

# ADOPTED

**MINUTES OF THE SOUTH PENDER ISLAND  
LOCAL TRUST COMMITTEE BUSINESS MEETING  
HELD ON TUESDAY, APRIL 8, 2014, AT 10:00 AM  
AT THE SOUTH PENDER FIRE HALL,  
SOUTH PENDER ISLAND, B.C.**

**PRESENT:** Ken Hancock Chair  
Mike Jones Local Trustee  
Elizabeth Montague Local Trustee  
Robert Kojima Regional Planning Manager  
Shannon McConchie Recording Secretary

**REGRETS:** None

There were thirteen (13) members of the public present.

**1. CALL TO ORDER**

Chair Hancock called the meeting to order at 10:00 a.m. Introductions were made and Chair Hancock acknowledged that the meeting was being held on the traditional territory of the Coastal Salish Nation.

**2. APPROVAL OF THE AGENDA**

**2.1 Additions/Deletions**

Chair Hancock asked for any additions or changes to the agenda; no amendments were made.

The agenda was Approved by consent.

**2.2 Questions from public on Agenda Items**

None

**3. TOWN HALL**

Chair Hancock invited the public to make comment.

**John Chapman**, a member of the public, discussed the Transportation Survey, which addresses inter-island transportation. He noted that the survey could be found in the most recent copy of the Island Tides and brought several copies with him to the meeting.

**4. COMMUNITY INFORMATION MEETING**

None

**5. PUBLIC HEARING**

None

**6. PREVIOUS MEETINGS**

**6.1 Adopted Local Trust Committee Minutes – for information**

**6.1.1 South Pender Island Local Trust Committee Meeting Minutes of February 11, 2014**

For information

**6.2 Public Hearing Records and Community Information Meeting Notes Received – for information.**

None

**6.3 Section 26 Resolutions without Meeting (RWM)**

The RWM Report dated April 1, 2014, was provided for information.

**6.4 Advisory Planning Commission Minutes**

None

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Follow-up Action Report**

Regional Planning Manager (RPM) Kojima provided information from the Follow-Up Action Report dated April 1, 2014. He noted that the status of all items was provided in the report.

Trustee Montague stated that she would provide further information regarding the canal boat speed issue in her Work Program Report, item 12.1.2.

**8. DELEGATIONS**

None

**9. CORRESPONDENCE**

None

**10. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS**

**10.1 North Pender Island Local Trust Committee Bylaw 194 Referral**

**SP-2014-007**

**It was MOVED and SECONDED**, that the South Pender Island Local Trust Committee responds to the North Pender Island Local Trust Committee Bylaw 194 referral with “Interests Unaffected.”

**CARRIED**

**10.2 Saturna Island Local Trust Committee Bylaws No. 112, 113, 114 & 115 Referral**

**SP-2014-008**

**It was MOVED and SECONDED**, that the South Pender Local Trust Committee responds to the Saturna Island Local Trust Committee regarding Bylaw referrals No. 112, 113, 114, and 115, with “Interests Unaffected.”

**CARRIED**

**11. LOCAL TRUST COMMITTEE PROJECTS**

**11.1 Land Use Bylaw (LUB) Review – Draft Terms of Reference**

Regional Planning Manager (RPM) Kojima informed the public that the committee had received applications for focus group chairs and that these applications would be considered during the in-camera section and reported after. RPM Kojima further suggested that the committee consider setting dates, reviewing the draft Terms of Reference, and possibly giving direction on a draft Project Charter. He explained each of these steps and emphasized that all of these documents could be changed to suit the evolving needs of the project. He continued, describing the structure of the focus groups, noting that there would be three groups, each with its own chair, and each focusing on a different section of the Land Use Bylaw, as follows:

- Focus Group One: LUB Sections 1, 2, 8
- Focus Group Two: LUB Sections 4 and 5
- Focus Group Three: LUB Sections 3, 6, 7.

A discussion followed in which Trustee Montague, Trustee Jones, and RPM Kojima provided the following information in response to public questions:

- Focus groups will have access to the South Pender Island Fire Hall, but are also able to meet at a private residence as long as it remains open to the public.
- Focus group Chairs will have a deadline of April 19, 2014, by which to submit the dates and times of their planned meetings. This deadline was set in consideration of the submission deadline for the Pender Post.
- Focus group chairs will have a deadline of June 17, 2014, by which to submit their preliminary reports. This deadline was set to correspond with the June 24, 2014 Local Trust Committee Business Meeting.
- Trustee Montague emphasized that she would be at as many meetings as possible and would be available as a resource to the Chairs of the focus group.

There was further discussion regarding concerns that the process remain holistic, that the chairs of each focus group be encouraged to communicate, that the community's desire to proceed slowly remain respected, and that the focus group chairs be provided with training.

Chair Hancock explained the role of a Project Charter. RPM Kojima added that he would prepare a draft Project Charter for the June 24, 2014, Local Trust Committee Business Meeting based on the comments of the trustees made at this meeting.

**SP-2014-009**

**It was MOVED and SECONDED**, that the South Pender Island Local Trust Committee endorse the draft Terms of Reference for Focus Group Chairs and request that staff distribute the Terms of Reference to the Chairs following their appointment.

**CARRIED**

**12. REPORTS**

**12.1 Work Program Reports**

**12.1.1 Adopted Policies and Standing Resolutions and Objectives**

None

**12.1.2 South Pender Island Local Trust Committee Work Program**

Trustee Montague presented the signs that were created to address the canal erosion and boat speed issue. She announced that on April 19, 2014, Corporal Pick (RCMP) would be involved in a media event to demonstrate that canal speeds will be enforced.

**Jane Perch**, a member of the community, commented that posting signs on the bridge framework alone would not provide boaters with enough advanced warning to reduce their speed prior to entering the canal and that it is the wake, not the speed, which causes erosion. She also noted that in the past, property owners had agreed to have the signs displayed from their property.

Trustee Montague acknowledged the comment and added that buoys were also considered, but that cost was an issue.

**Bruce McConchie**, a member of the community, commented that the RCMP does not have the resources to monitor and enforce boat speeds. He also noted that depending on the conditions, commercial boaters sometimes require a wake in order to maintain control.

**12.2 Applications Report**

None

### **12.2.1 South Pender Island Local Trust Committee Application Report**

None

### **12.3 Expense/Budget Reports**

#### **12.3.1 Trustee and Local Expenses**

Expense/Budget Reports dated March 2014 provided for information.

It was noted that a new fiscal year is now beginning.

### **12.4 Bylaw Enforcement Reports**

None

### **12.5 South Pender Island LTC Web Page**

Trustee Jones announced that the Web Advisory Group meeting will be held in May 2014, and that he will bring any of the public's comments or questions to that meeting.

A member of the public asked whether an archive of minutes and agendas would be available.

RPM Kojima answered that they would, dating back to 2011.

Trustee Montague added that Advisory Planning Commission (APC) Chair, Buffy Paterson, had requested and received a copy of all minutes and agendas going back to the beginning of this term.

### **12.6 Chair's Report**

Chair Hancock reported that he is preparing to attend the Association of Vancouver Island and Coastal Communities (AVICC) convention. He discussed the role of the association in advocacy issues including the Agricultural Land Reserve Core Services review and the BC Ferry service cuts. Chair Hancock stated that he would provide a report from the convention at the next Local Trust Committee Business Meeting.

### **12.7 Trustee Report**

Trustee Montague provided a reminder that the Stewardship Awards deadline for recommendations is April 16, 2014. She commented that while Trustees are not able to make recommendations, Brooks Point is first in her mind. Trustee Montague reiterated that she is committed to acting as a resource for the Land Use Bylaw (LUB) focus groups.

Trustee Jones provided a reminder that April 19, 2014, is Community Stewardship Day for both North and South Pender Islands.

Chair Hancock added a description of the planned events and emphasized the importance of ecological protection.

Trustee Jones reiterated that the Web Advisory Group meeting will be held in six (6) weeks and that he would take any comments to the group at that time, including concern over maintaining an accessible archive.

### **13. OTHER BUSINESS**

#### **13.1 Upcoming Meetings**

The next meeting of the South Pender Island Local Trust Committee will be held on Tuesday, June 24, 2014, at 10:00 am at the South Pender Fire Hall.

#### **13.2 Groundwater Toolkit & Memo**

Trustee Jones discussed the Groundwater Toolkit and encouraged the public to read the document.

Chair Hancock thanked Trustee Jones for his work on this toolkit.

#### **13.3 2013-1014 Annual Report Submission**

Trustee Montague and Regional Planning Manager (RPM) Kojima noted two (2) typographical errors in the document, as follows:

- page three (3), paragraph one (1): “hearings” should be “hearing”
- page three (3), paragraph two (2): in “support for of”, “of” will be removed.

#### **SP-2014-010**

**It was MOVED and SECONDED**, that the South Pender Island Local Trust Committee approves the attached text for inclusion in the 2013-2014 Annual Report for approval by Trust Council and submission to the Minister of Community, Sport, and Cultural Development.

**CARRIED**

### **14. TOWN HALL MEETING**

Chair Hancock invited the public to make comment.

**Bruce McConchie** expressed the following concern with the LUB focus groups:

- The Terms of Reference and deadlines were not provided prior to a call for Chair applications.
- The areas of reference are very defined, which may be in contradiction to the community's desire for a holistic approach.
- Three (3) focus groups may become disjointed and it may be unrealistic to expect Chairs to attend all meetings of other focus groups as well.

**Bruce McConchie** continued, stating that he had recommended the project be sent to the Advisory Planning Commission (APC) and that the recommendation had not been accepted. He further recommended that the focus groups not be held to a strict time line, cautioning that this may produce a rushed job.

Trustee Montague thanked Bruce McConchie for his comments and acknowledged that the process would evolve and may get messy.

**Paul Petrie** stated that while he appreciates the cautions, as someone who put himself forward as a Chair applicant, he is comfortable with the Terms of Reference. He suggested that the APC receive an overview at the end of the process.

Trustee Montague acknowledged that the APC bring history and local knowledge. She further stated that involving the APC at some point in the process would be beneficial.

**Tracey Calvert** expressed concern that three (3) separate groups seemed at odds with the holistic approach and asked whether there would be a structure to guide them in integration.

Trustee Montague stated that meeting minutes and community letters of input would be available to all three (3) Chairs.

Trustee Jones added that the Chairs would be able to meet if they so choose.

There was discussion of process of assigning Chairs to committees.

The public was informed by the Trustees that there had been three applicants, that the applications would be considered during the In Camera meeting, and that the Chairs would be announced following the In Camera meeting, on the website, and in the Pender Post.

**15. IN-CAMERA MEETING**

**SP-2014-011**

At 11:19 a.m., it was **MOVED and SECONDED** that, pursuant to Section 90(a) & (f) of the Community Charter, the South Pender Island Local Trust Committee resolves to close the meeting to the public for the purpose of consideration to Adopt South Pender Island Local Trust Committee In-Camera meeting minutes of June 18, 2013; appointing Chair(s) for the LUB Review Focus Groups and appointing a Secretary to the South Pender Island Advisory Planning Commission; and further that staff and the Recording Secretary, Shannon McConchie, remain present.

**CARRIED**

Note: See separate In Camera Meeting minutes dated April 8, 2014.

**16. RECALL TO ORDER**

**SP-2014-012**

It was Moved and Seconded that the South Pender Island Local Trust Committee re-open the meeting to the public at 11:50 am.

**CARRIED**

Chair Hancock reported the appointment of Shannon McConchie as Advisory Planning Commission Secretary and the appointment of Focus Group Chairs for the Land Use Bylaw Review as follows:

- Gordie Duncan for Sections 1, 2, 8
- Paul Petrie for Sections 4, 5
- Ron Henshaw for Sections 3, 6, 7

**17. ADJOURNMENT**

**SP-2014-013**

**It was MOVED and SECONDED**, that the South Pender Island Local Trust Committee meeting be adjourned at approximately 11:53 a.m.

**CARRIED**

---

**RECORDER**

---

**CHAIR**