

9.2 Section 26 Resolutions-without-meeting Dated Nov 2023

9.3 Advisory Planning Commission Minutes – None

10. BUSINESS ARISING FROM THE MINUTES

10.1 Follow-up Action List Dated Nov 2023

Received for information.

11. DELEGATIONS – None

12. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted on the LTC webpage

13. APPLICATIONS AND REFERRALS

13.1 Saturna Island Local Trust Committee Referral for Proposed Bylaws 140 and 141 (for Response)

Chair Elliott reviewed the referral from the Saturna Island Local Trust Committee for Proposed Bylaws 140 and 141.

SP-2023-044

It was Moved and Seconded,

that South Pender Island Local Trust Committee interests are unaffected by the Saturna Island Local Trust Committee Bylaw No. 140 and Bylaw No. 141.

CARRIED

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 Land Use Bylaw Review Project

Island Planner Stockdill provided an update on the Land Use Bylaw Review Project. She described the procedure for amending a bylaw post-public hearing as laid out in the Local Government Act. Discussion was held about whether the Advisory Planning Commission (APC) could be tasked with consulting the public. The following comments were made:

- Staff has identified the amendments outlined in Bylaw No. 122 and organized them by major and minor topics as outlined in the agenda
- If the LTC decides to proceed with this project, early engagement letters would be sent to First Nations
- The Project Charter is a living document and can be amended as the project proceeds, but changes must be done via LTC resolution
- The process for assessing the bylaw, and whether the amendments address specific stated goals, should be agreed to first
- The following APC terms of reference (later referred to as the “framework for Land Use Bylaw (LUB) review” or “the framework”) was proposed as a way to measure the success of achieving the proposed goals:

Proposed Terms of Reference for APC

1. Identify potential reasons and goals for the amendment e.g. To preserve and protect the South Pender environment, or unique amenities
 2. Spell out details of how the reasons and goals are connected to the amendments and how exactly the amendments address the specific goals
 3. Evaluate if understanding of the goals for the amendments are shared goals or controversial to the constituents of South Pender
 4. If goals are controversial, more discussion needs to happen to attempt to reach more consensus
 5. If goals are shared, evaluate if amendments are successful in achieving the goals. The level of successfully achieving the goals should be scored e.g. 1-10
 6. If goals are shared and scored above 6 for achieving the goals, as compared to the pre-existing (114) Bylaw, consider recommending to keep the amendment
 7. If goals are shared but scored below 4, consider reverting to pre-existing Bylaw, or if a better avenue to achieve the goal is available, consider drafting a new amendment
- The goal of the process should be to give everyone a chance to be heard and to allow neighbours to understand each other even if they disagree
 - Environmental and housing impacts should be reviewed equally
 - The review should begin with public input
 - Generally, the LTC sends the APC specific questions or topics to guide discussion
 - Perhaps the APC could apply a single topic (e.g. the amendments to Section 2.9 regarding water storage) to the proposed framework to test the process

A break was held between 12:16 – 12:28 p.m.

- A referral should be sent to the APC that includes the proposed terms of reference and specifies a topic to test the terms of reference
- The proposed terms of reference can be edited by the LTC via email
- Generally, the LTC gets community input and the APC advises the LTC
- Perhaps it is better to hold a Community Information Meeting (CIM) before referring a topic to the APC
- Built into the Project Charter is an assumption that there will be several special meetings, however, there are other means to gather community input (e.g. online surveys, questionnaires, requesting emails during a consultation period); Trustees could also individually request in-person feedback
- Support was expressed for setting up a community consultation process
- The terms of reference should instead be called the Guiding Principles and should preface the consultation period
- A suggestion was made to explore the framework, then allow for a consultation period before sending a referral to the APC on a specified topic

It was moved and seconded that the South Pender Island Local Trust Committee approve the Project Charter for the Land Use Bylaw with amendments.

Discussion on the motion was held and comments were made about how the Project Charter is necessary to get the project going as it establishes the deliverables, scope and budget; it was noted that the Project Charter is a living document that can be adjusted as needed.

Discussion was held about amending the Project Charter by removing “APC referral” and changing the target date for public engagement from January to November.

Caution was expressed for exceeding the budget by scheduling special meetings. Comments were made about how Trustees can individually facilitate gatherings where community members could propose solutions.

SP-2023-045

It was Moved and Seconded,

that South Pender Island Local Trust Committee approve the Project Charter for the Land Use Bylaw Amendments project.

CARRIED

Discussion continued and the following comments were made:

- A special meeting should be scheduled to discuss the proposed framework and explore a topic together
- It was moved that the LTC request staff to schedule a special meeting to explore a topic in the minor land use Bylaw Amendment Project using the framework suggested by Trustee Falck
- Staff can informally send the staff report to each APC member and let them know the Project is starting and that they will likely be engaged by the LTC later

It was moved and seconded, that the South Pender Island Local Trust Committee request that staff schedule two Community Information Meetings for the Minor Land Use Bylaw Amendment Project.

Discussion on the motion was held and the following comments were made:

- Trustees could hold individual meetings in January; the LTC could then reconvene and schedule dates for CIMs at the end of February and beginning of March
- Passing a resolution that requests staff to schedule CIMs shows that the LTC plans to hold CIM meetings in the near future, even if it is not yet ready to specify dates

SP-2023-046

It was Moved and Seconded,

that South Pender Island Local Trust Committee request staff to schedule two Community Information Meetings for the Minor Land Use Bylaw Amendment Project.

CARRIED

Discussion continued about whether or not to define a topic to be considered at community gatherings led by individual Trustees.

SP-2023-047

It was Moved and Seconded,

that South Pender Island Local Trust Committee direct staff to prepare a notice advertising Trustee-hosted workshops on the Land Use Bylaw Review.

CARRIED

15. REPORTS

15.1 Work Program Reports

15.1.1 Active Projects Report Dated Nov 2023

Received for information.

15.1.2 Future Projects Report Dated Nov 2023

Received for information.

15.2 Applications Report Dated Nov 2023

Received for information.

15.3 Trustee and Local Expense Report Dated August 2023

Received for information. It was noted that the LTC is under-spending on a monthly basis.

15.4 Adopted Policies and Standing Resolutions

Received for information.

15.5 Local Trust Committee Webpage

It was noted that anything put into the Pender Post will also be posted to the Trustee Corner.

15.6 Reconciliation and First Nation Relationship Building

Discussion was held and the following comments were made:

- Pender Island Public Library will host a free SENĆOŦEN language workshop on November 15