

## North Pender Island Local Trust Committee Minutes of Regular Meeting

**Date:** May 29, 2026

**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:** Mary Storzer, Regional Planning Manager  
Brad Smith, Island Planner  
Bruce Belcher, Planner 2 (electronic)  
Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)  
William Shulba, Senior Freshwater Specialist (electronic)  
Lisa Millard, Meeting Administrator/Recorder (electronic)

**Others Present:** There were 5 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. RISE AND REPORT - In-Camera Meeting of April 10, 2026

Chair Maude reported that the North Pender Island Local Trust Committee in-camera meeting minutes of January 30, 2026 were adopted.

### 4. APPROVAL OF AGENDA

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

### 5. TRUSTEE REPORT

Trustee Campbell noted that the May 2, 2026 Community Information Meeting on housing was well attended and spoke to increased conversations with members of the public asking questions about potential applications.

Trustee Morrison stated appreciation to be able to attend today's meeting in-person and noted she will not be running in the upcoming election.

**6. CHAIR'S REPORT**

Chair Maude reported that the Trust Policy Statement Amendment Project will not complete this term and noted the upcoming June 2026 Trust Council meeting will be held electronically.

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

**8. PUBLIC PARTICIPATION PERIOD**

A member of the public requested the Local Trust Committee look at applications within the lens of climate change.

A member of the public spoke to the stormwater management plan outlined in the Big Dig'em Contracting application and the following comments were recorded:

- They own a neighbouring property on Port Washington Road
- The applicant proposes construction of a mechanical shop within 100 feet of their well and the proposed underground pipes will discharge stormwater onto their property and beside their domestic well
- The water sample required for application was taken from a new well up the mountain, far away from the industrial site, and not from the well on the site
- The Official Community Plan policy 2.5.1 states industrial development which may have a deleterious impact on adjacent land uses will not be permitted and discharging stormwater from an industrial yard where hazardous waste is stored will have a negative impact on their property and flooding will contaminate their water and land
- They encouraged the Local Trust Committee request a water and soil sample form the well in the industrial yard, not accept the report until it is complete, and proposed that Port Washington Road be downgraded to a heritage status road and that the companies be charged for excessive traffic

A member of the public spoke to lack of public knowledge about the industrial application and subsequent industrialization of Port Washington Road and noted concern about the potential for contamination of water supply.

**9. COMMUNITY INFORMATION MEETING - None**

**10. PUBLIC HEARING - None**

**11. MINUTES**

**11.1 Local Trust Committee Minutes Dated April 10, 2026 (for Adoption)**

**By general consent** the North Pender Island Local Trust committee meeting minutes of April 10, 2026 were adopted.

**11.2 Local Trust Committee Record of Public Hearing Dated April 10, 2026 (for Receipt)**

Received for information.

**11.3 Local Trust Committee Minutes Dated May 2, 2026 (for Adoption)**

**By general consent** the North Pender Island Local Trust committee meeting minutes of May 2, 2026 were adopted.

**11.4 Section 26 Resolutions-without-meeting Report - None**

**11.5 Advisory Planning Commission Minutes Dated April 23, 2026 (for Receipt)**

Received for information.

**12. BUSINESS ARISING FROM THE MINUTES**

**12.1 Follow-up Action List Dated May 2026**

Received for information.

**13. DELEGATIONS - None**

**14. CORRESPONDENCE**

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

**14.1 Marty Proctor re 7943 Plumper Way**

Following discussion, the Bylaw Compliance and Enforcement Manager stated he will contact the letter writer and ask if they wish to make a formal complaint and will provide them with information on the complaint process.

**15. APPLICATIONS AND REFERRALS**

**15.1 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 551 (for Response)**

**15.2 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 552 (for Response)**

**15.3 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 553 (for Response)**

**15.4 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 554 (for Response)**

**NP-2026-030**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee respond to the Salt Spring Island Local Trust Committee that interests are unaffected by proposed Bylaw Nos. 551, 552, 553, and 554.

**CARRIED**

**15.5 NP-PL-DVP-2026-0112 (Hall) - Staff Report**

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit for an existing accessory building, deck, and pool structure to be sited within 15 metres of the natural boundary of the sea
- The structures have been on the property since the 1970s; however, the pool structure had been out of use and is now being reconstructed in its entirety, necessitating the requirement of a variance application

- Five letters of support, and no letters of opposition, to the application have been received following the public notification period

Discussion ensued and it was confirmed the structure was not in existence for a number of years and lost its previous non-conforming status.

**NP-2026-031**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee approve issuance of Development Variance Permit PL-DVP-2026-0112.

**CARRIED**

**15.6 NP-PL-DVP-2026-0126 (Telford) - Staff Report**

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to relax the interior lot line setback from 3.0 metres to 0.82 metres for the construction of an accessory garage building
- The applicant planned the structure location based on an inaccurate survey and a subsequent survey showed the location to be within the setback
- There have been no responses to the public notification regarding the application

The applicant was in attendance and noted their immediate neighbour was in support of the application.

Discussion ensued and a Trustee noted that receipt of a letter of support from the neighbour would be helpful. The discussion was deferred and shortly thereafter Planner Belcher noted receipt of an email from the neighbour stating support of the application.

**NP-2026-032**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee approve issuance of Development Variance Permit PL-DVP-2026-0126.

**CARRIED**

**15.7 NP-PL-TUP-2026-0167 (Fleming) - Staff Report**

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Temporary Use Permit for the annual Mosaic Arts Festival
- The property is within the Agricultural Land Reserve and the applicant will also be applying for a permit from the Agricultural Land Commission which will not be processed in time for the 2026 festival; however, the Agricultural Land Commission is allowing the festival to go forward this year and the organizer will be working on a ALC permit for the 2027 festival
- The applicant has addressed attendance and parking requirements
- There has been one letter of response to public notification regarding the application which stated concern about parking and potential negative impact to wildlife and neighbouring properties

- The festival operated at the proposed location for the prior two years without any complaints to bylaw enforcement

The Local Trust Committee had no questions for the Planner, stated support of the application, and indicated mitigation of potential impacts to the community had been addressed.

**NP-2026-033**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee approve issuance of Temporary Use Permit PL-TUP-2026-0167 for a period of three (3) years.

**CARRIED**

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

Island Planner Smith stated the staff report provides an update on the rezoning application and the following information was summarized:

- An Industrial Stormwater Management Plan has been received and a qualified professional engineer concluded the proposed plan provides effective management to mitigate stormwater runoff
- There is no production of industrial wastewater on site
- A Section 219 covenant is proposed to ensure that installation of the engineered surface water capture and treatment system will occur prior to further development on the site

The applicant was in attendance and spoke to the application.

Discussion ensued and the following comments were noted:

- Discharge of stormwater from the catchment system would be into the ditch
- The ditch runs out onto a neighbouring property
- The low spot in the area is the works yard across the road
- The existing ditch is minimal and could be improved
- The well in operation at the lumberyard is not used for drinking water
- There is heavy machinery use on the property but there is not production of industrial wastewater and what is being proposed is for the management of stormwater runoff
- The three wells in the bottom of the valley were known to not be producing and the hardware store had to drill a secondary well up the hill
- The report does not speak to the neighbour's well that is within vicinity to proposed discharge

**NP-2026-034**

**It was MOVED and SECONDED,**

that North Pender Local Trust Committee direct the applicant to provide more information on the engineered surface water capture and treatment system plan design with respect to existing neighbouring wells and underlying soils, slope and regional drainage.

**CARRIED**

### 15.9 NP-PL-RZ-2026-0178 (Litke) – Staff Report

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

- The application seeks rezoning of the subject lot to permit subdivision for the purpose of creating a separate title that can be transferred to a family member
- The Official Community Plan permits specific zoning regulations to be considered for lots with pre-existing dwellings or cottages
- Subdivision would be contingent on proof of water and septic as both dwellings
- Staff recommend consideration of a site-specific Rural zone that permits subdivision with a minimum average lot size of 2.0 hectares with a maximum of two dwellings with no accessory cottages and a maximum floor area of 205 m per dwelling.

The Local Trust Committee had no questions or comments.

#### **NP-2026-035**

##### **It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee directs staff to proceed with application PL-RZ-2026-0178 (Litke), and to prepare a draft bylaw for a site-specific Rural zone for 4609 Bedwell harbour Road that:

- a. Reduces the minimum average lot size to 2.0 hectares
- b. Limits the number of dwellings to one dwelling per lot with no accessory cottages
- c. Limits the floor area of each dwelling to 205 m<sup>2</sup>.

**CARRIED**

### 15.10 Delegation of Development Permits - Staff Report

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

- In June, 2022 Trust Council adopted a policy related to the delegation of the issuance of development permits to staff and requested that Local Trust Committees consider adoption of the delegation bylaw
- The North Pender Island Local Trust Committee deferred consideration of the matter and subsequently requested staff report back on the matter

Discussion ensued and the following comments were recorded:

- Delegating authority could streamline the process as a meeting would not be required to approve a permit; however, this would reduce the ability to receive input from the elected officials
- The opportunity for Trustees to consider applications can facilitate a more ecological perspective and Trustees have enhanced knowledge related to specific applications
- It is late in the term to be considering a change in process

#### **NP-2026-036**

##### **It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee proceed no further with consideration of the delegation of the issuance of development permits to staff.

**CARRIED**

## 16. LOCAL TRUST COMMITTEE PROJECTS

### 16.1 Housing Access and Affordability Project – Staff Report

Island Planner Smith stated the report provides an update on the Housing Access and Affordability Project and seeks further amendments to the proposed bylaw following input received from the public and the Advisory Planning Commission.

Discussion ensued regarding the proposed increase in number of housing units at the Anglican Church property and it was noted that 30 units was consistent with other gulf island projects, allows rezoning to move forward, and there could be opportunity to consider increasing the number of units in the future if needed.

A Trustee stated they understood that the Galiano Island Local Trust Committee accessed the Municipal and Regional District Tax on accommodations for affordable housing purposes and Island Planner Smith indicated he will look into this and provide further details to the Local Trust Committee.

#### **NP-2026-037**

##### **It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee directs staff to amend draft Bylaw No. 241, “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025” by:

- a. Deleting all references to accessory dwelling units including the alternative of permitting a secondary suite or accessory dwelling unit in the Rural Residential 1 zone
- b. Increasing the number of affordable housing units at the Anglican Church property from 20 to 30 units and adding the following conditions subject to:
  - i. The entering of a housing agreement via s. 219 covenant between the non-profit operator and the Local Trust Committee
  - ii. The installation of a community water and septic system to service all units
  - iii. Units may be in the form of detached or multiplex buildings with a maximum of three storeys and a maximum height of 14 metres
  - iv. A maximum floor area of 120 m<sup>2</sup> per unit, and a total maximum floor area of 3000 m<sup>2</sup> for all units.

**CARRIED**

#### **NP-2026-038**

##### **It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee directs staff to initiate bylaw referrals for draft Bylaw No. 240, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025”, and draft Bylaw No. 241, cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025”.

**CARRIED**

**NP-2026-039**

**It was MOVED and SECONDED,**

that North Pender Island local trust committee request that the Advisory Planning Commission on Housing report back on analysis and recommendations for development of the Anglican church lands, including a housing agreement.

**CARRIED**

**17. REPORTS**

**17.1 Work Program Report**

**17.1.1 Active Projects Report Dated May 2026**

Received for information.

**17.1.2 Future Projects Report Dated May 2026**

Received for information.

**17.2 Applications Report Dated May 2026**

Received for information.

**17.3 Trustee and Local Expense Report Dated March 2026**

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 Dated March 2026**

Received for information.

**18. NEW BUSINESS - None**

**19. UPCOMING MEETINGS**

**19.1 Next Regular Meeting Scheduled for July 17, 2026 at the St. Peter's Anglican Church Hall, Pender Island**

**NP-2026-040**

**It was MOVED and SECONDED,**

that North Pender Island Local Trust Committee request staff move the July 17, 2027 Local Trust Committee meeting to July 10, 2026.

**CARRIED**

**20. PUBLIC PARTICIPATION PERIOD - None**

**21. CLOSED MEETING – None**

**22. ADJOURNMENT**

**By general consent** the meeting was adjourned at 12:05 p.m.

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**David Maude, Chair**

**Certified Correct:**

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**Lisa Millard, Meeting Administrator/Recorder**