

File No.: NP-6500-20-2023: Housing
Access and Affordability
Project

DATE OF MEETING: October 2, 2026
TO: North Pender Island Local Trust Committee
FROM: Brad Smith, Island Planner
Southern Team
COPY: Mary Storzer, Regional Planning Manager
SUBJECT: Housing Access and Affordability Project – First Reading – Bylaw No. 240 and No. 241

RECOMMENDATIONS

1. That the North Pender Island Local Trust Committee amends draft Bylaw No. 240, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025” by amending Heritage Resource Policy 4.6.6 to read:

“4.6.6 The Local Trust Committee will encourage the granting of covenants to the LTC to protect heritage features including for the completion of archaeological impact assessments prior to land altering activities, and requiring the presence of First Nation site monitors during land altering activities.”

2. That the North Pender Island Local Trust Committee amends draft Bylaw No. 241, cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025” by adding a fifth condition under the site specific Community Service (a) zone for affordable housing development that reads:

5) The completion of an assessment report by a registered professional biologist to minimize impacts of development, consistent with the reporting requirements of Development Approval Information Bylaw No. 134 Part V, S 920 (15) in respect of sensitive ecosystems.

3. That the North Pender Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 240, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025”, and Bylaw No. 241, cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025”, are not contrary to or at variance with the Islands Trust Policy Statement.
4. That the North Pender Island Local Trust Committee Bylaw No. 240, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025”, be read a first time.
5. That the North Pender Island Local Trust Committee Bylaw No. 241, cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025”, be read a first time.

REPORT SUMMARY

This report is to provide an update to the North Pender Island Local Trust Committee (LTC) on the LTC's Housing Access and Affordability Project, and to bring back draft Bylaw No. 240 and 241 for consideration of first reading.

The recommendations above are supported as:

- Additional input from the Advisory Planning Commission and the public, including via a fourth Community Information Meeting, have indicated limited interest in pursuing more flexibility in residential zoning at this time, while interest is strong for affordable, non-market, and worker housing amendments;
- Staff are of the view that the draft bylaws are not contrary to or at variance with the Islands Trust Policy Statement (ITPS);
- Bylaw referrals did not identify any significant concerns or issues from agencies and First Nations; and,
- As the current term is nearing an end, staff recommend leaving direction to schedule a public hearing to the next LTC.

BACKGROUND

The LTC endorsed the [Housing Action Plan](#) at the May 30, 2025 LTC meeting. At the May 29, 2026 LTC meeting, the LTC directed staff to initiate referrals for draft Bylaw No. 240 and No. 241. Bylaw referrals are now completed and staff are seeking direction on how to proceed with the draft bylaws.

Regulatory

Bylaw No. 240 and No. 241

At the April 10 meeting, staff brought draft Bylaw No. 240 and No. 241 to the LTC for the first time. At that meeting, the LTC passed the following resolution:

NP-2026-024

It was MOVED and SECONDED,

that North Pender Local Trust Committee request staff remove flexible zoning references in the R and RR2 zones from draft Bylaw No. 240 and No. 241.

CARRIED

At the May 29 meeting, two further resolutions were passed in respect of draft Bylaw No. 240 and No. 241:

NP-2026-037

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee directs staff to amend draft Bylaw No. 241, "North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025" by:

- a. Deleting all references to accessory dwelling units including the alternative of permitting a secondary suite or accessory dwelling unit in the Rural Residential 1 zone
- b. Increasing the number of affordable housing units at the Anglican Church property from 20 to 30 units and adding the following conditions subject to:
 - i. The entering of a housing agreement via s. 219 covenant between the non-profit operator and the Local Trust Committee
 - ii. The installation of a community water and septic system to service all units
 - iii. Units may be in the form of detached or multiplex buildings with a maximum of three storeys and a maximum height of 14 metres
 - iv. A maximum floor area of 120 m2 per unit, and a total maximum floor area of 3000 m2 for all units.

CARRIED

NP-2026-038

It was MOVED and SECONDED,

that North Pender Island Local Trust Committee directs staff to initiate bylaw referrals for draft Bylaw No. 240, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025", and draft Bylaw No. 241, cited as "North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025".

CARRIED

The attached draft bylaws reflect this direction. No other changes to the draft bylaws have been requested by the LTC since the May meeting. To summarize, the scope of all the changes in the proposed draft bylaws as follows:

OCP Changes:

- Added an overarching goal to provide for a range of flexible housing options that meet the diverse needs of the community and island residents.
- Updated population, demographic and build-out statistics in OCP introduction
- Added Community Service Policy to permit employee housing
- Amend Seniors and Affordable Housing policies in OCP to permit by rezoning in Rural Residential, Rural, Community Service, and Commercial land use designations
- Amended language for the need for a housing agreement to be determined at the time of rezoning rather than an outright requirement.
- Added a definition of Affordable Housing
- Added General Commercial Policy to permit rental housing on commercial zoned lots with limits to be established through zoning on maximum floor area per unit and maximum number of units per lot.
- Amended residential and rural residential policies to permit accessory dwelling units as a way to increase the stock of rental housing [Note: while removal of reference to ADUs in the RR1 zone in the Land Use Bylaw is being recommended at this time, keeping this OCP amendment is recommended based on the rationale provided in *Flexible Zoning Options* section]
- Amended residential policies to consider a Small Footprint Home Community in suitable locations through rezoning in suitable locations with shared services and amenities and subject to conditions for water and septic

LUB changes:

- Permits up to two units of employee housing in site specific Community Service zones for both fire halls, police station and school property
- Amended site specific Anglican Church diocese property to permit affordable housing as a permitted use up to 30 units subject to proof of water, septic, a housing agreement and form and character limits, completion of ecological assessment report
- Added rental housing to permitted uses in C1 zone
- Amend C1 zone density to permit three units of second-storey rental housing with a maximum floor area of 80m² per unit in Commercial 1 zone (currently only applies to Driftwood Mall)
- Added definition of Rental Housing
- Added definition of Accessory Dwelling Unit (ADU) and integrate use of ADUs throughout bylaw (eg. General regulations on use, height, home business regulations, parking etc)
- Amended RR1 zoning to permit ADUs as an alternative to secondary suites in Magic Lake Estates [Note – this report is seeking approval to remove this based on the rationale provided in the *ADUs in the Rural Residential 1* section below]
- Removed maximum 40% floor area provision from secondary suite regulation
- Amended maximum floor area tables for RC1, RC2 and Agricultural Zones consistent with proposed changes to tables for Rural, RR1 and RR2 zones to reduce maximum building and dwelling unit floor area

Islands Trust Policy Statement

Staff have reviewed the ITPS Directives Only Checklist and determined that Bylaw No. 240 and Bylaw No. 241 are not contrary to or at variance with the Islands Trust Policy Statement. A completed checklist is included as Attachment 3.

Consultation

First Nation Referrals

Draft Bylaw No. 240 and No. 241 were sent to the standard list of First Nations for the North Pender Island Local Trust Area. The Malahat First Nation provided this comment:

The Gulf Islands, including Pender Island, are considered to have high potential for archaeological sites. With Bylaws No. 240 and 241 creating increased opportunities and flexibility for housing development across North Pender, Malahat Nation is concerned with changes regarding permits for land development and any other ground disturbing work, especially with the notification of nearby Nations. Any housing development requires Nations to be notified, even in areas that are already developed given the **historical oversight of First Nations presence**. Cultural monitors need to be present with any ground disturbing activities. Malahat Nation is able to provide a representative for this purpose. Please contact us promptly when this is needed.

The only specific new development site at this time would be the Anglican Church lands. To address this concern, the LTC could seek to enter into a s. 219 covenant with the owner of the Church lands to require site monitors from Malahat Nation at time of future development.

As this would be LTC directed covenant resulting from an LTC project, it may be feasible to pay for the legal fees for drafting the covenant through project funds. There is \$2400 remaining in project funds for the 2026/27 fiscal, although some of that funding would be needed for public hearing expenses, should it occur.

The completion of archaeological impact assessments prior to development, and the presence of site monitors during land altering activities, are common requests of First Nations across many Islands Trust development related files. To further support First Nations reconciliation, staff recommend that the LTC consider amending OCP Heritage Policy 4.6.6 to be more explicit in supporting the need for archeological impact assessments and cultural site monitors.

Staff suggest the following OCP amendment:

4.6.6 The Local Trust Committee will encourage the granting of covenants to the LTC to protect heritage features ***including for the completion of archaeological impact assessments prior to land altering activities, and requiring the presence of First Nation site monitors during land altering activities.***

The Pauquachin, Ts'uubaa-asatx, Penelakut, Tsawwassen and Snuneymuxw First Nations responded with either no comment or deferring comment to other First Nations. No other responses were received.

Agency Referrals

Draft Bylaw No. 240 and No. 241 were sent to:

- Ministry of Transportation & Transit (MOTT)
- Ministry of Water, Land and Resource Stewardship - Ecosystems Branch
- Islands Trust Conservancy
- Pender Island Parks and Recreation Commission
- Gulf Islands School District No. 64
- Outer Gulf Islands RCMP
- Pender Island Conservancy
- CRD
- Island Health
- North Pender Island Fire Rescue
- Mayne, South Pender Salt Spring and Saturna Island LTCs

The Ministry of Water, Land and Resource Stewardship, MOTT, and the CRD responded with either no comments or that their interests are unaffected. Island Health provided a few general comments related to drinking water, septic, and healthy built environments (Attachment 4).

The Islands Trust Conservancy considers the referral at their September 29 meeting; ITC staff have confirmed that they will recommend a response of interests are unaffected to the Board. Mayne, Salt Spring and South Pender LTCs responded that their interests are unaffected. No other responses were received.

Issues and Opportunities

Ecological Assessment Report – Anglican Church lands

Staff have noted that by rezoning the Anglican Church property to permit affordable housing as part of an LTC project, there will be no future Terms of Reference requiring an ecological assessment, unlike applicant-driven rezoning applications. To address this, staff recommend that the LTC consider amending draft Bylaw No. 241 by adding the following condition to the requirements for the Anglican Church property:

5) The completion of an assessment report by a registered professional biologist to minimize impacts of development, consistent with the reporting requirements of Development Approval Information Bylaw No. 134 Part V, S 920 (15) in respect of sensitive ecosystems.

APC Referral

At the May 29, 2026 meeting the LTC passed the following resolution:

2026-039	Carried	Resolution: That North Pender Island local trust committee request that the Advisory Planning Commission on Housing report back on analysis and recommendations for development of the Anglican church lands, including a housing agreement.
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The APC has met once over the summer to discuss the referral, and a report will be prepared by the APC for the new LTC, assuming the project continues in the next term.

Project Timelines

In April, staff recommended the following process steps to be completed in the remainder of this term to get the draft bylaws to first reading prior to the new LTC taking over the project (Figure 1).

Figure 1. Proposed Deliverable/Milestone and Timeline Updates

Deliverable/Milestone	Target Date
LTC receives draft bylaws and provides any initial comments or proposed amendments (e.g. to remove or amend flex zoning)	April 10 LTC meeting - DONE
Draft bylaws presented to public	May 2 CIM - DONE
LTC provides any additional proposed amendments based on public input	May 29 LTC meeting - DONE
Staff complete bylaw referrals	June – August - DONE
LTC considers 1 st reading	~~September 4~~ Oct 2 LTC meeting -
Public hearing held, Bylaws sent to EC and Minister of Housing and Municipal Affairs for approval	TBD -- ~~Could be scheduled prior to end of term, or Bylaws left at first reading for next LTC to resume~~ <u>Oct 2 - Staff recommend leaving direction to schedule a public hearing to the next LTC</u>

As the current term is nearing an end, staff recommend leaving direction to schedule a public hearing to the next LTC. In the new term, staff will bring the project to the new LTC, and seek direction on whether to continue to proceed with the project, including completing the remaining statutory steps for Draft Bylaw No. 240 and No. 241.

An updated project status table is included with an update on each Plan Action (Attachment 5). Good progress has been made with the bylaws now ready to be considered for first reading and most other Action Items completed.

RECOMMENDATIONS

The recommendations on page 1 are supported as:

- Additional input from the Advisory Planning Commission and the public, including via a fourth Community Information Meeting, have indicated limited interest in pursuing more flexibility in residential zoning at this time, while interest is strong for affordable, non-market, and worker housing amendments;
- Staff are of the view that the draft bylaws are not contrary to or at variance with the ITPS;
- Bylaw referrals did not identify any significant concerns or issues from agencies and First Nations; and,
- As the current term is nearing an end, staff recommend leaving direction to schedule a public hearing to the next LTC.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Give direction to exclude specific recommendations or include others

The LTC may give direction to exclude specific recommendations or include others. Recommended wording for the resolution is as follows:

That the North Pender Island Local Trust Committee directs staff to exclude/include _____ in draft Bylaw No. 240 or No. 241 for the Housing Access and Affordability Project.

2. Give direction to schedule a public hearing

The LTC may give direction to schedule a public hearing following first reading. Recommended wording for the resolution is as follows:

That the North Pender Island Local Trust Committee directs staff to schedule a public hearing for proposed Bylaw No. 240, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025", and proposed Bylaw No. 241, cited as "North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025".

3. Request further information

The LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are that commencing work on the project would be delayed. Recommended wording for the resolution is as follows:

That the North Pender Island Local Trust Committee request that...

4. Receive for information

The LTC may receive the report for information.

NEXT STEPS

With direction from the LTC, staff will make recommended amendments to the proposed bylaws.

Submitted By:	Brad Smith, Island Planner	September 16, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	September 24, 2026

1. Draft Bylaw No. 240
2. Draft Bylaw No. 241
3. ITPS Checklist
4. Island Health referral response
5. Housing Action Plan Status Table, Sep 2026

DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 240

A BYLAW TO AMEND NORTH PENDER ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 171, 2007

The North Pender Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025”.

2. SCHEDULES

North Pender Island Official Community Plan Bylaw No. 171, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER OF HOUSING AND MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 240**

SCHEDULE 1

The North Pender Island Official Community Plan No. 171, 2007, is amended as follows:

1. Introduction Section is amended by deleting the two existing 'Population' paragraphs in their entirety and replacing with the following two paragraphs:

"North Pender Island is 2728 hectares (6741 acres) in area, with a permanent population of 2,467 people based on the 2021 census. This represents an overall 63% increase in permanent residents since the 1991 census and results in a population density of approximately one person per 1.1 hectares (2.7 acres). The population has increased each census period since 2001 when the population was 1,775 residents, with the most significant growth period between the years 2016-2021, with a 19.6% increase in permanent residents. There are also a significant number of part-time or seasonal residents on North Pender Island.

The mean age on North Pender in 2021 was 56, compared to a provincial mean age of 43. A significantly smaller proportion of the North Pender Island population is under age 35 compared to the province as a whole, while the proportion of the population in the 55-69 age range (33%) is more than one and a half times the provincial average (20.1%). The proportion of the population age 70 and over is nearly double the provincial average (32% on North Pender versus 16.3% provincially). The average household size on North Pender is 2.0 persons in 2021, the same as in 2016, and is smaller than the 2021 average household size for the province as a whole of 2.4 persons."

2. Introduction Section is amended by renaming 'Land Use' subsection to 'Land Use and Build-Out' and by deleting the five existing 'Land Use' paragraphs in their entirety and replacing with the following three paragraphs:

"The predominant land use on North Pender is residential. Over two-thirds of the land area is designated and zoned for residential use (Rural Residential and Rural). All residential land on the island is zoned to permit single family dwellings (and accessory cottages, secondary suites and accessory dwelling units under certain circumstances), there is no multiple unit zoning. The bulk of the remaining land is designated for agriculture (13%) or has protected status (15%). There are limited areas designated for various institutional and service uses (less than 1% of the island's land area), commercially designated land (also less than 1% of the island) and only around 6 hectares (15 acres) of land designated for industrial uses.

Based on a 2025 build-out analysis, there are approximately 1,990 total existing parcels that permit residential development in the Rural Residential, Rural and Agricultural land use designations. Of these 1,990 'residential' lots, 1,701 are currently developed (86% of all existing developable lots). The total potential for additional parcels to be created through subdivision is 199 lots, for a total potential build-out of 2,189 residential parcels. Based on the current average household size of 2.0 persons, this would result in a population of roughly 4,378 if all residential lots were occupied on a full-time basis. In 2021, approximately 71% of North Pender dwellings were occupied by permanent residents. Overall, approximately 60% of the existing lots on North Pender are in Magic Lake Estates.

Under the community plan and current zoning, approximately 200 additional lots that would permit residential use could be created through subdivision. A significant portion of this subdivision potential is situated in the north-west part of the island in the Port Washington and McKinnon Road areas. Other areas with unrealized subdivision potential include a number of larger rural zoned parcels throughout the island and several lots in the Razor Point area. Much of the currently designated and zoned residential land may be located in areas that are unsuitable for development due to the presence of environmentally sensitive areas, topography, lack of availability of groundwater, or poor access."

3. Introduction Section is amended by inserting a new left hand margin subsection entry entitled 'Housing Needs' after Land Use and Build-Out subsection and inserting the following two new 'Housing Needs' paragraphs:

"The BC Provincial Government requires all local governments in BC to consider its' most recent Housing Needs Report and housing information when amending OCPs. Based on the Islands Trust Housing Needs Assessment prepared by Urbanics Consultants Ltd in 2025, the projected housing need in the next 5 years is 208 units and in the next 20 years is 643 units. This calculation is based on the portion of growth projections for the Capital Regional District.

A limited rental supply, rising property costs, and a growing proportion of residents on fixed or lower incomes has contributed to housing insecurity. The portion of households experiencing core housing need (5.1% for owners and 22.9% for tenants as indicated in 2021 Census), and projected population growth, combined with demographic aging, points to increasing demand for more diverse, accessible, and affordable non market housing options. Market conditions and affordability challenges limit the ability of existing housing supply to meet community needs."

4. Section 1.2 is amended by inserting a new Goal immediately after Goal 18 as follows:

"19) To provide for a range of flexible housing options that meet the diverse needs of the community and island residents."

5. Policy 2.1.H is amended by deleting in its entirety and replacing with the following:

“Accessory housing options such as secondary suites and accessory dwelling units may be permitted as a way to increase the stock of rental housing without negatively impacting the rural sense of place or the carrying capacity of the island.”

6. Section 2.1 is amended by inserting a new policy after Policy 2.1.I as follows:

2.1.J Consideration may be given to rezone land for clustered, small footprint housing where:

- a) dwelling units consist of small footprint homes, including tiny homes on wheels or manufactured homes.
- b) dwelling units are constructed to the BC Building Code, or CSA standards for manufactured homes, or equivalent.
- c) dwelling units are anchored to the ground, connected to a source of potable water, and connected to an approved wastewater system.
- d) dwelling units shall have a limited floor area.
- e) the total floor area of dwelling units shall not exceed any maximum dwelling floor area for that zone.
- f) adequate communal facilities are available to meet the needs of the clustered, small footprint housing community.
- g) the proposed development is not located in areas containing sensitive ecosystems or of cultural or archaeological significance.”

7. Section 2.1.1 is amended by inserting a new policy after Policy 2.1.1.10:

“2.1.1.11 Accessory dwelling units may be permitted with the intent of providing long term rental housing options for residents on smaller lots. A maximum of one accessory dwelling unit or one secondary suite, limited in floor area, shall be permitted per lot.”

8. Section 2.1.2 is amended by inserting a new policy after Policy 2.1.1.9 as follows:

“2.1.2.10 Accessory dwelling units may be permitted with the intent of providing long term rental housing options for residents. A maximum of one accessory dwelling unit, limited in floor area, shall be permitted per lot.”

9. Section 2.3 is amended by inserting a new policy after Policy 2.3.3 as follows:

“2.3.3.1 Employee housing and affordable housing may be permitted in community service zones to provide options for ensuring housing for working people, young families, seniors and those who have special needs.”

10. Policy 2.3.9 is amended by deleting in its entirety and replacing with the following:

“Any additional density greater than that permitted by current zoning may be in the form of units reserved exclusively for occupancy by seniors.”

11. Policy 2.3.17 is amended by deleting in its entirety and replacing with the following:

“Applications may include provision of a housing agreement limiting occupancy of the dwellings to seniors. Such a housing agreement may also include provisions limiting rental, lease, sale or share prices of the units.”

12. Policy 2.3.20 is amended by deleting in its entirety and replacing with the following:

“Applications for rezoning to a higher density for affordable housing than permitted by current zoning may be considered within the Rural Residential, Rural, Community Service or Commercial land use designations, subject to the other policies in this plan.”

13. Policy 2.3.26 is amended by deleting in its entirety and replacing with the following:

“Applications for affordable housing may include provision of a housing agreement ensuring that rental, lease, sale or share prices are fixed below average rates within the region.”

14. Policy 2.3.35 is amended by renumbering it to Policy 2.3.34.

15. Section 2.4 is amended by inserting a new policy after Policy 2.4.13 as follows:

“2.4.13.1 Rental housing may be permitted on commercial-zoned lots and limits shall be established through zoning on maximum floor area per unit and maximum number of units per lot.”

16. Section 7.7 is amended by inserting the following definition immediately prior to the definition of Agri-tourism:

“Affordable Housing” - Rental or owned housing that can be acquired without exceeding 30 per cent of the median gross income of low to moderate income families on the Southern Gulf Islands.”

DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 241

A BYLAW TO AMEND NORTH PENDER ISLAND LAND USE BYLAW NO. 224, 2022

The North Pender Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the North Pender Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025”.

2. North Pender Island Local Trust Committee Bylaw No. 224, cited as “North Pender Island Land Use Bylaw No. 224, 2022,” is amended as follows:

2.1. Section 1.1 – Interpretation, is amended by revising the definition of ‘cottage’:

““cottage” means a detached dwelling with a limited floor area that is located on the same parcel as another dwelling.”

2.2. Section 1.1 – Interpretation, is amended by inserting the definition ‘dwelling unit’:

““dwelling unit” means a building or portion of a building including a principal or additional dwelling, cottage or secondary suite, which is used as a residence for a single household and containing a single set of facilities for food preparation and eating, sleeping and living areas.”

2.3. Section 1.1 – Interpretation, is amended by inserting the definition ‘rental housing’:

““Rental housing” means residential use of dwelling units that are limited to residential rental tenure.”

2.4. Section 3.10 – Secondary Suite Regulations, Subsection 3.10(3) is amended by deleting the words ‘and it must not exceed 40 per cent of the *floor area* of the *principal dwelling*’ such that it reads:

“The maximum *floor area* for a *secondary suite* is 90m² (968 ft²).”

- 2.5. Section 5.1, Rural Residential 1 (RR1) Zone, Subsection 5.1.9 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units per lot may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)

- 2.6. Section 5.2, Rural Residential 1 (RR2) Zone, Subsection 5.2.9 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units per lot may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)

- 2.7. Section 5.3, Rural (R) Zone, Subsection 5.3.8 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)
16 ha or greater (40 acres or greater)		500 m ² (5382 ft ²)

- 2.8. Section 5.4, Rural Comprehensive 1 (RC1) Zone, Subsection 5.4.7 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)
For dwelling located within the Agricultural Land Reserve		500 m ² (5382 ft ²)

- 2.9. Section 5.5, Rural Comprehensive 2 (RC2) Zone, Subsection 5.5.7 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)
For dwelling located within the Agricultural Land Reserve		500 m ² (5382 ft ²)

- 2.10. Section 5.6, Rural Agricultural (AG) Zone, Subsection 5.6.8 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)
For dwelling located within the Agricultural Land Reserve		500 m ² (5382 ft ²)

- 2.11. Section 5.7, Commercial 1 (C1) Zone, Subsection 5.7.1 is amended by inserting a new Article 5.7.1(k.1) immediately after Article 5.1(k) such that it reads:

“(k) *Accessory dwelling;*

(k.1) *Rental housing; and*”

- 2.12. Section 5.7, Commercial 1 (C1) Zone, is amended by inserting a new Subsection 5.7.2.1 immediately after Subsection 5.7.2 such that it reads:

“(2) Only one (1) *accessory dwelling* permitted per *lot*.

(2.1) Up to three units of second-storey rental housing is permitted per lot with a maximum floor area of 80 m² per unit.”

- 2.13. Section 5.7, Commercial 1 (C1) Zone, Subsection 5.7.14, Table 5.7 is amended by deleting the existing Row 2 in Table 5.7 and replacing it with the following Row 2:

Table 5.7			
	1	2	3
	Site-Specific Zone	Location Description	Site Specific Regulations
2	C1(b)	Portion of Part C, DD69864I, Section 18 lying to the south of the main highway from Hope Bay to Port Washington.	Rescinded

- 2.14. Section 5.11, Community Service Zone, Subsection 5.11(8), Table 5.11 is amended by deleting the existing Table 5.11 and replacing it with the following Table 5.11:

	Table 5.11		
	1	2	3
	Site-Specific Zone	Location Description	Site Specific Regulations
1	CS(a)	Lot 1, Section 11, Plan 27405.	The only <i>uses</i> permitted in this location are church and <i>affordable housing</i> up to a maximum of 30 units for the provision of <i>affordable housing</i> subject to: 1) A housing agreement under Section 483 of the <i>Local Government Act</i>; 2) The installation of a community water and septic system to service all units; 3) Units may only be in the form of detached or multiplex buildings with a maximum of three storeys and a maximum height of 14 metres; and, 4) A maximum floor area of 120 m² per unit and a total maximum floor area of 3000 m² for all units combined.
2	CS(b)	Lot A, Section 18, Plan 14409.	The only <i>uses</i> permitted in this location are library, preschool and charity retail stores.
3	CS(c)	Lot 8, Section 10, Plan 24778.	The only <i>uses</i> permitted in this location are public emergency services, public works yard and employee housing up to a maximum of two (2) units.
4	CS(d)	Lot 20, Section 10, Plan 24777.	The only <i>use</i> permitted in this location is water tank.
5	CS(e)	Lot 20, Section 10, Plan 24777.	The only <i>use</i> permitted in this location is church.
6	CS(f)	Lot A, Section 18 Plan 22835.	The only <i>uses</i> permitted in this location are public utility and employee housing up to a maximum of two (2) units.
7	CS(g)	Lot 1, Plan 29572, Section 11.	The only <i>uses</i> permitted in this location are <i>school</i> and <i>employee housing</i> up to a maximum of two (2) units.
8	CS(h)	Lot A, Plan 40871, Section 11.	The only <i>uses</i> permitted in this location are health clinic, public emergency services.
10	CS(i)	Lot A, Plan 65874, Section 18.	The only <i>use</i> permitted in this location is community hall.
11	CS(j)	Lots 1, Plan 30765, Section	The only <i>uses</i> permitted in this location are

		15.	public emergency and protection services, and one (1) <i>accessory dwelling</i> .
12	CS(k)	Lot 2, Plan 30765, Section 15.	The only <i>uses</i> permitted in this location are public emergency services and employee housing up to a maximum of two (2) units.
13	CS(l)	Lot 2, Plan 18611, Section 15.	The only <i>use</i> permitted in this location is cemetery.
14	CS(m)	Parcel A (DD47774W) of Lot 6 Plan 7196 Section 17.	(1) The only <i>uses</i> permitted in this location are private clubs including club hall rentals. (2) The <i>gross floor area</i> of the <i>uses</i> permitted in (1) may not exceed 483 m ² .
15	CS(n)	Lot 131, Sections 8 and 10, Pender Island, Cowichan District, Plan 17181	The only <i>use</i> permitted in this location is church.
16	CS(o)	A portion of Lot 3, Section 2, Pender Island, Cowichan District, Plan VIP54822.	(1) The only <i>uses</i> permitted in this area is the <i>retail sale</i> of used goods where all proceeds from sales are donated to community organizations and projects on North Pender Island. (2) Despite Subsection 5.11(7), no lot having an area less than 0.6 hectares may be created by subdivision in the Community Service CS (o) zone.
17	CS(p)	Portion of THAT PART of Lot 6, Section 7, Pender Island, Cowichan District, Plan 1695, Lying of the East of a Boundary Parallel to and Perpendicularly Distant 260 feet from the Easterly Boundary.	The only <i>use</i> permitted in this area is: the housing of equipment for the supply and distribution of telecommunications and cable service as a regulated service utility, not to include retail or office uses.
18	CS(q)	Lot A, Section 17, Pender Island, Cowichan District, Plan VIP75211 and Lot 2, Section 17, Pender Island, Cowichan District, Plan 31869.	The only permitted <i>use</i> in this location is <i>ferry terminal</i> .

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No: 240&241

Housing Access and Affordability Project

LTC Endorsement: October 2, 2026 Res:

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws and Island Municipalities address certain matters in their official community plans and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECK LIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is **consistent** with the policy from the Policy Statement, or
- ✗ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or
- N/A** if the policy is not applicable.

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	Ecosystems
✓	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
✓	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
✓	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
✓	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.

N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE

✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

From: Black, Elena [ISLH] <Elena.Black@islandhealth.ca>
Sent: Tuesday, July 14, 2026 4:28 PM
To: Jas Chonk
Cc: Cranch, Jana [ISLH]; Xu, Iris [ISLH]
Subject: RE: North Pender Island Local Trust Committee Draft Bylaws 240 and 241 Referral - For Response
Attachments: NP-BLs-240_241_Housing-Project_Referral_PKG.pdf

Hello,

Please see the completed referral form attached and the following comments/considerations below:

Drinking Water

- With respect to secondary suites, accessory dwelling units, and cottages note that any water supply system serving more than one single family residence* is required to obtain necessary approvals/permits and meet the requirement for a drinking water system under the [Drinking Water Protection Act](#) which includes requirement to provide potable water.

*Refer to the latest version of the [Drinking Water Officers' Guide - Province of British Columbia](#) pg. 10 for definition of **single family residence**)

- Water availability and sustainability are important considerations in land use planning and when considering additional density and the potential negative health impacts, and this is reflected in the draft Islands Trust 2050 Policy Statement Goal 5: Foster Sustainable Stewardship of Lands and Waters through policy direction related to freshwater sustainability, freshwater demand and supply, and saltwater intrusion. [Provincial groundwater monitoring information](#) which includes data for [Observation well 283](#) on North Pender island which is showing signs of depletion stress and [Best Practices for Prevention of Saltwater Intrusion factsheet](#) can provide useful information.

Sewage Disposal

- Construction (including alteration) on any sewerage systems must be in accordance with the [Sewerage System Regulation](#), which requires a property owner to obtain the services of an Authorized Person (Registered On-site Wastewater Practitioner or Professional) to file with the health authority the required documentation for certification of the system.

Healthy Built Environment

- The proposed amendments aimed at providing more flexibility and options to increase affordable, non-market, and working housing alternatives to meet identified housing needs. are aligned with healthy built environment principles. Access to affordable and appropriate housing is an important determinant of health and contributes to healthy, inclusive, and resilient communities.
- While it is understood that the scope of the amendments are limited to housing, future planning and land use decisions should consider opportunities to improve access to daily needs through safe, connected, accessible routes that support active modes of travel and access to key destinations. This is particularly important to support equity and access to daily needs and key destinations for those who do not drive or have access to a vehicle.

For questions related to drinking water or on-site sewerage systems, please reach out to Elena Black or Iris Xu Environmental Health Officers for Pender Island. For questions related to healthy built environments, please reach out to Jana Cranch, Healthy Built Environment Consultant.

Regards,

Elena Black, BSc, BEPH, CPHI(C)

Environmental Health Officer | Island Health

Gateway Village Health Unit | Environmental Public Health Services

Address | #201-771 Vernon Ave, Victoria, BC, Canada V8X 5A7

Tel. | 250-519-3401 ext. 32290

Fax | 250-519-3402

Email | Elena.Black@islandhealth.ca

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From: Jas Chonk <jchonk@islandstrust.bc.ca>

Sent: Friday, June 12, 2026 2:44 PM

To: 'Josie.Beruldsen@gov.bc.ca' <Josie.Beruldsen@gov.bc.ca>; Wendy Tyrrell <wtyrrell@islandstrust.bc.ca>; 'jjensen@sd64.org' <jjensen@sd64.org>; 'marc.lesperance@rcmp-grc.gc.ca' <marc.lesperance@rcmp-grc.gc.ca>; Pender Island Conservancy Association <info@penderconservancy.org>; 'Jessica Arnet' <jarnet@crd.bc.ca>; 'Aggie Chan' <ACHan@crd.bc.ca>; HBE (Healthy Built Environment) [ISLH] <HBE@islandhealth.ca>; 'chief@penderfire.ca' <chief@penderfire.ca>; Britt Holowaty <bholowaty@islandstrust.bc.ca>

Cc: Brad Smith <bsmith@islandstrust.bc.ca>

Subject: North Pender Island Local Trust Committee Draft Bylaws 240 and 241 Referral - For Response

RE: North Pender Island Local Trust Committee Draft Bylaws 240 and 241 Referral - For Response

Hello Referral Coordinators,

The North Pender Island Local Trust Committee has asked that its draft Bylaws 240 and 241 (Housing Project) be referred to you for comment. The referral package prepared by Island Planner Brad Smith is attached.

The purpose of draft Bylaw No. 240 and No. 241 is to make amendments to the North Pender Island Official Community Plan No. 171 and North Pender Island Land Use Bylaw No. 224 to provide more flexibility and options for increasing affordable, non-market, and worker housing alternatives on North Pender Island.

Professional reports and staff reports are available on the Projects webpage:
<https://islandstrust.bc.ca/island-planning/north-pender/projects/>

A reply is respectfully requested by **Tuesday, July 14, 2026**.

Should you have any questions, or require further information, please contact Island Planner Brad Smith at 250-405-5194 or bsmith@islandstrust.bc.ca and he would be happy to answer any questions you may have.

Please direct referral responses to southinfo@islandstrust.bc.ca or by mail to: Islands Trust, Victoria Head Office – 200-1627 Fort Street, Victoria BC V8R 1H8.

Thank you for your time and attention to this matter.

Jas Chonk (she, her, hers)

Legislative Clerk

Islands Trust

200-1627 Fort Street | Victoria BC V8R 1H8

T 250-405-5164 | islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421



Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOŖEĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scəwəθən, səliwətaʔ, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', S̓TÁUTW̓, Stz'uminus, ʔaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W̓JOLÉLP, W̓SIKEM, Xeláltxw, Xwémalhkww, Xwsepsum, and x̣ʷməθkʷəy̓əm First Nations. Islands Trust is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.

BYLAW REFERRAL FORM
 RESPONSE SUMMARY

- ☐
 Approval Recommended for Reasons Outlined Below
- ☒
 Approval Recommended Subject to Conditions Outlined Below
- ☐
 Interests Unaffected by Bylaw
- ☐
 Approval Not Recommended Due to Reason Outlined Below

Please see email for comments

North Pender Island Local Trust Area

(Island)

Elena Black

(Signature)

14 July, 2026

(Date)

240/241

(Bylaw Number)

Elena Black, Environmental Health Officer

(Name and Title)

Island Health

(Agency)

North Pender Island Housing Action Plan Implementation Tracking Table – October 2026

#	Action	Timeline - Adjusted	Status/Comments
Goal 1: Updating and Using Available Data to Inform Housing Projects			
1	Finalize Suitable Land Analysis and make results publicly accessible	Completion – Summer/Fall 2025 Roll-out – Fall/Winter 2025	Complete
2	Complete island-wide build-out analysis	Completion – Summer/Fall 2025 Roll-out – Fall/Winter 2025	Complete
3	Present results of 1 and 2 at a Community Information Meeting (CIM)	Fall/Winter 2025	Complete
Goal 2: Diversifying Housing Options through Zoning			
4	Expand opportunities to create secondary suites and permit Accessory Dwelling Units (ADU)	Community engagement – Remainder of 2025 Legislative process – Winter-	Included as draft OCP policy, not enabled in LUB as community/LTC decided against
5	Explore opportunities for zoning changes to permit higher density Multi-Unit Development in areas with a concentration of community amenities	Complete	Complete
6	Explore legalizing the use of RVs in appropriate areas considering set-backs, parking, access, septic, available water, visual aesthetics, and fire safety.	No further action recommended	Complete
7	Explore opportunities to permit worker accommodation (e.g at community firehalls, Driftwood Center.)		Included in draft bylaws
8	Explore permitting the use of Tiny Homes as ADUs or establishing higher density tiny home zones (e.g. modular home villages) in appropriate areas considering set-backs, parking, access, septic, available water, visual aesthetics, fire safety		Included in draft bylaws
9	Explore permitting rezoning for non-market housing in all residential land use designations and also in some public land use designations (e.g. school properties, community service)	No further action recommended	Complete
Goal 3: Increasing Opportunities for Non-Profit Housing			
10	Identify areas that may be appropriate for higher density community housing and explore rezoning	Fall/Winter 2025	Complete
11	Explore rezoning of a portion of Anglican Church lands to permit affordable housing.	Fall/Winter 2025	Included in draft bylaws
12	Explore options at time of subdivision to increase opportunities for affordable housing (e.g. land donation in exchange rezoning to permit subdivision, allowing smaller lot sizes for affordable housing)	Community engagement – Remainder of 2025 Legislative process – Winter - Summer 2026	Complete

		Implementation – Fall 2026	
13	Engage in advocacy and collaboration with other levels of government on island-based affordable housing initiatives including potential expansion of Plum Tree Court.	Winter 2025	APC scoping feasibility requirements for development of Anglican Church lands
14	Engage with community members to increase participation in community housing initiatives and non-profit community housing organizations.	Ongoing	Complete
Goal 4: Increasing Community Education and Outreach			
15	Increase awareness of secondary suite incentives and other housing programs (e.g. templates of house plans pre-approved by the province).	Winter 2025	Complete
16	Initiate island wide mail out describing project goals and objectives and opportunities to become involved in housing initiatives	Spring/Summer 2025	Complete
17	Develop educational materials to inform the public of changes to zoning and results of project deliverables	Development – Summer 2026 Roll-out - Fall 2026	Dependent on completion of bylaw amendments
18	Review Short Term Vacation Rental guidelines (could include consideration of removal or amendment of Temporary Use Guidelines from OCP) and develop educational materials.	Roll-out of Educational Materials – Fall 2026	Complete
19	Collaborate with the Capital Regional District (CRD) and other levels of government on harmonization of compatible housing projects and programs.	Ongoing	Complete – see Action 13
Goal 5: Incorporating First Nations Interests in Land Use Decision Making			
20	Send follow-up letter to initiate further collaborative engagement with local First Nations on housing needs and opportunities.	Winter 2025	Complete
21	Initiate direct collaborative engagement with Tsawout First Nation Housing Department	Planning staff met with Tsawout Nov 6, no further actions required	Complete
22	Ensure that known registered archeological site and archeological potential information is considered when developing housing related bylaw amendments	Winter 2025 – Spring 2026	Complete