



Islands Trust

A NOTICE OF A BUSINESS MEETING OF **THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE**
to be held at 11:30 AM on Tuesday, February 14, 2012 at the Gabriola Community Hall,
2200 South Road, Gabriola Island, BC

AGENDA

		Page No.	*Approx. Time*
1.	CALL TO ORDER		11:30 am
2.	APPROVAL OF AGENDA		
3.	MINUTES		
3.1	Local Trust Committee Meeting Minutes of January 19, 2012 – <i>for adoption</i>	1-11	
3.2	Section 26 Resolutions Without Meeting - <i>none</i>		
3.3	Gabriola Island Advisory Planning Commission Meeting Minutes – <i>none</i>		
3.4	Mudge Island Advisory Planning Commission Meeting Minutes - <i>none</i>		
3.5	Volunteer Review Committee Draft Meeting Minutes dated October 25, 2011 - <i>attached</i>	12-16	
4.	BUSINESS ARISING FROM MINUTES		11:40 am
4.1	Follow-up Action List dated February 6, 2012 - <i>attached</i>	17-22	
4.2	Regional District of Nanaimo Water Budget Study – Request for Funding Support Memorandum dated January 31, 2012 - <i>attached</i>	23-40	
4.3	Gabriola Rescue of Wildlife Society Oiled Wildlife Response Workshop – Request for Funding Support – <i>verbal update</i>		
4.4	Development Permit Area Factsheet Printing Options – <i>verbal update</i>		
5.	CORRESPONDENCE		
5.1	Email dated January 11, 2012 from Jim Ramsey for Sustainable Gabriola regarding Village Core Review Coordination - <i>attached</i>	41	
5.2	Email dated February 2, 2012 from John Rowlandson of Velo Village, Island Pathways to Sheila Malcolmson regarding Request for Support for Rural Cycling - <i>attached</i>	42-43	
6.	REPORTS		12:00 pm
6.1	Work Program Reports		
	Top Priorities Report and Projects Report dated February 6, 2012 - <i>attached</i>	44-45	
6.2	Applications Log		
	Report dated February 6, 2012 – <i>attached</i>	46-52	
6.3	Trustee and Local Expenses		
	Expenses posted to January 23, 2012 - <i>attached</i>	53	

7.	NEW BUSINESS		12:15 pm
7.1	Regional District of Nanaimo Protocol Agreement – <i>verbal update from Regional Planning Manager</i>		
7.2	Bylaw Enforcement Priorities – <i>for discussion</i>		
	BREAK		12:45 pm
8.	TRUSTEES' REPORT		1:00 pm
9.	CHAIR'S REPORT		
10.	REGIONAL DIRECTOR'S REPORT		
11.	DELEGATIONS		
11.1	Dyan Dunsmoor-Farley and Judith Rous for Sustainable Gabriola and John Peirce for Chamber of Commerce regarding Village Core Planning – email submission attached	54-58	
12.	TOWN HALL SESSION		1:15 pm
13.	APPLICATIONS AND PERMITS		
13.1	GB-SUB-2011.4 (Raven - 1597 Starbuck Lane & 1589 Whalebone Drive) 10% Road Frontage Waiver Memorandum dated January 20, 2012 - <i>attached</i>	59-81	
13.2	GB-DVP-2012.2 (Raven – 1597 Starbuck Lane & 1589 Whalebone Drive) Staff Report dated January 27, 2012 - <i>attached</i>	82-93	
13.3	GB-RZ-2010.1 (Beckstead & Littlejohn – Mudge Island) – <i>verbal update</i>		
14.	LOCAL TRUST COMMITTEE PROJECTS		1:45 pm
14.1	Official Community Plan and Land Use Bylaw Review		
14.1.1	Riparian Areas Regulation Watercourse Assessment and Mapping Report from Madrone Environmental Services Ltd. dated February 1, 2012 - <i>attached</i>	94-212	
15.	BYLAWS		2:30 pm
15.1	Proposed Bylaw No. 263 cited as “Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011” – <i>for consideration of second and third readings and submission to the Executive Committee for approval</i>	213-235	
16.	ISLANDS TRUST WEBSITE		
16.1	Gabriola Page – <i>attached</i>	236-238	
17.	NEXT BUSINESS MEETING Thursday, March 22, 2012 at 10:15 a.m. at the Women's Institute, 476 South Road, Gabriola Island, BC		
18.	TOWN HALL SESSION – <i>time permitting</i>		
19.	ADJOURNMENT		3:00 pm

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

DRAFT

**MINUTES OF THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE MEETING
HELD AT 10:15 P.M. ON THURSDAY, JANUARY 19, 2012
AT THE WOMEN'S INSTITUTE
476 SOUTH ROAD, GABRIOLA ISLAND, BC**

<u>PRESENT:</u>	David Graham	Chair
	Sheila Malcolmson	Local Trustee
	Gisele Rudischer	Local Trustee
	Chloe Fox	Island Planner
	Stephen Orgill	Recorder

There were two (2) local media representatives in attendance, five (5) members of the public attending in the morning and eleven (11) members of the public attending in the afternoon.

1. CALL TO ORDER

Chair Graham called the meeting to order at 10:15 am. He introduced himself and the Local Trust Committee and staff to the public in attendance.

2. APPROVAL OF AGENDA

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

- Move items 8, 9 and 10 to after the scheduled break.

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

3. MINUTES

3.1 *Local Trust Committee Meeting Minutes of October 27, 2011*

The Local Trust Committee reviewed the minutes of the October 27, 2011 Local Trust Committee meeting and the following amendments were made:

- Page 8, item 13.2, third paragraph, second sentence, insert “to her” after “She said that”
- Page 8, item 13.2, seventh paragraph, replace “Local Trust Committee” with “local trustees”
- Page 9, item 13.1, first sentence, add to end of sentence; “to transfer density from lands off South Road to lands off Daniel Way to create ten new lots.”
- Page 9, item 13.1, fourth sentence, remove “the”, to read; “from all of the agencies...”

GB-001-2012

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee adopt the minutes of the October 27, 2011 Local Trust Committee meeting as amended.

CARRIED

3.2 Section 26 Resolutions Without Meeting

The Local Trust Committee reviewed the Section 26 Resolutions Without Meeting log dated January 9, 2012. The resolution to approve the draft Transportation Advisory Committee Terms of Reference dated November 8, 2011 was adopted on November 10, 2011. A resolution to hold the first regular business meeting of 2012 on January 19, 2012 was adopted on December 21, 2011.

3.3 Gabriola Island Advisory Planning Commission Meeting Minutes

There were no Advisory Planning Commission meeting minutes.

3.4 Mudge Island Advisory Planning Commission Meeting Minutes dated November 19, 2011

The Local Trust Committee reviewed the draft meeting minutes of the Mudge Island Advisory Planning Commission meeting of November 19, 2011.

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-up Action List dated January 9, 2012

The Local Trust Committee reviewed the Follow Up Action List dated January 9, 2012. Planner Fox explained the report and advised that several items could be removed from the list and put on the projects list. She responded to the questions from the trustees and there was further discussion about several items on the report.

4.2 Advisory Commission Appointments

Planner Fox referred to a memorandum dated January 9, 2012 regarding Advisory Commission appointments. She reviewed the process that had been followed to fill the vacant spots of the Advisory Planning Commission. She updated the Local Trust Committee on the expressions of interest for those vacant seats on the Advisory Planning Commission, the Agricultural Advisory Commission and the Transportation Advisory Commission. Planner Fox updated the Local Trust Committee on the members of the public that had expressed interest. Planner Fox advised the Local Trust Committee that the appointments to the Advisory Planning Commission should be made for the remainder of the current term, ending April 30, 2012.

5. CORRESPONDENCE

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

5.1 *Email dated December 19, 2011 from Jacinthe Eastick regarding creating a Forestry Advisory Commission*

The Local Trust Committee reviewed the email from Jacinthe Eastick expressing interest in serving on a Forestry Advisory Commission. Trustee Rudischer informed Jacinthe Eastick, present at the meeting, that a Forestry Advisory Commission had not been planned, however, the issues are to be dealt with through the Official Community Plan review and other advisory commissions.

5.2 *Email dated December 19, 2011 from Howard Houle regarding resignation from Advisory Planning Commission*

The Local Trust Committee received Howard Houle's letter of resignation from the Advisory Planning Commission. Mr. Houle had been the successful candidate for Director of the Regional District of Nanaimo. Trustee Rudischer advised that she would write a thank you card to Howard Houle.

5.3 *Email dated January 9, 2012 from Eric Veale and Dona Bradley regarding Agriculture and Food Security*

The Local Trust Committee reviewed the January 9, 2012 email from Eric Veale and Dona Bradley regarding food security. Trustee Malcolmson commented that issues related to agriculture and food security are on the list of topics for phase 2 of the Official Community Plan Review. Trustee Malcolmson indicated she would email a response to Mr. Veale.

6. REPORTS

6.1 *Work Program Reports*

The Local Trust Committee reviewed the Top Priorities and Projects Report dated January 9, 2012 and deferred further discussion to later in the meeting.

6.2 *Applications Log dated January 9, 2012*

The Local Trust Committee reviewed the Applications Log and Planner Fox responded to questions from the trustees. Trustee Rudischer asked about aging applications and their status. Planner Fox explained that she would be writing to some applicants to clarify the application status.

6.3 *Trustee and Local Expenses posed to December 21, 2011*

The Local Trust Committee reviewed the local expense statement with postings to December 21, 2011. Trustee Rudischer suggested that several expenditures should be stated prior to the March 31, 2012 year-end. Trustee Malcolmson recommended the special projects could be approved by resolution and rolled over to the next fiscal year.

7. **NEW BUSINESS**

7.1 *Letter dated November 24, 2011 from the Regional District of Nanaimo regarding a Request for Funding Support for Water Budget Project*

Planner Fox reviewed the request for funding support from the Regional District of Nanaimo for the Water Budget Project. She advised that a funded project must be for a deliverable item. She informed the Local Trust Committee that the Regional District of Nanaimo Water Budget Project is anticipated for completion in the summer.

Trustee Malcolmson raised two issues regarding expenditures. She indicated that she would like to support the project and recommended that the Local Trust Committee ensure all Islands Trust data on groundwater and watershed is made available to the Regional District of Nanaimo. Trustee Malcolmson raised discussion about pledging some of the 2011/12 Local Expense budget and some of the 2012/13 budget if approved.

Trustee Rudischer questioned whether a map could be generated from the projects. She commented that development permit areas for water conservation would require a map.

Regional District of Nanaimo Director Howard Houle updated the Local Trust Committee on the Drinking Water and Watershed Protection program.

GB-002-2012

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request that staff ensure all Islands Trust data on groundwater and watersheds is made available to the Regional District of Nanaimo, inquire whether there could be a deliverable March 31, 2012 and report back to the Local Trust Committee with recommendations on funding the Regional District of Nanaimo Water Budget Project for Gabriola, Mudge, and Decourcy Islands.

CARRIED

7.2 *Letter dated January 10, 2012 from Gabriola Rescue of Wildlife Society regarding funding request for Oiled Wildlife Response Workshop and Eagle Nest and Perching Tree Brochure*

The Local Trust Committee discussed the request for funding to determine whether Gabriola Rescue of Wildlife Society brochure could be delivered before March 31, 2012. Trustee Rudischer suggested that funding could come from the

miscellaneous budget. There was further discussion about request for funds. Trustee Malcolmson commented that it is her belief that the brochure carries out Official Community Plan policies 6.1. g), i), k), and n).

GB-003-2012

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee allocate up to six hundred dollars of its Local Expense Funds to the Gabriola Rescue of Wildlife Society for creating and distributing an Eagle Nest and Perching Tree Brochure, to provide environmental stewardship information and education on bylaws and regulations, and that it be delivered to the Islands Trust office by March 30, 2012.

CARRIED

GB-004-2012

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request staff advice on whether Local Expense funds can be used for the Gabriola Rescue of Wildlife Society "Oiled Wildlife Response Workshop", and that it be considered by Resolution Without Meeting if necessary.

CARRIED

Trustee Malcolmson recommended as a follow-up, staff provide a contract to illuminate responsibilities to the funding recipients.

7.3 Proposed Local Trust Committee Meeting Schedule 2012

The Local Trust Committee discussed the schedule of the Local Trust Committee business meetings for 2012 and proposed several changes. By consensus, the trustees agreed to change to Tuesday, February 14, Wednesday, May 9, and add a meeting on Thursday, November 1, 2012.

GB-005-2012

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee adopt the business meeting schedule as amended.

CARRIED

The Local Trust Committee reviewed the agenda and brought forward several items to consider prior to the lunch break.

14.2.3 Riparian Areas Regulation Watershed Designation and Mapping

Planner Fox provided a verbal update to the Local Trust Committee on the consultant's work on mapping riparian areas. She explained that the work is a two-part assessment: determining which streams are Riparian Areas Regulation applicable and the mapping of those streams.

14.1.4 Development Permit Area Factsheets

Planner Fox provided a brief verbal update on the Development Permit Area factsheet. She said that staff had incorporated the advice of the Volunteer Review Committee's review. The committee discussed the draft brochure further and suggested several edits that the planner would incorporate in the revision.

At 11:30 am the Local Trust Committee reviewed the agenda and opted to move to the Closed Meeting.

17. CLOSED MEETING

GB-006-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee close the next part of the January 19, 2012 business meeting to discuss matters pursuant to Section 90(1)(a) of the *Community Charter* to consider appointments to the Advisory Planning Commission, Agricultural Advisory Commission and the Transportation Advisory Commission, and that Island Planner Chloe Fox and Recorder Stephen Orgill be invited to attend this meeting.

CARRIED

GB-007-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee reopen the meeting to the public at 11:46 am.

CARRIED

18. RECALL TO ORDER

Chair Graham recalled the meeting to order at 11:46 am and reported to the public that the Gabriola Island Local Trust Committee appointed the following Advisory Committees:

Advisory Planning Commission:
Andrew Deggan and Deb Scott for a term ending April 2012.

Agricultural Advisory Commission:
Erik Veale, Jenny MacLeod, John Switzer, Sal Dominelli, and Veronica Hartman for a two year term

Transportation Advisory Commission:
Tina Taylor, Steven Earle, John Hodgkins, Jim Ramsay, and Deborah Ferens for a two year term.

There was discussion about sending letters to all those who had submitted their expression of interest.

GB-008-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee send letters of thanks to those who had put their names forward and those who were appointed to the Advisory Planning Commission, the Transportation Advisory Commission, and the Agricultural Advisory Commission.

CARRIED

8. **TRUSTEES' REPORTS**

Trustee Rudischer provided a brief report on her recent activities. She commented that she is a member of the Ferry Advisory Committee and reviewed her support for the neighbours of the Gabriola Rod, Gun and Conservation Club.

Trustee Malcolmson thanked the public for re-election, commented on Chair Graham's experience with Islands Trust and his involvement with the Denman Cooperative Housing project. She gave thanks to all of the islanders who worked on the election campaigns.

9. **CHAIR'S REPORT**

David Graham briefly reported on the new term for the Local Trust Committee and noted that he is looking forward to meeting the residents of Gabriola Island.

10. **REGIONAL DIRECTOR'S REPORT**

Regional District of Nanaimo Director Howard Houle apologized for not having his report presently available and informed the Local Trust Committee that a report would be emailed to the trustees by the afternoon for their information.

11. **DELEGATIONS**

There were no delegations.

12. **TOWN HALL SESSION**

Jacinthe Eastick commented on the Local Expense Budget and thought funding watershed projects should be prioritized in order to complete the build-out maps. She suggested that a review of the reports on watershed mapping could save some money. She thought that money should not be spent on mapping. Jacinthe commended the Local Trust Committee on the two resolutions with respect to Gabriola Rescue Of Wild Life's (GROWL's) request.

13. **APPLICATIONS AND PERMITS**

The Local Trust Committee deferred considering item 13.1 in anticipation of the applicant's arrival.

13.2 GB-ALR-2011.1 (Davison – 2345 South Road and 2370 Shaw Road)

Planner Fox referred to the staff report dated December 19, 2011 regarding the application for subdivision in the Agricultural Land Reserve. She explained the purpose for the boundary adjustment is to provide an access point to the

waterfront parcel from South Road. She further explained the topographical elements of the parcel.

GB-009-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee forward GB-ALR-2011.1 (Davison) to the Agricultural Land Commission.

CARRIED

13.3 GB-DVP-2011.2 (Gabriola Island Recycling Organization – 700 Tin Can Alley)

Planner Fox explained the application, referring to the staff report dated December 15, 2011. The Local Trust Committee discussed the proposal to site a “product care cage” on the east property line of the Gabriola Island Recycling Organization property. The Local Trust Committee reviewed the request for variance for building and structure setback from the lot line. The trustees commented on the clarity of the report and that there had been no neighbours opposed.

GB-010-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee instruct staff to issue development variance permit GB-DVP-2011.2 (Gabriola Island Recycling Organization) to site a new product care cage to contain and recycle hazardous items and to contain and dispose of non-hazardous garbage.

CARRIED

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 Work Program and Priorities

Planner Fox referred to a memorandum dated January 6, 2012 regarding the work program and top priorities. She explained the table showing the top priorities list and projects list with the accompanying budget request for the 2012 - 2013 year. The trustees reviewed and discussed the top priorities list and budget request.

GB-011-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request the development permit area factsheet be removed from the Work Program and Priorities List.

CARRIED

GB-012-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee amend its top priority list to have item 1. Gabriola Official Community Plan Review indicate: 1. Hazardous areas, 2. Riparian Areas Regulation, 3. Update build-out map, 4. Regional District of Nanaimo parks and Island Trust Fund nature reserves.

CARRIED

GB-013-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request that staff be requested to include the number of residential cottages in existence and a list of forestry parcels in a build-out update.

CARRIED

After further discussion additional changes were considered.

GB-014-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request that Trust Council carry forward the twenty-five hundred dollar (\$2500) Greenhouse Gas Emission Inventory budget for Mudge and Decourcy to the 2012/13 budget.

CARRIED

GB-015-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee amend the top priorities list by moving Gabriola Planning Area OCP/LUB Review to number 2, and placing staff advice on capacity to use alternate consultation methods such as online surveys and social media in the OCP/LUB Review to number one.

CARRIED

Further discussion followed concerning the budget request for 2012/13.

Chair Graham returned to consideration of item 13.1.

13.1 *GB-RZ-2010.1 (Beckstead and Littlejohn – Coho Boulevard, Mudge Island)
Update and Recommendation from Mudge Island Advisory Planning Commission*

Planner Fox referred to the staff report dated December 15, 2011 regarding the rezoning of a parcel of land on Mudge Island in order to permit a four lot subdivision. The report recommends rejecting the application and closing the file. Planner Fox advised that Mr. Littlejohn's email and letter had recently arrived and requested further direction from the Local Trust Committee. The trustees reviewed the January 10, 2012 letter from Scott Littlejohn.

13.1.1 *Email dated January 10, 2012 from Scott Littlejohn regarding
GB-RZ-2010*

The Local Trust Committee discussed the application with Mr. Littlejohn who was present at the meeting. Trustee Malcolmson commented that road allowance is not part of the amenities and that whenever there is a subdivision; a road has to be dedicated. Trustee Malcolmson explained further for the benefit of the public and the applicant.

GB-016-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee defer application GB-RZ-2010.1 (Littlejohn & Beckstead).

CARRIED

14.2 *Official Community Plan and Land Use Bylaw Review*

14.2.1 *Phase 2 Recommendations*

Planner Fox referred a memorandum dated December 6, 2011 regarding Phase II recommendations from the past Local Trust Committee. There was further discussion.

GB-017-2012

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee refer to the Agricultural Advisory Commission the task of evaluating the existing Official Community Plan against the November 2010 Food Security Report recommendations and to recommend which food security report recommendations should be adopted.

CARRIED

14.2.2 *Gabriola Island Village Core World Café Workshop*

Planner Fox referred to a staff report dated October 17, 2011 and explained that the item was information from the last Local Trust Committee to the current Local Trust Committee.

Trustee Malcolmson suggested to wait to determine further action until the Trust Council budget is finalized. Several questions were discussed and further action was deferred. Trustee Rudischer suggested that residential properties within the village core should be contacted for input regarding the village core vision.

15. BYLAWS

There were no bylaws for consideration on this agenda.

16. ISLANDS TRUST WEBSITE

The Local Trust Committee reviewed the Gabriola Island Local Trust Committee page of the Islands Trust website. Planner Fox had not yet heard of a specific date of when the new website would be available for use.

GB-018-2012

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request that staff routinely add staff reports related to rezoning applications to the Gabriola page of the Islands Trust website.

CARRIED

19. NEXT BUSINESS MEETING

The next Local Trust Committee will be at 10:15 am on February 14, 2012 at the Gabriola Island Community Hall, 2200 South Road, Gabriola Island, BC

20. **TOWN HALL SESSION**

Jacinthe Eastick commented on boundary adjustment and requested staff to look at the potential for density increase when there is an adjustment. Trustee Rudischer clarified that the lot areas will not change with the proposed boundary adjustment

Jacinthe Eastick said that she is happy to look at alternatives to gather feedback other than the World Café. Trustee Malcolmson agreed that she appreciates what Jacinthe is saying but there should be other forums for dialogue for bylaw amendments. Trustee Rudischer raised the issue of online surveys being contaminated with multiple inputs. Chair Graham commented on the variety of methods being beneficial to the information gathering process.

Nancy Heatherington-Peirce asked about the process of determining the priorities list. The trustees explained the process.

Nancy Heatherington-Peirce also raised a question regarding the list of priorities that the last Local Trust Committee passed on to the present Local Trust Committee. Trustee Malcolmson explained the list concerns the projects that had money spent on them to keep going and then carving out the one piece of work for the Agricultural Planning Commission to consider. The Local Trust Committee will return to the list at a future meeting. Nancy asked if the Local Trust Committee had put on its priority list how information can be gathered within a broader input.

Discussion continued concerning bylaw enforcement priorities.

GB-019-2012 It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee bylaw enforcement priority be added to the February Local Trust Committee agenda.

CARRIED

21. **ADJOURNMENT**

The Local Trust Committee adjourned the meeting by consensus at 1:45 pm.

Recorder

Chair

**MINUTES OF THE VOLUNTEER REVIEW COMMITTEE MEETING
FOR THE OFFICIAL COMMUNITY PLAN AND LAND USE BYLAW
HELD AT 6:00 P.M. ON TUESDAY, OCTOBER 25, 2011
AT THE WOMEN'S INSTITUTE
476 SOUTH ROAD, GABRIOLA ISLAND, BC**

<u>PRESENT:</u>	John Peirce	Co-chair
	Kathryn Molloy	Co-chair
	Kees Langereis	Member
	Tom Kirchmayer	Member
	Carly McMahon	Member
	Melanie Mamoser	Member
	Susan Yates	Member
	Randy Young	Member
	Stephen Orgill	Recorder

<u>REGRETS:</u>	Adam Velsen	Member
	Lisa Webster-Gibson	Member

Two (2) local media representatives, three (3) members of the public, and Gabriola Island Local Trustee Sheila Malcolmson were present.

1. CALL TO ORDER

John Peirce chaired the meeting and called to order at 6:05 pm.

2. APPROVAL OF AGENDA

The agenda was reviewed and the Volunteer Review Committee approved by consensus as presented.

3. STANDING ITEM

3.1 Volunteer Review Committee Terms of Reference

The document was provided for information.

4. COMMUNITY INPUT SESSION

There were no public comments.

5. MINUTES

5.1 *Volunteer Review Committee Minutes dated June 20, 2011*

The Volunteer Review Committee reviewed the minutes of the June 20, 2011 meeting and no changes were made. The minutes of the June 20, 2011 meeting of the Volunteer Review Committee were adopted by consensus as presented.

6. NEW BUSINESS

6.1 *Referral from the Gabriola Island Local Trust Committee: Development Permit Area Factsheets*

Planner Fox referred to her memorandum dated October 5, 2011 regarding the referral from the Local Trust Committee. She stated that at the September 22, 2011 business meeting of the Local Trust Committee, staff was directed to refer the October 2011 Draft Development Permit Area Factsheets for Gabriola Island to the Volunteer Review Committee. Planner Fox explained that the Local Trust Committee is seeking comment from the Volunteer Review Committee as to the usefulness of the factsheets as a guide for potential applicants. She added that the factsheets had been posted to the Islands Trust website and the Local Trust Committee is also inviting feedback on the content from the public. The planner asked members of the Volunteer Review Committee for their comments.

Kees Langereis pointed out two technical inconsistencies within the document and discussed those with Planner Fox.

Susan Yates raised the question of why the Development Permit Area would be used for environmental protection. Planner Fox commented on circumstances where no Development Permit Area is needed and provided examples of the exemptions. Several reasons for having a Development Permit Area were discussed further.

Randy Young referred to the DP-6, fold-out map, saying that it shows a series of escarpment areas. He asserted that people cut trees to enhance their views and that probably there should be neighbourhood committees to monitor bylaw infringement. Planner Fox elaborated on what appears on the map. Trustee Malcolmson informed the Volunteer Review Committee that the mapping work has been improved during the current term and work is continuing.

Randy Young commented that the Development Permit Area guidelines are ambiguous in the bylaw as it might suggest that one would have to get an engineering report and pay \$550 to Islands Trust in order to mow the lawn. He continued saying that the description doesn't specify what vegetation is and that it could be the grass on the lawn. He said that he believes that the DP-6 Escarpment Areas hides a lot of what is in the bylaw. There was discussion on improving the explanation. Randy Young commented that it requires better mapping for more people. Trustee Malcolmson clarified the desire of the Local Trust Committee for feedback on the factsheet. She said that the factsheet attempts to describe what's in the bylaw.

Carly McMahon raised the question about if there is a review would there be a change in the slope value (like around 40%)? There was further discussion.

Melanie Mamoser suggested that to make things simplified, the committee should be looking for things to take out of the document.

John Peirce criticized the bylaw because the enforcement doesn't correct the violation. He said that he would prefer something more like a covenant where the penalty could be a large fine for infractions.

Susan Yates summarized that the factsheet is overall very good and listed the positive aspects. She then related a historical incident on Gabriola where a resident, in consideration of their waterfront taxes and owing to the fact that they couldn't see the water, cut trees down. She said that other neighbours followed.

Randy Young pointed out a problem along the Whalebone because the banks are eroding, and related several examples of bad conservation practices that promote the erosion. He said that it requires a little bit of sensitivity.

Kees Langereis advocated reordering the items in the brochure to improve general flow of the document. There was further discussion that the planner took note of.

Trustee Malcolmson asked the planner about the point of covenants raised by John Peirce. Planner Fox explained that you cannot put someone's property under a covenant without the property owner being signatory to it.

Kees Langereis suggested that there be a zoning category to designate which property is subject to a Development Permit Area such as R1.1. Susan Yates disagreed and elaborated.

Carly McMahon asked if such a designation could go to the Regional District of Nanaimo and be included in the file. She said that then realtors could inform a purchaser of property when it is within a Development Permit Area. Zoning designations was discussed further.

Trustee Malcolmson commented that the Islands Trust has a new information system that can provide all public information such as taxes, zoning, etc. She further explained that when the information system is fully operational, the public will be able to access the information through the Islands Trust website.

Planner Fox thanked the committee for their suggestions.

6.2 *Volunteer Review Committee Debrief Session*

Trustee Malcolmson invited comments based on the experience of the members of the Volunteer Review Committee in order to make recommendations to the next Local Trust Committee.

Susan Yates disclosed that she is very gratified to have worked with such a good committee. She reviewed several discussions and elaborated. She said that overall, the

committee work was slow to start, not enough guidance from staff, but once it got going, it went very well.

Tom Kirchmayer agreed with Susan Yates and admitted that he had learned very much and, especially in areas that he was not previously familiar with. He said that he was a bit upset with the number of different planners working with the Volunteer Review Committee. He summarized that sometimes there was too much material to consider at a meeting. He recalled that at times the discussion went off on a few tangents.

Carly MacMahon also agreed with the previous speakers. She said that sometimes there was frustration with not knowing what is expected from the members and that too many times the discussion went in tangents and that the committee didn't get much accomplished in the first year.

Kathryn Molloy thought it was an interesting group of people on the committee from diverse backgrounds. She said that she had learned a ton about land use and people's roles in the community. She recommended that a work plan would help track things better. Kathryn Molloy said that at times, it had felt like the advice of the Volunteer Review Committee was unheard by the Local Trust Committee. She said that she was not clear in how to get the point across.

Kees Langereis said that he prefers a smaller group. He elaborated that a diverse group was good in the meeting discussions and yet sub-committees or smaller groups would be helpful in focusing the discussion at the Volunteer Review Committee meeting.

Randy Young felt that it had been fantastic to be able to discuss things logically with a group of people and was interested in getting people's thoughts on things. He said that his only concern was that the committee covered a lot of areas, some of which was not on the to-do list. He said that he would like the information that had been developed by the Volunteer Review Committee to not get lost and that it is available when needed by the Local Trust Committee.

Melanie Mamoser said that it was a good experience with a good cross section of people participating. She noted the lack of direction at the beginning and confusion about the process to follow. She said that it was overwhelming in that the amount of material and 3 to 4 hour discussions were too long. She said there had been a steep learning curve in the first year of meetings. Overall she said it had been a positive experience and thanked the others for the opportunity.

Tom Kirchmayer commented that if one percent of what was discussed is heard, then that is the most important thing.

John Peirce reflected that it had been a diverse committee of community representatives even though a few groups didn't get represented. He agreed with Kathryn Molloy that it would be frustrating at times feeling the work had been unheard, however the press was at the meetings and the community learned about the discussions. He recommended that to improve communications, the minutes could be prepared, sent out by email, vetted and forwarded to the Local Trust Committee.

Trustee Malcolmson described situations from Salt Spring Island and Galiano Island who have a structure that is more like a steering committee and a number of advisory committees on various areas. She continued explaining that the steering committee would receive reports from all of the sub groups and consequently the Local Trust Committee would have reports that had been vetted by all the advisory groups.

John Peirce said that part of the challenge was about the transparency.

Susan Yates asked if there was crossover in membership on those committees and Trustee Malcolmson commented that there had to be because these are small communities.

Kathryn Molloy recalled the early discussion of breaking into sub-committees and there was opposition from other members of the Volunteer Review Committee.

John Peirce felt that he couldn't often express his own opinions at meetings as the chair. He also thanked Gisele Rudischer for having attended meetings and provided advice on the Official Community Plan and Land Use Bylaw.

7. **NEXT MEETING**

There are no meetings scheduled for the Volunteer Review Committee.

8. **ADJOURNMENT**

The meeting was adjourned by consensus at 7:08 pm.

Recorder

Co-Chair

Co-Chair



Islands Trust

Follow Up Action Report w/ Target Date

Gabriola Island Jun-19-2008

No.	Activity	Responsibility	Target Date	Status
1	GB-SUB-01-01 (Centre Stage Holdings) Trustees to draft letter to neighbours after staff have sought advice regarding relationship between the covenant and PMFL as to which supercedes the other.	Chris Jackson	Jun-24-2010	On Going

On hold pending status review of subdivision application, GB-SUB-01-01; CJ July 13

Aug-20-2009

No.	Activity	Responsibility	Target Date	Status
1	GB-086-2009; GILTC request staff advice on the advisability and work program impacts of adopting the Islands Trust Council model Development Approval Information Bylaw ahead of the OCP review.	Chris Jackson	Oct-21-2010	On Going

on hold pending staff resource availability; CJ July 13

Update September 23: Planner Jackson is exploring adoption on a regional rather than Island by Island level; on-going. (KK)

Jun-10-2010

No.	Activity	Responsibility	Target Date	Status
1	GB-169-2010 Staff request the RDN and the Fire Improvement District to recommend Official Community Plan policies to the LTC, to support implementation of the Community Wildfire Protection Plan, and that staff provide the LTC with the plan and map cited in the June 10th staff report.	Chloe Fox	Jan-27-2011	On Going

Update November 25: Fire Dept to submit this to LTC when ready (KK)

Update Jan 27, 2011: Some policy language could be considered during technical review. Topic also to be

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

Jul-07-2010

No.	Activity	Responsibility	Target Date	Status
1	GB-198-2010 Staff directed to provide a summary report of all research and staff reports completed arising from GB-136-2009, GB-012-2010, GB-189-2010, GB-190-2010 and GB-191-2010 regarding affordable housing. This report is meant to consolidate and provide a brief summary of conclusions, barriers, solutions to challenges and how to best utilize existing planning tools.[Updated July 28 2011- KK]	Chloe Fox	Sep-23-2010	On Going

Jul-22-2010

No.	Activity	Responsibility	Target Date	Status
1	Regional District of Nanaimo, Protocol Agreement meeting to be added to next LTC agenda; PA meeting not to be held until updates to PA are prepared in Draft form; agenda items identified to date include: Greenhouse Gas Reduction targets and actions, overlap and complimentary efforts for climate change and GHG reduction work, public transportation, watershed protection work and information sharing; housing agreements and administration thereof; building permits and inspection, OCP and LUB Review including designation and zoning of community and regional parks	Chloe Fox Chris Jackson	Aug-19-2010	On Going

Groundwater - for addition on agenda as per Aug 19 LTC meeting

Update (October 27, KK): Meeting not to take place until staff have drafted wording for the protocol, LTC would like this meeting to happen ASAP.

Questions to ask RDN: How will Gabriolans benefit from paying taxes towards the Regional Growth Strategy? What will the benefits be (funding for GHG projects, affordable housing)?What does RDN have coming up for Gabriola in terms of ground water?

Update (September 22, 2011 LTC meeting, CF): Staff directed to set up a meeting with the RDN before mid-November, if possible, or otherwise early in the next term (ie: January 2012).

Staff are working with RDN staff to set up a meeting for late November 2011. Meeting date and agenda items TBD (October 18, 2011 - CF)

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

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

Jan-27-2011

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

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

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

Feb-24-2011

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

Jul-28-2011

No.	Activity	Responsibility	Target Date	Status
1	Staff directed to draft bylaw amendments to update zoning on Parkland acquired since the 1997 OCP review.	Chloe Fox	Sep-22-2011	On Going

1 Trustee Malcolmson to discuss roadside signage solutions with the Gabriola Chamber of Commerce and report back to the LTC.

On Going

1 Staff requested to consult with MOTI to explore possibilities for working in cooperation with MOTI in relation to signs that are on the Ministry road right of way.

Oct-20-2011

Done

Aug-19-2011

No.	Activity	Responsibility	Target Date	Status
1	LTC directs staff to release upto \$500 from the LTC expense communications budget for an LTC newsletter.	Chloe Fox Nancy Roggers	Sep-22-2011	Done

1	Staff to consider developing a Trust-wide OCP review process 'Best Practices Model', in light of budget and resource restrictions.	Chloe Fox Chris Jackson	Dec-30-2011	On Going
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Sep-22-2011

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

Oct-27-2011

No.	Activity	Responsibility	Target Date	Status
1	Move \$200 from the Special Projects Account (65230) to the Communications Account (65220).	Nancy Roggers	Nov-30-2011	On Going

Jan-19-2012

No.	Activity	Responsibility	Target Date	Status
1	Gabriola LTC proposed 2012 meeting schedule is revised as follows: 1. Move the February 23rd meeting to February 14th; 2. Move the May 10th meeting to May 9th; and 3. Add a meeting on November 1st.	Chloe Fox Theresa Vieau	Jan-27-2012	Done

1	GB-ALR-2011.1 (Davison) to be forwarded to the Agricultural Land Commission	Chloe Fox Becky McErlean	Jan-27-2012	On Going
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1	LTC requests that Trust Council carry forward the \$2500 greenhouse gas emissions inventory budget for Mudge and Decourcy Islands to the 2012/13 budget.	Chloe Fox	Jan-27-2012	Done
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1	Staff to make minor amendments to the Development Permit Area Factsheet, post the revised version to the website and send the link to local realtors. Staff to also investigate how much it would cost to print some glossy copies and report back to the LTC.	Chloe Fox	Jan-27-2012	On Going
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1	The following are appointed to the respective advisory commissions: APC (term ending April 30, 2012) • Deb Scott • Andrew Deggan AAC (2 year term) • Eric Veale • Jenny MacLeod • John Switzer • Sal Dominelli • Veronica Hartman TAC (2 year term) • Deborah Ferens • Jim Ramsay • John Hodgkins • Steven Earle • Tina Taylor Staff to send thank you letters to all applicants and appointment letters to the successful applicants	Chloe Fox Becky McErlean	Feb-03-2012	Done	
21	1	Staff to provide advice on whether local expense funds can be used for GROWLS 'Oiled Wildlife Response Workshop', and that it be considered by resolution without meeting, if necessary.	Chloe Fox	Feb-03-2012	Done
	1	LTC to send a thank you card to Jacinthe Eastick and Howard Houle acknowledging their resignation from the APC and thanking them for their service.	Chloe Fox Gisele Rudischer	Feb-03-2012	On Going
	1	Staff instructed to issue Development Variance Permit GB-DVP-2011.2 (Gabriola Island Recycling Organization).	Jacquie Hill Becky McErlean Linda Prowse	Feb-10-2012	Done
	1	LTC request that 'bylaw enforcement priority' be added to the Feb 14, 2012 LTC meeting agenda and that Miles Drew be requested to attend the meeting.	Miles Drew Chloe Fox Becky McErlean	Feb-14-2012	Done
	1	In relation to the RDN water budget study, staff are requested to do the following: 1. Ensure that all Islands Trust data on groundwater and watersheds in the Gabriola Local Trust Area are forwarded the RDN; 2. Investigate whether or not there are any deliverables that could be available by the March 31, 2012 deadline for the 2011/12 fiscal year; and	Chloe Fox	Feb-14-2012	Done

3. Report back with recommendations on funding the water budget project for Gabriola, Mudge and Decourcy Islands

1	LTC refers to the AAC the task of evaluating existing OCP policies against the recommendations of the November 2010 report entitled "Exploring Food Security in the Islands Trust Area" and that the AAC recommend which report recommendations should be adopted.	Chloe Fox	Mar-02-2012	On Going
1	LTC to allocate up to \$600 of its local expense funds to the Gabriola Rescue of Wildlife Society for creating and distributing an Eagle Nest and Perching Tree brochure, to provide environmental stewardship information and education on bylaws and regulations, and that it be delivered to the Islands Trust Northern Office by March 30, 2012.	Chloe Fox Nancy Rogers	Mar-30-2012	On Going



Memorandum

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

Date: January 31, 2012 File Number: GB/11-5
(RDN – General)

To: Gabriola Island Local Trust Committee
For meeting of February 14, 2012

From: Chloe Fox
Island Planner

Re: Regional District of Nanaimo Water Budget Project – Request for Funding Support

The Regional District of Nanaimo (RDN) is embarking on a water budget project for the purpose of developing conceptual model(s) and water budget(s) for the region. The goal of the project is to better understand regional water resources by identifying where various elements of the hydrologic cycle are located (i.e., soils, aquifers, streams, lakes), how much water they hold, how water moves between these elements, and where water is being taken or used in a way that may not be sustainable.

The water budget study has been separated into two geographic regions, the Electoral Area B region (Gabriola, Mudge and Decourcy Islands) and the Vancouver Island region (remaining electoral areas within the region). While the intent of the project remains the same across the two regions, the RDN has issued a separate Request for Proposals (RFP) for Electoral Area B (attached for your reference). The Electoral Area B RFP differs from that issued for the Vancouver Island region in that the contractor is required to analyze the area at a higher level of detail than requested under the Vancouver Island RFP by dividing the area into sub-regions to identify areas of stress.

At the January 19, 2012 regular business meeting, the Gabriola Island Local Trust Committee received a letter from the RDN requesting funding support for the Electoral Area B portion of the project and requested that staff do the following:

1. Ensure that all Islands Trust data on groundwater and watersheds in the Gabriola Local Trust Area are forwarded to the RDN;
2. Investigate whether or not there are any deliverables that could be available by the March 31, 2012 deadline for the 2011/12 fiscal year; and
3. Report back with recommendations on funding the water budget project for Gabriola, Mudge and Decourcy Islands.

The purpose of this memorandum is to provide an update on these activities as well as recommendations on contributing funds to the project.

1. Data

Islands Trust staff have been in contact with staff at the RDN and are working on sharing relevant mapping and other data that the Islands Trust has.

2. Deliverables

Islands Trust staff have been in contact with staff at the RDN and have been advised that there are no deliverables that are anticipated to be ready prior to the March 31, 2012 deadline for the 2011/12 fiscal year. The RDN has re-issued the RFP for the Electoral Area B portion of the project and has specified a deadline for submissions of February 1, 2012.

In terms of what deliverables could be made available to the Islands Trust, staff at the RDN have indicated that, should the LTC wish to provide funding support to the project, the RDN will provide all deliverables received from the contractor to the Islands Trust. Should the LTC not wish to provide funding support to the water budget project, RDN staff have indicated that the deliverables would still be made available to the Islands Trust but only in electronic format.

While the deliverables for the study are consistent across the two regions and include a report and mapping data, the Electoral Area B RFP specifies a number of additional components that the contractor is required to incorporate into the study. The following table provides a summary of the the study components and indicates which components are unique to the Electoral Area B RFP:

Table 1: Water Budget Study Components by Region

Study component	Vancouver Island	Electoral Area B
Synthesize existing information & data	Yes	Yes
Develop a detailed 3-D conceptual model describing overall flow system dynamics and fluxes	Yes	Yes – one for each major island (Gabriola, Mudge, Decourcy)
Include an estimate of: a. The amount of water within various watershed elements	Yes	Yes
b. Surface and groundwater present in each water sub-region	No (regional level only)	Yes
c. The water in each water sub-region allocated under water licenses	No (regional level only)	Yes
d. The amount of water that is captured as rainwater	No	Yes
e. The amount of water that is imported in bulk from Nanaimo	No	Yes
f. The consumptive use of water in each water sub-region broken down by the source and type of use	No (regional level only)	Yes
Identify monthly variations in water budget components	Yes	Yes
Provide a preliminary assessment of the stress level in each sub-region	No (regional level only)	Yes
Provide a preliminary assessment of the region to identify areas at risk of saltwater intrusion and where it is already occurring	No	Yes
Provide an understanding of each system that will aid in determining the calculation procedures / models chosen for future study	Yes	Yes
Determine / estimate whether inter-basin transfers of water occur	Yes	Yes
Determine whether the surface watershed coincides with the ground-watershed	Yes	Yes
Estimate error terms and uncertainty in assumptions / identify how data is interpolated and what assumptions are necessary to provide estimates	Yes	Yes
Identify where critical data gaps exist and implementable methods and locations for data collection to fill these gaps	Yes	Yes

3. *Recommendations*

The Islands Trust Policy Manual defines procedures for the planning, accounting and administration of the LTC Local Expense account as provided for in the annual budget. The policies state that disbursements must only be made as authorized by the *Islands Trust Act*, and that funding to outside organizations or individuals should only be made in exchange for goods or services that support the land use planning mandate of the LTC. Thus, as part of the decision-making process around providing funding to an outside organization, the LTC should consider what good or service is to be received in exchange for the funding and how this good or service supports the land use planning mandate of the LTC.

In this case, the RDN has indicated that they will provide the Islands Trust with all the deliverables received from the contractor, including the report incorporating the items listed in the above table and all mapping data, to the Islands Trust. The information gathered through the study would support the land use planning mandate of the LTC by providing essential baseline data for the potential future review and revision of water conservation policies in the Official Community Plan including, but not limited to, the designation of a Development Permit Area for the establishment of objectives to promote water conservation. Staff note that groundwater and watershed protection, including consideration of a Development Permit Area for water conservation and mapping for groundwater-scarce and groundwater-vulnerable areas, is included as a potential topic area for phase two of the Official Community Plan / Land Use Bylaw review.

Given that the deliverables will not be available by the end of this fiscal year, the LTC should wait until the 2012/13 budget is approved prior to making a decision on whether or not to provide funding support to this project in exchange for the deliverables. Staff note that in the budget request submission for the 2012/13 fiscal year, the LTC has requested \$5000 for watershed and groundwater protection to go towards a study, mapping and communications.

Respectfully prepared and submitted by:

Chloe Fox
Island Planner

Attachment: Regional District of Nanaimo Request for Proposals – Water Budget Project: Phase One – RDN
(Gabriola, DeCourcy & Mudge Islands)

Pc: Chris Jackson, Regional Planning Manager



REQUEST FOR PROPOSALS

Water Budget Project: Phase One – RDN (Gabriola, DeCourcy, & Mudge Islands)

CLOSING DATE AND TIME

4:00 PM local time, Wednesday February 1, 2012

REGIONAL DISTRICT OF NANAIMO

REQUEST FOR PROPOSALS

Water Budget Project: Phase One – RDN (Gabriola, DeCourcy, & Mudge Islands)

Introduction

The Regional District of Nanaimo is issuing a Request for Proposals for the purpose of identifying a firm (consultant) interested and qualified in providing consulting services to the RDN for the purpose of developing conceptual model(s) and water budget(s) for Electoral Area B in the Regional District of Nanaimo. The goal of the project is to better understand regional water resources by identifying where various elements of the hydrologic cycle are located (i.e., soils, aquifers, streams, lakes), how much water they hold, how water moves between these elements, and where water is being taken or used in a way that may not be sustainable.

Definitions

Throughout this request for Proposal the following definitions apply:

“Consultant” means the successful Proponent to this Request for Proposal

“The Project” means the first phase of the water budget project as outlined in the Project Description section of this document.

“Board” means the Regional District of Nanaimo Board of Directors

“RDN” or “Regional District” means the Regional District of Nanaimo

“Proponent” means a firm that submits a proposal in response to this Request for Proposal

“Proposal” means a submission in response to this Request for Proposal

“RFP” means Request for Proposal

“Services” means the works requested to be performed as per this RFP

TERM AND GENERAL CONDITIONS OF ENGAGEMENT

Term of Engagement

It is the intention of the Regional District to enter into an agreement with the successful firm to complete the Project within seven months of award of contract.

Acceptance of Proposals

The Regional District of Nanaimo reserves the right to reject any and all Proposals for any reason or to accept any Proposal on the basis of Proposals received which the Regional District, in its sole unrestricted discretion, deems most advantageous to itself. The lowest or any Proposal may not necessarily be accepted. The Proponent acknowledges the Regional District's rights under this clause and absolutely waives any right of action against the Regional District for the Regional District's failure to accept its Proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action. The acceptance of any Proposal is subject to funds being legally available to complete this transaction and/or approval by the Board of the Regional District or the Officer of the Regional District having authority to accept the proposal.

Awarding of Contract

Notice in writing to the successful Proponent of the approval of its Proposal and the subsequent execution of an engagement letter and contract shall constitute the making of the Contract for Services.

Insurance

The Consultant shall maintain professional liability insurance with respect to professional liability as required and specifically named for the Services, including errors and omissions, with a limit of not less than \$2,000,000 per occurrence with respect to the Services alone.

Registration with Workers' Compensation Board

The Consultant will be registered with WorkSafe BC and maintain WorkSafe BC coverage for the duration of the engagement. The Consultant will abide by all provisions of the Workers Compensation Act of British Columbia and provide proof to the Regional District that all assessments have been paid.

Experience and Qualifications

A Proponent must meet the following minimum requirements to be considered for evaluation pursuant to this RFP:

1. The project manager must hold a professional hydrogeologist designation (P.Geo. or P.Eng. with APEGBC) and have previous experience managing multi-disciplinary projects and developing numerical groundwater flow models.
2. The assigned staff must have expertise in groundwater and bedrock geology.
3. Completed a similar project within the last three years.
4. Demonstrate an understanding of the role of local governments, provincial, and federal agencies in both managing water resources and maintaining information related to water resources.
5. The team must demonstrate experience in groundwater modeling and the development of groundwater monitoring programs.
6. Have sufficient staffing, facilities, financial resources and expertise to address the scope of the Project.

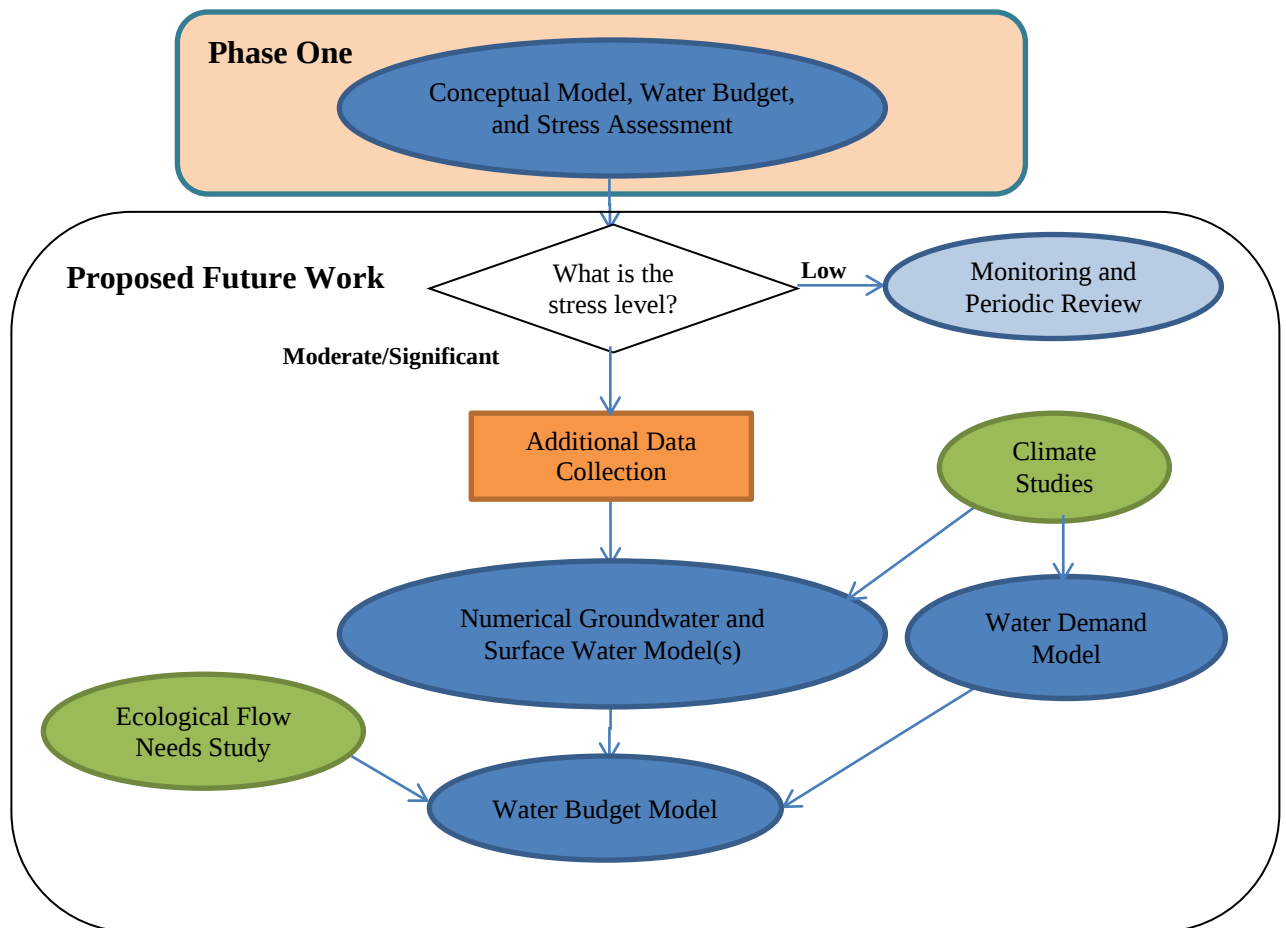
GENERAL INFORMATION

The goal of the Drinking Water and Watershed Protection Program is to ensure that we have a sufficient, safe and sustainable supply of water now and in the future. The DWWP Program works to protect drinking water and watershed health by increasing our understanding of local water resources and using this information to inform land use decisions and promote community stewardship.

In order to protect local water resources we need to understand how much water is available in the Regional District, how much we are using, and how future land use and climate change will impact water resources and watershed health. The goal of the Water Budget Project is to answer these questions by better understanding the natural system that supplies our water and how much water we extract from that system.

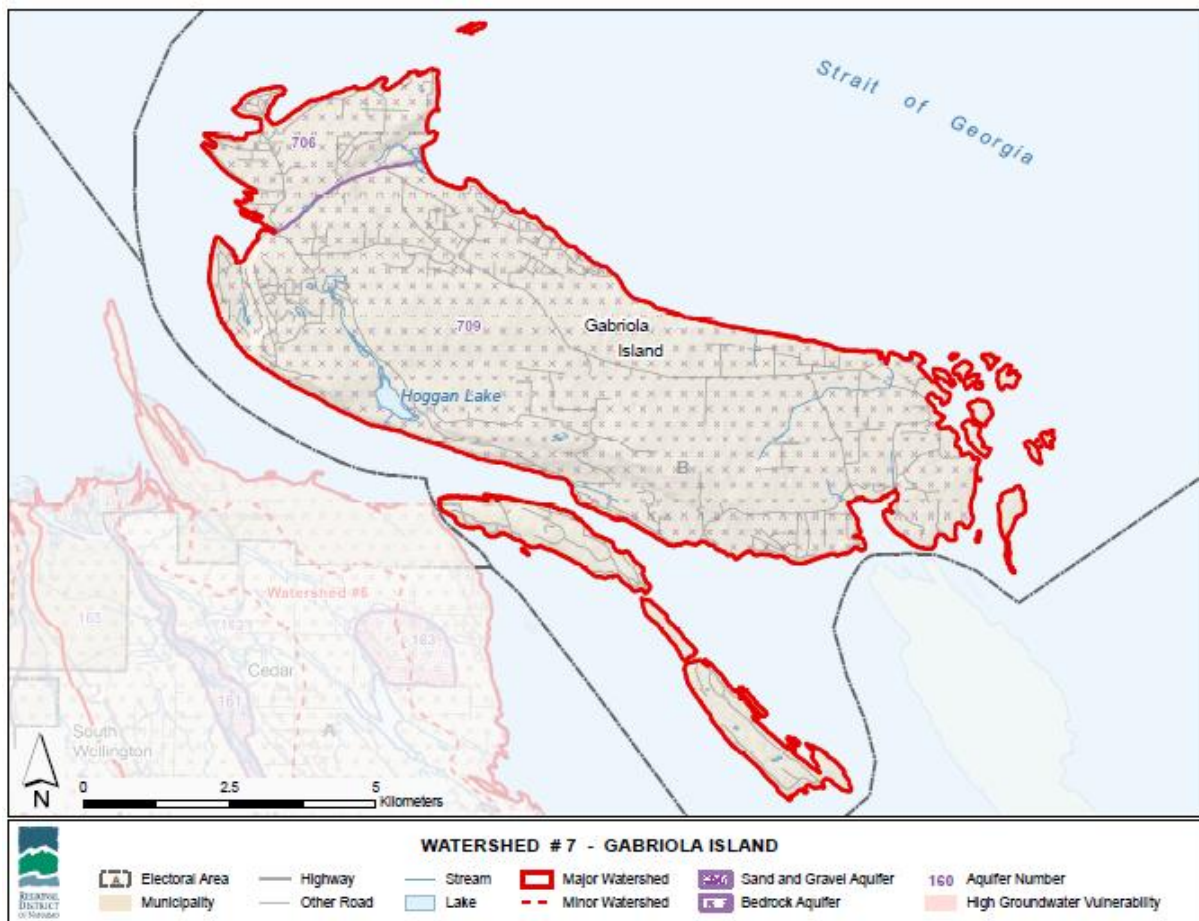
The first phase of the Water Budget Project will include the development of a three dimensional geological (conceptual) model which describes in detail the movement of water on the islands of Gabriola, Mudge, and DeCourcy, and a water budget, which will help assess the level of stress on each island. This work will identify areas requiring a more detailed level of effort including further data collection, and the development of numerical model(s) to better understand water resources.

Understanding Water Supply and Demand



Study Area

The Regional District of Nanaimo lies on the east coast of Vancouver Island, and covers the land north of Ladysmith in the south, up to Deep Bay in the north. Electoral Area B includes 3 Gulf Islands which are off the coast of Vancouver Island: Gabriola Island, Mudge Island, and DeCourcy. Gabriola Island, the largest and most populated of the islands is approximately fifty-three square kilometres in size. Winters are mild and wet and summers are prone to drought. Overall, precipitation is low because it lies in the rain shadow of the Vancouver Island mountain ranges.



Concerns Regarding Water Resources

Most of the study area relies on groundwater as their primary source of drinking and irrigation water. Gabriola's groundwater, derived solely from rainwater, is stored in cracks and fractures in either shale or sandstone. The Gulf Islands do not have high mountains with winter snow, which store water well into the summer months. There are also few lakes and rivers, so the only real water storage is in bedrock aquifers. As precipitation declines in the summer months, the water table becomes lower, resulting in wells drying up or salt-water intrusion in deeper wells. With increased development and climate change, there are concerns that this problem will worsen. Many residents are concerned about the sustainability of

the water resource. There are also concerns with groundwater quality, as the area is not serviced and there are several areas of high density wells and septic systems.

On Gabriola Island, several water resource studies have been completed.

Date	Study
2010	The Hydrogeology of Gabriola Groundwater, Nick Doe, John Peirce http://www.nickdoe.ca/pdfs/Webp649.pdf
2002	An integrated structural and hydrogeologic investigation of the fracture system in the Upper Cretaceous Nanaimo Group, southern Gulf Islands, M.Sc. Thesis, D. C. Mackie
1994	The Upper Cretaceous Nanaimo Group, Georgia Basin, Geological Survey of Canada, Bulletin 481, pp.27–95. P.S. Mustard http://geoscan.ess.nrcan.gc.ca/cgi-bin/starfinder/0?path=geoscan.fl&id=fastlink&pass=&format=FLSHORTORG&search=R=203246
1990's	BC Provincial government Water Allocation Plans http://www.env.gov.bc.ca/wsd/water_rights/wap/
1978	A review of groundwater conditions on Gabriola Island, Ministry of the Environment, Hodge W.S., http://a100.gov.bc.ca/pub/acat/public/viewReport.do?reportId=6482

SCOPE OF SERVICES

Services

The project will include the development of a conceptual (geologic) model which describes in detail the water movement through each of the Islands and a water budget which assesses the level of stress on each island. The development of a conceptual model and water budget is the first step in a project to understand how much water is available in the Regional District, how much we are using, and how future land use and climate change will impact water resources and watershed health.

The study will compile data from various sources, including existing studies and reports, local sources, data developed from other projects, and provincial and federal agencies.

Using existing information, the Consultant will develop a conceptual model which will provide a detailed three dimensional understanding of the geologic system and describe the overall water flow system dynamics and fluxes for each water region in the RDN. It will take into consideration surficial features (e.g. wetlands, large impervious areas, etc.) and identify areas of key hydrologic processes (i.e. significant groundwater recharge and discharge areas) that would have to be built into the modeling framework for both subsurface and surface water models. It will also assess key data gaps that will need to be addressed for the development of a numerical model. The conceptual understanding developed at this stage will aid in the selection of the calculation procedure or numerical model chosen for further analysis. It is assumed that the conceptual model will contain a higher level of detail in areas where there is more information (i.e. this is more information on Gabriola than on Mudge, DeCourcy, and smaller islands).

Groundwater management needs to occur on an appropriate scale to inform land use decisions. The water budget exercise should determine logical, scientifically based boundaries for water sub- regions in the study area. Gabriola Island, for example, should be divided into appropriate, scientifically defensible sub- regions will allow for a greater understanding of areas that are stressed or at higher risk for salt water intrusion or over-pumping.

Once a conceptual understanding of the water region is complete, a water budget will be completed that estimates and describes the movement of water within the various elements (such as soils, aquifers, streams, lakes) that constitute hydrologic cycle within each region. A water budget provides a quantitative measure of the various components or the hydrologic cycle and can be expressed as:

Inputs = Outputs + Change in storage	
$P + SW_{in} + GW_{in} + ANTH_{in} = ET + SW_{out} + GW_{out} + ANTH_{out} + \Delta S$	
Where;	
P	= precipitation,
SW _{in}	= surface water flow in,
GW _{in}	= groundwater flow in,
ANTH _{in}	= anthropogenic or human inputs such as waste discharges,
ET	= evaporation and transpiration,
SW _{out}	= surface water flow out,
GW _{out}	= groundwater flow out
ANTH _{out}	= anthropogenic or human removals or abstractions,
ΔS	= change in storage (surface water, soil moisture, groundwater).

The water budget will incorporate all water input (including rainfall, snowfall, etc.), outputs (discharge to the ocean, evaporation, etc.) and storage within the watershed and account for the movement of water and the uses of water over time, on, through, and below the surface of the earth. This requires a synthesis of the available data to gain an appreciation of the various fluxes in the study area (precipitation, recharge, runoff, evapotranspiration, etc.), how much water is available in the study area, and its relative partitioning between the ground and surface water systems.

Based on the initial water budget calculations the Consultant will assess the level of stress in each Water Region. Areas where estimated water demand/use is a relatively significant percentage of natural supply will be identified as significantly or moderately stressed. These areas require a more detailed level of effort and more precise understanding of water budget components in order to effectively address and manage water quantity issues. The stress level will help identify priorities for future study.

Using available data sources, the study should at a minimum:

1. Synthesize existing available information and data
2. Include the development of a detailed three dimensional conceptual model (using geological cross sections where appropriate). The model will describe the overall flow system dynamics and fluxes for each major island, taking into consideration geologic systems, key surficial features, and identify areas of key hydrologic processes (i.e. significant recharge and discharge areas).
3. Include:
 - a. An estimate of the amount of water within the various watershed elements of the hydrologic cycle, including precipitation, evapotranspiration, runoff, groundwater inflow and outflow, surface water inflow and outflow, change in storage, water withdrawals, and water returns.
 - b. An estimate of the surface and groundwater present in each water sub-region
 - c. An estimate of the water in each water sub-region allocated under water licenses

- d. An estimate of the amount of water that is captured as rainwater
 - e. An estimate of the amount of water that is imported in bulk from Nanaimo
 - f. An estimate of the consumptive use of water in each water sub-region broken down by the source (groundwater/surface water/rainwater) and type of use
4. Identify monthly variations in water budget components.
 5. Provide a preliminary assessment of the level of stress in each sub-region by comparing water supply and demand and identifying long term trends. Each sub-region should be identified as low, medium, or significantly stressed.
 6. Provide a preliminary assessment of the region to identify areas where salt water intrusion is happening and identify areas that are at risk of salt water intrusion.
 7. Provide an understanding of each system that will aid in determining the calculation procedures and/or models chosen for future study;
 8. Determine or estimate whether inter-basin transfers of water occur
 9. Determine if appropriate, whether the surface watershed coincides with the ground-watershed.
 10. Estimate error terms and uncertainty in assumptions. Identify how data is interpolated and what assumptions or simplifications will be necessary to provide estimates (e.g. un-gauged watersheds and missing aquifer data).
 11. Identify where critical data gaps exist. Also identify specific, implementable locations and methods for data collection to fill critical data gaps
 12. Prepare a report summarizing this information and presenting the conceptual model (using cross sections and other three-dimensional visualizations) to demonstrate the interrelationship between the surface and the water table and between other aquifers in a form understandable by a non-scientific audience.

Synthesis of Data, Identification of Data Gaps, and New Data Collection

This project will be primarily based on existing data and will include some new data collection, if required, as described below. In the initial synthesis of data, existing data sources will be examined to determine appropriate measuring stations and data sources such as climate stations, groundwater monitors, or surface water flow gauges within the area of investigation. Stations may need to be used that are outside of the study area. Should this be the case, then care must be taken to choose data that is representative of the study area. In those cases, it is important to provide an estimate of uncertainty and explain how data is interpolated and what assumptions or simplifications were necessary to provide estimates.

In instances where the uncertainty is quite high and sufficiently representative data is not available, then the data gap will be identified and a recommendation for the specific location and method of data collection for filling that gap will be included. Priorities should be identified for immediate (1 year or less) short term (1-5 years) and long term (greater than 5 years) data collection. For example, an immediate priority would be:

- Information critical to providing a basic water budget estimate or necessary to reasonably develop a conceptual understanding of the area
- Feasible within the project completion period
- Information can be collected using volunteers or at a low cost

A short term priority would be information that is necessary for the development of a numerical model but not necessary for the development of a conceptual model or basic water budget. A long term priority might be an observation well to identify climate change impacts, or long term metering of water use.

If immediate data collection is required it will be done in consultation with the RDN using volunteer and/or cost-effective data sources wherever possible.

Available Data

The RDN already has in place a water-related, geographically focused, database – the RDN WaterMap. Available data from this system and others includes:

- All groundwater and surface water studies listed under ‘General Information’ are available in a geographically referenced catalogue on WaterMap (<http://rdn.bc.ca/cms.asp?wpID=2423>)
- Several water supply assessments and hydrogeological assessments completed for the study area in an electronic format
- GIS information used in the creation of the DRASTIC vulnerability maps including depth to groundwater in uppermost aquifer, depth to bedrock, hydraulic conductivity mapping based on available hydrogeological assessments, updated well lithology, etc.
- Water use information based on land use in spreadsheet format
- The Water Allocation Plans developed by the Ministry of the Environment and available on ECOCAT, containing preliminary water budget (1990’s)
- Base maps (watershed boundaries, elevation, roads, aerial photos showing land cover, etc.).
- Climate stations with links to data including daily precipitation, temperature and automated snow pillow data;
- Groundwater level data from provincial observation wells
- Water extraction and diversion points as indicated by locations of well records and water license data
- Historical groundwater level information from water utilities in spreadsheet format
- Stations monitoring surface water flows in key waterways;
- Private well monitoring data from the RDN

Drinking Water and Watershed Protection Committee and Peer Review Involvement

The Consultant will work with a Technical Working Group appointed by the RDN to oversee the development of the water budget and conceptual model. The committee consists of representatives from local industry and from various agencies having responsibility for the management of water resources in the area. The RDN will also organize a peer review committee of local water resource professionals to review the draft conceptual model. It will be the responsibility of the Consultant to incorporate information and feedback from the peer review committee. A Draft Report will be presented to the DWWP Advisory Committee for review and comments from the Committee will be incorporated into the Final Report.

Deliverables

The Consultant is required to complete the tasks indicated by Nos. 1-11 above, and present the findings in a report. Deliverables include:

1. A conceptual model, water budget, and stress assessment for each of the RDN’s water regions
2. All data associated with this project and all materials included in the development of the project are to be delivered to the RDN as original data in their original/source digital format. This includes GIS databases, cross sections, well records, reports, new data, mapping, and background data associated with the relevant subject areas identified under the scope of work. GIS data to be in the form of ESRI shapefiles or file geodatabase, compatible with ArcGIS 10 and the spatial data to be projected to UTM Zone 10, NAD83, Metres.

3. Regular meetings and communications with the Technical Working Group, peer review committee, and RDN staff. **A 3-hour start-up meeting will be held on Gabriola Island that will include an orientation field trip organized by RDN staff. The Consultant is welcome to send all or part of their team to this start-up meeting and field trip.**
4. Address comments and incorporate new information obtained in peer review
5. Presentation of the Draft Report to staff and the DWWP Advisory Committee for review
6. Final Report incorporating review comments from the DWWP Advisory Committee
7. Presentation of the Final Report to the RDN Board of Directors

PROJECT PROPOSALS

Proposal Requirements

A covering letter shall be provided with the proposal clearly stating the firm's understanding of the services to be provided. The letter must include the name(s) of the person(s) who will be authorized to make representations for the firm, their title(s) and telephone number(s). The person signing the covering letter must be authorized to bind the Proponent.

Proponents must respond to the items listed below in the order they are presented. The proposal should include a table of contents identifying the topics by page number.

Proposals, as a minimum, should include:

1. **Company Profile and Contact:** A brief profile of your firm indicating the scope of its practice and the range of activities performed by the firm. Identify the Proponent's contact person, phone number and email address. State the home office address as well as the address and phone number of any local office that will manage or assist in managing this project. Identify the number of staff located locally who will be involved in the project.
2. **Project Understanding:** Describe your understanding of the project, including how the project benefits the RDN and how the project would contribute to the RDN's goal of protecting and better managing groundwater in the Electoral Area B. Provide an indication of how this project will be used and the next steps following the completion of this project.
3. **Experience with Water Budget Projects:** List current and past public sector clients and a description of similar projects your firm has completed. Describe your firm's experience developing conceptual models, water balances, numerical groundwater models, and groundwater monitoring programs. Also, please indicate if your firm has been or is involved in any ongoing or completed groundwater studies on the Gulf Islands and if so provide a brief description of the project(s). Please also indicate the modeling tools that your firm/team uses in the development of numerical groundwater models and briefly describe any large scale modeling projects that have been completed.
4. **Project Staffing:** Name and brief resume of the partner(s), project manager(s) and other key staff who would be assigned to this project. The proposal should clearly indicate the role and amount of time allocated to each staff member. Indicate the experience of each staff in working on similar projects and/or groundwater/watershed studies on the Gulf Islands. Each team or firm must clearly demonstrate expertise in bedrock geology and hydrogeology. Any and all work intended to be subcontracted as part of the bid submittal must be accompanied by background materials and references for proposed subcontractors. The RDN must approve any changes to staff assigned, sub-contractors, or partners.

5. **Project Implementation:** The RFP must provide a clear indication of the approach that will be taken and should provide sufficient information to enable reviewers to understand how the proposed approach will yield the results requested in this RFP. The proponent must identify the methodology that would be used in determining different components of the water budget, such as method of determining recharge rates, surface water routing methods, etc.

The proposal should also describe proposed approach for interaction with the Ministries of Environment, and Forests, Lands and Natural Resource Operations, the Regional District of Nanaimo, the Islands Trust, Ministry of Agriculture, municipalities, improvement districts, and other stakeholders.

Provide a work plan showing estimated start dates for each activity and a completion date. It is anticipated that the process will commence upon the awarding of the contract with a projected completion date within 7 months of award of contract.

6. **Additional Services:** The proposal should clearly identify the final products and identify areas where the proponent can deliver work above the minimum study requirements. It is recommended that the applicant provide a cost breakdown based upon core deliverables and additional options for the RDN to consider.
7. **Fee Proposal:** Please provide an estimate of the total cost to complete the project and a detailed breakdown of costs by activity and staff, including disbursements. The RDN has budgeted \$30,000 for this project. Please note that no additional monies have been allocated, although the RDN DWWP staff may provide general assistance. Please provide a detailed breakdown of any mapping/GIS support would be required, with an estimate of the scope of work, number of hours, and resources required by the RDN staff including the GIS department. Any proposals that include GIS support from the RDN will be reviewed with the GIS department. The RDN has the right to decline any proposal that requires RDN GIS support if the GIS department does not have the resources to do the work.
8. **Billing Dates:** The proposed schedule of billing dates.
9. **References:** Three references at least one of which must be a local government within the last five years. Include the project title and a contact name, telephone number and email address for each reference.

Proposal Evaluation Criteria

Proponents must meet the following mandatory requirements to be considered for further evaluation:

1. Proposal completed and signed by a person authorized to bind the Proponent to statements made in the submission.
2. Three duly signed copies of the Proposal submitted.
3. Proposal received at the closing location by the specified Closing date and time.

Proposals that comply with the mandatory requirements will be evaluated on the basis of the following criteria using the scoring matrix outlined in Appendix I:

1. Project Understanding
2. Water Budget and Groundwater Modeling Project Experience
3. Firm Personnel Qualifications and Experience
4. Project Implementation
5. Additional Services
6. Reference
7. Project Fee

Shortlisted firms may be required to attend a brief interview at the Regional District Administration Office. At a minimum, the Project Manager must attend.

Submission of Proposals and Terms for Acceptance

The proposal can be submitted electronically by emailing it to cmetherall@rdn.bc.ca. Please note that the maximum size for an email submission is 10MB. If your proposal is great than this size, please submit three copies, clearly marked 'RFP for Water Budget Project, by mail or in person, to:

Drinking Water and Watershed Protection Coordinator
Regional and Community Utilities Reception Desk
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B. C. V9T 6N2

Submissions will be received until **4:00 p.m. on Wednesday, February 1, 2012.**

Proposals received after the deadline will not be considered and will be returned to the sender unopened.

All proposals submitted will be irrevocable for ninety (90) days following the closing, subject only to the following:

- Notwithstanding the above, a firm will be permitted to withdraw its proposal prior to the closing provided that it has first notified the RDN in writing of its intention to do so. A firm that has so withdrawn a proposal may submit a new proposal prior to the closing, pursuant to this request, provided that such action is done in compliance herewith.

Unless otherwise authorized in writing by the herein designated Regional District Officer, a Proponent must not contact or communicate with any elected or appointed officer or employee of the Regional

District other than the designated employee in relation to the proposal prior to the award of such proposal by the Regional Board. Any such communication will result in disqualification of the proposal from further consideration.

Addenda

Addenda may be issued during the Proposal period in response to queries received. Addenda will be sent in electronic format to all Proponents who have received RFP packages. All addenda must be considered and acknowledged when responding to this RFP. Verbal answers are binding only when confirmed by written addenda.

REGIONAL DISTRICT CONTACT AND DISCLAIMER

Contact

Any inquiries regarding this request for proposal should be directed to the designated Regional District Officer, Christina Metherall, Drinking Water and Watershed Protection Coordinator, at telephone number (250) 390-4111 or toll free at 1-877-607-4111, email: cmetherall@rdn.bc.ca.

Disclaimer

The information contained in this RFP is supplied solely as a guideline for Proponents and is not guaranteed or warranted by the RDN to be accurate, nor is it necessarily comprehensive or exhaustive.

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the Scope of Services being requested. The RDN will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of the Proponent.

Further, the RDN is not liable for any costs incurred in the preparation of the proposals.

The Regional District of Nanaimo is subject to the provisions of *the Freedom of Information and Protection of Privacy Act*. As a result, while Section 20 of the Act does offer some protection for third party business interests, the Regional District cannot guarantee that any information provided to the Regional District can or will be held in confidence.

APPENDIX I

PROPOSALS FOR

WATER BUDGET PROJECT

EVALUATION MATRIX

PROPONENT_____

CRITERIA	MAXIMUM SCORE	FIRM'S SCORE	COMMENTS
Mandatory Criteria Cover letter completed and signed by person authorized to bind the Proponent to statements made in the submission. Sealed package containing three copies of the proposal. Proposal must be received at the closing location by the specified closing date and time.			
Point-Rated Criteria			
1. Project Understanding • Demonstration of full understanding of the project and how it would contribute to the RDN and Island's Trust's goal of managing water resources in the Region. • Knowledge of the work involved in this project and an understanding of the next steps following this phase	10		
2. Experience with Water Budget Projects and Groundwater Modeling • Experience in the development of conceptual groundwater models • Experience developing water budgets on a similar scale • Experience in the development of numerical groundwater models • Experience with bedrock geology • Experience developing groundwater and monitoring programs	20		
3. Firm Personnel Qualifications and Experience • Technical experience of the firm in performing similar studies. • Demonstrated expertise in groundwater hydrology and bedrock geology • Experience in working in the Gulf Islands. • Qualified and experienced project manager	15		

Value added by sub-contractors/partners			
4. Project Implementation - Quality of the proposal in terms of methodology and approach to the project - Clear indication of the appropriate level of detail that will be involved in the development of the geologic model - Appropriateness of methods of evaluating of determining recharge rates, surface water routing methods, etc. - Proposed approach for interacting with other parties. - Estimate of Regional District staff time required including a schedule outlining when required.	25		
5. Additional Services Proponent's ability to provide additional services to the Regional District above the minimum study requirements.	10		
6. References	5		
7. Project Fee The proposed fees are to be shown exclusive of HST and include: - Professional fees based on person hours - Estimated disbursements and administrative fees - Demonstrated value in services for cost - Clear breakdown of budget and fees including sub-contractors/partners - Additional options shown including value added services	15		

Chloe Fox

From: Jim Ramsay <jgramsay@telus.net>
Sent: Wednesday, January 11, 2012 7:30 PM
To: Chloe Fox
Subject: Next LTC Agenda - Village Core Review Coordination

Follow Up Flag: Follow up
Flag Status: Completed

At the world cafe workshop on October 5, 2011 sponsored by the Islands Trust, there was discussion of the need for ongoing coordination of the village core review activities. As the Staff Report on the workshop noted: *"A local group (perhaps Sustainable Gabriola) needs to be created as a venue for collective action because the overlapping jurisdictions of the various levels of government responsible for Gabriola create a difficult climate for getting things done."*

As a network organization on the island involving individuals and organizations interested in sustainability, Sustainable Gabriola (SG) would be pleased to play a coordination role in bringing together all interested community members to articulate a sustainable vision for the village core. As one example, we have already had preliminary discussions with the Chamber of Commerce about forming a working group to engage the businesses in the village core to solicit their priorities for an overall plan for improving the village core and other ideas for building a more resilient local economy.

We would like to work with the IT, which of course has a major role to play in respect of land use planning in the village.

We would be happy to discuss with the Local Trustees and staff how we might best work together to move the village core review forward, at your convenience.

Jim Ramsay for Sustainable Gabriola

--

Jim Ramsay
 2445 Spring Beach Drive
 Gabriola, BC V0R 1X7
 Phone/fax: (250) 247-9374

From: John Rowlandson [<mailto:velovillage2012@gmail.com>]
Sent: February-02-12 5:52 AM
To: Sheila Malcolmson
Subject: Re: Support for rural cycling

Dear Ms. Malcolmson,

As you know, Island Pathways is pulling out all the stops to make Salt Spring *bicycle-heaven-on-earth* between June 21st and 23rd.

Velo Village shines a light on rural cycling: its benefits, challenges and requirements. Specifically, we're setting aside a day to focus on cycling as a Rural Mobility Solution.

The conference will bring together about 200 delegates from all over BC to build stronger links between rural and urban cycling networks.

In advance of the event we will be asking all British Columbia municipalities and regional districts to support this effort by passing the attached resolution.

I'm happy to chat, should you have comments or questions. Please forward a scanned signed copy of the resolution to: velovillage2012@gmail.com

Very best,

John Rowlandson
[Velo Village](#) Team Lead
 Island Pathways, Salt Spring Island
 250 653 4049
<http://www.velovillage.ca>



PROVINCIAL FUNDING FOR CYCLING INFRASTRUCTURE

WHEREAS the Union of British Columbia Municipalities has consistently endorsed resolutions calling for development, improvement and augmentation of cycling infrastructure, including but not limited to:

- frequent sweeping of bike lanes (2011-B19);
- increased width and refurbished road shoulders to accommodate cycling (2010-B16, 2007-B14, 2007-B99);
- a BC Cycling Development Program (2010-B17);
- revenue sharing for cycling infrastructure intersecting provincial highways (2009-B83);
- safer cycling conditions to encourage ridership (2008-B108);
- bicycle lane funding (2007-B100, 2006-B140); and
- infrastructure for non-greenhouse gas emitting transportation (2006-B110);

AND WHEREAS rural cycling infrastructure strengthens communities by:

- increasing the safety of cycling on rural roads;
- supporting the growth of cycle tourism;
- addressing local climate change challenges;
- providing transportation and recreation alternatives;
- establishing links with existing urban and regional cycling networks; and
- enabling small business access to new commercial corridors and markets;

THEREFORE BE IT RESOLVED that [My Local Government] urges the Province of British Columbia to invest in cycling infrastructure in rural communities, in order to accelerate the availability and broaden the range of cycling opportunities for commuter, recreational and competitive cyclists living in and visiting rural and urban areas.

Reference Documents:

Salish Sea Statements on Cycling & Rural Mobility

http://www.velovillage.ca/wp-content/uploads/SSSOCandRM_English.pdf

Salish Sea Statements on Cycling & Rural Mobility – Body of Knowledge

http://www.velovillage.ca/wp-content/uploads/SSSOCandR_BOK.pdf

Please forward a scanned copy of this resolution to: velovillage2012@gmail.com



Islands Trust

Print Date: Feb-06-2012

Top Priorities

Gabriola Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Explore the use of alternate consultation methods (social media, online surveys, etc.) in the OCP review process	Staff to report back on capacity to use alternate consultation methods in the OCP review process	Jan-19-2012	Chloe Fox	Mar-22-2012	On Going
2	Gabriola Planning Area OCP Review: 1) Hazardous Areas and Steep Slopes DPA (finalize draft maps and public consultation strategy) 2) Riparian Areas Regulation (mapping only) 3) Update the 2010 build out map and report (including the number of existing / potential residential cottages and a list of forestry parcels with the potential for density transfer) 4) Rezoning new RDN Parks and ITF nature reserves		Jun-28-2011	Chloe Fox	May-09-2012	On Going
3	Development of policies regarding cottage densities for density banking.			Chloe Fox		On Going
4	Snuneymuxw First Nation Protocol Agreement Implementation			Chris Jackson		On Going



Islands Trust

Print Date: Feb-06-2012

Projects

Gabriola Island

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



Islands Trust

Print Date: Feb-06-2012

Applications w/ Status - Gabriola Island Status: Open

Applications

Agricultural Land Reserve

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

Planning Status

Status Date: Jan-19-2012

LTC resolved to forward the application to the ALC

Status Date: Jan-06-2012

Staff report to January 19, 2012 LTC meeting

Status Date: Oct-19-2011

Planner reviewing file

Development Permit

File Number	Applicant Name	Date Received	Purpose
GB-DP-2012.1	George Davison Planner: Chloe Fox	Jan-18-2012	2345 South Road & 2370 Shaw Road Development Permit Area 6 - Escarpment Areas Development Permit required in conjunction with proposed boundary adjustment

Planning Status

Status Date: Jan-31-2012

Planner reviewing file

File Number	Applicant Name	Date Received	Purpose
GB-DP-2012.2	Michael Zane	Jan-31-2012	

Planner: Chloe Fox

Planning Status

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2012.1	John & Janice Raven	Jan-16-2012	1597 Starbuck Lane A variance of 1.6 acres under a boundary adjustment

Planner: Chloe Fox

Planning Status

Status Date: Feb-01-2012

Target LTC meeting - Feb 14, 2012. Statutory notification period to commence on Feb 3, 2012

Status Date: Jan-26-2012

Site visit conducted

Status Date: Jan-20-2012

Planner reviewing file

Rezoning

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2007.1	Donald and Brad Powell	Feb-16-2007	725 Church Street To rezone a portion of approximately 2 acres from institutional to seniors.

Planner: Chloe Fox

Planning Status

Status Date: Feb-01-2012

Information received does not satisfy the requested information as per previous letters. Applicant sent subsequent letter stating that if advice on how the applicant wishes to proceed is not received within 60 days the file will be closed

Status Date: May-11-2011

New information received by applicant- currently under review by planner

Status Date: Jan-17-2011

Letter sent to applicant stating that if required information is not received by staff within 30 days, the file will be closed.

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2009.1	Williamson & Associates	Nov-09-2009	Proposed Density Transfer - transfer of lands off South Road (south of 707 park) to lands off Daniel Way in the Locke Bay Development Permit Area to create 10 new lots.

Planner: Chloe Fox

Planning Status

Status Date: Jan-06-2012

Early referral responses sent to applicant, waiting to hear back from applicant on how he wishes to proceed

Status Date: Oct-19-2011

Supplemental information staff report including early referral responses to the LTC for their October 27, 2011 meeting

Status Date: Sep-08-2011

Staff met with applicant to discuss the conceptual plan as methods for protecting unique natural features on the receiver parcels.

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2010.1	Mary & Scott/Linda Beckstead & Littlejohn	Jul-14-2010	Coho Boulevard, Mudge Island Rezoning to increase density potential from 1 to 4
Planner: Chloe Fox			

Planning Status

Status Date: Jan-19-2012

LTC deferred consideration of the application. Applicant exploring revisions to proposal.

Status Date: Jan-06-2012

Updated staff report to January 19, 2012 LTC meeting

Status Date: Oct-19-2011

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

Subdivision

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

Planning Status

Status Date: Nov-28-2011

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

Status Date: Aug-14-2009

Contact with potential agent/new owner of lots within the approved subdivision. Awaiting information from applicant

on potential DVP application and/or proceeding with subdivision of remaining lands.

Status Date: Aug-06-2009

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

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

Status Date: Aug-12-2010

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

Status Date: Sep-14-2009

no change

Status Date: Aug-19-2009

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

49

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: Aug-12-2011

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

Status Date: Jul-20-2011

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

Status Date: Aug-12-2010

Waiting for information from applicant

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2008.4	J.E. Anderson & Associates	Nov-28-2008	Boundary adjustment.

Planner: Chris Jackson

Planning Status

Status Date: Aug-12-2010

please refer to GB-SUB-2001.1 for update

Status Date: Aug-14-2009

see GB-SUB-2001.1

Status Date: Aug-06-2009

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

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

Planning Status

Status Date: Oct-19-2011

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

Status Date: Feb-11-2011

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

Status Date: Aug-12-2010

waiting for information from applicant

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

Planning Status

Status Date: Sep-12-2011

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

Status Date: May-31-2011

Preliminary subdivision referral report sent to MOTI and applicant.

Status Date: Jan-17-2011

Staff reviewing application

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2011.1	Williamson & Associates Professional Surveyors Planner: Marnie Eggen	Dec-23-2010	To create 2 parcels on Daniel Way (THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, GABRIOLA ISLAND, NANAIMO DISTRICT, EXCEPT PARTS IN PLANS 22029, 30038, 32376 AND VIP54644)
Planning Status			
Status Date: Oct-25-2011			
PLA received			
Status Date: Aug-22-2011			
Referral review completed and sent to MOTI.			
Status Date: May-11-2011			
Related to GB-RZ-2009.1, but can proceed separately. Planner currently reviewing file.			
File Number	Applicant Name	Date Received	Purpose
GB-SUB-2011.2	Williamson & Associates (Potlatch Properties-Medical Clinic) Planner: Chloe Fox	May-31-2011	695 Church Street Subdivision to create 2 parcels
Planning Status			
Status Date: Jan-06-2012			
Applicant applied for final approval from MOTI, letter confirming compliance with IT bylaws sent to MOTI January 5, 2011			
Status Date: Sep-15-2011			
PLA issued by MOTI			
Status Date: Aug-09-2011			
Planner has reviewed file and sent report to MOTI.			
File Number	Applicant Name	Date Received	Purpose
GB-SUB-2011.3	Williamson & Associates Planner: Chloe Fox	Aug-23-2011	Windecker Drive / Jolly Brothers Road Subdivision to create 4 rural residential parcels
Planning Status			

Status Date: Oct-24-2011

PLA from MoTI recieved

Status Date: Oct-03-2011

Priliminary Approval sent to MoTI

Status Date: Sep-15-2011

Site Visit conducted

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

Planning Status

Status Date: Oct-21-2011

Referral report sent to MOTI

Status Date: Oct-12-2011

Planner reviewing file

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2011.5	George Davison	Sep-26-2011	2370 Shaw Road / 2345 South Road Boundary Adjustment
Planner: Chloe Fox			

Planning Status

Status Date: Jan-06-2012

Subdivision Referral Report sent to MOTI January 6, 2011

Status Date: Dec-15-2011

Site visit conducted

Status Date: Oct-19-2011

Planner reviewing file

From: Nancy Rogers
Sent: January-24-12 12:12 PM
To: Chloe Fox; David Graham; Gisele Rudischer; Sheila Malcolmson; Becky McErlean
Cc: Cindy Shelest; Craig Elder
Subject: Gabriola Expense report - Jan/12

		Budget	Spent	Balance
Invoices posted to JAN 23, 2012				
620 Gabriola	65000 Trustee Expense	1,200.00	167.25	1,032.75
620 Gabriola	65200 LTC Meetings	3,000.00	2,387.67	612.33
	65210 APC Meetings	700.00	895.89	(195.89)
	65220 Communications	650.00	277.27	372.73
	65230 Special Projects	3,825.00		3,825.00
	65240 Miscellaneous	2,725.00	225.00	2,500.00
	TOTAL LTC Local Expense	10,900.00	3,785.83	7,114.17
620 Gabriola	72300 OCP/LUB Expense	8,000.00	6,014.98	1,985.02

Thanks!

Nancy Rogers
 Finance Officer

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

Preserving *island* communities, culture and environment

Please consider the environment before printing this email.

Village Core Planning

A Community-based Approach

This document looks at how we might approach planning for a sustainable village core that can serve island residents long into the future.

Sustainable Gabriola
2/2/2012

Background

At the suggestion of the OCP Volunteer Review Committee, the Gabriola Islands Trust Committee sponsored a workshop to discuss planning considerations for the village core on October 5th 2011. Using a World Café approach, feedback was solicited on six topics: transportation, mix of uses, public space, density, boundaries and edges, village design, and a wild card topic. Trustee Sheila Malcolmson noted that while the Islands Trust has an important role to play in village core planning, the planning issues that need to be addressed exceed the Trust mandate. There are other government agencies and a multitude of stakeholders who would need to be involved to plan effectively. During the report out at the workshop, one of the tables suggested that Sustainable Gabriola could be a vehicle for bringing all the various parties together. In response to that suggestion Sustainable Gabriola has prepared the following document proposing a community-based approach to creating a sustainable plan for the village core. Sustainable Gabriola is a network of individuals and organizations concerned with creating a sustainable future for Gabriola. Its primary purpose is to create opportunities for dialogue and discussion of the issues that affect the sustainability of our community.

Purpose of this Document

This document is designed to begin to map out an approach to planning for a sustainable village core. It is not intended to be a comprehensive strategy but an initial attempt to look at how we might proceed with planning. It is based on an inclusive approach that seeks to bring all interests into the discussion and to collaboratively design both the planning process and the plan itself.

Approach to Planning

The Village Core World Café helped to identify some of the challenges, opportunities and ideas for the future. By looking at the information gathered during the session we can identify learnings and gaps that will help us understand what additional information we need to gather. While a World Cafe approach was used for the first session, we recognize no single approach is sufficient. We would suggest using a variety of approaches depending on the objective. For instance presentations, open forums, sector specific forums and town hall discussions are useful when learning, information sharing and achieving consensus are important; Open Space, design charettes and World Cafes are useful when creativity is the primary objective. The approach to planning will emphasize three principles: inclusiveness, building on knowledge and best practice, and long-term sustainability.

We envision two phases to this process: the first phase seeks to get agreement on how best to plan for the village and the second phase involves the actual development of a plan.

Phase 1

The first step will be to identify the various individuals or groups whose input is essential to planning and implementing whatever plans are developed. This might include regulatory agencies such as the Islands Trust, Regional District of Nanaimo, Ministry of Transportation and Infrastructure; the Fire Improvement District; other provincial government agencies; the business community; community organizations, and Gabriolans at large etc.

Before planning can begin it is important to ensure we are all talking about the same thing. Three questions come to mind: what do we mean by village core, (i.e., the physical layout, the regulatory constraints, etc.)? What uses do we envision being accommodated in the village core (i.e. is it more

than just the commercial core of the island - for instance is the Gabriola Elementary School and the Commons considered part of the village core, what about the Health Clinic, the Fire Hall and the Hope Centre?). Who is intended to benefit from the village core? Ultimately this will tell us what needs the village core is to address and will frame the planning objectives for moving forward into phase two.

Once our planning objectives are established, we will need to establish Gabriola-centric planning principles consistent with the overarching preserve and protect mandate of the Islands Trust. From there we would establish a timeframe (i.e. how far into the future), and confirm underlying assumptions (e.g. maximum build out or other). Phase one should also be used to confirm that we have the right participants and an appropriate mix of planning approaches to achieve the desired objectives.

By the end of phase one, we will have:

- Baseline data on the village core;
- a clear understanding of what we mean when we talk about the village core, what purposes it is to address, and the principles that will guide our planning;
- a commitment from regulatory and decision-making bodies to engage in the process;
- an initial understanding of what the core components of the plan might be; and,
- a clear understanding of how outreach to stakeholders will happen (e.g., Chamber connecting with business community; Sustainable Gabriola connecting with government organizations and community members).

Phase 2

Phase one establishes the basic framework for planning. Phase two focuses on the development of a comprehensive, sustainable village core plan, including an implementation strategy. Building on the framework generated in phase 1, the next step will be to launch a variety of forums to generate plans. A draft plan will be prepared, based on the ideas generated during the planning sessions. The draft plan will be shared through multiple media (e.g., face to face meetings, web, print media, etc.). Once we have a broadly supported plan we will meet with regulators and decision-makers to map out an implementation strategy. The final draft of the plan, including the implementation strategy, will be finalized in discussion with the community.

Prepared by:

Dyan Dunsmoor-Farley, Jim Ramsay, Judith Roux and Fay Weller on behalf of Sustainable Gabriola and John Peirce on behalf of the Gabriola Chamber of Commerce



Memorandum

700 North Road Gabriola Island, BC BC V0R 1X3

Telephone (250) 247-2063 FAX: (250) 247-7514

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

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

Date January 20, 2012

File Number GB-SUB-2011.4
(Raven, John & Janice)

For Local Trust Committee meeting of
February 14, 2012

To Gabriola Island Local Trust Committee

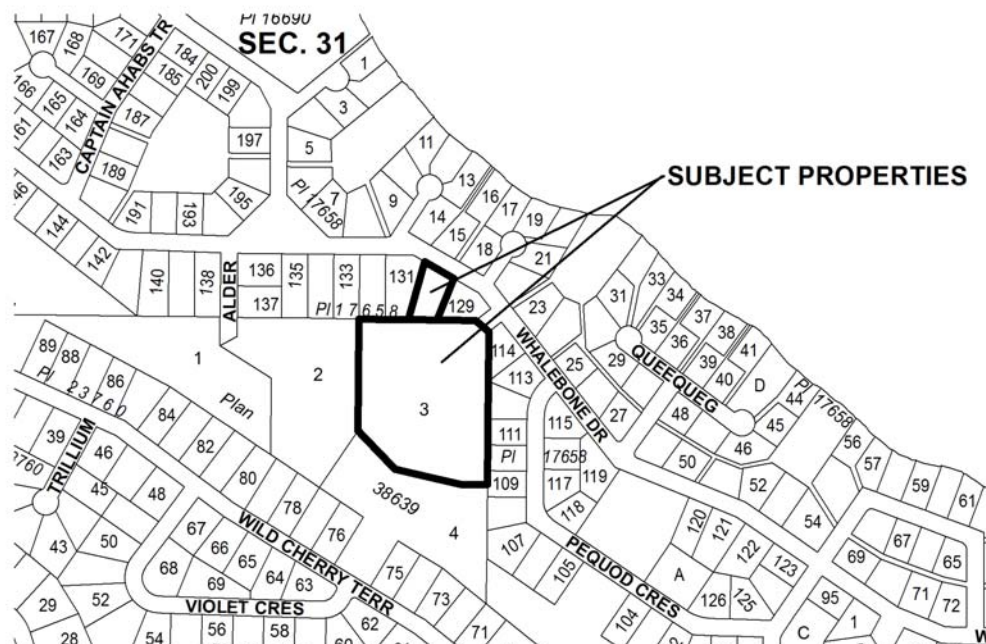
From Chloe Fox
Island Planner

Re Ten percent road frontage requirement waiver requested for subdivision proposal

Lot 3, Section 31, Gabriola Island, Nanaimo District Plan 38639 (1597 Starbuck Lane)

Lot 130, Section 31, Gabriola Island, Nanaimo District Plan 17658 (1589 Whalebone Drive)

Attached is a subdivision referral report for a proposed boundary adjustment between 1597 Starbuck Lane and 1589 Whalebone Drive, which notes conditions that the Islands Trust requires before final approval of the subdivision may be given by the Ministry of Transportation and Infrastructure. One of these conditions is that the applicant receives written confirmation by the Islands Trust that Section 944 of the *Local Government Act* has been complied with. A location map of the subject properties is included below and a plan of the proposed boundary adjustment is included in the attachment.



Under Section 944 of the *Local Government Act*, any lot being created by subdivision must have a minimum road frontage requirement of either 10% OR the minimum frontage required by a local government bylaw. The Gabriola Island Land Use Bylaw No. 177, 1999 stipulates a minimum road frontage requirement of 10%. Lots created by subdivision must have the minimum 10% road frontage unless the Local Trust Committee waives this requirement by resolution.

The road frontages for Lot 3 and Lot 130 following the proposed boundary adjustment have been calculated as follows:

Lot 3:

Perimeter Total = 655.94 metres

Road Frontage = 20.62 metres

Proposed lot road frontage = 3.14 %

Required road frontage unless waived by Local Trust Committee is 65.59 metres (10%)

Lot 130:

Perimeter Total = 435.93 metres

Road Frontage = 39.62 metres

Proposed lot road frontage = 9.1 %

Required road frontage unless waived by the Local Trust Committee is 43.59 metres (10%)

RECOMMENDATION

THAT the Gabriola Island Local Trust Committee waive the 10% frontage requirement for proposed Lot 3 and proposed Lot 130 for the subdivision application file GB-SUB-2011.4 (Raven, John & Janice).

Respectfully prepared and submitted by:

Chloe Fox
Island Planner

Attachment 1: Subdivision referral report dated October 21, 2011

pc John & Janice Raven - Applicants



Islands Trust

ATTACHMENT 1 SUBDIVISION REFERRAL REPORT

700 North Road, Gabriola Island,
BC V0R 1X3
Telephone (250) 247-2063
Fax (250) 247-7514
E-mail: northinfo@islandstrust.bc.ca
Web: www.islandstrust.bc.ca

TO: Angie Allwood
TITLE: District Development Technician

DATE: October 21, 2011
I.T. FILE NO: GB-SUB-2011.4 (Raven,
John & Janice)
FILE NUMBER: 2011-04306

District Office: Nanaimo

Applicant: John & Janice Raven

Owner: John & Janice Raven, 1597 Starbuck Lane, Gabriola Island BC, V0R
1X0

Legal Description: Lot 3, Section 31, Gabriola Island, Nanaimo District, Plan 38639
Lot 130, Section 31, Gabriola Island, Nanaimo District, Plan 17658

Site Size: Lot 3 – 2.7 ha (6.7 acres)
Lot 130 – 0.2 ha (0.5 acres)

Proposal: Conventional Subdivision – Boundary Adjustment

Report Summary:

We request, as a condition of Preliminary Layout Approval, that the applicant provide the following:

1. Obtain a development variance permit from the Gabriola Island Local Trust Committee varying the provisions of Section E.1.5.1(h) (iii) of the *Gabriola Island Land Use Bylaw No. 177, 1999* that are not met by Lot 3 in the proposed subdivision.
2. Obtain a waiver from the Gabriola Island Local Trust Committee for the 10% road frontage requirement that is not met by Lot 3 in the proposed subdivision.
3. Confirmation of setback from the south property line of Lot 3 to the existing house and, if necessary, obtain a development variance permit from the Gabriola Island Local Trust Committee varying the provisions of Section D.1.1.3(a)(ii) of the *Gabriola Island Land Use Bylaw No. 177, 1999* for Lot 3.
4. That for each lot proposed to be created by subdivision the applicant must demonstrate an area of land having sufficient area and appropriate characteristics to satisfy the *Health Act-Sewage Disposal Regulations*, for conventional septic tank or package treatment plant sewage disposal systems in respect of permitted buildings, structures and uses (See Attachment 5 for details of regulation in *Gabriola Island Land Use Bylaw No. 177, 1999*)
5. That drainage requirements are met as per Section E.1.9 of the *Gabriola Island Land Use Bylaw No. 177, 1999* (See Attachment 5 for details of regulation)
6. Obtain written confirmation from the Islands Trust that the proposed final plan of subdivision meets the above conditions and conforms to all Gabriola Island Local Trust Committee bylaws, prior to final approval.



SUBDIVISION REFERRAL REPORT

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Please quote the above file number in all correspondence related to this file.

Attachment 1: Proposed Plan of Subdivision

Attachment 2: Intrinsic Groundwater Susceptibility of Subject Properties

Attachment 3: Covenant L63603

Attachment 4: Covenant 351340G

Attachment 5: Land Use Bylaw Subdivision Regulations

Name: Chloe Fox

Date: October 21, 2011

Title: Island Planner

Signature:

Cc: Gabriola Island Local Trust Committee
Chris Jackson, Regional Planning Manager
John and Janice Raven, Applicant

1. Gabriola Island Official Community Plan Bylaw No. 166, 1997:

OCP Designation	Lot 3 – Small Rural Residential (SRR) Lot 130 – Small Rural Residential (SRR)		
Development Permit Area	☐	Yes	DP Area No.
Comments	☒	No	

2. Community Input:

Comments received?	☐	Yes	☒	No
Comments				

3. Property Title Information: Covenant/Easement/Right-of-Way/Permits

Legal Notations:	Lot 3 – Covenant L63603 (attached) is registered to the property. Lot 130 – Covenant 351340G (attached) is registered to the property.
Comments:	Covenant L63603 restricts the removal of vegetation, disturbance of land and erection of buildings or structures on a portion of Lot 3, which is unaffected by the proposed boundary adjustment. Covenant 351340G is a building scheme.

4. Gabriola Island Land Use Bylaw No. 177, 1999:

Property is zoned	Lot 3 – Small Rural Residential (SRR) Lot 130 – Small Rural Residential (SRR)
Minimum permitted lot size is	Lot 3 – 0.5 hectares (1.24 acres) Lot 130 – 0.5 hectares (1.24 acres)
Permitted average lot size is	Lot 3 – 2.0 hectares (4.94 acres) Lot 130 – 2.0 hectares (4.94 acres)

5. Lot Sizes and Density:

Proposed lot sizes	Proposed Lot 3 – 2.05 ha (5.07 acres) Proposed Lot 130 – 0.87 ha (2.14 acres)		
compliance with lot size and density	☐	Complies	☒ Does Not Comply

SUBDIVISION REFERRAL REPORT

Comments	The average lot area for this proposal is 1.46 ha (2.92 ha / 2 lots). Section E.1.5.1(h) of the <i>Gabriola Island Land Use Bylaw No. 177, 1999</i> provides an exception to the applicable minimum average lot size for lots created by boundary adjustment provided that: "i) no additional lots are created or any lot is not increased in area to an extent that more lots could be created than permitted by the minimum average lot area of this Bylaw prior to the boundary adjustment; ii) no lot already below the minimum lot area for the zone is reduced in area by more than five per cent of its area; and iii) no lot at or above the minimum lot area for the zone is reduced in area by more than 10 per cent of that minimum area." Proposed Lot 3 will lose 0.65 ha (1.6 acres) under the proposed boundary adjustment, which is more than the stipulated 10% as per item iii (0.5 ha x 10% = 0.05 ha).		
Covenant required to restrict subdivision	☐	Yes	
	☒	No	
Comments	Further subdivision is prohibited through bylaws.		

6. Depth/Width Ratio:

Permitted minimum depth/width ratio	Pursuant to Section E.1.6.3 of the <i>Gabriola Island Land Use Bylaw No. 177, 1999</i> , no lot may be created with a maximum depth exceeding five times the average width.		
Compliance with depth/width ratio	☒	Complies	☐ Does Not Comply
Comments			

7. Park Dedication:

Park dedication required	☐	Yes	Amount required	Not exceeding 5% of subject property according to s. 941 of the <i>Local Government Act</i> .
	☒	No		
Comments	N/A			

8. Frontage Waiver:

Frontage waiver required	☒	Yes	
	☐	No	
Comments	Pursuant to Section 941(1) of the <i>Local Government Act</i> , the highway frontage of any lot in a proposed subdivision must be at least 10% of its perimeter unless waived by the Gabriola LTC under Section 941(2) of the <i>Local Government Act</i> . With the proposed boundary adjustment, Lot 130 meets this requirement while a waiver is required for Lot 3. A Gabriola Island Local Trust Committee resolution will be required to waive the 10% road frontage requirement.		

9. Land Status:

Property is in the ALR	☐	Yes	☒ No
Comments	N/A		

10. Servicing Requirements:

Water supply	There are no Gabriola Island Local Trust Committee bylaws requiring proof of water supply.
Waste disposal	Pursuant to Section E.1.7 of the <i>Gabriola Island Land Use Bylaw, no. 177</i> - for each lot proposed to be created by subdivision the applicant must demonstrate an area of land having sufficient area and appropriate characteristics to satisfy the <i>Health Act-Sewage Disposal Regulations</i>, for conventional septic tank or package treatment plant sewage disposal systems in respect of permitted buildings, structures and uses. - No sewage may be disposed of by means of discharge to a watercourse or the sea. - If it is proposed that sewage disposal will be located on a lot other than that on which it was generated, the applicant of the proposal must register against title on which the sewage disposal is to be allocated: a. an easement in favour of each lot to which sewage is generated and disposed; and b. a statutory right-of-way in accordance with Subsection A.2.5 in favour of the Gabriola Island Local Trust Committee on lots in which sewage is to be disposed.
Drainage	In accordance with <i>Gabriola Island Land Use Bylaw, No. 177, 1999</i> Section E.1.9 states that: - Every subdivision must be designed and constructed to maximize the amount of natural drainage that is percolated into the ground and to minimize direct overland runoff. - Every surface drainage system must at minimum, be connected to and conform with the design capacity of existing systems located on adjacent land in order to provide for the continued capacity of the system serving the drainage basin in which the lot to be subdivided is located. - Every surface system must be connected to an arterial drainage system that must be located in statutory rights-of-way granted to the Crown or in dedicated highways. - Every surface drainage system developed on the lot to be subdivided must be designed so that the inlet flow line elevations and the capacity of the system are such that it will be capable or will be capable of conveying the 100 year storm peak rate of runoff for the entire fully developed drainage basin which the lot to be subdivided is located. - The surface drainage system must be designed and constructed so as to minimise scouring and the erosion of ditch banks. - In the case where storm water is discharged from a surface drainage system to the sea or a watercourse on or adjacent to the lot to be subdivided, the system must be constructed and designed such that storm water is retained in storage basins for the period of time necessary to allow for the setting out of silt and other suspended solids. - No watercourse or water body may be diverted, altered or used for the purpose of conveying storm water from the lot to be subdivided except in accordance with applicable provincial statutes.

11. Road Standards:

Roads to be constructed	☐ Yes	☒ No	☐ Unknown
Road Classification:	N/A		

Comments | Islands Trust requires that any road construction meet the road standards agreed to in the Ministry of Transportation/Islands Trust Letter of Agreement (1992).

12. Buildings and Structures:

Are there existing
buildings / structures:

Yes

Does subdivision create
non-conformity with
Bylaws:

The house on Lot 3 may be non-conforming as to the setback requirement from the south property line. As per Section B.2.2.1 of the *Gabriola Island Land Use Bylaw No. 177, 1999*, setbacks must be measured on the horizontal plane from the exterior finished façade of the building to the lot line. Under the SRR zone, for lots over 1.0 hectare (2.47 acres) in area, the minimum setback of buildings and structures is 10.0m (32.8ft) from any lot line.

13. Environmental and Cultural Features:

Sensitive Environmental
Features
Archaeological Sites
Comments

☒ Yes ☐ No

☐ Yes ☒ No

The subject properties contain areas of wetland and mature forest along the south and west boundaries. According to Islands Trust GIS information, there are no known archaeological sites on or within 50m of the subject property.

14. Intrinsic Groundwater Susceptibility Mapping:

Susceptibility:

High on Lot 130 and Moderately High to High on Lot 3 (see Attachment 2).

15. Boundary Adjustments Only:

Complies with boundary
adjustment regulations
Comments

☐ Yes ☒ No

The proposed boundary adjustment does not comply with Section E.1.5.1(h) (iii) of the *Gabriola Island Land Use Bylaw No. 177, 1999*, which stipulates that "no lot at or above the minimum lot area for the zone is reduced in area by more than 10 per cent of that minimum area." Proposed Lot 3 will lose 0.65 ha (1.6 acres) under the proposed boundary adjustment, which is more than the stipulated 10% (0.5 ha x 10% = 0.05 ha).

16. Panhandle Lots Only:

Complies with
panhandle regulations
Comments

☐ Yes ☐ No

N/A

17. Split (Hooked) Lots Only:

Complies with split lot
regulations
Comments

☐ Yes ☐ No

N/A

18. Riparian Areas Regulation Applicability



Islands Trust

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Within RAR designated watershed?	☐	Yes	☒ No
Within a Riparian Assessment Area?	☐	Yes	☒ No
Comments	N/A		

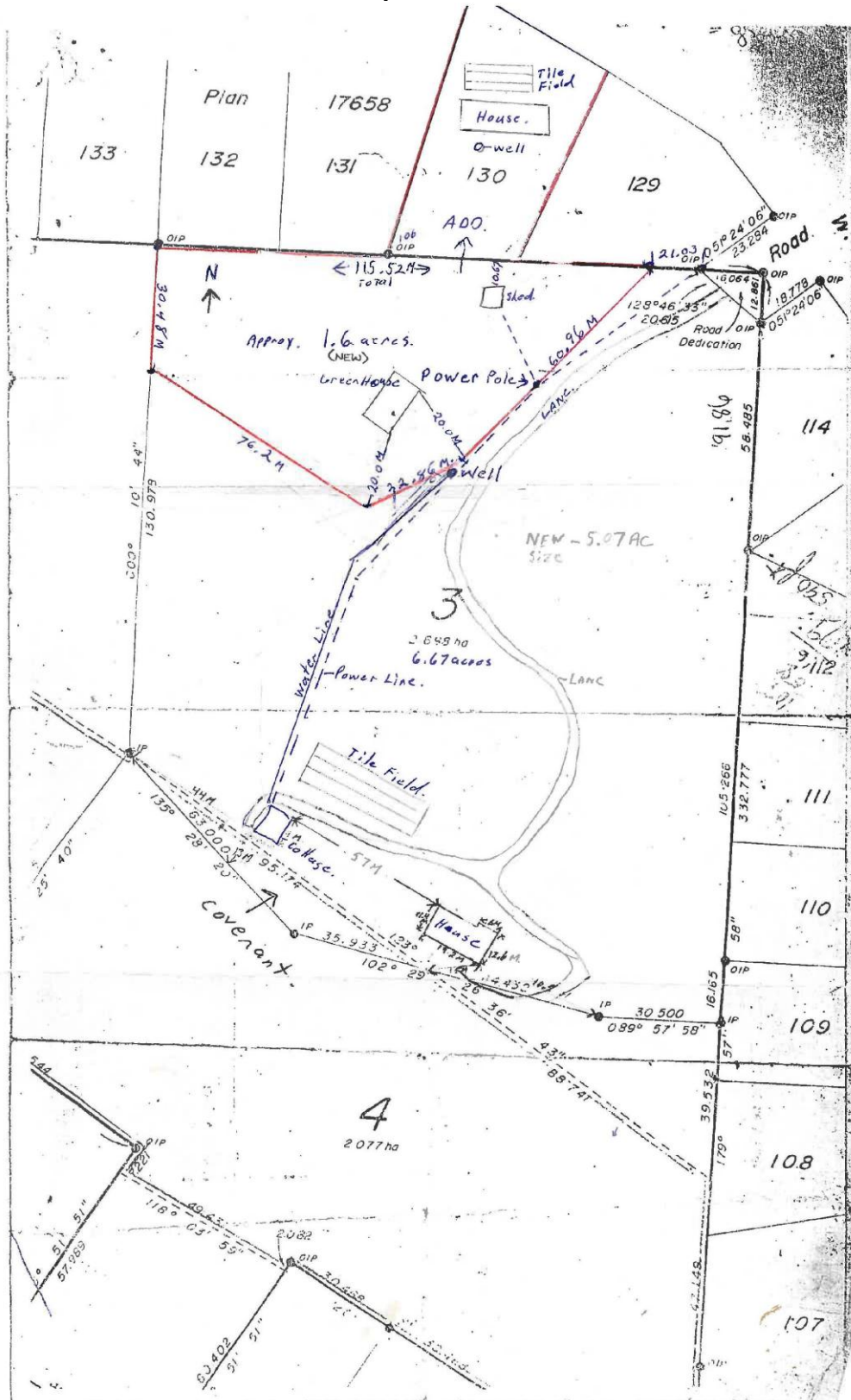


Islands Trust

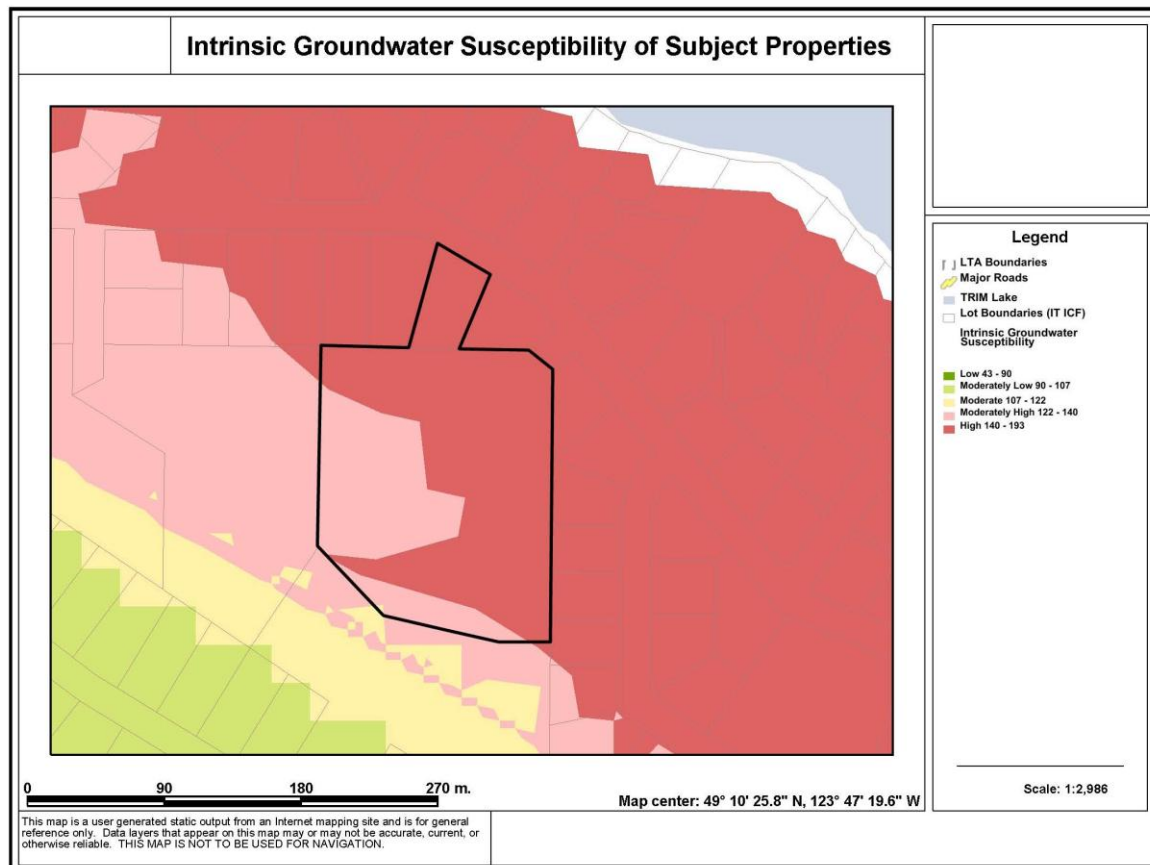
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Attachment 1- Proposed Plan of Subdivision



Attachment 2- Intrinsic Groundwater Susceptibility of Subject Properties



SUBDIVISION REFERRAL REPORT

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Attachment 3- Covenant L63603

THIS INDENTURE MADE THE 2 DAY OF July A.D. 1982

BETWEEN:

Bruce Albert Neate, Truck Operator, and
Karen Elaine Neate, Stenographer, both of
2522 South Townsend Street, Santa Ana in
the State of California, United States of
America

(hereinafter called the Grantors of the First Part)

AND:

Her Majesty the Queen in the Right of the Province
of British Columbia as represented by the Minister
of Transportation and Highways

(hereinafter called the Grantee of the Second Part)

WHEREAS the Grantors have subdivided the Remainder of
the South 1/2 of the Fractional South West 1/4 of Section 31,
Gabriola Island, Nanaimo District into 4 lots according to a
plan of subdivision certified on the 8th day of June, 1982
by George C. Smythies, B.C.L.S., a copy of which is attached
hereto.

AND WHEREAS the Grantee, as a condition to granting its
approval to the subdivision, has requested the Grantors to
enter into the covenant hereinafter contained pursuant to
Section 215 of the Land Title Act.

NOW THEREFORE THIS INDENTURE WITNESSETH that in
consideration of the premises and the sum of One (\$1.00) dollar
of lawful money of Canada paid by the Grantee to the Grantors
(receipt whereof is hereby acknowledged), the Grantors hereby
covenant and agree with the Grantee that on those portions
of lots 1, 2, 3, and 4, shown outlined in green on the
attached plan of subdivision:

- (a) no removal nor disturbance of the natural
vegetation shall be permitted.

FORM 1 (Section 36)
MEMORANDUM OF REGISTRATION
Registered on application received on
the day and date written herein
A. E. ROOPER, Registrar of the
Victoria Land Title Office

GB-09
91



Islands Trust

SUBDIVISION REFERRAL REPORT

700 North Road, Gabriola Island,
BC V0R 1X3
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2

(b) no disturbance nor physical changes of any kind to the natural areas shall be permitted;
(c) no supporting of any buildings, dependencies or other structures shall be permitted;
said portions are to be used only in accordance with

And it is agreed by and between the parties hereto that the words "Grantors" and "Grantive" wherever used in this Agreement shall include the Parties hereto and their respective heirs, executors, administrators, successors and assigns.

In witness whereof the Grantor has executed these presents the day and year first before written.

SIGNED, SEALED AND DELIVERED
in the presence of:

Witness _____

Address _____

Witness _____

Address _____

Subscribed and sworn to before me this
2nd day of July, 1985

Debra A. Knox
Notary Public
in and for the County of Orange, State of California

Notarized signature of
Bruce Albert Neate
Bruce Albert Neate, Grantor



Karen Elaine Neate
Karen Elaine Neate, Grantor

This is the instrument creating the condition or covenant entered into under Section 215 of the Land Title Act by the registered owner referred to herein and shown on the print of the plan annexed hereto and initialled by me.

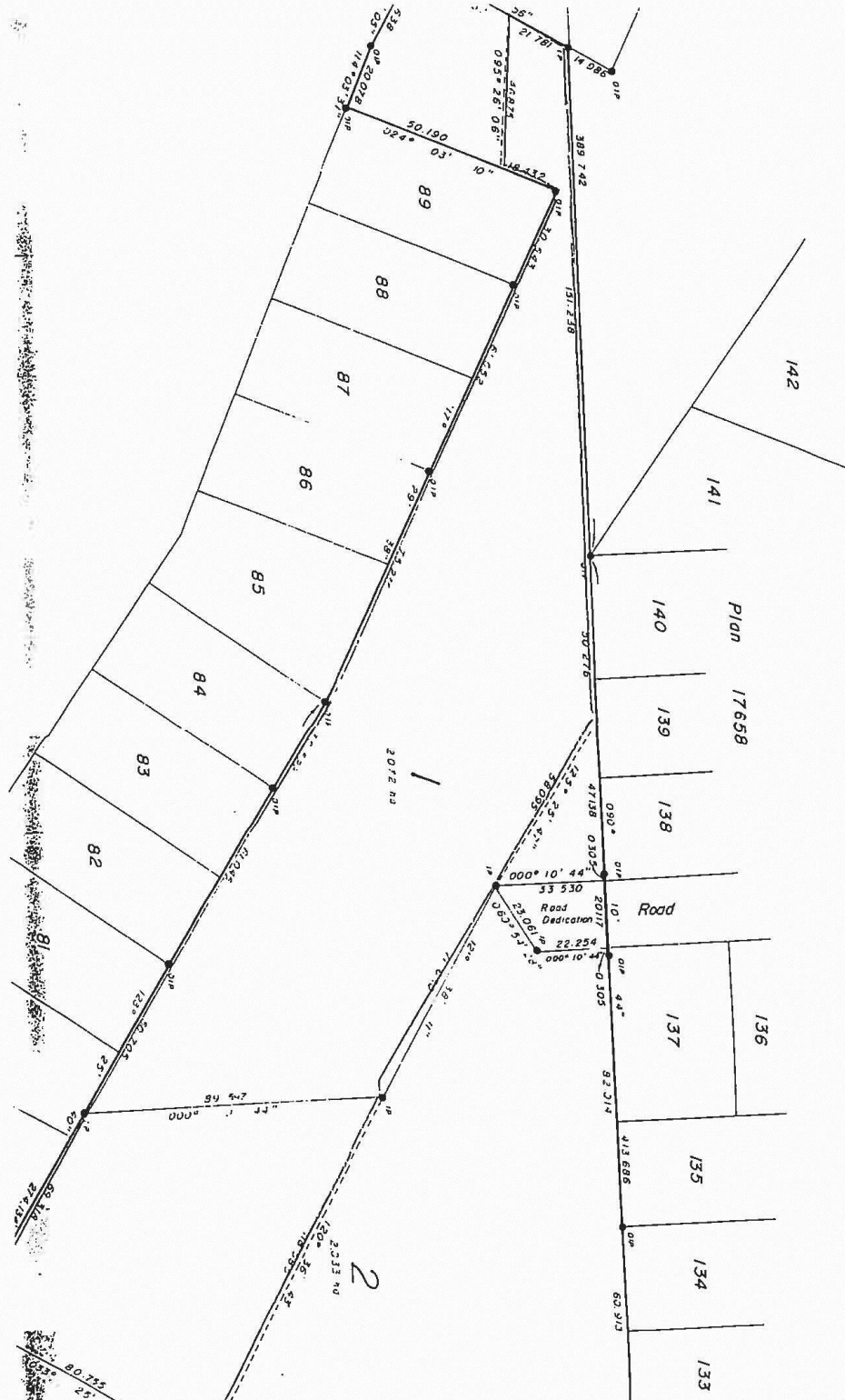
Danla. O'Kane
Approving Officer
Ministry of Transportation & Highways.



Islands Trust

SUBDIVISION REFERRAL REPORT

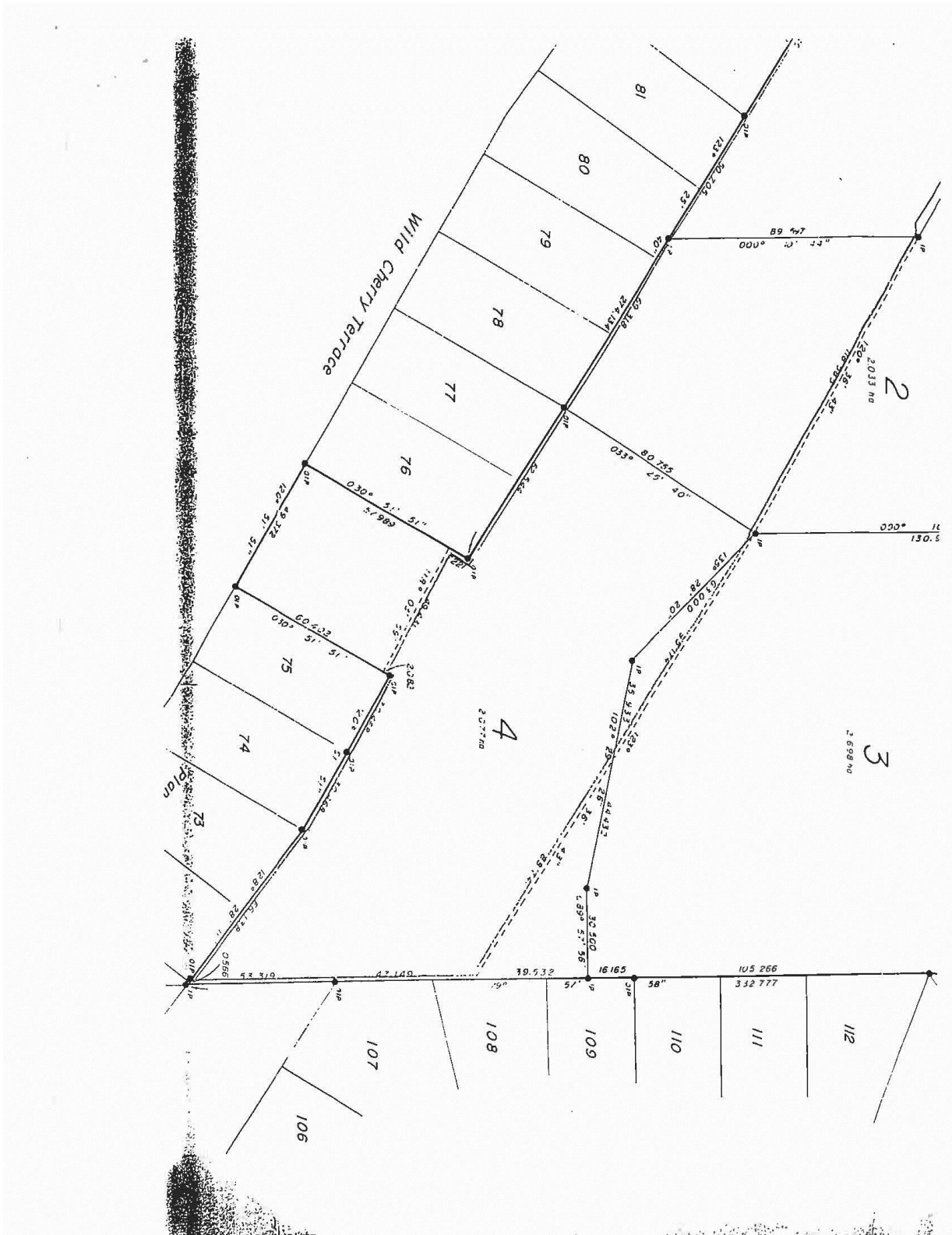
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Attachment 4: Covenant 351340G

RECEIVED
LAND REGISTRY OFFICE
VICTORIA, B.C.

207 NOV 17 PM 3:51

LAND REGISTRY ACT
(Section 19)

Application for Registration of Fee Simple

Date: Sept. 13, 1967

I, Maude Atkinson

declare that I am ~~not~~ the duly authorized Agent of William John Hewitt and that he is entitled to be registered as the owner in fee simple of the land hereunder described, and hereby make application under the provisions of the "Land Registry Act" and claim registration accordingly.

The full name, address, and occupation of the person so entitled to be registered as owner is William John Hewitt, Cook, 251 Pine St., Nanaimo, B.C.

☐ Not applicable where the applicant is a corporation. If not applicable, not applicable.

I am informed by him (Adapt to suit circumstances.)

verily believe, that the person so entitled to be registered as owner is a British subject, and that the fee simple is registered in Vol. 17658 of the Register.

DESCRIPTION OF LAND

MINOR REALTY OR APPROPRIATE 1285 (B.C.)	Lot or Section	ADJACENT LAND OR ADJACENT
<u>Nanaimo AL</u>	<u>Lot 130, Section 13, Gabriola Island, Nanaimo Dist., Plan 17658</u>	<u>See 6/140</u>

LIST OF INSTRUMENTS

Date	Parties	Character of Deal
<u>Aug. 31, 1967</u>	<u>WHALEDONE BEACH RESORTS LTD.</u> to <u>WILLIAM JOHN HEWITT</u>	<u>Fee Simple</u> <u>Deed of Land</u>

DELIVER CERTIFICATE OF TITLE TO APPLICANT

And I solemnly declare that I have investigated and ascertained the value of the said land, and that the market value thereof at the date of this application, including all rights and appurtenances thereon erected, is \$880.00 dollars, and that the said land is not subject to any other title deeds in the custody, possession, or power of the owner, relating to the same, and I am duly authorized by the above named owner to make this application, in the name of an Agent, and I reside in the Province of British Columbia, and I am of the full age of twenty-one years.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act."

Declarant before me this 13th day of September, 1967, at Nanaimo, British Columbia.

(Signature) Maude Atkinson
Send Notice and Hold Documents to Order of NANAIMO REALTY CO.
17 Church St., Nanaimo, B.C.

A Notary Public in and for the Province of British Columbia



Islands Trust

SUBDIVISION REFERRAL REPORT

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Fax (250) 247-7514
E-mail: northinfo@islandstrust.bc.ca
Web: www.islandstrust.bc.ca

LAND REGISTRY ACT
FORM 1

Application for Registration of Charge

To be completed in triplicate in the following order: (1) Original, (2) Duplicate, (3) Copy for the Registrar.

1. **Applicant's Name**
The full name, address, and occupation of the person to be registered as owner of the land.

2. **Land**
The full name, address, and occupation of the person to be registered as owner of the land.

3. **Description of Land**

REGISTRATION DISTRICT	LOT NUMBER	SECTION NUMBER
Lot 130		
Section 17658		

4. **LIST OF INSTRUMENTS**

DATE	REFERENCE	CRITERION OF DATE
October 10, 1984		

5. **Signature**
The signature of the person to be registered as owner of the land.

6. **Date**
The date of the registration.

7. **Witness**
The witness to the registration.

8. **Notary**
The notary to the registration.

9. **Registrar**
The registrar to the registration.

10. **Notes**
Any notes or remarks.

11. **Important**
Any important information.

12. **Form 1-1**
The form number.



Islands Trust

SUBDIVISION REFERRAL REPORT

700 North Road, Gabriola Island,
BC V0R 1X3
Telephone (250) 247-2063
Fax (250) 247-7514
E-mail: northinfo@islandstrust.bc.ca
Web: www.islandstrust.bc.ca

Whalebone Beach, one of the islands of the Strait of Georgia, is situated on the north coast of the island of Gabriola, and is bounded by the Strait of Georgia to the north and east, and by the Strait of Georgia to the south and west.

SCHEDULE "A"

1. No building, fence, pole or structure shall be erected or maintained upon any part of the property unless the plans and specifications thereof have been submitted to and approved by Whalebone Beach Resorts Ltd. in writing.
2. No dwelling or building whatever shall be erected or maintained upon any part of the property unless the same shall be finished on the exterior to the satisfaction of Whalebone Beach Resorts Ltd., within one year from the date of commencement of construction of the said dwelling or building.
3. No outdoor privy shall be placed in a conspicuous location and at no time shall be within fifteen feet of a property line or within forty feet of the front line of the property.
4. All residential buildings must be constructed at least five feet set back from the main road and at least five feet from the width of the lot from either side, unless such location has been approved in writing by Whalebone Beach Resorts Ltd.
5. No business or commercial development whatever shall be undertaken or commenced on or about any of the said property without the written permission of the said Whalebone Beach Resorts Ltd.
6. No signs will be placed on any property without the written permission of Whalebone Beach Resorts Ltd.
7. No septic tank disposal field shall be installed or shall be located within thirty-five (35) feet of the high water mark or any of the said property.

R. G. G. G.
Initials

I, Ronald G. G. G., of the County of Vancouver, British Columbia, do hereby certify that the above is a true and correct copy of the original as the same appears in the records of the said County of Vancouver, British Columbia.

Ronald G. G. G.
Ronald G. G. G., Registrar

Attachment 5: Land Use Bylaw Subdivision Regulations

Gabriola Island Land Use Bylaw No. 177 - Schedule A

Subdivision

Part E - SUBDIVISION

E.1 GENERAL

E.1.1 Compliance with Zoning and the Minimum and Average *Lot Area*

- E.1.1.1 Except as provided for in Section E.1.5, no *lot* may be created by subdivision that does not comply with the regulations contained in Part D of this bylaw or that renders an existing use, building or structure non-conforming with respect to a siting or density provision of this Bylaw.
- E.1.1.2 Every subdivision must comply with applicable minimum and average *lot* areas specified by this Bylaw and for that purpose the average *lot* area of the proposed subdivision is the sum of the areas of the proposed *lots* divided by the number of proposed *lots*, as follows:

$$\frac{\text{Total Area of } \textit{Lots} \text{ to be Subdivided}}{\text{divided by}} \\ \text{Number of Proposed } \textit{Lots} \\ \text{must equal or exceed} \\ \text{Applicable Minimum Average } \textit{Lot Area}$$

- E.1.1.3 Notwithstanding Section E.1.1.1 and in addition to any other subdivision that may be permitted pursuant to this Bylaw, the following subdivisions are permitted:
- a. any *lot* that is split by a highway or by another *lot* into portions, each of which is 0.5 hectares (1.24) or more in area and each of which was in existence on January 1, 1980, may be subdivided such that the sole effect of the subdivision is to create a single parcel from each of these portions;
 - b. any *lot* that is split by a highway or by another *lot* into portions, each of which is 1.0 hectare (2.47 acres) or more in area and each of which was in existence on July 1, 1999 may be subdivided such that the sole effect of the subdivision is to create a single parcel from each of these portions; and
 - c. parcel "A" (DD 73819), Section 22, Gabriola Island, Nanaimo District, except Plan 45400 [PID 004-046-790], which is split by a highway into two portions, may be subdivided such that the sole effect of the subdivision is to create a total of two parcels.
- BL 250
- BL 250 E.1.1.4 When a *lot* created by boundary adjustment exceeds the minimum areas required for *accessory* uses in Part D, then such *lots* created are permitted those *accessory* uses.

E.1.2 Average Lot Areas

- E.1.2.1 For the purposes of determining compliance with average lot area regulations set out in Part D of this Bylaw, land dedicated in excess of the maximum amount of parkland required to be dedicated under Section 941 of the "Municipal Act" may be included in the area used to calculate the number of lots permitted and their average area.

E.1.3 Covenant Against Further Subdivision and Development

- E.1.3.1 When a subdivision is proposed that yields the maximum number of lots permitted by the applicable average lot areas specified by this Bylaw and one or more of the lots being created has an area equal to or greater than twice the applicable average lot area, the applicant must grant a covenant complying with Subsection A.2.5 of this Bylaw and in a form complying with Appendix E, in respect of every such lot prohibiting further subdivision of the lot.
- E.1.3.2 Where a subdivision is proposed that yields fewer than the maximum number of lots permitted by the applicable average lot areas specified by this Bylaw, and:
- one or more of the lots being created has an area equal to or greater than twice the applicable average lot area; and
 - one or more of the lots being created has an area less than the applicable average lot area; the applicant must grant a covenant complying with Subsection A.2.5 of this Bylaw, and in a form complying with Appendix E, in respect of every lot in Clause E.1.3.2a prohibiting the further subdivision of the lot so that a greater total number of lots is not created than would have been created had the previous subdivision created the maximum number of lots permitted by the applicable minimum and average lot areas specified by this Bylaw.
- E.1.3.3 Where the approval of a bare land strata plan creates common property on which this Bylaw would permit the construction of a residential dwelling unit or cottage if the common property were a lot, the applicant must grant a covenant complying with Subsection A.2.5 of this Bylaw, and in a form complying with Appendix E, in respect of the common property prohibiting the further subdivision of the common property, the construction of any dwelling unit or cottage on the common property, and the disposition of the common property separately from the strata lots.

E.1.4 Lots Divided By Zone Boundary

- E.1.4.1 In the case of subdivisions where the lot being subdivided is split by a zone boundary (split-zoned), no additional lot may be created with an increased number of zones.
- E.1.4.2 Where a lot proposed to be subdivided is split by a zone boundary (split-zoned), a separate calculation of the number of permitted lots must be made for each portion and no lot may be created in respect of any fractional area resulting from such a calculation.

BL 200

BL 215

E.1.5 Exceptions

- E.1.5.1 The lot area requirements of Part D do not apply to:
- a lot being created solely for the purpose of locating unattended equipment necessary for the operation of a water or sewer system, an automatic telephone exchange, an electrical substation, a pump/utility house, air or marine navigation aids, or similar public service facility or utility, provided a

Gabriola Island Land Use Bylaw No. 177 - Schedule A Subdivision

- BL 250
- covenant complying with Subsection A.2.5 is provided restricting the use to that for which the exemption from the *lot* area requirement was based;
- b. a *lot* being created for an *ecological reserve* or public park;
 - c. a *lot* being created by the consolidation of two or more *lots* into a single *lot*;
 - d. a *lot* being created for the provision of a residence for a relative under Section 946 of the "Municipal Act", provided that the land being subdivided (the parent *lot*) is:
 - i within the Forest (F) *zone*, and has not previously been subdivided under Section 946 of the "Municipal Act" and has a minimum *lot* area of 60 ha*; or
 - ii within the *Agriculture* (AG) *zone*, is in the Agricultural Land Reserve* and has not been subdivided under Section 946 of the "Municipal Act" within the previous 5 years; or
 - iii within the *Agriculture* (AG) *zone*, is not in the Agricultural Land Reserve and has not been previously subdivided under Section 946 of the "Municipal Act" and has a minimum *lot* area of 8.0 hectares (19.77 acres)*; or
 - iv within any other *zone*, has not previously been subdivided under Section 946 of the "Municipal Act" and has a minimum *lot* area of 80 hectares (197.7 acres)*;
 - e. a subdivision created solely for the purpose of adding natural accretion to a *lot*;
 - f. a subdivision created solely for the purpose of dedicating land to the Crown; or
 - g. a *lot* created for access purposes for *lots* not fronting on a highway under Section 11(1)(b) of BC Reg. 334/79.
 - h. a *lot* being created by a boundary adjustment, provided that:
 - i no additional *lots* are created or any *lot* is not increased in area to an extent that more *lots* could be created than permitted by the minimum average *lot* area of this Bylaw prior to the boundary adjustment;
 - ii no *lot* already below the minimum *lot* area for the *zone* is reduced in area by more than five percent of its area; and
 - iii no *lot* at or above the minimum *lot* area for the *zone* is reduced in area by more than 10 percent of that minimum area.

For Information Purposes Only - See "Municipal Act, Section 946, Subdivision to Provide Residence for a Relative" for specific requirements

E.1.6 Lot Configuration Regulations

- E.1.6.1 No *panhandle lots* may be created by a plan of subdivision within land zoned for commercial, industrial or *multiple family use*; any *panhandle* portion of a *lot* created in other *zones* must have a minimum width of 10.0 metres (32.8 feet).
- E.1.6.2 Additional non-contiguous (split) *lots* capable of further subdivision under the *lot* area requirements of this Bylaw may not be created.
- E.1.6.3 No *lot* may be created with a maximum depth exceeding five times the average width.
- E.1.6.4 Pursuant to Section 941(1) of the "Municipal Act", the highway *frontage* of any *lot* in a proposed subdivision must be at least ten percent of its perimeter unless waived by the Gabriola Island Local Trust Committee under Section 941(2) of the "Municipal Act".

For information Purposes Only - Notwithstanding other provisions of this Bylaw and in exceptional circumstances only, the Approving Officer may permit a reduction of not greater than 5 per cent in the average and minimum *lot* areas stated in Part D of this bylaw, provided that in other respects the subdivision complies with this Bylaw and the Approving Officer is satisfied that it would be in the public interest and not injuriously affect the established amenities of adjoining or adjacent properties.

Gabriola Island Land Use Bylaw No. 177 - Schedule A

Subdivision

E.1.7 Disposal of Sewage

E.1.7.1 For each *lot* proposed to be created by subdivision, the applicant must demonstrate an area of land having sufficient area and appropriate characteristics to satisfy the "Heath Act - Sewage Disposal Regulations", for conventional septic tank or package treatment plant sewage disposal systems in respect of permitted *buildings, structures* and uses.

BL 212

E.1.7.2 No sewage may be disposed of by means of discharge to a *watercourse* or the sea.

E.1.7.3 If it is proposed that sewage disposal will be located on a lot other than that on which it was generated, the applicant of the proposal must register against title on which the sewage disposal is to be allocated:

- a. an easement in favour of each lot to which sewage is generated and disposed; and
- b. a statutory right-of-way in accordance with Subsection A.2.5 in favour of the Gabriola Island Local Trust Committee on lots in which sewage is to be disposed.

E.1.8 Water Supply

Repealed by Bylaw 215

E.1.9 Drainage Requirements

E.1.9.1 Every subdivision must be designed and constructed to maximise the amount of natural drainage that is percolated into the ground and to minimise direct overland runoff.

E.1.9.2 Every surface drainage system must at minimum, be connected to and conform with the design capacity of *existing* systems located on adjacent land in order to provide for the continued capacity of the system serving the drainage basin in which the *lot* to be subdivided is located.

E.1.9.3 Every surface system must be connected to an arterial drainage system that must be located in statutory rights-of-way granted to the Crown or in dedicated highways.

E.1.9.4 Every surface drainage system developed on the *lot* to be subdivided must be designed so that the inlet flow line elevations and the capacity of the system are such that it will be capable or will be capable of conveying the 100 year storm peak rate of runoff for the entire fully developed drainage basin which the *lot* to be subdivided is located.

E.1.9.5 The surface drainage system must be designed and constructed so as to minimise scouring and the erosion of ditch banks.

E.1.9.6 In the case where storm water is discharged from a surface drainage system to the sea or a *watercourse* on or adjacent to the *lot* to be subdivided, the system must be constructed and designed such that storm water is retained in storage basins for the period of time necessary to allow for the setting out of silt and other suspended solids.

E.1.9.7 No *watercourse* or water body may be diverted, altered or used for the purpose of conveying storm water from the *lot* to be subdivided except in accordance with applicable provincial statutes.



STAFF REPORT

Date: January 27, 2012

File No.: GB-DVP-2012.1
(Raven, John & Janice)

To: Gabriola Island Local Trust Committee
For the meeting of February 14, 2012

From: Chloe Fox
Island Planner

Re: Lot 3, Section 31, Gabriola Island, Nanaimo District Plan 38639
PID: 000-105-171

Lot 130, Section 31, Gabriola Island, Nanaimo District Plan 17658
PID: 003-966-208

Owner: John & Janice Raven

Applicant: Same

Location: 1597 Starbuck Lane, Gabriola Island, BC
1589 Whalebone Drive, Gabriola Island, BC

THE PROPOSAL:

The applicant is seeking a development variance permit to vary Section E.1.5.1(h)(iii) of the *Gabriola Island Land Use Bylaw No. 177*, which exempts boundary adjustments from compliance with the lot area requirements of the bylaw, provided that no lot at or above the minimum lot area for the applicable zone is reduced in area by more than 10 percent of that minimum area. The subject properties are part of an application for a proposed boundary adjustment with the adjacent property. The proposed boundary adjustment does not comply with minimum average lot area of the Small Rural Residential zone and does not qualify for an exemption under the above-noted provisions of Section E.1.5.1(h)(iii) as the larger parcel, Lot 3, is proposed to be reduced in area by more than 10 percent of the minimum area of that zone. Thus, the applicant is requesting to vary this provision in order to facilitate the proposed boundary adjustment.

SITE CONTEXT:

There are two subject properties: Lot 3 is approximately 2.70 hectares (6.67 acres) located at the end of Starbuck Lane, off Whalebone Drive, Lot 130 is approximately 0.22 hectares (0.54 acres). Figure 1, below, shows the location of the subject properties.

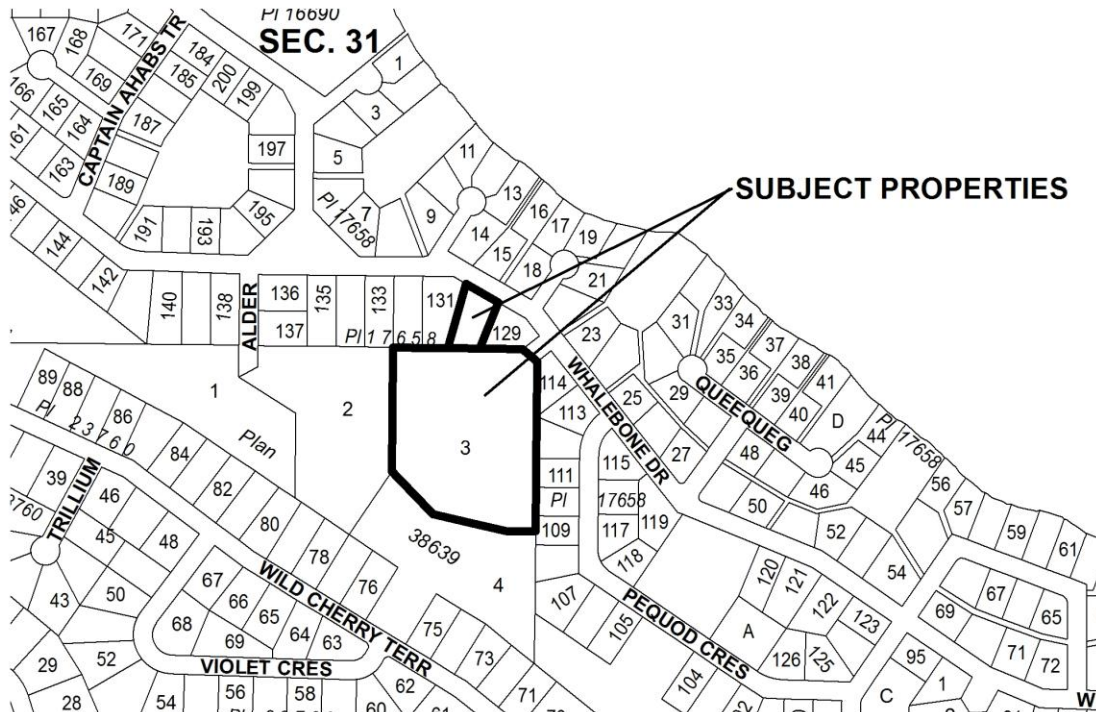


Figure 1: Location of Subject Properties

The smaller property fronts Whalebone Drive and currently contains a single-family dwelling and shed. The larger property is located at the toe of a steep slope. It currently accommodates a bed and breakfast establishment as well as a cabin located in the southern portion of the lot amidst a primarily treed area. There is a wetland area in the northeast portion of the lot and a large garden area located in the northwest portion of the lot, which includes a greenhouse and garden shed. It is this garden area that is the subject of the proposed boundary adjustment, which is shown in Figures 2 and 3 below. In addition, the applicant has provided a plan of the proposed boundary adjustment, shown in Figure 4 below. Staff have added points of reference on this plan showing where and in which direction the photos in Figure 2 and 3 were taken.



Figure 2: View Northeast along Proposed Property Line (taken from point A)



Figure 3: View Southeast from Garden Area showing Greenhouse (taken from point B)

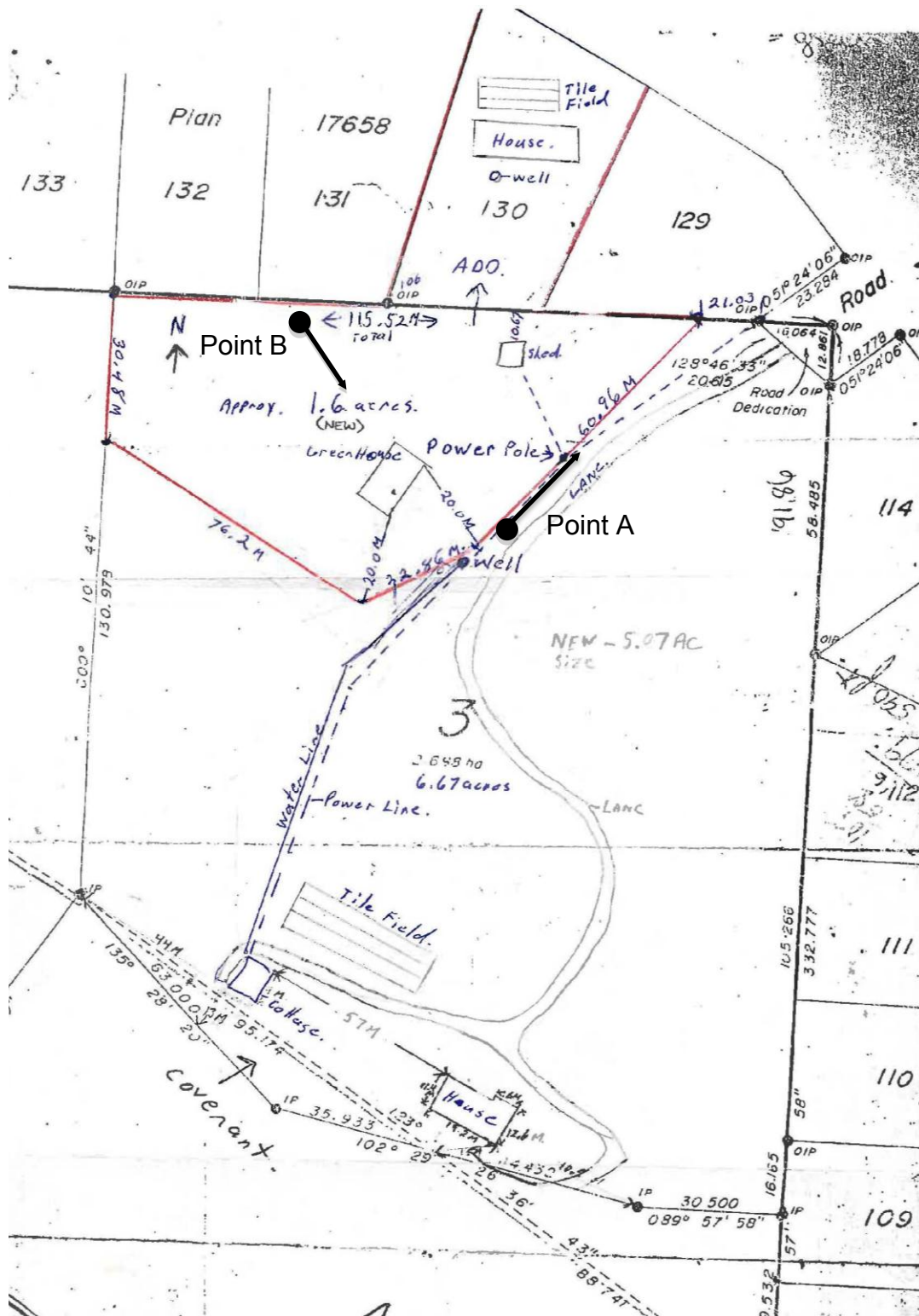


Figure 4: Proposed Boundary Adjustment showing Points of Reference A & B

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

The proposal is consistent with the Islands Trust Policy Statement.

Gabriola Island Official Community Plan, No. 166:

The subject property and the adjacent property that is part of the proposed boundary adjustment are designated Small Rural Residential (SRR) as per the *Gabriola Island Official Community Plan, No. 166*. The objective of the SRR designation is: “*To encourage the consolidation of parcels designated Small Rural Residential*”. To support this objective, the plan contains a number of policies with respect to the SRR designation, including Section 2.2, policy d, which states, “*In order to satisfy the Ministry of Health’s land area requirements regarding sewage disposal, the consolidation of small parcels shall be encouraged*”.

Gabriola Island Land Use Bylaw, No. 177:

Both the subject property and the adjacent property that is part of the proposed boundary adjustment are zoned Small Rural Residential (SRR) as per the *Gabriola Island Land Use Bylaw, No. 177*. The following chart summarizes the subdivision requirements pertaining to these lots in relation to the proposed boundary adjustment:

Subdivision Requirements	Small Rural Residential Zone	Proposed Boundary Adjustment
Minimum Average Lot Area	2.0 ha (4.94ac)	1.46 ha (3.61ac)
Minimum Lot Area	0.5 ha (1.24ac)	Lot 3 – 2.05 ha (5.07ac) Lot 130 – 0.87 ha (2.14ac)

The proposed boundary adjustment complies with the minimum lot area requirement of the SRR zone, but not the minimum average lot area requirement. However, the *Gabriola Island Land Use Bylaw, No. 177* also contains the following provisions specific to boundary adjustment subdivisions:

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

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

While the proposed boundary adjustment complies with items (i) and (ii) above, the subject property is proposed to lose approximately 0.65 hectares (1.6 acres), which is more than 10 percent of the 0.5 hectare (1.24 acre) minimum lot area of the SRR zone (0.5 ha x 10% = 0.05 ha). The applicant is proposing to vary this provision to allow the subject property to lose 0.65 hectares, or 130 percent of the minimum lot area of the SRR zone.

Sensitive Ecosystems and Hazard Areas:

The subject property contains a secondary ecosystem of swamp wetland and areas of young forest. Along the southwest boundary of the property is a steep cliff covered by a primary ecosystem of mature Douglas Fir – Salal forest.

Archeological Sites:

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

Covenants:

L63603

This covenant is registered against the subject property and is held by the Ministry of Transportation and Infrastructure; it restricts the removal or disturbance of natural vegetation and the construction of buildings and structures in an area near the southwest boundary of the property.

PUBLIC NOTIFICATION AND RESULTS OF CIRCULATION:

Notification, required pursuant to the *Local Government Act* and Islands Trust policies and bylaws, will take place from February 3, 2012 to February 13, 2012. The proposed permit and the notice are attached to this report as Attachments 1 and 2. Any correspondence received on this application will be forwarded to the Local Trust Committee at the meeting on February 14, 2012.

ISSUES SUMMARY:

- Intended purpose of Section E.1.5.1(h)(iii) of the *Gabriola Island Land Use Bylaw, No. 177*; and
- Resulting lot sizes following the proposed boundary adjustment.

STAFF COMMENTS:

The applicants own both of the lots subject to the proposed boundary adjustment and currently reside in the house on Lot 3, which they also currently operate as a bed and breakfast. The applicants have indicated that the purpose of the proposed boundary adjustment is to add the existing garden area, including the greenhouse, currently located on Lot 3 to adjacent Lot 130 for their future retirement residence.

Section E.1.5.1(h) of the *Gabriola Island Land Use Bylaw, No. 177* provides an exception for lots created through boundary adjustment from compliance with the minimum lot area and minimum average lot area requirements of the bylaw, provided that certain conditions are met. These conditions stipulate that no lot at or above the minimum lot area for the applicable zone be reduced in area by more than 10 percent of that minimum area (sub-section iii). The intended purpose of this regulation is to prevent the creation of lots that are substantially smaller than the minimum area otherwise required. In this case, however, the subject property is considerably larger than the required minimum lot size; 2.70 hectares (6.67 acres) as opposed to the minimum 0.5 hectares (1.24 acres) of the SRR zone. Thus, even with the loss of 0.65 hectares (1.6 acres) under the proposed boundary adjustment, the property will still be substantially larger than the required minimum lot size of the SRR zone.

On the other hand, the adjacent Lot 130, which is proposed to receive the 0.65 hectares (1.6 acres) through the proposed boundary adjustment, is currently only 0.22 hectares (0.54 acres); significantly smaller than that required under the SRR zone. With the proposed boundary adjustment this lot will be brought into compliance with the minimum lot area of SRR zone. In addition, the requested variance is consistent with the objectives and policies of the SRR designation as per the *Gabriola Island Official Community Plan, No. 166* as the resulting lot configuration will bring Lot 130 into conformity with the minimum lot size of the SRR designation and of the Ministry of Health's land area requirements regarding sewage disposal.

For these reasons, staff recommend that the Gabriola Island Local Trust Committee instruct staff to issue the proposed development variance permit.

RECOMMENDATIONS:

Staff recommends that the Gabriola Island Local Trust Committee instruct staff to issue development variance permit GB-DVP-2012.1 (Raven, John & Janice).

Respectfully submitted by:

Chloe Fox
Chloe Fox
Island Planner

January 27, 2012
Date

Concurred in by:

Chris Jackson
MCIP, Regional Planning Manager

February 2, 2012
Date

Attachments: Attachment 1 – Notice
 Attachment 2 – Proposed Permit



NOTICE
GB-DVP-2012.1
GABRIOLA ISLAND LOCAL TRUST COMMITTEE

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

FROM:

E.1.5.1(h)(iii) The lot area requirements of Part D do not apply to a lot being created by a boundary adjustment, provided that no lot at or above the minimum lot area for the zone is reduced in area by more than 10 percent of that area.

TO:

Despite Section E.1.5.1(h)(iii), Lot 3, Section 31, Gabriola Island, Nanaimo District Plan 38639 may be subdivided by boundary adjustment such that the reduction in minimum lot area may exceed 10% of that specified for the zone, in accordance with the plan shown on Schedule 'A'.

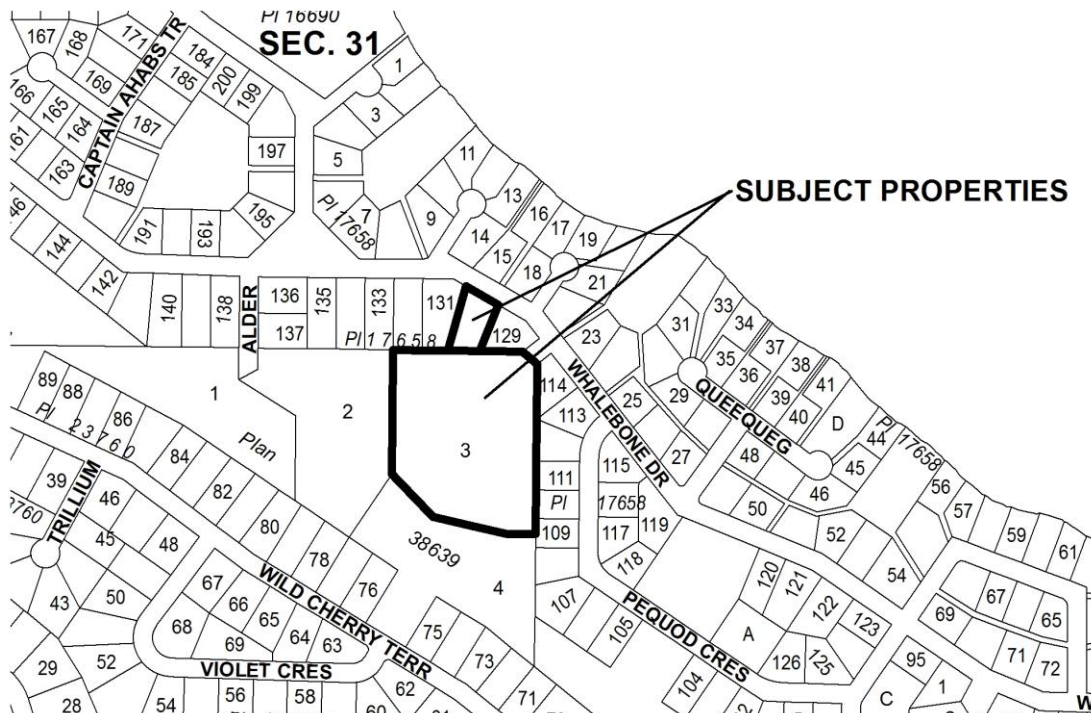
Purpose of the proposed Permit: This variance is being requested in order to facilitate a proposed boundary adjustment between the two subject properties, 1597 Starbuck Lane and 1589 Whalebone Drive and is to apply ONLY to this proposed boundary adjustment. The proposed boundary adjustment does not comply with the minimum average lot area of the applicable Small Rural Residential (SRR) zone and does not qualify for an exemption under the provisions of the Gabriola Island Land Use Bylaw, No. 177 as one of the subject properties, 1597 Starbuck Lane, is proposed to be reduced in area by more than 10 percent of the minimum area of the SRR zone, or 0.05 hectares. The proposed variance is being requested in order to vary this requirement to allow the proposed boundary adjustment to occur with the property located at 1597 Starbuck Lane being reduced in area by 0.65 hectares.

The subject properties are shown in the following sketch map and are described as:

Lot 3, Section 31, Gabriola Island, Nanaimo District Plan 38639
 (1597 Starbuck Lane, Gabriola Island, BC)
 PID: 000-105-171

and

Lot 130, Section 31, Gabriola Island, Nanaimo District Plan 17658
 (1589 Whalebone Drive, Gabriola Island, BC)
 PID: 003-966-208



A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, V0R 1X3 between the hours of 8:30 am to 4:00 pm, Monday to Friday inclusive, excluding statutory holidays, commencing February 2, 2012 and continuing up to and including February 14, 2012. Also, attached for your convenience, is a copy of the proposed Permit.

If you have any questions or comments please contact Chloe Fox, Island Planner, at Islands Trust, 700 North Road, Gabriola Island, BC, V0R 1X3 or telephone 250-247-2203 (toll free via Enquiry BC at 1-800-663-7867), before 4:00 pm, February 13, 2012.

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

Following the end of the notice period, the Gabriola Island Local Trust Committee may consider issuance of the proposed Permit at its meeting to be held at 11:30 am on February 14, 2012 at the Gabriola Island Community Hall located at 2200 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.

Jacque Hill
Deputy Secretary

	GABRIOLA ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT GB-DVP-2012.1
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TO: John & Janice Raven

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

Lot 3, Section 31, Gabriola Island, Nanaimo District Plan 38639
(1597 Starbuck Lane, Gabriola Island, BC)
PID: 000-105-171

Lot 130, Section 31, Gabriola Island, Nanaimo District Plan 17658
(1589 Whalebone Drive, Gabriola Island, BC)
PID: 003-966-208

2. Pursuant to Section 922 of the *Local Government Act*, the Gabriola Island Land Use Bylaw No. 177, 1999 is varied as follows:

FROM:

E.1.5.1(h)(iii) The lot area requirements of Part D do not apply to a lot being created by a boundary adjustment, provided that no lot at or above the minimum lot area for the zone is reduced in area by more than 10 percent of that area.

TO:

Despite Section E.1.5.1(h)(iii), Lot 3, Section 31, Gabriola Island, Nanaimo District Plan 38639 may be subdivided by boundary adjustment such that the reduction in minimum lot area may exceed 10% of that specified for the zone, in accordance with the plan shown on Schedule 'A'.

but such reduction applies only to the proposed development as shown on Schedule 'A' attached to an forming part of this permit to reflect the proposed boundary adjustment subdivision between the properties legally described as: Lot 3, Section 31, Gabriola Island, Nanaimo District Plan 38639; and Lot 130, Section 31, Gabriola Island, Nanaimo District Plan 17658.

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

AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE THIS ____ DAY OF FEBRUARY, 2012.

Deputy Secretary, Islands Trust

Date of Issuance

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY
OF FEBRUARY, 2014, THIS PERMIT AUTOMATICALLY LAPSES.**

[illegible]