



# South Pender Island Local Trust Committee

## Regular Meeting Agenda

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

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|                                                                                                         | <b>Pages</b>        |
|---------------------------------------------------------------------------------------------------------|---------------------|
| 1. CALL TO ORDER                                                                                        | 10:00 AM - 10:15 AM |
| 2. APPROVAL OF AGENDA                                                                                   |                     |
| 3. TOWN HALL AND QUESTIONS                                                                              |                     |
| 4. COMMUNITY INFORMATION MEETING                                                                        |                     |
| none                                                                                                    |                     |
| 5. PUBLIC HEARING                                                                                       |                     |
| none                                                                                                    |                     |
| 6. MINUTES                                                                                              | 10:15 AM - 10:25 AM |
| 6.1 Adopted Local Trust Committee Minutes Dated March 1, 2016 (for information)                         | 3 - 10              |
| 6.2 Section 26 Resolutions-without-meeting Dated May 2016                                               | 11 - 11             |
| 6.3 Advisory Planning Commission Minutes Dated March 20, 2016 & April 9, 2016 (for Receipt)             | 12 - 20             |
| 7. BUSINESS ARISING FROM THE MINUTES                                                                    | 10:25 AM - 10:30 AM |
| 7.1 Follow-up Action List Dated May 2016                                                                | 21 - 21             |
| 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                                                                 | 10:30 AM - 11:30 AM |         |
| 11.1   | Land Use Bylaw (LUB) Review - Staff Report & Draft Bylaw                                       |                     | 22 - 29 |
| 12.    | REPORTS                                                                                        | 11:30 AM - 11:45 AM |         |
| 12.1   | Work Program Reports (attached)                                                                |                     |         |
| 12.1.1 | <u>Top Priorities Report Dated May 2016</u>                                                    |                     | 30 - 30 |
| 12.1.2 | <u>Projects List Report Dated May 2016</u>                                                     |                     | 31 - 31 |
| 12.2   | Applications Report                                                                            |                     |         |
|        | none                                                                                           |                     |         |
| 12.3   | Trustee and Local Expense Report Dated March 2016 (attached)                                   |                     | 32 - 32 |
| 12.4   | Adopted Policies and Standing Resolutions (attached)                                           |                     | 33 - 33 |
| 12.5   | Local Trust Committee Webpage                                                                  |                     |         |
| 12.6   | Chair's Report                                                                                 |                     |         |
| 12.7   | Trustee Report                                                                                 |                     |         |
| 12.8   | Trust Fund Board Report Dated March 2016                                                       |                     | 34 - 36 |
| 13.    | NEW BUSINESS                                                                                   | 11:45 AM - 12:30 PM |         |
| 13.1   | 2015-2016 Annual Report - South Pender Island Local Trust Committee<br>Section                 |                     | 37 - 39 |
|        | Request for Decision (attached)                                                                |                     |         |
| 13.2   | Moving Around Pender, Response to Transportation Plan                                          |                     |         |
|        | Discussion                                                                                     |                     |         |
| 14.    | UPCOMING MEETINGS                                                                              |                     |         |
| 14.1   | Next Regular Meeting Scheduled for June 7, 2016, at 10:00 am, at the South<br>Pender Fire Hall |                     |         |
| 15.    | TOWN HALL                                                                                      | 12:30 PM - 12:45 PM |         |
| 16.    | CLOSED MEETING                                                                                 |                     |         |
|        | none                                                                                           |                     |         |
| 17.    | ADJOURNMENT                                                                                    | 12:45 PM - 12:45 PM |         |



# ADOPTED

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

**Date:** March 1, 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  
Miles Drew, Bylaw Enforcement 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 10:07am. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

It was noted that Miles Drew was in attendance for the in camera meeting and the agenda may be altered to accommodate his departure time.

The following items were recommended as additions to the agenda:

- 13.1.2 Staff Report
- 13.3 Islands Trust Office Space at Hope Bay

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

### 3. TOWN HALL AND QUESTIONS

John Chapman spoke regarding the issue of Canal Erosion and noted that Pender Islands Parks and Recreation Commission has baseline data for shoreline measurements in the area. He offered access to this data if it would be helpful.

### 4. COMMUNITY INFORMATION MEETING

None.

**5. PUBLIC HEARING**

None.

**6. MINUTES**

**6.1 Adopted Local Trust Committee Minutes Dated December 14, 2015**

Received for information.

**6.2 Section 26 Resolutions-Without-Meeting Dated February 2016**

Received for information.

**6.3 Advisory Planning Commission Minutes for Receipt**

**6.3.1 Pender Island Waste & Resource Management Special APC Adopted Minutes Dated November 20, 2015, December 14, 2015 & January 4, 2016**

Received for information.

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Follow-Up Action List Dated February 2016**

RPM Kojima provided an overview of the items on the list and confirmed that all had been completed and would be removed.

**8. DELEGATIONS**

**8.1 Peter Pare – Moving Around Pender (MAP) re: MAP Transportation Plan**

John Chapman spoke on behalf of MAP, noting that Peter Pare sent his regrets. He provided an overview of the group's objectives and noted the creation of an updated report which was available electronically. He reported that MAP would like access to the expertise of highway engineers, but that they did not have the means to do so.

A discussion was held regarding a past Southern Team meeting with Mainroad head office staff and it was generally agreed that the LTC would like to initiate these meetings again.

There was general agreement that Trustee Scholefield would act as the LTC's contact person for MAP.

The LTC recommended that MAP's revised report be directed to the attention of Lisa Gordon for the State of the Island Report so that Trust Council would receive the information.

John Chapman offered a presentation by MAP at the upcoming Trust Council meeting in June. There was general support for this offer.

RPM Kojima provided an overview of the benefits of MAP considering becoming a Commission of the Capital Regional District (CRD).

Chair Luckham thanked John Chapman, remarked that the LTC would review the report, and noted that the issue is on their Projects List.

## **9. CORRESPONDENCE**

None.

## **10. APPLICATIONS AND REFERRALS**

None.

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

### **11.1 LUB Review – Staff Report and Draft Bylaw**

RPM Kojima provided an overview of the staff report and draft bylaw, including the project charter and time line.

A discussion was held regarding Marine Protection Zones and whether re-designating the W1 zones to W2 would increase opportunity for the south shore properties to apply for rezoning.

**By general consent**, the LTC asked staff to

- Amend the language to outline the criteria by which applications to rezone for a private dock would be considered, and also make it clear when such rezoning is discouraged.
- Update the terminology in section 7.4
- Include square metres of floor area in the Official Community Plan (OCP) definition of "cottage".

RPM Kojima provided an overview of the legislative process for the draft bylaw moving forward.

**SP-2016-001**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee commence the legislative process to amend the Land Use Bylaw and direct staff to prepare the necessary draft bylaws and draft consequential amendments for the Official Community Plan.

A discussion was held regarding SP-2016-001 including whether it would give the public a false impression that the consultation portion of the project had ended.

The motion was re-read.

**SP-2016-001**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee commence the legislative process to amend the Land Use Bylaw and direct staff to prepare the necessary draft bylaws and draft consequential amendments for the Official Community Plan.

**CARRIED**

A discussion was held regarding whether to refer the draft bylaw to the APC at this time. It was generally agreed that a referral package should include a list of the consequential amendments to the OCP in the cover letter.

**SP-2016-002**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee refer the draft Land Use Bylaw revisions to the South Pender Island Advisory Planning Commission, requesting feedback on:

- Lot coverage
- Maximum house size
- Maximum cottage size
- Outbuildings as a category of building
- Zoning change from Marine General to Marine Protected
- Minimum lot size for agriculture
- Minimum lot size for forestry
- Use of charts

**CARRIED**

A brief discussion was held regarding the project charter and project timeline.

**SP-2016-003**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee direct staff to report back with a revised timeline and Land Use ByLaw Project Charter.

**CARRIED**

A break was held from 11:12 am until 11:20 am. It was noted that the In Camera portion of the meeting would be moved ahead in the agenda. Chair Luckham consulted with the Trustees and the members of the public and it was generally agreed to make Item 13, New Business, the new Item 12 and Item 16, Closed Meeting, the new item 13.

## **12. NEW BUSINESS**

### **12.1 Pender Island Waste & Resource Management Special APC**

#### **12.1.1 Staff Report**

RPM Kojima provided an overview of the Commission and the work they completed prior to being dissolved.

A discussion was held regarding the challenges faced by the Special APC and the limited role that this LTC was able to play.

#### **12.1.2 Review Budget Proposal to Trust Council for the SAPC Project Expense**

**By general consent** the South Pender Island Local Trust Committee agreed to remove Waste Management from their project list, reallocate the funds previously allocated to the project, and provide no feedback to the North Pender Island LTC regarding the Special APC.

### **12.2 Continued Erosion Problem in Pender Canal**

Trustee McConchie provided an update on the issue and a discussion was held regarding signage. Trustee McConchie remarked that he would continue to play a role in finding a solution for the problem and would keep the LTC informed of any progress.

### **12.3 Office Space**

RPM Kojima provided an update regarding the Islands Trust office space at Hope Bay. He noted that there is no longer a viable option to share space with the CRD in the Driftwood Centre so the office will be maintained at Hope Bay and that the building owner has offered the full space at the same rent as was previously paid.

## **13. CLOSED MEETING**

### **13.1 Motion to Close the Meeting**

At 11:33 am Chair Luckham thanked the public for their attendance and noted that the LTC would return to the public meeting following the closed meeting.

**SP-2016-004**

**It was MOVED and SECONDED,**

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, S.90(1)(d) & (f) for the purpose of considering:

- Adoption of In Camera Meeting Minutes dated December 14, 2015
- Bylaw Enforcement

AND that the recorder and staff attend the meeting.

**CARRIED**

**13.2 Recall to Order**

The meeting was recalled to order at 11:53 am.

**13.3 Rise and Report**

None.

**14. REPORTS**

**14.1 Work Program Reports**

**14.1.1 Top Priorities Report Dated February 2016**

RPM Kojima noted that there was no change.

**14.1.2 Projects List Report Dated February 2016**

Regarding the Church of the Good Shepherd, RPM Kojima provided an overview of conservation options that could be considered.

The discussion of 12.1.2 was revisited.

**SP-2016-005**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee remove Item 2 from the Projects List.

**CARRIED**

**14.2 Applications Report**

None.

**14.3 Trustee and Local Expense Report Dated January 2016**

It was confirmed that the amount for the OCP/LUB projects review was accurate.

**14.4 Adopted Policies and Standing Resolutions**

Received for information.

#### **14.5 Local Trust Committee Webpage**

**By general consent** the LTC asked that the revised report presented today by MAP be linked on the website.

#### **14.6 Chair's Report**

Chair Luckham provided an Executive Committee update regarding the adoption of an OCP and LUB for Ballenas-Winchelsea Islands and Thetis Island's Associated Islands. He also noted that they are preparing for Trust Council on Hornby Island.

#### **14.7 Trustee Report**

The Trustees reported that their article had been sent to the Pender Post and that Russ Hotsenpiller, the new Chief Administrative Officer, had visited South Pender Island.

#### **14.8 Trust Fund Report**

None.

### **15. UPCOMING MEETING**

A discussion was held regarding rescheduling the upcoming meeting and the general implications on the timeline for the LUB review project.

#### **SP-2016-006**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee cancel the Regular Business Meeting previously scheduled for April 5, 2016.

**CARRIED**

### **16. TOWN HALL**

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

### **17. ADJOURNMENT**

#### **SP-2016-007**

**It was MOVED and SECONDED,**

that the South Pender Local Trust Committee adjourn the meeting at 12:13 pm.

**CARRIED**

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Peter Luckham, Chair

Certified Correct:

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Shannon Brayford, Recorder



## Resolutions Without Meeting

### South Pender Island

| Resolution # | Action    | Resolution Description                                                                       | Resolution Date |
|--------------|-----------|----------------------------------------------------------------------------------------------|-----------------|
| 2016-01      | In Favour | THAT_South Pender Island Local Trust Committee meeting minutes of March 1, 2016, be Adopted. | 13-Apr-2016     |

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



**Date:** Sunday, March 20, 2016 (10:30 a.m.)

**Location:** Fire Hall #3  
8961 Gowlland Point Road, South Pender Island, BC

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

**Staff Present:** Shannon Brayford, Recorder

**Regrets:** None

**Others Present:** Trustee Wendy Scholefield, South Pender Island LTC



**1. CALL TO ORDER**

Recorder Shannon Brayford welcomed everyone and called the meeting to order at 10:42 AM.

**2. ELECTION OF A CHAIR**

Recorder Shannon Brayford officiated during the election. On the first call for nominees Mamie Hutt-Temoana was nominated by Member Petrie. Member Hutt-Temoana accepted the nomination. No further nominations were made on the second or third call for nominations.

**By acclamation** Mamie Hutt-Temoana was appointed Chair of the South Pender Island Advisory Planning Commission (APC)

Chair Hutt-Temoana assumed her role as Chair of the meeting.

**3. APPROVAL OF THE AGENDA**

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

#### 4. MINUTES OF MEETING SUNDAY, JUNE 7, 2015 FOR ADOPTION

##### SP-APC-2016-001

It was **MOVED** by Member Petrie and **SECONDED** by Member McQuarrie that the South Pender Island Advisory Planning Commission minutes of June 7, 2015 be adopted, as presented.

**CARRIED**

#### 5. REFERRAL

##### 5.1 Lot Coverage

Regarding the proposed amendment to lot coverage, the following points were discussed:

- The rationale for limiting building size on the island.
- The use of lot coverage to limit building size and whether it was the best tool with which to do so.
- Whether Floor Area Ratio (FAR), in conjunction with lot size, would improve the bylaw.
- That a blanket approach does not account for the uniqueness of each property.
- The challenges and benefits of introducing a property by property approach instead.

##### SP-APC-2016-002

It was **MOVED** by Member Petrie and **SECONDED** by Member McQuarrie that the South Pender Island Advisory Planning Commission retains draft change 5.1(5): Reduction in maximum lot coverage based on the area of the lot.

**CARRIED**

##### SP-APC-2016-003

It was **MOVED** by Member Thorn that the South Pender Island Advisory Planning Commission recommend that a Floor Area Ratio be implemented in conjunction with limiting lot coverage.

Motion SP-APC-2016-003 was not seconded.

A discussion was held regarding Floor Area Ration (FAR) and the role this can play in determining overall building size.

Note: A break was taken from 11:40 until 11:46

It was generally agreed that this meeting would continue with a general discussion of each referral item and that a second meeting would be held to make recommendations to the LTC.

## **5.2 Maximum House Size**

A discussion was held regarding the benefits of limiting maximum house size. It was noted that setting a maximum size must be rationalized through the Islands Trust mandate.

A discussion of amended maximum size was held. Several members remarked that the limit provides an ample sized house and several commented that the maximum size should be reduced further. Trustee Scholefield noted that when the public was consulted, a smaller value had not been well received.

The following recommendations were also discussed:

- That ecological standards should be included in the bylaw such as mandating rain catchment, solar panels, etc.
- Including a sliding scale that prescribes a maximum house size depending on lot size.
- That, for lots that accommodate two dwellings, there be an averaging principle such as 70:30 or 60:40.

## **5.3 Maximum Cottage Size**

A discussion was held regarding the benefits of increasing maximum cottage size to accommodate an aging population that may wish to use their cottage as a permanent dwelling for a care taker. The following points were made:

- The term "cottage" was originally designated as a temporary and seasonal dwelling, not as a secondary residence.
- Allowing secondary residences has a significant impact on the island in terms of density.
- "Granny Flats" could be included in the bylaw.

## **5.4 Outbuildings**

A discussion was held regarding the nature of outbuildings and their purpose as non-residential buildings. There was general consensus that allowing owners to build other structures prior to their primary residence is beneficial.

A discussion was held regarding the maximum height of 15 feet and it was noted that while limiting height is desirable, the value 15 feet does not work well in practice.

### 5.5 Minimum lot size for agriculture and minimum lot size for forestry

It was noted that these amendments were designed to maintain the rural character of the island. A discussion was held regarding the role of the Agricultural Land Commission and the importance of offering additional protection for lands that may currently be in the Agricultural Land Reserve.

A discussion was held regarding whether these bylaws would deter the creation of community gardens. It was noted that subdivision and individual ownership of the plots is not required for a community garden.

### 5.6 Tables

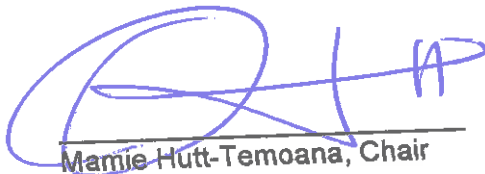
There was general consensus that the tables are helpful, but that some headings are misleading.

## 6. ADJOURNMENT

It was generally agreed that "Zoning for Marine" would be discussed at the next meeting and that the APC would formulate recommendations to the LTC at that time.

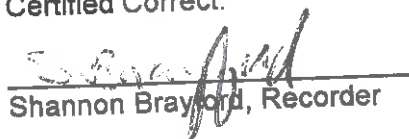
Following a brief discussion, there was general consensus that the next meeting would be held on Saturday, April 9, 2016 at 9:30 a.m. at Fire Hall #3.

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



Mamie Hutt-Temoana, 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   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------|----------|
| Update webpage to add link to MAP documents                                                                                                                                                                                                                                                    | Robert Kojima                             | 04-Mar-2016 | Done     |
| Schedule a meeting with trustees, MoTI and Mainroad                                                                                                                                                                                                                                            | Robert Kojima                             | 20-May-2016 | On Going |
| LUB Review:<br>1. OCP should include language for guidelines for dock rezonings in any location in designation<br>2. Update references to Persons with disabilities<br>3. Cottages: retain reference to floor area in OCP                                                                      | Robert Kojima                             | 04-Mar-2016 | Done     |
| LUB Review:<br>1. staff to prepare bylaws for LUB and OCP amendment <b><u>DONE</u></b><br>2. Refer LUB draft to APC for comment on specific issues, to report back prior to May meeting <b><u>DONE</u></b><br>3. Staff to report back with revised project charter timeline <b><u>DONE</u></b> | Robert Kojima<br>Pauline Brazier          | 04-Mar-2016 | Done     |
| update projects list by removing (Waste Management) from projects list                                                                                                                                                                                                                         | Robert Kojima                             | 02-Mar-2016 | Done     |
| Cancel April 5, 2016 LTC meeting                                                                                                                                                                                                                                                               | Sharon Lloyd-deRosario<br>Pauline Brazier | 18-Mar-2016 | Done     |
| In camera minutes of December 14, 2015 adopted as presented                                                                                                                                                                                                                                    | Pauline Brazier                           | 07-Mar-2016 | Done     |

**Date:** April 26, 2016

**File No.:** 6500-02-LUB Review

**To:** South Pender Island Local Trust Committee  
For the meeting of May 10, 2016

**From:** Robert Kojima  
Regional Planning Manager

**Re: Land Use Bylaw Review**

The purpose of this report is to provide the Local Trust Committee (LTC) with the draft Land Use Bylaw (LUB) and OCP amendments, to update the status of the project, and provide options for proceeding.

## Project Background

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This project was initiated in the previous term, and over the past year the LTC has identified issues, conducted public consultation, overseen a technical review, provided direction on a number of substantive issues, and most recently directed that the legislative amendment process proceed. Background on the project is posted on the LTC webpage: **Land Use Bylaw Amendments**.

At the last meeting (March 1, 2016), the LTC made minor revisions to the draft LUB, provided direction on amendments to the OCP, referred the draft LUB to the Advisory Planning Commission (APC) for comment on specific issues, and requested that staff prepare draft bylaws. The LTC also requested that staff revise the timeline in the project charter and report back.

## Draft Bylaws

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1. The LUB revisions have been formatted as a new base bylaw (Bylaw 114), which would rescind and replace the current LUB (Bylaw 92). Given the extent and scope of the changes currently proposed to the LUB, simply amending the existing bylaw would be impractical. Due to size, Draft Bylaw 114 is not attached to this report, but is posted on the **LUB Review projects page** in both consolidated and blackline formats.
2. The concurrent OCP amendments have been prepared in bylaw format as an amending bylaw (Bylaw 113). A copy of this draft bylaw is attached and is also posted on the LUB project page. The OCP amendments would:
  - Change the definition of cottage by replacing the current maximum floor area of 56m<sup>2</sup> with the proposed 70m<sup>2</sup>. This supports the increase in floor area proposed in the draft LUB.

- Change Agricultural policy 3.5.2(a) to replace the current minimum lot size of 4 hectares with the proposed 16 hectares. This supports the increase in minimum lot area proposed in the draft LUB.
- Change Forest policy 3.6.2(a) to replace the current minimum lot size of 4 hectares with the proposed 16 hectares. This supports the increase in minimum lot area proposed in the draft LUB.
- Changing the Marine policies by removing the separate designations of Marine General and Marine Protection and replacing it with a single “Marine (M)” designation. Within the Marine designation, policies would specify site-specific zoning for private moorage, with new docks permitted by rezoning application only. Current policy 4.2(b)(iv) would be replaced with new provisions establishing criteria for consideration of any applications to rezone for new private moorage. These policy changes would support the proposed changes in the draft LUB permit private moorage only on a site specific basis (W1 for current private moorage locations and W2 for all the other water areas).
- Schedule B (Land Use Designations and Agricultural Land Reserve Lands) would be deleted and replaced with the a new Schedule B which would:
  - Replace the Marine General and Marine Protection designations with a single Marine designation.
  - Re-designate the most recent addition to Brooks Point Regional Park.
  - Make minor adjustments to designation boundaries (consistent with the same corrections on the zoning map)

These OCP amendments, consistent with the project scope, are intended to ensure that regulatory changes proposed in the LUB are consistent with OCP policies.

#### Additional potential LUB amendments

The APC met twice to consider the referral of the draft LUB. The APC made a number of comments or recommendations to the LTC:

- Lot Coverage: concern that the removal of floor area limits on accessory buildings would potentially permit excessively large accessory buildings on larger lots.
- Maximum floor area limits for dwellings: APC recommended different floor area limits for lots less than 2 acres in area (2500 ft<sup>2</sup>) and greater than 2 acres (3600 ft<sup>2</sup>), but with a density bonus provision of 25% provided certain amenities are provided or conditions met. Also recommended that on larger properties, permitting more than one dwelling, that up to 25% of the floor area be available to transfer between dwellings. The draft LUB currently proposes a maximum floor area of 465m<sup>2</sup> (5005ft<sup>2</sup>) in all dwellings
- Cottage floor area: recommended that the maximum floor area be 850 ft<sup>2</sup> (subject to provision of a cistern). The current draft proposes a maximum of 70m<sup>2</sup> (753ft<sup>2</sup>), up from the existing 56m<sup>2</sup> (603ft<sup>2</sup>).
- Accessory building height: the APC recommended that the current 4.6m (15ft) maximum height be increased to 30ft to allow for a second storey.

If the LTC wishes to consider these recommendations further, staff can report back with analysis, discussion, and options. The LTC should also identify any other LUB changes that they may wish to incorporate.

## **Next Steps**

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First, the LTC should review the draft bylaws, particularly the LUB, consider any additional changes, revisit any past decisions, or seek clarification from staff.

Second, the Project Charter has been revised to provide an updated and more detailed timeline and to update the budget to the current fiscal year. The project charter timeline identifies the next steps as agency referrals, including First Nations engagement, and the scheduling of a Community Information meeting

### **Bylaw Referrals**

Staff have identified a preliminary list of agencies and First Nations that would be referred the draft bylaws for comment. The LTC should consider if there are additional bodies or agencies it considers should be consulted.

Parks Canada  
Capital Regional District – Building Inspection  
Capital Regional District – Regional Parks and Community Services  
Agricultural Land Commission  
Ministry of Agriculture – Regional Agrologist  
Ministry of Community, Sport and Cultural Development  
Ministry of Forest, Lands & Natural Resource Operations  
- Archaeology Branch  
- Crown Lands And Resources  
Ministry of Transportation & Infrastructure  
North Pender Island Local Trust Committee  
Saturna Island Local Trust Committee  
Islands Trust – Bylaw Enforcement  
Cowichan Tribes  
Halalt First Nation  
Lake Cowichan First Nation  
Lyackson First Nation  
TE'Mexs Treaty Association  
Pauquachin First Nation  
Penelakut Tribe  
Semiahmoo First Nation  
Stz'uminus First Nation  
Tsartlip First Nation  
Tsawout First Nation  
Tsawwassen First Nation  
Tseycum First Nation

### **Community Information Meeting**

The timeline identifies the scheduling of a community information meeting for June or July. The LTC should identify if the meeting should be held on a weekend, consider how it should be advertised, any preferences for meeting format, and request staff to coordinate scheduling of the meeting.

## Options

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1. Request staff to schedule a community information meeting.
2. Request staff report back with further revisions, analysis or options.

## RECOMMENDATIONS:

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

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Prepared and Submitted by:



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Robert Kojima, RPM

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April 28, 2016

Date

Attachments:

1. Draft Bylaw 113
2. Project Charter

**SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO.113**

\*\*\*\*\*  
**A BYLAW TO AMEND SOUTH PENDER ISLAND OFFICIAL COMMUNITY PLAN, 107, 2011**  
 \*\*\*\*\*

WHEREAS the South Pender Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the South Pender Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the South Pender Island Local Trust Committee the same power and authority of a Regional District under Part 14 except sections 558 to 570 and 507 to 508 of the *Local Government Act*;

AND WHEREAS the South Pender Island Local Trust Committee wishes to amend Bylaw No. 91, Official Community Plan, 2002;

AND WHEREAS the South Pender Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the South Pender Island Local Trust Committee enacts in open meeting assembled as follows:

- A. Bylaw No. 107, cited as “South Pender Island Official Community Plan, 107, 2011” is altered as shown in Schedules 1 to 2 of this amending bylaw.
- B. This Bylaw may be cited for all purposes as “South Pender Island Official Community Plan, 107, 2011, Amendment No. 1, 2016.”
- C. If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 201.

PUBLIC HEARING HELD this \_\_\_\_\_ day of \_\_\_\_\_, 201.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 201.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 201.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

APPROVED BY THE MINISTER OF COMMUNITY AND RURAL DEVELOPMENT this  
day of 201.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 201.

**SECRETARY**

**CHAIR**

## **SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE**

### **BYLAW NO. 113**

#### **SCHEDULE 1**

"South Pender Island Official Community Plan, Bylaw No. 107, 2011" Schedule A is amended as follows:

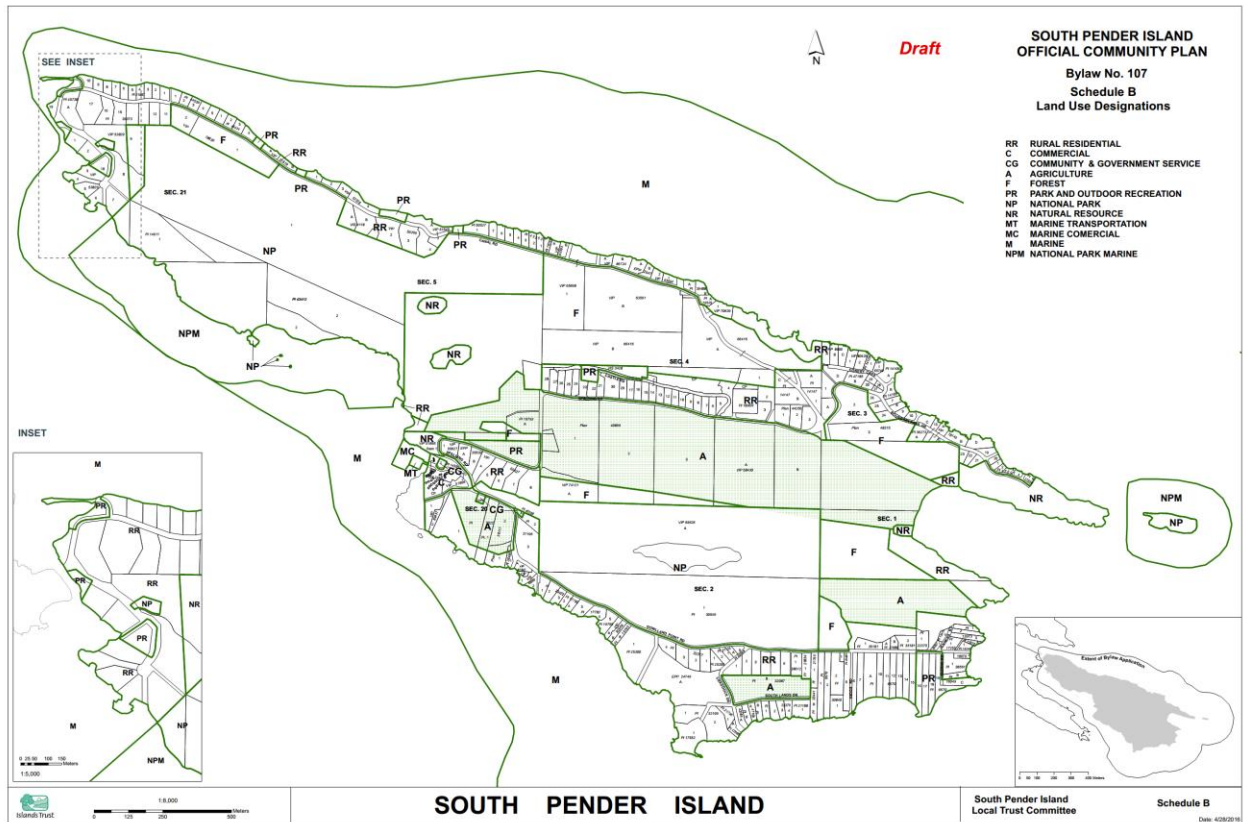
1. The definition of "cottage" in Section 1.6 (Definitions) is amended by deleting "56m<sup>2</sup> (603ft<sup>2</sup>)" and replacing it with "70m<sup>2</sup>".
2. Subsection 2.4.3 (General Policies) is amended by inserting "maximum floor area of dwellings," following the phrase "number of buildings," and preceding "lot site coverage,".
3. Article 3.5.2(a) (Agricultural Policies) is amended by deleting "4 hectares (9.88 acres)" and replacing it with "16 hectares (40 acres)."
4. Article 3.6.2(a) (Forest Land Policies) is amended by deleting "4 hectares (9.88 acres)" and replacing it with "16 hectares (40 acres)."
5. Clause 4.2(b)(iv) is amended by deleting it in its entirety and replaced with the following:

"iv) existing private moorage permitted on a site-specific basis in those areas designated as Marine (M) on Schedule "B". New applications for private moorage may be considered by site-specific rezoning subject to:

  - the proposal demonstrating minimal impacts on the marine environment, including eelgrass, bull kelp, forage fish, or other important habitat;
  - the proposal demonstrating minimal impacts on upland sensitive ecosystems or habitat;
  - the proposal demonstrating no impacts on archaeological or cultural sites or resources;
  - structures being appropriately sited and of a scale to minimize visual impacts;
  - consideration being given to providing for shared or common moorage; and
  - consideration being given to the cumulative impacts of private moorage."
6. Article 4.2(c) is deleted and replaced with the word "*rescinded*".

**SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 113  
SCHEDULE 2**

“South Pender Island Official Community Plan, Bylaw No. 107, 2011” amended by deleting Schedule B in its entirety and replaced with a new Schedule B as follows:



# Land Use Bylaw Review - Charter v5

South Pender Island Local Trust Committee

Date: March 3, 2015

**Purpose** *This project is intended to provide a comprehensive review of the Land Use Bylaw.*

**Background** *The project was initiated by the South Pender Island Local Trust Committee in the previous term in order to provide for comprehensive community consultation on which elements of the Land Use Bylaw should be considered for amendment. In 2014 the LTC appointed three persons to Chair focus groups, each reviewed different sections of the LUB and reported back to the LTC and the community. The new LTC re-affirmed the review of the LUB as its Top Priority project in February 2015 and initiated a technical review and community consultation.*

## Objectives

- To provide an opportunity for comprehensive community input on the Land Use Bylaw
- To consider amendments to the LUB

## In Scope

- Community consultation
- Review of potential technical provisions of the LUB
- Consideration of amendments to substantive regulations in the Land Use Bylaw
- Legislative process to amend the LUB and concurrent and minor OCP policies

## Out of Scope

- activities unrelated to the Land Use Bylaw review
- Significant review of OCP policies

## Workplan Overview (Legislative Phase)

| Deliverable/Milestone                                         | Date                   |
|---------------------------------------------------------------|------------------------|
| Referral of draft to APC                                      | March 2016             |
| Direction to initiate draft bylaws                            | March 2016             |
| LTC Review of draft bylaw(s)                                  | May 2016               |
| Agency referrals, First Nations engagement                    | May—July 2016          |
| Community information meeting(s), mail-out                    | June - July 2016       |
| Consideration of First Reading, direction to schedule hearing | September 2016         |
| Second Referrals (required for ALC only)                      | September—October 2016 |
| Further Community information meeting (if needed)             | September 2016         |
| Public Hearing                                                | October 2016           |
| Consideration of Second and Third Readings, referral to EC    | November 2016          |
| Executive Committee approval                                  | December 2016          |
| Referral to Minister (OCP amendments only)                    | December 2016          |
| Consideration of adoption                                     | March 2017             |

## Project Team

|                                           |                 |
|-------------------------------------------|-----------------|
| Robert Kojima                             | Project Manager |
| Sharon Lloyd-deRosario<br>Regina Robinson | Admin support   |
| Barb Dashwood                             | GIS support     |

**RPM Approval:**  
*Robert Kojima*  
**Date:**

**LTC Endorsement:**  
Resolution #:  
**Date:**

## Budget

Budget Source: SP LUB project

| Fiscal  | Item                        | Cost          |
|---------|-----------------------------|---------------|
| 2016-17 | Community consultation      | \$1000        |
| 2016-17 | Public Hearing              | \$2000        |
| 2016-17 | Contingency (re-allocation) | \$1000        |
|         | <b>Total</b>                | <b>\$4000</b> |

## 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 shephard |                                                                                                                                                                                       | 01-Sep-2015 |

***Islands Trust***  
 LTC EXP SUMMARY REPORT F2016  
 Invoices posted to Month ending March 2016

| 665 South Pender               | Invoices posted to Month ending March 2016 | <u>Budget</u>   | <u>Spent</u>    | <u>Balance</u>  |
|--------------------------------|--------------------------------------------|-----------------|-----------------|-----------------|
| 65000-665                      | LTC "Trustee Expenses"                     | 750.00          | 352.08          | 397.92          |
| <b>LTC Local</b>               |                                            |                 |                 |                 |
| 65200-665                      | LTC - Local Exp - LTC Meeting Expenses     | 1,000.00        | 1,365.78        | -365.78         |
| 65210-665                      | LTC - Local Exp - APC Meeting Expenses     | 500.00          | 344.47          | 155.53          |
| 65220-665                      | LTC - Local Exp - Communications           | 300.00          | 0.00            | 300.00          |
| 65230-665                      | LTC - Local Exp - Special Projects         | 750.00          | 0.00            | 750.00          |
| <b>TOTAL LTC Local Expense</b> |                                            | <u>2,550.00</u> | <u>1,710.25</u> | <u>839.75</u>   |
| <b>Projects</b>                |                                            |                 |                 |                 |
| 73001-665-2011                 | South Pender OCP/LUB                       | <u>5,000.00</u> | <u>394.36</u>   | <u>4,605.64</u> |
| <b>TOTAL Project Expenses</b>  |                                            | <u>5,000.00</u> | <u>394.36</u>   | <u>4,605.64</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>                                                                                                                                                |



## **Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality March 2016**

### **Denman Island**

- **Settlement Lands**

The Trust Fund Board has agreed to share costs with the Denman Conservancy Association with respect to developing a covenant and management plan for the “Settlement Lands”. The Board has policy that allows for cost sharing with covenant applicants where there is financial need. The Board recognizes the complexity of the issues involved on this particular property and acknowledges the exceptional contributions that the DCA have made to the acquisition and management of protected areas on Denman.

- **Cross-Island Trail**

Islands Trust Fund staff participated in an on-site meeting to look at options for where the cross-island trail will be located in the vicinity of the Lindsay-Dickson Nature Reserve. While the Board has agreed in principle to a possible route using an existing trail in the nature reserve, the Board is not in favour of using an undisturbed right of way adjacent to the nature reserve. ITF will continue to work with regional district planning staff and community representatives to identify the optimal trail location.

- **Denman Island Park and Protected Area**

The Islands Trust Fund is seeking an arrangement with the Province to ensure on-going protection of an ecologically sensitive area of the Crown land adjacent to Inner Island Nature Reserve that has been incorporated into the Denman Island Park. The Province has rejected the option of a conservation covenant and has instead suggested a Partnership Agreement for monitoring the stream and beaver pond. ITF will be contacting BC Parks to discuss such an agreement.

- **Inner Island Nature Reserve**

The Islands Trust Fund is participating in the investigation of a trespass involving cutting of nine large trees in the nature reserve and adjacent Provincial Park reported last month

- **Morrison Marsh**

The Islands Trust Fund is talking with BC Parks about rerouting the trail connecting with Boyle Point Provincial Park to avoid trespass over private property.

### **Thetis Island**

- **Fairyslipper Forest**

The acquisition of this property and other land on Thetis Island continues to be a priority of the Islands Trust Fund, working closely with our partners Thetis Island Nature Conservancy and Cowichan Community Land Trust. ITF has submitted a comprehensive application to Environment Canada’s Habitat Stewardship Program for Species at Risk. If successful, this along with the pledges and contributions generated by the dynamic fundraising program could enable

the completion of the first significant protected areas on Thetis Island. If this land is acquired the next step would be development of a Management Plan to ensure protection of the identified values and to address management objectives, such as signage and public access. The management planning process will be carried out in consultation with the community.

## **Salt Spring Island**

- **Manzanita Ridge Nature Reserve**

The Trust Fund Board approved the addition of an appendix which forms part of the management plan for the Manzanita Ridge Nature Reserve. The reserve is owned by the Salt Spring Island Conservancy. TFB co-holds a conservation covenant on the property with the Salt Spring Island Local Trust Committee. The new appendix clarifies public access issues. These issues do not relate to the terms of the covenant.

- **Property management activities**

Work on Salt Spring Island properties has included placing covenant boundary marker posts (to better define the areas for monitoring and in case of violations), replacing the beach access stairs and topping danger trees at the Ruby Alton Nature Reserve. Activities to implement the McFadden Creek Nature Reserve Management Plan have begun.

## **Galiano Island**

- **Galiano Island Conservancy – Opportunity Fund grant**

The Trust Fund Board approved an Opportunity Fund grant of \$2,000 to the Galiano Conservancy Association for costs associated with legal review of a sustainable forestry covenant on Galiano Island. This grant will support the development of covenants as a tool to balance resource management and conservation objectives.

- **Property management activities**

Work has included invasive plant removal, native species plantings and a cormorant nesting survey at Trincomali Nature Sanctuary, trail maintenance at Vanilla Leaf Land Nature Reserve and invasive alien species control for Laughlin Lake Nature Reserve

## **Bowen Island**

- **NAPTEP**

The Islands Trust Fund is implementing an outreach plan to promote the Natural Area Protection Tax Exemption Program (NAPTEP) to property owners on Bowen Island. A briefing has been provided to Bowen Island Municipal Council on the communication program and addressing a concern about the distribution of any recapture charges. An information session was held on Bowen on March 2<sup>nd</sup>, and a webinar hosted March 8<sup>th</sup>.

- **Fairy Fen Nature Reserve**

Trail rerouting work has taken place to avoid disturbance of a sensitive area.

## **Property Management Activities on other Islands**

- **Lasqueti**

A survey and trespass restoration work was carried out at the Mount Trematon Nature Reserve. Boxes are being installed for hooded mergansers at the John Osland Nature Reserve.

- **Penders**  
Interpretive panels are being developed for the kiosk installed at Medicine Beach Nature Sanctuary.
- **Gabriola**  
Trail and driveway maintenance and invasive plant removal are being carried out at the Elder Cedar Nature Reserve.
- **Mayne**  
The revision of the Horton Bayviary Nature Reserve Management Plan has been completed and approved by all parties of the conservation covenant.

## **Trust Fund Board Membership**

Julie Glover, a provincially-appointed member of the Trust Fund Board since 2012, recently completed her second term. The second term of Dereck Atha, who has been a member since 2010, expires in June. The term of our other appointed member, Ron Bertrand, concludes in 2018.

The Trust Fund Board has up to three appointed members. Appointments are made by the Minister of Community Sport and Cultural Development. Interested individuals must apply to the Board Resourcing and Development Office (BRDO) online at <http://www.brdo.gov.bc.ca/apply.asp>. A vacancy is advertised for three weeks on the BRDO website. ITF will also post the vacancy on its own website, and has the option of running an ad in island newspapers. At the end of the advertising period, it is understood that the Trust Fund Board will be provided with a list of applicants and can provide its own recommendation to BRDO.

## **Species at Risk**

The Islands Trust Fund has provided input to the Ministry of Forests, Lands and Natural Resource Operations on the development of implementation plans for Northern Goshawks and Marbled Murrelets. We also provided input to the Canadian Wildlife Service for the management plan process for Band-tailed Pigeon and Great Blue Heron.

## **Coastal Douglas-fir and Associated Ecosystems Conservation Partnership**

The Trust Fund Board, as a partner agency of the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP), has agreed to submit a funding proposal to the Real Estate Foundation of BC and to hold funds on behalf of the CDFCP, and if the proposal is successful, to support its ongoing work to protect ecosystems. We are pleased to be in a position to offer this service.

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

## REQUEST FOR DECISION

**To:** South Pender Island Local Trust Committee

**For the Meeting of:** May 10, 2016

**From:** Robert Kojima,  
Regional Planning Manager

**Date Prepared:** April 25, 2016

**SUBJECT:** 2015-2016 ANNUAL REPORT – APPROVAL OF SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE SECTION

**RECOMMENDATION:** That the South Pender Island Local Trust Committee approves the attached text for inclusion in the 2015-2016 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

### IMPLICATIONS OF RECOMMENDATION

#### **ORGANIZATIONAL:**

Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.i](#). To comply with the schedule indicated in the policy, the Executive Committee has adopted the following schedule for preparation of individual committee reports:

| Committee reports:  | Reports to be approved on the following dates: |
|---------------------|------------------------------------------------|
| TPC                 | May 16                                         |
| LPC                 | May 25                                         |
| FPC                 | May 31                                         |
| TFB                 | May 10                                         |
| EC                  | May 18                                         |
| Denman              | April 19 / May 17                              |
| Gambier             | March 17 / May 19                              |
| Gabriola            | April 14 / May 7                               |
| South Pender        | April 4 / May 2                                |
| Hornby              | April 1                                        |
| Lasqueti            | April 18 / May 14                              |
| South Pender        | March 21 / April 25                            |
| South Pender        | April 28                                       |
| Salt Spring Island  | April 7 / May 5                                |
| South Pender        | May 10                                         |
| South Pender        | April 5 / May 10                               |
| Thetis              | March 29 / May 24                              |
| Ballenas-Winchelsea | May 18                                         |
| Executive Islands   |                                                |

Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings listed above.

**FINANCIAL:** None

**POLICY:** No implications for existing policy

**IMPLEMENTATION/COMMUNICATIONS:** The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and consideration of Trust Council in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Community Sport and Cultural Development and circulate it as indicated in Trust Council's policy.

**OTHER:** n/a

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### **BACKGROUND**

- The Executive Committee will consider the format and outline of the 2015-2016 Annual Report at its meeting on March 22<sup>nd</sup> or April 6<sup>th</sup>.

**REPORT/DOCUMENT:** South Pender Island Local Trust Committee input to Annual Report (draft)

**KEY ISSUE(S)/CONCEPT(S):** Consistent Annual Report sections from each committee

**RELEVANT POLICY:** This approach complies with Section 19 of the *Islands Trust Act* and Trust Council's [Annual Report Policy 6.10.i](#).

**DESIRED OUTCOME:** Trust Council is able to easily approve its annual report in June 2016 without further editing from staff or trustees at the Trust Council meeting.

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### **RESPONSE OPTIONS**

**Recommended:** That the South Pender Island Local Trust Committee approves the attached text for inclusion in the 2015-2016 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

**Alternative:** None

**Prepared By:** Robert Kojima, Regional Planning Manager

**Reviewed By/Date:** Robert Kojima, Regional Planning Manager

Text for Inclusion in 2015-16 Annual Report

The South Pender Island Local Trust Committee held nine regular business meetings and four special meetings. The Local Trust Committee received no applications during the reporting period.

The LTC continued work on its major project to review and update the current Land Use Bylaw.