

Gabriola Island Local Trust Committee Regular Meeting Addendum

Date: May 26, 2016
Time: 10:15 am
Location: Gabriola Arts & Heritage Centre
 476 South Road, Gabriola Island, BC

		Pages
3.	TOWN HALL AND QUESTIONS	10:20 AM - 10:30 AM
3.1	<i>Submission from Deb Ferens regarding Ocean's Day</i>	2 - 3
9.	CORRESPONDENCE	
9.4	<i>Email dated March 24, 2016 from Suzanne Kimpan regarding Roosters</i>	4 - 4
10.	APPLICATIONS AND REFERRALS	10:40 AM - 12:00 PM
10.1	GB-RZ-2016.1 (Potlatch Properties and Pilot Bay Holdings)	
10.1.11	<i>Email dated May 14, 2016 from Shirley Nicolson</i>	5 - 5
10.1.12	<i>Email dated May 14, 2016 from Ken Nicolson</i>	6 - 6
10.1.13	<i>Letter dated May 15, 2016 from Lisa Carter</i>	7 - 7
10.1.15	<i>Letter dated May 18, 2016 from Gabriola Community Bus Foundation</i>	8 - 8
10.1.16	<i>Letter dated May 19 2016 from People for a Healthy Community</i>	
10.1.17	<i>Email dated May 20 2016 from Judith Graham</i>	
10.3	Thetis Island Local Trust Area Bylaw Referral Request for Response regarding Bylaw No. 98 (Valdes Island Rural Land Use Bylaw Amendment - Hardy Island Granite Quarries Ltd.)	
10.3.2	<i>Email dated May 16 2016 from Grant Stiver and Arleen Stiver</i>	
10.3.3	<i>Email dated May 21 2016 from Pat Hutchinson</i>	
10.4	GB-TUP-2016.2 (Dewarle)	
10.4.1	<i>Staff Report dated April 11, 2016</i>	9 - 35
10.4.2	<i>Letter dated May 22 2016 from J Krul, G McCollum, and J McCollum</i>	
12.	LOCAL TRUST COMMITTEE PROJECTS	12:20 PM - 1:20 PM
12.1	Roadside Signage - Regulations Review	
12.1.3	<i>Email dated May 25 2016 John Woods</i>	

May 26, 2016

TO: Gabriola Local Trust Committee
FROM: Deborah Ferens, 387 Lyngail Place, Gabriola

June 8 is International Oceans Day recognized officially since 2009, but introduced by Canada in 1992 at the Rio Conference on Sustainability. Oceans Day on Gabriola is Sunday June 5 at Descanso Bay Regional Park. It is the eighth annual Oceans Day on Gabriola.

I am appreciative of the work Trust Council and Local Trust Committee has shown over the years to protect the marine waters in the Trust Area and especially satisfied to hear that Trust Council has agreed with Gulf Islands Alliance's recommendation to strike a Marine Issues Committee.

Protection of the Salish Sea requires layers of protection and more than strategies here and there and policy statements that are large in principle but lacking in regulations.

The Salish Sea requires layers of protection from the global to the local. There are many positive and robust initiatives that already have Trust attention and could be deepened, expanded and brought front & center in a significant way.

Global initiatives include:

- Nominating the Southern Strait of Georgia as a UN Biosphere Reserve – lets make it the entire Salish Sea.
- The San Juan Islands are leading a transboundary initiative to declare the Salish Sea A Particularly Sensitive Sea Area through action by the International Marine Organization, an accomplishment that would place the Salish Sea in the same PSSA designation as the Galapagos & Great Barrier Reef.

Federal and national initiatives include:

National Marine Conservation Area

- Slow moving, illusive but not dead in the water, National Marine Conservation Area in the Southern Georgia Strait – again let's make the entire Salish Sea a NMCA.
 - Canada has a goal of protecting 10% of its ocean by 2020.
 - Canada, as a signatory to the Convention on 2020 Biodiversity Goals and Targets : By 2020 Canada is committed to protecting **10 percent** of coastal and marine areas, Just 1.3% of Canada's vast ocean estate officially "protected", Canada needs to significantly increase in the amount of our ocean designated as protected to catch up to countries like the U.S., where 30% of its ocean estate is legally protected.
 - Canada far behind many other G20 countries in fully closing MPAs to extractive activities. the U.S. and U.K. have nearly 10% of their ocean estates in MPAs that are fully closed to extractive activities, South Africa's and Australia's are at 4% and Russia's are at .59%.
- Blue Dot Campaign
Movement to recognize citizens' rights to a healthy environment in the Charter of Rights and Freedoms – the highest law in our country.

Local Initiatives

- One of the most recent examples is a unanimously supported local government resolution in Portland Oregon to oppose fossil fuel infrastructure development.

Salish Sea needs protection from becoming a carbon corridor

- The growing, intense & mounting industrialization of the Salish Sea: mega projects proposed and waiting approval including LNG/Oil Tankers, coal facilities, anchorage issues, derelict vessels, dredging of harbours, port expansions,
- The privatization of the Salish Sea most alarming and virtually irreversible if allowed to take hold and expand.

Public Trust

- Ocean protection is not a modern day environmental movement or a climate change mitigation and adaption problem or a NIMBY sentiment.
- It is an ancient public trust that is enshrined in law that goes back to 2nd century writings of a Roman jurist based on the pronouncements of the Greek philosophers, later codified in Roman civil law by 6th century Emperor Justinian, and echoed in the Magna Carta.
- The following is a passage from the Institutes of Justinian: "By natural law itself these things are the common property of all: air, running water, the sea and with it the shores of the sea"
- The Ocean is no one's private property – it is a commons that belongs to all people and all creatures for all time, not favouring one generation over another.
- The Ocean is a Public trust for the common benefit of the public, for commerce, fishing & other activities in which all citizens are free to engage, and not for private corporate interests.
- The Public Trust is delegated to all levels of government and is so solemn an obligation that It cannot be divested.

Happy Oceans Day!!

From: [REDACTED] Suzanne Kimpan
Date: March 24, 2016 at 11:25:33 AM PDT
To: "Heather O'Sullivan" <hosullivan@islandstrust.bc.ca>
Subject: Re: roosters

Thank you for your reply, Heather. I do appreciate that changing by-laws would require a lot of work and I agree that It would be preferable to work with our neighbors for everyone's sake. There are simple solutions that would mitigate the early morning wake up calls. Bringing the roosters in a dark, closed area from dusk to morning is an easy and inexpensive way to delay morning crowing. I'll speak with my neighbor about it and hopefully his response will be positive. The other neighbor with a rooster(s) has been approached by yet another neighbor. The response was something to the effect that they are not that loud. Not very promising. Warm, sunny days are around the corner. Hopefully, now that the issue has been brought up rooster owners will realize that they do have an impact on others around them.

Please feel free to share my initial email as well as this one. Changing by-laws might be far too complicated when a win/win solution is very attainable. Roosters and early morning quiet can co-exist.

Cheers,
Suzanne

From: SHIRLEY NICOLSON [REDACTED]
Sent: Saturday, May 14, 2016 3:58 PM
To: northinfo
Subject: Spruce to Church Mallette creek density transfer

Please allow this transfer to take place as it will greatly improve the trail system and improve upon fire access for inspection and escape

Shirley Nicolson ESS /NEP Team Leader
Happiness Belongs to the Self Sufficient (Aristotle)

[REDACTED]

From: Ken NICOLSON [REDACTED]
Sent: Saturday, May 14, 2016 3:53 PM
To: northinfo
Subject: Density Transfer

I support the Church transfer.
Ken NICOLSON

Sent from my iPhone

May 15th, 2016

To whom it may concern,

Re: Spruce to Church, Mallett Creek Density Transfer

Both the donor and receiver areas of this proposal would provide a variety of benefits to our community.

As an outdoor enthusiast, I use the trails on Gabriola every day. The donor would be giving our community a wonderful addition to the 707 park. It is a treasure which would only be made better with the addition of the donors' land as it would protect Coats Marsh Watershed in its' entirety.

The Mallett Creek portion of the proposal has been carefully thought through with attention being given to the protection of riparian areas. Due care and attention has also been given to the size of the lots proposed, ensuring the protection of ground water usage in the area. The addition of a community park would also allow more open space for people in our community to enjoy. I am in full favour of this proposal including the development of a road between Spruce Avenue and Church Street. Emergency response time would be greatly improved and lives could be saved in the event of a disaster. The threat of forest fires grows as we experience more frequent times of drought. The time is now to open up a road between Spruce Avenue and Church Street, giving people living in Phase 4 a much needed 2nd route out of that area.

Respectfully yours,

Lisa Dowding Carter

May 18th, 2016

To: Gabriola Local Trust Committee

From: Gabriola Community Bus Foundation

Re: Spruce to Church Mallett Creek Density Transfer

The Gabriola Community Bus Foundation (GCBF) is generally in favour of the proposed Spruce to Church Mallett Creek Density Transfer project, and we are strongly in favour of the construction of a road connection between Church Street and Spruce Road as it would simplify the GCBF bus routes, and make our service more efficient and more accessible to Gabriolans.

Some members of the GCBF management group are concerned that this project does not appear to include housing options that are affordable to average Gabriolans, and we urge the proponent and the LTC to work together to amend the zoning so that a small part of the project area near to the Village can include smaller lots (ca. 0.5 ha) that will be relatively affordable.



Islands Trust

STAFF REPORT

Date: April 11, 2016

File No.: GB-TUP-2016.2

To: Gabriola Island Local Trust Committee
For meeting May 26, 2016

From: Rob Milne, Island Planner

CC: Anne Kjerulf, Regional Planning Manager

Re: Temporary Use Permit

Lot 3, Section 12, Gabriola Island, Nanaimo District, Plan VIP56919

PID 018-331-840

Owner: Aaron James Dewarle & Jessica Lynn Dewarle

Applicant: (Same)

Location: 565 South Road, Gabriola Island

THE PROPOSAL:

Development Variance Permit (GB-DVP-2015.2) which was issued to the applicants on February 11, 2016 increased the maximum permitted floor area for an existing cottage on the subject property so as to legalize the existing cottage for full time residential use. In the application for that permit the applicants advised the Local Trust Committee that, ultimately, they intended to apply for a Temporary Use Permit (TUP) to allow for short term vacation rental use of the cottage. This application has been submitted for that purpose.

BACKGROUND:

A bylaw complaint was received on January 8, 2014 regarding the use of the building which is the subject of this application. A subsequent inspection by a Bylaw Enforcement officer showed that a converted garage was being used as a short term vacation rental, contrary to the zoning provisions for the property. The applicants subsequently submitted an application for a TUP (GB-TUP-2014.1) later that month seeking a permit to allow the continuation of the short term rental use.

The initial processing of the TUP involved discussions with the Regional District of Nanaimo (RDN) which identified that no building permit had been issued for the conversion to residential use of the structure that was originally built as a garage in 1993. Given the apparent absence of a building permit authorizing the conversion it was not possible for the Islands Trust to approve a TUP for a residential use and the application was subsequently withdrawn. As a result of that review it also became apparent that the converted garage was larger in area than permitted by Land Use Bylaw No. 177. This conflict with the zoning requirements necessitated the application for TUP GB-DVP-2015.2 which was approved by the LTC and the permit issued on February 11, 2016 to legalize the cottage, which had been converted from a garage, for long term rental use.

It should be noted that subsequent to the issuance of GB-DVP-2015.2 the applicants were able to obtain documentation from the RDN which confirmed that the conversion of the garage to a dwelling unit had been completed under a building permit issued by the RDN in 1993.

The Local Trust Committee may issue a permit that allows commercial activities to take place under the conditions specified in the permit, including the posting of a security to ensure compliance with the terms of the permit. Under a TUP the specified uses may be carried out for a period of up to three years and the permit may be renewed for up to a further three years. Issuance of a TUP should not be interpreted as support for a zoning change.

SITE CONTEXT:

The subject property is located at 565 South Road on Gabriola Island, as shown in Figure 1 below. The property is approximately 2.56 hectares (6.33 acres) in size and irregular in shape. The front two thirds of the property are largely cleared. The property is the site of a farm operation called "The Garden Bed" which produces organic eggs and produce. There are a number of structures on the property including the primary residence, the subject cabin, a barn and several small agricultural buildings, including a roadside produce stand.

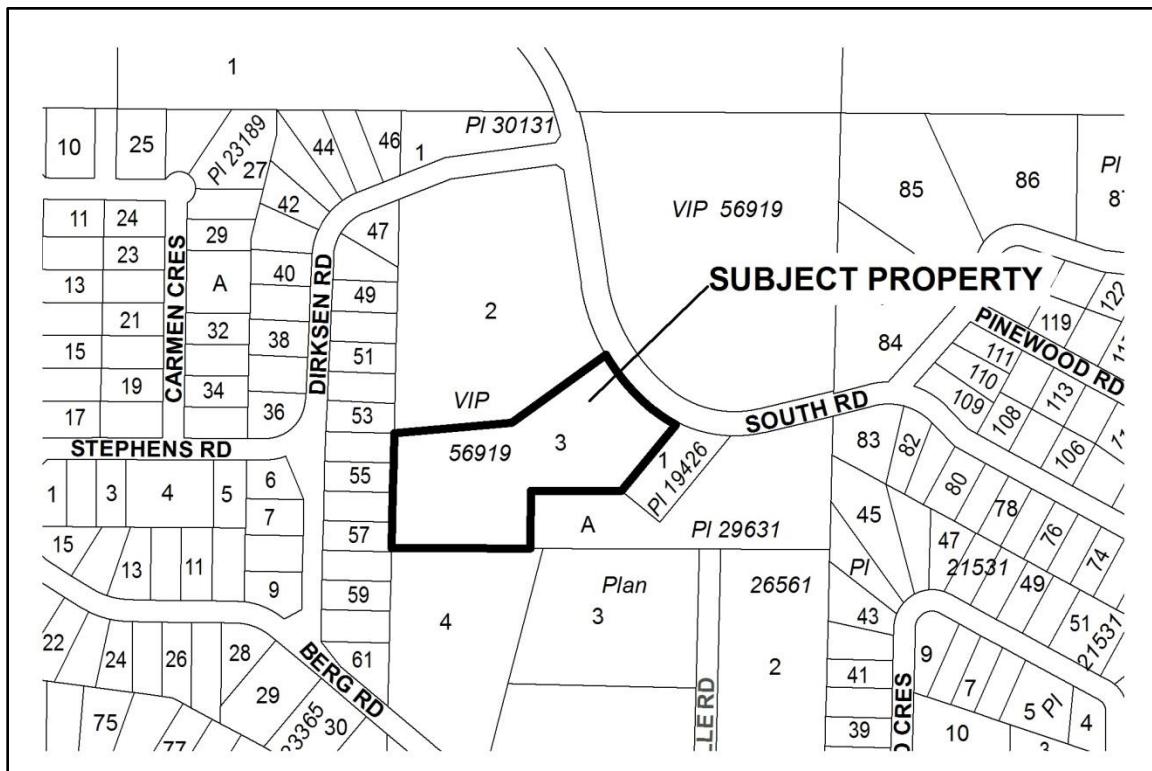


Figure 1: Subject Property

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

The following Islands Trust Policy Statements support consideration for the issuance of TUPs.

5.7 Economic Opportunities

- 5.7.1 Trust Council holds that economic opportunities should be compatible with conservation of resources and protection of community character.
- 5.7.2 Local trust committees and, where applicable, municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities compatible with conservation of resources and protection of community character.

Official Community Plan:

The objectives of TUPs in the Official Community Plan are as follows:

- allow for certain types of commercial and/or industrial uses to be located in the planning area which may by the nature of the proposed activity, be deemed to be a temporary and not a permanent use; and
- ensure that the integrity of an existing neighbourhood would not be adversely disrupted should an application for a temporary commercial or industrial use permit be approved.

The Official Community Plan states that TUPs may be issued for commercial vacation rentals within areas designated on Schedule B as 'Small Rural Residential', 'Large Rural Residential', 'Forestry', 'Agriculture' or 'Resource'.

Conditions of the TUP:

Under section 3.8 in the OCP, issuance of a TUP is subject to the following conditions:

- a) the owner or an operations manager should be required to reside on Gabriola Island and a condition of the permit should require that the owner or operations manager be available by telephone 24 hours/day, seven days per week;

This condition is included in the permit. The owner or their delegate will be available by telephone 24 hours/day, seven days per week at (250) 247-7457.

- b) the owners or operations manager must provide neighbours within a 100 metres radius of the vacation rental with the manager's phone number, and a copy of the temporary use permit;

This condition is included in the permit.

- c) the landowner posts for guests information on noise bylaws, water conservation, fire safety, storage of garbage, septic care, and control of pets (if pets are permitted).

This condition is included in the permit.

- d) the owner must provide accommodation for a minimum of two vehicles on the property;
The site plan provided in the application indicates that there is adequate space to accommodate a minimum of two vehicles on the property.

- e) the maximum number of people that can stay is limited to two guests per bedroom;
This condition is included in the permit.

- f) the number of bedrooms is limited to:

- a maximum of 3 on lots smaller than 2.0 hectares; and
- a maximum of 4 on lots of 2.0 hectares or larger;

The applicant's property is 2.56 hectares and thus limited to a maximum of 4 bedrooms. The subject residence has only two bedrooms. .

- g) the owners are restricted to the maximum number of signs advertising the commercial vacation rental to one sign, with a maximum area of 0.3 square metres, be made of wood and not illuminated;

This condition is included in the permit.

- h) the owners are prohibited from renting or providing motorized personal watercraft to rental clients;

This condition is included in the permit.

- i) recreational vehicles or camping are prohibited;

This condition is included in the permit.

- j) the TUP application requirements as outlined in Schedule A; and

See requirements and compliancy below.

OCP Guidelines:

Section 3.8 Temporary Commercial and Light Industrial Use Permits, lists a set of requirements subject to the issuance of a temporary use permit for a commercial vacation rental. The owners' application has been reviewed for these required items.

Schedule A

Item	Submitted	Compliant	Comments
Approval of the Agricultural Land Commission if the parcel is in the Agricultural Land Reserve.	N/A		Not in Agricultural Land Reserve.
A information bulletin must be provided to guests outlining noise bylaws, water conservation, fire safety, storage of garbage, septic care and control of pets (if pets are permitted).	Yes	Yes	A sample letter submitted to staff on April 12, 2016 provides all the required information for guests. There is also a list of emergency contacts (see Attachment 4).
Provide a professional assessment of current well flow rate. This rate for the duration of the permit must amount to 227 litres (50 imperial gallons) per paying guest.	Yes	Yes	At a maximum of 6 guests, the applicant is required to generate 300 gallons/day. A survey conducted by Dahlfin Wager Systems on November 30, 2015 indicates that the well's flow rate is 15 gallons/minute with a daily recovery rate of 900 gallons/day. There is also a letter from the Gabriola Groundwater Management Society dated January 14, 2016 indicating the water system is not contaminated (Attachment 5).

Item	Submitted	Compliant	Comments
Documentation from a qualified professional stating that the septic tank is working properly (either meets current Island Health Authority standards or standards at the time the residence was built) and is capable of supporting proposed capacity loads.	Yes	Yes	Van Isle Septic assessed the septic system on April 21, 2014. The report noted that change of usage from a residence to a vacation rental would not significantly impact septic system. The report recommended a number of changes to the overall system (Attachment 6). Documentation has been provided confirming the changes have been made and also confirms that the septic tank has been pumped out in 2014 and 2016.
Proof of occupancy permit.	Yes	Yes	Documentation of final inspection dated January 18, 1995 provided (Attachment 7)
Written proof from a qualified professional that dwelling meets the fire code.	Yes	Yes	An inspection conducted by Chief Rick Jackson from the Gabriola Fire Department on June 4, 2013 indicates compliance with the fire code (Attachment 8).
Proof that the property is able to accommodate a minimum of two vehicles.	Yes	Yes	A site inspection of the property confirms the site plan which indicates that there is enough room to accommodate two vehicles (Attachment 9).
Meets the Development Permit Area guidelines.	N/A		Not in Development Permit Area
Scaled site plan showing the location and dimensions of the principal dwelling unit, accessory buildings, other structures, and septic field location, and the distances between the principle dwelling (rental dwelling) and lot lines.	Yes	Yes	The dwelling and accessory buildings are properly sited and comply with the LUB. The applicant submitted a plan with the location of the septic field.

Role of the Local Trust Committee:

The OCP states that it is the responsibility for the Local Trust Committee to consider:

- a) cumulative effects of the TUP on the neighbourhood and island;
- b) the potential for the TUP to alter the residential appearance of the neighbourhood; and
- c) possible measures required to mitigate and address neighbourhood concerns (e.g. screening, fencing, etc.).

Land Use Bylaw:

For the owner to obtain a TUP, the property must comply with zoning designation and Development Permit Area criteria as outlined in the LUB. The applicants' property, which is zoned Large Rural Residential (LRR), meets the bylaw requirements.

Development Permit Area:

According to Schedule C in the OCP, the applicants' property is not located in a Development Permit Area.

Covenants:

There are no relevant covenants on this property.

Environmentally Sensitive Areas:

The property is not located in an Environmentally Sensitive Area.

Archaeological Sites:

According to Remote Access to Archaeological Data (RAAD), there are no archaeological sites on the subject's property.

NOTIFICATION:

Under section 494 of the *Local Government Act*, neighbours must be notified of the TUP. The application was circulated to property owners within 100 metre radius of the applicant's property beginning on May 13 and continuing up until May 25, 2016. A notice was also published in *The Gabriola Sounder* on May 17, 2016. At the time of this report, the notices had not yet been circulated but any responses will be reported at the Local Trust Committee as part of the consideration of this application.

STAFF COMMENTS:

The proposal meets the guidelines outlined in Section 3.8 of the OCP for the consideration of the issuance of a temporary use permit for a commercial vacation rental and the draft permit has been developed in accordance with these guidelines. As such, staff recommend approval of the draft temporary use permit included as Attachment 2 to this report.

RECOMMENDATION:

THAT the Gabriola Island Local Trust Committee approve issuance of Temporary Use Permit GB-TUP-2016.2 for a period of three (3) years from date of issuance, subject to the following conditions:

- a) the owner, or their delegate, will be available by telephone 24 hours/day, seven days per week at (250) 247-7457 Any changes to this phone number must be providing to the Islands Trust within seven (7) working days;
- b) the owners must provide neighbours within a 100 metre radius of the vacation rental with a contact phone number, and a copy of the temporary use permit;
- c) the landowner posts for guests information on noise bylaws, water conservation, fire safety, fire escape plan, storage of garbage, septic field location, and control of pets [if pets permitted]. The guest information also reminds guests that they are in a residential area, not a commercial area;
- d) the owner must not alter the exterior appearance of the residence, nor remove any existing vegetative screening;
- e) the owner must provide accommodation for a minimum of two vehicles on the property;
- f) the owners are restricted to the maximum number of signs advertising the commercial vacation rental to one sign, with a maximum area of 0.3 square metres, be made of wood and not illuminated;
- g) the owners are prohibited from renting or providing motorized personal watercraft to rental clients;
- h) the maximum number of guests is limited to 2 persons per bedroom;
- i) the number of bedrooms is limited to a maximum of 3;
- j) recreational vehicles and camping are prohibited; and

- k) the holder of the Permit, landowner, manager, or management company will be held accountable for any violation of the conditions of this Permit. The Islands Trust Bylaw Investigations Officer may enter the property between the hours of 9:00 am and 5:00 pm on any day without prior consultation with the holder of the Permit, landowner, manager, management company or commercial vacation renter for the purpose of investigating a complaint.

Prepared and Submitted by:

Rob Milne

April 11, 2016

Concurred in by

Ann Kjerulf

May 5, 2016

Date

Attachments:

1. Notice to Residents
2. Draft Permit
3. Guest Information
4. Water Quality
5. Water Supply
6. Septic system
7. Occupancy permit
8. Fire inspection report
9. Site Plan

ATTACHMENT 1 – NOTICE TO RESIDENTS

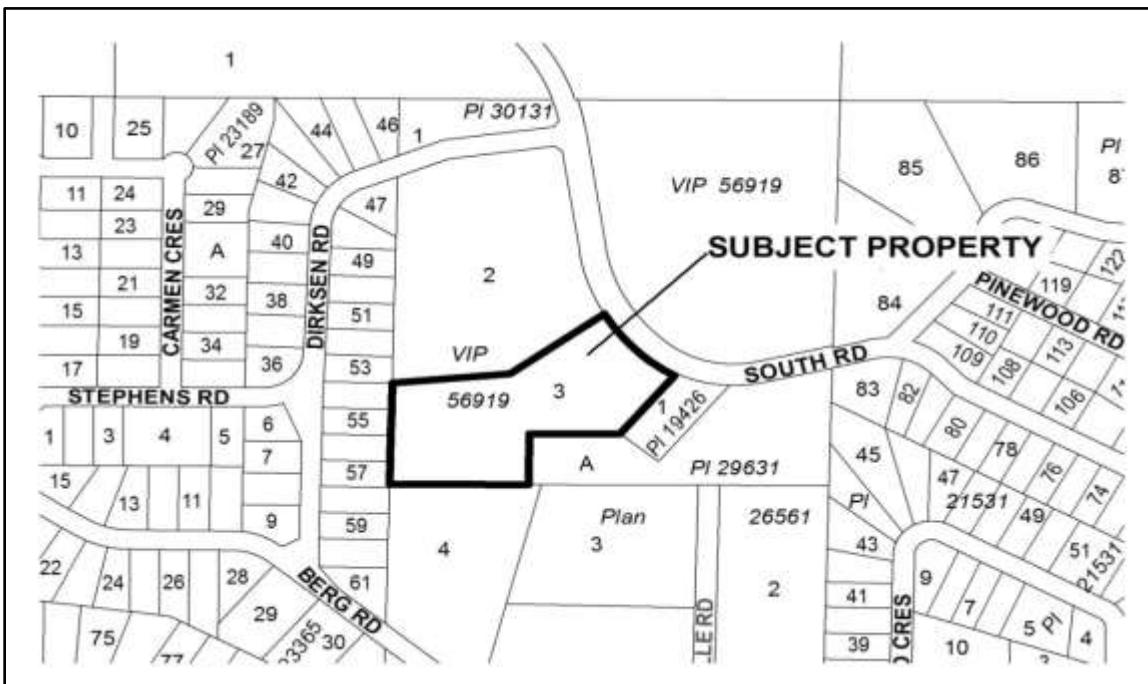


NOTICE
GABRIOLA ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
GB-TUP-2016.2 (Dewarle)

NOTICE is hereby given that the Gabriola Island Local Trust Committee will be considering a resolution allowing the issuance of a Temporary Use Permit, pursuant to Section 493 of the *Local Government Act*.

The purpose of this Permit is to allow the owner to operate a commercial vacation rental on a property legally described as: Lot 3, Section 12, Gabriola Island, Nanaimo District, Plan VIP56919

The general location of the subject area is shown on the following sketch:



A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, between the hours of 8:30 am to 4:00 pm, Monday to Friday inclusive, excluding statutory holidays, commencing **May 13, 2016** and continuing up to and including **May 25, 2016**.

Also, attached for your convenience, is a copy of the proposed Permit.

Enquiries or comments should be directed to Rob Milne, Island Planner at (250) 247-7514, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 604-660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 247-7514; or by email to: rmilne@islandtrust.bc.ca, before **4:00 p.m., May 25, 2016**. The Gabriola Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **10:15 a.m., May 26, 2016**, at the Gabriola Arts & Heritage Centre, located at 476 South Road, Gabriola Island, BC.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Lisa Webster-Gibson Deputy Secretary

PROPOSED

 <i>Islands Trust</i>	GABRIOLA ISLAND LOCAL TRUST COMMITTEE TEMPORARY USE PERMIT GB-TUP-2016.2 (Dewarle)
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To: Jessica and Aaron Dewarle

1. This Permit applies to the land described below:

PID 018-331-840

Lot 3, Section 12, Gabriola Island, Nanaimo District, Plan VIP56919 shown on Schedule "A", which is attached to and forms part of this Permit.

2. Pursuant to Section 492 of the *Local Government Act*, this Permit is issued for the purpose of permitting the owner to operate a commercial vacation rental on their property and is subject to the following conditions:
 - a) the owner, or their delegate, will be available by telephone 24 hours/day, seven days per week at (250) 247-7457 Any changes to this phone number must be providing to the Islands Trust within seven (7) working days;
 - b) the owners must provide neighbours within a 100 metre radius of the vacation rental with a contact phone number, and a copy of the temporary use permit;
 - c) the landowner posts for guests information on noise bylaws, water conservation, fire safety, fire escape plan, storage of garbage, septic field location, and control of pets [if pets permitted]. The guest information also reminds guests that they are in a residential area, not a commercial area;
 - d) the owner must not alter the exterior appearance of the residence, nor remove any existing vegetative screening;
 - e) the owner must provide accommodation for a minimum of two vehicles on the property;
 - f) the owners are restricted to the maximum number of signs advertising the commercial vacation rental to one sign, with a maximum area of 0.3 square metres, be made of wood and not illuminated;
 - g) the owners are prohibited from renting or providing motorized personal watercraft to rental clients;
 - h) the maximum number of guests is limited to 2 persons per bedroom;
 - i) the number of bedrooms is limited to a maximum of 3;
 - j) recreational vehicles and camping are prohibited; and
 - k) the holder of the Permit, landowner, manager, or management company will be held accountable for any violation of the conditions of this Permit. The Islands Trust Bylaw Investigations Officer may enter the property between the hours of 9:00 am and 5:00 pm on any day without prior consultation with the holder of the Permit, landowner, manager, management company or commercial vacation renter for the purpose of investigating a complaint.

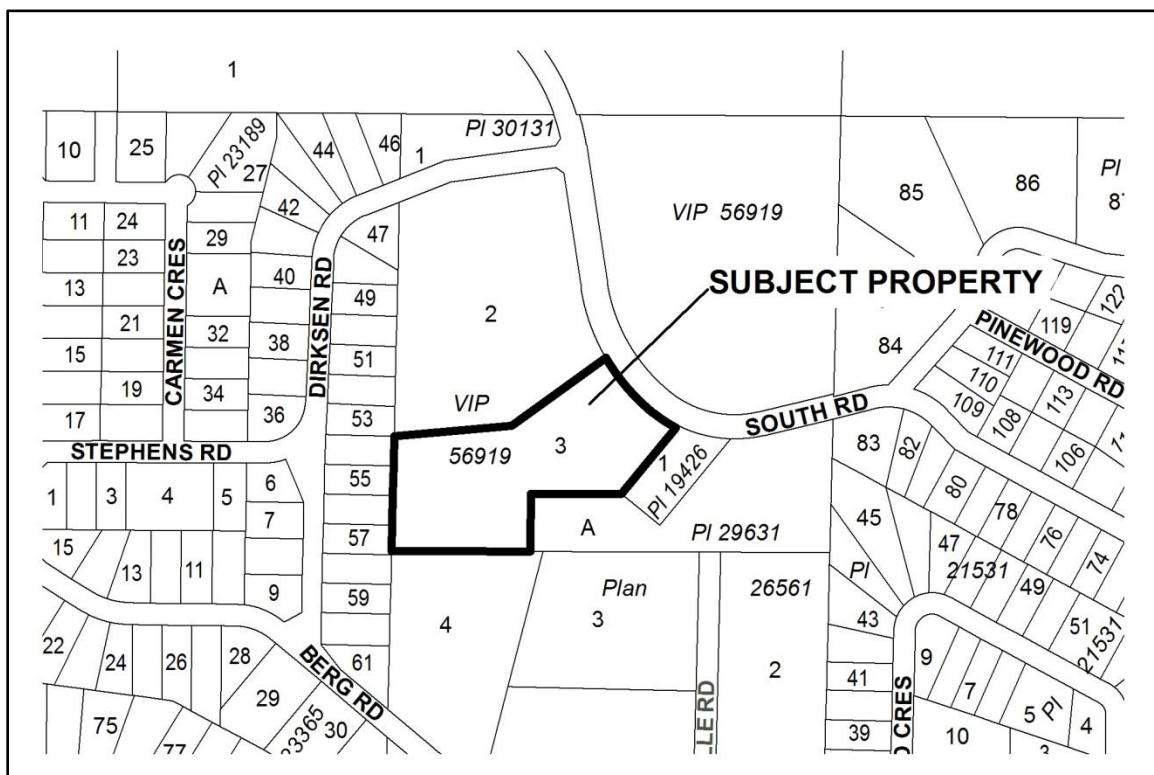
3. This Permit expires three years from date of issuance.
4. This is not a Building Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE THIS ____ DAY OF ____.

Deputy Secretary, Islands Trust

Date Issued

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
GB-TUP-2015.1
SCHEDULE A



The Garden Bed Farm & Guesthouse

565 South Road Box 57 Gabriola BC V0R 1X0 250.247.7457
gabriolaguesthouse@gmail.com www.thegardenbed.com

Welcome!

- Please pay upon arrival.
- As per the reservation/rental agreement, we do not allow pets or smoking in the guesthouse. Check-out is at noon, unless otherwise arranged. Please leave the key on the counter.
- Egg collection and farm tour: We usually collect eggs around 10. Feel free to join us for collection, feeding the alpacas, and a farm tour. If another time is more convenient, please let us know.
- Our farm stand is open Wednesdays and Saturdays, where we sell seasonal vegetables, fruit, eggs, and whole chickens. We also sell wool and socks made from our Alpaca fleece.

Please read the following to make your stay safe and enjoyable.

Water: Our water is supplied by a well on our property. We have it checked regularly to ensure it is safe for human consumption. Drink as much as you want however we ask that you practice water conservation such as avoiding long showers or letting the faucets run unnecessarily.

Laundry: Feel free to use the laundry facilities however we ask that you use the minimum amount needed of the 'Seventh Generation' detergent provided. We try to limit the amount of soaps and detergents entering our septic field.

Septic System: It is important that the only non-organic material flushed down the toilet is toilet paper. Our septic system cannot handle any foreign objects such as Kleenex, paper towels, sanitary napkins, plastic...etc. as these do not break down and may cause a blockage. Please ensure that no grease products from kitchen waste be introduced into the system such as bacon fat. Any grease or fat may be drained into the tin can under the sink. When it cools it can be added to the compost bin.

Wi-Fi/TV/DVD Player: Wi-fi account name is 714783 and the password is 240811976. The TV is set so that only the "On" button on the large remote needs to be pushed. This will turn

on the cable and TV set. Feel free to watch the movies and TV series we have provided in the cabinet.

Bedding: We wash the duvet covers after every guest. Extra flat sheets are located in the bedroom closets. We practise water conservation and therefore do not offer laundry services unless your stay is for a week or longer. If you have an exceptional circumstance please talk to us!

Garbage, compost, recycling: The garbage can under the sink can be emptied into the large black garbage can beside the guesthouse. Please ensure the lid is secure to prevent raccoons and ravens from making a mess of it. No garbage should be left on the back deck. Please put all food waste in the brown compost bin under the sink. If it fills during your stay feel free to empty it in the large green compost bin beside the guesthouse. All recycling (glass, paper, tin, and plastic) can be put in the large blue recycling bin under the coffee machine. We will sort it and make sure it gets to the right place.

Fire Safety: No open fires permitted. Gabriola Island is a 911 community for fire, police, and ambulance assistance. There are fire extinguishers located in both the kitchen (above the coffee machine) and in the laundry room on top of the table. There are smoke detectors in the downstairs bedroom, upstairs hallway, and in the living room. Please do not tamper with the batteries. We ask that you walk through the exit plan drawn out and posted on the back of the main entrance door. Beach fires are not permitted without permits, please check with the Gabriola Fire Department between 9 am and noon at 250-247-9677.

Noise Bylaw: Gabriola Island falls under the Regional District of Nanaimo bylaw No. 1082 to regulate noise which states:

"No person, being the owner, tenant or occupier of real property, shall allow or permit the real property to be used so that noise which occurs on or is emitted from that real property disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighbourhood or vicinity."

This bylaw applies to all persons (owners and renters) and is subject to a fine of \$100 to \$2000. The bylaw clarifies that persistent yelling and shouting, and electronic devices that can be heard beyond the property line are prohibited. Please help us continue to be respectful of our neighbour's peace and quiet.

Telephone: Please let us know if you require a telephone during your stay.

Power outages: In the unlikely event of a power outage, please do not run the water until we have hooked up the generator. We keep a 3 gallon jug of drinking water in the laundry room for emergency use.

Beach Towels: We have large blue beach towels on the shelf in the laundry room. Please use these for outdoor use.

Temperature/Humidity: Each room is controlled by its own thermostat and can be adjusted to your comfort level. If you are not using one of the rooms, please turn the thermostat down in order to help conserve energy.

There is a de-humidistat that controls the bathroom fan that some guests may find disruptive at night. If you wish to turn it off, the switch is at the top of the stairs on the right.

If you need assistance: Please call our house (250-247-7457) or walk up the driveway to our back door. If there is no answer, we are on Gabriola and will have our cell phone with us, we can be reached on our cell phone at 250-668-7616.

Other Phone Numbers:

Police (non emergency)	250-247-8333
Medical Clinic	250-247-9922
Island Taxi	250-247-0049

Please see the local telephone book kept beside the ipod dock for a complete list of Gabriola businesses and services.

In an emergency call 911. You are at 565 South Road.

*Thank you! We hope you enjoy your stay!
Jessica and Aaron Denarie*

Attachment 4 - Water Quality

GABRIOLA GROUNDWATER MANAGEMENT SOCIETY WATER TEST RESULTS

TEST # 423 DATE OF TEST 14 Jan '16

TOTAL COLIFORM 0 E-COLI No Yes/No

Ratings Total Coliforms: 0 = none, 1 = low, 2 = medium, 3 = high counts
E-Coli: (Fecal Coliforms) are found in the gut of a warm blooded animal.

Coliforms:

Total coliforms are indicator bacteria whose source can be insects, vegetation etc. The bacteria can be hazardous to your health, but usually the presence of these bacteria means that your water supply is being contaminated.

E-coli bacteria can be far more dangerous. If the presence of e-coli is indicated you must take immediate steps to remove the source of the bacteria from your water supply. Contact a professional, a plumber or a water specialist.

If e-coli is present in the water supply, any use of this water (e.g. brushing your teeth, washing your vegetables or other food, using the water in a coffee maker, washing infants or children or anyone who has a compromised immune system) is dangerous.

If total coliforms are indicated, these are your options:

- 1 Do nothing. Boil water (at least three minutes). NOT RECOMMENDED
- 2 Inspect your water system (well, cistern, all water lines to and in the home), Check your well casing, and surface seals to make sure that surface water is not entering your well.
- 3 Clean your water system (well, cistern, all water lines to and in the home). Contact us or a professional for further instructions.
- 4 RETEST YOUR WATER. If total coliform is still indicated, contact a professional plumber or water specialist and install an appropriate in-home water purification system.

RETEST YOUR WATER PERIODICALLY.
WE SUGGEST IN THE LATE SUMMER (DRY CONDITIONS) AND JANUARY,
FEBRUARY (WET, WATER INUNDATED GROUND)

GGMS accepts no responsibility for the source, collection technique, or conditions under which the water sample was taken, nor for the use or misuse of the above water test results.

Delayed reporting:

Please leave form at Arbutus,
NOT at the lab. Thanks

for GGMS Hugh MacLeod 2479601

Form: February, 2008

Please Note: Arbutus never sees
a result, and Mr. Baker (the lab
should see only the bottle + #



Well Report

Customer: Aaron Drwarle
South Rd Property, Gabriola Island

Date: November 30, 2015

Well Depth: 135 feet

Static Water Level: 90 feet
(depth from top of well)

Submersible Pump depth: 130 feet

Pump Type: 1/2 HP 230 Volt - Duro Dynoflow

GPM: 15
Recovery Rate of well (Gallons Per Minute)

Daily: 900 gallons
Recovery Rate

Water is clear and sulphur free.

Prepared by: Cliff Krienke (250-668-2234)
B.C. Plumbing Ticket #: 3947-PL-85

Water Supply Plan-565 South Road

We have canvassed a number of neighbors as well as the previous owners who advise that there has never been a shortage of water in the vicinity. We are told that since the house and cottage were built 20 years ago they have consistently been occupied by 2 families on a permanent, year round bases.

The changing factor since our family moved to the property is that the well and septic field now only need to service one family. However, as we have converted the unused fields into growing food for the community, we do use a controlled amount for irrigation purposes.

Since obtaining the property we have hired a rain harvesting consultant and installed 2 large water cisterns to collect rain water during the winter months. The harvested water can be used to irrigate vegetables, feed animals, or for domestic purposes.

Optimal water conservation is obtained through the use of low pressure drip tape, automatic water timers set for night time when evaporation levels are lowest, and the use of mulch and commercial landscaping fabric (again to minimize evaporation).

In order to conserve domestic water usage, we have installed dual flush toilets as well as a high efficient front loading washing machine. In order to discourage single night stays, which increases water consumption in the process of cleaning bedding and towels, we have a \$25 additional charge. As means to limit the amount of laundering needed, multi-night patrons staying at the guesthouse will not be offered to have their towels or linens washed unless they are staying for a week or longer.

Van Isle Septic

3635 Allsop Road, Nanaimo, BC V9R 6X3
Office (250) 741-1222 | Fax (250) 585-5223
Your Friend in the Business!

April 21, 2014

Re: 565 South Road
Gabriola Island, BC V0R 1X7

Att: Aaron Dewarle

Dear Mr. Dewarle,

On April 17, 2014, Van Isle Septic performed an assessment on the septic system on the above noted property that currently services the existing 1990's era home. The intent of the work was to determine if the current septic system could properly service a 2-bedroom primary residence, and the 2-bedroom secondary residence. The secondary residence is altering its usage from a residence to a vacation rental (guest house).

I have the following comments:

The existing system was installed in the 1990's era and is comprised of a septic tank and gravity drain field. The system currently services both 2 bedroom dwellings. It appears to be installed as per the standards for the era of construction. At this time the system is functioning normally.

In regards to the change of usage from a residence to a vacation rental (guest house), the septic system will not be significantly impacted. The change in usage is being conditionally "Authorized" but must have the following alterations made:

- 1) A 4" outlet baffle and
- 2) Risers for access to tank for annual maintenance
- 3) Replacement of damaged outlet lid for the septic tank
- 4) Annual maintenance
- 5) Pump out schedule on 2 year intervals

This system will require:

- 1) 4" outlet baffle and a "poly-loc PL 122" effluent filter (minimum size filter)
- 2) Risers on all three lid of the septic tank for maintenance and monitoring
- 3) New 22" concrete lid for the outlet of the septic tank

Van Isle Septic

3635 Allsop Road, Nanaimo, BC V9R 6X3

Office (250) 741-1222 | Fax (250) 585-5223

Your Friend in the Business!

Maintenance schedule:

- 1) Pumping of septic tank to be every 2 years
- 2) Effluent filter servicing to be every year

Recommended upgrades:

- 1) New water saving fixtures (toilets, shower heads, high efficiency washer, etc...)

This system will be capable of handling the flows for the change in usage and is found to be congruent with the health regulations at the time of construction. This usage change is provisional to following the recommendations and maintenance schedule.

Sincerely,



Jeff Butler
Van Isle Septic Systems
ROWP – PL, IN, MP, PIR, PIC

For any questions or comments please contact our office.

Attachment 7 - Occupancy Permit

RDN

regional district of nanaimo

6300 Hammond Bay Road, P.O. Box 40, Lantzville, B.C. V0R 2H0
 Telephone (604) 390-4111 - Nanaimo or (604) 248-5511 - Parksville/Qualicum
 Fax (604) 390-4163

BUILDING PERMIT

BUILDING PERMIT NO.

18010

DATE OF PERMIT

94-03-09

BY LAW NO.

7 ZONING R1

FOLIO NO.

758-13875.003

MAP NO.

11.4.2

DATE OF APPLICATION

93-11-16

Name of Owner Marie Cates Telephone 247-8024

Mailing Address Box 165, Gabriola, V0R 1X0

Name of Builder Self Telephone _____

Mailing Address _____

Location of Proposed Work (House No. Street, Road, Avenue) 565 South Road

As registered owner of real property legally described as:

Lot 3, Sec. 12, Plan VIP56919 NANAIMO LD

I hereby make application for a Building Permit to construct:

CONVERT ACC. BLDG. FOR TEMP. LIVING FACILITY

Special Requirements or Conditions Applicable - Covenants, Development Permits, Flood Plain, Bonds, Other

BOND \$500.00

REFER BP#17321 & BP#18009 - SFD

BUILDING INSPECTION DEPARTMENT

Area of building: _____

Value of work to be done: 1,000 Permit Fee: \$35.00

Number of plumbing fixtures: _____ Permit Fee: _____

Other charges:

BOND \$500.00

Building Inspection Total: \$ 535.00

Permit Issued By: 

PUBLIC WORKS DEPARTMENT

Water Supply: _____ () Date Connected: _____ Connection Fee: NIA

Sewage Disposal: _____ () Date Connected: _____ Connection Fee: NIA

Approved for Connection: ALS Date: Nov 25, 1993

TOTAL AMOUNT TO BE PAID: \$ 535.00

REC'D 17313

RECORD COPY

RDN

regional district of nanaimo

5300 Hammond Bay Road, P.O. Box 40, Lantzville, B.C. V0R 2H0
 Telephone (604) 390-4111 - Nanaimo or (604) 248-5511 - Parksville Qualicum
 Fax (604) 390-4163

BUILDING PERMIT

BUILDING PERMIT NO.

18010

DATE OF PERMIT

94-03-01

BY-LAW NO.

ZONING

FOLIO NO.

122-13822

MAP NO.

13-5-2

DATE OF APPLICATION

94-03-01

Name of Owner Mark Letts Telephone 21/2221Mailing Address Box 100, Qualicum, V0R 1A0Name of Builder Self Telephone

Mailing Address

Location of Proposed Work (House No. Street
Road, Avenue) Box 100, Qualicum, V0R 1A0

As registered owner of real property legally described as:

LOT 3, SEC. 12, PLAN 610001 NANAIMO BC

I hereby make application for a Building Permit to construct:

CONVENT ACC. BLDG. FOR TEMP. LIVING FACILITY

Special Requirements or Conditions Applicable - Covenants, Development Permits, Flood Plain, Bonds, Other

BOND \$500.0095-01-19REFER BY 01/19/95 & SPECIFIC - QPBOND RELEASED

1. Foundation and site drainage _____
2. Framing _____
3. Insulation and vapour barrier _____
4. Fireplace, chimneys, furnace, woodstoves _____
5. Plumbing under slab _____
6. Plumbing above slab _____
7. Water service line _____
San. Sewer _____
8. Miscellaneous _____
9. Occupancy permit _____
10. Final Inspection 95-01-18 Final Complied etc

RECORD OF INSPECTION

OK TO RELEASE BOND

Attachment 8 - Fire Inspection Report

GABRIOLA VOLUNTEER FIRE DEPARTMENT
Box 89
Gabriola, B.C.,
V0R 1X0

Telephone: (250) 247-9677 Fax: (250) 247-9850 Email: gabfire@shaw.ca

June 4, 2013

To Whom It May Concern:

Re: 565 South Road, Gabriola Island, B.C.

On June 3, 2013, I attended the above-noted house and conducted an inspection for the purpose of acquiring a T.U.P. (Temporary use permit) for use as a weekly rental unit.

I found no issues with this house from a Fire & Life Safety perspective.

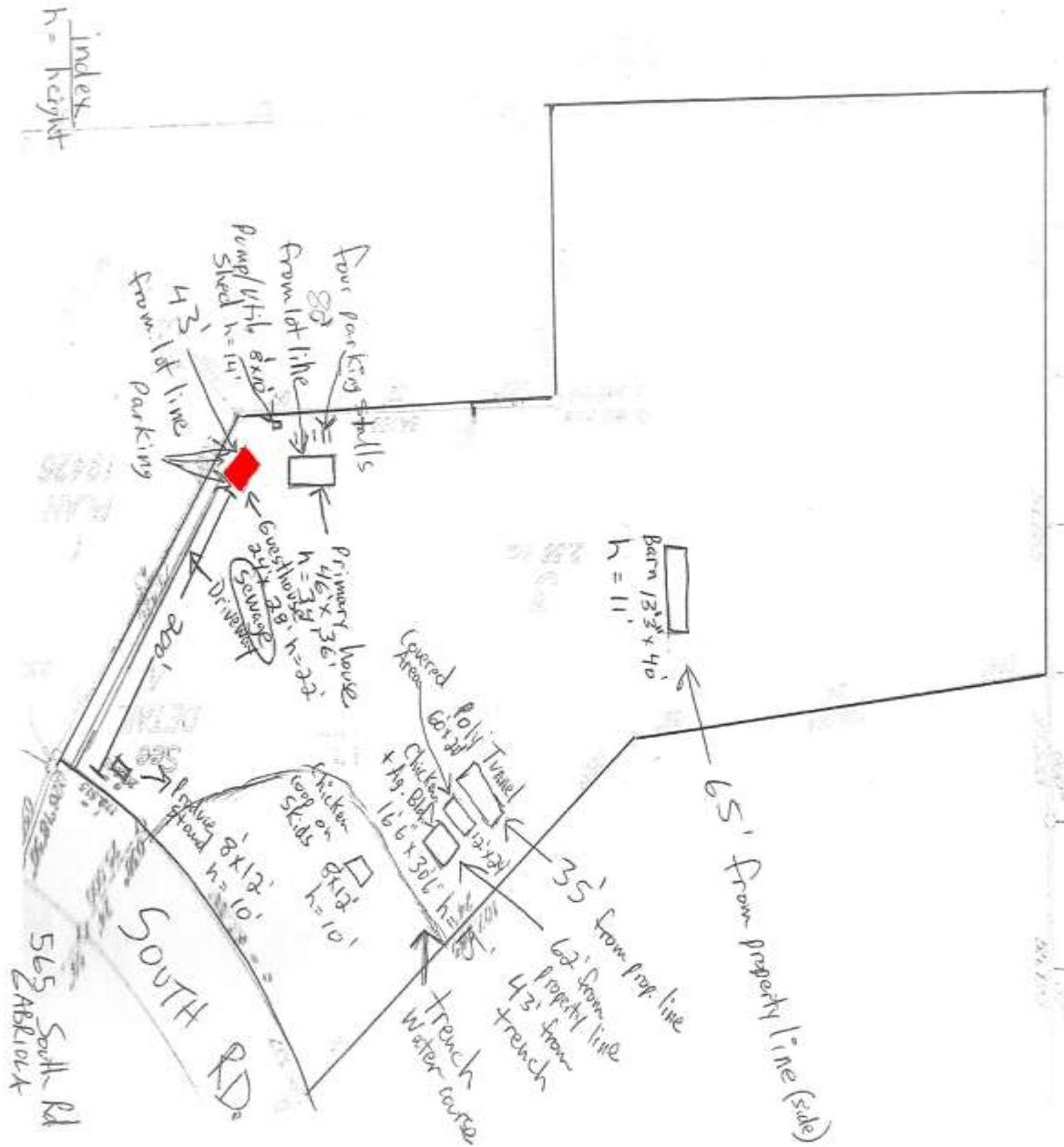
Yours truly,



Mr. Rick Jackson,
Fire Chief

RDJ:pm

Attachment 9 – SITE PLAN





Islands Trust

Preserving Island communities, culture and environment

Victoria Office
200 - 1627 Fort Street
Victoria, BC V8R 1H8
Telephone: 250.405.5151
Fax: 250.405.5155
information@islandstrust.bc.ca
North Pender, South Pender, Galiano,
Mayne, Saturna, Executive

Salt Spring Office
1 - 500 Lower Ganges Road
Salt Spring Island, BC V8K 2N8
Telephone: 250.537.9144
Fax: 250.537.9116
ssiinfo@islandstrust.bc.ca
Salt Spring

Northern Office
700 North Road
Gabriola Island, BC V0R 1X3
Telephone: 250.247.2063
Fax: 250.247.7514
northinfo@islandstrust.bc.ca
Denman, Gabriola, Gambier,
Hornby, Lasqueti, Thetis

www.islandstrust.bc.ca

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

Temporary Use Permit Application Form

Office Use Only

Fee Paid: \$900 -

Receipt No.: 3059

File No.: G6-TUP-2016-2

- Initial Permit (maximum three years) Amendment (to an existing permit) Renewal (maximum three years and can only be renewed once)

SECTION 1: DESCRIPTION OF PROPERTY

(AS INDICATED ON STATE OF TITLE CERTIFICATE)

Lot/Parcel 018-331-840 Plan VIP56919 Block _____ District Lot/Section Lot 3 Section 12
 Range _____ Other Description _____
 Street Address or General Location 565 South Road
 Jurisdiction and Folio Number 768 Roll 13875.003 (From Property Assessment/Tax Notice)
 Parcel Identifier (PID) 018-331-840 (From State of Title Certificate)

SECTION 2: OWNER INFORMATION

(ADD ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

First Owner Information

Name Aaron
 Name Dewarle
 Street Address 565 South Rd , Box 57
 City Gabriola Region BC
 Postal/Zip Code V0R1X0
 Telephone [REDACTED]
 Fax [REDACTED]
 E-mail [REDACTED]

Second Owner Information

Name Jessica
 Name Dewarle
 Street Address _____
 City _____ Region _____
 Postal/Zip Code _____
 Telephone _____
 Fax _____
 E-mail _____

RECEIVED

MAR 02 2016

**ISLAND TRUST
NORTHERN OFFICE**

SECTION 3: APPLICANT INFORMATION

(IF DIFFERENT FROM OWNER)

Name _____ Street Address _____
 City _____ Region _____ Postal/Zip Code _____
 Telephone _____ Fax _____ E-mail _____

Freedom of Information and Protection of Privacy
 Personal information contained on this form is collected under the Local Government Act for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form may be available to the public upon request under freedom of information legislation. Please contact a Deputy Secretary at one of the above noted offices if you have any questions

The processing of your application will be delayed if it is incomplete. Please read the guide before you complete the application form. Keep the guide for your reference during the application process. Contact a staff person for assistance.

Mail or deliver the completed application form, fee, plans and supporting material to the Islands Trust Office. The fee is payable to the Islands Trust. Contact Islands Trust staff for the current fee prior to submitting your application as fees may change annually.

SECTION 4: Provide one full-scale, and three (3) reduced (11 x 17) copies of a detailed site plan and other drawings that must include the following:

- location of all wetlands, sewage disposal field(s), septic tanks, wells, drainage areas, ponds and topography
- existing and proposed uses on parcel
- uses of existing and proposed buildings
- dimensions and/or floor areas of existing and any proposed buildings - on file
- height of existing and proposed buildings/additions - on file
- setback of all existing and proposed buildings, septic tanks and fields and wells to property lines, natural boundary of sea and cliffs
- parking areas including numbered parking stalls, aisle widths, stall dimensions (where applicable)
- existing uses and locations of buildings on immediately adjacent lots

landscaping plan showing existing and proposed landscaping. Also, include an estimate of the cost of landscaping, provided by a Landscape Architect or qualified professional. This estimate will be used to determine the amount of any security required for the development. (Alternatively, the above can be included in the site plan)

- elevation plan
 proposed building materials to be used
 existing and proposed signs including dimensions and proposed building materials
 proposed alterations to building elevations

SECTION 5: Describe the current uses of the land and buildings on the property.

We have established a mixed organic farm, and are required to be creative and business-minded in order to make a living growing healthy local food for our community. We have an existing cabin on the property where we do the storing, processing, and washing of produce. We sell produce at the local farmer's market and our farm stand, which we keep open all year. In the past, the cabin has housed people on a permanent basis. However, we frequently need a place to process produce, and house temporary farm help and extended family members. For these reasons, we are unable to rent the cabin on a monthly basis. Our application is to temporarily use the cabin as a vacation rental for occasional nights. This would provide us with a means to supplement our farm income when we do not need it for farm help or family members, who assist us in taking care of our young children so we can do farm work.

We have a main house, along with a chicken coup, brooding and propagation shed, storage shed, alpaca shed, greenhouse, and wood shed.

SECTION 6: Describe the proposed temporary uses of the land and buildings.

We would like to have the ability to rent out the cabin on a night to night basis as part our agricultural business plan, also known as agri-tourism. We would specifically advertise to families wishing to give their children a farm experience while exploring Gabriola. We would rent to only one family or group at a time. They would be housed in the cabin and would not be allowed to tent, RV, or camp on the property.

SECTION 7: Describe the time period required for the temporary use.

We hope that over the next 3 years we are able build the farm business so that it is economically viable without renting the cabin.

SECTION 8: If the property is subject of a lease, provide details of the lease.

Not applicable.

SECTION 9: Describe the reasons for the proposed temporary use.

We are unable to pay month to month bills from the farm income alone. Through utilizing the cabin as a vacation rental, we are offering people an opportunity to be more connected to their food, as well as able to increase sales of produce and chicken (by selling to those who rent from us). Without the added income from the agri-tourism component (Vacation Rental), the food production aspect of the farm is not economically viable at this present time.

The ability to operate a Vacation Rental will increase food security for the people of Gabriola. Most of Gabriola's current food needs are reliant on off Island sources, the majority needing two ferry's to bring goods to the consumer. Through having local farms and finding creative ways to make them viable, we are not only securing self sufficiency but also able to eat fresher and therefore healthier food. Food Security is currently part of the Islands Trust Strategic Plan. In working toward this goal, the Trust will need to be flexible and supportive of farmers' innovation to make at least enough money to pay monthly expenses.

The Island Trust paper "Exploring Food Security in the Islands Trust Area" (Planner Kaitlin Kazmierowski-Nov. 16 210) refers to one of the pillars of food sovereignty as valuing food providers and supporting the right for one to produce and a sustainable livelihood. As a young farming family we are attempting to support the Island Trust's goal of food sovereignty, however we are needing the financial boost of also earning money through having guests pay to sleep overnight on our farm.

SECTION 10: Describe the steps that will be taken to restore the land or buildings after completion of the temporary use. Additional information may be requested during the review of this application. Security may be requested as a guarantee of performance of the terms of the permit.

After the 3 year Temporary Use permit, we hope to live off the income from farm sales.

SECTION 11: APPLICATION COMPLETION CHECKLIST

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in Section 4 of this application form
- I have included recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against this title
- All owners listed on the title have signed the application
- I have included the correct fee (Contact Islands Trust staff for current fees)

IMPORTANT: Your application will not be considered complete unless it contains all of the information above.

A Note about Obtaining State of Title Certificate and Covenants: State of Title Certificate and covenants may be obtained from the Land Title Office or through your local government agent office for a fee.

SECTION 12: OWNER'S CONSENT AND AUTHORIZATION

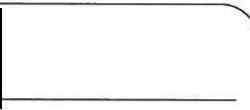
(Signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet)

In order to assist Islands Trust Planners in the review and evaluation of my application, by signing below, I authorize the Planners assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to arrange to schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application:

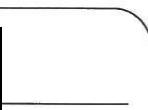
First Consent and Authorization

Consent and Authorization Signature



March 1, 2016
Date

Second Consent and Authorization

Consent and Authorization Signature



March 1, 2016
Date

SECTION 13: SUPPLEMENTAL INFORMATION REQUIREMENT (IF APPLICABLE)

If you are applying for a Temporary Use Permit for either "Vacation Rentals" or "Bulk Water Sales", please complete a **Temporary Commercial and Industrial Use Supplemental Application Form**, which must be submitted along with the Application Form and which forms part of this application.

[Print Form](#)

Contaminated Sites Regulation

Please note that pursuant to Section 4(4) of the Contaminated Sites Regulation, B.C.Reg. 375/96, site profile is not required and will not be accepted by the Islands Trust. If you have any questions, please contact the Islands Trust office.