



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: April 17, 2025
Location: Gabriola Arts & Heritage Centre
476 South Road, Gabriola Island, BC

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

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

Others Present: There were approximately 8 members of the public in attendance.

1. CALL TO ORDER

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

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

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. DELEGATIONS

4.1 Gabriola Health Care Foundation regarding their Strategic Plan 2024 – 2029

Jeff Malmgren, President of the Gabriola Health Care Foundation, provided a presentation and highlighted the following:

- The community can not rely wholly on the external healthcare system to meet local needs due to pressure on the system, lack of understanding of rural health needs, and a medical approach that treats people when they get sick instead of considering overall health and well-being;
- The Foundation can advocate for overall wellness and provide support but can not be the holder of the system which needs to be built collectively;
- The Foundation will be undertaking an engagement process on their new strategic plan to provide the community an opportunity to understand what a well-designed system of collectively held health and well-being can look like;

- They ask the Local Trust Committee consider health and well-being in their mandate and embed the collective responsibility for such in the Official Community Plan; and
- There is an opportunity to partner with other organizations that have a strong desire to take responsibility.

The Trustees agreed, if there is a collective commitment for a system of health and wellbeing, the responsibility for delivering on it would be held by many agencies and noted there is a place within the Official Community Plan preamble to include statements about cooperating and collaborating with other agencies.

5. REPORTS

5.1 Trustee Reports

Trustee Elliott reported the following:

- Attended two special meetings to hear results of the Official Community Plan focus group discussions;
- Held two Trustee-facilitated open houses in March for discussion on the Official Community plan;
- The annual budget allocated \$50,000 for Reconciliation activities and the Islands Trust Senior Indigenous Relations Advisor is booking sessions for cultural safety training and Indigenous engagement sessions for Trustees and staff;
- Attended the Lasqueti Island screening of the film Dust n' Bones which was attended by Elders Kim Recalma-Clutesi and Bill White;
- Attended Nanaimo Awards in Culture to celebrate Snuneymuxw First Nation Tsatassaya White receiving the Honour in Culture award;
- Ongoing participation in Culturally Committed group;
- Attended Rural Economic Partnership Forum and Southern Gulf Islands Forum;
- Attended Association of Vancouver Island Coastal Communities conference and presented the results of the tiny house on wheels technical group recommendations for enablement in the Trust Area; and
- Noted appreciation for Islands Trust staff and their dedication to the mandate and work of the Trust.

Trustee Yates reported the following:

- The Local Trust Committee held two special meetings to hear summaries of feedback provided by Official Community Plan focus groups and will be holding more open houses and facilitating other engagement activities;
- Attended Regional District Parks and Recreation Master Plan meeting and the work is in the final stages;
- Attended Trust Programs Committee meetings to work on the draft Trust Policy Statement; and
- Travelled to Salt Spring, Pender, Mayne and Galiano Islands in the past week and spoke with a Mayne Island Trustee regarding their flexible housing zoning.

5.2 Chair's Report

Chair Patrick reported the following:

- Thanked Trustee Elliott for her work on the tiny homes on wheels project;
- Trust Council approved the annual budget and details can be found on the Islands Trust website; and
- Attended a cross-border meeting with San Juan County elected officials and the parties are working on having a joint forum focussing on marine issues.

5.3 Electoral Area Director's Report - none

5.4 First Nations Reports - none

6. PUBLIC COMMENTS

Three members of the public spoke to a decommissioned RMCP patrol vessel relocating to Degnan Bay and the following comments were made:

- There are ongoing problems with derelict vessels in the bay;
- The boat has no means of propulsion and will be moored on concrete blocks which have been placed in an area containing eelgrass;
- The Vancouver Maritime Museum held ownership title on the vessel and a previous Museum Director told them the boat was given away based on a statement of public benefit and the new owner indicated they plan to repower the catamaran and make it available for marine contract work, chartering contracts, and spill response;
- The community does not envision commercial operations as being desirable in Degnan Bay and Islands Trust bylaws indicate the use is a contravention;
- The concrete blocks represent a harmful alteration and destruction of fish habitat and they will be pursuing this with the Department of Fisheries and Oceans; and
- Asked the Local Trust Committee to take an advocacy position and make a statement that the bay should not be used for commercial or industrial purposes.

7. MINUTES

7.1 Local Trust Committee Minutes dated February 20, 2025 – for adoption

By general consent, the Local Trust Committee meeting minutes of February 20, 2025 were adopted.

7.2 Section 26 Resolutions-Without-Meeting Report - none

7.3 Advisory Planning Commission Minutes dated February 12, 2025 - for receipt

Received for information.

7.4 Housing Advisory Planning Commission Minutes dated March 19, 2025 - for receipt

Received for information.

8. BUSINESS ARISING FROM MINUTES

8.1 Follow-up Action List dated April 9, 2025

Received for information.

9. APPLICATIONS AND REFERRALS

9.1 PL-RZ-2024-0091 (Mid-Island Co-op) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The rezoning application seeks to amend the Gabriola Official Community Plan and Land Use Bylaw to permit propane storage as a use at 793 Lockinvar Lane;
- The subject property is adjacent to the Mid Island Co-op Gas Station and residential properties;
- The applicant is requesting that the existing permitted uses be maintained; and
- An environmental Emergency Plan specific to the proposed propane storage facility has been provided.

The applicant was in attendance and stated Tech Safety BC is the governing body that regulates storage tanks and the current tank no longer meets requirements based on its location. They stated if no approved storage location is in place by the end of the year the business will no longer be able to provide the essential service of propane delivery to Gabriola users.

Discussion ensued and Trustees had no questions for the Planner or applicant.

GB-2025-018

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff to prepare draft amendments to the Gabriola Island Official Community Plan that will include Lot 42, Section 20, Gabriola Island, Nanaimo District, Plan 22723 (793 Lockinvar Lane, Gabriola Island PID 002-623-463) in the 'Village Commercial' land use designation and 'Village Centre' Development Permit Area No. 7.

CARRIED

GB-2025-019

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff to draft amendments to the Gabriola Island Land Use Bylaw to rezone Lot 42, Section 20, Gabriola Island, Nanaimo District, Plan 22723 (793 Lockinvar Lane, Gabriola Island PID 002-623-463) to a site-specific Village Commercial zone which maintains the existing uses; expands principle commercial uses consistent with the bylaw amendment application; and regulates buildings and structures, height, siting requirements including setbacks, lot coverage, parking, and subdivision.

CARRIED

GB-2025-020

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff to provide notification to Snuneymuxw First Nation of application PLRZ20240091 describing the scope of proposed changes to the Gabriola Official Community Plan and Land Use Bylaw.

CARRIED

9.2 PL-TUP-2024-0310 (McNally) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The Local Trust Committee first approved a Temporary Use Permit for the operation of a commercial vacation rental in an accessory dwelling unit in 2022;
- The applicant has applied for a three-year renewal of the permit;
- There have been no formal concerns raised during the operation to date;
- The applicant confirmed the property is their full-time residence;
- The operation has complied with all relevant zoning and land use regulations.

The applicant was in attendance.

Trustees had no questions for the applicant or Planner and requested that the applicant update the information provided to guests about First Nations by directing them to the Snuneymuxw First Nation website.

GB-2025-021

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee approve issuance of PL-TUP-2024-0310, a renewal of GB-TUP-2022.2, for a period of three years.

CARRIED

9.3 PL-DP-2025-0069 (Rutgers) - Staff Report

The Planner summarized the staff reported and highlighted the following:

- The application seeks a development permit for the proposed removal of a single tree located within Development Permit Area 6 Escarpment Areas due to slope sensitivity;
- A Geotechnical Field Review identifies no negative impacts to the stability of the slope by removal of the tree;
- The application meets all of the guidelines for Development Permit Area 6; and
- Staff are recommending a broader review of guidelines for the Development Permit Area.

Discussion ensued and the following comments were noted:

- The Planner noted Development Permit Area mapping is out of date, model guidelines are in place, and there is opportunity to use those guidelines with existing mapping as part of the Official Community Plan review process; however, if new mapping is required, then, the project length of time will need to be considered;
- There are opportunities to bring the mapping component to the attention of the Regional Planning Committee; and
- There is a decision-making point within the Official Community Plan process regarding how each Development Permit Area is going to be managed.

The applicant confirmed many trees remain on the slope and noted previously, while doing tree removal on non-sloped area of the property, they had a tree on the slope topped. They had not been aware of the Development Permit Area requirements for the sloped area the tree topping resulted in a violation.

GB-2025-022

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee approve issuance of
Development Permit PL-DP-2025-0069.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Planning Review - Options for Community Engagement Next Steps - Staff Report

The Planner summarized the staff report and highlighted the following:

- The Project Charter has been revised to reflect updated timelines based on the implementation of the next steps of community engagement;
- The fall/winter engagement process extended into the spring and included social media and website posts, a public survey, and focus group meetings;
- Input from the focus groups and the public pointed to interest in an extended period of time to review draft policy language;
- The intention is to review all feedback and summarize it for next steps of engagement;
- Goals and objectives within each topic area will be revised and brought back to the Local Trust Committee for input and direction;
- The upcoming Freshwater Footprint webinars and information meetings are parallel to the Official Community Plan review work.

Discussion ensued and the following comments were recorded:

- The Community Information Profile is a compilation of discussion guides and a companion to the Official Community Plan and it can be updated independent of the Official Community Plan;
- Community members have indicated they would like to see proposed language to facilitate discussion; however, additional focus group meetings for general feedback are not necessary;
- Pre-draft bylaw language identifying goals, objectives, and policies can be developed for community input;
- There are opposing views about housing and growth and Trustees would like a facilitated meeting to discuss issues of growth management and housing and bring community members on each end of the spectrum together in conversation;
- The community conversation can explore what responsible sustainable growth management strategies look like on particular lots with owners that are interested in developing housing in an environmental co-ownership model as well as other uses that might be allowed in different types of residential zones;
- It is necessary to have conversation to hear community concerns and address them; and
- Staff can explore resources available for engagement including the addition of a focused meeting on housing options and growth management.

GB-2025-023

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee direct staff to schedule a Community Information Meeting to share the outcomes of the Gabriola Freshwater Footprint project.

CARRIED

GB-2025-024

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee direct staff to proceed with “Option 1: Community Review Existing Draft Policies” as the next step in the community engagement process for the Official Community Plan (OCP) with the addition of a community meeting on Housing Options and Growth Management.

CARRIED

GB-2025-025

It was MOVED and SECONDED,

that the Gabriola Local Trust Committee request staff to develop options for a community meeting focused on Housing Options and Growth Management as part of summer engagement.

CARRIED

GB-2025-026

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee endorse the revised Project Charter for the Gabriola Island Official Community Plan (OCP) and Land Use Bylaw (LUB) Review Project (Phase 2).

CARRIED

The meeting was recessed for a break at 12:53 p.m. and reconvened at 1:30 p.m.

11. CORRESPONDENCE

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

11.1 Letter dated February 10, 2025 from Elizabeth May, Member of Parliament regarding Southern Gulf Islands Forum

Received for information.

11.2 Email dated March 10, 2025 from K Palmer Gordon & M Bombois regarding Request to Review Non-Enforcement Policy

Consideration of the email will be undertaken during discussion at Item 13.2.

11.3 Email dated March 17, 2025 from A Hodson Deggan regarding Water Budget Study Gabriola

It was clarified that the information contained within the Water Budget Study would be considered as part of the Official Community Plan review.

11.4 Email dated April 2, 2025 from B Nixon regarding Proposed Commercial/Industrial Use of Degnen Bay

11.5 Email dated April 1, 2025 from G. Coford regarding Transfer of Catamaran PV Nadon to Degnen Bay, Gabriola

Discussion ensued regarding correspondence Items 11.4 and 11.5 and the Bylaw Compliance and Enforcement Manager made the following comments:

- The Vancouver Maritime Museum has provided Bylaw Compliance and Enforcement contact information to the new owner of the vessel;
- The vessel was de-registered by the museum and the new owner has not registered the vessel yet;
- Once an owner is identified, they can address potential bylaw issues;
- The use of blocks to anchor the vessel is permitted if the vessel owner is a resident of Gabriola;
- Commercial and industrial uses would not be permitted; and
- Residents should contact the Department of Fisheries and Oceans directly if there are concerns about eelgrass or fish habitat.

12. NEW BUSINESS - none

13. STAFF REPORTS

13.1 Gabriola Housing Advisory Planning Commission Terms Expiring April 25, 2025 - Staff Report

GB-2025-027

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff to send letters to members of the Housing Advisory Planning Commission whose terms will expire on May 11, 2025, thanking them for their participation and inviting their expressions of interest for reappointment for another two-year term; and advertise for public expressions of interest for new members.

CARRIED

13.2 Bylaw Compliance & Enforcement Policy Review - Staff Report

The Bylaw Compliance and Enforcement Manager summarized the staff report and noted the following:

- The report speaks to current compliance and enforcement policies, standing resolutions, and specific policies regarding non compliant dwellings;
- There are 23 total files for non-compliant dwellings which include 39 dwellings on 24 properties;
- Two files have been opened since the policy to not enforce on non-compliant dwellings was put in place;
- Several of the properties have multiple non-compliant dwellings which are typically travel trailers; and
- The Local Trust Committee can rescind standing resolutions that have been replaced with a policy document.

Discussion ensued and the following comments were recorded:

- Trustees can request a report regarding non-compliant dwellings and then determine if they wish to continue to defer enforcement on a case-by-case basis or direct that compliance and enforcement be commenced;

- A Trustee noted, if a property owner is planning on building a home, there should not be a need for more than one non-compliant dwelling;
- It is difficult to determine if there is true housing need or if someone is living in a travel trailer because they don't want to get a permit to build a home;
- The lack of housing and economic reality creates the need for housing;
- Residents are concerned that there are situations where someone has purchased property with no intention to build a compliant dwelling;
- One can prove intent to build a house by applying for a building permit;
- In a neighbourhood where a concern was identified, two of the property owners have a building permit, one has applied for a permit, and another is questionable;
- Enforcement continues to be deferred because the conditions remain that result in people struggling to find legitimate housing due to minimal housing stock; and
- If there is a demonstrated issue of neighbourhood impacts, illegal activity, or other legitimate concerns, the Local Trust Committee would look at these situations on a case-by-case basis.

GB-2025-028

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee rescind the following three Standing Resolutions: GB-LTC-2022-089 – Standing Resolution on Enforcement of Non-Compliant Dwellings; GB-LTC-2020-053 – Standing Resolution authorizing proactive enforcement on unlawful short-term vacation rentals; and GBLTC-2019-038 – Standing Resolution deferring enforcement for limited public markets operating indoors.

CARRIED

A Trustee noted for the record that the above resolution removes duplicate standing resolutions and there is still policy in place regarding non-enforcement on non-compliant dwellings.

GB-2025-029

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff report back for an in-camera discussion with a report on all bylaw enforcement files that have two or more non-compliant dwellings or travel trailers on a property.

CARRIED

GB-2025-030

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee adopt the following amendment to the Gabriola Island Bylaw Compliance & Enforcement Policy with the following: Replace the current section 4.2 with the following: Enforcement on non-compliant dwellings will be deferred unless there are contraventions in development permit areas; or other environmentally sensitive areas; or if there are concerns about health and safety; or the lack of approved sewage disposal systems; or if it is determined that there is contamination of wells or other drinking sources;

or if there is more than one non-compliant dwelling or travel trailer used as residences on a property.

DEFEATED

Discussion continued regarding the Local Trust Committee's ability to consider issues on a case-by-case basis rather than providing broad scale direction. The Bylaw Compliance and Enforcement Manager qualified that the Local Trust Committee establishes the policies on how Bylaw Officers undertake enforcement and compliance and these policies are not bylaws.

GB-2025-031

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to prepare amendments to the "Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011" for consideration.

CARRIED

- 13.3 Trust Conservancy Highlights of January 21, 2025 Board Meeting**
Received for information.
- 13.4 Applications Report dated April 10, 2025**
Received for information.
- 13.5 Trustee and Local Expense Report dated February, 2025**
Received for information.
- 13.6 Adopted Policies and Standing Resolutions**
Received for information.
- 13.7 First Nations Relationship Building Update – none**
- 13.8 Climate Change Action Update - none**
- 13.9 Local Trust Committee Webpage**
No updates required at this time.
- 14. WORK PROGRAM**
 - 14.1 Active Projects Report dated April 9, 2025**
Received for information.
 - 14.2 Future Projects Report dated April 9, 2025**
Received for information.
- 15. UPCOMING MEETINGS**
 - 15.1 Next Regular Meeting Scheduled for Thursday, June 26, 2025 at 10:30 am at the Gabriola Arts and Heritage Centre**
- 16. ADJOURNMENT**

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

Laura Patrick, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder