



# ADOPTED

## South Pender Island Local Trust Committee Minutes of a Regular Meeting

**Date:** March 1, 2016  
**Location:** South Pender Fire Hall  
8961 Gowlland Point Road, South Pender Island, BC

**Members Present:** Peter Luckham, Chair  
Wendy Scholefield, Local Trustee  
Bruce McConchie, Local Trustee

**Staff Present:** Robert Kojima, Regional Planning Manager  
Miles Drew, Bylaw Enforcement Manager  
Shannon Brayford, Recorder

**Others Present:** Four (4) members of the public present.

### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:07am. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

It was noted that Miles Drew was in attendance for the in camera meeting and the agenda may be altered to accommodate his departure time.

The following items were recommended as additions to the agenda:

- 13.1.2 Staff Report
- 13.3 Islands Trust Office Space at Hope Bay

**By general consent** the agenda was approved as amended.

### 3. TOWN HALL AND QUESTIONS

John Chapman spoke regarding the issue of Canal Erosion and noted that Pender Islands Parks and Recreation Commission has baseline data for shoreline measurements in the area. He offered access to this data if it would be helpful.

### 4. COMMUNITY INFORMATION MEETING

None.

## **5. PUBLIC HEARING**

None.

## **6. MINUTES**

### **6.1 Adopted Local Trust Committee Minutes Dated December 14, 2015**

Received for information.

### **6.2 Section 26 Resolutions-Without-Meeting Dated February 2016**

Received for information.

### **6.3 Advisory Planning Commission Minutes for Receipt**

#### **6.3.1 Pender Island Waste & Resource Management Special APC Adopted Minutes Dated November 20, 2015, December 14, 2015 & January 4, 2016**

Received for information.

## **7. BUSINESS ARISING FROM THE MINUTES**

### **7.1 Follow-Up Action List Dated February 2016**

RPM Kojima provided an overview of the items on the list and confirmed that all had been completed and would be removed.

## **8. DELEGATIONS**

### **8.1 Peter Pare – Moving Around Pender (MAP) re: MAP Transportation Plan**

John Chapman spoke on behalf of MAP, noting that Peter Pare sent his regrets. He provided an overview of the group's objectives and noted the creation of an updated report which was available electronically. He reported that MAP would like access to the expertise of highway engineers, but that they did not have the means to do so.

A discussion was held regarding a past Southern Team meeting with Mainroad head office staff and it was generally agreed that the LTC would like to initiate these meetings again.

There was general agreement that Trustee Scholefield would act as the LTC's contact person for MAP.

The LTC recommended that MAP's revised report be directed to the attention of Lisa Gordon for the State of the Island Report so that Trust Council would receive the information.

John Chapman offered a presentation by MAP at the upcoming Trust Council meeting in June. There was general support for this offer.

RPM Kojima provided an overview of the benefits of MAP considering becoming a Commission of the Capital Regional District (CRD).

Chair Luckham thanked John Chapman, remarked that the LTC would review the report, and noted that the issue is on their Projects List.

## **9. CORRESPONDENCE**

None.

## **10. APPLICATIONS AND REFERRALS**

None.

## **11. LOCAL TRUST COMMITTEE PROJECTS**

### **11.1 LUB Review – Staff Report and Draft Bylaw**

RPM Kojima provided an overview of the staff report and draft bylaw, including the project charter and time line.

A discussion was held regarding Marine Protection Zones and whether re-designating the W1 zones to W2 would increase opportunity for the south shore properties to apply for rezoning.

**By general consent**, the LTC asked staff to

- Amend the language to outline the criteria by which applications to rezone for a private dock would be considered, and also make it clear when such rezoning is discouraged.
- Update the terminology in section 7.4
- Include square metres of floor area in the Official Community Plan (OCP) definition of "cottage".

RPM Kojima provided an overview of the legislative process for the draft bylaw moving forward.

**SP-2016-001**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee commence the legislative process to amend the Land Use Bylaw and direct staff to prepare the necessary draft bylaws and draft consequential amendments for the Official Community Plan.

A discussion was held regarding SP-2016-001 including whether it would give the public a false impression that the consultation portion of the project had ended.

The motion was re-read.

**SP-2016-001**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee commence the legislative process to amend the Land Use Bylaw and direct staff to prepare the necessary draft bylaws and draft consequential amendments for the Official Community Plan.

**CARRIED**

A discussion was held regarding whether to refer the draft bylaw to the APC at this time. It was generally agreed that a referral package should include a list of the consequential amendments to the OCP in the cover letter.

**SP-2016-002**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee refer the draft Land Use Bylaw revisions to the South Pender Island Advisory Planning Commission, requesting feedback on:

- Lot coverage
- Maximum house size
- Maximum cottage size
- Outbuildings as a category of building
- Zoning change from Marine General to Marine Protected
- Minimum lot size for agriculture
- Minimum lot size for forestry
- Use of charts

**CARRIED**

A brief discussion was held regarding the project charter and project timeline.

**SP-2016-003**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee direct staff to report back with a revised timeline and Land Use ByLaw Project Charter.

**CARRIED**

A break was held from 11:12 am until 11:20 am. It was noted that the In Camera portion of the meeting would be moved ahead in the agenda. Chair Luckham consulted with the Trustees and the members of the public and it was generally agreed to make Item 13, New Business, the new Item 12 and Item 16, Closed Meeting, the new item 13.

## **12. NEW BUSINESS**

### **12.1 Pender Island Waste & Resource Management Special APC**

#### **12.1.1 Staff Report**

RPM Kojima provided an overview of the Commission and the work they completed prior to being dissolved.

A discussion was held regarding the challenges faced by the Special APC and the limited role that this LTC was able to play.

#### **12.1.2 Review Budget Proposal to Trust Council for the SAPC Project Expense**

**By general consent** the South Pender Island Local Trust Committee agreed to remove Waste Management from their project list, reallocate the funds previously allocated to the project, and provide no feedback to the North Pender Island LTC regarding the Special APC.

### **12.2 Continued Erosion Problem in Pender Canal**

Trustee McConchie provided an update on the issue and a discussion was held regarding signage. Trustee McConchie remarked that he would continue to play a role in finding a solution for the problem and would keep the LTC informed of any progress.

### **12.3 Office Space**

RPM Kojima provided an update regarding the Islands Trust office space at Hope Bay. He noted that there is no longer a viable option to share space with the CRD in the Driftwood Centre so the office will be maintained at Hope Bay and that the building owner has offered the full space at the same rent as was previously paid.

## **13. CLOSED MEETING**

### **13.1 Motion to Close the Meeting**

At 11:33 am Chair Luckham thanked the public for their attendance and noted that the LTC would return to the public meeting following the closed meeting.

**SP-2016-004**

**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)(d) & (f) for the purpose of considering:

- Adoption of In Camera Meeting Minutes dated December 14, 2015
- Bylaw Enforcement

AND that the recorder and staff attend the meeting.

**CARRIED**

**13.2 Recall to Order**

The meeting was recalled to order at 11:53 am.

**13.3 Rise and Report**

None.

**14. REPORTS**

**14.1 Work Program Reports**

**14.1.1 Top Priorities Report Dated February 2016**

RPM Kojima noted that there was no change.

**14.1.2 Projects List Report Dated February 2016**

Regarding the Church of the Good Shepherd, RPM Kojima provided an overview of conservation options that could be considered.

The discussion of 12.1.2 was revisited.

**SP-2016-005**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee remove Item 2 from the Projects List.

**CARRIED**

**14.2 Applications Report**

None.

**14.3 Trustee and Local Expense Report Dated January 2016**

It was confirmed that the amount for the OCP/LUB projects review was accurate.

**14.4 Adopted Policies and Standing Resolutions**

Received for information.

**14.5 Local Trust Committee Webpage**

By general consent the LTC asked that the revised report presented today by MAP be linked on the website.

**14.6 Chair's Report**

Chair Luckham provided an Executive Committee update regarding the adoption of an OCP and LUB for Ballenas-Winchelsea Islands and Thetis Island's Associated Islands. He also noted that they are preparing for Trust Council on Hornby Island.

**14.7 Trustee Report**

The Trustees reported that their article had been sent to the Pender Post and that Russ Hotsenpiller, the new Chief Administrative Officer, had visited South Pender Island.

**14.8 Trust Fund Report**

None.

**15. UPCOMING MEETING**

A discussion was held regarding rescheduling the upcoming meeting and the general implications on the timeline for the LUB review project.

**SP-2016-006**

**It was MOVED and SECONDED,**

that the South Pender Island Local Trust Committee cancel the Regular Business Meeting previously scheduled for April 5, 2016.

**CARRIED**

**16. TOWN HALL**

There were no members of the public present at this time in the meeting.

**17. ADJOURNMENT**

**SP-2016-007**

**It was MOVED and SECONDED,**

that the South Pender Local Trust Committee adjourn the meeting at 12:13 pm.

**CARRIED**

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Peter Luckham, Chair

Certified Correct:

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Shannon Brayford, Recorder