



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: July 16, 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, Island Planner
 Ian Cox, Planner 2 (electronic)
 Margot Thomaidis, Planner 2
 Warren Dingman, Manager Bylaw Compliance & Enforcement
 (electronic)
 Chloe Straw, Programs Coordinator
 Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 18 members of the public in attendance.

1. CALL TO ORDER

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 Coast Salish First Nations.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Yates reported the following:

- Attended the June Trust Council meeting and provided highlights;
- Islands Trust annual Community Stewardship award recipients included Gabriola's Breaking Bannock program, an initiative of the Gabriola Arts Centre;
- Attended Financial Planning Committee meeting and noted work being done on increasing development application fees;
- Met with ferry hill trail planning group to discuss issues about the multi-use trail from the ferry terminal to the village;
- Attended Salt Spring Forum and highlighted Adam Olsen's talk titled "Who's afraid of DRIPA?" (Declaration on the Rights of Indigenous Peoples Act);

- Attended a Snuneymuxw blanketing ceremony to acknowledge community member's achievements;
- Upcoming attendance at Agua Chautauqua at the Gabriola Commons;
- Gabriola Talks will be hosting a series of cafes on issues relevant to the draft Official Community Plan including a session about freshwater, housing and density, and reconciliation.

Trustee Elliott reported the following:

- Attended the Omoide Japanese heritage exhibit grand opening at Pages Resort and the Gabriola Museum;
- Met with Sustainable Gabriola to discuss promoting information about upcoming elections;
- Attended a Gabriola Health and Well Being Collaborative meeting;
- Attended Gabriola Oceans Day hosted by Snuneymuxw First Nation;
- Attended Gabriola Pride events;
- Toured prospective veterinary doctors around Gabriola;
- Attended the Food Security forum hosted by Gabriola Seed Bank;
- Organized fundraiser for Snuneymuxw Munu Canoe Family Tribal Journey;
- Attended, in the role of witness, the Snuneymuxw blanketing ceremony to honour six community stewards;
- Joined part of Minister Brittny Anderson's visit to Gabriola tour;
- Participated in a monitoring visit to Link Island;
- Attended Executive Committee meetings and Trust Council quarterly meeting;
- Attended Heritage Conservation Act Transformation Project update meeting;
- Attended Southern Gulf Island Forum;
- Has been hosting community drop-in sessions to hold conversations about the Official Community Plan project.

4.2 Chair's Report

Chair Patrick reported the following:

- Upcoming attendance at a Committee of the Whole meeting to review agency referrals received to date on draft Trust Policy Statement;
- Upcoming attendance at the Trust Council meeting in September,

4.3 Electoral Area Director's Report

Electoral Area Director Craig sent regrets and Trustee Elliott read highlights from a written report provided by the Director.

4.4 First Nations Reports – none

5. PUBLIC PARTICIPATION PERIOD

A member of the public, representing the Gabriola Island Land Stewards Society, stated they would be providing a formal submission on the draft Official Community Plan by the July 31 deadline and noted they required more time for in-depth conversation regarding flexible housing and in the meantime, provided the following feedback:

- Policies 2.3.1.1 and 2.4.3.10 speak to secondary commercial nodes and a clear and transparent process on how these areas will be designated should be developed;

- They encourage a section be added to Temporary Use Permit policy 2.8 that exempts farmers from applying for a temporary use permit renewal provided farm status is maintained; and
- Add a definition of what small scale secondary uses are in policy 2.2.5.9.

A Gabriola Commons Trustee stated they have drafted a covenant regarding stewardship commitments prepared and, as the Local Trust Committee is being asked to serve as the covenant holder, the draft document will be ready for review by Islands Trust in September. They will be requesting a meeting to discuss expectations and roles specific to what the covenant holder would undertake.

A member of the public recognized the Local Trust Committee for the decorum in which the meetings are held, thanked nominator Kathryn Molloy for nominating Breaking Bannock for the Islands Trust Community Stewardship Award, and noted another non-partisan group on Gabriola will be inviting Adam Olsen to speak about the Cowichan court decision in September.

A member of the public stated they live next door to Silva Bay Resort and have received water from Silva Bay Resort for 43 years. They detailed their concern about losing access to the water source and hopes that solutions are found through creative dialogue and a collaborative approach. They noted water security is an important community issue, and many share the goal of ensuring water access.

Trustees suggested the speaker meet with staff to clarify if residential use of water is actually compromised and noted that Silva Bay Resort has not made an application to Islands Trust and the Local Trust Committee can only consider proposals through the application process.

A member of the public asked if collecting and using grey water is being discussed and if desalination is allowed.

A Trustee replied the use of grey water is regulated by Island Health and grey water systems would be looked at through the Regional District of Nanaimo building permit process, and there is nothing in the current regulation that speaks to desalination.

6. MINUTES

6.1 Local Trust Committee Minutes dated May 21, 2026 – for adoption

The following amendments to the minutes were presented for consideration:

On page 7 of the minutes in the third bullet add “such as no review of the siting and use” after “unintended consequences of not requiring a permit”.

By general consent, the Local Trust Committee meeting minutes of May 21, 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 July 9, 2026

The Freshwater Specialist provided an update on item 4 regarding the status of a groundwater license and noted a license application was submitted during the

transitional licensing period when non domestic water users had the opportunity to apply for a transitional license and even though the operator has not received the license yet the application submission considers the use lawful.

It was noted that the above conversation satisfied the Local Trust Committee's request for more information.

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS

9.1 PL-TUP-2025-0126 (Campbell) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks a Temporary Use Permit to allow the operation of a commercial vacation rental in a three-bedroom principal single-family dwelling;
- The proposed use complies with all applicable Temporary Use Permit guidelines;
- Staff recommend issuance for a shorter than three-year period as the operation has been ongoing for at least 18 months.

The applicant was in attendance and indicated they thought only the Province regulated short-term vacation rentals, hence the delay in applying for the Temporary Use Permit.

Discussion ensued and the following comments were noted:

- A Trustee requested the applicant include a current Gertie Bus Schedule, a Gabriola Land & Trails Trust trail map, and museum information regarding historical context of the island in the visitor package;
- Had the applicant applied prior to commencing operation they would have approximately 18 months left on the permit;
- A renewal application can be made for a period of three years.

GB-2026-050

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee approve issuance of PL-TUP-2025-0126 for a period of 18 months.

CARRIED

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

The Planner noted the Local Trust Committee had previously given third reading to the proposed bylaws which were subsequently approved by the Executive Committee and the Minister of Municipal Affairs and Housing and that the bylaws were being returned to the Local Trust Committee for adoption.

There were no comments or questions for the Planner.

GB-2026-051

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 321 cited as "Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2025", be adopted.

CARRIED

GB-2026-052

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 322 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2025”, be adopted.

CARRIED

The meeting was recessed for a break at 12:11 p.m. and reconvened at 12:45 p.m.

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Gabriola Island Official Community Plan and Land Use Bylaw Review: Business Case Approval - Staff Report

The Planner summarized the staff report and noted the Project Charter timelines and Communication and Engagement plan have been revised, a Special Meeting is being proposed, and a draft Business Case for the 2027/28 fiscal year was presented for endorsement.

Discussion ensued on the Project Charter and the following comments were noted:

- A Development Approval Information bylaw is an administrative process and the public will not have input in to it;
- Develop a concise explanation of the project in three sentences and use this information in all communications.

GB-2026-053

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse the revised Gabriola Island Official Community Plan and Land Use Bylaw Review Project Charter dated July 2026, Version 8.

CARRIED

Trustees provided the following input into the Communications and Engagement Plan:

- Suggestion to schedule an engagement meeting that would allow for a back-and-forth dialogue and to surface common questions that can be addressed through a Frequently Asked Questions (FAQs) document or provide printed educational materials to community members at markets and drop ins;
- There is misinformation that needs to be cleared up in the community;
- An FAQ has been started on the website and can staff continue to add to it;
- Put a call out for questions and staff can prepare answers for them;
- Add an ask questions opportunity to the engagement plan;
- In the Referral and Engagement responses received section remove Official Community Plan revisions and note that the referral period is 90 days;
- Subscriber notices should let people know they can pick up a printed copy of the Official Community Plan from the Gabriola office;
- Add an hour to the upcoming special meeting to allow people to submit questions.

GB-2026-054

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse the changes to the Gabriola Official Community Plan Phase 4 Communication and Engagement Plan, as revised at the July 16, 2026 Gabriola Island Local Trust Committee meeting.

CARRIED

GB-2026-055

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff schedule an electronic special Local Trust Committee business meeting to review input from the community on the Draft Official Community Plan, prior to first reading of the bylaw.

CARRIED

Discussion ensued regarding the development of a Business Case and the following points were noted:

- Add the Indigenous Engagement Action Plan and the referral workplan to the Island Trust guiding documents list.

GB-2026-056

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee approve the 2027/28 Business Case supporting the completion of the Gabriola Official Community Plan and Land Use Bylaw Review project as amended.

CARRIED

The Freshwater Footprint Briefing and Frequently Asked Questions documents were reviewed and the following comments were noted:

- The darker gray areas on the critical aquifer recharge area map reflect the density of the lot lines and can be removed to show the recharge areas only;
- Aquifer stress is defined in the Frequently Asked Questions (FAQ) and the report provides further detail on what aquifer stress is and the methodology used to provide the analysis;
- A report detailing the maps, how they were developed, and the methodology that resulted from them would be useful;
- It can be difficult to translate the mapping and methodology to the public and a local hydrogeologist has offered to assist with technical translations to support the process and community understanding;
- Local hydrogeologists can work with Trustees to clarify information; however, if the Local Trust Committee would like the Freshwater Specialist to work with community members to coordinate information, then staff time would need to be allocated;
- The answer to question 42 in the FAQ document should indicate that the maps will be updated if significant data changes or conditions that will affect the maps have occurred;
- The version of the Freshwater Hazard Map in the draft Official Community Plan showed a pink/orange freshwater hazard area and gray freshwater hazard parcel intersection and the map presented in the agenda package is slightly different due to a parcel intersect overlay and this difference should be explained in a briefing;
- Correct page 8 of FAQ question 16 to note project results went to the Gabriola Local Trust Committee not Trust Council;

- A portfolio of freshwater work should be provided to incoming Trustees for information.

GB-2026-057

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff provide a briefing with updates on the Regional District of Nanaimo Drinking Water and Watershed Protection program, in particular with regard to the long-term security and access for use of water for Gabriola Island, for Water Region 6 Nanaimo River.

CARRIED

GB-2026-058

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to provide briefing notes to accompany the Freshwater Hazard Parcel Map and the Critical Aquifer Recharge Area Map.

CARRIED

GB-2026-059

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee receive the Freshwater Footprint Briefing and Frequently Asked Questions document provided by the Senior Freshwater Specialist.

CARRIED

Discussion ensued on potential policy amendment options and topics outlined in attachment 3 to the staff report and the following comments were noted:

- Vision Statement: change the second use of “collaboration” to “cooperation”;
- Goals and Objectives: will review following conversations with Snuneymuxw First Nation;
- Objectives in draft policy 2.2.2.2.2: use the same language in 2.2.2.2.3;
- In 2.2.2.4.4 Community Resilience change “manage” to “protect, restore, and revitalize”;
- Use phrase “preserve and protect” any place where either “preserve” or “protect” is used singularly;
- Make a note that provincial housing needs assessment data is a required inclusion but does not reflect actual need;
- Review the Ministry of Municipal Affairs referral response to glean language to incorporate considerations for growth management balance;
- Policy Amendment Alternatives or Options section:
 - Use the term “provision” instead of “transfer” in the fourth bullet of community amenity / community benefit options;
 - 2.4.2.9.3 Cistern Requirements: staff will explore options regarding the requirement for cisterns or alternative water catchment systems and reservoirs for new builds and look at separating residential and secondary dwelling requirements from that of commercial and institutional;
 - Suggestion to develop a policy that supports community water supply systems;
 - 2.4.2.5.1 would define light and heavy industrial uses and this can be left in as a guideline for zoning;
 - Add general policy that prohibits heavy industry;

- Look into how community care facilities and transition homes need to be addressed as per the provincial *Community Care and Assisted Living Act*;
- A section about Dark Skies will be included in general regulations that will apply to all zones;
- Marine zones: look at water use language and review how the DeCourcy Island Marina operates as an example of a community benefit.
- Flexible Housing: remove use of term cottage and in policy 2.4.2.1.2. the use of the term “supports flexible housing options” should be changed to “supports rezoning for flexible housing options” to make clear flexible housing is not permitted outright;
- Some exemptions for Temporary Use Permits can be accomplished through the guidelines; however, the guidelines do not form part of the Official Community Plan and the exemptions should be removed with exception for those noted for vacation rentals;
- Lots within the agricultural designation are currently allowed to have a secondary suite and a detached unit and the new language would not allow an additional unit if the property is in the freshwater hazard area. Further consideration of this policy should be undertaken following feedback from the farmer’s group;
- Include a statement of limitation of size of detached secondary unit;
- Dark Skies policies should reference bright lights and unshielded lights.

GB-2026-060

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse the changes to the Draft Gabriola Official Community Plan prior to 1st reading, as discussed at the July 16, 2026 Gabriola Island Local Trust Committee meeting.

CARRIED

11. CORRESPONDENCE

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

11.1 Email dated June 9, 2026 from L. Hoskins regarding Summer Rain

Received for information.

11.2 Email dated June 9, 2026 from L. Van Der Horst regarding Dan Foley and Summer Rain

Received for information.

11.3 Email dated June 9, 2026 from M. Wineberg regarding Dan Foley

Received for information.

11.4 Email dated June 9, 2026 from T. Stonehouse regarding Dan Foley

Received for information.

11.5 Email dated June 10, 2026 from K. Davis regarding Summer Rain

Received for information.

11.6 Email dated June 11, 2026 from T. Cornish regarding Summer Rain

Received for information.

11.7 Email dated June 17, 2026 from V. Hayes regarding Next Draft of Gabriola Commons Covenant

Received for information.

12. NEW BUSINESS

12.1 Community Stewardship Award Ceremony - for Discussion

It was noted that Breaking Bannock had received an Islands Trust Community Stewardship Award and funds were being sought to facilitate an award celebration as per relevant policy.

GB-2026-061

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee authorize up to \$150 to be used to host a Community Stewardship Award celebration event as part of the September 3, 2026 regular business meeting.

CARRIED

13. STAFF REPORTS

13.1 Trust Conservancy Report - none

13.2 Applications Report dated July 9, 2026

Received for information.

13.3 Trustee and Local Expense Report dated May, 2026

Received for information.

13.4 Adopted Policies and Standing Resolutions

Received for information.

13.5 First Nations Relationship Building Update - none

13.6 Climate Change Action Update - none

13.7 Local Trust Committee Webpage - none

14. WORK PROGRAM

14.1 Active Projects Report dated July 9, 2026

Received for information.

14.2 Future Projects Report dated July 9, 2026

Received for information.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, September 3, 2026 at 10:30 am at the Gabriola Arts and Heritage Centre

16. CLOSED MEETING

16.1 Motion to Close the Meeting

GB-2026-062

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 meeting was closed to the public at 4:09 p.m. and adjourned at 4:27 p.m. following the in-camera portion of the meeting.

16.2 Recall to Order

The meeting was not recalled to order.

16.3 Rise and Report

Chair Patrick will rise and report at next meeting.

17. ADJOURNMENT

By general consent, the meeting was adjourned at 4:27 p.m.

Laura Patrick, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder