



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 such as no review of the siting and use.

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 not 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