

Gabriola Island Local Trust Committee

Regular Meeting Agenda

Date: February 26, 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 | 10:15 AM - 10:25 AM | |
| 4. | COMMUNITY INFORMATION MEETING - none | | |
| 5. | PUBLIC HEARING - none | | |
| 6. | MINUTES | 10:25 AM - 10:30 AM | |
| 6.1 | Local Trust Committee Minutes dated January 22, 2015 – for adoption | | 4 - 14 |
| 6.2 | Section 26 Resolutions-without-meeting Report - none | | |
| 6.3 | Advisory Planning Commission Minutes for receipt - none | | |
| 6.4 | Mudge Island Advisory Planning Commission Minutes - none | | |
| 6.5 | Agricultural Advisory Commission Minutes - none | | |
| 7. | BUSINESS ARISING FROM MINUTES | 10:30 AM - 10:45 AM | |
| 7.1 | Follow-up Action List dated February 17, 2015 | | 15 - 16 |
| 7.2 | Local Trust Committee Work Program | | |
| 7.2.1 | Memorandum dated February 17, 2015 | | 17 - 20 |
| 7.3 | Village Vision Workshop - verbal update | | |
| 8. | DELEGATIONS | | |
| 9. | CORRESPONDENCE | 10:45 AM - 10:50 AM | |
| | (Correspondence received concerning current applications or projects is posted to the LTC webpage) | | |

9.1	Email from M. Walker regarding Age Friendly Planning Project and Grant, dated January 30, 2015	21 - 21
9.2	Email from Bridge Free Salish Sea Requesting Signatures on Petition, dated January 29, 2015	22 - 22
10.	APPLICATIONS AND REFERRALS	
11.	LOCAL TRUST COMMITTEE PROJECTS	10:50 AM - 11:00 AM
11.1	Official Community Plan and Land Use Bylaw Review	
11.1.1	Memorandum dated February 6, 2015	23 - 26
11.2	Housekeeping Bylaw Amendments - verbal update	
12.	REPORTS	11:00 AM - 11:30 AM
12.1	Work Program Reports	
12.1.1	Top Priorities Report dated February 17, 2015	27 - 28
12.1.2	Projects List Report dated February 17, 2015	29 - 30
12.2	Applications Report dated February 17, 2015	31 - 33
12.3	Trustee and Local Expense Report dated January 2015	34 - 34
12.4	Adopted Policies and Standing Resolutions	35 - 35
12.5	Local Trust Committee Webpage	
12.6	Chair's Report	
12.7	Trustee Reports	
12.8	Electoral Area Director's Report	
12.9	Trust Fund Board Report dated January 2015	36 - 38
13.	NEW BUSINESS	11:30 AM - 12:00 PM
13.1	Advertising Local Trust Committee Regular Business Meetings	
13.2	Local Trust Committee Regular Business Meeting on Mudge Island	
13.3	Board of Variance Staff Report dated February 2, 2015	39 - 44

14. UPCOMING MEETINGS

- 14.1 Next Regular Meeting Scheduled for Thursday,
April 2, 2015 at The Woman's Institute, 476 South
Road, Gabriola Island, BC

15. TOWN HALL 12:00 PM - 12:10 PM

16. CLOSED MEETING 12:10 PM - 12:20 PM

- 16.1 Motion to Close the Meeting
That the meeting be closed to the public in
accordance with the Community Charter, Part 4,
Division 3, s.90(1) a for the purpose of considering:
Appointment of APC Members; AND that the
recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT 12:20 PM - 12:20 PM



Gabriola Island Local Trust Committee Minutes of a Regular Meeting

Date of Meeting: Thursday, January 22, 2015
Location: Women's Institute
476 South Road, Gabriola Island, BC

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

Staff Present: Courtney Simpson, Planning Manager
Aleksandra Brzozowski, Island Planner
Theresa Ritteman, Island Planner
Karin Kronstal, Island Planner
Jessie Sherk, Recorder

Media and Others Howard Houle, Regional Director
One (1) member of the local media and
Twenty-five (25) members of the public were in attendance.

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 10:16 am. Staff and trustees were introduced and the public was welcomed. She acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations. Chair Busheikin noted that her goal was to contribute to meetings that are respectful and lively, with a diversity of opinion and expression; constructive, efficient, and legislatively correct.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 9.1 Letter from Penny Sidor dated November 14, 2014
- 10.2.2 Letter regarding Development Variance Permit application
- 11.1.2 Email from Karin Kronstal
- 11.1.3 Email from The Nature Trust of BC
- 13.6 Regular Local Trust Committee meeting on Mudge Island – for discussion
- 13.7 Advertising Regular Local Trust Committee meetings – for discussion

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

3. TOWN HALL AND QUESTIONS

Chris Bowers spoke on behalf of Bridge Free Salish Sea. She stated that the Gabriola and Mudge Island Official Community Plans (OCPs) and the Islands Trust Policy Statement do not support fixed links to the trust islands; however, a feasibility study on a bridge is being conducted. Bowers requested that that Trustee Mamoser and Chair Busheikin sign a petition against the bridge (Trustee Nicholson had already signed) and that the Local Trust Committee send a letter to Todd Stone supporting the petition

Regional Director Howard Houle addressed Gabriola's Draft housekeeping Bylaw No. 278, stating that if densities are moved there could be severe financial implications for both The Nature Trust and the Regional District of Nanaimo. In regards to Cox Community Park, he noted that he does not believe that the community has been asked whether they would like the densities to go to an affordable housing density bank or to leave them there and allow the Regional District of Nanaimo to leverage them for more parkland. He then discussed a piece of land identified as BIT77409 near Drumbeg Park, stating that there has been some question whether it is a park or Crown land. He noted that is being looked into.

4. COMMUNITY INFORMATION MEETING

None.

5. PUBLIC HEARING

None.

6. MINUTES

6.1 Local Trust Committee Adopted Minutes Dated November 13, 2014 – for receipt

Received.

6.2 Section 26 Resolutions-without-meeting Report Dated January 13, 2015

Planning Manager Simpson stated that there were four Resolutions Without Meeting that were passed since the last Local Trust Committee meeting. She explained each resolution to the Local Trust Committee (LTC).

6.3 Advisory Planning Commission Minutes Dated

None.

6.4 Mudge Island Advisory Planning Commission Minutes

None.

6.5 Agricultural Advisory Commission Minutes

None.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated January 13, 2015

Planning Manager Simpson explained each item on the list in detail for the new trustees.

8. DELEGATIONS

None.

9. CORRESPONDENCE

9.1 Letter from Penny Sidor, dated November 14, 2014.

Reviewed by trustees. The trustees commented that they are aware this is an ongoing problem; the definition of kennel may have been an oversight and they hope to look into this in a timely fashion.

10. APPLICATIONS AND REFERRALS

10.1 Antenna Siting Proposal (Gabriola Radio Society) – verbal update

Planner Brzozowski gave a verbal update. She reviewed what happened regarding the antenna siting proposal at the last meeting and stated that the applicants have put forward a request to Industry Canada to enter into dispute resolution.. Planner Brzozowski then explained the Industry Canada process of dispute resolution. . Islands Trust is currently waiting for an update from Industry Canada.

10.2 GB-DVP-2014.3 Kienas & Langran

10.2.1 Staff Report Dated January 5, 2015

Planner Rittermann explained that the applicant is seeking a Development Variance Permit to allow a shed and deck. She gave some background on the file including staff comments and any neighbors' concerns. It was noted that the applicant's request would likely cause minimal visual impact. Discussion ensued amongst the trustees. It was noted that there was an error in the staff report where it stated that the neighboring property was unoccupied when in fact Mr. Carson occupies it.

GB-2015-001

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee approve issuance of Development Variance Permit GB-DVP-2014.3 to Kelli Kienas and Alex Langran for Lot 2, Section 12, Gabriola Island, Plan 23619; PID 003-132-439

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Housekeeping Bylaw Amendments

11.1.1 Staff Report Dated January 13, 2015

Planner Kronstal summarized the staff report noting its purpose was to provide a brief background on Housekeeping Bylaw Nos. 278 and 279. Discussion ensued.

GB-2015-002

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee amend Proposed Bylaw No. 279, cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2012” to include the proposed definition of a Shooting Range as follows:

“Means a place that is designed or intended for the safe discharge, on a regular and structured basis, of firearms for the purpose of target practice or target shooting competitions, that does not operate outside the hours of 9:00 am and 5:00 pm and operates no more than 6 days a week”.

CARRIED

Discussion ensued.

GB-2015-003

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee give second reading to Bylaw No. 278, cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 3, 2014”.

CARRIED

GB-2015-004

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee give second reading to Bylaw No. 279, cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2012”.

CARRIED

GB-2015-005

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee direct staff to schedule a public hearing for Bylaw No. 278, cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 3, 2014” and Bylaw No. 279, cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No 2, 2012 prior to March 31, 2015”.

CARRIED

Planner Kronstal suggested that the public hearing be held at the LTC meeting in March.

A member of the public then asked when the items brought up during Town Hall would be addressed. Chair Busheikin indicated that the subject of dog boarding is on the LTC Project List and the bridge issue would be discussed during the Strategic Planning Session. She also noted that the Islands Trust Council and Executive Committee have held a strong position against the bridge and that work is continuing.

By general consent, the meeting moved into another Town Hall session.

Penny Sidor addressed the LTC again, noting that she is involved with dogs and dog sitting on a small rural residential lot. She asked that the bylaw be revised so that in-home dog boarding is separate from running a kennel.

Chris Bowers stated that she was there to get signatures on the bridge petition. She also commented on the discussion about densities proposed to be moved to the density bank from properties rezoned to park, that another option is to create new densities “out of thin air”.

By general consent, it was decided that a third Town Hall would be held at the appropriate point in the Strategic Planning Session to give the public the opportunity to provide input and that 13.5 be moved before 13.1 in the order of the agenda.

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report Dated January 13, 2015

Received.

12.1.2 Projects List Report Dated January 13, 2015

Received.

12.2 Applications Report Dated January 13, 2015

Planning Manager Simpson summarized the report. Discussion ensued regarding process.

12.3 Trustee and Local Expense Report

12.3.1 Report Dated November 2014

Received.

12.3.2 Report Dated December 2014

Received.

12.4 Adopted Policies and Standing Resolutions

Planning Manager Simpsons explained what an adopted policy and standing resolution is.

12.5 Local Trust Committee Webpage

No additions.

12.6 Chair's Report

Chair Busheikin reported on the first Executive Committee meeting noting the announcement on the purchase of Grace Island by the Province of British Columbia. She also noted that there was a verbal report on eSCRIBE and the ways that it is saving staff time. In closing, she noted that the Denman Island Strategic Planning Session was very successful.

12.7 Trustees Report

Trustee Mamoser expressed her gratitude on being chosen as Local Trustee. She stated that she is always open to feedback and comments from the public as she feels there is a wealth of knowledge in the Gabriola community that she hopes to draw from. She thanked Trustee Nicholas for putting together a wonderful newsletter, noting that she hopes it will increase outreach into the community and report out on what Trustees are doing being the scenes. Trustee Mamoser reported on the Trustee Orientation that she attended, stating that it was a great experience and it was very interesting to learn about the priorities on other islands in the Islands Trust. She noted that it is so important for all the islands to work together as they are different than other rural communities.

Trustee Nicholas stated that being sworn-in in Victoria as well as connecting with other members on other islands was a great experience. She announced that she would be joining the Trust Programs Committee noting that Trustee Mamoser is on Local Planning Committee. Trustee Nicholas reported that the Trust Program Committee is concerned with non-regulatory strategies to help advance the preserve and protect mandate of the Islands Trust and that the first meeting will be on February 17, 2015. Also discussed in Trustee Nicholas's report were the important events that have happened on Gabriola Island recently, including: Transition Town Initiative, exploring community currency work, the Health Forum hosted by Sustainability Gabriola and the upcoming Village Vision Session and Food Forum. In closing, she thanked everyone for their confidence

in her as a trustee and noted that her phone/email/door are always open to the public.

12.8 Electoral Area Director's Report

Regional Director Howard Houle reported on the Descanso Bay emergency dock, noting that it is in need of repairs, and that consultation has started with the federal government regarding Green Wharf and the need for another emergency exit from the island. He then discussed the work being done in the various community parks on Gabriola Island. Lastly, he noted that the Union of British Columbia Municipalities' grant for asset mapping is not available for the type of mapping Gabriola needs.

Chair Busheikin recessed the meeting at 11:57 am and reconvened at 12:20 pm.

13. NEW BUSINESS

13.5 Gabriola Island Local Trust Committee Work Program 2015

13.5.1 Staff Report Dated January 6, 2015

Planning Manager Simpson summarized the staff report. Discussion ensued amongst staff and trustees. It was noted that the recommendations in the staff report would be revisited after the Strategic Planning Session.

15. TOWN HALL SESSION

The meeting then moved into the requested third Town Hall session.

John Pierce commented on the staff report, stating that in his opinion, the Riparian Areas Regulation and steep slopes projects took up a lot of time and energy. He stated that the LTC should look back at the recommendations made for the Official Community Plan two years ago as there were thirty-two items that were never addressed, including water and septic.

Kees Langeris discussed the format used in the OCP and Land Use Bylaw (LUB) and noted that it would be more ideal to have more of a numbering system as the current system is hard to read.

Deborah Ferens commented to the trustees saying that they really need to think about being clear on the different kind of community consultations and what the public expectations are. Staff and trustees discussed.

Penny Sidor stated that she has already submitted a letter to the LTC. She discussed her dog sitting services, noting that the dog population on the island continues to increase and every pet owner needs back-up now and then. She noted that there are a lot of people on the island who are being inconvenienced right now. Also noted was that roosters, goats and other noise making animals are allowed and not controlled in rural residential zones and that this should be considered in a wider context. She stated that

there are other neighborhood noises that are allowed and that she hopes to see this law changed quickly.

Ken Morrison spoke about the kennel bylaw, stating that it was enacted for a reason but the purpose was not to prevent people from dog sitting. He noted that he is interested in how this process works out.

Penny Sidor – Stated that in the first meeting regarding this, Trustee Rudischer stated that the way the law was written was an error and that they were intending to prevent breeding and not dog sitting.

13. NEW BUSINESS (continued)

13.5.2 Strategic Planning Session

Planning Manager Simpson gave a short presentation and Planner Brzowski introduced the strategic planning exercise. Discussion ensued regarding planning priorities. Each member of the LTC was asked to make a “wish list” of what they would like see or get out of the next four years. Next, Planner Brzowski and the LTC discussed what items, projects, and priorities are already in existence and/or desired by the community. In particular, the Projects List was reviewed to ensure that they were still relevant.

The discussion then returned to the recommendations in the Work Program staff report.

GB-2015-006

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee move the Snuneymuxw First Nation Protocol Agreement Implementation Project from the Top Priorities List to the Project List.

CARRIED

Speaking to the motion, Trustee Mamoser stated that First Nation engagement is very important and wanted to be clear that the LTC is moving forward to having stronger relationships despite it being removed from the Top Priorities list.

GB-2015-007

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee direct staff to provide an update on the Gabriola Official Community Plan review incorporating the results of the previous terms Advisory Planning Committee report.

CARRIED

GB-2015-008

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee remove the Development Approval Information Bylaw from the Top Priorities list as it has been completed.

CARRIED

GB-2015-009

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee amend the Top Priorities list to include as No. 3 “In-house dog boarding definition”

CARRIED

GB-2015-010

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request Financial Planning Committee consideration of a new 2015/16 budget request of \$6250 for the second and final contribution to the Regional District of Nanaimo/Simon Fraser University Groundwater Mapping Project

CARRIED

GB-2015-011

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee amend the 2015/16 budget request to remove the request for money for the DeCourcy Official Community Plan review and direct staff to forward this to financial planning staff.

CARRIED

Discussion ensued regarding the local expense account and projects requiring funds.

13.1 Gabriola Ferry Advisory Committee appointment

13.1.1 Email from J Hodgkins, Gabriola Ferry Advisory Committee dated December 12, 2015

13.1.2 Letter from D. Guenette, BC Ferries dated December 2014

Discussion ensued regarding both emails.

GB-2015-012

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee appoint Trustee Heather Nicholas to sit on the Gabriola Ferry Advisory Committee.

CARRIED

Trustee Nicholas stated that she looks forward to the opportunity. It was noted that staff would send a letter to BC Ferries regarding Trustee Nicolas' appointment.

13.2 Wildlife Tree Service (WiTS) Report on Eagle Nesting Dated 2014

Received.

13.3 Advisory Planning Commission Staff Report dated January 12, 2015

Discussion ensued.

GB-2015-013

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee direct staff to advertise for expressions of interest for up to seven (7) vacant positions on the Gabriola Island Advisory Planning Commission and up to two (2) expired Transportation Advisory Commission positions and send letters to those appointees whose terms have expired thanking them for their service and inviting them to submit expressions of interest if they wish to be reappointed to the Gabriola Advisory Planning or Transportation Advisory Commissions.

CARRIED

13.4 Ministry of Agriculture Workshop Invitation to Agricultural Advisory Committee memorandum

Discussion ensued. It was noted that Food Forum is happening soon after this workshop.

GB-2015-014

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee consider releasing up to \$600 from their local expense account to subsidize the travel of one member of the Gabriola Agricultural Advisory Committee to attend the Agricultural Advisory Committee workshop on February 18, 2015.

CARRIED

It was noted that staff would contact the Agriculture Advisory Committee to inform them of this decision and ask them to decide who will be attending.

13.6 Regular Local Trust Committee meeting on Mudge Island

Deferred to next meeting.

13.7 Advertising Regular Local Trust Committee meetings

Deferred to next meeting.

14. UPCOMING MEETINGS

The next regular business meeting is scheduled for Thursday, February 26, 2015 at 10:15 am at the Women's Institute, 476 South Road, Gabriola Island, BC.

15. TOWN HALL SESSION

Discussed earlier, after 13.5.1.

16. CLOSED MEETING

None.

17. ADJOURNEMENT

By general consent, the meeting adjourned at 2:50 pm.

Laura Busheikin, Chair

CERTIFIED CORRECT:

Jessie Sherk, Recorder



Follow Up Action Report w/ Target Date

Gabriola Island Jul-17-2014

No.	Activity	Responsibility	Target Date	Status
1	Staff to meet with Emcon to discuss roadside ditches that are applicable to the Riparian Areas Regulation Deferred until Bylaws 265 and 266 are adopted.	Courtney Simpson	Nov-13-2014	On Going
1	LTC allocates \$1500 from the OCP/LUB project budget for development of print and web communications materials on the Riparian Areas Regulation. Deferred until Bylaws 265 and 266 are adopted	Courtney Simpson	Feb-28-2015	On Going

Sep-04-2014

No.	Activity	Responsibility	Target Date	Status
1	Draft letter to MoTI for Chair's signature recommending changes to the Taylor Bay Hill 2013 bike path and include the TAC recommendations.	Courtney Simpson	Oct-02-2014	Done

Jan-22-2015

No.	Activity	Responsibility	Target Date	Status
1	Notify Agriculture Advisory Committee members that the LTC has approved subsidizing one member's attendance at the February 18, 2015 workshop in Langley up to \$600.	Becky McErlean	Jan-28-2015	Done
1	Forward following 2015/16 budget request amendments to Financial Planning Committee: - Remove the request of \$2,500 for DeCourcy OCP/LUB review - Add a request of \$6,250 for the second and final contribution to the Regional District of Nanaimo / Simon Fraser University groundwater mapping project	Courtney Simpson	Feb-17-2015	Done

1	Amend the Work Program as follows: - Delete the Development Approval Information Bylaw project from the Top Priorities List as it has been completed. - Move the item regarding Snuneymuxw First Nation from the Top Priorities List to the Projects List - Move the item regarding dog boarding from the Projects List to number 3 on the Top Priorities List	Courtney Simpson	Feb-26-2015	Done
1	Staff to provide an update on the OCP/LUB review, incorporating the results of the previous term's APC report.	Karin Kronstal	Feb-26-2015	On Going
1	Amend Bylaw No. 279 (Housekeeping) to include the definition of shooting range as revised, and give second reading to the bylaw. Give second reading to Bylaw No. 278.	Karin Kronstal Lisa Webster-Gibson	Feb-26-2015	Done
1	Give second reading to bylaw No. 278 (housekeeping)	Karin Kronstal	Feb-26-2015	Done
1	Schedule public hearing for bylaws 278 and 279 (Housekeeping)	Karin Kronstal Lisa Webster-Gibson	Feb-26-2015	Done
1	Following items deferred to Feb 26 agenda: "Advertising regular LTC meetings" "Regular LTC meeting on Mudge Island"	Lisa Webster-Gibson	Feb-26-2015	Done
1	Trustee Nicholas appointed to FAC. Write to BC Ferries to and Chair of FAC to notify.	Becky McErlean	Feb-26-2015	Done
1	Advertise for expressions of interest for up to 7 vacant position in the APC and up to 2 in the TAC and send letters to those appointees whose terms have expired thanking them for their service and inviting them to submit expressions of interest if they wish to be reappointed.	Becky McErlean Lisa Webster-Gibson	Feb-26-2015	Done
1	Gabriola LTC releases up to \$600 from their Local Expense Account to pay for the travel of one Agriculture Advisory Committee member to attend the Ministry of Agriculture AAC workshop in Langley on February 18, 2015. Eric Veale is the member attending.	Nancy Rogers	Feb-26-2015	On Going



Memorandum

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Date February 17, 2015 File Number 6500-02 LTC Top
Priorities

To Gabriola Island Local Trust Committee

From Courtney Simpson
Regional Planning Manager
Northern Office

Re Gabriola Local Trust Committee Strategic Planning Session

At the January 22, 2015 regular business meeting, the Gabriola Local Trust Committee held a “strategic planning session” facilitated by planning staff. The attached document is a record of the session.



OVERVIEW

The Gabriola Island Local Trust Committee (LTC) held a ‘Strategic Planning Session’ on January 22, 2015, facilitated by planning staff. The session took about an hour and comprised the following steps:

1. **Wishlist** - A brainstorming of what the three Trustees hoped to get out of the 2014-2018 term. The trustees completed this step independently using post-it notes and then shared their goals.
2. **What Else?** – A review of the current Top Priorities list, the Projects list, and any external requirements and considerations. The LTC identified certain topics and tasks they agreed should be added to the discussion.
3. **Grouping and Filtering** – Reviewing all the individual goals and additional topics and tasks, similar goals and tasks were grouped. Synergies were also considered.
4. **The Goals List** – The LTC established goals for the term. Some were content-related, some were process-related.

The resulting list of goals for the 2014-2018 term represents the result of an initial conversation this LTC had at the start of their term about shared goals. This list can be referred to over time should the LTC find it useful during the course of their term, and can be further refined.

SUMMARY NOTES FROM JANUARY 22 SESSION

Trustee Responses to “Wish List” Brainstorm

- Strengthen First Nations relationships
- Implement First Nations protocols
- Enhance relations with First Nations
- Shoreline protection issues
- Coastal protection and alternatives to seawalls
- Protect coastal areas
- Protect groundwater quality and quantity
- Respond effectively to bridge feasibility study
- Respond proactively to bridge feasibility study
- Emergency preparedness (evacuation)
- Tackle “quick fix” projects. eg. Mudge medicinal marijuana
- Support work on village core
- Find synergies with community-led projects / leverage community resources for projects
- Find synergies with other islands to leverage resources

- Climate change – creative approaches to green sustainable development
- Promote green energy on Gabriola
- Promote self-reliance in food production, support community agriculture
- Resolve issues around dog-sitting / kennels
- Define dogsitting in LUB
- Enhance community economic sustainability re home based businesses
- Enhance community economic sustainability re affordable housing
- Explore options to increase availability of affordable housing
- Meet community housing needs
- Update the build-out map
- Ensure that the community feels OCPs/LUBs are an accurate reflection of their wishes
- Complete OCP and feel good about it, not just give up
- Satisfy community desire for a sense of completion of OCP/LUB review
- Increase sense of community “buy-in” and ownership of Islands Trust
- Great communication from IT and LTC to community
- Increase community engagement in LTC
- Enhance relationship between community and Islands Trust – help define role of Trust in community

“What Else” List:

- Upcoming groundwater regulations
- Possible Sea Level Rise Mitigation regulations
- Review of policies and regulations around aquaculture (aquaponics, land-based aquaculture)
- Reviewing the priority projects, most current priorities aligned with goals that the trustees identified.
- Reviewing the projects list, some projects could be grouped with Wishlist goals, some remained on their own as additional considerations.

Draft Long-Range LTC Goals for the 2014-2018 Term

- Satisfy community engagement expectations re: OCP/LUB reviews
- Strengthen First Nations Relationships
- Meet Gabriola’s Housing Needs
- Protect Coastal areas
- Protect groundwater
- Promote/encourage/don’t discourage green/alternative/sustainable development
- Improve response on “quick fix” minor items
- Collaborate/support community-led projects

- Advocate effectively regarding the Bridge Feasibility study
- Encourage local agriculture
- Improve emergency preparedness
- Leverage resources for cross-island issues
- Increase “buy-in” and ownership of Islands Trust / LTC policies

NEXT STEPS

This list can be referred to in amending the LTC Work Program; the Top Priorities and Projects Lists. Weighing potential projects against identified goals can help set priorities.

The LTC can refer to this list of goals throughout the term, especially when projects are completed and a new project can be moved up to the Top Priorities list for staff to begin work on.

From: Megan Walker
Sent: January 30, 2015 10:12 AM
To: Heather Nicholas; Melanie Mamoser
Subject: age-friendly planning and project grants

Hi Heather and Melanie,

Just to follow-up from my facebook post:

I'm interested to see what comes out of the Pender Age-Friendly Planning project, funded by this grant:

<http://www.newsroom.gov.bc.ca/2014/12/2015-age-friendly-grant-recipients-announced.html>

Perhaps there are lessons we can adapt for Gabriola. I would love to see more focus on accessibility/low-mobility and age-friendly planning.

With my personal hat on, a local Respite Housing / Extended Care facility is needed, as is a low-mobility beach access. I am also contacting Director Houle per grant applications for the latter.

The Province is not yet accepting grant proposals for 2016, but it would be great to keep an eye open for such grant opportunities.

Best regards,
Megan Walker

January 29, 2015

Submission to LTC from Bridge Free Salish Sea (BFSS)

BFSS is currently collecting signatures for a petition which states: “we are opposed to any consideration by government of a fixed link to any of the islands of the Salish Sea. Your petitioners respectfully request that the Honourable House abide by the clear position of the Islands Trust Policy Statement 5.3.2 which clearly states that ‘It is Trust Council’s policy that no island in the Trust Area should be connected to Vancouver Island, the mainland or another island by a bridge or tunnel, notwithstanding the existing bridge between North and South Pender Islands’.”

We are here to request that:

1. Trustees Melanie Mamoser and Laura Busheikin sign the petition (Trustee Heather Nicholas already has).
2. The LTC send a letter to minister Todd Stone supporting our petition.
3. The LTC request that Trust Council also take a position in support of our petition.



Memorandum

Date: February 6, 2015 File Number: GB-OCP-2015.1

To: Gabriola Island Local Trust Committee
For the Meeting of February 26, 2015

From: Karin Kronstal, Island Planner

Re: **Background Information on the Volunteer Review Committee for the Gabriola Island Official Community Plan (OCP) and Land Use Bylaw (LUB)**

The purpose of this document is to provide background information on Gabriola Island OCP and LUB Volunteer Review Committee (VRC) that met between December 2009 and October 2011. This memorandum is limited to a brief overview of the VRC's work, as a full staff report is currently being prepared for discussion at the April meeting of the Gabriola Local Trust Committee (LTC).

In 2009, the Gabriola Island LTC appointed the VCR in anticipation of an upcoming review of the OCP. The purpose of the Committee was to provide community input, review goals, policies and directions in the OCP and LUB, and to provide recommendations to the LTC on possible amendments to these bylaws. The Gabriola LTC adopted the attached VRC Terms of Reference at their meeting on March 30, 2010.

The VRC membership included fifteen members of the public who expressed an interest in participating on a voluntary basis. The VRC met a total of seventeen times; the majority of those meetings took place in 2010 during the LTC review of the OCP. The LTC referred numerous issues to the VRC for comment while it was active, including applications for rezoning and the proposed bylaw amendments. The majority of the VRC's discussions focused on following topics: density, affordable housing, eco-footprint analysis, infrastructure, water and septic options for homeowners, village core/commercial character, pedestrian safety and walkways, economic diversity and sustainability. VRC [agendas and minutes](#) are on the Gabriola LTC webpage.

The final meeting of the VRC was held on October 25th 2011. The VRC did not produce one final report, as the Committee provided feedback to the LTC on an ongoing basis. However, there are a number of amendments that the VRC recommended which may not have been addressed by the 2011 or 2014 (pending) changes to the OCP or the more recent "housekeeping" OCP and LUB amendments (Bylaws No. 278 and 279). The forthcoming staff report will provide a summary of the VCR scope of work and recommend priority items for LTC consideration.

Attachment: Volunteer Review Committee Terms of Reference (2010)



**Gabriola Island
Official Community Plan and
Land Use Bylaw Review
Volunteer Review Committee
Terms of Reference**

As adopted by the Gabriola Island Local Trust Committee on March 30, 2010.

Background

As stated in section 875 of the *Local Government Act*, an official community plan is “a statement of objectives and policies to guide decisions on planning and land use management.” The Gabriola Island Official Community Plan (Plan or OCP) applies to Gabriola Island and two smaller islands, Breakwater and Entrance Islands, as well as a group of nine smaller islets known as the Flat Top Islands. An OCP was adopted in 1997/98 for this Plan Area. The Plan replaced the 1978 OCP and was noted at that time that the goals of the 1978 Plan continued to be the goals of the community, with some minor adjustments. Key issues recognized in the 1998 Plan include:

- Less than one percent of the land base is in public park use;
- As an island community, the ecological impacts of land use and development can be more significant on these fragile ecosystems;
- Limits on future development are necessary to protect the lands and environs;
- The Village Centre is the focus of social and business activities on the Island; and
- Arts and artists shall be supported as an important part of Island life.

A review of the Official Community Plan is scheduled for Fall 2009. It is emphasized that this review will proceed as an affirmation of the existing OCP, as many objectives and policies in this document remain true and relevant. However, the congruence of the OCP with higher level planning documents such as the Trust Policy Statement and Regional Conservation Plan is worth revisiting, and an OCP review is a good opportunity to ensure that the relevant goals and objectives of other agencies with jurisdiction on Gabriola Island are met. In addition, the OCP review will lead into a review on the Gabriola Island Land Use Bylaw No. 177, 1999 (LUB).

The Gabriola Island Local Trust Committee has appointed a Volunteer Review Committee to assist with the review of the Official Community Plan and Land Use Bylaw. The purpose of the Committee is to provide community input, review goals, policies and directions in the Official Community Plan and Land Use Bylaw and make recommendations to the Local Trust Committee.

The Volunteer Advisory Committee is appointed as an Advisory Planning Commission by the Gabriola Island Local Trust Committee pursuant to the *Local Government Act* to

provide review and recommendations on the Official Community Plan and under Advisory Planning Commission Bylaw No. 209.

1. Membership

- 1.1 The Committee shall be composed of 15 members who shall be appointed by resolution of the Local Trust Committee.
- 1.2 All members of the Committee shall serve to the completion of the OCP and LUB review period, as determined by the Local Trust Committee.
- 1.3 Any member of the Committee who is not in attendance at regular meetings of the Committee for three consecutive meetings, without approval of the Chair, shall be deemed to have resigned.
- 1.4 Quorum shall be established at the first meeting as 50% +1 of the membership. Quorum will be adjusted should members resign from the Committee.

2. Conduct of Meetings

- 2.1 All meetings shall be posted publicly, and agenda packages will be posted on the Islands Trust website, meeting the notification requirements of the Local Trust Committee.
- 2.2 All meetings shall be open to the public.
- 2.3 At the first meeting, the Committee will elect a chair and/or co-chairs from among its membership.
- 2.4 If neither of the Co-Chairs of the Committee is in attendance after fifteen minutes following the scheduled start of the meeting, the members present shall elect from its membership a Committee member to act as Chair for the duration of the meeting. The presiding member has, for that purpose, all the powers of, and is subject to the same rules as Chair.
- 2.5 If there is no quorum of Committee members present within thirty (30) minutes of the scheduled time for a Committee meeting, the staff person must record the names of the members present and those absent, and adjourn the meeting until the next scheduled meeting.
- 2.6 The Co-Chairs of the Committee will work with Staff to prepare the agenda for the meeting.
- 2.7 Minutes of Committee meetings shall be prepared by staff. Copies of all Committee meeting minutes are to be forwarded to the Local Trust Committee for

inclusion on the next available agenda. Recommendations from the VRC should be in the form of a resolution or motion.

- 2.8 The conduct of business for meetings of the Committee shall generally follow a consensus decision-making model. If required, the Committee will follow Robert's Rules of Order.

3. Duties & Powers

- 3.1 The Committee shall be an advisory body reporting directly to the Local Trust Committee on the OCP and LUB review process.
- 3.2 The Members of the Committee represent their views as individuals rather than being representatives of any other group or organization.
- 3.3 The Committee shall play a leadership role to identify and discuss community interests relating to the Review.
- 3.4 While the Committee may receive letters or presentations from the public, the Local Trust Committee remains responsible for conducting public consultation for the Official Community Plan process.
- 3.5 The Committee shall play a leadership role in community events relating to the Review.
- 3.6 The Local Trust Committee will, by resolution, refer specific Official Community Plan or Land Use Bylaw items or topics to the Volunteer Review Committee with a request for recommendations.
- 3.7 Staff shall serve as the liaison between the Committee and the Local Trust Committee. Staff shall be responsible for the production and copying of meeting materials, distribution of agendas, and all matters pertaining to the administration of the Committee.

4. Finance

- 4.1 Members of the Committee shall serve without remuneration.
- 4.2 No expenditure shall be made in relationship to this Committee that is not provided for in the Financial Plan of the Islands Trust.



Top Priorities

Gabriola Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Housekeeping Bylaw Amendments		Feb-20-2014	Karin Kronstal	Sep-04-2014	On Going
2	Gabriola Planning Area OCP Review:	This a targeted OCP/LUB review and each topic is listed and described below in order of priority	Jan-19-2012	Courtney Simpson	Sep-01-2014	On Going
2	<i>1) Riparian Areas Regulation</i>	Implement the provincial Riparian Areas Regulation (RAR), reduce fee for DP 3 application to \$200, and update communications materials. Bylaws 265 and 266 approved by EC, Bylaw 265 waiting for Ministerial approval (as of May 6, 2014). Fees Bylaw adopted.	Jun-28-2011	Courtney Simpson	Sep-14-2014	On Going
2	<i>2) Rezoning new RDN Parks and ITF nature reserves</i>	Awaiting approval from MCSCD.	Nov-29-2012	Karin Kronstal	Sep-01-2014	On Going
2	<i>3) Review and amend OCP & LUB to increase local food security and farmland protection</i>	Awaiting approval from MCSCD	Jan-19-2012	Karin Kronstal	Sep-01-2014	On Going
2	<i>4) Implement OCP climate change policies into LUB</i>	Awaiting approval from MCSCD	Jan-07-2013	Karin Kronstal	Sep-01-2014	On Going
2	<i>5) Consider density transfer affordable housing policies for cottage densities</i>	Not started				On Going

2	6) Review DP-7 form and character guidelines for Village Core, and review OCP/LUB to make Village more pedestrian friendly, and to consider passive solar, renewable energy and energy efficient design.	Overlaps with implementing climate change policies into the LUB and partially addressed in those bylaws.	Jan-17-2013	Karin Kronstal	Sep-01-2014	On Going
2	7) Update the 2010 build out map and report (including the number of existing and potential residential cottages and a list of forestry parcels with the potential for density transfer)	Not started				On Going
2	8) Implement First Nations and Archaeological Protection policies, including improved engagement on land use referrals	Not started				On Going
3	In house dog boarding definition (Gabriola)	Consider allowing in-house dog boarding in the small rural residential zone.	Jan-22-2015			On Going



Projects

Gabriola Island

No.	Description	Activity	Received/Initiated	Status
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	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	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
2	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

2	Hazardous areas and steep slopes development permit area		Feb-21-2013	On Going
	• also consider how to address areas of potentially problematic soils, shoreline erosion, and localized areas of steep terrain			
2	Forage Fish Mapping Workshop	March, 2013 resolution	Sep-05-2013	On Going
3	Land Based Aquaculture	Review most recent provincial direction on land based aquaculture and develop appropriate policies and regulations.	Jan-16-2014	On Going
3	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
3	Consider implementing Eelgrass protection regulations (see February 19, 2014 memorandum).		May-14-2014	On Going

Applications w/ Status - Gabriola Island Status: Open

Applications

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

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

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

Planning Status

Status Date: Feb-16-2015

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.

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

Planning Status

Status Date: Feb-16-2015

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.

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

Planning Status

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

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2013.4	Godfrey, Taggart, Shamai Planner: Marnie Eggen	Nov-13-2013	Driftwood Drive, Mudge Island Boundary Adjustment

Planning Status

Status Date: Nov-04-2014

no change

Status Date: Apr-23-2014

PLA issued

Status Date: Feb-13-2014

Referral Report complete, forwarded to MOTI

Islands Trust

LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending January 2015

620 Gabriola	Invoices posted to Month ending January 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	1,100.00	115.97	984.03
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	4,250.00	1,862.67	2,387.33
65210-620	LTC - Local Exp - APC Meeting Expenses	750.00	0.00	750.00
65220-620	LTC - Local Exp - Communications	750.00	304.97	445.03
65230-620	LTC - Local Exp - Special Projects	2,250.00	1,000.00	1,250.00
TOTAL LTC Local Expense		<u>8,000.00</u>	<u>3,167.64</u>	<u>4,832.36</u>
Projects				
73001-620-2001	Gabriola OCP/LUB	10,000.00	6,361.71	3,638.29
73001-620-4026	Gabriola RDN/SFU Groudwater Mapping	6,250.00	6,250.00	0.00
TOTAL Project Expenses		<u>16,250.00</u>	<u>12,611.71</u>	<u>3,638.29</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.

Trust Fund Board Report to Local Trust Committees and BIM – January 2015

Chair and FPC representative

At its first meeting of the term, the Trust Fund Board (TFB) re-elected Tony Law as chair and appointed Dereck Atha as TFB's representative on the Financial Planning Committee.

Regional Conservation Plan extended

The Board voted to extend our 2011-15 Regional Conservation Plan (RCP) to 2017. The RCP contains strategic goals and objectives which guide our work. Rather than preparing a new plan, the extension will allow us to focus resources on other priorities, including completing some outstanding actions in the RCP. The Board also felt that it would be more efficient and effective to develop a revised RCP alongside preparing our 2017-22 Five Year Plan, which is required by legislation.

Conservation Strategy for Coastal Douglas-fir and Associated Ecosystems

Islands Trust Fund (ITF) staff are participating in the multi-agency Coastal Douglas-fir and Associated Ecosystem Conservation Partnership (CDFCP) which is in the process of developing a Conservation Strategy. TFB has asked staff to look at integrating the completed strategy into our Regional Conservation Plan and report back to the board.

Eelgrass Mapping Complete

We are excited that our Eelgrass Mapping Project –covering the whole Trust Area – is now complete. This addresses one of the goals in our Regional Conservation Plan: to work with partners to conserve marine environments and habitat. Eelgrass is a critical near-shore habitat for numerous birds, mammals, invertebrates and commercial and non-commercial fish. Eelgrass beds are also an important carbon sink.

The mapping of eelgrass beds will help local trust committees, the Trust Fund Board and others to make science-based decisions around land use and conservation to prevent further habitat loss. We understand that the Ministry of Forests, Lands and Natural Resource Operations is welcoming this mapping as a tool to help assess dock and other shoreline applications. The report accompanying the mapping includes recommendations for restoring eelgrass habitat. The full report is available on ITF's website. The mapped data is also available on *MapIT [Shorelines](#)*. If your local trust committee would like to post the maps and recommendations relevant to your local trust area on your web page, please direct your planner to do so.

Eelgrass mapping was done by boat with the aid of a towed underwater camera. The Islands Trust area was mapped over three years through a partnership with SeaChange Marine Conservation Society. The Islands Trust contributed just over half of the total budget of this project with the remainder of the funds being secured by our project partner.

Conservation Planning and Official Community Plans

One of our Regional Conservation Plan goals is to work with the Islands Trust Council, local trust committees and island municipalities to implement conservation goals in Official Community Plans (OCPs). As your local trust committee strategizes your priorities for the term, you may want to consider how to advance conservation provisions in your OCPs, including using sensitive and nearshore

ecosystem mapping. One focus of attention might be Council's policy to establish protected area networks.

From the Policy Statement:

3.1.2 It is Trust Council's policy to work towards the establishment of a network of protected areas that preserves representative ecosystems in their natural state and in sufficient size and distribution to sustain their ecological¹⁴ integrity

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.

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.

Updates Specific to Local Trust Areas

Hornby

ITF's Ecosystem Protection Specialist, Kate Emmings, continues to work with Hornby Island property owner Karin Fischer and Conservancy Hornby Island to establish a conservation covenant to protect Garry oak and Douglas-fir ecosystems on her property.

Denman

ITF's manager, Jennifer Eliason, is contacting Ministry of Environment staff to pursue an inter-agency meeting to address the disposition of Crown land with conservation values on Denman Island. ITF's Property Management Specialist, Nuala Murphy, is working with Denman Conservancy Association to address management issues on Denman's nature reserves, including rerouting of a trail at Morrison Marsh Nature Reserve in coordination communication with BC Parks , and planning a restoration project at Lindsay Dickson Nature Reserve.

Gabriola

ITF's Property Management Specialist, Nuala Murphy, is reviewing workable options to address safety issues on the Coats Millstone Nature Reserve.

Lasqueti

TFB has signed a covenant with Lasqueti Island Nature Conservancy and Nanaimo and Area Land Trust Society to ensure the continued protection of ecological values on the John Osland Nature Reserve.

TFB received a request to consider placement of a 911 relay installation on Mount Trematon. The Board has noted that such a request cannot be considered under existing land use regulations. TFB would also need to consult with the donors, and seek the approval of the covenant holders and Environment Canada because of their roles in protecting the values of this nature reserve.

Gambier

The board formally established the Gambier Island Acquisition Fund, created with funds from a significant bequest received in 2011. Restoration continues at Long Bay Wetlands Nature Reserve with work to protect naturally regenerating conifers by caging them from browsing deer.

Staff are currently working to develop a new nature reserve on Keats island, after the TFB approved a conservation proposal from the Convention of Baptist Churches in November.

Thetis

A special Thetis Island Acquisition Fund has been established following a significant donation provided to support land acquisition on Thetis Island.

Salt Spring

In November 2014, TFB approved a conservation proposal on Salt Spring Island and has directed staff to negotiate a conservation covenant on private land in the Reginald Hill area.

North Pender

Staff continue to work on two conservation covenants on North Pender Island, one for Wallace Point and one for the Clam Bay Farm property.

South Pender

ITF's Ecosystem Specialist, Kate Emmings, continues to work with partners to secure a new covenant over Brooks Point Regional Park, to include the recent acquisition. The covenant will be co-held with Habitat Acquisition Trust.

Mayne

A revised management plan for Horton Bayviary has begun which will involve public consultation for the property.

Galiano

TFB approved a new conservation covenant on Galiano Island and directed staff to negotiate a conservation covenant. ITF had provided a contribution from the "Opportunity Fund" to assist the Galiano Conservancy Association with appraisal costs associated with the acquisition of this property and approved funds to cover some necessary survey costs. Staff have also indicated a willingness to accept a conservation covenant for the Crystal Mountain property should the local trust committee choose to proceed with the Crystal Mountain rezoning application.

Bowen

Bowen Island Municipal Council have renewed discussions about the expansion of the NAPTEP program onto Bowen Island. Staff are providing information as requested to support decision making.

Ongoing property management activities, carried out in partnership with the Bowen Island Conservancy, include installing additional signage at the David Otter Nature Reserve, upgrading trails, removing invasive plant species, and planting and caging trees to protect them from browsing at Singing Woods Nature Reserve and continuing to monitor and work with the Ministry of Forests, Lands and Natural Resource Operations to address off-road vehicle use at Fairy Fen Nature Reserve.

Date: February 2, 2015

File No.: 3060-01

To: Executive Committee acting as a Local Trust Committee (***Ballenas – Winchelsea Islands***)

Denman Island Local Trust Committee
Gabriola Island Local Trust Committee
Gambier Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Thetis Island Local Trust Committee

From: Lisa Webster-Gibson, Legislative Clerk

CC: Courtney Simpson, Regional Planning Manager

Re: Board of Variance

Preliminary Report

The purpose of this report is to present background information related to appointments to the Board of Variance (BOV) for Local Trust Committees (LTC) in the Northern Region, including appointments to a joint BOV, and what might be required of LTCs in relation to this initiative.

Project Objectives

The objective of this project is to ensure that each LTC has a current Board of Variance (BOV) in place as per the requirements of the Local Government Act (LGA), Islands Trust Act and other relevant legislation and policy.

Project Background

Under sec. 899 of the LGA, a local government that has adopted a zoning bylaw must, by bylaw, establish a BOV. A person may apply to the BOV for a minor variance if they feel compliance with the bylaw would cause them a hardship. For example, if a big rock in their yard made it a hardship to site the house in conformity with the normal setbacks, then that person could apply for a minor variance. The BOV may grant a variance if they have considered the following factors and are of the opinion that the variance does not result in inappropriate development of the site; adversely affect the natural environment; substantially affect the use and enjoyment of the adjacent land; or vary the permitted uses and densities or defeat the intent of the bylaw.

The BOV focuses primarily on hardship relating to matters such as siting, dimensions and size of buildings. A BOV order cannot conflict with other matters such as Land Title Act covenants, permits or land use contracts or floodplain bylaw specifications.

Of seven LTCs within the Northern Region of the Islands Trust, six LTCs (Denman, Gabriola, Gambier, Hornby, Lasqueti and Thetis) have adopted "*Board of Variance Establishment and Procedure Bylaws*" that are identical and allow for either the establishment of a BOV for each individual LTC or for a joint Board. The Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) (EC as LTC (B-W)) has a much older bylaw and it is not consistent with the other bylaws. This bylaw does not allow for a joint BOV.

In the recent past a BOV was established for each of the Northern Local Trust Areas (LTA), with several of the appointments consisting of the same individuals to several Islands' BOVs. All member terms have expired. Under the LGA, sec 899(6), an appointment to a board is for the later of a) 3 years or b) if no successor has been appointed at the end of the 3 year period, until the time that a successor is appointed. However, some individuals are no longer available, nor interested in serving on the BOV. See attached table.

The seventh LTC, the EC as LTC (B-W) will need to establish a new bylaw as the current bylaws are outdated. A draft was proposed in 2010 but not adopted.

During the period 1993 until 2007, the Northern Region, received 17 applications to BOVs. These applications are broken down as follows: Denman Island – 4; Gabriola Island – 9; Gambier Island – 3; Hornby Island – 2 and Thetis Island – 1. From 2007 until 2014, no further applications to any BOV have been received.

Although there are very few applications to any of the BOVs, establishment of a BOV is a mandatory requirement of the LGA, as noted above.

As per the requirements of Section 899 of the LGA and the relevant "*Board of Variance Establishment and Procedure Bylaws*" a BOV must consist of three members and appointees must not be members of advisory planning commissions for the LTA and must not be an officer or employee of the Islands Trust. The LTC has a duty to appoint a new board under s. 899(5.1) of the LGA. Should any LTCs receive an application to their BOV at this time, a significant delay, at minimum, three months, would be experienced by the applicant as a result of an outdated BOV. This delay is anticipated based on the length of time required to advertise or recruit for Board members, evaluate applicants, and train those applicants selected. The LGA recognizes the burden this duty places on local governments and also indicates that a LTC could establish a joint BOV with any municipality, regional district, or with another LTC. In the past, the Islands Trust has established three BOV's – Northern, Southern, and Salt Spring Island.

Relevant Policy and Land Use Considerations

Trust Council Strategic Plan

N/A

Islands Trust Policy Statement

All administrative procedure bylaws are considered to be in compliance with the policy statement and the object of the Islands Trust.

Official Community Plan

N/A

Land Use Bylaw

A BOV is a mandatory requirement of any local government who has a zoning bylaw.

Islands Trust Fund

N/A

Bylaw Enforcement

N/A

Climate Change Mitigation and Adaptation

N/A

Analysis

LTCs are requested to discuss and decide whether they wish to pursue a joint BOV or to pursue an independent BOV for their LTA.

It can be quite a job to recruit and appoint members and manage BOVs for each island, especially those with a very small population. Finding three interested people and maintaining their interest when applications may be few is a challenge.

An issue that has arisen with the BOV system where each LTC has its own BOV is that there are an insufficient number of applications on most islands to permit board members to become familiar with the bylaws, the issues and the process. Establishing a joint board would allow members to become more experienced and effective. At the same time, a joint board can provide a degree of greater independence and objectivity in comparison to five separate boards appointed for each local trust area by each LTC.

The main challenge with establishing a joint board is in achieving consensus in appointments among the five LTCs.

Project Scope and Timeline

The scope of the project is as defined in the attached Project Charter. The timeline of the project is dependent on staff resources and requirement to adopt any potential bylaws or bylaw amendments that may be required. The proposed timeline is attached in the Project Charter; however, it is anticipated that members to a BOV could be appointed as soon as May / June 2015.

Resources and Roles

This initiative will be led by the Northern Office Legislative Clerk in conjunction with the Regional Planning Manager and Island Planners.

Outside of staff time, the only resources that may be required would fund advertisements intended to recruit new appointees.

Communications

Past members of each BOV will be contacted to thank them for their past service and to canvas them for interest in re-appointment.

Should advertisements be required they will be placed in relevant newspapers and posted at the Islands Trust notice locations on the Islands.

Project Charter

A Project Charter has been attached for endorsement.

Next Steps

Upon endorsement of the Project Charter, Staff will action the completion of this Staff Report, and the attached Project Charter.

Summary of Staff Recommendations

LTCs are requested to discuss and decide whether they wish to pursue a joint BOV or to pursue an independent BOV for their LTA. Staff recommends that LTC's agree to pursue a joint BOV in order to realize:

- efficiency of staff time in recruiting and monitoring membership;
- greater success in filling positions on the BOV; and
- greater effectiveness of the BOV as it will receive more applications as a joint board and will develop experience.

RECOMMENDATIONS:

That the _____ Local Trust Committee direct staff to advertise for membership in a Board of Variance appointed jointly with other local trust committees in the Northern Region.

Prepared and Submitted by:

Lisa Webster-Gibson

February 17, 2015

Lisa Webster-Gibson, Legislative
Clerk

Date

Concurred in by:

Courtney Simpson

February 17, 2015

Courtney Simpson, RPP MCIP,
Regional Planning Manager

Date

Attachments:

1. Board of Variance Membership Northern Region

Northern Region Board of Variance Membership

Report dated February 17, 2015

Local Trust Area	Member Name	Home Address	Member Term
Denman, Hornby & Lasqueti	George Buvyer	Hornby Island	2005-2008
	Leagh Farrell	Hornby Island	2005-2008
	Gillian Rambold	Victoria	2005-2008
Gabriola	George Buvyer	Hornby Island	2006-2009
	Gail Lund	Gabriola Island	2006-2009
	Barbara Williamson	Gabriola Island	2006-2009
Gambier	Ken White	Gibsons	2008-2011
	Wolf Wiedermann	Gambier Island	2008-2011
	Glen Young	Vancouver	2008-2011
Thetis	Roland Cook	Salt Spring Island	2006-2009
	Steve Frankel	Thetis Island	2006-2009
	Jack Woodward	Salt Spring Island	2006-2009