



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: April 23, 2026

Location: Gabriola Arts & Heritage Centre
476 South Road, Gabriola Island, BC

Members Present: David Maude, Acting Chair
Tobi Elliott, Trustee
Susan Yates, Trustee

Staff Present: Renée Jamurat, Regional Planning Manager (electronic)
Joe Elliott, Senior Indigenous Relations Advisor
Stephen Baugh, Island Planner
Narissa Chadwick, Senior Planner (electronic)
Ian Cox, Planner 2
Margot Thomaidis, Planner 2
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 21 members of the public in attendance.

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

The following additions to the agenda were presented for consideration:

- 12.1 Revised MapIT Tool Educational Webinar
- 12.2 Freshwater Footprint Study Follow up
- 12.3 Clarifying Information Sharing Protocols with First Nations regarding Development Application process - Discussion

By general consent, the agenda was approved as amended.

4. REPORTS

4.1 Trustee Reports

Trustee Yates reported the following:

- BC Ferries updates include a letter sent from the Gabriola Transportation Society regarding the minimum top up amount required for the Experience Card made an impact, BC Ferries Chief Executive Officer has indicated an update on the transport of inoperable electric vehicles is forthcoming, and the Gabriola Transportation Society attended a discussion with BC Ferry and Marine Workers Union representatives about reclaiming BC Ferries and the importance of public input;
- Attended webinars including Islands Trust Educational Stewardship “Working Towards a Fallow Deer Strategy for the Southern Gulf Islands” and Collective for Parks, Conservation Innovation and Leadership, and Canadian Parks & Wilderness Society “Economic, Environmental, and Health Benefits of Canada’s Protected and Conserved Areas”;
- Attended a meeting with Dr. Tara Martin to discuss collaboration with her team of scientists and students, and will be bringing a motion forward to Trust Council regarding co-op students support of Islands Trust Conservancy and planning team projects;
- Attended a meeting with representatives from the Ministry of Transportation and Transit, Regional District of Nanaimo, and Gabriola Transportation Society regarding a crosswalk at the Gabriola ferry terminal;
- Attended March Trust Council and highlighted the Species at Risk program presentation;
- Attended a joint meeting of Islands Trust Conservancy and Executive Committee and discussed the Conservancy’s five-year plan.

Trustee Elliott reported the following:

- Celebrated Earth Day and acknowledged community volunteers for their work on removing invasive species, maintaining trails, and advocating for habitat restoration and active transportation;
- Attended Executive Committee meetings, Islands Trust Conservancy Board meeting, and Trust Council in March;
- Highlights of the Trust Council meeting included the Species at Risk presentation, endorsement of the Indigenous Relations Action Plan, approval of the 2026/27 budget, and the call to the Provincial Government and Premier Eby to recommit to the *Declaration on the Rights of Indigenous Peoples Act*;
- A realtors education program workshop is being planned and will feature archaeological experts, an update on the MapIT tool, and an update on information about living in the Trust Area;
- The Policy Statement Amendment project will likely not complete this term and public input will be coming to Committee of the Whole for discussion in May;
- Attended the following presentations/webinars: Bowen Island “Biodiversity Plan”, Breaking Bannock, Gabriola “Voices of Courage: Women Standing Against Hate”, “Cycling Tourism on Gabriola”, Association of Vancouver Island and Coastal Communities “Treaty 101- Understanding Modern Treaties in BC”, and joint stakeholders’ workshop on “Ganges Harbour Management”;
- Participated in a panel about events following 9/11 and the civic democratic process undertaken;
- Attended Islands Trust workshop on responding to Indigenous specific racism;

- BC Marine Trails provided a presentation about working with First Nations and stakeholders to build and promote a public network of marine trails at the Lasqueti Island Local Trust Committee meeting;
- Upcoming attendance at the Association of Vancouver Island Coastal Communities convention.

4.2 Chair's Report

Acting Chair Maude reported the following:

- Attended March Trust Council and spoke to the adoption of the budget and associated tax impact;
- The draft Trust Policy Statement project will likely not complete this term.

4.3 Electoral Area Director's Report

Director Craig provided a written report in advance of the meeting and Trustee Elliott shared highlights.

4.4 First Nations Reports - none

5. PUBLIC PARTICIPATION PERIOD

Three members of the public spoke in support of the Seward re-zoning application to create three separate lots on a property in which three individual owners constructed homes on one lot prior to the establishment of Islands Trust and noted the positive benefits of the covenant and donation of land to Drumbeg Park.

A member of the public spoke to gaps in regulations, monitoring, and enforcement identified in the Freshwater Footprint report and suggested that the Official Community Plan include provisions for the Local Trust Committee to advocate for other agencies to fill said gaps in circumstances in which Islands Trust does not have jurisdictional authority to do so. They requested several items to be added to the Official Community Plan related to protection of areas with high groundwater recharge, prohibition of density increases in area identified as high hazards and under extreme aquifer stress, enforcement of regulations on pumping of wells with saltwater intrusion, identification of wells with high levels of total and fecal coliform, requirements for commercial water users to have wells registered with the Province prior to consideration of rezoning or variance applications, and advocacy to provincial and regional governmental bodies to conduct more monitoring and testing of groundwater quality.

A member of the public spoke to concerns about the rezoning of the Harmac Pacific land and the need for a protocol agreement between Islands Trust and the City of Nanaimo to enable a referral process.

A member of the public suggested consideration of a Coast Salish welcome feature be installed at the ferry terminal site and spoke to concerns about the protection of archeological sites on Gabriola Island.

6. MINUTES

6.1 Local Trust Committee Special Meeting Minutes dated February 2, 2026 – for adoption.

By general consent, the Local Trust Committee meeting minutes of February 2, 2026 were adopted.

6.2 Local Trust Committee Minutes dated February 19, 2026 - for adoption

The following amendments to the minutes were presented for consideration:

- In the Rise and Report on page 9 of the minutes correct spelling to Breghnan

By general consent, the Local Trust Committee meeting minutes of February 19, 2026 were adopted as amended.

6.3 Local Trust Committee Public Hearing Record for Bylaw Nos. 321 and 322 dated February 19, 2026 - for receipt

Received for information.

6.4 Local Trust Committee Special Meeting Minutes dated March 23, 2026 - for adoption

The following amendments to the minutes were presented for consideration:

- In the first paragraph of page 3 of the minutes change words “the think to the study is” to “the link to the study is”

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

6.5 Section 26 Resolutions-Without-Meeting Report - none

6.6 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated April 16, 2026

The Planner provided an update to the follow up action list.

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS

9.1 PL-DVP-2024-0299 (Apps) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks to reduce setbacks to the natural boundary of the sea from 15 metres to 0 metres and the side lot line from 1.5 metres to 0 metres to facilitate the construction of a rock revetment;
- Snuneymuxw First Nation referral response indicated an Archaeological Impact Assessment should be conducted prior to ground disturbance;
- One letter of support of the application has been received;
- The dwelling unit is located more than 15 metres from the shoreline;
- A risk assessment related to environmental impacts, mitigation of impacts, and suitability of alternatives has not been provided.

The applicant was in attendance and spoke to their expertise in science and climate change, increasing occurrences of storms causing ongoing shoreline damage resulting in the loss of 3 metres of shoreline in the past four years, buried logs providing natural protection being washed away, neighbours building rock revetments, potential for uprooting of trees causing damage, loss of shoreline access and escape route, advice received from a Green Shores specialist indicating a soft approach will not work, and ongoing and increasing frustration regarding the Development Permit requirements and process.

During the applicant's discourse, the Regional Planning Manager called a point of order on two occasions and requested the applicant speak specifically to the application and not individuals.

The meeting was recessed for a break at 12:25 p.m. and reconvened at 12:55 p.m.

It was noted the applicant was no longer in attendance.

Discussion ensued and the following comments were noted:

- Neighbouring hard shoring revetments have caused environmental damage, were installed without permits, and were identified as a concern to the Department of Fisheries and Oceans and staff biologist;
- The extent of hard armouring in an enclosed area has potential for damage and changes the coastal processes;
- A letter from Snuneymuxw First Nation identifies the area as having high cultural sensitivity;
- Islands Trust is obligated to refer work to other agencies and seek information from qualified professionals in different fields and Trustees can not waive the requirements for professional reports based on an applicant's professional background;
- Policy requires consultation with First Nations and feedback has been provided stating concerns and a request for archaeological monitoring if work is done;
- A letter from the Department of Fisheries and Oceans recommends that an environmental professional be obtained for site monitoring;
- There are alternatives and the applicant could work with a registered professional biologist to determine options.

GB-2026-027

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request the applicant for application PLDVP20240299 to submit the following to the Islands Trust:

1. How the proposed approach would meet the guidelines of the Green Shores for Homes guide;
2. Submit additional information, prepared by a registered professional biologist about how their proposed plan would meet the six environmental factors listed on page 3 of the staff report dated April 23, 2026; and
3. Provide a proposal of approach to provide either an archeological impact assessment or archeological monitoring during construction.

CARRIED

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

The Planner summarized the staff report and highlighted the following:

- The application seeks a site-specific zoning amendment to permit a three-lot bare-land strata subdivision to correspond to the location of three existing dwellings that have been located on the subject property since 1971;
- The application proposes a covenant on title to protect trees and vegetation and a donation of 0.12 hectares of the property to the adjacent Drumbeg Park;
- The applicant has submitted biophysical, geohazard, hydrogeological, and archaeological impact assessments;
- Redesignation and rezoning of the property to facilitate subdivision is not supported by the objectives and policies of the current Resource land use designation of the subject property;
- It is recommended to draft bylaws to permit three dwellings on the property but not allow subdivision.

The applicant's representative spoke to the application and noted the primary reason for the subdivision request is to enable each of the families to own individual property with separate titles to allow for estate planning and inheritance. They indicated no new construction is planned and the owners agree to register a covenant on title that would state no further dwellings could be built.

Several members of the families that own the property spoke to their history of use, intentions of protecting the land, and importance of the subdivision component to the family members.

Discussion ensued and the following comments and clarifications were recorded:

- Two homes have wells and a third home is using water delivery and storage but would like the option to drill a third well in the future;
- The staff recommendation regarding not approving subdivision is based on current guidelines in the Official Community Plan;
- The park dedication does not include the natural stone shelving beach access;
- There remains opportunity for BC Parks to work on a fence plan;
- Subdivision of the parcel does not create additional impacts on the land or further development.

Discussion on the application was deferred to the May 21, 2026 Local Trust Committee meeting to provide the applicant time to consider boundary changes to the park dedication.

9.3 PL-DP-2025-0481 (Falcone) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks a development permit to demolish an existing guest house structure and construct a new principal dwelling unit on the subject property;
- The new structure is proposed to be built in the same cleared and previously disturbed location as the guest house;

- The existing septic system is proposed to be upgraded and maintained beyond 30 metres of the natural boundary of the sea;
- The applicant has submitted an environmental report detailing the proposed mobilization of equipment and construction materials, demolition and constructions, and restoration of temporarily disturbed areas.

The applicant's representative was in attendance.

Discussion ensued and the following comments were noted:

- A Trustee commented that although the building a dwelling within the natural boundary of the sea is permitted within the Development Permit guidelines, it goes against provincial recommendations;
- The applicant noted during the previous development of the other parcel on Sear Island they reached out to Snuneymuxw First Nation but received no response and, on that basis, did not seek feedback for this application but are open to doing so;
- A Trustee noted sharing the information with Snuneymuxw First Nation to provide awareness of the proposed development is important and the Local Trust Committee could request staff to do so following approval of the Development Permit.

GB-2026-028

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee approve PLDP20250481 with the following conditions:

Habitat Impact Mitigation and On-Site Monitoring

- 3.1 A Qualified Environmental Professional (QEP) with knowledge of terrestrial habitat and native vegetation shall be retained prior to all site preparation, demolition, and construction activities and for the duration of the project to ensure that the mitigation measures as outlined in section 7 of the ROE Environmental Report in Schedule "A" are carried out in accordance with the professional's opinion, prescription, and frequency and duration of scheduled site monitoring. The QEP will provide information as requested by Islands Trust on the status of the development activities regarding any impacts observed and recommendations for mitigation.
- 3.2 All construction activities shall be undertaken in such a manner and under the supervision of a QEP as to avoid and minimize potential surface erosion and off-site sediment transport into the sea. At a minimum, the measures as outlined in the ROE Environmental Report should be carried out to minimize soil erosion and control sediment runoff from active work areas for the duration of the development activities.

Tree Retention and Invasive Species Control

- 3.3 Invasive species such as Scotch broom shall be removed prior to construction of the new residence to avoid spreading, carried out under the method and to the satisfaction of a QEP.

- 3.4 All land clearing, site preparation, and development activity on the subject property shall be in accordance with the tree retention program contained in the Arborist Report by Burley Boys Tree Service in Schedule “B”;
- 3.5 A QEP shall oversee the installation of tree protection zones prior to development activities per the recommendations in the Arborist Report to prevent undue damage to critical root systems. If any encroachment within the critical root zones is required, a Certified Arborist shall be consulted.
- 3.6 No native trees shall be removed within 30 metres of the natural boundary of the sea, except for three trees as identified in the Arborist Report retention outline, including one arbutus tree and two Douglas fir. Each tree will be replaced by three trees of similar species, or a total of 9 planted trees.
- 3.7 Limbing or trimming shall be permitted under the supervision of a QEP in order to ensure safe working conditions.

Replanting and Post-Development Reporting

- 3.8 A QEP shall develop and oversee a native vegetation replanting plan as necessary according to their professional opinion and per the ROE Environmental Report in Schedule “A” and Burley Boys Arborist Report dated October 16, 2025 in Schedule “B”. The QEP shall provide a post development report to Islands Trust 6 months from the conclusion of construction activities addressing the efficacy and health of the replanted vegetation. The QEP may specify additional replanting measures at this time.

CARRIED

GB-2062-029

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee requests staff advise Snuneymuxw First Nation about the decision on the issuance of PLDP20250481 and PLDP20250308.

CARRIED

9.4 PL-DVP-2026-0049 (Matte) - Staff Report

Trustee Elliott recused herself due to a familial relationship with the applicant.
Trustee Elliott left the meeting at 3:00 p.m.

The Planner summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to reduce the front lot line setback from a minimum of 6 metres to 4.5 metres and interior lot line setback from a minimum of 1.5 metres to 0.5 metres for the construction of a substantially constructed garage building on the subject property;
- An approved building permit was issued by the Regional District of Nanaimo showing the structure located outside of the setback areas and a subsequent building inspection and site survey showed the almost completed structure to be within the setback areas;

- Statutory notification was distributed to neighbouring property owners and tenants and no public correspondence as been received at the date of the report.

The applicant was in attendance

The Local Trust Committee had no questions for the Planner.

GB-2026-030

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee approve Development Variance Permit PLDVP-2026-0049 with the following variance to the Gabriola Island Land Use Bylaw No. 177, 1999:

- a) To reduce the front lot line setback from 6.0 metres to 4.5 metres; and
- b) To reduce the interior lot line setback from 1.5 metres to 0.5 metre, to permit the final construction of an existing garage building.

CARRIED

Trustee Elliott returned to the meeting at 3:07 p.m.

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw Review Update - Verbal Update

The Planner provided a verbal updated and noted the following:

- Staff are working on the draft bylaws, integrating the Freshwater Footprint study information, and developing a companion document which will detail changes to the current Official Community Plan;
- Draft bylaw language will be brought forward for discussion at the May 21, 2026 regular meeting to be followed by a Community Information Meeting question and answer session to be held Thursday May 21, 2026 starting at 6:30 p.m. with location to be determined;
- A Trustee suggested the Planner consider inclusion of the *2021 Gabriola Enterprise Project Final Report* in the Official Community Plan materials and they will provide a copy to the Local Trust Committee and Planners;
- Planner Chadwick will look at ability to add a link to the draft Official Community Plan on the website.

10.2 Minor Project: Mudge Island Targeted Land Use Bylaw Amendment Project - Verbal Update

The Regional Planning Manager provided an update and noted the following:

- Staff had previously recommended that the minor project start after the major project was given first reading;
- The major project work has been expanded and staff resources continue to be tied to that project;
- Consideration of timing, in regard to initiating a minor project close to the end of the term, should be taken.

Discussion ensued and the following comments were noted:

- Trustees are not in favour of deferring the project;
- It is currently on the future projects list and the understanding is it is the next project to get started.

11. CORRESPONDENCE

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

11.1 Email dated February 20, 2026 from J. Graham regarding Trustee Reports

Received for information.

11.2 Email dated March 3, 2026 from D. Wallinger regarding Deer Overabundance and Ecological Integrity in the Gulf Islands

Received for information.

11.3 Email dated March 23, 2026 from the Agricultural Land Commission regarding Staffing and Budget Pressures

Received for information.

12. NEW BUSINESS

12.1 Revised MapIT Tool Educational Webinar

A Trustee asked if there was ability to provide a general demonstration or webinar about how the MapIT tool works and it was determined to bring it forward for discussion at the Executive Committee meeting.

12.2 Freshwater Footprint Study Follow Up

A Trustee stated the following motion was related to the Freshwater Footprint Study.

GB-2026-031

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to seek information from the province regarding the groundwater license status associated with groundwater extraction at 3153 Whalley Road, P.I.D. 018-277-678, operated by Summer Rain Water Delivery (owner Dan Foley) and report back to this Committee.

CARRIED

12.3 Clarifying Information Sharing Protocols with First Nations Regarding Development Application Process - Discussion

A Trustee raised the topic as a result of Development Permit and other application processes that do not require a referral to First Nations and indicated clarification of government-to-government processes and information sharing would be beneficial.

GB-2026-032

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to request a meeting with Snuneymuxw First Nation staff about mechanisms to protect

registered or potential First Nation archaeological and heritage sites in development application processes as per Islands Trust Snuneymuxw protocol agreement, s.14 (h).

CARRIED

13. STAFF REPORTS

13.1 2025/26 Annual Report - Approval of the Gabriola Island's Local Trust Committee Section - Request for Decision

The Gabriola Island Local Trust Committee requested the following amendments:

- In the first bullet point add the word “the” before Snuneymuxw First Nation;
- In the first bullet point add the words “cultural heritage” between words environmental protection and climate change.

GB-2026-033

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee approves the attached text as amended for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

CARRIED

13.2 Highlights of Trust Conservancy January 20, 2026 Board Meeting

Received for information.

13.3 Applications Report dated April 16, 2026

Received for information.

13.4 Trustee and Local Expense Report dated February, 2026

Received for information.

13.5 Adopted Policies and Standing Resolutions

Received for information.

13.6 First Nations Relationship Building Update

GB-2026-034

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to follow up with the Snuneymuxw First Nation regarding appropriate territorial acknowledgment for opening meetings and recording of minutes for Gabriola Island Local Trust Committee meetings.

CARRIED

13.7 Climate Change Action Update - none

13.8 Local Trust Committee Webpage - none

14. WORK PROGRAM

14.1 Active Projects Report dated April 16, 2026

Received for information.

14.2 Future Projects Report dated April 16, 2026

Received for information.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, May 21, 2026 at 10:30 am at the Gabriola Arts and Heritage Centre

16. CLOSED MEETING

16.1 Motion to Close the Meeting

GB-2026-035

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)(a) for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

and that the recorder and staff attend the meeting.

CARRIED

The meeting was recessed at 3:55 p.m.

16.2 Recall to Order

The meeting was recalled to order at 3:57 p.m.

16.3 Rise and Report

Acting Chair Maude reported adoption of the February 19, 2026 in-camera meeting minutes and that Jack Woodward, George Buyyer, and Kathryn Berge were appointed to the Gabriola Board of Variance for a three-year term commencing April 23, 2026 and ending April 23, 2029.

17. ADJOURNMENT

By general consent, the meeting was adjourned at 3:58 p.m.

David Maude, Acting Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder