



## Gabriola Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** September 10, 2020

**Location:** Electronic Meeting

**Members Present:** Dan Rogers, Chair  
Kees Langereis, Local Trustee  
Scott Colbourne, Local Trustee

**Staff Present:** Heather Kauer, Regional Planning Manager  
Sonja Zupanec, Island Planner  
Jaime Dubyna, Planner 2  
Marnie Eggen, Island Planner  
William Shulba, Senior Freshwater Specialist  
Nadine Mourao, Recorder

**Others Present:** There were approximately nine (9) members of the public and one (1) member of the media in attendance.

#### 1. CALL TO ORDER

*"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."*

Chair Rogers called the meeting to order at 10:31 am, welcomed the public and introduced Trustees, Staff and Recorder. Trustee Colbourne acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

#### 2. APPROVAL OF AGENDA

The following additions/amendments to the agenda were presented for consideration:

- Add 2.2 Rise and Report;
- Add 11.4 Gabriola Directory; and
- Add 11.5 Active Transportation Grant.

**By general consent** the agenda was approved as amended.

##### 2.1 Electronic Meetings Resolution

**GB-2020-056**

**It was MOVED and SECONDED**

that in accordance with *Ministerial Order M192 - Local Government Meetings & Bylaw Process* and *Province of BC Bill 19 - 2020*, Gabriola Island Local Trust Committee cannot conduct public in-person meetings at this time because the meeting venues traditionally

used have limited access or do not meet the legislated requirements for the protection of the community, trustees and staff; and

Therefore, in order to meet the principles of openness, transparency and accessibility, meetings of the Gabriola Island Local Trust Committee will be held electronically over the period August 26 to October 31, 2020, will be live streamed and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

**CARRIED**

## **2.2 Rise and Report**

Chair Rogers noted the following:

- On May 14, 2020 the Gabriola Local Trust Committee (LTC) received legal advice concerning Regional District of Nanaimo (RDN) Park Use Regulation Bylaw no. 1801.2019 and the LTC is satisfied that the RDN are within their rights to enact the bylaw;
- On July 30, 2020 the LTC adopted meeting minutes from the June 30, 2020 in-camera meeting; and
- Requested Staff to put Rise and Report as a standing item under 2. Approval of Agenda.

## **3. REPORTS**

### **3.1 Trustee Reports**

Trustee Colbourne reported his attendance at the following meetings and events:

- Gabriola Housing Advisory Committee (HAPC);
- Intends to run for a second term;
- Has written a request for a decision to Trust Council (TC) about a distinction between the term development and disturbance and how are we impacting the land;
- Contacted Grant Scott, Hornby Island Trustee regarding Trees 4 Tomorrow, a Hornby Island Conservancy campaign, would like Gabriola to join;
- Introduced the Climate Action Speaker Series, a three-part online webinar series involves a variety of organizations and individuals, including the Ecological Research Network, SeaChange Marine Conservation Society, the Salt Spring Island Watershed Protection Alliance and Embrio Consulting. Webinars include:
  - Rainwater Harvesting, September 29, 2020;
  - Ecosystem-Based Adaptation, October 27, 2020;
  - Eelgrass: A Climate Hero, November 24, 2020;
  - All are welcome to attend and can register at the Islands Trust Website (<http://www.islandstrust.bc.ca/trust-council/projects/stewardship-education-program/>); and
- Trust Programs Committee (TPC).

Trustee Langereis reported his attendance at the following meetings and events:

- TPC;
- Local Planning Committee (LPC); and

- Community communications regarding mining, burning of fuel load, amount of traffic and heavy equipment on the ferry, and increasing traffic at access points to new subdivision.

### **3.2 Chair's Report**

Chair Rogers reported the following:

- Attended TPC;
- Upcoming Trust Council meeting September 15 and 16, 2020 Visit Island Trust (IT) website to attend;
- Changes in the delivery of planning are unfolding to ensure that the larger work such as Official Community Plan (OCP) reviews and larger planning projects have the dedicated resources needed;
- Attended meeting with the Coast Guard regarding developing comprehensive oil spill response plan for the Georgia Strait area; and
- IT offices have started to re-open and thanked Staff for their patience. The Safe Opening Plan is available on IT website.

### **3.3 Electoral Area Director's Report**

Vanessa Craig, Regional District of Nanaimo (RDN) Electoral Area B provided a report in the Addendum available on the Gabriola website.

**By general consent** the meeting was recessed at 11:17 am and reconvened at 11:20 am.

### **3.4 First Nation Reports**

The following was noted:

- Trustee Colbourne is setting up a meeting with Snuneymuxw First Nations;
- Chair Rogers recognized that respect, curiosity and openness to learning more are key for IT to fulfil its reconciliation declaration; and
- Respectful of COVID-19 impact on First Nations.

## **4. TOWN HALL**

No comments.

## **5. MINUTES**

### **5.1 Local Trust Committee Minutes dated July 30, 2020 – for adoption**

The following amendments to the minutes were presented for consideration:

- Page 1, Trustee Reports, first bullet, remove 'unceded' and replace 'Hul'qumi'num' with 'Snuneymuxw First Nations';
- Page 3, 2<sup>nd</sup> bullet, replace 'prohibits' with 'allows'; and
- Page 4, 7.2, The following was noted by Trustees, 3<sup>rd</sup> bullet remove the second sentence beginning with 'Noted that'.

**By general consent** the minutes were adopted as amended.

### **5.2 Local Trust Committee Special Meeting Minutes dated August 26, 2020 - for adoption**

**By general consent** the Local Trust Committee Special Meeting minutes of August 26, 2020 were adopted.

**5.3 Section 26 Resolutions-Without-Meeting - none**

**5.4 Advisory Planning Commission Minutes - None**

**6. BUSINESS ARISING FROM MINUTES**

**6.1 Follow-up Action List dated September 2, 2020**

Received and noted that the Activity on 11-Jul-2019 regarding the meeting with the RDN has been rescheduled to occur in September.

**6.2 Short Term Vacation Rental Temporary Use Permits - for Discussion**

Regional Planning Manager Kauer provided the report which provided a list of active Temporary Use Permits (TUP) issued on Gabriola for short-term vacation rentals (STVR) and to discuss the possibility of conditioning, such as permits on an annual fire inspection.

Trustees noted the following:

- Interested in publishing the list and a map on the IT website;
- Requested more specific definition of ‘qualified professional’ on the supplemental application form for TUPs requirement number 6.;
- Interested in a condition of TUP for STVRs that applicant submits an annual fire inspection report every year, when it is time for renewal, if the annual fire inspection report has not been submitted this will be taken into consideration; and
- As part of the application process, would like the applicant to attach proof from the Gabriola Volunteer Fire Department (GVFD) that the building meets fire code.

**GB-2020-057**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request that condition 6 of the Gabriola Island Temporary Commercial and Industrial Use Supplemental Application Form be changed so that the applicant is required to attach proof from the Gabriola Volunteer Fire Department that the building meets the fire code.

**CARRIED**

**7. APPLICATIONS AND REFERRALS**

**7.1 GB-RZ-2020.1 Gabriola Housing Society (GHS) - verbal update**

Planner Dubyna provided an updated on the GHS application GB-RZ-2020.1 and noted the following:

- Staff hope to provide a summary of referral responses, a track changes document with updates to the proposed bylaws, draft Housing Agreement (HA) and cost recovery agreement at the next LTC meeting.

Discussion ensued and the following key points were noted by Trustees:

- Requested clarification on three storey building and how building heights and safety fit into the bylaw application process;

- Interested in a Special Meeting on or near October 2, 2020 and if possible, requested a draft HA;
- Will send potential amendments to bylaws to Staff; and
- Interested in provisions for water cisterns for potable water and/or grounds keeping.

The applicant provided a PowerPoint presentation and noted the following:

- Acknowledged IT staffing constraints, however, requested if possible, keep moving the process along as they are facing funding application deadlines;
- The BC Housing Community Fund application requires local government commitment to the project;
- Buildings will be rain water collection ready and exploring grey water collection/re-use options;
- Plans for water wise landscaping and water conscious appliances; and
- Will develop and provide Staff with a Water Management Plan.

Freshwater Specialist Shulba noted the following points:

- Best water management practice is to have water storage to ease the maximum demand on aquifer; and
- Recommended a monitor and recording water strategy.

**By general** consent the meeting was recessed at 12:41 pm and reconvened at 1:10 pm.

**GB-2020-058**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee hold a Special Meeting for GB-RZ-2020.1 on October 2, 2020 or a day suggested by Staff.

**CARRIED**

**7.2 GB-DVP-2020.2 (Swift) - Staff Report**

The correct Staff Report is now available on the Gabriola IT website.

**GB-2020-059**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve issuance of GB-DVP-2020.2 (Swift).

**CARRIED**

**7.3 GB-SUB-2017.2 (Henning-Kuprowsky & 085317 BC Ltd.) - Staff Report**

Planner Eggen summarized the report which asked the LTC to enter into a cost recovery agreement in order to allow Islands Trust legal counsel to prepare a covenant for the purposes of prohibiting increased density on two lots that are the subject of a proposed subdivision on Chelwood Road. The covenant is a condition of the subdivision for a lot line adjustment between two lots, which would result in two split zoned lots.

**GB-2020-060**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee enter into a cost recovery agreement allowing Islands Trust legal counsel to draft and/or review a covenant for the purposes of prohibiting increased density on the subject lots (PID: 009-739-602; PID:000-105-287) than what is currently permitted by the Gabriola Land Use Bylaw No. 177, in respect of subdivision application GB-SUB-2017.2.

**CARRIED**

**8. LOCAL TRUST COMMITTEE PROJECTS**

**8.1 Cannabis Regulations - Bylaw No. 303 - verbal update**

Planning Manager Kauer provided an update and noted:

- Gabriola Advisory Planning Commission (APC) has not met to discuss this yet; and
- LTC may want to limit the number of buildings with concrete floors, consider setbacks, and floor limits.

**8.2 Housing Advisory Planning Commission (HAPC) - verbal update**

Planning Manager Kauer updated the LTC and noted the following:

- HAPC would like to continue with full engagement strategy and scope of project with adjustments for COVID-19 safety protocols;
- Requested consideration that the project remain whole and not divided into phases and HAPC would like to do implementation work;
- Possibility of hiring consultants for some of the project work such as project management and/or report writing;
- Would like to work within \$5,000 fiscal year budget; and
- Interested in applying for grant funding in collaboration with other agencies.

Trustees thanked the HAPC for their hard work and commitment to the project.

**9. DELEGATIONS - None**

**10. CORRESPONDENCE - None**

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

**11. NEW BUSINESS**

**11.1 Gabriola Build-Out Map and Minimum Subdivided Lot Size - for discussion**

Requested an update of the Gabriola Build-Out Map or similar tool.

**11.2 Process for Requesting Review of Official Community Plans - for discussion**

Trustees will draft a fulsome resolution for review of the Gabriola OCP and forward to Staff.

**11.3 Gabriola Island Groundwater Sustainability Strategy - verbal update**

Freshwater Specialist Shulba shared a PowerPoint presentation on the Groundwater Sustainability Strategy and noted the following points:

- Updated LTC on the progress of current groundwater projects;
- Groundwater project is coming to Gabriola and the Northern Gulf Islands;
- Four phases of project:
  - Phase 0 – Data collection;
  - Phase 1 – Groundwater recharge mapping;
  - Phase 2 – Precipitation distribution mapping, Build-Out Mapping; and
  - Phase 3 – How do we use this information for planning?

**11.4 Gabriola Directory**

**GB-2020-061**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee authorize the expenditure of \$387.45 (three hundred and eighty-seven dollars and 45 cents) for Island trust advertising in the 2021 Gabriola Directory.

**CARRIED**

**GB-2020-062**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee authorize the expenditure of no more than \$100.00 (one hundred dollars) for the purchase of a year subscription to the Gabriola Island Welcome Wagon.

**CARRIED**

**11.5 Active Transportation Grant**

Trustee Colbourne provided an update of the Active Transportation Grant and noted the following points:

- No need for a Network Plan as Gabriola has a cycling route plan, would like to move to have Infrastructure Plan in place;
- Interested in starting with a planning project focused on the Ferry Terminal to Village Way Trail corridor;
- IT may apply as a local government agency, submission deadline is October 31, 2020;
- Would like to partner with Snuneymuxw First Nations; and
- Trustee Colbourne to act on this.

**12. REPORTS**

**12.1 Climate Change Action Update**

Received.

**12.2 First Nations Relationship Building - none**

**12.3 Trust Conservancy Report dated July 14, 2020**

Received.

**12.4 Applications Report dated September 2, 2020**

Received.

**12.5 Trustee and Local Expense Report dated July, 2020**

Received.

**GB-2020-063**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve the expenditure of \$450.00 (four-hundred and fifty dollars) to advertise the Climate Action Speaker Series Webinars in print media for Gabriola, Mudge and DeCourcy islands.

**CARRIED**

**12.6 Adopted Policies and Standing Resolutions**

Received.

**12.7 Local Trust Committee Webpage**

No updates requested.

**13. WORK PROGRAM**

**13.1 Top Priorities Report dated September 2, 2020**

Received.

**13.2 Projects List Report dated September 2, 2020**

Received.

**GB-2020-064**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to remove Project Report number 16 (sixteen) amend the Gabriola Project List.

**CARRIED**

**14. CLOSED MEETING - None**

**15. UPCOMING MEETINGS**

**15.1 Next Regular Meeting Scheduled for Thursday, October 22, 2020 at 10:30 am at - Location to be determined.**

**16. ADJOURNMENT**

**By general consent** the meeting was adjourned at 3:37 pm.

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Dan Rogers, Chair

Certified Correct:

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Nadine Mourao, Recorder