



Gabriola Island Local Trust Committee

Regular Meeting Agenda

Date: July 16, 2026
Time: 10:30 am
Location: Gabriola Arts & Heritage Centre
476 South Road, Gabriola Island, BC

	Pages
1. CALL TO ORDER	10:30 AM - 10:35 AM
“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
4. REPORTS	10:35 AM - 10:50 AM
4.1 Trustee Reports	
4.2 Chair's Report	
4.3 Electoral Area Director's Report	
4.4 First Nations Reports	
5. PUBLIC PARTICIPATION PERIOD	10:50 AM - 11:05 AM
6. MINUTES	11:05 AM - 11:10 AM
6.1 Local Trust Committee Minutes dated May 21, 2026 – for adoption	4 - 13
6.2 Section 26 Resolutions-Without-Meeting Report - none	
6.3 Advisory Planning Commission Minutes - none	
7. BUSINESS ARISING FROM MINUTES	11:10 AM - 11:25 AM
7.1 Follow-up Action List dated July 9, 2026	14 - 17
8. DELEGATIONS - none	
9. APPLICATIONS AND REFERRALS	11:25 AM - 12:00 PM

- 9.1 PL-TUP-2025-0126 (Campbell) - Staff Report 18 - 50
- 9.2 PL-RZ-2024-0091 (Mid Island Co-op) - Staff Report 51 - 59

10. LOCAL TRUST COMMITTEE PROJECTS 12:00 PM - 12:30 PM

- 10.1 Major Project: Gabriola Island Official Community Plan and Land Use Bylaw Review: Business Case Approval - Staff Report 60 - 110

~ BREAK 12:30 PM - 1:00 PM ~

11. CORRESPONDENCE 1:00 PM - 1:05 PM

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

- 11.1 Email dated June 9, 2026 from L. Hoskins regarding Summer Rain 111 - 111
- 11.2 Email dated June 9, 2026 from L. Van Der Horst regarding Dan Foley and Summer Rain 112 - 112
- 11.3 Email dated June 9, 2026 from M. Wineberg regarding Dan Foley 113 - 113
- 11.4 Email dated June 9, 2026 from T. Stonehouse regarding Dan Foley 114 - 114
- 11.5 Email dated June 10, 2026 from K. Davis regarding Summer Rain 115 - 115
- 11.6 Email dated June 11, 2026 from T. Cornish regarding Summer Rain 116 - 116
- 11.7 Email dated June 17, 2026 from V. Hayes regarding Next Draft of Gabriola Commons Covenant 117 - 118

12. NEW BUSINESS 1:05 PM - 1:10 PM

- 12.1 Community Stewardship Award Ceremony - for Discussion

Suggested Resolution:

that the Gabriola Local Trust Committee authorize up to \$150 to be used to host a Community Stewardship Award celebration event as part of the September 3, 2026 regular business meeting.

13. STAFF REPORTS 1:10 PM - 1:30 PM

- 13.1 Trust Conservancy Report - none
- 13.2 Applications Report dated July 9, 2026 119 - 125
- 13.3 Trustee and Local Expense Report dated May, 2026 126 - 126
- 13.4 Adopted Policies and Standing Resolutions 127 - 135

13.5 First Nations Relationship Building Update

13.6 Climate Change Action Update

13.7 Local Trust Committee Webpage

14. WORK PROGRAM

1:30 PM - 1:45 PM

14.1 Active Projects Report dated July 9, 2026

136 - 136

14.2 Future Projects Report dated July 9, 2026

137 - 137

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, September 3, 2026 at 10:30 am at the Gabriola Arts and Heritage Centre

16. CLOSED MEETING

1:45 PM - 2:00 PM

16.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(f) for the purpose of considering:

- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

and that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

2:00 PM - 2:00 PM



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: May 21, 2026
Location: Gabriola Arts & Heritage Centre
476 South Road, Gabriola Island, BC

Members Present: Laura Patrick, Chair
Tobi Elliott, Trustee
Susan Yates, Trustee

Staff Present: Stephen Baugh, Island Planner
Narissa Chadwick, Senior Planner
Warren Dingman, Bylaw Compliance & Enforcement Manager
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 19 members of the public in attendance.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:30 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 16. Closed Meeting
 - 16.1 Motion to Close the Meeting
 - 16.2 Rise and Report

and that subsequent agenda items be renumbered.

By general consent, the agenda was approved as amended.

4. REPORTS

4.1 Trustee Reports

Trustee Elliott reported the following:

- Attended Association of Vancouver Island Coastal Communities conference;
- Participated in Saanich Inlet Protection Society round table discussion with focus on water quality in Brentwood Bay;
- Attended Islands Trust Conservancy Board meeting and provided highlights;

- Attended Committee of the Whole meeting to receive a summary of engagement feedback and consider next steps;
- Attended May'd on Gabriola events and the opening of the Theatre Festival.

Trustee Yates reported the following:

- Attended Trust Programs Committee meeting and noted nominees for the Islands Trust Community Stewardship awards have been announced;
- Attended Committee of the Whole and Islands Trust Conservancy Board meetings;
- Ongoing participation in the Trustee Onboarding Working Group;
- BC Ferries related activities include correspondence with management in response to their additional summer service routes which do not include Gabriola, interview with Gregor Craigie as part of CBC Radio's BC Ferries special programming, and sending a letter to provincial authorities and MLA regarding the need for assured loading at Nanaimo and Gabriola terminals for Drivers to Doctors volunteers.

4.2 Chair's Report

Chair Patrick reported the following:

- The Salt Spring Local Trust Committee is exploring a septic/sewer system maintenance bylaw through partnership with the Capital Regional District;
- Attended the BC Economic Development Conference;
- Upcoming attendance at a cross-border forum with San Juan County Council members to discuss common issues including oil spill responses;
- Upcoming attendance at June Trust Council.

4.3 Electoral Area Director's Report

Director Craig sent regrets and provided a written report which is published in the local newspaper.

4.4 First Nations Reports

Trustee Elliott noted Snuneymuxw First Nation will be hosting the annual Oceans Day event on June 7 in Degnan Bay.

5. PUBLIC PARTICIPATION PERIOD

A member of the public spoke to the Seward rezoning application and asked that the Local Trust Committee require the applicants to pave Stalker Road as an additional amenity contribution stating the request is reasonable to offset the gains associated with subdivision.

A member of the public agreed with the previous speaker's request that the applicant be required to pave Stalker Road.

A member of the public stated appreciation that heritage conservation is encompassed within the Official Community Plan and noted it is important to support the protection of ancestral remains.

A member of the public thanked Trustee Yates for providing an opportunity for Mudge Island community members to provide comments about the Regional District of Nanaimo's proposed building permit bylaw. They noted community members conducted a survey and held a town hall meeting and provided input to the trustees and the Regional District.

A member of the public spoke in support of the Seward rezoning application and noted the families have maintained the property beautifully and the speaker was surprised about how much Islands Trust was asking in return for subdivision. They indicated they agreed that Stalker Road needed to be paved but it should be done at taxpayer expense and not the applicants.

6. MINUTES

6.1 Local Trust Committee Minutes dated April 23, 2026 – for adoption

The following amendments to the minutes were presented for consideration:

- Page 3 of the minutes in the first paragraph of the Public Participation Period change “positive benefits of a covenant to donate land to Drumbeg Park” to “positive benefits of the convent and donation of land to Drumbeg Park.”
- Page 4 of the minutes in the fourth bullet point of item 9.1 change word “setback” to “located” so it reads “the dwelling unit is located more than...”

By general consent, the Local Trust Committee meeting minutes of April 23, 2026 were adopted as amended.

6.2 Section 26 Resolutions-Without-Meeting Report - none

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated May 14, 2026

An update on the Follow-up Action List was provided and the following points were noted:

- 20-Nov-2025 item 3: is no longer relevant;
- 23-Apr-2026 item 6: the Planner will follow up with the Freshwater Specialist;
- 22-Jan-2026 item 2: add Mudge Island to the agenda topic of policy options and approach on housing.

GB-2026-036

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to remove November 20, 2025 item 3 from the follow up action report.

CARRIED

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS

9.1 GB-RZ-2022.1 (Moen) - Staff Report

The Planner advised the Local Trust Committee proposed Bylaws No. 318 and 319 had been approved by the Minister and were being presented for consideration of adoption.

GB-2026-037

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee authorize discharge of covenant EG124744 and covenant EX009068 registered on Title of LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373, PID 023-005-629 (750 Tin Can Alley, Gabriola Island).

CARRIED

GB-2026-038

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024”, be adopted.

CARRIED

GB-2026-039

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 319 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024”, be adopted.

CARRIED

9.2 PL-RZ-2025-0138 (Seward) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The Local Trust Committee discussed the application during their April, 2026 meeting and deferred consideration to the May, 2026 meeting;
- The applicant has provided a revised site plan regarding the proposed park donation;
- In consideration of the proposed covenant, park land donations, and limits to dwelling size staff have recommended that the bylaw be amended to permit the three existing dwellings on the parcel.

The applicant and applicant’s representative were in attendance and spoke to the staff report.

Discussion ensued and the following comments were noted:

- The covenant is important to the ecology of the island and the land dedication to the park allows safer access to the foreshore without trespass;
- Implications of bare land strata subdivision can not necessarily be predicted;
- Bare land strata subdivision moves away from current Official Community Plan policy and the direction of the revised Official Community Plan; however, these issues are somewhat mitigated through the covenant and donation of land;
- The applicant noted there are restrictions on the ability to expand infrastructure in the future because the trees can not be removed due to the covenant and the existing setback to the sea, the purpose of bare land strata is to provide ability to

bequeath the properties and to allow for shared services which will further minimize the footprint on property;

- Consideration of the application is a rare case whereby subdivision is being permitted due to the familial circumstances and protection achieved through the covenant;
- The values of the Official Community Plan are met through the covenant.

GB-2026-040

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to draft bylaws consistent with the application received by the applicant for application PL-RZ-2025-0138 with the addition of limiting floor area of accessory building to 100 square metres per lot.

CARRIED

GB-2026-041

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to send an early referral to Snuneymuxw First Nation and the Regional District of Nanaimo.

CARRIED

GB-2026-042

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the following information from the applicant in advance of consideration of First Reading:

- a) A survey by a Wetland Specialist that takes place within the “wet season” to confirm the presence and boundaries of or absence of a wetland, seep or seasonally wet habitat; and an assessment by a qualified professional of the potential impact of any new well to any confirmed adjacent wetlands on the subject property.
- b) An inspection report from a Registered Onsite Wastewater Specialist to certify that the sewage disposal systems are functioning properly and can in their current condition support the existing dwellings.
- c) A survey by an appropriately qualified expert to be completed during the active period for the Moss’ elfin (red-listed butterfly) (spring/early summer) to confirm likely presence/absence.

CARRIED

GB-2026-043

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the applicant for PL-RZ-2025-0138 (Seward) enter into a cost recovery agreement with Islands Trust for legal services to prepare a draft Section 219 covenant with requirements:

- a) that forested areas and archaeological features are protected from ground disturbance, vegetation clearing or new development;
- b) that invasive plant species on the subject property as identified in “6.0 Environmental Protection Recommendations” of the report from Aquaparian Environmental Consulting Ltd. dated November 4, 2024 are

removed and the area replanted following recommendations from a registered professional biologist, with the work to be completed within a reasonable timeframe; and

- c) that subdivision is not permitted until:
 - i. All drilled wells to satisfy subdivision must provide written certification under seal of a professional engineer or geoscientist with competency in hydrogeology that:
 - 1. Each well has been constructed in accordance or have been retrofitted to be in accordance with the Groundwater Protection Regulation;
 - 2. Each well has sufficient available groundwater to provide the daily required volume of potable water for the permitted domestic uses on each lot in accordance with the Water Sustainability Act, 2000 litres per day with each additional permitted dwelling and cottage an additional 2000 litres per day per lot;
 - 3. Includes recommendations for mitigation measures, if applicable, to ensure long term sustainable yield of the drilled well;
 - 4. Any newly drilled well is located a minimum of 100 metres from the natural boundary of the sea.
 - ii. All wells used for the purposes of subdivision provide a water quality test for bacteriological, routine chemical parameters, and chloride including recommendations from the professional engineer or geoscientist with competency in hydrogeology for treatment to the Gabriola Island Local Trust Committee.
 - iii. The portion of property identified on the plan attached to the staff report dated May 21, 2026 is transferred to BC Parks.

CARRIED

9.3 Referral for Response: Proposed Thetis Bylaw No. 117 – Memorandum

GB-2026-044

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee recommend to the Thetis Island Local Trust Committee that proposed Bylaw No. 117 proceed for the following reasons:

- a) aligns with Green Shores best practices; and
- b) enhances shoreline ecology.

CARRIED

9.4 Regional District of Nanaimo Referral - Building Bylaw No. 1967, 2026

Discussion ensued and the following comments were noted:

- Construction without permit fees may require community consultation;
- Remote and limited access properties such as Mudge Island are located within the Regional District of Nanaimo building inspection service and if the bylaw comes into effect a builder will not be required to have a building permit but may apply for one if it is a requirement of home insurance;

- The exemption would apply to all Area B islands except Gabriola;
- A building permit application referral is often an indicator to look at zoning;
- There may be unintended consequences of not requiring a permit.

GB-2026-045

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee recommends that more work be undertaken to assess the implications for creating an optional permit pathway for remote and limited access properties, that Regional District of Nanaimo engage with Area B residents and landholders on key changes, and otherwise supports recommend changes of Bylaw No. 1967, 2026.

CARRIED

The meeting was recessed for a break at 1:10 p.m. and reconvened at 1:38 p.m.

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw Review: Draft Official Community Plan Bylaw - Staff Report

The Planner provided an overview of the project and highlighted recent work as follows:

- Population projections have been included; however, the Official Community Plan is not predicated on a particular estimation of population growth but does consider that the population is growing and existing housing needs are not being met;
- Staff are speaking with Snuneymuxw First Nation to determine the best way in which to spend funds available to look at archaeological areas;
- Updated steep slope mapping and data from the province has been received and re-identification of Development Permit Area boundaries has been provided;
- The total build out has been based on how many units are currently permitted within existing bylaws and removing the potential to subdivide for primary dwelling units and allowing more secondary or accessory units on lots outside of the freshwater hazard areas will add 80-90 total units over what is currently permitted.

Discussion ensued and the following comments and clarifications were recorded:

- A general statement of dark sky principles should be included;
- Definitions are in the appendix to facilitate ease of change without having to amend the Official Community Plan;
- The definition of community benefit needs enhanced detail;
- Qualifiers for light industrial use need to be included;
- Policy regarding the processing of mineral and aggregates is being looked at in terms of jurisdiction;
- There should be an enabling policy regarding a soil bylaw;
- The use of a Temporary Use Permit versus a policy on extraction of water for sale needs to be considered;
- Resource stewardship doesn't mention supporting Indigenous harvesting areas;

- Protection of archaeological sites states early notification to First Nations should be required rather than encouraged as currently stated;
- The subdivision policy is confusing; however, the Planner is looking at it in terms of alignment with provincial authority and policy language will be refined on receipt of legal opinion;
- Policy related to limiting change of use and density on lots larger than 8 hectares and language related to flex housing on smaller lots is confusing;
- Development Permit Area guidelines should be in the Land Use Bylaw only;
- A context statement related to taking an approach to policy development to encourage and incentivize the type of housing that is actually needed, such as multi-unit, workforce, and communal housing, should be included;
- The freshwater hazard map requires an explanation of buffering and filtering to better explain the map.

The Planner indicated that based on information provided during the discussion the timeline for first reading will likely be extended to September and the project will continue into the next term.

GB-2026-046

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee amend the Official Community Plan and Land Use Bylaw Review Project Charter March 26 version 7 to change first reading to September, 2026.

CARRIED

GB-2026-047

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse the revised Project Charter as amended on May 21, 2026 for the Gabriola Official Community Plan and Land Use Bylaw project.

CARRIED

GB-2026-048

It was MOVED and SECONDED

that the Gabriola Local Trust Committee request staff to work with Snuneymuxw First Nation staff to develop a more focussed acknowledgment of Snuneymuxw First Nation connection to Gabriola Island in section 1.2.2 prior to sending the Official Community Plan out for referral.

CARRIED

11. CORRESPONDENCE

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

11.1 Email dated May 4, 2026 from Regional District of Nanaimo regarding Gabriola Island Ferry Terminal Active Transportation Link Feasibility Study - Project Introduction and Invitation

Received for information.

12. NEW BUSINESS

12.1 Referral Agency Status for Major Development Proposals Adjacent to Gabriola Island Local Trust Area - Trustee Yates - Verbal Discussion

Trustee Yates introduced the discussion and the following points were noted:

- The Harmac rezoning proposal generated strong public concern from Gabriola and associated islands residents;
- Political boundaries do no mitigate loss of intact forests and resultant implications;
- Residents would like the Local Trust Committee to have an opportunity to make a statement to the City of Nanaimo regarding the rezoning proposal.

Chair Patrick noted if a political statement is wished to be made the Local Trust Committee can make a resolution to send a letter to the City of Nanaimo through the Chair.

13. STAFF REPORTS

13.1 Highlights of Islands Trust Conservancy March 17, 2026 Board Meeting

Received for information.

13.2 Islands Trust Conservancy Report to Trust Council 2025-2026 - 4th Quarter Update

Received for information.

The agenda was reordered and item 16 was heard next.

The meeting was recessed to go in-camera at 3:05 p.m. and reconvened at 3:28 p.m.

13.3 Applications Report dated May 14, 2026

Received for information.

13.4 Trustee and Local Expense Report dated March, 2026

Received for information.

13.5 Adopted Policies and Standing Resolutions

Received for information.

13.6 First Nations Relationship Building Update - none

13.7 Climate Change Action Update - none

13.8 Local Trust Committee Webpage – none

14. WORK PROGRAM

14.1 Active Projects Report dated May 14, 2026

Received for information.

14.2 Future Projects Report dated May 14, 2026

Received for information.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, July 16, 2026 at 10:30 am at the Gabriola Arts and Heritage Centre

The agenda was reordered and item 16 was heard following item 13.2.

16. CLOSED MEETING

16.1 Motion to Close the Meeting

GB-2026-049

It was MOVED and SECONDED

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(f) and (i) for the purpose of considering:

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

CARRIED

16.2 Rise and Report

Chair Patrick reported adoption of the April 23, 2026 in-camera meeting minutes.

17. ADJOURNMENT

By general consent, the meeting was adjourned at 3:31 p.m.

Laura Patrick, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Gabriola Island

09-Oct-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to support discussions with LTC Chair & RDN Director and staff regarding enforcement matters on Gabriola Island.	Renee Jamurat Warren Dingman	Target: 25-May-2026	Completed
100%	2 Staff to explore for development into the OCP and Land Use Bylaw: options for non-conforming dwellings including Temporary Use Permits, cob, natural build, and non-manufactured tiny homes, which would ensure health, safety, and environmental considerations are met. <i>Update: Draft OCP includes TUP Guidelines for Tiny Home on Wheels or Recreational Vehicle.</i>	Narissa Chadwick Renee Jamurat		Completed
100%	3 Staff to update OCP project webpage with all approved/endorsed documents from October 9 LTC business meeting and Phase 2 engagement, including 'What we Heard' document.	Narissa Chadwick Shalini Nakai		Completed
100%	4 Staff to proceed with drafting Official Community Plan policies in accordance with the approved draft table of contents presented at the October 9, 2025 Local Trust Committee Meeting.	Narissa Chadwick		Completed

Follow Up Action Report

Gabriola Island

20-Nov-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 OCP Review Project - Include policies in draft OCP related to subdivision, and options to rezone for multiple units as recommended in the staff report.	Narissa Chadwick Stephen Baugh		Completed
0%	2 OCP Review Project - Request staff explore with the RDN the use of TUPs for non-conforming dwellings that have applied for a BP.	Narissa Chadwick Stephen Baugh		In Progress

22-Jan-2026

Progress	Activity	Responsibility	Dates	Status
50%	1 Protocol Meeting - Schedule RDN and LTC Protocol meeting and include the topic of policy options and approach on housing specific to Gabriola Island to the proposed agenda. <i>*Feb. 6: Topic captured, protocol meeting will be scheduled subject to time prior to local elections and resourcing.</i>	Renee Jamurat		In Progress

23-Mar-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 OCP/LUB Review - Update website with LTC endorsed project charter.	Narissa Chadwick		Completed
100%	2 OCP/LUB Review - consider the Freshwater Footprint Hazard map, associated analysis, and recommendations in the development of Official Community Plan review policies.	Narissa Chadwick		Completed
100%	3 OCP/LUB Review - Communications and engagement plan endorsed, incorporate into project work plan.	Narissa Chadwick		Completed

Follow Up Action Report

Gabriola Island

23-Apr-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 PL-DVP-2024-0299 - Inform applicant of LTC decision.	Stephen Baugh		Completed
100%	2 PL-RZ-2025-0138 - Deferred, include in May meeting agenda.	Stephen Baugh		Completed
0%	3 Request a staff to staff meeting with Snuneymuxw First Nation staff, to discuss/advance Island Trust Snuneymuxw protocol agreement, s.14 (h): mechanisms to protect registered or potential First Nation archaeological and heritage sites in development application processes.	Joe Elliott Renee Jamurat Stefan Cermak		In Progress
0%	4 Information Request - Staff report back with information about the groundwater license status associated with 3153 Whalley Rd., Gabriola Island.	William Shulba		In Progress
0%	5 Follow up with the SFN regarding appropriate territorial acknowledgment for opening meetings and recording of minutes for Gabriola LTC meetings.	Joe Elliott		In Progress
100%	6 BOV - Inform those who submitted expressions of interest of LTC decision.	Shalini Nakai		Completed

Follow Up Action Report

Gabriola Island

21-May-2026

Progress	Activity	Responsibility	Dates	Status
50%	1 GB-RZ-2022.1 - Bylaw No. 318 and 319 adopted. Consolidate bylaws and close file.	Nadine Mourao Shalini Nakai Stephen Baugh		In Progress
25%	2 PL-RZ-2025-0138 - Inform applicant of LTC resolutions, draft bylaw per LTC resolution, initiate cost recovery agreement and draft covenant.	Stephen Baugh		In Progress
100%	3 Thetis Bylaw No. 117 Referral - Send Gabriola LTC response to Thetis LTC.	Margot Thomaidis Nadine Mourao		Completed
100%	4 RDN Building Bylaw Referral - Send LTC response to RDN.	Nadine Mourao Stephen Baugh		Completed
100%	5 OCP/LUB Review Project - Update project charter and upload to website.	Narissa Chadwick		Completed
0%	6 OCP/LUB Review Project - Work with Snuneymuxw First Nation Staff to update 1.2.2 of Draft OCP.	Narissa Chadwick		In Progress



Islands Trust

STAFF

REPORT

File No.: PL-TUP-2025-0126 (Campbell)
GB-BE-2025.2 (Campbell)

DATE OF MEETING: July 16, 2026

TO: Gabriola Island Local Trust Committee

FROM: Margot Thomaidis, Planner 2
Northern Team

COPY: Stephen Baugh, Island Planner; Warren Dingman, Bylaw Compliance and Enforcement Manager

SUBJECT: Temporary Use Permit for a Commercial Vacation Rental (3-bedroom single-family dwelling)
Applicant: Christy Campbell
Location: 2235 Shaw Road, Gabriola, BC (PID: 005-795-702)

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee approve issuance of PL-TUP-2025-0126 for a period of 18 months.

REPORT SUMMARY

The purpose of this report is to introduce an application for a Temporary Use Permit (TUP) to allow the operation of a commercial vacation rental (CVR) in a three-bedroom principal single-family dwelling on the subject property. The applicant has applied to the LTC to consider issuing the permit according to the Gabriola Island Land Use Bylaw TUP Guidelines. Staff is recommending issuance considering that the proposed commercial vacation rental complies with all applicable TUP guidelines, zoning and land use regulations.

BACKGROUND

The application is the result of Bylaw Compliance and Enforcement action (GB-BE-2025.2) related to the unlawful operation of a commercial vacation rental in the three-bedroom single-family dwelling at 2235 Shaw Rd. Online listings showed that the house had been rented periodically as a short-term vacation rental (less than 30 days at a time) since June 2024. Bylaw Compliance and Enforcement staff notified the Owner in January 2025 and they submitted a Temporary Use Permit application to request ongoing use of the property as a commercial vacation rental. The application package was considered incomplete for over a year while the Owner prepared the necessary information to meet the TUP guidelines.

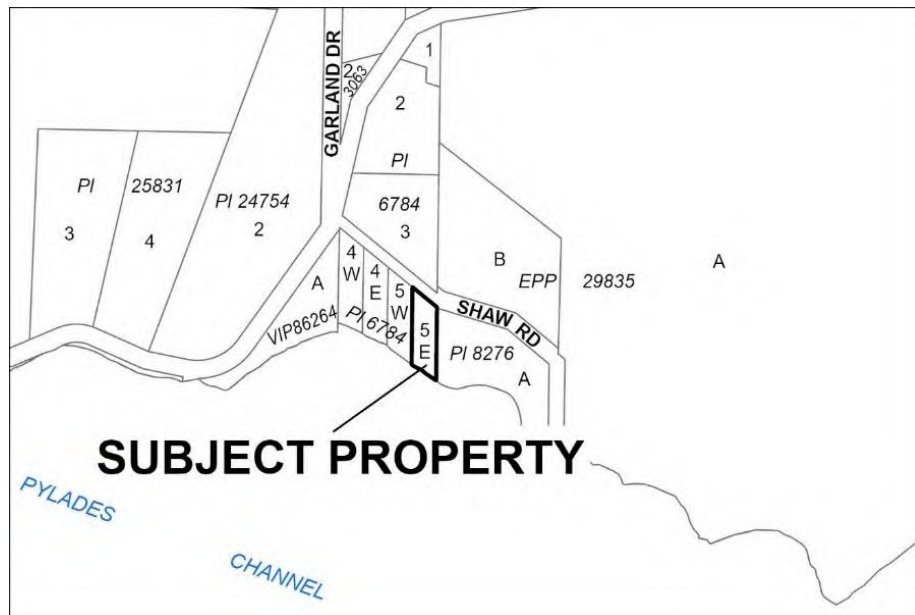
During the period from January 2025-May 2026, the Owner continued to operate as a commercial vacation rental, according to the online listing. In May 2026, the Owner applied to the short-term vacation

rental registry with the Province as required under the *Short-Term Rental Accommodations Act* and was notified that they cannot continue to operate until a Temporary Use Permit application is approved from Islands Trust, to legalize the commercial vacation rental use.

The application meets the TUP guidelines, and staff are recommending the LTC issue the permit for a period of 18 months instead of the full three years (36 months) because the Owner has already been operating the commercial vacation rental for at least 18 months.

The applicant's letter (Attachment 1) describes their rationale for applying for the TUP, and the proposed Temporary Use Permit is Attachment 2. A detailed Site Context can be found in Attachment 3, and details of how the application was evaluated against the TUP Guidelines can be found in Attachment 4. A map of active and proposed Temporary Use Permits for commercial vacation rentals is in Attachment 5. Supporting information provided by the applicant is included as Attachments 6-10.

Figure 1 - Subject Property Location



ANALYSIS

A comprehensive site context analysis and detailed background information is provided in Attachment 3. The policies and regulations that pertain to discussion for this application are summarized below.

Islands Trust Policy Statement

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

Official Community Plan:

Temporary Use Permit Designations and Guidelines

Designations

- a) Subject to the guidelines, Temporary Use Permits may be issued for:
 - vii. commercial vacation rentals within areas designated on Schedule B as 'Small Rural Residential', 'Large Rural Residential', 'Forestry', 'Agriculture' or 'Resource'.

An analysis of the OCP Guidelines for commercial vacation rentals is included in Attachment 4.

Land Use Bylaw:

As noted in Attachment 3, the subject property is zoned Small Rural Residential (SRR) in the Gabriola Island Land Use Bylaw No. 177. The intent of the TUP is to allow a use that is not otherwise permitted.

B.6.3 Commercial Vacation Rentals

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

Issues and Opportunities

The Owner/applicant provided documentation for the application to satisfy the OCP TUP guidelines, including the following supporting information:

- A letter of Assurance of Compliance of the sewerage system to support the proposed use;
- A Water Supply Plan and well flow test;
- A Guest Information/Welcome Guide package;
- Indication of off-street parking for two vehicles;
- A House Inspection Report;
- Confirmation that the dwelling meets the requirements of the B.C. Fire Code; and
- Confirmation of an on-island operations manager available 24 hours per day, 7 days per week.

Principal residence and short-term rental registration requirements

As of November 1, 2024, all CVR operations on Gabriola must be conducted at the principal residence of the owner, per LTC Resolution 2024–013 opting in to the provincial principal residence requirement under section 15 of the *Short-Term Rental Accommodations Act*. The Owner has provided proof of principal residence to the Province and has submitted an application to register as a short-term rental accommodation unit under the *Act*. Their application is pending the LTC's consideration of this TUP application.

Notification

Notice of the proposed TUP was sent out to all property owners and occupants of properties within 100 metres of the subject property (Attachment 11). Notice was also published in the local newspaper (Gabriola Sounder) for two consecutive weeks in a row leading up the LTC regular business meeting.

No public correspondence was received at the time of this report writing as a result of the notification.

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

First Nations

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage and archaeological sites.

At this time, SFN does not request property owners to complete a referral process with their Lands Department for applications that do not involve ground disturbance or physical impact to known cultural heritage sites and values as part of the CVR TUP applications. The guest Welcome Guide prepared by

the applicant contains information about respecting local First Nations culture, petroglyphs and other artifacts.

Rationale for Recommendation

Staff considers the information provided in the application to meet the TUP Guidelines outlined in Section 3.8 of the OCP.

ALTERNATIVES

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

1. Request additional information

The LTC may request further information prior to making a decision. Suggested wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee request [insert information] regarding PLTUP20250126 prior to making a decision on issuance.

2. Deny issuance of the permit

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee deny PLTUP20250126 for the following reasons... [Insert reasons here].

NEXT STEPS

If the LTC resolves to issue the permit based on the staff recommendation found on page 1 of this report, the TUP will be issued for the period specified and bylaw compliance and enforcement staff will be notified.

Submitted By:	Margot Thomaidis, Planner 2	July 6, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	July 7, 2026

ATTACHMENTS

1. Applicant Narrative Letter
2. PL-TUP-2025-0126 – Draft Temporary Use Permit
3. Site Context
4. OCP TUP Guidelines Review
5. TUP Tracking Map
6. Guest Information Package/Welcome Guide
7. Water Supply Plan and Well Flow Test
8. ROWP Letter of Assurance of Compliance
9. House Inspection Report – Summary
10. Fire Inspection Report
11. Copy of Public Notice


Project Narrative, 2235 Shaw Road

The house at 2235 Shaw Road has been in my family since 1958 when it was constructed by my aunt. Upon her passing, I inherited the house and expanded it to accommodate my larger family of four children. I now use this property as my primary residence, the place I spend most of my time among all the places I typically stay. I meet the provincial government's primary residence definition regarding my use of this property.

When I travel south for the winter or visit family in other provinces, I would like to rent the property for short-term stays. This is permitted under the province's short-stay rules, and I meet those requirements for this property. I am waiting on the temporary use permit (TUP) to be able to register with the province. The property is not available for long-term rental.

The property may have obtained an occupancy permit in 1958; however, I have no paper record of it. Since then, the house has been extensively renovated and meets all temporary use permit (TUP) requirements.

Family members live next door to the cabin and will monitor house rules related to occupancy, water use, traffic, noise, parking, safety and fire. Only seven residents live on the dead-end Shaw Road. Traffic to the house will not exceed my typical homeowner use.

 <p data-bbox="285 310 565 359">Islands Trust</p>	<p data-bbox="954 176 1279 226">PROPOSED</p> <p data-bbox="792 243 1446 352">GABRIOLA ISLAND LOCAL TRUST COMMITTEE TEMPORARY USE PERMIT PL-TUP-2025-0126</p>
--	--

To: Christy J Campbell

1. This Permit applies to the land described below:

PID: 005-795-702

THAT PART OF LOT 5, SECTION 2, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 6784 LYING TO THE EAST OF A BOUNDARY PARALLEL TO THE WESTERLY BOUNDARY OF SAID LOT AND EXTENDING FROM THE POINT OF BISECTION OF THE NORTHERLY BOUNDARY OF SAID LOT.

2. This Permit is valid for a period of 18 months from the date of issuance.
3. This Permit is issued for the purpose of permitting a commercial vacation rental within the single-family dwelling.
4. The use may be carried out subject to the following conditions:
 - 4.1 The single-family dwelling and subject property must maintain a residential appearance, and any existing vegetative screening or fencing must not be removed;
 - 4.2 Parking for a minimum of two vehicles for the commercial vacation rental use must be provided on the property;
 - 4.3 The owner or an operations manager must reside on Gabriola Island and be available by telephone 24 hours per day, seven days per week. Any changes to contact information must be provided to the Islands Trust within seven (7) working days;
 - 4.4 Neighbours within a 100-metre radius of the commercial vacation rental must be provided with at least one resident contact phone number, and a copy of the temporary use permit;
 - 4.5 Information must be posted for guests pertaining to: noise bylaws, water conservation, fire safety, storage of garbage, septic care, First Nations historical use of area, control of pets (if pets are permitted) and information to remind guests that they are in a residential area;
 - 4.6 A supply of water in the amount of 227 litres (50 imperial gallons) per paying guest must be provided for the duration of the permit;
 - 4.7 The maximum number of bedrooms in the accessory dwelling unit for the commercial vacation rental is 3;
 - 4.8 The maximum number of guests that may stay in the commercial vacation rental is 2 per bedroom for a maximum of 6 guests at any given time;
 - 4.9 The owner submits a copy of the property insurance for the subject property;
 - 4.10 The maximum number of signs advertising the commercial vacation rental is restricted to one, with a maximum area of 0.3 square metres and not illuminated;

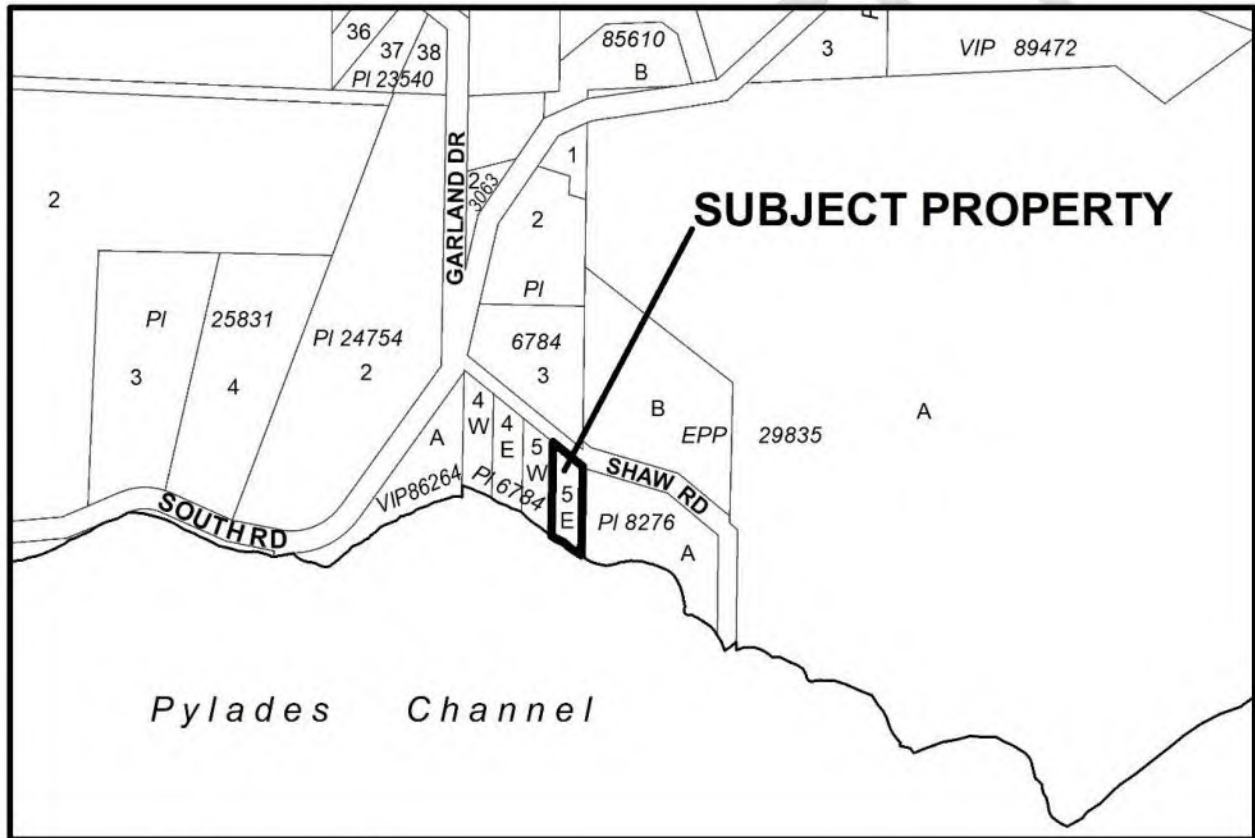
- 4.11 The rental or provision of motorized personal watercraft to guests is prohibited;
 - 4.12 The use of recreational vehicles and camping for the overnight accommodation of guests is prohibited;
 - 4.13 The holder of the Permit will be responsible for any violation of the conditions of this Permit. For the purpose of investigating a complaint, the Islands Trust Bylaw Investigations Officer may enter the property between the hours of 9:00 am and 5:00 pm on any day without prior consultation.
- 5. It is the responsibility of the landowner to obtain any required authorization under the *Water Sustainability Act* or any other relevant legislation pertaining to groundwater.
 - 6. All in accordance with Schedules “A” and “B” attached to and forming part of this permit, as signed and dated by the Deputy Secretary of Islands Trust.
 - 7. This is not a Building Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed development.

**AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE
THIS <<XX>> DAY OF <<MONTH>>, 202X.**

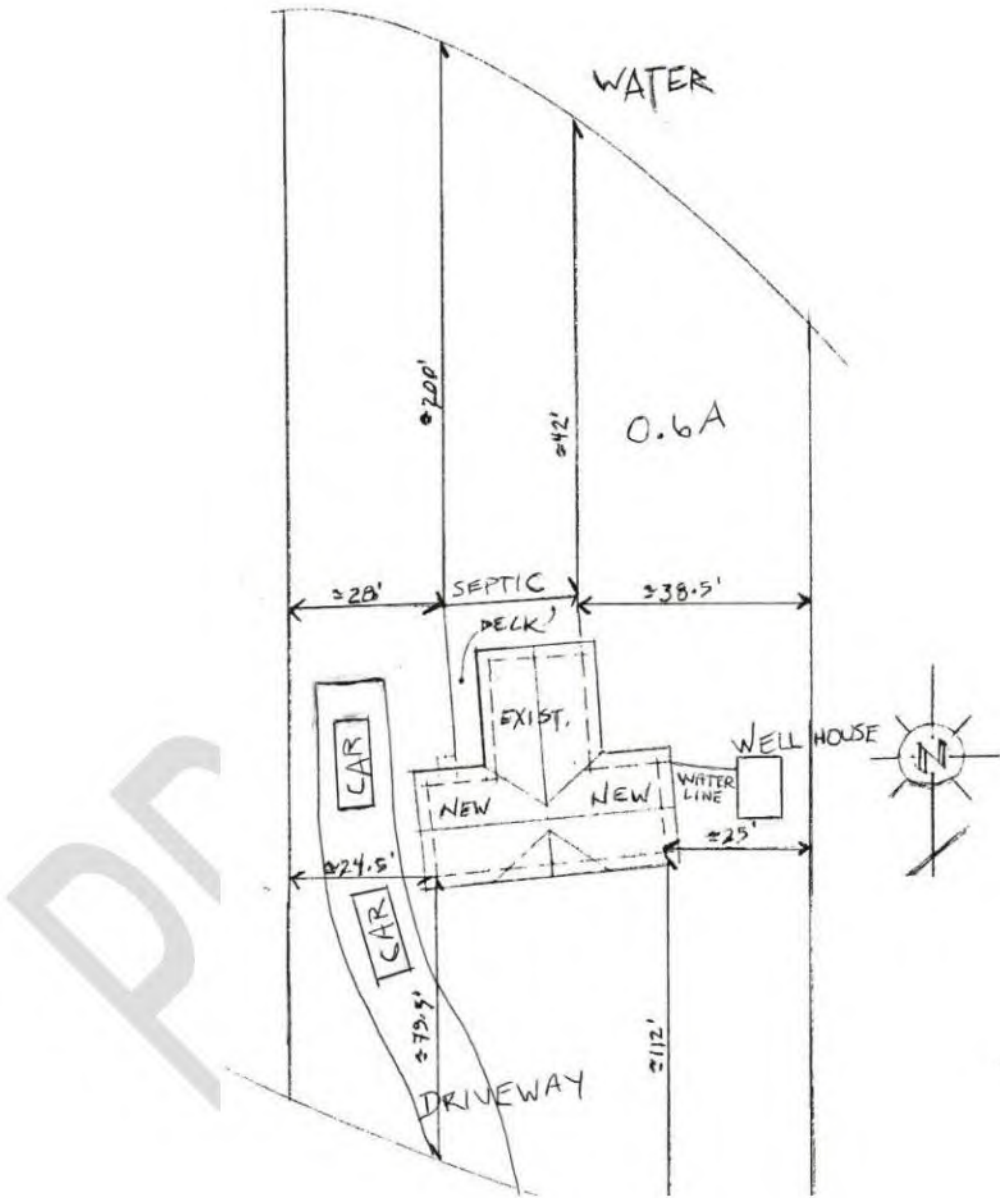
Deputy Secretary, Islands Trust

Date Issued

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PL-TUP-2025-0126
SCHEDULE "A" Subject Property



GABRIOLA ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PL-TUP-2025-0126
SCHEDULE "B" Site Plan



ATTACHMENT 3 – SITE CONTEXT – PL-TUP-2025-0126 (CAMPBELL)

LOCATION

Legal Description	THAT PART OF LOT 5, SECTION 2, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 6784 LYING TO THE EAST OF A BOUNDARY PARALLEL TO THE WESTERLY BOUNDARY OF SAID LOT AND EXTENDING FROM THE POINT OF BISECTION OF THE NORTHERLY BOUNDARY OF SAID LOT
PID	005-795-702
Civic Address	2235 SHAW RD GABRIOLA BC V0R 1X7
Lot Size	0.23 hectares (0.57 acres)
Location	

LAND USE

Current Land Use	Residential
Surrounding Land Use	North – Residential East – Residential, Agriculture South – Waterfront, Water General West – Residential


HISTORICAL ACTIVITY


File No.	Purpose
None on file	

POLICY/REGULATORY

Gabriola Island Official Community Plan No. 166 Designations	<p>Small Rural Residential (SRR) Development Permit Area: None</p> <p>Applicant proposes to use the single-family dwelling as a commercial vacation rental part-time. The Temporary Use Permit Guidelines 3.8.h) for commercial rental of single-dwelling residential units apply.</p>
Gabriola Island Land Use Bylaw No. 177	<p>Small Rural Residential (SRR) zone</p> <p><i>Part B – General Regulations</i> <i>B.6 Miscellaneous</i> <i>B.6.3 Commercial Vacation Rentals</i> <i>B.6.3.1 All dwelling units, including secondary suites, are for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited except where a temporary use permit has been issued by the Local Trust Committee.</i></p>
Other Regulations	Short-term Rental Accommodations Act
Covenants	None
Bylaw Enforcement	GB-BE-2025.2 – Operation of STVR – Active

SITE INFLUENCES

Islands Trust Conservancy	The proposal does not directly affect an Islands Trust Conservancy Board (ITC) owned property or conservation covenant, nor directly affects a property adjacent to an ITC owned property or conservation covenant. Referral to ITC for comment is not required.
Regional Conservation Strategy	Appendix II of the Regional Conservation Plan 2018-2027 indicates the relative value for conservation is Low on the subject property.
Species at Risk	None mapped on the property.
Sensitive Ecosystems	<p>Mature Forest Coastal Douglas-fir ecosystem mapped within 130-200 metres of the property: https://islandstrust.bc.ca/document/gabriola-coastal-douglas-fir-forests-fact-sheet/.</p> 
Hazard Areas	Steep Slopes mapped adjacent to the rear property line, along the natural boundary:

	
Archaeological Sites	<p>Remote Access to Archaeological Data (RAAD) mapping indicates an archaeological site within 100 metres of the subject property, and archaeological potential within 30 metres. Although there is no known/recorded site on the subject property, the applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during development, all work should cease and the BC Archaeology Branch should be contacted immediately as a Heritage Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.</p>
Climate Change Adaptation and Mitigation	<p>This TUP application seeks to lawfully permit the use of a SRR zoned lot for Commercial Vacation Rental use. GHG emissions can be expected to be commensurate with the levels associated with single family residential development patterns and use, and a potential increase due to the use of personal vehicles by guests for transport on and off island during the tourist season.</p>
Shoreline Classification	Pebble/Sand Beach
Shoreline Data in TAPIS	Flat, continuous, and fringing, moderate eelgrass meadow mapped in the marine area adjacent to the subject property:



ATTACHMENT 4 – TUP GUIDELINES REVIEW

OCP Subsection 3.8(h)

For commercial rental of single-dwelling residential units, when considering the issuance of a temporary use permit for a Commercial Vacation Rental, the following guidelines apply:

Guideline	Planner Comments
i. the Local Trust Committee should consider the cumulative effects on the neighbourhood and Island of all the temporary use permits issued for commercial vacation rentals	<p style="text-align: center;"><i>TBD by LTC</i></p> <p>There are currently 6 active TUPs for CVRs on Gabriola. See Attachment 5.</p>
ii. the Local Trust Committee may consider issuance of a temporary use permit for commercial vacation rental if the proposal does not alter the residential appearance of neighbourhood	<p style="text-align: center;"><i>Included as a condition of the Permit.</i></p> <p style="text-align: center;">Condition 4.1 of Draft TUP.</p>
iii. the Local Trust Committee may require mitigating measures to address neighbour concerns, such as screening and fencing; the Local Trust Committee may consider issuance of a temporary use permit for commercial vacation rentals in situations where the proximity of dwelling under consideration for a commercial vacation rental to a neighbouring dwelling is such that screening or fencing is practical or able to mitigate potential impacts or address neighbour privacy issues	<p style="text-align: center;"><i>Included as a condition of the Permit.</i></p> <p style="text-align: center;">Condition 4.1 of Draft TUP.</p> <p>Subject property and subject dwelling unit is well set back and screened from the road and neighbouring properties.</p>
iv. a temporary use permit respecting a parcel in the Agricultural Land Reserve shall require the approval of the Agriculture Land Commission prior to the permit being issued	<p style="text-align: center;"><i>Not in the ALR.</i></p>
v. the landowner should be required to provide a written plan for the supply of water for the duration of the permit in the amount of 227 litres (50 imperial gallons) per paying guest.	<p style="text-align: center;"><i>Included as a condition of the Permit.</i></p> <p style="text-align: center;">Condition 4.6 of Draft TUP.</p> <p>See Attachment 7, Water Supply Plan and well flow test rate from January 8, 2025, which note a 0.66-gal/minute flow rate.</p>

<p>vi. the landowner should be required to provide proof that the property is able to accommodate a minimum of two vehicles</p>	<p><i>Included as a condition of the Permit.</i> Condition 4.2 of Draft TUP.</p> <p>Staff are satisfied from aerial imagery and the site plan that there is adequate parking space for at least two vehicles on the subject property.</p>
<p>vii. the landowner should be required to provide documentation from a qualified professional that the septic tank has been inspected to show it is working properly and capable of supporting the proposed occupancy load</p>	<p>Robert Bye, Registered Onsite Wastewater Practitioner (ROWP), of Gabriola Septic Services Ltd., provided an Assurance of Compliance letter dated January 20, 2025, (attached to staff report) stating that the Onsite Wastewater System is capable of supporting the Vacation Rental occupancy load not exceeding daily wastewater flow of 1300 L/day or 286 gal/day.</p>
<p>viii. The landowner should be required to provide proof of an occupancy permit and written proof from a qualified professional that the dwelling meets the fire code</p>	<p>No occupancy permit is available. A House Inspection Report has been provided, which satisfies this guideline. See Attachment 9.</p> <p>Gabriola Fire and Rescue Department provided an inspection report reviewing for compliance with the B.C. Fire Code. See Attachment 10.</p>
<p>ix. the owner or an operations manager should be required to reside on Gabriola and a condition of the permit should require that the owner or operations manager be available by telephone 24 hours/day, seven days per week</p>	<p><i>Included as a condition of the Permit.</i> Condition 4.3 of Draft TUP.</p> <p>An operations manager has been appointed and their contact information has been shared.</p>
<p>x. a condition of the permit should require that the owners or operations manager must provide neighbours within a 100 metres radius of the vacation rental with the manager's phone number, and a copy of the temporary use permit</p>	<p><i>Included as a condition of the Permit.</i> Condition 4.4 of Draft TUP.</p>
<p>xi. a condition of the permit should require that the landowner posts for guests information on noise bylaws, water conservation, fire safety, storage of garbage, septic care and control of pets (if pets are permitted)</p>	<p><i>Included as a condition of the Permit.</i> Condition 4.5 of Draft TUP.</p> <p>Guest Information/Welcome package has been provided. See Attachment 6.</p>
<p>xii. a condition of the permit should restrict the maximum number of people that can stay to a maximum of two guests per bedroom</p>	<p><i>Included as a condition of the Permit.</i> Condition 4.8 of Draft TUP.</p> <p>This TUP request is for a 3-bedroom dwelling, so a maximum of 6 guests permitted at any given time.</p>

<p>xiii. a condition of the permit should restrict the maximum number of signs advertising the commercial vacation rental to one sign, with a maximum area of 0.3 square metres, be made of wood and not illuminated</p>	<p><i>Included as a condition of the Permit.</i> Condition 4.10 of Draft TUP.</p>
<p>xiv. a condition of the permit should prohibit the rental or provision of motorized personal watercraft to rental clients</p>	<p><i>Included as a condition of the Permit.</i> Condition 4.11 of Draft TUP.</p>
<p>xv. a condition of the permit should limit the number of bedrooms to:</p> <ul style="list-style-type: none"> • a maximum of 3 on lots smaller than 2.0 hectares. 	<p><i>Included as a condition of the Permit.</i> Condition 4.7 of Draft TUP.</p> <p>Subject property is smaller than 2 hectares. Applicant is requesting the rental of a 3-bedroom single-family dwelling, and therefore, the Draft TUP restricts the number of bedrooms to 3.</p>
<p>xvi. a condition of the permit should prohibit recreational vehicles or camping</p>	<p><i>Included as a condition of the Permit.</i> Condition 4.12 of Draft TUP.</p>
<p>xvii. such other considerations as are deemed applicable with respect to a specific commercial vacation rental application</p>	<p><i>TBD by LTC.</i></p>
<p>xviii. the Local Trust Committee may require water metering</p>	<p><i>TBD by LTC.</i></p>
<p>xix. the Local Trust Committee may consider a professionally registered house inspector report if an occupancy permit is not available, indicating that the house is safe and appropriate for the proposed commercial vacation rental use and activities</p>	<p>Applicant has provided a House Inspection Report, meeting the guideline. See Attachment 9 for a summary of the report.</p>
<p>xx. the Local Trust Committee may require the landowner to post information for guests about awareness and sensitivity to First Nation sites and artifacts</p>	<p><i>Included as a condition of the Permit.</i> Condition 4.5 of Draft TUP.</p> <p>Information regarding cultural heritage and archaeological sites is included in the applicant’s Guest Information/Welcome Guide package. See Attachment 6.</p>

Welcome Guide

Welcome to 2235 Shaw Road, Gabriola, BC! Have a good and relaxing time here and enjoy the natural beauty. Listed below are a few tips and guidelines for your stay.

Fire Safety Plan

In the case of a stove fire, a fire extinguisher is available on the right-side of the hallway entrance from the kitchen. For a barbecue fire, a fire extinguisher is available on the outside wall of the house by the kitchen window.

If you need to evacuate due to fire, call 911 and muster at the waterside of the property near the tree.

No fires on the property or beach due to fire regulations.

Barbecue	The barbecue is on the deck and barbecue tools are in the kitchen drawer.
Contact Person	Brian Bowden; [REDACTED] Text or call.
Games	Board games and a badminton game are in hallway closet.
Heating	The house temperature is set through the heat pump and should not need changing. However, if one room's temperature needs changing, use the wall thermostat in that room.
Internet & Netflix	<i>Network name:</i> WIFI-8B04 <i>Password:</i> [REDACTED] If you need a Netflix login, text Brian (above) and he will send one.
Laundry	Laundry soap and a laundry basket (on top of dryer) are provided.
Markets	10 am 'til 2 pm every Saturday at Aggie Hall and every Sunday at Page's Inn
Medical Centre	Gabriola Medical Centre is open on weekdays for calls (250-247-9922). For emergencies, call 911.
Noise Bylaw	RDN Bylaw No. 1082 regulates noise within Gabriola Island. It prohibits "objectionable noise" and outlines specific restrictions,

	such as the prohibition of loudspeakers at any time and the restriction of bells and gongs between 10 p.m. and 8 a.m.
Parking	Please park on the property's driveway.
Pets	Pets in cabin OK with permission. Please keep pets off the furniture or on a towel. Please also control excessive dog barking.
Power Outages	Power outages cause by trees falling onto powerlines are quite common on Gabriola. We have provided emergency water supply and flashlights in case this happens during your stay.
Quiet Hours	10 pm to 8 am daily
Restaurants	Surf Lodge, Woodfire Restaurant, Mad Rona's, Ground Up Café
Septic Field Location	The septic field is in front of the deck on the water side of the property. Please ensure you park on the driveway behind the markers to avoid field damage.
Snuneymuxw First Nation	<p>We acknowledge the traditional, ancestral, unceded territory of the Snuneymuxw First Nation on which we are learning, working and playing at Gabriola. We commit ourselves to the removal of systems of oppression that have dispossessed Indigenous people of their lands and denied their rights to self-determination, work that is essential to human rights work across the world.</p> <p>Please respect First Nation culture, petroglyphs and any Hul'qumi'num Treaty Group sites and artifacts you may see during your stay.</p>
Tourist Information	Gabriola Island Visitor Map, Historical Tour of Gabriola, Gabriola Ferry schedule. A Gabriola Trails map is available at the Tourism Gabriola office and the Co-op. Also try the Tourism Gabriola Island website: https://hellogabriola.ca/
Towels	For the beaches, please use the swim towels in the hallway closet.
Waste Sorting	<p><i>Inside house:</i> Organics bin on counter (<u>please no meat or bones as we run a garden compost; put meat and bones in Landfill</u>)</p> <p><i>Under-sink:</i> Landfill and Recyclables</p> <p><i>Outside house:</i> Organics, Landfill, Refundables, Recyclables, Drop-off Depot</p>
Water Conservation	Water is a precious commodity on this semi-arid island. Please conserve water during your stay by not letting taps and outdoor hoses run other than for immediate use.

Water Supply Plan

A water well provides the required 227 L/day/person for the maximum of 6 people permitted in the cabin at 2235 Shaw Road (as per the well flow rate document). Water is pumped from the well into a cistern and from there into the house after passing through filters and disinfection. No water has ever needed to be purchased for residents in the 67 years the family has owned the property.

Water conservation guidelines for residents include not letting taps or the outdoor house run, not washing vehicles and not wasting water in any way.

Bob Whalley
Gabriola Island, B.C.
VOR 1X7

Jan. 8/2025

To Whom it May Concern

RE: 2235 Shaw Road, Gabriola Island, B.C.

Performed Flow Rate Test on well at above address

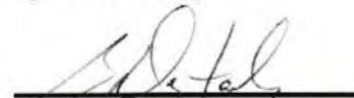
Result of Testing prove the recharge rate of the well

to be at .66 gallons per minute.

If any furthher information required please do not hesitate

to give me a call at 250-247-0061

Yours Truly



E. Dan Foley

Owner | Operator Summer Rain Water Delivery

Assurance of Compliance
by a
Registered Onsite Wastewater Practitioner

Date: 20/01/2025
Our File: 2235 Shaw Rd.
FOLIO: 768013774.025
PID: 005795702

To: Chris Campbell
CIVIC ADDRESS: 2235 Shaw Rd. Gabriola Island B.C.

LEGAL DESCRIPTION: THAT PART OF LOT 5, SECTION 2, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 6784 LYING TO THE EAST OF A BOUNDARY PARALLEL TO THE WESTERLY BOUNDARY OF SAID LOT AND EXTENDING FROM THE POINT OF BISECTION OF THE NORTHERLY BOUNDARY OF SAID LOT

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

To whom it may concern:

I hereby give assurance that:

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

-The Onsite Wastewater Systems at the above address is adequate for a 3-bedroom home up to 3014 sq.ft or (280 sq.m). Not exceeding daily wastewater flow of 1300 liter/day or 286 gal/day

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

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

This assurance is subject to:

- The proposed Vacation Rental occupancy load. Not exceeding daily wastewater flow of 1300 liter/day or 286 gal/

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

Robert W. Bye
Gabriola Septic Services LTD.
645 Gallagher Way
Gabriola Island B.C.

Phone # 250-247-8166
E-mail; bobwbye@hotmail.com
ROWP # OW0109



Prepared for Exclusive Use by:

Chris Campbell

Address of Property:

2235 Shaw Rd
Gabriola Island BC V0R 1X7

Date of Service:

2025-10-03



Company Providing Service:

Patrick Preston

Seawind Assets Ltd dba HouseMaster Home Inspections

7018 Arbutus Cres

Lantzville BC

V0R 2H0

250-740-0380 1-866-547-9999

housemastervi2@shaw.ca

INSPECTION INFORMATION

CLIENT:

Chris Campbell

PROPERTY ADDRESS:

*2235 Shaw Rd
Gabriola Island BC V0R 1X7*

INSPECTION DATE/TIME:

2025-10-03 - 9:00 am

INSPECTOR:

Patrick Preston

INSPECTION COMPANY:

*Seawind Assets Ltd dba HouseMaster Home
Inspections*

7018 Arbutus Cres

Lantzville BC

V0R 2H0

250-740-0380 1-866-547-9999

housemastervi2@shaw.ca

INSPECTION DETAILS

TYPE OF INSPECTION:

Standard Home Inspection

DESCRIPTION:

1 Storey

AGE OF HOME:

Approx 66 years

STATUS OF HOME:

Vacant

PEOPLE PRESENT:

Client

WEATHER:

Cloud & Sun

TEMPERATURE:

13°C

INTRODUCTION

The purpose of this report is to render the inspector's professional opinion of the condition of the inspected elements of the referenced property (dwelling or house) on the date of inspection. Such opinions are rendered based on the findings of a standard limited time/scope home inspection performed according to the Terms and Conditions of the Inspection Order Agreement and in a manner consistent with applicable home inspection industry standards. The inspection was limited to the specified, readily visible and accessible installed major structural, mechanical and electrical elements (systems and components) of the house. The inspection does not represent a technically exhaustive evaluation and does not include any engineering, geological, design, environmental, biological, health-related or code compliance evaluations of the house or property. Furthermore, no representations are made with respect to any concealed, latent or future conditions.

The GENERAL INSPECTION LIMITATIONS on the following page provides information regarding home inspections, including various limitations and exclusions, as well as some specific information related to this property. The information contained in this report was prepared exclusively for the named Clients and is not transferable without the expressed consent of the Company. The report, including all Addenda, should be reviewed in its entirety.

REPORT TERMINOLOGY

The following terminology may be used to report conditions observed during the inspection. Additional terms may also be used in the report:

SATISFACTORY - Element was functional at the time of inspection. Element was in working or operating order and its condition was at least sufficient for its minimum required function, although routine maintenance may be needed.

FAIR - Element was functional at time of inspection but has a probability of requiring repair, replacement or other remedial work at any time due to its age, condition, lack of maintenance or other factors. Have element regularly evaluated and anticipate the need to take action.

POOR - Element requires immediate repair, replacement, or other remedial work, or requires evaluation and/or servicing by a qualified specialist.

NOT APPLICABLE - All or individual listed elements were not present, were not observed, were outside the scope of the inspection, and/or were not inspected due to other factors, stated or otherwise.

NOT INSPECTED (NOT RATED) - Element was disconnected or de-energized, was not readily visible or accessible, presented unusual or unsafe conditions for inspection, was outside scope of the inspection, and/or was not inspected due to other factors, stated or otherwise. **Independent inspection(s) may be required to evaluate element conditions.** If any condition limited accessibility or otherwise impeded completion of aspects of the inspection, including those listed under LIMITATIONS, it is recommended that limiting factors be removed or eliminated and that an inspection of these elements be arranged and completed prior to closing.

IMPORTANT NOTE: All repair needs or recommendations for further evaluation should be addressed prior to closing. It is the client's responsibility to perform a final inspection to determine the conditions of the

dwelling and property at the time of closing. If any decision about the property or its purchase would be affected by any condition or the cost of any required or discretionary remedial work, further evaluation and/or contractor cost quotes should be obtained prior to making any such decisions.

NATURE OF THE FRANCHISE RELATIONSHIP

The Inspection Company ("Company") providing this inspection report is a franchisee of HouseMaster SPV LLC ("Franchisor"). As a franchisee, the Company is an independently owned and operated business that has a license to use the HouseMaster names, marks, and certain methods. In retaining the Company to perform inspection services, the Client acknowledges that Franchisor does not control this Company's day-to-day activities, is not involved in performing inspections or other services provided by the Company, and is in no way responsible for the Company's actions. Questions on any issues or concerns should be directed to the listed Company.

GENERAL INSPECTION LIMITATIONS

CONSTRUCTION REGULATIONS - Building codes and construction standards vary regionally. A standard home inspection **does not include** evaluation of a property for compliance with building or health codes, zoning regulations or other local codes or ordinances. No assessments are made regarding acceptability or approval of any element or component by any agency, or compliance with any specific code or standard. Codes are revised on a periodic basis; consequently, existing structures generally do not meet current code standards, nor is such compliance usually required. Any questions regarding code compliance should be addressed to the appropriate local officials.

HOME MAINTENANCE - All homes require regular and preventive maintenance to maximize the economic life spans of elements and to minimize unanticipated repair or replacement needs. Annual maintenance costs may run 1 to 3% (or more) of the sales price of a house depending on age, design, and/or the degree of prior maintenance. Every homeowner should develop a preventive maintenance program and budget for normal maintenance and unexpected repair expenses. Remedial work should be performed by a specialist in the appropriate field following local requirements and best practices.

ENVIRONMENTAL AND MOLD ISSUES (AND EXCLUSIONS) - The potential health effects from exposure to many elements found in building materials or in the air, soil, water in and/or around any house are varied. A home inspection **does not include** the detection, identification or analysis of any such element or related concerns such as, but not limited to, mold, allergens, radon, formaldehyde, asbestos, lead, electromagnetic fields, carbon monoxide, insecticides, refrigerants, and fuel oils. Furthermore, no evaluations are performed to determine the effectiveness of any system designed to prevent or remove any elements (e.g., water filters or radon mitigation). An environmental health specialist should be contacted for evaluation of any potential health or environmental concerns. Review additional information on MOLD/MICROBIAL ELEMENTS below.

AESTHETIC CONSIDERATIONS - A standard building inspection does not include a determination of all potential concerns or conditions that may be present or occur in the future **including** aesthetic/cosmetic considerations or issues (appearances, surface flaws, finishes, furnishings, odors, etc.).

DESIGN AND ADEQUACY ISSUES - A standard home inspection **does not include** any element design or adequacy evaluations including seismic or high-wind concerns, soil bearing, energy efficiencies, or energy conservation measures. It also does not address in any way the function or suitability of floor plans or other design features. Furthermore, no determinations are made regarding product defects notices, safety recalls, or other similar manufacturer or public/private agency warnings related to any material or element that may be present in any house or on any property.

AGE ESTIMATIONS AND DESIGN LIFE RANGES - Any age estimations represent the inspector's opinion as to the approximate age of components. Estimations may be based on numerous factors including, but not limited to, appearance and owner comment. Design life ranges represent the typical economic service life for elements of similar design, quality and type, as measured from the time of original construction or installation. Design life ranges do not take into consideration abnormal, unknown, or discretionary factors, and are **not a prediction of future service life**. Stated age or design life ranges are given in "years," unless otherwise noted, and **are provided for general guidance purposes only**. Obtain independent verification if knowledge of the specific age or future life of any element is desired or required.

ELEMENT DESCRIPTIONS - Any descriptions or representations of element material, type, design, size, dimensions, etc., are based primarily on visual observation of inspected or representative components. Owner comment, element labeling, listing data, and rudimentary measurements may also be considered in an effort to describe an element. However, there is no guarantee of the accuracy of any material or product descriptions listed in this report; other or additional materials may be present. Independent evaluations and/or testing should be arranged if verification of any element's makeup, design, or dimension is needed. Any questions arising from the use of any particular terminology or nomenclature in this report **should be addressed prior to closing**.

REMEDIAL WORK - Quotes should be obtained prior to closing from qualified (knowledgeable and licensed as required) specialists/contractors to determine actual repair/replacement costs for any element or condition requiring attention. Any cost estimates provided with a home inspection, whether oral or written, only represent an approximation of possible costs. Cost estimates do not reflect all possible remedial needs or costs for the property; latent concerns or consequential damage may exist. **If the need for remedial work develops or is uncovered after the inspection, prior to performing any repairs contact the Inspection Company** to arrange a re-inspection to assess conditions. Aside from basic maintenance suitable for the average homeowner, all repairs or other remedial work should be performed by a specialist in the appropriate field following local requirements and best practices.

SELLER DISCLOSURE - This report is **not a substitute for Seller Disclosure**. A Property History Questionnaire form may be provided with this report to help obtain background information on the property in the event a full Seller Disclosure form is not available. The buyer should review this form and/or the Seller Disclosure with the owner prior to

closing for clarification or resolution of any questionable items. A final buyer inspection of the house (prior to or at the time of closing) is also recommended.

WOOD-DESTROYING INSECTS/ORGANISMS - In areas subject to wood-destroying insect activity, it is advisable to obtain a current wood-destroying insect and organism report on the property from a qualified specialist, whether or not it is required by a lender. A standard home inspection **does not include** evaluation of the nature or status of any insect infestation, treatment, or hidden damage, nor does it cover issues related to other house pests or nuisances or subsequent damage.

ELEMENTS NOT INSPECTED - Any element or component not evaluated as part of this inspection should be inspected prior to closing. Either make arrangements with the appropriate tradesman or contact the Inspection Company to arrange an inspection when all elements are ready for inspection.

HOUSE ORIENTATION - Location descriptions/references are provided for general guidance only and represent orientations based on a view facing the front of the house from the outside. Any references using compass bearings are only approximations. If there are any questions, obtain clarification prior to closing.

CONDOMINIUMS - The Inspection of condominium/cooperative do not include exteriors/ typical common elements, unless otherwise noted. Contact the association/management for information on common element conditions, deeds, and maintenance responsibilities.

MOLD AND MICROBIAL ELEMENTS / EXCLUSIONS

The purpose and scope of a standard home inspection **does not include** the detection, identification or assessment of fungi and other biological contaminants, such as molds, mildew, wood-destroying fungi (decay), bacteria, viruses, pollens, animal dander, pet or vermin excretions, dust mites and other insects. These elements contain/carry microbial particles that can be allergenic, infectious or toxic to humans, especially individuals with asthma and other respiratory conditions or sensitivity to chemical or biological contaminants. Wood-destroying fungi, some molds, and other contaminants can also cause property damage. One particular biological contamination concern is mold. Molds are present everywhere. Any type of water leakage, moisture condition or moisture-related damage that exists over a period of time can lead to the growth of potentially harmful mold(s). The longer the condition(s) exists, the greater the probability of mold growth. There are many different types of molds; most molds do not create a health hazard, but others are toxic.

Indoor mold represents the greatest concern as it can affect air quality and the health of individuals exposed to it. Mold can be found in almost all homes. Factors such as the type of construction materials and methods, occupant lifestyles, and the amount of attention given to house maintenance also contribute to the potential for molds. Indoor mold contamination begins when spores produced by mold spread by air movement or other means to an area conducive to mold growth. Mold spores can be found in the air, carpeting, insulation, walls and ceilings of all buildings. But mold spores only develop into an active mold growth when exposed to moisture. The sources of moisture in a house are numerous and include water leakage or seepage from plumbing fixtures, appliances, roof openings, construction defects (e.g., EIFS wall coverings or missing flashing) and natural catastrophes like floods or hurricanes. Excessive humidity or condensation caused by faulty fuel-burning equipment, improper venting systems, and/or inadequate ventilation provisions are other sources of indoor moisture. By controlling leakage, humidity and indoor air quality, the potential for mold contamination can be reduced. To prevent the spread of mold, immediate remediation of any water leakage or moisture problems is critical. For information on mold testing or assessments, contact a qualified mold specialist.

Neither the evaluation of the presence or potential for mold growth, nor the identification of specific molds and their effects, fall within the scope of a standard home inspection. Accordingly, the Inspection Company assumes no responsibility or liability related to the discovery or presence of any molds, their removal, or the consequences whether property or health-related.

ADDITIONAL COMMENTS

The report expresses the personal opinions of the experienced inspector, based upon his visual impressions of the conditions that existed at the time of inspection only. The inspection and report are not intended to be technically exhaustive or to imply that every component was inspected or that every possible defect was discovered. No disassembly of equipment, opening of walls, moving of furniture, appliances or stored items, or excavation is performed. All components and conditions, which by nature of their location are concealed, camouflaged or difficult to inspect are excluded from the report. We can provide an excellent overview of the property, but may not find every defect; or uncover every possible risk, whether visible or not. Client should read the full report and contact the inspector with any questions prior to waiving their condition related to a satisfactory home inspection.

It is often not possible to properly evaluate certain elements in a new structure or if a house has been vacant for any length of time. For example, a drain leak in a wall or blockage in an underground waste line may not become apparent until hours (or days) after the inspection. Therefore, anticipate the possibility of such latent defects with subsequent use of the house and/or systems.

SUMMARY OF INSPECTOR COMMENTS

This Summary of Inspector Comments is only one section of the Inspection Report and is provided for guidance purposes only. This Summary is **NOT A HOME INSPECTION REPORT** and does not include information on all conditions or concerns associated with this home or property. **The Inspection Report** includes more detailed information on element ratings/ conditions and associated information and **must be read and considered in its entirety prior to making any conclusive purchase decisions or taking any other action**. Any questionable issues should be discussed with the Inspector and/or Inspection Company.

Note: While listings in this Summary of Inspector Comments may serve as a guide to help prioritize remedial needs, the final decision regarding any action to be taken must be made by the client following consultation with the appropriate specialists or contractors.

1. ROOFING

1.5 DOWNSPOUTS / ROOF DRAINS

Poor/Defective

Disconnected pipes noted, repair upon possession to properly control the roof run off. Monitor downspouts entering ground for back-up. Recommend extending the downspouts to splashpads where appropriate to move water away from foundation. Neither the presence of nor integrity of clean-outs, underground lines nor free flow of water through such lines is determined as part of a standard home inspection. It is recommended that perimeter drains be checked/cleaned on a regular basis to ensure proper function. Missing caps at the front pipes should be replaced upon possession to prevent debris entry.

2. EXTERIOR ELEMENTS

2.0 SIDING

Fair

Mixed siding present. Recommend sealing any cracks or gaps in the siding upon possession and maintaining regularly to prevent water penetration and deterioration. Evidence of possible wood destroying insects (discarded wings) noted, hidden damage may be present. Recommend further evaluation by a qualified contractor/pest specialist prior to subject removal to determine if any remedial actions are necessary and any costs that may be involved.

2.4 PORCH(ES) / DECK(S)#1

Fair

Wood deck surface at the rear. Wood decks exposed to local wet conditions are subject to deterioration and it is normal for individual floor or structural boards to rot and require replacement. Rot is often concealed in joints or between sistered boards. Recommend frequent monitoring and repair/replacement as required. The post at the left is not in contact with the framing above, correct/repair upon possession for stability. The wood post at the left is in contact with the dirt, correct upon possession as this is conducive to deterioration and wood destroying insects.

2.5 FOUNDATION SURFACE

Fair

Large void with exposed rebar present, seal/repair upon possession for stability and to prevent rusting of the rebar and spalling of the concrete. There is also common cracking (+/- 1/8") and some honeycomb noted, seal upon possession to prevent water penetration and monitor seasonally for changes. See the substructure comments.

3. SITE ELEMENTS

3.0 DRIVEWAY

Fair

Mixed surfaces with uneven area noted, possible tripping hazard; repair upon possession.

3.2 GROUND SLOPE AT FOUNDATION

Fair

Grade should slope away from the foundation at fifteen degrees to move water away from the foundation, monitor water run off and adjust as needed to prevent water penetration issues.

3.3 SITE GRADING

Fair

Hill side location, monitor water run off during wet times.

4. ATTIC**4.0 ROOF FRAMING****Fair**

Engineered trusses and wood framing present. Patched/repared trusses noted, truss framing members should not be cut or field-altered without design analysis, repair upon possession for stability or obtain any documentation available regarding the repairs. Limited evaluation of the attic components from the entries due to amount of insulation/clearance present. Attic is part void space, part cathedral ceiling. Cathedral/vaulted ceiling design restrictions generally prevent assessment of structural components, insulation or ventilation (moisture) provisions with this type construction. Ventilation inadequacies are common; assessment will be required when re-roofing or if any concerns are reported or develop.

4.1 ROOF DECK / SHEATHING**Fair**

See the roof framing comments above. Mixed sheathing present with some black staining/mould like substance noted, clean/seal upon possession and monitor conditions for growth. This is a sign of inadequate ventilation in the attic space, see the ventilation comments below. Patching noted in the attic and patched area noted at the hallway, repair as necessary.

4.2 VENTILATION PROVISIONS**Fair**

See the roof framing comments above. Ridge and soffit venting noted. Some areas of soffit appear to be blocked with insulation; recommend clearing the vents upon possession for improved airflow. Inadequate ventilation can contribute to moisture/mould concerns and lowered life expectancy of roof materials.

5. BATHROOM**5.2 BATHTUB****Fair**

Tub with tile surround, seal the spigot at the surround and maintain caulking seals as needed to prevent water penetration. The shower pipe is loose, secure upon possession to prevent leakage.

5.6 FLOOR(ING)**Fair**

Laminate type flooring with a gap noted, seal/repair as needed.

6. KITCHEN**6.8 FLOOR(ING)****Fair**

Laminate type flooring with gaps noted, seal/repair as needed.

6.9 ELECTRIC / GFCI**Fair**

The outlets near the sink are not GFCI protected, you may wish to upgrade upon possession for safety.

6.11 CABINETS**Fair**

The cabinets hit the range/oven, adjust and maintain as needed to prevent damage.

7. INTERIOR ELEMENTS**7.0 CEILINGS****Fair**

Mixture of ceiling finishes present. Patched area noted at the hallway, repair as necessary.

7.2 FLOORS**Fair**

Laminate type flooring with gaps noted, seal/repair as needed. Some sloping noted, monitor for changes upon possession and level/correct as required. Large area rugs present limiting visual evaluation; these may lead to

discolouration of flooring.

8. FOUNDATION / SUBSTRUCTURE

8.3 FLOOR FRAMING

Fair

Floor joists present appear to be undersized by today's standards, monitor for changes and upgrade/add support as necessary for stability. Incomplete cross bracing present, finish upon possession for stability. Limited evaluation at the perimeter due to insulation present. See the siding and the interior floor comments.

9. ELECTRIC SYSTEM

9.0 SERVICE / ENTRANCE LINE

Fair

Trim the branches back upon taking possession to prevent damage to the service line.

9.3 DISTRIBUTION PANEL

Fair

The panel in the bedroom has room for expansion. Open knock outs in the panel should be covered upon possession for safety. No connector present on wire entering the bottom of the box; have an approved connector added upon possession for safety.

9.5 WIRING / CONDUCTORS

Fair

Open junction boxes at the crawlspace; install proper covers upon possession for safety. The exposed wires in the crawlspace should be terminated in covered junction boxes upon possession for safety.

11. COOLING SYSTEM

11.3 CONDENSATE PROVISIONS

Fair

Condensate drain line terminating on the crawlspace floor, recommend upgrading to discharge to a suitable location upon possession to prevent moisture issues.

13. WATER HEATER

13.0 WATER HEATER

Poor/Defective

Functional at the time of inspection. There is rust on the bottom of the unit, water in the overflow pan and the unit is beyond normal life expectancy, repair/replace to prevent water damage. You may wish to ask your insurance company about their policies regarding the presence of a tank of this age. Obtain all documentation/warranties present.

13.1 SAFETY VALVE PROVISIONS

Fair

TPRV drain tube extended. Overflow pan noted. No seismic strapping noted, recommend adding upon possession for safety. No expansion tank present, add as required.

Prepared Using HomeGauge <http://www.HomeGauge.com> : Licensed To Patrick Preston 158804 RT



**Gabriola Fire & Rescue Department
Temporary Use Permit**

The following points are noted for the purposes of correcting fire hazards and enhancing public safety. The owner or the owner’s authorized agent shall be responsible for carrying out the provisions of the British Columbia’s *Fire Code* (2024), and where applicable, the British Columbia’s *Building Code* (2024).

Date: Jan 14/2025	Building Name: (Residential home) Temporary Use Permit
Completed By: Deputy Chief Jamie Ovens	Address: 2235 Shaw Road
Owner/Employee/Representative Present: Chris Campbell	
Contact Information: cicamp74@gmail.com	

(N/I: Needs Improvement and N/A: Not Applicable).

Preparedness	Pass	N/I	N/A	Fail
Are all extinguishers within their annual inspection date, with pressure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all extinguishers unobscured, unobstructed, and freely visible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire detection system functional and up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a contact list?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are egress routes clear of stored materials and debris (min 1m width)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are external pathways from the exits away from the building clear?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire safety plan? (Homeowner said they would make one)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dryer should be kept clean of dryer lint?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Escape Routes & Exits	Pass	N/I	N/A	Fail
Are final exit doors clear and unobstructed on both sides?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do final exit doors open easily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedrooms have egress?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is each unit address clearly visible and readable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the street address clearly visible and readable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the propane tank properly inspected and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sheds & outbuildings suitably tidy and free from hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BBQ is away from the eave of the house?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hood fan has been labelled "don't cook with greasy foods"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

-Recommend having fire blankets one near the kitchen and one near for the BBQ.


-Flagging or Fencing around the beach front area

RE: 2235 Fire Code Inspection Completion Record

From Deputy Fire Chief <deputy@gabriolafire.ca>

Date Thu 1/16/2025 12:06 PM

To 

 1 attachment (1 MB)

GVFD Fire Inspection TUP.docx;

Everything looks good, this is nothing else required by the Gabriola volunteer fire department at this time. Please see attachment for your completed inspection report.

Jamie Ovens Deputy Fire Chief

Gabriola Volunteer Fire Department

Albert Reed Memorial Hall #1

730 Church St. PO Box 89 Gabriola Island, B.C. V0R 1X0

T: 250-247-9677



From: Chris Campbell · 

Sent: Monday, January 13, 2025 5:46:49 PM

To: Fire Chief <firechief@gabriolafire.ca>

Subject: 2235 Fire Code Inspection Completion Record

Hello Will. As requested to complete our compliance with the fire code, please find:

- pictures of the two required fire extinguishers, one by the inside stove and one near the outside barbecue
- pictures of both extinguishers' expiry certificates
- a written fire safety plan added to our guest welcome guide

I will also be adding little signs asking for:

- the lint trap on the clothes dryer to be emptied after each use
- foods not to be cooked in heavy grease to avoid clogging of the stove exhaust vent

NOTICE is hereby given pursuant to Section 494 of the *Local Government Act* that the Gabriola Island Local Trust Committee (LTC) will be considering a resolution allowing for the issuance of a Temporary Use Permit. The proposed permit would apply to:

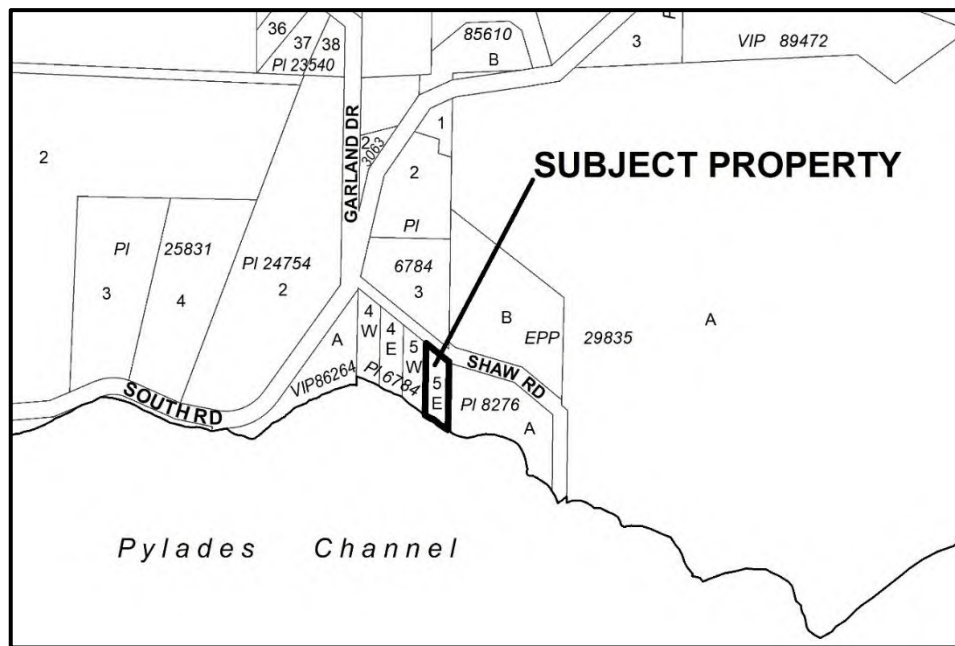
PID: 005-795-702

THAT PART OF LOT 5, SECTION 2, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 6784 LYING TO THE EAST OF A BOUNDARY PARALLEL TO THE WESTERLY BOUNDARY OF SAID LOT AND EXTENDING FROM THE POINT OF BISECTION OF THE NORTHERLY BOUNDARY OF SAID LOT.

This property is located at **2235 Shaw Road, Gabriola Island, BC.**

The purpose is to provide issuance of the Temporary Use Permit for the operation of a commercial vacation rental within the single-family dwelling on the subject property. The establishment of this use would be subject to the conditions specified in the attached proposed permit.

The general location of the subject property is shown on the following map:



A copy of the proposed permit may be inspected at the Islands Trust Office, 700 North Road, Gabriola Island, BC V0R 1X3 between the hours of 8:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays, and on the Islands Trust website <https://islandstrust.bc.ca/island-planning/gabriola/current-applications/> commencing **July 2, 2026** and continuing up to and including **July 16, 2026**.

Enquiries or comments should be directed to Margot Thomaidis, Planner 2 at (250) 247-2204, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: northinfo@islandstrust.bc.ca before **4:00 p.m., July 15, 2026**.

The Gabriola Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting to be held at **10:30 AM on July 16, 2026 at the Gabriola Arts and Heritage Centre, 476 South Rd, Gabriola, BC.**

Written comments made in response to this notice will also be available for public review.

Nadine Mourao, Deputy Secretary



File No.: PL-RZ-2024-0091 (Mid Island Co-op)

DATE OF MEETING: July 16, 2026

TO: Gabriola Island Local Trust Committee

FROM: Ian Cox, Planner 2
Northern Office

SUBJECT: OCP/LUB Amendment Application to Rezone from IN2 to VC4

Applicant: Mid Island Co-operative Services Ltd.

Location: LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT,
PLAN 22723 793 Lockinvar Lane, Gabriola Island (PID 002-623-463)

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee Bylaw No. 321 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2025”, be adopted.
2. That the Gabriola Island Local Trust Committee Bylaw No. 322 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2025”, be adopted.

REPORT SUMMARY

As presented above, staff recommend adoption of both the Official Community Plan (OCP) and (Land Use Bylaw (LUB) proposed bylaw amendments that would apply to 793 Lockinvar Lane, Gabriola, legally described as: LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 22723 (PID: 002-623-463).

BACKGROUND

The LTC held a Public Hearing for Bylaw No. 321 and No. 322 on February 19, 2026, gave the proposed Bylaws Third Reading and forwarded them to Islands Trust Executive Committee, and Bylaw No. 321 to the Minister of Municipal Affairs and Housing for approval. The Bylaws were approved by the Executive Committee on April 15, 2026 and Bylaw No. 321 was approved by the Minister on June 21, 2026.

Summary of Proposed Bylaws

Bylaw No. 321 will amend the OCP to include the subject property in the Village Commercial Land Use Designation and in the Village Centre Development Permit Area (DPA) 7. The OCP amendment is in accordance policies related to the expansion of the Village Commercial designation that can be considered based on compliance with certain criteria as listed in the bylaw.

Bylaw No. 322 will amend the LUB to include the subject property in a new site-specific zone, Village Commercial 4 (VC4), to allow propane storage as a principal use in connection with the existing Co-op gas station business on the adjacent lot. Following the rezoning, propane storage would become a permitted principal use in addition to the existing uses on the lot within the new VC4 zone.

RATIONALE FOR RECOMMENDATIONS

The recommendations to adopt the bylaws are supported because:

- The proposed bylaws have been determined to be consistent with the Islands Trust Policy Statement by the LTC;
- A Public Hearing was held in accordance with legislative requirements;
- Executive Committee and the Minister have approved the bylaw.

ALTERNATIVES:

1. Request further information/defer final adoption

The LTC can defer consideration of bylaw adoption until the applicant has submitted additional information as requested by the LTC. If this option is considered it may significantly delay final adoption as new information may be subject to legislative requirements for an additional public hearing, EC and Minister approvals.

2. Proceed no further

The LTC could choose to proceed no further with the proposed bylaws, this option would conclude the application without amending the OCP or LUB.

Next Steps

If the LTC concurs with the recommendations on page 1 of this report, staff will consolidate and update the OCP and LUB to reflect the policy and regulatory changes.

Submitted By:	Ian Cox, Planner 2	July 7, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	July 7, 2026

ATTACHMENTS

1. Proposed Bylaw No. 321 (OCP)
2. Proposed Bylaw No. 322 (LUB)

PROPOSED ATTACHMENT 1

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 321

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 Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2025”.

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

READ A FIRST TIME THIS 4TH DAY OF SEPTEMBER , 2025

READ A SECOND TIME THIS 4TH DAY OF SEPTEMBER , 2025

PUBLIC HEARING HELD THIS 19TH DAY OF FEBRUARY , 2026

READ A THIRD TIME THIS 19TH DAY OF FEBRUARY , 2026

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

15TH DAY OF APRIL , 2026

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING THIS

21ST DAY OF JUNE , 2026

ADOPTED THIS _____ DAY OF _____ , 202x

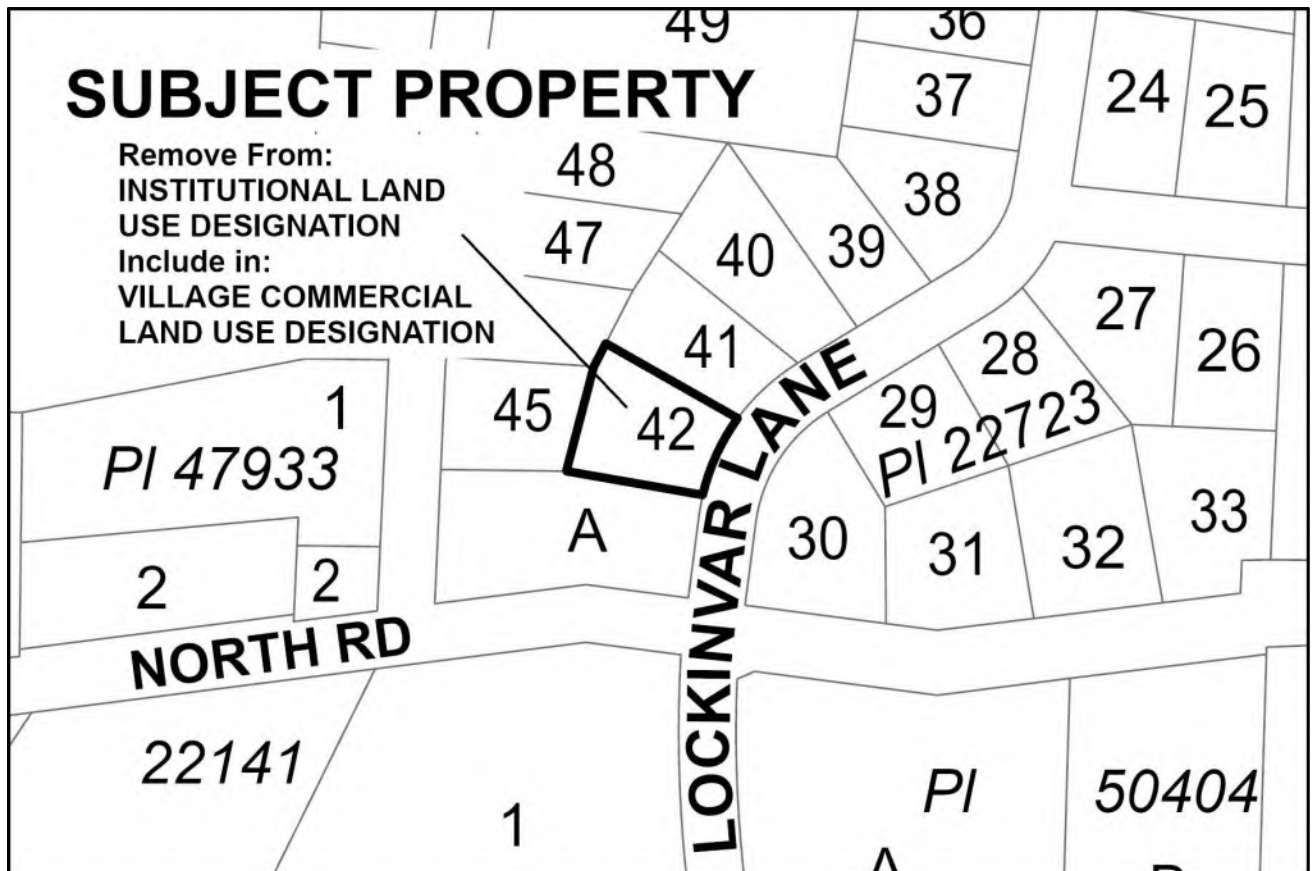
Chair

Secretary

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
 BYLAW NO. 321
 Schedule "1"

1. **Schedule "B"** of Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997 is amended as follows:
 - 1.1. **Schedule "B" – Land Use Designations – North Sheet**, is amended by changing the land use designation on the lands described as LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 22723 (793 Lockinvar Lane, Gabriola Island PID 002-623-463) from "Institutional" to "Commercial (Village)" as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" as are required to effect this change.

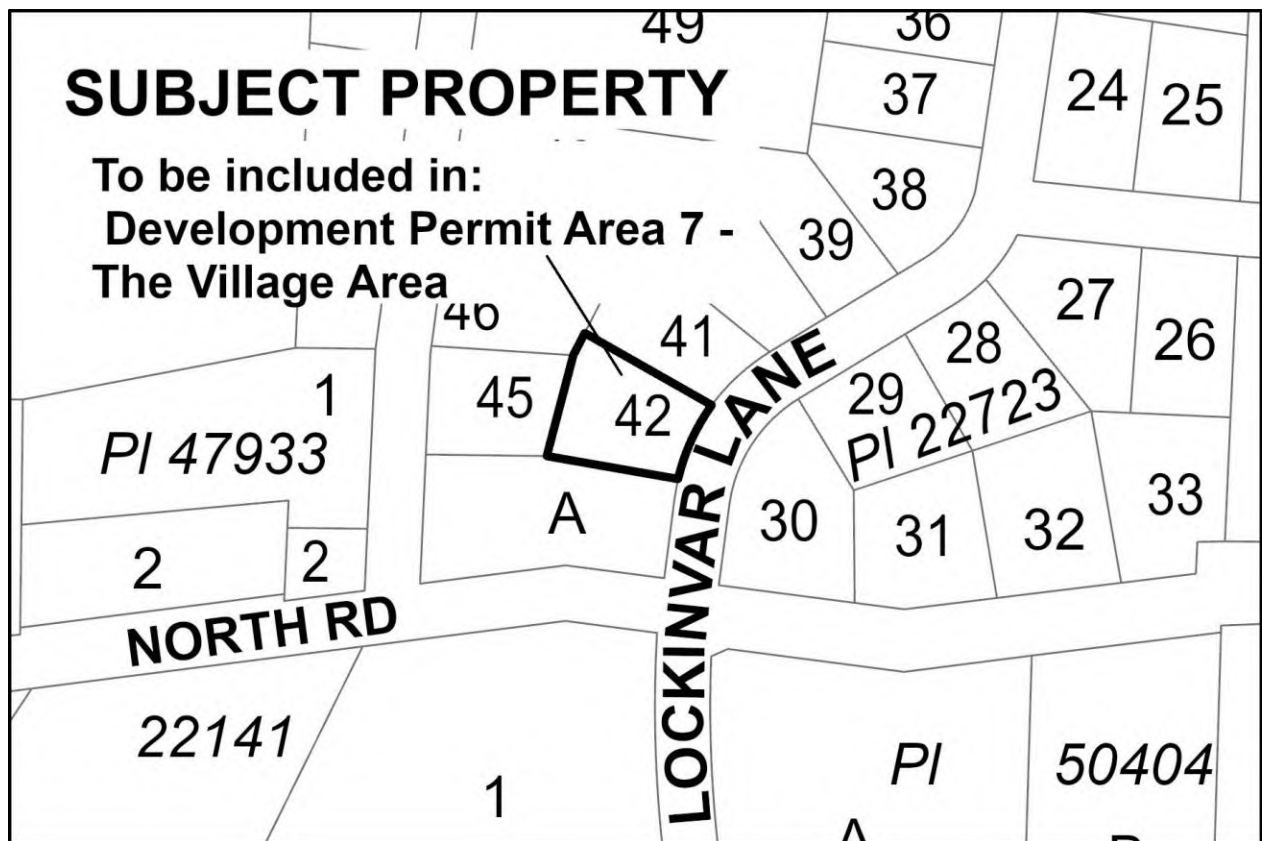
Plan No. 1



GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 321
Schedule "2"

1. **Schedule "D" – Development Permit Areas - OCP B North Sheet**, is amended by including the lands described as LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 22723 (793 Lockinvar Lane, Gabriola Island PID 002-623-463) in the Schedule D map for DP 7 - The Village Area, 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.

Plan No. 2



PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 322

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, 2025”.

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 4TH DAY OF SEPTEMBER , 2025

READ A SECOND TIME THIS 4TH DAY OF SEPTEMBER , 2025

PUBLIC HEARING HELD THIS 19TH DAY OF FEBRUARY , 2026

READ A THIRD TIME THIS 19TH DAY OF FEBRUARY , 2026

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

15th DAY OF APRIL , 2026

ADOPTED THIS _____ DAY OF _____ , 202x

Chair

Secretary

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 322**

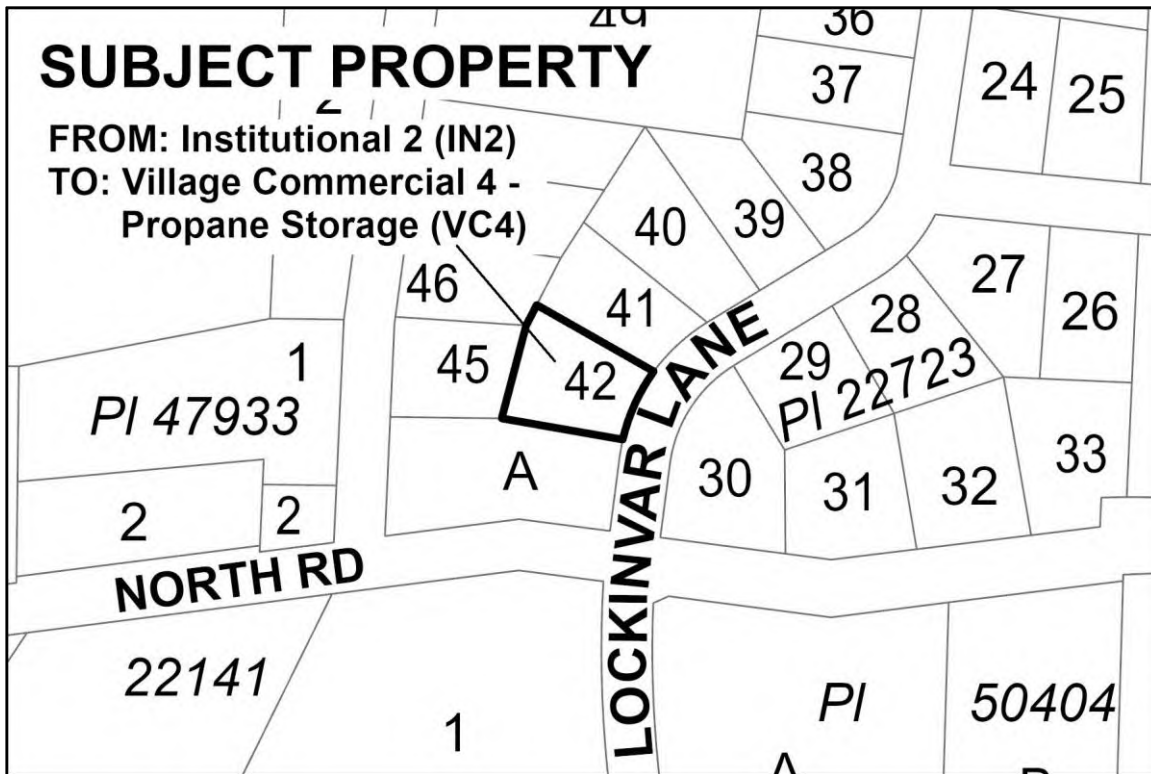
Schedule "1"

1. **Schedule "A"** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:
 - 1.1 **Part B GENERAL REGULATIONS**, Section B.4 **SIGNS**, Subsection **B.4.1 Number and Total Sign Area**, Article **B.4.1.1**, Table 1 **Sign Regulations**, Column I is amended by adding "VC4," after "VC3, and before DC1".
 - 1.2 **Part C ESTABLISHMENT OF ZONES**, Section C.1 **DIVISION INTO ZONES**, Subsection **C.1.1 Land Based Zones**, insert new zone "Village Commercial 4 – Propane Storage" after "Village Commercial 3" and before "DC1 District Commercial 1".
 - 1.3 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, insert new Subsection **D.3.4 Village Commercial 4 (VC4)** after Subsection **D.3.3 Village Commercial 3** as shown in **Appendix 1** attached to and forming part of this bylaw; and renumber all subsequent subsections chronologically.
 - 1.4 **Part G**, Section G.1 **DEFINITIONS**, is amended by adding the following definition:

<i>"propane storage</i>	the use of land, buildings, or structures for the bulk storage, containment, or handling of propane gas, whether in liquid or gaseous form, in above-ground or underground tanks, cylinders, or containers. This includes facilities for the distribution or sale of propane to the public or commercial entities. All propane storage must comply with applicable federal and provincial legislation and regulations, including but not limited to safety, environmental, and transportation standards."
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2. **Schedule "B"** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:
 - 2.1. Schedule "B" – North Sheet, is amended by changing the zoning classification of LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 22723 (793 Lockinvar Lane, Gabriola Island PID 002-623-463) from "Institutional 2" to "Village Commercial 4 – Propane Storage" 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.

Plan No. 1



GABRIOLA ISLAND LOCAL TRUST COMMITTEE
 BYLAW NO. 322

Appendix 1

D.3.4 Village Commercial 4 – Propane Storage (VC4)

D.3.4.1 Permitted Uses

The uses permitted in Article B.1.1.1, plus the following uses and no others are permitted in the Village Institutional 2 (IN2) zone:

a. Permitted *Principal* Uses

- i *public schools*
- ii *emergency services*
- iii *library*
- iv *post office*
- v *government offices*
- vi *highway work yards*
- vii *urgent care medical clinic*
- viii *child care centre and pre-school*
- ix *propane storage*

b. Permitted Accessory Uses

- i *limited public market*, subject to Subsection B.6.2

D.3.4.2 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 Village Commercial 4 (VC4) zone:

a. Permitted Buildings and Structures

- i *Buildings* and *structures* for the permitted uses set out in this zone, including tanks, containment systems, fencing, signage, and other infrastructure necessary for propane storage and distribution.

D.3.4.3 Regulations

The general regulations in Part B, plus the following regulations apply in the Village Commercial 4 (VC4) zone:

a. Buildings and Structures Height Limitations

- i The maximum *height* of *buildings* and *structures* is 9.0 metres (29.5 feet).
- ii Propane tanks and associated safety infrastructure are exempt from maximum height limits where required by applicable safety regulations.

b. Buildings and Structures Siting Requirements

- i The minimum setback for *buildings* or *structures* except a sign, fence, or pump/utility house is 6.0 metres (19.7 feet) from any lot line.

c. Lot Coverage Limitations

- i The maximum combined *lot coverage* by *buildings* and *structures* is 25 percent of the *lot* area.

d. Lot Area Requirements for Subdivision

- i The minimum average lot area is 1.0 hectare (2.47 acres).
- ii The minimum lot area is 0.5 hectares (1.24 acres).

D.3.4.4 Conditions of Use for Propane Storage Facilities

- i Propane storage operations must comply with all applicable federal and provincial regulations.
- ii The operator must hold all necessary permits and certifications prior to installation and operation.
- iii All outdoor lighting associated with propane storage must be fully shielded and directed downward to minimize light trespass.
- iv Emergency response and spill containment plans must be prepared and maintained as per provincial requirements and provided to the Local Trust Committee upon request.
- iv Where propane tanks or structures are visible from adjacent properties or public roads, screening through fencing, landscaping, or a combination shall be provided to reduce visual impact.



DATE OF MEETING: July 16, 2026

TO: Gabriola Island Local Trust Committee

FROM: Narissa Chadwick, Island Planner
Southern Team

COPY: Stephen Baugh, Island Planner; Renee Jamurat, Regional Planning Manager

SUBJECT: Gabriola Official Community Plan Review – Phase 4 Changes, Engagement, 2027-2028 Business Case for Approval

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee endorse the revised Gabriola Island Official Community Plan and Land Use Bylaw Review Project Charter dated July 2026, Version 8.
2. That the Gabriola Island Local Trust Committee endorse the changes to the Gabriola Official Community Plan Phase 4 Communication and Engagement Plan, as discussed at the July 16, 2026 Gabriola Island Local Trust Committee meeting.
3. That the Gabriola Island Local Trust Committee endorse the changes to the Draft Gabriola Official Community Plan prior to 1st reading, as discussed at the July 16, 2026 Gabriola Island Local Trust Committee meeting.
4. That the Gabriola Island Local Trust Committee request staff schedule an electronic special Local Trust Committee business meeting to review input from the community on the Draft Official Community Plan, prior to first reading of the bylaw.
5. That the Gabriola Island Local Trust Committee receive the Freshwater Footprint Briefing and Frequently Asked Questions document provided by the Senior Freshwater Specialist.
6. That the Gabriola Island Local Trust Committee approve the 2027/28 Business Case supporting the completion of the Gabriola Official Community Plan and Land Use Bylaw Review project.

REPORT SUMMARY

This report supports the momentum of Phase 4 of the Gabriola OCP and LUB Review Project. It provides:

- A review, discussion and some proposed policy options to address some of the concerns and issues that have arisen through the review of the draft OCP by Trustees and staff.
- A revised Phase 4 communications and engagement plan.

Z:\12 Long Range Planning\03 GB\6500 LTC Work Program\20 Projects (P)\2023_OCP Review\Staff Reports\2026_07_16_OCP update options\Gabriola OCP staff report 2026_07_16_OCP2.docx

- A Land Use Bylaw consistency table
- A revised project charter
- Freshwater footprint briefing including Q&A
- A draft 2027/28 business case to support the completion of the project.

BACKGROUND

Gabriola Island Official Community Plan Review Timeline



The Gabriola OCP and LUB review project began in 2023. It has moved through three phases involving many public engagement activities.

- **Phase 1** focussed on community visioning through in person engagement and surveys.
- **Phase 2** focussed on public engagement around key policy areas and included a number of focus groups as well as broader public engagement.
- **Phase 3** focussed on bylaw writing.

The results of these phases can be found on the Gabriola OCP project webpage.
<https://islandstrust.bc.ca/island-planning/gabriola/projects/>.

Phase 4 of the Gabriola OCP and LUB review project, the current phase, focuses on the review of the draft OCP bylaws, the creation of a DAI bylaw and updates to the LUB for consistency with the new OCP policies.

At the May 26, 2026 LTC meeting:

It was **MOVED** and **SECONDED**

that the Gabriola Island Local Trust Committee amend the Official Community Plan and Land Use Bylaw Review Project Charter March 26 version 7 to change first reading to September, 2026.

It was **MOVED** and **SECONDED**

that the Gabriola Island Local Trust Committee endorse the revised Project Charter as amended on May 21, 2026 for the Gabriola Official Community Plan and Land Use Bylaw project.

It was **MOVED** and **SECONDED**

that the Gabriola Local Trust Committee request staff to work with Snuneymuxw First Nation staff to develop a more focussed acknowledgment of Snuneymuxw First Nation connection to Gabriola Island in section 1.2.2 prior to sending the Official Community Plan out for referral.

In the evening following the May LTC meeting a community meeting was held to introduce the draft OCP and answer questions from the public.

DISCUSSION

Revised Project Charter:

Following the direction of the LTC at the May 2026 meeting, staff have revised the project charter (Attachment 1) to reflect first reading of the OCP in September. As discussed at the meeting, this will provide more time for the community to engage with the draft and provide comments. As well, it provides more time for staff to work with Snuneymuxw First Nation on the Indigenous context section of the OCP.

Revised Phase 4 Communications and Engagement Plan

At their March LTC meeting, the LTC was presented with a communications and engagement plan that included Phase 4. This plan has been revised to reflect the revised dates in the project charter as well as addressing concerns raised related to the effectiveness of using staff time to support community engagement at summer markets at this time. Staff note that the scheduling of any additional public engagement events prior to first reading will be challenging.

OCP Draft Policy Amendment Option Table

In Attachment 3, staff have provided a list of topics that have emerged from the Gabriola community and Trustees. Where possible staff have provided policy options. In some cases the topics are listed for discussion without clear policy options identified. The intention of this table is to review topics and options in order for staff to receive direction from the LTC to move forward with discussed amendments to the draft prior to first reading.

Due to report deadlines it is possible that not all topics brought up by the community have been included. Recognizing that there has been a lot of interest in engaging with the draft OCP prior to first reading, staff have extended the deadline for input until July 31st.

Proposed Special Meeting Prior to First Reading

Given the high chance of receiving additional feedback from the community by July 1st, staff are proposing a special meeting be held in August by zoom to provide an opportunity for the LTC to review additional feedback and provide direction to staff to make further changes prior to first reading. Staff have explored possible dates which have considered staff vacation time, Trustee meetings and preparation time for the first reading of bylaws at the September 3rd LTC meeting. If the LTC support this recommendation, staff will follow up with LTC members to confirm the date and time. The two possible dates identified are August 6 or 7.

Land Use Bylaw Consistency Table

Attachment 4 includes a land use bylaw consistency table. This table identifies LUB regulations that will need to be updated to be consistent with the OCP. It is important to note that consistency is the focus of the LUB update at this time. While the new OCP will provide opportunity for further changes to the LUB to support the OCP vision and goals, these changes will need to happen over time. One example of this is the implementation of flexible housing policy. At this time there are no locations being identified for flexible housing zoning. However, the opportunity will exist for this to be realized through rezoning or LTC project.

Freshwater Footprint Briefing and Frequently Asked Questions

The freshwater footprint analysis has been an important component of the Gabriola OCP review project. Using multiple data sets as well as engagement with the Gabriola community a number of maps have been created to provide opportunity for data-based decision making related to groundwater sustainability. Two maps emerging from the freshwater footprint work are referred to directly in OCP policy and included as schedules in the OCP for reference. The briefing in Attachment 5 includes higher resolution copies of these maps then previously shared in the draft OCP (these will also be added to the draft OCP online) as well as paragraphs describing each map. Attached to the briefing is a Q&A requested by the LTC on the questions that have emerged related to the freshwater footprint project. Once reviewed by the LTC the Q&A will be posted to the project website.

Draft Business Case 2027/28

The attached business case for 2027/28 is based on the possibility that the OCP may not be granted second reading by the end of the 2026/27 fiscal year and more time will be needed to complete the Archeological Overview Assessment (AOA) (Procurement for the AOA has not yet begun). It is important to ensure that funds are available if this is the case. The funds would be directed toward the completion of the AOA, public engagement and legal review.

Rationale for Recommendation

The recommendations support the completion of the Gabriola OCP project.

ALTERNATIVES

1. Request changes to the communications and engagement plan

If the LTC chooses to make changes to the communications and engagement plan, staff capacity and availability will need to be considered.

2. Request changes to the draft OCP prior to 1st reading

The LTC is encouraged to identify changes they would like staff to make to the draft OCP prior to 1st reading that are beyond what is currently captured in the OCP change options table (Attachment 3).

3. Request that staff not schedule a special meeting prior to first reading

If the LTC chooses not to schedule a special meeting prior to first reading it will require that any additional changes identified between now and first reading be discussed at the September meeting just before first reading. After first reading, changes will be still be possible. However, at that point in the process they will need to be introduced as formal amendments to the draft.

4. Request changes to the project charter

This is the opportunity to determine if the LTC is comfortable with first reading in September. If not, the project charter will need to be changed.

5. Request changes to the business case

Changes to the communications and engagement plan and the project charter may impact the business case. Related changes will need to be made.

NEXT STEPS

If the recommendations are endorsed staff will:

- Schedule a special meeting via zoom prior to first reading
- Integrated proposed changes in to the draft OCP
- Proceed with communications and engagement as identified in plan
- Continue to draft LUB amendment for consistency with the OCP
- Complete draft DAI bylaw
- Send business case to finance committee for review

Submitted By:	Narissa Chadwick RPP CIP, Island Planner	June 29, 2026
Concurrence:	Renee Jamurat RPP CIP, Regional Planning Manager	July 8, 2026

ATTACHMENTS

1. Revised Project Charter
2. Phase 4 Communications and Engagement Plan
3. OCP Changes Options
4. LUB Consistency Table
5. Freshwater Footprint Briefing and Frequently Asked Questions document
6. Draft Business Case 2027/28

Gabriola Island Official Community Plan(OCP) and Land Use Bylaw (LUB) Review (Phase 3) - Project Charter

Gabriola Island Local Trust Committee (LTC)

Date: July 2026 (Version 8)

Purpose: To explore, through targeted engagement specific questions related to key topics relevant to the OCP and LUB review and begin to draft OCP policies and related LUB changes needed to for consistency with OCP policies .

Background: An OCP describes the long-term vision for a community, through policy statement that guide decisions on planning and land use. An LUB contains regulations to implement the OCP policies. The Gabriola OCP has not been updated since 1997 and the LUB since 1999. The Gabriola Island OCP and LUB Comprehensive Review will address a number of issues of importance to the Gabriola Community. In Phase 1 (2023/24) helped to identify vision and values of the community. Phase 2 (2402/25) explored, though focused public engagement, specific questions related to different topics. A freshwater footprint was developed. Part 3 focusses on the writing, review and approval of the new OCP, a Development Approvals Information (DAI) Bylaw to support OCP policy as updates to the LUB to ensure constancy.

Objectives

Through targeted and focused engagement on specific topic areas, begin to draft OCP policies and LUB based on the values and principles emerging from Phase 1.

In Scope

- First Nations Engagement.
- Public engagement
- LUB changes for consistency OCP policies
- DAI bylaw to support OCP policy implementation

Out of Scope

- New DPA mapping
- Substantial LUB amendments

Workplan Overview

Deliverable/Milestone	Date
First Nations consultation	Ongoing
Milestone: LTC Review of draft policy language	April 2026
Community Meeting	April/May 2026
Public Engagement - review of OCP draft policy language	April – August 2026
Milestone: First Reading OCP	September 2026
Legal Review	July 2026 – September 2026
Public Review/Referrals	July 2026 – September 2026
AOA Initiated	January 2027
Milestones: Community Information Meeting OCP –Second Reading LUB – First Reading DAI – First & Second Readings	February/March 2027
Milestones: OCP – PH + Third Reading; LUB – Second Reading, PH, Third Reading; DAI – Third Reading	April/May 2027

Project Team

Regional Planning Manager	Renée Jamurat
Regional Planning Team Project Lead	Narissa Chadwick
Gabriola Island Planner	Stephen Baugh
Planning Team Assistant	Shalini Nakai

Budget

Budget Sources:		
26/27	Communication and Engagement	\$6,000
	Arch Overview Ass.	\$25,000
	Legal + contingency	\$4,000
TOTAL		\$35,000

ATTACHMENT 2

Appendix 2: Communication and Engagement Plan Phase 4

Event/Activity	Comments/Communications	Timing
Public Comment Period	<p>Feedback opportunity through email until July 31st (extended from June 30th). Trustee engagement sessions.</p> <ul style="list-style-type: none"> • Webpage update with info on how to engage • Webpage FAQs • Companion Document • Draft OCP • Social media • Sounder Article written by Trustees • Subscriber notice in July issue re: feedback opportunity 	June – July 31 st
First Reading OCP and official referrals to Agencies and Indigenous Governing Bodies	<p>Public feedback opportunities through webpage and email.</p> <ul style="list-style-type: none"> • Website updates as needed • Subscriber notice/ Email interested and affected. • Social media • Ad/article in the sounder • Printed document available at the library 	September 2026
In-person fall market presence	<p>Providing information on what will change with new OCP and process for further engagement.</p> <ul style="list-style-type: none"> • Website updates as needed • Subscriber notice/ Email interested and affected. • Social media 	September 2026
Referral and engagement responses received	OCP revisions	September - December 2026
Community Information Meeting	<ul style="list-style-type: none"> • Website updates as needed • Subscriber notice/Email interested and affected. • Social media • Ad/article in the sounder 	February 2027
OCP Second Reading LUB First Reading DAI First and Second	<ul style="list-style-type: none"> • Website updates as needed • Subscriber notice/ Email interested and affected. • Social media • Ad/article in the sounder 	February/ March 2027
CIM, Public Hearing OCP Third Reading LUB Second/Third DAI Third	<ul style="list-style-type: none"> • Website updates as needed • Subscriber notice/Email interested and affected. • Social media • Ad/article in the sounder 	April/May 2027?
OCP/LUB/DAI Approval	Timing dependent on Ministry review	Summer/Fall 2027
OCP Completion Celebration	<ul style="list-style-type: none"> • Update website • Subscriber notice • Add in Sounder 	Fall 2027

APPENDIX 3 – OCP Draft Policy Amendment Option Table

Note: changes supported by the LTC at the May LTC meeting are not listed. These have been noted by staff and will appear in the next draft of the OCP. Also, any input that is missed can be addressed at the Special Meeting prior to first reading.

Input	Option/Comment
Editorial/ Addressing Errors	
Reduce numbering to 4 places	This has been done and is ready to implement in the draft that will go forward for first reading.
Use of word “attainable”	Recommended changes to be made.
Use of words “moderate” “middle” and “medium” with reference to income levels needs to be reviewed as well as “affordable” and “non-market”	Staff will review and make sure use of words is consistent with definitions provided.
Need consistence when referring to “land use regulations” land use bylaw regulations” and regulations	Staff will review for consistency
Update Parks and Protected Areas Map and other identified inaccuracies	Information Systems is updating this map based on information received by the community.
1.2.8 need to update reference to docks and marinas	There are 3 private marinas: Silve Bay, Pages, and the Royal Vancouver Yacht club on Tugboat Island. Also, missing is the Green Wharf used by Mudge residents and the emergency dock by the 7 ferry terminal.
Other editorial changes (there are many suggested for clarity)	These are being tracked and will be made in the next draft.
Logistics	
Move DPA and TUP Guidelines to LUB	This is best practices and supported by the Island Trust Bylaw Manager as a more direct way to support compliance.
Review of “must”, “should”, “may”, “can”	

Issue: A number of community members have questioned the use or “must”, “should” and “may”

Discussion: Staff did do a preliminary review of the use of “must”, “should” and “may” and will do another review based on community input and the best practices as identified below.

The draft Official Community Plan (OCP) uses the terms "should," "may," and "must" deliberately to reflect different levels of policy direction and to align with current planning and legislative drafting practices in British Columbia.

As an OCP is a strategic policy document rather than a regulatory bylaw, "should" is used as the default term for most policies. It expresses the Local Trust Committee's intended policy direction while recognizing that future land use decisions require consideration of site-specific circumstances, technical information, and the balancing of multiple OCP policies. The term "may" is used where flexibility or discretion is intended, such as when describing actions the Local Trust Committee may choose to undertake or support, or where a range of implementation approaches may be appropriate. The term "must" is generally reserved for circumstances where the OCP refers to mandatory requirements established through provincial legislation, regulations, or other regulatory processes, rather than creating new mandatory obligations through the OCP itself.

The term "shall" has generally been avoided in the draft OCP. While historically used to express mandatory obligations, modern legislative and policy drafting practices have largely replaced "shall" with "must" because it is clearer and less susceptible to differing legal interpretations. Avoiding the use of "shall" also supports a plain-language approach and reinforces the OCP's role as a policy document that guides future decision-making rather than regulating land use directly.

Vision Statement - Option

Gabriola Draft OCP Vision Statement – a compilation by Trustee Yates from several wordsmiths and engaged citizens:

Gabriola Island is an active, inclusive, resilient, and sustainable rural community that respects Indigenous and local cultural heritage, protects the natural environment and biodiversity, supports diverse housing and livelihoods, and works collaboratively to balance human needs and the island's ecological limits.

The community fosters a strong sense of belonging by supporting diverse and affordable housing, accessible services, active and low-impact transportation, vibrant arts and culture, resilient local food systems and livelihoods, and collaboration among residents, First Nations, and all levels of government.

Goals and Objectives

2.2.3 Responsible Resource Stewardship

Issue: Identified need for an objective that addresses Indigenous use of the land.

Option: *Objective 2.2.3.5: Support the continued stewardship and sustainable use of land, water, and natural resources by First Nations by recognizing and supporting Indigenous knowledge, cultural values, and traditional resource use in land use planning and decision-making.*

Definitions

Definition of “horticulture” and “Agricultural Activity”

Issue – In the rural residential (RR) designation the current OCP draft identifies that horticulture is permitted and agriculture is permitted on lots 2 hectares or larger.

Discussion – Staff interpret the question related to definitions as one that may be related to the larger question of what type of growing and cultivating should be permitted in areas designated residential. This is a discussion for the LTC. Related definitions are as follows:

***Horticulture** means the cultivation of plants, including fruits, vegetables, nuts, seeds, herbs, sprouts, mushrooms, and ornamental/landscape plants.*

***Agricultural activity** means an occupation, use, or operation involving the production of agricultural products, including the farming of land, plants, mushrooms or animals, and includes farm uses and farm operations recognized under the *Agricultural Land Commission Act*, the *Agricultural Land Reserve Use Regulation*, and the *Farm Practices Protection (Right to Farm) Act*.*

Community use- definition to be added or reference to be changed to “community service”

Review of definitions related to Dwelling units

Issue – revised definitions have been provided

Discussion – revised definitions may be inconsistent with the direction the Islands Trust is moving with consistency across the Trust Area and with the Province and Federal Government. Staff will need to access the proposed definitions based on that context

Definition of “Freshwater Management Plan” requested

This will be clarified in the DAI bylaw.

Update to Community Context	
1.2.2 Update Indigenous Context	Content is being worked on with SFN staff.
1.2.5 Update to Groundwater Resources	Suggested additional context: The availability of groundwater can, however, in certain areas be variable in especially dry seasons; wells can and do fail, resulting in situations where freshwater must come from alternate sources. Rainwater harvesting over water delivery is encouraged.
1.2.8 Update to Gertie Bus info	Public transportation is available on Gabriola Island. The GERTIE bus, operated by the Gabriola Community Bus Foundation, provides regular reliable service in all areas of the island. + BC Ferries is the most common means for drivers and foot passengers to travel beyond Gabriola.
1.2.9 Mention community hall and agricultural hall	Can be updated but note that the reference is not meant to be inclusive of all community spaces

1.2.4 Housing and Service Need – questions regarding numbers	Staff will review
Update to Objectives	
Responsible Stewardship 2.2.4.3	Change “locations” to applications and LTC lead projects
Climate Resilience 2.2.4.5	Change to “Support walking, cycling and taking the bus to reduce reliance on private automobiles while maintaining Gabriola’s rural island character”.
Policy Amendment – Alternative Options	

2.4.2.1.13.1 Subdivision Policy

Updating based on legal review. Includes edits to make policy more consistent with the Local Government Act language.

Addition of a Community Amenity Policy

***Issue** - A question was raised during community engagement about whether the Official Community Plan (OCP) should include a standalone policy related to community amenities.*

***Discussion** - A separate community amenity policy is not considered necessary for the Gabriola Island OCP.*

The draft OCP already encourages the provision of community amenities through its subdivision policies. While a standalone policy is not required, additional guidance could be added to these subdivision policies to provide examples of the types of community amenities that may be considered.

Community amenities could also be considered as part of site-specific rezoning applications for multi-unit housing. However, the draft OCP limits consideration of new multi-unit housing primarily to projects that provide housing for seniors, people with special needs, and low- to moderate-income households secured through a housing agreement. These projects are expected to be developed primarily by non-profit housing providers, which often have limited financial capacity to provide additional amenities. Nevertheless, opportunities to secure community benefits, such as public trail connections, environmental protection covenants, or other site-specific improvements, can still be considered and negotiated as part of the rezoning process where appropriate.

Option

Expand the subdivision policies to provide additional guidance on the types of community amenities that may be encouraged when applications propose the creation of new private lots through subdivision. This approach provides greater clarity while retaining flexibility to consider site-specific circumstances.

POLICY 2.5.2.1.1 When received, applications for the purpose of facilitating the creation of additional private lots should provide community amenities such as:

-
- *the provision of land for preservation of natural environments and ecologically sensitive areas;*
 - *the provision of land to preserve groundwater regions;*
 - *the provision of land to protect archeological sites and other cultural heritage interests;*
 - *the transfer of land to a First Nation or Indigenous governing body, where feasible and mutually agreed, for housing, cultural, conservation, or community purposes;*
 - *the provision of land for community park or public open space;*
 - *the provision of land for community sewage treatment facilities or community water systems;*
 - *the provision of community wells for domestic water supply;*
 - *the provision of fire protection infrastructure, including storage reservoirs;*
 - *the provision of easements or rights of way for utilities or publicly accessible trails;*
 - *the provision of community facility;*
 - *the provision of land for community facility or use;*
 - *the provision of community facility or service in a commercial building;*
 - *the provision of non-market housing; and/or*
 - *the provision of any other amenity which is similar in nature to the foregoing and/or is consistent with the objectives and policies of the OCP.*
-

2.4.2.9 Freshwater Sustainability

POLICY 2.4.2.9.3

Issue: The policy requires all new residential, commercial, and institutional development to incorporate cisterns for the collection of freshwater. It is not intended for property owners to fill these cisterns with water trucked to their property.

Option: While the Islands Trust does not have the ability to regulate water use directly the intended use could be made clearer:

“Land use regulations should require all new residential, commercial, and institutional development to incorporate cisterns for the collection and storage of on-site freshwater resources, including rainwater and groundwater, sized to support water needs during prolonged drought conditions and to reduce demand on groundwater aquifers and imported water supplies”.

2.4.2.9.4

Issue: The policy requires *“potable rainwater catchment systems consistent with installation and maintenance requirements of Island Health for all secondary and accessory dwelling units located in freshwater hazard areas”*. There has been some interest expressed from community members to expand this requirements.

Options:

1. Expand to all new residential, commercial and institutional developments requiring potable water in the freshwater hazard area.
 2. Expand to all new residential, commercial and institutional developments requiring potable water.
-

2.4.2.5.1 Light Industrial

Issue: Language related to light industrial use such as “heavy truck traffic and “significant amounts for water” is not defined.

Recommendation: Do not change or remove entirely . It is difficult to define these terms. As well this approach would be hard to enforce if eventually included in the LUB. As policies in the OCP they stand as a statement of intent.

Exclusion of Heavy Industry Prohibition

Issue: Not clear if heavy industry is prohibited

Discussion: Staff will explore and can include a policy as directed.

2.4.2.8.1 Aggregate - review to comply with existing jurisdiction

Issue: The draft policies provided appear to be stepping outside of the Islands Trust jurisdiction.

Discussion: Creating policy related to the regulation of aggregate mining is challenging given Provincial jurisdiction over this use.

Options :

POLICY 2.4.2.8.1: The processing of mineral and aggregate resources should be directed to locations where potential impacts on surrounding land uses, community character, environmental values, and infrastructure capacity can be appropriately considered and managed through applicable land use planning processes.

POLICY 2.4.2.8.2: The establishment of new aggregate extraction facilities should be carefully considered in relation to potential impacts on environmental values, neighbouring properties, community character, and infrastructure capacity. The Local Trust Committee encourages provincial agencies to consider these values in decisions related to aggregate resource development.

Hospice Care and Boarding Homes

Issue – Support for hospice care and boarding homes was identified to be missing from the OCP.

POLICY 2.4.2.9.4

Discussion: As the current OCP draft does not prohibit these uses staff interpret them being able to be permitted subject to other jurisdictional policies. A more explicit policy could be added (see option below) . If restrictions are to be placed on these uses these can be identified in zoning provisions.

Option:

POLICY 2.4.2.1.5 Hospice care, boarding homes, and similar small-scale supportive residential uses as forms of residential accommodation that contribute to a diverse range of housing options and needs are permitted subject to zoning regulations.

2.5.2.6 Changes in Use and Density – Marine

Issue: There is only one policy here and it is related to the provision of toilets.

Discussion: Staff can review and identify additional policies .

Flexible Housing

Flexible Housing

Issue: POLICY 2.4.3.6.3 supports rezoning for additional units within a maximum floor area (outside the freshwater hazard area). Concerns have been raised related to the lack of limits on number of dwellings and maximum size provided in the OCP.

Discussion: The limits related to flexible housing zoning are most appropriately identified in the LUB . The LUB will be updated for constancy with the OCP . It can include details related to flexible housing similar to the example below which comes form the Mayne Island LUB:

(a) On lots having an area less than 0.6 ha (1.5 acres) hectares, one additional dwelling is permitted if the total combined floor area of all dwellings does not exceed 232 m² (2500 square feet).

(b) On lots having an area of 0.6 ha (1.5 acres) or greater, and not exceeding 1.2 hectares (3 acres), two dwellings and a cottage are permitted if the total combined floor area of all dwellings and cottages does not exceed 325m² (3500 square feet).

(c) On lots having an area of 1.2 ha (3 acres) or greater, and not exceeding 5 hectares (12.355 acres), three dwellings and a cottage are permitted if the total combined floor area of all dwellings and cottages does not exceed 436 m² (4750 square feet).

TUPS

TUP Exemptions

Issue – TUP exemptions contained in the draft OCP are based on previous OCP review and may not be appropriate at this time.

Discussion – The list of OCP exemptions are a direct carry over from the existing OCP. Staff note that as TUP applications provide an opportunity for the LTC to make decisions on the appropriateness of the use there is not need to have exemptions.

Option- remove exemptions from TUP section.

TUP for Water Extraction for Commercial Sale

Issue 1 : It was identified that Guidelines for TUP related to water extraction do not explicitly state that TUP can not be issues in the freshwater hazard area.

Discussion: General Guideline 2.8.1.1.4 “ all TUP applications should demonstrate that there is suitable sewage system, and sufficient quantity and quality of water available for the proposed use” would discourage the issuance of a TUP for water extraction for the commercial sale of water in the freshwater hazard area.

Option: Inclusion of an TUP Guideline specifically focussed on prohibiting water extraction from the freshwater hazard area for commercial sale.

Issue 2: There is interests from some community members to remove the ability to issue a TUP or any other permission for the extraction of groundwater for private sale.

Discussion Staff have not had time to explore this topic in detail.

Options:

1. Include a policy that prohibits future permits for the private sale of on island water
2. Enhance TUP guidelines to include more detailed control measures.

TUPs for Tiny Homes and RVs

Issue: Guideline identifies that “*tiny homes on wheels or recreational vehicles should be safe for full time occupancy*”. The word “safe” is not clearly defined.

Discussion: A focus on what makes things “safe” would address the ambiguity.

Option: Change GUIDELINE 2.8.1.6 to read:

“The tiny home on wheels or recreational vehicle should be connected to sewage disposal facilities consistent with the provisions of the Public Health Act and have access to potable domestic water supply”

Secondary Dwelling Units

Detached Secondary Dwelling Units on lots < 2H in RR

Issue: In the rural residential and agricultural designations one principal dwelling and one secondary suite is permitted on lots 2h or larger. Outside the freshwater hazard area one principal dwelling, one secondary suite and one detached secondary dwelling is permitted.

Discussion: The LTC has an opportunity to consider whether they want to increase flexibility to allow one secondary suite or one detached secondary dwelling unit within the freshwater hazard areas. While this will increase flexibility is may in some instances increase impacts. Consideration of size restrictions and location to principal dwelling could help to reduce impact to the land.

Limitation of size of detached secondary unit

Issue: Interest raised related to limiting size of detached secondary units

Discussion: While regulatory in nature limitations to the size of detached secondary units could be identified in OCP policy. The more appropriate place for the limitation is in the land use bylaw. Gabriola's current land use bylaw places limitations on secondary suites and detached secondary units.

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

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

OCP can identify that LUB regulation size limits for secondary units be subordinate to the principal dwelling.

New Policies

Add Dark Skies Policy

Issue: It was identified that dark skies policies were inadequate.

Discussion: Existing Policies in the draft OCP are specifically related to areas of Islands Trust jurisdiction. Additional policies would be advocacy in nature. Existing policies are as follows:

- *POLICY 2.4.3.7.4: Establish Multi-Unit Residential DPA guidelines that protect dark skies.*
- *POLICY 2.4.3.8.3: Bright lights at night are discouraged and DPA guidelines for commercial areas should be established to protect dark skies.*

Options:

1. Under heading "Dark Skies" in the "Land and Marie General Policies" section 2.4:

- *POLICY X.X.X: Development in all zones should be designed and located to minimize light pollution, including light spill, glare, and skyglow. The Local Trust Committee may use zoning regulations, Development Permit Areas, and development approval processes to manage the siting, orientation, and intensity of outdoor lighting associated with land use, rezoning, subdivision, and variance applications*
- *POLICY X.X.X: The Local Trust Committee will work with other levels of government and agencies to encourage outdoor lighting on public lands, roads, parks, and facilities to be appropriately scaled and designed to reduce light spill and preserve dark sky conditions.*

2. Add dark skies guidelines to all DPAs where appropriate

Exemption form Agricultural Use for Housing

Issue: The ability to support a community of farmers living together and farming on a piece of land in the agricultural land reserve is prohibited by the Agricultural Land Commissions (ALC)'s restriction on residential dwellings (1 primary, 1 secondary suite, 1 detached unit).

Discussion: The only way to address this issue is through application to the ALC for exemption from agricultural use.

Option: A policy can be include in the OCP that encourages the LTC to support applications to the ALC for exclusion from agricultural use for specific uses. Example policy below:

POLICY XX: The Local Trust Committee may support applications to the Agricultural Land Commission for non-adhering residential use, or exclusion where the proposal provides small-scale, permanently affordable housing and meets all of the following:

- *The land is outside the freshwater hazard area*
- *Housing is designed and sited to minimize impact on the agricultural capacity of the land*
- *Long-term affordability is provided though a housing agreement*
- *Other criteria TBD.....*

Increasing Flexible Housing Potential Locations

Issue: The way the OCP is written restricts flexible housing to the Rural Residential designation. This means that a potential OCP amendment may be necessary to permit flexible housing in the Agricultural or Forestry designation.

Option: A policy similar to POLICY 2.4.3.6.3 “Land use bylaws can establish flexible housing areas, outside freshwater hazard areas, to allow up to two or more dwellings per lot within a maximum combined floor area provided total combined floor area does not exceed a maximum prescribed in the land use regulations”, could be adapted for the Agriculture and Forestry designations.

Additional Advocacy Policies

Including policy related to no water pipelines connecting the Island to Vancouver Island

Discussion: Is a policy of this kind is to be included in the OCP it would have to be advocacy in nature based on the Islands Trust’s limited jurisdiction in the area.

Option: *POLICY X.X.X: Large-scale water supply infrastructure, including a pipeline connection to Vancouver Island, should not be considered unless it can be demonstrated that local water conservation, stewardship, and supply management approaches are insufficient and that significant impacts can be avoided or mitigated.*

Other Items for Discussion

Concern about Opening up Unlimited Development Potential

Issue: Concerns have been raised that policies related to flexible housing (multiple units within a maximum floor area without a housing agreement to protect affordability through time) and the lack of a density cap may open the island to an unlimited increase in development.

Discussion:

Things to consider include but are not limited to:

Regarding flexible housing:

- Requires rezoning
- Rezoning criteria are multilayers and may end up prohibiting flex housing in areas where impacts to groundwater, the environment and cultural heritage are high
- Policy may help facilitate land sharing in order to make ownership more affordable
- Policy may help to support intergeneration living in separated units on the same property

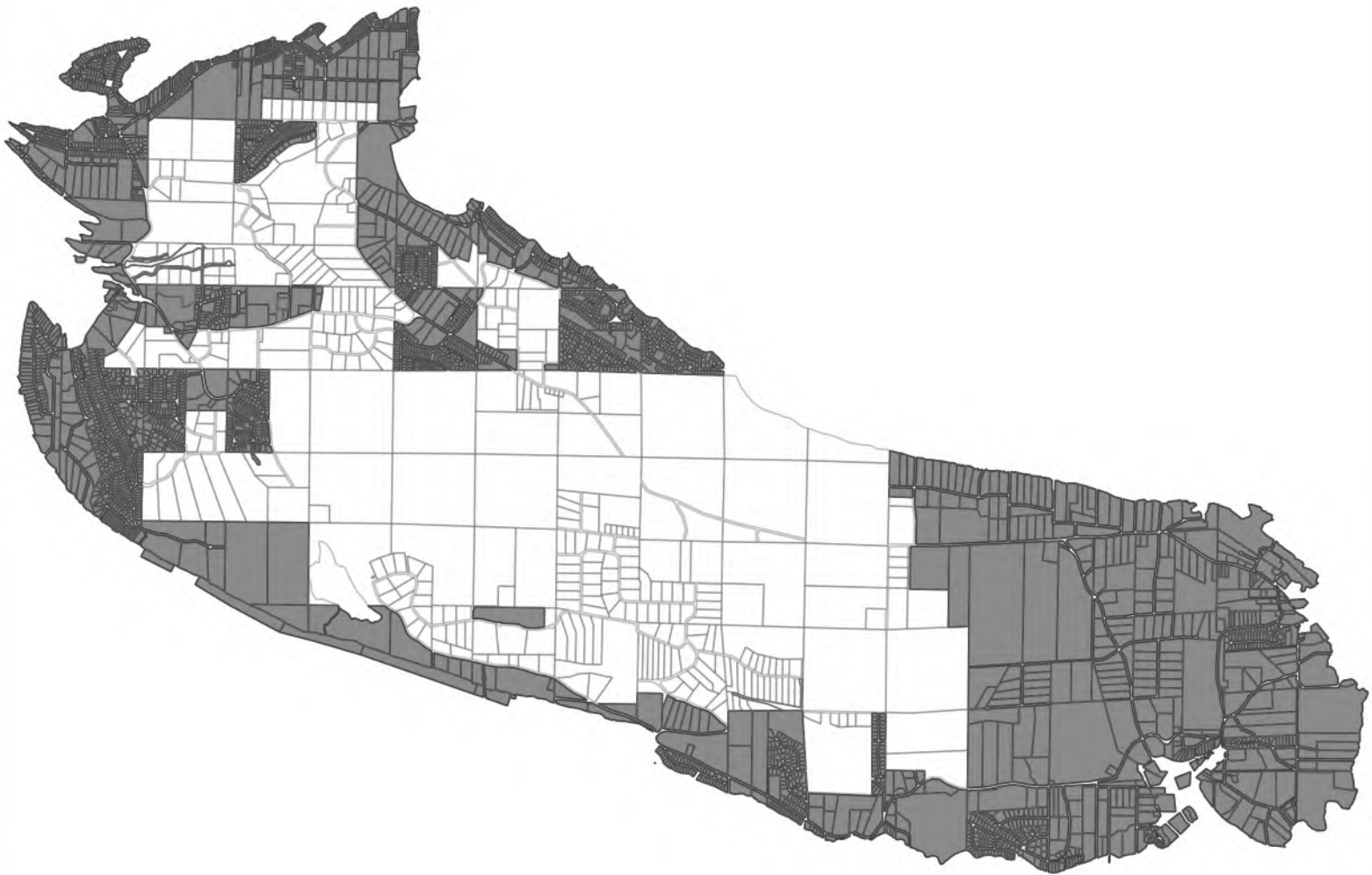
Regarding density cap:

- OCP focusses on suitable location instead of numbers
 - Multilayers bylaw amendment criteria will limit applications for additional density
 - Lack of flexibility to provide a variety of housing options perpetuates the proliferation of unhealth and illegal living conditions.
 - OCP policies can be revisited and changed if there is a proliferation of applications.
-
-

ATTACHMENT 4 – Land Use Bylaw Consistency Table

Existing LUB	New LUB	OCP #
General Policies		
No specific siting requirements for secondary dwelling units	Siting regulations for detached secondary dwelling units to encourage clustering	2.4.1.5
No requirement for cisterns	Requirement that new development incorporate cisterns for freshwater storage	2.4.2.3
No potable water catchment system required	Potable water catchment system required for secondary and accessory dwelling units in freshwater hazard area.	2.4.2.4
Various minimum lot areas dependent on location	35 ha minimum lot area for subdivision except community uses.	2.4.14.1
Subdivision does not require provision of active transportation infrastructure.	Update subdivision servicing requirements to for consistency with 2.4.14 including requiring provision of transportation infrastructure to improve existing networks and contribute to active transportation objectives.	2.4.14
Zoning Consistent with Designations		
No Conservation Zone	New conservation zone for conservancy land	2.5.2
Small islands in Resource zone	New zone for small islands	2.5.3
2 accessory dwellings permitted in Agriculture Zone on lots 2 ha or larger	One secondary suite and one detached secondary dwelling unit permitted on lots 2 ha or larger outside freshwater hazard area, 1 secondary suite on lots 2 ha or larger within freshwater hazard .	2.5.4
1 accessory dwelling unit permitted on lots 2 ha or larger in residential zones	One secondary suite and one detached secondary dwelling unit permitted outside the freshwater hazard area on lots 2 ha or larger in	2.5.6.2

	residential zones, 1 secondary suite on lots 2 ha or larger within freshwater hazard .	
1 accessory dwelling per lot in commercial zones	Accessory dwellings permitted up to half the total floor area of commercial buildings	2.5.8
Residential not permitted in Institutional zone	Accessory dwellings permitted up to half the total floor area of institutional buildings	2.5.12
Ferry terminal within multiple designations	Ferry Terminal designation	2.5.16
Development Permit Areas		
DPA Guidelines	Add dark sky guidelines to form and character DPAs	



Legend

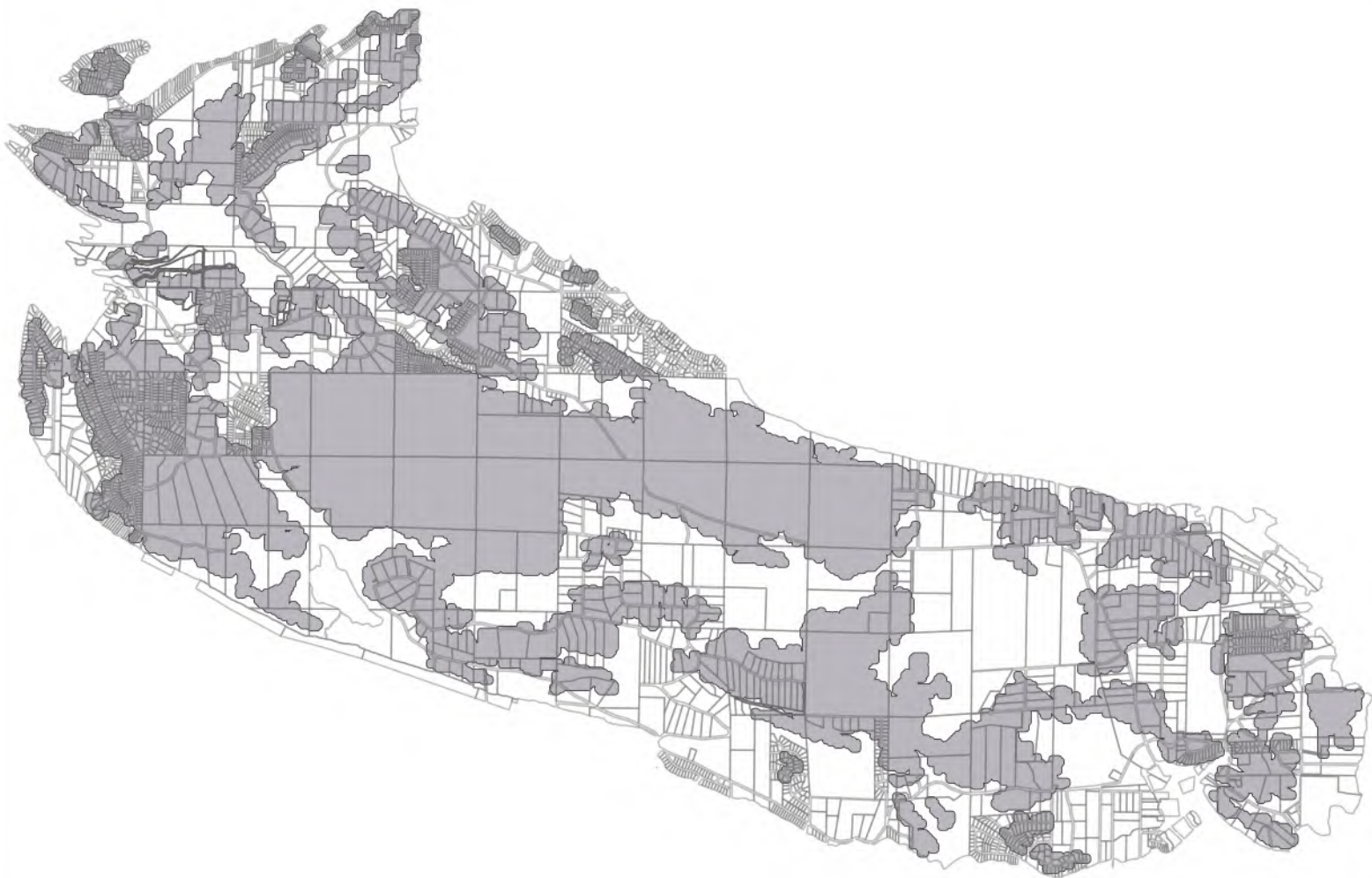
 Parcel Cadastral

 Freshwater Hazard Parcels With Buffer and Filtering



GABRIOLA ISLAND Freshwater Hazard Parcels

Drawn by: William Shulba, P.Geo
Data Sources: Islands Trust Freshwater Atlas,
Islands Trust Freshwater Footprint





Legend

-  Parcel Cadastral
-  Critical Aquifer Recharge Area

GABRIOLA ISLAND Critical Aquifer Recharge Area

Drawn by: William Shulba, P.Geo
Data Sources: Islands Trust Freshwater Atlas,
Islands Trust Groundwater Recharge Potential Mapping



The Freshwater Footprint

Frequently Asked Questions

July 2026

Purpose

This guide explains the Islands Trust Freshwater Footprint project and answers the questions the community has asked about it. It is written in plain language for residents, trustees, and anyone interested in island water.

Background

Freshwater is the foundation of island life. The Freshwater Footprint project considered how much freshwater the Gabriola Island community has, how much it uses, and where the water supply faces the greatest pressure. It is the product of years of science, strong partnerships, and the knowledge of the community itself.

The project is a keystone of the [Islands Trust Freshwater Sustainability Strategy](#), adopted in 2021. A hydrogeology consulting firm, GW Solutions Inc., developed the methodology and applied it to Gabriola Island as the first case study, with the final report delivered in March 2026. The results are now part of the evidence base for the [Gabriola Official Community Plan review](#).

How to use this document

The guide is organised into nine themes, from the project itself through to where to learn more. Each theme begins on its own page, and every question is numbered so it is easy to reference. The Contents page lists every question and a Table of Questions link at the top of each page brings you back to it.

Words in [blue](#) are links to other parts of this guide and to more information on the internet. Questions and comments are welcome by email to freshwater@islandstrust.bc.ca.

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What is this project?

1. What is the Freshwater Footprint?

The Freshwater Footprint is a science-based way to measure the sustainability of an island's freshwater. It considers three elements together: how much water is used compared to how much nature replaces each year, the quality of the water, and hazards that are particular to islands, such as the risk of saltwater intrusion into the aquifer. The results are combined into maps that show where the demands on water are greater and where they are less.

2. Why is it called a footprint?

The freshwater footprint measures the influence that human water use has on the island's freshwater system. Areas where the freshwater footprint is lighter have more capacity to support water use, and areas where it is heavier are already under stress. The name reflects the practice of measuring the human mark on a natural system.

3. Why did Islands Trust do this work?

Islands in the Trust Area depend almost entirely on limited groundwater, the water stored in cracks, fractures, and faults in the bedrock beneath our feet. Land use decisions, particularly the density of lots and the intensity of groundwater use that density brings, affect that water. The project is a keystone of the [Islands Trust Freshwater Sustainability Strategy \(FWSS\)](#), a ten-year strategy adopted in 2021. Its purpose is to give trustees, planners, and the community solid evidence for decisions about land and water.

4. Who did the work?

Islands Trust retained GW Solutions Inc., a hydrogeology and water resources consulting firm, through a procurement process that involved a request for proposals issued by the Province and evaluated by Islands Trust staff in September 2024. Islands Trust staff directed the project, and many others contributed: the Regional District of Nanaimo, provincial ministries, Island Health, independent experts, community water champions, and Gabriola residents who shared their local knowledge.

5. Why was Gabriola Island chosen for the first case study?

Gabriola is one of the best-studied islands in the region with respect to water resource management. It has more than ten years of groundwater monitoring records at several wells by the Regional District of Nanaimo's Drinking Water and Watershed Protection program, which has supported water testing and community engagement for decades. Starting where the data is strongest gave the new method its fairest test.

6. Is this the same as the OCP review?

The Freshwater Footprint project and the OCP review are connected but separate processes. The Freshwater Footprint is a science project. The [Gabriola OCP review](#) is a planning process that sets policy for the island. The results of the freshwater footprint are one important source of evidence for the OCP review. See [What does it mean for planning?](#) for how the two fit together.

7. What did the project produce?

The project produced four groups of deliverables. The first is the consultant report: the methodology, the Gabriola case study, and appendices covering hydrographs, geological cross-sections, and the community water survey. The second is a geospatial data package containing the mapped layers for groundwater recharge, water use, hazard, and water quality, with full spatial metadata. The third is the public engagement record: workshop materials, presentations, and answers to community questions, including this guide. The fourth is the planning products derived by staff, including the draft OCP maps.

8. Who paid for the project?

Islands Trust funded the project as part of implementing the Freshwater Sustainability Strategy. The work was delivered under a fixed contract awarded through the public procurement process, and it builds on data and monitoring that partner agencies, particularly the Regional District of Nanaimo and the Province, have invested in over many years.

9. What does planning-scale mean?

Planning scale means the scale at which patterns across the island are reliable: comparing areas, regions, and neighbourhoods rather than judging single properties. A planning-scale study answers questions such as where caution is warranted and where policy should look next. It does not answer whether a particular lot has water; that remains the job of a site-specific assessment by a qualified professional.

How was the work done?

10. What steps did the project follow?

The project began by assembling the existing science: past groundwater studies, well records, water quality tests, climate data, and land use information. The team then built an updated picture of the island's aquifers, calculated a water balance comparing water use to natural replenishment, mapped water quality patterns, and assessed island hazards such as saltwater intrusion and poor water quality. Finally, they combined these results into the Freshwater Footprint maps, including the Freshwater Hazard map.

11. How was the community involved?

Community input shaped the work throughout. Residents completed a water use survey. Two public workshops were held in spring 2025, one online on water monitoring and one in person on developing the freshwater footprint method. The team interviewed local water operators and community groups. On March 23, 2026, the Gabriola Island Local Trust Committee held a special public meeting where the consultant presented the results and answered questions.

12. What data did the project use?

The evidence base for this project is substantial. The water quality database alone drew on results from about 540 groundwater samples collected between 1985 and 2025. The team used registered well records from the province's [GWELLS database](#), water licence records, long-term monitoring wells, climate records, census information, and parcel-by-parcel land use data.

13. What is the relevance of a survey?

The community water use survey conducted for this project reflects the views of the households that answered, not the whole island, and the report treats it that way. It was used to add local context, not to prove statistics. One thing to know when reading the survey charts: people could pick more than one answer to some questions, so the percentages can add up to more than 100. The full survey results are in Appendix E of the consultant report. Surveys are one social science tool among several, and residents with important knowledge are not always reached by them, which is why the project added workshops and interviews, and why structured resident interviews are part of the path for future work.

14. Is this work peer reviewed?

The project was reviewed the way scientific consulting for government is reviewed, through layered professional checks rather than an academic journal. The study proposal was prepared by a Licensed Science Officer who is a professional geoscientist with competency in hydrogeology and water resource management, and the project was carried out by professional geoscientists and engineers at GW Solutions, with internal review by the firm's senior professionals.

In British Columbia this work is regulated: professional geoscientists and engineers are registered with Engineers and Geoscientists BC, must follow professional practice standards and ethics, and take professional responsibility for their work under stamp and seal. Islands Trust's planning and professional staff reviewed the outcomes, and the method builds on earlier regional studies that received formal external professional review.

15. How are community questions being answered?

Questions have arrived through the survey, the workshops, the special meeting, letters, and email, and more arrive as the OCP review continues. Staff compile them and respond through documents like this guide, public meetings, and staff reports to the Local Trust Committee. Clear public questions are part of how the work improves. If yours is not answered here, send it to freshwater@islandstrust.bc.ca.

16. How long did the project take?

The project took about a year and a half from procurement to final report, building on decades of previous research and years of strategic projects. The request for proposals was issued in September 2024. Field engagement, data compilation, and modelling ran through 2025, with the workshop series in spring 2025 and a full draft report that September. Results went to Trust Council in February 2026, the Gabriola Island Local Trust Committee held its special public meeting in March 2026, and the final report was delivered that same month.

17. What earlier work does the project build on?

The freshwater footprint is a capstone, not a first step. Earlier Freshwater Sustainability Strategy projects built the aquifer conceptualisation for the Trust Area, updated the groundwater regions, and mapped groundwater recharge potential. Groundwater availability assessments in the Southern Gulf Islands came first and received formal external professional review, and the lessons from that review, especially about water demand assumptions and uncertainty, were carried into the Gabriola work. Each layer strengthened the next.

How does island water function?

18. Where does Gabriola's freshwater come from?

Meteoric water, which is rain, snow, and fog that land on the island terrane, is the entire supply. An island aquifer cannot borrow water from a neighbouring valley the way mainland aquifers sometimes can, because the island is surrounded by salt water, and the aquifers below the sea hold dense, saline groundwater. Freshwater transport from one island aquifer to another, even within the same geological unit, is rare and in most cases non-existent. Most of the replenishment happens in winter, when rain is abundant and plants use little water. Summer adds almost nothing, so the island lives off stored winter water during the dry months.

19. What is groundwater recharge?

Groundwater recharge is the share of rain that soaks down into the rock and refills the aquifer, instead of running off to the sea or evaporating off leaves and plants. On Gabriola, most of the island receives roughly 200 to 400 millimetres of groundwater recharge in an average year. Higher elevations of the island recharge the most; low coastal ground recharges the least.

20. What is a water balance?

A water balance is an accounting of water in and water out. Water arrives as precipitation; it leaves through evaporation, plant use, runoff to the sea, groundwater discharge, and pumping from wells. The project built this accounting on a fine grid across the whole island, so the balance can be examined for any area, which is what makes the aquifer stress calculations possible.

21. What is the freshwater lens?

The freshwater lens is the body of fresh groundwater beneath an island that floats on top of denser, saline groundwater, thickest under the middle of the island and thinnest at the coast. The depth to that saltwater interface was mapped across Gabriola as part of the study. Where the lens is thin, wells have less freshwater to draw on and the hazard of saltwater intrusion is higher. The shape of the lens follows topography and groundwater recharge: high ground with strong groundwater recharge builds a thicker lens, while low coastal ground carries a thin one. The lens is not static; it responds to seasons, sea level, and pumping, which is why deep wells close to the shoreline carry a higher risk of drawing up saline water.

22. What is aquifer stress?

Aquifer stress compares how much groundwater people use each year against how much nature puts back. The project used five categories: low (less than 5 percent of groundwater recharge is used), moderate (5 to 10 percent), high (10 to 20 percent), extreme (20 to 40 percent), and very extreme (more than 40 percent). The thresholds are deliberately cautious, because a healthy share of groundwater recharge must stay in the ground to feed creeks, wetlands, and the coastline.

23. Why does the risk of saltwater intrusion deserve attention and adaptation?

Saltwater intrusion can take a water supply away permanently. Under every island sits a lens of fresh groundwater floating on top of heavier saline water. If wells near the coast pump too hard, or sea level rises, salt water can be drawn upward or inland into the freshwater. When that happens it is the aquifer that turns saline, not just the well; a contaminated well cannot simply be flushed and restored, because the water body feeding it has changed. The study found saltwater intrusion is the most significant hazard for Gabriola's aquifers, and that the risk can reach up to about 500 metres inland in low-lying areas.

24. How is the risk of saltwater intrusion detected?

Increases in chloride and total dissolved solids are early warning signs of saltwater intrusion into aquifers. Chloride is the salt signal: rising chloride in a well suggests sea water is mixing in. Total dissolved solids, or TDS, measures all the minerals in the water. High TDS often means the water is coming from deep, old fractures in the rock, where natural contaminants such as fluoride, arsenic, or manganese are more common. Watching these two indicators tells us a lot about the health of the aquifer.

25. What are groundwater regions?

Groundwater regions are the planning units the method uses: areas of the island grouped by how their groundwater behaves. Each region works like a water budget zone, the unit where water supply and water demand are compared. Gabriola was first divided into eleven groundwater regions in the late 1970s under provincial water allocation planning, defined on watershed boundaries and groundwater conditions, and the Freshwater Sustainability Strategy updated this framework with modern science. Fractured bedrock can vary a lot from one lot to the next, so the method assesses conditions across these broader regions rather than pretending to predict a single well.

26. Is Gabriola one connected aquifer?

In an important sense, yes: Gabriola is one connected unit basin of groundwater, linked through a broad, island-wide fracture network, and the study treats it that way. The bedrock beneath Gabriola is one connected geological system, and the project built a single conceptual model of the whole island before any dividing lines were drawn. Groundwater regions do not contradict that connection; they are practical planning units within it. Water conditions genuinely differ from one part of the island to another, in groundwater recharge, in depth to salt water, and in demand.

It helps to know that the word aquifer means a water-saturated mapped geological unit capable of providing sufficient groundwater to support ecological, agricultural, industrial, and domestic needs, and islands differ in how theirs are mapped. Some islands have distinct sand and gravel aquifers, such as the Quadra sands on Denman and Hornby. Salt Spring has several geologically distinct regions that are mapped as separate aquifers. Islands like Gabriola and Galiano, whose shape follows the lateral trend of the Nanaimo Group bedrock, are mapped as a single aquifer.

Connected does not mean uniform. In fractured sedimentary bedrock, groundwater moves through networks of cracks, fractures, and faults rather than through evenly porous material. Where fractures are open and connected, water moves readily; where they pinch out, it barely moves at all. Two wells a few hundred metres apart can behave very differently, and conditions can change with depth in the same well. The island-wide pressure system is connected, but the connection is slow and uneven, which is why a single mapped aquifer can hold real, lasting differences in groundwater recharge, storage, and water quality from one part of the island to another.

It helps to picture the travel path of a single molecule of water. In fractured bedrock, groundwater moves only a few metres per year, so the water drawn from a well today entered the ground long ago and comes from long-term storage. Groundwater levels in wells are therefore best understood as measurements of hydraulic pressure in the fracture system rather than as a direct gauge of stored volume. When well levels decline, the pressure in the system is declining, which may not mean the volume of groundwater is falling. Conditions at the surface, particularly forests and water bodies at higher elevations with saturated soils, contribute to the pressures that support operational water levels in wells.

Groundwater regions capture exactly those differences. The Province divided the islands into water management regions as far back as the 1970s water allocation plans; Galiano, one mapped aquifer, carries more than a dozen, and Gabriola carries eleven. The Freshwater Sustainability Strategy updated this regional framework with modern science through the aquifer conceptualisation work, which treats each island as a whole geological system while refining the regions within it. The freshwater footprint method inherits both: the whole-island conceptual model came first, and the regions serve as the water budget zones where supply and demand are compared. One aquifer and many regions are not competing ideas; they are the same system described at two scales, and sound planning needs both.

The geology beneath the island explains why the connection behaves the way it does. Gabriola is built of the Nanaimo Group, a layered sequence of sandstones and mudstones deposited roughly 70 to 90 million years ago and gently tilted by later west coast mountain building. The sandstone layers are hard and hold little water within the rock itself; nearly all of the groundwater lives in the cracks, fractures, and faults that break the layers in the shale sections of the geology. Fractures near the surface tend to be open and connected, and they tighten with depth as the weight of the overlying rock closes them. Most wells on the island draw their water from a small number of productive fracture zones rather than from the whole thickness of rock.

Depth changes the water as well as the plumbing. Shallow groundwater is young, recently recharged, and generally fresh. Deeper fractures carry older water that has been in contact with the rock for a long time, dissolving minerals as it sits, which is why deeper wells often show higher total dissolved solids and naturally occurring fluoride, manganese, or arsenic. Drilling deeper is therefore not a guaranteed remedy for a struggling well; it can trade a quantity problem for a quality problem. The water quality indicators in the freshwater footprint were designed to read exactly this signal.

A connected system means that wells share their behaviour with their neighbours. Pumping one well lowers the pressure in the fractures around it, and in a dense neighbourhood many wells drawing on the same fracture network can interfere with one another, particularly in late summer when the system is at its lowest. No single well causes the pattern, and no single well can fix it; the meaningful unit is the cumulative demand of an area compared to the groundwater recharge that area receives. That is the calculation the freshwater footprint performs for each groundwater region, and it is why planning decisions about density are made for areas rather than for individual wells.

In summary, Gabriola is one connected groundwater basin that behaves differently from place to place. The island's freshwater is stored in a fracture network that fills with winter rain, moves slowly, and responds to pumping as a shared pressure system supported by the forests and wetlands above it.

What did we learn?

27. How much water does Gabriola use?

The study estimates total demand of up to about 740,000 cubic metres per year, which is about 740 million litres, or an island-wide average of roughly two million litres per day, roughly 300 Olympic swimming pools. This figure is estimated water use: how much water is drawn, estimated from land use, occupancy, and regional metering patterns. Licensed water volumes are recorded separately and describe entitlements rather than actual use. Demand peaks in summer because of higher occupancy, outdoor watering, and visitors.

28. How much stress is Gabriola's water supply under?

The stress on Gabriola's water supply varies, and place matters. Most of the island falls in the low to moderate [aquifer stress](#) categories. Some densely developed areas with small lots, including the Sands in the north, the village core, and the Descanso Bay area, are in the high to very extreme categories. The finding is that water stress differs sharply from place to place, and planning should respect those differences.

29. What did the study find about water quality?

Overall, groundwater quality on Gabriola is good. Most samples meet water quality guidelines, and the patterns in the data tell a hydrogeological story: a small share of samples had naturally occurring fluoride, arsenic, or manganese from the rock itself, and chloride and TDS levels helped map where sea water or deep mineralised water is mixing into the fresh groundwater. Bacteria results are a reminder to look after wells: total coliform bacteria appeared in up to 60 percent of samples, and E. coli in about a third, usually reflecting well construction and maintenance rather than the aquifer itself. Regular testing and a sound surface seal are the best protection.

The study did more than take a snapshot; it established background concentrations for key indicators, including chloride, total dissolved solids, and nitrate, so that future samples can be compared against a known baseline. Nitrate, the classic marker of septic and agricultural influence, was below drinking water guidelines in every sample, which is encouraging news for a rural island. A baseline of this kind turns routine well tests into monitoring: any result that stands out from the background can be investigated early, before a local concern becomes a regional one.

30. Are groundwater levels falling?

The long-term monitoring records do not show a general island-wide decline. Six monitoring sites on Gabriola have ten or more years of records; most show stable trends, and one shows a moderate decline. Groundwater levels in wells reflect the hydraulic pressure of the fracture system rather than a simple volume of stored water, and wells usually recharge to full levels over winter.

In summer, pumping lowers the pressure in the system at the same time as dry conditions reduce the support from forest watershed ecosystems and saturated upland soils, so seasonal declines are expected. A persistent long-term decline indicates a declining pressure system, and in some cases an overall loss of stored volume, called groundwater mining, can contribute to lower well levels. An information gap is that monitoring is thin near the community centres and in areas of high well density, which is why one of the study's first recommendations is more monitoring in exactly those places.

The monitoring record itself is worth knowing. Four of the six long-term sites are provincial observation wells, and two are volunteer wells monitored through the Regional District of Nanaimo; the full hydrographs are published in the report appendices for anyone to examine. A healthy record shows a seasonal saw-tooth pattern: levels fall through the dry months and recover with the winter rains. The question that matters is whether each winter brings levels back to where they were, and for most of the monitored sites on Gabriola, it does. Every new monitoring well added in the years ahead will make the answer to this question stronger.

31. How do estimates, assumptions, and data gaps affect the results?

Estimates, assumptions, and data gaps set the scale at which the results should be used. Like every regional water study, this one uses estimates and stand-ins where direct measurements do not exist: water demand is estimated from land use and occupancy, and lot size and population density stand in for cumulative pressure. These approaches are appropriate and defensible at the planning scale, comparing areas of the island, but not for judging a single property.

The report names its data gaps plainly, as professional practice requires: metered water use, surface water monitoring, and monitoring wells in some developed areas. The conclusions are drawn where the data supports them, and the gaps themselves became recommendations, a to-do list for making the next assessment even stronger.

The method is built so that uncertainty leans in the protective direction. The aquifer stress thresholds are set cautiously, the results are reported as classes rather than precise numbers, and a class boundary does not shift with every small change in the data.

32. What did the study find about ecosystems?

Ecosystems are built into the method rather than added on. The aquifer stress thresholds are deliberately cautious so that a healthy share of groundwater recharge stays in the ground to feed creeks, wetlands, and the coastline. The study mapped areas where groundwater and surface water are likely connected, so future monitoring can protect those links. It formally recognises aquifers, wetlands, springs, creeks, and forested recharge areas as natural infrastructure, assets the community depends on.

The groundwater recharge methodology draws on [Precipitation Interception Potential](#), a methodology developed in-house at Islands Trust by the Senior Freshwater Specialist working with a co-op student. It maps how forest canopy intercepts precipitation before it reaches the ground, refining the groundwater recharge assessment and strengthening the scientific case for retaining forest cover in groundwater recharge areas.

Streams and wetlands received their own attention. Many of Gabriola's creeks are ephemeral, flowing only in the wet season, and no continuous streamflow records exist for the island. The study therefore mapped where groundwater and surface water are most likely connected, so that future monitoring can be placed where it will tell us the most. Groundwater discharge in these connected areas supports baseflow and keeps water temperatures stable, which is life support for wetland and stream ecosystems through the dry months.

33. Did the study consider climate change?

The study considered climate change directly. The water balance uses long-term climate records, and the analysis recognises the seasonal imbalance that climate change is expected to sharpen: wetter winters, drier summers, and more demand in the dry season. Sea level rise and storm surge add to the saltwater intrusion hazard at the coast.

In March 2019, the Islands Trust Council declared a climate emergency in the Trust Area, directing staff to include a central focus on equitable climate change mitigation, adaptation, and resilience in strategic planning. The Freshwater Sustainability Strategy and the Freshwater Footprint carry that direction into water, where island communities feel a changing climate first: in longer, drier summers, in the timing of winter rains, and in rising seas pressing on the freshwater lens. Climate adaptation means monitoring climate, streamflow, and groundwater so trends are measured rather than assumed. It means protecting the natural infrastructure that buffers the island through dry years: forest cover that feeds groundwater recharge, and wetlands that hold water on the land. It means managing summer demand.

What does it mean for planning?

34. What is the Freshwater Hazard Map?

The Freshwater Hazard Map is the principal spatial product of the project. The map combines aquifer stress, saltwater intrusion hazard, lot and population density, and water quality indicators into one picture, classed from low to high hazard. Central and southern Gabriola generally show a lower freshwater footprint; Descanso Bay and the community centres show a higher one, and the Sands area shows the highest, driven by saltwater intrusion risk.

Reading the map well means remembering what the classes are. The low, moderate, and high classes are relative comparisons across the island, not absolute verdicts on any property. A higher class is a flag that says look closer here: it may reflect saltwater intrusion hazard near a coastline, aquifer stress in a densely developed area, or water quality indicators, and knowing which driver applies in an area tells the reader far more than the colour alone. The map is a place to begin asking good questions, not a place where the questions end.

35. How is the Freshwater Footprint being used in the OCP review?

The OCP review draws on the freshwater footprint results when weighing land use designations, density, and water-related policies. The hazard mapping helps answer a basic planning question: are the plans for growth in line with what the island's water can support? Areas of higher hazard may call for more caution or stronger requirements; areas of lower hazard may present fewer constraints.

36. What do the buffering and filtering on the Freshwater Hazard Area map mean?

Buffering and filtering are the steps that turned the raw science map into a practical planning map. The raw science map is a fine grid of coloured cells, technically called a raster map. That is excellent for analysis, but awkward for planning, which works parcel by parcel. Staff converted the science map into the Freshwater Hazard Area, the parcel-based planning layer proposed for the draft OCP, in careful steps. The hazard grid was converted to smooth map shapes. A 30-metre buffer was added around the hazard areas to account for mapping uncertainty and for adjacent hazard conditions. A parcel was included in the Freshwater Hazard Area when more than 10 percent of it fell inside the buffered hazard area. Finally, filters removed parcels where the mapping does not apply, such as parks, protected areas, and other non-residential lands.

37. Does the map tell me whether my property has water?

The map does not tell you whether your property has water, and that is the most important limitation to understand. The freshwater footprint is a planning-scale study: it shows patterns across the island, not conditions on a single lot. It does not confirm water availability, well performance, or development feasibility for any specific property. Where a development proposal needs that certainty, a site-specific assessment by a qualified professional is still required.

38. Will the map change what I can do with my land?

The map by itself will not change what you can do with your land. Maps do not make rules; the Local Trust Committee does, through the OCP and Land Use Bylaw process, which includes public input. The freshwater footprint provides evidence-based information and data to planners and trustees to help make decisions. Any policy that flows from it, such as area-specific requirements to demonstrate water availability, would be decided through that public process.

39. What is proof of water?

Proof of water means showing that a reliable, safe water supply exists before land is subdivided or rezoned. The study suggests such requirements could be calibrated, stronger in areas of higher hazard and lighter in areas of lower hazard, using groundwater regions as the unit rather than one blanket rule for the whole island.

The Province publishes guidance on well testing and water supply assessment. Land Use Bylaws and Development Approval Information bylaws of the Islands Trust direct when proof of water analysis is required, and in complex cases Islands Trust staff establish a Terms of Reference to guide the assessment.

40. What is the Critical Aquifer Recharge Area map?

The Critical Aquifer Recharge Area map identifies the parts of the island that matter most for groundwater recharge and aquifer replenishment. Other areas provide essential groundwater recharge too, but these areas have the greatest influence on water resources and watershed ecosystems. As a proposed map for the draft OCP, it shows where land use change may have greater implications for infiltration, groundwater recharge, and long-term groundwater sustainability.

41. What is a development permit area?

A development permit area, or DPA, is a planning tool under provincial law that lets a local government set guidelines for how development proceeds in defined areas, for example to protect the natural environment or manage hazards. Galiano Island has a groundwater protection DPA informed by groundwater recharge mapping. Whether and how Gabriola uses DPAs for freshwater is a policy decision for the Local Trust Committee through the OCP process.

42. Will the maps be updated over time?

The maps will be kept current as the science improves. The derivation of the planning layers is recorded step by step, so they can be regenerated when new monitoring data arrives, when the parcel fabric changes, or when the underlying consultant data is updated. The OCP process provides the venue for adopting updated maps when that becomes appropriate.

How is our water governed?

43. Who is responsible for water on the islands?

Several governments share responsibility for freshwater in the Islands Trust Area. The Province owns and licenses groundwater under the Water Sustainability Act and keeps the well registry. Island Health regulates drinking water systems that serve the public. Regional districts run monitoring and stewardship programs, such as the Regional District of Nanaimo's Drinking Water and Watershed Protection program. Islands Trust is the land use planner: it decides what gets built where, which shapes water demand. Well owners are responsible for maintaining and testing their own wells.

44. Do I need a licence for my well?

If the well serves a single home for drinking, cooking, washing, and garden use, that is domestic use, and no licence is required in BC. Any other use is non-domestic: commercial operations, irrigation for farming, and water systems serving multiple homes all require a water licence under the Water Sustainability Act, which has been in force since February 29, 2016. Licence applications are administered by the Province; the [GWELLS registry](#) records wells, and the [BC Water Calculator](#) helps estimate water demand for licence applications. The study observed that a significant share of non-domestic users in the area appear not to hold licences yet, and recommends better awareness and uptake.

45. Did the project check whether individual operators hold licences?

The project did not review the licence status of individual operators. Reviewing individual properties, operators, or licence files was outside the project's scope. The project estimated island-wide demand using each well's recorded use type, so larger water users are counted in the totals. Concerns about a specific operation are a regulatory matter for the Province, and the Local Trust Committee can direct staff to seek information through a resolution.

46. How is hauled water tracked?

Some households and businesses buy hauled water to top up their supply, especially in dry months. Water sold in bulk from Gabriola sources is metered, but water hauled over from Nanaimo is not specifically tracked. Changes in delivery patterns over time are an early signal of seasonal water stress in particular neighbourhoods, which is why the study recommends collecting this information.

What can I do to protect our water?

47. What can well owners do to protect their water?

Well owners can protect their water through four habits. Test the water regularly, including after heavy rains. Keep the well in good repair; a sound surface seal and secure cap keep surface contamination out. Watch and record the water level and any changes in taste or clarity; long records from private wells are valuable science.

48. How often should well water be tested?

Well water should be tested on a regular schedule. Test for bacteria at least once a year and after events that could affect the well, such as flooding or work on the wellhead. Test the broader chemistry, including chloride and TDS, the saltwater intrusion indicators, every two to three years, and more often near the coast or after a change in taste. Testing goes through accredited laboratories, and results can be compared against the [Guidelines for Canadian Drinking Water Quality](#).

49. How can households reduce water use when it matters most?

Household reductions matter most in summer, when the aquifers receive almost no groundwater recharge. The levers are familiar and effective: fix leaks promptly, choose efficient fixtures, water gardens from storage rather than the well, let lawns brown in summer, and shift heavy uses like laundry away from peak weeks.

50. Can rainwater harvesting help?

Rainwater harvesting can help as a supplement. Collecting winter rain into storage for summer gardens, livestock, and fire protection reduces the draw on wells at the driest time of year. For drinking water, treatment and Island Health requirements apply, and harvested rainwater is an engineered storage response rather than new supply; the rain that falls on the island is still the whole budget.

51. How can residents contribute to the science?

Residents can contribute to the science in practical ways by noting when a well changes character, and reporting observations to freshwater@islandstrust.bc.ca. The Regional District of Nanaimo's WaterSmart and Drinking Water and Watershed Protection programs offer conservation resources and volunteer monitoring opportunities.

What happens next?

52. What happens next with the project?

The consultant's work is complete and the final report was delivered in March 2026. The results now live on in two ways. First, the Gabriola OCP review continues to draw on the freshwater footprint evidence as draft policies are refined through the public process. Second, the report's recommendations give staff and partner agencies a work plan for the coming years: more monitoring near community centres, support for water system operators, tracking of bulk water, better data sharing between agencies, and stronger licensing uptake.

53. Will other islands get a Freshwater Footprint?

The method was strategically designed for the whole Islands Trust Area, and Gabriola was the case study. Applying it elsewhere depends on data availability and direction from trustees. The Gabriola case study showed that even data-rich islands have gaps to fill, so building monitoring and data partnerships is part of the path for every island.

54. How will progress be tracked over time?

Progress will be tracked through monitoring and adaptive management. The report recommends expanding groundwater monitoring near community centres and high-demand areas, supporting water systems to monitor and share data, tracking bulk water deliveries, and re-establishing climate and streamflow stations. The Freshwater Sustainability Strategy that the project belongs to carries an annual review, so what is learned each year feeds back into the work.

55. When will the OCP review conclude?

The draft OCP is in active public review, with edits reflecting trustee and community feedback presented at Local Trust Committee meetings through 2026. From there the process follows the statutory steps for adopting a community plan: further readings, referrals, and a public hearing before adoption. The timing of each step is set by the Local Trust Committee, and the review page carries the current schedule. Community members can follow each milestone there, and formal public notice is given ahead of a public hearing.

Where can I learn more?

56. What is the Islands Trust Freshwater Sustainability Strategy?

The [Freshwater Sustainability Strategy \(FWSS\)](#) is the ten-year strategy, adopted in 2021, that organises Islands Trust's freshwater work from 2022 to 2032. It is built around science programs for groundwater and watershed sustainability, cultural knowledge and engagement, and freshwater reporting, with collaboration across agencies throughout. The Freshwater Footprint is one of its keystone projects.

57. What is the Islands Trust Freshwater Atlas?

The Freshwater Atlas is the spatial home of the freshwater science: the maps and data layers produced by the FWSS science programs, organised so staff and decision-makers can find and use them. Deliverables from the Freshwater Footprint project, including the Gabriola geospatial data, take their place within it.

58. Where can I read the full report?

The complete consultant report, covering the methodology, the Gabriola case study, and the appendices, is posted on the Islands Trust website: [Islands Trust Freshwater Footprint report](#). The staff reports and meeting records of the Gabriola Local Trust Committee are on the [Gabriola OCP review page](#).

59. How do I find records about my well?

The Province's [GWELLS well registry](#) holds well construction records, depths, and reported yields, searchable by address or map. The Regional District of Nanaimo's [Depth2Water](#) site shows monitoring well data for the region.

60. Where can I watch the project presentations?

The March 23, 2026 special business meeting, including the staff presentations, the consultant presentation, and the moderated question and answer session, was recorded, and the recording and presentation files are posted to the [meeting event page](#). The full agenda package is available through the [Gabriola OCP review page](#).

61. How can I stay involved?

Community members can stay involved throughout the review. Follow the [Gabriola OCP review](#) page for meetings and engagement opportunities, attend Local Trust Committee meetings, and write to freshwater@islandstrust.bc.ca with questions or local knowledge; resident observations are part of the science.

62. Where can I see the maps?

The maps can be viewed in three places. The draft OCP maps, including the Freshwater Hazard Area and the Critical Aquifer Recharge Area, are part of the draft OCP on the [Gabriola OCP review page](#). The science maps and figures are in the [consultant report](#) and its appendices. The underlying geospatial data layers were delivered with full spatial metadata for use in mapping systems.

63. Who do I contact about the OCP review itself?

Freshwater questions go to freshwater@islandstrust.bc.ca. Questions about the OCP review as a whole, covering process, timelines, and policies beyond water, go to the planning team through the [Gabriola OCP review page](#) or northinfo@islandstrust.bc.ca. Both routes reach staff who will answer or pass the question to the right person.

Key references, collected in one place:

- [Islands Trust Freshwater Footprint report \(GW Solutions, methodology and Gabriola case study\)](#)
- [Islands Trust Freshwater Sustainability programs](#)
- [Gabriola Official Community Plan review](#)
- [Provincial well registry \(GWELLS\)](#)
- [Regional District of Nanaimo well monitoring \(Depth2Water\)](#)
- [Island Health drinking water programs](#)
- [Guidelines for Canadian Drinking Water Quality \(Health Canada\)](#)

Questions that are not answered here may be sent to freshwater@islandstrust.bc.ca. This guide is a living document and will be updated as the OCP review proceeds.

Prepared by: Islands Trust Freshwater Programs staff



Islands Trust

**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team, Financial Planning Committee (FPC), and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by (Committee or Operational Unit): GABRIOLA LTC	Budget Source (select all that apply): <input checked="" type="checkbox"/> Specific Project Funding (select all that apply) <input type="checkbox"/> Third Party Contractors <input checked="" type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense <input type="checkbox"/> New Staff Member – Temporary for project <input type="checkbox"/> Computer Hardware/Software <input type="checkbox"/> Furniture & Equipment <input type="checkbox"/> Computer Hardware/Software/Supplies <input type="checkbox"/> New Staff Resources (see Staff Costing Tool) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Temp Duration: _____ <input type="checkbox"/> Other – please describe:
Department: LPS-Planning Services	
Name of Request: Phase 3 - Gabriola OCP and LUB Review - Major Project (Year 3 of project)	
\$ Value of Request (indicate by fiscal year <u>and</u> total if project is multi-year): 2027-2028 - \$22,000 Total to-date: \$160,000 2023-24 -/2024 = \$18,000 2024-25-/2025 = \$77,000 2025-26 = \$30,000 2026- 27 = \$35,000	
Date of Submission to Finance: September 2026	Funding Required for (date range): April 1, 2027-March 31, 2028

TIE TO ISLANDS TRUST GUIDING DOCUMENTS
 Trust Council *Strategic Plan 2025-2028* contains objectives to:

- Preserve, protect and advocate for forest and terrestrial ecosystems
- To preserve and protect marine ecosystems
- Mitigate and adapt to climate change impacts
- Strengthen Housing Affordability Throughout the Islands Trust Area
- Engage with Indigenous Governing Bodies and Indigenous Peoples on governance, growth management, heritage and ecosystem protection, and climate change

ISSUE/OPPORTUNITY:

The Gabriola Island OCP and LUB has not been substantially updated since 1997 and 1999 respectively. The review is introducing a new OCP format and substantially update the bylaws addressing a number of Islands Trust Strategic objectives and emerging issues. As the first substantial OCP/LUB review undertaken by the regional planning team, the project and resulting bylaw amendments will serve as a model for other LTC OCP/LUB reviews.

With this business case the LTC is seeking the funds to support the completion of Phase 4 of the Gabriola OCP Review Project. While originally anticipated to be complete by the end of the 2026/27 fiscal year, the need for additional time for the Architectural Overview Assessment (AOA) which will inform OCP implementation, as well as, communications and engagement to report on OCP review implications requires an additional round of funding.

It is anticipated that by September 2026 the draft OCP will be through first reading. This business case is based on the possibility that the OCP may not be granted second reading by the end of the 2026/27 fiscal year and more time will be needed to complete the AOA.

With this business case the LTC is seeking the funds to support Phase 4 – Project Completion in 2027/28.

PROJECTED RESULTS/DELIVERABLES for 2027/28: /**Phase 4****Fiscal 2027/28 \$22,000:**

- AOA Part 2
- Communications and Engagement
- Legal contingency

The Gabriola OCP process will provide model policies and process for other LTCs and a model process to demonstrate the successive process of updating the LUB to ensure OCP consistency.

Project Phases:**Phase 4 (Part 1) Fiscal 2026/2027 (\$35,000)**

Achieved:

- Focussed public engagement
- Focussed legal review
- OCP Policy Drafting
- Development Approval Information Bylaw drafting

On going and to come:

- Public engagement between readings
- Continuing First Nations engagement
- LUB drafting
- Development Approval Information Bylaw - second reading*
- OCP- second reading*
- LUB update for consistency – second reading*
- AOA Phase 1 – data gathering and analysis
- Additional focused legal review

*First reading is planned for September 2026. Timing of second and third reading will depend on timing of first reading.

Phase 3 Fiscal 2025/2026 (\$35,000):

- Public Engagement on growth management
- OCP Drafting including integrating freshwater footprint analysis
- DPA prioritization (analysis and discussion)
- Focussed legal review
- AOA Part 1

Phase 2 Fiscal 2024/2025 (\$77,000) - Data Collection and Discussion

- First Nations consultation
- Compiling baseline/technical information
- Suitable Land Analysis
- Freshwater Footprint Analysis
- Engagement on key topics
- Initiation of bylaw drafting

Phase 1 Fiscal 2023/2024 \$18,000 – Gabriola Visioning 2050

- Initial FN consultation
- APC/HAPC/Community Engagement
- Public Education

RISK ASSESSMENT:

Factors potentially affecting the timing of project deliverables:

- The LTC requiring more community engagement prior to first reading
- Staff requiring more time to integrate the feedback from the community, referral agencies and First Nations prior to first reading
- More time required to complete the AOA (procurement process has not yet begun)
- First Nation capacity to engage may not align with project timelines

Financial implications:

- Cost may exceed the budget due to additional consultation needs or other factors.

Resource requirements:

- RPT has allocated time to the continuation of this project in anticipation of budget approval.
- Overall staff resourcing from the RPT to complete all major projects is limited and may not be able to accommodate any extensions to project timeline and work scope.
- Overtime hours have not been estimated at this time, however it is reasonable to expect based on a project of this kind.

ALTERNATIVES CONSIDERED:

Option 1: Proceed no further. Staff time and funding are not allocated to the project. Under this alternative the project does not complete proceed through bylaw readings.

Option 2: Reduced funding. In this case retaining the amount for legal contingency is recommended. This will primarily impact public engagement opportunities and the ability to complete the AOA.

CRITICAL SUCCESS FACTORS:

- Allocation of planning services staff time (Regional Planning Team and staff support)
- First Nations engagement
- The project would be considered successfully completed if the amendments to the OCP and LUB are adopted.
- Success could be measured over the longer term through measurables such as improved relations with First Nations and updated policy and regulatory bylaws to address their interests.
- Success can also be measured by evaluating how many LTCs are able to use the model policies and model process of updating their LUBs for OCP consistency.

RECOMMENDED OPTION:

The present funding request is for \$22,000 for fiscal 2027/28 to allow the Gabriola Island OCP-LUB project to progress through the completion of this Project.

COST/BENEFIT ANALYSIS:Quantitative Analysis:

\$22,000 for fiscal 2027/28:

- \$15,000 – AOA Phase 2
- \$3,000 – legal contingency
- \$4,000 – Communications and Engagement

Qualitative Analysis:

- The completion of the Gabriola Island OCP Review will provide a balanced approach to protecting the environment and cultural heritage while addressing housing need.
- The project provides a template policies and process for other LTCs
- The trust that has been building between Snuneymuxw First Nation and the Islands Trust will be challenged and the process of engagement will be undermined is the project is not successfully completed.

PURCHASING PROCEDURE:

Appropriate procurement procedure will be followed when soliciting legal advice and hiring the consultant to do the AOA. Snuneymuxw First Nation will participate in the hiring and oversight of the AOA consultant.

PROPOSED IMPLEMENTATION STRATEGY:

Deliverable/Milestone	Date
Phase 1 AOA Completion	March 31, 2027
Phase 2 AOA Completion	September 2027
Community Information Meeting	April 2027
Public Hearing/ Third Reading	May 2027
Post Approval Communications and Engagement	May – September 2027

STAFF RESOURCING:

- (0.40 FTE) Regional Planning Team Project Manager
- (0.20 FTE) Island Planner Support
- (0.20 FTE) Communication Support
- Limited support needed from Planning Team Assistant and GIS staff

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

- Significant engagement with the Snuneymuxw First Nation has strengthen this project and provided insight into how to work with First Nations governments on major projects.
- The Freshwater footprint work has played a significant role in informing OCP policy providing a methodology for future OCP reviews and major housing projects.
- Public engagement has been done in a focussed way supported by a number of supportive materials providing a template process for future engagement throughout the Trust Area.

Requested by: Gabriola Island Local Trust Committee

Prepared by: Narissa Chadwick, Island Planner / June 29, 2026

Reviewed by: Mary Storzer, Regional Planning Manager / June 30, 2026

From: L Hoskins <[REDACTED]>
Sent: Tuesday, June 9, 2026 10:31 AM
To: northinfo <northinfo@islandstrust.bc.ca>
Subject: Summer Rain

Dan and his crew have always responded promptly to any issues we have. Always provides professional repairs. Do not cancel his license. Gabriola needs him.

Lynne Hoskins

From: LUKE VAN DER HORST [REDACTED]

Sent: Tuesday, June 9, 2026 4:16 PM

To: northinfo <northinfo@islandstrust.bc.ca>

Subject: Dan Foley and Summer Rain

To the Trustees:

For the sake of the health of our community and those who rely exclusively for the fulfilment of their needs for water on truck deliveries can you please try to find a way that enables Dan and Summer Rain to provide this essential service in a less acrimonious and overzealous combative enforcement setting.

Luke van der Horst

[REDACTED]

From: Michael Wineberg [REDACTED]
Sent: Tuesday, June 9, 2026 12:18 PM
To: northinfo <northinfo@islandstrust.bc.ca>
Subject: Dan Foley persecution by the Islands Trust

Unconscionable. You should be ashamed. [REDACTED]
[REDACTED] Leave this essential Gabriola service alone! Yours truly - michael wineberg, [REDACTED]
[REDACTED]

From: Terry Stonehouse [REDACTED]

Sent: Tuesday, June 9, 2026 3:18 PM

To: northinfo <northinfo@islandstrust.bc.ca>

Subject: Dan Foley - Summer Rain Harassment

Dear Tobi and Susan - Island Trustees of Gabriola Island

I am writing to you to show my displeasure of your continued harassment of Mr. Foley of Summer Rain Water Services.

I have known Dan for over 27 years and he has always helped everyone in the community regardless of the Time of Day or Day of Week.

He has worked hard all his life and to put up with constant harassment from the Islands Trust is not right.

His water service is an ESSENTIAL SERVICE to some people and by the time he receives the call it is usually an EMERGENCY SERVICE.

I am fortunate that I have a marginal well but I conserve water and worry all the time about when the TAP GOES DRY. We also could be in that situation at some time so this is a very important issue that needs to be resolved now.

I have purchased cisterns from Dan in case of a emergency and try to do my part.

I am very disappointed in how the Trust is handling this issue and the poor lack of judgement by the bylaws enforcement department.

I would hope that this issue gets resolved quickly and that all your nonsense stops.

Maybe it is time for a change in municipal governance.

Thank you,

Terry Stonehouse

[REDACTED]

Gabriola BC

[REDACTED]

[REDACTED]

From: Keith Davis [REDACTED]
Sent: Wednesday, June 10, 2026 9:23 AM
To: northinfo <northinfo@islandstrust.bc.ca>
Subject: Summer Rain

Good day,

I am writing to object to the enforcement of by-law infractions with regard to Mr. Dan Foley, operator of Summer Rain water service on Gabriola Island.

Mr. Foley provides an vital service to his fellow islanders, one that would impact hundreds of households with cistern storage if it were to cease. Apparently his complainants have abundant well water supply and have not needed emergency deliveries, or they would not be complaining about a commercial vehicle in their neighbourhood (as I believe is at least part of the case in review).

Mr. Foley has been serving Gabriolans for 25 years as a trusted and reliable provider of the most essential service known to humankind, and fines imposed by your agency would shut his business down for lack of profit. This would raise the cost of water delivery and installation service for hundreds of homes, all because a new neighbour or two don't like the appearance of another home on their street (again I am simplifying the case I know little about).

Please make an exemption for Mr. Foley so he can continue to be a valuable resource for all islanders, or perhaps allocate a spot near his home where it would be legal to park a truck (or similar thoughtful resolution) so his complainants can find their sightline peace. Exemptions and compromises should be considered and allowed for reasonable breaches of aesthetic issues when things like 'neighborhood tenure' and essential services are involved, otherwise you risk becoming a thoughtless agency for petty grievances.

A friend of mine saved hundreds of dollars and avoided major inconveniences and delays by hiring Mr. Foley just last year. Please consider an alternative resolution to fines and disapprobation.

Thank you for your consideration,

Keith Davis

[REDACTED]

Gabriola Island

-----Original Message-----

From: TL [REDACTED]

Sent: Thursday, June 11, 2026 3:57 PM

To: northinfo <northinfo@islandstrust.bc.ca>

Subject: Summer Rain

Hello,

I'm a resident of Gabriola and have invested a lot of money into rainwater collection so I do not draw down any acquirers. However, things can happen with such systems that require water replacement and/or some years, like this year, can leave us longer than we are prepared for, with no precipitation. I had to shut down collection more than a month early to protect my supply from contamination with early pollen.

I get this is a complex issue and that fairness can be elusive. It seems to me that Summer Rain is providing a very low cost social service type of business and so should be considered essential. I don't know what his neighbours are dealign with in terms of consequences on their well production but presume this is the source of the complaints.

Can we find a better, more creative solution than shutting down Summer Rain? If he cannot provide water to those who need it and depend on his low prices, many of us would be hooped if having to pay Nanaimo delivered rates all the time.

Please consider a way to help his business remain. The water should not belong to any one home owner when so many have the bad luck (or other scenario like mine), not to have a productive well. I do not believe he is profiting considerably as he charges very, very little for his time and his crew to deliver water.

Thank you for noting my concerns and support for Dan's business.

Best,

Tatha Cornish

From: Virginia Hayes [REDACTED]
Sent: Wednesday, June 17, 2026 5:45 PM
To: Stephen Baugh <sbaugh@islandstrust.bc.ca>
Cc: Yates Susan [REDACTED] Tobi Elliott <telliott@islandstrust.bc.ca>;
Stephenson Rob [REDACTED] O'Malley Brent <[REDACTED]>
Szanto George <[REDACTED]> Lightly David [REDACTED]
Subject: Next Draft of Gabriola Commons Covenant

Dear Stephen - and Tobi and Susan as appropriate,

The Commons Covenant Team is nearing readiness to get you a new vision of our proposed Covenant for your consideration of the Gabriola LTC potentially becoming its Covenant Holder. This version is based entirely on recommendations provided by the Island Trust lawyers. Our question is:

Do you wish to see this as the *Covenant document only* at this time? That is, we continue revision of its two attachments:

- a) Stewardship Agreement and Plan; we are expanding details for assessment criteria, and
- b) Baseline Report, which cannot be completed until application to the Land Title & Survey Authority is imminent.

Kindly inform. Thank you.

Jinny

Virginia (Jinny) E. Hayes
Gabriola Commons Covenant Team
[REDACTED]
Gabriola, BC [REDACTED]
[REDACTED]

MEMORANDUM

TO: Gabriola Island Local Trust Committee

FROM: Jinny (Virginia) Hayes, Commons Covenant Team

DATE: July 3, 2026

RE: Item for LTC Meeting July 16, 2026

The Gabriola Commons Covenant Team would appreciate being on the Agenda for your July 16 meeting in order to give a brief update on progress with the proposed Covenant and its two attachments/schedules: Stewardship Agreement and Plan and Baseline Report.

A Team representative will:

- State progress in revision of the 3 documents
- Inform you of our approach/rationale for revisions under development
 - Clarity re: roles and responsibilities of Covenant Holder
- Provide an estimated date for completion of drafts for LTC review
- Answer any questions
- Receive comments and suggestions

AIM: Full consideration on LTC September 3, 2026 Agenda

Estimate: 10-15 minutes



Gabriola Local Trust Committee Open Applications Report

Print Date: July 9, 2026

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260023	Dylan McIntosh	1/19/2026	1380 CRESTA ROCA RD, GABRIOL	The property is located within the Riparian Assessment Area. A Development permit is required prior to undertaking any clearing works for the future construction of a utility shed.
Planner		Status		Most Recent Completed Activity
Ian Cox		Local Trust Committee		Email Applicant of LTC Meeting

Application Number	Applicant Name	Date Received	Address	Purpose
GB-DP-2021.1		5/20/2021	0 STOKES RD	DP application for protection of development from hazardous conditions DPA6, relating to subdivision application.
Planner		Status		Most Recent Completed Activity
Sonja Zupanec		Local Trust Committee		Record LTC Decision/Update FUAL

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250481	Nada Awadi	12/4/2025	0 SEAR ISLAND	New 1 storey single family home- existing home to be demolished
Planner		Status		Most Recent Completed Activity
Ian Cox		Approved w/Conditions		Record LTC Decision/Update FUAL

Gabriola

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250308	Nada Awadi	7/29/2025	0 SEAR ISLAND	New construction of Single Family Home (2 storey with main floor and basement)- Existing house to be demolished
Planner	Status	Most Recent Completed Activity		
Ian Cox	Approved	Issue Permit & Send to Applicant		

Gabriola

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240299	Michael Apps	11/7/2024	1140 THE STRAND, GABRIOLA, BC	Application to allow a rock revetment to repair and prevent ongoing damage to the property shoreline.
Planner		Status	Most Recent Completed Activity	
Stephen Baugh		Waiting for Submittals	Record LTC Decision/Update FUAL	

Application Number	Applicant Name	Date Received	Address	Purpose
GB-DVP-2022.3	Thomas Pink	6/23/2022	1160 THE STRAND, GABRIOLA, BC	PID: 008-828-067 Shoreline protection variance. Civic address: 1160 The Strand, Gabriola Island, BC.
Planner		Status	Most Recent Completed Activity	
Margot Thomaidis		Under Review	Planning Review	

Application Number	Applicant Name	Date Received	Address	Purpose
GB-DVP-2022.4	Mark & Gail W	6/30/2022	1170 THE STRAND, GABRIOLA, BC	PID: 008-828-059 Foreshore protection variance. Civic address: 1170 The Strand, Gabriola Island, BC.
Planner		Status	Most Recent Completed Activity	
Margot Thomaidis		Local Trust Committee	Verify Final Review Status	

Gabriola

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
GB-RZ-2024.1	Talyn Martin	1/10/2024	0 SOUTH RD	PID: 004-633-989 seeking a rezoning from industrial to commercial in order to build a year-round community food hub at 465 South Rd. on Gabriola.
Planner		Status	Most Recent Completed Activity	
Stephen Baugh		Waiting for Submittals	Waiting for Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250138	Toby Seward	3/29/2025	1900 STALKER RD, GABRIOLA, BC	Application to amend the OCP and complete a rezoning at 1900 Stalker Road, Gabriola.
Planner		Status	Most Recent Completed Activity	
Stephen Baugh		Waiting for Revisions	Verify Final Review Status	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240091	Nigel Gray	6/18/2024	793 LOCKINVAR LANE	Proposed rezoning to allow propane storage and delivery as a site specific permitted use. Requires change to OCP to be included in Village Centre DPA and designation change from Institutional to Village Commercial.
Planner		Status	Most Recent Completed Activity	
Ian Cox		In Progress Rezoning	Record LTC Decision/Update FUAL	

Gabriola

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240091	Nigel Gray	6/18/2024	793 LOCKINVAR LANE	Proposed rezoning to allow propane storage and delivery as a site specific permitted use. Requires change to OCP to be included in Village Centre DPA and designation change from Institutional to Village Commercial.
Planner		Status	Most Recent Completed Activity	
Ian Cox		In Progress Rezoning	Record LTC Decision/Update FUAL	

Application Number	Applicant Name	Date Received	Address	Purpose
GB-RZ-2023.1	John Steil	6/13/2023	0 DESCANSO BAY	PID: 025-798-090 and 025-798-103 renovation and expansion of ferry terminal at Descanso Bay Ferry Terminal on Gabriola Island.
Planner		Status	Most Recent Completed Activity	
Stephen Baugh		In Progress Rezoning	Waiting for APC Response	

Gabriola

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
GB-SUB-2024.2	Scott Stevenson	4/30/2024	0 STOKES RD	subdivision to create 2 lots at NORTH EAST 1/4 OF SECTION 3 GABRIOLA ISLAND NANAIMO DISTRICT EXCEPT PARCEL A (DD 77326I) AND EXCEPT PLANS EPP19453 AND EPP66666 on Gabriola Island.
Planner	Status	Most Recent Completed Activity		
Sonja Zupanec	Administrative Review	Record and File PLR		

Application Number	Applicant Name	Date Received	Address	Purpose
GB-SUB-2024.1	Scott Stevenson	3/13/2024		PID: 027-086-500 subdivision to create 11 lots at Lot 20, Section 8 on Gabriola Island.
Planner	Status	Most Recent Completed Activity		
Sonja Zupanec	Administrative Review	Record and File PLR		

Gabriola

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20250126	Chris Campbell	3/20/2025	2235 SHAW RD, GABRIOLA, BC V0	Application for a short-term vacation rental.

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	Local Trust Committee	Email Applicant of LTC Meeting

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260002	Ike Mackay	1/4/2026	1016 BERRY POINT RD, GABRIOLA	Temporary Use Permit application for a commercial vacation rental of a 1 bedroom cottage at 1016 Berry Point Rd.

Planner	Status	Most Recent Completed Activity
Ian Cox	Local Trust Committee	Assign to LTC Meeting

Islands Trust

LTC EXP SUMMARY REPORT F2027
Invoices posted to Month ending May 2026

620 Gabriola	Invoices posted to Month ending May 2026	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65050-620	LTC "Executive Expense on LTC's"	1,351.00	0.00	1,351.00
65200-620	LTC - Local Exp - LTC Meeting Expenses	3,150.00	479.41	2,670.59
65220-620	LTC - Local Exp - Communications	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>5,001.00</u>	<u>479.41</u>	<u>4,521.59</u>
Projects				
73001-620-2001	Gabriola OCP/LUB	39,000.00	1,753.12	37,246.88
73001-620-4147	Mudge Island LUB Amendment	5,000.00	0.00	5,000.00
TOTAL Project Expenses		<u>44,000.00</u>	<u>1,753.12</u>	<u>42,246.88</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-2019-040	S219 Covenant Signatories	<p>It was MOVED and SECONDED 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>
5.	January 23, 2020	GB-2020-002	Consultation for Communication Towers	<p>It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt the "Model Strategy for Antenna Systems" prepared by the Local Planning Committee of the Islands Trust, as the Gabriola Local Trust Committee strategy to assess any future potential tower proposals in the Gabriola Local Trust Area.</p>

6.	August 8, 2024	GB-2024-066	Defer enforcement of Mudge Island Land Use Bylaw No. 228 except...	<p>It was MOVED and SECONDED that the Gabriola Island Local Trust Committee replace standing resolution GB-2024-023 with the following: defer enforcement of the Mudge Island Land Use Bylaw No. 228 until a full review of policies and procedures for compliance and enforcement is complete and adopted, and a targeted review of Land Use Bylaw No. 228 is undertaken by the Gabriola Local Trust Committee; with the exception of enforcement of derelict trailers and vehicles, health and safety concerns, interference with archeological heritage sites, or possible environmental damage that are a significant concern, and these would be brought to the Local Trust Committee for review.</p>
7.	November 7, 2024	GB-2024-075	Gabriola Island Local Trust Committee Bylaw Compliance & Enforcement Policy	<p>Bylaw Compliance & Enforcement Policy No. 1, effective November 7, 2024. Version No. 1</p> <p>Purpose To establish policies and procedures for bylaw compliance and enforcement in the Gabriola Island Local Trust Area in accordance with the adopted Trust Council Policies contained in Policy 5.5.1., and that are within the authority of the Local Trust Committee to enforce, and that will ensure polices and procedures are efficient, transparent, reasonable, and consistent with local community standards.</p> <p>PART A</p> <p>1.0 Application This policy will apply to the Gabriola Island Local Trust Area and the enforcement of all applicable regulatory bylaws.</p> <p>2.0 Definitions & Abbreviations BEN – bylaw enforcement notice LUB – Land Use Bylaw LTC – Local Trust Committee Minor structure – any structure that does not require a building permit, and that is not located in a development permit area or located within any other environmentally sensitive area Respondent – a property owner whose property is subject to a bylaw enforcement complaint Health & Safety concerns – fire, unsafe construction, hazards relating to steep slopes or cliffs, dumping of sewage Vexatious - complaints that are made in bad faith or for retaliatory purposes or that are considered frivolous, may be considered vexatious; or repeated</p>

			<p>complaints that form a part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process</p> <p>3.0 References</p> <p>Gabriola Island Land Use Bylaw No. 177</p> <p>Mudge Island Land Use Bylaw No. 228</p> <p>Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263</p> <p>4.0 Priorities</p> <p>4.1 Enforcement on short-term vacation rentals is a priority and proactive enforcement is authorized.</p> <p>4.2 Enforcement on non-compliant dwellings will be deferred unless there are contraventions in development permit areas; or other environmentally sensitive areas; or there are concerns about health and safety; or the lack of an approved septic system; or if it is determined that there is contamination of wells or other drinking sources.</p> <p>4.3 Enforcement on limited public markets will be deferred when they are operated indoors contrary to section B.6.2 of the LUB. Operators will be provided with information regarding the applicable land use regulations.</p> <p>5.0 Inspection</p> <p>5.1 At the start of any investigation, Bylaw Enforcement Officers will determine if entry to the property is necessary to investigate the alleged contravention or if the investigation can be conducted from a public road or other lands.</p> <p>5.2 Bylaw Enforcement Officers will give 30 days notice for inspection of any property unless there is consent for a site inspection at less than 30 days.</p> <p>5.3 Investigations into health and safety issues and matters that may cause adverse environmental impact and result in irreversible damage are a priority and may be investigated without notice pursuant to section A.3.2.1 of the LUB.</p> <p>5.4 If a Respondent has indicated that they will work towards compliance, and have agreed on a time to comply, a site inspection is only required to confirm compliance.</p> <p>5.5 Site inspections will be limited to the use or structure subject to complaint unless there is work observed in development permit areas, or other environmentally sensitive areas, or there are concerns regarding health and safety.</p>
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				<p>5.6 If a Respondent provides photographic evidence, a survey, or a professional report that confirms compliance, or other reliable evidence, a site inspection is not mandatory.</p> <p>6.0 Enforcement Procedures</p> <p>6.1 If a bylaw contravention is confirmed, and there is no agreement on a deadline for compliance, there will be notice in writing, and Respondents will be given a minimum of 90 days to comply. Notice may also be given that enforcement action will be escalated if there is no compliance at the deadline, and this may include the use of the BEN system or a request for legal action.</p> <p>6.2 Bylaw Enforcement Officers can use their discretion to consider any reasonable request for time to comply from Respondents, but the term cannot be for more than one year.</p> <p>6.3 If there are contraventions in environmentally sensitive areas, or development permit areas, or if there is a risk to health and safety, there will be a demand for the Respondent to cease the use or activity immediately.</p> <p>6.4 Respondents will be given a Bylaw Warning Notice with a minimum of 45 days to comply before a Bylaw Violation Notice is issued, unless there are health and safety concerns, or contraventions in environmentally sensitive areas.</p> <p>6.5 Bylaw Violation Notices will not be issued more than once per week unless authorized by the Manager of Bylaw Compliance and Enforcement.</p> <p>7.0 Closing Files</p> <p>7.1 If the identity of a complainant cannot be confirmed during the course of an investigation, or if a complainant uses a false name, the file will be closed.</p> <p>7.2 If the contravention is for a minor structure that has only received one written complaint, the file can be closed.</p> <p>7.3 If it is unreasonable for a Respondent to comply, whether due to specific circumstances or finances, Bylaw Enforcement Officers or the Manager of Bylaw Compliance and Enforcement, can use their discretion to close the file.</p> <p>7.4 If a contravention has been identified that is subject to deferred enforcement by the LTC, the file can be closed unless there are contraventions that exist in environmentally sensitive areas or there are concerns about health and safety.</p> <p>7.5 If it is determined during an investigation that the complaint was frivolous, repeat, or vexatious in nature, the Manager of Bylaw Compliance and Enforcement can use their discretion to close the file unless there is work on a</p>
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			<p>development permit area, or work in an environmentally sensitive area, or there are health and safety concerns.</p> <p>7.6 The LTC will be notified when any file is closed.</p> <p>8.0 Vexatious Complaints</p> <p>8.1 If a decision is made to not act upon a complaint that is considered frivolous, repeat, or vexatious, the complainant will be advised of the decision, the reason for it, and may be advised of the circumstances under which it may be reconsidered.</p> <p>9.0 Communications</p> <p>9.1 When a file is opened and an investigation commenced, Respondents will be advised of the Trust Council Policy that authorized the opening of the file and that an investigation has commenced.</p> <p>9.2 Respondents will receive as much information about complaints against their properties as possible without revealing the identity of the complainant.</p> <p>9.3 The Manager of Bylaw Compliance and Enforcement will communicate with Trustees or the LTC if there are questions or concerns regarding individual files.</p> <p>9.4 The Manager of Bylaw Compliance and Enforcement will arrange public information and education sessions regarding bylaw enforcement when appropriate and time permitting.</p> <p>9.5 Bylaw staff will be available during regular LTC meeting public comment sessions to answer questions regarding bylaw enforcement.</p> <p>10.0 Reporting</p> <p>10.1 The LTC will receive regular reporting on bylaw compliance and enforcement files.</p> <p>10.2 The Manager of Compliance and Enforcement will report to the LTC any concerns, trends, or issues with enforcement that they believe the LTC needs to be aware of.</p> <p>10.3 The Manager of Compliance and Enforcement will maintain the Gabriola Island Bylaw Enforcement Policy and will report to the LTC if amendments are recommended or required.</p> <p>PART B MUDGE ISLAND</p>
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			<p>All policies in Part A will apply to compliance and enforcement of the Mudge Island Land Use Bylaw with the following exceptions:</p> <p>1.1 Priorities</p> <p>1.1.1 Enforcement of the Mudge Island Land Use Bylaw No. 228 will be deferred until a full review of policies and procedures for compliance and enforcement is complete and adopted, and a targeted review of Land Use Bylaw No. 228 is undertaken by the Gabriola Local Trust Committee; with the exception of enforcement of derelict trailers and vehicles, health and safety concerns, interference with archeological heritage sites, or possible environmental damage that are a significant concern, and these would be brought to the Local Trust Committee for review.</p> <p>1.1.2 Enforcement will not proceed for siting contraventions involving structures that predate 2008. Property owners will be able to repair and maintain these structures as long as they did not expand the contravention.</p> <p>1.1.3 Enforcement will not proceed regarding otherwise lawful accessory uses, buildings and structures on a parcel where no principal use exists if the adjacent parcel has a permitted principal use and both parcels are held under common ownership.</p> <p>1.2 Inspection and Enforcement Procedures:</p> <p>1.2.1 Subject to section 1.1.1, enforcement will proceed only if there are written complaints received from two property owners residing on separate parcels located in the immediate neighbourhood; and where the contraventions are causing a nuisance or an adverse effective in the neighbourhood.</p> <p>1.2.2 Enforcement on contraventions that are in environmentally sensitive areas, concern issues of health and safety, or interfere with archeological heritage sites, will proceed if there is a written complaint from any person.</p> <p>1.2.3 There will be 30 days notice for site inspections unless there is consent for an earlier date, or there are concerns about contraventions in environmentally sensitive areas, and issues of health and safety.</p> <p>1.2.4 For confirmed contraventions, a minimum of 180 days will be given to comply unless there are immediate concerns regarding health and safety or possible environmental damage.</p> <p>PART C Bylaw Enforcement Notice Bylaw Screening Officer’s Powers and Duties Policy Appointment of Screening Officers</p>
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				<p>Pursuant to section 7.2 of the Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, (the Bylaw) the persons holding the following positions are appointed as screening officers:</p> <ol style="list-style-type: none"> 1) Regional Planning Manager; 2) Manager of Compliance and Enforcement; and 3) Bylaw Compliance and Enforcement Assistant. <p>Screening Officer Powers and Duties</p> <p>The powers and duties of the screening officer are contained in section 7.3 of the Bylaw. It is the direction of the Gabriola Island Local Trust Committee (LTC) that these powers and duties are only exercised in respect to each of the above positions as follows:</p> <ol style="list-style-type: none"> 1) Regional Planning Manager. In respect to Bylaw Violation Notices issued by the Manager of Compliance and Enforcement, only the Regional Planning Manager, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of the Bylaw; 2) Manager of Compliance and Enforcement. In respect to Bylaw Violation Notices issued by Bylaw Compliance and Enforcement Officers, only the Manager of Compliance and Enforcement, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of the Bylaw; 3) Bylaw Compliance and Enforcement Assistant. In respect to Bylaw Violation Notices issued by the Manager of Compliance and Enforcement, and Bylaw Compliance and Enforcement Officers, the Bylaw Compliance and Enforcement Assistant, acting as Screening Officer, may exercise only those powers and duties in Section 7.3(1) and 7.3(2) of the Bylaw. <p>Authorized Reasons to Cancel Bylaw Violation Notices</p> <p>The Screening Officer may cancel a Bylaw Violation Notice if satisfied that one or more of the following reasons exist:</p> <ol style="list-style-type: none"> 1. The contravention did not occur as alleged. 2. The contravention no longer exists. 3. The Bylaw Violation Notice was issued to the wrong person. 4. The Bylaw Violation Notice was not completed properly. 5. The issuance of the Bylaw Violation Notice did not adhere to established Trust Council or LTC policies. 6. It is unreasonable for the person to pay the penalty. 7. An exception specified in the bylaw or related enactment or LTC Standing Resolution exists. 8. A permit exists or has been obtained that authorizes the alleged
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				<p>contravention.</p> <p>9. There is poor likelihood of success at adjudication for the Local Trust Committee the following reasons:</p> <ul style="list-style-type: none">a. The evidence is inadequate to show a contravention;b. Incorrect information was relied upon in issuing the Bylaw Violation Notice;c. The disputant intends to challenge the bylaw with a legal argument that is ill suited to the adjudication process or the legal arguments are too complicated to be decided by an adjudicator. <p>10. It is not in the public interest to proceed to adjudication for one of the following reasons:</p> <ul style="list-style-type: none">a. The bylaw has changed since the Bylaw Violation Notice was issued and now authorizes the contravention;b. An LTC resolution has deferred enforcement on the specific contravention;c. The LTC has closed the file;d. The offence occurred because of a circumstance that made it unreasonable for the person to comply with the bylaw.
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Gabriola Island

1. Major Project - Gabriola Island OCP and LUB Review - Phase 3

Responsible

Dates

Activity:

Narissa Chadwick

To identify and prioritize the community values and vision that will inform the review of Gabriola Island's Official Community Plan and Land Use Bylaw through engaging First Nations, the Gabriola community, community organizations and other relevant groups. The 2024/25 Gabriola Island OCP and LUB Comprehensive Review will address a number of issues of importance to the Gabriola Community. In Phase 1 (2023/24), community engagement helped to identify the vision and values of the community. The next phases of the project will build upon this work with focused engagement on specific topic areas, undertake a water balance assessment and drafting of OCP policies related LUB changes. The project will result in a new Official Community Plan and Land Use Bylaw for Gabriola Island.

Future Projects Report

Gabriola Island

1. <i>1. LTC Initiated Rezoning of Property with PID: 003-134-806</i>	Responsible	Date Received
<p>Bylaw amendments to rezone property with PID: 003-134-806. Legal Description: NORTH EAST 1/4 OF SECTION 3 GABRIOLA ISLAND NANAIMO DISTRICT EXCEPT PARCEL A (DD 77326I) AND EXCEPT PLANS EPP19453 AND EPP66666</p>		

2. <i>2. Mudge Island Official Community Plan and Land Use Bylaw Review</i>	Responsible	Date Received
<p>Comprehensive review or targeted amendments to Mudge Island OCP and LUB.</p>		