



# Adopted

## North Pender Island Local Trust Committee Minutes of Regular Meeting

**Date:** November 26, 2020  
**Location:** Electronic Meeting (Zoom Webinar)

**Members Present:** Laura Patrick, Chair  
Benjamin McConchie, Local Trustee  
Deb Morrison, Local Trustee

**Staff Present:** Robert Kojima, Regional Planning Manager  
Kim Stockdill, Island Planner  
Phil Testemale, Island Planner  
Shannon Brayford, Recorder  
Maple Hung, Planning Assistant (Host)

**Public:** There are approximately ten (10) attendees in the Zoom Webinar.

### 1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:00 a.m. She 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. TRUSTEE REPORT

Trustee Morrison provided remarks on recent work, including:

- Trust Programs Committee is meeting frequently regarding the Trust Policy Statement.
- Trust Council will be held next week and will include a delegation from a Pender Island community member.
- Thanked the community for continuing to observe the public health orders

Trustee McConchie provided remarks on recent work, including:

- Thanked staff for the extensive agenda package.
- Noted that he has been elected Chair of the Capital Regional District (CRD) Pender Islands Parks and Recreation Commission.

- Pender Islands Conservancy Association’s work on allocation of 13 acres with support of Islands Trust Conservancy on North Pender Island.
- Encouraged people to stay at home and not to visit or travel unnecessarily.

**4. CHAIR'S REPORT**

Chair Patrick noted that Trust Council will be held the following week and that the Delegation and Town Hall session will be held on December 1, 2020 from 7:00 to 9:00 pm.

**5. TOWN HALL AND QUESTIONS**

**Michael Sketch** noted that he submitted a written report prior to the meeting. He noted that his submission included information and references to consultant reports regarding the fill on the Burdett property. He encouraged the Local Trust Committee to rescind their decision to forward a proposal for an inclusion-exclusion exchange on the property to the Agricultural Land Commission.

The LTC requested and received information from planners regarding the methodologies used in the professional reports that have been received on the property.

**Pauline O’Malley** requested and received information on the Short Term Vacation Rental (STVR) project and the rationale for revising the bylaws.

**Amanda Griesbach** noted significance of the affordable housing crisis.

**Mark Kroeker** encouraged the LTC to reconsider making significant decisions during the pandemic because there is reduced ability for public participation.

The LTC reviewed the ways in which they and staff encourage public participation.

**6. COMMUNITY INFORMATION MEETING**

None

**7. PUBLIC HEARING**

None

**8. MINUTES**

**8.1 Local Trust Committee Minutes Dated October 24, October 29 & November 7 (for Adoption)**

8.1.1 October 24, 2020 Community Information Meeting

**By general consent** the minutes were adopted as presented.

8.1.2 October 29, 2020 Regular Meeting Minutes

The following amendments to the minutes were presented for consideration:

- Under Item 4, Chair’s Report, replace “Highlight the work of the Salish Sea Forum” with “Highlighted the potential of the Salish Sea Forum”

**By general consent** the minutes were adopted as amended.

8.1.3 November 7, 2020 Community Information Meeting

**By general consent** the minutes were adopted as presented.

**8.2 Section 26 Resolutions-without-meeting Report Dated November 2020**

Received for information.

**8.3 Advisory Planning Commission Minutes**

None

**9. BUSINESS ARISING FROM THE MINUTES**

**9.1 Follow-up Action List Dated November 2020**

Received for information.

**10. DELEGATIONS**

None.

**11. CORRESPONDENCE**

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

**12. APPLICATIONS AND REFERRALS**

**12.1 NP-DP-2020.5 (Mill Bay Marine Group) - Staff Report**

Planner Testemale provided an overview of the application and the associated staff report. He clarified the rationale for the application and provided an overview of associated professional reports.

Chair Patrick invited representative of the Mill Bay Marine Group to address the LTC.

The property owners provided a rationale for requesting the lot line adjustment.

A discussion was held including:

- The regulations applying to the application and the role of the LTC in this type of application including the LTC's interest in overseeing lot line adjustments through Development Permit Areas (DPAs).
- The future of the Sailing Club and its inclusion in the conveyance of the property.
- Development and plans for sewage management.

**NP-2020-052**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee approve issuance of Development Permit NP-DP-2020.5 (Port Browning Marina Resort Ltd.)

**CARRIED**

**13. LOCAL TRUST COMMITTEE PROJECTS**

**13.1 Land Use Bylaw (OCP Implementation) - Staff Report**

Planner Stockdill provided an overview of the staff report. She highlighted the items being considered and the opportunities for community participation that have been held previously and will be held in the future.

The LTC discussed the Staff Report including the following points:

- The value of the Community Information Meetings.
- Consideration of incentives for property owners to place covenants on their land instead of subdividing them for development.
- Protection of the contiguous nature of Coastal Douglas Fir zone.
- Benefits and challenges for applying Development Permit Areas (DPAs).
- Consideration of consultation with the Pender Islands Fire Department on the bylaws.
- Value of contacting neighbouring properties when consulting with property owners regarding the Industrial Regulation Review and the Tourist Commercial Regulation Review.
- Marine Shoreline Regulation opportunities and the policies in place in other jurisdictions.

**NP-2020-053**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee request staff to refer the Minor and Technical Amendments and the Industrial Regulation Review to the North Pender Island Advisory Planning Commission for comment.

**CARRIED**

It was noted that the Advisory Planning Commission will have a deadline of February 11, 2021.

**13.2 Short Term Vacation Rental Review (STVR) - Staff Report**

Planner Stockdill provided an overview of the staff report and associated recommendations.

A discussion was held, including the following points:

- Relationship of Short Term Vacation Rentals (STVRs) and tourism to strain on local resources
- Role of land use bylaws in managing tourism volume.
- Rental of secondary suites as STVRs
- Process for making further amendments

**NP-2020-054**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee request staff to schedule a Community Information Meeting and Public Hearing for Bylaw No. 222, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2020".

**CARRIED**

Note: A break was held from 12:13 pm-12:18 pm

### **13.3 Groundwater Sustainability Project - Staff Report**

Chair Patrick invited William Shulba to deliver his report.

William Shulba presented his report with the support of a slide show presentation including the methodology, timeline, and anticipated outcomes of the project. He also provided a demonstration of the dashboard of data and an overview of the benefits of this data for future planning.

The LTC requested and received information on the following points:

- The ongoing impact of this project's long timeline on the LTC's Top Priority list and alternative options.
- Recommendations for Phase III: Groundwater Sustainability Planning.
- Opportunities for community education and outreach, and future plans, including organizing the education component throughout the Trust Area.
- Opportunities for collaboration with other Trust Areas and the work of other organizations.
- Benefits of operating this project with in-house staff support.
- Data regarding water demand and options for future data collection including Citizen Data Collection Network, Groundwater monitoring projects in other Trust Areas, and Provincial Observation wells.

There was general consent the work shall continue as a Top Priority and that a project charter be provided to the LTC at the January 2021 regular business meeting.

## **14. REPORTS**

### **14.1 Work Program Report**

#### **14.1.1 Top Priorities Report Dated November 2020**

The LTC requested and received information on the Trust Council policy regulating the number of Top Priorities.

#### **14.1.2 Projects List Report Dated November 2020**

Received for information.

### **14.2 Applications Report Dated November 2020**

The LTC requested and received updates on current applications.

### **14.3 Trustee and Local Expense Report**

None

### **14.4 Adopted Policies and Standing Resolutions**

A discussion was held regarding the moratorium on Short Term Vacation Rental Temporary Use Permit applications.

There was general consensus that the moratorium would not apply to current STVR operators who had a previous TUP application.

**14.5 Local Trust Committee Webpage**

No comments heard.

**14.6 Islands Trust Conservancy Report**

None

**15. NEW BUSINESS**

**15.1 First Nations Advisory Committee - Lisa Wilcox - Memo**

Chair Patrick invited Lisa Wilcox to address the LTC.

Lisa Wilcox provided an overview of the staff report addressing the LTC's request to investigate the creation of a First Nations advisory committee, including rationale for the proposed project, challenges to overcome, and recommendations moving forward.

A discussion was held regarding opportunities for moving forward and recommendations for amalgamated groups across the Trust Area. It was noted that the Trust Programs Committee and Reconciliation Working Group could play a role.

**NP-2020-055**

**It was Moved and Seconded,**

that the North Pender Island Local Trust Committee send for review and discussion to the Trust Programs Committee, the briefing prepared by Lisa Wilcox regarding First Nations Advisory Committees.

**CARRIED**

**16. UPCOMING MEETINGS**

**16.1 Next Regular Meeting Scheduled for January 28, 2021 - Location: TBD**

**16.2 Electronic Meetings**

**NP-2020-055**

**It was Moved and Seconded,**

that in order to meet the principles of openness, transparency, and accessibility, meetings of the North Pender Island Local Trust Committee will be held electronically until Ministerial Orders under the *Emergency Program Act* and requirements or recommendations under the *Public Health Act* change regarding public attendance at trust body meetings; and that such meetings be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

**CARRIED**

**16.3 Special Meeting - Joint South / North Pender - November 28, 2020 at 10:00 AM**

**17. TOWN HALL**

Chair Patrick invited members of the community to address the LTC.

No comments were heard.

**18. CLOSED MEETING**

None

**19. ADJOURNMENT**

**By general consent** the meeting was adjourned at 2:19 p.m.

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Laura Patrick, Chair

Certified Correct:

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Shannon Brayford, Recorder