

## North Pender Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** July 25, 2025

**Location:** Electronic Meeting

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

**Staff Present:** Brad Smith, Island Planner  
Bruce Belcher, Planner 2  
Warren Dingman, Bylaw Compliance and Enforcement Manager  
Lisa Millard, Meeting Administrator/Recorder

**Others Present:** There were 2 members of the public present.

#### 1. CALL TO ORDER

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

#### 2. TERRITORIAL ACKNOWLEDGEMENT

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

#### 3. APPROVAL OF AGENDA

**By general consent**, the agenda was approved as presented.

#### 4. TRUSTEE REPORT

Trustee Morrison reported the following:

- Attended Trust Council in June
- The draft Trust Policy Statement is coming forward for consideration of First Reading and the public is encouraged to read the draft and participate in engagement

Trustee Campbell reported the following:

- Attended Trust Council in June
- Has been fielding requests for information regarding community issues primarily out of the jurisdiction of Islands Trust

#### 5. CHAIR'S REPORT

Chair Maude reported the following:

- Noted several southern Gulf Islands have not had roadside verge mowing yet this season and he has been notified the contractor is experiencing mechanical issues

- The draft Trust Policy statement has been forwarded to Trust Council for consideration of First Reading which will trigger the consultation process with First Nations, governing bodies, and the public which will include a survey, mass mailing, and individual engagement within each local Trust Area
- Attended Trust Council in June and highlighted presentation by Jared “Qwustenuxun” Williams

**6. ELECTORAL AREA DIRECTOR'S REPORT - None**

**7. TOWN HALL AND QUESTIONS**

No members of the public participated in town hall.

**8. COMMUNITY INFORMATION MEETING - None**

**9. PUBLIC HEARING - None**

**10. MINUTES**

**10.1 Local Trust Committee Minutes Dated May 30, 2025 (for Adoption)**

**By general consent** the North Pender Island Local Trust Committee meeting minutes of May 30, 2025 were adopted.

**10.2 Section 26 Resolutions-without-meeting Report Dated July 2025**

Received for information.

**10.3 Advisory Planning Commission Minutes - None**

**11. BUSINESS ARISING FROM THE MINUTES**

**11.1 Follow-up Action List Dated July 2025**

Received for information.

**12. DELEGATIONS - None**

**13. CORRESPONDENCE**

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

**14. APPLICATIONS AND REFERRALS**

**14.1 South Pender Island Local Trust Committee Referral for Proposed Bylaw No. 129 (for Response)**

**NP-2025-029**

**It was MOVED and SECONDED,**  
that North Pender Island Local Trust Committee interests are unaffected by the South Pender Island Local Trust Committee Draft Bylaw No. 129.

**CARRIED**

**14.2 Mayne Island Local Trust Committee Referral for Proposed Bylaws 194 and 195 (for Response)**

**NP-2025-030**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee interests are unaffected by the Mayne Island Local Trust Committee Draft Bylaw Nos. 194 and 195.

**CARRIED**

Chair Maude abstained from participating in the vote.

**14.3 PL-DP-2025-0171 (Ferguson) - Staff Report**

Planner Belcher summarized the staff report and highlighted the following:

- The application is for a Development Permit to authorize a garage addition, deck addition, driveway expansion, and relocation of an existing shed within Development Permit Area 1 – Woodland Ecosystems
- The work proposed involves altering previously disturbed land as well as the removal of one mature Douglas-fir tree
- A report received by a Registered Professional Biologist concluded any detrimental impacts on the property can be minimized
- The Development Permit Area guidelines have been met and include recommendations made by the biologist

Discussion ensued and the following comments were noted:

- Oversight of work done within the Development Permit Area is achieved through monitoring provided by the biologist during the project and Islands Trust staff can also conduct site visits during and after the work process
- An application file is closed once the permit is issued and any requirements for monitoring are tracked until all conditions of the permit are met
- Requirements that the biologist submit written confirmation of compliance with all conditions of the permit have been specified in the draft permit

**NP-2025-031**

**It was MOVED and SECONDED,**

That North Pender Island Local Trust Committee amend Development Permit PLDP20250171 condition ee to read “shall” be conducted

**CARRIED**

**NP-2025-032**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee approve issuance of Development Permit PL-DP-2025-0171, as amended.

**CARRIED**

**15. LOCAL TRUST COMMITTEE PROJECTS**

**15.1 Raptor Nest Project - Staff Report**

Island Planner Smith provided a project update and highlighted the following:

- The biologist and field naturalist have completed updated mapping

- A second letter to owners of properties that contain nest trees and those with properties located within the proposed buffer area has been sent out
- Informational material could be provided again at a future Community Information Meeting

## **15.2 Housing Access and Affordability Project – Staff Report**

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

- The project timelines are on track
- Work is focussing on finalizing the suitable land and build out analysis, the development of options for legislative amendments, and project outreach and communications
- An informational pamphlet is being developed with input from the Advisory Planning Commission and Communications staff
- The Advisory Planning Commission is interested in reviewing the Housing Action Plan actions around potential bylaw amendments

Discussion ensued and the following comments were noted:

- There is interest in having a table at the market or fall fair to answer questions about the Housing Action Plan
- Trustees will look into availability and the Planner will contact the Advisory Planning Commission to gauge interest in participating at the table
- Once a date has been established it can be advertised in the mail out
- There is interest in scheduling a Community Information Meeting in mid to late October once new information is available to present to the public and the input has been received from the Advisory Planning Commission

### **NP-2025-033**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee requests that the Special Advisory Planning Commission on Housing (APC) report back with analysis, options and recommendations for Housing Action Plan Action Numbers 4-9, 12 and 18.

**CARRIED**

### **NP-2025-034**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee request staff to schedule a special meeting to include a Community Information Meeting on Saturday October 25, 2025 for the Housing Access and Affordability project.

**CARRIED**

## **16. REPORTS**

### **16.1 Work Program Report**

#### **16.1.1 Active Projects Report Dated July 2025**

Received for information.

16.1.2 Future Projects Report Dated July 2025

Received for information.

**16.2 Applications Report Dated July 2025**

Received for information.

**16.3 Trustee and Local Expense Report Dated May 2025**

Received for information.

**16.4 Adopted Policies and Standing Resolutions**

Received for information.

**16.5 Local Trust Committee Webpage - None**

**16.6 Islands Trust Conservancy Report Dated June 2025**

Received for information.

**17. NEW BUSINESS**

**17.1 6601 Razor Point Road Covenant Update - None**

**17.2 North Pender Island LTC Meeting Procedures Repeal Bylaw No. 238 - Request for Decision**

It was noted that Trust Council adopted a Trust Council Meeting Procedures Bylaw for the purpose of administrative efficiency and the Trust Council bylaw supersedes Local Trust Committee Meeting Procedures Bylaws.

**NP-2025-035**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee give Bylaw No. 238, cited as “North Pender Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 238, 2025”, First Reading.

**CARRIED**

**NP-2025-036**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee give Bylaw No. 238, cited as “North Pender Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 238, 2025”, Second Reading.

**CARRIED**

**NP-2025-037**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee give Bylaw No. 238, cited as “North Pender Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 238, 2025”, Third Reading.

**CARRIED**

**NP-2025-038**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee give Bylaw No. 238, cited as “North Pender Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 238, 2025” to the Islands Trust Executive Committee for consideration of approval.

**CARRIED**

**17.3 North Pender Island LTC Public Notification Bylaw No. 239 - Request for Decision**

Trust Council adopted the model Public Notification Bylaw which allows Local Trust Committees the ability to adopt public notice bylaws that supersede specific requirements for publishing public notices in newspapers as detailed in the *Local Government Act*.

**NP-2025-039**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee give Bylaw No. 239, cited as “North Pender Island Local Trust Committee Public Notification Bylaw No. 239, 2025”, First Reading.

**CARRIED**

**NP-2025-040**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee give Bylaw No. 239, cited as “North Pender Island Local Trust Committee Public Notification Bylaw No. 239, 2025”, Second Reading.

**CARRIED**

**NP-2025-041**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee give Bylaw No. 239, cited as “North Pender Island Local Trust Committee Public Notification Bylaw No. 239, 2025”, Third Reading.

**CARRIED**

**NP-2025-042**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee give Bylaw No. 239, cited as “North Pender Island Local Trust Committee Public Notification Bylaw No. 239, 2025” to the Islands Trust Executive Committee for consideration of approval.

**CARRIED**

#### **17.4 North Pender LTC Bylaw Enforcement Notification Draft Bylaw No. 230 - Staff Report**

The Manager of Bylaw Compliance and Enforcement summarized the staff report and highlighted the following:

- The proposed bylaw amends Bylaw Enforcement Notification Bylaw No. 188 as Land Use Bylaw No. 103 was rescinded and the new Land Use Bylaw No. 224 was adopted
- The schedules contained within the Bylaw Enforcement Notification Bylaw need to reference the new Land Use Bylaw
- The contravention and surcharge schedules have been amended and updated
- A contravention has been added for failing to obtain a Development Permit with the goal to allow Bylaw Officers to issue a penalty if a property owner does work in a Development Permit Area without the required permit

Discussion ensued and the following comments were recorded:

- The Regional Planning Committee is reviewing Trust Council policy for bylaw enforcement which does not affect the Bylaw Enforcement Notification Bylaw
- The Local Trust Committee can develop and adopt policies and procedures for use of the Bylaw Enforcement Notification Bylaw which will guide the manner in which Bylaw Officers conduct investigations and implement the bylaw within their Local Trust Area
- A policy for North Pender Island been prepared and can be presented to the Local Trust Committee to aid in developing their policy

##### **NP-2025-043**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee Bylaw No. 230, cited as “North Pender Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 188, 2011, Amendment No.1, 2022”, be read a first time.

**CARRIED**

##### **NP-2025-044**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee Bylaw No. 230, cited as “North Pender Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 188, 2011, Amendment No.1, 2022”, be read a second time.

**CARRIED**

##### **NP-2025-045**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee Bylaw No. 230, cited as “North Pender Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 188, 2011, Amendment No.1, 2022”, be read a third time.

**CARRIED**

**NP-2025-046**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee Bylaw No. 230, cited as “North Pender Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 188, 2011, Amendment No.1, 2022”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

**CARRIED**

**NP-2025-047**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust request staff to bring forward the North Pender Island Compliance and Enforcement Policy to the October 3, 2025 regular business meeting.

**CARRIED**

**18. UPCOMING MEETINGS**

**18.1 Next Regular Meeting Scheduled for October 3, 2025 at the St. Peter's Anglican Church Hall, Pender Island**

**NP-2025-048**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee move the regular business meeting from November 28, 2025 to November 21, 2025.

**CARRIED**

**19. TOWN HALL - None**

**20. CLOSED MEETING (Distributed Under Separate Cover)**

**20.1 Motion to Close Meeting**

**NP-2025-049**

**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)(f):

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

AND that the recorder and staff attend the meeting.

**CARRIED**

The meeting was recessed at 11:22 a.m.

**20.2 Recall to Order**

The meeting was recalled to order at 11:50 a.m.



**20.3 Rise and Report**

Chair Maude reported adoption of the April 4, 2025 in-camera meeting minutes.

**21. ADJOURNMENT**

**By general consent** the meeting was adjourned at 11: 50 a.m.

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David Maude, Chair

Certified Correct:

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Lisa Millard, Meeting Administrator/Recorder