



Gabriola Island Local Trust Committee

Regular Meeting Revised Agenda

Date: October 22, 2020
Time: 10:30 am
Location: Electronic Meeting

	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 10:35 AM - 10:40 AM	
3. REPORTS 10:40 AM - 11:00 AM	
3.1. Trustee Reports	
3.2. Chair's Report	
3.3. Electoral Area Director's Report	4 - 7
3.4. First Nation Reports	
4. TOWN HALL 11:00 AM - 11:10 AM	
5. MINUTES 11:10 AM - 11:20 AM	
5.1. Local Trust Committee Minutes dated September 10, 2020 – for adoption	8 - 15
5.2. <i>Local Trust Committee Special Meeting Minutes dated October 2, 2020 - for adoption (updated)</i>	16 - 21
5.3. Advisory Planning Commission Draft Minutes dated September 23, 2020 - for receipt	22 - 23
5.4. Advisory Planning Commission Draft Minutes dated October 6, 2020 - for receipt	24 - 27
5.5. Housing Advisory Planning Commission Draft Minutes dated September 3, 2020 - for receipt	28 - 30
5.6. Section 26 Resolutions-Without-Meeting - none	
6. BUSINESS ARISING FROM MINUTES 11:20 AM - 11:35 AM	
6.1. Follow-up Action List dated October 14, 2020	31 - 33

7.	APPLICATIONS AND REFERRALS	11:35 AM - 1:30 PM	
7.1.	GB-RZ-2020.1 (Gabriola Housing Society (GHS)) - Staff Report		34 - 116
	7.1.1. <i>Letter dated October 19, 2020 from Gabriola Housing Society (GHS)</i>		117 - 118
7.2.	Thetis Island Local Trust Committee Referral Response Request for Bylaws 108 and 109		119 - 122
	----- BREAK 1:30 PM TO 2:00 PM -----		
8.	LOCAL TRUST COMMITTEE PROJECTS	2:00 PM - 2:30 PM	
8.1.	Cannabis Regulation Project (Bylaw No. 303) - verbal update		
8.2.	Housing Options Impacts Review Project - Staff Report		123 - 140
9.	DELEGATIONS	2:30 PM - 2:40 PM	
9.1.	Gabriola Island Housing Advisory Planning Commission (HAPC) - Presentation		141 - 142
10.	CORRESPONDENCE	2:40 PM - 2:45 PM	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>		
10.1.	Email dated July 28, 2020 from B. McKecknie regarding Cell Towers and Antennae		143 - 144
11.	NEW BUSINESS	2:45 PM - 3:00 PM	
11.1.	Review of Draft Union of BC Municipalities (UBCM) Grant Application - for discussion		
	<i>Regarding a Safe Transportation Plan from the Gabriola Ferry Terminal to the Village for People of all Ages and Abilities</i>		
12.	REPORTS	3:00 PM - 3:20 PM	
12.1.	Climate Change Action Update		
12.2.	First Nations Relationship Building		
12.3.	<i>Trust Conservancy Report dated Oct 6, 2020</i>		145 - 147
12.4.	Applications Report dated October 14, 2020		148 - 151
12.5.	Trustee and Local Expense Report dated August, 2020		152 - 152
12.6.	Adopted Policies and Standing Resolutions		153 - 155
12.7.	Local Trust Committee Webpage		

- 13. WORK PROGRAM** 3:20 PM - 3:45 PM
- 13.1. Top Priorities Report dated October 14, 2020 156 - 156
- 13.2. Projects List Report dated October 14, 2020 157 - 160
- 14. CLOSED MEETING - none**
- 15. UPCOMING MEETINGS**
- 15.1. Next Regular Meeting Scheduled for Thursday, November 26, 2020 at 10:30 am via Zoom Electronic Meeting
- 16. ADJOURNMENT** 3:45 PM - 3:45 PM

Date: October 22 2020

To: Gabriola Island Local Trust Committee

From: Vanessa Craig, RDN Director Area B

Subject: Electoral Area Director's Report

Dear Chair Rogers and Trustees Langereis and Colbourne,

I am unable to attend this month's Islands Trust Local Trust Committee meeting due to a Special Electoral Area Services Committee meeting scheduled for that day, but I am pleased to submit the following update. Please feel free to contact me if you have any questions or comments about the items below.

- Good news in that the RDN, with generous support from the Gabriola Land and Trails Trust and the support of the Islands Trust in using cash-in-lieu funds towards the purchase, was able to purchase an addition to the 707 Community Park. This parcel is an important addition which will help preserve the ecological condition of the park. The parcel was surrounded on three sides by the park, so that clearing or development of the parcel would have had a detrimental effect on the park's ecology, and on the Coats Marsh watershed and riparian area.

This purchase was facilitated by the Islands Trust's requirement, as part of the density transfer agreement, that the owner provide the RDN the right of first refusal if this property was to be sold. This 3.64 ha (9 acre) addition to the park means the park is now 425.7 ha in size! Thank you to the Trustees for supporting this project and to GaLTT for their generous donation. I've attached the RDN press release to my report.

- The Village Way path construction has begun. In order to retain as many trees as possible along the pathway, the pathway plan was varied in front of the school to avoid trees – only two already-dead trees will be removed in that section. In addition, the RDN hired an arborist to assess potential impacts of the project on the trees along the route. The arborist used a hydrovac to excavate around the trees to better define the tree roots. Where, in the arborist's professional opinion the tree's health and/or stability would be critically affected by the project, the tree was marked for removal. All of the trees except the two in front of the school were removed this week. Windley Contracting will be connecting with the Gabriola Lions to determine if the logs can be used in their firewood program. The project is still on schedule to be completed by mid-December.
- Thank you to Trustee Colbourne for attending the Parks and Open Spaces Advisory Committee meeting held on October 5th. Meetings are held online at this time and interested members of the public are welcome to attend. Projects are still going ahead even through COVID, as we see with the Village Way Path. Planning is still going on to start the Huxley Park Phase 2 on schedule next spring. An assessment of two parks in the Whalebone area (Capt Ahab's Terrace and Town-Ho) is planned for this fall. These parks were created upon subdivision and are now RDN community parks. Over time the access to the parks has grown in – this assessment will determine the current condition of the accesses and of the parks themselves.
- At the recent Electoral Area Services Committee (EASC) meeting, we supported a Motion requesting a report on available authority options for the RDN to regulate land clearing and tree preservation. This wouldn't apply to Area B but might provide useful information. The recommendation will be considered at the next Board meeting.
- At the recent Committee of the Whole (CoW) the committee received the 2020-2021 Operational Plan update. This provides an update of staff activities in relation to strategic priorities set by the Board, and is very informative. We also supported remaining within the Coastal Communities Social Procurement Initiative. The committee also supported my request to have staff update tables with information about what the taxation for different areas within the RDN would be if we followed a

consultant's 2017 recommendation to change funding for regional parks acquisition from a parcel tax to a value tax (population and assessment). The report suggested that equity of funding could be improved by such a change. The committee did not support my second Motion to consider the change for the 2021 budget, but when we receive the updated tables the conversation will continue.

Upcoming:

- The next Board meeting is next week on October 27th. The following meeting is on November 10th.
- The next EASC meeting will be held November 20th, and the next CoW meeting will be held November 24th.

Respectfully submitted,

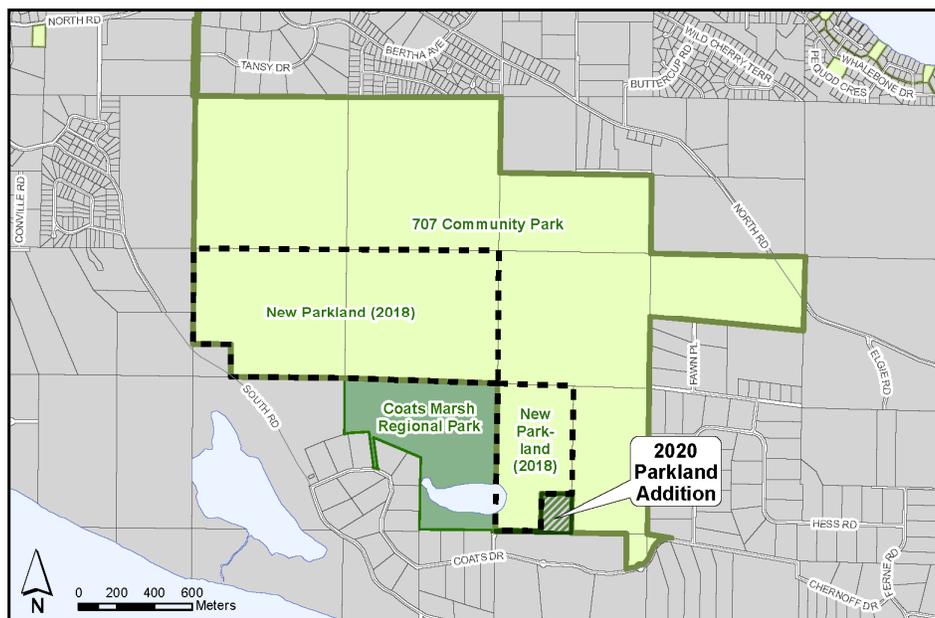
Vanessa Craig

Gabriola Island's 707 Community Park is Growing

The 707 Community Park on Gabriola Island now includes an additional 9 acres (3.64 hectares) of forested land. The second-largest park in the RDN, 707 Community Park has now grown to an impressive 1,052 acres (425.7 ha) in size.

The RDN listened to the community's interests, and together with the Gabriola Land and Trails Trust who provided a generous donation, the RDN was able to make the parkland purchase. The property officially became part of the park on October 9, 2020. The existing 707 Community Park management plan will provide management direction for the new parkland addition.

Situated within the Coats Marsh watershed, the new parkland property is an integral part of the Coats Marsh hydrological system. The parkland addition will provide increased ecological protection to Coats Marsh, a rare, ecologically sensitive Gulf Island freshwater wetland. This wetland is the primary management focus of neighbouring Coats Marsh Regional Park. The new property also connects an existing, well-used trail, formalizing a 2.3 km trail loop in the southern quadrant of the park.



Get Involved RDN!

In 2018, 136 hectares were added to the 707 Community Park through the Church/Spruce Road rezoning. This rezoning process resulted in a 3.64-hectare parcel that was excluded from the park at that time. However, due to community interest in having this property added to the park, the Islands Trust required the developer to provide the right of first refusal to purchase the land to the RDN.

For more information about RDN community parks and trails, please visit: rdn.bc.ca/community-parks-and-trails.

-30-

For media inquiries, contact:
Rebecca Taylor
Communications Coordinator
250-390-6502
rtaylor@rdn.bc.ca

Get Involved RDN!



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: September 10, 2020

Location: Electronic Meeting

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

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

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

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

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

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

By general consent the agenda was approved as amended.

2.1 Electronic Meetings Resolution

GB-2020-056

It was MOVED and SECONDED

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

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

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

CARRIED

2.2 Rise and Report

Chair Rogers noted the following:

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

3. REPORTS

3.1 Trustee Reports

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

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

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

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

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

3.2 Chair's Report

Chair Rogers reported the following:

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

3.3 Electoral Area Director's Report

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

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

3.4 First Nation Reports

The following was noted:

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

4. TOWN HALL

No comments.

5. MINUTES

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

The following amendments to the minutes were presented for consideration:

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

By general consent the minutes were adopted as amended.

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

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

5.3 Section 26 Resolutions-Without-Meeting - none

5.4 Advisory Planning Commission Minutes - None

6. BUSINESS ARISING FROM MINUTES

6.1 Follow-up Action List dated September 2, 2020

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

6.2 Short Term Vacation Rental Temporary Use Permits - for Discussion

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

Trustees noted the following:

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

GB-2020-057

It was MOVED and SECONDED

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

CARRIED

7. APPLICATIONS AND REFERRALS

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

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

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

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

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

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

The applicant provided a PowerPoint presentation and noted the following:

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

Freshwater Specialist Shulba noted the following points:

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

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

GB-2020-058

It was MOVED and SECONDED

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

CARRIED

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

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

GB-2020-059

It was MOVED and SECONDED

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

CARRIED

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

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

GB-2020-060

It was MOVED and SECONDED

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

CARRIED

8. LOCAL TRUST COMMITTEE PROJECTS

8.1 Cannabis Regulations - Bylaw No. 303 - verbal update

Planning Manager Kauer provided an update and noted:

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

8.2 Housing Advisory Planning Commission (HAPC) - verbal update

Planning Manager Kauer updated the LTC and noted the following:

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

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

9. DELEGATIONS - None

10. CORRESPONDENCE - None

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

11. NEW BUSINESS

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

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

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

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

11.3 Gabriola Island Groundwater Sustainability Strategy - verbal update

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

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

11.4 Gabriola Directory

GB-2020-061

It was MOVED and SECONDED

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

CARRIED

GB-2020-062

It was MOVED and SECONDED

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

CARRIED

11.5 Active Transportation Grant

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

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

12. REPORTS

12.1 Climate Change Action Update

Received.

12.2 First Nations Relationship Building - none

12.3 Trust Conservancy Report dated July 14, 2020

Received.

12.4 Applications Report dated September 2, 2020

Received.

12.5 Trustee and Local Expense Report dated July, 2020

Received.

GB-2020-063

It was MOVED and SECONDED

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

CARRIED

12.6 Adopted Policies and Standing Resolutions

Received.

12.7 Local Trust Committee Webpage

No updates requested.

13. WORK PROGRAM

13.1 Top Priorities Report dated September 2, 2020

Received.

13.2 Projects List Report dated September 2, 2020

Received.

GB-2020-064

It was MOVED and SECONDED

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

CARRIED

14. CLOSED MEETING - None

15. UPCOMING MEETINGS

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

16. ADJOURNMENT

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

Dan Rogers, Chair

Certified Correct:

Nadine Mourao, Recorder



Islands Trust

Gabriola Island Local Trust Committee Minutes of Special Meeting

Date: October 2, 2020
Location: Electronic Meeting

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

Staff Present: Heather Kauer, Regional Planning Manager
 Jaime Dubyna, Planner 2
 Nadine Mourao, Recorder

Others Present: There were approximately thirteen (13) 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 Rogers called the meeting to order at 10:04 am, welcomed the public and introduced Trustees, Staff and Recorder and he acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

Chair Rogers advised that this Special Local Trust Meeting (LTC) was being held for application GB-RZ-2020.1 (Gabriola Housing Society).

Chair Rogers spoke to the holding of the Special LTC electronically, noting that the COVID-19 Health and Safety Guidelines preventing in-person meetings may continue for an extended period of time and this approach provides an option to inform the public, consider the application, and allows the LTC to continue due process and careful consideration of the proposal.

Trustee Langereis and Trustee Colbourne thanked everyone for attending and acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. BUSINESS ITEMS

3.1 GB-RZ-2020.1 Gabriola Housing Society (GHS) - for discussion

3.1.1 Bylaw Nos. 306 (OCP) & 307 (LUB)

Chair Rogers noted that the Agenda Package Addendum on the Islands Trust (IT) website contained comments and observations from Trustees, and a draft Housing Agreement and letter from Gabriola Housing Society (GHS).

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

- Interested in consistency with the use of “multi” and “multiple” throughout the Official Community Plan (OCP) and Land Use Bylaws (LUB);
- Demonstrating community need for multi-dwelling affordable housing, included but not limited to housing needs assessment;
- Trustee Langereis to re-look at definition of “affordable housing”, interested in linking housing income levels to rental calculations;
- Interested in defining “affordable housing” in another way not restrictively tied to income levels and noted the particulars are in the Housing Agreement (HA);
- Bylaw 307 (LUB), Part G – Definitions, (c) delete “occupant” and replace with “occupy”;
- Bylaw 307 (LUB) Schedule “1”, Appendix 2, Section F.11 DP-11 Environmental Protection, Subsection F.11.2 Exemptions, Article F.11.2.1 Trustee Colbourne opposed the deletion of “Clause b” as this is a more general area rather than multiple dwelling, what costs this will add, and concerned with equity barriers;
- Staff do not have professional expertise to determine environmental area impacts, supported applicant providing professional reports for project developments;
- Interested in defining “manual/by hand” removal of vegetation; and
- Trustee Langereis will bring site specific concerns to next LTC meeting for discussion.

Applicant Ian Scott noted the following:

- Requested no percentage or restrictive calculations in the definition of “affordable housing” in order to meet the criteria for funders and will maintain affordability and feasibility of the housing in perpetuity;
- Current plan is for tri-plex site configuration, however, conservation of environment is a priority, multiple family residential dwellings definition allows for different final configurations; and
- Will circulate track changes document with new HA to see changes GHS proposing.

GB-2020-065

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2010” be amended as follows:

- Instruction 1.4 is deleted and replaced with an amended Instruction 1.4 as follows:
1.4 Section 2 – General Land Use and Residential Development, Subsection 2.4 Multi-dwelling Affordable Housing, Background, is amended by replacing the third bullet words “Low-income families” with “low to moderate income families, as set out in a housing agreement.”

CARRIED

GB-2020-066

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2010” be amended as follows:

- Instruction 1.9 is deleted and replaced with an amended Instruction 1.9 as follows:

1.9 Section 2 – General Land Use and Residential Development, Subsection 2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies, Clause “d)” is repealed and replaced with new Clause “d)” as follows:

“Densities for the creation of Multi-dwelling Affordable Housing for low to moderate income families shall come only from:

(i) banked densities as noted in Appendix 2 (Density Bank) of this Plan, or
(ii) if there are insufficient densities in the Density Bank, the shortfall in densities may be provided, based on the merits of the proposal using the following criteria:

- lot size;
- proximity to the Village Core, public transportation and community amenities;
- availability of sufficient water supply for the proposed number of dwelling units;
- availability of an area of sufficient size and appropriate characteristics to meet provincial health authority requirements for an on-site sewage treatment system capable of servicing the proposed number of dwelling units:
 - demonstrated community need; and
 - provided that a housing agreement is in place to ensure affordability is maintained in perpetuity.”

CARRIED

GB-2020-067

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2010” be amended as follows:

- Add new Instruction 1.14 as follows:

1.14 Section 2 – General Land Use and Residential Development, Subsection 2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Objectives, “1.” is amended by deleting “Low-income families” with “low to moderate income families”.

CARRIED

GB-2020-068

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1997, Amendment No. 1, 2020”, Schedule “1”, Instruction 1.1 is amended as follows:

- Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.2 Permitted Home Occupations Uses, Article B.3.2.2, Clause “b.” is deleted and replaced with a new Clause “b.” as follows:
“Catering and food preparation for sale elsewhere or delivery, with delivery occurring between the hours of 8 a.m. and 6 p.m.”

CARRIED

GB-2020-069

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 1, Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.1, Clause “a.”, Item “i” is amended by deleting the words “multiple family dwelling affordable housing” and replacing with “multiple family residential”.

CARRIED

GB-2020-070

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request Staff to amend the proposed amendments to “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2020” and “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020” to use the words “multi” or “multiple” consistent throughout.

CARRIED

GB-2020-071

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 1, Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.2, Item “a.” is amended by deleting the words “Land-Based”.

CARRIED

GB-2020-072

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 1, Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.2 Buildings and Structures, Clause “a.” is amended by adding new item “iii” as follows:

- “iii the average size of all dwelling units on a lot must not be greater than 83 square metres (900 sq. ft.);”

CARRIED

GB-2020-073

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 1 Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.3 Regulations, Clause “a.”, item “i” is deleted in its entirety and replaced with a new item “i” as follows:

“i the maximum height of buildings and structures is 9 metres (29.5 feet).”

CARRIED

GB-2020-074

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 1, Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.3 Regulations, Clause “d.” is amended by adding new item “ii” as follows:

“ii the minimum lot area is 1.0 hectares (2.47 acres).”

CARRIED

GB-2020-075

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 2, Section F.11 DP-11 Environmental Protection, Subsection F.11.2 Exemptions, Article F.11.2.1 is amended by deleting “Clause b.” in its entirety and renumbering the clauses accordingly.

CARRIED

Trustee Colborne Opposed

GB-2020-076

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020” is amended as follows:

- Add new Instruction 1.10 as follows:
 - 1.10 Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.3 General Provisions, Clause B.3.3.1.b. is amended by adding the words “, except in the Multi-dwelling Affordable Housing (MAH) zone,” immediately after the opening words “Home occupations”.

CARRIED

GB-2020-077

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020” be amended as follows:

- Add new instruction 1.12 as follows:
 - 1.12 Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.1 Home Occupations is amended by adding the following Article: “B.3.1.3 *Home occupation* uses in the Multi-dwelling Affordable Housing (MAH) zone may only occur within the dwelling unit of the principal operator.”

CARRIED

GB-2020-078

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020” be amended as follows:

- Add new instruction 1.13 as follows:
1.13 Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.3 General Provisions, Article B.3.3.1, Clause “l)” is amended by adding the words “permitted in the zone” immediately after the word “stand”.

CARRIED

4. ADJOURNMENT

By general consent the meeting was adjourned at 12:33 pm.

Dan Rogers, Chair

Certified Correct:

Nadine Mourao, Recorder

DRAFT



Minutes of the Gabriola Island Advisory Planning Commission

Date of Meeting:	Wednesday September 23, 2020
Location:	Electronic Meeting 675 North Road, Gabriola, BC
APC Members Present:	Jeff Malmgren, Chair Jennefer Laidley, Vice-Chair Susan Yates Deb Ferens Peter Maidstone Lisa Webster-Gibson Don Elkington
Regrets:	Robert Plowright, Secretary Angela Pounds
Staff Present:	Nadine Mourao, Recorder
Others Present:	There were four (4) members of the public and one (1) member of the media in attendance.

1. CALL TO ORDER AND WELCOME

Chair Malmgren called the meeting to order at 7:00pm. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations, welcomed the public and introduced Commission Members and Recorder.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

Gabriola Island Advisory Planning Commission Draft Minutes dated February 20, 2020 – for Adoption

By general consent, the Advisory Planning Commission meeting minutes of February 20, 2020 were adopted.

4. BUSINESS ITEMS

4.1 Election of Secretary

Robert Plowright stepped down as Secretary and Lisa Webster-Gibson was elected Secretary.

5. REFERRAL FROM GABRIOLA ISLAND LOCAL TRUST COMMITTEE – Review and discuss Trustee Langereis’ report regarding the protocol for siting of new antenna systems on Gabriola and provide recommendation for public consultation

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

- Interested in the higher level of public consultation for equipment upgrades and/or antennae tower modifications in the Langereis Protocol for Antennae Systems;
- Supported improvements to cellular coverage for emergency responders and businesses, would not like to put too many roadblocks or stall the process in providing these services for the community;
- Community needs to be aware of tower modifications;
- The Model Strategy and Protocol for Antennae Systems lacked the level of community consultation that the 2010 Model Strategy and the Langereis Protocol for Antennae Systems had;
- Indicated interest in going back to the 2010 Model Strategy;
- Concerned about technology modifications such as 5G on towers with no community input;
- Would like to ensure that the health of the community and the environment are protected; and
- Interested in hearing from the Gabriola Volunteer Fire Department (GVFD) on their thoughts on cell coverage and public consultation for tower modifications on Gabriola, Mudge, and DeCourcy.

GB-APC-2020-007

It was MOVED and SECONDED

that the Gabriola Island Advisory Planning Commission supports Protocol for Antennae Systems proposed by Trustee Langereis as a way forward, with the following provisos:

- Emergency services be consulted before it is approved;
- Health and environmental concerns are always considered; and
- A concern was raised around potential barriers that this may create.

CARRIED

6. FUTURE MEETING DATES

Next APC meeting is scheduled for October 6, 2020 and will speak about options going forward at that meeting.

7. ADJOURNMENT

By general consent, the meeting was adjourned at 8:18 pm.

Jeff Malmgren, Chair

Certified Correct:

Nadine Mourao, Recorder



Minutes of the Gabriola Island Advisory Planning Commission

Date of Meeting: Tuesday, October 6, 2020 at 2:00 pm

Location: Electronic meeting via ZOOM
700 North Road, Gabriola Island, BC

APC Members Present: Jeff Malmgren, Chair
Jennefer Laidley, Vice-Chair
Lisa Webster-Gibson, Secretary
Peter Maidstone
Don Elkington
Angela Pounds

Regrets: Susan Yates
Deb Ferrens
Robert Plowright

Staff Present: Heather Kauer, Regional Planning Manager
Penny Hawley, Recorder

Others Present: Scott Colbourne
Kees Langereis
April Vannini - observer

1. CALL TO ORDER

Chair Malmgren called the meeting to order at 2:00 pm. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations, welcomed the public and introduced Commission Members and Recorder

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 Gabriola Island Advisory Planning Commission Draft Minutes dated September 23, 2020

Deferred to next meeting.

4. BUSINESS ITEMS - NONE

**5. REFERRAL FROM GABRIOLA ISLAND LOCAL TRUST COMMITTEE
Review of Land Use Bylaw Amendment regarding Cannabis Production;
Proposed Bylaw No. 303**

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

- New bylaw in response to the federal legalization to recreational cannabis; started two years ago and has had second reading by the Local Trust Committee (LTC).
- Bylaw defines allowed cannabis production anywhere in the Agricultural Land Reserve (ALR) or in any agriculturally zoned area, and cannot be prohibited, only regulated.
- Requirement that buildings be set back 30 metres from property lines and 150 metres from school properties and parks that are zoned P3 (active recreation community park). Building size limited to 200 square metres (2,153 square feet), which is small for a commercial operation.
- Outdoor growing is not in our jurisdiction as it requires federal licensing.
- This bylaw will restrict growing and final product processing to be done on same property; cannot grow and sell raw product to another company on a different property to be processed into the final product.
- Growing is one aspect; production of products is another aspect. Why restrict the final product production to agricultural property?
- Is the intent of the bylaw to be limited from growth to finished product?
 - The guidance was taken from the ALC regulation.
- Can proposed bylaw address the issue of micro-cultivation?
- Industrial corporate production is not in the best interests of Gabriola.
- Small businesses can employ more people to stay on island.
- Food security matter; shifting from food to cannabis is a risk.
- Some farmers growing food on Salt Spring Island also have small areas set aside for cannabis growing or production which helps their local economy, and makes a profit.
- Question arose as to why cannabis growing has its own rules.
- Where did recommendation come from for a special bylaw?
 - Pretty standard in most communities.
- Concern around size and scope, but not big enough to drive real economic growth.
- Caution around smell; odour needs to be taken into consideration. Light pollution is not really about direction, but the fact that there are lights on at night.
- Living next door to a medical grow op, have not noticed any smell or lights; it is very well run.
- Not 100% in favour of only on ALR land. Some of our small farmers are not on ALR land and this restrict an opportunity for them.
- Short discussion on the map included in the referral package and explanation of what the different areas mean.
- Trustees needed to balance a pretty broad range. Were they successful in considering food security and light pollution?
 - No recollection of food security coming up from Trustees. Could be because we do not control ALR. Light pollution has not come up in this bylaw.
- Setbacks and notion that micro-cultivation is preferable to industrial cultivation.

- There is both indoor and outdoor growing on Salt Spring Island. Folks would rather see smaller buildings farther back. Not sure where the bylaw ended.
- Cannabis production has been an important part of our economics on our island as many people make their money from it.
- Not much feedback from the public so far and wants to hear what the rest of Gabriola has to say, but hesitant to say yes to public hearing at this time. The referral package may not have as much information as the public would want.
- Would need to recognize complexity; technologies and process.
 - To rezone your property on Gabriola, there is an application process, the fee is over \$1,000, bylaw process, first and second reading and environmental reports. It is a very long process.
- Before public hearing, need to look at food security, support for micro-cultivation, and if for larger production, on ALR land.
- If correctly framed, would be comfortable having a broader consultation. No matter what, there will be a lot of consultation and controversy. Support going forward just not sure how successful.
 - Public Hearing is a required step, a community information meeting is not. The two very often happen at the same time.
- Need to be able to tell people what a production facility would need to go through to create a cannabis production facility on the island.
- Options are to advise the LTC to take it and go to the public consultation with what the information package has. Or we could say there are some significant issues to deal with.
- There was some support for moving forward with current bylaw with proviso that information package properly frame the bylaw.
- The size of the operation(s) is important. Looking at commercial use on ALR land, setbacks and size of buildings.
- Important: Economic impact including adding a line: an understanding and respect for the micro production that is already happening and could continue in the future.
 - Not getting into licensing, just land use.
- Gabriola could allow on any zone, just cannot restrict on ALR, must allow on ALR and agricultural land zoned outside of ALR.
- Cannabis has been grown here for a long time. Whole process of legalization, folks under the new regime are being excluded from economic opportunity that legalization presents. Concerned about restriction to agricultural land only, and what this will do, in a context to legalize; putting more restrictions on what people have been doing for a long time.
- Water consumption would also be an issue.
- Do not need to reach consensus today as there are more issues coming forward rather than less. Would like to hear more thought in another meeting in a week or two before going back to the LTC.
- Needs more discussion before ready to go to the LTC and public hearing. This is not a comprehensive list:
 - Outside of agricultural area
 - Light
 - Water
 - Smell

- Food security
- Economics
- Micro-production

5. FUTURE MEETING DATES

Week of October 13 or 19, 2020.

6. ADJOURNMENT

By general consent, the meeting was adjourned at 3:13 pm.

Jeff Malmgren, Chair

Certified Correct:

Penny Hawley, Recorder



Minutes of the Gabriola Island Housing Advisory Planning Commission

Date of Meeting: Thursday, September 3, 2020

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

HAPC Members Present: Steven Earle
Tobi Elliot, Chair and Secretary
Janice Power
Dyan Dunsmoor-Farley
Angela Pounds

Regrets: Kenda Chang-Swanson
John Woods

Staff Present: Heather Kauer, Regional Planning Manager
Nadine Mourao, Recorder

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

1. CALL TO ORDER AND WELCOME

Chair Elliot called the meeting to order at 10:34 pm. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations, welcomed the public and introduced Commission Members, Staff and Recorder.

2. APPROVAL OF AGENDA

By general consent the agenda was approved.

3. MINUTES - Gabriola Island Housing Advisory Planning Commission Draft Minutes dated February 5, 2020 – for Adoption

By general consent, the Housing Advisory Planning Commission meeting minutes of February 5, 2020 were adopted.

4. REVIEW HOIRP CHARTER AND REFERRAL REQUEST: Package GB 2020-07

4.1 Discussion with Regional Planner Manager, Heather Kauer about the revised and updated Project Charter (v.5) for the Housing Options and Impacts Project

Planning Manager Kauer provided overview of Project Charter (v.5)

5. REVIEW AND REVISE PUBLIC ENGAGEMENT STRATEGY

5.1 Discuss revising engagement strategy based on the staffing and budget assumptions laid out by Staff

Regional Planning Manager Kauer noted the following key points:

- Trust Council (TC) has approved a budget for a Trust wide Fresh Water Project, the fresh water project portion of the Project Charter has been removed and resulted in a lower budget requirement;
- Islands Trust allocates total budget funds across all Local Trust Committees (LTC), assuming approximately \$4,000 to \$5,000 per fiscal year for each LTC. Budget requests over a certain dollar amount must go through Executive Committee (EC) for approval;
- Due to the lower budget, the budget request no longer needed EC approval;
- Discussed other processes to accommodate this project such as a tax assessment;
- A new Regional Planning Group for IT may be formed and may be able to take this on as a project if requested, this may extend project completion timeline;
- Suggested the project may be divided up into phases and each phase worked on one at a time, as Staff time is limited;
- Suggested that the first phase could be how to change the Official Community Plan (OCP) to accommodate secondary suites and how does the Public Engagement Strategy provide this information? What are we hoping to get out of this: LTC does as a big project, shift to another group, do in phases, or any other suggestions? How does the Engagement Strategy change depending on the sequencing of work?
- Staff have limited resources at this time;
- Typically, HAPCs are advisory to the LTC and do not usually do the project implementation themselves;
- Revised project budget needs to go to LTC for approval; and
- Approximately 6 hours of Staff time per week to be allocated to this project work.

Dyan Dunsmoor-Farley requested to be on the record as being interested in an IT budget process that reflects the allocation of budget funds based on the complexity, population, and project scope of each individual Local Trust Area.

5.2 Exploring alternatives in order to move HOIRP forward: with restrictions on APCs (COVID-19, Staff, and Budget). Could an independent community association lead the conversation on land-use planning in the community guided by the formal HAPC process?

Discussion ensued and the following was noted by members:

- Not interested in dividing project into phases and working on each one at a time;
- Discouraged that this project has not been seen as a top priority Trust wide as many other Trust Areas may copy the work done for their own Housing Options & Impacts projects;

- Suggested partnering with other community groups such as the Community Economic Development – Gabriola, Mudge & DeCourcy Islands to raise funds, grant writing, or work on some engagement strategies;
- Interested in implementing strategies to ensure fairness and transparency of community feedback, such as creation of surveys and engagement etc. with final review by Staff to ensure compliance and accuracy;
- Interested in a full engagement process that Gabriolans would participate fully in and feel heard;
- Interested in hiring consultants for some of the project work such as report writing; and
- There may be other recommendations for the scope topics that may result from community feedback.

Regional Planning Manager Kauer noted that IT may be able to apply for grant funding in collaboration with local agencies.

5.3 Provide recommendations for Trustees regarding a plan of action for Public Engagement, anticipated budget requests, and revised timeline

Regional Planning Manager Kauer asked members to prioritize the topics and recommend budget requests.

Members noted the following key points:

- Interested in \$5,000 per fiscal allocation of budget for project;
- Chair Elliot to craft resolution and email out to members for approval;
- Prioritization of topics will come from robust community consultation feedback; and
- Interested in going back to Project Charter (v4).

6. CHAIR ROTATION SELECTION

Chair Elliot to be Chair at next meeting.

7. ADJOURNMENT

By general consent, the meeting was adjourned at 12:06 pm.

Tobi Elliot, Chair

Certified Correct:

Nadine Mourao, Recorder



Follow Up Action Report

Gabriola Island

16-May-2019

Activity	Responsibility	Dates	Status
1 GB-DVP-2019.1 (Huxley Park) - LTC waived requirement for BCLS survey; issued DVP subject to receipt of a planting plan to mitigate tree loss/reduction in area for tree removal and reduction in parking area (see resolution from minutes). Staff to follow up with RDN on submission requirements and issuance of DVP.	Becky McErlean Bronwyn Sawyer		In Progress

11-Jul-2019

Activity	Responsibility	Dates	Status
1 Staff to prepare draft bylaws for the ecological protection zone with site specific provisions for Coats Marsh and B. Acres. (In progress - coordination with Trust Conservancy staff). No change in status while further meeting with RDN being scheduled for late July/early August 2020.	Ian Cox		In Progress

28-Nov-2019

Activity	Responsibility	Dates	Status
1 LTC approved issuance of GB-DVP-2017.1 conditional upon registration of a restrictive covenant and registration of a S. 32 HCA notice on title. (Awaiting registration of covenant and HCA notice)	Becky McErlean Ian Cox		In Progress



Follow Up Action Report

Gabriola Island

28-Nov-2019

Activity	Responsibility	Dates	Status
2 LTC approved issuance of GB-DP-2017.2 following issuance of GB-DVP-2017.1 (Awaiting registration of covenant and HCA notice)	Becky McErlean Ian Cox		In Progress
3 For the Ecological Protection Zone Top Priority Project, the LTC direct staff to: ·amend the Project Charter to include rezoning of Elder Cedar Nature Reserve; (DONE) ·prepare draft amendments to the Gabriola Island OCP; (In progress - coordination with Trust Conservancy staff) ·prepare draft amendments to the Gabriola Island LUB; (In progress - coordination with Trust Conservancy staff) ·consider options for Coats Marsh Regional Park, consult with RDN and TNT, and report back. (DONE)	Ian Cox		In Progress

25-Jun-2020

Activity	Responsibility	Dates	Status
1 GB-RZ-2020.1 - Bylaw Nos. 306 (OCP) and 307 (LUB) given first reading, proceed with Local Government referrals as per staff report with 45 day referral period; add Islands Trust Freshwater Specialist to referral list; proceed with referrals to First Nations. - DONE Schedule PH prior to or during the week of October 5 2020.	Becky McErlean Jaime Dubyna		In Progress



Follow Up Action Report

Gabriola Island

10-Sep-2020

Activity	Responsibility	Dates	Status
<p>1 Gabriola Temporary Use Permit template for short term vacation rentals, Condition #6 be amended to require proof from the Gabriola Fire Department that the building being used for the vacation rental meets the fire code. Staff to update the TUP checklist accordingly.</p>	Heather Kauer		In Progress
<p>2 GB LTC to hold a special business meeting for GB-RZ-2019.1 (GHS) on or before October 2, 2020. <i>Scheduled on zoom Oct 2/20 at 10am.</i></p>	Becky McErlean Jaime Dubyna Wil Cottingham		Completed
<p>3 GBLTC approved issuance of GB-DVP-2020.2</p>	Becky McErlean Sonja Zupanec		Completed
<p>4 GBLTC enter into cost recovery agreement for GB-SUB-2017.2</p>	Marnie Eggen		In Progress
<p>5 GBLTC authorizes the expenditure for advertising in the GB 2021 Directory.</p>	Wil Cottingham		Completed
<p>6 GB LTC resolution to purchase a subscription to the Welcome Wagon up to \$100. <i>"Welcome Wagon" replaced by new business "Welcome Home". No cost to businesses to participate. Staff will work with Laura Love from Welcome Home and put together package of useful Islands Trust materials for distribution to newcomers.</i></p>	Wil Cottingham		In Progress



File No.: GB-RZ-2020.1 (Gabriola Housing Society)

DATE OF MEETING: October 22, 2020

TO: Gabriola Island Local Trust Committee

FROM: Jaime Dubyna, Planner 2
Northern Team

SUBJECT: **Application to amend the OCP and LUB to allow for 24 units of Multi-dwelling Affordable Housing**
Applicant: Gabriola Housing Society
Location: LOT 1 SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN EPP11544 (PID 028-580-095); and
LOT 2 SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN EPP11544 (PID 028-580-109)

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee amend Bylaw No. 306, cited as “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2020”, as follows:
 - a. Section 2 – General Land Use and Residential Development, Subsection 2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies, clause “a)” is amended by removing “9.3” and replacing it with “9.4”;
 - b. Appendix, Appendix 1 – Definitions, is amended by adding a new definition of “affordable housing”:

“non-market residential dwelling units that may be rented or owned under the terms of a housing agreement registered on title in favour of the Local Trust Committee”;
 - c. Appendix, Appendix 1 – Definitions, is amended by adding the words “(or multi-dwelling affordable housing)” after “housing” in the term “multiple-dwelling affordable housing”.
2. That the Gabriola Island Local Trust Committee Bylaw No. 306, cited as “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2020”, be read a second time as amended.
3. That the Gabriola Island Local Trust Committee amend Bylaw No. 307, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, as follows:
 - a. Part B – GENERAL REGULATIONS, Section B.5 PARKING, Subsection B.5.1 Minimum Number of Parking Spaces for Automobiles and Bicycles, Article B.5.1.1, Table 2: Parking Requirements is amended by adding “two family dwelling” under “RESIDENTIAL” with the required parking spaces of 1.25 per unit, greater of 1 or 1 per 10 units for accessible parking spaces, and 1 per unit without a garage for bicycle parking;

- b. Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.1 Permitted Uses, Clause a. Permitted Principal Uses, Item “ii” two family affordable housing, is amended by removing the term “affordable housing” and replacing it with the term “residential”;
 - c. Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.3 Regulations, Clause d. Subdivision Requirements, Item “i”, is amended by deleting in its entirety and by making such consequential numbering alterations to affect this change;
 - d. PART G – DEFINITIONS, Section G.1 – Definitions, is amended by removing “affordable housing” in its entirety;
 - e. PART G – DEFINITIONS, Section G.1 – Definitions, “dwelling – multiple family” is amended by adding the word “principal” after “more” and before “dwelling units”;
 - f. PART G – DEFINITIONS, Section G.1 – Definitions, “dwelling, two-family” is amended by adding the word “principal” after “two” and before “dwelling units”;
 - g. Schedule “B”, 2.3 Schedule “B” – North Sheet, is amended by deleting in its entirety;
 - h. Section F.11 DP – 11 Environmental Protection, Subsection F.11.2 Exemptions, Article F.11.2.1, Clause “b.” is amended by adding the words “in accordance with best management practises” after the word “species”.
4. That the Gabriola Island Local Trust Committee Bylaw No. 307, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, be read a second time as amended.
 5. That the Gabriola Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. No. 306, cited as “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2020” is not contrary to or at variance with the Islands Trust Policy Statement.
 6. That the Gabriola Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 307, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020” is not contrary to or at variance with the Islands Trust Policy Statement.

REPORT SUMMARY

This staff report provides amendments made to the proposed Bylaw Nos. 306 (OCP) and 307 (LUB), passed by resolution at the October 2, 2020 Gabriola Island Local Trust Committee (LTC) Special Meeting.

Staff are recommending additional amendments to the proposed bylaws.

Staff are recommending that following the LTC’s consideration of staff’s recommended amendments, that the LTC give second reading to the proposed bylaws, as amended.

In addition, staff are providing a summary of supporting documentation recently submitted by the applicants, summaries of agency and First Nations referral responses and of the Community Information Meeting (CIM) held on August 26, 2020, and an update on the advancement of the housing agreement.

BACKGROUND

The proposed Bylaw No. 307 (LUB) would rezone the two lots from Institutional 3 (IN-3) to a new Multi-dwelling Affordable Housing (MAH) zone, to permit residential use and increase density to a maximum of 24 affordable housing units on the subject properties. Proposed Bylaw No. 306 (OCP) would designate the two lots Multi-dwelling Affordable Housing (MAH) for the proposed development and amend several Official Community Plan policies that speak to affordable housing.

The 45-day agency bylaw referral period ended on August 24, 2020; and the 60-day First Nations referral period ended on September 11, 2020. Consultation with First Nations remains ongoing. A summary of the referral responses received to date is provided.

A Community Information Meeting (CIM) was held on August 26, 2020 via Zoom. A summary of the questions and comments received are provided.

The LTC passed the following resolution at their last regular business meeting, held on September 10, 2020:

GB-2020-058

It was MOVED and SECONDED,

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

CARRIED

At the time of this report, draft minutes from the Special Meeting held on October 2, 2020, were available to staff. The LTC passed the following resolutions at the Special Meeting held on October 2, 2020:

GB-2020-065

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2020” be amended as follows:

- Instruction 1.4 is deleted and replaced with an amended Instruction 1.4 as follows:
 - 1.4 Section 2 – General Land Use and Residential Development, Subsection 2.4 Multi-dwelling Affordable Housing, Background, is amended by replacing the third bullet words “Low-income families” with “low to moderate income families, as set out in a housing agreement”.

CARRIED

GB-2020-066

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2020” be amended as follows:

- Instruction 1.9 is deleted and replaced with an amended Instruction 1.9 as follows:
 - 1.9 Section 2 – General Land Use and Residential Development, Subsection 2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies, Clause “d)” is repealed and replaced with new Clause “d)” as follows:

“Densities for the creation of Multi-dwelling Affordable Housing for low to moderate income families shall come only from:

 - i. banked densities as noted in Appendix 2 (Density Bank) of this Plan, or
 - ii. if there are insufficient densities in the Density Bank, the shortfall in densities may be provided, based on the merits of the proposal using the following criteria:
 - lot size;
 - proximity to the Village Core, public transportation and community amenities;
 - availability of sufficient water supply for the proposed number of dwelling units;

- availability of an area of sufficient size and appropriate characteristics to meet provincial health authority requirements for an on-site sewage treatment system capable of servicing the proposed number of dwelling units;
- demonstrated community need; and
- provided that a housing agreement is in place to ensure affordability is maintained in perpetuity.”

CARRIED

GB-2020-067

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2020” be amended as follows:

- Add new Instruction 1.14 as follows:
 - 1.14 Section 2 – General Land Use and Residential Development, Subsection 2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Objectives, “1.” is amended by deleting “Low-income families” with “low to moderate income families”.

CARRIED

GB-2020-068

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Instruction 1.1 is amended as follows:

- Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.2 Permitted Home Occupations Uses, Article B.3.2.2, Clause “b.” is deleted and replaced with a new Clause “b.” as follows: “Catering and food preparation for sale elsewhere or delivery, with delivery occurring between the hours of 8 a.m. and 6 p.m.;”.

CARRIED

GB-2020-069

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 1, Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.1, Clause “a.”, Item “i” is amended by deleting the words “multiple family dwelling affordable housing” and replacing with “multiple family residential”.

CARRIED

GB-2020-070

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request Staff to amend the proposed amendments to “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2010” and “Gabriola Island Land Use Bylaw, 1989, Amendment No. 1, 2020” to use the words “multi” or “multiple” consistent throughout.

CARRIED

GB-2020-071

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 1, Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), article D.1.4.2, Item “a.” is amended by deleting the words “Land-Based”.

CARRIED

GB-2020-072

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 1, Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.2 Buildings and Structures, Clause “a.” is amended by adding new item “iii” as follows:

“iii The average size of all dwelling units on a lot must not be greater than 83 square metres (900 sq. ft.).”

CARRIED

GB-2020-073

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 1 Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.3 Regulations, Clause “a.”, item “i” is deleted in its entirety and replaced with a new item “i” as follows:

“i The maximum height of buildings and structures is 9 metres (29.5 feet).”

CARRIED

GB-2020-074

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 1 Subsection D.1.4 Multi-dwelling Affordable Housing (MAH), Article D.1.4.3 Regulations, Clause “d.” is amended by adding new item “ii” as follows:

“ii The minimum lot area is 1.0 hectares (2.47 acres).”

CARRIED

GB-2020-075

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”, Schedule “1”, Appendix 2 Section F.11 DP-11 Environmental Protection, Subsection F.11.2 Exemptions, Article F.11.2.1 is amended by deleting “Clause b.” in its entirety and renumbering the clauses accordingly.

CARRIED

Trustee Colbourne Opposed

GB-2020-076

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020” is amended as follows:

- Add new Instruction 1.10 as follows:
 - 1.10 Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.3 General Provisions, Clause B.3.3.1.b. is amended by adding the words “, except in the Multi-dwelling Affordable Housing (MAH) zone,” immediately after the opening words “Home occupations”.

CARRIED

GB-2020-077

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020” be amended as follows:

- Add new instruction 1.12 as follows:
 - 1.12 Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.1 Home Occupations is amended by adding the following Article: “B.3.1.3

Home occupation uses in the Multi-dwelling Affordable Housing (MAH) zone may only occur within the dwelling unit of the principal operator.”

CARRIED

GB-2020-078

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request the “Gabriola Island Land Use Bylaw, 1989, Amendment No. 1, 2020” be amended as follows:

- Add new instruction 1.13 as follows:
 - 1.13 Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.3 General Provisions, Article B.3.3.1, Clause “I)” is amended by adding the words “permitted in the zone” immediately after the word “stand””

CARRIED

A summary of the resolutions made by the LTC at the October 2, 2020 Special Meeting, along with staff’s recommended amendments to the proposed bylaws, are found in Table 2 and Table 3 in this staff report.

Staff reports and associated information for rezoning application GB-RZ-2020.1 are available on the Islands Trust website under Gabriola Island, [Current Applications](#).

ANALYSIS

Staff have identified the following for LTC consideration:

- Summary of recently submitted professional reports;
- Summary of bylaw referral responses;
- Summary of CIM;
- Table of amendments to first reading, and recommended amendments;
- Bylaws 306 (OCP) and 307 (LUB) consistent with Islands Trust Policy Statement;
- Update on Housing Agreement.

Summary of Professional Reports

All relevant professional reports have been posted to the applications webpage. A summary is provided below for the recently submitted reports:

Draft Water Management Plan

The applicant has submitted a draft (or preliminary) Water Management Plan, dated October 6, 2020, which provides an overview of the proposed water system, operating strategies and monitoring protocols. The applicant has stated this plan is considered a draft, until such time that funding is secured; the project and water system have been fully designed; the provincial water license has been obtained; construction and operating permits from VIHA have been issued; and arrangements have been made for well monitoring.

The plan incorporates recommendations made by the professional engineer and by the Islands Trust Freshwater Specialist; providing details on anticipated water use, strategies for conserving water, alternative and supplemental water sources, summarized as follows:

- Water use is anticipated to be 10,400 L per day for indoor use, and approx. 5150 L per day for irrigation purposes during dry summer months;
- Installation of 10,000 gallons of water storage for fire suppression, and 10,000 (37,850 L) to 20,000 (75,700 L) US gallons of water storage for potable water and irrigation use;
- Installation of a grey water collection and treatment system estimated to yield 3160 L per day;
- Landscape design will require no more than 7500 L per day during the establishment period (first 2 to 3 years);
- Implementation of a Water Conservation Plan with tenants;
- Options if additional water required include bulk water purchase or rainwater collection.

The plan identifies a monitoring program to demonstrate compliance with the (pending) provincial water license, including water metering and publishing an annual water monitoring report.

A copy of the draft water management plan is found in Attachment 5.

Rainfall Impact Assessment Report

The applicant submitted a copy of a Rainfall Impact Assessment report by Elanco Enterprises Ltd., dated February 28, 2020, that supplements the [hydrology report](#), dated December 30, 2019. The report concludes that aquifer recharge is not directly influenced by surface water at this location; a properly constructed sewage dispersal field has a low potential for impacting well water quality in the area; UV treatment will significantly lessen potential impacts; and that there is low potential for water being Groundwater at Risk of containing Pathogens.

Elanco Enterprises offers the following recommendations:

- Flood proof top of well casing, and direct surface drainage away from the wellhead;
- As a precaution, a UV system should be installed to treat the well water;
- All gravity sewer pipes should be located at least 15 m from the well head and 30 m from the force mains;
- Regular monitoring of water quality should be conducted as per Ministry of Health requirements.

A copy of the report is found in Attachment 6.

Bylaw Referral Responses

Generally, referral periods for zoning amendment applications are 60 days to provide adequate response time for all referral agencies and First Nations. At the June 25 regular business meeting, the LTC reduced the agency referral period to 45 days to support the applicant's request to accelerate the application process to meet BC Housing funding deadlines.

A 60 day referral period was assigned for First Nations referrals. Staff advise that referrals to First Nations were delayed in order for staff to meet with Snuneymuxw First Nation to discuss the referral process. Snuneymuxw First Nation has communicated that they require a minimum 60 day review period from the date of receipt of any referrals. Staff note that discussions are ongoing between Islands Trust and Snuneymuxw First Nation.

Referral responses have been posted to the [application webpage](#). The following referral responses have been received from agencies and First Nations:

Table 1. Summary of Referral Responses and Staff Comments/Recommendations

Agency/First Nation	Summary Response to Bylaw Referral	Staff Comments and Recommended Action
Cowichan Tribes	No comment.	None.
Gabriola Volunteer Fire Department	<p>Approval recommended subject to conditions outlined:</p> <ol style="list-style-type: none"> 1. Proposal is on a narrow road at the end of the cul de sac, for emergency/fire access, three options are presented: <ol style="list-style-type: none"> a) No parking along the roadside, b) Widen the roadway, c) Create a pull off between Lot 2 and the Park, with enough space to park a fire truck. Locate water tanks near the pull off with fire dept. connections and a stand pipe from the pull off to each house pod. 2. Structure height limitations should be set to 28 feet, reduced from 39.4 feet (12 m). 	<p>The applicant is in discussions with the GVFD and Ministry of Transportation and Infrastructure regarding condition 1.</p> <p>The LTC amended proposed Bylaw No. 307 (LUB) by reducing the max. height to 9 m (29.5 feet).</p>
Vancouver Island Health Authority (VIHA)	<p>Approval recommended subject to conditions outlined:</p> <ul style="list-style-type: none"> • The VIHA office has not received a proposal regarding drinking water supply at these sites, comments are in the absence of information regarding drinking water supply; • A Permit to Operate the Water Supply System is required for a domestic water supply system for anything other than a single family dwelling; • Onsite sewage disposal must be in compliance with the <i>Sewerage System Regulation</i>; • The possible construction of new food premises must be undertaken with the appropriate construction and operating permits; 	<p>Staff recommend that the applicant forward supporting documentation regarding the proposed drinking water supply to VIHA for review, and apply for required permits. The applicant has stated their intent to apply for permits when construction is almost complete and the water system has been commissioned.</p> <p>It is the applicant’s responsibility to file the onsite sewage disposal information with VIHA and to meet the provincial health authority requirements.</p> <p>Staff recommend that the applicant contact VIHA’s Health Protection and Environmental Services (HPES) department to confirm that appropriate construction and operating permits for food premises are acquired.</p>

	<ul style="list-style-type: none"> Proposal is supportable from a Healthy Built Environment perspective. 	The LTC may request confirmation from the applicant that the conditions outlined by VIHA have been met.
Ministry of Transportation and Infrastructure (MOTI)	Interests Unaffected by Bylaw.	None.
Islands Trust Freshwater Specialist	<ul style="list-style-type: none"> Recommendations of the professional consultant’s report should be considered by the applicant; Continuous monitoring and annual reporting of groundwater levels from Well 73, the observation well(s) and the School Well should occur for (5 years); Best management practices should be following for the groundwater resource; A backup water plan should be created; The water system should be supported by storage; Alternative water resources (i.e. rainwater harvesting, etc.) should be implemented to increase groundwater resources. 	The applicants have submitted a draft Water Management Plan (Attachment 5) that provides strategies for supplementing the groundwater supply; monitoring water use; and details for water treatment.

Community Information Meeting

At the June 25, 2020 regular business meeting, the LTC requested that staff schedule a community information meeting (CIM) following the end of the bylaw referral period. The 45-day agency referral period ended on August 24, 2020, meaning that the earliest a CIM could be scheduled would be the week of August 24 to August 28.

The following is a summary of questions and comments received during the CIM:

- Concerns were raised regarding whether the proposed new MAH zone is “site specific”, and whether the MAH zone is applicable to other lots;
- Question about whether the neighbouring Lot 4 (PID 028-580-125), co-owned by the applicant, is subject to the proposed new MAH zone;
- Concerns raised in relation to water use, and the impact to neighbouring properties, including the school;
- Clarification requested regarding summer water usage in the report submitted by the applicant;

- Question about impacts of increased water use during summer months;
- Interest in the status of the Housing Agreement, and whether a copy of it would be made publicly available;
- Question on whether the LTC would wait until the Housing Agreement is registered on title before final reading of the bylaws;
- Question about whether the bylaws may still be changed;
- Question about the provincial water license, and whether it has been approved;
- Concerns raised about sewerage effluent affecting neighbouring lots;
- Question of whether a guarantee of funding could be a legal requirement prior to final reading of the bylaws;
- Question about whether the maximum heights for buildings and structures would be reduced;
- Interest in adding a minimum lot size for the proposed new MAH zone.

Summary of Amendments to PROPOSED Bylaw No. 306 (OCP)

The following table identifies the amendments made by the LTC at the October 2, 2020 Special Meeting, shown in bold in the fourth column titled, “Amendments to Proposed Bylaw 306”. Staff’s recommended amendments are shown in the rows highlighted in yellow:

Table 2.

Instruction number in Proposed Bylaw	OCP Section	1 st Reading	Amendments to Proposed Bylaw 306	Amendment by:
1.4	2.4	<u>Background</u> , is amended by adding the following after “Low-income families”: “; and <ul style="list-style-type: none"> • Other households needing affordable housing.” 	<u>Background</u> , is amended by removing the third bullet text “Low-income families” and replacing it with “Low to moderate income families, as set out in a housing agreement.”	LTC resolution GB-2020-065.
1.7	2.4, Objective 1	1. To ensure that provision is made for Multi-dwelling Affordable Housing in a manner which responds adequately to the needs of Special Needs residents, Seniors and Low-income families;	Replace “Low-income families” with “low to moderate income families” .	LTC resolution GB-2020-067. Consequential numbering made to affect the change.

1.8 (new)	Policy 2.4.a	n/a	a) Any lands designated for Multi-dwelling Affordable Housing in this Plan shall also be designated as part of DP-8 on Schedule C and the development permit guidelines as outlined in Section 9.4 shall apply.	Correction; staff recommend. Requires consequential numbering to affect the change.
1.11 (previously 1.9)	Policy 2.4.d	Text is amended and replaced with: “If no banked densities exist, consideration will be made based on the merits of the proposal using the following criteria: i. lot size; ii. proximity to the Village Core, public transportation and community amenities; iii. availability of sufficient water supply for the proposed number of dwelling units; iv. availability of an area of sufficient size and appropriate characteristics to meet provincial health authority requirements for an on-site sewage treatment system capable of servicing the proposed number of dwelling units; v. demonstrated community need.”	Text is amended and replaced with: “ Densities for the creation of Multi-dwelling Affordable Housing for low to moderate income families shall come only from: i. banked densities as noted in Appendix 2 (Density Bank) of this plan, or ii. if there are insufficient densities in the Density Bank, the shortfall in densities may be provided based on the merits of the proposal, using the following criteria: <ul style="list-style-type: none"> • lot size; • proximity to the Village Core, public transportation and community amenities; • availability of sufficient water supply for the proposed number of dwelling units; • availability of an area of sufficient size and appropriate characteristics to meet provincial health authority requirements for an on-site sewage treatment system capable of servicing the proposed number of dwelling units; • demonstrated community need; and 	LTC resolution GB-2020-066.

			<ul style="list-style-type: none"> provided that a housing agreement is in place to ensure affordability is maintained in perpetuity.” 	
1.15 (previously 1.13)	Appendix 1 – Definitions	Remove definition of “affordable housing” in its entirety.	<p>Replace existing definition of “affordable housing” with the following:</p> <p>“non-market residential dwelling units that may be rented or owned under the terms of a housing agreement registered on title in favour of the Local Trust Committee.”</p>	<p>Staff recommend replacing the existing definition, rather than removing it.</p> <p>Removal of the definition would impact the OCP definition of “multiple-dwelling affordable housing”.</p> <p>This definition is broad in scope and would rely on the terms agreed upon within the housing agreement registered on title, for the GHS application and any future affordable housing application.</p>
1.16 (new)	Appendix 1 – Definitions	n/a	Include “(or multi-dwelling affordable housing)” after the term “multiple-dwelling affordable housing” in the Definition section.	Recommended in response to LTC resolution GB-2020-070.

Summary of Amendments to PROPOSED Bylaw No. 307 (LUB)

The following table identifies the amendments made by the LTC at the October 2, 2020 Special Meeting, shown in bold in the fourth column titled, “Amendments to Proposed Bylaw 307”. Staff’s recommended amendments are shown in the rows highlighted in yellow:

Table 3. Summary of Amendments and Proposed Amendments

Instruction number in Proposed Bylaw	LUB regulation	1st Reading	Amendments to Proposed Bylaw 307	Amendment by:

1.1 (new)	Article B.3.1.3	n/a	B.3.1.3 Home occupation uses in the Multi-dwelling Affordable Housing (MAH) zone may only occur within the dwelling unit of the principal operator.	LTC resolution GB-2020-077. Consequential numbering made to affect the change.
1.2 (previously 1.1)	Clause B.3.2.2.b	b. Catering and food preparation for sale or delivery elsewhere, with delivery occurring between the hours of 8 a.m. and 6 p.m.	b. Catering and food preparation for sale elsewhere and delivery, with delivery occurring between the hours of 8 a.m. and 6 p.m.	LTC resolution GB-2020-068.
1.3 (new)	Clause B.3.3.1.b	n/a	Amended to add the words, “except in the Multi-dwelling Affordable Housing (MAH) zone” , after the opening words “Home occupations”.	LTC resolution GB-2020-076. Consequential numbering made to affect the change.
1.5 (new)	Clause B.3.3.1.l	n/a	Amended by adding the words, “permitted in the zone” , after the term “stand”.	LTC resolution GB-2020-078. Consequential numbering made to affect the change.
1.8 (new)	Article B.5.1.1 Table 2 Parking Requirements	n/a	Amended by adding a row under “RESIDENTIAL” for “two family dwelling” that requires: <ul style="list-style-type: none"> • 1.25 parking spaces required per unit, • Greater of 1 or 1 per 10 units for Accessible parking spaces, • 1 per unit without a garage for Bicycle parking. 	Staff recommend to include parking requirements for “two family dwelling”. Consequential numbering made to affect the change.
1.12 (new)	Part G – Definitions	n/a	<i>“dwelling, multiple family”</i> is amended by adding the word “principal” after “more” and before <i>“dwelling units”</i> .	Staff recommend to clarify this does not include “secondary suites”. Consequential numbering made to affect the change.
1.13 (previously 1.8)	Part G – Definitions	<i>“affordable housing”</i> definition	Remove.	Staff recommend removing this definition as the

				term is not used elsewhere in the Land Use Bylaw, and have recommended a new definition for the term be added to the Official Community Plan.
1.13 (previously 1.8)	Part G – Definitions	“dwelling, two family” a building consisting of two dwelling units;	“dwelling, two family” a building consisting of two principal dwelling units;	Staff recommend to clarify this does not include “secondary suites”.
1.13 (previously 1.8)	Part G – Definitions	“residential rental tenure” means the granting of a right to occupant a dwelling unit...	“residential rental tenure” means the granting of a right to occupy a dwelling unit...”	Correction.
2.3 (new)	Schedule “B”	Schedule “B” – North Sheet, is amended by changing the zoning classification on those land areas as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 177 as are required to effect this change.	Remove.	Staff recommend removing 2.3, as it is repetitive. Amendments to Schedule “B” are captured in 2.1 and 2.2.
Appendix 1	Item D.1.4.1.a.i	i multiple family dwelling affordable housing	i multiple family residential	LTC resolution GB-2020-069.
Appendix 1 (new)	Item D.1.4.1.a.ii	ii two family dwelling affordable housing	i two family residential	Recommended for consistency with D.1.4.1.a.i.
Appendix 1	Clause D.1.4.2.a	a. Permitted Land-Based Buildings and Structures	a. Permitted <i>Buildings</i> and Structures	LTC resolution GB-2020-071.
Appendix 1 (new)	Item D.1.4.2.a.iii	n/a	iii The average size of all dwelling units on a lot must not be greater than 83 square metres (900 sq.ft.).	LTC resolution GB-2020-072.
Appendix 1	Item D.1.4.3.a.i	i The maximum height of land-based buildings or structures is 12.0 metres (39.4 feet).	i The maximum height of buildings or structures is 9.0 metres (29.5 feet).	LTC resolution GB-2020-073.

Appendix 1 (new)	Item D.1.4.3.d.i	n/a	i The minimum lot area is 1.0 hectares (2.47 acres).	LTC resolution GB-2020-074.
Appendix 1 (new)	Item D.1.4.3.d.i	i With the exception of consolidation of two or more <i>lots</i> into a single <i>lot</i> , subdivision of lands within the Multi-dwelling Affordable Housing (MAH) zone is prohibited.	Remove.	Not required. The inclusion of the min. lot area renders this regulation unnecessary, as the lots are 1.0 ha in area, and meet the proposed minimum lot area.
Appendix 2	F.11.2.1.b	Remove Exemption “b”.	Renumber Exemptions “c” through “n”.	LTC resolution GB-2020-075.
Appendix 2	F.11.2.1.c (former F.11.2.1.d)	Manual removal of invasive species;	Manual removal of invasive species in accordance with best management practices ;	Staff recommend including the bolded section. Alternatives could be “without the use of machinery” or “non-mechanized, manual removal”.

Bylaw 306 and 307 Consistent with ITPS

Planning staff have reviewed the proposed bylaws against the Islands Trust Policy Statement (ITPS) Directives Only checklist (Attachment 7 and 8) and have concluded that the proposed Bylaw Nos. 306 (OCP) and 307 (LUB) as written are not contrary to or at variance with the ITPS.

Housing Agreement

At the July 30, 2020 LTC regular business meeting, the LTC passed the following resolutions:

GB-2020-047

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request Staff to develop a draft housing agreement in consultation with the applicant/agent for application GB-RZ-2020.1 (Gabriola Housing Society) for Local Trust Committee consideration.

CARRIED

GB-2020-048

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee enter into a cost recovery agreement, if necessary, with the applicant/agent allowing Islands Trust legal counsel to review a draft housing agreement for application GB-RZ-2020.1 (Gabriola Housing Society).

CARRIED

Using the Islands Trust Housing Agreement template, the agent/applicant has submitted a revised draft housing agreement with the specific terms for the proposed affordable housing project. A cost recovery agreement has

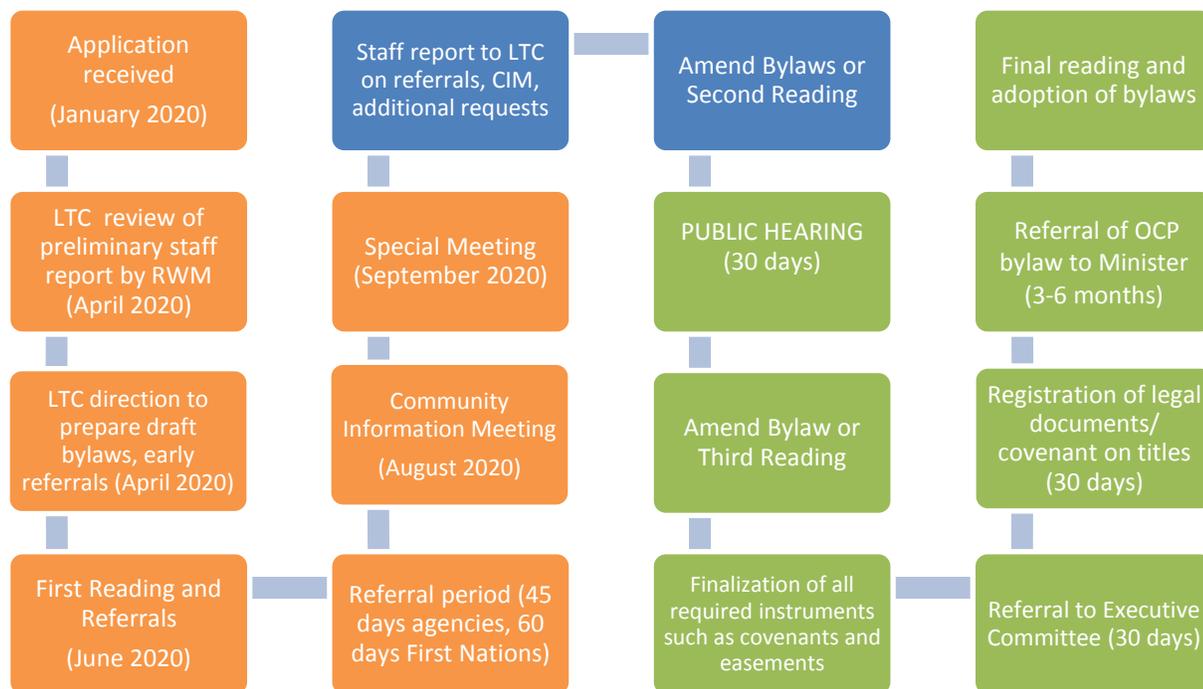
been prepared, and staff will be forwarding the draft housing agreement to Islands Trust legal counsel following confirmation from Islands Trust Administrative Services (Finance Department) that they can do so.

Any suggested changes by legal counsel to the housing agreement will be discussed with the agent/applicant so as to provide a housing agreement that is acceptable to both parties.

A copy of the housing agreement will be presented to the LTC following legal counsel review.

Application Process Steps and Timing

The following timeline outlines the rezoning application process milestones to date along with next steps and the approximate timing which may assist in managing applicant and community expectations in how an OCP and LUB amendment application such as this is processed:



Rationale for Recommendation

Amendments made by LTC resolution at the October 2, 2020 Special Meeting have been incorporated into the proposed Bylaw Nos. 306 (OCP) and 307 (LUB), found in Attachment 1 and 3 of this staff report. In addition to the LTC amendments, staff are recommending additional amendments be made to the proposed bylaws, found in Attachment 2 and 4 of this staff report (track changes).

Staff are recommending that the LTC give second reading to the proposed Bylaw Nos. 306 (OCP) and 307 (LUB), as amended.

The staff recommendations are found on page 1 of this report.

ALTERNATIVES

1. Bylaws given second reading

The LTC may proceed with second reading and not amend the proposed bylaws further. If this alternative is selected, the recommended wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee Bylaw No. 306, cited as “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2020” be read a second time.

That the Gabriola Island Local Trust Committee Bylaw No. 307, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020” be read a second time.

2. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee request that staff provide the following/that the applicant submit to the Islands Trust [LTC to specify requested information].

NEXT STEPS

If the LTC adopts staff’s recommendations, staff will amend the proposed bylaws and continue to advance the application.

Submitted By:	Jaime Dubyna Planner 2	October 8, 2020
Concurrence:	Heather Kauer, RPP, MCIP, AICP Regional Planning Manager	October 14, 2020

ATTACHMENTS

1. Proposed Bylaw 306 (OCP)
2. Recommended Amendments to Proposed Bylaw 306 (OCP) – Track Changes
3. Proposed Bylaw 307 (LUB)
4. Recommended Amendments to Proposed Bylaw 307 (LUB) – Track Changes
5. Preliminary Water Management Plan, dated Oct. 6, 2020
6. Assessment of Rainfall Impact Report, by Elanco Enterprises Ltd., dated Feb. 28, 2020
7. Islands Trust Policy Statement Directive Policies Checklist – Proposed Bylaw 306 (OCP)
8. Islands Trust Policy Statement Directive Policies Checklist – Proposed Bylaw 307 (LUB)

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 306
Schedule "1"

1. **Schedule "A"** of Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997 is amended as follows:
 - 1.1 **Schedule A - Preface, Map Schedules**, III. Schedule D is amended by replacing the words "and 9" with ", and 11".
 - 1.2 **Section 2 - General Land Use and Residential Development**, Subsection **2.0 General Land Use, General Land Use Policies**, clause "k)" is amended by replacing the words "Special Needs residents and Seniors" with "Special Needs residents, Seniors and multiple-dwelling affordable housing."
 - 1.3 **Section 2 - General Land Use and Residential Development**, Subsection **2.1 Residential Land Use, General Residential Policies**, clause "a)" is amended by replacing the words "Special Needs and Seniors' affordable housing" with "Special Needs, Seniors and multiple-dwelling affordable housing."
 - 1.4 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Background**, is amended by removing the third bullet text "Low-income families" and replacing it with "Low to moderate income families, as set out in a housing agreement."
 - 1.5 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Background**, is amended by removing the following:

"Affordable housing means housing that costs no more than 30% of a household's gross income applied to those households with incomes at or below 60% of the median household income for Gabriola Island (using Canada Census information)."
 - 1.6 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Background**, is amended by removing "Currently there are two Seniors' housing developments on Gabriola (designated as Seniors and Special Needs (SSN) in Schedule B of this Plan), and no other types of Multi-dwelling Affordable Housing development", and replacing it with, "Currently there are two Seniors' housing developments on Gabriola (designated as Seniors and Special Needs (SSN) in Schedule B of this Plan), and one Multi-dwelling Affordable Housing development (designated as Multi-dwelling Affordable Housing (MAH) in Schedule B of this Plan)."
 - 1.7 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Objectives**, Objective "1" is amended by deleting "Low-income families" and replacing it with "low to moderate income families".
 - 1.8 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies**, clause "c)" is amended by removing "Section 904" and replacing it with "Section 482".

1.9 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies**, clause “c)” is amended by deleting the words “for seniors and Special Needs residents”.

1.10 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies**, clause “d)” text is deleted and replaced with the following text:

“Densities for the creation of Multi-dwelling Affordable Housing for low to moderate income families shall come only from:

- i. banked densities as noted in Appendix 2 (Density Bank) of this plan, or
- ii. if there are insufficient densities in the Density Bank, the shortfall in densities may be provided based on the merits of the proposal, using the following criteria:
 - lot size;
 - proximity to the Village Core, public transportation and community amenities;
 - availability of sufficient water supply for the proposed number of dwelling units;
 - availability of an area of sufficient size and appropriate characteristics to meet provincial health authority requirements for an on-site sewage treatment system capable of servicing the proposed number of dwelling units;
 - demonstrated community need; and
 - provided that a housing agreement is in place to ensure affordability is maintained in perpetuity.”

1.11 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies**, clause “h)” is amended by removing “Section 905” and replacing it with “Section 483”.

1.12 **Section 2 – General Land Use and Residential Development**, Subsection **2.7 Home Occupational Use, Home Occupational Policies**, clause “a)” is amended by adding “or Multi-dwelling Affordable Housing as identified in Schedule B of this Plan” after “a single-dwelling residential use”.

1.13 **Section 9 – Development Permit Areas**, Subsection **9.1 Development Permits for Protection of the Natural Environment**, is amended by adding a new development permit area “**DP-11 Environmental Protection**” after “**DP-5 Gabriola Pass Area**”:

“DP-11 Environmental Protection

Development Permit Area 11 (Schedule D) is designated according to Section 488(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity. The area is also designated as an area for which development approval information may be required as authorized by Section 485 of the *Local Government Act*. Development approval information in the form of a report from a registered professional biologist and/or another qualified professional may be required due to the special conditions and objectives described below. The Development Permit Area should not be interpreted as a prohibition on development

activity but as identification of areas where professional assessment and specific development adaptation measures are required.

Justification

Gabriola Island has significant natural areas that support important plants and animal habitats. This development permit area is intended for the protection of sensitive ecosystems that are generally classified as mature forest, woodland, herbaceous, cliff, wetland and freshwater. These ecosystems are sensitive to development due to their rarity and potential vulnerability to disturbance.

Objective

The objectives of this development permit area are as follows:

- a. To preserve, protect, restore or enhance environmental features and sensitive ecosystems on Gabriola Island.
- b. To manage development in environmentally sensitive areas.
- c. To minimize the loss of sensitive ecosystems.
- d. To increase protection for species at risk.
- e. To encourage retention of Coastal Douglas-fir and associated ecosystems.

Information Note: Development Permit Area Guidelines for DP-11 Environmental Protection are in the Gabriola Island Land Use Bylaw.”

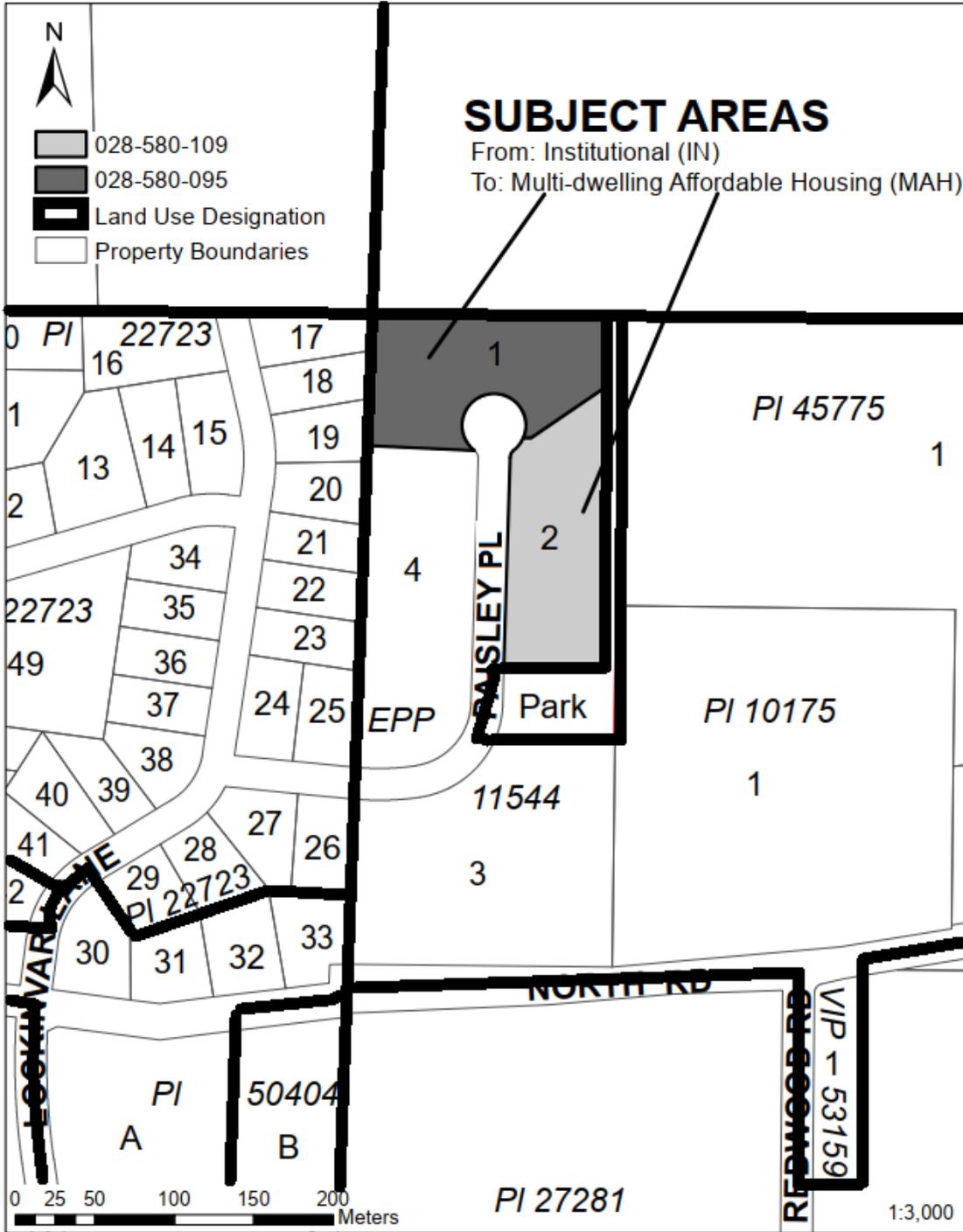
1.14 **Appendix, Appendix 1 Definitions**, is amended by removing the definition for “affordable housing” in its entirety.

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 306
Schedule “2”

1. **Schedule “B” – Land Use Designations – North Sheet** of the Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997 is amended as follows:
 - 1.1. On those lands described as LOT 1, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-095) the land use designation is changed from “Institutional” to “Multi-dwelling Affordable Housing” as shown on Plan No. 1 attached to and forming part of this bylaw and by making such alterations to Schedule “B” of Bylaw No. 166 as are required to effect this change.
 - 1.2. On those lands described as LOT 2, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-109) the land use designation is changed from “Institutional” to “Multi-dwelling Affordable Housing” as shown on Plan No. 1 attached to and forming part of this bylaw and by making such alterations to Schedule “B” of Bylaw No. 166 as are required to effect this change.
2. **Schedule “D” – Development Permit Areas – OCP D North Sheet** of the Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997 is amended as follows:
 - 2.1. **Schedule “D” – Development Permit Areas – OCP D North Sheet**, is amended by designating within Development Permit Area “DP-8 – Multi-dwelling Affordable Housing” on those lands described as LOT 1, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-095) and LOT 2, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-109) and in those areas as shown on Plan No. 2 attached to and forming part of this bylaw and by making such alterations to Schedule “D” of Bylaw No. 166 as are required to effect this change.
 - 2.2. **Schedule “D” – Development Permit Areas - OCP D North Sheet**, is amended by designating a new Development Permit Area “DP 11 – Environmental Protection” on those lands described as LOT 1, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-095) and LOT 2, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-109) and in those areas as shown on Plan No. 3 attached to and forming part of this bylaw and by making such alterations to Schedule “D” of Bylaw No. 166 as are required to effect this change.

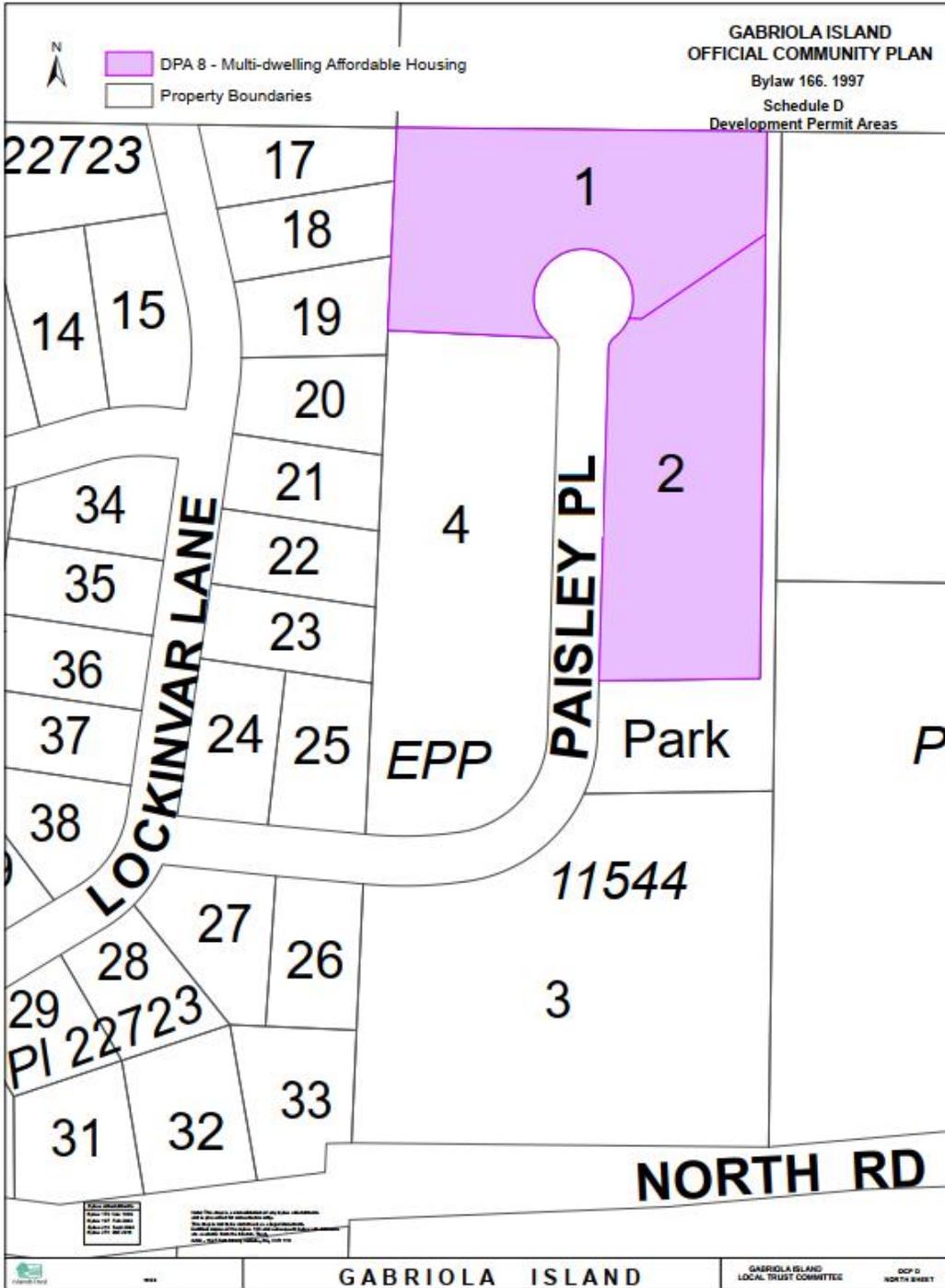
GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 306

Plan No. 1



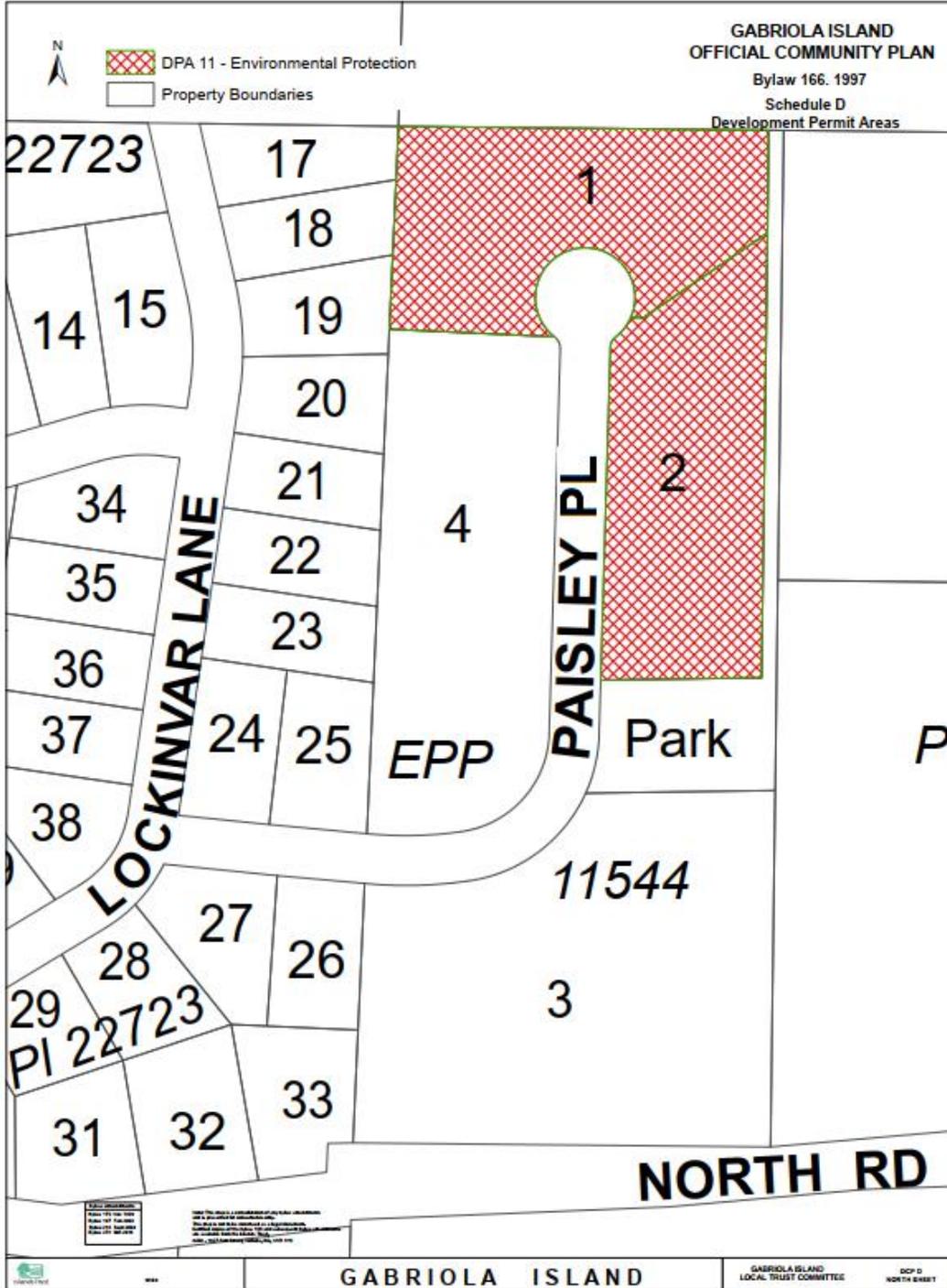
GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 306

Plan No. 2



GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 306

Plan No. 3



PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 306

A BYLAW TO AMEND GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, 1997

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

1. Citation

This bylaw may be cited for all purposes as “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2020”.

2. Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997,” is amended as per Schedules “1” and “2” attached to and forming part of this bylaw.

READ A FIRST TIME THIS 25TH DAY OF JUNE , 2020

READ A SECOND TIME THIS _____ DAY OF _____ , 202x

PUBLIC HEARING HELD THIS _____ DAY OF _____ , 202x

READ A THIRD TIME THIS _____ DAY OF _____ , 202x

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 202x

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING THIS

_____ DAY OF _____ , 202x

ADOPTED THIS

_____ DAY OF _____ , 202x

Chair

Secretary

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 306
Schedule "1"

1. **Schedule "A"** of Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997 is amended as follows:
 - 1.1 **Schedule A - Preface, Map Schedules**, III. Schedule D is amended by replacing the words "and 9" with ", and 11".
 - 1.2 **Section 2 - General Land Use and Residential Development**, Subsection **2.0 General Land Use, General Land Use Policies**, clause "k)" is amended by replacing the words "Special Needs residents and Seniors" with "Special Needs residents, Seniors and multiple-dwelling affordable housing."
 - 1.3 **Section 2 - General Land Use and Residential Development**, Subsection **2.1 Residential Land Use, General Residential Policies**, clause "a)" is amended by replacing the words "Special Needs and Seniors' affordable housing" with "Special Needs, Seniors and multiple-dwelling affordable housing."
 - 1.4 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Background**, is amended by removing the third bullet text "Low-income families" and replacing it with "Low to moderate income families, as set out in a housing agreement."
 - 1.5 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Background**, is amended by removing the following:

"Affordable housing means housing that costs no more than 30% of a household's gross income applied to those households with incomes at or below 60% of the median household income for Gabriola Island (using Canada Census information)."
 - 1.6 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Background**, is amended by removing "Currently there are two Seniors' housing developments on Gabriola (designated as Seniors and Special Needs (SSN) in Schedule B of this Plan), and no other types of Multi-dwelling Affordable Housing development", and replacing it with, "Currently there are two Seniors' housing developments on Gabriola (designated as Seniors and Special Needs (SSN) in Schedule B of this Plan), and one Multi-dwelling Affordable Housing development (designated as Multi-dwelling Affordable Housing (MAH) in Schedule B of this Plan)."
 - 1.7 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Objectives**, Objective "1" is amended by deleting "Low-income families" and replacing it with "low to moderate income families".
 - 1.8 **Section 2 – General Land Use and Residential Development, Subsection 2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies**, clause "a)" is amended by removing "9.3" and replacing it with "9.4".

1.81.9 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies**, clause “c)” is amended by removing “Section 904” and replacing it with “Section 482”.

1.91.10 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies**, clause “c)” is amended by deleting the words “for seniors and Special Needs residents”.

1.101.11 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies**, clause “d)” text is deleted and replaced with the following text:

“Densities for the creation of Multi-dwelling Affordable Housing for low to moderate income families shall come only from:

- i. banked densities as noted in Appendix 2 (Density Bank) of this plan, or
- ii. if there are insufficient densities in the Density Bank, the shortfall in densities may be provided based on the merits of the proposal, using the following criteria:
 - lot size;
 - proximity to the Village Core, public transportation and community amenities;
 - availability of sufficient water supply for the proposed number of dwelling units;
 - availability of an area of sufficient size and appropriate characteristics to meet provincial health authority requirements for an on-site sewage treatment system capable of servicing the proposed number of dwelling units;
 - demonstrated community need; and
 - provided that a housing agreement is in place to ensure affordability is maintained in perpetuity.”

1.111.12 **Section 2 – General Land Use and Residential Development**, Subsection **2.4 Multi-dwelling Affordable Housing, Multi-dwelling Affordable Housing Policies**, clause “h)” is amended by removing “Section 905” and replacing it with “Section 483”.

1.121.13 **Section 2 – General Land Use and Residential Development**, Subsection **2.7 Home Occupational Use, Home Occupational Policies**, clause “a)” is amended by adding “or Multi-dwelling Affordable Housing as identified in Schedule B of this Plan” after “a single-dwelling residential use”.

1.131.14 **Section 9 – Development Permit Areas**, Subsection **9.1 Development Permits for Protection of the Natural Environment**, is amended by adding a new development permit area “**DP-11 Environmental Protection**” after “**DP-5 Gabriola Pass Area**”:

“DP-11 Environmental Protection

Development Permit Area 11 (Schedule D) is designated according to Section 488(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity. The area is also designated as an area for

which development approval information may be required as authorized by Section 485 of the *Local Government Act*. Development approval information in the form of a report from a registered professional biologist and/or another qualified professional may be required due to the special conditions and objectives described below. The Development Permit Area should not be interpreted as a prohibition on development activity but as identification of areas where professional assessment and specific development adaptation measures are required.

Justification

Gabriola Island has significant natural areas that support important plants and animal habitats. This development permit area is intended for the protection of sensitive ecosystems that are generally classified as mature forest, woodland, herbaceous, cliff, wetland and freshwater. These ecosystems are sensitive to development due to their rarity and potential vulnerability to disturbance.

Objective

The objectives of this development permit area are as follows:

- a. To preserve, protect, restore or enhance environmental features and sensitive ecosystems on Gabriola Island.
- b. To manage development in environmentally sensitive areas.
- c. To minimize the loss of sensitive ecosystems.
- d. To increase protection for species at risk.
- e. To encourage retention of Coastal Douglas-fir and associated ecosystems.

Information Note: Development Permit Area Guidelines for DP-11 Environmental Protection are in the Gabriola Island Land Use Bylaw."

1.15 Appendix, Appendix 1 Definitions, is amended by ~~removing~~ adding the following definition for "affordable housing" ~~in its entirety~~:

"affordable housing" non-market residential dwelling units that may be rented or owned under the terms of a housing agreement registered on title in favour of the Local Trust Committee."

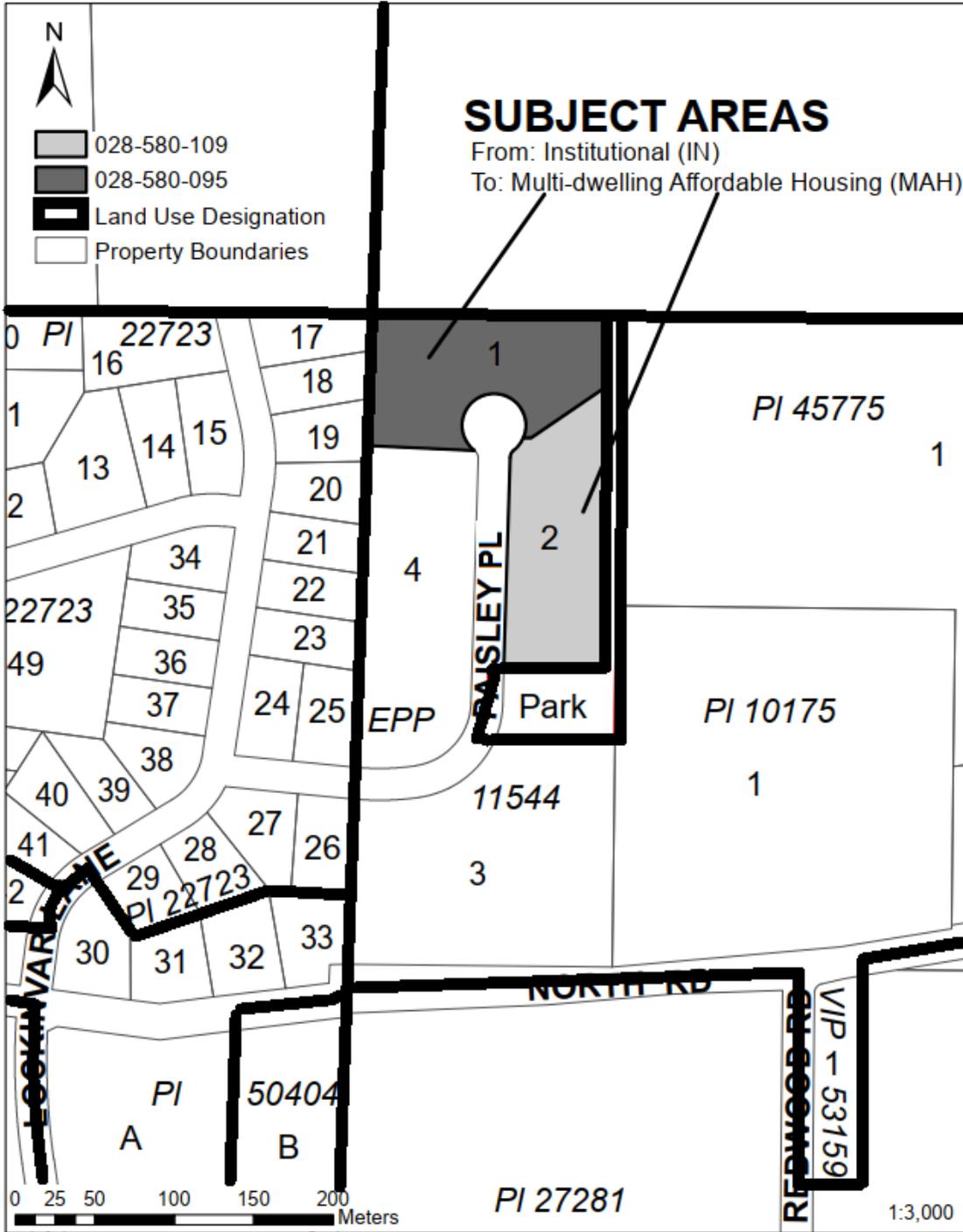
1.141.16 Appendix, Appendix 1 Definitions, is amended by adding the words "(or multi-dwelling affordable housing)" after "housing" in the term "multiple-dwelling affordable housing".

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 306
Schedule "2"

1. **Schedule "B" – Land Use Designations – North Sheet** of the Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997 is amended as follows:
 - 1.1. On those lands described as LOT 1, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-095) the land use designation is changed from "Institutional" to "Multi-dwelling Affordable Housing" as shown on Plan No. 1 attached to and forming part of this bylaw and by making such alterations to Schedule "B" of Bylaw No. 166 as are required to effect this change.
 - 1.2. On those lands described as LOT 2, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-109) the land use designation is changed from "Institutional" to "Multi-dwelling Affordable Housing" as shown on Plan No. 1 attached to and forming part of this bylaw and by making such alterations to Schedule "B" of Bylaw No. 166 as are required to effect this change.
2. **Schedule "D" – Development Permit Areas – OCP D North Sheet** of the Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997 is amended as follows:
 - 2.1. **Schedule "D" – Development Permit Areas – OCP D North Sheet**, is amended by designating within Development Permit Area "DP-8 – Multi-dwelling Affordable Housing" on those lands described as LOT 1, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-095) and LOT 2, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-109) and in those areas as shown on Plan No. 2 attached to and forming part of this bylaw and by making such alterations to Schedule "D" of Bylaw No. 166 as are required to effect this change.
 - 2.2. **Schedule "D" – Development Permit Areas - OCP D North Sheet**, is amended by designating a new Development Permit Area "DP 11 – Environmental Protection" on those lands described as LOT 1, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-095) and LOT 2, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-109) and in those areas as shown on Plan No. 3 attached to and forming part of this bylaw and by making such alterations to Schedule "D" of Bylaw No. 166 as are required to effect this change.

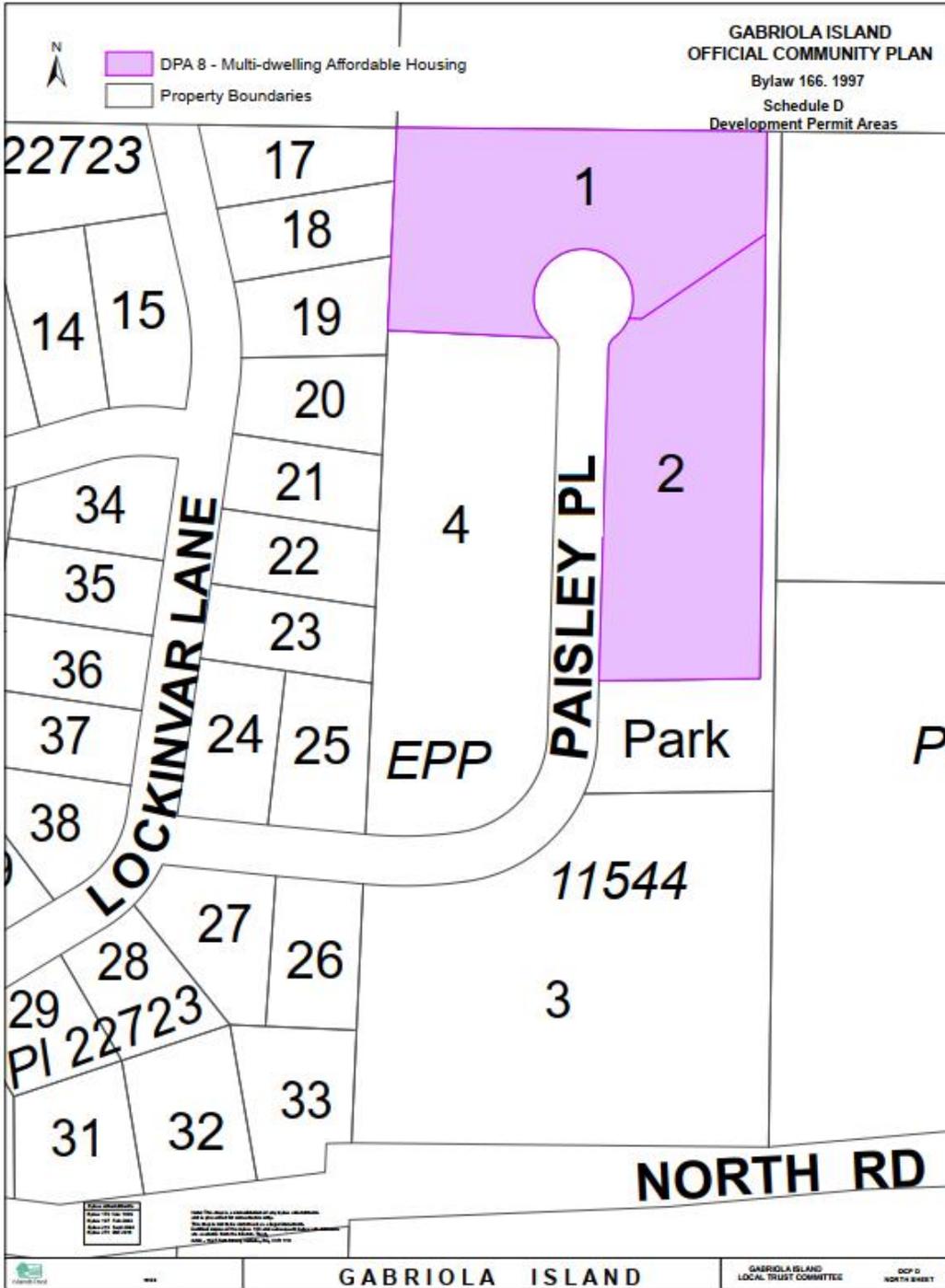
GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 306

Plan No. 1



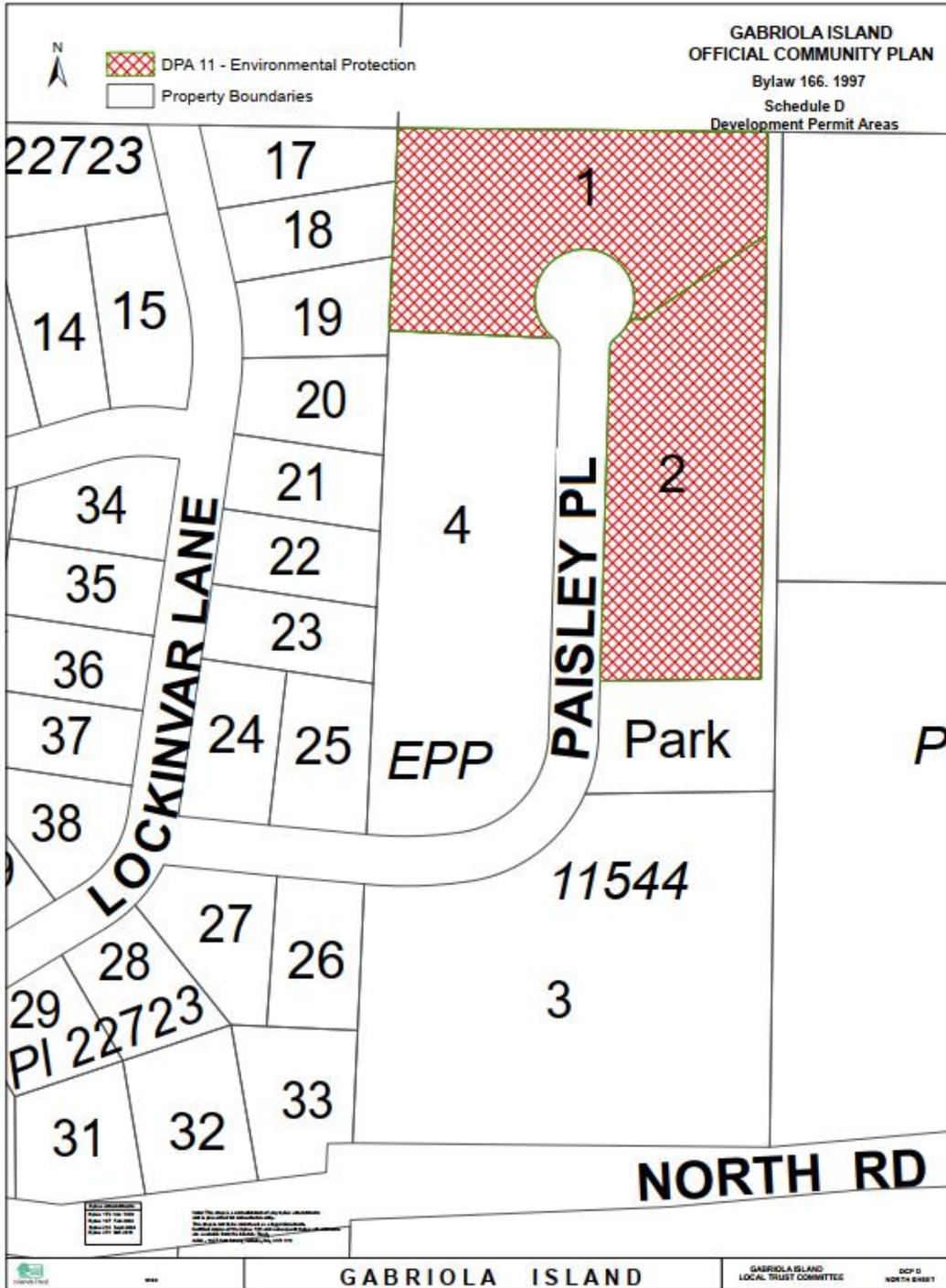
GABRIOLA ISLAND LOCAL TRUST COMMITTEE
 BYLAW NO. 306

Plan No. 2



GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 306

Plan No. 3



PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 307

A BYLAW TO AMEND GABRIOLA ISLAND LAND USE BYLAW, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”.

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as per Schedule “1” attached to and forming part of this bylaw.

READ A FIRST TIME THIS	21 ST	DAY OF	JUNE	2020
READ A SECOND TIME THIS	_____	DAY OF	_____	202x
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	202x
READ A THIRD TIME THIS	_____	DAY OF	_____	202x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
	_____	DAY OF	_____	202x
ADOPTED THIS	_____	DAY OF	_____	202x

Chair

Secretary

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 307**

Schedule "1"

1. **Schedule "A"** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:
 - 1.1 **Part B – GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.1 Home Occupations,** is amended by adding the following Article:

"B.3.1.3 *Home occupation* uses in the Multi-dwelling Affordable Housing (MAH) zone may only occur within the dwelling unit of the principal operator."
 - 1.2 **Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.2 Permitted Home Occupations Uses,** is amended by adding the following Article:

"B.3.2.2 Despite Article B.3.2.1, the following *home occupation* uses and no other are permitted in the Multi-dwelling Affordable Housing (MAH) zone:
 - a. Business and professional offices that receive no clients or visitors to the *lot*;
 - b. Catering and food preparation for sale elsewhere or delivery, with delivery occurring between the hours of 8 a.m. and 6 p.m.;
 - c. Production of art and craft goods for sale elsewhere, provided no open flame is required in making the art or craft goods and no toxic fumes are produced during their creation."
 - 1.3 **Part B – GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.3 General Provisions, Article B.3.3.1, Clause "b)"** is amended by adding the words "except in the Multi-dwelling Affordable Housing (MAH) zone," immediately after the opening words "Home occupations".
 - 1.4 **Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.3 General Provisions, Article B.3.3.1, Clause "i)"** is amended by adding the following after "Signage is permitted for all home occupations in accordance with Section B.4 of this Bylaw":

", except for those home occupation uses that occur on a lot within the Multi-dwelling Affordable Housing (MAH) zone, and then no signage is permitted."
 - 1.5 **Part B – GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.3 General Provisions, Article B.3.3.1, Clause "j)"** is amended by adding the words "permitted in the zone" immediately after the word "stand".
 - 1.6 **Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.5 Employees,** is amended by adding the following:

“B.3.5.2 Despite Article B.3.5.1, in the Multi-dwelling Affordable Housing (MAH) zone, home occupations must be operated solely by residents of the dwelling unit in which the home occupation occurs.”

1.7 **Part B - GENERAL REGULATIONS**, Section **B.4 SIGNS**, Subsection **B.4.1 Number and Total Sign Area**, Article **B.4.1.1** is amended by adding the following:

Column 1	Column 2	Column 3
<i>Zone</i>	Maximum Number of Signs Permitted	Maximum Total Sign Area Permitted
Residential Zones		
MAH	2 per lot	4.0 sq.m. (43.0 sq.ft.) per lot

1.8 **Part C - ESTABLISHMENT OF ZONES**, Section **C.1 DIVISION INTO ZONES**, Subsection **C.1.1 Land Based Zones**, Article **C.1.1.1 Residential Zones**, insert new zone “MAH Multi-dwelling Affordable Housing” after “SSN Seniors and Special Needs”.

1.9 **Part D - ZONES**, Section **D.1 RESIDENTIAL ZONES**, insert new Subsection D.1.4 Multi-dwelling Affordable Housing (MAH) after Subsection **D.1.3 Seniors and Special Needs (SSN)** as shown on **Appendix 1** attached to and forming part of this bylaw.

1.10 **Part F - DEVELOPMENT PERMIT AREA GUIDELINES** is amended by adding a new Subsection **F.11 DP 11-Environmental Protection** as shown on **Appendix 2** attached to and forming part of this bylaw.

1.11 **Part G - DEFINITIONS**, Section **G.1 DEFINITIONS**, is amended by adding the following definitions in alphabetical order:

- “affordable housing* is a deed restricted and/or rent controlled dwelling unit that is secured by a housing agreement registered on title;
- dwelling, two family* a building consisting of two dwelling units;
- residential rental tenure* means the granting of a right to occupy a dwelling unit as living accommodation where the minimum occupancy period is thirty consecutive days, and where the dwelling unit is not owned by a dwelling unit occupant, but where regular payments are made to the owner for the use of the dwelling unit;”

2. **Schedule “B”** of Gabriola Island Land Use Bylaw, 177 is amended as follows:

2.1 Schedule “B” – North Sheet, is amended by changing the zoning classification of LOT 1, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-095) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 177 as are required to effect this change.

- 2.2 Schedule "B" – North Sheet, is amended by changing the zoning classification of LOT 2, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-109) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" of Bylaw No. 177 as are required to effect this change.

- 2.3 Schedule "B" – North Sheet, is amended by changing the zoning classification on those land areas as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" of Bylaw No. 177 as are required to effect this change.

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 307

Appendix 1

D.1.4 Multi-dwelling Affordable Housing (MAH)

D.1.4.1 Permitted Uses

The uses permitted in Article B.1.1.1, plus the following uses and no others are permitted in the Multi-dwelling Affordable Housing (MAH) zone:

a. Permitted *Principal* Uses

- i *multiple family* residential
- ii *two family* affordable housing

b. Permitted *Accessory* Uses

- i *home occupations*, subject to Section B.3

D.1.4.2 Buildings and Structures

The *buildings* and *structures* permitted in Article B.1.1.2, plus the following *buildings* and *structures* and no others are permitted in the Multi-dwelling Affordable Housing (MAH) zone:

a. Permitted *Buildings* and *Structures*

- i *Multiple family dwellings* and *two family dwellings*, to a maximum of 12 *dwelling units* per hectare (4.85 units per acre) and a maximum of 24 *dwelling units* per *lot*.
- ii Three *buildings* per *lot* that exclude a *pump/utility house*, woodshed and garden shed, and that are *accessory* to all *dwelling units*.
- iii The average size of all *dwelling units* on a *lot* must not be greater than 83 square metres (900 sq.ft.).

D.1.4.3 Regulations

The general regulations in Part B, plus the following regulations apply in the Multi-dwelling Affordable Housing (MAH) zone:

a. *Building* and *Structure* Height Limitations

- i The maximum *height* of *buildings* or *structures* is 9.0 metres (29.5 feet).

b. *Building* and *Structure* Siting Requirements

- i Except for a sign, *fence*, or *pump/utility house*, the minimum *setback* for *buildings* and *structure* is:
 - 3.0 metres (9.8 feet) from the *front lot line*;
 - 10.0 metres (32.8 feet) from any *lot line* that is not a *front lot line*.
- ii Despite item D.1.4.3.b.i, the minimum *setback* of *buildings* and *structures* from a *lot line* that coincides with a *lot* in the same *zone* is 0.0 metres.

c. Lot Coverage Limitations

- i The maximum combined *lot coverage by buildings and structures* is 20 percent of the *lot* area.

d. Subdivision Requirements

- i With the exception of consolidation of two or more *lots* into a single *lot*, subdivision of lands within the Multi-dwelling Affordable Housing (MAH) zone is prohibited.
- ii The minimum lot area is 1.0 hectares (2.47 acres).

e. Form of Tenure

- i One hundred percent (100%) of the *dwelling units* in the Multi-dwelling Affordable Housing (MAH) zone shall be limited to *residential rental tenure*.

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 307**

Appendix 2

F.11 DP-11 Environmental Protection

F.11.1 Applicability

- F.11.1.1** The following activities shall require a development permit whenever they occur within the DPA, unless specifically exempted under Policy F.11.2.1:
- a. subdivision of land;
 - b. construction of, addition to, or alteration of a building or other structure;
 - c. alteration of land.
- F.11.1.2** In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.11.2 Exemptions

- F.11.2.1** The following activities are exempt from any requirement for a development permit. Despite these exemption provisions, property owners must meet any other local, provincial or federal requirements:
- a. Activities on land in respect of which the Islands Trust has received a written statement from a registered professional biologist with relevant experience certifying the absence of a sensitive ecosystem within the area that would be affected by the proposed work;
 - b. Gardening and yard maintenance activities, not involving the application of artificial fertilizer, pesticides or herbicides, within a pre-existing landscaped area, including mowing, pruning, planting and minor soil disturbance that does not alter the general contours of the land;
 - c. Manual removal of invasive species;
 - d. Manual planting of native vegetation conducted in accordance with best management practices;
 - e. The construction of a trail if all of the following apply:
 - i. The trail is 1 metre wide or less;
 - ii. No native trees are removed;
 - iii. The surface of the trail is pervious (for example, soil, gravel or wood chips);
 - iv. The trail is designed to prevent soil erosion where slopes occur; and
 - v. Where the trail parallels a stream, the trail is more than 5 metres away from the high water mark of the stream.

- f. The construction of a fence if no native trees are removed and the disturbance of native vegetation is restricted to 0.5 metres on either side of the fence;
- g. Ecological restoration and enhancement projects undertaken or authorized by a public body;
- h. The reconstruction, repair or maintenance of a pre-existing permanent structure on its existing foundation, including general repair or replacement of a septic field on the same spot;
- i. Tree limbing or tree topping, unless the work can reasonably be expected to result in the death and removal of the tree and root system;
- j. The removal of trees that have been examined by an arborist and certified to pose an immediate threat to life or property;
- k. The repair and maintenance of existing roads, driveways, paths and trails provided there is no expansion of the width or length of the road, driveway, path or trail, and no creation of additional impervious surfacing, including paving, asphaltting or similar surfaces;
- l. Works undertaken by a local government or a body established by a local government;
- m. An application resulting in a lot consolidation.

F.11.3 Guidelines

Prior to undertaking any development activities within DP-11 that are not exempted by F.11.2.1, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

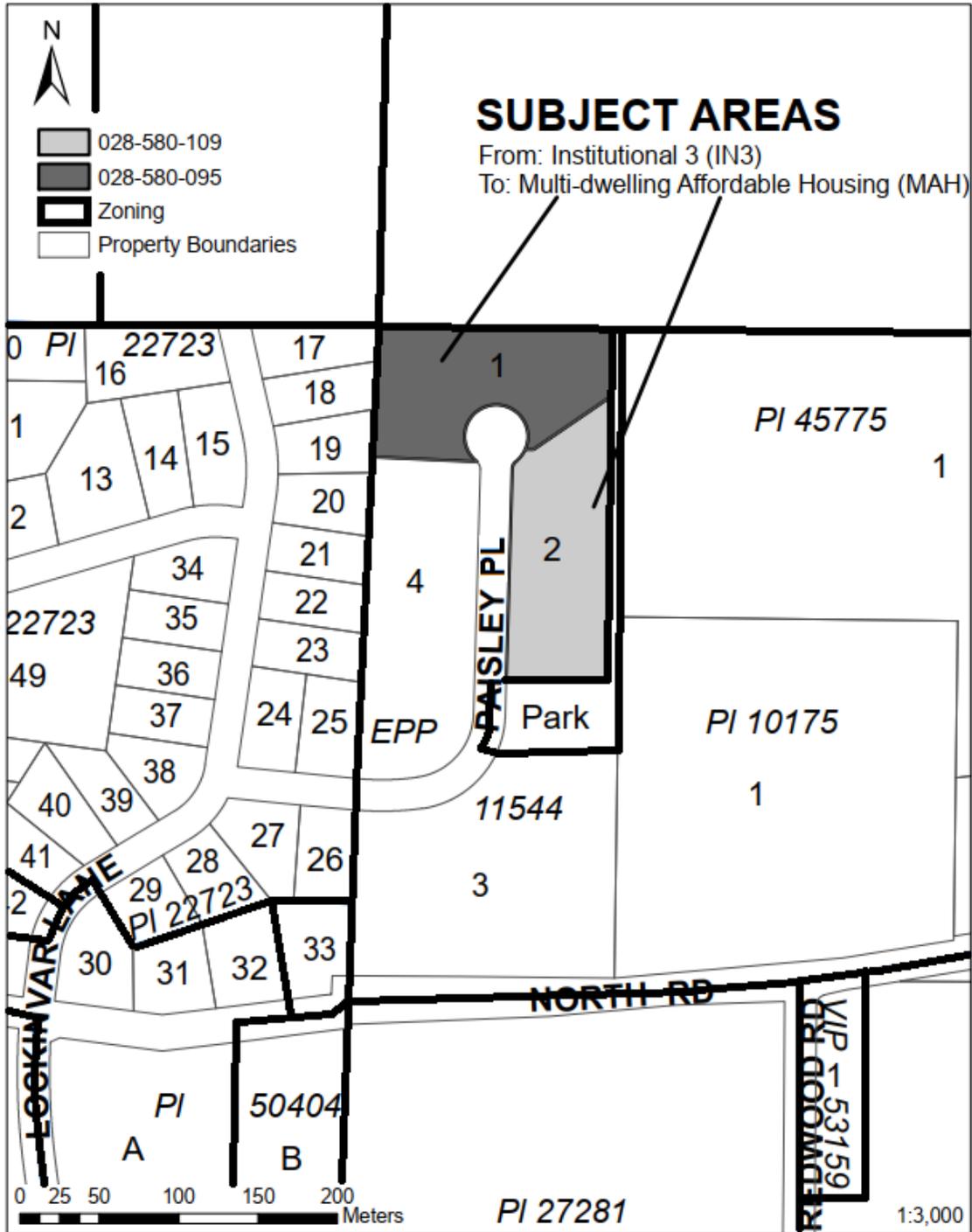
- F.11.3.1 Minimize the area cleared and disturbed for development within the context of the permitted use and density.
- F.11.3.2 Site buildings and associated infrastructure to minimize removal of vegetation and to allow sufficient undisturbed space around retained significant mature or established trees to protect root systems.
- F.11.3.3 Native vegetation and trees should be retained wherever possible.
- F.11.3.4 Vegetation clearing should occur during the least risk timing window for bird species as recommended by a qualified professional. If works cannot be completed during this window, a qualified professional should be retained to survey the area prior to clearing to rule out the presence of nesting birds or other species.
- F.11.3.5 Where this area includes trees that bear the nest of eagles or other species of birds, a buffer area around each nest tree should be left undisturbed. The size of the buffer should be determined prior to development by a qualified professional, with advice from the provincial ministry responsible for the environment and wildlife or the Canadian Wildlife Service.
- F.11.3.6 Avoid removal of mature and old Douglas-fir and western red cedar trees to the extent possible. Trees with unique identified wildlife habitat or

unique habitat potential should be retained and incorporated into the design.

- F.11.3.7 Where species at risk or critical habitat for species at risk have been observed, requirements to protect species at risk and mitigation measures shall be in accordance with the federal *Species At Risk Act* (SARA) and with the provincial *Wildlife Act*.
- F.11.3.8 An assessment of the environmental impact, including mitigation measures required, prepared by a qualified professional, shall be required prior to any new developments or the expansion of existing development.
- F.11.3.9 Additional conditions will be included in a development permit to incorporate any qualified professional recommendations within an environmental assessment.

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 307

Plan No. 1



PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 307

A BYLAW TO AMEND GABRIOLA ISLAND LAND USE BYLAW, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2020”.

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as per Schedule “1” attached to and forming part of this bylaw.

READ A FIRST TIME THIS	21 ST	DAY OF	JUNE	2020
READ A SECOND TIME THIS	_____	DAY OF	_____	202x
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	202x
READ A THIRD TIME THIS	_____	DAY OF	_____	202x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	202x
ADOPTED THIS	_____	DAY OF	_____	202x

Chair

Secretary

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 307**

Schedule "1"

1. **Schedule "A"** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:

1.1 **Part B – GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.1 Home Occupations,** is amended by adding the following Article:

"B.3.1.3 *Home occupation* uses in the Multi-dwelling Affordable Housing (MAH) zone may only occur within the dwelling unit of the principal operator."

1.2 **Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.2 Permitted Home Occupations Uses,** is amended by adding the following Article:

"B.3.2.2 Despite Article B.3.2.1, the following *home occupation* uses and no other are permitted in the Multi-dwelling Affordable Housing (MAH) zone:

- a. Business and professional offices that receive no clients or visitors to the *lot*;
- b. Catering and food preparation for sale elsewhere or delivery, with delivery occurring between the hours of 8 a.m. and 6 p.m.;
- c. Production of art and craft goods for sale elsewhere, provided no open flame is required in making the art or craft goods and no toxic fumes are produced during their creation."

1.3 **Part B – GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.3 General Provisions, Article B.3.3.1, Clause "b)"** is amended by adding the words "except in the Multi-dwelling Affordable Housing (MAH) zone," immediately after the opening words "Home occupations".

1.4 **Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.3 General Provisions, Article B.3.3.1, Clause "i)"** is amended by adding the following after "Signage is permitted for all home occupations in accordance with Section B.4 of this Bylaw":

“, except for those home occupation uses that occur on a lot within the Multi-dwelling Affordable Housing (MAH) zone, and then no signage is permitted.”

1.5 **Part B – GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.3 General Provisions, Article B.3.3.1, Clause "j)"** is amended by adding the words "permitted in the zone" immediately after the word "stand".

1.6 **Part B - GENERAL REGULATIONS, Section B.3 HOME OCCUPATIONS, Subsection B.3.5 Employees,** is amended by adding the following:

“B.3.5.2 Despite Article B.3.5.1, in the Multi-dwelling Affordable Housing (MAH) zone, home occupations must be operated solely by residents of the dwelling unit in which the home occupation occurs.”

1.7 **Part B - GENERAL REGULATIONS**, Section **B.4 SIGNS**, Subsection **B.4.1 Number and Total Sign Area**, Article **B.4.1.1** is amended by adding the following:

Column 1	Column 2	Column 3
Zone	Maximum Number of Signs Permitted	Maximum Total Sign Area Permitted
Residential Zones		
MAH	2 per lot	4.0 sq.m. (43.0 sq.ft.) per lot

1.8 **Part B – GENERAL REGULATIONS**, Section **B.5 PARKING**, Subsection **B.5.1 Minimum Number of Parking Spaces for Automobiles and Bicycles**, Article **B.5.1.1**, Table 2: **Parking Requirements** is amended by adding the following:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>Use</u>	<u>Standard Parking Requirements</u>	<u>Accessible Parking Requirements</u>	<u>Bicycle parking Requirements</u>
RESIDENTIAL			
<u>two family dwelling</u>	<u>1.25 per unit</u>	<u>Greater of 1 or 1 per 10 units</u>	<u>1 per unit without a garage</u>

~~1.81.9~~ **Part C - ESTABLISHMENT OF ZONES**, Section **C.1 DIVISION INTO ZONES**, Subsection **C.1.1 Land Based Zones**, Article **C.1.1.1 Residential Zones**, insert new zone “MAH Multi-dwelling Affordable Housing” after “SSN Seniors and Special Needs”.

~~1.91.10~~ **Part D - ZONES**, Section **D.1 RESIDENTIAL ZONES**, insert new Subsection **D.1.4 Multi-dwelling Affordable Housing (MAH)** after Subsection **D.1.3 Seniors and Special Needs (SSN)** as shown on **Appendix 1** attached to and forming part of this bylaw.

~~1.101.11~~ **Part F - DEVELOPMENT PERMIT AREA GUIDELINES** is amended by adding a new Subsection **F.11 DP 11-Environmental Protection** as shown on **Appendix 2** attached to and forming part of this bylaw.

~~1.12~~ **Part G – DEFINITIONS**, Section **G.1. DEFINITIONS**, “*dwelling, multiple family*” is amended by adding the word “*principal*” after “*more*” and before “*dwelling units*”.

~~1.111.13~~ **Part G - DEFINITIONS**, Section **G.1 DEFINITIONS**, is amended by adding the following definitions in alphabetical order:

~~“affordable housing” is a deed restricted and/or rent controlled dwelling unit that is secured by a housing agreement registered on title;~~

dwelling, two-family

a building consisting of two *principal dwelling units*;

residential rental tenure

means the granting of a right to occupy a *dwelling unit* as living accommodation where the minimum occupancy period is thirty consecutive days, and where the *dwelling unit* is not owned by a *dwelling unit* occupant, but where regular payments are made to the owner for the use of the *dwelling unit*;

2. **Schedule “B”** of Gabriola Island Land Use Bylaw, 177 is amended as follows:

2.1 Schedule “B” – North Sheet, is amended by changing the zoning classification of LOT 1, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-095) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 177 as are required to effect this change.

2.2 Schedule “B” – North Sheet, is amended by changing the zoning classification of LOT 2, SECTION 19, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP11544 (PID 028-580-109) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 177 as are required to effect this change.

~~2.3 Schedule “B” – North Sheet, is amended by changing the zoning classification on those land areas as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 177 as are required to effect this change.~~

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 307

Appendix 1

D.1.4 Multi-dwelling Affordable Housing (MAH)

D.1.4.1 Permitted Uses

The uses permitted in Article B.1.1.1, plus the following uses and no others are permitted in the Multi-dwelling Affordable Housing (MAH) zone:

a. Permitted *Principal* Uses

- i *multiple family residential*
- ii ~~*two-two-family affordable housing residential*~~

b. Permitted *Accessory* Uses

- i *home occupations*, subject to Section B.3

D.1.4.2 Buildings and Structures

The *buildings* and *structures* permitted in Article B.1.1.2, plus the following *buildings* and *structures* and no others are permitted in the Multi-dwelling Affordable Housing (MAH) zone:

a. Permitted *Buildings* and *Structures*

- i *Multiple family dwellings* and ~~*two-family dwellings*~~, to a maximum of 12 *dwelling units* per hectare (4.85 units per acre) and a maximum of 24 *dwelling units* per lot.
- ii Three *buildings* per lot that exclude a *pump/utility house*, woodshed and garden shed, and that are *accessory* to all *dwelling units*.
- iii The average size of all *dwelling units* on a lot must not be greater than 83 square metres (900 sq.ft.).

D.1.4.3 Regulations

The general regulations in Part B, plus the following regulations apply in the Multi-dwelling Affordable Housing (MAH) zone:

a. *Building* and *Structure* Height Limitations

- i The maximum *height* of *buildings* or *structures* is 9.0 metres (29.5 feet).

b. *Building* and *Structure* Siting Requirements

- i Except for a sign, *fence*, or *pump/utility house*, the minimum *setback* for *buildings* and *structure* is:
 - 3.0 metres (9.8 feet) from the *front lot line*;
 - 10.0 metres (32.8 feet) from any *lot line* that is not a *front lot line*.
- ii Despite item D.1.4.3.b.i, the minimum *setback* of *buildings* and *structures* from a *lot line* that coincides with a *lot* in the same *zone* is 0.0 metres.

c. Lot Coverage Limitations

- i The maximum combined *lot coverage by buildings and structures* is 20 percent of the *lot* area.

d. Subdivision Requirements

- ~~i With the exception of consolidation of two or more lots into a single lot, subdivision of lands within the Multi-dwelling Affordable Housing (MAH) zone is prohibited.~~
- ii The minimum lot area is 1.0 hectares (2.47 acres).

e. Form of Tenure

- i One hundred percent (100%) of the *dwelling units* in the Multi-dwelling Affordable Housing (MAH) zone shall be limited to *residential rental tenure*.

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 307**

Appendix 2

F.11 DP-11 Environmental Protection

F.11.1 Applicability

- F.11.1.1** The following activities shall require a development permit whenever they occur within the DPA, unless specifically exempted under Policy F.11.2.1:
- a. subdivision of land;
 - b. construction of, addition to, or alteration of a building or other structure;
 - c. alteration of land.
- F.11.1.2** In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.11.2 Exemptions

- F.11.2.1** The following activities are exempt from any requirement for a development permit. Despite these exemption provisions, property owners must meet any other local, provincial or federal requirements:
- a. Activities on land in respect of which the Islands Trust has received a written statement from a registered professional biologist with relevant experience certifying the absence of a sensitive ecosystem within the area that would be affected by the proposed work;
 - b. Gardening and yard maintenance activities, not involving the application of artificial fertilizer, pesticides or herbicides, within a pre-existing landscaped area, including mowing, pruning, planting and minor soil disturbance that does not alter the general contours of the land;
 - c. Manual removal of invasive species in accordance with best management practices;
 - d. Manual planting of native vegetation conducted in accordance with best management practices;
 - e. The construction of a trail if all of the following apply:
 - i. The trail is 1 metre wide or less;
 - ii. No native trees are removed;
 - iii. The surface of the trail is pervious (for example, soil, gravel or wood chips);
 - iv. The trail is designed to prevent soil erosion where slopes occur; and
 - v. Where the trail parallels a stream, the trail is more than 5 metres away from the high water mark of the stream.

- f. The construction of a fence if no native trees are removed and the disturbance of native vegetation is restricted to 0.5 metres on either side of the fence;
- g. Ecological restoration and enhancement projects undertaken or authorized by a public body;
- h. The reconstruction, repair or maintenance of a pre-existing permanent structure on its existing foundation, including general repair or replacement of a septic field on the same spot;
- i. Tree limbing or tree topping, unless the work can reasonably be expected to result in the death and removal of the tree and root system;
- j. The removal of trees that have been examined by an arborist and certified to pose an immediate threat to life or property;
- k. The repair and maintenance of existing roads, driveways, paths and trails provided there is no expansion of the width or length of the road, driveway, path or trail, and no creation of additional impervious surfacing, including paving, asphaltting or similar surfaces;
- l. Works undertaken by a local government or a body established by a local government;
- m. An application resulting in a lot consolidation.

F.11.3 Guidelines

Prior to undertaking any development activities within DP-11 that are not exempted by F.11.2.1, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- F.11.3.1 Minimize the area cleared and disturbed for development within the context of the permitted use and density.
- F.11.3.2 Site buildings and associated infrastructure to minimize removal of vegetation and to allow sufficient undisturbed space around retained significant mature or established trees to protect root systems.
- F.11.3.3 Native vegetation and trees should be retained wherever possible.
- F.11.3.4 Vegetation clearing should occur during the least risk timing window for bird species as recommended by a qualified professional. If works cannot be completed during this window, a qualified professional should be retained to survey the area prior to clearing to rule out the presence of nesting birds or other species.
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- F.11.3.6 Avoid removal of mature and old Douglas-fir and western red cedar trees to the extent possible. Trees with unique identified wildlife habitat or

unique habitat potential should be retained and incorporated into the design.

- F.11.3.7 Where species at risk or critical habitat for species at risk have been observed, requirements to protect species at risk and mitigation measures shall be in accordance with the federal *Species At Risk Act* (SARA) and with the provincial *Wildlife Act*.
- F.11.3.8 An assessment of the environmental impact, including mitigation measures required, prepared by a qualified professional, shall be required prior to any new developments or the expansion of existing development.
- F.11.3.9 Additional conditions will be included in a development permit to incorporate any qualified professional recommendations within an environmental assessment.



Gabriola Island Local Trust Committee
and Islands Trust Northern Office Staff
700 North Road
Gabriola Island, BC V0R 1X3

October 6th, 2020

RE: Water Management Plan

The attached preliminary Water Management Plan provides an initial overview of the Paisley Place affordable housing water system, operating strategies and monitoring protocols. Until such time as the Paisley Place housing project has funding secured from BC Housing and CMHC; the project and water system have been fully designed; the water license obtained from Forests, Lands and Natural Resources Operations and Rural Development; Construction and Operating Permits issued from Island Health; and arrangements made with neighbours for well monitoring, this Plan will remain as a draft.

Our expectation is that GHS will provide an updated draft of this Water Management Plan to the Islands Trust with the submission of an Environmental Development Permit. A final copy of the Plan will be submitted by GHS to Islands Trust once a Water System Operating Permit has been obtained from Island Health, which will occur only after construction is almost complete and the water system has been commissioned.

Through our work with the design and consultant team we have identified the overall benefit of implementing a greywater collection, treatment and redistribution system and its inclusion forms part of the draft Water Management Plan. Through the use of a greywater system the initial estimate suggests during the period of May to October the system would net an additional 300,000 to 400,000 L as compared to rainwater collection (80,000 – 105,000 usg). Moreover greywater capture is a more consistent way of supplementing groundwater during the dry season and may provide some Climate Change mitigation benefits in the future.

Cordially,

A handwritten signature in black ink, appearing to read "Jim Ramsay".

Jim Ramsay,
Director, Gabriola Housing Society



Paisley Place – Preliminary Water Management Plan

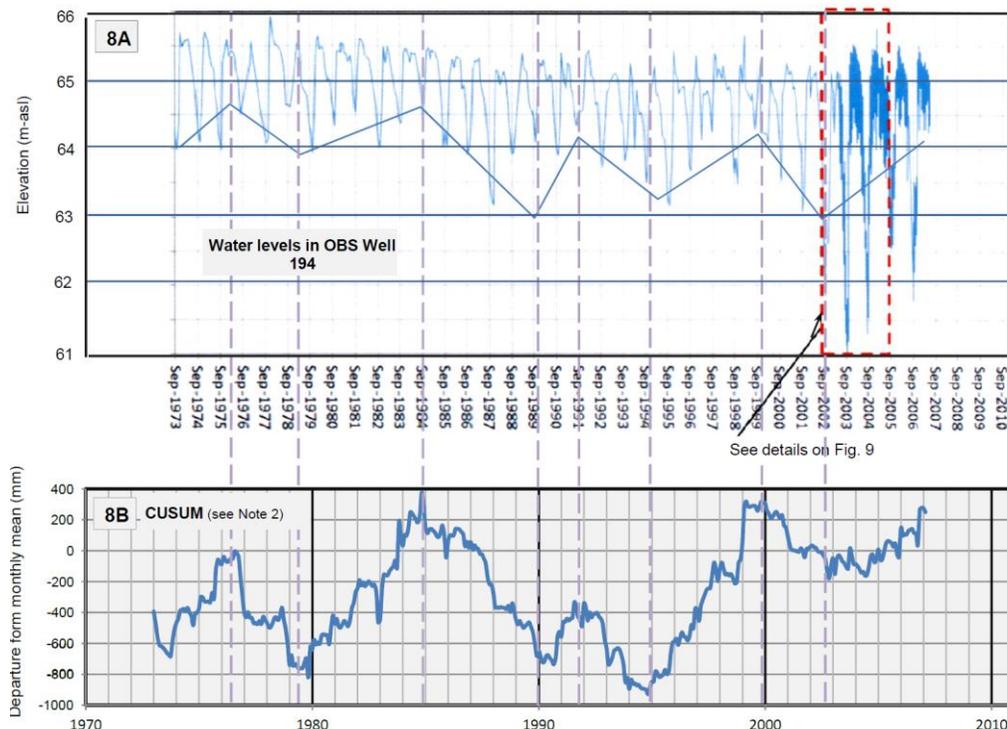
BACKGROUND

Water Supply

The *Assessment of Well Yields on Proposed Housing Development Property, Paisley Place*

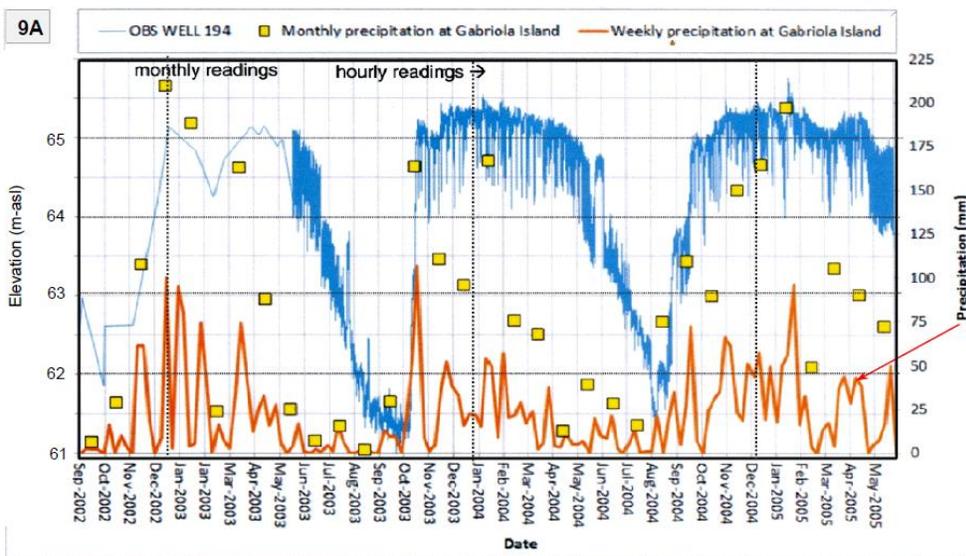
Gabriola Island, B.C. completed by Allan Dakin, FEC, P.Eng, Senior Groundwater Engineer from Elanco Enterprises demonstrates that this well is drawing water from a very stable bedrock aquifer. The aquifer is not showing signs of stress due to Climate Change.

A provincial observation well located just south of the Paisley Place properties draws water from the same aquifer and was monitored from 1973 to 2006. The sampling frequency changed from monthly to hourly in 2002 (prior to 2002 it may not have recorded the annual high and low water level). The record shows that the high water levels in the early 2000s were only 20cm or so lower than in 1973. Moreover in 1994, after almost a decade of below average monthly rainfall, water levels had dropped only 50-60 cm. Since 1994, when there have been more years of average or above average monthly rainfall, the water levels have risen. It is important to note that the number of recorded wells in the vicinity has increased over that same time period. It is impossible to know whether the apparent very modest drop in the water level in the observation well is due to changes in precipitation patterns, changes in land use and forest cover, or extractions by users in the immediate vicinity or in a larger area.





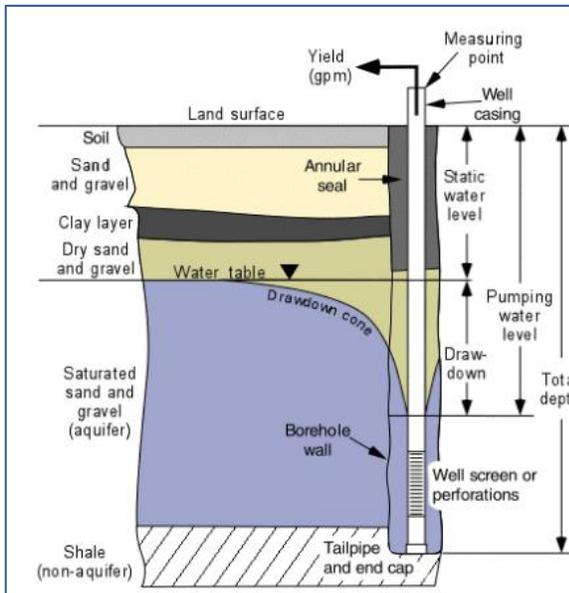
The analysis by Mr. Dakin demonstrates that water levels in this well drop every summer – likely due to a combination of extraction by water users (probably mostly field irrigation at the school) and general drying out of the soils / groundwater – but return every year to about the same level when the rains begin in the fall. A critical component for consideration and for our water system operations is the summer dry period. As demonstrated by the detailed monitoring of the observation well in the early 2000s, water levels in the observation well dropped by a maximum of 4m in 2003, the driest summer / early fall in the record. Nonetheless, with the fall rains water levels quickly returned to winter levels.



The update report from Elanco Enterprises – *Assessment of rainfall impact on water levels in Well 73 on Proposed Housing Development Property, Paisley Place, Gabriola Island, BC* – documents the results of one and a half months of monitoring (late December to mid-February). That monitoring demonstrated that the project well topped out at about 66.8 m, though its high water level was generally 20 cm lower at 66.6m (see graphs in the *Water Quality* section below). These levels are just over 2 m higher than when the pump test was initiated in early September 2019 (water level at 64.5 m). The water level in the project well was also assessed in early September 2020 prior to the fall rains and was found to be at 65.1 m. A wetter spring in 2020 might have accounted for this difference, though the observation record indicates daily fluctuations of close to 1m so the two September measurements are not that different. This supplemental monitoring confirms the observation well-record: use of water and lack of rains causes a minor (2-4m) drawdown of the water table, but it quickly returns to “full” with the onset of fall and winter rains.



As clarified by Mr. Dakin's supplemental letter with respect to concerns that the project may have a problematic impact on wells in the vicinity of Lockinvar Lane, the operation of a well has



a cone-like drawdown impact (see the figure to the left and on the following pages). The drawdown of water levels is most significant in the well itself. The drawdown in the aquifer becomes less and less as you move further away from the well. How far away the influence extends depends on the materials the aquifer sits in. In the case of Paisley Place, the Gabriola Housing Society (GHS) well is situated in a bedrock/shale aquifer and the dynamics of drawdowns and impact is linked to distance between wells but, more importantly, by the presence and size of connecting fractures.

As demonstrated by the pump test summarized in the *Assessment* report, pumping at 5 USGPM and later 10 USGPM had a significant drawdown

impact on the both the main well and a second well less than 10m to the south. There was a lesser impact on the well 25m to the north, and no impact at all on the well 40 m to the north-west (in the direction of Lockinvar Lane), and also no impact on the well 260m to the south (the observation well). A car wash at the school over the October weekend had about a 1.5m drawdown impact on the project well and a 1.0m impact on the observation well, even though the observation well is significantly closer to the school well. This suggests a strong hydraulic connection with the project well and school well on a main fracture. The observation well, however, is on a different, smaller fracture, which means the school's well drawdown impacts the observation well, but the project well does not. The data collected by Mr. Dakin indicates that the drawdown "cone" (not cone-like in this case, but a strange amoeba shape) for the project well does not extend to Lochinvar Lane or the observation well, but does extend to the school well.

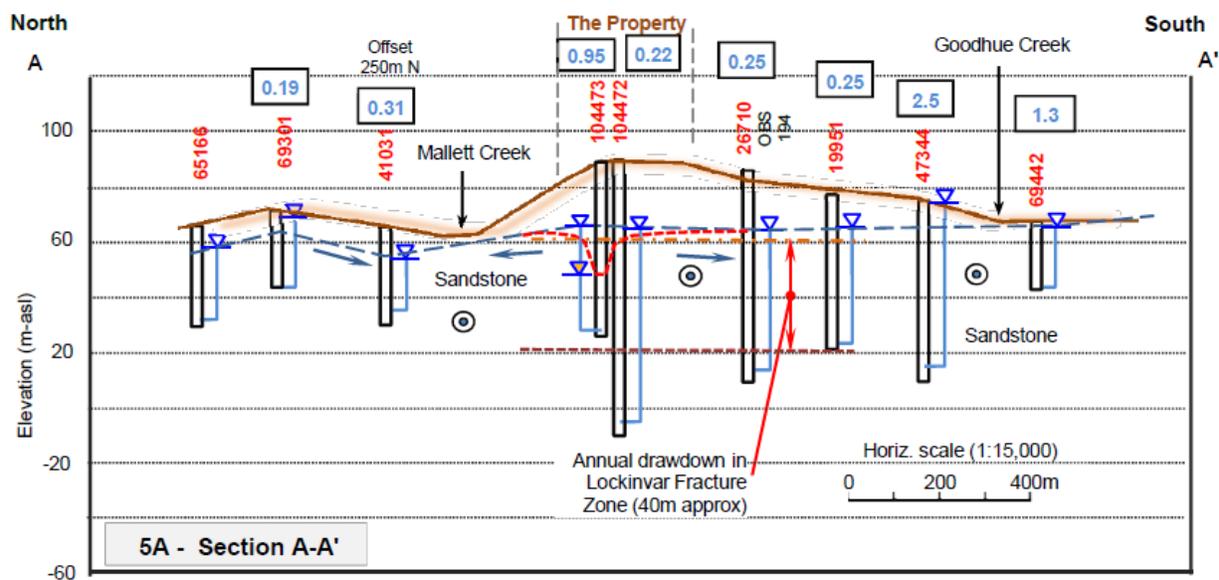
As part of determining an appropriate sustainable yield, a key consideration is the summer dry period where there will be drawdown in the project well. There are two aspects to consider and manage:

1. To what degree would use of the well water drawdown the well such that it goes dry leaving users with no water?
2. To what degree would use of the well water draw down the water table for other water users thus interfering with their wells or yields?

The *Assessment* report calculates the sustainable 100 day pumping rate is 0.18 L/s. At this rate, the drawdown within the project well is estimated to be 20m (or 70% of maximum available



28.5m drawdown). The maximum impact on the school well (the nearest well that could be impacted by the project well) is an estimated 1.2 m drawdown. Given that the school well was listed as having a 58m depth from the water level to the bottom of the well, 1.2m drawdown should not impact their well operations. School District staff is still trying to confirm the current depth of the well pump, but believe it is approximately 45-50 m deep (about 30-35m above the bottom of the well). Based on the public record this means at the current pump depth they likely have about 30m of total drawdown space with maximum summer drawdowns currently at about 10-15m (per Mr. Dakin, personal communication).



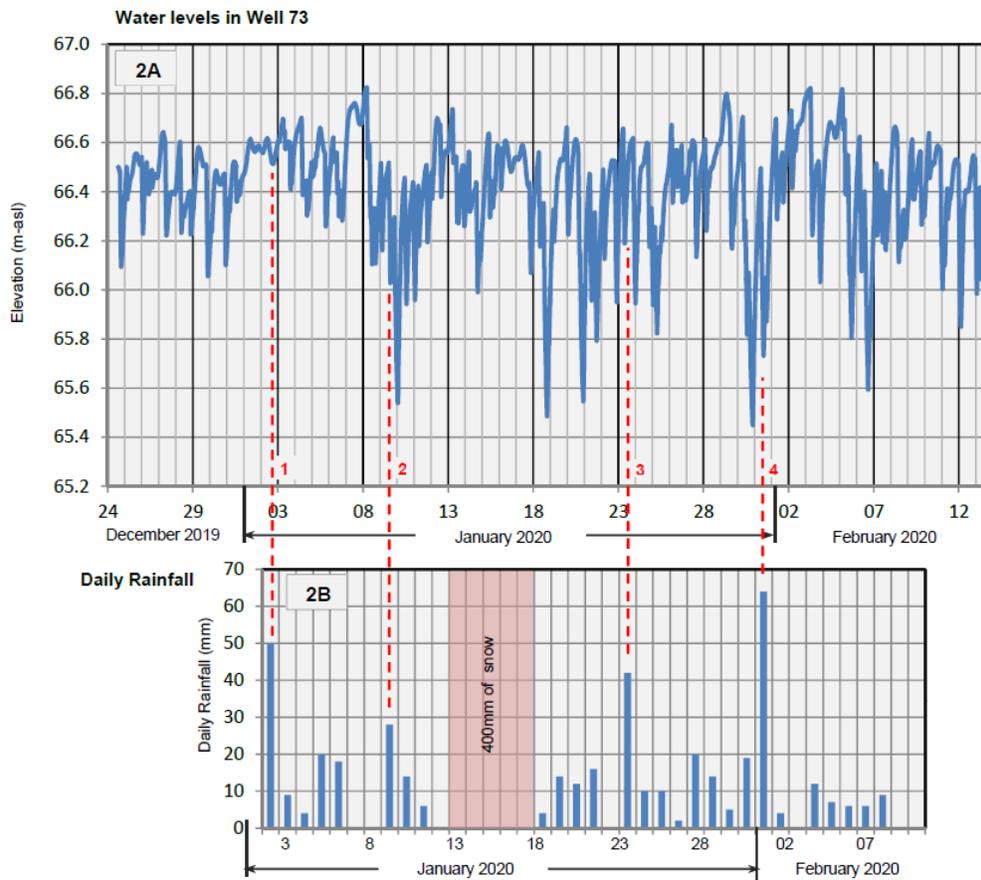
Water Quality

The initial water quality summarised by the *Assessment* report indicates water quality parameters similar to other wells in the vicinity with only an elevated turbidity and total dissolved solids that did not meet the Canadian Drinking Water Quality (CDWQ) standards. However, the iron, manganese and fluoride all met the CDWQ specified criteria despite being elevated in some other neighbourhood wells. Sodium levels were higher compared to other neighbourhood wells, but still within the CDWQ standards. The water quality testing did not indicate any bacteriological contamination nor did it have elevated nutrient levels that might suggest contamination from human sources. Based on the experience of other wells, Mr. Dakin has indicated that all parameters in the well should decline to meet CDWQ standards as the groundwater is flushed by freshwater sources.

The *Assessment* report recommended winter monitoring of well levels to determine the pathogen risk-level of the aquifer. The update report from Elanco Enterprises – *Assessment of rainfall impact on water levels in Well 73 on Proposed Housing Development Property, Paisley*



Place Gabriola Island, BC – documents the results of one and a half months of monitoring (late December to mid-February). The monitoring indicates a response to rainfall impacts, but with peaks that occur 4 to 5 days following large rainfall events (see graphs on following page). This indicates that water reaches the aquifer after an extended period of contact in the soils. This natural filtration provides an effective protection for the aquifer and puts it in a lower risk category.



Reference documents

Assessment of Well Yields on Proposed Housing Development Property, Paisley Place Gabriola Island, BC, Elanco Enterprises.

Letter Re: Concern that Housing Development Well on Paisley Place may have an impact on wells in the vicinity of Lockinvar Lane, Gabriola Island, B.C. from Elanco Enterprises.

Assessment of rainfall impact on water levels in Well 73 on Proposed Housing Development Property, Paisley Place Gabriola Island, BC, Elanco Enterprises.

Paisley Place Water Requirements, MSR Solutions (not yet released)



WATER MANAGEMENT PLAN OBJECTIVES

- To use groundwater from the underlying bedrock aquifer in a sustainable way
- To provide healthy potable water to the Paisley Place housing tenants
- To follow groundwater user best management practices
- To minimize per capita water use
- To ensure Paisley Place groundwater use does not negatively impact other groundwater users
- To ensure Paisley Place wastewater disposal does not contaminate the aquifer
- To supplement groundwater use with greywater capture for irrigation use and possibly toilet flushing
- To supplement groundwater use with rainfall harvesting if proven necessary by the monitoring program
- To develop climate change mitigation measures
- To monitor water use to be able to confirm average per capita water use, identify leakages and system failures, and ensure that daily water consumption does not exceed licensed maximum
- To monitor water levels to confirm we have correctly identified our sustainable extraction amount, monitor for signs of aquifer degradation and be able to identify if exceptional drawdowns are occurring during a drought

WATER MANAGEMENT PLAN STRATEGIES

Water Use

GHS has applied for a water license to use the full amount of the sustainable yield identified by Elanco Enterprises or a total of 15,552 litres per day. Maximum indoor water use is estimated at 150 L – 160 L per day per person. At an anticipated maximum expected occupancy of 65 residents this means indoor water use will be 10,400 L per day or 67% of the daily license amount. Provided residents only use this amount of water, this will leave approximately 5150 L per day for irrigation during the dry summer period. GHS does not anticipate using even close to this amount of water for irrigation except during the first 2 to 3 years post development while the new landscaping is being established. Given these considerations GHS has been working with its design and engineering team to implement the following strategies:

- Installing 10,000 gallons of water storage exclusively for powering the sprinkler system and providing water for fire hydrants to be used on site. This amount of water is approximately double what is required by the BC Building and Fire Codes, which requires a 30 minute water supply on-site. Should an incident require more than 30 minutes of fire-fighting, the Gabriola Fire Department supplies its own water through a tendering system.
- Installing 10,000 (37,850 L) - 20,000 (75,700 L) US gallons of water storage for potable water and irrigation uses. This water storage is not designed to get through the dry season but to allow for consistent extraction from the well without excessive extraction from the aquifer. The storage



allows for some days to have more use than the permitted water use or for periods of the day where water may be used at a higher volume than is being drawn from the well.

- Installing a grey water collection and treatment system that is estimated to yield 3160 L per day if 65 occupants use, on average, 160 L per day. The grey water system is expected to be used only during the drier irrigation season.
- The landscape design will require no more than 7500 L per day water usage during the establishment period (first 2 to 3 years). The project will implement the following strategies (*Note that there is a distinct possibility that GHS initially only receive funding support for 12 of the 24 units, allowing for half of the landscaping to be established separately from the other half and making implementation of some of these strategies unnecessary*):
 - Planting lawn areas during the fall so that it becomes established through the rainier seasons; lawns will not be watered during the summer;
 - Planting only the number of trees and shrubs that can be maintained within the 7500 L total;
 - Exploring (with BC Housing) the possibility of establishing a planting reserve as a capital budget item to allow for some of this landscaping to be planted during a second establishment period;
 - Planting from cuttings/propagules rather than seeds; and
 - Recruiting volunteers to hand water (uses less water) as an alternative to always using the irrigation system.
- GHS will implement a Water Conservation Plan that will include:
 - Education for tenants on ways to conserve water;
 - Prohibiting car washing with a hose; and
 - If tenants are using more than 10,400 L per day reducing irrigation frequency or length to keep within the 15,552 L daily water extraction.
- As a last resort GHS will purchase bulk water to ensure the plantings do not die in the first few critical years.
- Should GHS be struggling to keep within its 15,552 L per day water allocation or if monitoring indicates 15,552 L extraction is excessive, then GHS will implement a rainwater collection program.

Monitoring Water Use

The maximum sustainable daily extraction of 15,552 L limit is based on the application of a number of conservative assumptions (e.g. it is likely GHS could exceed 15,552 L and would still be a sustainable extraction). Setting a conservative extraction limit is one way to ensure sustainable groundwater use. The proposed monitoring protocols will allow GHS to demonstrate compliance with its water license, but also confirm if, for whatever reason, 15,552 L is not an appropriate extraction level or, over time, 15,552 L becomes an inappropriate extraction level due to climate change.



The monitoring program will include the following components. *Note GHS still needs to confirm participation with the School District and the owner of the land with the former observation well.*

- Hourly readings (requires data logger) of water levels in the project well;
- Hourly readings (requires data logger) or monthly depth measurements of the school well and former observation well;
- Digital water flow meter on the project well;
- Water meter for the irrigation system / garden taps with readings taken at least twice monthly unless a digital water flow meter is installed;
- Water meter for each of the buildings with readings taken at least twice monthly unless a digital water flow meter is installed; and
- GHS will produce and publish an annual water monitoring report.

Wastewater

As aspect of groundwater use is the dynamic of in-ground wastewater disposal within recharge zones of the underlying aquifer. Elanco Enterprises has determined that there is low potential for the project well to be “Groundwater at Risk of Containing Pathogens”. This is due to the fact that winter monitoring demonstrated little correlation between rainfall events and well levels (e.g. there is slow but consistent recharge of aquifer from saturated soils rather than direct flow from the surface to the groundwater). Nonetheless, out of an abundance of caution and the connected aspect of the Paisley Place project well and the school well, GHS will implement a Type 3 wastewater system, which will include ultraviolet treatment of the wastewater. As a result, wastewater distribution to the disposal field will be water free of pathogens. Additional measures to further protect the groundwater include:

- Implementation of wellhead protection measures consistent with best-practices and the BC Sewerage regulations.;
- Directing surface drainage away from the wellhead; and
- Locating any on-site sewage forcemains at least 30m away and gravity sewage mainlines at least 15m away from the wellhead.

Rainwater (stormwater)

There are two aspects of rainwater that GHS will be managing. The first aspect has potential for pollutants to be introduced into the stormwater by vehicles and by other actions by people. The second is the possibility of site development interfering with typical rainwater pathways to the groundwater. Strategies that will be implemented by GHS to mitigate both aspects include:

- Tenant education with respect to proper use of and disposable of pollutants and about the role of the site’s raingardens and swales to clean rainwater and recharge groundwater;



- Build raingardens near the parking areas that will receive runoff and be designed to maximize removal of pollutants;
- Direct rainwater towards the forest zones as much as possible to allow for natural infiltration and absorption;
- Rainwater from the raingardens and landscape areas that cannot be directed to the forest areas will be provided a pathway via swales to the eastern ditch of Paisley Place;
- The rainwater from the project site and eastern Paisley Place ditch drains to a low point at the southern end of the existing lot 2 (adjacent to the Park), which has been identified as an existing natural depression where rainwater infiltrates into the underlying soils (e.g. there is no outlet); and
- Roof rainwater will be directed to the forests for infiltration or into surface or subsurface rock pits to allow for groundwater recharge.

Water Quality and Water Quality Monitoring

The GHS will be operating a Small Water System to provide potable water to its tenants. Given the parameters of the aquifer, the Water System will include filtration, UV treatment and chlorine disinfection. Given the nature of the aquifer, chlorine disinfection may not be required but will be implemented GHS as an additional precaution. This System will be operated under permit from Island Health and will likely require weekly testing for total coliforms and E.coli. Any additional testing parameters will be determined through the Construction and Operating Permit process with Island Health. At minimum, for the first 5 years of operations GHS will also complete a full water quality test of the source water to monitor for any sign that the development is having an impact on the groundwater quality.

ELANCO ENTERPRISES LTD.

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Our File: 249

February 28, 2020

By: e-mail

Gabriola Housing Society
c/o 2100 South Road
Gabriola Island, B.C.
V0R 1X6

Attention: Martin Humphries.

Dear Sir.

Re: Assessment of Rainfall impact on water levels in Well 73 on Proposed Housing Development Property, Paisley Place Gabriola Island, B.C.

This report presents an update on Elanco Enterprises Ltd.'s December 30, 2019 report entitled "Assessment of Well Yields on Proposed Development Property, Paisley Place, Gabriola Island". The focus of this supplementary report is protection the proposed production well head area and minimizing the potential for well water contamination.

Background

As set out in Elanco Enterprises Ltd's (Elanco) December 30, 2019 report, the most productive well on the subject property is Well 73. As indicated on the attached Fig. 1 this well is located along the Main Fracture zone which is also intercepted by a very productive well located on the school property (the School Well no. 38615), which is south east of the Property. A comparison between water levels recorded in a former regional BC Government monitoring well (Obs. Well 194) and the levels in Well 73 confirmed that the pumping from the School well was having an impact on water levels both of these wells.

As the log of wells on the property (Wells 72, 73, 76 and 77) indicated that the sediments overlying bedrock were relatively thin (ranging from 0.9 to 1.8m) there was a concern that water pumped from Well 73 had a potential for being classified as Groundwater at Risk of containing Pathogens (GARP). A comparison between rainfall events and water levels recorded over the period September to October 15, 2019 did not provide any evidence of rainfall events having an immediate impact on water levels. The area along the Main Fault line is mostly covered by trees and small bushes and, as was previously noted, there was a possibility that much of the rainfall was being absorbed by evapotranspiration and little was reaching the fractured aquifer below, which could have explained the lack of response. As the evapotranspiration impacts would be much less during the cooler and wetter months, Elanco recommended that water levels in Well 73 be monitored during January 2020 and compared with daily precipitation events.

Water Level Monitoring

The Gabriola Housing Society authorized this monitoring program and a datalogger programmed to read water levels at 5-minute intervals was installed in Well 73 on December 24, 2019 and allowed to run until February 14, 2020. A graph of this record is presented on Fig. 2A. Daily rainfall for much of this period was recorded at a site located at 730 Lochinvar Lane (see location on Fig. 2) and the results are presented on Fig. 2B.

Interpretation of Results

While water elevations in Well 73 over the December 24th, 2019 to February 14th, 2020 period ranged from 65.45 to 66.81 m-asl there was no consistent correlation between precipitation events and water level changes. Water levels appear to rise following some of the heavy rainfall events, such as the four indicated on Fig, 2A, however when examined closely these water level trends (both up and down) were observed to similar those which occur when daily rain fall was much less. This suggests that the inter-well pumping interference impact is dominant and, if there was rapid recharge of the fractured bedrock aquifer following rainfall events, it has been masked.

For five days following a heavy snowfall event on January 13th there was snow on the ground. As the accumulated snow gradually melted during this period there were no obvious related changes in water level fluctuations. On January 18th the water level dropped significantly and then rapidly rose, but this response was similar to the water level rises on January 20 and 30th and February 6, when antecedent rainfall was relatively light.

As indicated in the Elanco December 30, 2019 report, test pits dug in the proposed sewage effluent dispersal area located south of Well 73 (see area location on Fig. 1) confirmed the presence of moderately well drained soils near surface and low permeability till-like sediment overlying bedrock. Many of the test pits which were dug in early December 2019, had perched water and a shallow dense root zone, which is consistent with a perched water table being present for much of the year. I also noted that during my December 24th, 2019 visit to the site that there was surface runoff in the swales on both sides of the road, suggesting that infiltration into the underlying fractured bedrock was minimal.

Level 2 Hydrogeological Investigation

A Level 2 hydrogeological investigation was conducted using the steps outlined in Table 8-1 of the Ministry of Health's GARP guidance document. This investigation relied on information provided in this report and Elanco Enterprises Ltd's previous report and a summary of the compiled information is presented on Table I.

As the potential sources of contamination at the site are all related to the proposed sewer system, there will be an advantage to having the sewage effluent treated with ultra violet light to lower the potential for pathogens (both coliform and virus) reaching the well.

Conclusions

- The recent water level monitoring confirmed that aquifer recharge is not directly influenced by surface water, which is consistent with observations of surface water drainage near the well.
- A properly constructed sewage effluent dispersal field located in the area indicated on Fig. 1 has only low potential for having a negative impact on local area well water quality.
- UV treatment of sewage effluent will significantly lessen the potential impact of both dispersal field discharge and pipeline leakage having an impact on Well 3 water quality.
- The Level 2 hydrogeological investigation indicated that there is a low potential for Well 73 water being Groundwater at Risk of containing Pathogens (GARP).

Recommendations:

1. The top of the well casing should be flood proofed and surface water drainage directed away from the wellhead, as per the BC Groundwater Protection regulation.
2. As a precaution, an ultraviolet system should be installed to treat the well water.

Gabriola Housing Society.
Attention: Martin Humphries.

-3-

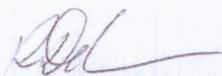
February 28, 2020

3. All gravity sewer pipes should be located at least 15m from the well head and force mains at least 30m.
4. Regular monitoring of water quality be conducted as per Ministry of Health requirements and if a water quality issue becomes apparent, a revised protection plan developed.

I trust that this is sufficient for you present purposes.

Yours truly,

Elanco Enterprises Ltd.



R. Allan Dakin, FEC, P. Eng.
Senior Groundwater Engineer



Table I

Level 2 GARP Hydrogeological Investigation

Topic	Elements	Comments
a) Location, topography and drainage	Site plan	Fig. 1 attached
	Hydrogeological profile	Fig. 5 in Dec 30, 2019 report
	Topographic contours	Fig. 3 in Dec 30, 2019 report
	Well locations	Yes
	Drainage flow directions	Fig. 1 attached
	Conditions around well head	Moderately well drained
	Potential sources of contamination	Wastewater treatment and distribution along with feces from dogs and deer.
b) Climatic conditions	Nearest rainfall station	730 Lockinvar Lane, Gabriola Is.
	Nearest climate station	Nanaimo Airport, Cassidy.
	Monthly precipitation normals	Range from 25.4mm in Jul. to 197.2mm in Nov.
	Annual precipitation	1165.4mm
	Mean annual temperature	10.1 °C
c) Soils and geology	Local soil information	Typically less than 1.1m thickness of sandy loam overlying a thin layer of glacial drift and sandstone and shale bedrock.
	Bedrock geology	Gabriola Formation, part of the Upper Cretaceous of the Nanaimo Group.
d) Well and well head conditions	Detailed well log	Fig. 7 in Dec 30, 2019 report
	Depth to water intake	The depth to the first and only water strike , a fracture in sandstone bedrock at a depth of 54.9m below ground, which easily exceeds the GARP trigger guideline depth of 15m
	Well yield and efficiency	See Table IV in Dec 30, 2019 report
	Distances from surface water bodies	>30m
	Depth to water bearing zones	59.4m See Fig. 7 in Dec 30, 2019 report
	Pump installation details	To be determined by others
	Well head completion details	To be determined by others, however top of casing is to be flood proof and surface drainage directed away from the wellhead, as per the BC Groundwater Protection regulation.
e) Hydrogeological conditions and aquifer characteristics	Origin and nature of aquifer and confining zones	Semi-confined fractured sandstone bedrock aquifer.
	Non pumping water levels	Indicated on Fig. 2
	Pump test data	See Figs.10-13 in Dec 30, 2019 report
	Aquifer recharge	Principal source of aquifer recharge is infiltration of precipitation on undeveloped land upslope of well (see Figs. 3 and 6 and Table IV in Dec 30, 2019 report.
f) Surface water hydrology and watershed conditions	Ditch drainage system	See Fig. 2 in Dec 30, 2019 report
	River and lake stages	No nearby lakes and rivers.
	Flood plain conditions	Not relevant
g) Aquifer water levels, flow directions and gradients	Water level trends	Water level trend is relatively steady with a 4m annual fluctuation and daily fluctuations of about 0.6m and occasional 1.3m changes due to inter-well pumping interference.
	Hydraulic gradient	Hydraulic gradient is about 0.1m per Km with slope to the north,
	Unsaturated zone	24m thick unsaturated zone in fractured bedrock when well not in operation and 41m when it is.

Level 2 GARP Hydrogeological Investigation

Topic	Elements	Comments
h) Pumping conditions in well	Anticipated pumping rate	Well to supply up to 24 housing units. Anticipated average daily pumping rate is 0.18 L/s.
	Drawdown effects	Drawdown in operating well = 17m and in nearest well in the same fracture zone = < 1.5m
i) Groundwater and surface water quality	Surface source vs. groundwater quality	The nearest creek is located about 400m to the north and has no influence on the Project well water quality
	Surface water source vs. groundwater temperatures	Groundwater temperatures are relatively constant throughout the year at about 10°C and is not influenced by surface water bodies and winter recharge from precipitation.
	Surface source and well microbiological quality	Of seventeen quarterly raw water samples collected over the period 2014 to 2019 from the School well had only five samples with detected total coliform and none with e-coli. This suggested that the well had a good surface seal and if not, the surface water did not have a significant impact on well water microbial water quality
	Well 73 water quality	Well 73 water has an elevated TDS and very low hardness. The TDS is likely to decline over time when the well is in operation. Iron and manganese concentrations are both below AO limits. Analysis of coliform bacteria indicated none present. Heterotrophic Plate Count was 537 CFU/1ml, which indicated some non coliform bacterial activity in the aquifer. The turbidity was 38.6 NTU , but is expected to decline when the well is put into production and sediment in the fractures is flushed out. The sodium concentration is elevated at 187 mg/L, but is expected to decline as the relatively "stagnant" aquifer water is flushed out.
j) Conditions for virus transport and survival	Fractured bedrock aquifer	While the bedrock is relatively impervious, the fractures are relatively permeable.
	Capping layer	The bedrock aquifer unit rarely exposed on surface and moderate to low permeability >1m thick sediment layer which will provide partial barrier to migration of viruses from the near surface.
	Unsaturated zone above the aquifer	24m thick unsaturated zone in fractured bedrock when well not in operation and 41m when it is.
	UV treatment of sewage effluent	It is understood that the Type 3 wastewater treatment system involves UV treatment of the effluent. This will provide significant virus remove before the effluent passes though an unsaturated zone below the dispersal field, where at least two log removals would occur.

Level 2 GARP Hydrogeological Investigation

Topic	Elements	Comments
	Potential pathogen travel time from recharge area to the well.	Travel time from recharge area and the proposed sewer Project sewer system is very difficult to assess as the location and the characteristics of Main Fracture zone is not known.
	Well capture zone	As is illustrated on Fig. 3 the well capture zone has two components. The first is a drawdown cone in a near vertical fracture in bedrock and the second is in overlying soils and shallow weathered bedrock that extends up-slope from the fracture.
k) Land use and potential sources of contamination	Improperly surface seals in local area wells	All of the wells within the capture zone have surface seals. Two of the wells not being used on the property will be decommissioned and one will be maintained as a monitoring well
l) Conclusions	Well depth and setting	The depth to the principal fracture zone is much greater than 15m and unsaturated flow in bedrock fractures may not be sufficient to remove contaminants if not filtered out in surface soils.
	Extent of operating well capture zone	The estimated extent of the well capture zone shows that it does not currently pass under any existing potential surface concentrated sources of contamination. However this will change when the sewer system for the Development is commissioned.
	Historical information	While no coliform was detected in th Well 73 sample, the presence of total coliform in the School raw water samples suggests that there is a small potential for the Well 73 water being GARP.
	Wastewater treatment	UV treatment of sewage effluent will significantly lessen the potential impact of both dispersal field discharge and pipeline leakage having an impact on well water quality.
	Wellhead completion and other protection measures.	Provided that the top of casing is flood proofed and surface water drainage is directed away from the wellhead, as per the BC Groundwater Protection regulation, no further protection measures are required.
m) Recommendations	1)	The top of the well casing should be flood proofed and surface water drainage directed away from the wellhead, as per the BC Groundwater Protection regulation.
	2)	As a precaution, an ultraviolet system should be installed to treat the well water.
	3)	All gravity sewer pipes should be located at least 15m from the well head and force mains at least 30m.

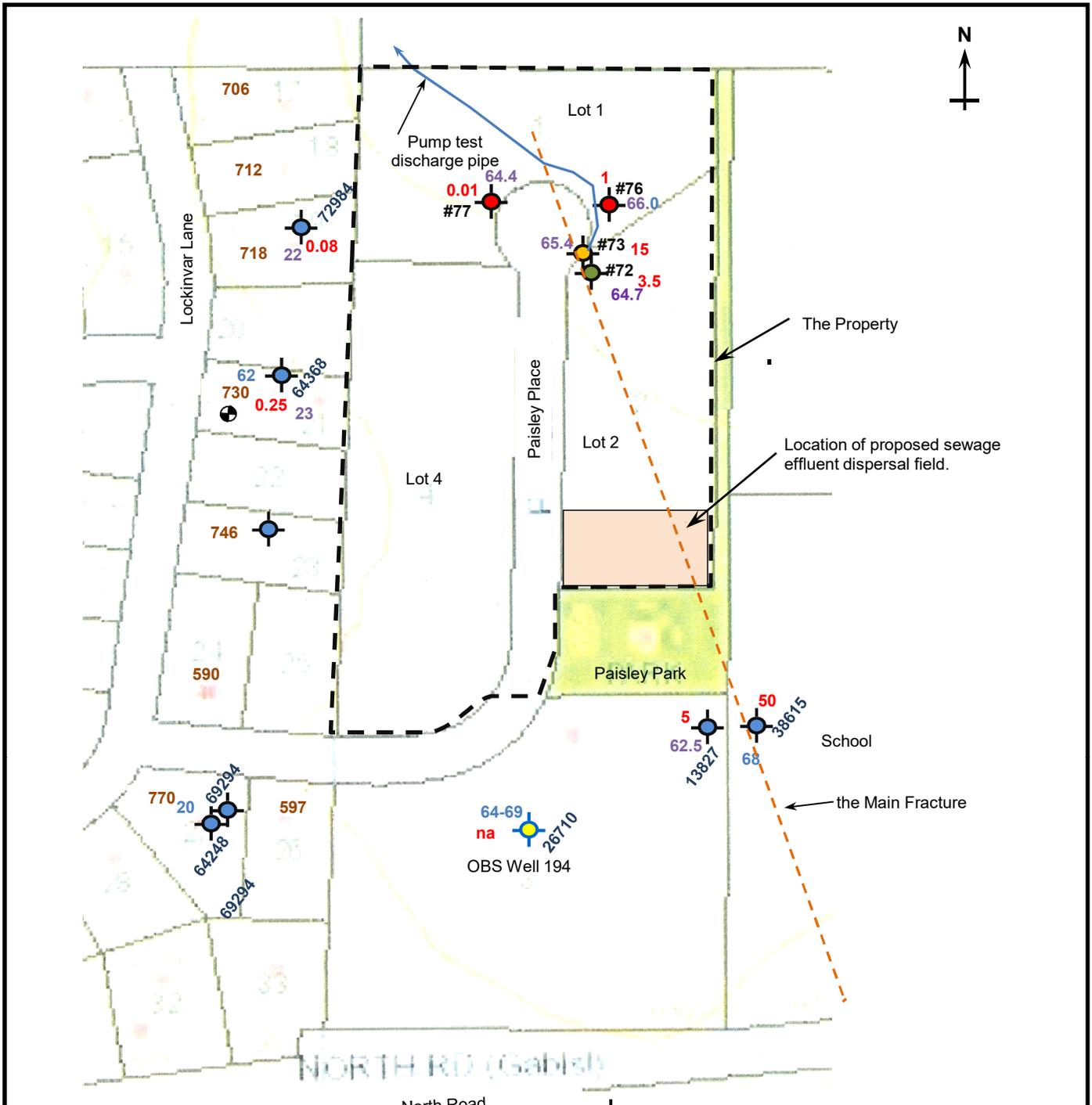
Level 2 GARP Hydrogeological Investigation

Topic	Elements	Comments
	4)	Regular monitoring of water quality be conducted as per Ministry of Health requirements and if a water quality issue becomes apparent, a revised protection plan developed.

Note:

GARP = Groundwater at risk of containing pathogens. BC Ministry of Health guidance document (2017)

Figures



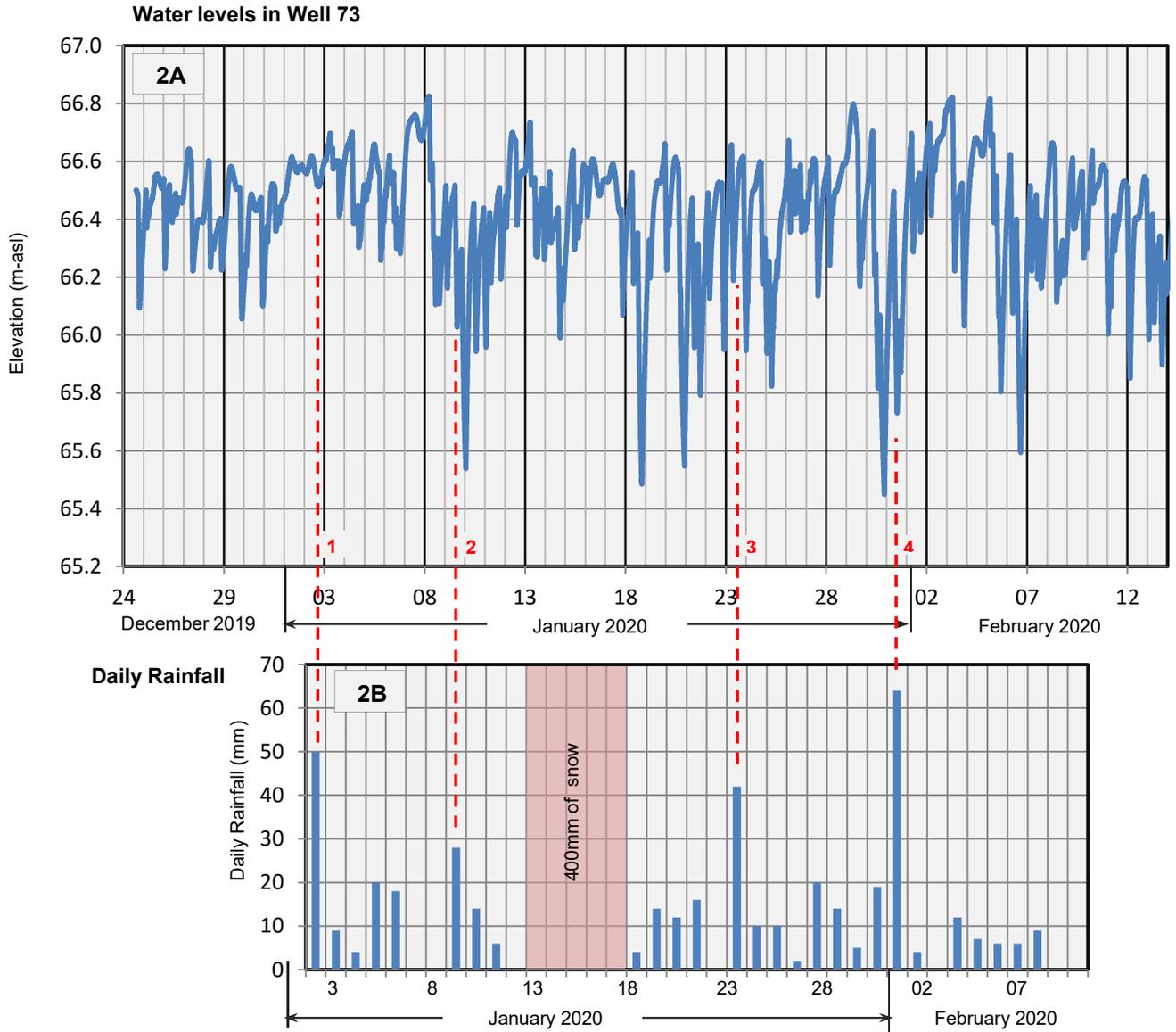
Legend

- Reported well yield (gpm)
- Drilled well with Well Tag Number (WTN) (see Note 1)
- Rainfall gauge (see plotted data on Fig. 2)
- Approximate SWL elevation. Blue for levels at construction and purple for Sept. 18, 2019 levels.
- Well to be decommissioned
- Monitoring well
- Production well

Scale (1:2,500)
0 40 80m

- NOTES**
- Property wells are identified by the last two digits if their WTN that follow 1044 e.g. #72 is 104472.
 - The WTN and log of the well on the 746 Lockinvar property is not available.

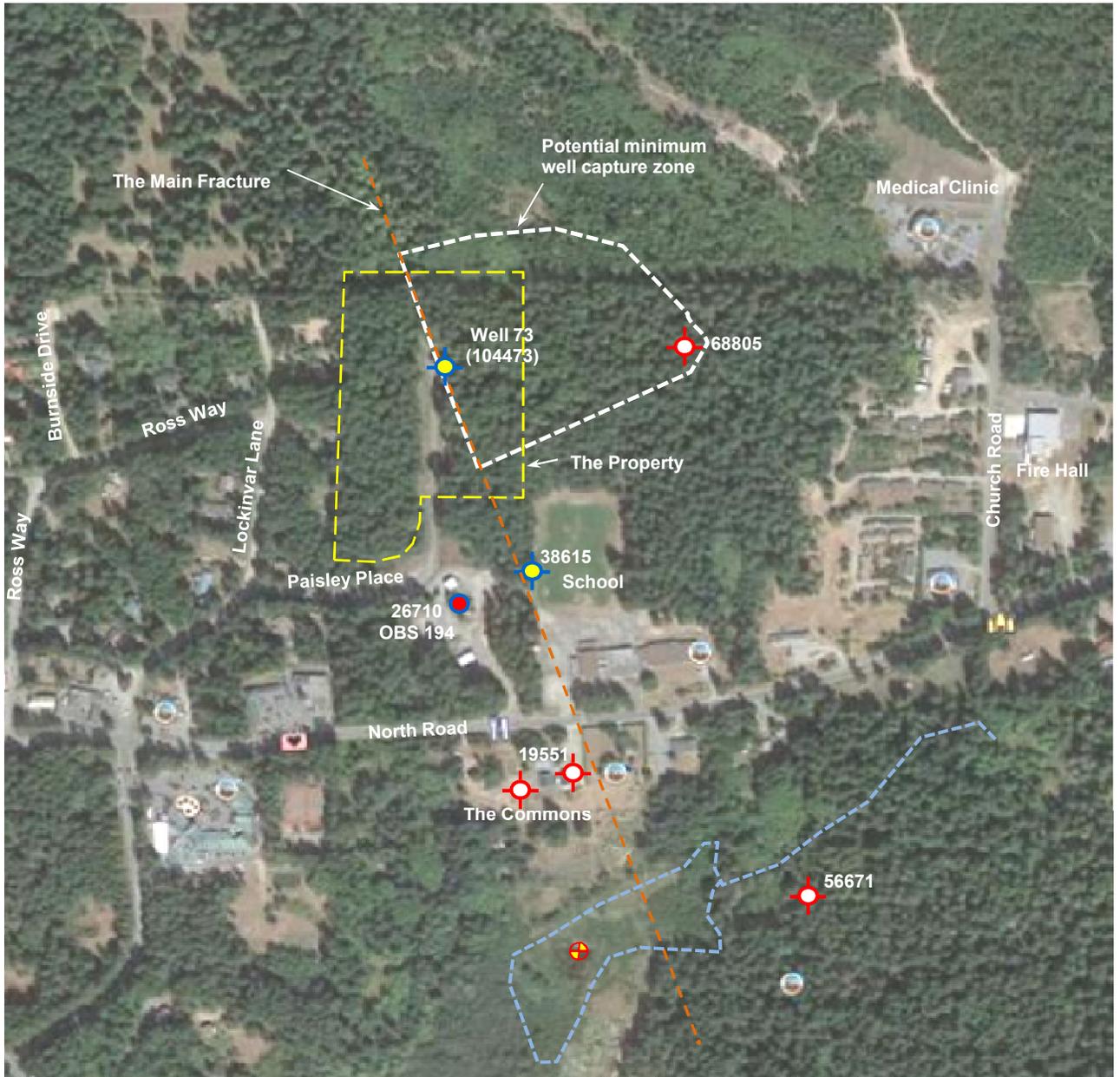
Gabriola Housing Society	ELANCO ENTERPRISES LTD. Victoria, B.C. (250 744-1357)		
Well head Protection Assessment for Well 73, Housing Development, Paisley Place, Gabriola Island, B.C.	Map of the Property	Drawn: Date Feb. 2020	Approved: Fig. 1 106



NOTES

- 1) See location of Well 73 on Fig . 1
- 2) Rainfall data recorded on 730 Lochinvar Lane property (see location on Fig. 1)

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Well head Protection Assessment for Well 73, Housing Development, Paisley Place, Gabriola Island, B.C.	Water Levels In Well 73 vs Rainfall	Drawn: 	Date Feb. 2020
		Approved:	Fig. 2

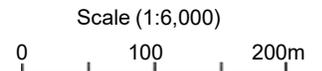


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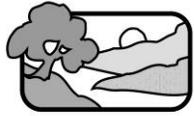
-  High yielding well located along inferred fracture in bedrock (see Note. 2)
-  Selected local area wells.
-  OBS Well 194
-  Referenced wells in the area
-  Point of diversion (Licence No. 70321)

NOTES

1) Base map from Google Earth web site.



<p>Gabriola Housing Society</p>		<p>ELANCO ENTERPRISES LTD. Victoria, B.C. (250 744-1357)</p>					
<p>Well head Protection Assessment for Well 73, Housing Development, Paisley Place, Gabriola Island, B.C.</p>	<p>Orthophoto Map of Area</p>		<table border="1"> <tr> <td data-bbox="1299 1858 1421 1921"> Drawn:  </td> <td data-bbox="1421 1858 1559 1921"> Date Feb. 2020 </td> </tr> <tr> <td data-bbox="1299 1921 1421 2016"> Approved: </td> <td data-bbox="1421 1921 1559 2016"> Fig. 3 108 </td> </tr> </table>	Drawn: 	Date Feb. 2020	Approved:	Fig. 3 108
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ISLANDS TRUST POLICY

STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: GB-RZ-2020.1

File Name: Gabriola Housing Society

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, Island Municipalities address certain matters in their official community plans, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council’s guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council’s position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
✓	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
n/a	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
n/a	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
✓	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
n/a	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
n/a	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
n/a	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
n/a	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
n/a	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
n/a	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
n/a	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
n/a	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
✓	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
n/a	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
n/a	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.2.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of native biological diversity.
CONSISTENT	No.	DIRECTIVE POLICY

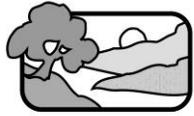
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
n/a	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
n/a	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
n/a	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
n/a	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
n/a	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
n/a	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
n/a	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
n/a	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY

	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
n/a	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
n/a	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
n/a	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
n/a	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
n/a	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>



ISLANDS TRUST POLICY

STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: GB-RZ-2020.1

File Name: Gabriola Housing Society

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, Island Municipalities address certain matters in their official community plans, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council’s guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council’s position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
n/a	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
n/a	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
n/a	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
n/a	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
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	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>



October 19, 2020

Re: Application GB-RZ-2020.1 (Gabriola Housing Society (GHS))

To the Gabriola Local Trust Committee –

On behalf of the Gabriola Housing Society (GHS), I urge you to continue working with staff to advance the GHS application this fall in a more timely schedule than is typical for a rezoning application on Gabriola, given the stakes involved. GHS certainly appreciates the work and cooperation that you and the staff have demonstrated to date in this regard.

At the October 22, 2020 Local Trust Committee (LTC) meeting, we hope you will give Second Reading to proposed Bylaws 306 (OCP) and 307 (LUB).

At the same meeting, GHS requests that you consider these additional decisions:

- 1. The LTC authorise staff to schedule a CIM/Public Hearing a few days before the scheduled LTC meeting on November 26th (in the late afternoon for ease of public attendance if possible), and**
- 2. The LTC direct staff to provide an update report to the LTC that is available to the public at the CIM/Public Hearing regarding both the proposed Housing Agreement (hopefully with the legal review completed) and the Water License application.**

Why? Because as I stated in my September 2, 2020 letter to you: *“Having necessary rezoning nearly completed when we apply [in early January 2021 for the BC government’s Community Housing Fund] is extremely important if we are to have a chance of being chosen for the limited available funding. **If GHS is not selected by BC Housing for funding, GHS may not have the money to build this greatly needed affordable rental housing project for many years to come.**”*

Regarding both the Housing Agreement and the Water License, unfortunately there have been serious delays. Concerning the legal review of the Housing Agreement, a severe communication mix-up (a September 11th letter was sent to the wrong email address for GHS and the error not discovered for 3 weeks) and then travel, illnesses and holidays meant that to date the Housing Agreement has not yet been sent to the Islands Trust lawyers for review. Concerning the Water License, it is finally on the desk of the groundwater specialist, but we were told last week that both the referrals to agencies and the technical review to GHS will not be sent for a few more weeks.

I am aware that after the Public Hearing on proposed Bylaws 306 & 307, if you receive any substantive new information regarding these bylaws then a further Public Hearing must be held. Based on our work with the Islands Trust staff on the draft Housing Agreement and with the BC government on the Water License application, GHS believes that the risk of this situation happening is very small. **Therefore, if a second Public Hearing is needed GHS will pay for all costs of this second Public Hearing.**



And finally, I would like to offer this suggested schedule for the remainder of the year that I hope strikes an effective balance among stretched Islands Trust resources, your availability for meetings, the need to properly evaluate the GHS's affordable housing proposal and GHS's need to submit the strongest possible application in January 2021 to the Community Housing Fund:

- Hold a CIM/Public Hearing for proposed Bylaws 306 (OCP) & 307 (LUB) a few days before the November 26th LTC meeting;
- November 26th LTC meeting: Consider Third Reading of Bylaw 306 (OCP) and Bylaw 307 (LUB), and consider all three Readings of the Housing Agreement Bylaw;
- December 16th Islands Trust Executive Committee meeting: Consider approval of all three Bylaws.

Thank-you for your attention to this letter.

Cordially,

A handwritten signature in black ink that reads "Nancy Hetherington Peirce". The signature is written in a cursive style.

Nancy Hetherington Peirce, President, Gabriola Housing Society

Cc: Jaime Dubyna, Islands Trust Planner 2



BYLAW REFERRAL FORM

Islands Trust

Island: Thetis Island Local Trust Area - Thetis Island **Bylaw Nos.:** 108 (OCP) and 109 (LUB) **Date:** July 29, 2020

You are requested to comment on the attached Bylaws for potential effect on your agency's/organization's interests. We would appreciate your response by **September 28 2020 (or 60 days from date that referrals are sent out)**. If no response is received by that date, it will be assumed that your agency's/organization's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Thetis Local Trust Committee

PURPOSE OF BYLAWS:

The purpose of the bylaws is to create a new Development Permit Area (DPA) No. 1: Riparian Areas to bring in protection measures applicable to Ralston Creek, in accordance with the Riparian Areas Protection Regulation (RAPR), formerly Riparian Areas Regulation (RAR).

Bylaw No. 108, if adopted, would introduce new Development Permit Area No. 1: Riparian Areas in the OCP by:

- Designating an area of applicability along Ralston Creek in accordance with RAPR;
- describing the importance of protecting streams, lakes/ponds and wetlands and their associated riparian areas, which have been identified as potential fish habitat;
- amending text to reflect legislative changes to RAPR and to update Local Government Act references; and
- updating the Development Approval Information to include the new development permit area.

Draft Bylaw No. 109, if adopted, would introduce a new Part 11 Development Permit Area Guidelines in the LUB by:

- describing activities requiring a development permit and activities exempted in accordance with RAPR; and
- setting out the guidelines that must be met before any development activities can take place, including subdivision.

GENERAL LOCATION:

Ralston Creek, Thetis Island

OTHER INFORMATION:

Please direct any communications regarding this referral to Becky McErlean, Legislative Clerk, at (250) 247-2206 or by email to bmcerlean@islandstrust.bc.ca.

Please fill out the *Response Summary* attached to this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Marnie Eggen
Title: Island Planner

PLEASE TURN OVER

This referral has been sent to the following First Nations and agencies:

First Nations

Halalt First Nation,
Lake Cowichan First Nation,
Stz'uminus First Nation
Lyackson First Nation,
Penelakut Tribe,
Cowichan Tribes,
Semiahmoo First Nation

Provincial Agencies

Ministry of Forests, Lands, Natural Resource Operations and
Rural Development
Ministry of Transportation and Infrastructure
Fisheries and Oceans Canada

Regional Agencies

Cowichan Valley Regional District
School District #79

**Adjacent Local Trust Committees and
Municipalities**

Gabriola Local Trust Committee
Salt Spring Island Local Trust Committee

Non-Agency Referrals

Thetis Advisory Planning Commission

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Thetis Island Local Trust Area – Thetis Island

(Island)

Bylaw No. 108 (OCP Amendment)

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Thetis Island Local Trust Area – Thetis Island

(Island)

Bylaw No. 109 (LUB Amendment)

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)



File No.: 6500-20
Housing Options Impacts
Review

DATE OF MEETING: October 22, 2020
TO: Gabriola Island Local Trust Committee
FROM: Heather Kauer, Regional Planning Manager
Northern Team
SUBJECT: Report subject: Housing Options and Impacts Review Next Steps

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee endorse the amended “Housing Options and Impacts Review Project Charter - Version 5” dated October 2020.
2. That public engagement activities related to the Gabriola Housing Options and Impacts Review Project through March, 2021 provide answers to the following questions:
 - a. In what order should the topics of the “in-scope” section of the Gabriola Island Housing Options and Impacts Project Charter version 5 be prioritized and addressed?
 - b. For each topic listed in the “in-scope” section of the Gabriola Islands Housing Options and Impacts Project Charter version 5, in what way should the Gabriola Island Official Community Plan and / or Land Use Bylaw be amended to address that topic?

REPORT SUMMARY

The purpose of this report is to provide a recommendation for the Gabriola Housing Options and Impacts Review project next steps.

BACKGROUND

At their June 25, 2020 meeting, the Gabriola Local Trust Committee passed the following resolution:

GB-2020-035 it was MOVED and SECONDED

that the Gabriola Island Local Trust Committee refer the project charter and public engagement strategy of the Housing Options and Impacts Review Project to the Housing Advisory Planning Commission to provide recommended prioritization of the in-scope components of version 5 of the Project Charter, other than the review of the Gabriola Build Out Map, based on staff comments regarding budget and staffing, and that all meetings resulting from the referral must meet the respective health and legislative requirements set forth by the Provincial Health Officer and Provincial Government.

CARRIED

The Gabriola Housing Advisory Planning Commission (HAPC) met with staff on September 3, 2020 to discuss next steps for the project as requested. No motions were made or voted on during the meeting, however, general discussion indicated the following:

1. Staff recommended that the project budget for fiscal year 2020-2021 not exceed \$5,000 and the HAPC seemed to accept this figure;
2. Staff advised that staffing resources for this project from the Northern Islands Trust team could amount to 6 hours a week. The HAPC suggested that the members of the HAPC form a community group, separate from their roles as HAPC members and that community group could also provide labour for the public engagement effort.
3. Staff advised that the term for the current LTC will end in November of 2022. With this in mind, the HAPC seemed to suggest that the public engagement related to this project be conducted through the winter of 2021 / 22 and that recommendations for OCP and LUB bylaw amendments be provided by the group to be initiated in Spring, 2022.
4. Staff recommended that the public engagement be structured to focus on the Gabriola OCP and LUB and be conducted in stages with topical areas in sequence. The HAPC response to this recommendation seemed to be that the public engagement should not be narrowly focused on the Gabriola OCP and LUB but should be designed to capture any and all ideas related to housing solutions on Gabriola. The HAPC members seemed confident that this approach could still inform specific changes to the OCP and LUB and topics to focus on.

Following the HAPC meeting, the members of the group asked if a portion of the budget for this project could be spent on paying a community member for their time to act as a project manager of the public engagement. Staff informed them that Islands Trust would define this as a consulting contract and that the Islands Trust Procurement Policy (attachment 2) would apply. Consultants hired by Islands Trust are required to have their own liability insurance and their work must be focused on items the LTC has authority over; namely the OCP and LUB. The consultant could not work on housing topics beyond the OCP or LUB and be eligible for LTC project funds.

In general, in order to be eligible for LTC project funds, community group activities need to be directly related to the OCP and LUB. Where public engagement goes beyond the OCP and LUB or outside of the jurisdiction of the LTC, any community group activities with related LTC project dollars would be responsible for their own accounting for expenditures of LTC project funds versus activities unrelated to these documents.

Islands Trust financial obligations and other resourcing issues result in the following:

1. LTC project dollars cannot be given to community groups for their direct expenditure. All expenditures of LTC project dollars must be managed by Islands Trust staff;
2. LTC project dollars must only be spent on activities under the authority of the LTC (the OCP and LUB);
3. Islands Trust staff and technical resources related to LTC projects must be focused on activities under the authority of the LTC (OCP and LUB).
4. Resourcing Islands Trust Zoom accounts is limited.

ANALYSIS

The Public Engagement strategy recommended by the HAPC and endorsed by the Gabriola LTC in February, 2020 assumed a budget of \$9,500 with labour primarily provided by northern office Islands Trust staff and a consultant. It also assumed a topical scope that was more expansive than a focus on the Gabriola OCP and LUB.

A revised budget of \$5,000 or less, a reduction in dedicated staffing resources due to the LPS Review, social distancing requirements, and clarity about the fiscal constraints of LTC project dollars necessitates a reduction in the scope of the public engagement plan related to the Housing Options and Impacts review project.

If the Trustees hope to make amendments to the Gabriola Official Community Plan to advance the HOIRP prior to the end of their current term, staff estimate that consideration of draft bylaws would need to begin no later than the Spring of 2021.

Because project dollars and Islands Trust resources must be managed by staff, working with a group of volunteers to execute a public engagement strategy would likely include some of the following scenarios:

Activity	Who	Does What
Mailing to Gabriola residents	Community group	Designs and drafts document to be mailed
	Islands Trust Staff	Purchases paper and envelopes; Stuffs envelopes; Pays for postage; Take envelopes to post office
Online Survey	Community group	Designs survey questions; Designs and drafts survey advertisements for the paper and social media posts; Analyzes responses
	Islands Trust Staff	Inserts questions into Islands Trust Survey Monkey account; Posts survey to Islands Trust website; Orders and pays for advertising in local newspaper; Manages posts to social media; Collects responses and conveys to Community Group.

Staff’s recommendation differs somewhat from the recommendations of the HAPC in the following ways:

	HAPC member ideas	Staff Recommendation	Comment
Scope of Engagement	Any and all topics related to housing on Gabriola	OCP and LUB In-Scope topic areas	LTC Project dollars can only support OCP and LUB work
Budget	\$5,000 for 2020/2021; \$5,000 for 21/22 – majority for consultant	Up to \$5,000 for engagement; \$3,500 for legislative process	
Labour	Consultant + GB Community Members + Islands Trust Staff	6 hours a week of staff time + volunteer and / or paid consultant hours	Consultants typically charge \$100 to \$150 an hour, are required to have liability insurance, and must focus their work on the OCP and LUB
Timeline	Engagement complete / recommendations for bylaws by: Spring, 2022	Engagement Complete / recommendations for bylaws by: March, 2021	Amendment bylaws would need to be ready to be drafted no later than Spring, 2021 to be completed within the LTC term

Rationale for recommendation

Staff understand that a public engagement strategy can be iterative rather than be fully designed from the beginning of a project so it makes sense to have some flexibility in how the engagement is carried out. Staff could work with a group of community members to design and execute a public engagement strategy that might change over time.

Staffing resources being what they are, the engagement strategy will need to result in prioritization and sequential work related in-scope topics. As the deliverables of the HOIRP project are amendment bylaws for the Gabriola OCP and LUB, the engagement should also provide input into the specific ways in which the OCP and LUB should be amended related to each topic.

Staff are also recommending that the preliminary engagement be complete by March 2021 in order to give the LTC enough time to pass the first set of amendment bylaws prior to the end of their term.

ALTERNATIVES

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

1. Preliminary engagement focuses on prioritization and details of first topic

Due to the shortened public engagement timeline and time required to process amendments, the preliminary public engagement could be focused on prioritization and sequence of in-scope topics and recommended amendments for just the first of the topics.

That public engagement activities related to the Gabriola Housing Options and Impacts Review Project through March of 2021 provide answers to the following questions:

- a. In what order should the topics of the “in-scope” section of the Gabriola Island Housing Options and Impacts Project Charter version 5 be prioritized and addressed?*
- b. For the “in-scope” topics of the Gabriola Islands Housing Options and Impacts Project Charter version 5 to be identified as the first to be addressed, in what way should the Gabriola Island Official Community Plan and / or Land Use Bylaw be amended to address that topic?*

2. Ask staff for more information

Alternatively the LTC could ask staff to report back with more detailed information on one or more of the above options. The motion would be:

That the Gabriola Island Local Trust Committee ask staff to provide more information about...

NEXT STEPS

If the LTC accepts the recommendation, staff would work with the community group to develop and execute public engagement.

Submitted By:	Heather Kauer, RPP, MCIP, AICP Regional Planning Manager	October 13, 2020
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ATTACHMENTS

1. Draft Project Charter v. 5
2. Islands Trust Procurement Policy

Housing Options and Impacts Review Project - Charter v 5

Gabriola Island Local Trust Committee

Date: October, 2020

Purpose: To increase housing options on Gabriola Island through Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations, in a manner which supports the Object of the Islands Trust, strengthens relations with Snuneymuxw First Nation and builds on the findings of the 2018 Northern Region Housing Needs Assessment

Background: This project builds on the Housing Options Review Project PHASE 1 completed in June 2018, which focused on secondary suites on lots 2 hectares or larger. The second phase of the project will consider a broader range of housing issues, and the potential for increased density on the island to accommodate increased housing options. Support for the Islands Trust’s “preserve and protect” mandate, including a focus on indigenous housing needs and protecting the island’s groundwater supply/water conservation, is an overarching consideration.

Objectives

- Develop an Engagement Strategy to prioritize consultation methodology and topics.
- Strengthen relations with Snuneymuxw First Nation and incorporate First Nation perspectives into policy/regulatory options.
- Explore opportunities to foster affordable, rental, special needs and seniors housing and associated services on Gabriola Island in collaboration with Snuneymuxw First Nation, the RDN, health and housing service providers and community groups.
- Develop a strategy to address all housing continuum gaps identified in the 2018 Northern Region Housing Needs Assessment Report.
- Ensure proposed policy/regulatory changes are consistent with the Object of the Islands Trust and Islands Trust Policy Statement; Coastal Douglas fir and associated ecosystems protection toolkit and with focus on water protection/conservation and ecological footprint analysis.
- ~~Develop a water sustainability strategy for the island.~~

In Scope

First Nations Relations and Perspectives

- Establish opportunities to incorporate First Nations perspectives on indigenous housing needs and inter-governmental collaboration for effective decision making.

~~Regional Conservation Plan and Development Permit Areas:~~

~~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.~~

~~Water Sustainability Plan:~~

~~Develop an island wide water sustainability plan that builds on the RDN water budget data, rainwater catchment and requirements of the Water Sustainability Act.~~

Affordable/Attainable/Seniors/Special Needs Housing:

- 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.

Secondary Suites:

- Consider secondary suites on lots smaller than 2 hectares.

Multi-dwelling and Mixed Use:

- Consider OCP designations, density provisions, LUB regulations, and Development Permit guidelines for multi-dwelling housing and mixed use buildings.

Build Out Map:

- Review and update the Gabriola Island Build-Out Map.

Out of Scope

- Review of minimum lot sizes for subdivisions.
- Secondary suite provisions for lots 2 hectares or larger (*completed during Phase 1 Project*).
- Review of home occupation regulations.
- Review of marina/live-aboard regulations.
- Review of DP Areas 1 (Tunnel), 2 (Lock Bay Area), 3 (Riparian Areas), 5 (Gabriola Pass Area), 6 (Escarpment Areas), 9 (Light Industrial Use).

Workplan Overview

Deliverable/Milestone	Date
LTC endorses project charter and Terms of Reference for a Housing APC.	Spring 2019 (COMPLETED)
HAPC and Planning staff finalize engagement strategy and HAPC workplan for LTC endorsement.	Winter 2019-20 (COMPLETED)
Initiate broad community consultation and engagement on review topics. Develop TOR for groundwater plan.	2020 – Spring, 2021
Present initial draft of groundwater plan. Draft bylaw(s) developed; early referrals and consultation.	Spring, 2021

Legislative process for proposed bylaw(s); adoption, endorsement of water plan and communication materials.	2021-2022
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Project Team	
Island Planner	Project Manager/Planner
Regional Planning Manager	Project Sponsor
Freshwater Specialist	Groundwater Specialist
Legislative Clerk	Legislative Process/Bylaw Review
Communications /Planner 2	Communications / Planning Support
Housing APC	Community/First Nations Reps
RPM Approval Date: 12/7/18; 22/11/18; 31/01/19; 11/07/19; 27/02/20; 09/10/20	LTC Endorsement: Resolution # GB-2018-115; GB-2019-013; GB-2019-74; GB- 2020-022

Budget:		
Gabriola Housing Options and Impacts Review Project		
Budget Sources:		
Fiscal	Item	Cost
2019-2020	Engagement Strategy development; HAPC facilitation/engagement activity	\$5,000 (Completed)
2020-2021	Develop topic focus for consultation; Topic Consultation/ Professional Facilitation /Legal Review of draft; groundwater sustainability plan phases 1-3	\$4,000
2021-2022	<u>Drafting bylaws</u> , Legislative Process (community information meetings; public hearing; advertising); final phase of groundwater plan	Spring, 2021-2022 \$3,500
	Total	\$12,500

PROJECT CHARTER WORK PLAN OVERVIEW			
Meeting	Deliverable/Milestone	Target Date	Cost
	Engagement activities	March, 2021	\$5,000
April, 2021	Engagement activities report; recommendations for topic prioritization and bylaw amendments	April, 2021	
May, 2021	Draft bylaws intro staff report	May, 2021	
	Early referral to RDN	June, 2021	
July, 2021	1 st Reading of bylaws/ initiation of 60 day referral period/legal review/CIM	July, 2021	\$500
October, 2021	Staff report in re: referrals / legal review	October, 2021	\$2,000
November, 2021	2 nd Reading	November, 2021	
January, 2022	Public Hearing	January, 2022	\$1,000
February, 2022	3 rd Reading / Referral to EC	February, 2022	
	EC	March, 2022	
	Ministry Approval	June, 2022	
July, 2022	Approval	July, 2022	
TOTAL			\$8,500



Policy:	6.5.3
Approved By:	Trust Council
Approval Date:	March 25, 1996
Amendment Date(s):	March 29, 2007; December 9, 2009; September 16, 2010; September 11, 2013; March 5, 2014; December 5, 2017
Policy Holder:	Director of Administrative Services

PROCUREMENT

Purpose

In accordance with the *Islands Trust Act*:

1. To set out purchasing procedures that support the costs of operations which the Islands Trust is authorized to recover through property tax requisition under *Section 47(2)* of the *Islands Trust Act*;
2. To set out the responsibilities and accountability associated with the efficient, economical and transparent acquisition of goods and services;
3. To ensure that the most appropriate method of procurement is used to acquire goods and services at the best value including consideration of environment and local economy;
4. To ensure properly delegated purchasing authority is maintained; and
5. To ensure consistency with relevant financial policies, procedures and controls, and to provide linkage to the current operating and capital budgets.

A. Definitions

n/a

B. Policy

1. Delegation of Authority

The Treasurer is accountable for the management of the acquisition of goods and services for the Islands Trust and the implementation of the day-to-day administration of the purchasing policies. To meet this objective, the Treasurer will establish such processes and procedures as are determined appropriate to the efficient and effective operation of purchasing services.

It is the intention of the policy to provide internal control measures through the separation of duties and responsibilities relating to the acquisition of goods and/or services. The tables in Appendix A establishes the signing authority delegation for procurement processes.

Trustees do not have authority to make commitments or indications of preference to a supplier of goods or services, to avoid any real or perceived perception that trustees are improperly influencing a decision of staff to select contractors in accordance with this policy.

Staff with purchasing authority have the following responsibilities:

- Ensure that appropriate approvals have been obtained and are adequately documented.
- Communicate with Administrative Services on anticipated purchasing commitments and creation of service contracts.
- Ensure that no expenditure exceeds approved budgets.
- Ensure that no expenditure is made that is not included in the annual budget.
- Ensure that expenditures are consistent with the required or permitted operations of Islands Trust bodies, as identified in the *Islands Trust Act*.
- Be familiar with the provisions of the Government of British Columbia's Standards of Conduct for Public Service Employees in Government Procurement Processes.

2. Creation of Purchase Orders and Service Contracts

Purchase orders can be created by any employee authorized by the Director, Administrative Services.

Service contracts will be created by the Finance Clerk based on information provided by staff.

3. Regular Disbursements

Expenditures occurring on a monthly or recurring basis and disbursed in the same, or similar, amounts do not require an approved purchase order or service contract. These expenditures will be approved by the Director, Administrative Services, as required. Example expenditures of this type would be rent, telephone charges and BC Mail.

4. Legal Services

The Chief Administrative Officer (or designate) will manage all legal matters through an organizational process. The process involves on-going monitoring of legal costs, monitoring of legal services quality, and regular reporting to Trust Council.

The Chief Administrative Officer will determine if expenditures require review or approval by the Executive Committee or Trust Council.

5. Financial Assistance to Community Organizations and Other Groups or Individuals

Financial assistance to community organizations or other groups or individuals is only permitted if made by the Islands Trust Council, its delegate, or the Executive Committee acting on its behalf, pursuant to Section 8(2)(h) of the *Islands Trust Act* which states that Trust Council may:

- (f) engage in activities to gain knowledge about the history and heritage of the trust area and to increase public awareness, understanding and appreciation of its unique amenities and environment,*
- (g) conserve heritage property."*

Local Trust Committees may not provide financial assistance to community organizations or other groups or individuals unless Trust Council has, by bylaw, delegated its authority under Section 8(2)(h) of the *Islands Trust Act*.

6. Disclosure of Contracts

If a trustee (or a person who has been a trustee in the previous six months) has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by Section 107 of the *Community Charter*.

If a staff member has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by the Code of Conduct of the Public Service Agency of BC.

7. Local Trust Committee Expenses

7.1 Disbursements must only be made as authorized by Part 4 of the *Islands Trust Act* and typically include the following:

7.1.1 Advisory Planning Commission expenses (meeting and secretarial costs)

7.1.2 LTC meeting costs including advertising, hall rental, external facilitation costs, and secretarial costs

7.1.3 Local mail-outs and/or trustee newsletters

7.1.4 Open house costs

7.1.5 Purchases of goods or services that support the land use planning and regulatory operations of the LTC.

7.2 Disbursements must be made in accordance with the budget allocation, be processed via the Trust's financial system, and comply with all financial policies and procedures; including use of purchase orders or service contracts where required, and appropriate approvals by the Treasurer and/or designate;

7.3 Any disbursement over \$500 which is to be charged against the local trust committee expense budget, with the exception of those items noted in Section 7.1.1 through 7.1.4 above, should be approved by resolution of the LTC;

7.4 Expenditures cannot exceed the annual budget allocation provided to each local trust committee by Trust Council. However, if a local trust committee anticipates extraordinary costs they should approach the Executive Committee to request a budget adjustment;

7.5 Trustee travel and other expenditures must comply with Islands Trust Policy 7.2.3, Trustee Travel Policy and Procedures; and

7.6 Trustee expenses related to attendance at training and/or conferences must comply with Islands Trust Policy 6.12.1, Trustee Training/Conference Attendance.

8. Competitive Process

The table in Appendix A establishes the dollar limits for different types of competitive processes.

An individual project with a total value greater than \$25,000 that will be completed over more than one fiscal year will require a formal competitive process with a Request for Proposal.

A competitive process can be held at the discretion of the Manager with budget authority, even if the estimated value of the goods or services falls below the dollar thresholds in Appendix A.

All competitive processes must be coordinated by the Finance Officer to ensure that best competitive practices are followed.

When a direct award is made, staff are still expected to obtain goods and services at the best available price, while taking into consideration the quality and followup service available (if applicable) for the goods and services. To expedite routine or regular purchases, a qualified vendors' list may be established. Vendors on the qualified vendors' list will be selected in accordance with established procedures.

9. Direct Awards

If one or more of the following circumstances exist, the Chief Administrative Officer, in conjunction with the Director of Administrative Services, determines whether to approve a purchase by direct award:

- The requirement is valued at less than \$25,000.
- An emergency exists and requirements cannot be satisfied in time by means of a competitive process.
- A process delay would interfere with Islands Trust's ability to maintain security or order, or to protect human, animal, or plant life or health.
- The required service is confidential.
- There is a single supplier that clearly provides the best value in the circumstances of a particular purchase.
- Where the competitive process is impractical because of the need to obtain unique third party skills, there is a requirement for contractor continuity, or there is a strong case for the cost effectiveness of maintaining a current contractor for a specific task.
- For work to be performed on or about a leased building that may be performed only by the lessor or the lessor's approved suppliers.
- The Islands Trust receives grant funding on behalf of a third party who initiated the project or funding request, and is named in the funding proposal. In this circumstance, the

Director of Administrative Services may, at his or her discretion, directly award a contract to the third party, a contractor, or community group, after confirming the chosen contractor or community group demonstrates the capability and qualifications to complete the work funded by the grant. If the work is being conducted on behalf of a local trust committee, the proposed work must be within the legislated role of the local trust committee (*Islands Trust Act, Section 24*).

- For projects covered under a partnership agreement, where the Islands Trust is not the only source of funds and the other funding source(s) has already selected the contractor. In this circumstance, the Director of Administrative Services may, at his or her discretion, directly award a contract to the selected contractor after confirming the contractor demonstrates the capability and qualifications to complete the work.

10. Selection Criteria

In a competitive process, selection criteria shall be established before a competitive process is posted. The selection criteria should consider all the relevant factors in a purchasing decision including, price, quality, qualifications, delivery time, quality of the response, environmental and social policy considerations, local purchasing and any other factors as determined by the Manager with budget authority for the purchase.

A local trust committee may request that the Regional Planning Manager provide the selection criteria for their review prior to posting the competition.

All details of the selection process shall be retained by the Finance Clerk.

11. Consultant Evaluations

A firm's performance is assessed for services based on the quality of the project in terms of how successfully it fulfils the stated objectives for the project. In the case of studies and briefs, where there is no built work involved, the product refers to the actual work produced by a consultant. Quality of 'services' assesses the firm's ability to manage and deliver professional services in a comprehensive, effective, reliable and timely manner throughout each stage of the project.

12. Contract Renewals

Once a competitive process is held (where required) and a vendor selected, contracts may be signed with the selected vendor to allow for renewal periods of up to five years, provided that satisfactory service continues to be received. At the completion of the renewal period, a new competitive process should be held, if required by the Purchasing Policy in place at the time.

A competitive process for a particular business service can be delayed for up to one year at the discretion of the Chief Administrative Officer if high quality service is being provided at a reasonable price by the current service provider.

13. Fiscal Year

Contracts should not extend beyond the end of the current fiscal year-end to provide for budget approvals. Should the situation arise where this is required, approval by the Chief Administrative Officer is required.

14. Environmental Considerations

When making purchases every effort will be made to select suppliers whose environmental practices are consistent with those of the Islands Trust.

Environmental considerations include such things as the suppliers' efforts towards recycling; use of environmentally friendly products; and manufacturing goods from recycled or recyclable materials.

In addition, purchases of equipment and supplies should have Canadian content wherever possible, practical and economical.

15. Social Policy Considerations

When making purchases every effort will be made to select suppliers whose products or services align with the attributes of social procurement policy.

Social procurement considerations include contributions towards a stronger local economy; enhancing the number of local jobs; and enhancing community arts and culture infrastructure.

16. Local Purchasing Considerations

When making purchases every effort will be made to purchase local goods and services including:

- Local food procurement – Islands Trust staff engaged in the purchase of food for operational needs will ensure that when practical, both operationally and economically, at least 40% of purchases will be local. Suppliers will be made aware of this policy and will be encouraged, again where practical, to increase the availability and variety of local foods. “Local” is defined as food that is produced within British Columbia, with preference given to items produced in the Islands Trust Area or on Vancouver Island.
- Community Stewardship Awards – Islands Trust staff engaged in procuring Community Stewardship Awards, or other awards that from time to time may be required, will ensure that awards represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area.
- Contractors and service providers with a presence in the Islands Trust Area, and/or whose employees reside in the Islands Trust Area.

17. Staff Travel and Training

Travel expenses are submitted via Islands Trust Expense Claim. All those claiming expenses are expected to ensure that the most cost effective method of travel is provided. Approved Expense Claims are considered equivalent to an approved purchase order or service contract.

Training requests are approved via an authorized “Training/Conference Request Form” (see Policy 8.2.1, Staff Training and Conference Attendance). All staff travel and training requests must be approved by the appropriate Manager.

Managers have the responsibility to ensure all Employee Expense Claims are in accordance with established processes (i.e., BCGEU travel allowance chart).

C. Legislated References

Islands Trust Act

BC Government Purchasing Handbook

Ministry of Finance Core Policy 6.0 Purchasing

Islands Trust Policy 8.2.1, Staff Training and Conference Attendance

Islands Trust Policy 6.12.1, Trustee Training/Conference Attendance

Islands Trust Policy 7.2.3, Trustee Travel Policy and Procedures

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Appendix A – Method of Procurement and Approval Authority

APPENDIX A – METHOD OF PROCUREMENT AND APPROVAL AUTHORITY

COMMITMENT MATRIX October 10, 2017						
Commitment/ Spending \$ Level	Commitment Type	Number of Quotes	Method of Purchase	Document Submitted to Finance	Special Conditions	
1	<\$ 100	Petty Cash	One	Verbal, in person	Petty Cash Reconciliation	Receipt Required with payment claim - record purpose of purchase on receipt
2	<\$500	Petty Cash, Corporate Credit Card	One	Verbal, in person	Petty Cash or Corporate Credit Card Reconciliation	Receipt Required with payment claim - record purpose of purchase on reconciliation
3	<\$5,000 per item or aggregate	Service Contract or Purchase Order	One	Verbal or written quote from one or more known vendors	Invoice	Approval of Invoice with indication of Project Code if any including indication that services/goods were received as ordered
4	\$5001 to \$25,000 per item or aggregate		Request at least Three	Verbal or written quote from at least Three known vendors. If no "known" vendors then formal competitive process ITQ or RFP	Invoice	
5	>\$25,001 per item or aggregate		Public Process	Appropriate Competitive process - RFP/ITQ	Invoice	
All Direct Award Service Contracts or Purchase Orders over \$ 10,000 must be approved by the Chief Administrative Officer						

SIGNING AUTHORITY MATRIX October 10, 2017										
Position Type of Decision	Commitment Type	Executive Committee	Chief Administrative Officer	Treasurer (Director of Administrative Service)	Director (Local Planning Services and Trust Area Services)	Corporate Secretary (Manager of Legislative Services)	Regional Planning Manager	Manager - (Manager of Islands Trust Fund, Manager of Information Systems, Executive Coordinator)	Supervisor (Finance Officer and Employee Services Coordinator)	
1	Authorization of Purchase of Services or Goods	Petty Cash, Corporate Credit Card Charge, Purchase Order or Service Contract to be done when required by policy	N/A	Greater than \$100,000 or direct award greater than \$10,000	Up to \$100,000	Up to \$25,000	Up to \$10,000	Up to \$10,000	Up to \$5,000	Up to \$500
2	Authorization of new Positions	Email approval prior to initiation of hiring process	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A
3	Authorization to fill vacant positions or changes to existing Positions	Offer Letter	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A
4	Authorization of Training Request prior to registration or travel bookings	Training Request Form	N/A	Greater than \$50,000 or for any amount for training outside of the Province of BC	Up to \$50,000 - Training within Province of BC	Up to \$10,000 - Training in the Province of BC	Up to \$10,000 - Training in the Province of BC	Up to \$10,000 - Training in the Province of BC	Up to \$10,000 - Training within the Province of BC	
5	Authorization of Travel and Expense reimbursements	Expense Form	N/A	Greater than \$50,000 or for any amount for travel outside of the Province of BC	Up to \$50,000 - Travel within Province of BC	Up to \$10,000 - Travel within Province of BC	Up to \$10,000 - Travel within Province of BC	Up to \$10,000 - Travel within Province of BC	Up to \$10,000 - Travel within Province of BC	N/A
6	Authority to sign Grant Agreements or Memorandum of Understanding with external parties	Contract	N/A	Greater than \$100,000	Up to \$100,000	Up to \$25,000	N/A	N/A	N/A	N/A
7	Authority to sign Contracts with external parties with no monetary implications	Contract	N/A	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	N/A
8	Authority to sign Project Charter	Contract	N/A	Greater than \$100,000	Up to \$10,000	Up to \$10,000	Up to \$5,000	Up to \$5,000	N/A	N/A
9	Authority to sign Legal Services requests	Legal Services Request	N/A	Greater than \$100,000	Up to \$100,000	Up to \$25,000	Up to \$10,000	Up to \$10,000	Up to \$5,000	N/A
10	Authority to sign Lease/Rental Agreements	Agreement	N/A	Greater than \$100,000	Up to \$100,000	N/A	N/A	N/A	N/A	N/A
11	Authority to release LTC project funds from the LTC Project Reserve Fund	Agreement	Greater than \$20,000	Up to \$20,000	Up to \$20,000	N/A	N/A	N/A	N/A	N/A

Attachment 3

Staff comments on Gabriola LTC Delegation Submission

In regard to: *Resolution GB-2020-035*

“That the Gabriola Island Local Trust Committee refer the project charter and public engagement strategy of the Housing Options and Impacts Review Project to the Housing Advisory Planning Commission to provide recommended prioritization of the in-scope components of version 5 of the Project Charter, other than the review of the Gabriola Build Out Map, based on staff comments regarding budget and staffing, and that all meetings resulting from the referral must meet the respective health and legislative requirements set forth by the Provincial Health Officer and Provincial Government”.

Rationale:

The Housing Advisory Planning Commission met September 3rd to discuss the above resolution and agreed in principle on a response (outlined in the HAPC minutes from that date). The HAPC was unable to meet in person again but worked electronically to finalize the response agreed to in the September 3rd meeting. In coming forward as a delegation we wish to have our recommendation read into the public record and to seek Trustee’s support for the actions outlined below which recommend a community-led engagement process to identify ways to promote a greater diversity of affordable housing options while protecting the island’s natural habitat and cultural heritage. Given the LTC’s budgetary and staffing limitations and the ongoing challenges of the pandemic, we believe the recommendation below will allow public engagement to happen within the original timeframe envisioned for the project.

RECOMMENDATION

The HAPC recommends the following courses of action:

- that the Housing Options and Impacts Review Project charter remains as written in v. 4.1, removing any prioritization of topics, as we believe the prioritization of in-scope components will occur naturally through the engagement process with the community;

- that a volunteer group of community members, led by the Gabriola Talks group, which has significant experience in public consultation on Gabriola, in partnership with the Gabriola Island Chamber of Commerce, and HAPC members, be directly responsible for managing and steering the public engagement strategy of the Housing Options and Impacts Review Project. The discussions will focus on housing affordability on Gabriola and ways to

Commented [HK1]: v. 4 of the Project Charter includes freshwater items. The project charter will need to be revised in order to remove these items.

increase the supply of affordable housing while respecting the preserve and protect mandate of the Islands Trust;

- that the HAPC members of this independent group, acting in their capacity as community organization members, be trusted with guiding the engagement process to ensure the it meets the mandate and objectives of the project, as laid out by Charter v. 4.1, and that all meetings meet the respective health and legislative requirements set forth by the Provincial Health Officer and Provincial Government;

- that the HAPC, in consultation with staff and Trustees and with due consideration of staff comments regarding budget and staffing, would then develop recommendations to the LTC resulting from the findings of the community consultation process;

- that the HAPC receive a budget of \$5,000 this fiscal cycle, with the understanding that Islands Trust project dollars will be limited to activities that focus on the OCP and LUB;

- that the volunteer community group seek other sources of funding, such as from the GICC, in order to engage with the public in a broad and meaningful way.

We further recommend that the deliverables and timeline return to those laid out in Charter v. 4.1.

Deliverables:

Fall 2020 – 2021 Initiate broad community consultation and engagement on review topics

2021-2022 – Drafting bylaws, legislative review

2022 – 2023 Legislative process for proposed bylaws; adoption.

Commented [HK2]: It's staff's understanding that this means the community group intends to do public engagement that encompasses more than just those topics covered by the GB OCP and LUB. LTC project dollars are only eligible to be spent on the GB OCP and LUB.

Commented [HK3]: Financial responsibilities of Islands Trust dictate that neither the HAPC nor a community group made up of HAPC members can directly receive LTC project funds. All expenditures of funds must be done by Islands Trust staff and cannot be done by HAPC or community group members.

Commented [HK4]: If other sources of funding are acquired, the community group leading this effort must provide bookkeeping services that document expenditures from the various funding sources.

Commented [HK5]: Drafting of bylaws would need to occur in spring / summer of 2021 and the legislative process begun by the Fall of 2021 in order for amendment bylaws to be adopted before the end of the LTC terms.

Respectfully submitted,

Dyan Dunsmoor-Farley
on behalf of the Housing Advisory Planning Commission

October 14, 2020

Gabriola LTC Delegation Submission

In regard to: *Resolution GB-2020-035*

“That the Gabriola Island Local Trust Committee refer the project charter and public engagement strategy of the Housing Options and Impacts Review Project to the Housing Advisory Planning Commission to provide recommended prioritization of the in-scope components of version 5 of the Project Charter, other than the review of the Gabriola Build Out Map, based on staff comments regarding budget and staffing, and that all meetings resulting from the referral must meet the respective health and legislative requirements set forth by the Provincial Health Officer and Provincial Government”.

Rationale:

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RECOMMENDATION

The HAPC recommends the following courses of action:

- that the Housing Options and Impacts Review Project charter remains as written in v. 4.1, removing any prioritization of topics, as we believe the prioritization of in-scope components will occur naturally through the engagement process with the community;
- that a volunteer group of community members, led by the Gabriola Talks group, which has significant experience in public consultation on Gabriola, in partnership with the Gabriola Island Chamber of Commerce, and HAPC members, be directly responsible for managing and steering the public engagement strategy of the Housing Options and Impacts Review Project. The discussions will focus on housing affordability on Gabriola and ways to increase the supply of affordable housing while respecting the preserve and protect mandate of the Islands Trust;
- that the HAPC members of this independent group, acting in their capacity as community organization members, be trusted with guiding the engagement process to ensure the it meets the mandate and objectives of the project, as laid out by Charter v. 4.1, and that all

meetings meet the respective health and legislative requirements set forth by the Provincial Health Officer and Provincial Government;

- that the HAPC, in consultation with staff and Trustees and with due consideration of staff comments regarding budget and staffing, would then develop recommendations to the LTC resulting from the findings of the community consultation process;

- that the HAPC receive a budget of \$5,000 this fiscal cycle, with the understanding that Islands Trust project dollars will be limited to activities that focus on the OCP and LUB;

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We further recommend that the deliverables and timeline return to those laid out in Charter v. 4.1.

Deliverables:

Fall 2020 – 2021 Initiate broad community consultation and engagement on review topics

2021-2022 – Drafting bylaws, legislative review

2022 – 2023 Legislative process for proposed bylaws; adoption.

Respectfully submitted,

Dyan Dunsmoor-Farley
on behalf of the Housing Advisory Planning Commission

October 14, 2020

From: bobmck [REDACTED]
Sent: Tuesday, July 28, 2020 4:03 PM
To: Dan Rogers <drogers@islandstrust.bc.ca>; Scott Colbourne <scolbourne@islandstrust.bc.ca>; Kees langereis <klangereis@shaw.ca>
Cc: Heather Kauer <hkauer@islandstrust.bc.ca>; Wil Cottingham <wcottingham@islandstrust.bc.ca>
Subject: For Thursday's LTC meeting: Cell towers and antennae

Dear Trustees:

From Dan's June 2nd email I understand the uncertainty around the protocol voted in place at the LTC's January meeting has been referred to the APC for its opinion. I further understand that the APC is currently out of action due to the pandemic, and may or may not be back in business in the near future.

Speaking as a retired professional engineer compelled by a code of ethics to warn of dangers and do my best to have them acted on, I'm writing to express my opinion that:

While deferring the matter to the APC may have been a good solution at the March meeting, it was made at a time when the 'antennae < 15 m high can be installed without consultation' flaw hadn't come to light, and also in the absence of any awareness that the APC would be put out of action for weeks by the covid pandemic.

Inasmuch as antennae < 15m high scattered over the island have the potential to damage living organisms, and inasmuch as the IT mandate is to preserve and protect such life-forms, I believe it makes no sense to wait for an APC opinion; ie - that the motion that ordered same should be reconsidered and rescinded at Thursday's meeting. That will at least open the door to further discussion and decision-making on your part without having to wait out a process I can't see completing until well into the fall, assuming the APC will be allowed to meet in the near future.

If my sense of urgency isn't clear from my earlier correspondence + my June Town Hall submission, it is in a nutshell that:

- * There's a well funded push by powerful forces (US and China in particular) to have 5G installed all over the globe;
- * Based on science, it is known that Safety Code 6 is woefully (one credible researcher says 'fraudulently') inadequate in terms of protecting the health of living organisms, and hat damage to living organisms occurs at levels well below those specified in SC 6;
- * Small antennae all over the place < 15 m high will increase emr densities on Gabriola significantly and are just what's needed to implement 5G technology which is no doubt headed this way;
- * BC Hydro's smart meter program isn't working well in rural areas because it lacks wireless connectivity. To remedy this, BCH would dearly love to have small repeater antennae all over rural BC including on Gabriola. So too would Shaw, Telus, and Rogers . . . to gain customer base for the new/profitable technology.

If you have any questions or doubts about any of this please ask.

Going one step further: Once the LTC is freed up to move quickly on this matter, what I'd like to see happen is it getting GB-025-2010 back in place asap (perhaps by way of Special Meeting?) to provide at least the protection we had before. This will then buy time to (with public involvement) reconsider whether or not GB-025-2010 should be modified or replaced.

Sincerely,

Bob McKechnie,
[REDACTED]

From: bobmck [REDACTED]
Sent: Sunday, May 31, 2020 1:34 PM
To: Dan Rogers
Cc: Scott Colbourne; Kees langereis
Subject: Cell towers and antennae

Hi all -

Sharon Noble, head of <https://stopsmartmetersbc.com> and with whom I've been regularly in contact for the last six years, sent this in an email this morning:

Hi, Bob,

Keep an eye out for Shaw which is doing what they call "maintenance" over night. Last night between midnight and 6 am they were on Salt Spring Island apparently putting new boxes of some sort on poles. Here is what I put in my update tonight. Please let me know if you see if in any of your areas, would you?

Around midnight last night, someone was alerted by her dog to activity outside along a road on Salt Spring Island. It was someone with a Shaw truck and a bucket lift going up the pole. When asked what he was doing he said "maintenance to give you better internet." When asked if it was 5G he said "call it what you want". When asked why it was being done in the middle of the night he said "to not have to deal with people like you". No notification had been sent out because, according to the Shaw worker, it was too expensive. As the truck continued down the road, putting devices on every other pole, the person continued (until 2am) to ask questions and learned the worker was part of a team from Alberta.

all the best -
Sharon

If the story is true, and I have no reason to believe it isn't, this means one of my worst fears is happening - Shaw is going around the gulf islands installing what I surmise can't be anything but antennae < 15m high all over the place - with similar 'improvements' no doubt coming in the near future to Gabriola.

I remind you of my plea in earlier submissions and during the Town Hall at the last LTC meeting to get GB-025-2010 back in place asap, and those of others who have asked the same . . . one of whom is electrical engineer and emr specialist Emanuel Bocancea who signed his warning as a P. Eng. As a supplement to these local warnings I'm attaching a copy of a letter a professional engineer in Quebec recently wrote the premier warning of both the dangers from emr and the inadequacy of present safety standards.

Dan, will you pls update me on what is happening in regard to getting GB-025-2010 back in place asap. Thanks -

b



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality October 6, 2020

Islands Trust Conservancy Board News

In accordance with *Ministerial Order M192 – Local Government Meetings & Bylaw Process* and *Province of BC Bill 19 – 2020*, the Islands Trust Conservancy cannot conduct public in-person meetings at this time. In order to meet the principles of openness, transparency, and accessibility, meetings of the Board will be held electronically over the period August 26 to October 31, 2020. They will be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

Board and Staff Updates:

- ITC Board noted the resignation of appointed member Hammond. New appointments are delayed due to the BC election, but a notice of appointment has been provided to the Crown Agencies and Board Resourcing Office to fill the position.
- ITC welcomed back Corlynn Strachan as its Administrative Assistant, extending farewell to Alexandra Trifonidis who acted in the position for the last two years.
- ITC Manager, Jennifer Eliason, on temporary assignment since July 2018, has taken a permanent position with BC Parks as a Senior Parks and Protected Areas Planner. Next steps for filling the position of ITC Manager are being considered.

The ITC Board received a presentation from Shauna Doll, Gulf Islands Forest Conservation Project Coordinator, from the Raincoast Conservation Foundation, which included recommendations for policy reform to protect endangered forests and habitats within the Islands Trust Area.

Regional Conservation Plan Updates

The science-based and community-informed Regional Conservation Plan guides the work of ITC. The ITC continues to work towards 4 long-term goals and 25 objectives that further conservation in the entire Trust Area. For more information, visit www.islandstrustconservancy.ca/media/84821/itc_2018-11_rcp-2018-2027-web_final.pdf.

Goal 1 – Science-based Conservation Planning

The ITC is working on a Memorandum of Understanding with Islands Trust and the Martin Conservation Decisions Lab at the University of British Columbia to partner on data acquisition and analysis.

Goal 2 – Strong relationships with First Nations

Reflecting the intent of UNDRIP, TRCC, and the [ITC Reconciliation Declaration](#), ITC Board approved the removal of “Canada’s” from the ITC tagline so that the tagline reads “Protecting islands in the Salish Sea”, and revised its vision statement as follows:

The Islands Trust Conservancy vision is for a network of protected areas that preserve in perpetuity the natural systems of the islands in the Salish Sea.

ITC Board directed staff to complete an ITC Reconciliation Action Plan that incorporates actions identified in Goal 2 of the Regional Conservation Plan.

Goal 3 – Protection of core conservation areas

ITC has received \$597,000 in funding from Environment and Climate Change Canada (ECCC) for the Species at Risk (SAR) Program and is in the final stages of negotiating the Contribution Agreement which will extend until March 31, 2023. Organizational implications include the addition of a SAR Program Coordinator and Summer Co-op position as well as funding for:

- SAR surveys and monitoring
- Restoration of critical habitat
- SAR outreach materials and events
- Costs associated with land securement
- Engagement and work with First Nations

Funding cannot be used for land purchase.

ITC Board considered its fall intake for the Opportunity Fund, a grant program for hard to fundraise costs associated with land conservation.

Goal 4 – A strong voice for nature conservation

The Board approved a proposed 2021/22 Budget and forwarded it to Financial Planning Committee for Islands Trust budget planning. Staff noted that they are considering options for socially responsible investing, and are planning to move ITC funds into impact investments. The Board requested more information about this move for its November meeting.

Covenant Management and Outreach Specialist briefed the Board on completion of the 2020 forest outreach campaign, where letters and NAPTEP brochures were mailed to landowners to encourage conservation.

Activities by Local Trust Area/Island Municipality

Bowen – ITC Board awarded a \$5,000 Opportunity Fund grant to the Bowen Island Conservancy for conservation work on Bowen Island.

ITC removed danger trees at the Singing Woods Nature Reserve.

Please feel free to contact the Islands Trust Conservancy for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca

Islands Trust Conservancy itcmail@islandstrust.bc.ca

Denman – ITC is working with the Denman Conservancy Association to remove invasive species and manage trails in the Morrison Marsh, Lindsay Dickson, Inner Island and Valens Brook Nature Reserves.

Gabriola – ITC is working with the Gabriola Land and Trails Trust to do trail maintenance in the Elder Cedar Nature Reserve and install signage at the Coats Millstone Nature Reserve. Invasive species removal is happening at the Elder Cedar Nature Reserve and at a covenant area.

Galiano – Restoration work is being done and monitored at the Trincomali Nature Sanctuary.

Gambier/Keats – ITC will receive \$12,000 from the Convention of Baptist Churches as a required contribution related to the transfer of the Sandy Beach property to ITC. The ITC Board directed staff to create a Property Management Fund with \$10,000 and use the remaining \$2,000 to finalize the conservation covenant for the land.

Lasqueti – The ITC is working in partnership with the Lasqueti Island Nature Conservancy on restoration of wetland and riparian habitat at a pond on the Salish View Nature Reserve. Restoration work is also ongoing at the Mount Trematon and John Osland Nature Reserves.

North Pender/Sidney Island – Staff continue to work in collaboration with Parks Canada, First Nations, FLNRORD and the Sallas Strata on the Sidney Island Ecological Restoration Project.

Salt Spring – the owners of land adjacent to the Lower Mount Erskine Nature Reserve have met all the requirements to covenant their land and staff are proceeding with covenant registration. Invasive species management is occurring on the McFadden Creek and Lower Mount Erskine Nature Reserves and in two covenant areas.

Thetis – ITC Board reviewed bylaws 108 and 109 and noted that its interests were unaffected. ITC is working with the Thetis Island Nature Conservancy to manage invasive species and provide signage in the Fairyslipper Forest Nature Reserve. Species at Risk surveys are also ongoing in the Fairyslipper and Moore Hill Nature Reserves.

*Please feel free to contact the Islands Trust Conservancy for more details.
Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca
Islands Trust Conservancy itcmail@islandstrust.bc.ca*



Development Permit

File Number	Applicant Name	Date Received	Purpose
GB-DP-2017.2	Fenton, Rob	03-Aug-2017	PID: 009-796-045 To bring property into bylaw compliance Civic: Acorn Island

Planner: Ian Cox

Planning Status

Status Date: 22-Jul-2020

No change in status.

Status Date: 04-May-2020

Waiting on applicant and agency information. Heritage Branch notice on title.

Status Date: 07-Feb-2020

Environmental covenant registered. Applicant awaiting direction from Arch Branch for HCA Notice.

File Number	Applicant Name	Date Received	Purpose
GB-DP-2020.2	Silva Bay Resort & Marina - 1167433 BC Ltd. (Hemmer Envirochem Inc.)	01-Sep-2020	PIDs: 003-081-621 and 030-792-606 Application for proposed works at the marina. Civic address: 3383 South Road, Gabriola Island, BC.

Planner: Bronwyn Sawyer

Planning Status

Status Date: 15-Sep-2020

Remainder of file material received; file opened & assigned

Status Date: 01-Sep-2020

Application received



Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2016.3	Van Herwaarden, Lynn	24-Aug-2016	PID: 003-422-852 539 Wildwood Crescent, Gabriola Island. DVP to bring property into compliance.

Planner: Ian Cox

Planning Status

Status Date: 27-Aug-2020

Staff contacted applicant to schedule site visit.

Status Date: 22-Jul-2020

No change in status. Awaiting management approval/COVID-19 protocol to conduct site visit.

Status Date: 15-Jun-2020

No change in status. Awaiting management approval/COVID-19 protocol to conduct site visit.

File Number	Applicant Name	Date Received	Purpose
GB-DVP-2017.1	Fenton, Rob	03-Aug-2017	PID: 009-796-045 To bring property into bylaw compliance. Civic address: Acorn Island

Planner: Ian Cox

Planning Status

Status Date: 22-Jul-2020

No change in status.

Status Date: 04-May-2020

Waiting for information from applicant and agency. Heritage Branch notice on title must be registered before DVP issuance.

Status Date: 17-Mar-2020

Environmental covenant as part of DP registered to property title. Applicant awaiting direction from Arch Branch for HCA Notice as condition of DVP.



Rezoning

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2019.1	BC Transportation Financing Authority/BC Ferry Services Inc.	05-Apr-2019	PIDs: 025-798-090 and 025-798-103 Rezoning for improved ferry terminal - future marine and upland improvements. Civic address: Descanso Bay, Gabriola

Planner: Sonja Zupanec

Planning Status

Status Date: 14-May-2020
Verbal update to LTC. Staff to schedule CIM.

Status Date: 16-Apr-2020
Staff memo to LTC.

Status Date: 23-Jan-2020
Draft amendment bylaws 304 & 305 given 1st reading, referrals sent out. Staff to schedule a CIM following referral period.

File Number	Applicant Name	Date Received	Purpose
GB-RZ-2020.1	Gabriola Housing Society (Nancy Hetherington Peirce)	15-Jan-2020	PIDs: 028-580-095 and 028-580-109 Affordable housing project. Civic address: Lots 1 & 2 Paisley Place, Gabriola Island, BC.

Planner: Jaime Dubyna

Planning Status

Status Date: 02-Oct-2020
LTC Special Meeting conducted online via Zoom.

Status Date: 26-Aug-2020
CIM conducted online via Zoom.

Status Date: 12-Aug-2020
Supplemental professional engineer report, by Elanco Enterprises, dated Aug. 6, 2020, submitted.



Subdivision

File Number	Applicant Name	Date Received	Purpose
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GB-SUB-2020.2 Centre Stage Holdings Ltd. c/o J.E. Anderson
 31-Jul-2020 PID: 027-086-500 3 lot subdivision. Civic address: Lot 20 Section 8
 Planner: Sonja Zupanec

Planning Status

Status Date: 06-Oct-2020
 Referral response completed and sent to MOTI and copied to applicant and LTC

Status Date: 31-Jul-2020
 File opened and assigned

File Number	Applicant Name	Date Received	Purpose
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GB-SUB-2020.3 Centre Stage Holdings Ltd. c/o J.E. Anderson
 31-Jul-2020 PID: 003-134-806 17 lot subdivision Civic address: North East 1/4 of Section 3
 Planner: Sonja Zupanec

Planning Status

Status Date: 31-Jul-2020
 File opened and assigned

Islands Trust
 LTC EXP SUMMARY REPORT F2021
 Invoices posted to Month ending August 2020

620 Gabriola	Invoices posted to Month ending August 2020	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	1,031.00	0.00	1,031.00
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	3,003.00	1,440.20	1,562.80
65210-620	LTC - Local Exp - APC Meeting Expenses	172.00	30.00	142.00
65220-620	LTC - Local Exp - Communications	1,000.00	0.00	1,000.00
65230-620	LTC - Local Exp - Special Projects	588.00	0.00	588.00
TOTAL LTC Local Expense		<u>4,763.00</u>	<u>1,470.20</u>	<u>3,292.80</u>
Projects				
73001-620-4097	Gabriola Housing Options & Impacts	4,000.00	0.00	4,000.00
73001-620-4104	Gabriola Cannabis Regulations	1,500.00	240.00	1,260.00
TOTAL Project Expenses		<u>5,500.00</u>	<u>240.00</u>	<u>5,260.00</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	<p>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:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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	<p>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.</p>
3.	February 28, 2019	GB-2019-031	First Nations - Community Reconciliation	<p>It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt the following standing resolution:</p> <p>Whereas the Local Trust Committee seeks to engage in Reconciliation with local</p>

				<p>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:</p> <ul style="list-style-type: none"> 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	<p>It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt the following standing resolution with respect to limited public markets:</p> <ul style="list-style-type: none"> 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	<p>that the Gabriola Island Local Trust Committee adopt the following standing resolution:</p> <p>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.</p>
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Top Priorities Report

Gabriola Island

1. *Housing Options and Impacts Review Project*

Responsible

Dates

Develop an Engagement and Communication Strategy;
 Strengthen relationships with Snuneymuxw First Nation and incorporate First Nation perspectives into policy/regulatory options;
 Explore opportunities to foster affordable, rental, special needs and seniors housing and associated services;
 Develop a strategy to address all housing continuum gaps;
 Ensure policy/regulatory changes are consistent with the Object of the Islands Trust, the ITPS, with focus on water protection/conservation and ecological footprints.

Sonja Zupanec

Rec'd: 22-Nov-2018

2. *Cannabis Production and Retail Sales*

Responsible

Dates

Proposed Bylaw 303 introduced to amend the Gabriola Land Use Bylaw provisions pertaining to cannabis regulations, definitions, lot setbacks and building size.

Heather Kauer

Rec'd: 22-Nov-2018

3. *Develop an Ecological Protection Zone*

Responsible

Dates

Research and develop a new ecological protection zone as part of the Parks (P) OCP designation. Update zoning of Coats Marsh and Burren's Acres Nature Reserve properties.

Ian Cox

Rec'd: 22-Nov-2018



Gabriola Island

1. DeCourcy Island OCP and Bylaw Review

Responsible

Date Received

Review DeCourcy Island Official Community Plan and Regulatory bylaws; establish an Advisory Planning Commission. Topics include: park areas without park zoning, DAI Bylaw, subdivision polices and regulations (added March 2017).

21-Apr-2011

2. Hazardous areas/Steep Slopes DPA

Responsible

Date Received

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

21-Feb-2013

3. Coastal areas protection

Responsible

Date Received

Review OCP and LUB to improve protection of coastal areas; development of a comprehensive DPA for shorelines in the Gabriola Island Local Trust Area

19-Jan-2012

4. First Nations cultural references

Responsible

Date Received

Consider First Nations cultural references in land use planning; Work with Snuneymuxw First Nation (SFN) to seek funding for archaeological mapping.

Lisa Wilcox

27-Jan-2011

5. Eelgrass protection

Responsible

Date Received

Consider implementing Eelgrass protection regulations (see February 19, 2014 memorandum).

14-May-2014



Projects Report

Gabriola Island

6. *Snuneymuxw Protocol Agreement*

Responsible

Date Received

Implementation of Snuneymuxw First Nation Protocol Agreement

22-Jan-2015

7. *Gabriola Village Plan*

Responsible

Date Received

Undertake a comprehensive review of policies and regulations with respect to the Gabriola Village Core

02-Apr-2015

8. *Snuneymuxw Relationship Building*

Responsible

Date Received

Strengthen relationship with Snuneymuxw First Nation

02-Apr-2015

9. *Green Energy*

Responsible

Date Received

Consider policy and regulatory mechanisms to encourage green and renewable energy

02-Apr-2015

10. *Commercial Vacation Rental Review*

Responsible

Date Received

Review bylaws with respect to temporary use permits for commercial vacation rentals

07-May-2015

11. *LUB Amendments*

Responsible

Date Received

Projects Report

Gabriola Island

- 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
- IN1 zoning to ensure consistent with existing Arts Council use.
- definition and regulations for limited public market, and INI zone uses pertaining to market sales
- correction to WC3 mapped location to coincide with Green Wharf

08-Sep-2016

12. *Water Resource Planning*

Responsible

Date Received

Review of water requirements at the time of subdivision

14-Jun-2018

13. *Water Taxi Feasibility*

Responsible

Date Received

Follow up items emerging out of water taxi feasibility (completed fall 2018)

22-Nov-2018

14. *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)*

Responsible

Date Received

Implementation of the report recommendations into OCP policy and LUB regulations.

24-Jan-2019



Projects Report

Gabriola Island

15. *GB LUB Accessory Buildings*

Responsible

Date Received

Review of regulations pertaining to the order of construction of accessory buildings on lots.

12-Sep-2019

16. *Review of model antenna strategy*

Responsible

Date Received

27-Feb-2020