

ADOPTED

**MINUTES OF THE SOUTH PENDER ISLAND
LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD ON TUESDAY, SEPTEMBER 18, 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
	Robert Kojima	Regional Planning Manager
	Kathy Gilbert	Recording Secretary

There were seven (7) 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 a late submission regarding Item 9.1 SP-DVP-2012.3 (Scott).

The agenda, as amended, was approved by consent.

2.2 Questions from Public on Agenda items

A member of the public requested that questions and answers associated with Item 9.3 – SP-SUB-2011.2 (Cadez) be considered with this item, rather than at the Town Hall portion of the meeting.

Chair Hancock further agreed to consider this item at the beginning of Section 9 on the agenda.

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 June 19, 2012

Chair Hancock noted that the above-referenced minutes are provided for information.

5.2 Public Hearing Records and Community Information Meeting Notes

None

5.3 Section 26 Resolutions-Without-Meeting

Chair Hancock advised that these items are provided for information.

5.4 Advisory Planning Commission Minutes

None

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Regional Planning Manager (RPM) Kojima 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. However, he did note that further discussion of several items would take place later as specifically identified on the agenda.

7. DELEGATIONS

None

8. CORRESPONDENCE

8.1 S. Steil email dated August 9, 2012 re: Assistance Request for Mailout

Ms Steil's email requested assistance with a mailout planned to advise residents of the upcoming Pender Islands Conservancy Association (PICA) / Parks Canada event titled Upland and Near-Shore Apocalypse, to be held on October 13, 2012.

Trustees noted that this conference dovetails with the Greenshores project.

Trustee Jones recommended sending the notice to the Pender Island website subscribers.

Resolution-SP-LTC-42-12

It was Moved and Seconded that the South Pender Island Local Trust Committee support the Pender Islands Conservancy Association / Parks Canada event on October 13, 2012 by providing assistance with the mailout to waterfront property owners, in an amount not to exceed \$200.

CARRIED

8.2 S. Steil letter dated July 31, 2012 re: Stairway for Beach Access

Ms Steil's letter commented on the elaborate stairways being constructed by members of the public to access beaches, and suggested that regulations are necessary in order to not interrupt marine ecosystems.

It was noted that discussions addressing this issue would follow later in the meeting.

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

Note that Item 9.3 was considered first as decided in item 2.2.

9.3 SP-SUB-2011.2 (Cadez) Staff Report

RPM Kojima provided a verbal report updating Trustees on this application. The application to the Agricultural Land Commission (ALC) will be forwarded to the November, 2012, ALC meeting. Islands Trust staff have met with Capital Regional District (CRD) staff who stated that the CRD, as eventual owner of the proposed park / heritage building (Church of the Good Shepherd), are concerned about acquiring land with a building and encumbrances. He confirmed that although the decision as to the nature of the park dedication will be that of the Local Trust Committee, ownership of the park will be by the CRD.

Discussion amongst the Trustees and public followed, particularly around the Church's physical condition – eg – leaking roof.

RPM Kojima stated that no physical assessment has been done as yet by the property owners, who are responsible for conducting the assessment and that no timeline for conducting this work has been identified to the Islands Trust staff.

9.1 SP-DVP-2012.3 (Scott) Staff Report

The applicant was present.

RPM Kojima reviewed the proposal, which is for an overheight accessory building. He summarized the staff report and reported on the three (3) submissions from the public – one in favour of the proposed variance; one opposing the proposed variance; and one commenting generally on the nature of height restrictions in the Land Use Bylaw.

RPM Kojima stated that the proposed building is for agricultural purposes and noted that if the property was zoned Agriculture, a variance would not be required.

Trustees and the applicant discussed:

- the rationale for the height; this is a building with a loft and a steeply pitched roof;
- location of the building on the site, which the applicant stated was chosen to both minimize view disruption and locate it where the trees are considerably taller than the proposed building.

The applicant offered to change the roof pitch so that the building height would be reduced.

Resolution-SP-LTC-43-12

It was Moved and Seconded that the South Pender Island Local Trust Committee revise SP-DVP-2012.3 (Scott) to amend Section 2 a) by deleting 9.9 metres and replacing it with 9.2 metres.

CARRIED

Resolution-SP-LTC-44-12

It was Moved and Seconded that South Pender Island Local Trust Committee Development Variance Permit SP-DVP-2012.3 (Scott,) as amended, be Approved.

CARRIED

9.2 SP-TUP-2012.1 (Thorn) Staff Report

The applicant was present.

This is an application to allow for construction of a storage building on an undeveloped parcel of land. The building is anticipated to be an accessory building to a future home.

RPM Kojima presented the staff report and noted that contemplated Land Use Bylaw (LUB) amendments would allow for this proposal to proceed without referral to the Local Trust Committee. He did note that the proposed building exceeds the maximum allowable height and that a variance will be required.

In response to questions from the Trustees, the applicant stated that the area for storage would be used strictly for personal items, such as tools. He also confirmed that the space will not be used as a commercial artist's studio. He further stated that no plumbing will be installed.

Trustees discussed issues related to Temporary Use Permits (TUPs,) including what happens to a building after expiry of the TUP and what happens if the property should change hands.

Resolution-SP-LTC-45-12

It was Moved and Seconded that South Pender Island Local Trust Committee draft SP-TUP-2012.1 (Thorn), Section 2 a) be amended by deleting “artist studio” and substituting “workshop;” and by adding a new Section 3 f): that no toilet and no kitchen facilities be permitted.

CARRIED

Resolution-SP-LTC-46-12

It was Moved and Seconded that South Pender Island Local Trust Committee Temporary Use Permit, SP-TUP-2012.1 (Thorn), as amended, be approved for a period of three (3) years.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Shoreline Review

RPM Kojima presented the staff report on this project, identifying the suggested meeting schedule, including the proposed October 4, 2012, joint North and South Pender Local Trust Committees meeting, timelines, phasing, budget and process for the project.

Trustee Montague asked whether sea level rise adaptation as a result of climate change is included in the project scope.

Trustee Montague also enquired as to the outcomes after the project is complete.

Resolution-SP-LTC-47-12

It was Moved and Seconded that the South Pender Island Local Trust Committee direct staff to add sea level change adaptation to the scope of the Shoreline Review project.

CARRIED

Trustees also discussed the broad scope of the project, the mapping done to date, project budget, relationships to Greenshores initiatives and the opportunity for Trustees to meet with the project consultants at the proposed October 4, 2012, meeting.

Resolution-SP-LTC-48-12

It was Moved and Seconded that the South Pender Island Local Trust Committee participate in a meeting scheduled for October 4, 2012, to be hosted by the North Pender Island Local Trust Committee.

CARRIED

Resolution-SP-LTC-49-12

It was Moved and Seconded that the South Pender Island Local Trust Committee direct staff to schedule a Community Information meeting in conjunction with the North Pender Island Local Trust Committee, with the consultants currently on contract for the shoreline mapping project.

CARRIED

Chair Hancock thanked Planner Andrea Pickard for her comprehensive report.

**Note – The meeting recessed from 11:43 am and reconvened at 12:03 pm.*

10.2 Land Use Bylaw Amendments

RPM Kojima outlined the changes and next steps made to the draft amending bylaw as a result of requests made at the June 19, 2012 LTC meeting, as described in Planner Pickard's staff report dated September 10, 2012.

Trustees discussed ways to make the grammar more readable and fees for variances (possibly a stepped fee structure for simple to complex applications.)

Trustees also queried whether the present 4.6 metre height limit for accessory buildings is too low.

Trustees requested a staff report on this issue examining the maximum height for accessory buildings in other jurisdictions and reporting on the number of variances to this section of the Land Use Bylaw.

Resolution-SP-LTC-50-12

It was Moved and Seconded that the South Pender Island Local Trust Committee direct staff to refer draft Bylaw No. 111 cited as South Pender Island Land Use Bylaw No. 92, 2003, Amendment No. 1, 2012 to the Advisory Planning Commission.

CARRIED

Resolution-SP-LTC-51-12

It was Moved and Seconded that the South Pender Island Local Trust Committee direct staff to provide a brief report summarizing accessory height issues and that the report be forwarded to the Advisory Planning Commission and November 13, 2012 Local Trust Committee meeting.

CARRIED

10.3 Community Survey

Trustees discussed highlights of the community survey, particularly conflicting messages on stairs to the shore, noting that while residents want the integrity of the shore protected, they also want access to the shore.

11. REPORTS

11.1 Work Program Reports

11.1.1 Adopted Policies and Standing Resolutions; and Objectives

No discussion

11.1.2 South Pender island Local Trust Committee Work Program – September 2012

Under Top Priorities, Item 3, On-line Survey, is to be removed as this is complete.

Under Projects, Item 2, Forest Lands, Trustee Montague noted that more information is required to improve the understanding of forest land. Discussion followed on the on-going work by the Provincial Government on the Coastal Douglas Fir Ecosystem, Garry Oak restoration, and Area Farm Plan initiatives in various jurisdictions.

Resolution-SP-LTC-51-12

It was Moved and Seconded that the South Pender Island Local Trust Committee direct staff to add “Area Farm Plan” to the Projects list.

CARRIED

11.2 Applications Report

11.2.1 South Pender Island Applications Report dated September, 2012

RPM Kojima presented Planner Pickard’s report and described the status of each application.

11.3 Expense/Budgets Reports

11.3.1 Trustee and Local Expenses

This item was presented for information.

11.3.2 Budget Submissions – 2013-14

RPM Kojima presented his report and request for input. He noted changes from previous years’ budgeting process and practices, including:

- Trustees no longer need to do their own budgets every year;
- \$3,000 for most LTCs is to be reserved for special projects as they may occur during the year;
- A single line is identified for all projects, rather than separating Official Community Plan (OCP) and LUB items from other projects.

RPM Kojima then presented the major projects budgeted for in 2013-2014.

Trustees noted the earlier discussion on an Area Farm Plan.

Resolution-SP-LTC-52-12

It was Moved and Seconded that South Pender Island Local Trust Committee change Project # (3) on the Project Budget Submission, to "Area Farm Plan".

CARRIED

Trustees commented on the opportunity to work with the North Pender Island LTC on this project, and the desire to implement Official Community Plan (OCP) policies and strategic plan policies toward food security.

Resolution-SP-LTC-53-12

It was Moved and Seconded that the South Pender Island Local Trust Committee revise the Project Budget Submission to designate an Area Farm Plan as Project Number Three (3).

CARRIED

Resolution-SP-LTC-54-12

It was Moved and Seconded that the South Pender Island Local Trust Committee approve and forward the revised draft 2013-2014 Local Trust Committee Project Budget submission to Financial Planning Committee.

CARRIED

11.4 Bylaw Enforcement Report

None

11.5 South Pender Island LTC Web Page

Trustees requested addition of the July and August, 2012, Pender Post articles to the webpage.

Trustees requested an update on the Ministry of Transportation and Infrastructure item concerning the Tilly Point road closure.

The LTC also requested that the Top Priorities list be added to the webpage.

11.6 Chair's Report

Chair Hancock graciously acknowledged that the LTC is meeting in the Salish community and traditional territory.

Chair Hancock reported that the Islands Trust Council had a successful meeting on Bowen Island and that progress had been made strengthening the relationship with Bowen Island Municipal Council.

11.7 Trustee Report

Both Trustees Montague and Jones reported on the marine spill response demonstration that took place at Trust Council, stating that it offered no reassurance that we are prepared for a spill of any significance. Marine ecosystem protection remains a top priority focus.

12. OTHER BUSINESS

12.1 Upcoming Meetings

12.1.1 Next Business Meeting – Tuesday, November 13, 2012, at 10:00 am, at the South Pender Fire Hall

Chair Hancock also noted the upcoming joint meeting with North Pender Island LTC on October 4, 2012.

12.2 Local Trust Committee Consider a Resolution to Attend a Meeting on October 4, 2012, Hosted by the North Pender Island Local Trust Committee

Trustees dealt with this item under Agenda Item 10.1 and passed Resolution SP-LTC-48-12 authorizing attendance at the October 4, 2012 joint meeting.

13. TOWN HALL MEETING

None

14. ADJOURNMENT

Resolution-SP-LTC-55-12

It was Moved and Seconded that the South Pender Island Local Trust Committee Meeting be adjourned at approximately 1:50 pm.

CARRIED

RECORDER

CHAIR