South Pender Island Local Trust Committee

Regular Meeting Agenda

Date: Friday, November 27, 2026
Start Time: 10:30 AM
Location: Electronic Meeting
With a physical location to view the livestream of the meeting at:
Islands Trust Victoria Office
#200 - 1627 Fort Street Victoria, BC V8R 1H8

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1. CALL TO ORDER

(Please note the order of agenda items may be modified during the meeting.)

2. TERRITORIAL ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. NEW BUSINESS: ORIENTATION PRESENTATION

5. REPORTS

5.1 Trustee Reports

5.2 Chair's Report

5.3 Electoral Area Director's Report

5.4 Islands Trust Conservancy Report

5.5 Indigenous Relations Report

5.6 Other Reports

6. PUBLIC PARTICIPATION PERIOD

7. MINUTES

7.1 Adopted Local Trust Committee Meeting Minutes of August

28, 2026 (for information)

7.2 Section 26 - Resolutions-Without-Meeting Report (for information) Page 15

7.3 Advisory Planning Commission Minutes - None

8. FOLLOW-UP ACTION LIST Page 16

9. COMMUNITY INFORMATION MEETING - None

10. PUBLIC HEARING - None

11. DELEGATIONS - None

12. CORRESPONDENCE

(Correspondence received concerning current applications or projects is posted to the Local Trust Committee webpage.)

13. APPLICATIONS AND REFERRALS - None

14. LOCAL TRUST COMMITTEE PROJECTS - None

15. ADMINISTRATIVE REPORTS

15.1 Local Trust Committee Orientation - Memorandum Page 20

15.2 Applications Report Page 28

15.3 Adopted Policies and Standing Resolutions Report Page 29

15.4 Trustee and Local Expense Report Page 32

16. WORK PROGRAM

16.1 Active Projects List Page 33

16.2 Future Projects List Page 34

17. CLOSED SESSION - None

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for March 5, 2027 at 10:30 a.m. to be held at Fire Hall, South Pender Island.

19. ADJOURNMENT

South Pender Island Local Trust Committee

Minutes of Regular Meeting

Date: August 28, 2026
Location: South Pender Fire Hall
8961 Gowlland Point Road, South Pender Island, BC

Members Present: Tobi Elliott, Chair
Dag Falck, Local Trustee
Kristina Evans, Local Trustee

Staff Present: Mary Storzer, Regional Planning Manager (electronic)
Warren Dingman, Bylaw Compliance and Enforcement Manager
Kim Stockdill, Island Planner
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 6 members of the public present.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 10:33 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Elliott acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

4. TRUSTEE REPORT

Trustee Falck thanked community for their participation and engagement throughout the term.

Trustee Evans reported attendance at Trust Programs Committee and Chief Administrative Officer Performance Evaluation meetings and thanked the community for their involvement throughout the term and acknowledged Paul and Monica Petrie for providing reconciliation reports.

5. CHAIR'S REPORT

Chair Elliott reported the following:

- Attendance at Executive Committee meetings in preparation for September Trust Council and provided highlights of the Trust Council agenda
- Trust Council will be discussing advocacy regarding increased marine shipping and encouraged residents to become involved in the matter
- Thanked the Trustees for their work and acknowledged the community for their participation

- Requested time to be spent discussing the Future Projects list with focus toward shoreline protection and freshwater studies.

6. ELECTORAL AREA DIRECTOR'S REPORT - None

7. PUBLIC PARTICIPATION PERIOD

A member of the public spoke to the importance of shoreline protection discussions as they are also concerned about increased shipping traffic combined with effects of sea level rise and wave surge impacts.

A member of the public thanked the Chair for putting future projects up for discussion and noted the importance of shoreline protections, water studies, and First Nations reconciliation. Even though the Official Community Plan amendment from the previous term was well-situated for approval, the ministry sent it back to the Local Trust Committee for further review. They expressed dissatisfaction that a budget had not been approved for the completion of the Official Community Plan Review project. They look forward to seeing the Freshwater Atlas and are interested in knowing how the data will be applied to applications and spoke to the importance of recovering costs for development applications. They were dismayed that the permanent biologist position was not funded and stated the Local Trust Committee's decision to take no action when the Minister returned Bylaw No. 123 back for further review to ensure consultation with First Nation's had been comprehensive.

Trustee Evans clarified that Official Community Plan Bylaw 123 was not approved by the minister and needed to be split into two sections to address the work that the minister's office requested. The community had the option to choose this as its minor project, but chose another direction instead.

A member of the public stated wildfire suppression is a critical consideration, there is gorse that has not been trimmed from roadside for two years, and the Local Trust Committee should consider implementing a dedicated Development Permit Areas related to wildfire suppression.

A member of the public indicated that a community groundwater plan and water catchment should be considered for inclusion on the future projects list.

8. COMMUNITY INFORMATION MEETING - None

9. PUBLIC HEARING - None

10. MINUTES

10.1 Adopted Local Trust Committee Minutes Dated May 8, 2026 (for Information)

Received for information.

10.2 Section 26 Resolutions-without-meeting Dated Aug 2026

Received for information.

10.3 Advisory Planning Commission Minutes - None

11. BUSINESS ARISING FROM THE MINUTES

11.1 Follow-up Action List Dated Aug 2026

12. DELEGATIONS - None

13. CORRESPONDENCE

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

14. APPLICATIONS AND REFERRALS

14.1 North Pender Island Local Trust Committee Referral for Draft Bylaws 240 and 241 (for Response)

SP-2026-023
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaws 240 and 241.

CARRIED

14.2 Saturna Island Local Trust Committee Referral for Draft Bylaw No. 146 (for Response)

SP-2026-024
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee respond to the Saturna Island Local Trust Committee that interests are unaffected by draft Bylaw No. 146.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS - None

16. REPORTS

16.1 Work Program Reports

16.1.1 Active Projects Report Dated Aug 2026

Received for information.

16.1.2 Future Projects Report Dated Aug 2026

Discussion ensued and the following comments were noted:

- Combine item 2 “Sea level Rise and Shoreline Erosion” and item 6 under the heading “Shoreline Review Project”
- Items 3 “First Nations Language” could be worked on as a minor project
- Add Wildfire Resiliency as a topic for consideration of a Development Permit Area

- Remove word “targeted” from “Targeted OCP Review” and add review of potential Development Permit Areas to this section

The Planner provided an explanation of how an incoming Local Trust Committee is provided orientation to the items on the Future Projects list.

SP-2026-025
It was MOVED and SECONDED,
that South Pender Local Trust Committee request staff to add Wildfire Resiliency to the Future Projects.

CARRIED

16.2 Applications Report Dated Aug 2026

Received for information.

16.3 Trustee and Local Expense Report Dated June 2026

Received for information.

16.4 Adopted Policies and Standing Resolutions

Received for information.

16.5 Local Trust Committee Webpage - None

16.6 Reconciliation and First Nation Relationship Building

Monica Petrie provided a report and highlighted the following:

- The W̱SÁNEĆ—SDÁ,YES community to community relationship continues to grow in scope and depth under the guidance of W̱SÁNEĆ Elders
- Elder Earl Claxton Jr. has generously shared his cultural knowledge and guidance with the community and has played a key role in identifying the historical Cama and Chocolate Lily legacy garden at Gowlland Point that will be recognized with the installation of two W̱SÁNEĆ inspired cultural panels this fall
- The Pender School honoured Earl Claxton Jr. on June 18, National Indigenous Peoples Day, with a special recognition ceremony
- In August a group of W̱SÁNEĆ youth journeyed in two canoes from the Saanich Peninsula to the dock near their Reserve land on South Pender
    - During the journey, the group set the reef net near the mouth of Bedwell Harbour in the Pelkey family’s traditional fishing area with volunteers from the SDÁ,YES Truth and Reconciliation Circle acknowledging the work of the reef net youth and Elders with a potluck supper

16.7 Islands Trust Conservancy Report Dated Mar 2026

Received for information.

17. NEW BUSINESS

17.1 South Pender Island LTC Public Notification Bylaw No. 131 - Request for Decision

The Planner summarized the Request for Decision which asks the Local Trust Committee to reconsider the platforms used for statutory notifications.

Discussion ensued and the following comments were noted:

- Not all community members have stable access to the internet
- The recommended options are not the preferred options of the Local Trust Committee and there is need to use a print publication
- The options that had been originally presented in the request for decision included “mail or email lists” as a means of distribution, which the Local Trust Committee selected; It was noted that this option should not have been presented if it was too costly or vague for executive committee to approve
- The use of the word “may” in the sentence “or any other enactment may be given by the following methods” is ambiguous and clarification is required
- A monthly print publication does not necessarily mean a second notice needs to be published in the same publication

SP-2026-026
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee rescind Third Reading of Bylaw No. 131, cited as “South Pender Island Local Trust Committee Public
Notification Bylaw No. 131, 2025".

CARRIED

SP-2026-027
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee amend Bylaw No. 131, cited as “South Pender Island Local Trust Committee Public Notification Bylaw No. 131, 2025", by replacing s.2 in its entirety with the following words:

“The means of publication for public notice requirements under the Community Charter, Local Government Act, or any other enactment may be given by the following methods:

(i) electronically by posting the notice on the Islands Trust website; and
(ii) monthly print publication

CARRIED

SP-2026-028
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee give Bylaw No. 131, cited as “South Pender Island Local Trust Committee Public Notification Bylaw No. 131, 2025", Third Reading as amended".

CARRIED

SP-2026-029
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee Bylaw No. 131, cited as "South Pender Island Local Trust Committee Public Notification Bylaw No. 131, 2025" be forwarded to the Islands Trust Executive Committee for consideration of approval.

CARRIED

17.2 South Pender Island Local Trust Committee Bylaw Compliance & Enforcement Policy - Staff Report

The Bylaw Compliance and Enforcement Manager summarized the staff report which presents a draft Bylaw Compliance and Enforcement Policy for consideration. The Policy will incorporate all current standing resolutions for compliance and enforcement into one document and provide clarity on current policies.

Discussion ensued and the following questions, answers, and comments were recorded:

- The document provides instruction from the Local Trust Committee to the Bylaw Enforcement Officer
- Some bylaw contraventions can be addressed without entering the property such as viewing from the road
- Section 5.5 speaks to a bylaw officer entering without notice in relation to a temporary use permit operation and this language has been replicated in the guidelines the Temporary Use Permit is subject to
- A description of what a Bylaw Enforcement Notice (BEN) System is should be added to the list of definitions
- There are reasons in which it might not be reasonable to pursue a file or fines and the specific circumstances would be brought to the Local Trust Committee to determine a course of action
- A Local Trust Committee can opt in to receiving a regular report or request a report on a case-by-case basis

SP-2026-030
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee request staff add a definition for the "BEN System" to section 2.0 of to the South Pender Island Local Trust Committee Bylaw Compliance and Enforcement Policy.

CARRIED

SP-2026-031
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee request staff to replace section 5.2 of the South Pender Island Local Trust Committee Bylaw Compliance & Enforcement Policy with wording taken from a sub-section of Section 5.1 of the adopted Bylaw Compliance and Enforcement Policy 5.5.1 so that it reads:

> "In compliance with Trust Council Bylaw Compliance and Enforcement Policy section 5.5.1, investigations will focus exclusively on the specific alleged bylaw contraventions outlined in the complaint unless observations provide the officer with reasonable grounds to believe that the situation may pose a significant risk to health, safety, or the environment. Officers should answer reasonable questions related to the purpose of the visit and the bylaw complaint investigation process."

CARRIED

SP-2026-032
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee request staff to replace section 5.4 of the South Pender Island Local Trust Committee Bylaw Compliance & Enforcement Policy with wording taken from a sub-section of Section 5.2 of the adopted Bylaw Compliance and Enforcement Policy 5.5.1 so that it reads:

> "Entry without Notice: In exceptional circumstances, where prior notice is not feasible or where immediate entry is required as there are reasonable grounds to believe that the failure to enter may result in immediate threat to health, safety, or the environment, officers may enter property as authorized under the Local Government Act. Officers will document the justification for entry without notice, specifying the urgency and applicable legal authority, and will notify the property owner or occupier as soon as practicable following the visit."

CARRIED

SP-2026-033
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee request staff to amend section 6.3 of the South Pender Island Local Trust Committee Bylaw Compliance & Enforcement Policy by adding the words "identified" and "an immediate" so that it reads:

> "If there are contraventions in identified environmentally sensitive areas, or development permit areas, or if there is an immediate risk to health and safety, there will be a demand for the Respondent to cease the use or activity immediately."

CARRIED

SP-2026-034
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee request staff to amend section 6.6 of the South Pender Island Local Trust Committee Bylaw Compliance & Enforcement Policy by adding the words “immediate”, “risks”,
and "identified" so that it reads:

> "Respondents will be given a Bylaw Warning Notice with a minimum of 45 days to comply before a Bylaw Violation Notice is issued, unless there are immediate health and safety risks, or contraventions in identified environmentally sensitive areas that may require more immediate action."

CARRIED

SP-2026-035
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee request staff to amend section 7.4 of the South Pender Island Local Trust Committee Bylaw Compliance & Enforcement Policy by replacing "unless there are contraventions that exist in environmentally sensitive areas or there are concerns about health and safety." with "except in cases where the contravention poses a significant risk to health, safety, or the environment." as per section 6.1.5 of Trust Council Bylaw Compliance and Enforcement Policy 5.5.1 so that it reads:

> "If a contravention has been identified that is subject to deferred enforcement by the LTC, the file can be closed except in cases where the contravention poses a significant risk to health, safety, or the environment."

CARRIED

SP-2026-036
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee request staff to amend section 7.5 of the South Pender Island Local Trust Committee Bylaw Compliance & Enforcement Policy by replacing "work in an environmentally sensitive area, or there are health and safety concerns" with "in cases where the contravention poses a significant risk to health, safety, or the environment." as per section 6.1.5 of Trust Council Bylaw Compliance and Enforcement Policy 5.5.1 so it reads:

> "If it is determined during an investigation that the complaint was frivolous, repeat, or vexatious in nature, the file can be closed unless there is work in a development permit area, or in cases where the contravention poses a significant risk to health, safety, or the environment."

CARRIED

SP-2026-037
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee request staff to remove section 5.5 of the South Pender Island Local Trust Committee Bylaw Compliance & Enforcement Policy as the wording is in contravention with the Principles of Administrative Fairness as presented in the Ombudsperson report.

CARRIED

SP-2026-038
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee request staff to remove the quoted text from South Pender Island Local Trust Committee Bylaw Compliance & Enforcement Policy under Section 3.0 References, South Pender Island Land Use Bylaw No 114, and reference it only, as language and numbering may change in the future resulting in the need to make updates to this document, so that this section reads:
"Section 2.3 Inspection (1)".

CARRIED

SP-2026-039
It was MOVED and SECONDED,
that the South Pender Island Local Trust Committee request the following policy be added to the proposed South Pender Bylaw Compliance and Enforcement Policy:
10.x The Local Trust Committee will receive regular reporting on open files where investigations have been completed, and the reporting will state whether or not enforcement or legal action of any kind is recommended.

CARRIED

SP-2026-040
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee adopt the proposed Bylaw Compliance and Enforcement Policy as amended.

CARRIED

SP-2026-041
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee Resolution No. 2024-013 be rescinded.

CARRIED

Discussion ensued on amending the Temporary Use Permit template and the following comments were noted:

- Currently a Bylaw Officer may enter the property between the hours of 9:00 a.m. and 5:00 p.m. on any day without prior consultation with the holder of the Permit, or short-term rental vacation renter for the purpose of investigating a complaint
- This policy is not inline with the Ombudsperson report, principles of administrative fairness, and a vacation renter's expectation of privacy

SP-2026-042
It was MOVED and SECONDED,
that South Pender Local Trust Committee request staff to review the South Pender Temporary Use Permit template regarding notice of entry to align with the Principles of Administrative Fairness as presented in the Ombudsperson report dated August 21, 2023.

CARRIED

17.3 Proposed Draft 2027/28 LTC Operating Budgets - Staff Report

The Regional Planning Manager summarized the staff report.

Discussion ensued on the proposed budget amounts presented in the report.

SP-2026-043
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee amend the proposed draft 2027/28 South Pender Local Trust Committee operating budget by increasing Trustee Expenses by $250, revise APC meeting expenses to $1000.

CARRIED

SP-2026-044
It was MOVED and SECONDED,
that South Pender Island Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget as amended.

CARRIED

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for November 27, 2026, Electronic Meeting

19. PUBLIC PARTICIPATION PERIOD

There were no comments from members of the public.

20. CLOSED MEETING – None

21. ADJOURNMENT

By general consent the meeting was adjourned at 2:34 p.m.

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Tobi Elliott, Chair

Certified Correct:

_____

Lisa Millard, Meeting Administrator/Recorder

Print Date: Nov 19, 2026

RWM Resolution Report

South Pender Island LTC

South Pender Island LTC

Meeting Date	Resolution	Action
27-Oct-2026	SP-RWM-2026-007 **To adopt August 28, 2026 Minutes** **That the South Pender Island Local Trust Committee regular business meeting minutes of August 28, 2026 be adopted as presented.** South Pender Island LTC	**Carried**
09-Oct-2026	SP-RWM-2026-006 **To adopt Bylaw No. 131** That South Pender Island Local Trust Committee adopt Bylaw No. 131, cited as "South Pender Island Local Trust Committee Public Notification Bylaw No. 131, 2025". South Pender Island LTC	**Carried**

Islands Trust

Print Date: Nov 19, 2026

Follow Up Action Report

South Pender Island LTC

South Pender Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 28-Aug-2026 **Target:** 09-Oct-2026	FUAL-2026-157 **2026-08-28 – FUAL #21372** 17.3 SP LTC budget - increase Trustee Expenses to $250 and reduce APC Meeting Expenses to $1000. Budget to be submitted as amended.	Mary Storzer	Task Progress **0%** **In Progress**
Meeting: 28-Aug-2026 **Target:** 18-Dec-2026	FUAL-2026-156 **2026-08-28 – FUAL #21371** SP LTC requests staff to review the STVR TUP template in regards to Bylaw Enforcement notice of entry to ensure it complies with the Principles of Administrative Fairness as presented in the Ombudsperson report (bylaw enforcement policy - August 2023).	David Marlor Brad Smith	Task Progress **0%** **In Progress**

South Pender Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 28-Aug-2026 **Target:** 25-Sep-2026	**2026-08-28 – FUAL #21370** 17.2 SP LTC Bylaw Compliance & Enforcement Policy 1. Definition of the 'BEN system' be added 2. Section 5.2 be replaced. 3. Section 5.4 be replaced 4. Add the words 'identified' and 'an immediate' to Section 6.3. 5. Add the words 'immediate', 'risks', and 'identified' to Section 6.6. 6. Amend the wording in Section 7.4. 7. Amend the wording in Section 7.5. 8. Remove Section 5.5. 9. Delete wording to Section 3.0 References after 2.3 Inspection (1). 10. Add a new section 10.3 that 'The LTC will receive regular reporting on open files where investigations have been completed, and the reporting will state whether or not enforcement or legal action of any kind is recommended'. 11. SP LTC adopts Bylaw Compliance & Enforcement Policy as amended. 12. SP LTC rescinds Resolution No. 2024-013. (DONE)	Jas Chonk Warren Dingman	Task Progress **0%** **In Progress**

South Pender Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 28-Aug-2026 **Target:** 25-Sep-2026	**2026-08-28 – FUAL #21368** 17.1 Notification Bylaw No. 131 1. Rescind third reading to Bylaw No. 131 2. Amend the bylaw to replace 'electronically by posting the notice on Islands Trust's social media platform.' with 'monthly print publication.' 3. Bylaw No. 131 given third reading as amended. 4. Bylaw No. 131 forwarded to EC for consideration of approval. (DONE)	Jas Chonk	Task Progress **100%** **Completed**
Meeting: 28-Aug-2026 **Target:** 11-Sep-2026	**2026-08-28 – FUAL #21367** 14.2 SP LTC interests unaffected by Saturna Bylaw No. 146.	Jas Chonk	Task Progress **100%** **Completed**
Meeting: 28-Aug-2026 **Target:** 11-Sep-2026	**2026-08-28 – FUAL #21366** 14.1 SP LTC interests unaffected by NP Bylaw Nos. 240 & 241.	Jas Chonk	Task Progress **100%** **Completed**
Meeting: 28-Aug-2026 **Target:** 18-Sep-2026	**2026-08-28 – FUAL #21369** Staff to send draft minutes of SP LTC meeting on August 28, 2026 by RWM for adoption.	Jas Chonk Emily Bryant	Task Progress **0%** **In Progress**

South Pender Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 13-Feb-2026 **Target:** 30-Oct-2026	**2026-02-13 – FUAL #20886** 14.4 SP-PL-DVP-2024-0254 (Forslund) 1. Application deferred until applicant has provided a professional geotechnical engineering report and approval (if necessary) for a BC Archaeological permit. Geotech report should include remediation/alternatives, and impact if the retaining wall is removed. Staff to follow up with Trustee Faulk on geotech report requirements if needed.	Bruce Belcher	Task Progress **0%** **In Progress**

Islands Trust

MEMORANDUM

File No.: South Pender LTC Work Program

DATE OF MEETING:	November 27, 2026
TO:	South Pender Island Local Trust Committee
FROM:	Brad Smith, Island Planner Southern Team
COPY:	Mary Storzer, Regional Planning Manager (South and Major Projects Team)
SUBJECT:	South Pender Island Local Trust Committee Orientation

PURPOSE

This report provides a summary of the two main types of business of Local Trust Committees (LTCs):

- Its "Work Program" - composed of "active projects" and "future projects" (as currently identified), either of which can be a minor or a major project (Note: while referred to as Work Program, for many LTCs, this may form the least of their work).
- Its "Current Development Applications" underway (Note: these often form the bulk of work done by an LTC over their term).

DISCUSSION

Work Program

There are two components to the Local Trust Committee's initiated Work Program: Active Projects and Future Projects. These active and future projects can be either Major projects or Minor projects and this distinction is important (and will be explained below).

Active Projects

These are the current active planning projects that have been requested by the LTC and have been resourced (or are being requested to be resourced for 2027-28 as part of the Trust Council budget process). At each meeting, you will see that these are tracked in a report included in each agenda package.

Project	Summary	Minor/ Major	Current Status	Comments
STVR Regulation & Policy Review - ON HOLD*	Changes to legislation (bill 35) have affected legal non-conforming vacation rentals. The LTC has deferred enforcement and determined that it wishes to consider policy and regulatory options for vacation rentals.	Minor	Project initiation	Staff do not recommend moving forward with this project and recommend to remove it from the Active Projects List. Current STVR operators have the option to apply for a Temporary Use Permit (TUP) to

	*This project is on hold due to recommendations from the CAO's Operational Review (December 2026). The SP LTC passed the following resolution on May 8, 2026: SP-2026-022 It was MOVED and SECONDED that South Pender Island Local Trust Committee considers that the proposed minor project, in a reduced scope, to amend the Land Use Bylaw to permit those legally operated short-term vacation rentals prior to November 5, 2021 is considered critical and request that, if staff resourcing becomes available, that the project be reconsidered. CARRIED			temporarily legalize the STVR use.

Future Projects

As land use or planning-related issues are identified, an LTC can add potential projects (via resolution) to the 'Future Projects' list. Likewise, the LTC can and should review the Future Projects List and remove any initiatives it considers out-of-date or that are no longer supported. Like Active Projects, these are tracked in a report included in each LTC meeting agenda package. The following table summarizes the items currently identified on the Future Projects List:

Date Added	Project	Summary	Minor/ Major	Comments
April 28, 2015	*Shoreline Review Project*	Review of policies and regulations including setback from the sea, and structures permitted in setback	Minor	Staff recommend the LTC consider placing this project on the Active Project List. During the previous LTC project (Minor LUB Amendments Project), numerous concerns were raised by community members on how to sufficiently protect the shoreline. Staff suggest the LTC consider establishing a Marine and Shoreline Development Permit Area (DPA).
November 1, 2019	*First Nations Language*	Consider OCP amendment to include a more fulsome historical	Minor	A previous LTC initiated a Minor OCP project that included a First Nation introductory/acknowledgement

		accounting of First Nations		statement. Bylaw No. 123 did not receive Ministerial approval as there was a lack of response from First Nations during the referral and consultation. The previous LTC decided to proceed no further with the bylaw and project and place it on the Future Projects List in order to complete early and robust engagement with First Nations.
April 9, 2021	*Groundwater Sustainability Project*	Consider Implementation options of Southern Gulf Islands Groundwater initiative	Minor	Possible project to be placed on the Active Project List for next fiscal. This project could only move forward based on the availability of the Island Trust's Senior Freshwater Specialists availability.
February 4, 2022	*Raptor's Nest Mapping*	To update the mapping of raptor's nest on South Pender Island.	Minor	This project could echo a similar project template that was recently completed by the North Pender LTC. The project could include updating the Raptor Nests Map in the OCP (Schedule G) and creating a new Development Permit Area (DPA) to protect raptor nests.
September 5, 2025	*OCP Review*	To review and update the South Pender Official Community Plan (OCP) and Development Permit Areas (DPAs)	Major	Staff recommend not proceeding with this project as the Regional Planning Team is currently working on other OCPs. In addition, there is not sufficient funding or staff allocation for this major project.
August 28, 2026	Wildfire Resiliency	To review wildfire resiliency through regulations, policy and Development Permit Area.	Minor	Project could include the development of a DPA similar to the Wildfire Interface DPA established at the Regional District of Central Okanagan.

Major and Minor Project Criteria

Understanding what constitute a minor project and a major project is important for an LTC, as approvals for these projects and resourcing for each is distinct.

Major projects are:

- Comprehensive OCP and LUB reviews (done concurrently) that produce:
  - Fully amended OCP and LUB bylaws that include:
    - Required legislative updates
    - Necessary technical amendments including for best practices in planning
    - Content updates based on community interests, needs and input
  - Best practice policy/process/strategies on one or more strategic area of focus, past examples of this type of work (that previously were done as a separate project) are the Housing Strategic Action Plan and the Freshwater Sustainability Strategy.

This work helps to meet the Islands Trusts' Best Management Practices for Delivery of Local Planning Services to Local Trust Committees (Policy 5.9.1) with the goal of having all OCPs across the federation updated by 2036 and ongoing. These comprehensive OCP and LUB updates take approximately 3 years to complete and a budget of approximately $200,000. Resources for major projects are limited and funding must be approved (through business cases which must be applied for/submitted each year) by Trust Council.

Minor projects:

- Cost less than $5,000 (estimated average cost for one newspaper print notification, one public hearing, and one non-complex legal review of a draft bylaw) and are relatively limited in scope, taking under 18 months to complete,
  - e.g., hosting an event, drafting a discussion paper, or drafting minor amendments to a specific section in a land use bylaw or an Official Community Plan. Trust Council has also approved the Housing Options Toolkit (as part of the Housing Strategic Action Plan) which was developed such that LTCs could amend LUBs to address the housing crisis via a minor project - without having to wait for major project funding approval.
- Funds are drawn from a standing budget and approved for issuance by the Director of Planning Services.
- In approving the issuance of funding for this work, the Director evaluates staff availability (typically the 'assigned Island Planner to the LTC'), and whether the project meets the Minor Project Initiation Criteria (see attachment 1). As per Trust Council Policy 5.9.1, an LTC can have only one active minor project at any one time although Salt Spring Island Local Trust Committee can have up to three total active projects.

Current Development Applications

Staff process an average 530 applications and referrals a year Trust-wide. Complex applications are generally managed by the same (senior) planner (usually an Island Planner) who manages minor LTC projects, and overseen by the Regional Planning Manager of that geographic region. Regular applications are handled by a range of junior to senior planners. Last term, planning staff received and completed (note: completed shown only for 2025) South Pender LTC related referrals and applications:

Planning Applications Received per Year - SP-LTC

	2021	2022	2023	2024	2025	Total	AVG
Agricultural Land Reserve	1	2	1	0	0	4	1
Board of Variance	1	0	0	1	0	2	0
Building Permit	6	7	7	11	8	39	8
Crown Lease Referral	0	0	0	1	0	1	0
Development Variance Permit	0	0	3	1	1	5	1
Subdivision	1	0	0	0	0	1	0
Temporary Use Permit	1	1	1	0	2	5	1
Total	10	10	12	14	11	57	11

Summary reports with the current status of all applications are provided in each LTC meeting agenda package (and are generated through our internal CityView applications portal). In addition, as a regular course of business, staff reports on the specific development applications will be provided in agendas when an LTC decision or direction is required. These staff reports provide the details needed for decision making on the file, including links to any previous materials that are relevant for the decision (as some of the files have a long history). For your convenience, below, however, are a list of prominent or complex applications the LTC may wish to review in more depth or discuss with your island's assigned planner prior to these applications coming before the LTC:

1. PL-DVP-2024-0254 – Application to vary the setback from the sea for a retaining wall. Application will be brought back to the LTC for consideration following the receipt of an Archaeological Permit/Assessment from the applicant.

Standing Policies and Resolutions

The LTC has, over the years, adopted a number of policies in the form of standing resolutions. These resolutions direct how staff act in certain instances, and can provide guidance to the LTC itself. A report of standing resolutions is included in each Agenda and the LTC should review these policies early in the term and considering rescinding outdated policies.

Other Items

There may be regional committees that may be available for you to join. Your LTC will be informed by staff of opportunities (if forthcoming), and these are the ones that are known currently for your LTC:

- Southern Gulf Island Forum (however, please note, the Financial Planning Committee has recommended that it not be funded in fiscal 2027-28 and Islands Trust is the only source of funding).

NEXT STEPS

The Local Trust Committee should review its 'Work Program' and prepare to ask for more information and/or provide direction for any changes to the Active and Future Projects at the next meeting.

Staff will present staff reports and/or memorandums to future local trust committee meetings as updates become available, milestones are achieved, or decisions are required.

Submitted By:	Brad Smith, Island Planner	November 16, 2026
Concurrence:	Mary Storzer, Regional Planning Manager (South and Major Projects Team)	November 18, 2026

ATTACHMENTS

1. Minor Project Initiation Criteria

Attachment 1: Minor Project Initiation Criteria

The Director should assess proposed new Minor Projects, and on-going Minor Projects that are extending into a new fiscal year, based on the following criteria:

4.1 The project should not be contrary to any Trust Council policy or resolution;

4.2 The project would be expected to result in minor amendments to an OCP, LUB, or administrative Bylaws, but usually contained to one bylaw;

4.3 There are adequate staff resources available to support the project;

4.4 The project should reasonably be expected to be substantially completed within one fiscal year (or 12 months) but up to 18 months;

4.5 Costs should not be expected to exceed the maximum amount identified in policy, i.e. less than $5,000;

4.6 Community engagement should not be proposed or anticipated to exceed that typical for a minor project (e.g. only one of the following: notification, Community Information Meeting, Public Hearing);

4.7 Work on an on-going Minor Project in the same local trust area has been completed, i.e. only one minor project should be underway in each local trust area at one time;

4.8 The project should address issues within the jurisdiction of the LTC and should not be intended to solely result in advocacy actions or policies (those are activities of Trust Area Services);

4.9 Amendments to administrative bylaws should be initiated or supported by Legislative and Information Services, be Trust-wide, and should not be considered for a local trust committee Minor Project unless drafting administrative bylaws implementing recent major OCP or LUB updates (e.g. DAI bylaw, Fees Bylaw);

4.10 Minor projects should not be relationship building initiatives, communications or educational initiatives, applications for a grant, or mapping products not related to bylaw amendments.

4.11 The project should not be substantively similar to a project already undertaken by the LTC in the current or previous term;

4.12 The project should not be a bylaw enforcement policy or initiative, these should be supported by Bylaw Compliance and Enforcement;

4.13 The project should not be an amendment for an individual property, these should be considered by application, including by sponsorship where appropriate;

4.14 The project should address one or more of the following, but only in so far as it is using existing data, methodologies and guidelines (if new ones are being created – this would belong within a major project):

4.14.1 A strategic plan priority (e.g. ecosystem protection, housing, reconciliation);

4.14.2 A broad land use issue that is not included, or not adequately addressed, in current bylaws (e.g. vacation rentals, a new provincial statutory requirement, implementation of Policy Statement directives);

4.14.3 Implementation of OCP policies through land use bylaw amendments, particularly for a recently completed Major Project;

4.14.4 A technical review or update that would address errors or omissions in the bylaw or changes to land tenure (e.g. new parkland);

4.14.5 A review of policies and regulations for a specific area (e.g. a village plan);

4.14.6 A review of policies and regulations for a specific land use (e.g. agriculture, home occupations);

4.14.7 A review of an out-of-date associated islands bylaw;

4.14.8 Implementation of model policies, toolkits, or regulations (e.g. new DPA, new subdivision regulations, TUP guidelines, DAI bylaw), (however, the models themselves would have been developed under the major project work).

4.15 The Director may consider not approving additional funding and resource allocation for on-going minor projects in the following circumstances:

4.15.1 Little substantive progress has been made and the project has substantively exceeded the timeline;

4.15.2 The scope of the project has expanded or altered substantially;

4.15.3 No significant or meaningful bylaw amendments are being considered;

4.16 Where the scope or timeline of an on-going Minor Project has exceeded that originally approved, the Director may recommend that a local trust committee submit a business case for a Major Project to complete the work.

South Pender Local Trust Committee
Open Applications
Report

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240254	Daniel Forslund	10/3/2024	9907 KLOSHE RD, PENDER ISLAN	Application for a variance for the siting of a retaining wall in the setback from the sea.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	In Abeyance	Record LTC Decision/Update FUAL

Islands Trust

Print Date: Nov 19, 2026

Standing Resolutions Report

South Pender Island LTC

South Pender Island LTC

Meeting Date	Resolution	Action
13-Sep-2024	SP-RES-2024-013 **2024-09-13 – RES – 13** **Item Description:** STVR Enforcement that the South Pender Island Local Trust Committee directs Bylaw Enforcement staff to defer enforcement for those short-term vacation rentals validly operating as of April 30, 2024 and that enforcement on any short term vacation rentals be by written complaint only. South Pender Island LTC	**Carried/Standing**
05-Nov-2021	SP-RES-2021-062 **15.2 APC Appointments** That the South Pender Island Local Trust Committee request that prior to expiration of Advisory Planning Commission members terms of office, staff write to commissioners asking if they wish to be reappointed and also advertise for expressions of interest for new commissioners South Pender Island LTC	**Carried/Standing**

South Pender Island LTC

Item 15.3

Meeting Date	Resolution	Action
06-Sep-2019	SP-RES-2019-015 **15.3 Standing Resolution - Reconciliation Report** that the South Pender Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area. South Pender Island LTC	**Carried/Standing**
06-Sep-2019	SP-RES-2019-014 **15.2 Model Cell Tower Strategy - Staff Briefing** that the South Pender Island Local Trust Committee endorse the Model Cell Tower Strategy. South Pender Island LTC	**Carried/Standing**

South Pender Island LTC

Item 15.3

Meeting Date	Resolution	Action
01-Feb-2019	SP-RES-2019-001 **13.2 Cannabis Retail Application License Application Fees - Staff Report** - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - The proposed license should also be referred to First Nations for comment. - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: o Name of the applicant and a description of the proposal in general terms o The location of the proposed establishment and the subject site o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application o How public comments may be submitted to the local trust committee. South Pender Island LTC	**Carried/Standing**
28-Apr-2015	SP-RES-2015-015 **Printed Agenda Packages** 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. South Pender Island LTC	**Carried/Standing**
05-Oct-2010	SP-RES-2010-000 **2010-10-05 – RES – #18110** Send FUAL to trustees once drafted following the meeting. South Pender Island LTC	**Carried/Standing**
23-May-2006	SP-RES-2006-012 **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. South Pender Island LTC	**Carried/Standing**

Islands Trust

LTC EXP SUMMARY REPORT F2027

Invoices posted to Month ending September 2026

Item 15.4

665 South Pender	Invoices posted to Month ending September 2026	Budget	Spent	Balance
LTC Local				
65050-665	LTC "Executive Expense on LTC's"	348.00	292.71	55.29
65200-665	LTC - Local Exp - LTC Meeting Expenses	1,020.00	222.05	797.95
65210-665	LTC - Local Exp - APC Meeting Expenses	1,920.00	0.00	1,920.00
TOTAL LTC Local Expense		3,288.00	514.76	2,773.24
Projects				
TOTAL Project Expenses		0.00	0.00	0.00

Islands Trust

Print Date: Nov 19, 2026

Active Projects Work Program Report

South Pender Island LTC

02-May-2025

South Pender Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 02-May-2025 **Target:** 01-Oct-2026	**2025-05-02 – Active Project #518** **Description:** STVR Regulation & Policy Review - ON HOLD* Changes to legislation (bill 35) have affected legal non-conforming vacation rentals. The LTC has deferred enforcement and determined that it wishes to consider policy and regulatory options for vacation rentals. *This project is on hold due to recommendations from the CAO's Operational Review (December 2026).	Kim Stockdill	**0%** **In Progress**

Print Date: Nov 19, 2026

Future Projects Work Program Report

South Pender Island LTC

South Pender Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 28-Aug-2026 **Target:** -	**2026-08-28 – Future Project #685** **Description:** Wild-fire Resiliency To review wildfire resiliency through regulations, policy and Development Permit Area.	Unassigned	**0%** **In Progress**
Meeting: 05-Sep-2025 **Target:** -	**2025-09-05 – Future Project #675** **Description:** OCP Review OCP review including: -Review of existing and potential development permit areas -topics on the future projects list	Unassigned	**0%** **In Progress**
Meeting: 05-May-2023 **Target:** -	**2023-05-05 – Future Project #611** **Description:** Shoreline Review Project Review of policies and regulations including setback from the sea, structures permitted in setback, sea level rise and shoreline erosion	Unassigned	**0%** **In Progress**

South Pender Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 04-Feb-2022 **Target:** -	**2022-02-04 – Future Project #569** **Description:** Raptor's Nest Mapping To update the mapping of raptor's nest on South Pender Island.	Unassigned	**0%** **In Progress**
Meeting: 09-Apr-2021 **Target:** -	**2021-04-09 – Future Project #548** **Description:** Groundwater Sustainability Project Consider Implementation options of Southern Gulf Islands Groundwater initiative	Unassigned	**0%** **In Progress**
Meeting: 01-Nov-2019 **Target:** -	**2019-11-01 – Future Project #492** **Description:** First Nations Language Consider OCP amendment to include a more fulsome historical accounting of First Nations	Unassigned	**0%** **In Progress**