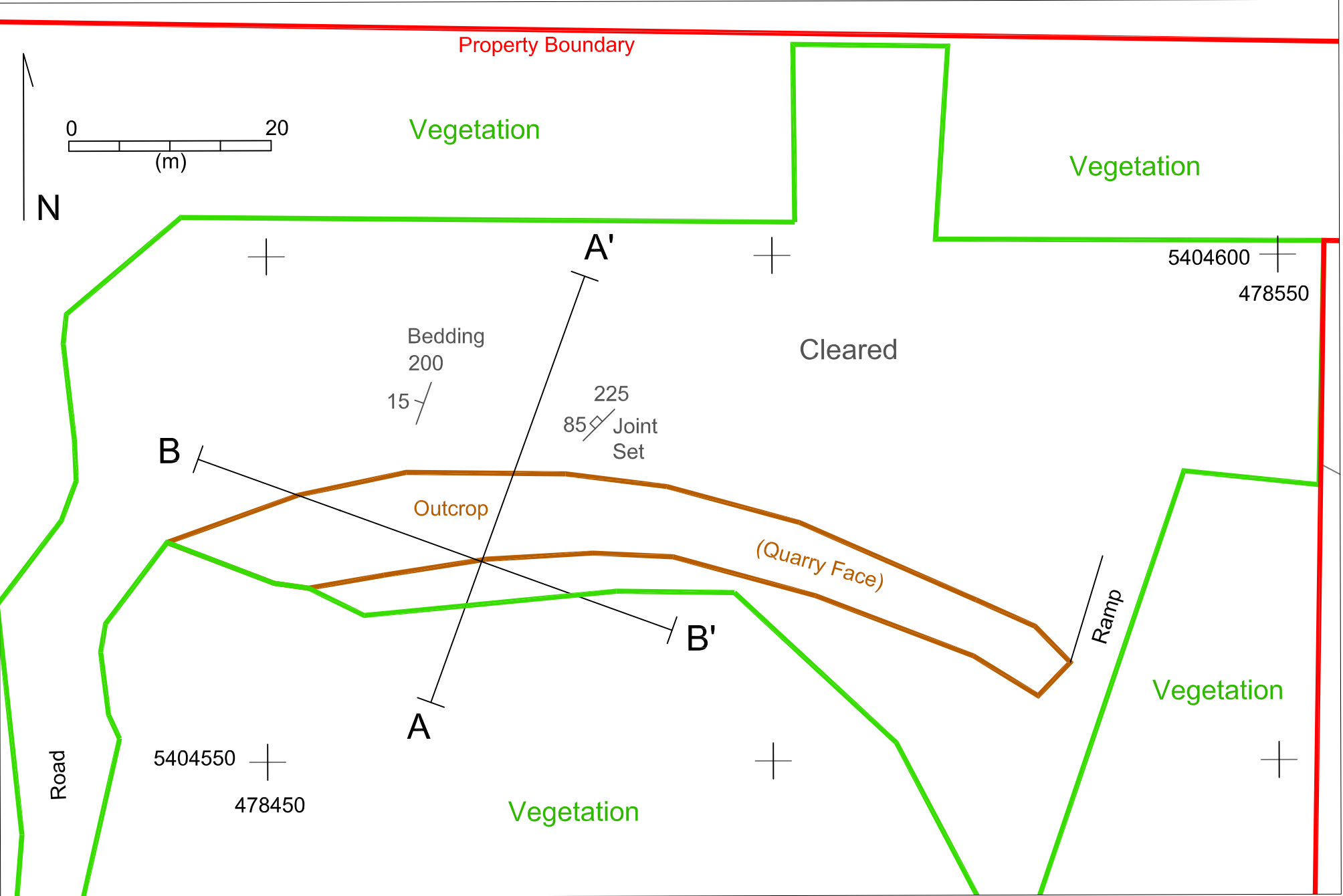
Location Map



Proposed Quarry Site



Map of Distances



Site Plan - Current Site Plan

Scale = 1:500



Vegetative Buffer



Staff Report

Date July 16, 2015

File Number 6500-20 Waste
Management

To North Pender Island Local Trust Committee
For the meeting of July 30, 2015

From Justine Starke, Local Planning Services

Re **Waste Management Task Force – Composition and Terms of Reference**

This purpose of this staff report is to update the Local Trust Committee and make further recommendations regarding the establishment of a Pender Island Waste Management Task Force. This report includes a draft amending bylaw to the North Pender Island Advisory Planning Commission bylaw as well as an amended Waste Management Task Force Terms of Reference for consideration of the LTC.

Background

At the June 18 Local Trust Committee meeting, the LTC amended the Terms of Reference for the Waste Management Task Force to ensure:

- The ToR referenced Pender Island in general and not just North Pender Island in order to be inclusive of South Pender Island.
- To specify that members with a pecuniary conflict of interest should have non-voting status and be considered “ex-officio.”
- To establish the Task Force as an ad-hoc advisory body and not an Advisory Planning Commission under the APC bylaw. The main reason for this was to enable South Pender residents seats on the task force. This is discussed in more detail below.
- To limit membership to nine voting members in addition to ex-officio members (with not limit set on the number of ex-officio members).

In the June 18 2015 In Camera session, the Local Trust Committee considered “expressions of interests” by community members and appointed six voting members and three ex-officio non-voting members to the Task Force by resolution.

Those appointed to the Task Force have been contacted by Islands Trust staff. A secretary has been contracted to take the minutes and schedule the meetings. An inaugural meeting is being scheduled for August 2015.

Staff Comments

Since this time, staff have sought legal advice and based on discussions with counsel we are recommending further refinements to the Terms of Reference should be considered:

- Ex-Officio Members: Separating the task force into classes of membership (voting/non-voting) causes a false distinction for how people can influence the outcome of a meeting; under the

current ToR ex-officio members would still be able to participate and put forward motions. Also, the way the ToR are currently worded, there is no limit on the total number of ex-officio members. Lastly, the appointees (both ex-officio and voting) on the task force represent what is known about individual's conflict of interest at a given point of time. This status has the potential to change, and indeed directly after the last meeting it was realized that other members appointed as regular voting members might also have conflicts of interest. This is difficult to avoid in a small community like Pender's where people are involved in the community in a variety of different ways.

- The usual conflict of interest rules require persons with a conflict of interest to leave the meeting before discussion begins. This would seem to defeat the NPI LTC's intent in appointing these persons to the Task Force, whether as voting or non-voting members. If it is the intent of the LTC to have all members participate in resolving the issues at hand and in developing a direction for policy development, it would be best to bring all the knowledgeable voices to the table and set very specific conflict of interest guidelines in the Terms of Reference.
- Such specific conflict of interest guidelines would be simplified to require any member who is an occupant or owner of land that is specifically being evaluated or considered for a solid waste management use, or being the occupant or owner of land that shares a boundary with such land, or is across a highway from such land, should recuse themselves from the meeting. Apart from that, members who have a personal interest in the local waste management issue would be able to participate fully, including voting on recommendations. This approach assumes that the NIPLTC, in considering the recommendations of the Task Force, will be able to take into account any particular bias that might result from the participation of members who may have personal interests in the issues.
- Technically, an ex officio member of a task force would usually be a member who is appointed to the task force as a result of holding some other office. Examples include the Chair of the North Pender Island APC (who the Terms of Reference give voting rights on the task force), the CRD Director (who is given no voting rights), the representative of the South Pender Island LTC (who is also given no voting rights), and the members of the North Pender Island LTC (who also are given no voting rights). According to Robert's Rules of Order (11th Edition, page 483), an ex officio member of a body has full voting rights. Technically, then, the only member who should be referred to as an ex officio member is the Chair of the APC. Other non-members identified in the Terms of Reference should be dealt with in the same way as Islands Trust staff, being available in a resource capacity at the invitation of the Task Force.
- Lastly, as the Islands Trust Act does not formally empower the LTC to appoint an advisory body other than an advisory planning commission, staff are recommending that in the interests of certainty and particularly when it comes to making formal recommendations, the LTC appoint the Task Force as a special APC, pursuant to s. 898 of the Local Government Act and the North Pender Island Advisory Planning Commission Bylaw 166. This would require the NPI LTC to consider amending the APC bylaw to enable South Pender residents to be members of the task force.

NPI LTC Advisory Planning Commission Bylaw 166

Following the previous LTC direction, in order to have South Pender residents participate as members of the Task Force, the LTC could consider amending the *APC Bylaw 166*. Under this option, the Task

Force can still be called a task force, but it is authorized under the APC Bylaw 166 and Section 898 of the Local Government Act.

The process to amend the APC bylaw can occur concurrently with the establishment and initial meetings of the Task Force. As an administrative bylaw, an Advisory Planning Commission Bylaw can receive three readings in one sitting and does not require a public hearing. There is a requirement for approval by the Executive Committee of the Islands Trust. If the LTC were to consider an amending bylaw on July 30, 2015 it could consider three readings and refer the bylaw to EC. The Executive Committee's next meeting after that would be at September Trust Council. The NPI LTC could then consider adoption at its meeting on October 29, 2015.

A draft bylaw is attached as Appendix 2 for consideration of the Local Trust Committee. It includes the following provision:

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

Waste Management Task Force: Membership

At the time of writing, the Task Force is composed of nine community members as well as ex-officio representatives from other elected bodies:

1. Jim Petrie
2. Michael Sketch
3. Ursula Poeppel
4. Don Korbin
5. Elizabeth Montague (South Pender)
6. Dale Henning
7. Dave Ripner (South Pender) (Ex-officio, non-voting)
8. Richard Philpot (Ex-officio, non-voting)
9. Chair of APC (Ex-officio, voting)
10. CRD Director (Ex-officio, non-voting)
11. SPI LTC representative (Ex-officio, non-voting)
12. NPI LTC representative (Ex-officio, non-voting)

(Note: Anne Burdett was also appointed but since withdrawn her expression of interest and is not a member of the Task Force).

As discussed above, technically ex-officio membership should have voting rights, LTC members should not be members on a task force that is advisory to the LTC, and the status of people with conflict of interests is dynamic and subject to change over time. The recommendation is to simplify the task force members and not divide the group between voting and non-voting members. It is also recommended that the total membership not exceed 11, in accordance with the proposed amendment to the APC bylaw. Lastly, the Local Government Act permits 1/3 of members to be from outside of the Local Trust Area. With a membership of 11, that would enable up to three seats to be held by South Pender residents. It is recommended that the Chair of the South Pender APC have an ex-officio place, to mirror the approach with the North Pender APC. Therefore, under this scenario, the composition of the Task Force would be as follows:

1. Jim Petrie (North Pender)
2. Michael Sketch (North Pender)
3. Ursula Poeppel (North Pender)
4. Don Korbin (North Pender)

5. Richard Philpot (North Pender)
6. Dale Henning (North Pender)
7. Vacant (North Pender)
8. Dave Ripner (South Pender)
9. Elizabeth Montague (South Pender)
10. Chair of NPI APC (Ex-officio, voting)
11. Chair of SPI APC (South Pender, Ex-officio, voting)

May attend in resource capacity:

1. CRD Director
2. SPI LTC representative
3. NPI LTC representative
4. CRD/Islands Trust staff

Terms of Reference – July 30, 2015

In light of the other information above, staff recommend the NPI LTC consider the following draft amendments to the Terms of Reference:

1. Broaden the language throughout to be inclusive of South Pender Island.
2. Increase membership to 11
3. Remove role of secretary because it is addressed in the APC bylaw.
4. Remove distinction between voting/non-voting members
5. Remove reference to CRD/LTC elected representatives as ex-officio members
6. Add reference to CRD/LTC elected representatives being invited in a resource capacity
7. Add reference to CRD staff in the provision that Islands Trust staff may be invited in a resource capacity
8. Add reference to South Pender APC chair as ex-officio
9. Clarify the circumstances under which someone with a conflict of interest must recuse themselves from the meeting. The draft language states: "At the beginning of each meeting, each member must disclose any conflict of interest that they may have. Any member who is an occupant or owner of land that is specifically being evaluated or considered for a solid waste management use, or being the occupant or owner of land that shares a boundary with such land, or is across a highway from such land must recuse themselves from the meeting during discussion of the subject land."
10. Amend the dates in the work plan to be consistent with current timeline.

Draft amendments to the Terms of Reference are attached as Appendix 1 for consideration of the Local Trust Committee. This iteration of the ToR is dated July 30 as the date of LTC consideration.

Recommendations:

1. THAT the North Pender Island Local Trust Committee adopt the amended Terms of Reference for a Waste Management Task Force, dated July 30, 2015.
2. THAT the North Pender Island Local Trust Committee give first reading to Bylaw 200, cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015".

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

Prepared and Submitted by:

Justine Starke, Island Planner
Local Planning Services

July 16, 2015

Name, Title

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

July 20, 2015

Date

Attachments:

Appendix 1: Draft Terms of Reference dated July 30, 2015

Appendix 2: Draft Bylaw 200 – NPI LTC APC Bylaw

**WASTE MANAGEMENT TASK FORCE
TERMS OF REFERENCE**

BACKGROUND

Both North and South Pender Islands have a need for appropriate and permanent location(s) for transfer facilities for solid waste. With the exception of the North Pender Island Recycling Facility, there does not exist an appropriate zone designation on North or South Pender Islands for waste storage or transfer. Historically, waste management has operated in contravention of land use bylaw regulations or been permitted under the authority of Temporary Use Permits. New CRD restrictions on food waste at Hartland Landfill require consideration of community composting facilities. The CRD is undergoing a regional process to update its Integrated Solid Waste and Resource Management Plan and offering opportunities for a coordinated approach. The Task Force is appointed to represent the local North and South Pender Island community and ensure the process to develop land use regulations for waste transfer facilities is steered by the community itself.

1. The Task Force will be advisory to the North Pender Island Local Trust Committee and is authorized as a Special Advisory Planning Commission under the North Pender Island Local Trust Committee Advisory Planning Commission Bylaw 166.
2. The North Pender Island Local Trust Committee shall by resolution appoint up to 11 members to the Task Force.
3. A quorum for a meeting shall be a majority of the members.
4. All Task Force deliberations must take place at a meeting of the Task Force and such meetings must be minuted and open to the public.
5. The Task Force meetings themselves are not intended to be community consultation events, and in the interest of time and agenda management, the Chair may limit community input during the Task Force meetings. The Task Force will be hosting additional events specifically designed for public input.
6. The role of the Task Force is to make recommendations on appropriate locations and regulations for waste transfer facilities on both North and South Pender Islands.
7. The Task Force shall, as part of its review, with assistance from Islands Trust staff, address the following:
 - a) Background research, context, best practices, lessons learned.
 - b) Inventory existing industrial land and land used for waste management activities.
 - c) Consult with target stakeholders (waste management operators, industrial land owners)
 - d) Facilitate and participate in community consultation events aimed at reaching community consensus on the location and scope of waste management on the Penders.
 - e) Develop criteria for the siting of waste transfer facilities
 - f) Evaluate land/sites according to research and criteria. Identify any new sites.
 - g) Make recommendations for the scope and intent of new land use bylaw regulations for waste transfer facilities
 - h) Make recommendations for where to locate for current/future waste transfer facilities.
 - i) Potentially, if requested, provide recommendations to CRD on solid waste management plan.
8. The Task Force shall elect a Chairperson at its first meeting.

9. The Chairperson should ensure the Task Force considers the issues from an enlarged perspective aimed at solutions for the community as a whole.
10. The Chairperson should ensure deliberations are conducted with objectivity and that members are aware of any conflict of interests that may be present.
11. The Chairperson should ensure, to the best of their knowledge and ability, that any options or recommendations are consistent with:
 - a) The Goals ("principles") of the Official Community Plan;
 - b) The Object of the Islands Trust;
 - c) The policies of the Islands Trust Policy Statement;
 - d) The statutory authority of the Local Trust Committee;
 - e) Generally accepted good planning principles.
12. The Chairperson is, with assistance from the secretary, responsible for:
 - a) Organizing meetings;
 - b) Communicating with trustees and Islands Trust staff at each stage;
 - c) Leading and facilitating discussion at the meeting(s);
 - d) Ensuring that all points of view are heard;
 - e) Ensuring that good order and civility are maintained at meetings;
 - f) Ensuring that discussion is relevant and addresses the questions laid out in this terms of reference;
 - g) Ensuring the meetings are conducted efficiently and that progress is made in accordance with the timelines established by the work plan attached as schedule 1.
13. At the beginning of each meeting, each member must disclose any conflict of interest that they may have. Any member who is an occupant or owner of land that is specifically being evaluated or considered for a solid waste management use, or being the occupant or owner of land that shares a boundary with such land, or is across a highway from such land must recuse themselves from the meeting during discussion of the subject land.
14. Costs should be limited to rental of the meeting hall, secretarial services, materials such as paper and markers, and light refreshments.
15. One third of seats shall be opened for membership by residents of South Pender Island.
16. The Chair of the North Pender Island Advisory Planning Commission (NPI APC) or their delegate and the Chair of the South Pender Island Advisory Planning Commission (SPI APC) or their delegate shall be ex-officio members of the Task Force. For clarity, the SPI APC member is to be included in calculating one third of seats for South Pender residents.
17. The Capital Regional District Director for the Southern Gulf Islands may be invited to participate in a resource capacity in order to provide coordination with the CRD Integrated Solid Waste and Resource Management Plan review.
18. A member of the North Pender Island Local Trust Committee and a member of the South Pender Island Local Trust Committee may be invited to participate in a resource capacity.
19. Islands Trust and Capital Regional District staff may be invited to serve as resources at any meeting. As well Islands Trust staff will provide any available technical information required for the Task Force to carry out its review.

SCHEDULE 1: TASK FORCE WORK PLAN

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

DRAFT

North Pender Island Local Trust Committee

BYLAW NO. 200

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

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

- A. North Pender Island Local Trust Committee Bylaw No. 166 cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No 166, 2005" is amended as follows:
1. Section 2 is amended by insertion of the following as a new subsection 2 (b):

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

READ A FIRST TIME THIS 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

SECRETARY

CHAIRPERSON



Top Priorities

North Pender Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Land Use Planning for Waste Management	Identify land to be zoned for solid waste transfer facilities through a Task Force. Involves coordination with the Capital Regional District Solid Waste Management planning process.		Justine Starke		On Going
2	Housing	Includes consideration of the 2008 Affordable Housing Task Force Report. Also includes consideration of vacation rentals in residential zones.	Feb-03-2015	Justine Starke		On Going
3	Age and disability friendly communities	Conduct an age friendly plan for North Pender Island.	May-22-2014	Justine Starke	Nov-06-2014	On Going

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

No.	Description	Activity	Received/Initiated	Status
1	Climate Change Adaptation and Community Resilience	Review available baseline data and consider policy and regulatory land use changes to address climate change adaption and community resilience	Jan-22-2009	On Going
1	Conservation Subdivisions	Continue exploring 2013-2014 work on conservation subdivisions. Consult with community on recommendations for LUB and OCP amendments.	Feb-03-2015	On Going
2	Agricultural Projects	Consider implementing agricultural initiatives identified in OCP, including an Area Farm Plan	Jan-22-2009	On Going
3	Other OCP projects:		Jan-22-2009	On Going
	1. View corridor review			
	2. Parks and Conservation area review			
	3. Pedestrian and Cycle paths - DONE			
	4. Groundwater protection strategy			
	5. Include advocacy policies for ultra vires regulations removed from the LUB (commercial airstrips, private marinas, use of personal watercraft)			
	6. Marine riparian areas			
4	Agricultural Building Watercourse Setbacks		Jul-28-2011	On Going
5	Geological Hazard Mapping	Continue work on proposed DPA for Hazardous Areas	Feb-22-2012	On Going

6	LUB Amendments	• review of industrial zoning, including waste management • tourist commercial zoning review • home industry regulation • review of commercial (C1) zoning • incorporate TUP's into zoning • landscape screening review • review of marine zoning regulations in conjunction with overall shoreline development review • amendments to permit renewable energy • review of floor area calculations, applicable for cottages in support of alternative, energy efficient building designs, and review maximum floor area restriction • height exemptions for agricultural or forestry buildings • max floor area for principal dwellings	Mar-22-2012	On Going
7	Road Side Signs		Apr-26-2012	On Going
8	Applications after the fact	options to address situations where construction work has occurred without the required permits or approvals	Jun-28-2012	On Going
9	LUB/OCP Amendments Related to Roadway and Transportation Initiatives	• NZEV designation • Level 2 Charging Stations • Additional Car Stop Locations • Additional Bicycling-Walking Routes • Heritage Roads • Road standards in subdivision servicing regulations • Related policy and regulatory options	Sep-20-2012	On Going
10	Item 10.1 LUB Technical Amendments Project: Bylaw Enforcement Manager to provide a report regarding the applicability of the NPILTC Bylaw Infraction Investigations Bylaw No. 54, 1990, including recommended amendments.			On Going
11	Shoreline information communications (QR Codes)	Investigate incorporating shoreline information and classification into new Gulf Islands app and using QR code for smart phones		On Going



Applications w/ Status - North Pender Island

Status: Open

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
NP-DP-2015.3	Christopher Davie RAE	May-08-2015	4605 BEDWELL HARBOUR RD To make the building more aesthetically pleasing.

Planner: Phil Testemale

Planning Status

Status Date: Jul-21-2015

Staff Report and Proposed DP completed and on July 30 LTC agenda for consideration of issuance. PT

Status Date: Jun-11-2015

Planner is working with owner and architect to prepare DP for July Agenda

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
NP-DVP-2015.6	ALLEN WALLACE	May-08-2015	7937 PLUMPER WAY Add stairs for ease of entry, new roof on out building to match pitch of house Modify deck to save Arbutus tree. Overall better look.

Planner: Phil Testemale

Planning Status

Status Date: Jul-21-2015

Staff report, notice and proposed permit complete and on July 30 LTC agenda. PT

Status Date: Jul-06-2015

Draft Permit and Notice completed and forwarded to DS for mailout. PT

Status Date: May-14-2015

Opened file, processed fees. Called Applicant to send a title, they are also making an amendment to the application.

Rezoning

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

Planning Status

Status Date: Mar-04-2015

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

Status Date: Jan-22-2015

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

Status Date: Jan-13-2015

Staff report prepared for January 22 2015 meeting

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

Planning Status

Status Date: Jan-22-2015

LTC resolution authorizing Chair to execute covenants

Status Date: Jan-21-2015

Memo for covenant execution on LTC agenda

Status Date: Oct-20-2014

Ministerial approval of OCP amendment received

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

Planner: Justine Starke

Planning Status

Status Date: Mar-11-2015

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

Status Date: Jan-13-2015

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

Status Date: Nov-27-2014

Emailed applicant requesting status update

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2014.1	0697595 BC LTD (Philpot)	Jul-07-2014	7950 Plumper Way Amend the LUB for the maximum water area that may be covered by floats and wharfs.

Planner: Justine Starke

Planning Status

Status Date: Jun-11-2015

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

Status Date: Apr-30-2015

Application/bylaw given second reading on April 30

Status Date: Mar-17-2015

APC Consideration

Subdivision

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

Planning Status

Status Date: Jun-11-2015

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

Status Date: Dec-31-2014

applicant has determined location of access route, proceeding with application

Status Date: May-29-2013

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

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

Planner: Phil Testemale

Planning Status

Status Date: Jun-03-2015

E-mailed owner requesting information on applying for DPs

Status Date: Dec-08-2014

Referral response e-mailed to MoTI;owner PT

Status Date: Nov-28-2014

fee received, notified LTC, gave file to Planner

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
NP-TUP-2015.2	Pender Island Waste Management Planner: Justine Starke	Jun-08-2015	5827 SCHOONER WAY Transfer, storage, and shipping of discarded goods.

Planning Status

Status Date: Jul-22-2015

Notice of permit sent to neighbours

Status Date: Jul-22-2015

TUP to be considered at July 30 LTC meeting

Status Date: Jun-11-2015

Application received. Notifications to be circulated in time for LTC decision on July 30, 2015.

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

650 North Pender	Invoices posted to Month ending June 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-650	LTC "Trustee Expenses"	1,500.00	0.00	1,500.00
LTC Local				
65200-650	LTC - Local Exp - LTC Meeting Expenses	2,750.00	1,477.62	1,272.38
65210-650	LTC - Local Exp - APC Meeting Expenses	750.00	195.50	554.50
65220-650	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-650	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>4,550.00</u>	<u>1,673.12</u>	<u>2,876.88</u>
Projects				
73001-650-4047	North Pender Age Friendly Community Plan	2,500.00	4,362.84	-1,862.84
73001-650-4054	North Pender Waste Management Review	3,250.00	45.66	3,204.34
73001-650-4055	North Pender Housing Review	3,250.00	0.00	3,250.00
TOTAL Project Expenses		<u>9,000.00</u>	<u>4,408.50</u>	<u>4,591.50</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.

REQUEST FOR DECISION

To: Local Trust Committees

For the Meeting of: Various dates (see list attached at end)

From: Linda Adams
Chief Administrative Officer

Date Prepared: June 29, 2015

File No.: Strategic Plan

SUBJECT: PHASE 2 LOCAL TRUST COMMITTEE INPUT INTO DEVELOPMENT OF THE ISLANDS TRUST STRATEGIC PLAN FOR 2014-2018

RECOMMENDATION:

That the ** Local Trust Committee recommend to Trust Council that the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term (Attachment 1)*, be amended as follows: *(to be determined by each LTC)*.

That the ** Local Trust Committee request its planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust Council is in the process of developing a Strategic Plan, which will guide staff work programs, and budget development for the 2014-2018 term. Following earlier input from trustees and Islands Trust bodies, the Islands Trust Council has approved a Discussion Draft that identifies potential objectives and examples of strategies and activities for the 2014-2018 term. At this stage in the process, the Executive Committee is seeking input from Local Trust Committees (LTCs) with a focus on the objectives and strategies that LTCs believe to be priorities. Public consultation is also planned from July-August. An initial version of the Strategic Plan is scheduled for adoption in September, for the purposes of activities in the remainder of the 2015-2016 fiscal year and budget planning for the 2016-2017 fiscal year.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The task of developing and providing LTC recommendations about a Strategic Plan can be accommodated with existing resources.

FINANCIAL:

No external financial implications of providing LTC recommendations about a Strategic Plan.

LTC's requests for strategies and actions for the 2015-2016 fiscal year should consider the available resources in the current budget.

Should an LTC propose strategies and actions that would require additional resources in a future fiscal year, such requests would be considered by the Financial Planning Committee and Trust Council during the budget development process.

POLICY: No implications for existing policy. Trust Council's Strategic Plan could include objectives and strategies that result in amendments to existing policies.

IMPLEMENTATION/COMMUNICATIONS:

LTCs may wish to consider the following questions, in developing their input into *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*:

- Is the list of potential priority objectives complete? Should any be removed or amended?
- Should additional potential objectives be added? Should any be removed or amended?
- What is the relative importance of each potential objective identified?
- Are there additional or different strategies that should be identified at this stage? (Note: only broad strategies need to be identified at this stage; later in the process, more specific activities will be identified to carry out each strategy)

Local Trust Committee resolutions regarding potential additions, deletions or changes to the Discussion Draft of the Strategic Plan should be conveyed to the Chief Administrative Officer by **August 7**, for assembly and inclusion in the Executive Committee's August 19 meeting agenda package. Where this timing is not possible, resolutions should be submitted as soon as practical, for inclusion in Trust Council's September 2015 meeting agenda package.

OTHER: As other Islands Trust bodies will be asked for input about the Strategic Plan and Trust Council will have further opportunities to discuss successive drafts of the Strategic Plan, LTCs may wish to focus on matters that are most relevant to LTC work.

As the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* indicates a number of strategies and activities for the Local Planning Committee and Local Trust Committees, completion of Attachment 3 will assist Trust Council in understanding LTCs' interests in addressing the topics identified.¹

BACKGROUND

- The Islands Trust Council adopts a strategic plan each term to focus its work on the priority areas identified by trustees, as well as the many separate bodies that make up the Islands Trust. Trust Council has assigned the Executive Committee the responsibility for facilitating development of the Strategic Plan.
- The Executive Committee has been following a process for Strategic Plan as provided to Trust Council at its June [Strategic Planning Session](#).
- In June 2015 Trust Council had a facilitated session and confirmed the list of *Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* shown in Attachment 1, for the purposes of further consultation.
- A diagram and glossary of strategic planning terms is included in Attachment 2 for reference.

REPORT/DOCUMENT:

Attachment 1 -- *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*

Attachment 2 – Diagram and Glossary of Strategic Planning Terms

Attachment 3 – Local Trust Committees and Draft Strategic Plan 2014-2018

KEY ISSUE(S)/CONCEPT(S):

¹ Thanks to Trustee Tony Law for development of Attachment 3.

RELEVANT POLICY:

- The Strategic Plan is intended to carry out the Islands Trust Policy Statement, by identifying priorities for each term.
- [Trust Council's Policy 2.4.i](#) gives the Executive Committee the responsibility to facilitate development of the Strategic Plan.

DESIRED OUTCOME:

Phase 2 of LTC input into the Islands Trust's Strategic Plan for 2014-2018.

RESPONSE OPTIONS

Recommended:

That the ** Local Trust Committee recommend to Trust Council that the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*, be amended as follows: *(to be determined by each LTC)*

That the ** Local Trust Committee request its planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7.

Alternative:

That the ** Local Trust Committee not provide comments regarding the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* at this time.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: N/A



Linda Adams, Chief Administrative Officer

NOTE: This RFD has been prepared for receipt at the following meetings of LTCs:

Ballenas/Winchelsea: (Special meeting before Aug 7 if desired by LTC)

Denman LTC: July 21

Gabriola LTC: July 23

Galiano LTC: July 6

Gambier LTC: Aug 6

Hornby LTC: July 17

Lasqueti LTC: July 30

Mayne LTC: July 28

North Pender LTC: July 30

Salt Spring LTC: July 9 or Aug 6

Saturna LTC: (Special meeting before Aug 7 if desired by LTC)

South Pender LTC: (Special meeting before Aug 7 if desired by LTC)

Thetis LTC: Aug 11

Input from LTCs will be forwarded to the Executive Committee, Council's Advisory Committees (where feasible) and the September meeting of Trust Council.



Islands Trust Strategic Plan

Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term

Discussion Draft for Public Consultation
June 25, 2015

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

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	Promote community participation in conservation through information sharing and education about private land stewardship options.	TFB
		Share information about best practices for covenants and NAPTEP with all planning staff.	TFB
		Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB
		Research and develop a pilot landowner contact program in collaboration with a local conservancy.	TFB
		Support island-based land trusts with partnerships, funding and capacity building opportunities.	TFB
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	Present NAPTEP program to BIM Council for consideration Finalize Letter of Understanding with BIM.	EC
		Launch NAPTEP on Bowen Island (subject to BIM approval).	TFB

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	Identify RAR watersheds. Improve mapping of riparian areas. Adopt new bylaws to implement RAR.	LTCs**
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	Seek legislative change regarding TFB name.	EC
		Develop and implement strategy re changes to name. Review and launch long-term funding strategy.	TFB
	1.5 Establish core conservation areas to protect biodiversity priorities identified in the Regional Conservation Plan	Map and prioritize high biodiversity areas and develop a strategy for protection. Protect land with high biodiversity, through acquisition, donation, or conservation covenant.	TFB
	1.6 Reduce greenhouse gas emissions & Encourage renewable sustainable and environmentally friendly energy systems	Use new planning tools to reduce greenhouse gas emissions (e.g. as illustrated in Council toolkit <i>Reducing Greenhouse Gases in the Islands Trust Area</i>).	LTCs**/BIM***
		Develop a Renewable Energy Tool Kit.	LPC
	1.7 Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems	Develop a planning toolkit to illustrate how to protect coastal Douglas fir and associated ecosystems.	LPC
	1.8 Advocacy re protection of ecosystems	Advocate for a fallow deer management plan.	EC
2. PRESERVE and PROTECT coastal shorelines and marine areas	2.1 Use land use planning tools for shoreline protection	Specific activities and phases to be determined by LTCs and BIM.	LTCs**/BIM***
	2.2 Participate in planning for National Marine Conservation Area Reserve	Respond to NMCA implementation steps with complementary activities, as required.	TPC
	2.3 Advocate for protection of the Salish Sea and Howe Sound re shipping safety, derelict vessels and industrial activities	Advocacy letters from the Islands Trust Chair. 'Letter of Comment' to hearings related to Kinder Morgan tanker traffic. Continue to advocate for senior government solutions to derelict vessels .	EC

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
		Howe Sound advocacy – specific activities and phases to be defined by TPC with input from Gambier LTC and BIM.	TPC
		Participate in the Howe Sound Forum.	EC
		(EC to identify/confirm advocacy priorities in consultation with Trust Council). (e.g. light pollution, freighter anchorage activities , bridge connections, etc).	EC
		Advocate to reduce negative impacts of shellfish aquaculture practices. Develop working relationships with government and private agencies having interests in shellfish aquaculture. Participate in working groups and activities pertaining to shellfish aquaculture.	EC
	2.4 Encourage voluntary stewardship of nearshore ecosystems	TBD	TPC
	2.5 Work with San Juan County to have a coordinated oil spill response strategy	TBD	TPC

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

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
3. REDUCE our ecological footprint	3.1 Use land use planning tools to maximize resource efficiency	Amend OCPs to include new policies about resource efficiency. Amend LUBs to address resource efficiency (i.e. to make best use of existing buildings).	LTCs
	3.2 Advocate for efficient and sustainable transportation systems	TBD	EC
4. PROTECT quality and quantity of water resources	4.1 Coordinate with other agencies to protect water quality	Facilitate structured decision-making process to identify strategies for St. Mary Lake watershed management through SSIWPA (SSI). Further activities and phases to be identify by LTCs with this as a priority.	LTC
	4.2 Use land use planning tools to ensure levels of development are consistent with a sustainable water supply	TBD	LTCs

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

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
5. ENHANCE protect/restore community socio-economic diversity and economic sustainability	5.1 Advocate for sustainable, affordable and appropriate ferry service	To be defined by decisions of EC and recommendations of TPC.	EC	TPC
	5.2 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's Community Housing Toolkit)	Amend OCPs to include affordable housing policies.	LTCs**/ BIM***	
		Amend LUBs to improve availability of affordable housing.	LTCs**/ BIM***	
		Develop an inventory of approaches and communications materials related to secondary suites and affordable housing initiatives on each island.	LPC	
		Develop an inventory of incentives for landowners.	LPC	
	5.3 Use land use planning tools to promote economic sustainability	Amend LUB to ensure an appropriate supply of land zoned for emerging industrial and commercial needs in one LTA. Improve planning for island villages (SSI and Gabriola). Amend LUB in one or more LTAs to address the diversity of economic and employment opportunities (e.g. Galiano project re contractor yards).	LTCs**	
		Develop an inventory of approaches to short-term vacation rentals on each island.	LPC	
	5.4 Use land use planning tools to address challenges of an aging population	Develop an inventory of land use planning tools that address aging population.	LPC	
	5.5 Use land use planning tools to assist communities in adapting to future climate change and rising sea levels	Develop a toolbox of planning tools that address climate change. Amend OCPs to address future climate change and rising sea levels. Amend LUBs to address future climate change and rising sea levels.	LTCs**	
	5.6 Work with other agencies to advocate for and promote economic sustainability	Recommend an advocacy position to TC for sustainable and appropriate agricultural policies - for presentation to the Agricultural Land Commission (ALC).	TPC	
		Advocate to the ALC re sustainable and appropriate agricultural policy, based on positions approved by TC.	EC	

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
		Specific activities to be determined (e.g. foster reputation/attraction of the Islands Trust Area as a model of sustainability, work related to waste management).	TPC	LTCs
	5.7 Reduce or eliminate tax revenue exported out of the Islands Trust Area	Initiate study into options for Islands Trust office and/or job locations.	EC	
	5.8 Facilitate exploration of intra and inter-island transportation options	Develop a project charter.	TPC	

Goal D: Effective, efficient and collaborative governance

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
6. STRENGTHEN relations with First Nations	6.1 Improve engagement with First Nations	Develop strategy to use funding allocated to improve FN relations.	EC
		Improve First Nations liaison at an informal political level.	LTCs
		Seek common ground with local First Nations and build on it by identifying areas of shared advocacy and by proactively proposing shared partnerships.	LTCs
	6.2. Improve protection of archaeological and First Nations cultural resources	Educational session at TC re concerns with archaeological site protection.	EC
		Advocacy with archaeology branch.	EC
		Develop toolkit for protection of archaeological sites.	LPC
7. IMPROVE organizational cost effectiveness and resilience	7.1 Improve cost effectiveness and quality of Trust Council operations	Amend TC Meeting Procedures Bylaw to enable electronic meetings.	EC
		Develop and adopt a program for review and update of Trust Council policies and procedures.	EC
		Develop and adopt an on-going performance measurement program for Trust Council operations (i.e. based on Key Performance Indicators or process analysis).	FPC
		Begin preliminary investigations into the possibility of forming a Gulf Island Regional District.	EC
		Increase opportunities for Trust Council to engage in in-depth discussion about its vision, goals, mandate and activities.	EC
		Provide for more collaboration with San Juan County representatives.	EC
	7.2 Improve cost-effectiveness and quality of local planning services	Develop an inventory of approaches and communications materials related to priority planning projects.	LPC
		Identify Key Performance Indicators for LTC operations. Develop an on-going performance measurement program for LTC operations.	LPC
		Investigate the use of Alternative Dispute Resolution and/or mediation in bylaw enforcement.	LPC

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
	7.3 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island	'Value for money' audit and benchmarking of LPS services Process review of LPS services	LPC	
		Identify Adaptation Strategy principles and objectives.	EC	
		Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area.	EC	
		Develop detailed Islands Trust Adaptation Strategy to implement in the event of municipal incorporation of Salt Spring Island.	EC	FPC
		Finalize and adopt detailed Adaptation Strategy.	EC	
8. Improve cooperation and integration with other levels of government	8.1 Negotiate new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations in regards to Crown land tenures	Revise and consolidate six agreements with the Province relating to Crown Land in the Islands Trust Area.	TPC	
	8.2 Strategies to be determined (e.g. Integrated Community Sustainability Planning)	To be determined by LTCs, or potentially by LPC and EC (e.g. improve process for development of RD/LTC protocol agreements).	LTCs LPC	
	8.3 Explore opportunities and benefits of working with UNESCO and the TFB and others in seeking nomination of the Trust Area as a UN Biosphere	Develop project charter to explore UN Biosphere designation.	TPC	
9. Improve community and agency understanding and support of the Islands Trust	9.1 Engage communities and agencies in review/update of the Islands Trust Policy Statement	Develop project charter to explore review/update of the Islands Trust Policy Statement.	TPC	
	9.2 Improve communications about the Islands Trust object and history	New communications tools, such as: website photos social media strategy video	EC	
	9.3 Engage communities and agencies in development of updated land use bylaws	To be determined by LTCs	LTCs	

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
10. IMPROVE community engagement and participation in Islands Trust work	10.1 Improve communications and availability of information about Islands Trust activities	Electronic broadcast of meetings of Islands Trust bodies.	EC
	10.2 Improve Trust Council and Executive Committee engagement of stakeholders	Develop project charter	EC
	10.3 Improve LTC engagement of stakeholders	Develop project charter	LPC
11. HAVE a vision for the Islands Trust Area	TBD	TBD	TPC

* subject to decisions of Trust Fund Board **subject to decisions of local trust committees ***subject to decisions of Bowen Island Municipality

Colour Key for Last Column:

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

Abbreviations:

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

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

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

NOTES

Attachment 6

Strategic Planning - General Framework



Strategic Planning -- Glossary

Strategic Plan

- A high level plan that outlines an organization's mission and key objectives for the medium to long term, and sets out strategies for achieving the goals and objectives.
- Typically, a strategic plan covers a three to ten-year timeframe. In the case of the Trust Council, it has undertaken strategic planning exercises that correspond to a term of office (three years – now changed to four as of 2014), with some on-going strategies and actions that have carried on between terms.

Mission (Object)

- A broad statement of what an organization does, why it does it and who it does it for. In the case of the Islands Trust, its 'mission' is its provincial object:
"To preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of British Columbia."

Goal

- A general statement of desired results to be achieved over an unspecified period of time. A goal should answer the question of 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, the current plan includes the three goals from the Islands Trust Policy Statement and a fourth that responds to the statement in the object about working in cooperation with others.

Objective

- A more precise statement of specific results to be achieved over a specified time.
- Like goals, objectives should focus on 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, Council has previously identified some potential objectives that have been grouped according to four goals and are related to objectives identified in the Islands Trust Policy Statement
- Typically, a local government should have between **seven** and **twelve** objectives at any one time.
- While an organization's mission and goals may remain relatively constant, objectives may change more frequently as some objectives are achieved, new ones emerge and priorities change.
- For the purposes of Trust Council's current strategic planning exercise, some potential objectives have been identified without particular time frames. As discussions continue, the number of objectives should be reduced and each objective should be made more specific both in terms of what is to be achieved and when.

Strategy

- The actions that describe how objectives are to be achieved. Strategies are made up of a set or group of activities. As opposed to goals and objectives, strategies focus on 'how' to achieve things.

Activities

- The actions, steps, projects or initiatives undertaken by an organization to carry out a strategy. This is the more detailed 'break-down' of a strategy, indicating if certain activities need to take place first, before others can be undertaken.

Measurement

- A process of assessing progress in achieving objectives.

ATTACHMENT 3

Local Trust Committees and Draft Strategic Plan 2014/2018

Please indicate the Local Trust Committee's interests in addressing the topics identified as possible strategies for LTCs to implement this term:

Local Trust Committee:			Planner/date:	
	Topics included as possible strategies in the draft strategic plan	Topic is on LTC Work Program	Topic is on LTC Future Projects List	Topic may possibly be addressed by LTC this term
1.3	Protect fish habitat by implementing Riparian Areas Regulation			
1.6	Use land use planning tools to reduce greenhouse gas emissions			
1.7	Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems			
2.1	Use land use planning tools for shoreline protection			
3.1	Use land use planning tools to maximize resource efficiency			
4.1	Coordinate with other agencies to protect water quality			
4.2	Use land use planning tools to ensure levels of development are consistent with a sustainable water supply			
5.2	Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing			
5.3	Use land use planning tools to promote economic sustainability			
5.4	Use land use planning tools to address challenges of an aging population			
5.5	Use land use planning tools to assist communities in adapting to future climate change and rising sea levels			
5.6	Work with other agencies to advocate for and promote economic sustainability			
6.1	Improve engagement with First Nations			
6.2	Improve protection of archaeological and First Nations cultural resources			
7.2	Improve cost-effectiveness and quality of local planning services			
8.2	Improve cooperation and integration with other levels of government			
9.3	Engage communities and agencies in development of updated land use bylaws			
10.3	Improve LTC engagement of stakeholders			

Date: July 16, 2015

File No.:

To: Local Trust Committee

From: Robert Kojima
Regional Planning Manager

CC: Island Planner

Re: 2016-2017 Budget Requests

Purpose

Local trust committees have been requested to submit project budget requests for the next fiscal year (2016-17).

Local Trust Committee Expense Budgets:

A budget for the Local Expense Account has been developed based on the current budget (2015/16) – copy attached. Local Trust Committees may request changes to this allocation, however, consideration should be given to historical spending and a rationale provided for making such a request.

A small amount of funding is included in the Special Projects line item in the Local Trust Committee Expense Account (\$750). This funding is intended to support minor local planning initiatives at the discretion of the Local Trust Committee and consistent with Islands Trust policy (a resolution is required to use these funds).

LTC Projects Budgets:

The Local Trust Committee will need to make funding requests to support anticipated project work in the next fiscal year.

Riparian Areas Regulation Budgets:

Local trust committees that have bylaws not compliant with the Provincial Riparian Areas Regulation should discuss their requirements for RAR funding in the next fiscal year to assist the regional planning managers and the Director in developing a budget for RAR.

Special Consideration:

Projects planned for the current fiscal (2015/16) which are not completed should be considered as a new project for the 2016/17 fiscal year with resources allocated to support that work.

Budget Request Timeline:

July	Regional Planning Managers develop detailed budget estimates for consideration by Local Trust Committees
July to Sept	Local Trust Committees review and approve budget requests at LTC meeting
Sept	Budget requests submitted to the Director of Local Planning Services
Oct	Management finalizes budget recommendations to FPC
Nov 4	FPC reviews and discusses first draft of the Budget
Nov 18	FPC approves a draft Budget and principles to be submitted to December Trust Council
Dec 9	Trust Council debates and endorses budget principles and preliminary budget

LTC Budget Requests

I have prepared a draft LTC project budget using the following approach:

- On-going Top Priority projects that are not anticipated to be completed in the current fiscal year with an estimated amount sufficient to complete the projects; where project charters have been endorsed, budgets noted in those documents have been used;
- Other projects from the Projects list that are anticipated become Top Priorities in next fiscal year have been identified in a general way, with an amount sufficient to commence a typical project. There is the option for this budget to be re-allocated to an appropriate alternate administratively after adoption of the budget.

The LTC should review the draft budget requests and:

1. delete any projects included in the draft budget request it does not consider a priority
2. identify any other projects it currently considers a priority for the next term and add them to the budget request (and the work program if necessary),
3. identify any additional expenses associated with any of the projects.

Resolution Wording

1. THAT the _____ Island Local Trust Committee approve and forward the draft 2016-17 LTC Project Budget Request to the Financial Planning Committee as presented; or

2. THAT the _____ Island Local Trust Committee revise the draft 2016-17 LTC Project Budget Request by including (deleting) _____ with a budget of \$_____ and forward to Financial Planning Committee as revised.

Prepared and Submitted by:



Robert Kojima
Regional Planning Manager

July 16, 2015

Date

Attachments:

1. Draft 2016-17 LTC expense budget
2. Summary table of LTC project budget requests

2016/17 LTC EXPENSE BUDGET

Total 2016/17

	615-Denman	620-Gabriola	625-Galiano	630-Gambier	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pender	655-Salt Spring	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	LPC	
population	1095	4050	1258	313	1074	359	1112	1996	9780	359	236	372			22004
	5%	18%	6%	1%	5%	2%	5%	9%	44%	2%	1%	2%			
LTC EXPENSES **															
LTC Meeting Expenses	2,500	4,250	2,500	2,500	2,500	500	1,500	2,750	8,000	1,000	1,000	1,000			30,000
APC Meeting Expenses	750	750	500	750	750	500	750	750	2,000	500	500	500			9,000
Communications	300	750	300	300	300	300	300	300	1,250	300	300	300			5,000
Special Projects	750	2,250	750	750	750	750	750	750	4,500	750	750	750	750		15,000
SUB-TOTAL EXPENSES	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550	750		59,000
Program	0	0	0	0	0	0	0	0	0	6,000	0	0	0	0	6,000
TOTAL	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	8,550	2,550	2,550	750	0	65,000
	7%	12%	6%	7%	7%	3%	5%	7%	24%	13%	4%	4%			

N. PENDER Project		Budget	Strategic Plan	Prov. Requirement	Continuation of existing OCP/LUB	Newly Adopted Policy in OCP	Notes
Project #1	Housing: STVR Review	\$ 4,000.00		x			Completion of current Top Priority. Budget includes facilitated CIM(s) (\$2000), public hearing (\$2000)
Project #2	Housing: Affordable housing	\$ 4,000.00	x	x			Completion of current Top Priority. Budget includes facilitated CIM(s), workshops (\$2000), communications (\$2000)
Project #3	Waste Management	\$ 6,000.00		x			Completion of current Top Priority. Budget includes: Task Force support (\$2000), community meetings (\$2000), public hearing (\$2000)
Project #4	OCP/LUB amendments	\$ 3,000.00					To commence updates to OCP and LUB for one or more of the following projects: agricultural amendments, implementation of age friendly plan recommendations, groundwater review, conservation subdivision policies.
TOTAL PROJECTS		\$ 17,000.00					