



# South Pender Island Local Trust Committee

## Regular Meeting Agenda

**Date:** September 6, 2016  
**Time:** 10:00 am  
**Location:** South Pender Fire Hall  
8961 Gowlland Point Road, South Pender Island, BC

---

|                                                                                                         | <b>Pages</b>        |
|---------------------------------------------------------------------------------------------------------|---------------------|
| 1. CALL TO ORDER                                                                                        | 10:00 AM - 10:05 AM |
| 2. APPROVAL OF AGENDA                                                                                   |                     |
| 3. TOWN HALL AND QUESTIONS                                                                              | 10:05 AM - 10:20 AM |
| 4. COMMUNITY INFORMATION MEETING                                                                        |                     |
| none                                                                                                    |                     |
| 5. PUBLIC HEARING                                                                                       |                     |
| none                                                                                                    |                     |
| 6. MINUTES                                                                                              | 10:20 AM - 10:30 AM |
| 6.1 Adopted Local Trust Committee Minutes Dated June 7, 2016 (for Information)                          | 3 - 7               |
| 6.2 Draft Special Local Trust Committee Meeting Minutes of June 17, 2016 (for Adoption)                 | 8 - 11              |
| 6.3 Section 26 Resolutions-without-meeting Dated August 2016                                            | 12 - 12             |
| 6.4 Advisory Planning Commission Minutes                                                                |                     |
| none                                                                                                    |                     |
| 7. BUSINESS ARISING FROM THE MINUTES                                                                    | 10:30 AM - 10:40 AM |
| 7.1 Follow-up Action List Dated August 2016                                                             | 13 - 13             |
| 8. DELEGATIONS                                                                                          |                     |
| none                                                                                                    |                     |
| 9. CORRESPONDENCE                                                                                       |                     |
| <i>Correspondence received concerning current applications or projects is posted on the LTC webpage</i> |                     |
| none                                                                                                    |                     |

|        |                                                                                            |                     |         |
|--------|--------------------------------------------------------------------------------------------|---------------------|---------|
| 10.    | APPLICATIONS AND REFERRALS                                                                 | 10:40 AM - 10:50 AM |         |
| 10.1   | North Pender Island Local Trust Committee Bylaws No. 203 & 204 Referral<br>(for response)  |                     | 14 - 16 |
| 11.    | LOCAL TRUST COMMITTEE PROJECTS                                                             | 10:50 AM - 12:00 PM |         |
| 11.1   | Land Use Bylaw (LUB) Review - Staff Report                                                 |                     | 17 - 19 |
| 12.    | REPORTS                                                                                    | 12:00 PM - 12:15 PM |         |
| 12.1   | Work Program Reports (attached)                                                            |                     |         |
| 12.1.1 | <u>Top Priorities Report Dated August 2016</u>                                             |                     | 20 - 20 |
| 12.1.2 | <u>Projects List Report Dated August 2016</u>                                              |                     | 21 - 21 |
| 12.2   | Applications Report<br>none                                                                |                     |         |
| 12.3   | Trustee and Local Expense Report Dated July 2016 (attached)                                |                     | 22 - 22 |
| 12.4   | Adopted Policies and Standing Resolutions (attached)                                       |                     | 23 - 23 |
| 12.5   | Local Trust Committee Webpage                                                              |                     |         |
| 12.6   | Chair's Report                                                                             |                     |         |
| 12.7   | Trustee Report                                                                             |                     |         |
| 12.8   | Trust Fund Board Report<br>none                                                            |                     |         |
| 13.    | NEW BUSINESS                                                                               | 12:15 PM - 12:30 PM |         |
| 13.1   | 2017-18 Budget: LTC Project Funding Requests - Staff Memo                                  |                     | 24 - 28 |
| 13.2   | Proposed Low Cost/Subsidized Housing Study for North & South Pender Islands - Discussion   |                     |         |
| 14.    | UPCOMING MEETINGS                                                                          |                     |         |
| 14.1   | Next Regular Meeting Scheduled for November 8, 2016, at the Fire Hall, South Pender Island |                     |         |
| 15.    | TOWN HALL                                                                                  | 12:30 PM - 12:45 PM |         |
| 16.    | CLOSED MEETING<br>none                                                                     |                     |         |
| 17.    | ADJOURNMENT                                                                                | 12:45 PM - 12:45 PM |         |



## ADOPTED

### South Pender Island Local Trust Committee Minutes of a Regular Meeting

**Date:** June 7, 2016  
**Location:** South Pender Fire Hall  
8961 Gowlland Point Road, South Pender Island, BC

**Members Present:** Wendy Scholefield, Local Trustee  
Bruce McConchie, Local Trustee

**Staff Present:** Robert Kojima, Regional Planning Manager  
Shannon Brayford, Recorder

**Others Present:** Sixteen (16) members of the public present.

#### 1. CALL TO ORDER

Trustee McConchie called the meeting to order at 10:03 am and it was noted that an Acting Chair would need to be appointed.

**By general consent,** Trustee McConchie was appointed acting Chair.

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

#### 2. APPROVAL OF AGENDA

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

#### 3. TOWN HALL AND QUESTIONS

The following members of the public spoke during the Town Hall: **Jane Perch, Gordie Duncan, Alma Lightbody, Dave Watson, Marje Bryan, Audrey Green, Paul Petrie, Buffy Paterson, Karen Watson, Anne Richardson, John Hartley, and Susan Antifaev.**

The following points were discussed:

- Appropriate amount of information in community information meeting notice, including rationales for proposed amendments.
- Holding the community information meeting on a weekday.
- Amending the Land Use Bylaw (LUB) to call "Home Occupations" "Home Businesses".
- Changing minimum Forestry and Agriculture lot size from 10 acres to 40 acres.
- Proposed maximum dwelling size.

- Properties that would become Legal Non-Conforming by the proposed amendments.
- South Pender Island Advisory Planning Commission (APC) recommendations.

A break was held at 11:01 am and the meeting was reconvened at 11:17 am.

#### **4. COMMUNITY INFORMATION MEETING**

none

#### **5. PUBLIC HEARING**

none

#### **6. MINUTES**

##### **6.1 Local Trust Committee Minutes Dated May 10, 2016 (for Adoption)**

**By general consent**, the Minutes of May 10, 2016 were adopted.

##### **6.2 Section 26 Resolutions-without-meeting**

none

##### **6.3 Advisory Planning Commission Minutes Dated April 9, 2016**

Received for information

#### **7. BUSINESS ARISING FROM THE MINUTES**

##### **7.1 Follow-Up Action List Dated May 2016**

Regional Planning Manager (RPM) Kojima reported on the progress of scheduling a meeting with trustees, representative of the Ministry of Transportation and Infrastructure (MoTI), and representatives of Moving Around Pender (MAP). He noted the tentative date of July 27, 2016 at the Mary Winspear Centre in Victoria, BC.

A discussion was held regarding the inclusion of more extensive information in future mail-outs regarding the Land Use Bylaw (LUB) review.

#### **8. DELEGATIONS**

none

#### **9. CORRESPONDENCE**

none

## **10. APPLICATIONS AND REFERRALS**

none

## **11. LOCAL TRUST COMMITTEE PROJECTS**

### **11.1 Land Use Bylaw Review – Staff Memo**

A discussion of the upcoming community information meeting was held and the following recommendations were generally agreed to:

- Visual displays will include a Zoning Map, a poster on the door outlining the structure of the meeting, and electronic displays with the projector and television screen.
- RPM Kojima will create, for distribution at the meeting, a Frequently Asked Questions document.
- RPM Kojima will create, for distribution at the meeting, a document with the information from the “South Pender Island Local Trust Committee Draft Land Use Bylaw No.114, 2016 Table – Significant Potential Amendments”, organized by concept (eg. building-related, water-related, etc).
- RPM Kojima will begin the presentation portion with a review of the process from the focus groups to now, including a visual flow-chart representing the Project Charter’s timeline.
- For each topic, RPM Kojima will describe the technical change, the Trustees will explain their rationale, the public will ask questions to be answered by the appropriate parties.
- In his technical explanation of each proposed amendment, RPM Kojima will include a summary of the options that have previously been considered and an invitation for community members to share additional suggestions.
- After the presentation and discussion of the proposed amendments, RPM Kojima will provide an overview of the next steps and routes by which the community can provide further input to the LTC.
- The agenda will include a business meeting portion following the community information portion, as an opportunity for the LTC to discuss the information received.

## **12. NEW BUSINESS**

### **12.1 Work Program Reports**

#### **12.1.1 Top Priorities Report Dated May 2016**

For information

#### **12.1.2 Projects List Report Dated May 2016**

For information

**12.2 Applications Report**

none

**12.3 Trustee and Local Expense Report**

none

**12.4 Adopted Policies and Standing Resolutions**

For information

**12.5 Local Trust Committee Webpage**

A discussion of potential improvements to the webpage was held and the following recommendations were generally agreed to:

- “The South Pender Island Local Trust Committee Draft Land Use Bylaw No. 114, 2016 Table – Significant Potential Amendments” should be more prominent.
- Trustee contact information should be presented directly on the page instead of as a link.
- A notice should be sent to all subscribers about the upcoming community information meeting and how to access information or communicate with the LTC.

**12.6 Chair’s Report**

none

**12.7 Trustee Report**

Trustee Scholefield noted that she will be attending the MOTI/MAP meeting in July.

**12.8 Trust Fund Board Report Dated May 2016**

For information.

**13. NEW BUSINESS**

none

**14. UPCOMING MEETINGS**

**14.1 Next Regular Meeting Scheduled for September 6, 2016, at 10:00 am, at the South Pender Island Fire Hall**

**14.2 Special Local Trust Committee Meeting Regarding the LUB Review on June 17<sup>th</sup>, at 1:00 pm, at the South Pender Island Fire Hall.**

**15. TOWN HALL**

No comments were made.

**16. CLOSED MEETING**

none

**17. ADJOURNMENT**

**SP-2016-014**

**It was MOVED and SECONDED**

that the South Pender Local Trust Committee adjourn the meeting at 12:28 pm.

**CARRIED**

\_\_\_\_\_  
Bruce McConchie, Acting Chair

Certified Correct:

\_\_\_\_\_  
Shannon Brayford, Recorder



## DRAFT

### South Pender Island Local Trust Committee Minutes of a Special Meeting

**Date:** June 17, 2016  
**Location:** South Pender Fire Hall  
8961 Gowlland Point Road, South Pender Island, BC

**Members Present** Peter Luckham, Chair  
Wendy Scholefield, Local Trustee  
Bruce McConchie, Local Trustee

**Staff Present** Robert Kojima, Regional Planning Manager  
Shannon Brayford, Recorder

**Others Present** Approximately Fifty-eight (58) members of the public present.

#### 1. OPEN HOUSE

Informal, small group conversations were held as the public arrived at the venue. The Local Trust Committee (LTC) members and Regional Planning Manager (RPM) Kojima circulated and spoke with members of the public.

#### 2. CALL TO ORDER

Chair Luckham called the meeting to order at 1:02 pm. He introduced the LTC and staff to the public, and acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations.

Using a computer monitor demonstration, Trustee McConchie provided an overview of the LTC website and the information available.

#### 3. APPROVAL OF AGENDA

**By general consent of the Trustees** the agenda was approved as presented.

#### 4. COMMUNITY INFORMATION MEETING

##### 4.1 Overview

Chair Luckham provided an overview of the Land Use Bylaw (LUB) review to date and outlined the structure of this meeting.

RPM Kojima provided an overview of the process to date. He noted that the review of the Land Use Bylaw had begun in the last term and that the current Trustees had made the review of the Land Use Bylaw their only priority and had been working on it for a year and a half. He referred to a poster on the wall which provided a timeline of the work of the Local Trust Committee, which listed a Community Information Meeting in the summer of 2015 and in November of 2015. He explained the technical review of the Land Use Bylaw that was completed in the spring of 2015 and referred to the Advisory Planning Commission for their review. He noted that these proposed revisions to the Land Use Bylaw had been referred to the Advisory Planning Commission in the spring of 2016. He then provided information on the next steps, including the legislative process.

A member of the public requested information on the volume of direct disclosure to the home owners on the island. The LTC responded that a notice of this Community Information Meeting had been mailed out to all property owners. The planner noted that public notification becomes a legislative requirement when the Local Trust Committee is preparing to adopt the Land Use Bylaw, but that the LTC is still in the process of collecting feedback from the community.

#### **4.2 Discussion of Proposed Significant Amendments**

The first topic discussed was the proposed amendment to restrict maximum square footage of dwellings.

The following members of the public spoke to this issue: **William Henderson, Jane Perch, Paul Petrie, Gordie Duncan, Wayne Edwards, Leigh Pullen, Buffy Paterson, Frank Ducote, Richard Kay, Cameron Thorn, Jon Spalding, Donna Spalding, and Peter Clarke.**

Comments were made both in favour and opposed to the amendment.

Suggestions were advanced in the following areas:

- Protection of rural character, reduction of greenhouse gas emission, and protection of diversity in the natural environment.
- Use of Floor Area Ratio instead of maximum floor area should be explored
- Objective of maximum floor area and alternative regulations to achieve the objectives
- Percent lot coverage instead of maximum floor area.
- Consider the question of partiality in administration of Development Variance Permits in small communities.
- As one size doesn't fit all. Come up with something that reflects the area.
- Regulations should be simple and fair, enforceable and restrict the number of future variance applications

**By general consent of the Trustees** the agenda was amended to include discussion of Item 4.4 Lot Coverage in item 4.1 Discussion of Proposed Significant Amendments as the LTC identified that the topics were closely related.

Chair Luckham invited members of the community to address issues of Lot Coverage and Maximum Floor Area.

The following members of the community spoke: **Ken Clarke, Elizabeth Montague, William Henderson, Robert Dill, Bert Hol, and Howard Airey.**

Comments and suggestions included:

- Consideration to reduce lot coverage to 10%
- Trustees should provide rationale for restrictions
- Restrictions potentially affect property values negatively
- Consideration should be given to imposing a maximum size on accessory buildings
- Concern regarding large homes used as short term vacation rentals or “air BnB”
- Concern for unintended consequences
- Explore higher limitations of the height of accessory buildings
- Limit lot coverage to reduce footprint and ecological impact
- Consider additional factors that contribute to respectful architecture

**By general consent of the Trustees** the agenda was amended to allow open discussion of proposed revisions.

Chair Luckham invited the public to address any of the items on the agenda.

**John Fulawka, Jon Spalding, Bert Hol and Buffy Paterson** addressed the proposed revision to farm and forest land subdivision. A discussion of the regulations’ potential impact and the LTCs rationale was held.

**John Allen and Wayne Edwards** addressed the proposed revision for dock zoning. A discussion was held regarding the proposed revision, ecological issues, regulations by other agencies, and issues related to property value.

The issue of water catchment was raised. **Jane Perch, Jon Spalding, Gordie Duncan, Donna Spalding, Leigh Pullen, and Robert Dill** spoke, and the following points were discussed:

- Rationale of the regulation.
- Intended use of the cistern water.
- Water conservation education.
- Cost.
- Ground water levels and research.
- Regulation for new builds or all residences.
- Water supply on subdivisions.

## **17. ADJOURNMENT**

The LTC thanked the public for attending and for their ongoing active feedback.

**By general consent of the Trustees** the meeting was adjourned at **3:53 pm.**

---

Peter Luckham, Chair

Certified Correct:

---

Shannon Brayford, Recorder



## Resolutions Without Meeting

### South Pender Island

| Resolution # | Action    | Resolution Description                                                                 | Resolution Date |
|--------------|-----------|----------------------------------------------------------------------------------------|-----------------|
| 2016-02      | In Favour | South Pender Island Local Trust Committee meeting minutes of June 7, 2016, be Adopted. | 13-Jul-2016     |

## Follow Up Action Report

### South Pender Island

#### 01-Mar-2016

| Activity                                                                                                           | Responsibility | Target Date | Status   |
|--------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| Schedule a meeting with trustees, MoTI and Mainroad (Trustee Scholefield appointed LTC rep at meeting of May 10th) | Robert Kojima  | 20-May-2016 | On Going |

#### 07-Jun-2016

| Activity                                             | Responsibility  | Target Date | Status |
|------------------------------------------------------|-----------------|-------------|--------|
| 6.1 minutes of May 10, 2016 adopted as presented     | Regina Robinson | 10-Jun-2016 | Done   |
| Prepare FAQs, posters and handouts for June 17th CIM | Robert Kojima   | 16-Jun-2016 | Done   |



Islands Trust

# BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street  
Victoria, B.C. BC V8R 1H8  
Ph: (250) 405-5151  
Fax: (250) 405-5155  
information@islandstrust.bc.ca  
www.islandstrust.bc.ca

**Island:** North Pender Island Local Trust Area **Bylaw No.:** 203 & 204 **Date:** August 17, 2016

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:**

N/A

**PURPOSE OF BYLAW:**

The purpose of Bylaw 203 is to amend the North Pender Island Official Community Plan Bylaw 171 to enable short term vacation rentals as accessory uses in Residential zones and to adopt guidelines for short term vacation rentals to be permitted by Temporary Use Permits.

The purpose of Bylaw 204 is to amend the North Pender Island Land Use Bylaw 103 to permit short term vacation rentals as an accessory use in residential zones under the home business regulations. This approach requires an owner or operator of the home business to reside on the property where the short term vacation rental takes place.

Please see the attached staff report, presented at consideration of First Reading. Background information and staff reports are available on the North Pender Island webpage: [www.islandstrust.bc.ca/npender/housing](http://www.islandstrust.bc.ca/npender/housing)

**GENERAL LOCATION:**

North Pender Island Local Trust Area

**LEGAL DESCRIPTION:**

N/A

**SIZE OF PROPERTY AFFECTED:**

N/A

**ALR STATUS:**

N/A

**OFFICIAL COMMUNITY PLAN DESIGNATION:**

N/A

**OTHER INFORMATION:**

Additional information, including the current bylaws, is available at: [www.islandstrust.bc.ca/npender/housing](http://www.islandstrust.bc.ca/npender/housing)

Please fill out the Response Summary on the back of this form. 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.

*Justine Starke*  
(Signature)

Name: Justine Starke

Title: Island Planner  
Contact Info: Tel: 250-405-5189  
Email: [jstarke@islandstrust.bc.ca](mailto:jstarke@islandstrust.bc.ca)

PLEASE TURN OVER 

This referral has been sent to the following agencies:

**Federal Agencies**

N/A

**Provincial Agencies**

BC Assessment Authority

**Non-Agency Referrals**

North Pender Island Advisory Planning Commission  
BC Assessment Authority  
BC Ferry Services  
Islands Trust – Bylaw Enforcement  
Outer Gulf Islands RCMP  
Magic Lake Estates Water District

**Regional Agencies**

Capital Regional District – Electoral Area Director  
Capital Regional District – Building Inspection  
Capital Regional District – Infrastructure Engineering  
Capital Regional District – Environmental Resource Management  
Island Health  
North Pender Island Fire Rescue

**Adjacent Local Trust Committees and Municipalities**

Galiano Island Local Trust Committee  
Mayne Island Local Trust Committee  
Saturna Island Local Trust Committee  
South Pender Island Local Trust Committee  
Salt Spring Island Local Trust Committee

**First Nations**

Cowichan Tribes  
Halalt First Nation  
Lake Cowichan First Nation  
Lyackson First Nation  
Malahat First Nation - TE'Mexs Treaty Association  
Pauquachin First Nation  
Penelakut Tribe  
Semiahmoo First Nation  
Songhees Nation  
Stz'uminus First Nation  
Tsartlip First Nation  
Tsawout First Nation  
Tsawwassen First Nation  
Tseycum First Nation

# 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

North Pender Island Local Trust Area

(Island)

203 & 204

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



DATE OF MEETING: September 6, 2016  
TO: South Pender Island Local Trust Committee  
FROM: Robert Kojima, Regional Planning Manager  
Southern Planning Team  
SUBJECT: LUB Review

## RECOMMENDATION

1. That the South Pender Island Local Trust Committee consider revisions to the draft LUB.

## REPORT SUMMARY

The purpose of the report is to update the LTC on the status of the project, summarize outstanding issues, and provide options for proceeding.

## BACKGROUND

This project was initiated in the previous term, and to date this term the LTC has identified issues, conducted public consultation, overseen a technical review, provided direction on a number of substantive issues, initiated the legislative amendment process, including referrals, and held community information meetings. Background on the project is posted on the LTC webpage: **Land Use Bylaw Amendments**.

At the May meeting (May 10, 2016), the LTC reviewed Advisory Planning Commission (APC) comments and directed that revisions be made to the draft LUB. A community information meeting (CIM) was held on June 17<sup>th</sup>. This is the first opportunity for the LTC to consider further revisions to the draft LUB as a result of input received at the CIM or in writing from community members.

## ANALYSIS

### Issues and Opportunities:

The following are the key issues that have emerged to date from community consultation:

#### Dwelling Floor Area and Lot Coverage

While the currently proposed maximum dwelling floor area and reduced maximum lot coverage are distinct regulations, the proposals are connected and feedback often links the two.

The current draft of the LUB is proposing a maximum dwelling floor area 335m<sup>2</sup> (3606 ft<sup>2</sup>) and maximum lot coverage of between 15% and 5% depending on lot size. Generally, issues raised with the proposed regulations include:

- That the proposed maximum floor area is overly restrictive.

- That the proposed maximum floor area is too prescriptive and flexibility should be considered either by allowing a larger maximum floor area (or no limit) on larger lots, or by linking total floor area to lot area via a floor area ratio regulation.
- That the proposed lot coverage regulations are sufficient to limit development without floor area restrictions.
- That the proposed lot coverage regulations are not sufficient to limit the potential impacts of large accessory buildings in the absence of the current floor area limits on accessory buildings.

Options for the LTC to consider are many and varied, and could include consideration of:

1. Proceeding as drafted
2. Establishing a different, presumably larger maximum floor area for dwellings
3. Narrowing the scope of the proposed regulation (e.g. make it applicable to smaller RR-zoned lots only)
4. Tiering maximum floor area based on lot size
5. Establishing a single maximum floor area for applicable to all buildings (i.e. dwelling, cottage and accessory buildings)
6. Implementing a Floor Area Ratio provision
7. Using lot coverage only
8. Altering the draft lot coverage provisions
9. Establishing a combined maximum floor area for all accessory buildings
10. Establishing a maximum floor area for any one accessory building
11. Proceeding with no change to the regulations.

Each of these options have implications that should be considered (some are reviewed in the September 2015 Discussion Paper) by the LTC. If the LTC wishes to consider wholesale or significant changes to the current draft, a staff report reviewing the option in more detail can be requested.

#### Minimum Lot Area for Forestry and Agriculture Zones

The current draft LUB proposes increasing the minimum lot area for subdivision in the Forestry (F) and Agriculture (A) zones from the current 4 hectares (10 acres) to 16 hectares (40 acres). This would effectively remove subdivision potential from all the A-zoned areas and all but one F-zoned area. Some owners of these lots have expressed concerns over the proposed change and the loss of their ability to subdivide.

The LTC's options include: proceeding as drafted, dropping the proposed change, considering a different lot area than proposed, permitting lot averaging between zones, or permitting dwellings equivalent to lots without subdivision. The latter two options should entail further assessment in the form of a staff report.

#### Private Moorage (Docks)

The current draft LUB proposes changing the current marine zoning to permit private docks only in locations where they are currently constructed or where tenure has been issued. In other locations, any upland owner wishing to construct or install a dock in future would need to apply for a rezoning. The OCP would also be amended to include policies providing guidance for future rezoning applications. There have been limited concerns expressed during consultation about this change. Options are basically to proceed as drafted or to remove the proposed change from the draft LUB.

#### Other Issues

- **Water Catchment:** the draft LUB would include a regulation requiring that a rainwater catchment system and cistern (with a minimum capacity of 21,820 litres) be installed as a condition of construction of a new dwelling. Questions were raised about the interpretation of this draft provision; staff will review the wording for certainty and clarity, however the LTC should confirm that the intent is:
  1. That the requirement is linked to construction of a new dwelling only (and not the construction of a cottage or accessory building on a lot with an existing dwelling); and
  2. That the rainwater catchment system can be installed on any building on the lot (e.g. an accessory building).

#### **Consultation:**

To date the LTC has held two Community Information Meetings, an open house, referred the draft LUB to the Advisory Planning Commission (APC), and conducted agency and First Nations referrals. Those agencies that responded to the referrals noted that their interests are unaffected.

The project charter includes provision for an additional Community Information meeting if required.

#### **Rationale for Recommendation:**

The LTC has gathered input from the community and agencies through consultation and the referral process. To date, a number of issues have been identified through consultation and which are summarized above. The LTC should consider if it wishes to make changes to the draft LUB and if necessary request further staff analysis of the options.

#### **ALTERNATIVES**

If the LTC is prepared to proceed with the draft LUB, with or without revisions, the next step would consideration of an additional CIM and potentially First Reading.

#### **NEXT STEPS**

1. Consider options for further revisions to draft LUB
2. Request staff report on specific options if warranted
3. Consider if a further Community Information Meeting or other forms of additional consultation is desirable
4. Consider First Reading of bylaws and direction to schedule a Public Hearing

|               |                                            |                 |
|---------------|--------------------------------------------|-----------------|
| Submitted By: | Robert Kojima<br>Regional Planning Manager | August 25, 2016 |
|---------------|--------------------------------------------|-----------------|

## Top Priorities

### South Pender Island

| No. | Description           | Activity                                                                                                                                                                            | R/Initiated | Responsibility | Target Date |
|-----|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|-------------|
| 1   | LUB Review and Update | 1.Staff technical review, including definitions and mapping.<br>2.Trustee development of broad questions<br>3.Develop format for community consultation<br>4.Community consultation | 04-Oct-2011 | Robert Kojima  | 31-Dec-2015 |

## Projects

### South Pender Island

| Description                                                       | Activity                                                                                                                                                                              | R/Initiated |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Lower Ecological Footprint                                        | explore alternative energy solutions, reducing GHG emissions, preservation of water supply and quality, and other initiatives to lessen our impact on our environment of the SPI LTA. | 28-Apr-2015 |
| Pedestrian and Cycle Routes                                       | Consider amending OCP map schedule and policies to designate future cycle / pedestrian routes                                                                                         | 04-Nov-2014 |
| Development Permit Areas                                          | review existing DPAs for sensitive ecosystems to determine current status                                                                                                             | 28-Apr-2015 |
| Sea level Rise and Shoreline Erosion                              |                                                                                                                                                                                       | 28-Apr-2015 |
| Heritage conservation Options for the Church of the good shepherd |                                                                                                                                                                                       | 01-Sep-2015 |

***Islands Trust***  
LTC EXP SUMMARY REPORT F2017  
Invoices posted to Month ending July 2016

| 665 South Pender               | Invoices posted to Month ending July 2016 | <u>Budget</u>   | <u>Spent</u>  | <u>Balance</u>  |
|--------------------------------|-------------------------------------------|-----------------|---------------|-----------------|
| 65000-665                      | LTC "Trustee Expenses"                    | 750.00          | 111.72        | 638.28          |
| <b>LTC Local</b>               |                                           |                 |               |                 |
| 65200-665                      | LTC - Local Exp - LTC Meeting Expenses    | 2,000.00        | 837.35        | 1,162.65        |
| 65210-665                      | LTC - Local Exp - APC Meeting Expenses    | 500.00          | 15.00         | 485.00          |
| 65220-665                      | LTC - Local Exp - Communications          | 300.00          | 0.00          | 300.00          |
| 65230-665                      | LTC - Local Exp - Special Projects        | 500.00          | 0.00          | 500.00          |
| <b>TOTAL LTC Local Expense</b> |                                           | <u>3,300.00</u> | <u>852.35</u> | <u>2,447.65</u> |
| <b>Projects</b>                |                                           |                 |               |                 |
| 73001-665-2011                 | South Pender OCP/LUB                      | 4,000.00        | 51.43         | 3,948.57        |
| 73001-665-4070                 | South Pender Heritage Conservation        | 1,000.00        | 0.00          | 1,000.00        |
| 73001-665-4071                 | South Pender Waste Management             | 1,000.00        | 0.00          | 1,000.00        |
| <b>TOTAL Project Expenses</b>  |                                           | <u>6,000.00</u> | <u>51.43</u>  | <u>5,948.57</u> |

# South Pender Island Local Trust Committee

## POLICIES AND STANDING RESOLUTIONS

Revised: April 28, 2015

| No | Meeting Date    | Resolution No. | Issue                 | Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|-----------------|----------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | May 23, 2006    | SP-LTC-12-06   | Adoption of Minutes   | <p>That staff prepare draft of meeting minutes for Local Trust Committee reading, correction and amendment as soon as possible following meetings. The South Pender Island Local Trust Committee will adopt these minutes by Resolution without Meeting within fourteen business days, if possible, of each meeting.</p> <p>[The adopted minutes will be posted to the website as soon as possible and a copy will also be included in the next meeting's agenda package].</p> |
| 2. | October 5, 2010 |                | Follow up action list | Send FUAL to trustees once drafted following the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3. | April 28, 2015  | SP-2015-015    | Printed Agenda Pkgs   | <p>That whereas full agendas are available for public perusal on the website, and whereas the SPILTC endeavours to lower its ecological footprint be it moved that full paper printed agenda packages no longer be provided for future SPILTC meetings.</p> <p>[Copies of the agenda cover will be brought to the meetings]</p>                                                                                                                                                |

**Date:** July 20, 2016

**File No.:**

**To:** Local Trust Committees

**From:** Robert Kojima  
Regional Planning Manager

**CC:** Island Planner

---

**Re: 2017-2018 Budget Requests**

Purpose

Local trust committees have been requested to submit project budget requests for the next fiscal year (2017-18).

Local Trust Committee Expense Budgets:

A budget for the Local Expense Account has been developed based on the current budget (2016/17) and expenditures – copy attached. Local Trust Committees may request changes to this allocation, however, consideration should be given to historical spending and a rationale provided for making such a request.

A small amount of funding is included in the Special Projects line item in the Local Trust Committee Expense Account. This funding is intended to support local planning initiatives at the discretion of the local trust committee (a local trust committee resolution is required to use these funds).

LTC Projects Budgets:

The Local Trust Committee will need to make funding requests to support anticipated project work in the next fiscal year.

Special Consideration:

Projects planned for the current fiscal (2016/17) which are not completed should be considered as a new project for the 2017/18 fiscal year with resources allocated to support that work.

**Budget Request Timeline:**

|      |                                                                                                          |
|------|----------------------------------------------------------------------------------------------------------|
| July | Regional Planning Managers develop detailed budget estimates for consideration by Local Trust Committees |
|------|----------------------------------------------------------------------------------------------------------|

|              |                                                                                      |
|--------------|--------------------------------------------------------------------------------------|
| July to Sept | Local Trust Committees review and approve budget requests at LTC meeting             |
| Sept         | Budget requests submitted to the Director of Local Planning Services                 |
| Oct          | Management finalizes budget recommendations to FPC                                   |
| Oct 19       | FPC reviews and discusses first draft of the Budget                                  |
| Nov 16       | FPC approves a draft Budget and principles to be submitted to December Trust Council |
| Dec 9        | Trust Council debates and endorses budget principles and preliminary budget          |

### **LTC Budget Requests**

I have prepared a draft LTC project budget using the following approach:

- On-going Top Priority projects that are not anticipated to be completed in the current fiscal year with an estimated amount sufficient to complete the projects; where project charters have been endorsed, budgets noted in those documents have been used;
- Other projects from the Projects list that are anticipated become Top Priorities in next fiscal year have been identified in a general way, with an amount sufficient to commence a typical project. There is the option for this budget to be re-allocated to an appropriate alternate administratively after adoption of the budget.

The LTC should review the draft budget requests and:

1. delete any projects included in the draft budget request it does not consider a priority
2. identify any other projects it currently considers a priority for the next term and add them to the budget request (and the work program if necessary),
3. identify any additional expenses associated with any of the projects.

### **Resolution Wording**

1. THAT the \_\_\_\_\_ Island Local Trust Committee approve and forward the draft 2017-18 LTC Project Budget Request to the Financial Planning Committee as presented; or
2. THAT the \_\_\_\_\_ Island Local Trust Committee revise the draft 2017-18 LTC Project Budget Request by including/deleting \_\_\_\_\_ with a budget of \$\_\_\_\_\_ and forward to Financial Planning Committee as revised.

Prepared and Submitted by:



---

Robert Kojima  
Regional Planning Manager

July 20, 2016

---

Date

Attachments:

1. Draft 2017-18 LTC expense budget
2. Summary table of LTC project budget requests

2017/18 LTC EXPENSE BUDGET

Total 2017/18

|                      | 615-Denman | 620-Gabriola | 625-Galiano | 630-Gambier | 635-Hornby | 640-Lasqueti | 645-Mayne | 650-N.Pender | 655-Salt Spring | 660-Saturna | 665-S.Pender | 670-Thetis | EC as LTC |        |
|----------------------|------------|--------------|-------------|-------------|------------|--------------|-----------|--------------|-----------------|-------------|--------------|------------|-----------|--------|
| population           | 1095       | 4050         | 1258        | 313         | 1074       | 359          | 1112      | 1996         | 9780            | 359         | 236          | 372        |           | 22004  |
|                      | 5%         | 18%          | 6%          | 1%          | 5%         | 2%           | 5%        | 9%           | 44%             | 2%          | 1%           | 2%         |           |        |
| LTC EXPENSES **      |            |              |             |             |            |              |           |              |                 |             |              |            |           |        |
| LTC Meeting Expenses | 4,500      | 4,750        | 5,500       | 4,750       | 2,750      | 1,250        | 1,500     | 4,000        | 7,000           | 2,500       | 2,000        | 1,000      |           | 41,500 |
| APC Meeting Expenses | 600        | 600          | 500         | 500         | 500        | 500          | 500       | 600          | 1,500           | 500         | 500          | 500        |           | 7,300  |
| Communications       | 500        | 1,250        | 500         | 1,000       | 1,000      | 1,000        | 1,000     | 500          | 1,250           | 300         | 300          | 1,000      |           | 9,600  |
| Special Projects     | 500        | 1,000        | 500         | 500         | 500        | 500          | 500       | 500          | 1,000           | 500         | 500          | 500        | 500       | 7,500  |
| SUB-TOTAL EXPENSES   | 6,100      | 7,600        | 7,000       | 6,750       | 4,750      | 3,250        | 3,500     | 5,600        | 10,750          | 3,800       | 3,300        | 3,000      | 500       | 65,900 |
| Program              | 0          | 0            | 0           | 0           | 0          | 0            | 0         | 24,000       | 0               | 0           | 0            | 0          | 0         | 24,000 |
| TOTAL                | 6,100      | 7,600        | 7,000       | 6,750       | 4,750      | 3,250        | 3,500     | 29,600       | 10,750          | 3,800       | 3,300        | 3,000      | 500       | 89,900 |
|                      | 7%         | 8%           | 8%          | 8%          | 5%         | 4%           | 4%        | 33%          | 12%             | 4%          | 4%           | 3%         |           |        |

| PROJECT CODE |  | Project              | Budget |                |                   |                                  |                             | Notes |                                   |
|--------------|--|----------------------|--------|----------------|-------------------|----------------------------------|-----------------------------|-------|-----------------------------------|
| S. PENDER    |  |                      |        | Strategic Plan | Prov. Requirement | Continuation of existing OCP/LUB | Newly Adopted Policy in OCP |       |                                   |
|              |  | OCP / LUB Amendments | \$     | 6,000.00       |                   |                                  |                             |       | specific project to be determined |
|              |  | TOTAL PROJECTS       | \$     | 6,000.00       |                   |                                  |                             |       |                                   |