



## Gabriola Island Local Trust Committee Minutes of Regular Meeting

- Date:** July 11, 2019
- Location:** Gabriola Arts & Heritage Centre  
476 South Road, Gabriola Island, BC
- Members Present:** Dan Rogers, Chair  
Kees Langereis, Local Trustee  
Scott Colbourne, Local Trustee
- Staff Present:** Ann Kjerulf, Regional Planning Manager  
Sonja Zupanec, Island Planner  
Jaime Dubyna, Planner 2  
Bronwyn Sawyer, Planner 2  
Ian Cox, Planner 1  
Nadine Mourao, Recorder
- Others Present:** There were approximately three (3) members of the public and one (1) member of the media in attendance

### 1. CALL TO ORDER

*“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”*

Chair Rogers called the meeting to order at 10:33 am. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations, welcomed the public and introduced Trustees, Staff and Recorder.

### 2. APPROVAL OF AGENDA

The following amendments/additions to the agenda were presented for consideration:

- Add 8.3 Cannabis Regulations; and
- Add 11.8 Community Stewardship Awards.

**By general consent** the agenda was approved as amended.

### 3. TOWN HALL

Members of the public commented on the following:

- A representative from the Gabriola Chamber of Commerce asked the Local Trust Committee (LTC) to consider adding rainwater harvesting to the Gabriola Housing Options and Impacts Review Project.
- The Islands Trust Conservancy map incorrectly notes a reference on Burren’s Acres Nature Reserve that Coats Marsh is a place for walking and nature enjoyment.

### 4. REPORTS

#### 4.1 Trustee Reports

Trustee Colbourne reported his attendance at the following meetings and events:

- Trust Council (TC) meeting on Galiano;
- The Active Transportation Summit in New Westminster;
- Met with Snuneymuxw Chief Michael Wyse regarding the Community Stewardship Awards Recipient Snuneymuxw Elder Geraldine Manson (C'tasi:a);
- Indigenous Day activities at Gabriola Elementary School (GES);
- Ministry of Transportation and Infrastructure (MoTI);
- Wrapped up the Bike Club at GES;
- Office hours, closed for summer break; and
- Lisa Wilcox, Senior Intergovernmental Policy Advisor has started a book club, "Nature of Canada" is the first book and encouraged others to join; and

Trustee Langereis reported his attendance at the following meetings and events:

- Oceans Day;
- Shore Keepers workshop on shoreline protection;
- A webinar on Freedom of Information (FOI);
- Museum opening with Snuneymuxw Elder Geraldine Manson (C'tasi:a);
- Local Planning Committee (LPC) meeting;
- Orientation of Reconciliation Action Plan;
- Gabriola talks meeting; and
- TC meeting.

#### 4.2 Chair's Report

Chair Rogers reported the following:

- Attended TC meeting;
- Attending annual joint Executive Committee (EC) and Islands Trust Conservancy meeting next week;
- There will be a water project coming soon in the Southern Gulf Islands; and
- Next EC meeting is July 24, he welcomed any issues from Trustees to bring forward to EC.

#### 4.3 Electoral Area Director's Report

Vanessa Craig, Regional District of Nanaimo (RDN) Director for Area B Gabriola, Mudge, and Decourcy Islands provided an overview of her report and noted the following:

- Leading an application for electric vehicle charging stations, possible placing at Descanso Bay Regional Park;
- Requested meeting with MoTI regarding Barrett and North road intersection, unlicensed vehicles parked on Wharf Road and emergency trail access; and
- Attended meeting with Royal Canadian Mounted Police (RCMP) regarding speed checks and concerns of speeding through school zones.

## 5. MINUTES

### 5.1 Local Trust Committee Minutes dated May 16, 2019 – for adoption

**By general consent** the Local Trust Committee meeting minutes of May 16, 2019 were adopted.

**5.2 Section 26 Resolutions-Without-Meeting Report dated June 25, 2019**

Received for information.

**5.3 Advisory Planning Commission Draft Minutes dated June 6, 2019 - for receipt**

Received for information. Staff noted that they will defer advertising for the new Advisory Planning Commission (APC) until the fall in order to garner more interest.

**6. BUSINESS ARISING FROM MINUTES**

**6.1 Follow-up Action List dated July 3, 2019**

Trustees noted late correspondence from Nick Doe, which noted that many of the aerial photos and mapping are quite outdated.

**GB-2019-062**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee provided a note of clarity to Staff related to Huxley Park GB-2019-054 that the intent of the motion of May 16, 2019 was to reduce the parking area, without reducing the number of accessible spaces.

**CARRIED**

**7. APPLICATIONS AND REFERRALS**

**7.1 GB-SUB-2010.2 (McCollum) - Staff Report**

Planner Cox summarized the report which asked the LTC to accept and sign a covenant to prohibit further subdivision of proposed remainder lot at 1520 McCollum Road.

**GB-2019-063**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee accept a covenant under Section 219 of the *Land Title Act* from the registered owners of Parcel 'B', Section 15, Gabriola Island, Nanaimo District, Plan VIP59663, PID 018-913-717, and authorize the Chair and one other member of the Local Trust Committee as signatories to the covenant.

**CARRIED**

**7.2 GB-DP-2019.1 (Williams and Associates) - Staff Report**

Planner Zupanec provided an overview of the report which asked the LTC to consider a Development Permit (DP) application as a condition of subdivision of the subject properties, portions of which are located within Development Permit Area No. 3 (DP-3) – Riparian Areas and Development Permit Area No. 6 (DP-6). The applicant also requires an exemption from the minimum frontage requirement.

Discussion ensued and the following key points were noted by Trustees:

- Asked for clarification on the lot's view window in Schedule B2 Geotechnical review – tree removal and road decommissioning;
- Interested in ensuring all geotechnical recommendations are adhered to due to sensitivity of the area; and

- Expressed interest in the name “Church Spruce Connection” rather than Potlach Properties.

**GB-2019-064****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve issuance of Development Permit GB-DP-2019.1 (Williamson and Associates) as amended with the updated Schedule B2, which includes the diagram of the tree removal cross section.

**CARRIED****GB-2019-065****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee exempt proposed Lots 1 and 2 (Lot 1, Section 19, Gabriola Island, Nanaimo District, Plan 24354] of subdivision GB-SUB-2018.1 (Williamson and Associates) from the minimum frontage requirement pursuant to Section 512 of the *Local Government Act* and subsection E.1.6.4 of Gabriola Island Land Use Bylaw, 1999.

**CARRIED****7.3 GB-DP-2019.2 (0858317 BC LTD and Kuprowsky - Daniel Way) - Staff Report**

Planner Zupanec summarized the report which asked the LTC to approve the issuance of a DP as a condition of subdivision of the properties, which are located within DP-3 – Riparian Areas and DP-6.

The following point was noted by Trustees:

- Concerned that the professional reports and site visits noted in the report were from 2010.

**GB-2019-066****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve issuance of Development Permit GB-DP-2019.2 (Williamson and Associates).

**CARRIED****7.4 GB-TUP-2019.1 (Dewarle - Renewal of GB-TUP-2016.2) - Staff Report**

Planner Sawyer provided an overview of the report which asked the LTC to consider the renewal of the Temporary Use Permit (TUP) for a guesthouse located at 565 South Road and noted the following:

- Although not required, neighbourhood notifications were sent out and no comments were received; and
- Staff have advised the applicants that groundwater licensing has been extended, however, will be required for the property.

**GB-2019-067****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve issuance of Temporary Use Permit GB-TUP- 2019.1, a renewal of Temporary Use Permit GB-TUP-2016.2 (Dewarle), for a term of three years from the date of renewal.

**CARRIED**

## 7.5 GB-RZ-2019.1 (BC Ferries - Descanso Bay) - Staff Report

Planner Dubyna summarized the report which proposed to amend the Gabriola Island Official Community Plan Bylaw No. 166 (OCP) and Land Use Bylaw No. 177 (LUB) for the future marine and upland improvements to the BC Ferries terminal in Descanso Bay.

Discussion ensued and the following key points were noted by Trustees:

- Suggested adding notifications to Sustainable Gabriola and Island Futures;
- The reduction of parking spaces may be a concern to community;
- Suggested more than one accessible parking spot; and
- Concerned about current water agreement, suggested a backup plan.

### GB-2019-068

#### It was **MOVED** and **SECONDED**

that the Gabriola Island Local Trust Committee requests the applicant for GB-RZ-2019.1 (BC Ferries) to provide planning Staff with:

- a) a copy of the approved water licence to service the proposed terminal redevelopment site;
- b) details on the rights-of-way required to secure easements for any necessary water lines to provide water to the proposed terminal redevelopment site;
- c) an environmental impact assessment identifying potential environmental impacts and mitigating efforts to minimize environmental impacts in the upland and marine areas of the proposed terminal development site;
- d) a copy of an assessment report and recommendations prepared by a qualified professional engineer, with expertise in wastewater treatment for non-domestic systems;
- e) a copy of an assessment report and recommendations prepared by a qualified professional coastal engineer, that details flood construction levels consistent with Provincial guidelines for redevelopment of the ferry terminal.

**CARRIED**

### GB-2019-069

#### It was **MOVED** and **SECONDED**

that the Gabriola Island Local Trust Committee request Staff to prepare draft amendments to the Gabriola Island Official Community Plan that will:

- a) Designate the subject parcels 'Ferry Terminal';
- b) Establish new development permit areas for the purposes of protection of the natural environment, its ecosystems and biological diversity; protection of development from hazardous conditions; establishment of objectives for form and character; and promotion of energy conservation, water conservation and reduction of greenhouse gas emissions on DISTRICT LOT 2058 NANAIMO DISTRICT AS SHOWN ON PLAN VIP75537 (PID 025-798-090) and LOT A SECTION 20 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP75538 (PID 025-798-103).

**CARRIED**

**GB-2019-070****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to draft amendments to the Gabriola Island Land Use Bylaw that will:

- a) Rezone DISTRICT LOT 2058 NANAIMO DISTRICT AS SHOWN ON PLAN VIP75537 (PID 025-798-090) to a site-specific zone which regulates permitted uses, buildings and structures; height; siting requirements including setbacks and lot coverage; parking; and subdivision;
- b) Rezone LOT A SECTION 20 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP75538 (PID 025-798-103) to a site-specific zone which regulates permitted uses, buildings and structures; height; siting requirements including setbacks and lot coverage; accessory retail uses; parking; and subdivision;
- c) Establish new development permit area guidelines to guide potential development on the subject properties.

**CARRIED****GB-2019-071****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to notify the Snuneymuxw First Nation and all other local First Nations, Regional District of Nanaimo, and City of Nanaimo that an application has been received to amend the Official Community Plan and Land Use Bylaw in order to accommodate the redevelopment of the BC Ferries Descanso Bay Terminal, and request feedback on the application and their involvement in the bylaw amendment process.

**CARRIED**

**By general consent** the meeting was recessed at 1:39 pm and reconvened at 2:05 pm.

**8. LOCAL TRUST COMMITTEE PROJECTS****8.1 Development of an Ecological Protection Zone - Staff Report**

Planner Cox provided background information and brought forward draft LUB provisions and policy language in order to establish an ecological protection (EP) zone in Gabriola Island Land Use Bylaw No. 177, 1999 (LUB) in order to facilitate rezoning of Coats Marsh Regional Park and Burren's Acres Nature Reserve, as described in the "Ecological Protection Zone" Project Charter v.1.0 dated January 24, 2019.

Discussion ensued and the following points were noted by Trustees:

- Interested in very low ecological impact for Coats Marsh with no structures;
- Preferred a restrictive Ecological Protection zone with site-specific zoning; and
- Due to adjacent location and in order to preserve the ecological integrity and connectivity with Coats Marsh, the LTC would like density transfer Church/Spruce donor lands recently added to the 707 Community Park added to project charter as candidates for rezoning. Planner Cox to discuss with RDN parks planning staff.

**GB-2019-072****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request that the “Ecological Project Zone” project charter v 1.0 dated January 24, 2019 be amended to include an investigation of whether it is possible to include the 707 parkland addition into the Ecological Protection Zone.

**CARRIED****GB-2019-073****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee direct Staff to prepare draft bylaws to amend Gabriola Island Land Use Bylaw No. 177 to establish an Ecological Protection Zone, with site specific provisions for Coats Marsh Regional Park and Burren’s Acres Nature Reserve, in accordance with the "Ecological Protection Zone" project charter v 1.0 dated January 24, 2019.

**CARRIED****8.2 Gabriola Housing Options and Impacts Review Project - Staff Report**

Planner Zupanec presented a draft engagement strategy and an updated project charter for consideration of the LTC.

The following key points were noted by Trustees:

- Thanked the APC for all their hard work during their term; and
- Interested in rainwater collection/use/re-use strategy and advocacy for multi-dwelling housing units and would like it added to the In-Scope section of the project charter.

**GB-2019-074****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to amend the revised Gabriola Island Housing Options and Impacts Review Project Charter v.3 dated July 2019 to wherever “Groundwater” appears in the project charter to read the word “Water”.

**CARRIED****GB-2019-075****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to amend the bullet in the In-Scope Section of the revised Gabriola Island Housing Options and Impacts Review Project Charter v.3 dated July 2019, under the Groundwater Sustainability Strategy, first bullet after “builds on the RDN water budget data” add the words “the potential for rainwater catchment and requirements.”

**CARRIED****GB-2019-076****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee endorse the revised Gabriola Island Housing Options and Impacts Review Project Charter v.3 dated July 2019 as amended.

**CARRIED**

**GB-2019-077****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to amend the DRAFT – Community Engagement strategy for the Gabriola Island Housing Options and Impacts Review Project document, INTRODUCTION Project Description paragraph, changing the words in “The Island trust mandate to preserve and protect the unique and fragile environment of the island communities is the foundation of this housing initiative.” change “is the foundation of” to the words “sets the parameters for”.

**CARRIED****GB-2019-078****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee refer the July 2019 draft engagement strategy, as amended, to the Gabriola Housing Advisory Planning Commission (HAPC) for comments on implementation and next steps.

**CARRIED****8.3 Cannabis Regulations Project – Staff Report**

Regional Planning Manager Kjerulf summarized the report which asked the LTC to consider first reading and referral of Bylaw N. 303 to amend the Gabriola Island LUB by adding definitions and regulations related to cannabis and cannabis production.

Trustees noted the following key points:

- Supported limited micro cultivation and not large industrial production; and
- Suggested possible usage of floor area as a unit of measurement instead of surface area.

**GB-2019-079****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 303, cited as "Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2019", is not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED****GB-2019-080****It was MOVED and SECONDED**

that Gabriola Island Local Trust Committee Bylaw No. 303, cited as "Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2019", be read a first time.

**CARRIED****GB-2019-081****It was MOVED and SECONDED**

that Gabriola Island Local Trust Committee Bylaw No. 303, cited as "Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2019" be referred to the following agencies and First Nations for comment: Gabriola Advisory Planning Commission; Snuneymuxw First Nation; Agricultural Land Commission; Regional District of Nanaimo; and Islands Trust Bylaw Compliance and Enforcement.

**CARRIED****9. DELEGATIONS - none**



**10. CORRESPONDENCE**

*(Correspondence received concerning current applications or projects is posted to the LTC webpage)*

**11. NEW BUSINESS****11.1 Board of Variance Appointments – Memorandum****GB-2019-082****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee appoint Jack Woodward, Laurie Jackson and Sheila Ray to the Gabriola Island Board of Variance for a three-year term effective July 27, 2019.

**CARRIED****11.2 Model Cell Tower Consultation Process – Briefing**

Received for information and Trustees noted to following:

- Take no action at this time;
- Report focused on tall structures while new 5G network are micro tower; and
- Current Standing Resolution on cell tower has an adequate standard process.

**11.3 Letter to Ministry of Transportation and Infrastructure regarding Gabriola Cycle Route Plan and Upgrades to Island Roadways - Trustee Colbourne**

Trustee Colbourne provided an update on his letter to MoTI, as they have not adhered to the agreement between parties regarding the Gabriola Cycle Route Plan.

**GB-2019-083****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request that the Islands Trust Executive Committee send correspondence to the Ministry of Transportation and Infrastructure supporting the letter of June 27, 2019 from Trustee Colbourne.

**CARRIED****GB-2019-084****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to write a letter under the Chairs signature to the Ministry of Transportation and Infrastructure, supporting the letter of June 27, 2019 from Trustee Colbourne.

**CARRIED****11.4 Streaming of Local Trust Committee Public Meetings - for discussion****GB-2019-085****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee respond to the resolution on live streaming from Islands Trust Council meeting June 2019 indicating their support for live streaming and recording of Gabriola Island Local Trust Committee meetings.

**CARRIED**

**11.5 Reconciliation Action Plan - Next Steps - for discussion**

Discussion ensued and the following key points were noted by Trustees:

- LTC and Staff requested facilitated First Nations Reconciliation workshops with Lisa Wilcox, Senior Intergovernmental Policy Advisor; and
- Snuneymuxw Chief Michael Wyse requested that their HAPC member spot remain open and Staff keep Snuneymuxw updated on meetings.

**11.6 Proposal from Highlands Council for an Emergency Planning Grant - for discussion**

Discussion ensued and the following was noted by Trustees:

- Trustee Colbourne to speak with Vanessa Craig, RDN Director for Area B Gabriola, Mudge, and Decourcy Islands; and
- Interested in secondary emergency access to singular access areas, will investigate further.

**11.7 Development Procedure Bylaw – Memorandum**

**GB-2019-086**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request that the Local Planning Committee consider drafting a new model Development Procedure Bylaw for all Local Trust Committees.

**CARRIED**

**11.8 Community Stewardship Awards**

Trustee Colbourne will contact Snuneymuxw Chief Michael Wyse, Lisa Wilcox, Senior Intergovernmental Policy Advisor and Squamish Nation Chief Bill Williams for protocol and Community Stewardship Award recipient Snuneymuxw Elder Geraldine Manson (C'tasi:a) to schedule ceremony.

**12. REPORTS****12.1 Climate Change Action Update**

Received.

**12.2 First Nations Relationship Building**

Received.

**12.3 Trust Conservancy Report dated May, 2019**

Received.

**12.4 Applications Report dated July 3, 2019**

Received.

**12.5 Trustee and Local Expense Report dated May, 2019**

Received.

**12.6 Adopted Policies and Standing Resolutions**

Received.

**12.7 Local Trust Committee Webpage**

Trustees will update Trustee Corner.

**13. WORK PROGRAM**

**13.1 Top Priorities Report dated July 3, 2019**

Received.

**13.2 Projects List Report dated July 3, 2019**

Received.

**14. CLOSED MEETING**

**14.1 Motion to Close the Meeting**

**GB-2019-087**

**It was MOVED and SECONDED**

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) (d) and (f) for the purpose of considering Adoption of In-Camera Meeting Minutes dated April 11 2019 and Bylaw Enforcement and that the recorder and staff attend the meeting.

**CARRIED**

Chair Rogers closed the meeting to the public at 3:48 pm.

**14.2 Recall to Order**

**By general consent** the meeting was recalled to order 4:22 pm.

**14.3 Rise and Report**

The *in-camera* minutes of the Local Trust Committee meeting of April 11, 2019 were adopted.

**15. UPCOMING MEETINGS**

**14.1 Next Regular Meeting Scheduled for Thursday, September 12, 2019 at 10:30 a.m. at The Gabriola Arts and Heritage Centre, 476 South Road, Gabriola Island, BC**

**16. ADJOURNMENT**

**By general consent** the meeting was adjourned at 4:23 pm.

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Dan Rogers, Chair

Certified Correct:

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Nadine Mourao, Recorder