

Minor LUB Amendments - Charter v4

South Pender Island Local Trust Committee

LTC Endorsement Date: Feb 14, 2025,

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.

Deliverables

A LUB Amendment bylaw.

In Scope

- Establishment of a special Advisory Planning Commission (if decided)
- Referrals to APC(s)
- Community Information Meetings (online and in person)
- Review of amendments included in Bylaw No. 122
- Other minor and technical LUB amendments

Out of Scope

- Substantive review of the LUB
- OCP amendments
- Other regulatory or policy amendments

IAP2

Engagement Level:

- ☐ Inform
- ☐ Consult
- ☒ Involve
- ☐ Collaborate

Workplan Overview

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

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
2025/26	Community Information Meetings (includes advertising)	\$500
2025/26	Public Hearing	\$2500

RPM Approval: <i>Robert Kojima</i> Date: November 3, 2023	LTC Endorsement: Resolution #: SP-2023-045 Date: Nov 10, 2023
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	Total	\$8000

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
Dec 2024	Staff report summarizing community and APC comments received on suggested bylaw amendments.
Feb-Summer 2025	Review draft bylaw
Spring 2025	Bylaw referral to First Nations and agencies
Spring 2025	Community Information Meetings – in person and/or online
Summer 2025	Potential amendments to proposed bylaw, and consideration of first and/or second reading
Sept 2025	Community Information Meeting and Public Hearing
Fall 2025	Referral to Executive Committee
Fall 2025	Bylaw adoption