



# Gabriola Island Local Trust Committee

## Regular Meeting Agenda

Date: February 23, 2023  
Time: 10:30 am  
Location: Gabriola Arts & Heritage Centre  
476 South Road, Gabriola Island, BC

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	10:30 AM - 3:30 PM
<p>"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."</p>	
<b>2. APPROVAL OF AGENDA</b>	
<b>3. MINUTES</b>	
3.1 Local Trust Committee Minutes dated January 26, 2023 – for adoption	3 - 9
<b>4. BUSINESS ARISING FROM MINUTES</b>	
4.1 Follow-up Action List dated February 16, 2023	10 - 14
<b>5. CORRESPONDENCE</b>	
<p><i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i></p>	
<b>6. LOCAL TRUST COMMITTEE PROJECTS</b>	
6.1 Preliminary Facilitated Session regarding the Official Community Plan (OCP) Review Project	
<p style="text-align: center;">----- <b>SESSION BREAK</b> ----- <b>12:30 PM to 1:30 PM</b></p>	
6.1 Continued	
<b>7. WORK PROGRAM</b>	
7.1 Active Projects Report dated February 16, 2023	15 - 17
7.2 Future Projects Report dated February 16, 2023	18 - 18

**8. UPCOMING MEETINGS**

8.1 Next Regular Meeting Scheduled for Thursday, March 30, 2023 at 10:30 am at the Haven, Heron Room, 240 Davis Road, Gabriola, BC

**9. ADJOURNMENT**

3:30 PM - 3:30 PM



## Gabriola Island Local Trust Committee Minutes of Regular Meeting

**Date:** January 26, 2023  
**Location:** Gabriola Arts & Heritage Centre  
 476 South Road, Gabriola Island, BC

**Members Present:** Peter Luckham, Chair  
 Tobi Elliott, Local Trustee  
 Susan Yates, Local Trustee

**Staff Present:** Renée Jamurat, Regional Planning Manager  
 Marlis McCargar, Island Planner  
 Stefan Cermak, Director of Planning Services  
 Margot Thomaidis, Planner 2  
 Stephen Baugh, Planner 2  
 Nadine Mourao, Recorder

**Regrets:** Sonja Zupanec, Island Planner

**Others Present:** There were approximately seventeen (17) members of the public in attendance.

### 1. WELCOME AND BLESSING by SNUNEYMUXW ELDER - LOLLY GOOD

Chair Luckham introduced Snuneymuxw Elder Lolly Good who initiated a protocol blessing and led an uplifting song "It's a really good day."

Trustees thanked Elder Lolly Good for starting the meeting in such a special way and gave a gift of gratitude.

### 2. 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 Luckham called the meeting to order at 10:30 am, welcomed the public and introduced Trustees, Staff and Recorder. Chair Luckham, Trustee Elliot and Trustee Yates acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

### 3. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- Add correspondence to 9.1 Application GB-DVP-2022.7; and
- Add Invitation from BC Ferries Open House on February 16, 2023.

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

### 4. RISE AND REPORT - none

## 5. REPORTS

### 5.1 Trustee Reports

Trustee Elliot reported the following and her attendance at the following meetings and events:

- Executive Committee (EC);
- Regional Planning Committee (RPC);
- Financial Planning Committee (FPC);
- Chair of Lasqueti Island Local Trust Committee (LTC);
- Hoping to have protocol meeting with Snuneymuxw First Nations to learn how they would like to be involved and engaged in planning in future;
- Gabriola Climate 12-12-12 event on Indigenous ways of knowing and how they can provide insight into interconnectedness and the importance of stories in understanding climate change;
- Meeting with Lisa Marie Barron, Member of Parliament (MP) Nanaimo-Ladysmith and Jagmeet Singh, MP Burnaby South, Municipal Leaders, and Mayors with conversations around challenges in communities such as affordable housing, freighter anchorages, investment in infrastructure, primary care, social supports for mental illness and addictions etc.; and
- Chaired Trust Conservancy meeting.

Trustee Yates reported the following and her attendance at the following meetings and events:

- Meetings with Island Futures, Gabriola Land and Trails Trust (GaLTT), Vanessa Craig, Regional District of Nanaimo (RDN) Electoral Area B, and Gabriola Volunteer Fire Department (GVFD) research on Salt Spring Island's yard collection system, and correspondence regarding moving from burning yard waste to chipping;
- Office hours February 9, 2023 from 1:00 pm to 4:00 pm at the IT Northern office on Gabriola and office hours posted on Trustee's Corner of the Islands Trust (IT) website. She encouraged members of the public to phone or email Trustees as well;
- Webinar presented by Conservation Through Reconciliation Partnership on January 17, 2023, a panel discussion on Reconciliation and Organization change with environmental and non-governmental organizations; and
- Islands Trust Conservancy Board meeting.

### 5.2 Chair's Report

Chair Luckham reported the following:

- Noted appreciation for how caring Gabriola community are about the environment and its people;
- Governance Select Committee (GSC) has been formed;
- Chair TC meeting and noted fifteen new Trustees to the Islands Trust are going through orientation and learning to work and collaborate together; and
- Expressed pleasure to serve communities in the Trust Area.

### 5.3 Electoral Area Director's Report

Vanessa Craig, Regional District of Nanaimo (RDN) Electoral Area B submitted a report and noted the following:

- Previous RDN Board did a Social Needs Assessment and Housing Needs Assessment in collaboration with Gabriola LTC, next steps included Staff report of a Social Planning Service within the RDN, as well as, a report on Capital Regional District functions.

Chair Luckham invited Vanessa Craig to join Trustees at the table for her report.

#### **5.4 First Nation Reports**

Trustees noted their ambitions for working together with First Nations and expressed deep gratitude for the welcoming and blessing by Snuneymuxw Elder Lolly Good.

### **6. PUBLIC COMMENTS**

David Kellenberger spoke of his concern about possible intent for overnight accommodations in application DVP-2022.7 and the harm to the community and businesses on the island with vacation rentals.

Nancy Hetherington-Peirce asked for clarification on Agenda Item 10.1 Official Community Plan (OCP) and Land Use Bylaw (LUB) Review Project discussion, she enquired as to the aspects of what would be discussed.

- Chair Luckham noted that this was early in the process and setting the stage for more discussions, item will be covered in Agenda Item 8.2 Strategic Planning Session.

Sibyl Frei, a representative from the Gabriola Island Land Stewards Society requested that a Community Services Zone designation be added to the OCP review project as part of the Land Use Bylaw (LUB) work. The designation would allow for different types of activity that are a benefit to the community and asked the LTC to list the Community Services Zone for clarity.

Burt Fidler supported regulations for maximum house size restrictions in LUB No. 177.

### **7. MINUTES**

#### **7.1 Local Trust Committee Minutes dated December 1, 2022 – for adoption**

The following amendments to the minutes of December 1, 2022 were presented for consideration:

- Page 3, 7.2, replace 'Ivan Bulik' with 'Ivan Bulic'.

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

#### **7.2 Section 26 Resolutions-Without-Meeting Report dated January 17, 2023**

Received.

#### **7.3 Advisory Planning Commission Minutes - none**

### **8. BUSINESS ARISING FROM MINUTES**

#### **8.1 Follow-up Action List dated January 17, 2023**

Received. Staff to follow up on timeframe estimate for Ecological Protection Zone project.

#### **8.2 February 23, 2023 Local Trust Committee Strategic Planning Session - for discussion**

Planning Staff asked for direction from Trustees on Strategic Planning Session and noted the following:

- Requested Agenda items, scope and deliverables;
- Requested clarity if Strategic Planning Session was to set priorities list or for potential OCP and LUB review project planning; and
- \$18,000.00 requested budget for next fiscal for Gabriola's OCP and LUB review waiting to be approved by EC, noted Islands Trust possible budget reductions; and
- Due to Staff resources and session budget constraints, a daytime meeting may be the best option.

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

- If budget allows, would like a professionally facilitated, efficient meeting with clear OCP and LUB Review Project priority setting, deliverables and outcomes including:
  - Summary of historical OCP and LUB information;
  - Top areas in the OCP and LUB that need updating and technical advice;
  - Other OCP and LUB in Trust Area for comparison;
  - Community, First Nations, and Stakeholder engagement and communication ideas, framework, and processes for OCP and LUB review project;
  - OCP and LUB review project size and scope;
  - Flesh out the "WHY" an OCP and LUB review is needed with educational component;
  - Explain what is involved in OCP review; and
  - Reconciliation and alignment with *Declaration on the Rights of Indigenous Peoples Act* (DRIPA).
- Information from Strategic Planning Session to assist formulation of Project Charter;
- Requested Gabriola Advisory Planning Commission (APC), Gabriola Housing Advisory Planning Commission (HAPC), Staff and members of the public to attend;
- Interested in using approximately \$1,500.00 remaining in housing budget left over from this fiscal budget for the planning session;
- Interested in an afternoon or evening so that more members of the public may attend;
- Preferred daytime meeting session during working hours so Staff may attend and assist; and
- Project priority setting is a function of the LTC
- The Ecological Protection Zone Project (EPZ) and Development Approval Information (DAI) Project have been identified as the LTC's priority minor projects. Once the EPZ project is complete, the LTC plans to initiate a review and update of the DAI Bylaw.
- The OCP and LUB Comprehensive Review Project was identified as the top priority major project.

**GB-2023-001**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff invite the two Gabriola Advisory Planning Commissions to a Special Meeting on February 23, 2023 at 10:30 am, for the purpose of engaging the Gabriola Advisory Planning Commission in a discussion about future community engagement processes for the Gabriola Official Community Plan and Land Use Bylaw Review project, and that Staff provide general background of the work that has been done to date.

**CARRIED**

**GB-2023-002**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff use the remaining budget for the Gabriola Housing and Options and Impacts for the Special Meeting on February 23, 2023.

**CARRIED**

**By general** consent the meeting was recessed at 12:52 pm and reconvened at 1:21 pm.

**9. APPLICATIONS AND REFERRALS**

**9.1 GB-DVP-2022.7 (Winckers-Lightbody - 97 Malaspina Drive) - Staff Report**

Planner Baugh summarized the report which introduced a Development Variance Permit (DVP) application which would reduce the front lot line setback to permit an existing woodshed, and to facilitate the construction of a new garage and office accessory building and noted the following:

- Two pieces of correspondence from neighbours received, one in support and the other with concerns the applicant may use the accessory building for unauthorized overnight stays.

Applicant Mike Lightbody noted the following:

- Accessory building will not be used for overnight accommodations or short-term vacation rentals; and
- As both applicants work from home, additional office space needed.

**GB-2023-003**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve issuance of Development Variance Permit GB-DVP-2022.7.

**CARRIED**

**9.2 GB-DP-2022.3 (Scrimshaw - 390 Daniel Way) - Staff Report**

Planner Thomaidis provided an overview of the report which introduced a Development Permit (DP) application for the protection of the sensitive ecosystem and construction management for a dwelling, tree removal and associated land alteration within DPA No. 2 – Lock Bay Area.

Trustees noted the following points:

- Concerned with protecting the marshland area, as it is very important for migratory birds, timing of clearing must be done outside of migratory bird season; and
- Interested in periodic monitoring, inspections, or updates about compliance conditions.

**GB-2023-004**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Development Permit GB-DP-2022.3 be amended so that the first bullet under Development Permit Conditions reads: “the timing of vegetation clearing must be outside of the migratory bird nesting season, March 15 – August 15” and that a condition be added that Staff continue to monitor compliance with the conditions through the Development Permit process.

**CARRIED**

**GB-2023-005**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve issuance of Development Permit GB-DP-2022.3 (Scrimshaw) as amended.

**CARRIED**

**10. LOCAL TRUST COMMITTEE PROJECTS**

**10.1 Official Community Plan (OCP) and Land Use Bylaw (LUB) Review Project - for discussion**

Discussed during Agenda Item 8.2 February 23, 2023 LTC Strategic Planning Session.

**11. DELEGATIONS - none**

**12. CORRESPONDENCE**

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

**12.1 Email dated January 10, 2023 from A. Davis regarding YVR Proposed Flight Path Changes**

Received. Trustees are interested in advocacy around this issue.

**GB-2023-006**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee forward correspondence dated January 10, 2023 from A. Davis to Executive Committee for consideration of a letter of concern written by the Chair of Trust Council stating our concerns over the proposed Vancouver Airport (YVR) flight path changes.

**CARRIED**

**13. NEW BUSINESS**

**13.1 Invitation from BC Ferries Open House on February 16, 2023**

Trustee Yates noted an invitation from BC Ferries Corp. to attend open house to meet new management. She would like to invite Gabriola Ferry Advisory Committee and request more clarification from BC Ferries if there is an expectation that there is a member of the LTC on the Gabriola Ferry Advisory Committee.

**14. REPORTS**

**14.1 Climate Change Action Update - none**

**14.2 First Nations Relationship Building - none**

**14.3 Trust Conservancy Report - none**

**14.4 Applications Report dated January 17, 2023**

Received.

**14.5 Trustee and Local Expense Report dated November, 2022**

Received.

**14.6 Adopted Policies and Standing Resolutions**

Received.

**14.7 Local Trust Committee Webpage**

No updates requested.

**15. WORK PROGRAM**

**15.1 Active Projects Report dated January 17, 2023**

Received.

**15.2 Future Projects Report dated January 17, 2023**

Received.

**16. UPCOMING MEETINGS**

**16.1 Next Regular Meeting Scheduled for Thursday, February 23, 2023 (Time and Place - to be decided)**

**17. CLOSED MEETING**

**17.1 Motion to Close the Meeting**

**GB-2023-007**

**It was MOVED and SECONDED**

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) (a) and (d) for the purpose of considering (a) Appointment of Advisory Planning Commission and Housing Advisory Planning Commission Members and (d) Adoption of In-Camera Meeting Minutes dated October 27, 2022 and that the recorder and staff attend the meeting.

**CARRIED**

Meeting closed to the public at 2:21 pm recalled to order at 2:35 pm.

**17.2 Recall to Order**

Chair Luckham noted that David Reid, Lisa Webster and Carly McMahon were appointed to the APC and Ardyth Cooper, Felix Addison, Emily Carson-Apstein and Michael Casling were appointed to the HAPC.

**18. ADJOURNMENT**

**By general consent** the meeting was adjourned at 2:35 pm.

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Peter Luckham, Chair

Certified Correct:

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Nadine Mourao, Recorder

## Follow Up Action Report

### Gabriola Island

#### 07-Apr-2022

Activity	Responsibility	Dates	Status
<p>1 Density Donation Outreach Program:</p> <ul style="list-style-type: none"> <li>- revised project charter endorsed (update budget to reflect actual spent in last fiscal)</li> <li>- prepare a draft information package for the program and refer to HAPC for review and comment before going to LTC</li> <li>- try to coordinate mail out with any Trust wide mail out initiatives</li> </ul>	Sonja Zupanec		In Progress

#### 29-Sep-2022

Activity	Responsibility	Dates	Status
<p>1 GB-RZ-2022.1 (Alley Enterprises, Maloney) - Staff to prepare draft bylaws to amend the OCP and LUB; notify Snuneymuxw and advise applicant of requirements for water and sewage reports prior to LTC consideration of first reading. Update application website with preliminary staff report package from Sept 2022 LTC meeting.</p>	Sonja Zupanec		In Progress

## Follow Up Action Report

### Gabriola Island

#### 29-Sep-2022

Activity	Responsibility	Dates	Status
<p>2 Ecological Protection Zone BL 313 given first reading. Update project website and proposed bylaw - done. Staff to prepare a definition of 'passive recreation' for consideration at second reading; LTC endorsed revised project charter as amended (remove reference to PH/CIM and post to web).</p> <p>Staff to follow up on timeframe estimate for project and report back to LTC.</p>	<p>Anthony Fotino Becky McErlean Stephen Baugh</p>		In Progress

#### 01-Dec-2022

Activity	Responsibility	Dates	Status
<p>1 LTC approved the baseline sediment control analysis report for Acorn Island covenant. Update applications log and schedule monitoring for follow up in 2027.</p>	Stephen Baugh		Completed
<p>2 LTC issued GB-DVP-2022.5 (Bustard)</p>	<p>Becky McErlean Margot Thomaidis</p>		Completed

## Follow Up Action Report

### Gabriola Island

01-Dec-2022

Activity	Responsibility	Dates	Status
<p>3 Planning staff to prepare a summary report for a future LTC meeting on past LTC discussions re: heritage register for Gabriola island; potential funding opportunities and alignment with other LTC projects; what's entailed with a MOU with commission under heritage act; analysis of designation of a commission vs a bylaw to establish the heritage register. Incorporate any comments from senior policy advisor staff on this approach. See minutes for further details on this discussion.</p>			In Progress
<p>4 LTC adopted the meeting schedule as presented - possible Mudge Island meeting in July 2023. Staff to coordinate with Trustee Elliot the planning for a First Nation elder to open the Jan 2023 LTC meeting. Reimbursement to come from LTC meeting budget. - done</p>	<p>Becky McErlean Wil Cottingham</p>		Completed
<p>5 Staff to advertise for expressions of interest for vacant seats on both APC and HAPC; return APC bylaw with draft changes to quorum requirement (remove 3 members and keep at 50%) and options for First Nations participation on both commissions.</p>	<p>Penny Hawley Sonja Zupanec</p>		Completed
<p>6 Feb 23 LTC meeting agenda to be reserved as a strategic planning workshop with HAPC and APC members to discuss community engagement and communication around an OCP review project.</p>	<p>Becky McErlean Sonja Zupanec</p>		Completed



## Follow Up Action Report

### Gabriola Island

26-Jan-2023

Activity	Responsibility	Dates	Status
<p>1 Request staff to invite the two APCs to a special meeting on Feb 23 at 10:30am for the purpose of engaging the APCs in a discussion about the future community engagement process for the OCP Review Project, and that staff provide general background of what is involved in an OCP review, understanding of the tools available for engagement through Islands Trust and the work that has been completed to date.</p>	<p>Narrisa Chadwick Penny Hawley Renee Jamurat Sonja Zupanec Wil Cottingham</p>	<p>Target: 23-Feb-2023</p>	<p>In Progress</p>
<p>2 Staff use the remaining budget from the Housing Impacts Project to resource the Feb 23 special meeting.</p>	<p>Sonja Zupanec Wil Cottingham</p>		<p>In Progress</p>
<p>3 LTC issued GB-DVP-2022.7 (Winckers-Lightbody)</p>	<p>Becky McErlean Stephen Baugh</p>		<p>Completed</p>
<p>4 LTC issued GB-DP-2022.3 with the following changes: - First bullet under DP conditions reads: the timing of vegetation clearing <b>must</b> be outside the migratory bird nesting season (March 15 -August 15) - Condition be added that staff continue to monitor compliance with DP conditions throughout the development process</p>	<p>Becky McErlean Margot Thomaidis</p>		<p>Completed</p>

## Follow Up Action Report

### Gabriola Island

26-Jan-2023

Activity	Responsibility	Dates	Status
<p>5 forward correspondence and Gabriola LTC concerns to EC for consideration of a letter of concern written by the Chair of Trust Council stating our concerns over the proposed flight path changes. Trustee Luckham will include documents from Transport Canada.</p>	<p>Clare Frater Mike Richards Wil Cottingham</p>		<p>In Progress</p>

## Active Projects Report

### Gabriola Island

#### 1. *Develop Ecological Protection Zone*

Responsible

Dates

Research and develop a new ecological protection zone as part of the Parks (P) OCP designation. Update zoning of Coats Marsh.

Anthony Fotino

#### 2. *Review and update Development Approval Information (DAI)*

Responsible

Dates

Update Gabriola Island Bylaw No. 150, DAI Bylaw. Include new DPAs.

Rec'd: 16-Jun-2022

#### 3. *Gabriola Island Comprehensive OCP and LUB Review*

Responsible

Dates

- Establish opportunities to incorporate First Nations perspectives on indigenous housing needs and intergovernmental collaboration for effective decision making.
- Consider new Development Permit areas for water conservation; form and character; and protection of biodiversity.
- Consider and incorporate RCP goals as part of the housing project.
- Develop an island wide water sustainability plan that builds on the RDN water budget data, rainwater catchment and requirements of the Water Sustainability Act.
- Review definitions of 'affordable' and 'attainable' housing.
- Review OCP policies respecting affordable, rental, seniors, special needs housing, social needs, social well-being and social development; develop a new 'housing first' policy.
- Review amenity zoning and housing agreements; density bank policies; opportunities for rental zoning.

### Gabriola Island

- Consider secondary suites on lots smaller than 2hectares.
- Consider OCP designations, density provisions, LUB regulations, and Development Permit guidelines for multi-dwelling housing and mixed use buildings.
- Review OCP and LUB to improve protection of coastal areas; development of a comprehensive DPA for shorelines in the Gabriola Island Local Trust Area
- Hazardous areas/Steep Slopes DPA: Consider hazardous areas and steep slopes development permit area designation; consider how to address areas of potentially problematic soils, shoreline erosion, and localized areas of steep terrain
- Consider implementing Eelgrass protection regulations
- Gabriola Village Plan: Undertake a comprehensive review of policies and regulations with respect to the Gabriola Village Core
- Green Energy: Consider policy and regulatory mechanisms to encourage green and renewable energy
- Review bylaws with respect to temporary use permits for commercial vacation rentals
- Review of temporary sawmill regulations
- Definition of personal use of animals for SRR zoned lots
- Review of how cisterns, solar panels and parking are regulated as structures subject to lot coverage calculations
- Review of section B.2.1.1 for variances within DP3
- Review minimum average parcel size calculations in LUB and OCP to ensure consistent and supportive of more than 5% dedication of parkland

### Gabriola Island

- Review definition and regulations for limited public market, and INI zone uses pertaining to market sales
  - correction to WC3 mapped location to coincide with Green Wharf
  - Water Resource Planning: Review of water requirements at the time of subdivision
  - Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018): Implementation of the report recommendations into OCP policy and LUB regulations.
  - Accessory Buildings: Review of regulations pertaining to the order of construction of accessory buildings on lots.
  - Review options to allow cannabis production in zones other than 'agriculture' and possible ways to regulate odour, noise, water use and light pollution related to agricultural activities when permitted in a zone.
  - Recognize areas of cultural significance - consider designation of a Heritage Conservation Areas or adopt Heritage Bylaws to protect heritage cultural resources similar the projects completed on South Pender and Saturnina.
  - Review regulations to ensure flexibility for housing options in ALR are consistent with recent ALC changes.
  - Consider establishment of a 'Community Service' land use designation in the OCP.
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## Future Projects Report

### Gabriola Island

<b>1. <i>DeCourcy Island OCP and LUB Review</i></b>	Responsible	Date Received
Review OCP and regulatory bylaws; establish an Advisory Planning Commission. Topics include: park areas without park zoning; zoning; DAI Bylaw; subdivision policies and regulations.		

<b>2. <i>Snuneymuxw Relationship Building</i></b>	Responsible	Date Received
Strengthen relationship with Snuneymuxw First Nation.		