



North Pender Island Local Trust Committee Regular Meeting Agenda

Date: September 10, 2020
Time: 10:00 am
Location: Electronic Meeting

Pages

1.	CALL TO ORDER	10:00 AM - 10:15 AM	
2.	APPROVAL OF AGENDA		
3.	TRUSTEE REPORT		
4.	CHAIR'S REPORT		
5.	TOWN HALL AND QUESTIONS	10:15 AM - 10:30 AM	
6.	COMMUNITY INFORMATION MEETING		
	None		
7.	PUBLIC HEARING		
	None		
8.	MINUTES	10:30 AM - 10:40 AM	
8.1	Local Trust Committee Minutes Dated July 30, 2020 (for Adoption)		4 - 9
8.2	Section 26 Resolutions-without-meeting Report - None		
8.3	Advisory Planning Commission Minutes - None		
9.	BUSINESS ARISING FROM THE MINUTES	10:40 AM - 10:50 AM	
9.1	Follow-up Action List Dated September 2020		10 - 11
10.	DELEGATIONS		
11.	CORRESPONDENCE		
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>		

12.	APPLICATIONS AND REFERRALS	10:50 AM - 11:00 AM	
	12.1	Saturna Island Local Trust Committee Bylaw No. 132 Referral (Attached)	12 - 16
13.	LOCAL TRUST COMMITTEE PROJECTS	11:00 AM - 12:00 PM	
	13.1	STVR Project Review - Staff Report (Attached)	17 - 22
	13.2	Update on Southern Gulf Islands Groundwater Sustainability Strategy - Staff Memo (Attached)	23 - 24
14.	REPORTS	12:00 PM - 12:15 PM	
	14.1	Work Program Report (attached)	
	14.1.1	<u>Top Priorities Report Dated September 2020</u>	25 - 25
	14.1.2	<u>Projects List Report Dated September 2020</u>	26 - 26
	14.2	Applications Report Dated September 2020 (attached)	27 - 33
	14.3	Trustee and Local Expense Report Dated July 2020 (attached)	34 - 34
	14.4	Adopted Policies and Standing Resolutions (attached)	35 - 39
	14.5	Local Trust Committee Webpage	
	14.6	Islands Trust Conservancy Report - None	
15.	NEW BUSINESS		
16.	UPCOMING MEETINGS	12:15 PM - 12:25 PM	
	<p>That in accordance with <i>Ministerial Order M192 – Local Government Meetings & Bylaw Process</i> and <i>Province of BC Bill 19 – 2020</i>, North Pender Island Local Trust Committee cannot conduct public in-person meetings at this time because the meeting venues traditionally used have limited access or do not meet the legislated requirements for the protection of the community, trustees and staff; and</p> <p>Therefore in order to meet the principles of openness, transparency, and accessibility, meetings of the North Pender Island Local Trust Committee will be held electronically over the period August 26 to October 31, 2020, will be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.</p>		
	16.1	Next Regular Meeting Scheduled for October 29, 2020 - Electronic Meeting	
17.	TOWN HALL	12:25 PM - 12:40 PM	
18.	CLOSED MEETING		
	None		

19. ADJOURNMENT

12:40 PM - 12:40 PM



North Pender Island Local Trust Committee

Minutes of Regular Meeting

Date: July 30, 2020
Location: Electronic Meeting (Zoom Webinar)

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

Staff Present: Robert Kojima, Regional Planning Manager
Shannon Brayford, Recorder
Maple Hung, Planning Assistant, Host

Public: There were approximately (5) members at the Zoom Electronic Meeting.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:00 a.m. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TRUSTEE REPORT

Trustee McConchie reported meetings with Ministry of Transportation and Infrastructure (MOTI) regarding maintenance and care for the highways. He thanked all of the islanders for wearing their masks when out in public and encouraged them to continue taking care of each other.

Trustee Morrison reported on the work of the Climate Change Working Group. She further reported on the bylaw review work and encouraged the community to continue being careful as they move in and out of other communities.

4. CHAIR'S REPORT

Chair Patrick reported that Trust Council will be held virtually on September 15 and 16.

5. TOWN HALL AND QUESTIONS

Dale Henning requested information regarding the painting of the yellow line on the roadway.

Trustee McConchie reported that MOTI has allocated the work to next year for Pender Island.

Dale Henning requested and received information on how a member of the community can find out about the status of another community member's outstanding bylaw infraction.

Dale Henning requested and received information on the rezoning process for North Pender Island. He further requested clarification on a specific application related to waste transfer.

The Local Trust Committee (LTC) provided an overview of modes for communicating with the committee and providing feedback on issues.

Michael Sketch cautioned the LTC against using conservation subdivision as a tool.

6. COMMUNITY INFORMATION MEETING

None

7. PUBLIC HEARING

None

8. MINUTES

8.1 Local Trust Committee Minutes Dated July 2, 2020

By general consent the Local Trust committee meeting minutes of July 2, 2020 were adopted.

8.2 Section 26 Resolutions-without-meeting Report Dated July 2020

For information

8.3 Advisory Planning Commission Minutes

None

9. BUSINESS ARISING FROM THE MINUTES

9.1 Follow-up Action List Dated July 2020

Trustee Morrison requested and received information on the timeline for delivery of the final report from the groundwater project.

10. DELEGATIONS

None

11. CORRESPONDENCE

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

12. APPLICATIONS AND REFERRALS

12.1 Mayne Island Local Trust Committee Bylaw No. 180 Referral

Regional Planning Manager (RPM) Kojima provided an overview of the referral and answered questions from the LTC.

NP-2020-035

It was Moved and Seconded,

that the North Pender Island Local Trust Committee respond to the referral of Mayne Island Local Trust Committee Bylaw No. 180 with “interests unaffected”.

CARRIED

13. LOCAL TRUST COMMITTEE PROJECTS

13.1 Land Use Bylaw Review

13.1.1 LUB Review Project

RPM Kojima provide an overview of the report and outlined the next steps that could be undertaken by the LTC.

A discussion was held and the following points were raised.

- Landscape screening regulations and opportunities/limitations for requirements.
- Amendments to the OCP Development Permit Areas

A discussion of the regulations that prevent the Advisory Planning Committee from meeting in electronically was held.

NP-2020-036

It was Moved and Seconded,

that the North Pender Island Local Trust Committee request that the Executive Committee write to the Minister addressing the matter of allowing Advisory Planning Commissions to hold electronic meetings.

CARRIED

A discussion was held regarding the holding of an electronic community information meetings and the options available.

By general consent, it was agreed that four separate meetings will be held and that the APC shall have their own agenda line for providing input.

The LTC requested and received information regarding progress on First Nations consultation in general and specifically for foreshore development.

13.1.2 Shoreline Discussion Paper

RPM Kojima provided an overview of the discussion paper’s purpose.

The LTC requested and received information on the following points:

- Limitations to providing a unified shoreline policy across the entire Trust area.
- An explanation of the physical and geographical distinctions, the ownership distinctions, and the jurisdictional distinctions of the different regions of the foreshore.
- The impact of setbacks in the context of property development along the coastline.
- W1 Area and the regulations regarding the construction of docks.
- Opportunities for prescriptive regulations for construction of stairs at the shoreline and limitation of the total area that can be covered by stairs.
- Mapping of sanctuary zones for whales and potentially splitting the W1 zone into two zones that can be regulated distinctly.

A discussion of community consultation options and notification options was held.

14. REPORTS

14.1 Work Program Report

14.1.1 Top Priorities Report Dated July 2020

A discussion of the progress on the projects was held and RPM Kojima provided an overview of next steps.

A discussion was held regarding a project for the development of Coastal Douglas Fir Development Permit guidelines. An overview of work in other Trust areas was provided.

14.1.2 Projects List Report Dated July 2020

A discussion of which items to retain and which items to remove was held.

NP-2020-037

It was Moved and Seconded,

that the North Pender Island Local Trust Committee direct staff to remove items one through seven on the Projects List Report.

CARRIED

14.2 Applications Report Dated July 2020

The LTC requested and received information on the status of current applications.

RPM Kojima provided an overview of the current status of the application on James Island.

Trustee Morrison requested that the record note RPM Kojima's report that MOTI is undertaking direct consultation with First Nations on the James Island application.

The LTC requested and received information on the following

- Camping zoning at Port Browning Marina
- Pender Islands Parks and Recreation Commission's outstanding rezoning applications

14.3 Trustee and Local Expense Report Dated May 2020

Received for information.

14.4 Adopted Policies and Standing Resolutions

Received for information.

14.5 Local Trust Committee Webpage

No comments.

14.6 Islands Trust Conservancy Report Dated July 2020

Received for information.

15. NEW BUSINESS

15.1 Contiguous Forest Mapping in the Islands Trust Area Report

A discussion of the report was held. The following recommendations for improving the project were raised:

- Expansion of the way in which implications for First Nations are addressed.
- Expansion of opportunities for restoration.

16. UPCOMING MEETINGS

16.1 Next Regular Meeting Scheduled for September 10, 2020

By general consent, the LTC agreed that the meeting shall be held electronically.

17. TOWN HALL

Dale Henning addressed the current and proposed driveways for accessing the MacDonald Farm site. He noted a high risk of motor vehicle accidents.

Michael Sketch congratulated the LTC for updating their projects list. He recommended that LTC consider the approach taken in Amsterdam, by which they address affordable housing through the installation of barges on the shoreline. He requested and received information on which staff reviews the LTC minutes prior to their distribution.

18. CLOSED MEETING (Distributed Under Separate Cover)

18.1 Motion to Close Meeting

NP-2020-038

It was Moved and Seconded,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3 s. 90(1)(a)(d)(i) for the purpose of considering:

- Adoption of In-Camera Meeting Minutes Dated February 27, 2020
- Appointment of Agricultural APC Members

AND that the recorder and staff attend the meeting.

CARRIED

18.2 Recall to Order

Chair Patrick recalled the public meeting to order at 12:38 p.m.

18.3 Rise and Report

Chair Patrick will rise and report at the next September 10th, 2020 meeting.

19. ADJOURNMENT

By general consent the meeting was adjourned at 12:38 p.m.

Laura Patrick, Chair

Certified Correct:

Shannon Brayford, Recorder

Follow Up Action Report

North Pender Island

02-Jul-2020

Activity	Responsibility	Dates	Status
1 13.2 STVR Review - staff to report back with potential TUP guidelines for consideration and to update project charter	Kim Stockdill	Target: 26-Aug-2020	Completed
2 15.2 - staff directed to investigate the creation of a First Nations advisory committee	Lisa Wilcox Robert Kojima	Target: 21-Oct-2020	In Progress

30-Jul-2020

Activity	Responsibility	Dates	Status
1 8.1 Minutes of July 2 adopted as presented	Maple Hung	Target: 07-Aug-2020	Completed
2 12.1 Mayne Island LTC bylaw No. 180 - interests unaffected	Jas Chonk	Target: 14-Aug-2020	Completed
3 13.1 Land Use Bylaw Review - staff to schedule 4 electronic CIM for the fall on topic areas, staff to work with trustees to schedule dates in time for Aug 19th Pender Post deadline	Kim Stockdill Robert Kojima	Target: 03-Sep-2020	Completed
4 18.1 In-camera minutes of Feb 27th adopted as presented	Maple Hung	Target: 11-Sep-2020	Completed

Follow Up Action Report

North Pender Island

30-Jul-2020

Activity	Responsibility	Dates	Status
5 18.1 All applicants appointed to the Agricultural Advisory Planning Commission - staff to draft communication to new members in consultation with trustees inviting attendance at electronic AG CIM initially due to meeting restrictions	Jas Chonk Kim Stockdill	Target: 14-Aug-2020	Completed
6 16.1 LTC resolution to hold September 10th meeting electronically	Jas Chonk	Target: 30-Jul-2020	Completed
7 14.1.2 Delete items 1 through 7 from projects list	Robert Kojima	Target: 30-Jul-2020	Completed



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Saturna Island Local Trust Area **Bylaw No.:** 132 **Date:** August 20, 2020

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Saturna Island Local Trust Committee

PURPOSE OF BYLAW:

The intent of the bylaw amendment is to revise the Saturna Island Official Community Plan to include wording in acknowledgement and reconciliation of First Nations place, context and inherent rights.

The proposed amendment is consistent with the reconciliation objectives of the Islands Trust and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP); as well as Bill 41 *Declaration on the Rights of Indigenous Peoples Act (DRIPA)*.

Additional project information and staff reports are available on the Saturna Island First Nations Relationship Building project webpage: <http://www.islandstrust.bc.ca/islands/local-trust-areas/saturna/projects-initiatives/first-nations-relationship-building/>

GENERAL LOCATION:

Saturna Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

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

Name: Brad Smith

BSmith

(Signature)

Title: Island Planner
Contact Info: Tel: 250-405-5194
Email: bsmith@islandstrust.bc.ca

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Provincial Agencies

Ministry of Municipal Affairs & Housing - Planning and Land Use
Management
Ministry of Indigenous Relations and Reconciliation

Adjacent Local Trust Committees and Municipalities

North Pender Island Local Trust Committee
Mayne Island Local Trust Committee
South Pender Island Local Trust Committee

First Nations

BOKEĆEN (Pauquachin) First Nation
MÁLEXEL (Malahat) Nation
Scia'new (Beecher Bay) First Nation
SEMYOME (Semiahmoo) First Nation
SĀAUTW (Tsawout) First Nation
Tsawwassen First Nation
T'Sou-ke Nation
WJOŁEŁP (Tsartlip) First Nation
WSIKEM (Tseycum) First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected by Bylaw

☐ Approval Not Recommended Due to Reason Outlined Below

Saturna Island Local Trust Area

(Island)

132

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 132

A BYLAW TO AMEND SATURNA ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 70, 2000

The Saturna Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2020”.

2. SCHEDULES

Saturna Island Official Community Plan No. 70, 2000 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	9 TH	DAY OF	JULY	2020
PUBLIC HEARING HELD THIS		DAY OF		20
READ A SECOND TIME THIS		DAY OF		20
READ A THIRD TIME THIS		DAY OF		20
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS		DAY OF		20
APPROVED BY THE MINISTER MUNICIPAL AFFAIRS AND HOUSING THIS		DAY OF		20
ADOPTED THIS		DAY OF		20

CHAIR

SECRETARY

**SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 132**

SCHEDULE 1

The Saturna Island Official Community Plan No. 70, 2000, is amended as follows:

1. Schedule A of the Saturna Island Local Trust Committee Bylaw No. 70, cited as, “Saturna Island Official Community Plan Bylaw No. 70, 2000” is amended by inserting the following text immediately below Part A – Introduction and preceding A.1 Review Process for the Plan:

Coast Salish Peoples, including the W̱SÁNEĆ, have lived and resided on or near Saturna Island since time immemorial.

The history of Coast Salish Peoples is sustained in the language, place names, village sites, cultural and sacred sites that encompass the whole of the Islands Trust Area. Coast Salish Peoples have seen and lived the transformation of their lands and waters since contact. This tide of change has greatly impacted the eco-system that sustained them, and the cultural heritage of the first peoples of the Salish Sea. Coast Salish Peoples have and will continue to be a thriving people, government, and community, connected to the lands and waters through spiritual, cultural, and traditional knowledge for generations to come.

The W̱SÁNEĆ Peoples speak a language called SENĆOŦEN, and have a rich and vibrant economic, social, cultural, and spiritual life that is connected to these lands and waters. The lands and waters of the W̱SÁNEĆ Peoples is enriched with history, place names, village sites, cultural sites, and sacred sites and the islands and waters form the basis of their language, culture, and spiritual life within the Salish Sea.

Saturna Island is the location of the S̱ÁUTW (Tsawout) First Nation and W̱SIKEM (Tseycum) First Nation reserve #7. The importance and inherent rights and jurisdiction that this area holds to the W̱SÁNEĆ Peoples continues now and into the future and the stewardship of these lands and waters for their children’s children endures.

DATE OF MEETING: September 10, 2020
TO: North Pender Island Local Trust Committee
FROM: Kim Stockdill, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: NP STVR Review – TUP Guideline Amendments

RECOMMENDATION

1. That the North Pender Island Local Trust Committee request staff to prepare a draft Official Community Plan amendment bylaw for the STVR Review project in accordance with the staff report dated September 10, 2020.

REPORT SUMMARY

The purpose of this report is to provide potential amendments to the Temporary Use Permit (TUP) guidelines for Short Term Vacation Rentals (STVRs) as part of the LTC Top Priority Project – STVR Review.

BACKGROUND

At the July 2, 2020 LTC regular meeting the North Pender Island, the following resolutions were passed:

NP-2020-031

It was Moved and Seconded,
that the North Pender Island Local Trust Committee request that staff identify amendments to the guidelines for Temporary Use Permits for Short Term Vacation Rentals in primary dwellings.

NP-2020-032

It was Moved and Seconded,
that the North Pender Island Local Trust Committee request that staff revise the project charter to reflect the change in approach.

Background information regarding the project and the updated Project Charter can be found on the North Pender Project webpage: <http://www.islandstrust.bc.ca/islands/local-trust-areas/north-pender/projects-initiatives/np-stvr-review-project/>

ANALYSIS

TUP Guideline Amendments:

An online survey and emailed survey to STVR operators with TUPs were conducted in March 2020. The staff report presented at the July 2, 2020 North Pender LTC meeting summarized the comments gathered. The results of consultation indicated that while many felt STVRs bring a number of benefits to the community, there were

also recurring issues – cumulative effects of multiple STVRs in a small area, the circulation of approved permits to neighbours, and concerns with increased noise, traffic and water consumption. The LTC direction to staff is to provide potential amendments to guidelines that would address the identified issues.

The following chart lists current TUP Guidelines along with recommended amendments:

Table 1.0 – Recommended TUP Guideline Amendments

Current TUP Guidelines:	Comments and Recommended Amendments:
6.4.1 For the purpose of a temporary use permit, “short term vacation rental” means the use of a dwelling or cottage as temporary commercial accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier.	No change.
6.4.2 The Local Trust Committee may consider issuance of a short term vacation rental permit provided the proposal would not alter the residential appearance of the residence.	No change.
6.4.3 The Local Trust Committee should consider the cumulative effects on the neighbourhood and Island of all the temporary use permits issued for short term vacation rentals.	This guideline has proved challenging to implement in a case-by-case basis. Recommendation is to amend the guideline to specify that no more than 2 STVR TUPs within a 100 metre radius.
6.4.4 The landowner should demonstrate an adequate supply of water and septic capacity for the duration of the proposed use. A pump test or other report may be requested in the application process. Where there is inadequate groundwater, a rainwater cistern may be required as a condition of the permit. If the lot is served by a community water system, the application should be referred to the water system for information.	To date, almost all applications have been within the Magic Lake water system. The proposal is to amend this provision to have two guidelines in order to distinguish requirements for properties that are serviced by a private well versus a community water system. -Private well requirements: must demonstrate well has adequate quality and quantity of water for STVR use. A pump test, professional report, or rainwater system may be a condition of the permit. -Community Water System: referral to community water system is required. -Add a guideline that STVR TUPs should not be issued within the Trincomali Improvement District.
6.4.5 The landowner should demonstrate that the property is able to accommodate off-street parking for a minimum of two vehicles.	No change.
6.4.6 If the proposal is located on a property identified as containing a sensitive ecosystem, the permit should require that the landowner provide information for guests indicating	No change.

the location of the sensitive areas, and information on how to avoid impacting the sensitive features.	
6.4.7 The Permit should restrict advertising to one unilluminated sign, with a maximum area of 0.6 m ² .	No change.
6.4.8 The permit should require that the owner or other contact be available on North or South Pender Island by telephone 24 hours/day, seven days per week.	Add that the name and contact number of property owner and/or the on island contact person must be provided to guests upon arrival.
6.4.9 The permit should require the owner or manager provide neighbours within a 200 metre radius of the vacation rental with the owner or manager's phone number, and a copy of the temporary use permit.	This have proved a challenge, recommendation is to change the radius to 100 metres. This would be consistent to the legislative requirement of 100 metres for TUP notification and applicants be provided with map of properties that received TUP notice.
6.4.10 The permit should require the landowner post the following information for guests: a) remind guests that the property is located in a residential area; b) information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care and control of pets (if pets are permitted); c) emergency service contact information, and to provide a means for contacting them;	Change 'c' so it reads: "emergency services contact information, and to provide a means for contacting them if property is located in an area with no cellular reception." Add an additional guideline that the landowner must provide name and contact number of property owner and/or the on island contact person who is available by telephone 24 hours/day, seven days/week.
6.4.11 The Local Trust Committee may consider issuing a permit to operate a short term vacation rental in an accessory building if the total floor area of all buildings on the property do not exceed 185 m ² , and if the building has received an occupancy permit for residential use under the BC Building Code.	Recommending removing this guideline. Accessory buildings should not be used for human habitation as stated in Subsection 3.4.1 of the North Pender Land Use Bylaw. Once an accessory building has been converted to residential occupancy it is unlikely to be converted back to accessory occupancy
6.4.12 In addition to any other conditions the LTC may consider appropriate, in some situations the permit may: a) Limit the number of bedrooms that can be used for short term vacation rentals; b) require mitigating measures to address neighbours' concerns, such as retention of existing screening and fencing, or installation of additional screening; c) require the landowner/operator to post contact information and permit information at the entrance to the property; d) prohibit camping or occupancy of RVs on the property; e) prohibit the rental or provision of motorized personal watercraft; f) prohibit watercraft that has been brought from off island to	Some of the more contentious TUP applications in Magic Lake estates have been for larger dwellings that can accommodate a significant number of guests. The recommendation is to amend this guideline to: - Add guideline that the permit should restrict the maximum number of guests to 6 on smaller lots. - Add a guideline that TUPs should not be considered for larger

be used on Magic Lake or Buck Lake; g) prohibit outdoor fires; and h) establish the dates during which the use may occur.	dwelling on smaller lots or in small lot neighbourhoods.
6.4.13 A temporary use permit for a short term vacation rental on a parcel in the Agricultural Land Reserve may require the approval of the Agriculture Land Commission prior to the permit being issued.”	No change.
6.4.14 A temporary use permit may not be issued for a short term vacation rental within a secondary suite.	No change.
Proposed new guideline	<p>One of the issues for neighbours, and for staff and the LTC, has been STVRs where the owners are absentee and have little or no presence in the neighbourhood, in contrast to properties where owners make regular use of the lot themselves.</p> <p>Recommended new guideline would be to:</p> <ul style="list-style-type: none"> - Add a general guideline stating that TUPs should not be considered for dwellings that are not also used by the owners and relevant conditions may be included in the permit.

Staff are of the opinion that the most effective and efficient way to reduce traffic, noise and water consumption is to restrict the maximum number of guests staying at STVRs. As seen in Section 6.4.12 in the table above, staff are recommending adding a guideline that would restrict the maximum number of guests to 6 and would provide a guideline that TUPs for STVRs in larger dwellings, particularly in small lot neighbourhoods, not be considered. Given the diversity in lot sizes, a specific maximum floor area is not being included, although that may be a consideration as the draft bylaw proceeds.

Limiting the number of days or weeks per year a STVR may operate could also contribute to a reduction of traffic, noise and water consumption but comes with a number of issues. With current enforcement staffing it would be difficult to monitor and enforce the number of weeks all STVRs are in use within a calendar year. Due to these constraints, staff are not recommending adding a guideline to specifically limit the number of weeks of STVR use for all TUPs. Rather, staff are recommending that the LTC consider a more general guideline that TUPs should not be considered for applications where the dwelling is not used at all by the owners and that conditions may be included in TUPs on a case by case basis.

It should be noted that the North Pender LTC has the discretion to approve a TUP even though it does not comply with all the TUP guidelines. For example, if an applicant wishes to apply for a STVR TUP with a maximum number of 10 guests and provides a strong rationale, the LTC could approve a TUP permitting more than 6 guests.

Consultation

As the project would involve an OCP amendment, the LTC is required by the *Local Government Act* to consider opportunities for consultation with persons, organizations and authorities it considers will be affected. Staff have identified the following agencies and First Nations for referrals:

- Capital Regional District – Building Inspection
- Capital Regional District - Magic Lake Water and Sewer Committee
- Ministry of Municipal Affairs & Housing
- BC Assessment Authority
- Mayne Island Local Trust Committee
- Saturna Island Local Trust Committee
- South Pender Island Local Trust Committee
- Salt Spring Island Local Trust Committee
- Islands Trust – Bylaw Enforcement
- Razor Point Improvement District
- Trincomali Water Improvement District
- Cowichan Tribes
- Halalt First Nation
- Lake Cowichan First Nation
- Lyackson First Nation
- Malahat First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation

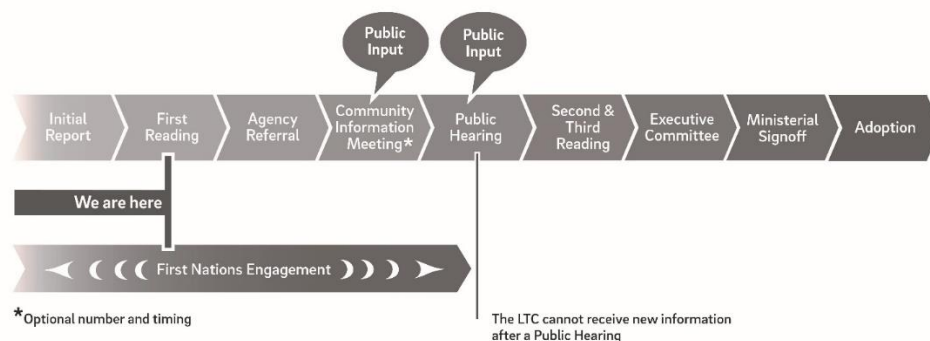
The LTC should consider if it wishes to undertake additional consultation than identified above and direct staff accordingly.

Timeline

The [project charter](#) provides the timeline for the project, but generally the process for OCP amendments are as follows:

- LTC gives direction to staff to draft bylaws;
- LTC gives first reading;
- Bylaw referrals sent, with comments to be received prior to Public Hearing;
- Community Information Meeting and Public Hearing held;
- LTC gives direction for second and third reading;
- Proposed bylaw referred to Executive Committee and the Minister of Municipal Affairs & Housing for approval; and
- LTC gives final reading and adopts bylaw.

Once the draft bylaws are prepared, the following graphic outlines the process



Islands Trust Policy Statement:

An Islands Trust Policy Statement checklist will be provided with a subsequent staff report once direction has been given to draft an amendment bylaw.

Rationale for Recommendation

The consultation completed to date demonstrates that Short Term Vacation Rentals are generally supported on North Pender although some issues have been raised. In order to mitigate those issues, staff recommend amending the OCP TUP guidelines in order to address concerns, particularly to reduce traffic, noise and water consumption issues.

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 staff to provide further information on...

2. Direction to draft bylaw with additional amendments

The LTC may wish to proceed with drafting an OCP amendment bylaw but with additional amendments not stated in this report. Recommended wording for the resolution is as follows:

That the North Pender Island Local Trust Committee request staff to prepare a draft Official Community Plan amendment bylaw for the STVR Review project in accordance with the staff report dated September 10, 2020 and include the following additional amendments:...

3. Proceed no further

The LTC may choose to make no changes to STVR TUP guidelines. The project will be considered complete.

NEXT STEPS

Staff will draft an OCP amendment bylaw to amend the TUP section of the OCP based on the recommendations found in Table 1.0 and present it at the next LTC meeting in order for the LTC to consider first reading of the bylaw. A bylaw referral will be sent out after first reading.

Submitted By:	Kim Stockdill Island Planner	September 1, 2020
Concurrence:	Robert Kojima, Regional Planning Manager	September 2, 2020



August 27, 2020

TO: North Pender Island Local Trust Committee

FROM: William Shulba, P.Geo
Local Planning Services

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: Update on Southern Gulf Islands Groundwater Sustainability Strategy

PURPOSE

The purpose of this memorandum is to update the participating Local Trust Committees (LTC) on the *Southern Gulf Islands Groundwater Sustainability Strategy Project (Project)*.

BACKGROUND

The purpose of the *Project* is to identify evidence-based adaptation measures to protect aquifers and preserve groundwater dependent communities and ecosystems in a changing climate. With vulnerabilities of seasonal precipitation changes, evapotranspiration forcing, recharge alterations, and saltwater intrusion, groundwater resources are a metric of climate change. Protection of aquifer recharge areas is identified in the Policy Statement and this project advances that commitment.

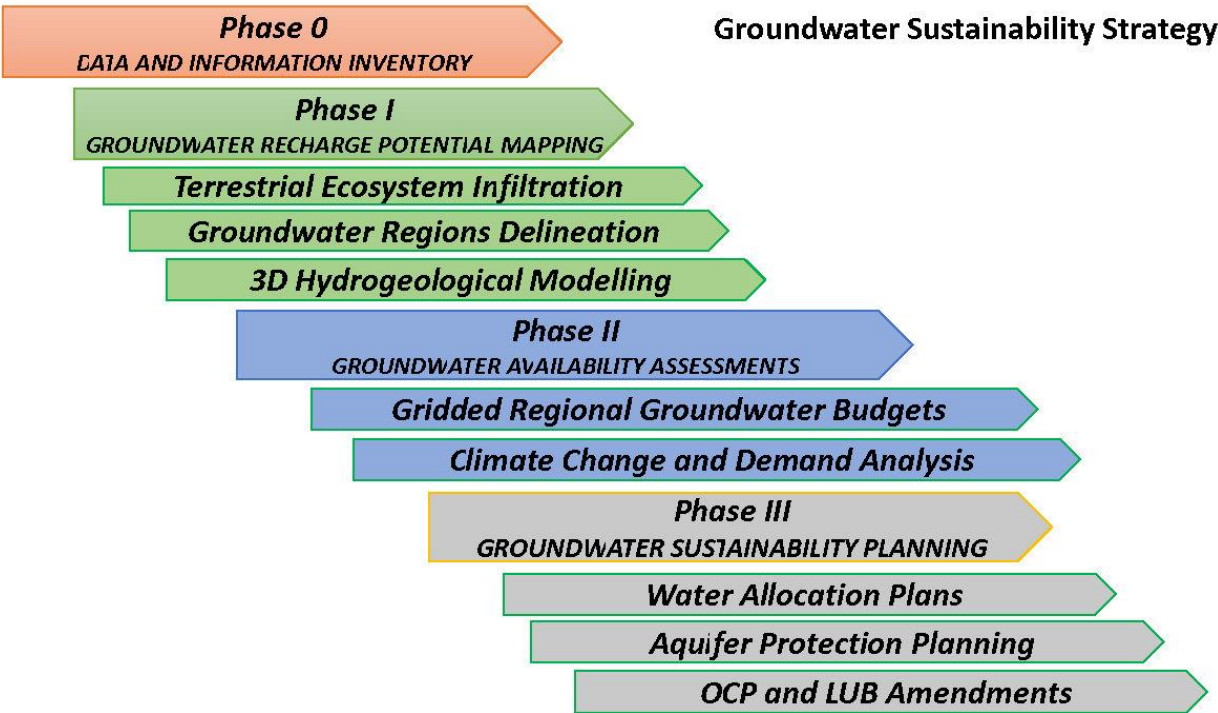
Groundwater is a unique amenity supporting ecosystem health and overall hydrological function of watersheds. Southern Gulf Island Local Trust Committees have identified groundwater resources as a priority in their Official Community Plans and as part of land-use applications over the past decades. In March 2019 the Islands Trust Council declared a climate emergency in the Islands Trust Area, directing staff to include a central focus on equitable climate change mitigation, adaptation, and resilience into strategic planning. Actions with respect to an ecosystem vulnerability approach to groundwater sustainability strategy have been recommended by previous researchers, and the Province of BC supports deep collaboration in groundwater focused projects at the Local Government level, expressing interest as an external partner in this sustainability strategy.

The Southern Gulf Islands Groundwater Sustainability Strategy is a project of the Galiano, Mayne, North Pender, Saturna, South Pender local trust committees. Each LTC endorsed a master project charter that included several phases. The project was awarded to GW Solutions in November, 2019 with project work commencing in December 2019 with preliminary deliverables provided throughout fiscal year 2019/2020 with primary research offered by Senior Freshwater Specialist including but not limited to terrestrial ecosystem infiltration mapping.

In May 2020 the Local Planning Committee endorsed a project charter for the *Trust Council Freshwater Sustainability Strategy*, a strategic priority project with focused analysis of where Islands Trust currently is with addressing freshwater priority, where scientific and policy gaps exist, challenges to be addressed and opportunities to move forward for long-term freshwater sustainability strategies. Groundwater sustainability projects have been ongoing in Islands Trust since 2018 with major projects occurring throughout the Islands Trust Area at different times under different LTC top priorities. It is a goal of the *Trust Council Freshwater Sustainability Strategy* to harmonize the efforts of the groundwater-focused projects into a cohesive and progressive framework for the organization. It is anticipated that sustainability strategy planning will embrace, rather than deviate, from the phased approach used in the Southern Gulf Islands Groundwater Sustainability Strategy.

In July 2020, Islands Trust received peer reviews of the Gulf Islands recharge potential methodology from the Hornby Water Stewardship, Salt Spring Island Watershed Protection Alliance, Provincial Hydrogeologists, Dr. Diana Allen of Simon Fraser University, and Dr. John Cox of Mount Royal University. Those peer reviews were favourable of the current methodologies with supporting statements in principle with commentary, concerns, and recommendations on details of certain methods.

Forthcoming contracted professional reviews of the recharge methodology and groundwater budget assessment will be submitted by Mr. Allan Daikin P.Eng, Mr. Allan Kohut P.Eng, Mr. Mike Wei P.Eng, Western Water Associates, and Dr. James Henderson P.Geo in the fall of 2020. These reviews will be considered and implemented in as part of this project.



ANTICIPATED TIMELINES FOR THE PROJECT

The project is currently underway in the review phase. Here is a timeline of past and future events for the project.

Project Initialization Report	February 28, 2019
Master Project Charter	July 2, 2019
Request for Proposal	October 10, 2019
Contract Awarded	November, 2019
Project Deliverables	March, 2020
Updated Draft Report	May, 2020
Peer (Volunteer) Reviews	June – July 2020
Professional (Contracted) Reviews	August – October 2020
Deliverables Finalization	October – November 2020
Final Staff Report	December 2020 (depending on the nature of review)

Top Priorities Report

North Pender Island

1. STVR review

to review the policies, regulations and impacts of STVRs

Responsible

Narrisa Chadwick

Dates

Rec'd: 05-Sep-2019
Target: 01-Jul-2021

2. Climate Change Adaptation, Mitigation and Resilience

Phase 1: Groundwater Sustainability Mapping Project (2019-2020)

Phase 2: Sea level rise adaptation (2020-21)

Responsible

William Shulba

Dates

Rec'd: 29-Nov-2018
Target: 31-Mar-2020

3. LUB Review

To consider potential LUB amendments to implement OCP policies, and to make technical amendments

Responsible

Kim Stockdill
Robert Kojima

Dates

Rec'd: 07-Nov-2019
Target: 01-Jan-2022

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. *Soil Removal and Deposit Bylaw*

Responsible

Date Received

To investigate adopting a soil removal and deposit bylaw

02-Jul-2020



Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
NP-ALR-2019.1	Burdett, Anne	15-Nov-2019	Application for Inclusion/Exclusion of land in the Agricultural Land Reserve

Planner: Phil Testemale

Planning Status

Status Date: 04-Aug-2020

correspondence to applicant requesting all information by October 8th or staff will be recommending to LTC to not proceed

Status Date: 05-Feb-2020

Contact from Madrone Environmental re: Agrology report. Extended deadline to April 7, 2020. Other requirements for application completed/underway.

Status Date: 07-Jan-2020

Letter sent to applicant as application incomplete. Request information within 60 days.

Development Permit

File Number	Applicant Name	Date Received	Purpose
NP-DP-2018.5	PICSS c/o HARDAL MANAGEMENT INC	23-May-2018	Application for development permit for a building in a form and character DPA

Planner: Phil Testemale

Planning Status

Status Date: 13-May-2020

Nu to Yu - File on hold awaiting building and landscaping plans from applicant. x- ref to NP-RZ-2016.4 and NP-SUB-2017.3

Status Date: 06-Jun-2018

Issued receipt for cheque, pink copy to Finance and original scanned with cheque for e-files; emailed scanned receipt and cheque to Applicant, mailed original; added hard copy to application folder.

Status Date: 04-Jun-2018

Received from Applicant cheque for application fee by post mail.



Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
NP-DP-2020.2	Hsu, Henry	21-Jul-2020	4707 Buccaneers Road - application to remove existing manufactured home and demolish concrete pad. Replace with new concrete foundation and single detached house. Joint DP and DVP application.

Planner: Phil Testemale

Planning Status

Status Date: 06-Aug-2020

E-mailed applicant for information on timing and other buildings and structures

Status Date: 06-Aug-2020

October 29, 2020 Agenda target

Status Date: 28-Jul-2020

Fees received, LTC notified.

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
NP-DVP-2020.4	Hsu, Henry	21-Jul-2020	4707 Buccaneers Road - Development Variance Permit to remove existing manufactured home and demolish concrete pad. Replace with new concrete foundation and single detached house. Joint DP and DVP application.

Planner: Phil Testemale

Planning Status

Status Date: 06-Aug-2020

E-mailed applicant for information on timing and other buildings and structures

Status Date: 06-Aug-2020

October 29, 2020 agenda target

Status Date: 28-Jul-2020

Fees received, sent to LTC, planner to be assigned. Given to Planner.



Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
NP-DVP-2020.5	HOYLAND, Steve & BROWN, Jessie	16-Jul-2020	6604 Razor Point Rd. - Combined DVP and DP application for foreshore deck.
Planner: Phil Testemale			
Planning Status			
<u>Status Date:</u> 03-Aug-2020			
DP also required, DP Application pending			
<u>Status Date:</u> 30-Jul-2020			
PTA created file, LTC notified, fees paid.			

Rezoning

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2016.1	Mainroad South Island Contracting	11-Jan-2016	3323 PORT WASHINGTON RD
To change from a TUP to permanent zoning for works yard.			
Planner: Phil Testemale			
Planning Status			
<u>Status Date:</u> 11-Aug-2020			
Requested schedule from applicants on outstanding requirements.			
<u>Status Date:</u> 12-Jun-2020			
Met with applicants to discuss options. Applicants undertaking work for outstanding conditions prior to bringing forward.			
<u>Status Date:</u> 13-May-2020			
E-mailed applicant to update on OCP Implementation and to request response on options provided in March.			



Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2018.3	TIM HALL PENDER ISLAND PARKS & RECREATION COMMISSION	05-Jul-2018	Application for rezoning of portion of Danny Martin Park from 'Community Service' to 'Community Park'
Planner: Phil Testemale			
Planning Status			
Status Date: 22-Jul-2020 E-mailed Justine Starke at CRD to liaise with PIPRC. Propose closing and adding amendments for CP to OCP Implementation project.			
Status Date: 21-Jan-2020 Planner will contact PIPRC about proceeding with application as is.			
Status Date: 23-Oct-2019 E-mail to Justine Starke, CRD requesting update and advice on proceeding			

Subdivision

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2008.9	Jl Properties Inc	21-Oct-2008	James Island - To create 83 lots
Planner: Phil Testemale			
Planning Status			
Status Date: 29-Jul-2020 Islands Trust informed that PAO consulting with Tsawout			
Status Date: 16-Jul-2020 Applicants have received a PLA from MoTI for 79 lots (76 residential and 3 commercial). Conditions for s. 219 covenants.			
Status Date: 10-Jul-2020 Revised layout plan response to MoTI.			



Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2012.4	Edgewood Estates c/o Graham Ross	29-Nov-2012	2218 CLAM BAY RD: referral of a bare land strata subdivision application for 11 lots, including remainder

Planner: Phil Testemale

Planning Status

Status Date: 02-Jul-2020

Access road construction plans submitted for information.

Status Date: 13-Sep-2019

PLA Extension request rec'd. Reply with no objections.

Status Date: 17-May-2019

strata access route layout and standards approved by MoTI and PAO

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2016.2	PORT BROWNING MARINA RESORT	06-Jun-2016	4605 and 4602 OAK Rd: referral of a boundary adjustment subdivision application

Planner: Phil Testemale

Planning Status

Status Date: 11-Aug-2020

Applicants will be applying for a DP as a condition of the subdivision approval.

Status Date: 16-Jul-2020

Unlawful dwelling now removed. Applicants proceeding with PLA conditions

Status Date: 15-Jul-2020

Respond to 180 day PLA - no objections.



Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2017.3	Jim Petrie	19-Dec-2017	Referral of a subdivision application for 2 lots

Planner: Phil Testemale

Planning Status

Status Date: 05-Aug-2020

Drainage report submitted and reviewed. Request certification ref. sub regs (4.6.9)

Status Date: 03-Mar-2020

Potable water report compliant with bylaw requirements. Applicant working on remaining conditions precedent of subdivision

Status Date: 07-Feb-2020

Hydrology report received and being reviewed. Comments back to Western Water awaiting final report.

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
NP-TUP-2020.2	Lovatt, Marlee	11-Aug-2020	4703 Scarff Road - Renewal application for a temporary use permit for a short term vacation rental.

Planner: Phil Testemale

Planning Status

Status Date: 02-Sep-2020

Payment received, notified LTC, given to Planner

Status Date: 13-Aug-2020

PTA created file - waiting on fees from applicant.



Applications

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
NP-TUP-2020.3	VERMEEREN, Bryan and Lori	10-Aug-2020	3812 Cutlass Court - Application to renew a Temporary Use Permit for a short term vacation rental.
Planner: Phil Testemale			
Planning Status			
Status Date: 19-Aug-2020			
Fees received, sent to LTC, assigned to Planner			
Status Date: 17-Aug-2020			
PTA created file, waiting on fees.			

File Number	Applicant Name	Date Received	Purpose
NP-TUP-2020.4	Ganasi, Joshua	27-Aug-2020	3745 Privateers Road - TUP Renewal application for a Short Term Vacation Rental.
Planner: Phil Testemale			
Planning Status			
Status Date: 01-Sep-2020			
Fees received, given to planner, LTC notified.			
Status Date: 27-Aug-2020			
PTA created file, waiting on fees.			

Islands Trust
LTC EXP SUMMARY REPORT F2021
Invoices posted to Month ending July 2020

650 North Pender	Invoices posted to Month ending July 2020	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-650	LTC "Trustee Expenses"	755.00	0.00	755.00
LTC Local				
65200-650	LTC - Local Exp - LTC Meeting Expenses	2,703.00	920.10	1,782.90
65210-650	LTC - Local Exp - APC Meeting Expenses	258.00	57.14	200.86
65220-650	LTC - Local Exp - Communications	250.00	0.00	250.00
65230-650	LTC - Local Exp - Special Projects	294.00	0.00	294.00
TOTAL LTC Local Expense		<u>3,505.00</u>	<u>977.24</u>	<u>2,527.76</u>
Projects				
73001-650-2006	North Pender OCP/LUB	4,000.00	0.00	4,000.00
73001-650-4108	North Pender Short Term Vacation Rental (STVR) Review	4,000.00	0.00	4,000.00
TOTAL Project Expenses		<u>8,000.00</u>	<u>0.00</u>	<u>8,000.00</u>

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2020-026 (Standing) that the North Pender Local Trust Committee direct bylaw enforcement to not enforce on restaurants or liquor primary establishments setting up temporary structures within their respective lots contrary to parking regulations and existing development permits while Covid-19 restrictions limiting seating capacity and occupancy are in place and subject establishments receiving required provincial approvals such as from the Liquor and Cannabis Regulation Branch and establishments following relevant provincial protocols.	Carried	21-May-2020
2020-012 (Standing) That the North Pender Island Local Trust Committee has no objection to Liquor and Cannabis Regulation Branch issuance of Temporary Expanded Service Area Authorizations for liquor primary and manufacturer licensees within the North Pender Island Local Trust Area.	Carried	19-Jun-2020
2020-011 (Standing) That given the COVID-19 pandemic and the declaration of a state of emergency throughout the Province of British Columbia, the North Pender Island Local Trust Committee directs that bylaw enforcement action be deferred in the following circumstances: <ol style="list-style-type: none"> 1. A commercial use operating in a residential zones, provided that the use: <ol style="list-style-type: none"> a. was lawfully operating within the local trust area prior to the declaration of the state of emergency; b. has been forced to vacate lawfully zoned premises as the result of COVID-19 related orders, guidance or effects; c. is currently operating from premises where the principal residence of the owner or operator of the commercial use is located; d. is complying with the home business regulations (Section 3.5) of the Land Use Bylaw other than: <ol style="list-style-type: none"> i. being a prohibited use under subsection 3.5.3 and; ii. may be conducted outside of a permitted building (subsection 3.5.1), provided it is not operated within a setback area; and e. is complying with health or provincial requirements. 2. Upon the lifting of the state of emergency, deferred enforcement action may be commenced, but owners or operators should be provided with a reasonable time to comply. 	Carried	04-Jun-2020

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2020-010 (Standing)	Carried	30-Jan-2020
<p>that the North Pender Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications:</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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.</p>		
2019-074 (Standing)	Carried	04-Jul-2019
<p>that the North Pender Island Local Trust Committee adopt the model cell tower strategy for future review and consideration of proposals.</p>		



Standing Resolutions Log

North Pender Island

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



Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2019-016 (Standing) that the North Pender Island Local Trust Committee directs bylaw enforcement officers to commence bylaw investigations and enforcement without written complaint if bylaw violations related to disposal or storage of waste or recyclable materials or storage of vehicles or vehicle parts are observed by the bylaw enforcement officer while doing inspections for other issues or if it is reliably reported to the officer that such activity may be taking place.	Carried	31-Jan-2019
2018-070 (Standing) 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.	Carried	06-Sep-2018
2011-050 (Standing) It was Moved and Seconded that the North Pender Island Local Trust Committee direct staff that they will adopt In Camera minutes when there are other reasons to close a meeting to the public.	Carried	28-Apr-2011
2007-146 (Standing) THAT where a Liquor Control and Licensing Branch Special Occasion License referral relates to property on which North Pender Island Land Use Bylaw No. 103 permits public assembly uses, such as restaurants, community halls or church halls, and there are no issues related to parking or past complaints, staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.	Carried	30-Aug-2007

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2006-080 (Standing)	Carried	25-May-2006
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.		
2005-005 (Standing)	Carried	27-Jan-2005
The LTC will appoint Advisory Planning Commission members as representative of various local areas on North Pender and/or representative of various community organizations		