



South Pender Island Local Trust Committee Regular Meeting Agenda

Date: June 7, 2016
Time: 10:00 am
Location: South Pender Fire Hall
8961 Gowlland Point Road, South Pender Island, BC

			Pages
1.	CALL TO ORDER	10:00 AM - 10:00 AM	
2.	APPROVAL OF AGENDA		
3.	TOWN HALL AND QUESTIONS	10:00 AM - 10:15 AM	
4.	COMMUNITY INFORMATION MEETING		
	none		
5.	PUBLIC HEARING		
	none		
6.	MINUTES	10:15 AM - 10:30 AM	
6.1	Local Trust Committee Minutes Dated May 10, 2016 (for Adoption)		3 - 9
6.2	Section 26 Resolutions-without-meeting		
	none		
6.3	Advisory Planning Commission Minutes Dated April 9, 2016 (for Receipt)		10 - 14
7.	BUSINESS ARISING FROM THE MINUTES	10:30 AM - 10:40 AM	
7.1	Follow-up Action List Dated May 2016		15 - 15
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

none

11. LOCAL TRUST COMMITTEE PROJECTS

10:40 AM - 11:30 AM

11.1 Land Use Bylaw (LUB) Review - Staff Memo

16 - 17

12. REPORTS

11:30 AM - 12:00 PM

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated May 2016

18 - 18

12.1.2 Projects List Report Dated May 2016

19 - 19

12.2 Applications Report

none

12.3 Trustee and Local Expense Report

none

12.4 Adopted Policies and Standing Resolutions (attached)

20 - 20

12.5 Local Trust Committee Webpage

12.6 Chair's Report

12.7 Trustee Report

12.8 Trust Fund Board Report Dated May 2016

21 - 22

13. NEW BUSINESS

none

14. UPCOMING MEETINGS

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

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

15. TOWN HALL

12:00 PM - 12:15 PM

16. CLOSED MEETING

none

17. ADJOURNMENT

12:15 PM - 12:20 PM



DRAFT

South Pender Island Local Trust Committee Minutes of a Regular Meeting

Date: May 10, 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: Four (4) members of the public present.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:03 pm. He 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

Gordie Duncan asked how the Local Trust Committee (LTC) selected the value for the house size and lot coverage percentage. He also remarked that although he personally supports water collection and rain water collection for his own home, he is concerned that those regulations are arbitrary and do not have enough due diligence behind them.

The LTC explained the rationale for the house size regulations. They also noted that the rain water collection regulation does not prescribe a use (potable or not) so that property owners can select their type of collection and intended use.

A discussion was held regarding rain water collection methods, the modes of collection that qualify as cisterns, and how this regulation works with others in the Land Use Bylaw (LUB) review.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Adopted Local Trust Committee Minutes Dated March 1, 2016

Received for information

6.2 Section 26 Resolutions-without-meeting Dated May 2016

Received for information

6.3 Advisory Planning Commission Minutes

6.3.1 Advisory Planning Commission Minutes Dated March 20, 2016

Received for information

6.3.2 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 provided a brief overview of the document.

8. DELEGATIONS

none

9. CORRESPONDENCE

none

10. APPLICATIONS AND REFERRALS

none

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Land Use Bylaw Review – Staff Report and Draft Bylaw

RPM Kojima provided an overview of the Staff Report and the proposed amendments to the Official Community Plan (OCP).

A discussion was held regarding the language used in the OCP and the Land Use Bylaw (LUB) regarding marine designations and moorage.

There was general consensus that staff should replace, under LUB definitions, the word “moorage” with “mooring,” to include a separate definition for “moorage” if necessary, and, in the OCP amendment, to amend “private moorage” to “private moorage for docks.”

A discussion was held regarding 5.5(8). It was noted that farm stand set backs are generally not enforced, and that they are a duplication of authority as they are based on a Ministry of Transportation regulation. There was general consensus that item 5.5.8 should be deleted.

Under 6.6, it was noted that the maximum sign size is larger than those allowed on North Pender Island. A discussion was held regarding the maximum size and the other regulations. There was general consensus to make no further changes.

The following points were clarified with RPM Kojima:

- Relationship between a dwelling and an outbuilding.
- Stairs count toward total lot coverage.
- Kennels are only permitted for farm use and farm use is only permitted in the agricultural zone.

A discussion was held regarding regulating tree removal. The following points were made:

- Municipalities can regulate tree removal, but LTCs and Regional Districts do not have the authority for a tree cutting bylaw.
- RPM Kojima noted that Development Protection Areas (DPAs) are a tool used to protect sensitive areas and limit development, including tree removal.

A discussion was held regarding the importance of protecting the Coastal Douglas Fir Ecosystem and how DPAs could be used on South Pender Island. It was generally agreed to consider this as a potential separate project at a later time.

A discussion was held regarding Advisory Planning Commission (APC) feedback and additional potential LUB amendments on the following topics:

Lot coverage: A discussion was held regarding the potential for permitting excessively large accessory buildings on larger lots. The regulations for each lot size were put into hypothetical situations, and the following points were discussed:

- Limiting house size depending on lot size.
- Strategies used on other islands and the results of those regulations.
- Limiting building size or lot coverage.
- Importance of preserving the rural nature of the environment.

The APC members presented their concerns as discussed in their meeting including the following:

- Accessory building size on one-acre lots can impact neighbours.
- Large accessory buildings could create crowded lots.
- Recommendation to limit the total amount of land coverage for accessory buildings.

There was general consensus that, with awareness of the APC's recommendations, the LTC will make no further changes to Lot Coverage and move it forward to the community information process.

Maximum Floor Area: The APC's recommendations for limiting house size were discussed. The following points were raised:

- The density bonus recommended by the APC would not be possible for increasing floor area.
- Development Variances/Permits (DVPs) could be considered to increase floor area.
- The potential for properties to build to the maximum floor area and then subdivide the property.
- Whether or not the maximum floor area should be further reduced to correspond with the North American average house size of 840 square feet per person for a family of four.

There was general consensus to make no further changes to maximum floor area at this time, but to take the issue to the community information sessions and propose a maximum floor area of 350 square meters for all lot sizes.

Cottage size: A discussion was held regarding increasing the cottage size, including the following points:

- Increasing population density.
- Secondary suites

There was general consensus to make no further changes at this time.

Accessory Buildings: A discussion was held regarding increasing the maximum allowable height. The following points were made:

- Two storey buildings should not be allowed.
- DVPs can be granted.

There was general consensus to make no further changes at this time.

SP-2016-008

It was MOVED, and SECONDED,

that the South Pender Island Local Trust Committee direct staff to make further changes to the draft Land Use Bylaw as discussed.

CARRIED

A discussion was held regarding the community information meetings. There was general consensus to hold an open house with a town hall on June 17, 2016 and to advertise it through the Pender Post and a mail out.

SP-2016-009

It was MOVED, and SECONDED,

that the South Pender Island Local Trust Committee request that staff schedule a community information meeting for the Land Use Bylaw Review Project.

CARRIED

RPM Kojima noted that he would begin the referral process and asked if there were any additional agencies that the LTC wanted to consult. No additional agencies were recommended.

12. REPORTS

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

A discussion was held regarding a Development Permit Area project for protection of the Coastal Douglas-fir ecosystem. There was general consensus to reconsider this project after the LUB review has been completed.

12.2 Applications Report

none

12.3 Trustee and Local Expense Report Dated March 2016

For information.

12.4 Adopted Policies and Standing Resolutions

By general consent, the LTC agreed to approve the minutes of this meeting at the next scheduled meeting and not by Resolution Without Meeting (RWM).

12.5 Local Trust Committee Webpage

No comments were made.

12.6 Chair's Report

Chair Luckham reported that he is preparing for Trust Council. He also noted that he had attended the Clear Seas Workshop and participated in discussions of improving oversight of anchorage by the Nanaimo Port Authority.

12.7 Trustee's Report

Trustee McConchie reported that he is preparing for Trust Council, and that he had a meeting with the new Chief Administrative Officer Russ Hotsenpiller. He also noted his continued work on the anchorage issue.

Trustee Scholefield provided a report which included the following points:

- She attended a meeting of Moving Around Pender (MAP) and remarked that she now had a better sense of the type of assistance they required from the LTC.
- She met with the local Royal Canadian Mounted Police (RCMP) Auxiliary Constable regarding the changes to the program and noted her surprise that the Islands Trust had not been consulted.
- She requested and received a copy of the Ombudsperson's Office Bylaw Enforcement Best Practices. She noted her hope that staff will consider how and whether they are meeting the standards.

12.8 Trust Fund Board Report Dated March 2016

Chair Luckham noted two vacancies for the provincial appointees and encouraged the LTC to consider any possible candidates.

13. NEW BUSINESS

13.1 2015-2016 Annual Report – South Pender Island Local Trust Committee Section

SP-2016-010

It was MOVED and SECONDED,

that the South Pender Island Local Trust Committee approves the attached text for inclusion in the 2015-2016 Annual Report for approval by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

CARRIED

13.2 Moving Around Pender, Response to Transportation Plan

Trustee Scholefield provided an overview of the Moving Around Pender (MAP) meeting that she recently attended. She noted that the LTC's written support increases MAP's success in the grant process.

A discussion was held regarding the Ministry of Transportation and Infrastructure (MOTI) agreement and RPM Kojima provided an overview of the meeting being planned through the North Pender Island LTC.

SP-2016-011

It was MOVED and SECONDED,

that the South Pender Island Local Trust Committee appoint Trustee Scholefield to work with Moving Around Pender.

CARRIED

Trustee Scholefield reported that MAP would like the LTC to designate the road as a potential cycle and pedestrian path which will increase the possibility of putting a path along the road.

Trustee Scholefield recommended that Executive invite MAP to Trust Council as a community presenter. Chair Luckham agreed to bring the recommendation to the Executive.

SP-2016-012

It was MOVED and SECONDED,

that the South Pender Island Local Trust Committee Chair will write to the Chair of Moving Around Pender to confirm the Local Trust Committee's support of their work in providing alternative means of transportation on the Penders.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting scheduled for June 7, 2016, at 10:00 am, at the South Pender Island Fire Hall.

15. TOWN HALL

There were no members of the public present at this time in the meeting.

16. ADJOURNMENT

SP-2016-013

It was MOVED and SECONDED

that the South Pender Local Trust Committee adjourn the meeting at approximately 1:20 pm.

CARRIED

Peter Luckham, Chair

Certified Correct:

Shannon Brayford, Recorder

DRAFT



**South Pender Island
Advisory Planning Commission
Minutes of a Meeting**

COPIED TO

Date: Saturday, April 9, 2016 (9:30 a.m.)

Location: Church of the Good Shepherd
Gowlland Point Road, South Pender Island, BC

Members Present: Mamle Hutt-Temoana (Chair)
Christina McQuarrie
Steve Wright
Cameron Thorn
Paul Petrie

Staff Present: Shannon Brayford, Recorder

Regrets: None

Others Present: None

☐ **PLANNER**
☒ **LTC**
☒ **DEPUTY SECRETARY**

1. CALL TO ORDER

At 9:45 am, Chair Hutt-Temiana welcomed everyone and called the meeting to order.

2. APPROVAL OF THE AGENDA

By general consent, the agenda was approved as presented.

3. MINUTES OF SATURDAY, MARCH 20, 2016 FOR ADOPTION

SP-APC-2016-005

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

THAT the South Pender Island Advisory Planning Commission adopt the minutes of March 20, 2016 as presented.

CARRIED

4. REFERRAL

4.1 Lot Coverage

Referring to the minutes of March 20, 2016 Chair Hutt-Temoana provided an overview of the discussion of the last meeting.

A discussion was held regarding whether or not there should be an upper limit on the lot coverage of accessory buildings. The following points were made:

- Strict limits and figures can encourage development that accommodates the regulations at the expense of the requirements of the land.
- A bylaw could provide a regulation and also allow for variations based upon the land.
- The bylaw could refer to the Official Community Plan (OCP) regulation 2.4.1 which deals with land siting.
- Tying the mandate and the OCP may help protect the foreshore areas.

There was general consensus that the APC makes the following recommendation to the Local Trust Committee (LTC):

"We support the reduction of the maximum coverage, however, encourage the LTC to revise the current proposal as it provides too great of an allowance for accessory buildings. For example, on a three acre lot, it allows for over 7000 sq feet of accessory buildings and on a 9 acre lot over 33000 sq feet of accessory buildings. The APC also recommends that the LTC consider making provision for OCP s2.4.1 a-d and 2.4.3 of the OCP to give effect to those provisions in the bylaw."

A discussion was held regarding whether or not regulations should enforce increased conformity to the values of the community, including building size and aesthetics. Remarks were made on whether or not such regulations should be enforced by a body separate from the Islands Trust.

4.2 Maximum House Size

Chair Hutt-Temoana provided an overview of the discussion from the last meeting.

A discussion was held regarding one-acre lots and whether there should be limits. The following points were made:

- Islands Trust has a mandate to preserve and protect on behalf of all British Columbians, including those who view the island from the water. Limiting house sizes accomplishes this.
- The coast line of one-acre lots could be placed into a development permit area.
- The size of the lot may not be as important as the topography of the lot when determining a reasonable maximum house size.
- South Pender Island does not need to cater to the ideal that big houses be allowed.

There was general consensus that the APC make the following recommendations to the LTC:

"We recommend that the LTC combine bylaws for one and two-acre lots into one bylaw. We further recommend that the upper limit on properties that are two acres or less be 2500 square feet with consideration that a density bonus of up to 25% is available, by review, for the inclusion of features that are consistent with OCP General Policies and section 2.4.4."

"We recommend that for properties that are more than two-acres, the upper limit be 3600 square feet with a 25% is available, by review, for the inclusion of features that are consistent with OCP General Policies and section 2.4.4."

"We recommend that for properties that are ten acres or more, a density transfer of 25% be allowed between the two allowable houses."

4.3 Maximum Cottage Size

Chair Hutt-Temoana provided an overview of the discussion from the last meeting.

A discussion was held regarding whether the bylaw should accommodate cottages that are serving as permanent dwellings. The following points were made:

- A 850 sq foot limit would allow for a reasonable sized permanent dwelling. It could be limited to lots 3 acres or more and require sustainable features such as a water cistern and solar power.
- Allowing cottages to serve as permanent dwellings increases density.
- Given the current number of lots, doubling the population may not be a significant increase.
- A cottage is an accessory and renting it out as a residence is not an accessory use and is prohibited by the OCP.
- Such dwellings benefit those who would like to age in place.
- Allowing cottages to be built as second story to accessory buildings reduces the overall footprint on the lot.

Commissioner Thorn left the meeting at 11:10 a.m.

There was general consensus that the APC would need further clarification. They noted that under the LUB, cottage is defined as an accessory to a single-family dwelling and would like to know if the increase is designed to create a separate additional single-family dwelling or to increase the size of the accessory building. They also agreed that they would like clarification on whether cottages would still be limited by the short term rental provision.

The APC agreed to make the following recommendation to the LTC:

"Without consensus and with the understanding that we would like more information, we recommend an increase in the square footage of the cottage and would recommend 850 square feet to allow for a two story cottage, on the condition that it meets the OCP General Policies and section 2.4.4, and that it include the installation of a water cistern."

4.4 Outbuildings

Chair Hutt-Temoana provided an overview of the discussion from the last meeting.

There was general consensus in support of the amendment.

4.5 Zoning Change for Marine

Chair Hutt-Temoana provided an overview of the discussion from the last meeting.

There was general consensus in support of the amendment.

4.6 Minimum lot size for agriculture and forestry

A discussion was held, and the majority of the members expressed support of the amendment.

It was noted that the affected property owners should be consulted, but further remarked that those property owners would have an opportunity to speak at public consultations.

There was general consensus to request further information from the LTC regarding the rationale for the change.

4.7 Tables

There was general consensus that the tables are an improvement.

The Chair requested that the minutes reflect the following additional comments to the LTC, which were made with general consensus:

- Ridge height of 15 feet for accessory buildings is too low. The APC recommends that the limit remains at 15 feet with an increase to 30 feet, by review, for the inclusion of features that are consistent with OCP General Policies and section 2.4.4.
- That a 30-foot limit will allow a second-story cottage on accessory buildings.

A discussion was held regarding regulations regarding the clearing of trees. Member McQuarrie recommended the following considerations and asked that they be recorded in the minutes:

- A restriction on the total percentage of trees that may be removed on a property.
- A requirement to replace a percentage of trees that have been removed.
- Ban on topping evergreen trees.

5. ADJOURNMENT

By General consent the meeting was adjourned at 12:35 pm.

Mamie Hutt-Temoana, Chair

Certified Correct:

Shannon Brayford, Recorder

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

10-May-2016

Activity	Responsibility	Target Date	Status
LUB Review:	Sharon Lloyd-deRosario	17-May-2016	Done
1. Make revisions to LUB and OCP Bylaws agreed at the meeting - DONE	Robert Kojima		
2. Schedule CIM for Friday June 17th - DONE	Regina Robinson		
3. Prepare on and off island mail out for CIM - DONE			
4. Revised Project Charter endorsed - DONE			
Include minutes of todays meeting on next agenda, no RWM	Regina Robinson	30-May-2016	Done
Annual report wording adopted as presented	Robert Kojima	30-May-2016	Done
MAP - Chair requested to invite MAP to present at Trust Council and to write to Chair indicating LTCs support for MAPs work on alternative transportation	Peter Luckham	31-May-2016	On Going



Memorandum

Date May 31, 2016 File Number 6500-02-LUB Review

To South Pender Island Local Trust Committee
For the meeting of June 7, 2016

From Robert Kojima
Regional Planning Manager

Re LUB Review

At the meeting of May 10, 2016 the Local Trust Committee:

- Reviewed the Advisory Planning Commission comments on the draft Land Use Bylaw.
- Made some further revisions to the draft LUB.
- Reviewed the draft OCP bylaw.
- Requested that staff schedule a Community Information Meeting for June 17, 2016.

The revisions have been made to the draft LUB, and both the LUB and OCP bylaws are posted on the project webpage: [Land Use Bylaw Amendments](#). Staff have also prepared a table summarizing the significant changes to the LUB (copy attached).

The Community Information Meeting has been scheduled for Friday, June 17th. The format will be an Open House, followed by a town hall meeting. This meeting has been advertised in the Pender Post, by mail to all property owners, on the notice board, and on the website.

The draft LUB and OCP bylaws have been referred to agencies and First Nations for comment. The LTC meets next in September, and at that meeting, the LTC will be able to review all input from the community, agencies, and First Nations and potentially consider giving First Reading to the bylaws. Alternately, the LTC could request further revisions based on the outcome of the consultation to date and defer First Reading to a subsequent meeting.

Attachments: Table of significant revisions

South Pender Island Local Trust Committee
Draft Land Use Bylaw No. 114, 2016
Table - Significant Potential Amendments

Issue	Draft Amendment	Reference	Implications
Cottage floor area	Change maximum floor area from 56m ² to 70m ²	1.1 (Definitions)	Would allow a larger cottage. Could not be further increased by variance (integral to definition of the use).
Outbuildings	A non-residential building may be built prior to a residence	1.1 (Definitions) & 3.5(3)	Would resolve issues with accessory buildings being non-permitted prior to construction of principal dwelling, but would limited to one and a maximum floor area (prior to constructing dwelling).
Cisterns	Cisterns and rainwater catchment system required for new single family dwellings in the residential (RR) zones	3.14	New house construction would be required to include cisterns to collect and store a minimum of 21820 litres (4800 gallons), how the water is used is not prescribed and would be at the discretion of the owner
Accessory Building Floor Area	Would remove maximum floor area limits for accessory buildings	3.5	Provides owners with flexibility and eases administrative burden. Accessory buildings would be regulated by overall lot coverage, height and setbacks
Lot Coverage	Lot coverage in the RR zones would be reduced from current 25% to 15%, 10%, or 5% depending on lot size	5.1(5)	Would provide a relevant limit on development, intended to retain rural character and limit impacts of development on the natural environment, partly in place of maximum floor area limits for accessory buildings.
Maximum floor area for dwellings	The floor area of a dwelling may not exceed 335 m ² (3606 ft ²) in all zones where a dwelling is permitted	5.1(7), 5.5(9), 5.6(7), 5.7(6)	A new regulation that would limit the floor of new houses without a variance
Farmers Market	Defined and permitted in the S1 zone	1.1 (Definitions) & 5.3(1)(c)	Would permit a farmers market to be held at the Church of the Good Shepherd
Minimum Lot Size	Minimum Lot Area for subdivision increased in the Agriculture and Forestry zones from 4 ha (10 acres) to 16 ha (40 acres)	5.5(11) & 5.6(10)	Would increase the minimum average area required for new lots in these zones to sizes more appropriate for farms and resource uses.
Lot coverage in community parks	Lot coverage reduced to a maximum of 1% in Heritage Community Park zone	5.8(2)	Reduced from the current 25% for consistency with the other park zones
Private docks	Zoning would permit private docks only within existing licensed areas	Zoning Map	Any new docks would require a rezoning. The OCP is also proposed to be amended to provide supporting policies.
Proof of Potable Water for Subdivisions	(Re) Inclusion of provisions requiring proof that there is a sufficient quantity of potable water at the time of subdivision	8.12	Subdividers would be required to provide a report from a professional certifying that there is a sufficient quantity of potable water to support the permitted uses on the proposed new lots. Boundary adjustments would be exempted in most instances.
Brooks Point Regional Park zoning	Recent acquisition and addition to Brooks Point Regional Park would be re-designated and re-zoned	Land Use Map and Zoning Map	Map amendments would recognize the status of the recent addition to the park and zone and designate the lot consistent with the rest of the park.

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. 2.Trustee development of broad questions 3.Develop format for community consultation 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

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	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. [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].
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	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. [Copies of the agenda cover will be brought to the meetings]

Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality

Important deadline! Fairy Slipper Forest Campaign – Thetis Island

June second is an important deadline for the campaign to purchase 40 acres of forest, creating Thetis Island's first publicly accessible nature reserve. Half the total cost of \$560,000 needs to be raised by this date. To help meet this important fundraising goal, an anonymous donor is matching funds, to a maximum of \$40,000, until the deadline. Donations can be made through the [Islands Trust Fund \(ITF\)](#) website. Media packages are available upon request from the ITF Communications and Fundraising Specialist for promotions.

Appointed Board Members – Vacancies

Three of the six members of the Trust Fund Board (TFB) are appointed by the Province. The term of former member Julie Glover has concluded (Dec. 2015) and the provincial Board Resourcing and Development Office recently concluded its advertising of this vacancy. The term of member Dereck Atha ends in June and applications for this position are now being accepted through the [Board Resourcing and Development Office](#). Please inform individuals you know who might have the knowledge, experience and interest to serve on TFB.

Land Securement Strategy

The Islands Trust Strategic Plan includes a strategy for TFB to "Protect high biodiversity areas identified in TFB's Regional Conservation Plan" by "developing a land conservation strategy to protect high biodiversity areas (e.g. Coastal Douglas-fir)". Most of our protected land has come about opportunistically as a result of landowners and organizations coming to us (albeit with prior relationship-building in many cases). Another approach, used successfully by other land conservancies, is to focus on areas with high biodiversity and approach landowners to explore voluntary conservation options that might work for them. This requires careful and sensitive planning. TFB has approved the project charter for developing a securement strategy to implement such an approach.

Conservation Tax Incentive Program

The Islands Trust Strategic Plan also identifies the Trust Fund Board will support efforts to expand a conservation tax exemption program to the rest of British Columbia. The TFB Chair has written an open letter of support outlining the success of NAPTEP in support of a province-wide program.

Long Term Funding

The Trust Fund Board has reviewed the considerable work carried out over the years to develop a Long Term Funding Initiative and discussed this in the current context. The Chair hopes to provide a brief report at the June Trust Council meeting and is happy to discuss this issue in more depth with individual trustees.

Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality

Planned Giving

The Board reviewed and discussed ITF's approach to encouraging and enabling planned, or legacy, gifts. Two recent prime examples are legacies that have established the Morrison Waxler Biodiversity Protection Legacy Fund (\$20,000) and the Gambier Island Acquisition Fund (\$115,000). Crystal Oberg, ITF's new Communications and Fundraising Specialist, will attend an upcoming professional development opportunity to enhance this part of our work. Check out the "[Gift and Estate Planning](#)" page on our website.

Budget

Preliminary figures show that the Islands Trust Fund's 2015-16 expenses came in under budget. The 2016-17 budget is essentially unchanged. The budget includes provision for responding to emerging and time-sensitive conservation proposals and property management issues.

Property Management

Here is a summary of current property management activities:

Bowen -	New management contract for Fairy Fen Nature Reserve; revision of management plan for Singing Woods Nature Reserve
Denman -	Restoration and signage at Inner Island; restoration and tree planting at Lindsay Dickson Nature Reserve; trail development and maintenance at Morrison Marsh Nature Reserve
Gabriola -	Management Plan for Burren's Acres Nature Reserve; boardwalk repair; trail maintenance and root protection work at Elder Cedar Nature Reserve
Lasqueti -	Monitoring of restoration and possible trespass at Mount Trematon Nature Reserve; revision of management plan for Kwel Nature Sanctuary
N. Pender -	Interpretive panels at Medicine Beach Nature Reserve
Salt Spring -	Revision of management plan for Cyril Cunningham Nature Reserve.

Annual monitoring of properties and covenants across the Trust Area will be completed by July 15, 2016.

Trail Proposal for the Lindsay Dickson Nature Reserve –Denman Island

After onsite meetings and consultation with our property managers, the Trust Fund Board has agreed to allow an old logging road across one corner of the reserve, which already supports public use, to be part of the Denman cross-island trail. However, the board does not support the development of an unopened road access alongside the nature reserve because of the additional disturbance it could bring to the reserve.

Please feel free to contact members of the Trust Fund Board or Islands Trust Fund staff for more details.