



Gambier Island Local Trust Committee

Regular Meeting Agenda

Date: March 25, 2025
Time: 10:00 am
Location: Delbrook Community Centre
Oak Room
851 West Queens Road
North Vancouver, BC V7N 4E3

Pages

1. CALL TO ORDER	10:00 AM - 10:05 AM	
“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”		
2. TERRITORIAL ACKNOWLEDGEMENT		
3. APPROVAL OF AGENDA		
4. REPORTS	10:05 AM - 10:20 AM	
4.1 Trustee Reports		
4.2 Chair's Report		
4.3 Electoral Area Director's Report		
5. PUBLIC COMMENTS	10:20 AM - 10:30 AM	
6. MINUTES	10:30 AM - 10:35 AM	
6.1 Local Trust Committee Meeting dated January 28, 2025 - for adoption		4 - 8
6.2 Section 26 Resolutions-Without-Meeting Report - none		
6.3 Advisory Planning Commission Minutes dated January 22, 2025 - for receipt		9 - 13
6.4 Advisory Planning Commission Minutes dated February 5, 2025 - for receipt		14 - 18
6.5 Advisory Planning Commission Minutes dated February 26, 2025 - for receipt		19 - 22
6.6 Advisory Planning Commission Minutes dated March 4, 2025 - for receipt		23 - 25
6.7 Advisory Planning Commission Development Permit Area Guideline Recommendations - for receipt		26 - 27

7.	BUSINESS ARISING FROM MINUTES	10:35 AM - 10:50 AM	
7.1	Follow-up Action List dated March 18, 2025		28 - 30
8.	DELEGATIONS - none		
9.	APPLICATIONS AND REFERRALS	10:50 AM - 11:05 AM	
9.1	PLDVP20250019 - 570 Vaucroft Rd., Thormonby Island - Staff Report		31 - 49
10.	LOCAL TRUST COMMITTEE PROJECTS	11:05 AM - 12:30 PM	
10.1	Major Project: Gambier Island Official Community Plan and Land Use Bylaw Targeted Review - Staff Report		50 - 68
10.2	Minor Project: Local Trust Committee Project Prioritization - verbal update		
~ BREAK 12:30 PM - 1:00 PM ~			
11.	CORRESPONDENCE	1:00 PM - 1:05 PM	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>		
11.1	Email dated February 18, 2025 from R. Shay, Sunshine Coast Regional District regarding Updates on Coast Flood Mapping Project		69 - 70
12.	NEW BUSINESS	1:05 PM - 1:20 PM	
12.1	Gambier Island Advisory Planning Commission - Trustee Stamford - Verbal Discussion		
13.	STAFF REPORTS	1:20 PM - 2:00 PM	
13.1	Bylaw Enforcement Notice Bylaw Amendment - Staff Report		71 - 81
13.2	Trust Conservancy Highlights of the February 11, 2025 Board Meeting		82 - 83
13.3	Applications Report dated March 18, 2025		84 - 86
13.4	Trustee and Local Expense Report dated January, 2025		87 - 87
13.5	Adopted Policies and Standing Resolutions		88 - 91
13.6	First Nations Relationship Building Update - none		
13.7	Local Trust Committee Webpage		
14.	WORK PROGRAM	2:00 PM - 2:15 PM	

14.1 Active Projects Report dated March 18, 2025 92 - 92

14.2 Future Projects Report dated March 18, 2025 93 - 94

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Tuesday, June 24, 2025 11:00 am at Gambier
Community Centre, Gambier Island, BC

16. ADJOURNMENT 2:15 PM - 2:15 PM



Gambier Island Local Trust Committee

Minutes of Regular Meeting

Date: January 28, 2025
Location: Electronic Meeting

Members Present: Peter Luckham, Chair
 Kate-Louise Stamford, Trustee
 Joe Bernardo, Trustee

Staff Present: Marlis McCargar, Island Planner
 Sonja Zupanec, Island Planner
 Warren Dingman, Bylaw Compliance & Enforcement Manager
 Lisa Millard, Meeting Administrator/Recorder

Others Present: There was one member of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:00 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

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Stamford did not provide a Local Trust Area report.

Trustee Bernardo reported he stepped down as both Chair and member of the Financial Planning Committee but continues to work on the Governance Committee.

4.2 Chair's Report

Chair Luckham reported Bowen Island Municipality Trustee Sue-Ellen Fast was elected as Chair of the Financial Planning Committee, and preparations are underway for the March Trust Council meeting.

4.3 Electoral Area Director's Report

Director Stamford reported the following:

- The engagement process for the Sunshine Coast Regional District Official Community Plan will be starting soon;
- Budget for the upcoming fiscal year does not include funding for Keats Island West Beach work; however, the Keats dock project received funding for a new

surface and work will commence in the fall during the window of time allowed by the Department of Fisheries and Oceans;

- Hopkins Landing dock work has started with access anticipated this summer; and,
- Sechelt First Nation was awarded \$117,000,000 through the Federal Disaster Mitigation and Adaptation Fund to support two raw water reservoir projects and upgrades to the water treatment plant in the Chapman Creek Watershed.

5. PUBLIC COMMENTS

A member of the public, representing the Council of BC Yacht Clubs, stated they were attending the meeting to follow the Official Community Plan Review project to determine if there are any potential implications for yacht clubs with outstations on Gambier Island.

The Local Trust Committee made the following comments:

- Acknowledged correspondence received from the speaker;
- The Planner’s reply to the correspondence details how to access information about the Official Community Plan Review project; and
- The Council of BC Yacht Clubs will be added to the Gambier Island email list.

6. MINUTES

6.1 Local Trust Committee Meeting dated November 26, 2024 - for adoption

The following amendments to the minutes were presented for consideration:

- Page 2, third bullet point, correct spelling of MLA Randene Neill;
- Page 3, above motion 050, delete sentence “They expressed appreciation for the work that had been done on the application.”

By general consent, the minutes were adopted as amended.

6.2 Section 26 Resolutions-Without-Meeting Report - none

6.3 Advisory Planning Commission Minutes

A Trustee acknowledged the work of the Advisory Planning Commission. Discussion ensued and the Planner will request the Advisory Planning Commission meeting links be sent to the Local Trust Committee so Trustees can attend the meetings electronically for observation purposes.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated January 21, 2025

Received for information.

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS - none

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Gambier Official Community Plan and Land Use Bylaw Targeted Review - Verbal Update

The Planner provided a verbal update and highlighted the following:

- The Gambier Island Advisory Planning Commission has met twice and will be drafting recommendations for consideration by the Local Trust Committee;
- Public correspondence for this project is received by staff and posted on the project page of the website; and
- Correspondence sent to staff only will not be posted on the website; and
- Trustees can consider correspondence that is addressed to the Local Trust Committee.

Discussion ensued and the following points were clarified:

- Engaging with constituents or interest groups might be outside of the scope of the role of an Advisory Planning Commission;
- The Local Trust Committee can identify avenues of engagement; and
- Correspondence sent to an individual member of a local trust committee is treated as correspondence to the body as a whole and becomes part of the public record.

10.2 Minor Project: Keats Shoreline Protection Project - Bylaw No. 153 (Official Community Plan) - Staff Report

The Planner stated the report follows up on Executive Committee’s referral response and outlines an amendment to Bylaw No. 153 which is necessary to update the reference to the Object of the Trust as the current bylaw refers to an outdated version of the Object.

Trustees had no questions regarding the technical amendment.

GM-2025-001

It was MOVED and SECONDED,

that Gambier Island Local Trust Committee Bylaw 153, cited as 'Keats Island Official Community Plan, 2002, Amendment No. 1, 2021' be amended as follows: Schedule 1, Section 1.4, Justification, add “First Nations” after “improvement districts”.

CARRIED

GM-2025-002

It was MOVED and SECONDED

that Gambier Island Local Trust Committee Bylaw No. 153, cited as 'Keats Island Official Community Plan, 2002, Amendment No. 1, 2021', be read a third time as amended.

CARRIED

Trustee Bernardo opposed.

11. CORRESPONDENCE - none

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

12. NEW BUSINESS - none

13. STAFF REPORTS

13.1 Development Permit Area Enforcement with the Bylaw Enforcement Bylaw - Staff Report

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

- The Gambier Island and Keats Island Land Use Bylaws contain adopted Development Permit Area guidelines and exemptions and there are currently no penalties that can be assessed by Bylaw Officers for work done in a Development Permit Area without a permit; and
- Enforcement of Development Permit Area contraventions have traditionally been achieved by filing a notice of claim in the Supreme Court of British Columbia;
- Pursuing court injunctions may be effective to ensure compliance but are costly and time consuming and the alternative is to use the Bylaw Enforcement Notice system which provides for penalties to be assessed; and
- An amendment to the bylaw would be required if the Local Trust Committee approves use of the Bylaw Enforcement Notice system for Development Permit Area contraventions.

Discussion ensued and the following comments and clarifications were noted:

- There are currently two open files related to failure to obtain a permit for work in a Development Permit Area within the Local Trust Area and eight closed files;
- The purpose of enforcement is to facilitate and encourage compliance and, if compliance is occurring, a bylaw amendment might not be necessary;
- Further details would provide a broader picture about the nature of the issue;
- There are contraventions that go unreported and a penalty system might provide additional encouragement to follow regulations; and
- Simplified penalty schedules can be provided.

GM-2025-003

It was MOVED and SECONDED,

that staff's recommendation that the Gambier Island Local Trust Committee direct staff to prepare an amended Bylaw Enforcement Notice bylaw for consideration be tabled to the next regular meeting of the Local Trust Committee and at that time staff return to the Local Trust Committee with a statistical report stating the number of development permit violations that have occurred over the past five calendar years, how they were resolved, and the outcome of any violations that were resolved by litigation.

CARRIED

13.2 Trust Conservancy Highlights of November 19, 2024 Board Meeting

Received for information.

13.3 Applications Report dated January 21, 2025

Received for information.

13.4 Trustee and Local Expense Report dated November, 2024

Received for information.

13.5 Adopted Policies and Standing Resolutions

Received for information.

13.6 First Nations Relationship Building Update

A Trustee acknowledged that staff are undertaking significant engagement with the Squamish Nation with regard to the Official Community Plan project and the Trust Policy Statement and asked at what point do Trustees work with Executive Committee and Trust Council to engage with nations at a government-to-government level?

Chair Luckham made the following comments:

- The Squamish and Sechelt Nations have publicly accessible documents and review of these documents is a necessary first step to becoming informed;
- It is necessary to create cultural safety when engaging and inviting First Nations into conversation;
- Opportunity for communication exists through contacting First Nations directly to reach out and to attend meetings in which there might be opportunity to engage; and
- The Union of BC Municipalities has funding opportunities for community-to-community engagement for the purpose of developing protocol agreements.

13.7 Local Trust Committee Webpage

No changes requested.

14. WORK PROGRAM

14.1 Active Projects Report dated January 21, 2025

Received for information.

14.2 Future Projects Report dated January 21, 2025

Received for information.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, March 25, 2025 at 10:00 am at Delbrook Community Recreation Centre, North Vancouver, BC

16. ADJOURNMENT

By general consent, the meeting was adjourned at 11:32 a.m.

Peter Luckham, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder



Minutes of the Gambier Island Advisory Planning Commission

Date of Meeting: Wednesday, January 22, 2025

Location: John Braithwaite Community Centre
145 West 1st St., North Vancouver, BC

APC Members Present: Camilla Berry, Chair
Vanessa Carrington, Member (electronic)
Carol Petroski, Member
Andrew Kennedy, Member
Jeanne Mikita, Member (electronic)
Florence Cosulich, Secretary

Regrets: Lionel Hughes, Member

Staff Present: Sonja Zupanec, Island Planner (electronic)
Carly Bilney, Recorder (electronic)

Others Present: There was 1 member of the public

1. CALL TO ORDER

Chair Berry called the meeting to order at 1:03 p.m.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. MINUTES

3.1 Gambier Island Advisory Planning Commission Draft Minutes dated January 16, 2025

Edit spelling of Member Petroski's last name.

By general consent, the minutes were adopted as amended.

4. Discussion of Engagement Strategy & Communications Plan for OCP Project

Member Carrington reviewed a summary of communications and engagement activities recommended by the Advisory Planning Commission (APC) to the Local Trust Committee for the updated Gambier Island Official Community Plan project. The following comments were made:

- Proposed communications channels are organized according to their level of feasibility;
- The APC recognizes that not all of the suggestions may be feasible within the Local Trust Committee's budget;

- The key message for many communications and engagements activities could include a Call to Action that leads people to information;
- There may be opportunity to share information through the Gambier Island Conservancy, but details would need to be worked out;
- Official Community Plan Discussion Groups (e.g. OCPizza Parties) and Zoom presentations (Q&A sessions) could be an effective means of communication, as could public information meetings though there is question as to where these would be hosted; and,
- The summary captures what the APC has discussed though it is not inclusive of all communities' perspectives.

Discussion was held and comments were made that there is need to translate the information into plain language and identify exactly what the Calls to Action should be. Planner Zupanec suggested the Commission highlight its top three priorities to achieve effective community engagement this year. She made the following comments:

- Zoom-based presentations and in-person community information meetings are standard practice that will occur;
- The Islands Trust cannot send information with Property Tax mail outs, but can conduct a separate mail out to title holders (this would not include renters);
- OCPizza Parties have been done across the Trust to great benefit, but funding is required;
- The budget is limited; the Local Trust Committee currently has \$6,000 starting April 1 for engagement and legal reserve to review the drafted bylaws;
- Requesting more funding could delay the project;
- The hope is to advance the project to a point where there is confidence that the bylaws can either be advanced or shelved;
- In March, the Local Trust Committee will review APC input and decide how to revise the timeline and project charter for these bylaws; and,
- Engagement can continue from now until March 2026 when a Public Hearing should be scheduled (and which will mark the last opportunity for public input).

Discussion ensued and the following comments were made:

- Updates on the project should be posted to Facebook (rather than having a dedicated Facebook page for the project);
- A small Call to Action graphic could lead to a more detailed landing page on the Trust's website;
- Support was expressed for OCPizza parties given their effectiveness elsewhere;
- The Gambier Island Association Facebook page has been helpful in past projects;
- Some members expressed willingness to facilitate information dissemination in their communities and to host OCPizza parties;
- Formally involving the APC in outreach would need to be indicated in the scope of engagement;
- Staff could provide a package with questions for OCPizza parties to elicit additional feedback; and,

- Considering challenges in getting people together on Gambier, it would be good to have representatives to facilitate information-gathering among communities.

Chair Berry summarized the three communication and engagement tools supported by the APC:

1. We want the production of materials to be put out on the Facebook page, including links to the project page on the Islands Trust website;
2. OCPizza parties; and,
3. APC members become formally involved in outreach.

It was noted that items 2 and 3 could be the same. Comments were made that there is a collective understanding that the APC is a good resource for spreading information – members have access to various community groups, but need the tool (the Call to Action or landing page with information, etc.). The additional engagement tool would be the OCPizza parties.

GM-APC-2025-002

It was MOVED and SECONDED

that the Gambier Island Advisory Planning Commission recommends the Local Trust Committee ensures the communications that they are designing can be repurposed on social media, including Facebook, and included in email correspondence that is supported by Advisory Planning Commission members who can redistribute and forward those communication tools to their communities and other communities.

CARRIED

Comments were made about condensing the summary of recommendations to reflect APC discussion.

GM-APC-2025-003

It was MOVED and SECONDED

that the Gambier Island Advisory Planning Commission endorses the Engagement Recommendations January 2025 as amended for Local Trust Committee consideration.

CARRIED

GM-APC-2025-004

It was MOVED and SECONDED

that the Gambier Island Advisory Planning Commission recommends the Local Trust Committee explores the opportunity to seek additional funding to support OCPizza parties that are hosted by community members, including Advisory Planning Commission members, to solicit feedback on the updates to the Official Community Plan.

CARRIED

5. Discussion of Shoreline Protection Development Permit Area Guidelines & Exemptions

The Draft Shoreline Development Permit Area – January 2025 was shared and discussion ensued. The following comments were made:

- A suggestion was made to consider sea level rise (and property elevation) rather than increasing the setback from the natural boundary of the sea;
- The Development Permit Area (DPA) guidelines suggest 30 meters based on feedback from First Nations about best practices, as that distance creates enough buffer to regulate development;
- The DPA would regulate land alterations within 30 meters of the natural boundary of the sea, meaning that any alterations or subdivisions have to meet DPA guidelines;
- The DPA aims to provide a level of control for multiple purposes including sea level rise, ecological integrity, protecting biodiversity, etc.;
- The DPA would guide future development in a way that meets the objectives of protecting the shoreline;
- The fee for a combined Development Permit and Development Permit Area Variance is \$2,600;
- The DPA is meant to ensure there is as little impact as possible; it creates consistency and sets the standard to say the foreshore area is a special part of the island and development needs to be undertaken with thoughtful consideration of the guidelines;
- Concern was expressed for how a DPA would increase costs, and lengthen the process of getting a building permit; and,
- Under Guidelines for Shoreline Modification, Item 9 may be included as a condition of Item 16 (and change “shall” in Item 47 to “should”).

Discussion ensued about the purpose of the DPA. Planner Zupanec pointed to the following five reasons listed in the draft DPA as follows:

1. To plan and regulate new development in a manner that preserves and protects the long-term physical integrity and ecological values of shorelines and associated foreshore and upland areas;
2. To manage development to minimize disruption of natural features and processes and to retain, wherever possible, natural vegetation and natural features;
3. To minimize the disruption of natural features and processes and to retain, wherever possible, natural vegetation and natural features;
4. To adapt to the anticipated effects of climate change; and,
5. To protect development from hazardous conditions.

The Planner explained that the community has expressed support for shoreline protection as outlined in the project charter. Discussion ensued and the following comments were made:

- If we recommend a change, there needs to be allowance for propane pigs to be within the DPA as it is not possible to fill a propane tank if it is further than 15m;
- Time is needed to discuss the draft DPA with community members;

- Educational resources should be gathered to help explain to community members what the DPA is for and why it is important;
- Some early research behind shoreline protection comes from the Ministry of Forests and the Department of Fisheries and Oceans in the 80s, 90s and 2000s for fisheries protections; because there continues to be crises on private land, the issue has now filtered down to local governments;
- Studies done 20 years ago may not be representative of what is happening now as our shoreline is different and we are in a better position than we have been in the past;
- Howe Sound is recovering from damage created by settlers, and the pre-colonization shoreline is very different from what we have now;
- Appreciation was expressed for the work staff has done with Squamish Nation to look at a broader worldview;
- Concern was expressed that restrictions on a property may result in property owners taking action without approval; and,
- The mention of stairs in the draft could be more clear.

Planner Zupanec commented that the development permit area does not include heritage resources, and the project identified early on that both development permit areas and heritage conservation areas were to be explored. Support was expressed for inviting Planner Zupanec to the next APC meeting to provide more context.

6. Next Steps and Adjournment

Planner Zupanec encouraged members to submit questions through the Secretary, so she can address them prior to the next meeting.

Chair Berry agreed to chair the next meeting, which will be Wednesday, February 5 from 11:00 am to 1:00 pm at the John Braithwaite Community Centre in North Vancouver, BC.

By general consent, the meeting was adjourned at 2:40 p.m.

Camilla Berry, Chair

Certified Correct:

Carly Bilney, Recorder



Minutes of the Gambier Island Advisory Planning Commission

Date of Meeting: Wednesday, February 5, 2025

Location: John Braithwaite Community Centre
145 West 1st St., North Vancouver, BC

APC Members Present: Camilla Berry, Chair (electronic)
Vanessa Carrington (electronic)
Florence Cosulich, Secretary
Andrew Kennedy
Carol Petroski

Regrets: Lionel Hughes
Jeanne Mikita

Staff Present: Sonja Zupanec, Island Planner (electronic)
Carly Bilney, Recorder (electronic)

Others Present: There was 1 member of the public (Trustee Stamford)

1. CALL TO ORDER

Chair Berry called the meeting to order at 11:01 a.m.

2. APPROVAL OF AGENDA

Add Item 7 – File Sharing, and renumber remaining items accordingly

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Gambier Island Advisory Planning Commission Draft Minutes dated January 22, 2025

Edit minutes to note that Lionel Hughes was not in attendance, and one member of the public was present.

By general consent, the minutes were adopted as amended.

4. Business Items

4.1 Election of Rotating Chair

All agreed that Chair Berry would chair the meetings in February and March, after which another member may take over.

5. Discussion of Shoreline Protection Development Permit Area Guidelines & Exemptions

Discussion was held and the following comments were made:

- More information is needed about why a Development Permit Area is necessary;
- Need for very detailed studies of the specific nature of Gambier's shoreline;
- Detailed maps exist that show fragile ecosystems, eelgrass beds and areas of risk on Gambier (e.g. Suzuki Foundation, Cascade Environmental and <https://www.howesoundbri.org/tools-resources>);
- There is enough information to help us understand areas of susceptibility around the island;
- Having this information is important when doing community involvement to paint a cohesive picture;
- Opposition may be raised against a Development Permit Area as it may create another hurdle for people to do things on their properties;
- The wording in the proposed Development Permit Area is too restrictive and open to interpretation; members should systematically list critiques of the proposal to achieve clarity;
- Understanding the fragility of the foreshore is important;
- The Development Permit Area is meant to guide development of the foreshore in a more careful manner;
- Staff has not made recommendations to the Local Trust Committee about provisions for the "qualified professional" if the bylaw is drafted; typically, it is someone with a Qualified Environmental Professional designation, or geo techs or coastal engineers for shorelines, etc.; the aim is to achieve a higher, more rigorous standard of consistency;
- There is need for a clear background on the purpose of the proposed Development Permit Area so Commission members can share it with their communities (need for more dedicated focus on the rationale)
- The rationale has long been understood that a Development Permit Area is needed to hold everyone to the same standard;
- Engagement with Squamish Nation further demonstrated that the Development Permit Area is the tool to use to meet objectives of shoreline integrity, ecological continuity, and protection of sensitive areas;
- Squamish Nation is providing preliminary counsel and recommendations on this project; once bylaw amendments have been received, staff will consult all involved First Nations
- Commission members want to understand the direct impact the Development Permit Area will have on property owners (e.g. how does a Development Permit Area impact cost and time?);
- Development permit areas change the way property owners manage their landscape;
- A Development Permit Area makes people consider how much activity takes place in a sensitive area;
- A Development Permit Area does not involve discretionary decision-making; if guidelines are met, a permit must be issued;
- Right now, the draft Development Permit Area is with the Advisory Planning Commission, staff and the Local Trust Committee and, then, it will return to Squamish Nation for recommendations; and,
- The Local Trust Committee is requiring a provision of security to ensure a property owner's plan that was agreed upon is realized (e.g. landscape

security as an incentive for people to get their money back if new plants stay alive).

Discussion continued about specific provisions in the draft Development Permit Area highlighted by Commission members, and the following comments were made:

- Commission members seek clarification on the language about what the restrictions involve (e.g. they are not setbacks);
- The professional expertise that is required should be clarified;
- Under General Guidelines:
 - 4) Consideration should be given to minimizing the impacts of sea level rise...storm intensity." (Remove "and other anticipated effects of climate change")
 - 22) "Vegetation species...should preferably be native to the area," but does not have to be – the emphasis should be that the plants are non-invasive
 - 23) "All replanting should be maintained by the property owner for a minimum of 3 years..." There should be flexibility and an understanding that a changing climate may not support native plants three years after they have been planted. (E.g. heat domes and droughts create challenges for restoration)
 - 29) "...and only use stairs as a last resort." In some instances, paths can be more detrimental for the foreshore than stairs
 - 39) "Dock and float design should allow natural light penetration..." Information is lacking about how much light penetration is needed, and some research suggests this does not work

Discussion continued about how the regeneration of the land will depend on the degree of damage that has been done to it. Comments were made about how a majority of community members are not on the island most of the time, and that staff should acknowledge the reality of properties that are off grid with minimal water when assessing the ability to successfully replant.

GM-APC-2025-005

It was MOVED and SECONDED

that the Gambier Island Advisory Planning Commission recommends the Local Trust Committee work with staff to develop communication that:

- 1) Is shared with the Advisory Planning Commission and residents prior to community engagement
- 2) Includes the origin and the purpose of the Development Permit Area
- 3) Includes the reason for and benefits of the Development Permit Area
- 4) Includes the benefits to the environment, residents and owners, and
- 5) Includes the impacts of the Development Permit Area on future development (e.g. time, process and cost).

CARRIED

Discussion continued and the following comments were made:

- The Development Permit Area uses language that includes “should” and “highly discouraged” rather than definitive language like “not allowed” in accordance with the legal standard for local governments when drafting Development Permit Areas (as opposed to zoning bylaws); the aim is to put the onus on the property owner to demonstrate why a guideline is not being met
- The guidelines in the Development Permit Area would also pertain to yacht clubs
- Need for commission members to be clear about legacy versus new policies

Planner Zupanec commented on how an itemized list of recommendations would be an effective way for the Local Trust Committee to consider discussions held by the Advisory Planning Commission.

It was noted that the Advisory Planning Commission would need to submit recommendations in writing to staff by March 10 to include them in the staff report at the next Local Trust Committee meeting,

A question was raised about composting toilets within the Development Permit Areas and it was noted that the system would need approval from Vancouver Coastal Health Authority.

6. Discussion of Heritage Conservation Areas

Planner Zupanec commented that additional information is not yet ready to review and discussion may be referred to a future meeting.

7. File Sharing

Members agreed that a shared Google Drive would simplify the large amount of communication being shared via email. It was noted this would be handled independently of the Trust and that Trustees and staff would not contribute to it. Member Cosulich agreed to create the Google Drive.

8. Next Meeting Time and Adjournment

A question was raised about how to involve Advisory Planning Commission members that cannot meet during the day. It was agreed that Chair Berry would seek input on the discussion from Member Hughes, who could participate between meetings and using the Google Drive. Comments were made that the Commission must prioritize those who can meet in person to achieve quorum, and that efforts could be made to alternate meetings between day and evening times.

Discussion was held about the challenges faced by not being permitted to vote virtually, and how to best to communicate this to Trustees and the Executive Committee to advocate for change in provincial legislation.

The next meeting will be Wednesday, February 26 from 1:30-3:30 p.m. at the John Braithwaite Community Centre in North Vancouver, BC.

ADOPTED

By general consent, the meeting was adjourned at 12:39 p.m.

Camilla Berry, Chair

Certified Correct:

Carly Bilney, Recorder



Minutes of the Gambier Island Advisory Planning Commission

Date of Meeting: Wednesday, February 26, 2025

Location: John Braithwaite Community Centre
145 West 1st St., North Vancouver, BC

APC Members Present: Camilla Berry (electronic)
Vanessa Carrington (electronic)
Carol Petroski
Andrew Kennedy
Florence Cosulich

Regrets: Lionel Hughes
Jeanne Mikita

Staff Present: Sonja Zupanec, Island Planner (electronic)
Carly Bilney, Recorder (electronic)

Others Present: There were 2 members of the public present.

1. CALL TO ORDER

Chair Berry called the meeting to order at 1:31 p.m.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. GAMBIER FEBRUARY 5, 2025 APC MINUTES (FOR ADOPTION)

3.1 Gambier Island Advisory Planning Commission Draft Minutes dated
February 5, 2025

The following amendments to the minutes were proposed:

- Remove Jeanne Mikita's name from the list of APC Members Present.
- Under Item 5 on page 2, change: "*Staff took the lead with Squamish Nation with the hope that all are comfortable with Squamish's fulsome engagement process; once bylaw amendments have been received they will reach out to the complete list of First Nations to be referred*" to "*Squamish Nation is providing preliminary counsel and recommendations on this project; once bylaw amendments have been received, staff will consult all involved First Nations*"
- Under Item 5 on page 4, change: "*Need for Commission members to be clear about what is grandfathered versus what is new*" to "*Need for commission members to be clear about legacy versus new policies*"

By general consent, the minutes were adopted as amended.

4. Recommendations on Shoreline Developmental Permit Area Guidelines and Exemptions

Advisory Planning Commission members reviewed a list they created of suggested changes to the draft Development Permit Area and discussed which recommendations they would like to make. Member Cosulich recorded the outcomes of discussion on each topic on a shared spreadsheet. The following comments were made:

- Remove Item 3 under Objectives of the development permit area (DPA) due to redundancy
- Item 46 change “must” to “shall” for consistency
- Add an exemption to allow for propane tanks within the DPA
- Add a provision for owners to remove danger trees without obtaining a Development Permit
- The onus is typically on the property owner who is commissioning work to be done in a DPA to have documentation from a certified arborist if questions arise
- The education component of a DPA cannot be understated
- The purpose of a DPA is to inform more sensitive development
- It is important to ensure real estate agents are included in a communication plan regarding the DPA as they are often the first point of contact for newcomers to the island
- Item 4 “Consideration should be given to minimizing the impacts of ... other anticipated effects of climate” is vague
- Guidelines relating to consideration around potential impacts of climate change can be expanded over time to suit the community’s changing needs
- These are guidelines that link back to an objective that is meant to reflect the real issue for the shoreline environment
- There are bodies of science at different levels of government (federal, provincial and Squamish Nation) that provide guidance on adjusting bylaws according to climate change impacts
- Islands Trust staff compiles reports that track provincial and federal legislation that can potentially impact Islands Trust bylaws (they are usually included in Trust Council meeting agendas)
- A DPA requires a property owner to map out a plan in its entirety and think strategically about the whole picture and the anticipated extent of land alteration
- Barges and landing crafts could drop materials to a property with water access only in a DPA if there was no alteration to the land required; if, however, a new road or access is required to accommodate the barge, the DPA would be triggered

- The DPA is designed to identify whether the work that is being proposed meets guidelines; there is no discretionary decision-making involved – an application either meets the guidelines or does not
- The purpose of a DPA for any island is to force thoughtful consideration of all potential changes to the land
- The guidelines encourage a property owner to articulate that alternatives have been considered and outline the site-specific nuances that exist on their property
- Item 2 should be replaced with wording that seeks context about property specifics to demonstrate why development is being proposed there rather than trying to prove why it cannot be done elsewhere
- Any shoreline design needs to be done by qualified engineers who can articulate in their recommendations how the proposal impacts adjacent areas
- Each application has to demonstrate what is being done to minimize the footprint and the extent to which machinery will be operating across a property
- A landscape plan could be created by a homeowner; or, a homeowner could hire a BC Certified Landscape Professional to create the plan
- A FireSmart assessment of a property might add to the justification of a property owner's proposed landscaping plans

Discussion was held about the provision that gives the Local Trust Committee the right to hold a security deposit to ensure a property owner completely implements an approved plan. The following comments were made:

- A deposit is typically requested for large projects where significant land alterations are proposed, and where the extent of shoreline modification would have serious implications if the rehabilitation plan was not fully carried out
- The deposit amount is significant to ensure everyone is held accountable and work is not left incomplete
- Landscapers recommend at least a 3-year time period to allow new plants to be solidly established

Discussion continued and the following comments were made:

- Stairs require more significant land alterations in some cases when they involve clearing vegetation to accommodate pilings, lumber or metal frames, etc.; however, stairs are not prohibited (Item 29)
- The DPA is aiming to make the property owner consider the impact of what they are proposing to build
- A Coastal Engineer is the only professional qualified to make a recommendation regarding "fill and beach nourishment materials" (Item 28)

Discussion continued about emphasizing the highly sensitive nature of the shoreline, and the following comments were made:

- We are evolving our understanding of the sensitivity of the coastline with First Nations partners, and anything within 200 meters of the natural boundary of the sea is considered sensitive
- It might be worthwhile to strengthen the justification of why a DPA designation in this zone is important (make very clear at the outset that everything in the area is extremely sensitive)
- The shoreline is a highly sensitive area just as riparian, critical habitat, species at risk, archaeological sites and heritage conservation areas are
- Lines on a map designate property owned privately by individuals, and the DPA creates opportunity to protect biodiversity in a cohesive manner

Discussion continued and the following comments were made:

- Dock and float design allowing natural light penetration (Item 39) comes from Green Shores best practices, and the provincial government and the Howe Sound Biosphere Region also use the guideline; it would be helpful to have more information on what these recommendations are based upon
- The size of residential docks (Item 41) may not be big enough for people who live on properties that are only accessible by water
- More discussion on docks is needed

It was noted that recommendations need to be in by March 10 to be included in the next meeting of the Local Trust Committee.

5. Heritage Conservation Areas

Discussion deferred.

6. Next Meeting Time and Adjournment

The next meeting will be Tuesday, March 4 at 1:30 – 3:30 p.m. at the John Braithwaite Community Centre in North Vancouver, BC.

By general consent, the meeting was adjourned at 3:32 p.m.

Camilla Berry, Chair

Certified Correct:

Carly Bilney, Recorder



Minutes of the Gambier Island Advisory Planning Commission

- Date of Meeting:** Tuesday, March 4, 2025
- Location:** John Braithwaite Community Centre
145 West 1st St., North Vancouver, BC
- APC Members Present:** Camilla Berry (electronic)
Carol Petroski
Andrew Kennedy
Florence Cosulich
- Regrets:** Vanessa Carrington
Lionel Hughes
Jeanne Mikita
- Staff Present:** Sonja Zupanec, Island Planner (electronic)
Carly Bilney, Recorder (electronic)
- Others Present:** There were no members of the public present.

1. CALL TO ORDER

Chair Berry called the meeting to order at 1:00 p.m.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. GAMBIER FEBRUARY 5, 2025 & FEBRUARY 26, 2025 APC MINUTES

3.1 Gambier Island Advisory Planning Commission Draft Minutes dated February 5, 2025 and February 26, 2025

By general consent, the minutes were adopted as presented.

4. Recommendations on Shoreline Developmental Permit Area Guidelines and Exemptions

Advisory Planning Commission members reviewed the list they created of suggested changes to the draft Development Permit Area. Discussion ensued and the following comments were made:

- Items 39 and 41 that relate to dock and float size and design are difficult to meet and are perhaps unnecessary;
- Building a dock requires a marine environmental assessment, which is a process outside of the Islands Trust;
- The guidelines that relate to docks comes from UNESCO Biosphere and Pender Harbour best practices, and from engineering reports done for the Sunshine Coast Regional District – restrictions that are new and evolving;

- The same best practices for dock build and management are used by the Vancouver Fraser Port Authority and are widespread throughout the region;
- Reporting from the David Suzuki Foundation noted eel grass potential around Gambier Island;
- Item 39 does not provide a percentage of necessary light penetration as guidelines elsewhere do, and for which Squamish Nation has expressed support;
- There should be a coordinated effort for the Howe Sound where everyone agrees that standards are reasonable and if you need a variance you justify it through a Development Permit Application;
- Support was expressed for leaving Item 39 as written;
- Mixed opinions were expressed regarding Item 41 (dock size);
- Allowing bigger docks might reduce the number of mooring buoys;
- There should be a compromise that recognizes the ecological challenges docks create and also takes safety into consideration;
- Members agreed to recommend increasing the allowable square footage for docks to 56 square meters; and
- The Islands Trust does not have jurisdiction over mooring buoys, and is trying to encourage the use of chain floats.

Two members of the public arrived at 1:20 p.m. Discussion continued.

Planner Zupanec left the meeting at 1:34 p.m. Commission members finalized the list of recommendations.

By general consent, the Gambier Island Advisory Planning Commission agreed to forward the list of suggestions regarding the draft Development Permit Area to the Local Trust Committee for their consideration.

5. Heritage Conservation Area

Discussion deferred.

6. Next Meeting Time and Adjournment

Frustration was expressed about the Advisory Planning Commission process on this referral, and that some members felt rushed to complete the work. The following comments were made:

- The Islands Trust did not do enough to support this Commission;
- Having Planner Zupanec attend meetings has been very helpful;
- The Commission can request information be sent to members as soon as possible after the Local Trust Committee meets in the summer;
- Next topics for discussion will include Heritage Conservation Areas and Forest Protection Areas; and
- Questions were raised about the timeline for discussing the next topics.

By general consent, the meeting was adjourned at 2:06 p.m.

Camilla Berry, Chair

Certified Correct:

Carly Bilney, Recorder

DRAFT

Section	Page #	Item #	Edit	Question / Comment	Outcome of Discussion
The Objectives of the Development Permit area are:	2	3	Delete	The only difference between #2 and #3 is "To manage development."	Change requested - remove #3
applicability	14	46	Replace "must" with "shall"	Edit to ensure consistency throughout document	Change requested - Replace "must" with "shall"
Exemptions	3	NEW	Add an exemption for propane tanks within the DPA	For water-access only properties, placing propane tanks within the 30 m upland boundary is essential for propane refill	Change requested - For water-access-only properties, placing propane tanks within the 30 m upland boundary is essential for propane refill
Exemptions	3	10	Add "removal of danger trees"	There needs to be a provision for owners to remove danger trees without obtaining a Development Permit	Change Requested - There needs to be a provision for owners to remove dangerous trees without obtaining a Development Permit
Applicability	7	All	Clarify	Section 489 of the Local Government Act is very specific regarding what cannot happen within the DPA without a permit. Essentially, anything NEW cannot go forward without a permit. There are a number of exemptions, but very often a lot of work is done prior to building (new or renovation) work, or even applying for the Development Permit, that directly impacts the environment. How will this be managed if the DPA extends to 30 M?	Comment for consideration by LTC
General Guidelines	5	4	Edit/remove "other anticipated effects of climate change"	Vague	change requested - Concideration should..
General Guidelines	4	2	Considerations in comments	How accommodating and understanding will the reviewer be on a description from and applicant? Is this item is left up to the reviewer to decide if the description is valid or not?	Change requested: remove / reword to indicate that this is a question designed to gather context about the property specifics

General Guidelines	5	7	Remove	Unnecessary for island properties, and wasteful of plastic orange fencing and framing lumber when materials and garbage removal is challenging	change requested - remove. Simple ribbons or rope can used to mark trees and shrubs.
Vegetation Management	7	20	Edit	Simple ribbons can be used to mark trees and shrubs. Full site protection is unnecessary for island properties, and wasteful of plastic orange fencing and framing lumber when materials and garbage removal is challenging.	change requested. Simple ribbons or rope can used to mark trees and shrubs.
Shore access and Parking	8	30	Clarify	What is a extremely sensitive area?	change requested - add examples of extremely sensitive areas such as riparian, heritage, and arch sites. Define "extremely sensitive" areas at the beginning on the DPA
Replacement of docks	9	41	Edit or remove	Disagree with 35 square metres, to small. Revise to 56 square metres. The size of the float to 56 square metres will have no impact on the coast line. There needs to be space for visitors or water taxis to dock.	Reccomend increasing square meter. Max 3 meter width/ 10 feet. 56 square meters

Follow Up Action Report

Gambier Island

29-Apr-2024

Progress	Activity	Responsibility	Dates	Status
0%	<p>1 Major project: Initiate a request to schedule an elected officials meeting with Squamish Nation in the fall/winter of 2024 to discuss the status of the implementation of Squamish Nation engagement recommendations.</p> <p><i>Feb. 3: Staff to send letter to initiate request, and look at timing in late summer/early fall aligning with project milestones, deliverables.</i></p>	<p>Joe Elliott</p> <p>Renee Jamurat</p> <p>Sonja Zupanec</p>		In Progress

28-May-2024

Progress	Activity	Responsibility	Dates	Status
50%	<p>1 Complete PDF versions of maps from the Islands Trust Area Aquifer Conceptualization and Groundwater Recharge Mapping for the GM LTA, include them in a staff report, with a short presentation, and publish maps on the website by the next regular meeting on July 30, 2024.</p> <p><i>- Deferred to future LTC meeting due to Information Services staffing shortages.</i></p>	William Shulba	Target: 01-Oct-2024	In Progress

Follow Up Action Report

Gambier Island

01-Oct-2024

Progress	Activity	Responsibility	Dates	Status
25%	<p>1 Staff to implement the following OCP/LUB project recommendations from Squamish Nation listed in Table 1 attached to the staff report dated October 1, 2024 and to prepare draft language for applicable polices/regulations for LTC consideration of subsequent steps:</p> <ul style="list-style-type: none"> ·Table 1 Recommendations A1; A2; A3; A4; A5; B2; B3; B5; B6; B9; C1; C3; C4; D3 and D5. 	Sonja Zupanec		In Progress
0%	<p>2 Staff to prepare a draft advocacy letter under the signature of the LTC Chair to the Howe Sound Biosphere Region and Heritage Branch of the Ministry of Tourism requesting support for funding for the approval, installation and maintenance of Squamish language signage on trails and in areas deemed important by the Nation in the Gambier Local Trust Area.</p>	Clare Frater Renee Jamurat Sonja Zupanec		In Progress
0%	<p>3 Requests for Executive Committee:</p> <ol style="list-style-type: none"> 1.Meet with or send correspondence to the Provincial Minister of Environment and Climate Change Strategy and advocate for a significant investment in biodiversity protection in the Gambier Local Trust Area, including monitoring and coordination with First Nations, the Howe Sound Biosphere Region and local governments; and 2.Meet with or send correspondence to the Provincial Minister of Forests requesting changes to provincial dock tenure applications in the GM LTA so that all new dock applications be required to submit a Preliminary Field Reconnaissance, Archaeological Overview Assessment or Archaeological Impact Assessment depending on the significance of the marine and adjacent upland area to First Nations and the extent of infrastructure proposed. 	Sonja Zupanec		In Progress

Follow Up Action Report

Gambier Island

26-Nov-2024

Progress	Activity	Responsibility	Dates	Status
51%	1 Bylaw No. 153 be forwarded to the Minister of Municipal Affairs.	Marlis McCargar Nadine Mourao		In Progress
0%	2 request staff to provide a report on options for DPA 3 guidelines for QEP requirements on additions and DAI Bylaw options for GM LTC as the next minor project. (develop draft guidelines applicable to develop permit applications made by applicants seeking to build additions to pre-existing dwellings in DP3).	Marlis McCargar		In Progress

28-Jan-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Bylaw 153 be amended as follows: ·Schedule 1, Section 1.4, Justification, add 'First Nations' after 'improvement districts'. ·Bylaw No. 153 be read a third time as amended.	Marlis McCargar Nadine Mourao		Completed
100%	2 Amendments to November 26, 2024 Minutes:\n·change MLA Randy Neill to MLA Randene Neill\n·Delete 'They expressed appreciation for the work that had been done on the application.' On page 3 of minutes.	Chloe Straw		Completed
0%	3 Amending the Bylaw Enforcement Notice (BEN) bylaw - tabled to March LTC meeting. Request staff to compile a report on Development Permit (DP) violations from the past 5 years, detailing how they were resolved, including any outcomes from litigation.	Warren Dingman	Target: 25-Mar-2025	In Progress



DATE OF MEETING: March 25, 2025

TO: Gambier Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: PL-DVP-2025-0019
Applicant: Noah Krangle
Location: 570 Vaucroft Road, Thormanby Island

RECOMMENDATION

1. That the Gambier Island Local Trust Committee approve issuance of PL-DVP-2025-0019.

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) to vary the minimum highway and rear lot line setbacks from 6.0 metres and 7.5 metres respectively to 2.0 metres and 1.5 metres for a proposed dwelling.

RATIONALE FOR VARIANCE

The applicant’s rationale for the variance is that the property is a corner lot with a limited building envelope due to the 6.0 metre highway setback and 7.5 metre rear lot line setback.

BACKGROUND

The variance application is following an Islands Trust Preliminary Plan Review referral from the Sunshine Coast Regional District for a Building Permit application, which identified the proposed building location to be non-conforming with the Gambier Associated Islands Land Use Bylaw No. 120, 2013 (LUB).

The specific variances to the LUB are as follows:

- a) Subsection 5.1.6 a., which states that the minimum setback for any building or structure in the SRR zone is 6.0 metres (19.6 feet) from any lot line abutting a highway or private road, is varied to permit the construction of a dwelling within 2.0 metres of the lot line;
- b) Subsection 5.1.6 c., which states that the minimum setback for any building or structure in the SRR zone is 7.5 metres (24.6 feet) from any rear lot line is varied to permit the construction of a dwelling within 1.5 metres of the lot line.

The subject lot is located at 570 Vaucroft Road on North Thormanby Island. The parcel is zoned as Small Lot Rural Residential (SRR) and is 784.4 m² in total area. The proposed dwelling has a height of 7.08 metres and has a total floor area of 149.6m² which is equal to the maximum floor area ratio of 0.20. Additional to the dwelling,

an attached deck and 9.6m² utility shed are also proposed to be built. There is an existing cabin on the lot which was constructed in 1967 according to BC Assessment records. The cabin would be decommissioned and used as an accessory building following the construction of a new dwelling. The lot coverage including proposed and existing structures would be equal to 24.96% or 186.8m², just below the maximum permitted of 25%.

A copy of the notice and proposed permit PL-DVP-2025-0019 are included with this report as Attachment 4 and 5. The applicant has provided a letter explaining the context and rationale for the variance application as Attachment 3. Staff did not complete a site visit to the property, but the applicant has provided photos of the existing site conditions included as Attachment 2.

If the application is denied, the owners could apply to the Board of Variance or alter the plans to conform with the LUB.

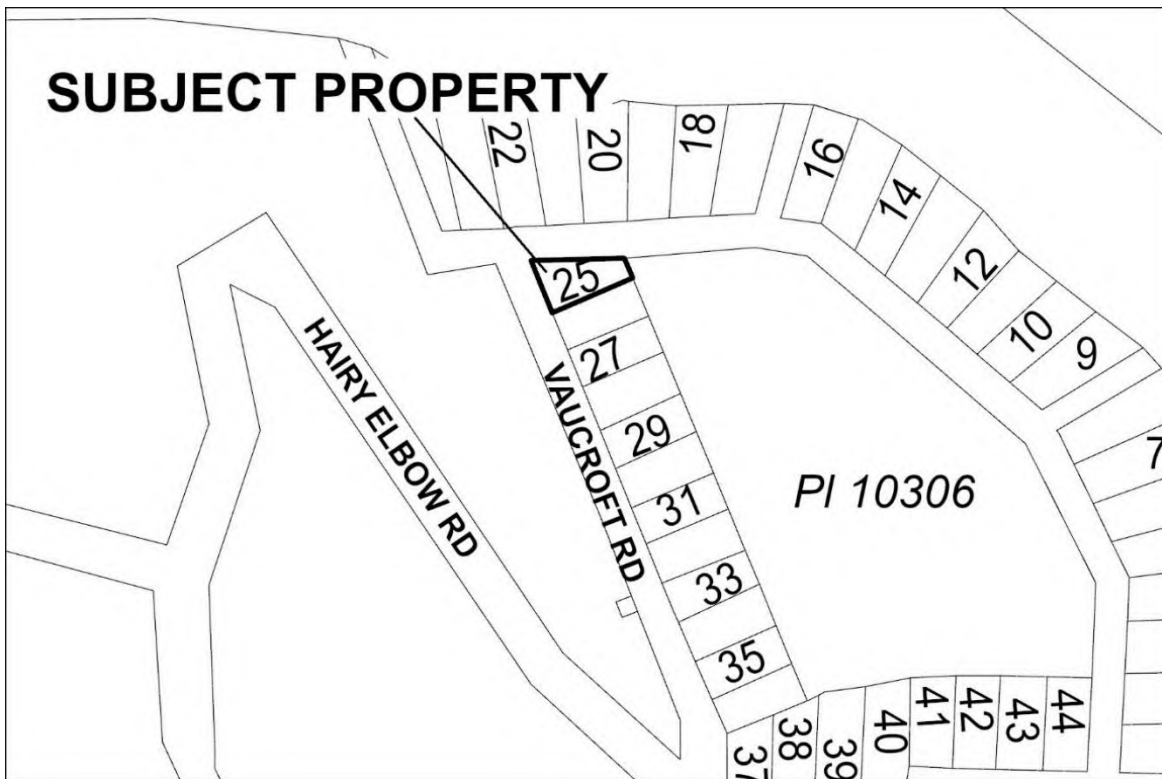


Figure 1 - Subject Property Location

ANALYSIS

Intent of Regulations being varied

The overall purposed of the rear and highway abutting setbacks are to minimize impacts on adjacent properties related to:

- Limiting the visual impact of development on adjacent properties;
- Establishing a consistent development pattern within a local area;
- Protection of views, scenic areas, and distinctive features contributing to the overall visual quality and scenic value of the Trust Area;
- Maintaining a rural character;
- Establishing certainty with respect to development by maintaining consistent siting regulations.

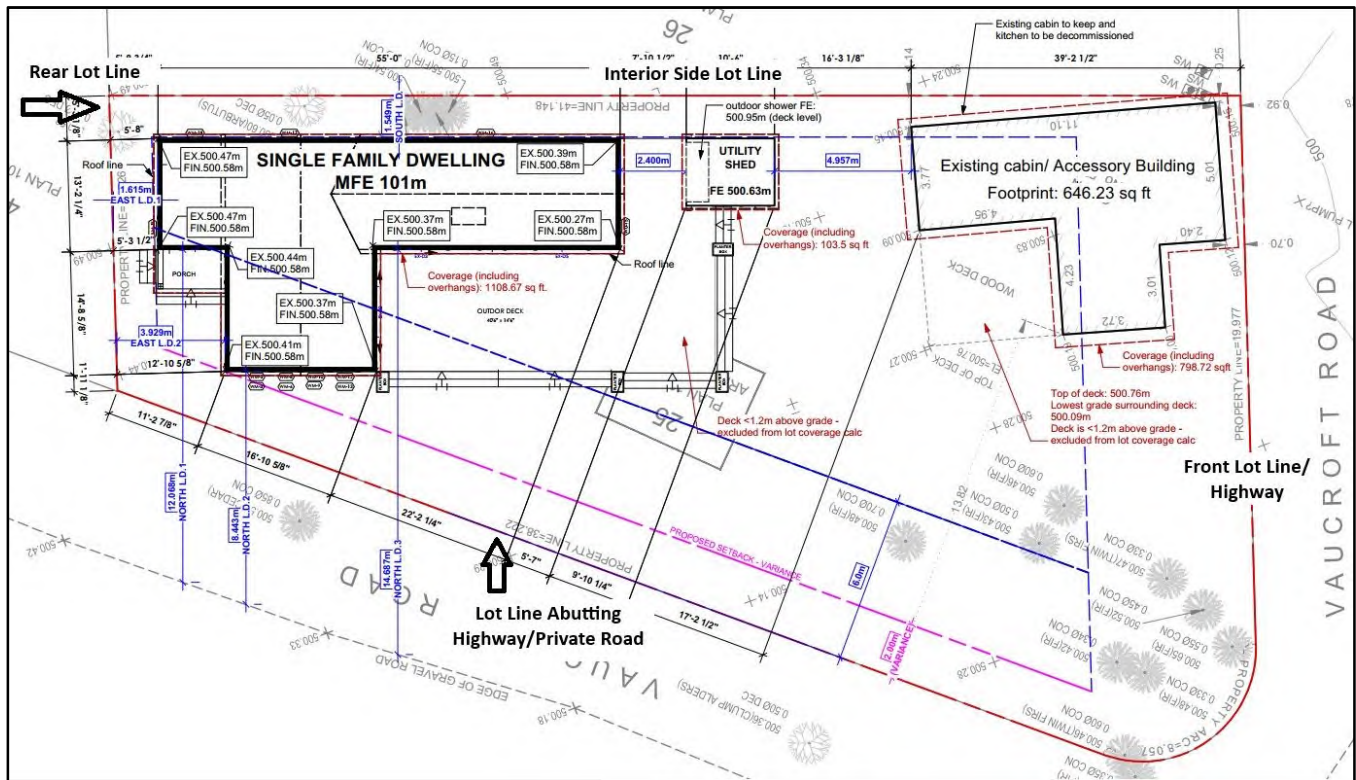


Figure 2 - Site Plan

Potential impacts of granting variance

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits.

If the variance is approved the anticipated impacts on neighbouring properties are minimal due to the property being a corner lot and having no neighbours adjacent to the eastern and rear property line where the proposed dwelling is sited.

Circulation

The draft permit was circulated to surrounding property owners and residents on March 11, 2025. The notification period will end on March 24, 2025.

At the time of writing staff have received no submissions in response to the notification. Any comments received subsequently will be forwarded to the Local Trust Committee and reported at the meeting.

First Nations

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown

archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application.

Rationale for Recommendation

Staff is recommending that the resolution on page 1 be supported for the following reasons:

- The rationale for the variance is reasonable because of the limited building envelope within the property due to the highway setbacks for a corner lot;
- The proposed variance would not challenge the intent of the regulations due to limited impact on neighbouring properties and views, and consistency with lot coverage and building height regulations;
- The application is preceding construction;
- At the time of writing, there has been no response to the notification.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Gambier Island Local Trust Committee request that the applicant submit to the Islands Trust

2. Deny the application

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Gambier Island Local Trust Committee refuse application PL-DVP-2025-0019.

Submitted By:	Bruce Belcher, Planner 2	March 5, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	March 6, 2025

ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. Applicant’s Rationale
4. Notice
5. Draft Development Variance Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 25 BLOCK A DISTRICT LOT 1017 PLAN 10306
PID	009-414-886
Civic Address	570 VAUCROFT RD, THORMANBY ISLAND
Lot Size	0.078 ha (0.19 ac)

LAND USE

Current Land Use	Small Rural Residential
Surrounding Land Use	Conservation, Residential

HISTORICAL ACTIVITY

File No.	Purpose
-	-

POLICY/REGULATORY

Official Community Plan Designations	Gambier Associated Islands Official Community Plan Bylaw #109, 2009 – Residential - R
Land Use Bylaw	Gambier Associated Islands Land Use Bylaw #120, 2013 – Small Rural Residential
Other Regulations	N/A
Covenants	Restrictive Covenant R132032 (1962)
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Conservancy	There are no Conservancy covenants or properties in the direct area; therefore, no referral has been made to the Board.
Species at Risk	Johnson’s Hairstreak (<i>Callophrys johnsoni</i>); grand fir / three-leaved foamflower
Sensitive Ecosystems	N/A
Hazard Areas	N/A
Archaeological Sites	Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No additional impacts to GHG emissions anticipated as a result of this application.

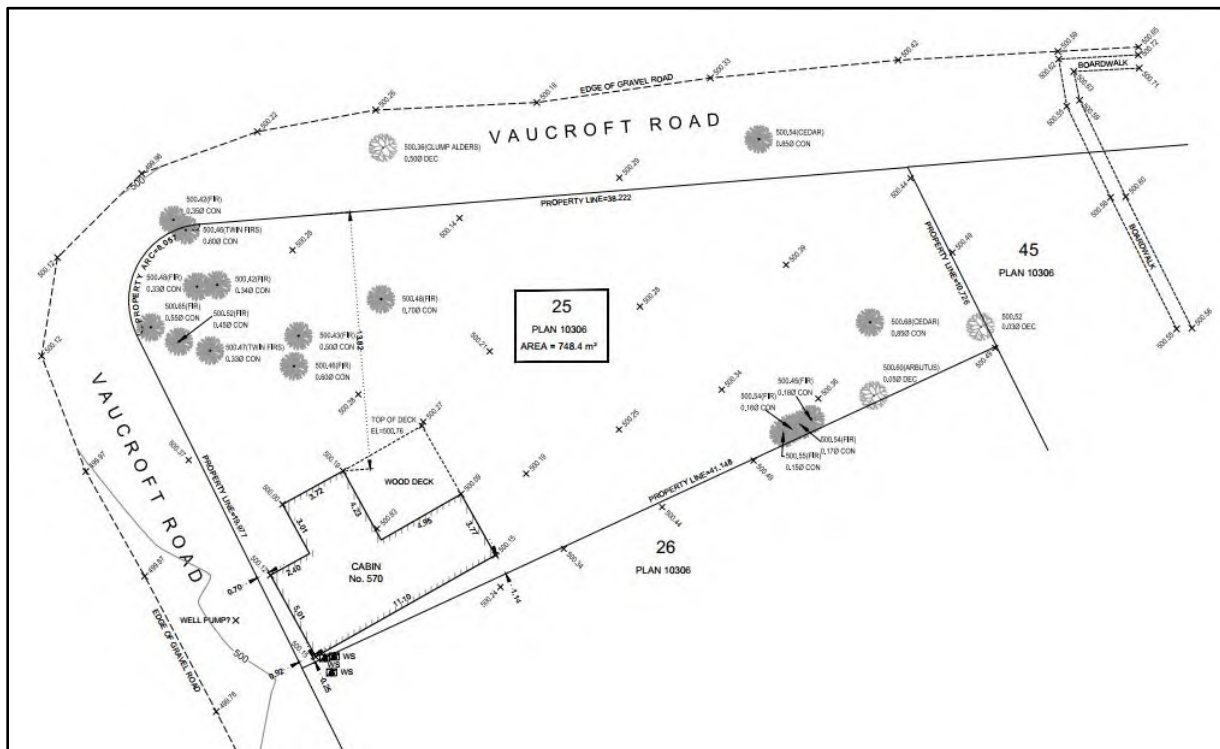
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	N/A

ATTACHMENT 2 – MAPS, PLANS, PHOTOGRAPHS

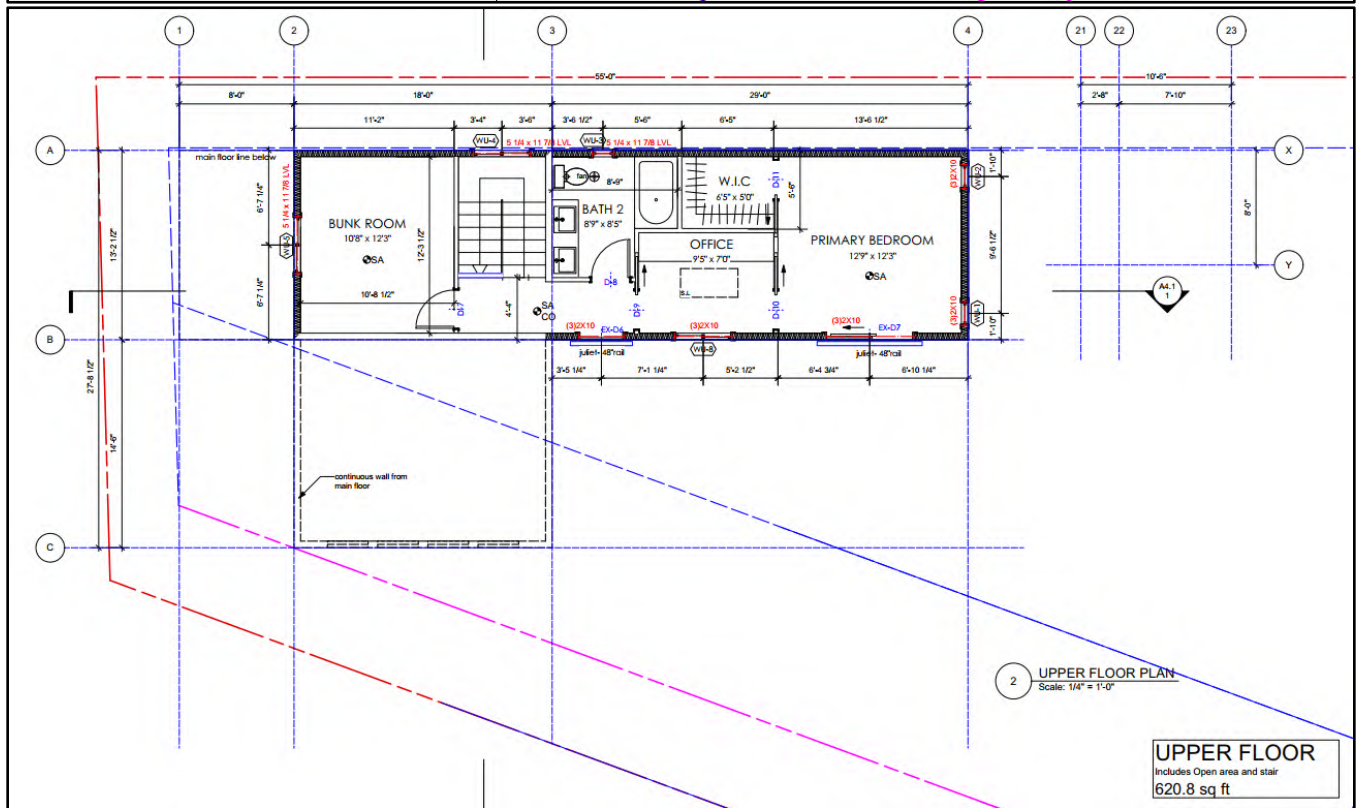
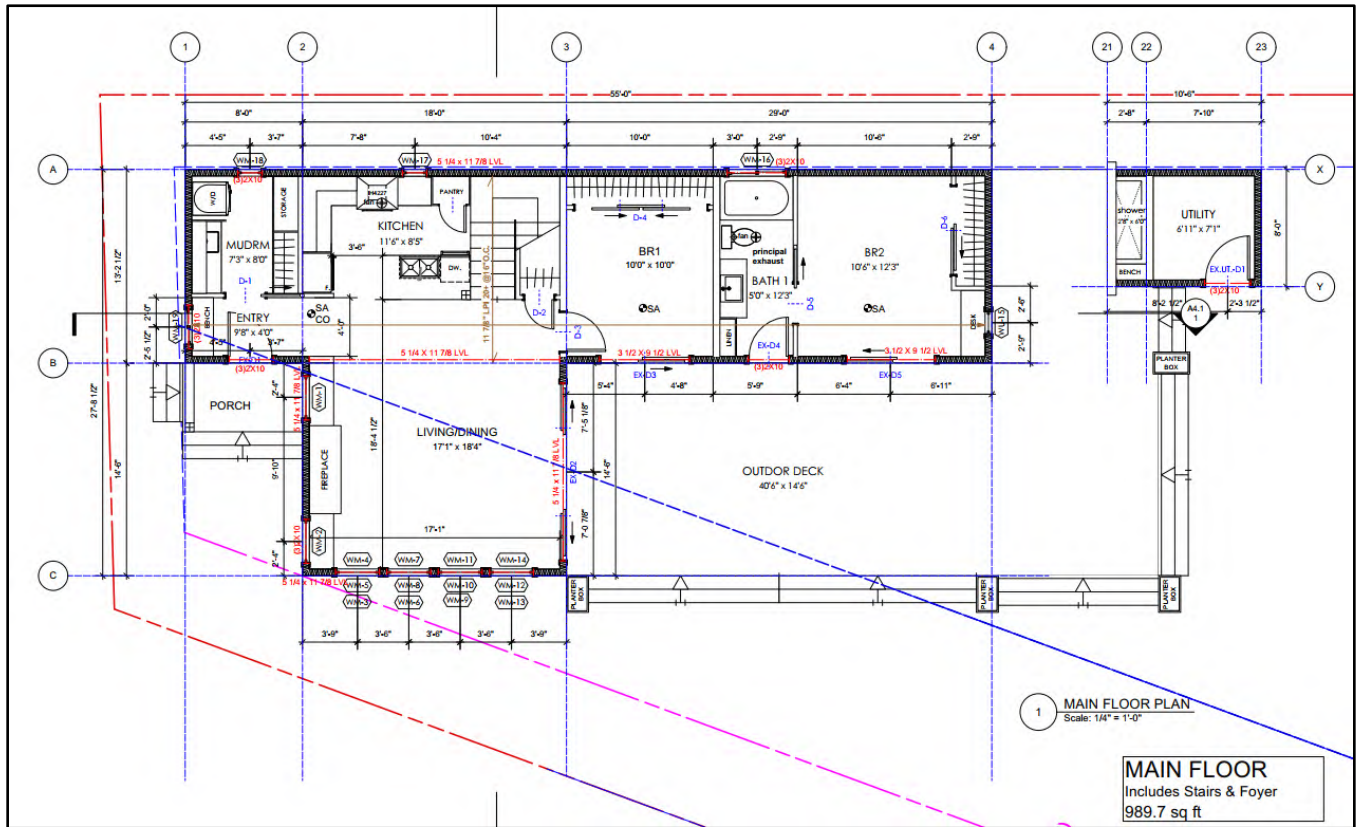
2.1 SITE LOCATION



2.2 SURVEY PLAN



2.3 BUILDING PLANS







2.4 PHOTOGRAPHS



EASTERN PROPERTY LINE AND REAR LOT LINE, LOOKING SOUTH



BUILDING SITE AND PROPERTY LINE MARKER, LOOKING WEST



WESTERN PROPERTY LINE, LOOKING SOUTH



NORTHERN PROPERTY LINE, LOOKING EAST



NORTHERN PROPERTY LINE AND BUILDING SITE, LOOKING EAST



WESTERN PROPERTY LINE, LOOKING SOUTH



NORTHERN PROPERTY LINE AND BUILDING SITE, LOOKING EAST

To: Island Trust/Board of Variance

Subject: Request for Setback Variance – Lot 25, Block A, District Lot 1017, Thormanby Island

Dear Members of the Board,

I hope this letter finds you well. I am writing on behalf of the property owners of Lot 25, Block A, District Lot 1017, Group 1, NWD, Plan 10306, Thormanby Island (PID: 009-414-886) to formally request a variance regarding the setback requirements for our property. We would like to provide some context for our request and respectfully seek your support in addressing the challenges we are currently facing. For your reference, we have attached a plan set outlining the requested variance and its relation to the existing setback.

The subject property is uniquely situated on a corner lot with an irregular shape, resulting in a significant setback running through the parcel. This unusual configuration has substantially limited our ability to design a layout that complies with the current setback regulations. Our intention is to retain the small existing dwelling on the property and convert it into an auxiliary building to support the family's multigenerational use. The family has deep roots on Thormanby Island, and the property was purchased with the intention of preserving it for future generations, enabling the family to continue living and gathering there.

We fully understand the importance of setbacks in ensuring compatibility with the surrounding environment. However, as illustrated in our design, the proposed house is not a large, monolithic structure. We have carefully considered the massing of the building and the required setbacks. In fact, only a small portion of the house encroaches into the newly required setback.

Moreover, the setback in question is located along the front road, and we believe this will have minimal impact on the neighboring properties. The design is oriented towards the east setback, which causes no disturbance to the non-existent eastern neighbor. We have, however, consulted with the neighboring property owners to the north (Lot 21, Vaucroft Road), who have expressed their support for this variance in writing, should that be required (see attached site plan).

In our experience, we recognize that setbacks on corner lots can present unique challenges. Considering this, we sought preliminary guidance from Island Trust to ensure that our design would comply with all applicable regulations. Based on the confirmation we originally received, we proceeded with the design and placement of the buildings in accordance with the 1.5-meter front yard setback along South Vaucroft Road (please see attached email correspondence).

However, after submitting our building permit application, we were informed that the 1.5-meter setback was incorrect. The revised setback requirement is now 6 meters, which is significantly more restrictive than the initially confirmed setback. This change not only affects the placement of the house but also has a substantial impact on the overall design and footprint. As a result, a complete redesign of the house and the associated building permit drawings would be required. This adjustment would impose considerable financial and emotional stress on our clients and disrupt their vision for the property. Please understand that a significant amount of time and effort has already gone into the design process, including coordination with the necessary parties during the preparation of the building permit.

Given these circumstances, we respectfully request that Island Trust reconsider the newly imposed setback requirement and explore the possibility of a variance that would allow us to proceed with our plans. We hope that Island Trust will consider the unique characteristics of our property and work with us to find a solution that balances the intent of the regulations with the needs of our client's family, ensuring the property remains a cherished home for future generations.

Thank you for your time and consideration. We look forward to your understanding and support.

Kind regards,

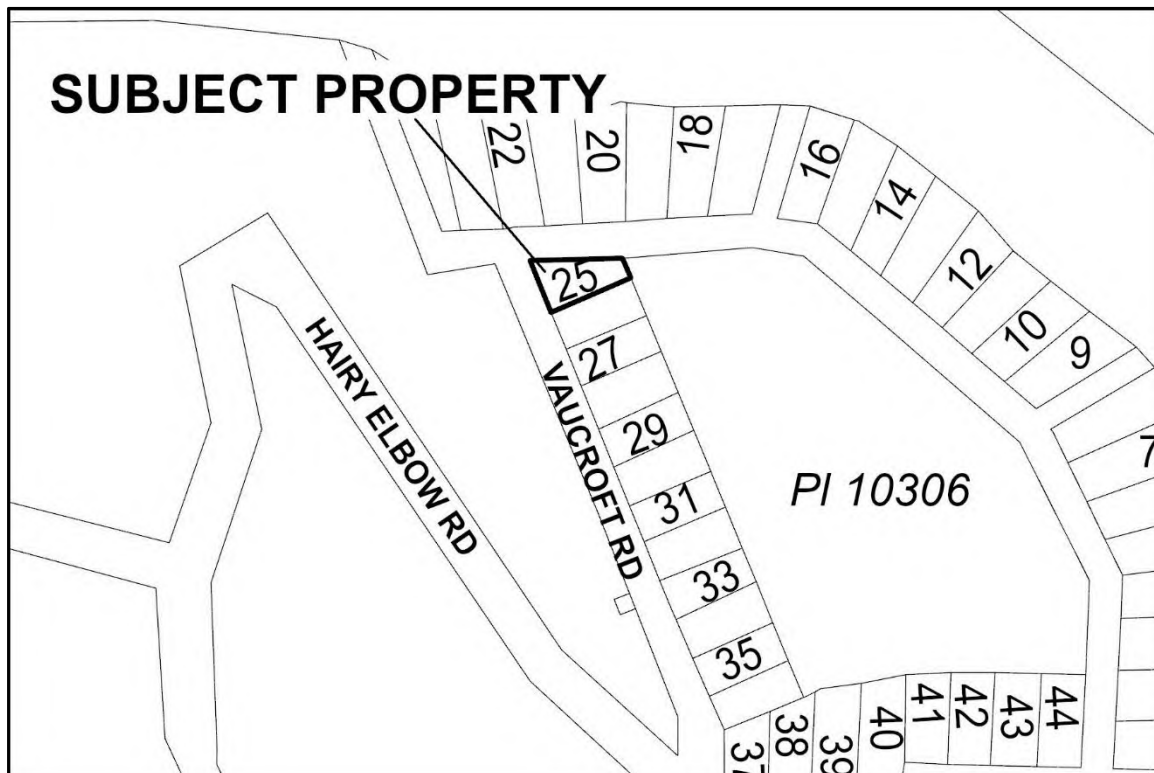
Ajia Team

NOTICE is hereby given pursuant to Section 499 of the *Local Government Act* that the Gambier Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, the proposed permit would vary the Gambier Associated Islands Land Use Bylaw No. 120, 2013 by:

- Reducing the minimum highway/private road setback from 6.0 metres to 2.0 metres, and reducing the minimum rear lot line setback from 7.5 metres to 1.5 metres for the construction of a new dwelling.

The property is located at **570 Vaucroft Road, Thormanby Island** and is legally described as LOT 25 BLOCK A DISTRICT LOT 1017 PLAN 10306 (PID: 009-414-886).

The general location of the subject property is shown on the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 700 North Road, Gabriola Island, BC V0R 1X3 between the hours of 8:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **March 11, 2025** and continuing up to and including **March 24, 2025** and is also available on the Islands Trust website here: <https://islandstrust.bc.ca/island-planning/gambier/current-applications/>

Enquiries or comments should be directed to Bruce Belcher, Planner 2 at (250) 405-5179, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: northinfo@islandstrust.bc.ca before 4:30 pm, **March 24, 2025**.

The Gambier Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting starting at **10:00 am, March 25, 2025, in-person at Delbrook Community Recreation Centre, Fir Room 851 West Queens Road, North Vancouver.**

All applications are available for review by the public with prior appointment. Written comments made in response to this notice will also be available for public review.



PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT PL-DVP-2025-0019

To: Heather Schaan and Nigel Brown
c/o Noah Krangle

1. This Development Variance Permit applies to the land described below:

LOT 25 BLOCK A DISTRICT LOT 1017 PLAN 10306
PID: 009-414-886

2. Gambier Associated Islands Land Use Bylaw No. 120, 2013 is varied as follows:

- a) Subsection 5.1.6 a. which states that *the minimum setback for any building or structure in the SRR zone is Residential 6.0 metres (19.6 feet) from any lot line abutting a highway or private road* is varied to permit the construction of a single family dwelling within 2.0 metres of the lot line;
- b) Subsection 5.1.6 c. which states that *the minimum setback for any building or structure in the SRR zone is 7.5 metres (24.6 feet) from any rear lot line* is varied to permit the construction of a single family dwelling within 1.5 metres of the lot line.

The development shall be consistent with Schedule 'A' which is attached to and form part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements Gambier Associated Islands Land Use Bylaw No. 120, 2013 and to obtain other approvals necessary for completion of the proposed development, including approval of the Sunshine Coast Regional District and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE GAMBIER LOCAL TRUST COMMITTEE THIS ##th DAY OF [MONTH], [YEAR].

Deputy Secretary, Islands Trust

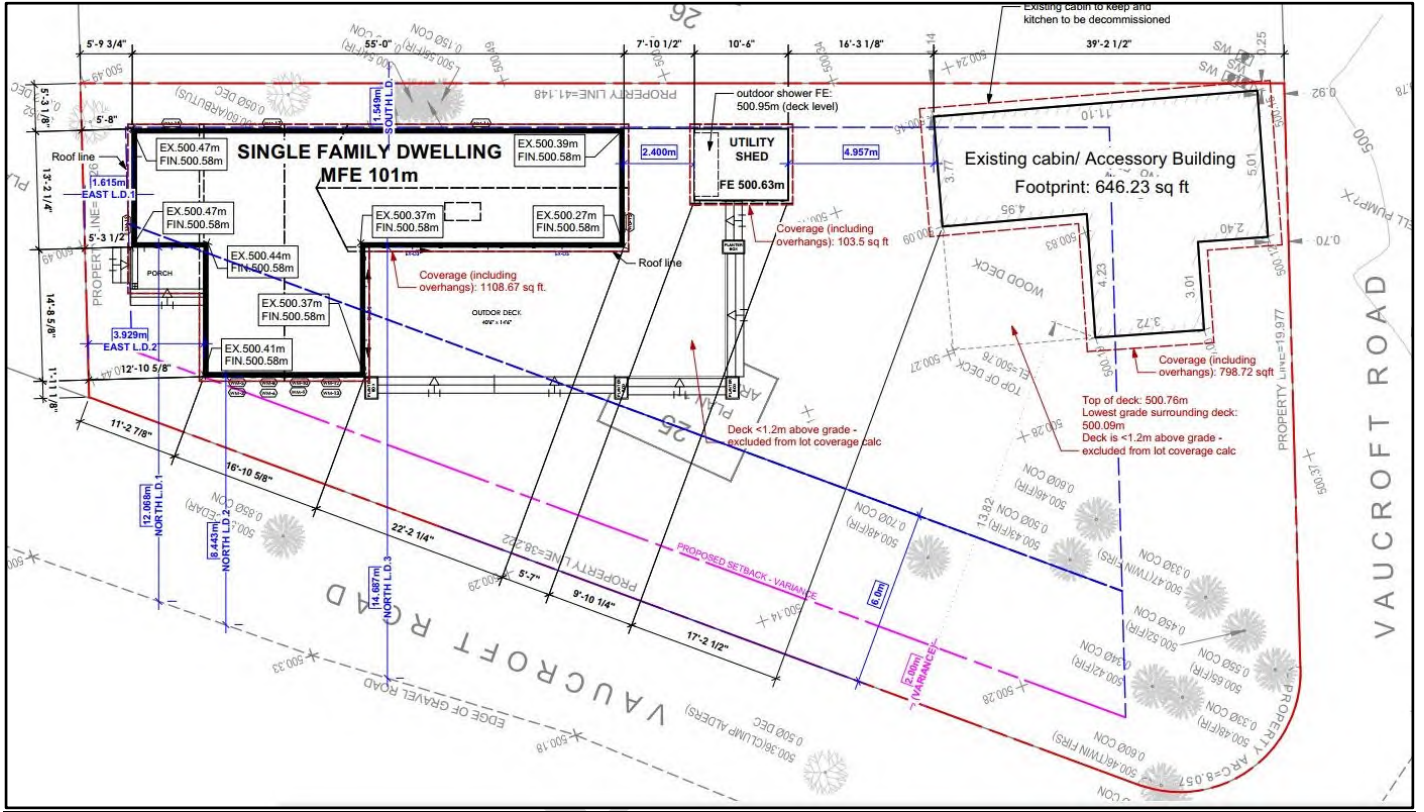
Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##th DAY OF [MONTH], [YEAR (2 YEARS FROM DATE OF ISSUANCE)] THIS PERMIT AUTOMATICALLY LAPSES.

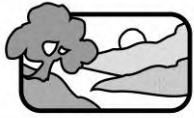
PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE
PL-DVP-2025-0019

SCHEDULE 'A'



PROPOSED



DATE OF MEETING: March 25, 2025

TO: Gambier Island Local Trust Committee

FROM: Sonja Zupanec, Island Planner (Regional Planning Team)
Northern Office

SUBJECT: Official Community Plan and Land Use Bylaw Targeted Review Project –
supplemental report on draft shoreline protection area guidelines.

RECOMMENDATIONS:

1. That the Gambier Island Local Trust Committee endorse the annotated DRAFT Shoreline Development Permit Area language as attached in the staff reported dated March 25, 2025.
2. That the Gambier Island Local Trust Committee request staff to re-engage with the Squamish Nation Rights and Title Department to review the draft shoreline development permit area language as attached in the staff report dated March 25, 2025 and provide the LTC with any suggested amendments from the Nation for consideration prior to further public engagement.
3. That the Gambier Island Local Trust Committee request staff to prepare a draft annotated shoreline development permit area document including recommended amendments by the Advisory Planning Commission and any referral recommendations from Squamish Nation; request staff to post the draft to the project website for public review and comment; and return to the LTC for review and consideration of next steps.
4. That the Gambier Island Local Trust Committee request staff to prepare a draft workplan and budget to implement the Advisory Planning Commission public engagement recommendations (*specify select APC recommendations and communication products*) in Attachment 2 of the March 25, 2025 staff report for APC review and return for LTC consideration.
5. That the Gambier Island Local Trust Committee endorse the amended OCP/LUB Review project charter v2.2.
6. That the Gambier Island Local Trust Committee request staff to advertise for expressions of interest for the two vacant positions on the Gambier Advisory Planning Commission with terms expiring October 17, 2025.

REPORT SUMMARY

This report seeks to continue the Local Trust Committee's (LTC) discussion on advancing the Gambier Island Official Community Plan (OCP) and Land Use Bylaw (LUB) review project, specifically reviewing a draft shoreline development permit area for Gambier Island, reviewing Advisory Planning Commission (APC) preliminary referral comments and confirming the scope of public engagement in 2025.

BACKGROUND

The following is a status summary of project related resolutions passed by the LTC:

July 2024 - GM-2024-16 that the Gambier Island Local Trust Committee request staff to initiate a request to schedule an elected officials meeting with Squamish Nation in the fall/winter of 2024 to discuss the status of the implementation of Squamish Nation engagement recommendations. **CARRIED**

A letter has been prepared, reviewed by the LTC and sent to the Rights and Title Department as of March 2025.

October 2024 - GM-2024-042 that the Gambier Island Local Trust Committee affirms its support for the implementation of the following OCP/LUB project recommendations from Squamish Nation listed in Table 1 attached to the staff report dated October 1, 2024 and request staff to prepare draft language for applicable polices/regulations for LTC consideration of subsequent steps: Table 1 Recommendations A1; A2; A3; A4; A5; B2; B3; B5; B6; B9; C1; C3; C4; D3 and D5. **CARRIED**

Staff are presenting draft language for a shoreline development permit area in this report and will be presenting draft language for a heritage conservation area at the next regularly scheduled meeting.

October 2024 -GM-2024-043 that the Gambier Island Local Trust Committee request that staff refer the following project recommendations listed in Table 2, attached to the staff report dated July 30, 2024 to the Gambier Island Advisory Planning Commission for review and comment, to inform the LTC's consideration of subsequent steps: Table 2 recommendations 5.2, 5.3, 5.4 and 5.5. **CARRIED**

[Table 2 recommendations](#) are being considered by the APC. Staff will be preparing background information for a draft Heritage Conservation Area, forest ecosystem protection and public docks to support the APC in their next steps with this referral for reporting back to the LTC.

October 2024 - GM-2024-044 that the Gambier Island Local Trust Committee affirms its support for the implementation of Squamish Nation recommendation A6 and requests:

- The Board of the Islands Trust Conservancy to prioritize the allocation of necessary resources to seek approval for a translation request from Squamish Nation for the installation and maintenance of Squamish language signage on ITC Nature Reserves on Gambier Island; and
- Staff to prepare a draft advocacy letter under the signature of the LTC Chair to other local funding organizations and the Heritage Branch of the Ministry of Tourism requesting support for funding for the approval, installation and maintenance of Squamish language signage on trails and in areas deemed important by the Nation in the Gambier Local Trust Area.
- Staff to add the following agenda item to the next Sunshine Coast Regional District Protocol meeting agenda for discussion: "Joint funding opportunities for the approval, installation and maintenance of Squamish language signage on trails and in areas deemed important by the Nation in the SCRD Area." **CARRIED**

Planning staff have sent correspondence to the ITC Board. A letter to the Howe Sound and Ministry of Tourism regarding Squamish language signage has been finalized at the time of report writing was ready to be sent. Staff are coordinating the next SCRD annual meeting and the draft agenda has been updated to reflect a discussion on signage.

October 2024 - GM-2024-045 that the Gambier Island Local Trust Committee affirms its support for the implementation of Squamish Nation recommendation B4 and B10 “and requests staff to add the following agenda items to the next Sunshine Coast Regional District Protocol meeting agenda for discussion:

- Advocacy to SCRD to adopt the Zero Carbon Step Code requirements for new construction in the Gambier Local Trust Area prior to provincial mandate by 2030; and
- Opportunities for rebates and energy efficiency upgrades for homes in the Gambier Local Trust Area. **CARRIED**

Staff are coordinating the next SCRD annual meeting in 2025 and the draft agenda has been updated to reflect a discussion on zero carbon step code and energy efficiency rebates.

October 2024 - GM-2024-046 that the Gambier Island Local Trust Committee affirms its support for the implementation of Squamish Nation recommendation D2 and D4 and requests the Executive Committee:

- 1) Meet with or send correspondence to the Provincial Minister of Environment and Climate Change Strategy and advocate for a significant investment in biodiversity protection in the Gambier Local Trust Area, including monitoring and coordination with First Nations, the Howe Sound Biosphere Region and local governments; and
- 2) Meet with or send correspondence to the Provincial Minister of Forests requesting changes to provincial dock tenure applications in the Gambier Local Trust Area so that all new dock applications in the area be required to submit a Preliminary Field Reconnaissance, Archaeological Overview Assessment or Archaeological Impact Assessment depending on the significance of the marine and adjacent upland area to First Nations and the extent of the infrastructure proposed. **CARRIED**

At the time of report writing there were no updates on whether these items have been actioned.

October 2024 - GM-2024-047 that the Gambier Island Local Trust Committee request staff to amend the Future Projects List section “2. OCP/LUB” by replacing the text with the following: “Explore the Implementation of Heritage Conservation Areas and Shoreline Development Permit Areas across the Local Trust Area to address First Nations’ interests and concerns;” and “Develop advocacy policies for pump out stations across the Local Trust Area.” **CARRIED**

The Future Projects List has been updated.

October 2024 - GM-2024-048 that the Gambier Island Local Trust Committee refer a question of early engagement options to the Gambier Island Advisory Planning Commission regarding endorsed topics and Motion No. GM-2024-044. **CARRIED**

The APC have completed their referral of this matter and draft engagement recommendations are included in this staff report as Attachment #2.

ANALYSIS

Issues and Opportunities

Staff have identified the following preliminary issues and opportunities, discussed in more detail below.

Draft Shoreline Protection Development Permit Area (DPA):

The importance of shoreline protection was identified in the 2023 Gambier Island [public engagement summary](#), as a top priority by respondents. A shoreline development permit area (DPA) and has been identified by Squamish Nation and recommended by planning staff as a key land use planning tool for the LTC to address concerns about the impacts of shoreline development. While a shoreline DPA cannot specifically protect Indigenous cultural heritage areas, it serves a crucial role in balancing responsible development with environmental protection – an issue of significant importance for the Nation. A well drafted shoreline DPA (see section 488 of the [LGA](#)) offers multiple benefits including enhanced environmental protection, sustainable land use, and long term community resilience. To support these objectives, planning staff were directed by the LTC in October 2024 to prepare a draft shoreline DPA for Gambier Island. The draft is outlined in Attachment 1. The proposed DPA would extend 30 metres upland from the natural boundary of the sea and seaward to the extent of the area of bylaw application.

At this stage the LTC is asked to review and identify any refinement of draft DPA language and provide direction on next steps, including public engagement and referral to Squamish Nation. Staff recommend endorsement of the draft as presented and referral of the draft DPA to Squamish Nation. All suggested revisions from the APC, Nation referral and any preliminary public correspondence can be considered by the LTC at a future date prior to bylaw drafting. The staff recommendations to support this are #1 and #2 on page 1 of this report.

Advisory Planning Commission Recommendations:

The Gambier Island Advisory Planning Commission (APC) has met several times to discuss the LTC's October 2024 referral. Minutes of the APC meetings are included in the March 25 regular business meeting agenda package for reference.

The APC minutes of March 2025 outline the APC recommendations for LTC consideration of amendments to the draft shoreline DPA. Staff recommend the preparation of an annotated draft DPA document to track recommended changes from the APC and Squamish Nation referral comments, for LTC consideration of next steps later this spring, as per recommendation #3 on page 1 of this report.

Attachment 2 outlines the APC recommendations for priority engagement with Gambier Island residents and title holders on the OCP/LUB Review Project. The LTC is asked to identify which engagement recommendations it wishes to proceed with so that an engagement workplan, timeline and budget can be prepared by staff, referred to the APC for refinement and returned to the LTC for the May 16 regular business meeting for endorsement and implementation. Staff recommendation #4 on page 1 of this report supports this approach.

Amendments to Project Charter v2.1:

In March 2025, Trust Council approved a major project budget of \$10,000 for this project for the 2025/2026 fiscal year. The original business case prepared by planning staff allocated these funds for legal review, public engagement, and public hearing notification. These elements will serve as key components in shaping clear and effective messaging for public engagement. Staff recommend the LTC review and identify any necessary revisions to the Project Charter to confirm the project's scope, workplan, budget, and timeline as per recommendation #5 on page 1 of this report.

Advisory Planning Commission Appointments:

There are currently two vacant positions on the Gambier Island APC, with terms expiring in October 2025. Maintaining quorum for LTC referrals has been challenging despite in-person and electronic meeting combinations. Expanding APC membership to the maximum number of appointments would help ensure quorum and support continued involvement in the project. Staff recommend advertising for expressions of interest to appoint up to two new members as outlined in recommendation #6 on page 1 of this report.

Alternatives

1. **Amend the draft shoreline development permit area document:** The LTC can amend the draft DPA document by incorporating any or all APC recommendations, or other changes it wishes, prior to posting to the web and referral to the Squamish Nation. Suggested wording for a resolution is: *“That the Gambier Island Local Trust Committee request staff to amend the draft shoreline protection DPA document (specify changes to purpose, objectives, or guidelines).”*

NEXT STEPS

If the LTC agrees with the recommendations outlined on page 1 of this report, staff will assist the APC with their review of public dock/forest ecosystem protection and heritage conservation referrals; conduct the Squamish Nation referral on the shoreline DPA and draft heritage conservation area and report back to the LTC by the May 16 regular business meeting.

Submitted By:	Sonja Zupanec, RPP, MCIP, Island Planner	March 13, 2025
Concurred By:	Robert Kojima, Regional Planning Manager	March 14, 2025

ATTACHMENTS

1. DRAFT Shoreline Development Permit Area – March 2025
2. Advisory Planning Commission Engagement Plan – March 2025
3. Project Charter v.2.2 for endorsement – March 2025

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GAMBIER ISLAND SHORELINE DEVELOPMENT PERMIT AREA

Designation

The Shoreline Development Permit Area includes **all land 30 m upland of the natural boundary of the sea, the foreshore area and all that area of land covered by water between the natural boundary of the sea and and the boundary of the area of bylaw application.**

This designation is shown in a generalized representation on Schedule X. The definitive designation and delineation of Development Permit Area X consists of a digital record compiled by means of a digital elevation model. This digital record is stored and maintained in a Geographic Information System at the offices of the Islands Trust.

Authority

The Shoreline Development Permit Area is designated a development permit area pursuant to Section 488(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity, and Section 488(1)(b) for the protection of development from hazardous conditions.

Special Conditions and Objectives That Justify the Designation

It is the Object of the Islands Trust to “Preserve and protect the Trust Area and its unique amenities and environment of the Trust Area for the benefit of the residents of the Trust Area, and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.”

It is Provincial legislation in Section 473(1)(d) of the *Local Government Act* that an official community plan must include statements and map designations for the area covered by the Plan respecting restrictions on the use of land that is subject to hazardous conditions, or that is environmentally sensitive to development.

It is policy of the Islands Trust Council that protection must be given to the natural processes, habitats and species of the Trust Area, including those of open coastal grasslands, the vegetation of dry rocky areas, estuaries, tidal flats, salt water marshes, drift sectors, lagoons, kelp and eel grass beds and that development, activity, buildings or structures should not result in a loss of significant marine or coastal habitat, or interfere with natural coastal processes.

It is also policy of the Islands Trust Council that local trust committees shall in their Official Community Plans and regulatory bylaws, address:

- the protection of sensitive coastal areas;
- the planning for and regulation of development in coastal regions to protect natural coastal processes;

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- opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways; and
- the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning area

Shorelines within Gambier Island have high ecological values. Due to their physical and biological characteristics they may need to be carefully managed to avoid potential negative impacts of development. Development and associated shoreline improvements or protection measures can threaten the ecological and physical integrity of the foreshore and upland. In addition, sea level rise, storm surges, increased storm intensity and other anticipated effects of climate change as well as steep slope hazard areas may exert negative effects on potential development.

The Objectives of the development permit area are:

1. To plan and regulate new development in a manner that preserves and protects the long-term physical integrity and ecological values of shorelines and associated foreshore and upland areas.
2. To manage development to minimize disruption of natural features and processes and to retain, wherever possible, natural vegetation and natural features.
3. To minimize the disruption of natural features and processes and to retain, wherever possible, natural vegetation and natural features.
4. To adapt to the anticipated effects of climate change.
5. To protect development from hazardous conditions.

Development Approval Information

The development permit area is also designated an area for which development approval information (DAI) may be required according to Section 485(1) of the *Local Government Act*. The designation of these as areas for which development approval information may be required is based on the special conditions or objectives supporting the designation of the DPA. Development approval information means information on the anticipated impacts of the proposed activity or development in the form of a report from a qualified professional.

Applicability

Section 489 of the *Local Government Act* provides that within areas designated as Development Permit Areas in an official community plan:

- (a) land must not be subdivided,
- (b) construction of, addition to or alteration of a building or structure must not be started;
- (c) land must not be altered;

unless the owner first obtains a Development Permit or an exemption under s 488(4) applies.

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Exemptions

The following activities are exempt from any requirement for a development permit:

1. The placement of impermanent structures such as benches, tables and garden ornaments.
2. Development on land where a conservation covenant under section 219 of the Land Title Act registered against title is granted to the Local Trust Committee or a recognized conservancy and includes provisions which protect shoreline ecosystems in a manner consistent with the applicable DPA guidelines.
3. Repair, maintenance, alteration or reconstruction of existing legal buildings, structures or utilities, including those that are legal non-conforming, provided there is no alteration of undisturbed land or vegetation and that the work is entirely within the existing footprint.
4. Repair and maintenance of existing roads, driveways, paths and trails, provided there is no expansion of the width or length of the road, driveway, path or trail, and no creation of additional impervious surfacing, including paving, asphaltting or similar surfacing.
5. Manual removal of non-native, invasive plants or noxious weeds.
6. Farm operations as defined in the *Farm Practices Protection (Right to Farm) Act* and farm uses as defined in Section 2(2), (3), (4) and (5) of the Agricultural Land Reserve Use, Subdivision, and Procedure Regulation.
7. Construction of a fence so long as no native trees are removed and the disturbance of native vegetation is restricted to 0.5 metres on either side of the fence.
8. The construction of a trail if all of the following apply:
 - No native trees are removed;
 - The trail is 1 metre wide or less;
 - The trail is for personal, non-vehicular use only;
 - The trail is constructed of soil, gravel, mulch or another pervious surface.
9. Gardening and yard maintenance activities within an existing landscaped area, such as lawn mowing, tree and shrub pruning, vegetation planting and minor soil disturbance that do not alter the general contours of the land.
10. Tree limbing or tree topping, unless the work can reasonably be expected to result in the death and removal of the tree and root system.
11. The removal of trees that have been examined by an International Society of Arboriculture (ISA) certified arborist and certified to pose an immediate threat to life or property.

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12. The construction of a small accessory building such as a pump house, gazebo, garden shed or play house if all the following apply:
 - The building is located a minimum of 15 metres from the natural boundary of sea;
 - No native trees are removed; and
 - The total lot coverage of the accessory building is less than 10 m².
13. The installation of a mooring buoy.
14. Works undertaken by a local government or a body established by a local government.
15. Emergency actions required to prevent, control or reduce an immediate threat to human life, the natural environment or public or private property including:
 - Forest fire or flood;
 - Protection, repair or replacement of public facilities;
 - Clearing of an obstruction from a bridge, culvert, dock, wharf or stream;
or
 - Repairs to a bridge, culver, dock or wharf.
16. Boundary adjustment subdivision where the location of the DPA: i) provides developable areas outside of the DPA; ii) there is no alteration of undisturbed land or vegetation, and iii) written certification by a registered professional biologist that the subdivision layout will not adversely impact the immediate and long term viability of any ecosystem.

Guidelines

Development permits should be issued in accordance with the following guidelines.

General Guidelines:

1. In general, development of the shoreline area should be limited, should minimize negative impacts on the ecological health of immediate terrestrial and marine ecosystems and should not disrupt coastal sediment transport processes.
2. It should be demonstrated that locating development entirely outside of the Development Permit Area has been considered, and a written description of why that is not being proposed should be provided as part of the application.
3. Upland shoreline structures, additions or land alteration should be located and designed to avoid the need for shore protection works.

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4. Consideration should be given to minimizing the impacts of sea level rise, storm surges, increased storm intensity and other anticipated effects of climate change.
5. The LTC may consider variances to subdivision or building and structure siting or size regulations to meet the objectives of the development permit area.
6. Development on steep slopes or bluffs should be set back sufficiently from the top of the bluff to ensure that shore protection measures will not be necessary during the life of the structure, as demonstrated by a geotechnical analysis for the site.
7. Protection of the DPA by delineation (snow/sediment control fencing) and restricted access, (signage) should be installed prior to any land alterations.
8. Soil removal and deposit, as well as areas cleared and disturbed for development should be minimized.
9. Shore protection measures that will cause erosion or other physical damage to adjacent or down-current areas should not be supported.
10. Septic systems should not be located in the development permit area. If such a location cannot be avoided, the encroachment into the development permit area should be minimized, and the design and construction of the septic system be supervised by a qualified professional to ensure that the objectives and guidelines of the development permit area are met as conditions of the permit.
11. Where this development permit area includes critical habitat of any Species at Risk, native plant species or plant communities that are identified locally, provincially, or federally as sensitive, rare, threatened or endangered, or have been identified by a qualified professional as worthy of particular protection, these habitat areas should be left undisturbed. If disturbance cannot be entirely avoided, development and mitigation / compensation measures should be undertaken under the supervision of a qualified professional.
12. All development within this development permit area should be undertaken and completed in such a manner as to prevent the release of sediment to the shore or to any watercourse that flows to the marine shore. An erosion and sediment control plan, including actions to be taken prior to land clearing and site preparation and the proposed timing of development activities to reduce the risk of erosion, may be required as part of the development permit application.
13. A development permit may require monitoring of the implementation of required environmental mitigation, restoration or enhancement planting or measures approved under a development permit by a qualified professional until all such measures have been completed and the professional has provided a report confirming completion to a standard acceptable to the Local Trust Committee. The Local Trust Committee may require provision of a security to be used to fulfill the conditions of the permit if the permit holder fails to do so.

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Guidelines for Shoreline Modification:

14. Shore protection and stabilization measures should not be undertaken for the purpose of extending lawns or gardens or providing space for additions to existing structures or new buildings.
15. When required, shore protection measures should:
 - a. Apply the 'softest' possible shore protection measure that will still provide satisfactory protection; and
 - b. Limit the size of shore protection works to the minimum necessary.
16. 'Hard' structural shore protection measures (e.g. concrete walls, lock block, stacked rock) may be considered in support of existing development only when a professional geotechnical and biophysical analysis demonstrates that:
 - a. an existing structure is at immediate risk from shoreline erosion caused by tidal action, currents, or waves. Evidence of normal sloughing, erosion or steep bluffs, or shoreline erosion itself, without a scientific or geotechnical analysis, is not sufficient demonstration of need;
 - b. the erosion is not being caused by upland conditions, such as the loss of vegetation and uncontrolled drainage;
 - c. on-site drainage solutions directing drainage away from the shoreline have been exhausted before considering structural shoreline stabilization;
 - d. non-structural or soft shoreline protection measures, such as locating new buildings and structures further from the shoreline, planting vegetation, biotechnical measures, beach enhancement, anchor trees or installing on-site drainage improvements are not feasible or sufficient to address the stabilization issues; and
 - e. unavoidable damage to shoreline ecological function is mitigated as much as feasible and restoration is undertaken when feasible.
17. All structural shore protection measures should be installed within the property line or upland of the natural boundary of the sea, whichever is further inland. 'Soft' shoreline protection measures that provide restoration of previously damaged ecological functions may be permitted seaward of the natural boundary subject to obtaining necessary approvals from the provincial and federal governments.
18. Existing shore protection works may be replaced if the existing works can no longer adequately serve their purpose provided that:
 - a. The replacement shore protection works are of the same size and footprint as the existing works, unless required to prevent shoreline erosion as determined by a qualified professional;

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- b. The replacement shore protection works are designed, located, sized, and constructed to mitigate the loss of ecological functions, and include habitat restoration measures when feasible;
- c. Replacement walls or bulkheads do not encroach seaward of the natural boundary or the seaward limit of the existing shore protection works unless there are significant safety or environmental concerns that could only be addressed via such an encroachment. In such cases, the replacement of shore protection works should utilize the 'softest' approach possible and should abut the existing shore protection works; and
- d. Where impacts to critical marine habitats would occur by leaving the existing works in place, they can be removed as part of the replacement measure.

Guidelines for Vegetation Management, Restoration and Enhancement:

- 19. Existing, native vegetation should be retained wherever possible to minimize disruption to habitat and to protect against erosion and slope failure.
- 20. Existing trees and shrubs to be retained should be clearly marked prior to development, and temporary fencing installed at the drip line to protect them during clearing, grading and other development activities.
- 21. If the area has been previously cleared of native vegetation, or is cleared during the process of development, replanting should be required in accordance with these guidelines or requirements specified in the development permit. Areas of undisturbed bedrock exposed to the surface of natural sparsely vegetated areas should not require planting.
- 22. Vegetation species used in replanting, restoration or enhancement should be selected to suit the soil, light and groundwater conditions of the site, should preferably be native to the area, and be selected for erosion control and/or fish and wildlife habitat values as needed. Suitably adapted, non-invasive, non-native vegetation may also be considered acceptable.
- 23. All replanting should be maintained by the property owner for a minimum of 3 years from the date of completion of the planting. This may require removal of invasive, non-native weeds (e.g., Himalayan blackberry, Scotch broom, English ivy) and irrigation. Unhealthy, dying or dead stock should be replaced at the owner's expense within that time in the next regular planting season.
- 24. The Local Trust Committee may require provision of a security to be used to fulfill the replanting and vegetation maintenance conditions of the permit if the permit holder fails to do so.

Guidelines for Beach Nourishment and Fill:

- 25. Fill upland of the natural boundary greater than 10 cubic metres in volume should be considered only when necessary to assist in the enhancement of the

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natural shoreline's stability and ecological function. Such fills should be located, designed, and constructed to protect shoreline ecological functions and ecosystem-wide processes, including channel migration.

26. Fill below (seaward of) the natural boundary should be considered only when necessary to assist in the enhancement of the natural shoreline's stability and ecological function, typically as part of a beach nourishment design.
27. Fill should not be placed at or below the natural boundary for the purposes of providing a trail or walkway.
28. All upland fill and beach nourishment materials should be clean and free of debris and contaminated material. All fill and beach nourishment proposals are subject to review and approval by provincial and federal authorities having jurisdiction.

Guidelines for Shore Access and Parking:

29. Roads, driveways, trails and pathways should follow the contours of the land, appropriately manage drainage, not require retaining walls, and only use stairs as a last resort.
30. Accesses in extremely sensitive areas or hazardous areas should be restricted or prohibited.
31. Parking areas should be located away from the shore, buffered or landscaped, and constructed so as to minimize erosion and water pollution by controlling storm runoff. Structural measures such as catch basins, oil separators, filtration trenches or swales, unpaved or permeable all weather surfaces should be considered for this purpose.

Guidelines for the Construction and Replacement of Docks:

32. Development activities along the foreshore or in marine areas should be conducted during the low risk timing window for spawning, nesting and nursery periods.
33. Docks and wharves should be designed to ensure that public access along the shore is maintained except where such access is determined to be infeasible because of incompatible uses, safety, security, or harm to ecological functions.
34. Docks and wharves should be sited to minimize impacts on sensitive ecosystems such as eelgrass beds, fish habitat and natural processes such as currents and littoral drift.
35. Docks should be constructed in a manner that permits the free flow of water beneath. Supports should be located on a hard substrate.
36. Floating docks should not rest on the sea bed at any time and a minimal, moveable ramp rather than a fixed wharf or pier should be utilized to connect the dock with the shore.
37. Piers and pilings and floating docks are preferred over solid-core piers.

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38. Docks should not use unenclosed plastic foam or other non-biodegradable materials that have the potential to degrade over time. Docks should be constructed of stable materials that will not degrade water quality. The use of creosote-treated pilings is discouraged.
39. Dock and float design should allow natural light penetration to the submerged land underneath. Natural light penetration can be facilitated by spacing the decking surface of the dock, incorporating grating and minimizing the width of the structure.
40. Docks should be located and designed to avoid the need for shore defence works or breakwaters.
41. Residential docks should not extend from shore any further than necessary to accommodate a small pleasure craft. Residential docks should not be designed to accommodate boats with a draft greater than 2.2 metres or have floats more than 35 square metres total surface area unless more than two parcels have legal access to the dock, in which case permitted total surface area should be a multiple of the number of lots the dock serves.
42. The access ramps, walkways and stairs for docks should not exceed a maximum width of 1.5 metres.

Guidelines for the Construction and Replacement of Boat Launch Facilities:

43. Boat launch ramps are the least desirable of all water access structures and should be considered only if they can be located on stable, non-erosional banks where a minimum amount of substrate disturbance or stabilization is necessary. Ramps should be kept flush with the slope of the foreshore to minimize interruption of natural geo-hydraulic processes.
44. Construction of a private ramp on an individual residential lot or parcel is discouraged.

Guidelines for the Installation of Ocean-loop Geoexchange Systems:

45. Ocean-loop geoexchange systems should only be considered if they are closed-loop systems using only water as the circulating heat transfer fluid; if they meet or exceed the Canadian CSA design standards CAN/CSA-448-02; and if they are designed and installed by a Registered System Designer.

Guidelines for Subdivision:

46. All lots in a proposed subdivision must be configured to have sufficient area for permitted principal and accessory uses without encroaching into land use bylaw setbacks, the Development Permit Area, or creating a likelihood of shoreline protection measures for the permitted level of development.

DRAFT FOR REVIEW AND COMMENT -March 2025

Guidelines for Commercial and Industrial Development:

47. Boat maintenance and repair facilities shall be designed and sited in a manner that minimizes the potential for the discharge of toxic materials from boats (e.g. fuels, oils, maintenance by-products).
48. Lighting of commercial and industrial developments built over the water surface should be kept to the minimum necessary for safety and visibility. Light fixtures on such sites should focus light on the area to be illuminated and avoid spillage of light into other areas. Fixtures should not result in glare when viewed from areas that overlook the sea. Low-glare fixtures with a high-cut off angle should be used. Full-spectrum fixtures are preferred. Neon lighting should not be used outside buildings.
49. Signs on commercial and industrial developments built over the water surface should not move or be audible and should not incorporate lighting that moves or flashes or gives the impression of doing so.
50. Offshore log storage should be located such that natural flushing and water circulation will disperse waste materials, and log dumping facilities should be designed and operated to prevent bark and other debris from accumulating on the sea bed.

GAMBIER OCP UPDATE: APC PRIORITY ENGAGEMENT RECOMMENDATIONS - MARCH 2025

This is a prioritized list of communication recommendations from the APC that may inform Gambier Island Local Trust Committee's community engagement for the updated Gambier Island Official Community Plan project.

Considerations & Context:

1. These recommendations from the APC should augment the LTC's engagement plans; we recognize we are not experts in this space and have likely missed other communication channels that would be appropriate and affordable.
2. Need to include a mix of on and off-island, as well as virtual and in-person. This will reach the most owners who range from highly engaged permanent residents to absent landowners who aren't engaged (other than paying taxes)
3. Although we have suggested certain channels, with specific examples, we cannot speak on behalf of the groups that manage these channels in all communities around Gambier Island; permission to communicate would need to be confirmed with different groups. That said, APC members can support some distribution to some of the larger communities (including New Brighton, West Bay, Sea Ranch,

Communications

Channel (How)	Key Message (What)	Timing (When)	Target Audience (Who)	Frequency	Delivery	Details	Resources
Islands Trust Website	Project Details	Spring 2025	Highly engaged community members	Ongoing	Digital	Update project page with current timeline and activities (last updated 2022); ensure project page is easy to find from homepage and search. Consider creating a shorter unique URL that can be used as the call-to-action in other communications (e.g., https://islandstrust.bc.ca/gambierOCP)	https://islandstrust.bc.ca/gambier-island-official-community-plan-and-land-use-bylaw-targeted-review/
Islands Trust Facebook	Call-to-action (CTA)	Summer 2025	Subscribers & page visitors	Frequent (to support other communications and engagement)	Digital	Post project updates with link to dedicated project page on IT website.	https://www.facebook.com/IslandsTrust/
Community Facebook Pages	CTA	TBC	Community members (subscribers)	Frequent (to support other communications and engagement)	Digital	Examples: Brigade Bay; Sunset Estates at Long Bay Owners Society (Fircom/Sunset Society Members); Gambier Island S.E. Peninsula (GISEP); Gambier Island Community Association (GICA). These pages are private; communications(e.g., 1200 x 630 pixel graphic) must be shared by the administrator or a member.	
Community Email Newsletters	CTA	TBC	Community members (subscribers)	Frequent	Email	Examples: SEALBOS, Brigade Bay Connect with society/strata committees in all communities to request they share information with their membership.	
LTC Trustee Email Updates	CTA; project updates	TBC	Subscribers	Frequent	Email	Kate-Louise Stamford email updates	

Engagement Activities

Medium (How)	Key Message (What)	Timing (When)	Target Audience (Who)	Frequency	Delivery	Details	Resources
OCP Community Discussion Groups (e.g., OCPizza Party; OCPie Party)	Project Details	Summer 2025	All community members	Frequent	In-person	OCPizza Parties are community gatherings organized by a community citizen to encourage participation in OCP discussions. Residents share ideas, feedback, and enjoy pizza while discussing future planning. These events aim to make planning processes more inclusive and engaging and are suitable for remote communities such as Gambier (although pizza would need to be substituted with another incentive as there is no pizza delivery on Gambier).	https://squamish.ca/yourgovernment/projects-and-initiatives/completed-projects/2018-completed-projects/ocp2018/ocp-background/hosting-an-ocpizza-party/
Public Information Meetings	Project Details	Summer–Fall 2025	All community members	Minimum one in-person & one virtual	In-person & Virtual	Led by staff (legislated requirement)	

Gambier Island OCP and LUB Targeted Review Project Charter v.2.12

Gambier Island Local Trust Committee

Endorsed Date: ~~April 29,~~

~~2024~~ March 25, 2025

Purpose: To conduct a review of the Gambier Island Official Community Plan policies and Land Use regulations pertaining to forest protection, conservation of the Douglas-fir and associated ecosystems, protection of archaeological and cultural sites, shoreline protection and marine designations across the Plan area.

Background: The LTC identified this project as a Top Priority in February 2015. The project was put on hold in 2018 and recommenced in 2021. In 2022, Squamish First Nation staff indicated to Islands Trust staff a desire to participate in comprehensive engagement, review and update of targeted OCP policies and LUB regulations. Public engagement was conducted in 2022 and in early 2023 the public engagement summary report was endorsed by the LTC. Squamish Nation capacity funding for the 2023/2024 fiscal year was confirmed and engagement with Nation staff and Trust planning staff commenced in 2023. A summary of Squamish Nation recommended actions for LTC consideration of implementation was reviewed in April 2024 and endorsed by the LTC in October 2024.

Objectives

- Amend the Gambier OCP & LUB with regards to:
 - First Nations Perspectives;
 - Archaeological and cultural site protection;
 - Forest Ecosystem Protection;
 - Shoreline Protection;
 - Public docks;
 - Technical amendments.

Develop the style and structure of the OCP document as an Islands Trust model.

In Scope

- Amendments to the OCP and LUB that include:
 - Language and policies that respond to and respect First Nations perspectives;
 - Policy and schedule updates regarding land and marine use designations, including new or amended use designations;
 - Development Permit Areas to protect forests and shorelines;
 - Heritage Conservation Areas to protect archaeological and cultural sites;
 - Advocacy policies;
 - Technical amendments;
 - Developing a model OCP bylaw in terms of style and structure.
 - LTC endorsed elements from the 2023 public engagement summary report.
- Include Cotton Bay lots that were excluded from OCP Bylaw No. 73.

Out of Scope

- OCP and LUB amendments regarding:
 - Economic development;
 - Services for island residents;
 - Private institutional policies;
 - Parks and trails.

Deliverables

- One OCP Amendment Bylaw
- One LUB Amendment Bylaw
- Post Bylaw Adoption communication materials

Work Plan Overview

Phase 1: Project Initiation	Date
LTC endorses project charter - <i>COMPLETED</i>	May 27 2021
Planning research & information gathering (early engagement with First Nations, discussion paper prep, community outreach) - <i>COMPLETED</i>	Spring - Summer 2021
Formation of a project Working Group & development of Terms of Reference - <i>COMPLETED</i>	June - July 2021
Analysis of data/mapping for priority setting & develop criteria to identify target areas (UBC team) - <i>COMPLETED</i>	Summer - Fall 2021
Development of discussion paper templates - <i>COMPLETED</i>	Fall 2021
Development of a community mapping tool - <i>COMPLETED</i>	Winter 2022
Development of Engagement and Communications Framework - <i>COMPLETED</i>	Winter 2022

Phase 2: Consultation and Bylaw Development	Date
Retain a consultant to provide limited support to help build the engagement plan - COMPLETED	Spring 2022
Development of discussion papers - COMPLETED	Spring - Summer 2022
LTC consideration of updated project charter/endorsement of Engagement Plan recommendations - COMPLETED	June 2023
Continued First Nations consultation via early referral of draft bylaw language and meeting between First Nation elected officials and the LTC	2024- 2025
Public consultation engagement workplan developed and implemented; via early presentation of draft bylaw language at up to 2 Community Information Meetings and Advisory Planning Commission referrals.	2024 2025-2026
Phase 3: Legislative Process and Implementation	Date
Draft bylaws prepared and considered by the LTC. Bylaw readings, formal agency and First Nation referrals public hearing, Executive Committee and Ministerial approvals, adoption	2025- 2026
Bylaw consolidation, post bylaw adoption communications	2025- 2026

Project Team	
Island Planner – Regional Planning Team	Project Manager
Regional Planning Manager	Project Sponsor
Island Planner	Planning & technical support (limited)
GIS Technician	Mapping support
OAA, PTA, LC	Admin support
RPM Approval: Date: 2021-05-18; 2021-07-13; 2021-10-05; 2022-03-29; 2023-06-20	LTC Endorsement: Resolution #: GM-021-038 Date: 2021-05-27; GM-2021-058 Date: 2021-07-22; GM-2021-078 Date: 2021-10-14; GM-2022-018 Date: 2022-03-31 2023-018 Date: 2023-06-20 GM-2024-12 Date: 2024-04-29

Budget		
Budget Sources: 2021-22: GM LTC OCP: \$4,000.00; RPC OCP: \$8,500.00; First Nations: \$2000.00 2022-23: GM LTC OCP: \$15,000; First Nations: \$2000.00 2023-24: GM LTC OCP: \$16,000; 2024-25: GM LTC OPC: \$xx; 2025/26: \$xx		
Fiscal	Item	Cost
2021-2022	Phase 1: Project Initiation • Development of Engagement & Communications Framework • Analysis of data and mapping for priority setting & developing criteria to identify target areas	\$14,500 SPENT
2022-2023 2023-2024	Phase 2: Consultation • Public Engagement Summary Report Recommendations • First Nation engagement and Summary Table Recommendations	\$16,000 SPENT
2025 - 2026	Phase 3: Bylaw Development • LTC confirmation of policy and regulatory recommendations to be implemented from Squamish Nation Engagement Summary and Public Engagement Summary. • Draft bylaw language to be prepared and referred to First Nations (Council to Council meeting) • Drafting of OCP Bylaw and LUB amendments for APC/public comment and community information meetings	<u>\$10,000</u>
<u>2026</u>	Legislative Review Process • Bylaws considered for readings, referrals • Legal review • In-person community information meeting and public hearing • Bylaw amendment communications	
Total to date (April 2024)		\$300,500

From: Raph Shay <Raph.Shay@scrd.ca>
Sent: Tuesday, February 18, 2025 9:47 PM
To: Renee Jamurat <rjamurat@islandstrust.bc.ca>; Johan Stroman <Johan.Stroman@scrd.ca>
Cc: Marlis McCargar <mmccargar@islandstrust.bc.ca>
Subject: RE: updates on SCRD Coast Flood Mapping Project

Thank you for the update Renee and nice to meet you Marlis.

We are working on what community engagement will look like and will keep you in the loop. We will aim to share an update on engagement for the March 25th meeting.

The other item is that we should be getting drafts of the floodplain mapping and the high level adaptation recommendations during this time. Would Marlis be a good person to share drafts with, cc-ing you? It will likely go into mid-April given it will be March break for everyone but we'd like to press NHC to stay on track given the tight timeline following the initial drafts.

Thanks for keeping us in the loop.

Raphael Shay
Manager, Sustainable Development
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8
Cell: 604-740-1791

[SCRD](#) | [Let's Talk SCRD](#) | [Facebook](#) | [X](#) | [Emergency Alerts](#) |

The Sunshine Coast Regional District is located on the territories of the shíshálh and Sk̓wx̓wú7mesh

From: Renee Jamurat <rjamurat@islandstrust.bc.ca>
Sent: Tuesday, February 18, 2025 4:31 PM
To: Raph Shay <Raph.Shay@scrd.ca>; Johan Stroman <Johan.Stroman@scrd.ca>
Cc: Marlis McCargar <mmccargar@islandstrust.bc.ca>
Subject: re: updates on SCRD Coast Flood Mapping Project

Hi Raph and Johan,

I will be away from Feb. 28 to April 4, and I'd like to know if there are any progress meetings for the project during that time.

Regarding some follow up information, it would be ideal to share any updates or engagement events with the Gambier Local Trust Committee (LTC) in time for their next business meeting agenda on March 25th (deadline for sending us correspondence and agenda items is **March 11**). You can send that information to Gambier's Island Planner, Marlis (cc'd above) and she'll make sure it's on the agenda.

If there's any other information you need back from me, if possible let me know before Friday. – I didn't see anything from my meeting notes from Jan. 28th.

Thanks, Renee

Renée Jamurat, RPP MCIP (she/her)

Regional Planning Manager

Islands Trust

700 North Road | Gabriola Island BC V0R 1X3

T 250-247-2209 | islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

Preserving and protecting over 450 islands and surrounding waters in the Salish

Sea

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEŁ, Qualicum, scaʷaθən, səliłwataʃ, SEMYOME, shíshálh, Sḵwḵwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SḶÁUTW, Stz'uminus, ʃaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W JOLÉLP, W SIKEM, Xeláitxw, Xwémalhkwu, Xwsepsum, and xʷməθkʷəyəm First Nations. Islands Trust is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.



DATE OF MEETING: March 25, 2025
TO: Gambier Island Local Trust Committee
FROM: Warren Dingman, Manager of Bylaw Compliance and Enforcement
Local Planning Services
SUBJECT: Bylaw Enforcement Notice Bylaw Amendment

RECOMMENDATIONS

1. That the Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw, 2011, Amendment No.1, 2025”, be read a first time.
2. That the Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw, 2011, Amendment No.1, 2025”, be read a second time.
3. That the Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw, 2011, Amendment No.1, 2025”, be read a third time.
4. That the Gambier Island local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw, 2011, Amendment No.1, 2025”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

REPORT SUMMARY

This report recommends that the Gambier Island Local Trust Committee amend the Gambier Island Local Trust Area Bylaw Enforcement Notification Bylaw No. 116, 2011, (BEN) so that penalty amounts can be updated for all contraventions; that a penalty amount can be added for failing to obtain a development permit when required; and so that various housekeeping amendments can be made.

BACKGROUND

In 2024, a discussion began regarding the current policy and procedures for enforcement of development permit areas (DPA), and whether or not there was a need to update the BEN bylaw to include a penalty for failing to obtain a permit. Currently, the only means to enforce the development permit area regulations is through legal action, which is undertaken by filing a notice of civil claim in BC Supreme Court.

On January 28, 2025, the Local Trust Committee passed the following resolution after a discussion regarding development permit area enforcement options:

GM-2025-003

that staff’s recommendation that the Gambier Island Local Trust Committee direct staff to prepare an amended Bylaw Enforcement Notice bylaw for consideration be tabled to the next regular meeting of the Local Trust Committee and at that time staff return to the Local Trust Committee with a statistical report stating the number of development permit violations that have occurred over the past five calendar years, how they were resolved, and the outcome of any violations that were resolved by litigation.

The brief statistical report is included with this report as attachment 1.

RATIONAL FOR RECOMMENDATION

While there have been compliance and enforcement files that have involved serious DPA contraventions and required legal action to be pursued, it is still recommended that a fail to obtain permit penalty be added as the BEN system is still the most cost-effective means of addressing contraventions. Legal action has proven to be increasingly expensive, and the expense is not justified in pursuing all DPA contraventions, especially when it involves the one-time removal of vegetation other than trees, and where no structures are erected. However, a penalty for work without a permit should be incentive enough to encourage compliance if all other attempts at compliance fail.

The addition of the failure to obtain permit penalty will only be relevant for Gambier and Keats, as the other islands do not have development permit areas.

NEXT STEPS:

As this is an administrative bylaw no approval from the Province is necessary. The LTC can give three readings to the bylaw at a single meeting and refer the bylaw to the Executive Committee for approval and then returned to the Gambier Island LTC for final adoption.

Submitted By:	Warren Dingman Manager of Bylaw Compliance & Enforcement	March 14, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	March 14, 2025

Attachment

- 1. DPA Enforcement Statistical Report
- 2. Draft Bylaw No. 160

ATTACHMENT 1

Statistical Report for Gambier Island Development Permit Area Enforcement Files

There is currently one open file for bylaw compliance and enforcement (Table 1), and there are seven closed files for the past five calendar years (Table 2). Five development permits have been obtained by property owners subject to enforcement, and there was no requirement for a permit for the remaining two files.

Although there has been a commitment to submit a development permit application by the Respondent for file GM-BE-2023.5, no such application has been submitted, and further action will need to be considered.

Table 1

Open Files	DP Area	Address	Issue	DP Required	DP Issued
GM-BE-2023.5	3 - RAR	The Grove RD	Excavation in wetland and new RAR Stream	Yes	No Application filed

Table 2

Closed Files	DP Area	Address	Issue	DP Required	DP Issued
GM-BE-2020.1	3 - RAR	West Bay RD	Tree Cutting	Yes	Yes
GM-BE-2020.7	3 - RAR	West Bay RD	Tree Cutting	Yes	Yes
GM-BE-2020.8	3 – RAR	West Bay RD	Dumping Yard Waste	No	N/A
GM-BE-2020.9	3 - RAR	West Bay RD	House construction	Yes	Yes
GM-BE-2021.5	3- RAR	Shawanabe RD	Tree Cutting	No	N/A
GM-BE-2021.6	2&3 RAR	MT Artaban RD	Draining a wetland	Yes	Yes
GM-BE-2023.2	3- RAR	West Bay RD	Tree Cutting	Yes	Yes

DRAFT

GAMBIER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 160

A BYLAW TO AMEND THE GAMBIER ISLAND LOCAL TRUST COMMITTEE BYLAW ENFORCEMENT NOTIFICATION BYLAW NO. 116, 2011

The Gambier Island Local Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Gambier Island Local Trust Area, under the *Islands Trust Act*, in open meeting assembled, enacts as follows:

1. Gambier Island Local Trust Committee Bylaw No. 116 cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw, 2011” is hereby amended as follows:
 - a. By deleting section 3.0 in its entirety, and replacing it with:

“3.0 Bylaw Contraventions

The bylaws and bylaw contraventions designated in Schedule “A”, Schedule “B” and Schedule “C”, and Schedule “D”, attached to this bylaw may be dealt with by Bylaw Violation Notice.
 - b. By deleting section 4.0 (1) in its entirety, and replacing it with:

“(1) subject to paragraphs (2) to (4), is the Penalty amount set out in column A1 of Schedule “A”, Schedule “B”, Schedule “C”, and Schedule “D” as attached to this bylaw;
 - c. By deleting section 4.0(4) in its entirety, and replacing it with:

“(4) if paid under a compliance agreement, may be reduced as provided under column A5 of Schedule “A”, Schedule “B”, Schedule “C”, and Schedule “D” as attached to this bylaw.
 - d. By deleting section 7.3(4) in its entirety, and replacing it with:

“To provide for payment of a reduced penalty if a compliance agreement is entered into as provided in Column A5 of Schedule “A”, Schedule “B”, Schedule “C”, and Schedule “D” as attached to this bylaw; and
 - e. By deleting section 7.4 in its entirety and replacing it with:

“7.4 The bylaw contraventions in relation to which a screening officer may enter into a compliance agreement are indicated in column A4 of Schedule “A”, Schedule “B”, Schedule “C”, and Schedule “D” as attached to this bylaw.
 - f. By deleting Schedule A in its entirety and replacing it with a new Schedule A, contraventions and penalties, attached to and forming part of this bylaw.

DRAFT

- g. By deleting Schedule B in its entirety and replacing it with a new Schedule B, contraventions and penalties, attached to and forming part of this bylaw.
- h. By deleting Schedule C in its entirety and replacing it with a new Schedule C, contraventions and penalties, attached to and forming part of this bylaw.
- i. By deleting Schedule D in its entirety and replacing it with a new Schedule D, contraventions and penalties, attached to and forming part of this bylaw.

- 2. This Bylaw may be cited as "Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw, 2011, Amendment No. 1, 2025.

READ A FIRST TIME THIS 25TH DAY OF MARCH , 2025

READ A SECOND TIME THIS 25TH DAY OF MARCH , 2025

READ A THIRD TIME THIS 25TH DAY OF MARCH , 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

XX DAY OF XXX , 2025

ADOPTED THIS XX DAY OF XXX , 2025

CHAIRPERSON

SECRETARY

Schedule A
GAMBIER ISLAND LAND USE BYLAW NO. 86, 2004
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
2.3	Fail to Permit Inspection	\$500	\$400	\$800	Yes	100%
3.2	Prohibited Use	\$500	\$400	\$800	Yes	100%
3.3	Non-Permitted Siting	\$350	\$250	\$650	Yes	100%
3.5	Fail to Comply with Height Regulations	\$300	\$200	\$600	Yes	100%
3.6	Fail to Comply with Accessory Use, Building and Structure Regulations	\$300	\$200	\$600	Yes	100%
3.7	Fail to Comply with Home Occupation Regulations	\$350	\$250	\$650	Yes	100%
3.8	Non-Permitted Fence	\$300	\$200	\$600	Yes	100%
3.9.	Inadequate Landscape Screen	\$300	\$200	\$600	Yes	100%
3.10	Wrecking/Storage of Derelict Automobiles/Junk	\$500	\$400	\$800	Yes	100%
3.13.	Fail to Comply with ALR Farm Use Regulations	\$300	\$200	\$600	Yes	100%
3.14.	Non-Permitted Associated Secondary Dwelling Floor Area	\$300	\$200	\$600	Yes	100%
5.1 – 5.22	Non-Permitted Use in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.22	Non-Permitted Building, Structure or Density in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.22	Non-Permitted Siting or Size in Any Zone	\$350	\$250	\$650	Yes	100%
5.1 – 5.22	Fail to Comply with Site Specific Regulations in Any Zone	\$350	\$250	\$650	Yes	100%
5.1 – 5.22	Fail to Comply with Conditions of Use in Any Zone	\$300	\$200	\$600	Yes	100%
6.1 – 6.5	Fail to Comply with Sign Regulations	\$300	\$200	\$600	Yes	100%
7.1 – 7.4	Fail to Comply with Parking Regulations	\$250	\$150	\$550	Yes	100%

Schedule A
GAMBIER ISLAND LAND USE BYLAW NO. 86, 2004
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
9.1 – 9.3	Fail to Obtain Development Permit in Any Development Permit Area	\$500	\$400	\$800	Yes	100%

Schedule B
KEATS ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
1.3.6	Fail to Permit Inspection	\$500	\$400	\$800	Yes	100%
2.2.1 – 2.2.10	Fail to Comply with Home Occupation Regulations	\$300	\$200	\$600	Yes	100%
2.2.11	Prohibited Home Occupation	\$500	\$400	\$800	Yes	100%
2.4.1	Fail to Comply with Fence Regulations	\$300	\$200	\$600	Yes	100%
2.4.4	Inadequate Landscape Screen	\$300	\$200	\$600	Yes	100%
2.5	Non-Permitted Storage and Wrecking of Derelict Vehicles, or Storage of Junk	\$500	\$400	\$800	Yes	100%
2.7.2	Fail to Comply with General Setback Regulations	\$350	\$250	\$650	Yes	100%
2.8.	Fail to Comply with Height Regulations	\$300	\$200	\$600	Yes	100%
4.1 – 4.16	Non-Permitted Use In Any Zone	\$500	\$400	\$800	Yes	100%
4.1 – 4.16	Non-Permitted Building, Structures or Density in Any Zone	\$500	\$400	\$800	Yes	100%
4.1 – 4.16	Non-Permitted Floor Area, Siting or Height in Any Zone	\$350	\$250	\$650	Yes	100%
4.1 – 4.16	Non-Permitted Marine-Based Structure	\$500	\$400	\$800	Yes	100%
4.1 – 4.16	Fail to Comply with Site Specific Regulations	\$350	\$200	\$600	Yes	100%.
5.1	Fail to Comply with Sign Regulations	\$350	\$250	\$650	Yes	100%
5.3	Prohibited Sign	\$500	\$400	\$800	Yes	100%
6.1 – 6.2	Fail To Comply with Parking Regulations	\$300	\$200	\$400	Yes	100%
9.1 – 9.2	Fail to Obtain a Development Permit in Any development permit area	\$500	\$400	\$800	Yes	100%

Schedule C
BOWYER & PASSAGE ISLANDS LAND USE BYLAW NO. 114, 2011
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
2.3	Fail to Permit Inspection	\$500	\$400	\$800	Yes	100%
3.2	Prohibited Use, Building or Structure in Any Zone	\$500	\$400	\$800	Yes	100%
3.3	Fail to Comply with Siting & Setback Regulations	\$350	\$250	\$650	Yes	100%
3.4	Fail to Comply with Height Regulations	\$350	\$250	\$650	Yes	100%
3.5	Fail to Comply with Accessory Use, Building or Structure Regulations	\$350	\$250	\$650	Yes	100%
3.6	Fail to Comply with Home Occupation Regulations	\$350.00	\$250	\$650	Yes	100%
3.7	Over height Fence	\$300	\$200	\$600	Yes	100%
3.8	Inadequate Landscape Screen	\$300	\$200	\$600	Yes	100%
3.9	Non-Permitted parking, storage or stopping of a recreational vehicle	\$300	\$200	\$600	Yes	100%
3.10	Non-Permitted Storage of Junk and Derelict Vehicles	\$500	\$400	\$800	Yes	100%
5.1 – 5.8	Non-Permitted Use in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.8	Non-Permitted Density in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.8	Non-Permitted siting, height or floor area in Any Zone	\$350	\$250	\$650	Yes	100%
5.1 -5.8	Over Height Fence in Any Zone	\$300	\$200	\$300	Yes	100%
5.1 – 5.8	Fail to meet site specific regulations in Any Zone	\$350	\$250	\$300	Yes	100%

Schedule C
BOWYER & PASSAGE ISLANDS LAND USE BYLAW NO. 114, 2011
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
5.1 – 5.8	Fail to meet conditions of use in Any Zone	\$350	\$250	\$650	Yes	100%
6.2 – 6.6	Fail to Comply with Sign Regulations	\$300	\$200	\$600	Yes	100%

Schedule D
GAMBIER ASSOCIATED ISLANDS LAND USE BYLAW NO. 120, 2013
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
2.3	Fail to Permit Inspection	\$500	\$400	\$800	Yes	100%
3.2	Prohibited Use, Building or Structure	\$500	\$400	\$800	Yes	100%
3.3	Fail to Comply with Siting & Setback Regulations	\$350	\$250	\$650	Yes	100%
3.5	Non-Permitted Accessory Use, Building or Structure	\$350	\$250	\$650	Yes	100%
3.6	Fail to Comply with Home Occupation Regulations	\$500	\$400	\$800	Yes	100%
3.7	Fence Exceeds Maximum Permitted Height	\$300	\$200	\$600	Yes	100%
3.8	Inadequate Landscape Screen	\$300	\$200	\$600	Yes	100%
3.9	Recreational Vehicle Used As Residence	\$350	\$250	\$650	Yes	100%
3.10	Non-Permitted Storage Of Junk/Derelict Vehicles	\$500	\$400	\$800	Yes	100%
5.1 – 5.16	Non-Permitted Use in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.16	Non-Permitted Buildings, Structures or Density in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.16	Non-Permitted Siting, Size, or Height in Any Zone	\$350	\$250	\$650	Yes	100%
5.1 – 5.16	Fail to Comply with Conditions of use in Any Zone	\$350	\$250	\$650	Yes	100%
5.1 – 5.16	Fail to Comply with Site-Specific Regulations in Any Zone	\$350	\$250	\$650	Yes	100%
6.2 – 6.6	Fail to Comply with Sign Regulations	\$300	\$200	\$600	Yes	100%
7.1	Fail To Comply with Parking Regulations	\$300	\$200	\$600	Yes	100%



HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JANUARY 21st, 2025 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

1. ORGANIZATION UPDATES/TEAM

- An election for Chair and Vice Chair was held. Trustee Gauvreau was elected Chair of the ITC Board. Trustee Timothy was elected Vice Chair.

2. STRATEGIC PLANNING/ADMINISTRATION

- Acting Manager Stewart provided an overview of the 2025-26 Annual ITC Work Plan items for the ITC team.
- The ITC Board approved the letter of support for Raincoast Conservation Foundation's application to Intact Insurance's Climate Resilience Grant and directed staff to provide it on behalf of the ITC Board.
- The ITC Board passed a resolution to provide an updated 2025/26 budget request to the Financial Planning Committee and Trust Council that addresses the changes and comments made by the Board.
- Trustee Elliott provided the Executive Committee update to the ITC Board by email. There was no Governance Committee update provided as the Governance Committee has not met since the last ITC Board meeting.

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board approved spending up to \$2,000 from existing budgets towards the cost of an Ecological Gifts Program appraisal for a Natural Area Protection Tax Exemption Program (NAPTEP) covenant on Gabriola Island.

4. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board approved Part II of the Sallas' invasive plant management plan for Burnt Snag (ES65741), Dragonfly Pond (ES065747), Kingfisher Pond (ES065749), and Woodpecker Pond (ES65743) covenant areas, and issued a temporary waiver of covenant terms 3.2(d) and 3.2(k) subject to terms and conditions, consistent with the approved Forest Restoration Strategy of the Sidney Island Ecosystem Restoration Plan.
- The ITC Board discussed updating the Ruby Alton process in the ITC Annual Work Plan by hiring a demolition company that completes all work on the house as one package, including an estimate, hazmat analysis, permits, demolition, and removal of the house and all structures.



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

- The ITC Board accepted the third-party 2024 monitoring report for Owl's Call NAPTEP Covenant, Salt Spring Island, and directed staff to add a summary of this report to the 2024 ITC NAPTEP Covenant Monitoring Report as an addendum.
- The ITC Board approved the request by the Galiano Conservancy Association to include Vanilla Leaf Land Nature Reserve, Galiano Island, in Galiano Conservancy Association's application for a Section 11 Change Approval under the Water Sustainability Act. Any work to be done in Vanilla Leaf Land Nature Reserve will be subject to further information and approval by the ITC Board if and when the application is approved.
- The ITC Board directed staff to draft a letter to the Bowen Municipality regarding Referral BO-DP-2024-0196 including their comments to ensure the project will not negatively impact the David Otter Nature Reserve.
- The ITC Board directed staff to respond to the Bowen Island Municipal Council referral regarding bylaw 671 and 672 with their comments.

5. COMMUNICATIONS AND OUTREACH

- Staff are considering the creation of a Priority Acquisitions Fund that would act as a source of funds for ITC to use if a priority acquisition arises that ITC may wish to acquire.
- Staff are in communication with the McRae NAPTEP Covenant (Gabriola Island) Holder regarding off-leash dogs, and are pursuing an article for the local newspaper.

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Gambier Local Trust Committee Open Applications Report

Print Date: March 18, 2025

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
GM-DP-2022.1	Carolyn & Davi	2/14/2022	1598 MT ARTABAN RD, GAMBIER	PID: 026-162-890 To bring structures into compliance with setbacks. Civic address: Lot 27 Mount Artaban Road, Gambier Island, BC.
Planner	Status	Most Recent Completed Activity		
Margot Thomaidis	Under Review	Generate Complete Application Letter		

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
GM-DVP-2022.1	Carolyn & Davi	2/14/2022	1598 MT ARTABAN RD, GAMBIER	PID: 026-162-890 To bring structures within compliance with setbacks. Civic address: Lot 27 Mount Artaban Road, Gambier Island, BC.
Planner	Status	Most Recent Completed Activity		
Margot Thomaidis	Under Review	Generate Complete Application Letter		

Gambier

Application Number	Applicant Name	Date Received	Address	Purpose
GM-DVP-2022.3	Kenneth & Joa	6/14/2022	123 ESPLANADE RD	PID: 010-892-567 To permit existing seawall within 25 foot setback. Civic address: 123 Esplanade Road, Eastbourne, Keats Island, BC.
Planner		Status	Most Recent Completed Activity	
Margot Thomaidis		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250019	Noah Krangle	1/14/2025	570 VAUCROFT RD	Request for setback variance.
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Local Trust Committee	Assign to LTC Meeting	

Gambier

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
GM-SUB-2021.1	Ken & Joan Pe	6/29/2021	119 ESPLANADE RD; 123 ESPLAN	PIDs: 010-892-486 and 010-892-567 Lot line adjustment. Civic address: 123 and 119 Esplanade Road, Eastbourne, Keats Island.

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	In Abeyance	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
GM-SUB-2022.3	Leah & Laura M	10/18/2022	1888 MOUNT ARTABAN RD	PID: 026-162-679 Two lot subdivision. Civic address: 1888 Mount Artaban Road, Gambier Island, BC

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	Denied	Add Optional Referrals

Islands Trust

LTC EXP SUMMARY REPORT F2025

Invoices posted to Month ending January 2025

630 Gambier	Invoices posted to Month ending January 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-630	LTC "Trustee Expenses"	250.00	150.47	99.53
LTC Local				
65200-630	LTC - Local Exp - LTC Meeting Expenses	1,740.00	1,209.26	530.74
65210-630	LTC - Local Exp - APC Meeting Expenses	650.00	666.99	-16.99
TOTAL LTC Local Expense		<u>2,390.00</u>	<u>1,876.25</u>	<u>513.75</u>
Projects				
73001-630-4094	Gambier Keats Island Shoreline Protection Review	5,000.00	4,976.35	23.65
TOTAL Project Expenses		<u>5,000.00</u>	<u>4,976.35</u>	<u>23.65</u>

Gambier Island Local Trust Committee Policies & Standing Resolutions

No	Meeting Date	Resolution No.	Issue	Policy
1.	October 6, 2010	GM-082-2010	Guidelines for the appointment of members to the advisory planning commission	<p>It was MOVED and SECONDED that the Gambier Island Local Trust Committee endorses the following guidelines for the appointment of members to the advisory planning commission and requests that such guidelines be posted on the Islands Trust website and are used in any posting to solicit expressions of interest from candidates for advisory planning commission membership:</p> <p>“The Gambier Island Local Trust Committee shall make all reasonable efforts, in the consideration of appointments to the advisory planning commission that members are:</p> <ol style="list-style-type: none"> a. Representative of a broad cross section of the geographical areas of the Gambier Island Local Trust Committee area; b. Representative of a range of backgrounds and expertise that is supportive to each other in the consideration of matters referred to the advisory planning commission; c. Where feasible and practical of a balanced representation of gender and age groups. <p>Consideration shall be given to the following criteria in any appointment:</p> <ul style="list-style-type: none"> • Previous experience as a member of a Board of Variance; • Experience on a local government council, board, local trust committee, commission or other body; • Experience with other volunteer boards, commissions or committees; • Experience and credential in a planning, design or related profession; • Experience and credentials in a building or design trade; • Educational background; • Length of residency in the local trust area; • Availability, and willingness to travel between local trust areas.
2.	March 26, 2015	GM-2015-018	Amend APC appointment guidelines	<p>It was MOVED and SECONDED, that the Gambier Island Local Trust Committee amend the APC appointment guidelines to allow for representation of members to be weighted to a geographic area subject to a current top priority project.</p>

No	Meeting Date	Resolution No.	Issue	Policy
3.	October 26, 2017	GM-2017-065	Development Permit Area (DPA) No. 3: Riparian Areas administration	<p>It was MOVED and SECONDED that the Gambier Island Local Trust Committee adopt a Standing Resolution which directs staff to administer Development Permit Area (DPA) No. 3: Riparian Areas in the interim before formal amendments are made to the DPA, as follows:</p> <ul style="list-style-type: none"> a. The “Designated Area” provisions of Section 12.3.1 of Gambier Island Official Community Plan No. 73 should be used to determine whether or not a proposed development is subject to DPA No. 3: Riparian Areas; b. When development is proposed within the “Designated Area”, applicants shall be required to have a Qualified Environmental Professional assess the water feature to determine whether or not it is subject to the Riparian Areas Regulation; c. When development is proposed within the “Designated Area” of a water feature which is determined to be subject to the Riparian Areas Regulation, a DPA No. 3: Riparian Areas Development Permit shall be required; d. When development is proposed within the “Designated Area” of a water feature which is determined not to be subject to the Riparian Areas Regulation, a DPA No. 3: Riparian Areas Development Permit shall not be required.
4.	December 11, 2017	GM-2017-078	Adding item to agenda	<p>It was MOVED and SECONDED that the Gambier Island Local Trust Committee request staff to add to each agenda “First Nations Activities” under the Reports section.</p>
5.	January 25, 2018	GM-2018-009	First Nations Words, Phrases and Place Names	<p>It was MOVED and SECONDED that the Gambier Island Local Trust Committee adopt the following standing resolution:</p> <ul style="list-style-type: none"> a) That staff incorporate First Nations’ words, phrases, and place names in Local Trust Committee communications, as appropriate.
6.	July 25, 2019	GM-2019-031	Model Cell Tower Consultation Process	<p>It was MOVED and SECONDED that the Gambier Island Local Trust Committee adopt the model strategy for antenna systems.</p>

No	Meeting Date	Resolution No.	Issue	Policy
7.	November 21, 2019	GM-2019-061	First Nations Reconciliation engagement	<p>It was MOVED and SECONDED that the Gambier Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area:</p> <p>Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavors to:</p> <ul style="list-style-type: none"> a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.
8.	July 23, 2020	GM-IC-2020-001	Bylaw Enforcement investigation	<p>It was MOVED and SECONDED that the Gambier Island Local Trust Committee request Bylaw Enforcement staff to cease investigation and enforcement of complaints on Keats Island regarding otherwise lawful accessory uses, buildings and structures on a parcel where no principal use exists if the adjacent parcel has a principal use and both parcels are held under common ownership.</p>

No	Meeting Date	Resolution No.	Issue	Policy
9.	February 10, 2023	GM-RWM-2023-001	Bylaw Enforcement deferral	<p>It was MOVED and SECONDED Defer enforcement on existing seawalls on North Thormanby Island. The deferment of enforcement should not be interpreted as permitting any new additions or structures from requiring a permit or otherwise requiring compliance with the Gambier Associated Islands Land Use Bylaw No. 120.'</p>
10.	August 29, 2023	GM-RM-2023-027	Unlawful Land Uses and Planning Applications	<p>It was MOVED and SECONDED that Gambier Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications:</p> <ul style="list-style-type: none"> a) Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and staff are directed to continue with enforcement until the use is ceased. b) The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, cease. c) Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee, bylaw enforcement actions, including the issuing of notices will continue. d) In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application.

Active Projects Report

Gambier Island

1. Major Project - Gambier OCP & LUB Targeted Review - Phase 2

Responsible

Dates

Activity:

Sonja Zupanec

Rec'd: 12-Feb-2015

Conduct a review of the Gambier Island Official Community Plan policies and Land Use regulations pertaining to forest protection, protection of archaeological and cultural sites, shoreline protection and marine designations across the Plan area.

Including:

- Reconsider the zoning designation title 'Wilderness Conservation;'
- Add a definition for 'breakwater;'
- Consider policies and regulations regarding trams (funicular tracks, etc.);
- Review site specific water zones on Gambier;
- Clarification around water storage tanks as structures, requirements for screening, and the need for setback placement as part of their use as community amenities in fire protection.

2. Minor Project - Keats Island Shoreline Protection Project - Phase 3 (Continued)

Responsible

Dates

Activity:

Marlis McCargar

Rec'd: 31-Jan-2019

Review of OCP and LUB to implement shoreline protection measures. Establish Shoreline DPA and updates marine structure regulations.

Future Projects Report

Gambier Island

1. <i>Administrative</i>	Responsible	Date Received
<ul style="list-style-type: none"> - Development Approval Information Bylaw: Develop and adopt a D.A.I bylaw for the Gambier Trust Area. - Identification of all Crown reserves (strips) and similar Crown properties (i.e. islets) in the Gambier Island Local Trust Area. 		01-Sep-2022
2. <i>OCP & LUB</i>	Responsible	Date Received
<ul style="list-style-type: none"> -Explore the Implementation of Heritage Conservation Areas and Shoreline Development Permit Areas across the Local Trust Area to address First Nations interests and concerns; - develop advocacy policies for pump out stations across the LTA. 		01-Sep-2022
3. <i>LUB</i>	Responsible	Date Received
<p>Gambier LUB:</p> <ul style="list-style-type: none"> - Recreational Camp and Private Institutional Regulation Review - Temporary Overnight Accommodation bylaw review with regards to short-term vacation rentals <p>Keats LUB:</p> <ul style="list-style-type: none"> - Update definition of 'dwelling' in the Keats Island Land Use Bylaw No. 78. 		01-Sep-2022

Future Projects Report

Gambier Island

4. <i>OCP</i>	Responsible	Date Received
N/A		01-Sep-2022
5. <i>Advocacy and Communications</i>	Responsible	Date Received
N/A		01-Sep-2022
6. <i>Bylaw Enforcement</i>	Responsible	Date Received
N/A		01-Sep-2022
7. <i>LUB (Gambier, Keats, Associated Islands, Bowyer & Passage Islands)</i>	Responsible	Date Received
Complete an analysis of the implications for opting in to S. 15 of the Short-Term Rental Accommodation Act. Work to be completed before the opt-in statutory deadline for 2025.		29-Jan-2024