



Gabriola Island Local Trust Committee

Regular Meeting Agenda

Date: June 8, 2017
Time: 10:15 am
Location: Gabriola Arts & Heritage Centre
476 South Road, Gabriola Island, BC

	Pages
1. CALL TO ORDER	10:15 AM - 10:20 AM
<i>"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."</i>	
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	10:20 AM - 10:30 AM
4. COMMUNITY INFORMATION MEETING - none	
5. PUBLIC HEARING - none	
6. MINUTES	10:30 AM - 10:40 AM
6.1 Local Trust Committee Minutes dated May 11, 2017 – for adoption	4 - 16
6.2 Local Trust Committee Special Meeting Minutes dated May 23, 2017 - for adoption	17 - 18
6.3 Section 26 Resolutions-Without-Meeting Report dated May 31, 2017	19 - 19
6.4 Advisory Planning Commission Minutes - none	
6.5 Agriculture Advisory Commission Minutes - none	
6.6 Transportation Advisory Planning Commission Minutes - none	
7. BUSINESS ARISING FROM MINUTES	10:40 AM - 11:00 AM
7.1 Follow-up Action List dated May 31, 2017	20 - 22
7.2 Bylaw Enforcement Status Report	23 - 24
7.3 Development Permit Area No. 3 - Riparian Areas Procedure - Memorandum	25 - 25
8. DELEGATIONS - none	

9. CORRESPONDENCE - none

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

10. APPLICATIONS, REFERRALS AND BYLAWS 11:00 AM - 11:10 AM

10.1 LTC Electronic Meetings - Bylaw No. 295 - Staff Report 26 - 32

10.2 Advisory Planning Commission Bylaw No. 296

That Gabriola Island Local Trust Committee Bylaw No. 296 cited as "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", be adopted.

11. LOCAL TRUST COMMITTEE PROJECTS

12. REPORTS 11:10 AM - 11:30 AM

12.1 Work Program Reports

12.1.1 Top Priorities Report dated May 31, 2017 33 - 33

12.1.2 Projects List Report dated May 31, 2017 34 - 36

12.2 Applications Report dated May 31, 2017 37 - 42

12.3 Trustee and Local Expense Report dated April, 2017 43 - 43

12.4 Adopted Policies and Standing Resolutions 44 - 44

12.5 Local Trust Committee Webpage

12.6 Chair's Report

12.7 Trustee Reports

12.8 Electoral Area Director's Report

12.9 Trust Fund Board Report - none

13. NEW BUSINESS 11:30 AM - 11:45 AM

13.1 Well and Groundwater Workshops - Mermorandum 45 - 47

14. UPCOMING MEETINGS

14.1 Community Information Meeting regarding Housing Options Review, on Wednesday, June 14, 2017 at 6:30 pm at The Haven, Heron Meeting Room, 240 Davis Road, Gabriola Island, BC

14.2 Next Regular Meeting Scheduled for Thursday, July 13, 2017 - to be held on Mudge Island - Details to be announced

15. TOWN HALL

16. CLOSED MEETING

11:45 AM - 12:00 PM

16.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(a), (d) and (i) for the purpose of considering Adoption of In-Camera Meeting Minutes dated May 11, 2017; Appointment of APC Members and Legal Advice and that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

12:00 PM - 12:00 PM



Gabriola Island Local Trust Committee Minutes of Regular Meeting

Date: May 11, 2017
Location: Gabriola Arts & Heritage Centre
 476 South Road, Gabriola Island, BC

Members Present Laura Busheikin, Chair
 Melanie Mamoser, Local Trustee
 Heather O'Sullivan, Local Trustee

Staff Present Ann Kjerulf, Regional Planning Manager
 Sonja Zupanec, Island Planner
 Linda Prowse, Planner 1
 Lisa Millard, Recorder

Others Present There were approximately three (3) members of the public and one (1) member of the media in attendance.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

A member of the public made the following comments:

- The Official Community Plan (OCP) addresses special needs housing but not affordable housing. If suites are being considered the OCP will need to be amended to delete the clause regarding not increasing densities as a concentration of densities will occur due to allowing suites. Allowing suites could result in several residential units on a small lot.
- It was asked if any consideration was being made to specify independent cistern and water systems for suites.
- If bathrooms and kitchens are allowed in accessory buildings then individuals might use them illegally as living quarters and therefore policies need to be developed to regulate the use of these buildings.

A Trustee clarified that secondary suites are only being considered on lots that already allow cottages and these lots are over 2 hectares in size, that densities are not being increased by allowing suites as an option to a cottage, and if accessory buildings are being used as a dwelling it would be considered a bylaw enforcement issue.

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES

6.1 Local Trust Committee Minutes dated March 9, 2017 – for adoption

The following amendments to the minutes were presented for consideration:

- Page 1 Item 2 - Approval of Agenda, under Item 9.1 Late Delegation, correct the spelling of Potlatch.
- Page 5 Item 9.1 correct the spelling of Potlatch.
- Page 8 top of the page change the sentence beginning with “The applicant noted that based on the RDN...” to read “A Trustee proposed 5000 imperial gallon cisterns be considered based on the requirements established by the Yellow Point development permit area.”
- Page 8 middle of the page remove the fourth bullet point beginning with “Trustees would like to include a mandatory...”
- Page 8 delete the first version of the motion GB-2017-042 and delete the sentence beginning with “When asked by the Chair...”, and leave just the second version of the motion GB-2017-042.
- Page 9 top of the page first bullet point add the words “and would result in a new public hearing” at the end of the sentence.
- Page 11 Item 12.7 second bullet point change “The Trustee Committee” to “The Trust Programs Committee”.
- Page 12 top of the page combine bullet points two and three to read “She watched the museum’s annual general meeting and the presentation by Fiona MacRaid, Islands Trust First Nations Senior Intergovernmental Policy Advisor, regarding the Douglas Treaty.
- Page 13 Item 13.2 change “This item was deferred.” to “Received for Information”.
- Page 14 last bullet point correct the spelling of Potlatch.

By general consent the minutes were adopted as amended.

6.2 Local Trust Committee Public Hearing Record dated March 9, 2017 - for receipt

Received for information.

6.3 Local Trust Committee Special Meeting Minutes dated March 20, 2017 – for adoption

The following amendments to the minutes were presented for consideration:

- Page 2 last bullet point on the page under Trustee O’Sullivan’s response change “While it would have to be a new one...” to “While it would be nice to have a new one...”
- Page 3 first bullet point under Trustee Mamoser’s response change “The RDN is over parkland on the Island...” to “The RDN is responsible for parkland on the Island...”

- Page 3 last bullet point under Chair Busheikin's response should read "The OCP supports the need for affordable housing but not via a density transfer and this option was not seen as fitting with this complex application".
- Page 4 first bullet point under Trustee Mamoser's response it should read "Trustee Mamoser. Stated yes she would consider creating a new park zone for ecological protection."

By general consent the minutes were adopted as amended.

6.4 Local Trust Committee Public Hearing Record dated March 29, 2017 - for receipt

Received for information.

6.5 Local Trust Committee Special Meeting Minutes dated March 30, 2017 – for adoption

The following amendments to the minutes were presented for consideration:

- Page 3 middle of page following GB-2017-056 in the paragraph beginning "During discussion on the motion..." it should read "During discussion on the motion a Trustee asked if the LTC could stipulate proof of water in the covenant and was advised that that requirement could not be stipulated." Insert the balance of the paragraph at this point beginning with "It was noted that the current focus of the Housing Options Review Project..."
- Page 5 a statement for the record made by Trustee O'Sullivan begins with "The decision before us it to give..." and opening quotes to the statement are shown. The statement ends on Page 9 near the bottom of the page. Add ending quotation marks following the word discussion in the sentence that states "That perspective seems to be lacking from the discussion".
- Page 10 third bullet point at top should read "Although the OCP does not encourage transfer from Forestry to Forestry in this case it makes sense to transfer it to Forestry for the benefits it will bring." Note that the word Resource has been changed to Forestry within this sentence.
- Page 11 first sentence correct the spelling of Potlatch twice within this sentence and capitalize the second use of the word Potlatch.

By general consent the minutes were adopted as amended.

6.6 Section 26 Resolutions-Without-Meeting Report dated May 3, 2017

Received for information.

6.7 Advisory Planning Commission Draft Minutes dated March 22, 2017 - for receipt

Received for information.

6.8 Mudge Island Advisory Planning Commission Minutes - none

6.9 Agricultural Advisory Commission Minutes - none

6.10 Transportation Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated May 3, 2017

Received for information.

7.2 APC Bylaw Review and Update - Staff Report

GB-2017-067

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee has reviewed the Directives Only Checklist and confirmed by resolution that Bylaw No. 296, cited as "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

GB-2017-068

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee Bylaw No. 296, cited as "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", be read a first time.

CARRIED

GB-2017-069

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee Bylaw No. 296, cited as "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", be read a second time.

CARRIED

GB-2017-070

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee Bylaw No. 296, cited as "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", be read a third time.

CARRIED

GB-2017-071

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee Bylaw No. 296, cited as "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

8. DELEGATIONS - none

9. CORRESPONDENCE - none

10. APPLICATIONS AND REFERRALS

10.1 GB-DP-2017.1 (Fraser) - Staff Report

Planner Prowse summarized the staff report and noted that the applicant is obligated to abide by the Qualified Environmental Professional's (QEP) report.

Discussion ensued regarding the follow up QEP report noted within the staff report and when, or if, this report is received by Islands Trust. Staff indicated that the follow up report is typically done between the applicant and the QEP.

GB-2017-072

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff look into a process for receiving post construction reports by Qualified Environmental Professionals for development permits in Development Permit Area No. 3.

CARRIED

GB-2017-073

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee approve issuance of Development Permit GB-DP-2017.1.

CARRIED

Planner Prowse left the meeting at 11:08 am.

10.2 Bylaw No. 291

GB-2017-074

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 291, cited as "Gabriola Island Land Use Bylaw, 1999, Amendment No. 2, 2016", be adopted.

CARRIED

Trustee Mamoser made the following statement for the record:

"The LTC initiated a roadside signage project to update our bylaws to better balance our community goals of preserving the rural character and atmosphere for Gabriola with our desire to support small, locally owned and home-based businesses. We were being responsive in addressing issues with our sign bylaws that first came to the LTC's attention in 2010.

Three issues were identified in the first staff report in August 2015:

1. Signs in the right-of-way are not permitted in the bylaws or by the Ministry of Transportation and Infrastructure (MoTI). This results in a lack of clarity and security for islanders that need to direct people to their businesses and the use of sandwich boards to alert the community of upcoming events.
2. Signs on the island often exceed the size limit of 0.3m² (such as a typical sandwich board); and
3. There are a lot of obsolete signs on the island and we have no regulations prohibiting them.

We reached out to the public through two community information meetings (January 2016 and April 2016) and a survey in March 2016 with 486 responses.

What we heard:

- Strong feedback that obsolete and derelict signs should be removed.
- Most important concern is safety and visibility.
- Roadside signage should be permitted for special events and that the existing sandwich board signs are acceptable.
- Strong support for the concept of group-multi-party signs for providing directions to businesses.
- Least important purpose of signage is advertising.

As result we:

- Added a definition of derelict and obsolete signs to enable their removal.
- We increased the size of signs to match that of the common sandwich board.
- Allowed signs in “zones” instead of just “lots” to permit them in the right of way subject to MoTI permission.
- We distinguished between different types of signs to regulate them differently: temporary (for special events and directional to home-based businesses), and multi-party directional signs (consolidate signs to limit number while recognizing need for these signs).
- No changes to the advertising signs except allowing them on a temporary basis to advertise public community events.
- Included minor changes to provide more clarity to bylaw enforcement (not applicable to no maximum).

I want to thank the community for providing input on these changes. The response on the survey was amazing and I appreciate those that came to the community information meetings to discuss the options in more detail before and after the survey. I believe we have achieved the balance we were looking for.”

Discussion ensued regarding the enforcement of the new bylaws.

GB-2017-075

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request Bylaw Enforcement to attend an upcoming meeting with a general report on bylaw enforcement and focus on signage.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Housing Options Review Project - Bylaws 292 and 293 - Staff Report

Island Planner Zupanec summarized the staff report and provided a power point presentation which highlighted changes to proposed Bylaw No. 293 as outlined in attachment 3 of the staff report.

Discussion ensued and the following points were made:

- Island Planner Zupanec clarified that the recently revised Agriculture Land Commission policy stipulates a manufactured home in the Agricultural Land Reserve (ALR) can only be used for immediate family while the Land Use Bylaw stipulates that the manufactured home can be used for immediate family and/or farm workers on a temporary basis if the farm has farm status while still allowing the property to have a secondary suite within the principal dwelling. . The LTC can regulate farmworker housing to be limited to a manufactured home despite the ALC policy wording, to ensure that the housing is temporary and can be removed when the use is discontinued.
- The agency referral response from Vancouver Island Health flagged the duty of the landlord to provide potable water to tenants for domestic purposes as well as a separate water system. It was clarified that if two dwellings, regardless of type of dwelling such as a cottage or a suite, were connected to one water line it becomes a water system and falls under the Regional District of Nanaimo (RDN) regulations which specifically require that the water provided be potable.
- the Housing Options Review project is based on the premise that lots over 2 ha in size are allowed to have an accessory cottage or secondary suite. It needs to be clarified if RR1 zoned lots 2ha or larger in size, remain excluded.
- A loophole in the *Land Title Act* has been identified in which a property with two dwellings undergoes a strata conversion thereby creating separate lots regardless of local government regulations. The restrictive covenant will address this loophole and trigger the Land Titles office to not approve deposits on land titles. Items B.6.3.6 and B.6.3.7 refer to entrance access to secondary suites being separate from and external to the principal dwelling unit and relate to building code regulations. It was determined if is not necessary to replicate other governing body regulations within local bylaws.
- Feedback from the Gabriola Housing Society suggested that within the definitions in the Land Use Bylaw (LUB), the term single family should be amended by deleting the word “single” to correspond with the definition in the OCP. It was noted that the definition of “family” within the OCP does not necessarily reflect the varied make up of families, that the term “family” is not defined in the LUB and that the definition of “single family” in the LUB is simple. Staff noted it was within the scope of this project to look at the definition of “family” within the OCP and LUB.

GB-2017-076

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 293, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2017” be amended to remove B.6.3.6 and B.6.3.7 as referenced in Attachment 3 of the staff report dated May 11, 2017 and that the bylaw be renumbered accordingly.

CARRIED

GB-2017-077

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff review the uses of the term “family” in the Official Community Plan and the Land Use Bylaw.

CARRIED

GB-2017-078

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 293, cited as “Gabriola Island Land Use Bylaw, 1999 Amendment No. 1, 2017 be amended as specified in Attachment 3 of the staff report dated May 11, 2107.

CARRIED

GB-2017-079

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 293 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2017” be read a first time as amended.

CARRIED

GB-2017-080

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and confirmed that Bylaw No. 293 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2017” is not contrary with the Islands Trust Policy Statement.

CARRIED

Discussion ensued regarding Bylaw No. 292 and the following points were made:

- In response to a suggestion received by the Gabriola Housing Society to amend the definition of affordable housing so it matches the definition used by the Canadian Mortgage and Housing Corporation (CMHC) it was determined a review of definitions could be done in Phase II of the Housing Options Review project.
- Clarity is required regarding the use of the terms single-dwelling, single-family and multi dwelling within Section 2 of the proposed bylaw.

GB-2017-081

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to propose a new heading for Section 2.6 of the Official Community Plan.

CARRIED

GB-2017-082

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to schedule a Special Meeting for the purpose of a Community Information Meeting and further consideration of Proposed Bylaw Nos. 292 and 293.

CARRIED

Discussion ensued regarding the timing of referring Bylaws No. 292 and 293 to the APC as the term for the previous commission members has expired and a new APC has not yet been appointed. Trustees considered whether to defer the referral or proceed and forward it to the APC once it has convened.

GB-2017-083

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw Nos. 292 and 293 be referred to the Advisory Planning Commission for comment.

CARRIED

Staff stated that recommendation 6 in the staff report dated May 11, 2017 should be removed as the housing needs assessment is a regional assessment of which Gabriola will be a part of. Staff indicated they will report back to the LTC regarding Gabriola's role in the project at an upcoming meeting. It was noted that there is an upcoming Local Planning Committee (LPC) meeting during which the project will be discussed and Trustees stated a desire that Gabriola's housing needs assessment be prioritized due to the corresponding timing of the Housing Options Review project being on the top priorities list.

GB-2017-084

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the Local Planning Committee to advance the work on the Gabriola housing needs assessment as soon as possible.

CARRIED

John Peirce, on behalf of the Gabriola Island Chamber of Commerce, stated they are encouraged by the concept of Phase II of the Housing Options Review Project.

12. BREAK

By general consent the meeting was recessed for a break at 12:42 pm and reconvened at 1:00 pm

13. REPORTS

13.1 Work Program Reports

13.1.1 Top Priorities Report dated May 3, 2017

It was noted that with the upcoming completion of the Roadside Signage Project there was an opportunity to move an item from the projects list to the top priorities list. Discussion ensued and the following points were made:

- Trustees have heard from the public and the APC that there is interest in creating ecological zoning for parkland.
- Creation of ecological zoning could be beneficial as a framework of reference for the RDN to consider when they review parkland dedication and undergo regional park planning processes.
- Both the DeCourcy Island and Mudge Island Official Community Plans have previously been identified as needing review and updating, however, there is likely not sufficient time within the current LTC term to complete said review.

GB-2017-085

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee add creation of a new ecological protection zone P4 to the top priorities list.

CARRIED

13.1.2 Projects List Report dated May 3, 2017

Trustees discussed items that might be added to the projects lists.

GB-2017-086

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee add to the projects list:

1. Update the build out map for Gabriola Island; and
2. Under the description Land Use Bylaw amendments amend bullet five to read review minimum average parcel size calculations in Land Use Bylaw and Official Community Plan to ensure consistency and to support the dedication of more than 5% (five percent) parkland.

CARRIED

13.2 Applications Report dated May 3, 2017

Staff provided an update on the time lines regarding GB-RZ-2016.1 Williamson & Associates including Executive Committee review of Bylaw Nos. 289 and 290 followed by Ministry review and RDN Board review. Trustees discussed time lines around the completion of the covenant associated with this application and staff indicated they would provide clarity about the donor parcel and right of first refusal related to this parcel at an upcoming meeting.

13.3 Trustee and Local Expense Report dated February, 2017

Received for information.

13.4 Adopted Policies and Standing Resolutions

Received for information.

13.5 Local Trust Committee Webpage

No changes or updates at this time.

13.6 Chair's Report

Chair Busheikin reported on the following:

- She is preparing for the upcoming Trust Council meeting in which topics for discussion include Islands Trust responsibilities around protection of species at risk, a continuation of the discussion regarding the role of Trustees, and conservation planning of the Islands Trust Fund.
- It has been determined that the Victoria office will remain at the existing location and undergo renovations versus moving to a new location.
- The hiring of a fresh water specialist is underway.
- The Executive Committee recently attended a management retreat and discussions included how planning is delivered, challenges related to staffing issues due to not having as many planners as needed and if more region wide work can be done, and the possibility of asking the Ministry to look at revisions to the *Islands Trust Act*.
- Stewardship nominations have been received.

13.7 Trustee Reports

Trustee Mamoser reported on the following:

- She noted there are many community members from Gabriola and Mudge Island nominated for stewardship awards.
- She did a water conservation plan handout for the Islands Trust to be shared with other islands within the Trust area.
- She will be attending an upcoming Local Planning Committee meeting during which the housing needs assessment on Gabriola will be discussed.

Trustee O'Sullivan reported on the following:

- She attended the First Nations Reconciliation event and the One Book One Community event which were both very well attended and well received.
- She attended an anchorage round table in Victoria in which several representatives from Islands Trust, regional districts and industry also attended and the meeting provided valuable information which she will provide a summary of at a later date.
- She attended a Ferry Advisory Committee meeting.

13.8 Electoral Area Director's Report - none

13.9 Trust Fund Board Report dated April, 2017

Received for information.

14. NEW BUSINESS

14.1 2016/17 Islands Trust Annual Report – Memorandum

Trustees reviewed the draft Annual Report text for inclusion in the report and approved it with one amendment in the second sentence which should read “The LTC also commenced a ‘Housing Options Review Project” (Strategic Plan 5.2) which included consideration of implementation of regulations...”.

GB-2017-087

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse the annual report submission as amended.

CARRIED

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, June 8, 2017 at The Gabriola Arts and Heritage Centre, 476 South Road, Gabriola Island, BC

16. TOWN HALL - none

17. CLOSED MEETING

17.1 Motion to Close the Meeting

GB-2017-088

It was MOVED and SECONDED

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(a) Advisory Planning Commission Appointments and (d) Adoption of In Camera Minutes dated October 13, 2016 and that the recorder and staff attend the meeting.

CARRIED

Chair Busheikin recessed the regular meeting at 2:32 pm.

17.2 Recall to Order

Chair Busheikin reconvened the regular meeting at 2:46 pm.

17.3 Rise and Report

Chair Busheikin reported that the In Camera Minutes dated October 13, 2016 were adopted and that the LTC considered Advisory Planning Commission (APC) appointments and will finalize them at the next LTC meeting. The Chair also noted the LTC's intent to amend the APC Bylaw to increase the number of APC members from seven to nine.

18. ADJOURNMENT

By general consent the meeting was adjourned at 2:47 pm.

Laura Busheikin, Chair

Certified Correct:

Lisa Millard, Recorder



Gabriola Island Local Trust Committee Minutes of Special Meeting

Date: May 23, 2017
Location: Islands Trust, Northern Office
 700 North Road
 Gabriola Island, BC

Members Present Melanie Mamoser, Local Trustee
 Heather O'Sullivan, Local Trustee

Staff Present Becky McErlean, Legislative Clerk
 Lisa Millard, Recorder

1. CALL TO ORDER

Acting Chair Trustee O'Sullivan called the meeting to order at 11:02 am. She acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

Item 3.2 Trustee's Summer Office Hours

By general consent the agenda was approved as amended.

3. BUSINESS ITEMS

3.1 Bylaw No. 296 Advisory Planning Commission (APC) – Memorandum

GB-2017-089

It was MOVED and SECONDED

that third reading of Gabriola Island Local Trust Committee Bylaw No. 296, cited as "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", be rescinded.

CARRIED

GB-2017-090

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee Bylaw No. 296, cited as "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", Section 2. Appointment of Members; subsection a), is amended by replacing the word "seven" with the word "nine".

CARRIED

GB-2017-091

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee Bylaw No. 296, cited as “Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017”, be read a third time, as amended.

CARRIED

GB-2017-092

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee Bylaw No. 296, cited as “Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

3.2 Trustee’s Summer Office Hours

Trustees discussed their offices hours and determined that effective June, 2017 they will attend at the office by appointment only and that they will re-assess their office hours in September, 2017. Trustees request that staff verify if the Trustees office hours are currently being advertised and if so to cancel said advertisements.

4. ADJOURNMENT

By general consent the meeting was adjourned at 11:09 am.

Trustee O’Sullivan, Acting Chair

Certified Correct:

Lisa Millard, Recorder



Islands Trust

Gabriola Island

Print Date: May 31, 2017

Resolutions Without Meeting

Resolution #	Action	Resolution Description	Resolution Date
2017-06	In Favour	"THAT the Gabriola Island Local Trust Committee request staff to schedule a Special Meeting to consider Advisory Planning Commission (APC) Bylaw No. 296 on Tuesday, May 23rd, 2017."	17-May-2017

Follow Up Action Report

Gabriola Island

07-May-2015

Activity	Responsibility	Target Date	Status
Staff to further discussion regarding zoning of Coats Marsh Regional Park with The Nature Trust of BC and the Regional District of Nanaimo, encouraging them to request approval from the Ecological Gifts Program for the change in zoning from Resource to Parks 1, that was removed from bylaws 271 and 272 prior to their adoption. RDN has indicated they have no objection to the change in zoning but noted potential for a perceived concern regarding negative tax implication due to Ecological Gifts Program participation.	Sonja Zupanec Ann Kjerulf	11-Jun-2015	On Going
Staff to schedule a meeting with Snuneymuxw First Nation as per our protocol agreement. Letter of invitation to participate in C2C Forum sent September 22, 2016	Ann Kjerulf	11-Jun-2015	On Going

14-Jan-2016

Activity	Responsibility	Target Date	Status
Staff to prepare information package to send to RDN staff to distribute to Building Permit applicants.	Sonja Zupanec	11-Feb-2016	On Going

08-Sep-2016

Activity	Responsibility	Target Date	Status
For RDN annual meeting agenda for 2017 - ADD: 1. Enforcement of RDN Noise Bylaw; 2. Mudge Island Public Dock; 3. Regulations for temporary dwellings being connected to a sewage disposal system			On Going

**Follow Up Action Report****09-Feb-2017**

Activity	Responsibility	Target Date	Status
GB LTC resolution requesting staff prepare a draft amending bylaw to allow for electronic meetings within the Meetings Procedure Bylaw No. 225 - to LTC meeting June 8, 2017	Becky McErlean	31-Mar-2017	Done

30-Mar-2017

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

11-May-2017

Activity	Responsibility	Target Date	Status
Bylaw 296 (APC) given 1st, 2nd, 3rd reading. Prepare RWM to amend bylaw re: increase maximum number of appointees to 9. Forward to EC for June 7.	Becky McErlean Sonja Zupanec	31-May-2017	Done
GB-DP-2017.1 (Fraser) approved. Staff to report back to LTC on options to ensure post construction reports prepared by QEP are submitted to the northern office for DPA 3.	Becky McErlean Linda Prowse	31-May-2017	Done

**Follow Up Action Report**

Bylaw 291(Roadside Signage) ADOPTED!!! Consolidate bylaw and post to web. Archive to completed projects page. Request Bylaw Enforcement attend a future LTC meeting with a report on general bylaw enforcement update and recommendations on how to proceed with signage.	Miles Drew Becky McErlean Teresa Rittemann	31-May-2017	Done
Housing Options Review Project: -Proposed Bylaw 293 amended as per minutes of meeting; 1st reading as amended and not contrary to ITPS; -Request staff to research new headings for Section 2.6 of the OCP for Bylaw 292 at second reading; -Request staff to bring back information on the use of the term family in the OCP/LUB; -Request staff to schedule a CIM and Special Meeting for Bylaws 292 and 293; -Refer both bylaws to the APC (once appointed); -Refer both bylaws to the Ministry of Agriculture and ALC for written confirmation of compliance to ALC Act and Regulations.	Becky McErlean Sonja Zupanec Wil Cottingham	31-May-2017	On Going
Forward request to LPC to advance the work on the Housing Needs Assessment for Gabriola Island as soon as possible.	Sonja Zupanec	12-May-2017	Done
Remove Roadside Signage from the Top Priorities. Add Development of Ecological Zone for Parks to Top Priorities List.	Sonja Zupanec	12-May-2017	Done
Add to Projects List: 1. update build out map for Gabriola Island; and 2. add to fifth bullet in LUB Amendment Project to include support of more than 5% dedication of parkland.	Sonja Zupanec	12-May-2017	Done



DATE OF MEETING: June 8, 2017
TO: Gabriola Island Local Trust Committee
FROM: Warren Dingman, Bylaw Enforcement Officer
SUBJECT: Bylaw Enforcement Update on Unlawful Short Term Vacation Rentals & Unlawful Signs

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee request staff to develop a Short Term Vacation Rental (STVR) enforcement policy for its consideration
2. That the Gabriola Island Local Trust Committee request staff to present options for regulating STVRs for its consideration.

REPORT SUMMARY

This report is to provide an update on Short Term Vacation Rentals (STVR) and sign enforcement on Gabriola Island.

BACKGROUND

Islands Trust Bylaw Enforcement has received a complaint about the number of STVR rentals on Gabriola. The complainant stated that there are 20 STVR advertisements for Gabriola. Unlawful STVR tourist accommodations are operating without being subject to regulations and compete directly with lawful operations such as B&Bs and other tourist accommodations. To adequately respond to this complaint, the bylaw enforcement team must open files on every unlawful STVR and require them all to apply for a Temporary Use Permit (TUP) or cease operations.

There is currently only one STVR bylaw enforcement file for Gabriola, and the operator has applied for a TUP.

There are only two valid STVR TUPs and only one current application for a STVR TUP.

Rationale for Recommendation

There are twenty-three advertisements on Airbnb for Gabriola, most of which are lawful. Five appear to be using unlawful cottages as an STVR (some using multiple unlawful cottages); two are using lawful cottages for overnight accommodation on less than a monthly basis for monetary gain; and the remainder operate from STVR operations in lawful dwellings with off island owners but several of those are using unlawful secondary suites for the STVR.

This situation indicates that the STVR regulations in the Gabriola Land Use Bylaw are currently being ignored. A bylaw enforcement policy specifically formulated to address this situation may result in greater compliance with the Bylaw.

STVRs are not permitted uses in the Gabriola Island Land Use Bylaw unless the operator has obtained a Temporary Use Permit (TUP). However, there are some problematic issues with exclusively using TUPs to permit STVR operations. For instance, there may be some types of STVR operations that the community has no concerns about and therefore the expense and effort of processing a TUP by both the operator and planning staff achieves no worthwhile goal. Similarly, the expense and effort of using bylaw enforcement resources to require those STVRs to obtain TUPs may also not be worthwhile. Land Use Bylaw regulations can be adopted which regulate STVR uses without requiring TUPs.

SIGN UPDATE

There are three sign files open for Gabriola: one file for all the signs on Ferry Hill, and two files for businesses in the commercially zoned area. At this time, it is not believed that the amendments to the sign bylaw will close these files as the businesses may have exceeded the number of permitted signs and the total square footage allowed, and the signs on Ferry Hill (the majority sited in a SRR Zone) are not permitted under the recently adopted sign regulations. As the sign regulations are no longer under review by the GILTC, bylaw enforcement staff will recommence enforcement in the normal manner.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

- 1. Direct staff to follow the existing enforcement policy and initiate enforcement proceedings as normal.**
- 2. Direct staff to not propose STVR options for amending the Gabriola Land Use Bylaw.**

Submitted By:	Warren Dingman, Bylaw Enforcement Officer	May 30, 2017
Concurrence:	Miles Drew, Bylaw Enforcement Manager	May 31, 2017



DATE OF MEETING: June 8, 2017
TO: Gabriola Island Local Trust Committee
FROM: Linda Prowse, Planner 1
Northern Team
COPY: Sonja Zupanec, Island Planner
SUBJECT: Receiving Development Permit Post-Construction Reports

PURPOSE

The purpose of this memo is to provide information to the Gabriola Island Local Trust Committee (LTC) in response to the May 11, 2017 resolution as follows:

GB-2017-072

It was MOVED and SECONDED

THAT the Gabriola Island Local Trust Committee request staff look into a process for receiving post construction reports by Qualified Environmental Professionals for development permits in Development Permit Area No. 3.

CARRIED

The guidelines for DP-3 Riparian Areas Guidelines provide a mechanism for requiring monitoring and post-construction reports:

F.3.4.3 ... Monitoring and regular reporting by a QEP or other professional at the applicant's expense may be required during construction and development phases, as specified in a development permit.

FURTHERMORE, THE ISLANDS TRUST HAS ESTABLISHED A PROCEDURE FOR MAINTAINING MONITORING AND POST-CONSTRUCTION REPORTS IN THE TAPIS (PROPERTY INFORMATION) DATABASE.NEXT STEPS:

None required

Submitted By:	Linda Prowse, Planner 1	May 25, 2017
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	May 26, 2017



File No.: 3040-20-01
LTC Open Meetings - General

DATE OF MEETING: June 8, 2017
TO: Gabriola Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
SUBJECT: Bylaw No. 295 – Gabriola Island Local Trust Committee Meeting Procedure Bylaw No. 225, 2004, Amendment No. 1, 2017

RECOMMENDATION

1. That Gabriola Island Local Trust Committee Bylaw No. 295, cited as "Gabriola Island Local Trust Committee Meeting Procedure Bylaw No. 225, 2004, Amendment No. 1, 2017", be read a first time.
2. That Gabriola Island Local Trust Committee Bylaw No. 295, cited as "Gabriola Island Local Trust Committee Meeting Procedure Bylaw No. 225, 2004, Amendment No. 1, 2017", be read a second time.
3. That Gabriola Island Local Trust Committee Bylaw No. 295, cited as "Gabriola Island Local Trust Committee Meeting Procedure Bylaw No. 225, 2004, Amendment No. 1, 2017", be read a third time.
4. That Gabriola Island Local Trust Committee Bylaw No. 295, cited as "Gabriola Island Local Trust Committee Meeting Procedure Bylaw No. 225, 2004, Amendment No. 1, 2017", be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

REPORT SUMMARY

The Gabriola Island Local Trust Committee (LTC) is asked to consider giving readings to Bylaw No. 295, cited as "Gabriola Island Local Trust Committee Meeting Procedure Bylaw No. 225, 2004, Amendment No. 1, 2017", and subsequently to forward the bylaw to the Executive Committee for approval, prior to consideration of adoption.

BACKGROUND

At the February 9, 2017 meeting, the LTC passed the following resolution:

GB-2017-030

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee direct staff to draft an amendment bylaw to facilitate electronic meetings.

Draft Bylaw No. 295 is included as Attachment 1, and for comparison, current Meeting Procedure Bylaw No. 225 is included as Attachment 2.

ANALYSIS

Policy/Regulatory

Islands Trust Electronic Meetings Regulation

The Regulation confirms that:

- a "trust body" includes a local trust committee;
- a special meeting of a local trust committee may be conducted entirely by means of electronic or other communication facilities, or
- a member of a local trust committee who is unable to attend at a meeting of the local trust committee may participate in the meeting by means of electronic or other communication facilities;
- members of a local trust committee who are participating in a meeting conducted in accordance with the regulation are deemed to be present at the meeting; and
- amendment of the LTC procedures bylaw is required to authorize electronic meetings or electronic participation in meetings.

Local Government Act

Section 225 (1) and (2) establish general requirements for what must be included in procedures bylaws and states that at least 5 days' notice in advance of a meeting must be given to trustees where a procedures bylaw amendment is being introduced.

Community Charter

Section 127(2) sets out how notice of special meeting must be given and applies to notice of special *electronic* meetings as well. Sections 6 and 7 of Bylaw No. 225 provide details on how such notice must be given.

Issues and Opportunities

Adoption of the meeting procedure bylaw amendment would allow trustees to attend meetings via electronic means in accordance with the provisions or terms of the bylaw, such as:

- The ability of all LTC members to participate electronically at a special meeting (s. 16);
- The ability of not more than one member of the LTC to participate electronically at a regular meeting; note that this member could be the chair (s. 18);
- An individual member of the LTC cannot participate by electronic means in two consecutive regular LTC meetings (s. 19);
- The restrictions regarding 1) the number of LTC members that may participate electronically at a regular meeting, and 2) participation in two consecutive regular meetings may be waived by unanimous resolution of the LTC (s. 20);
- Where any LTC member is participating in an open meeting through electronic communication facilities, the facilities must enable all meeting participants and the public to hear, or watch and hear, all meeting participants and must provide notice when participants join or leave the meeting (s. 23 and 24);
- During an electronic meeting that is open to the public, a designated staff member must physically attend at the meeting location specified in the notice of meeting (s. 25);
- Notice of a special electronic meeting must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear the proceedings.

The draft bylaw also clarifies who can chair a meeting, including an electronic meeting. The current procedure bylaw lacks this clarity.

Statutory Requirements

LTC administrative bylaws are required to be approved by the Executive Committee prior to adoption. No public hearing is required.

Rationale for Recommendation

Staff is of the opinion that Bylaw No. 295 will provide the LTC with flexibility to conduct business electronically when necessary. The staff recommendation is outlined on page 1 of the report.

NEXT STEPS

Assuming concurrence with the recommended resolutions, Bylaw No. 295 would be forwarded to the Executive Committee for consideration. Once approved by the Executive Committee, Bylaw No. 295 could then be adopted at the following Local Trust Committee Meeting.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	May 31, 2017
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ATTACHMENTS

1. Draft Bylaw No. 295
2. Current Meeting Procedure Bylaw No. 225

DRAFT

GABRIOLA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 295

A Bylaw to Amend the Gabriola Island Local Trust Committee Meeting Procedure Bylaw

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

1. Gabriola Island Local Trust Committee Meeting Procedure Bylaw No. 225, 2004, is amended as follows:
 - 1.1 By deleting section 10 in its entirety and replacing it with the following:

"10. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson."
 - 1.2 By adding the following new sections after section 15, and by renumbering section 16 and section 17 to become section 28 and section 29 respectively:

"ELECTRONIC MEETINGS

16. A special meeting of the Local Trust Committee to deal with urgent new business may be conducted entirely by means of audio or audio-visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
17. An individual Local Trust Committee member who is not at the physical location of a special Local Trust Committee meeting or a regular Local Trust Committee meeting may choose to participate by means of audio or audio-visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
18. At a regular Local Trust Committee meeting, not more than one Local Trust Committee member may participate by means of electronic communication facilities.
19. An individual member of the Local Trust Committee may not participate by means of electronic communication facilities in two consecutive regular meetings of the Local Trust Committee.
20. The Local Trust Committee may waive the restrictions in sections 18 and 19 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.
21. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

DRAFT

22. A member of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
 23. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.
 24. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.
 25. For the duration of an electronic meeting that is open to the public, the Director of Local Planning Services, or his or her designate, must attend at the place specified in the meeting notice.
 26. If communication is lost to one or more electronic participants during a meeting:
 - 26.1 the affected participants will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting, and this will be recorded in the minutes;
 - 26.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 26.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next Local Trust Committee meeting agenda.
 27. The costs of electronic participation in a Local Trust Committee meeting will be borne by the Gabriola Island Local Trust Committee if the Local Trust Committee member is participating from a location within Canada or has otherwise received the approval of the majority of Local Trust Committee members."
2. This bylaw may be cited as "Gabriola Island Local Trust Committee Meeting Procedure Bylaw No. 225, 2004, Amendment No. 1, 2017".

READ A FIRST TIME THIS	XX	DAY OF	XXX	, 201X
READ A SECOND TIME THIS	XX	DAY OF	XXX	, 201X
READ A THIRD TIME THIS	XX	DAY OF	XXX	, 201X
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	XX	DAY OF	XXX	, 201X
ADOPTED THIS	XX	DAY OF	XXX	, 201X

CHAIRPERSON

SECRETARY

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 225, 2004**

A bylaw to establish procedures for meetings of the Local Trust Committee

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

SHORT TITLE

1. This bylaw may be cited as "Gabriola Island Local Trust Committee Meeting Procedure Bylaw No. 225, 2004".

MEETINGS AND NOTICE OF MEETINGS

2. The first regular meeting of the Local Trust Committee shall be held on a date to be determined by the Local Trust Committee by Resolution Without Meeting following a general local election.
3. At the first regular meeting of the first year and at the last regular meeting of the first and second year following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two, and the schedule shall be posted on a notice board on island that is accessible to the public and in the Victoria Office of the Islands Trust.
4. Public notice of the availability of the regular meeting schedule at the place specified in Section 3 shall be given at least once a year by publication in a newspaper circulating in the local trust area.
5. Each local trustee shall provide to the Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee's mailing address or given to the trustee in person.
6. Any two members of the Local Trust Committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered to the trustee at least 48 hours before the time of the meeting, and by posting the notice at the place specified in Section 3, except that notice to Local Trust Committee members may be waived by unanimous vote.
7. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson's representations, if any, regarding the calling of the meeting.
8. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
9. A quorum of the Local Trust Committee is two members.
10. In the event that the Chairperson is not present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services or his or her designate shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson.

MINUTES

11. The Director of Local Planning Services or his or her designate shall legibly record the minutes of the meetings of the Local Trust Committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or his or her designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
12. The minutes shall record every resolution of the Committee including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

13. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
14. Bylaws shall be in writing, may be read by title only, provided that each member of the Local Trust Committee is in possession of a complete copy of the proposed bylaw at the meeting, and may be adopted on a motion to that effect at a regular or special meeting. Bylaws may be read a first time, and may be adopted, by resolution without meeting.
15. The Chairperson of the Local Trust Committee or other trustee who presided at the meeting at which it was adopted, and the Secretary of the Islands Trust shall sign every bylaw adopted by the Local Trust Committee, and the Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

EXECUTION OF DOCUMENTS

16. The Chairperson and one other member of the Local Trust Committee may execute any document on behalf of the Local Trust Committee once the Committee has authorized the execution of the document.
17. "Gabriola Local Trust Committee Meeting Procedures Bylaw No. 167, 1997" is repealed.

READ A FIRST TIME THIS	12TH	DAY OF	FEBRUARY	, 2004.
READ A SECOND TIME THIS	12TH	DAY OF	FEBRUARY	, 2004.
READ A THIRD TIME THIS	12TH	DAY OF	FEBRUARY	, 2004.
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
	23RD	DAY OF	MARCH	, 2004
ADOPTED THIS	30TH	DAY OF	MARCH	, 2004.

CHAIRPERSON

SECRETARY

K:\LTC\SATURNA\BYLAWS\BASE\PROCEDR\DRAFT BYLAW NO. 83_MTG PROCEDURES.DOC



Top Priorities

Gabriola Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Housing Options Review Project	Review Gabriola OCP and LUB policy/regulations to allow option for secondary suite in lieu of accessory cottages on lots over 2ha and over existing buildings; review temporary dwelling regulations; draft new proof of water requirements for subdivision regulations.	07-May-2015	Sonja Zupanec	
2	Develop a new ecological protection zone for the LUB.	Research and develop a new ecological protection zone as part of the Parks (P) OCP designation.	11-May-2017		
3	Water taxi feasibility	Review feasibility for zoning provisions for a water taxi at or near Descanso Bay, Gabriola Island.	14-Jul-2016	Sonja Zupanec	

**Projects****Gabriola Island**

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

**Projects****Gabriola Island**

Description	Activity	R/Initiated
Gabriola Village Plan	Undertake a comprehensive review of policies and regulations with respect to the Gabriola Village Core	02-Apr-2015
Snuneymuxw Relationship Building	Strengthen relationship with Snuneymuxw First Nation	02-Apr-2015
Food Trucks	Review land use bylaw regulations with respect to food trucks	02-Apr-2015
Eagle Nest Mapping	Incorporate eagle nest mapping into the OCP	02-Apr-2015
Green Energy	Consider policy and regulatory mechanisms to encourage green and renewable energy	02-Apr-2015
Vacation Rental Review	Review bylaws with respect to temporary use permits for short term vacation rentals	07-May-2015
CDF Conservation	Consider policies and other recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems.	14-Jan-2016
Gabriola Water Taxi	Review Official Community Plan and Land-Use Bylaw provisions to encourage water taxi service at or near Descanso Bay	15-Feb-2016
Mudge Island OCP Review	Targeted OCP review to include housekeeping amendments; review of maximum permitted lot coverage; rainwater collection cisterns being excluded from lot coverage calculations.	14-Jul-2016



Projects

Gabriola Island

Description	Activity	R/Initiated
LUB Amendments	- Review of temporary sawmill regulations - Definition of personal use of animals for SRR zoned lots - Review of how cisterns and solar panels are regulated as structures subject to lot coverage calculations -Review of section B.2.1.1 for variances within DP3 -Review minimum average parcel size calculations in LUB and OCP to ensure consistent and supportive of more than 5% dedication of parkland -IN1 zoning to ensure consistent with existing Arts Council use.	08-Sep-2016
Review and update the Gabriola Build Out Map		11-May-2017



Islands Trust

Print Date: May 31, 2017

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2016.3	Van Herwaarden, Lynn Planner: Linda Prowse	24-Aug-2016	PID: 003-422-852 539 Wildwood Crescent, Gabriola Island. DVP to bring property into compliance.
Planning Status			
Status Date: 07-Nov-2016 Further information requested.			
Status Date: 09-Sep-2016 Planner reviewing.			

Rezoning

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2016.1	Williamson & Associates	09-Feb-2016	PIDs:006-654-941, 005-030-480, 009-735-968, 003-010-431, 006-635-121, 027-939-804, 027-939-791\nSpruce to Church Streets, Mallett Creek Density Transfer
Planner: Sonja Zupanec			
Planning Status			
Status Date: 30-Mar-2017 Proposed Bylaws 289 (OCP) and 290 (LUB) given third reading. Request RDN Board confirm receipt of receiver park lands. Finalize restrictive covenant as per LTC resolution request. Provide clarity to LTC on process for 'right of first refusal' for remainder lot for parkland purposes.			

Subdivision

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2008.3	C.O. Smythies & Associates Ltd.	06-Oct-2008	To create 6 parcels btwn McCollum & Tait Roads. (PARCEL C (DD 518031) OF THE NORTH 1/2 OF THE NORTH EAST 1/4 OF SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT)
Planner: Teresa Rittemann			
Planning Status			

Applications

Status Date: 24-May-2017

No change in status.

Status Date: 23-Feb-2017

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

Status Date: 08-Jan-2016

PLA extension

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2010.2	McCollum and Krul, Gary and Jane Planner: Teresa Ritemann	13-Aug-2010	1520 McCollum Road\nCreate 7 parcels

Planning Status

Status Date: 24-May-2017

No change in status.

Status Date: 28-Nov-2016

Revised referral report sent to MOTI to reflect updated proposed plan of subdivision received.

Status Date: 30-Jun-2016

Planner received update letter from RDN that the RDN supports 5% cash-in-lieu of parkland dedication for this proposed subdivision

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

Planning Status

Status Date: 08-Jan-2016

No change

Status Date: 13-Jan-2015

Applicant working to satisfy conditions

Applications

Status Date: 14-Mar-2014
PLA received

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

Planner: Teresa Rittemann

Planning Status

Status Date: 24-May-2017
No change in status.

Status Date: 31-Mar-2015

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

Status Date: 03-Sep-2014

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

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

Planner: Teresa Rittemann

Planning Status

Status Date: 24-May-2017
No change in status.

Status Date: 07-May-2016

Letter of Undertaking regarding future protection of arch sites received from applicant/owner. Outstanding issues in extended PLA are sewage and drainage requirements.

Status Date: 05-May-2016

Parkland dedication requirement removed b/c it was met through dedication of the 707 Community Park in earlier application. No comments received from Snuneymuxw FN by deadline. As per 26-Apr email to applicant, Staff awaiting a Letter of Undertaking from the applicant regarding the covenants to protect archaeological site.

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

Applications

Planner: Teresa Ritemann

Planning Status

Status Date: 24-May-2017

No change in status.

Status Date: 01-Apr-2016

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

Status Date: 29-Feb-2016

No change in status.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2016.1	Williamson & Associates	07-Jan-2016	To create two lots within the SRR zone contained in existing Lot 4 and the northerly portion of existing Lot 5. The southerly boundary of the two SRR lots will be along the current AG zone boundary and will leave the remainder of Lot 5 as a single AG zoned parcel of 15.38 hectares wholly within the ALR.

Planner: Teresa Ritemann

Planning Status

Status Date: 24-May-2017

No change in status.

Status Date: 05-May-2016

Awaiting response from MOTI to issue PLA or PLNA.

Status Date: 03-Feb-2016

Subdivision Referral Report emailed to MOTI. Copied to Gabriola LTC and the Agent.

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

Planner: Teresa Ritemann

Planning Status

Status Date: 24-May-2017

No change in status.

Applications

Status Date: 05-May-2016

Awaiting response from MOTI to issue PLA or PLNA.

Status Date: 17-Mar-2016

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

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

Status Date: 08-Jun-2016

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

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

Status Date:

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

Status Date: 05-May-2017

PLA Received

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

Applications

Planner: Madeleine Koch

Planning Status

Status Date:

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

Planner: Linda Prowse

Planning Status

Status Date: 05-May-2017

Subdivision Referral Report sent to MOTI

Temporary and Industrial Use Permit

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

Planner: Teresa Rittmann

Planning Status

Status Date: 24-May-2017

No change in status.

Status Date: 26-Apr-2017

Planner reviewing application and waiting for additional information from applicant.

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

620 Gabriola	Invoices posted to Month ending April 2017	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	1,500.00	196.70	1,303.30
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	4,750.00	297.85	4,452.15
65210-620	LTC - Local Exp - APC Meeting Expenses	600.00	104.00	496.00
65220-620	LTC - Local Exp - Communications	1,250.00	0.00	1,250.00
65230-620	LTC - Local Exp - Special Projects	1,000.00	0.00	1,000.00
TOTAL LTC Local Expense		<u>7,600.00</u>	<u>401.85</u>	<u>7,198.15</u>
Projects				
73001-620-4063	Gabriola First Nations Relations	1,000.00	0.00	1,000.00
73001-620-4064	Gabriola Housing Options Review	2,500.00	0.00	2,500.00
73001-620-4080	Gabriola Housing Needs Assessment	5,000.00	0.00	5,000.00
TOTAL Project Expenses		<u>8,500.00</u>	<u>0.00</u>	<u>8,500.00</u>

Gabriola Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: February 2, 2016

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



MEMORANDUM

File No.: 8021
TPC Water and Marine
Conservation

DATE: May 23, 2017
TO: Local Trust Committees
FROM: Shelley Miller, Planner 1
Trust Area Services
SUBJECT: Wells and Groundwater Workshops

PURPOSE

The purpose of this memorandum is to inform Local Trust Committees and Bowen Island Municipality of wells and groundwater education workshops scheduled for the Islands Trust Area this spring and summer.

WORKSHOP DETAILS

As part of the Trust Programs Committee Water Conservation Advocacy and Education project, the Islands Trust has partnered with the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) and local health authorities to deliver a series of free, private well owner and groundwater education workshops in the Islands Trust Area. Please see Attachment 1 for a poster advertisement that includes the dates, times and locations for each workshop.

The workshops will consist of an introduction to the Islands Trust, a FLNRO presentation on groundwater and well protection, and a health authority (Island Health or Vancouver Coastal Health) presentation on water quality and well water testing, followed by a question and answer period. The Islands Trust arranged for a local laboratory, Maxxam Analytics, to provide water testing kits that will be available for pick up at the workshops. Maxxam Analytics will provide a 10% discount on select well water testing for workshop participants. In addition, the Environmental Operators Certificate Program will offer Continuing Education Units to Certified Operators who attend these workshops.

Staff have researched water conservation issues and projects and contacted local groups within the Trust Area, including regional districts, improvement districts, and water conservation community groups. Staff have also collected educational materials on water conservation from various organizations to be distributed at the workshops. In addition, staff developed an Islands Trust water conservation handout that will be available at the workshops and on the Islands Trust website.

NEXT STEPS

The Islands Trust encourages trustees and community members to promote and participate in these workshops.

Submitted By:	Shelley Miller, Planner 1	May 23, 2017
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Concurrence:	Clare Frater, Director, Trust Area Services	May 23, 2017
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ATTACHMENTS

1. Islands Trust Wells and Groundwater Workshop Poster



PAL-O-MINE VIA FLICKR

Wells and our groundwater

Concerned about your well going dry?
Worried about well water safety?
Interested in groundwater?

*Water testing kits
and 10% discount
on select well water
testing provided by
Maxxam Analytics*

Join us for a **FREE** workshop to learn about:

- 💧 Groundwater and your well
- 💧 How to protect your water source
- 💧 How to test and treat your well water

Everyone interested in learning about groundwater is welcome! Refreshments provided.

ISLAND	DATE	WORKSHOP TIME	MEETING HALL
Mayne	June 2	1:00pm–3:30pm	Mayne Island Agricultural Hall, 430 Fernhill Road
Thetis	June 9	10:00am–12:30pm	Thetis Island Community Centre (Forbes Hall), 292 North Cove Road
Galiano	June 16	1:00pm–3:30pm	Galiano South Community Hall, 141 Sturdies Bay Road
Denman	June 23	12:30pm–3pm	Denman Island Community Hall (Back Hall), 1196 Northwest Road
Salt Spring	June 30	10:00am–12:30pm	Hart Bradley Memorial Hall (Lion’s Hall), 103 Bonnet Avenue
North Pender	July 7	10:30am–12:30pm	Pender Island Community Hall (Upper Hall), 4418 Bedwell Harbour Road
Hornby	July 14	1:00pm–3:30pm	New Horizons Hall, 1765 Sollans Road
Saturna	July 21	12:30pm–3pm	Saturna Recreation and Cultural Centre, 104 Harris Road
Gabriola	July 28	10am–12:30pm	Gabriola Arts and Heritage Centre, 476 South Road
Bowen	August 10	1:00pm–3:30pm	Bowen Island Municipal Hall (Council Chambers), 981 Artisan Lane
Gambier	August 11	9:30am–12pm	Gambier Island Community Centre, 721 Andy’s Bay Road

***Water affects us all,
let’s keep it clean!***
islandstrust.bc.ca/water

WORKSHOP PARTNERS:

