



Gabriola Island Local Trust Committee

Regular Meeting Agenda

Date: January 18, 2018
Time: 10:15 am
Location: Gabriola Arts & Heritage Centre
476 South Road, Gabriola Island, BC

	Pages
1. CALL TO ORDER	10:15 AM - 10:20 AM
“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”	
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	10:20 AM - 10:30 AM
<i>Reminder: Bylaw Nos. 292 and 293, Housing Options Review Project - NO WRITTEN OR ORAL REPRESENTATIONS WILL BE RECEIVED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE, OR ITS INDIVIDUAL MEMBERS AS THE PUBLIC HEARING HAS CONCLUDED.</i>	
4. COMMUNITY INFORMATION MEETING - None	
5. PUBLIC HEARING - none	
6. MINUTES	10:30 AM - 10:40 AM
6.1 Local Trust Committee Minutes dated December 14, 2017 – for adoption	4 - 11
6.2 Section 26 Resolutions-Without-Meeting - none	
6.3 Advisory Planning Commission Minutes - None	
7. BUSINESS ARISING FROM MINUTES	10:40 AM - 11:00 AM
7.1 Follow-up Action List dated January 11, 2018	12 - 14
7.2 Allocation of Northern Office Staff Resources - Memorandum	15 - 17
7.3 Commercial Vacation Rentals - Memorandum	18 - 20
8. DELEGATIONS	11:00 AM - 11:10 AM
8.1 Village Vision Planning Committee - Presentation	21 - 22

9. **CORRESPONDENCE - none**
(Correspondence received concerning current applications or projects is posted to the LTC webpage)
10. **APPLICATIONS AND REFERRALS - none**
11. **LOCAL TRUST COMMITTEE PROJECTS** 11:10 AM - 11:40 AM
 - 11.1 Housing Options Review Project (Proposed Bylaw No. 293) - Staff Report 23 - 33
 - 11.2 First Nations Engagement - Verbal Report
12. **REPORTS** 11:40 AM - 12:10 PM
 - 12.1 Work Program Reports
 - 12.1.1 Top Priorities Report dated January 11, 2018 34 - 34
 - 12.1.2 Projects List Report dated January 11, 2018 35 - 37
 - 12.2 Applications Report dated January 11, 2018 38 - 44
 - 12.3 Trustee and Local Expense Report dated November, 2017 45 - 45
 - 12.4 Adopted Policies and Standing Resolutions 46 - 46
 - 12.5 Local Trust Committee Webpage
 - 12.6 Chair's Report
 - 12.7 Trustee Reports
 - 12.8 Electoral Area Director's Report - none
 - 12.9 Trust Fund Board Report - none
13. **NEW BUSINESS** 12:10 PM - 12:20 PM
 - 13.1 Summer Meeting Date for Local Trust Committee Meeting on Mudge Island - for discussion
14. **UPCOMING MEETINGS**
 - 14.1 Next Regular Meeting Scheduled for Thursday, March 1, 2018 at The Gabriola Arts and Heritage Centre, 476 South Road, Gabriola Island, BC
15. **TOWN HALL** 12:20 PM - 12:30 PM

16. CLOSED MEETING

12:30 PM - 12:35 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)(d) for the purpose of adoption of In-Camera Meeting Minutes dated September 7, 2017 AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

12:35 PM - 12:35 PM



Gabriola Island Local Trust Committee Minutes of Regular Meeting

Date:	December 14, 2017
Location:	Gabriola Arts & Heritage Centre 476 South Road, Gabriola Island, BC
Members Present	Laura Busheikin, Chair Melanie Mamoser, Local Trustee Heather O'Sullivan, Local Trustee
Staff Present	Sonja Zupanec, Island Planner Teresa Rittemann, Planner 2 Lisa Millard, Recorder
Others Present	There were approximately 7 (seven) members of the public and 1 (one) member of the media present.

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 10:15 am. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

9.2 Late Correspondence - Trail on private property on Lockinvar Lane.

13.2 New Business – Letter of congratulations to incoming First Nation Chief, Mike Wyse, and council.

By general consent the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

Chair Busheikin advised those in attendance that in reference to Bylaw Nos. 292 and 293, Housing Options Review Project - *NO WRITTEN OR ORAL REPRESENTATIONS WILL BE RECEIVED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE, OR ITS INDIVIDUAL MEMBERS AS THE PUBLIC HEARING HAS CONCLUDED.*

Chair Busheikin noted that an additional Town Hall will be added during the discussion of the Mudge Island Official Community Plan (OCP) and Land Use Bylaw (LUB).

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING – none

6. MINUTES

6.1 Local Trust Committee Minutes dated October 12, 2017 – for adoption

By general consent the Local Trust Committee meeting minutes of October 12, 2017 were adopted as presented

6.2 Local Trust Committee Special Meeting Minutes dated November 8, 2017 – for adoption.

By general consent the Local Trust Committee special meeting minutes dated November 8, 2017 were adopted as presented.

6.3 Local Trust Committee Special Meeting Minutes dated November 16, 2017 – for adoption.

By general consent the Local Trust Committee special meeting minutes dated November 16, 2017 were adopted as presented.

6.4 Local Trust Committee Public Hearing Record dated November 16, 2017 - for Receipt

On page 3 of the Public Hearing Record, in the second to last paragraph of public comments, in the first sentence it should state “Jacinthe Eastick noted that she lives and farms on a five acre property outside of the ALR...”

By general consent the Public Hearing Record dated November 16, 2017 was amended.

6.5 Section 26 Resolutions-Without-Meeting Report dated December 5, 2017

Received for information.

6.6 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated December 7, 2017

Received for information.

7.2 Commercial Vacation Rentals – Memorandum

Discussion ensued regarding the question and answer document and press release and the following points were made:

- A plain language description explaining the difference between a commercial vacation rental and a bed and breakfast operation should be included.

- A short-term vacation rental is considered a home occupation. Home occupations are permitted in all zones and not just small and / or large rural residential lots.
- A revised version of the brochure will be prepared for the next Local Trust Committee (LTC) meeting at which time distribution methods, and budget for distribution, will be determined.

8. DELEGATIONS - none

9. CORRESPONDENCE

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

9.1 Email dated November 08, 2017 from S. Haniszewski regarding Gas Sign at Co-op

Received for information. It was noted that the sign is a legal use within the bylaw.

9.2 Late Correspondence - Trail on private property on Lockinvar Lane.

Received for information.

10. APPLICATIONS AND REFERRALS

10.1 Islands Trust Fund Regional Conservation Plan – Briefing

Trustee O’Sullivan joined the meeting by telephone conference call at 10:51 am.

Ecosystem Protection Specialist, Kate Emmings, summarized the Regional Conservation Plan document. Discussion ensued and the following points were made:

- A LTC can implement tools through land use planning to meet conservation goals.
- The Regional Conservation Plan has some objectives regarding working with LTCs and they invited the LTC to suggest overlapping projects.
- Further information on the Regional Conservation Plan can be found on the Islands Trust Fund webpage.
- The Islands Trust Fund is partaking in parallel planning and mapping processes with the Coastal Douglas Fir Conservation Partnership which is working with the Province in identifying crown lands that require protection.

GB-2017-143

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee extend an invitation to the Trust Fund Board to make a public presentation on Gabriola Island regarding the Regional Conservation Plan in the next fiscal year.

CARRIED

10.2 Islands Trust Fund Five Year Plan – Briefing

The Island Trust Fund Five Year Plan Briefing was included as part of the discussion of the Regional Conservation Plan.

GB-2017-144

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee receive the draft Islands Trust Fund Five Year Plan for information.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Housing Options Review Project - Staff Report

Planner Zupanec summarized the staff report and noted that Bylaw No. 293 will be going back to the LTC to consider the changes that were recommended following the November 16, 2017 Special Meeting.

GB-2017-145

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 292, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No 166, 1907, Amendment No. 1, 2017”, be read a third time.

CARRIED

GB-2017-146

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 292, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2017” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

11.2 Mudge Island Official Community Plan (OCP) Targeted Review - Staff Report

TOWN HALL AND QUESTIONS

The following comments and questions were made:

- A resident of Mudge Island noted that the staff report mentioned a Special Area in the Gabriola OCP and LUB and he cannot locate information in regard to this area.
 - Planner Ritemann clarified that it does not yet exist and, if pursued, would have to be written.
- A resident of Mudge Island stated that he had concerns about the Staff Report recommendation against an increase in maximum lot coverage permitted and he

encourages the LTC to bring this back to the Mudge Island Advisory Planning Commission (APC) for further comment.

Planner Ritemann summarized the staff report and discussion ensued. Trustees noted that they support the recommendations in the report and look forward to working with the Mudge Island APC.

GB-2017-147

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse the Mudge Island Targeted Official Community Plan / Land Use Bylaw Review Project Charter, v.1.

CARRIED

GB-2017-148

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee allocate \$300 from the 2017/2018 Local Trust Committee Special Projects budget for the Mudge Island Targeted Official Community Plan / Land Use Bylaw Review Project.

CARRIED

GB-2017-149

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to schedule a meeting for the Mudge Island Advisory Planning Commission to discuss and provide recommendations to the Local Trust Committee on potential amendments to the Mudge Island Official Community Plan and Land Use Bylaw in relation to Lot Coverage including:

- a) Modifying the definition of lot coverage to exempt cisterns or other structures to support water conservation;
- b) Modifying maximum lot coverage in the rural residential zone;
- c) Regulating the size of dwellings and accessory buildings and structures;
- d) Regulating impermeable surface coverage;
- e) Incorporating Mudge Island as a "Special Area" under the Gabriola Official Community Plan and Land Use Bylaw.

CARRIED

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report dated December 5, 2017

Received for information.

GB-2017-150

It was MOVED AND SECONDED

that the Gabriola Island Local Trust Committee request a report on the first nation relationship building project for the next Local Trust Committee meeting.

CARRIED

12.1.2 Projects List Report dated December 5, 2017

Received for information.

12.2 Applications Report dated December 5, 2017

Planner Zupanec indicated that the bylaws related to the Potlach application would be coming back to the LTC for endorsement once the covenant is finalized and registered on title. Trustees requested that the covenant language be sent to them as soon as it became available.

12.3 Trustee and Local Expense Report dated October, 2017

Received for information.

12.4 Adopted Policies and Standing Resolutions

Received for information.

12.5 Local Trust Committee Webpage

No changes or additions at this time.

12.6 Chair's Report

Chair Busheikin reported the following:

- At the recent Trust Council meeting discussion topics included the *Islands Trust Act*, the ocean protection plan and the national conservation fund and plan.
- She was pleased to hear about the temporary moratorium on new anchorages and indicated that the Trust Council Chair would be working on a response regarding the temporary anchorages protocol.
- Tomorrow is the deadline for responding to the housing needs survey which is a Trust-wide initiative.

12.7 Trustee Reports

Trustee O'Sullivan passed on giving a verbal report.

Trustee Mamoser reported the following:

- She attended the Trust Council meeting the previous week and noted that there is a proposed tax increase of 2% in the upcoming budget.

- A councillor from the San Juan Islands attended the recent Trust Council meeting and common concerns were identified including the Trans Mountain Pipeline and ocean protections. They will be moving forward with a joint letter regarding a tow barge that is to be situated at Sidney Island as both parties had concerns about this issue.

12.8 Electoral Area Director's Report - none

12.9 Trust Fund Board Report dated November, 2017

It was noted that vandalism to protective barricades continues to occur in the Elder Cedar area and that there is increased impact from mountain biking and horse riding also occurring and further protection for this area should be determined.

13. NEW BUSINESS

13.1 Housing Agreement Administration – Briefing

Discussion ensued and Trustees commented that Trust Council was working on affordable housing and that recommendations and resources are being looked at in regard to housing agreements.

13.2 New Business – Letter of congratulations to incoming First Nation Chief Mike Wyse and council

GB-2017-151

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to assist in the preparation of a letter of congratulations to incoming Chief and Council when they take office early next year.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Thursday, January 18, 2018 at The Gabriola Arts and Heritage Centre, 476 South Road, Gabriola Island, BC

15. TOWN HALL

A member of the public announced that a Healthy Transportation Network had been formed on Gabriola. The group will advocate around issues regarding cycling and pedestrian access. The network will be an umbrella organization and their first meeting will take place in late February.

16. CLOSED MEETING - none

17. ADJOURNMENT at 12:00 pm

Laura Busheikin, Chair

Certified Correct:

Lisa Millard, Recorder

Follow Up Action Report

Gabriola Island

07-May-2015

Activity	Responsibility	Target Date	Status
Staff to schedule a meeting with Snuneymuxw First Nation as per our protocol agreement. Letter of invitation to participate in C2C Forum sent September 22, 2016.	Fiona MacRaid	11-Jun-2015	On Going

08-Sep-2016

Activity	Responsibility	Target Date	Status
For RDN annual meeting agenda for 2017 - ADD: 1. Enforcement of RDN Noise Bylaw; 2. Mudge Island Public Dock; 3. Regulations for temporary dwellings being connected to a sewage disposal system Staff are waiting for a response from the RDN regarding a possible meeting date in 2018.	David Marlor Ann Kjerulf		On Going

30-Mar-2017

Activity	Responsibility	Target Date	Status
GB-RZ-2016.1 - Bylaws 289 and 290 amended as per minutes of Mar 30 sp LTC mtg. Third reading and forward to Executive Committee. Update bylaws and post to web. - Done LTC resolutions confirming proof of covenant registration required prior to adoptions of bylaws. Investigate and report back on covenant recommendations being imbedded in text of covenant. Include requirement in covenant for an integrated storm water management plan at the time of subdivision.	Becky McErlean Sonja Zupanec	11-May-2017	On Going

Follow Up Action Report

08-Jun-2017

Activity	Responsibility	Target Date	Status
Request staff to work with GALLT to organize a gathering with the Snuneymuxw First Nation (Fiona MacRaid).	Fiona MacRaid Wil Cottingham	29-Jun-2017	On Going

13-Jul-2017

Activity	Responsibility	Target Date	Status
First Nations Relationship with Snuneymuxw Nation: LTC resolution to endorse the project charter and commit to hosting one or two public events on Gabriola and/or Mudge. Request staff draft an amendment to the introduction of the OCPs as per staff recommendation. Event #1: Mudge Island (August 8th) Dec. 2017/Delayed due to Snuneymuxw elections process	Ann Kjerulf Fiona MacRaid	31-Jul-2017	On Going

07-Sep-2017

Activity	Responsibility	Target Date	Status
Request staff to prepare a FAQ document on the use of STVRs on Gabriola for posting to the web and potential press release on the legal use of STVRs. LTC requested revisions Dec.14/17	Ian Cox	29-Sep-2017	Done
GB-DVP-2017.1 - LTC resolution to defer consideration of the applications until First Nation and Arch Branch input are received. Enter into cost recovery agreement with the applicant for preparation of restrictive covenant. See minutes of Sept 8 for LTC requested changes to covenant restrictions.	Teresa Ritemann	29-Sep-2017	On Going

16-Nov-2017

Activity	Responsibility	Target Date	Status
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Follow Up Action Report

Proposed Bylaw 293 - LTC resolutions requesting amendments be prepared to limit the number of accessory buildings to have a bathroom and/or kitchen to 1; remove B.6.3.7 covenant condition of 2 dwellings max.; address administrative corrections and compliance with ALC regs as presented at CIM.

Amend project charter objective to include a review of the 'housing first' policy and definition of 'affordable housing' in the OCP.

Sonja Zupanec

18-Jan-2018

Done

14-Dec-2017

Activity	Responsibility	Target Date	Status
GB Resolution requesting staff prepare a draft letter congratulating incoming First Nation Chief Mike Wyse and council when they take office early 2018 - under chairs signature.	Ann Kjerulf Wil Cottingham	31-Jan-2018	On Going
that the Gabriola Island Local Trust Committee request a report on the first nation relationship building project for the next Local Trust Committee meeting	Ann Kjerulf Fiona MacRaid	18-Jan-2018	On Going
Approve budget of \$300 from Sp. Projects to Mudge OCP/LUB review; endorse project charter as presented. Gabriola Island Local Trust Committee request staff to schedule a meeting for the Mudge Island Advisory Planning Commission to discuss and provide recommendations to the Local Trust Committee on potential amendments to the Mudge Island Official Community Plan and Land Use Bylaw in relation to Lot Coverage as per staff report recommendations.	Teresa Ritemann	31-Jan-2018	Done
Bylaw 292 given third reading. Update and post. - done , Forward to EC for approval and then Minister MAH.	Becky McErlean Sonja Zupanec	18-Jan-2018	On Going

MEMORANDUM

File No.: 3030-01 (GB LTC General)

DATE OF MEETING: January 18, 2018
TO: Gabriola Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
COPY: David Marlor, Director of Local Planning Services
SUBJECT: Northern LPS Staff Resource Allocation

PURPOSE

Following discussion at the October 12, 2017 local trust committee (LTC) meeting, staff are providing information regarding the allocation of Northern Local Planning Services (LPS) staff resources to the Gabriola Island LTC.

ANALYSIS

Background

Delivery of services to LTCs occurs in accordance with Islands Trust Council policies and legislative requirements (e.g. *Local Government Act*, *Community Charter*, LTC bylaws). Islands Trust LPS staff resources are distributed across three work units – Northern, Salt Spring Island, and Southern. The Northern LPS Unit includes the following full-time staff contingent:

- Regional Planning Manager (1)
- Island Planner (2)
- Planner II (2)
- Planner I (1)
- Legislative Clerk (1)
- Planning Team Assistant (1)
- Office Administrative Assistant (1)

Northern LPS staff are responsible for the administration of planning services across (7) local trust areas including Denman, Gabriola, Gambier, Hornby, Lasqueti, Thetis, and Ballenas-Winchelsea Islands. Each corresponding LTC undertakes a work program, with the support of LPS staff. As per Islands Trust Council policy, an LTC work program should include not more than three active (top priority) projects. In addition to LTC work programs, LPS staff regularly process development applications and referrals from external agencies and individual LTCs, and periodically support Trust-wide initiatives on behalf of Islands Trust Council. While not an explicit Islands Trust Council policy, LPS strives to allocate equal amounts of time to current planning, projects and administration.

The Islands Trust monitors staff time allocation through an internal “Time Collection” application. Through this application, it is possible to derive an estimate of staff time allocated to local trust committees for processing applications, undertaking project work, or general administration. The following estimates are derived from the Islands Trust Time Collection application.

2017 LPS Staff Time Allocation to Northern LTCs

For the January 1 – December 31, 2017 period, Northern LPS staff time was allocated to LTCs as follows:

Table 1. Total LPS Staff Time (Planners and Administration) for all LTC Activities

LTC	All Activities (Hours)	Staff Time - LTC (%)
Ballenas-Winchelsea	114	1
Denman	1,301	16
Gabriola	2,238	28
Gambier	1,438	18
Hornby	1,126	14
Lasqueti	756	10
Thetis	1,019	13
Salt Spring / Trust Wide	114	1

Table 2. Total Planner Time for LTC Current Planning

LTC	Time - Current Planning (Hours)	Staff Time - LTC (%)
Ballenas-Winchelsea	31	1
Denman	422	13
Gabriola	1,052	34
Gambier	572	18
Hornby	426	14
Lasqueti	82	3
Thetis	304	10
Salt Spring / Trust Wide	252	8

Table 3. Total Planner Time for LTC Projects

LTC	Time - Projects (Hours)	Staff Time - LTC (%)
Ballenas-Winchelsea	37	3
Denman	293	23
Gabriola	294	23
Gambier	201	16
Hornby	161	13
Lasqueti	106	8
Thetis	183	14

Table 4. Total LPS Staff Time for LTC Administration

LTC	Time – Administration (Hours)	Staff Time - LTC (%)
Ballenas-Winchelsea	47	1
Denman	586	15
Gabriola	892	23
Gambier	665	17
Hornby	539	14
Lasqueti	569	15
Thetis	532	14

Compared to other LTCs, Gabriola Island LTC receives the highest proportion of Northern LPS Staff Time (28%) for all Gabriola Island LTC-related work, the highest proportion of Northern LPS Staff Time (34%) for Gabriola Island current planning activities, the highest proportion of Northern LPS Staff Time (23%, tied with Denman) for projects, and the highest proportion of time (23%) for general LTC administration. For reference, current planning includes processing applications and referrals, and responding to planning enquiries. Projects include work spent on LTC top priorities and special projects. Administration includes time for meeting coordination, report review, agenda preparation, LTC travel, APC orientation, training and administration, liaison with applicants and agencies, liaison with trustees, bylaw review and preparation, processing application and bylaw referrals, and processing requests under the *Freedom of Information and Protection of Privacy Act*. Administration also includes Regional Planning Manager time, including time spent on applications and projects.

Table 5 provides the estimated distribution of staff time by activity type for each LTC.

Table 5. LPS Staff Time Allocation by Activity

LTC	Time - Current Planning (%)	Time - Projects (%)	Time - Administration (%)
Ballenas-Winchelsea	27	32	41
Denman	32	23	45
Gabriola	47	13	40
Gambier	40	14	46
Hornby	38	14	48
Lasqueti	11	14	75
Thetis	30	18	52

Based on the foregoing estimates, staff resources for the Gabriola Island LTC were weighted more heavily toward current planning and administration than to LTC projects during 2017. This may be attributed to the number and complexity of development applications processed by staff and related administration including legal work, liaison with applicants and the public, processing of FOI requests, and meeting management. For reference, Table 6 includes a count of regular and special LTC meetings held during 2017:

Table 6. 2017 LTC Meetings

LTC	Regular LTC Meetings	Special LTC Meetings	Total LTC Meetings
Ballenas-Winchelsea	2	0	2
Denman	7	0	7
Gabriola	9	7	16
Gambier	6	4	10
Hornby	5	1	6
Lasqueti	5	1	6
Thetis	5	5	10
Total:			57

NEXT STEPS:

Should the Gabriola Island LTC have further questions or concerns about Northern LPS staff resource allocation, the LTC may request that the Director of Local Planning Services attend a subsequent LTC meeting or refer the matter to the Executive Committee for consideration.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 10, 2018
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MEMORANDUM

File No.: GB-6500-20
(Commercial Vacation Rentals)

DATE OF MEETING: December 14, 2017
TO: Gabriola Island Local Trust Committee
FROM: Ian Cox, Planner 1
Northern Team
COPY: Miles Drew, Bylaw Enforcement Manager
SUBJECT: Commercial Vacation Rentals

The Gabriola Island Local Trust Committee (LTC) passed the following resolution at the September 7, 2017 regular business meeting:

GB-2017-117

It was MOVED and SECONDED

That the Gabriola Island Local Trust Committee request planning staff to provide a question and answer and a press release regarding the requirements of the legal operation of short-term vacations rentals on Gabriola Island.

Staff have, in consultation with the Bylaw Enforcement Manager, prepared an information handout (see attachment) in response to the LTC's request. The handout provides basic information about Commercial Vacation Rentals (commonly referred to as "Short-Term Vacation Rentals"), the process of applying for a Temporary Use Permit to permit a Commercial Vacation Rental, and how to obtain further information.

Subject to any changes requested by the LTC, the handout may be posted on the Gabriola LTC website and provided in hard copy at the Islands Trust Northern Office. The LTC may also wish to distribute this handout through the Gabriola Sounder. The cost for distribution would be:

- \$620.80 for distribution to Gabriola households (1900 copies); or
- \$737.60 for distribution to Gabriola households and newsstands (2,800 copies).

A resolution would be required for this expenditure as there is currently no budget for a Commercial Vacation Rentals project. Such a resolution may be worded as follows:

That the Gabriola Island Local Trust Committee authorize the expenditure of \$[insert dollar amount] from the 2017/18 Local Trust Committee communications budget for the purpose of distributing the Commercial Vacation Rentals handout through the Gabriola Sounder.

Submitted By:	Ian Cox, Planner 1	December 6, 2017
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	December 6, 2017

ATTACHMENT

1. Commercial Vacation Rentals handout

Commercial Vacation Rentals

Gabriola Island



What?

is a Commercial Vacation Rental?

A **Commercial Vacation Rental (CVR)** is the use of a dwelling unit to provide overnight accommodation to transient paying guests for a period of less than 30 days.

When?

is a Commercial Vacation Rental legal on Gabriola?

- A** When a Commercial Vacation Rental is located on a lot that is zoned to permit commercial accommodation for a period of less than 30 days;
- OR**
- B** When a Temporary Use Permit (TUP) has been issued by the Gabriola Island Local Trust Committee, the local government land use authority.

What?

is a Temporary Use Permit?

A **Temporary Use Permit (TUP)** is a permit that allows a land use that is otherwise not allowed under local government bylaws. A TUP may be issued for a maximum of three years and may be renewed once for an additional three years. There may also be conditions of approval attached to the TUP.

How?

will I know if an AirBnB is legal?

An AirBnB is legal if it is a legal CVR or if it is a legal bed and breakfast (B&B). B&Bs are only permitted within a principal dwelling unit, where breakfast is the only meal served. B&Bs must meet all Gabriola Island Land Use Bylaw requirements for home occupations.



Temporary Use Permits for Commercial Vacation Rentals

APPLICATION PROCESS

- **PRE-APPLICATION**
 - Talk to the Islands Trust and neighbours
 - Review TUP guidelines
- **APPLICATION SUBMISSION**
 - Submit a complete application and fee
 - Incomplete applications will not be processed
- **APPLICATION REVIEW**
 - Islands Trust planner reviews the application
 - Supplemental information may be requested
- **PUBLIC NOTICE**
 - A draft Notice of Permit is delivered to properties within 200 metres and posted at the Islands Trust office
- **REPORT PREPARATION**
 - Planner prepares report and recommendations for the Local Trust Committee (LTC)
- **LOCAL TRUST COMMITTEE CONSIDERATION**
 - The LTC will consider the application at a public meeting;
 - The LTC can:
 - (1) Refer the application to the Advisory Planning Commission (APC) or request further information before making a decision;
 - (2) Approve the TUP as presented;
 - (3) Approve the TUP with changes; OR
 - (4) Refuse to issue the TUP.

CONDITIONS OF TEMPORARY USE PERMITS

A Temporary Use Permit (TUP) for a Commercial Vacation Rental may be issued with various conditions.

A Temporary Use Permit **WILL** require:

- The Commercial Vacation Rental to be screened for privacy
- An on-island contact available 24 hours per day, 7 days per week
- Information to be provided to neighbours including on-island contact numbers and copies of the permit
- Information to be provided to renters regarding: neighbourliness, noise bylaws, water conservation, fire safety, waste management, septic care and pet control
- A limit on the number of bedrooms and guests
- A maximum one non-illuminated wooden sign (max. 0.3 m²)

A Temporary Use Permit **MAY** require:

- Water metering
- Information to be provided to renters about sensitivity to First Nation sites and artifacts

A Temporary Use Permit **WILL** prohibit:

- Renting or provision of motorized personal watercraft
- Camping or RV use

For more information:

VISIT	Islands Trust Northern Office 700 North Road, Gabriola Island
PHONE	250-247-2063
EMAIL	northinfo@islandstrust.bc.ca

For more information about Gabriola Island Local Trust Committee bylaws and to view the bylaws online, visit: www.islandstrust.bc.ca



January 3, 2018

Gabriola Local Trust Committee Members
700 North Road
Gabriola Island BC V0R 1X3

Dear Trustees,

As you will recall, we appeared before you on September 7, 2017 to present the Village Vision Summary Report (the "Report"). Thank you for that opportunity and for posting the Report on your website. We are here today to ask you to take action on a number of specific aspects of the Report.

We understand that you are currently in Phase 1 of a two-part Housing Review. As you develop Terms of Reference for Phase 2, we ask that you require the findings and strategies in the Report to be analyzed in regard to their implications for the development of a housing strategy for Gabriola. This would include a consideration of whether the area scope identified in the OCP for potential rezoning applications for multi-dwelling affordable housing is in alignment with the Report's vision and principles (see Appendix B, Figures 3 and 7).

We also ask that as part of your annual cross-government meeting, you prioritize the following issues for resolution and action.

1. Amend the Letter of Agreement between the Ministry of Transportation and Infrastructure("MOTI") and the Islands Trust to include specific standards for village area streetscapes as rural complete multi-modal streets.
2. Adopt a co-ordinated inter-agency (Islands Trust, RDN and MOTI) approach to:
 - a. the development of a Master Plan for the development of accessible, safe, pedestrian friendly routes not only in the village core but also down North Road to the ferry. This was found to be the community's number one priority;
 - b. the development of standards, processes and shared funding programs to allow rural community Regional Districts to more efficiently and successfully collaborate with MOTI on rural village complete street improvements; and

- c. the development of standards that would allow for the safe rainwater harvesting for potable use in multi-family, commercial and institutional settings.

The Village Vision Committee continues to be willing to assist with any public discussions or consultations necessary to addressing issues critical to the sustainable development of Gabriola's village core.

We look forward to working with you.

Dyan Dunsmoor-Farley
for the Village Vision Committee



DATE OF MEETING: January 18, 2018
TO: Gabriola Island Local Trust Committee
FROM: Sonja Zupanec, Island Planner
Northern Team
SUBJECT: Housing Options Review Project – Proposed Bylaw No. 293 (LUB)

RECOMMENDATIONS

1. That Gabriola Island Local Trust Committee Bylaw No. 293, cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2017”, be amended as per Attachment 1 of the staff report dated January 18, 2018.
2. That Gabriola Island Local Trust Committee Bylaw No. 293, cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2017”, be read a third time.
3. That Gabriola Island Local Trust Committee Bylaw No. 293, cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2017”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.
4. That the Gabriola Island Local Trust Committee request staff to update the ‘Housing Options Review Project – Frequently Asked Questions’ document to reflect changes made to Proposed Bylaw No. 293 at third reading.

REPORT SUMMARY

The purpose of this report is to recommend that Proposed Bylaw No. 293 be amended as per LTC resolutions, given third reading and forwarded to the Executive Committee for consideration.

BACKGROUND

A Community Information Meeting (CIM) and public hearing were held for Proposed Bylaw Nos. 292 (OCP) and 293 (LUB) on November 16, 2017. Proposed Bylaw No. 292 (OCP) was given third reading on December 14, 2017 and has been forwarded to the Executive Committee for approval.

Following the close of the public hearing, the LTC requested staff prepare amendments to proposed Bylaw No. 293 based on the information provided at the CIM and public hearing. The requested changes included:

- Limiting a bathroom and/or kitchen area to only one accessory building;
- Removing the covenant language limiting the total number of dwellings on a lot to two;
- Amending the AG zone language for those parcels within the Agricultural Land Reserve (ALR) to be consistent with the Agriculture Land Commission (ALC) regulation/policy; and
- Administrative clarity in section B.6.

The following resolutions were passed by the LTC:

GB-2017-139 It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to draft language to amend proposed Bylaw No. 293 to limit the number of accessory buildings that are allowed to have bathrooms and kitchens to one per lot.

CARRIED

Staff have prepared draft language and will summarize this change in the staff report.

GB-2017-140 It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff draft language to remove Section B.6.3.7.b from Bylaw No. 293.

CARRIED

Attachment 1 of the staff report is a 'tracked changes' version of Bylaw 293 and includes the removal of this section.

GB-2017-141 It was MOVED and SECONDED

to amend the Housing Options Review Project phase one charter version two objectives to include a housing first policy and review of affordable housing definition.

CARRIED

The Project Charter has been updated and posted to the web.

GB-2017-142 It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to bring back amendments to proposed Bylaw No. 293 as captured in the minutes of the Community Information Meeting on November 16, 2017.

CARRIED

Attachment 1 includes recommended amendments to proposed Bylaw No. 293 which are summarized as follows.

Proposed Amendments to Bylaw No. 293

Limiting Number of Accessory Buildings with bathroom and/or kitchen:

Section 2.3 of the bylaw addresses LTC resolution GB-2017-139. If amended, the bylaw would result in B.1.2.3 of the Land Use Bylaw being changed to read as follows:

"B.1.2.3 Additional Buildings and Structures

- a. The construction, placement, or use of more than one dwelling unit on a lot is prohibited, unless specifically permitted in the zone.*
- b. Only one building or structure accessory to a dwelling unit on a lot is permitted to contain a toilet, bathroom, or areas, equipment or infrastructure designed, used or intended to be used for the preparation and cooking of food."*

Covenant Language:

Section 2.7 (B.6.3.7) addresses LTC resolution GB-2017-140 by removing the covenant language limiting the total number of dwellings on the property to two. If amended the bylaw would read:

"B.6.3.7 For lands outside of the ALR, a secondary suite shall not be permitted on a lot unless the owner of the lot has registered a restrictive covenant under Section 219 of the Land Title

Act in favour of the Gabriola Island Local Trust Committee, prohibiting the registration of a strata plan under the Strata Property Act or Land Title Act which would result in the secondary suite being a separate lot.”

Land in the Agricultural Land Reserve (ALR):

At the Community Information Meeting in November 2017 planning staff provided confirmation that the Agricultural Land Commission will allow a secondary suite above an existing (farm) building to be constructed on a lot in the ALR only if the property has farm status. Tenancy of the secondary suite is not restricted to family or farmworkers but should be limited to “one person or a family”. Local governments have the option to prohibit this residential use or enact regulations that enable monitoring of farm status and decommissioning of a suite if farm status is not maintained.

In order to ensure Proposed Bylaw No. 293 is consistent with the intent of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* and addresses LTC resolution GB-2017-142, planning staff have removed the proposed provisions for a secondary suite above an existing building entirely from the ‘Agriculture (AG) Zone’. If amended, the LUB would read:

“a. Permitted Buildings and Structures

i. Maximum of:

- *one single family dwelling per lot;*
- *one secondary suite per lot;*
- *for lots in the Agricultural Land Reserve, one secondary suite located wholly within a building which otherwise contains a single family dwelling AND one manufactured home for immediate family or farmworker housing;*
- *three buildings per lot excluding a secondary suite, pump/utility house and woodshed and that are accessory to all dwellings;....”*

As presented at the CIM, the local government is responsible for ensuring farm status is maintained by the property owner in order for the secondary suite (built permanently into an existing farm building) to be lawfully used. This is not only onerous for the local government, but may contribute to an unstable market rental housing supply as tenants may lose their housing if farm status is not maintained.

If the LTC wishes to enact regulations to permit a secondary suite above an existing farm building subject to farm status being maintained, the LTC can pass a resolution requesting staff prepare additional bylaw language to further amend Proposed Bylaw No. 293.

Other Minor Amendments to Proposed Bylaw 293:

As presented at the CIM, a number of minor administrative and clarity amendments are recommended for LTC consideration at third reading as outlined in Attachment 1.

Rationale for Recommendation

As per the “Procedure After Public Hearing” in [section 470 of the *Local Government Act*](#), the proposed amendments in Attachment 1 do not alter the use or density of land in the Gabriola LUB and can be considered by the LTC without the need for additional community consultation or a second public hearing. Staff recommends that Proposed Bylaw No. 293 (LUB) be amended, given third reading and forwarded to the Executive Committee as per the staff recommendation on page 1 of the staff report.

Alternatives

1. Make additional changes to the bylaw or request additional information.

The LTC can request additional amendments to Proposed Bylaw No. 293 that would not result in a change in use or density. Should amendments result in a change in use or density, or the LTC request additional information, a second public hearing would need to be advertised and held in accordance with the *Local Government Act*. Staff advise that advertising and holding a second public hearing would require a supplemental project budget allocation.

NEXT STEPS

If the LTC proceeds with the recommendations and Proposed Bylaw No. 293 is subsequently approved by the Executive Committee, it will be returned to the LTC for consideration of final reading (adoption) once Proposed Bylaw No. 292 (OCP) is approved by the Minister of Municipal Affairs and Housing.

Submitted By:	Sonja Zupanec, RPP Island Planner	January 5, 2018
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 10, 2018

ATTACHMENTS

1. Proposed Bylaw No. 293 – tracked changes version

PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 293

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 No. 177, 1999, Amendment No. 1, 2017”.

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999, ” is amended as shown on Schedule 1, attached to and forming part of this bylaw:

READ A FIRST TIME THIS 13TH DAY OF JULY , 2017

READ A SECOND TIME THIS 12TH DAY OF OCTOBER , 2017

PUBLIC HEARING HELD THIS 16TH DAY OF NOVEMBER , 2017

READ A THIRD TIME THIS _____ DAY OF _____ , 201X

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 201X

ADOPTED THIS _____ DAY OF _____ , 201X

Chair

Secretary

Gabriola Island Local Trust Committee

Bylaw No. 293

Schedule 1

Schedule “A” of Gabriola Island Land Use Bylaw No. 177 cited as “Gabriola Island Land Use Bylaw, 1999 is amended as follows:

- 2.1 Part B – GENERAL REGULATIONS, Section B.1 USES, BUILDINGS AND STRUCTURES, Subsection B.1.2 Prohibited Uses and Buildings, Article B.1.2.1 Prohibited Uses, Clause a. is amended by deleting the words “an *accessory cottage*” and replacing it with the words “a *secondary suite*”.

- 2.2 Part B – GENERAL REGULATIONS, Section B.1 USES, BUILDINGS AND STRUCTURES, Subsection B.1.2 Prohibited Uses and Buildings, Article B.1.2.3 Additional Dwellings, Clause a. text is deleted in its entirety and replaced with:

“The construction, placement, or use of more than one *dwelling unit* on a *lot* is prohibited, unless specifically permitted in the *zone*.”

- 2.3 Part B – GENERAL REGULATIONS, Section B.1 USES, BUILDINGS AND STRUCTURES, Subsection B.1.2 Prohibited Uses and Buildings, Article B.1.2.3 Additional Dwellings, ~~Clause b.~~ is deleted in its entirety and replaced with:

“B.1.2.3 Additional Buildings and Structures

- a. The construction, placement, or use of more than one *dwelling unit* on a *lot* is prohibited, unless specifically permitted in the *zone*.
- b. Only one *building or structure* accessory to a *dwelling unit* on a *lot* is permitted to contain a toilet, bathroom, or areas, equipment or infrastructure designed, used or intended to be used for the preparation and cooking of food.

- 2.4 Part B – GENERAL REGULATIONS, Section B.3 Home Occupations, Subsection B.3.3 General Provisions, Article B.3.3.1, Clause a. is amended by deleting the word “*principal*”.

- 2.5 Part B – GENERAL REGULATIONS, Section B.3 Home Occupations, Subsection B.3.3 General Provisions, Article B.3.3.1, Clause b. text is deleted in its entirety and replaced with:

“*Home occupations* must be entirely enclosed within a dwelling and/or an *accessory building*, providing the combined total floor area for *home occupation* uses on a lot do not exceed 95 square metres (1,023 square feet), except on lots greater than 2.0 hectares (4.95 acres), where the total combined floor area of *home occupation* uses may not exceed 150 square metres (1,615 square feet).”

- 2.6 Part B – GENERAL REGULATIONS, Section B.5 PARKING, Subsection B.5.1 Minimum Number of Parking Spaces for Automobiles and Bicycles, Article B.5.1.1,

Table 2: Parking Requirements is amended by replacing the word “cottage” with “secondary suite”.

- 2.7 Part B – GENERAL REGULATIONS, Section B.6 MISCELLANEOUS, Subsection B.6.3 Commercial Vacation Rentals is deleted in its entirety and replaced with the following:

“B.6.3 Secondary Suite Regulations

Secondary Suites are subject to the following requirements:

- B.6.3.1 *Secondary suites* are a permitted *accessory use* on *lots* in the Small Rural Residential (SRR), Large Rural Residential (LRR), Forestry (F), Resource (R), Resource Residential (RR1) and Agriculture (AG) *zones* on *lots* 2.0 hectares (4.94 acres) or larger;
- B.6.3.2 One (1) *secondary suite* is permitted per *lot*. On *lots* outside the Agriculture Land Reserve a *secondary suite* can be constructed in a configuration generally consistent with Figure 1;
- B.6.3.3 The maximum permitted *floor area* for a *secondary suite* located wholly within or attached to a *single family dwelling* is 90 square metres (968 square feet) or 40% of the *floor area* of the *dwelling*, whichever is less;
OR
- B.6.3.4 The maximum permitted *floor area* for a *secondary suite* detached from a *single family dwelling*, or within an *accessory building* is 90 square metres (968 square feet);
- B.6.3.5 *Secondary suites* are for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited unless authorized by a *temporary* use permit;
- B.6.3.6 A *secondary suite* must not be located within a *manufactured home* ;
- B.6.3.7 For lands outside of the ALR, a *secondary suite* shall not be permitted on a *lot* unless the owner of the *lot* has registered a restrictive covenant under Section 219 of the *Land Title Act* in favour of the Gabriola Island Local Trust Committee prohibiting the registration of a strata plan under the *Strata Property Act* or *Land Title Act* which would result in the *secondary suite* being a separate *lot*.

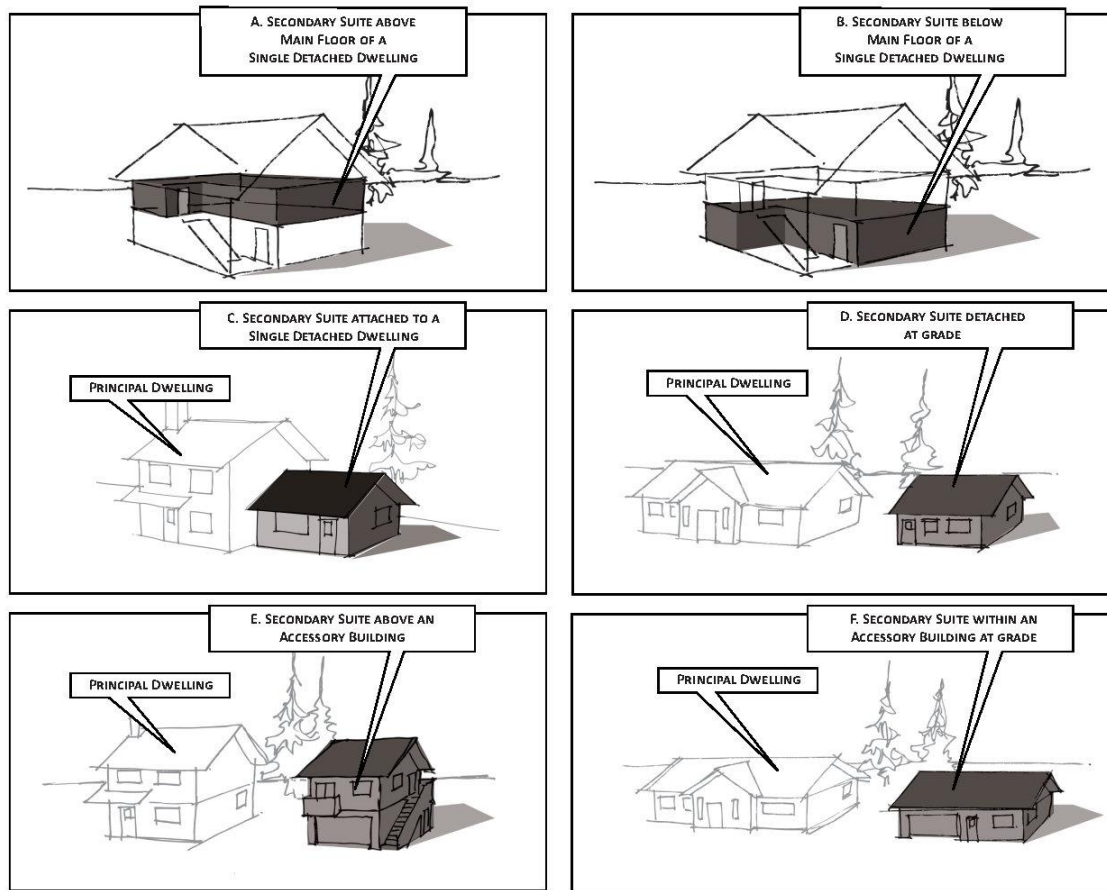


Figure 1. Examples of configurations for a permitted *secondary suite*.”

- 2.8 Part B – GENERAL REGULATIONS, Section B.6 MISCELLANEOUS, Subsection B.6.4 Use of Travel Trailers, Recreational Vehicles and Accessory Buildings, Article B.6.4.1, Clause c. to be deleted in its entirety and replaced with the following:

“c. the travel trailer, recreational vehicle or *accessory building* is connected to an approved sewage disposal system.”

- 2.9 Part D – ZONES, Section D.1 RESIDENTIAL ZONES, Subsection D.1.1 Small Rural Residential (SRR), Article D.1.1.1 Permitted Uses, Clause b. Permitted Accessory Uses, Item ii is amended by replacing the word “*cottage*” with “*secondary suite*”.

- 2.10 Part D – ZONES, Section D.1 RESIDENTIAL ZONES, Subsection D.1.1 Small Rural Residential (SRR), Article D.1.1.2 Buildings and Structures, Clause a. Permitted Buildings and Structures, Item i, second and third bullets are deleted and replaced with:

“-one *secondary suite* per lot;
-three *buildings* per lot excluding a *secondary suite*, pump/utility house and woodshed and that are accessory to all dwellings; and”

- 2.11 Part D – ZONES, Section D.1 RESIDENTIAL ZONES, Subsection D.1.2 Large Rural Residential (LRR), Article D.1.2.1 Permitted Uses, Clause b. Permitted

Accessory Uses, Item ii is amended by replacing the word “*cottage*” with “*secondary suite*”.

- 2.12 Part D – ZONES, Section D.1 RESIDENTIAL ZONES, Subsection D.1.2 Large Rural Residential (LRR), Article D.1.2.2 Buildings and Structures, Clause a. Permitted Buildings and Structures, Item i second and third bullets are deleted and replaced with:

“-one *secondary suite* per lot;
-three *buildings* per lot excluding a *secondary suite*, *pump/utility house* and *woodshed* and that are *accessory* to all *dwellings*; and”

- 2.13 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.1 Agriculture (AG), Article D.2.1.1 Permitted Uses, Clause b. Permitted Accessory Uses, Item ii is amended by deleting the words “or *cottage*”.

- 2.14 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.1 Agriculture (AG), Article D.2.1.2 Buildings and Structures, Clause a. Permitted Buildings and Structures, Item i second and third and fourth bullets are deleted and replaced with:

“-one *secondary suite* per lot;
-for *lots* in the Agricultural Land Reserve, one *secondary suite* located wholly within a *building* which otherwise contains a *single family dwelling* AND one *manufactured home* for immediate family or *farm worker housing*;
-three *buildings* per lot excluding a *secondary suite*, *pump/utility house* and *woodshed* and that are *accessory* to all *dwellings*; ”

- 2.15 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.1 Agriculture (AG), Article D.2.1.2 Buildings and Structures, Clause a. Permitted Buildings and Structures, Item ii text prefacing the bullets is deleted and replaced with:

“On lands in the Agriculture Land Reserve where a *manufactured home* is permitted on a lot 2.0 hectares (4.94 acres) or larger for immediate family or *farm worker housing*, the following conditions apply.”

- 2.16 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.1 Agriculture (AG), Article D.2.1.3 Regulations, Clause a. Buildings and Structures Siting Requirements, Item i, first bullet is amended by replacing the word “*cottage*” with “*secondary suite*”.

- 2.17 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.1 Agriculture (AG), Article D.2.1.3 Regulations, Clause a. Buildings and Structures Siting Requirements, Item ii, first bullet is amended by replacing the word “*cottage*” with “*secondary suite*”.

- 2.18 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.2 Forestry (F), Article D.2.2.1 Permitted Uses, Clause b. Permitted Accessory Uses, Item ii is amended by replacing the word “*cottage*” with “*secondary suite*”.

- 2.19 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.2 Forestry (F), Article D.2.2.2 Buildings and Structures, Clause a. Permitted Buildings and Structures, Item i second and third bullets are deleted and replaced with:

- one *secondary suite* per lot;
 - three *buildings* per lot excluding a *secondary suite*, *pump/utility house* and *woodshed* and that are *accessory* to all *dwellings*; and”
- 2.20 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.4 Resource (R), Article D.2.4.1 Permitted Uses, Clause b. Permitted Accessory Uses, Item ii is amended by replacing the word “*cottage*” with “*secondary suite*”.
- 2.21 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.4 Resource (R), Article D.2.4.2 Buildings and Structures, Clause a. Permitted Buildings and Structures, Item i second and third bullets are deleted and replaced with:
 - one *secondary suite* per lot;
 - three *buildings* per lot excluding a *secondary suite*, *pump/utility house* and *woodshed* and that are *accessory* to all *dwellings*; and”
- 2.22 Part D – , ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.6 Resource Residential 1 (RR 1), Article D.2.6.1 Permitted Uses, Clause b. Permitted Accessory Uses, Item ii text is deleted in its entirety and replaced with:

“*secondary suite residential.*”
- 2.23 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.6 Resource Residential 1 (RR 1), Article D.2.6.1 Permitted Uses, Clause b. Permitted Accessory Uses, Item ii, second bullet is amended by replacing the words “*cottage residential* on lands shown on Schedule C, Map 14” with “*secondary suite*”.
- 2.24 Part D – ZONES, Section D.2 RESOURCE ZONES, Subsection D.2.6 Resource Residential 1 (RR 1), Article D.2.6.2 Buildings and Structures, Clause a. Permitted Buildings and Structures, Item i, second and fourth bullet text are deleted and replaced with
 - three *buildings* per lot excluding a *secondary suite*, *pump/utility house* and *woodshed* and that are *accessory* to all *dwellings*;
 - one *secondary suite* per lot.”
- 2.25 Part E – SUBDIVISION, Section E.1 GENERAL, Subsection E.1.3 Covenant Against Further Subdivision and Development, Article E.1.3.3 is amended by deleting the words “ or *cottage*” in each instance it appears and replacing the words “and in a form complying with Appendix E” with “under s.219 of the Land Title Act in favour of the Gabriola Island Local Trust Committee,”.
- 2.26 Part G – DEFINITIONS, Section G.1 DEFINITIONS is amended by deleting the term “*cottage*” and definition.
- 2.27 Part G – DEFINITIONS, Section G.1 DEFINITIONS, “*dwelling – multiple family*” is amended by replacing the word “*two*” with “*three*”.
- 2.28 Part G – DEFINITIONS, Section G.1 DEFINITIONS, “*secondary suite*” is amended by replacing the definition with the following text:

“a self-contained dwelling unit consisting of one or more habitable rooms and a cooking facility for residential occupancy accessory to a principal dwelling unit located on the same lot.”

- 2.29 Part G – DEFINITIONS, Section G.1 DEFINITIONS, is amended by deleting the word “*means*” from the beginning of each definition in the section.
- 2.30 Part G – DEFINITIONS, Section G.1 DEFINITIONS, “*floor area*” is amended by replacing the word “*cottage*” with “*secondary suite*”.
- 2.31 Part G – DEFINITIONS, Section G.1 DEFINITIONS, “sustainable energy systems utility room” is amended by removing the words “in a *cottage*”.
- 2.32 Schedule C – Map 14 is deleted .
- 2.33 PART C – Establishment of Zones, Sections C.3 Interpretation of Zone Boundaries, Subsection C.3.1.2 b. *Lots* in more than One Zone is amended by replacing the word “*cottage*” in each instance it appears with “*secondary suite*”.



Top Priorities

Gabriola Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Housing Options Review Project	Review Gabriola OCP and LUB policy/regulations to allow option for secondary suite in lieu of accessory cottages on lots over 2ha and over existing buildings; review definition of "affordable housing" in the OCP; draft new proof of water requirements for subdivision regulations.	07-May-2015	Sonja Zupanec	
1	First Nations Relationship Building			Fiona MacRaid	
2	Mudge Island targeted review of OCP/LUB	Review 10% lot coverage provisions and cisterns being calculated as lot coverage on small lots.	07-Sep-2017		
3	Water taxi feasibility	Review feasibility for zoning provisions for a water taxi at or near Descanso Bay, Gabriola Island.	14-Jul-2016	Sonja Zupanec	

**Projects****Gabriola Island**

Description	Activity	R/Initiated
DeCourcy Island OCP and Bylaw Review	Review DeCourcy Island Official Community Plan and Regulatory bylaws; establish an Advisory Planning Commission. Topics include: park areas without park zoning, DAI Bylaw, subdivision polices and regulations (added March 2017).	21-Apr-2011
Hazardous areas/Steep Slopes DPA	Consider hazardous areas and steep slopes development permit area designation; consider how to address areas of potentially problematic soils, shoreline erosion, and localized areas of steep terrain	21-Feb-2013
Forage Fish Mapping Workshop	March, 2013 resolution	05-Sep-2013
Land Based Aquaculture	Review most recent provincial direction on land based aquaculture and develop appropriate policies and regulations.	16-Jan-2014
Biodiversity Protection	Identify measures to protect biodiversity	19-Jan-2012
Coastal areas protection	Review OCP and LUB to improve protection of coastal areas.	19-Jan-2012
Water Protection	Review OCP and LUB to protect water quality and quantity.	19-Jan-2012
First Nations cultural references	Consider 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.	27-Jan-2011
Eelgrass protection	Consider implementing Eelgrass protection regulations (see February 19, 2014 memorandum).	14-May-2014
Snuneymuxw Protocol Agreement	Implementation of Snuneymuxw First Nation Protocol Agreement	22-Jan-2015

**Projects****Gabriola Island**

Description	Activity	R/Initiated
Gabriola Village Plan	Undertake a comprehensive review of policies and regulations with respect to the Gabriola Village Core	02-Apr-2015
Snuneymuxw Relationship Building	Strengthen relationship with Snuneymuxw First Nation	02-Apr-2015
Food Trucks	Review land use bylaw regulations with respect to food trucks	02-Apr-2015
Eagle Nest Mapping	Incorporate eagle nest mapping into the OCP	02-Apr-2015
Green Energy	Consider policy and regulatory mechanisms to encourage green and renewable energy	02-Apr-2015
Commercial Vacation Rental Review	Review bylaws with respect to temporary use permits for commercial vacation rentals	07-May-2015
CDF Conservation	Consider policies and other recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems.	14-Jan-2016
LUB Amendments	- Review of temporary sawmill regulations - Definition of personal use of animals for SRR zoned lots - Review of how cisterns and solar panels are regulated as structures subject to lot coverage calculations -Review of section B.2.1.1 for variances within DP3 -Review minimum average parcel size calculations in LUB and OCP to ensure consistent and supportive of more than 5% dedication of parkland -IN1 zoning to ensure consistent with existing Arts Council use.	08-Sep-2016
Review and update the Gabriola Build Out Map		11-May-2017

Projects

Gabriola Island

Description	Activity	R/Initiated
Develop a new Ecological Protection Zone.	Research and develop a new ecological protection zone as part of the Parks (P) OCP designation. Update zoning of Coates Marsh and Burns Acres Nature Reserve properties.	01-Mar-2017



Development Permit

File Number	Applicant Name	Date Received	Purpose
GB-DP-2017.2	Zane, Michael	03-Aug-2017	PID: 009-796-045 To bring property into bylaw compliance Civic: Acorn Island

Planner: Teresa Rittermann

Planning Status

Status Date: 27-Nov-2017

No change in status.

Status Date: 21-Nov-2017

Applicant has entered into Cost Recovery Agreement - CR087 - and lawyers have been requested to begin work to draft the restrictive covenant.

Status Date: 02-Oct-2017

IT working with applicant on Cost Recovery agreement, then can work on restrictive covenant.

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2016.3	Van Herwaarden, Lynn	24-Aug-2016	PID: 003-422-852 539 Wildwood Crescent, Gabriola Island. DVP to bring property into compliance.

Planner: Madeleine Koch

Planning Status

Status Date: 18-Aug-2017

Sent letter to the property owner and requested her (or her surveyor) to forward the completed survey / site plan to planning staff.

Status Date: 17-Aug-2017

Planning staff met with the owner on site, reiterated the need for a survey / site plan. The owner committed to providing a survey / site plan as per the Land Use Bylaw.

Status Date: 15-Jun-2017

Applicant said that he would ask the owner to contact staff to arrange a meeting to discuss the application

**Applications**

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2017.1	Zane, Michael	03-Aug-2017	PID: 009-796-045 To bring property into bylaw compliance. Civic address: Acorn Island

Planner: Teresa Rittemann

Planning Status

Status Date: 27-Nov-2017

No change in status.

Status Date: 21-Nov-2017

Applicant has entered into Cost Recovery Agreement - CR087 - and lawyers have been requested to begin work to draft the restrictive covenant.

Status Date: 02-Oct-2017

IT working with applicant on Cost Recovery agreement, then can work on restrictive covenant.

Rezoning

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2016.1	Williamson & Associates	09-Feb-2016	PIDs:006-654-941, 005-030-480, 009-735-968, 003-010-431, 006-635-121, 027-939-804, 027-939-791 Spruce to Church Streets, Mallett Creek Density Transfer

Planner: Sonja Zupanec

Planning Status

Status Date: 06-Dec-2017

OCP Bylaw No. 292 approved by the Minister of Municipal Affairs and Housing

Status Date: 05-Oct-2017

RDN advised that the RDN Board will accept the proposed 16.4 hectare parkland dedication and will accept proposed SRW #1, #2, #3 and #4 as public trail connections through subdivision following adoption of Bylaws 289 and 290.

Status Date: 30-Mar-2017

Proposed Bylaws 289(OCP)and 290(LUB) given third reading. Request RDN Board confirm receipt of receiver park lands. Finalize restrictive covenant as per LTC resolution request. Provide clarity to LTC on process for 'right of first refusal' for remainder lot for parkland purposes



Subdivision

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2008.3	C.O. Smythies & Associates Ltd.	06-Oct-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: Teresa Ritemann

Planning Status

Status Date: 27-Nov-2017

No change in status.

Status Date: 23-Feb-2017

PLA extension request. Planner waiting for updated plan from applicant which reflects the lot boundary adjustment in GB-SUB-2016.4

Status Date: 08-Jan-2016

PLA extension

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

Planner: Teresa Ritemann

Planning Status

Status Date: 27-Nov-2017

No change in status.

Status Date: 14-Jun-2017

MOTI sent PLA with conditions for the applicant to meet.

Status Date: 24-May-2017

No change in status.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2011.1	Williamson & Associates Professional Surveyors	23-Dec-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)

Applications

Planner: Marnie Eggen

Planning Status

Status Date: 03-Nov-2017

No change

Status Date: 08-Jan-2016

No change

Status Date: 13-Jan-2015

Applicant working to satisfy conditions

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

Planner: Teresa Rittemann

Planning Status

Status Date: 27-Nov-2017

No change in status.

Status Date: 31-Mar-2015

Applicants are waiting for the right time to continue with their application with MOTI and to remove the conditions in the PLNA to change it to a PLA. MOTI confirmed this is the case.

Status Date: 03-Sep-2014

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

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

Planner: Teresa Rittemann

Planning Status

Status Date: 27-Nov-2017

No change in status.

Status Date: 01-Apr-2016

**Applications**

MOTI response that there has been no recent action on this file but it will remain open, and the applicant is working with the ALC at this time

Status Date: 29-Feb-2016

No change in status.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2016.2	MACKAY, IKE	23-Feb-2016	PIDs: 004-857-119 and 004-614-771 Lot Boundary Adjustment

Planner: Teresa Rittemann

Planning Status

Status Date: 27-Nov-2017

No change in status.

Status Date: 05-May-2016

Awaiting response from MOTI to issue PLA or PLNA.

Status Date: 17-Mar-2016

File TR completed review and sent referral report to MOTI and copied to Gabriola LTC and applicant.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2016.4	C.O. Smythies & Associates	20-May-2016	PIDs: 001-271-806 and 009-735-755 Boundary adjustment. Civic address:1610 Hess Road, Gabriola Island.

Planner: Sonja Zupanec

Planning Status

Status Date: 08-Jun-2016

Referral response sent to MOTI and copied to applicant and LTC.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2016.6	C.O. Smythies & Associates	08-Sep-2016	PID: 000-305-120 215 Easthom Road, Gabriola Island. 3 lot subdivision.

Planner: Teresa Rittemann

Planning Status

Status Date: 27-Nov-2017

No change in status.

Applications

Status Date: 07-Nov-2017

Applicant seeking extension to PLA. Planner confirmed with MOTI and applicant via email that our office has no concerns with extending the PLA.

Status Date: 02-Oct-2017

No change in status.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2017.1	Williamson & Associates Professional Surveyors Planner: Teresa Rittemann	26-Jan-2017	PIDS: 000-427-110,025-720-821 & 025-720-830 Civic addresses: 1885 Martin Road, 1860 Martin Road & 1875 Stalker Road, Gabriola Island. Boundary adjustments.
Planning Status			

Status Date: 27-Nov-2017

No change in status.

Status Date: 05-May-2017

PLA Received. MOTI will send final plan when received.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2017.2	Williamson & Associates Planner: Madeleine Koch	19-Jan-2017	PIDs: 009-739-602 and 000-105-287. Lot line adjustment. Civic 831 Chelwood Road, Gabriola Island, BC
Planning Status			

Status Date:

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2017.3	HENDRIKS, TREVOR Planner: Teresa Rittemann	24-Apr-2017	PID: 004-032-721 - 2 lot subdivision split by a road. Civic address: 1802 Stalker Road, Gabriola Island, BC.
Planning Status			

Status Date: 27-Nov-2017

No change in status.

Applications

Status Date: 24-Jul-2017

Received VIHA letter approving sewage. Still need final plan of subdivision, then can send letter or approval if final plan is OK

Status Date: 30-Jun-2017

Awaiting documents to satisfy sewage disposal condition. Then final subdivision plan before giving final approval letter.

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
GB-TUP-2016.1	MCAFEE, IAN	09-Oct-2015	PID: 003-135-276 1070 Chappel Place, Gabriola Island. STVR.

Planner: Teresa Ritemann

Planning Status

Status Date: 27-Nov-2017

No change in status.

Status Date: 26-Apr-2017

Planner reviewing application and waiting for additional information from applicant.

Islands Trust
LTC EXP SUMMARY REPORT F2018
Invoices posted to Month ending November 2017

620 Gabriola	Invoices posted to Month ending November 2017	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	1,500.00	947.19	552.81
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	4,750.00	2,317.39	2,432.61
65210-620	LTC - Local Exp - APC Meeting Expenses	600.00	477.70	122.30
65220-620	LTC - Local Exp - Communications	1,250.00	369.00	881.00
65230-620	LTC - Local Exp - Special Projects	1,000.00	0.00	1,000.00
TOTAL LTC Local Expense		<u>7,600.00</u>	<u>3,164.09</u>	<u>4,435.91</u>
Projects				
73001-620-4063	Gabriola First Nations Relations	1,000.00	13.54	986.46
73001-620-4064	Gabriola Housing Options Review	2,500.00	2,934.55	-434.55
73001-620-4080	Gabriola Housing Needs Assessment	5,000.00	0.00	5,000.00
TOTAL Project Expenses		<u>8,500.00</u>	<u>2,948.09</u>	<u>5,551.91</u>

Gabriola Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: February 2, 2016

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.