



# ADOPTED

## North Pender Island Local Trust Committee Minutes of Regular Meeting

**Date:** January 30, 2018  
**Location:** Pender Island Legion  
1344 MacKinnon Road, North Pender Island, BC

**Members Present:** George Grams, Chair  
Dianne Barber, Local Trustee  
Derek Masselink, Local Trustee

**Staff Present:** Justine Starke, Island Planner  
Shannon Brayford, Recorder

**Public Present:** There were approximately 11 members of the public in attendance.

### 1. CALL TO ORDER

Chair Grams called the meeting to order at 10:02 am. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

Chair Grams informed those in attendance that the meeting was being recorded and read a written statement.

### 2. APPROVAL OF AGENDA

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

### 3. TOWN HALL AND QUESTIONS

**Michael Sketch** spoke against Land Use Bylaw (LUB) 215 and the proposed amendment to Official Community Plan (OCP) Bylaw 215. He recommended greater consideration of decisions on lands in the Agricultural Land Reserve (ALR), consideration for First Nations consultation and specific wording amendments to the proposed bylaws.

**Dale Henning** spoke to the rezoning of the property generally called “MacDonald Farm” and asked questions for clarification regarding the source of the application and the considerations given to adjacent neighbours. He encouraged having the Capital Regional District (CRD) provide an overview of financial viability of a waste service at this site.

### 4. COMMUNITY INFORMATION MEETING

none

**5. PUBLIC HEARING**

none

**6. MINUTES**

**6.1 Local Trust Committee Minutes Dated November 23, 2017**

**By general consent** the Local Trust committee meeting minutes of November 23, 2017 were Adopted as presented.

6.1.1 North Pender Island Local Trust Committee Public Hearing Record Dated November 23, 2017

Received for information.

**6.2 Section 26 Resolutions-without-meeting Report Dated January 2018**

Received for information.

**6.3 Advisory Planning Commission Minutes**

none

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Follow-up Action List Dated January 2018**

Received for information.

**8. DELEGATIONS**

none

**9. CORRESPONDENCE**

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

none

**10. APPLICATIONS AND REFERRALS**

**10.1 NP-DP-2017.4 (Mansley) - Staff Report**

Chair Grams invited Planner Starke to provide an overview of the application and related staff report.

**NP-2018-001**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee approve issuance of Development Permit NP-DP-2017.4 (Mansley).

**CARRIED**

**10.2 NP-DVP-2017.2 (Richardson/Hemsworth) - Staff Report**

Planner Starke provided an overview of the application and related staff report. She noted the role of the Ministry of Transportation and Infrastructure in approving subdivisions.

A discussion was held by the Local Trust Committee (LTC) regarding the variance and concerns of neighbours.

Trustee Masselink recommended that, at some point in the future, the LTC complete a deeper evaluation of subdivision potential in this area.

**NP-2018-002**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee approve issuance of Development Variance Permit NP-DVP-2017.2 (Richardson and Hemsworth).

**CARRIED**

**10.3 NP-RZ-2017.1 (PIPRC) - Staff Memo / Bylaw 213**

Planner Starke provided an overview of the application and related staff report.

**NP-2018-003**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee Bylaw No. 213, cited as "North Pender Island Land Use Bylaw 103, 1996, Amendment No 2, 2017", be adopted.

**CARRIED**

**10.4 NP-DVP-2017.4 (Glen Johnson) - Staff Report**

Planner Starke provided an overview of the application and related staff report.

A discussion was held in which the LTC asked questions of the applicant and staff regarding the involvement of other agencies, concerns of neighbours, and potential modifications to the structure.

**NP-2018-004**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee request that, with regard to NP-DVP-2017.4 (Glen Johnson), the Capital Regional District Building Inspector provide confirmation that the existing structure, particularly those areas intruding into the setback, are structurally sound.

**CARRIED**

**10.5 Salt Spring Island Local Trust Committee Bylaw No. 509 Referral**

**NP-2018-005**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee respond to the Salt Spring Island Bylaw No. 509 referral with "Interests Unaffected".

**CARRIED**

**10.6 Mayne Island Local Trust Committee Bylaw No. 172 Referral**

**NP-2018-006**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee respond to the Mayne Island Local Trust Committee Bylaw No. 172 referral with "Interests Unaffected".

**CARRIED**

**11. LOCAL TRUST COMMITTEE PROJECTS**

**11.1 Secondary Suites - Staff Report**

Planner Starke provided an overview of the Staff Report highlighting key limitations and regulations that address specific community concerns.

A brief discussion was held regarding the regulations.

**NP-2018-007**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee Bylaw No. 216, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2018," be read a First time.

**CARRIED**

**NP-2018-008**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee Bylaw No. 217, cited as “North Pender Island Land Use Bylaw, 103, 1996, Amendment No. 1, 2018,” be read a First time.

**CARRIED**

**NP-2018-009**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 216, cited as North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2018” and Bylaw 217 cited as, “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 1, 2017”, are not contrary to or at variance with the Island Trust Policy Statement.

**CARRIED**

**NP-2018-010**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee refer Bylaws 216 and 217 to the Advisory Planning Commission for feedback.

**CARRIED**

**11.2 Waste Management - Staff Report**

Planner Starke provided an overview of the Staff Report highlighting proposed amendments to the draft bylaws and the rationale for those recommendations from the referral responses.

A discussion of the amendments was held.

**NP-2018-011**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee rescind First Reading of Bylaw No. 214, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 2, 2017.

**CARRIED**

**NP-2018-012**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee rescind Bylaw No. 215, cited as “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 3, 2017.

**CARRIED**

**NP-2018-013**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee Bylaw No. 215, cited as “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 3, 2017,” be amended to replace Schedule 4, as received by the North Pender Island Local Trust Committee on January 30, 2018.

**CARRIED**

**NP-2018-014**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee Bylaw No. 215, cited as “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 3, 2017,” be read a First time, as amended.

**CARRIED**

**NP-2018-015**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee Bylaw No. 215, cited as “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 3, 2017,” be read a First time, as amended.

**CARRIED**

**NP-2018-016**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee request staff to bring an analysis of land use impacts that would result from changing the zone boundaries of the proposed Industrial 2 (e) zone.

**CARRIED**

**NP-2018-017**

**It was MOVED and SECONDED,**

That the North Pender Island Local Trust Committee request staff to commission one or more archaeological assessments on the subject properties of North Pender Island Local Trust Committee Bylaw No. 215.

**CARRIED**

**12. REPORTS**

**12.1 Work Program Report**

12.1.1 Top Priorities Report Dated January 2018

Received for information.

12.1.2 Projects List Report Dated January 2018

Received for information.

**12.2 Applications Report Dated January 2018**

Received for information.

**12.3 Trustee and Local Expense Report Dated November 2017**

Received for information.

**12.4 Adopted Policies and Standing Resolutions**

Received for information.

**12.5 Local Trust Committee Webpage**

No comments were made.

**12.6 Chair's Report**

Chair Grams reported the following points:

- The outcomes from a meeting with the Ministry of Municipal Affairs and Housing to address amendments to the Islands Trust Act.
- A request that the Ministry support a review of a coordinated service model was well received.
- Trust Council's initial review of the Islands Trust Act was completed; however support of the Ministry would be required for this project to move forward.

**12.7 Trustee Report**

Trustee Masselink provided a report noting that the Province of British Columbia is currently undergoing an Agricultural Land Reserve Revitalization Process. He provided an outline of the proposed process, noting that an upcoming meeting to be held in Nanaimo.

Trustee Barber provided a report with an overview of the LTC's plans for improving access to housing on the island.

**12.8 Trust Fund Board Report Dated November 2017**

Received for information.

**13. NEW BUSINESS**

**13.1 Briefing re: Housing Agreement Administration**

Planner Starke provided an overview of the report, outlining the uses of housing agreements and noting that North Pender Island does not currently have any such agreements.

**14. UPCOMING MEETINGS**

**14.1 Next Regular Meeting Scheduled for 10:00 am, February 22, 2018, at the Anglican Church Hall, Pender Island**

**15. TOWN HALL**

**Dale Henning** commented on NP-DVP-2017.4 (Glen Johnson), recommending that driveway and culvert construction be required with expedience.

**Dale Henning** commented that the MacDonald Farm appears to be better suited for inclusion in the Agricultural Land Reserve than the property owned by the Burdettes.

**Michael Sketch** requested information on which agencies would be included in the multi-agency coordinated service review, as mentioned in Chair Gram's report.

**Michael Sketch** requested information on the Bylaw 215, noting that if a bylaw permits boat storage on land that does not have that use permitted by the Agricultural Land Commission (ALC), then it could create a challenge for Islands Trust enforcement.

Planner Starke provided information on the rezoning process, bylaw enforcement practices, and the rationale for the specific amendment.

**Keith Valentine** spoke in favour of permitting secondary suites.

**16. CLOSED MEETING (Distributed Under Separate Cover)**

**16.1 Motion to Close Meeting**

**NP-2018-018**

**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] for the purpose of considering:

- Adoption of In-Camera Meeting Minutes Dated November 23, 2017
- APC Membership Terms

AND that the recorder and staff attend the meeting.

**CARRIED**

**16.2 Recall to Order**

Chair Grams recalled the meeting to order at 11:53 am.



**16.3 Rise and Report**

Chair Grams read the following motion from the in-camera meeting:

“It was moved, seconded and carried, that the North Pender Island Local Trust Committee direct staff to invite the existing Advisory Planning Commission members to apply for re-appointment for up to a 1 year term and to advertise for expression of interest for more candidates.”

**17. ADJOURNMENT**

**By general consent** the meeting was adjourned at 11:55 a.m.

---

George Grams, Chair

Certified Correct:

---

Shannon Brayford, Recorder