



Gabriola Island Local Trust Committee

Regular Meeting Agenda

Date: March 21, 2024
Time: 10:30 am
Location: Gabriola Arts & Heritage Centre
476 South Road, Gabriola Island, BC

			Pages
1.	CALL TO ORDER	10:30 AM - 10:35 AM	
“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”			
2.	APPROVAL OF AGENDA		
3.	REPORTS	10:35 AM - 10:50 AM	
3.1	Trustee Reports		
3.2	Chair's Report		
3.3	Electoral Area Director's Report		
3.4	First Nations Reports		
4.	PUBLIC COMMENTS	10:50 AM - 11:05 AM	
5.	DELEGATIONS	11:05 AM - 11:15 AM	
5.1	Rob Griesdale & Erica Nassichuk regarding Provincial Short-Term Vacation Rentals Legislation		4 - 6
6.	MINUTES	11:15 AM - 11:20 AM	
6.1	Local Trust Committee Special Meeting Minutes dated April 28, 2023 - for adoption		7 - 12
6.2	Local Trust Committee Minutes dated February 22, 2024 – for adoption		13 - 20
6.3	Section 26 Resolutions-Without-Meeting Report - none		
6.4	Housing Advisory Planning Commission Minutes dated February 22, 2024 - for receipt		21 - 23
7.	BUSINESS ARISING FROM MINUTES	11:20 AM - 11:35 AM	
7.1	Follow-up Action List dated March 13, 2024		24 - 31

8.	APPLICATIONS AND REFERRALS	11:35 AM - 11:45 AM	
8.1	GB-TUP-2023.5 (Godfrey and Georgiev) - Staff Report		32 - 60
9.	LOCAL TRUST COMMITTEE PROJECTS	11:45 AM - 12:15 PM	
9.1	Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw Review: Housing Advisory Planning Commission Housing Policy Review Recommendations Report Presentation		61 - 62
9.2	Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw Review: Gabriola 2050 Engagement - verbal update		
	~ BREAK 12:15 PM - 12:45 PM ~		
10.	CORRESPONDENCE	12:45 PM - 12:50 PM	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>		
10.1	Email dated February 27, 2024 from P. Brent regarding Secondary Suites		63 - 69
11.	NEW BUSINESS	12:50 PM - 1:00 PM	
11.1	Gabriola Commons Covenant - verbal discussion <i>"that the Gabriola Island Local Trust Committee request that the Executive Committee approve \$4,500, for the legal review of a covenant, to be charged to the Gabriola Island Local Trust Committee budget."</i>		
11.2	Advertising Trustee Hours in the Gabriola Sounder Newspaper - verbal discussion <i>that the Gabriola Island Local Trust Committee authorize the release of up to \$210.00 from the Communications budget for the purposes of advertising Trustees office hours.</i>		
12.	STAFF REPORTS	1:00 PM - 1:10 PM	
12.1	Trust Conservancy Report - none		
12.2	Applications Report dated March 13, 2024		70 - 75
12.3	Trustee and Local Expense Report dated January, 2024		76 - 76
12.4	Adopted Policies and Standing Resolutions		77 - 80
12.5	First Nations Relationship Building Update		
12.6	Climate Change Action Update		
12.7	Local Trust Committee Webpage		

13.	WORK PROGRAM	1:10 PM - 1:25 PM	
13.1	Active Projects Report dated March 13, 2024		81 - 83
13.2	Future Projects Report dated March 13, 2024		84 - 85
14.	UPCOMING MEETINGS		
14.1	Next Regular Meeting Scheduled for Thursday, April 18, 2024 at 10:30 am at the Gabriola Arts and Heritage Centre		
15.	CLOSED MEETING	1:25 PM - 1:45 PM	
15.1	Motion to Close the Meeting		
	That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) (f)&(i) for the purpose of considering:		
	• (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; • (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;		
	and that the Recorder and Staff attend the meeting.		
15.2	Recall to Order		
16.	ADJOURNMENT	1:45 PM - 1:45 PM	

Short Term Rentals

An asset to Gabriola Island

Short Term Rental Myth:

- Banning STRs will turn them all into long term rental units
- **Reality** – Most STR's are on properties used intermittently by the owners and would not be rented out long term as an alternative.
- Having these properties as STR's brings large amounts of tourism money into the community, which helps all small businesses.

Fact regarding STRs

- These are the rentals that benefit the community with tourism money into the community and jobs for local residents.
- Banning STRs will not result in an influx of long-term rentals
- By having a blanket ban, STRs will move underground, which will mean the Islands Trust will not be able to review and approve TUPs that bring value to the community
- TUP applicants bring in revenue

Benefits of Our Short Term Rental

We bought our property primarily for our own use, and that will always be its primary goal.

Our STR has had a valid TUP since April, 2021. In that time, we have rented it for less than 1% of each year. Our STR now supports an island resident (our cleaner).

We have had no bylaw infractions or other issues and have the support of our one direct neighbour and many other Gabriola Island residents.

- Our guests spend on average \$500/week on island at grocery stores, restaurants, artisan shops and services. Approximately \$15k annually.
- We pay our local cleaner between \$30-\$40/hour and she relies on the income; we pay over \$10,000 to island residents annually; this is more than double the hourly rate paid by the local hotels to their cleaners
- We hire island companies to do tree work, yard work and more
- We donate all non-perishable food items left behind and have a food bank donation bin in our STR

Types of guests that use our STR

We hear often that the Surf and Pages have no vacancy, which will be made worse by the lack of options if STRs are banned. In addition to tourism renters, we host:

- 1) Whale researchers who study the local orca population frequently during the year;
- 2) The families and friends of locals who don't have space at their houses. Specifically, 3 wedding groups last summer and a family who had friends stay to help build a barn and work on farms.
- 3) Hydro workers during outages where crews needed to be on island multiple days. Hotels had no space;
- 4) Local homebuilders housing off island staff and trades

TUP process on Gabriola Island

- The existing TUP process is designed to vet properties and projects to ensure they bring value to the community
- By opting into the Provincial ban on STRs that are not located in a primary residence, you will be depriving island residents of valuable income
- There are not enough hotel rooms to host visitors to Gabriola
- Visitors spend money at local businesses; if they can't stay on island, businesses that rely on tourism will suffer
- Many Island residents that earn part of their living working at STRs will suffer if they are banned

Better options for the LTC to consider:

- Allow secondary suites on properties less than 5 acres. Legalize the current ones and incentivise more.
- The LTC already has a great system in place to police STR's which gives them control by using the current TUP process
- STRs that are not currently following the rules will continue, even with a ban, so this only punishes the ones following the rules
- Make it easier for the TUP process so the LTC will have better control with more rules:
 - 1) Limit the total days that a property can be rented to 50% with annual report from Airbnb or VRBO submitted to keep the TUP valid.
 - 2) Make a maximum number of valid permits that can be held at any given time.

Conclusion:

- 1) Opting into the ban on STRs will not increase long term rental housing, but it will take income away from locals and money away from local businesses.
- 2) Short Term Rental are a huge benefit to the local economy and fulfill a need on the island that is not met by the local hotel market.
- 3) Specifically to our STR. A ban will cost over \$15,000 in annual economic injection, local residents will lose the income they rely on and there will be no creation of a long term rental.
- 4) The point of Gabriola being excluded from the ban on short term rentals is because the island is one of the communities that relies on tourism for its economy. There are not enough hotel rooms on the island to fulfill the amount of annual tourism, so STR are needed to fill the void.



Gabriola Island Local Trust Committee

Minutes of Special Meeting

Date: April 28, 2023

Location: Electronic Meeting

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

Staff Present: Renée Jamurat, RPP MCIP, Regional Planning Manager
Chloë Straw, Recorder

1. CALL TO ORDER

The Chair called the meeting to order at 9:05 am. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- Public correspondence from Deborah Ferens and from Alix Hodson Deggan
- A memo that Trustee Elliott sent to Staff and Trustees prior to the meeting.

Staff confirmed that these items will be added to the merged agenda package as late items.

By general consent the agenda was approved as amended.

3. BUSINESS ITEMS

3.1 Scope of Work for an Indigenous Engagement Coordinator Position for the Official Community Plan Review Project - for discussion

Staff presented the history of requesting staff include this position as part of the Official Community Plan (OCP) Review Project. Staff see the value in having the position and will need time to determine whether it could be filled by a staff or contracted position, and to determine what the procurement process would need to look like. The position will be outlined as part of the OCP Review Project Charter, and the first step will be to write to the Nation requesting input on whether and how they would like to be involved. If there is no interest from the Nation, the Indigenous Engagement Coordinator position would be moot.

- Trustees supported the process outlined by staff.
- A Trustee added that they would also want to ask whether there was financial support available from the Nation to support their involvement in this work. They added that it is important that the Nation be given an opportunity to provide input

into the design of the project charter, to ensure that early and meaningful engagement occurs. They mentioned that in order to support this process getting underway, and based on the direction of the Director of Trust Area Services, they have been collecting names of Snuneymuxw members who could be appropriate for the position based on their existing relationships with the Nation and ability to set up meetings in a respectful way. The Nation is very busy and the procurement process could take three to four months.

- The Island Planner confirmed that this will be woven into the project charter and consideration of the scope and budget of the project will have to be given. She also mentioned that she has relevant experience to support this work.

GB-2023-021**It was MOVED and SECONDED**

that the Gabriola Local Trust Committee Chair writes to Snuneymuxw First Nation Acting Chief Erralyn Joseph on behalf of the Gabriola Local Trust Committee expressing interest in learning how the Nation might wish to be involved with an Official Community Plan review project on Gabriola and how we might respect the Nation's engagement priorities at this time.

CARRIED.

- The Chair asked for an update from staff on the hiring of a Senior Indigenous Relations Advisor.
- Staff reported that interviews are being held and that, in the meantime, there are resources available through the Islands Trust to review letters to First Nations and make sure language is appropriate and respectful.
- The Chair mentioned there may be some funding from Islands Trust that could be used throughout this project for First Nations engagement.

3.2 Opportunity to Qualify for the Federal Housing Accelerator Fund - for discussion

Staff provided an update on the funding opportunity available through the Canada Mortgage & Housing Corporation (CMHC). The Housing Accelerator Fund is uniquely set up and focused on encouraging local governments to develop housing action plans which are focused primarily on increasing the possibility for additional units to be built within the local jurisdiction. They clarified that funding is available to support the actual building of the units, as well as for supports like infrastructure and research to understand groundwater availability which would help to understand where possible units could be put.

They explained that the Cowichan Regional District is working on an Accessory Dwelling Unit Incentive Program, which aligns with their Housing Plan for the Southern Gulf Islands. This could be an area of focus for Gabriola because this project is being developed now and will likely be expedited due to the CMHC funding announcement.

They presented a model of what a housing project process would typically look like, as well as what an expedited process could look like in order to meet the funding application deadline in June 2023. Staff requested input from the LTC on the proposed process.

- A Trustee asked whether other islands in the south are applying for the Housing Accelerator Fund.
- Staff responded they are not.
- A Trustee expressed concern that the LTC would have to commit to a housing supply growth target that increases the annual rate of growth to at least 10%. It's never, in the history of the Islands Trust, been done to commit to increasing density in a certain timeline and in a certain way. The overall concern is that this is completely funding-driven and not community driven, as well as that it might mean that other important areas like the Development Permit Area mapping get dropped.
- Staff clarified the growth rate requirement for the CMHC fund: communities would have to have a minimum of 1.1% increase. For example, Mayne Island has had an increase of 6% from 2016-2021, which breaks down to an increase of 1.25% annually. They are meeting the minimum requirement by increasing at the same rate of growth that they have had, which has been approximately fifteen new units annually. Funding recipients get more points when their growth rate exceeds the natural growth rate, but this is not a requirement.
- The Island Planner clarified that the Trustee's concern is whether the community would support the number of units that need to be committed to and asked whether the Planner was able to predict the number of units that would be needed for Gabriola.
- The Planner responded that they had not had a chance to do review these numbers for Gabriola yet.
- The Chair confirmed that 'acceleration' refers to accelerating the building that is already planned for in certain areas, as opposed to increasing density.
- The Planner responded that we're talking about *density and intensity*. It's about creating additional potential for more growth. Extending secondary suites regulation to other areas in order to create the ability for more options for housing doesn't necessarily mean that that housing is going to be built. It's about increasing units that are going to be affordable and how to support the actual building of the options that currently exist or are created through the program.
- A Trustee commented that there has been years of talk about how local governments struggle because the federal and provincial government have not partnered like this before. For me, it's about island-specific solutions to housing. It's about what is our "missing middle." It's not about wholesale growth of what we already have (single detached family homes). For the past two terms, we've had a Housing Options Major Project funded through the Gabriola LTC. We created a housing options report with twenty-six recommendations and only one was turned into an action item by the last LTC. It could have resulted in OCP and Land Use Bylaw (LUB) amendments. Also, what are the environmental impacts if we don't control how growth is happening? She asked whether this LTC believes there is enough research and reporting that has been done

through phase one and 2 to move forward with pursuing this opportunity. They also asked the Planner to comment on the potential for future opportunities if the LTC decides not to pursue this one.

- The Planner responded that they could share their impressions only because neither they, nor the CMHC staff who are working on this program, have an answer at this point. There is another program that came out recently looking at Compact Communities. Housing is a key focus right now and the best thing that a local government can do is be ready to be able to take advantage of whatever may come. And being ready means knowing where you will put the money and having an action plan. In the case of the Freshwater Sustainability Strategy, the Islands Trust was able to tap into funding for the development of that. Now that we have that strategy, we know what our priorities are and we know where we can use funding if it becomes available. Being ready means you're also focusing your own decision-making.
- The Island Planner reflected on the considerations in front of the LTC currently. They could decide to proceed along the same path of the OCP review project and include housing and groundwater as part of that scope. They could also choose to complete some of these housing pieces as part of a new major project. They could decide that the major project for the next year is to create a housing action plan.
- A Trustee asked whether the development a Growth Management Strategy could be an option as a short-term project under the OCP.
- The Planner responded that the OCP Review will identify those pieces and that writing the Growth Management Strategy would be an additional report.
- The Island Planner suggested that the planners go back and scope out the idea of a Growth Management Strategy because it has a slightly different focus and intent than an OCP review. It takes the goals of the OCP one step further. She confirmed that they would be two major projects.
- A Trustee mentioned that she is always wary of something that a funder directs; however, if this funding can actually be used to start the OCP review process in a way that we would do it as a community ourselves with our own concerns for the environment, she could support that. The concern is that it is a lot of work for staff and that it would take away from other staff time that must be done for the regular work program and for the other pieces that need to be done for the OCP review. There is no doubt that a major part of the OCP review is a focus on housing.
- A Planner mentioned that staff are meeting with CMHC on Tuesday to adequately understand what the needs assessment has to look like and to gain further clarity on the program.
- The Island Planner added that this project will move very quickly if it gets funded, which will mean minimal time to check in with the community. These are factors for consideration for the LTC.
- A Trustee asked whether it is possible to defer a decision until the May 11th business meeting to allow time to get more information and for Trustees to have discussions out in community, and to learn from the Housing Advisory Planning Commission on how they would see being involved.

- The Island Planner clarified that May 15th is the absolute deadline for a decision to allow for the identification of staff resources that would be required to carry out the project.
- A Trustee reiterated that they don't want to be diverted from other important environmental priorities and asked what is needed as far as groundwater research and assessment.
- Staff reported that the work should be complete and that they will access the report prepared by the Freshwater Specialist who is currently on a leave from work.
- The Chair commented that there is a need to balance the development of any kind of housing with respect for the natural environment, and that the housing action plan seems necessary as we work through the Development Permit Areas. He asked how to facilitate the housing action plan so that we are shovel-ready to take advantage of funding opportunities?
- A Trustee asked, 'How do we actually get the units constructed since administering the funding for this is out of scope for the Islands Trust?' They noted that Mayne Island has developed a relationship with Habitat for Humanity.
- A Planner responded that CMHC is working to figure that out. They are creating a model, and if the Regional District of Nanaimo (RDN) thinks it is a good model, they could follow it. If the regional district says they can't do it, Islands Trust would have to talk to the Province. These steps are all apart of the project, and they would require staff resources.
- The Chair confirmed that Trustee Elliott had a conversation with the RDN Director and confirmed her support for the project while also noting that the RDN Chair has rebooted a project exploring housing options. Trustee Elliott will request more information on this from the Area B Director.
- Staff observed that clarity is needed on project management to ensure staff know what they are working on. Staff resources to support an OCP Review and A Housing Action Plan would have to be phased because they are two major projects.

Planner Chadwick left the meeting at 10:58am.

- A Trustee commented that exploring the possibility of sequencing the OCP review with finishing the Housing Options and Review Project might be appropriate. And how we do housing is environmental protection.

GB-2023-022

It was MOVED and SECONDED

THAT the Gabriola Island Local Trust Committee request staff to review and offer a high-level perspective on the merits of the Housing Options and Impacts Review recommendations and staff reporting, and prepare a briefing, including any further information on the expedited process for the Trustee's consideration for the next LTC meeting on May 11th, and report back on Canada Mortgage & Housing Corporation's requirements for an updated housing needs assessment.

CARRIED

4. ADJOURNMENT

By general consent the meeting was adjourned at 11:17 am.

Peter Luckham, Chair

Certified Correct:

Chloë Straw, Recorder



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: February 22, 2024
Location: Gabriola Arts & Heritage Centre
 476 South Road, Gabriola Island, BC

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

Staff Present: Renée Jamurat, Regional Planning Manager
 Stephen Baugh, Island Planner
 Narissa Chadwick, Island Planner (via electronic meeting)
 Lisa Millard, Recorder

Others Present: There were approximately 9 (nine) members of the public 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 Luckham called the meeting to order at 10:30 am. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following changes to the agenda were presented for consideration:

Remove item 9.3 as it is a duplication of item 9.2.

By general consent the agenda was approved as amended.

3. REPORTS

3.1 Trustee Reports

Trustee Elliott reported the following:

- She attended several Visioning 2050 community hosted events;
- She attended the Breaking Bannock Building Bridges speaker series event;
- She visited Mudge Island to participate in a safe boat access conversation;

- She attended a recent Regional Planning Committee meeting to discuss budget for the Housing Strategy Action Plan;
- She has been following the Manager of Southern Gulf Islands Service Delivery Justine Starke's work on the rural housing program being developed by the Capital Regional District;
- She noted that the Province of BC has expanded the secondary suite incentive program to include regional districts; and
- She stated that Islands Trust has received the ombudsperson report on bylaw enforcement policies and procedures and recommendations for implementation are being discussed.

Trustee Yates reported the following:

- She has attended two recent Financial Planning Committee meetings;
- She will be attending the upcoming Trust Council Meeting during which the next fiscal budget will be finalized;
- She attended the recent Parks and Open Spaces Advisory Committee meeting;
- She attended the Visioning 2050 meeting; and
- She attended both freshwater sustainability webinars presented by Freshwater Specialist William Shulba.

3.2 Chair's Report

Chair Luckham reported the following:

- He has been preparing for the upcoming Trust Council budget meeting; and
- He has been participating in the process of recruiting a new Islands Trust Chief Administrative Officer.

3.3 Electoral Area Director's Report

3.3.1 Electoral Area Directors Report dated January 18, 2024

Received for information.

3.4 First Nations Reports - none

4. PUBLIC COMMENTS

- A member of the public asked if the community meeting noted on page 43 of the agenda package was a formal community information meeting or a less formal community meeting. Planner Chadwick clarified that a community information meeting is typically held to inform the public about applications or bylaws and provides an opportunity for public questions while a community meeting is less formal and attempts to facilitate conversation. The meeting in question will be a community meeting.
- A community member stated their concerns about the recent roadside clearing done by the Ministry of Transportation and Infrastructure (MOTI) and indicated that while they are not opposed to clearing, the machine that was used twisted and shredded plants and trees and

- caused destruction to native species. They asked that the Trustees request MOTI to not use that type of machine in the future and that MOTI identify areas that need to be trimmed rather than clear cutting the verges.
- A resident stated that they are horrified at the destructiveness of the verge cutting method that was used this year. They noted that there are now sharp stakes sticking up out of the ground that can cause harm to wildlife and people. They would like the Trustees to request that both the Ministry of Transportation and Infrastructure, and the contractor that performed the work, be informed of the importance of both protecting the natural environment and sustaining the character of the island.
 - A Mudge Island resident said that over the last two years there have been several concerns within the Mudge community about both shoreline access and bylaw enforcement. They would like the Trustees to attend an in-person meeting held on Mudge Island to hear the community concerns and to get a sense from the residents about what is important to them regarding bylaws and other issues.
 - Another Mudge Island resident reiterated that there was a significant concern with the lack of safe shoreline access. They request support in maintaining existing, and gaining new, shoreline access. They indicated that there is a general community concern about bylaw enforcement and that there is a fear in the community due to a lack of information regarding who is getting bylaw infraction fines and why. They requested that a summary of bylaw non-compliance be made available so that fear can be replaced with knowledge.
 - A member of the public stated that it has been ten months since they submitted a development permit application, and five months since said application was deferred to allow time for referral to the Snuneymuxw First Nation. The development permit is for the purpose of removing trees from a small percentage of steep bluffs on the property and they are working with two companies that specialize in wildfire protection and tree falling. They believe that they have complied with the bylaw requirements and are concerned that they have not been invited to attend an upcoming meeting between Islands Trust and the Snuneymuxw First Nation during which this application might be discussed. They noted that if they were allowed to attend the meeting they would have the opportunity to address any misinformation and respond to concerns.

Chair Luckham qualified that the Snuneymuxw First Nation invited Islands Trust to a meeting and therefore it is up to the Snuneymuxw to determine who can attend. He noted that if Islands Trust receives information about the development permit application that they are given permission to share then they will do so.

5. **DELEGATIONS - none**

6. **MINUTES**

6.1 **Local Trust Committee Special Meeting Minutes dated November 28, 2023 - for adoption**

By general consent the Local Trust Committee meeting minutes of November 28, 2023 were adopted as presented.

6.2 **Local Trust Committee Minutes dated January 18, 2024 – for adoption**

By general consent the Local Trust Committee meeting minutes of January 18, 2024 were adopted as presented.

6.3 Section 26 Resolutions-Without-Meeting Report - none

6.4 Advisory Planning Commission Minutes dated February 7, 2024 - for receipt
Received for information.

6.5 Housing Advisory Planning Commission Minutes dated January 11, 2024 - for receipt
Received for information.

6.6 Housing Advisory Planning Commission Minutes dated January 25, 2024 - for receipt
Received for information.

6.7 Housing Advisory Planning Commission Minutes dated February 8, 2024 - for receipt
Received for information.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated February 15, 2024

A Trustee noted that at the November 28, 2023 Local Trust Committee special meeting a resolution passed in which staff were requested to provide a memo outlining the rationale behind funding support from Trust Council for water balance assessments, and that it was important to note that the assessments would benefit the entire Trust area and not just Gabriola. She stated that a business case for said funding had not been prepared, therefore Trustees will be unable to advocate for this funding at Trust Council. Planner Chadwick replied that a memo had been forwarded to the Regional Planning Committee and that staff can extract key pieces of that memo to provide speaking notes for further discussion with the Financial Planning Committee regarding this funding.

8. APPLICATIONS AND REFERRALS - none

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw Review: Endorsement and Authorization for Capacity Work Agreement with Snuneymuxw First Nation- Staff Report

Planner Chadwick summarized the staff report and highlighted the following:

- The provision of capacity funding has been effective in other areas in facilitating First Nations engagement;
- Funding for the Official Community Plan project can be moved to the First Nation so they can begin to work with them with respect to the Official Community Plan project; and
- There is already \$4000 (four thousand dollars) allocated for First Nations engagement, and there might be additional funding of \$1000 (one thousand dollars) remaining from the community engagement process for allocation.

GB-2024-009

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to prepare a capacity work agreement between the Local Trust Committee and Snuneymuxw First Nation, for the purpose of engagement with the Nation on the Gabriola Island Official Community Plan Review Project.

CARRIED

GB-2024-010

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee authorize the release of up to \$5,000 (five thousand dollars) from the Official Community Plan Review Project 2023/2024 fiscal project budget for the purposes of entering into a capacity work agreement with Snuneymuxw First Nation on the Gabriola Island Official Community Plan Review Project.

CARRIED

9.2 Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw Review: Engagement Update, Revised Engagement Strategy

Planner Chadwick provided an update on the engagement process and noted the following:

- There were 405 (four hundred and five) responses to the survey; and
- A community meeting will be held at The Haven on March 23, 2024 to share information gathered from the survey and the community engagement groups.

GB-2024-011

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse the revised Gabriola Island Official Community Plan (OCP) and Land Use Bylaw (LUB) Review Project Community Engagement Strategy.

CARRIED

10. CORRESPONDENCE

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

10.1 Email dated January 15, 2024 from N. Huot regarding Road Allowance Pruning
Received for information.

10.2 Email dated February 4, 2024 from EJ Hurst regarding Destruction of Plants While Clearing Road Verges
Received for information.

10.3 Email dated February 5, 2024 from K. Gurr regarding Mainroad Mid-Island Contracting Advance Notice of Road Verge Mowing
Received for information.

10.4 Email dated February 6, 2024 from B. Bossin regarding Verges
Received for information.

GB-2024-012

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request a meeting with Ministry of Transportation and Infrastructure representatives regarding the road allowance and brush mowing operation.

CARRIED

11. NEW BUSINESS

11.1 Review of the New Provincial Short Term Rental Accommodation Act for the Gabriola Island Local Trust Area – Memorandum

11.1.1 Housing Statute Changes to British Columbia Legislation – Memorandum

The Planner summarized the memorandum. He noted that while the existing Temporary Use Permit process allows for some short-term vacation rentals, there is no requirement that the unit also be the operator's principal residence. He further indicated that opting into the new provincial short-term rental accommodation act would result in any existing temporary use permits that do not meet the principal residence requirement, becoming void.

GB-2024-13

It was MOVED AND SECONDED

that the Gabriola Island Local Trust Committee request that the Minister of Housing, on behalf of the Lieutenant Governor in Council, apply the principal residence requirement to the Gabriola Island Local Trust Area and that the Gabriola Island Local Trust Area be removed from the exempt land as per S. 15 of the Short-Term Rental Accommodation Act.

CARRIED

GB-2024-14

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to add a new project description to the "Project List" to include a review and update of short-term vacation regulations on Decourcy Island.

CARRIED

11.2 Engagement with Mudge Island Residents – verbal discussion - Trustee Elliott
Discussion ensued.

GB-2014-15

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to schedule a special community meeting on Mudge Island in spring or summer, 2024 to hear community concerns about bylaw enforcement and safe water access approaches.

CARRIED

11.3 Destination BC Letter of Support - verbal discussion - Trustee Elliott

Received for information

The meeting was recessed for a break at 12:36 pm and reconvened at 1:02 pm.

The meeting was closed to the public at 1:03pm to go *in camera* and reconvened at 2:19 pm.

12. CLOSED MEETING

12.1 Motion to Close the Meeting

GB-2024-015

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)(f)&(i) for the purpose of considering:

- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

and that the Recorder and Staff attend the meeting.

CARRIED

12.2 Recall to Order

Chair Luckham rose and reported that:

- the Local Trust Committee will request staff to provide a report on Mudge Island bylaw enforcement files for the March 21, 2024 Local Trust Committee meeting and schedule a webinar information meeting for Mudge Island residents; and
- A response to the administration fairness complaint regarding a development permit issue be forwarded to the complainant.

GB-2024-016

It was MOVED AND SECONDED

that the Gabriola Island Local Trust Committee request staff prepare a Webinar regarding bylaw enforcement issues on bylaws on Mudge Island and provide a staff report to the Local Trust Committee on enforcement files in the Gabriola local Trust area.

CARRIED

GB-2024-017

It was MOVED and SECONDED

that after consideration of a complaint received from Center Stage Holdings that a response based upon the draft of January 22, 2024 be made to the complainant.

CARRIED

13. REPORTS

13.1 Trust Conservancy Report - none

13.2 Applications Report dated February 14, 2024

Received for information.

13.3 Trustee and Local Expense Report dated December, 2023

Received for information.

13.4 Adopted Policies and Standing Resolutions

Received for information.

13.5 Local Trust Committee Webpage – no updates

13.6 Climate Change Action Update – none

13.7 First Nations Relationship-Building Update

Chair Luckham stated that the Local Trust Committee is hoping to meet with the Snuneymuxw First Nation in the coming weeks.

14. WORK PROGRAM

14.1 Active Projects Report dated February 14, 2024

Received for information.

14.2 Future Projects Report dated February 14, 2024

Received for information

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, March 21, 2024 at 10:30 am at the Gabriola Arts and Heritage Centre

16. ADJOURNMENT

By general consent the meeting was adjourned at 2:30 p.m.

Peter Luckham, Chair

Certified Correct:

Lisa Millard, Recorder

Minutes of the Gabriola Island Housing Advisory Planning Commission

Date of Meeting: Thursday February 22, 2024

Location: Islands Trust Northern Office
700 North Road
Gabriola, BC

HAPC Members Present: Steven Earle, Chair
Emily Carson-Apstein
John Woods (electronic)
Felix Addison (electronic)
Jenni Gehlbach
Angela Pounds (electronic)
Dylan Wallinger (electronic)

Staff Present: Lisa Millard, Recorder

Others Present: There were 2 (two) members of the public present

1. CALL TO ORDER AND WELCOME

Chair Earle called the meeting to order at 3:05 pm.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. APPROVAL OF MINUTES

3.1 Gabriola Island Housing Advisory Planning Commission Minutes dated January 25, 2024 – for adoption

By general consent, the Gabriola Island Housing Advisory Planning Commission meeting minutes of January 25, 2024 were adopted.

3.2 Gabriola Island Housing Advisory Planning Commission Minute dated February 8, 2024 – for adoption

By general consent, the Gabriola Island Housing Advisory Planning Commission meeting minutes of February 8, 2024 were adopted.

4. GABRIOLA HOUSING POLICY REVIEW PROJECT

The Local Trust Committee has requested feedback from the Housing Advisory Planning Commission to determine what regulatory changes might be considered during the Official Community Plan and Land Use Bylaw review project related to housing.

Chair Earle circulated a list of potential recommendations and it was agreed that all proposed recommendations that could increase density be considered based on site-specific water availability, septic capacity, ecosystem protection, and proximity to amenities; and that limitations to the number of residents on an existing property should be tied to these factors rather than to familial relationships.

Discussion ensued and the following comments related to each recommendation were noted as follows:

1. The Local Trust Committee should request that Trust Council lobby the provincial government to extend the Speculation and Vacancy Tax to the entire Trust area.
The Housing Advisory Planning Commission can not request a recommendation be applied to the entire Trust area, and this should be revised to the Gabriola Trust area.
2. The Local Trust Committee should make changes to allow increased density in the Village Core area by increasing the permitted number of dwelling units on all parcels over one hectare.
No changes.
3. The Local Trust Committee should increase the number of allowed residential units within commercial developments. The number of units should be proportional to the commercial floor area.
No changes.
4. The Local Trust Committee should proactively up-zone suitable properties in the Village Core area to allow for market rate multi-family residential development, potentially with an affordable component.
Affordability should be included as a component; however, the term “below market value” should be used in place of the term ‘affordable.’
5. We urge the Local Trust Committee to significantly reduce approvals of, or raise the standards for approval of, Temporary Use Permits for Short Term Vacation Rentals.
This recommendation was removed from the list as it is being addressed through recent provincial legislation.
6. The Local Trust Committee should increase options for additional residences in all parts of the island by expanding the types of properties where secondary suites and accessory dwelling units are permitted.
Rationale for this item was discussed and will be included with the final recommendations.
7. The Local Trust Committee needs to do what is needed to make tiny homes and other alternative dwellings possible.

There are no existing construction standards for tiny homes on wheels so this recommendation should focus on alternative dwelling units built within provincial and federal construction standards. Alternative dwelling units should be allowed in addition to a primary residence.

8. The Local Trust Committee should create zoning for manufactured, tiny, and mobile homes.

This concept should focus on clusters of this type of housing.

9. The Local Trust Committee should allow bare-land stratification.

It was determined that bare-land stratification should be allowed on a property that already has a dwelling.

Chair Earle stated that he would refine the recommendations based on the Housing Advisory Planning Commission's input and comments and prepare a final recommendation document to be provided to the Local Trust Committee for their consideration.

5. NEXT MEETING – none scheduled

6. ADJOURNMENT

By general consent, the meeting was adjourned at 5:00 pm.

Steven Earle, Chair

Certified Correct:

Lisa Millard, Recorder

Follow Up Action Report

Gabriola Island

29-Sep-2022

Activity	Responsibility	Dates	Status
1 GB-RZ-2022.1 (Alley Enterprises) - 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. <i>Staff report uploaded to website.</i>	Stephen Baugh		In Progress

20-Jul-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Gabriola Island

20-Jul-2023

Activity	Responsibility	Dates	Status
1 Actions for the Major Project - OCP Review - Major Project Business Case and Project Charter: 1. Staff to post Project Charter to project website, re: Official Community Plan and Land Use Bylaw Review Project (Phase 1) - <i>complete</i> 2. Staff note business case endorsed for the OCP and LUB Review Project (Phase 2). - <i>complete</i> 3. Staff to prepare actions for Engagement Option 2. 4. Staff to prepare options for First Nations engagement Phases 1 & 2. 5. Staff to refer July 20th staff report to the APC for feedback due by September 1, 2023, on: - <i>complete</i> - the engagement options. - identification of groups and the broader community, including under represented members. - Feedback on engagement and communications (Phase 1). 6. Staff to refer materials related to the Housing Options and Impact Review Process to the HAPC for review and feedback by January 2024. - <i>complete</i> 7. Post materials for the Official Community Plan and Land Use Bylaw Review Project to the project website. <i>complete</i> 8. Staff to schedule an orientation meeting for the APC to review the terms of reference for their participation in the OCP and LUB review project, and collect feedback on the Phase 1 engagement strategy and	Chloe Straw Narissa Chadwick Wil Cottingham		In Progress

Follow Up Action Report

Gabriola Island

20-Jul-2023

Activity	Responsibility	Dates	Status
communications.			
9. Staff to schedule an orientation meeting for the HAPC to review the terms of reference for their participation in the OCP and LUB review project (Phase 1). - <i>complete</i>			
10. Staff to develop messaging and communications materials for the September 2023 soft launch of the in the OCP and LUB review project. - <i>complete</i>			
2 Regarding LTC Consideration of becoming Covenant Holder, Gabriola Commons - 675 North Road, Gabriola Island: Staff to seek a legal review of draft covenant prepared by the registered owners of the Gabriola Commons - 675 North Road, Gabriola Island [Lot 1, Plan VIP27281, Section 19, Land District 32, Gabriola Island (PID 002-600-992)].	Stephen Baugh	Target: 26-Oct-2023	In Progress

14-Sep-2023

Activity	Responsibility	Dates	Status
1 Staff to prepare a communications plan with respect to the Official Community Plan Land Use Review Project.	Narissa Chadwick	Target: 16-Oct-2023	In Progress

26-Oct-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Gabriola Island

26-Oct-2023

Activity	Responsibility	Dates	Status
1 Staff to prepare a request to EC on behalf of LTC to approve funds for screening Dust and Bones movie and public discussion on Gabriola in 2023/2024. - <i>March 8: Dir. TAS has noted the request for EC and confirmed funds for screening. TAS Director awaiting more information about the event.</i>	Clare Frater		In Progress

Follow Up Action Report

Gabriola Island

26-Oct-2023

Activity	Responsibility	Dates	Status
2 Two Letters from LTC: 1. Gabriola Local Trust Committee draft a letter to formally request the Provincial and Federal governments' support and direction to aid the Gabriola Local Trust Committee in preserving and protecting Indigenous cultural heritage sites that may be at risk due to impacts of development. In the absence of clear legislation and guidelines to support local governments' obligations to international, national and provincial frameworks, interim guidance and direction from the Province would be welcome, to ensure the Islands Trust can fulfill its obligations and duties to the preservation and protection of sacred cultural heritage sites. 2. That the Chair of the Gabriola Island Local Trust Committee work with staff write to seek support from Snuneymuxw First Nation and to understand if there would be interest in working on a joint call to the Provincial and Federal government to request support and direction to aid the Gabriola Local Trust Committee in preserving and protecting Indigenous cultural heritage sites that may be at risk due to impacts of development.	Renee Jamurat		In Progress

30-Nov-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Gabriola Island

30-Nov-2023

Activity	Responsibility	Dates	Status
1 Extension granted for GB-RZ-2022.1, staff to continue processing application and bring back report to LTC.	Stephen Baugh		In Progress

18-Jan-2024

Activity	Responsibility	Dates	Status
1 Actions for the Major Project - OCP Review: - Set up meeting between SFN Staff and leadership, and GB LTC and IT Staff to discuss SFN interests related to Gabriola and interest in engagement with the FB OCP review process. - Communicate the feedback related to the Official Community Plan engagement received from community engagement groups to the Local Trust Committee in writing. - Add the letter from Drs. J & C Johnstone and the Foreshore Structures Report from Warren to the OCP review project file.	Narissa Chadwick		In Progress

22-Feb-2024

Activity	Responsibility	Dates	Status
1 Prepare a capacity work agreement between the Local Trust Committee and Snuneymuxw First Nation, for the purpose of engagement with the Nation on the Gabriola OCP Review Project.	Narissa Chadwick		In Progress

Follow Up Action Report

Gabriola Island

22-Feb-2024

Activity	Responsibility	Dates	Status
2 Add a review and update of short term vacation regulations on Decourcy Island to the future projects list.	Stephen Baugh		Completed
3 Schedule a special meeting on Mudge Island in Spring/Summer 2024 to hear from the community about bylaw enforcement and safe water access.	Stephen Baugh Wil Cottingham		In Progress
4 Request a meeting between the LTC and MOTI regarding mowing/maintenance of the road allowance.	Stephen Baugh		In Progress
5 Prepare a webinar regarding bylaw enforcement on Mudge Island.	Warren Dingman		In Progress
6 Provide a staff report regarding bylaw enforcement files in the Gabriola Local Trust Area to the LTC.	Warren Dingman		In Progress
7 Send a response to Center Stage Holdings in response to the complaint based upon the draft of the letter dated January 22, 2024.	David Marlor Renee Jamurat		In Progress
8 Staff to provide info to be included in the Trust Council agenda regarding the rationale for funding water balance assessments on Gabriola.	Narissa Chadwick		In Progress

Follow Up Action Report

Gabriola Island

22-Feb-2024

Activity	Responsibility	Dates	Status
9 Send following resolution to the Minister of Housing and include appropriate background information describing the area and jurisdiction: "That the Gabriola Island Local Trust Committee request that the Minister of Housing, on behalf of the Lieutenant Governor in Council, apply the principal residence requirement to the Gabriola Island Local Trust Area and that the Gabriola Island Local Trust Area be removed from the exempt land as per S. 15 of the Short-Term Rental Accommodation Act."	Rob Kroeker Stefan Cermak	Target: 31-Mar-2024	In Progress

DATE OF MEETING: March 21, 2024

TO: Gabriola Island Local Trust Committee

FROM: Stephen Baugh, Island Planner
Northern Team

COPY: Renée Jamurat, Regional Planning Manager

SUBJECT: Temporary Use Permit – GB-TUP-2023.5
Applicant: Geneen Georgiev
Location: 868 Chichester Rd, Gabriola Island

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee request the applicant provide a proof of water report from a professional engineer or geoscientist with competency in hydrogeology in consideration of the Temporary Use Permit Guidelines from the Gabriola Island Official Community Plan.

REPORT SUMMARY

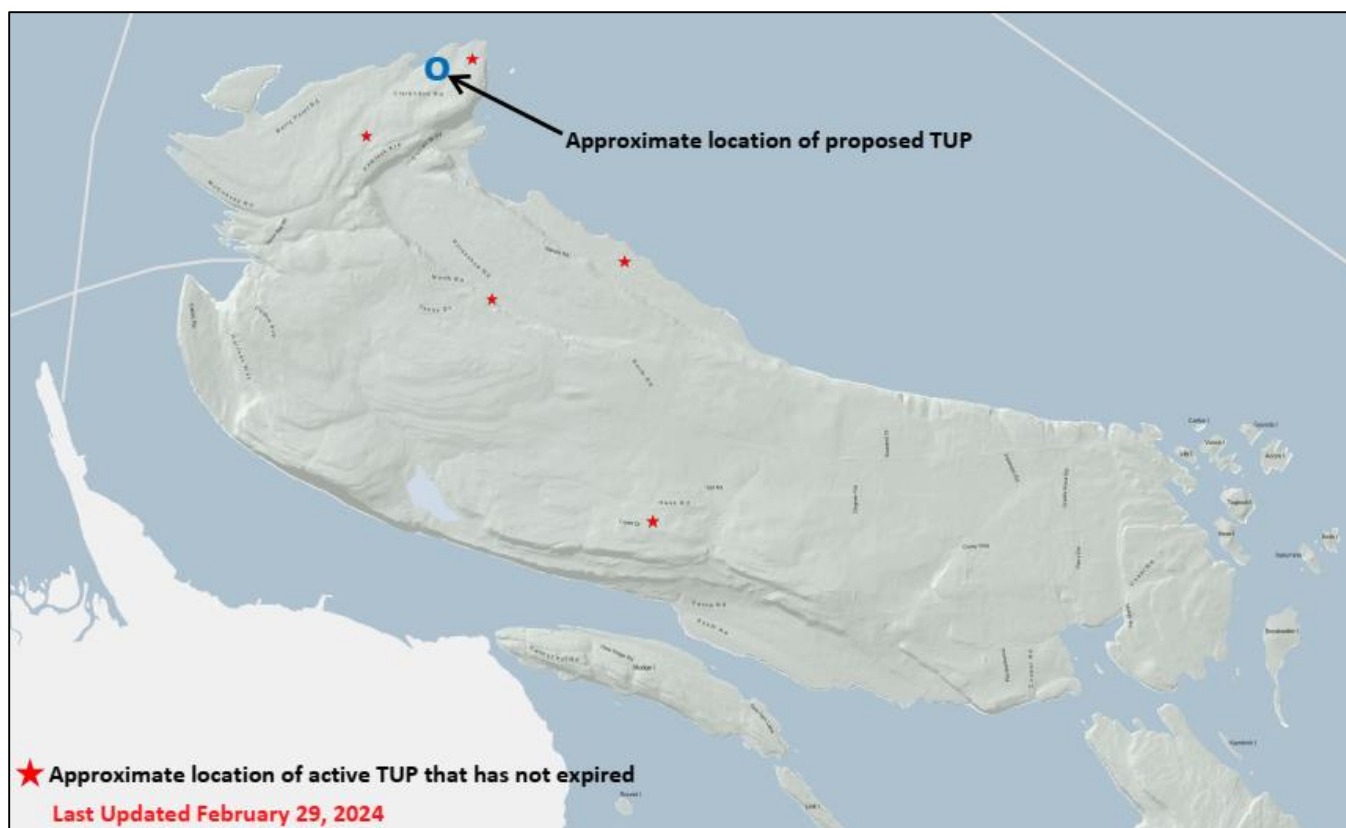
The purpose of this report is to introduce an application for a Temporary Use Permit (TUP) to allow a commercial vacation rental within a single family dwelling at 868 Chichester Rd. There are currently 5 active Temporary Use Permits for commercial vacation rentals on Gabriola Island. Staff are recommending the LTC request additional information from the applicant.

BACKGROUND

This application has been initiated following a Bylaw Enforcement file for a non-permitted commercial vacation rental on the property. The applicants are seeking a TUP to allow commercial vacation rentals in their principal residence.

The applicant has provided a letter describing their application (Attachment 3) and the following background materials to support their application:

- A well flow test (Attachment 4);
- A Water Quality Report (Attachment 5);
- Letter from a Registered Onsite Wastewater Professional stating that the septic system will support the proposed Vacation Rental (Attachment 6);
- Occupancy Permit from the Regional District of Nanaimo (Attachment 7);
- Letter from the Fire Chief stating the building meets the fire code (Attachment 8); and
- A copy of the information package that will be provided to guests (Attachment 9)



The house is currently listed for sale, and the applicants have stated that they do not intend to sell the house if they are successful in their application for a TUP. Staff note that a TUP is registered on Property Title and would continue to be in-effect for the stated term, should the property be sold after a TUP is issued.

The red stars show the approximate location of the 5 approved TUPs for commercial vacation rentals on Gabriola Island that have not expired. The approximate location of the proposed commercial vacation rental is shown with a yellow circle.

At their February 22, 2024 meeting the LTC requested to be included in the provincial principle residence requirement. In order to meet this requirement the applicants have stated they plan to live in the home and stay with family during the times while their home is being rented. The *Short-Term Rental Accommodations Act* defines a “principal residence” as “the residence in which an individual resides for a longer period of time in a calendar year than any other place.” Provided that the operators meet the principal residence requirement as defined by the province they could operate a commercial vacation rental in their home with a Temporary Use Permit.

ANALYSIS

Islands Trust Policy Statement

This application is not contrary to the Islands Trust Policy Statement.

Official Community Plan:

Temporary Use Permit Designations and Guidelines

Designations

- a) Subject to the guidelines, Temporary Use Permits may be issued for:

- vii. commercial vacation rentals within areas designated on Schedule B as 'Small Rural Residential', 'Large Rural Residential', 'Forestry', 'Agriculture' or 'Resource'.

An analysis of the OCP Guidelines for commercial vacation rental of single family dwellings is included as Attachment 2 of this report.

Land Use Bylaw:

B.6.3 Commercial Vacation Rentals

B.6.3.1 All dwelling units, including secondary suites, are for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited except where a temporary use permit has been issued by the Local Trust Committee.

The subject property is located within the Small Rural Residential zone which does not permit commercial vacation rental, thus a temporary use permit is being sought to allow the use.

Home Occupation – Bed and Breakfast

B.3.1.1 Home occupation uses must be carried out by at least one permanent resident of the premises in which the home occupation is located;

B.3.6.1. The following additional regulations apply to bed and breakfast home occupations:

- a. On lots:
 - i. less than 0.5 hectares (1.24 acres), a maximum number of two bedrooms may be used for bed and breakfast accommodation;
- d. Breakfast is to be the only meal served;
- e. No additional set of cooking facilities may be provided for the bed and breakfast use.

On Gabriola, there are a number of differences between a commercial vacation rental which requires a TUP and Bed and Breakfast operations which are considered Home Occupations. Although, the LTC has requested to be included in the provincial primary residence requirement there are still some situations where a TUP would be required in order to operate a vacation rental.

For this application, the applicant has stated that they wish to rent out their principal residence and stay somewhere else while guests are renting their home. A TUP would allow their guests to use the kitchen and it would allow for the rental of 3 bedrooms instead of being limited to 2 bedrooms.

Water Supply

The applicant has provided a letter from Janis's Maintenance stating that the well supplying the property has produced 10 Litres per minute. This well flow rate would be sufficient to provide 1362 Litres per day for 6 guests, however, the well flow rate was only measured over a period of 35.16 seconds. The provincial guidelines for well flow tests state they are generally conducted for approximately 1 hour and staff have usually seen longer timeframes used to measure well flow rates. Therefore, staff recommend that a report from a qualified professional be requested to ensure the TUP guidelines are met for the proposed use. Additionally, the well is not located on the subject property and it supplies more than one lot. This means that any impacts of an increased use of the well could impact residents of other lots that share the water source. The easement registered in favour of the applicant's property entitles them to access of the well for domestic use.

Although the TUP guidelines do not specifically mention the water supplied to the property should be potable, staff suggest that it is reasonable to expect that the water supply should be capable of supplying the proposed use. The applicants have provided a water quality test from 2022 which does not show the water being supplied to the dwelling is suitable to be used as drinking water. The house does have filters to rid the water of bacterial issues, however, it is recommended that water is boiled prior to consumption. In this case, the owners recommend that guests do not use the tap water for drinking and instead provide bottled water.

Issues and Opportunities

The TUP guidelines state that the LTC may consider issuance of a TUP for commercial vacation rental where the proximity of the dwelling to neighbours is such that screening or fencing is practical or able to address potential impacts. There is a fence surrounding the property which provides some privacy and separation between properties. However, the dwelling does have a large deck which overlooks some neighbouring properties. Should the LTC approve this application, landscape screening to provide privacy and separation of uses could be included as a permit condition.

The applicant has provided information to satisfy some TUP guidelines from the Gabriola Island OCP. This includes providing supporting information to show:

- there is an adequate sewerage system;
- there is off street parking for two vehicles;
- the dwelling meets the fire code;
- the dwelling is safe to occupy; and
- there will be an on-island operations manager available 24 hours per day, 7 days per week.

The applicant has also provided a well flow test, however, the test does not provide detail on the methodology used or an explanation of why the test was conducted for less than a minute. For this application, an appropriate quantity of water supply is particularly important as the well supplying water to the subject property also supplies other residential properties. Thus, there is a concern that any compromise to the well may have a direct impact on others who also rely on the well.

Notification

In accordance with Section 494 of the *Local Government Act* and the Gabriola Island Development Procedure Bylaw No. 114, neighbours within 100m of the subject property must be notified of a TUP application and a notice must be published in the local newspaper. Notice of the proposed TUP was sent out to all property owners and occupants of properties within 100 metres of the subject property. A notice of the proposed TUP was published in the *Gabriola Sounder* newspaper.

Correspondence from the public related to this application has been received and is posted on the current applications page of the Islands Trust website (<https://islandstrust.bc.ca/island-planning/gabriola/current-applications/>). A support letter was received as well as letters opposed to the application. Some of the issues raised were concerns about increased noise, the use of the well, the availability of parking and that the home is currently for sale.

Any additional comments received from the public after completion of this report will be shared with the LTC and reported out at the LTC meeting.

First Nations

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. The application has been referred to Snuneymuxw First Nation (SFN), as of the writing of this report a response has not been received from SFN.

The applicant has provided information in their guest information package about the Snuneymuxw First Nation.

Rationale for Recommendation

Staff raise a concern that the supply of water for the proposed commercial vacation rental is uncertain for both the quality of the water and the quantity. Staff recommend the LTC request additional information from the applicant in order to ensure that sufficient water can be provided to support the proposed vacation rental, in addition to the other properties that use the well as their source of domestic water.

ALTERNATIVES

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

1. Approve issuance of the permit

The LTC may approve the permit for a term of up to 3 years from the date of issuance. Recommended wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee approve the issuance of Temporary Use Permit GB-TUP-2023.5, subject to the conditions imposed by the permit, for a 3 year term starting from the date of issuance.

2. Impose additional permit conditions, and approve issuance of the permit.

The LTC may choose to impose additional permit conditions in accordance with OCP guideline 3.8(h) (xvii) which states, “such other considerations as are deemed applicable with respect to a specific commercial vacation rental application.” Recommended wording for the resolution is as follows:

That the following be made a condition of Temporary Use Permit application GB-TUP-2023.5: [insert condition(s)].

3. Deny issuance of the permit

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee deny Temporary Use Permit application GB-TUP-2023.5 for the following reasons: [specify reasons].

NEXT STEPS

Subject to concurrence with the staff recommendation, staff will bring back the application to the LTC after the applicant has provided the requested report.

Submitted By:	Stephen Baugh, Island Planner	March 7, 2024
Concurrence:	Renee Jamurat, RPP MCIP, Regional Planning Manager	March 12, 2024

ATTACHMENTS

1. Site Context
2. TUP Guidelines
3. Letter from Applicants
4. Well Flow Test
5. Water Quality Report
6. Septic Inspection
7. Occupancy Permit
8. Fire Chief Letter
9. Guest Information Package

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	AMENDED LOT 33 (DD 150267I), BLOCK 7, SECTION 22, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 1673
PID	006-985-742
Civic Address	868 Chichester Rd, Gabriola Island

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential

HISTORICAL ACTIVITY

File No.	Purpose
None	N/A

POLICY/REGULATORY

Official Community Plan Designations	Small Rural Residential (SRR)
Land Use Bylaw	Small Rural Residential (SRR)
Other Regulations	<i>Short-Term Rental Accommodations Act</i>
Covenants	None
Bylaw Enforcement	GB-BE-2023.1 - STVR

SITE INFLUENCES

Islands Trust Conservancy	Referral to Islands Trust Conservancy is not required for this application.
Species at Risk	None Mapped
Sensitive Ecosystems	None Mapped
Hazard Areas	None Mapped
Archaeological Sites	Areas of high archaeological potential mapped within 100m of the subject property. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	Possible impacts of tourism for the STVR include increased GHG emissions due to traffic, as well as increased use of energy and water as the TUP proposes allowing up to four guests.
Shoreline Classification	N/A

ATTACHMENT 2 – TEMPORARY USE PERMIT GUIDELINES

FOR COMMERCIAL RENTAL OF SINGLE-DWELLING RESIDENTIAL UNITS

Guidelines	Complies	Planner Comments
i. the Local Trust Committee should consider the cumulative effects on the neighborhood and Island of all the temporary use permits issued for commercial vacation rentals;	n/a	
ii. the Local Trust Committee may consider issuance of a temporary use permit for commercial vacation rental if the proposal does not alter the residential appearance of neighbourhood;	n/a	
iii. the Local Trust Committee may require mitigating measures to address neighbour concerns, such as screening and fencing; the Local Trust Committee may consider issuance of a temporary use permit for commercial vacation rentals in situations where the proximity of dwelling under consideration for a commercial vacation rental to a neighbouring dwelling is such that screening or fencing is practical or able to mitigate potential impacts or address neighbour privacy issues;	For LTC Direction	There is a deck attached to the house which overlooks neighbouring properties.
iv. a temporary use permit respecting a parcel in the Agricultural Land Reserve shall require the approval of the Agriculture Land Commission prior to the permit being issued;	n/a	Subject property is not located within the Agricultural Land Reserve
v. the landowner should be required to provide a written plan for the supply of water for the duration of the permit in the amount of 227 litres (50 imperial gallons) per paying guest;	For LTC Direction	The applicant proposes to use well water to support the proposed commercial vacation rental. The well supplies 3 residential properties and the applicant has provided a document stating the well produced 10 Litres of water in 35.16 seconds.
vi. The landowner should be required to provide proof that the property is able to accommodate a minimum of two vehicles;	yes	Property has a large driveway that is capable of accommodating 2 vehicles.
vii. the landowner should be required to provide documentation from a qualified professional septic tank has been inspected to show it is working properly and capable of supporting the proposed occupancy load;	yes	Wastewater system is designed for 5 bedrooms and a recent inspection by an ROWP states the wastewater systems will support the proposed vacation rental occupancy load.
viii. the landowner should be required to provide proof of an occupancy permit and written proof from a qualified professional that the dwelling meets the fire code;	yes	Applicant has provided an occupancy permit issued by the RDN and a letter from the Fire Chief stating that the home meets the requirements of the BC Fire Code for the purposes of the proposed TUP.

ix. the owner or an operations manager should be required to reside on Gabriola and a condition of the permit should require that the owner or operations manager be available by telephone 24 hours/day, seven days per week;	yes	Geneen Georgiev is listed on the supplemental application from as the manager available 24 hours per day, 7 days per week.
x. a condition of the permit should require that the owners or operations manager must provide neighbours within a 100 metres radius of the vacation rental with the manager's phone number, and a copy of the temporary use permit;	yes	Included as condition 4.4 of the draft permit.
xi. a condition of the permit should require that the landowner posts for guests information on noise bylaws, water conservation, fire safety, storage of garbage, septic care and control of pets (if pets are permitted);	yes	Applicant has provided a copy of a guest info package which contains this information. Included as condition 4.5 of the draft permit.
xii. a condition of the permit should restrict the maximum number of people that can stay to a maximum of two guests per bedroom;	yes	Application proposes a maximum number of 6 guests in 3 bedrooms. Included as condition 4.8 of the draft permit.
xiii. a condition of the permit should restrict the maximum number of signs advertising the commercial vacation rental to one sign, with a maximum area of 0.3 square metres, be made of wood and not illuminated;	yes	There is not currently a sign on the lot or one planned. Included as condition 4.10 of the draft permit.
xiv. a condition of the permit should prohibit the rental or provision of motorized personal watercraft to rental clients;	yes	Included as condition 4.11 of the draft permit.
xv. a condition of the permit should limit the number of bedrooms to: - a maximum of 3 on lots smaller than 2.0 hectares; and - a maximum of 4 on lots of 2.0 hectares or larger;	yes	Subject property is less than 2.0 hectares in area, a maximum of 3 bedrooms may be rented. Included as condition 4.7 of the draft permit.
xvi. a condition of the permit should prohibit recreational vehicles or camping;	yes	Included as condition 4.12 of the draft permit.
xvii. such other considerations as are deemed applicable with respect to a specific commercial vacation rental application;	n/a	TBD by the LTC
xviii. the Local Trust Committee may require water metering;	n/a	TBD by the LTC, staff have not included this as a condition in the draft permit.
xix. the Local Trust Committee may consider a professionally registered house inspector report if an occupancy permit is not available, indicating that the house is safe and appropriate for the proposed commercial vacation rental use and activities; and	yes	Applicant has provided an RDN occupancy permit.
xx. the Local Trust Committee may require the landowner to post information for guests about awareness and sensitivity to First Nation sites and artifacts.	n/a	TBD by the LTC, staff have not included this as a condition in the draft permit.

November 16, 2023 IT File: **GB-TUP-2023.5**

Geneen Georgiev and Alex Godfrey
868 Chichester Rd West
Gabriola, BC
VOR 1X1

Temporary Use Permit Application
860 Chichester Rd West
PID: 006-985-742
Amended Lot 33 (DD 1502671), Block 7, Section 22, Gabriola Island, Nanaimo District, Plan 1673

Dear Stephen Baugh and Island Trust,

I hope this letter finds you all well. My name is Geneen Georgiev and my family has been a resident in Gabriola since 1986. I started in kindergarten at Gabriola elementary and graduated at NDSS in 2000. Even though I've moved around the world for many years as an adult, Gabriola has always been my home. The Gabriola community, as a whole, is incredibly important to me as my family still lives in the same family home on Queequeg Tnbt.

I moved back permanently in 2019 to help my father look after my mother who was battling cancer. In 2021, Andrea Georgiev, my mother, passed away. During the time of her illness, I had incredible support from the community. Her best friend came out a few times from Toronto leading up to her death. Grateful for someone so close to my mother to be willing to come out and help me, I could not find a place for her to stay on Gabriola. This was very devastating for me as I had somebody to help me but nowhere for her to stay. This experience made me feel passionately about providing accommodation and support for others in the community.

Alex Godfrey, my partner, also grew up on Gabriola and his mother still lives on the island. We decided to buy a home together so we could ground ourselves in the community and ultimately support our parents through their old age, especially since they are now both single and living on their own.

Alex works in the film industry but like so many others in the entertainment field, lost his job this year. Coincidentally, it was the day before our mortgage was to be renewed, meaning we lost our "A" lender status whilst coupled with the interest rate hikes, our payments have doubled to what a conventional mortgage should be. With that in mind, our monthly bills, including mortgage, insurance, heating, taxes, etc. are over \$12,000 a month. Obviously not sustainable for a young couple on Gabriola Island.

This is my primary residence and my home. The basement has the ability to have guests stay but does not have a proper kitchen so it is not suitable for long term renters. When the Surf Lodge reached out to me, they wanted to bring over a new chef who was going to train locals to improve their cooking and service skills as he was from the Fairmont in Vancouver. I said I would happily house them and help them in their transition. The family of four is residing on the lower floor of the house. Though there is no proper kitchen, it is not a long-term solution for them. It felt good to be able to help the community even though they're only able to pay \$1300 a month based on their financial situation.

I would be absolutely open to helping anybody integrate into and improve the Gabriola community by staying with me, whether it's a chef or a doctor or anyone else. However, it can't really work as a long-term solution as there isn't a proper kitchen. For me to be able to consciously curate who could stay at the house for shorter terms, I could provide a service where other families could be supported on Gabriola, have reunions, have gatherings, have family come and stay when needed, or have tourists who financially contribute to the local economy, I can happily go and stay with my father on those days in the Whalebone area. This would greatly help me to keep my house on Gabriola and not have to flash sale it.

We have spoken to our neighbours who love us and want to keep us around, and are happy to support us in doing short-term rentals. Should we be permitted, I would remain on the island during a rental to ensure a responsible tenancy. Logistically, I would be close and available by staying at my father's house. I would continue with daily chores of watering the garden in the summer and checking on the hot tub. Additionally, with the neighbourhood and community in mind, I would be diligent when selecting who stays at the house. It's a win/win solution for both the community and ourselves.

I have past experience with short term renting and feel confident in my skillset to be able to manage this. We don't want to lose our home nor this opportunity for the community. Time is of the essence for us and we are ready and willing to help actively to do anything to help speed up the process.

Thank you for taking the time to read our letters and for your consideration.



Geneen Georgiev

geneengeorgiev@gmail.com

7785580520

Janis's maintenance

1839 Oyster way.
Gabriola Island, BC V0R1X6
(778) 268-1410
Certified Mechanical maintenance Technician
Benjamin Gledhill (Owner/(Operator)

Jan 25, 2024

To whom it may concern,

On Jan 25/2024 at 868 Chichester Rd west V0R 1X1 Gabriola island, BC. A water flow test was conducted to measure the flow rate of the well. The well supplying the property produced **10 litres** in **35.16 seconds**, measuring at **4.5 GPM**.

Sincerely,

Benjamin Gledhill



Your C.O.C. #: 08509367

Attention: Nicholas Read

Aquility Service
377 Berry Point Road
Gabriola, BC
CANADA V0R 1X2

Report Date: 2022/07/07
Report #: R3196463
Version: 1 - Final

CERTIFICATE OF ANALYSIS

BUREAU VERITAS JOB #: C246001

Received: 2022/06/29, 08:30

Sample Matrix: Drinking Water
Samples Received: 1

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Analytical Method
Alkalinity @25C (pp, total), CO ₃ ,HCO ₃ ,OH	1	N/A	2022/06/30	BBY6SOP-00026	SM 23 2320 B m
Chloride/Sulphate by Auto Colourimetry	1	N/A	2022/06/30	BBY6SOP-00011 / BBY6SOP-00017	SM23-4500-Cl/SO ₄ -E m
Colour (True) by Kone Lab	1	N/A	2022/06/30	BBY6SOP-00057	SM 23 2120 C m
Conductivity @25C	1	N/A	2022/06/30	BBY6SOP-00026	SM 23 2510 B m
Fluoride	1	N/A	2022/06/30	BBY6SOP-00048	SM 23 4500-F C m
Sulphide (as H ₂ S) (1)	1	N/A	2022/07/04		Auto Calc
Hardness Total (calculated as CaCO ₃) (3)	1	N/A	2022/07/04	BBY WI-00033	Auto Calc
Mercury (Total) by CV	1	2022/06/30	2022/06/30	AB SOP-00084	BCMOE BCLM Oct2013 m
Heterotrophic Plate Count (MF) in Water	1	N/A	2022/06/29	BBY4SOP-00003	SM 23 9215
Iron Related Bacteria (4)	1	N/A	2022/06/29	BBY4SOP-00004	BI BART User Manual
Na, K, Ca, Mg, S by CRC ICPMS (total)	1	N/A	2022/07/04	BBY WI-00033	Auto Calc
Elements by CRC ICPMS (total)	1	N/A	2022/07/01	BBY7SOP-00003 / BBY7SOP-00002	EPA 6020b R2 m
Nitrogen (Total)	1	N/A	2022/07/06	BBY6SOP-00016	SM 23 4500-N C m
Ammonia-N (Total)	1	N/A	2022/07/05	AB SOP-00007	SM 23 4500 NH ₃ A G m
Nitrate + Nitrite (N)	1	N/A	2022/06/30	BBY6SOP-00010	SM 23 4500-NO ₃ - I m
Nitrite (N) by CFA	1	N/A	2022/06/30	BBY6SOP-00010	SM 23 4500-NO ₃ - I m
Nitrogen - Nitrate (as N)	1	N/A	2022/07/04	BBY WI-00033	Auto Calc
Nitrogen (Tot. Organic) Calculation	1	N/A	2022/07/06	BBY WI-00033	Auto Calc
pH @25°C (5)	1	N/A	2022/06/30	BBY6SOP-00026	SM 23 4500-H+ B m
Sat. pH and Langelier Index (@ 4.4C)	1	N/A	2022/07/04	BBY WI-00033	Auto Calc
Sat. pH and Langelier Index (@ 60C)	1	N/A	2022/07/04	BBY WI-00033	Auto Calc
Total Sulphide (1)	1	N/A	2022/07/04	AB SOP-00080	SM 23 4500 S2-A D Fm
Sulphate Reducing Bacteria (4)	1	N/A	2022/06/29	BBY4SOP-00004	BI BART User Manual
Total Dissolved Solids (Filt. Residue)	1	2022/07/04	2022/07/05	BBY6SOP-00033	SM 23 2540 C m
Total Coliform & E.Coli by MF-Chromocult	1	N/A	2022/06/29	BBY4SOP-00143	Merck KGaA Version 1
Carbon (Total Organic) (1, 6)	1	N/A	2022/07/05	AB SOP-00087	MMCW 119 1996 m
Turbidity	1	N/A	2022/06/29	BBY6SOP-00027	SM 23 2130 B m
UV Transmittance (2)	1	2022/07/04	2022/07/04	CAM SOP-00459	SM 23 5910 m

Remarks:



Your C.O.C. #: 08509367

Attention: Nicholas Read

Aquality Service
377 Berry Point Road
Gabriola, BC
CANADA V0R 1X2

Report Date: 2022/07/07
Report #: R3196463
Version: 1 - Final

CERTIFICATE OF ANALYSIS

BUREAU VERITAS JOB #: C246001

Received: 2022/06/29, 08:30

Bureau Veritas is accredited to ISO/IEC 17025 for specific parameters on scopes of accreditation. Unless otherwise noted, procedures used by Bureau Veritas are based upon recognized Provincial, Federal or US method compendia such as CCME, MELCC, EPA, APHA.

All work recorded herein has been done in accordance with procedures and practices ordinarily exercised by professionals in Bureau Veritas' profession using accepted testing methodologies, quality assurance and quality control procedures (except where otherwise agreed by the client and Bureau Veritas in writing). All data is in statistical control and has met quality control and method performance criteria unless otherwise noted. All method blanks are reported; unless indicated otherwise, associated sample data are not blank corrected. Where applicable, unless otherwise noted, Measurement Uncertainty has not been accounted for when stating conformity to the referenced standard.

Bureau Veritas liability is limited to the actual cost of the requested analyses, unless otherwise agreed in writing. There is no other warranty expressed or implied. Bureau Veritas has been retained to provide analysis of samples provided by the Client using the testing methodology referenced in this report. Interpretation and use of test results are the sole responsibility of the Client and are not within the scope of services provided by Bureau Veritas, unless otherwise agreed in writing. Bureau Veritas is not responsible for the accuracy or any data impacts, that result from the information provided by the customer or their agent.

Solid sample results, except biota, are based on dry weight unless otherwise indicated. Organic analyses are not recovery corrected except for isotope dilution methods.

Results relate to samples tested. When sampling is not conducted by Bureau Veritas, results relate to the supplied samples tested.

This Certificate shall not be reproduced except in full, without the written approval of the laboratory.

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

(1) This test was performed by Bureau Veritas Calgary, 4000 - 19 St., Calgary, AB, T2E 6P8

(2) This test was performed by Bureau Veritas Campobello, 6740 Campobello Road, Mississauga, ON, L5N 2L8

(3) "Total Hardness" was calculated from Total Ca and Mg concentrations and may be biased high (Hardness, or Dissolved Hardness, calculated from Dissolved Ca and Mg, should be used for compliance if available).

(4) Presence/Absence Method. Number is an estimate.

(5) The CCME method requires pH to be analysed within 15 minutes of sampling and therefore field analysis is required for compliance. All Laboratory pH analyses in this report are reported past the CCME holding time. Bureau Veritas endeavours to analyze samples as soon as possible after receipt.

(6) TOC present in the sample should be considered as non-purgeable TOC.

Encryption Key



**AUTHORIZED REPORT
RAPPORT AUTORISÉ**

Bureau Veritas
07 Jul 2022 14:45:50

Please direct all questions regarding this Certificate of Analysis to your Project Manager.

Customer Solutions, Western Canada Customer Experience Team

Email: customersolutionswest@bureauveritas.com

Phone# (604) 734 7276

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For Service Group specific validation please refer to the Validation Signature Page.

Total Cover Pages : 2

Page 2 of 11



VIHA PKG, WELLS/SPRINGS - BURNABY (DRINKING WATER)

Bureau Veritas ID					AWC567		
Sampling Date					2022/06/28 12:30		
COC Number					08509367		
	UNITS	MAC	AO	OG	868 CHICHESTER RD WEST	RDL	QC Batch
ANIONS							
Nitrite (N)	mg/L	1	-	-	<0.0050	0.0050	A629778
Calculated Parameters							
Total Hardness (CaCO3)	mg/L	-	-	-	13.1	0.50	A626930
Nitrate (N)	mg/L	10	-	-	<0.020	0.020	A626936
Total Organic Nitrogen (N)	mg/L	-	-	-	0.088	0.020	A626937
Sulphide (as H2S)	mg/L	-	0.05	-	3.6	0.19	A626699
Misc. Inorganics							
Conductivity	uS/cm	-	-	-	750	2.0	A629689
pH	pH	-	-	7.0:10.5	8.60	N/A	A629688
Total Organic Carbon (C)	mg/L	-	-	-	5.1	0.50	A633093
Total Dissolved Solids	mg/L	-	500	-	450	10	A631945
Anions							
Alkalinity (PP as CaCO3)	mg/L	-	-	-	5.6	1.0	A629690
Alkalinity (Total as CaCO3)	mg/L	-	-	-	180	1.0	A629690
Bicarbonate (HCO3)	mg/L	-	-	-	210	1.0	A629690
Carbonate (CO3)	mg/L	-	-	-	6.7	1.0	A629690
Dissolved Fluoride (F)	mg/L	1.5	-	-	1.7	0.050	A628606
Hydroxide (OH)	mg/L	-	-	-	<1.0	1.0	A629690
Total Sulphide	mg/L	-	0.05	-	3.4 (1)	0.18	A631249
Chloride (Cl)	mg/L	-	250	-	120	1.0	A629520
Sulphate (SO4)	mg/L	-	500	-	15	1.0	A629520
MISCELLANEOUS							
True Colour	Col. Unit	-	15	-	15.7	5.0	A629435
Transmittance at 254nm	%T/cm	-	-	-	70	N/A	A631529
Nutrients							
Total Ammonia (N)	mg/L	-	-	-	0.091	0.015	A633138
Nitrate plus Nitrite (N)	mg/L	-	-	-	<0.020	0.020	A629777
Total Nitrogen (N)	mg/L	-	-	-	0.179	0.020	A635200
Physical Properties							
Turbidity	NTU	see remark	see remark	see remark	0.67	0.10	A627724
No Fill	No Exceedance						
Grey	Exceeds 1 criteria policy/level						
Black	Exceeds both criteria/levels						
RDL = Reportable Detection Limit							
N/A = Not Applicable							
(1) Detection limits raised due to dilution to bring analyte within the calibrated range.							



VIHA PKG, WELLS/SPRINGS - BURNABY (DRINKING WATER)

Bureau Veritas ID					AWC567		
Sampling Date					2022/06/28 12:30		
COC Number					08509367		
	UNITS	MAC	AO	OG	868 CHICHESTER RD WEST	RDL	QC Batch
Elements							
Total Mercury (Hg)	ug/L	1	-	-	<0.0019	0.0019	A628295
Total Metals by ICPMS							
Total Aluminum (Al)	ug/L	2900	-	100	37.9	3.0	A629118
Total Antimony (Sb)	ug/L	6	-	-	<0.50	0.50	A629118
Total Arsenic (As)	ug/L	10	-	-	<0.10	0.10	A629118
Total Barium (Ba)	ug/L	2000	-	-	<1.0	1.0	A629118
Total Beryllium (Be)	ug/L	-	-	-	<0.10	0.10	A629118
Total Bismuth (Bi)	ug/L	-	-	-	<1.0	1.0	A629118
Total Boron (B)	ug/L	5000	-	-	1570	50	A629118
Total Cadmium (Cd)	ug/L	7	-	-	<0.010	0.010	A629118
Total Chromium (Cr)	ug/L	50	-	-	<1.0	1.0	A629118
Total Cobalt (Co)	ug/L	-	-	-	<0.20	0.20	A629118
Total Copper (Cu)	ug/L	2000	1000	-	<0.20	0.20	A629118
Total Iron (Fe)	ug/L	-	300	-	31.2	5.0	A629118
Total Lead (Pb)	ug/L	5	-	-	<0.20	0.20	A629118
Total Manganese (Mn)	ug/L	120	20	-	3.1	1.0	A629118
Total Molybdenum (Mo)	ug/L	-	-	-	2.6	1.0	A629118
Total Nickel (Ni)	ug/L	-	-	-	<1.0	1.0	A629118
Total Selenium (Se)	ug/L	50	-	-	0.50	0.10	A629118
Total Silicon (Si)	ug/L	-	-	-	6280	100	A629118
Total Silver (Ag)	ug/L	-	-	-	<0.020	0.020	A629118
Total Strontium (Sr)	ug/L	7000	-	-	43.1	1.0	A629118
Total Thallium (Tl)	ug/L	-	-	-	<0.010	0.010	A629118
Total Tin (Sn)	ug/L	-	-	-	<5.0	5.0	A629118
Total Titanium (Ti)	ug/L	-	-	-	<5.0	5.0	A629118
Total Uranium (U)	ug/L	20	-	-	<0.10	0.10	A629118
Total Vanadium (V)	ug/L	-	-	-	<5.0	5.0	A629118
Total Zinc (Zn)	ug/L	-	5000	-	<5.0	5.0	A629118
Total Zirconium (Zr)	ug/L	-	-	-	0.17	0.10	A629118
Total Calcium (Ca)	mg/L	-	-	-	5.23	0.050	A626935
Total Magnesium (Mg)	mg/L	-	-	-	<0.050	0.050	A626935
Total Potassium (K)	mg/L	-	-	-	0.126	0.050	A626935
Total Sodium (Na)	mg/L	-	200	-	151	0.050	A626935
Total Sulphur (S)	mg/L	-	-	-	6.8	3.0	A626935
No Fill	No Exceedance						
Grey	Exceeds 1 criteria policy/level						
Black	Exceeds both criteria/levels						
RDL = Reportable Detection Limit							

BUREAU
VERITAS

Bureau Veritas Job #: C246001

Report Date: 2022/07/07

Aquality Service

VIHA PKG, WELLS/SPRINGS - BURNABY (DRINKING WATER)

Bureau Veritas ID					AWC567		
Sampling Date					2022/06/28 12:30		
COC Number					08509367		
	UNITS	MAC	AO	OG	868 CHICHESTER RD WEST	RDL	QC Batch
Microbiological Param.							
Heterotrophic Plate Count	CFU/mL	-	-	-	2	1	A627673
Iron Bacteria	CFU/mL	-	-	-	25	25	A627680
Sulphate reducing bacteria	CFU/mL	-	-	-	<75	75	A627682
Total Coliforms	CFU/100mL	0	-	-	0	N/A	A627677
E. coli	CFU/100mL	0	-	-	0	N/A	A627677
Calculated Parameters							
Langelier Index (@ 4.4C)	N/A	-	-	-	-0.384	N/A	A626939
Langelier Index (@ 60C)	N/A	-	-	-	0.657	N/A	A626941
Saturation pH (@ 4.4C)	N/A	-	-	-	8.98	N/A	A626939
Saturation pH (@ 60C)	N/A	-	-	-	7.94	N/A	A626941
No Fill	No Exceedance						
Grey	Exceeds 1 criteria policy/level						
Black	Exceeds both criteria/levels						
RDL = Reportable Detection Limit							
N/A = Not Applicable							



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Bureau Veritas Job #: C246001

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Aquality Service

GENERAL COMMENTS

Sample AWC567 [868 CHICHESTER RD WEST] : Sample was analyzed past recommended hold time for Heterotropic Plate Count (MF) in Water. Sample was analyzed past recommended hold time for Iron Related Bacteria. Sample was analyzed past recommended hold time for Sulphate Reducing Bacteria.

MAC,AO,OG: The guidelines that have been included in this report have been taken from the Canadian Drinking Water Quality Summary Table, September 2020.

Criteria A = Maximum Acceptable Concentration (MAC) / Criteria B = Aesthetic Objectives (AO) / Criteria C = Operational Guidance Values (OG)
It is recommended to consult these guidelines when interpreting your data since there are non-numerical guidelines that are not included on this report.

Turbidity Guidelines:

1. Chemically assisted filtration: less than or equal to 0.3 NTU in 95% of the measurements or 95% of the time each month. Shall not exceed 1.0 NTU at any time.
2. Slow sand / diatomaceous earth filtration: less than or equal to 1.0 NTU in 95% of the measurements or 95% of the time each month. Shall not exceed 3.0 NTU at any time.
3. Membrane filtration: less than or equal to 0.1 NTU in 99% of the measurements made or at least 99% of the time each calendar month. Shall not exceed 0.3 NTU at any time.
4. To ensure effectiveness of disinfection and for good operation of the distribution system, it is recommended that water entering the distribution system have turbidity levels of 1.0 NTU or less.

Measurement of Uncertainty has not been accounted for when stating conformity to the selected criteria, where applicable.

Results relate only to the items tested.



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Bureau Veritas Job #: C246001

Report Date: 2022/07/07

Aquality Service

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
A627724	EYU	Spiked Blank	Turbidity	2022/06/29		99	%	80 - 120
A627724	EYU	Method Blank	Turbidity	2022/06/29	<0.10		NTU	
A627724	EYU	RPD	Turbidity	2022/06/29	7.1		%	20
A628295	RLC	Matrix Spike	Total Mercury (Hg)	2022/06/30		96	%	80 - 120
A628295	RLC	Spiked Blank	Total Mercury (Hg)	2022/06/30		96	%	80 - 120
A628295	RLC	Method Blank	Total Mercury (Hg)	2022/06/30	<0.0019		ug/L	
A628295	RLC	RPD	Total Mercury (Hg)	2022/06/30	NC (1)		%	20
A628606	BTM	Matrix Spike	Dissolved Fluoride (F)	2022/06/30		106	%	80 - 120
A628606	BTM	Spiked Blank	Dissolved Fluoride (F)	2022/06/30		106	%	80 - 120
A628606	BTM	Method Blank	Dissolved Fluoride (F)	2022/06/30	<0.050		mg/L	
A628606	BTM	RPD	Dissolved Fluoride (F)	2022/06/30	0		%	20
A629118	AA1	Matrix Spike	Total Aluminum (Al)	2022/07/01		91	%	80 - 120
			Total Antimony (Sb)	2022/07/01		94	%	80 - 120
			Total Arsenic (As)	2022/07/01		95	%	80 - 120
			Total Barium (Ba)	2022/07/01		92	%	80 - 120
			Total Beryllium (Be)	2022/07/01		93	%	80 - 120
			Total Bismuth (Bi)	2022/07/01		91	%	80 - 120
			Total Boron (B)	2022/07/01		95	%	80 - 120
			Total Cadmium (Cd)	2022/07/01		91	%	80 - 120
			Total Chromium (Cr)	2022/07/01		91	%	80 - 120
			Total Cobalt (Co)	2022/07/01		88	%	80 - 120
			Total Copper (Cu)	2022/07/01		87	%	80 - 120
			Total Iron (Fe)	2022/07/01		94	%	80 - 120
			Total Lead (Pb)	2022/07/01		93	%	80 - 120
			Total Manganese (Mn)	2022/07/01		90	%	80 - 120
			Total Molybdenum (Mo)	2022/07/01		100	%	80 - 120
			Total Nickel (Ni)	2022/07/01		89	%	80 - 120
			Total Selenium (Se)	2022/07/01		90	%	80 - 120
			Total Silicon (Si)	2022/07/01		NC	%	80 - 120
			Total Silver (Ag)	2022/07/01		91	%	80 - 120
			Total Strontium (Sr)	2022/07/01		NC	%	80 - 120
			Total Thallium (Tl)	2022/07/01		94	%	80 - 120
			Total Tin (Sn)	2022/07/01		93	%	80 - 120
			Total Titanium (Ti)	2022/07/01		97	%	80 - 120
			Total Uranium (U)	2022/07/01		95	%	80 - 120
			Total Vanadium (V)	2022/07/01		93	%	80 - 120
			Total Zinc (Zn)	2022/07/01		88	%	80 - 120
			Total Zirconium (Zr)	2022/07/01		98	%	80 - 120
A629118	AA1	Spiked Blank	Total Aluminum (Al)	2022/07/01		100	%	80 - 120
			Total Antimony (Sb)	2022/07/01		100	%	80 - 120
			Total Arsenic (As)	2022/07/01		101	%	80 - 120
			Total Barium (Ba)	2022/07/01		100	%	80 - 120
			Total Beryllium (Be)	2022/07/01		101	%	80 - 120
			Total Bismuth (Bi)	2022/07/01		102	%	80 - 120
			Total Boron (B)	2022/07/01		104	%	80 - 120
			Total Cadmium (Cd)	2022/07/01		99	%	80 - 120
			Total Chromium (Cr)	2022/07/01		100	%	80 - 120
			Total Cobalt (Co)	2022/07/01		97	%	80 - 120
			Total Copper (Cu)	2022/07/01		98	%	80 - 120
			Total Iron (Fe)	2022/07/01		102	%	80 - 120
			Total Lead (Pb)	2022/07/01		101	%	80 - 120
			Total Manganese (Mn)	2022/07/01		100	%	80 - 120
			Total Molybdenum (Mo)	2022/07/01		103	%	80 - 120
			Total Nickel (Ni)	2022/07/01		100	%	80 - 120
			Total Selenium (Se)	2022/07/01		96	%	80 - 120

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Bureau Veritas Job #: C246001

Report Date: 2022/07/07

Aquality Service

QUALITY ASSURANCE REPORT(CONT'D)

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
A629118	AA1	Method Blank	Total Silicon (Si)	2022/07/01		106	%	80 - 120
			Total Silver (Ag)	2022/07/01		98	%	80 - 120
			Total Strontium (Sr)	2022/07/01		101	%	80 - 120
			Total Thallium (Tl)	2022/07/01		100	%	80 - 120
			Total Tin (Sn)	2022/07/01		100	%	80 - 120
			Total Titanium (Ti)	2022/07/01		102	%	80 - 120
			Total Uranium (U)	2022/07/01		103	%	80 - 120
			Total Vanadium (V)	2022/07/01		101	%	80 - 120
			Total Zinc (Zn)	2022/07/01		102	%	80 - 120
			Total Zirconium (Zr)	2022/07/01		102	%	80 - 120
			Total Aluminum (Al)	2022/07/01	<3.0		ug/L	
			Total Antimony (Sb)	2022/07/01	<0.50		ug/L	
			Total Arsenic (As)	2022/07/01	<0.10		ug/L	
			Total Barium (Ba)	2022/07/01	<1.0		ug/L	
			Total Beryllium (Be)	2022/07/01	<0.10		ug/L	
			Total Bismuth (Bi)	2022/07/01	<1.0		ug/L	
			Total Boron (B)	2022/07/01	<50		ug/L	
			Total Cadmium (Cd)	2022/07/01	<0.010		ug/L	
			Total Chromium (Cr)	2022/07/01	<1.0		ug/L	
			Total Cobalt (Co)	2022/07/01	<0.20		ug/L	
			Total Copper (Cu)	2022/07/01	<0.20		ug/L	
			Total Iron (Fe)	2022/07/01	<5.0		ug/L	
			Total Lead (Pb)	2022/07/01	<0.20		ug/L	
			Total Manganese (Mn)	2022/07/01	<1.0		ug/L	
			Total Molybdenum (Mo)	2022/07/01	<1.0		ug/L	
			Total Nickel (Ni)	2022/07/01	<1.0		ug/L	
			Total Selenium (Se)	2022/07/01	<0.10		ug/L	
			Total Silicon (Si)	2022/07/01	<100		ug/L	
			Total Silver (Ag)	2022/07/01	<0.020		ug/L	
			Total Strontium (Sr)	2022/07/01	<1.0		ug/L	
			Total Thallium (Tl)	2022/07/01	<0.010		ug/L	
			Total Tin (Sn)	2022/07/01	<5.0		ug/L	
			Total Titanium (Ti)	2022/07/01	<5.0		ug/L	
			Total Uranium (U)	2022/07/01	<0.10		ug/L	
			Total Vanadium (V)	2022/07/01	<5.0		ug/L	
			Total Zinc (Zn)	2022/07/01	<5.0		ug/L	
			Total Zirconium (Zr)	2022/07/01	<0.10		ug/L	
A629118	AA1	RPD	Total Iron (Fe)	2022/07/01	1.0		%	20
			Total Manganese (Mn)	2022/07/01	0.77		%	20
A629435	JAV	Spiked Blank	True Colour	2022/06/30		101	%	80 - 120
A629435	JAV	Method Blank	True Colour	2022/06/30	<5.0		Col. Unit	
A629435	JAV	RPD [AWCS67-01]	True Colour	2022/06/30	5.1		%	20
A629520	JRV	Matrix Spike	Chloride (Cl)	2022/06/30		NC	%	80 - 120
			Sulphate (SO4)	2022/06/30		NC	%	80 - 120
			Chloride (Cl)	2022/06/30		99	%	80 - 120
A629520	JRV	Spiked Blank	Sulphate (SO4)	2022/06/30		104	%	80 - 120
			Chloride (Cl)	2022/06/30	<1.0		mg/L	
A629520	JRV	Method Blank	Sulphate (SO4)	2022/06/30	<1.0		mg/L	
			Sulphate (SO4)	2022/06/30	0.54		%	20
A629520	JRV	RPD	Sulphate (SO4)	2022/06/30			%	20
A629688	TSO	Spiked Blank	pH	2022/06/30		102	%	97 - 103
A629689	TSO	Spiked Blank	Conductivity	2022/06/30		104	%	80 - 120
A629689	TSO	Method Blank	Conductivity	2022/06/30	<2.0		uS/cm	
A629690	TSO	Matrix Spike	Alkalinity (Total as CaCO3)	2022/06/30		NC	%	80 - 120
A629690	TSO	Spiked Blank	Alkalinity (Total as CaCO3)	2022/06/30		96	%	80 - 120
A629690	TSO	Method Blank	Alkalinity (PP as CaCO3)	2022/06/30	<1.0		mg/L	

BUREAU
VERITAS

Bureau Veritas Job #: C246001

Report Date: 2022/07/07

Aquality Service

QUALITY ASSURANCE REPORT(CONT'D)

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
A629690	TSO	RPD	Alkalinity (Total as CaCO ₃)	2022/06/30	<1.0		mg/L	
			Bicarbonate (HCO ₃)	2022/06/30	<1.0		mg/L	
			Carbonate (CO ₃)	2022/06/30	<1.0		mg/L	
			Hydroxide (OH)	2022/06/30	<1.0		mg/L	
			Alkalinity (PP as CaCO ₃)	2022/06/30	NC		%	20
			Alkalinity (Total as CaCO ₃)	2022/06/30	0.76		%	20
			Bicarbonate (HCO ₃)	2022/06/30	0.17		%	20
			Carbonate (CO ₃)	2022/06/30	NC		%	20
A629777	YIL	Matrix Spike [AWC567-01]	Hydroxide (OH)	2022/06/30	NC		%	20
			Nitrate plus Nitrite (N)	2022/06/30		105	%	80 - 120
			Nitrate plus Nitrite (N)	2022/06/30		104	%	80 - 120
			Nitrate plus Nitrite (N)	2022/06/30	<0.020		mg/L	
			Nitrate plus Nitrite (N)	2022/06/30	NC		%	25
			Nitrite (N)	2022/06/30		89	%	80 - 120
			Nitrite (N)	2022/06/30		101	%	80 - 120
			Nitrite (N)	2022/06/30	<0.0050		mg/L	
A629778	YIL	RPD [AWC567-01]	Nitrite (N)	2022/06/30	NC		%	20
			Total Sulphide	2022/07/04		NC	%	80 - 120
			Total Sulphide	2022/07/04		106	%	80 - 120
			Total Sulphide	2022/07/04	<0.0018		mg/L	
			Total Sulphide	2022/07/04	6.8		%	20
			Transmittance at 254nm	2022/07/04		100	%	97 - 103
			Transmittance at 254nm	2022/07/04	0.12		%	25
			Total Dissolved Solids	2022/07/05		101	%	80 - 120
A631249	BYM	Matrix Spike	Total Dissolved Solids	2022/07/05		97	%	80 - 120
			Total Dissolved Solids	2022/07/05	<10		mg/L	
			Total Dissolved Solids	2022/07/05	20		%	20
			Total Organic Carbon (C)	2022/07/05		101	%	80 - 120
			Total Organic Carbon (C)	2022/07/05		105	%	80 - 120
			Total Organic Carbon (C)	2022/07/05	<0.50		mg/L	
			Total Organic Carbon (C)	2022/07/05	1.6		%	20
			Total Ammonia (N)	2022/07/05		103	%	80 - 120
A633093	MDO	Matrix Spike	Total Ammonia (N)	2022/07/05		109	%	80 - 120
			Total Ammonia (N)	2022/07/05	<0.015		mg/L	
			Total Ammonia (N)	2022/07/05	0.62		%	20
			Total Nitrogen (N)	2022/07/06		102	%	80 - 120
			Total Nitrogen (N)	2022/07/06		102	%	80 - 120
			Total Nitrogen (N)	2022/07/06	<0.020		mg/L	
			Total Nitrogen (N)	2022/07/06	9.2		%	20

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

NC (Matrix Spike): The recovery in the matrix spike was not calculated. The relative difference between the concentration in the parent sample and the spike amount was too small to permit a reliable recovery calculation (matrix spike concentration was less than the native sample concentration)

NC (Duplicate RPD): The duplicate RPD was not calculated. The concentration in the sample and/or duplicate was too low to permit a reliable RPD calculation (absolute difference $\leq 2 \times \text{RDL}$).

(1) Detection limit raised based on sample volume used and sample matrix



BUREAU
VERITAS

Bureau Veritas Job #: C246001

Report Date: 2022/07/07

Aquality Service

VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by:

David Huang, M.Sc., P.Chem., QP, Scientific Services Manager

Anastassia Hamanov, Scientific Specialist

Maria Magdalena Florescu, Ph.D., P.Chem., QP, Inorganics Manager



Bureau Veritas Proprietary Software
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Automated Statchk

Bureau Veritas has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per ISO/IEC 17025, signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

C246001_COC

Assurance of Compliance

by a
Registered Onsite Wastewater Practitioner

Date: 19/12/2023

Our File: 868 CHICHESTER RD WEST

To: GENEEN GEORGIEV

868 CHICHESTER RD WEST GABRIOLA ISLAND B.C.

AMENDED LOT 33 (DD 150267I), BLOCK 7, SECTION 22, GABRIOLA ISLAND NANAIMO DISTRICT, PLAN 1673

Re: Vacation Rental Application to the Gabriola Island Local Trust Committee for Temporary Commercial and Industrial Use Supplemental Application at the residence at the above noted address.

To whom it may concern:
I hereby give assurance that:

I have conducted an evaluation according to ASTTBC's Guidelines for Onsite Wastewater Systems, and that the inspection was of sufficient thoroughness to determine the condition and location of the onsite system serving this property.

-The Onsite Wastewater Systems at the above address is adequate for a 5-bedroom home up to 5221 sq. Ft or (420 sq.m). Not exceeding daily wastewater flow of 1900 liter/day or 418 gal/day

- The Onsite Wastewater Systems at the above address will support the proposed Vacation Rental occupancy load.

The proposed Vacation Rental occupancy load will not have a negative impact on the function of the existing onsite wastewater system or create any environmental or health hazards.

This assurance is subject to:

- The proposed Vacation Rental occupancy load. Not exceeding 50% of the daily wastewater flow in a 30 day period of 1900 liter/day or 418 gal/day

-- Any future construction or landscaping does not encroach on the required setback to the onsite wastewater system.

Robert W. Bye
Gabriola septic services ltd.
645 Gallagher Way
Gabriola Island B.C.



Phone # 250-247-8166
E-mail; bobwbye@hotmail.com
ROWP # OW 0109

RDN**REGIONAL DISTRICT OF NANAIMO
BUILDING INSPECTION SERVICES****OCCUPANCY PERMIT** № 7386

Pursuant to the requirements of the Building bylaws of the Regional District of Nanaimo permission is hereby granted to occupy the described building subject to the following limitations:

Street Address: 863 BERRY PT. ROAD.Legal Description: LOT 33, BLK 7, SEC 22, PLAN 1643Class of Occupancy: SINGLE FAMILY DWELLINGBuilding Permit Number: 19029**IMPORTANT NOTICE**

The occupancy approved under this permit refers only to structural and plumbing components of the above building permit(s), and such occupancy is permitted as of the date shown. This permit is not a warranty that the subject building or any part of the building complies with all Regional and Provincial regulations covering zoning and building construction or that the building or any part of the building is without defect. Conformity to all regulations is the responsibility of the owner. Owners are reminded that a new **OCCUPANCY PERMIT** is required prior to change in **CLASS OF OCCUPANCY**.

Aug 18, 1995
DateP.O. Kufu
Building Inspector

This **CERTIFICATE** must be affixed to a conspicuous and permanent place in the said building and shall not be removed.



Proudly serving Gabriola since 1968

December 14, 2023

Islands Trust
700 North Road
Gabriola, B.C.
V0R 1X3

To Whom It May Concern

Re: Fire code compliance inspection – 868 Chirchester, Gabriola, B.C.

This is to confirm that I carried out an inspection at the above noted address. Based on my inspection, I find that the home meets the requirements of the B.C. Fire Code for the purpose of a Temporary Use Permit (TUP).

If you have any questions, please do not hesitate to contact me.

Yours truly,

Will Sprogis,
Fire Chief
GVFD

Temporary Use Permit License Number:

Welcome to the House of Statler

868 Chichester Road West, Gabriola Island, BC V0R1X1

Things you need to know about the property!

HOMEOWNER CONTACT INFO:

Geneen Georgiev: 778-558-0520 and Alex Godfrey: 778-891-3466

House of Statler home number: 250-325-0242

(landline phone is located on top of the black armoire by the dining table)

Wi-Fi ~ Password: begin3505bottle

There is a QR code located in the kitchen by the laundry room door where you can scan for WiFi as well.

EMERGENCY POLICE/FIRE/AMBULANCE ~ 911

Non-Emergency ~ local RCMP: 250-247-8333

Non-Emergency ~ Fire Hall: 250-247-9677

EMERGENCY MEET-UP LOCATION

In case of fire or earthquake, the meet-up location is the Surf Lodge, 885 Berry Point Road (in front of the Surf Pub)

INSTRUCTIONS TO TURN ON THE FIREPLACE:

Black remote control located on top of the fireplace in each of the living room and the bedside table in the primary bedroom - **Press the Red button and the up bottom at the same time and hold.**

INSTRUCTIONS TO TURN ON THE OUTDOOR BBQ:

- 1) open the lid of the BBQ (never light the BBQ without the lid open!)
- 2) turn the nozzle of the propane bottle on (counter-clockwise)
- 3) hold the centre button down on the BBQ and simultaneously use a BBQ torch lighter to light the propane
- 4) when finished BBQ'ing, please close the valve to turn off the propane tank

GABRIOLA ISLAND RULE ~ NO OUTDOOR FIRES:

Wood burning fires are NOT permitted anywhere on Gabriola Island. Our Gulf Islands have a dedicated volunteer fire department where they take fires very seriously ~ we do not have the infrastructure as a larger city has to deal with a fire emergency. Propane fireplaces and fire pits are provided only where allowed.

In the *House of Statler* there are 3 fire extinguishers provided:

- in the kitchen
- by the front door
- downstairs bottom level by the front door

To ensure your safety, the *House of Statler* has been approved by the Fire Chief of Gabriola Island to have the appropriate amount of smoke detector alarms and fire extinguishers. Please familiarize yourself with the location of each of the fire extinguishers.

WATER USAGE ~ on Gabriola we only have potable well water. We respectfully ask that you please be conscientious of your water use. Although our tap water has a boil requirement we do have a UV filter that will get rid of any harmful bacteria. We do highly recommend that you only drink the bottled water provided. The well water has a slight brown tinge so when you are taking a bath don't be surprised if the water isn't clear.

SEPTIC ~ please do not flush anything other than toilet paper (no Kleenex, paper towel, etc). Garbage cans are provided next to the toilet if needed.

GARBAGE & RECYCLING ~ **please separate your recycling and garbage!** As we only have pick up once every two (2) weeks on Gabriola, it is imperative that you separate your recycling and garbage. All recycling goes in the recycle bins located on the small balcony outside the laundry room door and garbage in the bins provided in the driveway.

PETS: *House of Statler* has a fully fenced yard. Located on the table inside the front door is the fob to open and close the gate ~ press the **green button** on the fob to open & close the gate. Make sure the gate is fully closed before allowing your pets off leash. Please clean up after your pets and place all dog poop in the garbage bins provided in the driveway.

PRIMARY BEDROOM:

- TV ~ download the ROKU app on your phone. It has a free trial. You can use the app as a remote control to turn the TV on and off and adjust the volume.
- FIREPLACE ~ black remote control on the side table is used to turn on the fireplace.
- CEILING FAN ~ use the white remote control to turn the ceiling fan on or off. You may have to flick the light switch to active the remote.

LIVING ROOM CEILING FAN ~ black remote control located on top of the fireplace can be used to turn the fans and fan lights on or off.

INTERIOR HOUSE LIGHTS ~ please turn off all living room & kitchen lights when retiring for the night

OUTSIDE SPACE ~ please expect a maintenance person to come by and water the garden, maintain the hot tub, cut the grass and maintain the yard.

HOT TUB RULES:

- You must rinse off in a shower before entering the hot tub (you cannot have any lotions on your body when going in the hot tub)
- Plastic cups only (provided in the kitchen) – NO GLASS in or near the hot tub
- AFTER EVERY USE you must add in a capful of shock treatment (found in the large white container beside the hot tub)
- The lid must be closed after every use

A maintenance person will be by every few days to regulate the hot tub chemicals. Light switch is inside the hut.

NOISE BY-LAWS ~ a copy of the Noise Bylaw can be found in the back of this binder. Please be respectful of our neighbors!

NOTES FOR CHECKOUT

Bedding & Towels: all used tea towels, bath towels, pillowcases, sheets and duvet covers need to be removed from kitchen, beds & bathroom and placed on the carpet in the kitchen by the laundry room.

At the end of your stay, please remove all recycling and garbage and place in the appropriate receptacle.

We hope you have a wonderful stay at the *House of Statler* and enjoy exploring beautiful Gabriola Island! Please do not hesitate to reach out if you have any questions or concerns.

Warm regards,

Geneen & Alex

Gabriola Housing Advisory Planning Commission

Options for increasing the availability and affordability of housing on Gabriola Island, 2024

The Gabriola HAPC met several times in late 2023 and early 2024 to consider a range of options that could be implemented by the Local Trust Committee (LTC) in order to increase the supply of housing, and especially affordable housing, on Gabriola Island. The Islands Trust's Housing Options Toolkit¹ was an important source of information for this exercise.

Many of the following proposals have the potential to result in increased density on specific properties. We propose to the LTC that questions around density should be considered on the basis of site-specific parameters, including water availability, septic capacity, ecosystem values, ecosystem preservation and restoration plans, and proximity to amenities, and that these parameters must be demonstrated by the proponent. Limitations to the number of residents on an existing property and on a new development should be considered on the basis of these factors rather than on familial relationships.

Proposal	Rationale
1) We ask the LTC to request that Trust Council lobby the provincial government to extend the Speculation and Vacancy Tax ² (a.k.a. Empty Homes Tax) to the Gabriola Island Trust Area, with the hope that it might be extended to all parts of the Trust area that agree to it.	There are dozens if not hundreds of Gabriola dwellings that remain empty for most of the year. Many of these would be suitable as rental accommodations, or if the owners don't want to pay the tax, they might be sold to someone who needs a place to live. Revenue from the tax would be transferred to an affordable housing fund for Gabriola.
2) We ask the LTC to make changes to allow increased density in the Village Core ³ area, by increasing the permitted number of dwelling units on all parcels over 1 ha.	If we increase allowable density in the core area there should be less pressure to build out to maximum possible density in the more rural parts of the island. Concentration of density in the core area also reduces the need for transportation.
3) We ask the LTC to increase the number of allowed residential units within commercial developments. The number of units should be proportional to the commercial floor area.	At present only 1 residential unit is allowed on each commercial property. Commercial developers have made it clear that it is not cost-effective to build residential units under that constraint.
4) We ask the LTC to proactively up-zone suitable properties in the Village Core area to allow for market rate multi-family residential development with stipulation	Property owners in the Village Core may be encouraged to build multi-family housing.

¹ <https://islandstrust.bc.ca/document/housing-options-toolkit-tools-1-10/>

² <https://www2.gov.bc.ca/gov/content/taxes/speculation-vacancy-tax>

³ Defined in the Gabriola OCP as within 0.5 kilometres of the Village Core bounded by North, South, and Lockinvar Roads or within a 2 kilometre walking distance from the Village Core along public access routes only.

that a proportion of dwellings must be rented below market value.	
5) We ask the LTC to increase options for additional residences in all parts of the island by expanding the types of properties where secondary suites and Accessory Dwelling Units are permitted.	More housing is needed on Gabriola, and this ties in with the new forgivable \$40,000 loan from the Province.
6) We ask the LTC to do what is needed to make alternative dwelling units (that meet provincial and federal construction standards) possible, either on their own or in addition to a primary residence.	A tiny home (or other alternative dwelling unit) is a place to live for someone who doesn't have other viable options (or even for someone who does). It is a much better option than sleeping in a car or on someone's couch or in a tent.
7) We ask the LTC to create zoning for clusters of manufactured, tiny and mobile homes that meet provincial and federal construction standards.	There is a high proportion of unhoused or inadequately housed residents on Gabriola. This problem will not be solved by ignoring it.
8) We ask the LTC to create a way to allow bare-land stratification of a property that already has a dwelling.	Bare-land stratification allows for a separate ownership of a portion of a property, without increasing density, and so can facilitate and incentivize construction of an additional residence.

February 23, 2024

Housing Advisory Planning Commission members

Felix Addison
Emily Carson-Apstein
Ardith Cooper
Steven Earle (chair)
Jenni Gehlbach
Angela Pounds
Dylan Wallinger
John Woods

From: Ian Cox <icox@islandstrust.bc.ca>
Sent: Monday, March 4, 2024 11:29 AM
To: Gabriola Island Local Trust Committee <GabriolaIslandLocalTrustCommittee@islandstrust.bc.ca>
Cc: Peter Luckham <pluckham@islandstrust.bc.ca>
Subject: FW: Secondary Suite Incentive Program

Good Day Trustees,

Please see recent communication about Gabriola secondary suites vis a vis the LUB. The enquirer has asked staff to share this communication with the LTC as recoded in the email thread below.

Sincerely,

Ian Cox

Planner II

Islands Trust

700 North Road | Gabriola BC V0R 1X3

T 250-247-2207 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

Protecting islands in the Salish Sea

I am humbly thankful to live and work in the treaty lands and territories of the BŌKÉĆEN, K'ómoks, Łək'wəŋən, Lyackson, MÁLEXET, Qualicum, Quw'utsun Tribes, scəwəθən məsteyəxʷ, Scia'new, səliłwətaʔ, SEMYOME, shishálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SṠÁUTW, Stz'uminus, ʔəʔəmen, toq qaymıxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJŌLELP, WSIKEM, Xeláitxw, Xwémalhkwxw/ʔop qaymıxʷ, and xʷməθkʷəy̓əm.

From: Ian Cox
Sent: Monday, March 4, 2024 11:25 AM
To: 'Paula Brent' <[REDACTED]>
Cc: Tobi Elliott <telliott@islandstrust.bc.ca>
Subject: RE: Secondary Suite Incentive Program

Paula,

The information I have provided on which zones and parcel sizes currently allow secondary suites - and what constitutes a secondary suite - is the most up to date interpretation of the regulations that are enforced via the Islands Trust bylaw enforcement team. The LTC has the ability to direct enforcement action on its bylaws (to enforce or not to enforce) as well as the ability to amend/change its bylaws, including for permitted and prohibited uses within zones. Staff does not have this ability, but rather provides technical and administrative support to the LTC in the drafting and legislative process of reviewing and amending its bylaws. On October 22, 2022, the LTC passed a standing resolution currently in force, which directs the following:

Gabriola LTC Resolution 2022-089

Carried

7.2 Draft Standing Resolution on Enforcement of Non-Compliant Dwellings

a) that the Gabriola Island Local Trust Committee note that given the lack of housing options on Gabriola, Bylaw Staff will defer enforcement on all existing non-compliant dwellings being used for residential purposes except in the following circumstances:

- i. It is determined that there are risks to health and safety;

- ii. It is determined that sewage is not being disposed of in an approved septic or sewage disposal system; or that septic or sewage disposal systems are being used in excess of capacity or ability as a result of non-compliant dwellings;
 - iii. It is determined that there is contamination of wells or other drinking water sources;
 - iv. Non-permitted residential uses are in water zones or environmentally sensitive areas;
 - v. That the Gabriola Island Local Trust Committee may give direction to resume enforcement on activities on any property that poses risk to the health and safety of residents or to the environment.
- b) Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Gabriola Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.
- c) The Gabriola Local Trust Committee will review this standing resolution at a minimum of once per year with updates from the Bylaw Compliance and Enforcement Manager to measure results and impacts, as amended.
- d) That the Gabriola Local Trust Committee recommend to the incoming Gabriola Local Trust Committee that it conduct a community consultation regarding the Standing Resolution.

I will forward our communication to the LTC for their review.

Sincerely,

Ian Cox

Planner II

Islands Trust

700 North Road | Gabriola BC V0R 1X3

T 250-247-2207 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

Protecting islands in the Salish Sea

I am humbly thankful to live and work in the treaty lands and territories of the BOKÉĆEN, K'ómoks, Łək'wənjən, Lyackson, MÁLEXET, Qualicum, Quw'utsun Tribes, scəwáəðən məsteyəxʷ, Scia'new, səliłwətaʔ, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SṠÁUTW, Stz'uminus, ʔəʔəmen, toq qaymıxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOLÉLP, WSIKEM, Xeláitxw, Xwémalhkww/ʔop qaymıxʷ, and xʷməŋk'wəyəm.

From: Paula Brent <[REDACTED]>

Sent: Monday, March 4, 2024 10:59 AM

To: Ian Cox <icox@islandstrust.bc.ca>

Cc: Tobi Elliott <telliott@islandstrust.bc.ca>

Subject: Re: Secondary Suite Incentive Program

Hi both,

Yes, please, Ian!

I wonder also — my vision of this space does not include a stove or other major appliances, more like a kitchenette as it's not a large space. Do you think there's a way I could shape my plans to match what IT would permit so I can access this government funding to redistribute in the local economy and create housing?

Thank you!
Paula

Sent from my iPhone

On Feb 29, 2024, at 5:27 PM, Paula Brent <[REDACTED]> wrote:

I appreciate your response, Ian!

With acknowledgement that you are not the decision maker, I will share further in the hopes that these considerations can be brought forward in the discussions you mention :)

I understand the limitations of septic and water and it would be great if lots were assessed by the number of bathrooms or occupants or footprint on the land. I may pursue sharing space with a roommate, but for my own personal safety and needs, a secondary suite allowance would have broadened my options and ability to contribute to housing availability. Being able to access the first-come-first-served forgivable loan would have been a way I could both support the local economy through employing trades people and add a healthy, below market-rate 1-bedroom for someone experiencing housing insecurity in the near term.

It feels discouraging and disappointing to not be able to act on something that seems like a win-win.

Thanks for your time!
Warmly,
Paula

On Thu, Feb 29, 2024 at 4:57 PM Ian Cox <icox@islandstrust.bc.ca> wrote:

Paula,

I appreciate your thoughts. The current bylaw defines a *secondary suite* as:

a self-contained dwelling unit consisting of one or more habitable rooms and a cooking facility for residential occupancy accessory to a principal dwelling unit located on the same lot.

A *dwelling unit* is defined as:

one or more rooms in a building, designed, occupied or intended for human habitation containing one set of cooking facilities and/or the infrastructure designed, used or intended to be used for the preparation and cooking food, and used as a residence by a single family;

Thanks!

Paula

On Thu, Feb 29, 2024 at 3:33 PM Tobi Elliott <telliott@islandtrust.bc.ca> wrote:

Thank you Ian!

Always helpful. I know I should know this stuff but I'm still a bit lost in the regulation pool. It really helps to have you answering these questions!

Paula let me know if you have any other questions that (I hope) I can help get answered!

Tobi

On Feb 29, 2024, at 11:19 AM, Ian Cox <icox@islandtrust.bc.ca> wrote:

Hello Paula and Tobi,

A *secondary suite* as defined in the [Gabriola Island Land Use Bylaw](#) (LUB), whether in a separate building or within a principal dwelling, is permitted only on lots 2.0 hectares or larger under the current SRR and LRR zoning regulations, which list *secondary suite* residential as a permitted accessory use that is subject to the LUB General Regulations - specifically section B.6.6:

B.6.6 Secondary Suite Regulations

Secondary Suites, where permitted in Part D of this bylaw, are subject to the following requirements:

B.6.6.1 Secondary suites are a permitted accessory use on lots 2.0 hectares (4.94 acres) or larger;

B.6.6.2 One (1) secondary suite is permitted per lot.

B.6.6.3 Outside the Agriculture Land Reserve a secondary suite may be located within or attached to a single family dwelling or within an accessory building.

B.6.6.4 Within the Agricultural Land Reserve a secondary suite must be located wholly within a single family dwelling.

B.6.6.5 The maximum permitted floor area for a secondary suite located within or attached to a single family dwelling is 90 square metres (968 square feet) or 40% of the floor area of the dwelling, whichever is less;

B.6.6.6 The maximum permitted floor area for a secondary suite located within an accessory building is 90 square metres (968 square feet);

B.6.6.7 A secondary suite must not be located within a manufactured home;

B.6.6.8 For lands outside of the ALR, a secondary suite shall not be permitted on a lot unless the owner of the lot has registered a restrictive covenant under Section 219 of the Land Title Act in favour of the Gabriola Island Local Trust Committee prohibiting the registration of a strata plan under the Strata Property Act or Land Title Act which would result in the secondary suite being a separate lot.

Let me know if you have further questions.

Sincerely,

Ian Cox

Planner II

Islands Trust
700 North Road | Gabriola BC V0R 1X3
T 250-247-2207 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

Protecting islands in the Salish Sea

I am humbly thankful to live and work in the treaty lands and territories of the BOKÉĆEN, K'ómoks, Lək'wəḡən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwəḡən məsteyəx'w, Scia'new, səliłwəḡəḡ, SEMYOME, shishálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SÁUTW, Stz'uminus, ʔaḡəmen, toq qaymux'w, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁŁP, WSIKEM, Xeláltxw, Xwémalhkwxu/ḡop qaymux'w, and x'wəḡk'əḡəm.

Begin forwarded message:

From: Paula Brent <[REDACTED]>

Subject: Secondary Suite Incentive Program

Date: February 27, 2024 at 8:16:47 PM PST

To: telliott@islandstrust.bc.ca

Hi Tob!

Just following up on our chat to hopefully connect with the planner on understanding exactly what's possible on my 0.5 acre lot.

I'm interested to understand if the new RDN loan for secondary suites is fully compatible with Islands Trust requirements and if there's anything I would need to know/consider from your perspective.

"Check with your municipality to confirm if zoning allows for a secondary suite"

Also to understand more about the permitting process and costs.

This is for [REDACTED]

Thank you!

Paula

Sent from my iPhone



Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2022.3	Pink, Thomas	23-Jun-2022	PID: 008-828-067 Shoreline protection variance. Civic address: 1160 The Strand, Gabriola Island, BC.

Planner: Margot Thomaidis

Planning Status

Status Date: 10-Jan-2024

SFN Referral initiated.

Status Date: 23-Nov-2023

Environmental Impact Assessment Report provided by applicants (D.R. Clough Consulting).

Status Date: 17-Oct-2023

Applicants for 1160 and 1170 preparing a QEP report to assess shoreline habitat impacts.

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2022.4	Woodside, Mark & Gail	30-Jun-2022	PID: 008-828-059 Foreshore protection variance. Civic address: 1170 The Strand, Gabriola Island, BC.

Planner: Margot Thomaidis

Planning Status

Status Date: 10-Jan-2024

SFN referral initiated.

Status Date: 23-Nov-2023

Environmental Impact Assessment Report provided by applicants (D.R. Clough Consulting).

Status Date: 15-May-2023

Coastal Geotechnical Report received. Planner reviewing.



Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2023.3	Miller, Sandra	23-Jun-2023	PID: 002-347-733 request for DVP for woodshed built too close to property line in 1991 at 880 Horseshoe Rd on Gabriola Island.

Planner: Margot Thomaidis

Planning Status

Status Date: 10-Jan-2024

Applicant requested to complete Snuneymuxw First Nation referral application.

Status Date: 30-Nov-2023

Survey requirement waived by LTC decision.

Status Date: 11-Oct-2023

Request for exemption from survey to go to November 30, 2023 LTC Regular Business Meeting.

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2023.5	Shaw, Douglas	14-Nov-2023	PID: 006-981-615 variance for lot coverage at 733 Berry Point Rd. on Gabriola Island.

Planner: Stephen Baugh

Planning Status

Status Date: 06-Feb-2024

Applicant has sent a referral form to SFN.

Status Date: 07-Dec-2023

Staff waiting for additional information from applicant.



Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2022.1	Wild Rose Garden Centre	07-Jun-2022	PID: 023-005-629 Change zoning to accommodate multiple changes in use. Civic address: 750 Tin Can Alley, Gabriola Island, BC.

Planner: Stephen Baugh

Planning Status

Status Date: 03-Jan-2024

Application re-assigned to different planner.

Status Date: 11-May-2023

application extended to November 30, 2023 to allow time for applicant to provide reports.

Status Date: 08-Jul-2022

File opening procedure finished and file given to planner.

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2023.1	on behalf of BC Ferry Services Inc.	13-Jun-2023	PID: 025-798-090 and 025-798-103 renovation and expansion of ferry terminal at Descanso Bay Ferry Terminal on Gabriola Island.

Planner: Stephen Baugh

Planning Status

Status Date: 22-Sep-2023

Referrals sent to agencies, organizations and first nations.

Status Date: 14-Sep-2023

First reading.

Status Date: 13-Sep-2023

Bylaws drafted and application to be presented to LTC at September 14 LTC mtg.



Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2024.1	Gabriola Agricultural Co-op Association Planner: Stephen Baugh	10-Jan-2024	PID: 004-633-989 seeking a rezoning from industrial to commercial in order to build a year-round community food hub at 465 South Rd. on Gabriola.
Planning Status			
<u>Status Date:</u>			

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
GB-TUP-2023.4	Plotnikoff & Penner, Nadine & Siegfried Planner: Stephen Baugh	16-Oct-2023	PID: 004-801-270 to offer short-term rentals on the property when the owners are not there at 376 Tinson Rd on Gabriola Island.
Planning Status			
<u>Status Date:</u> 19-Jan-2024 Applicant has submitted a referral form to SFN.			
<u>Status Date:</u> 20-Dec-2023 Applicant informed SFN has requested a referral.			



Applications

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
GB-TUP-2023.5	Georgiev & Godfrey, Geneen & Alex	16-Oct-2023	PID: 006-985-742 temporary use permit for short-term rental at 868 Chichester Rd W on Gabriola Island.

Planner: Stephen Baugh

Planning Status

Status Date: 05-Feb-2024

Applicant has submitted a referral form to SFN.

Status Date: 20-Dec-2023

Applicant informed SFN has requested a referral.

Status Date: 06-Dec-2023

Staff requested additional information from applicant.

File Number	Applicant Name	Date Received	Purpose
GB-TUP-2024.1	Furlong, Allan	04-Jan-2024	PID: 002-071-096 seeking Temporary Use Permit for short-term rental at 1760 Seymour Rd on Gabriola.

Planner: Ian Cox

Planning Status

Status Date:

File Number	Applicant Name	Date Received	Purpose
GB-TUP-2024.2	Dewarle, Aaron & Jessica	30-Jan-2024	PID: 018-331-840 short-term vacation rental at 565 South Rd on Gabriola Island.

Planner: Margot Thomaidis

Planning Status

Status Date: 20-Feb-2024

Planner reviewing file.

Applications

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
GB-TUP-2024.3	Griesdale & Nassichuk, Robert & Erika Planner: Ian Cox	26-Feb-2024	Seeking renewal of Temporary Use Permit for a short-term vacation rental at 1510 Barret Rd on Gabriola.
Planning Status			
<u>Status Date:</u>			

Islands Trust
LTC EXP SUMMARY REPORT F2024
Invoices posted to Month ending January 2024

620 Gabriola	Invoices posted to Month ending January 2024	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	681.00	87.31	593.69
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	1,488.00	4,101.55	-2,613.55
65210-620	LTC - Local Exp - APC Meeting Expenses	399.00	1,329.25	-930.25
65220-620	LTC - Local Exp - Communications	1,000.00	449.00	551.00
65230-620	LTC - Local Exp - Special Projects	612.00	0.00	612.00
TOTAL LTC Local Expense		<u>3,499.00</u>	<u>5,879.80</u>	<u>-2,380.80</u>
Projects				
73001-620-2001	Gabriola OCP/LUB	18,000.00	4,597.49	13,402.51
73001-620-4105	Gabriola Ecological Protection Zone	2,000.00	0.00	2,000.00
TOTAL Project Expenses		<u>20,000.00</u>	<u>4,597.49</u>	<u>15,402.51</u>

Gabriola Island Local Trust Committee Policies & Standing Resolutions

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	June 14, 2018	GB-2018-040	Processing non-medical cannabis retail license applications	It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications: - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee; - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical; - The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal; and - However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: - Name of the applicant and a description of the proposal in general terms; - The location of the proposed establishment and the subject site; - The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered; - The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application; and - How public comments may be submitted to the Local Trust Committee.
2.	November 22, 2018	GB-2018-122	Applications for Federal Cannabis License	It was MOVED and SECONDED that the Gabriola Island Local Trust Committee requests that Notices of Intention to Apply for a Federal Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust.
3.	February 28, 2019	GB-2019-031	First Nations - Community Reconciliation	It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt the following standing resolution: Whereas the Local Trust Committee seeks to engage in Reconciliation with local

				First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re)introducing Trustees and Staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; and e) Establish and maintain government to government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.
4.	April 11, 2019	GB-2019-038	Limited Public Markets Enforcement	It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt the following standing resolution with respect to limited public markets: a) Islands Trust Bylaw Enforcement Staff are directed to not enforce Section B.6.2 of Gabriola Island Land Use Bylaw No. 177, 1999 when limited public markets are operated indoors, but rather to inform the operators of the applicable land use regulations; b) This enforcement policy does not permit violation of the Land Use Bylaw and the Gabriola Island Local Trust Committee may at any time, by resolution, modify or rescind this policy or give direction to expand enforcement activities.
5.	April 11, 2019	GB-2019-040	S219 Covenant	It was MOVED and SECONDED

			Signatories	that the Gabriola Island Local Trust Committee adopt the following standing resolution: that the Gabriola Island Local Trust Committee is authorized to enter into section 219 covenants, in the form of the 'Model Covenant for Secondary Suites' attached and in satisfaction of subsection B.6.6.8 of the Gabriola Island Land Use Bylaw No. 177, provided that such covenants must be executed on behalf of the Local Trust Committee by two members of the Local Trust Committee.
6.	January 23, 2020	GB-2020-002	Consultation for Communication Towers	It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt the "Model Strategy for Antenna Systems" prepared by the Local Planning Committee of the Islands Trust, as the Gabriola Local Trust Committee strategy to assess any future potential tower proposals in the Gabriola Local Trust Area.
7.	July 30, 2020	GB-2020-053	Proactive unlawful STVR enforcement	It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt as a standing resolution to authorize proactive enforcement of unlawful Short Term Vacation Rentals.
8.	October 27, 2022	GB-2022-089	Defer enforcement on all existing non-compliant dwellings being used for residential purposes except.....	It was MOVED and SECONDED a) that the Gabriola Island Local Trust Committee note that given the lack of housing options on Gabriola, Bylaw Staff will defer enforcement on all existing non-compliant dwellings being used for residential purposes except in the following circumstances: i. It is determined that there are risks to health and safety; ii. It is determined that sewage is not being disposed of in an approved septic or sewage disposal system; or that septic or sewage disposal systems are beings used in excess of capacity or ability as a result of non-compliant dwellings; iii. It is determined that there is contamination of wells or other drinking water sources; iv. Non-permitted residential uses are in water zones or environmentally sensitive areas; v. That the Gabriola Island Local Trust Committee may give direction to resume enforcement on activities on any property that poses risk to the health and safety of residents or to the environment. b) Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Gabriola Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.

				c) The Gabriola Local Trust Committee will review this standing resolution at a minimum of once per year with updates from the Bylaw Compliance and Enforcement Manager to measure results and impacts, as amended. d) That the Gabriola Local Trust Committee recommend to the incoming Gabriola Local Trust Committee that it conduct a community consultation regarding the Standing Resolution.
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Active Projects Report

Gabriola Island

1. Minor Project - Develop Ecological Protection Zone

Responsible

Dates

To develop a new ecological protection zone for the Gabriola Island Land Use Bylaw No. 177, which includes the rezoning of Elder Cedar Nature Reserve to a park or conservation/protection type zone.

Stephen Baugh

2. Major Project - Gabriola Island Comprehensive OCP and LUB

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.
- Consider secondary suites on lots smaller than 2 hectares.
- Consider OCP designations, density provisions, LUB regulations, and Development Permit guidelines for multi-dwelling housing and mixed use buildings.

Narissa Chadwick

Active Projects Report

Gabriola Island

- 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
- Review definition and regulations for limited public market, and INI zone uses pertaining to market sales

Active Projects Report

Gabriola Island

- 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.
-

Future Projects Report

Gabriola Island

1. *DeCourcy Island OCP and LUB Review*

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, review and update of short term vacation regulations,.

2. *Snuneymuxw Relationship Building*

Responsible

Date Received

Strengthen relationship with Snuneymuxw First Nation.

3. *Development Permit Area Review Topics*

Responsible

Date Received

GB-2023-O576

20-Jul-2023

It was MOVED and SECONDED that the Gabriola Island Local Trust Committee request staff to add "Review and Update of Development Permit Area 6 - Steep Slopes" to the future project list.

4. *Minor - Review and update Development Approval Information (DAI) bylaw*

Responsible

Date Received

*Nov. 30, 2023: As a bylaw re-write, to be initiated after OCP, LUB reviews. Update Gabriola Island Bylaw No. 150, DAI Bylaw.

30-Nov-2023

LTC resolution passed June 16, 2022 - Trustee Langereis noted that DAI bylaw not up to date with current DPAs, particularly after adoption of DPA 8 - Mutli-Dewlling Affordable Housing and DPA 9- Light Industrial Use.

Future Projects Report

Gabriola Island

5. *Advisory Planning Commission bylaw*

Responsible

Date Received

Amendments to Bylaw No. 296 to require that APCs set a regular monthly meeting date and time.

30-Nov-2023

6. *Heritage Register*

Responsible

Date Received

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 from December 1, 2022 for further details on this discussion.