

# ADOPTED

**MINUTES OF THE SOUTH PENDER ISLAND  
LOCAL TRUST COMMITTEE BUSINESS MEETING  
HELD ON TUESDAY, FEBRUARY 11, 2014, AT 10:00 AM  
AT THE FIRE HALL, 8961 GOWLLAND POINT ROAD,  
SOUTH PENDER ISLAND, BC**

<b>PRESENT:</b>	<b>Ken Hancock</b>	<b>Chair</b>
	<b>Mike Jones</b>	<b>Local Trustee</b>
	<b>Elizabeth Montague</b>	<b>Local Trustee</b>
	<b>Robert Kojima</b>	<b>Regional Planning Manager</b>
	<b>Kathy Gilbert</b>	<b>Recording Secretary</b>

There were approximately nineteen (19) members of the public present at the meeting.

## **1. Call to Order**

Chair Hancock called the meeting to order at 10:04 am. He introduced the Trustees and staff present. He acknowledged that the meeting was being held on the traditional territory of the Coast Salish Nation and expressed his appreciation.

## **2. Approval of Agenda**

### **2.1. Additions / Deletions**

Trustee Montague had prepared a late agenda item related to a possible project charter in connection with the Land Use Bylaw (LUB) update. This item was discussed under Item 10.1.1.

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

### **2.2. Questions from Public on Agenda Items**

None

#### **2.2.1 Town Hall**

A member of the public commended Trustees on opening up the Land Use Bylaw review to broader public participation.

In response to a question from another member of the public, Trustee Montague identified the Land Use Bylaw review as a comprehensive, holistic review, and commented that substantial progress on solving some of the issues identified had been made at the January 4, 2014, South Pender Island Local Trust Committee Special and Community Information meeting.

**3. Community Information Meeting**

None

**4. Public Hearing**

None

**5. Previous Meetings**

**5.1 Local Trust Committee Minutes – for consideration**

**5.1.1 South Pender Island Local Trust Committee Meeting  
Draft Minutes from January 4, 2014**

**SP-2014-003**

It was **MOVED** and **SECONDED** that the South Pender Island Local Trust Committee adopt the Special Meeting Minutes from January 4, 2014.

**CARRIED**

**5.2 Public Hearing Records and Community Information Meeting Notes  
Received – for consideration**

**5.2.1 South Pender Island Local Trust Committee Community  
Information Notes from January 4, 2014**

The Community Information Meeting (CIM) Notes were received as presented by the Trustees.

**5.3 Section 26 Resolutions-without-meeting**

RWM Report Date February 2014 - received for information

**5.4 Advisory Planning Commission Minutes**

None

## **6. Business Arising from the Minutes**

None

### **6.1. Follow-up Action Report**

Regional Planning Manager (RPM) Kojima noted that the status of all items was as shown in the report.

Trustee Montague reported on the canal boat speed issue. A meeting was held on January 23, 2014, with relevant parties, including the Capital Regional District (CRD,) Transport Canada, Local Trust Committee (LTC) representation, Parks Canada and the RCMP. New speed limit signs have been recommended by the public and LTC. The RCMP representative noted that enforcement is an issue unless signage complies with Transport Canada standards. A recommendation to install buoys to notify boaters of the speed limit and give boaters time to slow down was suggested. A public education program was also recommended. Further, the RCMP representative recommended that a water vessel speed watch program be initiated, similar to the road speed watch program.

Trustee Montague undertook to contact the CRD to enquire about funding for replacement speed limit signage in the canal (approximately \$80 for each of two signs); to contact the North Pender Island LTC for possible assistance for funding of the various initiatives; and to contact Parks Canada for funding assistance.

## **7. Delegations**

None.

## **8. Correspondence**

None

## **9. Applications, Permits, Bylaws and Referrals**

None

## **10. Local Trust Committee Projects**

### **10.1 Land Use Bylaw Review**

#### **10.1.1 Land Use Bylaw – Project Memo**

Regional Planning Manager Kojima referred to his memo to the SP LTC dated January 31, 2014 and requested input from the LTC on how to proceed with the LUB review.

Trustee Montague presented her late agenda item, refining the draft project charter, and outlined suggestions on the purpose, scope, and objectives of the LUB review.

Suggestions included the following:

- referral to the Advisory Planning Commission;
- confirmation that items in the LUB may be added to the project scope as work proceeds;
- the need for a steering committee, which might be the APC, or a different steering committee;
- focus groups should be established to develop recommendations on various issues to be discussed in the LUB review;
- a number of Community Information Meetings (CIMs) will need to be held;
- meeting reports will need to be made available to the community;
- public information regarding the process could be posted on the Islands Trust website;
- more meetings will be necessary by the SP LTC, including electronic meetings;
- there is a budget available for the LUB review;
- the Islands Trust has a template for the project steps that might be taken;
- meeting places might be held in private homes; although they must be duly advertised meetings; and staff recommendation is that meetings be held in a public place, such as Fire Hall #3.

Trustees discussed the potential approaches to the LUB review, including breaking the LUB into sections for review and each group that might be constituted to review the sections have a chair. The chair could liaise with the Trustees members. Trustees agreed to discuss various approaches to the LUB review.

Considerable discussion about whether the Advisory Planning Commission (APC) should be the steering committee (noting that the APC is bound by its bylaw and other provincial legislation) or, whether a separate steering committee might be established; noting that APC members might constitute all or part of the steering committee. It was noted that the APC has a recording secretary, and is a formal body, and has worked together before on bylaw reviews.

Other topics raised included the following:

- time commitment by a steering committee for the meetings to discuss the LUB review;
- advertising for public input into the review; Regional Planning Manager (RPM) Kojima suggested a meeting schedule to be advertised locally, to ensure as much public participation as possible (e.g. : meetings might be scheduled weekly at a particular time and place.)

Trustee Jones suggested recording the meetings (audio or video) and making them available on a website.

*Note: The meeting recessed from 11:12 to 11:29 am.*

**SP-2014-004**

**It was MOVED and SECONDED** that the South Pender Island Local Trust Committee schedule a meeting on February 25, 2014, or as close as possible to that date, to discuss the Land Use Bylaw review.

**CARRIED**

**10.1.2 Correspondence Received after the January Meeting**

Trustees acknowledged receipt of the correspondence.

**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**

Regional Planning Manager (RPM) Kojima reviewed the items and noted that item 2, Shoreline Protection had been completed and will be removed from the Top Priorities list.

No other changes to the Work Program were requested.

**11.2. Applications Report**

**11.2.1. South Pender Island Application Report**

RPM Kojima advised that application SP-SUB-2011.2 (Airey Group) has now been withdrawn by the applicant as an agreement could not be reached with respect to the future of the Anglican Church property.

**11.3. Expense/Budgets Reports**

**11.3.1 Trustee and Local Expenses**

This item was provided for information.

**11.3.2 2014-15 Budget Requests**

RPM Kojima advised that the Islands Trust Financial Planning Committee will be meeting on February 12, 2014, to review budget requests. He advised that the stated goal of the Islands Trust is a zero percent tax increase. He also advised that the Farm Plan Project budget item will be funded by “gas tax” money, so may be removed as a budget item. He suggested that the SP LTC reduce the budget request from \$7,000 to \$4,000-\$5,000, which would fund all of the requested budget items.

**SP-2014-005**

**It was MOVED and SECONDED** that the South Pender Island Local Trust Committee revise its budget request to \$5,000 to cover the costs of the Land Use Bylaw review.

**CARRIED**

**11.4. Bylaw Enforcement Reports**

None

### **11.5. South Pender Island LTC Web Page**

In response to an enquiry from a member of the public as to the posting of agendas and minutes prior to 2013, Regional Planning Manager (RPM) Kojima advised that this request is a priority, but no timeline for availability of pre-2013 minutes has been set.

RPM Kojima noted that the Islands Trust web page has a specific page for information on the LUB update.

### **11.6. Chair's Report**

Chair Hancock reported on the upcoming Trust Council meeting. In particular, Trust Council is contemplating how to respond to the Kinder Morgan pipeline proposal. Although Trust Council has asked for additional time to respond, it is likely that that request will not be granted; however, the Islands Trust will apply to participate as a commentator. Of particular concern is the lack of preparedness on oil spill response.

Chair Hancock also advised that Executive Committee is continuing advocacy work on reduced ferry service; and monitoring the Provincial Government's Agricultural Land Commission and Core Service Review.

### **11.7. Trustee Report**

Trustee Jones recommended visiting the Islands Trust website page on "How Do I Care for Shoreline," recently completed as part of South Pender's shoreline project. He also commended staff on the thoroughness of the information on the website with respect to South Pender Island. He also mentioned the new Shorelines category on the MapIT site that was also part of South Pender's shoreline project.

Trustee Jones is also working with the Living Oceans group, with respect to their Kinder Morgan application. He noted that Living Oceans has intervener status on the proposed Kinder Morgan project, and that they had requested any relevant information from Trustees that had attended the Western Canada Marine Response Corporation (WCMRC) table top oil spill exercises.

Trustee Montague noted that anyone may be a commentator on the Kinder Morgan project review, but that the deadline for applications for that status is February 12, 2014.

**12. Other Business**

**12.1 Upcoming Meetings**

A Special Meeting to be scheduled for, Tuesday, February 25, 2014, at 10:00 am the South Pender Island Fire Hall (see **SP-2014-004**).

The next Business Meeting is scheduled for Tuesday, April 8, 2014 at 10:00 am, at the South Pender Island Fire Hall.

**13. Town Hall Meeting**

A member of the public commented that everyone is affected by the proposed Kinder Morgan pipeline, and that impacts might include property values and enjoyment of the neighbourhood.

**14. Adjournment**

**SP-2014-006**

**It was MOVED and SECONDED** that the meeting of the South Pender Island Local Trust Committee be adjourned.

The meeting was adjourned at 11:58 am.

**CARRIED**

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**RECORDER**

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**CHAIR**