



Islands Trust Revised to include late items

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

**BUSINESS MEETING AGENDA
TO COMMENCE AT 9:45 A.M., THURSDAY, APRIL 28, 2011
AT THE PENDER ISLAND COMMUNITY HALL (UPSTAIRS),
4418 BEDWELL HARBOUR ROAD,
NORTH PENDER ISLAND, B.C.**

***Approximate** time is provided for the convenience of the public only and is subject change without notice.

	Page #	*Approx. Time*
1. CALL TO ORDER		9:45 am
2. APPROVAL OF AGENDA		9:45 am
2.1 Additions/Deletions		
2.2 Questions from public on Agenda Items		
3. COMMUNITY INFORMATION MEETING - none		
4. PUBLIC HEARING - none		
5. PREVIOUS MEETINGS		9:50 am
5.1 Local Trust Committee Minutes for Adoption	1	
5.1.1 Minutes of March 31, 2011 Local Trust Committee Business Meeting (attached)		
5.2 Public Hearing Records and Community Information Meeting Notes to be Received - none		
5.3 Section 26 Resolutions-without-meeting - none		
5.4 Advisory Planning Commission/Task Force to be received - none		
6. BUSINESS ARISING FROM THE MINUTES	12	9:55 am
6.1 Follow-up Action Report (attached)		

7.	DELEGATIONS		
7.1	Southern Gulf Islands Electoral Area Director		
8.	CORRESPONDENCE (attached)		10:00 am
	<i>[correspondence received concerning applications and/or projects is considered with the application]</i>		
		15	
8.1	Pender Community Transition (PCT) Year-end Funding Report & Request for next Year Support		
	- Staff recommends that the LTC instructs staff to comment on the request for funding in the 2011/12 budget.		
8.2	A. Lightbody (Chamber of Commerce) letter dated April 14, 2011 re: Short Term Vacation Rentals (late item)		
8.3			
8.4	C. Hamilton re: Screening "Food Security" email dated April 27, 2011		
9.	APPLICATIONS, PERMITS, BYLAWS AND REFERRALS		10:05 am
9.1	NP-DVP-2011.2 (Morris) (attached)	17	
10.	LOCAL TRUST COMMITTEE PROJECTS - none		
11.	REPORTS		10:45 am
11.1	Work Program Reports – for information		
11.1.1	North Pender Island Local Trust Committee Work Program - Report dated April, 2011 (attached)	28	
11.1.2	2008-2011 Trust Council Strategic Plan (will only be circulated quarterly, following Trust Council) (attached)	31	
11.2	Applications Report – for information		
11.2.1	North Pender Island Applications Report dated April, 2011 (attached)	47	
11.3	Bylaw Enforcement - none		
11.4	Expense/Budget Reports		
11.4.1	Trustee and Local Expense Report (March) (attached)	51	
11.4.2	Adopted Budget 2011/2012 - none		
11.5	Adopted Policies and Standing Resolutions (attached) – for information	52	
11.6	North Pender LTC Web Page (attached) – for discussion	53	11:10 am
11.7	Chair's Report		

- 11.8 Trustee Report**
- 12. OTHER BUSINESS** 11:30 am
- 12.1 Upcoming Meetings**
- 12.1.1 Next Business at 9:45 a.m., Thursday, May 26, 2011 at Pender Island Community Hall
- 12.2 Economic Sustainability** - discussion
- 12.3 Option for Adopting In Camera Minutes** (attached) **55**
- 13. TOWN HALL MEETING** 12:00 pm
- 14. MOTION TO CLOSE MEETING** 12:15 pm
- THAT, pursuant to Section 90(1)(f) of the Community Charter, the North Pender Island Local Trust Committee resolves to close the meeting to the public for the purpose of adopting March 31, 2011 In Camera Minutes re: Bylaw Enforcement and further that Planner Robert Kojima, Planner Andrea Pickard; and Recording Secretary Zorah Staar remain present.(distributed under separate cover)
- 15. RECALL TO ORDER** 12:20 pm
- 15.1 Rise and Report from Closed Meeting**
- 16. ADJOURNMENT** 12:25 pm

**MINUTES OF THE NORTH PENDER ISLAND
LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD ON THURSDAY, MARCH 31, 2011, AT 9:45 AM
COMMUNITY HALL, NORTH PENDER ISLAND, B.C.**

PRESENT:	Peter Luckham	Chair
	Derek Masselink	Local Trustee
	Gary Steeves	Local Trustee
	Andrea Pickard	Island Planner
	Zorah Staar	Recording Secretary

REGRETS: None

There were nineteen (19) members of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:58 am, and made introductions.

2. APPROVAL OF AGENDA

2.1 Additions/Deletions

It was proposed to add two more correspondence items to existing item 9.2 (NP-TUP-2011.1 – Bigham).

The agenda was adopted by consensus.

2.2 Questions from Public on Agenda Items

None

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARINGS

None

5. PREVIOUS MEETINGS

5.1 Local Trust Committee Minutes for adoption

5.1.1 Minutes of February 24, 2011 Local Trust Committee Business Meeting

The Local Trust Committee meeting minutes of February 24, 2011, as amended were Adopted by consensus.

5.1.2 Minutes of February 26, 2011 Local Trust Committee Business Meeting

The Local Trust Committee meeting minutes of February 26, 2011, were Adopted by consensus.

5.2 Public Hearing Records and Community Information Meeting Notes

5.2.1 Notes of February 26, 2011 Community Information Meeting

The Local Trust Committee received the Notes of the February 26, 2011 Community Information Meeting, and Trustee Steeves complimented alternate Recording Secretary Kathy Gilbert for a job well done.

5.2.2 Record of February 26, 2011 Public Hearing

The Local Trust Committee received the Record of the February 26, 2011 Public Hearing.

5.3 Section 26 Resolutions-without-meeting

None

5.4 Advisory Planning Commission/Task Force Minutes

None

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Island Planner Pickard briefly reviewed the available Follow-up Action Report.

7. DELEGATIONS

7.1 Southern Gulf Islands Electoral Area Director

Director Ken Hancock was unable to attend.

8. CORRESPONDENCE

8.1 Pender Island Chamber of Commerce Letter dated February 16, 2011 (received February 28, 2011) re: News Release on Short Term Vacation Rentals

Trustee Steeves read out a draft letter he had prepared, in response to Chamber of Commerce concerns about the Islands Trust taking bylaw enforcement action against illegal short term vacation rental (STVR) operations on North Pender. He commented that in 2004, the previous Local Trust Committee (LTC) acknowledged that STVR's were an illegal use for residential property here, but they approved a temporary moratorium on bylaw enforcement; that during the Official Community Plan Review which followed, the STVR issue was discussed at length by the community, over 300 submissions were received, and there was not a community consensus in favour of legalizing STVR's; that the enforcement moratorium was lifted by a 2006 policy, and the recent move towards more active enforcement was consistent with this; that the Local Trust Committee acknowledged the importance to Pender of tourism revenue, which had decreased everywhere due to the 2008 financial collapse, higher ferry fares, Canadian dollar values, and other factors; that there still did not appear to be a North Pender consensus that short term vacation rentals were the solution to our tourism issues, or appropriate for our community; that North Pender had other legal forms of commercial accommodation (including operators who were not part of the Chamber of Commerce, and also unused tourist commercial unit density). Trustee Steeves invited constructive dialogue with the Chamber (and other community members) about all of these tourism and accommodation issues.

The other LTC members supported the above comments and draft letter, and said that they welcomed a meeting with the Chamber of Commerce if requested.

Trustee Masselink said that in addition to tourism, there were other interconnected issues relating to the economic sustainability, resilience, and future of our community, all of which were important to discuss (see item 8.4).

Resolution NP-LTC-23-11

It was Moved and Seconded that North Pender Island Local Trust Committee direct Staff to prepare a letter for the signature of the Chair, in response to the Chamber of Commerce letter received on February 28, 2011.

CARRIED

8.2 Eleanor Brownlee/Women's Institute Letter dated February 22, 2011 re: CETA

Trustee Steeves noted that the above letter about the proposed Comprehensive Economic and Trade Agreement between Canada and the European Union (CETA) was already on the next Executive Committee agenda because of the implications for local food security.

Resolution NP-LTC-24-11

It was Moved and Seconded that North Pender Island Local Trust Committee direct Staff to acknowledge the correspondence from Eleanor Brownlee on behalf of the Women's Institute (dated February 22, 2011).

CARRIED

- 8.3 Sara Steil Letter dated February 24, 2011 re: Commercial Tourist Accommodation Provisions in the Land use Bylaw

Resolution NP-LTC-25-11

It was Moved and Seconded that North Pender Island Local Trust Committee direct Staff to respond to the issues raised in the letter from Sara Steil dated February 24, 2011, and that a copy of the letter of response to the Chamber of Commerce be included.

CARRIED

- 8.4 Pender Community Transition (PCT) Year-End Funding Report and Request for Next Year Support, dated March 22, 2011

The Trustees acknowledged Pender Community Transition (PCT) for its really good work over the past year, facilitating community conversation and action to transition our community and develop local resilience (in response to worldwide impacts including food security, energy constraints, economic instability, etc.).

The Trustees agreed by consensus to discuss the PCT request for additional funding at the next Local Trust Committee meeting (after the coming year's budget was confirmed), and also to set aside time on that meeting agenda to talk about North Pender economic sustainability (including accommodation issues).

9. APPLICATIONS, PERMITS AND REFERRALS

- 9.1 Islands Trust Fund Regional Conservation Plan Memo

Planner Pickard noted the March 22, 2011 Memo regarding the Islands Trust Fund, Regional Conservation Plan for the next 5 years. Local Trust Committees were encouraged to begin considering ways to incorporate the objectives of the Plan into their projects and decision making.

- 9.2 NP-TUP-2011.1 (Bigham)

Planner Pickard reviewed the March 22, 2011 Staff Report, commenting that this Temporary Use Permit application by Braedon Bigham (NP-TUP-2011.1) was to allow the storage, processing, and some sales of aggregates, soils and mulch, and the storage of motor vehicles, recreational vehicles, boats and trailers, on a Port Washington property next to the hardware store.

She added that this was the same property where Mike Burdett's previous Temporary Use Permit to collect household waste and store vehicles and boats had just expired; that the existing building was to be used for storage and an office; that a proposed site plan had been provided by the applicant; that the Planner had prepared a detailed draft Permit, with restrictions and conditions if the requested uses were approved; that there had been 4 letters of opposition to the proposal, and then some amendments to the draft permit and a letter from the applicant in response; and that the property was zoned Rural, but the section along the road was designated as Industrial in the Official Community Plan.

Neighbouring business and residential owners were allowed to express concerns and ask questions. This included Don Wein, Ted and Jan Hamilton, and John Miles. Applicant Braedon Bigham read out his letter and answered questions in response.

There was lengthy discussion, during which the adjacent owners were encouraged to resolve boundary issues re: the driveway easement passing through the subject property. The Local Trust Committee could assist by requiring additional screening.

Ultimately the Trustees agreed to amend the proposed Temporary Use Permit to allow some but not all of the uses requested, which was felt to be beneficial to the community in this already industrialized location, but which also needed to be balanced with the legitimate concerns of neighbouring property owners.

The applicant was strongly encouraged by the Trustees to address a few irregularities on the property (now that they'd been pointed out), and other community members were encouraged to report any future deviations from the conditions of the Temporary Use Permit, which could then lead to enforcement action and a future Local Trust Committee decision not to renew the Permit.

Resolution NP-LTC-26-11

It was Moved and Seconded that North Pender Island Local Trust Committee amend proposed Temporary Use Permit NP-TUP-2011.1 as follows:

1. in provision 2 a), by replacing the word "processing" with the word "handling" [of aggregates, soils, and mulch];
2. in provision 2 b), by again replacing the word "processing" with "handling", and stipulating that "...handling is defined to include blending but not to include screening, sorting, crushing or washing".

CARRIED

Resolution NP-LTC-27-11

It was Moved and Seconded that North Pender Island Local Trust Committee amend proposed Temporary Use Permit NP-TUP-2011.1 by deleting provision 2 d) [for accessory retail sales to the general public].

DEFEATED

Resolution NP-LTC-28-11

It was Moved and Seconded that North Pender Island Local Trust Committee amend proposed Temporary Use Permit NP-TUP-2011.1 as follows:

1. revising provision 2 d) to read: "Accessory retail sales of bulk aggregates, soils and mulches to the general public";
2. adding a new provision after 2 d) (renumbering as required), to read as follows: "For certainty, "bulk" sales in the foregoing provision does not include pre-packaged materials."

CARRIED

Resolution NP-LTC-29-11

It was Moved and Seconded that North Pender Island Local Trust Committee amend proposed Temporary Use Permit NP-TUP-2011.1 by deleting provision 2 e) [for storage of motor vehicles, recreational vehicles, boats and trailers].

DEFEATED

Resolution NP-LTC-30-11

It was Moved and Seconded that North Pender Island Local Trust Committee amend provision 2 e) of proposed Temporary Use Permit NP-TUP-2011.1 to read as follows: "Storage of recreational vehicles to a maximum of six".

CARRIED

Resolution NP-LTC-31-11

It was Moved and Seconded that North Pender Island Local Trust Committee amend proposed Temporary Use Permit NP-TUP-2011.1 by adding the following conditions under paragraph 3:

1. "Dust control mitigation measures shall be implemented to deal with potential impacts on neighbours."
2. "Stored soils and mulch shall be covered to prevent leachate."

CARRIED

Resolution NP-LTC-32-11

It was Moved and Seconded that North Pender Island Local Trust Committee amend provision 3 g) of proposed Temporary Use Permit NP-TUP-2011.1, to require that vegetative screening "be extended to surround the entire subject area".

CARRIED

Resolution NP-LTC-33-11

It was Moved and Seconded that North Pender Island Local Trust Committee amend proposed Temporary Use Permit NP-TUP-2011.1 as follows:

1. by deleting provisions 3 b), 3 c), and 3 i);
2. by revising provision 3 j) to remove the words “motor vehicles and”, and to refer to provision 2 f) instead of 2 e).

CARRIED

Resolution NP-LTC-34-11

It was Moved and Seconded that North Pender Island Local Trust Committee approve Temporary Use Permit NP-TUP-2011.1 (Braedon Bigham) as amended, for a period of three years.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Proposed Bylaw No. 184 (Riparian and Aquatic Development Permit Area)

Planner Pickard noted the March 10, 2011 Staff Report, and the community consultation process now completed as of the February 26, 2011 Public Hearing on Proposed Bylaw No. 184 (Riparian and Aquatic Development Permit Areas).

Resolution NP-LTC-35-11

It was Moved and Seconded that North Pender Island Local Trust Committee Proposed Bylaw No. 184 cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 2, 2010” be given Third Reading.

CARRIED

Resolution NP-LTC-36-11

It was Moved and Seconded that North Pender Island Local Trust Committee Proposed Bylaw No. 184 cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 2, 2010”, be forwarded to the Secretary of the Islands Trust for Executive Committee approval.

CARRIED

Resolution NP-LTC-37-11

It was Moved and Seconded that North Pender Island Local Trust Committee Proposed Bylaw No. 184 cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 2, 2010”, be forwarded to the Minister of Community, Sport and Cultural Development for approval.

CARRIED

Resolution NP-LTC-38-11

It was Moved and Seconded that the North Pender Island Local Trust Committee resolves that it has undertaken consultation that it considers appropriate with persons, organizations and authorities it considers will be affected by Proposed Bylaw No. 184.

CARRIED

10.2 Proposed Bylaw No. 183 (Associated Islands Climate Change Bylaw)

Planner Pickard confirmed that Proposed Bylaw No. 183 (for required climate change amendments to the Associated Islands Official Community Plan) could now be adopted.

Resolution NP-LTC-39-11

It was Moved and Seconded that North Pender Island Local Trust Committee Proposed Bylaw No. 183 cited as, "North Pender Associated Islands Official Community Plan Bylaw No. 147, 2002, Amendment No. 1, 2010" be Adopted.

CARRIED

11. REPORTS

11.1 Work Program Reports

11.1.1 North Pender Island Local Trust Committee Work Program

Resolution NP-LTC-40-11

It was Moved and Seconded that the Local Trust Committee Work Program Top Priorities list be amended to have only one item: Associated Islands (Sidney Island) Official Community Plan and Land Use Bylaw Review; and that the Geological Hazard Mapping item be moved from the Top Priorities list to the Projects list.

CARRIED

11.1.2 Strategic Plan (to be circulated quarterly for information)

11.2 Applications Reports

11.2.1 North Pender Island Applications Report

Planner Pickard reviewed the available Applications Report. With regard to the Driftwood Properties application to add another storage facility, Trustee Steeves asked the Planner to seek further clarification about a number of concerns.

11.3 Bylaw Enforcement Report - None

11.4 Expense/Budget Reports

11.4.1 Trustee and Local Expenses (for information)

11.4.2 LTC Budget (for information)

It was noted that the Local Trust Committee was waiting for confirmation of the budget amount available to them for the fiscal year beginning April 1, 2011. Trustee Masselink agreed to draw up a draft budget.

11.5 Adopted Policies and Standing Resolutions Report

This Report was unchanged.

11.6 North Pender LTC Web Page

The Trustees requested certain additions to and deletions from the North Pender Local Trust Committee webpage at www.islandstrust.bc.ca/ltc/np. It was also noted that the 2006 Enforcement Policy on Short Term Vacation Rentals was available on this page, by clicking "Policies and Standing Resolutions" under "General" (lower centre). Finally, it was noted that the entire Islands Trust website was being reviewed and revised to make it easier to find items, and that suggestions about this were invited.

11.7 Chair's Report

Chair Luckham commented as follows: that at the Galiano Trust Council meeting (March 8, 9 and 10), the 2011-12 budget was approved; that this included an approximate 1% increase, and also some changes to Trustee remuneration; and that Galiano Island was a great community, with an outstanding food program sharing great food and community discussions with the Trustees.

11.8 Trustee Reports

Trustee Masselink commented that he had recently made a presentation to the Southern Gulf Islands Harbours Commission on the importance of the Hope Bay and Port Washington Docks, as key infrastructure to be maintained for our community; that this included current vehicle access, for potential emergencies (e.g. requiring evacuation), and for a variety of important future purposes; that the Commission had recently allowed the installation of an obstructing bollard at Hope Bay; that the Pender Wharfingers and other community members were concerned about a number of dock issues; that the next Pender Islands/National Park Liaison Committee meeting was April 13 (at the Community Hall), and the next meeting of the Parks Canada Advisory Committee for the larger area was on April 14 (in Sidney).

Trustee Steeves commented that he believed it was possible for the CRD to have a referendum about a property tax increase to maintain Pender docks for vehicle access; that Steeves was disturbed about recent emails re: culling deer on Pender, which was a complex issue; and that people could refer to the Sidney Island pilot project for more information.

Trustee Masselink added that on Sunday, April 10, there was a Pender presentation on handling problematic species here, specifically rats, raccoons and bullfrogs. It was likely that the issue of deer would also be raised.

12. OTHER BUSINESS

12.1 Upcoming Meetings

12.1.1 Next Local Trust Committee Business Meeting

The next Local Trust Committee Business Meeting was scheduled for Thursday, April 28, 2011 at 9:45 am, at the Pender Community Hall Lounge.

12.2 Advisory Planning Commission Expressions of Interest

Planner Pickard confirmed that there had been no new expressions of interest for volunteers to the Advisory Planning Commission.

Trustees Steeves and Masselink said that they would follow up to encourage participation.

12.3 Exploring Food Security in the Islands Trust Area

Trustee Steeves said that the Islands Trust had now released the final version of the report by Planner Kaitlin Kazmierowski, "Exploring Food Security in the Islands Trust Area" (available on the Islands Trust website).

13. TOWN HALL MEETING

Sara Steil asked about the Pender community meeting with BC Hydro which was supposed to be happening this spring (to discuss recurring low voltage problems). She also expressed concern about an 8,000-square-foot home apparently being built on Razor Point Road, and requesting extra electricity from BC Hydro. Ms. Steil repeated her past requests for a Land Use Bylaw amendment to limit housing size.

Sylvia Pincott said that there had recently been a Soft Shores/Green Shores shoreline awareness workshop on Mayne Island, and she suggested that we have one here.

Trustee Masselink said that the Pender Stewardship Day this fall could have a shoreline theme, and/or there could be a related Community Information Meeting. It was requested to put this matter on the next agenda.

14. MOTION TO CLOSE MEETING

Resolution NP-LTC-41-11

It was Moved and Seconded, pursuant to Section 90(1)(f) of the Community Charter, that the North Pender Island Local Trust Committee resolves to close the meeting to the public for the purpose adopting February 24, 2011 In Camera Minutes, and further that Planner Andrea Pickard and Recording Secretary Zorah Staar remain present.

CARRIED

Note: See separate In Camera Meeting Minutes of the same date.

15. RECALL TO ORDER

15.1 Rise and Report from Closed Meeting

Resolution NP-LTC-42-11

It was Moved and Seconded that the North Pender Island Local Trust Committee re-open the meeting to the public.

CARRIED

It was reported that during the closed portion of the meeting, the Local Trust Committee adopted February 24, 2011 In Camera Minutes, and also discussed a litigation matter.

16. ADJOURNMENT

Resolution NP-LTC-43-11

It was Moved and Seconded that the meeting be adjourned at approximately 2:30 pm.

CARRIED

RECORDER

CHAIR



Follow Up Action Report w/ Target Date

**North Pender Island
May-27-2010**

No.	Activity	Responsibility	Target Date	Status
1	Item 13.3 - Violations of Setback to Sea: staff to proceed with the first 3 options in the Staff Memo dated May 11	Miles Drew	Jun-24-2010	On Going

Nov-25-2010

No.	Activity	Responsibility	Target Date	Status
2	Item 10.1 - NP-DVP-2010.3: approve amended permit in principle but issue after confirmation of building permit has been issued	Kathy Jones	Jan-27-2011	On Going

Jan-27-2011

No.	Activity	Responsibility	Target Date	Status
3	Item 11.3 - Bylaw Notice System: appoint the Bylaw Enforcement Assistant as the Screening Officer pursuant to Proposed Bylaw 186	Miles Drew	Feb-24-2011	On Going
4	Item 11.3 - Bylaw Notice System: adopt the cancellation policy included with the Staff Report dated Jan 24	Miles Drew	Feb-24-2011	On Going

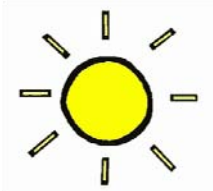
Mar-31-2011

No.	Activity	Responsibility	Target Date	Status
5	Item 5.1 - Feb 24 minutes: amend first para, third line, change "concrete supports" to "steel supports"	Sharon Lloyd-deRosario	Apr-28-2011	Done
6	Item 5.1- Feb 24 minutes: adopt as amended	Sharon Lloyd-deRosario	Apr-28-2011	Done
7	Item 5.1: Feb 26 SM minutes: adopt as circulated	Sharon Lloyd-deRosario	Apr-28-2011	Done

8	Item 5.2 - Feb 26 PH and CIM: receive notes as circulated	Sharon Lloyd-deRosario	Apr-28-2011	Done
9	Item 8.1 - Correspondence from Chamber of Commerce: prepare the response letter as drafted by Trustee Steeves for the Chair's signature	Andrea Pickard	Apr-28-2011	Done
10	Item 8.2 - Correspondence from E. Brownlee: staff respond acknowledging the letter and advise the writer the matter has been forwarded to the EC for comment	Andrea Pickard	Apr-28-2011	Done
11	Item 8.3 - Correspondence from S. Steil: staff to acknowledge correspondence and advise the writer this issue will be included as part of a broader community dialogue on STVR and include a copy of the response letter to the Chamber (item 8.1)	Andrea Pickard	Apr-28-2011	Done
12	Item 8.4 PCT report: add the funding request (cover sheet) to the next agenda as part of the 2011/12 budget discussion	Kathy Jones	Apr-28-2011	Done
13	Add to the next agenda "economic sustainability" under other business for discussion	Kathy Jones	Apr-28-2011	Done
14	Item 9.2 - NP-TUP-2011.1: amend the permit as discussed	Andrea Pickard	Apr-28-2011	Done
15	Item 9.2 - NP-TUP-2011.1: issue permit as amended	Kathy Jones	Apr-28-2011	Done
16	Item 10.1: give 3rd reading to bylaw 184	Kathy Jones	Apr-28-2011	Done
17	Item 10.1 - bylaw 184: forward to EC for approval	Kathy Jones Robert Kojima	Apr-28-2011	Done
18	Item 10.1 bylaw 184: forward to the Ministry for approval	Kathy Jones	Apr-28-2011	On Going
19	Item 10.2 bylaw 183: give final adoption to bylaw 183	Kathy Jones	Apr-28-2011	Done
20	Item 11.1 - Work Program: move Geological hazards to the projects list, make Associated Islands LLUB and OCP review for Sidney Island the only top priority (RAR completed)	Andrea Pickard	Apr-28-2011	Done
21	Item 11.6 - Website: Latest News: remove the notices re: the shed and STVR enforcement; add a notice that bylaw 184 (RAR) has been given 3rd reading, add notice that bylaw 184 is adopted, add a copy of the letter from and response to the Chamber of Commerce re: STVRs General: under the policies and standing resolution	Kathy Jones	Apr-28-2011	Done

link add 4 bullets referencing the policy topics
Climate Change: delete proposed bylaw 183

22	Item 15 - In camera: adopt minutes as drafted	Sharon Lloyd-deRosario	Apr-28-2011	Done
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PENDER COMMUNITY TRANSITION (PCT)

* a cooperative alliance for a brighter future *

Coordinator: Zorah Staar, info@pendercommunitytransition.ca
6612 Harbour Hill Drive, Pender Island, BC, V0N 2M1

March 22, 2011 (by email)

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
(Trustees Derek Masselink, Gary Steeves & Chair Peter Luckham) and
SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE
(Trustees Wendy Scholefield, David Greer & Chair Gary Steeves)
c/o Island Planner Andrea Pickard (to apickard@islandstrust.bc.ca)

Dear Trustees and Planner:

RE: PENDER COMMUNITY TRANSITION (PCT) YEAR-END FUNDING REPORT & REQUEST FOR NEXT YEAR SUPPORT

I am writing firstly to provide a final report in respect of the \$500 of Islands Trust support provided to Pender Community Transition (PCT) during the fiscal year ending March 31, 2011. This included \$100 from the South Pender Island Local Trust Committee (already reported out and disbursed as of June, 2010), and \$400 from the North Pender Island Local Trust Committee (of which \$185 currently remains). PCT has done a number of things during its first year, but here are the events which LTC funding specifically made possible:

* May 20, 2010 PCT meeting and June 12, 2010 “Brighter Future Pender Show”, which engaged 160 Penderites towards creating a more resilient, self-sufficient, low-carbon, connected, and healthier future (interim report provided on June 24, 2010);

* July 22, September 16, and October 16, 2010 PCT discussion meetings & community-building music jams (interim report provided on January 24, 2011);

* **January 29, 2011 PCT discussion meeting**, in particular re: useful community responses to new developments on peak oil, and the proposed Comprehensive Economic & Trade Agreement (CETA) between Canada and the European Union (see attached minutes);

* **February 18, 2011 bulk mailing to 840 Pender homes**, of the notice for the March 5 event (see below), and also an awareness-raising “invitation” for Penderites to help transition our community in response to climate change, peak oil, and other impacts (see attached mailing);

* **March 5, 2011 “Let’s grow more FOOD on Pender!” event** – for community brainstorming, cooperative planning, and info displays on 6 food growing initiatives (see attached minutes).

The last 3 items were made possible by the remaining \$185 of meeting expense money which we knew would be available from the North Pender Island Local Trust Committee once we provided this report, so thanks very much for that! Accordingly, we now request that you mail a \$185 cheque (payable to Pender Community Transition Society) to the above address.

Turning to the fiscal year beginning April 1, 2011, Pender Community Transition (PCT) once again respectfully requests Islands Trust support in the amount of \$500 (\$400 from the North Pender Island LTC budget, and \$100 from the South Pender LTC budget). These monies would be used for meeting/event expenses, and would be requested in exchange for a series of PCT reports on community meetings and events held to further our mission, which is...

“to serve as a cooperative alliance, helping the North and South Pender Islands to reduce oil dependency, carbon emissions, and other damage to our Earth, and to transition with resilience and self-sufficiency through peak oil (the end of easy oil), climate change, and other worldwide resource and financial challenges.”

We believe this mission to be highly supportive of the Islands Trust mandate to preserve and protect our island communities, in particular your climate change and food security initiatives.

Here are the next two events/meetings being planned by Pender Community Transition:

* **FAMILY-FRIENDLY EARTH DAY DANCE & CELEBRATION (Friday, April 22, 7 pm, Community Hall):** April 22 is Earth Day, a day each year to honour what a precious planet we live on! This joint PCT/Community Hall event is Pender’s contribution to festivities world-wide, and a chance to honour the very special place on Earth where we live. It’s also an opportunity for the kind of community and relationship-building which is at the core of local resilience.

* **PCT discussion about THE IMPORTANCE OF ECONOMIC RELOCALIZATION (Saturday, May 28, 2011, 7:30 pm, Community Hall):** This is a joint effort with the Pender Film Group, on the evening when the film “Inside Job” is being shown (re: the 2008 world financial meltdown).

In the meantime, PCT will be busy in April/May completing our CRD-funded energy research project on “**Low-Carbon and Renewable Energy Creation on Pender: What’s Doable for the Future?**” This is to answer essential questions about our community coming together to create sustainable alternatives to fossil fuels (as well as conserving energy wherever possible).

The PCT events that follow will be informed by the energy research results, and could (for example) include a day for related community brainstorming, planning, practical reskilling and demonstrations, perhaps called “**Let’s use less & create more ENERGY on Pender!**” As with the “Let’s grow more FOOD on Pender!” event, the PCT goal is to facilitate cooperative planning and action by all community members and groups, to support and not duplicate existing efforts, and to help with “gaps” where a useful new project could be initiated on Pender.

Thank you for considering this request to support Pender’s continued transition into a more connected, resilient, low-carbon and Earth-friendly future. We look forward to further opportunities for cooperation between Pender Community Transition and the Islands Trust!

Sincerely,
Zorah Staar

PCT Coordinator
PENDER COMMUNITY TRANSITION
(250) 629-3825 or info@pendercommunitytransition.ca



8.2
late item

Local businesses working together to support and promote each other and Pender Island

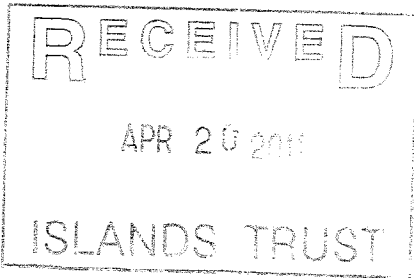
Box 123, Pender Island, British Columbia V0N 2M0
(250) 629-3988 1 866 468-7924

www.penderislandchamber.com travel@penderislandchamber.com

<input checked="" type="checkbox"/>	Chair
<input checked="" type="checkbox"/>	LTC
<input checked="" type="checkbox"/>	Chair PL

April 14, 2011

Mr. Peter Luckham
Chair, North Pender Island Local Trust Committee
c/o 200 - 1627 Fort Street
Victoria B.C. V8R 1H8



Dear Mr. Peter Luckham,

Re: File Number NP/05

On behalf of the Pender Island Chamber of Commerce I am writing in response to your letter of April 1, 2011, regarding Short Term Vacation Rentals.

Thank you for agreeing to meet with the Chamber of Commerce about tourism and Short Term Vacation Rentals in relation to our local economy. We believe this will be an excellent opportunity for us to work together on behalf of the community. The meeting will exhibit a powerful sense of unity, especially at a time of fiscal uncertainty.

During our Executive Committee meeting today we agreed to make ourselves available to meet with the North Pender Island Trust Committee and would like to find a date when all three of you can attend. We think the school meeting room would be a good central place and are putting forward a few possible dates as a starting point. They are May 4, 10 or 12. We feel a sense of urgency before summer holidays interfere and would appreciate your providing other dates if these don't work.

We look forward to your response.

The Executive of The Pender Island Chamber of Commerce

Kathy Jones

From: Andrea Pickard
Sent: April-29-11 9:11 AM
To: Kathy Jones
Subject: FW: Screening "Food Security, It's in your hands"

Attachments: Food Security guidelines.doc; ATT00002..htm



Food Security
 guidelines.doc (...)



ATT00002..htm
 (429 B)

-----Original Message-----

From: Derek Masselink
Sent: Thursday, April 28, 2011 7:09 AM
To: North Pender Island Local Trust Committee
Subject: FW: Screening "Food Security, It's in your hands"

fyi

Derek Masselink

Local Trustee
 Islands Trust
 North Pender Island
 Ph: 250.629.6033
www.islandstrust.bc.ca
 Preserving Island communities, culture and environment

From: Penderfilmgroup [penderfilmgroup@shaw.ca]
Sent: Wednesday, April 27, 2011 10:25 PM
To: Derek Masselink
Subject: Screening "Food Security, It's in your hands"

Derek and Gary,

Thank you so much for your time and consideration in helping the film group with screening the new local documentary film "Food Security, It's in your hands". Below is a document outlining the film, background and fee schedule. We do not anticipate more than 100 people in attendance, and would like to request \$200 to cover the cost of the screening. We are working with the films producer to make it possible that he will be able to attend the screening here on Pender, and will chose a date that works for him and the community hall in our summer film schedule. This is a very important issue in the Gulf Islands, and everywhere for that matter. We hope to encourage discussion and questions for Nick after the film. We would also like to ask if one or both of you are available to attend and introduce the film, that would be excellent!

sincerely,

Colin Hamilton

Pender Island Film Group

Food Security, It's in your hands

Guidelines for showing the documentary

“Food Security, it's in your hands” is a documentary, produced by Nick Versteeg of DV Cuisine, in Glenora (Duncan) on Vancouver Island. This documentary was self-funded, so without financial assistance from any government agencies or private resources. He also produced “Island on the Edge” in 2009, which has now been shown in 33 venues to over 5000 people.

In this new documentary, film producer Nick Versteeg from DV Cuisine asks the following questions:

“Can we feed the world the way we farm today?”

“What is happening to our bees?”

“A story on the importance of soil”

“How can we get more people into farming”

These questions are answered inside his own personal story about growing food on his hobby farm “ The Laughing Geese”. It follows an entire year of growing vegetables and we learn how he was inspired by local farmers.

Again like “Island on the Edge” Nick will take his documentary around to be shown at town-hall meetings where he hopes to create a frank discussion on Food Security and how we can improve the way we think about farming and food.

We encourage you to create a showing of the documentary at your gathering with a theme, related to the questions asked in the documentary, or issues related to your area.

We suggest to create a panel for questions after the showing of the film with local farmers, large and small, a decision maker, either MLA or local politician, people that you think have a good grasp on the issues of Food Security and a moderator. Nick will be at most of the showings and will handle the questions on the documentary.

Marketing

For your event, we will have a marketing package available including:

A Poster with your venue, date and time

A Synopsis

Guidelines for showing the documentary

Two minute trailer (video) for your website.

Pictures.

Equipment:

Wherever possible we like you to organize an evening in a local hall or theatre with a reasonable large screen, a DVD player and projector. In cases of a digital theatre we have a HD Tape available.

For organizations that have no equipment we will make available: Video Projector, DVD player and speakers for sound.

Showing Fee

There is a charge for showing the documentary at community halls or other appropriate events, which is to recuperate some of the production cost (see fee structure below) plus travel cost where necessary. In cases where the organizations are very small and therefore cannot afford the presentation fee, we can negotiate the fee or ask attendees to give an individual donation.

Fee structure:

Less than 100 people \$200.00

100- 300 people \$400.00

Over 300 people \$500.00

Schools:

A fee of \$150.00 will be charged for showing the “Food Security, it’s in your hands” at schools and encourage the schools to have a discussion afterwards on the issues raised in the documentary.

DVD’s will be available for \$20.00 per DVD, includes taxes.

PLEASE NOTE:

The documentary “Food Security, simple and safe; its in your hands” has copyright and cannot be copied or shown to any other public organization without a written request from you and approval by DV Cuisine. Please contact DV Cuisine by e-mail
Nick@dvcuisine.com<mailto:Nick@dvcuisine.com>

Food Security, It's in your hands

Guidelines for showing the documentary

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STAFF REPORT

April 14, 2011

File No.: NP-DVP-2011.2 (Morris)

To: North Pender Island Local Trust Committee
For the meeting of April 28, 2011

From: Andrea Pickard
Island Planner
Local Planning Services

Re: Development Variance Application

Owner: Ilse Morris
Applicant: same
Location: Lot A, Section 17, Pender Island, Cowichan District, Plan 20481
1315 MacKinnon Road

THE PROPOSAL:

The purpose of this application is to vary Clause 8.1.5(1)(b) of the North Pender Island Land Use Bylaw 103, 1996 for setback to an interior lot line on a Rural Residential zoned property. The proposal is to reduce the required setback from 3 metres to 1.8 metres for siting of an accessory building (garage) as shown on the site plan below. A draft Development Variance Permit is attached as Schedule A.

The subject property is currently developed with an 1800ft² residence, 220ft² garage, 240ft² cistern, and a 41ft² shed. Construction of the proposed garage was initiated when the CRD Building Services issued a stop work order for work without a permit and identified the requirement for a variance. The proposed garage is 350ft² of which one corner measuring 18ft² is encroaching into the setback. The accessory buildings and structures are located in a roughly linear fashion adjacent to the driveway, allowing fruit trees and a yard area in front of the residence to remain intact. Photographs from a site visit are also included below.

SITE CONTEXT:

The subject property is a 0.4 ha (1 acre) waterfront property on MacKinnon Road. The properties in the surrounding area tend to be slightly larger, ranging from 0.4 to 3.6 ha (1 to 9 acres). Based on GIS data the property rises gradually from the shoreline to MacKinnon Road at 20m above sea level. The portion of the lot with the residence and accessory buildings is a relatively level area before the land continues to rise towards MacKinnon Road.

Figure 1: Site Plan

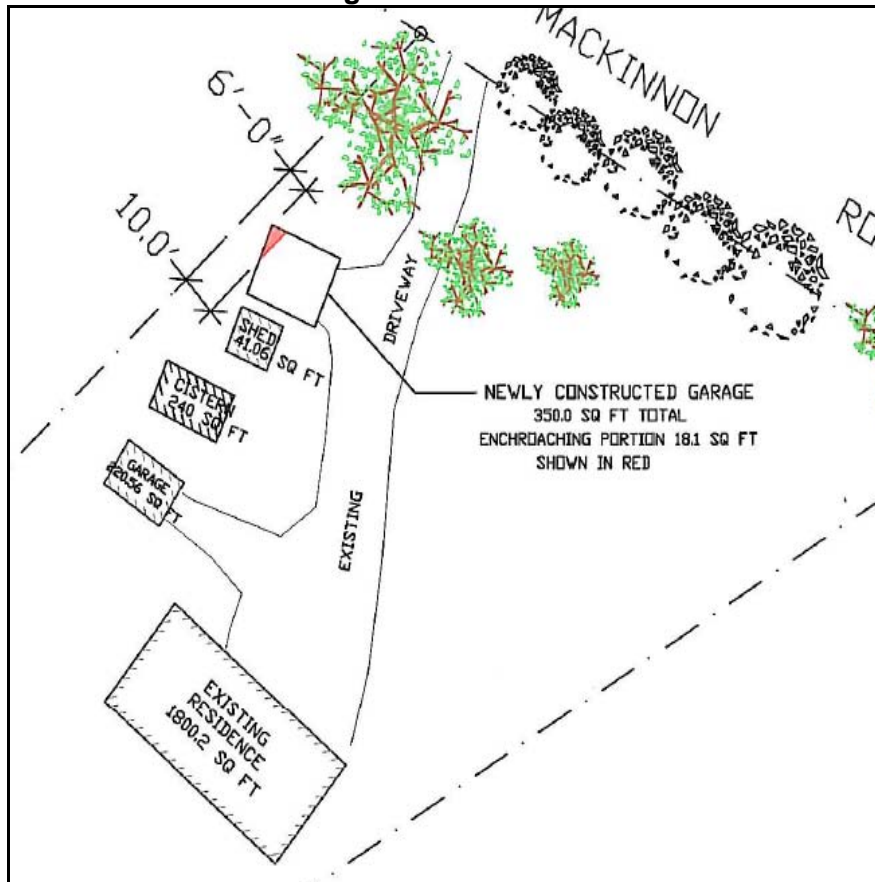


Figure 2: Subject Property

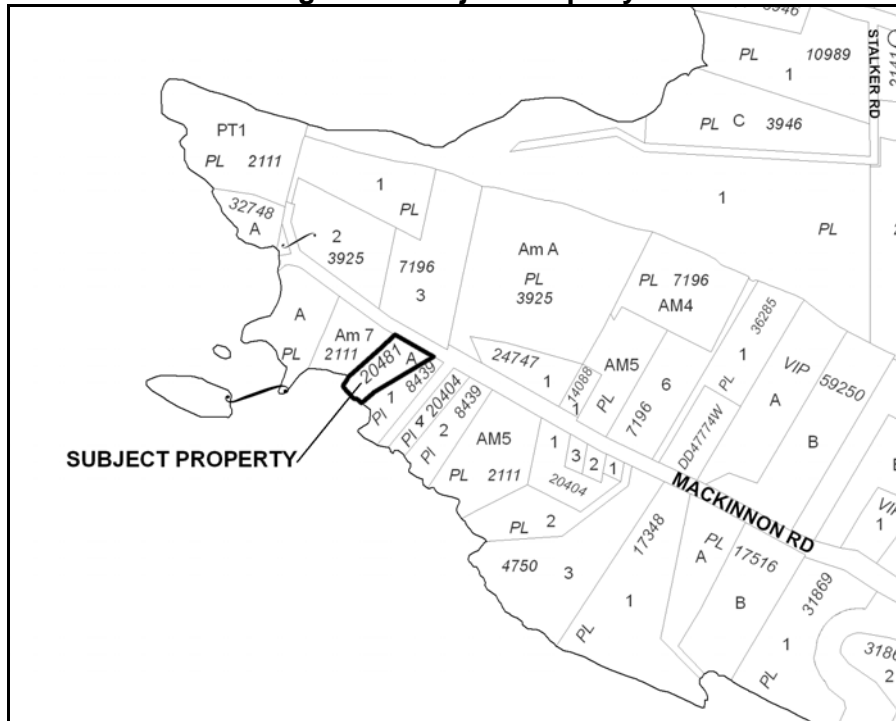


Figure 3: Subject Property with Orthophoto and 2 metre Contour Intervals



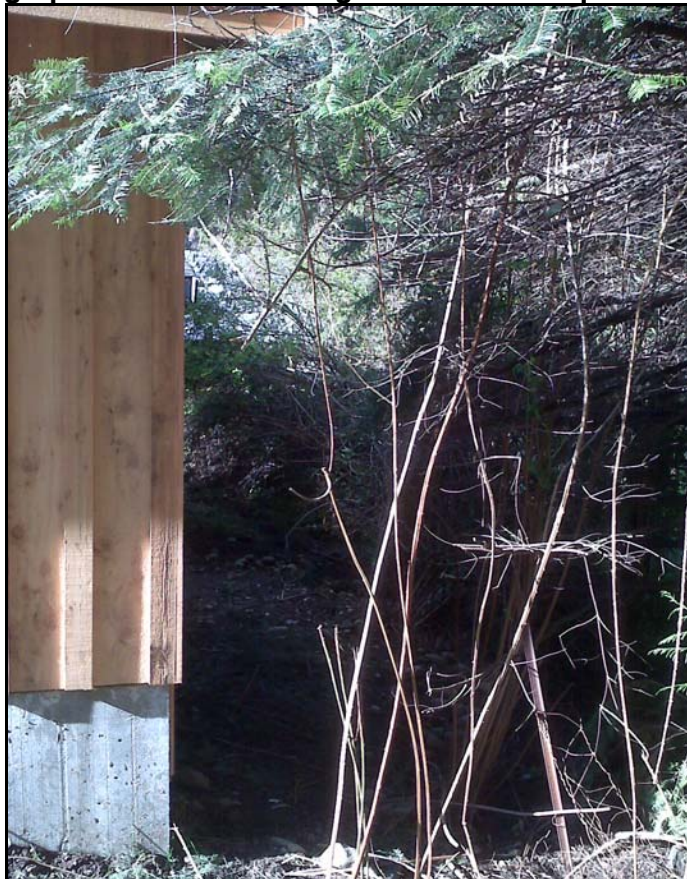
Photograph 1: Location of Garage and Driveway



Photograph 2: Proximity of Driveway to Buildings and Fruit Trees



Photograph 3: Corner of Garage Located in Required Setback



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

There are no directive policies relevant to this application.

Official Community Plan:

The subject property is designated Rural Residential in the OCP. OCP policies relevant to this application include:

- 2.1.A – Maximum site coverage and setback and height limitations shall be regulated, and maximum floor area regulations may be established, to preserve rural character and to minimize resource and energy demands on the island.
- 2.1.1.1 – The principal use shall be residential. Accessory uses shall not detract from the rural character of the island.

Land Use Bylaw:

The subject property is zoned Rural Residential (RR) in the Land Use Bylaw.

Islands Trust Fund:

There are no Trust Fund Board covenants on the property or in close proximity.

Sensitive Ecosystems and Hazard Areas:

There are no sensitive ecosystem development permit areas on the property.

Steep slope hazard areas are not identified in the area surrounding the proposed garage.

Archaeological Sites:

There are no registered archaeological sites on the property or in close proximity to the proposed garage.

Covenants:

There are no registered covenants on title.

Climate Change Adaptation and Mitigation:

The subject property is already developed.

RESULTS OF CIRCULATION:

Notice was circulated to neighbouring residents and owners for comment and is attached as Schedule B. No comments were received prior to submitting this report. If any comments are received they will be brought to the Local Trust Committee meeting. A letter of support was submitted with the application from the adjacent property owner and is attached as Schedule C.

ISSUES SUMMARY:

Applicant's stated rationale for the variance. Due to the configuration of the lot, the angle of the existing driveway, and the presence of fruit trees, the building could not be located further toward the centre of the lot.

The overall intent of the regulation being varied. The overall purpose of setback requirements is to ensure a safe separation between uses, provide a consistent pattern of development within a given zone, and to reduce visual and privacy impacts between adjacent properties. A reduced setback for this application would be somewhat offset due to the presence of established vegetation along the property line that would maintain visual screening from the adjacent property.

Potential impacts of granting the variance. Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, it is unlikely to generate expectations for other owners. Each application is evaluated on its own merits.

STAFF COMMENTS:

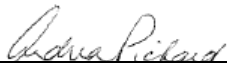
When considering variance applications staff try to identify compelling rationale or hardships that would make compliance with the bylaws difficult. The angle of the existing driveway relative to the lot line does reduce the available land area to construct on when preferring to site the building between the property line and existing driveway. Relocating the garage to the opposite side of the driveway would potentially impact established fruit trees, the yard area and result in a more visually imposing structure on the property. The location of existing accessory buildings also limits siting options and the current location does keep the accessory buildings clustered within that area of the property. The other option would be to reduce the size of the garage to comply with the setback and also not to further impact the access route; however, the garage is not exceptionally large. Overall the variance proposal does provide for efficient use of the site with minimal encroachment.

Given that the application for a relatively small reduction in the required setback and the adjacent neighbour who would be most impacted has no objections, staff supports this application.

RECOMMENDATIONS:

THAT Development Variance Permit NP-DVP-2011.2 (Morris) BE APPROVED.

Prepared and Submitted by:



Andrea Pickard

April 14, 2011

Date

Concurred in by:



Regional Planning Manager

April 14, 2011

Date

PROPOSED



NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT VARIANCE PERMIT

NP-DVP-2011.2

To: Ilse Morris

1. This Development Variance Permit applies to the land described below
 Lot A, Section 17, Pender Island, Cowichan District, Plan 20481, PID: 000-670-111
2. North Pender Island Land Use Bylaw 103, 1996 is varied as follows for the following structures accessory to the residential use of the property:
 - a) Clause 8.1.5(1)(b) is varied to reduce the setback to the interior side lot line from 3 metres to 1.8 metres for the siting of an accessory structure (garage) shown on Schedule 'A'.

All buildings and structures shall be consistent with Schedule 'A' which is attached to and form part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "North Pender Associated Island Land Use Bylaw No. 103, 1996" and to obtain other approvals necessary for completion of the proposed development, including approval of the Ministry of Transportation and Infrastructure.

Deputy Secretary, Islands Trust

Date of Issuance

**AUTHORIZING RESOLUTION PASSED BY THE NORTH PENDER LOCAL TRUST COMMITTEE THIS the
 ____ DAY OF ____ 20__.**

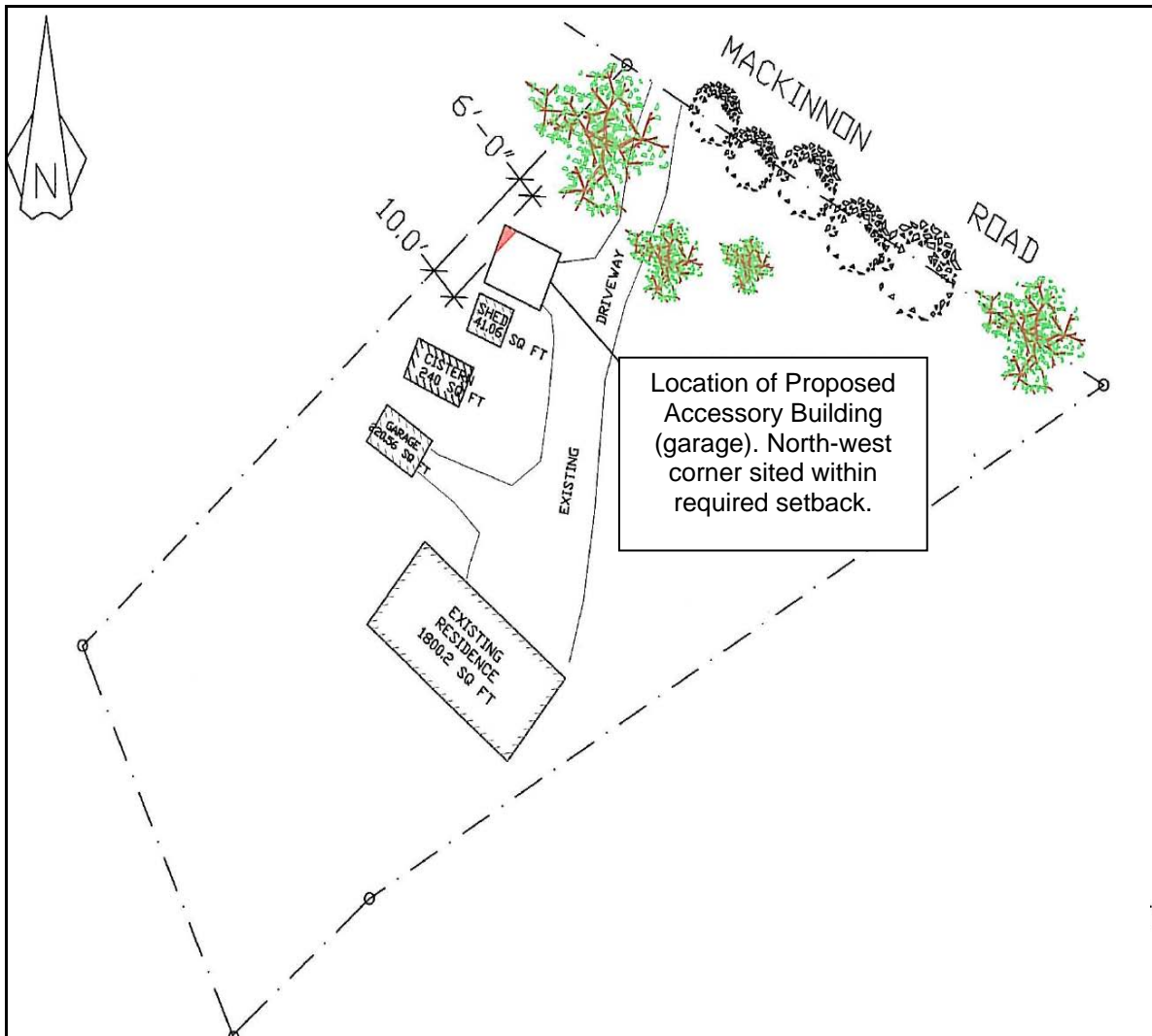
**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF ____, 20____, THIS
 PERMIT AUTOMATICALLY LAPSES.**

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

NP-DVP-2011.2

SCHEDULE 'A'

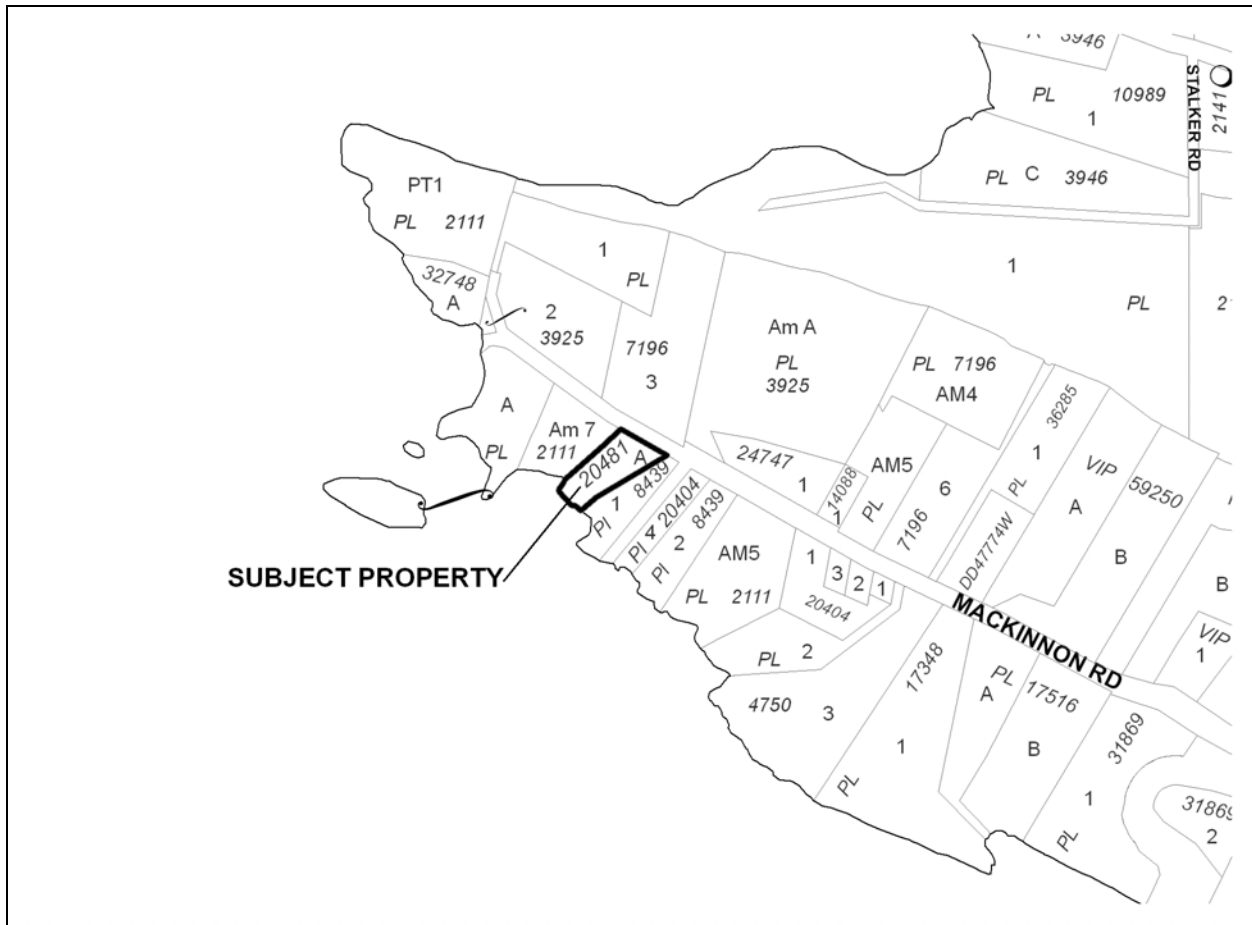


**NOTICE
NP-DVP-2011.2
NORTH PENDER ISLAND LOCAL TRUST COMMITTEE**

NOTICE is hereby given that the North Pender Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 922 of the *Local Government Act*. The proposed permit would vary the North Pender Island Land Use Bylaw No. 103, 1996 (LUB) Clause 8.1.5(1)(b) for setback to the interior side lot line from 3 metres to 1.8 m.

The objective of the proposed variance is to permit a portion of an accessory structure (garage) to be sited within the setback.

The property is located at 1315 MacKinnon Road and is legally described as Lot A, Section 17, Pender Island, Cowichan District, Plan 20481, PID: 000-670-111



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing April 15, 2011 and continuing up to and including April 26, 2011.

For the convenience of the public only, and not to satisfy Section 922(5) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Pender Island, B.C., commencing April 15, 2011. Also, attached for your convenience is a copy of the proposed permit.

Enquiries or comments should be directed to Planner Andrea Pickard at (250) 405-5189, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: information@islandstrust.bc.ca before for 4:30 pm, April 26, 2011.

The North Pender Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at 9:45 a.m., April 28, 2011 at the Pender Island Community Hall (Lounge) on North Pender Island.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Kathy Jones
Deputy Secretary

**Jochen Neumann
1311 MacKinnon Road
Pender Island, BC**

TO WHOM IT MAY CONCERN:

I am the owner of the adjacent property to 1315 MacKinnon Road on Pender Island.

I am content with the location of the shed presently being constructed on the property of my neighbour at 1315 MacKinnon Road.

March 25/2011
Date

Jochen Neumann
Jochen Neumann



Islands Trust

Print Date: Apr-15-2011

Top Priorities

North Pender Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Associated Islands Bylaws	Undertake LUB and OCP review regarding Sidney Island	Mar-31-2011	Andrea Pickard		On Going



North Pender Island

No.	Description	Activity	Received/Initiated	Status
1	Affordable Housing Task Force	Circulate report to community groups, develop terms of reference, appoint task force as an APC, receive report, undertake community and stakeholder consultation, review options, consider bylaw amendments or other initiatives for implementation.	Jan-22-2009	On Going
2	Shoreline Development Review	Identify and assess issues and impacts associated with development on the foreshore and immediately upland of the natural boundary, including docks, stairs, seawalls, erosion, landslip, sea level rise and structures near the natural boundary. Consider options to address issues, including designation of a shoreline DPA	Jan-22-2009	On Going
3	Climate Change Adaptation	Consider baseline data consider policy and regulatory land use changes to help adapt to climate change impacts.	Jan-22-2009	On Going
4	Tourism Plan	Support efforts to develop a tourism plan	Jan-22-2009	On Going
5	Agricultural Projects	Consider implementing agricultural initiatives identified in OCP	Jan-22-2009	On Going
6	Other OCP projects:		Jan-22-2009	On Going
	1. View corridor review			
	2. Parks and Conservation area review			
	3. Pedestrian and Cycle paths			
	4. Groundwater protection strategy			
	5. Include advocacy policies for ultra vires regulations			

removed from the LUB (commercial airstrips, private marinas, use of personal watercraft)

<p>7 LUB Amendments:</p> <ul style="list-style-type: none"> • subdivision servicing regulation review • review of industrial zoning, including waste management • tourist commercial zoning review • home industry regulation • ferry terminal zoning • review of commercial (C1) zoning • incorporate TUP's into zoning • landscape screening review • stormwater management regulation review • review of marine zoning regulations in conjunction with overall shoreline development review • amendments to permit renewable energy • review of floor area calculations, applicable for cottages in support of alternative, energy efficient building designs 	<p>Aug-27-2009</p> <p>On Going</p>
<p>8 Geological Hazard Mapping</p>	<p>continue with draft bylaw for creation of Hazardous DPA</p> <p>Mar-31-2011</p> <p>On Going</p>



Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

“to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia”

– Islands Trust Act



Islands Trust Council - Strategic Plan 2008-2011

Adopted: September, 2009 – Updated: April 4, 2011

The Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and unique natural environment of the islands in the Strait of Georgia and Howe Sound have given the area national recognition.

The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Council

The Islands Trust Council is made up of the 26 locally-elected officials of the Trust Area who are responsible for land use decisions in their island communities. Our Council has a unique mandate from the province to protect the unique environment and amenities of the islands. It meets quarterly to make decisions about overall policy, staff resources and budget. Our current Council was elected for a 3-year term during BC Local General Elections in November 2008. The current term will end in December 2011.

A Strategic Plan for our 2008-2011 term

Since December 2008, we have worked hard to identify the most important goals for the current term. By identifying these goals and developing a strategic plan to achieve them, we can focus finite resources and measure progress. Through adoption of a Strategic Plan, we have confirmed the following focus areas for our 2008-2011 term:

Goal 1 Ecosystem Preservation and Protection

We can create a legacy for the future by preserving and protecting the most significant parts of our natural environment:

- We will identify and protect our most significant riparian areas.
- We will improve the identification and protection of island biodiversity, as well as our most sensitive environments, and significant natural areas.
- We will work to reduce greenhouse gas emissions, both by managing our internal operations and by fostering energy-efficient communities in our land use decisions.

Goal 2 Stewardship of Island Resources

We will work to steward island resources, and to ensure that the scale, rate and type of development is compatible with the maintenance of island ecosystems.

- We will use land use planning tools to address the sustainability and quality of freshwater resources.
- We will support initiatives to achieve reliable, adequate and sustainable funding for the Trust Fund Board, our conservation land trust.
- We will take steps to advance good management of coastal areas, by encouraging landowner stewardship and by considering new planning tools.

Goal 3: Sustain Island Character and Healthy Communities

We recognize that the health of our communities is improved if our islands are safe and secure, if there is strong public involvement in decision-making, and if we accommodate people of differing age groups and income levels.

- We will work to support and restore socio-economic diversity with strategies for affordable, accessible and appropriate community housing.
- We will work to understand and minimize the negative effects that climate change could have on island communities.
- We will cultivate community engagement and participation in land use planning.

Goal 4 Organizational Effectiveness

Our island communities need effective and efficient government services:

- We will continue our work to provide services on an increasingly cost-effective basis.
- We will encourage recognition and support of the Islands Trust object by our communities and by other agencies and levels of government.

(Italics indicate significant changes since last Trust Council meeting; shaded text represents actions in past and future years)

*** See last page for key to abbreviations used in this document**

Goal 1: Ecosystem Preservation and Protection...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status changes since last TC meeting</i>
1.1 To identify and protect riparian areas	1.1.1 Implement Riparian Area Regulations throughout the Trust Area	<u>FY 2009/10</u> 1.1.1.1 Review watershed mapping by UBC	LPC	Funded by 09/10 program budget	By whether watershed mapping contract is complete.	Complete
		<u>FY 2010/11 & 2011/12</u> 1.1.1.2 Obtain MOE designation of RAR watersheds	LPC	Funded by base budget	By whether MOE designation of RAR watersheds is complete	Designation for 11 LTAs in progress
		<u>FY 2010/11</u> 1.1.1.3 Establish application processing procedures compliant with RAR	LPC	Funded by base budget	By whether all applications are processed compliant with RAR	Complete
		<u>FY 2010/11 & 2011/12</u> 1.1.1.4 Develop bylaws re RAR requirements, subject to MOE's RAR designation	LTCs***/BIM*	Funded by program budget	By whether all islands are RAR compliant through bylaw development	Two islands are RAR compliant through bylaw development. Model staff report to LTCs is with planners.
		<u>FY 2010/11 & 2011/12</u> 1.1.1.5 Develop communications materials about RAR for use in LTC meetings	LPC	Funded by program budget	By whether staff have developed RAR communications materials	QEP presentation made to Trust Council in Sept 2010. <i>Presentations to LTCs underway</i>
		<u>FY 2010/11 & 2011/12</u> 1.1.1.6 Utilize RAR communication materials in LTC meetings	LTCs***	Funded by program budget	By whether LTCs have utilized RAR communications materials	Underway
	1.1.2 Integrate riparian area protection into Regional Conservation Plan	<u>FY 2009/10 & 2010/11</u> 1.1.2.1 Within the Regional Conservation Plan, set targets and develop implementation plan for riparian area protection where mapping is completed.	TFB**	Funded by base budget	By whether the 2011-2015 Regional Conservation Plan and implementation plan is complete	Complete
		<u>FY 2011/12</u> 1.1.2.2 Implement riparian area protection strategy	TFB**	Subject to funding	To be determined (by objectives set in RCP)	Not started
		1.1.2.3 Mapping of non-RAR watercourses and riparian areas	TFB**	Subject to funding	By whether mapping of non-RAR watercourses and riparian areas is complete	Not started
	1.2 To improve the identification and protection of biodiversity,	1.2.1 Continue improvements to mapping data (i.e. ecosystem maps)	<u>FY 2009/10</u> 1.2.1.1 Complete DEM acquisition & implementation programs for Trust Area	LPC	Funded by 09/10 program budget	By whether DEM program is complete
<u>FY 2010/11 & 2011/12</u> 1.2.1.2 Complete SEM acquisition and implementation programs for Trust Area			LPC	Funded by program budget	By whether SEM program is complete	On track for completion this term
		<u>FY 2009/10</u>	TFB**	Funded by	By whether mapping is finalized	Complete

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS Italics indicate status changes since last TC meeting	
environmentally sensitive areas and significant natural sites, features and landforms		1.2.1.3 Finalize TEM mapping for Howe Sound		09/10 program budget			
	1.2.2 Develop 2011-2015 Regional Conservation Plan (RCP)	<u>FY 2009/10 & 2010/11</u> 1.2.2.1 Complete first draft of RCP	TFB**	Funded by 09/10 program budget	By whether first draft is complete	Complete	
		<u>FY 2010/11</u> 1.2.2.2 Community consultation re RCP	TFB**	Funded by base budget	By whether consultation has been completed	Complete	
		1.2.2.3 Finalize RCP	TFB**	Funded by base budget	By whether plan is finalized	Complete	
		<u>FY 2011/12</u> 1.2.2.4 Implement RCP	TFB**	LTCs***	May be subject to funding	By whether plan has been implemented	Council planning session <i>complete</i>
	1.2.3 Protect sensitive and significant land through land use planning decisions	<u>2008-2011 term</u> 1.2.3.1 Optimize opportunities to protect land	LTCs***/BIM*		Funded by base budget	By the hectares of land that have been protected	Awaiting opportunities and LTC decisions. (e.g. Denman Provincial Park). LTCs are developing relevant OCP policies on several islands.
	1.2.4 Monitor and enforce LTC conservation covenants	<u>FY 2009/10 & 2010/11</u> 1.2.4.1 Establish management plan for LTC conservation covenants	LPC		Funded by base budget	By whether a management plan has been finalized	Covenant inventory complete. Covenant monitoring report to Trust Council in Mar/11.
		<u>FY 2011/12</u> 1.2.4.2 Implement management/monitoring program for LTC conservation covenants	LPC		Funded by base budget	By whether the management plan has been funded and implemented	Not started
	1.2.5 Improve protection & planning for 'executive' islands	<u>FY 2009/10</u> 1.2.5.1 Develop work program for 'Executive' Islands	EC	LPS	Funded by base budget	By whether a work program for Executive Islands protection has been approved.	Complete
		<u>FY 2010/11 & 2011/12</u> 1.2.5.2 Develop new bylaws for 'Executive' islands	EC	LPS	<i>Funded by 11/12 program budget</i>	By whether new bylaws have been developed.	<i>OCP drafts under review</i>
	1.2.6 Finalize Crown land profiles (including ID of environmentally sensitive areas, etc.)	<u>FY 2009/10 & 2010/11</u> 1.2.6.1 Finalize Bowen and Gambier profiles	TPC		Funded by program budget	By whether Bowen and Gambier Crown land profiles are complete	Bowen – pending Parks Canada proposal Gambier – scope under review
		<u>FY 2009/10</u> 1.2.7.1 Approach Comox Valley RD	TPC		Funded by base budget	By whether Comox Valley RD has been formally contacted to discuss NAPTEP	Complete

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status changes since last TC meeting</i>	
	1.2.7 Expand NAPTEP program to entire Islands Trust Area	<u>FY 2010/11</u> 1.2.7.2 Roll out to Comox Valley RD	TFB**		Funded by 10/11 program budget	By whether NAPTEP program is in place in Comox Valley RD.	Complete
		<u>FY 2010/11</u> 1.2.7.3 Approach Powell River RD	TPC		Funded by base budget	By whether Powell River RD has been formally contacted to discuss NAPTEP	Complete Outreach begun
	1.2.8 Seek legislative change to NAPTEP to expand to island municipalities	<u>FY 2009/10 & 2010/11</u> 1.2.8.1 Monitor/advocate with MCRD re legislative changes for 2010	EC		Funded by base budget	By whether legislative changes have been made.	Complete
		<u>FY 2011/2012</u> 1.2.8.2 Roll out on Bowen (develop tax impact models, agreements & revised promotional materials)	TAS	TFB**	<i>Funded by 11/12 program budget</i>	By whether NAPTEP is in place in Bowen Island Municipality	<i>Not started</i>
	1.2.9 Acquire land for conservation	<u>FY 2009/10 & 2010/11</u> 1.2.9.1 Complete Fairy Fen Crown land Acquisition (Bowen)	TAS	TFB**	Funded by base budget	By whether Fairy Fen Crown land has been acquired.	Complete
		<u>FY 2010/11 & 2011/12</u> 1.2.9.2 Initiate action on Lasqueti Crown land acquisition	TFB**		Funded by donors	By whether funding is in place for acquisition.	Pending TFB priorities for Crown land acquisition
		1.2.9.3 Initiate FN consultation re Lasqueti Crown land acquisition (if acquisition funding in place).	TAS	TFB**	Funded by base budget	By whether consultation is complete	In progress
	1.2.10 Develop and implement plans to ensure safety and ecological integrity of protected areas	<u>FY 2009/10</u> 1.2.10.1 Hire property manager	TFB**		Funded by base budget	By whether property manager has been hired	Complete
		<u>FY 2010/11 & 2011/12</u> 1.2.10.2 Implement high priority management recommendations from Risk Management Assessment	TFB**		Funded by base budget	By the number of high priority risk management tasks completed	Completed 4 out of 6 high priority tasks
		<u>FY 2010/11 & 2011/12</u> 1.2.10.3 Implement medium and low priority management recommendations from Risk Management Assessment	TFB**		Funded by base budget and donors	By the number of medium and low priority risk management tasks completed	Completed 9 out of 10 medium priority tasks
1.3 To reduce greenhouse gas emissions	1.3.1 Make Islands Trust organizational operations carbon neutral by 2012	<u>FY 2009/10</u> 1.3.1.1 Collect data regarding organizational GHG emissions	TAS		Funded by 09/10 program budget	By whether data have been collected	Complete
		<u>FY 2009/10</u> 1.3.1.2 Develop strategy to reduce GHG or purchase offsets.	TAS		Funded by 09/10 program budget	By whether a strategy has been developed	Complete

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status changes since last TC meeting</i>	
		FY 2009/10 to 2011/12 1.3.1.3 Implement the staff education program and GHG reduction strategies and actions related to transportation, building energy use, and paper consumption set out in our 2008 Corporate Climate Action Plan	ADMIN		Funded by base budget	By whether the 2008 Corporate Climate Action Plan has been implemented.	In progress
		FY 2011/12 1.3.1.4 Develop policy regarding carbon neutrality and purchase of carbon offsets	TAS	FPC	Funded by 11/12 budget	By whether a policy regarding carbon neutrality and carbon offset purchase is complete	Initial research and training begun. Council workshops planned for June 2011
		FY 2012/13 1.3.1.5 Purchase carbon offsets for remaining corporate emissions	ADMIN		Subject to funding (12/13 budget)	By whether IT operations are carbon neutral.	Not started. Pending policy development
		FY 2012/13 1.3.1.6 Initiate on-going corporate emissions reporting	ADMIN		Subject to funding (future budgets)	By whether we have a program for on-going reporting of corporate emissions.	Initial planning started
	1.3.2 Provide information on community GHG emissions for each island	FY 2010/11 & 2011/12 1.3.2.1 Finalize community GHG emissions inventories	TPC	LPC	GB LTA <i>funded by 11/12 budget</i>	By whether GHG emissions inventories have been prepared for each LTA/IM.	Complete except for GB LTA assoc islands
		1.3.2.2 Review inventories at Trust Council workshop	TPC	LPC	Funded by 09/10 program budget	By whether Council has reviewed GHG emission inventories.	Complete
		FY 2010/11 1.3.2.3 Establish and fund a strategy for ongoing reporting of community GHG emissions	TPC		May be subject to funding	By whether we have developed and funded an on-going strategy to report community GHG emissions.	Complete (Province will provide 2007 baseline + 2010 and every 2 years thereafter)
		FY 2012/13 1.3.2.4 Evaluate and respond to 2012 provincial reports regarding GHG emissions	LPC		Subject to funding (12/13 budget)	By whether community GHG emissions reductions are reducing	Not started
	1.3.3 Recommend emission reduction targets and provide model policies and actions for consideration in island OCP amendments	FY 2009/10 1.3.3.1 Hold Council workshop on GHG emission reduction, with advice about targets and a 'menu' of model policies and actions for inclusion in OCPs	TPC		Funded by 09/10 program budget	By whether we have held a Trust Council workshop and provided recommended targets, model policies and actions by Sept 09.	Complete
		FY 2009/10 1.3.3.2 Develop communications tools to assist LTCs in including GHG emission reduction targets, policies and actions in OCPs.	TPC		Funded by 09/10 program budget	By whether communications tools have been distributed to LTCs.	Complete

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	1.3.4 Amend OCPs to include emission reduction targets, policies and actions (TPAs)	<u>FY 2009/10</u> 1.3.4.1 LPS staff to attend ministry workshops for planners re TPAs	LPS	Funded by base budget	By whether relevant staff have attended workshops	Complete
		1.3.4.2 Develop a Trust-wide work program to include targets, policies and actions for GHG emission reduction in all island OCPs by legislated deadline (May 31/10)	LPC	Funded by base budget	By whether LTCs and BIM have focused work programs to include targets, policies and actions for GHG emission reduction in their OCPs.	Complete
		<u>FY 2010/11 & 2011/12</u> 1.3.4.3 Establish targets, policies, and actions in OCPs by legislated deadline (May 31/10)	LTCs***/BIM*	<i>Completion funded by base budget</i>	By whether all OCPs have been amended to include GHG emission reduction targets, policies and actions by May 31/10	Targets, policies and action included in eighteen OCPs submitted for ministerial approval. One planned for 11/12.
	1.3.5 Foster energy-efficient communities through land use planning decisions	<u>FY 2009/10</u> 1.3.5.1 Develop relevant information on a Trust-wide basis that will serve all LTCs	LPC	Funded by program budget (09/10 budget)	By whether we have developed tools to assist LTCs/IMs in reducing GHG emissions through land use decisions	Complete
		<u>FY 2010/11</u> 1.3.5.2 Consider the inclusion of the information provided by the LPC into appropriate bylaws and processes	LTCs***/BIM*	Funded by 10/11 program budget	By whether GHG emission reduction is achieved in LTC land use decisions	All future OCP reviews must address GHG emissions reduction
	1.3.6 Foster energy efficient communities through public education	<u>FY 2009/10</u> 1.3.6.1 Place relevant links on IT website	TAS	Funded by base budget	By whether relevant links are on IT website	Webpage complete Addition of new links on-going
		<u>FY 2010/11</u> 1.3.6.2 Develop new public education tools in addition to website.	LTCs***	Funded by program budget	By whether new public education tools have been funded and developed	GHG Communications Plan being implemented regionally. Staff training re GHG emission reduction scenarios complete
		<u>FY 2011/12</u> 1.3.6.3 Continue development of new public education tools	TPC and LTCs***	<i>Subject to grant funding</i>	<i>By whether new public education tools have been funded and developed</i>	<i>In progress</i>

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Goal 2: Stewardship of Island Resources...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
2.1 To increase the sustainability and quality of freshwater resources	2.1.1 Include new policies and regulations as OCPs and LUBs are amended	<u>FY 2009/10</u> 2.1.1.1 Provide trustees and planning staff with Groundwater Bylaws Toolkit	TAS	Funded by base budget	By whether Groundwater Bylaws Toolkit has been circulated.	Complete
		<u>FY 2009/10</u> 2.1.1.2 OCP/LUB reviews underway on selected islands	LTCs***	Funded by 09/10 program budget	By the number of LTCs/IM with new policies and regulations for protection of freshwater resources	Reviews continuing in 10/11
		<u>FY 2010/11 & 2011/12</u> 2.1.1.3 OCP/LUB reviews underway on selected islands	LTCs***	Funded by program budget		Reviews underway or planned to begin in 11/12
		<u>FY 2010/11 & 2011/12</u> 2.1.1.4 Advocate for provincial regulation of island groundwater	TAS	Funded by base budget	By whether submissions to the provincial review have been made	First and second submissions complete
2.2 To establish reliable, adequate and sustainable funding for TFB to meet Regional Conservation Plan goals and stewardship requirements for protected lands	2.2.1 Identify and implement strategies for long-term funding	<u>FY 2009/10 & 2010/11</u> 2.2.1.1 Analyze options and develop a long term funding strategy	TFB**	Funded by 09/10 program budget	By whether a strategy has been adopted	Compete
		2.2.1.2 Prepare implementation plan including the development of a business case in support of the long-term funding strategy	TFB**	Funded by 10/11 program budget	By whether the implementation plan and business case have been developed	Received advice from Province to focus on specific properties and on building public profile
		<u>FY 2010/11 and beyond</u> 2.2.1.3 Execute the implementation plan. Evaluate and adjust plan as required – Develop strategy for name change	TFB**	<i>Funded by base budget</i>	In early stages: by whether initial reaction to the long-term funding strategy is positive. Later on: by whether we have secured source(s) of long-term funding.	Action Plan to TFB in July 2010 to include seeking champions and identifying specific properties to acquire <i>Council has endorsed name change request</i>
		<u>FY 2011/12</u> Seek legislative change re new name	TFB**	Funded by base budget	By whether legislation has been changed	<i>Initial meeting held with ministry</i>
		<u>FY 2012/13</u> 2.2.1.4 Implement name change strategy IF any required legislative change is in place	TFB	Subject to funding	By whether a name change strategy has been implemented	Not started
2.3 To advance the stewardship of coastal areas and marine shore lands	2.3.1 Provide stewardship information about waterfront lands to community members	<u>FY 2009/10</u> 2.3.1.1 Host a landowner workshop on one island	TFB**	Funded by base budget	By whether one workshop has been hosted	Complete (workshop on Pender held)
		<u>FY 2009/10 & 2010/11</u> 2.3.1.2 Update website links regarding existing shoreline stewardship information	TPC	Funded by base budget	By whether website links have been updated	Content being developed in cooperation with TFB and LPS

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
2.3.2 Develop and implement new land use planning tools for shoreline and marine protection		FY 2011/12 2.3.1.3 Circulate stewardship information to shoreline property owners	LPC		Subject to budget or grants	By whether stewardship information has been circulated	See item 2.3.2.4
		FY 2009/10 2.3.2.1 Develop integrated shoreline and watershed protection mapping for one island to assist OCP process (joint UBC/IT project)	LPC		Funded by 09/10 program budget	By whether mapping is complete	Complete
		FY 2009/10 to 2011/12 2.3.2.2 Thetis Island LTC – consider the use of integrated shoreline & watershed protection into OCP review process	LTC***		Funded by program budget	By whether OCP has been amended to include new forms of protection	Background shoreline research complete OCP review underway
		FY 2010/11 2.3.2.3 Provide recommendations to the Trust Council regarding a Trust –wide adoption of an integrated shoreline & watershed protection approach for OCP processes	LPC		Funded by base budget	By whether recommendations have been provided to TC.	Complete
		FY 2011/12 2.3.2.4 Initiate Green Shores for Homes project: Extend integrated shoreline & watershed protection approach to Islands Trust Area	EC	LTC***/BIM*	External and internal funding in place	By whether integrated shoreline and watershed protection mapping is complete	Work underway

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Goal 3: Sustain Island Character and Healthy Communities...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
3.1 To support socio-economic diversity of island communities	3.1.1 Support/restore socio-economic diversity through land use planning strategies about affordable/accessible/appropriate housing	<u>FY 2009/10</u> 3.1.1.1 Provide recommendations and guidance for LTCs with respect to relevant options for land use planning decisions to advance affordable housing	LPC		Funded by 09/10 program budget	By whether recommendations/guidance has been provided.	Complete
		<u>FY 2010/11 & 2011/12</u> 3.1.1.2 Consider implementing land use planning decisions to advance affordable housing	LTCs***		Funded by program budget	By the number of LTCs have implemented land use planning decisions regarding affordable housing.	Being taken into consideration in current OCP reviews
		<u>FY 2011/12</u> 3.1.1.3 Measure and report on island housing affordability	TAS	LPS	TBD	TBD	Completed for SSI&GB May be included in indicators program
	3.1.2 Support local food security	<u>FY 2009/10</u> 3.1.2.1 Support public education by creating IT resource webpage (e.g. with SSI area farm plan) and encouraging community gardens	TAS	LPS	Funded by base budget	By whether IT resource webpage with food security links have been created	Complete
		<u>FY 2009/10</u> 3.1.2.2 Provide trustees with current BC documents about local government's role in food security	TAS		Funded by base budget	By whether relevant documents have been provided to trustees	Complete
		<u>FY 2010/11 & 2011/12</u> 3.1.2.3 Complete a second area farm plan (Denman)	LTC***		Initially funded by 10/11 programs budget. <i>Completion funded by 11/12 program budget</i>	By whether a second area farm plan is complete	Denman Agricultural Strategy posted on-line. Matching funding received.
		<u>FY 2010/2011</u> 3.1.2.5 Trust Council workshop about local government role in food security	TPC	LPC	Funded by base budget	By whether a workshop has been held	Complete. Council endorsed recommendations Dec/10
		<u>FY 2011/12</u> 3.1.2.6 Amend internal protocols to address food security	EC		Funded by base budget	By how many protocols have been amended to address food security	Not started
		<u>FY 2009/10 to 2011/12</u> 3.1.3.1 Address in OCP reviews underway on selected islands	LTC***		Funded by program budget	By the number of LTCs/IMs with new policies and regulations related to food security	Food security toolkit complete OCP/LUB reviews underway
	3.1.3 Include new policies and regulations about food security in OCPs and LUBs as they are reviewed						

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS	
3.2 To minimize the impact of climate change upon islands and communities	3.2.1 Research and communicate about expected climate change impacts	<u>FY 2009/10</u> 3.2.1.1 Apply for funding	TPC	N/A	By whether funding has been obtained.	No funding sources identified	
		<u>FY 2011/12</u> 3.2.1.2 Conduct Trust Area vulnerability assessment and risk assessment (part of adaptation planning framework) and communicate results	TPC	Funded by base budget	By whether assessments have been completed	Not started. Provincial studies may be sufficient. Some staff training underway.	
	3.2.2 Develop climate change adaptation plan	<u>FY 2011/12</u> 3.2.2.1 Initiate implementation of existing adaptation planning framework, including establishment of Adaptation Planning Working Group	TPC	LPC	Subject to funding (grant or partnership with others)	TBD	Not started. May be delayed.
		<u>FY 2012/13</u> 3.2.2.2 Continue implementation of adaptation planning framework.	TPC	LPC	Subject to funding	TBD	Not started. May be delayed.
	3.2.3 Integrate climate change adaptation into land use planning and regulatory decisions	<u>FY 2012/13</u> 3.2.3.1 Continue implementation of adaptation planning framework	LTCs***/BIM*		Subject to funding	TBD	Not started. May be delayed.
3.3 To cultivate community engagement and participation in land use planning	3.3.1 Develop new tools and strategies to encourage community engagement in land use planning processes	<u>FY 2009/10</u> 3.3.1.1 Develop new tools and strategies to encourage community engagement in land use planning processes	LPC		Funded by base budget	By whether information about new tools and strategies has been circulated to trustees and staff.	'World Café demo held during June TC Staff training planned Info circulated as part of Climate Wise Islands materials and regarding sensitive ecosystems. Sensitive ecosystems webpage developed
		<u>FY 2010/11 & 2011/12</u> 3.3.1.2 Consider new tools and strategies to encourage community engagement in land use planning processes	LTCs***		Funded by base budget	TBD	Developing public portal for IT mapping data Affordable housing webpage planned Food security toolkit complete
	3.3.2 Enable greater diversity of trustee candidates	<u>FY 2009/10</u> 3.3.2.1 Develop process and budget for review of trustee remuneration	FPC		Funded by base budget	By whether a process has been designed and a budget approved	Complete
		<u>FY 2010/11</u> 3.3.2.2 Complete review of trustee remuneration	FPC		Funded by 10/11 programs budget	By whether a review is complete	Complete

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		<u>FY 2010/11</u> 3.3.2.3 Develop policy regarding trustee remuneration	FPC	Funded by base budget	By whether trustee remuneration policy has been developed	Complete
		<u>FY 2011/12</u> 3.3.2.4 Amend Trustee Remuneration bylaw in accordance with policy	FPC	<i>Funded by 11/12 base budget</i>	By whether a trustee remuneration bylaw has been adopted in accordance with policy	<i>Remuneration bylaw adopted – to take effect Dec/11</i>
3.4 To foster good relations with First Nations	3.4.1 Develop a strategic approach to First Nations relations	<u>FY 2011/12</u> 3.4.1.1 Develop a First Nations Relationship Strategy and Policy– identify overlapping interests, treaty process schedules, priorities and resource requirements for protocol agreements, referral practices, etc.	EC	<i>Funded by 11/12 program budget</i>	By whether a strategy has been completed	<i>Not started</i>
		<u>FY 2012/13</u> 3.4.1.2 Acquire or identify sufficient staff capacity to implement First Nations Relationship Strategy and Policy	EC	Subject to budget (12-13 budget)	By whether sufficient staff capacity(or work program adjustment/training) has been identified and/or acquired to implement strategy	Not started

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Goal 4: Organizational Effectiveness...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS	
4.1 To provide services on an increasingly effective basis	4.1.1. Develop cost effective bylaw enforcement tools	FY 2009/10 & 2010/11 4.1.1.1 Establish a Bylaw Dispute Adjudication System for the Islands Trust	LPC	Funded by base budget	By whether a Bylaw Dispute Adjudication System is established.	Regulatory adjustments approved by province for six islands. Ministerial approval of North Shore agreement received	
		FY 2009/10 to 2011/12 4.1.1.2 Consider bylaw amendments to allow Bylaw Dispute Adjudication System	LTCs***	Funded by base budget	By the number of islands where a Bylaw Dispute Adjudication System is in place	<i>Two</i> LTCshave given 3 rd reading to implementing bylaw. Model bylaw <i>received</i> by LPC.	
	4.1.2 Organizational review and improvements to corporate secretary/legislative services functions	FY 2009/2010 4.1.2.1 Review responsibilities and capacity in existing positions re: corporate services and consider establishment of corporate secretary/ legislative services (records management, FOIPP, administrative procedural certainty and consistency, policies, legislation, inter-agency agreements and elections)	EC	MGMT	Funded by base budget	By whether the review is complete and presented to EC	Complete
		FY 2010/11 4.1.2.2 Hiring, orientation and transfer of functions from senior managers to legislative services manager position	MGMT		Funded by base budget	By whether a new position has been created/filled and functions transferred	Complete
		FY 2010/11 & 2011/12 4.1.2.3 Develop strategies for further improvement of corporate secretary/legislative services functions	MGMT		Funded by base budget	By whether there is a greater capacity and consistent delivery of corporate secretary/legislative services functions and a greater capacity for delivery of core services by senior managers.	Improvements underway
	4.1.3 Seek alternate forms of funding (i.e. grants)	FY 2009/10 4.1.3.1 Develop and implement policy and procedures for seeking funding and awards.	TAS		Funded by base budget	By whether a policy is in place and implemented (e.g. on-line data base)	Complete Grant revenue is now 10 times that in 2008/09
	4.1.4 Improve records management systems	FY 2009/10 to 2011/12 4.1.4.1 Develop records management procedures 4.1.4.2 Staff/trustee training 4.1.4.3 Destroy unneeded records	ADMIN		<i>Funded by 11/12 program budget</i>	By whether records management bylaw and manual is in place By whether staff/trustee training is complete By whether unneeded records have been culled	<i>Bylaw approved by Trust Council. Training and implementation underway.</i>

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		<u>FY 2011/12</u> 4.1.4.4 Develop and implement auditing of records handling 4.1.4.5 Evaluate and revise 4.1.4.6 Evaluate RM software	ADMIN		Funded by base and program budgets	By whether RM procedures are in place	Not started
		<u>FY 2012/13</u> 4.1.4.7 Purchase RM software 4.1.4.8 Incorp. RM software procedures 4.1.4.9 Staff training on new procedures	ADMIN		Subject to budget and staffing (12/13 budget)	By whether software has been purchased and procedures incorporated. By whether staff have been trained.	Not started
	4.1.5 Develop new TC/LPC/FPC/TPC meeting procedure bylaw regarding electronic meetings	<u>FY 2009/10</u> 4.1.5.1 Amend TC meeting procedure bylaw or committee Terms of Reference as necessary	EC		Funded by base budget	By whether bylaw and/or committee terms of reference have been amended.	Complete
	4.1.6 Develop new TFB meeting procedure bylaw regarding electronic meetings	<u>FY 2009/10 and 2010/11</u> 4.1.6.1 Prepare and adopt amendments to meeting procedure bylaw	TFB**		Funded by base budget	By whether the meeting procedure bylaw has been adopted	Complete
	4.1.7 Ensure Trust Council policies are current and consistent	<u>FY 2009/10</u> 4.1.7.1 Amend administrative fairness policies	EC		Funded by base budget	By whether administrative fairness policies have been reviewed and amended.	Three policies amended in 2009.
		<u>FY 2010/11 & 2011/12</u> 4.1.7.2 Select policies for review and amendment	EC		Funded by base budget	By whether selected policies have been reviewed and amended.	Review of policies begun.
		<u>FY 2010/11 & 2011/12</u> 4.1.7.3 Develop and implement a regular maintenance schedule for Islands Trust Council Policy Manual and Procedures Manual	EC		Funded by base budget	By whether the Islands Trust Policy Manual is being regularly maintained to keep policies current and consistent	Initial inventory in development.
	4.1.8 Review of devt application fee levels and cost recovery mechanisms	<u>FY 2011/12</u> 4.1.8.1 Develop terms of reference and identify budget and data needs for review of application fees	FPC	LPC	Funded by base budget	By whether terms of reference has been developed and any necessary budget and data needs have been identified.	<i>Joint FPC/LPC task force approved by Trust Council Mar/11</i>

* Depends upon decisions of the Bowen Island Municipal Council

** Depends upon decisions of the Trust Fund Board

***Depends upon decisions of individual Local Trust Committees

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2011/12 4.1.8.2 Review of application fees, development of amendments to model fees bylaw and related policies	FPC	LPC	Funded by base budget	By whether application fees and cost recovery mechanisms have been reviewed, policies have been amended and a model fees bylaw has been developed.	Not started
		4.1.8.3 Adoption of amended fees bylaws	LTCs***		Funded by base budget	By whether all LTCs have adopted amended fees bylaws	Not started. May be delayed.
4.2 To encourage recognition and support of the Island Trust object in policies and programs of other levels of government and agencies	4.2.1 Advocacy to influence other levels of government (federal/provincial/RD)	FY 2009/10 4.2.1.1 Maintain existing levels of advocacy (e.g. UBCM resolutions, letters to relevant jurisdictions as issues arise and staff capacity permits)	EC		Funded by base budget	By whether current levels of advocacy are maintained.	EC meeting with provincial government re PMFL Act. UBCM resolution re ferries. EC attendance at UBCM Chair correspondence
		FY 2010/11 to 2012/13 4.2.1.2 Maintain enhanced levels of advocacy (e.g. UBCM resolutions, letters to relevant jurisdictions as issues arise and staff capacity permits) with a high priority on marine advocacy.	EC		Funded by base budget	By whether enhanced levels of advocacy are maintained, and progress is made in protection of the marine environment	UBCM workshop and resolutions complete re derelict vessels and NMCA. More frequent Chair correspondence. Meeting with provincial agencies. Enhanced advocacy re marine issues approved by Trust Council
		FY 2010/11 4.2.1.3 Repeat 2004 Ipsos Reid poll regarding public support for preservation and protection of Islands Trust Area	EC		Funded by base budget	By whether the 2004 Ipsos Reid poll has been repeated	<i>Complete</i>
4.3 To promote understanding and support of the Islands Trust and its object in island communities	4.3.1 Develop new tools to communicate about organizational successes	FY 2009/10 to 2011/12 4.3.1.1 Finalize Indicators Program reports	TPC		Funded by base budget	By whether Indicators Program reports are complete	Staff meeting and trustee survey complete. Agricultural indicators complete. Economic dependency underway. Housing is next.
		4.3.1.2 Develop plans/strategies/related budgets for new communications tools	EC		Funded by base budget.	TBD	Considering use of social media – staff training on-going. Some pilot projects underway.
		FY 2011/12 4.3.1.3 Implement new communication tools. Add Advocacy sections to web-site	EC		<i>Funded by 11/12 program budget</i>	TBD	Marine advocacy page complete Further work pending website upgrades.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	4.3.2 Develop new tools to communicate about the history and role of the Islands Trust	<u>FY 2009/10 & 2010/11</u> 4.3.2.1 Develop presentations for delivery at TC meetings/LTC meetings/professional conferences in 2009 (35 anniversary)	EC	Funded by base budget	By whether presentations have been created/delivered	Complete
		<u>FY 2010/11 & 2011/12</u> 4.3.2.2 Develop video re interviews with former trustees	EC	Subject to external funding	By whether funding is received and a video is created	Funding approved Video history project advisory group meetings underway
	4.3.3 Develop new tools and use plain language to communicate to communities about relevance of land use planning and conservation	<u>FY 2009/10 – 2011/12</u> 4.3.3.1 Continue delivering approved communications strategy	EC	Funded by base budget	By whether approved priorities are delivered	On track (e.g. e-news, annual reports) Nineteen staff attended a 'plain language' webinar
		<u>FY 2009/10</u> 4.3.3.2 Develop presentation/display for use at public meetings to explain the linkage between GHG emissions and land use/conservation	EC	Funded by base budget	By whether a presentation has been developed and delivered	Complete
	4.3.4 Review and redesign website	<u>FY 2009/10</u> 4.3.4.1 Develop plans and strategies and related budgets	EC	Funded by base budget	By whether a plan and related budget is in place to review and redesign website	Initial plans and budget estimates complete.
		<u>FY 2010/11</u> 4.3.4.2 Develop business case and proposed budget	EC	Funded by base budget	By whether a business case and proposed budget is complete	Complete
		<u>FY 2011/12</u> 4.3.4.3 Review and redesign website	EC	<i>Funded by 11/12 program budget</i>	By whether website has been reviewed and redesigned	<i>Initial meetings and public survey underway</i>
	4.3.5 Develop new tools to enhance administrative fairness practices	<u>FY 2009/10</u> 4.3.5.1 Hold legal session and develop checklist for trustees	EC	Funded by base budget	By whether a legal session and checklist have been prepared	Complete
		4.3.5.2 Develop staff checklist and hold staff workshop regarding administrative fairness	EC	Funded by base budget	By whether a staff checklist and workshop are complete	Complete
		<u>FY 2011/12</u> 4.3.5.3 Develop focused training for orientation of new trustees in December 2011	EC	Funded by base budget	By whether new trustee orientation session includes a focus on administrative fairness	Not started

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
4.3.6 Review and update Islands Trust Policy Statement		FY 2010/11 & 2011/12 4.3.6.1 Initial scoping of Policy Statement review topics and process	TPC (PSSC)		Funded by base budget	By whether an initial scoping exercise is complete	Topic review inventory to Dec Trust Council. Task Force final report due June 2011. Assembly and evaluation of information about previous reviews is planned.
		FY 2011/12 4.3.6.2 Preliminary research and design of review process	EC	TPC	Subject to external grants	By whether preliminary research is complete and review process has been designed	Review process <i>approved</i> by Council Mar/11
		FY 2012/13 4.3.6.3 Public, agency and First Nations consultation regarding Policy Statement update and development of draft amendments	EC	TPC	Subject to budget (12/13 budget) or external grants	By whether consultation is complete and draft amendments prepared	Not started
		FY 2013/14 4.3.6.4 Adoption of revised Policy Statement bylaw	EC	TPC	Subject to budget (13/14 budget)	By whether an amended Policy Statement bylaw is adopted	Not started

Abbreviations:

ADMIN – Administrative Services
 BIM – Bowen Island Municipality
 DEM – Digital Ecosystem Mapping
 EC – Executive Committee
 FN – First Nations
 FPC – Financial Planning Committee
 FY – Fiscal Year
 GHG – Green House Gases
 ID -- Identification
 IM – Island Municipality
 IT – Islands Trust
 LPC – Local Planning Committee
 LPS – Local Planning Services

LTA – Local Trust Area
 LTC – Local Trust Committee
 LUB – Land Use Bylaw
 MCSC – Ministry of Community and Rural Development
 MGMT – Management Team
 NA – Not Applicable
 NAPTEP – Natural Area Protection Tax Exemption Program
 OCP – Official Community Plan
 PSSC – Policy Statement Sub Committee
 PMFL – Private Managed Forest Land
 RAR – Riparian Area Regulations
 RCP – Regional Conservation Plan
 RD – Regional District

RFD – Request for Decision document
 RM – Records Management
 SEM – Sensitive Ecosystem Mapping
 SSI – Salt Spring Island
 TAS – Trust Area Services
 TEM – Terrestrial Elevation Mapping
 TBD – To Be Determined
 TC – Trust Council
 TFB – Trust Fund Board
 TPA – Targets, Policies and Actions (re GHG emission reduction)
 TPC – Trust Programs Committee
 UBC – University of British Columbia
 UBCM – Union of BC Municipalities

For more information, contact

Sheila Malcolmson, Chair,
 Islands Trust Council
 email: smalcolmson@islandstrust.bc.ca
 telephone 250.247.8078

Linda Adams, Chief Administrative Officer,
 Islands Trust
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 telephone 250.405.5151

Visit our website at
www.islandstrust.bc.ca

Colour Key for fourth column:

Colour	Potential committee/unit/body taking lead for strategy/activity
Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)	
Trust Programs Committee or Trust Area Services staff	Financial Planning Committee/Administrative Services staff
Executive Committee/CAO's office	Management team
	Trust Fund Board or Islands Trust Fund staff

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Applications w/ Status - North Pender Island Status: Open

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
NP-DP-2010.4	Lloyd Eakins (For TWA) Planner: Andrea Pickard	Apr-19-2010	RAZOR POINT RD of a 15 lot subdivision, request a variance for lots 8 (vary sec. 4.10.3 of LUB) and 13 & 14 (vary sec. 4.12.1 of LUB)

Planning Status

Status Date: May-19-2010

letter sent outlining information requirements

Status Date: Apr-29-2010

Sent letter of acknowledgement of receipt of fees and application to applicant. Copied to trustees and forwarded file to planner.

File Number	Applicant Name	Date Received	Purpose
NP-DP-2011.2	Ken Rempel Planner: Andrea Pickard	Mar-10-2011	Demolish existing cottage. Construct SFD. extend driveway around the storage hut and add a carport. Landscape walk to SFD and decks.

Planning Status

Status Date: Mar-23-2011

letter sent re: information requirements

Status Date: Mar-11-2011

copied Trustees and forwarded file to planner

Status Date: Mar-10-2011

Application received

File Number	Applicant Name	Date Received	Purpose
NP-DP-2011.3	Driftwood Properties LTD	Mar-18-2011	4605 BEDWELL HARBOUR RD adding a storage facility to existing site

Planner: Andrea Pickard

Planning Status

Status Date: Apr-14-2011

proposed shed is partially in the SD zone, modifications required, applicant informed

Status Date: Mar-22-2011

Sent letter of acknowledgement of receipt of fees and application to applicant. Copied file to trustees and forwarded file to Planner; created electronic file

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
NP-DVP-2011.2	Ilse Morris	Mar-31-2011	1315 MACKINNON RD To vary the rear lot line to allow for a garage which will be less than 10ft to adjacent property.

Planner: Andrea Pickard

Planning Status

Status Date: Apr-14-2011

notice circulated, on Apr agenda

Status Date: Mar-31-2011

Sent a letter of acknowledgement of receipt of fees and application to applicant, Copied app to trustees and forwarded file to Planner.

Subdivision

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2005.2	McKimm & Lott Barristers (For Grimmer)	Jun-20-2005	4311 Corbett Rd - To create one additional lot

Planner: Robert Kojima

Planning Status

Status Date: Mar-02-2011

Applicant indicates that no activity anticipated in next 6 - 12 months

Status Date: May-20-2010

applicant is awaiting approval from VIHA of draft covenant for supplemental septic system

Status Date: May-03-2010

Bylaw enforcement asked to follow-up lack of activity

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2008.3	Richard Wey	Mar-19-2008	5442 HOOSON RD : Creating 4 lots

Planner: Andrea Pickard

Planning Status

Status Date: Jul-30-2010

PLA extension granted until July 30, 2011

Status Date: Jul-14-2010

PLA extension request from MOTI rec'd, no objections from IT

Status Date: Mar-12-2010

PLA extension granted, expires July 30, 2010

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2008.5	Richard Wey & Associates	Apr-15-2008	6621 HARBOUR HILL DR (TWA): To Create 15 lots

Planner: Andrea Pickard

Planning Status

Status Date: Jan-10-2011

MOTI requested for extension to PLA

Status Date: Mar-16-2010

confirmation by phone, is still an active DFO file

Status Date: Mar-01-2010

email sent to DFO to verify status of file, also forwarded photos of further erosion

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2008.9	Ji Properties Inc	Oct-21-2008	James Island - To create 83 lots CONTACT PERSON - SHELLY O'CALLAGHAN (604) 641-4801 lawyer's office - Bull Houser & Tupper

Planner: Robert Kojima

Planning Status

Status Date: Jul-07-2009

PLA received from MoTI

Status Date: Nov-20-2008

Referral response sent to MoTI

Status Date: Nov-17-2008

Revised plan received and reviewed

File Number	Applicant Name	Date Received	Purpose
NP-SUB-2010.1	Keith Watt	Sep-09-2010	Boundary Adjustment

Planner: Andrea Pickard

Planning Status

Status Date: Feb-07-2011

application with MOTI is on hold pending completion of adjacent SUB-2008.5 (Twa) to provide road access to this property

Status Date: Sep-13-2010

Sent letter to applicant requesting application fees and completion of the application form.

Kathy Jones

From: Nancy Roggers
Sent: March-31-11 8:49 AM
To: Andrea Pickard; David Marlor; Derek Masselink; Gary Steeves; Peter Luckham; Kathy Jones; Sharon Lloyd-deRosario
Cc: Craig Elder
Subject: N Pender expense report - March/11

		Budget	Spent	Balance
Invoices posted to March 22, 2011				
650 North Pender	65000 Trustee Expense	1,200.00	614.24	585.76
650 North Pender	65200 LTC Meetings	4,000.00	2,829.42	1,170.58
	65210 APC Meetings	2,000.00	790.82	1,209.18
	65220 Communications	1,150.00	222.27	927.73
	65230 Special Projects	500.00	765.00	(265.00)
	65240 Miscellaneous	1,750.00		1,750.00
	TOTAL LTC Local Expense	9,400.00	4,607.51	4,792.49
650 North Pender	72300 OCP/LUB Expense	11,000.00	8,928.83	2,071.17

Thanks!

Nancy Roggers
 Finance Officer

Islands Trust
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North Pender Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	January 27, 2005	NP-LTC-05-05	Advisory Planning Commission Appointments	The LTC will appoint Advisory Planning Commission members as representative of various local areas on North Pender and/or representative of various community organizations
2.	May 25, 2006	NP-LTC-80-06	Communications Policy	Policy Number NP-LTC-01-06 (Communications Policy) establishes guidance for the preparation and dissemination of routine non-statutory notices, extraordinary notices and trustee newsletters.
3.	May 25, 2006	NP-LTC-82-06	Enforcement Policy - STVR	<p>1. THAT given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, STVRs that have one or more of the following characteristics will be subject to enforcement:</p> <ol style="list-style-type: none"> 1. They are advertised on the internet, newspapers or other media; 2. They are not managed by the property owner; 3. More than one dwelling on the lot is simultaneously made available for STVR; 4. While the property is rented persons are also staying in tents, trailers or RVs; 5. There are issues related to health and safety; 6. There is a written complaint by owners or residents about bona fide nuisance issues such as noise or parking congestion related to the STVR; 7. The owner of the property uses more than one property on North Pender Island as a STVR. <p>2. THAT nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the North Pender Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time;</p>
4.	August 30, 2007	NP-LTC-146-07	Special Occasion License Policy	THAT where a Liquor Control and Licensing Branch Special Occasion License referral relates to property on which North Pender Island Land Use Bylaw No. 103 permits public assembly uses, such as restaurants, community halls or church halls, and there are no issues related to parking or past complaints, staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.



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Population:

Approximately 1,996

Size:

2,709 hectares (6,694 acres)

Location:

15 kilometres east of the Swartz Bay ferry terminal on Vancouver Island.

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North Pender Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the North Pender Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

April, 2011

- [Response to Chamber of Commerce re: Short Term Vacation Rentals](#)
- [Adopted Bylaw No. 183 \(North Pender Associated Island Climate Change\)](#)
- [Proposed Bylaw No. 184 \(Riparian Area Regulations\) given Third Reading](#)
- [Expression of Interest for Advisory Planning Commission Members | Application Form](#)

[Pender Post Trustee Reports](#)

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North Pender Island Local Trust Committee Projects

Planner Office Hours on Pender Island

- [Planning Office Hours on North Pender Island 2011](#)

General

- [Development Approval Information Bylaw No. 134](#) - outlines information required when submitting a Development Permit, Temporary Use Permit or Rezoning Application
- [Policies and Standing Resolutions - June 2009](#)
 - NP-LTC-05-05 - Advisory Planning Commission Appointments Policy
 - NP-LTC-80-06 - Communications Policy
 - NP-LTC-82-06 - Enforcement Policy - Short Term Vacation Rentals
 - NP-LTC-146-07 - Special Occasion License Policy
- [Buying Property on North Pender Island? What Every Potential Purchaser Should Know - May 2008 Update](#)
- [Who Lives Here? - North Pender Ecosystem, Habitat and Wildlife](#) Note that this presentation requires Quicktime to be loaded on your computer - this application can be obtained at no charge from <http://www.apple.com/quicktime/download/> - As well note that this presentation is 3 MB in size.

Riparian Areas Regulation Implementation

- [North and South Pender Islands Riparian Area Regulation Stream Identification](#)
- [Staff Report - October 15, 2010](#)
- [Staff Report - September 14, 2010](#)
- [Staff Report - May 14, 2010](#)
- [Draft Riparian and Aquatic Development Permit Area](#)
- [Proposed Bylaw No. 184 | Schedule P](#)

Committee Links

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- [Contact Planning Staff](#)
- [Planning Bylaws](#)
- [Administrative Bylaws](#)
- [Meetings Schedule](#)
- [Meeting Agendas](#)
- [Meeting Minutes](#)
- [Resolutions-Without-Meeting](#)
- [Associated Islands](#)
- [Land Use Application Forms](#)

- * [Community Information Meeting - November 27, 2010 re: Riparian Area Regulations](#)
- * [Provincial Riparian Area Regulations Website](#)

Climate Change Action

- * [Climate Wise Islands](#)
- * [Adopted Bylaw No. 183](#)
- * [Staff Report - May 17, 2010](#)

Geological Hazard Mapping

- * [Staff Report - October 18, 2010](#)
- * [Staff Report - June 2010](#)
- * [Draft Development Permit Area Map](#)
- * [Geological Hazard Mapping - January 19, 2010](#)
- * [Steep Slopes Hazard Map](#)
- * [C.N. Ryzuk and Associates Report - December 11, 2009](#)

Environmental Development Permit Areas (EDPAs)

- * EDPA Information Sheets:
 - [Development Permit Area 1 \(Woodland Sensitive Ecosystem\)](#)
 - [Development Permit Area 2 \(Herbaceous Sensitive Ecosystem\)](#)
 - [Development Permit Area 3 \(Riparian Sensitive Ecosystem\)](#)
 - [Development Permit Area 4 \(Wetland Sensitive Ecosystem\)](#)
 - [Development Permit Area 5 \(Cliff Sensitive Ecosystem\)](#)
 - [Development Permit Area 6 \(Intertidal Sensitive Ecosystem\)](#)
 - [Development Permit Area 7 \(Raptor and Heron Nests Sensitive Ecosystem\)](#)
- * [OCP Part 5 "Preserving and Protecting Our Ecosystem"](#)
- * [Development Permit Area Guide for North Pender Island](#)
- * [Refer to North Pender Island OCP and Development Permit Area Schedules](#)

Ecosystem Mapping Webpage

Archived Postings

Note: this is a list of previously posted information and may not include all available documentation. Please contact staff if you require more information

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Memorandum

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Date April 8, 2011 File Number NP/09

To North Pender Island Local Trust Committee

From Kathy Jones
Planning Clerk
Local Planning Services

Re Adoption of In Camera Minutes

This memo is to advise you of your options when adopting In Camera Minutes.

I spoke our Legislative Manager, Carmen Thiel, who informed me that she has sought legal advice in the past on this subject and that advice was "all In Camera minutes must be adopted in a closed meeting".

The options on how LTCs may adopt their In Camera Minutes are:

- Option 1 Adopt at each LTC Meeting. This would mean the LTC would have to have an In Camera meeting at each LTC meeting.
- Option 2 Adopt when there are other reasons to close a meeting i.e. if the In Camera minutes to be adopted contain detailed information that LTC might want to discuss before adoption; receipt of legal advice; bylaw enforcement; consideration of APC members; etc.

If there is no other reason to close a meeting, the minutes could be adopted annually (last meeting of the year).

Further on this topic, Carmen has been asked by the Executive Committee to write a policy covering all issues surrounding closed meetings; the adoption of in camera minutes will be addressed in that policy.

In the interim the LTC could consider passing a Standing Policy Resolution to adopt one of the above options.

pc Andrea Pickard, Planner