



A NOTICE OF A BUSINESS MEETING OF **THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE**  
to be held at 10:15 AM on Thursday, January 19, 2012 at the Women's Institute,  
476 South Road, Gabriola Island, BC

## AGENDA

|           |                                                                                                                           | <i>Page<br/>No.</i> | <i>*Approx.<br/>Time*</i> |
|-----------|---------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|
| <b>1.</b> | <b>CALL TO ORDER</b>                                                                                                      |                     | 10:15 am                  |
| <b>2.</b> | <b>APPROVAL OF AGENDA</b>                                                                                                 |                     |                           |
| <b>3.</b> | <b>MINUTES</b>                                                                                                            |                     |                           |
| 3.1       | Local Trust Committee Meeting Minutes of October 27, 2011 – <i>for adoption</i>                                           | 1-15                |                           |
| 3.2       | Section 26 Resolutions Without Meeting Log dated January 9, 2012 – <i>attached</i>                                        | 16                  |                           |
| 3.3       | Gabriola Island Advisory Planning Commission Meeting Minutes – <i>none</i>                                                |                     |                           |
| 3.4       | Mudge Island Advisory Planning Commission Meeting Minutes dated November 19, 2011 - <i>attached</i>                       | 17-18               |                           |
| <b>4.</b> | <b>BUSINESS ARISING FROM MINUTES</b>                                                                                      |                     | 10:30 am                  |
| 4.1       | Follow-up Action List dated January 9, 2012 - <i>attached</i>                                                             | 19-23               |                           |
| 4.2       | Advisory Commission Appointments<br>Memorandum dated January 9, 2012 - <i>attached</i>                                    | 24-25               |                           |
| <b>5.</b> | <b>CORRESPONDENCE</b>                                                                                                     |                     | 10:45 am                  |
| 5.1       | Email dated December 19, 2011 from Jacinthe Eastick regarding creating a Forestry Advisory Commission - <i>attached</i>   | 26                  |                           |
| 5.2       | Email dated December 19, 2011 from Howard Houle regarding resignation from Advisory Planning Commission - <i>attached</i> | 27                  |                           |
| 5.3       | Email dated January 9, 2012 from Eric Veale and Dona Bradley regarding Agriculture and Food Security - <i>attached</i>    | 28                  |                           |
| <b>6.</b> | <b>REPORTS</b>                                                                                                            |                     | 10:50 am                  |
| 6.1       | <b>Work Program Reports</b><br>Top Priorities Report and Projects Report dated January 9, 2012 - <i>attached</i>          | 29-30               |                           |
| 6.2       | <b>Applications Log</b><br>Report dated January 9, 2012 – <i>attached</i>                                                 | 31-37               |                           |
| 6.3       | <b>Trustee and Local Expenses</b><br>Expenses posted to December 21, 2011 - <i>attached</i>                               | 38                  |                           |

|            |                                                                                                                                                                                                      |         |          |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|
| <b>7.</b>  | <b>NEW BUSINESS</b>                                                                                                                                                                                  |         | 11:00 am |
| 7.1        | Letter dated November 24, 2011 from Regional District of Nanaimo regarding Request for Funding Support for Water Budget Project - <i>attached</i>                                                    | 39      |          |
| 7.2        | Letter dated January 10, 2012 from Gabriola Rescue of Wildlife Society regarding funding request for Oiled Wildlife Response Workshop and Eagle Nest and Perching Tree Brochure - <i>attached</i>    | 40      |          |
| 7.3        | Proposed Local Trust Committee Meeting Schedule 2012 - <i>attached</i>                                                                                                                               | 41      |          |
| <b>8.</b>  | <b>TRUSTEES' REPORT</b>                                                                                                                                                                              |         |          |
| <b>9.</b>  | <b>CHAIR'S REPORT</b>                                                                                                                                                                                |         |          |
| <b>10.</b> | <b>REGIONAL DIRECTOR'S REPORT</b>                                                                                                                                                                    |         |          |
|            | <b>BREAK</b>                                                                                                                                                                                         |         | 12:00 pm |
| <b>11.</b> | <b>DELEGATIONS</b>                                                                                                                                                                                   |         |          |
| <b>12.</b> | <b>TOWN HALL SESSION</b>                                                                                                                                                                             |         |          |
| <b>13.</b> | <b>APPLICATIONS AND PERMITS</b>                                                                                                                                                                      |         | 12:30 pm |
| 13.1       | GB-RZ-2010.1 (Becksted and Littlejohn – Coho Boulevard, Mudge Island) Update and Recommendation from Mudge Island Advisory Planning Commission Staff Report dated December 15, 2011- <i>attached</i> | 42-47   |          |
| 13.1.1     | Email dated January 10, 2012 from Scott Littlejohn regarding GB-RZ-2010.1 - <i>attached</i>                                                                                                          | 48-54   |          |
| 13.2       | GB-ALR-2011.1 (Davison – 2345 South Road and 2370 Shaw Road) Staff Report dated December 19, 2011 - <i>attached</i>                                                                                  | 55-60   |          |
| 13.3       | GB-DVP-2011.2 (Gabriola Island Recycling Organization – 700 Tin Can Alley) Staff Report dated December 15, 2011 - <i>attached</i>                                                                    | 61-81   |          |
| <b>14.</b> | <b>LOCAL TRUST COMMITTEE PROJECTS</b>                                                                                                                                                                |         | 1:15 pm  |
| 14.1       | Work Program and Priorities Memorandum dated January 9, 2012 - <i>attached</i>                                                                                                                       | 82-84   |          |
| 14.2       | Official Community Plan and Land Use Bylaw Review                                                                                                                                                    |         |          |
| 14.2.1     | Phase 2 Recommendations Memorandum dated December 6, 2011 - <i>attached</i>                                                                                                                          | 85-92   |          |
| 14.2.2     | Gabriola Island Village Core World Café Workshop – Summary Report Staff Report dated October 17, 2011 - <i>attached</i>                                                                              | 93-108  |          |
| 14.2.3     | Riparian Areas Regulation Watershed Designation and Mapping – <i>verbal update</i>                                                                                                                   |         |          |
| 14.2.4     | Development Permit Area Factsheets - Final- <i>attached for discussion</i>                                                                                                                           | 109-112 |          |
| <b>15.</b> | <b>BYLAWS</b>                                                                                                                                                                                        |         |          |
| <b>16.</b> | <b>ISLANDS TRUST WEBSITE</b>                                                                                                                                                                         |         |          |
| 16.1       | Gabriola Page – <i>attached</i>                                                                                                                                                                      | 113-115 |          |

17. **CLOSED MEETING:** The Gabriola Island Local Trust Committee closes the next part of the October 27, 2011 business meeting to discuss matters pursuant to Section 90(1)(a) of the *Community Charter* to consider appointments to the Advisory Planning Commission, Agricultural Advisory Commission and the Transportation Advisory Commission and that Chloe Fox, Island Planner and Stephen Orgill, Recorder be invited to attend this meeting 2:15 pm
18. **RECALL TO ORDER**  
Rise and Report from Closed Meeting
19. **NEXT BUSINESS MEETING**  
• *to be announced*
20. **TOWN HALL SESSION – *time permitting***
21. **ADJOURNMENT** 2:45 pm

\*Approximate time is provided for the convenience of the public only and is subject to change without notice

**MINUTES OF THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE MEETING  
HELD AT 10:15 P.M. ON THURSDAY, OCTOBER 27, 2011  
AT THE WOMEN'S INSTITUTE  
476 SOUTH ROAD, GABRIOLA ISLAND, BC**

|                        |                   |                           |
|------------------------|-------------------|---------------------------|
| <b><u>PRESENT:</u></b> | Louise Bell       | Chair                     |
|                        | Sheila Malcolmson | Local Trustee             |
|                        | Deborah Ferens    | Local Trustee             |
|                        | Chris Jackson     | Regional Planning Manager |
|                        | Chloe Fox         | Island Planner            |
|                        | Stephen Orgill    | Recorder                  |

There were two (2) local media representatives in attendance, two (2) members of the public attending in the morning and five (5) members of the public attending in the afternoon.

**1. CALL TO ORDER**

Chair Louise Bell called the meeting to order at 10:29 am, introduced the Local Trust Committee and staff, and acknowledged that the meeting was taking place in the traditional territory of the Coast Salish First Nations.

**2. APPROVAL OF AGENDA**

The agenda was reviewed and the following changes and additions were made:

- Add item 5.6 - Letter dated October 20, 2011 from Mel and Patricia Huggins regarding Smart Meters
- Add item 5.7 - Letter dated October 25, 2011 from Sheila Malcolmson to EMCON regarding Road Maintenance
- Add item 5.8 - Email dated October 26, 2011 from Jenny MacLeod regarding the Gabriola Groundwater Management Society
- Add item 13.1.4 – late correspondence concerning the application GB-RZ-2009.1 (Williamson and Associates – Sandwell Density Transfer)
- Add items 13.2.5 – 13.2.9 – late correspondence concerning the application GB-TUP-2011.1 (Parker – 2310 Windecker Drive)

The Local Trust Committee adopted the agenda by consensus as amended.

**3. MINUTES**

*3.1 Local Trust Committee Meeting Minutes of September 22, 2011*

The Local Trust Committee reviewed the minutes of the September 22, 2011 Local Trust Committee meeting and the following amendments were made:

- Page 1, item 2, sixth bullet, correct agenda item to “Add attachment to item 14.1.5”
- Page 4, item 8, replace second sentence and following with: *“Trustee Malcolmson encouraged people to borrow from the PowerPoint on ferries on the Islands Trust website to compose their submission regarding the ferry fares. She continued with comments from the ferry commissioner, relaying that he would like to know why the ferry system would be better back in provincial control. Trustee Malcolmson commented that the commissioner genuinely wants to hear what people have to say. She said he wants to hear the problems and has an expanded mandate to make recommendations. In addition, he wants to hear more from the community on why they do not want a bridge. She said that people on the island have ideas about why the ferry should be integrated with the highway system and why they do not want a bridge to Gabriola Island. “Trustee Malcolmson stated that Trust Council does work on the advocacy for the Gulf Islands as a whole. She reported that the Trust Council had passed a resolution in September to write to the province asking to impose a moratorium on the installation of BC Hydro’s smart meters, having asked BC Hydro in June to consider a moratorium until there had been public consultation. She suggested the office of local MLA Doug Routley would be the appropriate office to provide representation regarding the smart meters, since they fall within provincial authority.”*
- Page 5, item 12, second paragraph, second sentence, replace “informed the Parks and Open Space Advisory Committee and provided information” with “provided information to the Parks and Open Space Advisory Committee.”
- Page 5, item 12, third paragraph, correct spelling “Linnet” and replace “raised an issue of” with “noted”
- Page 5, item 12, fourth paragraph, replace “recollected” with “reported” and add at end of sentence, “, and had resolved to vote in favour of a smart meter moratorium at the Union of BC Municipalities convention.”
- Page 5, item 4.3, insert title, “Gabriola Island Agricultural Advisory Commission Draft terms of Reference – continued discussion”
- Page 5, item 4.3, replace second sentence with, “Trustee Malcolmson suggested advertising for volunteers for both the Transportation Advisory Committee and the Agricultural Advisory Commission in the same advertisement.”
- Page 6, item 5.4, replace first and second sentences with, “Planner Kazmierowski provided the correspondence for information and she said that if a Crown Land proposal meets the bylaws and no permits are required, the application wouldn’t come to the Local Trust Committee and the response is provided directly from planning staff. If the proposal clearly requires an approval or permit, the application would generally be considered by the Local Trust Committee within those contexts.”
- Page 8, item 13.1, second paragraph, delete second and third sentences
- Page 10, item 14.1.5, first paragraph, third sentence, delete “before going ahead with the program”
- Page 10, item 14.1.6, second paragraph, replace “it” with “the factsheet”
- Page 10, item 14.1.6, third paragraph, last sentence, replace “convening” with “whether to convene” and replace “provide contact and” with “to solicit”

The minutes of the September 22, 2011 meeting of the Local Trust Committee were approved by consensus as amended.

3.2 *Section 26 Resolutions Without Meeting*

There were no resolutions without meeting to report.

3.3 *Gabriola Island Advisory Planning Commission Meeting Minutes*

There were no *Advisory Planning Commission* meeting minutes.

4. **BUSINESS ARISING FROM MINUTES**

4.1 *Follow-up Action Report dated October 19, 2011*

The Local Trust Committee reviewed the Follow Up Action Report dated October 19, 2011. Planner Fox responded to the questions from the trustees and provided update information. Planner Fox reported that the Mudge Island Advisory Planning Commission would hold its first public meeting at 10 am on Saturday, November 19, 2011. She said that the meeting would be held in a private home on Mudge Island and the meeting would be open to the public.

4.2 *Gabriola Island Agricultural and Transportation Advisory Commissions Memorandum dated October 11, 2011*

Chair Bell asked Regional Planning Manager Chris Jackson whether it is necessary to call the body a planning commission. Regional Planning Manager Jackson explained that the authority comes from the Local Government Act that had called them Advisory Planning Commissions. Planner Fox referred to her memorandum dated October 11, 2011 and provided drafts of the terms of reference for the Agricultural Advisory Commission and the Transportation Advisory Commission. The draft of a newspaper advertisement was also provided for discussion. She reviewed each document.

The discussion that followed considered the Draft Terms of Reference for the Gabriola Transportation Advisory Commission. Trustee Malcolmson recommended retaining from the Trust Council model Terms of Reference (Trust Council Policy 4.3i) all the specific items listed in section C, with the exception of 1.3. She further recommended that the detail from section C be inserted and the draft 1.2 to 1.6 be put into a new section called Mandate and the subsequent sections renumbered.

**GB-160-2011**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee direct staff to retain from the Trust Council model Transportation Advisory Committee Terms of Reference (Trust Council Policy 4.3.i) all the specific items listed in section C with the exception of item 1.3, and to strike item 2.5 from the draft Transportation Advisory Commission Terms of Reference at 4.2 of the agenda.

**CARRIED**

The Local Trust Committee indicated it was willing to consider later adoption of the amended terms of reference by Resolution Without Meeting and discussed the recommended changes with the planner.

**GB-161-2011**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee approve the Agricultural Advisory Commission Terms of Reference.

**CARRIED**

The draft advertisement was discussed and the Local Trust Committee recommended several changes to Planner Fox. Trustee Malcolmson recommended that the title refer to Advisory Planning Commissions generally, the single position on the Advisory Planning Commission be advertised, that a line be added to the advertisement saying that the Terms of Reference are available for viewing on the website and at the office, and that applicants be encouraged to indicate their qualifications and experience.

Trustee Ferens requested that staff review items contained in Bylaw No. 209 (as part of the housekeeping list review) and suggested including items 4.c and 4.g on that list.

**4.3 Road Signage**

Planner Fox advised the Local Trust Committee that she had spoken with Islands Trust Bylaw Enforcement Officer Peter Phillips regarding this matter. Planner Fox stated that Bylaw Enforcement Officer Phillips reported that the only road signs permitted in the road right-of-way by the Ministry are road signs and other signage sanctioned by the Ministry. Planner Fox also noted that staff had not received any comment from the Ministry regarding the initiation of enforcement.

**5. CORRESPONDENCE**

*Correspondence specific to an active development application and/or project will be received by the Gabriola Island Local Trust Committee when that application and/or project is on the agenda for consideration.*

**5.1 Post Public Hearing Correspondence regarding Bylaw No. 262 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2011” – email dated June 6, 2011 from David Swanson**

The Local Trust Committee received the email dated June 6, 2011 from David Swanson and Gem Chang-Kue containing comments on affordable housing policies.

**5.2 Email dated October 3, 2011 from Jacinthe Eastick regarding Resignation from Advisory Planning Commission**

The Local Trust Committee received the email dated October 3, 2011 from Jacinthe Eastick with notification of her resignation from the Advisory Planning

Commission. The trustees thanked Jacinthe Eastick for her contribution to the community by having served on the Advisory Planning Commission.

**GB-162-2011**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee accept the resignation of Jacinthe Eastick on the Advisory Planning Commission and send a thank-you note to her.

**CARRIED**

- 5.3 *Email dated October 13, 2011 from Edward Osmond-Jones regarding Application for Residential/Private Moorage #1413651 Descanso Bay*

Planner Fox explained the letter from Mr. Osmond-Jones concerning comments on moorage in Descanso Bay. Planner Fox pointed out that if there are any bylaw enforcement issues that they should be sent to the bylaw enforcement officer. The Local Trust Committee suggested that the letter be forwarded to the bylaw enforcement officer and let the writer know that it had been forwarded.

- 5.4 *Letter of response dated September 15, 2011 sent to Gabriola Groundwater Management Society from Agricultural Land Commission*

See item 5. Correspondence (continued) after item 13. Applications and permits

- 5.5 *Email dated October 17, 2011 from Jacinthe Eastick regarding Agricultural Land Commission Decision on Bulk Water Extraction*

see item 5. Correspondence (continued) after item 13. Applications and permits

- 5.6 *Letter dated October 20, 2011 from Mel and Patricia Huggins regarding Smart Meters*

The Local Trust Committee reviewed the letter from Mel and Patricia Huggins requesting information about the installation of smart meters by BC Hydro. Trustee Malcolmson offered to respond to the writers.

- 5.7 *Letter dated October 25, 2011 from Sheila Malcolmson to EMCON regarding Road Maintenance*

Trustee Malcolmson provided a letter which clarified the recently adopted Official Community Plan amendments and reconfirmed the 1997 Official Community Plan statements regarding road maintenance. Trustee Malcolmson had also included public comments concerning road maintenance issues.

*Chair Bell recessed the meeting at 11:40 am and reconvened at 1:00 pm.*

## **8. TRUSTEES' REPORTS**

**Trustee Ferens** reported on several meetings that she had attended since the last Local Trust Committee meeting. These included a meeting with the BC Ferry Commissioner, the World Café Workshop on the Village Core, and a meeting with MLAs Doug Routley

and John Horgan (Energy Critic) regarding smart meters. Trustee Ferens updated the Local Trust Committee on recent developments regarding the Green Wharf parking area and referred to a petition from Mudge Island residents to Minister Lekstrom requesting that the Ministry of Transportation and Infrastructure reassert its authority on the unsurveyed section of Wharf Road under Section 42 of the Transportation Act and resolve the matter by acquiring the right-of-way on that portion of Wharf Road through purchase or expropriation.

Trustee Ferens thanked her fellow trustees, the staff of the Islands Trust, and the public for having given her so much support over the past term. She announced that she would not be running in the election in November.

**Trustee Malcolmson** reported the highlights of the Union of BC Municipalities convention on September 26 – 30, 2011. Trustee Malcolmson reviewed meeting with twelve other chairs of coastal districts, when she was asked to make a representation to the Premier and Minister of Transportation and Infrastructure concerning the ferries on minor routes. At that meeting, the Premier said she thought that there might be over servicing of some areas and BC Ferries must look at service changes to reduce fares and Minister Lekstrom indicated that he was waiting for the report of the review by the new Ferries Commissioner. Trustee Malcolmson reported that the Islands Trust led a delegation to the Minister of Forests, Land and Natural Resources, Steve Thompson, to discuss the issue of derelict vessels. The Minister acknowledged that momentum had been lost on the file in the last year but agreed to get back to those present in two weeks. Trustee Malcolmson commented that local MP Jean Crowder has a private members bill concerning derelict vessels that has received first reading in the House of Commons. Trustee Malcolmson briefly remarked on other issues under discussion at the convention such as oil spill preparedness and the resolution calling for a moratorium on smart meter installation.

Trustee Malcolmson explained that the Local Trust Committee had advocated to the Ministry of Transportation and Infrastructure and the speed limit has been brought down on Gabriola Island to 50 km/hr except where posted, as on all other Gulf Islands.

Trustee Malcolmson thanked Deborah Ferens for having worked together for the last three years.

Trustee Malcolmson remarked that Louise Bell has served five terms with the Islands Trust and has been a mentor to her. She said that she was glad to have been able to work with Chair Bell and thanked her for her commitment to the Islands Trust Object.

## **9. CHAIR'S REPORT**

**Chair Bell** commented that this would be the last meeting for this Local Trust Committee and also would be her last meeting as a participant in the Islands Trust. Chair Bell remarked that after having served 5 terms with the Islands Trust, she would not be seeking a nomination for the next term. Chair Bell reported that the Executive Committee had met twice since the last regular business meeting of the Gabriola Island Local Trust Committee. The business that was considered included reviewing bylaws from Galiano Island, North Pender and South Pender Islands, and Bowen Island. She summarized other work underway by the Executive Committee.

Chair Bell acknowledged the commitment of both local trustees serving Gabriola residents and landowners to the very best of their ability. She thanked the trustees for the huge amount of time they have given to the job and congratulated them for their thorough analysis of the issues and their sound decision-making. Chair Bell commented on the attention the trustees gave to constituents' views and the responsiveness in attempting to address community needs while promoting the Object of the Islands Trust.

Chair Bell said she was delighted to have had the opportunity to witness the vibrant, dedicated and capable community on Gabriola, and that it had been a pleasure to chair the Gabriola Local Trust Committee with fellow trustees like Deborah Ferens and Sheila Malcolmson.

Chair Bell thanked the press representatives for having attended every meeting, for their attention to detail, and their balanced reports of the Local Trust Committee meeting debates and decisions.

#### **10. REGIONAL DIRECTOR'S REPORT**

**Regional District of Nanaimo Director Gisele Rudischer** summarized and provided updates to the programs that had benefit to Gabriola during the past term. Director Rudischer announced that it would be her last report as the Regional Director and expressed her thanks for the opportunity to represent Gabriola's interest at the Regional District of Nanaimo Board. She thanked all of the community groups for helping in the achievement of community goals, improving the quality of life on Gabriola, and for making the job as director infinitely easier. Director Rudischer thanked the Local Trust Committee for having provided the opportunity to report at meetings.

#### **11. DELEGATIONS**

There were no delegations.

#### **12. TOWN HALL SESSION**

**Ken Zakreski**, President of the Gabriola Radio Society updated the Local Trust Committee on the broadcast license application that is before the CRTC for a decision. He thanked the Local Trust Committee for Resolution GB-025-2010 and said that the radio society is working within the guidelines and policies that have been specified for broadcast towers. Mr. Zakreski reported that the society is expecting a decision from the CRTC in the near future and that in the meantime he had met with the Planner Fox and an application for a broadcast tower approval is forthcoming.

**Hikmet Akin** told the Local Trust Committee that he lives next to the subject property applying for the Temporary Use Permit that is being considered on this agenda. He told the Local Trust Committee that he is against approval of this application and had provided his reasons documented in letters to the Local Trust Committee. Mr. Akin said that the neighbours are against approval of the application due to the previous disturbances. Mr. Akin said that he doesn't have confidence that the applicants will abide

by restrictions placed by a Temporary Use Permit and asked the Local Trust Committee not to approve the application.

**Rufus Churcher** told the Local Trust Committee that he lives in the same neighbourhood as Mr. Akin, 6 lots away from the property requesting the temporary use permit, and still heard noise when there are parties or other events. He commented that after some of the parties various sorts of garbage are left along the roadside. He said that he supports Mr. Akin's position.

### 13. APPLICATIONS AND PERMITS

*Chair Bell asked for consensus on hearing item 13.2 prior to 13.1 for the benefit of the public present.*

#### 13.2 GB-TUP-2011.1 (Parker – 2310 Windecker Drive)

Planner Fox summarized the staff report dated October 13, 2011 regarding the application for a Temporary Use Permit to operate a commercial short-term vacation rental on the subject property. Chair Bell explained to the public the Local Trust Committee's process of receiving and hearing an application.

Chair Bell asked if there had been a previous application on this property. Regional Planning Manager Chris Jackson related that there had been an application to rezone the property to a small hotel about five years ago and that application was eventually withdrawn.

Trustee Malcolmson reviewed the background for the Local Trust Committee using a temporary use permit for permitting a short-term vacation rental. She said that a crucial part of the application process was determining whether the neighbours support the application and whether the applicant had garnered goodwill in the neighbourhood. She indicated that in her view the application did not meet the test of having support from the neighbourhood. Trustee Malcolmson commented on appreciating the detail that the applicant had gone through in preparing their application.

Chair Bell asked if the application had come forward as a result of bylaw enforcement. Planner Fox responded that this application was made as a result of bylaw enforcement.

Trustee Ferens noted that other applications that had been approved by the Local Trust Committee had neighbourhood approval for the operation of the short-term rentals. She commented that the issue of a large family having more impact on water/septic than renters may be so in some circumstances, but from a business point of view, the owners would be attempting to maximize the occupancy.

Chair Bell explained that decisions of past applications do not set precedents.

The Local Trust Committee commented on the correspondence that had been received from the neighbours of the applicant, noting that there had not been any

support for the application and that commercial vacation rental might be out of character with the neighbourhood.

**GB-163-2011**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee deny issuance of the temporary use permit (GB-TUP-2011.1 Parker) for the operation of short term vacation rental at 2310 Windecker Drive.

**CARRIED**

The Local Trust Committee thanked the planner for the full report and the applicant for the accompanying information to support the application.

*13.2.1 Letter dated October 17, 2011 from Sherrill Tisdall*

*13.2.2 Email dated October 18, 2011 from Bee Churcher*

*13.2.3 Letter dated October 19, 2011 from Sheila and Hikmet Akin*

*13.2.4 Letter dated October 19, 2011 from Audrey Smits*

*13.2.5 Email dated October 20, 2011 from Hikmet Akin*

*13.2.6 Letter dated October 24, 2011 from Audrey Smits*

*13.2.7 Letter dated October 24, 2011 from Jeffrey Rietkerk and Sonja Zupanec*

*13.2.8 Letter dated October 24, 2011 from Irene Clothier*

*13.2.9 Letter dated October 26, 2011 from Anne and Rob Parker*

All of the above correspondence was received and reviewed by the Local Trust Committee.

*Chair Bell called a brief recess at 2:15 pm and reconvened at 2:33 pm.*

**13.1 GB-RZ-2009.1 (Williamson and Associates – Sandwell Density Transfer)**

Planner Fox reviewed the staff report dated October 18, 2011 regarding supplemental information and preliminary referral responses for the application. She referred to questions that had arisen concerning the application and pointed out that she had provided additional information in the report with respect to these questions. Planner Fox recommended that the Local Trust Committee defer further consideration of the application until comments have been received from all of the agencies in order to allow the complete package of referral responses for further consideration, and to allow staff time to develop a set of recommendations regarding next steps for the application.

The Local Trust Committee discussed the report with Planner Fox and recommended that the referral responses be sent to the applicant.

**GB-164-2011**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee defer further consideration of GB-RZ-2009.1 (Williamson & Associates) and that the referral responses received to date are sent to the applicant.

**CARRIED**

*13.1.1 Email dated July 25, 2011 from Gisele Rudischer*

The report prepared by Planner Fox provided the response to questions raised by Gisele Rudischer in her July 25, 2011 email.

*13.1.2 Email dated July 26, 2011 from Gisele Rudischer*

Information and a question provided by Gisele Rudischer had been incorporated into the report.

*13.1.3 Email dated July 27, 2011 from Gisele Rudischer*

The question regarding park dedication and zoning had been referenced in the staff report.

*13.1.4 Email dated October 25, 2011 from Gisele Rudischer*

The Local Trust Committee reviewed Gisele Rudischer's comments on the staff report dated October 18, 2011 concerning the density transfer application.

*13.1.5 Email dated October 26, 2011 from Elaine McCulloch*

The Local Trust Committee reviewed the email from the Regional District of Nanaimo Parks Planner that provided a copy of a letter outlining resolutions approved by the Regional District of Nanaimo Board at their October 25, 2011 meeting. The Board resolved that the Islands Trust be advised not to approve the application as presented and deemed the parkland donor parcel unacceptable due to the environmental impact of development on the receiver parcels.

**5. CORRESPONDENCE (continued)**

*5.4 Letter of response dated September 25, 2011 sent to Gabriola Groundwater Management Society from Agricultural Land Commission*

The Local Trust Committee discussed the issue of the Agricultural Land Commission approving permits to extract bulk water for non-agricultural use on Agriculture Land Reserve land. Planner Fox explained and provided an update from the Agricultural Land Commission.

Discussion followed regarding writing a support letter from the Local Trust Committee.

**GB-165-2011**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee write to the Agricultural Land Commission Chair Bullock supporting reconsideration of the Gabriola bulk water extraction approvals on Agricultural Land Reserve land, convey Local Trust Committee resolutions to Agricultural Land Commission again, and request a meeting with Agricultural Land Commission.

**CARRIED**

- 5.5 *Email dated October 17, 2011 from Jacinthe Eastick regarding Agricultural Land Commission Decision on Bulk Water Extraction*

The Local Trust Committee discussed the comments received from Jacinthe Eastick regarding bulk water extraction. Chair Bell suggested that a letter should be sent to Jacinthe Eastick. A response was discussed and the Local Trust Committee suggested that staff draft a letter from the Local Trust Committee.

- 5.8 *Email dated October 26, 2011 from the Gabriola Groundwater Management Society*

The Local Trust Committee reviewed the letter from Jenny MacLeod, President of the Gabriola Groundwater Management Society to the Agricultural Land Commission, regarding additional information concerning the applications to extract bulk water for non-agricultural purposes on Gabriola Island.

**15. BYLAWS**

- 15.1 *Bylaw Enforcement Notification System*

Bylaw Officer Miles Drew explained the purpose of adopting a Bylaw Enforcement Notification Bylaw, referring to his staff report dated September 14, 2011.

- 15.1.1 *Bylaw Enforcement Notification & Dispute Adjudication System Brochure*

A copy of the brochure explaining the system to the public was reviewed for information.

- 15.1.2 *Bylaw Violation Notice*

A copy of a Bylaw Violation Notice was reviewed for information.

- 15.1.3 *Draft Bylaw No. 263 cited as "Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011"*

Miles Drew summarized the draft Bylaw No. 263 and the Local Trust Committee discussed first reading. The question of notification to Mudge Island and Decourcy Island residents was discussed.

**GB-166-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee give first reading to Bylaw No. 263 cited as "*Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011*".

CARRIED

## 6. REPORTS

### 6.1 *Work Program Reports*

The Local Trust Committee reviewed the Top Priorities and Projects dated October 19, 2011.

**GB-167-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee direct staff to move establishing a Transportation Advisory Planning Commission from the projects list to the top priorities and add establishing an Advisory Agricultural Commission to the item.

CARRIED

### 6.2 *Applications Log dated October 19, 2011*

Planner Fox reviewed the applications log page by page and responded to questions that arose from the trustees.

### 6.3 *Trustee and Local Expenses posed to September 21, 2011*

Trustee Ferens elaborated and clarified accounts of the report.

**GB-168-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee approves moving two hundred dollars (\$200) from 65230 Special Projects Account to 65220 Communications Account.

CARRIED

## 7. NEW BUSINESS

### 7.1 *Affordable and Special Needs Housing Documents (August 8, 2011 Memorandum regarding Housing Agreements on Salt Spring Island and the Islands Trust Application Guide for Affordable and Special Needs Housing)*

Planner Fox summarized the memorandum from Planner Justine Starke dated August 8, 2011 regarding housing agreements on Salt Spring Island. A copy of the Islands Trust Application Guide was provided for additional information. Discussion followed. The Local Trust Committee asked that the topic of affordable housing agreements be added to the agenda of a forthcoming protocol meeting between the Local Trust Committee and the Regional District of Nanaimo.

**GB-169-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request staff to forward the report and guide at 7.1 of this agenda to the Gabriola Affordable Housing Task Force and People for a Healthy Community for information.

**CARRIED**

**GB-170-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request that the Regional District of Nanaimo administer housing agreements for affordable housing in Area B as part of the Regional Growth Strategy function.

**CARRIED**

*7.2 Gabriola Telephone Directory Renewal*

The Local Trust Committee discussed the renewal of the advertisement for the Gabriola Island Islands Trust office in the local telephone directory.

**GB-171-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee release three hundred and twenty-five dollars and twenty-five cents (\$325.25) from its Communications Account 65220 budget for the Gabriola telephone directory.

**CARRIED**

**14. LOCAL TRUST COMMITTEE PROJECTS**

*14.1 Official Community Plan and Land Use Bylaw Review*

*14.1.1 Riparian Areas Regulation Watershed Designation and Mapping Update*

Planner Fox briefly updated the Local Trust Committee on the status of this project.

*14.1.2 October World Café regarding Village Core*

Planner Fox provided a staff report dated October 17, 2011 summarizing the meeting (workshop) that took place on October 5, 2011 at the Community Hall on Gabriola Island. She said that the purpose of the event was to allow for discussion and community direction on the issues and policies relating to Gabriola's Village Core. Planner Fox recommended that the report be forwarded to the next Local Trust Committee for information.

**GB-172-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee direct staff to forward the staff report dated October 17, 2011 to the 2012-2014 Gabriola Island Local Trust Committee for their information and consideration of additional work on the Village Core area.

**DRAFT**

**CARRIED**

*14.1.3 Official Community Plan Bylaw No. 262 Implementation*

The Local Trust Committee discussed the implementation of the recent amendments that had been adopted to the Official Community Plan. Regional Planning Manager Jackson commented that the Islands Trust planning staff are advising that applications for subdivision may require additional road amenities in consideration of the bicycle lane.

*14.1.4 Volunteer Review Committee Meeting October 25, 2011*

Planner Fox summarized the discussion at the Volunteer Review Committee at their October 25, 2011 meeting when the Local Trust Committee Referral – Development Permit Area Factsheet was discussed. Trustee Malcolmson suggested that staff take the comments and incorporate into the draft of the factsheet.

The Local Trust Committee expressed appreciation for the service provided by the members of the Volunteer Review Committee over the past term's review of the Official Community Plan.

**GB-173-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee release from its Trustee Expense Account (65240) up to two hundred and twenty-five dollars (\$225) to purchase Trust Fund Board Birthday Calendars for each of the 15 Volunteer Review Committee members.

**CARRIED**

**GB-174-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee dissolve the Volunteer Review Committee with many thanks to all of its members.

**CARRIED**

*14.1.5 2010 Build Out Map*

Planner Fox provided a brief verbal update on the work required to complete a revision of the 2010 build-out map.

**GB-175-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee direct staff to update the 2010 Build Out Map Report for the consideration and review of the 2011 – 2014 Local Trust Committee.

**CARRIED**

**16. ISLANDS TRUST WEBSITE**

The Local Trust Committee reviewed the Gabriola Island Local Trust Committee page of the Islands Trust website and recommended several items for revision. Trustee Malcolmson proposed to add the Local Trust Committee's recommended Phase 2

Official Community Plan Review Topic List to the website, that the Call for Expressions of Interest for the Mudge Island Advisory Planning Commission be removed, and that the staff reports for GB-RZ-2010.1 (Littlejohn & Beckstead) be added.

**17. CLOSED MEETING**

No members of the public were in attendance and at 4:20 pm Chair Bell recessed the meeting for an in camera session. Local media representatives left the meeting.

**GB-176-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee closes the next part of the October 27, 2011 business meeting to discuss matters pursuant to Section 90(1)(d) to consider adoption of Closed Meeting Minutes and that Chloe Fox, Island Planner and Stephen Orgill, Recorder be invited to attend this meeting.

**CARRIED**

**18. RECALL TO ORDER**

Chair Bell reconvened the regular meeting at 4:29 pm.

**19. NEXT BUSINESS MEETING**

The next Local Trust Committee will determine the regular business meeting schedule.

**20. TOWN HALL SESSION**

There were no members of the public in attendance.

**21. ADJOURNMENT**

The Local Trust Committee adjourned the meeting by consensus at 4:36 pm.

---

Recorder

---

Chair



**Islands Trust**

Print Date: Jan-09-2012

## **RWM From: October 20, 2011 To: January 09, 2012**

### **Gabriola Island**

| <b>Resolution #</b> | <b>Action</b> | <b>Resolution Description</b>                                                                                                                   | <b>Resolution Date</b> |
|---------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 2011-07             | In Favour     | "That the Gabriola Island Local Trust Committee will hold its first regular business meeting of 2012 on January 19, 2012."                      | Dec 21, 2011           |
| 2011-06             | In Favour     | "THAT the Gabriola Island Local Trust Committee approve the draft Transportation Advisory Committee Terms of Reference dated November 8, 2011." | Nov 10, 2011           |



**Islands Trust**

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

**Held on November 19, 2011  
on Mudge Island**

**PRESENT:**

Chloe Fox, Islands Trust Planner  
Deborah Ferens, Trustee  
David Laidlaw  
Jes Andersen  
Verna Gregson  
Stephen Cooper

Bob Bollinger  
Applicants: Scott Littlejohn and Mary Beckstead  
attended in part  
Observers – 4

**10:00 AM**

Mudge Island APC orientation was presented by Chloe Fox  
Dave Laidlaw volunteered for Chairman  
Jes Andersen volunteered for Vice Chair  
Bob Bollinger and Stephen Cooper volunteering for Secretary with Bob winning a coin toss

**10:45 AM**

Meeting called to order  
Referral of rezoning application GB-RZ-2010 (Littlejohn & Beckstead)  
- applicants want to have their land parcel rezoned to an increased density from one (1) residence to four (4) residences  
- applicants commented the application for rezoning was to maximize their investment since the illegal roadway has devalued the parcel  
- applicants realize the importance of the roadway and do not intend to close it, but indicated that a new owner may not have the same intentions.

After discussion of the application as presented, it was deemed to be too great a density increase.

**New Business**

Meeting dates for the 3rd Saturday of the each month would be standard if there were a referral presented to APC.

A copy of Lasqueti's Greenhouse Gas Baseline Report was handed out for members of the APC to peruse in preparation for a similar report required for Mudge Island.

Adjournment 12:02 PM - Moved by Dave Laidlaw, seconded by Jes Andersen, carried.

D. Laidlaw  
Chair

R.A. Bollinger  
Secretary

Dec 6/11  
DATE



**Islands Trust**

**RESOLUTION OF THE MUDGE ISLAND  
ADVISORY PLANNING COMMISSION MEETING**

**Held on November 19, 2011  
on Mudge Island**

The following resolution was passed at a regular meeting of the Mudge Island Advisory Planning Commission:

That the Mudge Island Advisory Planning Commission recommends that the Gabriola Island Local Trust Committee

1. Deny the rezoning application GB-RZ-2010 as presented.  
Moved by David Laidlaw, seconded by Jes Andersen, carried.

2. That It would be acceptable to create a two (2) lot subdivision subject to the existing private road being dedicated to public roadway.  
Moved by David Laidlaw, seconded by Jes Andersen, carried.

Signed by: David Laidlaw Chairperson  
on Dec 6/11



## Islands Trust

## Follow Up Action Report w/ Target Date

### Gabriola Island Jun-19-2008

| No. | Activity                                                                                                                                                                                                                                                                                    | Responsibility | Target Date | Status   |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| 1   | GB-SUB-01-01 (Centre Stage Holdings) Trustees to draft letter to neighbours after staff have sought advice regarding relationship between the covenant and PMFL as to which supercedes the other.<br><br>On hold pending status review of subdivision application, GB-SUB-01-01; CJ July 13 | Chris Jackson  | Jun-24-2010 | On Going |

### Aug-20-2009

| No. | Activity                                                                                                                                                                                                                                                                                                                                                                                           | Responsibility | Target Date | Status   |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| 1   | GB-086-2009; GILTC request staff advice on the advisability and work program impacts of adopting the Islands Trust Council model Development Approval Information Bylaw ahead of the OCP review.<br><br>on hold pending staff resource availability; CJ July 13<br><br>Update September 23: Planner Jackson is exploring adoption on a regional rather than Island by Island level; on-going. (KK) | Chris Jackson  | Oct-21-2010 | On Going |

### Jun-10-2010

| No. | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Responsibility | Target Date | Status   |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| 1   | <b>GB-169-2010</b> Staff request the RDN and the Fire Improvement District to recommend Official Community Plan policies to the LTC, to support implementation of the Community Wildfire Protection Plan, and that staff provide the LTC with the plan and map cited in the June 10th staff report.<br><br>Update November 25: Fire Dept to submit this to LTC when ready (KK)<br><br>Update Jan 27, 2011: Some policy language could be considered during technical review. Topic also to be | Chloe Fox      | Jan-27-2011 | On Going |

further explored during Phase 2 of OCP/ LUB review and captured by DRAFT list of topic areas (KK)

## Jul-07-2010

| No. | Activity | Responsibility | Target Date | Status |
|-----|----------|----------------|-------------|--------|
|-----|----------|----------------|-------------|--------|

- |   |                                                                                                                                                                                                                                                                                                                                                                                                                      |           |             |          |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|----------|
| 1 | <b>GB-198-2010</b> Staff directed to provide a summary report of all research and staff reports completed arising from GB-136-2009, GB-012-2010, GB-189-2010, GB-190-2010 and GB-191-2010 regarding affordable housing. This report is meant to consolidate and provide a brief summary of conclusions, barriers, solutions to challenges and how to best utilize existing planning tools.[Updated July 28 2011- KK] | Chloe Fox | Sep-23-2010 | On Going |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|----------|

## Jul-22-2010

| No. | Activity | Responsibility | Target Date | Status |
|-----|----------|----------------|-------------|--------|
|-----|----------|----------------|-------------|--------|

- |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |             |          |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|----------|
| 1 | Regional District of Nanaimo, Protocol Agreement meeting to be added to next LTC agenda; PA meeting not to be held until updates to PA are prepared in Draft form; agenda items identified to date include: Greenhouse Gas Reduction targets and actions, overlap and complimentary efforts for climate change and GHG reduction work, public transportation, watershed protection work and information sharing; housing agreements and administration thereof; building permits and inspection, OCP and LUB Review including designation and zoning of community and regional parks<br><br>Groundwater - for addition on agenda as per Aug 19 LTC meeting<br><br>Update (October 27, KK): Meeting not to take place until staff have drafted wording for the protocol, LTC would like this meeting to happen ASAP.<br><br>Questions to ask RDN: How will Gabriolans benefit from paying taxes towards the Regional Growth Strategy? What will the benefits be (funding for GHG projects, affordable housing)?What does RDN have coming up for Gabriola in terms of ground water?<br><br>Update (September 22, 2011 LTC meeting, CF): Staff directed to set up a meeting with the RDN before mid-November, if possible, or otherwise early in the next term (ie: January 2012).<br><br>Staff are working with RDN staff to set up a meeting for late November 2011. Meeting date and agenda items TBD (October 18, 2011 - CF) | Chloe Fox<br>Chris Jackson | Aug-19-2010 | On Going |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|----------|

Update (October 27, 2011 LTC meeting, CF): LTC requests that the RDN administer Housing Agreements within Electoral Area B as part of the protocol agreement.

Meeting not scheduled for November 2011. RPM to work on scheduling a meeting for the new year (November 28, 2011 - CF).

## Jan-27-2011

| No. | Activity                                                                    | Responsibility | Target Date | Status   |
|-----|-----------------------------------------------------------------------------|----------------|-------------|----------|
| 1   | Staff directed to do the following with respect to Snuneymuxw First Nation: | Chloe Fox      | May-19-2011 | On Going |

1) Staff to work with Snuneymuxw First Nation staff to finalize joint letter seeking funding for archaeological mapping and bring letter to an LTC meeting before sending.

2) GBLTC to host and invite Snuneymuxw First Nation Councilor Geraldine Manson to make a storytelling presentation on Gabriola.

## Feb-24-2011

| No. | Activity                                                                                                                                                        | Responsibility | Target Date | Status   |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| 1   | GBLTC to refer the VRC documents 'Gabriola Water Supply' dated October 4, 2010 and 'Liquid Waste Management' dated October 27, 2010 to the RDN for information. | Chloe Fox      | Nov-03-2011 | On Going |

21

## Jul-28-2011

| No. | Activity                                                                                                                   | Responsibility | Target Date | Status   |
|-----|----------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| 1   | Trustee Malcolmsen to discuss roadside signage solutions with the Gabriola Chamber of Commerce and report back to the LTC. | Chloe Fox      | Sep-22-2011 | On Going |

|   |                                                                                                           |           |             |          |
|---|-----------------------------------------------------------------------------------------------------------|-----------|-------------|----------|
| 1 | Staff directed to draft bylaw amendments to update zoning on Parkland acquired since the 1997 OCP review. | Chloe Fox | Sep-22-2011 | On Going |
|---|-----------------------------------------------------------------------------------------------------------|-----------|-------------|----------|

|   |                                                                                                                                |                             |             |      |
|---|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|------|
| 1 | Trustee Ferens to reply to Mr. James' July 24th letter clarifying the LTC's jurisdiction in relation to Green's Landing Wharf. | Deborah Ferens<br>Chloe Fox | Sep-22-2011 | Done |
|---|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|------|

|   |                                                                                                                                                                     |           |             |          |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|----------|
| 1 | Staff requested to consult with MOTI to explore possibilities for working in cooperation with MOTI in relation to signs that are on the Ministry road right of way. | Chloe Fox | Oct-20-2011 | On Going |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|----------|

## Aug-19-2011

| No. | Activity                                                                                                                           | Responsibility             | Target Date | Status   |
|-----|------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|----------|
| 1   | LTC directs staff to release upto \$500 from the LTC expense communications budget for an LTC newsletter.                          | Chloe Fox<br>Nancy Roggers | Sep-22-2011 | On Going |
| 1   | Staff to consider developing a Trust-wide OCP review process 'Best Practices Model', in light of budget and resource restrictions. | Chloe Fox                  | Dec-30-2011 | On Going |

## Sep-22-2011

| No. | Activity                                                                                                                          | Responsibility | Target Date | Status   |
|-----|-----------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| 1   | Staff to report back to the LTC regarding a finalized consultation strategy for general education and information regarding DPAs. | Chloe Fox      | Feb-01-2012 | On Going |

## Oct-27-2011

| No. | Activity                                                                                                                                                                                                                                                          | Responsibility             | Target Date | Status |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|--------|
| 1   | Staff to refer the email dated October 13, 2011 from Edward Osmond-Jones regarding Application for Residential/Private Mortgage #1413651 Descanso Bay to the Bylaw Enforcement Officer and send a note to Mr. Osmond-Jones acknowledging that this has been done. | Chloe Fox<br>Theresa Vieau | Nov-04-2011 | Done   |

|   |                                                                                                                                                                                                  |           |             |      |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|------|
| 1 | LTC to write a letter to Jacinthe Eastick addressing what the LTC has done with respect to the ALC and what can be done with respect to the ruling of the courts regarding Bulkwater Extraction. | Chloe Fox | Nov-11-2011 | Done |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|------|

|   |                                                                                                                                                                                                                                                                  |                                                             |             |      |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------|------|
| 1 | LTC release from its Local Expense Account (65000) up to \$225 to purchase Trust Fund Board Birthday Calendars for each of the 15 Volunteer Review Committee members and request that staff mail these to the members along with a copy of the consolidated OCP. | Chloe Fox<br>Jacquie Hill<br>Nancy Roggers<br>Theresa Vieau | Nov-30-2011 | Done |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------|------|

|   |                                                                                             |               |             |          |
|---|---------------------------------------------------------------------------------------------|---------------|-------------|----------|
| 1 | Move \$200 from the Special Projects Account (65230) to the Communications Account (65220). | Nancy Roggers | Nov-30-2011 | On Going |
|---|---------------------------------------------------------------------------------------------|---------------|-------------|----------|

|   |                                                                                                                               |                             |             |      |
|---|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|------|
| 1 | LTC to send a thank you card to Jacinthe Eastick acknowledging her resignation from the APC and thanking her for her service. | Deborah Ferens<br>Chloe Fox | Dec-01-2011 | Done |
|---|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|------|

|   |                                                                                                                                            |           |             |          |
|---|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|----------|
| 1 | Staff to forward the report 'Gabriola Island Village Core World Cafe Workshop - Summary Report' to the 2011-2014 LTC for their information | Chloe Fox | Jan-06-2012 | Done     |
| 1 | Staff to update the 2010 Build-Out Map Report for Gabriola Island.                                                                         | Chloe Fox | Jan-31-2012 | On Going |



Islands Trust

# Memorandum

700 North Road Gabriola Island BC V0R 1X3

Telephone **250. 247-2063** FAX: 250. 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date: January 9, 2011

File Number: GB/02

To: Gabriola Island Local Trust Committee

From: Chloe Fox  
Island Planner

Re: **Advisory Commission Appointments**

At their October 27, 2011 meeting, the Local Trust Committee adopted a Terms of Reference for an Agricultural Advisory Commission and considered a draft Terms of Reference for a Transportation Advisory Commission, which were subsequently modified and adopted by Resolution without Meeting on November 10, 2011. A call for expressions of interest to serve on these advisory commissions was posted to the Gabriola page of the Islands Trust website and appeared in one edition of both the Gabriola Sounder and The Flying Shingle in December 2011. The closing date for expressions of interest was December 16, 2011.

In addition to these advisory commissions, there have also been two (2) recent resignations from the Advisory Planning Commission: Jacinthe Eastick and, most recently, Howard Houle. A call for expressions of interest in serving the remainder of the term for the position vacated by Jacinthe Eastick occurred in tandem with the call for the Agricultural and Transportation Advisory Commissions.

Appointments to the Agricultural Advisory Commission, the Transportation Advisory Commission and the Advisory Planning Commission must be made by resolution of the Local Trust Committee. Consideration of expressions of interest will occur in closed meeting, following which appointments will be made by resolution in open meeting. The purpose of this memorandum is to provide a summary of those who have expressed interest in serving on the commissions and the process for appointments.

## **AGRICULTURAL ADVISORY COMMISSION**

In accordance with the Terms of Reference for the Agricultural Advisory Commission (AAC), the LTC should appoint five (5) members to the commission for a two (2) year term. Prior to the closing date, six (6) expressions of interest were received from the following members of the public:

- Eric Veale
- Jenny MacLeod
- John Switzer
- Sal Dominelli
- Sonja Zupanec
- Veronica Hartman

## **TRANSPORTATION ADVISORY COMMISSION**

In accordance with the Terms of Reference for the Transportation Advisory Commission (TAC), the LTC should appoint five (5) members to the commission for a two (2) year term. Prior to the closing date, eight (8) expressions of interest were received from the following members of the public:

- Tina Taylor
- Steven Earle
- Phillip Vannini
- Judith Roux
- John Hodgkins
- Jim Ramsay
- Deborah Ferens
- Deb Scott

## **ADVISORY PLANNING COMMISSION**

In response to the resignation of Jacinthe Eastick from the Advisory Planning Commission, one (1) position on the Advisory Planning Commission for the remainder of the current term, ending April 30, 2012, was advertised, with a closing date of December 16, 2011 for expressions of interest. Prior to the closing date, five (5) expressions of interest were received from the following members of the public:

- Alix Hodson
- Andrew Deggan
- David Boehm
- Deb Scott
- Stuart Denholm

Since the advertisement period, Howard Houle has also resigned from the Advisory Planning Commission. Given the number of expressions of interest received, the LTC may wish to fill the now two (2) vacant positions from the above-noted interested members of the public. Both appointments should be made for the remainder of the current term, ending April 30, 2012.

Pc Chris Jackson, Regional Planning Manager

**From:** Jacinthe [\[mailto:pandje@shaw.ca\]](mailto:pandje@shaw.ca)

**Sent:** December-14-11 5:53 PM

**To:** Sheila Malcolmson; David Graham; Gisele Rudischer

**Subject:** Re: [ktt] Gabriola LTC advisory committee volunteers needed by Friday

Dear Trustees,

Are you envisaging creating a Forestry Advisory Commission? I think that it is a must and certainly as important as agriculture. After all, trees are our biggest asset to offset our green house gas emissions. In my opinion, existing policies on Forestry should be reviewed carefully and enhanced. Someone has also suggested to me that a Water Advisory Commission should be created to complement the advice of the Ground Water Management Society. A different new perspective on how to best protect the resource that support life on this Island might be helpful.

I would like to apply for a position on the Forestry Advisory Commission if you intend to create one.

Yours truly,

Jacinthe B. Eastick

1585 Perry Rd, Gabriola island, B.C.

VOR 1X7

250-247-8107

**From:** Howard Houle [<mailto:grandslambc@yahoo.ca>]  
**Sent:** December-19-11 8:33 AM  
**To:** Sheila Malcolmson; Gisele Rudischer  
**Cc:** melaniemamoser  
**Subject:** APC

Islands trust

Please consider this email as my official resignation from the APC.  
Would like to thank the community for the pleasure of serving them for the last 5 years. My time on the APC was always interesting and challenging and would encourage any one thinking of seeking a seat on the APC to do so.  
Thank-you  
Howard Houle

From: Eric Veale [mailto:ericveale@shaw.ca]  
 Sent: January-09-12 10:57 PM  
 To: Chloe Fox  
 Cc: Becky McErlean  
 Subject: Agriculture and Food Security

Gabriola Island Local Trust Committee

OCP/LUB 2012

In the spring of 2006 People for a Healthy Community (PHC) released their Building Capacity Report after hosting Gabriola Islands first Food Forum.

In the early springs of 2008-09-10 and 11 Gabriolan's for Local Food Choices picked up the torch hosting Food Forums to further engage the public in building awareness and actions in the support of building Food Security.

Public input over the past five years indicates a need for a multifaceted proactive approach to the protection and encouragement of our agricultural base.

In addition there are a number of innovative ways to enhance personal and collective food security through advocacy and the transitioning of appropriate public land to maximize self-reliance.

We encourage the LTC to give a high priority and to support in all ways possible the building of our Food Security

Best Regards,  
 Eric Veale & Dona Bradley  
 1993 Molly's Way  
 Gabriola Island  
 250-247-9567  
[www.slo-foods.com](http://www.slo-foods.com)  
[www.goal-2025.com](http://www.goal-2025.com)  
[www.csnn.ca](http://www.csnn.ca)



**Islands Trust**

Print Date: Jan-09-2012

## Top Priorities

### Gabriola Island

| No. | Description                                                                                                                                                                                                                                                                                      | Activity | Received/Initiated | Responsibility | Target Date | Status      |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------|----------------|-------------|-------------|
| 1   | Gabriola Planning Area OCP Review:<br>1) Rezoning new RDN Parks and ITF nature reserves<br>2) Hazardous Areas and Steep Slopes DPA (finalize draft maps and public consultation strategy)<br>3) Riparian Areas Regulation (mapping only)<br>4) Technical review- housekeeping and implementation |          | Jun-28-2011        | Chloe Fox      | Aug-18-2011 | On<br>Going |
| 2   | 1 Development Permit Area factsheet development                                                                                                                                                                                                                                                  |          | Jul-28-2011        | Chloe Fox      |             | On<br>Going |
| 1   | Development of policies regarding cottage densities for density banking.                                                                                                                                                                                                                         |          |                    | Chloe Fox      |             | On<br>Going |
| 1   | Establishing a Transportation Advisory Commission and an Agricultural Advisory Commission.                                                                                                                                                                                                       |          | Oct-27-2011        | Chloe Fox      |             | On<br>Going |
| 2   | Snuneymuxw First Nation Protocol Agreement Implementation                                                                                                                                                                                                                                        |          |                    | Chris Jackson  |             | On<br>Going |



**Islands Trust**

Print Date: Jan-09-2012

## Projects

### Gabriola Island

| No. | Description                                                                                  | Activity | Received/Initiated | Status   |
|-----|----------------------------------------------------------------------------------------------|----------|--------------------|----------|
| 2   | Development Approval Information Bylaw                                                       |          | Mar-20-2008        | On Going |
| 2   | Mudge and DeCourcy Island greenhouse gas emission inventories                                |          | Jan-27-2011        | On Going |
| 2   | DeCourcy Island Official Community Plan Review and Advisory Planning Commission Appointments |          | Apr-21-2011        | On Going |



Islands Trust

Print Date: Jan-09-2012

## Applications w/ Status - Gabriola Island Status: Open

### Applications

#### Agricultural Land Reserve

| File Number   | Applicant Name                                      | Date Received | Purpose                                                             |
|---------------|-----------------------------------------------------|---------------|---------------------------------------------------------------------|
| GB-ALR-2011.1 | George & Lorna Davison<br><b>Planner:</b> Chloe Fox | Sep-14-2011   | 2370 Shaw Road & 2345 South Road Boundary adjustment with neighbour |

#### Planning Status

**Status Date:** Jan-06-2012

Staff report to January 19, 2012 LTC meeting

**Status Date:** Oct-19-2011

Planner reviewing file

| File Number   | Applicant Name                               | Date Received | Purpose                                          |
|---------------|----------------------------------------------|---------------|--------------------------------------------------|
| GB-ALR-2011.2 | Murray Grant<br><b>Planner:</b> Marnie Eggen | Oct-06-2011   | Gregory - 2150 South Road Subdivision in the ALR |

#### Planning Status

**Status Date:** Jan-03-2012

Application is being withdrawn

#### Development Variance Permit

| File Number   | Applicant Name                                                         | Date Received | Purpose                                     |
|---------------|------------------------------------------------------------------------|---------------|---------------------------------------------|
| GB-DVP-2011.2 | Gabriola Island Recycling Organization<br><b>Planner:</b> Linda Prowse | Oct-19-2011   | Variance to set-back to build on fence line |

#### Planning Status

## Rezoning

| File Number                                                                                                                        | Applicant Name                                                         | Date Received | Purpose                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GB-RZ-2007.1                                                                                                                       | Donald and Brad Powell<br><b>Planner:</b> Kaitlin Kazmierowski         | Feb-16-2007   | To rezone a portion of approximately 2 acres from institutional to seniors.                                                                                              |
| <b>Planning Status</b>                                                                                                             |                                                                        |               |                                                                                                                                                                          |
| <b>Status Date:</b> May-11-2011                                                                                                    |                                                                        |               |                                                                                                                                                                          |
| New information received by applicant- currently under review by planner                                                           |                                                                        |               |                                                                                                                                                                          |
| <b>Status Date:</b> Jan-17-2011                                                                                                    |                                                                        |               |                                                                                                                                                                          |
| Letter sent to applicant stating that if required information is not received by staff within 30 days, the file will be closed.    |                                                                        |               |                                                                                                                                                                          |
| <b>Status Date:</b> Aug-12-2010                                                                                                    |                                                                        |               |                                                                                                                                                                          |
| Applicant sent mail Jan. 26, 2009 requesting any new information. No response received to date.                                    |                                                                        |               |                                                                                                                                                                          |
| File Number                                                                                                                        | Applicant Name                                                         | Date Received | Purpose                                                                                                                                                                  |
| GB-RZ-2009.1                                                                                                                       | Williamson & Associates<br><b>Planner:</b> Chloe Fox                   | Nov-09-2009   | Proposed Density Transfer - transfer of lands off South Road (south of 707 park) to lands off Daniel Way in the Locke Bay Development Permit Area to create 10 new lots. |
| <b>Planning Status</b>                                                                                                             |                                                                        |               |                                                                                                                                                                          |
| <b>Status Date:</b> Jan-06-2012                                                                                                    |                                                                        |               |                                                                                                                                                                          |
| Early referral responses sent to applicant, waiting to hear back from applicant on how he wishes to proceed                        |                                                                        |               |                                                                                                                                                                          |
| <b>Status Date:</b> Oct-19-2011                                                                                                    |                                                                        |               |                                                                                                                                                                          |
| Supplemental information staff report including early referral responses to the LTC for their October 27, 2011 meeting             |                                                                        |               |                                                                                                                                                                          |
| <b>Status Date:</b> Sep-08-2011                                                                                                    |                                                                        |               |                                                                                                                                                                          |
| Staff met with applicant to discuss the conceptual plan as methods for protecting unique natural features on the receiver parcels. |                                                                        |               |                                                                                                                                                                          |
| File Number                                                                                                                        | Applicant Name                                                         | Date Received | Purpose                                                                                                                                                                  |
| GB-RZ-2010.1                                                                                                                       | Mary & Scott/Linda Beckstead & Littlejohn<br><b>Planner:</b> Chloe Fox | Jul-14-2010   | Coho Boulevard, Mudge Island Rezoning to increase density potential from 1 to 4                                                                                          |
| <b>Planning Status</b>                                                                                                             |                                                                        |               |                                                                                                                                                                          |

**Status Date:** Jan-06-2012

Updated staff report to January 19, 2012 LTC meeting

**Status Date:** Oct-19-2011

LTC directed staff to refer the application to the Mudge APC. Staff working with the Mudge APC to set a date for a meeting to discuss the referral in November 2011

**Status Date:** Sep-08-2011

Staff met with applicants to discuss further amenities, alternative options for lot sizes and configurations, and challenges to this application. A staff report will be presented at the September 22 LTC meeting.

## Subdivision

| File Number                   | Applicant Name             | Date Received | Purpose                                                         |
|-------------------------------|----------------------------|---------------|-----------------------------------------------------------------|
| GB-SUB-2001.1                 | Centre Stage Holdings Ltd. | Mar-15-2001   | To create 49 lots from 2 lots. Revised application for 49 lots. |
| <b>Planner:</b> Chris Jackson |                            |               |                                                                 |

## Planning Status

**Status Date:** Nov-28-2011

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

**Status Date:** Aug-14-2009

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

**Status Date:** Aug-06-2009

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

| File Number                   | Applicant Name                                       | Date Received | Purpose             |
|-------------------------------|------------------------------------------------------|---------------|---------------------|
| GB-SUB-2006.4                 | Williamson & Associates for Potlatch Properties Ltd. | Mar-24-2006   | Boundary adjustment |
| <b>Planner:</b> Chris Jackson |                                                      |               |                     |

## Planning Status

**Status Date:** Aug-12-2010

Staff contacted applicant in Aug 2009 to confirm if applicant wishes to proceed; no direction provided from applicant

**Status Date:** Sep-14-2009

no change

**Status Date:** Aug-19-2009

Staff contacted surveyor; surveyor is confirming that applicants do not intend to proceed

| 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 518031) OF THE NORTH 1/2 OF THE NORTH EAST 1/4 OF SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT) |
| <b>Planner:</b> Marnie Eggen |                                 |               |                                                                                                                                                               |

### Planning Status

**Status Date:** Aug-12-2011

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

**Status Date:** Jul-20-2011

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

**Status Date:** Aug-12-2010

Waiting for information from applicant

| File Number                   | Applicant Name             | Date Received | Purpose              |
|-------------------------------|----------------------------|---------------|----------------------|
| GB-SUB-2008.4                 | J.E. Anderson & Associates | Nov-28-2008   | Boundary adjustment. |
| <b>Planner:</b> Chris Jackson |                            |               |                      |

### Planning Status

**Status Date:** Aug-12-2010

please refer to GB-SUB-2001.1 for update

**Status Date:** Aug-14-2009

see GB-SUB-2001.1

**Status Date:** Aug-06-2009

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

| File Number                   | Applicant Name            | Date Received | Purpose               |
|-------------------------------|---------------------------|---------------|-----------------------|
| GB-SUB-2009.3                 | Michael/Marie Zane/Gauvin | Jul-20-2009   | Four lot subdivision. |
| <b>Planner:</b> Chris Jackson |                           |               |                       |

### Planning Status

**Status Date:** Oct-19-2011

Applicant working on PLA conditions. Final plans submitted for compliance with IT bylaws. Planner reviewing submission (CF)

**Status Date:** Feb-11-2011

MOTI awaiting PLA conditions to be met, potable water and drainage report

**Status Date:** Aug-12-2010

waiting for information from applicant

| File Number   | Applicant Name                                               | Date Received | Purpose                             |
|---------------|--------------------------------------------------------------|---------------|-------------------------------------|
| GB-SUB-2010.2 | Gary and Jane McCollum and Krul<br><b>Planner:</b> Chloe Fox | Aug-13-2010   | 1520 McCollum Road Create 7 parcels |

### Planning Status

**Status Date:** Sep-12-2011

Applicant is reviewing options for water/ sewer on small parcels as per VIHA referral response. MOTI awaiting revised plan.

**Status Date:** May-31-2011

Preliminary subdivision referral report sent to MOTI and applicant.

**Status Date:** Jan-17-2011

Staff reviewing application

| File Number   | Applicant Name                                                                    | Date Received | Purpose                                                                                                                                                                             |
|---------------|-----------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GB-SUB-2011.1 | Williamson & Associates<br>Professional Surveyors<br><b>Planner:</b> Marnie Eggen | 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) |

### Planning Status

**Status Date:** Oct-25-2011

PLA received

**Status Date:** Aug-22-2011

Referral review completed and sent to MOTI.

**Status Date:** May-11-2011

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

| File Number | Applicant Name | Date Received | Purpose |
|-------------|----------------|---------------|---------|
|-------------|----------------|---------------|---------|

GB-SUB-2011.2

Williamson &  
Associates  
(Potlatch  
Properties-Medical  
Clinic )  
**Planner:** Chloe Fox

May-31-2011

695 Church Street Subdivision to create 2 parcels

### **Planning Status**

**Status Date:** Jan-06-2012

Applicant applied for final approval from MOTI, letter confirming compliance with IT bylaws sent to MOTI January 5, 2011

**Status Date:** Sep-15-2011

PLA issued by MOTI

**Status Date:** Aug-09-2011

Planner has reviewed file and sent report to MOTI.

| File Number   | Applicant Name                                          | Date Received | Purpose                                                                                 |
|---------------|---------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------|
| GB-SUB-2011.3 | Williamson &<br>Associates<br><b>Planner:</b> Chloe Fox | Aug-23-2011   | Windecker Drive / Jolly Brothers Road Subdivision to create 4 rural residential parcels |

36

### **Planning Status**

**Status Date:** Oct-24-2011

PLA from MoTI recieved

**Status Date:** Oct-03-2011

Preliminary Approval sent to MoTI

**Status Date:** Sep-15-2011

Site Visit conducted

| File Number   | Applicant Name                                      | Date Received | Purpose                                                       |
|---------------|-----------------------------------------------------|---------------|---------------------------------------------------------------|
| GB-SUB-2011.4 | John & Janice<br>Raven<br><b>Planner:</b> Chloe Fox | Sep-12-2011   | 1597 Starbuck Lane / 1589 Whalebone Drive Boundary Adjustment |

### **Planning Status**

**Status Date:** Oct-21-2011

Referral report sent to MOTI

**Status Date:** Oct-12-2011

Planner reviewing file

| File Number                                                                        | Applicant Name                              | Date Received | Purpose                                              |
|------------------------------------------------------------------------------------|---------------------------------------------|---------------|------------------------------------------------------|
| GB-SUB-2011.5                                                                      | George Davison<br><b>Planner:</b> Chloe Fox | Sep-26-2011   | 2370 Shaw Road / 2345 South Road Boundary Adjustment |
| <b>Planning Status</b>                                                             |                                             |               |                                                      |
| <b>Status Date:</b> Jan-06-2012                                                    |                                             |               |                                                      |
| Subdivision Referral Report sent to MOTI January 6, 2011                           |                                             |               |                                                      |
| <b>Status Date:</b> Dec-15-2011                                                    |                                             |               |                                                      |
| Site visit conducted                                                               |                                             |               |                                                      |
| <b>Status Date:</b> Oct-19-2011                                                    |                                             |               |                                                      |
| Planner reviewing file                                                             |                                             |               |                                                      |
| <b>Temporary and Industrial Use Permit</b>                                         |                                             |               |                                                      |
| File Number                                                                        | Applicant Name                              | Date Received | Purpose                                              |
| GB-TUP-2011.1                                                                      | Anne Parker<br><b>Planner:</b> Chloe Fox    | Jun-16-2011   | 2310 Windecker Drive Short term vacation rental      |
| <b>Planning Status</b>                                                             |                                             |               |                                                      |
| <b>Status Date:</b> Oct-27-2011                                                    |                                             |               |                                                      |
| LTC resolved to deny the permit. Staff to send letter to applicant and close file. |                                             |               |                                                      |
| <b>Status Date:</b> Oct-19-2011                                                    |                                             |               |                                                      |
| Staff report and draft permit to LTC for October 27, 2011 meeting                  |                                             |               |                                                      |
| <b>Status Date:</b> Sep-15-2011                                                    |                                             |               |                                                      |
| Reviewing file - contacted applicant re: outstanding items (CF)                    |                                             |               |                                                      |

**From:** Nancy Rogers  
**Sent:** December-22-11 2:35 PM  
**To:** Chloe Fox; David Graham; Gisele Rudischer; Sheila Malcolmson; Becky McErlean  
**Cc:** Craig Elder  
**Subject:** Gabriola Expense report - December/11

Hello Trustees,

This is a summary only for the Agenda Package. Please be advised that the details of expenditures to date will be sent to you by email in January/12.

|                                        |                                | <b>Budget</b>    | <b>Spent</b>    | <b>Balance</b>  |
|----------------------------------------|--------------------------------|------------------|-----------------|-----------------|
| <b>Invoices posted to DEC 21, 2011</b> |                                |                  |                 |                 |
|                                        |                                |                  |                 |                 |
| 620 Gabriola                           | 65000 Trustee Expense          | 1,200.00         | 167.25          | 1,032.75        |
|                                        |                                |                  |                 |                 |
|                                        |                                |                  |                 |                 |
| 620 Gabriola                           | 65200 LTC Meetings             | 3,000.00         | 2,256.41        | 743.59          |
|                                        | 65210 APC Meetings             | 700.00           | 895.89          | (195.89)        |
|                                        | 65220 Communications           | 650.00           | 277.27          | 372.73          |
|                                        | 65230 Special Projects         | 3,825.00         |                 | 3,825.00        |
|                                        | 65240 Miscellaneous            | 2,725.00         | 225.00          | 2,500.00        |
|                                        | <b>TOTAL LTC Local Expense</b> | <b>10,900.00</b> | <b>3,654.57</b> | <b>7,245.43</b> |
|                                        |                                |                  |                 |                 |
| 620 Gabriola                           | 72300 OCP/LUB Expense          | 8,000.00         | 6,014.98        | 1,985.02        |

Thanks!

Nancy Rogers  
 Finance Officer

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

**Preserving island communities, culture and environment**

Please consider the environment before printing this email.



**REGIONAL  
DISTRICT  
OF NANAIMO**

November 24, 2011

Chris Jackson  
Regional Planning Manager  
Islands Trust  
700 North Road  
Gabriola Island, BC V0R 1X3

Dear Mr. Chris Jackson

**RE: Request for Funding Support - Water Budget Project  
Gabriola, Mudge and Decourcy Islands**

The Drinking Water and Watershed Protection (DWWP) program works to ensure that we have a sufficient, safe and sustainable supply of water now and in the future. The key goal of the program is to increase our understanding of local water resources and use this information to inform and improve land use decision making.

To increase our understanding of water resources, the RDN has initiated a Water Budget Project. This will identify how much water is available in the Regional District, where it is located, how much is being used, and how future land use and climate change will impact water supplies. The RDN will be working with a consultant beginning in January of 2012 to develop a conceptual groundwater model that describes the underground system that supplies water to residents of Gabriola, Mudge, and DeCourcy islands, and a water budget that assesses the level of stress in different areas.

Gabriola, Mudge, and DeCourcy islands are unique from the rest of the RDN in that the Islands Trust is responsible for land use planning. The RDN would like to work with the Islands Trust where possible to provide information on water resources to support land use decision making.

As part of this project, the consultant has been asked to identify and prioritize data gaps. Immediate priority data gaps have been defined as information that is critical to providing a basic water budget estimate and/or necessary to reasonably develop a conceptual understanding of the area. We anticipate this data will provide valuable and timely information to inform the Gabriola Island OCP update. In recognition of the complementary objectives of the Islands Trust in understanding groundwater in order to inform land use decisions, the RDN is requesting funding assistance for priority data collection as part of the Water Budget Project.

We would be pleased to discuss opportunities for the Islands Trust and the RDN to work together to support the protection of our valuable water resources.

Sincerely,

Mike Donnelly  
Manager of Water Services

cc: Sheila Malcolmson, Trustee, Islands Trust  
Deborah Ferens, Trustees, Islands Trust  
Gisele Rudischer, Director, Electoral Area B  
Howard Houlse, Director Elect, Electoral Area B

6300 Hammond Bay Rd.  
Nanaimo, B.C.  
V9T 6N2

Ph: (250)390-4111  
Toll Free: 1-877-607-4111  
Fax: (250)390-4163

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)



# GROWLS

Gabriola Rescue of Wildlife Society

P.O. BOX 334

Gabriola, BC

V0R 1X0

Contact:  
 Darlene Mace  
 Phone: 247.7415  
 Email: [dar.mace@gmail.com](mailto:dar.mace@gmail.com)  
[www.growls.ca](http://www.growls.ca)

January 10, 2012

Dear Gabriola Local Trust Committee,

On behalf of GROWLS (Gabriola Rescue of Wildlife Society), I would like to present two items for your next meeting agenda to consider funding.

1) Oiled Wildlife Response Workshop – GROWLS would like to host an oiled wildlife response workshop in cooperation with the oiled wildlife society. The purpose would be to train volunteers in the treatment of oiled wildlife and increase awareness of the impact oil spills have on our marine environment. <http://www.oiledwildlifesociety.com>. We are looking for funding for this project to make this workshop as accessible as possible for interested community volunteers.

2) Eagle Nest and Perching Tree Brochure– In consultation with WITS, a wildlife tree stewardship program of the Federation of BC Naturalists, GROWLS would like to create a brochure designed for local property developers and distributed partially through local realtors.

The purpose of this brochure would be to provide environmental stewardship information as well as present bylaws and regulations, recommended buffer zones, and legal protection of nesting trees.

The purpose of both these projects will be to increase at a practical community level the mandate of the Islands Trust.

Thank you for this consideration.

Darlene Mace



**Islands Trust**

## **GABRIOLA ISLAND LOCAL TRUST COMMITTEE**

Visit Our Website:

[www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

Contact us:

[northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)

# **PROPOSED BUSINESS MEETING SCHEDULE – 2012**

| <b>LOCAL TRUST COMMITTEE MEETING</b> |                 |
|--------------------------------------|-----------------|
| <b>THURSDAY, JANUARY 19, 2012</b>    | <b>10:15 AM</b> |
| <b>THURSDAY, FEBRUARY 23, 2012</b>   | <b>10:15 AM</b> |
| <b>THURSDAY, MARCH 22, 2012</b>      | <b>10:15 AM</b> |
| <b>THURSDAY, APRIL 19, 2012</b>      | <b>10:15 AM</b> |
| <b>THURSDAY, MAY 10, 2012</b>        | <b>10:15 AM</b> |
| <b>THURSDAY, JUNE 28, 2012</b>       | <b>10:15 AM</b> |
| <b>THURSDAY, JULY 26, 2012</b>       | <b>10:15 AM</b> |
| <b>THURSDAY, SEPTEMBER 6, 2012</b>   | <b>10:15 AM</b> |
| <b>THURSDAY, OCTOBER 4, 2012</b>     | <b>10:15 AM</b> |
| <b>THURSDAY, NOVEMBER 29, 2012</b>   | <b>10:15 AM</b> |

**THESE ARE REGULAR BUSINESS MEETINGS OF THE LOCAL TRUST COMMITTEE, WHERE ITEMS SUCH AS CORRESPONDENCE, APPLICATIONS AND BYLAWS WILL BE CONSIDERED.**

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

# STAFF REPORT

---

**Date:** December 15, 2011

**File No.:** GB-RZ-2010.1  
(Littlejohn & Beckstead)

**To:** Gabriola Island Local Trust Committee  
For the meeting of January 19, 2012

**From:** Chloe Fox  
Island Planner

**CC:** Chris Jackson  
Regional Planning Manager

---

**Re: Rezoning Application, Mudge Island – Update  
Parcel A (DD 5023N) of Section 28, Mudge Island, Nanaimo District  
PID 008 128 651**

**Owner:** Scott Littlejohn & Mary Beckstead  
**Applicant:** Same  
**Location:** Coho Boulevard, Mudge Island

## OVERVIEW:

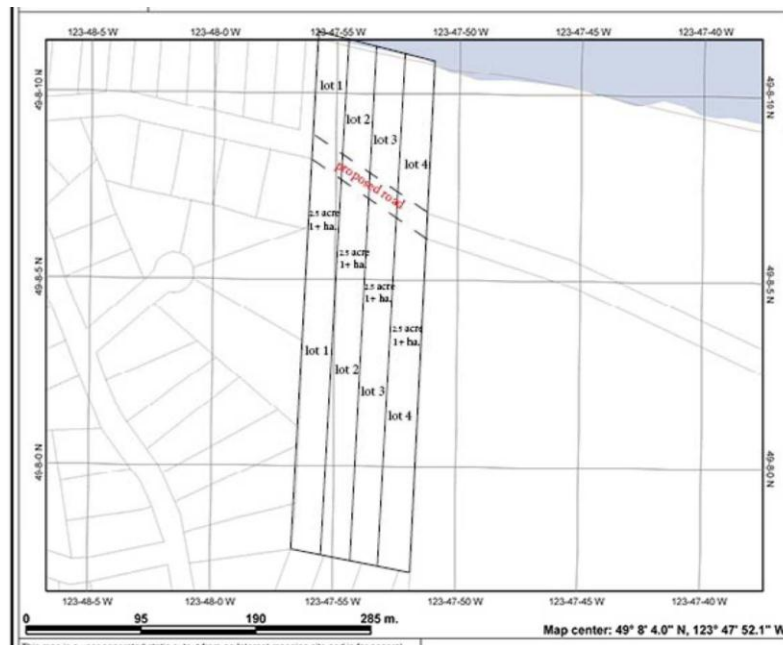
This application is to rezone a parcel of approximately 4.25 hectares (10.5 acres) on Mudge Island in order to permit a four lot subdivision, raising the density potential of the site from one lot to four. The Gabriola Island Local Trust Committee (LTC) has previously received three staff reports regarding this application (dated October 13, 2010, April 14, 2011 and September 9, 2011) and at the September 22, 2011 regular business meeting, the LTC referred the application to the Mudge Island Advisory Planning Commission (APC) for comment. This report builds on the three previous staff reports providing a summary of the recommendations of the Mudge Island APC as well as updated recommendations from staff.

## BACKGROUND:

The subject property is currently designated Rural Residential in the Mudge Island Official Community Plan, No. 227 (OCP) and zoned Rural Residential in the Mudge Island Land Use Bylaw, No. 228 (LUB). In accordance with the provisions of these bylaws, the subject property currently does not have subdivision potential. The applicants have requested a rezoning to increase the density potential of the property from one to four, facilitating the subdivision of the property into four lots.

Two conceptual subdivision layouts have been put forth in association with this application. Initially, the proposal was for two waterfront lots and two lots fronting Coho Boulevard. This configuration was subsequently deemed inadequate for properties serviced by private water supplies by the Vancouver Island Health Authority (VIHA) due to the small size of the waterfront

lots. Currently, the proposal is for four hooked lots of approximately 1 hectare (2.5 acres) in area (Map 1).



**Map 1: Current Proposed Subdivision Layout**

The subject property is currently bisected by an undedicated portion of Coho Boulevard. The application has been referred to staff at the Ministry of Transportation and Infrastructure (MOTI), who have indicated that this portion of Coho Boulevard is not considered a Section 42 road under the *Transportation Act*. As such, the full dedication of this portion of Coho Boulevard would be required through any future subdivision.

This application has also been referred to the Snuneymuxw First Nation, although no response has been received to date.

#### **MUDGE ISLAND APC COMMENTS:**

The Mudge Island APC considered the referral of this application at their meeting of November 19, 2011. In their referral, the LTC specifically requested comments on whether the Mudge Island APC feels the dedication of Coho Boulevard is sufficient enough an amenity for the proposed increase in density potential.

The resolutions of the November 19, 2011 meeting are included as Attachment 1 to this report. The Mudge Island APC recommends that the LTC deny the application as currently proposed and indicates that they would be supportive of a proposal to increase the density potential of the site to permit two lots, with full dedication of Coho Boulevard.

#### **STAFF COMMENTS:**

Despite the recommendations of the Mudge Island APC, the applicants have indicated that they wish to proceed with the application as currently proposed.

Staff have several concerns with this proposal, which have been provided in detail in previous staff reports on this application (dated October 13, 2010, April 14, 2011 and September 9, 2011). These concerns are summarized as follows:

#### *Density & amenity zoning provisions*

The applicants are requesting a substantial increase in density on one of the few remaining large parcels on Mudge Island. Mudge Island was subdivided into numerous small lots in the 1960s and early 1970s, which has created challenges for site servicing. With the majority of these lots still undeveloped, staff question whether it is desirable to create additional smaller lots when there is still significant potential for additional development on existing lots.

The Mudge Island OCP does, however, contain amenity zoning provisions, which allow for increased density in cases where there is demonstrable community benefit. Section 5.3 of the OCP provides guidelines for the use of amenity zoning provisions, which specify that subdivision regulations may include provisions that allow for increased density in exchange for land dedicated to the community. In addition, the guidelines specify that applications for an increase in density may be considered when one or more of the following community amenities are provided: protection of environmentally sensitive areas, acquisition of parkland, and establishment of a community dock facility, fire hall or community hall.

The only amenity that has been offered by the applicants in exchange for the proposed increase in density potential is the full dedication of the undedicated portion of Coho Boulevard that traverses the lot. Although road dedication is not specifically listed as an acceptable amenity provision in the above-noted OCP guidelines, staff recognize that this is the only road linkage connecting the east and west sides of Mudge Island and that a future landowner may choose to block public access across the lot. Despite this, staff feel that the road dedication does not sufficiently justify the proposed increase in density potential. This is because the full dedication of this portion of Coho Boulevard would be required through any future subdivision, including a two lot subdivision. Therefore, road dedication should not be thought of as an 'amenity' that could be subject to amenity zoning provisions, nor should it be thought of as necessarily tied to the specific proposal to permit four lots.

#### *Lot configuration*

Staff recognize that this application is for rezoning and that the ultimate configuration of future lots may change should this application proceed to subdivision stage. It should be noted, however, that staff have concerns with the subdivision layout as currently proposed.

While the Mudge Island OCP does not contain any regulations with respect to the creation of new hooked lots, they are generally not considered a desirable development pattern as they are not a contiguous use of land area and may serve as a precursor to further subdivision in the future. In addition, the configuration of the proposed lots may not comply with the regulations of Section 8.5 of the Mudge Island LUB, which stipulates that no lot in a subdivision may have a depth greater than three times its width and that the minimum road frontage of a lot must be 10% of the perimeter of the lot. While the LTC can choose to waive the latter requirement, the former requirement may require a variance.

#### *Additional Directives from Mudge Island OCP*

The Mudge Island OCP advocates the use of the 'precautionary principle' when contemplating any bylaw amendment; that is, erring on the side of the environment, not of development, and reserving the consideration of final decisions until adequate and appropriate information is

obtained. The October 13, 2010 staff report on this application highlights a number of additional directives from the Mudge Island OCP that are relevant to this application and that request the provision of additional information from the applicant. These include the following:

- Identify and comment on adequate sources of potable water, including on-site storage capacity and impact on the quality and quantity of water available for adjacent land uses, both existing and potential;
- Identify and comment on sewage disposal capability, including how the development will not lead to cross contamination of wells and not negatively impact neighbouring use and enjoyment of property nor negatively affect wetlands, streams and the sea;
- Mapping of the parcel and proposed plan of subdivision, prepared by a BC Land Surveyor to show accurate parcel dimensions, the location of the road right-of-way, and the location of wells, septic fields and reserve fields;
- Provide comment on access to the island, including daily commuting and transportation of large items and construction material;
- Provide comments on site development and land alteration, including:
  - Soil conditions – stability, drainage, slope, topography, absorption and suitability for vegetation
  - Changes to surface water drainage patterns to and from wetlands, streams, the sea and adjacent properties
  - Selective, careful and sustainable use of renewable natural resources in ways consistent with the goals and policies of the OCP
  - Preservation of historic, cultural and archaeological sites
  - Creation of sufficient buffer areas to minimize potential conflicts with neighbours
  - How land clearing and alteration disturbances will be minimized
  - Retention of views from neighbouring properties and from the sea
  - Provision of trails.

To date, the applicant has not provided information on any of the above-noted OCP directives.

Given these concerns, staff recommend that the LTC proceed no further with this application and that staff be directed to close the file. Should this application proceed, staff recommends that the above-noted Mudge Island OCP policy directives be addressed prior to public hearing on the rezoning.

#### **OPTIONS:**

Several options are available to the LTC. These are listed below:

- 1) Proceed no further with this application and direct staff to close the file; or
- 2) Direct staff to prepare a draft bylaw for the proposed rezoning.

#### **RECOMMENDATIONS:**

**THAT** the Gabriola Island Local Trust Committee reject GB-RZ-2010.1 (Littlejohn & Beckstead) and direct staff to close the file.

List of Attachments:

**Attachment 1:** Resolutions from the Mudge Island Advisory Planning Commission meeting of November 19, 2011

---

Prepared and Submitted by:

*Chloe Fox*

---

Chloe Fox  
Island Planner

*December 15, 2011*

---

Date

Concurred in by:

*Chris Jackson*

---

MCIP, Regional Planning Manager

*December 19, 2011*

---

Date

## ATTACHMENT 1: Resolutions from the Mudge Island Advisory Planning Commission Meeting of November 19, 2011



### RESOLUTION OF THE MUDGE ISLAND ADVISORY PLANNING COMMISSION MEETING

Held on November 19, 2011  
on Mudge Island

The following resolution was passed at a regular meeting of the Mudge Island Advisory Planning Commission:

That the Mudge Island Advisory Planning Commission recommends that the Gabriola Island Local Trust Committee

1. Deny the rezoning application GB-RZ-2010 as presented.  
Moved by David Laidlaw, seconded by Jes Andersen, carried.

2. That It would be acceptable to create a two (2) lot subdivision subject to the existing private road being dedicated to public roadway.  
Moved by David Laidlaw, seconded by Jes Andersen, carried.

Signed by: David Laidlaw Chairperson  
on Dec 6/11

Mudge APC Minutes – November 19, 2011

**From:** scott littlejohn [<mailto:scott@bcrecording.ca>]  
**Sent:** Tuesday, January 10, 2012 8:59 PM  
**To:** Gisele Rudischer; Sheila Malcolmson  
**Cc:** Chloe Fox; [marydan@live.ca](mailto:marydan@live.ca); [scott@livingforest.com](mailto:scott@livingforest.com); 'Linda Littlejohn'  
**Subject:** Jan. 19, 2012 Gabriola Island Local Trust Committee meeting RE: 10 Acre rezoning application

As one of the owners of the 10 acres that is the subject of a rezoning application, attached is my submission to be included in the Agenda for the January 19, 2012 meeting, where our rezoning application is to be discussed. I'm hoping you will find time to read this background information on the matter ahead of the meeting.

I've CC'd this to my our business partner, and co owner, Mary Beckstead, who is out of town, and Trust staff member Chloe Fox. I would respectfully ask that Chloe also forward this to the members of the Mudge Island Advisory Committee who were gracious enough to welcome us into their home and meeting on the matter in November, for their information, to keep abreast of the application.

Thank you for your time and consideration, it is appreciated.

Yours truly,

Scott Littlejohn  
3760 Departure Bay Road,  
Nanaimo, B.C.  
V9T 1C4

250-751-4769

January 10, 2012

Dear Island Trustee,

A rezoning application for the 10 acre Mudge Island property that Mary Beckstead (my business partner in this application) and my wife and I own, which was initiated some 18 months ago, is on the agenda for consideration by Trustees at the Jan. 19, 2012 meeting. In addition to the formal application and the accompanying staff recommendation report, I would like to submit the following as our 'plain language' perspective of the problems and proposed solutions to the situation we find ourselves in, and some speculation as to where your decision on the matter could lead.

Our application relates to creating four separate and roughly equal properties from our 10 acre parcel (see page 3 map), which by itself makes it a contentious matter for you Trustees, Mudge Islanders, and us. But there is a multiplying factor beyond the usual impact of density issues within this application, making it far more important to Mudge Islanders. There exists a BC Hydro access right of way through our property which is NOT a legal road, but is, and has been used illegally for many years by Islanders to get from one end of Mudge to the other. The outcome of this application will determine whether there will be a secure vehicle transportation corridor across the length of the Island by obtaining legal road status across our property once and for all, or if that transportation route will continue to be threatened. The threat is that this piece of property will likely have new owners soon. New owners may not be as tolerant as we have been-- owners that may take action to prevent access across the 10 acres and effectively, Mudge Island. I think every stakeholder would agree it is time to come to a fair and permanent solution to Mudge Island's road system.

Perhaps many years ago, Mudge Island didn't need connecting road access from one end of the island to the other. Today, however, that need is real, as evidenced by the vehicle traffic that trespasses through our property daily, on the BC Hydro right of way. The BC Ministry of Transportation letter from Mar. 14, 2011, on file in your office, clearly states that the Hydro access is not a public road. The following map shows Mudge's road system with our 10 acre parcel shaded in green, illustrating how the road system would connect the whole Island, if there were a legal public road across our property.



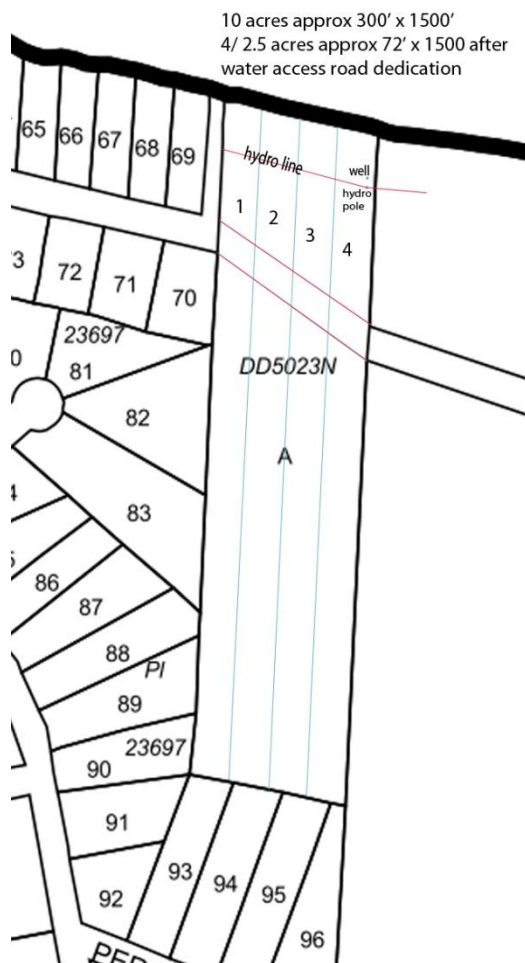
If there were no need for this road access by the Islanders, and our property was able to be used with all of the rights enjoyed by every other landowner in BC, we wouldn't have applied for rezoning, knowing there would be no reason to expect relaxation of the existing bylaws on lot size. But Islanders obviously need that road access so we've applied to you for permission to create four lots from the 10 acres in return for turning the illegal road into a legal one. The BC Hydro right of way is used as though it is a public roadway by Islanders everyday, without compensation in any form, which negatively impacts the value and usability of our property. And since we're at a point in our lives when retirement beckons, one way or another we will not be the owners of this property for much longer.

Because the existing bylaws and regulations in place for Mudge Island under your stewardship do not contain any visible tools for an equitable solution to the situation we find ourselves in, and given the multifaceted nature of the problem, we're asking you to carefully consider the proposal we've put forward. We strongly feel that in this situation, there are circumstances far outside of the norm, and suggest that the spirit and intent of the zoning bylaws should be the guiding force for your decision, and that the literal wording of the bylaws should perhaps be set aside as inappropriate instruments to wield in this case because of its unique circumstances.

We're asking you to provide leadership with a decision that can strike a balance to provide the greatest benefit to the residents of the Island and relief to us or future owners of this property. The status quo is punitive to us, and provides only uncertainty to Islanders, technically making them lawbreakers whenever they cross our property to get from one side of Mudge to the other.

Ours is a long, narrow 10 acre waterfront property. The BC Hydro right of way access road (in red lines on the following map) connects the two legal public roads and also splits the 10 acres into two parts (approx. 7.5 acres on the inland side and 2.5 acres on the water side), along a natural topographical division between the

relatively flat water side and the steady sloping upper side.



I would like you to imagine what the situation might look like if the property owners of the 10 acres were more interested in their own property rights and maintaining its value, and exercised those rights by denying access, except to BC Hydro, across the 10 acres, and enforced that decision with a large gate at both ends. I would suggest that the Island community would be outraged.

Crafting a solution with us now, resolves this long standing issue in a far more predictable way than expecting that a new owner won't bring matters to a head.

Before I close this overview of our application, let me share my personal perspective on two of the other concerns we know are part of our proposal: namely, domestic water needs and density impact of creating four smaller lots from the existing 10 acres.

If this application succeeds in some form, we would have four smaller and more affordable properties to market, instead of one very expensive 10 acre property. The fact that they would be more affordable means that they would be far more likely to be purchased by someone wanting a seasonal weekend cottage, instead of the half million dollar, 10 acre single parcel which might be purchased by someone interested in a high end, larger, private estate. I would argue that a seasonal weekend cottage owner (even times four) might create a lower cumulative

consumption of water than a single, estate sized, year round residence. It is even easy to imagine with four smaller, lower valued lots, that one of the existing 'deep pocket' Mudge property owners without existing access to a dock, might purchase one of these four lots just to own a dock – and not even build on the property. The property is ideal as a protected moorage location. Such an owner would have no impact on the aquifer at all. And speaking for myself, as owner of another waterfront lot on Mudge, should we ever consider a cottage, I will be exploring the purchase of a desalinization/reverse osmosis water system. Some systems I've seen are available for about the same price as a deep well, with zero aquifer impact.

Like you, I am also concerned about the impact of increased density everywhere, and the need to be pragmatic and sustainable. My relationship with Mudge Island goes back 40 years and I will continue to be a Mudge Island property owner, long after this matter is concluded, and new owners found, and hope that my children and grandchildren will enjoy Mudge the way I have, far into the future.

My family's land stewardship record publically speaks for itself. It is why our family business, [Living Forest Oceanside Campground & RV](#), created a private campground in the 1990's that more resembles a Provincial Park in terms of density and preservation of natural environment, than a private campground. Voluntarily limiting density, instituting numerous award winning innovations like solar hot water heating, an extensive recycling and composting program, on site indigenous plant nursery for all of our man made landscaping initiatives between sites, and encouragement of birding, paddling, cycling and geocaching clubs to utilize our property to pursue their important hobbies and passions is something we have naturally done. We've also been a generous corporate sponsor for the Nanaimo Area Land Trust in its efforts to buy special properties for park preservation, and on a personal level, I was active with NALT in their earlier Linley Valley park acquisition. My wife and I raised our kids in an old miner's cottage on a small acreage in Departure Bay for over 30 years and continue to resist the temptation to subdivide for profit. We love maintaining a green space in the City.

I tell you this so that you don't make the mistake of thinking this application is coming from some stereotypical developer. My family takes pride in being sustainable business builders, not developers. Our philosophy has always been to try to leave our part of the world a better place, even if it doesn't make the biggest profit.

The rationale behind the design of our application was very simple. We know that this is the last piece of the Mudge Island road system puzzle. Without it, there are two unconnected ends of the Island. For that reason, special considerations can be made without fear of setting precedence in dealings with other large property owners who might ask for small property subdivision allowances too. It's why this is a special case. Also, the neighbouring properties to the West are all of similar width to what we are proposing. Although by allowing these four properties as described in our application, you would be relaxing the current bylaw size standards, you would nonetheless be in keeping with the historical lot frontage standard for that part of the Island. This would maintain the neighbourhood uniformity with the

entire West end of Mudge that this property adjoins. It was this obvious observation that led to the lot configuration of our proposal.

If you look at the proposed map, each lot is a long ribbon of land, one that would have a (newly) legal road separating the waterfront section from the inland section of each lot (I believe the term is 'hooked' lot). The reality of owning a cottage on such a lot is that the builder of the cottage would almost assuredly place the cottage near the ocean, with the inland '*across the road*' section never being used. In effect, the buyer would have paid for the waterfront portion with the inland section on the other side of the BC Hydro access right of way thrown in free (except that it would increase their assessment and property tax obligation). However, the approximately 7.5 acres of the 10 acres that is inland of the BC Hydro access right of way (**DD5023N A** area on the above map) might have considerable value to Mudge Islanders, and be worthy of your exploration as a balancing weight, in your deliberation of this matter on the scales of fairness.

The 7.5 acres of land above the BC Hydro line, has a potential 'line of sight' view of a considerable part of Mudge Island, making it a natural spot for a firehall and/or community building. The natural beauty of the mature forest also gives it considerable appeal as a community park. We didn't include this idea in our proposal, as we assumed this might be forthcoming as a suggestion by the Islanders, and indeed they spoke of that very need at the Mudge Advisory Panel meeting we attended in November. The point is, the value in the 10 acres for us, and its potential buyers, is in the waterfront, potentially leaving the majority of the property for other community use. We're happy to discuss any such arrangement, as we'd love to achieve a win-win-win situation for Mudge Island, its residents, and ourselves.

We would obviously like to see our application move forward in some fashion. While we appreciate the Mudge Advisory Committee's suggestion that we amend our application down to two or, even three lots, we would prefer to see the application fail altogether than consider that. We feel that the difference in the net monetary value we would realize after all of the time, energy, and money is expended to achieve saleable lots through the rest of the subdivision process, compared to selling the 10 acres 'as is', isn't enough to make it worth the trouble-- unless we end up with four saleable parcels.

Our application is about finding equitable solutions to righting an old wrong, and at the same time putting into place the very last piece of the road map puzzle of Mudge Island, one that achieves a considerable 'no cost' community amenity/asset.

We recognize that this solution will require some special thinking outside of the usual tools found in the existing bylaw toolbox. To us it is common sense problem solving and a matter of finding procedural ways to get this matter resolved. Right now, there is a window of opportunity open to effectively solve this issue once and for all. Should a buyer come along before the road access issue is resolved, then that opportunity may evaporate (the property was listed for sale for \$499,000 right after the Mudge Island Advisory Committee meeting). Any perceived problems with

our proposal could prove minor by comparison, should a new owner decide to adopt a fortress mentality and exercise their private property rights and barricade the access road with a substantial gate system.

This has been long in writing (and reading!) and I sincerely thank you for taking the time to understand the human side of this issue. If nothing else, you now understand the proposal from my perspective, in plain words. The stakes are high, but I would honestly say they're higher for the Islanders than they are for us. I urge you not to be tempted to just 'check the available box' for expediency's sake in your choice for resolution to this application, but to search for a real solution while one is available. I've outlined what I see as a fair, equitable and workable place to end up, a place that gives everyone something they need, but I don't pretend to know the legal and political mechanics to achieve it. A developer would.

All three of the Trust staff members who have been involved in this 18 month process have been courteous and helpful to a fault, and I thank them for that. The required formality of the application process prevents the opportunity to sit across the table and informally discuss solutions with you in person. For someone like me, this is an unnatural approach so I hope I've made myself clear, if admittedly, longwinded!

I'm happy to discuss any thoughts or proposals you might have further, or try to provide clarification as needed.

Respectfully,

Scott Littlejohn  
3760 Departure Bay Road  
Nanaimo, B.C.  
V9T 1C4  
250-751-4769



# STAFF REPORT

**Date:** December 19, 2011

**File No.:** GB-ALR-2011.1  
(Davison)

**To:** Gabriola Island Local Trust Committee  
For the meeting of January 19, 2012

**From:** Chloe Fox  
Island Planner

**CC:** Chris Jackson  
Regional Planning Manager

**Re:** Application for Subdivision (Boundary Adjustment) in the Agricultural Land Reserve

**Owners:** Marilyn & Larry Smith / George & Lorna Davison  
**Applicant:** George & Lorna Davison

**Locations:** Lot A, Section 2, Gabriola Island, Nanaimo District, Plan 15801  
PID 004-564-332  
(2345 South Road)

That Part of the South West  $\frac{1}{4}$  of Section 2, Gabriola Island, Nanaimo District,  
Lying to the East of Plan 3063 Except that Part in Plan 8276  
PID 009-735-089  
(2370 Shaw Road)

## THE PROPOSAL:

This application seeks the approval of the Agricultural Land Commission (ALC) for a boundary adjustment under Section 21(2) of the *Agricultural Land Commission Act*. One of the subject properties, Part of the South West  $\frac{1}{4}$  of Section 2 (2370 Shaw Road), lies within the Agricultural Land Reserve (ALR), while the other subject property, Lot A (2345 South Road), is not within the ALR (see Figure 1). While this application requires the approval of the ALC, the Gabriola Island Local Trust Committee (LTC) has the discretion to decide whether or not to forward the application to the ALC. The LTC must pass a resolution to forward this application to the ALC for it to proceed. Alternatively, the LTC can forward the application with or without additional comments or deny the proposal by passing a resolution that the application proceed no further.

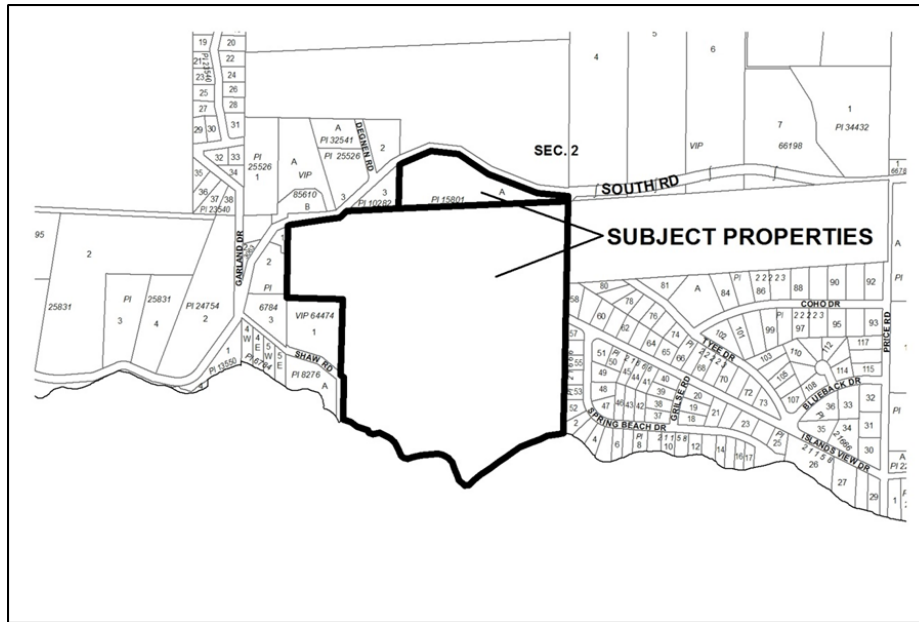


Figure 1: Subject Properties

The applicant has concurrently filed an application for subdivision with the Ministry of Transportation and Infrastructure, which has been referred to Islands Trust staff. The final approval of the subdivision application is contingent on the successful completion of this application to the ALC. The proposed boundary adjustment is shown in Figure 2 and would transfer an area of 1807m<sup>2</sup>, or 0.18 hectares (19,450ft<sup>2</sup> or 0.45 acres), from each lot to the other. As such, the proposed boundary adjustment will not result in a net loss or gain in the area of either lot. A technical review of the subdivision will occur through the subdivision application referral process and, as such, details of the subdivision proposal will only be considered at a conceptual level in this report.

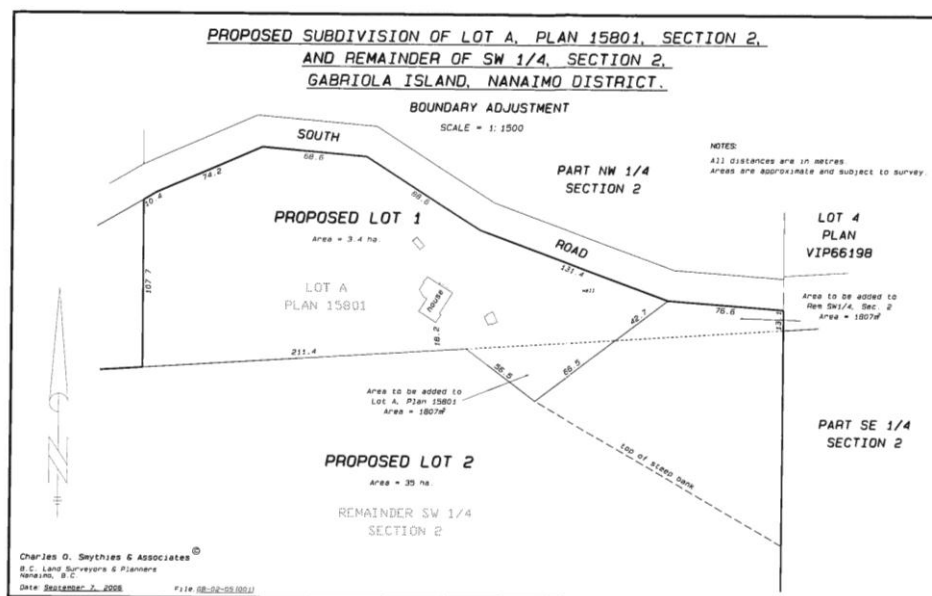


Figure 2: Proposed Boundary Adjustment Layout

## SITE CONTEXT:

The subject properties consist of one waterfront lot, approximately 35.0 hectares (86.5 acres) in area, zoned Agriculture (AG), and an adjacent lot to the north, approximately 3.4 hectares (8.4 acres) in area, zoned Large Rural Residential (LRR). The larger waterfront parcel is included in the Agricultural Land Reserve while the smaller residential parcel is not. The subject properties are bounded by South Road to the north and by the ocean, near the southern entrance to False Narrows, to the south. Surrounding properties to the east and west are primarily smaller residential properties zoned Small Rural Residential (SRR). Across South Road to the north, are properties zoned both Small Rural Residential (SRR) and Large Rural Residential (LRR) as well as a larger parcel zoned Gravel Pit (GP) and smaller areas zoned Local Commercial 3 (LC3) and Institutional 2 (IN2). The adjacent area of ocean to the south is zoned Water General (WG).

## CURRENT PLANNING STATUS OF SUBJECT LANDS:

### Trust Policy Statement:

The Islands Trust Policy Statement contains a number of directive policies with respect to agricultural land, which specify that local trust committees and island municipalities shall address the following in their official community plans and regulatory bylaws:

- 4.1.4 *the identification and preservation of agricultural land for current and future uses.*
- 4.1.5 *the preservation, protection and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.*
- 4.1.6 *the use of adjacent properties to minimize any adverse affects on agricultural land.*
- 4.1.7 *the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.*
- 4.1.8 *land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.*
- 4.1.9 *the use of Crown lands for agricultural leases.*

The proposed boundary adjustment is not contrary to or at variance with these policies.

### Gabriola Island Official Community Plan Bylaw No. 166, 1997 (OCP):

The following policies of the OCP are relevant to this application:

#### **5.3 Agriculture**

- b) *The approval of subdivisions of land in the ALR, where such subdivision would reduce the long term viability of the parcel for farm use is not supported.*
- d) *The minimum average parcel size in the Agriculture zone shall be 8 hectares (19.76 acres).*

The proposed boundary adjustment complies with the minimum average parcel size specified above. The effect of the proposal on the long term viability of the agricultural parcel for farm use is discussed in greater detail under the 'Staff Comments' section of this report.

#### Gabriola Island Land Use Bylaw No. 177, 1999 (LUB):

The large waterfront parcel is zoned Agriculture (AG) as per the LUB, while the smaller parcel is zoned Large Rural Residential (LRR). The proposed boundary adjustment meets the minimum and minimum average lot sizes for both the AG and LRR zones; however, as the proposal is for a boundary adjustment, it is subject to the following provisions:

##### *E.1.5.1 The lot area requirements of Part D do not apply to:*

- h. a lot being created by a boundary adjustment, provided that:*
  - i. no additional lots are created or any lot is not increased in area to an extent that more lots could be created than permitted by the minimum average lot area of this Bylaw prior to the boundary adjustment;*
  - ii. no lot already below the minimum lot area for the zone is reduced in area by more than 5 percent of its area; and*
  - iii. no lot at or above the minimum lot area for the zone is reduced in area by more than 10 percent of that minimum area.*

The proposed boundary adjustment meets these conditions and, as such, is not subject to the applicable lot area requirements of the AG and LRR zones. In addition, the large waterfront lot, zoned AG, may require a frontage waiver at the time of subdivision. Further technical analysis of the proposed subdivision will be conducted by staff through the subdivision referral process.

#### Development Permit Areas

The subject properties are affected by Development Permit Area 6 – Escarpment Areas. As such, a development permit will be required prior to subdivision approval.

#### Islands Trust Fund:

As per the Islands Trust Fund Policy Manual, this application does not directly affect Trust Fund Board (TFB) interests as it does not directly affect TFB owned property or conservation covenants, does not affect property directly adjacent to TFB owned property or conservation covenants, and does not pertain to Crown Land within 100m of a TFB owned property or conservation covenant.

#### Regional Conservation Plan:

The Islands Trust Fund Regional Conservation Plan (RCP) identifies areas of low and medium-high relative composition importance of the subject property. This indicates a low and medium-high occurrence of special habitats. The RCP also states that Gabriola is vulnerable to a loss of natural ecosystems to residential and associated uses. Gabriola saw a significant increase in the number of private dwellings between 2001 and 2006 compared with other areas in the Trust Area. In addition, Gabriola Island has been identified as an area of moderate conservation focus due to medium levels of unprotected high relative biodiversity composition.

#### Sensitive Ecosystems and Hazard Areas:

Islands Trust Sensitive Ecosystem Mapping identifies areas with a primary ecosystem of mature Douglas Fir and other woodland species such as Grand Fir and Oregon Grape, and areas with a primary wetland ecosystem on the subject properties.

### Archaeological Sites:

Data from the Provincial Remote Access to Archaeological Data (RAAD) system shows an area of archaeological significance along the border of the large waterfront parcel and the ocean. All applicable referrals will be conducted by the Ministry of Transportation and Infrastructure during the subdivision review phase.

### Covenants:

EG136600

This is an easement document registered against Lot A, the smaller parcel, in favour of the larger waterfront parcel. The easement is for road and utility access to the larger waterfront parcel across a 10.0m wide strip running from South Road to the property line of the larger waterfront parcel and bordering the current easterly boundary of Lot A. This area is proposed to become part of the larger waterfront parcel through the boundary adjustment. As such, this easement should be discharged at the time of subdivision.

### Other:

Section 25 of the *Agricultural Land Commission Act* stipulates that an application for subdivision within the ALR must not proceed to the ALC unless authorized by a resolution of the local government. Section 34 sets out procedures for considering subdivision applications within the ALR, of which the following are relevant to this application:

*(4) A local government or a first nation government that receives an application under subsection (3) must*

*(a) review the application, and*

*(b) subject to subsection (5), forward to the commission the application together with the comments and recommendations of the local government or the first nation government in respect of the application.*

*(5) If section 25 (3) or (3.1) or 30 (4) or (4.1) applies in relation to an application or proposed application and the required resolution or law is refused, the requirement in subsection (4) (b) of this section does not apply.*

## **RESULTS OF CIRCULATION:**

There are no requirements for circulation associated with the application.

## **ISSUES SUMMARY:**

1. Access to the waterfront lot
2. Farm use and long term viability
3. Agricultural Advisory Commission

## **STAFF COMMENTS:**

*Access to the waterfront lot*

The applicant has indicated that the proposed boundary adjustment is to create an access point to the waterfront parcel from South Road. Currently, the property is accessed from Shaw Road.

### *Farm use and long term viability*

The Gabriola Island OCP specifies that subdivisions within the ALR should only be supported where there will be no reduction in the long term viability of the parcel for farm use. The proposed boundary is not anticipated to affect the long term viability of the ALR parcel for farm use as there will be no net loss or gain in the area of the lot. Furthermore, the affected area is currently not under agricultural production and has limited potential for agricultural production as it is primarily comprised of mature forest and rocky outcroppings and is physically separated from the remainder of the agricultural parcel by a steep cliff.

### *Agricultural Advisory Commission*

The LTC is in the process of establishing an Agricultural Advisory Commission (AAC) and may wish to refer this application to them for comment. However, given the low level of complexity and impact this proposal will have on the agricultural potential of the ALR parcel, staff do not recommend referral to the AAC in this case.

### **OPTIONS:**

The LTC has the following options with respect to this application:

1. Defer consideration of this application;
2. Refer this application to the AAC;
3. Pass a resolution to not forward this application to the ALC;
4. Pass a resolution to forward this application to the ALC; or
5. Pass a resolution to forward this application to the ALC with comment.

### **RECOMMENDATION:**

THAT GB-ALR-2011.1 (Davison) be forwarded to the Agricultural Land Commission.

---

Prepared and Submitted by:

---

*Chloe Fox*  
Chloe Fox  
Island Planner

---

*December 19, 2011*  
Date

Concurred in by:

---

*Chris Jackson*  
Chris Jackson, MCIP  
Regional Planning Manager

---

*December 19, 2011*  
Date



# STAFF REPORT

---

**Date:** December 15, 2011

**File No.:** GB-DVP-2011.2 (Gabriola Island Recycling Organization)

**To:** **Gabriola Island Local Trust Committee**  
For the meeting to be held on January 19, 2012

**From:** Linda Prowse, Planner 2

**CC:** Chloe Fox, Island Planner

---

**Re: Lot C, Plan 60373, Section 19, Gabriola Island, Nanaimo District**

**Owner:** Gabriola Island Recycling Organization (GIRO)

**Applicant:** Jacinthe Eastick

**Location:** 700 Tin Can Alley, Gabriola Island, BC

## THE PROPOSAL:

The applicant is seeking a development variance permit to vary Section B.2.4.1 (height of fences) and Section D.4.4.3.b.i (building and structure setback from a lot line) of the *Gabriola Island Land Use Bylaw No. 177*. The proposal is to site a “product care cage” on the east property line of the GIRO property. A portion of the product care cage would be used to contain and recycle hazardous items such as paint, fluorescent bulbs pesticides and possibly styrofoam in the future, and the other portion would be used to contain and dispose of non-hazardous garbage.

The map showing the location of the property on Gabriola Island is shown in Figure 1 below.

Figure 1: Subject Property Map

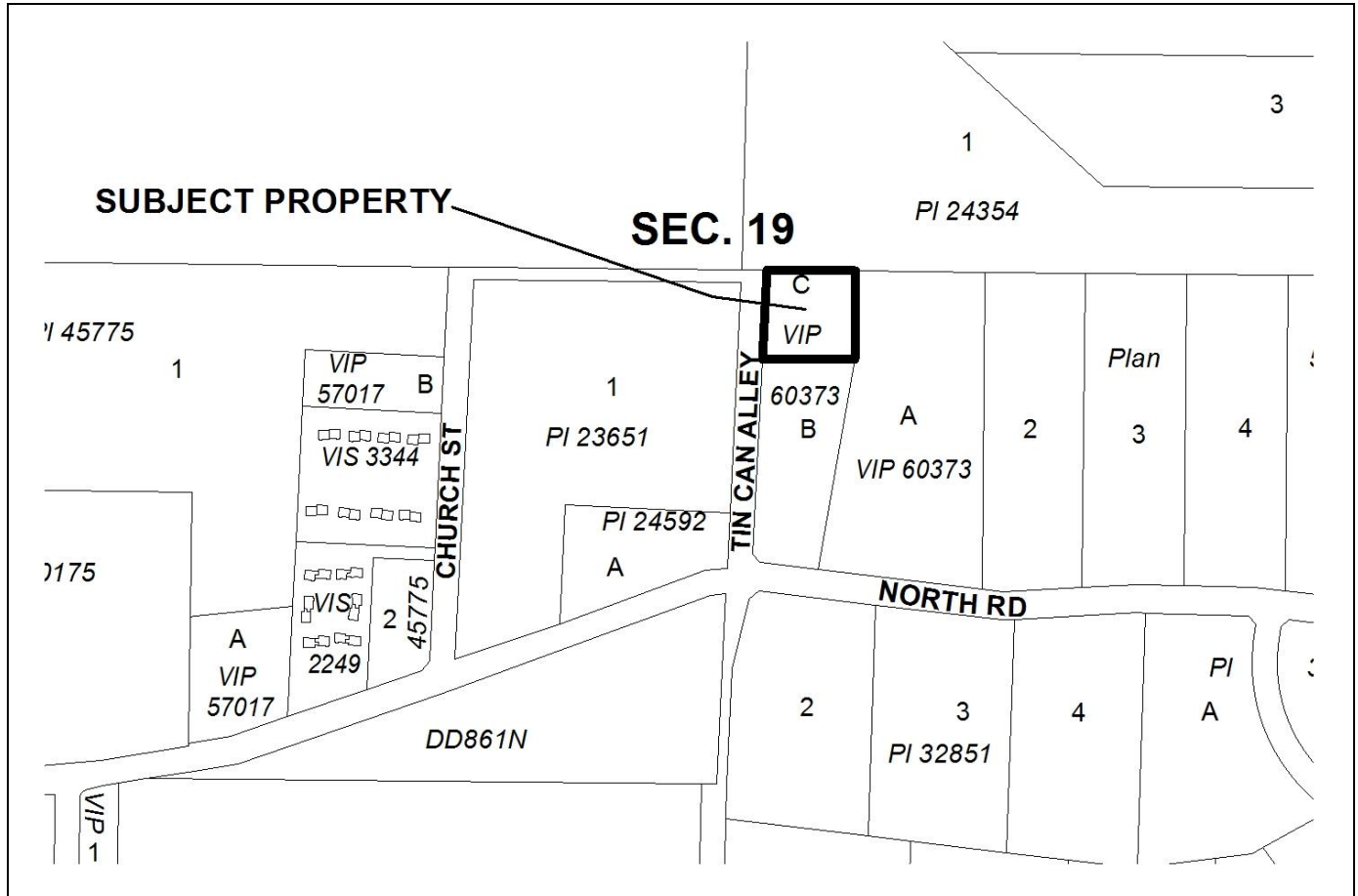
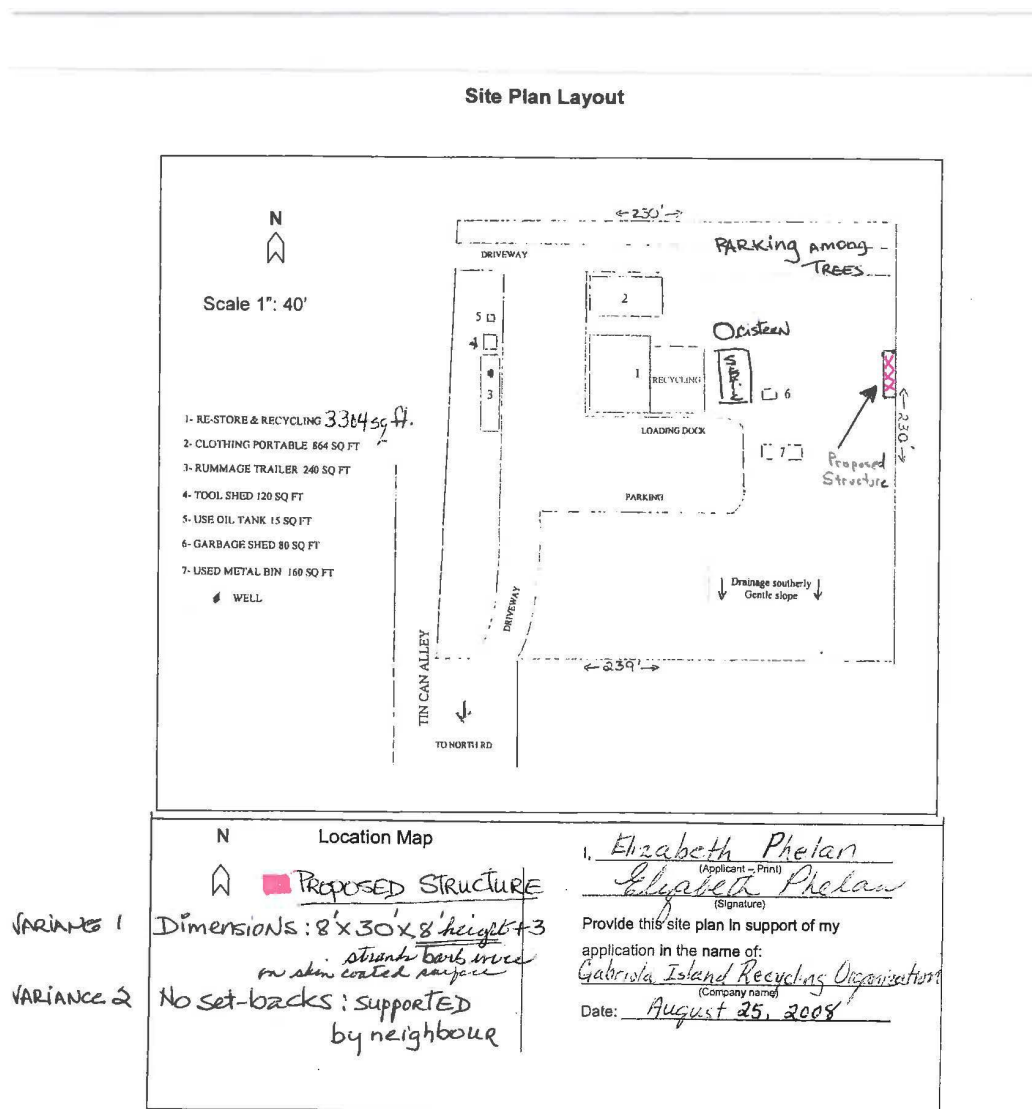


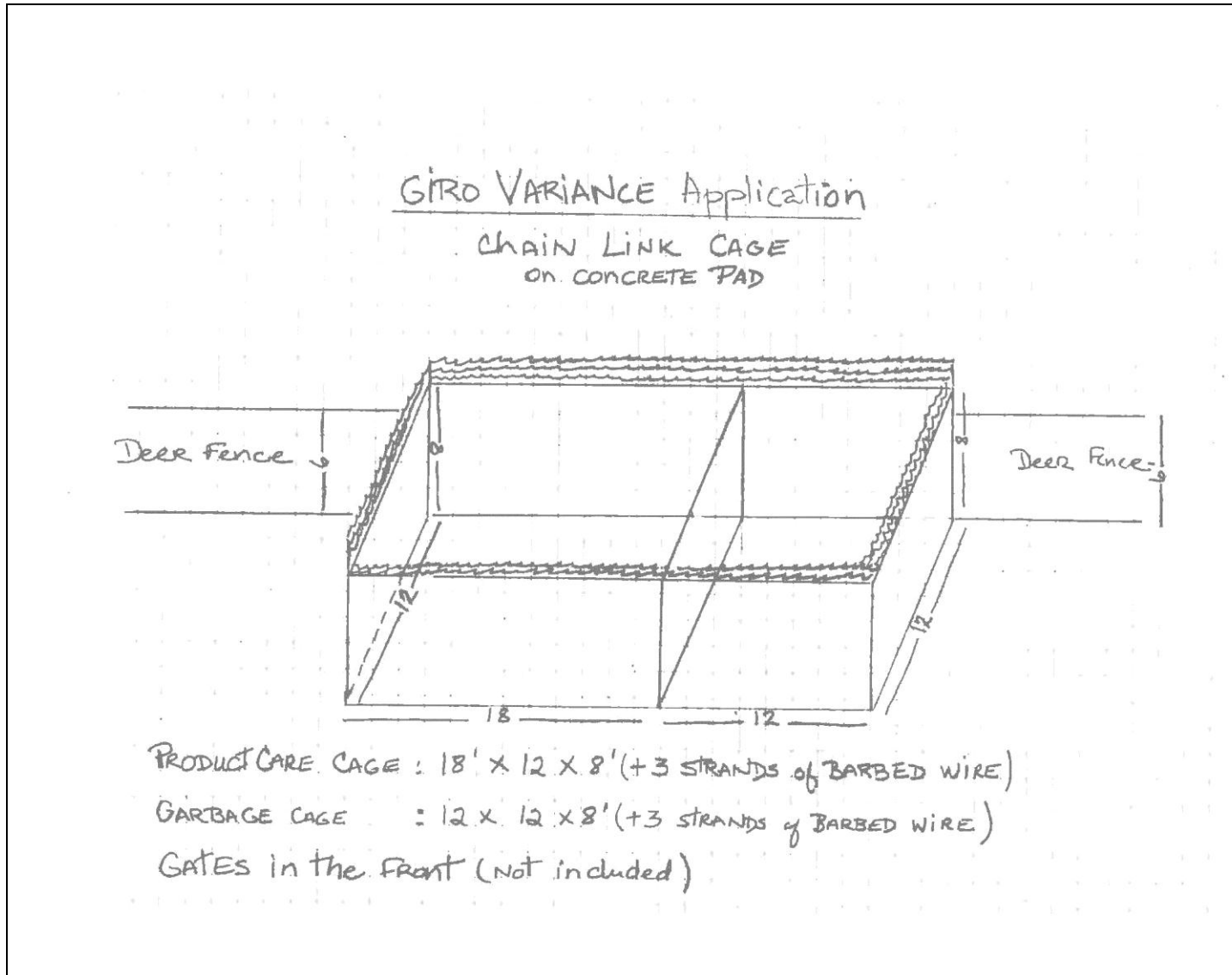
Figure 2 shows the location of the proposed product care cage on the subject property.

Figure 2 – Site Plan



**Figure 3 – Product Care Cage Specifications**

The product care cage is comprised of a concrete pad foundation surrounded by chain link. There are gates at the front to enter the cage, and 3 strands of barbed wire around the perimeter of the cage. The Product Care Association (a not-for-profit industry association that manages product stewardship programs for household hazardous and special waste on behalf of its members across Canada) has made the specifications of the cage mandatory, and the specifications noted below meet the requirements of the Association.



The following pictures show views of the site facing south, north, east and west

Figure 4 – Facing south showing recycle centre truck parking, metal and appliance recycling area – Picture taken from where proposed structure is to be located



**Figure 5 – Facing north showing new berm on the north property line, approved by the neighbours to the north. Applicant is holding a tape measure showing the 12 foot width of the proposed structure from the east property line out towards the internal staff thoroughfare**



**Figure 6 – Facing east showing the wooded portion of the neighbouring five acre property. Applicant is holding tape measure showing the 30 foot length of the proposed structure**



**Figure 7 – Facing west showing the new staff thoroughfare in the forefront. Glass collection and garbage collection areas are also shown, with the main recycle centre building in the background. The septic field is located under the garbage collection shed in the centre of the picture, and this small building will be demolished and part of the new product care cage will contain the garbage.**



**Figure 8 – Again facing east, the pictures shows the applicant holding a tape measure showing the proposed 8 foot height of the proposed chain link fence built forming the rear of the proposed product care cage. The remainder of the fence on the east lot line will be a 6 foot deer fence, meeting bylaw requirements.**



**Figure 9 – Again facing north, this picture shows the public parking area by the berm and the new thoroughfare for staff use only. The new structure is to be located to the right of where the photographer was standing while taking this picture**



#### **CURRENT PLANNING STATUS OF SUBJECT LANDS:**

##### **Trust Policy Statement:**

Relevant sections include the following:

5.4.1 It is Trust Council's policy that the safe disposal in the Trust Area of waste originating in the Trust Area is acceptable.

5.4.2 It is Trust Council's policy that:

- . neither hazardous nor industrial waste should be disposed of in the Trust Area,
- . local recycling operations should be established and
- . local programs for chipping of wood waste and disposal of hazardous wastes should be established.

**The proposal is consistent with the Islands Trust Policy Statement.**

## **Gabriola Island Local Trust Committee Official Community Plan:**

The subject property is designated as Institutional (IN) pursuant to the “Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997” (OCP).

The following objectives and policies in the OCP are relevant to this application:

### **7.6 Solid Waste Management**

**Background:** The Regional District of Nanaimo provides garbage, blue box recycling and green bin organic waste collection services on Gabriola. The Gabriola Island Recycling Organization (GIRO) operates a recycling depot and a re-use centre.

#### **Solid Waste Management Objectives**

1. *To ensure that there is no degradation of air, water, or soil quality on Gabriola as a result of waste recycling and disposal;*
2. *To promote co-operation among citizens and all levels of government to improve the ecology on Gabriola and the wise use of the earth's finite resources; and*
3. *To encourage recycling.*

#### **Solid Waste Management Policies**

- a) The recycling of all solid wastes in the Gabriola Planning Area, including waste generated by the commercial sector shall be supported.
- b) Locally-operated recycling services shall be preferred to off-island recycling services.
- c) Sites for storage or dumping of solid waste shall be managed in compliance with the Regional District of Nanaimo Waste Management Plan through consultation with the Ministry of Environment.

**The proposal is consistent with the Gabriola Island Local Trust Committee Official Community Plan.**

## **Gabriola Island Local Trust Committee Land Use Bylaw:**

The subject property is zoned as Institutional 1 (IN1) pursuant to the Gabriola Island Land Use Bylaw No. 177.

The following chart summarizes the Institutional 1 (IN1) land use provisions pertaining to the subject lot and this application:

|                                   |                                                                                      |                |
|-----------------------------------|--------------------------------------------------------------------------------------|----------------|
| <b>Principal Uses</b>             | Subject property is specifically zoned as a Recycling Centre.                        |                |
| <b>Buildings &amp; Structures</b> | Fences<br>Buildings and Structures for a recycling centre                            |                |
| <b>Height</b>                     | Fences on property line                                                              | 2 m (6.6 ft.)  |
|                                   | Buildings and Structures                                                             | 9 m (29.5 ft.) |
| <b>Siting</b>                     | For Buildings and Structures from any lot line                                       | 6 m (19.7 ft.) |
| <b>Lot Coverage</b>               | The maximum combined lot coverage by buildings and structures is 20% of the lot area |                |

|                                 |                          |                  |
|---------------------------------|--------------------------|------------------|
| <b>Subdivision Requirements</b> | Minimum average lot area | 1 ha (2.47 ac)   |
|                                 | Minimum lot area         | 0.5 ha (1.24 ac) |

The current lot area is 5099 m<sup>2</sup> (54,886 ft<sup>2</sup>) and the 20% lot coverage allows 1020 m<sup>2</sup> (10,977 ft<sup>2</sup>) for buildings and structures. The total lot coverage of buildings and structures, including the proposed product care cage, is 478 m<sup>2</sup> (5143 ft<sup>2</sup>), meeting bylaw requirements.

The height of the product care cage is 2.4 m (8 ft). This complies with the height requirement of structures, however, the rear of the structure will also serve as part of the east lot line fence. The maximum height for a fence on the property line is 2.01 m (6.6 ft). Also, the structure is to be located within the 6 m (19.7 ft) setback from any lot line requirement.

The proposal is consistent with the Gabriola Island Local Trust Committee Land Use Bylaw except for provision B.2.4.1(maximum height of fences) and provision D.4.4.3(i) (setbacks for buildings and structures).

### **Ecosystems and Hazard Areas**

Sensitive Ecosystem mapping indicates no sensitive ecosystems or hazard areas.

### **Archeological Sites**

According to the Provincial database of archaeological sites, there are no identified archaeological sites on or within 50 metres of the subject property.

### **Covenants**

There is a covenant, registered with the Province of BC, on the subject property that limits its use to a recycling centre. The proposal is not effected by the covenant.

### **SITE CONTEXT:**

The .51 hectare (1.27 acre) property is located at the north end of Tin Can Alley and is used as the recycling centre for Gabriola Island. There is a neighbouring property to the north that is buffered by trees and a new berm that was created when a portion of the subject property was cleared for an internal staff thoroughfare, a public parking area, and a space for the product care cage. The neighbouring property to the east is the property mainly impacted by the proposal, although the impact is minimal. The neighbour's property is forested in the rear where the product care cage will be erected, and the neighbor's dwelling is further south towards North Road. The neighbour has sent a letter to GIRO noting no objection to the application.

## **PUBLIC NOTIFICATION AND RESULTS OF CIRCULATION:**

Notification, required pursuant to the *Local Government Act* and Islands Trust policies and bylaws, will take place from January 6, 2012 to January 18, 2012. The proposed permit and the notice have been attached to this report as Appendices 1 and 2. Any correspondence received on this application will be forwarded to the Local Trust Committee at the meeting on January 19, 2012. One letter of support from the neighbour to the east is attached to this report.

## **ISSUES SUMMARY**

The applicant has applied for a development variance permit to allow a product care cage – one section containing hazardous materials (eg. paint, fluorescent bulbs) for recycling and another section containing garbage for disposal - to be built along the eastern property line. The product care cage will form part of the fence along this lot line. The remainder of the fence along the east property line will be a 1.83 metre (6 foot deer fence), complying with bylaw requirements.

The product care cage requires a height variance as the “fence portion” of the structure will be over height; and the structure requires a siting variance to be situated closer to the eastern lot line than allowed in the bylaw. See tables below:

| Structure         | Required Setback      | Requested Setback | Difference     |
|-------------------|-----------------------|-------------------|----------------|
| Product Care Cage | 6 metres (19.7 feet)) | 0 m (0 ft)        | 6 m (19.7 ft.) |

| Structure                            | Required Height     | Requested Height | Difference      |
|--------------------------------------|---------------------|------------------|-----------------|
| Product Care Cage rear fence portion | 2 metres (6.6 feet) | 2.43 m (8 ft.)   | .43 m (1.4 ft.) |

## **STAFF COMMENTS:**

A site visit was conducted by staff. Much of the eastern portion of the lot has been cleared for a new parking area for the public, an internal staff thoroughfare, and an area for the proposed product care cage.

The product care cage is necessary as GIRO wishes to expand its operation to accept some hazardous waste for recycling including paint, fluorescent bulbs, pesticides, and possibly styrofoam in the future.

The Product Care Association is a not-for-profit industry association that manages product stewardship programs for household hazardous and special waste on behalf of its members across Canada. This Association stipulates the specifications of the product care cage that will be used to handle hazardous materials by GIRO. It is

necessary for the product care cage to be built to the specifications as noted in the draft permit and in Figure 3 of this report.

The product care cage must be located on the east property line for functionality and ease of access for large recycling centre trucks to access the materials stored within the cage. Directly across from the proposed location of the product care cage is the septic field and if the product care cage was situated to meet the setback requirements, trucks picking up the hazardous products would be forced to drive over the septic field. The applicant also looked at other areas on the property to place the product care centre, but the other alternatives resulted in encroachment into the new staff thoroughfare and new public parking area.

The proposed location of the proposed product care cage is such that it would not impact any of the neighbours. The neighbours to the north have stated that they are satisfied that the new berm enables their privacy to be protected, and the neighbour to the east has written a letter stating no objection to the product care cage. Notification as required by the *Local Government Act* will allow surrounding property owners to comment on any potential impacts.

#### **RECOMMENDATION:**

Staff recommends that the Gabriola Island Local Trust Committee instruct staff to issue development variance permit GB-DVP-2011.2 (Gabriola Island Recycling Organization) to site a new product care cage to contain and recycle hazardous items and to contain and dispose of non-hazardous garbage.

---

Respectfully submitted by:



December 15, 2011

---

Linda Prowse, Planner 2

Date

Concurred in by:

*Chris Jackson*

*December 21, 2011*

---

MCIP, Regional Planning Manager

Date

Attachments: 1 – Notice  
2 – Proposed Permit  
3 – Letter from neighbour to the East

**ATTACHMENT 1 – NOTICE**

**ATTACHMENT 2 – PROPOSED PERMIT**

**ATTACHMENT 3 – LETTER FROM NEIGHBOUR TO EAST**



**NOTICE**  
**GB-DVP-2011.2**  
**GABRIOLA ISLAND LOCAL TRUST COMMITTEE**

**NOTICE** is hereby given that the Gabriola Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 922 of the *Local Government Act*, varying the following Section of the Gabriola Island Land Use Bylaw No. 177, 1999:

**FROM**

B.2.4.1 Height of Fences

Within 2 metres (6.6 feet) of any lot line, the height of fences may not exceed 2 metres (6.6 feet) and elsewhere, the height of fences may not exceed 3.5 metres (11.5 feet)

D.4.4.3.b.i Building and Structure Setback from a Lot Line

The minimum setback for buildings or structures except a sign, fence or pump/utility house is 6 metres (19.7 feet) from any lot line.

**TO**

B.2.4.1 Height of Fences

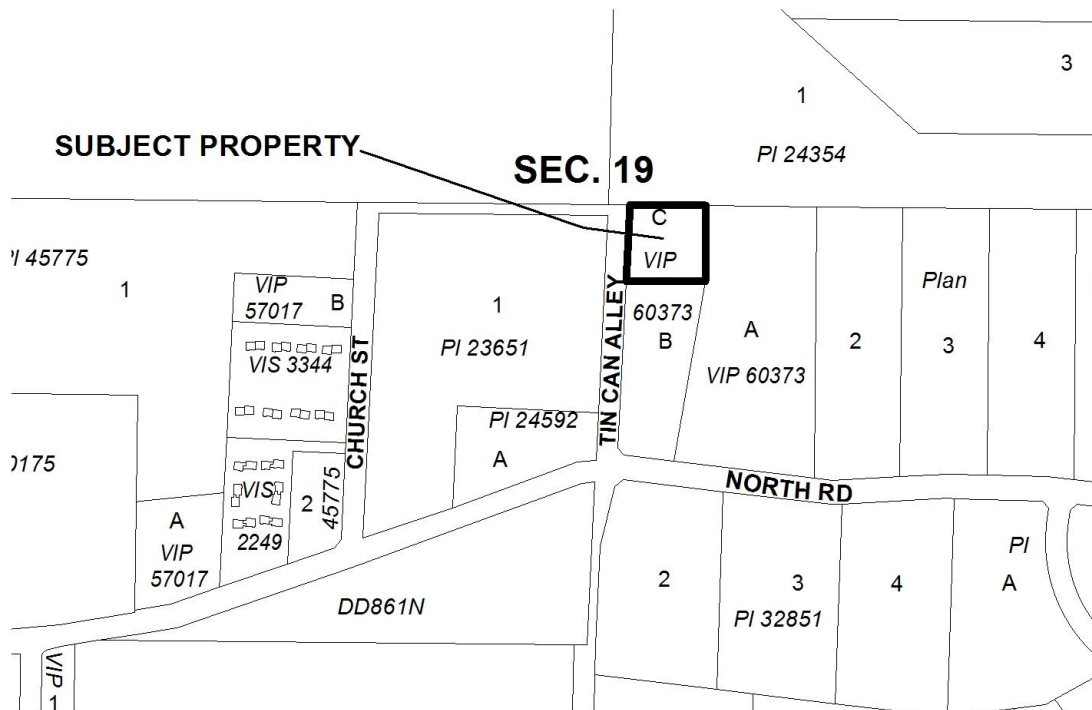
Within 2 metres (6.6 feet) of any lot line, the height of fences may not exceed 2.43 metres (8 feet) and elsewhere, the height of fences may not exceed 3.5 metres (11.5 feet)

D.4.4.3.b.i Building and Structure Setback from a Lot Line

The minimum setback for buildings or structures except a sign, fence or pump/utility house is 0 metres (0 feet) from any lot line.

**This variance is to apply ONLY to a proposed product care cage to be erected on the eastern property line to be used to contain and recycle hazardous items such as paint, fluorescent bulbs, pesticides and possibly styrofoam in the future. The cage would also be used to house non-hazardous garbage for disposal. The fence height variance applies ONLY to the portion of the product care cage that forms part of the fence line on the east portion of the subject property.**

The subject property is described as Lot C, Plan 60373, Section 19, Gabriola Island, Nanaimo District (70 Tin Can Alley, Gabriola Island, BC), and is shown in the following sketch:



A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, V0R 1X3 between the hours of 8:30 am to 4:00 pm, Monday to Friday inclusive, excluding statutory holidays, commencing January 6, 2012 and continuing up to and including January 18, 2012. Also, attached for your convenience, is a copy of the proposed Permit.

If you have any questions or comments please contact Linda Prowse, Planner 2, at Islands Trust, 700 North Road, Gabriola Island, BC, V0R 1X3 or telephone 250-247-2200 before 4:00 pm, January 18, 2012.

Email submissions should not be considered as complying with the written submission requirements of this notice. Reasonable efforts will be made to provide email submissions, if they are opened and received, to the Gabriola Island Local Trust Committee for consideration, but the public should not rely on email as a means of providing a written submission. Email submissions should be sent to: [lprowse@islandstrust.bc.ca](mailto:lprowse@islandstrust.bc.ca).

Following the end of the notice period, the Gabriola Island Local Trust Committee may consider issuance of the proposed Permit at its meeting to be held at 10:15 AM on Thursday, January 19, 2012 at the Women's Institute, 476 South Road, Gabriola Island, BC

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Jacquie Hill  
Deputy Secretary

|                                                                                   |                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p style="text-align: center;"><b>GABRIOLA ISLAND LOCAL TRUST COMMITTEE</b></p> <p style="text-align: center;"><b>DEVELOPMENT VARIANCE PERMIT</b></p> <p style="text-align: center;"><b>GB-DVP-2011.2</b></p> |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**TO: Gabriola Island Recycling Depot (GIRO)**

1. This Development Variance Permit applies to the land described below:  
  
Lot C, Plan 60373, Section 19, Gabriola Island, Nanaimo District  
(700 Tin Can Alley, Gabriola Island, BC)
2. Pursuant to Section 922 of the *Local Government Act*, the Gabriola Island Land Use Bylaw No. 177, 1999 is varied as follows:

**FROM**

B.2.4.1 Height of Fences

Within 2 metres (6.6 feet) of any lot line, the height of fences may not exceed 2 metres (6.6 feet) and elsewhere, the height of fences may not exceed 3.5 metres (11.5 feet)

D.4.4.3.b.i Building and Structure Setback from a Lot Line

The minimum setback for buildings or structures except a sign, fence or pump/utility house is 6 metres (19.7 feet) from any lot line.

**TO**

B.2.4.1 Height of Fences

Within 2 metres (6.6 feet) of any lot line, the height of fences may not exceed 2.43 metres (8 feet) and elsewhere, the height of fences may not exceed 3.5 metres (11.5 feet)

D.4.4.3.b.i Building and Structure Setback from a Lot Line

The minimum setback for buildings or structures except a sign, fence or pump/utility house is 0 metres (0 feet) from any lot line.

**but such reduction applies only to the development as shown on Schedule 'A' and Schedule 'B' attached to an forming part of this permit to reflect:**

- the siting of the product care cage from the east lot line, and
- the height of the rear portion of the product care cage forming part of the east property line fence.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Gabriola Island Land Use Bylaw No. 177, 1999 and to obtain other appropriate approvals necessary for completion of the proposed development.

**AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE THIS     DAY OF \_\_\_\_\_.**

---

**Deputy Secretary, Islands Trust**

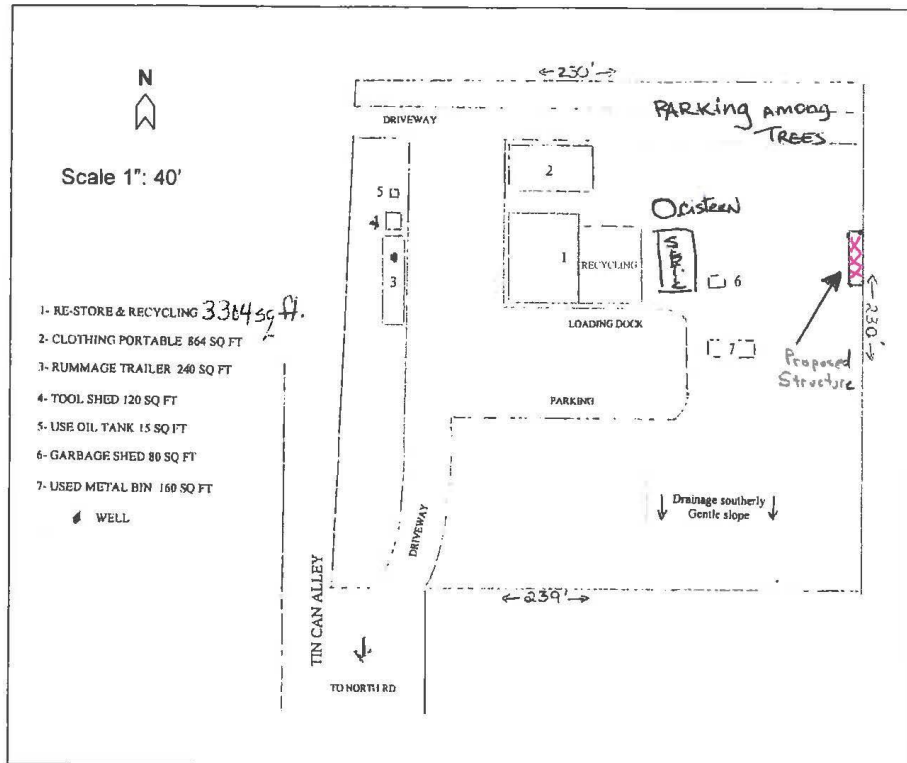
---

**Date of Issuance**

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE   DAY OF   , THIS PERMIT AUTOMATICALLY LAPSES.**

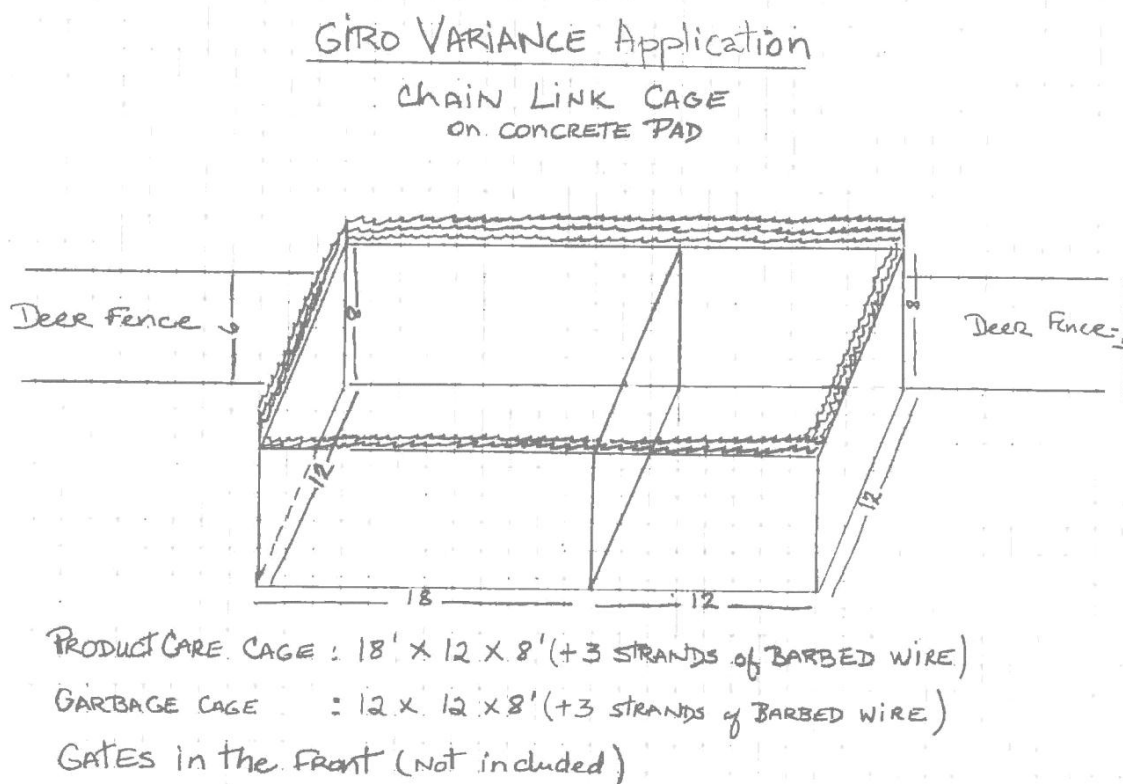
**SCHEDULE 'A'**  
**GABRIOLA ISLAND LOCAL TRUST COMMITTEE**  
**DEVELOPMENT VARIANCE PERMIT GB-DVP-2011.2**

**Site Plan Layout**



| N<br>Location Map                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>VARIANCE 1</p> <p>VARIANCE 2</p> <p><b>PROPOSED STRUCTURE</b></p> <p>Dimensions: 8' x 30' x 8' height + 3<br/> <i>struts barbs wire on skin coated surface</i></p> <p>No set-backs: supported by neighbour</p> | <p>1. <u>Elizabeth Phelan</u><br/> <small>(Applicant - Print)</small></p> <p><u>Elizabeth Phelan</u><br/> <small>(Signature)</small></p> <p>Provide this site plan in support of my application in the name of:<br/> <u>Gabriola Island Recycling Organisation</u><br/> <small>(Company name)</small></p> <p>Date: <u>August 25, 2008</u></p> |

**SCHEDULE 'B'**  
**GABRIOLA ISLAND LOCAL TRUST COMMITTEE**  
**DEVELOPMENT VARIANCE PERMIT GB-DVP-2011.2**



**ATTACHMENT 3**

Oct 8, 2011

To whom it may concern,

This is to confirm that we have no objections to G.I.R.O. building a containment area up against our property line at the rear of 810 North Road.

We understand that the fence line at that point will be part of this containment area.

Should you require any further information please give us a call

Sincerely,

Menu Sweeney  
(250-247-8235)  
Menu Sweeney  
1-1



# Islands Trust

## Memorandum

700 North Road Gabriola Island BC V0R 1X3

Telephone **250. 247-2063** FAX: 250. 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date: January 6, 2011

File Number: GB/09-1

To: Gabriola Island Local Trust Committee

From: Chloe Fox  
Island Planner

Re: **Work Program and Priorities**

The start of a new term is an opportunity for the Local Trust Committee (LTC) to change or confirm their work program. There are currently five top priorities and three projects on the work program, with a number of additional suggestions for a potential Phase 2 of the OCP/LUB review put forth by the 2008-2011 LTC for consideration. With a new term and a new Chair of the LTC, staff requests that the LTC confirm its priorities before staff invests a significant amount of work into them. The purpose of this memorandum is to provide the LTC with more information about the items currently on the work program and to provide recommendations for balancing the workload to achieve project goals.

### TOP PRIORITIES LIST:

The purpose of the Top Priorities list is to identify priority items for attention and to define specific tasks to be accomplished for the top priority items. Specifically, this list is meant to highlight the top three priorities on the work program and to specify activities that are to be pursued over the next three to six months to complete these priority items.

As shown in the table below, currently, the LTC's first priority item is a major OCP/LUB review project for the Gabriola Planning Area. The specific focus areas listed represent items remaining from Phase 1 of the OCP/LUB review process. The 2008-2011 LTC has forwarded a list of recommended topic areas for a Phase 2 of the review process for the current LTC's consideration. Currently, the Top Priorities list contains five items, two more than the three outlined in the Islands Trust Policy Manual. Two of the items, however, Development Permit Area Factsheet and Establishing a Transportation Advisory Commission and an Agricultural Advisory Commission, are anticipated to be completed this month. The completion of these items would bring the total number of top priorities down to the three recommended in the Policy Manual.

Staff advises that a balance of one major bylaw review project and two other smaller projects is a realistic workload to complete all three top priorities in the current term (2011-2014). However, given the substantial nature of some of the items listed in the recommended topic areas for a Phase 2 of the OCP/LUB review, a fewer number of projects may be more manageable. If the LTC wishes to amend the Top Priorities list, workload balance should be kept in mind. Further, the Gabriola LTC work program will need to be balanced with the resource demands required at the Northern Office regional level.

**Table 1: Gabriola Island Local Trust Committee Top Priorities List**

| <b>Description</b>                                                                        | <b>Activity</b>                                                                                                                                                                                                                                                                                                                                                                  | <b>Staff Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Gabriola Planning Area OCP/LUB Review                                                     | <p>Work is identified in the following areas:</p> <ol style="list-style-type: none"> <li>1. Rezoning new RDN Parks and ITF nature reserves</li> <li>2. Hazardous Areas and Steep Slopes DPA (finalize draft maps and public consultation strategy)</li> <li>3. Riparian Areas Regulation (mapping only)</li> <li>4. Technical review: housekeeping and implementation</li> </ol> | <p>These items are areas left over from Phase 1 of the OCP/LUB review.</p> <p>RAR mapping work is currently being undertaken by Madrone Environmental Services Ltd. The LTC should consider combining the public consultation and implementation phases of the RAR project with the Steep Slopes DPA as both will likely involve amendments to the DPAs. A combined consultation and implementation would reduce costs and staff time associated with this work.</p> <p>The LTC should consider whether these are still priority areas or whether some of the recommended Phase 2 topic areas should be included.</p> <p><i>The LTC requested a \$45,000 budget for 2012/13 for Phase 2 of the OCP/LUB review. The complete budget request breakdown for 2012/13 is included below.</i></p> |
| Development Permit Area Factsheet Development                                             | Development of a factsheet on DPAs in the Gabriola Local Trust Area                                                                                                                                                                                                                                                                                                              | A draft factsheet is available on the website and has been referred to the Volunteer Review Committee. Comments received have been incorporated and the document has been put into a more attractive format. Pending LTC review of the finalized factsheet, this item can be removed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Development of policies regarding cottage densities for density banking                   | Development of policies for the OCP regarding transfer of unused cottage densities to the density bank for the purposes of creating affordable housing.                                                                                                                                                                                                                          | This item was added to the Top Priorities list at the August 19, 2011 Special LTC meeting. No work has been done on this item to date. This item is also included in the recommend list of topic areas for Phase 2 of the OCP/LUB review under 'Housing: Affordable'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Establishing a Transportation Advisory Commission and an Agricultural Advisory Commission | Establishment of two special Advisory Planning Commissions; one focused on agriculture and the other on transportation.                                                                                                                                                                                                                                                          | The call for expressions of interest was advertised in November / December with a closing date of December 16, 2011. All expressions of interest received will be presented to the LTC for consideration of appointment in a closed meeting in January 2012. This item can be removed once these appointments are made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Snuneymuxw First Nation Protocol Agreement Implementation                                 | Implementing the protocol agreement with the Snuneymuxw First Nation.                                                                                                                                                                                                                                                                                                            | <p>This item is also included in the recommended list of topic areas for Phase 2 of the OCP/LUB review. Joint projects could include archaeological mapping and conservation work through the development of a heritage conservation area for archaeological sites and/or spiritually significant sites.</p> <p><i>The LTC has requested a \$2,000 budget for 2012/13 for communications materials, facilitator and meetings.</i></p>                                                                                                                                                                                                                                                                                                                                                       |

**PROJECTS LIST:**

The purpose of the projects list is to keep a record of topics raised for future work by the LTC. Before any work beyond basic scoping or preliminary discussion with other agencies begins, the item should be moved to the Top Priorities list to ensure that staff resources are not being taken away from other top priorities.

| <b>Table 2: Gabriola Island Local Trust Committee Projects List</b>      |                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>                                                       | <b>Activity</b>                                                                                                                                                                             | <b>Staff Comments</b>                                                                                                                                                                                                                                                                                      |
| Development Approval Information Bylaw (DAI)                             | Develop a DAI bylaw.                                                                                                                                                                        | Staff recommend this item be undertake in tandem with any DPA amendments, as DPAs will not be as effective without a DAI.                                                                                                                                                                                  |
| Mudge and Decourcy Greenhouse Gas Emissions Inventories                  | Develop an inventory of greenhouse gas emissions generated by Mudge and Decourcy residents as a more accurate alternative to the provincial Community Energy and Emissions Inventory (CEEI) | This project could be something for the newly appointed Mudge Island Advisory Planning Commission to work on.<br><i>There is currently \$2,500 allocated to this project in the 2011/12 budget.</i>                                                                                                        |
| Decourcy Island OCP review and Advisory Planning Commission appointments | Appoint members to the Decourcy Island APC. Review and update the Decourcy Island OCP                                                                                                       | Staff do not recommend undertaking more than one major bylaw review per term. In addition, staff do not recommend appointing members to the Decourcy Island APC until the LTC wishes to undertake the OCP review project, unless a major development application is made on the island prior to that time. |

**BUDGET:**

Implementation of activities associated with top priorities and projects is subject to assigned fiscal resources through the annual budget and to available staff time. The following budget request has been made for the 2012/13 fiscal year:

| <b>Table 3: Gabriola Island Budget Request – 2012/13</b>                                |               |
|-----------------------------------------------------------------------------------------|---------------|
| <b>Description</b>                                                                      | <b>Amount</b> |
| Phase 2 of OCP/LUB Review                                                               |               |
| OCP/LUB Community Process (meeting expenses, public hearings, CIMs)                     | \$10,000      |
| RAR Policy Development (mapping, communications)                                        | \$12,000      |
| Hazard Areas & Steep Slopes DPA (communications)                                        | \$2,000       |
| Affordable Housing Research (secondary suites, emergency housing, footprint analysis)   | \$3,000       |
| Watershed and groundwater protection (mapping, study, communications)                   | \$5,000       |
| Protection and enhancement of food security (Agricultural Plan, food security policies) | \$3,000       |
| Protection of sensitive lands and ecosystems (new DPAs, education, communication)       | \$4,000       |
| Economic activities (Village Core, Silva Bay, Twin Beaches, charette, communication)    | \$5,000       |
| LUB update (communication, meeting expenses, public hearing)                            | \$1,000       |
| Snuneymuxw First Nation Protocol Agreement Implementation (meeting expenses)            | \$2,000       |

Pc: Chris Jackson, Regional Planning Manager



# Memorandum

700 North Road Gabriola Island, BC V0R 1X3

Telephone 250. 247-2063 FAX: 250. 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date December 6, 2011 File Number GB/04-1-I (OCP / LUB Review)

To Gabriola Island Local Trust Committee  
For meeting of January 19, 2012

From Chloe Fox  
Island Planner

Re Gabriola Island Official Community Plan / Land Use Bylaw Review – Phase II Recommendations

At the September 22, 2011 regular business meeting of the Gabriola Island Local Trust Committee, the following resolution was passed:

**GB-153-2011** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee forward the following recommendations to the 2011-2014 Gabriola Local Trust Committee for its consideration in Phase II of an Official Community Plan / Land Use Bylaw Review:

- Adopt a Terms of Reference and Project Scope again, with a public consultation plan included with it;
- Expand the use of alternate consultation methods, and better resource consultation with Snuneymuxw First Nation;
- Implement a review process that begins with community input on Phase II topics, then request staff to prepare a timeline and resource assessment to help determine topic priorities;
- Align an Official Community Plan Advisory Commission Terms of Reference more closely with Advisory Planning Commission Bylaw No. 209, and consider focused task forces on selected topic areas;
- Maintain all Official Community Plan steering documents and Official Community Plan resolutions in a separate binder, one for each trustee;
- Request staff advice on creating an Official Community Plan strategic plan and terms of reference;
- Make budget requests for mapping early in the process;
- Enlist and use the resources and reports of the many committed groups and organizations on the island.

**CARRIED**

At the same meeting, the Gabriola Island Local Trust Committee also adopted a list of recommended Official Community Plan and Land Use Bylaw Phase II topic areas and resolved that this list be forwarded to the 2011-14 Gabriola Local Trust Committee for consideration. This list is attached for your reference.

Respectfully prepared and submitted by:

Chloe Fox  
Island Planner

Pc: Chris Jackson, Regional Planning Manager

Attachments:

No. 1 – List of recommended Official Community Plan & Land Use Bylaw Phase Two Topic Areas

# Attachment No. 1

## List of recommended Official Community Plan & Land Use Bylaw Phase Two Topic Areas, adopted by resolution of the Gabriola Island Local Trust Committee, September 22, 2011

### 1) AGRICULTURE

- a) **Protection and enhancement of agriculture:** evaluate existing OCP against November Food Security Report recommendations; ask AAC to recommend what Food Security Report recommendations should be adopted (eg DPA to protect farm activity from adjacent new residential developments); extend horticulture as an allowed use in Gabriola LUB all zones (eg Community Parks & Institutional zones). Add in intro to Ag section that 18 percent of land is in the ALR on Gabriola. Review Policy re subdivision for a relative in ALR - Section 946. How can the LTC further encourage and support farming?
- b) **Food security**– how can the LTC further encourage growing and buying local food? Advocate that provincial health regulations not inhibit local agriculture and sales. Advocacy statement on securing Brickyard Beach as a recreational shellfish beach<sup>1</sup>.
- c) **Agricultural Plan development (advocate for the development)**
  - Resource: “Exploring Food Security in the Islands Trust Area” dated November 2010;
  - Islands Trust Food Security Webpage (has many links to helpful models, e.g. Agricultural Land Commission model OCP language for local government)
  - Galiano proposed OCP language on advocacy to support local agriculture<sup>2</sup>.

### 2) CLIMATE CHANGE

- a) Recommend action toward OCP GHG emission reduction targets
- b) **Implement new OCP climate change policies in LUB** (e.g. setbacks from the ocean), and ensure other OCP policies conform to the May 2010 OCP amendment for Greenhouse Gas Emissions. Ensure form & character DPA guidelines don't prevent renewables (e.g. solar panels).
  - Resource: housekeeping staff report Feb 29/08 page 10
  - Wording from draft Commons bylaws (the biofuels section LTC didn't approve because ALC hadn't approved the biofuels use)
  - Wording from draft GHG reduction policies for Bill 27 that the LTC didn't approve (i.e. proposed policies not supported by APC)

### 3) ECONOMIC ACTIVITIES

- a) **Village core plan**
  - (1) Residential units in VC zone – how to encourage?
  - (2) Review DP7: Form and Character of Commercial Development – existing guidelines require walkways, public open spaces, parking at rear of lot, and landscaping that enhances public space and retains water. Why aren't these being achieved?
  - (3) parking and traffic plan
- b) **Silva Bay plan** – consider new DP form and character guidelines; harbour anchorage plan, including live-aboards.
- c) **Tourist Commercial** – review TC Build-out; reconsider TC unit size; floor area ratio and lot coverage values (staff report Feb 29/08)

- d) **Twin Beaches mall** – consider new DP form and character guidelines
- e) Road-side Signs – LUB changes? Advocacy to MoTI? Confirm existing OCP Land Transportation Advocacy policy n)iii<sup>3</sup>
- f) Supporting **local buying** – advocacy
- g) Encourage development of **Community Economic Development Plan**  
Resource: IT economic dependency reports (2006 IT Tourism Forum and 2011 Holman report for TC)

#### 4) FIRST NATIONS

- a) Snuneymuxw First Nation **Protocol Agreement Implementation** – LUB implementation
- b) **Archaeological mapping** with AMB & SFN
- c) consider **DPA** to flag potential **for archaeological sites**

#### 5) HOUSING: AFFORDABLE

- a) **Density transfer policies for cottage densities:** determine limits on unit size when cottage densities are used in multi-family affordable housing projects
- b) **Residential units in Commercial zones:** investigate why businesses aren't utilizing the residential allowance they now have, and consider encouragements.
- c) **Accessory Cottages** on 5 acre lots: are they being used for people that really need affordable housing (i.e. is the OCP 30% of income definition being met?). Consider removing accessory cottage allowance, and allow a suite instead. Or, consider limiting cottage physical footprint and allow a slight square footage increase. Or, allow a choice between a suite or a cottage on 5 acre lots.
- d) **Accessory Buildings:** are there ways to allow toilets in accessory buildings on small lots without them facilitating illegal dwellings, e.g. limit them to one story? (Staff report Jan. 29, 2010, Staff report February 29, 2008)
- e) **Emergency Housing:** consider advocacy statements toward senior governments. Are there any special zoning considerations, other than the existing Multi-Dwelling Affordable Housing OCP policies?
- f) **Secondary Suites:** complete research on water, servicing, other agencies' approvals; mechanisms to ensure affordability (this may be achieved by other LTCs or by Trust Council).

Resources: Gabriola Affordable Housing Needs Assessment Study  
 Trust Council Community Housing Task Force Reports  
 Trust Council Affordable Housing Toolkit  
 Gabriola Affordable Housing Task Force reports  
 Gabriola Guardian Project: Homelessness Study Interim Report,  
 People for a Healthy Community  
 Outstanding affordable housing research wrap-up report as per LTC  
 resolution # GB-198-2010

Determine whether LTC can make affordable housing use conditional, eg HA to ensure energy & water conservation hardware built in, & rainwater collection

6) HOUSING: FOOTPRINT

- a) **Concentrating/Clustering Development**, to reduce GHG emissions, and/or to facilitate affordable housing (we have some staff reports arising from January 29, 2010 LTC direction, but if this is an area of focus for the new LTC, recommend summary report and confirmation report for staff report on VIHA/RDN view of, and on mapping to reveal areas to concentrate development, and areas to downzone)
- b) **Footprint analysis** (proposed by public in Phase One, but no detail yet on how it would be used). Refer to January 29, 2010 LTC resolution
- c) **Developable Areas** on lots; shadowing on adjacent lots; small lot setbacks (June 19/09 & Feb 29/08 staff reports); consideration of limiting disturbance areas; revisit subdivision layout regulations; limit size of houses; encourage small houses; dark sky/lighting levels (June 19/09 & Feb 29/08 staff reports)
- d) **Mitigating impacts:** Hazardous Areas and Steep Slopes (Development Permit Area DP6); covenants restricting further subdivision on Remainders; policy to develop a Soil Removal Bylaw; consideration of heritage home registration; consider new DPA for GHG emission reduction, energy and water conservation

7) INSTITUTIONAL

- a) Camp Miriam – definition of **recreation camp**
- b) **Communication Towers:** Policies and advocacy – reference new checklist and policies
- c) Community **Composting** site policies
- d) Clarify **Use vs User definitions**
- e) **Emergency Access** policies: Church Street and Community Wildfire Plan proposed by FID. Is any more needed than the existing OCP 7.1 r) to w)?
- f) **Youth policies** (see City of Surrey engagement policies: <http://www.surrey.ca/plans-strategies/3191.aspx>)

8) PARKS AND OUTDOOR RECREATION

- a) **Trail linkages** and beach access – update OCP Figure 2, map of proposed Trail Connections
- b) **Youth recreation facilities:** policies to encourage
- c) **Density Transfer** for parkland – revisit policy in relation to Forest zone remainders. Consider discontinuing Density Transfer from Resource (since no parkland is created and no conservation covenant required, therefore no environmental public benefit, unlike DT from F zones, where park is created).
- d) **RDN Park rezoning** – technical update, to have zoning reflect adopted RDN management plans and intended uses

9) PROTECTING SENSITIVE ECOSYSTEMS ON LAND

- a) **landowner engagement on voluntary stewardship:** e.g. Offer site visits/workshops w environmental professionals, to voluntarily affect site plan (implementation of OCP 6.1 i)
- b) **Protected Area Network** – identify connectivity possibilities
- c) **Regional Conservation Plan** – Implement Islands Trust Fund Regional Conservation Plan 2011-15
- d) **Ecosystem protection** – map & ID tools for protection on private land; amphibian habitat; identify and protect ecosystems especially sensitive to climate change.
- e) ID **density-sending areas** (based on ecosystem & groundwater mapping)
- f) Advocacy statements to encourage **community mapping and wildlife monitoring**
- g) Advocacy and stewardship on **invasive species, and on habitat restoration** (e.g. salmon streams)

#### 10) PROTECTING COASTLINE

- a) **Landowner engagement on voluntary stewardship:** ideas flowing from forthcoming UBC shoreline project recommendations. Encourage habitat restoration (e.g. eelgrass).
- b) Further regulate seawalls, minimize land disturbance (incl advocacy on MoT ditch-clearing)
- c) Increased **protection of coastal archaeological sites**
- d) Consider **creation of one Coastal DPA** incorporating the following:
  - i) Review existing DPA policies – Locke Bay Area, Flat Top Islands Area, Gabriola Pass Area.
  - ii) Consider new DPA to **Protect Eagle Perch Trees**
  - iii) consider new **coastal steep slopes DP**
  - iv) consider DPA to flag potential for coastal archaeological sites

##### Resources:

Trust Council shoreline mapping project: January UBC workshop will illustrate how natural forces shape the physical environment of islands.

Eagle perch tree mapping done for LTC by GROWLs

Eel grass mapping and report done for LTC by Topographics (with island volunteers)

Consultants' report on steep slopes DP

question: Can LTC waive DP application if development is smaller than a specified footprint and area of land disturbance?

#### 11) RENEWABLE ENERGY

- a) **Renewable energy policies** (Siting and height for wind turbines, biofuels). OCP text to acknowledge existing energy usage and supply (e.g. Coats IPP).

#### 12) TRANSPORTATION

- a) **Zero Emissions Vehicles:** consider charge-up stations and preferential parking in commercial zones

- b) **Public Transit** (insert bus route map if adopted by RDN)
- c) *Review other transportation recommendations from VRC, like gravel quality advocacy*
- d) Airfield advocacy: link to Transport Canada agreements
- e) **Ferry fare advocacy**
- f) **Other advocacy/partnership projects outside OCP:**
  - i) Section 42 roads – how to get them designated properly (Wharf Road and sections of North Road in particular)
  - ii) Policies of, and Memorandum of Understanding, with Ministry of Transportation regarding maintenance of roads, emergency access, rights of way, heritage/scenic roads, and traffic safety at Ferry Terminal and in Village Core.

### 13) WATERSHED AND GROUNDWATER PROTECTION

- a) **Water conservation:**
  - (1) **Rainwater collection** - advocacy on incentives; consider DPA for water conservation – map for groundwater-scarce and groundwater-vulnerable areas, where new construction could trigger mandatory rainwater collection.
  - (2) **Water saving technologies:** Consider DPA for water conservation (would require low flush toilets etc at time of new construction)
- b) **Groundwater protection:** mapping; consider more specific advocacy statements on septic field inspection and repair; LUB change on small lots to require manure management; further policies to encourage groundwater recharge (eg swales for stormwater management in subdivision regulations); advocacy about hydrofracturing.
- c) **Watershed protection:** Mapping and policies to protect fish habitat and meet Provincial Riparian Areas Regulation; additional mapping and education for the protection & restoration of watercourses regardless of fish habitat status (June 15, 2011 staff report); Review DPA policies for Hoggan Lake & Locke Bay Area.

Resources: RDN DWWP program, staff, mapping

VRC recommendations on water and septic

Acknowledge much depends on Provincial Water Act changes, including for bulk water sales

Frog pond mapping done for LTC by GROWLS

### 14) IMPLEMENTATION

- a) misc bylaw amendments identified in Feb 29/08 staff report, page 6-11
- b) Legislative review
- c) Islands Trust Policy Statement Review (by staff) – identify directive statements missing from Gabriola OCP
- d) LUB amendments in tandem with OCP revisions.

---

1. We could consider an OCP advocacy statement to preserve Brickyard Beach as a recreational shellfish reserve: by establishing a Land Act map reserve with BC, and by working with DFO to close the commercial fishery. Any recreational or First nations harvesters could still fish there.

2 Galiano LTC Agricultural Advocacy Policies, proposed for OCP (first reading August 2011)

The local trust committee will support efforts to increase local food security, including: i) development of a comprehensive food security strategy; ii) creation of an Area Farm Plan; iii) promotion of sustainable and organic farming; iv) increased food processing, slaughtering and storage facilities in the community; v) the establishment of co-operatives and farm alliances; vi) implementation of community supported agriculture; vii) efforts to promote locally grown food; viii) promotion of composting and seed saving. BC Ferry Services should be requested to discuss the impact of fares on the transport of locally grown produce with the Ferry Advisory Committee.

3 From existing 1998 Gabriola OCP: MoTI shall be requested to enforce its sign regulations so as to ensure a minimal number of commercial signs are placed along the island's road rights-of-way, in keeping with Gabriola's rural atmosphere.



# STAFF REPORT

**Date:** October 17, 2011

**File No.:** GB/04-1-I (OCP /  
LUB review)

**To:** Gabriola Island Local Trust Committee  
For the meeting of October 27, 2011

**From:** Chloe Fox  
Island Planner

**CC:** Chris Jackson  
Regional Planning Manager

**Re: Gabriola Island Village Core World Café Workshop – Summary Report**

## OVERVIEW:

At the direction of the Local Trust Committee (LTC), a World Café workshop focusing on the Village Core was held on October 5<sup>th</sup>, 2011 at the Gabriola Community Hall. The purpose of this report is to provide a synopsis of the meeting, including a transcript from the notetaker's recordings of the workshop and from the comment sheets submitted by participants.

## SUMMARY:

As indicated above, the Village Core World Café was held on October 5<sup>th</sup>, 2011 at the Gabriola Island Community Hall. The purpose of the event was to allow for discussion and community direction on the issues and policies relating to Gabriola's Village Core.

The meeting was opened by Trustees Ferens and Malcolmson, followed by a brief presentation by Mr. Ken Gurr of the Gabriola Island Chamber of Commerce. Participants then broke into discussion groups around seven themes:

- 1) Village Design;
- 2) Transportation;
- 3) Mix of Uses;
- 4) Boundaries and Edges;
- 5) Public Spaces;
- 6) Density; and
- 7) Wild Card<sup>1</sup>

There were two opportunities for deep discussions on the topic areas, with each followed by summary statements from the table facilitator on the main issues discussed at that table.

<sup>1</sup> at this table, participants discussed whichever theme was of interest, or could venture into other areas of discussion not specifically represented at any of the other tables.

There were approximately 46 attendees at the event, which was facilitated by Dr. Pam Shaw and several of her students from Vancouver Island University. A transcript of comments made during the small group discussions and of all written comments received from the participants has been provided by the facilitator and is included in this report as Attachment 1.

## **STAFF COMMENTS:**

Several attendees commented on the need for residential expansion in the Village Core, including sub-issues such as affordable housing, mixed use zoning, and the need to further consider the form of mixed use zoning. Several benefits were noted to the inclusion of residential units in the core, including: reducing sprawl, “eyes on the street”, improved pedestrian access and movement, increased housing options, improved markets for business, and business diversification opportunities. Among the identified barriers were limited water resources, servicing requirements, and poor drainage.

Transportation improvements were proposed to reduce car dependency and vehicle trips. These included improved connectivity through more and improved pathways and trails, a central parking facility that permitted residents to park once and walk between stores, traffic calming in the Village Core to make pedestrian travel safer and such alternate transportation facilities as public washrooms, bike racks, rest areas, and benches.

Positive comments were received on the event, and participants expressed interest in the development of future events that would keep the focus on the Village Core.

No specific budget has been allocated toward continuing discussions on the Village Core in the 2011/12 Budget. However, the 2012/13 Budget Request does include an allocation for further work on the Village Core as a part of Phase 2 of the OCP / LUB Review. As such, staff recommend that this report be forwarded to the 2012-2015 LTC for their information, at which time staff will request direction from the LTC on proceeding with any additional work on the Village Core.

## **RECOMMENDATIONS:**

**THAT** the Gabriola Island Local Trust Committee direct staff to forward the staff report “Gabriola Island Village Core World Café – Summary Report”, dated October 17, 2011, to the 2012-2015 Gabriola Island Local Trust Committee for their information and consideration of additional work on the Village Core area.

List of Attachments:

**Attachment 1:** Gabriola Island Local Trust Committee Village Core Workshop- October 5<sup>th</sup>, 2011: Opening Presentation, Comment Sheets and Notes from the Workshop

---

Prepared and Submitted by:

*Chloe Fox*

---

Chloe Fox  
Island Planner

*October 17, 2011*

---

Date

Concurred in by:

*Chris Jackson*

---

MCIP, Regional Planning Manager

*October 18, 2011*

---

Date

**Attachment 1**  
Gabriola Island Local Trust Committee  
Village Core Workshop- October 5<sup>th</sup>, 2011  
Opening Presentation, Comment Sheets and Notes from the Workshop

---

**Notes from Opening Presentation by Mr. Ken Gurr of the Gabriola Island Chamber of Commerce**

- Gabriola is not a venue for profiteering; businesses aimed at serving the community, not generating huge profits.
- Some businesses are barely making ends meet and rely on tourist business in the summer to be solvent and to provide service to residence year-round.
- Relation with Islands Trust and RDN needs to be cooperative and not be so prescriptive in nature.
- The return on investment for commercial zoning taxes needs to be considered. The commercial tax rate is several times the amount of the residential rate; what is the return on investment for those fees?
- More integrated thinking is needed to solve problems, and this requires breaking jurisdictional and conceptual silos.
- Parking as an issue for business owners: why such strict per-lot parking requirements? A central village parking lot should be considered as should angled, on-street parking.
- Public amenities are provided by commercial outlets (parking, washrooms, etc) free of charge and have a cost attached that is absorbed by the provider.
- Tight restrictions on residential housing on commercial property exist yet expanding residential capacity on commercial lots would have social and economic benefit and would stabilize business revenues for struggling businesses.
- Gabriolians should consider the organization of an improvement district to keep tax revenues local, and to work together collectively without being a formal municipality.
- Cyclist and pedestrian needs should be reviewed and considered, this includes expanded paved shoulders capacity to safely accommodate non-car street uses.
- The Gabriola Commons is in the village; how can it better serve the community?

**Comment Sheets from Participants**

**Transportation**

- Currently walking around the core is unsafe and uncomfortable – stressful, especially on Saturdays. Some short term fixes are essential – crosswalks and stop signs. Medium term – create pathways through the core, well marked
- Longer term – need to organize traffic by consolidating parking and clearing some areas for non-vehicle traffic
- Routes to the village – biking, walking

- Flow of traffic in the village
- Traffic calming – off road trail
- Advocating for stop signs
- Slow traffic to 30 km
- Need bus
- Fight to keep the trees
- Promised a crosswalk at Co-op by MoT
- Ferry service
- All costs partially subsidized by the public
- Lower speed limit in village to 40 km
- 4 way stop and crosswalks at village/coop corner
- Work on off road trail concept: Aggie Hall to school
- Need better traffic calming/control
- MoTI for maintenance – clean the asphalted edges
- Cycle and pedestrian friendly pathways connecting to village
- Taxi savers for all seniors
- Public bus transport to stop on Lochinvar
- Ferry should satisfy islanders' needs
- 4 way stop at the Co-op
- 30 km in the village – entire strip
- Traffic is too fast, need traffic calming
- Off road trail
- Signage
- 4 way stop and crosswalk
- Bio-diesel fuel – where can it be produced? GIRO? Commons?
- Pedestrian cycle path all the way from ferry to GIRO
- Bio diesel bus
- Refer to Cycle path Report of 2010
- Traffic calming (too fast)
- Crosswalk in wrong place!
- Car stops until we get bus stops
- Ferries – prices
- Bus/car stops
- Ferry prices need to be considered
- Bus and car stops similar to those found on Mayne and North Pender
- Cycle paths – dressing with chips
- Traffic flow needs to be discussed with MoTI
- Improved pathways to the centre, including a 4 way stop sign at the Co op. This is do-able
- Two transportation issues: one is island wide, one is on the village core
- There needs to be interconnectivity

- Safety – slow traffic down to 30 kph

## Mix of Uses

- Video conference centre – networking
- Multiple rooms to accommodate various group sizes (4, 6, 12, 20 people)
- Could be combined in an expanded library, perhaps to raise revenues for library functions
- For networking via computer terminals for video/audio with other conference centres
- A state of the art conference centre will contribute to reduced GHG emissions due to less need to travel to major city centres (Nanaimo, Vancouver, Victoria), decreased reliance on ferries, etc
- Transportation hub
  - Bus terminal, taxi station
  - Shuttle to ferry and seaplane
  - Bike racks
  - Storage lockers
  - Car stop centre
- Recreation space
  - Outdoor concerts/stage/band shell
  - Speaker's corner
  - Daycare/playground (self-monitored)
  - Expanded or semi-permanent farmer's market

## Public Space

- Need restaurants, pubs overlooking the playground and forest
- Cars should not dominate
- Craft festival classes
- Folk life special festivals
- Make it safe for seniors and kids
- What is in the public interest?
- Does --- control create zero activity?
- Folk life Village parking needs to be moved around back and turn centre into a green space – use Development Permits
- Day care/child care space somewhere in the village area zoned as a home occupation so it can be affordable
- Elementary school should be a community school with better care of buildings and grounds
- Incentives (like NATEP) for property owners to allow trail easements!
- Connectivity is vital – positive spaces
- Pedestrian friendly – attractive, safe spaces
- Don't let cars dominate
- Mixed Use

- Road edges - a place to start – make safer, attractive, clear on who is where, not mix of strollers, parking, too close to traffic, awful surfaces and slopes
- I think the village needs a focal point- a “village square” where people can sit, meet, hold some events or demonstrations. All towns and cities have one. This has to be central – the obvious place is the Folk life central port. Any chance of building a parking lot as a public space in some kind of swap with the owner of the shopping centre? If not, we should look at other options to create a “central as possible” village square
- Trails connections to different parts of the core, but not linear. Meandering, interrupted by gathering places, green spaces, commercial activities
- More focus on pedestrian routes
- Define “public spaces” – public owned assets – roads, parks; private land with licensed trails, public spaces in commercial development
- More is better
- Free the shopping carts up so people can walk from one area to another – communal carts
- A village square – central

## Density

- Is there interest in building higher density than would currently be allowed in the Village Core?
  - Yes
  - Yes in the form of affordable housing not commercial space
- Would you like more residential units mixed in with the businesses?
  - Yes
  - Yes, affordable units above commercial space and co-op housing in the core
- What are the barriers to mixed use?
  - Septic and water
  - Infrastructure – water/septic/parking – but we can be innovative in our approach
- How does this relate to other goals in the OCP?
  - Focus on housing/greenspace/gardens and the focus on walkability/electric vehicle/bikes. Innovation in building – zero net emissions buildings, can be done in an affordable way
- How about explaining ways to create more densities in the Village Core by transferring densities from a “density bank”
- Also would like to see a method to transfer density or extinguish density from property unsuitable for year round residences or property that is absorbed into neighbouring property
- No increase in density except for affordable housing
- Density
- Don’t allow too many units in conjunction with businesses
- Barriers are servicing – sewage and water

- Adding density in the village doesn't reduce greenhouse gases unless the density comes from elsewhere
- No super high density anywhere
- The village core is already reaching its capacity for water and space
- Possible subsidized only for affordable housing
- Last man standing lots – unbuildable with septic and well conflicts
- Consolidate lots and donate densities
- People come here for a rural life. The village core should reflect that aesthetically and size-wise
- General support increased density for affordable housing
- Make as green as possible and recognize costs may not be covered by rents
- You could mix in residential and businesses in future but need \$\$\$ to support new businesses and new buildings
- Need a Housing Authority to start ball rolling to accommodate densities and develop plans
- More people walking in the village would be better than all using cars to drive all over to a cottage on lots elsewhere
- Increased residential density in the downtown core – beneficial for businesses. Raven, Roberts, suite in white mall
- Recommend that an amalgamation can transfer their density to the Island Trust
- Three floor maximum
- No increase of business density
- Residential intentional community or co-op housing
- Security through residences over stores
- Higher density provides more opportunity for expansion of businesses and services and rental housing but – need increased density... how?
- Need transfers of zoning to commercial
- Increased density requires joint sewage/water – how?
- Need joint parking area and easy pedestrian access between businesses
- People are not going to give up cars, but parking in front of each business is not the answer

## **Boundaries and Edges**

- Parking at right angles to streets
- Shared shoulder - bike and walk
- MoTI – has duty of care
- Village must be people friendly
- A remarkable place for our community
- Spirit square
- What is the responsibility of local government to protect existing business when ruling on new VC1 zoning?

## **Village Design**

- Green, safety conscious, inclusive
- More trees – food trees in public spaces. Slower pace in core. Less gas/vehicles
- Affordable housing, no flush toilets, water catchment systems, humanure composting, no septic
- Solar panels on roofs
- Green
- No concrete – remove concrete
- People gather in centre on grass
- Park at back – except area for disabled
- Encourage walking
- Encourage electric bikes and bikes etc
- Require new malls to provide green play space/benches etc
- Increase green area at all malls where feasible
- Open space – gathering space
- Performance space
- Demonstration project (solar/wind power, septic management, rain water collection) incorporated into structures
- Maximize greenspace. Connected space and safe walking/biking between zones
- Benches and covered walkways
- Need a proper transportation hub – integrating travel modes – bus/carstop/taxi/shuttle with storage
- Need an Islands Trust plan for the village
- Less driving if we could walk between stops and services

## **Wild Card**

- Constructed wetland on the Commons for residential use at the Village
- Set up community centered group to discuss issues with government lawyers

## **Notes from Two Working Sessions at Workshop - Notetakers**

### **Transportation**

- Constructed Add a 4 way stop off Lochinvar
- Perhaps Lochinvar could be closed permanently
- Need to convert the village to a pedestrian friendly environment
- Pathways – need to extend them and have them open
- Need a formal path from the end of the boardwalk
- Paul Grinyon and Cameron Murray are working on a plan for the Transportation Society – must be considered
- Ferries
- Expand limits of village planning to include the ferry

- Allow overflow parking at Aggie Hall
- Bus – need to move ferry from being part of BC Ferries to part of an integrated transit commission
- Sidewalks – need a lot of coordination
- Doesn't need to be so difficult
- Ganges is a good example – bus owners, public, levels of government all working together
- GALT offered to pay for it, but cut off at the pass by MoT
- Idea of recycling ditches
- Boardwalk the ditches
- Need to think about how ditches are cleaned – don't scoop out too much
- Keep the trees
- Shift vehicles completely out of the village
- Put greenspace in centre
- Need a pedestrian plan and make it happen
- I live in the south end – transportation is always a problem. Not so when we lived in the north end
- Start with the ferry- issue that defines transportation prices. This is the elephant in the room
- Ferry is an island wide issue
- Worked on bus/cycle – frustration with MoTI and RDN on how we make a village where we can walk/bike
- How do we move people in and out of the village
- Improved routes for bikes and walking are needed
- Safety is paramount – 1 crosswalk, speed, needs to be traffic calming
- Would like to see off-road trail from the Agi Hall to the school
- Commons has walkways through from the tennis courts to Rollo Centre
- Mapping and signage
- Initiative by the RDN for the trails at the tennis court
- Need to think about Duty of Care
- MoTI is willing to do leases but someone needs to take on the liability – the RDN can only take on so many
- 707 Trail leads from North Road to Tansy – a good connector
- How do you let people know where the trails are?
- Asphalt widening, sweep cycle paths
- 4 way stop needed at Folk life and co op
- Public transportation – always assumed there would be a bus stop in the village – where will it be?
- Bus- security of scheduling
- Medium step- buy a card for a taxi at reduced rates
- Saltspring buses – they are proud of it

- Maybe car stops could be an interim measure.

## Mix of Uses

- There is not a large enough population to support new business; businesses are closing due to insufficient clientele.
- There are very few year-round units for rental, and if landlords want to change focus then available housing will be an issue.
- Discussion of need for septic systems as a limitation and the possibility of a grey water system as a partial solution.
- The lack of minimum 5 acre sites around the Village core was discussed as limit to development.
- Having a large lot with communal services co-located is a positive model.
- Consideration of how to make the core a 'real village centre' that attracts people and motivate them to stay and invest.
- Discussion of how project funds could be raised including endorsements, sponsorships and government allocations from property taxes.
- Interconnected walking pathways are needed.
- There is a lack of bike racks.
- Buildings should built facing in the same direction for security; less break-ins because of higher visibility.
- Housing should be built by the road instead of at the end of long driveways
- There should be mixed housing and more rental units/apartments built by the village core.
- The Village core should include affordable housing with both apartment style and small square footage single-family units.
- Village core needs to expand to allow for mixed use, and for people who work in the village core to live close to their place of employment.
- Amendments to the bylaws and zoning regulations need to be considered to increase density.
- Zoning should allow for commercial and residential on the same land/in the same building; this would limit the need for expanding the Village.
- Village core should be expanded as adjacent parcels become available for sale.
- A better system for septic needs to be developed and solutions need to be sought by working with government.
- Government grants/funding should be sought for septic, rainwater collections, gardening (food), community projects, and other priorities.
- A Laundromat is needed.
- Four-way stops should be installed for intersections in and near the Village.
- An upgraded public washroom is needed in the Village.
- More resting areas and benches are needed in the Village and could be funded by an 'adopt-a-bench' program; thought should be given to covered benches.

- Every development should be required to give something to the community in exchange for zoning permission; examples could include walking paths, benches, sidewalks, etc.
- Better connections needed between the Village and the BC Ferry Terminal.

## **Public Spaces**

- Places that people like are pedestrian focused, which reconnects people with public space.
- Connectivity needs to exist for safe pedestrian passage from parking areas to public space.
- Discussion of the public interest as it relates to public spaces, who controls public space, how should public space look and how much public space should be available.
- Consideration of how private land used for public access could be formalized, included in the Official Community Plan and promoted.
- Discussion of how the main parking lot could be turned into a town square for demonstrations, activities, public events, etc.
- A central public space creates a calming vista that restaurants overlook.
- Parking planning is an issue about which Gabriola should be proactive.
- A design for the village core should encourage “connectivity” between building with emphasis on the importance of spaces between buildings as a positive and important element of design.
- Planning focus should include the connectivity of the space between buildings and reshape “dead zones” into “live zones” for public space.
- Connectivity should also include interconnected trails and natural cut-throughs that weave between spaces and places.
- Pat Burns residential area pseudo public trails should be improved to reduce vehicle traffic.
- Beachfront space should be open to the public as public space.
- Reclaim the public spaces used for vehicle traffic to change the focus of the village from cars to people.
- Parking should be centralized and residents should be walking between stores with benches, water fountains and green spaces included in the connecting pedestrian routes.
- The Village Square into a large public space by eliminating vehicle traffic.
- Mixed-use zoning should be used to influence connectivity and activity in public space by encouraging development mixed retail, service and residential uses.
- A transportation plan should be created to better connect people with the village without the need for car travel.

## **Density**

- Increased densities are a good preparation for the future and are better for transportation.
- The Community Plan does not support increasing overall density in the Village Core.
- Discussion of increasing density needing to come from somewhere and where in the Village was the best place to increase density; it was noted that previous attempts to increase density had been unsuccessful.

- If density increases in one place, does it necessarily decrease in another; where is the density going to come from?
- Many limitations to increased density including septic requirements, water limitations, rock and poor drainage, parking requirements; a system to overcome these challenges would be needed.
- Higher density a benefit to business as it provides eyes and ears at night when break-ins occur; break-ins are a big problem.
- Official Community Plan allows for mixed use with residential and commercial combined but generally businesses have elected not to have residential units.
- Discussion of how to increase residential units in the Village and the possibility of sub-dividing properties.
- Consideration of strategies to increase density including a density donation, density borrowing from park and agricultural lands and ways to encourage cottages on larger properties.
- The costs of having a cottage on a property is not affordable, those densities could be allocated to the Village.
- It was noted that there were 800 lots not currently built upon.
- Discussion of promoting and the limitations of secondary suites and affordable housing.
- Some concerns that the discussion of density promotes development for development's sake and that development should not precede demand.
- Discussion of affordable housing as sustainably built housing; this would require a subsidy to maintain the affordable nature and would face opposition if it resulted in higher taxes.
- Lack of municipal services is a limitation to sustainable development.
- Density issue should have been addressed before Madrona was built such that a residential component could have been included.
- Concern that renters would not want to live in isolated units above commercial as they would be alone at night.
- Concern that by building units above commercial development the space becomes urban; this is not in line with the rural way of living.
- The aesthetics of the Village core is not inviting; it was not planned and is a series of strip malls.
- Density increases will help businesses do better.
- Examples from other places should be considered (Port Moody, Orchis Island and Lopez Island were mentioned).
- Consider a density bank for those willing to give up density and those looking to increase it.
- Property amalgamation should provide a venue for a transfer of density.
- Increased residential in the Village Core would be beneficial; residential options would be good for business so long as it was not required.
- Increased residential in the Village should be affordable housing.
- No need for increased commercial development as businesses are already struggling and surplus commercial space exists.

- It would make sense that improved density in the Village include affordable residential and co-op housing.
- For some, support for increased density is tied to affordable housing.
- A housing authority should be formed.

## **Boundaries and Edges**

- Discussion of extent of village in reference to map of physical space.
- Is the Lockinvar Triangle the true village core; if not, what is?
- Consideration of uses for commercial zoning, participants noted that uses varied by type of commercial zoning and that institutional zoning includes public assembly, personal care, library, museum, plus limited public market.
- Participants observed that the extent of the village was misleading as it seemed to include only the Lockinvar Triangle, but in terms of uses, has a greater extent.
- Consideration of uses that might be part of the village, including the seniors complex, Fire Hall, health clinic, Hope Centre, Wild Rose Garden Centre, Gyro Centre? The inclusion of these uses would expand the village.
- What is the role (is there a role) of government in limiting or rationalizing enterprise? In some cases, too many of one particular commercial activity (such as restaurants) exists. How can business ventures be organised to ensure that there is a mix of services and amenities?
- Though there is common research that can be undertaken when rezoning applications come forward relating to expanded commercial use, these research mechanisms do not include an assessment regarding the impacts to the local economy and other, existing businesses. Should there be a role in denying rezoning to protect the sustainability of existing businesses?
- Consideration of increased institutional facilities such as a daycare.
- Discussion of the purpose of defining edges and boundaries: to reduce sprawl, promote connections, promote walkability and maintain open space for agriculture and nature.
- Consideration of the physical and conceptual extent of the commercial zone. Does the commercial zone extent to home-based businesses?
- Multifamily and affordable housing must be within 2km walking/driving distance of Lockinvar Triangle; what are the effects of this regulation and how can affordable housing be promoted/expanded?
- The village should be a place to gather, do commerce, meet, have a market.
- A culture should be developed in which residents and visitors park centrally and walk between stores. This was viewed as superior to the current practice of driving from shop to shop within the village and requires better crosswalks, better linkages, and slower traffic.
- The village needs to be more pedestrian and cyclist friendly.
- Traffic calming techniques should be employed to make roads safer for pedestrians, including consideration of more pedestrian-friendly intersections.

- The area and the extent of the village should be formally established such that a master plan for the village can be created to ensure that needed services and amenities are developed and they function collaboratively.
- A planning model for the village needs to be developed that is all inclusive – not planning lot by lot, or use by use, but planning for a cohesive centre of multiple uses that all work together
- Filling existing commercial spaces should be a priority before commercial capacity is expanded.
- A proper village plan and vision is needed before looking for program support or funding.
- Expanded commercial development would dilute the customer base so any expansion/contraction should consider the need for greater economic sustainability.

### **Village Design**

- There should be greater connectivity including both inviting, meandering pathways for resting and wandering, and pathways that improve pedestrian linkages.
- Currently commercial spaces are paramount and the village must also nurture spaces and activities that are not monetarily driven. This would allow for more meaningful and less ephemeral interaction among village patrons.
- Banking and transferring required land dedications (for parking and the like) across lots and boundaries would improve land-use efficiency and could engender symbiotic designs between neighbouring parcels.
- Folk life Village's current configuration concentrates and amplifies congestion. The utilization of peripheral space within the parcel for vehicular traffic may alleviate that stress while allowing for the softscaping of sections in the nucleus (current parking lot). Businesses and the building itself could take greater advantage of areas with ample sun exposure.
- The village core poses the opportunity for comprehensive visioning and can exemplify sustainable building practices. Mixed use, renewable technologies, living landscaping and responsible resource use could be demonstrated on a daily basis, normalizing those practices.
- Density thresholds must be achieved to justify the expenditure on associated infrastructure (water provision, waste treatment, district energy). A more concentrated population would concurrently attract a broader selection of goods and services for the Island as a whole.

### **Wild Card**

- Affordable housing should be increased in total volume.
- The number of allowable residential units per commercial property should be increased.
- Some housing options should be permitted without the need to providing parking facilities.
- The village should be named.
- Public facilities in the village should be increased.
- Pedestrian connectivity needs to be increased and improved.
- The village core should include more greenspaces.

- The village core needs a landmark/gathering place, like a gazebo, as a meeting location.
- The requirement to have a septic tank/field is a real limitation; work should be conducted on measures to reduce or eliminate barriers connected to septic requirements.
- A local group (perhaps Sustainable Gabriola) needs to be created as a venue for collective action because the overlapping jurisdictions of the various levels of government responsible for Gabriola create a difficult climate for getting things done.
- Healthy communities mean a healthy economy.
- Affordable housing in relation to businesses
- Housing and parking – with parking integrated into the housing
- Naming the village = explore broader meaning of “downtown”
- Affordable housing needs to be provided for those who do not use vehicles
- Visible presence of affordable housing means that we have eyes on the street
- Need to consider integrated walking routes
- Want to create a sense of community ownership
- Multi modal housing important
- Change the rules to allow more than one unit of housing
- Vibrant!
- Look to Hornby Island as an example
- Stand alone affordable housing
- Make some housing not require parking
- Public facilities
- Enhanced pedestrian connectors between commercial and housing
- Healthy economy means the better integration of people with government and government with government (RDN and Islands Trust)
- Work on a village concept at very little cost
- Add a gazebo to the village
- Grey water reuse
- Community sewage and heating
- Septic (hot sh\*t) recapture heat beyond geothermal
- What level of government can we go to?
- Who can do it?
- Take the lead at a community level with a community centered group
- Invite Islands Trust, RDN, Province, VIHA, and other community organizations to the same meeting to discuss the village core and servicing



Islands Trust

# Development Permit Areas

GABRIOLA ISLAND

JANUARY 2012

## GABRIOLA ISLAND DEVELOPMENT PERMIT AREAS:

- 1) **The Tunnel**
- 2) **Lock Bay Area**
- 3) **Hoggan Lake Area**
- 4) **Flat Top Islands Area**
- 5) **Gabriola Pass Area**
- 6) **Escarpment Areas**
- 7) **The Village Centre**
- 8) **Multi-dwelling Affordable Housing Areas**
- 9) **Light Industrial Use Areas**

## What is a Development Permit Area?

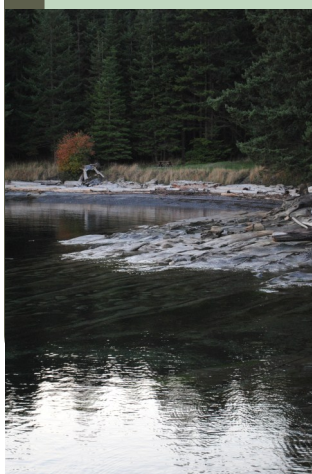
A Development Permit Area (DPA) is an area of land or water that has been designated by the Gabriola Island Local Trust Committee to achieve protection or address design criteria. DPAs can be established for more than one purpose, but all are regulated by the Local Government Act. Within each of the DPA designations, land alteration, construction/ structural alteration, and subdivision are restricted until a Development Permit is obtained. A Development Permit may not restrict the use or density of use of the land from what is permitted in zoning, except where a restriction is clearly related to health, safety or protection of the property from

damage related to hazardous conditions. Currently, Gabriola Island has nine DPA designations. These DPAs are designed to protect the natural environment, protect development from hazardous conditions or address aesthetic concerns for certain types of residential, commercial and industrial development. Other types of DPAs can also be established pertaining to the conservation of water, energy and the reduction of greenhouse gas emissions. In these cases, local governments are restricted to dealing with matters exterior to buildings and structures in setting the development permit conditions.

## Why do local governments establish Development Permit Areas?

Local governments establish DPAs to give an extra level of attention to specific areas during the development process. In addition, the designation of DPAs recognizes the fact that many people increasingly desire communities that actively protect and integrate natural features and spaces, and consider the appearance of commercial, industrial and multi-dwelling developments. Section 919.1(1) of the Local Government Act enables local governments to establish DPAs for the following purposes:

- (a) Protection of the natural environment, its ecosystems and biological diversity;
- (b) Protection of development from hazardous conditions;
- (c) Protection of farming;
- (d) Revitalization of an area in which a commercial use is permitted;
- (e) Establishment of objectives for the form and character of intensive residential development;
- (f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
- (g) In relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;
- (h) Establishment of objectives to promote energy conservation;
- (i) Establishment of objectives to promote water conservation;
- (j) Establishment of objectives to promote the reduction of greenhouse gas emissions.



**Development Permit Areas have been in place on Gabriola Island since 1998  
and have played an important role in shaping how the island looks today**



#### WHAT DOES A DEVELOPMENT PERMIT COST?

*The application fee varies depending on the type of DPA. For DPAs that protect the natural environment and DPAs that protect development from hazardous conditions, the fee is \$450. For DPAs that guide form and character of commercial, residential and industrial development, the fee is \$550.*

## How do Development Permit Areas affect future development decisions?

Once a local government has established a DPA by bylaw, affected property owners are usually required to obtain a Development Permit before they begin certain types of development on land within the DPA. The Local Government Act further regulates the use of DPAs by limiting the conditions that can be included in a Development Permit to those that are specifically authorized by the Local Government Act and that are related to a specific guideline in the DPA. In addition, a local government cannot impose the conditions relating to a DPA outside of the designated area for that DPA. Where a property owner proposes a development that meets the DPA guidelines, a permit must be issued. In other words, unlike other applications such as a rezoning, the LTC has no discretion to refuse a Development Permit if all guidelines are met. Public input is not an element of the decision-making process for a Development Permit. In this way, a Development Permit is like a building permit: the application either meets the guidelines or it doesn't.

## How do I know if my property is in a Development Permit Area?

To determine whether your land is impacted by a DPA, refer to Schedule C of the Gabriola Island Official Community Plan (OCP). Copies of the OCP are available from the Islands Trust Northern Office and at the Islands Trust website at [www.islandstrust.bc.ca/ltc/gb/bylaws.cfm](http://www.islandstrust.bc.ca/ltc/gb/bylaws.cfm). Where more than one DPA applies, development is subject to the guidelines for each applicable DPA. However, if you need a Development Permit, you will only need to submit one application and pay one fee. Islands Trust planning staff will assist you if you have any questions. Contact information is provided at the end of this document.

## How do I know if I need to obtain a Development Permit?

If you plan to build on, alter or subdivide land that is located within a DPA, you will probably need to get a Development Permit. To check, refer to Section 7 of the OCP. This section sets out the guidelines for each DPA designation. These guidelines exempt certain kinds of development within designated DPAs from the requirement of obtaining a permit. Also, should your proposed development fall outside of construction/ structural alteration, land alteration or subdivision, the guidelines may not apply. Some exceptions are in regard to design guidelines for the form and character of certain commercial, industrial and residential developments. In addition, provincial regulations may exempt land within a DPA from the guidelines. If you have any questions, contact Islands Trust planning staff. Contact information is listed at the end of this document.

## How do I apply for a Development Permit?

If you need a Development Permit, request an application form from the Islands Trust, pick one up at the Northern Trust office, or download the online application form from [www.islandstrust.bc.ca/ltc/gb/appforms.cfm](http://www.islandstrust.bc.ca/ltc/gb/appforms.cfm). The form is accompanied by a Development Permit Application Guide, which further explains the steps in the Development Permit application process. It is strongly recommended that you contact Islands Trust staff before proceeding with a Development Permit application in order to fully understand the nature of the potential options and requirements available to you.

## How long does it take to get a Development Permit?

It depends on the nature of the application. If Islands Trust planning staff has determined that a permit is required, the application will have to be processed by planning staff and put before the Gabriola Island Local Trust Committee (LTC) for its review and decision. The LTC meets monthly. Prospective applicants should submit their application at least 4-6 weeks prior to a LTC meeting to give staff adequate review and processing time.

# Gabriola Island Development Permit Areas

A number of areas on Gabriola Island are designated as DPAs, within which a Development Permit is required prior to commencing certain types of development. Guidelines set out in the Official Community Plan (OCP) specify the conditions that must be met for the Development Permit to be issued.

## Development Permits for Protection of the Natural Environment

### DP-1 The Tunnel

The shrub and tree canopy along North Road is an important scenic, heritage and environmental amenity. This DPA establishes a 183 metre wide tree canopy and shrub buffer along North Road, measured to 90.8 metres on either side of the centre line of the existing right-of-way. Construction in the buffer area is limited to roads, trails and public utility works. Tree removal and damage to trees of a certain size is not permitted, the number of road accesses is limited and landowners may be required to seek professional advice in determining buffers from development to eagle or other bird species nesting trees.

### DP-2 Lock Bay Area

This DPA has been identified as a unique beach of sand and gravel isolating a marsh of about 40 acres. No alteration causing a negative impact on the foreshore in this area is permitted. Several of the guidelines for this DPA establish setbacks to watercourses and the sea for a variety of activities and developments. Landowners are required to obtain an assessment of environmental impacts of proposed development or expansion, including mitigation measures, and may be required to seek professional advice in determining buffers from trees with eagle nests.

### DP-3 Hoggan Lake Area

This DPA has been identified as having moderate to high wildlife, freshwater and vegetation natural features, as well as an area with sizable bird populations. The guidelines for this DPA require that setbacks from the natural boundary of the lake and other watercourses be left in a natural condition to protect essential riparian habitat, control erosion and mitigate flooding. Buffers to eagle nesting trees should be determined by a professional.

### DP-4 Flat Top Islands Area

The Flat Top Islands and Breakwater Island have been identified as having important marine, vegetation and wildlife natural features. The guidelines for this DPA are similar to those for DP-2, but also include a requirement that properties, other than those within existing marine lease areas, undergo an assessment of environmental impacts and mitigation measures prior to any expansions or new developments.

### DP-5 Gabriola Pass Area

The intertidal area is boulder-tiered ledges, sandstone and shale formations and sand and gravel banks. Tide pools exist along the length of the island, and the sub-tidal area is largely devoid of human impact and is exceptionally rich in an abundance of marine life. The guidelines for this DPA specify that no alteration or disturbance occur in this DPA that would result in negative impact on to foreshore habitat. An assessment of environmental impacts and mitigation measures is required prior to any alteration to marine uses outside of areas with marine leases.

## Development Permits for the Protection of Development from Hazardous Conditions

### DP-6 Escarpment Areas

This DPA pertains to areas encompassing a land slope of greater than 80%. These areas are often unsuitable for development as they may be subject to erosion, land slip, rock falls, subsidence, or other hazards. The guidelines for this DPA do not permit the construction of buildings, septic tanks, drainage and deposit fields, irrigation or water systems, or the removal of trees and vegetation unless a geotechnical engineer recommends that such construction or removal may occur without subjecting the escarpment area to increased slope instability. A development permit will not be required in cases when the Regional District building inspector requires a report from a geotechnical engineer.

*The LTC may consider the following amendments to the current DP Areas:*

- *Amendment & expansion of DP-3 (Hoggan Lake Area) to include the provincially-mandated Riparian Areas Regulation under the Fish Protection Act.*
- *Amendment of DP-6 (Escarpment Areas) based upon recently completed mapping which provides more precise detail for hazardous slope areas*
- *Establishment of a greenhouse gas emissions reduction DPA and a water conservation DPA*
- *Update of the DPA guidelines for the Village Centre*

**Properties affected by environmental DPAs may qualify for the Natural Areas Protection Tax Exemption Program (NAPTEP), which confers a 65% saving on property taxes over areas covenanted under this program. More information on NAPTEP is available from islands Trust staff at**

**[www.islandstrust.bc.ca/naptep.cfm](http://www.islandstrust.bc.ca/naptep.cfm)**

# Gabriola Island Development Permit Areas Continued

## Development Permits to Establish Objectives and Guidelines for the Form and Character of Commercial, Industrial and Multiple Family Residential Development

### DP-7 The Village Centre

This DPA requires that the character of Folklife Village should set the tone for development in the Village Centre. The guidelines for this DPA specify that natural vegetation be retained or planted and maintained for screening, and exterior surfaces and signs be made of natural materials. Developments shall incorporate small-scale building designs and provide amenities such as pedestrian walkways and public open spaces. Lighting should be kept to the minimum for pedestrian safety, and off-street parking shall be as unobtrusive as possible and, where possible, located at the rear of buildings. Certain exceptions for minor repairs are included for this DPA as well.

### DP-8 Special Needs and Seniors Multi-Family Development Permit Areas

Currently, this DPA applies to the two existing sites designated for special needs and senior's multi-family housing on Gabriola. Guidelines for this DPA are similar to those for DP-7, as are the exceptions for obtaining a Development Permit.

### DP-9 Light Industrial Use Development Permit Areas

This DPA only applies to sites designated Industrial in the planning area. The guidelines for this DPA specify that no buildings be located closer than 30 metres from a watercourse or the high water mark of the sea. In addition, a site plan must be provided by the applicant to illustrate where off-street parking and equipment storage will be accommodated. No equipment, materials or vehicles associated with the industrial use are to be located on an adjoining parcel or public right of way.



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

Phone: 250-247-2063  
Fax: 250-247-7514  
E-mail: [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)  
Website: [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

Contact us Toll Free via Enquiry BC at:  
1-800-663-7867

**DEVELOPMENT PERMIT  
ENFORCEMENT**  
*If you need a Development Permit for the work you are planning, you must obtain the permit prior to commencing work. Work begun without a permit is a violation of the requirements of the OCP and the Local Government Act and could be subject to bylaw enforcement procedures. You may also be subject to bylaw enforcement if you make alterations beyond those allowed under an approved permit.*



# Islands Trust

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

[Meeting Agendas](#)
[Contact](#)
[Secure Login](#)
[Home](#)
[Local Trust Committees](#)
[Trust Council](#)
[Islands Trust Fund](#)
[Island Municipalities](#)
[About Us](#)
[Employment](#)
[News and Subscriber Services](#)


## Population:

Approximately 4,050

## Size:

5,256 hectares (12,987 acres)

## Location:

6 kilometres east of Nanaimo located on Vancouver Island.

[Land Use Planning](#)
[Related Planning Services](#)
[Related Resources](#)
[Trust Area Mapping](#)
[Related Links](#)

## Gabriola Island Local Trust Committee

### Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the Gabriola Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

### November 2011

#### Advisory Commission Appointments:

- [Call for Expressions of Interest on three separate Advisory Commissions – Agriculture, Transportation & Planning](#)

### October 2011

- [DRAFT Development Permit Area Fact Sheets - send us your comments!](#)

### September 2011

- [Gabriola Island Official Community Plan - Village Core. World Cafe Workshop to be held Wednesday, October 5, 2011 at the Gabriola Island Community Hall. 7:00 pm - Come and Participate!](#)
- [Trustee Newsletter - September 2011](#)

### July 2011

- [Establishing An Agricultural Commission on Gabriola Island - LTC Referral sent to Advisory Planning Commission](#)

### April 2011

- [Official Community Plan - Community Information Meeting - Thursday, April 28, 2011](#)

### March 2011

- [Trustee Newsletter March 2011](#)
- [Riparian Area Regulation Workshop - Protecting Fish Bearing Streams - 7:00 pm, March 22, 2011](#)
- ['Five for the Future' Climate Change Forum - Saturday, March 26, 2011](#)

[^ top](#)

## Gabriola Island Local Trust Committee Projects

- [Local Trust Committee Support Action for Water](#)

### Climate Change Action

- [Staff Report - October 2009](#)
- [Staff Report - January 15, 2010](#)
- [Staff Report - February 21, 2010](#)
- [Climate Wise Islands](#)
- [Newsletter - November 2009](#)
- [Newsletter - Mudge Island - March 2010](#)
- [Newsletter - DeCourcy Island - March 2010](#)
- [Fact Sheets](#)
- [Minutes - November 26, 2009](#)
- [Minutes - March 10, 2010](#)
- [Minutes - March 20, 2010](#)
- [2007 Community Energy and Emission Inventory Reports \(CEEIs\)](#)

## Committee Links

[Committee Home](#)
[Trustee Membership](#)
[Contact Trustees](#)
[Contact Planning Staff](#)
[Planning Bylaws](#)
[Administrative Bylaws](#)
[Meetings Schedule](#)
[Meeting Agendas](#)
[Meeting Minutes](#)
[Resolutions-Without-Meeting](#)
[Associated Islands](#)
[Land Use Application Forms](#)

- [now available](#)
- [New Islands Trust GHG Emission Inventories webpage posted](#)

### Build-Out Project Map (3rd Edition)

- [Final Report](#)
- [Map of Development Potential \(May 2010\)](#)
- [Map of Development Potential \(January 2006\)](#)

### Ecosystem Mapping

- [Draft Gabriola Island Local Trust Area ecosystem maps and feedback form](#)

[^ top](#)

### Official Community Plan and Land Use Bylaw Review

- [Community Workshop - Staff Report September 15, 2010](#)
- [Gabriola Island Affordable Housing Needs Assessment](#)
- [Community Workshop, Saturday, August 28, for the Official Community Plan Review](#)
- [Strategic Planning Session Follow-up Report - June 3, 2009](#)
- [Official Community Plan and Land Use Bylaw - Additional Information - Staff Report June 19, 2009](#)
- [Community Profile](#)
- [Shared Roadways - Gabriola Island Bicycle Route Plan, 2010](#)
- [Timeline - April 2010](#)
- [Summary of Community Workshop and Survey](#)
- [Strategic Plan and Public Consultation Strategy](#)
- [Geohazard and Mapping - Report from Consultant](#)
- [Riparian Areas Regulation – Implementation Methodology and Timeline – Staff Report dated June 15, 2011](#)
- [July 5, 2011 – Proposed Bylaw No. 262 \(3rd reading and approval by Executive Committee\)](#)
- [Visual Companion of Proposed Bylaw No. 262 Amendments \(3rd reading and approval by Executive Committee\)](#)
- [List of Recommended OCP/LUB Review Phase 2 Topic Areas](#)

### November 22, 2010 Community Meeting - Information Packages

- [Community Context, Plan Principle and Major Goals Information Package](#)
- [Bicycle and Bus Route Policies Information Package](#)
- [Affordable Housing, Density Transfer and Density Bank Information Package](#)

### Advisory Planning Commission

- December 1, 2010 – [Agenda Package and LTC Referral](#) | [Minutes](#)
- February 15, 2011 – [LTC Referral Package](#) | [Approved Minutes](#)
- July 21, 2011 - [LTC Referral Package](#)

### Agriculture Advisory Committee

- [Terms of Reference](#)

### Transportation Advisory Committee

- [Terms of Reference](#)

### Volunteer Review Committee

- [Terms of Reference](#)

#### Meetings

#### • 2011

- January 11, 2011 - Cancelled
- January 17, 2011 [Agenda - revised](#) | [Minutes](#)
- February 7, 2011 [Agenda - revised](#) | [Minutes](#)
- May 9, 2011 [Agenda](#) | [Minutes](#)
- June 20, 2011 [Agenda](#) | [Minutes](#)
- [October 25, 2011 Agenda](#)

#### • 2010

- December 15, 2009 [Agenda](#) | [Minutes](#)
- January 26, 2010 [Agenda revised](#) | [Minutes](#)
-

February 9, 2010 [Agenda](#) | [Minutes](#)

- March 30, 2010 [Agenda - revised](#) | [Minutes](#)
- April 20, 2010 [Agenda](#) | [Minutes](#)
- May 18, 2010 [Agenda - revised](#) | [Minutes](#)
- June 15, 2010 [Agenda - revised](#) | [Minutes](#)
- July 20, 2010 [Agenda](#) | [Minutes](#)
- August 17, 2010 - Cancelled
- September 7, 2010 [Agenda - revised](#) | [Minutes](#)
- October 5 , 2010 [Agenda - revised](#) | [Minutes](#)
- November 2, 2010 - Cancelled
- December 7, 2010 - Cancelled

**Communication Towers and Antenna**

- [Staff Report dated January 2010](#)
- [Gabriola Island Local Trust Resolution GB-025-2010](#)
- [Cellular Antenna Proposal Form](#)

**Community Wildfire Protection Plan**

- [Community Wildfire Protection Plan May 2008](#)

[^ top](#)

**Applications**

**GB-RZ-2009.1 (Williamson & Associates, density transfer)**

- [Preliminary Staff Report dated July 11, 2011](#)
- [Technical reports from Applicant submitted November 2, 2010](#)
- [Staff Report dated October 18, 2011](#)

**Trustee Newsletters**

- [March 2011](#)
- [March 2010](#)
- [April 2009](#)
- [September 2008](#)

**DeCourcy Island**

- No items at this time

**Mudge Island**

**GB-RZ-2010.1 (Littlejohn & Beckstead)**

- [Staff Report dated October 13, 2010](#)
- [Staff Report dated April 14, 2011](#)
- [Staff Report dated September 9, 2011](#)

[^ top](#)