



South Pender Island Local Trust Committee Regular Meeting Agenda

Date: September 19, 2017
Time: 10:00 am
Location: South Pender Fire Hall
8961 Gowlan 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 - 10:25 AM	
6.1	Local Trust Committee Minutes Dated May 6 & 30, 2017 (Adopted - for information)		3 - 11
6.2	Section 26 Resolutions-without-meeting Dated September 2017		12 - 12
6.3	Advisory Planning Commission Minutes		
	none		
7.	BUSINESS ARISING FROM THE MINUTES	10:25 AM - 10:30 AM	
7.1	Follow-up Action List Dated September 2017		13 - 13
8.	DELEGATIONS		
	none		
9.	CORRESPONDENCE		
	<i>Correspondence received concerning current applications or projects is posted on the LTC webpage</i>		
	none		

10.	APPLICATIONS AND REFERRALS	10:30 AM - 11:30 AM	
10.1	CRD - Gulf Islands Regional Trails Plan (attached)		14 - 47
10.2	Saturna Island Local Trust Committee Bylaws 117 & 118 Referral (attached) (for response)		48 - 50
10.3	SP-DP-2017.1 (Poets Cove Resort) - Staff Report		51 - 78
11.	LOCAL TRUST COMMITTEE PROJECTS	11:30 AM - 12:00 PM	
11.1	Top Priority Project Options - Staff Report		79 - 82
12.	REPORTS	12:00 PM - 12:15 PM	
12.1	Work Program Reports (attached)		
12.1.1	<u>Top Priorities Report Dated September 2017</u>		83 - 83
12.1.2	<u>Projects List Report Dated September 2017</u>		84 - 84
12.2	Applications Report Dated September 2017 (attached)		85 - 85
12.3	Trustee and Local Expense Report Dated July 2017 (attached)		86 - 86
12.4	Adopted Policies and Standing Resolutions (attached)		87 - 87
12.5	Local Trust Committee Webpage		
12.6	Chair's Report		
12.7	Trustee Report		
12.8	Trust Fund Board Report		
	none		
13.	NEW BUSINESS	12:15 PM - 12:30 PM	
13.1	Southern Gulf Islands Freighter Anchorages Update		
14.	UPCOMING MEETINGS		
14.1	Next Regular Meeting Scheduled for November 14, 2017, at the South Pender Fire Hall, Pender Island		
15.	TOWN HALL	12:30 PM - 12:45 PM	
16.	CLOSED MEETING		
	none		
17.	ADJOURNMENT	12:45 PM - 12:45 PM	



ADOPTED

South Pender Island Local Trust Committee Minutes of Special Meeting

Date: May 6, 2017
Location: Poet's Cove Resort
9801 Spalding Road, Pender Island, BC

Members Present Peter Luckham, Chair
Wendy Scholefield, Local Trustee
Bruce McConchie, Local Trustee

Staff Present Robert Kojima, Regional Planning Manager
Robyn Ludwig, Recorder

Others Present Approximately 35 members of the public

1. CALL TO ORDER

Chair Luckham called the meeting to order at 12:01 p.m. He acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations. Chair Luckham introduced the Local Trust Committee (LTC) and staff, and explained the community information and public hearing processes.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. BUSINESS ITEMS

3.1 Community Information Meeting

3.1.1 South Pender Island Local Trust Committee Bylaws No. 113 (OCP Amendments) & 114 (LUB)

Regional Planning Manager (RPM) Kojima summarized the process of reviewing the Land Use Bylaw (LUB) and the key points of the bylaw, and summarized the proposed Official Community Plan (OCP) amendments.

Members of the public **Peter Clarke, Charlotte Edwards, John Roberts, Cameron Thorn, Donna Spalding, Jane Perch, Alma Lightbody, Jon Spalding, Shelley Henshaw** and **Gordie Duncan** inquired about:

- consistency of LUB amendments with other islands in the Trust area;
- whether the definition of “storey” and “floor” includes non-habitable spaces;
- dwelling size restrictions vs. floor area ratio / lot coverage restrictions;
- clarity for the definition of “density” (square footage vs. number of units);
- how the 4000 gallon guideline for cisterns was determined;

- definitions of “rainwater system” and “single-family dwelling”;
- development variance process for additions (i.e., garages);
- floor area vs. lot coverage (i.e., footprint on the land);
- need for surveys to ensure compliance;
- the rationale for changing existing regulations;
- possibility of litigation or court challenges;
- provisions to mitigate impacts on neighbours (i.e., setbacks); and
- community information meeting processes.

3.2 Public Hearing

3.2.1 Recess for Public Hearing

The Public Hearing was called to order at 1:22 p.m. See separate Public Hearing (PH) record dated May 6, 2017.

3.2.1.1 South Pender Island Local Trust Committee Bylaws No. 113 (OCP Amendments) & 114 (LUB)

3.2.2 Recall to Order

Chair Luckham recalled the Special Meeting to order at 2:19 p.m.

4. ADJOURNMENT

By general consent the meeting was adjourned at 2:20 p.m.

Peter Luckham, Chair

Certified Correct:

Robyn Ludwig, Recorder



ADOPTED

South Pender Island Local Trust Committee Minutes of Regular Meeting

Date: May 30, 2017
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
Robyn Ludwig, Recorder

Others Present Nine (9) members of the public

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:37 a.m. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

The following members of the public spoke: **Donna Spalding, Jane Perch**. Questions and comments included:

- how to amend public hearing minutes to clarify public statements of opposition
- whether public hearing correspondence should be posted online

4. COMMUNITY INFORMATION MEETING

None

5. PUBLIC HEARING

None

6. MINUTES

6.1 Adopted Local Trust Committee Minutes Dated April 11, 2017

Received for information.

6.1.1 Draft Local Trust Committee Minutes Dated May 6, 2017 (for Adoption)

The following amendments to the minutes were presented for consideration:

- Page 1, item 3.1.1 – name corrections to replace
 - “Peter Clark” with “Peter Clarke”;
 - “Cameron Thorne” with “Cameron Thorn”; and
 - “John Spalding” with “Jon Spalding”

By general consent the minutes were adopted as amended.

6.1.2 Draft Local Trust Committee Public Hearing Record Dated May 6, 2017 (For Receipt)

The following amendments to the minutes were presented for consideration:

- Page 1, item 3.2.1.1 – name corrections to replace
 - “John Spalding” with “Jon Spalding”;
 - “Cameron Thorne” with “Cameron Thorn”;
- Page 2, item 3.2.1.1 – replace “Paul Weir” with “Paul Weyer”;
- Page 2, item 3.2.1.1, paragraph 4 – replace “multi-story” with “multi-storey”;
- Page 2, item 3.2.1.1, paragraph 7, sentence 2 – separate into another paragraph;
- Page 2, item 3.2.1.1, paragraph 8 – insert after end of sentence in paragraph 6;
- Page 2, item 3.2.1.1, paragraph 9, sentence 2 – separate into another paragraph;
- Page 2, item 3.2.1.1, paragraph 12, sentence 2 – insert after end of sentence of new paragraph of Donna Spalding (now paragraph 8);

- Page 2, item 3.2.1.1, paragraph 13, sentence 2 – insert after last sentence in paragraph 6;

6.2 Section 26 Resolutions-without-meeting Dated May 2017

Received for information.

6.3 Advisory Planning Commission Minutes

None

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated May 2017

Received for information.

8. DELEGATIONS

None

9. CORRESPONDENCE

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

None

10. APPLICATIONS AND REFERRALS

10.1 North Pender Island Local Trust Committee Bylaw No. 213 Referral

SP-2017-17

It was MOVED and SECONDED,
that the interests of the SP LTC regarding Bylaw No. 213 are unaffected.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Land Use Bylaw Review - Staff Report

Regional Planning Manager (RPM) Kojima summarized the staff report on Bylaws No. 113 and 114. The Trustees asked for clarification on maximum square footage exemptions for accessory buildings.

SP-2017-18

It was MOVED and SECONDED,

that the South Pender Island Local Trust Committee Bylaw No. 114, cited as "South Pender Island Land Use Bylaw No. 144, 2016", be amended as follows:

- a. Subsection 2.2(4) (Conformity) is amended by replacing "911" with "528"
- b. Subsection 3.12(2) (Lots Divided by a Zone Boundary) is amended by replacing "floor area ratio" with "maximum floor area"
- c. Subsection 5.1(5) (Rural Residential zone) is amended by inserting imperial equivalent measurements in parentheses
- d. Subsection 5.1(7) is amended by deleting the subsection in its entirety and re-numbering the subsequent subsections accordingly
- e. Section 8.5 (Section 946 Subdivisions) is amended by replacing both instances of "946" with "514"
- f. Section 8.6 (Lot Frontage and Lot Configuration) is amended by replacing both instances of "944" with "512"

CARRIED

SP-2017-19

It was MOVED and SECONDED,

that the SP LTC Bylaw No. 114, cited as "South Pender Island Land Use Bylaw No. 114, 2016", be amended as follows: Section 3.14 - Groundwater Protection be amended to remove the words "single family".

CARRIED

SP-2017-20

It was MOVED and SECONDED,

that the SP LTC Bylaw No. 114, cited as "South Pender Island Land Use Bylaw No. 114, 2016," be amended as follows: that subsection 5.1.5 (rural residential zone) be amended to replace 558m² with 560m² in the table.

CARRIED

SP-2017-21

It was MOVED and SECONDED,

that the draft South Pender Island Official Community Plan (OCP) Bylaw No. 113, cited as "South Pender Island Official Community Plan, 107, 2011", be amended as follows: that Schedule 1(3)(iv) include a bullet point "incorporating current best practices for dock construction".

CARRIED

SP-2017-22

It was MOVED and SECONDED,

that the SP LTC Bylaw No. 114, cited as "South Pender Island Land Use Bylaw No. 114, 2016", be amended as follows: Section 3.14 - Groundwater protection be amended to remove the words "with a minimum cistern capacity of 18,000 litres (3960 gallons)".

DEFEATED

SP-2017-23

It was MOVED and SECONDED,

that the SP LTC Bylaw No. 114, cited as "South Pender Island Land Use Bylaw No. 114, 2016", be amended as follows: Section 3.14 - Groundwater protection be amended to change the minimum cistern capacity of 18,000 litres to 9,000 litres.

CARRIED

SP-2017-24

It was MOVED and SECONDED,

that the South Pender Island Local Trust Committee proposed Bylaw No. 114, cited as "South Pender Island Land Use Bylaw No 114, 2016", be read a Third Time as amended.

CARRIED

SP-2017-25

It was MOVED and SECONDED,

that the South Pender Island Local Trust Committee proposed Bylaw No. 113, cited as "South Pender Island Official Community Plan, 107, 2011", be read a Third Time as amended.

CARRIED

SP-2017-26

It was MOVED and SECONDED,

that the South Pender Island Local Trust Committee proposed Bylaws No. 113 and No. 114 be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

SP-2017-27

It was MOVED and SECONDED,

that the South Pender Island Local Trust Committee proposed Bylaw No. 113 be forwarded to the Minister of Community, Sport and Cultural Development for approval.

CARRIED

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated May 2017

SP-2017-28

It was MOVED and SECONDED,

that the Trustees direct staff to review the projects list and provide recommendations to the SP LTC regarding future top priorities.

CARRIED

12.1.2 Projects List Report Dated May 2017

Received for information.

12.2 Applications Report Dated May 2017 (attached)

Received for information.

12.3 Trustee and Local Expense Report Dated March 2017 (attached)

Received for information.

12.4 Adopted Policies and Standing Resolutions (attached)

Received for information.

12.5 Local Trust Committee Webpage

Amended versions of Bylaws No. 113 and No. 114 will be available online.

12.6 Chair's Report

Chair Luckham is preparing for the upcoming Trust Council meeting. He and Trustee McConchie recently attended a roundtable meeting at the Chamber of Shipping regarding a long-term management plan for freighter anchorages.

12.7 Trustee Report

Trustee McConchie participated in the Pender Islands Conservancy Association (PICA) Annual Beach Cleanup Day held April 22.

Trustee Scholefield attended the Pender Island - Parks Canada Liaison Committee meeting where a number of local issues were discussed. She took the opportunity to talk to the Parks Canada Superintendent about the problems with Greenburn Lake dam flooding; the Superintendent is following up on the issue.

12.8 Trust Fund Board Report Dated April 2017

Received for information.

13. NEW BUSINESS

13.1 2016-2017 Annual Report - Approval of South Pender Island Local Trust Committee Section - RFD (attached)

SP-2017-29

It was MOVED and SECONDED,

that the South Pender Island Local Trust Committee approve the following amended text, for inclusion in the 2016-2017 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Community, Sport and Cultural Development:

“The South Pender Island Local Trust Committee held five (5) regular business meetings in the 2016-2017 fiscal year, as well as one (1) community information meeting and one (1) special meeting. Work for this period focused on advancing the Local Trust Committee (LTC) priority to undertake a comprehensive review and update of the Land Use Bylaw. Another initiative of the South Pender Island Local Trust Committee for this period was to initiate a process of First Nations relationship building.”

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for September 19, 2017, at 10:00 a.m, at the South Pender Fire Hall, Pender Island

15. TOWN HALL

The following members of the public spoke: **Donna Spalding, Paul Weyer**. Questions and comments included:

- possible support for groundwater for the Church of the Good Shepherd site;
- concerns about buoys from commercial crab traps and light from freighters; and
- request for a link from the groundwater workshop page to the Islands Trust water resource information for Islanders webpage.

16. CLOSED MEETING

None

17. ADJOURNMENT

By general consent the meeting was adjourned at 12:18 p.m.

Peter Luckham, Chair

Certified Correct:

Robyn Ludwig, Recorder

Resolutions Without Meeting

South Pender Island

Resolution #	Action	Resolution Description	Resolution Date
2017-02	In Favour	THAT_South Pender Island Local Trust Committee Special meeting minutes of April 1, 2017, be Adopted as amended.	12-Jul-2017
2017-03	In Favour	THAT_South Pender Island Local Trust Committee meeting minutes of May 30, 2017, be Adopted as amended.	14-Jul-2017

Follow Up Action Report

South Pender Island

30-May-2017

Activity	Responsibility	Target Date	Status
6.1.1 Minutes of May 6, 2017 - adopted as amended	Sharon Lloyd-deRosario Lori Foster	13-Jun-2017	Done
6.1.2 Public hearing record: 1.correct spelling of names, add that Donna Spalding was opposed to bylaws - DONE 2.finalize hearing record	Sharon Lloyd-deRosario Robert Kojima Regina Robinson	06-Jun-2017	Done
10.1 - NPILTC Bylaw No. 213 - interests unaffected	Sharon Lloyd-deRosario	09-Jun-2017	Done
11.1 LUB Review: 1.Bylaw 114 given third reading as amended - DONE 2.Bylaw 113 given third reading as amended - DONE 3.Bylaws 113 and 114 forwarded to executive committee - DONE 4.Bylaw 113 forwarded to Minister - DONE	Sharon Lloyd-deRosario Robert Kojima	09-Jun-2017	Done
12.1.1 - Staff to report back on scope of work of project list items for potential new Top Priority	Robert Kojima	31-Aug-2017	Done
Webpage - post water workshop information and link to water resources under latest news, and information on reviewing public hearing binder	Robert Kojima	02-Jun-2017	Done
13.1 - Annual Report adopted as amended	Robert Kojima	31-May-2017	Done



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Regional Parks

490 Atkins Avenue

Victoria, BC, Canada V9B 2Z8

T: 250.478.3344

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www.crd.bc.ca/parks

July 24, 2017

File: 6130.30
Gulf Islands

South Pender Island Local Trust Committee

Via email to Regional Planning Manager Robert Kojima (rkojima@islandstrust.bc.ca)

Dear South Pender Island Local Trust Committee:

**RE: CAPITAL REGIONAL DISTRICT – GULF ISLANDS REGIONAL TRAILS PLAN
REQUEST FOR SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE COMMENTS
ON DRAFT PLAN**

Over the past six months, the Capital Regional District (CRD), Regional Parks Division, has been undertaking a planning process to develop a Gulf Islands Regional Trails Plan. Regional trails provide opportunities for recreation and active (non-motorized) transportation and link communities and key regional destinations. The draft Gulf Islands Regional Trails Plan identifies a conceptual route for a regional trail on each of Galiano, Mayne, North and South Pender, Salt Spring, and Saturna Islands, as well as provides policies to guide implementation and trail development over the long term.

The Capital Regional District Board recently released the draft Gulf Islands Regional Trails Plan for public review and comments will be received until **September 30, 2017**. Given that the Islands Trust has land use jurisdiction on the Gulf Island and the draft Gulf Islands Regional Trails Plan proposes the development of approximately 50 km of new regional trails on several of the southern Gulf Islands, I am seeking comments from each applicable Local Trust Committee on the draft plan. Comments are also being sought from other federal and provincial agencies, First Nations, key CRD commissions and the public. All comments received by September 30 will be considered and will help us finalize the plan for approval by the CRD Board.

I have attached a copy of the draft plan and comment form for the Local Trust Committee's use. Feel free to provide additional comments on a separate sheet if needed. Please send comments to the attention of Carolyn Stewart, Park/Trail Planner by mail (490 Atkins Ave., Victoria BC V9B 2Z8), email (crdparks@crd.bc.ca) or fax (250.478.5416) by September 30.

Sincerely,

Mike Walton, PhD
Senior Manager, Regional Parks

Attachments: (2) Draft Gulf Islands Regional Trails Plan and Comment Form

cc: info@islandstrust.bc.ca
Brett Hudson (bhudson@crd.bc.ca)

Draft Gulf Islands Regional Trails Plan

COMMENT FORM



Capital Regional District | Parks & Environmental Services

The Capital Regional District (CRD) is developing a regional trails plan for Galiano, Mayne, North and South Pender, Salt Spring and Saturna Islands. The plan identifies a conceptual regional trail route on each island and outlines how each regional trail will be developed over the long term. The purpose of this comment form is to seek your input on the draft Gulf Islands Regional Trails Plan. Your responses will remain anonymous and will only be used by CRD Regional Parks for planning purposes involving the Gulf Islands Regional Trails Plan.

The comment form should take about 15 minutes to complete. You can fill out this form online at www.crd.bc.ca/project/gulf-islands-regional-trails-plan, if preferred.

Comment forms will be received until 4:30pm on September 30, 2017.

Mail to 490 Atkins Ave., Victoria V9B 2Z8 | Email crdparks@crd.bc.ca | Fax 250.478.5416

Strategic Direction – Policies

Twenty policies are proposed to provide direction and guide implementation of the plan on pages 12-14.

1. Overall, do you support or oppose the proposed policies?

☐ Strongly support

☐ Oppose

☐ Support

☐ Strongly oppose

☐ Neutral

☐ No opinion

2. Are there specific policies you oppose or strongly oppose? If so, please note the policy number(s) below and provide a brief explanation for your opposition.

3. Are there additional policies needed? If so, please list them below.

Regional Trail Routes

The proposed regional trail routes, when completed, will provide approximately 50 km of new regional trails for pedestrian and cycling use. The proposed routes are illustrated on the map on page 17 and summarized below.

- The proposed regional trail on Galiano Island will link the Sturdies Bay ferry area to Matthews Point Regional Park and Montague Harbour Marine Provincial Park.
- The proposed regional trail route on Mayne Island will link the Village Bay ferry area to Miners Bay village and dock, and to Mt Parke Regional Park.
- The proposed route on North and South Pender Islands will link the Otter Bay ferry area to the Driftwood Centre commercial area and to Prior Centennial Campground and Mt Norman/Beaumont in Gulf Islands National Park Reserve.
- The proposed route on Salt Spring Island will link the Vesuvius ferry area, Ganges, Burgoyne Bay Provincial Park, and the Fulford ferry area.
- The proposed route on Saturna Island will link the Lyall Harbour ferry area to the community hub at Harris Road and to the Narvaez Bay area in Gulf Islands National Park Reserve.

4. Overall, do you support or oppose the proposed regional trail routes?

☐ Strongly support

☐ Oppose

☐ Support

☐ Strongly oppose

☐ Neutral

☐ No opinion

5. Do you support the following individual regional trail routes?

Galiano (page 18)

☐ Yes

☐ No

☐ No opinion

Mayne (page 19)

☐ Yes

☐ No

☐ No opinion

North and South Pender (page 20)

☐ Yes

☐ No

☐ No opinion

Salt Spring (page 21)

☐ Yes

☐ No

☐ No opinion

Saturna (page 22)

☐ Yes

☐ No

☐ No opinion

6. If there are specific routes you do NOT support (in Question 5 above), please note the island and provide a brief explanation for your opposition.

Implementation

The Plan identifies priorities for implementation. Given that 50 km of new regional trail is proposed over multiple islands and trail development will have significant costs, a phased approach is recommended. The approach includes developing an initial section on each island, as noted below. Once initial sections are completed, priorities for the next round of development will be set.

Note: The CRD identified the Mayne Island Regional Trail demonstration project as a priority in 2015 and trail design is in progress. The other four initial trail segments have been prioritized by potential levels of use based on island populations and BC Ferries' bicycle and walk-on passenger statistics. Once these initial sections are completed, further trail development priorities will be set.

Mayne Island - 2.3 km regional trail demonstration project between Village Bay and Miners Bay

Salt Spring Island – 5 km regional trail route between Vesuvius area and Ganges

North Pender Island – 5 km regional trail route between Otter Bay area and Driftwood Centre

Galiano Island – 5 km regional trail route between Sturdies Bay area to Matthews Point Regional Park

Saturna Island – 2 km regional trail route between Lyall Harbour area and Harris Road

Note: kilometres above are approximate only.

7. Overall, do you support or oppose the proposed phased approach to regional trail development?

☐ Strongly support

☐ Support

☐ Neutral

☐ Oppose

☐ Strongly oppose

☐ No opinion

8. If you oppose the proposed phased approach, please provide a brief explanation for your opposition.

9. Do you have any other comments related to the Draft Gulf Islands Regional Trails Plan?

Thank you for your participation. We value your input.

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes directly associated with this survey. Inquiries about the collection or use of information in this form can be directed to Karen Ward, Administrative Officer, Capital Regional District 250.360.3339.

Regional Trails Plan for the Gulf Islands

Capital Regional District | DRAFT May 30, 2017



Capital Regional District Regional Parks
490 Atkins Avenue, Victoria BC V9B 2Z8
T: 250.478.3344 www.crd.bc.ca/parks

CRD
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Acknowledgements

CRD Regional Parks would like to acknowledge and thank everyone that participated in the planning process for their contributions.

Project Team

Brett Hudson, Manager, Planning, Resource Management & Development, Regional Parks
Carolyn Stewart, Planner, Regional Parks
Emma Taylor, Planner, Regional Parks/Juan de Fuca Electoral Area
Todd Shannon, Operations Supervisor, Regional Trails and Southern Gulf Islands, Regional Parks
June Klassen, Manager, Service Delivery, Southern Gulf Islands Electoral Area
John Hicks, Senior Transportation Planner, Regional & Strategic Planning
Dan Ovington, Manager, Salt Spring Island Parks & Recreation
Sarah Forbes, GIS Technologist, Regional Parks
Laurie Sthamann, Communication, Regional Parks

First Nations

Lands Sub-committee, Tsawout First Nation
Chief Tanya Jimmy, Tseycum First Nation

Government Liaison

Robert Kojima, Islands Trust
Stephan Cermak, Islands Trust
Susan Randall, Ministry of Transportation & Infrastructure
Grace Sherratt, Ministry of Transportation & Infrastructure
David Koch, Ministry of Transportation & Infrastructure
Joe Benning, BC Parks
Francine Burnett, Parks Canada

Cover Photo: View from Matthews Point Regional Park Reserve, Galiano Island

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Salt Spring Island roadway (Pedestrian and Cycling Master Plan: Salt Spring Island Edition)

1 Executive Summary

The Capital Regional District (CRD) has prepared a Regional Trails Plan for the Gulf Islands (the Plan). The Plan identifies a conceptual route for a regional trail on each of Galiano, Mayne, North and South Pender, Salt Spring, and Saturna Islands (Map 3, page 17). Each of the proposed trail routes will connect a main transportation hub, such as a ferry terminal, with key destinations on island, for example a commercial hub or a regional, provincial or national park. The Plan also provides guidance on how to prioritize the development of these regional trails and how the CRD will work together with others to implement the plan. Policies in the approved Regional Trails Management Plan (2016) also apply and will guide implementation of regional trail development and management in the Gulf Islands.

Implementation of the Plan will create approximately 50 km of regional trail, benefiting the region by providing opportunities for non-motorized recreation and active transportation, and by facilitating eco-tourism. Completion of the trails will be a long term initiative. The regional trails will provide an arterial route on each island to which other local trails can connect, creating a wider network. Largely, they will provide separated, off-street routes that will accommodate pedestrians and cyclists. Where possible, the trail route will be within the Ministry of Transportation and Infrastructure road right-of-way; however, in some locations segments of trails may be on roads.

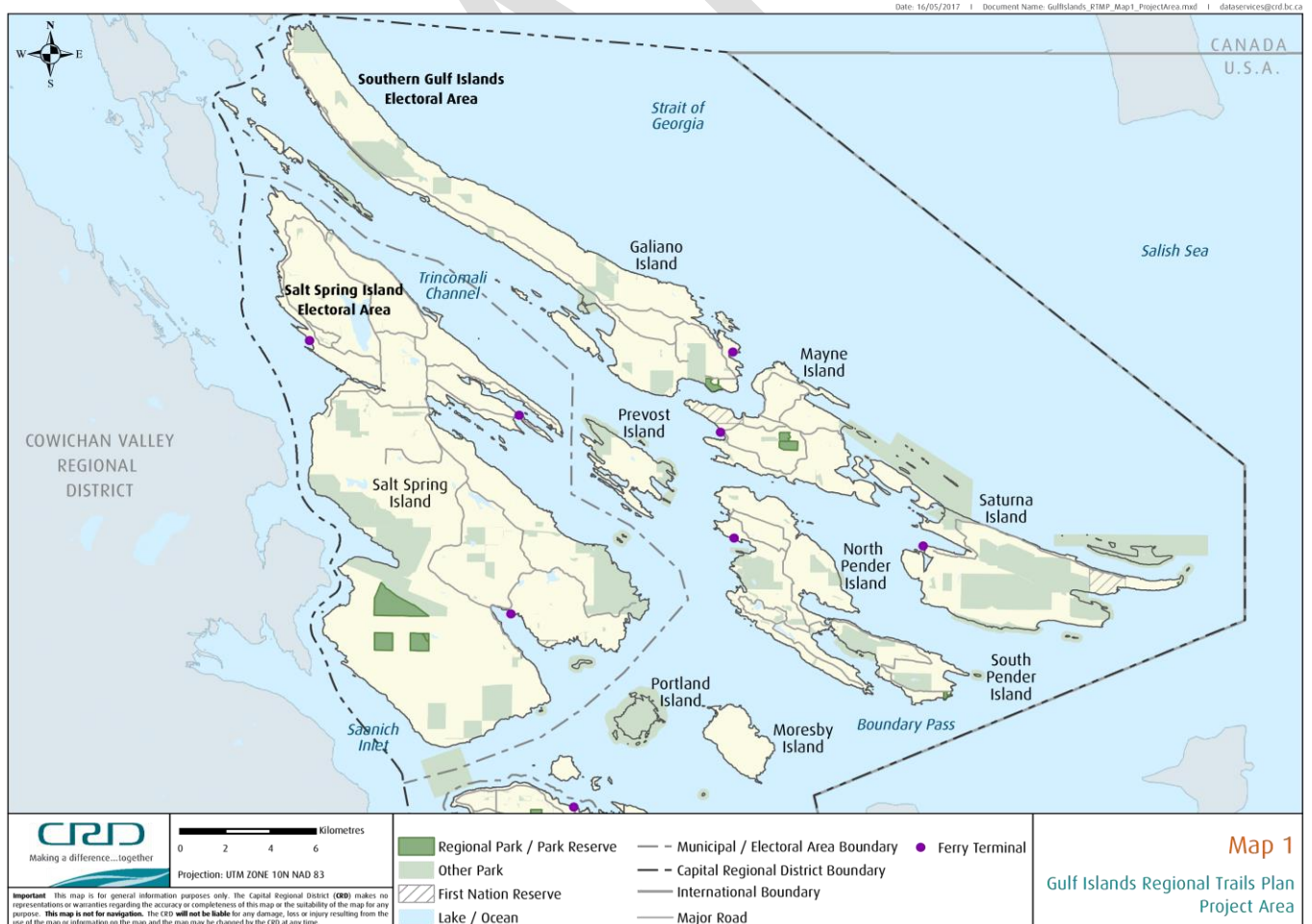
Completion of this Plan achieves a strategic action identified in the Regional Parks Strategic Plan 2012-2021 and a priority action identified in the Regional Trails Management Plan (2016). Further, it supports the Experience the Gulf Islands initiative of the Southern Gulf Islands Economic Sustainability Commission and the Salt Spring Island Economic Development Commission. One of the strategies in the Experience the Gulf Islands Concept Plan is the need for on-going liaison among the various organizations that are working on trail projects to ensure a coordinated trail system. In developing the Plan, a number of other plans have been considered, including the Pedestrian and Cycling Master Plan: Salt Spring Island Edition (2013), the Salt Spring Island Parks System Master Plan (2011) and official community plans for the various islands. In addition, the public engagement process has provided opportunities for input from the public, First Nations, and other government agencies.

2 Context

2.1 Purpose of the Plan

The purpose of the Gulf Islands Regional Trails Plan (the Plan) is to identify a conceptual regional trail route on Galiano, Mayne, North and South Pender, Salt Spring and Saturna islands. The project area is shown on Map 1, below. Each regional trail route aims to connect a main transportation hub, such as a ferry terminal, with key destinations on island, for example a commercial area or a regional, provincial, or national park. The Plan also provides guidance on how the trails will be prioritized, developed, managed and operated.

Implementation of the Plan will create five new regional trails, totaling approximately 50 kilometers that will benefit the region by providing opportunities for non-motorized recreation and active transportation and by facilitating eco-tourism. These trails will contribute to an integrated network of trails on the islands.



2.2 Strategic Context

Regional trails play a role in both the Regional Parks service (recreation) and in the Regional & Strategic Planning service (active transportation) of the CRD. The Plan expands upon broad and strategic statements made in the Regional Parks Strategic Plan 2012-2021 and the Regional Trails Management Plan (2016).

The CRD's Regional Parks Strategic Plan identified a strategic action to initiate planning for the regional trails system on Salt Spring Island and the Southern Gulf Islands and outlined a conceptual regional trail route on Salt Spring Island. The 2016 Regional Trails Management Plan provides strategic direction for all regional trails and also establishes the general project scope for this project. Other related plans, such as the Experience the Gulf Islands Concept Plan, the Pedestrian and Cycling Master Plan: Salt Spring Island Edition, and official community plans, also provided guidance and context for the development of the Regional Trails Plan. More information about these plans is provided in Appendix 1.

Other park agencies with lands and trails in the Gulf Islands include local community park and recreation commissions of the CRD, BC Parks and Parks Canada. Some local organizations are also active in developing trails and/or promoting hiking, cycling, and equestrian opportunities. Alignment and cooperation between CRD Regional Parks and these others will be important in the development of trail networks that complement the regional trail routes. Liaison with the Ministry of Transportation and Infrastructure (MOTI) is key also. At this time, roads in the Gulf Islands are the responsibility of the MOTI and if trails are to be built within the road allowances, MOTI approval is required.

2.3 Project Background

An initial trail planning process for the Southern Gulf Islands was undertaken in 2013-2014 in association with the Southern Gulf Islands Economic Sustainability Commission's Experience the Gulf Islands initiative. Information was gathered at meetings and public events regarding where future trails on the islands were desired. This work was broad in scope and identified desired local, regional and national park trails. The information collected through that earlier process was used as a starting point to identify potential regional trail routes for this plan.

2.4 Regional Setting

The Southern Gulf Islands and Salt Spring Island are two Electoral Areas within the CRD and lie within the Islands Trust Area. For the purposes of this plan, Galiano, Mayne, North and South Pender, Salt Spring and Saturna Islands are collectively referred to as the Gulf Islands. The Islands Trust provides local land use planning services while the CRD provides other services, one of which is the provision of regional parks and regional trails.

The total population of the Gulf Islands in 2016 was 15,289 (Table 1). This has not changed significantly from the 2011 census population.

Table 1: 2016 Population

2016 Population (Census)	
Salt Spring Electoral Area	10,557
Southern Gulf Islands Electoral Area	4,732
Total Gulf Islands	15,289
By Island	
Galiano Island	1,044
Mayne Island	949
Pender Island	2,302
Salt Spring Island	10,557
Saturna Island	354

Source: CRD, 2016, *Demographics, Population Change 2016 Census Results, Capital Region*

Four First Nations have reserve lands on the Gulf Islands. Tsawout and Tseycum First Nations share a reserve on Saturna Island and one on South Pender Island. Tsawout also has a reserve on Salt Spring Island. Tsartlip First Nation has a reserve on Mayne Island and the Penelekut First Nation has a reserve at the north end of Galiano Island. These reserves and other lands are used by the First Nations for hunting, gathering, and other cultural practices.

BC Ferries provides ferry service to the Southern Gulf Islands from Swartz Bay and from Tsawwassen. Service to Salt Spring Island is provided from Crofton to Vesuvius, Swartz Bay to Fulford Harbour, and Tsawwassen to Long Harbour. BC Ferries records annual vehicle and passengers by route. For the purposes of this project, BC Ferries provided data on annual bicycle and foot passenger trips, in addition to overall vehicle numbers.

Table 2 shows the traffic statistics by mode of transportation for 2016. More details on bicycle and foot passengers is provided in Appendix 2. This information is useful to help determine where regional trail development might be prioritized based on the levels of use.

Table 2: BC Ferries Traffic Statistics 2016

Route	Vehicles	Bicycles	**Foot Passengers
Tsawwassen- Southern Gulf Islands*	136,535	9,351	131,952
Swartz Bay – Southern Gulf Islands	199,650	5,034	50,034
Swartz Bay - Fulford	240,682	5,246	51,271
Crofton - Vesuvius	188,209	2,570	35,130

Source: BC Ferries, Traffic Statistics System, Total Vehicle and Passenger Counts by Route for 2016.

*Southern Gulf Islands includes Galiano, Mayne, North Pender, and Saturna Islands.

**Foot passengers are only counted leaving Tsawwassen, Swartz Bay and Crofton.

In addition to BC Ferries, some visitors to the Gulf Islands arrive by private boat, water taxi, or float plane to the various community docks overseen by the CRD's Southern Gulf Islands Harbours Commission.

In line with the Experience the Gulf Islands Concept Plan, efforts to increase community bus services on the islands and passenger-only ferry service between the islands is being investigated by the Southern Gulf Islands Community Economic Sustainability Commission. The Ministry of Transportation & Infrastructure (MOTI) has jurisdiction over roads in the unincorporated electoral areas and has responsibility for ongoing maintenance and road improvements. MOTI and Islands Trust have an agreement to maintain rural road standards and to protect heritage aspects of the road corridors on the islands.

A number of larger trails, including The Great Trail (formerly known as the Trans Canada Trail), a 24,000 kilometer trail across Canada, and the Salish Sea Marine Trail are located in the vicinity. Future regional trails developed on the Gulf Islands will complement these routes and create an enhanced experience for users (Map 2).



3 Strategic Direction

3.1 Vision

In 2016, the CRD approved the Regional Trails Management Plan, which sets out a vision for all existing and future regional trails, including those on the Gulf Islands:

"As the Regional Trails system grows and matures, a network of interconnected trails emerges. The trails connect the Capital Region's communities and facilitates access to key destinations within and beyond the region. The network facilitates active, healthy lifestyles for people of all ages and abilities by providing opportunities for recreation and active transportation. We work together to create and maintain regional trails as greenway corridors that accommodate a diversity of users. The Capital Regional District promotes respect among users and supports positive experiences for all".

Over the years, through different trail-related projects, residents of the Gulf Islands have expressed key components of their vision for trail systems on their islands. Their vision can be expressed as follows:

The Gulf islands are like a necklace jeweled together by unique destinations. From wild coasts and beaches, pastoral farmlands, spectacular bluffs, and quaint villages to cool and shady forests, glacially-striated and sandstone pocked rock formations, these islands provide a priceless experience in the Salish Sea.

Trail systems on the islands are sustainable in design, respectful of adjacent neighbours, provide opportunities for multiple users, and provide recreation and alternative transportation opportunities. Trails are used as part of the daily routine of local people and attract visitors to experience naturally and culturally significant destinations on the islands.

An array of visitor services and amenities are available on or along the trails to serve cyclists and backpackers, families and individuals, and young and old alike.

These visions, one related specifically to regional trails and one broader in nature, are complementary. The visions will be achieved through trail planning and development that spans local, regional, provincial, and national agencies and groups. This Regional Trails Plan is just one step in creating a broad network of trails on the Gulf Islands. In the longer term, once the five regional

trails are in place and have been operating for some time, the CRD will be in a position to assess if additional regional trails are needed on the islands.

3.2 Policies

The strategic policies and general direction in the Regional Trails Management Plan (2016) apply to the Gulf Islands Regional Trails identified in this plan. Other approved CRD policies, such as the 2016 policy on regional park and trail naming conventions, also apply to the regional trails on the Gulf Islands.

The following policies relate specifically to regional trails on the Gulf Islands:

1. The regional trail routes proposed in this plan are conceptual in nature. The specific route for the trail may vary somewhat depending on more detailed assessments of the route at the trail design stage.
2. Where regional trails are proposed within the road right-of-way, CRD Regional Parks encourages MOTI to participate early in the trail design process by conducting site visits and reviewing preliminary design standards.
3. Wherever possible, regional trails will be separated from the travelled portion of roads. Where there is insufficient road right-of-way for a separated trail, the regional trail routes may be on-road or the CRD may work with interested adjacent landowners to accommodate the trail routes.
4. Where MOTI is dedicating any road right-of-ways in future where a regional trail is planned, the CRD will request that MOTI dedicate a road right-of-way sufficient to accommodate a separated regional trail.
5. The CRD will liaise with the Island Trust and the MOTI to indicate the CRD's interest in being referred information regarding development proposals adjacent to proposed regional trail routes. Further, where appropriate, the CRD may request that the approving agency require the development proponent to assist with the regional trail in some way as a requirement of approval (e.g. provide land tenure, cash in lieu, or in-kind contribution towards development of the regional trail).
6. Where the trail route is along a road identified as a Heritage Road by MOTI and Islands Trust, regional trails will be designed to respect key heritage features of the road corridor.
7. Trail development will be based on best practices to maximize safety, minimize environmental impacts, and maximum cost-efficiency and longevity of regional trails.

8. The Regional Trails Plan will be implemented using a phased approach. An initial segment of trail will be developed on each island generally linking the ferry to a key commercial hub (on Galiano Island the initial segment will link the ferry to a regional park).
9. Once initial segments are completed on each island, the following criteria (in no particular order) will be considered when prioritizing extensions to the regional trails:
 - a. Aligns with another planned project (eg. MOTI road work)
 - b. Potential levels of use
 - c. Connects to other trails
 - d. Cost and ease of development (financial cost of each project; physical challenges of route)
 - e. Completes or extends an existing regional trail
 - f. Potential funding partnerships
 - g. Addresses identified safety concerns.
10. CRD Regional Parks supports ongoing liaison with other agencies including MOTI, BC Ferries, Islands Trust, and CRD Commissions regarding planned improvement projects.
11. Where possible, CRD Regional Parks will coordinate with MOTI, BC Ferries and CRD commissions to align resources, create efficiencies and achieve multiple goals for improvement projects, such as road and terminal upgrades and trail projects.
12. The design and development process for regional trails will ensure opportunities for public input.
13. Through the detailed planning and design stage consideration will be given to appropriate visitor facilities (e.g. rest stops; signage).
14. The CRD will consider opportunities to work with First Nations to raise awareness of First Nations connections with and interests in the islands and incorporate messages into information kiosk signage or interpretive signs.
15. A field check for significant cultural features, conducted by qualified individuals, will be incorporated into the trail development phase.
16. Regional trail construction is subject to available funding through partnerships, grant opportunities, and the CRD Regional Parks' budget for Gulf Islands trail planning and development.
17. Regional trail construction, operation, and maintenance will be the responsibility of CRD Regional Parks.

18. CRD Regional Parks will consider expanding the existing volunteer park steward program to include regional trails on the Gulf Islands.
19. CRD Regional Parks supports ongoing liaison with local organizations that undertake trail projects to promote a coordinated trail network and to identify potential partnership opportunities.
20. Recognizing that construction of regional trails will take many years to implement and that other agencies may want to develop interim trails along the regional trail route, CRD encourages liaison/cooperation with groups regarding possible interim trails until such time as CRD Regional Parks is able to develop the regional trail.



Giant arbutus tree, Mt. Parke Regional Park, Mayne Island (Photo: Neil Boyle)

4 Regional Trail Routes

4.1 General

The proposed regional trail routes are collectively shown on Map 3 on page 17. Together the regional trails will create approximately 50 km of trail for residents and visitors. Development of these trails will take many years to complete. External funding, to supplement CRD funding, and cooperation with other groups and agencies including MOTI, will be needed to fully implement the plan.

The individual regional trail routes are illustrated on Maps 4 through 8, following the descriptions below.

4.2 Galiano Island

The regional trail route on Galiano Island will begin in the vicinity of the Sturdies Bay ferry terminal, follow Sturdies Bay Road, turn south on Burrill Road, follow Bluff Road to Georgeson Bay Road, turn north, and then north-west on Montague Road, ending in the vicinity of Montague Harbour Marine Provincial Park. The regional trail route is approximately 10 km in length, with the initial segment to be built being approximately 3 km, between the ferry area and Matthews Point Regional Park. In particular, the regional trail route provides access to two regional destinations - Matthews Point Regional Park and Montague Harbour Marine Provincial Park, as well as the ferry and the commercial hub by the ferry terminal. The proposed Galiano Island regional trail route is illustrated on Map 4.

4.3 Mayne Island

The regional trail route on Mayne Island will begin in the vicinity of the Village Bay ferry terminal, follow Village Bay Road and Fernhill Road to the Miners Bay dock. The trail will also follow Felix Jack Road and Kim Road to Mount Parke Regional Park. The regional trail route is approximately 3.6 km in length and will connect the ferry, the Miners Bay commercial centre, the community dock, and Mount Parke Regional Park. The initial 2.3 km segment to be built will be between the ferry area and Naylor Road in Miners Bay. The proposed Mayne Island regional trail route is illustrated on Map 5.

4.4 North & South Pender Islands

One regional trail route is proposed for North and South Pender Islands. The route will begin in the vicinity of the Otter Bay ferry terminal on North Pender Island, follow MacKinnon Road to Otter Bay Road, to the junction with Bedwell Harbour Road, where it turns south and follows Bedwell Harbour Road and Canal Road to the bridge between North and South Pender Islands. On South Pender Island, the trail will link to Mount Norman-Beaumont in Gulf Islands National Park Reserve. The regional trail route is approximately 10 km in length, with the initial section to be built being approximately 5 km between the ferry area and the Driftwood commercial area. The regional trail will provide access to the community hall, Driftwood Centre commercial hub, and Prior Centennial campground and Mount Norman-Beaumont, both in Gulf Islands National Park Reserve. The proposed Pender Islands regional trail route is illustrated on Map 6.

4.5 Salt Spring Island

The regional trail route on Salt Spring Island will start in the vicinity of the Vesuvius ferry terminal, follow Vesuvius Bay Road east, turn south on Lower Ganges Road, to Fulford-Ganges Road, and continuing to the vicinity of Beaver Point Road/the Fulford ferry terminal. Within the Ganges area, the trail route will utilize roads/bicycle lanes and existing pathways/sidewalks. The regional trail route is approximately 20 km in length, with the initial segment to be built being approximately 5 km between the Vesuvius ferry area and Atkins Road. The regional trail will link to the Vesuvius and Fulford ferry areas, to the Ganges commercial and residential hub, and to Burgoyne Bay Provincial Park. The proposed Salt Spring Island regional trail route is illustrated on Map 7.

4.6 Saturna Island

The regional trail route on Saturna Island will start in the vicinity of the Lyall Harbour ferry terminal, follow East Point Road and Narvaez Bay Road to Narvaez Bay in Gulf Islands National Park Reserve. This route is approximately 7 km in length, with the initial 1.5 km segment to be built from the ferry area to the commercial hub at the junction of Narvaez Bay and Harris Roads. It will provide access to the community hall, the commercial and community services area, and camping and hiking opportunities in the national park reserve. The proposed Saturna Island regional trail route is illustrated on Map 8.



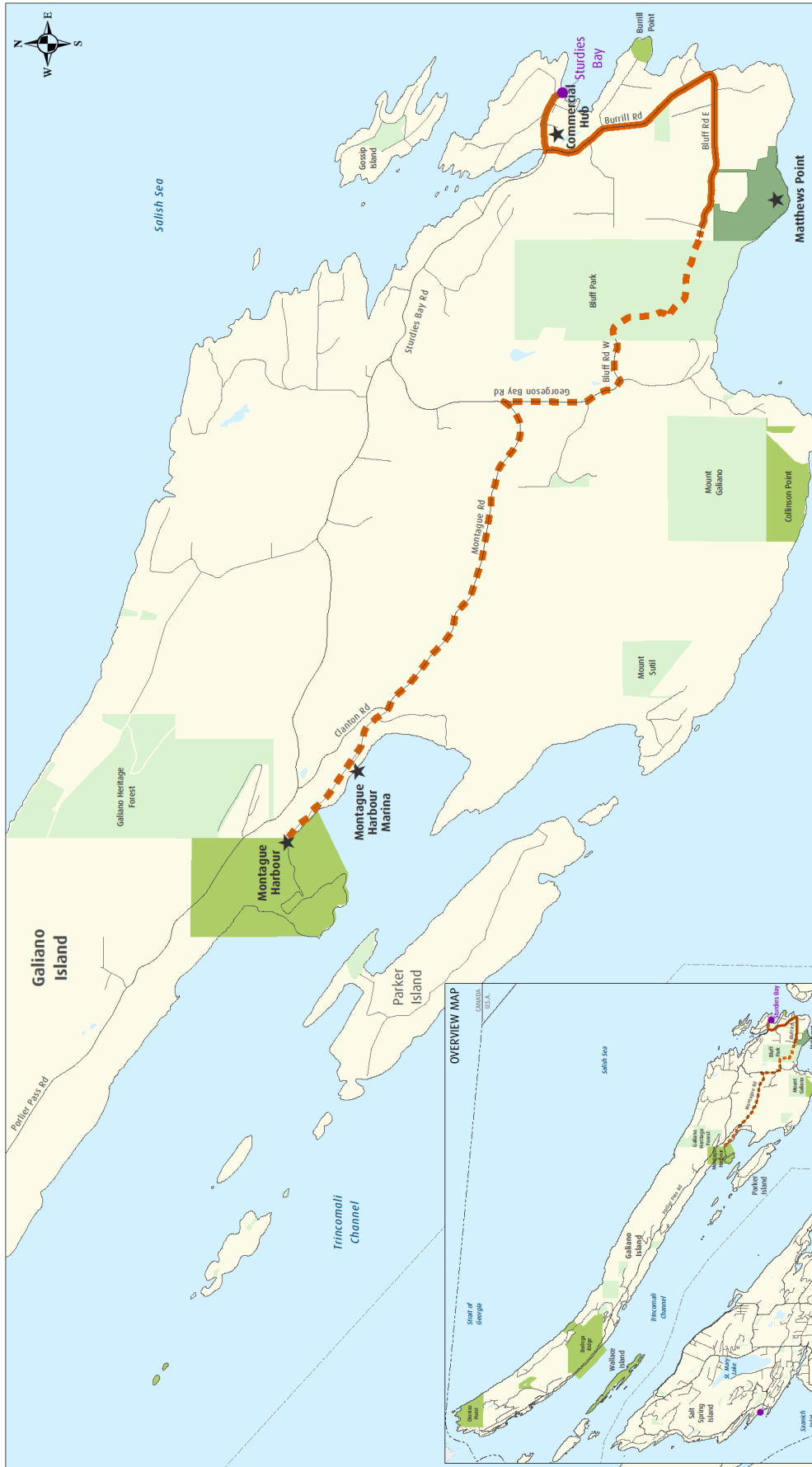
Map 3
Gulf Islands Regional Trails Plan
Proposed Regional Trail Routes

- Regional Park / Park Reserve
- Other Park
- First Nation Reserve
- International Boundary
- Regional Park / Park Reserve
- Municipal / Electoral Area Boundary
- Capital Regional District Boundary
- Proposed Regional Trail Route (Initial Phase)
- Proposed Regional Trail Route (Future Phase)
- Major Road
- Lake / Ocean
- Ferry Terminal

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Map 4

Gulf Islands Regional Trails Plan
Galiano Island Proposed Regional Trail

- Regional Park / Park Reserve
- Provincial Protected Area
- Community Park
- Municipal / Electoral Area Boundary
- Major Road
- Minor Road
- Lake / Ocean
- First Nation Reserve
- Ferry Terminal
- Regional Destination
- Galiano Island - Proposed Regional Trail Route (Initial Phase)
- Galiano Island - Proposed Regional Trail Route (Future Phase)

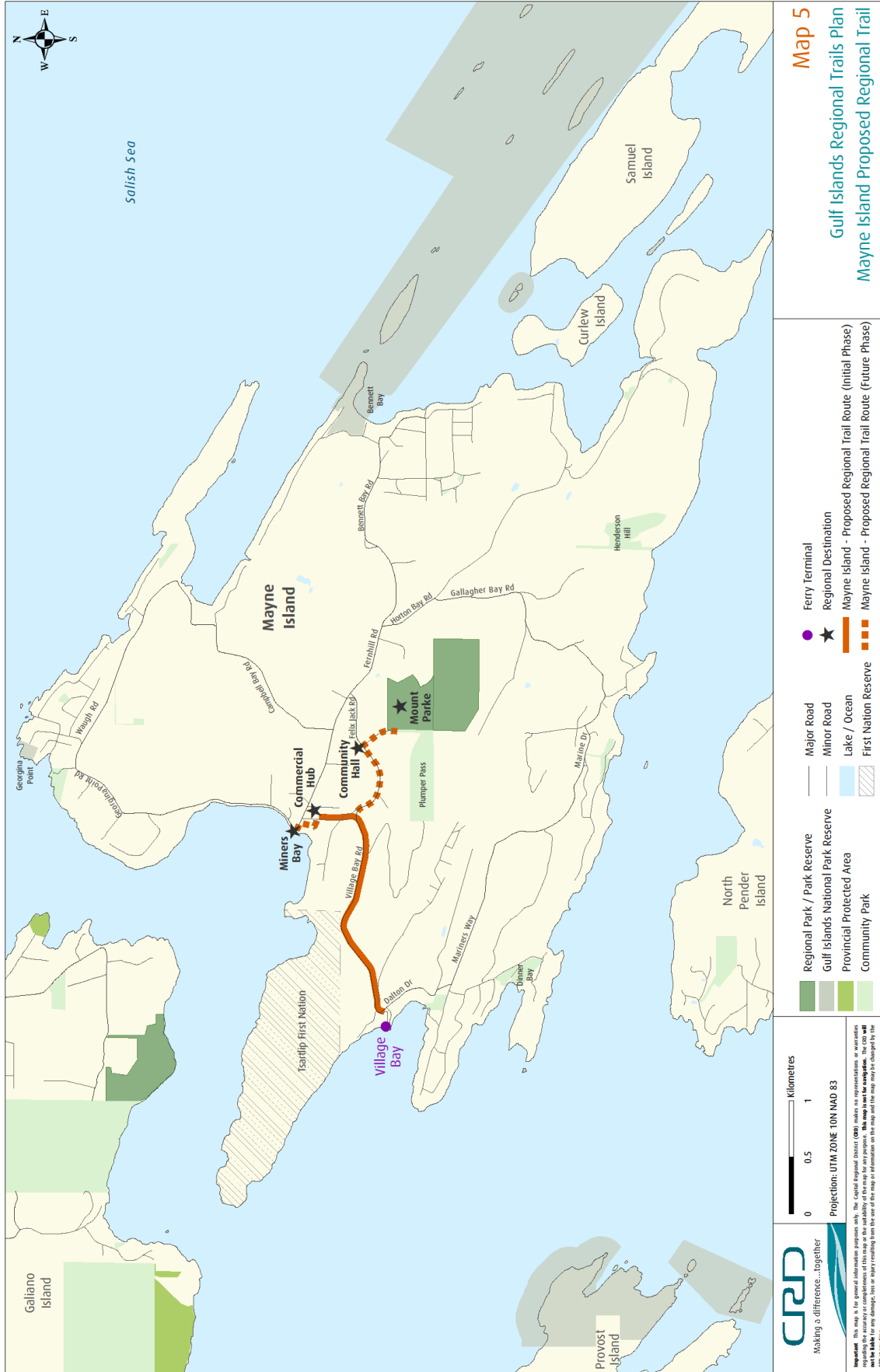
CRPD
Making a difference...together

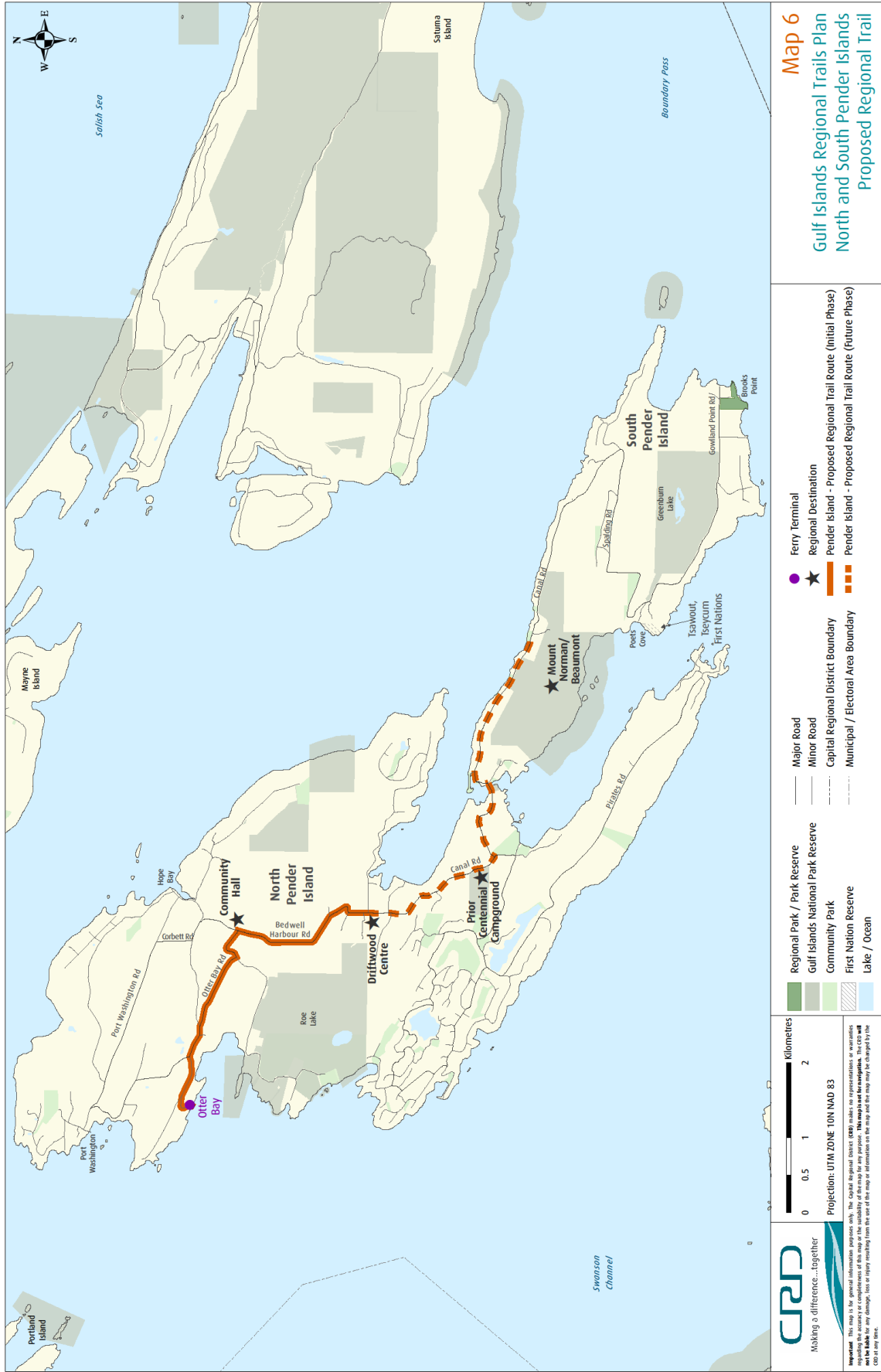
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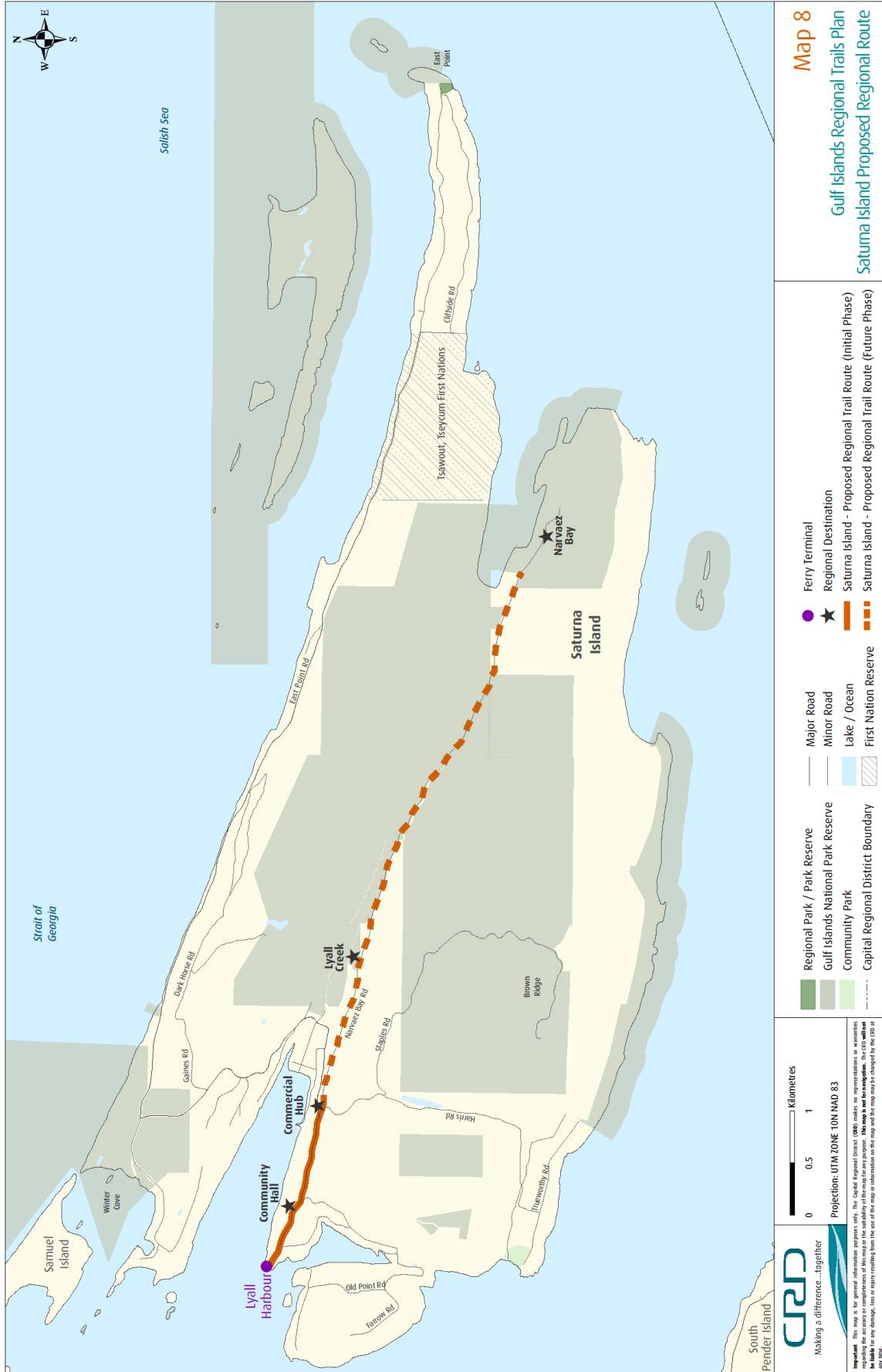
Scale: 0 0.5 1 Kilometres

Version: 2017-1-10
Author: CRD, Galiano Island
Editor: CRD









5 Implementation

The Regional Parks' Service Plan guides implementation of priority projects requiring funding. The Service Plan outlines priority projects on a four year rolling timeframe. It is expected that implementation of this plan will take decades given that 50 km of trail are proposed. Regional Parks has reserved an annual fund specifically for Gulf Islands trail development; however, securing external funding will also be required to construct all of the regional trails identified in this plan.

A typical regional trail development project is staged as follows:

Planning & Design Phase

- Seek funding for design
- Route surveying and environmental investigations
- Development of engineered design drawings

At the end of the planning & design phase, a project is considered "shelf ready" and design is 80-90% complete.

Funding Phase

- Seeking external/grant funding for construction, to supplement internal funding.

This process includes applying for grants as funding opportunities are announced and if successful, undertaking all necessary requirements of the granting agency.

Construction Phase

- Finalize design to "construction ready", including confirmation that all specifics on infrastructure have been addressed adequately
- Project tender process
- Award of contract
- Project initiation

Operation & Maintenance Phase

- Ongoing trail operations and maintenance are undertaken by CRD staff.

A 2.3 km demonstration project on Mayne Island commenced in 2015 and the trail design stage will be completed in 2017. The goal of the demonstration trail project is to develop the initial segment

of regional trail identified in this plan, from the Village Bay ferry terminal to the commercial hub within the road right-of-way, where possible, and to assess 'lessons learned'. This will highlight opportunities and challenges for regional trail construction on the Gulf Islands. This trail segment will be the first priority for implementation.

As a second priority for implementation, it is recommended that external funding be sought for the planning & design of an initial segment of trail on each of the remaining islands (approximately 17 km), as one project. A project that includes multiple islands may be of greater interest to potential funders who are looking for regionally significant projects or who are interested in seeing multiple jurisdictions working together on projects. Further, combining the design for multiple trail segments into one project may garner more interest from consulting firms when the project is contracted.

Once the initial trail designs are complete and adequate funding is in place, proposed construction priorities are, in descending order, as follows:

- Salt Spring Island (5 km; Vesuvius to Ganges) then
- North Pender Island (5 km; Otter Bay to Driftwood Centre) then
- Galiano Island (5 km; Sturdies Bay to Matthews Point Regional Park) then
- Saturna Island (2 km; Lyall Harbour to Harris Road).

This order is proposed based on consideration of potential levels of cycling and walking use. Island population and BC Ferries cycling and foot traffic statistics (Appendix 2) were considered in estimating the potential use of regional trails. Priority order may change subject to trail development cost (identified at the design stage), other planned projects that trail development can be linked with (e.g. MOTI/municipal road work), significant funding partnership opportunities, or other CRD priorities. Following completion of the initial trail segment on each island, additional trail development priorities will be set using the criteria in Policy 9 (page 13).

Table 3 identifies a general strategy for the implementation of this plan. Implementation is subject to available staff and financial resources.

Table 3: Implementation Strategy

Action	Timing
Seek funding for construction of Mayne Island trail demonstration project, subject to the availability of appropriate external grant funding.	2018
Seek funding for the design of four initial trail segments, as one project (Salt Spring, North Pender, Galiano, Saturna)	2018
Construct Mayne Island regional trail demonstration project and assess "lessons learned"	Once funds are in place
Seek funding for construction of Salt Spring Island initial trail section	Once Mayne Island demonstration trail segment is complete
Construct initial trail section on Salt Spring Island	Once funds are in place
Seek funding for construction of Pender Island initial trail section	Once Salt Spring Island initial trail segment is complete
Construct initial trail section on North Pender Island	Once funds are in place
Seek funding for construction of Galiano Island initial trail section	Once Pender Island initial trail segment is complete
Construct initial trail section on Galiano Island	Once funds are in place
Seek funding for construction of Saturna Island initial trail section	Once Galiano Island initial trail segment is complete
Construct initial trail section on Saturna Island	Once funds are in place
Determine next phases of trail development and initiate next round of design/funding/construction	Once Saturna Island initial trail segment is complete

Appendix 1 Existing Plans and Complementary Work

Each of the following plans has informed the development of the Regional Trails Plan for the Gulf Islands.

The **Experience the Gulf Islands (ETGI) initiative** of the **Southern Gulf Islands Economic Sustainability Commission** and the **Salt Spring Island Economic Development Commission** seeks to promote tourism to the islands. The **ETGI Concept Plan** includes goals to “build sustainable, low-carbon, inter-island and on-island transportation connections and linkages that limit or lower on-island car traffic” and “enhance and expand inter-community, organization and government partnerships.” A key strategy area identified in the Concept Plan is improve transportation through coordinated trail planning initiatives.

The CRD administers the **Salt Spring Island Transit and Transportation service** which is overseen by the Salt Spring Island Transportation Commission. The service includes construction, maintenance and regulation of active transportation infrastructure, such as bicycle paths and sidewalks, including pedestrian safety and traffic calming. A **North Ganges Transportation Plan** was approved in 2007 and a capital project is underway from 2015-2019 to install pedestrian and cycling and intersection improvements around Ganges Village.

A **Pedestrian and Cycling Master Plan: Salt Spring Island Edition** was undertaken by **Regional & Strategic Planning** and accepted by the CRD Board in 2013. This Master Plan identifies a Primary Inter-Community bikeway network that connects Fulford Harbour to Ganges Village to Vesuvius and Long Harbour.

The local **Parks and Recreation Advisory Commissions** on the Southern Gulf Islands and Salt Spring Island are responsible for planning, developing and maintaining community parks and trails. **Community park and trail plans** have been approved for Galiano, Pender and Salt Spring Islands. Community park and trail networks will complement the regional trail route.

Official Community Plans for each island, developed by the **Islands Trust** guide development on the islands. Opportunities to develop and enhance the regional trail routes can be identified in coordination with Islands Trust as the agency responsible for land use on the islands.

Appendix 2 BC Ferries Data on Bicycle and Foot Traffic

BC Ferries has provided additional information relating to bicycle and foot traffic to and from the Gulf Islands. This data gives an idea of numbers of potential users of the regional trails. In summary, it shows:

- The greatest bicycle traffic is between Tsawwassen and Galiano Island (average 1,757 over three years), followed by Swartz Bay to Pender Islands (average 1,144 over three years) and then Tsawwassen to Salt Spring Island (average 1,077 over three years).
- The largest volumes of inter-island bicycle traffic are between Mayne Island and Pender Island (average 135-208 over three years; depending on direction of travel), followed by Galiano Island to Mayne Island (average 134 over three years).
- The greatest foot traffic is between Tsawwassen and Galiano Island (average 23,094 over three years), Tsawwassen to Salt Spring Island (average 14,729 over three years), Tsawwassen to Mayne Island (average 14,600 over three years), and Swartz Bay to Pender Island (average 14,144 over three years).
- Inter-island foot traffic was highest between Salt Spring Island and Pender Island (average 722-981 over three years; depending on direction of travel), followed by Salt Spring Island to Galiano Island (average 694 over three years).

Annual Bicycle Traffic for Routes 5 and 9

From	To	2014	2015	2016
Swartz Bay	Galiano Island	454	492	463
	Mayne Island	584	609	584
	Pender	1,138	1,176	1,117
	Salt Spring Island	0	4	3
	Saturna Island	433	450	468
Tsawwassen	Galiano Island	1,666	1,835	1,770
	Mayne Island	905	1,022	932
	Pender Island	375	366	371
	Salt Spring Island	1,056	1,049	1,126
Inter-Island				
Galiano Island	Mayne Island	107	126	170
	Pender Island	62	69	87

	Salt Spring Island	66	90	140
	Saturna Island	8	16	11
Mayne Island	Galiano Island	104	137	170
	Pender Island	171	193	259
	Salt Spring Island	74	51	77
	Saturna Island	48	38	31
Pender Island	Galiano Island	60	54	49
	Mayne Island	116	142	146
	Salt Spring Island	52	95	110
	Saturna Island	20	20	26
Salt Spring Island	Galiano Island	60	102	101
	Mayne Island	69	42	64
	Pender Island	52	90	76
	Saturna Island	0	0	0
Saturna Island	Galiano Island	8	4	3
	Mayne Island	32	29	20
	Pender Island	7	11	16
	Salt Spring Island	7	6	3

Annual Foot Traffic on Routes 5 & 9

From	To	2014	2015	2016
Swartz Bay	Galiano Island	4,929	5,056	5,047
	Mayne Island	6,750	6,937	7,182
	Pender Island	14,087	14,019	14,325
	Salt Spring Island	11	14	8
	Saturna Island	2,975	2,954	3,348
Tsawwassen	Galiano Island	22,979	23,311	23,092
	Mayne Island	14,412	14,813	14,574
	Pender Island	8,623	8,440	8,821
	Salt Spring Island	17,395	17,460	19,332
	Saturna Island	2,082	1,807	19,332

Inter-Island				
Galiano Island	Mayne Island	478	418	458
	Pender Island	304	316	311
	Salt Spring Island	560	585	606
	Saturna Island	21	32	28
Mayne Island	Galiano Island	578	465	565
	Pender Island	459	531	743
	Salt Spring Island	538	513	452
	Saturna Island	103	83	63
Pender Island	Galiano Island	321	251	245
	Mayne Island	531	502	596
	Salt Spring Island	695	757	715
	Saturna Island	76	81	96
Salt Spring Island	Galiano Island	678	752	651
	Mayne Island	818	700	560
	Pender Island	786	924	978
	Saturna Island	5	1	3
Saturna Island	Galiano Island	0	0	0
	Mayne Island	0	0	0
	Pender Island	0	0	0
	Salt Spring Island	0	0	0



Narvaez Bay, Gulf Islands National Park Reserve, Saturna Island



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Saturna Island Local Trust Area Bylaw No.: 117(OCP) & 118(LUB) Date: July 4, 2017

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Nepenthe Holdings Ltd. and Money Family Projects Ltd.

PURPOSE OF BYLAW:

Proposed Bylaw 117 – the purpose of proposed bylaw 117 is to amend Saturna Island Official Community Plan Bylaw No.70, 2000 (OCP) by adding wording to the Rural OCP policies regarding subdivision capacity to allow for lots to be created below the minimum size stipulated in the OCP in circumstances where there is a simultaneous transfer of density to a lot from another lot within the Saturna Island Local Trust Area (density transfer).

Proposed Bylaw 118 – the purpose of proposed bylaw 118 is to amend Saturna Island Land Use Bylaw No. 78, 2002 (LUB) to allow for the transfer of subdivision density from one lot (donor lot) to another lot (receiver lot). This is being done in order to allow the receiving lot, which presently has three dwellings sited on it, to be subdivided into three lots. There is only one receiver lot and one donor lot that are subject to this bylaw amendment.

Staff reports are available on the Saturna Island webpage: www.islandstrust.bc.ca

GENERAL LOCATION:

Saturna Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

Nepenthe Lot - 3.6 ha
Money Family Projects Lot - 10.6 ha.

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

Name: Gary Richardson

(Signature)

Title: Island Planner
Contact Info: Tel: 250-405-5157
Email: grichardson@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

none

Provincial Agencies

Ministry of Transportation & Infrastructure

Non-Agency Referrals

none

Regional Agencies

Capital Regional District – Building Inspection

Capital Regional District – Lyall Harbour/Boot Cove Water District

Adjacent Local Trust Committees and Municipalities

North Pender Island Local Trust Committee

Mayne Island Local Trust Committee

South Pender Island Local Trust Committee

First Nations

Cowichan Tribes

Halalt First Nation

Lake Cowichan First Nation

Lyackson First Nation

Malahat First Nation - TE'Mexs Treaty Association

Pauquachin First Nation

Penelakut Tribe

Semiahmoo First Nation

Stz'uminus First Nation

Tsartlip First Nation

Tsawout First Nation

Tsawwassen First Nation

Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Saturna Island Local Trust Area

(Island)

117 & 118

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

File No.: SP-DP-2017.1
X-REF: SP-DP-2008.1

DATE OF MEETING: September 19, 2017
TO: South Pender Island Local Trust Committee
FROM: Jason Youmans, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Development permit amendment to allow new staff accommodation buildings
Applicant: Stuart Hammond
Location: 9801 Spalding Road

RECOMMENDATION

1. That the South Pender Island Local Trust Committee approve issuance of development permit SP-DP-2017.1 conditional upon receipt of a landscape security in the amount of thirteen-thousand five-hundred dollars (\$13,500).

REPORT SUMMARY

The applicants propose to install two pre-fabricated three-bedroom buildings and associated landscaping in the administration and operations area of the Poets Cove Resort in order to provide staff accommodation. Installation of these buildings requires amendment to the existing development permit for the property.

The Poets Cove Resort is located within South Pender Island Development Permit Area 1 to manage the form and character of commercial development on the Island. Staff recommend approval of the proposed permit amendment as, notwithstanding the removal of five mature trees and deficiencies in the proposed buildings' form and character relative to other buildings on the property, the applicant's proposal is generally consistent with the guidelines of DPA 1. Staff also recommend that the LTC request a security to ensure that landscaping associated with the proposed staff accommodation is completed.

See Appendix 1 for proposed permit amendment and supporting site plans, landscaping and elevation drawings.

BACKGROUND

The applicants state that while they strive to hire on-Island staff, the seasonal nature of their business makes doing so difficult. As such, they require off-Island employees to meet their staffing needs, and housing them at the resort is the most efficient option. As such, they require additional staff accommodation beyond that provided by the existing "administration building" (see images in Appendix 4).

Poets Cove Resort is in South Pender Island Development Permit Area 1 (DPA 1) which controls the form and character of commercial development on the Island. The resort has been granted five amendments to its 2001 master development permit over the years, most recently in 2008 (SP-DP-2008.1) for a number of minor changes around the property, including, at that time, the deletion of plans for a staff accommodation building.



Image 1: 2013 ortho photo of the Poets Cove resort property, with location of proposed staff accommodation circled in the red. See Appendix 3 for further information about the site, and Appendix 4 for more images of the area of proposed development.

ANALYSIS

Policy/Regulatory

Official Community Plan:

The subject property is located in Development Permit Area 1 – Commercial Form and Character.

See Appendix 2 for full review of Development Permit Area 1 guidelines relative to the applicant's development proposal.

In sum, the applicant's proposal is generally consistent with applicable guidelines, excepting the fact that five mature trees will be removed to accommodate the planned structures and minor deficiencies in form and character relative to the DPA guidelines. Because the buildings are located in the operations and administration area of the resort, staff have viewed the proposed development through a more lenient lens than might otherwise be applied if the structures were in the main resort area.

Land Use Bylaw:

The subject property is zoned Commercial Resort (C)

Among the permitted uses in the Commercial Resort zone is "accommodation of individual persons employed at the resort by the hotel operator for wages or salary, in respect of permitted uses, in a dormitory building accessory to the hotel use." Planning staff have determined that installation of the two proposed pre-fabricated buildings in a fenced area would be consistent with the regulation. The original master development permit

under which the Poets Cove Resort was built envisioned one duplex-style staff accommodation building with a total of six bedrooms (see Appendix 5 for 2001 siting and elevation plans of proposed staff accommodation). However, a 2008 amendment to that permit saw the staff accommodation building removed. Nonetheless, the resort zoning does permit such a use.

The development proposed under this permit is compliant with all other applicable land use bylaw regulations.

Issues and Opportunities

Parking

The applicant's development proposal will result in the loss of five automobile parking spaces currently shown on the master site plan for the development. However, the applicant's revised site plan submitted as Schedule 2-2C in Appendix 1, and expanded in Appendix 6, shows the inclusion of five new parking spaces in other existing parking areas on the property. Staff consider the parking issue to be addressed through the applicant's amended plans.

A 2009 parking assessment conducted by the Richard James and Associates engineering firm found that, "... the current parking provision is adequate to handle the expected 85th percentile demand for parking on the site with a surplus of 24 stalls available should the usage pattern change or to accommodate a 100% probability usage." In sum, the 2009 parking review found that there was adequate automobile parking on site to accommodate all permitted uses at their permitted scale.

While the 2009 parking review was undertaken during an economic downturn, staff do not have any information to suggest that that parking provision on site is insufficient to meet current demand.

Building Form and Character

The two proposed pre-fabricated buildings are of lower architectural and aesthetic value than the other buildings that constitute the resort, including the nearby cottages. The resort is generally characterized by a mixture of stone, stained wood or hardiboard shingle siding and architectural asphalt shingles. Nonetheless, the proposed buildings are a significant improvement over the basic Atco trailers and excessively tall fence originally proposed by the resort operators in their preliminary conversations with planning staff. The buildings proposed under this permit are the applicant's response to planning staff's feedback on plans first put forward by the resort.

Development permit SP-DP-2008.1 authorized the existing administration building and laundry/water treatment building in their present form, which also do not conform to the form and character of the resort more generally. This application would be consistent with the approach that the operations and administration portion of the resort may maintain a lower quality of form and character than the main resort areas.

The LTC may issue a permit that it believes is inconsistent with one or more guidelines provided it is satisfied that that the development meets the intent of the development permit area generally.

The applicant's rationale for the proposed building type is: "The reason for this type of building was a) costs, and b) they require less in the form of excavation for footings and in doing so would impact less on any archaeological concerns. Also buried pipe and wire would be near the surface with protection and cover again to lessen these concerns . . . Although the goal is to construct these new buildings to fit in with the architecture similar to all existing surrounding buildings they have a different purpose and that is to accommodate staff which can be of different character than the guests."

See Appendix 5 which shows the staff accommodation building proposed under the resort's 2001 development permit.

Tree Removal and Landscaping

The applicants intend to remove five mature trees to site the proposed staff accommodation structures; four cedar and one Douglas fir. In a note to planning staff, the applicants state, "The reason for the tree removal, which would be restricted to the least possible in order to preserve the natural state of Poets Cove and area, would be to accommodate the new buildings. We understand 1/3 of tree roots can be removed and still have survival. We would consult a professional in this matter. The placement of the new buildings is restricted by spatial separation from the existing staff building as per the BC Building Code."

Condition 4 in the draft permit attached as Appendix 1 requires that any tree removal be undertaken between October 1 and December 31 to ensure the work is done outside of bird nesting season.

In accordance with DPA 1 guideline 7.1.14, staff recommend that the LTC request a landscape security from the applicant to ensure that associated landscaping is completed per the landscaping plans shown in their permit amendment. The development permit contains a condition that such a security will be returned upon receipt by the LTC of a letter from a qualified landscape professional that the landscaping has been installed generally in accordance with the permit. Appendix 7 contains an estimate provided by Islandscapes Landscaping of the projected cost of plantings and installation.

General

At the time of staff's site visit, the existing administration building in the vicinity of the proposed staff accommodation units was in poor repair. However, the applicants have sent photographic confirmation that the administration building has since been repainted.

Consultation

Development permit applications do not typically require community consultation.

Statutory Requirements

Development permit applications do not trigger any statutory notifications or other statutory requirements.

Protocols

No protocol agreements are relevant to the proposed application.

Agencies

Development permit applications do not typically require agency referral.

First Nations

Development permit applications do not typically require First Nations referral. However, Poets Cove sits on known archaeological site DeRt-4. As such installation of the proposed buildings and associated landscaping may require a Heritage Alteration Permit from the B.C. Archaeological Branch. The applicants have been made aware of their responsibilities in this regard.

Rationale for Recommendation

Staff find that the applicant's proposal is generally consistent with the applicable guidelines of Development Permit Area 1. While the removal of five mature native trees is not ideal, the rationale for clustering the proposed staff accommodation buildings together with the existing administration building is sound. While the proposed buildings do not meet the high standard of form and character elsewhere on the property, staff concur with the applicant's stated rationale that it should be acceptable for the administration and operations area of the resort to prioritize function over form, while still maintaining a reasonable design standard.

ALTERNATIVES

1. Request amendments to the application

If the LTC determines that the form and character of the proposed staff accommodation units does not conform sufficiently to the guidelines of Development Permit Area 1, or that the removal of five mature trees is too significant a departure from the DPA 1 guidelines, then it may request that the applicant amend their application to better address the guidelines. The LTC should be specific in identifying the guidelines where the application has been deemed inadequate. Recommended wording for the resolution is as follows:

That the South Pender Island Local Trust Committee request that the applicant submit to the Islands Trust an amended development permit application that better addresses the following Development Permit Area 1 guidelines . . . "

NEXT STEPS

If the LTC resolves to issue the permit, the permit will be issued and work can commence upon receipt of the required landscape security.

If the LTC resolves that the applicant should amend the application to better address the guidelines of DPA1, staff will work with the applicant to ensure that the application is consistent with the guidelines identified by the LTC.

Submitted By:	Jason Youmans, Island Planner	August 28, 2017
Concurrence:	Robert Kojima, Regional Planning Manager	August 29, 2017

ATTACHMENTS

1. Development Permit SP-DP-2017.1
2. DPA Guideline Assessment
3. Site Context
4. Site Images
5. Original staff accommodation building
6. Revised Parking Plan
7. Landscape Estimate



SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT PERMIT SP-DP-2017.1

To: Guo Qing Zhang

1. This Development Permit Amendment applies to the lands described below:

9801 Spalding Road, South Pender Island, BC – Lot 1, Section 20, Pender Island Cowichan District, Plan VIP51866, except part in Strata Plan VIS2410 (Phases 1-9)

Plan VIS2410, Pender Island, Cowichan District

2. Buildings and structure must be sited and constructed substantially in accordance with development permit SP-DP-01-01, as amended by SP-DP-2002.1, SP-DP-2004.1, SP-DP-2008.1 and SP-DP-2017.1 in which the following schedules are supplemented:
 - a. Site Plan, Drawing A1.0, attached to and forming part of development permit SP-DP-2008.1 as **Schedule 2-2B** is supplemented, but not replaced, by General Site Plan, dated November 12, 2016, prepared by David Gobeil, CTech, of Technical Services and Design, attached to and forming part of this permit as **Schedule 2-2C**, for the purpose of demonstrating the location of employee accommodation dwelling units and reconfigured automobile parking spaces.
 - b. Landscape Plans L-1, L-2, L-3 and L-4, attached to and forming part of development permit SP-DP-2008.1 as **Schedules 3-1B, 3-2B, 3-3B and 3-4B** are supplemented, but not replaced, by Proposed Landscaping Plan, dated November 12, 2016, prepared by Kristin Taggart of IslandScapes, attached to and forming part of this permit as **Schedule 3-5**, for the purpose of demonstrating the landscaping in the vicinity of employee accommodation dwelling units.
3. Buildings and structure must be sited and constructed substantially in accordance with development permit SP-DP-01-01, as amended by SP-DP-2002.1, SP-DP-2004.1, SP-DP-2008.1 and SP-DP-2017.1 in which the following schedules have been added:
 - a. Building Site Plan, prepared by David Gobeil, CTech, of Technical Services and Design, dated November 12, 2016, attached to and forming part of this permit as **Schedule 2-15**.
 - b. Staff Accommodation Elevation Views, prepared by David Gobeil, CTech, of Technical Services and Design, dated November 12, attached to and forming part of this permit as **Schedule 2-16**.

- c. Total Staff Accommodation Elevation Views, prepared by David Gobeil, CTech, of Technical Services and Design, dated November 12, attached to and forming part of this permit as **Schedule 2.17**.
- 4. All tree removal authorized under this permit must be undertaken between October 1 and December 31 to avoid bird nesting season.
- 5. Pursuant to Section 502 of the Local Government Act, the Local Trust Committee requires security to ensure that any conditions respecting new planting and other landscape elements are satisfied:
 - a. Where the Local Trust Committee considers that a condition in the permit respecting restoration has not been satisfied the Local Trust Committee may undertake and complete the works required to satisfy the condition, at the cost of the permit holder, and may apply the security in payment of the cost of the works with any excess to be returned to the permit holder.
 - b. Any interest earned on the security provided under Condition 4 shall accrue to the permit holder and be paid to them immediately on return of the security or, on default, become part of the amount of the security.
 - c. The security provided by the permit holder shall be in the form of:
 - i. An irrevocable letter of credit with a clause for automatic renewal, or cash equivalent.
 - ii. Payable to the Islands Trust,
 - iii. In the amount of 125% of the quoted landscaping cost of \$10,800.00 based upon the cost estimate provided by Islandsapes, dated March 16, 2017.
 - d. The applicant shall submit to the South Pender Island Local Trust Committee, within two years of the date of permit issuance, a letter from a qualified landscape professional stating that the landscaping has been installed substantially in accordance with Schedule 3-5 and will, upon standard upkeep, become established.
 - e. Where the development authorized by this permit has been completed or the permit has lapsed prior to commencement of any work pursuant to this permit, the security shall be returned to the permit holder, minus any funds still required to satisfy Condition 4a of this permit, provided the conditions have been met.
- 5. This Permit does not authorize the construction of buildings or structures that are not in compliance with the setback or height regulations contained in the South Pender Island Land Use Bylaw No. 92, 2003.
- 6. For clarity, this Permit applies only to the land identified in Condition 1 of this Permit, and does not apply to road rights-of-way or the foreshore.
- 7. This Permit is not a building permit nor does it provide permission to construct any works without other lawfully required approvals and permits.
- 8. This Permit does not relieve the applicant from complying with the provisions of South Pender Island Land Use Bylaw No. 92, 2003 or any restrictive covenants.

AUTHORIZING RESOLUTION PASSED BY THE SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE THIS XXth day of XXXXX , 20XX.

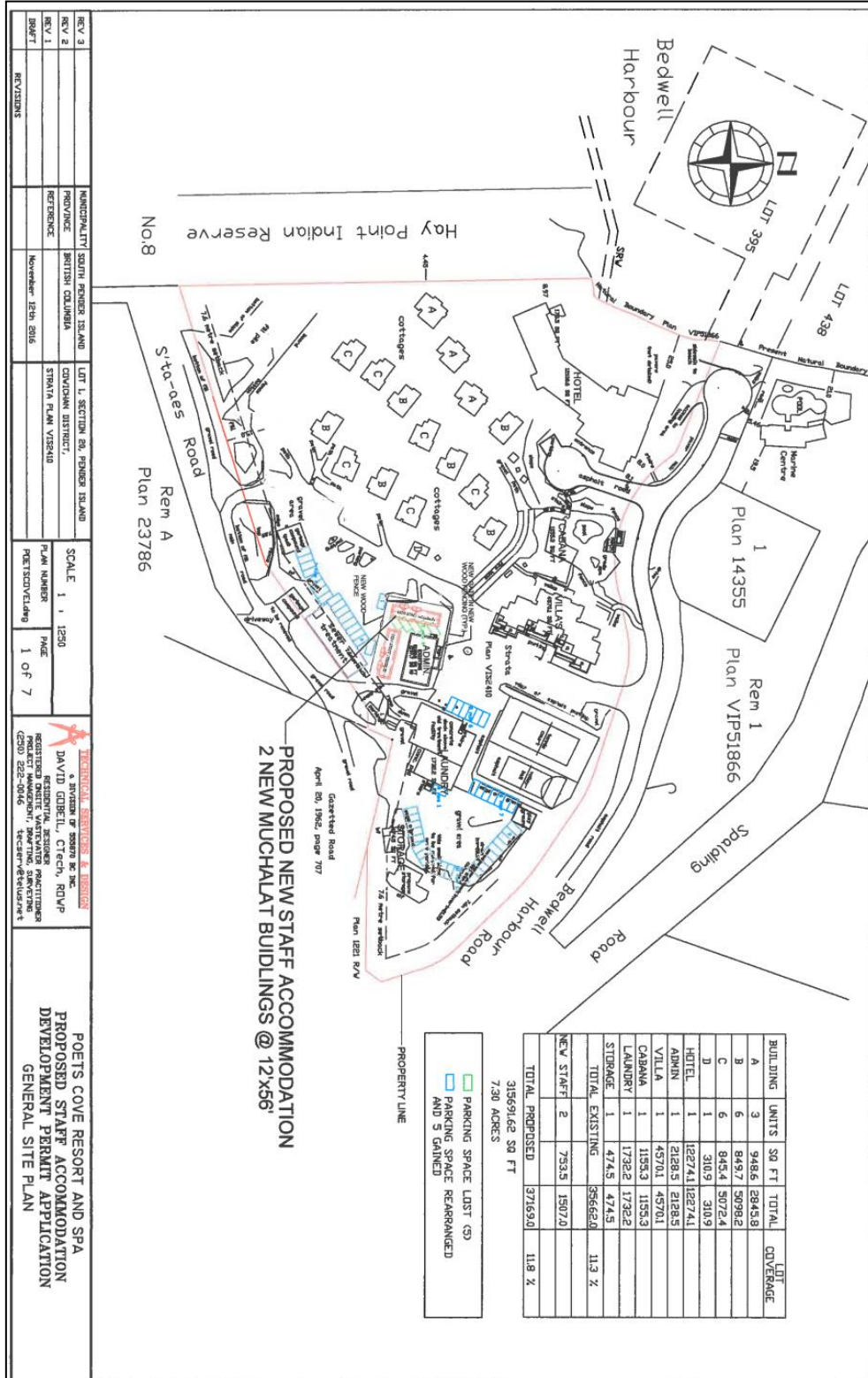
Deputy Secretary, Islands Trust

Date Issued

IF THE DEVELOPMENT HEREIN IS NOT COMMENCED BY THE XXth DAY OF XXXXXXXXXXXX, 20XX THIS PERMIT AUTOMATICALLY LAPSES.

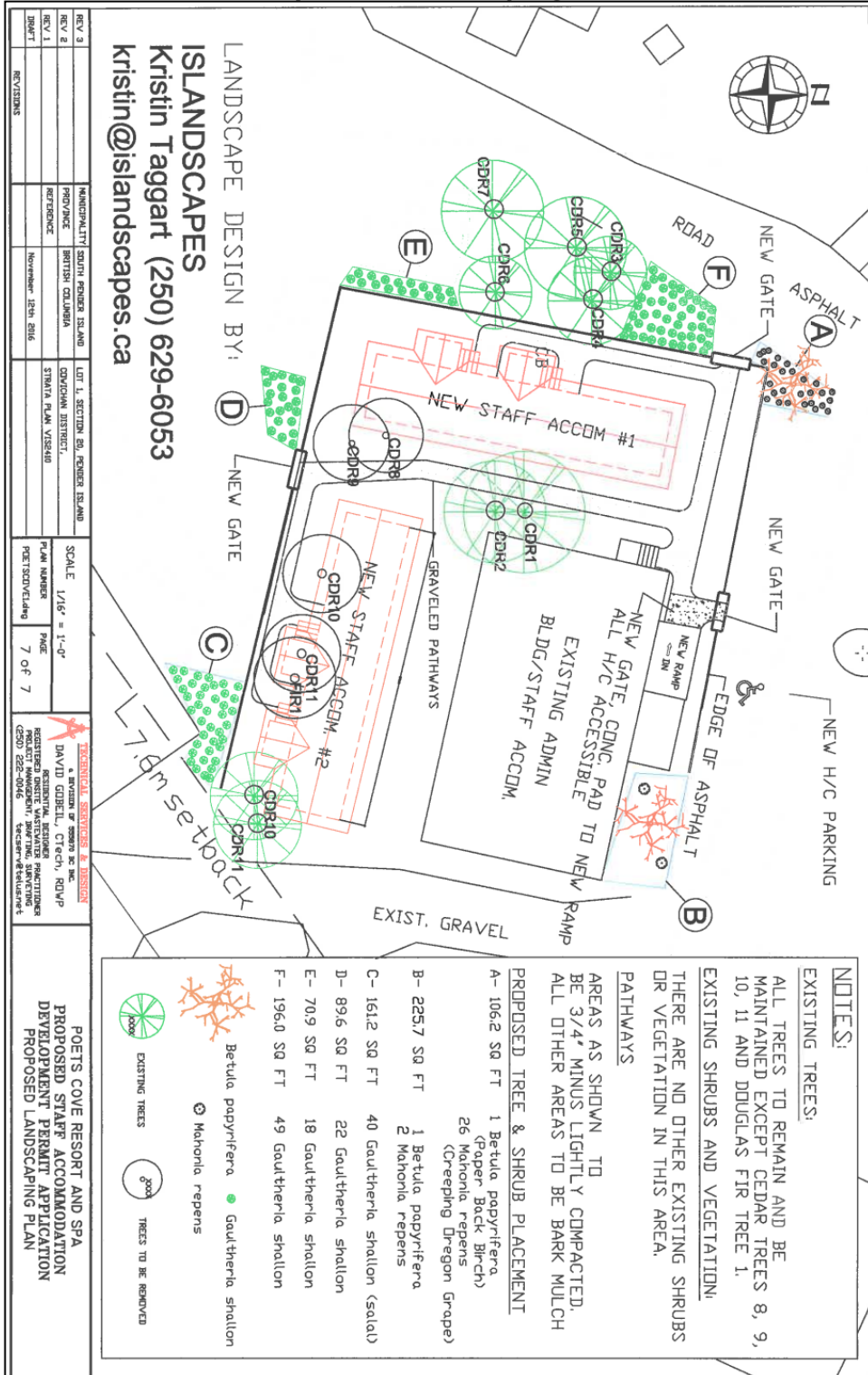
**SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT SP-DP-2017.1**

**Schedule 2-2C
General Site Plan**



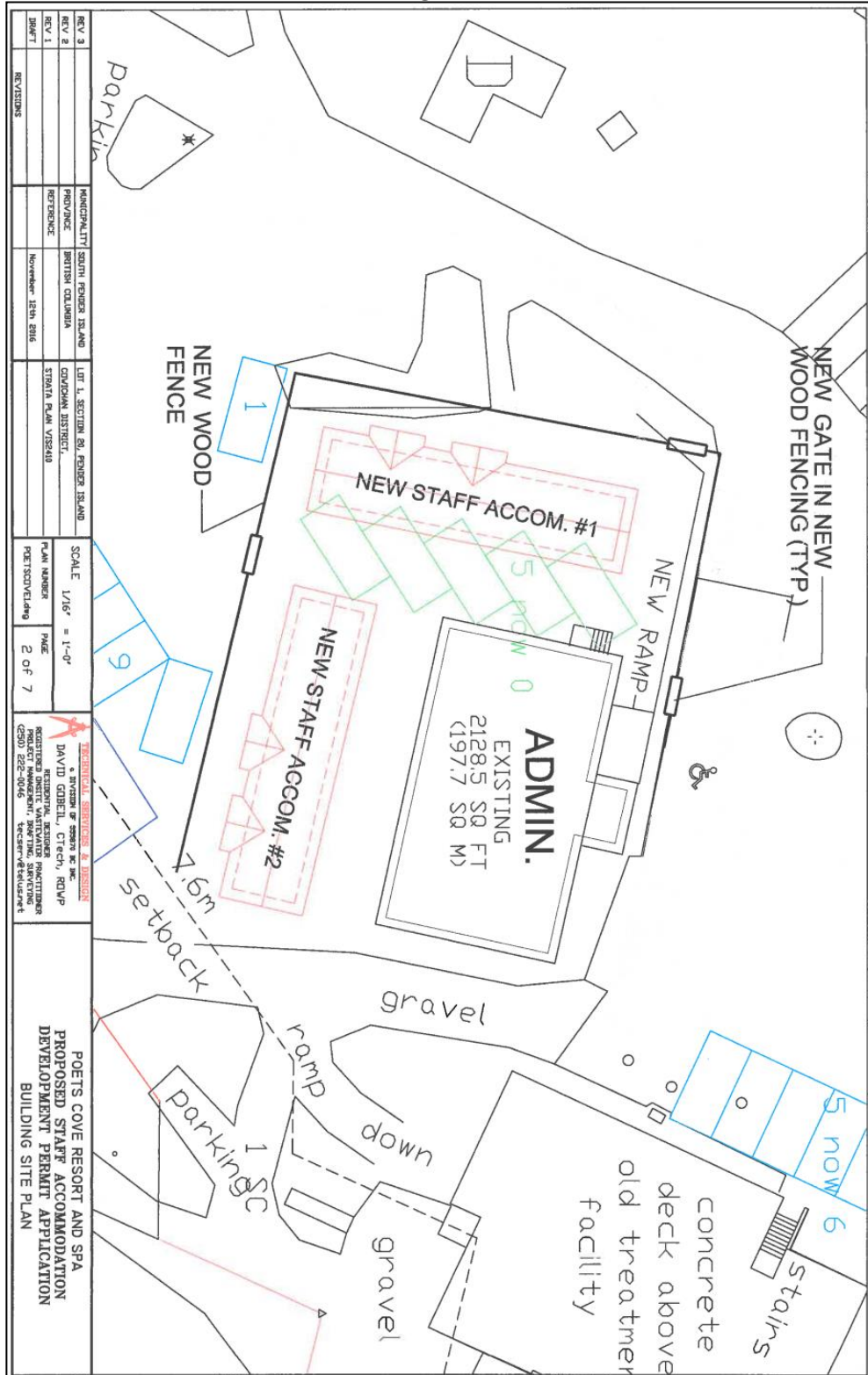
**SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT SP-DP-2017.1**

**Schedule 3-5
Proposed Landscaping Plan**



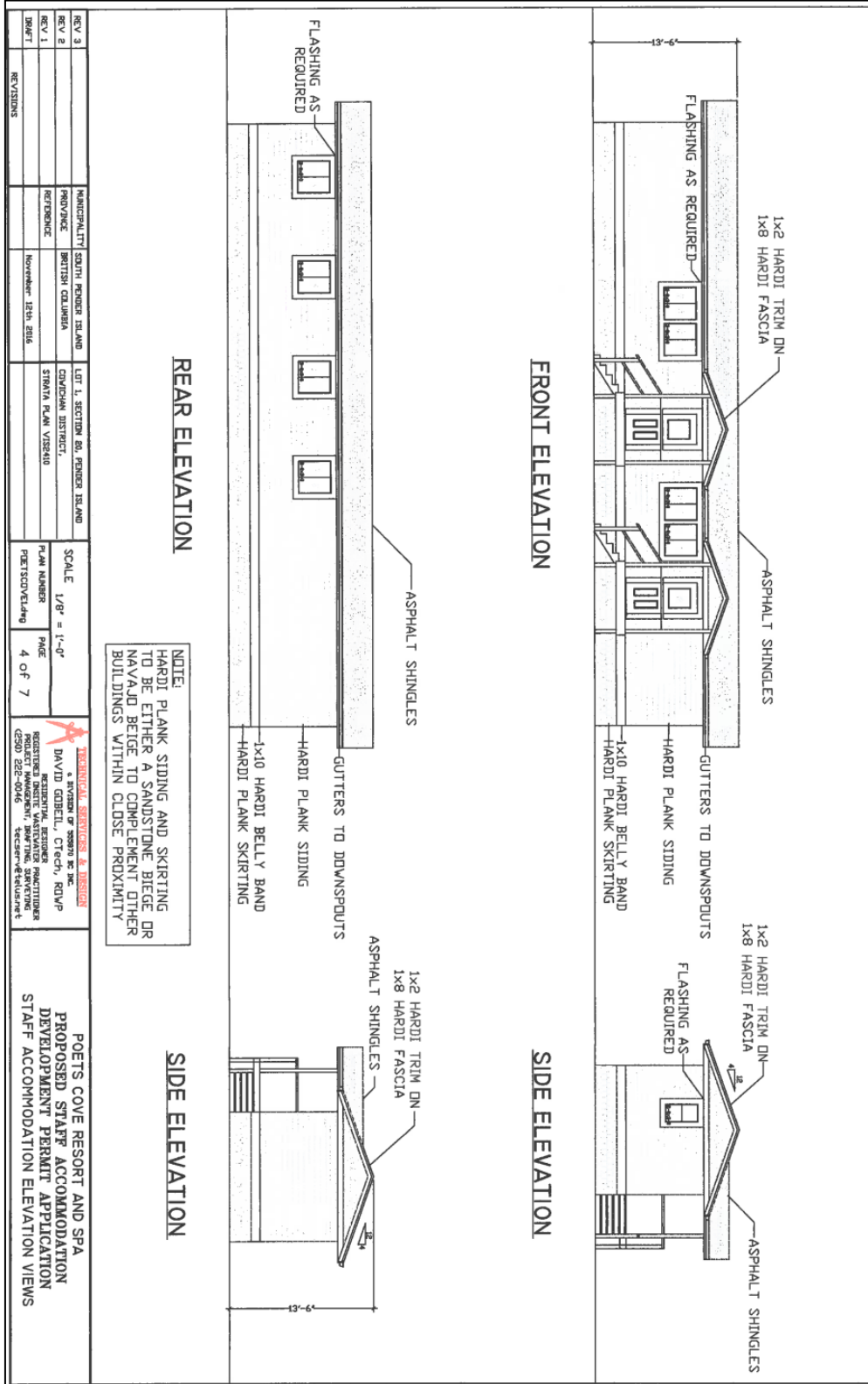
**SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT SP-DP-2017.1**

**Schedule 2-15
Building Site Plan**



**SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT SP-DP-2017.1**

**Schedule 2-16
Staff Accommodation Elevation Views**



Schedule 2-17
Total Staff Accommodation Elevation Views



APPENDIX 2 – DEVELOPMENT PERMIT AREA GUIDELINES

DEVELOPMENT PERMIT AREA 1 (DPA1) – COMMERCIAL FORM AND CHARACTER

Guideline	Complies	Planner Comments
7.1.7 Guidelines for General Site Design, Building Location and Access		
a) Property line setbacks shall not be varied from those allowed by local bylaws.	yes	Siting of the proposed structures complies with the required property line setbacks.
b) Site access to commercial properties shall maintain the character of the surrounding neighbourhood as much as possible; there shall ideally be only one access to a commercial property from the public street.	n/a	
c) Sites shall be designed to reduce impacts on neighbouring properties and public areas, including water surfaces. Particular attention shall be paid to locating and screening loading docks, sewage and wastewater treatment facilities, garbage and recycling containers and other service areas so that visual, odour and noise impacts are minimal.	yes	The proposed fencing and landscaping associated with installation of the employee accommodation units will be an improvement on the status quo.
d) Existing trees shall be maintained as much as possible.	no	Four mature cedar trees and one mature Douglas Fir will be removed to accommodate the proposed employee accommodation units. Landscaping plan proposes the planting of two Betula Papyrifera (Paper Birch) and beds of Mahonia Repens (Creeping Oregon Grape) and Gaultheria Shallon (Salal).
e) An effective vegetation screen shall be maintained along any boundary with a non-commercial property.	n/a	
f) No buildings or structures or irrigation system shall be allowed in an area subject to slippage or natural hazard.	n/a	
g) Facilities for treatment and disposal of sewage shall be screened from view.	n/a	
h) Existing public pedestrian	yes	No impact on existing public access.

automobile access and parking areas shall be retained.		
i) Public access to the beaches and waterfront shall be retained.	n/a	
j) Public open space and greenbelt areas shall be provided throughout the development.	n/a	
k) The marine location shall be reflected in the detailing, colour and materials of the buildings and shall be consistent throughout the development	no	Beige hardiplank siding does not evoke marine location. However, it is reasonably consistent with the colour palette of nearby cottages.
l) Refuelling facilities shall be designed in a manner to prevent environmental contamination.	n/a	
m) The character of riparian zones within 15 metres of a watercourse or wetland shall be maintained and undisturbed, as much as possible.	n/a	
n) Highway access to and from a site shall be designed to meet prevailing provincial safety standards.	n/a	
7.1.8 Guidelines for Offstreet Parking, Location and Design		
a) All surface parking areas shall be screened and landscaped with native plants as much as possible.	no	Generally speaking, the gravel parking area in the vicinity of the proposed employee accommodation dwelling units and operations area of the resort is not particularly well landscaped. The proposed development and associated landscaping will not exacerbate this issue.
b) Areas shall be provided for the loading and unloading of delivery trucks. The site shall allow delivery trucks to manoeuvre without having to block public access routes.	n/a	
c) Emergency vehicles shall be able to readily reach all parts of the development.	yes	Employee accommodation units will be accessible to emergency vehicles.
7.1.9 Guidelines for Building Form		
a) All development shall maximize sun penetration to pedestrian levels and to neighbouring public and private spaces in order to provide for outdoor activity areas. Important view corridors, particularly to the sea, shall also be preserved.	n/a	
b) Building colours shall be muted and consist of natural colours	yes	Proposed employee accommodation units will consist of sandstone or Navajo beige hardiplank siding. Buildings will

found in the South Pender Island setting and be consistent throughout the development.		be partially screened by cedar fencing and landscaping.
c) Building height shall not exceed that permitted by local bylaws and shall minimize the obstruction of views.	yes	Proposed employee accommodation units are within permitted building height.
d) On sloping land, horizontal modulation (stepped buildings) shall be used so buildings and structures conform to the site.	n/a	
e) Existing site topography and landscape shall not be significantly altered and shall be complemented by proposed structures.	yes	Employee accommodation units to be constructed on already cleared area, notwithstanding the five mature trees proposed for removal.
f) Where development is allowed along shorelines, it shall be designed to conform to, rather than conceal the natural contours of the land that borders the shoreline.	n/a	
g) Rooftop mechanical equipment (satellite dishes, air-conditioning) shall be screened from view.	yes	No rooftop mechanical equipment apparent in development permit plans submitted. Compound will be fenced.
h) All portions of a building shall be authentic, functional space - artificial or contrived architectural features shall not be included in building designs.	yes	Proposed employee accommodation units are functional.
i) A sense of quality and solidity shall be established in the use of material. Most wall materials could be suitable if well detailed and sensitively combined. Brick, stone, wood siding and split face concrete block all express a sense of quality and permanence. Stucco would preferably be used in combination with other materials. Large areas of curtain-wall glazing shall not be used.	no	The proposed employee accommodation buildings are prefabricated and inconsistent with the high quality buildings of the rest of the resort. However, they will be partially obscured behind a cedar plank fence, which should soften their visual impact. The buildings proposed are a significant improvement over the applicant's first plan, which consisted of Atco trailers with front doors facing inward, and obscured by an overly tall fence.
j) The effects of the South Pender Island climate shall be accounted in the choice of material and detailing. Stucco shall be treated to prevent discolouration and particular care shall be taken in detailing of north facing facades.	yes	Hardiplank siding and asphalt shingle roof will be largely resistant to the local climate.

k) Pitched roofs are a predominant theme of the development. Roofing materials shall be selected that are suitable for the level of articulation desired in the roof forms. Metal roofing and cedar shingles would facilitate this, whereas heavy tiled roofing would not.	yes	Asphalt shingle roof will accommodate the minimal articulation of the roofline of the proposed buildings.
l) Materials shall fit to the form, style and character of the building overall.	yes	The proposed buildings are prefabricated, functional buildings. Materials used are consistent with the building type and purpose.
m) The waterfront theme shall be reflected in material and colour.	yes	To the extent that beige is a reasonably "waterfront" colour (eg. sandstone).
n) Building form, character, including roof type, and building walls shall be consistent throughout the development.	no	Nearby cottages are reminiscent of the arts and crafts architectural style. Proposed employee accommodation units are of significantly lower architectural value. However, as they are to be located in the operations section of the resort, planning staff suggest that this is of less concern and they should not be held to the same design standard as the guest portion of the resort.
7.1.8 Guidelines for Landscaping and Screening		
a) Where landscaping of commercial areas is visible from public areas, natural landscaping that gives a native appearance or the retention of existing vegetation is encouraged as opposed to formal, decorative plantings.	yes	Area of proposed structures is not highly visible to resort guests. Use of Salal and Oregon Grape in landscaping should lend a natural appearance.
b) Where landscaping of large new commercial and industrial areas is visible from public areas, informal, natural landscaping that gives a native appearance or the retention of existing vegetation is encouraged as opposed to formal, decorative plantings.	yes	Area in question is not a large new industrial area.
c) New plant materials shall be chosen with a view to conserve water.	yes	Proposed landscaping are local varieties suited to the local climate.
d) Landscaping next to creeks and lakes shall remain natural and wild to protect fish habitat. Plant species with a high water demand or that may require the use of pesticides or fertilizers shall not be located in this area. Bark mulches and impermeable landscape fabric shall not be used.	n/a	

e) Where practical, special care shall be taken to retain existing vegetation, particularly trees, and incorporate it into new development.	no	Proposed development will see the removal of four mature cedar trees and one mature Douglas Fir.
f) Fencing shall be natural in appearance and coordinated with the design of the main building.	yes	Cedar fencing is reasonably consistent with the proposed buildings.
g) Landscaping and screening shall be located on private property and not impede traffic sight lines.	n/a	
7.1.11 Guidelines for Lighting		
a) Lighting shall be kept to the minimum necessary for safety and visibility, to maintain a low level of light in the island's nighttime atmosphere.	n/a	No exterior lighting proposed, except above doorways to employee dwelling units.
b) Light fixtures shall be carefully chosen to focus light on the area to be illuminated.	n/a	
c) Incandescent fixtures are preferred.	n/a	
d) Flashing or strobe lights shall not be used to attract attention to commercial uses. Neon lighting shall not be used outside buildings.	n/a	
Guidelines for Signs		
a) Total sign area shall not exceed that permitted by local bylaws.	n/a	No new signage proposed
b) Signs shall not be more than 5 m above ground.	n/a	
c) Plastic, back lit signs shall not to be used.	n/a	
d) Signs shall not move or be audible. They shall not incorporate lighting that moves or flashes or gives the impression of doing so. Streamers, spinners and coloured flags are not appropriate.	n/a	
e) Signs shall be located on private property and not impede traffic sight lines.	n/a	
7.1.13 Guidelines for Subdivision		
a) Land in this Development Permit Area shall not be subdivided so that existing structures are made inconsistent with setback requirements of zoning or in a way	n/a	

that invalidates an existing Development Permit condition.”		
7.1.14 Development Permit Security		
a) Prior to issuing a development permit, the Local Trust Committee may require security in an amount acceptable to that Committee.	yes	Staff recommend that the LTC take a landscape security deposit.
b) On receipt of a written request, as stipulated in the development permit, the Local Trust Committee is to return the security, minus any amount required to correct any contravention of a condition in the development permit	yes	Draft development permit contains language concerning the return of landscape security upon confirmation that landscape works have been completed in accordance with permit terms.
c) Development permits issued in this development permit area are to contain a condition requiring the permit holder to submit a letter by a time specified in the permit indicating that the development has been completed in accordance with permit’s terms and conditions.	yes	Draft development permit contains language concerning the return of landscape security upon confirmation that landscape works have been completed in accordance with permit terms.

APPENDIX 3 – SITE CONTEXT

LOCATION

Legal Description	Lot 1, Section 20, Pender Island, Cowichan District Plan VIP51866, Except part in Strata Plan VIS 2410 (Phases 1 to 9)
PID	017-096-502
Civic Address	9801 Spalding Road

LAND USE

Current Land Use	Poets Cove Resort and Spa (hotel, marina, cottages, villa and accessory buildings and services)
Surrounding Land Use	Nature reserve to the north, rural residential to the northeast, east, and south. Tseycum First Nation reserve adjacent southwest of resort property.

HISTORICAL ACTIVITY

File No.	Purpose
Long file history dating back to 1996. Most recent development applications were as follows:	
SP-DP-2008.1	This permit concerned an application for a number of minor departures from the master development permit issued for the resort. In part, these changes included: a reconfiguration of the parking lot, addition of storage containers, removal of stormwater retention pond, removal of staff housing proposed under initial permit, addition of water treatment/laundry building, and a number of other minor siting, form, and character alterations.
SP-DVP-2008.1	This permit concerned a variance to the 7.6 metre rear lot line setback to permit the siting of storage containers.

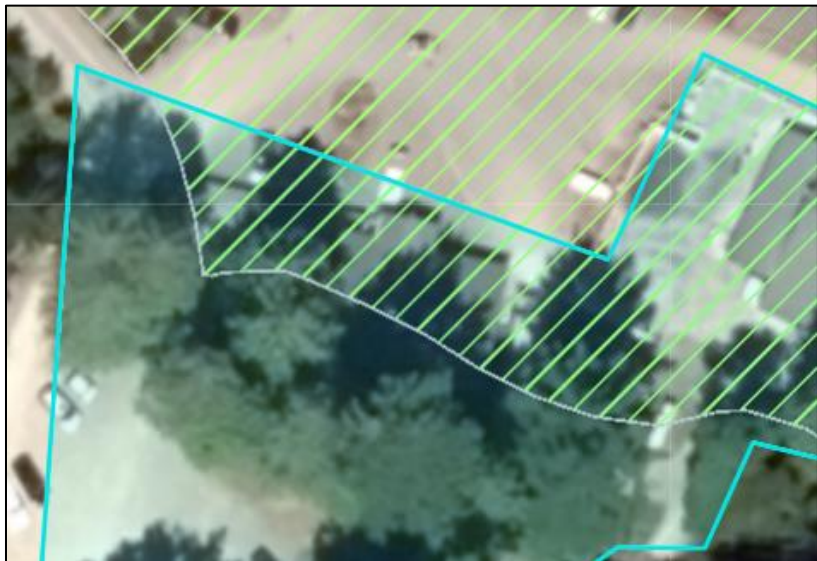
POLICY/REGULATORY

Official Community Plan Designations	Land Use Designation: Commercial (C) Development Permit Areas: DPA 1 – Commercial Form and Character
Land Use Bylaw	Zoning: Commercial Resort (C) The Commercial Resort zone permits the following uses: (a) Resort Hotel; (b) Boat ramp, boat, bicycle and sport equipment rental, resort activity centre, fitness facility; and, (c) Uses accessory to the principal use permitted under 5.4(1)(a) and (b): retail sales, administrative offices and business facilities, child care and service, maintenance, laundry, shower and housekeeping facilities, marine related sales and service, cold beer and wine retail

	sales; accommodation of individual persons employed at the resort by the hotel operator for wages or salary, in respect of permitted uses, in a dormitory building accessory to the hotel use. The following additional regulations apply in the Commercial Resort zone: Density (2) All buildings and structures are not to cover more than 33% of the usable site area of all lots in the C1 Zone. (3) A building or structure is not to cover more than 33% of the usable site area of the lot on which it is located. Siting and Size (4) The minimum setback for any building or structure, except a fence, shall be: (a) 7.6 metres (25 ft.) from any front or rear lot line; (b) 3.1 metres (10 ft.) from any interior side lot line; (c) 4.6 metres (15 ft.) from any exterior side lot line. (5) Despite Section 3.4, the maximum height of any building or structure is 9.15 metres (30 ft.).
Other Regulations	Staff are unaware of any additional applicable regulations or concerns at the present time.
Covenants	The subject property is party to the following restrictive covenants: EE6631 Registered on January 25, 1991 in favour of the Minister of Transportation and Highways and the Capital Regional District, requires buildings to be sited in accordance with a March 27, 1990 geotechnical report prepared by C. N. Ryzuk and Associates Ltd. EE6633 Registered on January 25, 1991 in favour of the Minister of Environment, restricts the siting of buildings with regard to the setback from the sea.
Bylaw Enforcement	There are no outstanding bylaw enforcement issues related to the subject property.

SITE INFLUENCES

Islands Trust Fund	The subject property is located adjacent to properties to which the Islands Trust Fund is party to a conservation covenant. However, Trust Fund staff indicate that there are no anticipated impacts on the covenanted property as a result of development proposed under this development permit application.
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Regional Conservation Strategy	Because of the developed nature of the subject property, the Islands Trust Fund Regional Conservation Plan shows the immediate area to be of low relative habitat composition importance.
Species at Risk	Islands Trust mapping shows there to be a vascular plant species at risk in the vicinity of the subject property. However, as the work proposed under this development is to occur within an existing parking lot, staff do not anticipate impacts on any at-risk species.
Sensitive Ecosystems	While the development proposed under the subject development permit application will occur within an existing parking/service area, it will require the removal of five trees. Islands Trust sensitive ecosystem mapping suggests that these trees form part of the mature forest ecosystem. 
Hazard Areas	The area of proposed development is not within any steep slope or flood hazard areas.
Archaeological Sites	The building proposed under this development permit will be located within 100 metres of a known archaeological site (DeRt-4). Applicant must contact the B.C Archaeology Branch for direction/permitting to work in the vicinity of the subject site per requirements of the <i>Heritage Conservation Act</i>.
Climate Change Adaptation and Mitigation	Construction of the proposed on-site staff accommodation may result in GHG reduction as staff will no longer have to drive to the resort from accommodation elsewhere on the Island. Staff do not anticipate the proposed development will be affected by environmental changes associated with climate change (eg. sea level rise).

APPENDIX 4 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

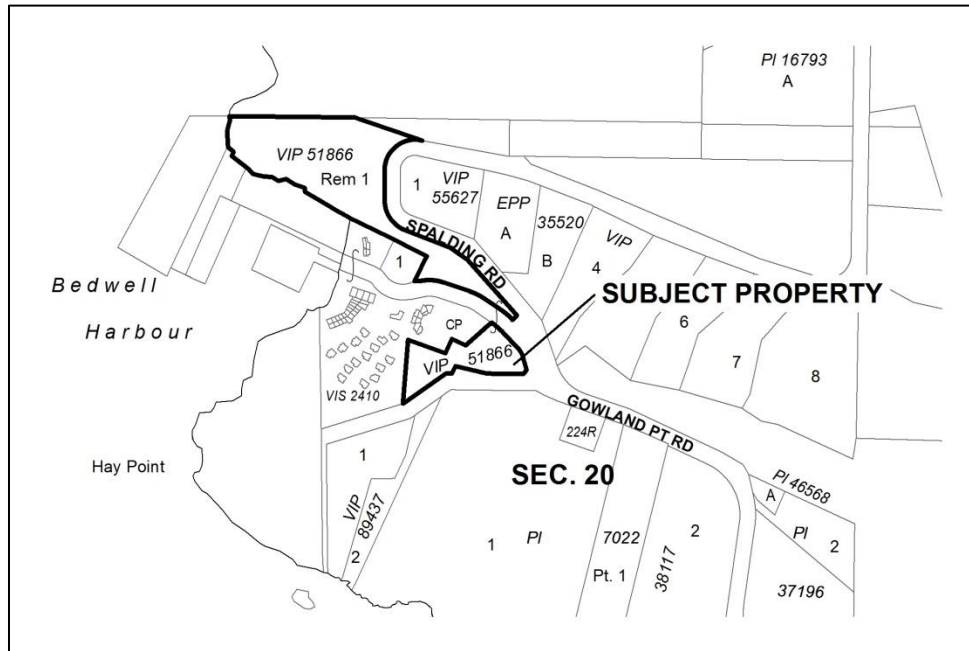


Image 2: Relative location of subject property.



Image 3: One three bedroom employee accommodation unit is to be located in this existing parking area.



Image 4: One three bedroom employee accommodation unit is to be located in this existing parking area. Tree adjacent to existing administration building will remain.



Image 5: One three bedroom employee accommodation unit will be placed in the yard behind the existing administration building.



Image 6: Three of the five trees that will be removed to site the second employee accommodation unit.



Image 7: The existing administration building was in need of refinishing at the time of staff's site visit.



Image 8: However, the applicant sent a subsequent image demonstrating that the administration building has been repainted.



Image 9: One three bedroom staff accommodation unit will be located in existing parking area.

APPENDIX 5 – ORIGINAL PROPOSED STAFF ACCOMMODATION BUILDING (2001)

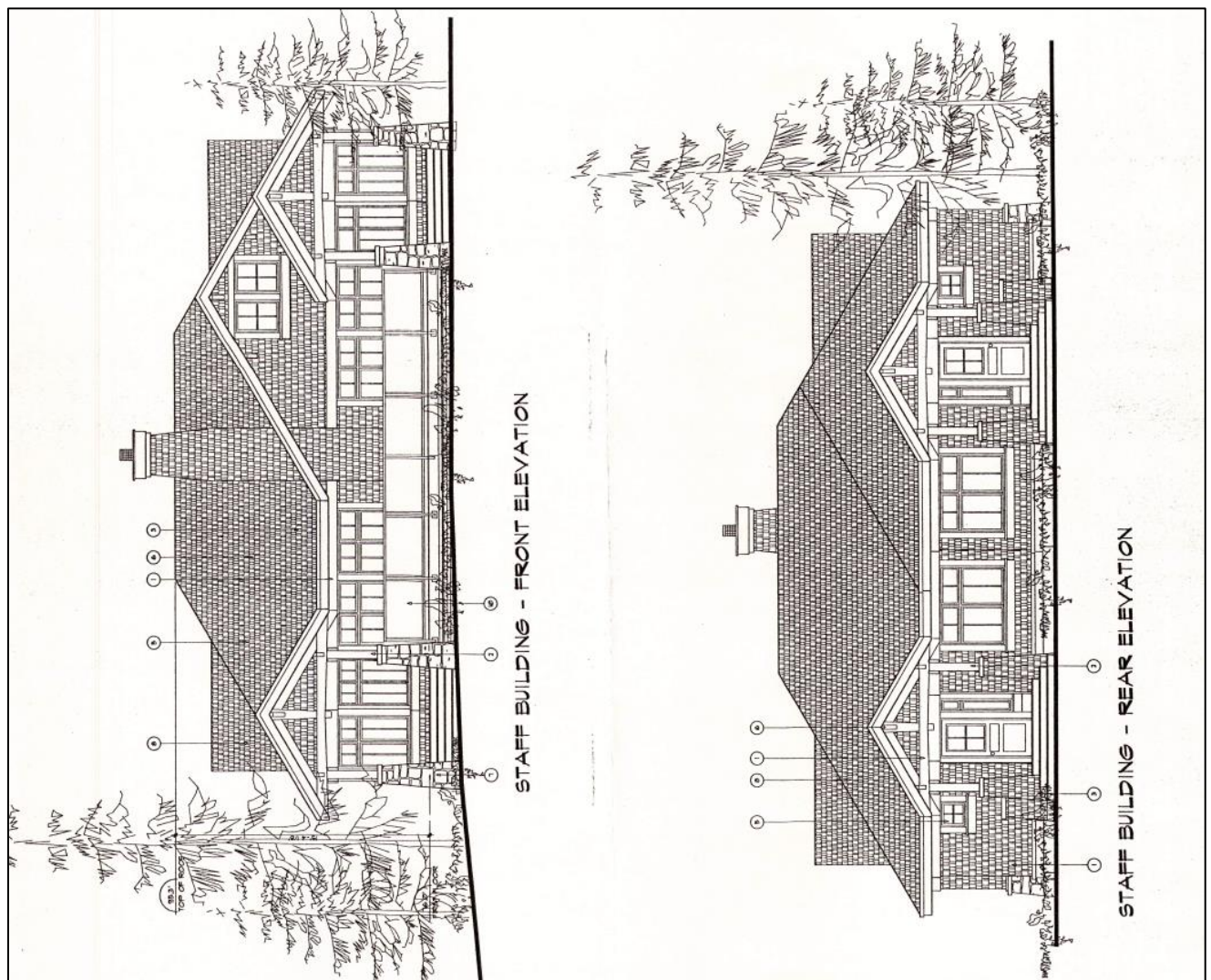


Image 10: Original planned staff accommodation building. Note consistency with form and character of the rest of the resort development.



Image 11: Location of original planned staff accommodation building circled in red. Essentially the same location now proposed for new staff accommodation dwelling units.

PROPOSED NEW

Gazetted Road
April 20, 1962, page 707

Islandscapes

3724 Port Road, Pender Island, BC V0N 2M2 250.629.6053

March 16, 2017

Landscaping for Poet's Cove Resort and Spa Proposed Staff Accommodation Development Permit Application:

The proposed plan includes six planting areas. These areas would be excavated to a depth of two feet, backfilled with top soil, planted with native species and mulched with an aged bark mulch.

Planting areas A and B on the proposed landscape plan would each include a large caliper *Betula papyrifera* (Paper Bark Birch) underplanted with 26 and 56 *Mahonia repens* (Creeping Oregon Grape) respectively. The two trees would provide screening and relate to the existing specimens growing near by. The other beds, C,D,E and F, would be planted with a total of 129 *Gaultheria shallon* (salal). The trees proposed would be approximately 15' tall, and the other plantings in a 1 gallon pot size. This will ensure a more full look upon planting, as well as more rapid growth than if smaller plant material were used.

The estimated cost for the supply and installation of the plants as specified is as follows:

Plant material delivered: 3,200.00
60 yards imported topsoil: 3,000.00
10 yards aged bark mulch delivered: 600.00
Machine time and installation: 4,000.00
Total: 10,800.00 + GST

DATE OF MEETING: September 19, 2017
TO: South Pender Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team
SUBJECT: Work Program

RECOMMENDATION

1. That the South Pender Island Local Trust Committee amend the Work Program by moving xxx project from the Projects List to the Top Priorities
2. That the South Pender Island Local Trust Committee request that staff report back with an outline of the scope of the project, timeline and budget and with a draft project charter for review.

REPORT SUMMARY

With LTC's primary project – the Land Use Bylaw (LUB) Review - nearing completion the LTC has the opportunity to identify and consider initiation of a new project or projects.

BACKGROUND

Designation of a project as an LTC Top Priority is the mechanism through which work can commence on a project. Top Priorities for each LTC are limited by policy ([Trust Council Policy 6.7.i](#)) to a maximum of three projects, and commencement of any Top Priority work is subject to available budget and staff resources. The Projects List is the part of the Work Program where the LTC lists potential future planning projects. Prior to proceeding with initiating a project the LTC must make the project a Top Priority and funding and resources to undertake the project must be available and approved. Once a Top Priority project is identified by the LTC, a project charter is prepared for LTC review establishing the scope of work, timeline, and budget.

Currently the LTC has two Top Priority projects: LUB Review and First Nations Reconciliation. The LUB Review project is nearing completion, with a public hearing having been held, the bylaws receiving Third Reading and approval of the Executive Committee; the remaining steps in the project are to receive Ministerial approval of the OCP amendment, for the LTC to adopt the bylaws, for staff to replace and consolidate the new bylaws, and for communications material related to implementation of the new regulations to be prepared. The First Nations reconciliation project is proceeding in coordination with the North Pender LTC with the support of the Senior Intergovernmental Relations Advisor.

At the last meeting, the LTC requested that staff bring back a report reviewing the Projects List and providing recommended changes to the Top Priorities. The purpose of this report is to review the current LTC's list of potential projects that have been identified over the course of the term and to provide comment and options for the LTC.

ANALYSIS

The attached table summarizes the current Projects List, including descriptions and activities, along with staff comments on each potential project. In assessing potential projects the LTC should consider the following criteria:

- **Urgency:** any new or emerging issues that the LTC, the community, or staff have identified that should be addressed expeditiously through amendments to regulations or policy. As the LTC is in the process of completing a multi-year, comprehensive review of the Land Use Bylaw it is unlikely there are urgent regulatory changes that have not been considered during that process.
- **Timelines:** with one year remaining in the term the LTC should consider if it expects to complete any new initiatives within the term, or commence a project that will exceed the length of the term. I have provided a general indication of whether a project would have a short, medium or long timeline. Without being specific, a project with a short timeline may be possible to complete (at least substantially) within the term, a project with a medium timeline would almost certainly exceed one year.
- **Budget:** the LTC has approved funding in the current fiscal year for two projects:
 - LUB Review: \$2500 allocated, approximately \$500 remaining
 - OCP/LUB amendments: \$6000 allocated and available for a new Top Priority project.
- **Resources:** in addition to a budget allocation for hard costs, the majority of costs associated with a project are staff time. With limited staff resources, a project that requires more staff time will likely entail an extended timeline.
- **Trust Council Strategic Plan:** the Strategic Plan identifies a number of priorities that LTC's should consider addressing. The attached table indicates that several potential projects are consistent with TC Strategic Plan priorities.

In addition to the above criteria, the LTC should take into consideration any new issues or priorities raised in the community or in Trust Council's Strategic Plan

In terms of the current listed Projects, staff can provide the following comments:

1. **Lower Ecological Footprint:** some elements of such a project have already been addressed through the LUB Review – floor area limits, cisterns, proof of potable for subdivisions. In the absence specific additional potential amendments, there would likely be limited work involved in this project.
2. **Agricultural Land Review:** during the LUB Review, potential changes to minimum lot size in the Agricultural zones were considered but did not proceed as part of that initiative. The LTC could re-consider options for subdivision in the agricultural zone as a new project. In addition the recently completed Southern Gulf Islands Food and Agriculture strategy includes some recommendations that the LTC could consider.
3. **Pedestrian / Cycle Route:** This would be a relatively straightforward OCP map amendment to the Road Network Schedule to designate potential bicycle/walking routes and update the future trails, along with supporting policy in the body of the OCP.

4. Sensitive Ecosystem DPA: designating DPA for ecosystem protection would be technically straightforward as the mapping exists and there are already DPA designated in the North Pender and Galiano OCPs that would serve as models. Additional mapping would need to be completed if the designations were to extend to streams. However, proposals to designate DPA typically require significant resources devoted to public engagement and landowner contact, as there are often concerns and misunderstanding about the scope and role of development permits. A project to designate new development permit areas would entail a longer timeline and more resources than some of the other potential projects; however it would be consistent with Strategic Plan priorities.
5. Sea level Rise, Shoreline Erosion: a project to review regulations in light of sea level rise and erosion would be consistent with Trust Council priorities and is an important issue; in terms of the scope of work it would entail a review of existing regulations and potentially mapping costs. The province is in the process of reviewing flood standards so the project could be extended while that process unfolds.
6. Heritage Conservation: this project would be to examine options for heritage status for the Church of the Good Shephard buildings or property. While such a project could have a relatively short timeline, an examination of the options could result in no action being recommended.

If the LTC's preference is to commence a project with a limited timeline, then the Pedestrian / Cycle Route or the Heritage Conservation options provide the potential to be completed in a year. Of the other projects, the DPA Review or Sea Level rise projects are consistent with Trust Council Strategic Plan priorities and would address important issues.

ALTERNATIVES

1. Request further information

The LTC may request further information prior on one or more of the potential projects prior to making a decision.

2. Receive for information

The LTC may receive the report for information. There is no obligation on the part of the LTC to actually undertake any projects.

NEXT STEPS

Once a new project is identified, staff will report back with general options, timeline and budget and a draft project charter if appropriate.

Submitted By:	Robert Kojima, Regional Planning Manager	September 5, 2017
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ATTACHMENTS

1. Table of potential projects

Description	Activity	Description	Estimated Timeline	Trust Council Priority
Lower Ecological Footprint	Alternative energy, reduced emissions, water supply quality and quantity	Water supply quality and quantity has been addressed through LUB updates. Implementation could include: DPA for energy efficient house design, zoning to permit marine geo-exchange.	Medium	yes
Agricultural Land Review	Review regulations applying to agricultural lands	Review min/average lot size provisions, review SGI Food and Agriculture strategy for relevant recommendations.	Medium - Long	no
Pedestrian / Cycle Route	OCP Schedule	Should be coordinated with CRD trail planning and NP OCP map schedule. OCP map amendment and potential policy wording.	Short	yes
Sensitive Ecosystem DPA	Review existing DPA	Review existing regulations, mapping, consider new terrestrial DPA options. Implementation through OCP amendment(s)	Medium to Long	yes
Sea level Rise. Shoreline Erosion	Measures to address impacts of sea level rise	Review and develop mapping, implement provincial standards. Implementation: DPA, amendments to setbacks	Long	yes
Heritage Conservation	Options for Church of Good Shephard	Review heritage conservation tools and options. Implementation through Heritage Conservation Area designation, Heritage bylaw, or OCP advocacy policy.	Short	no

Top Priorities

South Pender Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	LUB Review and Update	To undertake a comprehensive review of the Land Use Bylaw, including potential consequential OCP amendments	04-Oct-2011	Robert Kojima	30-Sep-2017
2	First Nations Reconciliation	To host a community event on co-operation with NPILTC	16-Jan-2017		

Projects

South Pender Island

Description	Activity	R/Initiated
Lower Ecological Footprint	explore alternative energy solutions, reducing GHG emissions, preservation of water supply and quality, and other initiatives to lessen our impact on our environment of the SPI LTA.	28-Apr-2015
Agricultural Land Review		06-Sep-2016
Pedestrian and Cycle Routes	Consider amending OCP map schedule and policies to designate future cycle / pedestrian routes	04-Nov-2014
Development Permit Areas	review existing DPAs for sensitive ecosystems to determine current status	28-Apr-2015
Sea level Rise and Shoreline Erosion		28-Apr-2015
Heritage conservation Options for the Church of the good shepherd		01-Sep-2015



Islands Trust

Print Date: September 12, 2017

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SP-DP-2017.1	POETS COVE RESORT & SPA LTD	18-May-2017	9801 Spalding Road, Pender Island - construct 2 additional buildings adjacent to existing staff accommodation building

Planner: Jason Youmans

Planning Status

Status Date: 08-Sep-2017

Permit and staff report uploaded for September 19 LTC meeting agenda.

Status Date: 31-Aug-2017

Conversations throughout August with applicant re. tree removal, building form and character, landscape security, etc.

Status Date: 27-Jun-2017

Planner site visit

Islands Trust
LTC EXP SUMMARY REPORT F2018
Invoices posted to Month ending July 2017

665 South Pender	Invoices posted to Month ending July 2017	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-665	LTC "Trustee Expenses"	750.00	64.04	685.96
LTC Local				
65200-665	LTC - Local Exp - LTC Meeting Expenses	2,000.00	473.92	1,526.08
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	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>3,300.00</u>	<u>473.92</u>	<u>2,826.08</u>
Projects				
73001-665-2011	South Pender OCP/LUB	2,500.00	1,714.05	785.95
73001-665-4091	South Pender LUB Amendments	6,000.00	0.00	6,000.00
TOTAL Project Expenses		<u>8,500.00</u>	<u>1,714.05</u>	<u>6,785.95</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]