North Pender Island Local Trust Committee

Regular Meeting Agenda

Date: Friday, November 20, 2026
Start Time: 10:00 AM
Location: Electronic Meeting
With a physical location to view the livestream of the meeting at:
Islands Trust Victoria Office
#200 - 1627 Fort Street Victoria, BC V8R 1H8

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1. **CALL TO ORDER**

   (Please note the order of agenda items may be modified during the meeting.)

2. **TERRITORIAL ACKNOWLEDGEMENT**

3. **APPROVAL OF AGENDA**

4. **NEW BUSINESS: ORIENTATION PRESENTATION**

5. **REPORTS**

   - **5.1 Trustee Reports**
   - **5.2 Chair's Report**
   - **5.3 Electoral Area Director's Report**
   - **5.4 Islands Trust Conservancy Report**
   - **5.5 Indigenous Relations Report**
   - **5.6 Other Reports**

6. **PUBLIC PARTICIPATION PERIOD**

7. MINUTES

7.1 Adopted Local Trust Committee Meeting Minutes of October 2, 2026 (for information) Page 4

7.2 Section 26 - Resolutions-Without-Meeting Report Page 11

7.3 Advisory Planning Commission Minutes - None

8. FOLLOW-UP ACTION LIST Page 12

9. COMMUNITY INFORMATION MEETING - None

10. PUBLIC HEARING - None

11. DELEGATIONS - None

12. CORRESPONDENCE - None

(Correspondence received concerning current applications or projects is posted to the Local Trust Committee webpage.)

13. APPLICATIONS AND REFERRALS - None

14. LOCAL TRUST COMMITTEE PROJECTS - None

15. ADMINISTRATIVE REPORTS

15.1 Local Trust Committee Orientation - Memorandum Page 14

15.2 Applications Report Page 22

15.3 Adopted Policies and Standing Resolutions Report Page 28

15.4 Trustee and Local Expense Report Page 31

16. WORK PROGRAM

16.1 Active Projects List Page 32

16.2 Future Projects List Page 33

17. CLOSED SESSION

Motion for consideration:

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

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

AND that the recorder and staff attend the meeting.

17.1 Report from Closed Session (if desired)

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for January 29, 2027 at 10 a.m. to be held St. Peter's Anglican Church Hall

19. ADJOURNMENT

ADOPTED

North Pender Island Local Trust Committee

Minutes of Regular Meeting

Date:	**October 2, 2026**
Location:	**Anglican Parish Hall** **4703 Canal Road, RR#1, North Pender Island, BC**
Members Present:	**David Maude, Chair** **Aaron Campbell, Local Trustee** **Deb Morrison, Local Trustee**
Staff Present:	**Brad Smith, Island Planner** **Warren Dingman, Bylaw Compliance & Enforcement Manager** (electronic) **Lisa Millard, Meeting Administrator/Recorder** (electronic)
Others Present:	**There were approximately 15 members of the public present.**

1. CALL TO ORDER

Chair Maude called the meeting to order at 10:00 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Maude acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. TRUSTEE REPORT

Trustee Morrison reported that she will not be running for re-election and encouraged community members to speak to trustee candidates.

Trustee Campbell reported community conversations regarding the upcoming election and the housing project.

5. CHAIR'S REPORT

Chair Maude acknowledged his time spent as Chair of North Pender Local Trust Committee and reported the Policy Statement Amendment Project did not complete with work continuing into the next term.

6. ELECTORAL AREA DIRECTOR'S REPORT – None

7. PUBLIC PARTICIPATION PERIOD

A member of the public spoke to the mandate of Islands Trust and noted a need for environmental monitoring and reporting out on any successes or failures. They stated the importance of a centralized grant to support the mandate and Islands Trust Conservancy work, the necessity of hiring more biologists and community facilitators linked with planning, and encouraged Islands Trust to look ahead with a focus on strategic planning. They discouraged revisiting the Policy Statement.

Two members of the public requested a Temporary Use Permit not be approved for the operation of the cement plant due to the reasons outlined in the staff report.

Two members of the public spoke to the negative impacts of over-tourism and growth in light of climate change and noted that while tourism is economically necessary there are limits on capacity, water use, and staffing, and a lack of affordable staff housing,

A member of the public noted the cement plant has been operating for many years, contributes to the local economy by providing income and work for the operators and contractors, and the property is clean and tailing ponds managed. They stated the business is a needed service for Pender and surrounding islands and if a permit is not issued it will negatively impact community members.

A member of the public spoke to repercussions should the cement plant not receive a permit renewal including increased ferry traffic and large trucks being driven on roads that drivers are not familiar with.

8. COMMUNITY INFORMATION MEETING - None

9. PUBLIC HEARING - None

10. MINUTES

10.1 Local Trust Committee Minutes Dated July 10, 2026 (for Adoption)

By general consent the North Pender Local Trust committee meeting minutes of July 10, 2026 were adopted.

10.2 Section 26 Resolutions-without-meeting Report - None

10.3 Advisory Planning Commission Minutes Dated August 14, 2026 (for Receipt)

Received for information.

11. BUSINESS ARISING FROM THE MINUTES

11.1 Follow-up Action List Dated Sept 2026

Received for information.

12. DELEGATIONS - None

13. CORRESPONDENCE

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

14. APPLICATIONS AND REFERRALS

14.1 Saturna Island Local Trust Committee Referral for Draft Bylaw No. 146 (for Response)

NP-2026-044
It was MOVED and SECONDED,
that the North Pender Island Local Trust Committee respond to the Saturna Island Local Trust Committee that interests are unaffected by draft Bylaw No. 146.

CARRIED

14.2 NP-PL-TUP-2026- 0325 (Grimmer) - Staff Report

Island Planner Smith summarized the staff report and noted the application seeks a Temporary Use Permit renewal for the operation of a concrete batch plant and associated uses on the subject property zoned Rural (R). The proposed use is also subject to a rezoning application.

Operational and site management concerns have been identified as detailed in the September 2026 site monitoring report which was received 26 months overdue.

The applicant's representative was in attendance and referred to a letter sent to the Local Trust Committee which addressed some of the issues detailed in the staff report. They attended the site on September 13th and outstanding items on the checklist have been addressed, they will return to the site for a follow up inspection, an updated environmental management plan will be submitted which will recommend quarterly monitoring of the ground well and monthly monitoring of the run off, and they did not find environmental concerns during their site visit.

Discussion ensued and the following comments and clarifications were noted:

- The application reflects a Temporary Use Permit renewal and a renewal does not allow new conditions to be applied
- There is potential to provide a reprieve through a standing resolution which will allow continuation of operations while issues are addressed and then the applicant can apply for a new Temporary Use Permit which could also specify new conditions
- The monitoring well has been drilled but has not been sampled as of the date the staff report was written
- Many of the items requested in the report are now being provided
- The *Local Government Act* requires a Temporary Use Permit to be renewed prior to its expiry and a gap in renewal creates a legal challenge

NP-2026-045
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee not approve the issuance of Temporary Use Permit renewal NP-PL-TUP-2026-0325 (Grimmer).

CARRIED

NP-2026-046
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee direct Bylaw Compliance and Enforcement to defer enforcement on the concrete batch plant located at 4415 Bedwell Harbour Road, North Pender Island, BC under Bylaw Compliance and Enforcement Policy No. 4.5 subject to the property owner maintaining the use under the same conditions of expired permit NP-TUP-2023.5 for a period of six months starting October 2, 2026.

CARRIED

NP-2026-047
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee request the owner of the concrete batch plant located at 4415 Bedwell Harbour Road, North Pender Island, BC to submit a new Temporary Use Permit application by January 1, 2027.

CARRIED

NP-2026-048
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee requests that the applicant provide the following information to help inform a future temporary use permit application and rezoning application NP-RZ- 2024.1 (Grimmer):

a. A report from a qualified professional engineer or hydrogeologist that includes baseline water sampling results and analysis from the groundwater monitoring well, and a groundwater monitoring well sampling plan to guide future water quality monitoring;
b. A remediation plan including timelines for the removal of derelict equipment and vehicles in the area proposed for use;
c. A confirmation that the operational maintenance items identified in the September 14, 2026 monitoring checklist are adequately dealt with; and including any additional recommendations of the professional for improving site management.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Raptor Nest Mapping Development Permit Area Project - Proposed Bylaw No. 235 - Consideration of Adoption - Staff Report

Island Planner Smith noted proposed Bylaw No. 235 is being brought to the Local Trust Committee for consideration of adoption.

NP-2026-049
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee Bylaw No. 235, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2023", be adopted.

CARRIED

15.2 Housing Access and Affordability Project – Draft Bylaws 240 and 241 - Staff Report

Island Planner Smith summarized the staff report which presents draft Bylaws No. 240 and 241 for consideration of first reading.

Discussion ensued and the following comments were noted:

- The report speaks to reducing the number of cisterns required and increasing catchment; however, storage remains an important component in light of climate change and drought conditions
- Amendment to the Heritage Resource Policy deferred for the incoming Local Trust Committee to consider

NP-2026-050
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee amends draft Bylaw No. 241, cited as "North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025" by adding a fifth condition under the site-specific Community Service (a) zone for affordable housing development that reads:

> 5) The completion of an assessment report by a registered professional biologist to minimize impacts of development, consistent with the reporting requirements of Development Approval Information Bylaw No. 134 Part V, S 920 (15) in respect of sensitive ecosystems.

CARRIED

NP-2026-051
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee amends draft Bylaw No. 241, cited as "North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025" by amending Table 2.14(1) Condition 3 of BL 241 to read:

> Units may only be in the form of detached or multiplex buildings up to and including four-plex buildings with a maximum of two storeys and a maximum height of 9.7 m.

CARRIED

NP-2026-052
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 240, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025", and Bylaw No. 241, cited as "North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025", are not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

NP-2026-053
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee Bylaw No. 240, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025", be read a first time.

CARRIED

NP-2026-054
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee Bylaw No. 241, cited as "North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025", be read a first time.

CARRIED

16. REPORTS

16.1 Work Program Report

16.1.1 Active Projects Report Dated Sept 2026

Received for information.

16.1.2 Future Projects Report Dated Sept 2026

Received for information.

16.2 Applications Report Dated Sept 2026

Received for information.

16.3 Trustee and Local Expense Report Dated July 2026

Received for information.

16.4 Adopted Policies and Standing Resolutions

Received for information.

16.5 Local Trust Committee Webpage - None

16.6 Islands Trust Conservancy Report - None

17. NEW BUSINESS

17.1 Proposed Draft 2027/28 LTC Operating Budgets - Staff Report

The proposed draft Local Trust Committee operating budget was being presented for approval or amendments.

NP-2026-055
It was MOVED and SECONDED,
that North Pender Island Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.

CARRIED

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for November 20, 2026, Electronic Meeting

19. PUBLIC PARTICIPATION PERIOD

No members of the public spoke during the public participation period.

20. CLOSED MEETING - None

21. ADJOURNMENT

By general consent the meeting was adjourned at 11:43 p.m.

_____

David Maude, Chair

Certified Correct:

_____

Lisa Millard, Meeting Administrator/Recorder

Islands Trust

Print Date: Nov 4, 2026

Resolution Report

North Pender Island LTC

29-Oct-2026

Meeting Date	Resolution	Added By	Classification	Action
29-Oct-2026	NP-2026-003 **To adopt October 2, 2026 Minutes** **That the North Pender Island Local Trust Committee regular minutes of October 2, 2026 be adopted as presented.** North Pender Island LTC	**Jas Chonk**	Resolution Without Meeting	**Carried**

Islands Trust

Print Date: Nov 12, 2026

Follow Up Action Report

North Pender Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 02-Oct-2026 **Target:** 16-Oct-2026	FUAL-2026-009 **15.2 Housing Project** 15.2 Housing Project - 1) Amend BL 241 - add condition requiring ecological assessment on Anglican Church land, amend max height to 9.7 m and building design to fourplex - DONE 2) Update ITPS checklist with endorsement date/resolution # - DONE 3) BL 240/241 given 1st reading as amended - update draft bylaws and web versions DONE 4) Send MSR report to William for review re Plum Tree Court water balancing - DONE	Unassigned	**60%** **In Progress**
Meeting: 02-Oct-2026 **Target:** 16-Oct-2026	FUAL-2026-005 **17.1 Draft 2027/28 budget - resolution passed as presented** 17.1 Draft 2027/28 budget - resolution passed as presented	Unassigned	**0%** **Completed**
Meeting: 02-Oct-2026 **Target:** 16-Oct-2026	FUAL-2026-008 **15.1 Raptor project - BL 235 adopted - staff to finalize base bylaws, update e-versions, close-out file** 15.1 Raptor project - BL 235 adopted - staff to finalize base bylaws, update e-versions, close-out file	Unassigned	**0%** **Completed**
Meeting: 02-Oct-2026 **Target:** 16-Oct-2026	FUAL-2026-007 **14.2 NP-PL-TUP-2026-0325 (Grimmer) - Not Approved** 14.2 NP-PL-TUP-2026-0325 (Grimmer) 1) TUP permit renewal not approved - staff to close file 2) New TUP permit application required by Jan 1, 2027 - planning staff to follow-up with applicant re submission 3) BL enforcement deferred for six months subject to activities on land base following expired TUP conditions	Unassigned	**0%** **In Progress**

Dates	Activity	Responsibility	Progress / Status
Meeting: 02-Oct-2026 **Target:** 16-Oct-2026	FUAL-2026-006 **10.1 LTC minutes July 10, 2026 minutes adopted as presented** 10.1 LTC minutes July 10, 2026 minutes adopted as presented	Unassigned	**100%** **Completed**
Meeting: 02-Oct-2026 **Target:** 16-Oct-2026	FUAL-2026-004 **14.1 Draft BL No. 146 - respond that interests are unaffected** 14.1 Draft BL No. 146 - respond that interests are unaffected	Unassigned	**0%** **Completed**
Meeting: 10-Jul-2026 **Target:** 10-Jul-2026	FUAL-2026-094 **2026-07-10 – FUAL #21264** 14.2 NP-PL-RZ-2026-0184 (Eigl) - LTC directed to proceed. Staff to: 1) Issue BL # (done) and draft amending bylaw (Done) 2) Issue TOR (Done) 3) update webpage with application materials - Done	Unassigned	**0%** **Completed**
Meeting: 10-Jul-2026 **Target:** 24-Jul-2026	**2026-07-10 – FUAL #21265** 18.1 Sept 4 LTC meeting rescheduled to Oct 2 - staff to confirm venue, update calendars and web	Unassigned	**100%** **Completed**
Meeting: 10-Jul-2026 **Target:** 31-Jul-2026	**2026-07-10 – FUAL #21263** 14.1 NP-PL-DP-2026-0231 (Kerfoot) - DP approved as presented - staff to issue permit once planting security ($2500) is received, document any monitoring requirements, and close-out file	Unassigned	**100%** **Completed**
Meeting: 10-Jul-2026 **Target:** 31-Jul-2026	**2026-07-10 – FUAL #21262** 10.1 May 29, 2026 LTC meeting minutes adopted as presented	Unassigned	**100%** **Completed**
Meeting: 29-May-2026 **Target:** 26-Jun-2026	FUAL-2026-095 **2026-05-29 – FUAL #21162** 15.9 NP-PL-RZ-2026-0178 (Litke) - staff directed to proceed: 1) Assign BL # (Done) and draft amending bylaw (Done) 2) Issue TOR (Done) 3) Add application folders on web - done	Unassigned	**0%** **Completed**
Meeting: 29-May-2026 **Target:** 12-Jun-2026	**2026-05-29 – FUAL #21161** 15.8 NP-PL-RZ-2024-0110 (Bigham) - stormwater management plan received - LTC requested more detail on the design, with respect to existing wells and soils, slope and regional drainage. Staff to inform applicant.	Unassigned	**100%** **Completed**

Item 15.1

MEMORANDUM

File No.: Work Program

DATE OF MEETING:	November 20, 2026
TO:	North Pender Island Local Trust Committee
FROM:	Kim Stockdill, Island Planner Southern Team
COPY:	Mary Storzer, Regional Planning Manager (South)
SUBJECT:	North Pender Island Local Trust Committee Orientation

PURPOSE

This report provides a summary of the two main types of business of Local Trust Committees (LTCs):

- Its "Work Program" - composed of "active projects" and "future projects" (as currently identified), either of which can be a minor or a major project (Note: while referred to as Work Program, for many LTCs, this may form the least of their work)
- Its "Current Development Applications" underway (Note: these often form the bulk of work done by an LTC over their term).

DISCUSSION

Work Program

There are two components to the Local Trust Committee's initiated Work Program: Active Projects and Future Projects. These active and future projects can be either Major projects or Minor projects and this distinction is important (and will be explained below).

Active Projects

These are the current active planning projects that have been requested by the LTC and have been resourced (or are being requested to be resourced for 2027-28 as part of the Trust Council budget process). At each meeting, you will see that these are tracked in a report included in each agenda package.

Project	Summary	Minor/Major	Current Status	Comments
Housing Access & Affordability	The scope of the project is to engage in community consultation, to consult with First Nations, to engage with stakeholder groups, to review housing options and to undertake amendments to the Official Community Plan (OCP) and Land Use	Major	In-progress Bylaw Nos. 240 & 241 have been given First Reading and the LTC has determined they are not at variance to, or	Staff will be bringing forward a report to the January 2027 LTC meeting summarizing the project to date, and the next steps (scheduling a Community

	Bylaw (LUB), and development of a housing action plan to improve access to affordable housing in the community.		contrary to the Islands Trust Policy Statement	Information Meeting and Public Hearing) An Advisory Planning Commission (APC) is established to help provide community input – the current APC term ends in March 2027

Future Projects

As land use or planning-related issues are identified, an LTC can add potential projects (via resolution) to the 'Future Projects' list. Likewise, the LTC can and should review the Future Projects List and remove any initiatives it considers out-of-date or that are no longer supported. Like Active Projects, these are tracked in a report included in each LTC meeting agenda package. The following table summarizes the items currently identified on the Future Projects List:

Date Added	Project	Summary	Minor/Major	Comments
February 1, 2019	*Coastal Douglas Fir Ecosystem*	Review 'Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)' and provide recommendations from toolkit. - LPC is intending to develop a model bylaw in 2021-22.	Minor	The Local Planning Committee [now called the Regional Planning (Major Projects) Team] developed the CDF tool kit for protection of the sensitive ecosystem. The tool kit includes a number of recommendations that the LTC could implement; most specifically amendments to the OCP.
May 26, 2022	*Accessory Dwelling Units*	Review options for accessory dwelling units on North Pender.	Minor	Staff recommending removing from the Future Project List as accessory dwelling units were considered during the current housing project and the LTC decided not to move forward on this topic.
August 11, 2022	*Review DPA*	To review the Development Permit Areas in the NP Official Community Plan to update guidelines, requirements, and outline options for new DPAs including forest cover, tree	Minor	Previous LTCs indicated an interest in reviewing the current suite of Development Permit Areas (DPAs) on North Pender to determine if existing DPAs remain valid and functional and to identify potential other DPAs that could be established, such as the

		cutting and removal		inclusion of Coastal Douglas-fir (CDF) ecosystems as a DPA designation. There are two projects currently on the LTC's future projects list that a review of DPAs could encompass: a) Implementation of CDF ecosystem toolkit and mapping b) Review of DPAs to update guidelines/requirements, and outline options for new DPAs.
August 11, 2022	*Browning to Driftwood Corridor Plan*	Coordination on a transportation plan for the Driftwood to Port Browning corridor.	Minor	Would require coordination with the Ministry of Transportation and Transit, and the Capital Regional District as transportation is not within the jurisdiction of the LTC.
April 29, 2021	*Soil Bylaw Project*	Work on Soil bylaw was undertaken in 2021 and 2022. Project deferred prior to bylaw readings	Minor	The Salt Spring LTC currently has a soil bylaw that can be used as a template in a future project.
May 26, 2023	*Public engagement on groundwater data*	Project to present information on groundwater project to public and educate landowners	Minor	At the May 5, 2023 LTC meeting, the LTC directed staff to carry on with a public engagement/education component of the groundwater project as a Minor LTC project.
April 5, 2024	*Fire Inspection requirements for STVRs*	To add fire safety inspection requirements to TUP guidelines	Minor	This could be achieved by reviewing the current TUP guidelines in the OCP and add/amend guides related to fire safety

Major and Minor Project Criteria

Understanding what constitute a minor project and a major project is important for an LTC, as approvals for these projects and resourcing for each is distinct.

Major projects are:

- Comprehensive OCP and LUB reviews (done concurrently) that produce:
  - Fully amended OCP and LUB bylaws that include:
    - Required legislative updates
    - Necessary technical amendments including for best practices in planning
    - Content updates based on community interests, needs and input
  - Best practice policy/process/strategies on one or more strategic area of focus, past examples of this type of work (that previously were done as a separate project) are the Housing Strategic Action Plan and the Freshwater Sustainability Strategy.

This work helps to meet the Islands Trusts' Best Management Practices for Delivery of Local Planning Services to Local Trust Committees (Policy 5.9.1) with the goal of having all OCPs across the federation updated by 2038 and ongoing. These comprehensive OCP and LUB updates take approximately 3 years to complete and a budget of approximately $200,000. Resources for major projects are limited and funding must be approved (through business cases which must be applied for/submitted each year) by Trust Council.

Minor projects:

- Cost less than $5,000 (estimated average cost for one newspaper print notification, one public hearing, and one non-complex legal review of a draft bylaw) and are relatively limited in scope, taking under 18 months to complete,
  - e.g., hosting an event, drafting a discussion paper, or drafting minor amendments to a specific section in a land use bylaw or an Official Community Plan. Trust Council has also approved the Housing Options Toolkit (as part of the Housing Strategic Action Plan) which was developed such that LTCs could amend LUBs to address the housing crisis via a minor project - without having to wait for major project funding approval.
- Funds are drawn from a standing budget and approved for issuance by the Director of Planning Services.
- In approving the issuance of funding for this work, the Director evaluates staff availability (typically the 'assigned Island Planner to the LTC'), and whether the project meets the Minor Project Initiation Criteria (see attachment 1). As per Trust Council Policy 5.9.1, an LTC can have only one active minor project at any one time although Salt Spring Island Local Trust Committee can have up to three total active projects.

Current Development Applications

Staff process an average 530 applications and referrals a year Trust-wide. Complex applications are generally managed by the same (senior) planner (usually an Island Planner) who manages minor LTC projects, and overseen by the Regional Planning Manager of that geographic region. Regular applications are handled by a

range of junior to senior planners. Last term, planning staff received and completed (note: completed shown only for 2025) North Pender Island LTC related referrals and applications:

Planning Applications Received per Year - NP-LTC

	2021	2022	2023	2024	2025	Total	AVG
Agricultural Land Reserve	1	0	0	0	0	1	0
Board of Variance	2	1	4	0	0	7	1
Building Permit	57	37	34	22	41	191	38
Crown Lease Referral	0	0	3	2	1	6	1
Development Permit	9	3	6	4	9	31	6
Development Variance Permit	5	1	5	8	3	22	4
Liquor and Cannabis Referral	0	1	0	1	0	2	0
Other	1	0	0	0	0	1	0
Rezoning	1	1	1	2	0	5	1
Subdivision	1	0	3	2	0	6	1
Temporary Use Permit	11	5	6	7	3	32	6
Total	**88**	**49**	**62**	**48**	**57**	**304**	**61**

Summary reports with the current status of all applications are provided in each LTC meeting agenda package (and are generated through our internal CityView applications portal). In addition, as a regular course of business, staff reports on the specific development applications will be provided in agendas when an LTC decision or direction is required. These staff reports provide the details needed for decision making on the file, including links to any previous materials that are relevant for the decision (as some of the files have a long history). For your convenience, below, however, are a list of prominent or complex applications the LTC may wish to review in more depth or discuss with your island's assigned planner prior to these applications coming before the LTC:

1. PL-RZ-2026-0299 – Application to amend the Land Use Bylaw to permit Recreational Vehicle storage location at 4606 Razor Point Road. A preliminary staff report is anticipated to be presented at the January 29, 2027 LTC meeting.
2. PL-RZ-2026-0178 – Application to amend the Land Use Bylaw to amend the Rural variant zone to allow a minimum average lot size of 2 ha in order to facilitate a subdivision located at 4609 Bedwell Harbour Road. The preliminary staff report was presented to the previous LTC on May 29, 2026.
3. PL-RZ-2026-0184 – A rezoning application by the Pender Island Golf Club Society to permit the development of new maintenance facilities on the golf course parcels, and to address longstanding issues and inconsistencies with the existing Pender Island golf course zoning. The preliminary staff report was presented to the previous LTC on April 10, 2026.
4. PL-RZ-2026-0021 - Application to rezone a portion of 3330 Port Washington Road from Rural (R) to a site-specific General Industrial (GI) zone that would permit the operation of a contractor yard, storage facility and RV/boat storage. The preliminary staff report was presented to the previous LTC on May 29, 2026.
5. PL-RZ-2024-0110 - An application to rezone a portion of 3334 Port Washington Road from Rural (R) to a site-specific Industrial (I) zoning to permit the operation of a contractor yard, storage and handling of aggregates, industrial equipment service, maintenance and storage, propane tank and fuel storage, and

other associated industrial uses. An amending Land Use Bylaw (Bylaw No. 242) has been drafted but no readings have been given to date.

6. PL-RZ-2024.1 - Application to amend the LUB and OCP to permit Gulf Excavating located at 4415 Bedwell Harbour Road to continue operations as established under the temporary use permit. An amending Land Use Bylaw (Bylaw No. 237) and amending OCP bylaw (Bylaw No. 236) have been drafted but no readings have been given to date.

Further information on the applications above can be found on the North Pender LTC Current Applications webpage: https://islandstrust.bc.ca/island-planning/north-pender/current-applications/

Standing Policies and Resolutions

The LTC has, over the years, adopted a number of policies in the form of standing resolutions. These resolutions direct how staff act in certain instances, and can provide guidance to the LTC itself. A report of standing resolutions is included in each Agenda and the LTC should review these policies early in the term and considering rescinding outdated policies.

Other Items

There may be regional committees that may be available for you to join. Your LTC will be informed by staff of opportunities (if forthcoming), and these are the ones that are known currently for your LTC:

- Southern Gulf Island Forum (however, please note, the Financial Planning Committee has recommended that it not be funded in fiscal 2027-28 and Islands Trust is the only source of funding).

NEXT STEPS

The Local Trust Committee should review its 'Work Program' and prepare to ask for more information and/or provide direction for any changes to the Active and Future Projects at the next meeting.

Staff will present staff reports and/or memorandums to future local trust committee meetings as updates become available, milestones are achieved, or decisions are required.

Submitted By:	Kim Stockdill, Island Planner	November 12, 2026
Concurrence:	Mary Storzer, Regional Planning Manager (South)	November 12, 2026

ATTACHMENTS

1. Minor Project Initiation Criteria

Attachment 1: Minor Project Initiation Criteria

The Director should assess proposed new Minor Projects, and on-going Minor Projects that are extending into a new fiscal year, based on the following criteria:

4.1 The project should not be contrary to any Trust Council policy or resolution;

4.2 The project would be expected to result in minor amendments to an OCP, LUB, or administrative Bylaws, but usually contained to one bylaw;

4.3 There are adequate staff resources available to support the project;

4.4 The project should reasonably be expected to be substantially completed within one fiscal year (or 12 months) but up to 18 months;

4.5 Costs should not be expected to exceed the maximum amount identified in policy, i.e. less than $5,000;

4.6 Community engagement should not be proposed or anticipated to exceed that typical for a minor project (e.g. only one of the following: notification, Community Information Meeting, Public Hearing);

4.7 Work on an on-going Minor Project in the same local trust area has been completed, i.e. only one minor project should be underway in each local trust area at one time;

4.8 The project should address issues within the jurisdiction of the LTC and should not be intended to solely result in advocacy actions or policies (those are activities of Trust Area Services);

4.9 Amendments to administrative bylaws should be initiated or supported by Legislative and Information Services, be Trust-wide, and should not be considered for a local trust committee Minor Project unless drafting administrative bylaws implementing recent major OCP or LUB updates (e.g. DAI bylaw, Fees Bylaw);

4.10 Minor projects should not be relationship building initiatives, communications or educational initiatives, applications for a grant, or mapping products not related to bylaw amendments.

4.11 The project should not be substantively similar to a project already undertaken by the LTC in the current or previous term;

4.12 The project should not be a bylaw enforcement policy or initiative, these should be supported by Bylaw Compliance and Enforcement;

4.13 The project should not be an amendment for an individual property, these should be considered by application, including by sponsorship where appropriate;

4.14 The project should address one or more of the following, but only in so far as it is using existing data, methodologies and guidelines (if new ones are being created – this would belong within a major project):

4.14.1 A strategic plan priority (e.g. ecosystem protection, housing, reconciliation);

4.14.2 A broad land use issue that is not included, or not adequately addressed, in current bylaws (e.g. vacation rentals, a new provincial statutory requirement, implementation of Policy Statement directives);

4.14.3 Implementation of OCP policies through land use bylaw amendments, particularly for a recently completed Major Project;

4.14.4 A technical review or update that would address errors or omissions in the bylaw or changes to land tenure (e.g. new parkland);

4.14.5 A review of policies and regulations for a specific area (e.g. a village plan);

4.14.6 A review of policies and regulations for a specific land use (e.g. agriculture, home occupations);

4.14.7 A review of an out-of-date associated islands bylaw;

4.14.8 Implementation of model policies, toolkits, or regulations (e.g. new DPA, new subdivision regulations, TUP guidelines, DAI bylaw), (however, the models themselves would have been developed under the major project work).

4.15 The Director may consider not approving additional funding and resource allocation for on-going minor projects in the following circumstances:

4.15.1 Little substantive progress has been made and the project has substantively exceeded the timeline;

4.15.2 The scope of the project has expanded or altered substantially;

4.15.3 No significant or meaningful bylaw amendments are being considered;

4.16 Where the scope or timeline of an on-going Minor Project has exceeded that originally approved, the Director may recommend that a local trust committee submit a business case for a Major Project to complete the work.

North Pender Local Trust Committee
Open Applications
Report

Print Date: November 12, 2026

Item 15.2

Agricultural Land Reserve

Application Number	Applicant Name	Date Received	Address	Purpose
PLALR20260353	Quinn Daly (CRD)	8/24/2026	4414 BEDWELL HARBOUR RD, PE	Application to subdivide land in the ALR.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
PLALR20260377	Charles Eigl	9/16/2026	2305 OTTER BAY RD, PENDER ISL	Application for non-farm use in the agricultural land reserve.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Under Review	Generate Complete Application Letter

Board of Variance

Application Number	Applicant Name	Date Received	Address	Purpose
PLBOV20260376	Theodore Janzen	9/15/2026	4559 BEDWELL HARBOUR RD, PE	Appeal to Board of Variance for the siting of a carport in a setback.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Under Review	Generate Complete Application Letter

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260130	Bob Olson	3/25/2026	3708 TILLER CRES, PENDER ISLA	Application for tree cutting in a riparian and sensitive ecosystem development permit area.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
NP-DP-2024.3	Robert Gamel	2/16/2024	385 EVERGREEN LANE	GAMEL - 385 EVERGREEN LANE: Application for a DP for development in the Sidney Island Geotechnical Area B DPA.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	In Abeyance	Planning Review

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260021	Analisa Sara Miles	1/19/2026	3330 PORT WASHINGTON RD, PEN	Rezoning application to permit contractor yard, shipping container storage and RV and trailer storage on Industrially designated portion of the property

Planner	Status	Most Recent Completed Activity
Kim Stockdill	Under Review	Record LTC Decision/Update FUAL

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260299	Anne Burdett	7/13/2026	4606 RAZOR POINT RD, PENDER I	Application for rezoning to amend the LUB to permit RV storage.

Planner	Status	Most Recent Completed Activity
Kim Stockdill	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260178	Jordan Litke	4/23/2026	4609 BEDWELL HARBOUR RD, PE	A request to rezone the subject property to a R variant, allowing a minimum average lot size of 2 ha.

Planner	Status	Most Recent Completed Activity
Kim Stockdill	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240110	Braedon Bigham	6/27/2024	3334 PORT WASHINGTON RD, PEN	Amend zoning to bring BDE into zoning compliance

Planner	Status	Most Recent Completed Activity
Kim Stockdill	Local Trust Committee	Email Applicant of LTC Meeting

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Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260184	Charles Eigl	4/28/2026	2305 OTTER BAY RD, PENDER ISL	Application for rezoning to amend the LUB to permit the Pender Island Golf Club Rezoning Application

Planner	Status	Most Recent Completed Activity
Kim Stockdill	In Progress Rezoning	Assign to LTC Meeting

Application Number	Applicant Name	Date Received	Address	Purpose
NP-RZ-2024.1	Aaron Grimmer	1/8/2024	4415 BEDWELL HARBOUR RD, PE	Application for rezoning to amend the land use bylaw and OCP to permit Gulf Excavating to continue operations as established under the temporary use permit. Bylaws 236 and 237.

Planner	Status	Most Recent Completed Activity
Kim Stockdill	In Progress Rezoning	Email Applicant of LTC Meeting

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Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
NP-SUB-2023.1	Brent Mayenburg	9/22/2023		2218 Clam Bay Road - Edgewood Estates - Re-activated subdivision for 12 lot bare land strata

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Waiting for Conditions	Determine Next Steps - PL

Application Number	Applicant Name	Date Received	Address	Purpose
NP-SUB-2023.2	Greg Atkins	10/18/2023	0 JAMES ISLAND	Lots 1-5, James Island: Referral of a subdivision application for 79 new lots

Planner	Status	Most Recent Completed Activity
Kim Stockdill	Administrative Review	Record and File PLR

Application Number	Applicant Name	Date Received	Address	Purpose
NP-SUB-2020.1	Bradford Gilbert	3/5/2020	1610 SCHOONER WAY, PENDER I	A subdivision referral for a boundary adjustment subdivision.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Administrative Review	Record and File PLR

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260431	Ryan Mah	10/23/2026	2703 GALLEY CRES, PENDER ISL	Temporary Use Permit application to allow the existing three-bedroom dwelling at 2703 Galley Crescent, North Pender Island, to be used periodically as a short-term vacation rental. Proposed maximum occupancy is six guests. No construction or alterations are proposed. The property is connected to a community water system, and a local Pender Island resident will be designated as the 24/7 contact while guests are staying at the property.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Under Review	Generate Complete Application Letter

Islands Trust

Print Date: November 12, 2026

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2023-040 (Standing)	**Carried**	**11-Mar-2023**
Proposed Bylaws 224 & 229 - 4606 Razor Point Rd That the North Pender Island Local Trust Committee move to suspend bylaw enforcement on the Industrial zoned portion of 4606 Razor Point Road until the completion of Bylaw 224 and 229.		
2020-010 (Standing)	**Carried**	**30-Jan-2020**
15.1 Policy options for Bylaw Enforcement Compliance on unlawful uses that the North Pender Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a. Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and staff are directed to continue with enforcement until the use is ceased. b. The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, cease. c. Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee, bylaw enforcement actions, including the issuing of notices will continue d. In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application.		
2019-074 (Standing)	**Carried**	**04-Jul-2019**
13.3 Model Cell Tower Strategy - Staff Briefing that the North Pender Island Local Trust Committee adopt the model cell tower strategy for future review and consideration of proposals.		

Islands Trust

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2019-072 (Standing)	**Carried**	**04-Jul-2019**
13.2 Standing Resolution - Reconciliation Report that the North Pender Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.		
2019-061 (Standing)	**Carried**	**30-May-2019**
16.2. Rise and Report that the North Pender Local Trust Community refer Short Term Vacation Rental Temporary Use Permits in the Magic Lake sewer catchment to the Magic Lake Sewer and Water Committee to confirm infrastructure capacity.		
2019-030 (Standing)	**Carried**	**28-Feb-2019**
13.2 Advisory Planning Commission - Staff Memo that the North Pender Island Local Trust Committee request that prior to expiration of Advisory Planning Commission members terms of office, staff write to commissioners asking if they wish to be reappointed and also advertise for expressions of interest for new commissioners.		

Islands Trust

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2018-070 (Standing)	**Carried**	**06-Sep-2018**
12.2 Retail Cannabis Licensing - Staff Report that the North Pender Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications: - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property, where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: o Name of the applicant and a description of the proposal in general terms. o The location of the proposed establishment and the subject site. o The place, date and time when, both a build meeting will be held and a resolution of the Local Trust Committee is considered. o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application. o How public comments may be submitted to the local trust committee.		
2006-080 (Standing)	**Carried**	**25-May-2006**
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.		

Islands Trust

LTC EXP SUMMARY REPORT F2027

Invoices posted to Month ending September 2026

Item 15.4

650 North Pender	Invoices posted to Month ending September 2026	Budget	Spent	Balance
LTC Local				
65050-650	LTC "Executive Expense on LTC's"	894.00	387.46	506.54
65200-650	LTC - Local Exp - LTC Meeting Expenses	1,220.00	660.82	559.18
65210-650	LTC - Local Exp - APC Meeting Expenses	1,580.00	660.15	919.85
TOTAL LTC Local Expense		3,694.00	1,708.43	1,985.57
Projects				
73001-650-4137	North Pender Housing Access & Affordability	3,000.00	568.30	2,431.70
TOTAL Project Expenses		3,000.00	568.30	2,431.70

Print Date: Nov 12, 2026

Active Work Program Report

North Pender Island LTC

26-May-2023

Dates	Activity	Responsibility	Progress / Status
Meeting: 26-May-2023 **Target:** 26-Jun-2026	**2023-05-26 – Active Project #484** **Description:** Major project - Housing Access and Affordability Pre-project phase: establish project scope and submit business case for Trust Council approval - Completed Consultation - special APC to review issues and provide recommendations - Completed Direction to draft bylaws	Unassigned	**0%** **In Progress**

Print Date: Nov 12, 2026

North Pender Island LTC

Future Work Program Report

Dates	Activity	Responsibility	Progress / Status
Meeting: 05-Apr-2024 **Target:** -	**2024-04-05 – Future Project #628** **Description:** Fire Inspection requirements for STVRs	Unassigned	**0%** **In Progress**
Meeting: 26-May-2023 **Target:** -	**2023-05-26 – Future Project #614** **Description:** Public engagement on groundwater data Project to present information on groundwater project to public and educate landowners	Unassigned	**0%** **In Progress**
Meeting: 11-Aug-2022 **Target:** -	**2022-08-11 – Future Project #596** **Description:** Browning to Driftwood Corridor Plan Coordination on a transportation plan for the Driftwood to Port Browning corridor.	Unassigned	**0%** **In Progress**
Meeting: 11-Aug-2022 **Target:** -	**2022-08-11 – Future Project #595** **Description:** Review DPAs To review the Development Permit Areas in the NP Official Community Plan to update guidelines, requirements, and outline options for new DPAs including forest cover, tree cutting and removal.	Unassigned	**0%** **In Progress**
Meeting: 26-May-2022 **Target:** -	**2022-05-26 – Future Project #578** **Description:** Accessory Dwelling Units Review options for accessory dwelling units on North Pender.	Unassigned	**0%** **In Progress**

Dates	Activity	Responsibility	Progress / Status
Meeting: 29-Apr-2021 **Target:** -	**2021-04-29 – Future Project #603** **Description:** Soil Bylaw Project Work on Soil bylaw was undertaken in 2021 and 2022. Project deferred prior to bylaw readings	Unassigned	**0%** **In Progress**
Meeting: 01-Feb-2019 **Target:** -	**2019-02-01 – Future Project #463** **Description:** Coastal Douglas Fir Ecosystem Consider implementation of toolkit and mapping - LPC to develop model bylaw in 2021-22	Unassigned	**0%** **In Progress**