

Gabriola Island Local Trust Committee Regular Meeting Agenda

Date June 27, 2013
Time 10:15 am
Location: Gabriola Women's Institute Hall
 476 South Rd
 Gabriola Island, BC
 V0R 1X0

	Pages
1. Call to Order	10:15 AM - 10:20 AM
2. Approval of Agenda	
3. Minutes	10:20 AM - 10:40 AM
3.1. Local Trust Committee Meeting Minutes of May 16, 2013 – for adoption	4 - 15
3.2. Section 26 Resolutions Without Meeting - none	
3.3. Gabriola Island Advisory Planning Commission Draft Meeting Minutes dated June 11, 2013 - attached for information	16 - 17
3.4. Mudge Island Advisory Planning Commission Meeting Minutes - none	
3.5. Gabriola Island Agricultural Advisory Commission Meeting Minutes - none	
4. Business Arising from Minutes	
4.1. Follow-up Action List dated June 18, 2013 - attached	18 - 21
5. Correspondence	
[Correspondence received concerning current applicaitons is considered with the application]	
5.1. Email dated May 3, 2013 from Lorena Lavers regarding Home Based Business - Towing - attached	22 - 22

6.	Reports	10:40 AM - 10:50 AM	
6.1.	Work Program Reports		
6.1.1.	Top Priorities Report and Projects List dated June 18, 2013 - attached		23 - 25
6.2.	Applications Log		
6.2.1.	Report dated June 18, 2013 – attached		26 - 29
6.3.	Trustee and Local Expenses		
6.3.1.	Expenses posted to May 31, 2013 - attached		30 - 30
7.	New Business		
7.1.	Gabriola Island Advisory Planning Commission Vacancy		
7.1.1.	Memorandum dated June 7, 2013 – attached		31 - 31
7.1.2.	Email dated June 6, 2013 from Nancy Crozier regarding Resignation from Advisory Planning Commission - attached		32 - 32
7.2.	Mudge Island Advisory Planning Commission Appointments		
7.2.1.	Memorandum dated June 7, 2013 - attached		33 - 33
7.3.	Executive Committee Local Trust Area (Ballenas-Winchelsea Islands) Bylaw Referral Request for Response - attached		34 - 37
8.	Trustees' Report	10:50 AM - 11:00 AM	
9.	Chair's Report		
10.	Regional Director's Report		
11.	Delegations - none		
12.	Town Hall Session		
13.	Applications and Permits		
14.	Local Trust Committee Projects	11:00 AM - 12:15 PM	
14.1.	Official Community Plan/Land Use Bylaw Review		
14.1.1.	Parks Rezoning - Staff Report dated June 13, 2013 - attached		38 - 50

15. Bylaws - none
16. Islands Trust Website
Gabriola Pages - for discussion
17. Next Business Meeting
 - 17.1. Thursday, July 18, 2013 at 10:15 a.m. at the Women's Institute, 476 South Road, Gabriola Island, BC
18. Town Hall Session - time permitting
19. Adjournment 12:15 PM - 12:15 PM

DRAFT

**MINUTES OF THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE MEETING
HELD ON THURSDAY, MAY 16, 2013 AT 10:15 AM
AT THE WOMEN'S INSTITUTE
476 SOUTH ROAD, GABRIOLA ISLAND, BC**

MEMBERS PRESENT:

David Graham, Chair
Sheila Malcolmson, Local Trustee
Gisele Rudischer, Local Trustee

STAFF PRESENT:

Courtney Simpson, Regional Planning Manager
Jessie Sherk, Recorder

MEDIA AND OTHERS PRESENT:

Howard Houle, Regional Director
Evan Peterson, CitySpaces Consulting
Brent Elliot, CitySpaces Consulting
Jim Ramsey, Transportation Advisory Commission
Eric Veale, Agriculture Advisory Commission
Two (2) media representatives and approximately two (2) members of the public were in attendance

1. CALL TO ORDER:

Chair Graham called the meeting to order at 10:19 am. He introduced staff and trustees and acknowledged that the meeting is being held in the traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The agenda was adopted by consensus with the following amendment:

- Late items added; 14.1.4 and 4.2.1

3. MINUTES**3.1 *Local Trust Committee Meeting Minutes April 18, 2013***

The minutes of the April 18, 2013 Gabriola Island Local Trust Committee were reviewed and adopted by consensus with the following amendments:

- Chair's report – change "Genetically Modified Organisms" to Genetic Engineering and Agriculture, also change "Smart Meters" to "Operations and Planning"

- 3.3 *Section 26 Resolution Without Meeting – none*
- 3.4 *Gabriola Island Advisory Planning Commission Meeting Minutes – none*
- 3.5 *Mudge Island Advisory Planning Commission Meeting Minutes – none*
- 3.6 *Gabriola Island Agricultural Advisory Commission Meeting Minutes – none*

4. **BUSINESS ARISING FROM MINUTES**

4.1 *Follow-up Action List dated May 8, 2013*

Staff and trustees discussed the Follow-up Action List.

4.2 *Request for Eelgrass Mapping Funding*

4.2.1 *Memorandum dated May 9, 2013 regarding additional information to the April 11, 2013 Memorandum*

Regional Planning Manager Simpson reviewed the memorandum. She noted that this decision was deferred from the last meeting in order to provide the trust council with more details. Trustees and staff discussed items in the memorandum.

GB-045-2013

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request that the Gabriola Local Trust Area Eelgrass Mapping Budget be paid from the Scientific Specialty Budget, and if not, that the Local Trust Committee will consider the \$4000 funding request in its 2014/2015 budget.

CARRIED

4.2.2 *Memorandum dated April 11, 2013 (received at April 18, 2013 meeting)*

No discussion.

5. **CORRESPONDENCE**

“Correspondence specific to an active development application and/or project will be received by the Gabriola Island Local Trust Committee when that application or project is on the Agenda for Consideration.”

5.1 *Email dated April 30, 2013 from Len O'Hara regarding Steep Slopes*

Trustee Malcolmson said she would reply to the email

6. **REPORTS**

6.1 *Work Program Reports*

6.1.1 *Top Priorities Report and Projects List dated May 8, 2013*

Received. There was discussion regarding completion of projects. The rationale behind trying to keep public hearings to a minimum was also discussed. Trustees expressed a desire to plan for a second public hearing for further project work on the Official Community Plan and Land Use Bylaw Review later in this fiscal year rather than saving bylaw amendments to a public hearing in the next fiscal year.

6.2 *Applications Log*

6.2.1 *Report dated May 8, 2013*

Planning Manager Simpson gave an update on the Williamson & Associates file noting that they are waiting for more information from the applicant.

6.3 *Trustee and Local Expenses*

6.3.1 *Expenses posted to March 31, 2013 – Final for Fiscal Yearend*

Received. The Riparian Area Regulation budget was discussed.

7. **NEW BUSINESS**

None.

8. **TRUSTEES REPORTS**

Trustee Rudischer read her report. She discussed the March 23, 2013 Shoreline Mapping Project workshop, the April Community Consultation group meeting where safety of residents was discussed, and the Ferry Advisory Committee meeting that she attended. She noted that the Descanso Bay parking lot and drinking water were topics of discussion in the meeting and that ferry representatives will be looking into both issues. They also discussed consideration about alternative fuels and are looking at compressed natural gas for the Quinsam. Trustee Rudischer also attended a Local Planning Committee meeting where enforcement of illegal structures on the foreshore was discussed. It was decided that Bylaw Enforcement capacities are not sufficient to undertake this initiative and are asking local trust committees if they would pilot a program to address this. The Local Planning Committee also approved the quality toolkit. Islands Trust staff also met with the Ministry of Transportation and Infrastructure and discussed trails, zero emissions vehicles and third party signs. In closing, Trustee Rudischer mentioned that she spent some time this month compiling recommendations from the Agricultural Advisory Commission into a report to be presented at today's meeting.

Trustee Malcolmson read her report. She noted that she was involved in a Save Our Shores Oil Spill Awareness movie day, gave a presentation on pipeline impact, went to the Spring Fair at the Commons and saw a presentation on the history of Gabriola

Island's geology and industrial past. She also attended the Trust Programs Committee Meeting where a program to gather materials about water quality and quantity stewardship was discussed. On May 14, 2013, Trustee Malcolmson rode the bus on Gabriola Island for the first time. She travelled to the Community Hall to vote and she gave congratulations to the community groups who made that happen. Yesterday, she pulled broom with the Gabriola Garden Club and noted that if you cut it now when it's in its full bloom it is at its most vulnerable and less likely to return.

9. CHAIRS REPORT

Chair Graham attended the Local Trust Committee Meetings on Hornby, Lasqueti and Denman Islands. He also attended the Local Planning Committee meeting via the web.

10. REGIONAL DIRECTORS REPORT

Regional Director Howard Houle read his report. The report was handed out to those in attendance and is also available online.

11. DELEGATIONS

None

12. TOWN HALL SESSION

Eric Veal from the Agricultural Advisory Commission spoke of the proposal placed in June of 2012, for Gabriola to be a Genetically Modified Organism free zone noting that it has not yet come to fruition. He also shared that on April 14, 2013 the Association of Vancouver Island and Coastal Communities put forward a declaration to commit the entire island as a Genetically Modified Organism free zone. He has started petitioning and has over 400 hard copy signatures including one from Member of the Legislative Assembly, Doug Routley. The objective of his petition was to increase the dialogue and bring it into the public realm.

The trustees discussed this with him and thanked him for his work.

Chair Graham called a recess at 11:10 am.

Chair Graham reconvened the meeting at 11:15 am.

13. APPLICATIONS AND PERMITS

None.

14. **LOCAL TRUST COMMITTEE PROJECTS**

14.1 *Official Community Plan/Land Use Bylaw Review*

14.1.1 *Climate Change Policy Implementation
Report dated May 7, 2013 from CitySpaces Consulting*

Planning Manager Simpson spoke of the background that led to the hiring of CitySpaces Consulting to put together a report to implement Official Community Plan changes. The two consultants from CitySpaces Consulting, Evan Peterson and Brent Elliot, summarized the report.

Trustee Rudischer discussed her concerns with the report at great length, noting that what was presented went way beyond the scope of what was requested. She feels having off-island consultants doing Official Community Plan work is unproductive as they are unfamiliar with Gabriola, the character of the community, the work we've already done and the Official Community Plan.

Trustee Malcolmson also discussed her concerns, noting that she was hoping for more specific direction on what to do. She would like a document that is more punchy and clear.

Both trustees agreed that there were some good ideas in the report.

Planning Manager Simpson responded to the trustees' concerns.

Chair Graham called a recess at 12:15 pm.

Chair Graham reconvened the meeting at 12:25 pm.

After the break, the consultants, trustees and staff discussed what, in the report, to focus on in moving forward.

GB-046-2103

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request a follow-up report to Climate Change Policy Implementation recommendations pairing Land Use Bylaw recommendations with adopted Official Community Plan Climate Change Policies.

CARRIED

14.1.2 *Agriculture Policies
Agriculture Advisory Commission Recommendations Report
Prepared by Trustee Rudischer*

Trustee Rudischer gave a brief background of how this report came to be, noting that she had attended all the meetings and could see that these recommendations needed to be compiled in order to move forward with this. Trustees and staff went through the report and

discussed each item at great length to make the following decisions on action:

Recommendations Consistent with the Official Community Plan or Land Use Bylaw

1. *Roadside stands; small scale marketing and agricultural processing, and agricultural education and research shall be permitted uses – **No action***
2. *Subdivision regulations should prohibit severance of agricultural land by linear developments, such as roads and utility corridors. – **Seek staff advice on advocacy policy and whether a Land Use Bylaw would be helpful***
3. *Applications to include land in the Agricultural Land Reserve should be supported – **Already done.***

Recommendations Referred to in the Official Community Plan or Land Use Bylaw but Need Tweaking

1. *To allow agriculture on all Small Rural Residential lots with upper limits on numbers of food animals – **No action***
2. *Local Trust Committee should investigate the possibility of the creation of a moratorium on all land removed from the Agricultural Land Reserve on Gabriola Island. – **No action***
3. *The average parcel size on land within the Agricultural designation shall be 16 hectares (40 acres) and density shall be limited to one dwelling and one cottage per parcel. – **Ask for staff advice on possible amendments***

GB-047-2013

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request staff advice on average parcel size in the agricultural designation, and on changing accessory use to “suite or cottage”.

CARRIED

4. *Applications to the Agricultural Land Commission for subdivision that are consistent with average parcel size may be supported. – **Remove, as it is redundant***
5. *Removal of soil suitable for agricultural purposes from a parcel (may) shall be prohibited – **Seek staff advice***
6. *Pursuant to the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, aggregate extraction of a volume less than 500 m³ per parcel should be permitted – **Seek staff advice.***

7. *The Local Trust Committee may consider regulating greenhouses, land based aquaculture facilities, and pet boarding and breeding facilities in order to limit and mitigate the impacts of these uses on groundwater, the environment and surrounding properties, provided the regulations are consistent with provincial legislation and regulation – **Ask staff if there can be stronger/clearer regulations to these.***
8. *The Local Trust Committee supports the preservation and maintenance of the island's agricultural land base and applications for exclusion of land from the Agricultural Land Reserve will not be considered. – **Applications have to be considered. Planning Manager Simpson added that it would be useful to have a policy available that lists criteria where an application would be more supported.***
9. *The Local Trust Committee may consider regulating agri-tourism activities. – **Ask for staff advice.***
10. *The Local Trust Committee may request that the Subdivision Approving Officer consider the effect of any proposed subdivision on farming, and if the proposed subdivision is within or adjacent to agricultural land, and require the applicant to provide an examination and report on the proposed subdivision to address any potential conflict with farming. – **No action.***

Recommendations Not Covered in the Official Community Plan or Land Use Bylaw

1. *That land outside of the Agricultural Land Reserve including old homesteads, be identified and protected from subdivision and soil removal etcetera along the lines of Agricultural Land Reserve regulations. – **Ask for staff advice.***
2. *An Inventory of Agricultural land on Gabriola should be established. – **Ask staff advice on a way to address this.***
3. *Development permit areas should be placed around all farmland. – **No action.***
4. *The “right to farm” shall be respected by not permitting land use on adjacent, or nearby properties that could adversely affect farming activities and by requiring buffers and/or setbacks on the adjacent properties. – **Ask for staff advice.***
5. *Roadside stands; small scale marketing and agricultural processing, and agricultural education and research shall be permitted use. – **Ask for staff advice.***
6. *Pursuant to the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, aggregate extraction of a volume less*

than 500 cubic metres per parcel should be permitted. – Take out, already covered.

7. *Subject to local government jurisdiction, commercial use of airstrips and helipads should be prohibited. – Ask for staff advice.*
8. *No consideration may be given to applications to rezone land within the Agricultural designation that would result in the transfer of density. – Take out.*
9. *Except where specifically authorized elsewhere in this plan, consideration may not be given to applications to rezone land within the Agricultural designation that would result in an increase in density. – Take out.*
10. *When it considers rezoning applications for land that borders agricultural land, the Local Trust Committee will ensure that zoning changes are not made in a way that would have a negative effect on farming and the applicant may be required to provide qualified professional advice on the potential impacts of farming. – Ask for staff advice.*
11. *Zoning changes should not be considered that would allow multi-family, industrial, institutional or commercial developments in the Agriculture designation. (Except for agri-tourist accommodation which is accessory to a working farm operation) - Ask for staff advice.*
12. *The Local Trust Committee may undertake or support an initiative to identify properties not currently in the Agricultural Land Reserve and Agricultural designation but which have agricultural potential and are primarily used for farming, so that these properties may be protected for future agriculture. – Ties in with #1 and #2. Ask for staff advice on how to incorporate into the Official Community Plan.*
13. *That bulk groundwater extraction for commercial sale should not be an accepted use on Agricultural Land Reserve lands. – Support the intention of this. Ask staff advice on how to carry it out.*

Advocacy Policy Recommendations Not Covered in the Official Community Plan or Land Use Bylaw

1. *Ask the Local Trust Committee to investigate the possibility of getting small lots (SSR) into the ALR. – No action*
2. *The Local Trust Committee will work with the local farming community, the Ministry of Agriculture and Lands and the*

Agricultural Land Commission to develop common policies to the benefit of farming on Gabriola Island. – No Action

3. *The Local Trust Committee will encourage partnerships with the farming community, senior governments and private enterprise to promote development of the agricultural sector. – Ask for staff advice on whether or not this is an appropriate policy.*
4. *The Local Trust Committee will support application of the Canada – BC Environmental Farm Plan Program. – Ask for staff advice.*
5. *Production methods should be selected to maintain soil quality and to ensure surface and groundwater recharge areas are not contaminated by agricultural activities. – Ask for staff advice on wording.*
6. *Pre-purchase of crops, co-ops and local farmers markets are encouraged as a means to support the island farm economy. – Ask for staff advice.*
7. *Physical barriers, including fencing and appropriate indigenous vegetation are encouraged to restrict access by farm animals to watercourses. – Ask for staff advice on wording.*
8. *Where there is a potential for conflict related to the regulation of agriculture and environment protection, the Agricultural Land Commission and the Ministry of Agriculture and Lands and the Ministry of Environment shall be consulted. – Take out.*
9. *Sound environmental practices shall be encouraged in accordance with current best practices. Landowners and farmers are encouraged to preserve and protect seasonally flooded agricultural fields, which are considered an important ecosystem providing resting and feeding opportunities for migratory bird species. – Say yes.*
10. *Advocate BC Assessment Authority for changes in farm tax assessment to include the sale of value added products in determining primary production gross income – currently only the sale of raw farm products are included in the calculation of income, and this threshold is often too high for small farms to achieve farm status for tax purposes. – Ask for staff advice.*
11. *Local Trust Committee to advocate the following: In order to build food security it would be helpful for the British Columbia Assessment Authority to reduce from \$10,000 to \$2500 (annually) the income threshold for farm status on parcels under two acres. - Ask for staff advice.*

12. *That the Local Trust Committee place an advocacy statement in the Official Community Plan to resolve to work towards becoming a Genetically Modified Organism free zone: this would include the recommendation that no Genetically Modified Organism food or nut trees, shrubbery, Genetically Modified vegetables, Genetically Modified commodity crops and any and all field tests for medical and experimental Genetically Modified crops be grown in the Gabriola Local Trust Area. – Ask for staff advice on rewording.*

Advocacy Policy Recommendations That Need Tweaking

1. *Amalgamation of lots and limiting the subdivision of agricultural land is encouraged. – Ask for staff advice on wording.*
2. *Collection of rainwater for irrigation purposes is encouraged. – Ask staff advice.*

GB-048-2013

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request staff advice on what zones on Gabriola could be amended to include agriculture and horticulture.

CARRIED

14.1.3 Approved Project Budget for 2013-2014
Memorandum dated May 8, 2013

Planning Manager Simpson reviewed the memorandum noting that there was a similar memorandum at the last meeting, however, the Local Trust Committee wanted more details. Trustees and staff discussed the recommendations in the memorandum. It was agreed by the trustees that this might be something to take up after some of the other projects have been completed.

GB-049-2013

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee direct staff to delay spending the \$2000 protocol budget this year until Official Community Plan and Land Use Bylaw amendment bylaws have gone to public hearing.

CARRIED

14.1.4 Gabriola Island Development Permit Area (Riparian Area)
Staff responses to Bylaws 265, 266, 267, 268
Staff Report dated May 16, 2013

Regional Planning Manager Simpson summarized the staff report. There were no outstanding issues and no changes.

GB-050-2013

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee direct staff to schedule a public hearing for the following bylaws:

- Bylaw 265 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2012”;
- Bylaw 266, cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2012”;
- Bylaw 267, cited as “Mudge Island Official Community Plan Bylaw 227, 2007, Amendment No. 1, 2012”;
- Bylaw 268, cited as “Decourcy Island Official Community Plan Bylaw 16, 1981, Amendment No. 1, 2012”

CARRIED

*14.1.5 Gabriola Island Development Permit Area (Riparian Areas)
Referral of Bylaws 265, 266 and Trust Council Bylaw 150 to the
Advisory Planning Commission*

GB-051-2013

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee refer to the Advisory Planning Commission proposed Bylaws 265 and 266 on Riparian Areas Regulation.

CARRIED

15. BYLAWS

None.

16. ISLANDS TRUST WEBSITE

16.1 Gabriola Page

None.

17. NEXT MEETING:

The next meeting of the Gabriola Island Local Trust Committee is Thursday, June 27, 2013 at the Women’s Institute, 476 South Road, Gabriola Island, BC

18. TOWN HALL SESSION

None.

19. ADJOURNEMENT

The meeting was adjourned by consensus at 2:30 pm.

Recorder

Chair



Islands Trust

**MINUTES OF THE GABRIOLA ISLAND
ADVISORY PLANNING COMMISSION MEETING**

DRAFT

Held on June 11, 2013, 7pm

At Northern Islands Trust Office, 700 North Road, Gabriola Island

PRESENT:

APC Members: Jim Prunty, Deb Ferens, Stephen O'Neill, Deborah Scott
 Trustees: Giselle Rudischer, Sheila Malcolmson (off island meetings, could not attend)
 Recorder: Deb Scott, Secretary
 Regrets (if any): Alix Hodson, Robert Ferris

There were no members of the public present except Chris Bowers of the Shingle, and Derek Kilbourn of the Souder, as press.

1. Welcome

Deb Ferens started the meeting at 7:03 p.m. and welcomed the membership of the Advisory Planning Commission (APC). The members were asked if they had any questions about the agenda and referral package.

2. Approval of Agenda

No new items.

3. Appointment of Chair and Vice Chair for commission

Deb Ferens was nominated for Chairperson.

Moved and Seconded Motion passed: All in favour

Steve O'Neill was nominated for Vice Chairperson.

Moved and Seconded Motion passed: All in favour

4. Minutes

The January 21st minutes were adopted. All in favour.

5. Referral GB-051-2013

The Advisory Planning Commission discussed the referral briefly with the details from Deb Ferens of specific areas highlighted to be discussed. Referral Package will be attached to minutes. Discussion started on proposed bylaw 265 and APC members all were in favour of the preserve and protect mandate. The following details were discussed

- What areas are Riparian areas that would require permits
- Provincial laws that were implemented
- Onerous financial obligations of property owners and how they could be alleviated
- The accuracy of mapping and it was noted that Islands Trust hired consultants who did ground truthing
- Was there an appeal process

- Proposed bylaw 266 was discussed briefly but APC members agreed with exemptions and had little discussion. Farmland was included due to provincial regulations.

**Resolutions for Referral for proposed bylaw 265:
GBAPC-2013-001**

The APC would encourage the trustees to consider incurring the cost of the QEP(Quality Environmental Professional) assessment because it benefits the entire island.

Moved and Seconded

Motion Passed: All in favour.

GBAPC-2013-002

The APC would recommend the Islands Trust advocate for a tax relief for property owners who are impacted by RAR(Riparian Area Regulations).

Moved and Seconded

Motion Defeated: All in favour

GBAPC-2013-003

The APC would recommend the property owner having an option for an appeal regarding the RAR designation, at their own expense.

Moved and Seconded

Motion Passed: Three in favour. One opposed

5. Next Meeting Date

The next meeting will be determined by LTC with regards to a referral.

6. Adjournment

The meeting was adjourned at 7:57 p.m.

Chair, Deb Ferens

Secretary, Deb Scott

DATE



Islands Trust

Follow Up Action Report w/ Target Date

Gabriola Island Jan-27-2011

No.	Activity	Responsibility	Target Date	Status
1	Staff directed to do the following with respect to Snuneymuxw First Nation: 1) Staff to work with Snuneymuxw First Nation staff to finalize joint letter seeking funding for archaeological mapping and bring letter to an LTC meeting before sending. 2) GBLTC to host and invite Snuneymuxw First Nation Councilor Geraldine Manson to make a storytelling presentation on Gabriola.	Courtney Simpson	May-19-2011	On Going

Apr-19-2012

No.	Activity	Responsibility	Target Date	Status
1	Trustee Malcolmson to write to the Chief of the Snuneymuxw First Nation to discuss funding ideas in the memorandum from staff dated April 3, 2012.	Courtney Simpson	May-11-2012	On Going

Jul-26-2012

No.	Activity	Responsibility	Target Date	Status
1	The LTC requests staff advice on how to address areas of potentially problematic soils, shoreline erosion, and localized areas of steep terrain in future LTC project work	Courtney Simpson	Jan-31-2013	On Going

Oct-04-2012

No.	Activity	Responsibility	Target Date	Status
1	Trustee Malcolmson to draft a letter from the LTC to the Regional District of Nanaimo based on the October 3, 2012 draft letter and attach a list of relevant OCP policies	Courtney Simpson	Nov-01-2012	On Going

Nov-01-2012

No.	Activity	Responsibility	Target Date	Status
1	Bylaw enforcement staff requested to provide a report on methods for proactive enforcement on advertised unlawful dwellings, as that is the point they are most likely to be unoccupied.	Miles Drew	Feb-21-2013	On Going
1	Bylaw enforcement staff requested to provide a report on proactive enforcement of unlawful foreshore structures.	Miles Drew	Feb-21-2013	On Going

Jan-17-2013

No.	Activity	Responsibility	Target Date	Status
1	Staff submits the draft DAI bylaw and Request for Decision to Executive Committee (policy requires that this be submitted to Executive Committee at least 4 weeks before Trust Council) Note: prior to this, the draft DAI bylaw must be endorsed by the LTC	Courtney Simpson	Jul-31-2013	On Going

Feb-21-2013

No.	Activity	Responsibility	Target Date	Status
1	The trustees invite Silva Bay comment, via a newsletter, on the proposed National Marine Conservation Area Reserve proposed boundary, and return the January 24, 2013 memo to the GBLTC April business meeting agenda. Trustee Malcolmson to do. Updated April 18/13: newsletter delayed until RAR CIM can be advertised at same time.	Becky McErlean	Mar-15-2013	On Going
1	The LTC releases up to \$600 from its Local Expense account 65220 620 for trustee newsletter printing and postbox mailing April 18/13 update: newsletter deferred	Nancy Roggers	Mar-29-2013	On Going

Mar-14-2013

No.	Activity	Responsibility	Target Date	Status
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1	Staff requested to draft a letter for the LTC Chair's signature conveying to the MoTI that using a rotary pruner for aerial pruning in the road right-of-way is damaging, and inconsistent with OCP objectives 7.1.9 and E, and inconsistent with the Letter of Agreement between the MoTI and the Islands Trust on Road Standards, Classification and MoTH/IT Consultative Process in the Islands Trust Area (reference E, 2b, page 14)	Marnie Eggen	Apr-19-2013	On Going
1	Staff directed to schedule a meeting with MoTI staff for the Chamber of Commerce to discuss signage in the road right-of-way	Courtney Simpson	Jun-30-2013	On Going
1	LTC to host a forage fish habitat mapping workshop and request staff advice on how to contract for that and coordinate with the "forage fish assessment item 1.4.4" approved in the 2013/14 Trust Council budget.	Courtney Simpson	Sep-30-2013	On Going

Apr-18-2013

No.	Activity	Responsibility	Target Date	Status
1	RAR graphics to be altered to label SPEA and show it with a squiggly line instead of a straight one.	Courtney Simpson	May-16-2013	On Going

May-16-2013

No.	Activity	Responsibility	Target Date	Status
1	Forward to Islands Trust Fund Staff and Director of Local Planning Services that the LTC requests that the \$4,000 requested of the Gabriola LTC to contribute to eelgrass mapping be paid for by the Scientific and Technical Studies Technical Budget and if this is not approved, that the Gabriola LTC will consider a similar funding request from the 2014/15 fiscal year's budget.	Courtney Simpson	Jun-27-2013	Done
1	Staff prepare follow up report to "Climate Change Policy Implementation Recommendations" report by CitySpaces Consulting that recommends amendments to the LUB to specifically address OCP Climate Change Policies, and provides recommendations on the options to implement Climate Change Policy 2 regarding land use application requirements.	Courtney Simpson	Jun-27-2013	On Going
1	Staff prepare report on Agriculture Policy Implementation pursuant to LTC discussion and direction at the May 16, 2013 LTC meeting, agenda item 14.1.2. (See several resolutions.)	Courtney Simpson	Jun-27-2013	On Going

1	Revise OCP/LUB Review project budget as presented in May 8, 2013 memo, to remove expenditure for hiring a consultant to prepare a report on Food Security and Farmland Protection, and add budget for a second public hearing and CIM in the current fiscal year.	Courtney Simpson	Jun-27-2013	On Going
1	Schedule public hearing for bylaws 265, 266, 267 and 268.	Lisa Webster-Gibson	Jun-27-2013	On Going
1	Staff to reply to Halalt First Nation's letter of March 19, 2013 in response to the referral of bylaws 265 and 266.	Courtney Simpson Jason Youmans	Jun-27-2013	On Going
1	Refer Bylaws 265 and 266 to the APC.	Courtney Simpson Jason Youmans	Jun-27-2013	On Going
1	Staff directed to delay spending the \$2,000 project budget for Snuneyxuxw Protocol Implementation until OCP and LUB amendment bylaws (to complete Top Priority Project #1) have gone to public hearing.	Courtney Simpson	Mar-31-2014	On Going

From: lavers2@telus.net [mailto:lavers2@telus.net]
Sent: May-03-13 8:27 AM
To: gbltcwebmail
Cc: lavers2@telus.net
Subject: Gabriola Island Local Trust Committee



Islands Trust

Preserving **island** communities, culture and environment.

May 03, 2013

From: Lorena Lavers
Email: lavers2@telus.net

Subject: Gabriola Island Local Trust Committee

I have learned in the past couple of days that I have a land use issue regarding my home-based business, Bonny's Towing. I am informed that there is no location on Gabriola Island that permits the storage of motor vehicles that have been damaged as a result of a motor vehicle accident for the period of time between the vehicle being cleared from the road and it being transported to Nanaimo according to instruction from ICBC.

This situation prevents ICBC from accepting my application to be an approved supplier.

If the letter of the law is followed then all vehicles damaged in a MVA must be cleared from the roadway and taken off island immediately to an approved impound lot in Nanaimo, or perhaps to the residence of the registered owner of the vehicle.

I request a meeting with you as soon as possible to discuss this issue and what options may be available to resolve this.

Sincerely,

Lorena Lavers

cell phone 250 802 8034
 residence 250 247 8034

www.islandstrust.bc.ca



Islands Trust

Top Priorities

Gabriola Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Gabriola Planning Area OCP Review:			Courtney Simpson		On Going
	1) Riparian Areas Regulation					
	2) Rezoning new RDN Parks and ITF nature reserves					
	3) Review and amend OCP & LUB to increase local food security and farmland protection					
	4) Implement OCP climate change policies into LUB					
	5) Consider density transfer affordable housing policies for cottage densities					
	6) Review DP7 form and character guidelines for Village Core, and review OCP/LUB to make Village more pedestrian-friendly					
	7) Update the 2010 build out map and report (including the number of existing and potential residential cottages and a list of forestry parcels with the potential for density transfer)					
	8) Implement First Nations and Archaeological Protection policies, including improved engagement on land use referrals					
	9) Review OCP and LUB to					

include protective measures
for biodiversity

10) Review OCP and LUB to
improve protection of coastal
areas

11) Review OCP and LUB to
protect water quality and
quantity

2	Development Approval Information bylaw	Jun-28-2012	Courtney Simpson	Jun-30-2013	On Going
3	Snuneymuxw First Nation Protocol Agreement Implementation	2013/14 budget for implementation for meeting expenses.	David Marlor Courtney Simpson	Mar-31-2014	On Going



Islands Trust

Print Date: Jun-18-2013

Projects

Gabriola Island

No.	Description	Activity	Received/Initiated	Status
2	Mudge and DeCourcy Island greenhouse gas emission inventories		Jan-27-2011	On Going
2	DeCourcy Island Official Community Plan Review and Advisory Planning Commission Appointments		Apr-21-2011	On Going
2	Hazardous areas and steep slopes development permit area		Feb-21-2013	On Going



Applications w/ Status - Gabriola Island Status: Open

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
GB-DP-2013.1	Mark Bishop	Mar-21-2013	Flat Top Islands Lot 18 Single Family Cottage for seasonal recreational use by owners

Planner: Linda Prowse

Planning Status

Status Date: May-08-2013

Planner reviewing file

Rezoning

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2007.1	Donald and Brad Powell	Feb-16-2007	725 Church Street To rezone a portion of approximately 2 acres from institutional to seniors.

Planner: Courtney Simpson

Planning Status

Status Date: May-08-2013

No new information from applicant

Status Date: Aug-10-2012

Cost Recovery Agreement signed by applicant

Status Date: May-11-2012

Finance Officer working with applicant re Cost Recovery Agreement

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2009.1	Williamson & Associates	Nov-09-2009	Proposed Density Transfer - transfer of lands off South Road (south of 707 park) to lands off Daniel Way in the Locke Bay Development Permit Area to create 10 new lots.

Planner: Courtney Simpson

Planning Status

Status Date: Apr-23-2013

Nothing new - still waiting to hear from applicant

Status Date: Jan-06-2012

Early referral responses sent to applicant, waiting to hear back from applicant on how he wishes to proceed

Status Date: Oct-19-2011

Supplemental information staff report including early referral responses to the LTC for their October 27, 2011 meeting

Subdivision

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2001.1	Centre Stage Holdings Ltd. Planner: Courtney Simpson	Mar-15-2001	To create 49 lots from 2 lots. Revised application for 49 lots.

Planning Status

Status Date: Nov-28-2011

MOTI granted one-year extension to PLA, new expiry date is November 17, 2012

Status Date: Aug-14-2009

Contact with potential agent/new owner of lots within the approved subdivision. Awaiting information from applicant on potential DVP application and/or proceeding with subdivision of remaining lands.

Status Date: Aug-06-2009

Multi stage proposal - applicant has completed density transfer. Staff to send letter to applicant confirming that applicant intends to proceed.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2008.3	C.O. Smythies & Associates Ltd. Planner: Marnie Eggen	Oct-06-2008	To create 6 parcels btwn McCollum & Tait Roads. (PARCEL C (DD 51803I) OF THE NORTH 1/2 OF THE NORTH EAST 1/4 OF SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT)

Planning Status

Status Date: Aug-12-2011

Staff reviewed revised plan; parkland ded., no further sub. cov. and frontage relief conditions removed.

Status Date: Jul-20-2011

Applicant submitted new site plan. Plan omits park land dedication. Staff in contact with applicant and RDN regarding

this.

Status Date: Aug-12-2010

Waiting for information from applicant

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2008.4	J.E. Anderson & Associates Planner: Marnie Eggen	Nov-28-2008	Boundary adjustment.

Planning Status

Status Date: Aug-12-2010

please refer to GB-SUB-2001.1 for update

Status Date: Aug-14-2009

see GB-SUB-2001.1

Status Date: Aug-06-2009

File relates to 2001.1 (Centre Stage) and is a boundary adjustment. Requires a DVP. Staff are in discussions with new owner of subject property

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2010.2	Gary and Jane McCollum and Krul Planner: Courtney Simpson	Aug-13-2010	1520 McCollum Road Create 7 parcels

Planning Status

Status Date: Apr-23-2013

File reopened - Correspondence from MOTI says subdivision file is ongoing and that Preliminary Layout Approval has not yet been given

Status Date: Mar-08-2013

Correspondence with MOTI staff - PLA has expired. File to be closed

Status Date: May-03-2012

Correspondence with MOTI staff - applicant intends to submit a revised application. No revised plans have been received yet by MOTI.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2011.1	Williamson & Associates Professional Surveyors	Dec-23-2010	To create 2 parcels on Daniel Way (THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, GABRIOLA ISLAND, NANAIMO DISTRICT, EXCEPT PARTS IN PLANS 22029, 30038, 32376 AND VIP54644)

Planner: Marnie Eggen

Planning Status

Status Date: Oct-25-2011

PLA received

Status Date: Aug-22-2011

Referral review completed and sent to MOTI.

Status Date: May-11-2011

Related to GB-RZ-2009.1, but can proceed seperately. Planner currently reviewing file.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2012.2	Don Powell	Oct-24-2012	725 Church Street - subdivision to create one new lot and a remainder lot
Planner: Linda Prowse			

Planning Status

Status Date: Nov-15-2012

Referral report sent to MoTI

Status Date: Oct-26-2012

Planner reviewing file

From: Nicole Ranger

Sent: June-07-13 4:23 PM

To: Courtney Simpson; David Graham; Gisele Rudischer; Sheila Malcolmson; Becky McErlean

Cc: Nancy Roggers

Subject: Gabriola LTC expense report to May 31. 2013

620 Gabriola	Invoices posted to May 31, 2013	Budget	Spent	Balance
65000 620	LTC "Trustee Expenses"	1,600.00	-	1,600.00
65200 620	LTC Local Exp LTC Meeting Expenses	5,000.00	336.58	4,663.42
65210 620	LTC Local Exp APC Meeting Expenses	1,000.00	-	1,000.00
65220 620	LTC Local Exp Communications	500.00	-	500.00
65230 620	LTC Local Exp Special Projects	3,500.00	-	3,500.00
65240 620	LTC Local Exp Miscellaneous	1,000.00	-	1,000.00
TOTAL LTC Local Expense		11,000.00	336.58	10,663.42
73001 620 2001	Gabriola OCP/LUB	-	-	12,000.00

Thanks!

Nancy Roggers
Finance Officer

Islands Trust
#200 1627 Fort Street
Victoria, B.C. V8R 1H8
Phone: (250) 405-5154
Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving *island* communities, culture and environment

Please consider the environment before printing this email.



Memorandum

Date June 7, 2013 File Number 3050-01

To Gabriola Island Local Trust Committee
For meeting of June 27, 2013

From Courtney Simpson
Regional Planning Manager

Re Gabriola Advisory Planning Commission Vacancy

We have received a letter of resignation from Advisory Planning Commission member Nancy Corzier. Her term expires on June 28, 2014.

Pursuant to section 2(d) of the Advisory Planning Commission Bylaw No. 209, "Where a member resigns or an appointment is otherwise terminated, the Trust Committee may appoint a member to serve the balance of the term of the appointment."

If the LTC wishes to appoint a new member to serve the remaining one year of the term, a new member can be appointed. If the LTC would like to advertise for a new member, staff should be directed to arrange for the advertising.

From: Nancy Crozier [mailto:nantscro@telus.net]
Sent: June-06-13 6:14 PM
To: Becky McErlean
Subject: Nancy Crozier letter of resignation to the LTC

Dear LTC, Becky McErlean and the Gabriola APC,

I regret to inform you that I am unable at this time to stand on the APC and now submit my resignation. I have enjoyed my service with all the members and the staff and would like to thank you for this opportunity. In future I hope to be able to find time to serve again. Thank you.

Nancy Crozier



Memorandum

Date June 7, 2013 File Number 3050-01

To Gabriola Island Local Trust Committee
For meeting of June 27, 2013

From Courtney Simpson
Regional Planning Manager

Re Mudge Island Advisory Planning Commission Appointments

The five members of the Mudge Island Advisory Planning Commission's terms expire on August 15, 2013.

Staff recommends the LTC advertise for new members in the Gabriola newspapers, on the Islands Trust website, and consider advertising in a Nanaimo newspaper, as well as contacting current members to ask if they are interested in serving another term.



Islands Trust

BYLAW REFERRAL FORM

700 North Road
Gabriola Island BC V0R 1X3
Ph: (250) 247-2063
Fax: (250) 247-7514
northinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Executive Committee Local Trust Area **Bylaw No.:** 27 & 28 **Date:** May 24, 2013

You are requested to comment on the attached Bylaws for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw will be held late summer or fall, 2013.

PURPOSE OF BYLAWS:

To implement an Official Community Plan (OCP) and Land Use Bylaw (LUB) for the Ballenas-Winchelsea Islands Area. The Islands Trust Executive Committee acting as a Local Trust Committee is responsible for land use planning and regulation within this area. The Ballenas-Winchelsea Islands do not currently have an OCP or zoning in place. For more background information please see webpage: www.islandstrust.bc.ca/ltc/exe/default.cfm

GENERAL LOCATION:

Ballenas-Winchelsea archipelago and surrounding waters

OTHER INFORMATION:

Please fill out the Response Summary on the back of this form for each bylaw. If your agency's interests are "*Unaffected*", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Marnie Eggen

Title: A/ Planner 2

This referral has been sent to the following agencies:

Federal Agencies

- Fisheries and Oceans Canada
- Department of National Defence
- Transport Canada

Provincial Agencies

- Provincial Ministry of Community, Sport and Cultural Development
- Provincial Ministry of Forests, Lands and Natural Resource Operations – Ecosystems Branch
- Ministry of Agriculture
- Ministry of Environment – BC Parks
- Ministry of Forest, Lands & Natural Resources – Aquaculture
- Ministry of Forest, Lands & Natural Resources - Ecosystems Protection
- Ministry of Forests, Lands & Natural Resource Operations - Archaeology Site Inventory
- Ministry of Forests, Lands and Natural Resource Operations - Crown Lands & Resource
- Ministry of Natural Resource Operations - Water Stewardship Division
- Ministry of Tourism, Recreation Site and Trails Branch
- Ministry of Transportation and Infrastructure
- Vancouver Island Health Authority

Regional Agencies

- Regional District of Nanaimo
- School District #68 (Nanaimo-Ladysmith)
- School District #69 (Qualicum)

Adjacent Local Trust Committees and Municipalities

- Islands Trust Fund
- Gabriola Island Local Trust Committee
- Denman Island Local Trust Committee
- Hornby Island Local Trust Committee
- Lasqueti Island Local Trust Committee
- Islands Trust, Bylaw Enforcement
- City of Parksville
- District of Lantzville
- Town of Qualicum Beach

PLEASE TURN OVER

Non-Agency Referrals

- The Land Conservancy

First Nations

- Te'Mexw Treaty Association
- Cowichan Tribes
- Halalt First Nation
- Stz'uminus First Nation
- Lake Cowichan First Nation
- Lyackson First Nation
- Penelakut Tribe
- Snaw'Naw'As Nation
- Qualicum First Nation
- Hul'qumi'num Treaty Group
- K'omoks First Nation
- Laich-Kwil-Tach Treaty Society
- We Wai Kai First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Executive Committee Local Trust Area

(Island)

(Signature)

(Date)

**Bylaw No. 27 – Ballenas-Winchelsea Islands Official Community
Plan**

(Bylaw Number)

(Title)

(Agency)

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Executive Committee Local Trust Area

(Island)

Bylaw No. 28 – Ballenas-Winchelsea Islands Land Use Bylaw

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)



STAFF REPORT

Date: June 13, 2013

File No.: 6500-20 (Gabriola
Parks Rezoning)

To: Gabriola Local Trust Committee
For meeting of June 27, 2013

From: Chloe Fox
Contract Planner

CC: Courtney Simpson
Regional Planning Manager

Re: Gabriola Island Parks Rezoning – Consultation Results & Next Steps

OVERVIEW:

The review and update of land use designations and zoning of Gabriola Island parks is a component of the Local Trust Committee's (LTC) top priority, the Gabriola Planning Area OCP Review. The LTC endorsed a project charter and communications strategy for this project at their November 29, 2012 meeting. For reference, these documents are included as Attachments 1 and 2 to this report. The staff report presented at the November 29, 2012 meeting should be referred to for additional background on the project, including an explanation of the scope recommended by staff and endorsed by the LTC.

Since the endorsement of the project charter and communications strategy, and in accordance with the workplan established by these documents, staff has met with representatives of BC Parks, the Regional District of Nanaimo (RDN) and The Nature Trust of BC (TNT). This initial consultation focused on introducing and discussing the project, identifying any additional park areas that should be included in the project and identifying appropriate land use designations and zoning categories, including any modified / new zones that may be required.

The purpose of this report is threefold:

- 1) to present the results of consultation with the RDN, BC Parks and TNT;
- 2) to present options for expanding the scope of the project based on the consultation results, and;
- 3) to provide staff recommendations for advancing the project.

RESULTS OF CONSULTATION:

RDN / TNT Consultation

Staff met with representatives from the RDN and TNT on February 5, 2013. At the meeting, the scope of the project was discussed and existing park zoning categories were reviewed. A number of issues and concerns were identified, as outlined below.

General Concerns

Staff reviewed existing zoning categories with representatives of the RDN and TNT in an effort to identify appropriate zoning categories for the numerous community and regional parks subject to the project. Concern was expressed as to whether or not the following zoning provisions of the P1, P2 and P3 zones were adequate to accommodate the park activities envisioned and, in some cases, currently allowed by the RDN:

- Height regulations – particularly in relation to structures (e.g. stairway accesses to the ocean, picnic shelters, etc.)
- Lot coverage regulations – specifically in active recreation parks where there may be tennis courts, etc.
- Use regulations
 - public gathering / assembly for special events, guided walks, etc. should be permitted in all parks, subject to the appropriate permitting process required by the RDN
 - ecological reserves should be added as a permitted principal use in the P1 zone
- Signage – parks need entrance signage, interpretive and directional signage. Some parks (e.g. Rollo McLay) may have additional signage requirements. Concern was expressed as to whether or not current signage regulations could accommodate necessary signage.

In addition, there was a discussion regarding the process for this project. Specifically, the RDN expressed a desire to receive an early referral of the draft bylaw amendments so that the Parks and Open Space Advisory Committee (POSAC) could have a chance to review the draft amendments prior to 1st reading of the amendment bylaw. If possible, representatives of the RDN also felt it would be beneficial to have an Islands Trust staff member or Gabriola LTC member present at the meeting to better explain the project and the draft amendments.

Concerns Specific to Particular Park Areas

1) Coats Marsh Regional Park

The RDN and TNT are joint owners/operators of this regional park. In accordance with the management plan developed for this park, the following were expressed as desired inclusions in any amended zoning for this park:

- The ability to have an on-site caretaker residence
- Public gathering as a permitted use
- The ability to accommodate amphitheatre seating for lectures / presentations

In addition, it was noted that the current site-specific zoning provision allowing for an AM/FM tower on the Coats Marsh property is no longer applicable or desired and should be removed.

2) Descanso Bay Regional Park

In accordance with the management plan developed for this park, the following were expressed as desired inclusions in any amended zoning for this park:

- Preserve the current zoning provision that allows for one dwelling unit on the property for a caretaker
- Allow for 32 campsites, a day-use area, trails, kayak launch, ancillary retail and rental services, and special events as permitted uses and structures.

3) Huxley Park

Although Huxley Park is not included in the scope of this project, as it does currently have appropriate park zoning, the RDN will be commencing a public consultation process on the future of this park in 2013. It was noted that zoning may need to be reviewed depending on the outcome of this process.

4) Parks on Mudge and Decourcy Islands

Park areas on Mudge and Decourcy Islands are not currently within the scope of this project. It was noted, however, that there are a number of park areas on Decourcy Island that do not have park zoning. There is only one park on Mudge Island, which currently has appropriate park zoning.

One additional park area, located on Paisley Place, was identified in consultation with RDN staff. This park was acquired through subdivision since 1996 and is, therefore, within the scope of the project.

BC Parks Consultation

Staff met with BC Parks staff on February 26, 2013. There are three provincial parks on Gabriola Island, all of which currently have appropriate (P1 / WP2) zoning on their land-based and marine portions; as such, existing zoning categories were not discussed in detail. There was concern expressed regarding potential discrepancies between the zoning boundaries and the park boundaries as Islands Trust staff had already recognized that the parking area of Sandwell Provincial Park is not currently captured under the park's P1 zone. BC Parks staff coordinated with GIS staff at the Islands Trust to compare the zoning boundaries with the park boundaries for all three provincial parks. Maps 1 through 3 in Attachment 3 show the discrepancies that were identified.

DISCUSSION & STAFF COMMENTS:

As outlined in the project charter, the purpose of this project is to review and update current land use designations and zoning categories of parks on Gabriola Island to ensure that the designations and zoning are appropriate to their particular use. Specifically, the scope of the project includes consideration of re-designation / rezoning of the following areas:

- Coats Marsh Regional Park
- Descanso Bay Regional Park
- Community Parks:
 - Corner of Coast Road and South Road
 - Petroglyph Way trails
 - Accesses to Whalebone Community Parks
 - Parks on northern edge of Drumbeg Provincial Park
 - 707 Community Park
 - Cox Community Park
- Sandwell Provincial Park – parking area
- Park dedications acquired through subdivision since 1996
- Other park dedications may be identified through initial consultation with RDN / Province

The project charter also lists the following as specifically out of the scope of this project:

- Review of land use designation and zoning categories of other parks not listed above
- Review of park zoning categories in general

- Consideration of density banking of park densities

Table 1 below summarizes the concerns / issues identified during consultation with the RDN, TNT and BC Parks and highlights whether or not they are currently accommodated under the project scope.

Table 1: Consultation Results vs. Current Scope of Project

Concern / Issue	In Scope	Out of Scope	Comments
Site specific zoning for Coats Marsh and Descanso Bay Regional Parks	✓		Coats Marsh and Descanso Bay Regional Parks are both listed in the scope of the project as in need of updated designations / zoning.
Review of park zoning categories to review use, height, lot coverage and signage regulations		✓	Review of park zoning categories in general is specifically listed as out of scope of the project.
Review of park zoning for Huxley Park		✓	The review of zoning categories for other parks not listed in the project scope is specifically identified as out of scope. In addition, given the timeframe for RDN consultation on this park, the review of the zoning for this property is more appropriate for a subsequent project.
Decourcy park areas		✓	The scope of this project only covers parks on Gabriola Island.
Correcting boundaries of provincial parks	✓		The scope of this project includes other park dedications that may be identified through initial consultation. These boundary discrepancies were identified during initial consultation and do not involve the review of any zoning categories, which is specifically listed as out of scope. As such, they are considered within the current scope of the project.

As outlined in the 'Results of Consultation' section above, the RDN also expressed a desire to receive an early referral of the draft bylaw amendments so that the POSAC could have a chance to review the draft amendments prior to 1st reading of the amendment bylaw. The 'Workplan Overview' section of the project charter includes consultation on draft bylaw amendments with the RDN, BC Parks, TNT and the ALC prior to consideration of 1st reading. As such, no adjustments are needed to accommodate this request.

Table 2 below summarizes staff recommendations for proceeding with the project. It lists all park areas recommended by staff for inclusion in the project, including: the parks currently included in the scope of this project (including the three new park areas that were identified in the November 2012 staff report as well as all pertinent park dedications acquired by subdivision since 1996) and the boundary discrepancies identified by BC Parks and Islands Trust staff. All of the park areas listed are within the current scope of the project, as outlined in the project charter.

Table 2: Current and potential park designations

Park / Location	OCP Designation		LUB Designation		Comments
	Current	Recommended	Current	Recommended	
Provincial Parks					
Sandwell – Parking Area	LRR	P	LRR	P1	
Drumbeg – Marine Boundaries	M	M	WP1	WP2	Marine area currently zoned WP2 also needs to be rezoned to WP1 (see Map 1, Attachment 3).
Gabriola Sands – Marine Boundaries	M	M	WG	WP2	Marine area currently zoned WP2 also needs to be rezoned to WG (see Map 2, Attachment 3).
Sandwell – Marine Boundaries	M	M	WG	WP2	Marine area currently zoned WP2 also needs to be rezoned to WG (see Map 3, Attachment 3).
Regional Parks					
Coats Marsh	R	P	R	P1(a)	Site-specific P1 zone variant needed to capture uses identified by RDN / TNT.
Descanso Bay	C(TR)	P	TC2	P1(b)	Site-specific P1 zone variant appropriate to capture the campground and the fact that this is a regional park.
Community Parks					
707	F	P	FWR1	P2	
Cox	R and AG	P	R and AG	P2	Referral to ALC recommended to re-designate AG portion.
Parks at northern edge of Drumbeg Provincial Park	AG and RR	P	LRR	P2	Referral to ALC recommended to re-designate AG portion.
Corner of Coast & South Rds	RR	P	LRR	P2	
Petroglyph Way trails	R	P	R	P2	
Accesses to Whalebone Community Parks	SRR	P	SRR	P2	
Trail off Seymour Road	R	P	RR1	P2	
Paisley Place	IN	P	IN3	P2	

The project charter sets a targeted timeline for the project with consideration of adoption of amendment bylaws in July 2013. Due to difficulty in scheduling initial consultation with the RDN, TNT and BC Parks, as well as Islands Trust staff turnover and workload, this timeframe is no longer realizable. The 'Links and Dependencies' section of the project charter does, however, recognize that park owner / operator availability as well as Island Planner workload may require adjustments to this timeframe. Given that changes to the targeted timeframe are accounted for in the project charter, the preparation and endorsement of a revised project charter and communications strategy is not warranted.

OPTIONS:

The LTC has the following options with respect to the recommendations of this report:

1. Direct staff to prepare draft bylaws to amend the Gabriola Island Official Community Plan and the Gabriola Island Land Use Bylaw based on the staff recommendations contained in Table 2 above.
2. Amend the scope of the project to include concerns / issues identified during consultation that are currently out of scope and direct staff to prepare an amended project charter based on the revised scope for LTC endorsement.

RECOMMENDATIONS:

THAT the Gabriola Island Local Trust Committee direct staff to prepare draft bylaws to amend the Gabriola Island Official Community Plan and the Gabriola Island Land Use Bylaw to update the land use designations and zoning categories of the following park areas to reflect their current uses and to ensure zoning boundaries match park boundaries:

- Cox Community Park
- Coats Marsh Regional Park
- Descanso Bay Regional Park
- 707 Community Park
- Community Park – corner of Coast Rd and South Rd
- Community Parks at northern edge of Drumbeg Provincial Park
- Petroglyph Way trails
- Accesses to Whalebone Community Parks
- Community Park – trail off Seymour Rd
- Sandwell Provincial Park – parking area and marine boundaries
- Gabriola Sands Provincial Park – marine boundaries
- Drumbeg Provincial Park – marine boundaries
- Community Park – Paisley Place.

Prepared and Submitted by:

Chloe Fox

RPP, MCIP, Contract Planner

June 13, 2013

Date

Concurred in by:

Courtney Simpson

RPP, MCIP, Regional Planning Manager

June 14, 2013

Date

Attachments:

Attachment 1 – Project Charter, dated November 9, 2012

Attachment 2 – Communications Strategy, dated November 9, 2012

Attachment 3 – Areas to be Rezoned – Drumbeg Provincial Park, Gabriola Sands Provincial Park and Sandwell Provincial Park

Purpose To review and update current land use designations and zoning categories of parks on Gabriola Island to ensure that the designations and zoning are appropriate to their particular use.

Objectives

- Adoption of updated land use designations and zoning for parks on Gabriola Island that currently do not have zoning and/or land use designations that reflect their use.
- Long-term recognition and protection of park areas for the use of the Gabriola community.

Background

This project is part of the Gabriola Official Community Plan review. Over the years there have been a number of parks created on Gabriola Island through subdivision, density transfer and park acquisition processes that have not been reflected in the land use designations and zoning in the Official Community Plan and Land Use Bylaw. A number of these parks were identified in a September 2011 Memorandum from staff and a number have since been identified and are outlined in the scope of the project.

Project Scope

In Scope

Consideration of rezoning / redesignation of the following areas:

- Cox Community Park
- Coats Marsh Regional Park
- Descanso Bay Regional Park
- Northern Part of Drumbeg Provincial Park
- 707 Community Park
- Community Park—corner of Coast Road and South Road
- Community Parks—Petroglyph Way
- Community Parks—Accesses to Whalebone Community Parks
- Sandwell Provincial Park—Parking Area
- Park dedications acquired through subdivision since 1996
- Other park dedications may be identified through initial consultation with RDN / Province

Out of Scope

- Review of land use designation and zoning categories of other parks not listed in this section
- Review of park zoning categories in general
- Consideration of density banking of park densities

Project Team	
Name/Project Role	
Chloe Fox/Island Planner	
I.T. Victoria Mapping Department	
Gabriola LTC	
Becky McErlean/ A/Planning Clerk	

Governance	
Name/Project Role	Responsibility
GBLTC	Bylaw review / consideration /adoption
Executive Committee	Bylaw approvals
Minister of Community, Sport & Cultural Development	OCP Bylaw approval

Workplan Overview	
Deliverable/Milestone	Targeted Completion
Consultation with RDN, Province and Nature Trust of BC who own / operate subject parks	January 2013
Development of draft bylaw amendments	February 2013
Consultation on draft bylaw amendments with RDN, Province, Nature Trust of BC and ALC	February / March 2013
1st reading of draft bylaws—agency and First Nation referrals	March / April 2013
Public Hearing and further readings	May 2013
Submission of draft bylaws to Executive Committee/Minister of CSCD	May 2013
Consideration of adoption	July 2013

Budget		
Item	Cost	Notes
Legislative Process	\$2,000	This will be from the 2013/14 Fiscal Year budget
Total	\$2,000	

Links & Dependencies

- LTC meeting schedule as framework for deliverables.
- Victoria mapping department for draft mapping schedules.
- Park owner / operator availability and response turn-around.
- Referral agency response turn-around.
- Island planner workload.

Regional Planning Manager Approval:
Courtney Simpson
Date: November 19, 2012

Interest Groups	
Name	
RDN Parks Department	
Province of British Columbia	
Snuneymuxw First Nation; other First Nations	
Nature Trust of BC (Coats Marsh Community Park)	
Agricultural Land Commission (Cox Community Park and Northern Part of Drumbeg Provincial Park)	

GBLTC Endorsement Resolution #:
GB-126-2012
Date: November 29, 2012

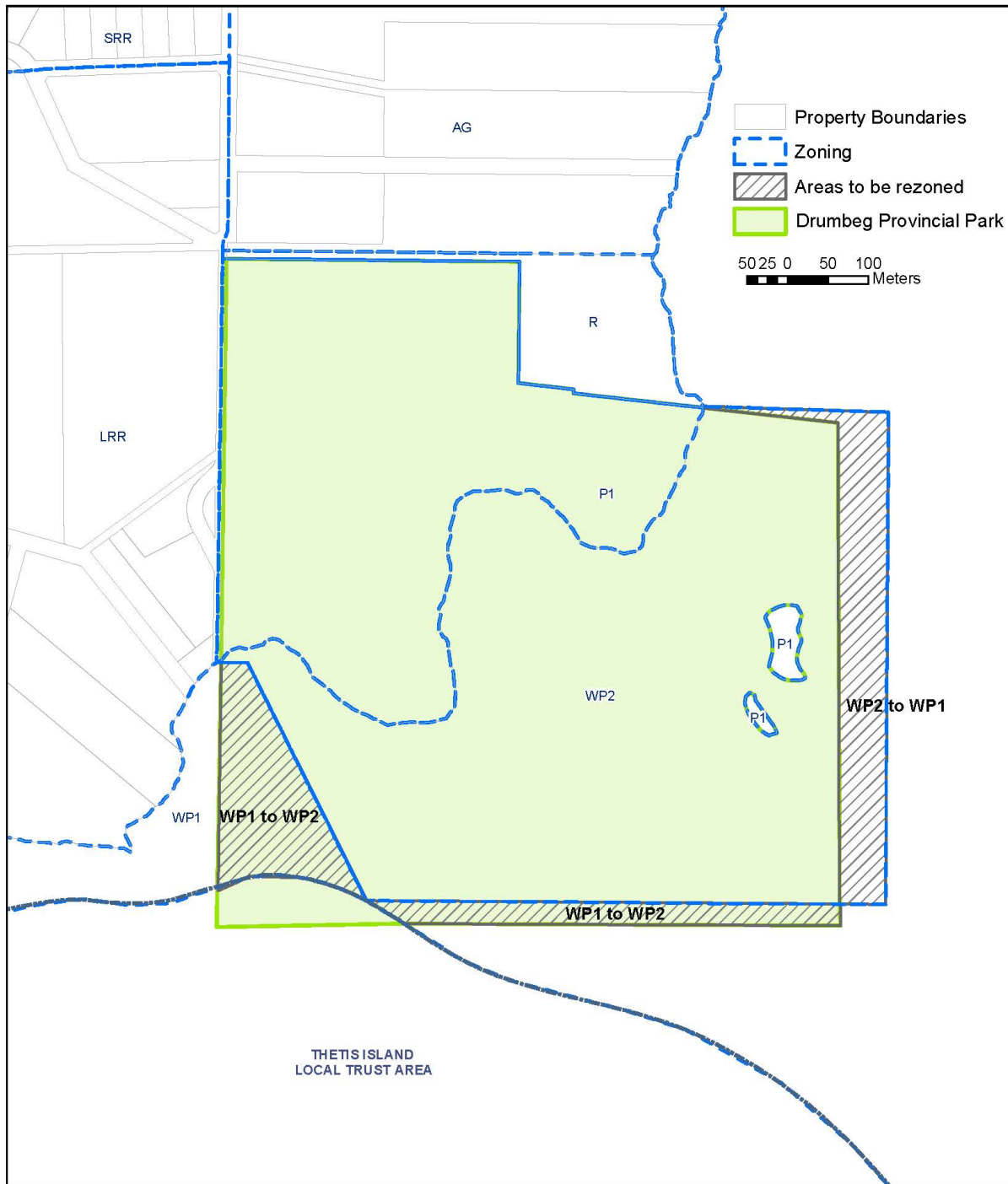
1.0 Objectives & Scope

Project Name	Gabriola Island Parks Rezoning	
What is the decision being made in this project?	Amendments to the OCP and LUB to update land use designation and zoning categories for existing park areas to reflect their use as parks.	
Who will make the final decision?	Gabriola Island Local Trust Committee	
What is the scope of this project?	Review and update of existing land use designations and zoning of a select group of park areas that have been identified by staff and additional areas that may be identified through initial consultation with park managers.	
How will this project decision impact: - Other LTC decisions or projects - Individuals / Businesses - Specific communities - Environment	- Updating land use designations and zoning for parks will ensure that Gabriola's park areas are appropriately recognized in zoning regulations and the official community plan and will ensure uses allowed in these areas are appropriate to their status as parks.	
Are there historical factors or previous decisions that will affect how this project is implemented?	Density banking of park densities has been raised as an issue in past consultations with the Regional District of Nanaimo (RDN) with regard to rezoning parks. At the November 1, 2012 meeting, the LTC resolved to include any park areas acquired through subdivision since 1996 in the scope of this project. Staff will review Islands Trust data to identify all such areas; however, there may be additional park dedications that are missed by staff and should be identified in consultation with the RDN, the Province and other park management authorities.	
Why would you involve the public in this decision? What exactly do you want to achieve?	This project will not involve consultation with the public aside from the required public hearing.	
What information do decision makers need to assist them in this decision?	The LTC needs to know the uses currently permitted in the subject park areas through park management plans and other documents produced by park management authorities so that future zoning categories and land use designations are consistent with these documents.	
What factors will influence the decision about level and scope of consultation? How?	FACTOR	IMPACT
	Resources	Staff time both internally and externally (park agencies) may limit the possibilities with respect to engagement and may affect the timing of engagement.
	Purpose	The lands affected by this project are already operated as parks and recognized as such by the community. The purpose of the project is to ensure that these areas have the appropriate zoning and land use designations to reflect their current use, not to introduce additional uses. As such, extensive consultation with the community is not recommended.
Driving questions: - What information are you seeking? - How will this add value to the decision making process?	This project seeks to identify all applicable park areas that fall within the scope of this project and to identify appropriate zoning categories and land use designations for the applicable park areas. In order to do so, we need to work with the agencies responsible for parks on Gabriola Island, the RDN, the Province and various conservancies that co-operate some park areas.	

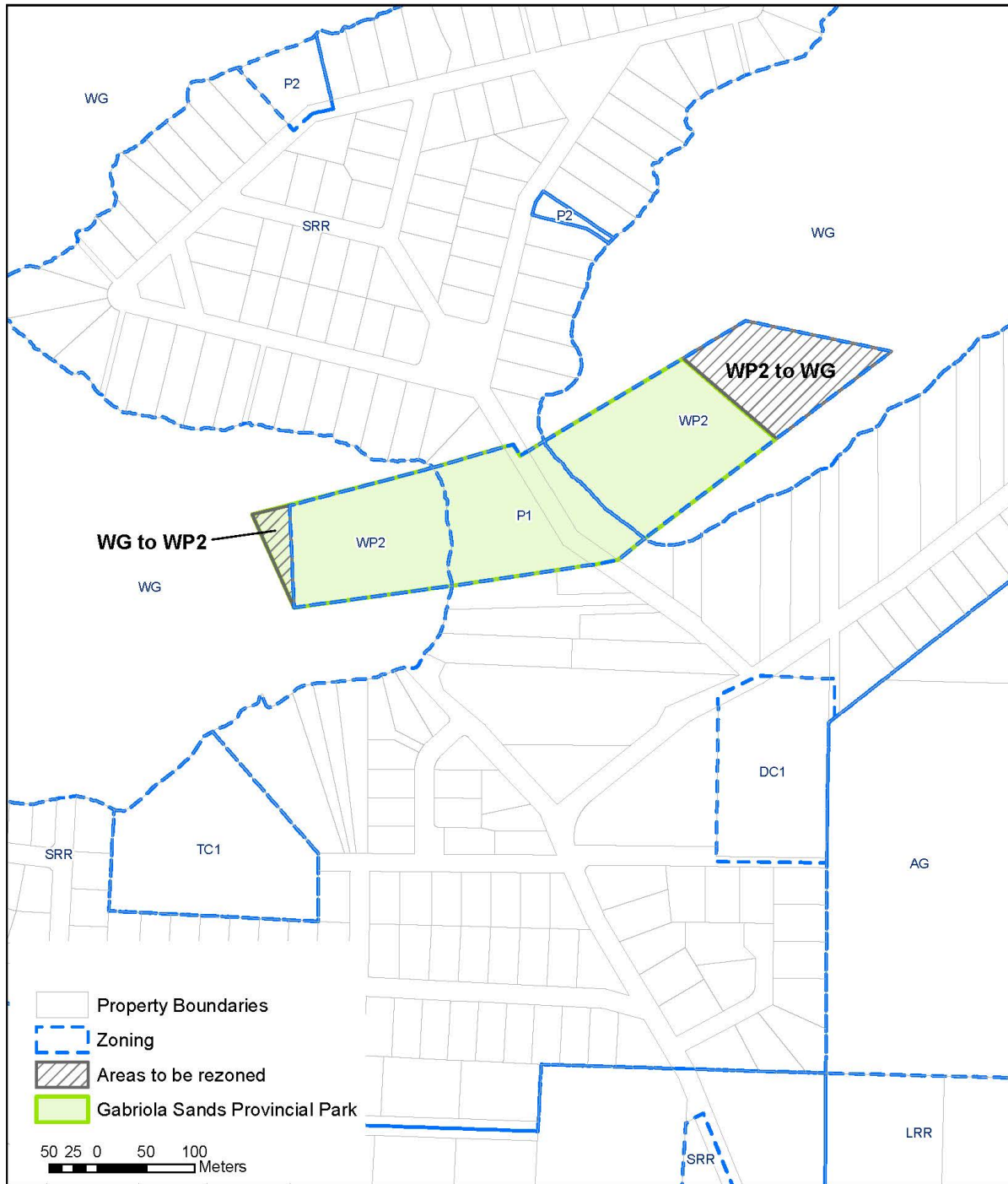
2.0 Methods & Delivery

<i>Project Name</i>	<i>Gabriola Island Parks Rezoning</i>			
Methods	Cost	Content Focus	Audience	Target Date
Initial Meetings with Staff	Meetings to be held at Islands Trust office, RDN office or Provincial office, if possible. No cost anticipated.	Identifying any additional park areas that should be included, identifying appropriate land use designations and zoning categories, and identifying any modifications / new zones that may be required.	Appropriate staff from RDN, Province and Nature Trust of BC	January 2013
Draft Bylaw Review	Provide copies of draft bylaw with introductory letter for review by email. No cost anticipated.	Introduce and explain the draft bylaw amendments and how they relate to outcomes from initial meetings.	Appropriate staff from RDN, Province, Nature Trust, ALC	February 2013
Legislative Process	Estimated cost: \$2,000	Introduce and explain the proposed bylaw amendments.	First Nations, RDN, Province, ALC, Nature Trust of BC, other referral agencies, and the public	March to May 2013

Map 1: Areas to be Rezoned – Drumbeg Provincial Park



Map 2: Areas to be Rezoned – Gabriola Sands Provincial Park



Map 3: Areas to be Rezoned – Sandwell Provincial Park

