



North Pender Island Local Trust Committee Regular Meeting Agenda

Date: November 24, 2023
Time: 10:00 am
Location: Anglican Parish Hall
4703 Canal Road, RR#1, North Pender Island, BC

			Pages
1.	CALL TO ORDER	10:00 AM - 10:00 AM	
2.	APPROVAL OF AGENDA	10:00 AM - 10:05 AM	
3.	TRUSTEE REPORT	10:05 AM - 10:15 AM	
4.	CHAIR'S REPORT	10:15 AM - 10:20 AM	
5.	ELECTORAL AREA DIRECTOR'S REPORT	10:20 AM - 10:25 AM	
6.	TOWN HALL AND QUESTIONS	10:25 AM - 10:40 AM	
7.	COMMUNITY INFORMATION MEETING - None		
8.	PUBLIC HEARING - None		
9.	MINUTES	10:40 AM - 10:50 AM	
9.1	Local Trust Committee Minutes Dated September 29, 2023 (for Adoption)		4 - 12
9.2	Local Trust Committee Special Meeting Minutes Dated October 21, 2023 (for Adoption)		13 - 20
9.3	Section 26 Resolutions-without-meeting Report - None		
9.4	Advisory Planning Commission Minutes - None		
10.	BUSINESS ARISING FROM THE MINUTES		
10.1	Follow-up Action List Dated Nov 2023		21 - 23
11.	DELEGATIONS		

12.	CORRESPONDENCE	10:50 AM - 11:00 AM	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>		
12.1	Michelle Marsden re Proposing a Ban on Fireworks		24 - 24
12.2	Michael Symons re Housing on North Pender Island		25 - 26
12.3	Julia Nicholls re Short Term Vacation Rentals		27 - 27
13.	APPLICATIONS AND REFERRALS	11:00 AM - 11:20 AM	
13.1	Saturna Island Local Trust Committee Referral for Proposed Bylaws 140 and 141 (for Response) (attached)		28 - 30
14.	LOCAL TRUST COMMITTEE PROJECTS	11:20 AM - 12:00 PM	
14.1	North Pender Local Trust Committee Draft Fees Bylaw No. 226 - Staff Report (attached)		31 - 39
14.2	Raptor Nest Mapping DPA Project – Staff Memo (attached)		40 - 41
15.	REPORTS	12:00 PM - 12:10 PM	
15.1	Work Program Report (attached)		
	15.1.1	<u>Active Projects Report Dated Nov 2023</u>	42 - 42
	15.1.2	<u>Future Projects Report Dated Nov 2023</u>	43 - 44
15.2	Applications Report Dated Nov 2023 (attached)		45 - 47
15.3	Trustee and Local Expense Report Dated Sept 2023 (attached)		48 - 48
15.4	Adopted Policies and Standing Resolutions (attached)		49 - 52
15.5	Local Trust Committee Webpage		
15.6	Islands Trust Conservancy Report - None		
16.	NEW BUSINESS		
17.	UPCOMING MEETINGS	12:10 PM - 12:25 PM	
17.1	Draft 2024 LTC Meeting Schedule (attached) (for approval)		53 - 53
18.	TOWN HALL	12:25 PM - 12:40 PM	
19.	CLOSED MEETING (Distributed Under Separate Cover)		

19.1 Motion to Close Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a) for the purpose of considering:

- 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;

AND that the recorder and staff attend the meeting.

19.2 Recall to Order

19.3 Rise and Report

20. ADJOURNMENT

12:40 PM - 12:40 PM

North Pender Island Local Trust Committee Minutes of Regular Meeting

Date: September 29, 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
Charly Caproff, Planner 1
Pat Todd, Recorder

Others Present: Joanne Lum, Senior Environmental Health Officer, Island Health
Xiao Qi Ren, Environmental Health Officer, Island Health
There were fourteen (14) members of the public present.

1. CALL TO ORDER

Chair Maude called the meeting to order at 10:11 am. He acknowledged that the meeting was being held on the territory of the Coast Salish First Nations. Chair Maude apologized for the delay due to problems with Wi-Fi.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- Item 16 New Business 16.2 Plum Tree Court
16.3 2024 LTC Meeting Schedule

By general consent, the agenda was adopted as amended.

3. TRUSTEE REPORT

Trustee Campbell spoke to Trust Council (TC) meeting on North Pender Island the past week. There were a number of meetings, discussions, and engaged participants. He expressed appreciation for how respectful everyone is during conversations regarding their concerns.

Trustee Morrison reported feeling saturated with some of the politics at the Trust Council level. She reminded everyone of the importance to contact Islands Trust (IT)/LTC with questions and/or concerns. There is an upcoming meeting in Sidney regarding Bylaw Enforcement, Trustee Morrison was hoping to get co-ordination between agencies and better practices.

4. CHAIR'S REPORT

Chair Maude expressed appreciation for hospitality extended to Trust Council. He agreed there are a lot of politics involved and the dynamics are fascinating. The Union of British Columbia Municipalities (UBCM) met last week. There were meetings with Minister of Municipal Affairs and BC Ferries. Communication is ongoing with Ministry of Transportation regarding highways and ferries. A Task Force is being reinstated to address roadway issues. He expressed appreciation to staff for their technical support and efforts.

Trustee Morrison added that there is provincial funding for secondary suites, however islands don't qualify to access. She plans to publish an article that will be in next Pender Post.

5. ELECTORAL AREA DIRECTOR'S REPORT – None

LTC agreed to move the Community Information Meeting ahead of the Town Hall.

6. COMMUNITY INFORMATION MEETING

6.1 Community Discussion with Island Health

Joanne Lum from Island Health advised that Xiao Qi Ren is the Environmental Health Officer for the local district and presented information on the responsibilities and jurisdiction of Island Health. The presentation is available on the IT Meeting Event webpage.

Presentation Points:

- Their office deals with food legislation, which includes: food vending businesses, markets, retail, licensing, inspections, and investigating complaints
- There are different types of permits and approvals depending on the circumstances and levels of risk with the foods being sold.
- Examples of low risk foods that can be made at home and sold at a farmers market: cookies, pies, and items without protein products
- Examples of high risk foods that must be prepared in a commercial kitchen: meats, fermented foods, cheeses, kombucha, hummus, sauerkraut, and hot ready-to-eat foods.
- The Farmer's Market Manager works with Island Health to make it safe and they are responsible for keeping records if there is an outbreak and making sure vendors are selling only the products that have been approved
- There is a requirement for testing to ensure that foods are actually low risk
- The food safety plan for high risk foods should address how they treat and store food stuffs
- Restaurants with existing permits can also sell foods at the farmers market without a letter of confirmation
- Special events are different than private events, because they do not have predetermined guest lists. Food preparation can be done on-site, but an application is required.
- A private potluck would not be regulated by Island Health
- Outhouses are a risk because of exposure to wells and the general public, but you can apply for a holding tank in order to meet requirements to make the outhouse legal.

- Grey Water is considered to be Domestic Sewage and must be discharged into a municipal sewer system or holding tank unless a local bylaw allows for the water to be discharged into the ground.
- Single-family residences are exempt from Rain Water catchment regulations

Discussion

- Food sales at the end of a driveway are not allowed, but you can do online sales where clients can pick up the foods from the home
- Legal food facilities are listed on the Island Health website along with details from the last inspection
- How to define Home Based Businesses related to food sales? LTC Lenience around home based businesses does not mean that Island Health rules and regulations can be ignored
- Vendors should consider pre-packaging foods and keeping the product out of the sun
- Members of the public are encouraged to ask food vendors to produce their letter confirming that high risk foods are prepared in a commercial kitchen
- Food vendors are also encouraged to display their letter confirming the food is prepared in a commercial kitchen
- Island Health is willing to work with vendors to find creative ways to bring food businesses up to legal standards
- Information links to be added to the Pender Post
- If LTC has Issues regarding outhouses in the community, they can contact Island Health

7. TOWN HALL AND QUESTIONS

Elaine Horvat: spoke to the NP-TUP-2023.3 application on Pirates Road. Elaine is a neighbour of site for Temporary Use Permit (TUP) application and has concerns with potential increase to tourist traffic and issues of trespass, increased garbage, littering, etc. Elaine expressed a need for education about road safety for cyclists. Elaine pointed out that road lines are needed.

Carole Sheaves: spoke against the NP-TUP-2023.3 application. Carole believes that STVRs do not contribute to the Pender Island Community and they create traffic. There are danger trees on the STVR property.

There was a discussion about the address for the NP-TUP-2023.3 application. The fire department is the authority on legal addresses.

Speaker: Referred to a letter from the water stewards on September 27th. The speaker commented on the remediation requirements for a DPA violation on 4815 Schooner Way and encouraged LTC to get a realistic estimation of the costs for landscape work.

Speaker: attended a recent water stewardship meeting. The speaker questioned the status of proposed Advisory Water Committee, and noticed that the water stewardship groups have not been asked to provide a representative. The speakers suggested that governance could be improved with one ministry representative to tie into all applicable ministries.

LTC and Islands Trust have been making every effort to connect and work in co-operation with the various ministries within the provincial government.

Island Planner Smith added that the Water Committee will be an Advisory Planning Commission (APC). Applications have been coming forward and the Committee is to be formalized by end of November. The scope will be in accordance with the *Local Government Act* and focussed on intersection of water sustainability and housing issues.

Speaker: expressed concern about the survey distributed by the Magic Lake Property Owners Society because they feel it does not speak to the concerns of the whole Pender island community.

Magic Lake Property Owners Society asked Capital Regional District (CRD) to conduct study and it is open to everyone. There will be a link to the survey in the Pender Post. There would be a referendum before any of the survey results are implemented.

Speaker: Spoke to the NP-TUP-2023.3 application. The speaker stated that LTC should insist on fencing because another STVR property still has no fencing after 5 years of no action. They would like STVRs to have to apply for building permits. They would like to see the STVR limited to 30 days between May and September.

Island Planner Smith noted that issuing building permits is not within the jurisdiction of the Islands Trust. The CRD is responsible for building permits. There are 2 types of STVR: a) owner on site and b) owner off site. To date, LTC has approved ~11 permits for STVR. LTC is notified when a Bylaw file is opened on an illegal STVR, which allows the LTC to be informed on the issue. When a TUP comes up for renewal, LTC can choose not to renew it if the applicant did not follow through with all of the conditions of their permit.

Julia Nicholls: expressed appreciation for action being taken against the DPA violation on Schooner Bay road. Julia was told that the Crown Counsel report was confidential, but wanted to know if the Trustees have access. Julia is concerned that the Crown Counsel report would describe the property owners as cooperative or that they did not realize that their property was in a DPA. Julia urged LTC to ensure the report contains a list of the property owners' many infractions.

Speaker: The Island Health presentation clarified important issues, but they felt it could have been edited down and more focused on local issues. The speaker believes there are too many Islands Trust staff and that they are getting in the way of real work being done.

Judy Walker: Noted the lack of enforcement on logging practices. They were concerned that the next person to live on their property will ignore the DPA and cut down trees. They were disappointed that LTC has not been able to prevent trees from being cut down. The speaker was concerned that the former Trust Council was supposed to get the Province involved, but the current Trust Council rescinded the request.

The Trust Council rescinded request for tree cutting permitting powers because they felt it wouldn't be successful. The legal opinion on the Galiano DPA is that it is enforceable, so LTC might look into that further. Trust council needs to better define the mandate "preserve and protect". Now that it has been proven that the Galiano DPA is enforceable, the North Pender LTC is in a better position to affect change with logging practices.

Island Planner Smith confirmed that a DPA is not listed on a property title. Buyers need to be made aware of conditions on property. Realtors are not required to provide information on DPAs to new buyers, but the local realtors may make the effort to provide this information. Island Planner Smith confirmed that the DPA on the Schooner Bay property was identified by a local biologist who did not rely only on satellite imagery. Regional Planning Manager Robert Kojima has background material to compile updated brochures for new land owners. LTC does not have a mechanism to require realtors to provide this information

Speaker: Would like to have a local municipality because the nearby municipalities control logging bylaws and people don't believe that the Trust is able to do anything about their concerns.

Speaker: Pointed out that there were four trustees that voted to rescind the request for tree cutting permitting powers. The speaker wanted to know if this issue comes up again, will LTC vote for more power regarding tree cutting?

Trustee Morrison responded that she would vote for local control next time.

Trustee Campbell stated that he is not certain that the LTC can legally have that level of authority and enforcement over logging and more analysis is needed. He agreed that we need to protect what we have.

LTC went on break from 12:11 p.m. to 12:16 p.m.

8. PUBLIC HEARING – None

9. MINUTES

9.1 North Pender Island Local Trust Committee Minutes Dated July 28, 2023

The minutes were amended prior to the meeting.

By general consent the North Pender Local Trust Committee meeting minutes of July 28, 2023 were adopted as amended.

9.2 Local Trust Committee Public Hearing Record of May 13, 2023 - Received for information

9.3 Section 26 Resolutions-without-meeting Report - None

9.4 Advisory Planning Commission Minutes - None

10. BUSINESS ARISING FROM THE MINUTES

10.1 Follow-up Action List Dated Sept 2023

Island Planner Smith summarized legal advice with regards to the Clam Bay Farm building. The staff interpretation in 2021 was correct. If neighbors believe that there are non-farm uses occurring in the building they should contact bylaw compliance and enforcement.

Island Planner Smith confirmed that regular and special meetings are no longer hybrid. Community members can watch online, but if they wish to participate in the town hall they will have to attend the meeting in person. Land Use Permit applicants are still able to make comments on their application over zoom when arranged for by staff.

LTC expressed interest in working with the CRD to get lighting regulations. Staff to follow-up with CRD staff.

11. DELEGATIONS

12. CORRESPONDENCE

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

13. APPLICATIONS AND REFERRALS

13.1 NP-DP-2023.3 (Shave)

Island Planner Smith reviewed the actions taken on this application to date.

Discussion regarding the amount of the deposit ensued:

- LTC expressed concern that the estimate may not fully cover the actual cost of doing the remediation work on the lot
- Chair Maude expressed further concern that the coming winter may negatively impact the outcome of the remediation work if it is not promptly completed
- Island Planner Smith cautioned that the applicant cannot be required to begin the remediation work until they receive the development permit

NP-2023-089

It was Moved and Seconded,

that North Pender Island Local Trust Committee directs staff to obtain a more detailed cost estimate from the applicant, including three locally based quotes, on the deposit for remediation work for application NP-DP-2023.3 (Shave).

CARRIED

13.2 NP-TUP-2023.4 (Gu)

Planner Caproff reported on the application. Planner Caproff had spoken with the applicant and they confirmed the cistern onsite was 2000 gallons. The Fire Department does not require an increase for fire suppression on this property. Five letters of opposition from the community were received during the notification period for the July LTC and two letters of opposition were received during the notification period for the September meeting.

Discussion:

- Applicant waiting for approval before hooking up the cistern
- Even if LTC issued a permit, the applicant cannot operate the STVR until the TUP conditions are met
- The property manager confirmed that the danger trees will be removed on October 9
- Concerns regarding number of letters/issues identified by the community
- Some issues brought forward by the community have already been addressed

- Discussed the possibility of issuing a shorter term permit that allows for fewer guests
- Owner could keep a log of number of guests and this information could come back to LTC at time of renewal
- LTC wished to make it clear that all issues raised by neighbours will be addressed as conditions of the permit
- Further discussion needed on STVRs and B&Bs in general; maybe a cap on number of permits; is owner on/off island, is it a commercial operation.
- Part of housing survey – information important
- LTC recommends the owner contact the Fire Department to correct the address

NP-2023-090

It was Moved and Seconded,

that North Pender Island Local Trust Committee amend NP-TUP-2023.4 (Gu) to reduce the permit duration to one year and to reduce the number of guests per stay to six and to include a condition to remove 2 danger trees as shown in Schedule A.

CARRIED

NP-2023-091

It was Moved and Seconded,

that North Pender Local Trust Committee approve issuance of NP-TUP-2023.4 (Gu) as amended.

CARRIED

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 Raptor Nest DPA Review Project Update

Island Planner Smith reviewed the staff memo. Staff will initiate procurement for data when ready to be received from Dave Manning.

15. REPORTS

15.1 Work Program Report

15.1.1 Active Projects Report Dated Sept 2023

Island Planner Smith reported that all the items have been updated.

LTC would like to look at the effects of STVRs on housing affordability and consider an “empty house” tax as part of the Housing Project.

Island Planner Smith advised that the existing research has found pros and cons to the presence of STVRs on the gulf islands.

Salt Spring Island requested an exemption from empty house tax.

15.1.2 Future Projects Report Dated Sept 2023

Island Planner Smith reported that Mayne Island Flex Housing Project is collecting extensive information and statistics.

Meeting Oct. 21st. could be used to identify needs and issues.

15.2 Applications Report Dated Sept 2023 – received for information

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

15.4 Adopted Policies and Standing Resolutions – received for information

15.5 Local Trust Committee Webpage – will be updated

15.6 Islands Trust Conservancy Report - None

16. NEW BUSINESS

16.1 Census Infographics

The infographics will be added to the Islands Trust website. Island Planner Smith will identify where to put the information on the North Pender web page.

16.2 Plum Tree Court

Discussion ensued:

- Regional Planning Manager, Robert Kojima, sent information and options to the LTC
- Island Planner Smith advised that the best option is to submit a rezoning application to Islands Trust
- Rolls into affordable housing issues
- Current zoning allows for 2 family units only, but there is interest in adding multiple family residences
- Letter from LTC to accompany application to BC Housing was discussed
- Working to provide flexible options and seeking legal review
- Island Planner Smith advised that Plum Tree Court's application to BC housing should make it clear that they are applying for multifamily housing and identify where they are at in the rezoning process
- LTC willing to go through rezoning process and would encourage the Plum Tree Court Board to submit a rezoning application to Islands Trust
- Plum Tree court can seek reimbursement for the application fee
- If the rezoning application is submitted by October 15th, it could be on the agenda for the Special Meeting October 21

16.3 2024 LTC Meeting Schedule

- The expectation that things can get done quickly on the island, which means the LTC is pushed to approve permits faster
- Other LTCs have been instituting an application window to control the amount of development happening in the islands
- Another concern is the pressure on staff to meet deadlines for frequent meetings

- The structure of regular meetings leaves less room for community conversation and would like to see more community meetings instead
- One regular LTC meeting every 2 months and 2-3 meetings for community information and discussion without making decisions
- Community Information Meetings could host guest speakers and be held on the weekends
- There was a discussion about one of the Community Information Meetings being about fire management and the literature being distributed on Salt Spring

NP-2023-092

It was Moved and Seconded,

that North Pender Island Local Trust Committee direct staff to draft a 2024 meeting schedule with six regular meeting and three Community Information Meetings.

CARRIED

17. UPCOMING MEETINGS

17.1 Special Meeting Scheduled for October 21, 2023 at the Anglican Hall, Pender Island

17.2 Next Regular Meeting Scheduled for November 24, 2023 at the Anglican Hall, Pender Island

18. TOWN HALL

19. CLOSED MEETING - None

20. ADJOURNMENT

By general consent the meeting was adjourned at 2:13 pm.

David Maude, Chair

Certified Correct:

Pat Todd, Recorder

North Pender Island Local Trust Committee Minutes of Special Meeting

Date: October 21, 2023
Location: Anglican Parish Hall
4703 Canal Road, RR#1, North Pender Island, BC

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

Staff Present: Brad Smith, Island Planner
Narissa Chadwick, Island Planner
Emily Bryant, Recorder

Others Present: Approximately ten (10) members of the public were present

1. CALL TO ORDER

Chair Maude called the meeting to order at 1:01 p.m. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. BUSINESS ITEMS

3.1 Current Islands Trust Housing Initiatives – Staff Presentation and Q and A

Island Planner Smith introduced Island Planner Chadwick, and explained that the discussion today will be the first step in the housing action plan for the community housing project. LTC have directed staff to make housing a major project, and they have been working towards budget approval from Trust Council.

Trustee Morrison Arrived at 1:06 p.m.

Island Planner Chadwick began the presentation by explaining their work on a housing project as the Island Planner for Mayne Island. Island Planner Chadwick has also been working on housing projects on a regional scale, including projects on Denman and Mayne Island. These processes provide a starting point for the North Pender housing project.

- An Interim Strategic Plan for the whole Trust Area will be presented to Trust Council at their next meeting
- The key actions have been identified
- Currently gathering data for the suitable land analysis

- The plan is about increasing housing options, in recognition of the challenges on the islands
- Multiplexes are typically much more cost effective and a better way to go
- Community engagement led to an action plan
- Gabriola Island has been working on an Official Community Plan (OCP) review with a focus on housing
- Working with the Capital Regional District (CRD) to apply for federal funding
- The Island Housing Strategy focuses on helping low and middle income households continue living in the Trust Area

Island Planner Chadwick explained the Housing Toolkit and the process of creating it:

- A package of information, mapping tools, action plans, and strategy templates
- Designed to inform the development of an action plan, business case, and project charter
- Helpful in building relationships with Regional Districts
- Includes a discussion paper that provides an opportunity to get all the information together, to make sure we're all on the same page
- Community members have been doing their own research on housing
- We've been updating the needs assessment as we have been going along
- Compiled a list of potential OCP policies from other communities in order to look at all the possible options to consider
- Snapshot housing profiles created from census data
- Annotated bibliography provides a rundown of all of the sources
 - Those sources are available on the website
- Some work has already been done on North Pender Island
- There is a document on the Islands Trust website that provides a breakdown of the various responsibilities of various levels of government
- The baseline report is every island's policy relating to housing

Mayne Island has been in conversation about housing for years and held lots of Community Information Meetings to identify community needs. Denman Island decided to have a community housing Advisory Planning Committee (APC).

Speaker: wanted to know if there has been any input from the North Pender community and if that includes indigenous consultation.

Island Planner Chadwick replied that the toolkit is not a predetermined plan for North Pender Island. This is research and information made available for the community to decide on a plan going forward. The LTC can choose what they direct Islands Trust Staff to do. This is an opportunity for the community to express their needs to the Islands Trust.

The 2008 North Pender Island OCP review project generated so much useful information on North Pender Island. We have all of this data on freshwater, so we can look at where we have the water to support more density, or to identify where we shouldn't increase the density.

Mayne Island used mapping and freshwater data to identify:

- A pilot area for this concept of flex housing
- Maximum floor for all dwellings
- Which areas are the most vulnerable in terms of lack of ground water
- The Mayne Island LTC advised where not to build
- Looked at saltwater intrusion
- Challenges with pollution of ground water

The housing project on North Pender Island will help to develop this methodology further. Other mapping done at the Trust-wide level will be looking at subdivision potential. These maps can all be accessed on the Islands Trust website. Denman Island has a housing project with a sophisticated rainwater catchment system, which can be analysed. All of this information shows us where we are at and what possibilities are open to us to develop an action plan.

The Toolkit contains a template for an action plan. The Mayne Island LTC came up with a set of actions and adapted the language for their application to the federal government. Island Planner Chadwick explained the development of the Mayne Island Action Plan:

- Alternative housing and tiny homes
- Affordable rental ownership programs
- Building a good relationship with Habitat for Humanity

North Pender is about 9 months out from having an action plan. Mayne took 4 years, but it allows North Pender to develop their plan faster. The Major Project won't get started until April because staff are waiting on Trust Council for budget approval. Regardless, the North Pender LTC could be doing work on this in the meantime. For example, the LTC can work on allowing subdivision for donation of land or make the rezoning process easier.

Speaker: stated that we need to update the needs assessment in order to progress with this. For the Housing Accelerator Fund, there are 50 indicators in the needs assessment to qualify for funding. We would want to align ourselves with the format that we need to apply to housing accelerator plan.

Island Planner Chadwick agreed that North Pender has the advantage of building their plan so they can align with new requirements from government funding opportunities. The LTC acknowledged that it is important to be ready for whenever funding is available. It would be ideal to get this in place in less than a year.

Speaker: came here to discuss the rezoning application. It is the last thing we are talking about. We want to get these six units built. If we can't do that, then how can we do everything the project is out to do?

The LTC decided to move the Plum Tree Court application up in the agenda, before the break.

Island Planner Chadwick stated that Justine Starke from the CRD has been working on a rural housing initiative. If this funding comes through we will be able to move forward

with this project and develop an incentive program for accessory units and provide more support for non-profits.

The next steps for North Pender include letters to First Nations and community involvement.

3.2 NP-RZ-2023.1 (Pender Islands Housing Society) - Preliminary Staff Report

Island Planner Smith gave a description of the rezoning application:

- The current zoning only allows for two unit dwellings, and they want to build multi unit dwellings up to six units
- The bylaw amendment would be consistent with the OCP, so the LTC do not have to have the public hearing process
- LTC will have to give notice before giving first reading of the amending bylaw if they want to proceed without a public hearing

Speaker: I don't think we need a zoning application at all. All we are doing is changing the configuration, not the use. The purpose of the lot is community housing run by a not-for-profit, and this is not going to change.

Island Planner Smith advised that if you are changing the use, which includes density or siting, you have to go through a rezoning process to change the bylaw. Island Planner Smith added that the Pender Islands Housing Society (PIHS) can apply to have the application fee refunded.

Speaker: The application for BC Housing meant that PIHS couldn't start application for rezoning because it would disqualify them for funding from BC Housing. If we can get it done without rezoning, let's do it.

Island Planner Smith advised that Provincial legislation requires us to go through the process.

Speaker: stated that the LTC is asking for proof of water. If PIHS went ahead with current zoning they will have to cut down trees and use more space, which they could do if they get the funding.

Speaker: advised that you can't get around the need to do the amendment. They have done a lot of work with BC Housing, and there are ways to work with them to move things along.

Island Planner Smith commented that BC Housing can be very understanding when it comes to applications, and can work with the rezoning process even if PIHS is not ready by November 17.

Speaker: is concerned that there is so little money available, which means that BC Housing won't even look at their application if there are any issues with the land. If we get the rezoning, we should get to the table. Have tried to stick with their zoning all along. They want to move on to bigger projects.

Island Planner Smith reiterated that the LTC can't change the wording in the bylaw without the due process. Staff have been moving this forward as fast as possible. There are no other pathways to circumvent due process.

The LTC expressed interest in the next steps to move this process one step forward.

Speaker: stated that these processes add immeasurable costs to the housing project.

NP-2023-93

It was MOVED and SECONDED,

That the North Pender Island Local Trust Committee directs staff to proceed with application NP-RZ-2023.1 (PIHS) and to prepare a draft bylaw.

CARRIED

LTC could make a resolution to not hold a Public Hearings to move this forward faster. To do that notice must be sent out prior to giving first reading. Once the referral end date is determined, the LTC can schedule a special meeting or schedule a Special Meeting after that to consider first reading. Staff would initiate notice as per statutory requirements.

The LTC went on break at 2:35 p.m. and resumed at 2:46 p.m.

3.3 Housing Project Discussion

Island Planner Chadwick acknowledged that a lot of work and research on housing matters may have already been done by the community, and invited the public to share any research that Islands Trust may not be aware of.

Speaker: would like to return to live on their property on North Pender so they asked their tenant to move out, but can't find a place for her tenant and tenant's son. The tenant is part of the community and doesn't want to move away from Pender Island. They are willing to invest in a tiny home or some other alternative housing to put on their property and continue to rent the house to someone with a family. Would need to invest a lot to get an RV to work on the property, but it's not a long term solution. The Bylaw would have to change to allow a secondary home on her property. Would take about a year to get the permits.

Island Planner Chadwick responded that the action needed here would be a rezoning. The flexible housing model would allow for a maximum combined floor area of the two buildings. One option to consider is a flexible housing rezoning. This example would be a site specific zoning. The RV would create more challenges. On North Pender, the lot would have to be a minimum of 3 acres to live in an accessory building.

The LTC discussed strategies to improve the process more broadly in the future:

- Flexible housing options could be prepared to work for Magic Lake
- Housing project allows for the LTC to look at all the options that makes sense for the area, but If you decided to do it carte blanche you would have a lot of thinking to do
- Secondary suites are currently allowed in Magic Lake, but they are underbuilt, and the change in language could allow for more than that

- Could decide to do this as a series of smaller projects and do all the different things in succession
 - This could take longer over all, but you would move some things along quicker
 - One option at a time, or all of the options together
 - Even if Trust Council didn't support this, you could still work on these little projects

Speaker: North Pender needs housing that is affordable now. People are living in cars. The *Residential Tenancy Act* makes it not appealing to be a landlord and makes people sell their houses or start Airbnbs.

Justine Starke at the CRD has been working on this stuff for years, including incentives for builders to put housing in. Islands Trust is working on the zoning to put these in.

Speaker: stated that, logistically we could put RV Pads up in 6 months.

Rob Fenton, the Alternate Director for the Southern Gulf Islands with the CRD has been putting effort into RV matters.

Speaker: stated that the whole island should look at secondary suites, not just Magic Lake. Much of the issues with housing were not included in the bylaw review project because they were going to do the housing project. The water in Magic Lake can serve 1200 lots that are there. If every lot built the secondary suites, they would need to do upgrades.

There is interest in swapping density into smaller clusters of housing and breaking up square footage. For example, people are aging in place, and they want someone to live there to help them. They don't want to subdivide, because they want to continue to own the land.

Tiny homes on wheels are essentially the same as a recreational vehicles with regards to building code, which means they would not be regulated. Manufactured homes have to be on a concrete pad and hooked up.

Speaker: stated that in their experience they had to have certified engineers to find information that can just be pulled of the shelf just to address water concerns.

Speaker: spoke to their past experience in a past housing needs. The pilot project was successful with provincial and federal government. The speaker emphasized that this is a real housing crisis and got a lot of traction with that.

When Mayne Island allowed for secondary suites a couple years ago, there wasn't any uptake. The LTC remarked that we need to look at how we can tailor the bylaws.

The flex housing bylaw. Maybe Pender could be the model for pads. We can work amongst each other.

Trustee Morrison: people often don't want to be a landlord. Is there a way to have a housing authority to work across the land? The housing authority would be the landlord.

Speaker: would like purpose built housing, then it remains rental housing even if the owner sells. Property is always going to be sold at some point.

Speaker: finds it difficult to make the numbers work on a non-subsidized home. The overhead costs are too high. The speaker suggested a model with distributed locations with the same rental manager.

The LTC emphasized the value of having these discussions because it is hard to make a decision on how to move forward with housing, unless you hear about the specifics or people who are struggling.

Speaker: added that people have no trouble finding short term rentals in the winters, but it is a struggle in the summer months.

Speaker: commented that if housing must be close to services, it should be close to the Driftwood for people with transportation issues. Housing should be close to transportation routes because it can be difficult to get around on the island. Approval for public funding for housing must be close to public housing.

Chair Maude spoke to a conversation with Adam Olsen about the need for a property management company, who would run the rental units. Lots of people don't want the hassle of renting. Island Planner Smith added that property managers do financial and reference checks, and can be quite thorough.

Speaker: stated that 10 years ago people rented little cottages for \$600-800 a month. A lot of them were sold off and rental stock had dipped significantly since then. The current situation does not provide security for tenants and those cottages are now worth a lot.

Speaker: asked if we can make an allowance for secondary housing? People are more willing to rent out a separate place on their property. They added that businesses are having trouble getting staff because we don't have housing for people to live in.

Speaker: stated that people were starting to have a hard time finding places to rent in the late 2000s due to commercial use of residential zones. They expressed concern about situations where tenants are kicked out of their housing, and then they have difficulties with storing their belongings on short notice. They also spoke to the Southern Gulf Islands Housing Strategy that Justine Starke has been working on, and related it to a discussion in 2008 about whether commercial development should be concentrated or distributed on Pender Island. The speaker urged the LTC to consider zoning for a coffee shop and store for 250 people, which has the advantage of being able to walk.

The PowerPoint presentation from the meeting today will be available online and more information can be found on the project page. Island Planner Chadwick added that the toolkit is going to the Regional Planning Committee to be finalized and it will be added to the website.

The LTC returned to the discussion regarding the process for moving forward with application NP-RZ-2023.1 without holding a Public Hearing.

NP-2023-94

It was MOVED and SECONDED,

that, pursuant to *Local Government Act* s. 464(2), the North Pender Island Local Trust Committee resolves to not hold a public hearing for Bylaw No.234, and that staff give notice of First Reading in accordance with s.467 of the *Local Government Act*.

CARRIED

3.4 Discussion of the Schooner Way Trail

Island Planner Smith requested the LTC add a brief discussion about the proposed active transportation trail to the agenda.

The LTC considered the question of how the LTC can support the Southern Gulf Islands Active Transportation Plan. The LTC is not able to provide financial support. The next move would be to provide a letter that endorses and commits to coordinating with other levels of government on the trail.

LTC would need to decide if they have support for submitting a funding grant. Wants to promote active transportation. The North Pender Island OCP is supportive of active transportation.

NP-2023-95

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee has considered the request by the Pender Islands Parks and Recreation Commission and is in support of the 2023 BC Active Transportation Grant Application for the Schooner Way Trail.

CARRIED

4. ADJOURNMENT

By general consent the meeting was adjourned at 4:02 p.m.

David Maude, Chair

Certified Correct:

Emily Bryant, Recorder

Follow Up Action Report

North Pender Island

05-May-2023

Activity	Responsibility	Dates	Status
1 16.1 Protocol agreements - staff to invite CRD Director Paul Brent to a future LTC meeting to discuss NP LTC and CRD protocol agreements NOV 15 UPDATE - staff will coordinate with CRD to attend in new year combined with discussion of nuisance lighting issue	Brad Smith Jas Chonk	Target: 12-May-2023	In Progress

28-Jul-2023

Activity	Responsibility	Dates	Status
1 LTC to identify date for standalone meeting re topic communications with local landowners - PENDING Staff to provide background info package in prep for meeting - DONE	Brad Smith	Target: 15-Sep-2023	In Progress

29-Sep-2023

Activity	Responsibility	Dates	Status
1 9.1 July 28, 2023 LTC meeting minutes adopted as amended - amendments approved consistent with Emily's suggested edits	Emily Bryant	Target: 13-Oct-2023	Completed
2 10.1 FUAL - set up discussion with CRD at LTC meeting re nuisance lighting issues NOV 15 UPDATE - Staff have discussed issue with CRD staff and will arrange a time for CRD to attend a meeting in new year	Brad Smith	Target: 13-Oct-2023	In Progress

Follow Up Action Report

North Pender Island

29-Sep-2023

Activity	Responsibility	Dates	Status
3 13.1 - NP-DP-2023.3 (Shave) Staff to seek a more detailed cost estimate from the applicant for security deposit with at 3 quotes for completing restoration work NOV 15 UPDATE - Staff continue to seek input from applicant re detailed quotes for restoration	Brad Smith	Target: 27-Oct-2023	In Progress
4 13.2 NP-TUP-2023.4 (Gu) - Permit approved for ONE year with following changes: ·Maximum occupancy of six people ·Add condition requiring removal of two identified danger trees and add reference photo of trees to schedules Charly - add monitoring in Tapis to confirm tree removal and that cistern is operating	Charly Caproff Emily Bryant Jas Chonk	Target: 13-Oct-2023	Completed
5 16.1 Staff to determine if/where census infographic link can be pointed to in NP webpage content	Brad Smith	Target: 13-Oct-2023	Completed
6 16.2 Staff to draft a 2024 tentative LTC meeting schedule with 6 regular meetings on Thursdays and 3 Saturday CIMs	Emily Bryant	Target: 20-Oct-2023	Completed

21-Oct-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

North Pender Island

21-Oct-2023

Activity	Responsibility	Dates	Status
1 NP-RZ-2023.1 (PIHS) - staff directed to proceed with drafting of bylaw and initiation of referrals - resolution also passed initiate notification to not hold public prior to consideration of 1st reading Jas - provide draft bylaw and initiate referrals - Brad - draft amending bylaw Emily - update PPt on webpage and create links to UPDATE - NOV 14 - Bylaw referrals sent out - staff to initiate notification to not hold a public hearing after referrals are done	Brad Smith Jas Chonk	Target: 27-Oct-2023	In Progress
2 CRD Trail Grant - Staff to send letter to Pender Island Parks Commission confirming LTC support for project	Brad Smith Emily Bryant	Target: 27-Oct-2023	Completed

----- Forwarded Message -----

From: fortmarsden <[REDACTED]>

To: fortmarsden <[REDACTED]>

Sent: Sat, 04 Nov 2023 12:54:41 -0600 (MDT)

Subject: Proposing a Ban on Fireworks

To whom it may concern, I am writing to express my concerns about the use of fireworks following this past Halloween night event in Port Browning Harbour, Pender Island. This activity created air, sea and land pollution and the noise frightened livestock, domestic and wild animals. Fireworks are made of potassium nitrate, sulfur and charcoal- 3 components we don't want to put into the atmosphere. Along with barium, strontium, sodium, titanium, copper, zirconium, magnesium alloys and other metals, the shell is usually cardboard & polymers (plastic foil packaging), and all this is exploded releasing gases responsible for global warming and debris raining down that contaminates soil and water. Fireworks sudden sound and flashes at dark make wildlife move to roadways, birds take flight, horses spook and pets are frightened. Fireworks produce noise that can exceed 140 decibels, exposing all animals to trauma and stress. Fireworks are a fire hazard lit nearby roofs or boat decks. Toxic gases are released during ignition and are harmful to human health. There are other safety concerns and risks for those discharging fireworks- accidents, burns, operating impaired. The cons of fireworks use far outweigh any benefit. In response to these concerns from the community for the reasons of pollution, pets and changing climate and environment, the city of Vancouver banned the consumer use and sale of fireworks recently. The purchase, possession and discharge of fireworks is no longer permitted. These little explosions have a much bigger negative impact than most know. The statistics are incredibly high of pollution released Halloween, New Year's eve, Canada Day, weddings, birthdays and other events. As a long-time resident of the Pender Islands I think it is time to ban Fireworks. Clearly, other communities have indeed seen the residual affects and have gone from permits or regulations to simply banning this activity. There is support in our community to follow suit. Fireworks are a thing of the past. I encourage you to please assess these concerns and work towards a Ban. I would be happy to supply additional facts, references and petition. This is something we can do to lessen our carbon footprint and protect our environment. I look forward to your discussion on this matter. Sincerely, Michelle Marsden [REDACTED]

From: michael <[REDACTED]>
Date: October 29, 2023 at 11:05:14 AM PDT
To: David Maude <dmaude@islandstrust.bc.ca>
Subject: Housing

Hello Chairman Maude: I intended to participate in the recent meeting on housing but other matters intervened. Please accept the attached piece, also copied below, as a late submission on that issue.

Regards,

Michael Symons

North Pender Island

=====

Re: Housing problem on N. Pender Island

It has been said that everyone is entitled to their own opinion, but not to their own facts. I would like to point out some facts, then some opinions.

Facts

- The Islands Trust was formed in part as a response to the Magic Lake Estates subdivision, then the largest of its kind in Canada.
- North Pender Island is the most densely populated of all the Outer Gulf Islands.
- Development of presently unbuilt lots will further increase the population here.
- Three Local Trust Committees ago a bylaw was enacted, on the justification of addressing the housing problem, which has the potential to significantly increase the overall population on N. Pender by allowing development of secondary suites as dwellings.
- The resources and infrastructure of N. Pender are presently overtaxed; roads are deteriorated, ferries are subject to overloading, the Health Centre is overloaded during Summer months, water and sewer systems are operating at or above capacity.
- Anecdotally, freshwater is being depleted. Potable water delivery trucks are regularly seen arriving on the ferries. Residents report wells running dry and/or being subject to saltwater intrusion more frequently than in the past.

Opinion

- The foregoing facts demand that any proposal which will further increase planned population density be rejected on that basis alone.
- The principle of the Islands Trust that islands should be developed in a manner which respects the carrying capacity of that island, e.g. water availability, militate against any further increases in population density.
- The Gulf Islands, and North Pender Island in particular, are simply not the place to solve the province's housing problems. We are overpopulated, under-resourced, and have a vulnerable ecosystem.
- In seeking to address shortage of housing on N. Pender it would be most productive to examine the current supply. A significant percentage of homes here sit vacant most of the year. The NPLTC would do well to pay heed to what the province and other jurisdictions are doing to address the problem of *de facto* conversion of residential housing to tourist accommodations, i.e. short term rentals.
- A properly designed needs assessment would also be a good starting point for understanding the parameters of housing needs on North Pender.

Michael Symons, N. Pender Isl.

From: Julia Nicholls <[REDACTED]>

Sent: Friday, November 10, 2023 12:37 PM

To: Deb Morrison <dmorrison@islandstrust.bc.ca>; Aaron Campbell <acampbell@islandstrust.bc.ca>;
David Maude <dmaude@islandstrust.bc.ca>; SouthInfo <SouthInfo@islandstrust.bc.ca>

Subject:

Dear

The short-term rental market in BC has grown out of control over the past few years, with 30% of Vancouver listings going unlicensed, and stories of unsafe rentals all over the news. Short-term rentals keep units out of the housing market, reducing the number of available units in a province that already struggles to meet housing demands.

Are you willing to make all rental properties long term?

Sincerely

Julia Nicholls

BYLAW REFERRAL FORM

Island: Saturna Island Local Trust Area Bylaw No.: 140/141 Date: October 27, 2023

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

100/101 Payne Rd and 201 Harris Road

PURPOSE OF BYLAW:

Amendments would be made to the Saturna Island Official Community Plan Bylaw No. 70, 2000 (OCP) and the Saturna Island Land Use Bylaw No. 119, 2018 (LUB) to rezone the parcel located at 100/101 Payne Road to allow for an additional dwelling density to be added. Currently, the shared property has a single primary dwelling and an accessory cottage which are lived in by separate families, and these families are now seeking to separate their financial/property obligations to ensure their estate planning is properly taken care of.

The density for the additional dwelling is to be transferred from the parcel located at 201 Harris Road, which has been arranged through a private agreement between the property owners. As the additional proposed density is to be transferred from another parcel on Saturna, there is no net increase in overall density. In addition, three (3) densities would be removed from the Harris Road property and transferred to the Community Amenity Density Reserve (CADR) for potential future use by the LTC in meeting land conservation objectives. The transfer of these three (3) densities to the CADR is voluntary at the request of the property owner.

GENERAL LOCATION:

Saturna Island Local Trust Area

LEGAL DESCRIPTION:

100/101 Payne Road: Lot 1, Section 18, Saturna Island, Cowichan District, Plan 6417
201 Harris Road: Lot 1, Section 5, Saturna Island, Cowichan District, Plan 25360

SIZE OF PROPERTY AFFECTED:

100/101 Payne Road: 1.69 ha
201 Harris Rd: 14.4 ha

ALR STATUS:

A portion of the
100/101 Payne Rd
property is located
in the ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

100/101 Payne Road: Rural
201 Harris Road: Rural, Watershed

OTHER INFORMATION:

Additional information, including a preliminary staff report and the current bylaws, is available at:
<https://islandstrust.bc.ca/island-planning/saturna/current-applications/>

Please fill out the Response Summary. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

BSmith

(Signature)

Name: Brad Smith

Title: Island Planner
Contact Info: Tel: 778-679-5185
Email: bsmith@islandstrust.bc.ca

This referral has been sent to the following agencies:

Government Agencies

Parks Canada
Ministry of Transportation and Infrastructure

Regional Agencies

CRD, Planning and Protective Services, Building Inspection
CRD, Integrated Water Services (Lyall Harbour – Boot
Cove Water System)
Island Health

Adjacent Local Trust Committees and Municipalities

North Pender Island Local Trust Committee
Mayne Island Local Trust Committee
South Pender Island Local Trust Committee

First Nations

Cowichan Tribes
Halalt First Nation
Ts'uubaa-asatx First Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Snuneymuxw First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
WSANEC Leadership Council

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

Saturna Island Local Trust Area
(Island)

(Signature)

(Date)

140/141
(Bylaw Number)

(Name and Title)

(Agency)

DATE OF MEETING: January 20, 2023
TO: North Pender Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team
COPY: Brad Smith, Island Planner
SUBJECT: Proposed Fee Bylaw 226

RECOMMENDATION

1. That the North Pender Island Local Trust Committee Bylaw No. 226, cited as “North Pender Island Local Trust Committee Fees Bylaw, 2021”, be given First Reading
2. That the North Pender Island Local Trust Committee Bylaw No. 226, cited as “North Pender Island Local Trust Committee Fees Bylaw, 2021”, be given Second Reading
3. That the North Pender Island Local Trust Committee Bylaw No. 226, cited as “North Pender Island Local Trust Committee Fees Bylaw, 2021”, be given Third Reading
4. That the North Pender Island Local Trust Committee Bylaw No. 226, cited as “North Pender Island Local Trust Committee Fees Bylaw, 2021”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee

REPORT SUMMARY

The purpose of this report is for the North Pender Island Local Trust Committee (LTC) to consider three readings of Bylaw No. 226 which would replace Bylaw No. 173 (LTC Fees Bylaw) to include:

- An expanded Interpretation section.
- Fee increases for the various applications.
- Fees for applications received though work or activity is already undertaken or in operation.
- Clarification of collection of fees and refunds.
- A new section to address Extraordinary Service Costs (ESC)
- A new section to address Annual Fee Increases.

BACKGROUND

At its regular business meeting in June 2021, Trust Council adopted a new Application Processing Services Policy that includes a model Fee Bylaw. At the same meeting, Trust Council recommended that local trust committees adopt new fees bylaws based on the model.

The Model Fees Bylaw was endorsed by Trust Council in 2021 to establish applications fees that are more consistent with the costs of processing applications. There has been a significant and growing gap between the application fees being received and costs incurred to process those applications since the current fee bylaw was adopted in 2007. The Regional Planning Committee spent several meetings reviewing costs, fees and developing recommended new fees. As LTCs are obligated to consider applications, in the absence of increased fees application processing will be increasingly funded from general revenues. Increased fees would not fund 100% of the cost of processing applications, but would create a more equitable balance between ‘user pay’ and the general taxpayer. Increased fees were also recommended in the recent governance review (“greater cost recovery is required”).

It may be useful to clarify when application fees are paid to Islands Trust. Fees are required for the following:

- When owners, rarely, apply to amend the zoning on their property.
- Land use permit applications, including most commonly:
 - Temporary use permits, predominantly for short term vacation rentals
 - Development permits – most are to manage development in environmentally sensitive areas
 - Development variance permits by owners who feel that their development cannot comply with siting regulations
 - Owners who apply to subdivide their land into new lots

Many services are not, or cannot be funded by fees, including:

- Owners applying for a building permit: at the request of regional districts, Islands Trust staff review building plans for compliance with zoning but cannot charge a fee. Building permit fees are charged by the CRD.
- Inquiries: owners, professionals and other agencies do not pay a fee for inquiries about zoning, development permit areas, or to ask about process or jurisdiction, or for staff to direct inquiries to appropriate agencies.
- Applications by community organizations, where there is a community benefit, can apply to have fees refunded

Most applications are the result of regulations put in place by the Local Trust Committee to protect the environment and minimize impacts of development on the community, for example:

- Development permits to ensure that development that occurs in sensitive areas has appropriate conditions
- Temporary use permits for vacation rentals ensure that neighbours get a say and that appropriate conditions are put in place
- Variances which provide an opportunity for neighbours to comment and for the LTC to consider impacts
- Subdivision regulations ensure that new lots comply with minimum lot sizes, minimum frontage and have sufficient groundwater

In addition to increased fees, other Trust-wide changes have been implemented as part of the Planner Services review, including:

- Hiring of a planning technician to review building permit plans
- One dedicated planner in each office assigned exclusively to processing land use permit applications.
- Delegation of the authority to issue development permits to staff

- New application tracking software
- Application processing procedures are being reviewed resulting in revised processes and forms

At the September 2021 regular business meeting, the LTC passed the following resolution:

NP-2021-094

It was Moved and Seconded

That the North Pender Local Trust Committee request staff to draft a new Fee Bylaw based on the model fee bylaw attached to Trust Council Policy “5.6.1 Application Processing Services”.

CARRIED

At several meetings in 2022 the LTC considered the draft bylaw, a community information meeting was held, and ultimately the LTC deferred consideration of the new fee bylaw to the current term.

Rationale for Recommendation

The new fee bylaw was developed by the Regional Planning Committee, was endorsed by Trust Council in 2021, and has been adopted by 10 local trust committees. Adopting the new fee bylaw would bring greater cost recovery to the processing of applications, and would bring the North Pender LTC’s fees in line with those of the other LTCs.

Next Steps

If the LTC gives three readings to the bylaw, it will be referred to Executive Committee for approval and come back to the LTC for consideration of adoption.

Submitted By:	Robert Kojima Regional Planning Manager	December 2, 2021
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ATTACHMENTS

1. Draft Bylaw No. 226

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 226

A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications.

WHEREAS Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections; Section 41 of the *Liquor Control and Licensing Act* and Section 35 of the *Cannabis Control and Licensing Act* provides that a local government may, by bylaw, impose fees for referral of a license under that Act;

NOW THEREFORE the North Pender Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the North Pender Island Local Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

Citation

- 1.1 This bylaw may be cited as the "North Pender Island Local Trust Committee Fees Bylaw, 2021".

Interpretation

- 2.1 In this bylaw:

"Applicant" means:

- 2.1.1 the person authorized under the North Pender Island Local Trust Committee Development Procedures Bylaw No. 72, 1992 to make an application in respect of a bylaw or permit under the *Islands Trust Act* or Part 14 or Part 15 of the *Local Government Act*;
- 2.1.2 an applicant for a license under the *Liquor Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.3 an applicant for a license under the *Cannabis Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.4 an applicant for subdivision review under the *Land Title Act* or the *Strata Property Act*;
- 2.1.5 an applicant for the conversion of a previously occupied building to strata lots under the *Strata Property Act*;
- 2.1.6 an applicant for a soil deposit permit or soil removal permit issued pursuant to a bylaw enacted under Part 14 of the *Local Government Act*; or
- 2.1.7 an applicant to a board of variance established under Part 14 of the *Local Government Act*.

“Application Processing Fee” means the initial amount payable to the Islands Trust in respect of any application under this bylaw.

“General Service Cost” includes average hourly cost of each staff position involved in processing the applications multiplied by the average number of hours taken to complete processing of that type of application, and includes administrative overhead costs.

“Estimated Direct Costs” for bylaw amendments listed in Table 1 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including:

1. newspaper advertising for one community meeting,
2. notifications, postal and delivery costs of statutory notifications for one public hearing,
3. rental of premises for one community meeting and/or one public hearing,
4. contract minute-taker costs recording or preparation of minutes of one community meeting and/or one public hearing and,
5. staff travel expenses for one site visit, one community meeting and one public hearing.

“Estimated Direct Costs” for temporary use permits listed in Table 2 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including

1. one newspaper advertisement, notifications, postal and delivery costs of statutory notifications for one community meeting,
2. rental of premises for one community meeting,
3. contract minute-taker costs recording or preparation of minutes of one community meeting, and
4. staff travel expenses for one site visit, one community meeting.

“Islands Trust” means the Director of Local Planning Services or their authorized representative.

Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4, the applicant must deliver to Islands Trust the corresponding application processing fee in the amount shown in Column 2 subject to section 4. The application fee includes general service costs and estimated direct costs.

TABLE 1 – Bylaw Amendments (OCP and Zoning Bylaw	
Column 1: Type of Application	Column 2: Fee
Major (e.g. change to density or OCP)	\$7,800
Minor (e.g. regulation change without changing density or OCP amendment)	\$4,600

TABLE 2 – Permits	
Column 1: Development Permit in Respect of:	Column 2: Fee
1. Protection of Natural Environment, Ecosystems and Biological Diversity	\$1,000
2. Protection of Development from Hazardous Conditions	\$1,000
3. Protection of Farming	\$1,000
4. Objectives for Form and Character	\$1,700
5. Objectives to Promote Energy Conservation	\$1,000
6. Objectives to Promote Water Conservation	\$1,000
7. Objectives to Promote the Reduction of Greenhouse Gas Emissions	\$1,000
8. Development Permit Amendment	\$1,000
Type of Development Variance Permit	
9. Development variance permit (commercial, industrial or institutional development)	\$1900
10. Development variance permit (residential development)	\$1900
Type of Temporary Use Permit	
11. Temporary Use Permit (residential/commercial/industrial)	\$2150
12. Temporary Use Permit Renewal	\$700
Other Permits	
13. Heritage Alteration Permit	\$1,700
Combination Applications	
14. Development Permit in respect of a protection area or water and energy conservation in combination with a companion application for a Development Variance Permit	\$2,500
15. Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit	\$3,000

TABLE 3 – Subdivision Referrals	
Column 1	Column 2: Fee
1. Application for Subdivision Review – base fee	\$1,000
2. Application for Subdivision Review – per additional lot created	\$100
3. Application for Subdivision Review – parcel line adjustments only, creating no additional parcels	\$500

TABLE 4 – Other Applications	
Column 1: Type of Application	Column 2: Fee
1. Board of Variance	\$2,200
2. Land Use Contract amendment	\$2,000
3. Liquor & Cannabis Regulation Branch – Retail License Application and Process and referrals requiring local government consultation	\$1,500
4. Liquor & Cannabis Regulation Branch – Temporary License Change	\$500
5. Strata Conversions	\$1,500

4. Fee for After-the-Fact Application

- 4.1 An application for a permit or bylaw amendment to authorize work or an activity already undertaken, or in operation as of the date the application is made, the rate in 3.1 will be subject to a 20% surcharge.

5. Collection and Refund of Application Processing Fee Amounts

- 5.1 The total application processing fee must be received before the processing of the application can begin.
- 5.2 An applicant may withdraw their application at any time through written notice to the Planning Team Assistant and/or the Planner responsible for processing the application.
- 5.3 If an applicant withdraws an application before staff undertakes any planning work on the application, the Islands Trust must refund to the applicant the Application Fee, less \$100.
- 5.4 For an application in Table 1, or a Temporary Use Permit in Table 2, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned by the regional planning manager to the planner; 50% refund if the first staff report has been submitted to the LTC; 25% refund once public notice of a public hearing or permit has been sent out, no refund will be provided after a Public Hearing or after consideration of the Permit by the local trust committee.
- 5.5 For applications in Table 2 (except for Temporary use Permit applications), Table 3 and Table 4, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned to the planner; no refund will be provided if the first staff report has been submitted to the LTC, Board of Variance, or formal referral response submitted to the relevant agency.

6. Extraordinary Service Costs (ESC)

- 6.1 Extraordinary Services Costs will be paid by the Applicant through a cost recovery agreement, entered into with Islands Trust, in addition to the application processing fee.
- 6.2 Where legal work is required for the preparation of covenants, registration of covenants at Land Title Offices, registration of notice of a permit or housing agreement at the Land Title Office or for other purposes related to the application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.3 Where site visits involving First Nations are required for the processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.4 Where there may be need for additional community information meeting or public hearing not covered by the application processing fee, staff will provide the Applicant with an estimate of costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.5 Where other additional costs beyond the general service costs and estimated direct costs not specified above are required for processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.6 If the amount paid by Islands Trust in respect of Extraordinary Service Costs is more than the deposit provided to the Islands Trust, the Islands Trust shall provide the Applicant with the amount and the applicant shall pay the amount upon receipt. The local trust committee may withhold the consideration of issuance of any permit or hold the consideration of adoption of any bylaw in abeyance until the amount has been paid.
- 6.7 Islands Trust must refund the unused portion of any Extraordinary Service Costs deposit to the applicant if it is unused for any reason.

7. Annual Fee Increases

- 7.1 Fees in section 3.1 increase by 2% on April 1st of each year following the date of adoption of the bylaw.
- 7.2 The North Pender Island Local Trust Committee will maintain a record of annual 2% increases and make that record available for public inspection.

8. Application Fee Sponsorship

- 8.1 Pursuant to Islands Trust Policy 4.1.13, Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications, an applicant may apply to the Executive Committee of Islands Trust for development application fee sponsorship.

9. Severability

- 9.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

10. Repeal

- 10.1 “North Pender Island Local Trust Committee Fees Bylaw No. 173, 2007” is repealed upon adoption of this bylaw.
- 10.2 Any application for which a fee has been fully paid at the time this bylaw comes into force shall be processed to completion in accordance with the fee provisions of the repealed bylaw.

READ A FIRST TIME THIS _____ DAY OF _____, 202X

READ A SECOND TIME THIS _____ DAY OF _____, 202X

READ A THIRD TIME THIS _____ DAY OF _____, 202X

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____, 202X

ADOPTED THIS _____ DAY OF _____, 202X

CHAIR

SECRETARY

MEMORANDUM

File No.: 6500-20-Raptor Nest DPA
Project

DATE OF MEETING: November 24, 2023
TO: North Pender Island Local Trust Committee
FROM: Brad Smith, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Raptor Nest Development Permit Area Review Project

PURPOSE

The purpose of this staff memo is to provide the North Pender Local Trust Committee (LTC) with an update on the Raptor Nest Development Permit Area Review Project.

PROJECT UPDATE

At the September 29, 2023 meeting, the LTC were provided an update on project progress via a staff memo. Since that meeting, the following has occurred:

- Staff have had further follow-up discussion with Dave Manning and Dan Baxter, Rp Bio, regarding data collection and expected project deliverables.
- Staff have confirmed that a direct award can be provided to Mr. Baxter given his previous involvement and expertise in the project.
- Staff are working with Finance staff to finalize the service contract with Mr. Baxter with an expected contract completion date of March 31, 2024.
- The scope of work in the proposed contract includes:
 - Data collection, analysis and ground-truthing
 - Provision of data points in a GIS format consistent with Islands Trust mapping standards
 - Summary report including:
 - Description of project scope, purpose and data collection methods
 - Summary and analysis of existing and new site specific nesting data
 - Recommendations for potential amendments to OCP nesting site mapping (Schedule O) and Raptor Nest DPA sections

NEXT STEPS

Staff will finalize the contract with the consultant and initiate work on deliverables. Staff are also reviewing the DPA provisions and will report to the LTC with options and recommendations for amendments. Upon receipt of the GIS data files from the consultant, GIS staff will map the proposed sites and create amending bylaw maps.

Submitted By:	Brad Smith, PAg Island Planner	November 15, 2023
Concurrence:	Robert Kojima Regional Planning Manager	November 15, 2023

Active Projects Report

North Pender Island

0. Major project - Housing Access and Affordability Project

Responsible

Dates

Pre-project phase: establish project scope and submit business case for Trust Council approval

Rec'd: 26-May-2023
Target: 31-Dec-2023

0. Minor project - Update of Raptors Nest DPAs

Responsible

Dates

To review and update DPA mapping, DPA provisions, undertake consultation and legislative process to adopt OCP amendment

Brad Smith

Rec'd: 26-May-2023
Target: 31-Mar-2024

1. LUB Review Project

Responsible

Dates

Bylaws 223 and 229 to be considered for adoption upon Ministerial approval

Brad Smith
Kim Stockdill

Rec'd: 07-Nov-2019
Target: 01-May-2023

Future Projects Report

North Pender Island

1. *Coastal Douglas Fir Ecosystem*

Responsible

Date Received

Consider implementation of toolkit and mapping
- LPC to develop model bylaw in 2021-22

01-Feb-2019

2. *Raptors Nests*

Responsible

Date Received

To update the raptor nests mapping.

27-Jan-2022

3. *Affordable Housing Options*

Responsible

Date Received

A project to review affordable housing options.

24-Mar-2022

4. *Accessory Dwelling Units*

Responsible

Date Received

Review options for accessory dwelling units on North Pender.

26-May-2022

5. *Review DPAs*

Responsible

Date Received

To review the Development Permit Areas in the NP Official Community Plan to update guidelines, requirements, and outline options for new DPAs.

11-Aug-2022

6. *Browning to Driftwood Corridor Plan*

Responsible

Date Received

Coordination on a transportation plan for the Driftwood to Port Browning corridor.

11-Aug-2022

Future Projects Report

North Pender Island

7. *Soil Bylaw Project*

Responsible

Date Received

Work on Soil bylaw was undertaken in 2021 and 2022. Project deferred prior to bylaw readings

29-Apr-2021

8. *Public engagement on groundwater data*

Responsible

Date Received

Project to present information on groundwater project to public and educate landowners

26-May-2023

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
NP-DP-2018.5	PICSS c/o HARDAL MANAGEMENT INC Planner: Bruce Belcher	23-May-2018	Application for development permit for a building in a form and character DPA
Planning Status			
Status Date: 15-Nov-2023 Applicant in the process of hiring an architect, preparing application materials			
Status Date: 29-Sep-2023 Emailed applicant regarding status of DP application.			
Status Date: 29-Sep-2023 Applicant is in the process of obtaining an architect to complete the permit application.			

File Number	Applicant Name	Date Received	Purpose
NP-DP-2023.3	Shave, Becky Planner: Brad Smith	04-May-2023	4815 SCHOONER WAY: Application for a DP for development in a DPA.
Planning Status			
Status Date: 15-Nov-2023 Staff emailed and phoned applicant again re cost estimates - no response - application deferred to January agenda			
Status Date: 25-Oct-2023 Staff emailed applicant again re cost estimates			
Status Date: 04-Oct-2023 Staff emailed applicant seeking further information re: 3 detailed cost estimates for security deposit			

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
NP-DP-2023.4	Balmer, Kevin	06-Oct-2023	Application for a DP for development in a sensitive ecosystem DPA
Planner: Bruce Belcher			
Planning Status			
<u>Status Date:</u> 07-Nov-2023			
Fee Received			
<u>Status Date:</u> 07-Nov-2023			
Application assigned to planner Belcher			
<u>Status Date:</u> 06-Nov-2023			
Application Received			

Rezoning

File Number	Applicant Name	Date Received	Purpose
NP-RZ-2023.1	Pender Islands Housing Society	04-Oct-2023	To amend Section 5.12 (1)(a) of LUB 224, by replacing Two-family dwellings with Multiple-family dwellings
Planner: Brad Smith			
Planning Status			
<u>Status Date:</u> 08-Nov-2023			
Amending bylaw drafted and sent out for referrals			
<u>Status Date:</u> 01-Nov-2023			
EC resolution to sponsor fee			
<u>Status Date:</u> 24-Oct-2023			
Received EC fee sponsorship application			

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2020.1	BRADFORD & MILLIKEN	05-Mar-2020	1610 Schooner Way - A subdivision referral for two lot boundary adjustment. MoTI file #: 2020-00549

Planner: Bruce Belcher

Planning Status

Status Date: 29-Sep-2023

Emailed applicant regarding update on subdivision conditions.

Status Date: 24-Aug-2023

File transferred to Bruce Belcher

Status Date: 27-Jun-2023

Contacted applicant regarding PLR extension and next steps.

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2023.1	Wey Mayenburg Land Surveying Inc.	22-Sep-2023	

Planner: Bruce Belcher

Planning Status

Status Date: 15-Nov-2023

Referral response sent to MOTI - Awaiting PLR

Status Date: 26-Sep-2023

Application assigned to Planner Belcher

Status Date: 25-Sep-2023

Payment received

Islands Trust
LTC EXP SUMMARY REPORT F2024
Invoices posted to Month ending September 2023

650 North Pender	Invoices posted to Month ending September 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-650	LTC "Trustee Expenses"	468.00	0.00	468.00
LTC Local				
65200-650	LTC - Local Exp - LTC Meeting Expenses	1,253.00	1,980.73	-727.73
65210-650	LTC - Local Exp - APC Meeting Expenses	399.00	41.90	357.10
65220-650	LTC - Local Exp - Communications	250.00	0.00	250.00
65230-650	LTC - Local Exp - Special Projects	280.00	0.00	280.00
TOTAL LTC Local Expense		<u>2,182.00</u>	<u>2,022.63</u>	<u>159.37</u>
Projects				
73001-650-2006	North Pender OCP/LUB	3,000.00	1,392.31	1,607.69
73001-650-4115	North Pender Groundwater Strategy Implementation	2,500.00	0.00	2,500.00
73001-650-4132	North Pender Raptor Nest DPA update	5,000.00	0.00	5,000.00
TOTAL Project Expenses		<u>10,500.00</u>	<u>1,392.31</u>	<u>9,107.69</u>

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2023-040 (Standing) Proposed Bylaws 224 & 229 - 4606 Razor Point Rd That the North Pender Island Local Trust Committee move to suspend bylaw enforcement on the Industrial zoned portion of 4606 Razor Point Road until the completion of Bylaw 224 and 229.	Carried	11-Mar-2023
2022-002 (Standing) Travel Trailer Enforcement that the North Pender Island Local Trust Committee direct bylaw staff to defer enforcement on unlawful dwellings, except in the following circumstances: a. There are concerns regarding health and safety; b. There are concerns that sewage is not being disposed of in an approved septic or sewage disposal system; or that septic or sewage disposal systems are beings used in excess of capacity or ability as a result of unlawful dwellings; c. There are concerns of possible contamination of wells or other drinking water sources; d. Unlawful dwellings are in environmentally sensitive areas; e. There are non-permitted campgrounds; and f. That the North Pender Island Local Trust Committee may give direction to resume enforcement on activities on any property that poses risk to the health and safety of the neighbouring residents or the residents on the property subject to enforcement.	Carried	27-Jan-2022

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2020-010 (Standing)	Carried	30-Jan-2020
15.1 Policy options for Bylaw Enforcement Compliance on unlawful uses that the North Pender Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a. Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and staff are directed to continue with enforcement until the use is ceased. b. The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, cease. c. Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee, bylaw enforcement actions, including the issuing of notices will continue d. In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application.		
2019-074 (Standing)	Carried	04-Jul-2019
13.3 Model Cell Tower Strategy - Staff Briefing that the North Pender Island Local Trust Committee adopt the model cell tower strategy for future review and consideration of proposals.		

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2019-072 (Standing)	Carried	04-Jul-2019
13.2 Standing Resolution - Reconciliation Report that the North Pender Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.		
2019-061 (Standing)	Carried	30-May-2019
16.2. Rise and Report that the North Pender Local Trust Community refer Short Term Vacation Rental Temporary Use Permits in the Magic Lake sewer catchment to the Magic Lake Sewer and Water Committee to confirm infrastructure capacity.		
2019-030 (Standing)	Carried	28-Feb-2019
13.2 Advisory Planning Commission - Staff Memo that the North Pender Island Local Trust Committee request that prior to expiration of Advisory Planning Commission members terms of office, staff write to commissioners asking if they wish to be reappointed and also advertise for expressions of interest for new commissioners.		

Standing Resolutions Log

North Pender Island

Resolution Number	Action	Date
2019-016 (Standing) 12.4 Adopted Policies and Standing Resolutions that the North Pender Island Local Trust Committee directs bylaw enforcement officers to commence bylaw investigations and enforcement without written complaint if bylaw violations related to disposal or storage of waste or recyclable materials or storage of vehicles or vehicle parts are observed by the bylaw enforcement officer while doing inspections for other issues or if it is reliably reported to the officer that such activity may be taking place.	Carried	31-Jan-2019
2018-070 (Standing) 12.2 Retail Cannabis Licensing - Staff Report that the North Pender Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications: - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property, where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: o Name of the applicant and a description of the proposal in general terms. o The location of the proposed establishment and the subject site. o The place, date and time when, both a build meeting will be held and a resolution of the Local Trust Committee is considered. o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application. o How public comments may be submitted to the local trust committee.	Carried	06-Sep-2018
2006-080 (Standing) Communications Policy Policy Number NP-LTC-01-06 (Communications Policy) establishes guidance for the preparation and dissemination of routine non-statutory notices, extraordinary notices and trustee newsletters.	Carried	25-May-2006



Islands Trust

DRAFT

North Pender Island Local Trust Committee 2024 Regular & Special Meetings

The North Pender Island Local Trust Committee will be meeting to consider land use applications, bylaws, correspondence, and various community planning topics.

~~The North Pender Island Local Trust Committee has adopted the following dates for its 2024 meeting schedule.~~ Meetings are subject to change. Please visit the Islands Trust website for up-to-date schedule information.

DATE		TIME	MEETING TYPE	LOCATION
Thursday	January 25	10:30 a.m.	Regular	St. Peter's Anglican Church Hall 4703 Canal Road
Saturday	February 24	1:00 p.m.	Special CIM*	Pender Island Community Hall 4418 Bedwell Harbour Road
Thursday	March 28	10:30 a.m.	Regular	St. Peter's Anglican Church Hall 4703 Canal Road
Thursday	May 30	10:30 a.m.	Regular	St. Peter's Anglican Church Hall 4703 Canal Road
Saturday	June 29	1:00 p.m.	Special CIM*	Pender Island Community Hall 4418 Bedwell Harbour Road
Thursday	July 25	10:30 a.m.	Regular	St. Peter's Anglican Church Hall 4703 Canal Road
Thursday	September 12	10:30 a.m.	Regular	St. Peter's Anglican Church Hall 4703 Canal Road
Saturday	October 26	1:00 p.m.	Special CIM*	Pender Island Community Hall 4418 Bedwell Harbour Road
Thursday	November 28	10:30 a.m.	Regular	St. Peter's Anglican Church Hall 4703 Canal Road

* Community Information Meeting

The proposed meeting agenda is generally available one week prior to the meeting and may be obtained at the Islands Trust office or on our website.

Please note that correspondence received from the public may become part of a meeting agenda that is published online.

VISIT OUR WEBSITE: <https://islandstrust.bc.ca/location/north-pender/>
CONTACT US AT 250-405-5151 OR: southinfo@islandstrust.bc.ca