



Gambier Island Local Trust Committee

Regular Meeting Agenda

Date: June 24, 2025
Time: 11:00 am
Location: Gambier Island Community Centre
Andy's Bay Road, Gambier Island, BC

Pages

1. **CALL TO ORDER** 11:00 AM - 11:05 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** 11:05 AM - 11:20 AM
 - 4.1 **Trustee Reports**
 - 4.2 **Chair's Report**
 - 4.3 **Electoral Area Director's Report**
5. **PUBLIC COMMENTS** 11:20 AM - 11:40 AM
6. **MINUTES** 11:40 AM - 11:45 AM
 - 6.1 **Local Trust Committee Meeting dated March 25, 2025 - for adoption** 4 - 13
 - 6.2 **Section 26 Resolutions-Without-Meeting Report dated June 17, 2025** 14 - 14
 - 6.3 **Advisory Planning Commission Minutes - none**
7. **BUSINESS ARISING FROM MINUTES** 11:45 AM - 12:10 PM
 - 7.1 **Follow-up Action List dated June 17, 2025** 15 - 18
 - 7.2 **Bylaw Enforcement Notice Bylaw Amendment - Staff Report** 19 - 28
8. **DELEGATIONS** 12:10 PM - 12:40 PM
 - 8.1 **Presentation by Sunshine Coast Regional District on Coastal Floodplain Mapping Project**

9.	APPLICATIONS AND REFERRALS	12:40 PM - 1:00 PM	
9.1	PL-DVP-2025-0170 (Moi) - Staff Report		29 - 47
	~ BREAK 1:00 PM - 1:30 PM ~		
10.	LOCAL TRUST COMMITTEE PROJECTS	1:30 PM - 3:30 PM	
10.1	Major Project: Gambier Official Community Plan and Land Use Bylaw Targeted Review - Staff Report		48 - 62
11.	CORRESPONDENCE	3:30 PM - 3:35 PM	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>		
11.1	Email dated June 15, 2025 from Howe Sound Biosphere Region Initiative Society regarding Request to Sunshine Coast Regional District Parks Lands		63 - 85
12.	NEW BUSINESS	3:35 PM - 4:00 PM	
12.1	Bylaw Compliance and Enforcement Policy - Staff Report		86 - 93
12.2	Accessory Building Bylaw Regulations - Verbal Discussion		
13.	STAFF REPORTS	4:00 PM - 4:20 PM	
13.1	Highlights of Trust Conservancy May 27, 2025 Board Meeting		94 - 95
13.2	Applications Report dated June 17, 2025		96 - 99
13.3	Trustee and Local Expense Report dated April, 2025		100 - 100
13.4	Adopted Policies and Standing Resolutions		101 - 104
13.5	First Nations Relationship Building Update - none		
13.6	Local Trust Committee Webpage		
14.	WORK PROGRAM	4:20 PM - 4:35 PM	
14.1	Active Projects Report dated June 17, 2025		105 - 105
14.2	Future Projects Report dated June 17, 2025		106 - 107
15.	UPCOMING MEETINGS		
15.1	that Gambier Local Trust Committee request Staff to change the September 9, 2025, 10:00 am meeting to electronic		

**15.2 Next Regular Meeting Scheduled for Tuesday, September 9, 2025 at 10:00 am at
Keats Camp, Keats Island, BC**

16. CLOSED MEETING 4:35 PM - 4:50 PM

16.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter,
Part 4, Division 3, s.90(1) (a) for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is
being considered for a position as an officer, employee or agent of the
municipality or another position appointed by the municipality;

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. PUBLIC COMMENTS 4:50 PM - 5:50 PM

18. ADJOURNMENT 5:50 PM - 5:50 PM



Gambier Island Local Trust Committee

Minutes of Regular Meeting

Date: March 25, 2025

Location: Delbrook Community Centre
Oak Room
851 West Queens Road
North Vancouver, BC V7N 4E3

Members Present: Laura Patrick, Chair
Kate-Louise Stamford, Trustee
Joe Bernardo, Trustee

Staff Present: Sonja Zupanec, Island Planner (electronic attendance)
Marlis McCargar, Island Planner
Bruce Belcher, Planner 2 (electronic attendance)
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 60 members of the public in attendance.

1. CALL TO ORDER

“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”

Chair Patrick called the meeting to order at 10:15 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was held on the territory of the Tsleil-Waututh, Squamish, and Musqueam First Nations.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Bernardo did not provide a report.

Trustee Stamford reported the following:

- Commended the work of the Advisory Planning Commission;
- The Rural Economic Diversification and Infrastructure Program provided funding to the Community Association for livability and economic initiatives on Gambier Island;

- Spoke with MLA Randene Neill and was informed that there are no discussions within the Ministry of Water, Lands, and Stewardship regarding dock management plans in the Gambier or Howe Sound Átl'ka7tsem area; and
- Will let the community know if, and where, a federal polling station will be located on Gambier.

4.2 Chair's Report

Chair Patrick reported the following:

- Southern Gulf Islands MLA Rob Botterell is involved in dock management issues and concerns or questions can be directed to his staff;
- Honoured to be elected Chair of Trust Council at the March quarterly meeting; and
- Trust Council approved the annual budget.

4.3 Electoral Area Director's Report

Director Stamford reported the following:

- The Regional District passed the annual budget and the tax request for Area F represents a 6% increase which is the equivalent of \$3.00 per \$100,000 of property value;
- Priority focus of the Regional District includes water and solid waste and work is being done to create one Official Community Plan out of the existing seven regional plans;
- Hopkins Landing dock repairs have been delayed until August due to the window of time that work is permitted in the marine area; and
- Brigade Bay has been given the first FireSmart designation on the Sunshine Coast.

5. PUBLIC COMMENTS

A member of the public opposed issuance of a Development Variance Permit for 570 Vaucroft Road, Thormanby Island and stated the following:

- Their family owns the neighbouring property and the negative impact of the variance approval will affect their privacy and enjoyment of their property;
- There is concern that a generator will be located in the utility shed building located in close proximity to their home;
- The setbacks are not consistent with the development pattern of other homes that are setback from the boardwalk; and
- The boardwalk is a distinctive feature of the community and neighbourhood and the setback variance will alter the use of the space.

Several members of the public, and representatives from the BC Council of Yacht Clubs, Burrard Yacht Club, Thunderbird Yacht Club, and Royal Vancouver Yacht Club spoke to the Official Community Plan and Land Use Bylaw Targeted Review and Advisory Planning Commission referral process and the following comments were noted:

- A need for more, not less, public marine parks, private and public dock access, yacht clubs, lots, and housing on Gambier Island;

- Suggestion that the Advisory Planning Commission does not represent a diversity of perspectives and there is a desire to broaden representation to provide a more meaningful engagement process;
- Many properties are only accessible by water, there is a lack of transparency in the process, flawed science has been used, and the timing of the meeting is not suitable for a public hearing;
 - A Trustee noted the meeting is a regular business meeting of the Local Trust Committee, not a public hearing, and that public engagement opportunities will be forthcoming as the project progresses;
- Pleasure boaters are stewards of the environment, and yacht club members volunteer to ensure facilities are clean and safe and clear of invasive species;
- Dock initiatives are concerning and there is a large focus on protecting eel grass when some residents believe there isn't any present;
- Suggestion that Gambier Island does not have eel grass;
- Many are concerned about what happened to dock users and owners in Pender Harbour; however, local government was not part of that process;
- Residents and dock users want to be part of the engagement process and require more information so they can provide input;
- The Provincial government, through a renewed agreement with shíahálh swiya, has stepped back from the dock management plan and, at this point, they are allowing all existing docks to continue and have shifted to a twenty-five-year lease plan;
- Concerns that the Official Community Plan review has been ongoing for ten years and there is a need to streamline the process;
- The public engagement framework is supposed to be made up of interested parties; however, only two yacht clubs were included;
- There has been minimal discussion supporting existing docks, there is concern replacement docks will need to be built using new standards instead of previous construction, and consideration of site-specific docks needs to be taken;
- Private docks alleviate pressure on water taxi and public ferry use and reduce impacts on public infrastructure;
- There are no sidewalks or roads, and if property owners don't have docks, they can not access their property;
- When bylaws are sent out for consideration, comparative bylaws are not provided and there is a pattern of non-transparency by a Local Trust Committee that does not understand the community;
- The Local Trust Committee should allow the community the opportunity to connect and determine outcomes; and
- There are concerns that what happened to dock users in Ladysmith and Pender Harbour will happen on Gambier.

6. MINUTES

6.1 Local Trust Committee Meeting dated January 28, 2025 - for adoption

By general consent, the Local Trust Committee meeting minutes of January 28, 2025 were adopted.

- 6.2 Section 26 Resolutions-Without-Meeting Report - none**
- 6.3 Advisory Planning Commission Minutes dated January 22, 2025 - for receipt**
- 6.4 Advisory Planning Commission Minutes dated February 5, 2025 - for receipt**
- 6.5 Advisory Planning Commission Minutes dated February 26, 2025 - for receipt**
- 6.6 Advisory Planning Commission Minutes dated March 4, 2025 - for receipt**
- 6.7 Advisory Planning Commission Development Permit Area Guideline Recommendations - for receipt**

The Advisory Planning Commission Minutes dated January 22, February 5, and February 26, 2025 and Development Permit Area Guideline Recommendations were received for information.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated March 18, 2025

The Planner provided an update on the status of items on the Follow Up Action List.

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS

9.1 PLDVP20250019 - 570 Vaucroft Rd., Thormanby Island - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks variance on highway and rear lot line setbacks;
- The proposed building location was determined to be non-conforming at the time of building permit application;
- Building plans include a proposed deck and utility shed;
- The existing cabin will need to be decommissioned and used as an accessory building following construction of a new dwelling; and
- Correspondence expressing opposition to the variance were received from four family members of one neighbouring property.

The applicant's representatives spoke to the application and the following comments were noted:

- Their design department contacted Islands Trust regarding the placement of the dwelling building in relation to setback requirements and subsequently designed the home based on the information received;
- When they applied for a building permit it was realized there was conflicting information and the setbacks did not conform;
- The owners spent money in design and consultants based on incorrect information received;
- The main setback in between properties is in conformance as are the building heights; and
- The orientation of the building was designed in a way to maintain harmony with the cabin that has been on the property for a number of years.

Discussion ensued and the following comments were noted:

- The boardwalk is adjacent to the rear lot line of the property and the proposal is to vary the setback to 1.5 metres;
- The corner lot zoning requires a 6-metre setback from all highway lines which limits the building envelope;
- The owners had indicated the planned use of the utility shed is for solar equipment;
- Some of the neighbouring homes have also had setbacks to the boardwalk reduced;
- The only public correspondence received was from the owners of the neighbouring property;
- The applicant requested information on setbacks related to the relevant bylaw and they were provided lot line definitions; however, the zoning was not identified and the query did not come through a specific application; and
- The building envelopes on this part of Thormanby are tight and there are other buildings within close setbacks of the road right of ways.

GM-2025-004

It was MOVED and SECONDED

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

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Gambier Island Official Community Plan and Land Use Bylaw Targeted Review - Staff Report

The Planner summarized the staff report and highlighted the following:

- The report focusses on a draft Shore Development Permit Area to guide environmentally responsible shoreline development as a deliverable of the project charter; result of the engagement with the Squamish First Nation and outcome of community engagement;
- The draft language represents and reflects the original recommendations of the Squamish First Nation and was reviewed by the Advisory Planning Commission; and
- The project is not focussed on removing existing docks, but looks at new alterations and construction to the landscape and marine areas that could potentially be subject to regulations;

Discussion ensued and the following comments were noted:

- The role of the Official Community Plan and Land Use Bylaw differ from port authorities and provincial government discussions with First Nations and the Official Community plan recognizes that docks are a critical access point to Gambier Island;
- Drafting bylaw language and engaging the community can be done in tandem;

- The draft language is currently grounded in the implementation of First Nations recommendations and, if it is not supported by the LTC, a revised Project Charter will need to be considered;
- There is preference to review and develop bylaw language prior to going to First Reading;
- Use of the term 'endorsement' is problematic as what is before the Local Trust Committee is suggested language for the approach of using a Development Permit and not bylaws that require endorsement;
- The endorsement being asked is not for a general approach but a specific one and a draft proposal of actual amendments to the Official Community Plan should be provided first and then taken to the community to provide early opportunity for engagement and input;
- The community should have opportunity for input about the general principles and visionary language of the Official Community Plan at the early stages as that is what shapes the specific bylaw language;
- There is preference to take all of the large principles back to the Squamish First Nation at the same time;
 - The Planner noted the project is a targeted Official Community Plan Review, the Local Trust Committee endorsed the general concept of a shoreline Development Permit Area which was recommend by the Nation, the community engagement and is embedded in the Project Charter as an in-scope deliverable., Draft language has been prepared based on this, and the LTC requested staff prepare draft DPA language in October 2024;
- The fundamental direction of the changes to the Gambier Land Use Bylaw should come from the community;
- The vision statement that embeds the forthcoming regulation language needs to reflect the guiding principles of the importance of access to individual landholders and foreshore protections;
 - The Planner indicted the justification and objectives portion of the draft language of the Development Permit Area would be part of the Official Community Plan and broadening the justification and ensuring the objectives recognize the dependency of water access will strengthen the draft and subsequent renditions.
- It is important that Squamish First Nation is aware that the language is preliminary and provisional on approval by the Local Trust Committee, and the community has not had opportunity to review it yet.

The meeting was recessed for a break at 12:48 p.m. and reconvened at 1:20 p.m.

GM-2025-005

It was MOVED and SECONDED

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 Local Trust Committee with any

suggested amendments from the Nation for consideration prior to further public engagement.

CARRIED

GM-2025-006

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee request staff to prepare a draft annotated shoreline development permit area document based on the language provided in March 25, 2025 staff report, including recommended amendments by the Advisory Planning Commission; referral recommendations from Squamish Nation; draft Official Community Plan vision / policy language supporting shoreline protection and return to the Local Trust Committee for review and consideration of next steps.

CARRIED

GM-2025-007

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee request staff to prepare a draft workplan and budget to implement recommendations the Advisory Planning Commission public engagement recommendations in Attachment 2 of the March 25, 2025 staff report for Advisory Planning Commission review and return for Local Trust Committee consideration as amended.

CARRIED

GM-2025-008

It was MOVED and SECONDED

the motion be amended to insert the word “all” in between the words “implement” and “recommendations”.

CARRIED

GM-2025-009

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee endorse the amended Official Community Plan/Land Use Bylaw Review project charter v2.2.

CARRIED

Discussion ensued about legislated requirements of advertising for Advisory Planning Commission expressions of interest and options of appointing individuals to the Advisory Planning Commission through receipt of written correspondence in which a member of the public self identifies their interest.

GM-2025-010

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee request staff to advertise for expressions of interest for the vacant positions on the Gambier Advisory Planning Commission with terms expiring October 17, 2025 and allocate necessary funds for advertising from the major project budget.

10.2 Minor Project: Local Trust Committee Project Prioritization - verbal update

The Planner provided a verbal update and highlighted the following:

- The Keats Shoreline Minor Project Bylaw was sent for Ministry approval in January, 2025 and is typically returned in three to six months for adoption by the Local Trust Committee;
- At the November 2024 meeting, the Local Trust Committee requested staff develop draft guidelines for Development Permit Area (DPA) applications for building additions to pre-existing dwelling in DPA3, provide a report on options to DPA3 guidelines related to qualified environmental professional requirements, and provide Development Approval Information (DAI) bylaw guidelines for Keats Island; and
- Given the potentially expanded scope of the Major Project engagement process, staff recommends that the Local Trust Committee postpone work on a minor project at this time, to allow staff to concentrate resources on the Major Project.

Discussion ensued and the Local Trust Committee chose not to proceed with a Minor Project at this time.

11. CORRESPONDENCE

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

- 11.1 Email dated February 18, 2025 from R. Shay, Sunshine Coast Regional District regarding Updates on Coast Flood Mapping Project**
Received for information.

12. NEW BUSINESS

12.1 Gambier Island Advisory Planning Commission - Trustee Stamford - Verbal Discussion

A Trustee identified the ongoing issue of the legislative requirement that the Advisory Planning Commission meet in person. Discussion ensued regarding the merits of striking a working group. The Planner noted working groups provide more flexibility while the legislative advantage of an Advisory Planning Commission is the weight added to the minutes and budget provided to support meetings.

13. STAFF REPORTS

13.1 Bylaw Enforcement Notice Bylaw Amendment - Staff Report

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

- The Local Trust Committee requested a report on draft bylaw amendments for the Bylaw Enforcement Notice;
- A statistical report outlining contraventions to the Development Permit Area Bylaw over the previous five years was summarized; and

- The amended draft bylaw includes simplified and standardized fine schedules.

Discussion ensued and it was noted that bylaws require a means of support through compliance measures and enforcement tools.

GM-2025-011

It was MOVED and SECONDED

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.

CARRIED

GM-2025-012

It was MOVED and SECONDED

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.

CARRIED

GM-2025-013

It was MOVED and SECONDED

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.

CARRIED

GM-2025-014

It was MOVED and SECONDED

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

CARRIED

13.2 Trust Conservancy Highlights of the February 11, 2025 Board Meeting

Received for information.

13.3 Applications Report dated March 18, 2025

Received for information.

13.4 Trustee and Local Expense Report dated January, 2025

Received for information.

13.5 Adopted Policies and Standing Resolutions

Received for information.

13.6 First Nations Relationship Building Update - none

13.7 Local Trust Committee Webpage

No updates required.

14. WORK PROGRAM

14.1 Active Projects Report dated March 18, 2025

Received for information.

14.2 Future Projects Report dated March 18, 2025

Received for information.

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

By **general consent**, the meeting was adjourned at 2:38 p.m.

Laura Patrick, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder



Resolutions Without Meetings Log

Gambier Island

Resolution Number	Action	Date
2025-001	Carried	16-Apr-2025
Approves the text for inclusion in the 2024/25 Annual Report		
That the Gambier Island Local Trust Committee approves the text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.		

Follow Up Action Report

Gambier Island

29-Apr-2024

Progress	Activity	Responsibility	Dates	Status
0%	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. <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>	Joe Elliott Renee Jamurat Sonja Zupanec		In Progress

28-May-2024

Progress	Activity	Responsibility	Dates	Status
50%	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. <i>- As per Trust Council FU25/26 budget, there is an approved business case to continue the Freshwater Atlas development. Further update expected at September 9, 2025 LTC meeting.</i>	William Shulba	Target: 01-Oct-2024	In Progress

Follow Up Action Report

Gambier Island

01-Oct-2024

Progress	Activity	Responsibility	Dates	Status
25%	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: ·Table 1 Recommendations A1; A2; A3; A4; A5; B2; B3; B5; B6; B9; C1; C3; C4; D3 and D5.	Sonja Zupanec		In Progress
100%	2 Requests for 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 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		Completed

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		Completed
100%	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). <i>verbal report provided at March 25, 2025 LTC meeting</i>	Marlis McCargar		Completed

Follow Up Action Report

Gambier Island

25-Mar-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Major Project - OCP/LUB Review: -Staff to re-engage with Squamish Nation and prepare an annotated draft shoreline DPA and vision/policy language for LTC consideration; draft community engagement workplan based on all APC recommendations March 2025 and return to LTC for review and comment; update revised Project Charter to website. ON June 24, 2025 LTC agenda for consideration of next steps.	Chloe Straw Sonja Zupanec		Completed
0%	2 Close file and Issue PL-DVP-2025-0019.	Bruce Belcher Chloe Straw Nadine Mourao		Completed
0%	3 - Advertise for expressions of interest for the vacant positions on the APC and allocate necessary funds for advertising from the major project budget.	Chloe Straw Marlis McCargar		Completed
50%	4 Gambier Island Local Trust Committee Bylaw No. 160 be read a first, second and third time and be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.	Nadine Mourao Warren Dingman		In Progress



DATE OF MEETING: June 24, 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 rescind the first three readings of the Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No. 1, 2025”.
2. That the Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No.1, 2025”, be read a first time.
3. That the Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No.1, 2025”, be read a second time.
4. That the Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No.1, 2025”, be read a third time.
5. That the Gambier Island local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 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.

There was a staff report presented in March 2025, and three readings were given to the amendment bylaw, however the Gambier Islands Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116 was not referenced accurately as the No. 116 was omitted. The first three readings need to be rescinded and the amendment bylaw will need to be read in again.

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	June 6, 2025
Concurrence:	Sonja Zupanec, RPP, MCIP, Acting Regional Planning Manager	June 9, 2025

Attachment

1. Draft Bylaw No. 160

PROPOSED

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, No. 116, 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:

“4.0 (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:

“4.0 (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:

“7.3 (4) 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.

PROPOSED

- f. By deleting Schedule A - Gambier Island Land Use Bylaw No. 86, 2004 Contraventions and Penalties in its entirety and replacing it with a new Schedule A – Gambier Island Land Use Bylaw No. 86, 2004 Contraventions and Penalties, attached to and forming part of this bylaw.
- g. By deleting Schedule B - Keats Islands Land Use Bylaw No. 78, 2002 Contraventions and Penalties in its entirety and replacing it with a new Schedule B - Keats Islands Land Use Bylaw No. 78, 2002 Contraventions and Penalties, attached to and forming part of this bylaw.
- h. By deleting Schedule C - Bowyer and Passage Islands Land Use Bylaw No. 114, 2011 in its entirety and replacing it with a new Schedule C - Bowyer and Passage Islands Land Use Bylaw No. 114, 2011 Contraventions and Penalties, attached to and forming part of this bylaw.
- i. By deleting Schedule D - Gambier Associated Islands Land Use Bylaw No. 120, 2013 Contraventions and Penalties in its entirety and replacing it with a new Schedule D - Gambier Associated Islands Land Use Bylaw No. 120, 2013 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, No. 116, 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%



DATE OF MEETING: June 24, 2025

TO: Gambier Island Local Trust Committee

FROM: Marlis McCargar, Island Planner
Northern Team

COPY: Sonja Zupanec, A/Regional Planning Manager

SUBJECT: PL-DVP-2025-0170
Applicant: Dusty Moi
Location: The Grove Road, Gambier Island

RECOMMENDATION

1. That the Gambier Island Local Trust Committee approve issuance of PL-DVP-2025-0170.

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) to vary the required setback from the natural boundary of the sea, from 15 metres to 4.33 metres, to allow for a roofline alteration to an existing non-conforming dwelling. The proposed changes do not expand the building footprint, but would modify the structure within the setback.

RATIONALE FOR VARIANCE

The applicant's rationale is that the variance is needed to accommodate a modest reconfiguration of the existing roofline, intended to consolidate and simplify the roof form over the original building footprint. The proposal does not increase the building's footprint or overall site coverage. The original footprint is proposed to be maintained, and the overall enclosed floor area is proposed to be reduced. The proposed roof changes result in a net reduction of volume within the setback (Attachment 4).

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 alterations to be increasing the non-conforming with the Gambier Island Land Use Bylaw No. 86, 2004 (LUB).

The specific variances to the LUB are as follows:

- a) Subsection 3.3(1), which states that no building or structure shall be sited within 15 metres of the natural boundary of the sea, lake, wetland or watercourse, is varied to permit an alteration to a dwelling within 4.33 metres of the natural boundary of the sea.

The subject lot is located at 832 The Grove Road on Gambier Island. The parcel is zoned as Settlement Residential (SR) and is 0.078 hectares (0.19 acres) in total area. The proposed dwelling has

a height of 8.17 metres. Additional to the dwelling, an addition is also proposed to be built, but outside the setback area. There is an existing secondary cabin on the lot which was constructed in 1967 according to BC Assessment records. The cabin will be decommissioned and used as an accessory building following the completion of construction of a renovated 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-2025-0170 are included with this report as Attachment 6 and 7. The applicant has provided a Project Narrative explaining the context and rationale for the variance application as Attachments 3 and 4. 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.

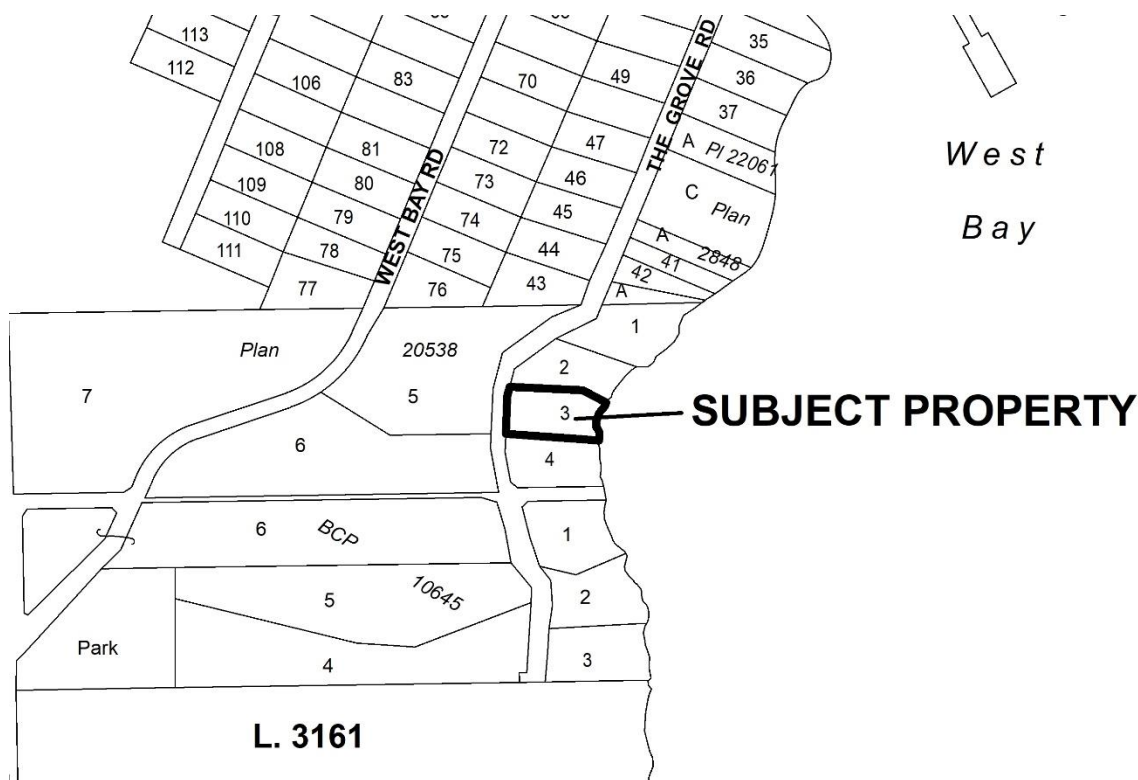


Figure 1 - Subject Property Location

ANALYSIS

Policy/Regulatory

A comprehensive site context analysis is provided in Attachment 1. The policies and regulations that pertain to this application are summarized below.

Official Community Plan:

The principal dwelling on the subject property is consistent with the Settlement Residential (SR) land use designation in the Gambier Island Official Community Plan No. 73, 2001. The subject property is within Development Permit Area No. 3 – Riparian Areas. However, the proposed development is an exempted activity as it is taking place greater than 30 metres from a watercourse.

Intent of Regulations being varied

The overall purpose of the setback from the natural boundary to the sea is to minimize impacts related to:

- Protecting the natural environment, including ecosystems and biological diversity;
- Conserving marine habitat;
- Reducing risks from coastal erosion, flooding, and other environmental hazards;
- Preserving the rural, visual character of the coastline;
- Safeguarding archaeological and cultural heritage resources; and
- Protecting views, scenic areas, and distinctive landscape features that contribute to the overall visual and environmental quality of the Trust Area.

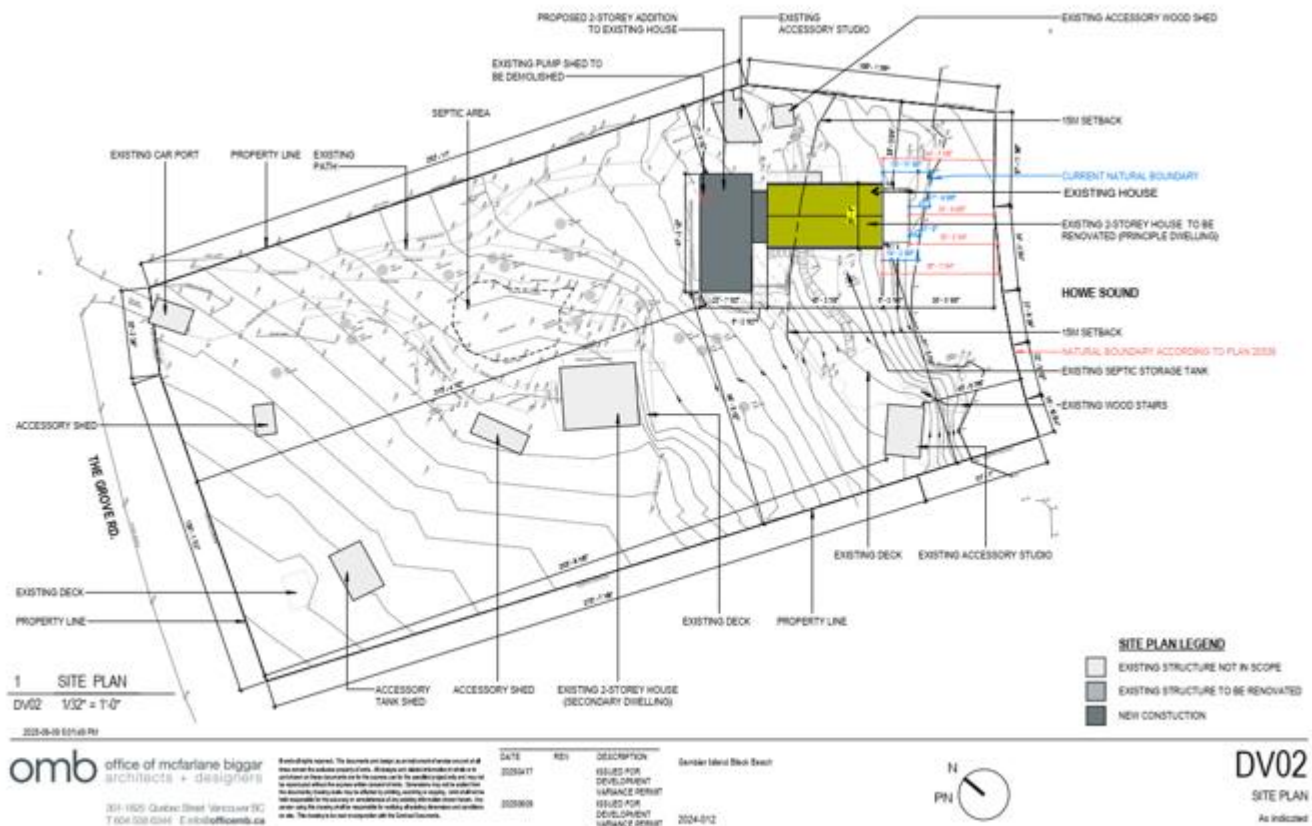


Figure 2 - Site Plan

Issues and Opportunities

The applicant seeks a variance to reduce the sea setback from 15 metres to 4.33 metres to allow for a reconfiguration of the roofline on an existing non-conforming dwelling. As outlined earlier in the report, the purpose of the setback is to minimize environmental and visual impacts, and to manage coastal hazards.

It should be noted that this DVP only authorizes the specific roofline alteration proposed, and does not legalize or approve the entire existing dwelling or its siting within the setback. Rather, it applies only to the specific alteration being proposed, a roofline modification that does not expand the structure's horizontal footprint. The dwelling is already sited within the setback, and this application does not legalize its location or any unrelated non-conforming elements.

The proposed change increases the vertical massing of the structure but also removes several existing non-conforming features, including:

- South-facing pop-outs
- Deck portions on the east and north sides
- Floor area on the north side

These removals result in a net reduction of approximately 206 cubic feet of built volume within the setback. While the revised roofline increases the dwelling's perceived massing, the overall effect is a modest reduction in encroachment within the setback area.

Consultation

In accordance with Section 499 of the *Local Government Act* (LGA) and Section 8 of the Gambier Island Development Procedures Bylaw No. 50, notification of this DVP application (Attachment 6) was distributed to neighbouring property owners and tenants within 100 metres. No correspondence was received prior to distribution of the Notice or at the time of preparing this report, but may be received before or during the LTC meeting on June 24, 2025. All correspondence received on or before the LTC meeting will form part of the public record and will be presented to the LTC as part of the application file materials. Correspondence may be sent to northinfo@islandstrust.bc.ca.

First Nations

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places.

The structures under application are in close proximity to a documented archeological site (within 100 metres) as indicated by the provincial Remote Access to Archaeological Data (RAAD) system. At the time the application file was opened, the Applicant was provided with information on the Islands Trust Cultural Protocol and BC provincial Chance Find Procedures that contain information about what actions must be undertaken if previously unrecorded archaeological material is encountered during development. In such a case, all work must cease and the provincial Archaeology Branch contacted immediately. A *Heritage Conservation Act* permit may be required before further development is undertaken.

Rationale for Recommendation

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

- The proposed variance is reasonable in context, as the footprint of the building within the setback is not expanding, and the primary change involves a vertical reconfiguration of the roofline;
- The application is being made prior to construction, in accordance with proper process;
- Several existing non-conforming elements are being removed, resulting in a net reduction of site coverage and building volume within the 15-metre setback and

- At the time of writing, no objections or comments have been received in response to the notification process.

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 the following (specify information request)”

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 deny application PL-DVP-2025-0019.”

Submitted By:	Marlis McCargar, Island Planner	June 6, 2025
Concurrence:	Sonja Zupanec, RPP, MCIP, Acting Regional Planning Manager	June 9, 2025

ATTACHMENTS

1. Site Context
2. Site Photographs
3. Applicant's Rationale
4. Project History
5. Site Survey
6. Notice
7. Draft Development Variance Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 3 DISTRICT LOT 3161 PLAN 20538
PID	006-577-512
Civic Address	832 THE GROVE ROAD, GAMBIER ISLAND
Lot Size	0.078 ha (0.19 ac)

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential

HISTORICAL ACTIVITY

File No.	Purpose
-	-

POLICY/REGULATORY

Official Community Plan Designations	Gambier Island Official Community Plan Bylaw #73, 2001 – Settlement Residential (SR)
Land Use Bylaw	Gambier Island Land Use Bylaw #86, 2004 – Settlement Residential (SR)
Other Regulations	DPA 3: Riparian Areas  Watersheds and Watercourses Map Exemptions: (3)(a)i. development taking place outside of the areas described below in 9.3(3)(a)(i) though 9.3(3)(a)(iv): i. For a watercourse that is not located in a ravine, a 30 metre strip on both sides of the watercourse measured from the high water mark;

	(b) interior or exterior alterations, renovations, maintenance, reconstruction or repair to a pre-existing building or structure to an extent that does not alter, extend or otherwise increase the ground floor area of the building or structure including all impermeable accessory structures such as decks and patios
Covenants	S.215 Covenant N62361 (1985) between province and SCRD
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	N/A
Sensitive Ecosystems	N/A
Hazard Areas	N/A
Archaeological Sites	Registered archaeological site within 100m of subject property. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is 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	Sediment Shoreline - Pebble/Sand
Shoreline Data in TAPIS	Fringing, patchy eel grass noted, surf smelt

ATTACHMENT 2 – SITE PHOTOS



VIEW FROM THE BEACH



VIEW FROM THE BEACH



DVP Project Narrative Document

Gambier Island Blacks Beach Upgrades

Document Number: 7922-01-25-02

Revision 0

Date: 04/18/2025

Rev	Date	Revision Description	By	Checked	Approved
0	18-APR-25	Issue For Approval	DLM	JG	DLM

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1.0 Project Description

This application requests a Development Variance Permit (DVP) to support the renovation of an existing single-family dwelling located within the 15-metre natural boundary setback, as defined by Gambier Island Land Use Bylaw No. 86, 2004.

The subject property contains a long-standing cabin structure that pre-dates the adoption of the current land use bylaw and is legally non-conforming in its siting. The proposed renovation seeks to improve the livability, safety, and structural integrity of the home while retaining the original footprint and character of the existing structure.

2.0 Purpose of Variance

The variance is requested to accommodate a modest reconfiguration of the existing roof form, specifically to consolidate and rationalize the roofline over the original footprint. While the net building footprint and total site coverage are not increasing, Islands Trust staff have advised that changes to roof volume within the 15-metre natural boundary setback may be interpreted as increasing non-conformity and therefore require a variance.

We acknowledge this interpretation and respectfully note that the Gambier Island Land Use Bylaw does not explicitly regulate roof volume within the setback. The existing structure's legal non-conforming status has been respected by maintaining the original footprint and reducing overall enclosed floor area. The proposed roof change results in a net reduction of volume within the setback and does not expand the building's footprint horizontally or vertically toward the sea. Based on recent feedback, the design has been adjusted to exclude any enclosed area under the deck.

3.0 Project Location and Site Conditions

Project Location

- Address: 832 The Grove Road, Gambier Island, BC
- Size: 1.112 acres (0.45 hectares)
- Zoning: SR (Settlement Residential)
- Authority Having Jurisdiction (AHJ): Sunshine Coast Regional District (SCRD)
- Land Use Bylaw: Gambier Island Land Use Bylaw No. 86, 2004

The project site is located within Black Beach, Gambier Island, an off-grid community accessible only by boat. The site is characterized by steep terrain, a rocky shoreline, and dense vegetation; however, the site is easily accessible through various routes.

4.0 Background and Design Intent

The renovation is part of a larger upgrade to the "Black Beach" property, known locally as the GIBB project. The goal is to preserve the spirit and footprint of the original cabin while eliminating unsafe or deteriorated conditions and bringing the home in line with modern building standards.

Key design actions include:

- Removal of the upper loft and non-compliant stair system
- Demolition of south-facing bay windows, which previously encroached toward the sea
- Inward relocation of the east glazing
- Replacement of the east-end roof, matching existing height and pitch

- Retention of north and south exterior walls and the deck

These changes result in a smaller, safer, and more efficient building that reflects the original form of the structure and does not introduce any new encroachment toward the natural boundary.

The proposed renovation substantially improves the safety and code compliance of the cabin with a focus on the following:

- Upgrading the structural integrity of the cabin to meet current seismic requirements, while simplifying the form
- Rationalizing the roof lines, allowing for a more continuous building envelope that meets modern building standards and improves performance
- Meeting current energy use requirements for heating, cooling, and electrical consumption
- Creating a home that will be built to last, ensuring a more durable and sustainable structure that maintains its unique rural character and scale

5.0 OCP Alignment

The project is strongly aligned with the Gambier Island Official Community Plan (Bylaw No. 73, 2001). Specifically, the renovation:

- Supports environmental stewardship by avoiding new encroachment into the marine setback area
- Preserves the rural and small-scale character of development on Gambier Island
- Enhances building safety and environmental resilience
- Respects the intent of the natural boundary setback while responsibly upgrading an existing structure
- Encourages renovation over demolition, minimizing environmental impact

6.0 Justification for Variance

This variance request is based on the following key considerations:

1. Non-conforming status: The existing building is legally non-conforming. The project does not expand site coverage within the setback
2. Improved compliance: The renovation removes several non-compliant elements and re-establishes the original form
3. No increase in setback encroachment: All new work remains within the original footprint and does not extend closer to the sea
4. Minimal impact: The visual and spatial changes are modest and will reduce perceived bulk while improving integration with the natural landscape
5. Consistency with OCP: The proposal meets stated community goals for environmental protection, safety, and rural character preservation

7.0 Conclusion

The proposed renovations represent a balanced, responsible approach to upgrading a legal non-conforming structure. While we recognize Islands Trust's interpretation of the 3D envelope requirement, we respectfully submit that this project reduces overall volume within the setback, improves code compliance, and does not intensify land use.

We ask the Local Trust Committee to consider this application favorably and allow the issuance of a Development Variance Permit to support this modest and meaningful improvement to an established home.

PROJECT HISTORY AND RENOVATION APPROACH

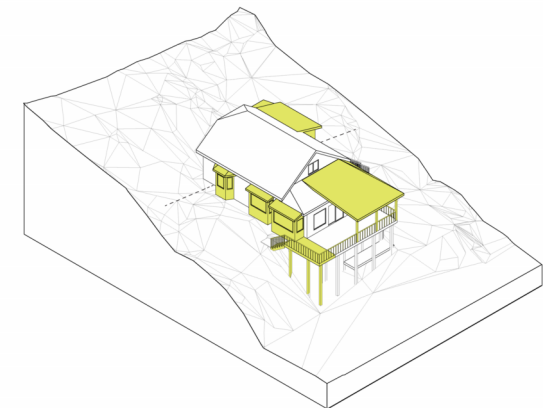
THE ORIGINAL PRIMARY DWELLING HAS SEEN AD-HOC ADDITIONS ADDED THROUGHOUT ITS LIFESPAN. THE INTENT OF THE RENOVATION IS TO RE-ESTABLISH THE ORIGINAL VOLUME OF THE HOME, AND TO IMPROVE THE LONG-TERM SAFETY OF THE RESIDENCE.

THE EXISTING STRUCTURE WILL BE REPAIRED AND REMEDIATED, AND SUPPORT A REHABILITATED ROOF STRUCTURE.

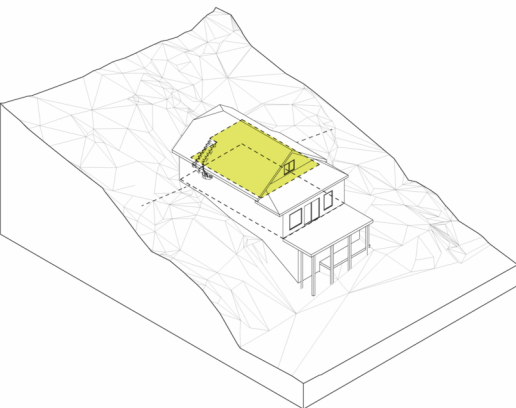
THE HOME WILL BE SUPPLEMENTED TO MEET CURRENT BUILDING AND ENERGY CODE STANDARDS. NON-COMPLIANT STAIRS AND FLOOR AREAS ARE REMOVED, AND WINDOWS AND ASSEMBLIES ARE UPGRADED TO CURRENT STANDARDS.

THE SECOND LEVEL LIVING SPACE IS REMOVED, RESULTING IN AN OVERALL REDUCED FLOOR SPACE WITHIN THE EXISTING HOME. AN ADDITION IS ADDED TO THE WEST OF EXISTING HOME, CLEAR OF THE 15M NATURAL BOUNDARY SETBACK.

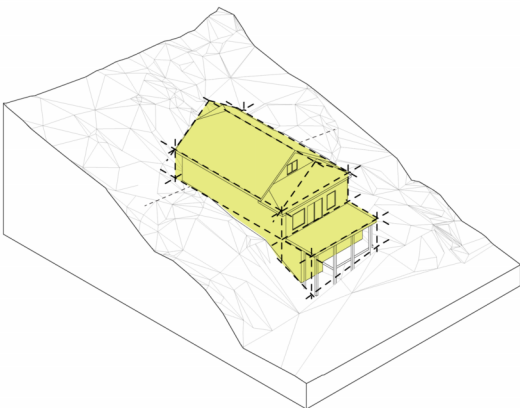
REMOVAL OF ADDITIONS TO RESTORE ORIGINAL BUILDING VOLUME.



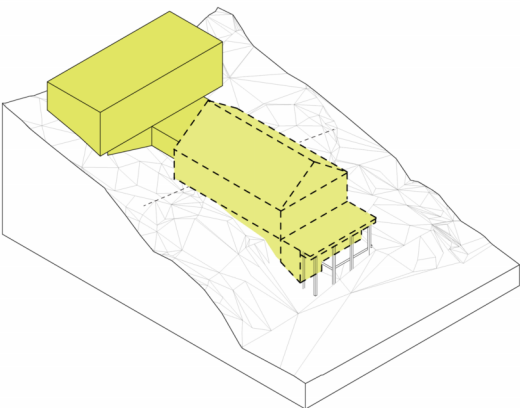
NON - COMPLIANT STAIRCASE AND SECOND LEVEL ARE REMOVED, RESULTING IN REDUCED FLOOR AREA IN THE EXISTING HOME.



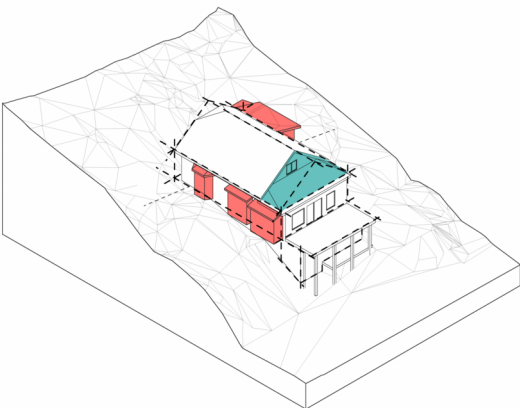
EXISTING BUILDING IS UPGRADED TO CURRENT BUILDING AND ENERGY CODE STANDARDS



NEW ADDITION CLEAR OF THE 15M NATURAL BOUNDARY SETBACK.



VOLUME REMOVED FROM EXISTING VERSUS VOLUME RELOCATION PROPOSED



2025-04-17 3:57:49 PM

DATE	REV	DESCRIPTION	
20250417		ISSUED FOR DEVELOPMENT VARIANCE PERMIT	Gambier Island Black Beach
			2024-012



GAMBIER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT NO. PLDVP20250170

TO: Dusty and Joseph Moi

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

PID: 006-577-512

LOT 3 DISTRICT LOT 3161 PLAN 20538

- 2.** Pursuant to Section 498 of the *Local Government Act*, the *Gambier Island Land Use Bylaw No. 86, 2004* is varied as follows:

1. PART 3 GENERAL REGULATIONS, Section 3.3 Siting and Setback Regulations, Subsection 3.3(1) “No building or structure shall be sited within 15 metres of the natural boundary of the sea, lake, wetland or watercourse, or constructed with the underside of any floor system or the top of any pad supporting any space or room that is used for dwelling purposes, business or the storage of goods less than 1.5 metres above the natural boundary of the sea, lake or watercourse unless otherwise provided for in this Bylaw.”; is varied to permit:

- A reduction of the required setback from 15 metres to 4.33 metres to allow for a roofline alteration to an existing non-conforming dwelling, located within the setback from the natural boundary of the sea.

- 3.** The proposed development is limited to the roof alteration on the “EXISTING DWELLING”, as labelled on **Schedule “A” – Site Plan**, attached to and forming part of this permit. This permit is not a Building Permit or a Siting and Use Permit, and does not remove any obligation on the part of the permittee to comply with all other requirements of the Gambier Island Land Use Bylaw No. 86, 2004 including use and density, and to obtain other appropriate approvals necessary for completion of the proposed development.

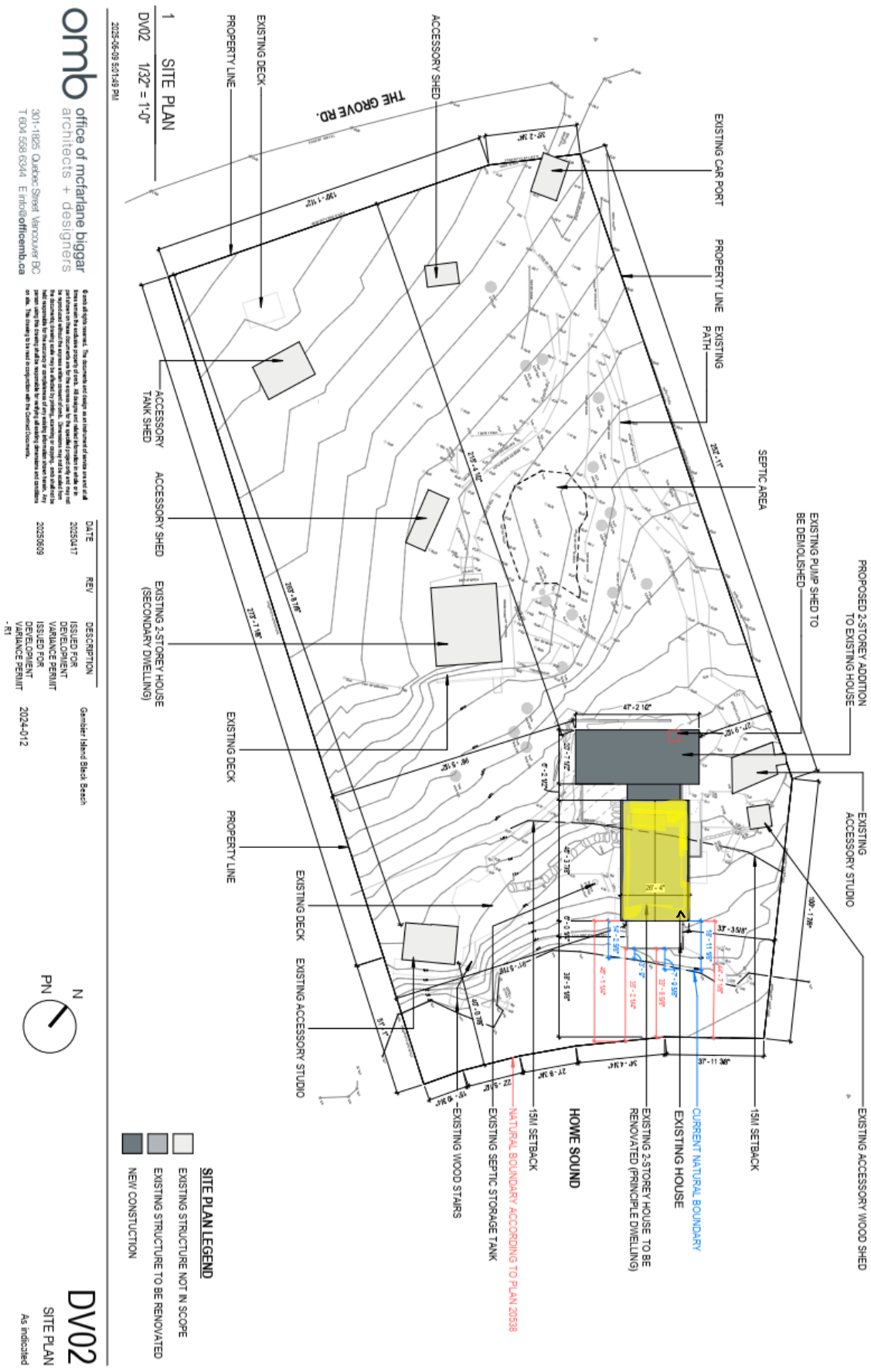
AUTHORIZING RESOLUTION PASSED BY THE GAMBIER ISLAND LOCAL TRUST COMMITTEE THIS X DAY OF MONTH, 202X.

Deputy Secretary, Islands Trust

Date

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE X DAY OF MONTH, 202X,
THIS PERMIT AUTOMATICALLY LAPSES.**

Schedule "A" – Site Plan



omb
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architects + designers
301-1185 Oakridge Street Vancouver BC
T 604 698 6344 E info@officeomb.ca

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DATE	REV	DESCRIPTION
2025/04/17	ISSUED FOR DEVELOPMENT	Gambler Island Sheds Beach
2025/06/09	VARIANCE PERMIT	
2024-012	DEVELOPMENT VARIANCE PERMIT	



DV02
SITE PLAN
As indicated

NOTICE
PL-DVP-2025-0170
GAMBIER ISLAND LOCAL TRUST COMMITTEE

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 to issue a Development Variance Permit. The proposed permit would vary the Gambier Island Land Use Bylaw No. 86, 2004 by:

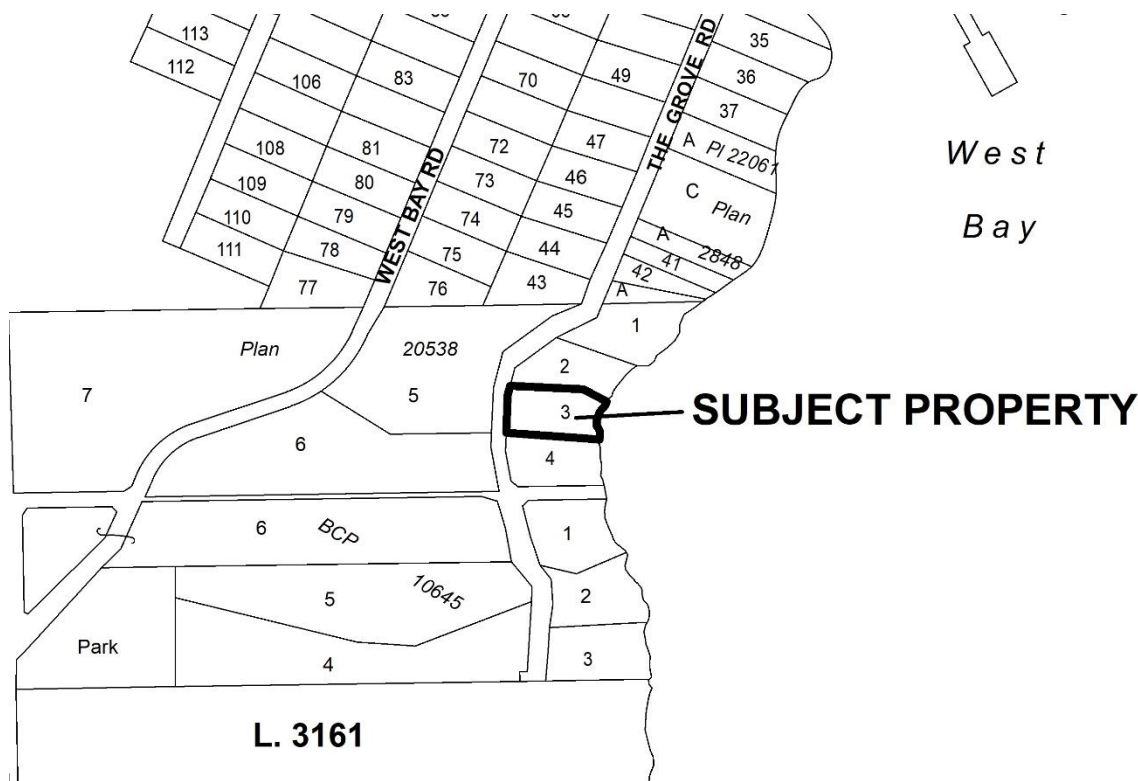
- Reducing the minimum setback from the natural boundary of the sea from 15 metres to 4.33 metres, to allow for a roofline alteration to an existing non-conforming dwelling.

The property is legally described as:

LOT 3 DISTRICT LOT 3161 PLAN 20538

(PID 006-577-512)

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 **June 10, 2025** and continuing up to and including **June 23, 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 Marlis McCargar, Island Planner at (250) 247-2210, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver (604) 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, **June 23, 2025**.

The Gambier Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting starting at **11:00 am, June 24, 2025, in-person at Gambier Community Centre, 721 Andy's Bay Road, Gambier Island.**

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.



GAMBIER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT NO. PLDVP20250170

TO: Dusty and Joseph Moi

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

PID: 006-577-512

LOT 3 DISTRICT LOT 3161 PLAN 20538

- 2.** Pursuant to Section 498 of the *Local Government Act*, the *Gambier Island Land Use Bylaw No. 86, 2004* is varied as follows:

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- A reduction of the required setback from 15 metres to 4.33 metres to allow for a roofline alteration to an existing non-conforming dwelling, located within the setback from the natural boundary of the sea.

- 3.** The proposed development is limited to the roof alteration on the “EXISTING DWELLING”, as labelled on **Schedule “A” – Site Plan**, attached to and forming part of this permit. This permit is not a Building Permit or a Siting and Use Permit, and does not remove any obligation on the part of the permittee to comply with all other requirements of the Gambier Island Land Use Bylaw No. 86, 2004 including use and density, and to obtain other appropriate approvals necessary for completion of the proposed development.

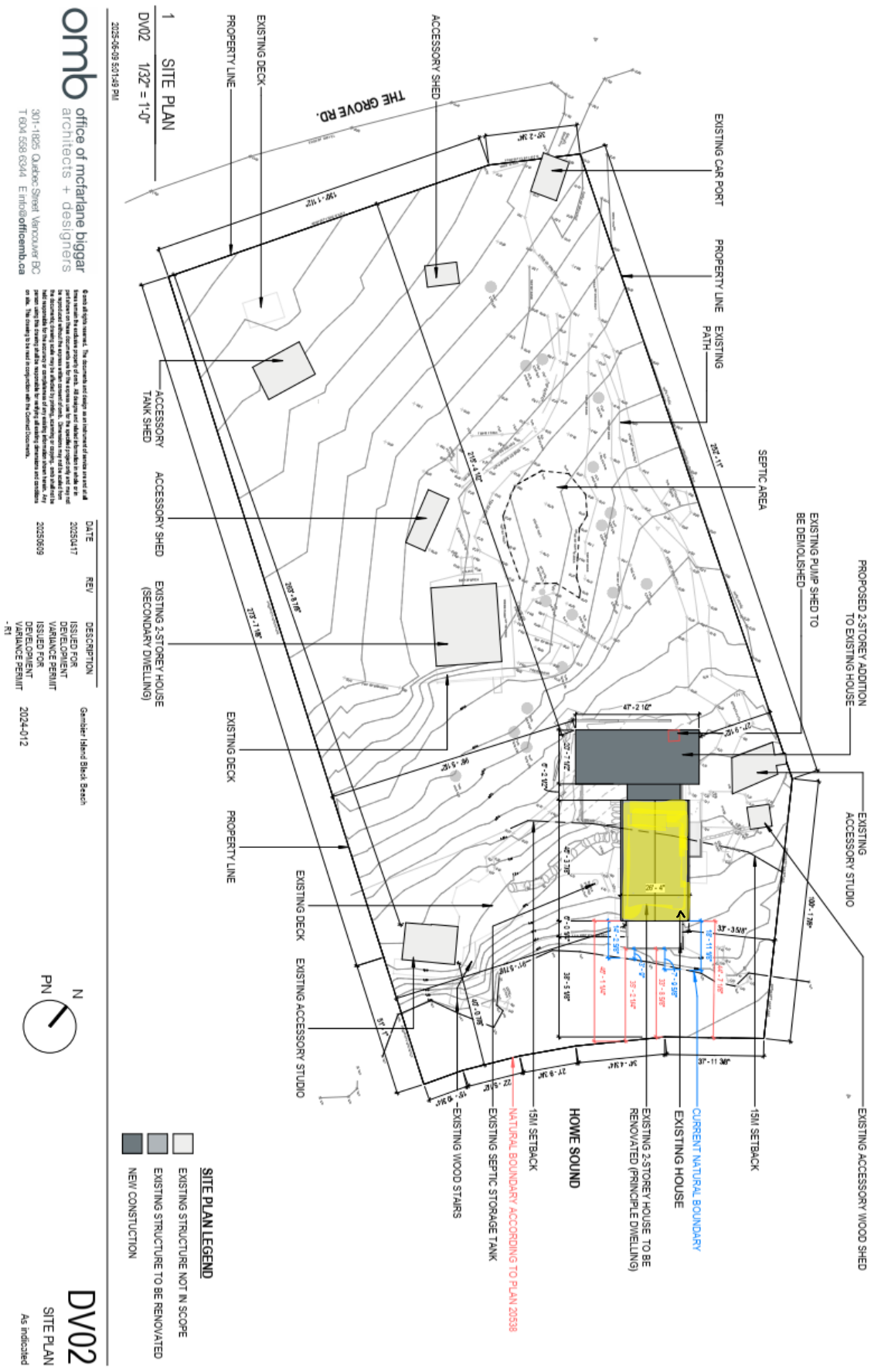
AUTHORIZING RESOLUTION PASSED BY THE GAMBIER ISLAND LOCAL TRUST COMMITTEE THIS X DAY OF MONTH, 202X.

Deputy Secretary, Islands Trust

Date

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE X DAY OF MONTH, 202X, THIS PERMIT AUTOMATICALLY LAPSES.

Schedule "A" – Site Plan



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DATE REV DESCRIPTION
2025/04/17 ISSUED FOR DEVELOPMENT Gambler Island Sheds Beach
2025/06/09 VARIANCE PERMIT
2024-012 DEVELOPMENT VARIANCE PERMIT



SITE PLAN LEGEND
EXISTING STRUCTURE NOT IN SCOPE
EXISTING STRUCTURE TO BE RENOVATED
NEW CONSTRUCTION

DV02
SITE PLAN
As indicated



DATE OF MEETING: June 24, 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 public engagement workplan.

RECOMMENDATIONS:

1. That the Gambier Island Local Trust Committee request staff to schedule a special electronic meeting in July to review the Squamish Nation recommendations to advance shoreline and heritage resource protection on Gambier Island, prior to commencing targeted public engagement on the OCP/LUB review project.
2. That the Gambier Island Local Trust Committee endorses the public engagement topics and timeline presented in the draft Public Engagement Workplan dated June 2025 attached to this staff report.
3. That the Gambier Island Local Trust Committee request staff to refer the public engagement workplan to the Advisory Planning Commission and request confirmation that its members' will be available and willing to support targeted implementation or facilitation of up to 10 community discussion groups between August – October 2025.

REPORT SUMMARY

This report seeks to advance the Local Trust Committee's (LTC) Gambier Island Official Community Plan (OCP) and Land Use Bylaw (LUB) review project, specifically by recommending LTC endorsement and implementation of a public engagement workplan July 2025 – March 2026.

BACKGROUND

The following resolutions were passed by the LTC at the March 2025 regular business meeting and staff have provided status updates for each:

GM-2025-005** 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 Local Trust Committee with any suggested amendments from the Nation for consideration prior to further public engagement. **CARRIED

Planning staff referred the draft shoreline development permit area (DPA) to the Nation staff for review and comment. Staff will meet with the Squamish Nation referral team June 19, 2025 to discuss the draft

shoreline DPA and use of heritage conservation area on Gambier Island. A verbal update to the LTC will be available at the June 24, 2025 regular business meeting.

GM-2025-006 that the Gambier Island Local Trust Committee request staff to prepare a draft annotated shoreline development permit area document based on the language provided in March 25, 2025 staff report, including recommended amendments by the Advisory Planning Commission; referral recommendations from Squamish Nation; draft Official Community Plan vision / policy language supporting shoreline protection and return to the Local Trust Committee for review and consideration of next steps. **CARRIED**

An annotated draft with Advisory Planning Commission (APC) comments and suggested changes is included in this staff report as Attachment 2.

GM-2025-007 that the Gambier Island Local Trust Committee request staff to prepare a draft workplan and budget to implement all recommendations the Advisory Planning Commission public engagement recommendations in Attachment 2 of the March 25, 2025 staff report for Advisory Planning Commission review and return for Local Trust Committee consideration as amended. **CARRIED**

A draft engagement workplan and budget is included in this staff report as Attachment 1 for LTC consideration of endorsement and implementation.

GM-2025-009 that the Gambier Island Local Trust Committee endorse the amended Official Community Plan/Land Use Bylaw Review project charter v2.2. **CARRIED**

The updated version of the project charter was posted to the [project website](#).

GM-2025-010 that the Gambier Island Local Trust Committee request staff to advertise for expressions of interest for the vacant positions on the Gambier Advisory Planning Commission with terms expiring October 17, 2025 and allocate necessary funds for advertising from the major project budget. **CARRIED**

The LTC is considering appointments to the vacant APC positions during the in-camera portion of the June 24, 2025 regular business meeting.

ANALYSIS

Issues and Opportunities

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

Squamish Nation Recommendations on draft Shoreline Protection DPA:

In March 2025, a copy of the draft shoreline protection DPA was sent to the Squamish Nation referrals team for review and comment as per the capacity funding agreement for this project signed in 2023. The referrals team committed to a review of draft tools to implement their recommendations, despite this review being over a year after the engagement concluded. A meeting was scheduled for June 19, 2025 with referrals team staff to discuss potential revisions to the draft, and review draft heritage conservation area measures on Gambier Island. A verbal update will be provided at the June 24, 2025 regular business meeting for LTC consideration. Staff recommend the LTC schedule a special electronic meeting in July 2025 to review Squamish Nation referral team suggested amendments as per recommendation #1 on page 1 of this report and prior to implementation of the public engagement on the targeted OCP/LUB review project.

Draft Public Engagement Workplan:

Attachment 1 is the draft public engagement workplan for LTC consideration of implementation. It includes all APC recommendations endorsed by the LTC at the March 2025 regular business meeting. This workplan is focused on priority engagement with Gambier Island residents and title holders between August 2025 and March 2026. At this stage the LTC is asked to review and identify any refinement of the workplan and provide direction on next steps, including the anticipated role of APC members in supporting on-island public engagement and the confirmation of the topic area(s) that are aligned with the recently updated [project charter](#).

Staff recommend endorsement of the draft as presented, referring to the APC to confirm its' commitment to participate in implementation with on-island engagement and posting to the project website as per recommendations #2 and #3 on page one of this report.

Advisory Planning Commission Recommendations on draft Shoreline Protection DPA:

Attachment 2 outlines the APC recommendations for amendments to a draft shoreline development permit area that includes protection objectives, policies and guidelines. This annotated version of the draft DPA does not include Squamish Nation staff comments as they were not available at the time of report writing. Staff can update the draft with First Nation referral comments as soon as they are available and present them back to the LTC for further consideration of next steps and public engagement, should the LTC proceed with a special electronic meeting in July to advance this project.

NEXT STEPS

If the LTC agrees with the recommendations outlined on page 1 of this report, staff will coordinate a special electronic meeting in July to review Squamish Nation referral team comments. Staff will refer the endorsed engagement workplan to the APC for discussion on implementation August-October until their terms expire.

Submitted By:	Sonja Zupanec, RPP, MCIP, Island Planner	June 16, 2025
Concurred By:	Robert Kojima, Regional Planning Manager	June 16, 2025

ATTACHMENTS

- 1. DRAFT Shoreline Development Permit Area (Annotated with APC comments) – June 2025
- 2. DRAFT Public Engagement Work Plan – June 2025

Gambier OCP LUB Targeted Review Engagement Work Plan August 2025-March 2026

Item #	Engagement Activity	When	Delivery	Details	Anticipated Budget
1	Community Information Meetings (2)	FIRST CIM: November 25 2025 SECOND CIM: March 2026	In-person or electronic or hybrid	Led by project manager/planning staff. FIRST CIM: Present APC recommendations, public engagement summary to date. SECOND CIM: Present draft OCP and LUB amendments prior to first reading being considered, informed by public engagement and First Nation engagement recommendations.	No cost if combined with LTC meeting. If in-person ~\$1000 each meeting
2	Informal Community Discussion Groups (e.g., up to 10 OCPizza/Pie Party)	August – October 2025	In- person or electronic	Led by willing APC or community members and support from planning staff. Members to host a small gathering (3-10 people) in their own home or public space or on a digital platform to discuss targeted review: - draft shoreline DPA; - 3-5 targeted questions through an online survey regarding OCP/LUB improvements to protect forest ecosystems; -3-5 targeted questions through an online survey regarding possible policy changes to protect public access to public docks.	\$1,000
3	LTC Trustee Email Updates	Monthly July-March 2026	Email	Led by Trustee Stamford with support from planning staff Prepare and distribute monthly project updates for email distribution list.	No cost
4	Islands Trust Website and Social Media	Ongoing	Digital	Led by Project Manager/Planning staff and Communications Specialist. Post current timeline, survey, targeted review questions and notices of upcoming engagement	No cost

**Gambier OCP LUB Targeted Review Engagement Work Plan
August 2025-March 2026**

				opportunities and notify Islands Trust website subscribers.	
5	Gambier Island Community Email, Newsletters, Social Media	Ongoing	Hard copy and Digital	<i>Led by APC members.</i> Re-post and link to Islands Trust webpage updates, social media links and Trustee email content.	No cost.

DRAFT Annotated with APC Review Comments

March 2025

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;

DRAFT Annotated with APC Review Comments

March 2025

- 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.

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March 2025

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.
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.

DRAFT Annotated with APC Review Comments

March 2025

3. Upland shoreline structures, additions or land alteration should be located and designed to avoid the need for shore protection works.
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

DRAFT Annotated with APC Review Comments

March 2025

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.

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.

DRAFT Annotated with APC Review Comments

March 2025

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;
 - 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.

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March 2025

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 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.

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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.
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

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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.

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.

From: Ruth Simons <ruthsimons@howesoundbri.org>

Sent: June 15, 2025 2:44 PM

To: Kate-Louise Stamford; patrick@islandtrust.bc.ca; Joe Bernardo

Cc: Samantha Wing

Subject: LTC meeting June 24th

Dear Trustees,

This is for your information and a request regarding SCRD park lands on Gambier Island. We would like to speak to this at your meeting on June 24th. Attached are copies of our request to SCRD.

One year ago, Samantha Wing and I presented at the local trust committee meeting on the topic of recognizing lands on Gambier Island for contribution to the Canadian Protected and Conserved Areas Database (CPCAD).

Over the past year, we have studied the Sunshine Coast Regional District (SCRD) parks on Gambier Island. During this review, we have identified discrepancies in the zoning of these lands by the Islands Trust and their current use.

I've attached our correspondence to the SCRD in preparation for our presentation to the Committee of the Whole meeting on June 26th. The report includes information about the zoning on the last page. Essentially, we are seeking a) recognition of these lands as protected and conserved for submission to CPCAD, and b) the SCRD move forward with rezoning to ensure their permanent protection.

You will see the requests to the SCRD in the letter. We would like to talk about this briefly at the LTC meeting on June 24th, as communication with the Islands Trust planning staff would help inform our requests.

Thank you,

RUTH SIMONS, D.Litt | Executive Director

Howe Sound Biosphere Region Initiative Society

Átl'ka7tsem/Howe Sound UNESCO Biosphere Region

WHERE NATURE AND HUMANITY THRIVE

c: 778 834-4292

w: howesoundbri.org

BIODIVERSITY CONSERVATION | RECONCILIATION | SUSTAINABLE DEVELOPMENT

June 3, 2025

Dear Board members of the Sunshine Coast Regional District:

Re: SCRD-owned parks on Chá7elkwnech/Gambier Island.

We are writing to request the SCRD board support the recognition and protection of SCRD parks on Gambier Island.

Our organization is responsible for managing the Átl'ka7tsem / Howe Sound UNESCO Biosphere Region designation. In 2022, we received funding from Environment and Climate Change Canada to identify lands within our region that qualify for submission to the Canadian Protected and Conserved Area Database (CPCAD) and to work on strengthening conservation management.

The SCRD has ten parcels of land on Gambier Island that are parks. We have identified opportunities for the SCRD to 1) recognize these lands for submission to CPCAD and 2) strengthen protection through rezoning and/or explore opportunities to divest of certain parcels to ensure protection in perpetuity.

In January 2024, we corresponded with the SCRD Parks Department staff regarding the opportunity to utilize our available resources. We requested consent to review SCRD parks on Gambier Island for submission to CPCAD (copy of the letter is attached).

Over the past year, on request from parks to wait for SCRD Parks to conduct an overall service review, we undertook a review of the 10 parks on Chá7elkwnech/Gambier Island based on publicly available data to pre-determine eligibility. This report, called Recognizing SCRD-owned parks on Chá7elkwnech/Gambier Island as Protected Areas or Other Effective area-based Conservation Measures (OECMs) is attached. The report includes maps and details on each property, including their size, zoning, history, ecological features, photos, and rationale for inclusion. This report has been submitted to the Squamish Nation's portal for information.

We are now in our final year of funding to support this work. We can minimize the amount of time and resources required to advance conservation and protection if you will consent and direct staff to work with us as follows:

1. Recognize these lands for submission to CPCAD. The consent letter will provide the necessary permission for us to consider these lands for recognition into CPCAD based on their current criteria. This requires minimal time of staff. Most of the work we have already undertaken to assess the criteria. We need one point of contact at the SCRD and some mapping and GIS support.

2. Our research has identified that some of the zoning by Islands Trust is not in alignment with the Park's use. We are seeking support from SCRD board to work with the appropriate staff member to explore a rezoning request and/or divestment opportunities.

We have been working with BC Nature and municipalities within the biosphere region on their submissions to CPCAD as part of our commitment of contribution toward the global goals of protecting 30% of land and waters by 2030.

We appreciate your cooperation on supporting our commitment toward the 30x30 biodiversity conservation goals and the long-term protection of ecologically rich park lands on Gambier Island.

Sincerely,

Ruth Simons

Ruth Simons,

Executive Director,

Howe Sound Biosphere Region Initiative Society

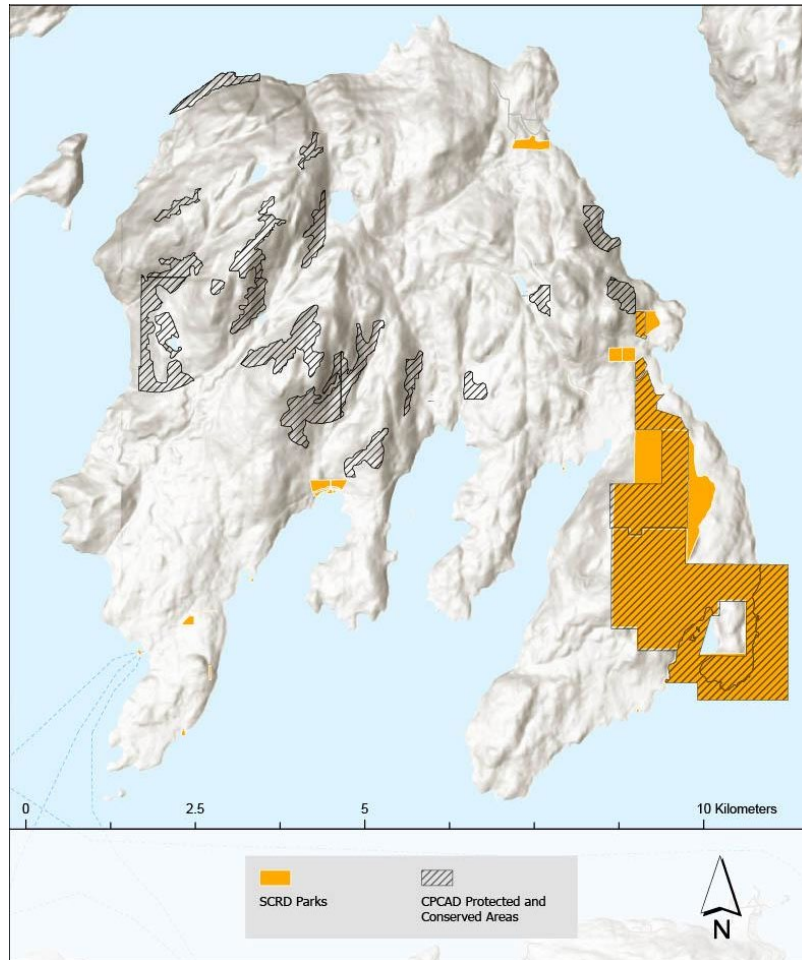
www.howesoundbri.org

ruthsimons@howesoundbri.org 778 834-4292

copy to: Gambier Island Local Trust Committee

Recognizing SCRD-owned parks on Chá7elkwnech/Gambier Island as Protected Areas or Other Effective area-based Conservation Measures (OECMs)

A review of 10 SCRD-owned parks on Gambier Island and rationale for submission to the Canadian Protected and Conserved Areas Database



Prepared for: SCRD & Islands Trust

By: Howe Sound Biosphere Region Initiative Society

May 2025

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Executive Summary



The Howe Sound Biosphere Region Initiative Society (HSBRIS) is a registered charity responsible for managing the Átl'ka7tsem/Howe Sound UNESCO Biosphere Region designation. One of our biggest projects focuses on protecting and conserving lands in the region, contributing to Canada's target of conserving 30% of lands and waters by 2030. Gambier Island, known as Chá7elkwnech by the Skwxwú7mesh Úxwumixw/Squamish Nation, is the largest island in Átl'ka7tsem/Howe Sound, spanning roughly 6900 Hectares of a highly complex landscape that is rich in biodiversity due to limited development occurring there. HSBRIS has identified 10 parks across the island, totalling approximately 67 Ha, that are owned by the Sunshine Coast Regional District (SCRD) and, despite their zoning, function as parks and in some cases, essential buffer zones to other protected areas which increases connectivity across the landscape and achieves greater conservation of biodiversity. At present, approximately 12% of Chá7elkwnech is recognized in the Canadian Protected and Conserved Areas Database (CPCAD; 3), contributing to the 30x30 target. This number could be increased by at least 1% with the submission of these 67 Ha to the database, and the Sunshine Coast Regional District could be recognized for contributing to local, national and global conservation goals. Every bit counts.

Context of the 30x30 Project

In 2021, Átl'ka7tsem/Howe Sound was designated as a UNESCO Biosphere Region. The Howe Sound

Biosphere Region Initiative Society (HSBRIS) is a registered charity responsible for this designation and building capacity in the region for biodiversity conservation, reconciliation and sustainable development initiatives.

The threats of climate change and biodiversity loss are no secret, as is evident by Canada's commitment to protecting or conserving 30% of the country's land and waters by 2030. Canada's progress towards this target is tracked in the Canadian Protected and Conserved Areas Database (CPCAD). To reach bold targets such as these requires innovative approaches that recognize barriers to do so and take into consideration the social implications involved in activities that ensure biodiversity and ecosystem services are conserved. The term "Other Effective area-based Conservation Measures (OECMs)" first appeared during the 2010 Convention on Biological Diversity in the Aichi Target 11. OECMs were offered as an additional tool to meet global biodiversity conservation targets since they provide long-term biodiversity conservation benefits for species, habitats and ecosystems. OECMs offer recognition of efforts that already contribute to conservation, and it is believed that such a designation will provide support to these efforts, further encouraging land managers to maintain the systems they have put in place that result in conservation.

OECMs are defined as "a geographically defined area other than a Protected Area, which is governed and managed in ways that achieve positive and sustained long-term outcomes for the in-situ conservation of biodiversity, with associated ecosystem functions and services and, where applicable, cultural, spiritual, socioeconomic, and other locally relevant values" (UN Convention on Biological Diversity). Although on the surface, it may seem like this definition could also be applied to a designated protected area, the main difference between these two designations is that the primary objective of a protected area is conservation. OECMs are managed for other primary purposes, but through management, biodiversity conservation is also achieved. Canada adopted this international OECM definition and voluntary guidance developed by the Convention on Biological Diversity in 2018.

Lands suitable for OECM recognition and registration in CPCAD need to achieve the following criteria:

- Have clearly defined geographical boundaries;
- Achieve in-situ conservation of biodiversity;
- Prohibit actions incompatible with conservation; and
- Are intended to be protected into perpetuity.

Some areas within the Átl'ka7tsem/Howe Sound Biosphere Region are already recognized as OECMs, including Old-Growth Management Areas, Wildlife Habitat Areas, Sea to Sky Wildland Zones and Glass Sponge Reef Closures. Between HSBRIS and BC Nature and through collaboration with local municipalities, there have been successful OECM and PA recognitions in the last year in Lions Bay, Whistler, Metro Vancouver and on Bowen Island. This is an opportunity for local government's management practices to be recognized and celebrated, while organizations such as HSBRIS and BC Nature have the capacity to lead the process of submitting to the database while we have funding to do so. There is very little time required from the landowners.

HSBRIS has conducted preliminary research on many private and municipal lands within the Biosphere Region and has identified many potential areas for OECM or PA recognition. We have conducted a preliminary assessment of Gambier Island and have identified several Sunshine Coast Regional District (SCRD) parks as

potential sites for OECM or Protected Areas recognition, totalling approximately 67 Ha. To date, approximately 11.8% of Gambier Island are registered in the Canadian Protected and Conserved Areas Database (CPCAD). Recognizing the SCRD Parks listed below would increase this contribution by approximately 1%. As stated in the SCRD Parks and Recreation Master Plan (2014): “Recreation and parks are essential to *quality of life*; Recreation and parks build *strong families* and *healthy communities*; Parks, open spaces, and natural areas are *essential to ecological survival*.” OECMs aim to balance human use of the land with biodiversity conservation.

See Figure 1 for a visual of the SCRD parks across the island as well as the lands on the island that are already recognized in the CPCAD as either OECMs (Old Growth Management Areas) or Protected Areas (Halkett Bay Marine Park, Nature Reserves). **With permission, HSBRIS would like to assess the SCRD-owned parks on Gambier Island, zoned by Islands Trust, further for eligibility for submission to CPCAD, contributing towards national and international area-based conservation targets.** Participating in this reporting and recognition does not entail any regulatory or policy restrictions for these areas. However, if the use or management of the areas changes in the future, it would need to be reassessed to see whether it still qualifies for CPCAD.

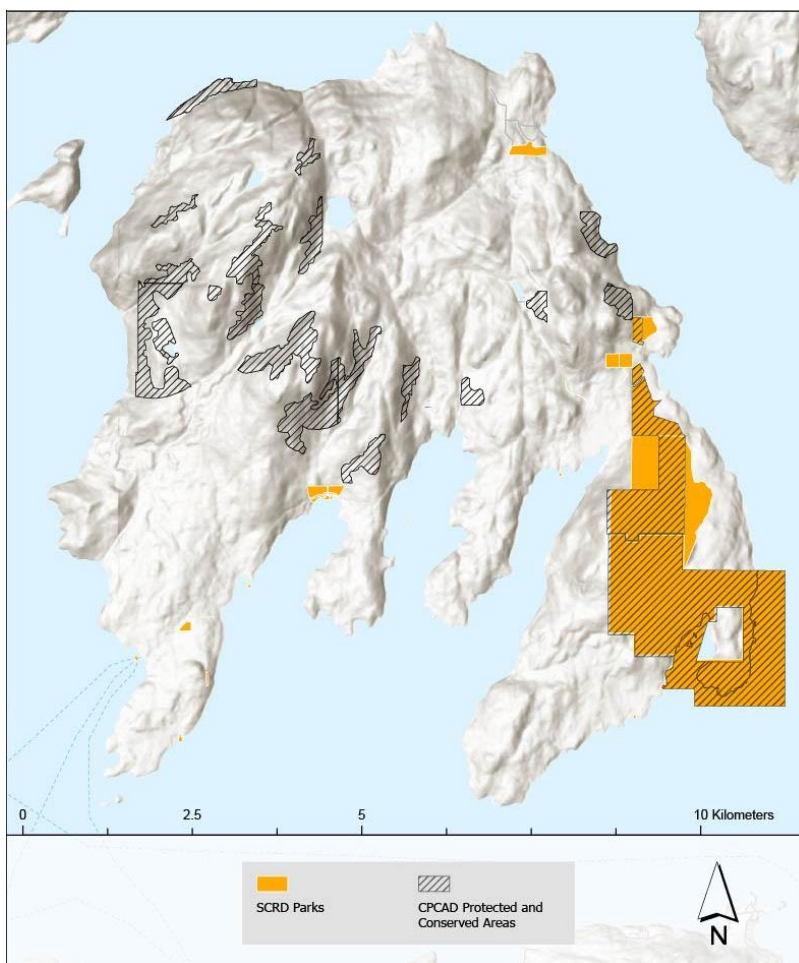


Figure 1: Map of SCRD Parks and lands already in the Canadian Protected and Conserved Areas Database (CPCAD) on Gambier

10 SCRD Parks on Gambier Island

Pete Shields Park

Pete Shields Park is a 35 Ha SCRD-owned park on the East side of Gambier (Figure 2) that borders the Mount Artaban Nature Reserve, Halkett Bay Marine Park and the Long Bay Wetland Nature Reserve. This is important as Pete Shields acts as a buffer between protected areas and developed areas as well as provides connectivity between habitats and watershed networks which is essential for wildlife and biodiversity conservation. Furthermore, Pete Shields Park borders several private lands with covenants on them (Figures 2 and 3), thus building the case further to ensure that this entire area is protected. While the area including Pete Shields is zoned Rural Residential (Appendix A), the park land appears to be achieving the in-situ conservation of biodiversity as there has been no development on this land and limited recreation due to the geography. Pete Shields Park has important ecological value as it connects with protected areas, contains a wetland which provides essential habitat and ecosystem services as well as mapped marbled murrelet habitat (BC Data Catalogue; see Figure 3), a species at risk. Pete Shields Park is an ideal opportunity area for OECM or Protected Area recognition and could be a great case study and story to showcase.

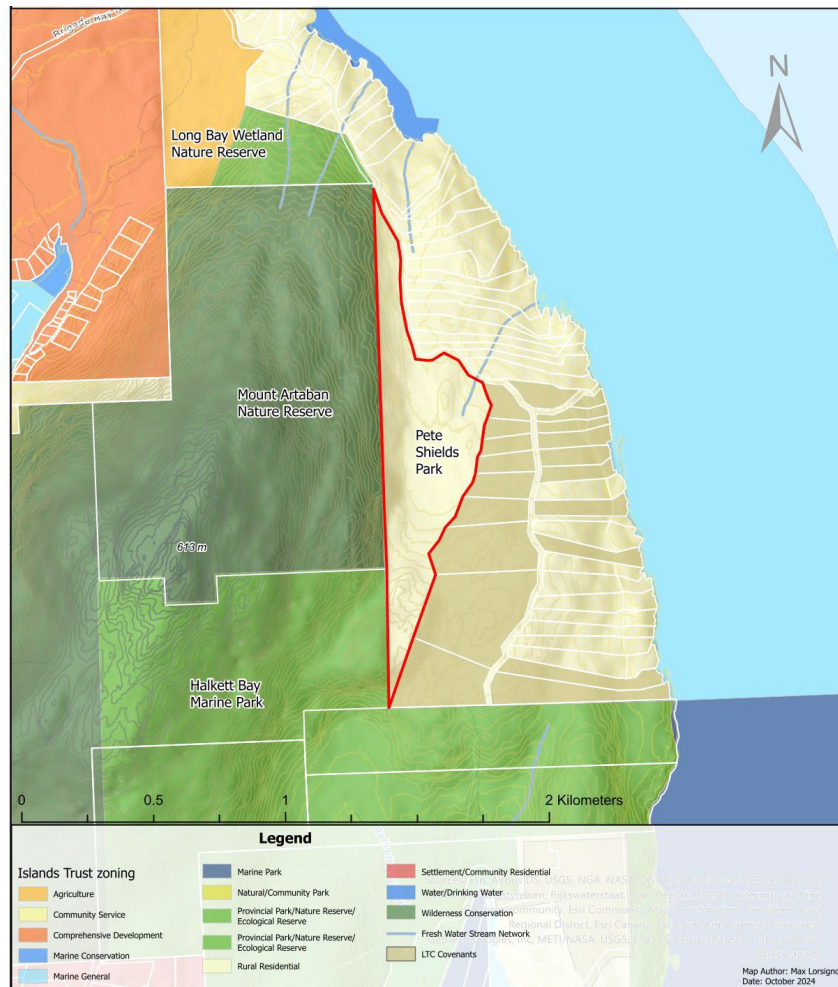


Figure 2: Pete Shields Park and surrounding areas Islands Trust zoning



Aerial photo of Pete Shields, Mt. Artaban Nature Reserve and Halkett Bay Provincial Park adjacent to the Brigade Bay residential area..

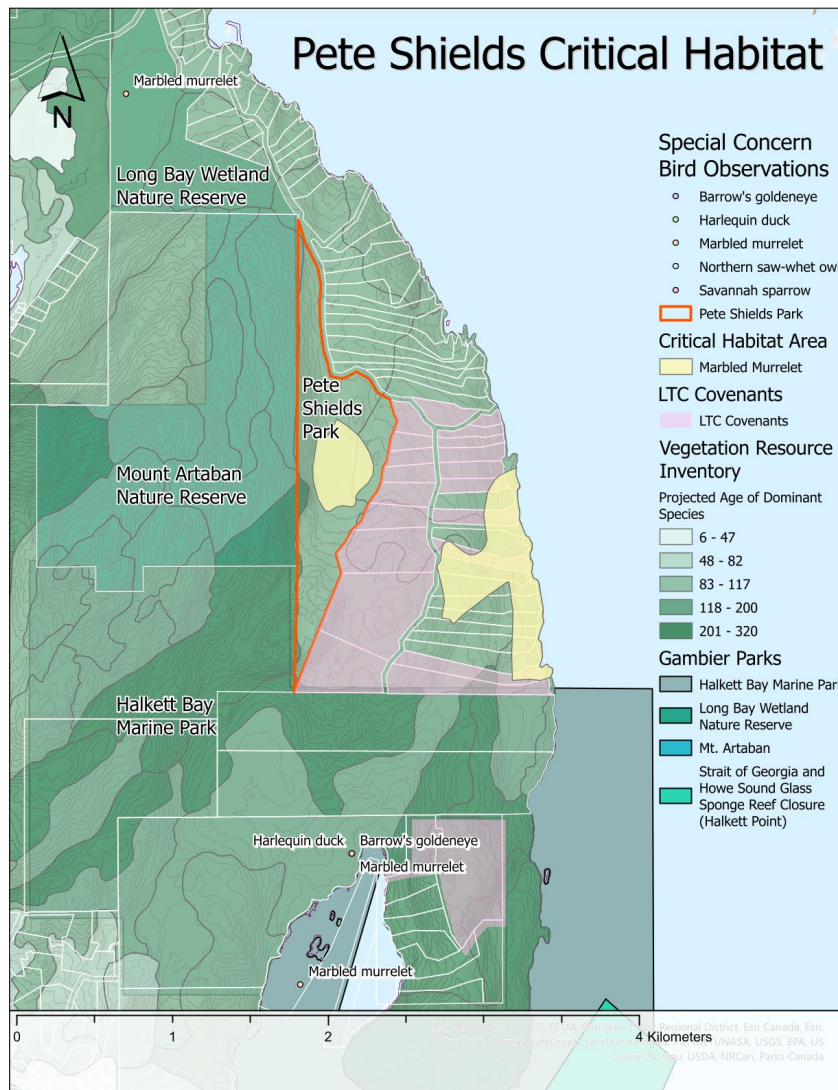


Figure 3: Pete Shields Park Ecological Considerations

[See photos of Pete Shields Park terrain and forests here.](#)

Thomas Lipton Park

Thomas Lipton Park is an 8 Ha SCR D-owned park at the head of West Bay (Figure 4) that surrounds the headwaters of McDonald Creek, a fish-bearing creek, and the surrounding estuary area (Figure 5). This park is an ideal OECM candidate as it is already zoned as a “Community Nature Park” and is achieving biodiversity conservation through being largely undeveloped as well as ongoing research and monitoring in the creek and estuary area and active community involvement stewarding this area. McDonald Creek is home to Coastal Cutthroat Trout, a species at risk in BC, and Coastal Tailed Frogs (5; Appendix B), a species of concern in BC, as well as several other species who live in and around the creek and rely on its health and intact riparian habitat. Furthermore, estuaries provide myriad ecosystem services and are essential for the mixed terrestrial, aquatic and marine habitats they provide. There are regular Sea Lion and Orca Whale sightings in West Bay and Chum Salmon come each year to run up Whispering and historically McDonald Creek as well, highlighting the ecological importance of this area. There have also been Pink Salmon runs in the past in these creeks.

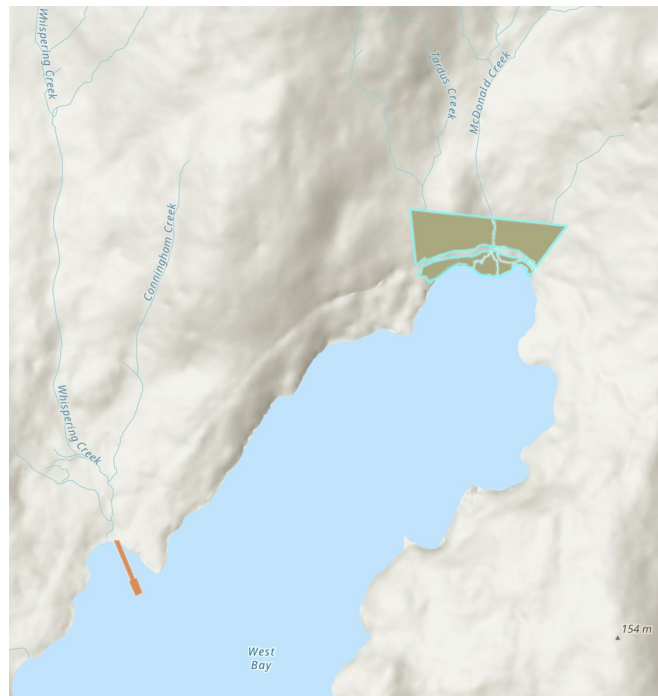


Figure 4 (above): Map with Thomas Lipton Park highlighted in blue; Figure 5 (below): Thomas Lipton Park Estuary and the mouth of McDonald Creek

Brigade Bay Community Parks

There are two SCRD parcels above the Long Bay Wetland Nature Reserve as well as one adjacent to the Brigade Bluffs Nature Reserve, totaling approximately 14 Ha. As these border Protected areas, it would be ideal to recognize them as OECMs or PAs and highlight the connectivity in this area. There is important wetland habitat, tributaries, mature forest and restoration and monitoring work in the nature reserves, highlighting the in-situ conservation of

biodiversity in these areas. However, much of this area including these three SCRD parks, Pete Shields Park and many other areas around the island, are zoned by the Islands Trust as Rural Residential (RR; Appendix A). This poses a challenge for protecting these lands. There is a case here for rezoning as these areas must have protections in place to continue to achieve biodiversity conservation into perpetuity as well as to have mechanisms in place to prohibit actions incompatible with conservation.

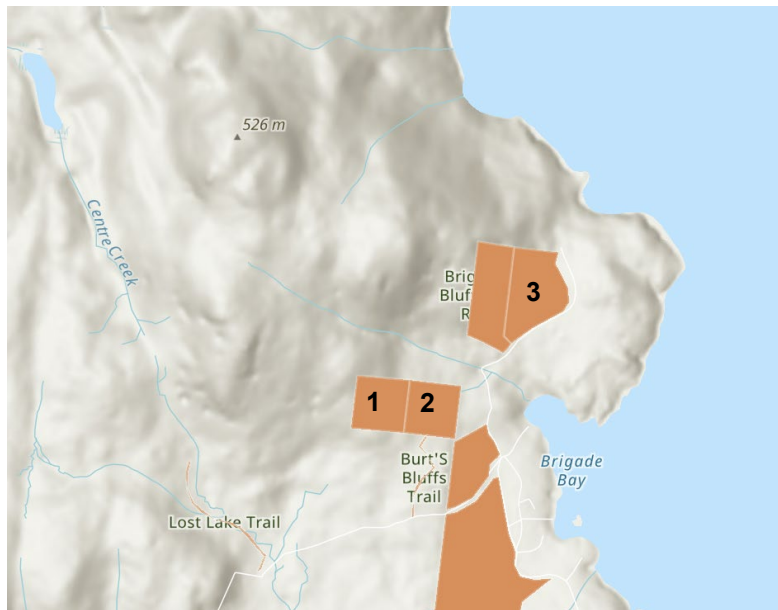


Figure 6 (above): Map highlighting 3 SCRD parks nearby to Brigade Bay; Figure (below): photo taken nearby to this park, representing mature forest habitat there

Douglas Bay Community Park

The approximately 8 Ha SCRD community park in Douglas Bay (Figure 8) is also a potential OECM area. This park is near the mouth of Gambier Creek, home to Coastal Tailed Frogs (Appendix B) among other species, and the essential riparian habitat surrounding it that these species rely on. Tributaries of Gambier Creek appear to run through this park as well as mature forest (Figure 9). As well, several private properties surrounding this park have covenants on them, thus there is a case for increasing the level of protection across a greater area by recognizing this park as an OECM as it is achieving in-situ biodiversity conservation at first glance. The area including this park is zoned Settlement Residential (SR; Appendix A), making the requirement for achieving biodiversity conservation into perpetuity as well as for having mechanisms in place to prohibit actions incompatible with conservation, difficult to meet. There is an island-wide need for rezoning of important ecological areas, such as park lands, to be zoned appropriately such that protections are in place for generations to come.



Figure 8 (above): Map highlighting SCRD park in Douglas Bay; Figure 9 (below): photo taken nearby to this park, representing mature forest habitat there

West Bay Community Parks

There are two SCRD parks in the West Bay area to highlight (Figure 10). One is a small 1.7 Ha park adjacent to a SCRD Trail with high ecological value. It includes the headwaters of Grennon Creek, a fish-bearing creek home to Cutthroat Trout, as well as invaluable wetland habitat (Figure 11). This is an important biodiverse area that is zoned Settlement Residential (SR; Appendix A). Another SCRD park in West Bay towards Gambier Harbour is a small 0.47 Ha strip along the water through undeveloped forest providing a natural buffer between developed communities, likely to be achieving in-situ biodiversity conservation despite being surrounded by Settlement Residential zoning. Both of these parks are ideal opportunity areas for OECM recognition as well as rezoning efforts.



Figure 10 (above): Map highlighting 2 SCRD parks in West Bay; Figure 11 (below): photo taken in 1st park, highlighting wetland habitat and headwaters of Grennon Creek

Gambier Harbour Community Parks

There are a couple of small community parks in the Gambier Harbour area. The small Anavets park (Figure 13) has important historical and community significance that would make a great OECM story if recognized by showcasing the primary purpose of the land being for community use and ceremonies, while also achieving biodiversity conservation. It is possible that this park would not meet the criteria for OECM recognition as it is cleared with a building on it, however further analysis would be needed. There is another small SCR D park adjacent to the Gambier Harbour public dock that includes part of the foreshore area which is important habitat for birds and many other species. Changing the zoning from Settlement Residential for this area would help this small but important area and many others be protected.

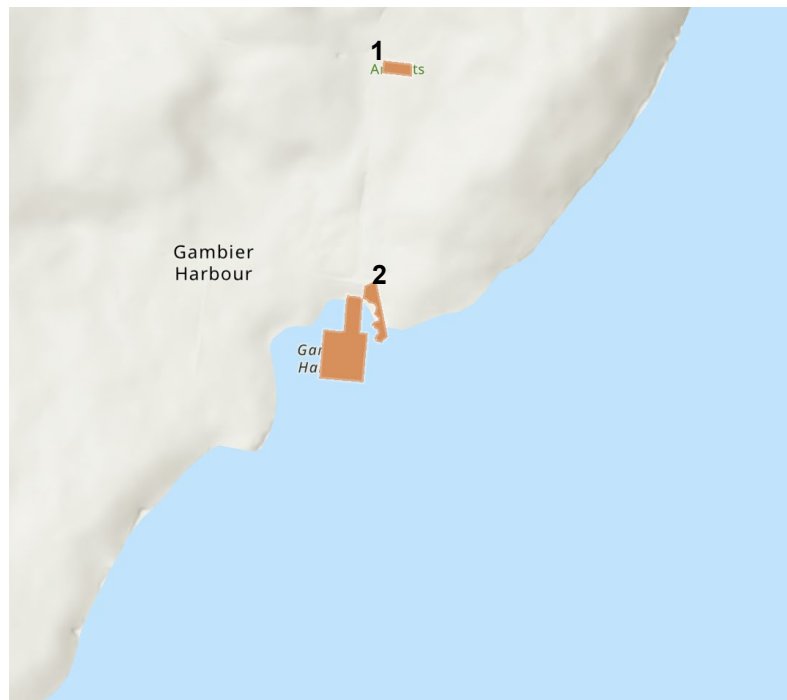


Figure 12 (above): Map highlighting 2 SCRD parks in Gambier Harbour; Figure 13 (below): photo of Anavets Park from SCRD website

Summary Table of 10 SCRD Parks on Gambier

Name	Size (Ha)	Zoning	Adjacent Land	Ecological Features
Pete Shields	35	Rural Residential	Halkett Bay Marine Park Mt Artaban Nature Reserve Long Bay Wetland Nature Reserve Private lands with covenants on them	Wetland Mature forest Tributaries Species at risk: Marbled Murrelet mapped habitat
Thomas Lipton	8	Settlement Residential; Wilderness	Private properties with covenants on them	Estuary habitat McDonald Creek runs through it

		Conservation	Old Growth Management Area	Species at risk: Coastal Tailed Frog and Coastal Cutthroat Trout are both found in McDonald Creek, this creek has also historically had a salmon run. Marbled Murrelet mapped habitat
Brigade Bay #1	4	Rural Residential	Brigade Bay Park #2	Mature forest
Brigade Bay #2	3.8	Community Park (Greater area is zoned Rural Residential)	Brigade Bay Park #1 Long Bay Wetland Nature Reserve	Mature forest
Brigade Bay #3	6	Community Park (Greater area is zoned Rural Residential)	Brigade Bay Bluffs Nature Reserve Old Growth Management Area Priority Old Forest Deferral Area	Species at risk: Marbled Murrelet mapped habitat Stream adjacent
Douglas Bay	7.8	Settlement Residential; Wilderness Conservation	Private lands with covenants on them Priority Old Forest Deferral Area	Mature Forest Gambier Creek tributaries Riparian habitat Species at risk: Coastal Cutthroat Trout; Coastal Tailed Frogs; Marbled Murrelet mapped habitat
West Bay #1	1.7	Settlement Residential	SCRD trail Undeveloped privately owned land Provides a buffer from developed areas	Wetland habitat Headwaters of Grennon Creek Species at risk: Coastal Cutthroat Trout in Grennon Creek; Marbled Murrelet mapped habitat Mature forest
West Bay #2	0.47	Settlement Residential	Undeveloped coastline; provides a buffer between that and developed areas	Mature forest
Gambier Harbour #1	0.06	Settlement Residential	Private properties	
Gambier Harbour #2	0.09	Settlement	Private properties;	Foreshore habitat

		Residential	Gambier Harbour Dock	Species at risk: Great Blue Herons often seen here
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Summary and Recommendations

In summary, our recommendations are two-fold:

1. Allow HSBRIIS permission to assess further the lands owned by the SCRD currently zoned by Islands Trust for eligibility for Other Effective area-based Conservation Measures (OECM) and/or Protected Area recognition and further submission to the Canadian Protected and Conserved Areas Database (CPCAD).
2. Eventually, these lands to be rezoned for protection and conservation of in-situ biodiversity in perpetuity.

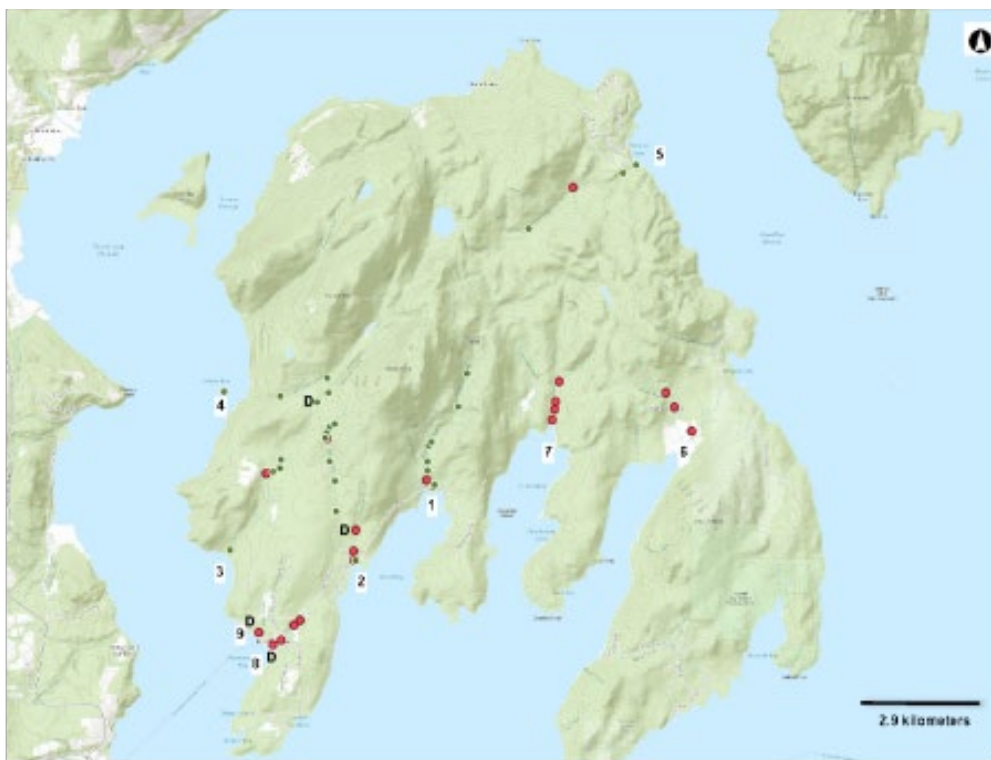
Despite the Islands Trust zoning of these SCRD parks, there is still a case to be made for the parks to be eligible for submission to the Canadian Protected and Conserved Areas Database (CPCAD) and recognized for their achieving biodiversity conservation and for good management practices. However, there is work to be done on Gambier Island to ensure that there are the appropriate bylaws and other mechanisms in place, such as management plans, to ensure conservation moving forward.

References and Additional Resources

1. [BC Data Catalogue *Critical Habitat for federally-listed species at risk \(posted\)*](#)
2. [BC Data Catalogue *Old Growth Technical Advisory Panel \(TAP\) Priority Deferral Areas*](#)
3. [BC Data Catalogue: *Freshwater Atlas Stream Network*](#)
4. [Canadian Protected and Conserved Areas Database Web Map](#)
5. [*Chá7elkwnech \(Gambier Island\) Coastal Tailed Frog: the distribution of eDNA and natal areas among streams: Stamford Environmental Final Report Spring 2024.*](#)
6. [Gambier Island Official Community Plan 2001](#)
7. [Mackie, Grace. *Knowing Our Streams: a review of knowledge and stewardship programs of fish-bearing streams within the Átl'ka7tsem/Howe Sound UNESCO Biosphere Region.* 2023](#)
8. [SCRD Parks and Recreation Master Plan 2014](#)
9. [Reporting Protected and Conserved Areas - Canada Conservation](#)

Appendix A: Islands Trust Zoning on Gambier Island





Distribution of eDNA sampling among Chá7elkwnech streams showing locations where CTF was detected (Green Dots) and not detected (Red Dots). The letter 'D' labels four sites where duplicates were collected (see text for details). Numbers at stream mouths are 1. McDonald Creek, 2. Whispering Creek; 3. Mannion Creek; 4. Andy's Bay Creek; 5. Gambier Creek; 6. Long Bay Creek; 7. Center Creek; 8. Grennon Creek; 9. Kingston Creek.



DATE OF MEETING: June 24, 2025
TO: Gambier Island Local Trust Committee
FROM: Warren Dingman, Manager, Compliance and Enforcement
Northern Team
SUBJECT: Bylaw Compliance and Enforcement Policy

RECOMMENDATION

1. That the Gambier Island Local Trust Committee adopt the proposed Bylaw Compliance and Enforcement Policy.
2. That the Gambier Island Local Trust Committee rescind standing resolutions GM-2023-001 and GM-2020-006.

REPORT SUMMARY

The purpose of this report is to present a Bylaw Compliance and Enforcement Policy document for review and consideration by the Local Trust Committee. The proposal is to incorporate all current standing resolutions for compliance and enforcement into a single document and to provide comprehensive policies.

BACKGROUND

The Gambier Island Local Trust Committee is considering amendments to its Bylaw Enforcement Notice (BEN) bylaw, and as a part of the review and amending of the BEN bylaw, Local Trust Committees are asked to review their compliance and enforcement policies, including their screening officer policies for disputed bylaw violation notices, for their local trust areas.

The compliance and enforcement policy document is presented with standard policies for the entire local trust area, and for all of the land use bylaws: Gambier Island, Keats, and the Associated Islands. If considered necessary, the Local Trust Committee may adopt separate policies for each land use bylaw.

The proposed policy document introduces a definition of a vexatious complaint, and contains policies regarding such complaints. Vexatious complaints are not common, but they do occur, and enforcement should not proceed based on retaliatory or vexatious complaints.

RATIONALE FOR RECOMMENDATION

Local governments throughout British Columbia have bylaw enforcement policy documents that provide direction to staff regarding how bylaw compliance will be sought and how enforcement will be conducted. Within the Islands Trust, Local Trust Committees have been establishing such policies piecemeal and for individual issues through the adoption of standing resolutions. Establishing the policies into one document that can be readily accessed by staff, and the general public, should ensure a more efficient and open and transparent access to information and policies, and a better understanding of how bylaw enforcement is conducted.

ALTERNATIVE RECOMMENDATIONS

1. That the Gambier Island Local Trust Committee direct staff to proceed no further with work on the compliance and enforcement policy document.

Submitted By:	Warren Dingman, Manager of Bylaw Compliance and Enforcement	June 6, 2025
Reviewed By:	Sonja Zupanec, RPP, MCIP, Acting Regional Planning Manager	June 9, 2025

Attachments

1. Proposed Gambier Island Bylaw Compliance and Enforcement Policy

PROPOSED

Gambier Island Local Trust Committee Bylaw Compliance & Enforcement Policy

Bylaw Compliance & Enforcement Policy No. 1, effective XXX, 2025.

Version No. 1

Purpose

To establish policies and procedures for bylaw compliance and enforcement in the Local Trust Area in accordance with the adopted Trust Council Policies contained in Policy 5.5.1., and that are within the authority of the Local Trust Committee to enforce, and to ensure that policies and procedures are efficient, transparent, reasonable, and consistent with local community standards.

PART A

1.0 Application

This policy will apply to the Gambier Island Local Trust Area and the enforcement of all applicable regulatory bylaws.

2.0 Definitions & Abbreviations

BEN – Bylaw Enforcement Notice

LUB – Land Use Bylaw

Minor structure – any structure that does not require a building permit, and that is not located in a development permit area or located within any other environmentally sensitive area

Respondent – a property owner whose property is subject to a bylaw enforcement complaint

Health & Safety concerns – fire, unsafe construction, hazards relating to steep slopes or cliffs, or the dumping of sewage

Vexatious - complaints that are made in bad faith or for retaliatory purposes or that are considered frivolous, may be considered vexatious; or repeated complaints that form a part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process

3.0 References

Islands Trust Act section 28:

Enforcement of bylaws

28 (1) For the purposes of enforcing its bylaws and section 32 of this Act, a local trust committee has all the power and authority of a regional district board.

Gambier Island Land Use Bylaw No. 86

2.3 Inspection

PROPOSED

(1) The Islands Trust Bylaw Investigation Officer or any other person employed by or under contract to the Islands Trust and designated by the Local Trust Committee to administer this Bylaw is authorized to enter, at any reasonable time and after having given prior notification to the occupier, upon any property that is subject to regulation under this Bylaw, for the purpose of determining whether the regulations are being observed or to evaluate site specific circumstances for the purposes of development application processing.

Keats Island Land Use Bylaw No. 78

Inspection

1.3.6 The Bylaw Investigations Officer and any other officer of the Islands Trust who may be appointed in that capacity, are authorized to enter, at all reasonable times, upon any property subject to the provisions of this Bylaw, to ascertain whether the regulations of this Bylaw are being or have been complied with.

Gambier Associated Islands Land Use Bylaw No. 120

2.3 Inspection

(1) The Islands Trust Bylaw Enforcement Officer or any other person designated by the Islands Trust to administer this Bylaw is authorized to enter, at any reasonable time and after having given prior notification to the occupier, upon any property that is subject to regulation under this Bylaw, for the purpose of determining whether the regulations are being observed.

4.0 Priorities

4.1 The Islands Trust Act grants the Local Trust Committee the power and authority to enforce its bylaws and the Local Trust Committee also has discretion to adopt priorities for enforcement or to defer enforcement. The following deferments are established:

- 4.1.1 Enforcement is deferred on Keats Island for 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.
- 4.1.2 There will be a deferment of enforcement on non-permitted seawalls on North Thormanby Island.

5.0 Inspection

- 5.1** At the start of any investigation, Bylaw Enforcement Officers will determine if entry to private property is necessary to investigate the alleged contravention or if the investigation can be conducted from a public road or other lands.
- 5.2** Bylaw Enforcement Officers will request mutually agreeable times to arrange entry to private property for site inspections and provide minimum of 24 hours notice.
- 5.3** Investigations into health and safety issues and matters that may cause adverse environmental impact and result in irreversible damage are a priority and may be investigated without notice.

PROPOSED

- 5.4 Holders of temporary use permits will be held accountable for any violations of their Permit. Bylaw Enforcement Officers may enter properties between the hours of 9:00 am and 5:00 pm, on any day, without prior consultation with the holder of a Temporary Use Permit for the purpose of investigating a complaint.
- 5.5 If a respondent has indicated that they will work towards compliance, and have agreed on a time to comply, a site inspection will only be conducted to confirm compliance.
- 5.6 If a respondent provides photographic evidence, a survey, or a professional report that confirms compliance, a site inspection is not required.

6.0 Enforcement Procedures

- 6.1 If a bylaw contravention is confirmed, and there is no agreement on a deadline for compliance, there will be notice in writing, and Respondents will be given a minimum of 90 days to comply. Notice may also be given that enforcement action will be escalated if there is no compliance at the deadline, and this may include the use of the BEN system or a request for legal action.
- 6.2 Bylaw Enforcement Officers can use their discretion to consider any reasonable request for time to comply from Respondents, but the term cannot be for more than one year.
- 6.3 If there are contraventions in environmentally sensitive areas, or development permit areas, or if there is a risk to health and safety, there will be a demand for the Respondent to cease the use or activity immediately.
- 6.4 Respondents will be given a Bylaw Warning Notice with a minimum of 45 days to comply before a Bylaw Violation Notice is issued, unless there are health and safety concerns, or contraventions in environmentally sensitive areas.
- 6.5 Bylaw Violation Notices will not be issued more than once per week unless authorized by the Manager of Bylaw Compliance and Enforcement.

7.0 Closing Files

- 7.1 If the identity of a complainant cannot be confirmed during the course of an investigation, or if a complainant used a false name, the file will be closed.
- 7.2 If the contravention is for a minor structure that has only received one written complaint, the file can be closed.
- 7.3 If it is unreasonable for a Respondent to comply, whether due to specific circumstances or finances, Bylaw Enforcement Officers or the Manager of Bylaw Compliance and Enforcement can use their discretion to close the file.
- 7.4 If a contravention has been identified that is subject to deferred enforcement by the LTC, the file can be closed unless there are contraventions that exist in environmentally sensitive areas or there are concerns about health and safety.
- 7.5 If it is determined during an investigation that the complaint was frivolous, repeat, or vexatious in nature, the Manager of Bylaw Compliance and Enforcement can use their discretion to close the file unless there is work in a development permit area, or work in an environmentally sensitive area, or there are health and safety concerns.

PROPOSED

8.0 Frivolous, Repeat or Vexatious Complaints

- 8.1** If a decision is made to not act upon a complaint that is considered frivolous, repeat, or vexatious, the complainant will be advised of the decision, the reason for it, and may be advised of the circumstances under which it may be reconsidered.

9.0 Communications

- 9.1** When a file is opened and an investigation commenced, respondents will be advised of the Trust Council Policy that authorized the opening of the file and that an investigation has commenced.
- 9.2** Respondents will receive as much information about complaints against their properties as possible without revealing the identity of the complainant.
- 9.3** If there are questions or concerns regarding individual files, Trustees or the Local Trust Committee will communicate with the Manager of Bylaw Compliance and Enforcement.
- 9.4** The Manager of Bylaw Compliance and Enforcement will arrange public information and education sessions regarding bylaw enforcement when appropriate and time permitting.

10.0 Reporting

- 10.1** The Local Trust Committee will receive regular reporting on open files where investigations have been completed, and the reporting will state whether or not enforcement or legal action of any kind is recommended.
- 10.2** The Manager of Compliance and Enforcement will report to the Local Trust Committee any concerns, trends, or issues with enforcement that they believe the Local Trust Committee needs to be aware of.
- 10.3** The Manager of Compliance and Enforcement will maintain the Bylaw Enforcement Policy and will report to the Local Trust Committee if amendments are recommended or required.

PART B

Bylaw Enforcement Notice Bylaw Screening Officer's Powers and Duties Policy

Appointment of Screening Officers

Pursuant to section 7.2 of the Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011 the persons holding the following positions are appointed as screening officers:

- 1) Regional Planning Manager;
- 2) Manager of Bylaw Compliance and Enforcement; and
- 3) Bylaw Enforcement Assistant

PROPOSED

Screening Officer Powers and Duties

The powers and duties of the screening officer are contained in section 7.3 of the bylaw. However, it is the direction of the Local Trust Committee that these powers and duties only are carried out in respect to each of the above positions as follows:

- 1) **Regional Planning Manager.** In respect to Bylaw Violation Notices issued by all Bylaw Enforcement Officers, including the Manager of Bylaw Compliance and Enforcement, the Regional Planning Manager, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of Bylaw No. 156, 2011;
- 2) **Manager of Bylaw Compliance and Enforcement.** In respect to Bylaw Violation Notices issued by Bylaw Enforcement Officers, the Manager of Bylaw Compliance and Enforcement, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of Bylaw No. 156, 2011;
- 3) **Bylaw Enforcement Assistant.** In respect to Bylaw Violation Notices issued by all Bylaw Enforcement Officers, including the Manager of Bylaw Compliance and Enforcement, the Bylaw Enforcement Assistant, acting as Screening Officer, may exercise only those powers and duties in Section 7.3(1) and 7.3(2) of Bylaw No. 156, 2011.

Authorized Reasons to Cancel Bylaw Violation Notices

A Screening Officer may cancel a Bylaw Violation Notice if satisfied that one or more of the following reasons exist:

1. The contravention did not occur as alleged.
2. The contravention no longer exists.
3. The Bylaw Violation Notice was issued to the wrong person.
4. The Bylaw Violation Notice was not completed properly.
5. The issuance of the Bylaw Violation Notice did not adhere to established Trust Council or Local Trust Committee policies.
6. It is unreasonable for the person to pay a penalty.
7. An exception specified in the bylaw, or related enactment, or Local Trust Committee Standing Resolution, or compliance and enforcement policy exist.
8. A permit exists or has been obtained that authorises the alleged contravention.
9. There is poor likelihood of success at adjudication for the Local Trust Committee the following reasons:
 - a. The evidence is inadequate to show a contravention;
 - b. Incorrect information was relied upon in issuing the Bylaw Violation Notice;

PROPOSED

- c. The disputant intends to challenge the bylaw with a legal argument that is ill suited to the adjudication process or the legal arguments are too complicated to be decided by an adjudicator.
10. It is not in the public interest to proceed to adjudication for one of the following reasons:
- a. The bylaw has changed since the Bylaw Violation Notice was issued and now authorizes the contravention;
 - b. A Local Trust Committee resolution has deferred enforcement on the specific contravention;
 - c. The Local Trust Committee has closed the file;
 - d. The offence occurred because of a circumstance that made it unreasonable for the person to comply with the bylaw.



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

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MAY 27TH, 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

- The ITC A/Manager provided a verbal staffing update and identified the various staffing changes at Islands Trust Conservancy.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board approved the Audited Financial Statements for the 2024/25 fiscal year, and referred the statements to Islands Trust Council for information.
- The ITC Board approved text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.
- The ITC Board requested staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Development Variance Permit Application PLDVP20250029. The ITC Board recommended that the Salt Spring Island Local Trust Committee ensure that affected First Nations have been asked to comment on this proposed dock expansion.
- The ITC Board requested staff to notify the Galiano Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw 291.
- The ITC Board requested staff to prepare an Islands Trust Conservancy 2026/27 budget request.
- Chair Gauvreau provided an update from the joint Executive Committee – Islands Trust Conservancy Board meeting.
- The ITC Strategic Fund Development Specialist provided a briefing on the Victoria Foundation's notification of an administration fee increase, relevant to the Ruby Alton Property Endowment Fund held with the Victoria Foundation.
- The ITC Board received a copy of the letter regarding the MOU between Islands Trust Council and the W̱SÁNEĆ Leadership Council Society for information. The ITC Board requested staff to cooperate with Tsartlip First Nation and Tseycum First Nation, via the W̱SÁNEĆ Leadership Council Society, to develop an agreement for Islands Trust Conservancy Board's consideration.
- Trustee Elliott provided a verbal Executive Committee update and highlighted that direction was given to proceed with two professional development workshops on addressing Indigenous-specific racism, and that the Policy Statement Amendment Project is ongoing with a town hall and final revisions expected in late July.
- Trustee Yates provided a verbal Trust Council update and highlighted that the next Trust Council is scheduled from June 17-19th, 2025 on Salt Spring Island and will include an ITC 35th anniversary celebration.



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

- Trustee Yates provided a verbal Financial Planning Committee update and highlighted that there was no report from the last meeting and that she will support the proposed ITC budget items going to the committee.
- Chair Gauvreau provided a verbal Governance Committee update and advised that the next meeting is August 10th, 2025.
- Chair Gauvreau provided a verbal update on the proposed Conservation Fund Working Group. Discussion ensued on appointing an ITC Board member to the working group.
- Trustee Elliott provided a verbal update on the Bowen Island Municipality – Executive Committee meeting on April 30th, 2025 and highlighted topics of note including the 2025 Strategic Plan, an update on the Official Community Plan, and improvements to BC Ferries service to island communities.

3. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board approved the request from the Ministry of Water, Lands, and Resource Stewardship to upgrade Provincial Groundwater Observation Well 197, in S’ul-hween X’pey (Elder Cedar) Nature Reserve, with a new well box and the addition of equipment for satellite telemetry.
- The ITC Board requested staff to begin negotiations for a Well Access Agreement with the Ministry of Water, Lands, and Resource Stewardship and the two covenant holders Gabriola Land & Trails Trust and Nanaimo & Area Land Trust.

4. COMMUNICATIONS AND OUTREACH

- The ITC Board discussed the letter from Minister Kahlon to Trust Council Chair Patrick regarding the Islands Trust review.
- The ITC Board received the ITC Board Chair letter to Minister Kahlon regarding the ITC Five-Year Plan requirement for information.
- The ITC Communications Specialist provided a verbal update on Islands Trust Conservancy’s 35th anniversary and highlighted the newly launched Islands Trust Conservancy blog, *the Journal*.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Visit the Islands Trust Conservancy Journal: <https://islandstrust.bc.ca/conservancy/the-journal/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>



Gambier Local Trust Committee

Open Applications

Report

Print Date: June 17, 2025

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250187		5/8/2025	0 THE GROVE RD	Application to construct a driveway in a DPA.
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250179	Monte Staats	4/30/2025	561 SKYLINE RD	Development Permit and Development Variance Permit for a proposed revetment at 561 Skyline Road, Keats Island
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		Under Review	Generate Complete Application Letter	

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	

Gambier

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250215	Monte Staats	5/28/2025		Development Permit and Development Variance Permit for a proposed revetment at 561 Skyline Road, Keats Island
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250170	Dusty Moi	4/24/2025	832 THE GROVE RD, GAMBIER ISL	Application for a Development Variance Permit to allow for a roofline redesign within the 15m natural boundary setback at 832 The Grove Road, Gambier Island.
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250130	Andrew and Reanne	3/21/2025	1314 BUCCANEER BAY SHORELIN	Application to repair / extend an existing shoreline revetment.
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-2022.1	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	

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		Local Trust Committee	Generate Staff Report	

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 F2026
Invoices posted to Month ending April 2025

630 Gambier	Invoices posted to Month ending April 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-630	LTC "Trustee Expenses"	200.00	0.00	200.00
LTC Local				
65200-630	LTC - Local Exp - LTC Meeting Expenses	<u>1,610.00</u>	<u>0.00</u>	<u>1,610.00</u>
TOTAL LTC Local Expense		<u>1,610.00</u>	<u>0.00</u>	<u>1,610.00</u>
Projects				
73001-630-2016	Gambier OCP/LUB	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL Project Expenses		<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</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	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: “The Gambier Island Local Trust Committee shall make all reasonable efforts, in the consideration of appointments to the advisory planning commission that members are: - Representative of a broad cross section of the geographical areas of the Gambier Island Local Trust Committee area; - 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; - Where feasible and practical of a balanced representation of gender and age groups. Consideration shall be given to the following criteria in any appointment: • 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	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.

No	Meeting Date	Resolution No.	Issue	Policy
3.	October 26, 2017	GM-2017-065	Development Permit Area (DPA) No. 3: Riparian Areas administration	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: 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	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.
5.	January 25, 2018	GM-2018-009	First Nations Words, Phrases and Place Names	It was MOVED and SECONDED that the Gambier Island Local Trust Committee adopt the following standing resolution: 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	It was MOVED and SECONDED that the Gambier Island Local Trust Committee adopt the model strategy for antenna systems.

No	Meeting Date	Resolution No.	Issue	Policy
7.	November 21, 2019	GM-2019-061	First Nations Reconciliation engagement	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: 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: 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	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.

No	Meeting Date	Resolution No.	Issue	Policy
9.	February 10, 2023	GM-RWM-2023-001	Bylaw Enforcement deferral	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.'
10.	August 29, 2023	GM-RM-2023-027	Unlawful Land Uses and Planning Applications	It was MOVED and SECONDED that Gambier Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: 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:

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.

Sonja Zupanec

Rec'd: 12-Feb-2015

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

Responsible

Dates

Activity:

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

Marlis McCargar

Rec'd: 31-Jan-2019

Future Projects Report

Gambier Island

1. *Administrative*

Responsible

Date Received

- 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. *OCP & LUB*

Responsible

Date Received

- 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. *LUB*

Responsible

Date Received

Gambier LUB:

- Recreational Camp and Private Institutional Regulation Review
- Temporary Overnight Accommodation bylaw review with regards to short-term vacation rentals

01-Sep-2022

Keats LUB:

- Update definition of 'dwelling' in the Keats Island Land Use Bylaw No. 78.

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