



North Pender Island Local Trust Committee

Regular Meeting Agenda

Date: November 26, 2015
Time: 4:00 pm
Location: Anglican Parish Hall
4703 Canal Road, RR#1, North Pender Island, BC

	Pages
1. CALL TO ORDER	4:00 PM - 4:30 PM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	
4. COMMUNITY INFORMATION MEETING	
none	
5. PUBLIC HEARING	
none	
6. MINUTES	4:30 PM - 4:40 PM
6.1 Local Trust Committee Minutes (for Adoption/Receipt)	
6.1.1 <u>Special Local Trust Committee Meeting Draft Minutes Dated October 26, 2015</u>	4 - 7
6.1.2 <u>Local Trust Committee Meeting Draft Minutes Dated October 29, 2015</u>	8 - 14
6.1.3 <u>Special Local Trust Committee Meeting Draft Minutes Dated November 7, 2015</u>	15 - 19
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 November 2015	20 - 21
8. DELEGATIONS	4:40 PM - 5:50 PM
none	

9. CORRESPONDENCE

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

none

10. APPLICATIONS AND REFERRALS

- 10.1 Salt Spring Island Local Trust Committee Bylaw No. 485 Referral (for response) 22 - 23

11. LOCAL TRUST COMMITTEE PROJECTS

- 11.1 Age Friendly Planning - Presentation by James Van Hemert 24 - 69
- 11.2 Waste Management - Updated Project Charter 70 - 82
- 11.3 Housing - Update Staff Report re STVR 83 - 97

12. REPORTS

5:50 PM - 6:00 PM

- 12.1 Work Program Report (attached)
- 12.1.1 Top Priorities Report Dated November 2015 98 - 98
- 12.1.2 Projects List Report Dated November 2015 99 - 101
- 12.2 Applications Report Dated November 2015 (attached) 102 - 105
- 12.3 Trustee and Local Expense Report Dated October 2015 (attached) 106 - 106
- 12.4 Adopted Policies and Standing Resolutions (attached) 107 - 108
- 12.5 Local Trust Committee Webpage
- 12.6 Chair's Report 6:00 PM - 6:20 PM
- 12.7 Trustee Report
- 12.8 Trust Fund Board Report
- 12.8.1 Breifing re Coastal Douglas -fir & Associated Ecosystems Partnership Conservation Strategy 109 - 134

13. NEW BUSINESS

- 13.1 Revised Annual 2016 Local Trust Committee Meeting Schedule & Memo (for Adoption) 6:20 PM - 6:25 PM 135 - 137

14. UPCOMING MEETINGS

- 14.1 Next Regular Meeting Scheduled for January 28, 2016, location to be determined

15. TOWN HALL

6:25 PM - 6:40 PM

16. CLOSED MEETING (Distributed Under Separate Cover)

none

17. ADJOURNMENT

6:40 PM - 6:40 PM



Islands Trust

DRAFT

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

North Pender Island Local Trust Committee Minutes of Special Meeting

Date: October 26, 2015
Location: Pender Island Community Hall
4418 Bedwell Harbour Road, North Pender Island, BC

Members Present: Dianne Barber, Local Trustee
Derek Masselink, Local Trustee

Staff Present: Justine Starke, Island Planner
Shannon McConchie, Recorder

Regrets: George Grams, Chair

Public Present: There were eleven (11) invited representatives and two (2) members of the public

1. CALL TO ORDER

Trustee Masselink, acting as Chair, called the meeting to order at 10:01 am. It was acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. AGE FRIENDLY PENDER PRELIMINARY PARTNERSHIP MEETING

Planner Starke welcomed the participants and gave an overview of the meeting's goals and the project's overall position. She invited the participants to introduce themselves in turn.

3.1 Presentation of Highlights of the Draft Age Friendly Plan

3.1.1 James van Hemert - Consultant for the Age Friendly Plan

A document was provided to the participants and, with reference to this document, Mr. van Hemert gave the following overview of the project:

- Highlights of the meetings and workshops that had been held to date;
- Acknowledging the interviews conducted with key community members and agency representatives to explore needs and opportunities for partnership;
- Reviewing the action items and their relation to the World Health Organization's Guidelines for Age Friendly Communities;

- Opportunities for keeping this plan alive and relevant.

Mr. van Hemert also acknowledged the limited mandate of the Local Trust Committee (LTC) and the importance of partnerships in light of this challenge.

3.2 Mobility

Community Bus

Andrea Mills, community support worker, provided an overview of the community bus initiative and the progress of that project. During her presentation she addressed the following:

- The project's benefits for seniors, the environment, the tourism industry, and the community as a whole;
- Proposed funding opportunities, bus routes, and schedule;
- The purpose of the pilot phase of the project and the ongoing expectations beyond that phase.

Niall Parker, Moving Around Pender provided an overview of community transportation solutions that are being used on other Gulf Islands and spoke about the opportunities for the Southern Gulf Islands to work together.

A discussion was held among participants regarding evidence of community support for this initiative, suggestions for funding sources, and practical solutions for an on-demand pick-up structure.

Ms. Mills noted that coordination with the transit authority becomes most efficient if the bus is under the authority of a municipal organization.

Planner Starke noted that while the LTC has a narrow mandate, the Trust Council has a broader reach and has, in the past, delegated parts of that to LTCs on request.

Priority Walk Ways

Peter Pare and Niall Parker provided an overview of the project including prospective routes and ongoing discussions with private land owners, the Ministry of Transportation and Infrastructure (MOTI), and Parks Canada.

Pender Island Parks and Recreation Commission (PIPRC)

Speaking on behalf of PIPRC, Michael Symons noted that the Commission's capital improvements list has included mobility access improvements and that there is optimism that future resources will allow the commission to address these needs.

Rights of Way

Chair Masselink offered an overview of the project and shared its current status. He noted that the current road alignment does not follow the statutory rights of way, and do not allow for additional travel space on the sides.

A discussion was held regarding land expropriation in order to bring the statutory rights of way into alignment with the actual road beds, and to give space for pedestrians and cyclists. Representatives from MOTI commented on the gravity of the topic and noted that it would only be considered as a last resort. There was general consent that land expropriation would be a last resort, but also that most avenues had already been exhausted.

Trustee Masselink made a formal request of the MOTI representatives to receive information on land expropriation.

Note: The MOTI representatives left at 11:17 am.

3.3 Housing

Capital Regional District (CRD) Regional Housing

Christine Culham spoke on behalf of the CRD's regional housing program and provided an overview of the operation and the services provided. She also offered to provide a workshop on affordable housing on Pender Island.

Market Driven Affordable Housing

Al Bloomenthal spoke to the housing related challenges of aging on Pender Island. He provided an overview of the history of affordable housing initiatives on the island and the possible reasons that those initiatives were not successful. Mr. Bloomenthal suggested that a new initiative could have greater success and recommended a needs assessment as the first step.

Public Comment Re: Suggested OCP and LUB Revisions

Community member Michael Sketch was acknowledged and invited to speak. Mr. Sketch noted his concern that the document distributed by Mr. van Hemert included suggested extensive revisions to the Official Community Plan (OCP) and Land Use Bylaw (LUB). Mr. Sketch suggested that the OCP already provides for the land use decisions that would be required.

Plum Tree Court

Wendy MacDonald spoke on behalf of Plum Tree Court and noted the following:

- The board is having to look for partnerships in order to remain financially viable.
- There are water issues that should be considered for future developments.

Trustee Masselink noted that housing is an item on the LTC work plan.

Note: Michael Symons left at 11:44 am.

3.4 Community Support

Andrea Mills provided an overview of the services and resources that are available on the island to help seniors to age in place. She specifically addressed the Better at Home project and the challenges it is facing. Points of discussion included:

- Challenges for volunteers and workers to meet the training regulations when the cost of training is not equitable to economic return;
- Need for palliative and respite care beds;
- Opportunities for accessing off-island health care via telecommunications;
- Need for day-time care programs.

Shannon Clarke spoke on behalf of the CRD's program to address senior's social isolation. She provided an overview of the project and discussed the project's mapping initiative.

3.5 Health Services

none

3.6 Closing Remarks

Mr. van Hemert commended Pender Island on the resources and initiatives that the island offers. He thanked everyone for their contributions to this meeting.

Trustees Barber and Masselink thanked participants and also thanked James van Hemert for his work.

4. ADJOURNMENT

By general consent the meeting was adjourned at 12:08 pm.

Derek Masselink, Acting Chair

Certified Correct:

Shannon Brayford, Recorded

DRAFT



North Pender Island Local Trust Committee Minutes of Regular Meeting

Date: October 29, 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
Shannon Brayford, Recorder

Others Present: Nine (9) members of the public present

1. CALL TO ORDER

Chair Grams called the meeting to order at 9:45 am. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

Ben McConchie spoke, commenting that he hoped the North Pender and South Pender Local Trust Committees (LTCs) would continue working toward creating more special Advisory Planning Commissions (APCs). He noted that this strategy circumnavigates the redundancy of having two separate governments for the Penders and asked the Trustees to continue encouraging this kind of cooperation.

Michael Sketch spoke regarding the Age Friendly Action Plan and the recommended bylaw amendments. He commented that the plan recommends density transfer which would change the character of Pender Island and asked that the Trustees direct the consultant to redraft this portion following community input and/or trustee advisement.

4. COMMUNITY INFORMATION MEETING

None

5. PUBLIC HEARING

None

6. MINUTES

6.1 Local Trust Committee Minutes Dated September 10, 2015

By general consent the Local Trust Committee Minutes of September 10, 2015 were adopted.

6.2 Section 26 Resolutions-without-meeting Report Dated October 2015

For information

6.3 Advisory Planning Commission Minutes

6.3.1 Pender Island Waste & Resource Management Commission (Special APC) Adopted Minutes of September 16 & August 27, 2015

Received

6.3.2 Pender Island Waste & Resource Management Commission (Special APC) Draft Minutes of October 16, 2015

Received

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated October 2015

No current items

8. DELEGATIONS

None

9. CORRESPONDENCE

9.1 Email Dated September 17, 2015 From S. Luft re: Beacon Service Expansion – Letter of Support Request

Trustee Masselink noted that he had responded with a letter of support.

9.2 Email Dated September 23, 2015 From J. Burrows re: Observation Well 284

It was noted that this email had been received and was responded to.

10. APPLICATIONS AND REFERRALS

Note: Trustee Masselink declared a potential conflict regarding item 10.1 and excused himself from the meeting at 10:00 am.

10.1 NP-RZ-2014.1 (Philpot) – Staff Report

Planner Starke provided an overview of the memo, including the staff recommendation.

Chair Grams asked whether private docks on subdivided lots would be allowed.

Planner Starke answered that zoning allows only one dock., but the covenant also restricts the property to one dock.

NP-2015-065

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee accept the attached covenant under section 219 of the Land Title Act for Lot 23, Section 6, Pender Island, Cowichan District Plan 1084, Except part in Plan 19554 (7950 Plumper Way) and designate the Chair of the Local Trust Committee to sign the covenant.

CARRIED

Note: Trustee Masselink returned to the meeting following this discussion at 10:06 am.

10.2 Salt Spring Island Local Trust Committee Bylaw No. 483 Referral

Trustee Masselink noted the importance of an abattoir in the Southern Gulf Islands (SGIs) and declared his support of this bylaw.

By general consent the local trust committee agreed to respond to the referral of Salt Spring Island Bylaw No. 483 with “approval recommended for the reasons outlined below: the abattoir supports agriculture through the southern gulf islands.””

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Age Friendly Plan

Planner Starke provided an overview of the project, including the following points:

- The deadline for the grant funding is December of this year.
- The draft received today invites comments prior to receiving a final draft at the November meeting.

Trustee Masselink reported on his discussion with the representatives from the Ministry of Transportation and Infrastructure regarding right of ways.

The Trustees acknowledged the work that had been done on the report and addressed the concerns raised by members of the public regarding adoption of the plan. The members of the LTC noted that the plan's recommendations are opportunities and that the feasibility of applying those recommendations would be considered at a later stage.

Following a discussion, the Trustees recommended the following revisions:

- That the report reflect the environmental, social, and economic constraints of Pender's unique community.
- Regarding Actions Summary: Keeping the Plan Alive: Item 4 (page 39), revise the language to say "Explore with the community potential OCP and LUB amendments."
- Revise section heading "Recommended Bylaw Amendments" (page 41) to read "Potential Bylaw Amendments".

NP-2015-066

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee direct staff to work with the consultant to make the revisions, as discussed, to the North Pender Island Age Friendly Plan.

CARRIED

11.2 Short Term Vacation Rentals (STVR)

Planner Starke provided an overview of the upcoming meeting's goals and proposed format.

She updated the LTC regarding plans to amend the project charter to include a socioeconomic impact analysis. Planner Starke reported that challenges of obtaining this analysis included lack of available experts, lack of data, and high potential cost.

A discussion was held among the LTC members regarding the rationale for obtaining this information. There was general agreement that the upcoming community information meeting had the potential to provide anecdotal information that could inform the need for socioeconomic data. .

11.3 Waste Management

Planner Starke gave an overview of the Special APC's Waste and Resource Management Commission's ((SAPC)progress, noting the difficulty of the task.

Trustee Masselink asked about the issue of liquid waste.

A discussion took place on the following points:

- Planner Starke provided information regarding the limitations of the WRMC's project charter, the legislative distinctions between liquid and solid waste, and the challenges other communities have faced with the issue.

- Member of the public, Michael Sketch offered an overview of the current options for liquid waste management.
- Agreement between the Trustees that the SAPC should seek input from the Capital Regional District (CRD) representatives who would be attending the next SAPC meeting.

Planner Starke offered to bring a report to the LTC to support their discussion of whether or not to expand the SAPC project charter to include liquid waste. Trustees agreed this was not necessary at this time.

12. REPORTS

12.1 Work Project Report

Chair Grams recommended adding potable water to the projects list.

NP-2015-067

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee put potable water onto the Projects List.

CARRIED

12.2 Applications Report Dated October 2015

For information.

12.3 Trustee and Local Expense Report Dated September 2015

For information

12.4 Adopted Policies and Standing Resolutions

For Information

12.5 Local Trust Committee Webpage

Trustee Masselink requested a meeting information webpage with a link that could be shared via social media and email.

Planner Starke acknowledged the request.

12.6 Chair's Report

Chair Grams provided the following verbal report:

- Executive Committee news and recent meeting.
- The Incorporation Study for Salt Spring Island.
- The recent Pender Island presentation by James Henderson on groundwater and related work on Salt Spring Island.

- A recent meeting with Frank Leonard, Chair of the Agricultural Land Commission (ALC).

12.7 Trustee Report

Trustee Masselink spoke on recent activity including the following topics:

- Thanked Sara Steil and all others involved in the recent groundwater meeting. Reported that he had invited a groundwater governance researcher from the University of Victoria to consider using Pender Island as a case study.
- Upcoming meeting on anchorage.
- Update regarding the rumoured closure of the CRD office on Pender Island.

Trustee Barber reported on her experience attending the groundwater meeting and her optimism for the upcoming STVR meeting.

12.8 Trust Fund Board Report Dated October 2015

For information

13. NEW BUSINESS

13.1 North Pender LTC Proposed 2016 Annual Regular Meeting Schedule

The LTC discussed the dates and noted a conflict on October 20, 2016.

NP-2015-068

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee adopts the 2016 meeting schedule as presented, with the exception of October 20, 2016.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for November 26, 2015, at 4:00 pm at the Anglican Hall, Pender Island

For information.

14.2 Special Local Trust Committee Meeting (re: STVR Workshop) to be held November 7, 2015 at 1:00 pm at the Anglican Hall, Pender Island

For information.

15. TOWN HALL

Ben McConchie thanked the LTC for welcoming community input during the meeting. He then commented on the potential for controversy at the upcoming STVR meeting and asked that the issue be framed as an overall discussion of housing.

Sara Steil invited the Trustees to participate in the Parks Canada Liaison Committee.

Michael Sketch petitioned the LTC to not eliminate liquid waste from the overall waste management plan and to allow the SAPC to explore the issue.

16. CLOSED MEETING

16.1 Motion to Close Meeting

NP-2015-069

It was MOVED and SECONDED

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

- Adoption of In-Camera Meeting Minutes Dated September 10, 2015
- Appointment of APC Members

AND that the recorder and staff attend the meeting.

CARRIED

16.2 Recall to Order

At 12:34 pm Chair Grams recalled the public meeting.

16.3 Rise and Report

Chair Grams reported that the LTC had, during the in-camera meeting, appointed Garnet Coburn to the North Pender Island Advisory Planning Commission (APC) for the balance of the 2015-2016 term. He also reported that the LTC had appointed Shannon Brayford as the North Pender Island APC secretary.

17. ADJOURNMENT

By general consent the meeting was adjourned at 12:36 pm.

George Grams, Chair

Certified Correct:

Shannon Brayford, Recorder



Islands Trust

DRAFT

North Pender Island Local Trust Committee Minutes of Special Meeting

Date: November 7, 2015
Location: Anglican Parish Church
4703 Canal Road, North Pender Island, BC

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

Staff Present: Robert Kojima, Regional Planning Manager
Justine Starke, Island Planner
Miles Drew, Bylaw Enforcement Manager
Shannon McConchie, Recorder

Regrets: None

Public Present: There were over one hundred (100) members of the public present

1. CALL TO ORDER

Chair Grams called the meeting to order at 1:04 p.m. He introduced the Trustees and the staff, provided an overview of the meeting's format, and commended Pender Island for the number of residents who were in attendance.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. WELCOME AND INTRODUCTION

Chair Grams invited each member of the panel to give opening remarks.

Trustee Barber acknowledged the controversial nature of the issue and expressed her hope for a productive meeting. She noted the economic benefits that Short Term Vacation Rentals (STVRs) can provide and their role in job creation. Trustee Barber also outlined the types of regulation that could be considered including parking, privacy maintenance, rental policies, water conservation, and excluded areas.

Trustee Masselink thanked the residents for attending and provided an overview of the issue's history and its controversial past. He encouraged participants to move toward a compromise and remarked that when only one side wins, the issue is never truly resolved.

4. DISCUSSION OF STVRs

Chair Grams invited Planner Starke to facilitate the discussion. She provided an overview of this portion including:

- An overview of the planning process and how the outcomes of this meeting will inform it.
- Clarification that the goal of the meeting is to share anecdotes in an effort to understand the broad issue and not to determine which facts are correct.
- Encouragement to form diverse groups and speak with people who have different views.

At 1:25 pm attendants were asked to break into small groups and discuss their STVR experiences, both good and bad.

During the small group discussions, the LTC and staff circulated in the room.

At 1:54 pm Chair Grams called the group's attention back to the front.

Chair Grams invited respondents to share with the larger group. The following comments, stories, suggestions, and opinions were shared:

- On Hornby Island, families are displaced each year to make room for STVRs. That island has lost its community and seems party-like. Concern that this would happen on North Pender Island.
- There is a need for consistent parameters and regulations.
 - Planner Starke noted that currently STVRs are not allowed. Without amending the LUB there cannot be any regulations. There are several options which will be discussed later in the meeting.
- From the discussion of one diverse group it seemed that there was an opportunity to reach a compromise through regulation.
- The assumption seems to be that owners of STVRs do not want regulations, and this is, in his experience, untrue. The Pender Island Vacation Accommodation Association (PIVAA) is an organization that has a code of conduct and could accept complaints.
- There are 90 homes on Pender for sale and 70% are empty. These homes suffer from lack of use and care. Commented on the importance to economy and that fewer people on the island leads to loss of service.
- Property owners are interested in preserving their investments. Rentals on Pender are not a way to get rich. Expected that STVR owners would welcome regulations.
- Vacation rentals in Commercial Zones are already available and we should promote those before introducing others.
- Concern about parking issues.
 - Bylaw Enforcement Manager (BEM) Drew commented and noted options for creating parking regulations.
- Noted that people who visit might bring everything with them and would not actually contribute further to the economy.
- With the high cost of ferries some may walk-on and use car stops, rather than creating a parking issue. Instead of creating a housing problem by having

low-income families evicted, STVRs also create income for low income families to stay in their homes. STVRs can be an affordable option allowing people to spend more of their vacation money in our community.

- Comment on reasons why the commercial options are not being used to their fullest. Consider improving these by making them less dense and more spread around the island.
- **Peter Morton**, Magic Lake Property Owners Society (MLPOS) President spoke. He commented that the issue of density is important and is one of the reasons STVRs work on South Pender Island. Referred to Trustee Barber's opening comment regarding possibly excluding the Buck Lake area due to density and noted that the whole Magic Lake Subdivision is high density.
- Regulation could be very important, but there is already regulation in place through insurance, CRD building permit requirements, fire codes, online reviews through websites like Airbnb.
- No law will ever cover every situation. Noted that people renting out space in the home they live in is very different than people owning many units as STVRs and not living in any.
- Encouraged mediation instead of overly strict regulation.
- The issue should be left to the Magic Lake Property Owners Society
- Noted that STVRs are not a level playing field with the commercial rentals on the island that have to pay commercial taxes and higher insurance.

Note: A break was called at 2:23 pm and the meeting was reconvened at 2:33 pm.

5. SMALL GROUP DISCUSSION

Chair Grams invited Planner Starke to facilitate.

Planner Starke encouraged the public to break into their small groups again. She asked them to discuss their hopes and fears for the process.

Note: The public broke into small groups at 2:35 and were recalled at 2:41.

Chair Grams invited representatives of the smaller groups to report and the following points were made:

- Hope that the LTC will stop STVRs, enforce bylaws, protect the neighbourhood, and come to a conclusion.
- Fear that the economy will shrivel without the choice and opportunity to rent out STVRs.
- STVRs exist and there is a demand for them. Hope that there can be a way for them to work.
- Hope for clear, understandable, and enforceable regulation that addresses noise, traffic, and possible exclusion zones.
- Hope that consideration of water is part of the decision.
- Fear that Buck Lake will become contaminated or the Magic Lake water system would be compromised.
- Fear that enforcement of regulations will continue to be very difficult.

- Hope that if people are not going to live in the unit primarily then it needs to be zoned commercially.
- Hope that temporary use permits will be considered because they provide recourse for non-compliance.
- Fear that businesses will suffer without more tourist accommodations. Hope that with regulations and fair taxation it can move forward.
- Fear that without accommodations suitable for families, businesses will suffer.
- Fear of the noise generated. Hope that the requirement is to have in-house landlords.
- Fear that regulations, temporary use permits, etc. will be too expensive or otherwise inaccessible, forcing those who want to operate under the regulations to continue operating outside of them.
- Hope that noise is considered as a whole community issue and a bylaw issue rather than a STVR issue.
- **Peter Morton** commented that he fears that this process will take too long. With Magic Lake being unique perhaps there could be a vote for MLPOS. Perhaps consider Magic Lake and the rest separately and perhaps have some think and others not.
- Fear that those who need to make money and those who are retired are not talking on the same wavelength. One side is looking at STVRs as a way to make money and the other looks at them as a threat to their comfort and security.
- Fear that without STVRs North Pender homeowners are at a disadvantage when they sell their homes since South Pender does allow them.
- Fear that people do not understand that STVRs already need to pay taxes and need to have insurance. People who are not complying with those requirements now are not going to be brought in line with further regulations.
- Hope that the process is able to continue. Hope that no more cease and desist letters are sent to STVR operators.
- Hope that what people do in their homes, including offering STVRs, remains a private issue.
- Hope that people understand the regulations that are already built into the online rentals, in terms of reviews.

A discussion was also held regarding the letters sent by Islands Trust bylaw enforcement to those currently believed to be operating STVRs. A community member commented that the letters started the process in a threatening way that limits the opportunity to have an open and transparent conversation.

BEM Drew addressed the letters directly and explained their content as well as their intent.

When questioned on why the LTC decided to send those letters, Trustee Masselink explained that the letters were sent to address the idea that the LTC had bylaws that they were not enforcing and also to acknowledge that they were moving forward with the issue.

6. OVERVIEW OF REGULATORY OPTIONS

Chair Grams invited Planner Starke to speak.

Planner Starke thanked the participants for coming and for their contributions. She then provided an overview of the regulatory options that could be considered. Her presentation included a summary of the regulatory options displayed on the walls and in the handouts. There are many variations on how STVRs could be addressed in the Land Use Bylaw and Official Community Plan. The options range from regulations that continue to prohibit STVRs and strengthening the OCP make this even stronger, to creating specific guidelines in the OCP for Temporary Use Permits, to permitting STVRs in some or all zones and regulating them as an accessory use or on properties of a minimum size throughout the island, to allowing as an outright principal use in all zones and on all properties.

Planner Starke encouraged the public to think about these options and give feedback on the poster boards. She noted that today's overview was meant as preparation for the next meeting.

7. QUESTIONS

The public chose to engage with the charts posted in the room and did not remain seated for the questions.

8. NEXT STEPS AND ADJOURNMENT

By general consent the meeting was adjourned at 3:30 pm.

George Grams, Chair

Certified Correct:

Shannon Brayford, Recorded

Follow Up Action Report

North Pender Island

10-Sep-2015

No.	Activity	Responsibility	Target Date	Status
6	11.1 Waste and Resource Management Special APC Terms of Reference adopted as presented. staff to look at options for purchasing a recording device for meetings, from project budget if necessary	Robert Kojima Justine Starke	17-Sep-2015	Done

29-Oct-2015

No.	Activity	Responsibility	Target Date	Status
1	Agenda Item 6 - Minutes - September 10 adopted as presented by general consent.	Lori Foster	29-Nov-2015	Done
1	Agenda Item - 10.1 NP-RZ-2014.1 (Philpot) - accept covenant designate LTC member to sign.	Sharon Lloyd-deRosario	26-Nov-2015	Done
1	Age Friendly Plan - Work with James Van Hemert to make three amendments to draft plan: 1. Put plan in context with social, ecological, and economic limits to growth on North Pender Island 2. P. 34 - Amend #4 to say "Explore with the community potential OCP and LUB amendments. . . 3. P. 41 - Change title of Section to "Potential" Bylaw amendments (from "recommended").	Justine Starke	26-Nov-2015	Done
1	Agenda Item 10.2 - SSI Bylaw 483 Referral. Approval recommended for reasons outlined below: The abattoir on Salt Spring Island supports Agriculture throughout the gulf islands.	Sharon Lloyd-deRosario	26-Nov-2015	Done
1	Add "Potable Water" to the NPI LTC Project List.	Justine Starke		Done

Follow Up Action Report

1	Appointed Garnet Coburn to the NPI LTC Advisory Planning Commission	Sharon Lloyd-deRosario	11-Nov-2015	Done
1	Accepted 2016 meeting dates, with exception of October 20 2016. Trustee Masselink has a conflict on that day. Coordinate another day with trustees.	Lori Foster	12-Nov-2015	On Going



Islands Trust

BYLAW REFERRAL

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

Island: Salt Spring Island Trust Area **Application No.:** SS-RZ-2015.1 **Date:** November 5, 2015

You are requested to comment on the attached referral for potential effect on your agency's interests. We would appreciate your response within **30 days**.

APPLICANTS NAME / ADDRESS:

Salt Spring Island Sailing Club, 150 Douglas Road, Salt Spring Island

PURPOSE OF BYLAW:

To rezone the property from Residential 9 (R9) to an R9 variant that would allow a private boat club house, and a parking lot for a private boat club. Zoning will also permit a dwelling unit and buildings and structures accessory to a private boat club. The Salt Spring Island Sailing Club has operated from the subject property since 1978. No new construction is proposed at the present time.

GENERAL LOCATION:

150 Douglas Road, Salt Spring Island

LEGAL DESCRIPTION:

Lot 1, Section 19, Range 4 East, North Salt Spring Island, Cowichan District, Plan VIP55672

SIZE OF PROPERTY AFFECTED:

0.83 hectares

ALR STATUS:

No

OFFICIAL COMMUNITY PLAN DESIGNATION:

Residential Neighbourhoods

OTHER INFORMATION:

Please see attached staff report and Proposed Bylaw No. 485 at 1st reading.

Please fill out the Response Summary on the back of this form. If your agency's interests are *"Unaffected"*, no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Rezoning Application. A subsequent bylaw referral form may be sent to your agency at a future date.

Name: Jason Youmans

Title Planner 2

This referral has been sent to the following agencies:

Federal Agencies

Department of Fisheries and Oceans

Provincial Agencies

Ministry of Forests, Lands and Natural Resource Operations,
Environment

First Nations

Te'Mexw Treaty Association
Hul'qumi'num Treaty Group (for information only)
Pauquachin First Nation
Malahat First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation

Regional Agencies

Island Health
North Salt Spring Water District
Capital Regional District
Harbour Authority

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee

Tseycum First Nation
Chemainus First Nation
Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Penelakut First Nation
Semiahmoo First Nation

REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected

☐ Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

SS-BL-485
(Application Number)

(Signature)

(Title)

(Date)

(Agency)

Age Friendly North Pender Island Action Plan



North Pender Island Local Trust Committee • Hope Bay • November 4, 2015



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What is an Age Friendly Community?



WORLD HEALTH ORGANIZATION'S EIGHT AGE FRIENDLY AREAS

An age-friendly community is one in which the policies, services and structures related to the physical and social environment are designed to support and enable older people to “age actively.”¹ In an age friendly community citizens can grow older and continue to live in security, enjoy good health and participate fully in society. The World Health Organization (WHO) identifies eight areas that contribute to an age friendly community. These are described below for the North Pender Island context and colour coded to match the respective sections in this plan.

- ❖ **Outdoor spaces and public buildings** are pleasant, clean, secure and physically accessible;
- ❖ There are opportunities for older adults to **participate** in leisure, social, cultural and spiritual activities with people of all ages and cultures;
- ❖ There are safe places to walk, cycle and use **mobility** devices for all ages and abilities and **community based public transportation** is accessible and affordable;
- ❖ **Housing** is affordable, appropriately located, well built, well designed and secure;
- ❖ Older people are treated with **respect** and are included in **civic life**;
- ❖ There are opportunities for **employment** and **volunteerism** that cater to older persons' interests and abilities;
- ❖ Age-friendly **communication** and **information** is available; and
- ❖ **Community support** and **health services** are tailored to older persons' needs.

¹ World Health Organization definition, referenced at http://www.who.int/ageing/projects/age_friendly_cities/en/, accessed August 31, 2015

The Islands Trust Act (The Act) clearly states that the object of the Trust is 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. The implication is clear: partnerships with other governments, agencies and persons is essential to achieving the object of the Trust and in turn the objectives of Local Trust Committees.

Through its Official Community Plan and Land Use Bylaw (zoning and subdivision of land) the North Pender Island Local Trust Committee (LTC) has direct authority and influence on matters of land use—including transitional and special needs housing and phasing of roads and infrastructure—and environmental protection.

Many areas of relevance to age friendly planning place the LTC in an indirect role through cooperation and agreements with other agencies including Provincial and regional government as well as voluntary non profit agencies. The plan recognizes direct and indirect partnership oriented actions.



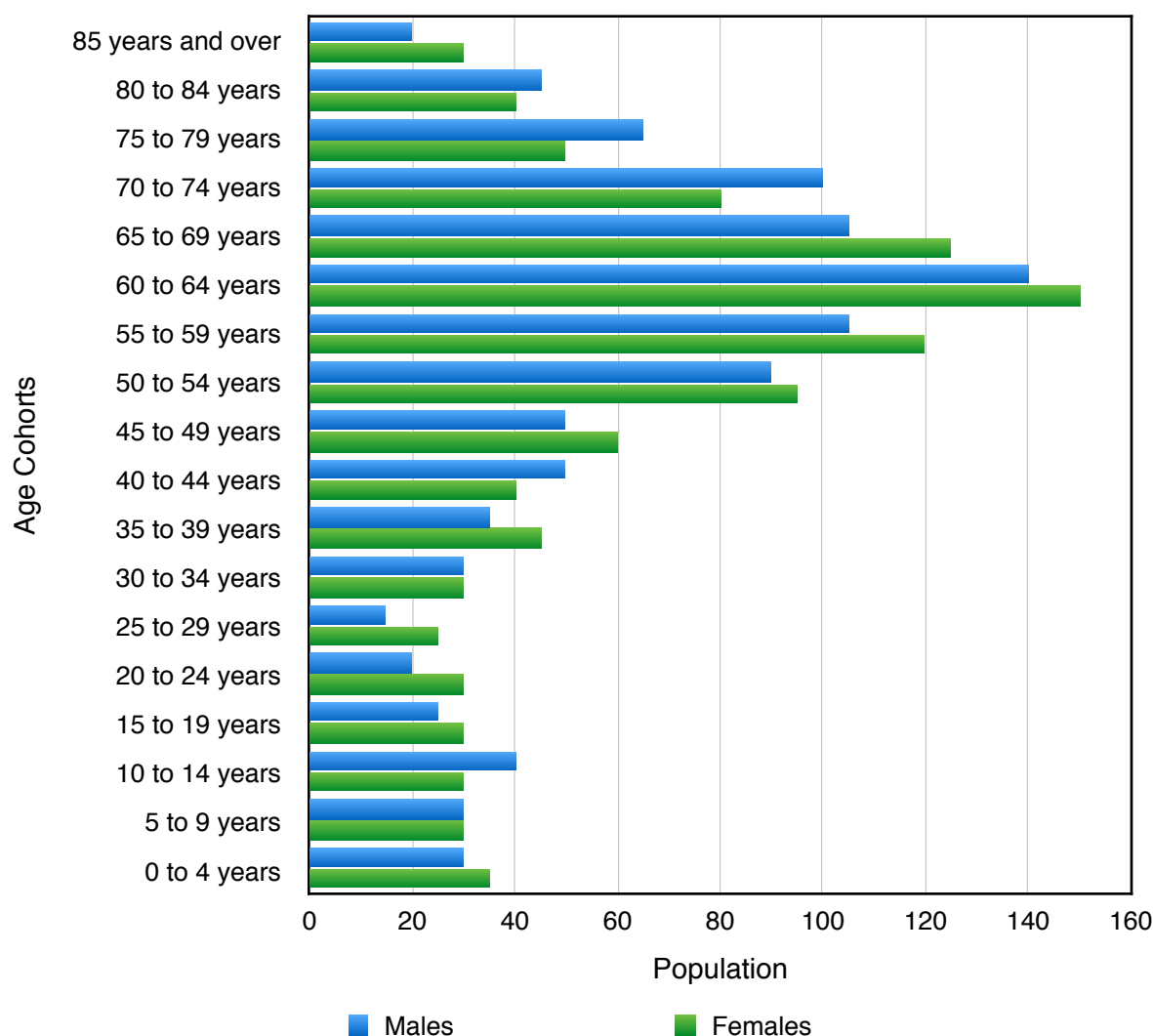
Stock photo

Baseline Analysis Highlights

DEMOGRAPHICS

The island's permanent resident population is 2,035 based on the 2011 Census. This is a 2% increase over the 2006 population of 1,935. Males number 990, or 48.6%; females 1,045, or 51.4%. A majority of the population, 2,020 people, live in private households. The census counts 1,039 occupied private dwellings.

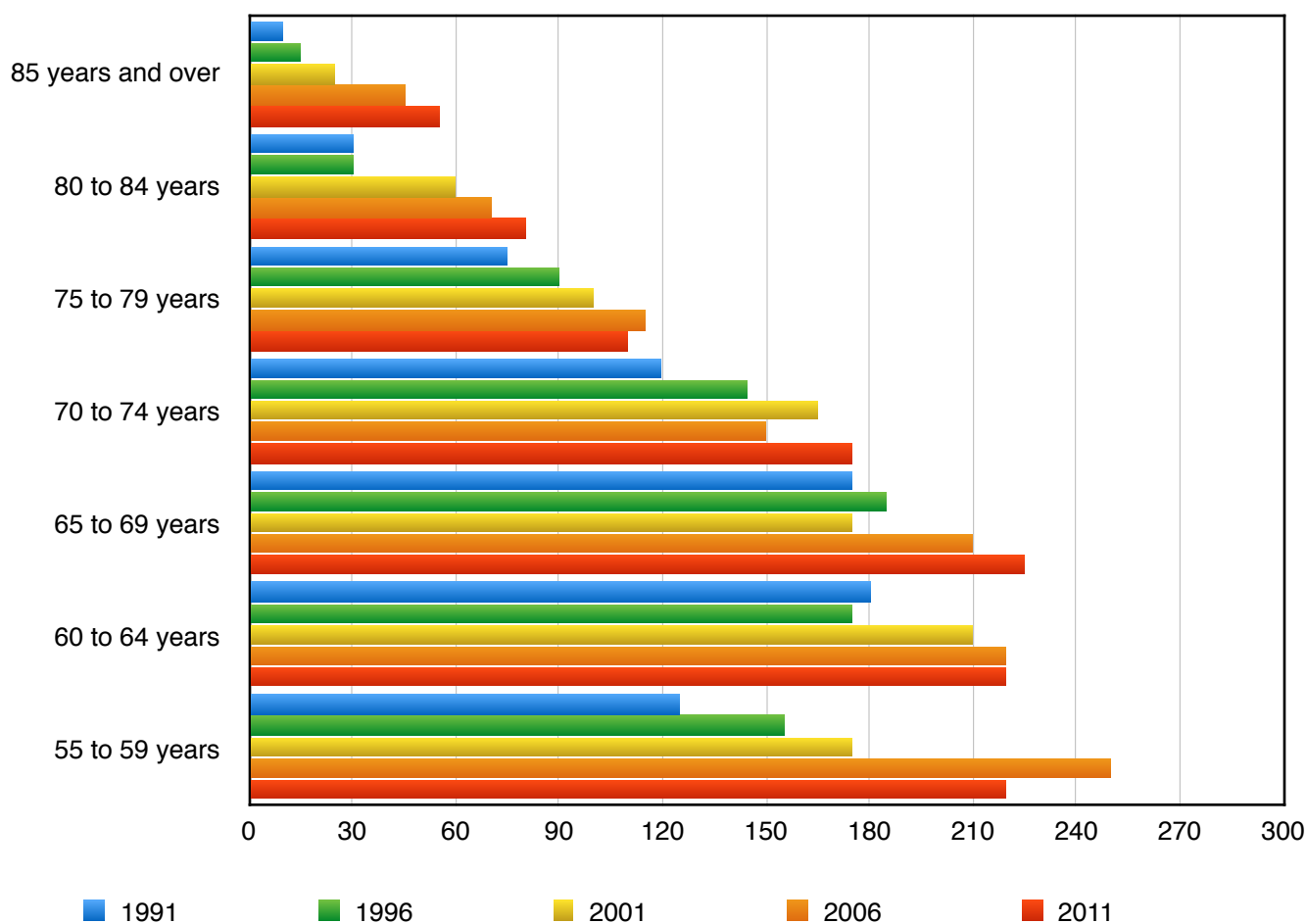
Chart 1 North Pender Island Male & Female Pop. by Cohorts (Census 2011)



Older Adult Population change

Population change for North Pender Island is illustrated in 5 year cohorts between 1991 and 2011, particularly with a focus on the cohorts over age 55.² All cohorts have increased in number; the cohorts over 80 and the youngest, 55 to 59, the most. The 80 to 84 year cohort has more than doubled since 1991, rising from 30 to 80. The population of the Gulf Islands is older than both that of BC and Island Health's jurisdiction.³

Chart 2 N. Pender Island Population Change 1991-2011 Age 55 to 85+



Source: Statistics Canada, 2011 Census

² Source: Adapted from Statistics Canada, Custom Tabulations, 1991-2006 Census. Adapted from Statistics Canada, Semi-custom Profile, 2011 Census. This does not constitute an endorsement by Statistics Canada of this product.

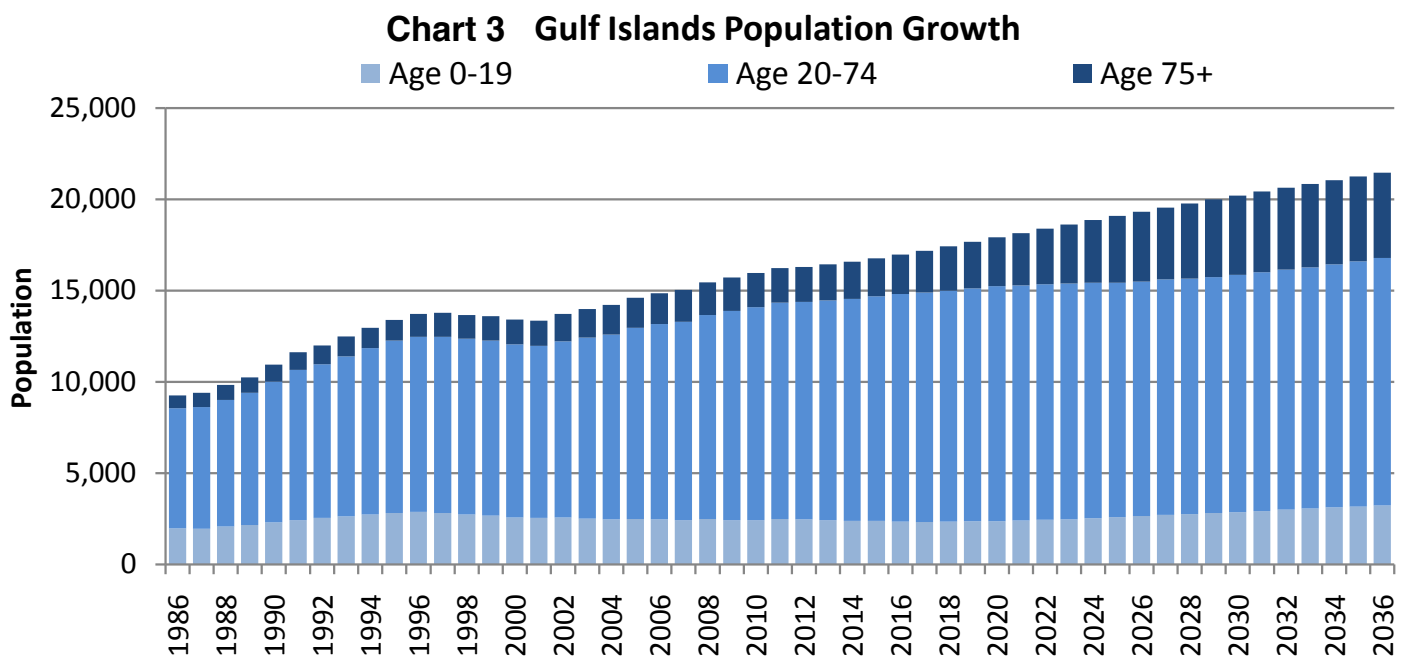
³ Ibid.

Population change estimates and forecast

Population change estimates and forecast by 5 year cohorts between 2011 and 2041, a 30 year period, is described and illustrated.⁴ The forecast is shown in Chart 3 for 10 year intervals. The data is produced by BC Stats' P.E.O.P.L.E. program and published by Island Health for the Gulf Islands Local Health area and includes the islands of North Pender, South Pender, Saturna, Mayne, Galiano, Salt Spring, and Prevost Islands.

The population of the Gulf Islands is expected to grow 27% by 2034 (see Chart 3), while the population over the age of 75 is expected to grow 127% in the same period. This group alone will account for most of the overall population growth.

Ecological, social and economic constraints of the island are limiting factors for future population growth.



Source: BC Statistics, PEOPLE 2013

⁴ Source: BC Statistics, PEOPLE 2013.

LAND USE

The predominant land use on North Pender is single-family residential. Over two-thirds of the land area is designated and zoned for residential use (Rural Residential and Rural). All residential land on the island is zoned to permit single family dwellings (and accessory cottages under certain circumstances). A GIS mapping exercise reveals that under current Land Use Bylaw rules a total of 279 accessory cottages could be built within the Rural, Rural Residential and Agricultural Zone districts on parcels of 1.2 hectares or larger. The exercise did not analyze the number of existing cottages on these parcels and did not consider geometric, topographic, or environmental constraints.

There are no multiple unit buildings and no multiple unit residential zoning. The bulk of the remaining land is designated for agriculture (13%) or has protected status (15%). There are limited areas designated for various institutional and service uses (less than 1% of the island's land area), commercially designated land (also less than 1% of the island) and only around 6 hectares (15 acres) of land designated for industrial uses.

Land use patterns are relevant because this influences where services are relative to where people live, work and play. A more dispersed pattern, for example, places heavier demands on transportation networks and services.



Hope Bay

Photo: Kevin Oke Photography

Listening to the Voices

APPROACH AND HIGHLIGHTS



Photos by James van Hemert

The voices of older adults, stakeholders, and service providers speaking to the needs and aspirations of an aging population were listened to using a variety of methods: direct face-to-face, community questionnaire, and telephone interviews.

Community Workshop #1

The first community workshop⁵ was designed to provide a forum for learning about the challenges faced by an aging population on North Pender Island. The appetite for conversation was set with presentations on age friendly planning, housing for older adults, alternative transportation, community support and health services. Participants engaged in round table conversations on the question of “What is the most important thing or things that need to happen, so that I can live out my days happily and healthfully on Pender Island?” Priority areas identified were expanding housing diversity, more community supports for aging in place, the need for a community bus service, and the desire for safer places to walk and bicycle.

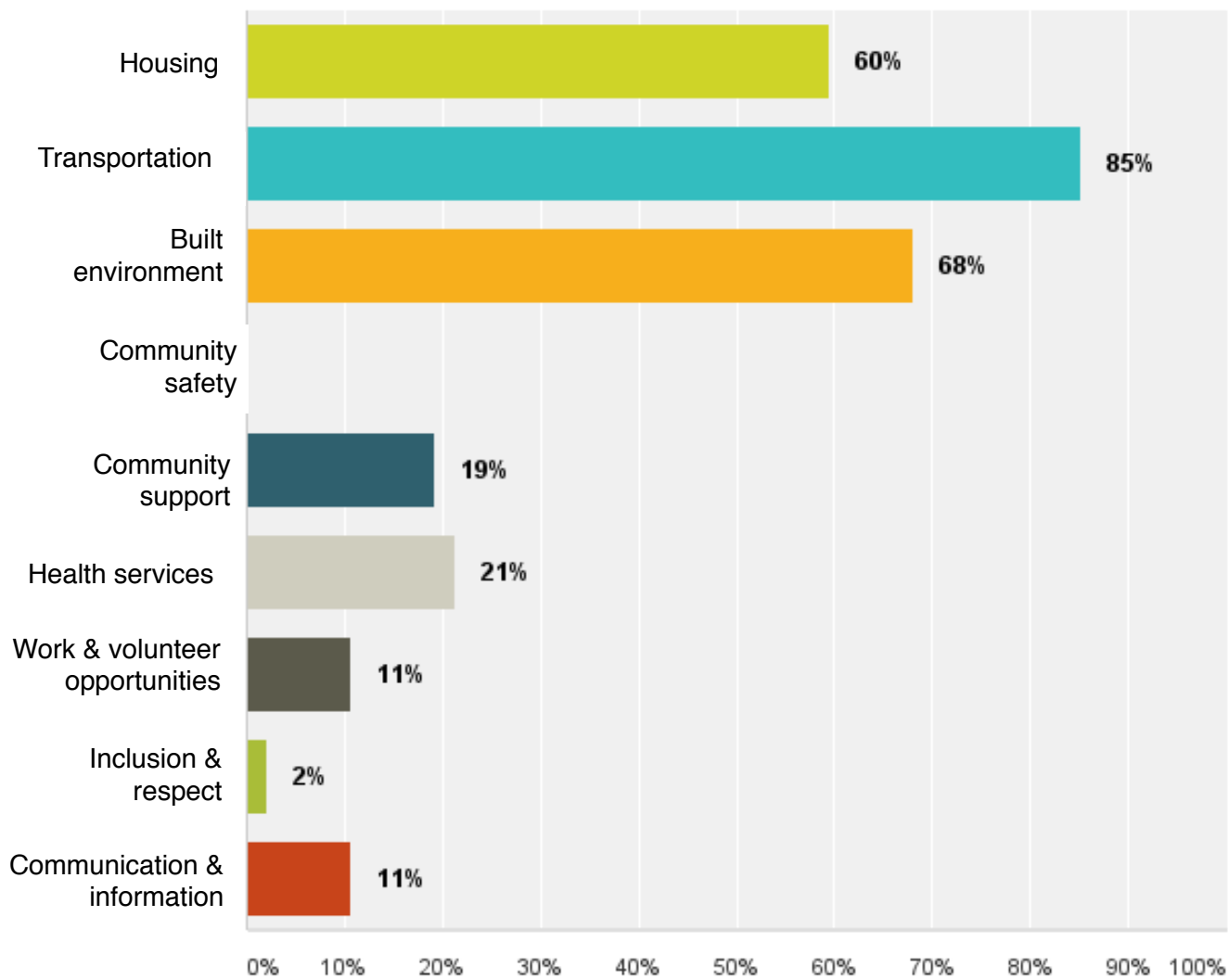
⁵ Held on May 19, 2015 at the Pender Islands Community Hall

Community Questionnaire

A community questionnaire was conducted to cast a wider net for community feedback on the extent to which individuals perceived the age friendliness of living on the Pender islands. There were 70 questionnaires completed between May 14 and June 12. The majority were completed directly online at Survey-Monkey, the remainder completed on paper and the data placed online by Islands Trust staff. Topics explored included housing, transportation, the built

Q15 What are the least age friendly aspects of Pender Island? Choose 3

Answered: 47 Skipped: 23

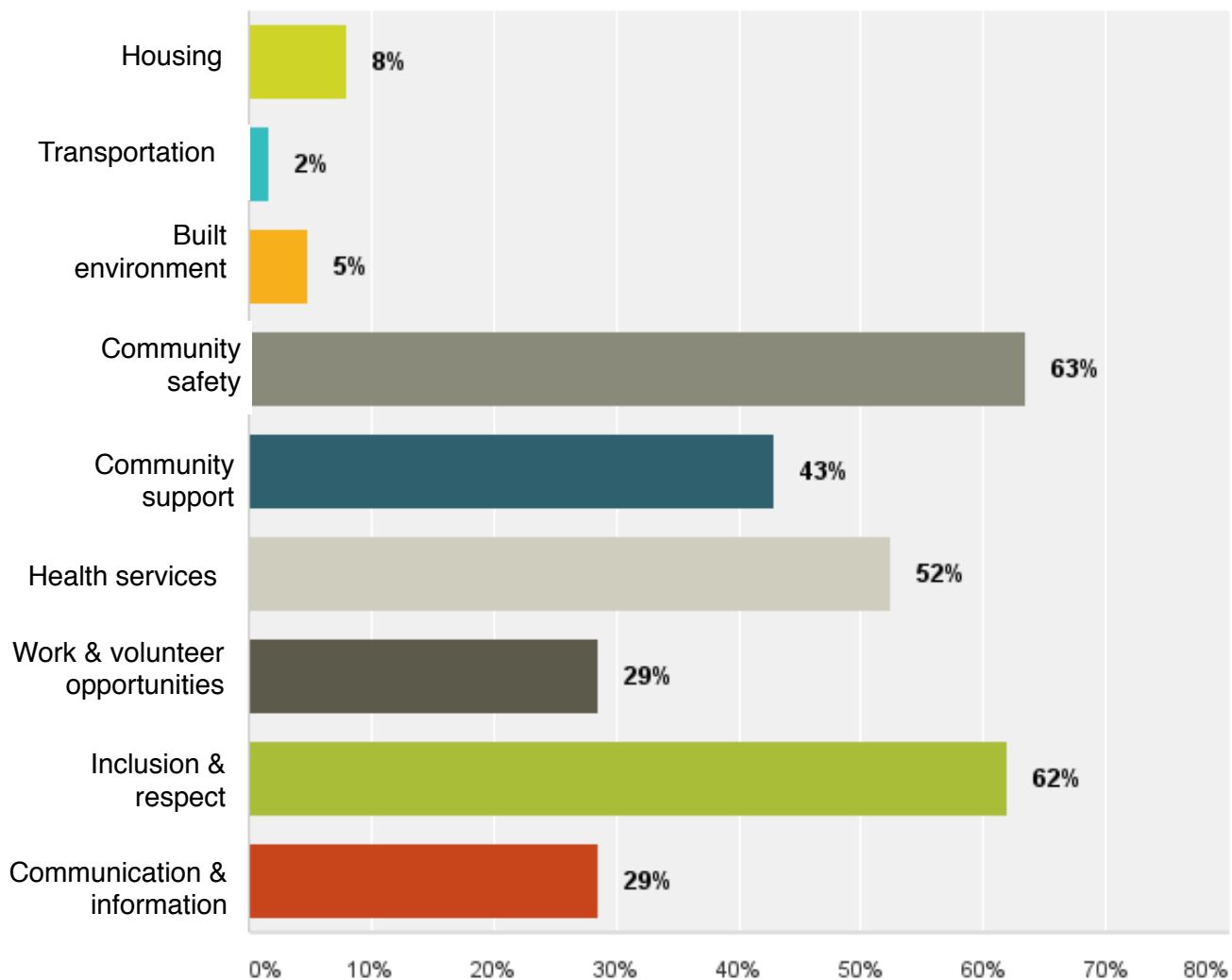


environment, community safety, community support, health services, work & volunteer opportunities, inclusion & respect, and communication & information. The least age friendly aspects reported were transportation, housing, and the built environment. The most age friendly aspects were community safety, inclusion & respect, and health services.

The questionnaire was designed as a voluntary “opt in” or “self selection” survey which anyone could complete. It is not therefore a representative “scientific” sample of a given population.

Q14 What are the most age friendly aspects of North Pender Island? Choose 3

Answered: 63 Skipped: 7



The information gathered is valuable nonetheless because it represents one of several streams of information and data collected in the process of creating the age friendly plan.

Paper copies of the questionnaires were distributed at the workshop of May 19 and completed surveys were dropped off at the Capital Regional District building inspection office in the Driftwood Centre. The URL address for taking the survey online was provided at the workshop and sent out by email through various community channels. Full survey results are available on the Islands Trust website.

Stakeholder Service Provider Interviews

Interviews were conducted by telephone with service providers to learn more about the role their agencies play in advancing age friendly principles, challenges faced, opportunities seen, outcomes desired for the age friendly plan, and the extent to which they would be willing to participate as a partner in the plan.

Those interviewed included Wendy MacDonald, Executive Director of the Pender Islands Senior Housing Society (operates Plum Tree Court), Carolyn Cartwright-Ower, Community Care Coordinator for Island Health, (dual role of case manager for home care and respite care and community nursing), Michael Symons, chair of the Pender Island Parks & Recreation Commission (PIPRC), Andrea Mills, Community Support worker with the Pender Health Care Society, David Howe, Southern Gulf Islands Director for the Capital Regional District, and Christine Culham, Senior Manager for Regional Housing for the Capital Regional District. Many action oriented opportunities identified by these people have been incorporated into the plan.



Photo by Justine Starke

Community Workshop #2

The second community workshop held at the Pender Islands Community Hall offered participants an opportunity to identify action-oriented priorities based on an overview of what was learned through the community questionnaire, stakeholder & service provider interviews, and the baseline analysis. Priorities identified for the built environment included improved accessibility for public facilities such as the ferry terminal and Nu2Yu thrift store; priorities for housing include Land Use Bylaw changes to permit secondary suites and generally expand housing diversity; priority highlights for mobility include a locally controlled agency responsible for community transit and expropriation of rights of way for safety and expanding pedestrian and cycling opportunities.



Pender Islands Community Hall

Photo by Joseph Lopez

Outdoor Spaces and Buildings

Outdoor spaces and public buildings are pleasant, clean, secure and physically accessible.

CHALLENGES

North Pender Island's topography and historical development patterns create a charming but challenging landscape in which to navigate. Finding flat and safe trails and paths to walk and cycle on is difficult, often because of narrow roads and fast driving.

The majority of government and business facilities are not fully accessible to older adults. Shortcomings include inadequate directional signage and stairs with no accompanying ramps.

Best Practice Example

Healthy Saanich Committee's Senior Friendly Business Decal program assesses and recognizes local businesses that apply age-friendly principles and practices.

NORTH PENDER ISLAND GOOD PRACTICES

Community safety, one element of the built environment, achieved the highest ranking (63%) of questionnaire respondents selecting their top three age friendly aspects of North Pender Island.

Pender Islands Parks & Recreation Commission is adopting a Senior Friendly Community philosophy into their projects and attempts to make them suitable for all ability levels.



Bench with a view, Hope Bay.
Photo by Justine Starke

MOVING FORWARD ACTIONS

1. Amend Commercial & Industrial Development Permit Area guidelines of the Official Community Plan to address accessibility.
2. Identify funding and take short term action to modify all government and non-profit buildings to be fully accessible for older adults and those with mobility challenges. Specifically the following can be improved with better accessibility, and signs indicating accessible routes:
 - ◆ Ferry terminal, Otter Bay;
 - ◆ Islands Trust office in Hope Bay;
 - ◆ Post office in Hope Bay; and
 - ◆ Nu2Yu thrift store.
3. In partnership with the Southern Gulf Islands Economic Development Commission and Pender Island Chamber of Commerce educate local businesses on the need to make their facilities fully accessible to older adults and those with mobility challenges. Where appropriate, secure financial support for upgrades to private buildings to make them accessible. Specific businesses identified include:
 - ◆ Port Browning Pub; and
 - ◆ Retail spaces at Hope Bay.
4. Encourage the Pender Islands Parks & Recreation Commission to formally adopt accessibility standards and to identify and prioritize projects that are fully accessible.

5. Explore the feasibility of developing an indoor and outdoor facility for exercise and recreation.



Nu -To-Yu. Photo by Joseph Lopez.

Mobility

The island has safe places to walk, cycle and use mobility devices for all ages, and community based public transportation is accessible and affordable.

CHALLENGES

Mobility options are limited almost entirely to the automobile. This in turn gives rise to the fear of losing one's driver's license and being rendered immobile and dependent on others for rides, or worse, leaving home and the Island.

Night driving road safety is an issue with narrow winding roads and faintly painted lines or a lack of lines.

Reliable transportation is particularly important for attending medical or other appointments. Alternatives to the automobile that are lacking or deficient include:

- Community transit service is not available: 68% of respondents of the community questionnaire stated that they would use public transit for most or some of their travel on the island; and
- Older adults want to walk and cycle more, stay active, but find this difficult here: 83% of questionnaire respondents indicated that there are no safe and comfortable sidewalks or trails to the places they need to go, either most of the time or never.

The cost of living is high: goods and services are available at a premium on the island, or available at the cost of travel off island. When too many choose to go off island for goods and services, the competitive viability of local businesses suffer.

NORTH PENDER ISLAND GOOD PRACTICES

The island's 26 car stops provide a unique means of requesting and sharing rides in a manner that is non-threatening and safe.

The “Moving Around Pender Society” (MAPS) actively studies and facilitates improvements to active forms of transportation, particularly walking and cycling. They produced a thorough and clever Transportation Management Plan in 2012.



Photo by James van Hemert

The Islands Trust has entered into a formal partnership agreement with the Ministry of Transportation and Infrastructure (MOTI) that requires public consultation as part of future road construction or improvements.

Best Practice Example

The Mayne Island Bus Society is a low cost community funded bus service operates a by donation fare bus service that currently uses volunteer bus drivers. Routes focus on getting passengers to and from the BC ferry terminal.

MOVING FORWARD ACTIONS

1. Formally adopt a road and infrastructure phasing plan using the MAPS Transportation Management Plan as a starting point.
2. Support and facilitate a community supported on-island transit service operated by a locally controlled transit organization.
3. Support the Southern Gulf Islands Economic Development Commission's (SGIEDC) inter-island water taxi concept.
4. Support and facilitate the development of alternative transportation routes (ATR) which are designed for use as walking pathways as well as for bicycles, strollers, wheel chairs and other non-motorized vehicles and possibly horses. Specific priority routes and improvements⁶ identified by MAPS are:
 - Pedestrian/cycling route from Magic Lake Estates via Shingle Bay through the National Park to Irene Bay and South Otter Bay Road;
 - An extension of Magic Lake —South Otter Bay Road route to the Library and Nu 2 Yu;
 - Bypasses for Einer's Hill and Scarff Road Hill to enhance safety; and
 - Safety improvement of Pender Islands' main thoroughfare, the road from the Ferry Terminal in Otter Bay to the Community Hall and the Driftwood Centre and beyond to Magic Lake Estates.
5. Encourage MOTI to review the road line painting program to ensure regular maintenance and addition of new lines where needed for safety reasons.
6. Expropriate lands for rights of way in critical locations identified in the MAPS Transportation Management Plan to support alternative transportation routes.

⁶ Pender Islands Transportation Survey, May-July 2012, Moving Around Pender Society, Capital Regional District, and Pender Island Community Service Society (Nu-To-Yu).

Housing

Housing is diverse, affordable, appropriately located, well built, age-adaptable designed and secure.

CHALLENGES

Safe and affordable housing with home support services is identified as one of the most important decision factors for staying and aging in place on North Pender Island.



Plum Tree Court, operated by the Pender Island Seniors Housing Association

Photo by Islands Trust staff

The island has a very limited range of housing types; almost 100% of homes are single family. This situation is reinforced by the Land Use Bylaw which limits options as follows:

- No secondary suites are permitted;
- Limited opportunity for accessory dwellings (vacation cottages permitted in Rural, Rural Residential, and Agricultural zones on lots larger than 1.2 hectares; and

- No multi-unit housing types such as apartments or townhouses are permitted.

There is an absence of assisted living and complex care facilities.

Support services that are lacking or insufficient include:

- Transportation
- Light yard work
- Minor home repairs
- Light housekeeping

Affordable housing opportunities are very limited. The only purpose built facility is Plum Tree Court with 6 units.

Best Practice Example

The District of Saanich (BC) permits secondary suites within a defined area subject to specific requirements: single family zoning, floor area within the maximum floor space ratio, suite is wholly contained within the single family dwelling, the registered owner of the property must occupy either the single family dwelling or the secondary suite as their principal residence, an Occupancy Permit must be issued, and one additional onsite-parking space for the occupant of the secondary suite is required.

NORTH PENDER ISLAND GOOD PRACTICES

Plum Tree Court is a well managed locally initiated affordable housing project that serves six households with land zoning for future expansion.

The use of existing housing stock represents a valuable asset and is the most affordable way to adapt housing for an aging population.

MOVING FORWARD ACTIONS

1. In consultation with the community, explore potential changes to the Land Use Bylaw in the following manner:
 - permit secondary suites in all single family zones: Rural Residential (RR), Rural (R), Rural Comprehensive One (RC1), Rural Comprehensive Two (RC2) Agricultural (AR);
 - expand the number of zones that permit accessory units to include the Rural Residential (RR) zone;
 - reduce the minimum lot size for permitted accessory dwelling units.
 - create a multi-family dwelling zone district; and
 - create or modify a zone district to permit medium density cluster small unit housing designed for older adults.



Example of a small unit cluster housing plan

Source: arboracres.org

2. Attract more support care workers to North Pender Island (enables people to stay in their own homes longer).
3. Support and encourage the Pender Islands Senior Housing Society to expand facilities at Plum Tree Court.
4. Invite the Capital Regional Housing Corporation (CRHC) to host a workshop which will introduce citizens and service providers with their wide

range of potential supports for affordable housing such as best practices, educational support for housing policy, and partnerships to build facilities.

5. Expand housing options by promoting co-housing, leasing bedrooms to young adults.
6. Upon completion of the required zoning bylaw amendment, promote market based small unit clusters (sometimes referred to as patio homes) purpose built for older adults.

Social Participation

Opportunities for older adults are available to participate in leisure, social, cultural and spiritual activities with people of all ages and cultures.

CHALLENGES

Despite the wide ranging social opportunities--which seem “outsized” relative to the island’s population--many questionnaire respondents felt the opportunities were insufficient (21%) or didn’t know (21%).

Workshop participants emphasized the importance of older adults being able to get out and do things together like walking, swimming, and cooking. This is to connect socially, stay active, physically and mentally.

It is acknowledged that it is important for these activities to connect older adults with other age groups, particular youth.



Stock photo

NORTH PENDER ISLAND GOOD PRACTICES

The Pender Islands Community Hall, fully supported financially and programmatically by island citizens, provides a venue for a wide range of community

cultural, social and leisure activities. The facility is handicap accessible and centrally located.

Best Practice Example

A community older adults' centre was built at Cordova Bay Elementary School (Saanich, BC). Cordova Bay Community Place is the home of the Cordova Bay 55 Plus Association offering recreation and social opportunities for older persons in that community. This unique centre places older persons and children as the focal point of community activities.

MOVING FORWARD ACTIONS

1. Encourage older adults, particularly those who are socially isolated, to participate in mentoring young people in life skills such as cooking, canning, sewing, gardening, and basic carpentry. A mentoring program may be possible in partnership with the Pender Elementary School and the Royal Canadian Legion.
2. Encourage the Pender Island Recreation Commission to develop an age based recreation plan that addresses the particular needs of older adults.

Respect and Civic Participation

Older people are treated with respect and are included in civic life.

CHALLENGES

We learned in the first workshop that older adults receive a high degree of respect in the community and are socially included in local government, community societies and nonprofit boards. A substantial majority (94%) indicated in the questionnaire that they are always or usually treated with respect in the community. A majority (62%) identified respect & social inclusion as the most age friendly aspects.



Stock photo

NORTH PENDER ISLAND GOOD PRACTICES

The Royal Canadian Legion hosts a variety of inter-generational events. Because older adults are almost a majority on North Pender Island, they receive respect.

Best Practice Example

The Gulf Islands School District's Connecting Generations program offers students the opportunity to teach computer skills to older adults.

MOVING FORWARD ACTIONS

1. Explore a Pender Island expansion of Connecting Generations, a program of the Gulf Islands School District operating at the Salt Spring High School, with United Way's Better at Home program.
2. The Local Trust Committee, Health Centre and senior's organizations promote awareness of the services of the BC Senior's Advocate office, which include addressing elder abuse.

Employment & Volunteer Opportunities

There are opportunities for employment and volunteerism that cater to older persons' interests and abilities.

CHALLENGES

The community questionnaire revealed that slightly less than half (48%) of respondents believed there were adequate employment opportunities for older adults.



*Older adult mentoring a child.
Stock photo.*

NORTH PENDER ISLAND GOOD PRACTICES

"What we have out here is a volunteer economy. It's second nature here."

-- Dave Howe, CRD Area Director, quoted by Jack Knox in the Victoria Times Colonist⁷

⁷Pender Island an urbanite's dream, Victoria Times Colonist, February 16, 2015
more at: <http://www.timescolonist.com/news/local/jack-knox-pender-island-an-urbanite-s-dream-1.1764893#sthash.EThzBczu.dpuf>

The majority (93%) of community questionnaire respondents are aware of volunteer opportunities.

Best Practice Example

Volunteer Cowichan (Duncan, BC) recruits, interviews, and place volunteers with agencies through a volunteer referral system. They promote volunteerism by organizing and sponsoring events such as the National Volunteer Week, Volunteer Spirit Awards and Volunteer Fairs. They offer training and consultation for volunteer organizations and also assist local employment centres. They have an extensive library.

MOVING FORWARD ACTIONS

1. In partnership with the Southern Gulf Islands Economic Development Commission (SGIEDC), identify ways in which a senior population can participate in a steady state economy.⁸

⁸ A steady state economy has zero economic growth, a stable population, and stable consumption.

Communication & Information

Age friendly communication and information is available.

CHALLENGES

Interviews and community workshop reveal that a central website and complementary traditional media (print, phone calls) for service information would be a helpful improvement.

Not all older adults are computer literate and use email, and still need to be reached by using traditional communication devices.



Stock photo

NORTH PENDER ISLAND GOOD PRACTICES

The Islands Trust's North Pender Island LTC is an excellent web site that provides easy access to bylaws, studies, meeting agendas and minutes, general interest information, and provides an opportunity for receiving notices via email on Islands Trust meetings.

The Pender Island Health Centre offers a wide range of health and social support services. A dedicated staff position serves the social support services with program coordination and communicating information via a website, word of mouth and an email service for social and educational events.

Best Practice Example

Age Friendly Edmonton and “211” introduced a Seniors Information Phone Line in 2014. Seniors can call a single source for information about programs and services. The “211” operators answer straightforward requests for information and ask a few questions to identify the most effective referral to make. If callers require support, and not just information, the call is transferred to one of several senior service agencies that have outreach staff who can help.

MOVING FORWARD ACTIONS

1. Create a central age friendly website focused on the full suite of service information for older adults.
2. Set up a non-internet based person to person communication system to communicate and disseminate information. For example, a one stop information centre at the health clinic.

Community Support & Health Services

Community support and health services are tailored to older persons' needs.

CHALLENGES

Community support

There are not enough qualified people to provide home support services. This is reflected in responses from the community questionnaire: 37% of respondents said that home support services (e.g. meals, delivery, home care) were always or usually adequate; 27% said they were sometimes available; 34% didn't know.



Pender Islands Health Centre.

Photo by Justine Starke

Best Practice Examples

Community Support

A government sponsored program in Victoria, BC, the **Piercy Respite Hotel**, is an example of a facility that offers a safe, secure and supportive environment to guests, enabling their caregivers to have a period of rest and renewal. The dining room, enclosed garden, and fireside lounge provide a comfortable setting for social interaction. The hotel operates 24 hours a day, seven days a week. It is located on the main floor of the Hillside Seniors Health Centre.

Health Services

The **Integrated Health Care Team** at the Kaatza Health Clinic in Lake Cowichan is primary health care team consisting of a dietitian, primary health care nurse, social worker/counsellor and a clinical office assistant. The innovative approach was developed by Island Health in consultation with community groups.

Health Services

Health services was identified by half of questionnaire respondents selecting their top age friendly community aspects. Slightly less than half of those surveyed indicated that services were always or usually adequate.

NORTH PENDER ISLAND GOOD PRACTICES

The Pender Islands Health Centre serves as a hub for a wide range of health and community support services.

The Community Care Coordinator is a dual role position which provides case management as well as community nursing. The majority of work is in people's homes. This program is working well, according to Carolyn Cartwright-Owers, who holds the position at Island Health. She notes that it enables people to stay in their homes longer.

Community Support

1. Secure reliable long term funding for a full time community support “career position.”
2. Attract more qualified and certified home support workers to live and work on the island.

Health Services

3. Secure respite and palliative care beds.
4. Attract a general practitioner doctor to live and work on the island.
5. Set up an integrated health care team such as the one set up by Island Health for the Town of Lake Cowichan, which provides both public health and primary health care services.

Keeping the Plan Alive and Relevant

1. Establish an inter-agency partnership task force to monitor progress and partnership relationships.
2. Formalize partnerships for active transportation initiatives with the Ministry of Transportation and Infrastructure (MOTI) and Moving Around Pender Society (MAPS).
3. Partner with Southern Gulf Islands Economic Development Commission (SGIEDC) and the Chamber of Commerce in pursuing steady-state economic health.
4. Explore with the community potential OCP and Land Use Bylaw amendments to provide an age friendly lens to planning policy and provide specific direction on relevant topics.



Photo by Elim Home

Acknowledgements

Well over 100 citizens contributed to the making of this plan. Those acknowledged here by name made unique or sustained contributions.

Elected Officials

- Derek Masselink, Trustee, North Pender Island Local Trust Committee
- Dianne Barber, Trustee, North Pender Island Local Trust Committee
- David Howe, Southern Gulf Islands Area Director, Capital Regional District

Islands Trust Staff

- Justine Starke, Island Planner

Key participants

- Andrea Mills, Community Support Worker, Pender Islands Health Centre
- Wendy MacDonald, Executive Director, Pender Islands Senior Housing Society
- Carolyne Cartwright-Owers, Community Care Coordinator, Island health
- Michael Symons, Chair, Pender Islands Recreation Commission
- Niall Parker, Board member, Moving Around Pender Society (MAPS)

Funding agency

- Senior's Housing and Support Initiative of the Union of British Columbia Municipalities (UBCM) and the BC Ministry of Health

Consultants

- James van Hemert, van Hemert & Co.
- Dr. Trevor Hancock

Actions Summary

The actions summary is organized by topic area, priority and recommended partners. Priority levels are immediate (within three months), high (within a year), Medium (one to three years) and ongoing.

Action	Priority	Partners
Outdoor spaces and buildings		
1. Amend Commercial & Industrial Development Permit Area guidelines of the Official Community Plan to address accessibility.	High Within one year	
2. Identify funding and take short term action to modify all government and non-profit buildings to be fully accessible for older adults and those with mobility challenges.	Immediate Within three months	
3. In partnership Southern Gulf Islands Economic Development Commission (SGIEDC) and Pender Island chamber of commerce, educate local businesses on the need to make their facilities fully accessible to older adults and the those with mobility challenges.	Ongoing	SGIEDC and Pender Island Chamber of Commerce
4. Encourage the Pender Islands Parks & Recreation Commission (PIPRC) to formally adopt accessibility standards and to identify and prioritize projects that are fully accessible.	High Within one year	PIPRC
5. Explore the feasibility of developing an indoor and outdoor facility for exercise and recreation.	High Within one year	PIPRC
Mobility		
1. Formally adopt a road and infrastructure phasing plan using the MAPS Transportation Management Plan as a starting point.	High Within one year	MAPS

Action	Priority	Partners
2. Support and facilitate a community supported on-island transit service operated by a locally controlled transit organization.	High Within one year	SGIEDC
3. Support the Southern Gulf Islands Economic Development Commission's (SGIEDC) inter-island water taxi concept.	Ongoing	SGIEDC
4. Support and facilitate the development of alternative transportation routes (ATR) which are designed for use as walking pathways as well as for bicycles, strollers, wheel chairs and other non-motorized vehicles and possibly horses.	Ongoing	MAPS
5. Encourage Ministry of Transportation and infrastructure (MOTI) to review the road line painting program to ensure regular maintenance and addition of new lines where needed for safety reasons.	Ongoing	MOTI
6. Expropriate lands for rights of way in critical locations identified in the Moving Around Pender Society (MAPS) Transportation Management Plan to support alternative transportation routes.	Ongoing	MAPS, MOTI
Housing		
1. In consultation with the community explore the potential revisions to the Land Use Bylaw to permit secondary suites in all single family zones, expand the number of zones that permit accessory units, reduce the minimum lot size for permitted accessory dwelling units, create a multi-family dwelling zone district, create or modify a zone district to permit medium density cluster small unit housing designed for older adults.	High Within one year	
2. Attract more support care workers to North Pender Island (enables people to remain in their homes longer).	Ongoing	Island Health, Pender Islands Health Centre
3. Support and encourage the Pender Islands Senior Housing Society to expand facilities at Plum Tree Court.	Ongoing	Pender Islands Senior Housing Society

Action	Priority	Partners
4. Invite the Capital Regional Housing Corporation (CRHC) to host a workshop which will introduce citizens and service providers with their wide range of potential supports for affordable housing such as best practices, educational support for housing policy, and partnerships to build facilities.	Immediate Within three months	CRD Regional Housing Corporation
5. Expand housing options by promoting co-housing, leasing bedrooms to young adults.	Ongoing	
6. Upon completion of the required zoning bylaw amendment, promote market based small unit clusters (sometimes referred to as patio homes) purpose built for older adults.	Ongoing	
Social participation		
1. Encourage older adults, particularly those who are socially isolated, to participate in mentoring young people in life skills such as cooking, canning, sewing, gardening, and basic carpentry. A mentoring program may be possible in partnership with the Pender Elementary School and the Royal Canadian Legion.	Ongoing	Pender Elementary School Royal Canadian Legion
2. Encourage the Pender Island Recreation Commission to develop an age based recreation plan that addresses the particular needs of older adults.	Medium One to three years	PIRC
Respect & Civic Participation		
1. Explore a Pender Island expansion of Connecting Generations, a program of the Gulf Islands School District operating at the Salt Spring High School, with United Way's Better at Home program.	Medium One to three years	Gulf Islands School District
2. The Local Trust Committee, Health Centre and senior's organizations promote awareness of the services of the BC Senior's Advocate office, which include addressing elder abuse.	Ongoing	Health Centre
Employment & Volunteer Opportunities		

Action	Priority	Partners
1. In partnership with the Southern Gulf Islands Economic Development Commission (SGIEDC) identify ways in which a senior population can participate in a steady state economy.	Ongoing	SGIEDC
Communication & Information		
1. Create a central age friendly website focused on the full suite of service information for older adults.	Medium One to three years	Health Centre
2. Set up a non-internet based, person to person communication system to communicate and disseminate information. For example, a one stop information centre at the health clinic.	Medium One to three years	Health Centre
Community Support & Health Services		
Community Support		
1. Secure reliable long term funding for a full time community support “career position.”	Ongoing	Health Centre
2. Attract more qualified and certified home support workers to live and work on the island.	Ongoing	Island Health
Health Services		
3. Secure respite and palliative care beds.	Medium One to three years	Island Health
4. Attract a general practitioner doctor to live and work on the island.	Ongoing	Island Health
5. Set up an integrated health care team such as the one set up by Island Health for the Town of Lake Cowichan which provides both public health and primary health care services.	Medium One to three years	Island Health Health Centre
Keeping the Plan Alive and Relevant		
1. Establish an inter-agency partnership task force to monitor progress and partnership relationships.	Immediate Within three months, ongoing	

Action	Priority	Partners
2. Formalize partnerships for active transportation initiatives with Ministry of Transportation and Infrastructure (MOTI) and Moving Around Pender Society (MAPS).	Immediate Within three months	MOTI, MAPS
3. Partner with Southern Gulf Islands Economic Development Commission (SGIEDC) and the Chamber of Commerce in pursuing steady-state economic health.	Ongoing	SGIEDC, MAPS
4. Explore with the community potential OCP and Land Use Bylaw amendments to provide an age friendly lens to planning policy and provide specific direction on relevant topics.	Medium Within one year	

Potential Bylaw Amendments

OFFICIAL COMMUNITY PLAN

Goals

1. Specifically reference age-friendly and inclusive as part of a “complete” community.
2. Reference “connected” and “accessible” in Goal 11.

Objectives

1. Residential objective 2: expand and clarify the full spectrum of housing options and that serving the needs of all residents include an older, aging population.
2. Add additional objectives:
 - a. Add policy on “aging in place” and recognize the importance of retrofitting existing homes.
 - b. To ensure inclusive neighbourhoods that meet the needs of the all residents, including older adults and those with special needs, within close proximity to shopping, personal and medical services, financial services and public transit.
 - c. To provide for a broad range of household types and income groups including older adults, and those with special needs.
 - d. Senior’s housing development is encouraged and may include, for example, independent living, assisted living, independent/supportive and residential care type facilities.
 - e. Special needs housing is encouraged in close proximity to, community services, shopping and community transit.
 - f. Recognize the need for affordable housing, particularly for special needs population such as the disabled and the elderly.

Policy recommendations

Housing

1. Specifically state “senior’s housing” in the affordable housing type list (Section 6.3.1 12).
2. Add “accessory dwelling units” in the list of housing types list (Section 6.3.1 2).
3. Policies should specifically state:
 - a. Permitting secondary suites and/or detached accessory dwellings in some zones
 - b. Zoning for increased densities on small lots or multi-family developments in ‘town’ centres or village nodes
 - c. Promoting mixed use developments (residential use in commercial zones)
 - d. Although not increasing density on the island overall was one of the frequent concerns raised in the responses to the Senior Housing Task Force Report, the only option is to increase density in some locations, and down-zone in other areas to ensure the overall density is maintained. This limitation may be a significant barrier to providing a broader range of housing types.
 - e. Affordable housing can be provided by the private, non-profit, cooperative, and public sectors separately or through partnership models.
 - f. Affordable housing includes a variety of tenure models including ownership, rental, co-housing, and cooperative.

Outdoor Spaces

1. Identify specific age friendly design elements desired for all public gathering places and parks.
2. Identify parks with specific desired age-friendly features that align with senior’s interests.

Buildings

1. A new subsection in the plan regarding buildings should express that all public buildings, including government owned facilities, should be retrofitted to universal accessibility standards. A target time line for completion is advisable. This effort will require partnerships with other governments, authorities, and agencies.
2. Building policy should also provide incentives for retrofitting existing commercial structures to universal accessibility standards.

Transportation

1. To maintain and develop a transportation network that provides safe and efficient movement for pedestrians, cyclists, transit users, automobiles, and freight.
2. Adopt “complete street” standards to ensure safe access for all transportation modes and for people of all capabilities. Complete streets are designed to ensure safe passage for cyclists, pedestrians and transit, in addition to automobiles.
3. Build a comprehensive network of safe pedestrian and bicycle facilities using government funds, grant funds and developer required improvements in accordance with applicable Bylaws.
4. Ensure safe access for all is provided in the design and modification of all streets, sidewalks and pathways.
5. In partnership with the Ministry of Transportation & Infrastructure, adopt a complete street standard within the Subdivision Bylaw and through selected references and preferences for such within the Master Municipal Construction Documents (MMCD).

Complete Communities

- ◆ Consider a policy section on aging in the same community that reflects a comprehensive and holistic set of policies and actions. An appropriate and inclusive term for this concept is “complete community.” This is defined as a community that “meet people’s needs for daily living throughout an entire lifetime by providing convenient access to an appropriate mix of jobs,

local services, a full range of housing and community infrastructure including affordable housing, schools, recreation and open space for their residents.”

LAND USE BYLAW (LUB)

1. Permit secondary suites in the following zone districts:
 - ◆ Rural Residential (RR) Zone;
 - ◆ Rural (2) Zone;
 - ◆ Rural Comprehensive One RC1) Zone;
 - ◆ Rural Comprehensive Two (RC2) Zone; and
 - ◆ Agricultural (AG) zone.
2. Permit accessory dwellings in the Rural Residential (RR) Zone. The form of dwelling could be a garden suite (also referred to as a “granny flat”), similar to the currently defined “cottage,” a dwelling with a maximum of 56 m². which is already permitted in the Rural R , RC1, RC2 and AG zones.
 - a. Proposed definition of the accessory dwelling and standards:

“Garden Suite” refers to a single-unit independent suite in a free-standing, single-story accessory building located behind the primary single family residential dwelling.
 - b. Maximum size: limit to 40% of gross floor area of the single family dwelling or 60 square feet, whichever is less;
 - c. Minimum size: 30 square metres;
 - d. Maximum number of bedrooms: two; and
 - e. Access to exterior entrance with outdoor lighting
3. Update the bylaw to reflect uses permitted under the under the Community Care and Assisted Living Act.
4. Proposed new zone districts

Cluster Residential

Purpose:

To provide appropriately sized dwellings in a clustered pattern.

Commentary:

- ◆ More flexibility than current Special Needs Housing zone district and no restrictions on ability or need.
- ◆ Any age restrictions addressed separately via OCP policy and implementing instruments such as covenants or private society bylaws. Permit detached and semi-detached dwellings (2, 3, or 4 attached) in clustered arrangements.

Standards:

- ◆ Maximum density of 0.1 ha per dwelling unit (with community sewer and water).
- ◆ Min. lot size of 0.1 ha.
- ◆ No secondary suites or accessory dwellings permitted.

Multi-family Residential

Purpose:

To provide multi-family residential housing options.

Standards:

- ◆ Permit semi-detached, duplex, triplex, townhouse, apartment style dwellings.
- ◆ Max. density of 20 units per hectare.
- ◆ Min. parcel/development size of 2 ha.
- ◆ Min. lot size of 0.1 ha.
- ◆ No secondary suites or accessory dwellings permitted.

Date: November 17, 2015

File No.: 6500-20-Waste Management

To: North Pender Island Local Trust Committee
For the meeting of November 26, 2015

From: Justine Starke, Island Planner, Local Planning Services

CC: Robert Kojima, Regional Planning Manager

Re: Top Priority Update:
Waste & Resource Management Special Advisory Planning Commission

Background

A Waste and Resource Management Special Advisory Planning Commission has been appointed to research best practices, conduct community analysis, and give advice on the ideal locations and preferred scope of waste management that should be pursued on the Pender Islands. Specifically, the objectives include:

- To develop criteria for siting waste transfer facilities
- To inventory existing industrial land.
- To reach community consensus on the location and scope of waste management on NPI
- To map proposed locations for current/future waste management facilities.
- Collaboration with CRD to ensure a comprehensive understanding and approach.

At the September 10, 2015 LTC meeting, the LTC amended and endorsed a Terms of Reference for the Commission (see Appendix 1). The Project Charter was approved by the Local Trust Committee in April 2015. It is attached as Appendix 2.

Update

The Commission has met four times over the last three months. The first two meetings were focused on giving input into the Terms of Reference. The minutes of the meetings have been attached to LTC agenda packages and can be seen on the Islands Trust website at <http://www.islandstrust.bc.ca/islands/local-trust-areas/north-pender/projects-initiatives/waste-management/>.

The Commission has been grappling with determining what types and volumes of materials are currently being managed on the Penders. Dependable data has proven difficult to gather, although the Pender Island Recycling Society has offered detailed information on the types and volumes of materials it handles. Some waste management operators have not been forthcoming with sharing information that they consider proprietary. A similar response from operators was reported by CRD in their own efforts to ascertain information on materials and volumes in other regions of the CRD. The commission has asked for the assistance of CRD staff for developing other methods of estimating materials and volumes (this works towards answering the question of “what” in the Terms of Reference).

In accordance with the work plan, the Commission has set up a subcommittee to consult with stakeholders. A survey was designed but at the time of writing had not been finalized and may be reconceived. There is concern that the survey would not be effective without participation by all the main operators. The Commission needs to determine what it actually needs to know from operators - for example, how a waste and resource transfer site might best serve their needs as well as facilitate meeting the goals of CRD of 70% diversion by 2020.

The next meeting of the Commission is set for November 20. Staff from the Capital Regional District will be in attendance to give an overview of the role of the CRD in waste management, give an update on the Integrated Waste and Resource Management Planning process, and answer questions from the Commissioners. To prepare for this meeting, commissioners have been tasked with reading the background technical memos that are informing the Integrated Planning Process. Some commissioners sent questions ahead of time to CRD staff. WRMC Chair Montague will provide an update to the LTCs following the November 20th meeting and will submit it as a late item for the November 26th LTC meeting.

Timeline and Budget

The timeline and budget that was attached to the project charter and the work plan in the Terms of Reference are in need of amending. The work of the Commission has developed differently than the originally conceived plan, and the Commission has needed more meetings than was anticipated. At the outset, the Commission spent two meetings reviewing the Terms of Reference, which was not a task originally in the work plan. The need for additional meetings is not surprising – the work that has been assigned to the Commission is substantial. Staff suggest extending the timeline until September 2016 to accommodate the pace of the Commission's work.

The budget sources for this project have been supplemented by the South Pender Island Local Trust Committee committing \$1000 to this project. The North Pender Island Local Trust Committee has requested \$6000 be allocated to this project for the 2016-17 fiscal year (this amount has yet to be confirmed by Trust Council).

Originally, the budget for the Commission to undertake its work was set at \$4,400, but the actual costs of the meetings have come in under what was budgeted. Meeting costs include venue rental and minute taking services. Light refreshments are anticipated in the Terms of Reference and may be provided at some meetings. Commission meetings to date have cost \$1,363 (around \$270 each). The forecasted budget for remaining meetings has taken these actual costs into account and added a contingency – future meetings have thus been estimated at \$350 each, with the three public consultation meetings estimated at \$500 each. The budget in the project charter has been updated to reflect the additional meetings, additional funding streams, and actual costs to date.

Please see appendix 1 for an amended timeline (with the changes tracked). Appendix 2 has the Terms of Reference with an updated Schedule 1 (Commission Work Plan). Appendix 3 has the amended Project Charter (version 2) with the updated budget information and amended timeline included.

Recommendations

1. THAT the North Pender Island Local Trust Committee endorse the amended Project Charter V.2 dated November 26, 2015 (Land Use Planning For Waste Management).
2. THAT the North Pender Island Local Trust Committee amend Schedule 1 (Commission Work Plan) of the Terms of Reference (approved September 10, 2015) with the updated timeline in Version 2 of the Project Charter.

Prepared and Submitted by:

Justine Starke, Island Planner
Local Planning Services

November 18, 2015

Name, Title
Concurred in by:

Date



November 19, 2015

Robert Kojima
Regional Planning Manager

Date

Attachments:

Appendix 1 Amended Timeline with Changes Tracked

Appendix 2: Terms of Reference with updated Schedule 1 (Commission Work Plan)

Appendix 3: Project Charter Version 2

SCHEDULE 1: COMMISSION WORK PLAN
Updated November 26, 2015

PROJECT CHARTER WORK PLAN OVERVIEW		
Meeting	Deliverable/Milestone	Target Date
COMMISSION Meeting #1	<u>Inaugural meeting of the Commission – Review Terms of Reference and make recommendations for amendments.</u> Inaugural meeting of Commission – 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.	<u>August/Sept, 2015</u> <u>August 18, 2015</u>
COMMISSION Meeting #2	<u>Continue Terms of Reference review. Develop understanding of task, terms of reference for the work, and best practices in the literature for achieving goals.</u> 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 Commission in a subsequent meeting.	<u>September, 2015</u> <u>August 27, 2015</u>
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).	<u>November, 2015</u>
COMMISSION Meeting # 3:	<u>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. Overview of Pender Island Recycling Society, and discussion of materials – WHAT.</u> 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.	<u>December, 2015</u> <u>September 16, 2015</u>
Community Engagement Session #2:	Presentation by Commission 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.	<u>January, 2015</u>
COMMISSION Meeting #4:	<u>Continue discussion of what materials are handled on the Penders and survey for stakeholders and operators.</u> Review results of community process/input to date. Refine/revise preliminary recommendations for scope and criteria. Discuss and prepare for Community Engagement Session #3.	<u>October, 16 2015</u> <u>February, 2016</u>
COMMISSION Meeting #5: Community Engagement Session #3:	<u>Orientation by CRD staff to the role of the CRD in waste management.</u> 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.	<u>November 20, 2015</u> <u>March, 2016</u>

COMMISSION Meeting # 6:	Agree on preliminary recommendations for what the scope of waste management should be on the Pender Islands (what uses should be permitted by zoning?). This includes a summary of WHAT materials should be managed. Review summary of findings from community engagement session, revise/refine recommendations, delegate/assign report writing.	November 27, 2015 May, 2016
COMMISSION Meeting # 7:	Develop draft criteria for the siting of waste transfer facilities and begin to consider what land use regulations should be in any new waste management zone. This is the foundation for later discussion on WHERE waste management should occur. Prepare to present these preliminary findings for feedback at Community Engagement Session #1 (to occur in early February, 2016). Review draft report, direct changes, finalize recommendations.	December 14, 2016 June, 2016
COMMISSION Meeting #8:	Narrow the scope of waste management (land uses) and refine draft criteria for land characteristics. Plan and prepare for February Community consultation.	January 15, 2015
Community Engagement Session #1:	Understanding Waste Management – Roles and Responsibilities (possibly with participation by CRD staff). Presentation of types of materials (WHAT), proposed uses to be regulated in zoning, and draft criteria for siting waste management facilities. Format of consultation session to be decided by the Commission with assistance from IT staff.	February 12 2015
NPI LTC	Chair of Commission to present Draft Report to Local Trust Committee at regular business meeting. Invite feedback.	June, 2016
COMMISSION Meeting # 8-9:	Review results of community process/input to date. Refine/revise preliminary recommendations for scope and criteria (WHAT and WHERE). Discuss and prepare for Community Engagement Session #2. Final revisions to report, if required.	July, 2016 March 14, 2016
Community Engagement Session #2:	Presentation by Commission on preliminary (draft) recommendations for land use and siting: criteria 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 to gather input. May include a s Community s Survey either before, after or during session. Potentially to May include a discussion of CRD role/approach to regulating operations.	May 16, 2016
COMMISSION Meeting #10:	Review inventory of existing industrial land and land used for waste management activities (basic information provided by staff). Review results of community process/input to date. Refine/revise preliminary recommendations for land use and criteria for siting. Discuss and prepare for Community Engagement Session #3. Community session will assess land according to this criteria.	June ?, 2016 *Date TBD
Community Engagement Session #3:	May include a community mapping exercise to identify eligible land for waste transfer facilities. Presentation of revised recommendations, participatory process to apply criteria for siting to the inventory of Industrial land and existing waste transfer sites. Group process to evaluate according to criteria. Could benefit from professional facilitator, community mapper.	July 11, 2015
COMMISSION Meeting #11:	Review summary of findings from community engagement session, revise/refine recommendations on WHAT, WHERE, and HOW. Refine recommendations on regulatory changes – OCP policies for the future, and LUB changes to address current needs. Delegate/assign report writing.	July X, 2016 *Date TBD
COMMISSION Meeting #12:	Review draft report, direct changes, finalize recommendations.	August X, 2015 *Date TBD
NPI LTC	Chair of Commission to present Final Report to Local Trust Committee at regular business meeting.	September 22, 2016



APPROVED

September 10 2015

PENDER ISLAND(S) WASTE AND RESOURCE MANAGEMENT COMMISSION

TERMS OF REFERENCE

BACKGROUND

Both North and South Pender Islands have a need for appropriate and permanent location(s) to manage solid discarded materials, including waste, recycling, and reusable waste – “resources.” While there is appropriate zoning for the North Pender Island Recycling Facility on Otter Bay Road, there does not exist an appropriate zone designation on North or South Pender Islands for other types of waste/resource storage and transfer. Historically, waste management has operated in contravention of land use bylaw regulations or been permitted under the authority of Temporary Use Permits. New Capital Regional District restrictions on food waste at Hartland Landfill may require consideration of community composting facilities. Land use regulations should be drafted with the recognition that sites chosen for solid waste/resource storage and transfer may also need to be suitable for locating organic waste materials. The CRD is undergoing a regional process to update its “Integrated Solid Waste and Resource Management Plan,” which may offer opportunities for a coordinated approach. The Pender Island(s) Waste and Resource Management Commission (referred to in this document as “the Commission”) is appointed to represent the local North and South Pender Island communities; the intent is to ensure the process to develop land use policy and regulations for waste/resource storage and transfer is steered by the community itself.

1. The Commission will be advisory to the North Pender Island Local Trust Committee; it is authorized as a Special Advisory Planning Commission under the *North Pender Island Local Trust Committee Advisory Planning Commission Bylaw 166*, as amended by Bylaw 200. All advice given to the North Pender Island Local Trust Committee will also be shared with the South Pender Local Trust Committee at the same time.
2. The North Pender Island Local Trust Committee shall by resolution appoint up to 11 members to the Commission.
3. A quorum for a meeting shall be 50% of the members appointed.
4. All Commission deliberations must take place at a meeting of the Commission, and such meetings must be minuted and open to the public.
3. Each Commission meeting agenda will make provision for 20 minutes at the beginning of the meeting to receive comment from the public on agenda items for that meeting. The Commission 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 Commission meetings. The Commission will be hosting additional events specifically designed for public input.
4. The Commission will consider community advice in making its final recommendations, while also recognizing that the Islands Trust has authority over land use; all recommendations in respect of operations and service provision (particularly by the Capital Regional District) will be in the form of broad policy objectives or advocacy under Section 878(2) of the Local Government Act.
5. The role of Commission is to identify the questions and give answers needed to address the following points in land use policy, bylaw regulation, and advocacy:
 - a) WHAT discarded materials are to be considered in the work of Commission;

- b) WHERE discarded materials are to be sorted, stored and transferred, and also may include recommendations on appropriate locations and regulations for the processing of organics on North Pender and South Pender Islands;
 - c) HOW the services to collect, sort, store, and transfer discarded materials may be provided. This may include recommendations on how the waste/resource operations are regulated and provided, whether by private local operators, land owners, not-for-profit organizations, regional district services, or by a combination of approaches.
- 6. The Commission shall, as part of its review, with assistance from Islands Trust staff, address the following:
 - a) Background research, context, best practices, and lessons learned.
 - b) Consider the elements of the solid waste and resource stream and make recommendations on the scope of waste & resource management – for example, what types of materials should be stored, transferred, or processed on Pender Island(s). The processing of organic materials could be included in this review.
 - c) Inventory existing industrial land and land previously, currently, and potentially used for waste management activities, including the existing recycling facilities.
 - d) Consult with target stakeholders (including, but not exclusively, waste management operators and industrial land owners).
 - e) Facilitate and participate in community consultation events aimed at reaching community consensus on the location and scope of waste management on the Penders.
 - f) Develop criteria for the siting of waste and resource management facilities.
 - g) Evaluate land/sites according to research and criteria. Identify any new sites.
 - h) Make recommendations for any new Official Community Plan policies and Land Use Bylaw regulations for waste and resource management on the Penders,
 - i) Make recommendations for where to locate current/future waste transfer facilities.
 - j) Provide recommendations to the Capital Regional District on the Integrated Waste and Resource Management Plan.
 - k) Present recommendations in a final report to the North Pender Island Local Trust Committee in accordance with the timelines shown in Schedule 1.
- 7. The Commission shall elect a Chairperson at its first meeting.
- 8. The Chairperson should ensure the Commission considers the issues from an enlarged perspective aimed at solutions for the community as a whole.
- 9. 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) Islands Trust’s policies and procedures;
 - f) generally accepted good planning principles.
- 10. The Chairperson, with assistance from the Deputy Chairperson and secretary, shall be responsible for:
 - a) Organizing meetings;
 - b) developing and distributing meeting agendas to Commission members (and copied to Islands Trust staff);
 - c) communicating with North Pender and South Pender trustees and Islands Trust staff at each stage.

11. The Chairperson is responsible for:
 - a) Leading and facilitating discussion at the meeting(s);
 - b) ensuring that all points of view are heard;
 - c) ensuring that good order and civility are maintained at meetings and that deliberations are conducted with objectivity;
 - d) ensuring that discussion is relevant and addresses the questions laid out in this terms of reference;
 - e) 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.
12. After approval of the agenda at the beginning of each meeting, Commissioners must disclose any conflict of interest the Commissioner may have in respect of agenda items for that meeting. Both the fact of the declared conflict and the nature of the conflict shall be recorded in the meeting minutes. Given the goals of the Commission, the Local Trust Committee is satisfied that this provides an adequate level of procedural fairness.
13. Costs should be limited to rental of the meeting hall, secretarial services, materials such as paper and markers, and light refreshments.
14. At least 2/3 of Commission members shall be residents of the North Pender Island Local Trust Area and the remainder shall be residents of the South Pender Local Trust Area.
15. The Chairperson of the North Pender Island Advisory Planning Commission (NPI APC) or their delegate shall sit as an ex-officio member of the Commission.
16. The Capital Regional District Director for the Southern Gulf Islands shall be invited to participate in a resource capacity in order to provide coordination with the CRD Integrated Solid Waste and Resource Management Plan review.
17. 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.
18. 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 Commission to carry out its review.

SCHEDULE 1: COMMISSION WORK PLAN
Updated November 26, 2015

PROJECT CHARTER WORK PLAN OVERVIEW		
Meeting	Deliverable/Milestone	Target Date
COMMISSION Meeting #1	Inaugural meeting of the Commission – Review Terms of Reference and make recommendations for amendments.	August 18, 2015
COMMISSION Meeting #2	Continue Terms of Reference review. Develop understanding of task, terms of reference for the work, and best practices in the literature for achieving goals.	August 27, 2015
COMMISSION Meeting # 3:	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. Overview of Pender Island Recycling Society, and discussion of materials – WHAT.	September 16, 2015
COMMISSION Meeting #4:	Continue discussion of what materials are handled on the Penders and survey for stakeholders and operators.	October,16 2015
COMMISSION Meeting #5:	Orientation by CRD staff to the role of the CRD in waste management.	November 20, 2015
COMMISSION Meeting # 6:	Agree on preliminary recommendations for what the scope of waste management should be on the Pender Islands (what uses should be permitted by zoning?). This includes a summary of WHAT materials should be managed.	November 27, 2015
COMMISSION Meeting # 7:	Develop draft criteria for the siting of waste transfer facilities and begin to consider what land use regulations should be in any new waste management zone. This is the foundation for later discussion on WHERE waste management should occur. Prepare to present these preliminary findings for feedback at Community Engagement Session #1 (to occur in early February, 2016).	December 14, 2016
COMMISSION Meeting #8:	Narrow the scope of waste management (land uses) and refine draft criteria for land characteristics. Plan and prepare for February Community consultation.	January 15, 2015
Community Engagement Session #1:	Understanding Waste Management – Roles and Responsibilities (possibly with participation by CRD staff). Presentation of types of materials (WHAT), proposed uses to be regulated in zoning, and draft criteria for siting waste management facilities. Format of consultation session to be decided by the Commission with assistance from IT staff.	February 12 2015
COMMISSION Meeting # 9:	Review results of community process/input to date. Refine/revise preliminary recommendations for scope and criteria (WHAT and WHERE). Discuss and prepare for Community Engagement Session #2.	March 14, 2016
Community Engagement Session #2:	Presentation by Commission on preliminary (draft) recommendations for land use and siting: criteria for siting waste transfer facilities, as well as proposed uses to be permitted by zoning on NPI. Small group discussion of findings; participatory process to gather input. May include a	May 16, 2016

	community survey either before, after or during session. May include a discussion of CRD role/approach to regulating operations.	
COMMISSION Meeting #10:	Review inventory of existing industrial land and land used for waste management activities (basic information provided by staff). Review results of community process/input to date. Refine/revise preliminary recommendations for land use and criteria for siting. Discuss and prepare for Community Engagement Session #3. Community session will assess land according to this criteria.	June ?, 2016 *Date TBD
Community Engagement Session #3:	May include a community mapping exercise to identify eligible land for waste transfer facilities. Presentation of revised recommendations, participatory process to apply criteria for siting to the inventory of Industrial land and existing waste transfer sites. Group process to evaluate according to criteria. Could benefit from professional facilitator, community mapper.	July 11, 2015
COMMISSION Meeting #11:	Review summary of findings from community engagement session, revise/refine recommendations on WHAT, WHERE, and HOW. Refine recommendations on regulatory changes – OCP policies for the future, and LUB changes to address current needs. Delegate/assign report writing.	July X, 2016 *Date TBD
COMMISSION Meeting #12:	Review draft report, direct changes, finalize recommendations.	August X, 2015 *Date TBD
NPI LTC	Chair of Commission to present Final Report to Local Trust Committee at regular business meeting.	September 22, 2016

Land Use Planning for Waste Management - Charter V.2

North Pender Island Local Trust Committee

Date: Nov. 26, 2015

Purpose

To identify land to be zoned for solid waste transfer facilities through an evaluation of best practices, the development of appropriate criteria, and through an inventory of existing industrial land and current WTF sites. Using a specially appointed Advisory planning Commission, to reach community consensus on the location/scope of waste management on North Pender Island.

Background

North Pender Island has a need for appropriate and permanent location(s) for solid waste management. Solid waste management has historically been provided on land without adequate zoning, sometimes operating under Temporary Use Permits, other times in contravention of the Land Use Bylaw (with the exception of the Recycling Centre which is located in the Recycling Facility (RF) zone and is a permitted use within the Land Use Bylaw). Neither the Light Industrial (I1) nor the Industrial (I2) zones in LUB 103 permit waste transfer. 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.

Objectives

- * To develop criteria for siting waste transfer facilities
- * To inventory existing industrial land.
- * To reach community consensus on the location and scope of waste management on NPI
- * To map proposed locations for current/future waste management facilities.
- * Collaboration with CRD to ensure a comprehensive understanding and approach.

In Scope

- Define the scope of waste management uses on NPI (recycling, solid waste transfer, composting?)
- Inventory industrial zones & land currently used for waste management
- Evaluate land/sites according to research and criteria. Identify any new sites.
- Recommend OCP/LUB changes

Out of Scope

- Regulating facility operations or operating guidelines
- Waste management considerations that are outside of LTC authority for land use planning.
- Comment on specific aspects of current rezoning's/TUPs

Workplan Overview (See attached)

Project Team

Justine Starke, Island Planner	Project Manager
Special Advisory Planning Commission	Community Task Force
Lori Foster	Administrative Planning Assistant
Pamela Hafey	Communications Specialist

RPM Approval:

Robert Kojima

Date: March 5, 2015

LTC Endorsement:

Resolution:

March 26, 2015

**Budget : 2015-16: \$4250
2016-17: \$6000**

Budget Source: 2015-16 NPI LTC OCP/LUB; 2015-16 SPI LTC—\$1000; 2016-17 NPI LTC request = \$6000

Fiscal	Item	Cost
2015-16/ 2016-17	12 SAPC Meetings	\$4050
2015-16/ 2016-17	3 Community engagement sessions	\$1500
	Total	\$5 550
		80

SCHEDULE 1: COMMISSION WORK PLAN
Updated November 26, 2015

PROJECT CHARTER WORK PLAN OVERVIEW		
Meeting	Deliverable/Milestone	Target Date
COMMISSION Meeting #1	Inaugural meeting of the Commission – Review Terms of Reference and make recommendations for amendments.	August 18, 2015
COMMISSION Meeting #2	Continue Terms of Reference review. Develop understanding of task, terms of reference for the work, and best practices in the literature for achieving goals.	August 27, 2015
COMMISSION Meeting # 3:	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. Overview of Pender Island Recycling Society, and discussion of materials – WHAT.	September 16, 2015
COMMISSION Meeting #4:	Continue discussion of what materials are handled on the Penders and survey for stakeholders and operators.	October, 16 2015
COMMISSION Meeting #5:	Orientation by CRD staff to the role of the CRD in waste management.	November 20, 2015
COMMISSION Meeting # 6:	Agree on preliminary recommendations for what the scope of waste management should be on the Pender Islands (what uses should be permitted by zoning?). This includes a summary of WHAT materials should be managed.	November 27, 2015
COMMISSION Meeting # 7:	Develop draft criteria for the siting of waste transfer facilities and begin to consider what land use regulations should be in any new waste management zone. This is the foundation for later discussion on WHERE waste management should occur. Prepare to present these preliminary findings for feedback at Community Engagement Session #1 (to occur in early February, 2016).	December 14, 2016
COMMISSION Meeting #8:	Narrow the scope of waste management (land uses) and refine draft criteria for land characteristics. Plan and prepare for February Community consultation.	January 15, 2015
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NPI LTC	Chair of Commission to present Final Report to Local Trust Committee at regular business meeting.	September 22, 2016

Date: November 16, 2015

File No.: 6500-20-Housing

To: North Pender Island Local Trust Committee
For the meeting of November 26, 2015

From: Justine Starke, Island Planner, Local Planning Services

CC: Robert Kojima, Regional Planning Manager

Re: LTC Top Priority – STVR (Housing)

Project Objectives

The overall objective of this project is to engage a community planning process that considers options to improve the stock, availability, and impacts of affordable housing on North Pender Island.

The first priority focus has been determined by the Local Trust Committee to be the use of residential zones for tourist accommodations, known as STVRs (Short Term Vacation Rentals). The Local Trust Committee is engaging a community driven process to consider changes to the vacation rental regulations.

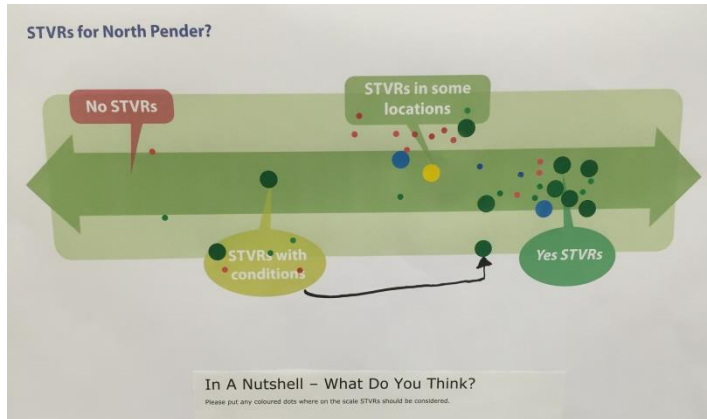
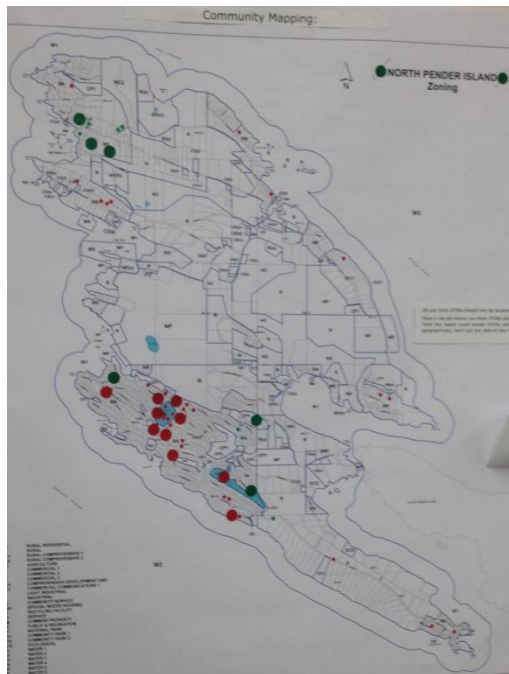
Project Background

On November 7, 2015, the North Pender Island Local Trust Committee hosted a community workshop to gather an initial round of feedback on vacation rentals on North Pender Island. The workshop was emphasized to be a first step in the process – no decisions were going to be made.

The workshop was well attended with over 100 community members participating. The format of the workshop was a mix of small group discussions and story telling, and town hall style reporting out.



There were also interactive posters on the walls of the meeting room to gather feedback in a different way. These included a large scale presentation of the range of regulatory options available to the LTC with space for comments and sticky note, a map of North Pender for people to add dots to and



indicate areas of the island that should (green dots) or should not (red dots) -be used for STVRs, as well as a more general posters inviting simple feedback into how the LTC should regulate STVRs. Please see Appendix 1 for the detailed agenda of the day as well as information materials that were available at the meeting. Please see Appendix 2 for a transcription of the poster boards and flip chart notes recording the Hopes/Fears exercise.

Project Charter

Appendix 3 includes an updated Project Charter for consideration of the LTC (Version 2, November 17, 2015). The following changes to the previous version have been made:

- Under Scope: “Socio-economic impact analysis” was changed to “Socio-economic consideration.”
- Under Work Plan:
 - An extra community meeting was added to workshop the regulatory options in more detail prior to drafting regulations (Community Meeting #2).
 - A survey monkey survey may be introduced to inform qualitative research and anecdotal consideration of socio-economic impacts.
 - A fourth community meeting may be held once the LTC has a draft bylaw for consideration.
 - The timeline was adjusted to extend the formal bylaw process until fall 2016.
- Under Budget:
 - The 2015/16 budget was collapsed into one line, to be a total of \$3000
 - The 2016/17 NPI LTC budget request of \$4000 for this project was included. This will cover the costs of one community meeting and the formal bylaw amendment process (includes statutory advertising and hosting of a public hearing). With a \$4000 budget, there should be contingency funds for an extra community meeting if required.

Next Steps

Overall, the workshop demonstrated that there is community support for some level of STVR regulations on North Pender Island. The next step is to hold Community Meeting #2 in the New Year – we are still in the process of identifying a date, but it will likely be late January or early February. The agenda for this meeting will include workshopping the different regulatory options available within the LTC's land use planning authority. We may invite trustees or community members from islands where STVRs have been regulated to offer the experience of other islands.

Included in the next steps is the design and launch of a qualitative survey to gather information and gain insights into the social and economic impacts of vacation rentals on the Penders. While this survey will not be scientifically or statistically relevant, it will give anecdotal reporting of the socio-economic impacts of STVRs.

Recommendations:

1. THAT the North Pender Island Local Trust Committee endorse the Housing (STVR) Project Charter V.2 dated November 17, 2015.

Prepared and Submitted by:

Justine Starke,
Island Planner, Local Planning Services

Concurred in by:



Robert Kojima
Regional Planning Manager

November 18, 2015

Date

Agenda

North Pender Island Local Trust Committee

Short Term Vacation Rentals Workshop

Anglican Parish Hall, North Pender Island, BC

November 7, 2015

1:00 – 4:00pm

1. CALL TO ORDER 1:00

2. APPROVAL OF AGENDA

3. WELCOME AND INTRODUCTIONS

4. DISCUSSION OF STVRS 1:15

- Introduction to Today (10 minutes)
- Small Groups – Story Telling (15 minutes)
- Large Group Report Back (25 minutes)

***** SNACK BREAK (10 minutes) *****

5. SMALL GROUP DISCUSSION 2:15

- Hopes & Fears (20 minutes)
- Large Group Report Back (30 minutes)

6. OVERVIEW OF REGULATORY OPTIONS 3:05

- Introduction to regulatory continuum (10 minutes)
- Workshop Posters

7. QUESTIONS 3:30

8. NEXT STEPS & ADJOURNMENT 4:00

SHORT TERM VACATION RENTALS (STVRs)

Saturday, November 7, 2015

Anglican Parish Hall

agenda

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCUSSION OF SHORT TERM VACATION RENTALS (STVRs)
4. SMALL GROUP DISCUSSION
5. OVERVIEW OF REGULATORY OPTIONS
6. QUESTIONS
7. ADJOURNMENT

ACRONYMS

LTC = Local Trust Committee

STVR = Short Term Vacation Rentals

B&B = Bed and Breakfast Home Business

TUP = Temporary Use Permit

OCP = Official Community Plan

LUB = Land Use Bylaw

DEFINITIONS

Principal Use = the main or primary use, building or structure on a lot.

Accessory Use = incidental, secondary and exclusively devoted to a principal use. Each zone allows principal and accessory uses. For an accessory use to occur, there must already be a principal use occurring on the property.

CONTACT US

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North Pender Trustee

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Derek Masselink

North Pender Trustee

dmasselink@islandstrust.bc.ca

250-588-9009



Islands Trust

FAQs ?

What is the purpose of this planning process?

The LTC wants input into how STVRs could be regulated on North Pender Island

What is a Short Term Vacation Rental?

Short Term Vacation Rentals (STVRs) refer to commercial rental of homes, usually for less than a month at a time.

Where are STVRs allowed?

STVRs are permitted as "commercial accommodation units" in Commercial zones (hotels, motels, and lodges) or as agri-tourism in Agricultural zones. B&Bs are similar to STVRs permitted as Home Businesses in Residential zones.

What is the difference between STVRs and B & Bs?

B & Bs serve breakfast to paying, overnight guests. B&B can have a maximum of 3 bedrooms for a maximum of 6 guests. As home businesses, B & Bs need at least one employee (or owner) living on the property. STVRs involve the short term rental of an entire house or suite without serving breakfast. There are no regulations for STVRs because they are not allowed.

What about existing B&B operations?

B & B regulations will likely be refined as a result of this process. New regulations could offer operators more flexibility in how the B&Bs are run.

How will the LTC monitor STVRs?

We are in the very early stages of this planning process. The LTC is exploring the options for regulations; monitoring will be considered with any policy changes. Community input is welcomed and essential to helping the LTC make the right decisions.

Can STVRs be regulated with a business licence?

There is no business licencing system on North Pender, but STVRs are eligible for land use permits (TUPs). TUPs are approved by the LTC and would have site specific conditions. TUPs are valid for 3 years (with an opportunity for renewal).

Were STVRs ever permitted on North Pender?

STVRs have never been permitted in residential zones on North Pender Island. Until 2000, the LUB had a specific provision prohibiting them. In 2000, this was repealed; however that change did not automatically make STVRs a legal residential use. Since then the courts confirmed the LUB expressly permits STVRs in commercial zones but not residential ones. Further changes to the LUB are needed for STVRs to be allowed in residential zones.

How are other islands doing?

- Hornby Island allows STVRs between May and September, requires 7 days minimum stay, and restricts the number of beds/bedrooms relative to lot size.
- South Pender allows outright as a principal use, and in cottages as home businesses (accessory use).
- Galiano and Saturna Islands also allow STVRs as home businesses.
- South Pender and Galiano restrict the STVR use to be in the dwelling or the cottage, but not both.
- Saturna Island currently allows only a cottage to be used for an STVR.
- Galiano and Gabriola Islands use TUPs to regulate STVRs with specific OCP policies.

SHORT TERM VACATION RENTALS (STVRs)
on

North Pender ?

Saturday, November 7, 2015

**WORKSHOP
TOOLS**



Islands Trust

REGULATORY OPTION

HOW

CONSIDERATIONS



1

- OCP policies currently discourages STVRs as a "principal use"
- OCP policies could further discourage STVRs as "accessory use"
- OCP policies could also discourage TUPs for STVRs

- More restrictive than the status quo
- Does not provide options or alternatives
- Does not address the demand for STVRs
- STVRs would not be permitted under any circumstance.



2

- Owner could make application for rezoning to allow STVR
- OCP polices could include conditions for how rezonings would be considered

- This is the status quo, although the OCP is silent on how STVRs could be allowed through rezoning
- Potentially long and expensive process
- Public hearings required
- Unlikely choice for owners or operators



3

- The OCP could be changed to include guidelines for TUPs
- Owner could make application for TUP
- Similar to licencing, each STVR would have site specific conditions
- TUP good for 3 years plus one possible renewal

- Less expensive than rezoning
- Neighbours are consulted by mail and notice in newspaper
- More flexibility than zoning
- Each TUP would enable practical, site-specific conditions on individual STVRs
- Not a permanent land use change



4

- Existing home business regulations would be tailored to allow STVRs
- B&B regulations in the LUB could be changed for STVRs
- As an accessory use, there would need to be a principal residential use

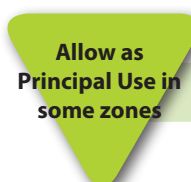
- Flexibility - either a house or cottage (or other) could be used as STVR
- LUB regulations would be standard and less specific than an individual TUP
- Home businesses are accessory to residential uses: someone would need to live full time on the property.
- Clarifies the commercial nature of the use but permits it in a residential



5

- Similar to above, the LUB and OCP could be changed to allow STVRs as accessory, in an accessory residential building (eg. Cottage)
- As an accessory use, there would need to be a principal residential use
- Not integrated into home business regulations

- Flexibility as either house or cottage (or other) could be used as STVR
- Regulations in LUB more general than a TUP
- Someone would need to live full time on the property.
- Does not classify the use as a home business



6

- LUB and OCP could be changed to allow STVRs in some residential zones, in some locations within zones, or in other circumstances (i.e. on certain size lots)

- Impacts of STVRs limited by where the use is allowed and with LUB regulations
- LUB would have general regulations for the siting, size and use of STVRs
- A long term resident would not be required on the property



7

- LUB could be changed to allow STVRs in all residential zones as a principal use
- OCP could have a policy to allow and regulate STVRs

- Impacts mitigated by regulations in LUB
- LUB would have general regulations for the siting, size and use of STVRs
- A long term resident would not be required on the property
- No control or limit on how or where STVRs could operate

ACRONYMS

LTC = Local Trust Committee
STVR = Short Term Vacation Rentals
B&B = Bed and Breakfast Home Business
TUP = Temporary Use Permit
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DEFINITIONS

Principal Use = the main or primary use, building or structure on a lot.

Accessory Use = incidental, secondary and exclusively devoted to a principal use. Each zone allows principal and accessory uses. For an accessory use to occur, there must already be a principal use occurring on the property.

STAY INVOLVED

You can stay involved by checking for updates at www.islandstrust.bc.ca/npender/housing or by connecting with your trustees and staff (below).

Islands Trusts also offers a subscription service that sends e-mails about meeting agendas, meeting minutes, news releases and other topics. The North Pender Island Local Trust Committee also holds monthly public meetings with town hall sessions for community input. For more information, please visit www.islandstrust.bc.ca or call 250-405-5151 (Enquiry BC Toll-free call 1-800-663-7867 or from the lower

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Islands Trust

Workshop 1: Short Term Vacation Rentals November 7, 2015

Flip Chart Notes:

“We hope that:”

- Stop STVRs on North Pender
- Use Temporary Use Permits (TUP) to regulate
- Ads for 1 bedroom
- Clarify zoning
- All us to legally rent homes
- Come to conclusions we can live with
- Increase values and opportunities
- Try to find a way to make it work
- Creates regulations that are enforceable, simple, and clear
- Excludes some areas
- Has WATER as a major consideration
- STVRs become accessory uses so the owner is on the property
- Residential zones are for housing
- TUP
- Go forward with regulations and taxation
- That we can make a living
- In-house landlords and operators
- Come to conclusions that will work
- Vote in Magic Lake
- No enforcement if no complaint
- Accommodate both sides: operators and residents
- As the process continues – no more enforcement

“We fear that:”

- The economy will shrink with increased ferry costs already discouraging visitors and without STVRs to allow economic diversity
- Buck lake becomes contaminated and there are impacts to the Magic Lake water system
- People will have to leave the island without income from STVRs
- That regulations will not be followed

- Businesses will suffer without more places for tourist to stay
- My business can't survive without STVRs
- Permits will be too expensive and unaffordable
- The noise from STVRs will not be reduced
- This whole process will drag on – 1^{1/2} years?
- More cease & desist letters, prosecution and fines

Regulatory Option Posters

#1 Prohibit

Comments:

- Done in 1999, removed in 2000, redone in 2008? Does bylaw change require grandfathering or grandmothering?
- Would require grandfathering of anyone already doing it.
- Not in such a dense area – will disrupt community life. This is for Magic Lake Area!
- No thanks
- Not in Magic Lake
- Not on Buck Lake
- Not around Buck and Magic Lake – fear of milfoil and blue green algal contamination.
 - Re: above: Tourists bring contaminants?

#2 Allow By Rezoning

Comments:

- Concern: Result may mean no controls over usage (eg. Number or rentals, number of people).
- Concern: Would result in random planning with little control over activity
- Not necessary
- Rezoning is expensive and onerous especially for someone who wants and STVR on a casual basis

#3 Allow by TUPs

Comments:

- Concern: Expensive subject to interpretations, guidelines likely to change every election
- Allow, But lower the fee to make affordable for young people and have them well-regulated re: water use, noise and other concerns.
- TUP is the only tool to use for community health and harmony
- Reduce cost to applicant/make for 5 years
- Only on which allows neighbour input
- Make a clear complaint process/removal of TUP after a number of complaints
- Owner must be on island or have responsible/contactable manager
- Cumbersome and expensive; would only increase controversy and would be subject to change after every election
- If you want to go down this route make the fee payable only if allowed! Fees refundable only if rejected.
- I think this could possibly work
- Limit # of STVRs in a neighbourhood/limit #TUPs given to one person ie) no multiple STVRs on one TUP for one person
- LOWER FEE and make it achievable
- This seems particularly onerous for someone like myself who wants to be able to rent my own home for maybe 1 or 2 weekends a year.
- TUPs seem to fit for N. Pender peach and Harmony
- Lower Fee

#4 Allow as Home Business:

Comments:

- It is not clear how this differs from #5. Does this mean part timers are using the home as a residence as PIVAA has been saying?
- I think only if property owner was on Island or in home
- B&Bs were debated in the 80s and were allowed with regulations. Principle use.

#5 Allow as Accessory

Comments:

- Concern: Requires 2 houses on property = higher density
- Like this option

- Options 4,5,6,7 would be ok
- How can the owner be there at the same time as the renter if there is only one residence?
- Cottages on properties with main houses should be allowed to rent less than 30 days
- I like the idea of a “granny suite.” Would this fit here as #5? To also keep older people in housing and on Pender, within a house/principle residence or cottage.
- STVR renters must sign a code of conduct contract, which would be developed by our community (penalty for non-compliance). STVR owner must register (fee \$300?) and sign contract on rental; again developed by community
- 15% island tax for STVRs, levels playing field, helps invest in community, STVR Bylaw Enforcement, etc.

#6 Allow as Principal Use in Some Zones

Comments:

- Please consider this, but would like to see a liaison with all guests and neighbours on STVRs and allow for all cottages
- Consideration must be given to easements where visitor must access properties over other owner’s land
- Not an option as most vacation rentals are on small lots in Magic Lake estates
- No no no
- Yes, this or #7 – Easements are a concern.
- With this or #7, could we develop a Pender STVR website where all regulation are clear and posted, reviews of all STVRs and guests area available and its very clear who is doing STVRs. All INFO available total transparency 😊
 - What if it was like Airbnb and had small service fees that went to the community?
- Concern: Transfer of long term housing (for renters) to more lucrative short-term housing.
- Idea: Set a maximum rent, as a percentage of assessed property value for housing within a certain range of assessed value. Ie) for multi-million dollar properties that are not typically long-term rentals,

these could be effectively exempted from a max. rent. This regulation reduces the profit margin and therefore incentive.

- I hope that STVRs can be allowed as a principle use in all areas except Buck Lake

#7 Allow as Principal Use

Comments:

- Yes yes yes! Lets get going with this!
- No, no, no.
- A full time resident on property (or equivalent) must be available to handle any immediate issues if & when they occur (if this option is approved). We already pay for RCMP so this could be first port of call.
- Simply in favour of STVRs.
- STVR should be allowed 😊 Noise issues can be addressed through the noise bylaw!
- Allow STVRs – deal with issues such as noise promptly no matter if resident or STVR
- YES! (to above)
- Welcome and educate STVR guests to help them understand community
- Yes to above! This is how they do it on Hornby
- Rentals will happen be they STVR or Airbnb. Manage it! Don't ignore it!
- Makes sense and there are precedents of it working on other islands. Combine it with bylaw rules similar to B&Bs and add other appropriate regulations such as from PIVAA code of conduct.
- Yes! This or #6. We should be able to do what we want with our own properties.
- Works on South Pender – What if principal use is our vacation home and we share it?
- #8. Principal use is by the owner with part time secondary use.

Housing—Short Term Vacation Rentals - Charter v2

North Pender Island Local Trust Committee

Date: Nov 17,2015

Purpose

The overall objective of this project is to engage in a community planning process that considers options to improve the stock, availability, and impacts of affordable housing on North Pender Island. The first priority focus has been determined by the Local Trust Committee to be the use of residential zones for tourist accommodations, known as STVRs (Short Term Vacation Rentals).

Background

Vacation rentals on North Pender Island are currently permitted as hotels, motels, and lodges in Commercial Zones, as agri-tourism in Agricultural zones (with permission from the Agricultural Land Commission), and as Bed and Breakfast home businesses in residential zones. There is demand by both the travelling public and by property owners for the short term rental of entire residences or cottages on residential lots, beyond what is permitted by the bed and breakfast regulations. There are also concerns by some residents as to the impacts of vacation rentals in residential zones.

Objectives

- Develop options to address the use of residential zones for tourist accommodation or STVRs.
- Engage community participation in regulatory approach
- Recommend policies and/or regulatory amendments to address STVRs.
- Implement bylaw amendments if directed

In Scope

- Review STVR policy and bylaws within Islands Trust and other jurisdictions.
- Socio-economic consideration
- Recommended options for regulating STVR uses in residential zones
- Information materials for the public
- Community information meeting(s)
- Collect input from the community on STVRs
- Policy and/or regulatory amendments to address STVRs
- Follow-up communication materials

Out of Scope

- Needs assessment of demand for short term vacation rentals
- Consultant studies

Workplan Overview

Community Meeting #1: Information materials and workshop to gather input on level of regulations.	November 2015
Community Meeting #2: Workshop preferred regulatory approach. Survey Monkey survey may be introduced to inform qualitative research in socio economic impacts.	January/Feb 2016
Draft regulations presented for discussion.	April 2016
Community Meeting #3: Community input into draft regulations	May 2016
Consideration of draft bylaw(s). Community Meeting #4.	Summer 2016
Formal bylaw amendment process, including a public hearing.	Fall 2016

Project Team

Justine Starke, Island Planner	Project Manager
Lori Foster	Administrative Planning Assistant
Pamela Hafey	Communications Specialist

RPM Approval:

Robert Kojima

Date:

LTC Endorsement:

Resolution:

Budget : 2015-16: \$3250

Budget Source: 2015-16 and 2016-17
NPI LTC OCP/LUB

Fiscal	Item	Cost
2015-16	Communications & 2 Community meetings	\$3000
2016-17	Community meeting(s) Formal Bylaw Process	\$4000
	Total	\$7000 97



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 Special Advisory Planning Commission. Involves coordination with the Capital Regional District Solid Waste Management planning process.		Justine Starke		On Going
2	Housing	This is a broad scope project focused on housing; the first priority is consideration of vacation rentals in residential zones.	03-Feb-2015	Justine Starke		On Going
3	Age and disability friendly communities	Conduct an age friendly plan for North Pender Island. Contract consultant leading project, coordinated by IT Staff.	22-May-2014	Justine Starke	31-Dec-2015	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	22-Jan-2009	On Going
1	Conservation Subdivisions	Continue exploring 2013-2014 work on conservation subdivisions. Consult with community on recommendations for LUB and OCP amendments.	03-Feb-2015	On Going
1	Potable Water			On Going
2	Agricultural Projects	Consider implementing agricultural initiatives identified in OCP, including an Area Farm Plan	22-Jan-2009	On Going
3	Other OCP projects: 1. View corridor review 2. Parks and Conservation area review 3. Pedestrian and Cycle paths - DONE 4. Groundwater protection strategy 5. Include advocacy policies for ultra vires regulations removed from the LUB (commercial airstrips, private marinas, use of personal watercraft) 6. Marine riparian areas		22-Jan-2009	On Going
4	Agricultural Building Watercourse Setbacks		28-Jul-2011	On Going
5	Geological Hazard Mapping	Continue work on proposed DPA for Hazardous Areas	22-Feb-2012	On Going

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

No.	Description	Activity	Received/Initiated	Status
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	22-Mar-2012	On Going
7	Road Side Signs		26-Apr-2012	On Going
8	Applications after the fact	options to address situations where construction work has occurred without the required permits or approvals	28-Jun-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	20-Sep-2012	On Going



Projects

North Pender Island

No.	Description	Activity	Received/Initiated	Status
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



Development Permit

File Number	Applicant Name	Date Received	Purpose
NP-DP-2015.4	PIERRE-YVES BEAUVAIS	09-Oct-2015	4721 BUCCANEERS RD To create a building site for new dwelling.

Planner: Phil Testemale

Planning Status

Status Date: 19-Nov-2015

RAR assessment being revised (with geotechnical) to address scale of proposal

Status Date: 09-Oct-2015

opened file, gave to planner, processed fee, notified LTC

File Number	Applicant Name	Date Received	Purpose
NP-DP-2015.5	JOHN BOWERS	05-Nov-2015	3769 PRIVATEERS RD

To construct a single family dwelling within DPA (sensitive ecosystem area)

Planner: Phil Testemale

Planning Status

Status Date: 19-Nov-2015

Applicant is contracting a biologist to complete application

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
NP-DVP-2015.7	JEAN DESCHENES	03-Nov-2015	37148 SCHOONER WAY

Obtain a DVP to permit use of existing structures.

Planner: Phil Testemale

Planning Status

Status Date: 19-Nov-2015

Applicant is having a survey for height of two buildings to complete application

Applications

Status Date: 10-Nov-2015

opened file, processed fee, gave to planner, notified LTC

Rezoning

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

Status Date: 04-Mar-2015

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

Status Date: 22-Jan-2015

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

Status Date: 13-Jan-2015

Staff report prepared for January 22 2015 meeting

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2012.2	Bo Helliwell Blue Sky Architecture	27-Nov-2012	To rezone to permit clustered residential uses and remove agri-tourism accommodation uses
Planner: Kim Farris			
Planning Status			

Status Date: 22-Jan-2015

LTC resolution authorizing Chair to execute covenants

Status Date: 21-Jan-2015

Memo for covenant execution on LTC agenda

Status Date: 20-Oct-2014

Ministerial approval of OCP amendment received

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

NP-RZ-2013.1 John & June Allan 18-Jan-2013 3418 SOUTH OTTER BAY RD - applies to portion of property with 4402 Otter Bay Rd address
 Allowing for present use (gravel storage & sales; construction debris, and sorting & recycling & transfer of materials & garbage).

Planner: Justine Starke

Planning Status

Status Date: 11-Mar-2015

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

Status Date: 13-Jan-2015

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

Status Date: 27-Nov-2014

Emailed applicant requesting status update

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2014.1	Michael Philpot	07-Jul-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: 30-Jul-2015

Bylaw given Third Reading and referred to EC

Status Date: 11-Jun-2015

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

Status Date: 30-Apr-2015

Application/bylaw given second reading on April 30

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2015.1	Morgan Karly	29-Oct-2015	6901 SKARK, 6906 & 6902 PIRATES

Proposed bylaw amendment that will predominantly retain the existing zoning and land uses while adding site specific regulations.

Applications

Planner: Justine Starke

Planning Status

Status Date: 19-Nov-2015

Planning review underway

Status Date: 03-Nov-2015

opened file, processed fee, notified LTC, gave to planner

Subdivision

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

To create a boundardy adjustment between 4446 and 5431 Hooson.

Planner: Phil Testemale

Planning Status

Status Date: 19-Nov-2015

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

Status Date: 03-Sep-2015

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

Status Date: 03-Jun-2015

E-mailed owner requesting information on applying for DPs

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

650 North Pender	Invoices posted to Month ending October 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-650	LTC "Trustee Expenses"	1,500.00	414.10	1,085.90
LTC Local				
65200-650	LTC - Local Exp - LTC Meeting Expenses	2,750.00	2,162.88	587.12
65210-650	LTC - Local Exp - APC Meeting Expenses	750.00	465.18	284.82
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>2,628.06</u>	<u>1,921.94</u>
Projects				
73001-650-4047	North Pender Age Friendly Community Plan	2,500.00	12,983.55	-10,483.55
73001-650-4054	North Pender Waste Management Review	3,250.00	1,097.02	2,152.98
73001-650-4055	North Pender Housing Review	3,250.00	0.00	3,250.00
TOTAL Project Expenses		<u>9,000.00</u>	<u>14,080.57</u>	<u>-5,080.57</u>

North Pender Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

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

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

To: Local Trust Committees, Bowen Island Municipality **For the Meeting of:** [Click here to enter a date..](#)

From: Kate Emmings, Ecosystem Protection Specialist & Jennifer Eliason, ITF Manager

File No.: 5450-30; 0410-20

SUBJECT: COASTAL DOUGLAS-FIR CONSERVATION STRATEGY

DESCRIPTION OF ISSUE:

At its September 2015 meeting, Trust Council asked staff to forward the CDFCP Conservation Strategy to local trust committees and Bowen Island Municipality as a potential resource. This briefing explains the issue and offers some options for further action.

The Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) has finalized a Conservation Strategy for Coastal Douglas-fir forests and their associated ecosystems. The whole of the Islands Trust area is included in the strategy and, as a member of the CDFCP, the Islands Trust and its political bodies are expected to find ways to support or achieve some of the goals within the CDFCP Conservation Strategy.

BACKGROUND:

The Threatened Coastal Douglas-fir Forest

The Coastal Douglas-fir Biogeoclimatic (CDF) Zone is the smallest and most at-risk biogeoclimatic zone in British Columbia and is of great conservation concern (Biodiversity BC, 2008). It is home to the highest number of species and ecosystems at risk in BC, many of which are ranked globally as imperilled or critically imperilled (BC Conservation Data Centre, 2012). The global range of the CDF lies almost entirely within BC, underscoring both its global uniqueness and BC's responsibility for its conservation. **Twenty-five percent (25%) of the CDF lies within the Islands Trust area.**

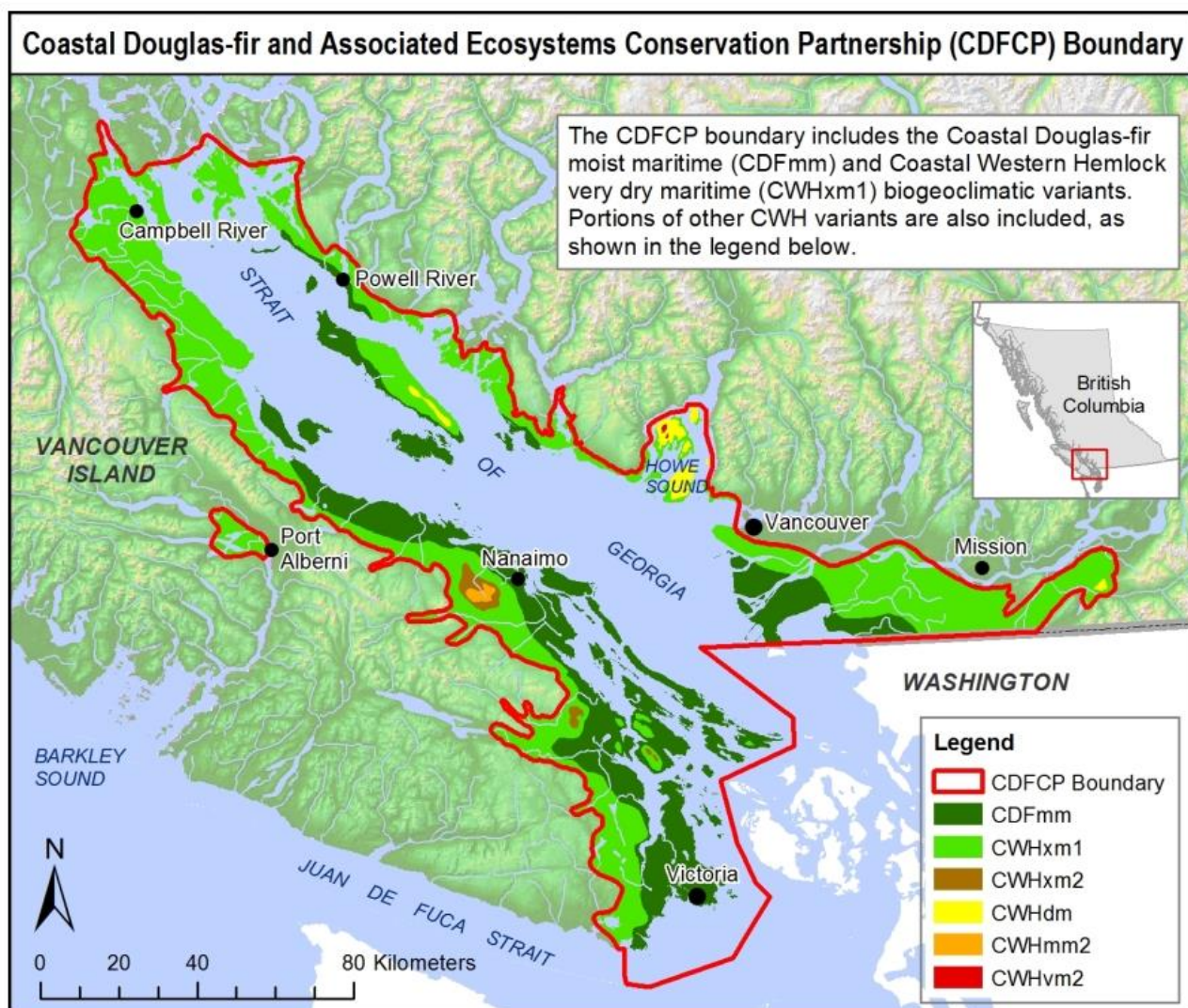
Coastal Douglas-fir ecosystems are also found in the Coastal Western Hemlock very dry maritime subzone (CWHxm1) which has many similarities with ecosystems in the CDF Zone. The CWH xm1 is found on Salt Spring and the islands in Howe Sound and is at similar conservation concern.

Of all the zones in BC, the CDF has been most altered by human activities. Less than 1% of the CDF remains in old growth forests (Madrone, 2008) and 49% of the land base has been permanently converted by human activities (Hectares BC, 2010). The trend of deforestation and urbanization continues and has resulted in a natural area that is now highly fragmented with continuing threats to remaining natural systems. Approximately 9% of the CDF zone is protected in conservation areas (MFLNRO, 2011). Of the remaining land in the CDF zone, approximately 80% is privately owned, which creates significant challenges for protection. The Islands Trust area still has high quality natural spaces, making it a natural focus for CDF conservation.

The Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP):

Established in 2013, the CDFCP is a forum for communication and collaboration regarding the maintenance and restoration of healthy Coastal Douglas-fir and Associated Ecosystems. The CDFCP recognizes the need for shared stewardship of ecosystems and strives to focus resources collaboratively, strategically and transparently to avoid duplicating existing efforts and

to maximize conservation gains. The CDFCP has 34 members, including four local governments and two Provincial ministries. Its area of interest is shown in the map below and includes the entire Islands Trust area. More information about the CDFCP is available at www.cdfcp.ca.



Islands Trust Involvement in the CDFCP:

The Trust Fund Board and the Gambier Island Local Trust Committee are signatories to the CDFCP Statement of Cooperation and the Islands Trust Fund's Ecosystem Protection Specialist is a CDFCP Steering Committee member. Islands Trust Council resolved to sign the CDFCP Statement of Cooperation at its March 2013 meeting and received a presentation from the CDFCP in June 2014. At that time, Trust Council passed the following resolutions:

TC-2014-061

That the Islands Trust Council request that the Executive Committee consider sponsoring an Association of Vancouver Island Coastal Communities/Union of BC Municipalities resolution that calls on the Province to provide funding for the CDFCP and for land protection initiatives in the CDF zone.

TC-2014-062

That the Islands Trust Council request that staff work with the CDFCP to develop recommendations for Trust Council's consideration regarding local planning tools that local trust committees could use to protect Coastal Douglas-fir ecosystems.

A resolution requesting adequate provincial funding for the CDFCP, including implementation of recommendations made by the CDFCP, was endorsed by AVICC and passed at UBCM in September 2013.

In February 2015, the Islands Trust Executive Committee passed the following resolution:

EC-2015-013

That the Executive Committee direct staff to finalize and forward a resolution requesting provincial funding for the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to the Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) with a backgrounder for consideration by members at the 2015 conventions.

The AVICC endorsed a resolution, which was then presented to UBCM at the September 2015 meeting, where it passed.

Creation of the CDFCP Conservation Strategy:

In the summer of 2014, the CDFCP, working with the Nature Conservancy of Canada, obtained \$17,500 in funding for a CDFCP Conservation Strategy. Work began on the strategy in the fall of 2014 and the strategy was completed in July 2015.

The Islands Trust was invited to provide feedback on the plan through participation in a workshop in February 2015 which was attended by Tony Law, Hornby Island Trustee, and by the Islands Trust Fund Ecosystem Protection Specialist. Representatives from twenty-one (21) CDFCP member organizations attended. The Executive Committee was updated on work with the CDFCP in May 2015, and provided with notes from the February workshop.

Trust Council received the completed CDFCP Conservation Strategy at its September 2015 meeting and passed the following resolutions:

TC-2015-121

That Islands Trust Council receive the CDFCP Conservation Strategy for information and request the Chair to send a letter to the CDFCP Steering Committee in support of the Conservation Strategy and indicating a willingness to work with the CDFCP to implement the strategy as capacity allows.

TC-2015-122

That staff be requested to forward the CDFCP Conservation Strategy to local trust committees and Bowen Island Municipality as a potential resource.

ATTACHMENT(S):

Letter from the Islands Trust Chair to the CDFCP, November, 2015
CDFCP Conservation Strategy

AVAILABLE OPTIONS:

- 1) Receive the CDFCP Conservation Strategy for information.
- 2) Request local planning staff work with CDFCP to draft recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems.
- 3) Become a signatory to the CDFCP Statement of Collaboration (In addition to the Trust Council and the Trust Fund Board, the Gambier Island LTC has joined the CDFCP. Other LTCs or municipalities could also become partners).

FOLLOW-UP:

Islands Trust Fund staff will continue to participate on the CDFCP Steering Committee.

Planning staff will follow up as directed by the local trust committee or island municipality.

Prepared By: Kate Emmings, Ecosystem Protection Specialist & Jennifer Eliason, ITF Manager

Reviewed By: Lisa Gordon
Director, Trust Area Services

Date: November 9, 2015
Reviewed By: David Marlor
Director, Local Planning Services

Date: November 10, 2015

November 10th, 2015

File Number: 5450-30; 0410-20

Via Email: info@cdfcp.ca

Coastal Douglas-fir and Associated Ecosystems Conservation Partnership Steering Committee
 c/o Darryn McConkey, Interim Chair

Dear Darryn McConkey:

Re: Support for Coastal Douglas-fir and Associated Ecosystems Conservation Partnership's Conservation Strategy

As Chair of the Islands Trust Council, I'm writing to advise you that at its quarterly meeting in September 2015, the Islands Trust Council received the Coastal Douglas-fir Conservation Partnership (CDFCP) Conservation Strategy for information. Trust Council requested that I write to you to express support of the Conservation Strategy and to indicate the Islands Trust's willingness to work with the CDFCP to implement the strategy as capacity allows. As a first step, Trust Council has requested that staff forward the CDFCP Conservation Strategy to Islands Trust local trust committees and Bowen Island Municipality as a land-use planning resource.

The Islands Trust Council supports the CDFCP's goal of bringing governments, organizations and individuals together to collaboratively address ongoing threats to the conservation of Coastal Douglas-fir and Associated Ecosystems. This work would advance the following sections of the Islands Trust Policy Statement:

3.2.1 *It is Trust Council's policy that*

- *forest ecosystems in the Trust Area should be protected, and*
- *the remaining stands of relatively undisturbed Coastal Douglas-fir, Coastal Western Hemlock, Garry Oak and Arbutus should be preserved.*

3.2.3 *Trust Council encourages government agencies, non-government organizations, property owners and occupiers to protect forested areas through voluntary donation, acquisition, conservation covenants and careful management.*

At the September 2015 Union of BC Municipalities Convention, the Islands Trust put forward the following resolution which was endorsed and provided to the Province of BC:

WHEREAS the UBCM members previously endorsed resolution 2013-B104 requesting that the Ministry of Forests, Lands and Natural Resource Operations adequately resource the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (the Partnership);

AND WHEREAS in 2015 the Partnership will issue a 30-year conservation strategy for the coastal Douglas-fir biogeoclimatic zone, the most at risk zone in British Columbia, but has insufficient resources to implement the strategy:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to provide core, multiyear funding to the Partnership to assist its members to implement the conservation strategy with the Province, First Nations, local governments, the federal government, stakeholders, and the general public.

We note that the CDFCP Conservation Strategy identifies the following actions related to its work with local governments:

1.2 Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction

5.1 Work with local governments to develop plans, policies, bylaws and incentives that enhance Coastal Douglas-fir and associated ecosystem values

We will forward the Conservation Strategy to local trust committees with a recommendation that those wishing to advance the Islands Trust Policy Statement consider working directly with the CDFCP to support the priority actions identified in the CDFCP Conservation Strategy.

We look forward to further cooperation to protect the Coastal Douglas-fir biogeoclimatic zone; home to the highest number of species and ecosystems at risk in British Columbia.

Yours sincerely,



Peter Luckham
Chair, Islands Trust Council
pluckham@islandstrust.bc.ca

cc: Islands Trust Executive Committee
Bowen Island Municipality
Trust Fund Board
Craig Sutherland, Assistant Deputy Minister, Regional Operations: Coast, Min. of Forest, Lands and Natural Resource Operations
Islands Trust website



COASTAL DOUGLAS-FIR
& ASSOCIATED ECOSYSTEMS
CONSERVATION PARTNERSHIP

**CONSERVATION
STRATEGY
2015**

ACKNOWLEDGEMENTS

This Conservation Strategy was developed by the Coastal Douglas-fir Conservation Partnership, under the guidance of the Steering Committee: Tim Ennis, Darryn McConkey, Kate Emmings, Dave Haley, Peter Arcese, Todd Golumbia, Adam Taylor, Kim Richardson, and Erik Piikkila.

Members of the Partnership met in February 2015 to review the Strategy and provide input into the objectives and actions.

The funding support for the planning process from the Real Estate Foundation of British Columbia is gratefully acknowledged. We also appreciate the contributions from the Ministry of Forests, Lands and Natural Resource Operations, Cowichan Valley Regional District and Islands Trust Fund. Funding for the Marxan project was provided by the Real Estate Foundation of BC, North Pacific Landscape Conservation Cooperative, Forest Renewal BC, and University of British Columbia.

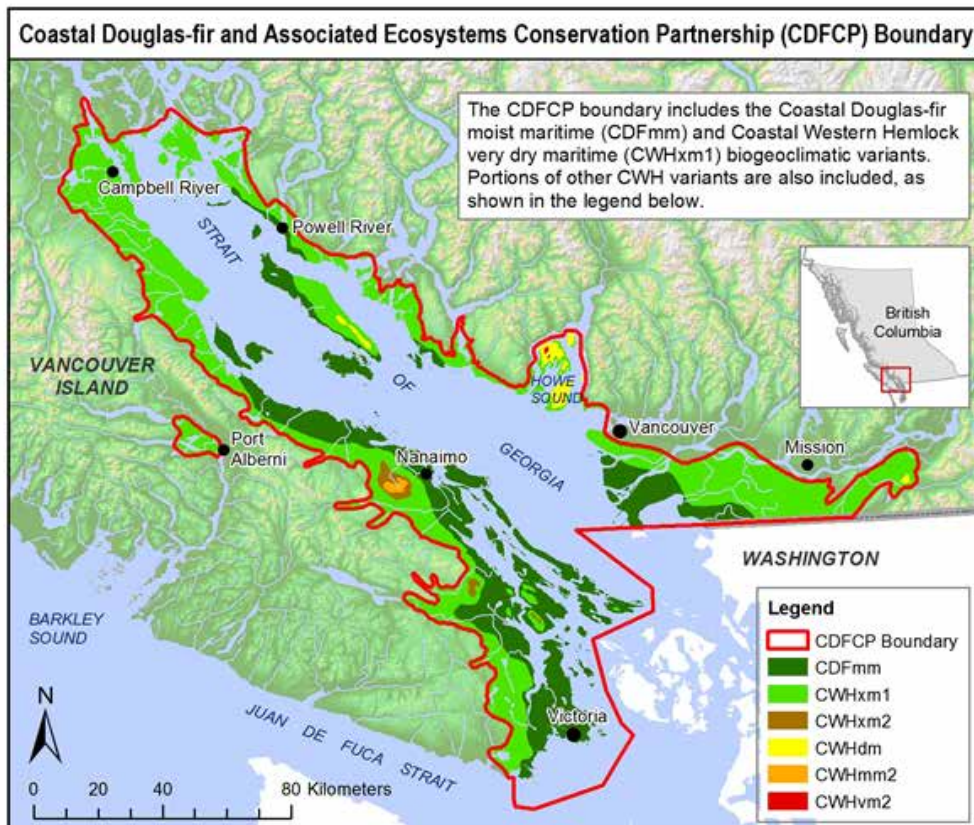


Writing and facilitation for this project was provided by Judith Cullington, Judith Cullington & Associates

INTRODUCTION

Purpose of the Conservation Strategy

This Conservation Strategy sets a 30-year vision and goals for the Coastal Douglas-fir Conservation Partnership (CDFCP); with objectives and actions identified for the next five years (2015–2020). The intent is to review and update this strategy at least every five years.



Coastal Douglas-fir and Associated Ecosystems

The Coastal Douglas-fir biogeoclimatic zone (CDF zone) is the smallest and most at-risk zone in British Columbia (B.C.). As home to the highest number of species and ecosystems at risk in B.C., many of which are ranked globally as imperiled or critically imperiled, it is of great conservation concern. The global range of the CDF lies almost entirely within B.C., underscoring both its global uniqueness and B.C.'s responsibility for its conservation. Of all the zones in the province, the CDF has been most altered by human activities. Less than 1% of the CDF remains in old growth forests and 49% of the land base has been permanently converted by human activities. The trend of deforestation and urbanization continues and has resulted in a natural area that is highly fragmented with continuing threats to remaining natural systems. Approximately 9% of the CDF zone is currently protected in conservation areas. The extent of disturbance, combined with the low level of protection, places the ecological integrity of the CDF zone at high risk.

As shown on the map, the area of concern to the CDFCP includes some parts of the Coastal Western Hemlock very dry maritime zone (CWHxm1 and CWHxm2), as these ecosystems share similar attributes and threats.

Threats to the integrity of the Coastal Douglas-fir and associated ecosystems (CDFAE) include:

- **Land conversion.** The CDF zone is 80% privately owned, in part due to the historic Esquimalt and Nanaimo (E & N) railway land grant. About 10% is provincially owned and the remaining 10% is owned by other levels of government. Much of the private land has been converted to urban and rural development, transportation and utility corridors, and agricultural use. Forty-nine percent (49%) of the land base in the CDF has been converted to human uses.
- **Ecosystem degradation.** Less than 1% of the CDF zone currently remains as old growth forest (over 250 years in age), and forests over 100 years in age now occupy only 4% of their former extent. Deforestation in a land base that was once predominantly forested has consequences for the small patch ecosystems, specialized habitats and at-risk species that were previously buffered and supported by the ecological processes of the surrounding forests. Remaining forests are predominantly younger, less diverse and bisected by roads. These changes affect hydrological patterns and the ability to filter and store water; destabilizes forest soils and reduces capacity to regenerate soils; alters the resistance to the invasion of alien species; alters prey-predator relationships; alters carbon and nutrient cycles, including the release of carbon to the atmosphere; and removes specialized habitat features for wildlife foraging, shelter and breeding.
- **Loss of natural processes.** Wildfires and deliberate burning by First Nations played an important role in shaping CDF ecosystems. Fires create openings in the canopy, kill off other less fire-resistant species, and help to establish and maintain the large, thick-barked Douglas-fir, Maple and Garry Oaks as the dominant trees in the area. Today and for the past 100 years, forest fires have been suppressed.
- **Species disturbance.** Human influence has artificially changed the balance of species, with resulting impacts on ecosystems. An example is the reduction in cougar and wolf populations, which has led to the hyper-abundance of deer populations and in turn reduction of native plants on which deer like to feed.
- **Invasive species** have increasingly intruded into all ecosystem types, displacing native plants and animals, altering ecosystem function and dynamics, and removing food sources for wildlife.
- **Climate change.** Changing climates are increasingly placing stress on native ecosystems and species through changes in seasonal temperatures, reduced snowpacks, winter rains instead of snowfalls, rain on snow events, and water availability, as well as introducing new pests and diseases.
- **Environmental Contaminants.** Environmental contaminants, including fertilizers, pesticides, household and industrial chemicals, sediment from human land disturbance, and human and animal wastes affects the function of ecosystems in the CDFAE. Some of these contaminants are from point sources, such as industry, but many come from non-point sources such as road infrastructure, housing developments, agriculture, and forestry.



A MOSAIC OF PROTECTION AND STEWARDSHIP

Coastal Douglas-fir and associated ecosystems (CDFAE) are found across the landscape. Large areas are set aside for ecosystem protection, forestry and agriculture, while small patches of natural habitat exist in community parks and backyards. The mosaic of protection and stewardship recognizes that this place is home to a diversity of native plants and animals, as well as home to many people. Some areas will be protected and set aside with a primary purpose of supporting ecological integrity; the primary use of other areas may be for economic, recreational or other uses. Stewardship of the CDFAE lands must balance these sometimes competing, sometimes complementary, roles.

This mosaic includes lands under government and private ownership and management, ranging in size from small to large parcels. Examples include:

- Protected areas (e.g., federal, provincial, regional and municipal parks, wildlife management areas, and non-government organization (NGO) owned nature reserves)
- Private lands managed for ecosystem values, including lands with conservation covenants
- Working landscapes (including forestry and agriculture)
- Connectivity corridors, including riparian areas
- Drinking water watersheds
- Community parks and recreation areas
- First Nations lands
- Private woodlots
- Urban forests
- Private backyards



THE COASTAL DOUGLAS-FIR CONSERVATION PARTNERSHIP AND ITS MISSION

The Coastal Douglas-fir Conservation Partnership (CDFCP) is a collaboration of agencies, organizations and land managers who are interested in promoting and protecting healthy CDFAE into the future. Land trusts, governments (federal, provincial, regional, municipal, and First Nations), environmental stewardship groups, resource industry professionals, private landowners and academic institutions are encouraged to become CDFCP Participants or Supporters.

As set out in its terms of reference, the CDFCP is led by a Steering Committee and supported by a series of Working Groups focused on different aspects of the CDFCP goals. The CDFCP provides a forum for collaboration, communication and action to effectively protect and steward Coastal Douglas-fir and associated ecosystems. Its mission is:

To promote the conservation and stewardship of the Coastal Douglas-fir and associated ecosystems in south-western British Columbia through sound science, shared information, supportive policies, and community education.

VISION FOR COASTAL DOUGLAS-FIR AND ASSOCIATED ECOSYSTEMS

By 2045:

Coastal Douglas-fir and associated ecosystems have ecological integrity and resilience to change. A system of core protected areas are actively managed to provide habitat for native species and places to learn about the importance of healthy ecosystems. Working landscapes are actively managed to enhance their ecosystem values, while also supporting jobs and economic development opportunities. The public and land managers understand that Coastal Douglas-fir and associated ecosystems are special places that merit support and investment.

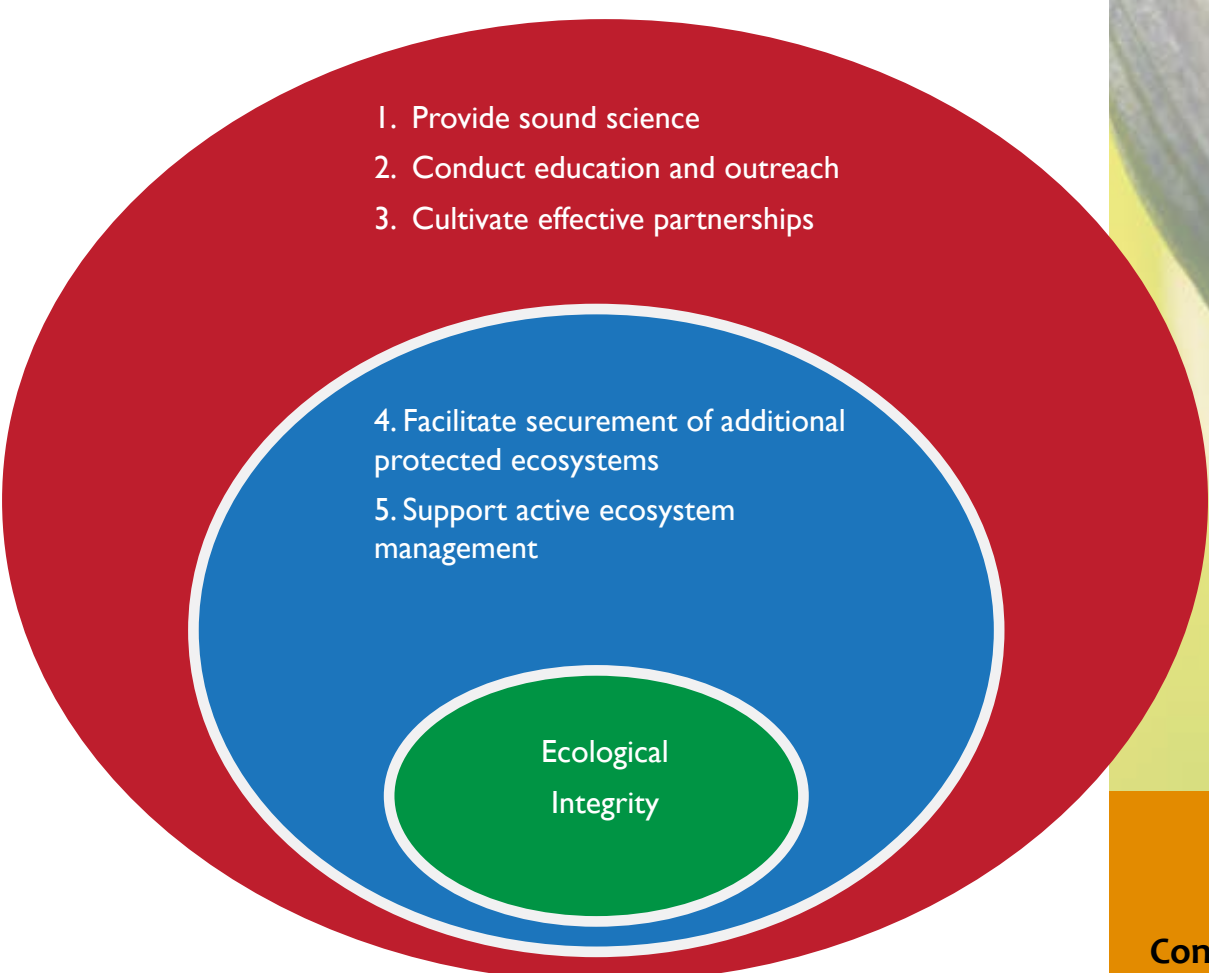


GOALS AND OBJECTIVES FOR THE CDFCP

Goals

The five goals express the ways in which CDFCP is working towards the vision of ecological integrity for Coastal Douglas-fir and associated ecosystems. The first three are core business of the CDFCP, the other two are activities supported by the Partnership.

- 1. Provide sound science***
- 2. Conduct education and outreach***
- 3. Cultivate effective partnerships***
- 4. Facilitate securement of additional protected ecosystems***
- 5. Support active ecosystem management***

- 
1. Provide sound science
 2. Conduct education and outreach
 3. Cultivate effective partnerships

4. Facilitate securement of additional protected ecosystems
5. Support active ecosystem management

Ecological
Integrity

SHORT-TERM OBJECTIVES AND ACTIONS

The goals reflect long-term aims. The objectives are specific outcomes for the next five years (2015-2020); supporting actions to achieve those objectives are also indicated. Objectives and actions are dependent on the availability of resources; the list below reflects the desired list of actions for the coming years, should resources (staff and funds) become available. For a list of objectives and actions which are “core” activities that are part of the ongoing CDFCP effort, please see Appendix A.

Summary of objectives and actions for 2015–2020:

1. Provide sound science to support land securement and stewardship

- 1.1. Provide tools for prioritization of areas for securement and stewardship within the CDF Zone
- 1.2. Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction
- 1.3. Provide information on emerging CDFAE threats
- 1.4. Report annually on conservation outcomes

2. Conduct education and outreach

- 2.1. Develop and implement a communications and outreach strategy
- 2.2. Share success stories

3. Cultivate effective partnerships

- 3.1. Create and fund a coordinator position
- 3.2. Create and Support Working Groups
- 3.3. Encourage First Nations representation in the Partnership
- 3.4. Support the work of CDFCP Signatories
- 3.5. Collaborate with other groups working on ecosystem conservation

4. Facilitate securement of protected ecosystems

- 4.1. Provide advice on land securement
- 4.2. Identify options and contacts for funding land securement and stewardship
- 4.3. Promote and support land securement partnerships

5. Support active ecosystem management

- 5.1. Work with local governments to develop plans, policies and bylaws and incentives that enhance CDF values
- 5.2. Identify and promote opportunities for CDFAE stewardship
- 5.3. Identify pilot (case study) lands and land managers where focused management activities would benefit CDFAE on working landscapes
- 5.4. Work with the resource, developers and real estate sectors to enhance CDF stewardship



1. PROVIDE SOUND SCIENCE TO SUPPORT LAND SECUREMENT AND STEWARDSHIP

Effective and reliable science, combined with local knowledge, supports decisions that are made using the best available information.

1.1. Provide tools for prioritization of areas for securement and stewardship within the CDF Zone

Actions:

- Working with UBC and other information providers, use the Marxan tool and analysis to develop landscape-level maps that identify potential conservation priorities.
- Refine the landscape-level mapping by improving data collection quality and input tools.
- Use the Marxan tool and other information to identify high-value conservation areas for discussion with partners.
- Use the Marxan tool and other analysis to identify CDFAE values within existing protected areas and determine the amount and spatial distribution of 'additional' protected areas required to create a resilient system.
- Create realistic scenarios for 'core' protection, taking into account spatial distribution and connectivity.
- Use the Marxan tool and other analysis to identify working landscapes and other lands with high CDF values.
- Develop and keep current a list of priority parcels for securement, and develop information on those parcels to support acquisition.
- Develop a methodology for ranking and ground truthing an individual conservation opportunity.

1.2. Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction

Actions:

- Working with UBC and other groups, use the Marxan tool and other analysis to develop jurisdictional maps throughout the CDF area that identify areas with high conservation values, taking local priorities into account.
- Share existing data and knowledge through information forums and data sharing sites such as iMap, while respecting data privacy as required.
- Develop ways and means to facilitate timely and efficient access to a collective database.
- Engage local groups in the prioritization process so that they understand and support the selection process.
- Encourage jurisdictions to incorporate the results of regional mapping into their plans and policies.



- Provide training on the use and interpretation of the outcomes of this mapping and prioritization.

1.3. Provide information on emerging CDFAE threats

Actions:

- Gather information on the anticipated impacts from climate change, land conversion, invasive species and other emerging threats.
- Provide information on emerging threats to CDFCP partners and others through webinars, presentations and existing online resources.

1.4. Report annually on conservation outcomes

Actions:

- Establish parameters to be tracked (indicators).
- Monitor, evaluate and report annually on progress for these conservation indicators.

2. CONDUCT EDUCATION AND OUTREACH

Increasing public understanding of the importance of healthy Coastal Douglas-fir and associated ecosystems to humans and other species is necessary to create the political and financial support for programs that promote ecological integrity.

2.1. Develop and implement a communications and outreach strategy

Actions:

Through the Outreach and Education Working Group (OEWG):

- Develop a communications and outreach strategy.
 - Identify target audiences (e.g., senior and local governments, First Nations, the resource sector, and private landowners), and learn about their interests, perspectives and information needs.
 - Identify the most effective communications media for each of these audiences (e.g., e-newsletters, in-person meetings, social and regular media).
 - Develop key messages to be conveyed.
 - Identify existing materials (e.g., GOERT manuals, land trust strategies), and identify gaps in readily available information.
 - Identify organizations (partners and others) who can help to raise awareness of CDFAE.
 - Identify regions where there are no local groups to assist; consider options for filling this outreach gap.
- Provide informative educational materials in a variety of formats.
 - Provide links to existing online materials from the CDFCP website (and maintain links to ensure they remain current).
 - Where appropriate information does not already exist, create materials aimed at meeting the needs of specific groups.
 - Create engaging and clear information on CDFAE values for the general public.



- Post new materials on the CDFAE website in “print-ready” format and make them available through CDFCP partners.
- Distribute information widely.
 - Maintain an informative online presence, ensuring that content is updated regularly.
 - Ensure the coordinator role includes regular communications through email, social media and other methods.
 - Encourage CDFCP partners to share CDFCP news via their own websites, social media and other outreach.
- Host webinars, workshops and/or other information exchanges among existing and potential CDFCP partners
 - Identify target audiences and key topics for specific events.
 - Host at least one webinar (or in-person meetings) per year on different aspects of CDFAE protection and stewardship; encourage partners to co-host other events.
 - Consider events, contests and other activities that reach other audiences, such as youth.

2.2. *Share success stories*

Actions:

- Use proactive communications methods (not just website listings) to share success stories, such as:
 - Successful land securement deals, especially those using new and innovative approaches, Target audiences for these include developers/builders, agricultural land owners/managers.
 - Best practices to enhance CDFAE values (and reduce negative impacts), including restoration techniques.

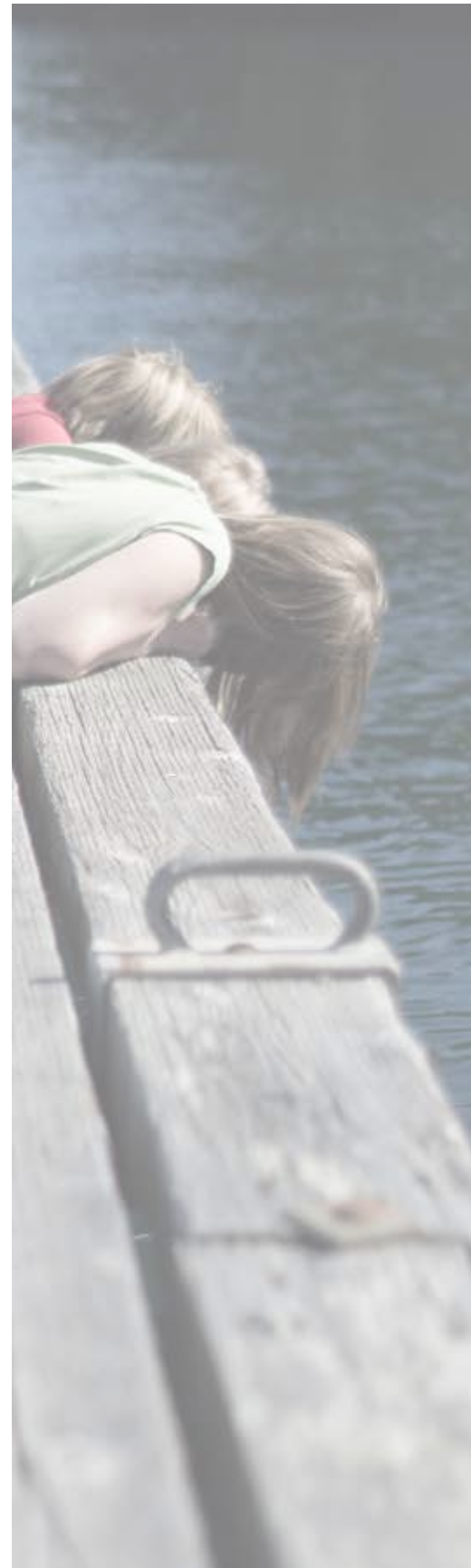
3. CULTIVATE EFFECTIVE PARTNERSHIPS

Create an effective and growing partnership in support of Coastal Douglas-fir and associated ecosystems.

3.1. *Create and fund a coordinator position*

Actions:

- Hire the coordinator. Refine the existing job description, gather funding to support this position for at least the first two years, and advertise for/hire the coordinator.
 - Seek funding for ongoing support for this position.
 - Annually, prepare a budget and workplan that identifies appropriate CDFCP banker(s) and core funding and project funding.
 - Identify potential funders for proposed projects; write grant proposals.
 - Prepare a simple annual update that provides information on achievements, funds expended, in-kind contributions from partners and others, identification of ways members can help, etc.



3.2. Create and Support Working Groups

Actions:

- Confirm Working Group membership, create a Terms of Reference for each group and identify official communications channels
- Where the working group role is filled by a parallel partnership (e.g., the Local Government Species At Risk Local Government Working Group), consider how this will meet the needs of the CDFCP and how best to achieve shared goals.
- Task each Working Group to provide a list of their priorities annually.
- Ensure the membership and efforts of the Working Groups are shared among all partners and supporters.

3.3. Encourage First Nations representation in the Partnership

Actions:

- Invite First Nations to CDFCP webinars and meetings to provide them with an opportunity to learn about the partnership.
- Meet in person with First Nations to:
 - Seek to understand the value of the CDFCP to First Nations
 - Share ideas on benefits of CDFAE conservation and overlap with traditional ecological knowledge, perhaps through joint mapping
 - Invite the inclusion of First Nations knowledge in the post-processing analysis.
- Invite First Nations representation on the Steering Committee.

3.4. Support the work of CDFCP Signatories

Actions:

- Develop an internal communications strategy for regular communications amongst partners.
- Identify the ‘point person(s)’ for information flow (internally and externally).
- Identify specific needs of the partners; help partners to further their CDFAE goals.
- Share the information (spreadsheet) identifying programs and gaps in ecosystem protection.
- Facilitate a peer-to-peer format for exchange of information, capacity building and access to funding.

3.5. Collaborate with other groups working on ecosystem conservation

- Identify potential new partners and encourage their participation in the CDFCP.
- Identify gaps in partner membership (e.g., in geographical regions as well as areas of expertise)
- Share information with similar organizations and partnerships (e.g., South Coast Conservation Partnership) on an ongoing basis.
- Coordinate with region-wide groups (e.g., GOERT) regarding shared interests
- Promote members of CDFCP as mentors for smaller organizations and community groups.
- Contact community organizations working on complementary objectives (e.g., Shawnigan Watershed study and Cedar Watershed Study) and identify opportunities for collaboration.



4. FACILITATE SECUREMENT OF PROTECTED ECOSYSTEMS

Establishing and expanding a system of core protected areas that are specifically managed to protect ecosystem integrity will support the long-term resilience of CDFAE. These protected areas will include publicly-owned lands (e.g., parks and watershed lands), lands owned by conservation organizations, and private lands under conservation covenant or similar legal status.

4.1. Provide advice on land securement

Actions:

Through the Securement Working Group:

- Gather information on the options for land securement including conservation covenants, land donations, eco-gifts, land acquisition, Crown Land securement, leveraging land acquisition, land trades, and other voluntary conservation options.
- Provide advice as needed to support the efforts of government agencies and land trusts to plan for securement and to secure specific CDFAE lands for conservation.
- Provide letters of support for securement efforts that support the ecological integrity of CDFAE.

4.2. Identify options and contacts for funding land securement and stewardship

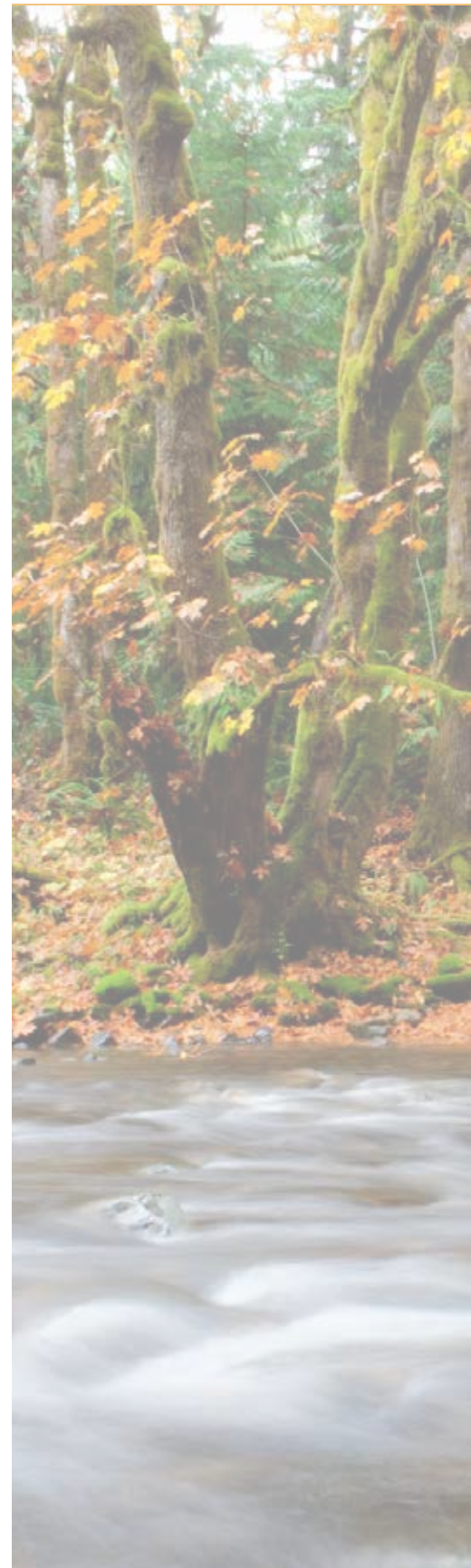
Actions:

- Identify and provide information on financial and other incentives for CDFAE securement and stewardship, e.g., potential carbon offset benefits.
- Provide examples of creative approaches to land securement, such as leveraging, land trades, or acquiring lands for trade.
- Identify contacts for fundraising (funders, fundraising expertise).
- Work with Provincial and regional organizations (e.g., the Land Trust Alliance of BC) to strategically promote funding for land conservation with government, funding agencies, financial advisors, and estate planners.
- Help to develop and advocate for new innovative funding opportunities, as well as encouraging increased funding levels for existing programs.

4.3. Promote and support land securement partnerships

Actions:

- Create venues for conversation about land securement options.
- Clarify roles various partners can play.
- Provide skills mapping for securement partners.
- Look at multi-purpose acquisitions that broaden the scope of conservation constituents, such as farming-conservation, mining-conservation and/or development-conservation.



5. SUPPORT ACTIVE ECOSYSTEM MANAGEMENT

Without active management (stewardship), even protected areas may lose ecosystem integrity. By 2045, it is hoped that protection and stewardship of CDFAE will be an integral component of the plans, policies and management activities of all governmental, private and non-governmental land managers.

5.1. Work with local governments to develop plans, policies and bylaws and incentives that enhance CDF values

Actions:

Through the Local Government Working Group:

- Find examples of practices (e.g., policies, incentives) from B.C. and elsewhere that could be used to enhance CDFAE values; share these with local governments.
- Develop and promote model policies and bylaws.

5.2. Identify and promote opportunities for CDFAE stewardship

Actions:

- Identify incentives (financial and other) for CDFAE stewardship on working landscapes.
- Meet with representatives from the forestry, agriculture and mining sectors to discuss benefits and barriers to CDFAE stewardship.
- Facilitate a peer-to-peer format for exchange of information and capacity building.
- Create a recognition strategy to appreciate good stewardship.

5.3. Identify pilot (case study) lands and land managers where focused management activities would benefit CDFAE on working landscapes

Actions:

- Collaborate with land managers to identify priority lands for active management. – e.g., agriculture, forestry, real estate.
- Initiate pilot projects for stewardship projects that benefit land managers and enhance CDFAE values on working lands.
- Share the lessons from these pilot projects with the CDFCP and others.

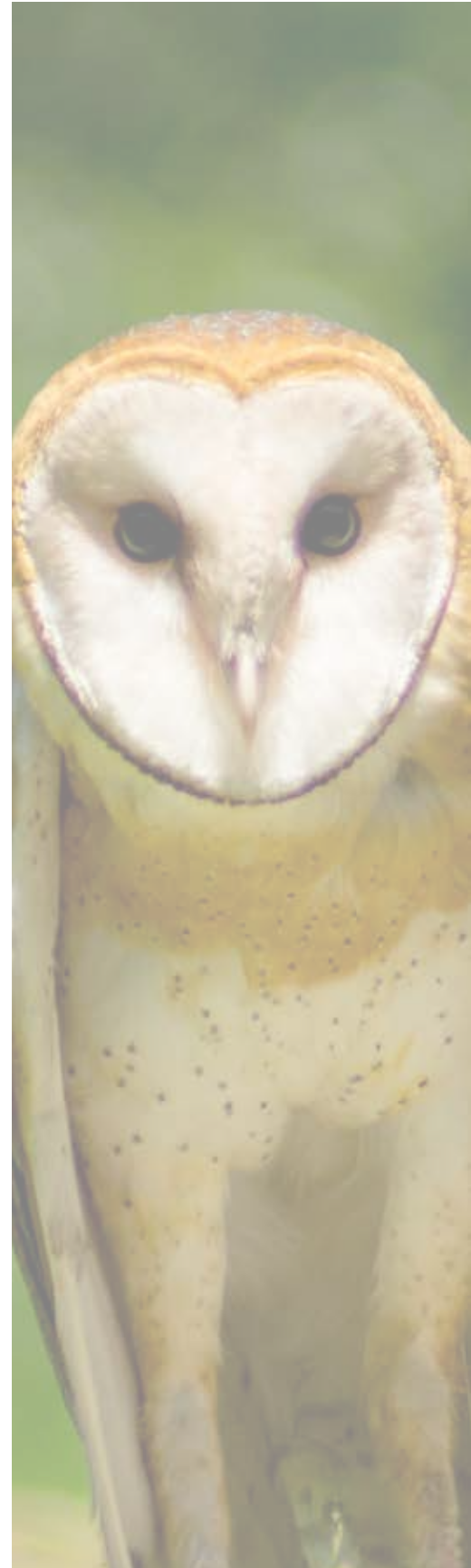


5.4. Work with the resource, developers and real estate sectors to enhance CDF stewardship

Actions:

Through the Resource Sector Working Group, work with the resource sector (including forestry companies, woodlot owners, farmers and mining operators, and real estate sector) to:

- Identify aspects of CDFAE stewardship that enhance operations on working landscapes, and aspects that may create challenges.
- Increase awareness of the impacts of resource extraction activities on CDFAE.
- Explore and promote economic opportunities that are consistent with the CDFAE conservation objectives.
- Seek ways to increase the compatibility of resource activity outcomes with CDFAE conservation objectives.
- Work with the resource sector to integrate CDF values into strategic and operational plans.



APPENDIX A: CORE PRIORITIES

These activities form part of the CDFCP core work, and can be completed through the Steering Committee members and other partners.

1. Provide sound science to support land securement and stewardship

Effective and reliable science, combined with local knowledge, supports decisions that are made using the best available information.

1.1. Provide tools for prioritization of areas for securement and stewardship within the CDF Zone

- Working with UBC and other information providers, use the Marxan tool and analysis to develop landscape-level maps that identify potential conservation priorities.
- Use the Marxan tool and other information to identify high-value conservation areas for discussion with partners.
- Use the Marxan tool and other analysis to identify working landscapes and other lands with high CDF values.
- Develop a methodology for ranking an individual conservation opportunity.

1.2. Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction

- Requires additional resources to complete, and is dependent on funding availability.

1.3. Provide information on emerging CDFAE threats

- Requires additional resources to complete, and is dependent on funding availability.

1.4. Report annually on conservation outcomes

- Requires additional resources to complete, and is dependent on funding availability.

2. Conduct education and outreach

Increasing public understanding of the importance of healthy Coastal Douglas-fir and associated ecosystems to humans and other species is necessary to create the political and financial support for programs that promote ecological integrity.

2.1. Develop and implement a communications and outreach strategy

- Requires additional resources to complete, and is dependent on funding availability.

2.2. Share success stories

- Requires additional resources to complete, and is dependent on funding availability.

3. Cultivate effective partnerships

3.1. Create and fund a coordinator position

- Hire the coordinator. Refine the existing job description, gather funding to support this position for at least the first two years, and advertise for/hire the coordinator.
- Seek funding for ongoing support for this position.
- Prepare a simple annual update that provides information on achievements, funds expended, in-kind contributions from partners and others, identification of ways members can help, etc.



- Other actions require additional resources to complete, and is dependent on funding availability.

3.2. Create and Support Working Groups

- Requires additional resources to complete, and is dependent on funding availability.

3.3. Encourage First Nations representation in the Partnership

- Invite First Nations representation on the Steering Committee.
- Other actions require additional resources to complete, and is dependent on funding availability.

3.4. Support the work of CDFCP Signatories

- Identify the ‘point person(s)’ for information flow (internally and externally).
- Share the information (spreadsheet) identifying programs and gaps in ecosystem protection.
- Other actions require additional resources to complete, and is dependent on funding availability.

3.5. Collaborate with other groups working on ecosystem conservation

- Identify potential new partners and encourage their participation in the CDFCP.
- Identify gaps in partner membership (e.g., in geographical regions as well as areas of expertise)
- Share information with similar organizations and partnerships (e.g., South Coast Conservation Partnership) on an ongoing basis.
- Other actions require additional resources to complete, and is dependent on funding availability.

4. Facilitate securement of protected ecosystems

Establishing and expanding a system of core protected areas that are specifically managed to protect ecosystem integrity will support the long-term resilience of CDFAE. These protected areas will include publicly-owned lands (e.g., parks and watershed lands), lands owned by conservation organizations, and private lands under conservation covenant or similar legal status.

4.1. Provide advice on land securement

Through the Securement Working Group:

- Provide advice as needed to support the efforts of government agencies and land trusts to plan for securement and to secure specific CDFAE lands for conservation.
- Provide letters of support for securement efforts that support the ecological integrity of CDFAE.



4.2. Identify options and contacts for funding land securement and stewardship

- Work with Provincial and regional organizations (e.g., the Land Trust Alliance of BC) to strategically promote funding for land conservation with government, funding agencies, financial advisors, and estate planners.
- Other actions require additional resources to complete, and is dependent on funding availability.

5. *Support active ecosystem management*

Without active management (stewardship), even protected areas may lose ecosystem integrity. By 2045, it is hoped that protection and stewardship of CDFAE will be an integral component of the plans, policies and management activities of all governmental, private and non-governmental land managers.

5.1. Work with local governments to develop plans, policies and bylaws and incentives that enhance CDF values

Through the Local Government Working Group:

- Find examples of practices (e.g., policies, incentives) from B.C. and elsewhere that could be used to enhance CDFAE values; share these with local governments.
- Other actions require additional resources to complete, and is dependent on funding availability.

5.2. Identify and promote opportunities for CDFAE stewardship

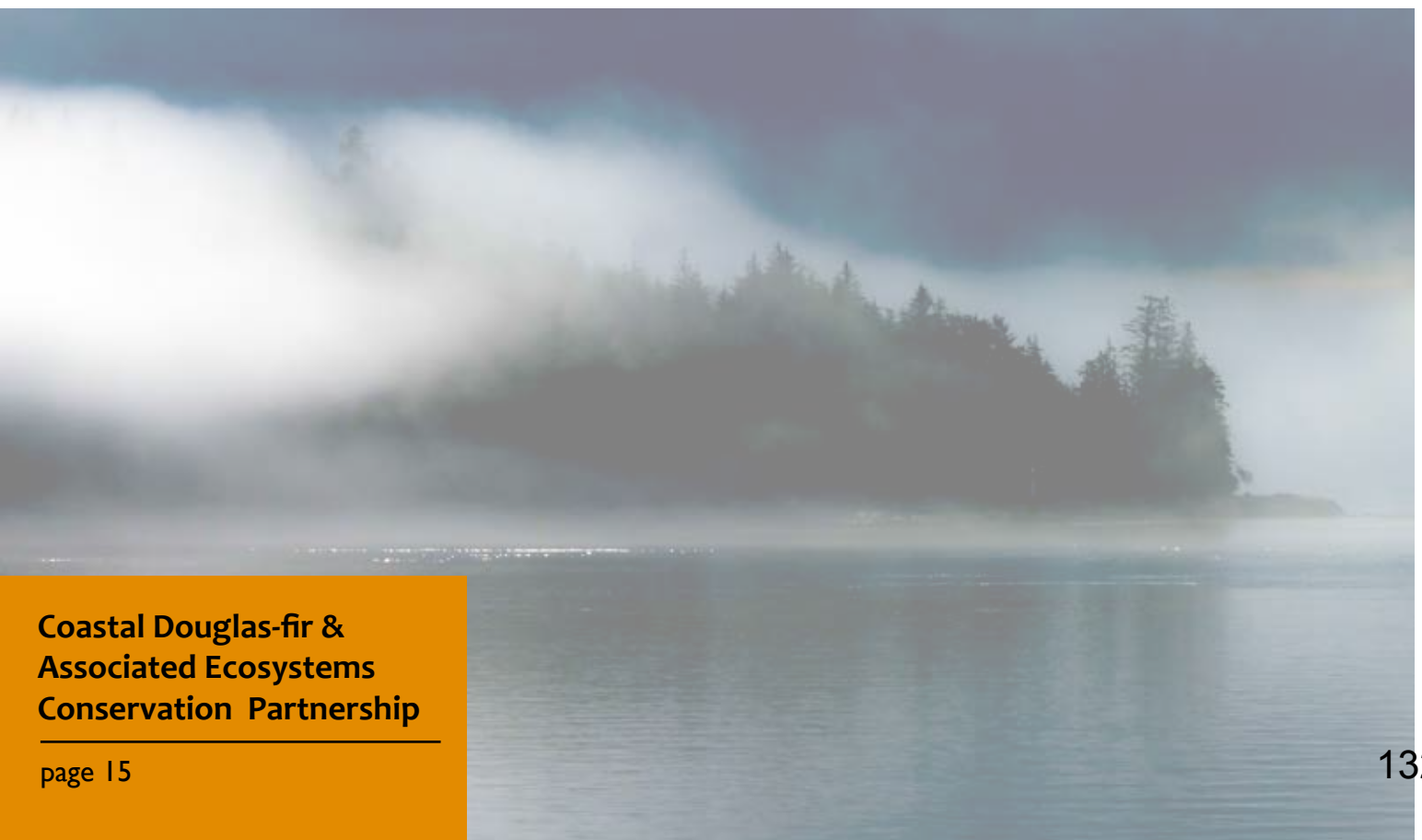
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5.3. Identify pilot (case study) lands and land managers where focused management activities would benefit CDFAE on working landscapes

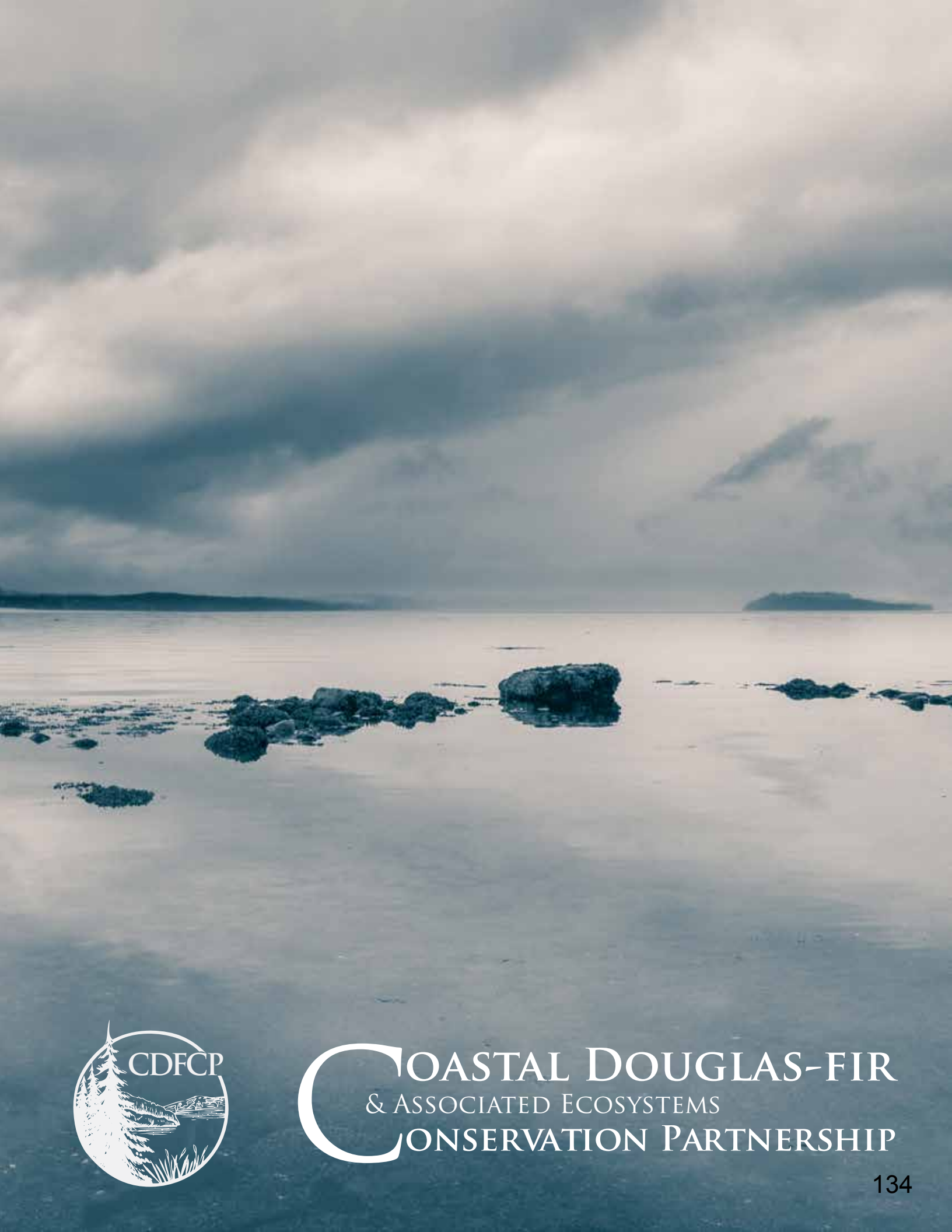
- Requires additional resources to complete, and is dependent on funding availability.

5.4. Work with the resource, developers and real estate sectors to enhance CDF stewardship

- Requires additional resources to complete, and is dependent on funding availability.







COASTAL DOUGLAS-FIR
& ASSOCIATED ECOSYSTEMS
CONSERVATION PARTNERSHIP



Memorandum

200 - 1627 Fort Street Victoria BC V8R 1H8

Telephone (250) 405-5151 FAX: (250) 405-5155

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

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

DATE: November 18, 2015

TO: North Pender Island Local Trust Committee

FROM: Lori Foster
Planning Team Assistant

RE: 2016 Meeting Schedule Amendment

At its October 29, 2015 regular business the LTC adopted the proposed draft 2016 meeting schedule with the following resolution:

NP-2015-068

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee adopts the 2016 meeting schedule as presented, with the exception of October 20, 2016.

CARRIED

The attached revised schedule has accommodated the October conflict; however, the November meeting date had to be changed to give enough time between meetings. Because resolution **NP-2015-068** only speaks to the October conflict, the LTC can adopt the change to the November date with a resolution.

Recommendation:

That the North Pender Local Trust Committee adopt the revised 2016 meeting schedule as presented.

pc Robert Kojima

Southern Planning Team DRAFT LTC Regular Meeting Schedule 2016

CHAIR	LB	GG	GG	GG	PL	
Date	Galiano (GL)	Mayne (MA)	North Pender (NP)	Saturna (SA)	South Pender (SP)	Conflict
January	-	25	28	21	-	1, 13, 19, 20, 27
February	1	22*	25	18	16*	3-5, 8, 10, 16, 17, 24, 29
March	7	21*	31++	12 ++	-	2, 9, 16, 14-25, 28, 30
April	4	25	28	21	12	6, 8 – 10, 13, 20, 27
May	2	30	26	21++	-	4, 11, 16, 18, 19, 23, 25, 31
June	6	27	30++	18++	7*	1, 8, 14-16, 21-23, 29
July	4	25	28	21	-	1, 6, 13, 20, 27
August	29*	-	-	-	-	1,3, 10, 17, 22, 24, 25, 31
September	-	12*	22*	8	6*	5, 13-15, 26-30
October	3	17	27	20	-	5, 10, 12, 19, 26,
November	7	28	24	18*	8	2, 9, 11, 16, 23, 30
December	5	-	-	-	-	6-8, 14, 21, 26, 27
Frequency:	Monthly (10 per year)	Monthly (10 per year)	Monthly (10 per year)	Monthly (10 per year)	Bi-monthly (5 per year)	
Designated day:	1st Monday	Last Monday	Last Thursday ++Evening Meetings	3 rd Thursday and 3 ++Saturday Meetings	2nd Tuesday	
Start Time:	12:30 pm	1:00 pm	9:45 am	12:30 pm	10:00 am	
Location:	South Hall	Ag Hall	Community Hall	Alternates	Fire Hall	
Total Meetings	10	10	10	10	5	

Rationale for 2016 Draft Schedule

Feb 16 for SP because Feb 9 EC media training scheduled
 Feb 22 instead of Feb 29 for MA because Brian Crumblehulme on TCP
 March 21 instead of March 28 for MA because Stat holiday Easter Monday
 June 7 on SP because Trust Council (TC) is scheduled
 August 29 for GL to fit time between September TC and UBCM
 Sept 6 on SP for TC
 Sept 12 on MA for TC
 Sept 22 for NP because TC is scheduled third Thursday
 October 18 for NP due to September changes and follow through
 Nov 18 for SA because LPC is third Thursday

Key Dates

Stat Holidays	Jan. 1; Feb.8; Mar.25,28; May 23; July 1; Aug.1; Sept.5; Oct.10; Nov.11; Dec.26
LGLA	Feb.3-5
SD (46,68,71,79) Spring Break	Mar.14-29
Trust Council	March 22-24
AVICC	April 8-10
PIBC	May 10-13
Trust Council	June 14-16
LGMA Conference	June 21-23
Trust Council	Sept. 13-15
UBCM	Sept. 26-30
Trust Council	Dec. 6-8

Trustee Conflicts

Busheikin	EC, LPC, FPC, June 23-July 2; Aug.28-Sept.3
Luckham	EC, FPC, TPC, LPC
Crumblehulme	TPC
Brent	FPC, LPC
Masselink	FPC, TPC
Grams	EC, TPC
Harris	FPC
Middleton	LPC
Pottle	LPC
Scholefield	LPC
McConchie	TPC

* [use asterisk to note where a meeting has been rescheduled because of a conflict].

Regular Meeting Scheduling Criteria:

1. Start with *designated day*. Proposals to alter *designated day* should:
 - a. Consider trustee, planner and minute-taker scheduling conflicts
 - b. Avoid Wednesdays (conflicts with staff and EC meeting days)
 - c. Avoid overlapping meetings or agenda deadlines
2. Start times are based on ferry schedules
3. Locations can be altered for specific meetings in the LTC meeting notice based on space availability or preferences to use alternating locations
4. Adjust by a week for statutory holidays (whichever way would result in longest time between meetings)
5. No meetings should be scheduled in first two to three weeks of January (Christmas office closure and cancellations due to weather and power outages)
6. No meetings should be scheduled in August (staff and trustee vacations) (adjust SP and SA meetings to minimize length of time between meetings)
7. No meetings should be scheduled after second week of December (weather, power outages, and Christmas office closure)
8. Adjust meetings to avoid UBCM (3rd week of September – check to confirm), AVICC and LGLA training
9. Adjust meetings to avoid conflicts with Trust Council, EC meetings, Council committee meetings, TFB meetings, and Ballenas-Winchelsea LTC meetings (EC as LTC)
10. Review other team LTC meetings and consider rescheduling where would be a Chair conflict (or arrange for alternate Chair if available)
11. Consider adjusting for Chair preferences (e.g. to schedule or avoid back-to-back meetings)
12. Where LTCs or Planners require additional meetings these should be scheduled based as special meetings (i.e. for projects based on an adopted project charter, public hearings and community information meetings, or due to application load or timing).