



South Pender Island Local Trust Committee Regular Meeting Agenda

Date: September 1, 2015
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 - 10:05 AM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	10:05 AM - 10:20 AM
4. COMMUNITY INFORMATION MEETING	
none	
5. PUBLIC HEARING	
none	
6. MINUTES	10:20 AM - 10:35 AM
6.1 Local Trust Committee Adopted Special Meeting Minutes Dated July 14, 2015 (for Receipt)	4 - 8
6.2 Advisory Planning Commission Adopted Minutes Dated December 6, 2014 (for Receipt)	9 - 13
6.3 Advisory Planning Commission Draft Minutes Dated June 7, 2015 (for Receipt)	14 - 19
6.4 Section 26 Resolutions-without-meeting Dated August 2015	20 - 20
7. BUSINESS ARISING FROM THE MINUTES	10:35 AM - 10:40 AM
7.1 Follow-up Action List Dated August 2015	21 - 22
8. DELEGATIONS	10:40 AM - 10:45 AM
8.1 Bert Hol Representing the South Pender Historical Society - Land Use Bylaw Review	23 - 26
9. CORRESPONDENCE	

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

10. APPLICATIONS AND REFERRALS

none

11. LOCAL TRUST COMMITTEE PROJECTS

10:45 AM - 12:00 PM

11.1 LUB Review

11.1.1 Technical Review - Staff Memo

27 - 27

11.1.2 LUB Review - Discussion Paper

28 - 53

12. REPORTS

12:00 PM - 12:30 PM

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated August 2015

54 - 54

12.1.2 Projects List Report Dated August 2015

55 - 55

12.2 Applications Report

none

12.3 Trustee and Local Expense Report Dated July 2015 (attached)

56 - 56

12.4 Adopted Policies and Standing Resolutions (attached)

57 - 57

12.5 Local Trust Committee Webpage

12.6 Chair's Report

12.7 Trustee Report

12.8 Trust Fund Board Report - Dated August 2015 (attached)

58 - 58

13. NEW BUSINESS

12:30 PM - 1:00 PM

13.1 Plumper Sound Freighter

13.2 Pender Island Waste Management Task Force - Staff Report

59 - 65

13.2.1 Pender Island Waste & Resource Management Advisory Planning Commission Minutes Dated August 18, 2015 (for Receipt)

66 - 70

13.3 2015-16 LTC Budget Requests - Staff Memo

71 - 75

14. UPCOMING MEETINGS

1:00 PM - 1:10 PM

14.1 Next Regular Meeting Scheduled for November 17, 2015 at the South Pender Fire Hall

15. TOWN HALL

1:10 PM - 1:20 PM

16. CLOSED MEETING (Distributed Under Separate Cover) 1:20 PM - 1:50 PM

16.1 Motion to Close the Meeting

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

-Adoption of In-Camera Meeting Minutes Dated April 8, 2014;

-Appointment of BOV Members;

-Appointment of APC Member.

And that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT 1:50 PM - 1:50 PM



ADOPTED

South Pender Island Local Trust Committee Minutes of Special Meeting

Date: July 14, 2015
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 McConchie, Recorder

Public and Media Present: There were five members of the public present

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:07 am. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following amendment to the agenda was presented for consideration:

- That item 4.3 precede item 4.2.

By general consent the agenda was approved as amended.

3. TOWN HALL

Jane Perch read a written communication on behalf of Cameron Thorne. The letter made comments on the following issues:

- The Land Use Bylaw (LUB) Review;
- The minutes of the South Pender Island Local Trust Committee Special Meeting of May 24, 2015;
- The upcoming Land Use Bylaw discussion paper.

Jane Perch also asked the LTC for clarification on how the public can best share their input on the LUB.

The Trustees provided an overview of the review process and discussed opportunities for public input. The Trustees encouraged the public to put their comments in writing to the LTC, particularly when there is an item on the agenda that they wish to comment on and they are not able to attend the meeting and make their comments in person during the Town Hall session.

4. BUSINESS ITEMS

4.1 South Pender Island Local Trust Committee June 16, 2015 Draft Meeting Minutes

By general consent the South Pender Island Local Trust Committee June 16, 2015 meeting minutes were adopted as presented.

4.2 Local Trust Committee Input to the Strategic Plan - Phase 2

There was discussion regarding whether or not to provide comments and what the benefits and implications of either decision would be.

SP-2015-022

It was Moved and Seconded

That the South Pender Local Trust Committee not provide comments regarding the Strategic Plan: Potential Objectives and Examples of Strategies and Activities for the 2014-2018 term at this time.

DEFEATED

The LTC discussed options for providing input to the Strategic Plan as members of the LTC, members of other Islands Trust committees, and as private citizens. The Trustees also discussed the option of reaffirming the input that they put forward in motion SP-2015-014 on April 28, 2015.

SP-2015-023

It was Moved and Seconded

That the South Pender Local Trust committee adopts the following Strategic Goal suggestions for Trust Council consideration:

1. Lower our ecological footprint
2. Improve Islands Trust cost effectiveness and resilience
3. Develop a vision statement
4. Provide an outstanding planning service to our communities
5. Support preservation and protection of our shorelines

CARRIED

Chair Luckham provided an overview of the process used to develop the Strategic Plan for Trust Council.

SP-2015-024

It was Moved and Seconded

That the South Pender Island Local Trust Committee direct staff to complete Attachment 3 based on our work plan.

CARRIED

4.3 Land Use Bylaw (LUB) Review - Staff Report

Each section of the LUB Review Staff Report was discussed.

Open House Written Comments and Staff Review

SP-2015-025

It was Moved and Seconded

That staff post the section “Open House Comments” on the Islands Trust website with staff comments highlighted in colour as follows:

- Red: Items that the Local Trust Committee has no jurisdiction over.
- Green: Items that are currently addressed in the Land Use Bylaw and Official Community Plan.
- Yellow: Items that the Local Trust Committee can address in the Land Use Bylaw review process.

CARRIED

A discussion was held regarding the jurisdiction of several items included in the document.

Advisory Planning Commission Recommendations and Staff Comments

The document was reviewed point by point. The Trustees identified the APC and staff recommended revisions, the items where no revision was necessary, and the items that needed further review. The Trustees also discussed those items for which they had further directions or questions for staff. The directions are as follows:

- Item 12: Discussion was held regarding the term “single family” and whether a different term would be more appropriate. The LTC asked that the term “single family” be omitted.
- Item 21: The LTC asked staff to follow-up to obtain further information from legal counsel prior to accepting or rejecting the recommendation.
- Item 22: The Trustees accepted the revision after revising it to read “who normally reside elsewhere”.
- Item 35 a: Following a brief discussion the LTC suggested that an example would improve readability.
- Item 36: The Trustees asked that staff replace “coterminous” with “having same boundaries or extent”.
- Item 40: The Trustees requested more information in order to understand the recommendations made by legal counsel.
- Item 45: Following a discussion with staff and the public, the LTC asked to have an information note added to direct readers to the appropriate legislation.

Note: Chair Luckham called for a break at 11:50 am.

The meeting reconvened at 12:05 p.m.

Larger Considerations

The Local Trust Committee reviewed items numbered 48-52 in the staff report dated July 3, 2015 Re: Land Use Bylaw Review and agreed as follows:

- Item 48 (Formatting) - to incorporate the use of tables in the new LUB;
- Item 49 (Part 3 - 3.2 of the current LUB) - will require more discussion during the review process;
- Items 50, 51, and 52 (RV's and cottages) - were identified as needing further review.

Land Use Bylaw Items for Discussion Document

The LTC discussed each point with input from RPM Kojima. The Trustees agreed with the recommendations made by staff, with the following direction:

- Item 57 (sleeping cabin) - the LTC asked staff to include the topic in the discussion document;
- Item 59 (home business/occupation) - the LTC directed that "home occupation" be changed to "home business" in the revised Land Use Bylaw.

SP-2015-026

It was Moved and Seconded

That the South Pender Island Local Trust Committee request that staff prepare a revised draft Land Use Bylaw incorporating the technical and editorial changes noted in the minutes of the July 14, 2015 Local Trust Committee Special Meeting.

CARRIED

SP-2015-027

It was Moved and Seconded

That the South Pender Island Local Trust Committee request that staff include the following topics in the discussion paper to be prepared for the September Local Trust Committee meeting:

- Lot coverage and floor area regulations, including potential maximum floor area of dwellings;
- Non-residential buildings permitted prior to construction of a dwelling;
- Accessory building regulations, specifically floor area and height;
- Home occupation provisions, specifically those requiring the operator of a home occupation to be a permanent resident;
- Provisions relating to height of farm buildings;
- Regulations relating to temporary use of RVs;
- Cottage floor area;
- Groundwater protection - subdivision regulations and cistern requirements;
- Farmworker housing;
- Sign regulations;
- Marine and shoreline regulations, including integration of recent marine habitat mapping;
- Lighting regulations with regard to greenhouse operations;
- Alternative energy production;
- Sleeping cabins.

CARRIED

5. NEXT MEETING

5.1 The next South Pender Island Local Trust Committee Regular Meeting will be held 10:00 a.m., September 1, 2015

Following a brief discussion, the LTC agreed that the meeting would be held at the South Pender Island Fire Hall, but would begin at The Church of the Good Shepherd and then return to the Fire Hall.

5.2 A Special Local Trust Committee Meeting to hold a Community Information Meeting - to be determined

The Trustees agreed that this would be discussed at the next regular meeting.

6. ADJOURNMENT

By general consent the meeting was adjourned at 1:07 pm.

Peter Luckham, Chair

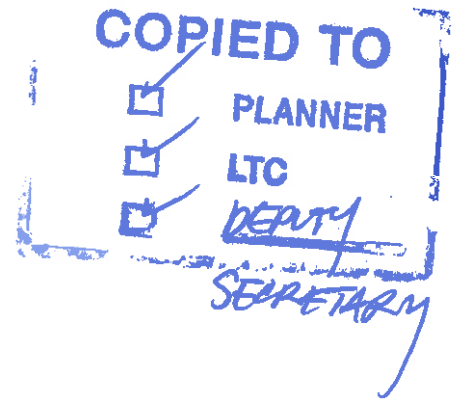
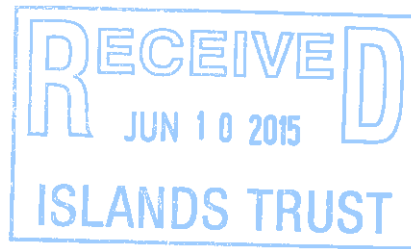
Certified Correct:

Shannon McConchie, Recorder



Islands Trust

Executive Island



**South Pender Island
Advisory Planning Commission
Minutes**

Date of Meeting: Saturday, December 6, 2014

Location: South Pender Fire Hall
South Pender Island, BC

Members Present: Buffy Paterson, Chair
Ron Henshaw, APC Member
Jane Perch, APC Member
Donna Spalding, APC Member

Regrets: None

Staff Present: Shannon McConchie, Recording Secretary

Media and Others Present: There was one (1) member of the public present.

1. CALL TO ORDER

Advisory Planning Commission (APC) Chair Paterson called the meeting to order at 10:40 a.m.

2. APPROVAL OF THE AGENDA

By general consent the agenda was approved.

3. APPROVAL OF MINUTES FROM NOVEMBER 2, 2012

Chair Paterson initiated a discussion regarding the APC minutes of November 2, 2012 and noted that adopting them was delayed because the APC attachments were not being included in the minutes.

Referring to the Minutes Guideline, the APC members expressed their shared belief they were best serving their purpose by providing the Trustees and public with an accurate reflection of their discussions and opinions. The APC members discussed the following concerns:

- When an APC member is unable to attend a meeting they customarily submit a written opinion. The APC members agreed that, in their opinion, Trustees and the public should have access to these written opinions as part of the APC minutes.
- When a member of the public shares an opinion in writing, these opinions form part of the APC's discussion and the APC members agreed that, in their opinion, Trustees and the public should have access to these written opinions as part of the APC minutes.

By general consent the South Pender Island Advisory Planning Commission adopted the November 2, 2012 meeting minutes.

It was MOVED and SECONDED,
That the minutes from the November 2, 2012 South Pender Advisory Planning Commission meeting be resubmitted to the Local Trust Committee with attachments and request that the complete record of the November 2, 2012 meeting be included in the next Local Trust Committee agenda package.

CARRIED

It was MOVED and SECONDED,
That the South Pender Advisory Planning Commission requests the Local Trust Committee to have the minutes of the South Pender Advisory Planning Commission meetings posted to the Islands Trust Website.

CARRIED

4. APPROVAL OF MINUTES FROM AUGUST 6, 2013

By general consent the South Pender Island Advisory Planning Commission adopted the August 6, 2013 meeting minutes.

5. REVIEW AND DISCUSSION OF THE SOUTH PENDER ISLAND LOCAL TRUSTEE REFERRAL

Chair Paterson opened the discussion by stating that the APC had been asked by the LTC to comment on the Land Use By-Law (LUB) Review Focus Groups Reports. She then read a letter submitted by APC member Henshaw dated December 6, 2015. The letter outlined member Henshaw's recommendation to defer the referral package. Chair Paterson requested that the letter be attached to the minutes.

The APC members discussed and agreed that the referral should be deferred in order to allow the incoming LTC to review the Focus Group reports and staff reports before deciding whether to make a referral.

As part of the discussion, the APC members noted that the Focus Group comments reflected a need for a more comprehensive review than is allowed by the current project charter. There was consent among the APC members that they would like the LTC to consider expanding the scope of the project charter, as well as review the project timeline and budget, to allow for possible changes to the OCP in addition to the LUB.

It was MOVED and SECONDED,
That the South Pender Advisory Planning Commission recommend expanding the scope of the Land Use By-Law Review Project Charter to allow for Official Community Plan amendments as identified in the focus group comments and also that the Local Trustee Committee review the project timeline and budget.

CARRIED

6. OTHER BUSINESS

None

7. PUBLIC COMMENT

None

8. COMMENT TO LTC

The APC members asked that the minutes reflect their recognition of the significant work already invested in the LUB review project and their belief that significant work is still required. The members agreed that they welcome the

opportunity to receive further referrals from the incoming LTC.

9. ADJOURNMENT

It was MOVED and SECONDED,
That the South Pender Advisory Planning Commission meeting be
adjourned at 12:30 p.m.

CARRIED



Buffy Paterson, Chair

CERTIFIED CORRECT:



Recorder



COPIED TO

☒ PLANNER

☒ LTC

☒ LEG CLERK

Shannon McConchie <[REDACTED]>

Fwd: Dec 6 2014 APC meeting

1 message

Buffy Paterson <[REDACTED]>
To: Shannon McConchie <[REDACTED]>

Wed, Dec 10, 2014 at 1:43 PM

Begin forwarded message:

From: Ron Henshaw <[REDACTED]>
Subject: Fw: Dec 6 2014 APC meeting
Date: December 6, 2014 at 9:34:17 AM PST
To: [REDACTED]

Reply-To: Ron Henshaw <[REDACTED]>



To my fellow APC members
South Pender Trustee Wendy Scholefield
South Pender Trustee Bruce McConchie

I would like this letter to be attached to and form part of the minutes.

I recommend the referral package be deferred.

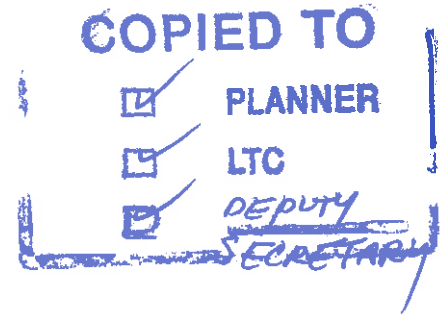
Considering that the previous trustees advocated this referral, I think it is appropriate that the incoming Trustees have the opportunity to review the work done by the three focus groups during the previous term. Also I think it is in the best interests of the new Trustees to be able to review the content of comments made by staff before they make this referral as well.

Ron Henshaw



Islands Trust

DRAFT



**South Pender Island
Advisory Planning Commission
Minutes**

Date of Meeting: Sunday, June 7, 2015

Location: South Pender Fire Hall
South Pender Island, BC

Members Present: Buffy Paterson, Chair
Jane Perch, APC Member
Donna Spalding, APC Member

Regrets: Ron Henshaw, APC Member

Staff Present: Shannon McConchie, Recording Secretary

Media and Others Present: There were zero (0) members of the public present.

1. CALL TO ORDER

Advisory Planning Commission (APC) Chair Paterson called the meeting to order at 10:20 a.m.

2. APPROVAL OF THE AGENDA

By general consent the agenda was approved.

3. APPROVAL OF MINUTES FROM DECEMBER 6, 2014

By general consent the South Pender Island Advisory Planning Commission adopted the December 6, 2014 meeting minutes.

4. REVIEW AND DISCUSSION OF THE SOUTH PENDER ISLAND LOCAL TRUSTEE REFERRAL

The members discussed the suggestion of Focus Group 1 that the definitions be highlighted and linked within the Land Use Bylaw (LUB). They agreed that this would be an asset to the document.

A discussion was held regarding the technical changes made to Section 1.1. During this discussion, the members of the Advisory Planning Commission (APC) highlighted the following definitions:

- **accessory**
 - The members noted that while the problematic definition had been removed, this, along with the revisions to “accessory use” and “accessory building or structure”, do not adequately address the issues raised by the Focus Groups.
- **cottage**
 - The members agreed with Regional Planning Manager (RPM) Kojima’s suggestion that floor area be excluded from this definition and included in the general regulations instead, thus allowing for the possibility of issuing development variance permits.
 - The members agreed that the term “single family” should be removed from the definition.
- **dwelling, single family**
 - The members agreed that the words “single family” should be removed together with the word “single” in the definition.
- **ecological reserve**
 - The members noted that the Staff Report of September 5, 2014 commented that this definition could be removed.
- **floor Area**
 - For consistency, the members noted that the wording of “fire protection” in Section 3.55 should agree with this definition and recommended that Section 3.55 also use the phrase “fire protection” in place of “firefighting”.
- **home occupation**
 - The members questioned the purpose of the addition of “and includes, where permitted, the use of a cottage for short term vacation rental”. Following a brief discussion they agreed to recommend its deletion from the definition.
 - A discussion was held regarding the issues of the terms “accessory” and “residential”. The members noted that, for example, rural residential zones permit agriculture, but the definition of “home occupancy” requires a residence, which agriculture may be conducted without.
- **hotel room**
 - For consistency, the members noted that Article “f” should have “may be” revised to “is”.
- **landscape screen**
 - The members agreed that the word “only” should be removed and the entire definition be considered to improve awkward wording.

- lot line
 - Regarding “front lot line”, a revised definition was recommended to read “‘front lot line’ means the lot line that is common to the lot and an abutting highway or *an* access route ...”
- principle use / principle building / principle structure
 - These definitions were highlighted as reflecting the ongoing issues with the definitions of “accessory” and “principle”.
- pump/utility shed
 - A discussion was held regarding the change from “pump/utility house” to “pump/utility shed”. The members questioned why this had been changed and agreed it should revert to “pump/utility house”.
- short term vacation rental
 - For consistency, the members recommended removing the word “commercial” and the word “single”.
 - A further recommendation was made to replace “who maintain a permanent residence elsewhere” with “who reside elsewhere”.
- structure
 - A question was raised about what is the difference between “septic fields” and “sewage absorption fields”.
- Useable Site Area
 - For consistency, the members recommended removing the capitalization on “useable”, “site” and “area”.
- utilities
 - The members recommended removing the word “or” so the definition would read “...telecommunications, sewer, water services and facilities ...”
- watercourse
 - A discussion was held regarding the revisions that had been made to this definition. The members questioned the purpose of the change and whether those changes had other implications for siting and setback requirements.

Following the discussion of Section 1.1, the members of the APC discussed the following Sections and Subsections of the LUB:

- 2.3 (1)
 - The members questioned who “any other person” could be and also questioned the removal of requiring prior notification when such notification is required under the Community Charter.
- 2.8(1)
 - Following a discussion, the members asked that the revisions made to this definition be highlighted for the LTC to consider in terms of whether they would like that change to stand.
- 3.1(1)
 - It was recommended that the words “on an Island in the South Pender Island Local Trust Area” be removed.

- 3.1(3)
 - The members discussed whether the phrase “ecological reserve” should be removed from this Subsection if the phrase was removed from the Section 1.1.
- 3.2(9)
 - Following a discussion the members agreed that the word “storage” should be deleted.
- 3.6(1)
 - To edit an apparent typographical error the members recommend that the sentence read “70% ~~of~~ the goods”.
- 3.6(3)
 - The members noted that this Subsection and Subsection 3.8(1) provide inconsistent conversions of 2.0 meters to feet.
- 3.6(8)(a)
 - For consistency, the members recommend the removal of capitalization of “bed” and “breakfast”.
- 3.7
 - The members noted that the Staff Report of October 23, 2014 commented that the word “Uses” was not necessary.
- 3.12(1)
 - A suggestion was made that this Subsection’s readability could be improved with further revision.
- 4.2(1)
 - For user-friendliness the members recommended more accessible language replace the word “coterminous”.
- 4.2(3)
 - For consistency, the members noted that capitalization of “Land Title Office” should agree with other occurrences of the phrase. For example, it is found in section 1.1 under the definition for “lot line”.
- 5.6(2)
 - For consistency, it was recommended that “of the total lot area” be deleted.
- 5.13(1)
 - In regards to formatting, a member noted that a line break was missing before subsection (a).
- 5.15(3)
 - A discussion was held in which the members discussed whether these revisions bring in a new restriction. It was agreed that unlike technical changes, they would recommend community discussion for any new restrictions.
- 6.1(1)
 - It was recommended to remove the pluralization of “sign”.
- 6.4(1)
 - The members suggested removing the word “required”.
- 6.6(1)
 - Following a discussion the members agreed that the last paragraph of the table was likely intended to refer to section 6.3, not 6.2.

- 7.1(1)
 - The members questioned whether the word "required" could be omitted.
- 8.2(1)(a) and 8.3(3)
 - The members discussed the omission and recommended the addition of "pursuant to the Land Title Act" following "... a Section 219 covenant".
- 8.5(1) ad 8.6(1)
 - A question was raised as to whether these subsections accurately reflect their respective sections of the Local Government Act.
- 8.11
 - It was noted that Information Notes are not consistently formatted throughout the bylaw.

5. OTHER BUSINESS

None

6. PUBLIC COMMENT

None

7. COMMENT TO LTC

None

8. ADJOURNMENT

It was MOVED and SECONDED,
That the South Pender Advisory Planning Commission meeting be adjourned at 1:50 p.m.

CARRIED

Buffy Paterson, Chair

CERTIFIED CORRECT:

Recorder



RWM From: June 16, 2015 To: August 25, 2015

South Pender Island

Resolution #	Action	Resolution Description	Resolution Date
2015-03	In Favour	It was MOVED and SECONDED that the South Pender Island Local Trust Committee Special meeting minutes of July 14, 2015 be Adopted.	Aug 08, 2015



Follow Up Action Report w/ Target Date

South Pender Island Jun-16-2015

No.	Activity	Responsibility	Target Date	Status
1	6.1.2 minutes adopted as presented	Lori Foster	Jul-01-2015	Done
2	9.2 chair to respond to Bert Hol by email thanking him for letter and inviting to attend September meeting as a delegation		Jul-01-2015	Done
3	11.1 LUB Review: - staff to review and comment on APC comments, open house notes, and trustee summary documents for special meeting - DONE - staff to prepare discussion paper on significant policy issues for sept LTC meeting - staff to revise Project Charter to adjust timeline to re-schedule CIM - DONE	Robert Kojima	Aug-24-2015	Done
4	Staff to schedule a special meeting for July or first week of august for purpose of considering technical LUB review and of scheduling CIM	Lori Foster Sharon Lloyd-deRosario	Jun-30-2015	Done
5	13.1 Waste Management Review: - SPILTC requests that Waste Management Task Force share reports with SPILTC - Trustee McConchie appointed as SPILTC liaison to Waste Management Task Force - SPILTC requests that liaison be included in-camera meeting regarding Task Force appointments	Justine Starke	Jun-17-2015	Done
6	That Plumper Sound Freighter item be added to Sept LTC meeting agenda	Sharon Lloyd-deRosario	Jun-30-2015	Done

7	APC vacancy item to be added to Sept agenda	Lori Foster Sharon Lloyd-deRosario	Jun-30-2015	Done
8	That staff be requested to circulate invitation for celebrating orcas of salish sea event to email subscribers	Lori Foster	Jun-30-2015	Done

Jul-14-2015

No.	Activity	Responsibility	Target Date	Status
9	4.1 Minutes adopted as presented	Lori Foster	Jul-17-2015	Done
10	4.3 - Strategic Plan - Forward resolution concerning strategic plan comments to CAO - staff to complete and forward attachment three	Robert Kojima	Jul-24-2015	Done
11	4.2 - LUB Review: - Open House comments: to be revised with colour coding and posted to webpage, with link from latest news section - DONE - staff to prepare revised draft LUB incorporating agreed technical changes - DONE - staff to prepare discussion paper for sept meeting incorporating noted issues and adding: 'sleeping cabins', 'lighting related to greenhouse operations', and 'alternative energy production'	Robert Kojima	Aug-24-2015	Done
12	next meeting: to be held at fire hall. Confirmed Aug 14, 2015.	Lori Foster	Jul-24-2015	Done

South Pender Historical Society

May 25, 2015

Wendy Scholefield
Bruce McConchie

Dear South Pender Local Trust Committee

Re: Land Use Bylaw Review

The South Pender Historical Society is committed to preserving the history of South Pender Island including land and structures of historical value. We are specifically interested in preserving and maintaining the buildings, grounds and Memorial Garden of the Church of the Good Shepherd for the benefit and use of the Pender community and visitors.

The Society would like to explore with the LTC options under the South Pender OCP and LUB to support this goal.

In particular, the Society is interested in:

1. the designation of the Church as a heritage cultural resource under S 5.2.1(b) of OCP;
2. the development of a bylaw to protect the Church property as a Heritage Conservation Area under S 5.2.2(f) as part of the current Land Use Bylaw review; and,
3. the addition of the church property to Schedule D of our OCP for consideration of future parkland as a Community Heritage Park.

The Society has had a preliminary meeting with the PIPRC to discuss these options on March 27, 2015 and they were well received. We would welcome an opportunity to make a presentation to the LTC at a future meeting in support of these possible options.

Thank you for your consideration of this request.

Yours Truly,


Bert Hol, President
South Pender Historical Society

Cc: Michael Symons, Chair
Pender Islands Parks and Recreation Commission

July 13, 2015

From: South Pender Historical Society
To: South Pender Local Trust Committee
Re: Briefing Motes for September 1, 2015 presentation

This is further to our May 25, 2015 letter to Trustees regarding our request to explore possible options under the SP OCP and LUB to support our goal of preserving and maintaining the Church of the Good Shepherd for the benefit and use of the Pender community and visitors. We have previously met with the PIPRC to explore these options. We would like to work with the SP LTC, PIPRC toward achieving this goal.

We have a positive working relationship with the Anglican Dioceses and we have attached a brief history of the Church of the Good Shepherd and our Society's support for its preservation. We appreciate that the Church of the Good Shepherd is listed in the 1984 Islands Trust publication "Island Heritage Buildings – A Selection of Heritage Buildings in the Islands Trust Area" in recognition of its heritage value associated with early settlement.

We are pleased to see that the June 2015 Project Charter for the LUB leaves the option open for reviewing minor OCP issues. Our proposed options involve a minor OCP review with respect section 5.2 of the OCP.

Our proposals are presented in support of key OCP goals of "maintain the island's rural character" (s. 2.2.1) and protecting "...historic features of the island's cultural settlement" (2.2.3) and the policy objective of protecting heritage cultural resources in s.5.2.1. We note that s. 5.2.2 policies calls for support of a Community Heritage Commission and adoption of Heritage Bylaws to protect heritage cultural resources."

We specifically seek the LTC's support for the following:

1. Designation of the Church of the good Shepherd as a "heritage cultural resource" under S 5.2.1(b) of OCP.
2. Designation of the Church of the Good Shepherd as a "Heritage Conservation Area" under s. 5.2.2(f).

Our long term goal is to see the Church of the Good Shepherd designated as a Heritage Community Park under LUB #5.11 if that is supported by the Anglican Diocese and the wish of the Pender community.

Church of the Good Shepherd, South Pender Island

Background

The Anglican Church of the Good Shepherd was built on half an acre of donated land by a small group of men and women on South Pender Island in **1937**, as part of the Parish of Pender and Saturna Islands within the Diocese of British Columbia. It was mostly volunteer labour and most of the fittings were donated. This was a community effort in every sense of the word. The church was opened for Anglican worship services in May **1938**.

In July **2009** the Diocese of British Columbia announced that the little church would be “disestablished” (along with many other small churches, mostly on Vancouver Island), due to the dwindling numbers of parishioners, the increasing costs associated with maintenance, and the need to focus church activity at St. Peter’s Anglican Church on North Pender.

The people of both North and South Pender Islands expressed a strong desire to ensure this historic property be saved for community use and preserved in perpetuity, as one of the few historic sites on South Pender Island.

In **2010** discussions took place between the Diocese, the parish and the wider community concerning handing-over of the property title to the community, in exchange for concessions on providing parkland as part of a sub division proposal.

During the following 2 or 3 years, negotiations with the neighbouring property owners were conducted, with a proposal that they acquire the property and subsequently donate it, along with a significant amount of funds for renovation/preservation of the church itself, to the CRD. These negotiations came to a halt in late 2013, partly due to a fair market price tag requested by the Diocese.

In **2013** a registered, not-for-profit society was established by concerned residents of South Pender Island, known as the South Pender Historical Society (SPHS), with part of its mandate being “to preserve and maintain the buildings, grounds and Memorial Garden of the Church of the Good Shepherd for the benefit and use of the Pender community and visitors”.

Today

There is a strong belief and desire within the local community that this property be preserved for community use and enjoyment. The SPHS continues to work towards this goal, and has entered into agreement with the Parish to use the facility and grounds for community events including an annual Christmas Eve Carol Sing-Along, Music Nights, Makers’ and Growers’ Markets, a Solstice Picnic, and Historical Gatherings and Theme Picnics exploring the lives and activities of early inhabitants of South Pender including

the First Nations presence, the Spalding, and the Aldridge Families. Its long range goal is to ensure the historic property be saved for the community to use. Occasional Evensong services have still been held once or twice a year, as well as Memorial Services for past members of the congregation.

Members of SPHS have also undertaken to renovate and maintain the Memorial Garden and to do regular grounds maintenance, have produced “story-boards” created depicting the history of the church, with further pictorial and written records of early life on the South Pender planned for the future.

All this activity had the blessing of the Parish through its recently retired Rector, Rev. Chas Belknap, and we look forward to the continued support with part-time incumbent Rev. Ellen Willingham, a long time Pender Island resident.



Memorandum

Date August 20, 2015 File Number 6500-02-LUB Review

To South Pender Island Local Trust Committee
For the meeting of September 1, 2015

From Robert Kojima
Regional Planning Manager

Re LUB Review – Technical Review

At the last meeting the LTC reviewed and considered potential revisions to the Land Use Bylaw technical review and requested that staff prepare an updated version. The LTC also requested that staff post colour coded copies of the Open House comments. The LUB review project webpage has been updated to include:

- The [blackline version](#) of the LUB Review technical amendments showing all the currently proposed revisions
- A [clean version](#) of the technical amendments incorporating all the revisions
- [Table of Open House Comments](#)
- Correspondence received to date
- Email links to provide comments or ask questions

The LTC should review the technical review documents and consider any further changes should be made prior to the Community Information meeting.

Next Steps

The [project charter](#) identifies the next steps as a review of significant policy or regulatory changes at the September 1st meeting, followed by a Community Information meeting in October. The Community Information Meeting would provide an opportunity to get community comment and feedback on both the technical amendments and the substantive amendments in the format of a meeting.

1. Provide direction on potential revisions to the technical amendments to the LUB.
2. Request staff to schedule a special meeting for the purpose of holding a community information meeting in October 2015



Memorandum

Date August 20, 2015 File Number 6500-02-LUB Review

To South Pender Island Local Trust Committee
For the meeting of September 1, 2015

From Robert Kojima
Regional Planning Manager

Re LUB Review – Discussion Paper

At the last meeting the LTC requested that staff prepare a discussion paper outlining the issues and options associated with a number of substantive or policy issues related the LUB Review identified by the LTC. The attached draft discussion paper reviews these issues, provides context for each in terms of existing regulations, OCP policies if any, and concerns or issues that have brought the item to the fore. Potential responses to each issue are summarized and some implications or possible impacts are highlighted. This is still a draft document and further changes and revisions are anticipated.

At this the LTC is requested to review the discussion paper and request any additional information or clarity could be added prior to finalizing the document. Second, the LTC could at this point decide to remove one or more potential amendments from consideration, or if new or additional issues have arisen since the last meeting, request that additional sections be included in the discussion paper.

Next Steps

The [project charter](#) identifies a review of significant policy or regulatory changes at the September 1st meeting, followed by a Community Information meeting in October. The Community Information Meeting would provide an opportunity to get community comment and feedback on the substantive issues identified in the discussion paper in the format of a meeting. Alternately, the LTC could re-schedule the Community Information meeting and bring back the discussion paper for further review at the next LTC meeting.

The LTC should:

1. Provide direction on potential additions or deletions from the discussion paper.
2. Request staff to schedule a special meeting for the purpose of holding a community information meeting in October 2015

SOUTH PENDER ISLAND LAND USE BYLAW REVIEW

DISCUSSION PAPER

AUGUST 2015



Islands Trust

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The South Pender Island Local Trust Committee is engaged in a review and update of the Land Use Bylaw. The current Land Use Bylaw was adopted in 2003, with substantial amendments in 2010 and 2011. The LTC has endorsed a project charter which establishes a process and timeline for the project. A technical review has been drafted to correct errors, update references, improve the formatting, and bring the bylaw into consistency with current legislation and practices. The LTC has also held an open house and has received comment on the technical review from the Advisory Planning Commission. The next step in the process is to consult with the community on a number of substantive issues and potential changes to regulations. As a first step and as a mechanism for providing background and context, the LTC has requested that planning staff prepare a discussion paper on a number of land use topics identified by the LTC. These topics have emerged from a variety of sources and the issues covered are not an exhaustive list of potential amendments. The points in this paper are intended to inform discussion and deliberation. Prior to making any decision the LTC is expected to undertake further consultation and receive professional advice in the form of one or more staff reports.

All references to existing or current regulations in this document, unless otherwise noted, refer to the regulations in adopted South Pender Island Land Use Bylaw No. 93, 2003.

1. Lot Coverage and Floor Area Regulations

This section addresses two related, but distinct issues: lot coverage regulations and maximum floor area provisions. Both lot coverage and floor area are zoning regulations that are intended to control the size, extent and massing of development on a property, to minimize the impacts of development on neighbourhood properties and amenities, and to mitigate environmental impacts of development. Lot coverage and floor area limits are implemented in combination with setbacks and height provisions to establish basic development controls at the site level.

The OCP includes policies that provide support, context and direction for these regulations. Policies identify impacts on adjacent land use, site constraints, and environmental features as criteria for consideration (2.4.1), along with retention of rural character (2.4.3).

1.1 Lot Coverage

Lot coverage limits are a commonly used development control regulation which establishes the proportion of a lot which may be developed, measured as a percentage of the lot area. The intent is generally to limit the extent of development on a lot, to retain green space, to allow for on-site drainage, and to establish an overall limit on total development on a site (in the absence of, or in combination with, floor area limits).

Lot coverage is determined as a percentage of a lot that may be developed, referenced to total lot area (with the exception of the Commercial Resort (C) zone which references “useable site area”). Total lot area includes setbacks, and in the case of split zoned lots refers to the whole lot, not just the respective zoned area. Development is defined to include buildings and structures; septic fields and paved areas are not defined as structures. The exclusion of paved areas is inconsistent with two of the goals of limiting lot coverage: to contain and absorb run-off on-site and to retain greenspace, as lot coverage regulations would not limit the area of a lot that could be paved. Lot coverage is calculated by reference to the area of all buildings and structures, measured to the drip line of a roof. The intent of measuring from the drip line is likely to both limit the size and extent of development by including all covered areas and to encourage on-site drainage by incorporating roof areas rather than measuring from foundations. One potential outcome with measuring to drip line is to discourage eaves or roof overhangs where an owner may have a small lot and wishes to maximize lot coverage (reduction or elimination of eaves in order to maximize site development is one of the contributing factors to building envelope failure). It is important to note that lot coverage is a measure of developed area in two dimensions only; it is different from regulations relating to floor area, which measure space in three dimensions by incorporating the area of each storey of a building. It is possible to have limited lot coverage, far less than the maximum, but to still have a large or massive dwelling (up to three storeys with the current maximum height). It is the combination of lot coverage and height (and potentially setbacks on small lots) which determines the maximum gross area of development on a given site.

Lot coverage is treated as a density regulation in the bylaw. This is important as density, along with use, cannot be varied through the mechanisms of either a development variance permit or a Board of Variance appeal, meaning that it has essentially created an absolute limit on development without the option of a relatively simple appeal process for owners in the instance of unique or extenuating circumstances. ‘Density’ is unhelpfully defined in the Local Government Act as:

in relation to land, a parcel of land or an area, means

- (a) the density of use of the land, parcel or area, or
- (b) the density of use of any buildings and other structures located on the land or parcel, or in the area;

However, recent case law¹ applied the dictionary definition of ‘density’ (the “quantity of people or things in a given area or space”). This has clarified that regulations that refer to number of dwellings per lot (or per hectare), number of lots that may be created by subdivision, or floor area ratios are density regulations. While regulations pertaining to siting and size, including lot coverage, were held to not be “density” and thus could be varied.

Issues

Administration: as lot coverage is a measure of the area of all development on a lot, any new construction requiring a permit is expected to provide an accurate current survey of all buildings and structures on the lot (measured to drip lines not just foundations). While this is a requirement of the CRD Building Bylaw, in reality it is not always provided and planners can be faced with making an interpretation based on the information provided (or which can be gleaned from other sources) or holding up an approval while the applicant is requested to obtain a complete survey. Despite this, the fact that lot coverage is generous at 25% means that owners rarely approach the maximum lot coverage, and planners and building inspectors can rely on site visits, air photos and incomplete site plans to determine that development is not near the maximum coverage. However any reduction in maximum lot coverage or other changes may result in more detailed and costly plans and surveys being required.

Appropriateness of Current Regulation: generous lot coverage (25%) and the relatively large lots on South Pender could result in significant development in terms of the total size of buildings and structures on a given lot. Also, the exclusion of paved surfaces from the calculation of lot coverage could compromise the objectives of retaining green space, preserving rural character, and handling run-off through on-site absorption.

[insert example drawings here]

1.2 Floor Area

Another basic control on development is maximum floor area; in most bylaws, including South Pender's, floor area is the measure of the area of all the storeys of a building. Thus limits on floor area regulate building size and mass but where height regulations permit, can provide flexibility in terms of a reduced building footprint with a taller building. In the South Pender LUB floor area limits are currently in place to regulate the size of cottages, which are otherwise simply a second dwelling, and to provide an overall maximum floor area for accessory buildings².

Issues

Administration: the current regulation establishing a maximum floor area for cottages is straight forward to administer: Accurate plans are usually not an issue for cottages, but can be for accessory buildings as they are often build by owners with basic plans. Although detailed plans

¹ Society of Fort Langley Residents for Sustainable Development v. Langley (Township) (2014) (BC Court of Appeal)

² Specific floor area limits related to accessory buildings are discussed separately in section 3 below.

are required by the CRD Building Bylaw, they are not always provided in practice by applicants and are not always necessary for simple applications.

Calculation of Floor Area: in the previous term, a change was proposed to determine floor area from interior rather than exterior walls, with the intent of not discouraging for alternative building styles (e.g. cob houses). Implementation of this would require more detailed plans and calculations from designers.

Cottage Floor Area: the current maximum floor area of a cottage (56m²) has been established in both the OCP and LUB for many years. The community and the LTC should consider if this floor area still meets the needs of owners and the community or if consideration should be given to increasing the maximum floor area. Other Local Trust Areas have either increased cottage floor area recently (Mayne) or are currently considering larger floor areas (Galiano), largely on the basis of encouraging the use of cottages for rental housing, as the current limits are considered too small for families year round.

Maximum Floor Area for Dwellings: suggestions have been made that a maximum floor area limit be established for dwellings, with the intent of preventing the development of what the community considers to be overly massive houses. Implementing such a regulation would not require an OCP amendment, and there is policy 6.3.2(e)(iii) which suggests limiting floor area for the purpose of addressing groundwater protection. However, if the LTC did consider this, it may want to include a concurrent OCP policy amendment to provide broader context and direction for the regulation.

1.3 Options

As lot coverage and floor area are related regulations, the options for changes to either or both are outlined below:

1. Retain current regulations, but move lot coverage to the 'siting and size' heading as recent case law has confirmed that lot coverage is not a density regulation. The effect of this would be to clarify that the regulation could be varied by DVP or Board of Variance order, however given that 25% is a significant area and lots tend to be relatively large on South Pender, the number of variance applications would be minimal or none.
2. Retain current lot coverage regulation, but include paved. This would support two objectives of the lot coverage provision: to protect greenspace and encourage on-site retention of drainage, but would not alter the regulation for current owners with respect to buildings or other structures. There is the potential that some existing properties (with extensive paving) could be rendered non-conforming – however the effects of non-conformity would be minimal as existing structures could be repaired or maintained. In terms of administration, there would be increased requirements at time of development (including during minor additions or construction of accessory buildings) in order to determine compliance with regulations. For example, survey plans would have to include the area and extent of all paved surfaces.
3. Decrease lot coverage. This would support the objectives of retaining rural character and minimizing the impacts of massive or extensive building and development. It would also indirectly limit the size of dwellings, but would only indirectly protect greenspace and encourage on-site retention of drainage, as paved areas are not considered in lot coverage. In terms of impacts, existing properties could potentially be rendered non-

conforming – although existing buildings and structures could be repaired and maintained. Such a change may increase demand for variances as owners would more readily run up against lot coverage limits during development. Administratively, there would be increased requirements at time of development (including during minor additions or construction of accessory buildings) in order to determine compliance with regulation. For example, survey plans showing all buildings and structures would need to be required more often than currently in order to determine compliance.

4. Establish a Floor Area Ratio (FAR) as maximum dwelling density. FAR is a measure of the maximum permitted building floor area of a dwelling as a ratio of the area of the lot. It is expressed as a ratio where the lot area is 1 and the maximum floor area is a multiple of the lot area. For example, with a FAR of 0.20 the maximum floor area would be 20% of the lot area. So for a $\frac{1}{2}$ hectare (5000 m²) lot the maximum floor area would be 1000 m² (i.e. 20% of 5000). That floor area could be developed on one, two or potentially three stories, with respective building footprints of 20%, 10%, or 6.66% of the lot area. The advantages of using an FAR is that would directly relate the maximum buildable area to the area of the lot (larger lot, more developable floor area), and is flexible in that it allows an owner to build higher (limited by the maximum height) but with a smaller footprint. The disadvantages of implementing an FAR include:
 - The need for detailed plans and surveys: in order to determine that the maximum FAR is not exceeded, an accurate plan incorporating the floor area of the proposed building and a current survey with the area of the lot would be required.
 - It may be challenging for an owner to readily understand or determine their maximum permitted floor area.
 - It would still permit large or massive dwellings on larger lots.
 - Small lots (older lots or stratas) could be disadvantaged, but with no option for a variance.
 - The fact that FAR is not typically used for residential development in rural areas, it is a tool that works best in denser areas with consistent lot sizes and configurations and with the goal of implementing density increases in a manner that provides both flexibility and achieves public benefit and objectives.
 - And given the nature of rural lots and objectives in the OCP, the LTC may still wish to retain lot coverage for regulation of other structures.
5. Establish a total FAR for all buildings (including accessory buildings). This would address issues with the floor area maximum for accessory buildings discussed in section 3, while providing more flexibility. This option would increase requirements for development: floor area and lot area would need to be surveyed and calculated for all applications. On the other hand it would provide more flexibility for owners to distribute floor area between accessory buildings and dwelling. It may have limited impact on the development of massive buildings, but could affect undersized lot owners more heavily. And finally would be a complex regulation for owners to understand and interpret and would be atypical for rural areas.
6. Establish a maximum floor area for dwellings. Administratively, this would have minimal effect on development requirements: dwelling plans are detailed and floor area calculations are usually included. A single maximum floor area limit is easy for owners and designers to understand. If the intent is to limit massive or imposing dwellings, then a regulation of this type would achieve that, regardless of lot size. The main challenge with implementing such a regulation is determining an appropriate maximum floor area

that has wide acceptance in the community. Again, it would likely be desirable to retain a maximum lot coverage.

7. Establish a maximum floor area for all buildings. As with (6) above, but with a maximum floor area established for all buildings on a lot including accessory buildings. This would provide an owner with maximum flexibility to distribute the total floor area between the dwelling, cottage (up to the maximum) and accessory buildings. However, this could result a massive building on a small lot and would likely need to be scaled, as with the current accessory building regulations, for different sized lots.
8. Increase the maximum floor area for cottages. Changing the regulation to increase the floor area for cottages to a size more appropriate for family accommodation (i.e. at least 2 bedrooms) may encourage more long term rental accommodation, family housing, etc. If floor area approaches small house size (eg 800 – 1000 sq ft) it can result in two households buying a lot, dividing interests in property. In other words it would shift the original intent that cottages be accessory dwellings. With increased floor area, in some areas there may be increased neighbourhood impacts (traffic, noise, visual etc.) Any increase in cottage floor area would also necessarily allow for larger accessory STVR uses.
9. Change floor area to measure from interior walls. This change could be considered regardless of the above options. As discussed above, it would provide an incentive for alternate buildings, but would require more detailed information on plans for any building limited by floor area.

2. Non-Residential Buildings

The issue relates to the permitting non-residential buildings on a residential lot prior to constructing a dwelling. Currently, the OCP includes the following policy:

3.1.2(a)(iii) The Local Trust Committee may consider implementing regulations that would permit outbuildings as a permitted principal use prior to construction of a residential dwelling on Rural Residential designated lands.

Issues

The issue is specific to addressing the practical needs of owners to have a building that would otherwise be accessory to the residential use of the property prior to the construction of the principal dwelling³. The common situation is one where an owner wishes to build a non-residential building prior to commencing work on dwelling, typically the owner either lives off-island, but wants a secure building to store tools, equipment, effects, etc., while on-island, or the owner lives elsewhere on-island, but wishes to use property for storage or other non-residential purposes. At the same time, the OCP policies and the intent of the zoning is clearly to establish and maintain single family residential use as the predominant land use on Rural Residential lands.

By definition a principal use must be established before an accessory use or structure can be established; in other words: in the absence of a principal use (i.e. a dwelling), no accessory use or building can occur or be constructed⁴. In the absence of an explicit permission to construct a non-residential building (like a pump house or agricultural building), an accessory use or building can only exist in relation to a principal use or building (i.e. it must be secondary, incidental and exclusively devoted to a principal use) on the same lot, and therefore a principal use on the lot is a prerequisite for an accessory use to be established. In practice, once a building permit has been taken out for a dwelling, then accessory buildings can also be constructed. In the past, this was the common situation and permitted owners to have non-residential buildings prior to the dwelling actually being constructed. However, in recent years changes to building permit renewal fees and timelines has made it difficult for owners to keep permits open for years. Also, it can be cost prohibitive for owners to use to option of constructing a small dwelling and subsequently converting it to an accessory building once the main dwelling is built, given building code requirements for residential occupancy.

Planning staff identified this as an issue a number of years ago in a number of Local Trust Areas. The need for a regulation permitting at least some type of non-residential building or other structure is apparent as non-residential buildings cannot be permitted by variance. The issue has been addressed in other zoning bylaws by permitting one storage building per lot.

Options

1. Allow for one non-residential building for storage purposes, up to a modest maximum floor area, without a dwelling. This would be consistent with the OCP and would address the issue commonly raised by owners, apparent either by inquiry or through the

³ This issue does not apply to agricultural buildings, as agriculture is a permitted principal use in the Rural Residential zones

⁴ This interpretation has been upheld in recent case law: North Vancouver District v. Guest (2011) (BCSC)

building permitting process, namely the desire to have a place to store tools, materials, equipment, etc. prior to constructing dwelling. It would also limit potential negative impacts on the neighbourhood, by limiting size and use of non-residential buildings. However, would not address some owners' desire to have larger buildings or other uses.

2. Allow one non-residential building of any size, with a wider range of uses. This would address the desires of some owners, particularly those with more than one lot, to have larger non-residential buildings on an otherwise vacant lot. However this option could alter residential nature or feel of neighbourhood, potentially introducing non-residential uses on an indefinite basis. It may also not be consistent with the OCP policy establishing residential use as the predominant principal land use in the designation.
3. Permit non-residential buildings up to the maximum floor area for accessory buildings prior to construction of the dwelling. This would allow a significant number of buildings for owners, but could result in significant non-residential use a lot indefinitely
4. Retain the existing regulations.

3. Accessory Building Regulations

This topic relates to the current zoning regulations which establish a total maximum floor area for accessory buildings, with the floor area limit related to lot area. The current regulations (3.5(4)(a)) are as follows:

Lot Size	Total Floor Area
0.4 hectares (1 acre) or less	70m ² (750ft ²)
Greater than 0.4 hectares (1 acre) to 2 hectares (5 acres)	93m ² (1000ft ²)
Greater than 2 hectares (5 acres) to 4 hectares (10 acres)	186m ² (2000ft ²)
Greater than 4 hectares (10 acres)	372m ² (4000ft ²)

It should be noted that these apply to buildings only, not all structures. While there is no specific OCP policy establishing these provisions, the intent is likely related to policies supporting single family dwellings as the predominant principal land use.

Floor Area Limit

Administration: a total floor area limit on accessory buildings can result in problems in administering the bylaw:

1. Any new construction requires confirmation that total area is not exceeded, increasing the amount of development information required, e.g. complete survey plans, calculations of floor area for all accessory buildings.
2. Not all accessory buildings require building permits, meaning that some owners may inadvertently exceed limits.

Appropriateness of the regulation: the limits on accessory building floor area may be considered overly restrictive by some owners, particularly those on smaller lots. Second, other Local Trust Areas in the region do not use a floor area limit for accessory buildings (North Pender – no limit; Mayne - a limit by number only; Galiano - no limit; Saturna - no limit).

Maximum Height

Currently 4.6 metres, is likely intended to limit accessory buildings to one storey to limit visual impacts. The issue raised is that the current height limit height generally does not allow design flexibility or options and specifically precludes a second storey.

Options:

Floor Area:

1. Retain existing regulations.
2. Remove all floor area limits. This option would be consistent with other LTAs, would reduce the regulatory requirements and time involved in administration of the regulation. It would remove need to distinguish “agricultural buildings” on basis of floor area limit (height is considered below). In terms of impacts it could result in some larger buildings,

particularly on smaller lots, which would otherwise be precluded by the current regulation.

3. Change to have a single floor area limit regardless of lot size. This would make the regulation somewhat simpler to administer and easier for owners to understand and interpret. However, would potentially allow larger buildings on smaller lots with the resulting potential for impacts on adjacent properties.
4. Move to a limit on the number of accessory buildings. This is the approach in the current Mayne LUB. It is simpler to administer, easier to understand, and provides some degree of flexibility to owners.

Maximum Height:

5. Increase height for all accessory buildings. Would allow more efficient use of space, design and construction flexibility, and potentially reduced footprints. It would also remove or reduce the need for different regulations for agricultural buildings. The impacts of increasing height could be greater visual and massing impacts on adjacent properties. Also, second storeys would lend themselves to residential use.
6. Alternately, allow higher accessory buildings but only with greater setback (similar to those currently in place for agricultural buildings) minimizing impacts on neighbours.
7. Retain existing height regulations.

4. Farm Buildings

The current LUB establishes distinct regulations specifically for agricultural buildings, creating exceptions for floor area (3.5(4)(b)) and height (3.7(1)) for buildings and structures. Any agricultural building has a maximum floor area of 700m², and a maximum height of 12.2 metres.

Issues

- In order to qualify for the larger floor area and height, the property must both be in the ALR and have Farm status, setting a relatively high bar. Some farms, with Farm tax status may not be in the ALR.
- Farms in development which may not yet have Farm tax status would not be able to construct buildings until the status is acquired.
- The current regulation is, however, clear and objective, providing for straightforward interpretation and administration.

Options:

1. Revise regulation to apply to ALR land only. This would address the concern about developing farms needing buildings prior to obtaining farm status.
2. Amend regulation to require either ALR or Farm status, not both. This would provide more flexibility without removing the link to farming.
3. Retain existing regulations.
4. Remove all requirements and allow increased height and floor area for any building used for agricultural purposes. Removing all requirements would allow owners to assert that a proposed building is for agricultural use, and could create an administrative/enforcement burden. It could also result in non-conformity and enforcement issues if the use is later changed.

5. Farmworker Housing

The issue is to provide greater options for farmworker housing. The current regulations permit one (additional) cottage or other dwelling per lot in Agriculture zone for the housing of persons engaged in on-going agricultural activities. The OCP also includes a policy allowing for additional dwellings for farmworker housing in the Agricultural Land Use Designation (3.5.2(d)(iii)).

Issues

The LUB currently permits one dwelling per lot for farmworker housing in the Agricultural zone, which is where any demand or need for farmworker housing would be anticipated. It is not clear how many, if any, farmworker housing units have been constructed and occupied in the Agricultural zone. Agricultural uses are also permitted in the Rural Residential zones, but given the size and characteristics of most lots in those zones, this zone is unlikely to support the type of farming that would require *bone fide* farmworker housing. In any event, larger lots in RR zones are permitted cottages and dwellings equivalent to lots which, where warranted could currently provide farmworker housing. The Agricultural Land Commission has a [policy](#) pertaining to additional residences for farm workers. The policy emphasizes that all additional residences must be necessary for farm help, and the local government must be convinced there is a legitimate need before permitting the additional residences. As the South Pender LUB permits an additional residence outright currently, the challenge would be two-fold: for planning staff to ensure that prior to authorizing issuance of a building permit that the use is for legitimate farmworkers and second ensuring that the use of the additional dwelling is used only for farmworker accommodation and does not transition into an additional residence over time.

With changes to the Local Government Act several years ago, the option of using Temporary Use Permits for farmworker housing is now an option. This provides an appropriate tool for reviewing and permitting farmworker housing as it is a relatively straightforward approval, provides for the use for up to six years(with one renewal), provides an opportunity for the LTC to consider professional advice, can include conditions of use, and provides for notification of neighbours and an opportunity to comment. The South Pender OCP was amended several years ago to update the Temporary Use Permit section.

Options:

1. Retain the current regulation. This would be appropriate if any demand for farm worker housing is anticipated to occur in the ALR and the Agriculture zone, which already provides for one additional dwelling for farmworkers. Further need could be accommodated through Temporary Use Permits.
2. Remove the regulation entirely. This would be appropriate if the preferred option was to move to a conditional and temporary approval of farmworker housing through TUPs.
3. Expand the scope of the current regulation to permit farmworker housing outright in all zones that permit agricultural use.

6. Sleeping Cabins

The proposal is to introduce a new use to residential zones, one that permits overnight accommodation for non-commercial guests in small buildings, as an alternative to cottages. This would permit (or legalize) the practice of using accessory buildings as sleeping cabins or bunkhouses. Current regulations do not permit residential use of accessory buildings, except where a dwelling being constructed on the lot. Any such use should be restricted to washroom and sleeping facilities only, and have a limited floor area (e.g. 20 m²)

Issues

This would provide an opportunity for owners of smaller lots to have additional, basic accommodation on-site in an accessory building. It would legalize a practice that occurs: accessory buildings have been used for occasional accommodation that, while not technically legal, has not tolerated and if neighbours have concerns can be enforced. Concerns related to introducing such a regulation include the potential that such buildings could transition over time to more permanent residential use, with cooking facilities being installed, essentially becoming a second class of cottage. Another issue would relate to residential occupancy standards under Building Code (including minimum standards for residences, minimum size of units, and associated costs).

Options

1. Amend LUB to permit the use as an accessory use with provisions limiting fixtures and floor area.
2. Retain existing regulations. Sleeping cabins or bunkhouses would not be legalized however occasional use of accessory buildings as seasonal sleeping accommodation would undoubtedly continue. Enforcement is currently based on complaint

7. Home Businesses

Home businesses (Home Occupations) are currently permitted as an accessory use in residential zones, with specific conditions. The existing regulations are fairly standard and permit most traditional home businesses while limiting or excluding activities that potentially could negatively affect neighbours' enjoyment of their properties or generate environmental concerns (serving of food or drinks, water bottling and boarding kennels.)

Issues

There are no general concerns noted with the existing regulations, however one specific provision (3.6(5)) states that the owner or operator or at least one employee must be permanently resident on the property. The requirement for permanent residency would preclude part time or seasonal residents from operating a home based business. Presumably the intent of the provision was to ensure that there is an on-going residential use of the property.

Options

1. Amend provision to remove the requirement for permanent residency; this could be replaced with a requirement that the owner, operator or an employee be resident while the home occupation is operating.
2. Retain the existing regulation.

8. Recreational Vehicles

Current LUB regulations allow the use of a recreational vehicle as a temporary dwelling (3.10). This use is characterized as being temporary prior to construction of a dwelling, and is subject to the provision of sewage and water, compliance with siting requirements, and that the use cease prior to occupancy of the dwelling.

Issues

As there is no time limit on the use of the RV, nor a requirement that a building permit for a dwelling be obtained, the use is not necessarily temporary but could be carried on indefinitely. Second, the definition of recreational vehicle can include any number of vehicles beyond those listed in the definition through the “other self-propelled vehicles” provision, including, for example, converted buses. In terms of health and safety, recreational vehicles are not designed for year round, long-term occupancy (in contrast to mobile homes or manufactured homes) and are not inspected as they are vehicles and outside the scope of the building code. More broadly, consideration should be given to whether or not the use of RVs as dwellings is still an acceptable use on South Pender.

Options

1. Add a requirement that a building permit be issued for a dwelling (as for temporary residential occupancy of accessory buildings). This would be appropriate if the concern is to ensure that the use is truly temporary and linked to construction of a dwelling.
2. Remove the option entirely. This would be based on changed expectations in the community and there is no longer support for the use, or that there is not perceived to be demand or need.
3. Retain the regulation in current form. This is appropriate if the on-going use of RVs as equivalent to dwellings is still considered acceptable, however the safety issues associated with permanent occupancy of RVs would remain a concern.

9. Groundwater

Groundwater protection was identified as a concern or issue by some attendees at the Open House. Currently there are no regulations in the Land Use Bylaw directly relating to groundwater regulation (proof of potable water must be provided for new dwellings at the time of building permit under the BC Building Code). However, there is a whole section of the OCP pertaining to Water Supply (6.3) and in particular 6.3.2(e) establishes enabling policy for the LTC to consider a number of measures to implement greater groundwater protection:

- e) The Local Trust Committee may consider implementing regulatory provisions to address groundwater protection, such as:
 - i) requiring rainwater catchment systems for new construction;
 - ii) limiting the extent of impermeable surfaces on a lot;
 - iii) limiting floor area of single family dwellings;
 - iv) designating a development permit area for critical groundwater areas;
 - v) amending the subdivision regulations to ensure that appropriate and effective requirements are in place for new subdivisions; and
 - vi) amending the subdivision regulations to require community water systems for significant new development in identified critical areas.

As this policy lays out a number of options that can be implemented in the LUB, each one will be discussed separately:

1. Rainwater catchment systems: the LUB could be amended to require new construction to install an on-site cistern, typically of a specified minimum volume, as a condition. This has been implemented in water short areas in the Saturna and Galiano Local Trust Areas. Zoning can require that the cisterns be installed but cannot require that they be plumbed for potable water. The regulations simply require the cistern and it is up to the owner to decide how to use it: for rainwater catchment and storage for irrigation, for potable use with appropriate treatment, or for storage of groundwater pumped seasonally. On-site storage is generally acknowledged to be an effective method for supplementing, or in some cases replacing reliance on groundwater. Implementation of such a regulation does require coordination with building inspection as the installation of the cistern is a condition of occupancy, and there are building and plumbing code related requirements associated with installing cisterns. The costs associated with such a regulation can be significant, including not only the costs of the cistern itself, but professional costs associated with certifying that it meets building bylaw requirements.
2. Limiting the extent of impermeable surfaces: the intent of implementing such a regulation would be to limit surface run-off into road side drainage ditches or directly into the ocean and encourage rainwater to percolate into the ground and re-charge local aquifers. While the effectiveness of such a provision would be limited when considered for individual lots, collectively in an area of small lots such a regulation may have benefits. The most straightforward mechanism to implement this would be to change the lot coverage regulations to include impermeable surfaces in the calculation of lot coverage (discussed in 1.1 above). This would result in an increase in information requirements at the time of development as plans would need to include all existing and proposed impermeable surfaces.

3. Limiting floor area of single family dwellings: this is discussed in 1.2 above more generally. As a mechanism for limiting water use it would be anticipated to have limited results: the size of dwellings is only indirectly linked to water use and new construction will have water saving fixtures and appliances installed as a result of current building code standards.
4. Designating a Development Permit Area: this is outside the scope of the LUB review project, and would need to be identified by the LTC as a future initiative. Such a DPA is a mechanism that is used in some areas (Galiano OCP includes a DPA for elevated groundwater catchment areas) to mitigate impacts on the recharge function in critical locations, typically upland areas. The designation of such a DPA should be based analysis and recommendations by a professional hydrologist, but would typically be for lands above a specific elevation. The DPA guidelines would require a permit for land alteration, including tree removal, road building and construction of dwellings over a specific threshold, triggering a requirement for the applicant to obtain a professional report. The subsequent permit could incorporate relevant professional recommendations as a condition of the permit. As much of the upland (e.g. above 100 metres above sea level) on South Pender falls within the National Park reserve, the extent and effect of such a DPA could be relatively limited.
5. Amending subdivision regulations: this policy option refers to (re)introducing standards for the quality and quantity of potable water at the time of subdivision. Most Local Trust Area bylaws currently include such provisions. These would establish, as an LUB requirement, that prior to approval of a subdivision the applicant provide a professional report certifying that there is a sufficient quantity of potable groundwater available to service the uses and density permitted on each proposed lot in the subdivision. The regulations also typically require that the professional include a statement that the use of the new wells would not compromise existing nearby wells. Where standards cannot be met, but the professional can recommend treatment systems or water storage as an option, implementation can be through mechanisms such as covenants. The introduction of such a regulation would help to ensure that there is sufficient potable water available for new lots created by subdivision and provide some comfort that that development of new lots would not interfere with existing wells. Such regulations do increase the costs and timelines for subdivisions, including the costs to retain professional hydrologists or engineers and potentially legal costs associated with covenants to address deficiencies. There would also be increased administrative costs to review and respond to requirements.
6. Subdivision regulations requiring community water systems: this option would require any new subdivisions resulting in the creation of a certain minimum number of lots to establish a community water system. The intent is that, through shared infrastructure, metering, and professional oversight, community water systems would have less impact on groundwater resources than the same number of lots all on individual wells. Creation of community water systems are only feasible if there a sufficient number of lots to justify the initial costs and to afford to maintain the infrastructure. Installation of the infrastructure is costly and would be borne by the subdivider. Given the limited subdivision potential and relatively large average lot sizes on South Pender it may be unlikely there would be any future subdivision with the number of lots to support a community water system.

10. Sign Regulations

The current sign regulations in the LUB are designed to limit the signage permitted in residential zones: one small sign per lot plus one for any home occupation. Signage in the Commercial zone is limited to one per premise, with size and form regulated by development permit.

Issues

Generally signage has not been identified as an issue, with the exception of concerns about third party signs. Typically these take the form of signs providing directions to businesses, tend to appear at key intersections or high visibility locations on the roadside, and are not permitted by LUB, nor by Ministry of Transportation and Infrastructure. Enforcement on such signs can currently be undertaken by Islands Trust if a complaint is made, or by MoTI if they pose a hazard to drivers or brushing equipment. Permitting third party signs outright is likely not a viable option as they would not be permitted by MoTI in the highway, nor would third party signs on private property likely be acceptable as an outright use (i.e. bill boards). Permitting group signage in one or more key locations is an option; this would be a single structure with a number of businesses' signs attached. This may be supported by MoTI in the highway right-of-way, and sign regulations could be amended to permit such signage for pre-determined locations. Alternately, a group sign could likely be considered upon application for a variance.

Options

1. Permit one group sign in a pre-determined location (eg south of the bridge).
2. Permit several group signs in pre-determined locations.
3. Retain existing regulations.

11. Greenhouses

This issue is related to the potential impacts of commercial scale greenhouses, particularly the lighting that is associated with these operations. Potential for light pollution from large scale greenhouses can have significant impacts on neighbours; there are also efforts to establish greater access to 'dark skies' in some communities. Currently, the LUB would permit commercial greenhouses as an accessory agricultural building in the Agricultural and Rural Residential zones. They also would be subject to the regulations in those zones, in particular the Agriculture zone establishes a maximum lot coverage of 8% for lots less than 4 hectares and 3% for lots 4 hectares or greater. These regulations are likely more restrictive than what would be supported by the Agricultural Land Commission currently. Lighting cannot be directly regulated by zoning, but development permit area provisions may include guidelines on lighting and signs, sign regulations typically prohibit some lit signs, and the building bylaw includes lighting standards. However, regulations to limit lighting of commercial greenhouses on Agricultural land would likely run afoul of ALR regulations and *Right to Farm Act*.

Options to regulate potential lighting in commercial-scale greenhouses through the LUB are limited, particularly for lands in the ALR. Outside the Agriculture zone, the LUB could potentially establish a distinct definition for internally lit greenhouses and prohibit the use.

12. Alternative Energy Production

This section discusses the relationship of LUB regulations to small scale domestic alternative energy production. These include small scale wind energy production, solar panels, geo-exchange systems, and micro-hydro. The OCP does not currently include specific policies or direction. Under the current zoning, provided a system was producing power for use on the lot and did not exceed siting regulations, they would be permitted as accessory structures. The issue for consideration is whether or not zoning regulations (typically height, but also setbacks) should be amended to provide exemptions for structures such as solar panels or other structures related to domestic energy production. In addition, systems such as ocean based geo-exchange would not be permitted outright as they not sited on the same lot as the dwelling.

Over the past several years, a number of reports have been prepared on these issues by Islands Trust Local Planning Services and for the SPILTC which outline the background, potential impacts and regulatory options:

- [Domestic small scale wind energy](#)
- [Ocean based geo-exchange](#) (LPC) and [South Pender](#).
- [Micro-hydro](#)

Options

1. Solar: consider amendments to exempt solar panels for on-site domestic use from maximum height requirements. This would be the most common situation as panels are typically located on the roof of the dwelling. On some sites, it may be most effective to locate the array in a sunny area away from the house, which may result in it being in a setback (from a lot line or the sea), while this could directly impact neighbours via glare the LTC would likely not want to permit arrays outright in setbacks.
2. Domestic wind production: similarly the most likely regulation affected would be height and the option would be to consider an exemption from existing height restrictions. Because of potential noise impacts exemption from setbacks are less likely to be recommended or supported.
3. Land based geo-exchange systems are currently permitted as an accessory structure. No further amendments would be required unless there were concerns about establishing setbacks.
4. Micro-hydro: as there is little potential except for a handful of seasonal watercourses, there is likely limited potential for this option. Current regulations include several development permit areas and setbacks from watercourses.
5. Ocean Based Geo-exchange: consideration could be given to permitting outright in appropriate foreshore areas (see 13 below). However, when the LTC previously reviewed this issue the decision was to only consider ocean-based systems by rezoning.
6. Retain current regulations and address encroachments for solar or wind by variance and ocean based geo-exchange by rezoning.

13. Marine and Shorelines

This section covers a number of marine and shoreline related issues and potential amendments. The OCP contains a number of relevant policies, specifically in Part 4 (Marine-based Use and Development). Key issues that could be addressed through Land Use Bylaw regulation include docks, shoreline hardening (e.g. seawalls), and the potential impacts of sea level rise on development.

Recent mapping and other initiatives have provided new sources of data to inform decisions and policy-making related to shoreline issues. These include:

- **Shoreline Features Mapping:** this was initiative utilizing existing detailed provincial shorezone mapping to create classifications of basic shoreline types in the Trust Area. The results of the mapping are included in the Shorelines Application of the Islands Trust [MapIT](#) site with integrated data and mapping. This classification system identifies shoreline types by substrate and topography and by their propensity for erosion.
- Information on various shoreline types is integrated on the [How do I Care for my Shoreline](#) page of the Islands Trust website, an initiative sponsored by the South Pender LTC several years ago.
- **Integrated Shoreline Mapping:** incorporated shoreline features with upland water connections and marine influences. The maps for South Pender can be found [here](#).
- **Forage Fish Mapping:** this project mapped beaches that provided forage fish habitat. Background on the project can be found [here](#) and the South Pender report and map is [here](#).
- **Eelgrass mapping:** this project mapped eelgrass and kelp habitat. Background on the initiative can be found [here](#), with the South Pender data [here](#).
- The Greenshores for Homes project is an initiative to provide owners with information to help them protect shorelines using softer and greener approaches. Information on the project can be found [here](#).

Collectively this data and the mapping resources provide a wealth of information that wasn't available in the past and which can inform land use decisions.

Issues

Docks: docks are currently permitted within the W1 (Marine General) zone and regulated with respect to use, size, width of ramps and setbacks. The impacts of docks include environmental impacts, particularly on eelgrass or forage fish spawning areas; visual impacts of docks can be significant for neighbours; the upland access to docks on softer shorelines can promote erosion and impact sensitive shoreline ecosystems; archaeological sites along shorelines can be impacted by dock development and upland access. Increasingly First Nations are expressing concerns about the proliferation of docks and the impact they are having on First Nations' members ability to engage in traditional food gathering activities, and also potentially reducing shoreline areas that may be available to First Nations are part of Treaty settlements.

Options:

1. Retain current regulations.
2. Amend zoning to permit docks outright only in areas containing no mapped environmental features or First Nations archaeological or cultural features.
3. Amend the zoning to permit no new docks outright, and establish guidelines for consideration of new docks by rezoning.
4. Establish a marine development permit area to regulate docks. This is outside the scope of the LUB review, and a DPA would only address environmental impacts.

Shoreline hardening: the hardening of the shoreline, typically in the form of seawalls, is increasingly discouraged. Seawalls in particular interfere with natural coastal processes, can impact sensitive ecosystems, and often simply shift the wave energy to an adjacent site. However, increased storm events, surges and sea level rise, in conjunction with on-going development of waterfront properties will result in demand to protect properties and development from erosion. Current zoning regulations do not permit structures in the setback from sea or in the water zones. A structure could currently be permitted by variance, and planning staff would likely only recommend support based on the owner taking a Greenshores approach.

Options:

1. Retain current regulations, consider by variance
2. Consider regulatory amendments to permit greenshores consistent approaches outright
3. Identify implementation of a development permit area as a future amendment to the OCP

Shoreline alteration: alteration or removal of backshore vegetation can increase runoff and erosion, increasing demand for shoreline hardening, impacting the adjacent marine environment, exposing archaeological sites, and potentially impact adjacent lots. Current regulations establish setbacks for buildings and structures only, and do not regulate land alteration.

Options: there are limited zoning tools that can effectively address shoreline alteration; the only authority would be to establish landscape strips for vegetation along the shoreline. A development permit area is the more appropriate tool and could be established for the shoreline (the Galiano OCP established one several years ago) although this is outside scope of the LUB review.

Sealevel rise: CRD is in the process of developing sea level rise risk assessments for the Capital Region (including the Southern Gulf Islands). Preliminary results indicate the sea level is expected to rise 1 metre in next century, with storm surges, extreme tides and wave effects adding additional increments. Additionally, more extreme weather events can be expected to increase erosion and impacts on development. The Province is considering amendments to Flood Hazard Guidelines that would recommend that zoning, subdivision and building regulations anticipate sea level rise to the year 2100. This means that, if implemented, new development would be expected to anticipate sea level rise plus extreme surges for new buildings, resulting in increased costs and complexity of new development: compliance with a setback from natural boundary would not be sufficient, owners undertaking construction would be required to retain professionals to apply sea level rise forecasts to establish site specific setbacks.

Options:

1. Retain the current setback and consider options following implementation of provincial guidelines.
2. Increase the setback: currently 7.5 metres, this would protect future development to some extent, but would render existing buildings non-conforming,
3. Introduce an elevation above sea level in addition to the setback.
4. Identify consideration of a development permit area to address sea level rise as a future initiative, either in conjunction with other shoreline and marine objectives or separately.

DRAFT



Top Priorities

South Pender Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
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: May - July	Oct-04-2011	Robert Kojima	Dec-31-2015	On Going



Projects

South Pender Island

No.	Description	Activity	Received/Initiated	Status
1	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.	Apr-28-2015	On Going
2	Waste Management	participate with CRD and NPILTC in waste management review for North and South Pender Islands	Feb-24-2015	On Going
3	Pedestrian and Cycle Routes	Consider amending OCP map schedule and policies to designate future cycle / pedestrian routes	Nov-04-2014	On Going
4	Development Permit Areas	review existing DPAs for sensitive ecosystems to determine current status	Apr-28-2015	On Going
5	Sea level Rise and Shoreline Erosion		Apr-28-2015	On Going

Islands Trust
LTC EXP SUMMARY REPORT F2016
Invoices posted to Month ending July 2015

665 South Pender	Invoices posted to Month ending July 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-665	LTC "Trustee Expenses"	750.00	71.92	678.08
LTC Local				
65200-665	LTC - Local Exp - LTC Meeting Expenses	1,000.00	620.89	379.11
65210-665	LTC - Local Exp - APC Meeting Expenses	500.00	293.04	206.96
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
TOTAL LTC Local Expense		<u>2,550.00</u>	<u>913.93</u>	<u>1,636.07</u>
Projects				
73001-665-2011	South Pender OCP/LUB	5,000.00	0.00	5,000.00
TOTAL Project Expenses		<u>5,000.00</u>	<u>0.00</u>	<u>5,000.00</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	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 August 2015

Wallace Point Covenant signed – North Pender Island

A covenant has been signed to protect over 50% of a property at Wallace Point, the southernmost point of North Pender Island at the mouth of Bedwell Harbour. The 1.63 hectare covenanted area encompasses several distinct ecosystems and includes two wildlife trees, one of which has an active Bald Eagle nest. Dense bull kelp beds grow near the shoreline and there is a Rockfish Conservation Area offshore north and east of this property.

Meeting with Qualicum First Nation - Lasqueti Crown Land acquisition

Trust Fund Board representatives enjoyed a cordial lunch with the chief and councillors of the Qualicum First Nation followed by initial discussions about the possible acquisition of Crown land on Lasqueti for protection. The Trust Fund Board plans to host Qualicum representatives in the fall for a visit to Lasqueti to look at the land and other areas of significance to the Qualicum people.

Fairyslipper Forest Nature Reserve – Thetis Island land acquisition project

Islands Trust Fund is continuing to support its partners, Thetis Island Nature Conservancy and Cowichan Community Land Trust, as the project to protect Fairyslipper Forest moves into a new phase. So far, \$180K has been raised – over one third of the \$560k required to acquire a property on Lower Burchell Hill as Thetis Island's first nature reserve. Visit the Islands Trust Fund website to watch the video that has been created to encourage donations. www.IslandsTrustFund.bc.ca/Fairyslipper

Realtor Outreach – Pender Islands

Islands Trust Fund staff, in collaboration with the Pender Islands Conservancy Association (PICA), organized a land conservation outreach event for real estate and other professionals involved with selling properties on North and South Pender Islands. The event was well received by participants who commented that they felt much more knowledgeable about conservation covenants. Similar events will be considered for other islands. Local trustees will be contacted early in the planning process.

Grace Islet – Salt Spring Island

Islands Trust Fund is in touch with the Nature Conservancy of Canada with respect to a possible role in the ongoing protection and stewardship of Grace Islet.

Trespass at Mount Trematon Nature Reserve– Lasqueti Island

Islands Trust Fund has acted quickly to address a trespass at Mount Trematon Nature Reserve on Lasqueti Island. We are fortunate that such incidents are a rare occurrence but we are prepared to take appropriate action when they do happen.

Coastal Douglas-fir Conservation Strategy – Islands Trust Fund as an example

The Islands Trust Fund is providing a local government scenario for pursuing the Conservation Strategy of the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP). Islands Trust Fund is an active member of this partnership which includes provincial agencies, NGOs, academics, and local governments. More information about the CDFCP Conservation Strategy will be included in September's Trust Council package.

STAFF REPORT

Date: August 19, 2015

File No.: NPILTC 6500-20
Waste Management

To: South Pender Island Local Trust Committee
For the meeting of September 1, 2015

From: Justine Starke, Island Planner
Robert Kojima, Regional Planning Manager

CC:

Re: Pender Island Waste And Resource Management Commission

Background

This purpose of this staff report is to update the South Pender Island Local Trust Committee on the establishment of a Pender Island Waste and Resource Management Commission ('the Commission') and provide options for potential appointment of an additional member representing South Pender.

At the beginning of the term, the North Pender Island Local Trust Committee (NPILTC) identified Waste Management as a Top Priority project. At its February meeting the South Pender Island Local Trust Committee (SPILTC) passed a resolution expressing a desire to participate in waste management plan development for North and South Pender Islands.

Since that time, the North Pender Island Local Trust Committee has appointed a Special Advisory Planning Commission and has amended various versions of a Terms of Reference for this group, including:

- Removing direct references to North Pender Island only wherever possible.
- Adding regular updates on the South Pender Islands Trust website
- Sending notifications and advertised for membership using the South Pender subscription list.
- Amending the Terms of Reference to ensure 1/3 of the membership could be held by South Pender residents (this is the maximum under Section 898 of the Local Government Act).
- Initiating a process to amend the North Pender Island Advisory Planning Commission Bylaw 166 to enable membership by South Pender islanders on North Pender special Advisory Planning Commissions (this bylaw amendment will be reviewed by the Executive Committee of the Islands Trust on August 26, 2015).

- Reserved an ex-officio seat for the chair of the South Pender Island Advisory Planning Commission or the Chair's delegate. This parallels the approach taken for the North Pender APC, in order to have one seat from each island be representative the broader community.

Please see the project page on the North Pender Islands Trust website for background staff reports and other information:

<http://www.islandstrust.bc.ca/islands/local-trust-areas/north-pender/projects-initiatives/waste-management.aspx>

Staff Comments and Options

The Commission can consist of up to 11 members. With the amendment to the APC bylaw, up to 1/3, or 3 members, can be South Pender residents. The NPILTC has appointed two South Pender residents to the Commission, with the third South Pender position reserved for the APC Chair or delegate. The inaugural meeting of the Commission was held August 18, 2015. As a first order of business, the NPILTC requested the Commission review the Terms of Reference and make any suggestions for further amendments. The revised draft Terms of Reference are attached for information. These still need to be endorsed by the Commission and adopted by the NPILTC. The South Pender APC seat is currently vacant as a place holder until the South Pender LTC has the opportunity to consider if it supports this option or wishes to request a change to the Terms of Reference. The SPILTC's options include:

1. Take no action: this assumes that the the SP APC Chair or another member has indicated a willingness to participate and that the SPILTC supports this option. It would be up to the Chair of the SP APC to either elect to join the Commission, or appoint a willing delegate in her place. The NP APC Chair has appointed an alternate APC member.
2. Refer the Terms of Reference to the South Pender Advisory Planning Commission and request that the Advisory Planning Commission consider in a meeting which member should be the ex-officio appointee. This option would allow the APC to collectively consider an appointee.
3. Request that the North Pender Island Local Trust Committee amend the Terms of Reference to change the South Pender ex-officio appointment to the Commission to allow a third South Pender resident as a general member and request that the NPILTC appoint a South Pender resident who has previously applied. Expressions of Interest have already been received from two additional South Pender residents, so the NPILTC has the ability to appoint a third resident without further advertising.
4. As with (3), request that the North Pender Island Local Trust Committee amend the Terms of Reference to change the South Pender ex-officio appointment to the Commission to allow a third South Pender resident as a general member and that the SPILTC review the existing expressions of interest from South Pender residents that were previously submitted and the **SPILTC recommend a South Pender Island representative**. This option would be appropriate if the LTC is

aware that APC members are not interested in sitting on the Commission, or that the SPILTC feels that there should be a third general resident instead of an APC member. If the LTC wishes to consider the merits of the individuals, this would need to be considered at an in-camera session (copies of the two EOIs have been attached to in-camera agenda).

5. Request new expressions of interest from South Pender residents. This would be time consuming, add additional costs, and be confusing for people who have already submitted EOI.

Given the stated reasons, option 5 is not recommended. The first 4 are all feasible options.

Prepared and Submitted by:

Justine Starke, Island Planner

Name, Title

August 13, 2015

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

August 19, 2015

Date

Attachments:

1. Pender Island Waste and Resource Management Commission Terms of Reference (August 19, 2015)

**PENDER ISLAND(S)
WASTE AND RESOURCE MANAGEMENT COMMISSION**

TERMS OF REFERENCE

BACKGROUND

Both North and South Pender Islands have a need for appropriate and permanent location(s) to manage solid discarded materials, including waste, recycling, and reusable waste – “resources.” While there is appropriate zoning for the North Pender Island Recycling Facility on Otter Bay Road, there does not exist an appropriate zone designation on North or South Pender Islands for other types of waste/resource storage and transfer. Historically, waste management has operated in contravention of land use bylaw regulations or been permitted under the authority of Temporary Use Permits. New Capital Regional District restrictions on food waste at Hartland Landfill may require consideration of community composting facilities. Land use regulations should be drafted with the recognition that sites chosen for solid waste/resource storage and transfer may also need to be suitable for locating organic waste materials. The CRD is undergoing a regional process to update its “Integrated Solid Waste and Resource Management Plan,” which may offer opportunities for a coordinated approach. The Pender Island(s) Waste and Resource Management Commission (referred to in this document as “the commission”) is appointed to represent the local North and South Pender Island communities; the intent is to ensure the process to develop land use policy and regulations for waste/resource storage and transfer is steered by the community itself.

1. The commission will be advisory to the North Pender Island Local Trust Committee; it is authorized as a Special Advisory Planning Commission under the *North Pender Island Local Trust Committee Advisory Planning Commission Bylaw 166*, as amended by Bylaw 200. All advice given to the North Pender Island Local Trust Committee will also be shared with the South Pender Local Trust Committee at the same time.
2. All commission deliberations must take place at a meeting of the commission, and such meetings must be minuted and open to the public.
3. Each commission meeting agenda will make provision for 20 minutes at the beginning of the meeting to receive comment from the public on agenda items for that meeting. The commission meetings themselves are not intended to be community consultation events, and in the interest of time and agenda management, the Chair may limit community input during the commission meetings. The commission will be hosting additional events specifically designed for public input.
4. The commission will consider community advice in making its final recommendations, while also recognizing that the Islands Trust has authority over land use; all recommendations in respect of operations and service provision (particularly by the Capital Regional District) will be in the form of broad policy objectives or advocacy under Section 878(2) of the Local Government Act.
5. The role of commission is to identify the questions and give answers needed to address the following points in land use policy, bylaw regulation, and advocacy:
 - a) WHAT discarded materials are to be considered in the work of commission;
 - b) WHERE discarded materials are to be sorted, stored and transferred, and also may include recommendations on appropriate locations and regulations for the processing of organics on North Pender and South Pender Islands;
 - c) HOW the services to collect, sort, store, and transfer discarded materials may be provided. This may include recommendations on how the waste/resource operations are

regulated and provided, whether by private local operators, land owners, not-for-profit organizations, regional district services, or by a combination of approaches.

6. The commission shall, as part of its review, with assistance from Islands Trust staff, address the following:
 - a) Background research, context, best practices, and lessons learned.
 - b) Consider the elements of the solid waste and resource stream and make recommendations on the scope of waste & resource management – for example, what types of materials should be stored, transferred, or processed on Pender Island(s). The processing of organic materials could be included in this review.
 - c) Inventory existing industrial land and land previously, currently, and potentially used for waste management activities, including the existing recycling facilities.
 - d) Consult with target stakeholders (including, but not exclusively, waste management operators and industrial land owners).
 - e) Facilitate and participate in community consultation events aimed at reaching community consensus on the location and scope of waste management on the Penders.
 - f) Develop criteria for the siting of waste and resource management facilities
 - g) Evaluate land/sites according to research and criteria. Identify any new sites.
 - h) Make recommendations for any new Official Community Plan policies and Land Use Bylaw regulations for waste and resource management on the Penders,
 - i) Make recommendations for where to locate current/future waste transfer facilities.
 - j) Provide recommendations to the Capital Regional District on the Integrated Waste and Resource Management Plan.
 - k) Present recommendations in a final report to the North Pender Island Local Trust Committee in accordance with the timelines shown in Schedule 1.
7. The commission shall elect a Chairperson at its first meeting.
8. The Chairperson should ensure the commission considers the issues from an enlarged perspective aimed at solutions for the community as a whole.
9. The Chairperson should ensure deliberations are conducted with objectivity and that members are aware of any conflict of interests that may be present.
10. The Chairperson should ensure, to the best of their knowledge and ability, that any options or recommendations are consistent with:
 - a) The Goals (“principles”) of the Official Community Plan;
 - b) the Object of the Islands Trust;
 - c) the policies of the Islands Trust Policy Statement;
 - d) the statutory authority of the Local Trust Committee;
 - e) Islands Trust’s policies and procedures;
 - f) generally accepted good planning principles.
11. The Chairperson, with assistance from the Vice Chairperson and secretary, shall be responsible for:
 - a) Organizing meetings;
 - b) developing and distributing meeting agendas to commission members (and copied to Islands Trust staff);
 - c) communicating with North Pender and South Pender trustees and Islands Trust staff at each stage.
12. The Chairperson is responsible for:
 - a) Leading and facilitating discussion at the meeting(s);
 - b) ensuring that all points of view are heard;

- c) ensuring that good order and civility are maintained at meetings;
 - d) ensuring that discussion is relevant and addresses the questions laid out in this terms of reference;
 - e) ensuring the meetings are conducted efficiently and that progress is made in accordance with the timelines established by the work plan attached as Schedule 1.
13. At the beginning of each meeting, each member must disclose any conflict of interest that they may have. Any member who is an occupant or owner of land that is specifically being evaluated or considered for a solid waste/resource management use, or being the occupant or owner of land that shares a boundary with such land, or is across a highway from such land must recuse themselves from the meeting during discussion of the subject land.
 14. Costs should be limited to rental of the meeting hall, secretarial services, materials such as paper and markers, and light refreshments.
 15. At least 2/3 of commission members shall be residents of the North Pender Island Local Trust Area and the remainder shall be residents of the South Pender Local Trust Area.
 16. The Chairperson of the North Pender Island Advisory Planning Commission (NPI APC) or their delegate and the Chairperson of the South Pender Island Advisory Planning Commission (SPI APC) or their delegate shall be ex-officio members of the Task Force. For clarity, the SPI APC member is to be included in calculating one third of seats for South Pender residents.
 17. The Capital Regional District Director for the Southern Gulf Islands shall be invited to participate in a resource capacity in order to provide coordination with the CRD Integrated Solid Waste and Resource Management Plan review.
 18. A member of the North Pender Island Local Trust Committee and a member of the South Pender Island Local Trust Committee may be invited to participate in a resource capacity.
 19. Islands Trust and Capital Regional District staff may be invited to serve as resources at any meeting. As well, Islands Trust staff will provide any available technical information required for the commission to carry out its review.

SCHEDULE 1: COMMISSION WORK PLAN

PROJECT CHARTER WORK PLAN OVERVIEW		
Meeting	Deliverable/Milestone	Target Date
COMMISSION Meeting #1	Inaugural meeting of commission – Background presentations and orientation by CRD and Islands Trust staff. Develop understanding of task, terms of reference for the work, and best practices in the literature for achieving goals. Aligns with deliverable 4(a) in the ToR.	August/Sept, 2015
COMMISSION Meeting #2	Review inventory of existing industrial land and land used for waste management activities (basic information provided by staff). Appoint a subcommittee to meet with the agreed upon targeted stakeholders, as needed. Discuss and agree on objectives and preferred outcomes of the stakeholder meetings. Summaries of the stakeholder meetings will be compiled and reviewed by the commission in a subsequent meeting.	October, 2015
Community Engagement Session #1:	Understanding Waste Management – Roles and Responsibilities (with technical assistance from CRD staff, possible conducted as a joint consultation event). Third party facilitation (either a consultant or staff led, or with a volunteer facilitator from North Pender Island).	November, 2015
COMMISSION Meeting # 3:	Review summaries of stakeholder meetings and community engagement session #1. Brainstorm recommendations for what the scope of waste management should be on North Pender Island (what uses should be permitted by zoning?). Develop draft criteria for the siting of waste transfer facilities and begin to consider what the intent behind any new zoning regulations should be. Prepare to present these preliminary findings for feedback at Community Engagement Session #2.	December, 2015
Community Engagement Session #2:	Presentation by commission on preliminary (draft) recommendations for siting waste transfer facilities, as well as proposed uses (scope) to be permitted by zoning on NPI. Small group discussion of findings; participatory process to scope and define waste management on North Pender Island. Includes Community Survey either before, after or during session. Potentially to include a discussion of CRD role/approach to regulating operations.	January, 2015
COMMISSION Meeting #4:	Review results of community process/input to date. Refine/revise preliminary recommendations for scope and criteria. Discuss and prepare for Community Engagement Session #3.	February, 2016
Community Engagement Session #3:	Presentation of revised recommendations, apply criteria for siting waste transfer facilities, inventory of Industrial land and existing waste transfer sites. Group process to evaluate according to criteria. Community mapping exercise to identify eligible land for waste transfer facilities. Could benefit from professional facilitator, community mapper.	March, 2016
COMMISSION Meeting #5:	Review summary of findings from community engagement session, revise/refine recommendations, delegate/assign report writing.	May, 2016
COMMISSION Meeting # 6:	Review draft report, direct changes, finalize recommendations.	June, 2016
NPI LTC	Chair of commission to present Draft Report to Local Trust Committee at regular business meeting. Invite feedback.	June, 2016
COMMISSION Meeting # 7:	Final revisions to report, if required.	July, 2016
NPI LTC	Chair of commission to present Final Report to Local Trust Committee at regular business meeting.	July, 2016

**Pender Island
Waste and Resource Management Commission
Special Advisory Planning Commission
Draft Minutes of a Meeting**

Date: Tuesday, August 18, 2015 (12:30 p.m.)

Location: Pender Island Community Hall
4418 Bedwell Harbour Road, North Pender Island, BC

Members Present: Barbara Johnstone Grimmer, Chair
Elizabeth Montague, Deputy Chair
Dale Henning
Donn Korbin
Jim Petrie
Richard Philpot
Ursula Poepel
John Pollard
Michael Sketch

Staff Present: Robert Kojima, Regional Planning Manager
Justin Starke, Island Planner
Shannon McConchie, Recorder

Regrets: Davy Rippner, Commission Member

Others Present: Thirteen (13) members of the public were present



1. CALL TO ORDER

Pre-empting the election of a Chair and Deputy Chair, Planner Starke called the meeting to order at 12:33 p.m. She welcomed everyone and provided an overview of the meeting's purpose and proposed structure. Each member of the staff and of the Commission took a turn introducing themselves.

2. ELECTION OF CHAIR/DEPUTY CHAIR

Planner Starke called for nominations for Chair of the Commission. Five members were nominated. Barbara Johnstone Grimmer accepted her nomination and four other members respectfully declined.

Assuming her position, Chair Johnstone Grimmer called for nominations for Deputy Chair of the Commission. Elizabeth Montague and Jim Petrie were nominated and accepted their nominations. Planner Starke and Regional Planning Manager (RPM) Kojima officiated a secret ballot election, which resulted in favour of E. Montague.

NP-SAPC-2015-001

It was MOVED and SECONDED

THAT this Special Advisory Planning Commission appoint Barbara Johnstone Grimmer as Chair and Elizabeth Montague as Deputy Chair.

CARRIED

3. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

4. BACKGROUND & ORIENTATION

IP Starke provided background information to members which included the following key points:

- An introduction to this Commission's Terms of Reference.
- An overview of the Islands Trust's role in waste management.
- An invitation for members to request further information from her either individually or as a group.
- A brief explanation of Conflicts of Interest and the channels by which a member can receive guidance should they believe they might have such a conflict.

5. TERMS OF REFERENCE - OVERVIEW

The document was provided for reference and a discussion was held to decide the best method for sharing input and incorporating written suggestions. It was agreed by general consent that each member would have an opportunity to share their suggestions in turn and that Planner Starke would apply all agreed upon revisions as they were made.

6. TERMS OF REFERENCE – INPUT

Title

A discussion was held regarding the group's name. The benefits of the term "Commission" compared with "Task Force" were discussed. The members also discussed the term "waste" and whether alternative phrases would be better suited.

NP-SAPC-2015-002

It was MOVED and SECONDED

THAT this North Pender Island Special Advisory Planning Commission be known as the Pender Island Waste Management Task Force.

DEFEATED

**Opposed: B. Johnstone Grimmer, D. Korbin,
M. Sketch, E. Montague, R. Philpot**

NP-SAPC-2015-003

It was MOVED and SECONDED

THAT this North Pender Island Special Advisory Planning Commission be known as the Waste and Resource Management Commission.

CARRIED

Opposed: J. Pollard, D. Henning, J. Petrie

Background

Planner Starke presented the document. The members collaborated to make several amendments by consent, which were incorporated into the document directly.

Role of the Task Force

The recommended amendments provided in the written communication of Member M. Sketch, dated August 12, 2015, were read and discussed. Following the discussion, the Commission agreed by consent to incorporate the suggested amendment into the document, which was done directly by staff.

Community Input

Planner Starke provided an overview and background on the rationale for including this Term of Reference. A discussion on the value of community input and its role in this Commission's task ensued. Points noted by the Commission members were as follows:

- Community members can provide insight and ideas that might not be beyond that offered by the Commission members.
- Community input can have differing levels of impact on the Commission's recommendations depending on where that input is included on the agenda.
- The time of both the community members and the project itself needs to be considered when deciding on the amount of time devoted to the input and its position on the agenda.

Chair Johnstone Grimmer acknowledged member of the public gallery, South Pender Island Trustee Bruce McConchie. Trustee McConchie encouraged this Commission to exercise their rights under APC Bylaw 166(f) and call on members of the public gallery whenever that person's expertise could assist the Commission.

NP-SAPC-2015-004

It was MOVED and SECONDED

THAT the term of Community Input be amended to include the statement, "Each commission meeting agenda will make provision for twenty minutes at the beginning of the meeting to receive comment from the public on agenda items for that meeting. The commission will host additional events specifically designed for public input".

CARRIED

7. NEXT STEPS

By general consent this agenda item was deferred to this Commission's next meeting.

8. QUESTIONS FROM PUBLIC

Dennis Perch raised the issue of Conflict of Interest and spoke to the differing approach between Local Trust Committees and Advisory Planning Commissions.

Following his statements, Commission members discussed their views on how Conflicts of Interest should be handled and whether disclosure alone would be adequate or if members should recuse themselves from the discussion and/or related votes.

Staff provided input to the discussion and encouraged members to access the legal counsel available to them through Islands Trust should they find themselves in a position with a possible conflict of interest.

Bruce McConchie addressed the issue of public input and those APC Bylaws which govern it. Trustee McConchie also provided a background of the South Pender Local Trust Committee's involvement in the formation of this Commission and encouraged a cooperative approach with open inclusion of the South Pender LTC.

9. NEXT MEETING

In the interest of reserving time for public input, the Commission discussed options for completing their review of the Terms of Reference at a later time. Members agreed that before they passed a resolution to accept the revisions they would like to devote adequate time to review of the remaining terms. It was also acknowledged that the review would need to be completed in time for the next North Pender Local Trust Committee (LTC) meeting.

NP-SAPC-2015-005

It was MOVED and SECONDED

THAT the Waste and Resource Management Commission hold a meeting on August 27, 2015 at 12:30 pm to complete the Terms of Reference deliberation and ensure advancement of the revised Terms of Reference to the North Pender Local Trust Committee in time for their next meeting.

CARRIED

10. ADJOURNMENT

By general consent the meeting was adjourned at 3:15 pm.

Barbara Johnstone Grimmer, Chair

Certified Correct:

Shannon McConchie, Recorder

Date: July 16, 2015

File No.:

To: Local Trust Committee

From: Robert Kojima
Regional Planning Manager

CC: Island Planner

Re: 2016-2017 Budget Requests

Purpose

Local trust committees have been requested to submit project budget requests for the next fiscal year (2016-17).

Local Trust Committee Expense Budgets:

A budget for the Local Expense Account has been developed based on the current budget (2015/16) – copy attached. Local Trust Committees may request changes to this allocation, however, consideration should be given to historical spending and a rationale provided for making such a request.

A small amount of funding is included in the Special Projects line item in the Local Trust Committee Expense Account (\$750). This funding is intended to support minor local planning initiatives at the discretion of the Local Trust Committee and consistent with Islands Trust policy (a resolution is required to use these funds).

LTC Projects Budgets:

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

Riparian Areas Regulation Budgets:

Local trust committees that have bylaws not compliant with the Provincial Riparian Areas Regulation should discuss their requirements for RAR funding in the next fiscal year to assist the regional planning managers and the Director in developing a budget for RAR.

Special Consideration:

Projects planned for the current fiscal (2015/16) which are not completed should be considered as a new project for the 2016/17 fiscal year with resources allocated to support that work.

Budget Request Timeline:

July	Regional Planning Managers develop detailed budget estimates for consideration by Local Trust Committees
July to Sept	Local Trust Committees review and approve budget requests at LTC meeting
Sept	Budget requests submitted to the Director of Local Planning Services
Oct	Management finalizes budget recommendations to FPC
Nov 4	FPC reviews and discusses first draft of the Budget
Nov 18	FPC approves a draft Budget and principles to be submitted to December Trust Council
Dec 9	Trust Council debates and endorses budget principles and preliminary budget

LTC Budget Requests

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

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

The LTC should review the draft budget requests and:

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

Resolution Wording

1. THAT the _____ Island Local Trust Committee approve and forward the draft 2016-17 LTC Project Budget Request to the Financial Planning Committee as presented; or

2. THAT the _____ Island Local Trust Committee revise the draft 2016-17 LTC Project Budget Request by including (deleting) _____ with a budget of \$_____ and forward to Financial Planning Committee as revised.

Prepared and Submitted by:



Robert Kojima
Regional Planning Manager

July 16, 2015

Date

Attachments:

1. Draft 2016-17 LTC expense budget
2. Summary table of LTC project budget requests

2016/17 LTC EXPENSE BUDGET

Total 2016/17

	615-Denman	620-Gabriola	625-Galiano	630-Gambier	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pender	655-Salt Spring	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	LPC	
population	1095	4050	1258	313	1074	359	1112	1996	9780	359	236	372			22004
	5%	18%	6%	1%	5%	2%	5%	9%	44%	2%	1%	2%			
LTC EXPENSES **															
LTC Meeting Expenses	2,500	4,250	2,500	2,500	2,500	500	1,500	2,750	8,000	1,000	1,000	1,000			30,000
APC Meeting Expenses	750	750	500	750	750	500	750	750	2,000	500	500	500			9,000
Communications	300	750	300	300	300	300	300	300	1,250	300	300	300			5,000
Special Projects	750	2,250	750	750	750	750	750	750	4,500	750	750	750	750		15,000
SUB-TOTAL EXPENSES	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550	750		59,000
Program	0	0	0	0	0	0	0	0	0	6,000	0	0	0	0	6,000
TOTAL	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	8,550	2,550	2,550	750	0	65,000
	7%	12%	6%	7%	7%	3%	5%	7%	24%	13%	4%	4%			

S. PENDER	Project	Budget		Strategic Plan	Prov. Requirement	Continuation of existing OCP/LUB	Newly Adopted Policy in OCP	Notes
Project #1	LUB Review	\$	3,000.00		x			legislative process for LUB review
Project #2	lower ecological footprint	\$	3,000.00	x				Review regulations and policies to reduce impacts of development - currently on projects list
	TOTAL PROJECTS	\$	6,000.00					