



ADOPTED

North Pender Island Local Trust Committee

Minutes of Regular Meeting

Date: May 26, 2023
Location: Anglican Parish Hall
4703 Canal Road, RR#1, North Pender Island BC

Members Present: David Maude, Chair
Aaron Campbell, Local Trustee
Deb Morrison, Local Trustee

Staff Present: Brad Smith, Island Planner
Pat Todd, Recorder

Others Present: There were seven (7) members of the public present.

1. CALL TO ORDER

Chair Maude called the meeting to order at 10:01 a.m. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. TRUSTEE REPORT

Trustee Morrison expressed appreciation to everyone who contacted her regarding concerns/issues. Encouraged involvement with National Parks Visitor Strategy meetings. Emphasized the importance of people to share information at the upcoming June meeting. Acknowledged Chair Maude's efforts in a difficult meeting regarding Bylaws and spoke to the importance of engaging with First Nations.

Trustee Campbell reported last two weeks rather quiet. Regarding Bylaw review: thanks to Chair Maude, Planner Stockdill and community - a lot of positive and negative feedback. Suggestion is to examine housing as a project.

4. CHAIR'S REPORT

Chair Maude spoke to the Official Community Plan (OCP) proposed updates. Appreciation for ensuring due diligence completed. First Nations referral brought a lot of important information back to North Pender. Proper documentation is in place to pass Bylaws.

5. ELECTORAL AREA DIRECTOR'S REPORT

Rob Fenton (Director Brent's alternate) gave Director Brent's regrets – he is in a meeting regarding housing. Capital Regional District (CRD) is looking for available funding from governments – pursuing subsidy for secondary suites, etc. Detailed the 4 A's: Acceptable: connected to services; Affordable: critical; Alternate housing; e.g. tiny homes; and Available. CRD looking to work with LTC towards solutions.

Invitation for Director Brent to attend June meeting – listen to the community and work with LTC on housing.

6. TOWN HALL AND QUESTIONS

Speaker: questioned NPLTC accessing Housing Accelerator Fund. Salt Spring Island is on board and Mayne Island as well. Got zoning for secondary suites.

Planner Smith detailed there is a lot of work to do within the community and the application closure date was too close. Islands Trust (IT) is working on a tool kit – collecting everything that has been accomplished and working to prepare for future funding projects/applications.

MaryBeth Rondeau: important to develop a housing action plan – be focused.

Chair Maude stated funding announced with a short time line and need to be 100% prepared.

Planner Smith spoke to effectiveness of focusing on Salt Spring Island and Mayne Island at this time.

Trustee Morrison: volume of information being requested. Looking at total Trust area and then focusing on specific communities is a good option. Continue to pursue what NPLTC needs to do.

7. COMMUNITY INFORMATION MEETING – None

8. PUBLIC HEARING – None

9. MINUTES

9.1 Local Trust Committee Minutes Dated May 5, 2023

By general consent, the Local Trust Committee meeting minutes of May 5, 2023 were adopted.

9.2 Section 26 Resolutions-without-meeting Report - None

9.3 Advisory Planning Commission Minutes – None

10. BUSINESS ARISING FROM THE MINUTES

10.1 Follow-up Action List Dated May 2023

Trustees expressed appreciation for update.

11. DELEGATIONS

12. CORRESPONDENCE

- 12.1 Various Correspondence re North Pender Forestry Concerns – A total of 8 pieces of public correspondence have been received and provided to the LTC as a combined file.**

13. APPLICATIONS AND REFERRALS

13.1 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 530

NP-2023-068

It was Moved and Seconded,

that the North Pender Local Trust interests are not affected by Salt Spring Island Local Trust Committee proposed Bylaw No. 530.

CARRIED

Policy regarding this type of referral needs to be reviewed by Trust Council.

13.2 NP-TUP-2022.5 (Sketch)

Planner Smith reviewed the staff report. Decision had been deferred in March. IT has received some additional correspondence mostly opposed to application. Applicant's submitted plan for cease of use was unclear as to what actions would be taken and when.

Applicant referred to a letter sent this morning to NPLTC. Added would make application for a Building Permit if financially able but not able to at this time.

Discussion:

- Purpose of temporary permit: move to rezoning or cease use except as Short Term Vacation Rental (STVR)
- Review of all concerns: some personal vs. actual issues
- Acknowledgement of existing housing issues
- Trustee Campbell - Would support for 3 years and review within current LTC term
- Need for an exit strategy
- Minimal community support of application
- Containers may not be only issue
- Question of a compromise
- Use of TUP to breach OCP
- Housing issue: "stand down" on living in trailers
- Site specific
- Sympathetic to situation however there is strong opposition to site
- Amend OCP- less regulation regarding housing
- Two applications had been submitted to rezone – both unsupported
- Could stipulate in TUP that all materials be removed at end of term
- Housing issue will not resolve in 3 years

- Need to increase flexibility
- Could use sites zoned for storage – better move by community standards
- Enforcement could be deferred through a motion
- Unique situation with no clear resolution
- Chair in support of staff recommendation – suggest bylaw enforcement update at next meeting

NP-2023-069

It was Moved and Seconded,

that the North Pender Island Local Trust Committee not approve issuance of Temporary Use Permit application NP-TUP-2022.5 (Sketch).

CARRIED 2/1 Trustee Campbell

NP-2023-070

It was Moved and Seconded,

that the North Pender Local Trust Committee direct Bylaw enforcement staff to initiate a compliance agreement with Mr. Sketch and provide an update July 28, 2023 Local Trust Committee meeting.

CARRIED

13.3 NP-DVP-2023.2 and NP-DP-2023.1 (Ensing)

Planner Smith reviewed staff report. Biologist report included stating development is reasonable. One letter received with concerns regarding habitat impact and sight lines; a number of letters in support. Explained that a Development Variance Permit (DVP) allows more discretion with approval while a Development Permit (DP) gives less discretion so LTC should start with that decision.

Applicant: efforts to make house more comfortable, safe and efficient. Development of proposed structure is in line with biologist's recommendations. It is a unique property and there has been consultation with neighbours. Owners planting trees to minimize impact.

Discussion

- Tricky lot – appreciate what has been proposed
- Least impact
- Bylaws dictate height allowances
- Least impactful rebuild as it largely uses existing footprint for house

NP-2023-071

It was Moved and Seconded,

That the North Pender Island Local Trust Committee approve issuance of Development Permit NP-DP-2023.1(Ensing).

CARRIED

NP-2023-072

It was Moved and Seconded,

That the North Pender Island Local Trust Committee approve issuance of Development Variance Permit NP-DVP-2023.2 (Ensing).

CARRIED

Applicant expressed appreciation to all for work completed.

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 North Pender LUB Review Project – Bylaw No. 224

NP-2023-073

It was Moved and Seconded,

That the North Pender Island Local Trust Committee proposed Bylaw No. 224, cited as “North Pender Island Land Use Bylaw No. 224, 2022” be adopted.

CARRIED

Appreciation expressed for efforts to date – can move forward.

15. REPORTS

15.1 Work Program Report

15.1.1 Active Projects Report Dated May 2023 – received for information

15.1.2 Future Projects Report Dated May 2023 – received for information

15.1.3 List of Potential LTC Major Projects

Planner Smith discussed options for projects. There is a Trust wide focus on housing. Could begin with a Minor Project to develop Terms of Reference then go on to a Major Project to address implementation.

Discussion

- Major Project involves a budgetary request
- Housing – business case for next year
- Minor Project - proposed update to raptor nest mapping
- Question of updating Development Permit Areas (DPA)
- Data is in hand for potential Minor Project and could schedule amendments to OCP to update maps
- 6 months minimum if data available: could initiate Project Charter – update staff report – First and Second Reading – public hearing and community information meeting
- Structural issue with Trust-dilemma on how projects are framed
- Important to get raptor nest information updated in schedules
- Could do groundwater education without staff time

- Integrate into conversations regarding housing
- Housing as a Major Project would include groundwater availability in discussions

NP-2023-074

It was Moved and Seconded,

that the North Pender Island Local Trust Committee establish housing as a Major Project and direct staff to develop a draft Project Charter and Business Plan for July 28, 2023 Local Trust Committee meeting.

CARRIED

NP-2023-075

It was Moved and Seconded,

that the North Pender Island Local Trust Committee defer Groundwater Education with landowners as a Minor Project and establish updating Raptors Nesting Mapping as a priority Minor Project.

CARRIED

Discussion

- Groundwater will be critical factor for consideration with Housing Project
- Trust Council Regional Planning needs to consider how to construct learning efforts broadly across Trust area – Trust wide requirement

15.2 Applications Report Dated May 2023

Question raised regarding concrete plant.

Planner Smith: not a renewal but a request for new permit. Notification required which couldn't be completed within time frame. Will be brought to July 28th meeting. Consideration being given to rezoning with use of a TUP while rezoning application in progress.

Question regarding STVR 2023.4 TUP.

Staff reported issue resolved.

15.3 Trustee and Local Expense Report Dated March 2023 – received for information

15.4 Adopted Policies and Standing Resolutions – received for information

15.5 Local Trust Committee Webpage – to update upon close of meeting

15.6 Islands Trust Conservancy Report – None

16. NEW BUSINESS

16.1 Discussion of Trustee Communication

Discussion

- Consideration of a monthly practice to share notes, links, upcoming meetings/events across Trust
- Better communication with community
- Email could then be forwarded to community networks
- “What’s Happening” for next 6 week period
- Staff recommended: email to Staff with a specific ask and how best to address
- Better co-ordination needed at Trust level for these communications
- Collective interest

17. UPCOMING MEETINGS

17.1 Next Regular Meeting Scheduled for July 28, 2023 at the St. Peter's Anglican Hall, Pender Island

Planner Smith addressed previous discussion as to meeting with Realtors, Fire Department, CRD regarding information package for new homeowners. Could include in a CIM at July 28th meeting – hear community issues/concerns/thoughts.

Discussed including these agencies in Special Meeting being held June 24th. Agenda includes groundwater and Forestry DV - looking for community direction/input.

Trustee Morrison will invite identified agencies to meeting.

18. TOWN HALL

Speaker – Groundwater Recharge Project: issue as to salt water intrusion – very little information available. Province mandates capping well if salt water present. Importance of interconnectivity of groundwater and housing.

Discussion

- understanding and knowledge better improves appreciation vs. policies and regulations
- more information to applicants - better understanding in context of impact on community
- regulations are meaningful and appropriate
- information critical
- resource of IT Groundwater Specialist important

Speaker – request for clarification regarding LUB – attached schedules

Planner Smith spoke to the siting plans, detailed schedules, sea wall – a particular area and unique approval of Site Specific Bylaw

19. **CLOSED MEETING** – None

20. **ADJOURNMENT**

By general consent, the meeting was adjourned at 12:09 p.m.

David Maude, Chair

Certified Correct:

Pat Todd, Recorder