



# ADOPTED

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

**Date:** June 7, 2016  
**Location:** South Pender Fire Hall  
8961 Gowlland Point Road, South Pender Island, BC

**Members Present:** Wendy Scholefield, Local Trustee  
Bruce McConchie, Local Trustee

**Staff Present:** Robert Kojima, Regional Planning Manager  
Shannon Brayford, Recorder

**Others Present:** Sixteen (16) members of the public present.

### 1. CALL TO ORDER

Trustee McConchie called the meeting to order at 10:03 am and it was noted that an Acting Chair would need to be appointed.

**By general consent,** Trustee McConchie was appointed acting Chair.

Acting Chair McConchie acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

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

### 3. TOWN HALL AND QUESTIONS

The following members of the public spoke during the Town Hall: **Jane Perch, Gordie Duncan, Alma Lightbody, Dave Watson, Marje Bryan, Audrey Green, Paul Petrie, Buffy Paterson, Karen Watson, Anne Richardson, John Hartley, and Susan Antifaev.**

The following points were discussed:

- Appropriate amount of information in community information meeting notice, including rationales for proposed amendments.
- Holding the community information meeting on a weekday.
- Amending the Land Use Bylaw (LUB) to call “Home Occupations” “Home Businesses”.
- Changing minimum Forestry and Agriculture lot size from 10 acres to 40 acres.
- Proposed maximum dwelling size.

- Properties that would become Legal Non-Conforming by the proposed amendments.
- South Pender Island Advisory Planning Commission (APC) recommendations.

A break was held at 11:01 am and the meeting was reconvened at 11:17 am.

**4. COMMUNITY INFORMATION MEETING**

none

**5. PUBLIC HEARING**

none

**6. MINUTES**

**6.1 Local Trust Committee Minutes Dated May 10, 2016 (for Adoption)**

By general consent, the Minutes of May 10, 2016 were adopted.

**6.2 Section 26 Resolutions-without-meeting**

none

**6.3 Advisory Planning Commission Minutes Dated April 9, 2016**

Received for information

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Follow-Up Action List Dated May 2016**

Regional Planning Manager (RPM) Kojima reported on the progress of scheduling a meeting with trustees, representative of the Ministry of Transportation and Infrastructure (MoTI), and representatives of Moving Around Pender (MAP). He noted the tentative date of July 27, 2016 at the Mary Winspear Centre in Victoria, BC.

A discussion was held regarding the inclusion of more extensive information in future mail-outs regarding the Land Use Bylaw (LUB) review.

**8. DELEGATIONS**

none

**9. CORRESPONDENCE**

none

## 10. APPLICATIONS AND REFERRALS

none

## 11. LOCAL TRUST COMMITTEE PROJECTS

### 11.1 Land Use Bylaw Review – Staff Memo

A discussion of the upcoming community information meeting was held and the following recommendations were generally agreed to:

- Visual displays will include a Zoning Map, a poster on the door outlining the structure of the meeting, and electronic displays with the projector and television screen.
- RPM Kojima will create, for distribution at the meeting, a Frequently Asked Questions document.
- RPM Kojima will create, for distribution at the meeting, a document with the information from the “South Pender Island Local Trust Committee Draft Land Use Bylaw No.114, 2016 Table – Significant Potential Amendments”, organized by concept (eg. building-related, water-related, etc).
- RPM Kojima will begin the presentation portion with a review of the process from the focus groups to now, including a visual flow-chart representing the Project Charter’s timeline.
- For each topic, RPM Kojima will describe the technical change, the Trustees will explain their rationale, the public will ask questions to be answered by the appropriate parties.
- In his technical explanation of each proposed amendment, RPM Kojima will include a summary of the options that have previously been considered and an invitation for community members to share additional suggestions.
- After the presentation and discussion of the proposed amendments, RPM Kojima will provide an overview of the next steps and routes by which the community can provide further input to the LTC.
- The agenda will include a business meeting portion following the community information portion, as an opportunity for the LTC to discuss the information received.

## 12. NEW BUSINESS

### 12.1 Work Program Reports

#### 12.1.1 Top Priorities Report Dated May 2016

For information

#### 12.1.2 Projects List Report Dated May 2016

For information

**12.2 Applications Report**

none

**12.3 Trustee and Local Expense Report**

none

**12.4 Adopted Policies and Standing Resolutions**

For information

**12.5 Local Trust Committee Webpage**

A discussion of potential improvements to the webpage was held and the following recommendations were generally agreed to:

- “The South Pender Island Local Trust Committee Draft Land Use Bylaw No. 114, 2016 Table – Significant Potential Amendments” should be more prominent.
- Trustee contact information should be presented directly on the page instead of as a link.
- A notice should be sent to all subscribers about the upcoming community information meeting and how to access information or communicate with the LTC.

**12.6 Chair’s Report**

none

**12.7 Trustee Report**

Trustee Scholefield noted that she will be attending the MOTI/MAP meeting in July.

**12.8 Trust Fund Board Report Dated May 2016**

For information.

**13. NEW BUSINESS**

none

**14. UPCOMING MEETINGS**

**14.1 Next Regular Meeting Scheduled for September 6, 2016, at 10:00 am, at the South Pender Island Fire Hall**

**14.2 Special Local Trust Committee Meeting Regarding the LUB Review on June 17<sup>th</sup>, at 1:00 pm, at the South Pender Island Fire Hall.**

**15. TOWN HALL**

No comments were made.

**16. CLOSED MEETING**

none

**17. ADJOURNMENT**

**SP-2016-014**

**It was MOVED and SECONDED**

that the South Pender Local Trust Committee adjourn the meeting at 12:28 pm.

**CARRIED**

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Bruce McConchie, Acting Chair

Certified Correct:

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Shannon Brayford, Recorder