



South Pender Island Local Trust Committee Regular Meeting Agenda

Date: November 10, 2023
Time: 10:30 am
Location: South Pender Fire Hall
8961 Gowlland Point Road, South Pender Island, BC

			Pages
1.	CALL TO ORDER	10:30 AM - 10:30 AM	
2.	APPROVAL OF AGENDA	10:30 AM - 10:35 AM	
3.	TRUSTEE REPORT	10:35 AM - 10:40 AM	
4.	CHAIR'S REPORT	10:40 AM - 10:45 AM	
5.	ELECTORAL AREA DIRECTOR'S REPORT	10:45 AM - 10:50 AM	
6.	TOWN HALL AND QUESTIONS	10:50 AM - 11:10 AM	
7.	COMMUNITY INFORMATION MEETING - None		
8.	PUBLIC HEARING - None		
9.	MINUTES	11:10 AM - 11:20 AM	
9.1	Adopted Local Trust Committee Minutes Dated September 1, 2023 (for Information)		4 - 11
9.2	Section 26 Resolutions-without-meeting Dated Nov 2023		12 - 12
9.3	Advisory Planning Commission Minutes - None		
10.	BUSINESS ARISING FROM THE MINUTES		
10.1	Follow-up Action List Dated Nov 2023		13 - 13
11.	DELEGATIONS		
12.	CORRESPONDENCE		
	<i>Correspondence received concerning current applications or projects is posted on the LTC webpage</i>		
13.	APPLICATIONS AND REFERRALS	11:20 AM - 11:30 AM	

13.1	Saturna Island Local Trust Committee Referral for Proposed Bylaws 140 and 141 (for Response) (attached)	14 - 16
14.	LOCAL TRUST COMMITTEE PROJECTS	11:30 AM - 12:30 PM
14.1	Land Use Bylaw Review Project	17 - 40
15.	REPORTS	12:30 PM - 12:40 PM
15.1	Work Program Reports (attached)	
15.1.1	<u>Active Projects Report Dated Nov 2023</u>	41 - 41
15.1.2	<u>Future Projects Report Dated Nov 2023</u>	42 - 42
15.2	Applications Report Dated Nov 2023 (attached)	43 - 43
15.3	Trustee and Local Expense Report Dated August 2023 (attached)	44 - 44
15.4	Adopted Policies and Standing Resolutions (attached)	45 - 47
15.5	Local Trust Committee Webpage	
15.6	Reconciliation and First Nation Relationship Building	
15.7	Islands Trust Conservancy Report - None	
16.	NEW BUSINESS	12:40 PM - 1:00 PM
16.1	Firework Regulation (Discussion)	
17.	UPCOMING MEETINGS	1:00 PM - 1:10 PM
17.1	Next Regular Meeting	
17.1.1	<u>Draft 2024 LTC Meeting Schedule (attached) (for approval)</u>	48 - 48
18.	TOWN HALL	1:10 PM - 1:30 PM
19.	CLOSED MEETING (Distributed Under Separate Cover)	

19.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a)(i) for the purpose of considering:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

AND that the recorder and staff attend the meeting.

19.2 Recall to Order

19.3 Rise and Report

20. ADJOURNMENT

1:30 PM - 1:30 PM

South Pender Island Local Trust Committee Minutes of Regular Meeting

Date: September 1, 2023
Location: South Pender Fire Hall
8961 Gowlland Point Road, South Pender Island, BC

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

Staff Present: Robert Kojima, Regional Planning Manager
Kim Stockdill, Island Planner (Zoom)
Carly Bilney, Recorder

There were approximately 22 members of the public present.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 10:30 a.m. She acknowledged that the meeting was being held on the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- In-camera meeting
- Item 16.3 Standing Section on Reconciliation and Relationship Building

By general consent, the agenda was adopted as amended.

3. TRUSTEE REPORT

Trustee Falck emphasized the importance of maintaining an inclusive, open process where community members are civil and listen to each other.

4. CHAIR'S REPORT

Chair Elliott made the following comments in her report:

- A recent meeting with the new Senior Indigenous Relations Advisor, Robyn Kefi, included discussion on how to structure the Trustee's Reconciliation Learning Group
- The Chair recently attended an event on Lasqueti Island celebrating a newly achieved Covenant property

5. ELECTORAL AREA DIRECTOR'S REPORT – none

6. TOWN HALL AND QUESTIONS

Town hall was held and the following comments were made:

- Concern was expressed about the process leading up to the resolution to repeal Bylaw 122
- At the June 3 meeting, Bylaw 122 was part of the Work Program discussion and became a preponderant part of the discussion in a way that was not anticipated by the agenda
- Rather than making quick decisions, we need to go through lengthy processes that provide fact-based information on the issues and allow for community input
- Opposition to Bylaw 122 was expressed for how it infringes on people
- Changes from Bylaw 122 improved the protection of the threatened sensitive cliff ecosystem
- The Local Trust Committee (LTC) should leave the changes from Bylaw 122 in place and move forward, work towards reconciliation and find projects that bring the community together
- We need to review Bylaw 114 with the community and work something out that appeases everyone, rather than implementing a top-down approach
- Reviewing Bylaw 114 could divide the community
- Bylaws should assess how many people will be impacted by making a change
- Making decisions based on who is present at the meetings is not ideal
- Meetings have been divisive and voices have not been clearly heard
- Meeting minutes should record staff members present at each meeting and the time at which they leave
- Variances should be approved to avoid getting bogged down in debate
- Pender Island has high housing needs and Trustees can get ahead of the agenda and work for positive change on the island
- Allowing variances is up to the discretion of the LTC
- The Board of Variance is an appointed body that considers minor variances based on hardship
- Leaving problematic bylaws in place and dealing with them through variances is a poor solution; problems should not be dealt with by countless variances
- It would be helpful if staff provided an overview of variance applications to clarify what is being asked
- Actions taken by LTC members must reflect the commitment to maintain respectful communication, consultation, and accountability
- WSÁNEĆ Leadership Council organized a reef net fishery this summer and held a salmon welcoming ceremony
- Letters submitted are to be directed at decision-makers (not used as a forum for community members to engage in debate)
- Blasting was recommended as a Work Project, as recent major incidents impacted neighbours and regulations may be needed
- Emergency response management was recommended as a Work Project
- There is desire to move forward on projects like safety (e.g. wildfires, floods, bridge maintenance) and reconciliation

- Younger people who work full time are at a disadvantage in getting their voices heard
- If a home that is non-conforming disappears (due to fire, etc.), there are considerations to replacing that home that add cost (e.g. construction, sewage system, etc.)

7. COMMUNITY INFORMATION MEETING – None

8. PUBLIC HEARING – None

9. MINUTES

9.1 South Pender Island Local Trust Committee Special Meeting Minutes of June 3, 2023

Discussion was held and the following comments were made:

- Staff left the June 3 meeting and advice from staff was subsequently misinterpreted by LTC who thought Bylaw 122 needed to be repealed in order to open a project
- LTC stated its intent to look at the issues people have with Bylaw 122
- Discussion on the intent of the LTC in making motion SP-2023-028 that repealed Bylaw 122 is missing from the June 3 minutes
- The Trust system's processes are cumbersome and difficult to navigate

The following amendments to the minutes were presented for consideration:

- On page 5 of the June 3, 2023 meeting minutes (page 7 of the current agenda package), following "The Trustees thanked everyone for providing their input and discussion ensued," add: "The resolution that is following is to demonstrate the intent of the LTC to move forward with reviewing the changes made under Bylaw 122."

By general consent the Local Trust Committee meeting minutes of June 3, 2023 were adopted as amended.

9.2 South Pender Island Local Trust Committee Special Meeting Minutes of August 1, 2023

By general consent the Local Trust Committee meeting minutes of August 1, 2023 were adopted.

9.3 South Pender Island Local Trust Committee Special Meeting Minutes of August 17, 2023

By general consent the Local Trust Committee meeting minutes of August 17, 2023 were adopted.

9.4 Section 26 Resolutions-without-meeting Dated Aug 2023

9.5 Advisory Planning Commission Minutes – None

10. BUSINESS ARISING FROM THE MINUTES

It was Moved and Seconded, that South Pender Island LTC request that the Executive Committee authorize the public release of the legal opinion on non conformity of dwelling size and siting that the South Pender LTC obtained last term.

Discussion was held about the relevance of the legal opinion since it predates the bylaw, and whether it would be more beneficial to seek a new opinion.

Further discussion on the matter was tabled to Item 16 New Business.

10.1 Follow-up Action List Dated Aug 2023

Received for information.

11. DELEGATIONS – None

12. CORRESPONDENCE

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

13. APPLICATIONS AND REFERRALS

13.1 Saturna Island Local Trust Committee SA-ALR-2023.1 Application Referral – For Response

SP-2023-037

It was Moved and Seconded,

that South Pender Island Local Trust Committee interests are unaffected by the Saturna Island Local Trust Committee SA-ALR-2023.1 Application.

CARRIED

A break was held between 12:02 pm – 12:14 pm.

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 Local Trust Committee Work Program 2023 – Staff Report

RPM Kojima reviewed the Staff Report related to the LTC Work Program. Discussion was held on the process of defining and making progress on projects and different approaches were assessed.

SP-2023-038

It was Moved and Seconded,

that South Pender Island Local Trust Committee amend its Work Program to identify “Minor LUB Review Project” as the minor Active Project.

CARRIED

It was Moved and Seconded, that South Pender Island Local Trust Committee request staff to draft a Project Charter and report back with options for a minor Land Use Bylaw

Review Project. Discussion on the motion was held and the following comments were made:

- Sometimes it seems like staff is directing LTC
- When the LTC requests a staff report, it is asking staff to guide process in accordance with legal procedures and to report back with options
- Staff can review Bylaw 122 and note which amendments are minor in nature and which may be more contentious, and it is at the discretion of the LTC to decide if it agrees

SP-2023-039

It was Moved and Seconded,

that South Pender Island Local Trust Committee request staff to draft a Project Charter and report back with options for a minor Land Use Bylaw Review Project.

CARRIED

15. REPORTS

15.1 Work Program Reports

15.1.1 Active Projects Report Dated Aug 2023

Received for information.

15.1.2 Future Projects Report Dated Aug 2023

Received for information. It was noted that shoreline review has been brought forward at the regional level as a potential project.

15.2 Applications Report Dated Aug 2023

Received for information.

15.3 Trustee and Local Expense Report Dated June 2023

Received for information.

15.4 Adopted Policies and Standing Resolutions

The following comments were made about the Standing Resolution related to Reconciliation:

- Annual letters of introduction have gone out to local First Nations
- The Islands Trust Senior Indigenous Relations Advisor position has been filled
- Reconciliation is to be embedded in all the work the LTC does, and does not have to be a designated Project
- There needs to be better public communication about Reconciliation efforts and related community initiatives

15.5 Local Trust Committee Webpage

15.6 Islands Trust Conservancy Report – None

16. NEW BUSINESS

The LTC returned to discussion on business arising from the minutes. Because the legal opinion does not seem to address the questions that are anticipated as important to South Pender stakeholders, support was expressed for drafting a new legal opinion rather than releasing the one previously obtained.

SP-2023-040

It was Moved and Seconded,

that South Pender Local Trust Committee request that the Executive Committee authorize the public release of the legal opinion on non conformity of dwelling size and siting that the South Pender Local Trust Committee obtained last term.

DEFEATED

16.1 South Pender Island LTC Freedom of Information and Protection of Privacy Bylaw No. 128 - Consideration of Adoption

SP-2023-041

It was Moved and Seconded,

that South Pender Island Local Trust Committee Bylaw No. 128, cited as “South Pender Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 128, 2023”, be adopted.

CARRIED

16.2 Census Infographics - Briefing (for information)

Received for information.

16.3 Standing Section on Reconciliation and Relationship Building

Discussion was held about having a dedicated place to discuss Reconciliation initiatives within the community.

SP-2023-042

It was Moved and Seconded,

that South Pender Island Local Trust Committee request that Reconciliation and First Nations relationship building be added to future agendas as a standing item and the Chair bring forward, to the Executive Committee, support for this as a Trust-wide practice in agendas.

CARRIED

17. UPCOMING MEETINGS

17.1 Next Regular Meeting Scheduled for November 10, 2023 at the Fire Hall, Pender Island

18. TOWN HALL

A second Town Hall was held and the following comments were made:

- The LTC amending the minutes of the June 3 meeting does not accurately reflect what transpired (the intent of the motion is not believed to have been a part of the discussion)
- The many meetings held to discuss Bylaw 122 were poorly attended because of COVID-19, and there was not a lot of opportunity for sharing; resulting changes are not well understood
- There are many environmental consequences of increased house size including use of materials, roads, and groundwater
- An effective process involves education, shared information, and developing rationale that goes beyond self-interest
- Community animosity is unnecessary and our aim needs to be finding common ground
- A good place to start in establishing common ground would be to have staff provide a summary fact sheet about each of the issues related to legally nonconforming sites and variances
- Reconciliation requires a First Nations representative giving input at the meetings
- There is a distinction between WSÁNEĆ Leadership Council and Elders within a community who guide community-to-community relationships
- The LTC is urged to move on and not to get caught up in reviewing everything everywhere all at once
- Community members can take leadership on prioritizing issues
- Government responds to pressure
- There is a need for the LTC to put more effort into time-sensitive critical issues like wells going dry

A break was held between 1:59 pm – 2:12 pm.

19. CLOSED MEETING

SP-2023-043

It was Moved and Seconded,

“that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3 s. 90(1) a for the purpose of considering:

a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; AND that the recorder and staff attend the meeting.”

CARRIED

20. ADJOURNMENT

By general consent the meeting was adjourned at 2:30 pm.

Tobi Elliott, Chair

Certified Correct:

Carly Bilney, Recorder



Resolutions Without Meetings Log

South Pender Island

Resolution Number	Action	Date
2023-004	Carried	02-Nov-2023
To adopt Sept 1, 2023 Minutes		
That the South Pender Island Local Trust Committee regular business minutes of September 1, 2023 be adopted as presented.		



Follow Up Action Report

South Pender Island

01-Aug-2023

Activity	Responsibility	Dates	Status
1 Chair Elliott is authorized to sign both covenants related to 8970 Gowlland Point Road. (IN PROGRESS) Staff to notify ALC of error in draft covenant (DONE).	Jas Chonk Kim Stockdill	Target: 15-Sep-2023	In Progress

01-Sep-2023

Activity	Responsibility	Dates	Status
1 Item 9 - June 3rd minutes adopted as amended, Aug 1 minutes adopted, and Aug 17 minutes adopted.	Emily Bryant	Target: 15-Sep-2023	Completed
2 13.1 SA-ALR-2023.1 - SP LTC interests unaffected.	Jas Chonk	Target: 15-Sep-2023	Completed
3 Staff to draft a Project Charter and report back with options for a minor Land Use Bylaw Review Project.	Kim Stockdill	Target: 03-Nov-2023	Completed
4 South Pender LTC Bylaw No. 128 (FOI) was adopted. Process bylaw, consolidate and post.	Jas Chonk	Target: 22-Sep-2023	Completed
5 Add "Reconciliation and First Nation Relationship Building" as a standing item on all future SP agendas.	Jas Chonk	Target: 03-Nov-2023	Completed

BYLAW REFERRAL FORM

Island: Saturna Island Local Trust Area Bylaw No.: 140/141 Date: October 27, 2023

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:

100/101 Payne Rd and 201 Harris Road

PURPOSE OF BYLAW:

Amendments would be made to the Saturna Island Official Community Plan Bylaw No. 70, 2000 (OCP) and the Saturna Island Land Use Bylaw No. 119, 2018 (LUB) to rezone the parcel located at 100/101 Payne Road to allow for an additional dwelling density to be added. Currently, the shared property has a single primary dwelling and an accessory cottage which are lived in by separate families, and these families are now seeking to separate their financial/property obligations to ensure their estate planning is properly taken care of.

The density for the additional dwelling is to be transferred from the parcel located at 201 Harris Road, which has been arranged through a private agreement between the property owners. As the additional proposed density is to be transferred from another parcel on Saturna, there is no net increase in overall density. In addition, three (3) densities would be removed from the Harris Road property and transferred to the Community Amenity Density Reserve (CADR) for potential future use by the LTC in meeting land conservation objectives. The transfer of these three (3) densities to the CADR is voluntary at the request of the property owner.

GENERAL LOCATION:

Saturna Island Local Trust Area

LEGAL DESCRIPTION:

100/101 Payne Road: Lot 1, Section 18, Saturna Island, Cowichan District, Plan 6417
201 Harris Road: Lot 1, Section 5, Saturna Island, Cowichan District, Plan 25360

SIZE OF PROPERTY AFFECTED:

100/101 Payne Road: 1.69 ha
201 Harris Rd: 14.4 ha

ALR STATUS:

A portion of the
100/101 Payne Rd
property is located
in the ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

100/101 Payne Road: Rural
201 Harris Road: Rural, Watershed

OTHER INFORMATION:

Additional information, including a preliminary staff report and the current bylaws, is available at:
<https://islandstrust.bc.ca/island-planning/saturna/current-applications/>

Please fill out the Response Summary. 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.

BSmith

(Signature)

Name: Brad Smith

Title: Island Planner
Contact Info: Tel: 778-679-5185
Email: bsmith@islandstrust.bc.ca

This referral has been sent to the following agencies:

Government Agencies

Parks Canada
Ministry of Transportation and Infrastructure

Regional Agencies

CRD, Planning and Protective Services, Building Inspection
CRD, Integrated Water Services (Lyall Harbour – Boot
Cove Water System)
Island Health

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
Ts'uubaa-asatx First Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Snuneymuxw First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
WSANEC Leadership Council

**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)

140/141
(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



DATE OF MEETING: November 10, 2023
TO: South Pender Island Local Trust Committee
FROM: Kim Stockdill, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: South Pender Minor OCP Amendments – Project Charter

RECOMMENDATION

1. That the South Pender Island Local Trust Committee approve the Project Charter for the LUB Amendments project.
2. That the South Pender Island Local Trust Committee request staff to refer the staff report dated November 10, 2023 to the South Pender Advisory Planning Commission for comment.
3. That the South Pender Island Local Trust Committee request staff to schedule two Community Information Meetings for the Minor Land Use Bylaw Amendment Project.

REPORT SUMMARY

This report is intended to provide the South Pender Island Local Trust Committee (LTC) with a draft project charter for the Land Use Bylaw (LUB) Amendment project and outline options for community engagement.

BACKGROUND

At the September 1, 2023 regular meeting, the South Pender LTC passed the following resolutions:

SP-2023-038

It was Moved and Seconded,
that South Pender Island Local Trust Committee amend its Work Program to identify “Minor LUB Review Project” as the minor Active Project.

CARRIED

SP-2023-039

It was Moved and Seconded,
that South Pender Island Local Trust Committee request staff to draft a Project Charter and report back with options for a minor Land Use Bylaw Review Project.

CARRIED

Bylaw No. 122 Background

The previous Land Use Bylaw Amendment Project (Bylaw No. 122) was initiated in May 2021. The South Pender Local Trust Committee had a number of topics they wanted to address which included:

Z:\12 Long Range Planning\11 SP\6500 LTC Work Program\20 Projects (P)\2023 - Minor LUB Amendments\Staff reports\2023-11-10\2023-11-10_Minor-LUB-Amendments_Staff-Report.docx

- agricultural regulations to align with Agricultural Land Commission (ALC)
- reduction of maximum floor areas for dwellings
- increased setbacks for dwellings and cottages in the rural residential zones
- increased the setback from the natural boundary of the sea
- included clauses for those buildings or structures that may become legal non-conforming due to the new regulations
- other minor technical amendments

Due to a large turn-out for the initially scheduled Public Hearing in May 2022, the LTC decided to reschedule the Public Hearing to another date to a larger venue. The LTC also gave direction to staff to hold additional Community Information Meetings (one in-person and one online) prior to the Public Hearing. A Community Information Meeting and Public Hearing was on July 23, 2022.

The LTC made additional amendments to the proposed bylaw at the August 12, 2022 special meeting. This meeting was post public hearing therefore no further comments from the community were able to be received. Bylaw No. 122 was then adopted by Resolution Without Meeting on September 15, 2022.

A [blackline integration of Bylaw No. 122](#) into the current South Pender LUB Bylaw No. 114 will be posted to the Project's webpage.

ANALYSIS

Land Use Bylaw:

As discussed at the September 1, 2023 LTC meeting, staff have identified which amendments included in Bylaw No. 122 may require limited discussion and those likely requiring more detailed discussion by the LTC (see Attachment No. 2).

The major topics are:

- Increasing the setback to the natural boundary of the sea from 7.6 metres to 15 metres and other associated amendments (Section 2.4, 2.5, and 2.6)
- Height regulation for dwellings (Section 2.7)
- Total floor area and maximum floor area in the Rural Residential zones and other associated amendments (Section 2.10 and 2.11)
- Increasing side lot line setbacks for dwellings and cottages (Section 2.13 and 2.14)
- Total floor area and maximum floor area in the Agriculture zone and other associated amendments (Section 2.18 and 2.19)
- Total floor area and maximum floor area in the Forestry zone and other associated amendments (Section 2.24 and 2.25)
- Total floor area and maximum floor area in the Natural Resource zone and other associated amendments (Section 2.27 and 2.28)

Major topics could be sent to the South Pender Advisory Planning Commission (APC) for further comment. Minor topics could be discussed at future LTC meetings or all together during an online Special Meeting. These options are outlined below under 'Engagement Phase'.

Project Charter

The project charter is attached for the LTC's consideration. The scope of the project includes the establishment of a special APC (if needed), referrals to APC(s), multiple Community Information Meetings (CIMs) which can be held online and in-person, a review of amendments included in Bylaw No. 122, and the inclusion of other minor and technical LUB amendments. Below is the approximate timeline included in the project charter:

Workplan Overview	
Deliverable/Milestone	Target Date
<i>Project Charter endorsement</i>	<i>Nov 2023</i>
<i>LTC review of background material and consideration of public engagement options</i>	<i>Nov 2023</i>
<i>APC referral, public engagement to identify issues, and early referral to First Nations</i>	<i>Jan-March 2024</i>
<i>Review of APC & engagement comments/LTC direction to draft bylaw</i>	<i>May 2024</i>
<i>Electronic Special Meeting to review draft bylaw</i>	<i>July 2024</i>
<i>First opportunity for First Reading of draft bylaw, referrals</i>	<i>Sept 2024</i>
<i>Community Information Meeting(s) to gather comments on proposed bylaw</i>	<i>Oct & Nov 2024</i>
<i>Amendments to bylaw based on CIM comments/Opportunity of First and/or Second Reading of bylaw</i>	<i>Dec 2024</i>
<i>Public Hearing (if necessary), Third reading & EC referral</i>	<i>Feb 2025</i>
<i>Bylaw adoption</i>	<i>Spring 2025</i>

If the LTC wishes to amend the draft project charter (change the scope or milestones), an alternative recommendation is outlined below (alternative no. 2). The project charter is also a working document and can be amended by LTC resolution as the project proceeds.

Engagement Phase

The first engagement phase for the project could involve two methods. The first method would be to send the major topics to the SP APC to identify the following for each major amendment in Bylaw N. 122:

1. Identify the problem with the amendment (example. The maximum floor area regulations are too restrictive and would create numerous Development Variance Permit applications)
2. Consider the purpose of the amendment (ex. reduce the creation of mega-mansions that do not fit with South Pender's rural character)
3. How the amendment could be changed (ex. Revert floor area to the previous regulations in Bylaw No. 114 prior to the Bylaw No. 122 amendments)

There are four major topics the LTC could refer to the South Pender APC for comment: setback from the natural boundary of the sea, height regulations for dwellings, total floor area and maximum floor area for dwellings, and side lot line setbacks for Rural Residential dwellings and cottages. If the LTC feels as though the four topics would be too much work to give to the APC, an additional APC could be created for this project (a Special APC). If the LTC would like to create a special APC, there is a draft resolution under Alternative No. 3. Staff would then create a Terms of Reference for the Special APC which would be circulated to the LTC for comment.

The minor topics could be discussed with community members by hosting several CIMs, both online and in-person, early next year. The timeline in the project charter also identifies opportunities for community input after first reading of the bylaw (Fall 2024).

Statutory Requirements

In the first stage of the project (i.e. APC referrals and undertaking community engagement) there are no statutory requirements to consider. If at a later stage the LTC resolves to undertake a bylaw amendment, statutory notification requirements of the Local Government Act will need to be considered including appropriate agency and First Nation referrals, public hearing option and bylaw adoption procedures. Early engagement letters will also be sent out as the project proceeds.

Rationale for Recommendation

If the LTC is satisfied with the scope of work proposed, approval of the project charter by resolution is recommended to allow work to proceed. Alternatively the LTC could ask staff to report back with changes to the project scope and to the charter.

ALTERNATIVES

1. Request further information

The LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are potential delays to commencing and completing the project. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the South Pender Island Local Trust Committee request that the staff provide further information regarding...

2. Request revisions to the draft project charter

The LTC may request revisions to the draft project charter. If selecting this alternative, the LTC should describe the specific revisions needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the South Pender Island Local Trust Committee request that staff make the following revisions to the draft Project Charter for the Minor LUB Amendments Project:...

3. Creation of a Special Advisory Planning Commission

The LTC may choose to create a Special Advisory Planning Commission:

That the South Pender Island Local Trust Committee request staff to draft a Terms of Reference for the Special Advisory Planning Commission.

4. Receive for information

The LTC may receive the report for information.

NEXT STEPS

Next steps include:

- Revise project charter, if required
- Refer major topics to the South Pender APC for comment
- Early referrals to First Nations

Submitted By:	Kim Stockdill, Island Planner	November 3, 2023
Concurrence:	Robert Kojima, Regional Planning Manager	November 3, 2023

ATTACHMENTS

1. Project Charter
2. Minor/Major Topic Table
3. Bylaw No. 122

Minor LUB Amendments - Charter v1

South Pender Island Local Trust Committee

LTC Endorsement Date: xxx

Purpose: To consider targeted amendments to the South Pender Island Land Use Bylaw (LUB).

Background: Bylaw No. 122 was adopted in September 2022 which included a number of LUB amendments including new agricultural regulations, reduction to residential dwelling maximum floor areas, increasing setbacks for new residential dwellings and cottages, increasing the setback to the natural boundary of the sea, and other minor amendments. These amendments will be reviewed to determine if they should be removed, amended, or retained in the current South Pender and to ensure multiple opportunities for community engagement throughout the project process.

Deliverables

A LUB Amendment bylaw.

In Scope

- Establishment of a special Advisory Planning Commission (if decided)
- Referrals to APC(s)
- Community Information Meetings (online and in person)
- Review of amendments included in Bylaw No. 122
- Other minor and technical LUB amendments

Out of Scope

- Substantive review of the LUB
- OCP amendments
- Other regulatory or policy amendments

IAP2

Engagement Level:

- ☐ Inform
- ☐ Consult
- ☒ Involve
- ☐ Collaborate

Workplan Overview

Deliverable/Milestone	Target Date
Project Charter endorsement	Nov 2023
LTC review of background material and consideration of public engagement options	Nov 2023
APC referral and public engagement to identify issues	Jan-March 2024
Review of APC & engagement comments/LTC direction to draft bylaw	May 2024
Electronic Special Meeting to review draft bylaw	July 2024
First opportunity for First Reading of draft bylaw, referrals	Sept 2024
Community Information Meeting(s) to gather comments on proposed bylaw	Oct & Nov 2024
Amendments to bylaw based on CIM comments/Opportunity of First and/or Second Reading of bylaw	Dec 2024
Public Hearing (if necessary), Third reading & EC referral	Feb 2025
Bylaw adoption	Spring 2025

Project Team

Kim Stockdill	Project Manager
Emily Bryant	Admin Support
Jas Chonk	Admin Support
Jackie O'Neil	GIS/Mapping Support
RPM Approval: Robert Kojima Date: November 3, 2023	LTC Endorsement: Resolution #: Date: xxx

Budget

Budget Sources:		
Fiscal	Item	Cost
2023/24	Legal Opinion (optional)	\$2000
2023/24	APC Referral	\$500
2023/24	Public engagement (hall rental, advertising, minute taker, supplies)	\$2500
2024/25	Community Information Meetings (includes advertising)	\$1500
2024/25	Public Hearing	\$2000
	Total	\$8500

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Meeting	Deliverable/Milestone
Nov 10, 2023	LTC endorsement of Project Charter
Nov 10, 2023	Preliminary staff report to the LTC outlining background of Bylaw No. 122, itemizing each amendments, and outlining options for community engagement
Dec to March 2024	Referrals to APC or Special APC
Feb & March 2024	Community Information Meetings – in person and online
Jan to March 2024	Early referrals to First Nations
May 3, 2024	Staff report summarizing community and APC comments received on suggested bylaw amendments.
July 2024	Electronic Special Meeting to review draft bylaw
Sept 6, 2024	Draft bylaw introduced to the LTC and first opportunity to consider first reading
Fall 2024	Bylaw referral to First Nations and agencies
Fall 2024	Community Information Meetings – in person and online
Dec 6, 2024	Potential amendments to proposed bylaw, and consideration of first and/or second reading
Feb 2025	Community Information Meeting and Public Hearing
Feb/March 2025	Referral to Executive Committee
Spring 2025	Bylaw adoption

Bylaw No. 122 Amendment Table

Bylaw Section Number & Topic	Bylaw Amendment Wording	Minor/Major Discussion Topics	Staff Comments
2.1 Definitions	“agri-tourism” means an activity referred to in Section 12 of the <i>Agricultural Land Reserve Use Regulation</i>. “agri-tourist accommodation” means a use accessory to a <i>farm use</i> for the purpose of accommodating commercial guests within specific structures on specific portions of a <i>lot</i> as referred to in Section 33 of the <i>Agricultural Land Reserve Use Regulation</i>. “basement floor area” means any portion of a storey in a dwelling with a lower floor that is located 1.5 metres or more below natural grade. “farm retail sales” means the retail sale of tangible farm products grown or raised on a farm or association to which the owner of the farm belongs. “Farm Status” means land classified as a farm pursuant to the <i>(BC) Assessment Act</i>.	Minor	Definitions should be retained in Bylaw No. 114, they create consistency with ALC regulations and provide clarity in LUB interpretation
2.2 Definitions	By removing the words “floor area of 70m ² or less” and replacing it with “limited floor area” in the definition of ‘cottage’.	Minor	This amendment should be retained in Bylaw No. 114. As definitions cannot be varied, the reference to floor area was removed and placed in each individual zone that permits a cottage.
2.3 Definitions	By removing the word “outer” and replacing it with “inner” to the definition of ‘floor area’ and by adding the words “and exclusive of a storey that is not fully enclosed by a floor, ceiling, and four walls or glass” at the end of the definition of ‘floor area’.	Minor	This amendment should be retained in Bylaw No. 114
2.4	By removing the words “7.6 metres (25 feet)” and replace it with “15 metres (50 feet)” and by removing the words “pump/utility house” in Subsection 3.3(3).	Major	This amendment should be retained in Bylaw No. 114 although discussions with the community is encouraged to consider the rationale and benefits of increasing the setback.
2.5	By adding the following new subsection after Subsection 3.3(3) and renumbering accordingly:	Major	This amendment could be removed from Bylaw No. 114. The siting of buildings and structures that are

Bylaw No. 122 Amendment Table

Bylaw Section Number & Topic	Bylaw Amendment Wording	Minor/Major Discussion Topics	Staff Comments
	"Despite Subsection 3.3(3), <i>buildings</i> or <i>structures</i> , except a fence, stairway, wharf and dock ramps or their footings, legally constructed prior to [insert date of Bylaw No. 122 adoption] shall not be sited within 7.6 metres (25 feet) of the <i>natural boundary</i> of the sea and, for this purpose only, paved areas of asphalt, concrete or similar material are " <i>structures</i> "."		located within 7.6 metres to 15 metres from the natural boundary of the sea have non-conforming siting protection under the Local Government Act (Section 529).
2.6	By adding the following new subsection after Subsection 3.3(3) and renumbering accordingly: "Despite Subsection 3.3(3), on a lot that contains a legal dwelling, cottage, or accessory building constructed prior to the adoption of this bylaw, a replacement dwelling, cottage, or accessory building may be constructed, or the existing dwelling, cottage, or accessory building re-constructed or altered, provided the distance from the natural boundary of the sea to the replacement, re-constructed or altered dwelling, cottage, or accessory building is not less than the distance from the natural boundary of the sea to the dwelling, cottage, or accessory building on the lot at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the siting of the dwelling, cottage, or accessory building at the time of the adoption of this bylaw."	Major	Further discussion with the community and the LTC is encouraged regarding this amendment.
2.7	By deleting Subsection 3.4(1) and replacing it with: "A dwelling or cottage shall not exceed 9.2 metres (30 feet) in height and at no point may a dwelling or cottage exceed 9.2 metres (30 feet) in height."	Major	This regulation was added to Bylaw No. 122 after the Public Hearing therefore further discussion with the community would be beneficial.
2.8	By adding the following new subsections to Section 3.5 'Accessory Buildings and Structures' as follows: "(6) Shipping containers are a permitted accessory use on a <i>lot</i> subject to the following: (a) On a <i>lot</i> less than 0.8 ha (2 acre) in area, a maximum of one (1) shipping container is permitted. (b) On a <i>lot</i> 0.8 (2 acres) or greater in area, but less than 1.2 ha (3 acres) in area, a maximum of two (2) shipping containers are permitted. (c) On a <i>lot</i> with an area greater than 1.2 ha (3 acres), a maximum of three (3) shipping containers are permitted.	Minor	These regulations should be retained in Bylaw No. 114 as they provide regulation of shipping containers

Bylaw No. 122 Amendment Table

Bylaw Section Number & Topic	Bylaw Amendment Wording	Minor/Major Discussion Topics	Staff Comments																		
2.9	By adding the words “excluding a <i>cottage</i> ” after the words ‘used as a dwelling’, by deleting the word ‘rainwater’ and replacing it with “freshwater”, by deleting the word ‘cistern’ after the word ‘minimum’ and replacing it with “storage” and by deleting the words ‘9,000 litres (1980 gallons)’ and replacing it with “18,000 litres (3960 gallons)” for Subsection 3.14(1) so it reads: ‘A building permit shall not be issued for a new <i>building</i> to be used as a <i>dwelling</i> , excluding a <i>cottage</i> , on a <i>lot</i> in the RR(1), RR(2) or RR(3) zones unless a <i>building</i> on the <i>lot</i> is equipped with a freshwater catchment system and cistern(s) for the storage of freshwater with a minimum storage capacity of 18,000 litres (3960 gallons).’	Minor	These regulations should be retained in Bylaw No. 114. The amendments were recommended based on updates to other LTC LUBs (Galiano and North Pender). The intent of these amendments was to increase clarity with interpretation.																		
2.10	By deleting the words Table from Subsection 5.1(5) and replacing it with: <table><tr><th>Lot Area</th><th>The total floor area of all buildings may not exceed:</th><th>The floor area of a dwelling may not exceed:</th></tr><tr><td>Less than 0.4 ha (1 acre)</td><td>465 m² (5000 ft²)</td><td>232 m² (2500 ft²)</td></tr><tr><td>0.4 ha to < 0.8 ha (1 to 2 acres)</td><td>557 m² (6000 ft²)</td><td>279 m² (3000 ft²)</td></tr><tr><td>0.8 ha to < 1.6 ha (2 to 4 acres)</td><td>743 m² (8000 ft²)</td><td>325 m² (3500 ft²)</td></tr><tr><td>1.6 ha to < 4 ha (4 to 10 acres)</td><td>836 m² (9000 ft²)</td><td>348 m² (3750 ft²)</td></tr><tr><td>4.0 ha (10 acres) or greater</td><td>1394 m² (15000 ft²)</td><td>372 m² (4000 ft²)</td></tr></table>	Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:	Less than 0.4 ha (1 acre)	465 m ² (5000 ft ²)	232 m ² (2500 ft ²)	0.4 ha to < 0.8 ha (1 to 2 acres)	557 m ² (6000 ft ²)	279 m ² (3000 ft ²)	0.8 ha to < 1.6 ha (2 to 4 acres)	743 m ² (8000 ft ²)	325 m ² (3500 ft ²)	1.6 ha to < 4 ha (4 to 10 acres)	836 m ² (9000 ft ²)	348 m ² (3750 ft ²)	4.0 ha (10 acres) or greater	1394 m ² (15000 ft ²)	372 m ² (4000 ft ²)	Major	Maximum floor area for dwellings and total floor area of all buildings on a lot are identified as a ‘major topic’ where further discussion with the community and the LTC is beneficial.
Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:																			
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4.0 ha (10 acres) or greater	1394 m ² (15000 ft ²)	372 m ² (4000 ft ²)																			
2.11	By add the following new subsection after Subsection 5.1(5): “Despite Subsection 5.1(5), on a <i>lot</i> that contains a legal <i>dwelling</i> constructed prior to the adoption of this bylaw, a replacement <i>dwelling</i> may be constructed, or the existing <i>dwelling</i> re-constructed or altered, provided the <i>floor area</i> of the replacement, re-constructed or altered <i>dwelling</i> does not exceed the <i>floor area</i> of the <i>dwelling</i> on the <i>lot</i> at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the	Major	This amendment legalizes dwellings if the dwelling exceeds the more restrictive floor areas. This amendment should be removed from Bylaw No. 114 if the LTC decides to replace floor area																		

Bylaw No. 122 Amendment Table

Bylaw Section Number & Topic	Bylaw Amendment Wording	Minor/Major Discussion Topics	Staff Comments
	floor area of the dwelling at the time of the adoption of this bylaw.”		regulations to what they were prior to the adoption of Bylaw No. 122.
2.12	By adding the following new subsection after the newly created Subsection 5.1(6) and renumbering accordingly: “The maximum <i>floor area</i> of a <i>cottage</i> must not exceed 70 m ² (753 ft ²).”	Minor	This amendment should be retained in Bylaw No. 114.
2.13	By adding the following new subsection directly after the newly renumbered Subsection 5.1(8) and renumbering accordingly: “Despite Subsection 5.1(8), the setback for a <i>dwelling</i> or <i>cottage</i> shall be 6.0 metres (20 ft.) from any interior or exterior side <i>lot line</i> .”	Major	Further discussion with the community and the LTC is required regarding increasing side lot line setbacks for dwellings or cottages.
2.14	By add the following new subsection after Subsection 5.1(9): “Despite Subsection 5.1.(9), on a <i>lot</i> that contains a legal <i>dwelling</i> or <i>cottage</i> constructed prior to the adoption of this bylaw, a replacement <i>dwelling</i> or <i>cottage</i> may be constructed, or the existing <i>dwelling</i> or <i>cottage</i> re-constructed or altered, provided the distance from the interior or exterior side <i>lot line</i> to the replacement, re-constructed or altered <i>dwelling</i> or <i>cottage</i> is not less than the distance from the interior or exterior side <i>lot line</i> to the <i>dwelling</i> or <i>cottage</i> on the <i>lot</i> at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the floor area of the dwelling at the time of the adoption of this bylaw.”	Major	This amendment legalizes the siting of a dwelling if the dwelling located within 3 metres to 6 metres. This amendment should be removed from Bylaw No. 114 if the LTC decides to reduce the setback for dwellings and cottages back to 3.0 metres.
2.15	By removing the word “Rescinded” from Article 5.5(1)(d) and replacing it with “Accessory <i>agri-tourism</i> subject to Subsections 5.5(13) to 5.5(16);”	Minor	This amendment should be retained in Bylaw No. 114 as it aligns with the Agricultural Land Commission (ALC) Act, regulations, and policies.
2.16	By adding the following new article after Article 5.5(1)(d) and renumber accordingly: “Accessory <i>agri-tourist</i> accommodation, subject to Subsections 5.5(15) to 5.5(22), and as permitted by the Agricultural Land Commission;”	Minor	This amendment should be retained in Bylaw No. 114 as it aligns with the ALC Act, regulations, and policies.

Bylaw No. 122 Amendment Table

Bylaw Section Number & Topic	Bylaw Amendment Wording	Minor/Major Discussion Topics	Staff Comments																		
2.17	By adding the words “and <i>farm retail sales.</i> ” after the words ‘on the same lot’ in Article 5.5(1)(f).	Minor	This amendment should be retained in Bylaw No. 114 as it aligns with the ALC Act, regulations, and policies.																		
2.18	By deleting Subsection 5.5(9) and replacing it with: “Maximum <i>Floor Area</i> per lot: <table><tr><td>Lot Area</td><td>The total floor area of all buildings may not exceed:</td><td>The floor area of a dwelling may not exceed:</td></tr><tr><td>Less than 0.4 ha (1 acre)</td><td>465 m² (5000 ft²)</td><td>232 m² (2500 ft²)</td></tr><tr><td>0.4 ha to < 0.8 ha (1 to 2 acres)</td><td>557 m² (6000 ft²)</td><td>279 m² (3000 ft²)</td></tr><tr><td>0.8 ha to < 1.6 ha (2 to 4 acres)</td><td>743 m² (8000 ft²)</td><td>325 m² (3500 ft²)</td></tr><tr><td>1.6 ha to < 4 ha (4 to 10 acres)</td><td>836 m² (9000 ft²)</td><td>348 m² (3750 ft²)</td></tr><tr><td>4.0 ha (10 acres) or greater</td><td>1394 m² (15000 ft²)</td><td>372 m² (4000 ft²)</td></tr></table>	Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:	Less than 0.4 ha (1 acre)	465 m ² (5000 ft ²)	232 m ² (2500 ft ²)	0.4 ha to < 0.8 ha (1 to 2 acres)	557 m ² (6000 ft ²)	279 m ² (3000 ft ²)	0.8 ha to < 1.6 ha (2 to 4 acres)	743 m ² (8000 ft ²)	325 m ² (3500 ft ²)	1.6 ha to < 4 ha (4 to 10 acres)	836 m ² (9000 ft ²)	348 m ² (3750 ft ²)	4.0 ha (10 acres) or greater	1394 m ² (15000 ft ²)	372 m ² (4000 ft ²)	Major	Maximum floor area for dwellings and total floor area of all buildings on a lot are identified as a ‘major topic’ where further discussion with the community and the LTC is beneficial.
Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:																			
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4.0 ha (10 acres) or greater	1394 m ² (15000 ft ²)	372 m ² (4000 ft ²)																			
2.19	By adding the following new subsection after Subsection 5.5(9) and renumbering accordingly: Despite Subsection 5.5(9), on a <i>lot</i> that contains a legal <i>dwelling</i> constructed prior to the adoption of this bylaw, a replacement <i>dwelling</i> may be constructed, or the existing <i>dwelling</i> re-constructed or altered, provided the <i>floor area</i> of the replacement, re-constructed or altered <i>dwelling</i> does not exceed the <i>floor area</i> of the <i>dwelling</i> on the <i>lot</i> at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the floor area of the dwelling at the time of the adoption of this bylaw.”	Major	This amendment legalizes the floor area of a dwelling if the dwelling exceeds the more restrictive floor areas. This amendment should be removed from Bylaw No. 114 if the LTC decides to replace floor area regulations to what they were prior to the adoption of Bylaw No. 122.																		
2.20	By adding the following new subsection after the new Subsection 5.5(10) and renumbering accordingly: “The maximum <i>floor area</i> of a <i>cottage</i> must not exceed 90 m² (969 ft²).”	Minor	This amendment should be retained in Bylaw No. 114.																		

Bylaw No. 122 Amendment Table

Bylaw Section Number & Topic	Bylaw Amendment Wording	Minor/Major Discussion Topics	Staff Comments
2.21	By adding the following 'Information Note' after the newly created Subsection 5.5(11): <i>"Information Note: The maximum floor area of a dwelling or cottage located within the Agricultural Land Reserve must be compliant with the Agricultural Land Commission Act, Regulation, and any Resolution for the Agricultural Land Commission."</i>	Minor	This information note should be retained in Bylaw No. 114.
2.22	By removing the word "Rescinded" adding the following to the newly renumbered Subsection 5.5(12): <i>"Farm retail sales are permitted on a lot located within the Agricultural Land Reserve, and the total indoor and outdoor floor area for the farm retail sales shall not exceed 47 m² (500 ft²).</i>	Minor	This amendment should be retained in Bylaw No. 114 as it aligns with the ALC Act, regulations, and policies.
2.23	By adding the following new subsections after Subsection 5.5(12) under 'Conditions of Use' and renumber accordingly: <i>"5.5(13) Agri-tourism buildings or structures are not permitted. 5.5(14) Agri-tourism must be in compliance with the Agricultural Land Reserve Use Regulation. 5.5(15) Agri-tourism and agri-tourist accommodation are only permitted on a lot with Farm Status. 5.5(16) Agri-tourism and agri-tourist accommodation are only permitted on a lot located in the Agricultural Land Reserve. 5.5(17) Agri-tourist accommodation must be accessory to an active agri-tourism activity. 5.5(18) Agri-tourist accommodation must be accessory to a farm use. 5.5(19) Agri-tourist accommodation buildings and structures must not exceed a floor area of 90 m² (969 ft²). 5.5(20) Agri-tourist accommodation must not be in use for more than 180 days in a calendar year. 5.5(21) Agri-tourist accommodation may include associated uses such as meeting rooms and dining facilities for paying registered guests contained wholly within the agri-tourism accommodation unit, but may not include a restaurant or any commercial or retail goods and services other than those permitted by the Agriculture (A) Zone. 5.5(22) The maximum number of guests that may be accommodated in any</i>	Minor	This amendment should be retained in Bylaw No. 114 as they align with the ALC Act, regulations, and policies.

Bylaw No. 122 Amendment Table

Bylaw Section Number & Topic	Bylaw Amendment Wording	Minor/Major Discussion Topics	Staff Comments																		
	<i>agri-tourist accommodation</i> at any one time, either alone or in combination with a <i>bed and breakfast</i> , is not to exceed 10 guests or 5 bedrooms.																				
2.24	By deleting Subsection 5.6(7) and replacing it with: “Maximum <i>Floor Area</i> per lot: <table><tr><td>Lot Area</td><td>The total floor area of all buildings may not exceed:</td><td>The floor area of a dwelling may not exceed:</td></tr><tr><td>Less than 0.4 ha (1 acre)</td><td>465 m² (5000 ft²)</td><td>232 m² (2500 ft²)</td></tr><tr><td>0.4 ha to < 0.8 ha (1 to 2 acres)</td><td>557 m² (6000 ft²)</td><td>279 m² (3000 ft²)</td></tr><tr><td>0.8 ha to < 1.6 ha (2 to 4 acres)</td><td>743 m² (8000 ft²)</td><td>325 m² (3500 ft²)</td></tr><tr><td>1.6 ha to < 4 ha (4 to 10 acres)</td><td>836 m² (9000 ft²)</td><td>348 m² (3750 ft²)</td></tr><tr><td>4.0 ha (10 acres) or greater</td><td>1394 m² (15000 ft²)</td><td>372 m² (4000 ft²)</td></tr></table>	Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:	Less than 0.4 ha (1 acre)	465 m ² (5000 ft ²)	232 m ² (2500 ft ²)	0.4 ha to < 0.8 ha (1 to 2 acres)	557 m ² (6000 ft ²)	279 m ² (3000 ft ²)	0.8 ha to < 1.6 ha (2 to 4 acres)	743 m ² (8000 ft ²)	325 m ² (3500 ft ²)	1.6 ha to < 4 ha (4 to 10 acres)	836 m ² (9000 ft ²)	348 m ² (3750 ft ²)	4.0 ha (10 acres) or greater	1394 m ² (15000 ft ²)	372 m ² (4000 ft ²)	Major	Maximum floor area for dwellings and total floor area of all buildings on a lot are identified as a ‘major topic’ where further discussion with the community and the LTC is beneficial.
Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:																			
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2.25	By adding the following new subsection after Subsection 5.6(7) and renumbering accordingly: “Despite Subsection 5.6(7), on a <i>lot</i> that contains a legal <i>dwelling</i> constructed prior to the adoption of this bylaw, a replacement <i>dwelling</i> may be constructed, or the existing <i>dwelling</i> re-constructed or altered, provided the <i>floor area</i> of the replacement, re-constructed or altered <i>dwelling</i> does not exceed the <i>floor area</i> of the <i>dwelling</i> on the <i>lot</i> at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the floor area of the dwelling at the time of the adoption of this bylaw.”	Major	This amendment legalizes dwellings if the dwelling exceeds the more restrictive floor areas. This amendment should be removed from Bylaw No. 114 if the LTC decides to replace floor area regulations to what they were prior to the adoption of Bylaw No. 122.																		
2.26	By adding the following new subsection after Subsection 5.6(8) and renumbering accordingly: “The maximum <i>floor area</i> of a <i>cottage</i> must not exceed 70 m² (753 ft²).”	Minor	This amendment should be retained in Bylaw No. 114.																		

Bylaw No. 122 Amendment Table

Bylaw Section Number & Topic	Bylaw Amendment Wording	Minor/Major Discussion Topics	Staff Comments																		
2.27	By deleting Subsection 5.7(6) and replacing it with: “Maximum <i>Floor Area</i> per lot: <table><tr><td>Lot Area</td><td>The total floor area of all buildings may not exceed:</td><td>The floor area of a dwelling may not exceed:</td></tr><tr><td>Less than 0.4 ha (1 acre)</td><td>465 m² (5000 ft²)</td><td>232 m² (2500 ft²)</td></tr><tr><td>0.4 ha to < 0.8 ha (1 to 2 acres)</td><td>557 m² (6000 ft²)</td><td>279 m² (3000 ft²)</td></tr><tr><td>0.8 ha to < 1.6 ha (2 to 4 acres)</td><td>743 m² (8000 ft²)</td><td>325 m² (3500 ft²)</td></tr><tr><td>1.6 ha to < 4 ha (4 to 10 acres)</td><td>836 m² (9000 ft²)</td><td>348 m² (3750 ft²)</td></tr><tr><td>4.0 ha (10 acres) or greater</td><td>1394 m² (15000 ft²)</td><td>372 m² (4000 ft²)</td></tr></table>	Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:	Less than 0.4 ha (1 acre)	465 m ² (5000 ft ²)	232 m ² (2500 ft ²)	0.4 ha to < 0.8 ha (1 to 2 acres)	557 m ² (6000 ft ²)	279 m ² (3000 ft ²)	0.8 ha to < 1.6 ha (2 to 4 acres)	743 m ² (8000 ft ²)	325 m ² (3500 ft ²)	1.6 ha to < 4 ha (4 to 10 acres)	836 m ² (9000 ft ²)	348 m ² (3750 ft ²)	4.0 ha (10 acres) or greater	1394 m ² (15000 ft ²)	372 m ² (4000 ft ²)	Major	Maximum floor area for dwellings and total floor area of all buildings on a lot are identified as a ‘major topic’ where further discussion with the community and the LTC is beneficial.
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2.28	By adding the following new subsection after Subsection 5.7(7) and renumbering accordingly: “Despite Subsection 5.7(7), on a <i>lot</i> that contains a legal <i>dwelling</i> constructed prior to the adoption of this bylaw, a replacement <i>dwelling</i> may be constructed, or the existing <i>dwelling</i> re-constructed or altered, provided the <i>floor area</i> of the replacement, re-constructed or altered <i>dwelling</i> does not exceed the <i>floor area</i> of the <i>dwelling</i> on the <i>lot</i> at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the floor area of the dwelling at the time of the adoption of this bylaw.”	Major	This amendment legalizes dwellings if the dwelling exceeds the more restrictive floor areas. This amendment should be removed from Bylaw No. 114 if the LTC decides to replace floor area regulations to what they were prior to the adoption of Bylaw No. 122.																		
2.29	By adding the following new subsection after Subsection 5.7(8) and renumbering accordingly: “The maximum <i>floor area</i> of a <i>cottage</i> must not exceed 70 m² (753 ft²).”	Minor	This amendment should be retained in Bylaw No. 114.																		

**SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 122**

A BYLAW TO AMEND SOUTH PENDER ISLAND LAND USE BYLAW NO. 114, 2016

The South Pender Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the South Pender Island Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “South Pender Island Land Use Bylaw No. 114, 2016, Amendment No. 2, 2021”.

2. South Pender Island Local Trust Committee Bylaw No. 114, cited as “South Pender Island Land Use Bylaw No. 114, 2016” is amended as follows:

2.1 By adding the following new definitions to Section 1.1 ‘Definitions’:

““agri-tourism” means an activity referred to in Section 12 of the *Agricultural Land Reserve Use Regulation*.”

““agri-tourist accommodation” means a use accessory to a *farm use* for the purpose of accommodating commercial guests within specific structures on specific portions of a *lot* as referred to in Section 33 of the *Agricultural Land Reserve Use Regulation*.”

““basement floor area” means any portion of a storey in a dwelling with a lower floor that is located 1.5 metres or more below natural grade.”

““farm retail sales” means the retail sale of tangible farm products grown or raised on a farm or association to which the owner of the farm belongs.”

““Farm Status” means land classified as a farm pursuant to the *(BC) Assessment Act*.”

2.2 By removing the words “floor area of 70m² or less” and replacing it with “limited floor area” in the definition of ‘cottage’.

2.3 By removing the word “outer” and replacing it with “inner” to the definition of ‘floor area’ and by adding the words “and exclusive of a storey that is not fully enclosed by a floor, ceiling, and four walls or glass” at the end of the definition of ‘floor area’.

2.4 By removing the words “7.6 metres (25 feet)” and replace it with “15 metres (50 feet)” and by removing the words “pump/utility house” in Subsection 3.3(3).

- 2.5 By adding the following new subsection after Subsection 3.3(3) and renumbering accordingly:

“Despite Subsection 3.3(3), *buildings or structures*, except a fence, stairway, wharf and dock ramps or their footings, legally constructed prior to [insert date of Bylaw No. 122 adoption] shall not be sited within 7.6 metres (25 feet) of the *natural boundary* of the sea and, for this purpose only, paved areas of asphalt, concrete or similar material are “*structures*”.”

- 2.6 By adding the following new subsection after Subsection 3.3(3) and renumbering accordingly:

“Despite Subsection 3.3(3), on a lot that contains a legal dwelling, cottage, or accessory building constructed prior to the adoption of this bylaw, a replacement dwelling, cottage, or accessory building may be constructed, or the existing dwelling, cottage, or accessory building re-constructed or altered, provided the distance from the natural boundary of the sea to the replacement, re-constructed or altered dwelling, cottage, or accessory building is not less than the distance from the natural boundary of the sea to the dwelling, cottage, or accessory building on the lot at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the siting of the dwelling, cottage, or accessory building at the time of the adoption of this bylaw.”

- 2.7 By deleting Subsection 3.4(1) and replacing it with: “A dwelling or cottage shall not exceed 9.2 metres (30 feet) in height and at no point may a dwelling or cottage exceed 9.2 metres (30 feet) in height.”.

- 2.8 By adding the following new subsections to Section 3.5 ‘Accessory Buildings and Structures’ as follows:

- “(6) Shipping containers are a permitted accessory use on a *lot* subject to the following:
 - (a) On a *lot* less than 0.8 ha (2 acre) in area, a maximum of one (1) shipping container is permitted.
 - (b) On a *lot* 0.8 (2 acres) or greater in area, but less than 1.2 ha (3 acres) in area, a maximum of two (2) shipping containers are permitted.
 - (c) On a *lot* with an area greater than 1.2 ha (3 acres), a maximum of three (3) shipping containers are permitted.
- (7) Shipping containers must be screened from neighbouring *lots*, roads, or the sea by use of landscaping screening in compliance with Section 3.9.”

- 2.9 By adding the words “excluding a *cottage*” after the words ‘used as a dwelling’, by deleting the word ‘rainwater’ and replacing it with “freshwater”, by deleting the word ‘cistern’ after the word ‘minimum’ and replacing it with “storage” and by deleting the words ‘9,000 litres (1980 gallons)’ and replacing it with “18,000 litres (3960 gallons)” for Subsection 3.14(1) so it reads:

‘A building permit shall not be issued for a new *building* to be used as a *dwelling*, excluding a *cottage*, on a *lot* in the RR(1), RR(2) or RR(3) zones unless a *building* on the *lot* is equipped with a freshwater catchment system and cistern(s) for the storage of freshwater with a minimum storage capacity of 18,000 litres (3960 gallons).

- 2.10 By deleting the words Table from Subsection 5.1(5) and replacing it with “

Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:
Less than 0.4 ha (1 acre)	465 m ² (5000 ft ²)	232 m ² (2500 ft ²)
0.4 ha to < 0.8 ha (1 to 2 acres)	557 m ² (6000 ft ²)	279 m ² (3000 ft ²)
0.8 ha to < 1.6 ha (2 to 4 acres)	743 m ² (8000 ft ²)	325 m ² (3500 ft ²)
1.6 ha to < 4 ha (4 to 10 acres)	836 m ² (9000 ft ²)	348 m ² (3750 ft ²)
4.0 ha (10 acres) or greater	1394 m ² (15000 ft ²)	372 m ² (4000 ft ²)

”

- 2.11 By add the following new subsection after Subsection 5.1(5):

“Despite Subsection 5.1(5), on a *lot* that contains a legal *dwelling* constructed prior to the adoption of this bylaw, a replacement *dwelling* may be constructed, or the existing *dwelling* re-constructed or altered, provided the *floor area* of the replacement, re-constructed or altered *dwelling* does not exceed the *floor area* of the *dwelling* on the *lot* at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the floor area of the dwelling at the time of the adoption of this bylaw.”

2.12 By adding the following new subsection after the newly created Subsection 5.1(6) and renumbering accordingly:

“The maximum *floor area* of a *cottage* must not exceed 70 m² (753 ft²).” ✓ ✓ ✓

2.13 By adding the following new subsection directly after the newly renumbered Subsection 5.1(8) and renumbering accordingly:

“Despite Subsection 5.1(8), the setback for a *dwelling or cottage* shall be 6.0 metres (20 ft.) from any interior or exterior side *lot line*.” ✓ ✓ ✓

2.14 By add the following new subsection after Subsection 5.1(9):

“Despite Subsection 5.1.(9), on a *lot* that contains a legal *dwelling or cottage* constructed prior to the adoption of this bylaw, a replacement *dwelling or cottage* may be constructed, or the existing *dwelling or cottage* re-constructed or altered, provided the distance from the interior or exterior side *lot line* to the replacement, re-constructed or altered *dwelling or cottage* is not less than the distance from the interior or exterior side *lot line* to the *dwelling or cottage* on the *lot* at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the floor area of the dwelling at the time of the adoption of this bylaw.”

2.15 By removing the word “Rescinded” from Article 5.5(1)(d) and replacing it with “Accessory *agri-tourism* subject to Subsections 5.5(13) to 5.5(16);”

2.16 By adding the following new article after Article 5.5(1)(d) and renumber accordingly:

“Accessory agri-tourist accommodation, subject to Subsections 5.5(15) to 5.5(22), and as permitted by the Agricultural Land Commission;”

2.17 By adding the words “and *farm retail sales*.” after the words ‘on the same lot’ in Article 5.5(1)(f).

2.18 By deleting Subsection 5.5(9) and replacing it with:

“Maximum *Floor Area* per lot:

Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:
Less than 0.4 ha (1 acre)	465 m ² (5000 ft ²)	232 m ² (2500 ft ²)
0.4 ha to < 0.8 ha (1 to 2 acres)	557 m ² (6000 ft ²)	279 m ² (3000 ft ²)
0.8 ha to < 1.6 ha (2 to 4 acres)	743 m ² (8000 ft ²)	325 m ² (3500 ft ²)
1.6 ha to < 4 ha (4 to 10 acres)	836 m ² (9000 ft ²)	348 m ² (3750 ft ²)
4.0 ha (10 acres) or greater	1394 m ² (15000 ft ²)	372 m ² (4000 ft ²)

”

2.19 By adding the following new subsection after Subsection 5.5(9) and renumbering accordingly:

Despite Subsection 5.5(9), on a *lot* that contains a legal *dwelling* constructed prior to the adoption of this bylaw, a replacement *dwelling* may be constructed, or the existing *dwelling* re-constructed or altered, provided the *floor area* of the replacement, re-constructed or altered *dwelling* does not exceed the *floor area* of the *dwelling* on the *lot* at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the floor area of the dwelling at the time of the adoption of this bylaw.”

2.20 By adding the following new subsection after the new Subsection 5.5(10) and renumbering accordingly:

“The maximum *floor area* of a *cottage* must not exceed 90 m² (969 ft²).”

2.21 By adding the following ‘Information Note’ after the newly created Subsection 5.5(11):

“Information Note: *The maximum floor area of a dwelling or cottage located within the Agricultural Land Reserve must be compliant with the Agricultural Land Commission Act, Regulation, and any Resolution for the Agricultural Land Commission.*”

- 2.22 By removing the word “Rescinded” adding the following to the newly renumbered Subsection 5.5(12):

“Farm retail sales are permitted on a lot located within the Agricultural Land Reserve, and the total indoor and outdoor floor area for the farm retail sales shall not exceed 47 m² (500 ft²).

- 2.23 By adding the following new subsections after Subsection 5.5(12) under ‘Conditions of Use’ and renumber accordingly:

“5.5(13) Agri-tourism buildings or structures are not permitted.

5.5(14) Agri-tourism must be in compliance with the Agricultural Land Reserve Use Regulation.

5.5(15) Agri-tourism and agri-tourist accommodation are only permitted on a lot with Farm Status.

5.5(16) Agri-tourism and agri-tourist accommodation are only permitted on a lot located in the Agricultural Land Reserve.

5.5(17) Agri-tourist accommodation must be accessory to an active agri-tourism activity.

5.5(18) Agri-tourist accommodation must be accessory to a farm use.

5.5(19) Agri-tourist accommodation buildings and structures must not exceed a floor area of 90 m² (969 ft²).

5.5(20) Agri-tourist accommodation must not be in use for more than 180 days in a calendar year.

5.5(21) Agri-tourist accommodation may include associated uses such as meeting rooms and dining facilities for paying registered guests contained wholly within the agri-tourism accommodation unit, but may not include a restaurant or any commercial or retail goods and services other than those permitted by the Agriculture (A) Zone.

5.5(22) The maximum number of guests that may be accommodated in any agri-tourist accommodation at any one time, either alone or in combination with a bed and breakfast, is not to exceed 10 guests or 5 bedrooms.

2.24 By deleting Subsection 5.6(7) and replacing it with:

“Maximum *Floor Area* per lot:

Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:
Less than 0.4 ha (1 acre)	465 m ² (5000 ft ²)	232 m ² (2500 ft ²)
0.4 ha to < 0.8 ha (1 to 2 acres)	557 m ² (6000 ft ²)	279 m ² (3000 ft ²)
0.8 ha to < 1.6 ha (2 to 4 acres)	743 m ² (8000 ft ²)	325 m ² (3500 ft ²)
1.6 ha to < 4 ha (4 to 10 acres)	836 m ² (9000 ft ²)	348 m ² (3750 ft ²)
4.0 ha (10 acres) or greater	1394 m ² (15000 ft ²)	372 m ² (4000 ft ²)

”

2.25 By adding the following new subsection after Subsection 5.6(7) and renumbering accordingly:

Despite Subsection 5.6(7), on a *lot* that contains a legal *dwelling* constructed prior to the adoption of this bylaw, a replacement *dwelling* may be constructed, or the existing *dwelling* re-constructed or altered, provided the *floor area* of the replacement, re-constructed or altered *dwelling* does not exceed the *floor area* of the *dwelling* on the *lot* at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the floor area of the dwelling at the time of the adoption of this bylaw.”

2.26 By adding the following new subsection after Subsection 5.6(8) and renumbering accordingly:

“The maximum *floor area* of a *cottage* must not exceed 70 m² (753 ft²).”

2.27 By deleting Subsection 5.7(6) and replacing it with:

“Maximum *Floor Area* per lot:

Lot Area	The total floor area of all buildings may not exceed:	The floor area of a dwelling may not exceed:
Less than 0.4 ha (1 acre)	465 m ² (5000 ft ²)	232 m ² (2500 ft ²)
0.4 ha to < 0.8 ha (1 to 2 acres)	557 m ² (6000 ft ²)	279 m ² (3000 ft ²)
0.8 ha to < 1.6 ha (2 to 4 acres)	743 m ² (8000 ft ²)	325 m ² (3500 ft ²)
1.6 ha to < 4 ha (4 to 10 acres)	836 m ² (9000 ft ²)	348 m ² (3750 ft ²)
4.0 ha (10 acres) or greater	1394 m ² (15000 ft ²)	372 m ² (4000 ft ²)

”

2.28 By adding the following new subsection after Subsection 5.7(7) and renumbering accordingly:

Despite Subsection 5.7(7), on a *lot* that contains a legal *dwelling* constructed prior to the adoption of this bylaw, a replacement *dwelling* may be constructed, or the existing *dwelling* re-constructed or altered, provided the *floor area* of the replacement, re-constructed or altered *dwelling* does not exceed the *floor area* of the *dwelling* on the *lot* at the time of the adoption of this bylaw and for this purpose the Local Trust Committee may require an owner to submit a certification from an appropriately qualified person as to the floor area of the dwelling at the time of the adoption of this bylaw.”

2.29 By adding the following new subsection after Subsection 5.7(8) and renumbering accordingly:

“The maximum *floor area* of a *cottage* must not exceed 70 m² (753 ft²).”

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	6 TH	DAY OF	MAY	2022.
PUBLIC HEARING HELD THIS	23 RD	DAY OF	JULY	2022.
READ A SECOND TIME THIS	12 TH	DAY OF	AUGUST	2022.
READ A THIRD TIME THIS	12 TH	DAY OF	AUGUST	2022.
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	7 TH	DAY OF	SEPTEMBER	2022.
ADOPTED THIS	15 TH	DAY OF	SEPTEMBER	2022.

 CHAIR

 SECRETARY

Active Projects Report

South Pender Island

1. <i>Minor LUB Review Project</i>	Responsible	Dates
	Kim Stockdill	Rec'd: 01-Sep-2023

Future Projects Report

South Pender Island

1. *Development Permit Areas*

Responsible

Date Received

Review of existing and potential development permit areas

28-Apr-2015

2. *Sea level Rise and Shoreline Erosion*

Responsible

Date Received

Review of policies and regulations including setback from the sea, structures permitted in setback

28-Apr-2015

3. *First Nations Language*

Responsible

Date Received

Consider OCP amendment to include a more fulsome historical accounting of First Nations

01-Nov-2019

4. *Groundwater Sustainability Project*

Responsible

Date Received

Consider Implementation options of Southern Gulf Islands Groundwater initiative

09-Apr-2021

5. *Raptor's Nest Mapping*

Responsible

Date Received

To update the mapping of raptor's nest on South Pender Island.

04-Feb-2022

6. *Shoreline Review Project*

Responsible

Date Received

Shoreline Review Project

05-May-2023

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SP-SUB-2021.1	Taylor Johnson or Rachel Thomas/Airey Homes Inc.	01-Jun-2021	8970 GOWLLAND POINT RD- proposed three lot bareland strata subdivision

Planner: Kim Stockdill

Planning Status

Status Date: 14-Oct-2021

Review letter received from MOTI. ALC approval req'd as condition prior to issuance of PLR.

Status Date: 28-Jun-2021

payment received letter sent to applicant, assigned to Phil, - DL

Status Date: 24-Jun-2021

fees received - DL

Islands Trust
LTC EXP SUMMARY REPORT F2024
Invoices posted to Month ending August 2023

665 South Pender	Invoices posted to Month ending August 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-665	LTC "Trustee Expenses"	76.00	0.00	76.00
LTC Local				
65200-665	LTC - Local Exp - LTC Meeting Expenses	627.00	1,218.22	-591.22
65210-665	LTC - Local Exp - APC Meeting Expenses	333.00	0.00	333.00
65220-665	LTC - Local Exp - Communications	250.00	0.00	250.00
65230-665	LTC - Local Exp - Special Projects	270.00	0.00	270.00
TOTAL LTC Local Expense		<u>1,480.00</u>	<u>1,218.22</u>	<u>261.78</u>
Projects				
73001-665-4118	South Pender LUB Minor Amendments	<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>
TOTAL Project Expenses		<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>

Standing Resolutions Log

South Pender Island

Resolution Number	Action	Date
2021-016 (Standing) 15.2 APC Appointments That the South Pender Island Local Trust Committee request that prior to expiration of Advisory Planning Commission members terms of office, staff write to commissioners asking if they wish to be reappointed and also advertise for expressions of interest for new commissioners	Carried	05-Nov-2021
2019-015 (Standing) 15.3 Standing Resolution - Reconciliation Report that the South Pender Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.	Carried	06-Sep-2019



Standing Resolutions Log

South Pender Island

Resolution Number	Action	Date
2019-014 (Standing) 15.2 Model Cell Tower Strategy - Staff Briefing that the South Pender Island Local Trust Committee endorse the Model Cell Tower Strategy.	Carried	06-Sep-2019
2019-001 (Standing) 13.2 Cannabis Retail Application License Application Fees - Staff Report - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - The proposed license should also be referred to First Nations for comment. - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: o Name of the applicant and a description of the proposal in general terms o The location of the proposed establishment and the subject site o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application o How public comments may be submitted to the local trust committee.	Carried	01-Feb-2019
2015-015 (Standing) Printed Agenda Packages That whereas full agendas are available for public perusal on the website, and whereas the SPILTC endeavours to lower its ecological footprint be it moved that full paper printed agenda packages no longer be provided for future SPILTC meetings.	Carried	28-Apr-2015

Standing Resolutions Log

South Pender Island

Resolution Number	Action	Date
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2010-000 (Standing)

Carried

05-Oct-2010

Send FUAL to trustees once drafted following the meeting.

2006-012 (Standing)

Carried

23-May-2006

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.



Islands Trust

DRAFT

South Pender Island Local Trust Committee 2024 Regular Meetings

The South Pender Island Local Trust Committee will be meeting to consider land use applications, bylaws, correspondence, and various community planning topics.

~~The South Pender Island Local Trust Committee has adopted the following dates for its 2024 meeting schedule.~~ Meetings are subject to change. Please visit the Islands Trust website for up-to-date schedule information.

DATE		TIME	LOCATION
Friday	February 2	10:30 a.m.	Fire Hall #3 8961 Gowlland Point Road
Friday	May 3	10:30 a.m.	Fire Hall #3 8961 Gowlland Point Road
Friday	September 6	10:30 a.m.	Fire Hall #3 8961 Gowlland Point Road
Friday	December 6	10:30 a.m.	Fire Hall #3 8961 Gowlland Point Road

The proposed meeting agenda is generally available one week prior to the meeting and may be obtained at the Islands Trust office or on our website.

Please note that correspondence received from the public may become part of a meeting agenda that is published online.

VISIT OUR WEBSITE: <https://islandstrust.bc.ca/location/south-pender/>
CONTACT US AT 250-405-5151 OR: southinfo@islandstrust.bc.ca