



South Pender Island Local Trust Committee

Regular Meeting Agenda

Date: November 8, 2016
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 - 10:30 AM	
4.	COMMUNITY INFORMATION MEETING		
	none		
5.	PUBLIC HEARING		
	none		
6.	MINUTES	10:30 AM - 10:40 AM	
6.1	Adopted Local Trust Committee Minutes Dated September 6, 2016 (For information)		3 - 9
6.2	Section 26 Resolutions-without-meeting Dated October 2016		10 - 10
6.3	Advisory Planning Commission Minutes		
	none		
7.	BUSINESS ARISING FROM THE MINUTES	10:40 AM - 10:45 AM	
7.1	Follow-up Action List Dated November 2016		11 - 11
8.	DELEGATIONS		
	none		
9.	CORRESPONDENCE		
	<i>Correspondence received concerning current applications or projects is posted on the LTC webpage</i>		
	none		

10. APPLICATIONS AND REFERRALS

none

11. LOCAL TRUST COMMITTEE PROJECTS

10:45 AM - 12:00 PM

11.1 Land Use Bylaw (LUB) Review - Discussion Paper

12 - 23

11.2 Community Information Meeting Format

12. REPORTS

12:00 PM - 12:30 PM

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated November 2016

24 - 24

12.1.2 Projects List Report Dated November 2016

25 - 25

12.2 Applications Report

none

12.3 Trustee and Local Expense Report Dated September 2016 (attached)

26 - 26

12.4 Adopted Policies and Standing Resolutions (attached)

27 - 27

12.5 Local Trust Committee Webpage

12.6 Chair's Report

12.7 Trustee Report

12.8 Trust Fund Board Report Dated September 2016 (attached)

28 - 29

For information

13. NEW BUSINESS

14. UPCOMING MEETINGS

12:30 PM - 12:45 PM

14.1 The Next Regular Meeting of the South Pender Local Trust Committee is To Be Determined.

14.2 Proposed South Pender Island LTC 2017 Meeting Schedule - Staff Memo

30 - 32

15. TOWN HALL

12:45 PM - 1:00 PM

16. CLOSED MEETING

none

17. ADJOURNMENT

1:00 PM - 1:00 PM



ADOPTED

Islands Trust South Pender Island Local Trust Committee Minutes of Regular Meeting

Date: September 6, 2016
Location: South Pender Fire Hall
8961 Gowlland Point Road, South Pender Island, BC

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

Staff Present: Robert Kojima, Regional Planning Manager (RPM)
Robyn Ludwig, Recorder

Others Present: Approximately 38 members of the public

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:07 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 on the proposed draft amendments to the Land Use Bylaw (LUB): **Jane Perch, John Chapman, John Fulawka, Ken Clarke, Gordie Duncan, Darryl Henderson**. Comments and questions included:

- How minor and major LUB amendments would impact the (Official Community Plan (OCP)
- Need for longer term planning to address population growth, climate change, etc.
- How to maintain productive small farms with possibilities for succession
- Impacts of LUB on employment and housing, particularly for youth and seniors
- Developing a sliding scale or ratios for lot coverage
- Fixed floor area size could be restrictive for owners of large properties

4. COMMUNITY INFORMATION MEETING

None.

5. PUBLIC HEARING

None.

6. MINUTES

6.1 Adopted Local Trust Committee Minutes Dated June 7, 2016 (for Information)

Received for information.

The LTC clarified that minutes taken at meetings are summary minutes, recording topics and decisions. North Pender Island Local Trust Committee (NPLTC) is currently undertaking a pilot project with audio recordings of LTC meetings; the South Pender LTC will wait to see the results of the pilot project before considering recording the LTC meetings.

6.2 Draft Special Local Trust Committee Meeting Minutes of June 17, 2016 (for Adoption)

By general consensus the minutes were approved as presented.

6.3 Section 26 Resolutions-without-meeting Dated August 2016

Received for information.

6.4 Advisory Planning Commission Minutes

None.

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated August 2016

Chair Luckham indicated that the Executive Committee (EC) and RPM Kojima will meet with senior staff at the Ministry of Transportation and Infrastructure (MoTI) to discuss road maintenance.

8. DELEGATIONS

None.

9. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted on the LTC webpage. The LTC noted that correspondence is redacted for privacy reasons.

10. APPLICATIONS AND REFERRALS

10.1 North Pender Island Local Trust Committee Bylaws No. 203 & 204 Referral

RPM Kojima summarized bylaws No. 203 and 204, which provide guidelines on Short-Term Vacation Rentals as a home business or Temporary Use Permit.

SP-2016-15

It was MOVED and SECONDED,

that the South Pender LTC considered North Pender Local Trust Committee Bylaws No. 203 and 204 and decided its Interests are Unaffected.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Land Use Bylaw (LUB) Review - Staff Report

RPM Kojima summarized the staff report, outlining outstanding issues and options. Trustee McConchie emphasized the importance of communication with the community throughout the process.

The following items from Draft Land Use Bylaw No. 114, 2016 Table - Significant Potential Amendments were discussed:

- Brooks Point regional park zoning: No further amendments proposed.
- Lot coverage in community parks - 5.8(2): No further amendments proposed.
- Outbuildings - 1.1 & 3.5(3): Trustees agreed that the maximum height of outbuildings and accessory buildings should be the same; what that maximum height will be has not yet been decided.
- Farmers market - 1.1 & 5.3(1)(c): No further amendments proposed.
- Proof of potable water - 8.12: Lot line subdivision / boundary adjustments are not included in the amendment. No further amendments proposed.
- Definitions - 1.1: Updated following referral to the Advisory Planning Commission (APC). No further amendments proposed.
- Cisterns - 3.14: Trustees discussed the need for education and/or regulation on water catchment. Trustee Luckham suggested halving the size of cisterns required for new construction. Discussion TABLED.
- Private docks: Trustees discussed the current lack of local control, environmental impacts, and concerns about property values and neighbourhood / community consultation. Trustee McConchie indicated that he had a personal discussion paper that was available to the public upon request. No further amendments proposed.

- Cottage floor area - 1.1: Trustees discussed cottage floor area, with respect to possible impacts on the OCP, and on lower income housing and Short-Term Vacation Rentals. Discussion TABLED.
- Minimum lot size, agriculture and forestry - 5.5(11) & 5.6(10): LTC members discussed issues of redevelopment, succession and productivity; the jurisdiction of the Agricultural Land Reserve and Ministry of Forests. Trustee Scholefield pointed out that the Forestry and Agriculture owners had offered to work with the Trust to develop alternatives to the higher maximum lot size and suggested that the LTC should accept the offer and ask for them to provide their recommendations for consideration at the next LTC meeting in November. Chair Luckham rejected that idea and proposed the creation of a special APC, appointed by the LTC, to develop recommendations for the Forestry and Agriculture lands. Trustee Scholefield was concerned that a special APC would be unable to complete a report before March of 2017. Discussion TABLED.
- Maximum Floor area for dwellings and accessory buildings, and lot coverage - 3.5, 3.5(3), 5.1 (5), 5.1 (7), 5.5(9), 5.6(7), 5.7(6): LTC members indicated that the community generally perceived a 3600 sq. ft. maximum as inflexible, but that limits are needed to address potential environmental impacts.

By general consensus the LTC has discussed potential amendments as presented in the table, and have considered that further discussion is necessary on: cisterns (3.14); lot size for forestry and agriculture (5.5, and 5.6); and on combining amendments for dwelling and accessory building floor area, lot coverage and cottages (1.1, 3.5, 5.1, 5.5, 5.6, 5.7); and that the remaining items remain as amended.

The LTC broke at 12:15 p.m. and reconvened at 12:27 p.m. to revisit tabled items.

- Cisterns - 3.14: LTC members agreed to review last year's staff report and discussion paper regarding cisterns.
- Minimum lot size, agriculture and forestry - 5.5(11) & 5.6(10):

SP-2016-16

It was MOVED and SECONDED,

that the draft Land Use Bylaw be revised to change the minimum lot size for agricultural and forestry lots back to four (4) hectares.

CARRIED

- Combining dwelling, cottage and accessory building floor area, and lot coverage:

SP-2016-17

It was MOVED and SECONDED,

that sections 5.1(7), 5.5(9), 5.6(7), and 5.7(6) regarding maximum floor area for dwellings be removed from the draft Land Use Bylaw.

CARRIED

SP-2016-18

It was MOVED and SECONDED,

that Local Trust Committee members direct staff to develop a discussion paper regarding lot coverage, and accessory building, cottage and dwelling floor area.

CARRIED

SP-2016-19

It was MOVED and SECONDED,

that Local Trust Committee members direct staff to identify possible dates for a community information meeting, to be held after the November 8, 2016 meeting and before year end.

CARRIED

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated August 2016

Received for information.

12.1.2 Projects List Report Dated August 2016

Review of agricultural land usage, and Heritage conservation options for the Church of the Good Shepherd, are to be added to the projects list.

12.2 Applications Report

None.

12.3 Trustee and Local Expense Report Dated July 2016 (attached)

Received for information.

12.4 Adopted Policies and Standing Resolutions (attached)

Received for information.

12.5 Local Trust Committee Webpage

Trustees were reminded to submit their Pender Post articles to Regina to upload to the webpage.

12.6 Chair's Report

The Financial Planning Committee is working on a new budget. The Executive Committee is preparing for the Trust Council meeting in Sidney.

12.7 Trustee Report

Trustee Scholefield met with Ministry of Transportation and Infrastructure representatives, alongside representatives of the CRD, Moving Around Pender, planning staff and North Pender trustee.

Trustee McConchie met with constituents regarding erosion around the canal, and freighter activity in Plumper Sound, and is chairing the select committee for reviewing the Victoria office location.

12.8 Trust Fund Board Report

Report is coming out next month.

13. NEW BUSINESS

13.1 2017-18 Budget: LTC Project Funding Requests - Staff Memo

SP-2016-20

It was MOVED and SECONDED,

that the South Pender Island Local Trust Committee revise the draft 2017-18 LTC Project Budget Request by including a public hearing to complete the Land Use Bylaw review, with a budget of \$2,500, and forward to Financial Planning Committee as revised.

CARRIED

13.2 Proposed Low Cost/Subsidized Housing Study for North & South Pender Islands - Discussion

The CRD will be considering funding for a housing needs assessment for the Southern Gulf Islands, and if approved, will be consulting with local groups and LTCs.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for November 8, 2016, at the Fire Hall, South Pender Island

Discussion of audio recording of meetings is deferred until the completion of the NP pilot project.

15. TOWN HALL

None.

16. CLOSED MEETING

None.

17. ADJOURNMENT

By general consent the meeting was adjourned at 1:34 p.m.

Peter Luckham, Chair

Certified Correct:

Robyn Ludwig, Recorder

Resolutions Without Meeting

South Pender Island

Resolution #	Action	Resolution Description	Resolution Date
2016-01	In Favour	THAT_South Pender Island Local Trust Committee meeting minutes of March 1, 2016, be Adopted.	13-Apr-2016
2016-02	In Favour	South Pender Island Local Trust Committee meeting minutes of June 7, 2016, be Adopted.	13-Jul-2016
2016-03	In Favour	THAT South Pender Island Local Trust Committee meeting minutes of September 6, 2016, be Adopted.	17-Oct-2016

Follow Up Action Report

South Pender Island

06-Sep-2016

Activity	Responsibility	Target Date	Status
6.2 - Minutes adopted as presented	Regina Robinson	13-Sep-2016	Done
10.1 NP Bylaws 203 and 204 - interests unaffected	Sharon Lloyd-deRosario	12-Sep-2016	Done
11.1 LUB Review: - revise draft LUB to remove changes to min lot area in F and A zones, and maximum dwelling floor area - staff to report back next meeting with a discussion paper on floor area and lot coverage - staff to schedule a CIM for a saturday in late November/early december	Robert Kojima Regina Robinson	31-Oct-2016	Done
12.1.2 - add agricultural review to projects list	Robert Kojima	07-Sep-2016	Done
forward amended budget request to FPC	Robert Kojima	09-Sep-2016	Done

SOUTH PENDER ISLAND LAND USE BYLAW REVIEW

DISCUSSION PAPER FLOOR AREA AND LOT COVERAGE

NOVEMBER 2016



Islands Trust

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1. Introduction

The South Pender Island Local Trust Committee is engaged in a review and update of the Land Use Bylaw. The LTC has endorsed a project charter which establishes a process and timeline for the project. A draft LUB has been prepared, reviewed by the LTC, and had extensive community consultation. At the September 2016 meeting, the LTC requested that planning staff prepare a discussion paper on the topics of lot coverage and floor area. These topics have been the subject of significant community input and LTC deliberation. The points in this paper are intended to inform discussion and deliberation.

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

2. Background

In the course of its review and deliberations the LTC has identified concerns with the regulations. Specifically,

1. The current 25% lot coverage in the Rural Residential zones (RR1, RR2, and RR3) would not preclude excessively large dwellings and that there are no other effective limits on dwelling size. In the Forest (F) and Agriculture (A) zones, lot coverage is much more restrictive (2.5% - 8%) depending on zone and lot area, however there are still concerns about the potential for large dwellings given the larger lot sizes.
2. Conversely, the current regulations for accessory buildings establish maximum floor area for all accessory buildings based on the size of the lot. The current accessory building regulations are recognized to be both overly prescriptive, particularly for smaller lots, and difficult to administer. The LTC has proposed to remove these limits on accessory building floor area, however in the absence of limits on development other than 25% lot coverage the concern is that it could result in instances of either excessively massive accessory buildings or a proliferation of accessory buildings

Several alternatives have been considered by the LTC to date. A previous discussion paper ([September 2015](#)) presented a number of alternatives and options. The LTC proceeded to have a draft LUB prepared that would have established a maximum floor area of 335m² (3600ft²) for all dwellings. Following community consultation the LTC removed that regulation from the draft LTC, but requested that staff:

“develop a discussion paper regarding lot coverage, and accessory building, cottage and dwelling floor area.”

This discussion paper will primarily address the issues of lot coverage and accessory building regulations. Maximum floor is still an option, but the LTC has removed it from the current draft. The floor area of

cottages has also considered by the LTC and a revised maximum floor area is included in the current draft LUB (75m²), which is larger than the current 56m².

3. Goals

Before reviewing the issues and options, the LTC may wish to revisit the goals or principles guiding the LTC's decision-making. The following is a list of considerations that have been raised or considered by the LTC over the course of the project a guiding the rationale for reviewing these regulations in particular:

1. Protect the rural character embodied in the OCP goals, objectives, and policies.
2. Protect green space on residential lots for visual, environmental, and stormwater management purposes.
3. Avoid visual and other impacts often associated with large dwellings.
4. Address the administrative and regulatory issues identified with the current accessory building regulations.
5. Mitigate visual and other impacts associated with either massive accessory buildings or a proliferation of accessory buildings
6. Ensure that any changes to regulations do not unreasonably restrict currently permitted development.
7. Recognize that there is a diversity of lot sizes, configurations, split-zoned lots, natural features, and land uses.
8. Recognize that there is change over time in terms of small scale subdivision, development of vacant lands and incremental development of lots.
9. Minimize the administrative costs associated with permitted development and administrative burdens for regulatory agencies.

4. Context

Lot Coverage

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

As lot coverage is a measure of the area of all development on a lot, any new construction requiring a permit is may be required to provide an accurate current survey of all buildings and structures on the lot.

Floor Area

Another basic control on development is maximum floor area; floor area measures the area of all the storeys of a building. Thus limits on floor area regulate building size and mass but where height regulations permit, can provide flexibility in terms of a reduced building footprint with a taller building. Floor area limits are currently in place to regulate the size of cottages, which are otherwise simply a second dwelling, and to provide an overall maximum floor area for accessory buildings. The new LUB proposes to increase the floor area maximum for cottages and to eliminate the maximum total floor area for accessory buildings

Lots

In order to provide context for consideration of lot coverage changes, the following table provides a breakdown of the number of existing lots by area.

	Area (Ha):						
Zones	0 -.19ha	.2 - .39	.4 - .79	.8 - 1.59	1.6 - 2.39	2.4 +	Totals
RR1	3	9	51	13			76
RR2	7	20	59	51	7	5	149
RR3				7	1		8
A	1			2		4	7
F	1			1	3	5	10
NR						1	1
SPLIT-ZONED		1	3	1	3	13	21
totals	12	30	113	75	14	28	272
%	4%	11%	42%	28%	5%	10%	
Cum. totals	12	42	155	230	244	272	
Cum. %	4%	15%	57%	85%	90%	100%	

This breakdown indicates that the majority of lots are currently less than 0.8 ha, the modal category is between 0.4 and 0.8 ha (42%), and that 85% of lots are less than 1.6 ha in area. The number and proportion of lots less than 0.8 ha will incrementally increase over time due to subdivision.

5. Options

There are a variety of options, which were detailed in the previous discussion paper. For the purpose of this paper, options will be limited to those that the LTC has not previously rejected.

RR zones

1. Reduce lot coverage to a single, lower lot coverage percentage (10% and 15% have both been suggested). This would address the concern that the current regulation (25%) is too permissive and would potentially limit massive buildings on smaller lots. However, it would not address concerns over larger buildings on lots of any significant area.
2. Establish two or more lot coverage percentages based on lot area. This would allow the lot coverage regulation some flexibility to apply meaningful limits based on lot size. The current draft of the LUB proposes to reduce lot coverage to 15% (lots 0.4 ha or less), 10% (lots between .04 and 4 hectares) and 5% (lots 4 hectares or greater). The Agriculture and Forest zones currently have two classes of lot coverage based on lot area. Too many classes however would be tend to become overly complex, create differentials between lots at the margins, and potentially create issues for subdivision.

Dwellings

3. Maximum Floor area for dwellings: the LTC previously considered, and then removed, a proposal to limit floor area for dwellings to 335m². The LTC could consider a single, larger floor area to establish an upper limit, it could also be applied to Agricultural and Forest zoned lots.
4. A variation on lot coverage that has been proposed to limit dwelling size is to establish maximum lot coverage for dwellings as a lower proportion of the overall lot coverage. Or put another way, to have two coverage provisions, one for all buildings and structures and a second lower lot coverage for dwellings only.
5. Floor Area Ratio. This tool was previously reviewed by the LTC but considered unsuited for the South Pender context. It is typically applied to either higher density commercial development or in areas with uniform lot sizes and dimensions.

Accessory Buildings

6. Maximum Floor Area for all buildings (dwelling, cottages, and accessory buildings). This would provide flexibility for owners but would not address the concerns over potentially excessively large buildings.
7. Total Floor Area for all Accessory Buildings. This is essentially the current regulation that the LTC is proposing to remove as too prescriptive, particularly on smaller lots, and administratively burdensome.
8. Maximum Floor Area for any one accessory building. This would be effective in addressing the concern about the impacts of excessively large accessory buildings. It would also be simple to administer, and could be varied by application.
9. Maximum number of accessory buildings. This could be effective in addressing concerns about excessive numbers of accessory buildings, but may difficult to administer as not all accessory buildings require permits, although enforcement would be more straightforward.

Other

10. Home plate: this is an approach that is applied to agricultural land where concerns are that agricultural potential is compromised on smaller lots by the proliferation of non-agricultural buildings throughout the lot. The regulations establish that the dwelling, any additional residence, and associated accessory buildings must be clustered within set distance of each other, usually by reference to a road. This essentially establishes a residential footprint on the lot, with the rest of the property reserved for agriculture (or forestry in the case of a Forest lot). This option has not been considered by the LTC to date.

These options are summarized in the following table:

Options Table

Zones	Current lot coverage	Lot coverage	Differential lot coverage	Max floor area for dwelling	Maximum floor area for all buildings	other
RR	25%	Single lower lot coverage (eg 10% -15%) Potentially with dwelling lot coverage limited to a portion of the overall lot coverage	e.g 15% on lots under 0.4 ha, 10% on lots 0.4 ha to 4 ha, 5% on lots 4 ha and greater.	335m ² previously considered. A larger maximum may be an option to preclude massive houses	Difficult to administer, would not necessarily address the impacts of massive house or accessory buildings	Floor Area Ratio (previously considered by LTC)
A	4% or 8 %	Current lot coverage is likely sufficient	No change currently proposed	A larger maximum floor area could be considered to limit impacts on farming	Difficult to administer, would not necessarily address the impacts of massive house or accessory buildings	Home plate
F	4% or 2.5%	Current lot coverage is likely sufficient	No change currently proposed	Same as above	Difficult to administer, would not necessarily address the impacts of massive house or accessory buildings	Home plate
Accessory bldgs.	70m ² - 372m ² total floor area	With a lower lot coverage, floor area limits may not be necessary	With a lower lot coverage, floor area limits may not be considered necessary	n/a	Difficult to administer, would not necessarily address the impacts of massive accessory building or proliferation of buildings	Total floor area for all accessory buildings Maximum floor area for any one accessory building Maximum number of accessory buildings

6. Potential Regulations

If the LTC does consider revised regulations, it should be satisfied that the proposed regulations can be effective in achieving at least most of the LTC's goals and also reasonable in terms of their application. The following section provides some options for the LTC in considering different regulatory options

Lot coverage:

In establishing a lower maximum lot coverage the LTC should consider the impacts on smaller lots, the effectiveness of the regulation on larger lots, while simultaneously attempting to achieve the intent of the regulation. The following table provides the buildable area (or footprint) for a range of lot sizes and maximum lot coverage options.

Buildable footprint based on lot coverage and area

Lot Area:	0 -.19ha	.2 - .39ha	.4 - .79ha	.8 - 1.59ha	1.6 - 2.39ha	2.4ha +
Lot coverage:	Buildable area:					
5%	100m ² or less	100m ² - 200m ²	200m ² - 400m ²	400m ² - 800m ²	800m ² - 1200m ²	1200m ² +
10%	200m ² or less	200m ² - 400m ²	400m ² - 800m ²	800m ² - 1600m ²	1600m ² - 2400m ²	2400m ² +
15%	300m ² or less	300m ² - 600m ²	600m ² - 1200m ²	1200m ² - 2400m ²	2400m ² - 3600m ²	3600m ² +
20%	400m ² or less	400m ² - 800m ²	800m ² - 1600m ²	1600m ² - 3200m ²	3200m ² - 4800m ²	4800m ² +
25%	500m ² or less	500m ² - 1000m ²	1000m ² - 2000m ²	2000m ² - 4000m ²	4000m ² - 6000m ²	6000m ² +

In assessing the potential impacts the LTC should consider a reasonable maximum buildable area for smaller lots. For example, a regulation resulting in 300m² of buildable area would allow for:

- One 200m² (4300 ft²) house on two storeys
- 100 m² (1076 ft²) of accessory building

A maximum 15% lot coverage for lots under 0.4ha, as proposed in the current draft, would allow a buildable area greater than 300m², but less than 600m², for the 29 lots between 0.2 ha and 0.39 ha. Only 10 RR-zoned lots are under 0.2 ha, of those, 7 are between 0.15 and 0.19 ha, which would have a buildable area of at least 225m² (2420ft²). Of the three under 0.15 ha: one is CRD owned, one is an isolated point of land, and the third is a likely undevelopable sliver.

The proposed maximum lot coverage of 10% for lots between 0.4 ha (which is the smallest lot that can be created by subdivision) and 4 hectares would allow for a minimum of 400m² (4300 ft²) of buildable area. And for lots 0.8 ha and greater, which are permitted one cottage, 10% lot coverage would allow for 800m² (8600ft²) of developable footprint, distributed for example:

- One 450m² (4840 ft²) house on one storey
- 280 m² (3000 ft²) of accessory buildings on one storey
- 70m² (750ft²) cottage on one storey

The current proposed lot coverage of 5% for lots greater than 4 hectares would result in a lot of 4 hectares with a buildable footprint of 2000m² (21,500ft²).

Having variable lot coverage, based on lot size, would result in situations at the margins, where a smaller lot would have a greater buildable area than a slightly larger lot. For example, a lot of 0.39 ha @ 15% would have a buildable footprint of 585m², while a slightly larger lot of 0.41 ha would have a buildable footprint of 410 m² @ 10%. This would affect a relatively small number of properties and would account for subdivision potential and cottages on lots 0.8 ha and larger.

Different lot coverage for dwellings

An alternative approach that has been proposed is to have two lot coverage requirements, one for all buildings and structures, and a second smaller provision for dwellings. For example, all lots, regardless of size, have a maximum lot coverage of 10% or 15%, while dwellings have smaller maximum lot coverage of 5%. This would avoid the issue of different buildable footprints at the margins. And it would effectively establish a maximum floor area for dwellings on smaller lots (depending on the percentage chosen), but would not effectively limit dwelling size on larger lots, if that is the intent. For example, if the lot coverage of dwellings was limited to 5%, the table above shows what the buildable footprint would be for the various lot sizes: it would be relatively onerous for lots under 0.2 ha, an effective limit for lots between 0.2 and 0.4 ha, for lots between 0.4 and 0.8 ha it would be effective in regulating only the largest of potential dwellings, but on lots over 0.8 ha would provide so large a maximum footprint for dwellings as to be ineffective. So, if the LTC's goal is to limit potential impacts of large dwellings on small lots only, this may be an effective option.

Such a regulation would add an element of complexity to the administration of the regulation, however as most development proceeds incrementally it would not be particularly onerous. It could also present potential issues for future subdivision: if a dwelling is developed based on the larger lot coverage of the parent parcel, and then may exceed the maximum permitted on the new, smaller lot created as a result of subdivision, however this would be anticipated to be relatively rare circumstances.

Floor Area Maximum:

If the LTC does revisit a maximum floor area for dwellings on some or all lots, consideration could be given to what is a reasonable maximum. The previously proposed 335m² maximum was removed as being considered overly prescriptive. A less prescriptive maximum floor area of 5,000 ft² (465m²) has been adopted in the North Pender Associated Islands LUB for dwellings on James and Sidney Islands.

Accessory Buildings

If the LTC wishes to regulate accessory buildings beyond relying of lot coverage alone, two options are most viable in achieving the goals of mitigating the impact of massive buildings and discouraging a proliferation of accessory buildings. For the first (massive buildings), a simple but effective regulation would be to limit any one accessory building to a maximum floor area (e.g. 100m²) in the RR zones. This would obviously limit the size of large accessory buildings, but would also be administratively straightforward: any owner proposing to construct such a large building would be unlikely to avoid obtaining a building permit, ensuring that plans are submitted and reviewed. As this regulation limits any one building to that size, it does not have the problem associated with the current regulation of

having to review the floor area of all accessory buildings on the property any time a new accessory building is proposed.

If the potential for proliferation accessory buildings remains a concern, a limit on the number of accessory buildings can be considered (for example, no more than 4 accessory buildings per lot in the RR zones). The Mayne Island LUB currently has such a regulation. It is relatively simple to enforce as it involves simply verifying the number of buildings on the lot.

Top Priorities

South Pender Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	LUB Review and Update	1.Staff technical review, including definitions and mapping. 2.Trustee development of broad questions 3.Develop format for community consultation 4.Community consultation	04-Oct-2011	Robert Kojima	31-Dec-2015



Projects

South Pender Island

Description	Activity	R/Initiated
Lower Ecological Footprint	explore alternative energy solutions, reducing GHG emissions, preservation of water supply and quality, and other initiatives to lessen our impact on our environment of the SPI LTA.	28-Apr-2015
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
 LTC EXP SUMMARY REPORT F2017
 Invoices posted to Month ending September 2016

665 South Pender	Invoices posted to Month ending September 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-665	LTC "Trustee Expenses"	750.00	295.42	454.58
LTC Local				
65200-665	LTC - Local Exp - LTC Meeting Expenses	2,000.00	1,128.41	871.59
65210-665	LTC - Local Exp - APC Meeting Expenses	500.00	15.00	485.00
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>1,143.41</u>	<u>2,156.59</u>
Projects				
73001-665-2011	South Pender OCP/LUB	4,000.00	305.18	3,694.82
73001-665-4070	South Pender Heritage Conservation	1,000.00	0.00	1,000.00
73001-665-4071	South Pender Waste Management	1,000.00	0.00	1,000.00
TOTAL Project Expenses		<u>6,000.00</u>	<u>305.18</u>	<u>5,694.82</u>

South Pender Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Revised: April 28, 2015

No	Meeting Date	Resolution No.	Issue	Policy
1.	May 23, 2006	SP-LTC-12-06	Adoption of Minutes	That staff prepare draft of meeting minutes for Local Trust Committee reading, correction and amendment as soon as possible following meetings. The South Pender Island Local Trust Committee will adopt these minutes by Resolution without Meeting within fourteen business days, if possible, of each meeting. [The adopted minutes will be posted to the website as soon as possible and a copy will also be included in the next meeting's agenda package].
2.	October 5, 2010		Follow up action list	Send FUAL to trustees once drafted following the meeting.
3.	April 28, 2015	SP-2015-015	Printed Agenda Pkgs	That whereas full agendas are available for public perusal on the website, and whereas the SPILTC endeavours to lower its ecological footprint be it moved that full paper printed agenda packages no longer be provided for future SPILTC meetings. [Copies of the agenda cover will be brought to the meetings]



Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality September 2016

New Trust Fund Board Member – Richard Hoops Harrison

The Trust Fund Board (TFB) is happy to welcome Hoops Harrison, recently appointed as a member of the Board by the Minister of Community, Sport and Cultural Development. Hoops has a home on Saturna Island and is actively interested in Islands Trust issues. He is a lawyer specializing in civil litigation and serves as a member of the Patient Care Quality Review Boards for the Fraser Health Authority, Provincial Health Services, and Vancouver Coastal Health Authority. One vacancy remains on the Trust Fund Board; we are awaiting news of another appointment.

2016 Monitoring Reports

The TFB has accepted reports from monitoring contractors on the status of the 26 nature reserves, 24 NAPTEP covenants and 48 conservation covenants held by the Board that are not part of the NAPTEP program. The contractors report no significant issues were identified. The report includes an assessment of whether management objectives are being achieved and public safety issues are being addressed. The monitoring is also valuable for identifying other management issues that need attention.

Thetis Island

The TFB has directed staff to proceed with acquisition of a property on Thetis Island which will become a nature reserve. This is being made possible through a generous donation, an Ecological Gift and a grant from Environment Canada's Habitat Stewardship Program for Species at Risk– a great example of the kind of partnerships required to achieve land conservation on the Islands in the Salish Sea. Full details of the acquisition will be provided once the acquisition is complete.

Meanwhile, the Islands Trust Fund is continuing to support the final year of the Fairyslipper Forest campaign through social media outreach, planning and grant applications. The campaign deadline is June 2017.

Salt Spring Island

The TFB has accepted two conservation proposals to hold covenants on properties on Salt Spring Island with special natural values. Both covenants will be co-held with the Salt Spring Island Conservancy.

The Board has considered possible roles in protecting Owl Island. TFB land protection projects are usually initiated by a proposal from, or on behalf of, a landowner. The TFB is not in a position to be actively involved at this time but will continue to monitor the situation.

Property management activities

A draft revised management plan for the Cyril Cunningham Nature Reserve has been provided to partners for comment.

Hornby Island

A small celebration was held with partners to mark registration of the TFB's second conservation covenant on Hornby Island protecting Garry Oak meadow and mature forest. As often happens, unexpected challenges arose but the TFB is grateful for the landowner's vision and determination to see this protection completed.

Bowen Island

Property management activities

The feasibility of building a viewing platform at Fairy Fen Nature Reserve is being explored. The management plan for Singing Woods Nature Reserve is scheduled for revision.

Denman Island

Property management activities

Discussions are taking place with BC Parks and Denman Conservancy Association about trail relocation at the Morrison March Nature Reserve.

The TFB is negotiating a covenant for the Settlement Lands with the Denman Conservancy Association and has been working with them on the ecological baseline for the properties.

Gabriola Island

Property management activities

Vandalism and trail maintenance are on-going issues at the Elder Cedar Nature Reserve. Staff are seeking design and cost estimates for creating a boardwalk around the large western red cedar tree. A draft management plan for the Burren's Acres Nature Reserve has been circulated to partners.

Lasqueti Island

Property management activities

There is continuing monitoring of the restoration work at the Mount Trematon Nature Reserve following damage caused by trespass activities last year (no repeat problems this year). The management plan for the Kwell Nature Reserve will be revised next year.

North Pender Island

Property management activities

Three beautiful and informative interpretive panels have been installed in a kiosk at the Medicine Beach Nature Sanctuary, with thanks to our partner the Pender Island Conservancy Association for coordinating, and thanks to Tsartlip elder and language teacher John Elliott and forage fish expert Ramona de Graff for sharing their knowledge and time.

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

Tony Law, Chair tlaw@islandstrust.bc.ca
Islands Trust Fund itfmail@islandstrust.bc.ca



DATE OF MEETING: November 8, 2016
TO: South Pender Island Local Trust Committee
COPY: Robert Kojima, Regional Planning Manager
FROM: Regina Robinson, Planning Team Assistant
SUBJECT: Proposed South Pender Island LTC 2017 Meeting Schedule

The proposed Southern Gulf Islands 2017 Meeting Schedule is attached for consideration. The intent is to adopt the South Pender Island Local Trust Committee regular business meeting schedule for the upcoming year.

The LTC meets bi-monthly on the 2nd Tuesday of the month at the Fire Hall. The following dates have been proposed: February 14, April 11, June 13, September 19*, and November 14.

The following exceptions are noted to the preferred timing:

- Tuesday, September 19 instead of September 12 due to Trust Council conflict

If the LTC is in agreement with this proposed schedule they may adopt the following resolution:

“THAT the South Pender Island Local Trust Committee proposed 2017 regular business meeting schedule be adopted as presented.”

If the LTC requests revisions to the schedule, then the LTC may adopt the amended schedule at the next meeting or by RWM.

ATTACHMENTS

1. Southern Gulf Islands Draft 2017 Meeting Schedule

Southern Planning Team DRAFT 2017 LTC Regular Meeting Schedule

CHAIR	LB	GG	GG	GG	PL	
Date	Galiano (GL)	Mayne (MA)	North Pender (NP)	Saturna (SA)	South Pender (SP)	Conflict
January		30	26			
February	6	27	23	17*	14	
March	6	27				
April	3	24	6* and 27	20	11	
May	1	23*	25			
June	5	26	28*	15	13	
July	10*	24	27			
August						
September	11*	18*	21*		19*	
October	2	30	26	19		
November	6	27	23*	17*	14	
December	4					
Frequency:	Monthly (10/year)	Monthly (10/year)	Monthly (10/year)	Bi-monthly (5/year)	Bi-monthly (5/year)	
Designated day:	1st Monday	Last Monday	Last Thursday	3rd Thursday	2nd Tuesday	
Start Time:	12:30 pm	1:00 pm	9:45 am	12:30 pm	10:00 am	
Location:	South Hall	Ag Hall	Community Hall	Alternates	Fire Hall	
Total Mtgs	10	10	10	5	5	

Rationale for 2017 Draft Schedule

- Feb 17 instead of Feb 16 for SA LTC – LPC conflict
- May 23 (Tuesday after long weekend) instead of May 29 for MA LTC – TPC Conflict
- July 10 instead of July 3 for GL LTC – Canada Day weekend
- Sept 11 instead of Sept 4 for GL LTC – Labour Day weekend
- Sept 21 instead of 28 for NP LTC – UBCM conflict
- Sept 18 instead of Sept 25 for MA LTC – UBCM conflict
- Sept 19 instead of Sept 12 for SP LTC – Trust Council conflict
- Nov 23 instead of Nov 30 for NP LTC – SSI LTC conflict
- Nov 17 (Fri) instead of Nov 16 for SA LTC - LPC conflict

* [use asterisk to note where a meeting has been rescheduled because of a conflict].

Key Dates

Stat Holidays	Jan 1; Feb 13; Apr 14, 17; May 22; July 1; Aug 7; Sept 4; Oct 9; Nov 11; Dec 25, 26
LGLA	Feb 1-3
SD (46,61, 63, 68,71,79) Spring Break	Mar 13-24; Mar 20-24; Mar 17-31
Trust Council	March 14-16
AVICC	April 7-9
LGMA Conference	May 16-18
PIBC	May 30 - June 2
Trust Council	June 20-22
Trust Council	Sept 12-14

UBCM	Sept 25-29
Trust Council	Dec. 5-7
TPC Dates	Feb 20, May 29, Aug 21, Nov 6
LPC Dates	Feb 16, May 24, Aug 17, Nov 16
FPC Dates	Jan 17, Feb 28, May 31, Aug 23, Oct 18, Nov 18
EC Dates	Jan 18, Feb 8 Mar 1, April 5+26, May 17, June 7, July 12, Aug 2+30, Oct 4 and 25, Nov 8
SSI LTC Dates	Jan 12, Feb 9, Mar 2+23, Apr 13, May 4, Jun 1+27, Jul 6+21, Aug 3+10, Sep 7, Oct 5, Nov 2+30,

Trustee Conflicts

Busheikin	EC, LPC, FPC
Luckham	EC, FPC, TPC, LPC
Crumblehulme	TPC
Brent	FPC, LPC
Masselink	FPC, TPC
Grams	EC, TPC
Harris	FPC
Middleton	LPC
Pottle	LPC
Scholefield	LPC
McConchie	TPC

Regular Meeting Scheduling Criteria:

1. Start with *designated day*. Proposals to alter *designated day* should:
 - a. Consider trustee, planner and minute-taker scheduling conflicts
 - b. Avoid Wednesdays (conflicts with staff and EC meeting days)
 - c. Avoid overlapping meetings or agenda deadlines
2. Start times are based on ferry schedules
3. Locations can be altered for specific meetings in the LTC meeting notice based on space availability or preferences to use alternating locations
4. Adjust by a week for statutory holidays (whichever way would result in longest time between meetings)
5. No meetings should be scheduled in first two to three weeks of January (Christmas office closure and cancellations due to weather and power outages)
6. No meetings should be scheduled in August (staff and trustee vacations) (adjust SP and SA meetings to minimize length of time between meetings)
7. No meetings should be scheduled after second week of December (weather, power outages, and Christmas office closure)
8. Adjust meetings to avoid UBCM (3rd week of September – check to confirm), AVICC and LGLA training
9. Adjust meetings to avoid conflicts with Trust Council, EC meetings, Council committee meetings, TFB meetings, and Ballenas-Winchelsea LTC meetings (EC as LTC)
10. Review other team LTC meetings and consider rescheduling where there would be a Chair conflict (or arrange for alternate Chair if available)
11. Consider adjusting for Chair preferences (e.g. to schedule or avoid back-to-back meetings)
12. Where LTCs or Planners require additional meetings these should be scheduled as special meetings (i.e. for projects based on an adopted project charter, public hearings and community information meetings, or due to application load or timing).