



## Gabriola Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** June 26, 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  
Narissa Chadwick, Island Planner (electronic)  
Sonja Zupanec, Island Planner  
Warren Dingman, Bylaw Compliance and Enforcement Manager  
Lisa Millard, Meeting Administrator/Recorder

**Others Present:** There were approximately 7 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 Snuneymuxw First Nation.

#### 3. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

12.1 Summary of Bylaw Enforcement Decision Mudge Island

**By general consent**, the agenda was approved as amended.

#### 4. REPORTS

##### 4.1 Trustee Reports

Trustee Elliott reported the following:

- Celebrated National Indigenous Peoples Day on June 21 and highlighted upcoming activities supporting Indigenous cultural programming being held at the Gabriola Museum on July 1;
- Attended celebration at Maffeo Sutton Park with Munu Canoe Family and noted upcoming fundraising for Munu Canoe travel journey;
- Attended Oceans Day on June 6 which was jointly hosted by Snuneymuxw First Nation Marine Division and the Department of Fisheries and Oceans;
- Attended feast hosted by Tsawout First Nation with Trustees and staff;

- Noted Kasahara Gabriola Trust Artist in Residence Eliot White-Hill has ended his term and acknowledged his contributions during his time on the island;
- Contributed four articles related to the Official Community Plan and planning processes to the local newspaper;
- Attended a protocol meeting between the Local Trust Committee and the Regional District of Nanaimo;
- Participated in nature reserve monitoring visits with Islands Trust Conservancy staff and celebrated the Koontz conservation covenant;
- Continued work on Policy Statement Amendment Project in preparation for public engagement following First Reading; and
- Attended Trust Council meeting and highlighted roundtable discussion held by Trustees on Minister Kahlon's response to the request for a governance review and the presentation by Jared Williams who spoke about Indigenous food history.

Trustee Yates reported the following:

- Attended Trust Council and highlighted Chief Pelkey's welcoming through drumming and song;
- Attended BC Ferries new engagement framework meeting and noted their new engagement strategy will only focus on projects;
- Attended Trust Programs Committee freshwater webinars on community based freshwater footprint and mapping;
- Attended Trust Programs Committee meeting to discuss Trust Policy Statement revisions and a proposed Stewardship Education program for 2025/26 which will feature up to 5 webinars on topics including Xwe-etay Archaeology Project, Protecting the Shoreline, Rain Gardens, Fallow Deer Strategy, and Species at Risk;
- Participated in monitoring of nature reserves and covenant lands with Islands Trust Conservancy staff;
- Attended Regional District of Nanaimo and Local Trust Committee protocol meeting;
- Attended Islands Trust Conservancy Board meeting;
- Noted the Executive Committee awarded \$2000 to the Gabriola Arts Council for their Breaking Bannock program; and
- Attended the Regional District of Nanaimo Master Parks and Recreation Plan meeting and noted the plan is near completion.

#### **4.2 Chair's Report**

Chair Patrick reported the draft of the Trust Policy Statement will be going to First Reading which will introduce the document to the public for input. She encouraged the public to read the draft document and noted that in future amendments and updates will evolve on a more frequent basis.

#### **4.3 Electoral Area Director's Report**

Director Craig provided a written report to the Local Trust Committee.

#### **4.4 First Nations Reports - none**

#### 4.5 Islands Trust Conservancy Report

Islands Trust Conservancy Board Chair Lisa Gauvreau provided a report and highlighted the following:

- Islands Trust Conservancy is celebrating its 35<sup>th</sup> Anniversary and to date has protected 150 properties totally over 1385 hectares;
- The Conservancy recently received a \$1,150,000 donation from an anonymous donor through the Vancouver Foundation with \$1,000,000 designated to the Opportunity Fund and the balance to the Property Management Fund which supports trail work, invasive species removal, and restoration efforts;
- Conservancy staff recently met with the Ministry of Housing & Municipal Affairs regarding land transfers;
- The next board meeting will be held July 22 and will include a joint meeting with Executive Committee; and
- They are in the early stages of exploring an Islands Trust Conservancy/Executive Committee joint initiative to establish a Regional Conservation Fund with an emphasis on co-creation with First Nations.

#### 5. PUBLIC COMMENTS

A member of the public asked if ground water is assessed on Mudge Island and if the Regional District of Nanaimo uses the EBird data base in their biodiversity work.

A Trustee noted there are no Provincial or Regional District observation wells on Mudge Island and the Chair indicated the Local Trust Committee can not speak to Regional District of Nanaimo processes.

A member of the public stated it is unfortunate the Local Trust Committee can not refuse the Development Permit Area application to cut down 2000 trees, of which 1500 are Douglas Fir, and noted cutting trees can reduce water supply to neighbouring properties. They asked if the Local Trust Committee can put a restrictive covenant on the area as part of the approval process.

The Regional Planning Manager noted the item will be addressed later in the agenda.

A member of the public indicated that small homes grouped together must have an adequate supply of water and increasing density on the island must consider adequate water and septic requirements. They requested the Local Trust Committee provide assurances that pre-zoning not increase the number or residents that are currently allowed on a parcel of land and that any special provisions for housing not further impact groundwater resupply.

A member of the public requested the Local Trust Committee not approve the Centre Stage Holdings Development Permit application because there is no prior consent given by Snuneymuxw First Nation.

A member of the public made the following comments:

- The Official Community Plan review uses the phrase “attainable housing” but does not provide a definition of attainable;
- The Wild Rose rezoning application contains a statement that the relevant Official Community Plan policy is 2.0(k) which refers to support for senior special needs and

multi dwelling affordable housing; however, the more relevant policy is 3.1.3 which speaks to commercially zoned properties; and

- They suggested postponing drafting a housing agreement for one proposed dwelling in the Wild Rose rezoning application until revised Official Community Plan language pertaining to affordable housing on commercial properties is made public and to ensure the housing agreement is written to be consistent with the new language.

A member of the public stated the six observation wells on Gabriola are located in low demand areas and there is need for more information and records coming from highly populated areas.

A member of the public noted that concerns mentioned about water and septic revolve around ground water or water purchased from off island while rainfall collection is not being addressed as part of the conversation.

A Trustee noted it has been brought forward to allow rainwater catchment for all new construction and this will be reflected in the revised Official Community Plan.

A member of the public added that it is expensive to put in a metal roof and provincial grants would be helpful, while another noted there are 3000 wells on Gabriola and adding more septic pollutes the wells and rain water collection takes away from the environment.

## 6. MINUTES

### 6.1 Local Trust Committee Special Meeting Minutes dated February 27, 2025 - for adoption

**By general consent**, the Local Trust Committee special meeting minutes of February 27, 2025 were adopted as presented.

### 6.2 Local Trust Committee Special Meeting Minutes dated March 28, 2025 - for adoption

**By general consent**, The Local Trust Committee special meeting minutes of March 28, 2025 were adopted as presented.

### 6.3 Local Trust Committee Minutes dated April 17, 2025 – for adoption

The following amendment to the minutes was presented for consideration:

- At the bottom of page 7 of the minutes change the name K and M Bombois to K. Palmer Gordon and M. Bombois.

**By general consent**, the Local Trust Committee meeting minutes of April 17, 2025 were adopted as amended.

### 6.4 Local Trust Committee Special Meeting Minutes dated May 22, 2025 - for adoption

**By general consent**, the Local Trust Committee special meeting minutes of May 22, 2025 were adopted as presented.

### 6.5 Section 26 Resolutions-Without-Meeting Report dated June 19, 2025

Received for information.

**6.6 Advisory Planning Commission Minutes - none**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Follow-up Action List dated June 19, 2025**

Received for information.

**8. DELEGATIONS – none**

The agenda was re-ordered and item 10 was discussed before item 9.

**9. APPLICATIONS AND REFERRALS**

**9.1 GB-DP-2021.1 (Centre Stage Holdings) - Staff Report**

The Planner summarized the staff report and highlighted the following:

- The Development Permit Application has been presented to the Local Trust Committee previously;
- The application seeks a permit to remove trees tree within Development Permit Area No. 6 – Steep Slopes;
- A small portion of tree removal is within the Development Permit Area and the balance is outside of the area and not subject to the Development Permit Area guidelines; and
- All permit guidelines have been met.

Discussion ensued and the following comments were noted:

- Several members of the public have indicated concern about ecological values and the Douglas Fir ecosystem on the steep slope;
- The Steep Slope Development Permit Area, as defined within the current Official Community Plan, does not protect the forested area;
- The bylaws that are in affect at the time the application is received are the ones that must be considered and the Local Trust Committee is obligated to process applications within the bylaws in place at the time;
- Reasons for tree removal could include preparation for subdivision, driveway access, infrastructure, and view scaping;
- The Development Permit Area does not provide any guidelines to protect ecosystems;
- All of the Development Permit Areas were put into effect many years ago prior to consideration of dramatic effects of climate change and the guidelines are inadequate to current climate conditions;
- The applicant has indicated there is no plan to remove trees within the archeology site or the buffer area around the sites;
- The Provincial Approving Officer has received the referral response indicating that the Local Trust Committee does not think approval is in the public interest;
- The Ministry is working with First Nations regarding the subdivision application;
- If current subdivision proposal does not move forward then the Development Permit Area permit remains in affect but only for the proposed tree removal;

- An applicant could come forward with the same application with or without a tie to subdivision;
- Subdivision approval can not be obtained until conditions are met; however, work can be undertaken after the Development Permit is issued even without subdivision approval; and
- Legal advice might be required to determine a condition on the permit approval be added that trees can not be removed until subdivision is approved.

**GB-2025-038**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee revise the permit GB-DP-2021.1 No. 5 to add words after 1999 “and the BC Heritage Conservation Act”.

**CARRIED**

**GB-2025-039**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to come back to the July 2025 Local Trust Committee Meeting with clarity on options to tie GB-DP-2021.1 permit’s authority for tree removal to the Ministry of Transportation and Transit approval of subdivision.

**CARRIED**

Discussion ensued regarding the ability of a local government to enter into voluntary agreements for long range heritage protection under a Heritage Revitalization Agreement which is a tool designed and developed to protect settler heritage. It was noted these agreements are completely voluntary and capacity to undertake them would require resources and the first thing to determine is if the Snuneymuxw First Nation is interested in this approach.

**GB-2025-040**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to engage with Snuneymuxw Rights and Title Department on whether there is interest to explore Heritage Revitalisation Agreement tool for use in the Gabriola Island Local Trust Area.

**CARRIED**

**GB-2025-041**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to provide options and potential consequences of the removal of subdivision potential, to support the Gabriola Official Community Plan project discussion on growth management.

**CARRIED**

**9.2 GB-RZ-2022.1 (Moen) - Staff Report**

The Planner summarized the staff report and highlighted the following:

- The Local Trust Committee previously gave First Reading to Bylaws No. 318 and 319 to permit a site-specific Village Commercial zone to allow a range of commercial uses in addition to existing uses on the property as well as two dwelling units, one of which would be secured as affordable rental housing with a housing agreement with the Local Trust Committee; and
- The report recommends a minor amendment to the bylaws to correct citations and seeks direction to enter into a cost recovery agreement with the applicant to enable a legal review of the housing agreement, housing agreement bylaw, and accompanying restrictive covenant.

The applicant was in attendance and noted in the event the Official Community Plan language changes there might be need to consider postponing the cost recovery aspect of the affordable housing agreement, and if so, they request this occur without delaying the application overall.

Discussion ensued and the following comments and clarifications were noted:

- The adoption of the Official Community Plan will not be in affect for the timing of this application;
- While Trustees requested an affordable dwelling unit be included in the application, they did not anticipate a housing agreement would be required for one potential dwelling;
- A housing agreement is the only mechanism the Local Trust Committee has to ensure that affordability is protected and the use concurrently tied to commercial use;
- If the applicant wishes to have a phased agreement, and if there is no plan to develop the housing units in the immediate future, the applicant can work with the Planner to develop language to address options;
- The Local Trust Committee needs to determine if importance of the dwelling unit is market rental housing or affordable housing, and if affordable housing is the key component, then a housing agreement should be in place;
- A housing agreement could be entered into at time of construction versus time of rezoning;
- Having two units that are attainable market rental housing is a benefit to the community and creating an affordable housing agreement for one unit seems onerous; and
- The Local Trust Committee needs to articulate the rationale for not requiring housing in a commercial development as directed within the Official Community Plan policy.

**GB-2025-042**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee amend Bylaw No. 318, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024”, as follows:

- a. Schedule 2, Section 1, Subsection 1.1 is amended by removing “Lot B, Plan VIP50373, Section 19, District 32” and replacing it with “LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373”;

- b. Schedule 3, Section 1, is amended by removing “Lot B, Plan VIP50373, Section 19, District 32” and replacing it with “LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373”.

**CARRIED**

**GB-2025-043**

**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 read a first time, as amended.

**CARRIED**

**GB-2025-044**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee amend Bylaw No. 319, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024”, as follows:

- a. Schedule 1, Section 2, Subsection 2.1 is amended by removing “Lot B, Plan VIP50373, Section 19, District 32” and replacing it with “LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373”.

**CARRIED**

**GB-2025-45**

**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 read a first time, as amended.

**CARRIED**

**GB-2025-046**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff consider amending language in proposed bylaws for GB-RZ-2022.1 to ensure that housing density is tied to commercial redevelopment of the property in the future prior to any further readings.

**CARRIED**

**10. LOCAL TRUST COMMITTEE PROJECTS**

The Planner spoke to the use of the phrase “attainable housing” and noted it refers to housing in the context of market housing while affordable housing generally refers to subsidized units. In the context of the Official Community Plan and Land Use Bylaw Review affordable housing considers housing with a housing agreement and attainable housing refers to housing that is more affordable based on income.

**10.1 Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw Review - Engagement Process - Staff Report**

The Planner summarized the staff report and highlighted the following:

- The report introduces a revised approach to summer engagement on the Official Community Plan and Land Use Bylaw Review project which focusses on key questions related to housing options and growth management;
- Key questions will be developed to enable the community to address policy options that seek to balance support for attainable and affording housing with preservation and protection of the land and the natural environment;
- There is an opportunity within the Official Community Plan to consider a review of subdivision potential, shared ownership of land, clustering of housing, shared water systems, facilitating a more economic way of living, and pre-zoning suitable areas for various housing models; and
- The Local Trust Committee is encouraged to focus key questions through summer engagement as noted in the staff report

Discussion ensued and the following comments were noted:

- It is important to use the same phrase when talking about maximum combined floor area which is not specifically about lot coverage but affects lot coverage;
- The accompanying materials for engagement will include graphics to illustrate the concept of clustered housing and how it contrasts with a subdivision approach and there is potential of producing a video presentation to provide context to the Official Community Plan process;
- The build out map and maps of suitable areas for development are useful tools;
- Questions and comments should be in plain language with some pre-ambles to identify the path the current Official Community Plan work is on and what the outcome of various options might be;
- Trustees prefer a one-page discussion guide over a webinar or engagement video and the guide could be published in the newspaper;
- Market attendance can be undertaken to drive people to the website for information and opportunity to provide feedback;
- Trustees can organize and host drop-in open house sessions to provide information and direct people to the website;
- Focused and time limited outreach should be done within a two-to-three-week period; and
- The Planner will draft a discussion guide and work with the Local Trust Committee to identify a suitable period of time to engage prior to community discussions in September.

**GB-2025-047**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee endorse the revised approach to the next phase in community engagement for the Gabriola Official Community Plan Review project as discussed at June 26th Local Trust Committee meeting.

**CARRIED**

**11. CORRESPONDENCE - none**

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

**12. NEW BUSINESS**

**12.1 Summary of Bylaw Enforcement Decision Mudge Island**

It was confirmed that the Gabriola Island Local Trust Committee put in abeyance all open Mudge Island bylaw enforcement files until the Bylaw Enforcement Review project is completed by Trust Council.

**13. STAFF REPORTS**

**13.1 Bylaw Enforcement Notification Bylaw Amendments - Staff Report**

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

- The report recommends amendments to the Gabriola Island Local Trust Area Bylaw Enforcement Notification Bylaw No. 263, 2011 to allow inclusion of amendments in the Gabriola, Mudge, and Decourcy Island Land Use Bylaw;
- The contraventions schedule has been updated and simplified and a penalty has been added for failure to obtain a Development Permit for work done in a Development Permit Area; and
- A surcharge has been applied for all contraventions for failure to pay a penalty assessed by its due date.

Trustees had no questions for the Bylaw Compliance and Enforcement Manager

**GB-2025-048**

**It was MOVED and SECONDED**

That Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 320, cited as “Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, Amendment No. 1, 2024”, be read a first time. 2)

**CARRIED**

**GB-2025-049**

**It was MOVED and SECONDED**

That Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 320, cited as “Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, Amendment No. 1, 2024”, be read a second time.

**CARRIED**

**GB-2025-050**

**It was MOVED and SECONDED**

That Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 320, cited as “Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, Amendment No. 1, 2024”, be read a third time.

**CARRIED**

**GB-2025-051**

**It was MOVED and SECONDED**

That Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 320, cited as “Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, Amendment No. 1, 2024”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

**CARRIED**

**13.2 Consideration of Housing Advisory Planning Commission - Verbal Discussion**

The Regional Planning Manager noted there are three interested applicants and the Local Trust Committee can consider striking a Housing Advisory Planning Commission or work with the existing Advisory Planning Commission.

Discussion ensued and it was determined to revisit the option should the Local Trust Committee determine they would like a Housing Advisory Commission.

**13.3 Trust Conservancy - The Heron - Spring 2025 Edition**

Received for information.

**13.4 Applications Report dated June 17, 2025**

Received for information.

A Trustee noted that several of the pre-generated terms used within the application are incorrect or not clear.

**13.5 Trustee and Local Expense Report dated April, 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**

**14. WORK PROGRAM**

**14.1 Active Projects Report dated June 19, 2025**

Received for information.

**14.2 Future Projects Report dated June 19, 2025**

Discussion ensued regarding potential capacity and budget to initiate a Mudge Island Land Use Bylaw targeted review and a Trustee noted that they would not support the commencement of a minor project if it would impact the Development Permit Area work.

The Regional Planning Manager indicated they will provide follow up on timelines for a potential Mudge Land Use Bylaw targeted amendments project.

**15. UPCOMING MEETINGS**

**15.1 Next Regular Meeting Scheduled for Thursday, July 31, 2025 at 10:30 am at the Gabriola Arts and Heritage Centre**

**16. CLOSED MEETING**

**16.1 Motion to Close the Meeting**

**GB-2025-052**

**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) sections] 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 3:20 p.m.

**16.2 Recall to Order**

The meeting was adjourned following the in-camera session and not recalled to order.

**16.3 Rise and Report**

Chair Patrick noted there is no rise and report.

**17. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 3:43 p.m.

\_\_\_\_\_  
Laura Patrick, Chair

Certified Correct:

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Lisa Millard, Meeting Administrator/Recorder