



ADOPTED

North Pender Island Local Trust Committee Minutes of Regular Meeting

Date: Thursday, July 30, 2015 (9:45 am)

Location: Pender Island Community Hall
4418 Bedwell Harbour Road, North Pender Island, BC

Members Present: George Grams, Chair
Dianne Barber, Local Trustee
Derek Masselink, Local Trustee
Justine Starke, Island Planner
Robert Kojima, Regional Planning Manager

Staff Present: Zorah Staar, Recorder

Others Present: Twenty (20) members of the public

1. CALL TO ORDER

Chair Grams called the meeting to order at 9:45 am. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

For consideration to amend the agenda, the following items were presented:

- add new Delegation item, 8.1 Michael Sketch re: Waste Task Force;
- add new Correspondence item, 9.2 Mary Anne Pare Letter re: Water Supply;
- add new Correspondence item, 9.3 Shelley Easthope Letter re: Waste Permit.

By general consent the agenda was approved, as amended.

3. TOWN HALL AND QUESTIONS

Sara Steil commented on the Driftwood Centre development permit application, stressing ecological integrity and using indigenous vegetation in landscaping.

Richard Piskor said that he had reviewed an Islands Trust auditor's report, to try to understand more about Islands Trust administrative and other expenses. Re: the Islands Trust Strategic Plan, he suggested that it would be better to try to do three things well, than to try to do 30 things, not so well.

Chair Grams responded that Richard Piskor could contact him if he wanted additional Islands Trust budget information. Re: the Strategic Plan, the Trust did have priorities where they focussed their current action, and meanwhile the Strategic Plan was like a projects list, for future action when possible.

Mary Reher said that she was concerned about her email re: water supply issues on Pirates Road, sent to the Trustees on June 4, and resent a week ago because there had been no response. She noted that if the Trustees wanted to draw our community together, hearing all points of view, then emails or letters needed to be answered sooner. She also wanted to know how correspondence was added to meeting agendas.

Chair Grams, Trustee Masselink, and Regional Planning Manager (RPM) Kojima apologized and acknowledged the need to keep improving the protocol for forwarding and timely action on emails. It helped if community members said in their emails whether they just wanted the Planner/Staff to answer a question, or if they wanted the Trustees to take action on it (including considering including it on a Local Trust Committee meeting agenda). Currently, correspondence re: current applications and project is posted to the Islands Trust website under the application, and other correspondence could be included on agendas.

Dennis Perch said that he had also experienced difficulties with his correspondence to the Local Trust Committee, including waiting 1 to 2 months for a response from staff.

Jane Perch said that she had asked for one of her letters to be part of the agenda package, but instead it was just posted to the website under the application it involved.

Dale Henning made comments including the following:

- concerns re: the Waste Management Task Force terms of reference (seeking clarity);
- not wanting the Chair to have too much power to control the Task Force;
- need for the Chair to have waste management and land use planning knowledge.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

5.1 Recess for Public Hearing

5.1.1 North Pender Island Local Trust Committee Bylaw No. 198

See separate record of July 30, 2015 Record of the Public Hearing for Bylaw No. 198.

Note: Trustee Masselink left the meeting at 10:15 am, due to a potential conflict of interest re: Bylaw No. 198, because his wife had done some previous consulting work for the Applicant.

5.2 Recall to Order

The regular meeting was recalled to order at 10:33 am, and Trustee Masselink returned.

6. MINUTES

6.1 Local Trust Committee Minutes

6.1.1 Local Trust Committee Meeting Minutes Dated June 18, 2015

By general consent the Local Trust committee meeting minutes of June 18, 2015 were adopted.

6.1.2 Local Trust Committee Public Hearing Record of June 18, 2015

Received for information

6.2 Section 26 Resolutions-without-meeting Report

none

6.3 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated July 2015

Received for information

8. DELEGATIONS

8.1 Michael Sketch re: Waste Task Force

Michael Sketch submitted a letter and made comments including the following on the Waste Management Task Force / Special Advisory Planning Commission (APC):

- proposed changes to APC Bylaw should be more restrictive and only allow South Pender residents rather than being amended to allow people from anywhere outside the North Pender Island Local Trust Area be able to sit on a Special APC;
- terms of reference should not predetermine APC's decision making process;
- the term "waste" should be changed to "solid discarded materials" (including recycling).

9. CORRESPONDENCE

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

9.1 Letter from M. Reher dated June 5, 2015 re: Water Supply (Pirates Road)

9.2 Letter from Mary Anne Pare re: Water Supply (Pirates Road)

Trustee Masselink commented as follows:

- data from government well on Pirate's Road showed declining trend, but reason for this was not clear, so it was important not to jump to blame;
- this was an opportunity to carefully consider water use and get expert input;
- Trustee Masselink had received a number of calls about water scarcity issues on Pender, and there is a growing awareness of water as a precious resource.

9.2 Letter from Shelley Easthope re: Waste Permit (at Medicine Beach Market)

It was noted that this letter concerned item 10.4 below (NP-TUP-2015.2).

10. APPLICATIONS AND REFERRALS

10.1 NP-RZ-2014.1 (Philpot)

10.1.1 Bylaw No. 198 - Post Public Hearing Report

Trustee Masselink left the meeting at 11:00 am, due to a potential conflict of interest re: Bylaw No. 198.

Island Planner Starke reviewed the Memorandum dated July 21, 2015 re: Proposed Bylaw No. 198, which was subject to a Public Hearing today (see 5.1).

Trustee Barber said that she supported giving the bylaw third reading, because the property could still be subdivided and additional docks prevented, and the owner was allowing the existing dock to be used by neighbours and for evacuation.

Chair Grams said that in this case, the views of staff, the qualified environmental professional, and the referrals (in support of rezoning) were more compelling than objections from some community members.

NP-2015-046

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee give Third Reading to Bylaw No. 198, cited as North Pender Island Land Use Bylaw 103, 1996, Amendment No. 4, 2014 (NP-RZ-2014.1; 0697595; 7950 Plumper Way).

CARRIED

NP-2015-047

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee refer Bylaw No. 198 to the Secretary of the Islands Trust for Executive Committee consideration of approval.

CARRIED

Trustee Masselink then returned to the meeting.

10.2 NP-DP-2015.3 (Rae) - Staff Report

Island Planner Starke reviewed the Staff Report dated July 20, 2015 re: Development Permit Application NP-DP-2015.3, commenting as follows:

- this was an application to amend the existing Driftwood Centre development permit, for changes to the exterior of 3 buildings, landscaping and parking;
- there had been lots of work between the planner and the applicant's designer, to make proposed changes consistent with requirements.

Trustee Masselink noted that native plants were included in the landscaping.

NP-2015-048

It was MOVED and SECONDED

THAT Development Permit NP-DP-2015.3 (Rae) be approved.

CARRIED

10.3 NP-DVP-2015.6 (Wallace) - Staff Report

Island Planner Starke reviewed the Staff Report dated July 17, 2015 re: Development Variance Permit Application NP-DVP-2015.6. This was a variance application for setbacks from the sea and side yard, for existing portions of a dwelling, new stairs and deck, and roof alteration.

Applicant Andrea Wallace was present, and noted that they were new owners of the property, they were trying to save an arbutus, and they could not get fire insurance unless they altered a roof.

NP-2015-049

It was MOVED and SECONDED

THAT Development Variance Permit NP-DVP-2015.6 (Wallace) be approved.

CARRIED

10.4 NP-TUP-2015.2 (Pender Island Waste Management) - Staff Report

Island Planner Starke reviewed the July 6, 2015 Staff Report re: a Temporary Use Permit (TUP) application for Medicine Beach Garbage Drop Off, as follows:

- this garbage drop-off had already been approved by previous 3-year TUP, and then a 3-year renewal of that TUP, and now a new TUP was being requested;
- no changes were proposed to the permit, which had no past objections;
- there was one response yesterday re: nearby marshlands, but Trust Fund Board felt that any environmental issues had been addressed;
- TUP would meet a need, during current Waste Management Task Force work.

NP-2015-050

It was **MOVED** and **SECONDED**

THAT the North Pender Island Local Trust Committee approve Temporary Use Permit NP-TUP-2015.2 for a waste transfer site at 5827 Schooner Way, to be valid for a period of three years from the date of issuance.

CARRIED

10.5 NP-OTH-2015.1 (Jamieson) - Staff Memo

Island Planner Starke reviewed the July 21, 2015 Memorandum re: Notice of Work for a Sand & Gravel Quarry Operation at 3410 Otter Bay Road. This was a matter outside Local Trust Committee jurisdiction, and therefore provided for information.

Property owner Mike Jamieson was present and explained this short-term project.

11. CLOSED MEETING

11.1 Motion to Close Meeting

NP-2015-051

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), (d), (f), and (g) and that recorder and staff attend the meeting.

CARRIED

Note: See separate In Camera minutes dated July 30, 2015.

11.2 Recall to Order

The regular meeting was recalled to order at 12:30 pm.

11.3 Rise and Report

Chair Grams reported as follows:

- The in-camera agenda included a report on a bylaw enforcement strategy re: waste management, and the LTC has requested staff to put this report on the open agenda for the next LTC meeting;
- The LTC has requested Bylaw Enforcement to send a letter to all known short term vacation rental (STVR) operators reminding them that STVR's are currently unlawful.

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Pender Island Waste Management Task Force - Staff Report

Island Planner Starke reviewed the Staff Report dated July 16, 2015, re: Waste Management Task Force – Composition and Terms of Reference. This included revised Terms of Reference, and Draft Bylaw No. 200, a bylaw to amend the Advisory Planning Commission (APC) Bylaw. There was legal advice that the Waste Management Task Force should be a special APC, with fewer ex-officio members, and conflict of interest dealt with by recusal in limited circumstances, and an amendment of the APC Bylaw to allow members from South Pender Island.

NP-2015-052

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee adopt the amended Terms of Reference for a Waste Management Task Force dated July 30, 2015.

CARRIED

NP-2015-053

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee give First Reading to Bylaw No. 200, cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015".

CARRIED

NP-2015-054

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee give Second Reading to Bylaw No. 200, cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015".

CARRIED

NP-2015-055

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee give Third Reading to Bylaw No. 200, cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015".

CARRIED

NP-2015-056

It was MOVED and SECONDED

THAT the North Pender Island Local Trust Committee refer Bylaw No. 200, cited as "North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015", to the Executive Committee of the Islands Trust for consideration.

CARRIED

NP-2015-057

It was MOVED and SECONDED

THAT at the first meeting of the Waste Management Task Force / Special Advisory Planning Commission, the group be requested to submit to staff their collective recommendations with regard to revisions to the Terms of Reference.

CARRIED

13. REPORTS

13.1 Work Program Report

13.1.1 Top Priorities Report Dated July 2015

Received for information

13.1.2 Projects List Report Dated July 2015

There were no changes to the Work Program.

13.2 Applications Report Dated July 2015

Received for information

13.3 Trustee and Local Expense Report Dated June 2015

Received for information

13.4 Adopted Policies and Standing Resolutions

Received for information

13.5 Local Trust Committee Webpage

The North Pender Local Trust Committee webpage can be found at:
[www. islandstrust.bc.ca/npender](http://www.islandstrust.bc.ca/npender)

13.6 Chair's Report

Chair Grams reported on the following:

- Islands Trust Chief Administrative Officer hiring process;
- Salt Spring Island incorporation study;
- Islands Trust analysis of a potential head office relocation;
- Work by the Salt Spring Island Watershed Protection Association.

13.7 Trustee Report

Trustee Masselink spoke about his social innovation residency at the Banff School in June/July, and the need for a systemic approach to complex issues, including convening conversations where we can hear each other.

13.8 Electoral Area Director's Report

none

13.9 Trust Fund Board Report

none

14. NEW BUSINESS

14.1 Local Trust Committee Input on Strategic Plan - Phase 2

NP-2015-058

It was **MOVED** and **SECONDED**

THAT the North Pender Island Local Trust Committee request its Planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7.

CARRIED

14.2 2015-2016 LTC Budget Requests - Staff Report

Regional Planner Manager Kojima reviewed the July 16, 2015 Staff Report re: 2016-2017 Budget Requests.

NP-2015-059

It was **MOVED** and **SECONDED**

THAT the North Pender Island Local Trust Committee revise their draft 2016-2017 Budget Requests by including an additional \$1,000 for the Waste Management project, with a total of \$18,000, and forward the budget as revised to the Financial Planning Committee.

CARRIED

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for September 10, 2015, 9:45 am, at the Pender Island Community Hall

16. TOWN HALL

Sara Steil suggested that the Local Trust Committee once again publish official notices in the Island Tides as well as the Driftwood newspaper.

Michael Sketch questioned Trustee Masselink about the innovation residency at the Banff Centre (attended by Trustee Masselink) being funded by Suncor - an energy corporation involved with pipelines and tankers.

Trustee Masselink said that this was a concern for himself and other attendees, but the Suncor Foundation did not interfere with the conversations at the Banff Centre. Trustee Masselink was totally opposed to increased tanker traffic, and he felt that we needed not only to protest on this issue, but also engage in new forms of conversation to shift our future.

Dale Henning asked how many Pender people subscribed to the Islands Trust list for automatic notifications.

Regional Planning Manager Kojima said that he would check on this.

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:04 pm.

George Grams, Chair

Certified Correct:

Zorah Staar, Recorder