

ADOPTED

North Pender Island Local Trust Committee Minutes of Special Meeting

Date: May 5, 2025
Location: Electronic Meeting

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

Staff Present: Robert Kojima, Regional Planning Manager
Brad Smith, Island Planner
Bruce Belcher, Planner 2
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were 5 members of the public present.

1. CALL TO ORDER

Chair Maude called the meeting to order at 2:00 p.m.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. TOWN HALL AND QUESTIONS

There were no public comments.

5. MINUTES

5.1 April 4, 2025 Local Trust Committee Minutes (for Adoption)

By general consent the North Pender Island Local Trust committee meeting minutes of April 4, 2025 were adopted.

5.2 April 12, 2025 Local Trust Committee Special Meeting Minutes (for Adoption)

By general consent the North Pender Island Local Trust committee meeting minutes of April 12, 2025 were adopted.

6. BUSINESS ITEMS – None

7. APPLICATIONS AND REFERRALS

7.1 PL-DVP-2024-0350 (Smith) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The Local Trust Committee considered the application during the April 4, 2025 regular business meeting and the community requested further consultation
- The application seeks a Development Variance Permit to vary the maximum height and number of storeys for the conversion of an agricultural building to an accessory building
- The applicant wishes to save and repurpose the existing barn and use the building as a shop, office, and storage space
- All correspondence received regarding the application has been provided for review and includes 3 letters objecting to the proposed variance and one letter in support

Discussion ensued and the following comments were noted:

- The building would not be allowed to be built the way it currently exists for the use that is being planned
- Allowing an accessory dwelling building to be over height potentially results in greater impact to residents on neighbouring properties
- The primary issues identified by neighbours are the building would not have been approved as an accessory structure, windows on the upper level could shed light toward neighbours, and the removal of vegetation on the north side of the building has resulted in the structure being more obvious
- The building plans are included with the building permit; therefore, construction would need to be substantially consistent with the approved plans
- The Local Trust Committee could request a change to the plans which might result in the requirement for the building permit to be updated
- The Local Trust Committee has less control over design elements such as paint color or external lighting than structural elements
- The applicant could currently add windows to the extended height of the building but could only use the structure for agricultural purposes unless a variance is granted
- Trustee Campbell spoke with residents on neighbouring properties and advised them what expectations might be considered as reasonable, and not reasonable, in relation to the Local Trust Committee's jurisdiction
- Windows would be allowed on the north face of the structure if the building was constructed within height allowances (ie. a single storey building)
- There is support for granting the variance if north facing second storey windows were removed

NP-2025-016

It was MOVED and SECONDED,

that North Pender Local Trust Committee request the applicant to remove north facing upper storey window openings from application PL-DVP-2024-0350.

CARRIED

Staff will request the applicant submit revised plans to the Local Trust Committee for future consideration.

7.2 PL-DP-2025-0141 (Kayne) - Staff Report

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

- The application seeks a Development Permit to authorize construction of Green Shores/Bioengineering stabilization work on the shoreline slope of a property located with Development Permit Area 6 – Intertidal Sensitive Ecosystems
- The objectives and guidelines of the Development Permit Area have been met
- An assessment report completed by a professional biologist has been received

Discussion ensued and the following comments and clarifications were recorded:

- The Department of Fisheries and Oceans (DFO) window for construction in the foreshore is July 1 to October 1; however, DFO has authorized work be done before whale sanctuary restrictions commence on June 1
- There is possibility of archaeological significance and First Nations consultation has not been undertaken as Development Permit Area applications are not subject to the referral process
- All Development Permit Area applications are reviewed for known archaeology sites and if there were any the applicant would be advised of their obligations. In this case there is archeological potential identified but no known registered sites.
- If an archaeological find is discovered during construction the applicant is required to stop work and obtain a permit issued by the BC Archaeology Branch.
- Staff and the LTC encourage the applicant to proactively confirm with the province if a permit is required in this case.
- The applicant has made a request to the BC Archaeology Branch inquiring about know sites and has not received a response yet

Trustee Campbell lost connectivity at 2:50 p.m. and dialed into the meeting at 2:55 p.m.

NP-2025-017

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee approve issuance of Development Permit PL-DP-2025-0141 (Kayne).

CARRIED

8. ADJOURNMENT

By general consent the meeting was adjourned at 2:57 p.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder