



Gabriola Island Local Trust Committee Minutes of Regular Meeting

- Date:** January 24, 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
David Marlor, Director, Local Planning Services
Sonja Zupanec, Island Planner
Ian Cox, Planner 1
Jaime Dubyna, Planner 1
Nadine Mourao, Recorder
- Others Present:** There were approximately (14) 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 10:30 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.

Trustee Colbourne acknowledged the passing, one year ago today, of Gabriola resident and volunteer firefighter, Jay Dearman.

2. APPROVAL OF AGENDA

The following amendments to the agenda were presented for consideration:

- Move 11.4 Electoral Area Regional Director’s report to before 5. Town Hall

By general consent the agenda was approved as amended.

3. MINUTES

3.1 Local Trust Committee Special Meeting Minutes dated November 2, 2018 - for adoption

By general consent the Local Trust Committee Special Meeting Minutes of November 2, 2018 were adopted.

3.2 Local Trust Committee Minutes dated November 22, 2018 – for adoption

The following amendments to the minutes were presented for consideration:

- Page 3, 8.1 GB-DVP-2018.5 (Goszczyński), add a second bullet under “The applicant noted the following points” stating “The applicant also provided additional email letters indicating no additional opposition”;
- Page 3, 8.2 GB-DVP-2018.6 (Durrance), add a second bullet under “Discussion ensued and the following point was noted by Trustees”, add “The enforcement action that occurred in 2012 was not related to the riparian area.”; and
- Page 1, Item 2, change “additions to agenda” to read “amendments to agenda”.

By general consent the minutes of November 22, 2018 were adopted as amended.

3.3 Section 26 Resolutions-Without-Meeting Report dated January 15, 2019

Received for information.

3.4 Advisory Planning Commission Minutes - none

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-up Action List dated January 15, 2019

Planner Zupanec noted for the Activity dated 22-Nov-2018 GB-DVP-2018.6 (Durrance), an extension to the January 31, 2019 deadline for receipt of the British Columbia Land Surveyors signed plan is requested; Staff intend to report on this item at the next regular meeting.

Trustees noted the following regarding the Activity dated 22-Nov-2018 first steps for Standing Resolution with respect to First Nations Relationship Building:

Through discussion with Lisa Wilcox, Senior Intergovernmental Policy Advisor, there is an opportunity consider adjustments to the Standing Resolution on First Nations Relationship Building.

GB-2019-001

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request Staff to report back to Gabriola Island Local Trust Committee follow up actions in regards to First Nations Relationship Building.

CARRIED

4.2 Development of Community Heritage Register - Staff Report

Planner Cox provided an overview of the report which asked the Local Trust Committee (LTC) to consider establishing a Community Heritage Register (CHR) and to include the Gabriola Island Community Hall as a heritage resource.

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

- Requested Staff to amend document updating “Gabriola Community Hall” to read “Gabriola Island Community Hall”;
- Questioned the accuracy of the Statement of Significance with regard to First Nations historical significance; and
- Would like consultation with local First Nations and community before moving forward with establishing a CHR.

GB-2019-002**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee receive File 6800 (20) Community Heritage Register report for information at this time.

CARRIED**5. TOWN HALL**

Members of the public expressed the following:

Support the idea of a Housing Advisory Planning Committee (HAPC), but expressed concerns that members may not have the skills to provide leadership.

Questioned if an application for an affordable housing development be processed by Islands Trust (IT) at the same time that the proposed HAPC is working on the Gabriola Housing Options and Impacts Review Project?

Requested consideration that under the Task A of the Purpose section of the Project, Staff prepare draft engagement and communications strategy and the proposed HAPC prioritize consultation methodology and topics.

- Staff noted that any application may be processed in parallel with any projects the Local Trust is working on.

6. APPLICATIONS AND REFERRALS**6.1 GB-DVP-2018.3 (645 Gallagher Way- Bye) - Staff Report**

Planner Dubyna summarized the report which asked the LTC to consider Development Variance Permit (DVP) application GB-DVP-2018.3, requesting two variances to Gabriola Island Land Use Bylaw No. 177 (LUB).

Trustees noted the following points:

- No written correspondence in support or opposition to the requested variances had been received;
- The proposed variances seemed minor in nature and would not likely result in adverse impacts to neighbouring properties or the environment; and
- Asked Staff if there was any requirement to forward application to the Agricultural Land Commission (ALC).
 - Staff noted there was no requirement to forward the application to the ALC.

GB-2019-003**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve issuance of Development Variance Permit GB- DVP-2018.3 (Bye) with the following variances to Gabriola Island Land Use Bylaw No. 177, 1999:

- a) To reduce the setback from a watercourse from 15 metres (49.2 feet) to a minimum of 10.47 metres (34.35 feet) for the existing pump/utility house; and
- b) To increase the floor area of a pump/utility house from 10.0 square metres (107.6 square feet) to a maximum of 10.26 square metres (110.44 square feet) for the existing pump/utility house.

CARRIED

6.2 GB-DP-2018.2 (645 Gallagher Way- Bye) - Staff Report

Planner Dubyna summarized the report which asked the LTC to consider a DVP application for the construction of a proposed single-family dwelling on the subject property located within DVP Area No. 3 (DP-3) – Riparian Areas. Discussions ensued and the following was noted by Trustees:

- “McCray Creek” should be “McClay Creek”; and
- The site location on the property was well placed within a previously cleared area.

GB-2019-004**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve issuance of Development Permit GB-DP- 2018.2 (Bye).

CARRIED

By general consent the meeting was recessed at 11:50 am and reconvened at 11:57 am.

6.3 GB-TUP-2018.1 (671 Balsam, Gabriola - Garner) - Staff Report

Planner Dubyna summarized the report which asked the LTC to consider a Temporary Use Permit (TUP) for the temporary operation of a commercial vacation rental within the single-family dwelling on the subject property. Trustees noted the following key points:

- Requested that the owner or operations manager is a resident of Gabriola Island and available 24 hours a day to address any neighbours’ concerns and provide this contact information to neighbours;
- No clearing be done for parking spaces;
- No further correspondence has been received by Staff; and
- Would like possible wording updates to the First Nations area letter.

GB-2019-005**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee amend the Temporary Use Permit GB-TUP-2018.1 in Item 4, 4.4 neighbours within 100 metres within the vacation rental be provided with at least one Gabriola Island resident contact number.

CARRIED**GB-2019-006****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve as amended, issuance of Temporary Use Permit GB-TUP-2018.1 for a commercial vacation rental for a period of three (3) years from date of issuance.

CARRIED**GB-2019-007****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee include as a requirement of the Temporary Use Permit GB- TUP-2018.1 that it is the responsibility of the landowner to obtain any required authorization under the *Water Sustainability Act* or any other relevant legislation pertaining to groundwater.

CARRIED**7. LOCAL TRUST COMMITTEE PROJECTS**

7.1 Gabriola Island Cycle Route Plan – Staff Report

Planner Zupanec reviewed the report which introduced Draft Bylaw No. 301 for LTC consideration of first reading and advancement to public hearing. The bylaw would amend the Gabriola Official Community Plan (OCP) by updating the Gabriola Island Cycle Route Plan to include the anticipated Church Street and Spruce Road connection and correct numbering references to the cycle route plan in the OCP.

GB-2019-008

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. 301, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2019”, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

GB-2019-009

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

that the Gabriola Island Local Trust Committee Bylaw No. 301, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2019”, be read a first time.

CARRIED

GB-2019-010

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

that the Gabriola Island Local Trust Committee has considered consultation requirements of section 475 of the *Local Government Act* and determined that consultation is not required with School District 68, First Nations, the Regional District of Nanaimo, or adjacent local trust committees for Bylaw No. 301, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2019”.

CARRIED

GB-2019-011

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

that the Gabriola Island Local Trust Committee schedule a public hearing for Bylaw No. 301, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2019”.

CARRIED

7.2 Gabriola Housing Options and Impacts Review Project - Staff Report

Planner Zupanec provided an overview of the report which presented an updated project charter and recommended that the LTC consider establishing a special housing advisory planning commission to advance the work on the housing project over the next two years.

Discussion ensued and the following points were noted by Trustees:

- Enquired about procedures for additional project funding;
- Interested in extending an invitation to Snuneymuxw First Nation to sit on the Gabriola Island Advisory Planning Commission (APC);
- Interested in a special Housing Advisory Planning Commission (HAPC) and requested an environmental representative such as Sustainable Gabriola to be added to the list of agencies to receive expressions of interest;
- Requested that the HAPC DRAFT Terms of Reference, Second Paragraph, 1. Purpose, c) read “Inform the development of” for clarity;

- Update the Housing Options and Impacts Review Project – Charter v2.0, In Scope section by taking out the Build-out Map out of the Secondary Suites section and give it its own header, as the Build-out Map is not tied to secondary suites; and
- Requested that under the Task A of the Purpose section of the Project, Staff prepare draft engagement and communications strategy and the proposed HAPC prioritize consultation methodology and topics.

Staff provided information about alternatives to LTC project funding including requests for additional funding from Trust Council to hire a consultant or introduction of a special tax levy.

By general consent the meeting was recessed at 1:15 pm and reconvened at 1:51 pm.

GB-2019-012

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request Staff take next steps in providing the seat on the Gabriola Island Advisory Planning Commission to the Snuneymuxw First Nations.

CARRIED

GB-2019-013

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request Staff amend the Gabriola Island Housing Options and Impacts Review Project Charter v 2.0 to remove the “Build-out Map” out of Secondary Suites heading in the In Scope section and place it under a new heading in the In Scope section called “Build Out Map” with a bullet with the words “review and update the Gabriola Build Out Map”.

CARRIED

GB-2019-014

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request Staff to advertise for expressions of interest for volunteer(s) to be appointed to a 2-year term on a newly formed ‘Gabriola Island Housing Advisory Planning Commission’ and include the following agencies, community groups, and community members:

- a) Snuneymuxw Housing Committee;
- b) Gabriola Advisory Planning Commission;
- c) Gabriola Housing Society;
- d) People for a Healthy Community on Gabriola Island Society;
- e) Gabriola Chamber of Commerce;
- f) Gabriola Auxiliary for Island Health Care Society;
- g) Gabriola Village Vision;
- h) Sustainable Gabriola; and
- i) One member at large in response to Islands Trust advertising.

CARRIED

GB-2019-015**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee refer the 'Housing Options and Impacts Review' Project Charter to the Advisory Planning Commission and request the Advisory Planning Committee to assist in the preparation of a draft engagement and communication strategy by June 30, 2019 through the following activities:

1. Reviewing sample engagement and communication strategies; and
2. Identify key stakeholders, engagement phases and key messages, required background information, engagement methods and preferred implementation options for the strategy during the project.

CARRIED**GB-2019-016****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee amend the draft 'Terms of Reference' for the Gabriola Housing Advisory Planning Commission with the following:

1. Deleting 1a) and replacing with "assisting the LTC with the implementation of the Engagement and Communications Strategy and informing the topic priorities and schedule of consultation; and
2. Deleting items b) through d) in Section 2 Work Plan Overview and replacing with b) Subsequent Commission Meetings – to be determined (minimum 4 per year) as referred by the Gabriola Island Local Trust Committee.

CARRIED**GB-2019-017****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee endorse the 'Terms of Reference' for the Gabriola Housing Advisory Planning Commission as amended.

CARRIED**7.3 Development of an Ecological Protection Zone - Staff Report**

Planner Cox provided the LTC with information concerning the creation of an Ecological Protection Zone for inclusion in Gabriola Island Land Use Bylaw No. 177. The LTC was asked to consider approval of the draft project Charter "*Ecological Protection Zone*" in order to allow Staff to draft bylaw amendments necessary to update the zoning of Coats Marsh Regional Park and Burren's Acres Nature Reserve, in accordance with the LTC Top Priorities List item 3.

Trustees noted the following:

- Requested that First Nations within the Local Trust Area be advised of the LTC Top Priorities; and
- Supported the focus on non-human use of the Ecological Protection zone.

GB-2019-018**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to draft an introductory letter from the Gabriola Island Local Trust Committee to First Nations within the Trust area advising of the Gabriola Island Local Trust Committee Top Priorities Projects.

CARRIED

GB-2019-019**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve the “*Ecological Protection Zone*” Project Charter v 1.0 dated January 24, 2019.

CARRIED**8. DELEGATIONS - none****9. CORRESPONDENCE**

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

9.1 Letter dated December 1, 2018 from H Reid regarding Anchorages

Trustee Colbourne is attending the Anchorages Round Table meeting and will take the letter with him for presentation.

10. NEW BUSINESS**10.1 Coastal Douglas-fir & Associated Ecosystems Toolkit - Staff Report**

<http://www.islandstrust.bc.ca/media/346674/cdf-toolkit-final-web.pdf>

The LTC was asked to consider implementation of the report *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)* as a top priority work program item.

Trustees responded with the following points noted:

- Requested that the toolkit be implemented as part of work flows on projects to ensure consistency; and
- Would like the tool kit used in the existing top priority projects.

GB-2019-020**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee add implementation of the report, *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)*, to the Gabriola Island Local Trust Committee Project List.

CARRIED**GB-2019-021****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee add implementation of the report, *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)*, as an objective to the project charters of the two top priority projects.

CARRIED**10.2 Updated Islands Trust Climate Change Webpages – Briefing**

Trust Council have updated the website to identify the Climate Change project and the Director of Finance has broken out items directly related to climate change on the financial reports.

10.3 Mudge Island Special Local Trust Committee Meeting - for discussion

Trustees would like to consider the possibility for a Mudge Island meeting during their term.

11. REPORTS

11.1 Trustee Reports

Trustee Colbourne reported the following:

- Attended Trust Programs Committee (TPC) and was elected as Vice Chair, topics included policy and engagement of First Nations, talked with fresh water specialist and upcoming March 1st deadline for commercial groundwater registration; he will reach out regarding grants opportunities;
- Data collection ongoing with community groups;
- Received budget consultation survey and other tools; and
- Holding drop-in office hours at Islands Trust Northern Planning office from 3:00 pm – 5:00 pm on Tuesdays, alternating with Trustee Langereis.

Trustee Langereis reported the following:

- Attended the Trust Council orientation in Nanaimo and received a First Nations briefing binder;
- Attended the Truth and Reconciliation committee meetings;
- Noted the website www.policynote.ca on First Nations consultation and reconciliation;
- Attended a FLNRORD webinar;
- Attending the Gabriola Health & Wellness Collaborative Meeting; and
- Meeting with Housing Co-op group for information next week.

11.2 Chair's Report

Chair Rogers reported the following:

- Attended FLNRORD webinar;
- In the Southern Gulf Islands the Regional Director has had meetings regarding emergency preparedness;
- Attending an EC meeting in Victoria; asked trustees for any matters to bring forward;
- The Financial Planning Committee (FPC) has approved the 2019/20 budget outreach document and Trustees are asked to send survey to constituents for feedback; and
- Suggested possibly moving Trustee and Chair's report up earlier in the agenda if Trustees are interested.

11.3 Trust Conservancy Report dated November, 2018

Received for information.

11.4 Electoral Area Director's Report

Vanessa Craig, Regional District of Nanaimo (RDN), Area B reported on the following:

- The RDN has applied for grant funding for Phase 2 of Huxley Park;

- The Village Way Trail is being considered as a pilot project for a new agreement that would develop a standardized mechanism to provide for construction within a road allowance with the Ministry of Transportation and Infrastructure (MoTI);
- The RDN have a new protocol agreement in place to work with Islands Trust Staff to set two dates per year for protocol meetings between Islands Trust Staff, RDN Staff and elected officials;
- The Area B Parks and Open Spaces Advisory Committee (POSAC) recommended, after review of the costs and difficulties associated with replacing the stairs at Joyce Lockwood Community Park, that the beach access stairs be removed and that RDN Staff pursue a land use agreement for the existing beach access trail on the adjacent Federal lands;
- The RDN Board has passed resolutions to submit to the Association of Vancouver Island Coastal Communities requesting traffic calming in Electoral Areas and Regional District authority to enforce vehicle parking on public roads;
- Attending meetings with the RDN and community partners regarding emergency preparedness;
- Arranging Electoral Area Directors' tour of Gabriola; hopes Trustees are available to join;
- Attending first POSAC meeting February 4, 2019 at 10:30 am at the Gabriola Arts Council Building; and
- Holding drop-in office hours at the library 5:00 – 7:00 pm January 30 and February 27, 2019 and at the Islands Trust Northern Office on February 21, 2019 from 3:00 – 5:00.

11.5 Applications Report dated January 15, 2019

Received for information.

11.6 Trustee and Local Expense Report dated November, 2018

Received for information.

11.7 Adopted Policies and Standing Resolutions

Received for information.

11.8 Local Trust Committee Webpage

Staff request biographies from the Trustees.

12. Work Program Reports

12.1 Top Priorities Report dated January 15, 2019

Received for information.

12.2 Projects List Report dated January 15, 2019

Trustees would like to check the oldest item on the list regarding DeCourcy Island OCP and Bylaw Review.

13. UPCOMING MEETINGS

13.1 Next Regular Meeting Scheduled for Thursday, February 28, 2019 at The Gabriola Arts and Heritage Centre, 476 South Road, Gabriola Island, BC

14. ADJOURNMENT

By general consent the meeting was adjourned at 2:57 pm.

Dan Rogers, Chair

Certified Correct:

Nadine Mourao, Recorder