



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: February 20, 2025
Location: Gabriola Arts & Heritage Centre
 476 South Road, Gabriola Island, BC

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

Staff Present: Renée Jamurat, Regional Planning Manager
 Narissa Chadwick, Island Planner (electronic)
 Warren Dingman, Bylaw Compliance & Enforcement Manager
 Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 4 members of the public in attendance.

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

12.1 Official Community Plan Budget Communications

By general consent, the agenda was approved as amended.

4. REPORTS

Trustee Elliott and Trustee Yates acknowledged the work and leadership of Chair Luckham as he prepares to step down from his role as Chair of Trust Council.

4.1 Trustee Reports

Trustee Yates reported the following:

- Islands Trust Conservancy celebrated 35 years of successful conservation work throughout the Trust area;
- Acknowledged Wendy Tyrrell's appointment as temporary Acting Manager of Islands Trust Conservancy;
- Attended Invasive Species Removal and Native Plant Gardening webinar and highlighted contributions of First Nations educators Kyle Clarke from Tsartlip First Nation and Sarah Jim from WSi'KEM of the South Island Indigenous Authority;
- Attended celebration of International Year of Co-operatives featuring guest speaker Madelyn Read from the BC Co-op Association and noted the Gabriola Agricultural Co-op is the second oldest cooperative in BC;

- Attended Salt Spring Forum and highlighted a talk by Carol Off who discussed her book *At a Loss for Words: Conversations in an Age of Rage*;
- Attended Financial Planning Committee meeting in preparation for budget talks at March Trust Council;
- Attended Regional District's Parks and Open Space Advisory Committee meeting; and
- Attended meeting to celebrate 40-year anniversary of Gabriola's Chamber of Commerce.

Trustee Elliott reported the following:

- Discussion guides about relevant topics related to the Official Community Plan review are available on the [Gabriola projects page](#) of the Islands Trust website and include information relevant to community members that are filling out the Official Community Plan survey;
- The Official Community Plan review is in the focus group phase of engagement and the Local Trust Committee decided to keep the focus groups small with inclusion of relevant stakeholders and underrepresented people that don't often attend larger engagement sessions;
- Will be holding Trustee hours in the evening at the library including some open-house drop-in sessions for community members to learn more about the Official Community Plan Review project;
- Convening a panel of technical experts to work on the Tiny Homes on Wheels project and a report will be presented at the upcoming Association of Vancouver Island and Coastal Communities conference;
- Attended Financial Planning Committee meeting to work on proposed budget cuts in preparation of adoption of the budget during the upcoming March Trust Council meeting;
- Ongoing participation in the Southern Gulf Islands Forum and noted letter from Member of Parliament Elizabeth May to the Minister of Transport regarding concerns related to unsafe navigational situations, threats to marine ecosystems, and problems related to federal jurisdiction;
- Continued attendance at Committee of the Whole meetings to work on the draft Policy Statement in preparation of putting the draft out for First Reading; and
- The Reconciliation Learning Group will be looking at implementing cultural safety education for staff and Trustees.

4.2 Chair's Report

Chair Luckham reported the following:

- Attended a site visit on Gabriola; and
- Preparing for March Trust Council in Nanaimo and noted challenges with holding the larger meetings on the smaller Islands.

4.3 Electoral Area Director's Report

Director Craig provided a written report and highlighted the following:

- The Regional District of Nanaimo (RDN) is undertaking budget discussions;
- The Parks and Recreation Master Plan draft will be sent to the Parks and Open Spaces Advisory Committee for review after which a period of public consultation will be undertaken;

- Work on the continuation of the Gabriola Village Pathway to the ferry will begin later this year; and
- The RDN Board is looking at restructuring their committees and developing a model in which issues requiring discussion that would have normally gone to Executive Committee will instead go to a quarterly Committee of the Whole meeting while time-sensitive issues will go straight to the Board.

4.4 First Nations Reports - none

5. PUBLIC COMMENTS

A member of the public spoke to their appreciation of the work of the Local Trust Committee and the outgoing Chair and acknowledged the ease of ability for citizens to access elected officials and the transparency and openness of reporting out provided by Islands Trust.

6. MINUTES

6.1 Local Trust Committee Minutes dated January 23, 2025 – for adoption

By general consent, the Local Trust Committee meeting minutes of January 23, 2025 were adopted.

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 February 12, 2025

The Regional Planning Manager provided an update on the options to support a request that the Local Trust Committee fund the maintenance of the Village Vision website and it was determined that funding would not be provided; however, the Planner could receive information from the Local Trust Committee about relevant information from the website that could be included in the Official Community Plan Review project webpage as reference material.

A Trustee enquired if, in response to a letter received from a member of the public that expressed concerns about soil removal and dumping of debris from a local construction site onto another property located on the island, a soil deposit and removal bylaw might be incorporated into the Official Community Plan Review project. Discussion ensued and the following comments were noted:

- The Local Trust Committee would need to identify issues they would like staff to address so a report can be prepared to consider options for a minor project;
- The Director of Planning Services has previously indicated the Local Trust Committee will be unable to work on a minor project while working on a major comprehensive Official Community Plan Review;
- A determination of the topic being within the scope of the Official Community Plan Review project needs to be undertaken; and
- The language in the Official Community Plan would need to support the development of a soil deposit and removal regulation.

GB-2025-009

It was MOVED and SECONDED,

that Gabriola Local Trust Committee request that the Official Community Plan Review consider the need to regulate the deposit and removal of soil.

CARRIED

A Trustee asked if the model Groundwater Protection Development Permit Area that has been informed by the marine and freshwater stewardship work would inform the Official Community Plan review of Development Permit Areas and the Planner noted the Local Trust Committee would decide what type of Development Permit Area is needed and then look at the models that exist to inform guidelines.

Bylaw Compliance and Enforcement Manager Dingman indicated a report would be provided at the next meeting about the necessity of maintaining existing standing resolutions regarding bylaw enforcement. Trustees noted discussion will need to be undertaken regarding the standing resolution that specifies non-enforcement on non-compliant dwellings as they have been hearing concerns from members of the public regarding clustering of recreational vehicles. Trustees inquired about opportunity for community conversation on this topic within the scope of the Official Community Review project and the Planner indicated the Official Community Plan and Land Use Bylaw review can support the need for the standing resolution; however, community engagement about enforcement is separate from the Official Community Plan Preview process.

12.1 Official Community Plan Budget Communications

This item was moved up on the agenda and discussed next.

Discussion ensued regarding availability of budget to advertise public open house drop-in sessions at the library to informally discuss the Official Community Plan Review Project with use of the survey and discussion guides.

GB-2025-010

It was MOVED and SECONDED,

that Gabriola Island Local Trust Committee request that an amount up to \$200 be allocated from the communications budget for the Official Community Plan Review project to advertise Trustee-hosted discussions about the Official Community Plan Review process until the end of fiscal 2024-25.

CARRIED

- 8. DELEGATIONS - none**
- 9. APPLICATIONS AND REFERRALS - none**
- 10. LOCAL TRUST COMMITTEE PROJECTS - none**
- 11. CORRESPONDENCE**

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

11.1 Email dated January 21, 2025 from Mudge Island Community Association regarding Concerns about New Bylaw Enforcement Policy for Mudge Island

Discussion ensued and the following comments were noted:

- There is a continued misunderstanding that bylaw complaint investigations will not be undertaken;
- Residents believe adoption of the bylaw policy will result in automatic closure of files;
- A response to the letter articulating the investigation process and providing clarity on opening and closing files should be provided;
- There is community concern that files remain open with no action being undertaken;
- Some Bylaw Officers are on leave resulting in delays in investigations;
- A discussion needs to be had regarding the environmental impact of structures located within a certain boundary of the sea;
- The Local Trust Committee is responsible for environmental protection of the foreshore;
- The Local Trust Committee is the body that determines if enforcement is undertaken following receipt of investigation reports; and
- There is resistance from some residents to allow investigations and it is necessary for a level of cooperation in order to facilitate getting issues resolved.

GB-2025-011

It was MOVED and SECONDED,

that Gabriola Island Local Trust Committee request staff respond to the letter dated February 10, 2025 from Mudge Island Community Association (MICA) providing a timeline and process for investigations and clarifying roles and responsibilities of the Local Trust Committee and Bylaw Enforcement staff.

CARRIED

11.2 Email dated January 23, 2025 from G. McCollum regarding Corporate Dumping of Land Clearing Debris on Unoccupied Residential Land
Received for information.

12. NEW BUSINESS

12.1 Official Community Plan Budget Communications

This item was discussed prior to Item. No. 8.

13. STAFF REPORTS

13.1 Compliance and Enforcement Files for Setbacks from the Sea - Staff Report

Bylaw Compliance and Enforcement Manager Dingman summarized the staff report and highlighted the following:

- Prior to 2008, the only structures that were prohibited from being within the setback of the sea were buildings and, since 2008, the number of prohibited structures from the setback has been increased;
- In the past twenty years, fifteen development permit applications have been submitted requesting a setback from the sea variance with seven submitted as a result of a bylaw enforcement file being opened;

- The majority of structures in the setback are decks or small buildings;
- There are currently thirty-three open files in the Local Trust Area, with twenty-three files from Mudge and not all of them have been fully investigated;
- Investigations will result in some files being closed;
- There are seven open files on Gabriola where violation notices have been issued and a penalty assessed;
- Of the seven open files on Gabriola, one Development Permit Application has been received and some compliance agreements have been attained; and
- Six files involve seawalls or retaining walls.

Discussion ensued and Trustees noted that information in the report could be provided in response to the Mudge Island Community Association.

The meeting was recessed for a break at 12:33 p.m. and reconvened 12:42 p.m.

13.2 Trust Conservancy Report – none

13.3 Applications Report dated February 12, 2025

The Regional Planning Manager provided updates and clarifications on the status of applications.

13.4 Trustee and Local Expense Report dated December 2024

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

No changes required at this time.

14. WORK PROGRAM

14.1 Active Projects Report dated February 12, 2025

Received for information.

14.2 Future Projects Report dated February 12, 2025

Received for information.

15. UPCOMING MEETINGS

15.1 Special Meeting Scheduled for Thursday, February 27, 2025 at 10:00 am and to be held Electronically

15.2 Next Regular Meeting Scheduled for Thursday, April 17, 2025 at 10:30 am at the Gabriola Arts and Heritage Centre

16. CLOSED MEETING

16.1 Motion to Close the Meeting

GB-2025-012

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) 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.

CARRIED

The regular meeting was recessed at 12:52 p.m.

16.2 Recall to Order

The meeting was recalled to order at 1:16 p.m.

16.3 Rise and Report

The Chair reported the minutes of the September 5, 2024 in-camera meeting were adopted.

17. ADJOURNMENT

By general consent, the meeting was adjourned at 1:17 p.m.

Peter Luckham, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder