

ADOPTED

**MINUTES OF THE SOUTH PENDER ISLAND
LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD ON TUESDAY, FEBUARY 14, 2012, AT 10:00 AM
AT THE FIRE HALL, 8961 GOWLLAND POINT ROAD,
SOUTH PENDER ISLAND, BC**

| | | |
|-----------------|---------------------------|----------------------------------|
| PRESENT: | Ken Hancock | Chair |
| | Elizabeth Montague | Local Trustee |
| | Mike Jones | Local Trustee |
| | Andrea Pickard | Planner |
| | Robert Kojima | Regional Planning Manager |
| | Kathy Gilbert | Recording Secretary |

There were five (5) members of the public present at the meeting.

1. CALL TO ORDER

Chair Hancock called the meeting to order at 10:00 am.

2. APPROVAL OF AGENDA

2.1 Additions / Deletions

Chair Hancock identified late items 8.3 and 8.4 to be added to the agenda.

By consent, the agenda, as amended, was approved.

2.2 Questions from public on Agenda items

None

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Adopted Local Trust Committee Minutes

5.1.1 Local Trust Committee Business Meeting Minutes of October 4, 2011

Chair Hancock noted that the minutes of October 4, 2011, are provided for information.

5.2 Public Hearing Records and Community Information Meeting Notes

5.2.1 Local Trust Committee Community Information Meeting Notes of October 4, 2011

Chair Hancock advised that the notes are provided for information.

5.2.2 Local Trust Committee Record of Public Hearing of October 4, 2011

Chair Hancock advised that the notes are provided for information.

5.3 Section 26 Resolutions-without-meeting

Chair Hancock advised that these items are provided for information.

5.4 Advisory Planning Commission Minutes

5.4.1 APC Minutes of November 14, 2011

Planner Pickard advised that following that meeting, Bylaw Enforcement Officer Miles Drew is seeking direction from the Local Trust Committee.

Resolution-SP-LTC-01-12

It was Moved and Seconded that the South Pender Island Local Trust Committee Draft Bylaw No. 109, cited as "South Pender Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 109, 2011" proceed no further and that staff return the Draft Bylaw for further review in a year.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Planner Pickard presented the items as identified in the Follow-up Action Report and advised Trustees that the status of all items was as shown in the report.

** Note – the order of business was amended to accommodate the schedules of two members of the public. Item 8.3 was discussed at this time.*

7. DELEGATIONS

None

8. CORRESPONDENCE

8.1 C.A. Thorn letter dated October 6, 2011 re: South Pender OCP and Outbuildings Prior to Residential Dwelling

Planner Pickard reviewed the discussion during the Official Community Plan (OCP) review that contemplated changing the Land Use Bylaw (LUB) to amend provisions allowing for construction of an accessory / storage building in advance of a principal building on a parcel.

Chair Hancock noted that this issue has been raised recently on several Islands.

Regional Planning Manager (RPM) Kojima described the present LUB provisions allowing construction of an accessory building in advance of a principal building, providing a building permit has been issued for the principal building.

Trustees and staff discussed issues that included:

- the rare occasion of a storage building on a separate parcel;
- increasing storage building size;
- use of a storage building for residential purposes, given lesser Building Code requirements for storage buildings;
- potential conversion of storage buildings to commercial use;
- potential for degradation of the residential nature of neighbourhoods.

This item was further discussed during deliberations on the work program.

Planner Pickard will write a letter to Mr. Thorn informing him of the Land Use Bylaw review that will include consideration of the issue raised in his letter.

8.2 J. Johnson letter dated January 17, 2012 re: Gulf Islands Learning Centre

Ms Johnson's letter advised of a proposal to establish a centre to assist learning outcomes.

Trustees Montague and Jones will write a letter responding to Ms. Johnson's proposed initiative.

8.3 Preserving and Protecting Brooks Point – Education Component – Request for Funding

Members of the public Monica Petrie and John Chapman presented their written proposal requesting financial support in the amount of \$300 for the Pender Islands Conservancy Association (PICA) to prepare a report, inventory and map, to educate the public on the ecosystem and ecological values at Brooks Point. for lands under negotiation for purchase (Phase 3.)

Chair Hancock stated that Islands Trust is presently clarifying their policy around grant requests, noting the need to tie grants to projects on the Islands Trust work program and consideration of other levels of governments' involvement in projects.

Chair Hancock further advised that PICA's request can be tied to various elements of the work program.

Resolution-SP-LTC-02-12

It was Moved and Seconded that the South Pender Island Local Trust Committee authorize expenditure of up to \$300 for the Pender Islands Conservancy Association to prepare an ecology report, map and inventory of Phase 3 of the Brooks Point land acquisition site.

CARRIED

RPM Kojima asked that the work be completed and submitted to the Islands Trust by March 30, 2012 for budget (year-end) purposes.

Ms. Petrie and Mr. Chapman plan to present the work at the April 10, 2012 South Pender Island Local Trust Committee meeting.

8.4 Pender Islands – Parks Canada Liaison Committee – Request for Appointment of South Pender Island Local Trustee Committee Member

An e-mail and draft terms of reference were circulated to Trustees.

Chair Hancock stated that the work underway to prepare a Master Plan, including involvement of a liaison committee is a welcome and positive process.

Trustee Montague will contact Parks Canada staff to clarify the anticipated time commitment.

Subject to those discussions, a resolution-without-meeting may be required to appoint a member of the Local Trust Committee to the liaison committee.

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

9.1 North Pender Island Bylaws No. 187 and 189 Referral

Chair Hancock explained the bylaw referral process and noted that these bylaws will apply to the North Pender Associated Islands. It was noted that Bylaws 187 and 189 relate to Shoreline Protection.

Chair Hancock described two approaches to shoreline management bylaws – detailed mapping vs. blanket establishment of areas that may be included in development permit areas.

Resolution-SP-LTC-03-12

It was Moved and Seconded that the South Pender Island Local Trust Committee, in response to the referrals of Proposed Bylaw No. 187, cited as “North Pender Associated Islands Land Use Bylaw 143, 2003, Amendment No. 1, 2011” and Proposed Bylaw No. 189, cited as “North Pender Associated Islands Official Community Plan By. 147, 2002, Amendment No. 1, 2011,” advise the North Pender Island Local Trust Committee that interests of the South Pender Island Local Trust Committee are unaffected.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

None

11. REPORTS

11.1 Work Program Reports

11.1.1 2008-2011 Trust Committee Strategic Plan

Chair Hancock reported that the Strategic Plan is reviewed quarterly, the next review to take place in June, 2012. He noted that the proposed Islands Trust Policy Statement Review will mesh with the Strategic Plan.

11.1.2 Adopted Policies and Standing Resolutions; and Objectives

Staff and Trustees discussed the report included in the agenda package.

Item 1 – Trustees confirmed they would like to receive draft minutes of Local Trustee Committee meetings as soon as they are available.

Item 2 – Objectives 2009 – 2010 – Planner Pickard suggested removing this item from the list as it has been completed.

Resolution-SP-LTC-04-12

It was Moved and Seconded that the South Pender Island Local Trust Committee remove Resolution SP-LTC-18-09 from the Policies and Standing Resolution list.

CARRIED

Item 3 – Website – No change

Item 4 – Follow-up Action List – Trustees confirmed they would like to continue to receive the list as soon as possible after the regular meetings.

**Note – The meeting recessed from 11:00 am to 11:17 am.*

11.1.3 South Pender Island Local Trust Committee
Work Program Memo

Planner Pickard presented the memo and requested direction.

Trustees reviewed Table 1 - Top Priorities and Table 2 - Current Projects.

Resolution-SP-LTC-05-12

It was Moved and Seconded that the South Pender Island Local Trust Committee move Item 2 - Bylaw Enforcement Notification Bylaw, from the Top Priorities List to the Current Projects List.

CARRIED

Resolution-SP-LTC-06-12

It was Moved and Seconded that the South Pender Island Local Trust Committee request staff to prepare a report furthering review of the Land Use Bylaw update and include two items from Table 3 (Projects Previously Considered, Initiated or Completed):

Item 6 – Climate Change

Item 7 – Permitted Use of Land – Outbuildings to the Land Use Bylaw review.

CARRIED

Trustees discussed Table 1 – Item 3 – Shoreline protection and noted that work done to date was mostly Trust-wide, although some Island-specific work has been done.

Resolution-SP-LTC-07-12

It was Moved and Seconded that the South Pender Island Local Trust Committee requests a future report scoping the shoreline protection initiatives and work to be considered.

CARRIED

Trustees identified protection of forest lands on South Pender as an issue to be addressed.

Resolution-SP-LTC-08-12

It was Moved and Seconded that the South Pender Island Local Trust Committee add public education on forest lands and best management practices be added to the projects list.

CARRIED

Resolution-SP-LTC-09-12

It was Moved and Seconded that the South Pender Island Local Trust Committee move the following items from Table 3 to Table 2 – Projects list:

Item 8 – Sensitive Ecosystem Mapping

Item 9 – Geological Hazard Mapping

Item 10 – Raptor Nests

Item 11 – Parks and Recreation Schedule

CARRIED

11.2 Applications Report

11.2.1 South Pender Island Applications Report dated February, 2012

Planner Pickard presented the report and drew Trustees` attention to a possible subdivision and renovation of the Anglican Church property.

11.3 Expense/Budgets Reports

11.3.1 Trustee and Local Expenses

This item was presented for information.

11.3.2 LTC Budget 2011-2012

This item was presented for information.

11.3.3 Confirmation of 2012-2013 Budget Requests

Planning Manager Kojima noted that only the Shoreline Protection work is a specifically budgeted item. He confirmed that the LUB review can likely be accommodated within the proposed LTC budget. He further advised that funds allocated to the Shoreline Protection work may be reallocated to the LUB work if required.

11.4 Bylaw Enforcement Report

None

11.5 South Pender Island LTC Web Page

Trustees requested updates to the website, such as deleting older work completed (eg updated Official Community Plan drafts.) Requested changes were recorded by staff.

Trustee Montague offered to send an informative article penned on Denman Island about the Islands Trust decision-making process to staff with a view to placing the article on the website.

Trustees and staff discussed options for informing the public about community groups` meetings through the website. It was recommended that Trustees bring forward articles, minutes or links to community group sites to LTC meetings for a decision as to how to provide that information to the public.

11.6 Chair's Report

Chair Hancock reported generally on two items: current budget deliberations and the possible use of "gas tax" funds to conduct an Islands Trust policy statement review. Considerable work is underway to consider issues such as whether or not to undertake the policy statement review, establish scope of the review, and whether or not to broaden the scope of the policy statement.

Chair Hancock also stated that he is happy to be back working with the Islands Trust.

11.7 Trustee Report

Trustee Montague reported that she is enjoying her work. She also stated that she wishes to bring community input into the policy statement review, should the council decide to proceed with the policy review at this time. This decision is scheduled as part of the March 6 – 9 Council meeting agenda.

Trustee Jones also stated that he is enjoying the work and thanked staff for their assistance through the learning process. He also expressed a desire to ensure that there is community involvement in the work of the LTC.

12. OTHER BUSINESS

12.1 Upcoming Meetings

12.1.1 Next Business Meeting – Tuesday, April 10, 2012 at 10:00 am, at the South Pender Fire Hall

12.2 South Pender Advisory Planning Commission

Terms of all Advisory Planning Commission (APC) members expired on January 1, 2012.

Trustees and staff discussed ways to ensure continuity so that the term expiries of the APC members do not coincide with the terms of the Trustees. Options discussed included a longer initial term for APC members and staggered terms for the APC.

Resolution-SP-LTC-09-12

It was Moved and Seconded that South Pender Island Local Trust Committee direct staff to advertise for expressions of interest for Advisory Planning Commission membership for up to five (5) positions, and;

That South Pender Island Local Trust Committee directs staff to send a thank you letter to the expiring Advisory Planning Commission members and ask them to reapply if they are interested in serving another term.

CARRIED

Resolution-SP-LTC-10-12

It was Moved and Seconded that South Pender Island Local Trust Committee direct staff to bring the Advisory Planning Commission Bylaw to a future meeting with a report on options for amendments.

CARRIED

12.3 Northern Pipeline, Tankers and Freighter Traffic

Trustees discussed the possibility of inviting Burrard Clean, a marine spill clean-up company to a future meeting to describe their clean-up process, noting that marine tanker traffic is going to increase substantially over the next ten (10) years.

Chair Hancock offered to consider the suggestion as a notice of motion to be taken to the March Trust Council meeting for formal consideration at the June Trust Council meeting.

Trustee Montague encouraged those present to view the marine advocacy information on the website that Islands Trust Chair Malcolmson has promoted.

13. TOWN HALL MEETING

In response to a question around the frequency of LTC meetings, it was noted that the South Pender Island LTC usually meets four (4) to six (6) times per year. The 2011 OCP review necessitated more frequent meetings. The LTC may schedule additional meetings based on workload.

Trustees were congratulated on their election and were supported in their decision-making role. A brief discussion on the number of staff attending the meeting followed.

14. ADJOURNMENT

Resolution-SP-LTC-13-12

It was Moved and Seconded that the South Pender Island Local Trust Committee meeting be adjourned at 12:37 pm.

CARRIED

RECORDER

CHAIR