



Gabriola Island Local Trust Committee Regular Meeting Revised Agenda

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

Pages

- | | | | |
|------|--|---------------------|---------|
| 1. | CALL TO ORDER | 10:15 AM - 10:15 AM | |
| 2. | APPROVAL OF AGENDA | | |
| 3. | TOWN HALL AND QUESTIONS | 10:20 AM - 10:30 AM | |
| 4. | COMMUNITY INFORMATION MEETING - none | | |
| 5. | PUBLIC HEARING - none | | |
| 6. | MINUTES | | |
| 6.1 | Local Trust Committee Adopted Minutes Dated November 13, 2104 - for receipt | | 4 - 11 |
| 6.2 | Section 26 Resolutions-without-meeting Report Dated January 13, 2015 | | 12 - 12 |
| 6.3 | Advisory Planning Commission Minutes Dated - none | | |
| 6.4 | Mudge Island Advisory Planning Commission Minutes - none | | |
| 6.5 | Agricultural Advisory Commission Minutes - none | | |
| 7. | BUSINESS ARISING FROM MINUTES | 10:30 AM - 10:35 AM | |
| 7.1 | Follow-up Action List Dated January 13, 2015 | | 13 - 14 |
| 8. | DELEGATIONS | | |
| 9. | CORRESPONDENCE | 10:35 AM - 10:40 AM | |
| | (Correspondence received concerning current applications or projects is posted to the LTC webpage) | | |
| 10. | APPLICATIONS AND REFERRALS | 10:40 AM - 11:00 AM | |
| 10.1 | Antenna Siting Proposal (Gabriola Radio Society) - verbal update | | |

10.2	GB-DVP-2014.3 Kienas & Langran	
10.2.1	Staff Report Dated January 5, 2015	15 - 33
11.	LOCAL TRUST COMMITTEE PROJECTS	11:00 AM - 11:30 AM
11.1	Housekeeping Bylaw Ammendments	
11.1.1	Staff Report Dated January 13, 2015	34 - 75
12.	REPORTS	11:30 AM - 12:00 PM
12.1	Work Program Reports	
12.1.1	Top Priorities Report Dated January 13, 2015	76 - 77
12.1.2	Projects List Report Dated January 13, 2015	78 - 79
12.2	Applications Report Dated January 13, 2015	80 - 82
12.3	Trustee and Local Expense Report	
12.3.1	Report Dated November 2014	83 - 83
12.3.2	Report Dated December 2014	84 - 84
12.4	Adopted Policies and Standing Resolutions	85 - 85
12.5	Local Trust Committee Webpage	
12.6	Chair's Report	
12.7	Trustee Reports	
12.8	Electoral Area Director's Report	
<u>LUNCH BREAK</u>		
13.	NEW BUSINESS	12:15 PM - 2:00 PM
13.1	Gabriola Ferry Advisory Committee appointment	
13.1.1	Email from J. Hodgkins, Gabriola Ferry Advisory Committee Dated 12 / 12, 2015	86 - 87
13.1.2	Letter from D. Guenette, BC Ferries Dated December 2014	88 - 88
13.2	Wildlife Tree Service (WiTS) Report on Eagle Nesting Dated 2014	89 - 95
13.3	Advisory Planning Commissions Staff Report Dated January 12, 2015	96 - 117
13.4	Ministry of Agriculture Workshop Invitation to Agricultural Advisory Committee memorandum	118 - 120
13.5	Gabriola Island Local Trust Committee Work Program - 2015	
13.5.1	Staff Report Dated January 6, 2015	121 - 144
13.5.2	Strategic Planning Session	

14. UPCOMING MEETINGS

- 14.1 Next Regular Meeting Scheduled for Thursday,
February 26, 2015 at The Woman's Institute, 476
South Road, Gabriola Island, BC

15. TOWN HALL 2:00 PM - 2:10 PM

16. CLOSED MEETING - none

17. ADJOURNMENT 2:20 PM - 2:20 PM



Gabriola Island Local Trust Committee Minutes of Regular Meeting

Date:	November 13, 2014
Location:	Gabriola Women's Institute Hall 476 South Road, Gabriola Island, BC
Members Present	David Graham, Chair Sheila Malcolmson, Local Trustee Gisele Rudischer, Local Trustee
Staff Present	Courtney Simpson, Regional Planning Manager Aleksandra Brzozowski, Planner Marnie Eggen, Planner Rob Milne, Planner Jessie Sherk, Recorder
Others Present	Howard Houle (Regional Director),), One member of the local media and twenty-one (21) members of the public were in attendance.

1. CALL TO ORDER

Chair Graham called the meeting to order at 10:15 am. He 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:

13.4.2 Additional Public Submissions
14.1 Affordable Housing Density Bank

By general consent the agenda was approved as amended.

3. MINUTES

3.1. Local Trust Committee Meeting Minutes of October, 2014 - for adoption

The following amendments to the minutes of October 2, 2014 were presented for consideration:

Page 7, 8. Trustees Report: Change second sentence to read "... the province was asked to do but did not.", delete the end of the sentence. Change the third station to read " She stated that it is very important for coastal communities to have UBCM recognize...."

- 2nd paragraph, replace text with the following: "In closing, Trustee Malcolmson commented in response to hearing complaints that the Islands Trust does not

support bridges, that in fact the policy was not imposed by the Islands Trust but was derived from extensive public consultation and then adopted into Official Community Plans and the Islands Trust Policy Statement by local trustees elected locally by the people. She stated that if anyone thinks these are the wrong policies they should run for election on that platform and try to change it."

By general consent the minutes were adopted as amended.

3.2. Section 26 Resolutions Without Meeting

None.

3.3. Gabriola Island Advisory Planning Commission Meeting Minutes

None.

3.4. Mudge Island Advisory Planning Commission Meeting Minutes

None.

3.5. Gabriola Island Agricultural Advisory Commission Meeting Minutes

None.

4. BUSINESS ARISING FROM MINUTES

4.1. Follow-up Action List dated November 4, 2014

Regional Planning Manager Simpson presented the list and indicated there were no further updates.

4.2. Dormant Applications Staff Report dated November 4, 2014

Planning Manager Simpson explained what a dormant application is and noted that an applicant withdrawing or staff closing an application does not reflect poorly on an applicant. She then introduced the staff report and its purpose. Trustee Rudischer remarked that she has spoken to the applicant and that the applicant is fine with the file being closed.

GB-2014-162

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee direct staff to close subdivision referral file GB-SUB-2010.2

CARRIED

5. CORRESPONDENCE

5.1. Email from N. Morgan and K. Morrison dated October 8, 2014 - regarding dogsitting as home occupation

Trustees reviewed the email. Discussion ensued regarding the possibility of changing the wording of the resolution passed at the last meeting.

GB-2014-163

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee amend Resolution GB-2014-150 to change it to:

“that the Gabriola Island Local Trust Committee add to the projects list a new definition of in-house dog boarding to consider allowing this use in the small rural residential zone.”

CARRIED

5.2. Letter from Gabriola Rod, Gun and Conservation Club dated November 4, 2014 re Proposed Changes to Land Use Bylaw

Staff and trustees reviewed the letter. Planning Manager Simpson suggested including the possible changes in the communications section but not actually add it to the bylaw at this point. It was recognized that Paul Metcalf, a representative from the Rod and Gun Club was in the audience and was given the opportunity to speak. Discussion ensued.

GB-2014-164

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request that staff include a definition of shooting range in housekeeping communication materials.

CARRIED

Paul Metcalf asked that it be recorded in the minutes that he commended Planning Manager Simpson and colleagues for responding at their earliest possibility to talk at length with him.

6. REPORTS

6.1. Work Program Reports

6.1.1. Top Priorities Report & Projects List dated November 4, 2014

Planning Manager Simpson stated she has not received any bylaws from the Minister of Community, Sport and Cultural Development. Trustees discussed the Riparian Areas Regulation bylaw and other bylaws waiting for approval and asked that Planning Manager Simpson let the Minister know that it is their political hope to have these bylaws adopted before the end of the term.

6.2. Applications Log

6.2.1. Report dated November 4, 2014

Planning Manager Simpson reviewed the list and updated trustees. An error was noted in GB-DVP-2014.4. The Applications Log should read that it is an application to vary, not an amendment.

6.3. Trustee and Local Expenses

6.3.1. Expenses posted to end of September, 2014

Reviewed for information.

6.3.2. Expenses Posted to end of October, 2014

Reviewed for information.

7. NEW BUSINESS

None.

8. TRUSTEES' REPORT

Trustee Rudischer took this time to thank everyone who has supported and voted for her over the last 18 years, especially the members of her family.

Trustee Malcolmson thanked the community and everyone who has participated in meetings, given the trustees advice, and served on advisory commissions. She also thanked David Graham for being a fantastic chair this term, as well as former chairs Louise Bell and Kim Benson. She also thanked the planning staff and Courtney Simpson for her leadership, noting how lucky they are to have an Islands Trust office on this island. Also discussed was the play at the museum for Remembrance Day.

Trustee Malcolmson reported she had presented to the Regional District of Nanaimo board the 2011 OCP amendments regarding bike paths.

9. CHAIR'S REPORT

Chair Graham took the opportunity to thank his fellow trustees. He stated that his time as chair was both entertaining and educational and that Gabriola is a great community.

10. REGIONAL DIRECTOR'S REPORT

Regional Director Houle thanked the trustees.

11. DELEGATIONS

None.

12. TOWN HALL SESSION

Judith Graham voiced her opposition to the radio tower proposal appearing later on the agenda. She stated that she does not oppose the co-op radio, just the tower. She then read a letter stating her case, which was distributed to staff and Trustees.

Penny Sidor spoke to the issues surround dog sitting. She stated that there are several people in her neighborhood who take in dogs and feels that if she can't do it, neither should they. She also stated that most of the complaints made aren't actually about her dogs, but are attributed to her because she is known to dog sit. She asked if she was

allowed to continue dog sitting while this was under review. She was advised to speak with the bylaw officer.

Regarding the radio tower proposal, Paul Metcalf commented that in an emergency, that specific area has no cell signal.

Next, a large group of the community entered the meeting. A speech was read in appreciation of the trustees and they were all presented with flowers and a cake. The Trustees expressed their gratitude. There was a short recess.

13. APPLICATIONS AND PERMITS

13.1. GB-DVP-2014.4 Intrascap Developments Inc. (Madrona)

13.1.1. Staff Report dated November 4, 2014

Planner Milne summarized the staff report and handed out a larger schedule for the Trustees to review. It was noted that the applicants were present in the audience. Appreciation was expressed for electric vehicle spaces, swales and the variety of parking spaces. It was also noted that there is a fear that the parking plan may result in people parking on the street. Discussion ensued.

GB-2014-165

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee approve development variance permit GB-DVP-2014.4 to Intrascap Developments Inc. for Lot A, Section 20, Gabriola Island, Nanaimo District Plan 42582

CARRIED

Trustee Rudischer abstained.

13.2. GB-DP 2014.3 Intrascap Developments Inc. (Madrona)

13.2.1. Staff Report dated November 4, 2014

Planner Milne summarized the staff report. Discussion ensued.

GB-2014-166

It was MOVED and SECONDED,

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

CARRIED

13.3. Antenna Siting Proposal (Gabriola Radio Society)

13.3.1. Staff Report dated October 27, 2014

Planner Brzozowski summarized the staff report and presented the applicant's proposal to construct a radio tower at the end of Chernoff Drive. The applicant joined the meeting via telephone. Staff and trustees discussed at great length.

GB-2014-167

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee not support the proposal submitted by the Gabriola Radio Society, file 5590-20-01 (Gabriola Radio Society), for the siting of a radio tower on the property legally described as: The Southwest ¼ of Section 9, Gabriola Island, Nanaimo District, Except that Part in Plans 34295, VIP69975 and VIP71690, for the following reasons:

- It does not comply with the Official Community Plan or the Land Use Bylaw
- Significant opposition among neighbouring property owners and other residents
- A lack of information provided by the applicant to address environmental requirements of Standing Resolution GB-025-2010 of the Gabriola Island Local Trust Committee
- Lack of support for proposed tower in light of options related to existing towers and co-location (ie. There is existing coop radio in Nanaimo, there is existing tower coverage for emergency services, there are options to broadcast Gabriola coop radio without a tower

CARRIED

It was noted that co-op radio is broadcasting over the internet and they are doing good work. Also noted was that if Gabriola Radio Society would commit in a legal document that this tower is only for use by the Gabriola Radio Society and the activities presented, they may have more success with an application. It is the LTC's current understanding that this tower proposal is not only about co-op radio but also about anticipated commercial telecommunication activity from the tower in the future should the structure be built.

13.4. GB-DVP-2014.2 Hessels (Baker)

13.4.1. Staff Report dated October 29, 2014

Planner Eggen introduced the staff report that explained the Development Variance Permit request is to construct a retaining wall to allow for the protection of the subject land from slope regression and erosion, specifically aimed at protecting the trees on the top of the slope. Planner Eggen gave some background to the Local Trust Committee and discussed a geotechnical report that was prepared in 2008 that identified a safe construction site for a dwelling. The current siting of the house reflects the report's recommendation.. She noted that nothing has changed since that report and that it is staff recommendation to not approve the variance. The applicant was in the audience and read out a speech to support her application. Discussion ensued regarding Islands Trust policies and how they support natural coastal processes as much as possible. The work done with the Green Shores program was also discussed, noting that the workshops specifically described the type of wall being proposed, and the negative impacts of such a wall.

GB-2014-168

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee not issue a Development Variance Permit for GB-DVP-2014.2 (Baker).

CARRIED

Trustee Malcolmson stated that this is the policy framework that they have been given by the community in the current bylaw and that she looks forward to seeing new soft techniques that allow the coast to fulfill its function.

14. LOCAL TRUST COMMITTEE PROJECTS

14.1. Affordable Housing Density Bank

Discussion regarding the affordable housing density bank ensued.

GB-2014-169

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee direct staff to draft wording to show eight densities in the affordable housing density bank for inclusion in the proposed housekeeping bylaw

CARRIED

15. BYLAWS

None.

16. ISLANDS TRUST WEBSITE

16.1. Gabriola Island Pages

No updates.

17. NEXT MEETING DATE

The next meeting date is to be determined.

18. TOWN HALL SESSION -

A member of the public asked if the minutes from this meeting would be adopted by the new trustees. Trustees then discussed and noted they would adopt them by Resolution Without Meeting before the end of the term.

Paul Metcalf, a professional geoscientist, commented on the geotechnical reports required when applying to make changes to the shoreline. He asked if it would not be helpful to advise the qualified professional to present options that are in line with the Gabriola Local Trust Area regulations. Trustee Malcolmson stated that at the pre-application phase the planner conveys exactly that to the applicant

19. ADJOURNMENT

By general consent the meeting was adjourned at 1:10 pm.

David Graham, Chair

Certified Correct:

Jessie Sherk, Recorder

RWM From: November 20, 2014 To: January 13, 2015

Gabriola Island

Resolution #	Action	Resolution Description	Resolution Date
2014-06	In Favour	"THAT the Gabriola Island Local Trust Committee schedules its 2015 regular business meetings at The Women's Institute, 476 South Road, Gabriola,, beginning at 10:15 AM on the following dates: Thursday, January 22, 2015 Thursday, February 26, 2015 Thursday, April 2, 2015 Thursday, May 7, 2015 Thursday, June 11, 2015 Thursday, July 23, 2015 Thursday, September 10, 2015 Thursday, October 22, 2015 Thursday, November 26, 2015."	Dec 15, 2014
2014-05	In Favour	"That the Gabriola Local Trust Committee request Executive Committee to assign Trust Area Services resources as needed for advocacy relating to the Gabriola Bridge Feasibility Study."	Dec 10, 2014
2014-04	In Favour	"That the Gabriola Island Local Trust Committee adopt the minutes of its regular business meeting of November 13, 2014."	Dec 01, 2014
2014-03	In Favour	"That the Gabriola Island Local Trust Committee adopt the minutes of its October 2, 2014 In Camera meeting, as attached."	Dec 01, 2014

**Follow Up Action Report w/ Target Date****Gabriola Island
Jul-17-2014**

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

Sep-04-2014

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

Oct-02-2014

No.	Activity	Responsibility	Target Date	Status
1	Prepare an annotated version of Bylaws 278 and 279 to assist the reader in understanding each of the proposed changes.	Karin Kronstal	Dec-01-2014	Done
1	Refer proposed Bylaw No.s 278 and 279 to the Agricultural Land Commission, Regional District of Nanaimo Building Department, Islands Trust Bylaw Enforcement Department, and the following First Nations: Snuneymux First Nation, Cowichan Tribes, Halalt First Nation, Hul'quimi'num Treaty Group, Lake Cowichan First Nation, Lyackson First Nation, Semiahmoo First Nation, Stz'umins First Nation, and Te'Mexw Treaty Association.	Karin Kronstal Lisa Webster-Gibson	Dec-31-2014	Done

Nov-13-2014

No.	Activity	Responsibility	Target Date	Status
1	Advise the staff of the Ministry of Community, Sport and Cultural Development that it is the political hope of the Gabriola LTC that they can adopt the bylaws currently with the Minister's office, before the end of their term.	Courtney Simpson	Nov-17-2014	Done
1	Issue development permit GB-DP-2014.3 (Intrascap Developments Inc.)	Becky McErlean	Nov-20-2014	Done
1	Inform the applicant and Industry Canada that the Gabriola LTC resolved to not support the antenna siting proposal for the Gabriola Radio Society.	Aleksandra Brzozowski	Nov-28-2014	Done
1	Development permit GB-DVP-2014.2 (Baker) was not issued. Applicants to be notified and file closed.	Becky McErlean	Nov-28-2014	Done
1	Issue GB-DVP-2014.4 to Intrascap Developments Inc.	Becky McErlean	Nov-28-2014	Done
1	Draft wording to show eight densities in the affordable housing density bank for inclusion in the proposed housekeeping bylaw.	Karin Kronstal	Dec-31-2014	Done
1	Close subdivision referral file GB-SUB-2010.2.	Becky McErlean	Dec-31-2014	Done
1	Amend resolution GB-2014.150 to change it to "that the Gabriola Island Local Trust Committee adds to the projects list a new definition of in-house dog boarding to consider allowing this use in the small rural residential zone".	Courtney Simpson	Dec-31-2014	Done
1	Include a draft definition of "shooting range" in the housekeeping bylaw communications materials.	Karin Kronstal	Dec-31-2014	Done

STAFF REPORT

Date: January 5, 2015

File No.: GB-DVP-2014.3

To: Gabriola Island Local Trust Committee
For meeting January 22, 2015

From: Teresa Ritemann, Planner 1

CC: Courtney Simpson, Regional Planning Manager

**Re: Development Variance Permit
Lot 2, Section 12, Gabriola Island, Nanaimo District, Plan 23619;
PID 003-132-439**

Owner: Alex Langran & Kelli Kienas

Applicant: (Same)

Location: 907 Sharie Road, Gabriola Island

THE PROPOSAL:

BACKGROUND:

The applicant is seeking a Development Variance Permit to vary clause D.1.1.3(a)(i) of the Gabriola Island Land Use Bylaw No. 177, which states that (**emphasis added**):

“On lots less than 1.0 hectares (2.47 acres), except for a sign, fence, or pump/utility house, the minimum setback of buildings or structures is:

- 6.0 metres (19.7 feet) from the front lot line;
- 4.5 metres (14.8) from any exterior side lot line; and
- **1.5 metres (4.9 feet) from any interior lot line.”**

The applicant is seeking to reduce the interior lot line setback of 1.5 m (4.9ft) in order to permit:

- 1) A **minimum of 0.84 m (2.75 ft)** from the property line for the **existing, legally non-conforming** shed, and bring the structure into conformity with the bylaw, to allow the applicants to make future changes/additions to the shed if/when necessary (over and above basic maintenance and repairs of the structure); and
- 2) A **minimum of 1.07 m (3.5 ft)** from the property line for a deck with attached building. The applicants had previously received a Building Permit from the Regional District of Nanaimo, after which point it was found that the property line flags did not correspond to the property line survey pins, and the Regional District then issued a stop work order.

SITE CONTEXT:

The subject property is located on Sharie Road on Gabriola Island, as shown in Figure 1 below. The property is approximately 0.167 hectares (0.431 acres) in size. The property is bordered by Sharie Road to the east which provides access to the property via an existing driveway; and by adjacent residences in the Settlement Rural Residential zone to the north, west, and south. The five (5) buildings and structures which currently exist on the property are shown in Figure 2, along with their setback distances. Figure 3 shows the Site Plan drawings for the deck addition.

Photos from the October 31, 2014 site visit by Islands Trust Planners Teresa Ritemann and Marnie Eggen are shown in Figures 4 to 11.

Figure 1: Subject Property

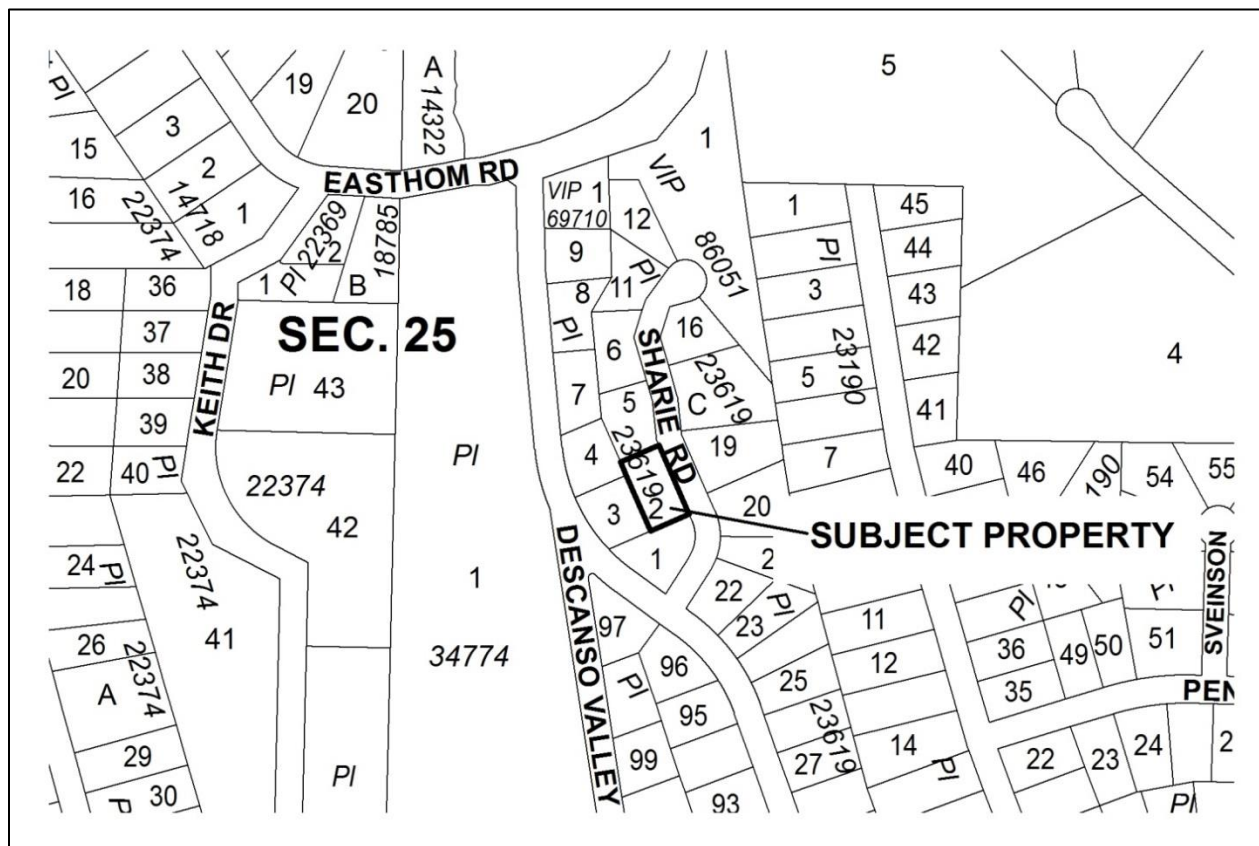


Figure 2: Existing Buildings and Structures

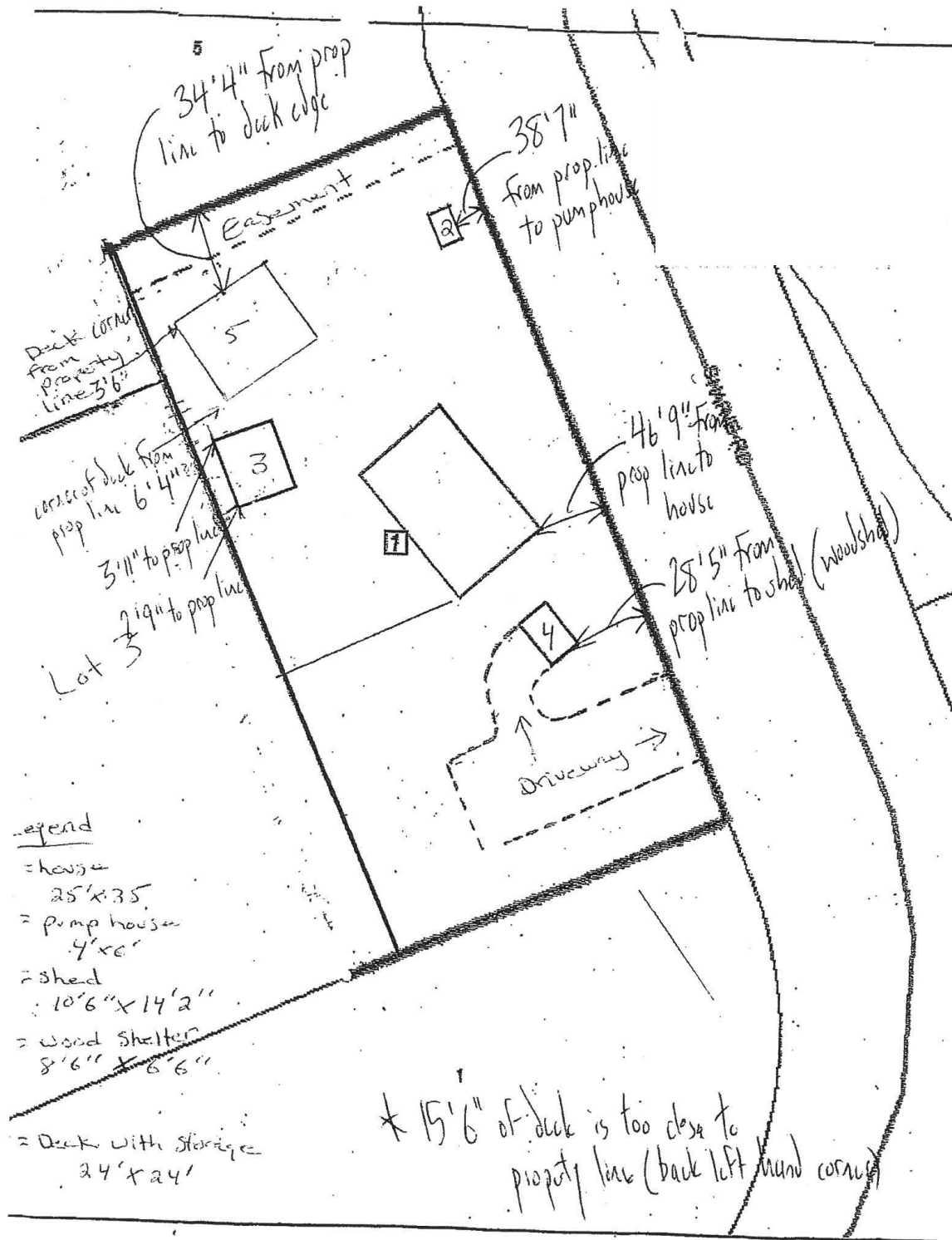


Figure 3: Site Plan Drawings for Deck Addition

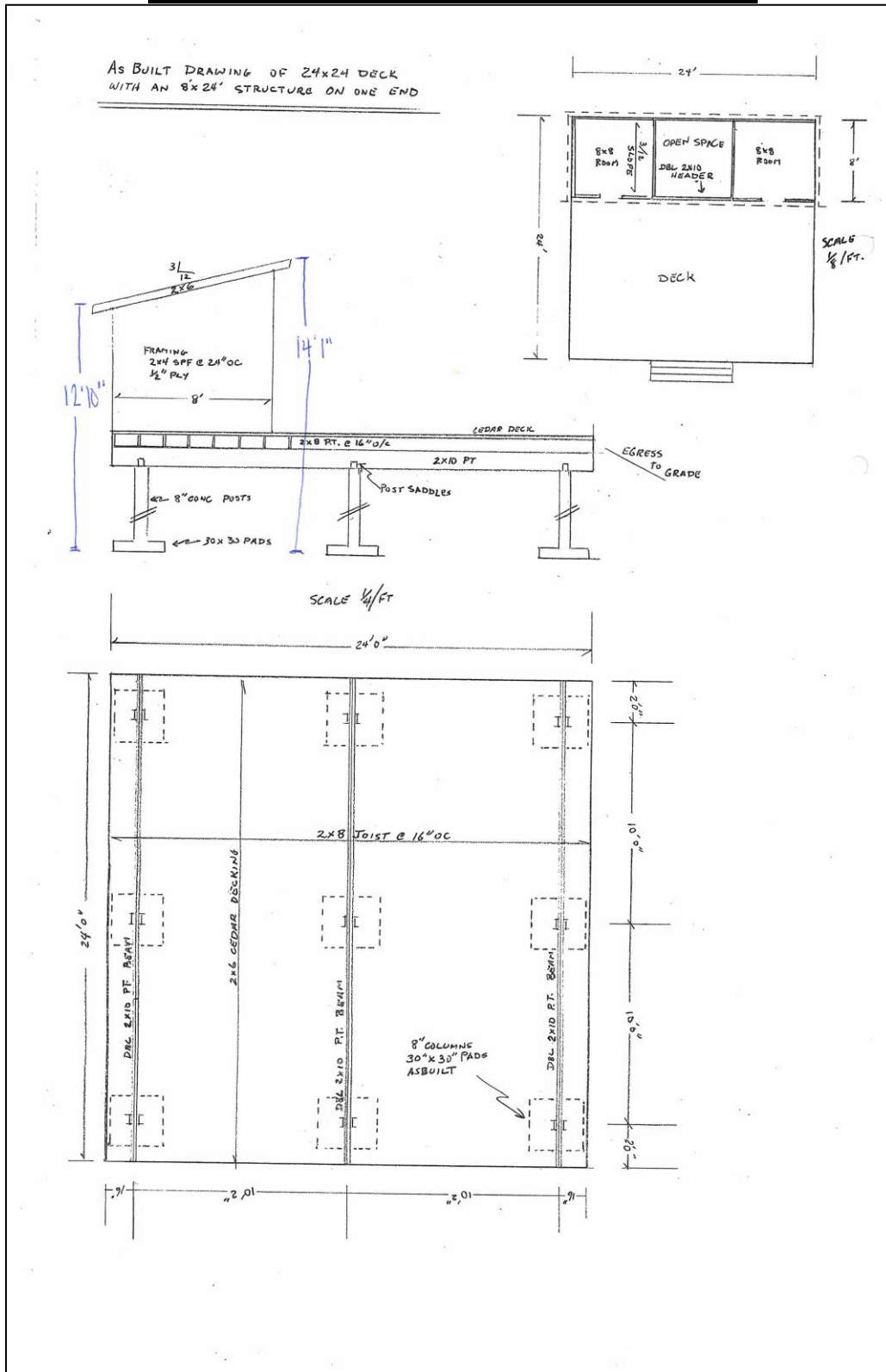




Figure 4: Existing Shed
(facing North)

Figure 5: Existing Shed
(facing South along western property line)







**Figure 8: View of Deck from
Easement / Adjacent property**
(facing Southeast)

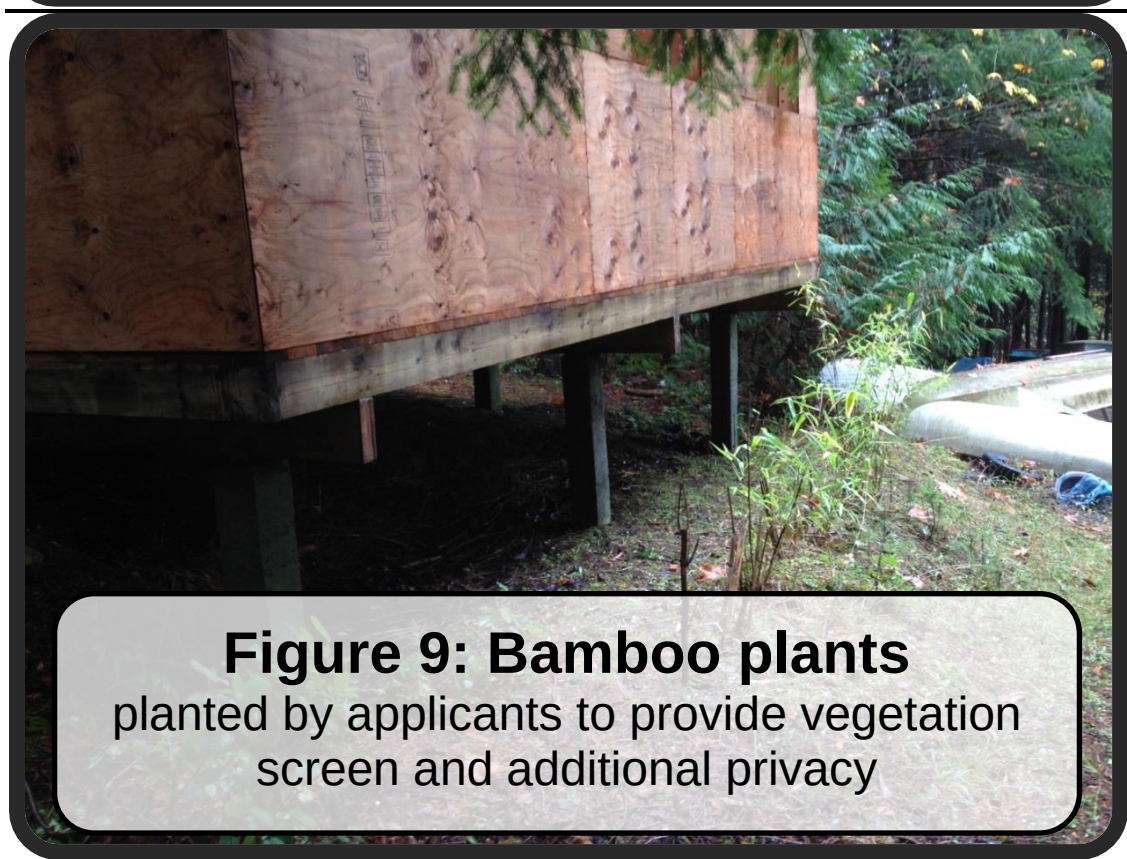
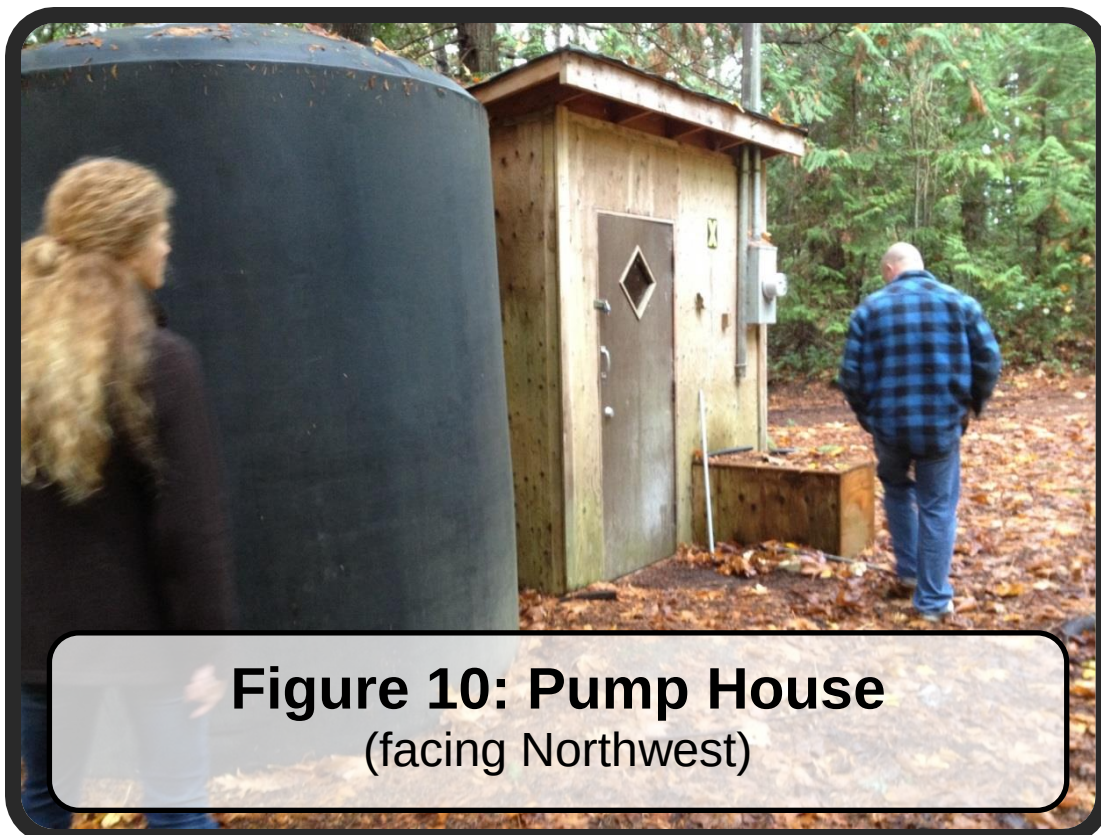


Figure 9: Bamboo plants
planted by applicants to provide vegetation
screen and additional privacy



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement

This application is in conformity with the Islands Trust Policy Statement.

Official Community Plan

Gabriola Official Community Plan No. 166: General Land Use Advocacy Policies

"I) All property owners shall, subject to the need to provide for emergency access to their property, be encouraged to leave trees and vegetation along the periphery of their property for reasons of habitat for wildlife, **neighbourhood privacy and maintenance of the island's rural character.**"

Land Use Bylaw

The property is zoned Settlement Rural Residential (SRR) as per the Gabriola Island Land Use Bylaw, No. 177. This zone permits only single family residential and horticulture as principal uses. Accessory uses include home occupation, cottage residential on lots 2.0 hectares or larger, agriculture, and the keeping of animals for the personal use of the resident or landowner. The subject property is 0.167 hectares (0.413 acres) in area, and subsection D.1.1.3(a)(i) of the Gabriola Island Land Use Bylaw states that: "On lots less than 1.0 hectares (2.47 acres), except for a sign, fence, or pump/utility house, the minimum setback of buildings or structures is:

- 6.0 metres (19.7 feet) from the front lot line;
- 4.5 metres (14.8) from any exterior side lot line; and
- 1.5 metres (4.9 feet) from any interior lot line."

The applicant is seeking to reduce the interior lot line setback of 1.5 m (4.9ft) to:

- 1) A **minimum of 0.84 m (2.75 ft)** from the property line for the **existing, legally non-conforming** shed, and bring the structure into conformity with the bylaw, to allow the applicants to make future changes/additions to the shed if/when necessary (over and above basic maintenance and repairs of the structure); and
- 2) A **minimum of 1.07 m (3.5 ft)** from the property line for a deck with attached building. The applicants had previously received a Building Permit from the Regional District of Nanaimo, after which point it was found that the property line flags did not correspond to the property line survey pins, and the Regional District then issued a stop work order.

Islands Trust Fund

As per the Islands Trust Fund and Local Planning Services Coordination Policy Manual, this application does not directly affect Islands Trust Fund Board (TFB) interests as it does not directly affect a TFB owned property or conservation covenant or a property adjacent to a TFB owned property or conservation covenant.

Regional Conservation Plan

Map 8 of the Islands Trust Fund Regional Conservation Plan indicates that the estimated importance of habitat composition is moderate for this property.

Sensitive Ecosystems and Hazard Areas

Islands Trust Sensitive Ecosystem Mapping does not show any sensitive ecosystems being mapped. Mapping shows a (low) steep slope hazard area towards the southwest corner of the property, though this is well away from the area in question for this Development Variance Permit application (the existing shed and the deck). Additionally, mapping indicates that the Intrinsic Groundwater Susceptibility is high for this property.

Archaeological Sites

There are no recorded archaeological sites located on or within 50.0 m the property.

Covenants

Covenants registered on this property: None.

There is a Statutory Building Scheme (406399G), as well as an Easement (EE62716) which is along the north portion of Lot 2 to provide use and access to Lot 4.

These registered interests do not affect this Development Variance Permit application.

Bylaw Enforcement

No outstanding enforcement issues.

Climate Change Mitigation and Adaption

There are no anticipated impacts on greenhouse gas emissions that would result from varying this setback as proposed.

Shoreline

This application does not affect a waterfront property or shoreline.

COMMUNITY INFORMATION MEETING(S):

No Community Information Meeting is recommended for this application.

RESULTS OF CIRCULATION:

Notification of this variance application will be distributed to neighbouring property owners on January 6, 2015 in accordance with statutory requirements. At the time of writing this report, staff had received no submissions from neighbouring property owners or tenants regarding the application.

STAFF COMMENTS:

Although some previous applications may have been granted variances in the past or others may apply in the future, each request for a variance is evaluated on its individual merits.

The impact on visual qualities and neighbouring properties of the deck/building is expected to be minimal. In the application, the applicants noted that Lots 1, 3, and 4 are empty land and that Lot 5 to the north is the only occupied property. Thus, the most likely impact to views would be to adjacent Lot 5 to the north.

Although the neighbouring property owners' view may change slightly as a result of constructing the deck/building within the setback, if the deck/building was constructed outside of the setback, the view would not be much different because the building/structure would still be there, and it would only be sited 0.43 m (1.4 ft) to the east. Notification as required by the *Local Government Act* will allow all surrounding property owners to comment further with regards to any concerns or potential impacts they may have.

The accessory building on top of the accessory structure (deck) is within the allowable height for the zone which is 7.0 m (23.0 ft). The Site Plan Drawings for the deck addition in Figure 3, show a maximum height of just over 14 ft for the building on top of the deck.

As mentioned above the Trust Fund Board estimates only a moderate importance of habitat composition for this property, and no Sensitive Ecosystems are mapped.

Therefore, Staff recommends approving this variance because the impact on visual qualities to neighbouring properties and impacts to ecological systems and processes appears to be minimal.

RECOMMENDATIONS:

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

Prepared and Submitted by:



January 5, 2015

Teresa Rittmann
Planner 1

Date

Concurred in by:

Courtney Simpson

January 5, 2015

Courtney Simpson, MCIP, RPP
Regional Planning Manager

Date

Attachments:

1. Public Notice
2. Proposed Permit (Including "Schedule A" - Site Plan)

cc: Courtney Simpson, Regional Planning Manager

Attachment 1: Public Notice

Attachment 2: Proposed Permit (including “Schedule A” - Site Plan)



Islands Trust

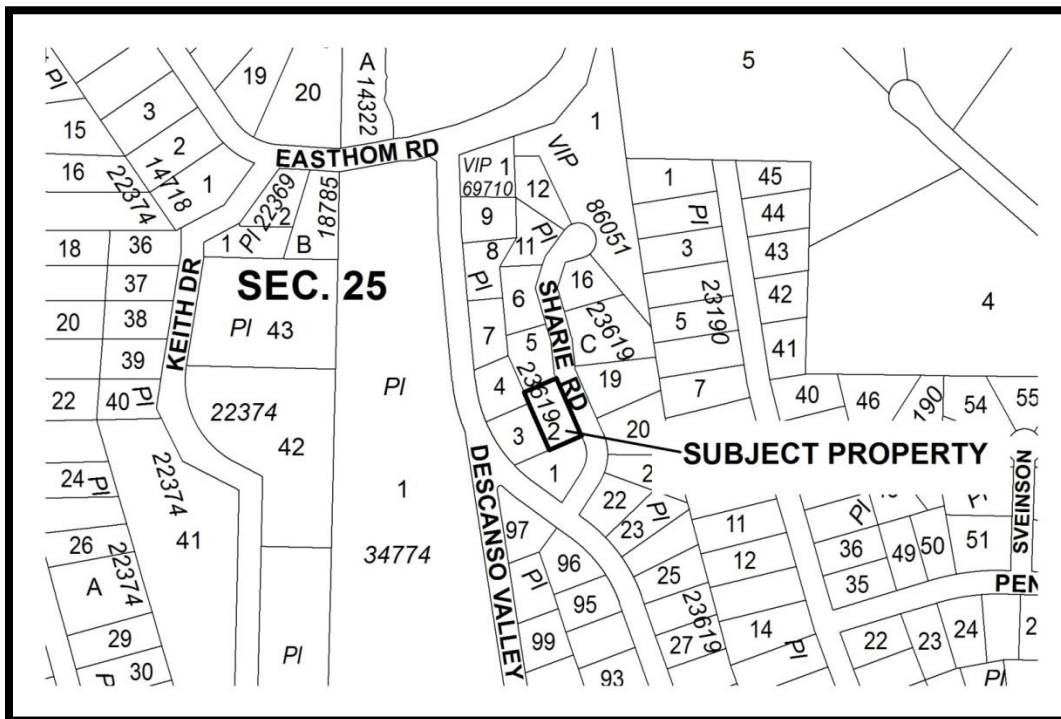
**NOTICE
GB-DVP-2014.3
GABRIOLA ISLAND LOCAL TRUST COMMITTEE**

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 Gabriola Island Land Use Bylaw No. 177, 1999 as follows:

The purpose of the proposed permit is to reduce the setback from the interior lot line of the subject property from 1.5 metres to 0.84 metres to permit an existing shed; and from 1.5 metres to 1.07 metres to permit a deck with storage structure.

The subject property is legally described as Lot 2, Section 12, Gabriola Island, Nanaimo District, Plan 23619 and is shown in the following sketch:

Sketch 1



A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, between the hours of 8:30 am to 4:00 pm, Monday to Friday inclusive, excluding statutory holidays, commencing January 6, 2015 and continuing up to and including January 21, 2015.

Also, attached for your convenience, is a copy of the proposed Permit.

If you have any questions or comments regarding the proposed permit, please submit them before 4:00 pm, January 21, 2015 to:

Mail: Islands Trust,
700 North Road,
Gabriola Island, BC,
V0R 1X3
Fax: 250- 247-7514
Email: trittemann@islandstrust.bc.ca
Phone: Teresa Rittemann, Planner 1, at 250-247-2200
Toll-free via Enquiry BC in Vancouver: 604-660-2421; elsewhere in BC: 1-800-663-7867

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 22, 2015 at the Women's Institute Hall, 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.

Lisa Webster-Gibson
Deputy Secretary

PROPOSED

	GABRIOLA ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT GB-DVP-2014.3 (KIENAS & LANGRAN)
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TO: Kelli Kienas & Alexander Langran

1. This Development Variance Permit applies to the land described below:

PID: 003-132-439

Lot 2, Section 12, Gabriola Island, Nanaimo District, Plan 23619

2. Pursuant to Section 922 of the *Local Government Act*, Gabriola Island Land Use Bylaw No. 177 (1999), clause D.1.1.3(a)(i) *“on lots less than 1.0 hectares (2.47 acres), the minimum setback of buildings or structures is 1.5 metres (4.9 feet) from any interior lot line”* is varied to allow a minimum setback of:

1. 0.84 m (2.75 feet) for an existing shed, labeled as building “3”; and
2. 1.07 m (3.5 feet) for a deck, labeled as building/structure “5”

as shown in Schedule “A” attached to and forming part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee(s) 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.

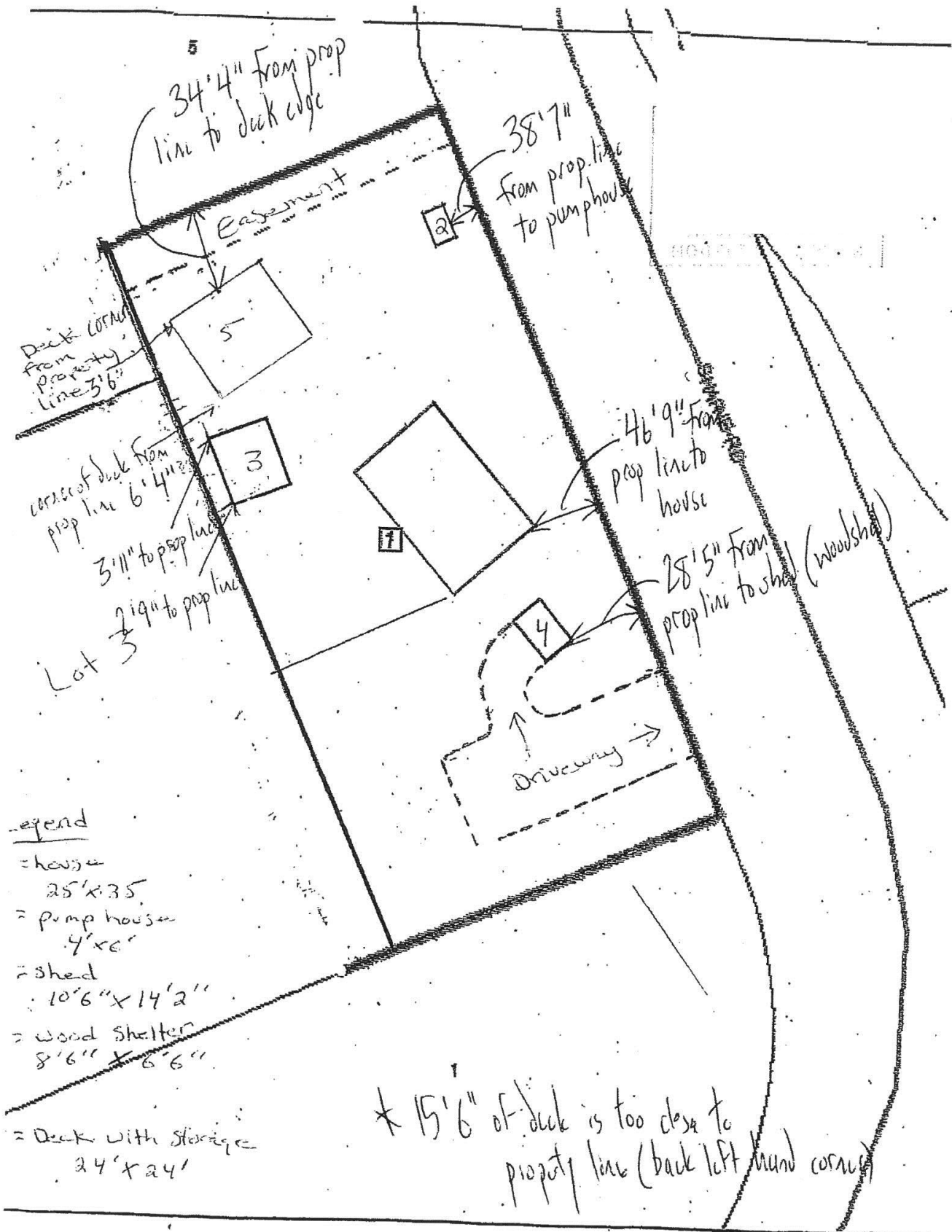
AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE THIS ____ DAY OF ____, 2015.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT SUBSTANTIALLY COMMENCED BY THE ____ DAY OF ____, 2017 THIS PERMIT AUTOMATICALLY LAPSES.

Schedule "A"



Date: January 13, 2014

File No.: 6500-20-
Housekeeping

To: Gabriola Island Local Trust Committee
For the meeting of January 22, 2014

From: Karin Kronstal, Island Planner

CC: Courtney Simpson, Regional Planning Manager

Re: Housekeeping Bylaw Amendments

Interim Report

The purpose of this report is to provide a brief background on Housekeeping Bylaws 278 and 279, provide further information on two new items proposed for addition into these Bylaws, to review referral responses received from other agencies, and to confirm a date for the required Public Hearing.

Project Objectives

The objectives of this project are to make several housekeeping bylaw amendments to Bylaw No. 166, the Gabriola Island Official Community Plan, and Bylaw No. 177, the Gabriola Island Land Use Bylaw, in order to address minor issues and correct errors and omissions.

Project Background

This project began in March 2014, when staff brought forward a list of minor issues, errors or omissions in the Gabriola Official Community Plan (OCP) and the Gabriola Island Land Use Bylaw (LUB) for consideration by the Local Trust Committee (LTC). Some of the housekeeping items had also been on the LTC's project list for some time. After several rounds of revisions and additions, the LTC gave First Reading to Bylaw 278, which amends the Gabriola OCP, and Bylaw 279, which amends the Gabriola LUB, at their October 2, 2014 meeting.

Following First Reading, Bylaws No. 278 and 279 were referred to the Regional District of Nanaimo Building Department, Agricultural Land Commission, Islands Trust Bylaw Enforcement Department and First Nations with a deadline of January 8, 2015 for response (see 'Agency Referral' section below). The Project Charter sets a target date for the public hearing before March 31, 2015 to ensure the budget allocated for this hearing is spent before the end of the fiscal year.

Relevant Policy and Land Use Considerations

Trust Council Strategic Plan

Minor housekeeping work such as this project does not form part of the Strategic Plan.

Islands Trust Policy Statement

No items on the list of housekeeping amendments address a concern with the bylaw's compliance with the Policy Statement.

Islands Trust Fund

No items on the list of housekeeping amendments are related to the Islands Trust Fund properties or initiatives.

Bylaw Enforcement

Some of the items on the list of housekeeping amendments were brought to our attention due to bylaw enforcement where interpretation of the bylaw revealed an issue.

Analysis

This section describes additional changes proposed for Bylaws 278 and 279 that have arisen since First Reading by the LTC at the October 2, 2014 meeting, based on discussion at the LTC meetings on October 2 and November 13, 2014.

Official Community Plan Amendments (proposed Bylaw 278)

a) Density Banking for Lots Rezoned as Parks

In 2011, a project was initiated to rezone several Regional District of Nanaimo parks that were recently acquired to 'park' designation and zoning. Several additional parks were identified as requiring zoning amendments in order to be consistent with park use such as correction of the water boundaries of Drumbeg Provincial Park so that zoning matched the park boundaries. Bylaw No. 271 and 272 which amends the Official Community Plan parks designations, Land Use Bylaw zoning maps and park zone regulations were given third reading on July 17th 2014.

During this project, there was no action taken to transfer the residential densities from the areas rezoned as Parks to the Gabriola Island Density Bank due to initial concerns of the RDN Parks Department and the Nature Trust of B.C. regarding the transfer of densities from the Coats Marsh Regional Park. At the November 13, 2014 meeting, the LTC asked that this be added to the Housekeeping Bylaw as concern had been raised in the community about the Density Bank not having been added to yet.

GB-2014-169

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee direct staff to draft wording to show eight densities in the affordable housing density bank for inclusion in the proposed housekeeping bylaw

CARRIED

As stated in Section 2.5 of the Gabriola Island Official Community Plan, the Density Bank Objectives are:

1. *To identify and deposit unused residential densities into the Density Bank based upon the following eligibility criteria:*
 - i. *from the lands that are rezoned as parks; and*
 - ii. *from the voluntary donation of residential densities.*
2. *To consider applications for the withdrawal of banked densities in accordance with the rezoning requirements in Section 2.4 provided that a Housing Agreement is in place to ensure affordability is maintained over time.*

The Gabriola Island Density Bank Policies in Section 2.5 of the OCP state that residential densities resulting from a rezoning pursuant to Objective 1 will be deposited to the Density Bank as an amendment to the Official Community Plan and that parcels that have density allocated to or from the density bank shall be noted in both text and maps.

During the initial parks rezoning consultation, the Islands Trust received significant input from the Regional District of Nanaimo and the Nature Trust of B.C. including some concerns about the transfer of parkland density from the Coats Marsh Regional Park to the Density Bank. As a result, all density transfers were left out of the scope of the project at the time. To address any outstanding concerns, staff recommends that the proposed additions to the Housekeeping Bylaw related to parkland density be referred again to the RDN Parks Department and the Nature Trust of B.C. prior to the Public Hearing.

Residential densities were calculated by taking the area of the lot and dividing it by the minimum lot size to establish the number of potential densities. Where 'single family dwelling' was a permitted primary or accessory use, the lot was counted as having one residential density. Cottage densities, which are secondary to single family dwellings, were not considered potential residential densities for the purpose of calculating the contribution to the Density Bank. Please note that the 707 Acres Community Park had been zoned as Forestry Wilderness Recreation 1, which does not permit residential use, and so had no densities to contribute to the Density Bank as a result of rezoning.

For lots rezoned to Provincial and Regional Park (P1), Bylaw 272 introduced the potential for a maximum of one caretaker residence per lot. Bylaw 272 defines a caretaker residence as "a single family dwelling limited in floor area to 65.0 square metres (699.7 square feet) that is accessory to a principle regional park use." Only Coats Marsh Regional Park and Descanso Bay Regional Park have been rezoned P1; other areas have been rezoned as Passive Recreation Community Parks (P2), which does not permit caretaker residences. For the purpose of calculating densities, the caretaker residence has been counted against the total number of densities to be added to the Density Bank.

As per Section B.1.3 of the Gabriola Island LUB, which permits the use of undersized lots if created prior to the existence of the LUB, lots not meeting the minimum size requirements under their previous zoning are still treated as contributing one density.

For a summary of the calculations, please see Table One below.

Table One: Density Bank Calculations

Legal Description (Common Name)	Total Area (ha)	Minimum Average Lot Area Under Previous Zoning	Potential Densities Under Previous Zoning	Caretaker Units Permitted Under New Zoning	Total Densities to be removed
The Northwest ¼ of Section 10 (Coats Marsh Regional Park)	44.77	Resource (R) zone, minimum average lot area is 8 ha	5	1	4
Lot A, Section 20 (Descanso Bay Regional Park)	8.44	Tourist Recreational 2 Campground, minimum average lot area is 16 ha	1	1	0
Lot B, Section 20 (Descanso Bay Regional Park)	5.2	Tourist Recreational 2 Campground, minimum average lot area is 16 ha	1	1	0
The North ½ of the North ½ of Section 20 (Cox Community Park)	44.43	Agriculture portion is 11.34 ha; Resource portion is 33.09 ha; minimum average lot area is 8 ha	5	0	5
The land designated as 'Park' on Plan VIP77409	1.6	Agriculture minimum average lot area is 8.0 ha	1	0	1

As this action has not been taken to date, staff recommends the following amendments for inclusion in the Housekeeping Bylaw 278:

- Replace the table headed "Residential Density Bank" in Appendix 2 [Density Banking] with the following table:

Authorizing Bylaw	Date added to or transferred from the density bank	Legal Description	Number of residential densities added or deleted	Cumulative total of residential dwelling units in the density bank
Bylaw No. 278	TBD	The Northwest ¼ of Section 10, Gabriola Island, Nanaimo District, Except those Parts in Plans 29152, 30043 and 30051 (See Figure 1)	4	4

Bylaw No. 278	TBD	The North ½ of the North ½ of Section 20, Gabriola Island, Nanaimo District, Except Parts in plans 42874 and VIP73679 (See Figure 2)	5	9
Bylaw No. 278	TBD	The land designated as 'Park' on Plan VIP77409 (See Figure 3)	1	10

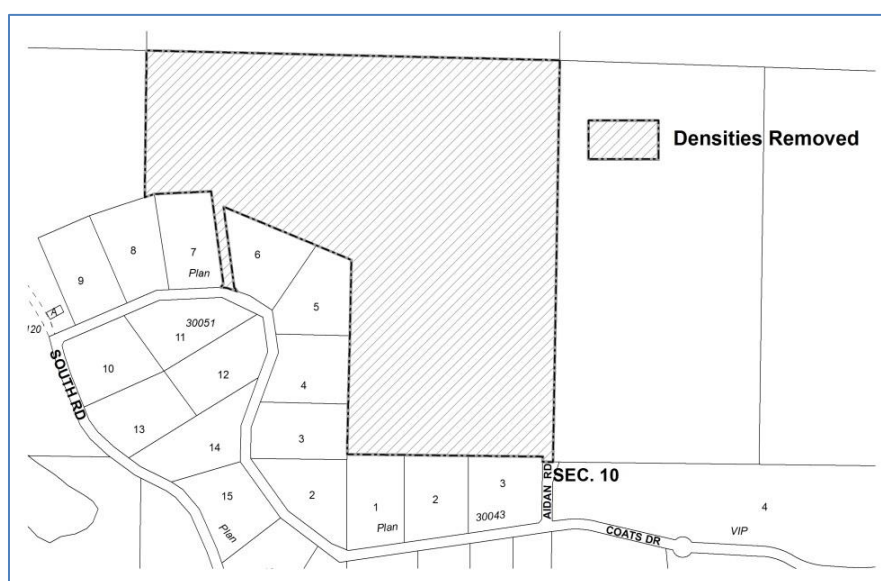


Figure 1: Residential densities removed from the Northwest ¼ of Section 10

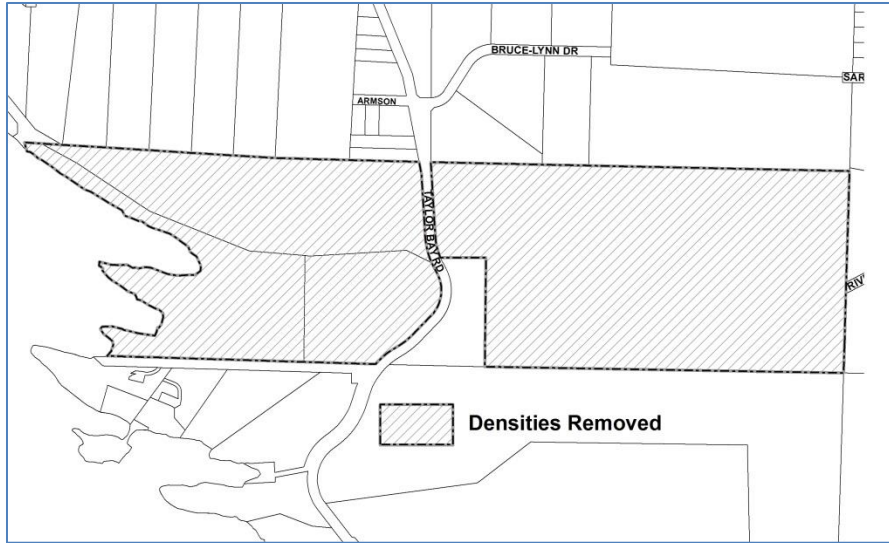


Figure 2: Residential densities removed from the North $\frac{1}{2}$ of the North $\frac{1}{2}$ of Section 20

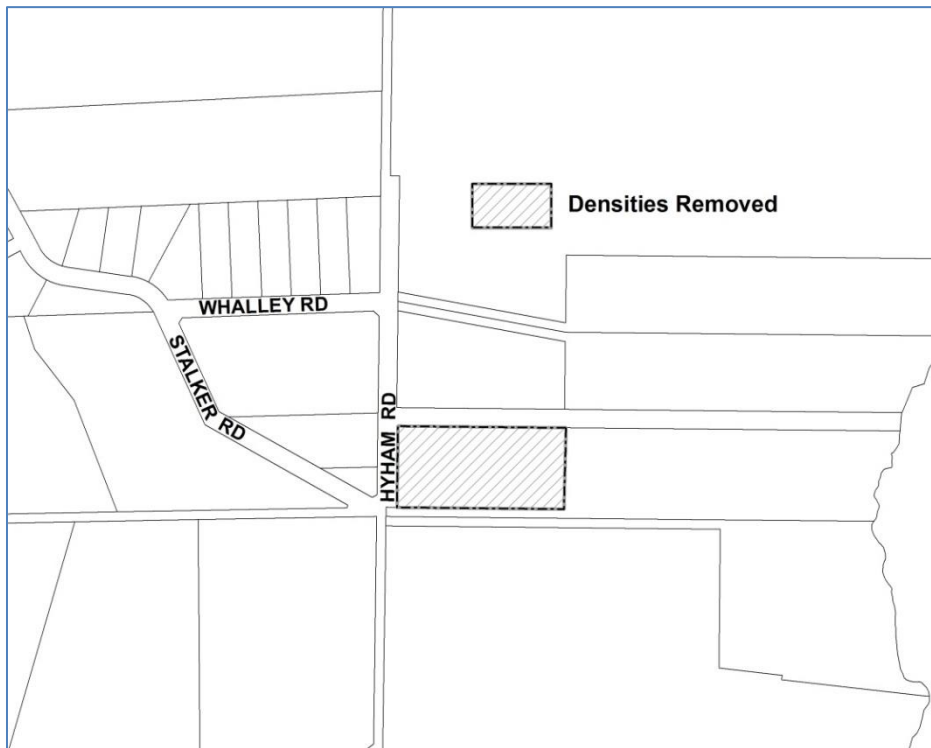


Figure 3: Residential densities removed from land on Plan VIP77409

Land Use Bylaw Amendments (draft bylaw 279)

a) Shooting Range definition:

The LTC expressed interest in working with the Gabriola Rod, Gun & Conservation Club (GRGCC) to include a definition of “shooting range” in the Land Use Bylaw that indicates the hours of operation. The purpose is to provide certainty to the community about the existing GRGCC’s permitted hours of operation, and to provide guidance in the highly unlikely event that a new shooting range be established on Gabriola Island.

The Chair sent a letter to the GRGCC to ask for their current hours of operation for the purpose of this bylaw amendment, and staff met with a representative from the GRGCC to clarify the reason for the request. The GRGCC responded in writing on November 4, 2014 with a proposed definition for “shooting range” that is consistent with the definition of a shooting range under federal legislation such as the Firearms Act. The GRGCC notes that they have reached a legal agreement regarding their permitted hours of operation that allows for some flexibility as to the days the shooting range is open, but that limits the number of days per week to six and does not allow early morning or evening shooting activity.

In light of the above, the proposed definition for inclusion in the Land Use Bylaw is as follows:

Shooting Range: “Means a place that is designed or intended for the safe discharge, on a regular and structured basis, of firearms for the purpose of target practice or target shooting competitions, that operates between 9 A.M and 5 P.M no more than six days per week.”

Staff recommends including this definition in Bylaw 279, and does not anticipate this change would require additional referral to external agencies.

Agency and First Nation Referral

Following First Reading, the Local Trust Committee directed staff to refer the proposed Bylaws to the following agencies and First Nations: Gambier and Thetis Land Local Trust Committees, the Executive Trust Committee, the Agricultural Land Commission, Regional District of Nanaimo Building Department, Islands Trust Bylaw Enforcement Department, Snuneymux First Nation, Cowichan Tribes, Halalt First Nation, Hul’qumi’num Treaty Group, Lake Cowichan First Nation, Lyackson First Nation, Penelakut Tribe, Snaw’naw’as First Nation, Semiahmoo First Nation, Stz’umins First Nation, and Te’Mexw Treaty Association.

Referrals were sent out by December 11, 2014, with a deadline to respond by January 9, 2015. The Lyackson First Nation responded to indicate that they will discuss the matter at their next meeting on February 10, and may provide feedback at or prior to the Public Hearing. Staff has advised them that any input received prior to the public hearing will be taken into account before the Local Trust Committee finalized the bylaws.

Project Scope and Timeline

It is important to note that since the Housekeeping Bylaws have already been referred to external agencies, any significant changes to these Bylaws as adopted at First Reading would require an additional round of referrals. In order to keep with the timeline adopted in the Project Charter, staff recommends that future additions to Bylaws 278 and 279 be limited to minor changes that will not require additional consultation with external agencies unless there is a significant and urgent reason to include them now. Any newly identified items that are not added to this bylaw will be added to a new list of housekeeping amendments to be continually updated, and adopted by bylaw at a future opportunity, which is typically to join another bylaw's public hearing so as not to incur public hearing costs specific to a housekeeping bylaw.

Resources and Roles

This project can be completed using in-house planning resources. In the preliminary report staff recommended that these bylaws go to the same public hearing as another project; however, at this point there are no other bylaws being prepared with a public hearing planned before the end of the current fiscal year. As there is approximately \$4,000 left in the OCP/LUB Review budget and there are no additional planned expenditures for that project, staff recommends that a stand-alone public hearing be held, with an approximate cost of \$1,500 to cover the public hearing notice in the local newspaper.

The attached project charter lists human resources and roles for this project.

Communications

At the LTC meeting on October 2, 2014, Trustees requested that staff prepare communications material to help the public understand the proposed changes. This document, the 'Plain Language Guide to the Housekeeping Amendments,' is attached for information and was added to the Islands Trust website in December 17, 2014. For more detailed background, please refer to the relevant section of the Gabriola Local Trust Committee 'Projects and Initiatives' section of the Islands Trust website.

Project Charter

The attached Project Charter, which was adopted on September 4, 2014, has been updated to reflect new information on staffing and to decrease the estimated cost of the public hearing due to the closure of one of the local newspapers.

Next Steps

The next step in the process is for Trustees to decide whether to include the recommended additions to Bylaws No. 278 and 279 and, if so, whether to give Second Reading to these Bylaws with the additional changes. Once the Bylaws have received Second Reading, Trustees may direct staff to refer the revised Bylaws to any external agency that may be interested in the changes, such as the Regional District of Nanaimo and the Nature Trust of BC. Trustees may further direct staff to schedule a Public Hearing during a Local Trust Committee meeting, preceded by a question and answer period.

Alternatively, if the Local Trust Committee does not wish to adopt the additional proposed changes to Bylaws No. 278 and 279, Trustees may still direct staff to schedule the Public Hearing for these Bylaws prior to Second Reading.

RECOMMENDATIONS:

That the Gabriola Island Local Trust Committee:

1. amend Bylaw No. 278 to include the proposed changes regarding the addition of unused residential densities from lands rezoned as parks into the Density Bank,
2. amend Bylaw No. 279 to include the proposed definition of a 'Shooting Range';
3. give Second Reading to Bylaw No. 278 cited as Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 3, 2014;
4. Give Second Reading to Bylaw No. 279 cited as Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2012;
5. direct staff to refer Bylaws No. 278 and 279 to the Regional District of Nanaimo and The Nature Trust of BC; and
6. Direct staff to schedule a Public Hearing for Bylaw No. 278 cited as Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 3, 2014; and Bylaw No. 279 cited as Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2012, prior to March 31, 2015.

Prepared and Submitted by:

Karin Kronstal

January 13, 2015

Karin Kronstal, Island Planner

Date

Concurred in by:

Courtney Simpson

January 13, 2015

Courtney Simpson, MCIP, RPP
Regional Planning Manager

Date

Attachments:

1. Draft Bylaw No. 278
2. Draft Bylaw No. 279
3. Project Charter Housekeeping Amendments (Updated January 9, 2014)
4. Plain Language Guide to Housekeeping Amendments

PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 278

A BYLAW TO AMEND THE GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, NO. 166

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

1. Bylaw No 166, cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997" is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 3, 2014"

READ A FIRST TIME THIS	2 nd	DAY OF	OCTOBER	, 2014
PUBLIC HEARING HELD THIS	—	DAY OF	_____	, 201_
READ A SECOND TIME THIS	—	DAY OF	_____	, 201_
READ A THIRD TIME THIS	—	DAY OF	_____	, 201_
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	—	DAY OF	April	, 201_
APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT				
THIS	—	DAY OF	_____	, 201_
ADOPTED THIS	—	DAY OF	_____	, 201_

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 278

Schedule 1

The Gabriola Island Official Community Plan Bylaw No. 166 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997”, is amended by:

1. Schedule A [Policy Document] is amended as follows:
 - a. to Section 7 – Transportation and Servicing:
 - i. the reference to “Figure 4” in policies a) and b) of 7.1 Land Transportation is changed to “Figure 5”;
 - ii. policy 7.1h) is amended by deleting “MOTH” and replacing with “MOTI” and by adding the words “with sign posts at the start and end, and also with painted signage on the pavement, at intervals of not more than 200 metres (656 feet)” at the end of the policy; and
 - iii. Policy 7.1i) is amended by adding a new sentence at the end of the policy as follows “In situations where the cycling lane is separated from the vehicle lane by a concrete barrier (such that pedestrians and cyclists are expected to use the same lane), the barrier should be no more than 0.5 metres (1.6 feet) high, and the lane should be a minimum of 1.5 metres (5 feet) in width. In such situations, appropriate signage indicating a shared use pathway should be provided at each end of the segregated section.”.
 - b. to Section 9 – Development Permit Areas:
 - i. in the introduction to DP-1 The Tunnel, the reference to Schedule C in brackets is changed to “Schedule D”;
 - ii. in the introduction to DP-2 Lock Bay Area, the reference to Schedule C in brackets is changed to “Schedule D”;
 - iii. in the introduction to DP-4 Flat Top Islands Area, the reference to Schedule C in brackets is changed to “Schedule D”;
 - iv. in the introduction to DP-5 Gabriola Pass Area, the reference to Schedule C in brackets is changed to “Schedule D”;
 - v. in the introduction to DP-7 The Village Centre, the reference to Schedule C in brackets is changed to “Schedule D”;
 - vi. in the introduction to DP-8 Multi-dwelling Affordable Housing Development Permit Areas, the reference to Schedule C in brackets is changed to “Schedule D”; and
 - vii. in the introduction to DP-9 Light Industrial Use Development Permit Area.
2. Schedule B [Land Use Designations] is deleted and replaced with Plan 1 and Plan 2 attached to and forming part of this bylaw.

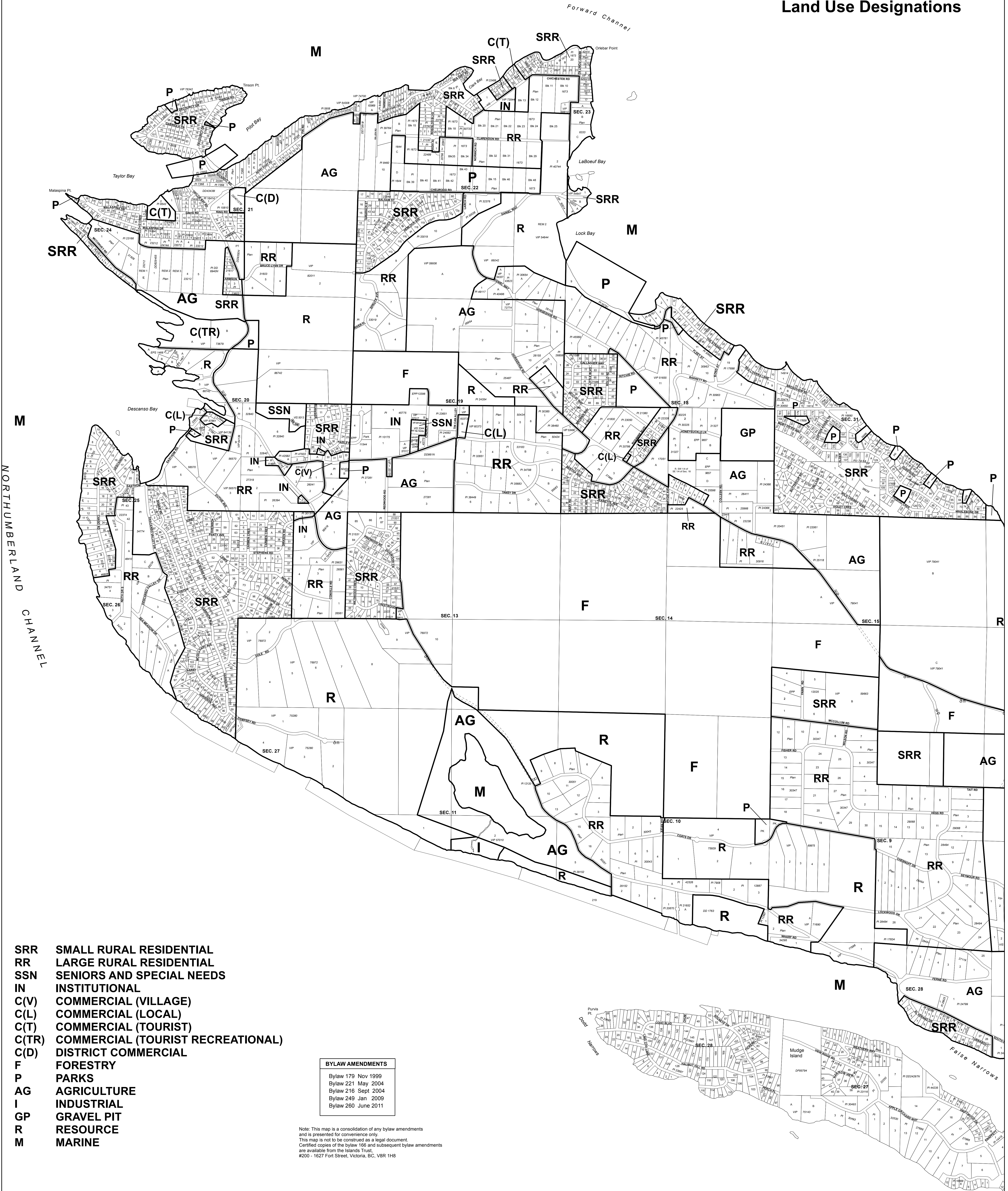
3. To Schedule C [Development Permits] the following information note is added:

“INFORMATION NOTE: This map is valid for the designation of “Development Permit Area No. 6 - Escarpment Areas” only; all other development permit areas are designated in Schedule D.”

4. Schedules D-1 and D-2 [Development Permit Area 3] are deleted and replaced with Plan 3 and Plan 4 attached to and forming part of this bylaw.

GABRIOLA ISLAND
OFFICIAL COMMUNITY PLAN
Bylaw 166, 1997

Schedule B
Land Use Designations



- SRR SMALL RURAL RESIDENTIAL
- RR LARGE RURAL RESIDENTIAL
- SSN SENIORS AND SPECIAL NEEDS
- IN INSTITUTIONAL
- C(V) COMMERCIAL (VILLAGE)
- C(L) COMMERCIAL (LOCAL)
- C(T) COMMERCIAL (TOURIST)
- C(TR) COMMERCIAL (TOURIST RECREATIONAL)
- C(D) DISTRICT COMMERCIAL
- F FORESTRY
- P PARKS
- AG AGRICULTURE
- I INDUSTRIAL
- GP GRAVEL PIT
- R RESOURCE
- M MARINE

BYLAW AMENDMENTS	
Bylaw 179	Nov 1999
Bylaw 221	May 2004
Bylaw 216	Sept 2004
Bylaw 249	Jan 2009
Bylaw 260	June 2011

Note: This map is a consolidation of any bylaw amendments and is presented for convenience only.
This map is not to be construed as a legal document.
Certified copies of the bylaw 166 and subsequent bylaw amendments are available from the Islands Trust.
#200 - 1627 Fort Street, Victoria, BC, V8R 1H8



Scale 1 : 10,000
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GABRIOLA ISLAND

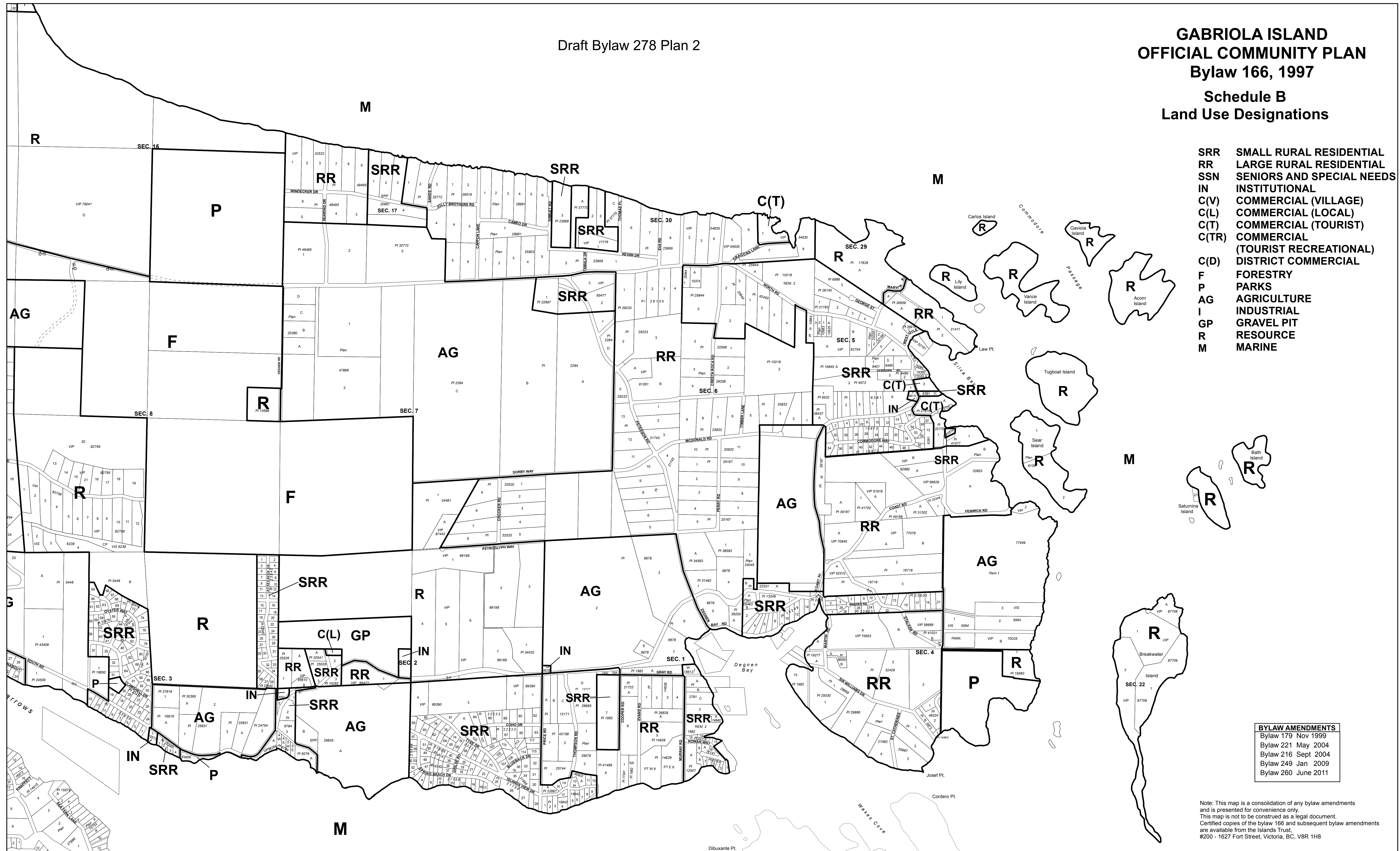
GABRIOLA ISLAND
LOCAL TRUST COMMITTEE

OCP B
NORTH SHEET

GABRIOLA ISLAND
OFFICIAL COMMUNITY PLAN
Bylaw 166, 1997

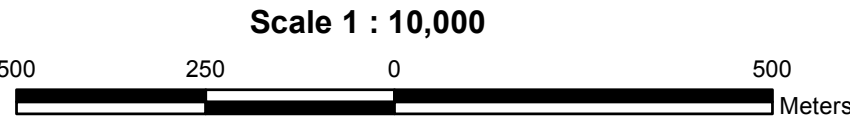
Schedule B
Land Use Designations

SRR	SMALL RURAL RESIDENTIAL
RR	LARGE RURAL RESIDENTIAL
SSN	SENIORS AND SPECIAL NEEDS
IN	INSTITUTIONAL
C(V)	COMMERCIAL (VILLAGE)
C(L)	COMMERCIAL (LOCAL)
C(T)	COMMERCIAL (TOURIST)
C(TR)	COMMERCIAL (TOURIST RECREATIONAL)
C(D)	DISTRICT COMMERCIAL
F	FORESTRY
P	PARKS
AG	AGRICULTURE
I	INDUSTRIAL
GP	GRAVEL PIT
R	RESOURCE
M	MARINE

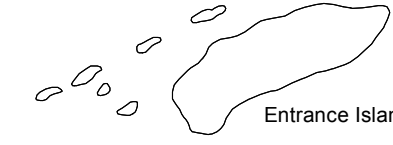


BYLAW AMENDMENTS
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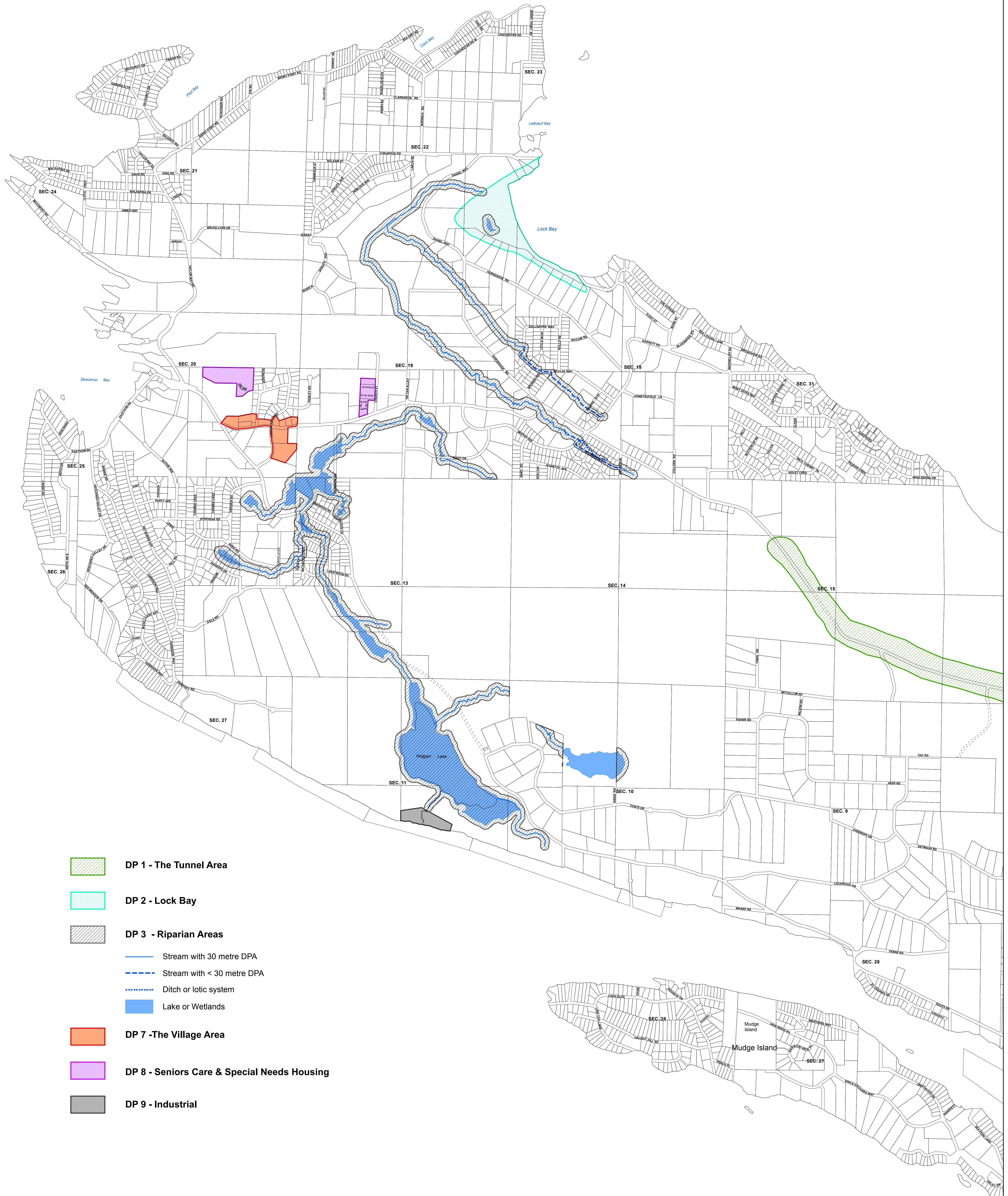


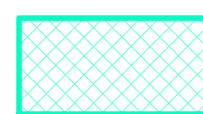
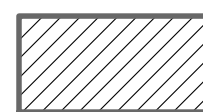
GABRIOLA ISLAND



GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN

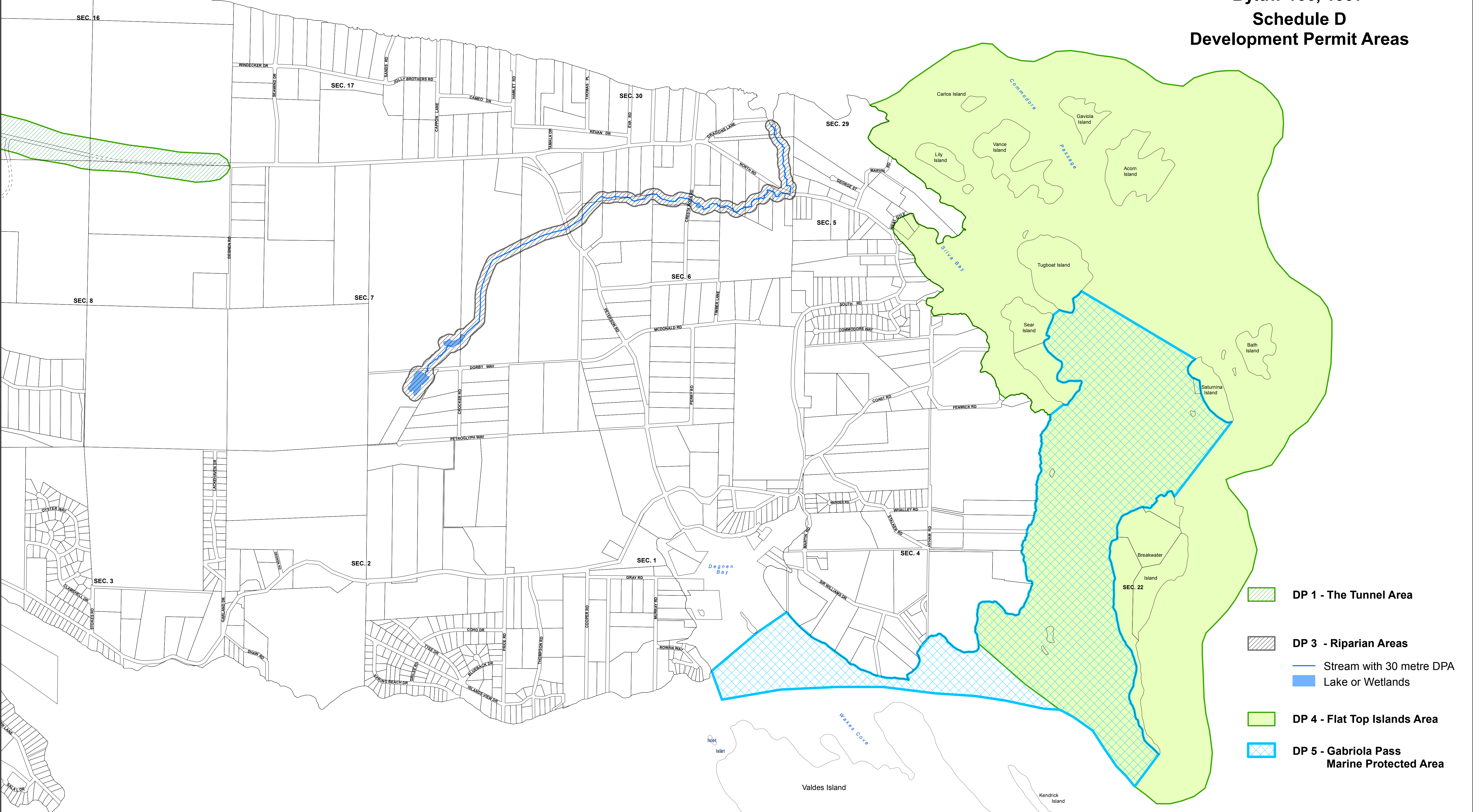
Bylaw 166. 1997
Schedule D
Development Permit Areas

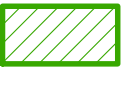
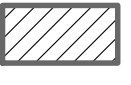


-  **DP 1 - The Tunnel Area**
-  **DP 2 - Lock Bay**
-  **DP 3 - Riparian Areas**
 -  Stream with 30 metre DPA
 -  Stream with < 30 metre DPA
 -  Ditch or lotic system
 -  Lake or Wetlands
-  **DP 7 -The Village Area**
-  **DP 8 - Seniors Care & Special Needs Housing**
-  **DP 9 - Industrial**

**GABRIOLA ISLAND
OFFICIAL COMMUNITY PLAN**
Bylaw 166, 1997
Schedule D
Development Permit Areas

Draft Bylaw 278 Plan 4



-  **DP 1 - The Tunnel Area**
-  **DP 3 - Riparian Areas**
-  Stream with 30 metre DPA
-  Lake or Wetlands
-  **DP 4 - Flat Top Islands Area**
-  **DP 5 - Gabriola Pass Marine Protected Area**



Scale 1 : 10,000
500 250 0 500
Meters

GABRIOLA ISLAND

**GABRIOLA ISLAND
LOCAL TRUST COMMITTEE**
**OCP D
SOUTH SHEET**

PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 279

A BYLAW TO AMEND THE GABRIOLA ISLAND LAND USE BYLAW, NO. 177

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

1. Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw No. 177, 1999” is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2012”

READ A FIRST TIME THIS	2 nd	DAY OF	OCTOBER	, 2014
READ A SECOND TIME THIS		DAY OF		, 201_
PUBLIC HEARING HELD THIS		DAY OF		, 201_
READ A THIRD TIME THIS		DAY OF		, 201_
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS		DAY OF		, 201_
ADOPTED THIS		DAY OF		, 201_

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 279

Schedule 1

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

1. Section A.3 COMPLIANCE is deleted and replaced with the following:

“A.3.1 Conformity

- A.3.1.1 No person may use or occupy or permit any land, water surface, building or structure to be used or occupied, or subdivide any land, except as permitted by this Bylaw.
- A.3.1.2 No person may construct, reconstruct, place, alter, extend or maintain any building, structure or sign except as permitted by this Bylaw.
- A.3.1.3 Nothing contained in this Bylaw relieves any person from the responsibility to comply with other legislation applicable to their use of land, buildings or structures.
- A.3.1.4 Any existing lot that is less than the minimum lot area specified in the applicable zone for the creation of new lots by subdivision may be used for any use permitted in that zone unless otherwise specified in this Bylaw.
- A.3.1.5 No lot or area may be subdivided, no building, structure or land may be used, and no building or structure may be sited in a manner which renders any existing use, building or structure illegal or non-conforming

A.3.2 Inspection

- A.3.2.1 The Islands Trust Bylaw Enforcement Officer or any other person designated by the Islands Trust to administer this Bylaw is authorized to enter, at any reasonable time, upon any property that is subject to regulation under this Bylaw, for the purpose of inspecting and determining whether the regulations, prohibitions and requirements are being met.

A.3.3 Violation

- A.3.3.1 Any person who does any act or thing or permits any act or thing to be done in contravention of the provisions of this Bylaw, or who neglects to do or refrains from doing any act or thing which is required to be done by any of the provisions of this Bylaw is deemed to have committed an offence under this Bylaw.

A.3.4 Penalty

- A.3.4.1 Any person who commits an offence against this Bylaw is liable, upon summary conviction, to a fine and penalty as provided in the *Offence Act* and the costs of prosecution. Each day during which an offence against this Bylaw is continued is deemed to constitute a new and separate offence.”

A.3.5 Enforcement of Siting Regulations

A.3.5.1 Every applicant for a development permit or a development variance permit must provide a plan signed by a B.C. Land Surveyor showing the location on the lot of all existing and proposed buildings, structures and sewage absorption fields in relation to lot and zone boundaries, watercourses, wells and the sea, and in relation to other buildings on the lot, unless the Local Trust Committee determines that the provision of such a plan is not reasonably necessary to establish whether the proposed buildings, structures and sewage absorption fields comply with the siting requirements of this or any other Bylaw.

2. In section B.1 USES, BUILDINGS AND STRUCTURES,
 - a. to B.1.1.1.b the word “uses” is changed to “use”; and
 - b. to B.1.1.2.b remove the strike through on item “v”.
3. In section B.2 GENERAL SITING AND HEIGHT PROVISIONS,
 - a. to B.2.1.1, insert the words “excepting B.2.1.4c” after the word “Bylaw” and before the comma, and insert the words “ground level decks” after “retaining walls” and before the comma;
 - b. to B.2.1.1 add a new item as follows:

“c. elevation requirements in B.2.2.1.a. are measured to the underside of the floor of any wooden floor system or top of a slab or *pad* of any *habitable area*.”
4. In section B.4 SIGNS,
 - a. to B.4.1.1, Table 1, Column 2 heading, add the words “per lot” after the word “permitted”; and
 - b. to B.4.1.1, Table 1, Column 2, remove the words “per lot” everywhere except for the heading.
5. In section B.6 MISCELLANEOUS,
 - a. delete subsection B.6.3 and replace with the following:

“B.6.3 COMMERCIAL VACATION RENTALS

B.6.3.1 All dwellings, including cottages, are for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited”.
6. In section C.3 INTERPRETATION OF ZONE BOUNDARIES,
 - a. to C.3.1.1.a, delete the word “zones” and replace with “zone”; and
 - b. delete article C.3.1.2.
7. In section D.1 RESIDENTIAL ZONES,
 - a. to D.1.2.1.a delete item iii “forestry”;
 - b. add a new item after D.1.2.1.b.iv “keeping of animals for the personal use of the resident or landowner”;
 - c. to D.1.3.2.a.i delete the word “Plan” and replace it with “Map”; and

- d. to D.1.2.2.e.i delete the word “Plan” and replace it with “Map”.
8. In section D.2 RESOURCES ZONES,
- a. to D.2.1.1.a delete item ii “forestry”;
 - b. to D.2.2.1 the title “*Principal Permitted Uses*” has “a.” added to precede the title and is indented to the same level as “b.” of the article, and the heading is changed to read “Permitted *Principal Uses*”;
 - c. to D.2.2.2.a.iii delete the second bullet that reads “shooting range, on lands as shown on Schedule C, Map 4.”;
 - d. to D.2.4.2.a.ii add a new bullet that reads “shooting range, on lands as shown on Schedule C, Map 4.”.
9. In section D.3 COMMERCIAL AND INDUSTRIAL ZONES,
- a. to D.3.1.1.a.iv delete the words “and cafes”;
 - b. to D.3.2.1.a.iv delete the words “and cafes”;
 - c. to D.3.3.1.a.iv delete the words “and cafes”;
 - d. to D.3.8.2.a.i delete the words “area in this zone” and replace with “or where there are one or more or more adjacent TC1 lots, per this group of lots”; and
 - e. to D.3.8.3.e.ii change the word “*unit*” to “*units*”.
10. In section D.4 RECREATION AND INSTITUTIONAL ZONES,
- a. to D.4.4.1.a.vii add the words “and associated retail sale of used items” after “recycling centre”; and
 - b. to D.4.4.1.a.ix delete “Map 12” and replace with “Map 13”.
11. In section D.5 WATER ZONES,
- a. to D.5.1.1.a.i, insert the words “upland” between “with” and “residential” and insert the words “on Gabriola Island” at the end of the item;
 - b. to D.5.7.2.a item “i” should have a tab after the “i” and before the text; and
 - c. to D.5.8.1.a.i, insert the words “upland” between “with” and “residential” and insert the words “on Gabriola Island” at the end of the item.
12. In section F.1 DEFINITIONS,
- a. Add the following definitions in alphabetical order:
 - “*habitable area* means any room or space within a building or structure, which can be used for human occupancy, commercial sales, or storage of goods, possessions, or equipment (including furnaces) that would be subject to damage if flooded;”
 - “*pad* means a surface on which blocks, posts, runners, or strip footings are placed for the purpose of supporting a manufactured home or other *habitable area*.”

- “restaurant* means an eating establishment providing for the sale of prepared foods and beverages to be consumed on or off the premises, and may include café, delicatessen, and take-out restaurant, but specifically excludes neighbourhood pub, drive-in and drive-thru establishment;”
- b. Delete the definition of “clubhouse” and replace with the following:
- “clubhouse* means a facility used by a club that does not provide for overnight accommodation except in a permitted single family dwelling;”
- c. Delete the definition of “structure” and replace with the following:
- “structure* means anything constructed or erected that is fixed to, supported by or sunk into land or water, whether underwater or otherwise, excluding vehicles except for vehicles used as a restaurant where a restaurant is a permitted use, floating vessels, paving for vehicle parking, sidewalks, and sewage absorption fields; for clarity, swimming pools, dugouts, cisterns, above ground septic tanks and detached ground level decks are considered structures;”
- d. Amend the definition of “commons accessory public assembly” by deleting the words “removed from this place space”.
- e. Amend the definition of “cottage” by adding the following words at the end of the definition: “limited in floor area to 65.0 square metres (699.7 square feet)”.
- f. Amend the definition of “forestry” by deleting the words “but excludes the processing of wood products”.
- g. Amend the definition of “public assembly and recreation” by adding the words “indoor or outdoor use associated with” between “means” and “a”, and delete the word “and” between “church” and “indoor” and replace with “or”.

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

1. Amend the zoning of the lot legally described as “Lot C, Section 18, Gabriola Island, Nanaimo District, Plan EPP9657” to change the portion of the lot in the Large Rural Residential zone to the Agriculture zone so that the entire property is in the Agriculture zone.
2. Amend the legend to correct the spelling of “Commercial” in LC3 “Local Commercial 3 – Garden Centres”.
3. Amend the zoning of the lot legally described as “Lot 2, Section 2, Gabriola Island, Nanaimo District, Plan 3063” from Small Rural Residential to Institutional 1.

Housekeeping Amendments - Charter v3

Gabriola Local Trust Committee

Date: January 9, 2014

Purpose The purpose of this project is to address a number of minor issues and correct errors and inconsistencies in the Gabriola Island Land Use Bylaw (LUB) and Official Community Plan (OCP)

Background Staff has been keeping a list of minor issues, errors or omissions in the Gabriola LUB and OCP to bring forward for a housekeeping bylaw amendment at an opportune time. The LTC has also directed by resolution that some items be added to this list over the past several months. The LTC endorsed a list of potential housekeeping amendments at their March 13, 2014 meeting and added to the list at their September 4, 2014 meeting.

Objectives

- To make the bylaws more easily interpreted by staff and the public
- To make the bylaws more correct where errors have been identified
- To improve the mapping of development permit areas.

In Scope

- Minor amendments not expected to be controversial
- Adoption of new OCP schedule for development permit areas based on electronic mapping to replace the mylar-based map
- Consultation with RDN, ALC and IT Bylaw Enforcement
- Consultation with First Nations
- Limited consultation with landowners

Out of Scope

- Community Information Meeting
- Public consultation
- Amendments that require public consultation
- Amendments that require significant staff research

Workplan Overview

Deliverable/Milestone	Date
LTC endorses list of potential housekeeping amendments	March 13, 2014
Draft bylaw and project charter presented, consideration of first reading	September 4, 2014
Consideration of first reading of revised draft bylaws	October 2, 2014
Consultation with First Nations, RDN, ALC and IT Bylaw Enforcement	October–November, 2014
Review of referral responses, consideration of scheduling public hearing	January 22, 2015
Technical review of based on adoption of bylaws 265-276	At second reading
Public hearing	Before March 31, 2015

Project Team

Courtney Simpson, RPM	Project Manager
Karin Kronstal, Island Planner	Team member
Barb Dashwood, GIS technician	Mapping support
Lisa Webster-Gibson, Legislative Clerk	Legislative support

RPM Approval:

Courtney Simpson

Date: August 25, 2014

LTC Endorsement:

Resolution #: GB-2014-146

Date: Sept 4, 2014

Budget

Budget Source: option to use OCP/LUB review budget

Fiscal	Item	Cost
2014/15	Public Hearing	\$2,000
	Total	\$2,000 55



Plain Language Guide to Housekeeping Amendments

Bylaws No. 278 and 279
DECEMBER 2014

Why are these called ‘Housekeeping’ Amendments?

The term ‘housekeeping amendments’ generally refers to legislation intended to correct errors, clarify regulations or update information in an existing bylaw. Over the past year, Islands Trust staff and the Gabriola Island Local Trust Committee (LTC) have compiled a list of minor issues, errors or omissions in the Gabriola Land Use Bylaw (LUB) and Official Community Plan (OCP). The LTC gave First Reading to housekeeping Bylaws 279 (Land Use Bylaw amendments) and 278 (Official Community Plan amendments) on October 2, 2014.

How to Use This Guide

Islands Trust staff created this guide to assist the public in understanding the changes proposed in Bylaws 278 and 279 in advance of the Public Hearing that is to be held in early 2015 (date to be determined).

The amendments have been divided into four sections: newly added and amended LUB definitions, LUB corrections, LUB clarifications, and OCP updates.

For each amendment, the rationale and the proposed wording is provided within the existing Bylaw.

(Note: **Bolded words** are being added to the Bylaw, and ~~crossed-out words~~ are being removed)

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SECTION 1 – BYLAW NO. 279 – AMENDMENTS TO THE GABRIOLA ISLAND LAND USE BYLAW (LUB)

1.1 – NEWLY ADDED OR AMENDED DEFINITIONS

DEFINITION	CITATION in LUB	REASON FOR CHANGE	PROPOSED NEW WORDING
Clubhouse	6.1	The current definition of 'clubhouse' refers only to Yacht Clubs and should be expanded to include other facilities whose clubhouses are referred to elsewhere in the bylaw.	"Means a facility used by a club" in relation to a Yacht club outstation means a facility for the use of club members that does not provide for overnight accommodation, excepting a permitted single family dwelling"
Cottage	6.1	Amendment will provide consistency with the mamimum cottage size defined in Section B.6.3.2.	"Means a single family dwelling accessory to a principal single family dwelling limited in floor area to 65.0 square metres (699.7 square feet)"
Commons Accessory Public Assembly	6.1	Amendment removes confusing and redundant language that appears to be a typo.	"Means indoor and outdoor gatherings, meetings, and events and includes infrastructure necessary to support these activities, such as washroom facilities, dining hall removed from this place space, and institutional kitchen facilities"
Forestry	6.1	Processing of forest products such as mobile saw milling is permitted where forestry is a permitted use. Amendment removes the exclusion of processing of wood products from	"means all activities related to the establishment and management of forested areas, and includes harvesting of timber and related forest cover

		the definition of 'forestry' allows for these activities in zones where forestry is a permitted use. *Note: An LTC's authority to regulate forestry is limited; it cannot regulate forest management activities in Private Managed Forest Lands, and cannot regulate tree cutting except by development permit area.	resources, forest seed orchards and nurseries, but excludes the processing of wood Products"
Habitable area	6.1	Addition of definition clarifies what constitutes a habitable area; adding this definition and the definition for a "pad" will assist the Regional District of Nanaimo building department with their process for issuing building permits.	<u>"Means any room or space within a building or structure, which can be used for human occupancy, commercial sales, or storage of goods, possessions, or equipment (including furnaces) that would be subject to damage if flooded"</u>
Pad	6.1	Addition of definition clarifies what constitutes a pad.	<u>"Means a surface on which blocks, posts, runners, or strip footings are placed for the purpose of supporting a manufactured home or other habitable area"</u>
Public Assembly and Recreation	6.1	Amendment clarifies that outdoor assembly is permitted when associated with the activities of the Permitted Use of the property.	"Public assembly and recreation means <u>indoor or outdoor use associated with</u> a hall, auditorium, church, and <u>or</u> indoor recreation facility but does not include any facility operated on a commercial basis for profit"

Restaurant	6.1	Addition of definition for 'restaurant' defines that use and clarifies that take-out and food sales from non-mobile trailers in commercial zones is permitted.	<u>"Means an eating establishment providing for the sale of prepared foods and beverages to be consumed on or off the premises, and may include café, delicatessen, and take-out restaurant, but specifically excludes neighbourhood pub, drive-in and drive-thru establishment;"</u>
Shooting Range	6.1	Addition of definition clarifies the nature of a shooting range in terms of permitted use and hours of operation.	<u>"Means a place that is designed or intended for the safe discharge, on a regular and structured basis, of firearms for the purpose of target practice or target shooting competitions, that operates between 9 A.M and 5 P.M no more than six days per week."</u> NOTE: A definition is <u>not</u> included in the Draft Bylaw, but has been listed as a potential future addition to the Housekeeping Bylaw.
Structure	6.1	According to the definition of 'structure', "ground level decks" are not considered structures and are not defined. Without this change, ground level decks may be constructed in setbacks, including the natural boundary of the sea setback, which may cause future problems for enforcement.	<u>"Means anything constructed or erected that is fixed to, supported by or sunk into land or water, whether underwater or otherwise, excluding vehicles <u>except for vehicles used as a restaurant where a restaurant is a permitted use</u>, floating vessels, paving for vehicle parking, sidewalks, sewage absorption fields, and detached ground level decks; for clarity, swimming pools, dugouts,</u>

			cisterns, and above ground septic tanks <u>and detached ground level decks</u> are considered structures”
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1.2 – CORRECTED ERRORS AND ELIMINATED DUPLICATIONS

SECTION	CITATION in LUB	REASON FOR CHANGE	REVISED WORDING FOR BYLAW
Uses, Buildings and Structures	B.1.1.1.b	The proposed amendment changes the grammatically incorrect plural 'uses' to 'use.'	"The following uses is permitted in any zone in Part D of this Bylaw, except Section D.5 WATER ZONES and in public parks and ecological reserves: i community care facility, as regulated by the "Community Care Facility Act"
Uses, Buildings and Structures	B.1.1.2.b.v	The proposed amendment removes the strike through on item "v", which was placed there in error.	" v. buildings and structures to accommodate community care facilities, except in public parks and ecological reserves"
General Siting and Height Provisions	B.2.2.1	The proposed amendment corrects inconsistencies within the General Siting regulations and to clarify that ground level decks are subject to setback requirements.	"Despite all other siting references in this Bylaw, excepting B.2.1.4c , third party signs, fences, pump/utility houses, retaining walls, ground level decks , structures and buildings, excepting boathouses, must be sited a minimum of 7.5 metres (24.6 feet) from and 1.5 metres (4.9 feet) above the natural boundary of the sea and a minimum of 15 metres (49.2 feet) from and 1.5 metres (4.9 feet) above the natural boundary of any lake, stream, or wetland. Where the frontage on the sea is not adequately protected from erosion by natural bedrock or works as certified by a professional engineer, buildings and structures must be sited a minimum of 15 metres (49.2 feet) from and 1.5 metres (4.9 feet) above the natural boundary of the sea."

General Siting and Height Provisions	B.2.2.1.c	The Regional District of Nanaimo Building Inspections has requested greater clarity on how elevations are measured be included in the Land Use Bylaw.	"c. elevation requirements in B.2.2.1.a. are measured to the underside of the floor of any wooden floor system or top of a slab or pad of any habitable area."
Interpretation of Zone Boundaries	C.3.1.1.a	The proposed amendment changes the grammatically incorrect plural 'zones' to 'zone.'	"where zones boundaries coincide with lot boundaries, the lot boundaries are the zone boundaries;"
Interpretation of Zone Boundaries	C.3.1.2	The proposed amendment deletes Section C.3.1.2 as Section B.1.2.3 covers the issues of density on split zoned lots, and having both in the bylaw could create confusion.	C.3.1.2 Lots in More than One Zone a. When determining the dwelling units density and lot coverage for lots with area in more than one zone, each separately zoned area of the lot is to be considered as being a separate lot. b. Despite Clause C.3.1.2a, where a cottage is a permitted use in the zone, it may be located on the portion of the lot so zoned provided there is only one cottage located on the entire lot and that lot area is 2.0 hectares (4.94 acres) or larger.
Seniors and Special Needs	D.1.3.2.a.i	The amendment deletes the word "Plan" and replaces it with the more correct "Map."	"...except on lands shown on Schedule C, Plan Map 2"
Seniors and Special Needs	D.1.3.3.e.i	The amendment deletes the word "Plan" and replaces it with the more correct "Map."	"...except on lands shown on Schedule C, Plan Map 2"
Forestry Zone	D.2.2.1	Proposed amendment corrects an error in the Land Use Bylaw.	a. Principal Permitted Principle Uses

Forestry Zone	D.2.2.a.iii	Proposed amendment moves permitted use to correct section of Land Use Bylaw.	iii Other non-residential buildings and structures to accommodate: • forestry and forestry research and education*; and • shooting range, on lands as shown on Schedule C, Map 4.
Resource Zone	D.2.4.2.a.ii	Proposed amendment moves permitted use to correct section of Land Use Bylaw.	ii Other non-residential buildings and structures to accommodate: • agriculture, forestry, boarding and breeding kennels, and boarding and riding stables; and • AM/FM Towers on lands shown on Schedule C, Map 5 • shooting range, on lands as shown on Schedule C, Map 4.
Village Commercial 1	D.3.1.1.a.i v	The proposed new definition of restaurant includes cafes.	iv restaurants and cafes
Village Commercial 2	D.3.2.1.a.i v	The proposed new definition of restaurant includes cafes.	iv restaurants and cafes
District Commercial	D.3.3.1.a.i v	The proposed new definition of restaurant includes cafes.	iv restaurants and cafes
Tourist Commercial 1	D.3.8.3.e.ii	Proposed amendment replaces grammatically correct plural form 'units' for the incorrect 'use.'	ii. Cooking facilities are only permitted in tourist accommodation units located in a detached building containing less than three tourist accommodation units s

Institutional 1	D.4.4.a.ix	Proposed amendment corrects citation error in Land Use Bylaw.	ix community resource centre on lands shown on Schedule C, Map 13 12
Water Industrial 3 – Bulk Material Transport	D.5.7.2.a	Proposed amendment corrects typographical error in Land Use Bylaw by putting a tab between 'i' and 'Docks'.	i Docks, ramps, floats, pilings and mooring buoys associated with barge unloading and loading.

1.3 - CLARIFIED REGULATIONS

SECTION	CITATION in LUB	REASON FOR CHANGE	REVISED WORDING FOR BYLAW
Conformity	A.3.1	These additions to the LUB clarify the existing regulations regarding subdivision and when properties can be considered legal non-conforming.	A.3.1.1 No person may use or permit any land, water surface, building or structure to be used or occupied, or subdivide any land, except as permitted by this Bylaw. A.3.1.2 No person may construct, reconstruct, place, alter, extend, locate, relocate or maintain any building, structure or sign except as expressly permitted by this Bylaw. A.3.1.3 Nothing contained in this Bylaw relieves any person from the responsibility to comply with other legislation applicable to their undertaking. The use of land, buildings or structures that is lawful at the time of adoption of this Bylaw, although not conforming to the provisions of this Bylaw,

			may be continued subject to the provisions of the "Municipal Act", Section 911. A.3.1.4 Any existing lot that is less than the minimum lot area specified in the applicable zone for the creation of new lots by subdivision may be used for any use permitted in that zone unless otherwise specified in this Bylaw. Nothing contained in this Bylaw relieves any person from the responsibility to comply with other legislation applicable to their undertaking. A.3.1.5 No lot or area may be subdivided, no building, structure or land may be used, and no building or structure may be sited in a manner which renders any existing use, building or structure illegal or non-conforming.
Inspection	A.3.2.1	These proposed amendments update references to bylaw violations with new bylaw enforcement policies. The proposed bylaw contains amended wording from the Trust Council Model Land Use Bylaw.	The Islands Trust Bylaw Enforcement Investigations Officer and any other Islands Trust Officer or other person appointed in that capacity are authorised to enter, at all reasonable times, upon any property subject to the provisions of this Bylaw to ascertain whether the regulations of this Bylaw are being or have been observed.

Violation	A.3.3.1	These proposed amendments update references to bylaw violations with new bylaw enforcement policies. The proposed bylaw contains amended wording from the Trust Council Model Land Use Bylaw.	Any person doing or permitting any act or thing in contravention of the provisions of this Bylaw, or who neglects to do or refrains from doing any act or thing which is required to be done by any of the provisions of this Bylaw is deemed to have committed an offence under this Bylaw or neglecting or refraining from doing any act or thing required to be done by this Bylaw, is deemed to have violated its provisions.
Penalty	A.3.4.1 A.3.3.2	These proposed amendments update references to bylaw violations with new bylaw enforcement policies. The proposed bylaw contains amended wording from the Trust Council Model Land Use Bylaw.	Any person who commits an offence against this Bylaw is liable, violating provisions of this Bylaw is, upon summary conviction, to a fine and penalty as provided in the Offence Act and the costs of prosecution. Each day during which an offence against this Bylaw is continued is deemed to constitute a new and separate offence liable to a penalty of not more than five thousand dollars (\$5000) and the cost of prosecution. Each day's violation constitutes a separate offence.
Enforcement of Siting Regulations	A.3.5.1	This proposed addition to the Bylaw includes new bylaw enforcement policies. The proposed bylaw contains amended wording from the Trust Council Model Land Use Bylaw.	Every applicant for a development permit or a development variance permit must provide a plan signed by a B.C. Land Surveyor showing the location on the lot of all existing and proposed buildings, structures and sewage absorption fields in relation to lot and zone boundaries, watercourses, wells and the sea, and

			in relation to other buildings on the lot, unless the Local Trust Committee determines that the provision of such a plan is not reasonably necessary to establish whether the proposed buildings, structures and sewage absorption fields comply with the siting requirements of this or any other Bylaw.
Signs in Commercial and Industrial Zones	B.4.1.1, Table 1, Column 2	The intention is to clarify in the table that the signs permitted in association with a commercial or industrial building are to be placed on the same lot as the business.	Column heading to read: "Maximum Number of Signs Permitted per lot ," and the words "per lot" will be removed from the rest of the table.
Commercial Vacation Rental	B.6.3.1	Section B.6.3.1 stipulates that cottages cannot be used for over night accommodation on less than a monthly basis for monetary gain, while the same prohibition for 'residence,' (connected to 'dwelling unit') is loosely found in the definition section and is not easily identified. It should be clarified that both dwelling units including cottages are not for short term rental.	"All dwellings, including cottages, Cottages are for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited."
Residential Zones (Large Rural Residential - LRR)	D.1.2.1.a	The proposed amendment removes forestry as a permitted principal use from LRR zones so that wood processing, which is proposed to be included in the proposed amended definition of forestry which removes the exclusion of processing of wood products. Please note that an LTC's authority to	a. Permitted Principal Uses i single family residential ii agriculture, including the sale of agricultural products grown or raised on the lot, but excluding animal husbandry on lots less than 2.0 hectares (4.94 acres)

		regulate forestry is limited; it cannot regulate forest management activities in Private Managed Forest Lands, and cannot regulate tree cutting except by development permit area. Removing “forestry” from the list of permitted uses is not expected to actually change the ability of a property owner in one of these zones to cut trees, or to undertake forest management activities if they are designated as Private Managed Forest Land.	iii—forestry
Residential Zones (Large Rural Residential - LRR)	D.1.2.1.b.v	Proposed amendment clarifies that keeping animals for personal use is a Permitted Accessory Use in the Large Rural Residential Zone, just as it is in the Small Rural Residential Zone.	b. Permitted Accessory Uses i home occupation, subject to Section B.3 ii cottage residential, on lots 2.0 hectares (4.94 acres) or larger, subject to Subsection B.6.3 iii boarding and breeding kennels, accessory to a residential use, on lots 2.0 hectares (4.94 acres) or larger iv boarding and riding stables, on lots 2.0 hectares (4.94 acres) or larger, accommodating no more than 1 horse per 0.2 hectares (0.5 acres) to a maximum of 30 horses per lot v keeping of animals for the personal use of the resident or landowner

Resource Zones – Agriculture (AG)	D.2.1.1.a	The proposed amendment removes forestry as a permitted principal use from the AG zone so that wood processing, which is proposed to be included in the proposed amended definition of forestry which removes the exclusion of processing of wood products.	a. Permitted Principal Uses i agriculture, including the sale of agricultural products grown or raised on the lot ii forestry iii ii single family residential iv iii golf course, on lands as shown on Schedule C, Map 3 iv intensive agriculture
Tourist Commercial 1	D.3.8.2.a.i	The proposed amendment clarifies the maximum number of tourist accommodations per lot in the event that adjacent TC1 lots are developed without consolidation.	"Hotels, motels, lodges, Inns, cabins, and campsites to a maximum of 13 tourist accommodation units or campsites per hectare (5.26 units per acre) and a maximum of 30 tourist accommodation units or campsites per lot area in this zone or where there are one or more adjacent TC1 lots, per this group of lots."
Institutional 1	D.4.4.a.vii	The proposed amendment clarifies that the sales of used goods is a permitted use the Gabriola Island Recycling Organization (GIRO).	vii recycling centre and associated retail sales of used items on lands as shown on Schedule C, Map 7

Group moorage facilities	D.5.1.1.a.i and D.5.8.1.a.i	Amendment clarifies that non-commercial boat and seaplane moorage, dockage, and boat launching facilities permitted in zones Water General (WG) and Water Protection 1 (WP1) must be associated with the upland residential use <u>anywhere</u> on Gabriola Island rather than <u>adjacent</u> upland residential use.	"Boat and seaplane moorage, dockage, and boat launching facilities used for commercial purposes and associated with <u>upland</u> residential uses <u>on Gabriola Island</u> "
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SECTION 2 – BYLAW NO. 278 – UPDATES TO THE GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN (OCP)

SECTION	CITATION in OCP	REASON FOR CHANGE	PROPOSED NEW WORDING
Land Transportation Policies	7.1.a	Proposed Amendment updates 'Figure 4' to the correct reference, 'Figure 5.'	a) The major road pattern shall be as shown in Figure 5 4 .
Land Transportation Policies	7.1.b		b) Scenic/heritage roads on Gabriola, defined as unique and valued roadways due to the tree cover and vistas, were agreed to by MOTI and the Islands Trust as shown in Figure 5 4 and include the following: i. Wharf Road; ii. Berry Point Road, east from Norwich Road to the end at Leboeuf Bay past Clarendon; iii. Easthom Road, from the ferry parking lot to iv. Coats Drive from South Road to the end at 707 Park; and v. Gray Road.
Land Transportation Policies	7.1.h	The amendment corrects the acronym for the Ministry of Transportation and Infrastructure, and clarifies bicycle route signage requirements.	"Roads designated as being part of the bicycle route plan developed in accordance with the agreement with MOTI MOTH and the

			Islands Trust attached to this bylaw as Figure 5 shall include provision for a paved bicycle shoulder lane, and a painted line should be provided on the road surface to delineate a separation between the vehicle and bicycle shoulder lane portions of the road surface. Bicycle shoulder lanes should be provided on both sides of the roads designated as bicycle routes with sign posts at the start and end, and also with painted signage on the pavement, at intervals of not more than 200 metres (656 feet)”
Land Transportation Policies	7.1i	The proposed amendment clarifies the separation and signage requirements for segregated bicycle lanes.	i) All on-road bicycle shoulder lanes shall be a minimum of 1.2 metres (4 feet) in width but may be a minimum of 0.6 metres (1.97 feet) in width in the following situations only: i. changes to natural geographic features, such as escarpments, would be required in order to implement the 1.2 metre (4 foot) paved bicycle shoulder lane; and ii. mature trees would need to be removed in order to implement the 1.2 metre (4 foot) paved bicycle shoulder lane. In situations where the cycling lane is separated from the vehicle lane by a concrete barrier (such that

			pedestrians and cyclists are expected to use the same lane), the barrier should be no more than 0.5 metres (1.6 feet) high, and the lane should be a minimum of 1.5 metres (5 feet) in width. In such situations, appropriate signage indicating a shared use pathway should be provided at each end of the segregated section."
Development Permit Areas	9	The proposed amendments update the mapping references.	All references to Schedule C to be replaced with Schedule D.
Land Use Designations	Schedule B	Schedule B [Land Use Designations] is deleted and replaced with Plan 1 and Plan 2.	Schedule B [Land Use Designations] is deleted and replaced with Plan 1 and Plan 2.
Land Use Designations	Schedule C	The proposed amendments update the mapping references.	To Schedule C [Development Permits] the following information note is added: "INFORMATION NOTE: This map is valid for the designation of "Development Permit Area No. 6 - Escarpment Areas" only; all other development permit areas are designated in Schedule D."
Land Use Designations	Schedules D-1 and D-2	The proposed amendments update the mapping references.	Schedules D-1 and D-2 [Development Permit Area 3] are deleted and replaced with Plan 3 and Plan 4.

Density Bank	Appendix 2	As per Sections 2.4(k) and 2.5 of the OCP, 8 residential densities are to be transferred to the Gabriola Island Density Bank as a result of the rezoning of residential land to parks under proposed bylaws 271 and 272.	The updated Appendix 2 will show the current balance of the density bank (8 densities) with associated maps showing where densities have been removed from properties. NOTE: This amendment is not included in the Draft Bylaw, but has been listed as a potential future addition to the Housekeeping Bylaw.
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Top Priorities

Gabriola Island

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

2	6) Review DP-7 form and character guidelines for Village Core, and review OCP/LUB to make Village more pedestrian friendly, and to consider passive solar, renewable energy and energy efficient design.	Overlaps with implementing climate change policies into the LUB and partially addressed in those bylaws.	Jan-17-2013	Karin Kronstal	Sep-01-2014	On Going
2	7) Update the 2010 build out map and report (including the number of existing and potential residential cottages and a list of forestry parcels with the potential for density transfer)	Not started				On Going
2	8) Implement First Nations and Archaeological Protection policies, including improved engagement on land use referrals	Not started				On Going
3	Snuneymuxw First Nation Protocol Agreement Implementation	May 16, 2013 resolution to delay spending this budget until after OCP/LUB review topics have gone to public hearing.		David Marlor Courtney Simpson	Mar-31-2014	On Going
4	Development Approval Information bylaw	DAI Bylaw adopted - project complete.	Jun-28-2012	Sonja Zupanec	Jun-30-2013	Done



Projects

Gabriola Island

No.	Description	Activity	Received/Initiated	Status
1	Review OCP and LUB to include protective measures for biodiversity.	Species and Ecosystems at Risk (SEAR) Local Government Working Group may have resources for this project.	Jan-19-2012	On Going
1	Review OCP and LUB to improve protection of coastal areas.		Jan-19-2012	On Going
1	Review OCP and LUB to protect water quality and quantity.		Jan-19-2012	On Going
1	Bylaw enforcement staff requested to provide a report on methods of proactive enforcement on advertised unlawful dwellings, as that is the point they are most likely to be unoccupied.		Nov-01-2012	On Going
1	Bylaw enforcement staff requested to provide an update on proactive enforcement of unlawful foreshore structures.		Nov-01-2012	On Going
1	Mudge Island MMPR bylaw amendments	See Mudge APC minutes of June 8, 2014	Jun-26-2014	On Going
1	DeCourcy Island MMPR bylaw amendments	Amendment to the DeCourcy Island Bylaw No. 44 regarding the production of medical marihuana under the Marihuana for Medical Purposes Regulation See staff report dated April 28, 2014	Oct-02-2014	On Going
2	DeCourcy Island Official Community Plan Review and Advisory Planning Commission Appointments. Topics include: • park areas without park zoning • DAI Bylaw		Apr-21-2011	On Going

2	Hazardous areas and steep slopes development permit area		Feb-21-2013	On Going
	• also consider how to address areas of potentially problematic soils, shoreline erosion, and localized areas of steep terrain			
2	Forage Fish Mapping Workshop	March, 2013 resolution	Sep-05-2013	On Going
3	Land Based Aquaculture	Review most recent provincial direction on land based aquaculture and develop appropriate policies and regulations.	Jan-16-2014	On Going
3	First Nations cultural references in land use planning	Work with Snuneymuxw First Nation (SFN) to seek funding for archaeological mapping and host and invite SFN Councillor Geraldine Manson to make a storytelling presentation on Gabriola.	Jan-27-2011	On Going
3	In-house dog boarding definition (Gabriola)	Consider allowing in-house dog boarding in the small rural residential zone.	Oct-02-2014	On Going
3	Consider implementing Eelgrass protection regulations (see February 19, 2014 memorandum).		May-14-2014	On Going

Applications w/ Status - Gabriola Island Status: Open

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2014.3	Alexander and Kelli Langran & Kienas Planner: Teresa Ritemann	Oct-03-2014	variance for deck and pre-existing shed

Planning Status

Subdivision

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2008.3	C.O. Smythies & Associates Ltd. Planner: Marnie Eggen	Oct-06-2008	To create 6 parcels btwn McCollum & Tait Roads. (PARCEL C (DD 51803I) OF THE NORTH 1/2 OF THE NORTH EAST 1/4 OF SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT)

Planning Status

Status Date: Apr-14-2014

parent lot is in transition of sale

Status Date: Oct-25-2013

PLA extension

Status Date: Aug-22-2012

PLA extension

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

Planner: Marnie Eggen

Planning Status

Status Date: Jan-13-2015

Working to satisfy conditions

Status Date: Mar-14-2014

PLA received

Status Date: Feb-19-2014

Request for extension

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

Planning Status

Status Date: Sep-03-2014

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

Status Date: Mar-18-2014

MOTI sent notification that the subdivision is NOT being approved. If the reasons for non-approval are not overcome in 1 year, the file will be closed. Note that Islands Trust staff re-sent our subdivision referral response as the notice of non-approval indicated that MOTI had not received it.

Status Date: Dec-05-2013

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

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

Planning Status

Status Date: Oct-09-2014

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

Status Date: Oct-06-2014

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

Status Date: Sep-03-2014

Still awaiting PLA from MOTI

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

Planning Status

Status Date: Mar-14-2014

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

Status Date: Nov-14-2013

Subdivision referral report sent to MOTI

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

Planning Status

Status Date: Nov-04-2014

no change

Status Date: Apr-23-2014

PLA issued

Status Date: Feb-13-2014

Referral Report complete, forwarded to MOTI

Islands Trust

LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending November 2014

620 Gabriola	Invoices posted to Month ending November 2014	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	1,100.00	115.97	984.03
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	4,250.00	1,331.71	2,918.29
65210-620	LTC - Local Exp - APC Meeting Expenses	750.00	0.00	750.00
65220-620	LTC - Local Exp - Communications	750.00	304.97	445.03
65230-620	LTC - Local Exp - Special Projects	2,250.00	1,000.00	1,250.00
TOTAL LTC Local Expense		<u>8,000.00</u>	<u>2,636.68</u>	<u>5,363.32</u>
Projects				
73001-620-2001	Gabriola OCP/LUB	10,000.00	6,071.20	3,928.80
73001-620-4026	Gabriola RDN/SFU Groudwater Mapping	6,250.00	6,250.00	0.00
TOTAL Project Expenses		<u>16,250.00</u>	<u>12,321.20</u>	<u>3,928.80</u>

Islands Trust

LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending December 2014

620 Gabriola	Invoices posted to Month ending December 2014	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	1,100.00	115.97	984.03
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	4,250.00	1,691.71	2,558.29
65210-620	LTC - Local Exp - APC Meeting Expenses	750.00	0.00	750.00
65220-620	LTC - Local Exp - Communications	750.00	304.97	445.03
65230-620	LTC - Local Exp - Special Projects	2,250.00	1,000.00	1,250.00
TOTAL LTC Local Expense		<u>8,000.00</u>	<u>2,996.68</u>	<u>5,003.32</u>
Projects				
73001-620-2001	Gabriola OCP/LUB	10,000.00	6,361.71	3,638.29
73001-620-4026	Gabriola RDN/SFU Groudwater Mapping	6,250.00	6,250.00	0.00
TOTAL Project Expenses		<u>16,250.00</u>	<u>12,611.71</u>	<u>3,638.29</u>

Gabriola Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: January 12, 2015

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	January 29, 2010	GB-25-2010	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.

From: John Hodgkins <jchodgkins@shaw.ca>
Date: December 12, 2014 at 11:00:20 AM PST
To: Heather Nicholas <hnicholas@islandstrust.bc.ca>, Melanie Mamoser
<mmamoser@islandstrust.bc.ca>
Subject: Gabriola Ferry Advisory Committee

Good morning Heather and Melanie

I am writing to you in my capacity as Chair of the Gabriola Ferry Advisory Committee which, you may know reaches the end of its current term shortly and we are now about to enter a new four-year term during which we would very much welcome your participation.

I hope you may already have received this communication from BC Ferries, but if not I am attaching a letter from them which explains a little about the FAC role from their perspective. I do hope that one (or both) of you will consider joining us in your role as Islands Trustees.

Over the past three years, Gabriola FAC has evolved into a proactive organisation that has made great strides towards engaging more widely with the community. We only meet formally with BC Ferries' management once or twice a year, so the burden of membership isn't huge, but as you know the past two years in particular have not been easy, with the expectations placed on us to work with BC Ferries to minimise the impact of the service cuts imposed by government. One lesson that taught us is that we need to strengthen the next FAC to include representation of a wider range of organisations including local governments and other agencies that provide important services to the community.

As a committee, our role is primarily to facilitate two-way exchange of information between the ferry corporation and the community on issues affecting the day-to-day delivery of ferry services to Gabriola. Our remit is quite distinct from the various campaign groups that have evolved over the past year; we are not a lobby group and therefore as a committee we steer clear of becoming directly involved in ferry campaigns. We all have our own views of course, but the FAC's role has focussed on ensuring that the final outcomes imposed on us by government are made as palatable as possible for the community.

The thirteen FAC Chairs also meet with BC Ferries and the Ferry Commissioner and Ministry of Transportation officials from time to time to discuss issues of common interest to ferry-dependent communities along the coast.

A positive step forward in recent months has been the establishment of a local joint task group comprising three community representatives (2 from the FAC and one other) and three local representatives from BC Ferries - typically our local Marine Superintendent, Quinsam's Senior Captain and their local Terminals Manager. Together, our aim is to meet informally as and when necessary to address local problems as they arise and identify solutions that can be delivered locally with a minimum of delay. Membership of the task group varies depending on the issues that are on the table, but I believe we are already starting to see some positive outcomes including improvements in road signage and a scheme to assist people who need to attend Nanaimo Hospital several days each week for dialysis or cancer treatments.

I am particularly keen that we take this opportunity to expand the representation on the FAC to include local governments and groups that are actively involved in delivering

community projects for which a sustainable ferry service is so important. I have additionally written to Steven Earle in his capacity as Chair of the Transportation Advisory Commission (and GERTIE representative) in the hope that he will be able to join us.

There's a lot more information you may find useful on the FAC website at <http://gabriolafac.com/about-the-fac/> and I hope you will be encouraged to talk to Darin Guenette at BC Ferries about becoming a member of the FAC. Darin's telephone number is on the attached letter, but he can also be contacted by email at darin.guenette@bcferries.com

Please do not hesitate to get back to me if you would like more information; I can be reached at this email address.

Kind regards

John Hodgkins
Chair
Gabriola Ferry Advisory Committee

December 2014

Trustees Heather Nicholas and Melanie Mamoser
Islands Trust
Gabriola Island

British Columbia Ferry Services Inc.
The Atrium
Suite 500, 1321 Blanshard Street
Victoria, BC V8W 0B7
Tel: toll-free 1-877-978-2385
Fax (250) 978-1119
bcferries.com

RE: FAC Appointment Process 2015-2018

Dear Islands Trustees

BC Ferries coordinates public consultation throughout the coastal communities via Ferry Advisory Committees (FAC). These bodies are composed of volunteers who are interested in all aspects of ferry service and operations within their community. These committees function within a four-year term, and the next term begins in January 2015.

Therefore, BC Ferries is now working on setting the FAC members for this next term, and we would like to offer the opportunity for your organization to nominate an individual to sit on the committee. This person would ideally understand the perspectives your organization would like to ensure are part of the discussion during regular meetings with BC Ferries representatives.

The FAC process has proven itself to be very valuable for both BC Ferries and the communities that we serve. Committee members provide valuable information and insight into what aspects of ferry service are currently important to our customers throughout coastal communities. We have learned that when committees are comprised of representatives from a wide range of key stakeholder groups, the consultation process functions particularly well. Examples of desired interest groups include, but are not limited to, First Nations, regional districts, local government, Islands Trust, tourism, emergency services, seniors and business.

All expressions of interest will be gathered and appraised by BC Ferries in the upcoming month, with a goal of confirming committee members early in 2015. Replies are to be sent to me by the end of December, 2014. I am hopeful that with engaged committee members, the FAC process will continue to serve your community. If you have any questions, please feel free to call me.

Thank you,

Darin Guenette
Manager, Public Affairs
British Columbia Ferry Services Inc.

Gabriola Island Bald Eagle Nest Inventory 2014



**A summary of nest records
and nest locations of all the
known Bald Eagle nests on
Gabriola Island**



Acknowledgements

Funding for site visits to eagle nests and for the preparation of this report was provided by Gabriola Rescue of Wildlife Society (GROWLS) and the Islands Trust.

Site visits were made by Ian Moul, Ian Lawrence, and Darlene Mace

This report was compiled by Ian Moul

Thank-you to the many residents of Gabriola Island who invited us to their homes and shared their love of eagles.



GROWLS
Gabriola Rescue of Wildlife Society

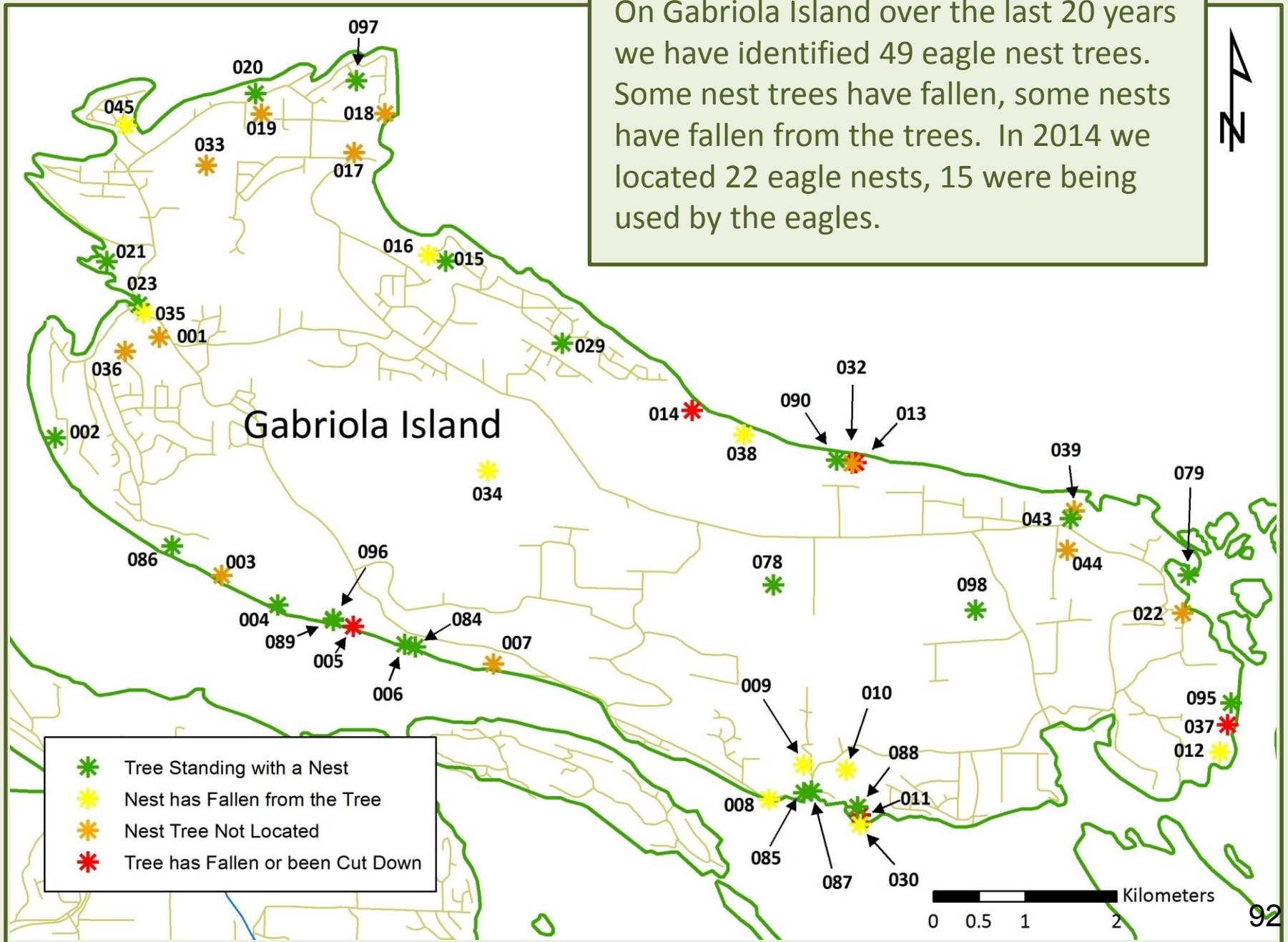


Eagles prefer to build their nests in large trees in locations that have a commanding view of the ocean. They often perch where they can see both their chicks and their nest plus watch for fish, their main source of food.

Eagles defend nesting territories of about 1km of coastline. They often have more than one nest and move between them over the years.



On Gabriola Island over the last 20 years we have identified 49 eagle nest trees. Some nest trees have fallen, some nests have fallen from the trees. In 2014 we located 22 eagle nests, 15 were being used by the eagles.



We started at the Ferry Dock and worked clockwise around the island

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One page summary sheets for each nest site are available at
www.growls.ca

Summary of Bald Eagle Nesting Territories - South Shore Gabriola Island						Updated as of July 2014							Sheet 2
Territory	Territory Name	Nest ID	Records before 2005	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
GI-T21	Silva Bay	BAEA-101-022	No Records							NF			Nest tree not located
		BAEA-101-079	No Records							OT		NA	Occupied Territory
GI-T40	Drumbeg	BAEA-101-012	1993-OC 1997-NA							ND		ND	No nest in the tree
		BAEA-101-037	Cut in 2004							NF			Tree Cut
		BAEA-101-095	No Records				1C			2C	2C	2C	2C
GI-T42	Dorby Way	BAEA-101-098	No Records							2C		A	Not active
GI-T45	Shaw Road	BAEA-101-010	1997-ND 1992-2C		1C					ND			Nest Down
		BAEA-101-011	1997-2C							1C		TD	Tree Down
		BAEA-101-030	1992-1996-2C									ND	Nest Down
		BAEA-101-088										1C	1C
GI-T47	South Road	BAEA-101-008	1991-1C 1997-ND							ND			Nest Down
		BAEA-101-009	1997-1C							ND			Nest Down
		BAEA-101-085	No Records							OC		NA	NA
		BAEA-101-087	No Records									A	NA
GI-T50	Wharf Road	BAEA-101-007	1996-1C 1997-OT							NF			Nest tree not located
GI-T52	Dodd Narrows	BAEA-101-005	1994 to 1996 - 1C										Tree Down
		BAEA-101-006	1997-1C							NA			Occupied Territory
		BAEA-101-084	No Records							NA			1C
GI-53	South Hoggan Lake	BAEA-101-089	No Records				1C	1C	1C	1C	OT		OC
		BAEA-101-096	No Records								1C		OT
GI-T54	West Hoggan Lake	BAEA-101-004	2002 - 2C		OC	OC	OC	OC	OC	OC	OC		OC
GI-T56	Boom 17-2	BAEA-101-003	1994-2C 1996-OT		OC								Not found/visited
GI-T57	Dempsy Road	BAEA-101-086	No Records							1C		1C	NA
GI-T58	Canso Road	BAEA-101-002	2002 - 2C		1C	A							1C
GI-T70	707 Park	BAEA-101-034	2002 - 1C										Nest Down
GI-T74	Degnen Road	BAEA-101-078	No Records										NA
			Incomplete records			Nest Down			Not Located			Tree Down or Cut	
A = Active NA = Not Active OT = Occupied Territory NF = Not Found OC = Failed Nesting Attempt 1C = One Chick Fledged 2C = Two Chicks Fledged 3C = Three Chicks Fledged													
For complete records, the method requires at least one observation in the period between 15 March and 30 April and a second observation between 15 June and 30 July.													
More observations are helpful and recommended, especially if the observer is uncertain as to what is happening in the nest.													

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Most eagle nests are located on private property and we rely on land owners to protect eagle nests and perch trees.

Eagles get used to human activity below their nests, but often abandon their nests if disturbed in the early nesting season, especially in February through April.



When observing Bald Eagles at their nests please do not get too close and risk disturbing the eagles. Please respect private property and personal privacy when viewing nests near people's homes.

STAFF REPORT

Date: January 12, 2015

File No.: 3050-20-06

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

From: Lisa Webster-Gibson
Legislative Clerk

CC: Courtney Simpson, Regional Planning Manager

Re: Gabriola Island Advisory Commissions

The Gabriola Island Local Trust Committee (LTC) has four current advisory commissions established under two Advisory Planning Commission (APC) bylaws (Gabriola Island and Mudge Island). A third bylaw establishes a DeCourcy Island APC, however, this APC is currently inactive.

Bylaw No. 209 (attachment # 1) establishes a Gabriola Island Advisory Planning Commission (APC) and enables the LTC to establish Special Advisory Planning Commissions.

Bylaw No. 163 (attachment # 2) establishes the Mudge Island APC.

Bylaw No. 162 (attachment # 3) establishes the DeCourcy Island APC.

BACKGROUND:

Local Government Act Section 898 enables a Local Trust Committee (LTC) to establish, by bylaw, advisory planning commissions to advise them on “all matters respecting land use, community planning or proposed bylaw and permits” upon referral from the LTC.

Gabriola Island

Bylaw No. 209 establishes an APC for Gabriola Island and allows the LTC, from time to time, to establish advisory planning commissions to provide advice to the LTC on specific topics or for special projects.

Bylaw No. 209 indicates that Special Advisory Planning Commissions will be appointed based on a Terms of Reference developed by the LTC which will outline the number of members, the terms of the appointment and the scope and role of that Special Advisory Planning Commission.

Gabriola Island Advisory Planning Commission (APC):

Pursuant to Bylaw No. 209, the Gabriola APC consists of seven (7) members. The LTC must, by resolution, appoint the members to two year terms prior to March 31st of the year during which the term of appointment commences.

The Gabriola APC has seven members appointed. The members are:

- | | | | |
|-------------------|--------|-----------|----------------------------------|
| • Robert Ferris | Robert | Member | Term: Apr-18-2013 to Jun-28-2014 |
| • Megan Walker | | Member | Term: Nov-28-2013 to Jun-28-2014 |
| • Deb Scott | | Secretary | Term: Jun-28-2012 to Jun-28-2014 |
| • James Prunty | | Member | Term: Jun-28-2012 to Jun-28-2014 |
| • Stephen O'Neill | | A/Chair | Term: Jun-28-2012 to Jun-28-2014 |
| • Alix Hodson | | Member | Term: Jun-28-2012 to Jun-28-2014 |
| • Deborah Ferens | | Member | Term: Jun-28-2012 to Jun-28-2014 |

All appointment terms have expired.

Gabriola Island Agricultural Advisory Commission (AAC):

The Gabriola Island Agriculture Advisory Commission (AAC) is a Special Projects Advisory Commission of the LTC. As outlined in their Terms of Reference (attachment # 4), the AAC was established to provide recommendations to the Gabriola Island LTC on matters referred to it by the LTC concerning land use, community planning or proposed bylaws and permits relative to the role of agriculture and food supply in creating sustainable communities.

The terms of reference set out the membership requirements. These are:

- the total number of members shall be 5;
- members shall be appointed for a term not exceeding 2 years;
- the LTC may reappoint a member for additional terms, but not exceeding three consecutive terms; and,
- the membership of the commission shall include a majority with qualifications related to the mandate of the commission.

The Agricultural Advisory Commission has four (4) members appointed:

- | | | |
|--------------------|-----------|----------------------------------|
| Eric Veale | Secretary | Term: Mar-04-2014 to Mar-04-2016 |
| Brian Hardy | Member | Term: Mar-04-2014 to Mar-04-2016 |
| Theresa Curtiss | Member | Term: Mar-04-2014 to Mar-04-2016 |
| Elizabeth Nienaber | Member | Term: Apr-17-2014 to Mar-04-2016 |

There are no expired terms. However, when the current AAC was established, not enough volunteers came forward to fill all the terms as required by Bylaw No. 162 and one (1) position remains vacant.

Gabriola Island Transportation Advisory Commission (TAC):

The Gabriola Island Transportation Advisory Commission (AAC) is a Special Projects Advisory Commission of the LTC. As outlined in their Terms of Reference (attachment # 5), the TAC was

established to provide recommendations to the LTC on matters referred to it by the LTC concerning land use, community planning or proposed bylaws and permits relative to the role of transportation in creating sustainable communities.

The terms of reference set out the membership requirements. These are:

- the total number of members shall be 5;
- the members of the Transportation Advisory Commission shall be appointed by resolution of the Gabriola Island LTC;
- members shall be appointed for a term not exceeding 2 years;
- the LTC may reappoint a member for additional terms, but not exceeding three consecutive terms; and
- one local trustee and the Regional District of Nanaimo(RDN) electoral area director shall serve as ex-officio, non-voting members of the commission.

The Transportation Advisory Commission has five (5) members appointed:

- | | | |
|-------------------|------------|----------------------------------|
| • Phillip Vannini | Vice Chair | Term: Jun-28-2012 to Jan-19-2014 |
| • Jim Ramsay | Secretary | Term: Feb-20-2014 to Feb-20-2016 |
| • John Hodgkins | Member | Term: Feb-20-2014 to Feb-20-2016 |
| • Steven Earle | Chair | Term: Feb-20-2014 to Feb-20-2016 |
| • Tina Taylor | Member | Term: Jan-19-2012 to Jan-19-2014 |

There are two terms that expired in January 2014, while the remaining terms will expire in February of 2016. The positions for Trustee and the RDN Electoral Area Director are vacant at this time. The LTC should consider the ex-officio appointments at the time they consider appointments of members of the public, in a future meeting.

Mudge Island Advisory Planning Commission (APC)

Bylaw 163 establishes an APC for Mudge Island.

Membership requirements are outlined as follows:

- the Advisory Planning Commission shall consist of 5 members;
- every Member must be a resident of the Province of B.C., and at least 3 of the members must be residents of the Mudge Island Area; and,
- the LTC must, by resolution, appoint the members to two-year terms prior to March 31 of the year during which the term of appointment commences.

The Mudge Island APC has four (4) members appointed:

- | | | |
|-----------------|------------|----------------------------------|
| • Verna Gregson | Vice Chair | Term: Nov-28-2013 to Nov-28-2015 |
| • Jes Andersen | Secretary | Term: Nov-28-2013 to Nov-28-2015 |
| • David Laidlaw | Chair | Term: Nov-28-2013 to Nov-28-2015 |
| • Ian Cameron | Member | Term: Nov-28-2013 to Nov-28-2015 |

All terms will expire November 2015. One (1) position remains vacant.

STAFF COMMENTS

Staff typically recommends that an LTC have an APC appointed to meet upon referral as needed. Transportation APC's are appointed for many LTC's, and although they may only meet once a year, can be an important expertise for the LTC to refer transportation matters to.

For other Special Projects APC's such as the AAC for Gabriola, these are often left to lapse after the project they were appointed for is complete. In the case of Gabriola's AAC, the Agriculture Policies project is nearly complete, and there is no further role for the AAC. However the appointments continue until March, 2016 so staff recommends the LTC leave this APC as is and in early 2016, consider whether or not it is needed.

The Mudge APC serves an important advisory role to the LTC, providing local knowledge for this island. Staff recommends this APC continue, and the LTC consider advertising for reappointments closer to their term expiry date in November, 2015.

The DeCourcy APC would also serve an important advisory role to the LTC for that Island, but there are historically few referrals. Staff recommends that if the LTC confirms a Top Priority project of the DeCourcy OCP/LUB review, that as part of the scope of that project, the LTC consider appointing an APC for DeCourcy.

A possible 5 APC's is an unusually high number of APC's for one LTC. Overall, when considering whether an APC should be appointed or allowed to lapse, the LTC should consider a few factors including:

- Monitoring APC appointments and administering their meeting and minutes takes staff resources
- If APC members are appointed they may feel discouraged if there are few or no referrals to them for a great length of time.
- Referring matters to an APC to "keep them busy" is not a good solution to the problem above, as it unnecessarily uses staff resources to administer the meeting.

RECOMMENDATIONS:

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

Respectfully submitted by:

Lisa Webster-Gibson

January 12, 2015

Lisa Webster-Gibson
Legislative Clerk

Date

Courtney Simpson

January 12, 2014

Courtney Simpson, RPP, MCIP
Regional Planning Manager

Date

Attachments:

1. Gabriola Island Advisory Planning Commission Bylaw No. 209
2. Gabriola Island Advisory Planning Commission Bylaw No. 163
3. Gabriola Island Advisory Planning Commission Bylaw No. 162
4. Gabriola Island Agricultural Advisory Commission Terms of Reference, 2011
5. Gabriola Island Transportation Advisory Commission Terms of Reference, 2011

GABRIOLA ISLAND TRUST COMMITTEE

BYLAW NO. 209

**

A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS FOR THE GABRIOLA ISLAND LOCAL TRUST AREA PURSUANT TO THE *LOCAL GOVERNMENT ACT* AND THE *ISLANDS TRUST ACT*

**

The Gabriola Island Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Gabriola Island Local Trust Area in the Province of British Columbia, pursuant to the *Islands Trust Act*, enacts as follows:

1. Continuation and Establishment

- (a) The Gabriola Island Advisory Planning Commission, an advisory planning commission established to advise the Local Trust Committee on all matters respecting land use, community planning, or proposed bylaws and permits that are referred to it by the Local Trust Committee, is continued.
- (b) The Gabriola Island Local Trust Committee may, from time to time, establish advisory planning commissions to provide advice to the Local Trust Committee on specific topics or for special projects.
- (c) The provisions of parts 2 through 7 of this Bylaw apply to each of the advisory planning commissions continued and established by this Bylaw.

2. Appointment of Members

- (a) Advisory Planning Commission
 - i) The Advisory Planning Commission consists of seven members.
 - ii) The Local Trust Committee must, by resolution, appoint the members to two year terms prior to May 1st of the year during which the term of appointment commences.
- (b) Special Advisory Planning Commissions will be appointed based on a Terms of Reference developed by the Local Trust Committee which will outline the number of members, the terms of the appointment and the scope and role of that Special Advisory Planning Commission.
- (c) The Trust Committee may, by resolution, remove a member of a planning commission at any time.
- (d) Where a member resigns or an appointment is otherwise terminated, the Trust Committee may appoint a member to serve the balance of the term of the appointment.
- (e) The members must during the first meeting of a term from among the members elect a Chairperson, and a Deputy Chairperson to act in the place of the Chairperson in the absence of the Chairperson.
- (f) The Deputy Chairperson shall, in the absence of the Chairperson, serve as described in Section 3(b).

- (g) In the event that the Chairperson resigns or the Chairperson position is otherwise terminated, the advisory planning commission shall write the Gabriola Island Local Trust Committee to advise them and the Trust Committee shall appoint an interim Chairperson who shall serve until a Chairperson is elected in accordance with Section 2(g).
- (h) An individual may serve concurrently on the Advisory Planning Commission and any other Special Advisory Planning Commission.

3. Roles

(a) Secretary

- (1) The Trust Committee must appoint a Secretary to each advisory planning commission.
- (2) The Secretary is to:
 - i) assist the Chairperson, as required, in arranging meetings;
 - ii) ensure that proper notification of meetings is given in compliance with this bylaw;
 - iii) keep legible minutes of all meetings;
 - iv) provide copies of all minutes and recommendations to the Local Trustees and the Secretary of the Trust;
 - v) maintain an annual record book of approved minutes to be available to the public upon request and shall provide a copy of minutes when requested upon receipt of a sum of money sufficient to pay the cost of copying those minutes.

(b) Chairperson

- (1) The Chairperson is to:
 - i) receive referrals from the Trust Committee and, in response, decide when and where meetings shall be held;
 - ii) ensure proper conduct of all meetings in accordance with the requirements of this Bylaw and the principles of procedural fairness;
 - iii) rule on the existence of a conflict or potential conflict of interest of a member when requested to do so; and
 - iv) sign the minutes certifying that they are true and correct after the members have approved them.

4. Referrals

- (a) The Local Trust Committee may by resolution:
 - i) refer an application for an amendment to the Official Community Plan, a bylaw, or a permit, pursuant to the Local Government Act, or may refer a proposed bylaw or permit to the Chairperson of a advisory planning commission with a request for a recommendation; or
 - ii) may refer a plan or bylaw amendment or permit that has been partially processed and seen at the application stage by a advisory planning commission for additional recommendations if it feels changes to the application warrant the review, and in these cases a advisory planning commission may be asked to respond in a briefer than normal time period.

- (b) An advisory planning commission must meet when there is a need to consider a referral, at a duly constituted meeting as defined under this Bylaw and as called by the Chairperson.
- (c) The Chairperson shall select a regular monthly meeting day to consider referrals at its first meeting.
- (d) In the event that no referral is received by the Secretary at least 7 calendar days prior to the date of the next regular meeting, then no meeting need be held.
- (e) A meeting on any particular referral must be held not more than 30 days after the date of receipt of that referral unless the Local Trust Committee has requested a response by an earlier specified date.
- (g) The Chairperson may call an extraordinary meeting after consultation with the Secretary and all other members to deal with any matter for which a quick response is requested.
- (h) Although the recommendations must be received by the Trust Committee, the Trust Committee is not bound by the recommendations.

5. Notice of Meeting

- (a) The Secretary must send a notice of meeting including a description of all referrals to be discussed to each member at least 3 calendar days prior to the regularly scheduled meeting.
- (b) The Secretary must confirm by telephone or note, the date and time of any extraordinary meetings with each member.
- (c) The Secretary must ensure an applicant is notified of the date, time and place of the meeting at which his or her application or proposal will be discussed at least five calendar days prior to the meeting.
- (d) The Secretary must ensure the Local Trustees are notified of each meeting at least five days prior to the day of the meeting.
- (e) Where a matter upon which a recommendation has been made is referred back for further comment within a limited time period, the Secretary must notify the Trust Committee of an extraordinary meeting. The Secretary may invite the applicant if further information is required at least 2 days prior to the meeting unless the applicant agrees to a lesser notice.

6. Conduct of Meeting

- (a) All deliberations must take place in a meeting, and all meetings must be open to the public.
- (b) A quorum is the lesser of three members, or 50 per cent of those appointed.
- (c) The Chairperson is to convene the meeting and may adjourn it from time to time.
- (d) An applicant must be afforded the first opportunity to present his or her proposal and to answer any questions asked by members.
- (e) If the applicant or agent fails to appear and was duly notified as required by this Bylaw, deliberations and recommendation may be made in the applicant's absence.
- (f) At the request of any member, the Chairperson must invite any elected official, staff or resource person present at the meeting to comment on the matters before the Commission.
- (g) Development proposals and other applications must not be received directly from applicants.

- (h) An advisory planning commission must not consult directly with other government agencies, without consent from the Gabriola Island Local Trust Committee.

7. Notice of Recommendation

- (a) If the Local Trustees did not attend a meeting, they may require a verbal report from the Chairperson.
- (b) The Secretary must ensure minutes of each meeting are recorded and approved by the members at a subsequent meeting.
- (c) The Secretary must ensure that a completed referral form with the advisory planning commission's response and a copy of the draft minutes are submitted to the Trust Committee and the Islands Trust office within seven calendar days of the meeting.
- (d) A recommendation may be in the form of recorded commentary, in the form of minutes or in the form of a resolution, provided that all dissenting opinions are also recorded.

8. Transition

- (a) "Gabriola Island Trust Committee Advisory Planning Commission Bylaw, 1994", is repealed.

9. Citation

- (a) This Bylaw may be cited as the "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2002".

READ A FIRST TIME THIS 14th DAY OF November , 2002

READ A SECOND TIME THIS 14th DAY OF November , 2002

READ A THIRD TIME THIS 14th DAY OF November , 2002

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
25th DAY OF November , 2002

ADOPTED THIS 28th DAY OF November , 2002

SECRETARY

CHAIRPERSON

GABRIOLA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 163

**A BYLAW TO ESTABLISH AN ADVISORY PLANNING COMMISSION FOR MUDGE ISLAND
PURSUANT TO SECTION 995 OF THE *MUNICIPAL ACT* AND SECTION 27 OF THE *ISLANDS
TRUST ACT***

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

1. Establishment

There is established an Advisory Planning Commission for the Mudge Island Area to advise the Local Trust Committee on all matters respecting land use, community planning, or proposed bylaws and permits under Divisions (1), (2), (4), (5) and (7) of Part 29 of the *Municipal Act*, R.S.B.C. 1979, c. 290 that are referred to it by the Trust Committee.

2. Appointment of Members

- (a) The Advisory Planning Commission shall consist of 5 members.
- (b) Every Member must be a resident of the Province of B.C., and at least 3 of the members must be residents of the Mudge Island Area.
- (c) The Trust Committee must, by resolution, appoint the members to two-year terms prior to March 31 of the year during which the term of appointment commences.
- (d) The Trust Committee may, by resolution, remove a member at any time.
- (e) Where a member resigns or an appointment is otherwise terminated, the Trust Committee may appoint a member to serve the balance of the term of the appointment.
- (f) The members must, during the first meeting of a calendar year, from among the members, elect a Chairperson, and a Deputy Chairperson to act in the place of the Chairperson in the absence of the Chairperson.
- (g) The Deputy Chairperson shall, in the absence of the Chairperson, serve as described in Section 3(b).
- (h) In the event that the Chairperson resigns or the Chairperson position is otherwise terminated, the Advisory Planning Commission shall write the Gabriola Island Trust Committee to advise them and the Trust shall appoint an interim Chairperson who shall serve until a Chairperson is elected in accordance with Section 2(f).

3. Roles

(a) Secretary

- (1) The Trust Committee must appoint a Secretary for the Advisory Planning Commission.
- (2) The Secretary is to:
 - i) assist the Chairperson, as required, in arranging meetings of the APC;
 - ii) ensure that proper notification of meetings is given in compliance with this Bylaw;
 - iii) keep proper records of the APC proceedings;
 - iv) provide copies of all minutes and recommendations of the APC to the Local Trustees and the Secretary of the Trust;
 - v) maintain financial records and conduct financial transactions with the Islands Trust; and
 - vi) maintain an annual record book of approved minutes to be available to the public upon request and shall provide a copy of minutes when requested upon receipt of a sum of money sufficient to pay the cost of copying those minutes.

(b) Chairperson

- (1) The Chairperson is to:
 - i) receive referrals from the Trust Committee and, in response, decide when and where meetings shall be held;
 - ii) ensure proper conduct of all meetings in accordance with the requirements of this Bylaw and the principles of procedural fairness;
 - iii) rule on the existence of a conflict or potential conflict of interest of an APC member when requested to do so; and
 - iv) prepare, in consultation with all other members of the APC, an annual budget to be submitted for approval to the Trust Committee by December 15 of each year.

4. Referrals to the Commission

- (a) The Trust Committee may by resolution refer an application for an amendment to the plan, a bylaw, or a permit, under divisions (1), (2), (4), (5) or (7) of Part 29 of the *Municipal Act*, or may refer a proposed bylaw or permit to the Chairperson of the APC with a request for a recommendation.

- (b) The APC must meet, when there is a need to consider a referral, at a duly constituted meeting as defined under this Bylaw and as called by the Chairperson.
- (c) At its first meeting, the Advisory Planning Commission shall select a regular monthly meeting day to consider referrals.
- (d) In the event that no referral is received by the Secretary at least 7 calendar days prior to the date of the next regular meeting, then no meeting need be held.
- (e) A meeting of the APC on any particular referral must be held not more than 30 days after the date of receipt of that referral unless the Trust Committee has requested a response by an earlier specified date.
- (f) The Gabriola Island Trust Committee may refer a plan or bylaw amendment or permit that has been partially processed and seen at the application stage by the Advisory Planning Commission for additional recommendations if it feels changes to the application warrant the review. In these cases the Advisory Planning Commission may be asked to respond in a briefer than normal time period.
- (g) The Chairperson may call an extraordinary meeting after consultation with the Secretary and all other members of the Advisory Planning Commission to deal with any matter for which a quick response is requested.
- (h) Although the recommendations of the APC must be received by the Trust Committee, the Trust Committee is not bound by the recommendations.

5. Notice of Meeting

- (a) The Secretary must send a notice of meeting including a description of all referrals to be discussed to each APC member at least 5 calendar days prior to the regularly scheduled meeting.
- (b) The Secretary must confirm by telephone or note, the date and time of any extraordinary meetings with each member of the APC.
- (c) The Secretary must ensure an applicant is notified of the date, time and place of the APC meeting at which his or her application or proposal will be discussed at least five calendar days prior to the meeting.
- (d) The Secretary must ensure the Local Trustees are notified of each APC meeting at least five days prior to the day of the meeting.
- (e) Where a matter upon which a recommendation has been made is referred back to the Advisory Planning Commission for further comment within a limited time period, the Secretary must notify the Trust Committee of an extraordinary meeting. The Secretary may invite the applicant if further information is required at least 2 days prior to the meeting unless the applicant agrees to a lesser notice.

6. Conduct of Meeting

- (a) A quorum of the APC is the lesser of three members, or 50% of those appointed.

- (b) The Chairperson is to convene the meeting and may adjourn it from time to time.
- (c) An applicant must be afforded the first opportunity to present his or her proposal and to answer any questions asked by Commission members.
- (d) If the applicant or his agent fails to appear and was duly notified as required by this Bylaw, the APC may proceed to reach its recommendation in his absence.
- (e) At the request of any member of the APC, the Chairperson must invite any elected official staff or resource person present at the meeting to comment on the matters before the Commission.
- (f) The APC must not receive development proposals and other applications directly from applicants.
- (g) The APC must not consult directly with other government agencies.

7. Notice of Recommendation

- (a) If the Local Trustees did not attend an APC meeting, they may require a verbal report from the Chairperson.
- (b) The Secretary must ensure minutes of each meeting of the APC be recorded and approved by the APC at its subsequent meeting.
- (c) The Secretary must ensure a completed referral form recording the response of the APC and a copy of the draft minutes are submitted to the Trust Committee and Islands Trust office within seven calendar days of the meeting.
- (d) A recommendation of the APC may be in the form of recorded commentary, in the form of minutes or in the form of a resolution, provided that, where requested, all dissenting opinions are also recorded.

8. Transition

- (a) The first appointment under Section 2(b) must be made prior to March 31, 1997.

9. This Bylaw may be cited as the "Gabriola Island Local Trust Committee Mudge Island Advisory Planning Commission Bylaw, 1996".

READ A FIRST TIME THIS	23rd	DAY OF	October	, 19 96
READ A SECOND TIME THIS	25th	DAY OF	October	, 19 96
READ A THIRD TIME THIS	25th	DAY OF	October	, 19 96
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	6th	DAY OF	November	, 19 96
ADOPTED THIS	13th	DAY OF	November	, 19 96

SECRETARY

CHAIRPERSON

GABRIOLA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 162

A BYLAW TO ESTABLISH AN ADVISORY PLANNING COMMISSION FOR DECOURCY ISLAND PURSUANT TO SECTION 995 OF THE *MUNICIPAL ACT* AND SECTION 27 OF THE *ISLANDS TRUST ACT*

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

1. Establishment

There is established an Advisory Planning Commission for the DeCourcy Island Area to advise the Local Trust Committee on all matters respecting land use, community planning, or proposed bylaws and permits under Divisions (1), (2), (4), (5) and (7) of Part 29 of the *Municipal Act*, R.S.B.C. 1979, c. 290 that are referred to it by the Trust Committee.

2. Appointment of Members

- (a) The Advisory Planning Commission shall consist of 5 members.
- (b) Every Member must be a resident of the Province of B.C., and at least 3 of the members must be residents of the DeCourcy Island Area..
- (c) The Trust Committee must, by resolution, appoint the members to two-year terms prior to March 31 of the year during which the term of appointment commences.
- (d) The Trust Committee may, by resolution, remove a member at any time.
- (e) Where a member resigns or an appointment is otherwise terminated, the Trust Committee may appoint a member to serve the balance of the term of the appointment.
- (f) The members must, during the first meeting of a calendar year, from among the members, elect a Chairperson, and a Deputy Chairperson to act in the place of the Chairperson in the absence of the Chairperson.
- (g) The Deputy Chairperson shall, in the absence of the Chairperson, serve as described in Section 3(b).
- (h) In the event that the Chairperson resigns or the Chairperson position is otherwise terminated, the Advisory Planning Commission shall write the Gabriola Island Trust Committee to advise them and the Trust shall appoint an interim Chairperson who shall serve until a Chairperson is elected in accordance with Section 2(f).

3. Roles

(a) Secretary

- (1) The Trust Committee must appoint a Secretary for the Advisory Planning Commission.
- (2) The Secretary is to:
 - i) assist the Chairperson, as required, in arranging meetings of the APC;
 - ii) ensure that proper notification of meetings is given in compliance with this Bylaw;
 - iii) keep proper records of the APC proceedings;
 - iv) provide copies of all minutes and recommendations of the APC to the Local Trustees and the Secretary of the Trust;
 - v) maintain financial records and conduct financial transactions with the Islands Trust; and
 - vi) maintain an annual record book of approved minutes to be available to the public upon request and shall provide a copy of minutes when requested upon receipt of a sum of money sufficient to pay the cost of copying those minutes.

(b) Chairperson

- (1) The Chairperson is to:
 - i) receive referrals from the Trust Committee and, in response, decide when and where meetings shall be held;
 - ii) ensure proper conduct of all meetings in accordance with the requirements of this Bylaw and the principles of procedural fairness;
 - iii) rule on the existence of a conflict or potential conflict of interest of an APC member when requested to do so; and
 - iv) prepare, in consultation with all other members of the APC, an annual budget to be submitted for approval to the Trust Committee by December 15 of each year.

4. Referrals to the Commission

- (a) The Trust Committee may by resolution refer an application for an amendment to the plan, a bylaw, or a permit, under divisions (1), (2), (4), (5) or (7) of Part 29 of the *Municipal Act*, or may refer a proposed bylaw or permit to the Chairperson of the APC with a request for a recommendation.

- (b) The APC must meet, when there is a need to consider a referral, at a duly constituted meeting as defined under this Bylaw and as called by the Chairperson.
- (c) At its first meeting, the Advisory Planning Commission shall select a regular monthly meeting day to consider referrals.
- (d) In the event that no referral is received by the Secretary at least 7 calendar days prior to the date of the next regular meeting, then no meeting need be held.
- (e) A meeting of the APC on any particular referral must be held not more than 30 days after the date of receipt of that referral unless the Trust Committee has requested a response by an earlier specified date.
- (f) The Gabriola Island Trust Committee may refer a plan or bylaw amendment or permit that has been partially processed and seen at the application stage by the Advisory Planning Commission for additional recommendations if it feels changes to the application warrant the review. In these cases the Advisory Planning Commission may be asked to respond in a briefer than normal time period.
- (g) The Chairperson may call an extraordinary meeting after consultation with the Secretary and all other members of the Advisory Planning Commission to deal with any matter for which a quick response is requested.
- (h) Although the recommendations of the APC must be received by the Trust Committee, the Trust Committee is not bound by the recommendations.

5. Notice of Meeting

- (a) The Secretary must send a notice of meeting including a description of all referrals to be discussed to each APC member at least 5 calendar days prior to the regularly scheduled meeting.
- (b) The Secretary must confirm by telephone or note, the date and time of any extraordinary meetings with each member of the APC.
- (c) The Secretary must ensure an applicant is notified of the date, time and place of the APC meeting at which his or her application or proposal will be discussed at least five calendar days prior to the meeting.
- (d) The Secretary must ensure the Local Trustees are notified of each APC meeting at least five days prior to the day of the meeting.
- (e) Where a matter upon which a recommendation has been made is referred back to the Advisory Planning Commission for further comment within a limited time period, the Secretary must notify the Trust Committee of an extraordinary meeting. The Secretary may invite the applicant if further information is required at least 2 days prior to the meeting unless the applicant agrees to a lesser notice.

6. Conduct of Meeting

- (a) A quorum of the APC is the lesser of three members, or 50% of those appointed.

- (b) The Chairperson is to convene the meeting and may adjourn it from time to time.
- (c) An applicant must be afforded the first opportunity to present his or her proposal and to answer any questions asked by Commission members.
- (d) If the applicant or his agent fails to appear and was duly notified as required by this Bylaw, the APC may proceed to reach its recommendation in his absence.
- (e) At the request of any member of the APC, the Chairperson must invite any elected official staff or resource person present at the meeting to comment on the matters before the Commission.
- (f) The APC must not receive development proposals and other applications directly from applicants.
- (g) The APC must not consult directly with other government agencies.

7. Notice of Recommendation

- (a) If the Local Trustees did not attend an APC meeting, they may require a verbal report from the Chairperson.
- (b) The Secretary must ensure minutes of each meeting of the APC be recorded and approved by the APC at its subsequent meeting.
- (c) The Secretary must ensure a completed referral form recording the response of the APC and a copy of the draft minutes are submitted to the Trust Committee and Islands Trust office within seven calendar days of the meeting.
- (d) A recommendation of the APC may be in the form of recorded commentary, in the form of minutes or in the form of a resolution, provided that, where requested, all dissenting opinions are also recorded.

8. Transition

- (a) The first appointment under Section 2(b) must be made prior to March. 31,1997

9. This Bylaw may be cited as the "Gabriola Island Local Trust Committee DeCourcy Island Advisory Planning Commission Bylaw, 1996".

READ A FIRST TIME THIS	23rd	DAY OF	October	, 19 96
READ A SECOND TIME THIS	25th	DAY OF	October	, 19 96
READ A THIRD TIME THIS	25th	DAY OF	October	, 19 96
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	6th	DAY OF	November	, 19 96
ADOPTED THIS	13th	DAY OF	November	, 19 96

SECRETARY

CHAIRPERSON

October 27, 2011

GABRIOLA ISLAND AGRICULTURAL ADVISORY COMMISSION TERMS OF REFERENCE

Approved by the Gabriola Island Local Trust Committee October 27, 2011

Section 2(b) of the Gabriola Island Advisory Planning Commission Bylaw No. 209 permits the appointment of Special Advisory Planning Commissions based on a Terms of Reference developed by the Gabriola Island Local Trust Committee. The Agricultural Advisory Commission is an appointed Special Advisory Planning Commission pursuant to Bylaw No. 209.

This Terms of Reference guides the scope and role of the Agricultural Advisory Commission and its members and provides supplementary terms of appointment specific to the Agricultural Advisory Commission and its members. The operations of the Agricultural Advisory Commission and its members, as well as general terms of appointment applicable to all planning commissions, are guided by the Gabriola Island Advisory Planning Commission Bylaw No. 209. Both documents should be referred to for guidance.

1.0 Role and Mandate

- 1.1 The Agricultural Advisory Commission shall provide recommendations to the Gabriola Island Local Trust Committee (Local Trust Committee) on matters referred to it by the Local Trust Committee concerning land use, community planning or proposed bylaws and permits relative to the role of agriculture and food supply in creating sustainable communities.
- 1.2 The role of the Agricultural Advisory Commission is advisory to the Local Trust Committee and recommendations of the Agricultural Advisory Commission are not binding upon the Local Trust Committee.
- 1.3 Agricultural Advisory Commission members are to exercise their judgment based on personal expertise, experience and knowledge of the subject matter. The gauging of community opinion on a particular issue or application is more appropriately considered one of the roles of the Local Trust Committee.
- 1.4 The Agricultural Advisory Commission shall be guided by the legislated object of the Islands Trust, relevant Trust Council policies, and the general policy intent as set out in the Gabriola Island Official Community Plan and Land Use Bylaw.
- 1.5 Agricultural Advisory Commission members shall listen to and acknowledge the views of other Agricultural Advisory Commission

October 27, 2011

members and promote a meeting environment where all opinions are respected and all members feel comfortable expressing their views.

- 1.6 The Agricultural Advisory Commission may request information from other agencies through Islands Trust Staff. The establishment of policy and liaison with other levels of government, non-government agencies and community interest groups is the responsibility of the Local Trust Committee.

2.0 Membership

- 2.1 The total number of members shall be 5.
- 2.2 The members of the Agricultural Advisory Commission shall be appointed by resolution of the Gabriola Island Local Trust Committee.
- 2.3 Members shall be appointed for a term not exceeding 2 years.
- 2.4 The Local Trust Committee may reappoint a member for additional terms, but not exceeding three consecutive terms.
- 2.5 The membership of the commission shall include a majority with qualifications related to the mandate of the commission.

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November 8, 2011

GABRIOLA ISLAND TRANSPORTATION ADVISORY COMMISSION TERMS OF REFERENCE

Approved by the Gabriola Island Local Trust Committee November 10, 2011

Section 2(b) of the Gabriola Island Advisory Planning Commission Bylaw No. 209 permits the appointment of Special Advisory Planning Commissions based on a Terms of Reference developed by the Gabriola Island Local Trust Committee. The Transportation Advisory Commission is an appointed Special Advisory Planning Commission pursuant to Bylaw No. 209.

This Terms of Reference guides the scope and role of the Transportation Advisory Commission and its members and provides supplementary terms of appointment specific to the Transportation Advisory Commission and its members. The operations of the Transportation Advisory Commission and its members, as well as general terms of appointment applicable to all planning commissions, are guided by the Gabriola Island Advisory Planning Commission Bylaw No. 209. Both documents should be referred to for guidance.

1.0 Role

- 1.1 The Transportation Advisory Commission shall provide recommendations to the Gabriola Island Local Trust Committee (Local Trust Committee) on matters referred to it by the Local Trust Committee concerning land use, community planning or proposed bylaws and permits relative to the role of transportation in creating sustainable communities.
- 1.2 The Transportation Advisory Commission shall assist the Local Trust Committee in local matters pertaining to the implementation of the MOTH/IT Letter of Agreement on Road Standards, Classification and Consultative Processes.
- 1.3 The Transportation Advisory Commission, at the request of the Local Trust Committee, will assist and advise the Local Trust Committee with respect to the following matters as per the MOTH/IT Agreement Terms of Reference:
 - 1.3.1 the functional classification of Gabriola Island's rural roadways as Major Rural, Main Rural, Minor Rural and Residential Rural/Local, based on the MOTH/IT Letter of Agreement including, where applicable, the review, re-negotiation and revision of the current road classification map.

November 8, 2011

- 1.3.2 the application of the agreed road standards to new roads, including new subdivision roads, and for existing roads when upgrading is required.
- 1.3.3 the development of proposals for scenic/heritage road designations for unique and valued roadways on Gabriola Island, including recommendations on appropriate criteria for the inter-agency evaluation of scenic and heritage values.
- 1.3.4 the development of proposals for needed cycle route plans and appropriate roadway standards to accommodate safe cycling.
- 1.3.5 the consultative review of issues of common interest, such as rehabilitation, maintenance programs, and new road site-specifics.
- 1.3.6 recommendations relating to major reviews of the inter-agency agreement regarding road classification networks and associated road standards.

2.0 Mandate

- 2.1 The Transportation Advisory Commission is advisory to the Local Trust Committee and recommendations of the Transportation Advisory Commission are not binding upon the Local Trust Committee.
- 2.2 Transportation Advisory Commission members are to exercise their judgment based on personal expertise, experience and knowledge of the subject matter. The gauging of community opinion on a particular issue or application is more appropriately considered one of the roles of the Local Trust Committee.
- 2.3 The Transportation Advisory Commission shall be guided by the legislated object of the Islands Trust, relevant Trust Council policies, and the general policy intent as set out in the Gabriola Island Official Community Plan and Land Use Bylaw.
- 2.4 Transportation Advisory Commission members shall listen to and acknowledge the views of other Transportation Advisory Commission members and promote a meeting environment where all opinions are respected and all members feel comfortable expressing their views.
- 2.5 The Transportation Advisory Commission may request information from other agencies through Islands Trust Staff. The establishment of policy and liaison with other levels of government, non-government agencies and

November 8, 2011

community interest groups is the responsibility of the Local Trust Committee.

3.0 Membership

- 3.1 The total number of members shall be 5.
- 3.2 The members of the Transportation Advisory Commission shall be appointed by resolution of the Gabriola Island Local Trust Committee.
- 3.3 Members shall be appointed for a term not exceeding 2 years.
- 3.4 The Local Trust Committee may reappoint a member for additional terms, but not exceeding three consecutive terms.
- 3.5 One local trustee and the Regional District of Nanaimo electoral area director shall serve as ex-officio, non-voting members of the commission.

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Memorandum

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

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Date January 12, 2015 File Number 3050-01 (AAC)

To Gabriola Island Local Trust Committee
For meeting of January 22, 2015

From Courtney Simpson
Regional Planning Manager

Re Agriculture Advisory Committee Workshop Invitation

The BC Ministry of Agriculture is holding their biennial Agriculture Advisory Committee Workshop on Wednesday, February 18, 2015 in Langley. Attached is an invitation and agenda. An earlier "save the date" invitation was recently circulated to Gabriola's Agriculture Advisory Commission (AAC).

The Ministry of Agriculture does not provide any financial support for travel to the workshop. Given the location in Langley, the trip would likely require an overnight stay before the event and possibly even an overnight stay afterwards.

In discussion with Ministry of Agriculture staff, advice is that the workshop would be most beneficial if the Gabriola LTC has a major project planned this term related to agriculture such as an Agriculture Area Plan. Last term the Agriculture Policies section of the OCP was reviewed, and staff does not anticipate another major project related to agriculture this term, although amendments to the Mudge and DeCourcy bylaws are on the Projects List related to the new federal Medical Marihuana regulation.

Even so, the Local Trust Committee may wish to consider releasing funds from their local expense account to subsidize the travel for one or more members of Gabriola's AAC. The LTC has approximately \$5,000 of the \$8,000 budget remaining in the Local Expense Account, three quarters of the way through the fiscal year. If the LTC wishes to subsidize the travel this workshop there is sufficient budget.

An estimated cost breakdown of the trip per person is as follows. Some savings could be found if multiple people attend and carpool.

Car and driver on Gabriola ferry (with Experience Card)	\$22.55
Car and driver on Horseshow Bay ferry return	\$139.00
Mileage (\$0.51/km) estimated 150km	\$76.50
Meals (breakfast and dinner at trustee expense rate)	\$45.00
2 nights accommodation	\$300.00
TOTAL	\$583.05



December 17, 2014

Dear Agricultural Advisory Committee/Local Government Representative,

The Ministry of Agriculture would like to invite your local government Agricultural Advisory Committee (AAC) members or representatives to the seventh biennial AAC Workshop on **Wednesday, February 18, 2015** from 9:30 am to 4:30 pm. This year, there will be one province-wide event and it will be held at the [Newlands Golf and Country Club in Langley](#), British Columbia. Registration is required, but there is no fee and lunch and refreshments will be provided.

The workshop will bring AAC members together from across BC to meet each other and discuss agricultural issues of importance. There are approximately 43 AACs operating in BC and information about them and the status of their agricultural area plans can be found on the Strengthening Farming [website](#). Information about [previous AAC workshops](#) is also available online.

Please see attached for the draft agenda. We are confident that these topical sessions will likely be useful to all communities, even those who do not yet have an AAC and are only considering beginning an AAP process.

To assist with workshop arrangements, please complete the enclosed form and return it to Sonja Zupanec by email at Sonja.Zupanec@gov.bc.ca or fax at 604-556-3030 by **Friday, January 23rd, 2015**. Please note that elected officials and staff are also welcome to attend. Although we are unable to offer any financial assistance for out of town participants to travel to the event, we strongly encourage local governments to support the attendance of their representatives. If you have any questions you can call Sonja directly at 250.247.7686 or toll free 1.888.221.7141.

If you require overnight accommodation the before or the day of the workshop, we have arranged for a group rate discount at the [Travelodge Langley City Hotel](#) in Langley for the nights of February 17th and 18th. A limited number of standard rooms will be available at a 20% discount per night and include a continental breakfast. Please reserve your room [online](#) or call the hotel reservation desk at **1-800-578-7878** and request the special group rate code **LKFR** for the Agricultural Advisory Committee Workshop.

Previous workshops have invigorated AAC members, generated new ideas, and helped AACs continue to offer effective advice and support to their councils, boards and local trust committees. I look forward to seeing your representatives at the workshop.

Yours truly,

Bert van Dalfsen
Manager, Strengthening Farming Program

2015 Agricultural Advisory Committee (AAC) Workshop

Wednesday February 18, 2015 – from 9:30 AM to 4:30 PM

Newlands Golf and Country Club, Langley BC

Participant Agenda

9:00am	Registration and morning refreshments
9:30am	Welcome and Opening Remarks - Minister of Agriculture Norm Letnick (<i>tentative</i>)
9:40am	Topic 1: How your AAC can Strengthen Farming in your community Ministry of Agriculture (AGRI) Staff Presentation on Strengthening Farming 101 AAC roles, responsibilities and jurisdiction
10:00am	Topic 2: Sustainable Local Food Systems Real Estate Foundation 2015 Research Findings – David Hendrickson
10:30am	Nutrition Break
10:45am	Topic 3: Primer on ALR changes and Medical Marihuana AGRI Staff Presentation and Q+ A session
11:30am	Discussion Session I A facilitated discussion where participants will be divided by topic areas to explore and discuss: ○ Challenges to successful agriculture in your region ○ Mechanisms to make the AAC more effective to local government ○ Barriers for farmers/communities to access resources and funding ○ Economic development strategies for agriculture ○ Issues related to water management
12:30pm	Lunch
1:15pm	Panel Session 1: The ‘Everything You Wanted to Know’ AGRI Panel Panel representation of a local government politician, planner, agrologist and farmer/grower Facilitated Q+A
2:15 pm	Discussion Session II - Stories of Success! A facilitated discussion where participants will be divided by topic areas to explore and discuss examples from across BC of successful Ag Area Plan implementation and strengthening farming initiatives.
3:15pm	Nutrition break
3:30pm	Topic 4: Top Priorities for the Ministry’s Strengthening Farming Program in the new term 2014- 2018 AGRI Staff presentation and facilitated Q+ A
4:15pm	Wrap-Up and Closing Remarks - Richard Bullock, Agricultural Land Commission Chair (<i>tentative</i>)
4:30 pm	ADJOURN

Date: January 6, 2014

File No.: 6500-02 LTC Top
Priorities

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

From: Courtney Simpson, Regional Planning Manager

CC: n/a

Re: Local Trust Committee Work Program 2014 -2018 term

The purpose of this report is to provide the Local Trust Committee (LTC) with an overview of top priorities, projects, and budgets at the start of this new term of office. This report is intended to provide background for LTC discussion about confirming existing, or setting new priorities for this new term.

The report also gives a regional overview of the anticipated workload for the Northern Team for 2015 in order to assist the LTC with its program planning.

The LTC is also requested to review the budget requests for the 2015/16 fiscal year submitted by the LTC to Financial Planning Committee in September, 2014 and confirm or amend the budget request

LTC WORK PROGRAM

LTC initiated work is managed through the Work Programs, as per Islands Trust Policy 6.7.i. There are two components of the Work Program: The Top Priorities and the Projects Lists. The top priority work program accounts for approximately one-third of planning staff resource time, and the Project List is a record that lists potential projects the LTC may wish to undertake in the future.

Top priority planning projects can be significant and long-term, such as an official community plan review, or may be relatively minor, such as an amendment to a specific section in a land use bylaw. Top priority projects, unless very minor, must have an approved budget before any significant work can begin. A LTC can have up to three top priorities at any given time.

Within Local Planning Services, staff develops a "project charter" for each top priority project to communicate the scope, timeline, budget and deliverables of a project in a short, concise document to be endorsed by the LTC.

Current LTC Top Priorities

The Top Priorities List indicates the focus of LTC initiated planning work. It can be changed by resolution of the LTC throughout the term if priorities change, or to remove a completed project. Below is the current Top Priorities List for the LTC. This list is a version of the standard report that appears on all LTC regular meeting agendas, but with added status and comments for the purpose of this report.

Table 1: Gabriola Island Local Trust Committee Top Priorities List January, 2015

Description	Activity	Status and comments
1. Housekeeping Bylaw Amendments	Minor amendments to OCP and LUB to correct errors/inconsistencies.	Bylaws 278 and 279 have been given first reading and have been referred to agencies and First Nations. Scope of project does not include broad public consultation however a plain language guide has been posted to the website. Public hearing should occur prior to March 31, 2015 as there is budget for this in the current fiscal. Project Charter endorsed September 4, 2014 <i>Karin Kronstal is lead planner</i>
2. Gabriola Planning Area OCP Review	This is a targeted OCP/LUB review and each topic is listed in priority order below:	
a) Riparian Areas Regulation (RAR)	Implementing the RAR through Development Permit Area to meet provincial legislation	Bylaws 265 and 266. BL265 awaiting Minister Approval Project Charter endorsed September 6, 2013 After adoption, scope of project includes updating communication materials and liaison with Emcon. <i>Courtney Simpson is lead planner</i>
b) Parks Rezoning	Update land use designations and zoning of new parks on Gabriola	Bylaws 271 and 272. BL271 awaiting Minister approval Project Charter endorsed November 29, 2012 <i>Karin Kronstal is lead planner</i>
c) Agriculture Policies	Review and amend OCP & LUB to increase local food security and farmland protection	Bylaws 274 and 275. BL274 awaiting Minister approval Project Charter endorsed November 28, 2013 <i>Karin Kronstal is lead planner</i>
d) Climate Change Policy Implementation	Implement OCP climate change policies into LUB	Bylaws 273 and 276. BL276 awaiting Minister approval No project charter. Once Bylaw approved, staff recommends issuing a news release as these amendments are notable in the BC local government context. <i>Karin Kronstal is lead planner</i>

e) Consider density transfer affordable housing policies for cottage densities	Not started
f) Review DP-7 form and character guidelines for Village Core, and review OCP/LUB to make Village more pedestrian friendly, and to consider passive solar, renewable energy and energy efficient design.	Overlaps with implementing climate change policies into the LUB and partially addressed in those bylaws.
g) Update the 2010 build out map and report (including the number of existing and potential residential cottages and a list of forestry parcels with the potential for density transfer)	Not started
h) Implement First Nations and Archaeological Protection policies, including improved engagement on land use referrals	Not started
3. Snuneymuxw First Nation Protocol Agreement Implementation	Not started

Priorities in the 2011-2014 Term

To aid the discussion of priorities for the coming term, it may be helpful to reflect on recently completed work of the LTC. The table below lists projects that were completed during the 2011-14 term.

Table 2: Gabriola Island Local Trust Committee Priorities in 2011 – 2014 term

Description	Activity	Comments
Alternative public engagement methods	Explore the use of alternate consultation methods (social media, online surveys, etc.) in the OCP review process	A June 8, 2012 staff report presented the results of a community survey and informed LTC decisions on consultation during the rest of the OCP review process during the term.
Integrated Watershed and Shoreline Mapping Workshop	Workshop held on March 23, 2013	This workshop presented new mapping that was a part of the Trust-wide Greenshores project.
Hazardous Areas and Steep Slopes DPA	Contract with consultants to produce new mapping and amend Steep Slopes DPA.	This project was not completed by the LTC decided to proceed no further with it on February 21, 2013. The project did produce new mapping and draft DPAs that could be reviewed in the future.

Previous Term Work Summary

The following summary is for information purposes, to illustrate LTC activity over the past three years.

Meetings and Resolutions	2012	2013	2014
Regular business meetings	11	10	10
Special business meetings	0	3	3
Community information meetings	1	1	1
Closed Meetings	4	3	6
Public hearings	0	3	2
Resolutions	126	130	169

Projects List

A LTC can have any number of projects on a project list; however, staff recommends this list be reviewed regularly to ensure the projects can be feasibly initiated in a reasonable timeframe.

The following is the LTC Projects List as it stood at the end of the 2011-2014 term. This list should be reviewed by the new LTC.

The projects list is normally not in any particular order although a LTC could prioritize it. In the comments section below, staff notes any recommendations about priority of a particular item and moving it up to the top priorities list. For the purposes of this report, staff re-ordered the list to group similar items.

Table 3: Gabriola Island Local Trust Committee Projects List

Description	Comments
DeCourcy Island OCP Review	Staff recommends this project be prioritized in the coming term, and the Gabriola LTC submitted a budget request of \$2,500 for the 2015/16 fiscal year.
Review OCP and LUB to improve protection of coastal areas	Planning for shoreline areas is an emerging issue across the Trust Area that staff anticipates is of growing interest to communities with sea level rise and an increase awareness of these sensitive areas. The next three items on this list are related to shoreline planning.
Bylaw enforcement staff requested to provide an update on proactive enforcement of unlawful foreshore structures	This item was placed on the projects list from the follow up action list in the last term after direction from senior staff that requests like this of the bylaw enforcement department should be associated with a planning project that is on the top priorities list with resources allocated to it.
Forage Fish Mapping Workshop Consider implementing eelgrass protection regulations	A March, 2013 resolution added this to the projects list A February 19, 2014 memorandum presenting new eelgrass mapping was the impetus for adding this to the

Review OCP and LUB to include protective measures for biodiversity	projects list. This item was on the Top Priorities list under the OCP/LUB targeted review and moved off when it became apparent this could not be achieved in the 2011-2014 term. Staff is not aware of any particular urgency for this project, but it is good planning to review bylaws to take into account new data and best practices.
Review OCP and LUB to protect water quality and quantity	Same as above.
Mudge Island MMPR bylaw amendments	Staff provided options and advice to all LTC's for amending land use regulations as a result of the new federal Marihuana for Medical Purposes Regulation (MMPR). For Mudge Island, the APC recommended that the Mudge bylaw be amended to prohibit the production of medical marihuana in all zones.
DeCourcy Island MMPR bylaw amendments	As above, but the options were referred to the DeCourcy Ratepayers as there is no APC for DeCourcy.
Hazardous Areas and Steep Slopes DPA	After the LTC resolved to proceed no further with this project in 2013, it was moved to the Projects List to be revisited at a later date.
Land based aquaculture	Review most recent provincial direction on land based aquaculture and develop appropriate policies and regulations.
First Nations cultural references in land use planning	Activity is to 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.
In-house dog boarding definition (Gabriola)	Placed on projects list as a result of request from a resident with a dog boarding business subject to bylaw enforcement due to being unlawfully operated in the SRR zone.

LTC Work Program Budget

The following table lists project budgets for the current fiscal year and their balance. The comments section describes planned expenditures to the end of the fiscal year on March 31, 2015.

Table 4: 2014/15 Gabriola Island Local Trust Committee Work Program Budget

Project	Budget	Spent	Balance	Comments
Gabriola Community Plan Review	\$10,000	\$6,361.71	\$3,638.29	Approximately \$2,500 of the remaining budget is planned for the public hearing for the housekeeping bylaws. The remainder could be spent on communications materials for the RAR bylaw should it be approved by the Minister and adopted with time left in the fiscal year to do that work.
Gabriola RDN/SFU Groundwater Mapping	\$6,250	\$6,250	\$0.00	Managed by the RDN, this project is funded in part by the LTC with a \$12,000 contribution over two years.

Table 5 lists the project budget requests that the LTC submitted to Financial Planning Committee in the fall of 2014. In an election year, the outgoing LTC must make budget requests prior to the election in order to keep within the Island Trust annual budgeting schedule. These requests should be considered as their recommendation to the new LTC on what budgets should be requested, and the new LTC has the opportunity to confirm or amend the request for consideration at the February Financial Planning Committee (FPC) meeting. The budget will be adopted at the March Trust Council meeting.

The budget requests were made based on staff advice to each LTC in a report dated August 18, 2014 which is available on request. Keep in mind that in the first year of a new term, when new projects are getting started, often little budget is required as much of the initial scoping and background work is done internally by Island Trust planning staff, which does not require a project budget.

Table 5: 2015/16 Gabriola Island Local Trust Committee Work Program Budget request

Project	Budget	Comments
Gabriola Community Plan Review	\$3,500	Village core, density transfer, and implementing First Nations archaeological protection policies 1 public hearing (\$2,500) combined, communications materials (\$500), FN meeting expenses (\$500)
DeCourcy OCP/LUB Review	\$2,500	Launch of OCP/LUB Review for DeCourcy Island Budget for communications and community profile

Please note that staff recommends the LTC amend their budget request to FPC to include the \$6,250 remainder of the LTC's commitment to the RDN for the groundwater modelling project. This budget request was overlooked in the first recommendation to the LTC regarding project budget requests in August. A January, 2014 memorandum from staff including the research proposal is attached to this staff report for reference. The LTC passed the following resolution on January 16, 2014:

GB-2014-002

It was MOVED and SECONDED,

that the Gabriola Local Trust Committee request Financial Planning Committee consideration of a new 2014/15 budget request of \$6250 as described in the January 6, 2014 Regional District of Nanaimo/Simon Fraser University groundwater mapping proposal.

CARRIED

REVISING THE LTC WORK PROGRAM FOR 2015

Table 1 shows the current Top Priorities List, and Table 5 shows the 2015/16 budget request for this LTC's projects. Together, these lists indicate new or continuing projects that the previous LTC recommends this LTC prioritize. Not all Top Priority projects require a budget request; the LTC Local Expense Account Special Projects budget is meant to be used for lower budget projects as they come up instead of requiring a specific budget for that project.

Reviewing the current Top Priorities List and 2015/16 budget request, the LTC is asked to confirm or amend the Top Priorities List in consideration of the following:

- Current projects that are not yet complete should remain on the Top Priorities list;
- Changes to the Top Priorities List should take into account the regional workload for the Northern Planning Team;
- Projects that are intended to fulfill a legal requirement, such as compliance with the provincial Riparian Areas Regulation, should be prioritized.

Northern Region Planning Priorities

The Northern Office staff is responsible for seven LTC's. As a result, the Northern Region has 13 sets of bylaws to implement, advise upon, and at times review. In order to best serve all the LTCs and bylaws, a work balance is sought through a coordinated Northern approach to work program planning.

A review of anticipated regional priorities was detailed in the memorandum from the Regional Planning Manager dated August 18, 2014, attached to this report. The Regional Planning Manager made recommendations for large-scale work projects (major bylaw reviews) in regards to how they would relate to staff resources regionally.

Staff recommended that two new OCP/LUB reviews begin in the Northern Region in 2015; DeCourcy Island in the Gabriola Local Trust Area and Gambier Island in the Gambier Island Local Trust Area. Both of those LTCs agreed to request budgets for these projects in the 2015/16 fiscal year, and through that action, have recommended to the current LTC's that these projects be prioritized in the current term. Based on staff resources and other ongoing and recommended projects, this is realistically the maximum number of complete OCP/LUB review projects that can be undertaken by Northern Staff at this time. Targeted amendments can be considered for additional OCPs and LUBs.

STRATEGIC PLANNING FOR THE 2014-2018 TERM

With all the information presented in this report so far as background, and in consideration of the Staff Analysis section below, at the first meeting of each LTC in 2015, planning staff will facilitate a strategic planning session. The purpose of this session is to encourage LTCs to set both short and long goals for the term through a facilitated session. These goals would be

developed into projects to be placed on the Projects List. The rationale of undertaking such an activity is to:

- determine the objectives of the LTC and how it envisions the work program over the four-year term;
- strategically plan projects to meet these objectives; and
- enable the Northern Team to set out a long-term schedule that balances large priority projects across the seven Northern LTCs.

STAFF ANALYSIS

Status of current projects

The Gabriola LTC has eight bylaws that can be approved once the associated Official Community Plan amendment bylaws are approved by the Minister of Community, Sport and Cultural Development. They were sent to the Ministry in July, 2014, and it had been expected they would be adopted before the end of 2014. Once adopted, these bylaws will represent the completion of a significant portion of the OCP/LUB Targeted Review that includes a list of discrete items developed in 2012 (with some of the items having been carried forward from earlier years). Until these bylaws are adopted and all associated follow up is complete, the “Gabriola Planning Area OCP Review” top priority item should remain on the list.

The Housekeeping Bylaw Amendment top priority item is nearing its final stages, with the goal of holding the public hearing before March 31, 2015, the end of the current fiscal year. After a public hearing, the remainder of the statutory process including approval by the Islands Trust Executive Committee and approval of the OCP amendment by the Minister of Community, Sport and Cultural Development, is expected to take a few months, likely taking us to the end of the summer 2015 before these bylaws are adopted and this item can be removed from the list.

This currently leaves one “free” spot on the Top Priorities List, with a second spot coming available soon after the Minister approves the bylaws currently awaiting her approval. The LTC can confirm the existing third priority of implementing the Protocol Agreement with Snuneymuxw First Nation, or can replace it with a different priority.

The LTC should also discuss the remaining items not yet started in the Gabriola Planning Area OCP Review list and either confirm they should remain, or amend that top priority item to remove or change them.

DeCourcy OCP/LUB Review

In terms of new priorities, staff recommends that a review of the DeCourcy Island OCP and LUB be prioritized in the 2015-18 term and that a budget is requested for this project. The previous LTC requested a budget of \$3,500 for the 2015/16 fiscal year which is currently in Trust Council’s draft budget.

The DeCourcy Island OCP was adopted in 1981 and the LUB in 1987. These are the oldest base OCP and LUB’s in the Northern region and are due for a review. In the 2011-2014 term the Thetis LTC developed a new OCP and LUB for the associated islands in that Trust Area, which is adjacent to DeCourcy Island; Ruxton Island is in fact part of the “DeCourcy Group” of islands separated only by a political boundary and a narrow passage of water. With this recent experience staff would like to apply a similar methodology and lessons learned to a review of the DeCourcy OCP and LUB.

If confirmed as a priority of the new LTC, a review of the DeCourcy OCP and LUB is expected to be a major project and remain on the Top Priorities List for the majority of the term. During pauses in this process, work could be done on other priorities of the LTC.

RECOMMENDATIONS:

THAT the Gabriola Local Trust Committee:

1. review the current LTC Work Program;
2. amend the Top Priorities and Projects List as deemed necessary;
3. request Financial Planning Committee consideration of a new 2015/16 budget request of \$6250 for the second and final contribution to the Regional District of Nanaimo/Simon Fraser University groundwater mapping project; and
4. confirm or amend the 2015/16 Budget Request and direct staff to forward any amendments to Financial Planning Committee.

Prepared and Submitted by:

Courtney Simpson

January 12, 2015

Courtney Simpson, RPP, MCIP
Regional Planning Manager

Date

Attachments:

1. Memorandum dated August 18, 2014 regarding 2015-16 Budget Submissions
2. Memorandum dated January 6, 2014 regarding Gabriola Groundwater Model Research Proposal



Memorandum

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Date August 18, 2014 File Number 6500-01

To Denman Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Ballenas – Winchelsea Islands Local Trust Committee (Executive Committee)
Gabriola Island Local Trust Committee
Gambier Island Local Trust Committee
Thetis Island Local Trust Committee

From Courtney Simpson
Regional Planning Manager, Local Planning Services

Re **2015-16 Budget Submissions**

Local trust committees are asked to submit budget requests for the next fiscal year (2015-16).

Local Trust Committee Expense Budgets:

Local Trust Committee Expense budgets include the following:

- LTC meeting expenses
- APC meeting expenses
- Communications
- Special Projects
- Miscellaneous

A budget for Local Expense Account has been developed based on the historical spending, and is shown in Attachment 1. Local trust committees may make changes to this allocation; however, consideration should be given to the historical spending and a rationale provided for making the change.

LTC meeting expenses:

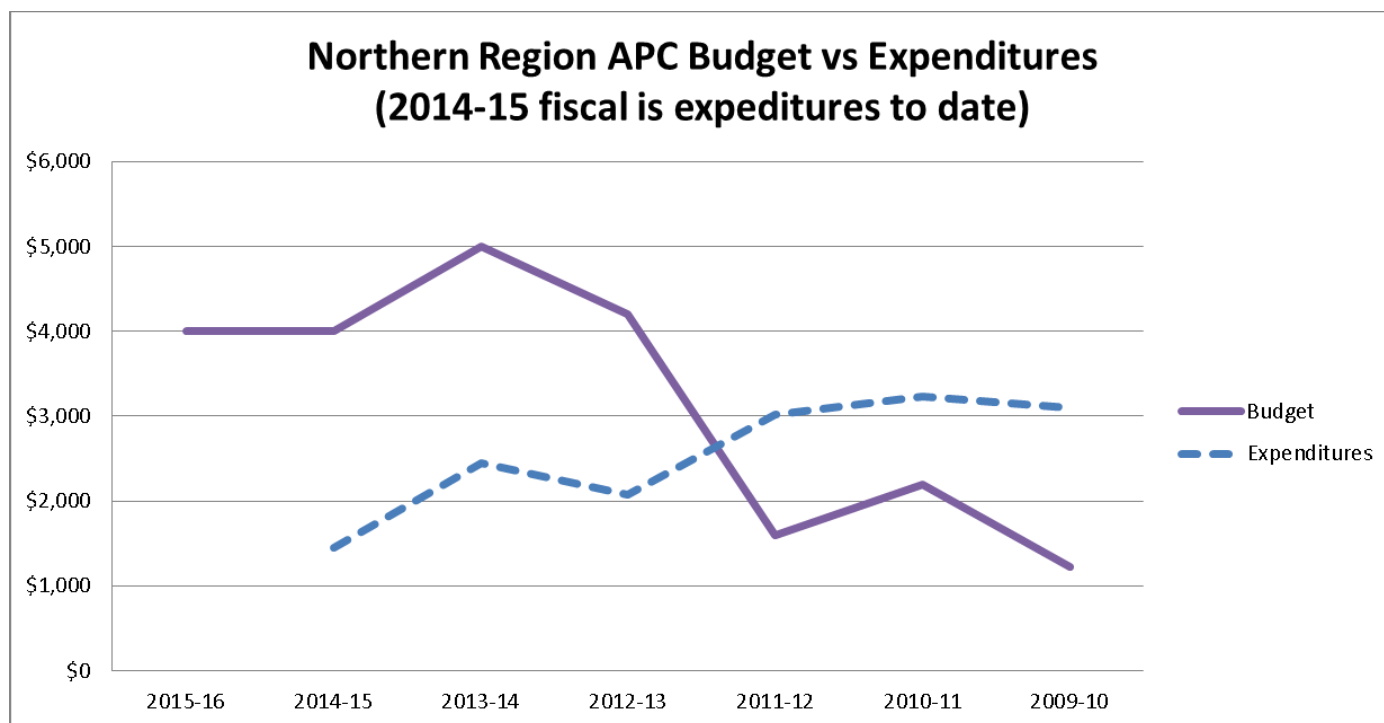
No changes are recommended for the LTC meeting expense account budgets as presented in Attachment 1.

Advisory Planning Commission Budgets:

Consideration was given to recommending increased budget requests for LTCs that staff is recommending take on a major project that is likely to have a higher than average number of APC referrals. Attachment 1 shows a proposed \$750 Advisory Planning Commission (APC) budget for all Northern LTCs excepting Thetis and Lasqueti with a \$500 budget.

In the Northern Region, contract minute takers are only hired for an APC meeting at the direction of the LTC on a case by case basis, at times upon recommendation of staff. In the Southern and Salt Spring regions all APC meeting minutes are taken by a contract minute taker. Staff has found that having a contract minute taker for APC meetings can be a resource for meeting procedures when no other staff is present, reduces staff time

after the meeting to reformat minutes, and typically results in a more useful record of the meeting and as such will be recommending to LTCs that all APC minutes are taken by a contract minute taker. Staff analyzed the APC budgets and expenditures over the past five fiscal years to determine if an increase to the APC budget would be recommended to allow all APC minutes to be taken by a contract minute-taker.



For the Northern Region overall, APC budgets have increased since the 2009-10 fiscal year in response to expenditures exceeding budget in the earlier years shown on the chart above. The number of APC meetings in the region peaked in the 2010-11 fiscal which coincides with the peak in expenses. Although LTC's that undertake major OCP/LUB review projects in the next fiscal are expected to exceed their \$750 budget for APC meetings, APC expenses for the Northern Region are not expected to exceed the budget. Staff considered recommending some LTC's reduce their APC meeting budget request and other LTC's increase theirs to keep the total for the region the same but bring the budgets more in line with expected expenses, but has decided not to make this recommendation. It is difficult to predict projects and APC referrals in an election year, and given historical records of expenditures in this category back to 2009-10, the overall APC budget for the region is not expected to be exceeded. Staff believes contract minute takers can be hired for all APC meetings and still stay within the budget for the region.

Communications Budgets:

No changes are recommended to the communications budgets as presented in Attachment 2. Communications for project work is included in the budget requests for those projects.

Special Projects Budgets:

A small amount of funding is included in the Special Projects line item in the Local Trust Committee Expense Account. This funding is intended to support local planning initiatives at the discretion of the local trust committee (a local trust committee resolution is required to use these funds).

LTC Projects Budgets:

Local trust committees should make a funding request to support project work, including OCP and LUB work that cannot be undertaken with the money available in the Expense Account Special Projects line. Given the upcoming election, consider what the current LTC would recommend as projects for the incoming LTC in 2015/16 fiscal year. The new LTC will have an opportunity to amend these requests after being sworn-in in December and prior to the Financial Planning Committee meeting in February 2015. Recommended projects budgets are presented in Attachment 2.

For the Northern Region, staff recommends that two new OCP/LUB reviews are undertaken; DeCourcy Island (Gabriola Local Trust Area) and Gambier Island. Based on staff resources and other ongoing and recommended projects, this is the maximum number of complete OCP/LUB review projects that can be undertaken. In order to decide which bylaws to recommend for review, the table in Attachment 3 was developed, that lists all Northern Region base bylaws and their adoption dates.

The projections for major OCP/LUB reviews in Attachment 3 has OCP/LUB's that are being adopted this term waiting in excess of 25 years before another review, if the schedule remains at two major reviews per term. The Northern Region has 13 sets of bylaws compared to 6 in the Southern Region and 4 in the Salt Spring Local Trust Area, and comparable staff resources between the three offices.

A need to address the number of OCP/LUB's in the Northern Region has been identified, with the goal of reducing the years between reviews. One option is to start a new OCP/LUB review in the third or fourth year of a term with the goal of completing it in the following term, thus condensing the review schedule. Another option is to join base bylaws as they are reviewed to reduce the number of base bylaws in a single local trust area. These options can be further explored in the future. Undertaking more major reviews concurrently is not a feasible option with current budget and staffing levels.

Riparian Areas Regulation:

Local trust committees should discuss their requirements for RAR funding next fiscal to assist the Regional Planning Manager and Director in developing a budget for RAR.

Special Consideration:

When considering new work items for the 2015/16 fiscal year, LTCs are asked to consider the following:

- A new local trust committee will be sworn-in in December 2014, therefore, priorities could potentially change after the new LTC sets its priorities. Current LTCs are responsible for ensuring that the incoming LTC has sufficient funds to undertake work program items.
- Projects planned for the current fiscal (2014/15) which are not completed should be considered as a new project for the 2015/16 fiscal year with resources allocated to support that work.

Budget Request Timeline:

August 2013 Regional Planning Managers develop budget estimates for consideration by LTCs

Aug to Sept LTCs review and approve budget requests at LTC meetings

Sept 23, 2014 All budget requests forwarded to Director of Local Planning Services

Sept 29, 2014 All budget requests forwarded to Director of Administrative Services

Oct 29, 2014 FPC reviews and discusses first draft of budget

Nov 12, 2014 FPC approves the draft budget

Dec 3, 2014 Trust Council reviews draft budget

LTC Budget Requests

Attachment 2 is a Table with all draft project submissions recommended to Northern LTCs. LTCs should review the attached worksheet of its specific requests. The preliminary project requests have been drafted based on all Top Priority work program items which are currently anticipated to commence in, or to carry, into the next fiscal year. Items from the Projects List which the planners anticipate commencing in the coming year are also included. The LTC should identify any other projects it is currently considering and add them to the

budget request (and the work program if necessary) and identify any additional expenses associated with the identified projects.

Resolution Wording

1. THAT the ____ Island Local Trust Committee approve and forward the draft 2015-16 LTC Project Budget submission to Financial Planning Committee as presented; or
2. THAT the ____ Island Local Trust Committee revise the draft 2015-16 LTC Project Budget submission and forward to Financial Planning Committee as revised.

Attachments:

1. Table of Local Trust Committee Expense Budgets
2. Summary table of Northern LTC project budget requests
3. Northern Official Community Plan and Land Use Bylaws Review Schedule

pc Island Planners and Planner 2

Attachment 1: Local Trust Committee Expense Budgets

2015/16 LTC EXPENSE BUDGET															Total 2015/16
	615-Denman	620-Gabriola	625-Galiano	630-Gambier	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pender	655-Salt Spring	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	LPC	
population	1095	4050	1258	313	1074	359	1112	1996	9780	359	236	372			22004
	5%	18%	6%	1%	5%	2%	5%	9%	44%	2%	1%	2%			
LTC EXPENSES **															
LTC Meeting Expenses	2,500	4,250	2,500	2,500	2,500	500	1,500	2,750	8,000	1,000	1,000	1,000			30,000
APC Meeting Expenses	750	750	500	750	750	500	750	750	2,000	500	500	500			9,000
Communications	300	750	300	300	300	300	300	300	1,250	300	300	300			5,000
Special Projects	750	2,250	750	750	750	750	750	750	4,500	750	750	750	750		15,000
Miscellaneous															0
SUB-TOTAL EXPENSES	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550	750		59,000
Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550	750	0	59,000
	7%	14%	7%	7%	7%	3%	6%	8%	27%	4%	4%	4%			

Attachment 2:

Draft Northern LTC Program Budget Requests 2015/16 Fiscal				
LTC	Project Request	Cost (\$)	Description	Notes
Denman	RAR (completion)	\$ 2,500.00	Mapping completed in 2013-14, draft bylaws July 2014, consultation to begin in Sept 2014	1 public hearing (\$2000) stand-alone, communications material (\$500) Tentative. May be completed in current fiscal
	Protocol Agreement with K'omoks First Nation	\$ 2,000.00	K'omoks has invited discussion on a protocol agreement with a focus on aquaculture	Meetings and some consultant support
Hornby	RAR (completion)	\$ 2,500.00	Mapping completed in 2013-14, consultation summer 2014, draft bylaws Sept 2014	1 public hearing (\$2000) stand-alone, communications material (\$500) Tentative. May be completed in current fiscal
Lasqueti	Targeted OCP/LUB Review	\$ 2,000.00	Marine policies, food security	Consultation and communications
Gabriola	Gabriola OCP/LUB Targeted Review (continuation)	\$ 3,500.00	Village core, density transfer, and implementing First Nations archaeological protection policies	1 public hearing (\$2,500) combined, communications materials (\$500), FN meeting expenses (\$500)
	DeCourcy OCP/LUB Review	\$ 2,500.00	Launch of OCP/LUB review for this associated island	Communications, community profile
Gambier	RAR (continuation)	\$10,000.00	Developing RFP for 2014/15 fiscal, need QEP expertise to determine budget request for next fiscal	Contract with QEP and communications
	OCP/LUB Review Gambier Island	\$ 7,000.00	Launch of major OCP/LUB project. Includes continuation of shoreline protection project.	Communications, community profile, studies
Thetis	RAR (completion)	\$ 1,500.00	Mapping completed, project needs to come to top priority to be completed. Affects one strata property, working with owner-developer	1 public hearing (\$1500) stand-alone
	Shoreline protection (continuation)	\$ 5,000.00	Continuation of Greenhorns pilot. \$5,000 to match contributions of other municipalities for the 2015/16 continuation of the pilot with Stewardship Centre	
Ballenas-Winchelsea	None	\$ -		
TOTAL		\$38,500.00		

Attachment 3: Northern Official Community Plan and Land Use Bylaws Review Schedule Projection

<u>LTA</u>	<u>Bylaw area</u>	<u>OCP adopt'n</u>	<u>LUB adopt'n</u>	<u>Years since OCP</u>	<u>Years since LUB</u>	<u>Projected terms for major review</u>						
						<u>2014-18</u>	<u>2018-22</u>	<u>2022-26</u>	<u>2026-30</u>	<u>2030-34</u>	<u>2034-38</u>	<u>2038-2042</u>
Gabriola	DeCourcy	1981	1987	34	28	☒						
Thetis	Valdes	1996		19			☒					
Gabriola	Gabriola	1997	1999	18	16		☒					
Gambier	Gambier	2001	2004	14	11	☒						
Gambier	Keats	2002	2002	13	13			☒				
Lasqueti	Lasqueti	2005	2005	10	10			☒				
Gabriola	Mudge	2007	2007	8	8				☒			
Denman	Denman	2008	2008	7	7				☒			
Gambier	Gambier Assoc Isl	2009	2013	6	2					☒		
Thetis	Thetis	2011	2011	4	4					☒		
Ballenas-Winchelsea	Ballenas-Winchelsea	2013	2013	2	2						☒	
Hornby	Hornby	2014	2014	1	1						☒	
Thetis	Thetis Assoc Isl	2014	2014	1	1							☒



Memorandum

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Date January 6, 2014 File Number 5600-20 (Sustainable Communities-Water)

To Gabriola Island Local Trust Committee
For meeting of January 16, 2014

From Courtney Simpson
Regional Planning Manager
Northern Office

Re Gabriola Groundwater Model Research Proposal

Regional District of Nanaimo (RDN) staff approached Islands Trust staff with a request to contribute to the cost of groundwater modelling research for Gabriola Island. The attached draft proposal from Simon Fraser University (SFU) to the RDN describes the project and costs. The total project budget is \$37,500 over two years, from September 2014 to December 2016. The RDN has committed \$25,000 from existing budgets in support of their Drinking Water & Watershed Protection Program leaving \$12,500 needed from financial partners. **The RDN is requesting \$12,500 from the Islands Trust over this time period, with \$6,250 requested for the initial September to August 2014 phase.**

Diana Allen, Hydrogeology Professor from SFU, is interested in taking on this research project that would be conducted by a Masters student under her supervision, focusing solely on Gabriola Island. Diana Allen is the main scientist working on Gulf Island Hydrogeology. The RDN was only very recently presented with this opportunity to build on the Water Budget work that has already been done, to lay a solid foundation for watershed management and to contribute to improved understanding of water resources on Gabriola.

Benefits to land use planning from an improved understanding of groundwater on Gabriola Island include:

- Planning locations for development to avoid water scarce areas, or require alternative water sources to groundwater
- Planning for climate change by identifying where groundwater may become more scarce and locating new development away from those areas
- Planning for climate change by requiring or encouraging alternative water sources in areas expected to experience groundwater scarcity in the future

If the Gabriola Local Trust Committee (LTC) is interested in financially supporting this project, there are a couple ways of allocating the budget:

1. Submit a request to the Financial Planning Committee for either \$12,500 in the 2014/15 fiscal year or \$6,250 in the 2014/15 fiscal year with the intent of requesting another \$6,250 in the 2015/16 fiscal year.

2. Request the Director of Local Planning Services financially support this project through the Scientific and Technical Studies budget.

The Director of Local Planning Services has indicated that due to proposed reduction in the Scientific and Technical Studies budget for 2014/15, allocating as much as \$6,250 to one LTC is unlikely, and therefore recommends the LTC submit a budget request to Financial Planning Committee.

pc David Marlor, Director of Local Planning Services

Attachment:

Groundwater Model for Gabriola – Research Proposal



Department of
Earth Sciences

Groundwater Model for Gabriola Island

**Research Proposal
Submitted to:**

Regional District of Nanaimo

Prepared by:

Diana M. Allen

**Department of Earth Sciences
Simon Fraser University
Burnaby, B.C. V3Y 2L4**

December 2013

1. INTRODUCTION

In December 2013, Dawn Keim (Regional District of Nanaimo, RDN) approached Dr. Diana Allen (Simon Fraser University, SFU) about the possibility of developing a groundwater model for Gabriola Island, BC. The scope of the proposed research focuses on the development of a numerical coupled ground-water-surface water model of the island for the purpose of estimating recharge and an overall water budget for the island. This proposal provides a background describing the motivation for the study, and defines the scope of the research, the budget, and the timeframe.

2. BACKGROUND

Previous hydrogeological and water balance studies on the Gulf Islands have attempted to estimate groundwater recharge using a variety of approaches ranging from using rough percentages of precipitation (often estimated at 20% of precipitation), the water table fluctuation method (SFU, unpublished study; Hodge, 1978; SRK Consulting Inc., 2013), one dimensional recharge models (Appaih-Adjei, 2006), and two-dimensional groundwater flow models (Allen and Liteanu, 2008; Trapp, 2011). Water table fluctuation approaches rely on an estimate of the specific yield (Sy) of the aquifer, and because Sy estimates are difficult to obtain, the recharge results are highly unconstrained. One dimensional vertical percolation (recharge) modeling has also been undertaken (Appiah-Adjei, 2005); however, these models assume that all infiltrating precipitation enters the groundwater system and does not re-emerge at some location down slope. Consequently, estimates from one-dimensional recharge models tend to yield very high estimates of recharge (upwards of 45% of annual precipitation). While such high estimates are possible for humid regions, the values obtained for the Gulf Islands are inconsistent with other approaches and highly uncertain. Groundwater flow models assume some value for recharge as input to the model and attempt to simulate the groundwater flow field. Model calibration can help to constrain model input values, but the high uncertainty in hydraulic conductivity makes constraining recharge difficult (Trapp, 2012).

To overcome these challenges, a three dimensional coupled surface water-groundwater model can be used. Such models simulate the water balance at the ground surface, incorporating differences in soil, land cover and topography. They can route water as surface runoff, simulate the interaction between the groundwater and surface water bodies, as well as simulate the groundwater flow system. SFU is currently using such coupled model (MIKE SHE, DHI software) to estimate recharge and model groundwater - surface water interactions in the Cowichan Watershed (funded by the CVRD).

3. PROPOSED RESEARCH

The overall goal of the proposed research is to improve estimates of groundwater recharge on the Gulf Islands. This will enable better estimates of the water balance, which are needed for water supply and demand studies. The case study site will be Gabriola Island. Dr. Allen was a technical advisor on SRK Consulting Inc. groundwater study on Gabriola Island (SRK Consulting Inc., 2013). That hydrogeological investigation provided a strong conceptual hydrogeological model of the island as well as detailed datasets that can be used to develop a coupled groundwater – surface water model of the island.

The modeling code MIKE SHE (DHI software) will be used. The three dimensional coupled model will be used to 1) estimate the recharge, 2) simulate surface water and groundwater flow, 3) estimate the water budget for the island under natural conditions (no pumping). The model will then be used to examine the effects of pumping on groundwater levels and the overall water balance. A climate change simulation will then be conducted to estimate how recharge might be expected to vary under future climate change conditions. To do this, the median monthly changes in precipitation and temperature predicted from an ensemble of global climate models will be used to adjust the historical climate data (climate change projections for BC are available through the Pacific Climate Impacts Consortium Regional Analysis Tool). Dr. Allen has expertise on climate change impacts on groundwater recharge and has conducted similar studies elsewhere (Grand Forks, Abbotsford, Mali (Africa), Gulf Islands).

Because MIKE SHE is not a density-dependent flow and solute transport model, it cannot be used to simulate saltwater intrusion processes. However, at this stage, with such uncertain recharge estimates for the Gulf Islands in general, it is premature to be developing island scale saltwater intrusion models. Recent studies, globally, have shown that sea level rise related to global climate change is the lesser of the evils in terms of impacts on coastal aquifers. Declines in recharge have a much more important effect. Hence, a study focusing on recharge and its sensitivity to climate change is more critical at this time. Once recharge is better constrained, saltwater intrusion models can be developed.

4. PROJECT TEAM

The lead investigator will be Dr. Diana Allen (Earth Sciences, SFU). The numerical model will be developed by a graduate student as part of MSc thesis research. Dr. Allen will act as the senior thesis supervisor.

5. SCHEDULE

The proposed graduate student will start the MSc program in September 2014. From September through to the end of April, the student will be occupied with mandatory course work. The student will defend a thesis proposal in late April or early May. Following that, modeling will commence. The numerical model will be developed and calibrated from June 2015 to February 2016, and then used for simulations to address the various questions identified above from March 2016-August 2016. A final thesis is anticipated by December 2016.

6. BUDGET

The budget request is summarized in the table below and will be used for student support and limited travel to attend meetings.

Table 1: Budget for Research Project

	Sept 2014-Aug 2015	Sept 2015-Dec 2016
Student Salary	\$15,000	\$15,000
Limited Travel	In kind SFU	In kind SFU
Supervision	In kind SFU	In kind SFU
Sub-total	\$15,000	\$15,000
University Overhead (25%)	\$3,750	\$3,750
Total	\$18,750	\$18,750

7. CLOSURE

This proposal will be submitted to the University for approval following a go-ahead from RDN. As such, there is opportunity for discussion and revision.

Respectfully Submitted,



Diana M. Allen, P.Geo.
Professor
Department of Earth Sciences
Simon Fraser University

8. REFERENCES

Allen, D.M. and Liteanu, E. (2008). Long-term Dynamics of the Saltwater-Freshwater Interface on the Gulf Islands, British Columbia, Canada. In. G. Barrocu (Ed.) Proceedings of the First International Joint Saltwater Intrusion Conference, SWIM-SWICA, Cagliari, Italy, September 25-29, 2006.

Appiah-Adjei E.K. (2006) Climate Change Impacts on Groundwater Recharge in Gulf Islands, Canada. Master Thesis, Department of Water Resources Engineering, Lund Institute

of Technology, Lund, Sweden. University.

Hodge W.S. (1978) A Review of Groundwater Conditions on Gabriola Island. BC Ministry of the Environment, Water Investigations Branch, Victoria BC.

SRK Consulting Inc. (2013). Water Budget Project: RDN Phase One (Gabriola, DeCourcy & Midge Islands). Report to Regional District of Nanaimo, April 2013.

Trapp, A. (2011). Constraining a Density-Dependent Groundwater flow Model Using Multiple Calibration Time Periods. M.Sc thesis, Institut fur Wasserbau, University of Stuttgart, Germany (thesis work completed at SFU).