

ADOPTED

North Pender Island Local Trust Committee

Minutes of Regular Meeting

Date: November 21, 2025
Location: Anglican Parish Hall
4703 Canal Road, RR#1, North Pender Island, BC

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

Members Regrets: Deb Morrison, Local Trustee

Staff Present: Robert Kojima, Regional Planning Manager (electronic)
Brad Smith, Island Planner
Bruce Belcher, Planner 2 (electronic)
Warren Dingman, Bylaw Compliance and Enforcement Manager (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were 25 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 Campbell reported conversations with newer community members who have been reaching out to gain an understanding about what can and cannot be done on their properties.

5. CHAIR'S REPORT

Chair Maude reported the following:

- Welcomed staff back and noted challenges and meeting cancellations that resulted from recent strike action
- Upcoming attendance at the December Trust Council meeting during which a presentation on the provincial short-term vacation rental registry requirements will be provided and budget discussions will move forward

6. ELECTORAL AREA DIRECTOR'S REPORT - None

7. TOWN HALL AND QUESTIONS

Several members of the public spoke to application NP-PL-RZ-2024-0110 (Bigham) and the following comments were noted:

- If the zoning application is approved, heavy truck traffic on Port Washington Road will increase which could result in an accident, causing bodily harm and, as the Trustees have been apprised of the potential safety issue, they could become liable for injuries
- Diesel particulate exhaust has a significant effect on the speaker's bee livestock resulting in the alteration of microbiome in the gut of honeybees which degrades their health standard, creates a higher risk of dying, and reduces honey production
- A speaker lives beside one of the ecological reserves identified in the report, has reviewed all of the information including the environmental study, and supports the application
- Bees fly in a five-mile radius which covers the entire area of the island, traffic can not be stopped island-wide due to the bee's flying area, and beehives can be moved if desired
- A bee farmer chose the valley location to contain their bees as they won't fly over the crest of the hills or over water, the safety issue related to the truck traffic will affect their ability to have a roadside farmstand, and the increased truck traffic resulting from the application will contaminate their product
- Heavy trucks, and resulting diesel exhaust, travel all over the island due to construction, the issue about traffic is island-wide, and truck traffic should not delay the application
- There is likely a better site coming available for an industrial business use
- An intelligent in-depth discussion should be undertaken by the Advisory Planning Commission to inform appropriate locations for industrial uses
- The business has been operating at the same location since 1994, is across from the highways department and beside a lumber yard which use diesel trucks
 - The trucks can use any road on the island as none have been identified by the Ministry of Highways as being too weak to support truck weight
 - Road safety is the responsibility of drivers, pedestrians and the police, and making the industrial use conforming will not change the current use

A member of the public stated the draft Islands Trust Policy Statement structure is flawed as by not relying on policy 1.3.1 a Local Trust Committee can disregard the policies and decide whether or not to implement them.

A member of the public noted the Trust Policy Statement Survey Goal 3 has eleven points and only one box to indicate agreement or disagreement.

The Chair suggested the speaker note this in the comments section so those that develop the survey can note this for future reference.

A member of the public spoke on behalf of the Recreational Vehicle (RV) Alliance and the following comments were noted:

- The RV Alliance has advocated to amend zoning regulations to permit residents to live in an RV on full time basis provided they are connected to appropriate services

- The Advisory Planning Commission recommendations ask the Local Trust Committee to reconsider the current moratorium on permitting an RV as a dwelling to include enforcement and have recommended RVs should not be allowed as dwelling units until specific standards are met
- The RV Alliance presented two options for discussion and requested the Local Trust Committee request staff to work with the RV Alliance to deal with expressed concerns;
- One option includes a permitting process that would require RV owners demonstrate their units are equipped with a carbon dioxide (CO₂) detector, smoke alarm, fire extinguisher, and approved propane connections
 - These safety features would need to be inspected and verified annually as a condition for continued approval to reside in the RV
 - This approach would allow RVs to be used legally as a primary residence for accessory dwelling units provided all necessary established standards and inspection measures are in place
- The second option is the development of a waiver that all parties would sign before one was permitted to live in an RV and, provided the waiver is drafted properly, one would not be able to sue Islands Trust or the Capital Regional District if they thought they had a cause of action

An Advisory Planning Commission member noted their recommendations were made on the basis of safety as there is no recognized standard for safe permanent dwelling in an RV and they also recommended the Local Trust Committee advocate for, and work with, other levels of government to try to develop safety regulations.

8. COMMUNITY INFORMATION MEETING - None

9. PUBLIC HEARING - None

10. MINUTES

10.1 Local Trust Committee Minutes Dated October 3, 2025 (for Adoption)

By general consent the North Pender Island Local Trust Committee meeting minutes of October 3, 2025 were adopted.

10.2 Section 26 Resolutions-without-meeting Report Dated Nov 2025

Received for information.

10.3 Advisory Planning Commission Minutes Dated October 1 and October 8, 2025 (for Receipt)

Received for information.

11. BUSINESS ARISING FROM THE MINUTES

11.1 Follow-up Action List Dated Nov 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 Trust Council Bylaw No. 183 Policy Statement Bylaw Referral - For Response

A Trustee noted that there has been limited community conversation regarding the Policy Statement.

NP-2025-067

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee respond to the Islands Trust Council that interests are unaffected by proposed Bylaw No. 183.

CARRIED

14.2 NP-PL-DP-2025-0384 (Kerfoot) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The Development Permit application seeks a permit for construction of a pool deck on the subject property located within the Commercial and Industrial Form and Character Development Permit Area 9 (DPA 9)
- The applicant plans to construct a pool deck addition, approximately 90 m² in area, adjacent to the existing pool area
- The property includes four rental cottages and a large rental house and the pool and proposed new deck and comprise a commercial tourist accommodation business
- The proposed new deck does not impact the views of adjacent properties and the existing trees located on the property boundaries provide adequate screening for commercial use
- The objectives and guidelines of the Development Permit Area have been met

The applicant was in attendance and spoke to the application.

The Local Trust Committee had no questions for the applicant or Planner and asked if there was a way to streamline Form and Character Development Permit Area applications. The Regional Planning Manager noted the Local Trust Committee has the option of either delegating the issuance of Development Permits to staff or reviewing the Development Permit Area guidelines and exemptions with the objective of changing them in a way in which minor routine applications with minimal impact be exempt.

NP-2025-068

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of Development Permit PL-DP-2025-0384.

CARRIED

NP-2025-069

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee request staff bring a Development Permit Delegation Bylaw and staff report to a future meeting.

CARRIED

14.3 NP-PL-DP-2025-0399 (Lansdowne) – Staff Report

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

- A Development Permit was previously approved for land alteration, tree removal, and establishment of building areas on the subject property located within Development Permit Area One – Woodland Ecosystems
- An amended permit to allow for an adjustment to the siting of the proposed dwelling and accessory building (garage) was approved
- The applicant is seeking another amendment to alter the siting of the house and the addition of a carport
- The dwelling location has been adjusted to avoid a “no-build” covenant area

The applicant was in attendance.

A Trustee asked if the applicant could shift the location back to the original location that had been approved and the applicant clarified this would necessitate additional tree removal.

NP-2025-070

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of amending Development Permit PL-DP-2025-0399 (Lansdowne).

CARRIED

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

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

- The applicant previously submitted a rezoning application to permit the continued operation of aggregate storage, sales, and associated used on the subject property
- The area proposed for rezoning is designated as Industrial and the proposed use is consistent with the land use designation
- The applicant has submitted finalized groundwater and ecological assessment professional reports previously requested as well as a draft storm water management plan that is still being reviewed by staff
- Community input received to date have been posted on the application webpage
- Concerns regarding consistency with Official Community Plan, environmental issues, groundwater and water supply, and traffic safety have been addressed through staff and qualified professional reports
- A draft bylaw will facilitate the referral and public input processes

Discussion ensued and the following comments were noted:

- Comments heard regarding another potential location have been explored with owners of the property and it is unclear if the location will be available, if the current use can be expanded, and if the current owners wish to sell the property
- The application seeks to legitimize the current use on a permanent basis versus ongoing issuance of Temporary Use Permits
- The application does not seek to allow more than the current use but seeks to determine how to minimize any effects on the community
- The traffic pattern in the area can also be attributed to the surrounding businesses
- There is need to provide permanency to the business operator and continue conversation about what might be done to address community concerns
- The professional reports received to date have addressed questions and concerns of the Local Trust Committee
- Moving to the draft bylaw stage will allow continued conversation and input

The applicant noted there is willingness to discuss the possibility of connecting the top portion of the property with the other covenanted areas while eventually also building a residence on the upland area, explore creating a circular driveway, make adjustments to the existing easement, and resurface the yard .

NP-2025-071

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee directs staff to prepare a draft bylaw for rezoning application PL-RZ-2024-0110 (Bigham).

CARRIED

The meeting was recessed at 11:38 a.m. and reconvened at 11:46 a.m.

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Housing Affordability and Access Project – Staff Report

Island Planner Smith summarized the recommendations outlined in the staff report which were formed based on work done to date and recommendations received from the Advisory Planning Commission.

Discussion ensued and the following comments and clarifications were noted:

- There is a standing resolution on not issuing new Temporary Use Permits for short-term vacation rentals while consideration of opting into the Provincial regulation is undertaken
- The majority of Temporary Use Permits in effect at this time expire by the end of the current term
- There will be a presentation at Trust Council regarding the Provincial regulations

The Advisory Planning Commission spoke to their recommendations and noted the following:

- The staff report does not address specifics of the recommendations provided

- There is discrepancy between staff and Advisory Planning Commission recommendations relating to permitting accessory dwelling units instead of secondary suites on smaller lots in the Magic Lake area
- Allowing additional dwelling units on all lots within an RR1 zone, which includes the Magic Lake area, is not recommended and they suggest excluding staff recommendations (e), (g), and (h) and replace them with Advisory Planning Commission recommendations
- They asked that the Local Trust Committee provide direction that the drafting of bylaws should be in accordance with recommendations made by the Advisory Planning Commission and they will work with the Island Planner Smith to incorporate them into the draft bylaw

Island Planner Smith noted the Community Information Meeting that had been planned for October had intended to bring the Advisory Planning Commission recommendations and Suitable Buildout Analysis to the community for discussion; however, the meeting needed to be rescheduled due to labour disruption and it was determined to bring back a draft bylaw framework and then hold the Community Information Meeting in order to bring feedback received in the refining of the draft bylaw.

The Regional Planning Manager emphasized that the Advisory Planning Commission is an advisory group and staff also provide advice and it is up to the Local Trust Committee to work through the recommendations and suggestions from all parties, including the public, when making decisions.

NP-2025-072

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee directs staff to prepare a draft land use and Official Community Plan bylaw for the Housing Access and Affordability Project that considers land use policy and zoning provisions to:

- a. Permit accessory worker housing in appropriate community service zones and commercial zones;
- b. Consider rezoning for seniors and affordable housing in all appropriate land use designations, with a mix of non-market and market rentals, and that the need for housing agreements be determined at the time of rezoning;
- c. Permit up to three units of second-storey rental housing with a limited floor area as part of proposed buildings 5, 6 and 7 at the Driftwood Mall property, subject to proof of water and demonstration of septic capacity;
- d. Enable flexible zoning to create the potential for additional housing units on lots zoned Rural Residential 2 and Rural;
- e. Permit ADUs as an alternative to secondary suites in the Rural Residential 1 zone in consultation with the Capital Regional District;
- f. Rezone the Anglican Church diocese property to allow for affordable housing as a permitted use;
- g. Add policies that consider the potential development of a Tiny Home on Wheels or other small footprint manufactured home community;
- h. Make any other amendments that are required to ensure affordable housing and other policy objectives and criteria align with proposed changes to zoning including any administrative or definition updates to ensure consistency.

CARRIED

NP-2025-073

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee direct staff to schedule a special Community Information Meeting for the Housing Access and Affordability project to be held between early February and mid-March, 2026, and to advertise the meeting in the Pender Post.

CARRIED

NP-2025-074

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee requests that the special Advisory Planning Commission on Housing report back with analysis, options and recommendations for potential further bylaw amendments based on suitable land analysis and built out analysis mapping, and to support the ongoing development and review of proposed amending bylaws.

CARRIED

NP-2025-075

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee appoints Ken Rempel to the Special Advisory Planning Commission on Housing for the remainder of the current term ending March 1, 2026.

CARRIED

NP-2025-076

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee continues with the special Advisory Planning Commission on Housing and directs staff to advertise for membership for a new one year term commencing March 1, 2026.

CARRIED

Discussion ensued regarding the rescheduling of the Community Information Meeting and the following comments were noted:

- There has been higher attendance and community involvement when the meeting is included as part of the Local Trust Committee regular business meeting on a Friday rather than a weekend
- A shorter Community Information Meeting could be incorporated into the March meeting or a special meeting be scheduled on another Friday
- It was confirmed the preference is to schedule a Special Meeting on a Friday in February and the information brochure will be revised to reflect the meeting date and will be mailed out to households

16. REPORTS

16.1 Work Program Report

16.1.1 Active Projects Report Dated Nov 2025

Received for information.

16.1.2 Future Projects Report Dated Nov 2025

Received for information.

16.2 Applications Report Dated Nov 2025

Received for information.

16.3 Trustee and Local Expense Report Dated Sept 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 - None

17. NEW BUSINESS

17.1 6601 Razor Point Road Covenant Update – None

NP-2025-077

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee request staff to remove item 17.1 6601 Razor Point Road Covenant Update from the agenda as a standing item.

CARRIED

18. UPCOMING MEETINGS

18.1 Draft 2026-2027 LTC Meeting Schedule - Request for Decision

Discussion ensued and it was noted that all meetings be held in-person while the November 20 meeting be held electronically due to potential travel constraints.

NP-2025-078

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve their April, 2026 to March, 2027 Meeting Schedule excepting that the November 20, 2026 be made an electronic meeting,

CARRIED

18.2 Next Regular Meeting Scheduled for January 30, 2026 at the St. Peter's Anglican Church Hall, Pender Island

19. TOWN HALL

A member of the public asked what a Community Information Meeting looks like and a Trustee replied it is less formal, includes a presentation, and provides time for questions and feedback.

A speaker stated section 3.4.5 of the draft Trust Policy Statement is the only section about climate change. The statement is very general, and nothing has been included regarding clear cutting.

It was explained that the Local Trust Committee does not have jurisdiction to restrict clear cutting. Tree cutting authority is within municipal government jurisdiction. The only available means to control tree cutting is the expansion of Development Permit Areas.

A member of the public stated there had been strong opposition to Razor Point Road application approval, Trustee Morrison had, during the debate about house size, mentioned a covenant opportunity, and this is why the item 17.1 has remained on the agenda. The Planner clarified that there was not an agreement between the property owner or any party for a covenant and there have been no updates forthcoming.

20. CLOSED MEETING (Distributed Under Separate Cover)

20.1 Motion to Close Meeting

NP-2025-079

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 closed to the public at 12:37 p.m.

20.2 Recall to Order

The meeting was recalled to order at 1:00 p.m.

20.3 Rise and Report

Chair Maude will rise and report at the next regularly scheduled business meeting.

21. ADJOURNMENT

By general consent the meeting was adjourned at 1:00 pm.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder