



South Pender Island Local Trust Committee Regular Meeting Agenda

Date: June 16, 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 - 10:40 AM | |
| 6.1 | Local Trust Committee Minutes | | |
| 6.1.1 | <u>Local Trust Committee Minutes Dated April 28, 2015 (for Information)</u> | | 4 - 11 |
| 6.1.2 | <u>Special Local Trust Committee Meeting Minutes Dated May 24, 2015 (for Adoption)</u> | | 12 - 14 |
| 6.2 | Section 26 Resolutions-without-meeting Dated June 2015 | | 15 - 15 |
| 6.3 | Advisory Planning Commission Minutes | | |
| | none | | |
| 7. | BUSINESS ARISING FROM THE MINUTES | 10:40 AM - 10:50 AM | |
| 7.1 | Follow-up Action List Dated June 2015 | | 16 - 16 |
| 8. | DELEGATIONS | | |
| | none | | |

9. CORRESPONDENCE	10:50 AM - 11:00 AM	
Correspondence received concerning current applications or projects is posted on the LTC webpage		
9.1 May 30, 2015 Email & Letter from S. Stiel re Request for Assistance re Invitation - Celebrating Orca of the Salish Sea		17 - 20
10. APPLICATIONS AND REFERRALS		
none		
11. LOCAL TRUST COMMITTEE PROJECTS	11:00 AM - 11:40 AM	
11.1 Land Use Bylaw (LUB) Review		
11.1.1 <u>Open House Comments</u>		
11.1.2 <u>Advisory Planning Commission (APC) Recommendations (pending)</u>		
11.1.3 <u>Scheduling of Community Information Meeting</u>		
11.1.4 <u>Technical Review - Memo</u>		21 - 24
12. REPORTS	11:40 AM - 12:00 PM	
12.1 Work Program Reports (attached)		
12.1.1 <u>Top Priorities Report Dated June 2015</u>		25 - 25
12.1.2 <u>Projects List Report Dated June 2015</u>		26 - 26
12.2 Applications Report		
none		
12.3 Trustee and Local Expense Report Dated May 2015 (attached)		27 - 27
12.4 Adopted Policies and Standing Resolutions (attached)		28 - 28
12.5 Local Trust Committee Webpage		
12.6 Chair's Report		
12.7 Trustee Report		
12.8 Trust Fund Board Report - May 2015 (attached)		29 - 29
13. NEW BUSINESS	12:00 PM - 12:20 PM	
13.1 Waste Management Review - Memo (attached)		30 - 35
14. UPCOMING MEETINGS		
14.1 Next Regular Meeting Scheduled for September 1, 2015 at the South Pender Fire Hall, 8961 Gowlland Point Road, South Pender Island, BC.		

14.2 Community Information Meeting - to be scheduled

- | | |
|--|----------------------------|
| 15. TOWN HALL | 12:20 PM - 12:30 PM |
| 16. CLOSED MEETING (Distributed Under Separate Cover)
none | |
| 17. ADJOURNMENT | 12:30 PM - 12:30 PM |

ADOPTED

South Pender Island Local Trust Committee Minutes of Regular Meeting

Date: April 28, 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

Members of Public and Media Present: There were 2 members of the public present

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:05 am. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 9.1 Email Correspondence From Sara Steil;
- 13.4 Printed Paper Agendas;
- 13.5 Trustee Office.

By general consent the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

Chair Luckham invited the public to make comment.

Sara Steil shared information regarding the North Pender Island LTC Bylaw No. 198 application for Wallace Dock. She shared that while the dock application remains, the subdivision portion of the application had been cancelled.

4. COMMUNITY INFORMATION MEETING

None

5. PUBLIC HEARING

None

6. MINUTES

6.1. Adopted Local Trust Committee Minutes Dated February 24, 2015

For information

6.2. Section 26 Resolutions-without-meeting Dated April 2015

For information

6.3. Advisory Planning Commission Minutes

None

7. BUSINESS ARISING FROM THE MINUTES

7.1. Follow-up Action List Dated April 2015

Regional Planning Manager (RPM) Kojima provided information from the Follow-Up Action List dated February 2015. Items were discussed with regard to status and action.

8. DELEGATIONS

None

9. CORRESPONDENCE

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

9.1 Email Correspondence from Sara Steil

The LTC acknowledged receipt of the correspondence and thanked Sara Steil.

10. APPLICATIONS AND REFERRALS

10.1. North Pender Island Local Trust Committee Bylaw No. 198 Referral

RPM Kojima provided an overview of the referral and the LTC discussed the response options available.

By general consent, the South Pender Island Local Trust Committee had no comment to the North Pender Island Local Trust Committee Bylaw referral No. 198.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1. Land Use Bylaw (LUB) Review

RPM Kojima provided an overview of the staff report.

A discussion was held regarding possible amendments to the charter, including the timeline and scope. A consensus was reached to accept the timeline as presented. The trustees also agreed that the scope should include minor OCP policy amendments, in addition to those that are concurrent with LUB amendments.

SP-2015-005

It was Moved and Seconded

That the South Pender Island Local Trust Committee endorse the project charter attached to the staff report dated April 17, 2015 as amended.

CARRIED

SP-2015-006

It was Moved and Seconded

That the South Pender Island Local Trust Committee request staff to schedule a Special Meeting for May 24, 2015.

CARRIED

11.1.1. Report on Technical Review

The trustees each highlighted several definitions and revisions for further attention and discussed referring the document to the South Pender Advisory Planning Committee.

SP-2015-007

It was Moved and Seconded

That the South Pender Local Trust Committee refer the Technical Review Report of April 17, 2015 to the Advisory Planning Committee to identify any discrepancies, omissions, or unclear phrasing and report back for the June meeting.

CARRIED

Note: At 11:20 a.m. Chair Luckham called for a 10 minute break. The meeting was reconvened at 11:30 a.m.

11.1.2. Open House in May - Discussion re Topics, Format and Notice to the Community

The LTC discussed the format of the meeting and made requests to staff for support and materials. The Trustees also discussed options for notifying the community and agreed to create a notification that would be distributed as a mail drop.

12. REPORTS

12.1. Work Program Reports

12.1.1. Top Priorities Report Dated April 2015

For information

12.1.2. Projects List Report Dated April 2015

For information

12.1.3. Projects List Review and Discussion

A discussion was held regarding the removal, addition, and revision of several items on the projects list, including:

- Removal of items no. 2 (Climate Change), 3 (APC Bylaw), and 4 (Marine Geoexchange Systems);
- Creating project items regarding lowering the community's ecological footprint and adapting to sea level rise;
- Revise item no.1 (Development Permit Areas).

SP-2015-008

It was Moved and Seconded

That the South Pender Local Trust Committee Projects list be amended as follows:

Retain

- Item 1 - Development Permit Areas;
- Item 5 - Pedestrian and Cycle Routes;
- Item 6 - Waste Management with the change of activity wording to "Participate with the Capital Regional District and North Pender Island Local Trust Committee in waste management plan development for North and South Pender."

Remove

- Item 2 - Climate Change Adaptation;
- Item 3 - APC Bylaw;
- Item 4 - Marine Geoexchange Systems.

Add

- New Item - Lower Our Ecological Footprint;
- Activity - Explore alternative energy solutions, ways of reducing greenhouse gas emissions, preservation of our water supply and quality, and other initiatives to lessen our impact on the environment of the South Pender local trust area.

CARRIED

SP-2015-009

It was Moved and Seconded

That the South Pender Local Trust Committee renumber our projects list to read:

- Item 1 - Lower our ecological footprint;
- Item 2 - Waste management;
- Item 3 - Pedestrian and cycle routes;
- Item 4 - Development Permit Areas.

CARRIED

SP-2015-010

It was Moved and Seconded

That the South Pender Local Trust Committee change the activity under Development Permit Areas to read, "Review existing Development Permit Areas for sensitive ecosystems to determine current status".

CARRIED

SP-2015-011

It was Moved and Seconded

That the South Pender Local Trust Committee add to the projects list "Sea Level Rise and Shoreline Erosion".

CARRIED

12.2. Applications Report

None

12.3. Trustee and Local Expense Report Dated March 2015

For information

12.4. Adopted Policies and Standing Resolution

A discussion was held regarding policy no. 2 SPLTC-19-09.

SP-2015-012

It was Moved and Seconded

That SPLTC-19-09 be deleted from the policies and standing resolutions list.

CARRIED

12.5. Local Trust Committee Webpage

The South Pender Local Trust Committee can be found at:
www.islandstrust.bc.ca/spender

12.6. Chair's Report

Chair Luckham shared that he had recently attended several workshops and meetings including:

- Providing a presentation on vessel traffic and oil spills at a marine managers workshop in the San Juan Islands;
- Attending a meeting of the Association of Vancouver Island Coastal eco
- Attended a presentation about First Nations history, culture, and the impacts of colonization;
- Attending a United Nations Biosphere Meeting on defining bioregions.

12.7. Trustee Report

Trustee McConchie reported on his activities since the last SP LTC meeting. A full report will be available on the Islands Trust website Trustee's corner.

Trustee Scholefield shared information from several meetings that she had recently attended with representatives from the Capital Regional District, other Southern Gulf Island Trustees, and members of the public. She also discussed Les Tour des Isles, an event which will offer passenger shuttles between the Southern Gulf Islands. Trustee Scholefield provided a poster to the public and noted that the event will run from June 15 - 21, 2015.

12.8. Trust Fund Board Report - April 2015

For information

12.9. Bylaw Enforcement

12.9.1. Trust Council Briefing and Statistics

Trustee McConchie noted there were no bylaw enforcement active files for South Pender Island.

13. NEW BUSINESS

13.1. Board of Variance Membership Memo

For information

13.2. 2014-15 Annual Report - South Pender Island Local Trust Committee Section - RFD

Following a brief discussion, the trustees agreed on the following amendment to for the Annual Report:

The South Pender Island Local Trust Committee held five regular business meetings. The Local Trust Committee received and approved one application for a development variance permit.

The Local Trust Committee continued to review its current Land Use Bylaw creating community focus groups to identify potential amendments.

After local elections, the new Trustees identified the Land Use Bylaw Review as its top priority.

SP-2015-013

It was Moved and Seconded

That the South Pender Island Local Trust Committee approves the attached text for inclusion in the 2014-2015 Annual Report for approval as amended by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

CARRIED

13.3. Input to Strategic Plan - RFD

Trustees presented and discussed their suggestions for strategic goals.

SP-2015-014

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.

And that the South Pender Island Local Trust Committee Chair delivers these suggestions to Trust Council executive for inclusion in the June agenda package.

CARRIED

13.4. Printed Paper Agendas

A discussion was held regarding the benefits and drawbacks of full printed paper agendas. The Trustees also discussed the availability of electronic resources and options for phasing out printed paper agendas.

SP-2015-015

It Moved and Seconded

That whereas the full agendas are available for public perusal on the Islands Trust website and;

Whereas the South Pender Local Trust Committee endeavours to lower its ecological footprint;

Be it moved that full paper printed agendas no longer be provided for future South Pender Local Trust Committee meetings.

The local trust committee requested staff continue to bring several paper copies of the agenda cover.

CARRIED

13.5. Trustee Offices

The Trustees discussed the utility of the current Trustee Office and its location.

14. UPCOMING MEETINGS

14.1. Next Regular Meeting Scheduled for June 16, 2015 at the Fire Hall

The public was informed of the next scheduled meeting.

14.2. Special Local Trust Committee Meeting - Open House - May 24, 2015

The public was informed of the Special Meeting.

15. TOWN HALL

Chair Luckham invited the public to make comment, but none were made.

16. CLOSED MEETING

None

17. ADJOURNMENT

By general consent the meeting was adjourned at 1:24 pm.

Peter Luckham, Chair

Certified Correct:

Shannon McConchie, Recorder

South Pender Island Local Trust Committee Minutes of Special Meeting

Date: May 24, 2015
Location: South Pender Fire Hall
8961 Gowlland Point Road, South Pender Island, BC

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

Staff Present Shannon McConchie, Recorder

**Members of Public
and Media Present:** There were 26 members of the public present

1. CALL TO ORDER

Trustees Scholefield and McConchie informally began the meeting at approximately 2:00 p.m. Members of the public were welcomed on an individual basis and engaged in direct conversation with each trustee.

Trustee McConchie offered tutorial tours of the Islands Trust website with a focus on the interactive maps.

2. APPROVAL OF AGENDA

By general consent the meeting was opened and conducted as an informal Open House on the review of the Land Use Bylaw.

3. LAND USE BYLAW REVIEW

Notes:

In addition to direct conversation, the trustees encouraged the public to add written comments to questions that were posted around the room. The questions and written responses were recorded as follows:

- A. How can we use the Land Use Bylaw to prohibit certain activities that harm the environment?
- Can you put limits on biocide use? Identify possible hazards and notify residents?
 - Start a bus service?
 - No trail bikes or jet skis.
 - Try to prevent use of land to dump waste. Try to encourage clean-up of historic dumps.
 - Continue to find resources to support recycling operation.
 - Ride share program.
 - No monster-houses.

- Don't allow 'cheaters' on land use, i.e. using slopes to increase height etc.
 - What about prohibiting activities that harm people? Exhaust? Smoke from fires?
- B. How can we use the Land Use Bylaw to ensure safe and sufficient water?
- Develop Greenburn Lake for community use.
 - Change the by-law to allow rainwater conversion to potable water. Now, required to be plumbed separately.
 - Monitor water use from Greenburn Lake.
 - Consider limiting the number of bathroom fixtures.
 - Let new-builds put in outhouses for less water use.
 - Foster or require rain water capture in new or added development.
- C. How can we use the Land Use Bylaw to protect our shoreline from erosion or environmental damage?
- What about people? What about promoting sustainable fishing business and local food products through the LUB?
 - Oppose increased tanker traffic. Educate islanders about foreshore 'barriers.
 - Clearly educate those owners and users of the shoreline. Remove large ship anchorages in Plumper Sound. Forbid offloading in the sound.
- D. How can we use the Land Use Bylaw to support and encourage agriculture?
- Lower taxes for areas used for agricultural pursuits.
 - Protect ALR lands.
 - www.growingislands.com. Comment on CRD Agricultural Strategy for Southern Gulf Islands. Don't approve any removal of ALR land.
 - Water based economic activities that produce food locally.
 - Housing for farm workers continues to be a broad-based problem. What solutions/ideas exist? Ex. Small houses or trailers?
- E. Do the current bylaws meet your needs?
- No need for Geo-Tech.
 - No, as the bylaws seem to be complaint driven. If a red tag been posted, there should be a follow-up by the by-law officer.
 - Yes, pretty good.
- F. Is our current LUB understandable?
- Yes, but it is very long.
 - Basically statements are too 'airy fairy'. Great ideals, but not clearly enforceable.
 - What specifically denotes 'rural nature and natural diversity'? Perhaps stop any further building on Pender now that I'm about done.
- G. How can we use the Land Use Bylaw to lower our ecological footprint?
- Blue Dot Declaration. How does that translate? Let us know.
 - Allow rain water collection to be converted to potable. Allow higher structures where no concern about blocking neighbors views. Be more supportive of alternative style houses (straw-bale, corn cob, cordwood, etc.)
 - Speak with Poets Cove Resort to have a store that stocks basics – bread, milk, butter.
 - "Ditto" (comment written in support of having a Poets Cove Resort store)

- Set up an electronic, simple, ride share board for trips to North Pender and to Victoria.
- Perhaps we should restrict the total size of new houses. Live lightly on the land.

H. How can we use our Land Use Bylaw to preserve the rural characteristic of South Pender?

- Support agriculture and gardening. Food security strategies.
- Help to preserve historic/heritage structures; orchards, etc.
- Restrict development and subdivision. Strict guidelines for developers.
- How can we preserve our rural character when we allow the construction of over-sized mega houses?!

4. ADJOURNMENT

By general consent the meeting was adjourned following the departure of the last member of the public at approximately 4:00 pm.

Bruce McConchie, Trustee

Wendy Scholefield, Trustee

Certified Correct:

Shannon McConchie, Recorder



Islands Trust

Print Date: Jun-08-2015

RWM From: April 28, 2015 To: June 08, 2015

South Pender Island

Resolution #	Action	Resolution Description	Resolution Date
2015-02	In Favour	THAT the South Pender Island Local Trust Committee Meeting minutes of April 28, 2015 be Adopted.	May 20, 2015



Follow Up Action Report w/ Target Date

South Pender Island Apr-28-2015

No.	Activity	Responsibility	Target Date	Status
1	11.1 LUB Review: Project Charter amended and endorsed	Robert Kojima	Apr-29-2015	Done
2	11.1.2 Special meeting scheduled for May 24th: - confirm minute-taker availability (LF) - provide items for open house (RK - JS)	Robert Kojima	May-07-2015	Done
3	11.1.1 Technical amendment referred to APC for discrepancies, omissions or unclear phrasing and report back for June LTC meeting -Done by SLD	Lori Foster Robert Kojima	May-07-2015	Done
4	12.1.3 Projects List - revise as per LTC resolutions	Robert Kojima	Apr-29-2015	Done
5	Revise Policies and standing resolutions by deleting #2 (posting trustee reports to latest news) and adding new standing resolution to not bring printed agenda packages	Robert Kojima Sharon Lloyd-deRosario	Apr-30-2015	Done
6	13.2 annual report endorsed as amended	Robert Kojima	Apr-30-2015	Done
7	forward LTC strategic plan goals to CAO	Robert Kojima	Apr-30-2015	Done
8	No longer provide printed agenda packages for SPILTC meetings, staff will bring a limited number of agenda covers. Add resolution to policies and standing resolutions	Lori Foster	Jun-04-2015	Done

Your Personal Invitation to -

Celebrating Orca of the Salish Sea

July 18, 2015 – Main Event: - Thieves Bay, Pender Island – 1:30 pm



Resident Orca Breaching – Photograph by Ken Balcomb – Centre for Whale Research

For the Main Event, join us with our friends & experts from the San Juan Islands & Whidbey Island at 1:30 pm to 4:30 pm – Commencing at 2:30 pm Presentations by **Whale Museum; Sound Watch for boaters; Orca Network; Featured speaker: Whale Research Biologist Ken Balcomb from the Center for Whale Research.**

“Whale Museum ‘Endangered Resident Southern Orca Pods’ adoptions available!”
Books & information on whales generally AND on the “Orca of the Salish Sea”.
Informational tables plus Music & a ‘Children’s Corner’!

Parking is limited so please walk, cycle, use Car Stops, carpool or the park & ride shuttle bus service from the school parking lot – clinic parking for overflow (1:30 pm to last shuttle bus leaving Thieves Bay at 4:15 pm). ‘Bring your own lunch, lawn chair & do not forget the water’, and enjoy the afternoon with our visitors from the San Juan Islands & Whidbey Island with guest speakers to hear all about the Orca of the Salish Sea.

Admission by donation

Information? Contact Sara - 629-6885

Sponsored by Canadian Power & Sail Squadron - Pender Islands Squadron with the Pender Island Conservancy Association, the Pender Islands Trust Protection Society, and supported by the Friends of Brooks Point, Pender Ocean Defenders, the Kikuchi Family & the Pender Islands School Children.

Your Personal Invitation to -

CPS Pender Island Squadron, with many others, for: -

‘Celebrating Orca of the Salish Sea’

6604 Harbour Hill Road, Pender Island, B.C. V0N 2M1

May 30, 2015

To: - South Pender Island Local Trust Committee

Attention: Trustee Wendy Scholfield, Trustee Bruce McConchie & Chair Peter Luckham

Dear Trustees:

On behalf of the Canadian Power & Sail Squadron - Pender Islands Squadron with the Pender Island Conservancy Association, the Pender Islands Trust Protection Society, the Friends of Brooks Point, Pender Ocean Defenders, the Kikuchi Family & the Pender Islands School Children, we wish to extend our personal invitation to each of you and ask for your assistance for the following: -

‘Celebrating Orca of the Salish Sea’ event to be held on July 18, 2015.

The Salish Sea is an intricate part of the Islands Trust Area. The protection of the marine waters has been an important part of the advocacy work by the Islands Trust for many years, for what affects these waters affects all aspects of life in these wondrous islands. With this advocacy the Islands Trust has been the shining star with guiding all coastal communities to a common goal. And on behalf of the Orca of the Salish Sea we thank you.

The continuing threats by human inhabitation & marine uses continuing to expand through the unsustainable demands for economic growth, beyond the carrying capacity of the Salish Sea, all species who ply these marine waters are in peril. None more than the dolphins known & loved as the Orca of the Salish Sea.

In our quest to preserve & protect all aspects of the Islands Trust area our symbol, in so many ways, has become the Endangered Southern Resident Orca of J, K & L pods, and the threatened transient Orca as well. We continue down the road of awareness of their plight and put forth continued education towards trying to preserve their critical habitat.

So after five years between events we are once again hosting, with the guests from the San Juan Islands & Whidbey Island, the Whale Museum, the Center for Whale Research & the Orca Network to put forward a special day for these special dolphins in the form of “Celebrating Orca of the Salish Sea”. To be held on Saturday, July 18, 2015 with the main event taking place at Thieves Bay commencing at 1:30 pm.

At this time, and with the Islands Trust mandate of preservation & protection of biodiversity, whether it be terrestrial or marine we ask you to fully support this educational event with assistance in sending notification of encouragement to all islanders in your Local Trust Committee area (including the Associated Islands) via any means at your disposal.

Please feel free to contact the unsigned if further information is required. Thank you for your support.

Yours truly

Sara J. Steil – Environmental Officer / Event Coordinator

c.c. - Robert Kojima - Regional Planning Manager.

Encl. Invitational Poster attached



Memorandum

Date June 8, 2015 File Number
To South Pender Island Local Trust Committee
From Robert Kojima
Regional Planning Manager
Re LUB Review – Technical Review

At the last meeting the LTC endorsed the project charter for the LUB Review (copy attached) and referred the draft technical review to the Advisory Planning Commission for comment. The LTC also scheduled an open house.

The technical review as been referred to the APC and comments are pending (the blackline version of the bylaw that was referred to the APC is also posted on the project webpage). In addition a review of the zoning map has been completed by staff since the last meeting. A copy of the zoning map with proposed corrections is attached. Four technical issues were identified:

- A dock and license is located just outside the W1 zone near Mortimer Spit. This can be legalized by adjusting the zone boundary to the west.
- A small adjustment to the NP zone boundary on Ainslie Point Road to bring the boundary to the centerline of the highway.
- Rezoning of the lands recently added to Brooks Pt Regional Park to P3.
- Minor adjustments to the Agricultural zone boundary to match the ALR boundary.

Next Steps

The project charter identifies the next steps as a Community Information meeting later in the summer, followed by an LTC meeting in September at which time all the information gathered from community consultation, the APC, and staff review would be considered and potential direction given to prepare draft bylaws. The LTC should confirm that this timing is still relevant and if so:

1. Request staff to schedule a special meeting for the purpose of holding a community information meeting in August 2015; and
2. Provide direction to staff on any reports for the September meeting. A report could be prepared summarizing and assessing potential amendments identified from the focus group reports, open house, APC, and CIM.

Attachments: Project Charter
Technical review of zoning map

Land Use Bylaw Review - Charter v3

South Pender Island Local Trust Committee

Date: April 15, 2015

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

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

Objectives

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

In Scope

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

Out of Scope

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

Workplan Overview

Deliverable/Milestone	Date
<i>Project confirmed as Top Priority</i>	February 24, 2015
<i>Review of project charter and timeline</i>	April 28, 2015
<i>Initial review of technical amendments, key issues</i>	April 28, 2015
<i>Community Open House</i>	May, 2015
<i>Review of community consultation and technical review</i>	June 16, 2015
<i>Community Information meeting</i>	August 2015
<i>Review of community input, direction on draft changes</i>	September 1, 2015
<i>Draft bylaws for review by LTC, referral, and community comment</i>	November 17, 2015
<i>Review of draft bylaws and potential revisions</i>	February 2016
<i>Commencement of legislative process to amend LUB</i>	April—November 2016

Project Team

<i>Robert Kojima</i>	<i>Project Manager</i>
<i>Kim Farris</i>	<i>planner</i>
<i>Lori Foster, Sharon Lloyd-deRosario</i>	<i>Admin support</i>
<i>Barb Dashwood</i>	<i>GIS support</i>

Budget

Budget Source: SP LUB project

Fiscal	Item	Cost
2014-15	Legal review	\$3000
2015-16	Communication, mailings	\$300
2015-16	Sp. Meetings (up to 3)	\$1200
2015-16	Additional legal	\$1000
2015-16	contingency	\$500
2016-17	Legislative process	\$3000
	Total	\$9000

RPM Approval:

Robert Kojima

Date: April 29, 2015

LTC Endorsement:

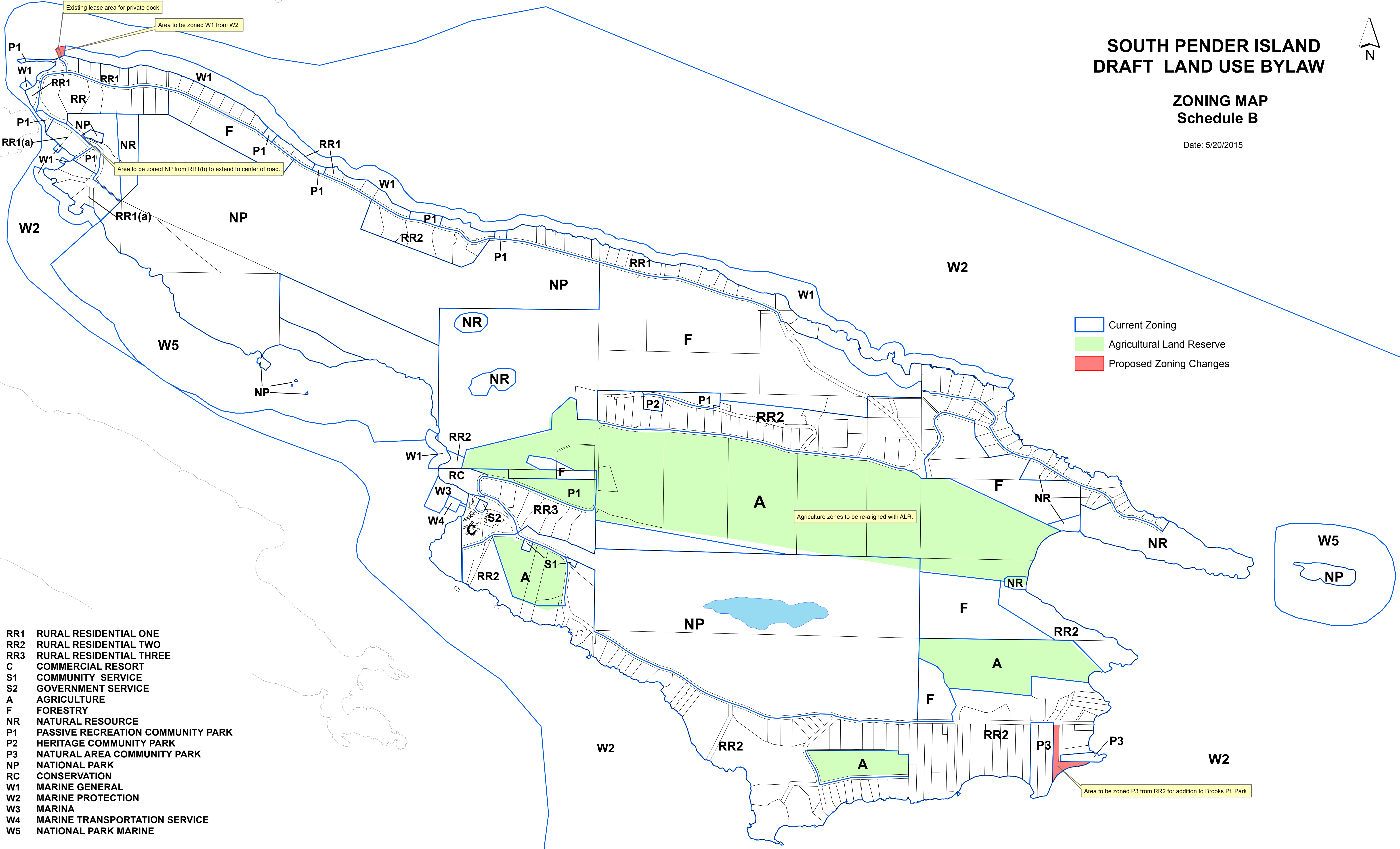
Resolution #:

Date: April 28, 2015

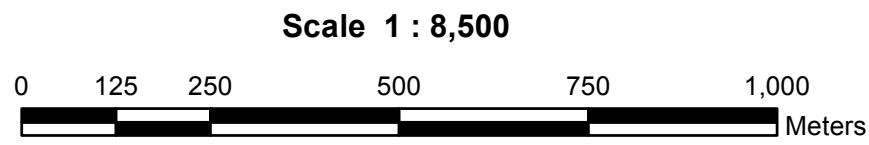
**SOUTH PENDER ISLAND
DRAFT LAND USE BYLAW**

**ZONING MAP
Schedule B**

Date: 5/20/2015



- RR1 RURAL RESIDENTIAL ONE
- RR2 RURAL RESIDENTIAL TWO
- RR3 RURAL RESIDENTIAL THREE
- C COMMERCIAL RESORT
- S1 COMMUNITY SERVICE
- S2 GOVERNMENT SERVICE
- A AGRICULTURE
- F FORESTRY
- NR NATURAL RESOURCE
- P1 PASSIVE RECREATION COMMUNITY PARK
- P2 HERITAGE COMMUNITY PARK
- P3 NATURAL AREA COMMUNITY PARK
- NP NATIONAL PARK
- RC CONSERVATION
- W1 MARINE GENERAL
- W2 MARINE PROTECTION
- W3 MARINA
- W4 MARINE TRANSPORTATION SERVICE
- W5 NATIONAL PARK MARINE



SOUTH PENDER ISLAND

South Pender Island
Local Trust Committee

Schedule B



Islands Trust

Print Date: Jun-09-2015

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 May 2015

665 South Pender	Invoices posted to Month ending May 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-665	LTC "Trustee Expenses"	750.00	0.00	750.00
LTC Local				
65200-665	LTC - Local Exp - LTC Meeting Expenses	1,000.00	-15.00	1,015.00
65210-665	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
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>-15.00</u>	<u>2,565.00</u>
Projects				
73001-665-2011	South Pender OCP/LUB	<u>5,000.00</u>	<u>0.00</u>	<u>5,000.00</u>
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 May 2015

ITF Name Change – Meeting with Assistant Deputy Minister

Trust Fund Board Chair Tony Law joined the Executive Committee for a meeting with Jay Schlosar, an Assistant Deputy Minister with the Ministry of Community, Sport and Cultural Development. The main topic was the long-standing request for a legislative amendment to the *Islands Trust Act* to re-name the Islands Trust Fund to Islands Trust Conservancy. Mr. Schlosar agreed that the existing name presents a barrier to fundraising and marketing and that a new name that reflects what we do could make a significant difference for us. Although the proposed change is minor, Mr. Schlosar cautioned those attending that there are always many competing priorities for the legislative agenda. The ADM indicated his willingness to move our request forward and will keep us informed about timelines and process. The Trust Fund Board appreciates the support of Trust Council and the Executive Committee in advancing the name change request, something that has been on the Board's agenda for several terms.

Lasqueti Crown Land Acquisition

Representatives of TFB and staff will be meeting with the Chief and Councillors of Qualicum First Nation to begin discussing a possible Sponsored Crown Grant application on Lasqueti Island. The parcel in question is north of Mount Trematon, an existing Islands Trust Fund nature reserve encompassing the highest point on Lasqueti. The acquisition would contribute to a significant network of protected areas for the island.

Islands Trust Fund Annual Report – A good read!

TFB has approved our annual report for 2014-15 to be included as a section in the Islands Trust Council's annual report to the Minister. While this report meets a statutory requirement, it also offers a good read that provides interesting information about our work. We encourage trustees who want to be more familiar with our activities to read our section when the draft comes to Trust Council's meeting for approval in June 2015.

Conservation Covenants on Salt Spring Island

In February we registered a conservation covenant on 0.3 hectares of a private Salt Spring Island property, providing legal protection to a First Nations burial site, as well as forest ecosystem values. A covenant has also been registered on our Cyril Cunningham Nature Reserve by the Habitat Acquisition Trust and the Salt Spring Island Conservancy, adding a new layer of protection.

Howe Sound Science and Knowledge Workshop

Kate Emmings, Ecosystem Protection Specialist, attended a workshop co-hosted by the Squamish Nation, Vancouver Aquarium, and David Suzuki Foundation to "bring knowledge holders together to identify and share observations, information, experiences, and future knowledge priorities related to the aquatic biophysical features of Howe Sound." Kate shared eelgrass and forage fish data for the area and identified potential resources for the Gambier Island Local Trust Committee.

Strategic Plan

Trust Fund Board has submitted its input for the Islands Trust Strategic Plan. All our suggestions relate to the Policy Statement goal of Ecosystem Preservation and Protection and to achieving objectives of the Regional Conservation Plan. Our input supports activities to protect coastal and marine areas, including utilizing land use planning tools for shoreline protection.

More information?

Please contact any of the three trustees who are members of the Board – Tony Law, Susan Morrison and Kate-Louise Stamford – who will be glad to help answer any questions you may have.



Memorandum

Date May 28, 2015 File Number

To South Pender Island Local Trust Committee

From Robert Kojima
Regional Planning Manager

Re Update on North Pender Island Local Trust Committee Land Use Planning for Waste Management Project

The purpose of this memo is to update the South Pender Island Local Trust Committee on the status of the North Pender Island Local Trust Committee's Land Use Planning for Waste Management project. The June 16th SPILTC meeting also provides an opportunity for the LTC to provide any initial formal comment or input to the NPILTC.

The North Pender Island Local Trust Committee initially identified a review of Waste Management land use options as a Top Priority project at its February meeting. The South Pender Island Local Trust Committee, at its February 28th meeting, requested that the Chair write to the CRD Electoral Area Director and the North Pender Island Local Trust Committee, expressing a desire to participate in waste management plan development. The NPILTC received the letter prior to their March meeting, where the LTC reviewed options and requested that staff draft a Terms of Reference for a Special Advisory Planning Commission to address zoning for waste management on North Pender that included opportunities for South Pender residents' participation.

At the April 30th NPILTC meeting the LTC endorsed a Terms of Reference for a Special APC that included provision for membership for South Pender residents and ex-officio attendance by South Pender trustees. The NPILTC also directed that the advertising be undertaken for the Special APC. On June 18th, the NPILTC will consider appointments to the Special APC or Task Force. A copy of the Terms of Reference is attached and if the SPILTC has any specific comments or advice for the NPILTC this is an opportunity to provide that.

The proposed next steps in the process would be for the special APC or Task Force to have an orientation meeting, followed by an initial working meeting. A community engagement meeting would then be scheduled for September. This latter event may provide an opportunity for representatives of the three local government authorities to meet jointly: the North Pender and South Pender Local Trust Committees and the CRD Electoral Area Director.

The LTC should note that, depending on appointees, the NPILTC may consider revising the Terms of Reference and appoint the body as a Stakeholder Group instead of a special APC, or seek amendments to the APC bylaw to permit appointment of South Pender residents.

pc Justine Starke, Island Planner

Attachments: Advisory Group Terms of Reference
Project Charter

ADOPTED

TERMS OF REFERENCE: SPECIAL ADVISORY PLANNING COMMISSION

LAND USE PLANNING FOR WASTE MANAGEMENT ON NORTH PENDER ISLAND

BACKGROUND

North Pender Island has a need for appropriate and permanent location(s) for transfer facilities for solid waste. Solid waste transfer facilities have historically been provided on land without adequate zoning, sometimes operating under Temporary Use Permits, other times in contravention of the Land Use Bylaw (with the exception of the Recycling Centre which is located in the Recycling Facility (RF) zone and is a permitted use within the Land Use Bylaw). Neither the Light Industrial (I1) nor the Industrial (I2) zones in LUB 103 permit waste transfer. New CRD restrictions on food waste at Hartland Landfill require consideration of community composting facilities. The CRD is undergoing a regional process to update its Integrated Solid Waste and Resource Management Plan and offering opportunities for a coordinated approach. The Special Advisory Planning Commission (SAPC) is appointed to represent the local community and ensure the process to develop land use regulations for waste transfer facilities is steered by the community itself.

1. The Special Advisory Planning Commission will be advisory to the North Pender Island Local Trust Committee under the Advisory Planning Commission Bylaw 166.
2. The role of the Special Advisory Planning Commission is to determine appropriate locations and regulations for waste transfer facilities on North Pender Island, and make recommendations to the North Pender Island Local Trust Committee.
3. The Special Advisory Planning 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 SAPC meetings. The SAPC will be hosting additional events specifically designed for public input.
4. The Special Advisory Planning Commission shall, as part of its review, with assistance from Islands Trust staff, address the following:
 - a) Background research, context, best practices, lessons learned.
 - b) Inventory existing industrial land and land used for waste management activities.
 - c) Consult with target stakeholders (waste management operators, industrial land owners)
 - d) Facilitate and participate in community consultation events aimed at reaching community consensus on the location and scope of waste management on NPI
 - e) Develop criteria for the siting of waste transfer facilities
 - f) Evaluate land/sites according to research and criteria. Identify any new sites.
 - g) Make recommendations for the scope and intent of new land use bylaw regulations for waste transfer facilities
 - h) Make recommendations for where to locate for current/future waste transfer facilities.
 - i) Potentially, if requested, provide recommendations to CRD on solid waste management plan.
5. The Special Advisory Planning Commission shall appoint a Chairperson at its first meeting.

6. The Chairperson should ensure the Special Advisory Planning Commission considers the issues from an enlarged perspective aimed at solutions for the community as a whole.
7. The Chairperson should ensure deliberations are conducted with objectivity and that members are aware of the Islands Trust Advisory Planning Commission conflict of interest guidelines.
8. 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) Generally accepted good planning principles.
9. The Chairperson is, with assistance from the secretary, responsible for:
 - a) Organizing meetings;
 - b) Communicating with trustees and Islands Trust staff at each stage;
 - c) Leading and facilitating discussion at the meeting(s);
 - d) Ensuring that all points of view are heard;
 - e) Ensuring that good order and civility are maintained at meetings;
 - f) Ensuring that discussion is relevant and addresses the questions laid out in this terms of reference;
 - g) 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.
10. Notice of the meeting times, places and topics will be prepared and circulated by Islands Trust staff or delegate.
11. Costs should be limited to rental of the meeting hall, minute taking, materials such as paper and markers, and light refreshments.
12. Local Trustees may attend and participate in a non-voting capacity in any meeting, at the discretion of the trustees. The Chair of the North Pender Island Advisory Planning Commission or their delegate shall be a member of the Task Force.
13. The Capital Regional District director or delegate may be invited to participate in an ex-officio, non-voting capacity in order to provide coordination with the CRD Solid Waste Management Plan review.
14. One member of the South Pender Island Local Trust Committee may be invited to participate in an ex-officio, non-voting capacity in order to provide coordination with South Pender Island. One third of seats shall be opened for membership by residents of South Pender Island.
15. Islands Trust staff may be available to serve as a resource at any meeting, at the discretion of staff. As well Islands Trust staff will provide information required for the task force to carry out its review.

Land Use Planning for Waste Management - Charter v1.5

North Pender Island Local Trust Committee

Date: April 21, 2015

Purpose

To identify land to be zoned for solid waste transfer facilities through an evaluation of best practices, the development of appropriate criteria, and through an inventory of existing industrial land and current WTF sites. Using a specially appointed Advisory planning Commission, to reach community consensus on the location/scope of waste management on North Pender Island.

Background

North Pender Island has a need for appropriate and permanent location(s) for solid waste management. Solid waste management has historically been provided on land without adequate zoning, sometimes operating under Temporary Use Permits, other times in contravention of the Land Use Bylaw (with the exception of the Recycling Centre which is located in the Recycling Facility (RF) zone and is a permitted use within the Land Use Bylaw). Neither the Light Industrial (I1) nor the Industrial (I2) zones in LUB 103 permit waste transfer. New CRD restrictions on food waste at Hartland Landfill require consideration of community composting facilities. The CRD is undergoing a regional process to update its Integrated Solid Waste and Resource Management Plan and offering opportunities for a coordinated approach.

Objectives

- * To develop criteria for siting waste transfer facilities
- * To inventory existing industrial land.
- * To reach community consensus on the location and scope of waste management on NPI
- * To map proposed locations for current/future waste management facilities.
- * Collaboration with CRD to ensure a comprehensive understanding and approach.

In Scope

- Define the scope of waste management uses on NPI (recycling, solid waste transfer, composting?)
- Inventory industrial zones & land currently used for waste management
- Evaluate land/sites according to research and criteria. Identify any new sites.
- Recommend OCP/LUB changes

Out of Scope

- Regulating facility operations or operating guidelines
- Waste management considerations that are outside of LTC authority for land use planning.
- Comment on specific aspects of current rezoning's/TUPs

Workplan Overview (See attached)

Project Team

Justine Starke, Island Planner	Project Manager
Special Advisory Planning Commission	Community Task Force
Lori Foster	Administrative Planning Assistant
Pamela Hafey	Communications Specialist

RPM Approval:

Robert Kojima

Date: March 5, 2015

LTC Endorsement:

Resolution:

March 26, 2015

Budget : 2015-16: \$3250

Budget Source: 2015-16 NPI LTC OCP/LUB

Fiscal	Item	Cost
2015-16	7 SAPC Meetings	\$3500
2015-16	Community engagement sessions	\$900
	Total	\$4,400
	Shortfall	\$900

PROJECT CHARTER WORK PLAN OVERVIEW			
Meeting	Deliverable/Milestone	Target Date	Cost
NPI LTC	Staff develop Terms of Reference for Special Advisory Planning Commission (SAPC) - identify timelines, budget, scope, resources, and guidelines.	April 30, 2015	-
NPI LTC	LTC Advertise for volunteers to sit on a Special Advisory Planning Commission and appoint members	May 21, 2015	-
SAPC Meeting #1	Inaugural meeting of Special APC – 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.	June, 2015	\$500
SAPC 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. Discuss and agree on objectives and preferred outcomes of the stakeholder meetings. Summaries of the stakeholder meetings will be compiled and reviewed by the SAPC in a subsequent meeting.	July, 2015	\$500
Community Engagement Session #1:	Understanding Waste Management – Roles and Responsibilities (with technical assistance from CRD staff, possibly conducted as a joint consultation event). Third party facilitation (either a consultant or staff led, or with a volunteer facilitator from North Pender Island).	September, 2015	\$300
SAPC 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.	November, 2015	\$500

Community Engagement Session #2:	Presentation by SAPC 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 preferred CRD role/approach to regulating operations.	January, 2015	\$300
SAPC 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	\$500
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	\$300
SAPC Meeting #5:	Review summary of findings from community engagement session, revise/refine recommendations, delegate/assign report writing.	May, 2016	\$500
SAPC Meeting # 6:	Review draft report, direct changes, finalize recommendations.	June, 2016	\$500
NPI LTC	Chair of SAPC to present Draft Report to Local Trust Committee at regular business meeting. Invite feedback.	June, 2016	-
SAPC Meeting # 7:	Final revisions to report, if required.	July, 2016	\$500
NPI LTC	Chair of SAPC to present Final Report to Local Trust Committee at regular business meeting.	July, 2016	-
TOTAL			\$4,400