



DATE OF MEETING: February 3, 2023
 TO: South Pender Island Local Trust Committee
 FROM: Robert Kojima, Regional Planning Manager
 Southern Team
 COPY: Kim Stockdill, Island Planner
 SUBJECT: Local Trust Committee Work Program Review

RECOMMENDATION

1. That the South Pender Island Local Trust Committee make any amendments to the Work Program

REPORT SUMMARY

The Local Trust Committee is asked to review its ‘Work Program’ and provide direction for any changes to the Active and Future Projects. This report provides a summary of current and recently completed LTC Projects, an overview of the currently identified future projects, and identifies other potential projects the LTC may wish to consider this term. The report also summarizes the status of major applications.

Completed and On-going Projects

Over the past term the LTC undertook the following projects:

Project	Summary	Current Status	Comments
Building and Siting Review	Consideration of design guidelines	Elements included in LUB and OCP amendments	Project was initiated in late 2019
Groundwater Sustainability	Mapping, data gathering and delineation of groundwater regions	Completed	Southern Gulf Islands-wide project completed in 2021
STVR Review	Review of existing policies and regulations for short term vacation rentals	Completed	Project initiated in 2019 with an initial amendment to the LUB (Bylaw 117), followed by amendments to the LUB and OCP (bylaws 119 and 120).
Recreational Vehicles	Targeted amendments to the LUB for use of RVs	Completed	Project was initiated 2020 and completed in 2021

Project	Summary	Current Status	Comments
LUB Amendments	Initiated in 2021: LUB amendments (Bylaw 122) to maximum floor area, setbacks and agricultural regulations	Completed	If the LTC wishes to re-visit these amendments, it should designate this as the LTC's active 'Minor Project'
Minor OCP Amendments	Amendments to OCP to include Building Design and Siting Guidelines, Rights of Nature statement and First Nations introduction/ acknowledgement	Bylaw 123 at Minister's office Bylaw 126 (Rights of Nature) at draft stage	The LTC can decide whether to adopt Bylaw 123 once Ministerial approval is received. To proceed with Bylaw 126 the LTC would need to designate it as the LTC's 'Minor Project'.
Shoreline Review	Project to review options for increased protection of shorelines.	On-hold	Project was initiated in late 2021, to be undertaken in conjunction with projects in other LTAs. Project is unfunded and paused by LTC in early 2022.

Under recently adopted Trust Council policy, an LTC can have one active Minor Project at a time, in addition to any Major Projects funded through a business case approved by Trust Council.

The LTC completed several projects in the last term, with one still on-going (OCP Bylaws 123 and 126) and another project on-hold (Shoreline Review). The LTC's most recent completed project was amendments to the Land Use Bylaw (Bylaw 122). If the LTC wishes to revisit these amendments, it should identify this as its Active Project. There is no funding remaining in the current fiscal, however staff could commence preliminary work in the remainder of this fiscal year and request additional funding in the next fiscal year for the project up to \$5000 to support costs such as hall rental, special meetings, public hearing, etc. The LTC can then consider if they wish to develop a business case for additional funding as a Major Project for the following fiscal year.

Potential Future Projects

The LTC should start to consider future projects, particularly any Major Projects, as scoping for business cases should start in April 2023. The following section identifies potential future projects from several sources.

1. Future Projects List: as issues are identified, an LTC can add potential projects to the 'Future Projects List'. These are tracked in a report included in each agenda package. The following table summarizes the items currently identified on the Future Projects List:

Date added	Issue	Description	Comments
2015	Development Permit Areas	Review existing and potential DPAs	This would likely be a Major Project, requiring a business case.

Date added	Issue	Description	Comments
2015	Sea level Rise and Shoreline erosion	Review of policies and regulations including setback from the sea and structures permitted in setbacks	Some regulation changes were included in LUB amendments (bylaw 122), there is the separate Shoreline Review project currently on hold. This item should be incorporated into that project.
2019	First Nations Language	Consider OCP amendment to include a more fulsome historical accounting of First Nations	An OCP amendment (Bylaw 123) that would include an introductory statement is currently at the Minister's office
2021	Groundwater Implementation	Consider regulations, DPA and updates to subdivision servicing regulations based on Southern Gulf Islands Groundwater project	Would likely be a major project if proceeding with all options. Could be a future minor project to just update subdivision servicing regulations based on work being undertaken by other LTCs.
2022	Raptor Nest Mapping	To update mapping of Raptor Nests on South Pender	Could be a future Minor Project, mapping would need review and bylaw amendment process.
2022	Brooks Point Zoning	To consider review of zoning of Brooks Point to strengthen conservation regulations and restrict recreational uses	Could be a future Minor Project

The LTC should review the Future Projects List and remove any initiatives it considers out-of-date or any it no longer supports, or add any new initiatives it may want to consider during the term.

2. Strategic initiatives: the following are potential projects that have been advanced through the Regional Planning Committee, with a brief description of each:
 - a. Affordable Housing: a broader review of housing policies and regulations, including consideration of implementation of Islands Trust housing toolkit recommendations and coordination with CRD [Southern Gulf Islands Housing Strategy](#).
 - b. Coastal Douglas-fir Ecosystem Protection: Regional Planning Committee prepared a toolkit with options for protecting significant tracts of mature forest.
 - c. Cultural Heritage Protection implementation: phase 1 of a project to develop criteria for identification of cultural heritage sites was undertaken last year, however that did not include delivery of mapping. Implementation could include designation of Heritage Conservation Areas, based on existing mapping, designation of shoreline areas or First Nations recommendations.

- d. **Shoreline Review:** Regional Planning Committee funded a report on shoreline protection last term. Several LTCs initiated projects to review shoreline and marine policies and regulations last term, this was identified by the LTC as a priority, but was put on-hold pending budget, staff resources and completion of LTC's other priorities.
3. **OCP/LUB Review:** South Pender's OCP and LUB were extensively reviewed and updated several years ago, and are among the most recent in the Trust Area. A general review or either would not likely be supported in this term.
4. **Other potential projects:** the LTC should consider identifying other potential initiatives or issues, either as an LTC or through a process of community consultation.

The LTC may wish to consider scheduling a special meeting to engage in more detailed deliberations on identifying future projects or to engage in community consultation on future priorities.

Business Cases for Major Projects

Major projects are any LTC projects that are anticipated to require a budget over \$5,000 in any given fiscal year. These projects would be supported by a planner from the Regional Planning Team and are required to have a business case approved by Trust Council. LTCs wishing to undertake a Major Project should start developing a business case in the spring, and finalize and endorse the business case by end of summer in order to have it reviewed by Regional Planning Committee and by the Financial Planning Committee in October and November meetings. The Financial Planning Committee's recommendations on the business case would then be considered at the December Trust Council for inclusion in the budget for the following fiscal year.

Administrative Bylaws

All LTCs have administrative bylaws that govern the LTC's procedures. Recent amendments to the LTC's administrative bylaws include:

1. Amendments to the meeting procedures bylaw to permit electronic meetings
2. Adoption of a new Fees Bylaw to implement application fee changes recommended by the Regional Planning Committee

Pending Administrative Bylaw amendments that the LTC can expect next year include:

1. Amendments to the development procedures bylaw to allow for alternative notification for public hearings
2. Adoption of a Land Use Permit Delegation Bylaw: this bylaw would delegate the approval of development permits to staff for all DPAs except Form and Character, however as South Pender's OCP has limited DPA designations, this is not currently a priority.
3. Amendments to the Freedom of Information Bylaw will be brought to all LTCs by the Director of Legislative Services in the new year.

Applications

Compared to other Local Trust Committees, the South Pender LTC considers a limited number of applications: last term one Temporary Use Permit and one ALR application. Staff also reviewed referrals for 24 building permits and one subdivision. There was also one Board of Variance application. There is currently one ALR application and a Temporary Use Permit coming before the LTC.

Summary reports with the current status of all applications are provided in each agenda package. Staff reports are included in agendas when an LTC decision or direction is required.

Standing Policies and Resolutions

The LTC has, over the years, adopted a number of policies in the form of standing resolutions. These resolutions direct how staff act in certain instances, and can provide guidance to the LTC itself. A report of standing resolutions is included in each staff report and the LTC should review these policies early in the term and considering rescinding outdated policies.

Rationale for Recommendation

The Work Program identifies active and future LTC projects. At the start of the term, the LTC should consider identifying an active project and should also identify future priorities. Deliberation on the setting of strategic priorities for the term may also be undertaken by scheduling a special meeting.

ALTERNATIVES

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

1. Schedule a Special Meeting

The LTC may wish to schedule a special meeting to review the Work Program. The resolution can be worded as:

That the South Pender Island Local Trust Committee request staff to schedule a special meeting for the purpose of setting LTC priorities.

2. Amend the Work Program

The LTC can amend either list. The resolution may be worded as:

That the South Pender Island Local Trust Committee amend the [Active Projects List/Future Projects List] as follows: [indicate amendments].

Submitted By:	Robert Kojima, Regional Planning Manager	December 14, 2022
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