



Gabriola Island Local Trust Committee

Regular Meeting Agenda

Date: October 22, 2015
Time: 10:15 am
Location: Gabriola Women's Institute Hall
476 South Road, Gabriola Island, BC

	Pages
1. CALL TO ORDER	10:15 AM - 10:15 AM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	10:20 AM - 10:30 AM
4. COMMUNITY INFORMATION MEETING - None	
5. PUBLIC HEARING - None	
6. MINUTES	10:30 AM - 10:35 AM
6.1 Local Trust Committee Minutes dated September 10, 2015 – for adoption	4 - 13
6.2 Section 26 Resolutions-without-meeting Report dated October 8, 2015	14 - 14
6.3 Advisory Planning Commission Minutes - none	
6.4 Mudge Island Advisory Planning Commission Minutes - none	
6.5 Agricultural Advisory Commission Minutes - none	
6.6 Transportation Advisory Planning Commission Minutes - none	
7. BUSINESS ARISING FROM MINUTES	10:35 AM - 11:00 AM
7.1 Follow-up Action List dated October 14, 2015	15 - 17
7.2 Pacific Pilotage Authority Anchorage Proposal	
7.2.1 Memorandum dated October 13, 2015	18 - 22
7.3 Correspondence and Public Comment	
7.3.1 Memorandum dated October 13, 2015	23 - 29
7.4 Response from Executive Committee Regarding Fire Protection Services	
7.4.1 Memorandum dated October 13, 2015	30 - 32
8. DELEGATIONS - None	

9. CORRESPONDENCE	11:00 AM - 11:15 AM	
<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>		
9.1 Letter dated September 29, 2015 to Joan Calderhead, Manager, Environment & Natural Resources, Lands and Economic Development regarding Hardy Island Granite Quarries Ltd. Operation on Valdes Island		33 - 34
9.2 Letters regarding airplane traffic over Gabriola Island		
9.2.1 Letter from Trustee Nicholas to Transport Canada dated August 31, 2015		35 - 36
9.2.2 Email response from Robert Dick, Regional Director of Transport Canada		37 - 38
9.2.3 Email from Donna Kydd to Trustee Nicholas dated September 27, 2015		39 - 39
10. APPLICATIONS AND REFERRALS	11:15 AM - 11:30 AM	
10.1 GB-DP-2014.3 Madrone Marketplace Phase 2		
10.1.1 Staff Report dated September 29, 2015		40 - 43
11. BREAK	11:30 AM - 11:45 AM	
12. LOCAL TRUST COMMITTEE PROJECTS	11:45 AM - 12:45 PM	
12.1 Roadside Signage on Gabriola Island		
12.1.1 Staff Report dated October 1, 2015		44 - 47
12.2 Dog Sitting Regulations		
12.2.1 Staff Report dated October 8, 2015		48 - 60
13. REPORTS	12:45 PM - 1:00 PM	
13.1 Work Program Reports		
13.1.1 Top Priorities Report dated October 14, 2015		61 - 61
13.1.2 Projects List Report dated October 14, 2015		62 - 63
13.2 Applications Report dated October 14, 2015		64 - 68
13.3 Trustee and Local Expense Report dated September, 2015		69 - 69
13.4 Adopted Policies and Standing Resolutions		70 - 70
13.5 Local Trust Committee Webpage		
13.6 Chair's Report		
13.7 Trustee Reports		
13.8 Electoral Area Director's Report		
13.9 Trust Fund Board Report - none		

- 14. NEW BUSINESS** 1:00 PM - 1:20 PM
- 14.1 Remembrance Day Ceremony - for discussion
 - 14.1.1 Letter from Gabriola Island Veterans' Association dated October 5, 2015 71 - 71
 - 14.2 Gabriola Island Telephone Directory Ad Renewal for 2016
 - 14.2.1 Memorandum dated October 7, 2015 72 - 74
 - 14.3 Tentative Meeting Schedule for 2016 - to be distributed at meeting
- 15. UPCOMING MEETINGS**
- 15.1 Next Regular Meeting Scheduled for Thursday, November 26, 2015
at 10:15 am at The Woman's Institute, 476 South Road, Gabriola Island, BC
- 16. TOWN HALL**
- 17. CLOSED MEETING - None**
- 18. ADJOURNMENT** 1:30 PM - 1:30 PM



Gabriola Island Local Trust Committee Minutes of Regular Meeting

Date: September 10, 2015
Location: Gabriola Island Agricultural Hall
465 South Road, Gabriola Island, BC

Members Present Laura Busheikin, Chair
Melanie Mamoser, Local Trustee
Heather Nicholas, Local Trustee

Staff Present Aleksandra Brzozowski, Island Planner
Ann Kjerulf, Regional Planning Manager
Teresa Rittemann, Planner 1
Jessie Sherk, Recorder

Media and Others: Howard Houle, Electoral Area Director
1 member of the local media
Approximately 10 members of the public

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 10:19 am. She acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations. She then welcomed the public and introduced staff and trustees. The Chair also welcomed the new Regional Planning Manager, Ann Kjerulf.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 14.1 The release of draft minutes to trustees – for discussion
- 14.2 Participation in Village Vision meeting October 4, 2015 – for discussion

Reorder the agenda as follows:

- 12.2 Affordable Housing Strategies for Gabriola Island
- 12.4 Dog Sitting Regulations
- 12.3 Roadside Signage on Gabriola
- 12.1 Medical Marihuana Production Facility Bylaw Amendments

By general consent the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

Penny Sidor stated that she has been dog sitting for a number of years on Gabriola and there has been some controversy on the island regarding dog sitting and dog owning. She noted that she participated in the survey and has seen the results. She asked the committee if there would be a way to regulate the noise/nuisance that may be

associated with dog sitting rather than dog sitting itself. Planner Brzozowski stated that should dog sitting become considered as a home occupation, then the existing regulations regarding noise at a home occupation would apply.

Julie Olson stated having a dog sitter is very important to her life as she does take vacations now that she is retired. She also believes that there should be regulations in place but that dog sitting should be allowed. She noted that dog sitting to her is as important as babysitting to a parent.

Franz Gigl, a member of the Anchor RAGE group, spoke about the number of people who signed the petition against the proposed Gabriola anchorages, noting that it shows how important this issue is to Gabriolans. He asked the Local Trust Committee (LTC) to take a clear and firm stand against the proposed freighter anchorage.

Chris Donaldson stated that he has two dogs and needs someone to take care of them from time to time as he has health problems. He stated that he is in support of dog sitting as a legal home occupation.

Louise Amuir from the Gabriola Chamber of Commerce spoke regarding road signage. She stated that the Chamber of Commerce has been speaking with The Haven regarding their sign. She wanted to say that she supports Option #3 in the staff report.

Burt Fidler spoke regarding dog sitting and wanted to clarify that dog kennels and dog sitting are two different things. He stated that he is in support of allowing dog sitting on Gabriola.

Katharine Patterson stated that she is in support of regulated dog sitting on Gabriola. She noted that if it was not a regulated business, that there would still be underground dog sitting which will be harder to regulate.

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES

6.1 Local Trust Committee Minutes dated July 23, 2015 – for adoption

The following amendments to the minutes were presented for consideration:

Page 1, Item 3	Correct the spelling of Jes Anderson
Page 5, Item 9.1	Delete last sentence "Trustee Mamoser will follow up..."
Page 5, Item 9.2	Correct spelling of Valdes Island
Page 5, Item 11	Correct spelling of Valdes Island in motion GB-2105-086
Page 9, Item 16	Correct spelling of Jes Anderson

By general consent the minutes were adopted as amended.

6.2 Section 26 Resolutions-without-meeting - none

6.3 Advisory Planning Commission Minutes - none

6.4 Mudge Island Advisory Planning Commission Minutes - none

6.5 Agricultural Advisory Commission Minutes - none

6.6 Transportation Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated September 1, 2015

The Follow-up Action List was reviewed and discussed. Staff and trustees noted the following:

- The item regarding mid and southern islands fire/forest protection is on the work program list of Trust Area Services, but not with a high priority.
- The invitation to Chief Wesley to today's meeting was missed on the Follow-Up Action List.
- Planner Brzozowski has been in touch with the Gabriola Environmentally Responsible Trans Island Express (GERTIE) group in regard to their request to widen Eastholm Road, which is to be referred to the Transportation Advisory Committee.
- The last item on the list regarding the review of the topic list for the Regional District of Nanaimo (RDN) and Islands Trust annual meeting will be reviewed via email.

7.2 Pacific Pilotage Authority Anchorage Proposal - update from Trustee Nicholas

Trustee Nicholas recognised the work that the AnchorRage group has done to gather 2,800 signatures on their petition. She stated that she received an update from Clare Frater, Trust Area Policy Analyst, regarding the timeline for community consultation, noting it would not happen before mid-April 2016. Trustee Nicholas shared the following timeline with the committee:

1. Review of Southern Gulf Island Anchorages and make recommendations (complete);
2. Identify all optional anchorages in the southern Georgia Strait and Gulf Islands (complete);
3. Carry out a risk assessment of the identified anchorages off Gabriola Island (complete);
4. Conduct an environmental review on the proposed anchorages off Gabriola (in progress);
5. Complete briefing document on the anchorage review (awaited completion of environmental review);
6. Conduct meeting with Snuneymuxw First Nations on usage of proposed area (not yet commenced as environmental review needs to be completed);
7. Conduct public meeting(s) with Gabriola residents on proposal (slated for new year – 90 days after the residents obtain copies of the briefing document, risk assessment and environmental review);

8. Share information on meetings, process and results with partners (after 1. through 7. have been completed):
 - a) Transport Canada;
 - b) Canadian Coast Guard;
 - c) Chamber of Shipping;
 - d) Shipping Federation of Canada;
 - e) BC Coast Pilots Ltd.;
 - f) Port Metro Vancouver; and
 - g) Port of Nanaimo.
9. Make recommendation to the Minister.

Trustee Nicholas stated that she had been assured that the environmental review that they are conducting is an earnest review and there is a major effort to assess this situation. Discussion ensued regarding the Islands Trust mandate, policies and advocacy.

GB-2015-096

It was **MOVED** and **SECONDED**, that the Gabriola Island local Trust Committee declare its opposition to freighter anchorages that would negatively impact the community and environment of the Gabriola Island Local Trust area and its surrounding waters.

CARRIED

GB-2015-097

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee request the Chair to write a letter in response to the Pacific Pilotage Authority anchorage proposal.

TABLED

Discussion regarding the letter ensued.

GB-2015-098

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee defer the previous motion until the next meeting.

CARRIED

8. DELEGATIONS

8.1 Village Vision regarding Affordable Housing Review

8.1.1 Submission - Village Vision

Steven Earl spoke on behalf of Village Vision and the hundred or so residents of Gabriola who attended their workshops throughout the year. In regard to the affordable housing strategies, he stated that the Village Vision collective is generally in favour of allowing one-time creation of more residential densities for the village core area, encouraging developments that include a mix of generations with both rental and ownership options. Focus should be on the village core area because

they think it is important to have a presence of people living in the core to make it a vibrant place. He also noted that they believe that any initiatives in this regard should showcase sustainable practices with a more integrated approach rather than each development on its own. He pointed out that the next Village Vision workshop on October 4, 2015 would be focusing on sustainable water practices. He stated that the Village Vision would also like to see that there is additional allowance for mixed use, encourage multi-family housing, consideration of co-housing and co-op housing and the allowance of secondary suites. In all cases they stress that the carrying capacity of the land in question must be an important consideration.

It was noted that the trustees received an invitation to a groundwater event on October 10, 2015 on Pender Island and that maybe a representative from the Village Vision group would be interested in attending.

8.2 Group of Gabriola Residents regarding Affordable Housing

8.2.1 Submission - Group of Gabriola Residents

Linnet Kartar spoke on behalf of the group regarding the latest strategy report for affordable housing. Out of the 12 recommended strategies in the report, Kartar stated that their group recommends the following priorities and that the Local Trust Committee (LTC) move forward on implementing these strategies rather than doing any further consulting:

- #1 Communicate affordable housing provisions via secondary suite bylaw in agriculture zone
- #11 Permit secondary suites in residential zones
- #12 Review the required minimum lot area for accessory cottages and/or secondary suites in residential zones
- #8 Explore multi-dwelling housing options and densification in specified areas
- #9 Support housing diversity through housing agreements and amenity zoning provisions
- #5 Strong relations with the RDN

Nancy Hetherington-Peirce added that it is important for trustees to be thinking about the meaning of affordable housing. She suggested the term “attainable housing” for discussions that fall outside the definition of Affordable Housing as defined in the Gabriola Official Community Plan.

Discussion ensued.

9. CORRESPONDENCE - none

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

10. APPLICATIONS AND REFERRALS - none

11. BREAK

Chair Busheikin recessed the meeting at 11:30 am for a break, and reconvened at 12:00 pm.

12. LOCAL TRUST COMMITTEE PROJECTS

12.2 Affordable Housing Strategies for Gabriola Island

12.2.1 Memorandum dated July 14, 2015

Planner Brzozowski summarized the memorandum. Discussion ensued.

GB-2015-099

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee request that staff change
the name of Gabriola Affordable Housing Strategies to Gabriola
Attainable Housing Strategies.

CARRIED

It was agreed that Attainable Housing Strategies should be added to the
list of topics for the Regional District of Nanaimo meeting.

GB-2015-100

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee request staff to include
information regarding the secondary suites provision in communications
materials about the agricultural bylaws.

CARRIED

GB-2015-101

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee request that staff send the
Attainable Housing staff report, including all reference materials: Gabriola
Housing Needs Assessment, Affordable Housing Strategy for Gabriola
Island prepared by People for a Healthy Community, Trust Council
Affordable Housing Toolkit, delegation responses from Village Vision and
the group of Gabriolans, to the Advisory Planning Commission for
consideration of options for their input on which strategies are more viable
and effective within the context of our Official Community Plan goals and
objectives.

CARRIED

Discussion ensued regarding the Project Charter.

12.4 Dog Sitting Regulations

12.4.1 Memorandum dated September 1, 2015

Planner Brzozowski summarized the memorandum. Discussion ensued amongst staff and trustees. It was noted that the 78 responses to the survey shows that there is community interest in this issue. Next steps were discussed.

GB-2015-102

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee request staff to prepare draft language for home occupation regulations addressing noise, fencing requirements and allowable number of dogs for home dog sitting occupations and additionally define the terms “kennel” and “dog sitting” in Bylaw 177.

CARRIED

12.3 Roadside Signage on Gabriola Island

12.3.1 Staff Report dated August 31, 2015

Planner Ritemann summarized the staff report. Staff and trustees reviewed and discussed the recommended options at great length.

GB-2015-103

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee request that staff amend the Project Charter to set as an objective, that the Local Trust Committee work with the business community including the Gabriola Island Chamber of Commerce to develop a signage strategy.

CARRIED

12.1 Medical Marihuana Production Facility Bylaw Amendments

12.1.1 Staff Report and Draft Bylaw dated August 31, 2015

Planner Brzozowski summarized the staff report. Discussion ensued.

GB-2015-104

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee give first reading to Bylaw No. 280 cited as Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2015.

CARRIED

GB-2015-105

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee refer proposed Bylaw No. 280 to the Agricultural Land Commission, Regional District of Nanaimo Building Department, Islands Trust Bylaw Enforcement Department, and the following First Nations: Snuneymuxw First Nation, Cowichan Tribes, Halalt First Nation, Hul'qumi'num Treaty Group, Lake Cowichan First Nation, Lyackson First Nation, Penelakut Tribe, Snaw'na'as First Nation, Semiahmoo First Nation, Stz'uminus First Nation, and Te'mexw Treaty Association.

CARRIED

13. REPORTS

13.1 Work Program Reports

13.1.1 Top Priorities Report dated September 1, 2015

No changes.

13.1.2 Projects List Report dated September 1, 2015

No changes.

13.2 Applications Report dated September 1, 2015

Reviewed for information.

13.3 Trustee and Local Expense Report dated August, 2015

Reviewed for information.

13.4 Adopted Policies and Standing Resolutions

Reviewed for information.

13.5 Local Trust Committee Webpage

No additions.

13.6 Chair's Report

Chair Busheikin reported on the Executive Committee and discussed what they are expecting for the upcoming Trust Council on Bowen Island. The Financial Planning Committee has started discussion about the next financial year and discussed the budget history briefing that answered the question of why the budget has gone up to the degree it has over the last fifteen years. Chair Busheikin stated that it was an interesting report and that it would be coming to the trustees as well. The week after Trust Council, Chair Busheikin reported that the Executive Committee would be going to the Union of BC Municipalities (UBCM) Convention in Vancouver where the Comox Valley Regional District

(CVRD) is bringing forward a resolution to promote the expansion of the Natural Area Protection Tax Exemption Program (NAPTEP) to other areas of BC. Also at that meeting, BC Transportation Minister Stone has initiated a meeting with regional directors to talk about transportation issues and would be meeting with the Trust Council Chair and Vice Chairs. She noted that Islands Trust is sponsoring a breakfast event for all the regional directors in the area and that would be a chance for some networking and dialogue.

13.7 Trustee Reports

Trustee Nicholas reported on the upcoming Trust Council on Bowen Island noting that she was eager to meet with Bowen Council and to complete work on the Trust Council Strategic Plan. She then discussed the Trust Programs Committee meeting in Ladysmith and the Ferry Advisory Committee (FAC) meeting next month. Trustee Nicholas noted that this was the last meeting before the federal election and commented on how politically engaged Gabriola is. Next, she welcomed new Planning Manager Ann Kjerulf and thanked Planner Brzozowski for her work over the summer. In closing, she reminded the public that her door is always open and she appreciates all the calls and emails.

Trustee Mamoser thanked the public for attending the meeting. She also thanked Planner Brzozowski for being the Acting Regional Planning Manager and Island Planner for the last three months and welcomed Ann Kjerulf. She then discussed the Local Planning Committee meeting where they established their projects as meeting housing needs, shoreline mapping, and appropriate economic development. The meetings and events she has been involved with since last month included the 60th Annual Salmon BBQ and the Gabriola Theatre Festival. In closing, she stated that the volunteers on this island continually amaze her.

13.8 Electoral Area Director's Report

Director Houle updated the committee on the progress with the Village Trail stating that another \$30,000 has been given to that and details should be finalized by the end of the month. He noted that shovels should be in the ground for the trail by February and the second phase will come after they see how the trail is being used. He then stated that the RDN has made an offer to EMCON to purchase three lots on Gabriola to be used for recreational facilities. There would be a tax increase with this. Next he reported on GERTIE, stating that a request for \$150,000 to run the service was passed pending the decision of the referendum. Finally, he discussed the taxi saver bylaw that would allow someone to buy \$60 of taxi rides for \$30 if they qualify.

13.9 Trust Fund Board Report - August 2015

Reviewed for information.

14. NEW BUSINESS

14.1 The Release of Draft Minutes To Trustees

Discussion ensued.

GB-2015-106

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee request staff to release the draft
LTC meeting minutes to trustees shortly after staff receive draft minutes from the
minute taker.

CARRIED

14.2 Participation in Village Vision meeting October 4, 2015

Staff and trustees will discuss via email.

15. UPCOMING MEETINGS

**15.1 Next Regular Meeting Scheduled for Thursday, October 22, 2015 at
10:15 am at The Women's Institute Hall, 476 South Road, Gabriola Island,
BC**

16. TOWN HALL

None.

17. CLOSED MEETING - none

18. ADJOURNMENT

Chair Busheikin adjourned the meeting at 2:20pm

Community Stewardship Award Presentation and Celebration began at 2:30 pm.

Laura Busheikin, Chair

Certified Correct:

Jessie Sherk, Recorder

RWM From: June 04, 2015 To: October 08, 2015

Gabriola Island

Resolution #	Action	Resolution Description	Resolution Date
2015-02	In Favour	THAT the Gabriola Local Trust Committee add "Investigation of Tiny Homes" as an Attainable Housing Option to the list of items being referred to the Advisory Planning Commission for discussion.	Sep 21, 2015



Islands Trust

Print Date: Oct-14-2015

Follow Up Action Report w/ Target Date

Gabriola Island Feb-26-2015

No.	Activity	Responsibility	Target Date	Status
1	LTC requests staff to advertise for membership in a Board of Variance appointed jointly with other LTC's in the Northern Region.	Lisa Webster-Gibson	Jun-30-2015	On Going

May-07-2015

No.	Activity	Responsibility	Target Date	Status
1	Housekeeping amendments project: Bylaw 278 given third reading, forward to EC and Minister for approval Bylaw 279 given third reading as revised , forward to EC for approval	Becky McErlean Lisa Webster-Gibson	Jun-11-2015	Done
1	Staff to further discussion regarding zoning of Coats Marsh Regional Park with The Nature Trust of BC and the Regional District of Nanaimo, encouraging them to request approval from the Ecological Gifts Program for the change in zoning from Resource to Parks 1, that was removed from bylaws 271 and 272 prior to their adoption.	Aleksandra Brzozowski	Jun-11-2015	On Going
1	Staff to schedule a meeting with Snuneymuxw First Nation as per our protocol agreement. Update: staffing changes at SFN as of early July.	Aleksandra Brzozowski	Jun-11-2015	On Going

Jun-11-2015

No.	Activity	Responsibility	Target Date	Status
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1	Refer to the Transportation Advisory Commission, seeking advice on whether the LTC should support the proposed widening of Eastholm Road above the ferry terminal. Update: Staff requires information in writing for referral.	Aleksandra Brzozowski Penny Hawley	Jun-25-2015	Done
1	Respond to the media's request to attend the RDN - Islands Trust annual meeting in the fall.	Aleksandra Brzozowski	Jul-24-2015	On Going

Jul-23-2015

No.	Activity	Responsibility	Target Date	Status
1	LTC to review on Sept 10 topic list for RDN-IT annual meeting. Update: LTC to review topics list over email. To add "Attainable Housing" and "Eagle nest inventory to building inspectors" to list.	Aleksandra Brzozowski	Sep-10-2015	On Going

Sep-10-2015

No.	Activity	Responsibility	Target Date	Status
1	Relay to TAS staff the resolution regarding the PPA anchorage proposal.	Aleksandra Brzozowski	Oct-22-2015	Done
1	Refer Proposed Bylaw No. 280 (bylaw standards for MMPFs) to agencies and First Nations.	Aleksandra Brzozowski Becky McErlean	Oct-22-2015	Done
1	Add information on secondary suite changes to the updates re Agricultural Policy changes.	Aleksandra Brzozowski	Oct-22-2015	Done
1	Refer the Affordable Housing memo dated July 16, 2015 - plus all attached reference materials and delegation responses from Sept 10 - to the APC to seek advice on Options 8-12 in the summary of strategies. APC is asked to provide this input within the context of the overarching goals and objectives of the Gabriola OCP.	Aleksandra Brzozowski Penny Hawley	Oct-22-2015	Done
1	Trustees to RSVP to Village Vision on who will attend the Vision Vision workshop on October 4th at the Haven.	Aleksandra Brzozowski Laura Busheikin Melanie Mamoser Heather Nicholas	Oct-22-2015	Done
1	Staff to revise draft Project Charter for Roadside Signage project and re-present to the LTC at a future LTC meeting.	Teresa Rittemann	Oct-22-2015	On Going

- 1 Staff to prepare a staff report and draft bylaw to define kennel, dog sitting, and regulations on dog sitting in regards to noise, # of dogs, and fencing/privacy.

Aleksandra Brzozowski

Oct-22-2015

Done



Memorandum

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Date October 13, 2015 File Number GB-6930-20 (Marine
Transportation and Navigation)

To Gabriola Island Local Trust Committee

From Clare Frater, Policy Advisor, Trust Area Services
Aleksandra Brzozowski, Island Planner, Local Planning Services

Re: Update on anchorage topics

At their regular business meeting on September 10, 2015, the Gabriola Island Local Trust Committee (LTC) passed the following motions:

GB-2015-096

It was **MOVED** and **SECONDED**,
that the Gabriola Island local Trust Committee declare its opposition to freighter anchorages that would negatively impact the community and environment of the Gabriola Island Local Trust Area and its surrounding waters.

CARRIED

GB-2015-097

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee request the Chair to write a letter in response to the Pacific Pilotage Authority anchorage proposal.

TABLED

GB-2015-098

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee defer the previous motion until the next meeting.

CARRIED

Local Planning Services staff seeks direction on how the LTC wishes to proceed with the final motion. To help inform decisions on this and other next steps, the remainder of this memorandum, prepared by Trust Area Services staff, provides the LTC with information on anchorage issues, Trust Council advocacy on the topic, and a status update on the anchorage proposal.

Overview of Anchorage Issues

Shipping and anchorages are under federal jurisdiction and are not subject to Islands Trust land use bylaws. The Islands Trust can influence federal decisions regarding shipping and anchorage selection by encouraging federal agencies and industry to respect and consider the goals in the Islands Trust Policy Statement.

Anchorage are typically used by ships needing shelter while waiting for a berth at a nearby port to become available. Ships at anchor need to run generators and have lights on to sustain daily life on the ship and to keep the ship safe. At times, the resulting noise and lights disrupt the tranquility of life for island residents. Anchorages in the Islands Trust Area include Plumper Sound, Cowichan Bay, Stuart Channel, and Trincomali Channel. Staff do not have many historical records about anchorages but are aware of nautical charts from the 1970s that note the anchorages.

The Pacific Pilotage Authority is currently exploring the feasibility of new anchorages off Gabriola Island (see attached Request for Proposal for background on the planned environmental assessment) and has adjusted anchorage placements in Cowichan Bay and Plumper Sound.

Islands Trust Council work on Anchorage Issues

Islands Trust Council has worked with and on behalf of affected residents to encourage actions to minimize noise and light pollution in anchorages. The Islands Trust has also raised concern about ships drifting close to land during storms, putting the vessel and surrounding ecosystems at risk, as this has happened three times in the Plumper Sound anchorage between 2009 and 2011. A recent delegation to Trust Council also raised the important issue of scouring of the sea floor ecosystem by large anchors and chains.

On July 15, 2015, the Islands Trust Executive Committee decided to accept an invitation from the Pacific Pilotage Authority to assist with, and participate in, consultation with affected residents of Gabriola Island and Plumper Sound regarding proposed and existing anchorages.

On September 15, 2015, the Islands Trust Executive Committee requested that staff include advocacy on anchorage issues in the Trust Area as part of its work on oil spill and shipping safety advocacy and report back to the Executive Committee on options for further action.

In September 2015, the Islands Trust Council adopted the 2014-2018 Strategic Plan which includes the following activities for 2015/16: "Advocate to reduce impacts of freighter anchorage activities" (2.6.2) and "Assist with community meetings about additional anchorages near Gabriola Island and Plumper Sound" (2.6.3).

In September 17, 2015 the Islands Trust Council passed the following resolution in response to the Gabriola AnchorRage group's delegation:

"That the Islands Trust Council encourage the Executive Committee to identify and act upon appropriate opportunities for advocacy with respect to impacts of increased freighter anchorages in the Trust Area."

On October 6, 2015 the Islands Trust Executive Committee:

- requested staff to make advocacy on anchorages the highest priority for the month of October.
- decided to contact the Snuneymuxw First Nation to ensure they are aware of the proposed Gabriola Island anchorages and to enquire as to whether they would like to discuss the Gabriola proposal.
- requested staff to organize a meeting in November 2015 about the Plumper Sound, Cowichan Bay and proposed Gabriola anchorages to promote dialogue among stakeholders, and report back to the Executive Committee after the meeting.

The Islands Trust staff have planned an anchorage meeting for November 4, 2015 in Victoria. Desired meeting outcomes include:

- 1) Review of shipping pressures (e.g. growth in vessel sizes, growth in number of vessels) and supply chain issues that are driving the need for vessels to go to anchor in the Salish Sea.

- 2) Understanding of the process and results of the Pacific Pilotage Authority's review of Southern Gulf Island anchorages and anchorages options in the southern Georgia Strait and Gulf Islands.
- 3) Understanding of residents' concerns.
- 4) Understanding of next steps for anchorage decision-making.

Staff will take notes at the meeting and circulate to all meeting participants.

The following agencies plan to attend the meeting: Pacific Pilotage Authority, Chamber of Shipping of British Columbia, Transport Canada, CSL Americas, and Nanaimo Port Authority. Participants in the meeting will include one trustee and community member from each affected local trust area along with Islands Trust Chair Peter Luckham, and Vice-Chairs Laura Busheikin and George Grams. Members of Parliament and a Cowichan Valley Regional District representative and community member may also attend.

Gabriola Anchorages – feasibility exploration process

The Pacific Pilotage Authority continues to explore the feasibility of five anchorage locations for deep sea vessels off the Georgia Strait side of Gabriola Island. The proposal is to allow large deep sea freighters of not more than 310m to anchor off Gabriola. The Pacific Pilotage Authority has contracted an environmental assessment of the proposed area (RFP attached).

The Pacific Pilotage Authority's proposed project timeline is as follows:

1) Review of Southern Gulf Island Anchorages and make recommendations	Completed
2) Identify all optional anchorages in the southern Georgia Strait and Gulf Islands	Completed
3) Carry out a risk assessment of the identified anchorages off Gabriola Island	Completed
4) Conduct an environmental review on the proposed anchorages off Gabriola	In progress
5) Complete briefing document on the anchorage review	Awaiting completion of environmental review
6) Conduct meeting with Snuneymuxw First Nations on usage of proposed area	Awaiting completion of environmental review
7) Conduct public meeting(s) with Gabriola residents on proposal	Slated for new year (90 days after the residents obtain copies of the Briefing, Risk Assessment and environmental review)
8) Share information on meetings, process and results with partners (Transport Canada, Canadian Coast Guard, Chamber of Shipping, Shipping Federation of Canada, BC Coast Pilots Ltd., Port Metro Vancouver, Port of Nanaimo)	After (1) through (7) have been completed
9) Make recommendation to the Minister	

Request for proposals to undertake an environmental assessment on proposed new anchorages off Gabriola Island

File:

This Proposal is File Number: GABANCH0815

Background:

There is a proposal to establish and designate five anchorage locations for deep sea vessels off the Georgia Strait side of Gabriola Island. The proposal is to allow large deep sea freighters of not more than 310m to anchor off Gabriola. The vessels are anchored using the on board anchor and chain of about 300m. The movement of the vessel in wind and tide will cause the anchor chain to move along the sea bottom which could cause scouring of the sea bed. In addition the vessel will run a diesel generator in order to maintain power while at anchor.

Scope:

The environmental assessment will be confined to the expected footprint of the proposed anchorages and should cover the following:

- (1) The impact on sea life in the proposed area from the movement of the chain on the bottom and the noise of the diesel generator.
- (2) The impact on local air quality on account of running a diesel generator
- (3) The impacts of taking in or discharging ballast water
- (4) The impact on aboriginal, commercial or recreational fishing and whether such activities take place in the proposed area.
- (5) The impact on the residents due to noise and light pollution.

The Area:

The area to be assessed is a rectangle positioned between the following coordinates using latitude and longitude.

- (1) 49° 11.93' N 123° 48.29' W thence on a true bearing of 114.5° to position
- (2) 49° 10.25' N 123° 42.67' W thence on a true bearing of 204° to position
- (3) 49° 09.60' N 123° 43.10' W thence on a true bearing of 294.5° to position
- (4) 49° 11.28' N 123° 48.75' W thence on a true bearing of 024° to position (1).

Deliverables:

The final report must provide:

- (1) An identification of species that will be impacted due to vessels anchoring.
- (2) The impact on commercial and recreational fishing if any.
- (3) A list of recommendations to mitigate any impacts identified.
- (4) The significance of any residual environmental effects.

The Proposal:

The proposal to undertake the assessment must include:

- (1) A brief overview of the company supplying the service.
- (2) Examples of similar environmental assessments previously undertaken by the company supplying the service.
- (3) The methodology that will be used to conduct the environmental assessment.
- (4) The expected process to gather the required information.
- (5) The expected number of hours to provide the deliverables.
- (6) The expected hourly and total amount to complete the assessment.
- (7) The expected time line for completion.
- (8) The estimated expenses in addition the (4) above to complete the assessment.

The process:

This request for proposals to undertake an environmental assessment as described above will not necessarily result in the lowest bid or any bid being accepted.

The closing date for this request for proposals is September 7th 2015 at 1600.

The results will be made available after 1400 on September 14th 2015

The expected completion date is January 14th 2015

Questions and proposal address:

All questions on this proposal are to be directed to Isabelle Forget at forgeti@ppa.gc.ca

All questions and the answer provided will be shared with the other invited bidders.

The completed proposals can be emailed to Isabelle Forget at the above email address or mailed to:

Proposal Number: GABANCH0815
Co Isabelle Forget
Pacific Pilotage Authority
Suite 1000 – 1130 West Pender Street
Vancouver BC V6E 4A4

explicit permission from an individual is required to have his or her comments included in the Islands Trust's public record.

c. Public Record

All comments sent in writing to Trustees or Staff concerning a relevant planning topic automatically become part of the public record.

d. Redaction

The LTC is committed to not furthering any defamatory comments made on any side of an issue. Any comments containing comments that would fuel defamation of anyone's character or identify specific persons will be redacted by Staff. As per the FOIPPA, personal contact information other than a name should also be redacted.

Next Steps

Looking forward, there will be situations that lend themselves to online outreach such as online surveys. Should Trustees or Staff wish for online survey results to be part of the public record, consideration will need to be given to ensure that comments include a name and address (email or physical) in order to be considered formally by the LTC.

Members of the public should also be aware of what constitutes public record and the inability in most instances for staff or trustees to ensure confidentiality of comments.

Attachment: Islands Trust Council Policy 7.4.i – Incoming LTC Correspondence



Policy:	7.4.i
Approved by:	Islands Trust Council
Approval Date:	December 4, 2013
Amendment Date(s):	
Policy Holder:	Legislative Services Manager

INCOMING LOCAL TRUST COMMITTEE CORRESPONDENCE: GENERAL

Purpose / Rationale

To establish guidelines for processing incoming correspondence addressed to local trust committees, local trustees and local planning services staff, in a consistent, efficient and transparent manner.

Scope / Limits

This policy addresses how to process incoming correspondence to local trust committees, local trustees and local planning services staff.

The Legislative Services Manager is authorized to make minor, non-substantive amendments to this policy to maintain its currency, such as updates to references to legislation and position titles. A log of such minor amendments will be maintained as an attachment to the policy.

The Legislative Services Manager and other staff may develop administrative procedures and tools to implement this policy.

Principles

1. Local trustees, local trust committees and local planning services staff should receive correspondence addressed to them in an expeditious manner.
2. Correspondence addressed to a quorum of a local trust committee that is relevant to the actions or decisions of the local trust committee should be received in an open and transparent manner, so that those with interests in the topic have an opportunity to hear and respond to all information considered by the local trust committee that has been received within the relevant time limits for decision-making.
3. Despite the principles of openness and transparency expressed in Principle 2, Islands Trust bodies should not consider correspondence from anonymous sources and should not consider or publish written materials that are defamatory, profane or otherwise inappropriate for general circulation. Senders of such correspondence should have the opportunity to have their views considered by a local trust committee, by being informed of the necessary amendments that would make their correspondence eligible for receipt and circulation on an open public agenda.

A. Definitions

1. **"Correspondence"** means any written communication received by mail, courier, facsimile transmission, email, webmail or other electronic format, or in person.
2. **"Defamatory"** means false statements communicated to other people about a person that tends to hurt the person's reputation.
3. **"Webmail"** means mail that is received through generic email addresses posted on the Islands Trust website.

B. Guidelines

1. Correspondence addressed to local planning services staff and individual trustees

- a) All incoming correspondence received by planning support staff that is addressed to a local planning services staff person or a local trustee, and is not marked private and/or confidential, is opened and forwarded to the addressee.
- b) Correspondence addressed to individuals that is marked private and/or confidential is forwarded to the addressee unopened.
- c) The Islands Trust maintains individual email addresses for each local trustee during their term of office and for each staff member during their term of employment. Such addresses and the contents of the related inboxes are managed by the individual named in the address in accordance with records management policies and procedures, but are ultimately part of the organizational record of the Islands Trust, rather than a private record.
- d) Correspondence addressed to an individual trustee, including emails sent to the individual trustee's personal or Islands Trust email account, which is not considered by that trustee to be intended for the local trust committee, is not forwarded by the trustee to other members of the local trust committee or to staff. If a trustee believes that the correspondence is intended to be for the local trust committee, or should be considered by the local trust committee and be part of the public record, the trustee advises the sender, either by direct response, or in the case of an email by a pre-approved standard reply message, that if the sender wants the local trust committee to consider the correspondence, it should be sent directly to the local trust committee at the appropriate email or regular mail address.
- e) Trustees should use the email addresses issued to them by Islands Trust for sending and receiving all official communications related to their role as an elected official. A separate private email address should be used for their personal communications.
- f) Correspondence related to the business of the local trust committee, that is addressed to more than one individual trustee (a quorum), is forwarded to the relevant planning support staff by the first named recipient, for distribution to the entire local trust committee and consideration for inclusion on the local trust committee's public agenda.

- g) Bylaw complaints are forwarded to the Bylaw Enforcement Administrative Assistant and are not included in the public agenda of a local trust committee.
- h) All correspondence received by Islands Trust staff or trustees in response to a Public Hearing Notice is forwarded to planning support staff or to the appropriate email address for Public Hearing submissions. Where a trustee receives such correspondence by email, a pre-approved standard reply message is used to inform the sender that the correspondence is being forwarded to planning support staff or to the appropriate email address for Public Hearing submissions.

2. Local Trust Committee Correspondence

- a) The Islands Trust maintains group email addresses for each local trust committee that is the preferred address for distributing correspondence intended for all members of the local trust committee.
- b) The Islands Trust offers the public the ability to access local trust committees through webmail addresses posted on the Islands Trust website. Planning support staff checks webmail for each local trust committee once a day to determine the appropriate distribution of the contents in accordance with this policy and guiding procedures.
- c) All incoming correspondence received in an Islands Trust office that is addressed to a local trust committee is opened and forwarded electronically to the relevant local trust committee email address or to the appropriate recipient(s), with the exception of correspondence marked private and/or confidential, correspondence that is misaddressed, or unsolicited commercial correspondence unrelated to Islands Trust business.
- d) If individual trustees receive correspondence described in 2(c) directly, including via email, they forward it immediately to the appropriate planning support staff that ensures that the correspondence is distributed to the appropriate local trust committee email address.
- e) Provided that the subject of such correspondence falls within the jurisdiction of the local trust committee, the original correspondence is forwarded to the Planner who ensures that the appropriate follow-up action is undertaken as follows:
 - i. When correspondence requires local trust committee action, and a staff report is not essential for consideration, the matter is brought forward on the next local trust committee agenda, provided it is received before the agenda deadline.
 - ii. Correspondence specific to an active development application or ongoing project is generally received on a local trust committee agenda when that application or project is also on the agenda for consideration. Such correspondence may also be sent to the local trust committee group email address for information in the interim, depending on when the matter will next appear on an agenda.
 - iii. When correspondence requires local trust committee action and a staff report is essential for consideration, the matter is brought forward on the next local trust

committee agenda with the relevant staff report, if it can be prepared in time. If a staff report is not prepared for the next agenda, the correspondence may be brought forward on the next agenda with an update from the Planner.

- iv. With the exception of correspondence referenced in 2(e)(vii), (f) and (g), where the Planner determines that correspondence should be received by the local trust committee for information, and it is received within the deadlines for agenda package preparation, it is placed on the next local trust committee agenda. Correspondence received after the agenda deadline for the local trust committee meeting is placed on the following agenda unless the local trust committee agrees to consider it as a late agenda item, because it is of an urgent nature.
- v. Misaddressed correspondence, for example to "Islands Trust" or to staff but is, in the opinion of the Planner, intended for a local trust committee is handled in accordance with 2(e) (i) – (iv).
- vi. Correspondence of a general operational nature, including general inquiries and routine requests for information, where a decision or action of the local trust committee is not required, is answered directly by staff. The staff response is copied to the local trust committee for information, if the incoming correspondence was addressed to the local trust committee.
- vii. Correspondence relevant to a matter that has been the subject of a Public Hearing and that is received after the close of that Public Hearing will be withheld from circulation to members of the relevant local trust committee until such time as it may be legally circulated to them. Trustees that receive such correspondence because it has been directed to the local trust committee's email address should refrain from opening or considering it, to the extent that this is practicable.
- f) A local trust committee will not formally accept anonymous correspondence, or correspondence marked private or confidential, unless it could be considered in a closed meeting in accordance with Sec. 90 of the *Community Charter*.
- g) Correspondence that is defamatory toward an individual or that contains profanities or language that the Legislative Services Manager (or their designate) deems to be inappropriate will not be placed on a local trust committee agenda that is open to the public.
- h) Senders of correspondence referenced in 2(e) (vii), (f) and (g) that does not qualify for receipt by the local trust committee will be notified by staff explaining the reasons and what would be necessary to have the correspondence received, if applicable.
- i) Hard copy correspondence qualifying for inclusion on an agenda must include the first and last name of the sender as well as their address, including postal code. Email correspondence qualifying for inclusion on an agenda must include the first and last name of the sender and their email address.

- j) With the exception of correspondence referenced in 2(e) (vii), (f) and (g), correspondence submitted to the local trust committee is a public record and may be published in a meeting agenda that is available for viewing by the public in hard copy and on the Islands Trust website.
- k) Personal information supplied by the sender in correspondence to the Local Trust Committee is also part of the public record and may have contact information (email address, house number, phone number) and signature severed before being included in an open meeting agenda package.

C. Legislated References

- 1. *Community Charter*
- 2. *Freedom of Information and Protection of Privacy Act*

D. Links to Supporting Forms, Documents, Websites, Related Policies

- 1. Policy Manual: Procedural Fairness in Rezoning (5.4.ii):
<http://www.islandstrust.bc.ca/media/58324/5.4.ii%20proceduralfairnessrezonings.pdf>
- 2. Policy Manual: Handling of Correspondence: Chairperson and Executive Committee (7.4.ii):
<http://www.islandstrust.bc.ca/media/58447/7.4.ii%20handlingcorrespondence.pdf>
- 3. Policy Manual: Communications Policy (6.10.ii):
<http://www.islandstrust.bc.ca/media/58357/6.10.ii%20communications.pdf>

To: Executive Committee

For the Meeting of: October 6, 2015.

From: Clare Frater, Policy Advisor

File No.:

SUBJECT: BRIEFING RE FIRE PROTECTION ADVOCACY OPTIONS.DOCX

DESCRIPTION OF ISSUE:

In July 2015, the Gabriola LTC requested that the Executive Committee discuss the implications of the cut backs in fire protection in the Gabriola Local Trust Area, Thetis Island Local Trust Area, and Saltspring Local Trust Area and consider possible advocacy.

BACKGROUND:

On August 5, 2015, the Executive Committee requested staff to advise on options for advocacy for fire protection of Trust Area associated islands (EC-2015-109).

Through July 2015, Islands Trust staff heard concerns from residents of Mudge Island (Gabriola LTA), Ruxton Island (Thetis LTA) and Idol Island (Saltspring LTA) that the BC Wildfire Service did not hire a Fire Warden for the summer to patrol the smaller islands and did not post prevention information materials. These smaller islands lack fire departments.

Trust Area Services staff contacted staff at the BC Wildfire Service (BCWS) for background on this issue and learned the following:

- BCWS uses a risk-based approach to undertake fire warden patrols in areas where the fire risk is high to extreme. This approach is an annual review of patrol routes to effectively and efficiently utilize resources.
- BCWS also publishes bi weekly newsletter that are emailed to dozens of stakeholders, including BC Parks, First Nations and Tourism operators. Further information can be found at www.bcwildfire.ca
- This year, the Wildfire Service determined that the warden patrol in question was not the best strategic use of resources. The marine based patrols have previously been cancelled in other areas i.e. Northern Vancouver Island without noticeable impacts to achieving program objectives.
- The Gulf Islands region has many fire detection methods available due to the high number of users, flights and boaters in the region. The Coastal Fire Centre reports excellent fire reporting from the region.
- The fire warden's primary duties are to patrol specific routes to educate, observe, record and report.
- The warden program is focused on 'soft' education and promotion of 'observe, recording and reporting' of fire use that is prohibited. The warden does not undertake enforcement.
- There are many education sources available to islanders who wish to promote fire safety and fire reporting methods. These include the [FireSmart education materials](#) and regional district materials. Communities can also participate in the [Fire Smart Community program](#). There is also a [guide](#) available for homeowners on reducing interface fire risks to their homes:

ATTACHMENT(S): N/A

AVAILABLE OPTIONS:

- 1) Take no action (staff recommend)
- 2) Request that the Nanaimo, Cowichan Valley and Capital Regional Districts undertake more fire education on islands affected by the patrol changes.
- 3) Request that the BC Wildfire Services review their decision to reduce summer fire warden patrols in the Islands Trust Area.

FOLLOW-UP: Staff will convey the Executive Committee's decision to the Gabriola Island Local Trust Committee and follow-up as directed.

Prepared By: Clare Frater, Policy Advisor

Reviewed By: Lisa Gordon, Director, Trust Area Services

Date: October 1, 2015

September 29, 2015

File: TH-3070-20

Joan Calderhead
Manager, Environment & Natural Resources,
Lands and Economic Development
BC Region
600-1138 Melville Street
Vancouver BC V6E 4S3

RE: Hardy Island Granite Quarries Ltd. Operation on Valdes Island

Dear Ms. Calderhead,

I am writing to you as Chair of the Thetis Island Local Trust Committee which is the local government with land use planning authority for part of the Gulf Islands including Valdes Island, and surrounding waters. A permit for the Dimension Stone Test Quarry on Valdes Island was issued to Hardy Island Granite Quarries Ltd. ('Hardy Granite') by the Department of Aboriginal Affairs and Northern Development Canada (AANDC) on December 30, 2014. As the Permit Area is located on a portion of L'yackson First Nations Territory (L'yackson IR3), the permit was issued by AANDC pursuant to their authority under the *Indian Act*, Subsection 28(2), which speaks to issuance of a permit for occupation or use of First Nation land.

It is of concern to the Thetis Island Local Trust Committee that we were not advised of the proposed quarrying activity during the application process. In fact, we only became aware of the quarry following several inquiries from residents of DeCourcy Island about blasting noise coming from L'yackson Territory (commencing in January of 2015). This noise issue, along with the lack of consultation with LTCs for the permit itself, is deeply troubling to the Local Trust Committee.

We were informed that due to permit requirements as per the bald eagle nesting season (the window for barging the material off-site is limited to December 1st through to February 15th) that quarrying activity ceased for a time, and that Hardy Granite will recommence blasting operations again this month. We understand from AANDC staff that Hardy Granite is required to provide a noise management plan for next year following the complaints, and we request that AANDC provide us with a copy of this plan for our reference.

While L'yackson First Nations was actively involved in the permitting process, they were not signatories to the agreement made between the Hardy Granite and AANDC. As such AANDC's primary responsibility for stakeholder consultation is to L'yackson First Nation, whose comments and concerns were addressed during the proposal stage. However, consultation with non-Aboriginal groups can be a requirement of such permits if AANDC deems it necessary due the potential for 'off-reserve effects.' We believe that the Thetis Local Trust Committee, along with the residents of neighbouring islands, should be consulted as part of the permitted process for any significant development activity on Valdes Island.

It is our understanding that if Hardy Granite applies for a longer term lease once the two year test lease is up, there would be a new and separate review process. AANDC has indicated that they have documented all noise complaints received thus far as part of any future application; however, no assurance has been provided that the Local Trust Committee or adjacent residents would be consulted in the event that a long-term permit application is made. The Thetis Local Trust Committee recognises and respects the L'yackson First Nation's rights to develop their lands, and do not wish to interfere with economic activities. Simply, given the strong potential for 'off-reserve effects' and the delicate ecosystem in which this quarrying activity is taking place, the Thetis Local Trust Committee respectfully requests to be consulted as part of any future lease application by Hardy Granite or any other mining operation.

The Islands Trust is a federation of local government bodies representing 25,000 people living within the Islands Trust Area and another 10,000 non-resident property-owners. The Islands Trust is responsible for preserving and protecting the unique environment and amenities of the Islands Trust Area through planning and regulating land use, development management, education, cooperation with other agencies, and land conservation. The area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major and more than 450 smaller islands covering 5200 square kilometres.

Yours sincerely,



Susan Morrison
Chair, Thetis Island Local Trust Committee

pc:

Chief Pahalicktun (Richard Thomas), L'yackson First Nation
Kathleen Johnnie, L'yackson First Nation
Bonita Wallace, Ministry of Forests, Lands and Natural Resource Operations,
(Bonita.Wallace@gov.bc.ca)
Helgi Sigurgeirson, Hardy Island Granite Quarries Ltd.
Gabriola Island Local Trust Committee



Heather Nicholas
Gabriola Island Local Trustee
Islands Trust
700 North Road
Gabriola Island, BC VOR 1X3

Re: Commercial flights over Gabriola Island

Robert Dick
Regional Director General
Pacific Region
Transport Canada
pacific-pacifique@tc.gc.ca
by email

August 31, 2015

Dear Mr. Dick,

I am writing as an elected Local Trustee to express my concerns in regards to commercial planes flying over Gabriola Island. Local residents are reporting an increased number of regular flights which pass over land as early as 6:30 am and as late as 11:30 pm. Some residents are awoken by these flights on a daily basis. They are also reporting an increased frequency of flights cutting across the north end of the island. Due to the quiet rural nature of our community, the disruption created by these flyovers is considerably more intrusive than it would be in an urban area.

The Islands Trust is a regional government established by the province in 1974 to “preserve and protect the Trust area and its unique amenities and environment” for the benefit of its residents and all British Columbians. The Trust Area is home to about 25,000 people, with the Gabriola Local Trust Area being an unincorporated area representing a population of 4,045. The Gabriola Local Trust Committee is responsible for land use decisions in our jurisdiction, including the development of official community plans and zoning bylaws.

Gabriola’s Official Community Plan contains the following Air Transportation Policy:

- The Federal Ministry of Transport, Infrastructure and Communities (now Transport Canada) and the Department of National Defense shall be requested to ensure flight paths and practice areas for military and civilian air traffic are directed away from Gabriola.

I urge you to take the appropriate steps to ensure that the flight paths of commercial planes crossing the Georgia Strait are better planned to minimize the impact on quiet island communities such as Gabriola. Ours is a geographically small island. Directing flights away from our shores would have a significant impact on mitigating the disturbance currently being experienced by our community.

I thank you for your kind attention to this matter. Should you require further information, I can be contacted at the co-ordinates below.

Best Regards,

Heather Nicholas
Gabriola Island Local Trustee
Islands Trust
(250) 247 9574
hnicolas@islandstrust.bc.ca
www.islandstrust.bc.ca

cc: Islands Trust Victoria office

From: Edwards, Ann [Ann.Edwards@tc.gc.ca]

Sent: September 21, 2015 9:41 AM

To: Heather Nicholas

Subject: RESPONSE TO TC PACIFIC FEEDBACK CORRESPONDENCE REGARDING AIRCRAFT NOISE LEVELS AND COMMERCIAL FLIGHTS OVER GABRIOLA ISLAND BC

Dear Ms. Nicholas,

Thank you for your correspondence of August 31, 2015, concerning aircraft noise levels and commercial flights over Gabriola Island, British Columbia. I would like to provide you with the following information:

At the outset, I should note that while Transport Canada is the safety regulator for the aviation system in Canada, it does not approve changes to individual routes or flight paths other than to confirm that a proposed design complies with the relevant safety regulations and standards and does not pose a hazard to the safety of aviation operations. Should you have further questions regarding flight paths, you are encouraged to direct them to NAV CANADA, which is responsible for the provision of air navigation services in Canada, at service@navcanada.ca or 1-800-876-4693.

Noise issues are best handled at the local level, given that local representatives and airport officials have intimate knowledge of regional matters and are best able to address local concerns. Responsibility for the management of aircraft noise rests with airports. Residents are encouraged to communicate their concerns directly to the local airport authority which, from the information you provided about commercial aircraft, may either be the Nanaimo Airport at www.nanaimoairport.com/contact or the Nanaimo Port Authority at www.portauthority.npa.ca. I have also included a link to the Vancouver International Airport Authority's noise management page on their website www.yvr.ca/en/community-environment.aspx which includes information about flight tracking for aircraft using the airport and surrounding area. Also, if you are able to identify the operators that the aircraft belong to, you may want to communicate your concerns and suggestions to them directly.

Should you require any additional information or if you have any other questions, please feel free to contact Transport Canada through the Civil Aviation Communications Centre via email at services@tc.gc.ca or toll-free at 1-800-305-2059.

I would like to take this opportunity to thank you for sharing your views, as all comments are appreciated.

Yours sincerely,

Robert Dick
Regional Director General

Ann on behalf of Robert Dick

Ann Edwards

Executive Assistant to the Regional Director General
Transport Canada Government of Canada
ann.edwards@tc.gc.ca / Tel: 604-666-5849 / TTY: 888-675-6863

Adjointe exécutive pour le Directeur général régional
Transports Canada Gouvernement du Canada
ann.edwards@tc.gc.ca / Tél: 604-666-5849 / ATS: 888-675-6863

From: D. Kydd

Date: September 27, 2015 at 11:35:28 AM PDT

To: Heather Nicholas <hnicholas@islandstrust.bc.ca>

**Subject: Re: RESPONSE TO TC PACIFIC FEEDBACK CORRESPONDENCE
REGARDING AIRCRAFT NOISE LEVELS AND COMMERCIAL FLIGHTS OVER
GABRIOLA ISLAND BC**

Hello Heather,

It would seem by the email from Robert Dick (below) that the onus is on residents of Gabriola to make noise complaints; however, it would seem more appropriate for the Islands Trust to do so on behalf of Gabriolans to have any impact.

Interestingly, last evening when I was walking my dog, a plane flew right over Peterson Road, low enough that I could clearly see it. So, this is not just an issue for 1 resident; rather, it's an issue for many residents living along South Road as well.

It seems to be a pro forma a typical response to, for all intents and purposes, download the complaint process on to individual residents. This has the effect of minimizing the issue rather than dealing with it in an effective manner or with a view towards a possible resolution -- hence, my reason for involving the Islands Trust. It would seem to be more impactful for the Island Trust (vs. one resident) to press forward with noise, environmental and other concerns created by these low level flights with the Nanaimo Airport.

Regards,

Donna L. Kydd

STAFF REPORT

Date: September 29, 2015

File No.: GB-DP-2014.3
(Intracape Developments Inc.)

To: Gabriola Island Local Trust Committee
For the meeting of October 22, 2015

From: Rob Milne
Island Planner

Copy: Ann Kjerulf
Regional Planning Manager

**Re: Application to amend Development Permit GB-DP-2012.3– Madrona
Marketplace Phase 2**

Owner /

Applicant: Intracape Developments Inc.

Location: Lot A, Section 20, Gabriola Island, Nanaimo District Plan 42582
PID: 001-867-253
(480 North Road)

ISSUE

The intent and purpose of this report is to provide the Gabriola Island Local Trust Committee (LTC) with an update on the status of the development project authorized through development permit GB-DP-2014.3.

BACKGROUND

At its November 13, 2014 meeting the Gabriola Island LTC adopted the following resolution instructing staff to issue development permit GB-DP-2014.3 (Intracape Developments Inc.).

GB-2014-166

that the Gabriola Island Local Trust Committee instruct staff to issue development permit GB-DP-2014.3 (Intracape Developments Inc.)

Issuance of the permit allowed for the development of Phase 2 of the Madrona West commercial project to proceed. The conditions of the permit addressed a variety of items including the form and character of two new commercial buildings as well as parking, stormwater management and landscaping.

Development of the second phase began shortly after the issuance of the permit and has continued up to the present date. The project is nearing completion but some items are considered to be outstanding. Those items are addressed in the following section.

ISSUES SUMMARY

Staff, accompanied by the applicants, conducted a site inspection of the development on September 23, 2015 so as to allow for staff to provide an update on the project to the LTC. The various aspects of the permit are reviewed below.

Form and Character of buildings and structures

The location and form and character of the buildings and the materials utilized in their finish, including the garden and recycling enclosures, are considered to be in compliance with the approved development permit.

Parking

The inspection shows parking to be in accordance with the number, type and location of parking spaces and bicycle shelters specified in the approved development permit, with the exception of a shortage of two standard size parking spaces. The shortage appears to be due, in part, to the siting of two heat pumps on the north side of building "B", installations which were not shown on the approved schedules, and possibly the delineation of wider parking spaces on the south side of the central parking roundabout between the two buildings resulting in the loss of one parking space. The matter of the siting of the heat pumps is addressed in the summary document (Attachment 1) provided by the applicants. The absence of two parking spaces is not considered to be significant.

Stormwater Management

Stormwater management features are in compliance with the submitted plan but also include additional features such as a catch basin and water control curbs at the entry to the development and fronting the pedestrian access to building "B" from the adjacent parking area.

Landscaping

The site inspection shows the proposed sidewalks, walkways and landscape areas to be located in general compliance with the approved permit and all proposed benches are present with one minor exception.

The one significant area which has not been fully attended to is the completion of the necessary plantings in compliance with the approved landscape plan. The matter of this deficiency is addressed in the summary document provided by the applicants. It should be noted that the applicants advise in that document that they have consolidated the proposed lawn areas into a larger shaded area near the entry to the development. Staff has no concerns with this consolidation. It should also be noted that large flat rocks have been substituted for the proposed park benches that were to be located in this area. Staff is of the view that the large landscape rocks, which are at a suitable height for the purpose and provide a greater amount of seating area, should be considered a suitable substitution. One other area which has also not been addressed at this time is the installation or seeding of grass over the septic field area.

Standpipes for the irrigation water supply for the planted areas were also observed. Staff was advised that the planted areas would be watered largely through the use of drip irrigation systems which have not yet been installed.

Signage

No new signage has been installed apart from storefront fascia signage.

Fencing

The plan schedules, which form part of the approved permit, show six foot high wire fencing along the east, west and north property lines of the development. To date, only the fencing indicated along the east property line has been installed.

The applicants have advised that they are not planning to install fencing along the north and west property lines because they do not consider it necessary for security reasons. Given the forested nature of the property along the northern boundary, staff believe that fencing is not strictly necessary in this location.

With respect to fencing along the western boundary adjacent to the septic field location, staff believe fencing is necessary. There is a significant drop in grade from the paved parking area to the adjacent property not far from the edge of the pavement. It is the opinion of staff that not having some form of protective barrier along that edge poses a significant public safety hazard. As may be seen in the attached document, the applicants are proposing to install a barrier comprised of *"3 ft. cedar 6 by 6's with a small horizontal member as a visually attractive safety barrier"* in place of previously proposed wire fencing. Staff has not seen the specific design proposed for this barrier but have no objections in principle to the proposed change.

STAFF COMMENTS:

Staff is satisfied that the development is in compliance with the approved permit with the exception of: fencing along the western boundary of the development, completion of landscape plantings, and installation of the necessary drip irrigation system.

Staff has, on previous site inspections, advised the applicants that the landscape plantings must be in general compliance with the permit in terms of size, type, number and locations of those plantings as shown on the approved project plans. Those previous inspections have indicated a noticeable lack of compliance in this area. Staff will continue to work with the applicants to ensure that the intent of the approved permit has been addressed.

RECOMMENDATIONS:

THAT the Local Trust Committee accept this report for information pending the completion of the outstanding items related to this development permit.

Prepared and Submitted by:



Rob Milne, MCIP, RPP
Island Planner

October 5, 2015
Date

Concurred in by:



Ann Kjerulf, MCIP, RPP
Regional Planning Manager

October 9, 2015
Date

Attachments:

1. Applicant Update

We have been asked to provide an update on completing our development permit requirements and to address items that are not as shown on our site plan.

Landscaping. We are starting to plant again now that it is cooler and the rainy season is coming. We have had some difficulty with deer but will be replacing plants that they have devastated. We have plants on our first phase that they leave alone but love on phase 2 so this has been a challenge. We expect to be finished planting according to our landscape plan this Fall and to have replaced the eaten plants by Spring. On our site plan we shown some grassy areas in front of Building A but have decided to plant these with shrubs due to the intensity of the sun in that area, and to make the grassy area under the trees much larger. The shade provided from the trees will make this a much more natural area for grass. We have been hand watering and will be starting to install the irrigation lines this Fall and finishing by Spring.

Fencing. On our dp we have indicated a fence but would prefer not to have it along the Northeastern border. Initially we thought it might be good to have a fence for security reasons(keeping people from crossing through the property at night) but now don't see this as an issue. We feel the aesthetics are better looking through to the forest rather than to separate us from the neighbouring property. Having spent a lot of time on site also worry about the pathway of the deer and keeping them from getting to an area of refuge off the road. Rather than a full fence we would like to do a small 3 ft fence where the grade drops to mitigate any safety concerns. We would propose 3 ft cedar 6 by 6s with a small horizontal member as a visually attractive safety barrier.

Building B Mechanical items. When we applied for our dp for building b we had a tenant that had signed an "Offer to Lease" but the lease itself was not complete. We were granted our dp which did not indicate any mechanical structures on the site plan. When the tenant started the "build out" and the architect did the human health and safety analysis the tenant was required to do a heat pump system rather than baseboard heaters because they were a single occupant tenant in a large space. The roof was not engineered to handle the weight of the heat pump and could not be modified at that stage so the only choice was to put the heat pump behind the building out of site. The heat pumps are a much more energy efficient heating source which ties into the new "Climate Change Policies" that have been implemented by the islands trust, so we believe although it is not what we planned on doing, it is actually better.

Sincerely, Lana and Chris

STAFF REPORT

Date: October 1, 2015

File No.: 6500-20 LTC Project:
Roadside Signage Gabriola
(see file 6930-20 –
Roadside Signage for
background information)

To: Gabriola Island Local Trust Committee
For the meeting of October 22, 2015

From: Teresa Ritemann, Planner 1

CC: Ann Kjerulf, Regional Planning Manager

Re: Top Priorities List – Review of Roadside Signage Regulations

Interim Report

This Interim Report on roadside signage provides additional information and revised changes to the Preliminary Report on the same topic that was presented at the September 10 regular business meeting of the Gabriola Island Local Trust Committee. Incorporating Trustee comments from that meeting, Staff have revised the recommendations for the next steps moving forward. A revised version of the draft Project Charter recommendations has been included as Attachment 1, and Staff is seeking LTC feedback and possible amendments to the Project Charter prior to LTC endorsement. Below is a brief summary of each of the sections of the revised draft Project Charter.

Project Objectives

The overall purpose of this project is to review Gabriola Island's Land Use Bylaw No. 177 (and, where appropriate, Gabriola Island's Official Community Plan No. 166) with respect to the issue of roadside signage regulations on Gabriola Island. To achieve this, three objectives have been identified:

- To meet with MOTI to discuss the roadside signage issue (with follow-up meetings as needed);
- To hold Open Houses/Community Information Meetings (CIMs) to hear from the Gabriola Island Chamber of Commerce and other stakeholders including Gabriola business owners and community members; and
- To develop a roadside signage strategy for Gabriola.

Project Scope and Timeline

Staff have identified that the elements in scope of this project are: one meeting with MOTI, two Open Houses/CIMs, and developing a roadside signage strategy, with revisions to the Project Charter as necessary. Out of scope would be meeting with MOTI on behalf of the GICC and other stakeholders, Islands Trust acting as a liaison for GICC to solve signage concerns for businesses, as well as public consultation beyond two Open Houses/CIMs. The anticipated timeline is now until April 2016.

Resources and Roles

This project can be completed in-house, using planning Staff resources and Trustee time. Regarding roles, public consultation will be the joint role of Planning Staff and the LTC.

There is approximately \$2,250 left in the Special Projects budget for the 2015-2016 fiscal year. Staff recommends that up to \$900 be allocated for communications, including advertising and mail-outs to stakeholders, and up to \$1,000 total be allocated for two Open Houses/CIMs including venue rental, refreshments and other associated costs. The projected total cost is \$1,900.

Communications

Project stakeholders include Gabriola business owners (both Chamber of Commerce members and non-members), Ministry of Transportation and Infrastructure (the authority responsible for public roads), and Gabriola community members.

Following direction from the LTC and endorsement of the Project Charter, staff will prepare a draft Communications Plan for the project, to be presented to the LTC for review.

Next Steps

Should the LTC endorse the Project Charter as presented, the next steps would be:

- Staff to meet with MOTI in November or December 2015;
- Staff to hold the first Open House in January 2016 with GICC and other stakeholders to provide information following the MOTI meeting and to discuss roadside signage concerns and ideas;
- Staff will present results from the Open House to the LTC during the regular business meeting in February 2016 with LTC to provide feedback and direction to Staff;
- Staff to hold the second Open House in March 2016 to get additional public feedback on roadside signage and to inform development of a roadside signage strategy;
- Staff to present final recommendations and a roadside signage strategy to the LTC during a regular business meeting in April 2016;
- Bylaw Enforcement to continue to defer enforcement of roadside signage until project completion.

RECOMMENDATION:

That the Gabriola Island Local Trust Committee:

1. Endorse the Draft Project Charter, Version 2.0, for the Roadside Signage Project including any necessary revisions.

Prepared and Submitted by:



Teresa Ritemann
Planner 1

October 1, 2015

Date

Concurred in by:



Ann Kjerulf
Regional Planning Manger

October 6, 2015

Date

Attachments:

1. Roadside Signage – Draft Project Charter – Version 2.0

Purpose To review Gabriola Island’s Land Use Bylaw No. 177 (and, where appropriate, Gabriola Island’s Official Community Plan No. 166) with respect to the issue of roadside signage regulations.

Background The issue of roadside signage on Gabriola has been discussed since at least 2010. Staff had initial discussions with the Ministry of Transportation and Infrastructure (MOTI) in 2010; the Local Trust Committee revised the Official Community Plan in 2011; the Gabriola Island Chamber of Commerce (GICC) completed a Tourism Signage Audit report in 2011; Bylaw Enforcement followed up with various public complaints (2012-2015); and in May 2015, the Local Trust Committee resolved to add roadside signage as a Top Priority (resolution GB-2015-058).

Objectives

- To meet with MOTI to discuss the ongoing roadside issue;
- To hold Open Houses/CIMs to hear from GICC and other stakeholders (e.g. Gabriola businesses) regarding roadside signage; and
- To develop a roadside signage strategy for Gabriola

In Scope

- One meeting with MOTI as per 1996 Letter of Understanding agreement
- Two Open Houses/CIMs for public consultation to discuss issues around roadside signage on Gabriola
- Develop a strategy for roadside signage on Gabriola
- To review and revise Project Charter as necessary

Out of Scope

- Meeting with MOTI on behalf of GICC and other stakeholders
- IT acting as a liaison for the GICC to solve signage concerns for businesses
- Public consultation beyond two Open Houses/CIMs

Workplan Overview	
Deliverable/Milestone	Date
Adoption of Project Charter	October 22, 2015
Planning Staff meeting with MOTI staff (as per Interagency Task Force in the 1996 Letter of Understanding) to discuss roadside signage issues on Gabriola	November/December 2015
Open House/CIM to meet with GICC and other stakeholders to follow up with info and discussion regarding meeting with MOTI, as well as hearing public concerns around signage	January 2016
Presentation of public findings from Open House/CIM to the LTC during the regular business meeting. LTC to provide feedback and direction to Staff	February 2016
Planning staff to hold second Open House/CIM to get additional public feedback on roadside signage issues on Gabriola and work to develop a roadside signage strategy for the island	March 2016
Planning Staff presentation of final recommendations and roadside signage strategy to the LTC during the regular business meeting	April 2016

Project Team	
Teresa Ritemann, Planner 1	Project Manager
Ann Kjerulf, Regional Planning Manager	Project Supervisor
Rob Milne, Island Planner	Project Support
Penny Hawley, Planning Team Assistant	Mail-outs / Support
Islands Trust Bylaw Enforcement Department	Bylaw Support

Budget		
Budget Source: Special Projects		
Fiscal	Item	Cost
2015/16	Communications (e.g. advertising for Open Houses/Community Information Meetings)	\$900
2015/16	Two Open Houses (venue rental, refreshments, other associated costs etc.)	\$1,000
	Total	\$1,900

RPM Approval:
Date: _____, 2015

LTC Endorsement:
Resolution #:
Date: _____, 2015

Date: October 8, 2015

File No.: 6500-20 Dog Sitting Regulations

To: Gabriola Island Local Trust Committee
For the meeting of October 22, 2015

From: Aleksandra Brzozowski, Island Planner

CC: Ann Kjerulf, Regional Planning Manager

Re: Dog Sitting as a permitted use

Supplemental Report

The purpose of this report is to introduce the first draft version of a bylaw amending the Home Occupations bylaw provisions in Gabriola Island Land Use Bylaw (Bylaw No. 177) to explicitly address dog sitting on Gabriola Island.

Project Objectives

The overall objective of this project is to review Bylaw No. 177's definitions and regulations related to the issue of dog sitting, and to consider where and how such activities should be allowed on Gabriola Island.

The following are social goals within the Gabriola Island Official Community Plan (OCP) and are relevant when considering dog sitting as a permitted land use on Gabriola:

Social Goals

1. *To preserve the rural character and atmosphere of the Gabriola Planning Area and ensure that the community remains a viable, healthful place in which to live, providing for a variety of lifestyles in harmony with the natural environment.*
2. *To ensure that access and opportunity, now and in the future, are provided for the public to enjoy and appreciate the Gabriola Planning Area in harmony with the natural environment and existing communities.*
3. *To ensure that options for future generations to make land use decisions are not jeopardized.*
7. *To recognize that small, locally owned and home-based businesses contribute significantly to the character and sustainability of island life.*

The following general land use objectives in the OCP are relevant to the issue of dog sitting on Gabriola:

General Land Use Objectives

1. *To support land uses that provide for a variety of lifestyles which are in keeping with Gabriola's rural character;*
2. *To promote the preservation of land that has social, environmental and cultural significance;*
3. *To ensure development is undertaken in a manner which minimizes negative community and environmental impact; and*
4. *To limit development to a level that is compatible with the Community Plan and the object of the Islands Trust.*

The following OCP objectives and policies could also be relevant to the issue of dog sitting on Gabriola:

Home Occupational Use Objectives

1. *To support home occupational uses so as to encourage greater community self-reliance and provide a source of employment for local residents; and*
2. *To ensure home occupational uses do not adversely affect the residential character of the neighbourhood or cause environmental harm.*

Project Background

On October 2, 2014, the LTC added to the projects list a "new definition of in-house dog boarding". Please refer to the Staff Report presented at the June 11, 2015 LTC meeting for background information and the review of relevant policy and land use considerations.

In June, the LTC requested early public input on dog sitting to assess the spectrum of community comment on this matter. A general survey form was distributed on Gabriola in the month of August and a memo summarizing this early public input was presented at the September 10, 2015 meeting.

Staff Comments

Reviewing the objectives stated in Gabriola's Official Community Plan, early input from the public, input from bylaw enforcement agencies with both the Islands Trust and the Regional District of Nanaimo, and practical approaches to this issue pursued in a variety of municipalities, Staff has prepared Draft Bylaw No. 281 for the LTC's consideration.

In addition to the Draft Bylaw (Attachment 1), the Policy Directives Checklist has been reviewed by Staff to ensure compliance with the Islands Trust Policy Statement (Attachment 2). This standard checklist is presented to the LTC for confirmation at the time of First Reading.

Comments on the details of Draft Bylaw No. 281 follow below.

Definitions

A definition of the term "kennel" has never been specified in Bylaw No. 177 and members of the community seek clarity on any distinction between the term "kennel" and "dog sitting".

A definition for both "kennel" and "dog sitting" have been drafted and comprise the first portion of the Draft Bylaw.

Dog Sitting as a Home Occupation

Following a discussion regarding the September 10, 2015 memorandum, the LTC confirmed its preference to explore dog sitting as an addition to the list of permitted Home Occupations on Gabriola.

Home Occupations have a set of general provisions applicable to all activities designated as home occupations, and adding “dog sitting” to the list of permitted home occupations immediately regulates this activity in the same manner as other home occupations. The following existing bylaw provisions in particular would offer regulations that could address concerns regarding noise, visual impacts, odour, and dog waste disposal:

- *No home occupation may create or permit noise which disturbs persons, or is clearly audible, off the lot on which the home occupation is conducted;*
- *There must be no exterior indication of the existence of a home occupation, either by stored materials, displays, lighting or by any other variation from the customary residential character of the lot, dwelling unit, or accessory building, with the exception of signs permitted by this Bylaw;*
- *No home occupations may produce vibration, smoke, dust, odour, litter, electrical interference, fire hazard, effluent or glare detectable outside the boundaries of the lot;*
- *No home occupation may result in contamination of any soil or surface water by solvents, glues, chemicals or other substances deleterious to human and environmental health and safety;*

Staff has also modified and added to these general provisions for dog sitting; these additional clauses are included in Draft Bylaw No. 281.

Number of dogs permitted

Stemming from public input, current practices elsewhere and, in particular, input from bylaw enforcement, Staff advises that the number of dogs permitted be limited for properties where dog sitting would take place as a Home Occupation. Staff recommends a limit of three to five dogs on the property at one time; this would include any dogs belonging to the dog sitter.

Lot Size Considerations

Home occupations are intended to take place within the home; if dog sitting is to be operated as a home occupation, it will take place predominantly in the single family dwelling on the lot.

The first policy regarding Home Occupations in Gabriola’s Official Community Plan is that “a home occupational use is permitted in all land use designations where a single-dwelling residential use is permitted.” This can be modified if the LTC determines that limiting lot size is integral to mitigating the impacts of a particular home occupation.

The outstanding question regarding lot size, then, is whether there will be difference in the impacts (in particular the noise impacts) resulting from a dog sitting operation on a 2.0 hectare lot versus a 0.4 hectare lot or a 0.2 hectare lot that cannot be addressed through other regulations. Staff has drafted Draft Bylaw No. 281 from the position that if the bylaw provisions concerning noise impact and the number of dogs permitted on a property are adequate, they will provide a more direct manner to mitigate the impacts of dog sitting than lot size.

Project Scope and Timeline

The scope of the project and anticipated timeline are defined in the Project Charter endorsed at the June 11, 2015 LTC meeting. The project remains generally on schedule.

The process for this matter will follow the standard bylaw amendment process.

Resources and Roles

Financial and staff resources currently allocated for this project are adequate at this time.

Regarding roles, community engagement at the information and consultation level will be the joint role of Planning Staff and the LTC.

Communications

Staff would like to take this opportunity to note that as this project moves forward through the legislative process (draft bylaws, referrals, public comment, public hearing), all written comments made to Staff or Trustees become part of the public record. Further details on this matter are summarized in a memorandum to be presented at the October 22, 2015 LTC meeting.

Project Charter

The Project Charter does not require amendment or revision at this time.

Next Steps

The LTC has the following three options to pursue as a Next Step on this project.

Option #1: Revise Draft Bylaw No. 281

Should the LTC wish to revise aspects of Draft Bylaw No. 281, the LTC should make such amendments before giving First Reading to the Draft Bylaw. Such amendments can be made by the LTC at this or a future LTC meeting; alternatively, the LTC could pass a resolution requesting Staff to work on revising specific issues that require further research or technical work and return to the LTC at a later date with a second draft of the bylaw.

Option #2: Consider Draft Bylaw No. 281 for First Reading

Should no modifications to Draft Bylaw No. 281 be required by the LTC at this time, Staff recommends that the LTC give First Reading to Draft Bylaw No. 281.

A bylaw given First Reading can still be modified before Second and/or Third Reading, and referral and comment periods can last as long as the LTC deems necessary.

Next steps after First Reading are referral to agencies, First Nations with consultative interests in the area, and the public.

Option #3: Abandon Draft Bylaw No. 281

Should the LTC decide upon reviewing these presented draft provisions that such an amendment bylaw is fundamentally inappropriate, the LTC can pass a resolution to formally abandon Draft Bylaw No. 281.

Summary of Planning Recommendations

Should the LTC wish to modify Draft Bylaw No. 281 at this time, Staff recommends that the LTC make such amendments before giving First Reading.

Should no modifications be suggested at this time, Staff recommends that the LTC give First Reading to Draft Bylaw No. 281.

RECOMMENDATIONS:

That the Gabriola Island Local Trust Committee:

1. Amend Draft Bylaw No. 281 in advance of First Reading;
OR
2. Give First Reading to Draft Bylaw No. 281 cited as "Gabriola Island Land Use Bylaw, Bylaw 177, 1999, Amendment No. 2, 2015"; and,
3. Refer Proposed Bylaw No. 281 to the public for formal public comment, as well as the following agencies: *Islands Trust – Bylaw Enforcement, Regional District of Nanaimo – Bylaw Enforcement, Island Health, and relevant First Nations.*

Prepared and Submitted by:

Aleksandra Brzozowski

October 9, 2015

Aleksandra Brzozowski
Island Planner

Date

Concurred in by:

Ann Kjerulf

October 9, 2015

Ann Kjerulf, RPP MCIP
Regional Planning Manager

Date

Attachments:

1. Draft Bylaw No. 281
2. Policy Directives Checklist
3. Project Charter, endorsed June 11, 2015

DRAFT

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 281

A BYLAW TO AMEND GABRIOLA ISLAND LAND USE BYLAW, 1999

The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 2, 2015”.

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as follows:

2.1 Subsection – *Definitions*, is amended by adding two new definitions as follow:

“**Dog sitting** means a commercial activity in which dogs belonging to others are housed for temporary lengths of time.

Kenel means an establishment in which dogs or cats are housed, groomed, boarded, trained, bred, or sold, for commercial purposes.”

2.2 Subsection B.3.2 – *Permitted Home Occupations Uses*, Article B.3.2.1 is amended by adding a new clause as follows:

“r. *Dog sitting*, with a maximum of 5 dogs on the lot at any given time.”

2.3 Subsection B.3.3 – *General Provisions*, Article B.3.3.1 is amended by adding two new clauses as follow:

“m. Despite B.3.3.1.b., dog sitting home occupations must operate in a single family dwelling;”

n. Dog sitting operations may use outdoor space between the hours of 8 a.m. and 8 p.m., provided that the dogs are supervised;”

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

**Bylaw and File No: 281 (GB - 6500-20
Dog Sitting Regulations)**

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws and Island Municipalities address certain matters in their official community plans and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECK LIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is **consistent** with the policy from the Policy Statement, or
- ✗ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		protection of productive soils.
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PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
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	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

Dog Sitting Regulations - Draft Project Charter

Gabriola Island Local Trust Committee

Date: May 12, 2015

Purpose To review Bylaw No. 177's definitions and regulations related to dog care, and to consider whether and where such activities should be allowed on Gabriola Island.

Background Bylaw enforcement on the issue of a dog sitting business taking place in a Small Rural Residential (SRR) zone raised requests from community members to review relevant bylaw definitions and regulations. The LTC identified this project as a Top Priority in January 2015.

Objectives

- To meet the changing needs of the Gabriola community while respecting their diverging opinions.
- To offer pet caregivers better opportunities to come into compliance with Bylaw 177.

In Scope

- Defining "kennel" and defining "dog sitting" in Bylaw No. 177
- Considering issues pertaining to dog sitting
- Determining appropriate regulations for dog sitting on Gabriola.
-

Out of Scope

- Review of existing regulations related to kennels
- Review of other home occupations
-

Workplan Overview

Deliverable/Milestone	Date
Preliminary report to LTC presenting analysis of situation	June 11, 2015
Early consultation with the community soliciting comments on the issue	July - August 2015
Report to LTC with draft bylaw amendment for First Reading	September 10, 2015
Referral to agencies.	September - October 2015
Community Information Meeting and Public Hearing	October 2015
Report to LTC with proposed bylaw for Second and Third Reading	October 22, 2015
Submission of proposed bylaw to Executive Committee	November 2015

Project Team

Aleksandra Brzozowski	Project Manager
Courtney Simpson	Project Sponsor
Becky McErlean	Admin Support
Barb Dashwood	GIS technician

RPM Approval:

Date:

LTC Endorsement:

Resolution #:

Budget

Budget Source: \$1,500 (2015/2016 Special Projects)

Fiscal	Item	Cost
2015-2016	Communications & Meetings	\$500
2015-2016	Public Hearing	\$1,000
	Total	\$1,500



Top Priorities

Gabriola Island

No.	Description	Activity	Received / Initiated	Responsibility	Target Date	Status
1	Compliance with new Ministry of Agriculture bylaw standards regarding Medical Marihuana Production Facilities in the Agricultural Land Reserve		Jul-23-2015	Aleksandra Brzozowski	Dec-31-2015	On Going
2	Review of roadside signage regulations	Consider options for businesses to have directional and other signage in the Ministry of Transportation right-of-way.	May-07-2015	Aleksandra Brzozowski Teresa Ritemann		On Going
3	In house dog boarding definition (Gabriola)	Consider allowing in-house dog boarding in the small rural residential zone.	Jan-22-2015	Aleksandra Brzozowski		On Going
4	Review of affordable housing strategies	To be further scoped by LTC	May-07-2015	Melanie Mamoser Heather Nicholas		On Going



Projects

Gabriola Island

No.	Description	Activity	Received/Initiated	Status
1	DeCourcy Island Official Community Plan Review and Advisory Planning Commission Appointments. Topics include: • park areas without park zoning • DAI Bylaw		Apr-21-2011	On Going
1	Hazardous areas and steep slopes development permit area • also consider how to address areas of potentially problematic soils, shoreline erosion, and localized areas of steep terrain		Feb-21-2013	On Going
1	Forage Fish Mapping Workshop	March, 2013 resolution	Sep-05-2013	On Going
1	Land Based Aquaculture	Review most recent provincial direction on land based aquaculture and develop appropriate policies and regulations.	Jan-16-2014	On Going
1	Review OCP and LUB to include protective measures for biodiversity.	Species and Ecosystems at Risk (SEAR) Local Government Working Group may have resources for this project.	Jan-19-2012	On Going
1	Review OCP and LUB to improve protection of coastal areas.		Jan-19-2012	On Going
1	Review OCP and LUB to protect water quality and quantity.		Jan-19-2012	On Going
1	First Nations cultural references in land use planning	Work with Snuneymuxw First Nation (SFN) to seek funding for archaeological mapping and host and invite SFN Councillor Geraldine Manson to make a storytelling presentation on Gabriola.	Jan-27-2011	On Going

1	Bylaw enforcement staff requested to provide a report on methods of proactive enforcement on advertised unlawful dwellings, as that is the point they are most likely to be unoccupied.		Nov-01-2012	On Going
1	Bylaw enforcement staff requested to provide an update on proactive enforcement of unlawful foreshore structures.		Nov-01-2012	On Going
1	Consider implementing Eelgrass protection regulations (see February 19, 2014 memorandum).		May-14-2014	On Going
1	Mudge Island MMPR bylaw amendments	See Mudge APC minutes of June 8, 2014	Jun-26-2014	On Going
1	DeCourcy Island MMPR bylaw amendments	Amendment to the DeCourcy Island Bylaw No. 44 regarding the production of medical marihuana under the Marihuana for Medical Purposes Regulation See staff report dated April 28, 2014	Oct-02-2014	On Going
1	Snuneymuxw First Nation Protocol Agreement Implementation		Jan-22-2015	On Going
1	Consideration of affordable housing strategies		Apr-02-2015	On Going
1	Village Core Review		Apr-02-2015	On Going
1	Strengthen relationship with First Nations		Apr-02-2015	On Going
1	Review of food truck regulations		Apr-02-2015	On Going
1	Including eagle nest mapping in Gabriola OCP		Apr-02-2015	On Going
1	Initiatives to encourage green and renewable energy		Apr-02-2015	On Going
1	Housekeeping Bylaw Amendments	May 7, 2015 Bylaws 278 and 279 given third reading and forwarded to EC and Minister.	May-07-2015	On Going
1	Review bylaws around temporary use permits for short term vacation rentals		May-07-2015	On Going



Applications w/ Status - Gabriola Island Status: Open

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2015.1	JOAQUIM DA FONSECA Planner: Teresa Ritemann	May-26-2015	PID 004-097-637 874 Driftwood Road, Mudge Island. Variance of the setback to the sea.

Planning Status

Status Date: Oct-06-2015

Planner currently writing Staff Report.

Status Date: Sep-01-2015

Additional information from applicant received.

Status Date: Aug-18-2015

More information requested from applicant.

Status Date: Aug-11-2015

LPS required a Legal Service Request. Legal opinion received.

Status Date: Jul-10-2015

Application received and assigned to Planner.

Liquor Control Branch

File Number	Applicant Name	Date Received	Purpose
GB-LCB-2015.1	Gabriola Golf and Country Club Planner:	Oct-01-2015	

Planning Status

Subdivision

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2008.3	C.O. Smythies & Associates Ltd.	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)

Planner: Marnie Eggen

Planning Status

Status Date: Apr-14-2014

parent lot is in transition of sale

Status Date: Oct-25-2013

PLA extension

Status Date: Aug-22-2012

PLA extension

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

Status Date: May-27-2010

Applicant revising lot layout

Status Date: Apr-23-2010

Applicant to prepare covenant

Status Date: Sep-14-2009

no change

Status Date: Feb-04-2009

Consultant working with applicant. Applicant to provide proposed park dedication on plan of subdivision. Waiting for information from applicant.

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: Jan-13-2015

Working to satisfy conditions

Status Date: Mar-14-2014

PLA received

Status Date: Feb-19-2014

Request for extension

Status Date: Oct-12-2012

PLD extension granted

Status Date: Oct-25-2011

Preliminary Layout Draft 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 separately. Planner currently reviewing file.

Status Date: Jan-10-2011

Planner assigned

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

Planning Status

Status Date: Oct-06-2015

No change in status.

Status Date: Aug-26-2015

No change in status.

Status Date: Sep-03-2014

Status has not changed. Still awaiting MOTI direction that reasons for non-approval have been overcome

Status Date: Mar-18-2014

MOTI sent notification that the subdivision is NOT being approved. If the reasons for non-approval are not

overcome in 1 year, the file will be closed. Note that Islands Trust staff re-sent our subdivision referral response as the notice of non-approval indicated that MOTI had not received it.

Status Date: Dec-05-2013

No PLA received at the Islands Trust office as of yet.

Status Date: Nov-15-2012

Referral report sent to MoTI

Status Date: Oct-26-2012

Planner reviewing file

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2013.2	Centre Stage Holdings Ltd. Planner: Teresa Ritemann	Aug-09-2013	Subdivision to 6 lots

Planning Status

Status Date: Oct-06-2015

No change in status.

Status Date: Aug-26-2015

No change in status.

Status Date: Oct-09-2014

Waiting further direction from applicant and confirmation that our conditions in original referral report have been met. Need final plan of subdivision before we can issue final approval.

Status Date: Oct-06-2014

MOTI sent PLA. Apparently was issued in Nov 2013 but a copy was not on file.

Status Date: Sep-03-2014

Still awaiting PLA from MOTI

Status Date: Jun-27-2014

Still Awaiting PLA from Ministry.

Status Date: Sep-27-2013

Subdivision Referral Review Report sent to MOTI, applicant and LTC

Status Date: Aug-23-2013

Planner reviewing file

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2013.3	Smythies & Associates	Oct-28-2013	411 Daniel Way subdivision to create 2 parcels

Planner: Teresa Ritemann

Planning Status

Status Date: Oct-06-2015

No change in status.

Status Date: Aug-26-2015

No change in status.

Status Date: Mar-19-2015

No change in status. Contacted MOTI to see if they closed the file, but have not yet heard back.

Status Date: Feb-16-2015

No change in status. File will be closed by MOTI after March 10, 2015.

Status Date: Mar-14-2014

MOTI did NOT give approval for this subdivision. The applicant has 1 year to overcome the two reasons for non-approval, and then the file will be closed.

Status Date: Nov-14-2013

Subdivision referral report sent to MOTI

Islands Trust
 LTC EXP SUMMARY REPORT F2016
 Invoices posted to Month ending September 2015

620 Gabriola	Invoices posted to Month ending September 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	1,500.00	337.03	1,162.97
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	4,250.00	1,994.54	2,255.46
65210-620	LTC - Local Exp - APC Meeting Expenses	750.00	0.00	750.00
65220-620	LTC - Local Exp - Communications	750.00	0.00	750.00
65230-620	LTC - Local Exp - Special Projects	2,250.00	190.48	2,059.52
TOTAL LTC Local Expense		<u>8,000.00</u>	<u>2,185.02</u>	<u>5,814.98</u>
Projects				
73001-620-2001	Gabriola OCP/LUB	3,500.00	0.00	3,500.00
73001-620-4026	Gabriola RDN/SFU Groudwater Mapping	6,250.00	0.00	6,250.00
TOTAL Project Expenses		<u>9,750.00</u>	<u>0.00</u>	<u>9,750.00</u>

Gabriola Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: January 12, 2015

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	January 29, 2010	GB-025-2010	Communication Towers and Antennae	It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt the following standing resolution: • Proposals for any new or expanded communication towers and antennae require an application to the Gabriola Islands Local Trust Committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting and one advertisement in both local newspapers. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal; however, as a minimum, the proponent shall give written notice to Islands Trust Northern Office staff and the Snunéymuxw First Nation, all owners and residents of properties within a 2 kilometre radius of the subject property where the facility is proposed. The required notice shall include the following information: ○ the proposed location of the tower on the subject site ○ a description of the predicted power density level of the antenna/tower ○ methods to mitigate any aesthetic or visual impact ○ description of the natural environment, any sensitive ecosystems or other important habitat areas within 120 metres of the subject property and mitigation of impacts to such areas ○ physical details and example illustrations of the tower including its height, colour, type and design ○ the time and location of a public meeting and advertising ○ the name and contact information of the contact person employed by the proponent ○ the name and all contact information of the Islands Trust planning staff available for public comments and questions regarding the proposal; and ○ the proponent may be required to enter into a cost recovery agreement with the Islands Trust, in order to offset application processing costs incurred.



GABRIOLA ISLAND VETERAN'S ASSOCIATION

*c/o 697 Crestwood Road
Gabriola Island, BC
V0R 1X4*

5th October 2015

Trustees
Gabriola Island Trust Office
700 North Road
Gabriola, BC V0R 1X3

Dear Trustees Mamoser and Nicholas

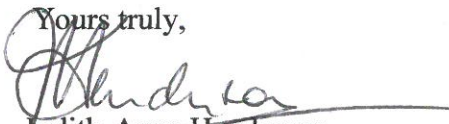
National Remembrance Day is Wednesday, November 11th, and once again we will be holding our ceremony at the Memorial Cairn (South Road) commencing at 10:40 AM.

We have retained your wreath with the appropriate ribbon from 2014 and, with your permission, will have it available for you to lay it on our Cairn. We ask that you arrive sufficiently early to identify the location of your wreath and your place in the proceedings.

Should other arrangements be more suitable for you, please advise the undersigned.

We extend to you a warm welcome to also join us afterwards for light refreshment at the Agi Hall for which invitations are enclosed.

Yours truly,


Judith-Anne Henderson
Coordinating Director

RSVP:
250-247-8383
judithanne@shaw.ca



Date	October 7, 2015	File Number	3030-01
To	Gabriola Island Local Trust Committee		
From	Ann Kjerulf Regional Planning Manager Northern Planning Office		
Re	2016 Gabriola Directory Advertising		

Contact information for the Gabriola Island Local Trust Committee members and Islands Trust office is published annually in the Gabriola Directory. Islands Trust Staff have received a renewal notice for the 2016 Gabriola Directory and are seeking approval from the Gabriola Island Local Trust Committee to continue its annual advertising. In previous years, funding for this service has been drawn from the LTC Local Expense – Communications Budget. As of the end of September, 2015, the Gabriola Island LTC has \$750 available in this budget.

It is the opinion of Staff that Islands Trust Office and Trustee contacts continue to be advertised in the Gabriola Directory, which is recognized as a valuable source of information for local community members.

Recommendation:

THAT the Gabriola Island Local Trust Committee spend \$378 from the LTC Local Expense Communications Budget to renew advertising in the 2016 Gabriola Directory.

Attachment:

Gabriola Directory 2016 Renewal Notice

pc: Aleksandra Brzozowski, Island Planner



Islands Trust *preserving island communities, culture and environment*

The Islands Trust is a unique federation of independent local governments which plan land use and regulate development in the trust area. The Gabriola Island Local Trust Area elects two local trustees every three years. Together, with an appointed chair from the Executive Committee, they are responsible for land use planning and regulation in the Gabriola Island Local Trust Area, excluding First Nation reserves. This ensures that land use decisions are made by the locally elected people who are part of the island community. Gabriola's local trustees also sit on the Islands Trust Council, which makes decisions about regional matters for the entire Islands Trust Area.

Your Gabriola Island Local Trust Committee Members for 2014-2018

Trustee: Melanie Mamoser	250.247.2008 Email: mmamoser@islandstrust.bc.ca
Trustee: Heather Nicholas	250.247.9574 Email: hnicholas@islandstrust.bc.ca
Chair: Trustee Laura Busheikin	250.335.2089 Email: lbushiekin@islandstrust.bc.ca

Islands Trust Staff Contacts

If you have technical questions about zoning and land use or about bylaw enforcement information please contact the planning staff for the Gabriola Island Local Trust Area:

Website: <http://www.islandstrust.bc.ca/connect/contact-staff.aspx>

Northern Planning Office: 700 North Road Gabriola Island BC	250.247.2063
Toll Free via Enquiry BC	1.800.663.7867
Fax:	250.247.7514
General Enquiries E-mail:	northinfo@islandstrust.bc.ca
Web:	www.islandstrust.bc.ca

Hours of operation: Monday to Friday, 8:30a.m - 4:00p.m.

If you have questions about how you can help protect land in the Islands Trust Area please contact:

Islands Trust Fund: 200-1627 Fort Street Victoria BC V8R 1H8	250.405.5186
Toll Free via Enquiry BC	1.800.663.7867
General Enquiries Email:	itfmail@islandstrust.bc.ca
Web:	www.islandstrustfund.bc.ca

To receive email notification about Islands Trust news and meeting notices please sign up at:
<http://www.islandstrust.bc.ca/connect/stay-informed.aspx>

GABRIOLA DIRECTORY
SINCE 1991

685 Crestwood Road, Gabriola Island, B.C. V0R 1X4
Cell: 250-716-6859 Home Phone: 250-247-8799
www.gabrioladirectory.com • email: gabrioladirectory@shaw.ca

September 2, 2015

Islands Trust, Northern Planning Office
700 North Road
Gabriola Island, BC V0R 1X3

Attention: Becky McErlean

RENEWAL NOTICE

Pay in full by October 15 and we'll pay the GST!

Deadline for advertising in the 2016 Gabriola Directory: OCTOBER 31, 2015

Ad Size and Category: full page (discounted to 1/2 page price), inside full page \$360.00

- + , , ,
- + (extra categories)
- + (Spot Colour if any)

Subtotal: \$360.00 + 5% GST: \$18.00 =

TOTAL: \$378.00

Add 10% late fee to payments made after midnight October 31. Thank-you.

PAYMENT OPTIONS:

1. **Drop off a cheque** or cash with the bottom section of this letter at Colleen's Store in the Village Plaza (include your **business name** on the envelope and on the cheque).
2. **Mail a cheque** with the bottom section of this letter to the above address.
3. **On-line: Email your payment** via your bank to gabrioladirectory@shaw.ca.

Direct all inquiries to gabrioladirectory@shaw.ca or any of the numbers at the top of the page. Please go to the website and click on "Application Forms - Business" for more about advertising rates and sizes.

Please submit any artwork or logos as jpeg, tif or pdf files at resolution 300 dpi (not 72 dpi), colour as RGB, and send as an attachment to email to gabrioladirectory@shaw.ca. If required we will provide 15 minutes of graphic design free of charge, which would include basic layout or minor changes. More complex design available for \$35.00 per hour. The Gabriola Directory is not responsible for the quality or content of ad artwork and in such cases is only responsible for providing advertisement space in the directory.

SAVE PAPER: Keep upper section as your RECEIPT.

Please include this section with payment.

- ☐ Continue my ad as is, or
- ☐ Continue my ad with the following changes:

Change _____

- ☐ CONTINUE MY AD - NEW SIZE ...see application form at gabrioladirectory.com for rates.
- ☐ CONTINUE MY AD - ADD RED ...see application form at gabrioladirectory.com for rates.

Your email address if changed from last year: _____

NOTE: Proofing your display ad is important so the earlier you get your new information to us the more time we have to make sure everything is correct. Please provide an email address where your proof can be sent.

For Office Use: Islands Trust, Northern Planning Office full page (discounted to 1/2 page price) • inside full page, , , , Ad(s): \$ 360.00 + (Spot Colour) \$ + (any extra categories) Subtotal: \$360.00 + 5% GST: = \$378.00
GST # No.861458891