



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: January 23, 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: Stephen Baugh, Island Planner
Narissa Chadwick, Island Planner (electronic)
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 9 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 additions to the agenda were presented for consideration:

12.1 Annual Meeting with Real Estate Agents

By general consent, the agenda was approved as amended.

4. REPORTS

4.1 Trustee Reports

Trustee Elliott reported the following:

- Provided an updated report posted on the Trustee Corner section of the Gabriola Local Trust Committee page on Islands Trust website;
- Committee of the Whole is meeting twice per month to work on amendments to the draft Policy Statement in preparation for First Reading;
- Tiny Home on Wheels Steering Committee is setting up a technical panel to discuss barriers to regulating tiny homes as dwellings;
- Attended Regional Planning Committee meeting to review amendments to draft Policy 5.5.1 Bylaw Enforcement;

- Attended Islands Trust Conservancy Board meeting and highlighted election of Galiano Trustee Gauvreau as Chair; and
- Attended Financial Planning Committee meeting to review draft budget for the upcoming fiscal year.

Trustee Yates reported the following:

- New version of mapping application on Island Trust website expected to be released in February;
- Attended Salt Spring Conservancy sponsored webinar about western screech owls and highlighted importance of forest undergrowth as part of their habitat;
- Attended government to government meeting with Snuneymuxw First Nation;
- Attended Regional District of Nanaimo Recreation and Parks Master Plan meeting;
- Attended meetings with BC Ferries as a member of the Gabriola Ferry Advisory Committee and noted there will not be a multi-day shut down in 2026 as the scope of the work being done at the terminals has been reduced;
- Due to the dissolution of the Ferry Advisory Committee, a new ferry working group has been established;
- Upcoming one-on-one meeting with new CAO Rueben Bronee; and
- Met with Member of Parliament Lisa Marie Barron and discussed topics including climate change and guaranteed basic income.

4.2 Chair's Report

Chair Luckham reported preparations for the March, 2025 Trust Council meeting are underway with focus on financial planning and annual budget talks.

4.3 Electoral Area Director's Report

Director Craig reported the following:

- Will be receiving a report from Parks and Recreation Master Plan Advisory Committee which will go out for public input in the spring;
- Tiny Homes on Wheels project will be part of a housing panel discussion at the upcoming Association of Vancouver Island and Coastal Communities meeting;
- New waste regulations for multifamily, residential businesses, institutional, and industrial properties came into effect January 1, 2025 which should reduce the amount of waste going into landfill due to pre-sorting requirement; and
- Regional District of Nanaimo's Drinking Water and Watershed Protection report has been received and is available on the Regional District's website.

4.4 First Nations Reports – None

5. PUBLIC COMMENTS

A member of the public stated they represent a focus group which has identified concerns with current Development Permit Areas on Gabriola and the group would like to be invited to participate and provide feedback at the March 27, 2025 Official Community Plan Review Environment Focus Group.

A member of the public thanked the Local Trust Committee for their efforts regarding the rezoning application for a property located next to the Harmac pulp mill in Nanaimo and

indicted they have written a letter to the editor of the local newspaper and will be organizing a petition to present to the City of Nanaimo with copies to the Local Trust Committee.

A member of the public noted the GB-RZ-2022.1 (Moen) staff report states the proposed bylaw includes a requirement for connection to a rainwater collection system; however, the actual proposed bylaw language refers to connection to a freshwater system, and there is no indication if the water is required to be potable.

The Chair noted clarifications would be forthcoming when the application is discussed during the meeting.

A member of the public, representing the Mudge Island Community Association, made the following comments:

- The Association submitted a letter the day prior to the meeting and asked the Local Trust Committee to review it in consideration of the points made about the closure of bylaw complaint files;
- The letter noted concern that the minutes of the November, 2024 meeting did not fully reflect the discussion and asked that the meeting recording be compared to the minutes to ensure all concerns were incorporated into the Bylaw Compliance and Enforcement Policy; and
- The Bylaw Policy was located on Islands Trust website after the letter was submitted and it appears concerns have been addressed.

A Trustee stated that the Bylaw Compliance and Enforcement Manager would be submitting a report about the status of complaints related to structures located within setbacks to the sea for the February, 2025 Local Trust Committee meeting, and that current work on files is delayed due to temporary staffing issues.

A member of the public spoke to an item of correspondence on the agenda and stated they were part of the Village Vision Planning Committee which collected data and information from groups that were formed to discuss what the village core should look like. All of the information is contained on a website being maintained by a group of citizens and they ask that Islands Trust invest approximately \$300 annually to maintain the site as it continues to be relevant to the Official Community Plan review work.

6. MINUTES

6.1 Local Trust Committee Minutes dated November 7, 2024 – for adoption

Discussion ensued about correspondence received requesting a review of the minutes compared to the meeting recording. It was clarified that the Local Trust Committee established that the policy adopted at the meeting reflects the discussion and the minutes are a suitable record of the meeting.

By general consent, the Local Trust Committee meeting minutes of November 7, 2024 were adopted.

6.2 Section 26 Resolutions-Without-Meeting Report dated January 16, 2025

Received for information.

6.3 Advisory Planning Commission Minutes - None

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated January 16, 2025

Received for information.

7.2 City of Nanaimo Rezoning – 950 and 1260 Phoenix Way, Nanaimo, BC

The Planner summarized the reply received from City of Nanaimo staff regarding the rezoning application and noted the Local Trust Committee could send correspondence to Nanaimo City Council in advance of a public hearing.

8. DELEGATIONS - None

9. APPLICATIONS AND REFERRALS

9.1 GB-RZ-2022.1 (Moen) - Staff Report

The Planner summarized the staff report and highlighted the following:

- Report recommends First Reading of Bylaws No. 318 and 319 to amend the Official Community Plan and Land Use Bylaw to permit a broader range of commercial uses and two dwelling units on the subject property;
- Changes previously requested by the LTC have been incorporated into the bylaws; and
- Referrals to First Nations and other agencies will commence following First Reading.

Discussion ensued and the following comments and clarifications were recorded:

- The Planner clarified the term ‘freshwater’ is used as the bylaw requires water storage capacity but does not specify a requirement for potable water;
- There is ability to fill cisterns with groundwater when it is plentiful and hold it for future use and the term ‘rainwater’ would limit this ability;
- The proposed zone differs from the RR2 zone because it is commercial use and dwelling units would be required to be contained within the commercial building envelope with a requirement for a Provincial ground water license;
- The accessory dwelling units referred to in the bylaw are the two units located within the commercial envelope; and
- The lot coverage limitation of 40% is standard for commercial property and reflects a reduction compared to the 50% lot coverage currently permitted.

The Trustees had no questions for the applicant who was in attendance.

GB-2025-001

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee Bylaw No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” be read a first time.

CARRIED

GB-2025-002

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee Bylaw No. 319 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” be read a first time.

CARRIED

GB-2025-003

It was MOVED and SECONDED

that Proposed Bylaws No. 318 and 319 be referred to First Nations, Local Governments, and agencies for comment.

CARRIED

GB-2025-004

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

GB-2025-005

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 319 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

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

The Planner provided an update on the Official Community Plan and Land Use Bylaw Review Project and highlighted the following:

- A capacity funding agreement has been signed with Snuneymuxw First Nation and engagement is underway, which includes staff-to-staff meetings and an upcoming workshop focused on identifying Snuneymuxw land use interests;
- A community water use survey will be coming out to get a sense of how much water is being used, where it is used, and where water related challenges are experienced on the island;
- The water balance work will support Official Community Plan review work and can inform land use bylaw changes and zoning provisions;
- A preliminary build out analysis has been done and will be included as part of the Suitable Land Analysis;
- The Suitable Land Analysis will be completed by the end of January;
- The Housing Advisory Planning Commission has been invited to participate in the Housing Focus Group session being held February 6;
- The community development permit area focus group is on the list of invitees for the Environment Focus Group session; and
- Consideration of how to integrate the Gabriola Climate 12-12-12 Climate Action information into the focus group sessions should be taken.

GB-2025-006

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee request staff to schedule a special meeting in February, 2025 to review the Suitable Land Analysis.

CARRIED

GB-2025-007

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee request staff to schedule a special meeting for February 27, 2025 and March 28, 2025, or alternative available dates, to address Official Community Plan Review topic areas.

CARRIED

11. CORRESPONDENCE

11.1 Letter dated December 10, 2024 from S. Miller regarding refund of Development Variance Permit application fee

Discussion ensued and the following comments were noted:

- Local Trust Committee has expressed regret regarding the process;
- The complaint was processed in accordance with the policy at the time;
- The referral to Snuneymuxw First Nation was done because the Nation specifically asked to see all Development Variance Permit applications;
- This file was opened prior to the current work on Bylaw Enforcement Policy which addresses vexatious complaints;
- There is no mechanism to refund the fee; and
- The permit has legalized the structure.

11.2 Letter dated January 2025 from Village Vision regarding website support

Discussion ensued and the following comments were noted:

- If the website is supporting a Local Trust Committee project, there is a possibility that project funds can be used; however, there is not a mechanism to support the website in perpetuity; and
- There might be options to capture an archival version of the website which could then be incorporated into the Official Community Plan Review project.

GB-2025-008

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee request staff to look at correspondence from Village Vision from January, 2025 and advise the Local Trust Committee regarding options for support.

CARRIED

12. NEW BUSINESS

12.1 Annual Meeting with Real Estate Agents

A Trustee referenced previous annual meetings held with local realtors to discuss publications related to Islands Trust bylaws and jurisdiction, and to provide written materials that could be helpful to new residents.

Discussion ensued and it was determined that Trustee time and staff resources to support the proposed meetings are limited.

Trustee Yates stated she will follow up to determine if there are resources available to update the Thetis Island Sustainability Guide and produce a Gabriola version.

13. STAFF REPORTS

13.1 Trust Council Meeting Highlights - December 3 - 5, 2024

Received for information.

13.2 Trust Conservancy Board Meeting Highlights - November 19, 2024

Received for information.

13.3 Trust Council Quarterly Update

Received for information.

13.4 Applications Report dated January 16, 2025

Received for information.

13.5 Trustee and Local Expense Report dated November, 2024

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 January 16, 2025

Received for information.

14.2 Future Projects Report dated January 16, 2025

Received for information.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, February 20, 2025 at 10:30 am at the Gabriola Arts and Heritage Centre

16. ADJOURNMENT

By general consent, the meeting was adjourned at 12:33 p.m.

Peter Luckham, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

DRAFT