

North Pender Island Local Trust Committee

Minutes of Regular Meeting

Date: January 30, 2026
Location: Electronic Meeting and a physical location to view the livestream of the meeting:
Islands Trust Victoria Office
200-1627 Fort Street
Victoria BC V8R 1H8

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

Members Regrets: Deb Morrison, Local Trustee

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

Others Present: There were 4 members of the public present.

1. CALL TO ORDER

Chair Maude called the meeting to order at 10:01 a.m. and read a statement sent from Trustee Morrison regarding her absence from the meeting.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. RISE AND REPORT - In-Camera Meeting of November 21, 2025

The report was provided at item 21.3.

4. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

5. TRUSTEE REPORT

Trustee Campbell reported attendance at recent Regional Planning Committee and Trust Council meetings and noted receipt of multiple inquiries from residents regarding rezoning possibilities related to tiny homes and other housing options.

6. CHAIR'S REPORT

Chair Maude reported that budget discussions will continue during an upcoming Committee of the Whole meeting prior to advancing further recommendations to Trust Council.

7. ELECTORAL AREA DIRECTOR'S REPORT - None

8. TOWN HALL AND QUESTIONS

A member of the public indicated they live in close proximity to three short-term vacation rentals on Schooner Way and they are in support of each of the Temporary Use Permit applications related to the rentals.

A member of the public spoke in support of the issuance of a Temporary Use Permit for a short-term vacation rental operating at 1603 Schooner Way and noted they have not had any issues or concerns with the operation that is located above the speaker's property.

9. COMMUNITY INFORMATION MEETING - None

10. PUBLIC HEARING - None

11. MINUTES

11.1 Local Trust Committee Minutes Dated November 21, 2025 (for Adoption)

By general consent the North Pender Island Local Trust committee meeting minutes of November 21, 2025 were adopted.

11.2 Section 26 Resolutions-without-meeting Report Dated Jan 2025

Received for information.

11.3 Advisory Planning Commission Minutes Dated November 10, 2025, November 28, 2025 and Draft January 16, 2026 (for Receipt)

Received for information.

12. BUSINESS ARISING FROM THE MINUTES

12.1 Follow-up Action List Dated Jan 2026

Received for information.

13. DELEGATIONS - None

14. CORRESPONDENCE

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

14.1 Capital Regional District re Regional Canada Goose Working Group

Trustee Campbell expressed interest in participation in the working group and will respond directly to the Capital Regional District.

The agenda was reordered and item 18.1 was heard following item 14.

18. NEW BUSINESS

18.1 Short Term Rental Accommodation – Principal Residence Opt-In – Briefing

Island Planner Smith summarized the briefing and highlighted the following:

- The Local Trust Committee was in attendance during a presentation provided at Trust Council regarding provincial regulations and how they might affect the island communities
- If the Local Trust Committee opted in to the provincial regulation Temporary Use Permits for short-term vacation rentals would be eliminated and the principal residency requirement would come into affect
- The Local Trust Committee has a standing resolution to not approve any new short-term vacation rentals
- The Advisory Planning Commission recommended to not opt-in to the provincial regulations but phase out existing Temporary Use Permits

Discussion ensued and the following comments were noted:

- Following the presentation received at Trust Council and discussions with bylaw compliance and enforcement staff it was determined that opting in to the provincial regulations would not alleviate bylaw enforcement staff workload when dealing with non-compliant short-term rentals
- There is concern that opting in would negate Temporary Use Permits that are in effect
- The Temporary Use Permit is a better tool for Local Trust Committees to navigate short-term rental applications
- Some of the houses used for vacation rentals are not suited for rental stock or workforce housing
- In order to approve Temporary Use Permit applications that are coming forward from long-term operators it is necessary to rescind the standing resolution

NP-2026-001

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee rescind Standing Resolution No. 2025026 with regard to short-term vacation rentals.

CARRIED

15. APPLICATIONS AND REFERRALS

15.1 Mayne Island Local Trust Committee Referral for Proposed Bylaw No. 200 (for Response)

NP-2026-002

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee respond to the Mayne Island Local Trust Committee that interests are unaffected by draft Bylaw No. 200.

CARRIED

15.2 NP-PL-TUP-2025-0430 (O'Malley) – Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- A Temporary Use Permit renewal can be issued for up to 3 years but no changes to the permit can be made
- The permit allows up to 90 rental days per year and up to 11 guests and both of the permissions are above the Official Community Plan guidelines
- The applicants have received letters of support from adjacent neighbours as well as feedback that parking has occurred off site

The applicant was in attendance and noted they have complied with all licensing requirements since the operation commenced, they only rent to families, and they screen bookings in advance.

A Trustee noted the location has off street parking and asked the applicant to ensure compliance and indicated the operation is an established short-term vacation rental operating in good faith.

NP-2026-003

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of renewal Temporary Use Permit PL-TUP-2025-0430 for a period of three (3) years.

CARRIED

15.3 NP-PL-TUP-2025-0511 (Hepburn) – Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a new Temporary Use Permit for a short-term vacation rental that has been authorized to operate through 4 different permits since 2018
- The application maintains the same general conditions as previous
- There has been a raptor nest identified in the area and this can be included in the permit as a condition requiring the operator to identify the raptor nest development permit area and let renters know of any conditions related to the site
- There have been no complaints received related to the rental operation
- It was noted that the applicant was in attendance

The Local Trust Committee had no questions for the Planner and discussed the options related to including a guideline to identify the raptor nest development permit area.

NP-2026-004

It was MOVED and SECONDED

that North Pender Local Trust Committee request staff add a condition to Temporary Use Permit PL-TUP-2025-0511 that requires communication about the location of the raptor nest development permit to guests.

CARRIED

NP-2026-005

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of Temporary Use Permit PL-TUP-2025-0511 for a period of three (3) years as amended

CARRIED

15.4 NP-PL-DVP-2025-0489 (McDonald) – Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to allow a secondary suite to be over the 40% maximum percentage of the total floor area of the main total building which comprises the main floor
- The property is zoned to permit a secondary suite
- The suite will comprise the second floor of the building

Discussion ensued and it was clarified that the bylaw allows a secondary suite to be 40% maximum of the total floor area of the building as the province initially set 40% as the maximum requirement when secondary suite rules were established; however, the province has since rescinded the maximum and the Local Trust Committee could consider doing the same as part of their current project.

NP-2026-006

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of PL-DVP-2025-0489.

CARRIED

15.5 NP-PL-DP-2025-0483 (MacLean) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Development Permit to enable the construction of a house, float, and a ramp that is within the Development Permit Area
- A streamside protection enhancement area was established by the registered professional biologist hired by the applicant which established a 15-metre boundary from the natural boundary of Magic Lake
- No construction aside from the float ramp will be located within the 15-metre area
- The draft Development Permit establishes conditions for the protection of trees, vegetation, nesting birds, and aquatic areas as well as construction management, sediment and erosion control, stormwater management, and environmental monitoring

The applicant was in attendance and spoke to the application.

Discussion ensued and the following comments and clarifications were noted:

- The construction is 1-metre outside of the protected area which appears tight

- The building will be constructed over the existing footprint, construction protection will be installed, and the only thing that comes close to the protected area is the edge of the deck which is cantilevered over its footing
- The zoning does permit the dock as the property boundary extends into the lake and a crown lease tenure is not required
- The lot lines were in place before the flooding of the lake occurred which created a unique situation of private land extending into the lake

NP-2026-007

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of Development Permit PL-DP-2025-0483.

CARRIED

15.6 NP-PL-DP-2025-0499 (Kerfoot) – Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Development Permit for the construction of two new 900 square foot commercial tourist rental cottages and an 83.6 metre squared parking lot as part of the Tides Cottages commercial vacation rental business
- A 6.1 interior lot line variance is being sought to locate the cottages closer to an adjacent property that the applicant owns in order to lower the visual impact on a neighbouring property
- The existing screening between adjacent parcels is adequate and the new cottages would not be visible from the road

A Trustee noted the property is already zoned to allow more than the number of units under consideration and the applicant has spoken to neighbours and taken into consideration their concerns through the setback variance request.

NP-2026-008

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of Development Permit PL-DP-2025-0499.

CARRIED

15.7 NP-RZ-2024.1 (Grimmer) – Staff Report

Island Planner Smith provided an update on the status of the application and noted the following:

- A monitoring well is being installed on the property
- A septic report has been submitted
- The finalized site plan showing the proposed location of all structures and the area of use remains outstanding with an outline provided in the interim
- An environmental assessment report remains outstanding

The applicant was in attendance and noted they anticipate submitting the remaining reports by the end of March.

The Local Trust Committee had no questions for the Planner or applicant.

NP-2026-009

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee receives draft Bylaw No. 236, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2024", and directs staff to initiate bylaw referrals, subject to submission of an updated site plan from the applicant with accurate proposed area of use map boundaries to include in the draft bylaw.

CARRIED

NP-2026-010

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee receives draft Bylaw No. 237, cited as "North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2024", and directs staff to initiate bylaw referrals, subject to submission of an updated site plan from the applicant with accurate proposed area of use map boundaries to include in the draft bylaw.

CARRIED

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

Island Planner Smith provided an update on the application and the following comments were noted:

- The applicant is working on a storm water management plan
- The engineer has provided a stormwater management design for the buildings and structures that are being proposed that meets provincial building code standards and has been further asked to assess overall water movement across the site to determine if there is any risk of contaminants leaving the site and entering surface water systems, and if so to develop a mitigation approach
- The footprint on the road might be addressed through a more efficient way of operating within the site that would allow for less traffic and activity of the business on the road
- The site is located in an area of active industrial use

Discussion ensued and the following comments and clarifications were noted:

- The number of uses that occur on the property seems to be higher than the uses listed
- The Planner indicated the zoning is for general and industrial use and the contractor yard use is quite broad
- Restricted uses include autobody repair, indoor storage, storage of motor vehicles, recreational vehicles, and boats and trailers, storage and handling of goods and materials such as motor vehicle parts which could be included uses in a general industrial zone

NP-2026-0011

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee receives draft Bylaw No. 242, cited as "North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 2, 2025", and directs staff to initiate bylaw referrals.

CARRIED

16. LOCAL TRUST COMMITTEE PROJECTS

16.1 Housing Access and Affordability Project – Staff Report

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

- The report provides update on the Housing Action Plan and staff are working on draft amending bylaws based on recommendations made at the last Local Trust Committee meeting
- The Advisory Planning Commission is reviewing the build-out analysis and suitable land analysis mapping and their recommendations will come to the Local Trust Committee at the next meeting
- Draft bylaws will also come forward for discussion at the next meeting which will be followed by a Community Information Meeting

Discussion ensued and Saturday May 2 was identified as a date for a potential date to hold a Community Information Meeting starting at 12:00 p.m. with a location to be determined.

NP-2026-012

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 Saturday May 2, 2026 and to advertise the meeting in the Pender Post .

CARRIED

NP-2026-013

It was MOVED and SECONDED,

that North Pender Local Trust Committee request staff amend subsection 3.10(3) to remove the 40% requirement of floor area.

CARRIED

17. REPORTS

17.1 Work Program Report

17.1.1 Active Projects Report Dated Jan 2026

Received for information.

17.1.2 Future Projects Report Dated Jan 2026

Received for information.

17.2 Applications Report Dated Jan 2026

Received for information.

17.3 Trustee and Local Expense Report Dated Nov 2025

Received for information.

17.4 Adopted Policies and Standing Resolutions

Received for information.

17.5 Local Trust Committee Webpage - None

17.6 Islands Trust Conservancy Report – None

The agenda was reordered and item 18 was heard following item 14.

19. UPCOMING MEETINGS

19.1 Next Regular Meeting Scheduled for March 27, 2026 at the St. Peter's Anglican Church Hall, Pender Island

NP-2026-014

It was MOVED and SECONDED,

that North Pender Local Trust Committee request staff to change the March 27, 2026 meeting date to April 10, 2026 to be held in-person.

CARRIED

20. TOWN HALL

There were no comments from members of the public.

21. CLOSED MEETING (Distributed Under Separate Cover)

21.1 Motion to Close Meeting

NP-2026-015

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)(f):

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(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 11:54 a.m.

21.2 Recall to Order

The meeting was recalled to order at 12:34 p.m.

21.3 Rise and Report

Chair Maude rose and reported adoption of the November 21, 2025 in-camera meeting minutes and the appointment of Peter Pare, Joyce Thayer, Ken Rempel, Theresa Barker, Michael Dine, and Jay Gilbert to the North Pender Island Special Advisory Planning Commission, commencing immediately for a term ending March 1, 2027

22. ADJOURNMENT

By general consent the meeting was adjourned at 12:35 p.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder