



## Gabriola Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** August 8, 2024  
**Location:** Electronic Meeting

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

**Staff Present:** Sonia Zupanec, Island Planner  
Warren Dingman, Bylaw Compliance and Enforcement Manager  
Lisa Millard, Recorder

**Others Present:** There were approximately 12 members of the public in attendance.

#### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:30 am. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

#### 2. APPROVAL OF AGENDA

**By general consent**, the agenda was approved as presented.

#### 3. REPORTS

##### 3.1 Trustee Reports

Trustee Elliott reported the following:

- Success of Munu Canoe fundraiser held at Xwcumi:lucun (Gabriola Sands);
- Attended July 1 Canada Day event at Gabriola Museum;
- Attended Culturally Committed discussion about cultural importance of First Nations place names;
- Recognized launch of Snuneymuxw First Nation Gallery at the Gabriola Museum;
- Attended Naut'sa mawt Oceanside Wellness Network discussion on emergency preparedness related to climate events;
- Attended Cultivate Festival;
- Posted Official Community Plan Review engagement process update on Trustees Corner on Islands Trust website;
- Attended Snuneymuxw Days;
- Working with trustee sub-group focussed on creating options for tiny homes;

- Attending upcoming Union of BC Municipalities Convention during which Islands Trust will be requesting the Ministry of Health update the Manual of Composting Toilets and Greywater Practice; and
- Applied to attend Conexts Climate Preparedness Hub.

Trustee Yates reported the following:

- Attended meeting on Mudge Island to discuss bylaw enforcement policy; and
- Gabriola Ferry Advisory Committee sent questions to BC Ferries Community Relations Manager regarding the planned 2026 ferry terminal upgrades and received the following information:
  - Nanaimo Harbour terminal berth will be realigned, a lay by berth built, and charging stations to potentially be installed;
  - Gabriola terminal upgrades to extend lifespan of marine infrastructure, upgrade berth to meet flood design levels, and charging stations to potentially be installed;
  - Estimated shutdown of terminals will be 6 to 8 weeks in spring 2026 and alternative service plan will be developed with community consultation beginning in the fall;
  - Tug and barge service for vehicles will be provided during berth closure and alternative means of transit for passengers is under discussion; and
  - The emergency wharf should not be impacted.

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

Chair Luckham reported the following:

- Attended community meetings in Gambier Local Trust Area including a public hearing;
- Continued CAO Hiring Committee work;
- Preparing for Trust Council being held in Nanaimo in September; and
- Attending upcoming Union of BC Municipalities Convention.

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

Electoral Area Director Craig reported the following:

- New waste regulations for multi-family residential, business, institutional, and industrial properties and waste hauler licensing to be in effect January 2025;
- Request for Statement of Qualifications for an organization to hold a contract to manage the Health and Well Being Coordinator position has closed and staff are in process of negotiating contract with the selected group; and
- Regional District of Nanaimo has worked with the Province to supply water to Gabriola Community Bus and a cooling centre during upcoming heat warning event.

### **3.4 First Nations Reports - none**

## **4. PUBLIC COMMENTS**

- Member of the public referred to the July 16, 2024 Local Trust Committee meeting on Mudge Island during which a member of the community spoke to a Local Trust Committee motion that was passed in April regarding putting a hold on investigations until the bylaw

policy was reviewed and had requested it be included in the bylaws, the Planner read the motion referred to and confirmed it only stated the policies and Trustee Elliott said she would bring it forward to add a new motion to support that the bylaws be included, and this discussion had not been included in the July 16 meeting minutes. They also asked the takeaways that Trustee Elliott listed at the end of the meeting be included in the minutes and requested confirmation that Trustee Elliott will advance the revised motion.

- Trustee Elliott replied that she would need to review the meeting recording to determine specifically what was said and suggested approval of the July 16, 2024 meeting minutes be deferred.
- Member of public stated the Mudge Island Community Association has not heard anything in response to their letter of July 7 regarding bylaw enforcement policies and asked if Trustees have met or conferred with staff to discuss the letter.
  - Chair noted that all Local Trust Committee discussions are required to be held in open public meetings and Trustees cannot meet independently to discuss business.
- Member of the Public noted at the July 16 meeting Trustee Elliott said she was going to look into the question as to whether or not an investigation is mandatory when a bylaw complaint is received.
  - Trustee Elliott replied she had emailed Director Cermak and Interim CAO Julia Mobbs with several details from said meeting and is awaiting response and she has asked that the files from the 2019 public hearing be made available so she can review the public comments as per the Mudge Island Community Association's request.

**5. DELEGATIONS - none**

**6. MINUTES**

**6.1 Local Trust Committee Minutes dated June 27, 2024 – for adoption**

**By general consent**, the Local Trust Committee meeting minutes of June 27, 2024 were adopted.

**6.2 Local Trust Committee Special Meeting Minutes dated July 4, 2024 – for adoption**

**By general consent**, the Local Trust Committee meeting minutes of July 4, 2024 were adopted.

**6.3 Local Trust Committee Special Meeting Minutes dated July 16, 2024 – for adoption**

**By general consent**, adoption of the Local Trust Committee special meeting minutes will be deferred to the September 5, 2024 meeting.

**6.4 Section 26 Resolutions-Without-Meeting Report - none**

**6.5 Advisory Planning Commission Minutes - none**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Follow-up Action List dated August 1, 2024**

Planner and Trustees provided the following updates and comments:

- Legal review of the draft covenant for Gabriola Commons was completed in June, 2024 and follow up information from staff to Local Trust Committee is pending;
- Screening date for Dust n’ Bones movie is being worked on, approved funding has expired and another funding request will need to be made;
- Letter from Local Trust Committee to Provincial and Federal governments requesting support in protecting cultural heritage sites has been raised at Executive Committee for consideration as a broader advocacy issue;
- Request to add all correspondence regarding the Official Community Plan Review Project to the website and specifically letters received from J and C Johnston, Emily Carrington, and correspondence about dark skies; and
- Request to discuss GB-DVP-2023.3 (Miller) at the next meeting.

**8. APPLICATIONS AND REFERRALS - none**

**9. LOCAL TRUST COMMITTEE PROJECTS**

**9.1 Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw: Fall Engagement Options - Staff Report**

The Planner summarized the Staff Report and asked Trustees for feedback on focus group invitees, timelines, and discussion topics presented in the report.

Discussion ensued and the following comments were noted:

- Limit focus group to 10 participants;
- Engage under-represented groups;
- Consider breaking down larger topics into smaller categories to focus discussions;
- Add Gabriola Housing Society to list of potential participants; and
- Separate marine and foreshore protection into a specific topic.

**GB-2024-063**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee endorse the Gabriola Official Community Plan/Land Use Bylaw Review 2024 Fall engagement process and draft schedule with recommended amendments for the planner to consider as discussed.

**CARRIED**

**10. CORRESPONDENCE**

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

**10.1 Letter dated July 9, 2024 from Mudge Island Community Association regarding Proposed Gabriola Island Local Trust Committee Bylaw Compliance & Enforcement Policy Revisions**

Bylaw Compliance and Enforcement Manager noted the following:

- Received and reviewed the policy amendments the Mudge Island Community Association would like to see incorporated into the bylaw enforcement polices for Mudge Island;
- Draft document of Local Trust Committee Enforcement Policy Bylaw has been prepared for Regional Planning Committee consideration and will go to Trust Council for input in September;
- Another webinar will be required for input from Gabriola Island residents to hear their comments on compliance and enforcement policies and procedures;
- Some of the Mudge Island Community Association’s recommendations do not comply with Trust Council policy and discussions on those would need to occur at Trust Council level;
- Local Trust Committee policies will be considered once input is received from Trust Council on draft policy and procedures and any changes to Trust Council policies;
- Trust Council policy currently states that Local Trust Committees not be involved in investigations; and
- Ombudsperson recommends elected officials, councils, or committees make policies, but not be involved in day-to-day operations of bylaw compliance.

Discussion ensued and Trustees made the following comments:

- Would like a meeting scheduled for Bylaw Compliance and Enforcement Manager Dingman to answer questions from Trustees and discuss Mudge Island Community Association’s recommendations;
- Letter from Mudge Island Community Association indicates community support for continued investigation and enforcement of derelict buildings, trailers and vehicles and for reasons related to health, safety, environmental damage and interference with cultural heritage sites;
- Files are being investigated and closed;
- Some of the work is specific to Trust Council policy; and
- Desire to work through the recommendations from Mudge Island Community Association to better understand rationale and merits of each proposed change.

**GB-2024-064**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to schedule a special meeting to discuss prosed bylaw and compliance enforcement policy as soon as possible and invite members of the Mudge Island Community Association.

**CARRIED**

**GB-2024-065**

**It was MOVED and SECONDED**

that the Chair of the Gabriola Island Local Trust Committee work with staff to respond to letter from Mudge Island Community Association dated July 9, 2024.

**CARRIED**

**GB-2024-066**

**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.

**CARRIED**

**11. NEW BUSINESS - none**

**12. STAFF REPORTS**

**12.1 Trust Conservancy Report - none**

**12.2 Islands Trust Council Highlights - March 12-14, 2024**

Received for information.

**12.3 Applications Report - none**

**12.4 Trustee and Local Expense Report - none**

**12.5 Adopted Policies and Standing Resolutions**

Received for information.

**12.6 First Nations Relationship Building Update - none**

**12.7 Climate Change Action Update - none**

**12.8 Local Trust Committee Webpage**

Add all correspondence regarding the Official Community Plan Review Project to the website and specifically letters received from J and C Johnston, Emily Carrington, and correspondence about dark skies.

**13. WORK PROGRAM**

**13.1 Active Projects Report dated August 1, 2024**

Trustees requested that the list be cleaned up and summarized.

**13.2 Future Projects Report dated August 1, 2024**

Received for information.

**14. UPCOMING MEETINGS**

Trustees discussed inviting a Snuneymuxw Elder to open a fall meeting and providing an update to Snuneymuxw First Nation on the Local Trust Committee's current and future projects.

The meeting recessed for a break at 12:34 p.m. and reconvened at 12:40 p.m.

**GB-2024-067**

**It was MOVED and SECONDED**

that staff work with Trustee Elliott to invite a Snuneymuxw Elder to open a regular business meeting of the Local Trust Committee in the fall, and provide appropriate remuneration for their attendance.

**CARRIED**

**GB-2024-068**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff write a letter to First Nations in whose territories the Gabriola Local Trust Committee works, (re)introducing Trustees and Staff, and provide a schedule of known Local Trust Committee meetings for the upcoming year, and provide an update of current projects and advocacy activities, and indicate our desire to work with First Nation governments on the Gabriola Official Community plan, and policies on land use, heritage protection, marine and foreshore, and other policies they wish to provide input on.

**CARRIED**

**14.1 Next Regular Meeting Scheduled for Thursday, September 5, 2024 at 10:30 am at the Gabriola Arts and Heritage Centre**

**15. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 12:52 p.m.

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Peter Luckham, Chair

Certified Correct:

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Lisa Millard, Recorder