

# Minor LUB Amendments - Charter v2

South Pender Island Local Trust Committee

LTC Endorsement Date: Feb 2, 2024

**Purpose:** To consider targeted amendments to the South Pender Island Land Use Bylaw (LUB).

**Background:** Bylaw No. 122 was adopted in September 2022 which included a number of LUB amendments including new agricultural regulations, reduction to residential dwelling maximum floor areas, increasing setbacks for new residential dwellings and cottages, increasing the setback to the natural boundary of the sea, and other minor amendments. These amendments will be reviewed to determine if they should be removed, amended, or retained in the current South Pender and to ensure multiple opportunities for community engagement throughout the project process.

<b>Deliverables</b> <i>A LUB Amendment bylaw.</i>	<b>In Scope</b> <ul style="list-style-type: none"> <li>Establishment of a special Advisory Planning Commission (if decided)</li> <li>Referrals to APC(s)</li> <li>Community Information Meetings (online and in person)</li> <li>Review of amendments included in Bylaw No. 122</li> <li>Other minor and technical LUB amendments</li> </ul>	<b>Out of Scope</b> <ul style="list-style-type: none"> <li>Substantive review of the LUB</li> <li>OCP amendments</li> <li>Other regulatory or policy amendments</li> </ul>	<b>IAP2 Engagement Level:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inform</li> <li><input type="checkbox"/> Consult</li> <li><input checked="" type="checkbox"/> Involve</li> <li><input type="checkbox"/> Collaborate</li> </ul>
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## Workplan Overview

Deliverable/Milestone	Target Date
<i>Project Charter endorsement</i>	<i>Nov 2023</i>
<i>LTC review of background material and consideration of public engagement options</i>	<i>Nov 2023</i>
<i>Public engagement to identify issues – Trustee-led workshops and CIMs</i>	<i>Jan-April 2024</i>
<i>APC referral</i>	<i>May – July 2024</i>
<i>Review of APC &amp; engagement comments/LTC direction to draft bylaw</i>	<i>Sept 2024</i>
<i>Review draft bylaw</i>	<i>Nov 2024</i>
<i>First opportunity for First Reading of draft bylaw, referrals</i>	<i>Feb 2025</i>
<i>Community Information Meeting(s) to gather comments on proposed bylaw</i>	<i>Spring 2025</i>
<i>Amendments to bylaw based on CIM comments/Opportunity of First and/or Second Reading of bylaw</i>	<i>Spring 2025</i>
<i>Public Hearing (if necessary), Third reading &amp; EC referral</i>	<i>Summer 2025</i>
<i>Bylaw adoption</i>	<i>Fall 2025</i>

## Project Team

Kim Stockdill	Project Manager
Emily Bryant	Admin Support
Jas Chonk	Admin Support
Jackie O’Neil	GIS/Mapping Support

## Budget

### Budget Sources:

Fiscal	Item	Cost
2023/24	Legal Opinion (optional)	\$2000
2023/24	APC Referral	\$500
2023/24	Public engagement (hall rental, advertising, minute taker, supplies)	\$2500
2024/25	Community Information Meetings (includes advertising)	\$1500
2024/25	Public Hearing	\$2000

<b>RPM Approval:</b> <i>Robert Kojima</i> <b>Date:</b> November 3, 2023	<b>LTC Endorsement:</b> Resolution #: <b>Date:</b> xxx
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	<b>Total</b>	<b>\$8500</b>

Meeting	Deliverable/Milestone
Nov 10, 2023	LTC endorsement of Project Charter
Nov 10, 2023	Preliminary staff report to the LTC outlining background of Bylaw No. 122, itemizing each amendments, and outlining options for community engagement
January 2024	Trustee-led workshops
April 2024	Community Information Meetings
May to July 2024	Referrals to APC or Special APC
Sept 2024	Staff report summarizing community and APC comments received on suggested bylaw amendments.
Fall 2024	Early referrals to First Nations
Nov 2024	Review draft bylaw
Feb 2025	Draft bylaw introduced to the LTC and first opportunity to consider first reading
Spring 2025	Bylaw referral to First Nations and agencies
Spring 2025	Community Information Meetings – in person and online
Spring 2025	Potential amendments to proposed bylaw, and consideration of first and/or second reading
Summer 2025	Community Information Meeting and Public Hearing
Fall 2025	Referral to Executive Committee
Fall 2025	Bylaw adoption