



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: September 4, 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: Stephen Baugh, Island Planner
Ian Cox, Planner 2 (electronic)
Narissa Chadwick, Island Planner (electronic)
Shalini Nakai, Planning Team Assistant
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 4 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:

- Upcoming attendance, as a representative of the local Gabriola Ferry Advocacy Committee, at a meeting for ferry dependent communities organized by the Bowen Island Mayor's office;
- A new electric bus, funded by the Rural Transit Solutions Fund, will be arriving on Gabriola this week; and
- Met with the Cortes Island community economic representative and discussed buses, ferries, and investment cooperatives.

Trustee Elliott reported the following:

- Continued attendance at Culturally Committed discussion group;
- Will be attending upcoming Islands Trust session on cultural safety;

- The Regional Planning Committee is considering 2026/27 business cases;
- The Regional Planning Committee will be considering a joint project with the Trust Programs Committee related to the indicators of health;
- The Executive Committee supported a Trust Conservancy resolution to prioritize resources for enhancing the Geographic Information System to improve mapping; and
- Attended a Heritage Conservation Act stakeholder information webinar for local government officials.

4.2 Chair's Report

Chair Patrick reported the following:

- The draft Trust Policy Statement was given first reading in July, a mailout has been sent to community members within the Trust Area regarding engagement opportunities which include an online survey, an electronic Town Hall and webinar on September 10, as well as Local Trust Area engagement sessions;
- The next Trust Council meeting will be held on Gabriola from September 16-19.

4.3 Electoral Area Director's Report - none

4.4 First Nations Reports - none

5. PUBLIC COMMENTS

A member of the public spoke to the GB-RZ-2022.1 rezoning application and recommended the following for the proposed OCP amendment Bylaw:

- It would be simpler to add a few words to the existing language in item (k) instead of deleting it in its entirety and replacing it; and
- A grammar error was noted in item (k) and the word “for” should be added to read “and for two dwellings”.

A member of the public spoke to a motor home that has been parked on the side of the road beside the Village Centre for the past year and, while not objecting to an individual living in a motor home, inquired if this was an appropriate location for a dwelling.

A Trustee noted there had previously been two motor homes parked at said location, one of the vehicles was removed as a result of a bylaw compliance complaint, the speaker should contact Bylaw Compliance and Enforcement to note their concerns, there is a standing resolution to not enforce on non-compliant dwellings but this does not mean that action will not be taken if there are health or safety issues, and the motor home is parked on the Ministry of Transportation and Transit right-of-way and this matter might also fall under the Ministry’s jurisdiction.

6. MINUTES

6.1 Local Trust Committee Minutes dated July 31, 2025 – for adoption

The following amendments to the minutes were presented for consideration:

- On page 2 of the minutes in the First Nations Reports change 7000 acres to 700 hectares;

- On page 4 of the minutes, second paragraph, amend the Trustee reply to read “A Trustee replied complaints of trucking and dumping of soil have been received but the activity is not in contravention of the bylaw as there is no Soil Deposit Bylaw in place at this time; however, a bylaw enforcement investigation is continuing and activity is being monitored.”

By general consent, the Local Trust Committee minutes dated July 31, 2025 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 August 28, 2025

Updates to the Follow-up Action List were noted as follows:

- A community engagement session on balancing housing interests with preserving and protecting the environment has been scheduled to be held at the Haven on September 14;
- Staff are working with Snuneymuxw First Nation staff to develop a process that will help facilitate engagement on the Official Community Plan review;
- Staff are in consistent conversation with Snuneymuxw First Nation staff about the development of a heritage conservation area;
- The advocacy initiative to send a joint Local Trust Committee / Regional District of Nanaimo letter to Nav Canada and the Nanaimo Airport Authority is outside of the requirement that Local Trust Committee advocacy letters be related to land use planning; however, there is potential for a Trustee to write a letter as an individual not representing the Local Trust Committee;
- The Department of Fisheries and Oceans has been contacted regarding Brickyard Beach survey results but staff have not heard back from them yet.

GB-2025-065

IT WAS MOVED AND SECONDED

that the Gabriola Island Local Trust Committee request staff remove item 5 and 6 from the July 31, 2025 Local Trust Committee meeting from the Follow-Up Action list.

CARRIED

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS

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

The Planner summarized the staff report and highlighted the following:

- The application seeks to amend the Official Community Plan to include the subject property in the Village Commercial land use designation and Village Centre Development Permit Area No. 7 and amend the Land Use Bylaw to create

a new site-specific Village Commercial Zone and add propane storage as a principal permitted use to the existing institutional uses on the property;

- The draft bylaws are not contrary to or at variance with the Islands Trust Policy Statement;
- Early referral was sent to Snuneymuxw First Nation consistent with the Islands Trust protocol agreement and at the request of the Local Trust Committee;
- The buildings and structures essentially remain the same and the addition of fencing and other requirements have been included for safe storage of propane;
- A conditions of use section provides criteria to allow the storage of propane, the requirement that outdoor lighting associated with the facility be shielded or directed downwards, provision for screening to minimize visual impact, and the necessity for emergency response plans to be prepared and shared with the Local Trust Committee;
- The bylaw will include a definition for propane storage; and
- There is a provisional height exemption for structures that are required for safety related to fuel storage as dictated by other regulatory bodies;

The applicant was in attendance and stated they will invite the Federated Cooperative Limited Senior Health and Safety Advisor to the Community Information Meeting and they will be available to answer any questions related to propane storage.

Discussion ensued and the following comments were noted:

- The current zoning for the subject property does not include residential density and none is proposed to be added; and
- The Community Information Meeting and Public Hearing could be scheduled to be held at the same time once feedback is received and the referral period ends.

GB-2025-066

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 read a first time.

CARRIED

GB-2025-067

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 read a first time.

CARRIED

GB-2025-068

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 read a second time.

CARRIED

GB-2025-069

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 read a second time.

CARRIED

GB-2025-070

It was MOVED and SECONDED

that Proposed Bylaws No. 321 and 322 be referred for comment to the following First Nations for a 90-day period, Local Governments and agencies for a 60-day period:

- a. First Nations: Cowichan Tribes, Halalt First Nation, Lyackson First Nation, Penelakut Tribe, Semiahmoo First Nation, Snuneymuxw First Nation, Stz’uminus First Nation, Ts’uubaa-asatx First Nation.
- b. Local Governments and Agencies: Regional District of Nanaimo, Island Health Authority, Ministry of Transport and Transit, Ministry of Water, Land and Resource Stewardship, School District 68, Gabriola Volunteer Fire Department, Gabriola Advisory Planning Commission.

CARRIED

GB-2025-071

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 321 cited as “Gabriola Official Community Plan Bylaw No. 166, 1997, Amendment No. 1, 2025” is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

GB-2025-072

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 322 cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2025” is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

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

The Planner summarized the staff report and highlighted the following:

- The application is coming back to the Local Trust Committee following direction to provide amending language to the proposed bylaws that would tie the housing density to the commercial redevelopment of the property and that a housing agreement not be required for this application; and
- Options to tie the housing density and construction of the dwelling units to the commercial development of the subject property have been provided for consideration.

The applicant was in attendance and noted the purpose of the application was to expand the commercial use of the property to allow for some growth, residential uses were not initially considered but were encouraged and the bylaw now allows up to two residential units with size and location restrictions, and any further restrictions on the commercial use based on the residential units might cause reconsideration of the commercial expansion.

Discussion ensued and the following comments and clarifications were noted:

- The zoning is drafted specifically for the subject property;
- The Local Trust Committee has expressed a desire to see future commercial development in the village core tied to residential density and if the applicant has no intention of including residential uses, then the Trustees need to consider that in terms of the application;
- Options include allowing, or requiring, residential use;
- Expanding commercial uses will benefit the property owner and the Local Trust Committee seeks to understand how benefits to the community will be realized;
- Sizes and options for any additions are not related to policy and are at the discretion of the Local Trust Committee; and
- Following a Public Hearing the Local Trust Committee can not increase the commercial floor area but could decrease it;

The meeting was recessed for a break at 12:35 p.m. and reconvened at 1:05 p.m.

GB-2025-073

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 1, Section 1 is amended by adding a new subsection 1.1 as follows:

1.1 Section 2 – General Land Use and Residential Development, Subsection 2.0 General Land Use, Clause 2.0.k) is deleted and replaced with the following text:

“k) This Plan only supports the realization of additional residential density without subdivision when used for Affordable Housing for Special Needs residents, Seniors, multiple-dwelling affordable housing, and for two dwellings (with no restrictions on their tenancy or affordability) on the following parcel: LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373.”

and renumbering all subsequent subsections chronologically.

CARRIED

GB-2025-074

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-2025-075

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 second time.

CARRIED

GB-2025-076

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. Appendix 1 is amended by adding the following at the end:
 - “f. Conditions of Use
 - i. The floor area of commercial use on the lot shall not be expanded, and no building or structure greater than 100 square metres shall be constructed, increased in floor area, or occupied for different commercial use, unless:
 - one dwelling unit for residential use has been constructed on the lot;
 - or
 - a dwelling unit is constructed as part of the construction or expansion of commercial use on the lot.
 - ii. The floor area of commercial use on the lot shall not be expanded, and no building or structure greater than 200 square metres shall be constructed, increased in floor area, or occupied for different commercial use, unless:
 - two dwelling units for residential use have been constructed on the lot;
 - or
 - two dwelling units are constructed as part of the construction or expansion of commercial use on the lot.”

CARRIED

GB-2025-077

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-2025-078

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 second time.

CARRIED

GB-2025-079

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff schedule a stand-alone, electronic Community Information Meeting prior to the public hearing.

CARRIED

GB-2025-080

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff schedule a Public Hearing for Bylaws No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” and Bylaw No. 319 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” on November 20, 2025.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Mudge Island Land Use Bylaw Amendment Project Charter - Staff Report

The Planner summarized the staff report and highlighted the following:

- The draft Project Charter includes as many priorities identified within the Mudge Island survey conducted by the Mudge Island Community Association as possible while keeping the project scope within that of a minor project;
- Capacity to initiate this minor project without disruptions to the existing workplan for the Gabriola Official Community Plan project is limited; therefore, it is recommended the minor project be initiated in April, 2026; and
- Expressions of interest for a Mudge Advisory Planning Commission should be sought prior to the project being initiated.

Discussion ensued and the following comments and clarifications were recorded:

- The items included in the scope of the Project Charter are all topics identified by the Mudge Island Community Association as priorities;
- Derelict vehicles were noted as a concern as indicated by the survey but were not identified within the top priorities;
- Consideration of allowing accessory structures without principal use would necessitate a definition of accessory;
- The Mudge community has opportunity to provide feedback regarding the items identified within the scope of the Project Charter and the Local Trust Committee can amend the scope if they choose; and
- The proposed Project Charter can be sent to Snuneymuxw First Nation to inform them and provide an opportunity for feedback in a timely manner.

GB-2025-081

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse the attached project charter for the Mudge Island Targeted Land Use Bylaw Amendment Project.

CARRIED

GB-2025-082

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff communicate with Snuneymuxw First Nation regarding the scope and Project Charter of the proposed Mudge Island Targeted Land Use Bylaw project.

CARRIED

GB-2025-083

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee advertise for public expressions of interest for members of a new Mudge Island Advisory Planning Commission.

CARRIED

11. CORRESPONDENCE

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

11.1 Letter dated August 5, 2025 from M.Delahunt regarding lot owned by Clark Excavating, McCollum Road

GB-2025-084

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee refer correspondence from M. Delahunt dated August 5, 2025 to bylaw enforcement for Gabriola Island Local Trust Area.

CARRIED

12. NEW BUSINESS - none

13. STAFF REPORTS

13.1 Trust Council Bylaw 183 - Policy Statement Referral - Memorandum

The Senior Policy Advisor highlighted a date change for referral responses from October 10, 2025 due to timing of local engagement events. A public Town Hall session will take place during the October 9, 2025 regular business meeting.

GB-2025-085

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee advise it will return a referral response to proposed Bylaw No. 183 Islands Trust Policy Statement Bylaw at the November, 2025 meeting.

CARRIED

13.2 Removing or Transferring Densities from Heritage Areas - Memorandum

The Planner summarized the memorandum and highlighted the following:

- The Local Trust Committee can remove or transfer densities using zoning abilities granted by the province through the *Local Government Act* and *Islands Trust Act*;

- There are a number of implications to consider and the Local Trust Committee may wish to seek legal advice prior to directing a project to remove or transfer densities.

Discussion ensued and the following comments were noted:

- The Planner will review the discussion guides that were part of the focus group engagement sessions as this concept might have been included as one of several considerations;
- Staff have been engaging with Snuneymuxw First Nation staff throughout the Official Community Plan project and the Nation is aware subdivision of the subject property is being discussed;
- The Suitable Land Analysis captures sensitive cultural heritage areas;
- The upcoming community conversation could include a question specifically related to subdivision on lands that have cultural heritage areas;
- Advice is to seek legal opinion regarding risks of downzoning on a specific property based on a subdivision application in process;
- Subdivision has not been approved as yet and there are conditions and outstanding issues;
- Rezoning could be considered as part of the next phase of the Official Community Plan Review project or as a minor project;
- The next minor project has been identified and amending the Land Use Bylaw would also be considered a minor project; therefore, the overall workplan would need to be evaluated;
- If rezoning is to be considered as part of the Official Community Plan Review project it would need to be included in the scope of the Project Charter; and
- Understanding risks might be prudent prior to initiating the work.

GB-2025-086

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to include a question in the growth management survey regarding subdivision potential on heritage areas.

CARRIED

GB-2025-087

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to advise on a request for legal advice on downzoning PID: 003-134-806 by the next meeting.

CARRIED

13.3 Gabriola Advisory Planning Commission Appointments - Staff Report

The Planning Team Assistant noted the term of the current Advisory Planning Commission expires November 30, 2025 and the Local Trust Committee is asked to considered recruiting for appointments at this time.

GB-2025-088

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request that staff advertise for expressions of interest for the Gabriola Island Advisory Planning Commission.

CARRIED

GB-2025-089

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request that staff send letters to members of the Advisory Planning Commission whose terms will expire on November 30, 2025, inviting their expressions of interest for reappointment to the Advisory Planning Commission for another two-year term, and thanking them for their participation.

CARRIED

13.4 Trust Conservancy Report - none

13.5 Applications Report dated August 28, 2025

The Planner provided an update on the Applications Report.

13.6 Trustee and Local Expense Report dated June, 2025

Received for information.

13.7 Adopted Policies and Standing Resolutions

Received for information.

13.8 First Nations Relationship Building Update - none

13.9 Climate Change Action Update - none

13.10 Local Trust Committee Webpage - none

14. WORK PROGRAM

14.1 Active Projects Report dated August 28, 2025

Received for information.

14.2 Future Projects Report dated August 28, 2025

Received for information.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, October 9, 2025 at 10:30 am at the Gabriola Arts and Heritage Centre

16. ADJOURNMENT

By general consent, the meeting was adjourned at 2:56 p.m.

Laura Patrick, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

DRAFT