



North Pender Island Local Trust Committee Regular Meeting Agenda

Date: July 10, 2026
Time: 10:00 am
Location: Electronic Meeting, and a physical location to view the livestream of the meeting:
Islands Trust Victoria Office
200-1627 Fort Street
Victoria BC V8R 1H8

	Pages
1. CALL TO ORDER	10:00 AM - 10:25 AM
“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
4. TRUSTEE REPORT	
5. CHAIR'S REPORT	
6. ELECTORAL AREA DIRECTOR'S REPORT	
7. PUBLIC PARTICIPATION PERIOD	10:25 AM - 10:40 AM
8. COMMUNITY INFORMATION MEETING - None	
9. PUBLIC HEARING - None	
10. MINUTES	10:40 AM - 10:50 AM
10.1 Local Trust Committee Minutes Dated May 29, 2026 (for Adoption)	3 - 11
10.2 Section 26 Resolutions-without-meeting Report Dated July 2026	12 - 12
10.3 Advisory Planning Commission Minutes Dated May 27, 2026 (for Receipt)	13 - 16
11. BUSINESS ARISING FROM THE MINUTES	
11.1 Follow-up Action List Dated July 2026	17 - 18
12. DELEGATIONS	

13.	CORRESPONDENCE	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
14.	APPLICATIONS AND REFERRALS	10:50 AM - 11:30 AM
14.1	NP-PL-DP-2026-0231 (Kerfoot) - Staff Report (attached)	19 - 43
14.2	NP-PL-RZ-2026-0184 (Eigl) - Staff Report (attached)	44 - 84
15.	LOCAL TRUST COMMITTEE PROJECTS	
16.	REPORTS	11:30 AM - 11:40 AM
16.1	Work Program Report (attached)	
16.1.1	<u>Active Projects Report Dated July 2026</u>	85 - 85
16.1.2	<u>Future Projects Report Dated July 2026</u>	86 - 87
16.2	Applications Report Dated July 2026 (attached)	88 - 92
16.3	Trustee and Local Expense Report Dated April 2026 (attached)	93 - 93
16.4	Adopted Policies and Standing Resolutions (attached)	94 - 96
16.5	Local Trust Committee Webpage	
16.6	Islands Trust Conservancy Report - None	
17.	NEW BUSINESS	
18.	UPCOMING MEETINGS	
18.1	Next Regular Meeting Scheduled for September 4, 2026 at the St Peter's Anglican Church Hall, Pender Island	
19.	PUBLIC PARTICIPATION PERIOD	11:40 AM - 11:55 AM
20.	CLOSED MEETING - None	
21.	ADJOURNMENT	11:55 AM - 11:55 AM

North Pender Island Local Trust Committee

Minutes of Regular Meeting

Date: May 29, 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: Mary Storzer, Regional Planning Manager
Brad Smith, Island Planner
Bruce Belcher, Planner 2 (electronic)
Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)
William Shulba, Senior Freshwater Specialist (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were 5 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. RISE AND REPORT - In-Camera Meeting of April 10, 2026

Chair Maude reported that the North Pender Island Local Trust Committee in-camera meeting minutes of January 30, 2026 were adopted.

4. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

5. TRUSTEE REPORT

Trustee Campbell noted that the May 2, 2026 Community Information Meeting on housing was well attended and spoke to increased conversations with members of the public asking questions about potential applications.

Trustee Morrison stated appreciation to be able to attend today's meeting in-person and noted she will not be running in the upcoming election.

6. CHAIR'S REPORT

Chair Maude reported that the Trust Policy Statement Amendment Project will not complete this term and noted the upcoming June 2026 Trust Council meeting will be held electronically.

7. ELECTORAL AREA DIRECTOR'S REPORT - None

8. PUBLIC PARTICIPATION PERIOD

A member of the public requested the Local Trust Committee look at applications within the lens of climate change.

A member of the public spoke to the stormwater management plan outlined in the Big Dig'em Contracting application and the following comments were recorded:

- They own a neighbouring property on Port Washington Road
- The applicant proposes construction of a mechanical shop within 100 feet of their well and the proposed underground pipes will discharge stormwater onto their property and beside their domestic well
- The water sample required for application was taken from a new well up the mountain, far away from the industrial site, and not from the well on the site
- The Official Community Plan policy 2.5.1 states industrial development which may have a deleterious impact on adjacent land uses will not be permitted and discharging stormwater from an industrial yard where hazardous waste is stored will have a negative impact on their property and flooding will contaminate their water and land
- They encouraged the Local Trust Committee request a water and soil sample form the well in the industrial yard, not accept the report until it is complete, and proposed that Port Washington Road be downgraded to a heritage status road and that the companies be charged for excessive traffic

A member of the public spoke to lack of public knowledge about the industrial application and subsequent industrialization of Port Washington Road and noted concern about the potential for contamination of water supply.

9. COMMUNITY INFORMATION MEETING - None

10. PUBLIC HEARING - None

11. MINUTES

11.1 Local Trust Committee Minutes Dated April 10, 2026 (for Adoption)

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

11.2 Local Trust Committee Record of Public Hearing Dated April 10, 2026 (for Receipt)

Received for information.

11.3 Local Trust Committee Minutes Dated May 2, 2026 (for Adoption)

By general consent the North Pender Island Local Trust committee meeting minutes of May 2, 2026 were adopted.

11.4 Section 26 Resolutions-without-meeting Report - None

11.5 Advisory Planning Commission Minutes Dated April 23, 2026 (for Receipt)

Received for information.

12. BUSINESS ARISING FROM THE MINUTES

12.1 Follow-up Action List Dated May 2026

Received for information.

13. DELEGATIONS - None

14. CORRESPONDENCE

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

14.1 Marty Proctor re 7943 Plumper Way

Following discussion, the Bylaw Compliance and Enforcement Manager stated he will contact the letter writer and ask if they wish to make a formal complaint and will provide them with information on the complaint process.

15. APPLICATIONS AND REFERRALS

15.1 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 551 (for Response)

15.2 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 552 (for Response)

15.3 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 553 (for Response)

15.4 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 554 (for Response)

NP-2026-030

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee respond to the Salt Spring Island Local Trust Committee that interests are unaffected by proposed Bylaw Nos. 551, 552, 553, and 554.

CARRIED

15.5 NP-PL-DVP-2026-0112 (Hall) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit for an existing accessory building, deck, and pool structure to be sited within 15 metres of the natural boundary of the sea
- The structures have been on the property since the 1970s; however, the pool structure had been out of use and is now being reconstructed in its entirety, necessitating the requirement of a variance application

- Five letters of support, and no letters of opposition, to the application have been received following the public notification period

Discussion ensued and it was confirmed the structure was not in existence for a number of years and lost its previous non-conforming status.

NP-2026-031

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of Development Variance Permit PL-DVP-2026-0112.

CARRIED

15.6 NP-PL-DVP-2026-0126 (Telford) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to relax the interior lot line setback from 3.0 metres to 0.82 metres for the construction of an accessory garage building
- The applicant planned the structure location based on an inaccurate survey and a subsequent survey showed the location to be within the setback
- There have been no responses to the public notification regarding the application

The applicant was in attendance and noted their immediate neighbour was in support of the application.

Discussion ensued and a Trustee noted that receipt of a letter of support from the neighbour would be helpful. The discussion was deferred and shortly thereafter Planner Belcher noted receipt of an email from the neighbour stating support of the application.

NP-2026-032

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of Development Variance Permit PL-DVP-2026-0126.

CARRIED

15.7 NP-PL-TUP-2026-0167 (Fleming) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Temporary Use Permit for the annual Mosaic Arts Festival
- The property is within the Agricultural Land Reserve and the applicant will also be applying for a permit from the Agricultural Land Commission which will not be processed in time for the 2026 festival; however, the Agricultural Land Commission is allowing the festival to go forward this year and the organizer will be working on a ALC permit for the 2027 festival
- The applicant has addressed attendance and parking requirements
- There has been one letter of response to public notification regarding the application which stated concern about parking and potential negative impact to wildlife and neighbouring properties

- The festival operated at the proposed location for the prior two years without any complaints to bylaw enforcement

The Local Trust Committee had no questions for the Planner, stated support of the application, and indicated mitigation of potential impacts to the community had been addressed.

NP-2026-033

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of Temporary Use Permit PL-TUP-2026-0167 for a period of three (3) years.

CARRIED

15.8 NP-PL-RZ-2024-0110 (Bigham) – Staff Report

Island Planner Smith stated the staff report provides an update on the rezoning application and the following information was summarized:

- An Industrial Stormwater Management Plan has been received and a qualified professional engineer concluded the proposed plan provides effective management to mitigate stormwater runoff
- There is no production of industrial wastewater on site
- A Section 219 covenant is proposed to ensure that installation of the engineered surface water capture and treatment system will occur prior to further development on the site

The applicant was in attendance and spoke to the application.

Discussion ensued and the following comments were noted:

- Discharge of stormwater from the catchment system would be into the ditch
- The ditch runs out onto a neighbouring property
- The low spot in the area is the works yard across the road
- The existing ditch is minimal and could be improved
- The well in operation at the lumberyard is not used for drinking water
- There is heavy machinery use on the property but there is not production of industrial wastewater and what is being proposed is for the management of stormwater runoff
- The three wells in the bottom of the valley were known to not be producing and the hardware store had to drill a secondary well up the hill
- The report does not speak to the neighbour's well that is within vicinity to proposed discharge

NP-2026-034

It was MOVED and SECONDED,

that North Pender Local Trust Committee direct the applicant to provide more information on the engineered surface water capture and treatment system plan design with respect to existing neighbouring wells and underlying soils, slope and regional drainage.

CARRIED

15.9 NP-PL-RZ-2026-0178 (Litke) – Staff Report

Island Planner Smith summarized the staff report and highlighted the following:

- The application seeks rezoning of the subject lot to permit subdivision for the purpose of creating a separate title that can be transferred to a family member
- The Official Community Plan permits specific zoning regulations to be considered for lots with pre-existing dwellings or cottages
- Subdivision would be contingent on proof of water and septic as both dwellings
- Staff recommend consideration of a site-specific Rural zone that permits subdivision with a minimum average lot size of 2.0 hectares with a maximum of two dwellings with no accessory cottages and a maximum floor area of 205 m per dwelling.

The Local Trust Committee had no questions or comments.

NP-2026-035

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee directs staff to proceed with application PL-RZ-2026-0178 (Litke), and to prepare a draft bylaw for a site-specific Rural zone for 4609 Bedwell harbour Road that:

- a. Reduces the minimum average lot size to 2.0 hectares
- b. Limits the number of dwellings to one dwelling per lot with no accessory cottages
- c. Limits the floor area of each dwelling to 205 m².

CARRIED

15.10 Delegation of Development Permits - Staff Report

Island Planner Smith summarized the staff report and highlighted the following:

- In June, 2022 Trust Council adopted a policy related to the delegation of the issuance of development permits to staff and requested that Local Trust Committees consider adoption of the delegation bylaw
- The North Pender Island Local Trust Committee deferred consideration of the matter and subsequently requested staff report back on the matter

Discussion ensued and the following comments were recorded:

- Delegating authority could streamline the process as a meeting would not be required to approve a permit; however, this would reduce the ability to receive input from the elected officials
- The opportunity for Trustees to consider applications can facilitate a more ecological perspective and Trustees have enhanced knowledge related to specific applications
- It is late in the term to be considering a change in process

NP-2026-036

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee proceed no further with consideration of the delegation of the issuance of development permits to staff.

CARRIED

16. LOCAL TRUST COMMITTEE PROJECTS

16.1 Housing Access and Affordability Project – Staff Report

Island Planner Smith stated the report provides an update on the Housing Access and Affordability Project and seeks further amendments to the proposed bylaw following input received from the public and the Advisory Planning Commission.

Discussion ensued regarding the proposed increase in number of housing units at the Anglican Church property and it was noted that 30 units was consistent with other gulf island projects, allows rezoning to move forward, and there could be opportunity to consider increasing the number of units in the future if needed.

A Trustee stated they understood that the Galiano Island Local Trust Committee accessed the Municipal and Regional District Tax on accommodations for affordable housing purposes and Island Planner Smith indicated he will look into this and provide further details to the Local Trust Committee.

NP-2026-037

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee directs staff to amend draft Bylaw No. 241, “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025” by:

- a. Deleting all references to accessory dwelling units including the alternative of permitting a secondary suite or accessory dwelling unit in the Rural Residential 1 zone
- b. Increasing the number of affordable housing units at the Anglican Church property from 20 to 30 units and adding the following conditions subject to:
 - i. The entering of a housing agreement via s. 219 covenant between the non-profit operator and the Local Trust Committee
 - ii. The installation of a community water and septic system to service all units
 - iii. Units may be in the form of detached or multiplex buildings with a maximum of three storeys and a maximum height of 14 metres
 - iv. A maximum floor area of 120 m² per unit, and a total maximum floor area of 3000 m² for all units.

CARRIED

NP-2026-038

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee directs staff to initiate bylaw referrals for draft Bylaw No. 240, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025”, and draft Bylaw No. 241, cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025”.

CARRIED

NP-2026-039

It was MOVED and SECONDED,

that North Pender Island local trust committee request that the Advisory Planning Commission on Housing report back on analysis and recommendations for development of the Anglican church lands, including a housing agreement.

CARRIED

17. REPORTS

17.1 Work Program Report

17.1.1 Active Projects Report Dated May 2026

Received for information.

17.1.2 Future Projects Report Dated May 2026

Received for information.

17.2 Applications Report Dated May 2026

Received for information.

17.3 Trustee and Local Expense Report Dated March 2026

Received for information.

17.4 Adopted Policies and Standing Resolutions

Received for information.

17.5 Local Trust Committee Webpage - None

17.6 Islands Trust Conservancy Report Dated March 2026

Received for information.

18. NEW BUSINESS - None

19. UPCOMING MEETINGS

19.1 Next Regular Meeting Scheduled for July 17, 2026 at the St. Peter's Anglican Church Hall, Pender Island

NP-2026-040

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee request staff move the July 17, 2027 Local Trust Committee meeting to July 10, 2026.

CARRIED

20. PUBLIC PARTICIPATION PERIOD - None

21. CLOSED MEETING – None

22. ADJOURNMENT

By general consent the meeting was adjourned at 12:05 p.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder



Resolutions Without Meetings Log

North Pender Island

Resolution Number	Action	Date
2026-002	Carried	30-Jun-2026
Change July mtg to electronic		
That the North Pender Island Local Trust Committee direct staff to change the July 10, 2026 regular business meeting to an electronic meeting.		

Minutes of the North Pender Island Advisory Planning Commission

Date: May 27, 2026
Location: North Pender Island Community Hall (upper hall)

Members Present: Jay Gilbert, Chair
Joyce Thayer, Vice-Chair
Theresa Barker, Commissioner
Jack Ferguson, Commissioner
Peter Pare, Commissioner
Ken Rempel, Commissioner

Staff Present: Brad Smith, Island Planner
Carly Bilney, APC Secretary (electronic)

Members of the Public: There were no members of the public.

1. CALL TO ORDER

Chair Gilbert called the meeting to order at 9:34 a.m.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. NORTH PENDER APRIL 23, 2026 APC MINUTES (FOR ADOPTION)

By general consent, the North Pender Advisory Planning Commission minutes of April 23, 2026 were adopted.

4. COMMUNITY INFORMATION MEETING DEBRIEF

Chair Gilbert expressed gratitude to Commissioners for their work at the Community Information Meeting. He asked Commissioners to share thoughts about the meeting, and the following comments were made:

- Disappointment was expressed about the lack of turnout as only about 20 members of the public joined the meeting; a suggestion was made that this is indicative of public engagement in the community; another suggestion was made that the lack of people reflects a wealthy population of landowners who do not need or want a second housing option on their properties
- A suggestion was made that despite the low turnout at the meeting, the brochures sent out were likely read by a much larger audience

- A suggestion was made that the lack of specifics in the brochure may have led people to not feel concerned about a particular issue
- The Planner suggested what has been achieved so far is significant including the work towards potential housing on the Anglican Church property; he suggested focusing on that aspect of the project for now given the length of time left in the current Local Trust Committee's term
- A suggestion was made that the Islands Trust can zone to facilitate housing opportunities, but cannot build, and that the cost to build is a huge barrier
- Comments were made that a few people on the island are currently building or legalizing suites

5. APC APPROACH TO ZONING BYLAWS

Commissioner Thayer expressed a desire to reinforce the need to constrain population growth on the island while facilitating necessary housing. She pointed to the mandate of the Islands Trust, to preserve and protect through conservation-oriented land use planning, and expressed support for the use of tools like caps as a means to constrain growth. She suggested supporting more constraints than what has been included in the latest staff report. Discussion ensued and the following comments were made:

- A Commissioner expressed caution about the use of caps to constrain growth; he questioned how a cap number would be chosen, and whether reducing opportunity for small lots (which are the most affordable ones) might be targeting the people who need it the most
- A Commissioner commented that the island is primarily a holiday destination with a wealthy population and has many homes that sit empty; he suggested focusing on housing for seniors (e.g. by allowing bigger homes on the island to accommodate multiple living spaces) and on ensuring middle income workers can maintain their lifestyle
- The Planner reiterated that the project aims to deliver more affordable options for people and suggested caps and downzoning are contrary to the project's intent
- The Planner commented that North Pender is behind other Gulf Islands in planning a housing project for low to middle income earners
- In response to a question from a Commissioner, the Planner noted a definition of affordable housing is being added to the proposed bylaw
- A Commissioner suggested the Islands Trust Housing Needs Assessment 2025, which says 208 houses are needed in five years on North Pender, is a document that can be referred to as justification for including constraints
- A Commissioner commented that the Local Trust Committee requested the Advisory Planning Commission to work with staff on things like caps and constraints on lot sizes for additional dwelling units
- The Planner noted the primary recommendation staff has taken is to focus on worker and non-market housing opportunities, and that the concept of additional dwelling units is no longer included in staff recommendations for the proposed bylaw
- The Planner commented that it is staff's perspective that it is premature to consider additional dwelling units at this time, and that the Local Trust Committee can consider them in a future project
- A Commissioner suggested signalling strong support for projects that meet the need for worker and seniors' housing
- A Commissioner suggested the Advisory Planning Commission focus on facilitating potential opportunities on the Anglican Church property

A Commissioner suggested the Advisory Planning Commission seek direction from the Local Trust Committee to consider housing agreements. Discussion ensued and the following comments were made:

- Support was expressed for accommodating North Pender Island with specific housing agreement wording
- A suggestion was made to consider rezoning the Anglican Church property for short-term vacation rentals to help fund the project
- The Chair noted that Commissioners can serve as champions within the community to give traction to the ideas being discussed
- A Commissioner commented that the biggest supply of housing for seniors on the island is existing homes that are big enough to accommodate multiple living spaces
- A question was raised as to whether the Islands Trust could influence the Capital Regional District to reduce permit costs (e.g. find creative ways to support lower and middle income earners who want to build)
- Concern was expressed that the Housing Needs Assessment uses a flawed approach that policy decisions will be based upon
- A comment was made about the benefits of providing tools to help people create housing, such as a contract template or a guide that lays out legal considerations (e.g. less bylaw tools and more functional tools)

6. UPDATE ON ANGLICAN CHURCH PROPERTY

Commissioner Rempel provided an update on the housing opportunity at the Anglican Church property and made the following comments:

- St. Peter's is a parish on land that is owned by the Anglican Diocese of Victoria
- The parish has a development manager and a parish council (the Anglican Church Property Committee) who are in the very early stages of looking into pre-design feasibility and first steps toward housing options
- The Anglican Church Property Committee understands that funding from BC Housing and others is paused
- The first step is to create a business case
- A self-sustaining housing model is needed that has built-in subsidies to bring in renters on the lowest end of the income scale
- Initial discussions with the Planner have been held about amending the zoning to allow for affordable housing units on the property
- The number of units remains unknown as do details about septic and water capacity
- A non-profit co-op housing model is the primary model being proposed, where every member of the co-op contributes on an ongoing basis
- The Diocese prefers to lease the land rather than subdivide it
- Habitat for Humanity seems willing to entertain building on leased land

Discussion ensued and the following comments were made:

- A Commissioner shared an example in Coquitlam where the Como Lake United Church worked with BC Housing to create housing in exchange for a renewed house of worship

- A suggestion was made to recommend that the Local Trust Committee ask the Advisory Planning Commission to report back on all options for housing models and housing agreements for the Anglican Church property
- A question was raised about whether Pender Island has the capacity to create a society that could operate a strata
- A comment was made that Pender has the least housing needs of any of the Gulf Islands because of Magic Lake

7. MEETING WITH MLA BOTTERELL & NEXT STEPS

Chair Gilbert referred to the challenges of meeting as an advisory committee with elected officials of a different level of government. He suggested Commissioners seek meetings with the MLA as individuals rather than as representatives of the Commission, and general agreement was expressed. Suggestions were made to discuss BC Housing funding and BC Building Code costs with the Minister.

8. NEXT MEETING

No meeting was scheduled.

9. ADJOURNMENT

By general consent the meeting was adjourned at 11:33 a.m.

Jay Gilbert, Chair

Certified Correct:

Carly Bilney, Recorder

Follow Up Action Report

North Pender Island

10-Apr-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 15.3 NP-PL-RZ-2026-0021 (Miles) - Staff directed to proceed - 1) Establish new BL number and draft amending bylaw 2) Issue TOR to applicant - DONE 3) BL enforcement staff to defer bylaw enforcement include issuance of notices - DONE	Brad Smith David Worthington	Target: 24-Apr-2026	Completed

29-May-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 11.1 & 11.3 - April 10 and May 2 meeting minutes adopted as presented	Emily Bryant	Target: 12-Jun-2026	Completed
0%	2 15.1 - 15.4 - SSI BL 551-554 referral - LTC resolved Interests unaffected	Jas Chonk	Target: 12-Jun-2026	Completed
0%	3 15.5 NP-PL-DVP-2026-0112 (Hall) - Permit approved as presented - staff to issue permit, close file	Bruce Belcher Emily Bryant Jas Chonk	Target: 12-Jun-2026	Completed
0%	4 15.6 NP-PL-DVP-2026-0126 (Telford) - Permit issued as presented - staff to issue permit, close file	Bruce Belcher Emily Bryant Jas Chonk	Target: 12-Jun-2026	Completed
0%	5 15.7 NP-PL-TUP-2026-0167 (Fleming) - Permit approved as presented for 3 yrs - staff to issue permit, close file	Bruce Belcher Emily Bryant Jas Chonk	Target: 12-Jun-2026	Completed

Follow Up Action Report

North Pender Island

29-May-2026

Progress	Activity		Responsibility	Dates	Status
0%	6	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.	Brad Smith Emily Bryant	Target: 12-Jun-2026	In Progress
0%	7	15.9 NP-PL-RZ-2026-0178 (Litke) - staff directed to proceed: 1) Assign BL # and draft amending bylaw 2) Issue TOR 3) Add application folders on web - done	Brad Smith Emily Bryant Jas Chonk	Target: 26-Jun-2026	In Progress
0%	8	16.1 Housing Access and Affordability Project - LTC directed staff to: 1) remove ADUs from draft LUB, increase affordable housing to 30 units on Anglican Church lands with proposed conditions 2) Initiate FN/agency BL referrals 3) send new referral letter to APC	Brad Smith Jas Chonk	Target: 19-Jun-2026	Completed
0%	9	15.10 -DP delegation authority memo - staff directed not to proceed	Jas Chonk	Target: 12-Jun-2026	Completed
100%	10	July 17 meeting moved to July 10	Emily Bryant Lisa Millard	Target: 12-Jun-2026	Completed



File No.: PL-DP-2026-0231

DATE OF MEETING: July 10, 2026

TO: North Pender Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Mary Storzer, Regional Planning Manager

SUBJECT: PL-DP-2026-0231

Applicant: Budd Kerfoot
Location: 1329 Mackinnon Rd, North Pender Island

RECOMMENDATION

1. **That the North Pender Island Local Trust Committee approve issuance of Development Permit PL-DP-2026-0231.**

REPORT SUMMARY

The purpose of this report is to consider a Development Permit (DP) application for the construction of three new commercial vacation rental cottages and associated parking spaces within the **Commercial and Industrial Form and Character Development Permit Area (DPA)** on the property.

BACKGROUND

The application has been submitted prior to a building permit application, as the new construction would require a DP based on the following section within the North Pender Island Official Community Plan No. 171, 2007 (OCP):

The following activities shall require a development permit whenever they occur within the DPA, unless specifically exempted below:

- 1) Construction of, addition to or alteration of a building or other structure.

The work is not exempt from the requirement for a DP as a building permit is required.

The applicant intends to construct a one-bedroom and two identical two-bedroom vacation rental cottages to be located on the 1329 Mackinnon Rd property, as part of The Tides Cottages commercial vacation rental business. The business also operates on 1325 Mackinnon Rd, which is the adjacent property to the west. The property currently has five cottages with floor areas.

The new one-bedroom cottage will have a floor area of 529 square feet or 49.1 m², and each two-bedroom cottage will have a floor area of 804 square feet or 74.7 m². Additional to the new cottages the existing driveway is proposed to be extended with parking spaces to accommodate the increased number of guests associated with the new cottages.

The draft development permit is included as Attachment 4.

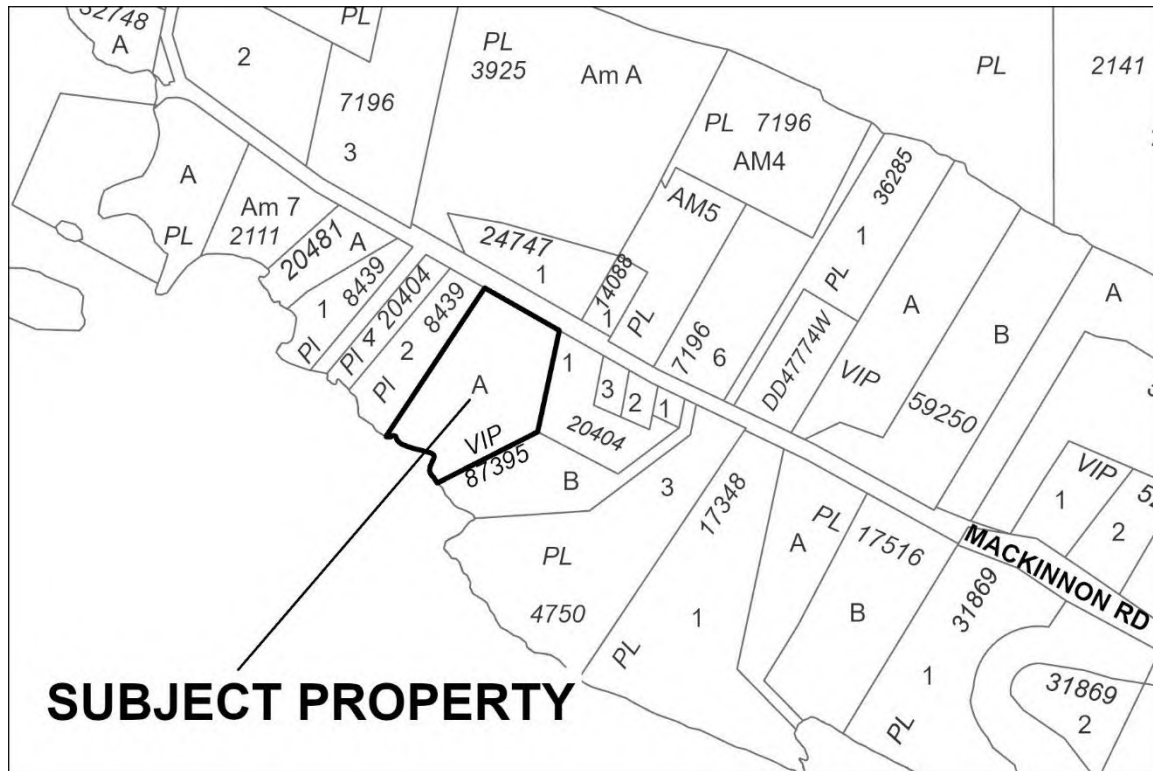


Figure 1: Subject Property Location

ANALYSIS

Official Community Plan:

The entirety of the property is within the Commercial and Industrial Form and Character DPA. The objective of this development permit area is to ensure that new or additional commercial or industrial uses are developed in a manner that is consistent with and enhances rural character and avoids impacts on adjacent properties.

The proposal maintains the existing character and design of the commercial vacation rental business. The proposed construction appears to be consistent with the landscaping guidelines in the OCP. The landscaping guidelines for the DPA have the intention of softening the building mass and providing screening along lot lines to limit the visual impact of commercial developments to surrounding properties. The existing trees along the eastern property line would be maintained and the proposed buildings would be sited outside of the interior side lot line setback. Existing fencing along the eastern property line also provides screening for the proposed buildings.

One tree is proposed to be removed due to safety concerns related to the tree's health and proximity to the new central two-bedroom cottage. Additionally thick bramble will be removed to clear the building site for the furthest south two-bedroom cottage. Due to the natural elevation of the property sloping away from Mackinnon Rd and towards the foreshore the new buildings would create no new visual impact from the roadway.

The applicant has included a landscaping plan intending to use large pots and small garden beds around the proposed buildings to provide additional screening and softening the buildout. The south facing property often experiences drought-like conditions during the summer months. Drought and deer resistant plant varieties will be chosen to limit the need for irrigation and enhance the chance of survival. Drip irrigation will be used and connected to the cottages water system.

The proposed parking would include two new parking areas along the new driveway. The LUB requirement for tourist accommodation units is one space per unit, the new parking areas would provide room for 8 new parking spaces. The parking spaces and new driveway will be surfaced with a permeable crushed gravel.

There are no lighting or signage proposals included within the application.

Given the scale of the development, the existing screening between adjacent parcels, and the distance of the new tourist accommodation units from the roadway, staff consider that the proposed development and landscaping plans are sufficient and generally meets the guidelines within the OCP. Staff's review of the OCP DPA guidelines is included as Attachment 3.

Land Use Bylaw:

The property is zoned Commercial 2 – variant d – C2(d) in the North Pender Island Land Use Bylaw No. 224, 2022 (LUB). This zoning permits tourist accommodation as a principal use as well as accessory buildings, and structures. The site-specific zoning allows a maximum of twenty (20) tourist accommodation units on the property, and one tourist accommodation unit may have a maximum floor area of 280 m² also to be excluded from the total floor area calculation for all tourist accommodation units on the lot.

The property currently has five cottages. Subsection 5.8(10) of the LUB allows a tourist accommodation unit's total floor area to exceed the maximum of 56m² if the total floor area for all units on the lot does not exceed the maximum density multiplied by 56m². Since the property is permitted to have up to 20 units, the total floor area of units may not exceed 1,120 m². With the three proposed cottages the total floor area of all tourist accommodation units on the property would be roughly 640m². The two-bedroom cottages would have a floor area of 75m² and the one-bedroom cottage would have a floor area of 50m².

Consultation

There is no public or agency consultation regularly associated with a DP application or amendment, nor any requirement for statutory notification

First Nations

There is archaeological potential identified on the subject property. The applicant should be aware that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a Heritage Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work

Rationale for Recommendation

The recommendation on page 1 is supported as:

- The proposal has been designed in a way that minimizes impacts on neighbouring properties, and maintains much of the existing screening between properties;

- The conditions within the draft DP ensure that the development meets the OCP guidelines for the new construction of tourist accommodation units within the Commercial and Industrial Form and Character DPA;
- The approval of the DP allows the applicant to proceed with applying for a building permit.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the North Pender Island Local Trust Committee request that the applicant submit to the Islands Trust _____.

2. Determine that the DPA guidelines are not being met

The LTC may determine that the application as presented does not meet one or more guidelines of DPA 9. If this is the case, the LTC may request that the applicant amend the proposal to more closely align with DPA guidelines. The LTC should indicate which guidelines are not being met and the reasons for this. Recommended wording for the resolution is as follows:

That the North Pender Island Local Trust Committee has determined that application PLDP20260231 as presented does not meet guideline(s) _____ for the following reasons: _____.

Submitted By:	Bruce Belcher, Planner 2	June 25, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	June 29, 2026

ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. DPA Guideline Checklist
4. Draft Development Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT A SECTION 17 PENDER ISLAND COWICHAN DISTRICT PLAN VIP87395
PID	028-093-721
Civic Address	1329 MACKINNON RD, NORTH PENDER ISLAND
Lot Size	1.23 ha

LAND USE

Current Land Use	Commercial Tourist Accommodation
Surrounding Land Use	Commercial Tourist Accommodation, Residential

HISTORICAL ACTIVITY

File No.	Purpose
NP-DP-2008.3	Related to Boundary Adjustment Subdivision
NP-SUB-2008.6	Boundary Adjustment Subdivision
NP-SUB-2016.1	Subdivision to create one parcel and one remainder
PLBP20250265	New building permit for deck construction
PLDP20250384	Development Permit for deck construction

POLICY/REGULATORY

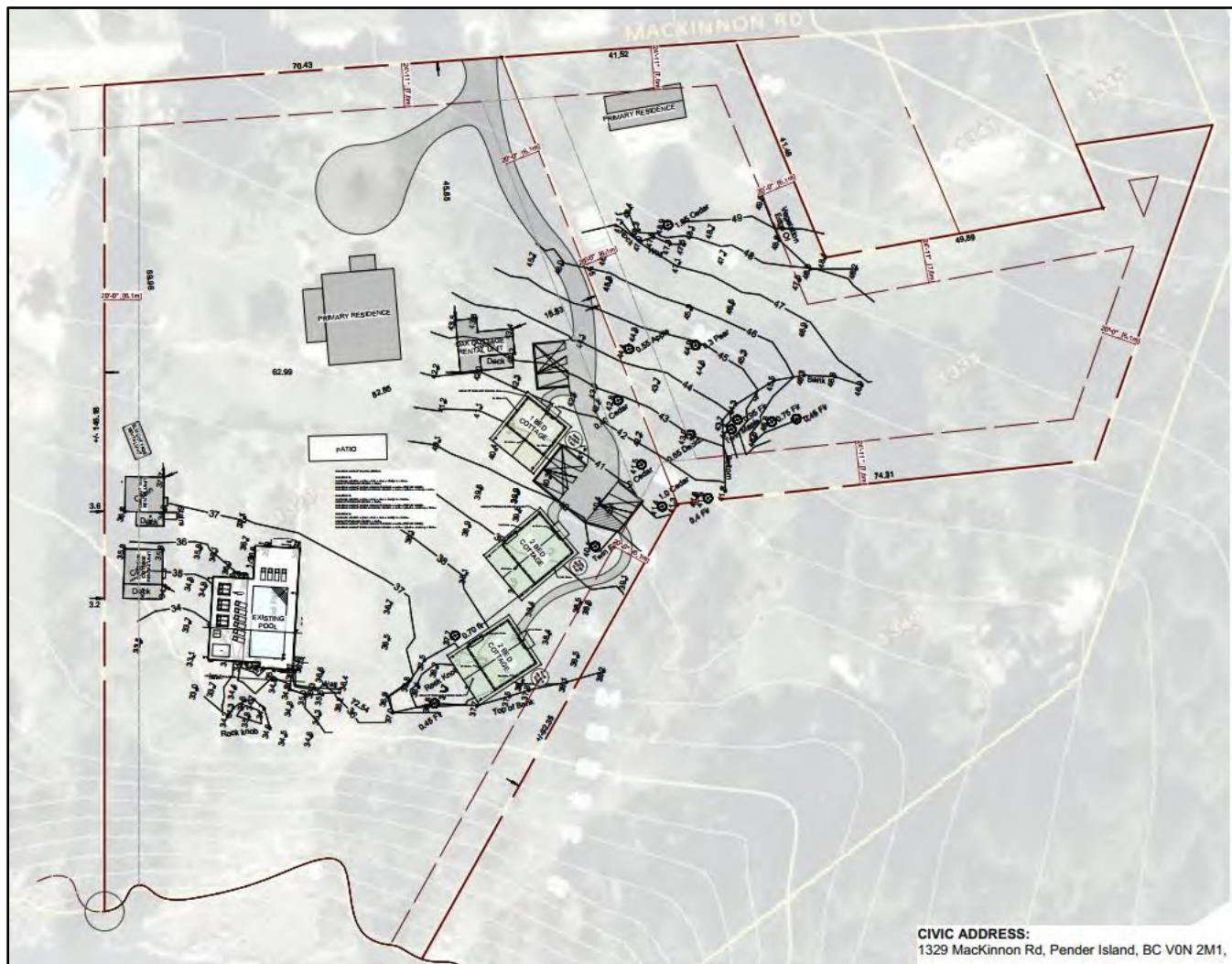
Official Community Plan Designations	Tourist Commercial – TC DPA 9 – Commercial and Industrial DPA 1 – Woodland Sensitive Ecosystems on property.
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	Species at Risk  11/6/2025, 10:55:01 AM - Civic Address - Property Boundaries - Species at Risk Critical Habitat - ECCC - Marbled Murrelet - Southern Resident Orca Whale - Critical Habitat - DFO ORTHO_2021 - Red: Band_1 - Green: Band_2 - Blue: Band_3 0 0.01 0.03 0.05 mi 0 0.02 0.04 0.08 km Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geostatsystems, Rijkswaterstaat, GSA, GeoZand, FEMA, Intermap, and the GIS user community, Esri Community Maps Contributors, Whatcom County, WA State Parks GIS, © OpenStreetMap, Islands Trust GIS Dept
Sensitive Ecosystems	Woodland Sensitive Ecosystem Sensitive Ecosystems  11/6/2025, 10:46:37 AM - Civic Address - Property Boundaries - North Pender Primary Class - Woodland ORTHO_2021 - Red: Band_1 - Green: Band_2 - Blue: Band_3 0 0.01 0.03 0.05 mi 0 0.02 0.04 0.08 km Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geostatsystems, Rijkswaterstaat, GSA, GeoZand, FEMA, Intermap, and the GIS user community, Esri Community Maps Contributors, Whatcom County, WA State Parks GIS, © OpenStreetMap, Islands Trust GIS Dept
Hazard Areas	Moderate to low-risk steep slopes

	Steep Slope Hazards 11/6/2025, 10:57:02 AM ● Civic Address Moderate Risk Green: Band_2 □ Property Boundaries ORTHO_2021 Blue: Band_3 Low Risk Red: Band_1 0 0.01 0.03 0.05 mi 0 0.02 0.04 0.08 km 1:2,257 Sources: Esri, Maxar, Airbus DS, USGS, NASA, CGAR, N Robinson, NCEAS, NLS, OS, NMA, GeoSatellite, Rightsworld, CDA, Geoind, FEMA, Intermap, and the GIS user community, Esri Community Maps Contributors, Whatcom County, WA State Parks GIS, © OpenStreetMap, Islands Trust GIS Dept
Archaeological Sites	Remote Access to Archaeological Data (RAAD) information indicates there are no archaeological sites on the property. However, there are areas of high archaeological potential mapped on the property and therefore the applicant has been sent the Islands Trust Chance Find Protocol and provincial guidance on archaeological sites. By copy of this report, the owners and applicant should be aware that unrecorded archaeological material is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work. The applicant has also been sent the Islands Trust Chance Find Protocol and provincial guidance on archaeological site
Climate Change Adaptation and Mitigation	There are no anticipated increases in greenhouse gas emissions associated with the proposed development.
Shoreline Classification	Low Rock/Boulder
Shoreline Data in TAPIS	Low Rock/Boulder

ATTACHMENT 2 – MAPS, PLANS, PHOTOGRAPHS

2.1 SITE PLAN



Topographic Site Plan Of:
Lot A, Section 17, Pender Island,
Cowichan District, Plan VIP87395, And
Lot 1, Section 17, Pender Island, Cowichan District,
Plan 4750, Except That Part In Plan 20404.
P.I.D. 028-093-721 & 006-024-378

Scale = 1:500
Dated this 3rd day of November, 2022.
Distances and elevations shown are in metres.
Elevations are based on an ASSUMED datum.

This site plan is for building and design purposes and is for the exclusive use of our client.
This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.

Rem. Lot 2
Plan 8439

Lot A
Area=1.23 ha

Plan

Otter Bay

Mackinnon Road

Iron Post Found

Lot 3
Plan 20404

Rem. Lot 1
Plan 4750

VP87395

2.3 PHOTOGRAPHS (JUNE 24, 2026)



PROPOSED BUILDING SITE AND DRIVEWAY LOCATION, LOOKING NORTH ALONG PROPERTY LINE



PROPOSED BUILDING SITE AND DRIVEWAY LOCATION, LOOKING SOUTH ALONG PROPERTY LINE



TREE AND INVASIVE SHRUBS TO BE REMOVED FOR SOUTHERN BUILDING SITE, LOOKING SOUTH



BUILDING SITE, LOOKING NORTH TOWARDS OTHER COTTAGES

North Pender Island
OCP Bylaw No. 171, 2007
Commercial and Industrial Form and Character - Development Permit Area (DPA 9)
Guideline Checklist

Guideline	Complies			Staff Comments
	Yes	No	N/A	
2. Where an application involves a proposal to construct or alter tourist commercial buildings or structures, which are buildings designed and intended for use as commercial guest accommodation units, building form and character should adhere to the following guidelines:	☒	☐	☐	Proposal to construct three new tourist accommodation units (200m ² total)
a) Buildings and other structures should utilize existing topography and vegetation to be sited in a manner that is relatively unobtrusive and blends into the surrounding landscape.	☒	☐	☐	New cottages and parking lot to be constructed along east side of the property, extending the existing driveway and maintaining the existing greenspace in the center of the property.
b) Where there are significant numbers of commercial guest accommodation units proposed or permitted on a site, development should incorporate a variety of building types, including attached or multi-unit buildings, in order to minimize the development footprint on the site and to minimize impacts on adjacent properties.	☒	☐	☐	Three new units proposed, the two-bedroom units use an identical design. The new designs vary from the existing cottages on the property.
c) Building form and character should be similar to the scale, mass and character of adjacent non-commercial properties without being imitative or derivative of adjacent dwellings.	☒	☐	☐	Building form and character appears consistent with cottages within the adjacent property.
d) Building mass should be limited to two storeys above grade.	☒	☐	☐	Complies, vaulted ceiling one storey buildings.
e) Building mass should be appropriately proportioned in comparison to building height by limiting building frontage length in relation to building height.	☒	☐	☐	Complies.
f) Natural materials should be incorporated into the design of buildings with construction materials and styles relating to the vernacular style of coastal architecture.	☒	☐	☐	White fibre cement siding, light grey metal roofing. Designed to be consistent with gulf island coast architecture styles.
g) Architectural variety should be provided through the use of pitched roofs, peaked roof lines, dormers and similar features.	☒	☐	☐	Three new units proposed, the two-bedroom units use an identical design. The new designs vary from the existing cottages on the property.
h) New buildings should result in minimal disturbance to existing vegetation.	☒	☐	☐	New cottages and parking lot to be constructed in generally open grass area of the property. One mature tree to be removed due to perceived hazard, invasive blackberry and bush to be removed to clear the location of the southern two-bedroom cottage.

Guideline	Complies			Staff Comments
	Yes	No	N/A	
i) Such elements as roof top mechanical equipment, shipping and loading areas, exterior storage areas, transformers, and meters should be screened from public view as effectively as possible through the use of any combination of landscaping, solid fencing, and building design.	☐	☐	☒	
j) Development along the shoreline should be visually unobtrusive and conform to the existing contours of the shoreline.	☐	☐	☒	No shoreline development.
k) Development should be designed and sited in such a manner as to preserve existing significant views and view corridors from adjacent properties and public lands. Consideration should be given to siting a first storey below grade where it results in a lower profile building and protection of views.	☒	☐	☐	New cottages would not impact the views of adjacent properties and would not represent a significant visual impact from the shoreline.
l) Structures intended to access the foreshore, docks and marinas should be small-scale and low-profile. Stairs and ramps should follow the existing contours of the site, incorporate landings, utilize small concrete pilings and have gaps between boards.	☐	☐	☒	No foreshore structures proposed
4. All applications should include landscaping adhering to the following guidelines:	☒	☐	☐	Considering that no development takes place adjacent to roadway and minimal vegetation is disturbed with the proposed development the provided landscaping plan and information is sufficient.
a) A landscape plan should be professionally prepared and should: i. provide supporting documentary evidence pertaining to landscape specifications, irrigation requirements, planting lists (highlighting indigenous species), cost estimates, and the total value of the work; ii. identify existing vegetation by type and identify areas which are to be cleared; iii. provide for the landscape treatment of the frontage of the site which abuts onto existing or future public roads; iv. provide for vegetative buffers along lot lines; v. identify how landscape treatment will avoid the use of herbicides, pesticides and fungicides.	☒	☐	☐	i. Irrigation requirements: drip irrigation system for potted plants. Planting list: native grasses, lavender, annual flowers. Cost estimates/Total value of work: \$2,000 planting ii. Existing vegetation: Douglas fir, willow, himalayan blackberry, daphne iii. N/A iv. Proposal maintains existing cedar trees and native vegetation along the eastern property boundary to maintain screening to neighboring properties. v. no plans to use any pesticides, herbicides, or fungicides
b) Existing site topography and landscape features should not be altered in order to create new landscaping.	☒	☐	☐	No existing landscape features or site topography to be altered. Proposal to use existing site topography and slope to position new buildings.

Guideline	Complies			Staff Comments
	Yes	No	N/A	
c) Existing indigenous vegetation should be retained wherever possible. Significant existing indigenous vegetation within all setback areas should be preserved (i.e. wetlands and mature wooded areas). Significant existing indigenous vegetation within the buildable area of the site should be preserved wherever possible through careful and innovative site design.	☒	☐	☐	Mature trees to be maintained in the setback areas.
d) An adequate landscaped strip should be provided along all roads. The width and extent of this buffer strip should be established based on the overall useable site area of the parcel, the extent of existing vegetation, the provision for adequate access and visual clearances, and any zoning requirements for landscape screening.	☐	☐	☒	
e) Landscaped strips should be provided adjacent to the boundary of the Agricultural Land Reserve, along abutting residential properties and adjacent to watercourses.	☐	☐	☒	
f) Any storage areas on the property facing public roadways should have adequate landscape screening or the provision of other screening consistent with the overall character of the site and with the other guidelines in this section.	☐	☐	☒	
g) Proposed new plantings should consist of indigenous vegetation or other noninvasive vegetation suitable for local environmental conditions; buffer planting using massing of indigenous trees and shrubs is encouraged.	☒	☐	☐	Minimal planting proposed, native, drought resistant shrubs, species list identified, attached to permit.
h) Appropriate planting should be used to soften building massing, to break up parking areas and to provide screening along lot lines. It is not intended that plantings form a full-height visual screen around the whole site and screen all buildings from view; planting should reduce and soften the apparent scale and mass of buildings, provide screens, and create breaks in a building façade or at building corners.	☒	☐	☐	Existing tree screening and existing native vegetation provides separation between lot lines.
i) New drainage swales and detention basins should be planted with materials that will assist in the treatment of stormwater runoff and that are also complementary to the surrounding natural vegetation.	☐	☐	☒	
j) All landscaping and screening should be completed within 12 months of an occupancy permit being issued and should meet or exceed the British Columbia Society of Landscape Architects and British Columbia Nursery Trades Association standards.	☒	☐	☐	Condition in permit.
k) The application should include a security, in the form of an irrevocable letter of credit for 125% of the value of the quoted landscaping cost.	☒	☐	☐	Condition in permit, \$2,000 estimate would result in \$2,500 security.

Guideline	Complies			Staff Comments
	Yes	No	N/A	
5. All applications should provide a parking layout plan, adhering to the following guidelines:	☒	☐	☐	
a) Large impervious and surfaced parking areas should be avoided. Parking should be provided through smaller parking areas evenly dispersed throughout the development and separated with planted landscaped areas. Porous or permeable surfaces should be used where practical and impervious surfaces should be minimized and swales and open ditches should be installed rather than curb and gutter systems.	☒	☐	☐	Parking surface is ¾" crushed gravel. Two parking areas with 8 parking spaces is proposed. LUB only requires 1 parking space per tourist accommodation unit.
b) Visitor parking spaces should be clearly identified and provided within the development. Tree planting is encouraged in and around parking areas.	☒	☐	☐	Visitor parking is clearly identified off of main driveway. Native species planting proposed along driveway, trees to be retained along parking area boundary.
c) Parking should be located at the sides or rear of buildings wherever feasible.	☒	☐	☐	Parking located along side yard setback line, to retain existing green space and limit development of undeveloped areas.
d) Development should provide for and clearly identify pedestrian circulation areas, preferably with different paving and/or landscaping treatment.	☐	☐	☒	
e) All significant paved parking areas should be included within the context of any stormwater water plan and incorporate oil/water separators.	☐	☐	☒	
f) The shared use of a common access between businesses is encouraged. The number of accesses should be limited to the number required for traffic safety.	☐	☐	☒	
g) All new development should include provision for bicycle parking or storage.	☐	☐	☒	
6. Lighting proposed as part of an application for a new building or overall site development should adhere to the following guidelines:	☐	☐	☒	
7. Signs should adhere to the following guidelines:	☐	☐	☒	
8. Where an application involves a proposal to construct or alter commercial or industrial marine structures over the water or the foreshore, the form and character of development should adhere to the following guidelines:	☐	☐	☒	
9. The LTC may consider variances to siting or size regulations where the variance may result in closer adherence to the guidelines in this section	☐	☐	☒	



**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260231**

To: Leslee Kerfoot
c/o Budd Kerfoot

1. This Development Permit (the “Permit”) applies to the land described below:

LOT A SECTION 17 PENDER ISLAND COWICHAN DISTRICT PLAN VIP87395
PID: 028-093-721

2. This Development Permit PLDP20260231 authorizes the construction of three (3) new tourist accommodation cottages, and a parking lot within Development Permit Area Nine (DPA 9) – Commercial and Industrial Form and Character, subject to the following requirements and conditions:

Siting

- a. The siting and dimensions of the new tourist accommodation cottages and parking lot shall be substantially consistent with **Schedule ‘A’ - Site Plan** and **Schedule ‘B’ – Floor Plans** -attached to and forming part of this permit.

Building Form and Character

- b. The exterior form and architectural detail (materials and finish) of the tourist accommodation cottages shall be substantially consistent with **Schedule ‘C’ – Elevation Plans** attached to and forming part of this permit.

Landscaping

- c. Landscaping layout shall be substantially consistent with **Schedule ‘D’ - Landscape Plan** attached to and forming part of this permit.
- d. Native plant species should be chosen from the attached **Schedule ‘E’ – Planting List** based on drought resistance, and deer resistance.
- e. Ongoing maintenance of landscaped areas shall not use herbicides, pesticides or fungicides.
- f. All landscaping and screening should be completed within 12 months of an occupancy permit being issued and should meet or exceed the British Columbia Society of Landscape Architects and British Columbia Nursery Trades Association standards.
- g. Mature trees shall be retained for natural screening.

Parking

- h. Parking layout shall be consistent with **Schedule ‘A’ – Site Plan**.
- i. Parking shall use permeable surfacing, such as gravel.
3. Pursuant to Section 502 of the *Local Government Act*, the Local Trust Committee requires security to ensure that any conditions respecting new planting and other landscape elements are satisfied:
- a. Where the Local Trust Committee considers that a condition in the permit respecting landscaping has not been satisfied the Local Trust Committee may undertake and complete the works required to satisfy the landscaping condition, at the cost of the permit holder, and may apply the security in payment of the cost of the works with any excess to be returned to the permit holder.



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- b. Any interest earned on the security provided under Condition 4 shall accrue to the permit holder and be paid to them immediately on return of the security or, on default, become part of the amount of the security.
 - c. The security provided by the permit holder shall be in the form of:
 - I. An irrevocable letter of credit with a clause for automatic renewal, or cash equivalent.
 - II. Payable to the Islands Trust
 - III. In the amount of 125% of the quoted landscaping cost totalling \$2,500 based upon the cost estimate of \$2,000 as submitted by the applicant dated June 2, 2026.
4. Any further development within designated Development Permit Areas will require a new Development Permit, or a Development Permit Amendment.
5. The area described herein shall be developed in accordance with the terms, conditions and provisions of this Permit, and any plans and specifications attached to this Permit, which shall form a part thereof.
6. This permit does not relieve the applicant from complying with the provisions of the North Pender Island Land Use Bylaw unless varied by this Permit.

This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of North Pender Island Land Use Bylaw No. 224, 2022 and to obtain other approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE NORTH PENDER ISLAND LOCAL TRUST COMMITTEE THIS XX DAY OF XX.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE XX DAY OF FEBRUARY XX THIS PERMIT AUTOMATICALLY LAPSES.



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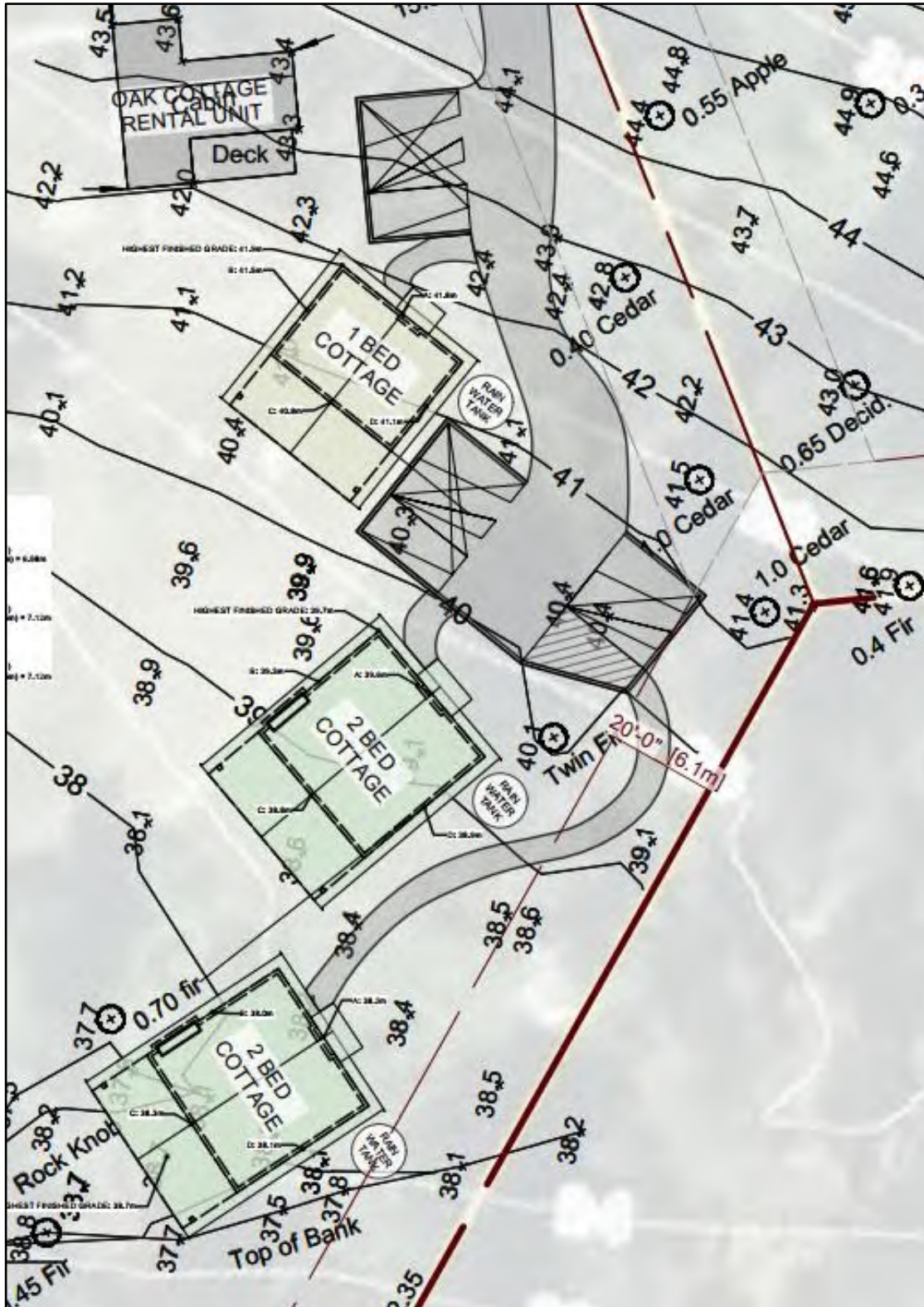
NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260231
SCHEDULE 'A' – Site Plan (1 of 2)



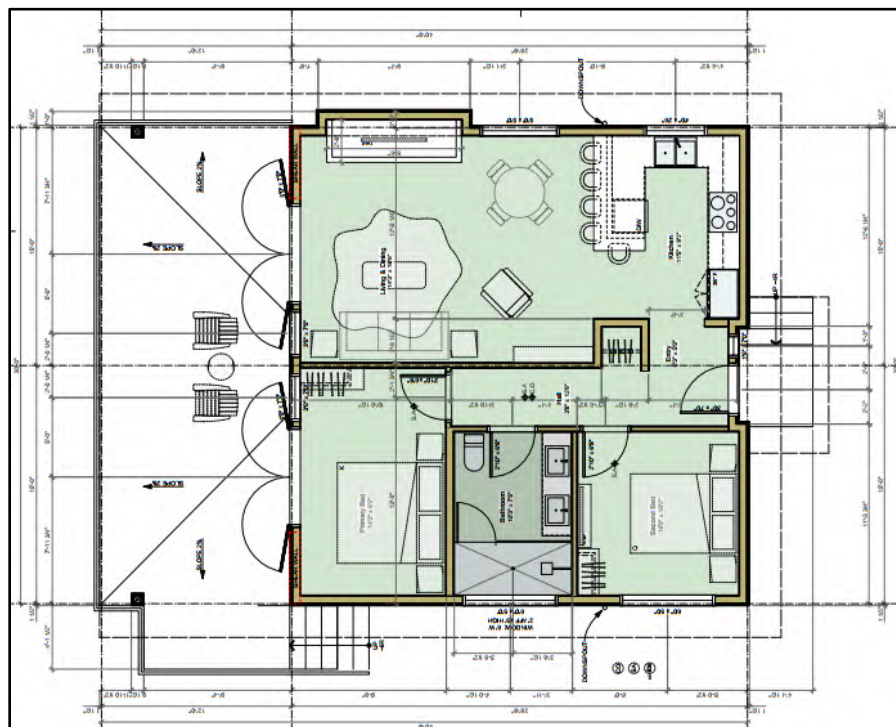
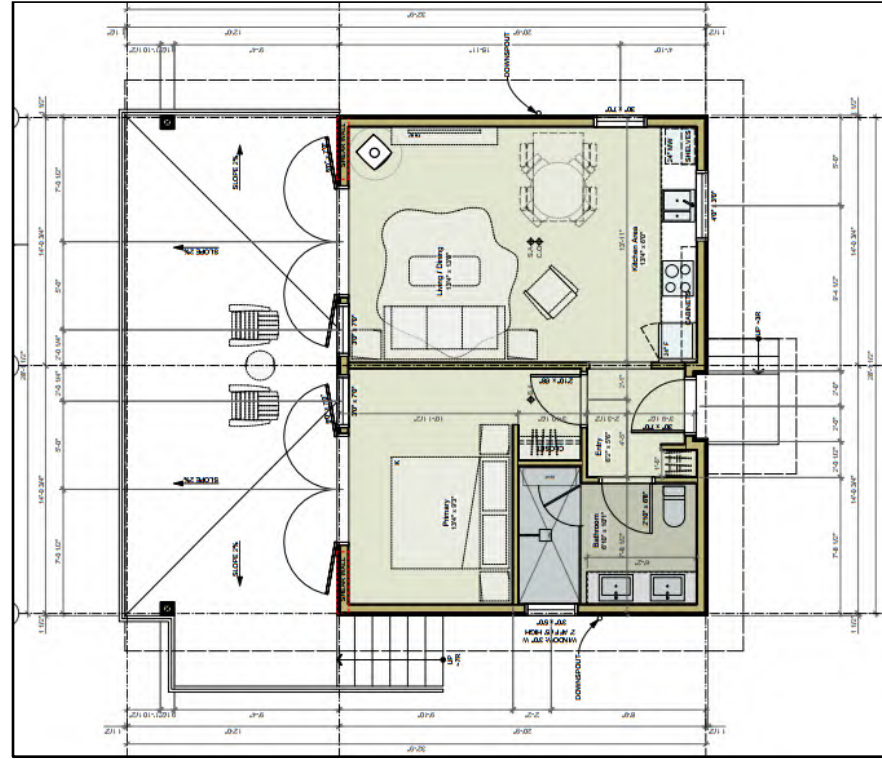


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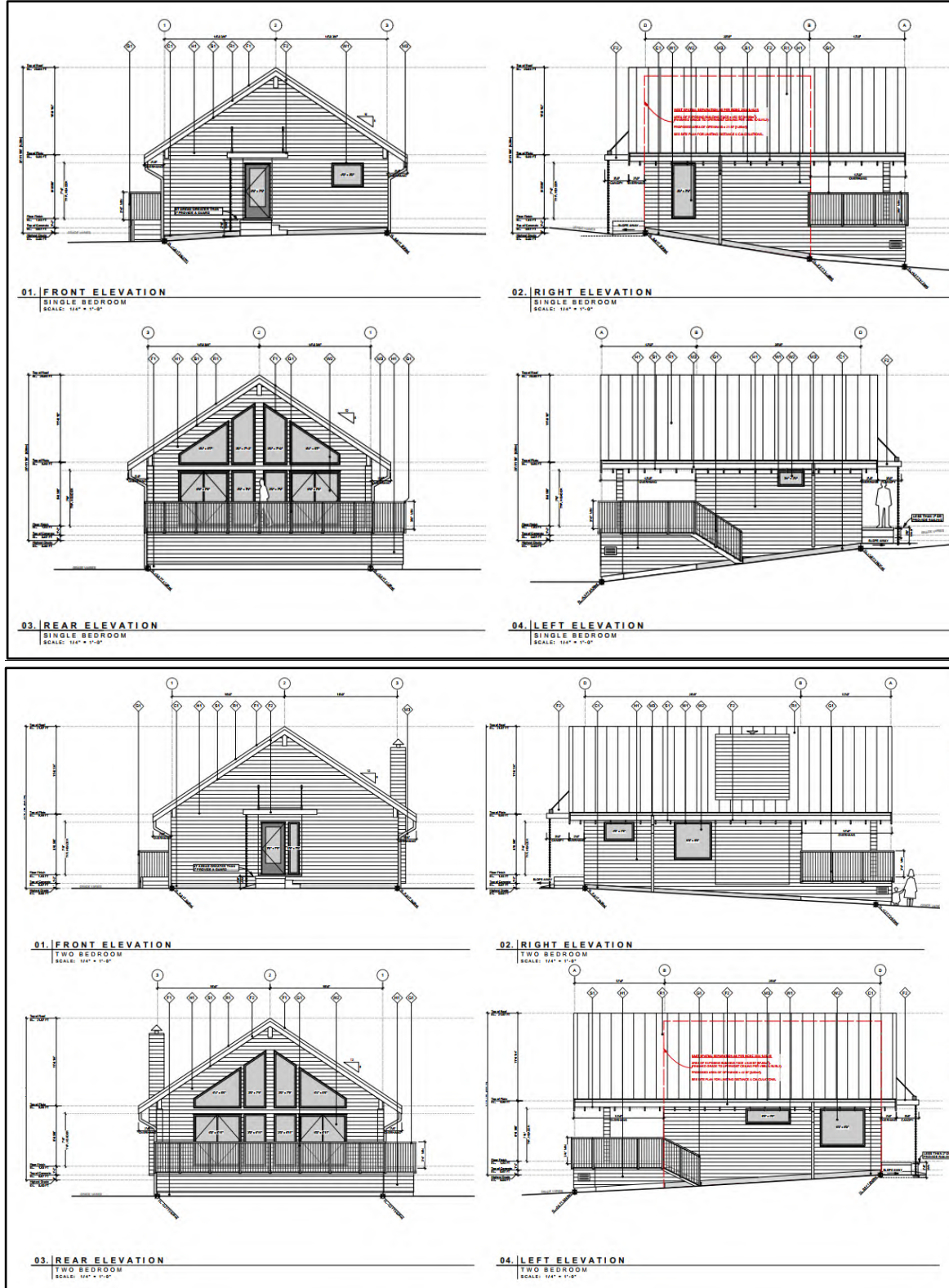
NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260231
SCHEDULE 'A' – Site Plan (2 of 2)



**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260231
SCHEDULE 'B' – FLOOR PLANS**



NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260231
SCHEDULE 'C' – ELEVATION PLANS





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NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260231
SCHEDULE 'D' – LANDSCAPE PLAN



**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260231
SCHEDULE 'E' – PLANTING LIST (1 of 2)**

	Common Name	Notes	Deer Resistant	Drought tolerant
TREES				
Acer griseum	Paperbark maple	fall colour, showy peeling red bark		X
Acer palmatum 'Bloodgood'	Japanese red maple	burgundy red foliage all season		
Albizia julibrissin	Silk tree	ferry foliage, showy summer flowers	X	X
Cercidiphyllum japonicum	Katsura	large shade tree, fall interest	X	
Cornus 'Eddies White Wonder'	White dogwood	white spring flowers, fall colour		X
Ginkgo biloba	Ginkgo	unique leaves, gold fall colour	X	X
Magnolia grandiflora 'Kay Parris'	Southern magnolia	evergreen, large summer flowers	X	X
Magnolia 'Butterflies'	Yellow magnolia	early spring flowers		
* lower branches of trees may get nibbled when young but will eventually grow out of reach of deer				
SHRUBS				
Berberis 'Concorde'	Burgundy barberry	foliage colour	X	X
Calluna 'Spring Torch'	Spring tips summer heather	evergreen, late summer flowers	X	X
Camellia sasanqua	Winter camellia	evergreen, winter flowers		X
Choisya ternata	Mexican orange	evergreen, white flowers late spring	X	X
Erica 'Kramer's Red'	Winter heather	evergreen, dark pink flowers	X	X
Euonymus 'Compacta'	Dwarf burning bush	amazing red fall colour		X
Hydrangea 'Ayesha'	Hortensia hydrangea	longlasting summer flowers		
Hydrangea paniculata 'Limelight'	PeeGee hydrangea	longlasting summer flowers		
Pieris 'Forest Flame'	Lily-of-the-Valley shrub	evergreen, spring flowers	X	X
Rhododendron various	Rhododendron	evergreen structure, spring flowers	X	
Rosa meidiland or Flower Carpet	Landscape roses	very longlasting blooms, easy care		X
Rosa rugosa 'Blanc de Coubert'	Rugosa rose	good for hedgerows, seaside planting		X
Skimmia japonica	Japanese skimmia	evergreen, spring flowers, shade	X	X
Syringa 'Miss Kim'	Korean lilac	late spring pink flowers	X	X
Viburnum 'Spring Bouquet'	Spring bouquet viburnum	evergreen, informal hedge/screen		X

	Common Name	Notes	Deer Resistant	Drought tolerant
SUN PERENNIALS				
Agastache Kudos hybrids	Hummingbird mint	summer-fall, coral/yellow/apricot/pink	X	X
Calamagrostis Karl Foerster	Feather reed grass	tall border grass	X	X
Coreopsis 'Moonbeam'	Threadleaf coreopsis	long lasting lemon yellow flowers		X
Echinacea purpurea	Purple coneflower	summer flowers, tall		X
Gaura linheimeri	Beeblossom	long lasting flowers, white or pink		X
Geranium 'Rozanne'	Hardy geranium	longlasting purple flowers		X
Helictotrichon sempervirens	Blue oat grass	evergreen, low mound	X	X
Lavandula 'Hidcote'	English lavender	summer colour & fragrance	X	X
Lithodora Grace Ward	Lithodora	evergreen, blue flowers, edging	X	X
Miscanthus 'Gracillimus'	Maiden grass	very tall specimen grass	X	X
Nepeta 'Junior Walker'	Catmint	longlasting blooms, fragrant	X	X
Panicum 'Shenandoah'	Switch grass	medium height, late summer-fall colour	X	X
Pennisetum 'Hameln'	Fountain grass	mounding, summer-fall interest	X	X
Perovskia 'Crazy Blue'	Russian sage	late summer flowers	X	X
Salvia 'Caradonna'	Perennial sage	early summer flowers, tall	X	X
Sedum 'Autumn Joy'	Stonecrop	succulent structure, late summer flowers		X
Stipa tenuissima	Feather grass	texture, filler	X	X
Thymus 'Coccineus'	Red creeping thyme	evergreen, groundcover, edging	X	X



Islands Trust

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260231
SCHEDULE 'E' – PLANTING LIST (2 of 2)**

	Common Name	Notes	Deer Resistant	Drought tolerant
SHADE PERENNIALS				
Asplenium scolopendrium	Hart's tongue fern	evergreen, bright fresh green	X	
Brunnera 'Looking Glass'	Siberian bugloss	silver foliage, spring flowers	X	
Epimedium sulphureum	Barrenwort	semi-evergreen groundcover	X	X
Polystichum polyblepharum	Tassel fern	evergreen, texture	X	
Helleborus orientalis	Lenton rose	evergreen, winter flowers	X	X
Hakonechloa macra 'Aureola'	Japanese forest grass	colour & texture, edging	X	
Ophiopogon 'Nigrescens'	Black mondo grass	groundcover, filler	X	X
Hosta 'Halcyon'	Blue hosta	foliage colour		X
Native plants for naturalizing				
Arctostaphylos 'Vancouver Jade'	Kinnikinnick	evergreen groundcover		X
Blechnum spicant	Deer fern	evergreen, shade	X	
Gaultheria shallon	Salal	evergreen, groundcover	X	X
Polystichum munitum	Western sword fern	evergreen, shade	X	X
Ribes sanguineum	Red flowered currant	native, spring, hummingbirds love	X	X
Vaccinium ovatum	Evergreen huckleberry	evergreen, flowers & berries	X	X
Bulbs				
Narcissus varieties	Daffodil bulbs	reliably return every year avoid doubles and fancies as they flop	X	X
Galanthus nivalis	Snowdrop bulbs	can be naturalized in the lawn areas	X	X

*tulips don't reliably return annually and get eaten by critters, money is better spent on Narcissus

DATE OF MEETING: July 10, 2026

TO: North Pender Island Local Trust Committee

FROM: Brad Smith, Island Planner

COPY: Mary Storzer, Regional Planning Manager

SUBJECT: Rezoning Application – Pender Island Golf Club Society
Applicant: Charlie Eigl as agent for Society
Location: 2305 Otter Bay Road, North Pender Island

RECOMMENDATIONS

1. **That the North Pender Island Local Trust Committee directs staff to proceed with application PL-RZ-2026-0184 (Eigl), and to prepare draft amending bylaws.**

REPORT SUMMARY

The purpose of this preliminary report is to provide information regarding rezoning application PL-RZ-2026-0184 (Eigl) and to seek direction from the North Pender Island Local Trust Committee (LTC) to proceed, or not proceed, with the application, including the preparation of draft bylaws.

The above recommendation is supported as:

- The proposed new golf course development would support the non-profit society in providing better recreational services to the community and broader user base;
- There are longstanding issues and inconsistencies with the existing Pender Island Golf Course zoning that would benefit from being cleaned up;
- Directing staff to proceed will trigger the issuance of a terms of reference (TOR) that will identify any additional information and professional reports required from the applicant; and,
- A draft bylaw will facilitate First Nations and agency referrals and public input to identify any issues or concerns with the proposed rezoning.

BACKGROUND

The original Pender Island Golf and Country Club was incorporated in 1945. In 1962, seeking broader membership and expanded use, it was renamed the Pender Island Community Centre, though the expanded mandate did not materialize. A new Pender Island Golf and Country Club was formed in 1963 and leased what would become Lot A. In 1970, the Community Centre sold the property to the Club for \$1 and dissolved.

The Club operates as the Pender Island Golf Club (PIGC) and is a not-for-profit society. It is open to members and the public, and while members operate the course with staff support, they hold no ownership interest in the Club's assets. These assets, including land, buildings, and equipment, are effectively community assets.

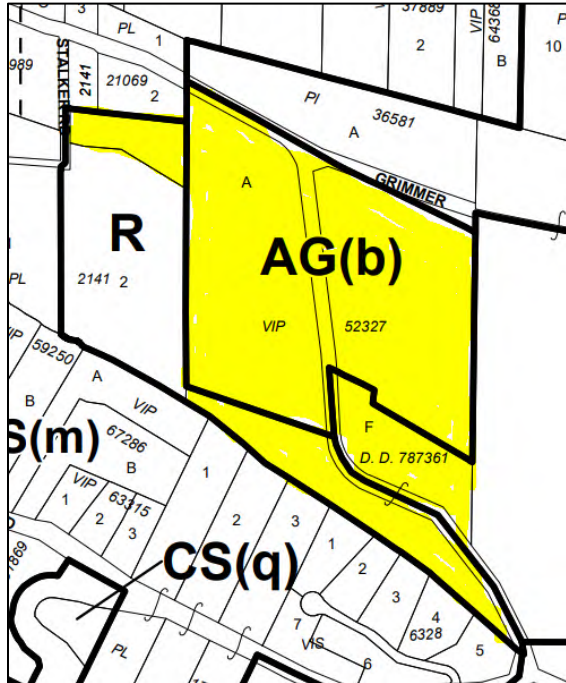
PIGC owns two properties that together comprise the nine-hole golf course – both are hooked lots separated by Clam Bay Road (Figure 1): Lot A and Parcel F

Figure 1 – Subject Parcels



The two lots are currently split zoned a mix of Agriculture, site specific Agriculture (b), and Rural (Figure 2).

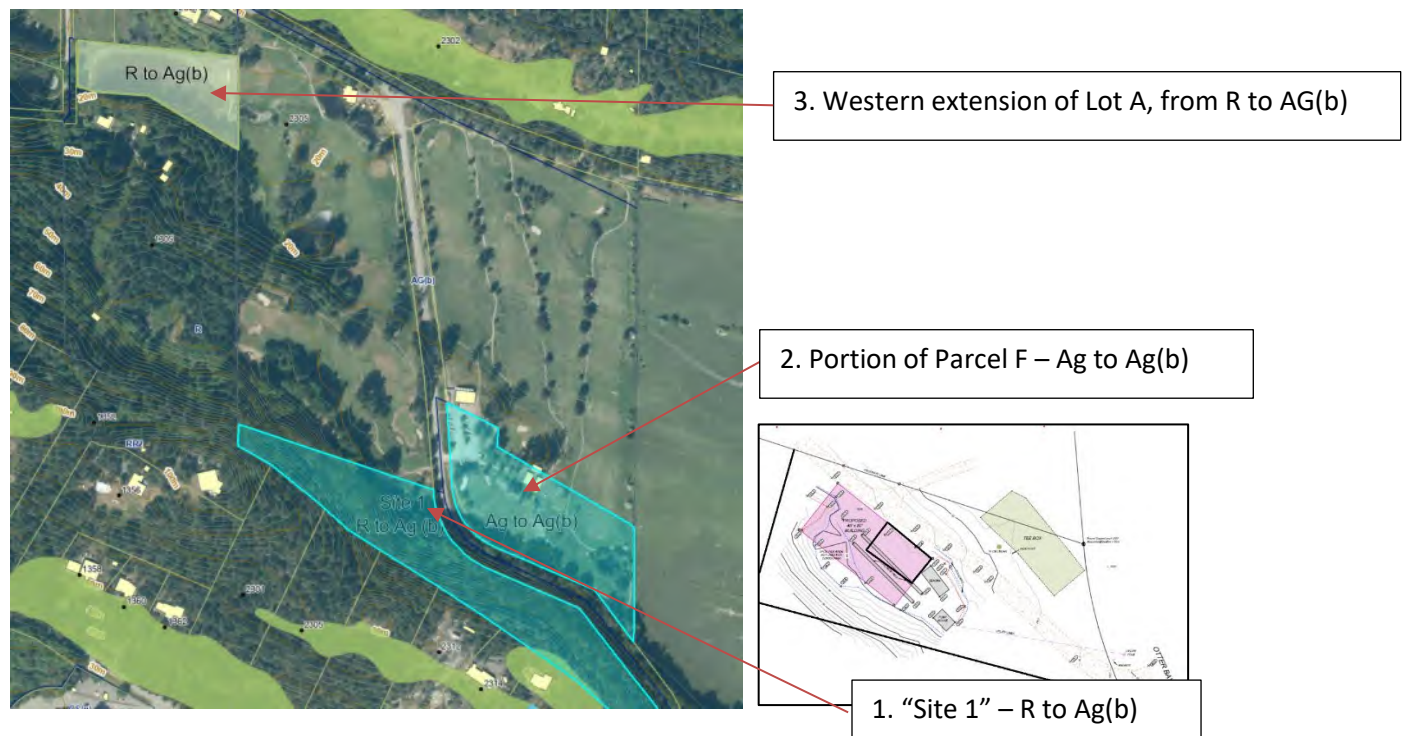
Figure 2. Current Zoning



To better align with current and future uses, PIGC is seeking the following changes to the existing site specific Ag(b) zone (Figure 3):

1. A portion of Parcel F, located on the west side of Otter Bay Road and referenced as 'Site 1', from Rural (R) to AG (b);
2. The portion of Parcel F located on the east side of Otter Bay Road, from AG to AG(b), to reconcile current golf course use with intended zoning; and,
3. The western extension of Lot A, from R to AG(b) to reconcile current golf course use with zoning.

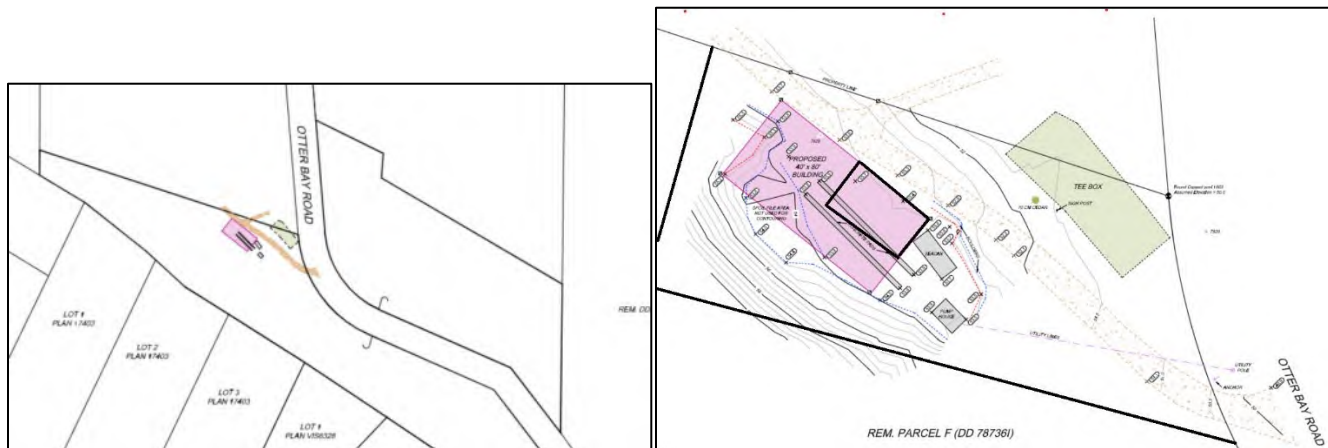
Figure 3. Areas proposed for Rezoning to Ag(b)



In addition to these map amendments, PIGC is requesting that:

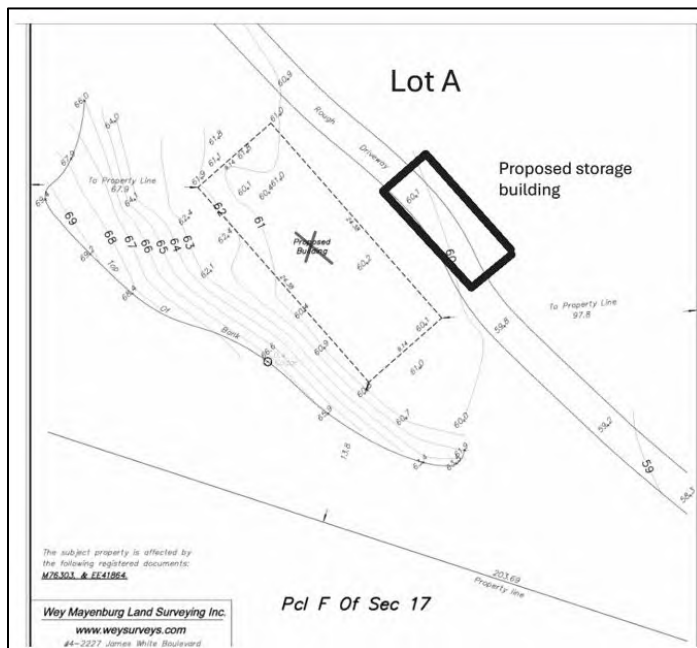
- 1) A replacement maintenance building and new storage building be permitted in the AG(b) zone , both to be located in 'Site 1' (Figure 4), with maximum floor area to still be determined (note: replacement of building would require decommissioning of existing building, this could be achieved through a voluntary compliance agreement with bylaw enforcement or as a *Land Title Act* s. 219 covenant condition)
- 2) The maximum height of the replacement maintenance building and new storage building at Site 1 is requested to be 10 m consistent with what is permitted in the LUB for *agriculture* buildings
- 3) The existing sea can for storage and pump house in Site 1 be added to the list of permitted accessory golf course buildings. Additional cart storage buildings may also be requested.
- 4) An accessory dwelling be added as a permitted use within the site specific Ag(b) zone with a maximum floor area of 105 m² (will be subject to demonstration of proof of water and septic disposal capacity)
- 5) Interior setbacks be removed between Lot A and Parcel F for permitted accessory golf course buildings
- 6) List of permitted buildings in expanded Ag(b) zone be updated to reconcile with new proposed and existing accessory golf buildings.

Figure 4. “Site 1” Preliminary Development Plans and Site Photo



Location of “Site 1”

Proposed New Maintenance Building at Site 1



Site of New Storage Building (will require a proper site plan) Photo of Site 1

Additional site context is included as Attachment 1, and maps and plans in Attachment 2. The applicant has submitted a letter further describing the proposed uses and rationale. It is included as Attachment 3.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement

The proposed rezoning does not appear to be contrary or at variance with any Policy Statement directive policies; however a more comprehensive review with a checklist will be provided at consideration of first reading if the application proceeds to that stage.

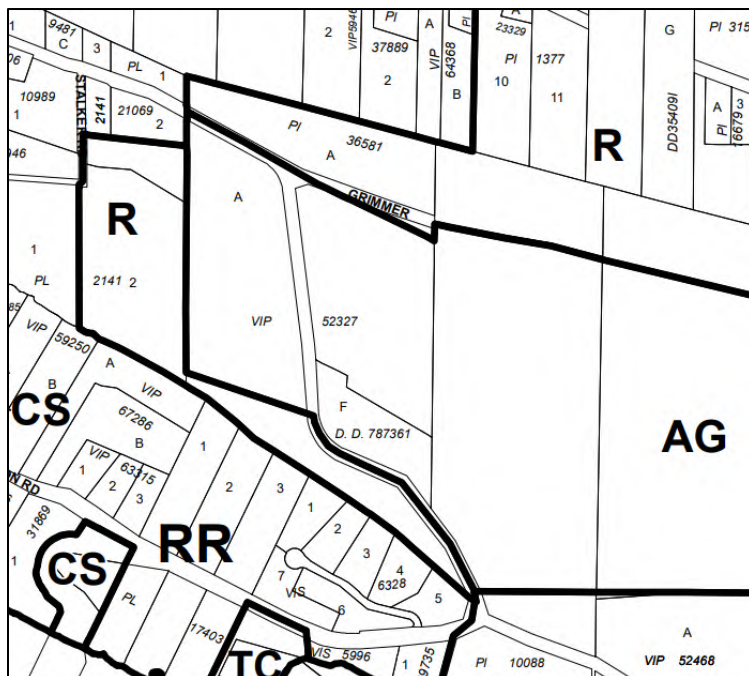
Demonstration of proof and water and septic capacity for the proposed development would be required to satisfy Policy 4.4.2 in respect of freshwater resources.

Official Community Plan

The subject properties are both split designated as Rural (R) and Agriculture (A) in the North Pender Island Official Community Plan No. 171 (OCP).

If rezoning was approved to change areas currently zoned from R to Ag (b), the OCP designation maps would also need to be amended to change the designation of these areas from Rural to Agriculture.

Figure 5. Current OCP Designations



The OCP has no specific policies related to the golf course. Rural Land Policy 2.1.2.5(d) should be considered:

- d) Prior to approval, the Local Trust Committee should satisfy itself that any relevant land use issues are addressed, including, but not limited to, slope stability, potable water, septic disposal capability, appropriate clustering, environmental impacts, visual impacts, archaeological resources, climate change impacts and the cumulative impacts of such applications on the availability of future housing.

2.2.15 When it considers rezoning applications that are not related to farming, the Local Trust Committee will ensure that the proposed new use will not reduce the quality and quantity of water for farming and the proposed new use should not result in

North Pender Island Official Community Plan Bylaw No. 171, 2007 Page 27 of 110

ADOPTED

either a decrease or an increase in water flows onto to, or from, adjacent agricultural land. Rezoning applications which might affect farmland will be referred to the Regional Agrologist for comment.

2.2.16 When it considers rezoning applications for land that borders agricultural land, the Local Trust Committee will ensure that zoning changes are not made in a way that would have a negative effect on farming and the applicant may be required to provide qualified professional advice on the potential impacts on farming.

There is only a small portion of Woodland DPA 1 located in the Rural zoned area of Parcel F (Figure 6).

[illegible]

Land Use Bylaw

The properties are currently zoned as follows:

- Lot A: Primarily AG(b), with a western extension zoned Rural
- Parcel F: East side of Otter Bay Road zoned AG; west side (including Site 1) zoned Rural

The current zoning for the Ag(b) zoned portion is as follows:

2	AG(b)	Lot A, Plan VIP52327, Section 17 and that Portion of Parcel F, DD78736I, Section 17.	Despite Subsection 5.6(1), the only uses permitted in this location are those permitted by Article 5.6(1)(c) and a golf course, including an <i>accessory</i> golf club house containing an <i>accessory restaurant</i> and pro-shop and five (5) <i>accessory</i> golf course <i>buildings</i> , including one equipment shed, one maintenance building, two golf cart storage sheds and one <i>pump/utility shed</i> .
---	-------	--	--

The following buildings currently exist on Lot A and Parcel F. Buildings 4 and 5 are included in Ag(b) by regulation, despite being located on Parcel F (Table 1 and Figure 7).

Table 1. List of existing Golf Course Buildings

Building type	Location	Survey reference	Property	Zoning
Maintenance shed	Lot A, top, on west side of Otter Bay Road	1	Lot A	AG(b)
Club house	Lot A, lower third, on east side of Otter Bay Road	2	Lot A	AG(b)
Equipment storage shed	Lot A, lower third, to southeast of Club house	3	Lot A	AG(b)
Cart storage sheds	Parcel F, lower third, south of Equipment storage shed	4 & 5	Parcel F	AG
Pumphouse	Lot A, upper third, on west side of Otter Bay Road	6	Lot A	AG(b)
Utility shed	Parcel F, middle, on west side of Otter Bay Road	7	Parcel F	Rural
Outhouse	Lot A, in the northwest corner, on the east side of Otter Bay Road	8	Lot A	AG(b)
Outhouse	Lot A, on the west property line	9	Lot A	AG(b)
Pumphouse	Near the Maintenance shed	10	Lot A	AG(b)

Sea Can	Parcel F, on the west side of Otter Bay Road	11	Parcel F	Rural
Pumphouse	Lot A, east of the Western Pond	12	Lot A	AB(b)

Figure 7. Location of Golf Course Buildings



As stated above, PIGC is requesting the following changes to the LUB:

- 1) A replacement maintenance building and new storage building be permitted in the AG(b) zone , both to be located in 'Site 1' (Figure 4), with a maximum combined floor area of 279 m²
- 2) The maximum height of the replacement maintenance building and new storage building at Site 1 is requested to be 10 m consistent with what is permitted in the LUB for *agriculture* buildings
- 3) The existing sea can for storage and pump house in Site 1 be added to the list of permitted accessory golf course buildings. Additional cart storage buildings may also be requested.
- 4) An accessory dwelling be added as a permitted use within the site specific Ag (b) zone with a maximum floor area of 105 m² (will be subject to demonstration of proof of water and septic disposal capacity)
- 5) Interior setbacks be removed between Lot A and Parcel F for permitted accessory golf course buildings

- 6) List of permitted buildings in expanded Ag (b) zone be updated to reconcile with new proposed and existing accessory golf buildings.

A full list of estimated building requirements over the next 5 to 10 years is provided on page 16 of Attachment 3. As the application is only at a preliminary stage, information in this table may evolve as the rezoning application proceeds and more information is provided, including building counts and maximum floor area limits.

Issues and Opportunities

Community Benefit and Surrounding Uses

PIGC is a non-profit organization that directly provides recreational benefits and employment opportunities to the community.

At the outset it appears there would be minimal impacts of rezoning given there are no immediate neighbours and the development is reasonable in scale for the size of the combined parcels and current use as a golf course.

Terms of Reference

Should the LTC direct staff to proceed, staff will issue a terms of reference (TOR) consistent with the [North Pender Island Development Approval Information Bylaw No. 134 \(DAI\)](#). This TOR will further describe the reporting requirements of the applicant in respect of the rezoning proposal. In this case, it will include the requirement for an updated site plan accurately siting the proposed storage building at Site 1, ecological assessment report for the proposed development at Site 1, proof of water and septic capacity, for the proposed accessory dwelling, and verification of the legality of the existing outhouses.

The LTC may also request that the applicant provide any additional information that is needed to support their decision-making as the application proceeds.

Water and Septic

Water is provided to the existing golf course buildings from a deep well pump located at Site 1. Water for the golf course is provided from the golf course ponds.

Well capacity for any additional water use, including for a proposed new caretakers dwelling, would require a letter from a professional hydrogeologist confirming the existing well has the capacity to supply the proposed new and current uses. Staff will include this requirement in the TOR.

In respect of septic, PIGC understands that there is a septic connection (used by the former mobile home) from Site 1 to the main septic field used by the clubhouse. PIGC will attempt to locate this connection as part of site preparation for the maintenance building and understand that compliance with relevant regulations is required, before actually re-connecting.

Along with the caretakers building, septic capacity will also need to be demonstrated for any other proposed additional septic uses (e.g. for new maintenance building if needed). Staff will include in the TOR.

Existing Outhouses

There are two outhouses on the parcel. PIGC is not certain if Island Health is aware of or has approved these outhouses. PIGC states 'they are "traditional" outhouses with dug pits and no water and have been in place for decades. Their use is quite limited and accordingly, we have not had to worry about the pits getting full.'

Staff have concerns that the outhouses are not legal and may be prohibited by Island Health. Staff will include a requirement in the TOR for the applicant to confirm the regulatory status of the outhouses.

Site 1 Geotech Assessment

An initial Geotech assessment has been conducted by Ryzuk Geotechnical and concludes as follows:

"We anticipate that site preparation for a proposed building within the North Site would consist of stripping out any topsoil and removing the spoil piles, widening the area by placement of engineered fill and relocating the existing driveway to the northeast, scaling the top of the berm to remove overhanging soil and precariously situated boulders, and construction of a rock hazard barrier, such as a lock block wall or fence, and/or catchment ditch. To level the site engineered fill would need to be placed throughout the centre and southeast end of the proposed building area and/or rock chipping/blasting would need to be performed within the northwest end."

If rezoning was approved, PIGC would be required to have Ryzuk back on site to establish plans for the rock hazard barrier and general site preparation. Building permit approval would also require engineered geotechnical plans. As such, at this time staff will request no further geotech reports in the TOR. A final version of the geotechnical report will be provided to the LTC when available.

Ecological Assessment

Consistent with the DAI, staff will require that the applicant provide an Ecological Assessment Report that includes at a minimum for the proposed development at Site 1:

- a. Property location and description including background and history of use of subject parcel and adjacent properties;
- b. Identification of existing structures, roadways and other development features;
- c. Desktop review of ecological, landform and other relevant spatial data layers;
- d. Site inventory including identification of significant sensitive terrestrial and aquatic ecosystem features and species on subject parcel and adjacent properties;
- e. Conclusions and recommendations with respect to suitability and impact of proposed uses including potential cumulative impacts, siting of development infrastructure and driveway/parking areas, measures to reduce impacts to neighbouring properties and ecosystems during construction and operation, and future site monitoring requirements if necessary.

Consultation

Draft amending bylaws would be sent to potentially affected government agencies and First Nations for referral.

In this case, as there is a required OCP amendment, the LTC would need to hold a public hearing between first and third reading of the draft bylaws. Public hearing notice would be posted as per statutory and bylaw requirements in advance of a public hearing, including notification of the proposed rezoning to all properties located within 100 metres of the subject property.

Typically, a Community Information Meeting (CIM) is also held prior to a public hearing. With direction from LTC, these would be scheduled either separately or concurrently after draft bylaws are complete, reviewed and have received at least first reading.

Archaeological Sites

Islands Trust reviews all applications/permits to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. In this case, there are no registered archaeological sites on the subject property, however there is high archaeological potential identified.

Further to that review, staff will direct the applicant to the following guidelines:

- All archaeological and cultural heritage is protected under the *Heritage Conservation Act* and areas of archaeological potential may contain undocumented archaeological sites which would be automatically protected under the *Heritage Conservation Act* (including all intact or disturbed sites), and require a permit from the BC Archaeology Branch. Further information regarding permits: <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits>
- In the event that archaeological features or materials are found, either intact or disturbed on the subject property, stop work immediately and contact the BC Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

Rationale for Recommendation

The recommendations on page 1 are supported as:

- The proposed new golf course development would support the non-profit society in providing better recreational services to the community and broader user base;
- There are longstanding issues and inconsistencies with the existing Pender Island Golf Course zoning that would benefit from being cleaned up;
- Directing staff to proceed will trigger the issuance of a terms of reference (TOR) that will identify any additional information and professional reports required from the applicant; and,
- A draft bylaw will facilitate First Nations and agency referrals and public input to identify any issues or concerns with the proposed rezoning.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

The LTC may refer back to staff requesting further information prior to making a decision. Recommended wording for a resolution is as follows:

That the North Pender Island Local Trust Committee request that staff report back with....

2. Deny the application

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the North Pender Island Local Trust Committee proceed no further with application NP-PL-RZ-2026-0184 (Eigl).

3. Hold the application in abeyance

The LTC may choose to hold the application in abeyance.

4. Receive for information

The LTC may receive the report for information.

NEXT STEPS

Based on direction from the LTC, staff will initiate the drafting of amending bylaws and issue a TOR to the applicant consistent with the DAI bylaw.

Submitted By:	Brad Smith, Island Planner	June 25, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	June 25, 2026

ATTACHMENTS

1. Site Context
2. Mapping and Plans
3. Rezoning summary from Applicant

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	Parcel F - PARCEL F (DD 787361) OF SECTION 17, PENDER ISLAND, COWICHAN DISTRICT, EXCEPT PARTS IN PLANS 22933 AND 36581 Lot A - Lot A, Section 17, Plan VIP52327
PID	Parcel F - 009-675-698 Lot A - 017-337-178
Civic Address	2305 Otter Bay Road, Pender Island, BC

LAND USE

Current Land Use	Golf course
Surrounding Land Use	Rural Residential, Agricultural, Rural

HISTORICAL ACTIVITY

File No.	Purpose
NP-DVP-2015.3	Variance for access ramp to clubhouse
NP-LCB-2009.1 and NP-LCB-2013.1	Liquor license approvals for club house

POLICY/REGULATORY

Official Community Plan Designations	Subject properties are both split designated as Rural (R) and Agriculture (A) There is a small portion of Woodland DPA 1 located in the Rural zoned area of Parcel F
Land Use Bylaw Zoning	- Lot A: Primarily AG(b), with a western extension zoned Rural - Parcel F: East side of Otter Bay Road zoned AG; west side (including Site 1) zoned Rural
Other Regulations	None
Covenants	None
Bylaw Enforcement	No active files.

SITE INFLUENCES

Islands Trust Conservancy	No adjacent ITC covenants or parcels
Regional Conservation Strategy	Not applicable
Species at Risk	Grand Fir/Dull Oregon Grape habitat in mature forest band Secure CDC data extending across entire region
Sensitive Ecosystems	Band of mature woodland forest in Rural portion of parcel F
Hazard Areas	Moderate and low risk slope near site 1 (see mapping)
Archaeological Sites	There are no designated archaeological sites on the property or in the immediate vicinity but there is high potential identified. Owners and the

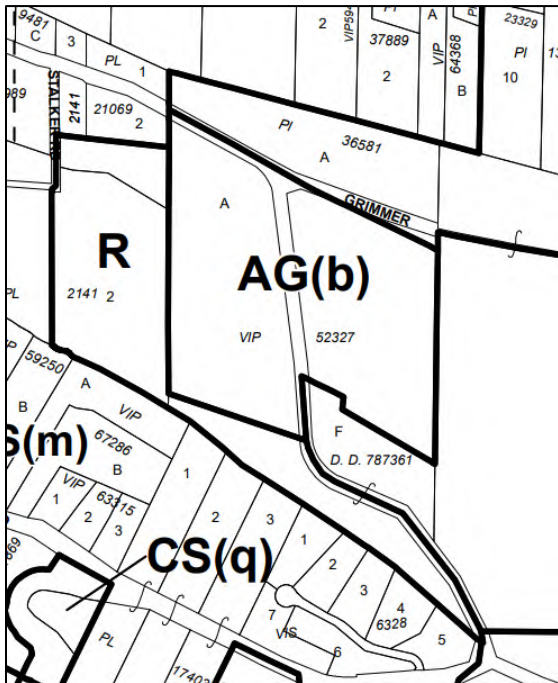
	applicant should be aware that there is a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	N/A
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	Not Applicable

ATTACHMENT 2 – MAPS, PLANS, DRAWINGS

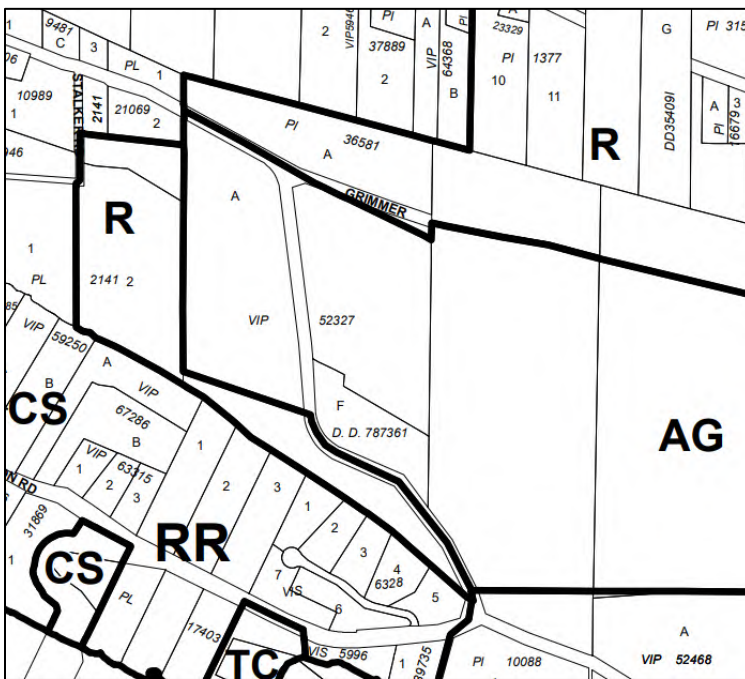
2.1 PRELIMINARY SITE PLANS – SITE 1



2.2 ZONING



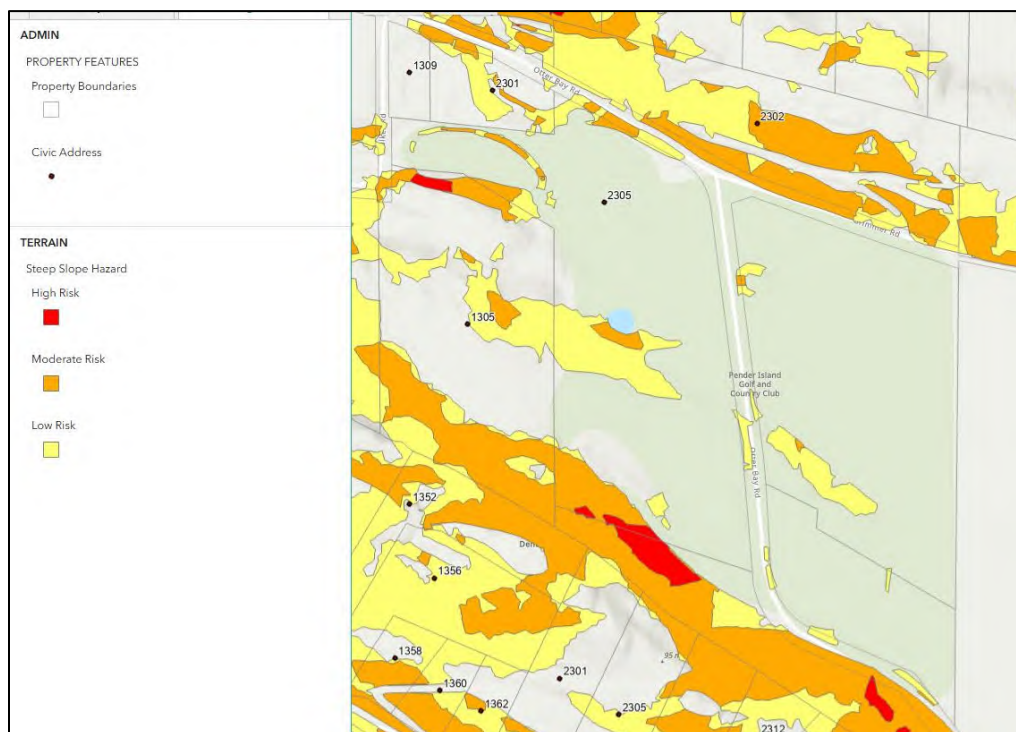
2.3 OCP DESIGNATIONS



2.4 AREAS PROPOSED FOR REZONING



2.5 STEEP SLOPE MAPPING



2.6 SENSITIVE ECOSYSTEMS



2.7 DEVELOPMENT PERMIT AREAS



Pender Island Golf Club Rezoning and Regulation Amendment Submission

Contents

Introduction.....	2
1. Background on the Pender Island Golf Club.....	2
2. Current Zoning.....	3
3. Rezoning Request	4
3.1 Need for a New Maintenance and Storage Facility.....	4
3.2 Evaluation of Alternative Sites	5
3.3 Rezoning of the two other portions	5
4. Impact of Rezoning.....	7
5. Requested Regulation Changes.....	7
5.1 Replace Building Count Limits with Permitted Building Types.....	7
5.2 Clarify Height Restrictions	8
5.3 Waive Setback Requirements for Interior Lot Lines.....	8
6. Impact on Interested Parties	8
6.1 Impact on Passers-By	8
6.2 Impact on Neighbours	8
6.3 Environmental Considerations	8
6.4 Appropriate Use of the Land	9
7. Proposed Timing of Development.....	9
8. Existing Use of Adjacent Properties	9
9. Other Regulatory Considerations.....	10
9.1 Archeological materials	10
9.2 Geotech assessment.....	11
9.3 Biological Impact Assessment	12
Appendix 1 – History of the Golf Course.....	12
Appendix 2 – Partial History of Zoning and Regulations	14
Appendix 3 - Building Count.....	14

Building requirements	16
Appendix 4 – Results of Archaeological Inventory Search	18

Introduction

The Pender Island Golf Club (the "Club") respectfully submits this application requesting amendments to the North Pender Island official community plan, zoning map and associated regulations. These changes are essential to support the long-term sustainability of the golf course, ensure responsible land stewardship, and allow the Club to replace aging infrastructure critical to ongoing operations.

The Club requests that three portions of property owned by the Club be rezoned to AG(b) (golf course, within Agricultural zoning), to reflect their long-standing use as part of the Course. Details are provided in Section 3.

In addition, the Club requests that the regulations related to the AG(b) zone be adjusted to better align with regulations related to the specific building type. Details of requested regulation changes are provided in Section 5.

1. Background on the Pender Island Golf Club

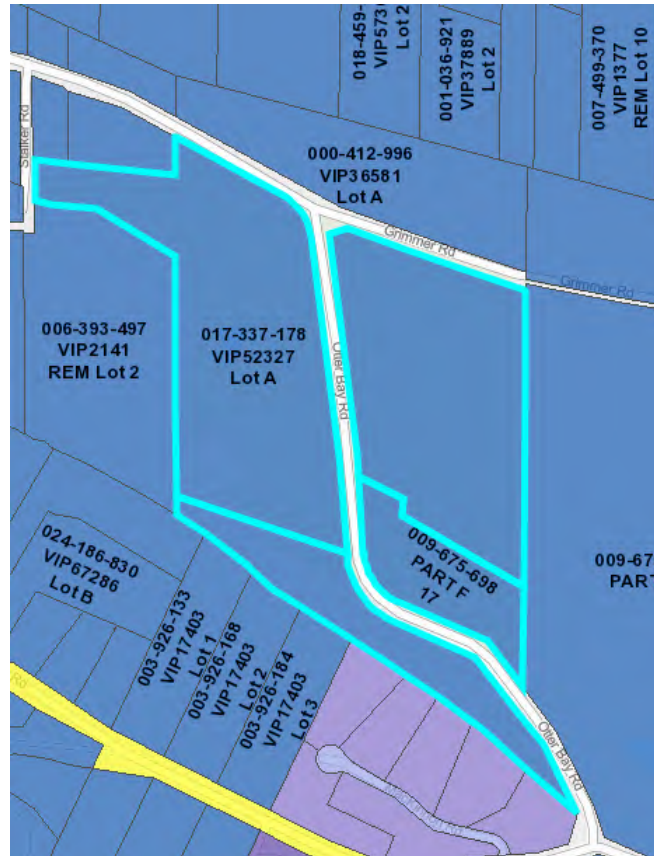
The original Pender Island Golf and Country Club was incorporated in 1945. In 1962, seeking broader membership and expanded use, it was renamed the Pender Island Community Centre, though the expanded mandate did not materialize. A new Pender Island Golf and Country Club was formed in 1963 and leased what would become Lot A. In 1970, the Community Centre sold the property to the Club for \$1 and dissolved.

The Club operates as the Pender Island Golf Club and is a not-for-profit society under British Columbia law. It is open to members and the public, and while members operate the course with staff support, they hold no ownership interest in the Club's assets. These assets—land, buildings, and equipment—are effectively community assets.

The Club owns two properties that together comprise the nine-hole golf course:

- Lot A, Section 17, Plan VIP52327
- Parcel F, Section 17, DD 787361, except Plans 22933 and 36581

Image 1 – Site Plan of the golf course



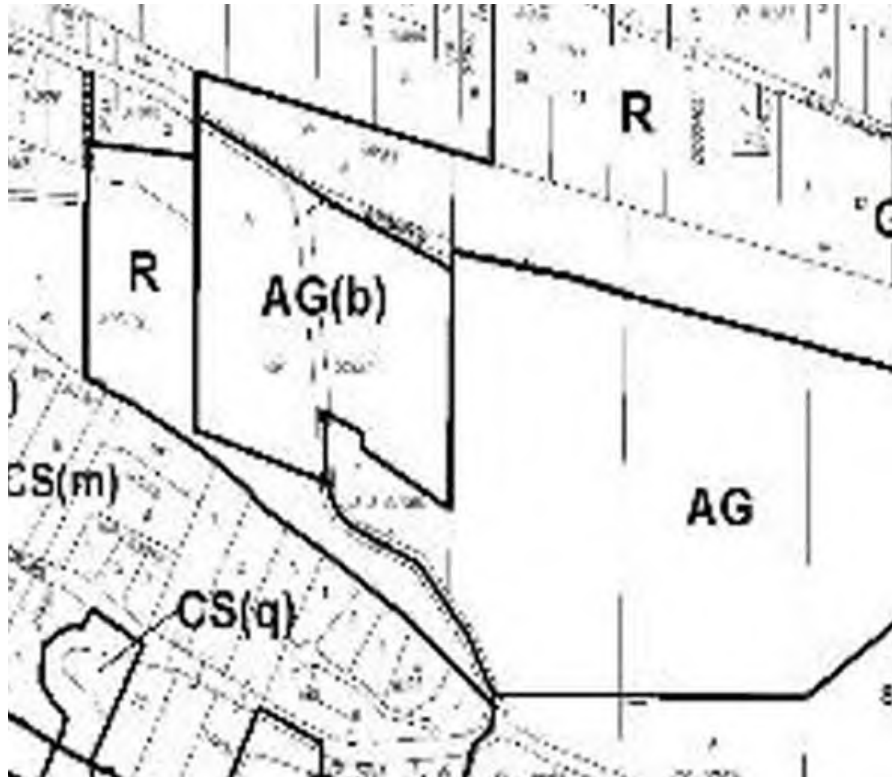
2. Current Zoning

The properties are currently zoned as follows:

- Lot A: Primarily AG(b), with a western extension zoned Rural
- Parcel F: East side of Otter Bay Road zoned AG; west side (including Site 1) zoned Rural

This split zoning does not reflect the long-standing use of these lands as part of the golf course.

Image 2 – Zoning Map



3. Rezoning Request

The Club seeks to rezone the following to formally recognize their use as part of the Course:

- Site 1, located on the west side of Otter Bay Road within Parcel F, from Rural to AG(b). In addition to its use as part of the Course, rezoning will allow building of a new maintenance and possibly, a storage facility. The location of Site 1 is shown in Image 3 and 4, below.
- The portion of Parcel F located on the east side of Otter Bay Road, from AG to AG(b).
- The western extension of Lot A, from R to AG(b).

3.1 Need for a New Maintenance and Storage Facility

The current maintenance building, constructed in the early years of the golf course, is beyond repair and poses environmental and operational concerns due to its proximity to ponds which form part of the water drainage system for the whole valley in which the course is located. The Club also has an equipment storage shed currently used to store golf carts and is not available to store equipment.

3.2 Evaluation of Alternative Sites

A 2025 business case evaluated multiple potential locations for a combined maintenance and storage facility. Site 1, located within Parcel F, emerged as the most practical and environmentally responsible location because it already has road access, hydro, and water, and avoids disruption to the course layout.

In order to reduce the overall costs of construction, the Club is considering a separate storage building, to be located on Lot A as shown in Image 5 (to the northwest of Site 1) and described as Site 2.

3.3 Rezoning of the two other portions

The other two portions subject to this application have been used as an integral part of the Course, since the early 1990's in the case of the western extension of Lot A, and since the early 1980's in the case of the portion of Parcel F on the east side of Otter Bay Road.

Image 3 – Location of Site 1

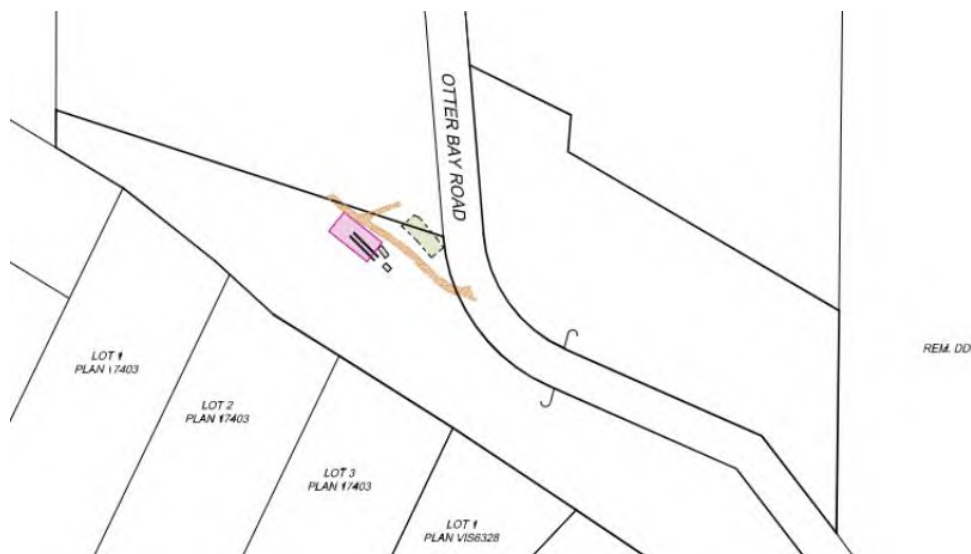


Image 4 – Site Plan for Site 1

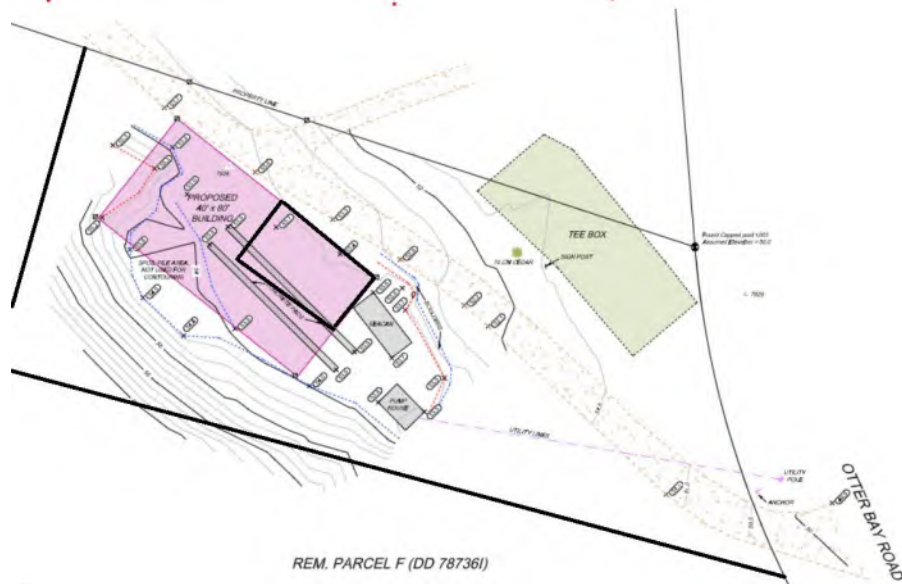
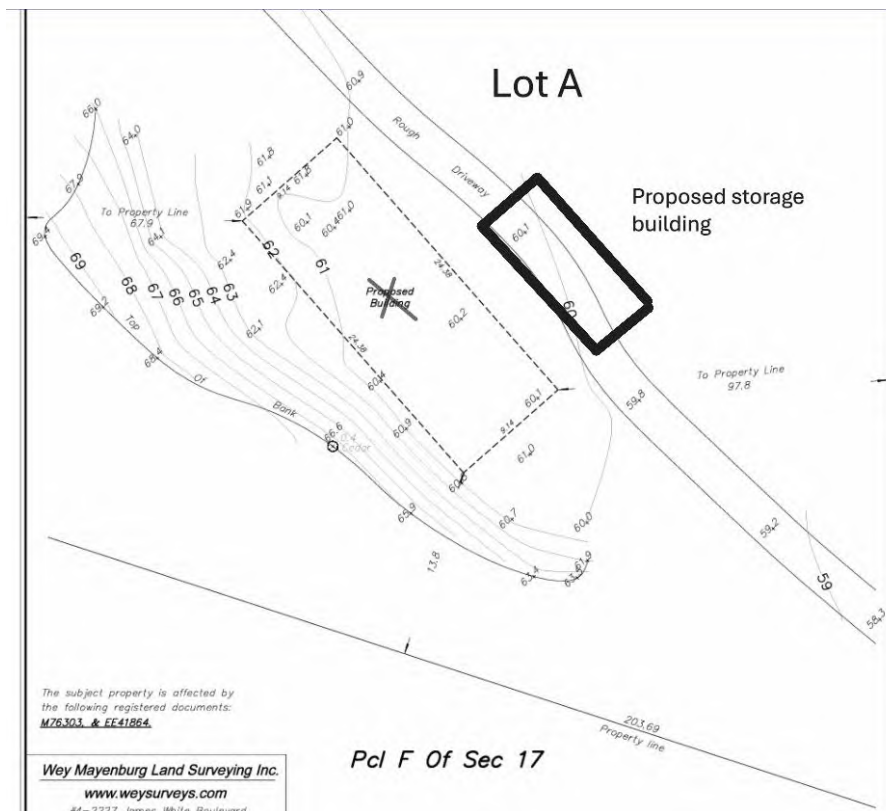


Image 5 – location of proposed storage building



4. Impact of Rezoning

The rezoning of the three portions to AG(b) will:

- Align zoning with long-established land use
- Enable construction of essential golf-course-related buildings
- Reduce confusion created by split zoning
- Prevent unrealistic expectations of future development on steep, impractical terrain

The Club has no intention of subdividing or selling Parcel F. Rezoning simply formalizes existing use and supports responsible facility renewal.

5. Requested Regulation Changes

To support long-term infrastructure planning, the Club requests amendments to the AG(b) regulations:

5.1 Replace Building Count Limits with Permitted Building Types

- Commercial: clubhouse, restaurant, pro shop, office trailer
- Agricultural: maintenance building, equipment storage, cart storage
- Utility: pump houses, utility shed
- Accessory dwelling: portable residential or office trailer, Sea Cans, outhouses

A portable manufactured home was previously located on Site 1 to provide accommodation for a course superintendent. The Club would like to keep this option open in connection with the rezoning. If we were to proceed with acquiring an accessory dwelling:

- its use would be limited to accommodation or office space for the course superintendent
- the unit would be portable with a maximum width of 18 ft and length of 60 feet
- the unit would be positioned either on Site 1 or somewhere within the zone AG(b)

The Club does have to replace the office space for the Superintendent once the existing maintenance building is demolished. However, there are currently no plans to provide accommodation.

A complete list of building requirements is provided in Appendix 3.

5.2 Clarify Height Restrictions

Height limits should align with functional requirements of permitted building types.

5.3 Waive Setback Requirements for Interior Lot Lines

Lot A and Parcel F share interior lot lines that create regulatory barriers. As these properties function as a single operational unit, interior setbacks would logically need to be waived.

6. Impact on Interested Parties

The Club has carefully evaluated the potential impacts of rezoning Parcel F and constructing a new maintenance and storage facility. We believe the effects on neighbours, passers-by, and the broader community would be minimal.

6.1 Impact on Passers-By

- The proposed building(s) will be set back a minimum of 45 metres from Otter Bay Road.
- It will be positioned against a natural slope and screened by mature trees, minimizing visibility.
- The building will be designed to be visually unobtrusive and consistent with the natural surroundings.
- Relocating maintenance operations to Site 1 will allow the eventual removal of the aging maintenance building near the ponds, improving the overall aesthetics of the course.
- Otter Bay Road is frequently used by pedestrians enjoying the scenery; the proposed development will not diminish these views.

6.2 Impact on Neighbours

- The nearest residences are located on a hilltop south of Site 1 and Site 2, more than 30 metres from the proposed building(s).
- Dense forest cover and the lower elevation of the site ensure that the structure will not be visible from these homes.
- These homes are oriented southward to capture ocean views, meaning Site 1 and 2 lie behind them and outside their primary sightlines.

6.3 Environmental Considerations

- The Club has selected a site(s) that has already been cleared and previously used, minimizing ecological disturbance.
- Only limited tree removal will be required to ensure safety and protect the building(s) from falling trees.
- The Club intends to leave the remainder of Parcel F in its natural state, contributing to the island's inventory of protected green space.

6.4 Appropriate Use of the Land

The Club intends to maintain the property as a golf course in perpetuity. The proposed maintenance facility is essential to supporting this long-term use and is consistent with the historical and current function of the land.

7. Proposed Timing of Development

Assuming success in this application, the Club will proceed with the construction of the Maintenance and Storage Facility. Our priorities over the next 5 years are:

- Teardown of the existing maintenance building, and replacement of the pumphouse within that building.
- Ongoing maintenance of the storage sheds, and the Clubhouse.

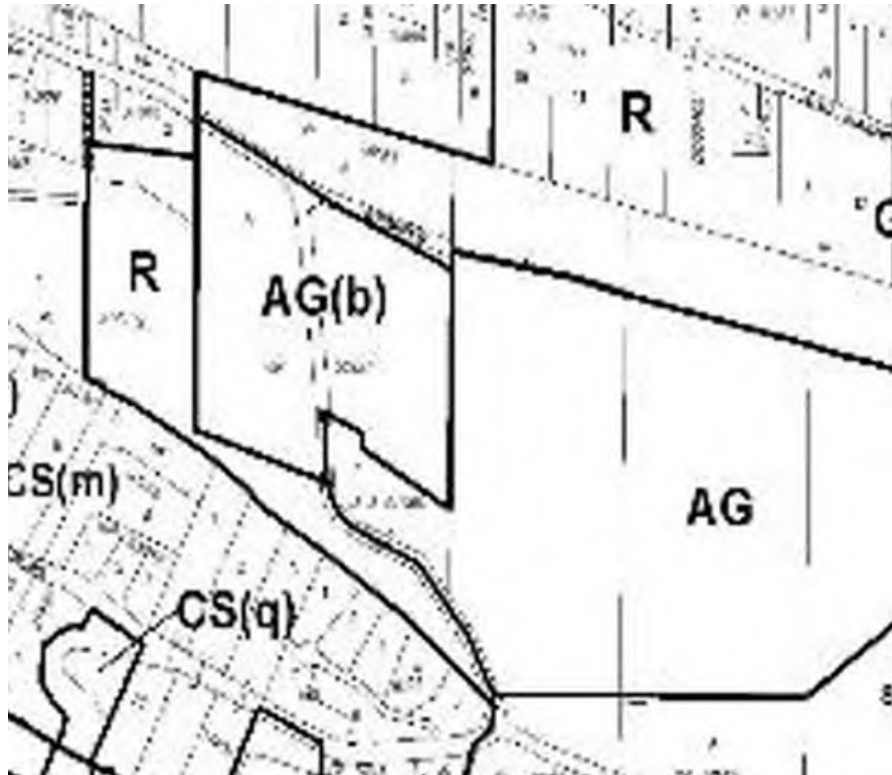
8. Existing Use of Adjacent Properties

The Golf Course is surrounded as follows:

- To the east, a farming operation provides grazing for sheep and cows.
- To the south, buffered by the cliff and the mature forest that comprise the southern portion of Parcel F, lie a number of residential properties.
- To the west, buffered by mature forest and bracken, lie two houses with larger lot sizes.
- To the north, buffered by roadway and mature forest, lie a residential property, again with a larger lot size.

Course activity drops off by later afternoon, and the area is quiet. In the warmer months, sheep often cross over and graze on the golf course in the late afternoon and early morning.

Image 5 – site plan of adjacent properties



9. Other Regulatory Considerations

The following factors have been considered in evaluating the appropriateness of Site 1 for building:

9.1 Archeological materials

Appendix 4 is a copy of the email from the Archeology Branch on the risk of finding artifacts of archaeological significance on the subject property. In evaluating the risk, we considered the following.

There is an area of high risk close to Site 1, which exists primarily on Otter Bay Road. The risk assessment is based on modelling assumptions and does not appear to be corroborated with actual findings. This area would have been significantly disturbed due to road construction. Had the modeling considered actual findings, we consider that it is likely that the risk would have been assessed as much lower.

Site 1 itself has been substantially developed in the past without indication of archaeological findings.

- The site was not originally used by the golf course since it was primarily a swampy area, not useful for human habitation.
- The northern portion of Site 1 was filled in and increased in height to establish the T box (start) of the 7th hole.
- The southern portion has previously been levelled and prepared for a mobile home and pumphouse
- Excavation for substantial footings to support the mobile home took place, and the footings put in.
- Excavation for footings to support the pump house took place. A well going down 250 ft was drilled to supply potable water.
- Excavation for a sewage connection took place for water and electrical conduit, to connect the pump house to the mobile home, took place.

To the best of our knowledge, all these activities, which included sub-surface penetration, did not identify archaeological materials. Therefore, we conclude that there is a very low probability of identifying archaeological materials in the subject area and therefore have not followed on with an archaeological assessment.

The Club understands the actions to be undertaken in the event that, notwithstanding the above, archaeological materials are found.

9.2 Geotech assessment

An initial Geotech assessment has been conducted by Ryzuk Geotechnical and concludes as follows (extract from report dated 1/26/26).

With respect to Site 1:

“We anticipate that the primary challenge to building within the South Site will be mitigating the risk of rock fall and landslide hazard from the slope to the southwest and regrading the northwest end of the site. The surface of the slope consists of boulders and topsoil/decaying plant matter, with soil consisting of sand and gravels present at the base. At the toe of the slope a sharp cut 1-2 m high is present, with an incline of approximately 45 degrees. Above the toe, the average incline of the slope is about 30 degrees. The lower 12 m of the slope is deforested, but logs and tree stumps remain along with moderate vegetation. Approximately 25 m up the slope is a tall vertical rock face with many fractures and overhangs, which will be a rockfall hazard source. Evidence of debris flows are present within the western corner of the building area from the slope.”

With respect to Site 2:

“We anticipate that site preparation for a proposed building within the North Site would consist of stripping out any topsoil and removing the spoil piles, widening the area by placement of engineered fill and relocating the existing driveway to the northeast, scaling the top of the berm to remove overhanging soil and precariously situated boulders, and construction of a rock

hazard barrier, such as a lock block wall or fence, and/or catchment ditch. To level the site engineered fill would need to be placed throughout the centre and southeast end of the proposed building area and/or rock chipping/blasting would need to be performed within the northwest end.”

If approved, we would have them back on site to establish plans for the rock hazard barrier and general site preparation.

9.3 Biological Impact Assessment

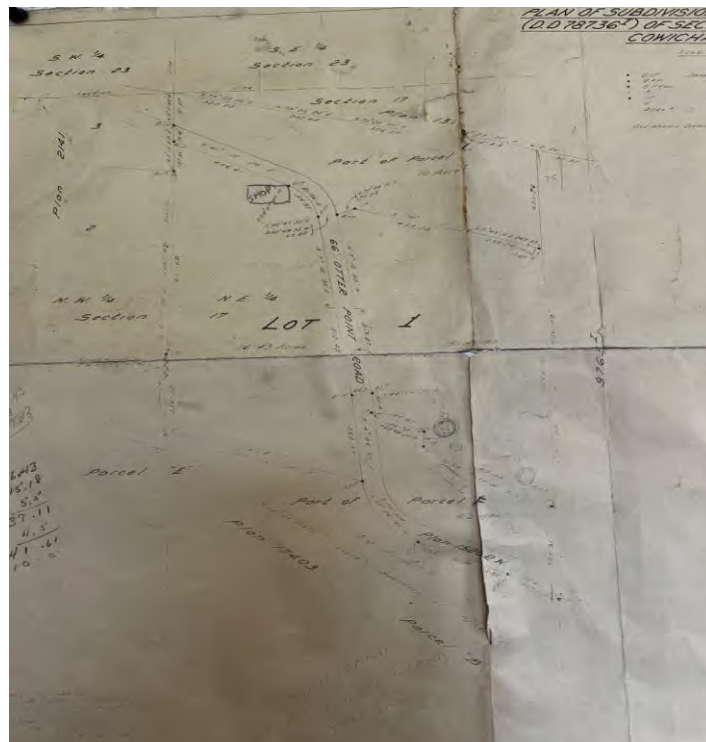
This assessment will be undertaken once Islands Trust have reviewed this filing and confirm its scope.

Appendix 1 – History of the Golf Course

The golf course lands originated from a single 50-acre property—Parcel F, Section 17—purchased in 1945 by the original Pender Island Golf and Country Club. This property was later subdivided into three components:

- Plan 36581 – approximately 10 acres north of Lot A, on the north side of Otter Bay Road and present-day Grimmer Road
- Lot A – originally 31.6 acres, expanded by approximately 2 acres around 1990
- Remaining Parcel F – approximately 10 acres

Image 5 – Site Plan from 1969



At the time of acquisition, the eastern portion of Lot A was established farmland, though prone to spring flooding and considered marginal for agriculture. It continued to support livestock grazing during the early years of golf course operation. The western portion was forested and partially cleared to create the original course layout, which began and ended near the current maintenance shed.

Image 6 – early course layout



The portion of Parcel F east of Otter Bay Road was used as a pony riding area until the 1980s and was not incorporated into the golf course until that time. The western side of Otter Bay Road, including what is now Site 1, was historically swampy and bordered by a drainage ditch.

In 1980, Plan 36581 was sold to fund construction of the current clubhouse and related improvements. This triggered a reorientation of the course so that play began and ended at the new clubhouse. As part of this redesign:

- The AG-zoned portion of Parcel F east of Otter Bay Road became the new 6th/15th fairway.
- The southern portion of Site 1, then zoned Rural, was filled and incorporated into the 7th/16th fairway.
- A well and pump house were installed on the northern portion of Site 1 to supply water to the clubhouse.
- Concrete pads were constructed to support a mobile home for the course superintendent; this dwelling was later removed.

Around 1990, an additional parcel west of Lot A was purchased to construct a dam and water storage pond. This land was consolidated into Lot A, though its zoning remained Rural.

In summary, three areas used as integral parts of the golf course have never been formally incorporated into the AG(b) zoning, despite decades of continuous golf-course use. The Club

understands that, in the absence of this rezoning application, the AG-zoned portion of Parcel F will in any event be rezoned through a future technical amendment.

Appendix 2 – Partial History of Zoning and Regulations

The earliest zoning records available to the Club date to the North Pender Island Local Trust Committee Land Use Bylaw No. 103 (1996). At that time, zoning regulations applied only to Lot A (Plan VIP52327, Section 17) and permitted the following buildings:

- Clubhouse
- Equipment maintenance building
- Equipment storage shed
- Two cart storage sheds
- One pump house

These regulations also imposed size limitations on buildings.

By 1996, however, the golf course had already expanded westward to include the water retention pond property and southward into Parcel F, including both the AG-zoned portion and Site 1.

In 2000, the regulations were amended to include the AG-zoned portion of Parcel F (east of Otter Bay Road) within the golf course zoning. The intended wording was:

Lot A, Plan VIP52327, Section 17 and that Portion of Parcel F, Plan 78736I, Section 17 shown as AG on Schedule D

However, the zoning map was not updated to reflect this change, and the final bylaw text did not incorporate the intended language. Instead, the regulation continued to reference:

Lot A, Plan VIP52327, Section 17 and that Portion of Parcel F, DD 78736I, Section 17 (Plan was changed to DD)

At the same time, building size limits were removed, but the overall structure of the regulation remained unchanged. Archival records indicate that the Club was consulted and expressed concern about size limitations but did not comment otherwise on zoning inconsistencies.

These historical anomalies have resulted in split zoning, unclear building entitlements, and unnecessary regulatory complexity—issues the current rezoning application seeks to resolve.

Appendix 3 - Building Count

The following buildings currently exist on Lot A and Parcel F. Buildings 4 and 5 are included in AG(b) by regulation, despite being located on Parcel F.

Building type	Location	Survey reference	Property	Zoning
Maintenance shed	Lot A, top, on west side of Otter Bay Road	1	Lot A	AG(b)
Club house	Lot A, lower third, on east side of Otter Bay Road	2	Lot A	AG(b)
Equipment storage shed	Lot A, lower third, to southeast of Club house	3	Lot A	AG(b)
Cart storage sheds	Parcel F, lower third, south of Equipment storage shed	4 & 5	Parcel F	AG
Pumphouse	Lot A, upper third, on west side of Otter Bay Road	6	Lot A	AG(b)
Utility shed	Parcel F, middle, on west side of Otter Bay Road	7	Parcel F	Rural
Outhouse	Lot A, in the northwest corner, on the east side of Otter Bay Road	8	Lot A	AG(b)
Outhouse	Lot A, on the west property line	9	Lot A	AG(b)
Pumphouse	Near the Maintenance shed	10	Lot A	AG(b)
Sea Can	Parcel F, on the west side of Otter Bay Road	11	Parcel F	Rural
Pumphouse	Lot A, east of the Western Pond	12	Lot A	AB(b)

This table illustrates the inconsistencies created by split zoning and the need for a unified approach.



Building requirements

The following building count is a best estimate of our requirements over the next 5 to 10 years. The space requirements are our best estimate of what is required but we request that no limit be placed.

Building type	Comments	Max Area ft	Count	Change
Maintenance building		New: 1,600 sq ft (40 x 40)	1	New
Old maintenance building	A number of projects need to be completed before this building can be decommissioned.	Existing: 1,600 (40 x 40)	1	To be decommissioned and removed from building requirements once all functions have been successfully moved.
Equipment storage shed(s)	The initial phase calls for an equipment storage shed of 60 x 20.	New: 1,200 (60 x 20) Possible:	2	Depending on the equipment requirements over the next 10 years,

Building type	Comments	Max Area ft	Count	Change
		1,200 (60 x 20) Total: 2,400 sq ft		additional space may be required.
Club house	While the clubhouse is cramped, changes to it would be low priority. Sq. ft. includes covered and balcony space.	Total: 4,860 sq ft (54 x 45 x 2 floors)	1	No change
Cart storage sheds	Due to space shortfalls, the existing equipment storage shed is being used for cart storage. Depending on membership changes, an additional storage shed may be required.	Existing: 660 (33 x 20) 720 (38 x 20) 1,000 (50 x 20) Possible: 800 (40 x 20) Total: 3,200 sq ft	4	Possibly one additional shed
Pumphouses	Pump houses are required for the following: - Main inlet pump (in old maintenance shed currently). - Equipment wash pump (could be combined with main inlet pump, or could be moved to Site 1) - Middle pond to main inlet pond - Western pond to main inlet pond	Existing: 30 (6 x 5) 49 (7 x 7) 56 (8 x 7) Possible: 144 (12 x 12) Total: 279 sq ft	4	One new shed to replace pump facility within old maintenance building. The actual count of other sheds would not change, but they may need to be replaced with new buildings or pump covers.
Utility shed	A utility shed is required at Site 1 to house electric connections for deep well pump and for maintenance building.	Total: 117 sq ft (13 x 9)	1	No change (this should be part of building count for the area currently zoned Rural.
Outhouses	Due to regulatory requirements, if required, these would likely be replaced by rental toilets. One was torn down in the last few years.	Existing: 25 (5 x 5) 30 (6 x 5) Possible 25 (5 x 5) Total: 80 sq ft	3	An additional portable toilet may be required. In addition, the existing outhouse may be replaced with portable toilets.

Building type	Comments	Max Area ft	Count	Change
Sea Cans		Existing: 160 (8 x 20) Possible: 160 (8 x20) Total: 320 sq ft	2	The existing Sea Can might need to be supplemented depending on requirements for chemical storage or other storage.
Mobile office or residential trailer	Our current plans are to purchase a used mobile office or residential trailer and place at Site 1, to replace the office in the old maintenance building.	New: 1,080 sq ft (18 x 60)	1	Previously, a mobile home was parked at Site 1 within the Rural zone. An office trailer would be similarly located.
Total	Includes old maintenance building.	15,536 sq ft 1,443 sq metres	20	

Appendix 4 – Results of Archaeological Inventory Search

From: "Cooper, Diana FOR:EX" <Diana.Cooper@gov.bc.ca>
Subject: RE: Data Request: Heath lansdowne - heath lansdowne design studio

Date: December 18, 2025 at 09:53:58 PST

To: Heath lansdowne <heathl@design@icloud.com>

Hello Heath,

Thank you for your archaeological information request regarding the property legally described as PARCEL F (DD 78736I) OF SECTION 17, PENDER ISLAND, COWICHAN DISTRICT, EXCEPT PARTS IN PLANS 22933 AND 36581, PID 009675698. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your information request.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

However, archaeological potential modelling for the area indicates there is high potential for previously unidentified archaeological sites to exist on the property, as indicated by the purple areas shown in the screenshot below.

Archaeological potential modelling is compiled using existing knowledge about archaeological sites, past indigenous land use, and environmental variables. Models are a tool to help predict the presence of archaeological sites, and their results may be refined through further assessment.

Archaeology Branch Advice

If land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) are planned for the subject property, a Provincial heritage permit is not required prior to commencement of those activities.

However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays.

Therefore, the Archaeology Branch strongly recommends engaging an eligible consulting archaeologist prior to any land-altering activities. The archaeologist will review the proposed activities, verify archaeological records, and possibly conduct a walk-over and/or an archaeological impact assessment (AIA) of the project area to determine whether the proposed activities are likely to damage or alter any previously unidentified archaeological sites.

Please notify all individuals involved in land-altering activities (e.g., owners, developers, equipment operators) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

If there are no plans for land altering activities on the property, no action is required at this time.

Rationale and Supplemental Information

- There is high potential for previously unidentified archaeological deposits to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology

Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.

- If a permit is required, be advised that the permit application and issuance process takes approximately 20 to 40 weeks; the permit application process includes referral to First Nations and subsequent engagement.
- The Archaeology Branch must consider numerous factors (e.g., proposed activities and potential impacts to the archaeological site[s]) when determining whether to issue a permit and under what terms and conditions.
- The Archaeology Branch has the authority to require a person to obtain an archaeological impact assessment, at the person's expense, in certain circumstances, as set out in the *Heritage Conservation Act*.
- Occupying an existing dwelling or building without any land alteration does not require a Provincial heritage permit.

How to Find an Eligible Consulting Archaeologist

An eligible consulting archaeologist is one who can hold a Provincial heritage permit to conduct archaeological studies. To verify an archaeologist's eligibility, ask an archaeologist if he or she can hold a permit in your area, or contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists are listed on the BC Association of Professional Archaeologists website (www.bcapa.ca) and in local directories. Please note, the Archaeology Branch cannot provide specific recommendations for consultants or cost estimates for archaeological assessments. Please contact an eligible consulting archaeologist to obtain a quote.

Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

If your request was submitted to fulfill requirements for a building permit application, this response can be forwarded to Municipal or Regional District planning offices as confirmation of having contacted the Archaeology Branch.

Kind regards,

Diana



Please note that subject lot boundaries (yellow) and areas of archaeological potential (purple) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change. If you are experiencing difficulties viewing the layers in the above screenshot, please contact us.

Diana Cooper
Archaeologist/Archaeological Information Specialist

Archaeology Branch | Ministry of Forests

Phone: [\(250\) 953-3343](tel:2509533343)

Email: diana.cooper@gov.bc.ca | Website www.gov.bc.ca/archaeology

END OF CONTENT.

Active Projects Report

North Pender Island

0. Major project - Housing Access and Affordability Project

Responsible

Dates

Activity:

Brad Smith

Rec'd: 26-May-2023

Pre-project phase: establish project scope and submit business case for Trust Council

Target: 26-Jun-2026

approval - Completed

Consultation - special APC to review issues and provide recommendations - Completed

Direction to draft bylaws

Future Projects Report

North Pender Island

1. *Coastal Douglas Fir Ecosystem*

Responsible

Date Received

Consider implementation of toolkit and mapping
- LPC to develop model bylaw in 2021-22

01-Feb-2019

2. *Accessory Dwelling Units*

Responsible

Date Received

Review options for accessory dwelling units on North Pender.

26-May-2022

3. *Review DPAs*

Responsible

Date Received

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.

11-Aug-2022

4. *Browning to Driftwood Corridor Plan*

Responsible

Date Received

Coordination on a transportation plan for the Driftwood to Port Browning corridor.

11-Aug-2022

5. *Soil Bylaw Project*

Responsible

Date Received

Work on Soil bylaw was undertaken in 2021 and 2022. Project deferred prior to bylaw readings

29-Apr-2021

Future Projects Report

North Pender Island

6. *Public engagement on groundwater data*

Responsible

Date Received

Project to present information on groundwater project to public and educate landowners

26-May-2023

7. *Fire Inspection requirements for STVRs*

Responsible

Date Received

05-Apr-2024



North Pender Local Trust Committee

Open Applications

Report

Print Date: July 2, 2026

Board of Variance

Application Number	Applicant Name	Date Received	Address	Purpose
PLBOV20260105	Dany De Sousa	3/11/2026	6632 RAZOR POINT RD, PENDER I	Appeal to Board of Variance for the siting of a wall in the setback from the sea
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Board of Variance	Schedule Board of Variance Meeting	

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	

North Pender

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260231	Budd Kerfoot	5/28/2026	1329 MACKINNON RD, PENDER IS	Addition of 3 cottages on 1329 Mackinnon Road

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Local Trust Committee	Generate Staff Report

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	Local Trust Committee	Planning Review

North Pender

Rezoning

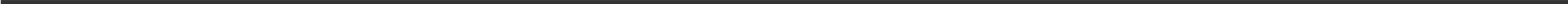
Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260178	Jordan Litke	4/23/2026	4609 BEDWELL HARBOUR RD, PE	A request to rezone the subject property to a R variant, allowing a minimum average lot size of 2 ha.
Planner		Status	Most Recent Completed Activity	
Brad Smith		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260184	Charles Eigl	4/28/2026	2305 OTTER BAY RD, PENDER ISL	<Optional, enter comments if required>
Planner		Status	Most Recent Completed Activity	
Brad Smith		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	
Brad Smith		Local Trust Committee	Email Applicant of LTC Meeting	

North Pender

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	
Brad Smith		In Progress Rezoning	Email Applicant of LTC Meeting	



North Pender

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	
Brad Smith		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	

Islands Trust
LTC EXP SUMMARY REPORT F2027
Invoices posted to Month ending April 2026

650 North Pender Invoices posted to Month ending April 2026		<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65050-650	LTC "Executive Expense on LTC's"	894.00	0.00	894.00
65200-650	LTC - Local Exp - LTC Meeting Expenses	1,220.00	39.25	1,180.75
65210-650	LTC - Local Exp - APC Meeting Expenses	1,580.00	130.95	1,449.05
TOTAL LTC Local Expense		<u>3,694.00</u>	<u>170.20</u>	<u>3,523.80</u>
Projects				
73001-650-4137	North Pender Housing Access & Affordability	3,000.00	433.26	2,566.74
TOTAL Project Expenses		<u>3,000.00</u>	<u>433.26</u>	<u>2,566.74</u>

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2023-040 (Standing) 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.	Carried	11-Mar-2023
2020-010 (Standing) 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.	Carried	30-Jan-2020
2019-074 (Standing) 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.	Carried	04-Jul-2019

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2019-072 (Standing) 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.	Carried	04-Jul-2019
2019-061 (Standing) 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.	Carried	30-May-2019
2019-030 (Standing) 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.	Carried	28-Feb-2019

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.		