

Regular Meeting Revised Agenda

Date: May 26, 2022
 Time: 10:30 am
 Location: John Braithwaite Community Centre
 145 West 1st Street
 North Vancouver, BC

Pages

1. **CALL TO ORDER** 10:30 AM - 10:35 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. **APPROVAL OF AGENDA**
3. **RISE AND REPORT**
4. **REPORTS** 10:35 AM - 10:50 AM
 - 4.1. **Trustee Reports**
 - 4.2. **Chair's Report**
 - 4.3. **Electoral Area Director's Report**
5. **DELEGATIONS - none**
6. **TOWN HALL** 10:50 AM - 11:00 AM
7. **MINUTES** 11:00 AM - 11:05 AM
 - 7.1. **Local Trust Committee Meeting dated March 31, 2022 - for adoption** 4 - 15
 - 7.2. **Section 26 Resolutions-Without-Meeting - none**
 - 7.3. **Advisory Planning Commission Minutes - none**
8. **BUSINESS ARISING FROM MINUTES** 11:05 AM - 11:25 AM
 - 8.1. **Follow-up Action List dated May 17, 2022** 16 - 17
9. **APPLICATIONS, REFERRALS AND BYLAWS** 11:25 AM - 12:00 PM

9.1.	GM-DP-2020.2 (Swain - Lot 28 Brigade Bay, Gambier Island) - Staff Report	18 - 28
9.2.	GM-DVP-2021.8 (Atchison - 507 Shawanabe Road- Gambier Island) - Staff Report	29 - 49
9.2.1.	<u>Motion for Discussion Regarding Gambier DPA#3 Riparian Areas Brochure</u>	
9.3.	Bylaw No. 155 - for consideration of adoption	50 - 54
	That Gambier Island Local Trust Committee Bylaw No. 155, cited as "Gambier Island Local Trust Committee Meeting Procedure Bylaw, 2022", be adopted.	
9.4.	Bylaw No. 156 - for consideration of adoption	55 - 61
	That Gambier Island Local Trust Committee Bylaw No. 156, cited as "Gambier Island Local Trust Committee Fees Bylaw, 2022", be adopted.	
10.	LOCAL TRUST COMMITTEE PROJECTS	12:00 PM - 12:20 PM
10.1.	Gambier Island Official Community Plan and Land Use Bylaw Targeted Review Project - Memorandum	62 - 66
10.2.	Keats Island Shoreline Protection Project - verbal update	
11.	CORRESPONDENCE	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
12.	NEW BUSINESS	12:20 PM - 1:00 PM
12.1.	Climate Change Mitigation and Adaptation	
12.2.	Annual Report - Staff Report	67 - 68
12.3.	Sunshine Coast Regional District (SCRD) Protocol Meeting Follow Up - for discussion	69 - 72
12.4.	Howe Sound Principles of Cooperation Request - for discussion	73 - 77
12.5.	Email dated May 15, 2022 on behalf of Ian Winn, Atl'ka7tsem/Howe Sound Biosphere Region Society regarding Best Management Practices (BMP) for Marine Docks - attachments - for discussion	78 - 86
12.6.	<i>Meeting with Ministry of Transportation and Infrastructure</i>	
	-----BREAK 1:00 PM TO 1:30 PM-----	
13.	REPORTS	1:30 PM - 1:45 PM
13.1.	Trust Conservancy	
13.1.1.	<u>Report dated March, 2022</u>	87 - 88

13.1.2.	<u>Heron Newsletter - Spring 2022</u>	89 - 96
13.2.	Applications Report dated May 17, 2022	97 - 101
13.3.	Trustee and Local Expense Report dated March, 2022	102 - 102
13.4.	Adopted Policies and Standing Resolutions	103 - 105
13.5.	First Nations Activities	
13.6.	Local Trust Committee Webpage	
14.	WORK PROGRAM	1:45 PM - 2:00 PM
14.1.	Top Priorities Report dated May 17, 2022	106 - 106
14.2.	Projects List Report dated May 17, 2022	107 - 109
15.	INFORMATION ITEMS	2:00 PM - 2:05 PM
15.1.	Islands Trust Council Decision Highlights - March 2022	110 - 110
16.	UPCOMING MEETINGS	
16.1.	Next Regular Meeting Scheduled for Thursday, July 14, 2022 at 10:00 am at Keats Camp, Chartroom, Keats Island, BC	
17.	CLOSED MEETING - none	
18.	ADJOURNMENT	2:05 PM - 2:10 PM



Gambier Island Local Trust Committee Minutes of Regular Meeting

Date: March 31, 2022
Location: John Braithwaite Community Centre
 145 West 1st Street
 North Vancouver, BC

Members Present: Sue Ellen Fast, Chair
 Dan Rogers, Local Trustee
 Kate-Louise Stamford, Local Trustee

Staff Present: Heather Kauer, Regional Planning Manager
 Marlis McCargar, Island Planner (part)
 Stephen Baugh, Planner 2 (part)
 Gillian Nicol, Engagement Specialist, Victoria Office (part)
 Diane Corbett, Recorder

Also Present: Members of the Public – 3 (a.m. session)

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 Fast called the meeting to order at 10:58 am.

Chair Fast thanked everyone for joining the meeting, and acknowledged that the meeting was being held in person and virtually in territory of the Coast Salish First Nations, particularly the Skwxw̓ú7mesh / Squamish / and səliwətaʔ / Tsleil-Waututh. A recording of the meeting would be posted to the website.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 9.4. GM-DP-2021.5 (Brownridge - 1694 Mt. Artaban Road, Gambier Island) - Staff Report
- 10.1. Gambier Island Official Community Plan and Land Use Bylaw Targeted Review Project - 10.1.1. Engagement Framework and Graphic - Staff Report

By general consent, for the convenience of the public in attendance, discussion of items 9.2, 9.3, and 9.4 was moved to before item 9.1.

By general consent the agenda was approved as amended.

3. RISE AND REPORT – none

4. REPORTS

4.1 Trustee Reports

Trustee Stamford reported on recent activities:

- Met with Gambier Island Community Association (GICA) representatives and SCRD representatives about advancing last mile fibre optic project for the islands
- Wrote letter in support of last mile interest on the island
- Participated in two introductory meetings with the Gambier OCP engagement working group
- Working on a community engagement map with a local graphic artist and with Island Planner
- Attended a GICA New Brighton Dock sub committee meeting to advance further plans for the a long term solution for the dock
- Held a roads committee meeting to try and address the atrocious condition of the roads
- Attended Trust Council in Nanaimo
- Attended the Gambier LTC Policy Statement Workshop 2050
- Participated in the Ocean Watch Action Committee
- Attended a provincial meeting about further funding for fibre optic infrastructure and a very informative Sunshine Coast Intergovernmental meeting that included Sechelt Band attendees, School Board Trustees and attendance by the two municipalities as well as the SCRD.

Trustee Rogers reported on recent activities:

- Work with Keats Conservation Group regarding Sandy Beach
- Management plan for nature reserve at Sandy Beach is now out and has been referred for review
- Work on Keats to remove derelict vehicles; successful in getting six off the island
- Attended 2050 consultation for Gambier Trust Area; thanks to those from various islands who attended
- Will attend upcoming celebration of the Marine Reference Guide
- Continuing work with Executive Committee
- Responding to emails

4.2 Chair's Report

As Vice Chair of Islands Trust, Chair Fast attends Executive Committee meetings. She is also Vice Chair of Islands Trust Conservancy, and Trustee Stamford is Chair.

4.3 Electoral Area Director's Report – none

5. DELEGATIONS – none

6. TOWN HALL

Trustee Rogers read aloud, by request of the sender, an email to the Local Trust Committee from Keats resident Shivauna Brown, dated March 30, 2022 that: inquired about the removal of a staff report from this agenda regarding Keats Island Proposed Bylaw Nos. 153 (OCP) and 154 (LUB); and included questions related to that staff report.

Trustee Rogers explained he had asked that the report be deferred so that the Local Trust Committee could discuss points raised by the Squamish Nation regarding the proposed bylaws.

7. MINUTES

7.1 Local Trust Committee Meeting dated November 18, 2021

By general consent the Local Trust Committee meeting minutes of November 18, 2021 were adopted.

7.2 Local Trust Committee Special Meeting Minutes dated February 3, 2022

Responding to a trustee inquiry about follow-up on item 3.2 (New Brighton Barge Ramp), Regional Planning Manager Kauer confirmed that the ramp was in compliance with the zoning and that an update letter was sent to the Province.

By general consent the Local Trust Committee Special Meeting minutes of February 3, 2022 were adopted.

7.3 Section 26 Resolutions-Without-Meeting Report dated March 16, 2022

Received.

7.4 Advisory Planning Commission Minutes – none

8. BUSINESS ARISING FROM MINUTES

8.1 Follow-up Action List dated March 22, 2022

Received.

8.2 Model Fees Bylaw (Draft Bylaw No. 156)

The Regional Planning Manager reviewed the staff report on the Proposed New Fee Bylaw No. 156. Discussion ensued. It was noted this administrative draft bylaw was on the LTC agenda in October and was the result of two and a half years of work examining fees across the Trust Area; fees should accurately reflect demand on planning services.

GM-2022-008

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee Bylaw No. 156, cited as “Gambier Island Local Trust Committee Fees Bylaw, 2022”, be given First Reading.

CARRIED

GM-2022-009

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee Bylaw No. 156, cited as “Gambier Island Local Trust Committee Fees Bylaw, 2022”, be given Second Reading.

CARRIED

GM-2022-010

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee Bylaw No. 156, cited as “Gambier Island Local Trust Committee Fees Bylaw, 2022”, be given Third Reading.

CARRIED

GM-2022-011**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee Bylaw No. 156, cited as “Gambier Island Local Trust Committee Fees Bylaw, 2022”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED**9. APPLICATIONS, REFERRALS AND BYLAWS****9.1 GM-SUB-2019.1 (Atchison & Johansen – 650 Dulcie Rd, Gambier Island)**

Planner Baugh discussed a referral from the Ministry of Transportation and Infrastructure (MoTI) regarding an application for a two-lot subdivision. Planning staff explained that the 10% lot frontage provisions would not be met and that an exemption would be required. Staff recommended approval, as it was a panhandle lot.

Trustee Stamford commented that “Island Trust Fund” listed on the form on page 41 should be changed to “Islands Trust Conservancy”.

Chair Fast identified a typographical error on page 32, line 2, under “Issues and Opportunities”: this should read “Gambier” not “Hornby”.

Points from discussion:

- It is quite an undeveloped part of the southwest peninsula;
- It looks like it fits with the lot next to it;
- Do not have an issue with this.

GM-2022-012**It was MOVED and SECONDED**

that, as per *Local Government Act* Section 512(2), the Gambier Island Local Trust Committee exempt the “Proposed Lot B” in the subdivision layout plan for GM-SUB-2019.1 from meeting the Gambier Island Land Use Bylaw regulation 8.6(1), the minimum 10% lot frontage on a highway requirement.

CARRIED**9.2 GM-DVP-2021.8 (Atchison – 507 Shawanabe Road, Gambier Island)**

Planner Baugh discussed the staff report on a variance application to relax the following setbacks to existing buildings and structures:

- the setback from the natural boundary of a watercourse for a deck from 15 metres to 7 metres;
- the setback from the natural boundary of a watercourse for a shed from 15 metres to 6 metres;
- the minimum elevation above the natural boundary of the pond from 1.5 metres to 1.07 metres;
- the setback from the front lot line for an accessory building from 7.5 metres to 5.456 metres;

- the setback from the front lot line for a shed from 7.5 metres to 6.544 metres; and the setback from the exterior side lot line for an accessory building from 4.5 metres to 3.034 metres.

Staff advised that new information was received the previous day regarding two structures on the property not shown on the survey, and recommended that discussion of the application be postponed to give staff the opportunity to review the missing items. Comments had been received from two members of the public in support of the application, and a phone call was received from two members of the public concerned about the work done before a permit was issued.

The applicant provided background on the application: clearing work done for previous owners, thus not aware of need for permit; pond is man-made, not natural, so did not think a variance was needed; a measurement was conducted from a pin, which turned out to be inside the property line; septic was approved and engineered, and information was passed to previous planner.

Concerns expressed by trustees included:

- There is no information about the layout of the septic system.
- Do not have a clear idea of what is on the property and where it is situated.
- Postpone this item to after a site visit. Give staff time to assemble information.
- This is not about merits of the application; it is about process. New information was received yesterday.

GM-2022-013

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee postpone GM-DVP-2021.8 to the next Local Trust Committee meeting to allow for future reporting by staff; and that a site visit has been conducted by staff.

CARRIED

9.3 GM-DP-2021.3 (Atchison – 507 Shawanabe Road, Gambier Island)

Planner Baugh discussed the staff report on a Development Permit application being sought retroactively for development activities that had occurred within Development Permit Area 3 (DPA 3) – Riparian Areas, and for proposed development activities. As new information was recently received, staff recommended postponement of the LTC decision, as the draft DVP had assumed some of the variances were granted.

Trustees and staff discussed the relatedness of this Development Permit application to the accompanying Development Variance Permit application (item 9.2), and whether a decision could be made on the Development Permit at this time.

- A DP and DVP serve different purposes; referrals are not required for a DP.
- Confidence in the environmental assessment statements regarding Riparian Areas.
- A new site plan would be needed if the variances were not granted. Structures may need to be moved or removed. There is new information about a bridge across a ditch, and that a septic system had been already installed.

- If structures need to be removed, then there would be soil disturbance. Concern about septic in soils.

GM-2022-014**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee approve issuance of GM-DP-2021.3.

CARRIED**Trustee Fast opposed****9.4 GM-DP-2021.5 (Brownridge – 1694 Mt. Artaban Road, Gambier Island)**

The Regional Planning Manager discussed an application for a development permit on a property subject to Development Permit Area 2 (Brigade Bay) and Development Permit Area 3 (Riparian Areas), for activities that had occurred and that were proposed to occur. Proposed construction included a new residence with deck and an aluminum storage building. Land alteration included: new driveway in new location; diversion of existing drainage way; installation of French drains; installation of septic system; installation of on-site storm water filtration system; pathway to foreshore from top of bank. Staff recommended approval of the DP subject to mitigation measures identified in the draft permit schedules.

The Regional Planning Manager noted there is a Conservancy property across the road; the hydrology of that property and the subject lot interact. A concern was that land alteration had increased the flow of water draining from the Conservancy wetland. A Qualified Environmental Professional (QEP) confirmed there is an untouched wetland on the subject property.

The new driveway is within 30 m of wetland and subject to a DPA. Water running off from a ditch that runs along the property line of the site had raised issues for the adjacent neighbour to the east; it had now eroded the bank of the neighbour's property. The applicant had spoken to the neighbour who was satisfied with the applicant's plan to reroute the water.

The applicant described French drains and the plans for their use. There had been some excavation already. The DVP was needed to do land alterations; the sooner that could happen, the sooner the applicant could get excess water off the property.

The applicants explained, regarding work done prior to application, they had looked at the property for a long time and had spoken to a planner. Their understanding was a building permit was needed, not development permit. They thought moving the cottage was an environmentally good thing to do. SCRD had indicated to the applicants that in most cases a development permit was not needed. The applicants had a septic system installed by a professional; they got permits regarding the septic system, and thought they were doing it right. They were not intending to go ahead without approvals. Challenges in timing and costs were discussed.

Points from trustee discussion included:

- There were a lot of concerns about the flow of water in this area; QEP report clarified direction water is flowing; that has been useful.

- Concerned that so much was done prior to application; got several calls about this property and the activity.
- There seems to be confusion about how permitting is done.

GM-2022-015**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee approve issuance of GM-DP-2021.5 with the proviso that the formal drainage plan be added to the permit when it is available.

CARRIED

The planner was requested to ensure the neighbour was contacted to make sure their concerns were addressed.

GM-2022-016**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request staff to provide the staff report in the addendum dated March 31, 2022, regarding Lot 23 District 1259, to Islands Trust Conservancy for information.

CARRIED

There was discussion of public awareness of property development and permitting.

9.5 Bylaw No. 155 – for consideration of adoption**GM-2022-017****It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee Bylaw No. 155 cited as “Gambier Island Local Trust Committee Meeting Procedure Bylaw, 2022”, be adopted.

CARRIED

The Local Trust Committee meeting recessed at 12:30 pm and reconvened at 1:05 pm.

10. LOCAL TRUST COMMITTEE PROJECTS**10.1 Gambier Island Official Community Plan and Land Use Bylaw Targeted Review Project**

Island Planner McCargar reviewed the staff report regarding an update on the Gambier Island Official Community Plan and Land Use Bylaw Targeted Review Project. The updated project charter reflected a revised timeline. There had been some delays due to staff turnover and lack of success in hiring a consultant for phase one of the project; the project is now entering phase two.

Engagement Specialist Nicol was assigned to the project. Two Working Group meetings were held over Zoom. Staff worked with them to develop an engagement framework. Staff is working with staff of the Squamish First Nation to see how they would like to be engaged in the project.

A graphic designer was recruited to develop a community map, an illustrative engagement tool to identify communities, places of interest, and so on, to show where everything is located. The first draft was sent to the Working Group (WG). Once

completed, it will be used as an engagement tool. Trustee Stamford had been instrumental in helping move this forward.

Engagement Specialist Nicol announced she worked to develop the engagement framework with the Working Group. The document outlines tools, techniques, and affected parties in the Gambier community, and serves as a tool for a consultant in developing the engagement activities plan.

Trustee Stamford reported the Working Group has some members that have been on the island for sixty years, and others a year. Membership spanned different parts of the island. In addition to the illustrative community map, the Working Group suggested creating a physical map of Gambier including elevation indicators, names of main streams, eelgrass, and other physical attributes. The trustee appreciated the fast work of staff in getting the map up and running. A challenge was that the WG did not have the discussion papers as planned.

The Island Planner indicated she would be putting out an RFP for consultants to help with Phase 2, hoping to have someone in place in April.

GM-2022-018

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee endorse the Gambier Island Official Community Plan and Land Use Bylaw Targeted Review Project Charter, dated October 14, 2021, as amended.

CARRIED

GM-2022-019

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee endorse the project framework and graphic.

CARRIED

10.2 Keats Island Shoreline Protection Project

The Regional Planning Manager reported that after First Reading was received for Proposed Bylaw Nos. 153 and 154, the bylaws were referred. Correspondence had been received from the Squamish Nation with the following recommendations and request:

- Include language addressing archaeological concerns, specifically in the event of ground disturbance through construction or maintenance in the shoreline zone;
- Use stronger language in guidelines around dock construction near eelgrass and kelp beds;
- Use stronger language regarding mooring buoys to prevent unnecessary damage to eelgrass habitat;
- Provide rationale regarding coastal setback of buildings of 7.5 metres; recommend considering original proposed setback of 15 metres.

Trustee Rogers remarked that some recommendations from the Squamish Nation were contrary to what the LTC heard from the community last summer and fall. All of the Squamish Nation points were consistent with discussions occurring in many places. The

trustee commented on his interest in having a discussion about how the LTC would engage with the Squamish and explain the dynamic that lead to First Reading of the bylaws. The community had provided feedback that the 15-metre setback from the sea was not workable when lots are only 8 feet deep – unworkable for a number of lots. In the discussion around mooring buoys, it had been decided what had been proposed in the original draft bylaw was a restriction that could not be enforced and that an educational approach would be considered.

Trustee Rogers proposed arranging a meeting with the Squamish Nation to discuss the proposed bylaws and the feedback from the Keats Island community.

GM-2022-020

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee request staff to work with Trustee Rogers to arrange a joint discussion with the Squamish Nation regarding the Nation's referral response to the Keats Island Foreshore Protection Bylaws to enhance understanding of that response and the development and amendments of the current draft of the bylaws.

CARRIED

Trustees discussed the process of follow-up on the Nation's referral response. In the event a meeting was not workable, a written response could be considered. In light of concerns mentioned previously (in item 6) about the removal from the agenda of the staff report on this item, Trustee Rogers announced he would report out to the community with an update. He had advised the writer of the email that the LTC was not dealing with the specific recommendations in the staff report at this point.

11. CORRESPONDENCE

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

11.1 Email dated March 3, 2022 - Greetings from the BC Electoral Boundaries Commission

The email of March 3, 2022 from the BC Electoral Boundaries Commission regarding BC Electoral District boundaries was received for information.

12. NEW BUSINESS

12.1 Climate Change Mitigation and Adaptation

Chair Fast announced that at the Ocean Watch Action Committee there was a request for a workshop on what communities are doing about shoreline protection and sea level rise, regarding climate change mitigation and adaptation. Chair Fast noted she had indicated an interest in participating and planned to participate as workshop facilitator and on a climate leadership steering committee.

Chair Fast remarked she had read the Metro Vancouver Board newsletter recently; it indicated their sewer drainage functions have had to make changes because of the impact of atmospheric rivers on storm water drainage systems.

Trustee Rogers noted the SCRD was doing a revision of emergency response plans; he had told them they needed to keep the islands involved with these plans. SCRD does not have any plans for Gambier, Keats, or Thormanby; the trustee told the SCRD they need to include: fire in summer, erosion runoff, and dieback of cedars in summers. They are working on it.

12.2 Shoreline Briefing – Shoreline Protection Model Bylaw Report

The Regional Planning Manager introduced the Shoreline Protection Model Bylaw Report, developed by the Regional Planning Committee, which undertook “a review of official community plan and land use bylaw provisions for shoreline protection in the Islands Trust Area as well as examples from outside the Islands Trust Area, and provides recommendations for local trust committees and Bowen Island Municipality to consider when developing new, or updating existing shoreline policies and regulations.”

Discussion ensued. Trustee Stamford considered the report an excellent example of a discussion paper, and recommended that it be forwarded to the Gambier Island OCP Targeted Bylaw Review process.

12.3 High Speed Internet – Gambier and Keats Islands – for discussion

Trustee Rogers extended thanks to Gambier and Keats islanders for responding quickly to the request to forward emails to the SCRD concerning high speed Internet. A note from the SCRD Area F Director indicated the SCRD had been overwhelmed with emails of support for high speed internet. The SCRD now has initiated a process to obtain funding to move forward on this.

Trustee Stamford attended a Zoom meeting the previous day with the Ministry of Social Services outlining their latest initiatives for funding for BC’s rural and indigenous communities to have high speed internet by 2027.

13. REPORTS

13.1 Trust Conservancy Report

13.1.1 November 23, 2021

13.1.2 January 25, 2022

Trust Conservancy Chair Stamford reported on activities of Islands Trust Conservancy:

- Trustee is in the process of signing off on a couple of exciting covenants and land transfers that ITC hopes to announce soon
- Presented to the Canadian Parks Collective Leadership Initiatives and Leadership conference for the ITC
- The Board had the difficult job of how to manage a bequest of \$100,000.
- There was a request for coordinating research Climate Change Research Approval, McFadden Creek (Salt Spring) & Elder Cedar (Gabriola)
- Attended Species at Risk Workshop via zoom hosted by ITC’s SARA Coordinator Wendy Tyrell. This was an all day event that highlighted scientific and volunteer work being done across the Salish Sea. The Biosphere was the keynote speaker.
- Attended the Howe Sound Conservation Network at the Squamish Nation Totem Hall with several of the Rights and Title Staff.

- There are now 111 protected properties in Islands Trust; about seventy have conservation covenants.

13.2 Applications Report dated March 22, 2022

Received.

13.3 Trustee and Local Expense Report dated January, 2022

Received.

13.4 Adopted Policies and Standing Resolutions

Received.

13.5 First Nations Activities

Chair Fast commented that First Nations activities had been discussed during this meeting. She suggested that this standing agenda item be changed for the next meeting to "First Nations Reconciliation".

13.6 Local Trust Committee Webpage

Trustee Stamford announced she had posted a report the previous week; trustee reports can be found on the Islands Trust website under the individual Local Trust Committee/Trustee profiles.

14. WORK PROGRAM

14.1 Top Priorities Report dated March 22, 2022

Received.

14.2 Projects List Report dated March 22, 2022

Received.

Chair Fast announced that people who wish to send feedback on this meeting should contact northinfo@islandstrust.bc.ca.

15. CLOSED MEETING – none

16. UPCOMING MEETINGS

16.1 Next Regular Meeting Scheduled for Thursday, May 26, 2022 at 10:30 am at John Braithwaite Community Centre, 145 1st Street W, North Vancouver, BC

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:22 pm.

Sue Ellen Fast, Chair

Certified Correct:

Diane Corbett, Recorder

DRAFT

Follow Up Action Report

Gambier Island

14-Oct-2021

Activity	Responsibility	Dates	Status
1 GM OCP and LUB Targeted Review project charter endorsed, as amended. LTC requests EC explore and clarify level of engagement of IAP2 spectrum on bylaw amendment projects.	David Marlor		In Progress

18-Nov-2021

Activity	Responsibility	Dates	Status
1 Defer a response to the ITPS referral until the Trust-wide engagement process has been substantially completed.	Becky McErlean Heather Kauer		In Progress

31-Mar-2022

Activity	Responsibility	Dates	Status
1 The fees amendment bylaw No. 156 given 3 readings and forwarded to EC.	Becky McErlean Heather Kauer		Completed
2 Postpone of DVP-2021.8 to the May 6, 2022 meeting to allow for a site visit conducted by staff.	Becky McErlean Stephen Baugh		Completed
3 The LTC Approved issuance GM-DP-2021.3.	Becky McErlean Penny Hawley Stephen Baugh		Completed

Follow Up Action Report

Gambier Island

31-Mar-2022

Activity	Responsibility	Dates	Status
4 The LTC approved issuance of GM-DP-2021.5 subject to the proviso that the formal drainage plan be provided when it's available.	Becky McErlean Heather Kauer Penny Hawley		Completed
5 Request staff provide GM-DP-2021.5 staff report with attachments to Islands Trust Conservancy	Heather Kauer		Completed
6 That as per Local Government Act Section 512(2), the Gambier Island Local Trust Committee exempt the "Proposed Lot B" in the subdivision layout plan for GM-SUB-2019.1 from meeting the Gambier Island Land Use Bylaw regulation 8.6(1), the minimum 10% lot frontage on a highway requirement.	Becky McErlean Penny Hawley Stephen Baugh		In Progress
7 That the Gambier Island Local Trust Committee endorse the Gambier Island Official Community Plan and Land Use Bylaw Targeted Review Project Charter, dated October 14, 2021, as amended.	Marlis McCargar		Completed
8 The LTC endorsed the Gambier OCP/LUB Engagement Framework dated March 30, 2022.	Marlis McCargar		Completed
9 Staff work with Trustee Rogers to set up a meeting to talk about the genesis of the of Keats Shoreline guidelines with Squamish First Nation. (in progress)	Marlis McCargar	Target: 06-May-2022	In Progress

DATE OF MEETING: May 26, 2022

TO: Gambier Island Local Trust Committee

FROM: Stephen Baugh, Planner 2
Northern Team

SUBJECT: **Request for waiver of Survey requirement for
Development Permit application GM-DP-2020.2 (Swain)**
Applicant: Nicholas Swain
Location: LOT 28 DISTRICT LOT 1259 GROUP 1 NEW WESTMINSTER DISTRICT PLAN
BCP15304 (SEE PLAN AS TO LIMITED ACCESS)

RECOMMENDATION

1. That the Gambier Island Local Trust Committee has determined that it is reasonably necessary that the applicant of GM-DP-2020.2 (Swain) provide, as required by Section 2.8(1) of the Gambier Island Land Use Bylaw No. 86, a plan signed by a B.C. Land Surveyor, showing the location on the lot of all existing and proposed buildings, structures and sewage absorption fields in relation to lot and zone boundaries, watercourses, wells and the sea, and in relation to other buildings on the lot.

REPORT SUMMARY

The purpose of this staff report is for the Gambier Island Local Trust Committee (LTC) to consider the applicant's request to waive the requirement for a current plan signed by a B.C. Land Surveyor (BCLS) as required in Section 2.8(1) "Enforcement of Siting Regulations" of the Gambier Island Land Use Bylaw No. 86, 2004 for a Development Permit (DP). To date, no site survey has been submitted with this DP application, and so the application remains incomplete. Thus, the LTC is not asked to consider issuance of GM-DP-2020.2 (Swain) at this time.

The applicant is requesting that the LTC waive the requirement for a current plan signed by a BCLS. Staff have determined that receipt of a current plan signed by a B.C. Land Surveyor is reasonably necessary in order to determine the location of the development permit areas in relation to the development, confirm full site compliance with the Land Use Bylaw regulations and provide recommendations to the LTC regarding GM-DP-2020.2, and therefore are recommending the LTC does not waive the requirements of LUB Section 2.8(1).

BACKGROUND

The subject property is 2.14 ha and located at Lot 28 Mt. Artaban Rd, Gambier Island. The property historically contained a trench that was used by loggers to transport logs into Brigade Bay. The current owners undertook works to fill the trench with the intention of restoring the area to its natural condition. A development permit was not obtained prior to the works taking place in Development Permit Area 2 – Brigade Bay (DPA2) and Development Permit Area 3 – Riparian Areas (DPA3). As a result of Bylaw Enforcement action the owners have retroactively applied for a development permit. Aside from the infill and restoration of the trench, other works conducted on the site that may require a development permit include:

- Construction of Boathouse and Boat Storage Rack on infilled and graded areas along the shoreline;

- Construction of a walking bridge;
- Clearing and grading an area southwest of the road;
- Construction of two storage sheds;
- Removal of trees that were deemed unsafe due to rot; and
- Construction of three cedar decks.

As indicated by the site plan, a greenhouse is also proposed on the property.

The applicant has submitted a Watercourse/Shoreline Assessment Report and was advised that a survey plan was required and that a request could be made to the LTC to waive the survey requirement in accordance with LUB Subsection 2.8(1). The applicant has provided a written request for the LTC to consider waiving the survey plan requirement which is included as Attachment 2 of this report.



Figure 1 - Subject Property indicated in Yellow

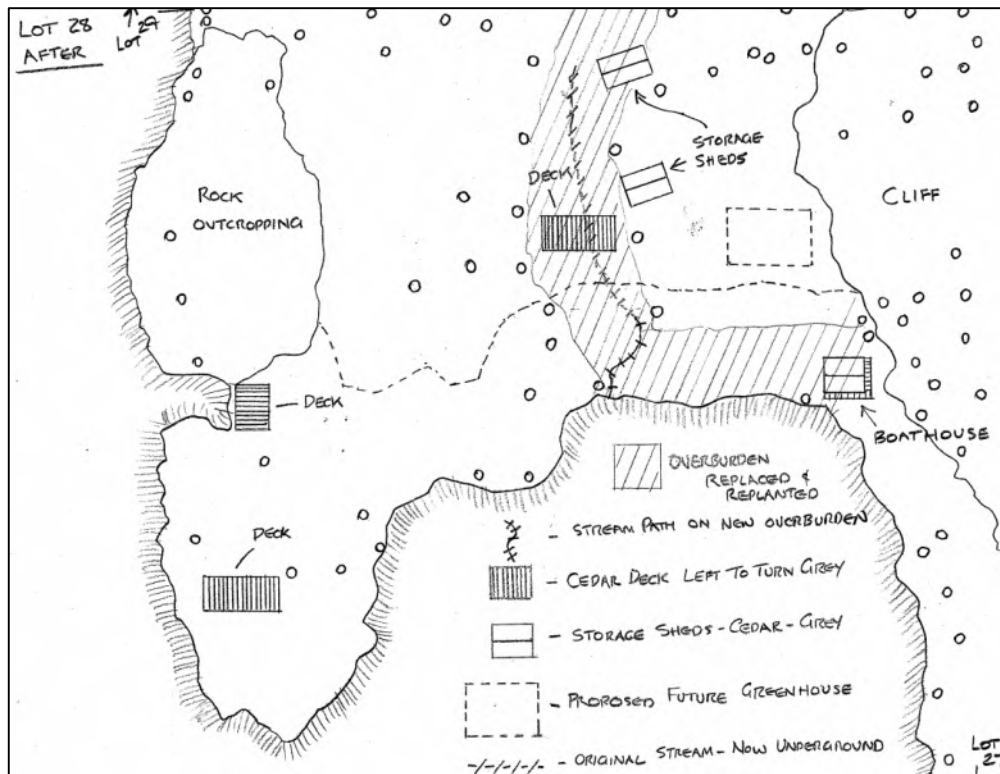


Figure 2 - Site Plan

ANALYSIS

Land Use Bylaw:

- 2.8(1) Every applicant for a development permit or a development variance permit must provide a plan signed by a B.C. Land Surveyor showing the location on the lot of all existing and proposed buildings, structures and sewage absorption fields in relation to lot and zone boundaries, watercourses, wells and the sea, and in relation to other buildings on the lot, unless the Local Trust Committee determines that the provision of such a plan is not reasonably necessary to establish whether the proposed buildings, structures and sewage absorption fields comply with the siting requirements of this or any other Bylaw.

Issues and Opportunities:

For development permits, staff rely on the accuracy of a BC Land Surveyors measurements to determine the boundaries of the lot, the location of natural boundaries, and the location of existing and proposed buildings and structures. The applicable boundaries of DPA2 and DPA3 each rely on correctly determining the location of a natural boundary which would most accurately be done by a B.C. Land Surveyor. Staff consider a legal survey necessary in order to determine the location of DPA boundaries in relation to the proposed development. Showing the boundaries of the DPA or the setbacks of the development to the watercourses and natural boundary of the sea will ensure all development within the development permit areas is included in the permit and will allow staff to assess whether setback regulations have been met.

Rationale for Recommendation

Staff consider that a survey signed by a B.C. Land Surveyor is reasonably necessary to establish whether the buildings and structures comply with the requirements of the bylaw for the following reasons:

- The applicable areas of the DPAs are dependent on the location of the natural boundary of the sea and watercourses;
- A survey will confirm whether required setbacks are being achieved, in particular those setbacks to the natural boundary of watercourses on the property.

ALTERNATIVES

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

1. Waive the requirement for a current plan signed by a B.C. Land Surveyor

The LTC may deem it unnecessary for the applicant to submit a plan signed by a B.C. Land Surveyor, pursuant to Section 2.8 of the LUB. Staff advise that if this alternative is selected, staff may not have adequate information to determine the location of development relative to development permit areas or full siting compliance regarding any potential variances on site that may need to be addressed.

Recommended wording for the resolution is as follows:

That the Gambier Island Local Trust Committee waive the requirement for a survey plan signed by a B.C. Land Surveyor and direct staff to proceed with Development Permit application HO-DVP-2020.2 (Swain).

NEXT STEPS

Describe the next steps in the process, if applicable.

Submitted By:	Stephen Baugh, Planner 2	May 12, 2022
Concurrence:	Heather Kauer, MPA, RPP, MCIP, AICP Regional Planning Manager	May 19, 2022

ATTACHMENTS

1. Site Context
2. Written Request from Applicant

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 28 DISTRICT LOT 1259 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP15304 (SEE PLAN AS TO LIMITED ACCESS)
PID	026-162-903
Civic Address	Lot 28 Brigade Bay, Gambier Island
Lot Size	2.14 ha (21,398 m ²)

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential



Figure 1. Orthophoto of subject property (yellow outline)

HISTORICAL ACTIVITY

File No.	Purpose
GM-ALR-2002.1	- Exclusion from ALR
GM-ALR-2002.2	- ALR inclusion
GM-CL-2001.1	- Provincial authorization for private dock and breakwater (withdrawn)
GM-DP-2004.1	- Community dock facility
GM-DP-2005.2	- Seasonal float (withdrawn)
GM-RLUB-2002.1	- Rural land use bylaw

GM-RZ-2002.1	- Bylaw amendment for community moorage and foreshore zoning to support community moorage and seasonal floats (Bylaw adopted)
GM-RZ-2003.1	- Bylaw amendment for residential use (Bylaw adopted)
GM-SUB-2001.1	- 27-lot subdivision for residential use

POLICY/REGULATORY

Official Community Plan Designations	Land Use Designation: RR – Rural Residential Development Permit Area: DPA2 – Brigade Bay Area, DPA 3 - Riparian Areas
Land Use Bylaw	Zone: Rural Residential (RR) + Water Brigade Bay (WBB) Permitted Uses (1) The following uses are permitted, subject to the regulations set out in this Section and Part 3, and all other uses are prohibited: (a) Single family residential use; (b) Associated secondary dwelling use; (c) Domestic agriculture; (d) Agriculture; (e) Forestry; (f) Accessory uses including but not limited to home occupations.
Other Regulations	The provincial <i>Riparian Areas Protection Regulation</i> (RAPR) requires local governments to protect riparian areas during residential, commercial and industrial development by ensuring that a Qualified Environmental Professional (QEP) conducts a science-based assessment of proposed development activities. Under Section 12 of the RAPR, <i>(12) An assessment of a proposed development for the purposes of this regulation must be carried out</i> <i>(a) by one or more qualified environmental professional, and</i> <i>(b) in accordance with</i> <i>(i) section 13, and</i> <i>(ii) the technical manuals.</i> The applicant has provided a copy of an Environmental Impact Assessment (EIA) report by a QEP, rather than an assessment report regulated under the RAPR. The purpose of the EIA report is to assess the impact of the completed development on the riparian area and recommend any remediation measures.
Covenants	Covenant BX300796 (Province) Covenant BX300817 (Vancouver Coastal Health Authority) Statutory Building Scheme BX300856
Bylaw Enforcement	GM-BE-2018.3 –Land alteration within DPA without issued Development Permit.

SITE INFLUENCES

Islands Trust Conservancy	Lot to the west of subject property (across Mount Artaban Rd.) is identified as Islands Trust Conservancy (ITC)-owned Long Bay Wetland Nature Reserve.
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	Under ITC Board Policy 3.1 – Islands Trust Conservancy and Local Planning Services Coordination, applications received by the LTC shall be subject to the level of consultation identified in tables 1 or 2. For applications where LTCs have limited decision making authority or influence, including Development Permit applications, the level of consultation includes referrals to ITC staff for information only.
Regional Conservation Strategy	Map 6 of the Regional Conservation Plan 2018-2027 estimated importance of habitat composition in the area of the subject property is HIGH; Gambier Island as a whole has been identified as a HIGH priority and HIGH need for protection.
Species at Risk	None mapped.
Sensitive Ecosystems	Cliff (see Figure 2): Cliffs contribute to the scenic beauty of the Islands Trust Area and contain isolated habitat for birds, bats, snakes and lizards. They are also regionally rare making up less than 0.1% of the Islands Trust Area.  Figure 2. Cliff sensitive ecosystem (Red) on subject property
Hazard Areas	None mapped.
Archaeological Sites	A review of Remote Access to Archaeological Data (RAAD) information indicates no documented archaeological sites within the property or within 100 metres of the property. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and the 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. Provincial Chance Find Procedures must be followed: http://www.frontcounterbc.ca/pdf/ArchaeologicalChanceFindProcedure.pdf

Climate Change Adaptation and Mitigation	n/a
Shoreline Classification	Low Rock/Boulder
Shoreline Data in TAPIS	Low Rock/Boulder

ATTACHMENT 2 – WRITTEN REQUEST FROM APPLICANT

From: Nicholas Swain <Nicholas@bio-generation.com>
Sent: Tuesday, May 10, 2022 4:29 PM
To: Stephen Baugh
Subject: Request for Waiver re: Survey - RE: GM-BE-2018.3

Hi Stephen,

I am writing to ask that the request for Survey be waived relating to the development permit application (GM-DP-2020.2).

History

Approximately eighty years ago the Brigade Bay region of Gambier Island was logged. Logs were pulled by horse, down through the property (Lot 28) and to the beach (which is surrounded by the property). To facilitate the dragging of the logs to the beach, a trench (gully) was created by removing the overburden (soil, plants, etc.). This trench was approx. 40ft wide by 120 feet long, and approx. 30ft deep in some sections. The complete overburden was removed down to the clay layer. Logs were then slid down the clay trench to a clay bench (approx. 20ft and 80ft) right beside the water, at the head of the beach. The overburden had also been removed from this bench down to clay to facilitate the logging. Following the logging operation, no site remediation was completed. As a result, an artificial seasonal stream was created, which terminated on the clay bench, creating an artificial clay bog. The trench and the bog were covered naturally over decades with approx. 1/2" max of natural overburden (however many areas were still clay). This clay bog was a perfect breeding place for mosquitos as the water would sit stagnant (could not drain through the clay naturally) as there was no soil to absorb the water. The smell was also very bad. Over 12 years of visiting the property with our children throughout the year (primarily camping in the summer)), we saw no wildlife in this area, as opposed to the other natural areas of the shoreline property, where wildlife is abundant.

Additionally, large trees (that decades ago were small trees located on the edge of the trench, when logging took place) are now large and needed to have the ground on the trench side of the tree filled back to the previous natural level to support the tree strength. Before we started many of the large roots of these trees were visible on the trench side.

Work performed:

The goal was to return the land back to the natural grade and condition, which **should have been completed by the logging company decades ago**. I spoke to a friend who's father was part of the logging team that logged the properties 80 years ago, who confirmed that environmental repatriation was not considered at that time.

Trench

The overburden that was removed by the logging operation has been replaced along the length of the trench (overburden from the property was used – no foreign fill). We used rock and rotten maple trees at the bottom of the fill to allow for any run-off to retain its original path to the edge of the ocean. As the run-off exits the trench it now runs in a depression (stream) which will encourage wildlife.

We have replanted ferns, trees, slough, etc. during the fall months from other abundant areas of the property returning the land back to its original (pre-logging) condition. Many discarded steel cables and spikes have been located in and around this trench and bench. These have been removed. Large cogs were also found proving the significance of the operation (part of steam donkey). Life has now returned, and natural plants are coming back to the area surrounding the small stream which exits the land at the head of the beach. The stream is a non-fish bearing stream and enters the beach at approx.. 3ft above high water mark. The large trees that have grown on the edge of the trench without support from the trench side, are now supported by the natural fill and the exposed roots are now covered. These trees will hopefully survive for hundreds of years – they are beautiful.

Bench

The overburden that was removed by the logging operation has been replaced along the length of the bench (overburden from the property was used – no foreign fill). Approx. 12" of overburden (soil) was added on top of the clay bench, to allow plant life to return to the area. We have replanted ferns, trees, slough, etc. during the fall months from other abundant areas of the property returning the land back to its original (pre-logging) condition. We placed large rocks near the edge of the water (on the land) to prevent erosion and provide homes to snakes, lizards, weasels, etc. all of which are found on the property. All these animals are now thriving in the revitalized habitat. The beach was untouched during the work. There are no pollutants (natural or manmade) evidenced downstream or on the beach.

Rotten Trees Removal

We consulted with a professional faller who reviewed all the trees on the lower section of the property. He showed us that the large maple trees (all of which were approx. 80+ years old, had significant rot and were expected to fall down within the next 5-10 years. Many of them had less than 50% live trunk remaining. We have children and these trees posed a significant risk. He recommended their removal along with a large beach tree that also had 50% rot in its trunk. We carefully documented the removal of the trees and confirmed the rot to be worse than we expected. We did not remove the other varieties of mature trees – many 80 years old – including fir, spruce, hemlock.

We have taken a lot of care to return the area back to its original condition, replacing overburden and reducing future erosion. We care greatly about the environment and encouraging plants and wildlife to life throughout the property. The results speak for themselves.

We undertook the restorative project which as cost around \$20,000. This was greater than we wanted to pay, but as custodians of the land, we felt it necessary. Replacing the soil in the trench meant that this area of the property could once again be utilized, instead of being an unusable hazard. We retained Diamond Head

Consulting to produce a Watercourse Assessment Report (\$2,300) which confirmed a successful outcome to the restorative project. This report has been submitted to Islands Trust.

We have provided extensive before and after photos and before and after maps too.

We have been reassured numerous times by Islands Trust that a survey report would not be necessary, as the works was restorative, returning the area to the previous condition. Our restorative work was completed years ago and the work was well documented. I was told by Ian Cox, Planner 1, Islands Trust that he felt a Survey would not be necessary due to the restorative nature of the project. He indicated that it was rare that someone would return the area back to its original condition – something that should have been done by others years ago.

All documents have been submitted to Islands Trust (Applications, Reports, Photos, Descriptions, Maps).

Thank you for your time and consideration.

Kind Regards

Nicholas Swain

Lot 28, Brigade Bay, Gambier Island.
C: 778-321-9195

File No.: GM-DVP-2021.8 (Atchison)
(x ref. GM-DP-2021.3)

DATE OF MEETING: May 26, 2022

TO: Gambier Island Local Trust Committee

FROM: Stephen Baugh, Planner 2
Northern Team

COPY: Warren Dingman, Bylaw Enforcement and Compliance Manager

SUBJECT: **Development Variance Permit application GM-DVP-2021.8**
Applicant: Nathan Atchison
Location: 507 Shawanabe Rd.
LOT F BLOCKS 19 AND 20 DISTRICT LOT 847 PLAN 13681 (PID 008-054-134)

RECOMMENDATION

1. That the Gambier Island Local Trust Committee approve issuance of GM-DVP-2021.8.

REPORT SUMMARY

This report is to introduce Development Variance Permit application GM-DVP-2021.8 for consideration by the Gambier Island Local Trust Committee. The LTC first considered this application at the March 31, 2022 regular business meeting. Since that time staff have visited the subject property and a revised site plan has been provided by the applicant showing additional existing structures on the subject property. The variance requests are unchanged from the previous meeting and the application proposes to relax the following setbacks to existing buildings and structures:

- the setback from the natural boundary of a watercourse for a deck from 15 metres to 7 metres;
- the setback from the natural boundary of a watercourse for a shed from 15 metres to 6 metres;
- the minimum elevation above the natural boundary of the pond from 1.5 metres to 1.07 metres;
- the setback from the front lot line for an accessory building from 7.5 metres to 5.456 metres;
- the setback from the front lot line for a shed from 7.5 metres to 6.544 metres; and
- the setback from the exterior side lot line for an accessory building from 4.5 metres to 3.034 metres

Staff are recommending approval of the variance requests, as the requests are not contrary to the Islands Trust Policy Statement or Gambier Island Official Community Plan, the buildings are sited away from neighbouring properties, and outside of the setback from the watercourse recommended by the QEP.

BACKGROUND

The application is proceeding as a result of Bylaw Enforcement file GM-BE-2021.1 for the unlawful siting of buildings within the front lot line, exterior side lot line and the setback to the natural boundary of a watercourse.

The LTC first considered this application at the Regular Business Meeting of the Local Trust Committee on March 31, 2022 and made the following resolution:

GM-2022-013

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee postpone GM-DVP-2021.8 to the next Local Trust Committee meeting to allow for future reporting by staff; and that a site visit has been conducted by staff.

The subject property (Figure 1 below) contains 2 accessory buildings adjoined by a deck and a covered deck that are all subject of this DVP application. A pond is located partially in the southeast corner of the property and a drainage ditch from the pond to the north and west. A second drainage ditch runs along some of the north lot line.

Staff, accompanied by Trustee Stamford, visited the subject property on April 19, 2022 and noted the presence of a septic field area and four other structures on the property:

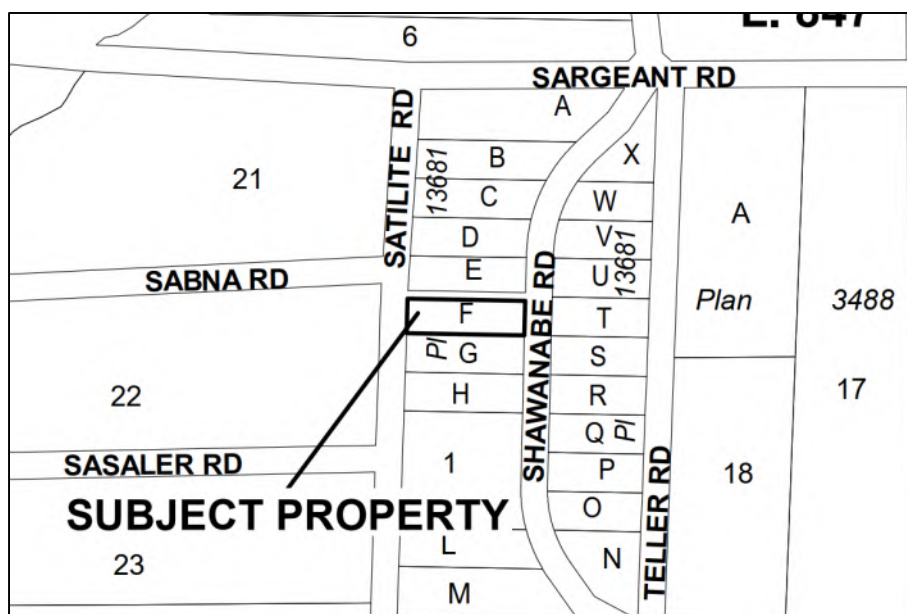
- A well head;
- A deck bridge used to cross a drainage ditch that bisects the property;
- An accessory building in the southwest corner of the property; and
- A wood shed.

All structures observed on the property are included in a revised site plan received from the applicant (Attachment 2.5). Photos from the site visit have been included in this report as Attachment 2.6.

An assessment report from a QEP was provided along with an accompanying Development Permit application for this property, GM-DP-2021.3, which was previously considered and approved by resolution of the LTC at the March 31, 2022 meeting. The report states that, "The ditches/manmade pond on the property does not connect directly to fish bearing water." The report also notes that the ditches do not provide suitable amphibian breeding habitat and there is low potential for amphibians to utilize the manmade pond.

Two building permit referrals have been received from SCRD for the construction of the existing accessory buildings and decks, these files are being held in abeyance until a decision is made on the issuance of the DVP for this property.

Figure 1 – Subject Property



ANALYSIS

Official Community Plan:

The subject lot is designated Settlement Residential (SR) in the Gambier Island OCP and is within Development Permit Area 3 – Riparian Areas. A development permit for this property was approved by the LTC at the March 31, 2022 regular business meeting.

Land Use Bylaw:

3.3 Siting and Setback Regulations

(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.

(4) Buildings or structures accessory to residential buildings that do not exceed 2.5 metres in height and 10 square metres in floor area may be sited as close as two metres from any lot line, except where the lot line abuts a highway, in which case regulation 3.3(6) or the zone regulation, which ever is greater, shall apply.

3.4 Siting and Setback Exemptions

(3) Structures which at no point extend more than 0.6 metres above grade level, including wellheads and parking spaces may be sited on any portion of a lot, except that the siting of sewage disposal systems and fields shall comply with Provincial regulations.

5.1 Settlement Residential Zone

Siting and Size

(9) The minimum setback for any building or structure:

- (a) 7.5 metres from any front or rear lot line;*
- (b) 3 metres from any interior side lot line;*
- (c) 4.5 metres from any exterior side lot line.*

Analysis:

Issues and Opportunities

Based on the measurements provided on the revised site plan and information provided by the applicant, none of the additional structures or the septic field require a variance for their siting. However, the condition 3.10 and 3.11 of the Development Permit issued for this property require a 2m buffer from the pond and ditches be maintained and that vegetation be restored within this 2m buffer:

“3.10 The property owner shall maintain a 2 metre wide buffer from the pond and ditches.

3.11 Vegetation shall be restored with native species within the 2m buffer along the ditches and around the pond. The area shall be planted with a minimum 85 shrubs (sword fern or Oregon grape) spaced 1.5m apart and planted into topsoil with a 5cm depth. An additional 5-10 cm deep layer of mulch shall be placed over the topsoil.”

In order to meet the conditions of the issued development permit the bridge should be removed and the area restored with vegetation. The property owner has indicated he is willing to remove the bridge in an email sent to staff which is attached to this report as Attachment 5.

The applicant has submitted a plan by a BC Land Surveyor which shows the location of the buildings and structures subject to this DVP application in relation to the lot lines. The location of the man-made pond, septic field, woodshed, bridge or accessory building in the southwest corner of the lot are not shown on the legal survey, instead these features and their setbacks have been indicated on a hand drawn site plan by the applicant. Despite this, staff consider the site plan sufficient for this application as the structures located closest to the pond exceed the 2 metre setback area recommended in the QEP report and all the structures requiring a variance are included on the legal survey. However, the shed in the southwest corner of the lot is located only 0.3m from the minimum interior lot line setback. If there has been a measurement error resulting in an inaccuracy in the hand drawn site plan, a second DVP application would be required for any building located within a setback.

In the course of writing this report, it has come to the attention of staff that there is a real estate listing for the subject property which notes that the property contains a 1 bed, 1 bath “studio” and a “storage/sleeper cabin.” In conversations with staff the applicant has indicated that the buildings on the lot are accessory buildings and will only be used in accordance with the Gambier Island Land Use Bylaw, No 86. The LUB only permits accessory buildings on a lot prior to a principal use being established in the following cases:

3.1(1)(g) Use of a building as a residence for the purpose of providing temporary shelter for the owner of a lot during the construction of a dwelling on the lot, provided that a valid building permit has been issued for the construction of the dwelling and for the building being used as the temporary residence, for a period not to exceed two years or 30 days from the date of issuance of the occupancy permit for the dwelling, whichever is earlier, or as extended by the Local Trust Committee by development variance permit.

3.1(1)(h) Use of a building for an office or shelter for construction or maintenance crews or for storage of materials to be used for the erection, construction or maintenance of any building, structure or utility installation.

As no building permit has been issued for the construction of a dwelling on this lot, the accessory buildings may not be used as a temporary residence and can only be used in accordance with 3.1(1)(h).

Intent of Regulations Being Varied

The intent of setback regulations are numerous including minimizing the impact of development on natural features, reducing conflicts between adjacent land owners and to protect development from hazardous conditions or variable environmental conditions.

Impact on Neighbouring Properties

The buildings and structures that form the basis for this variance application are all located outside of the minimum setbacks to adjoining properties. The buildings and structures are somewhat screened from Shewanabe Rd by a berm.

At the time this report was written no specific issues have been brought forwards from surrounding property owners regarding the siting of the buildings. However, a bylaw enforcement file was opened as a result of a complaint regarding the construction of structures without a permit and two members of the public spoke to staff prior to the March LTC meeting to express concerns about development occurring prior to proper permits being obtained.

Potential impacts of granting to variance

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

Circulation

Notification of this DVP application (Attachment 3) was distributed to neighbouring property owners and tenants within 100 metres in accordance with statutory requirements prior to the regular business meeting of the LTC on March 31, 2022. In response to this notice, staff received two pieces of correspondence in favour of the application, as well as phone calls from two members of the public who expressed general concerns about development occurring prior to proper permits being obtained. Staff also received photos of the property showing that the original site plan included with the draft permit was missing some of the existing structures on the property, as a result of this staff recommended the LTC defer consideration of the DVP until staff had an opportunity to analyse the new information. No additional correspondence was received between the March 31, 2022 meeting and the writing of this staff report.

A second notice has been sent to neighbouring property owners and tenants prior to the regular business meeting on May 26, 2022; any submissions received following the preparation of this staff report will be presented to the LTC for their consideration during their regular business meeting on May 26, 2022.

First Nations

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application.

Rationale for Recommendation

Staff recommend support for the proposed variance under the following rationale:

- The proposed variances are not contrary to the ITPS and Gambier Island OCP;
- Staff consider the siting of the buildings and structures subject to this application to have minimal impact on neighbouring property owners; and
- The structures are sited outside of the setback recommended in the QEP report.

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 further information prior to making a decision on application GM-DVP-2021.8 [specify information required]

2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC must state reasons for denial. Staff advise that the implications of this alternative include file closure and the file returning to bylaw enforcement. Recommended wording for the resolution is as follows:

That the Gambier Island Local Trust Committee deny application GM-DVP-2021.8 for the following reasons: [specify reasons].

NEXT STEPS

Subject to concurrence with the staff recommendation, staff will issue the Development Variance Permit as drafted in Attachment 4.

Submitted By:	Stephen Baugh, Planner 2, Northern Team	May 12, 2022
Concurrence:	Heather Kauer, RPP, MCIP, AICP Regional Planning Manager, Northern Team	May 19, 2022

ATTACHMENTS

1. Site Context
2. Maps, Plans, Drawings and Photos
3. Notice
4. Draft Development Variance Permit
5. Email from Property Owner Regarding Removal of the Bridge

LOCATION

Legal Description	LOT F BLOCKS 19 AND 20 DISTRICT LOT 847 PLAN 13681
PID	008-054-134
Civic Address	507 Shawanabe Rd.
Lot Size	0.23 ha (0.56 acres)

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential, bare land

HISTORICAL ACTIVITY

File No.	Purpose
GM-DP-2021.3 (<i>closed</i>)	Development activities within DPA 3 – Riparian Areas
GM-DVP-2021.8 (<i>open</i>)	To vary (reduce) lot line setbacks
GM-BP-2021.16 (<i>In abeyance</i>)	New covered deck
GM-BP-2021.15 (<i>In abeyance</i>)	New studio/workshop

POLICY/REGULATORY

Official Community Plan Designations	Subject property is designated as Settlement Residential – SR in the Gambier Island OCP No. 73, 2001. Development Permit Area (DPA): DPA 3 (Riparian Areas)
Land Use Bylaw	Subject property is zoned Settlement Residential (SR) in the Gambier Island LUB No. 86, 2004. <i>Setback regulations subject of GM-DVP-2021.8:</i> 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. 5.1(9) The minimum setback for any building or structure: (a) 7.5 metres from any front or rear lot line; (b) 3 metres from any interior side lot line; (c) 4.5 metres from any exterior side lot line.
Other Regulations	The provincial <i>Riparian Areas Protection Regulation</i> (RAPR) requires local governments to protect fish habitat, including areas directly adjacent to a

	stream (i.e. the riparian area), during residential, commercial and industrial development by ensuring that a Qualified Environmental Professional (QEP) conducts a science-based assessment of proposed development activities. Under Section 12 of the RAPR, <i>(12) An assessment of a proposed development for the purposes of this regulation must be carried out</i> <i>(a) by one or more qualified environmental professional, and</i> <i>(b) in accordance with</i> <i>(i) section 13, and</i> <i>(ii) the technical manuals.</i> The applicant has provided a copy of an environmental assessment (EA) report by a QEP, rather than an assessment report regulated under the RAPR, in accordance with Section 9.3(4) of the Gambier Island LUB. The purpose of the EA report is to determine if any negative impacts had occurred to riparian areas, confirm RAPR applicability and to recommend mitigation measures upon development completion.
Covenants	None
Bylaw Enforcement	GM-BE-2021.1 – Development activities within DPA 3 without issued Development Permit (<i>subject of application GM-DP-2021.3</i>), accessory structure/uses without principal use, siting – structure within setback areas (<i>subject of application GM-DVP-2021.8</i>), operation of sawmill beyond permitted hours.

SITE INFLUENCES

Islands Trust Conservancy	There are no ITC covenants or properties in the direct area. Referral to ITC is not required.
Regional Conservation Strategy	Proposal does not impact the objectives and priorities of the ITC regional conservation plan.
Species at Risk	None
Sensitive Ecosystems	Riparian Area: Subject property is not within an area targeted for assessment in the Stream Mapping Report by Madrone Environmental Services, dated April 20, 2015. However, the EA by Strategic Professional Resourceful (SPR), dated April 13, 2021, identifies two ditches and a pond on the subject property. According to the Madrone report dated April 20, 2015, ditches are considered “streams” under the RAPR if they provide habitat for fish, or connect by surface flow to fish habitat. The EA report by SPR provides the following: “The ditches/manmade pond on the property does not connect directly to fish bearing water, thus is not applicable to the Riparian Areas Protection Regulation (RAPR). It drains slope seepage from the property then dissipates in a small ditch along a laneway west of the property. As it does not connect directly to fish bearing water, it does not meet the definition of stream under the RAPR.”

Hazard Areas	Schedule E of the OCP does not indicate the subject property is within an area with a slope of 35% or greater.
Archaeological Sites	A review of Remote Access to Archaeological Data (RAAD) information indicates no documented archaeological sites within the property or within 100 metres of the property. Staff have provided the Islands Trust Chance Find Protocol and the Provincial Archaeological Branch guidelines on <i>Heritage Act</i> and directed the applicant to the following guidelines: • All archaeological and cultural heritage is protected under the <i>Heritage Conservation Act</i> and areas of archaeological potential may contain undocumented archaeological sites which would be automatically protected under the <i>Heritage Conservation Act</i> (including all intact or disturbed sites) and require a permit from the BC Archaeology Branch. Further information regarding permits: https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits. • In the event that archaeological features or materials are found, either intact or disturbed on the subject property, stop work immediately and contact the BC Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca. • Any impacts, would include the following: landscaping, tree removal, digging, using heavy equipment, development, fencing, footings, or any form of groundwork. • For more information regarding registered archaeological sites and archaeological potential on the subject property, submit an Archaeological Information Request Form: www.archdatarequest.nrs.gov.bc.ca.
Climate Change Adaptation and Mitigation	Tree removal may result in a loss of carbon storage and sequestration.

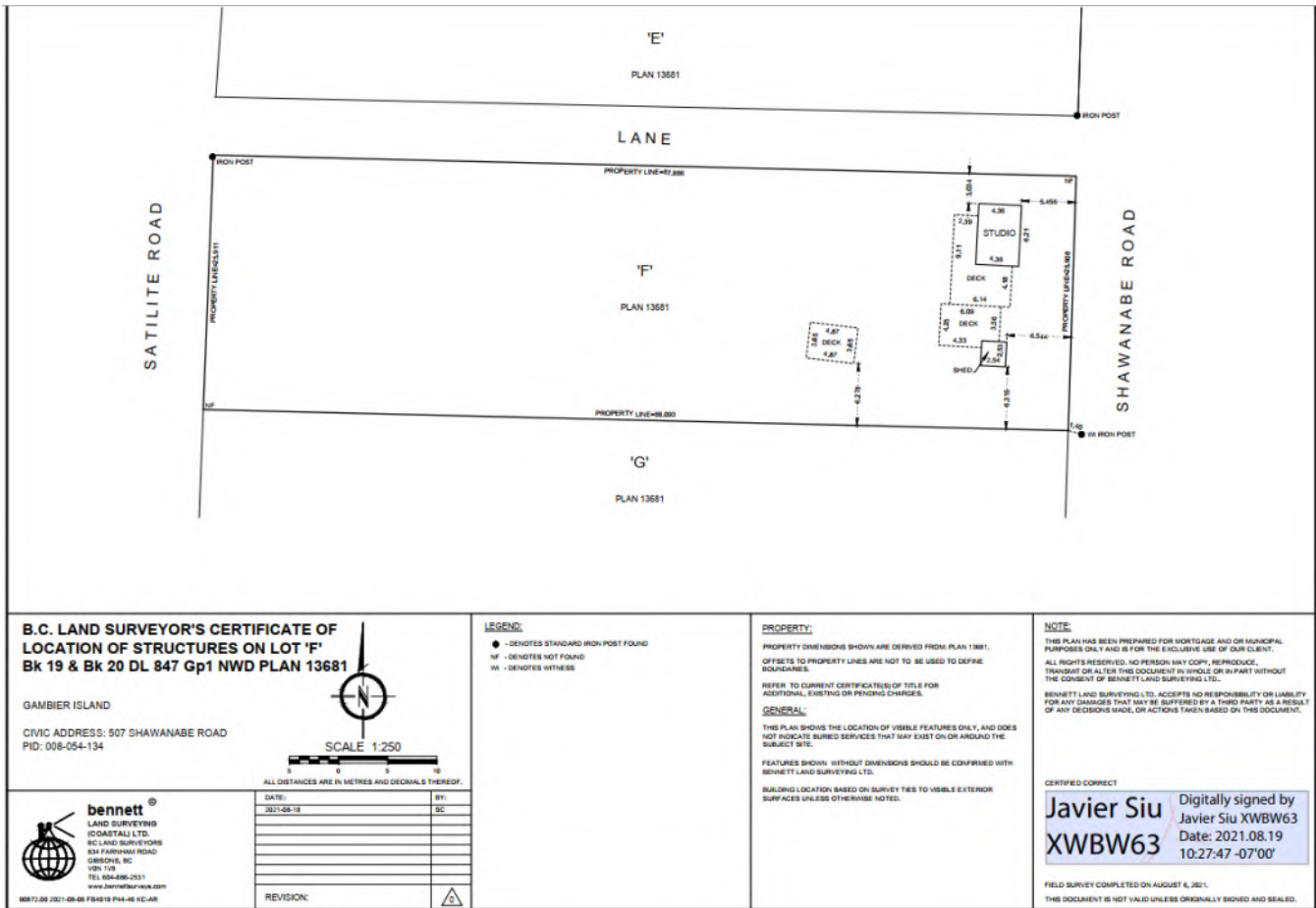
2.1 ORTHOPHOTO

SUBJECT PROPERTY OUTLINED IN YELLOW

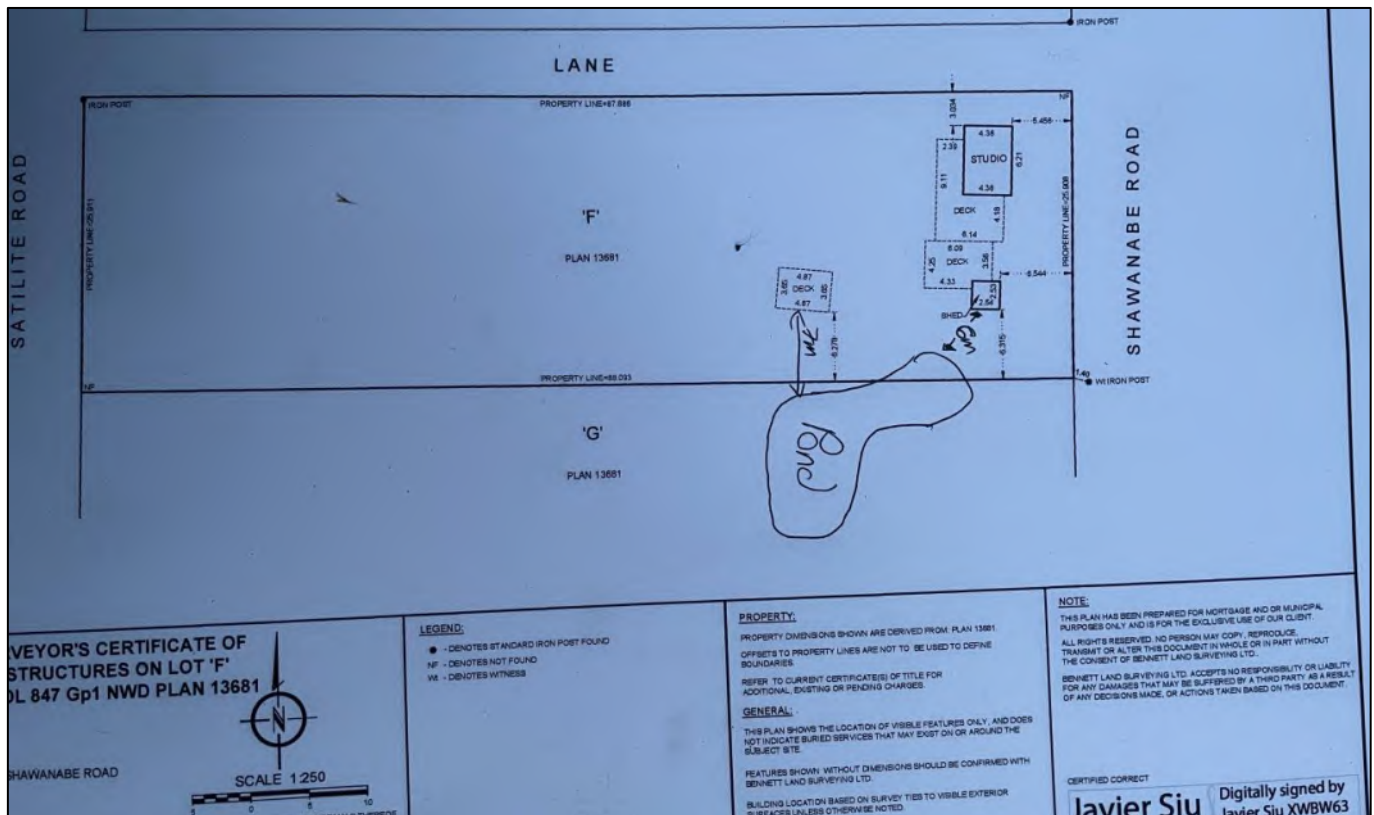
2.2 DEVELOPMENT PERMIT AREA

EXCERPT FROM SCHEDULE I OF GAMBIER OCP No. 73

2.3 SURVEY PLAN



2.4 SURVEY PLAN WITH SETBACKS TO POND



2.5 HAND DRAWN SITE PLAN



2.6 SITE PHOTOS



Left: Woodshed and Covered Deck.



Above: Pond and covered deck.



Below: Shed in southwest corner of lot.



Right: Bridge across ditch.

NOTICE
GM-DVP-2021.8
GAMBIER ISLAND LOCAL TRUST COMMITTEE

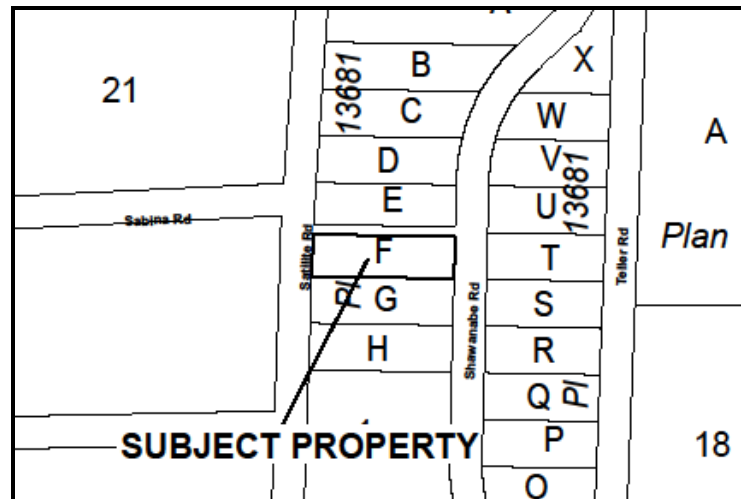
NOTICE is hereby given pursuant to Section 499 of the *Local Government Act* that the Gambier Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit. The proposed permit would vary the Gambier Island Land Use Bylaw No. 86 by:

- A variance to reduce the setback from the natural boundary of a watercourse for a deck from 15 metres to 7 metres;
- A variance to reduce the setback from the natural boundary of a watercourse for a shed from 15 metres to 6 metres;
- A variance to reduce the minimum distance above the natural boundary of the pond from 1.5 metres to 1.07 metres for the underside of the floor system;
- A variance to reduce the setback from the front lot line for an accessory building from 7.5 metres to 5.456 metres;
- A variance to reduce the setback from the front lot line for a shed from 7.5 metres to 6.544 metres
- A variance to reduce the setback from the exterior side lot line for an accessory building from 4.5 metres to 3.034 metres;

as shown on the attached draft permit.

The property is located at 507 Shawanabe Road, Gambier, BC and is legally described as Lot F, Blocks 19 and 20, District Lot 847 Plan 13681 (PID: 008-054-134).

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., Tuesday to Thursday inclusive, excluding statutory holidays, commencing **May 13, 2022** and continuing up to and including **May 25, 2022** 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 Stephen Baugh, Planner 2 at (250) 247-2201, 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, **May 25, 2022**.

The Gambier Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting to be held **10:30 am, May 26, 2022 at John Braithwaite Community Centre, Meeting Room 3, 145 West 1st Street, North Vancouver, BC.**

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.



Islands Trust

**GAMBIER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
GM-DVP-2021.8**

To: Vanwert Nathan Atchison

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

LOT F, BLOCKS 19 AND 20, DISTRICT LOT 847, PLAN 13681
(PID: 008-054-134)

2. Gambier Island Land Use Bylaw No. 86, 2004 is varied 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, 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 an existing structure measured 7 metres from a pond;
- b) 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, 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 an existing building measured 6 metres from a pond and 1.07 metres above the natural boundary of the watercourse;
- c) Subsection 5.1(9) which states that “The minimum setback for any building or structure: (a) 7.5 metres from any front or rear lot line;” is varied
 - to permit the construction of a building measured 5.456 metres from the front lot line;
- d) Subsection 5.1(9) which states that “The minimum setback for any building or structure: (a) 7.5 metres from any front or rear lot line;” is varied
 - to permit the construction of a building measured 6.544 metres from the front lot line; and,
- e) Subsection 5.1(9) which states that “The minimum setback for any building or structure: (c) 4.5 metres from any exterior side lot line;” is varied
 - to permit the construction of a building measured 3.034 metres from the exterior side lot line.

The development shall be consistent with Schedule ‘A’ and Schedule ‘B’ which are attached to and form part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Gambier Island Land Use Bylaw No. 86, 2004" and to obtain other approvals

necessary for completion of the proposed development, including approval of the Sunshine Coast Regional District and Ministry of Transportation and Infrastructure.

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

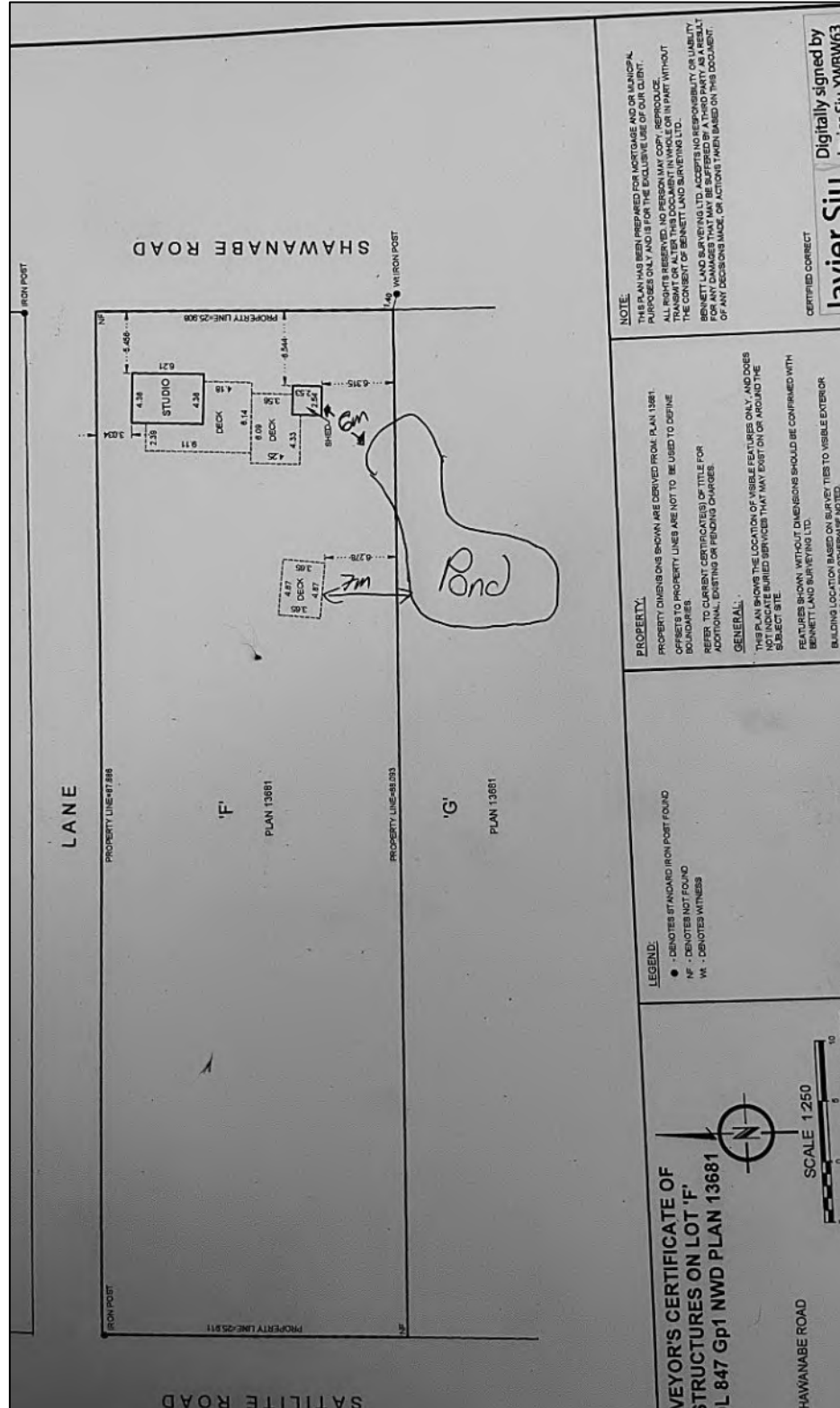
Deputy Secretary, Islands Trust

Date of Issuance

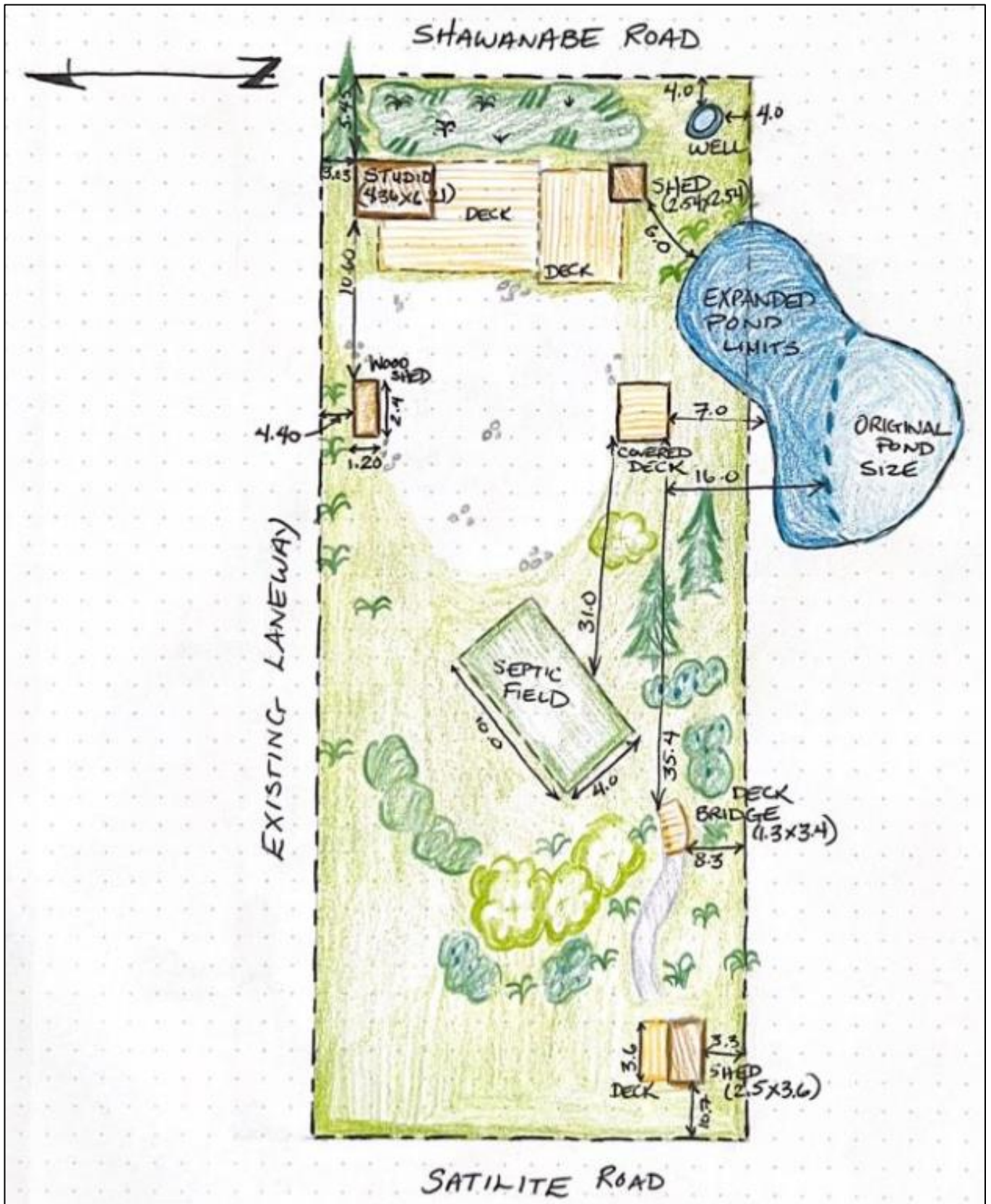
IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE __th DAY OF [MONTH], [YEAR] (2 YEARS FROM DATE OF ISSUANCE)] THIS PERMIT AUTOMATICALLY LAPSES.

GAMBIER ISLAND LOCAL TRUST COMMITTEE
GM-DVP-2021.8

SCHEDULE 'A' – SITE SURVEY



SCHEDULE B – LOCATION OF STRUCTURES DRAWING



From: NATHAN ATCHISON <vafalling@yahoo.ca>
Sent: Tuesday, May 10, 2022 2:02 PM
To: Stephen Baugh
Subject: Site plan 507 Shawanbe

Hi Stephen

I have no problem removing the bridge to make to meet the requirements of the development permit.

Thanks
Nathan

[Sent from Yahoo Mail for iPhone](#)

File No.: 6500-20
(Meeting Procedure Bylaw)

DATE OF MEETING: May 26, 2022
TO: Gambier Island Local Trust Committee
FROM: Heather Kauer, Regional Planning Manager
SUBJECT: Proposed Meeting Procedure Bylaw No. 155

RECOMMENDATION

1. That the Gambier Island Local Trust Committee Bylaw No. 155, cited as “Gambier Island Local Trust Committee Meeting Procedure Bylaw, 2022”, be adopted.

REPORT SUMMARY

The purpose of this report is for the Gambier Island Local Trust Committee (LTC) to consider adoption of Bylaw No. 155, which would replace Bylaw No. 87 (LTC Meeting Procedure Bylaw) to:

- Incorporate provincial regulation changes permitting local government regular business electronic meetings.

BACKGROUND

On June 17, 2020, Ministerial Order M192 was issued by the Province, which allowed all local government meetings and public hearings to be conducted electronically during the COVID-19 pandemic. That same day, Bill 10 Municipal Affairs Statutes Amendments Act was approved by the Province. Bill 10 included changes that would allow permanent authority for municipal councils and “Trust Bodies” to choose, with amendments to local meeting procedures bylaws, whether to conduct regular and committee meetings electronically (in addition to special meetings already authorized).

These new rules came into force for Islands Trust via Provincial amendments to the Islands Trust Electronic Meeting Regulation on September 29, 2021 after the authority to hold electronic meetings under M192 expired on September 28, 2021.

In February, a draft Meeting Procedure Bylaw was presented to the LTC and the LTC amended the draft Meeting Procedure Bylaw presented by staff. Three readings were given to amended Bylaw 155 at the February LTC meeting, Executive Committee approved the bylaw on February 23rd, and it is now back on the LTC agenda for consideration of adoption.

Submitted By:	Heather Kauer Regional Planning Manager	May 17, 2022
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ATTACHMENTS

1. Proposed Bylaw No. 155

Z:\08 Governance\3031 GM LTC\20 Meetings - Open (P)\06 Agenda Items\2022\2022-05-26\2022-05-26_GM_LTC_Meeting_Proc_Bylaw255_RPT.docx

**GAMBIER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 155, 2022**

A bylaw to establish procedures for meetings of the Local Trust Committee

The Gambier Island Local Trust Committee, being the local trust committee having jurisdiction in respect of the Gambier Island local trust area under the *Islands Trust Act*, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as “Gambier Island Local Trust Committee Meeting Procedure Bylaw, 2022”.

MEETINGS AND NOTICE OF MEETINGS

2. The first regular meeting of the Local Trust Committee shall be held on a date to be determined by the Local Trust Committee by Resolution Without Meeting following a general local election.
3. At the first regular meeting and at the last regular meeting of the first, second, and third year following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two held in-person and the schedule shall be posted on a notice board on island that is accessible to the public and in the Northern Office of the Islands Trust.
4. Public notice of the availability of the regular meeting schedule at the place specified in Section 3 shall be given at least once a year by publication in a newspaper circulating in the local trust area.
5. Advance public notice of a regular or special meeting that is to be conducted electronically shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities, the place where the public may attend to hear the proceedings that are open to the public and be posted at the places specified in Section 3 and in accordance with Section 6. Notice of a special meeting which is to be conducted electronically must be delivered to the trustee in accordance with Section 7;
6. Each local trustee shall provide to the Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee’s mailing address or given to the trustee in person.
7. Any two members of the Local Trust Committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered to the trustee at least 48 hours before the time of the meeting, and by posting the notice at the place specified in Section 3, except that notice to Local Trust Committee members may be waived by unanimous vote.
8. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson’s representations, if any, regarding the calling of the meeting.

9. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
10. A quorum of the Local Trust Committee is two members.
11. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson.

MINUTES

12. The Director of Local Planning Services or his or her designate shall legibly record the minutes of the meetings of the Local Trust Committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or his or her designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
13. The minutes shall record every resolution of the Committee, and the mover, including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

14. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
15. Resolutions may be in writing, and may be moved by any member of the Local Trust Committee.
16. Bylaws shall be in writing, may be read by title only, provided that each member of the Local Trust Committee is in possession of a complete copy of the proposed bylaw at the meeting, and may be adopted on a motion to that effect at a regular or special meeting. Bylaws may be read a first time, and may be adopted, by resolution without meeting.
17. The Chairperson of the Local Trust Committee or other trustee who presided at the meeting at which it was adopted, and the Secretary of the Islands Trust shall sign every bylaw adopted by the Local Trust Committee, and the Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

ELECTRONIC MEETINGS

18. Regular or special meetings of the Local Trust Committee beyond the minimum number of physical meetings identified in Section 3 may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and

provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.

19. An individual Local Trust Committee member who is not at the physical location of a Local Trust Committee meeting that is held in-person may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
20. Not more than one Local Trust Committee member may participate by means of electronic communication facilities when the meeting has been scheduled for an in-person meeting.
21. An individual member of the Local Trust Committee may not participate by means of electronic or other communication facilities in two consecutive regular meetings of the Local Trust Committee that are held in-person.
22. The Local Trust Committee may waive the restrictions in sections 20 and 21 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.
23. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
24. Members of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
25. Where members of the Local Trust Committee are participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.
26. Where members of the Local Trust Committee are participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.
27. For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear, or watch and hear, the participants.
28. If communication is lost to one or more electronic participants during a meeting:
 - 28.1 the participant affected will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting and this will be recorded in the minutes;
 - 28.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 28.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next agenda.

EXECUTION OF DOCUMENTS

29. The Chairperson and one other member of the Local Trust Committee may execute any document on behalf of the Local Trust Committee once the Committee has authorized the execution of the document.

30. "Gambier Island Local Trust Committee Meeting Procedures Bylaw No. 87, 2004" is repealed.

READ A FIRST TIME THIS 3RD DAY OF FEBRUARY , 2022

READ A SECOND TIME THIS 3RD DAY OF FEBRUARY , 2022

READ A THIRD TIME THIS 3RD DAY OF FEBRUARY , 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

23RD DAY OF FEBRUARY , 2022

ADOPTED THIS DAY OF , 20__

CHAIRPERSON

SECRETARY

File No.: 6500-20
(Fees Bylaw No. 156)

DATE OF MEETING: May 26, 2022
TO: Gambier Island Local Trust Committee
FROM: Heather Kauer, Regional Planning Manager
SUBJECT: Proposed Fee Bylaw

RECOMMENDATION

1. That the Gambier Island Local Trust Committee Bylaw No. 156, cited as “Gambier Island Local Trust Committee Fees Bylaw, 2022”, be adopted.

REPORT SUMMARY

The purpose of this report is for the Gambier Island Local Trust Committee (LTC) to consider adoption of Bylaw No. 156, which would replace Bylaw No. 105 (LTC Fee Bylaw) to include:

- An expanded Interpretation section.
- Fee increases for the various applications.
- Fees for applications received though work or activity if already undertaken or in operation.
- Clarification of collection of fees and refunds.
- A new section to address Extraordinary Service Costs (ESC).
- A new Section to address Annual Fee Increases.

BACKGROUND

In June, Trust Council adopted a new Application Processing Services Policy that includes a model Fee Bylaw. At the same meeting, Trust Council recommended that local trust committees adopt new fees bylaws based on the model. In October, the LTC requested staff to draft a new Fee Bylaw based on the model fee bylaw. Three readings were given to Bylaw 156 at the March LTC meeting, Executive Committee approved the bylaw on March 13TH, and it is now back on the LTC agenda for consideration of adoption.

Submitted By:	Heather Kauer, Regional Planning Manager	May 18, 2022
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ATTACHMENTS

1. Proposed Bylaw No. 156

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 156

A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications.

WHEREAS Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections; Section 41 of the *Liquor Control and Licensing Act* and Section 35 of the *Cannabis Control and Licensing Act* provides that a local government may, by bylaw, impose fees for referral of a license under that Act;

NOW THEREFORE the Gambier Island Local Trust Committee being the Local Trust Committee having jurisdiction in respect of the Gambier Island Local Trust area, in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

Citation

1.1 This bylaw may be cited as the "Gambier Island Local Trust Committee Fees Bylaw, 2022".

Interpretation

2.1 In this bylaw:

"Applicant" means:

- 2.1.1 the person authorized under the Gambier Island Local Trust Committee Development Procedures Bylaw No. 50, 1992 to make an application in respect of a bylaw or permit under the Islands Trust Act or Part 14 or Part 15 of the Local Government Act;
- 2.1.2 an applicant for a license under the Liquor Control and Licensing Act in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.3 an applicant for a license under the Cannabis Control and Licensing Act in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.4 an applicant for subdivision review under the *Land Title Act* or the *Strata Property Act*;
- 2.1.5 an applicant for the conversion of a previously occupied building to strata lots under the *Strata Property Act*;
- 2.1.6 an applicant for a soil deposit permit or soil removal permit issued pursuant to a bylaw enacted under Part 14 of the *Local Government Act*; or
- 2.1.7 an applicant to a board of variance established under Part 14 of the *Local Government Act*.

PROPOSED

“Application Processing Fee” means the initial amount payable to the Islands Trust in respect of any application under this bylaw.

“Community Benefit” refers to an application that results in provision of an amenity that is of value to the community, and identified in the Official Community Plan as a community amenity

“General Service Cost” includes average hourly cost of each staff position involved in processing the applications multiplied by the average number of hours taken to complete processing of that type of application, and includes administrative overhead costs..

“Estimated Direct Costs” for bylaw amendments listed in Table 1 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including:

1. newspaper advertising for one community meeting,
2. notifications, postal and delivery costs of statutory notifications for one public hearing,
3. rental of premises for one community meeting meetings and/or one public hearing,
4. contract minute-taker costs recording or preparation of minutes of one community meeting and/or one public hearing and,
5. staff travel expenses for one site visit, one community meeting and one public hearing.

“Estimated Direct Costs” for temporary use permits listed in Table 2 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including

1. one newspaper advertisement, notifications, postal and delivery costs of statutory notifications for one community meeting,
2. rental of premises for one community meeting,
3. contract minute-taker costs recording or preparation of minutes of one community meeting, and
4. staff travel expenses for one site visit, one community meeting.

“Islands Trust” means the Director of Local Planning Services or their authorized representative.

Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4, the applicant must deliver to Islands Trust the corresponding application processing fee in the amount shown in Column 2 subject to section 4. The application fee includes general service costs and estimated direct costs.

TABLE 1 – Bylaw Amendments (OCP and Zoning Bylaw	
Column 1: Type of Application	Column 2: Fee
Major (e.g. change to density or OCP)	\$7,800
Minor (e.g. regulation change without changing density or OCP amendment)	\$4,600

PROPOSED

TABLE 2 – Permits	
Column 1: Development Permit in Respect of:	Column 2: Fee
1. Protection of Natural Environment, Ecosystems and Biological Diversity	\$1,000
2. Protection of Development from Hazardous Conditions (Development Area DP6)	\$1,000
3. Protection of Farming	\$1,000
4. Objectives for Form and Character	\$1,700
5. Objectives to Promote Energy Conservation	\$1,000
6. Objectives to Promote Water Conservation	\$1,000
7. Objectives to Promote the Reduction of Greenhouse Gas Emissions	\$1,000
8. Development Permit Amendment	\$1,000
Type of Development Variance Permit	
9. Development variance permit (commercial, industrial or institutional development)	\$1900
10. Development variance permit (residential development)	\$1900
Type of Temporary Use Permit	
11. Temporary Use Permit (residential/commercial/industrial)	\$2150
12. Temporary Use Permit Renewal	\$700
Other Permits	
13. Siting and Use Permit	\$250
14. Heritage Alteration Permit	\$1,700
Combination Applications	
15. Development Permit in respect of a protection area or water and energy conservation in combination with a companion application for a Development Variance Permit	\$2,500
16. Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit	\$3,000

PROPOSED

TABLE 3 – Subdivision Referrals	
Column 1	Column 2: Fee
1. Application for Subdivision Review – base fee	\$1,100
2. Application for Subdivision Review – per additional lot created	\$110
3. Application for Subdivision Review – parcel line adjustments only, creating no additional parcels	\$500

TABLE 4 – Other Applications	
Column 1: Type of Application	Column 2: Fee
1. Board of Variance	\$2,200
2. Land Use Contract amendment	\$2,000
3. Liquor & Cannabis Regulation Branch – Retail License Application and Process and referrals requiring local government consultation	\$1,500
4. Liquor & Cannabis Regulation Branch – Temporary License Change	\$500
5. Strata Conversions	\$1,500

4. Fee for After-the-Fact Application

- 4.1 An application for a permit or bylaw amendment to authorize work or an activity already undertaken, or in operation as of the date the application is made, the rate in 3.1 will be subject to a 20% surcharge.

5. Collection and Refund of Application Processing Fee Amounts

- 5.1 The total application processing fee must be received before the processing of the application can begin.
- 5.2 An applicant may withdraw their application at any time through written notice to the Planning Assistant and/or the Planner responsible for processing the application.
- 5.3 If an applicant withdraws an application before staff undertakes any planning work on the application, the Islands Trust must refund to the applicant the Application Fee, less \$100.
- 5.4 For an application in Table 1, or a Temporary Use Permit in Table 2, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned by the regional planning manager to the planner; 50% refund if the first staff report has been submitted to the LTC; 25% refund once public notice of a public hearing or permit has been sent out, no refund will be provided after a Public Hearing or after consideration of the Permit by the local trust committee.
- 5.5 For applications in Table 2 (except for Temporary use Permit applications), Table 3 and Table 4, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned to the planner; no refund will be provided if the first staff report has been submitted to the LTC, Board of Variance, or formal referral response submitted to the relevant agency.

PROPOSED

6. Extraordinary Service Costs (ESC)

- 6.1 Extraordinary Services Costs will be paid by the Applicant through a cost recovery agreement, entered into with Islands Trust, in addition to the application processing fee.
- 6.2 Where legal work is required for the preparation of covenants, registration of covenant at Land Title Offices, registration of notice of a permit or housing agreement at the Land Title Office or for other purposes related to the application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.3 Where site visits involving First Nations are required for the processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.4 Where there may be need for additional community information meeting or public hearing not covered by the application processing fee, staff will provide the Applicant with an estimate of costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.5 Where other additional costs beyond the general service costs and estimated direct costs not specified above are required for processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.6 If the amount paid by Islands Trust in respect of Extraordinary Service Costs is less than the deposit provided to the Islands Trust, the Islands Trust shall provide the Applicant with the amount and the applicant shall pay the amount upon receipt. The local trust committee may withhold the consideration of issuance of any permit or hold the consideration of adoption of any bylaw in abeyance until the amount has been paid.
- 6.7 Islands Trust must refund the unused portion of any Extraordinary Service Costs deposit to the applicant if it is unused for any reason.

7. Annual Fee Increases

- 7.1 Fees in section 3.1 increase by 2% on April 1st of each year following the date of adoption of the bylaw.
- 7.2 The Gambier Island Local Trust Committee will maintain a record of annual 2% increases and make that record available for public inspection.

PROPOSED

8. Application Fee Sponsorship

- 8.1 Pursuant to Islands Trust Policy 4.1.13, Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications, an applicant may apply to the Executive Committee of Islands Trust for development application fee sponsorship.

9. Severability

- 9.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

10. Repeal

- 10.1 “Gambier Island Local Trust Committee Fees Bylaw No. 105, 2007” is repealed upon adoption of this bylaw.
- 10.2 Any application for which a fee has been fully paid at the time this bylaw comes into force shall be processed to completion in accordance with the fee provisions of the repealed bylaw.

READ A FIRST TIME THIS 31ST DAY OF MARCH , 2022

READ A SECOND TIME THIS 31ST DAY OF MARCH , 2022

READ A THIRD TIME THIS 31ST DAY OF MARCH , 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

13TH DAY OF MARCH , 2022

ADOPTED THIS _____ DAY OF _____ , 202X

CHAIR

SECRETARY

MEMORANDUM

File No.: GM-6500-20 (Gambier Island
OCP LUB Review)

DATE OF MEETING: May 26, 2022
TO: Gambier Island Local Trust Committee
FROM: Marlis McCargar, Island Planner
Northern Team
SUBJECT: Gambier Island OCP and LUB Targeted Review Project

PURPOSE

To update the Gambier Island Local Trust Committee (LTC) on the status and next steps of the OCP and LUB Targeted Review Project for Gambier Island.

BACKGROUND

The LTC passed the following resolutions at their March 31, 2022 business meeting:

GM-2022-018

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee endorse the Gambier Island Official Community Plan and Land Use Bylaw Targeted Review Project Charter, dated October 14, 2021, as amended.

CARRIED

GM-2022-019

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee endorse the project framework and graphic.

CARRIED

Previous staff reports and background information for this project are found on the LTC Projects [webpage](#).

UPDATE

RFP Process

The Request for Proposal (RFP) process for hiring a consultant is coming to an end in the next few weeks. RFP proposals will be accepted until May 27, 2022 at 2pm. A consultant is expected to be hired and in place by end of June. It is anticipated that the consultant will carry out the community engagement portion of this project during the summer months. Once the consultant is hired, they will continue engagement and meetings with the Working Group.

Mapping

During the Working Group meeting on March 7, 2022 it was discussed that two maps were needed to help facilitate community engagement. The maps are as follows:

1. A consultant was hired to create a Community Map to identify points of interest and serve as tool to help illustrate the different areas of Gambier Island (Attachment 1). This map is intended to be for general illustrative purposes and will be used as an engagement tool to identify communities/neighbourhoods and features, of mostly human interest, around the island. The lot lines and roads provide indications of settlement patterns, but are not intended for wayfinding or granular accuracy.
2. Islands Trust GIS staff created a Physical Map to illustrate the physical and geological features of Gambier Island (Attachment 2). The characteristics that the map includes are: sensitive ecosystems, old growth management areas, forage fish and eel grass habitat, water bodies and contours.

Discussion Papers

Staff are continuing to work on the three discussion papers in the key topic areas:

- Shoreline Protection and Public Docks
- Forest Ecosystem Protection
- Archaeological and Cultural Protection

The development of the discussion papers has taken longer than expected due to staff shortages. It is expected the discussion papers will be available for review by the LTC by mid-summer.

First Nation Engagement

Staff have not been successful in connecting with Skwxwú7mesh (Squamish) Nation for early and meaningful engagement on this project. Back in September 2021, an introductory letter about the project was sent out to Skwxwú7mesh (Squamish) Nation, səliłwətaʔt (Tseil-waututh) Nation, and xʷməθkʷəy̓ə m (Musqueam) Indian Band. The letter included an invitation to collaborate on how to engage with each First Nation on this project.

A staff-to-staff meeting to discuss the project was in the process of being set-up with Skwxwú7mesh (Squamish) Nation by Islands Trust Senior Intergovernmental Policy Advisor, but that has been delayed due to staff turnover at Islands Trust. Staff will continue to reach out to Skwxwú7mesh (Squamish) Nation.

NEXT STEPS

Staff will continue on with the Request for Proposal process. Once hired, staff will work with the consultant, to organise for upcoming Working Group meetings and community engagement. Staff will also work on preparing the discussion papers.

Submitted By:	Marlis McCargar Island Planner	May 10, 2022
Concurrence:	Heather Kauer, RPP, MCIP, AICP Regional Planning Manager	May 11, 2022

ATTACHMENTS

1. Attachment 1: Gambier Community Map
2. Attachment 2: Gambier Physical Map

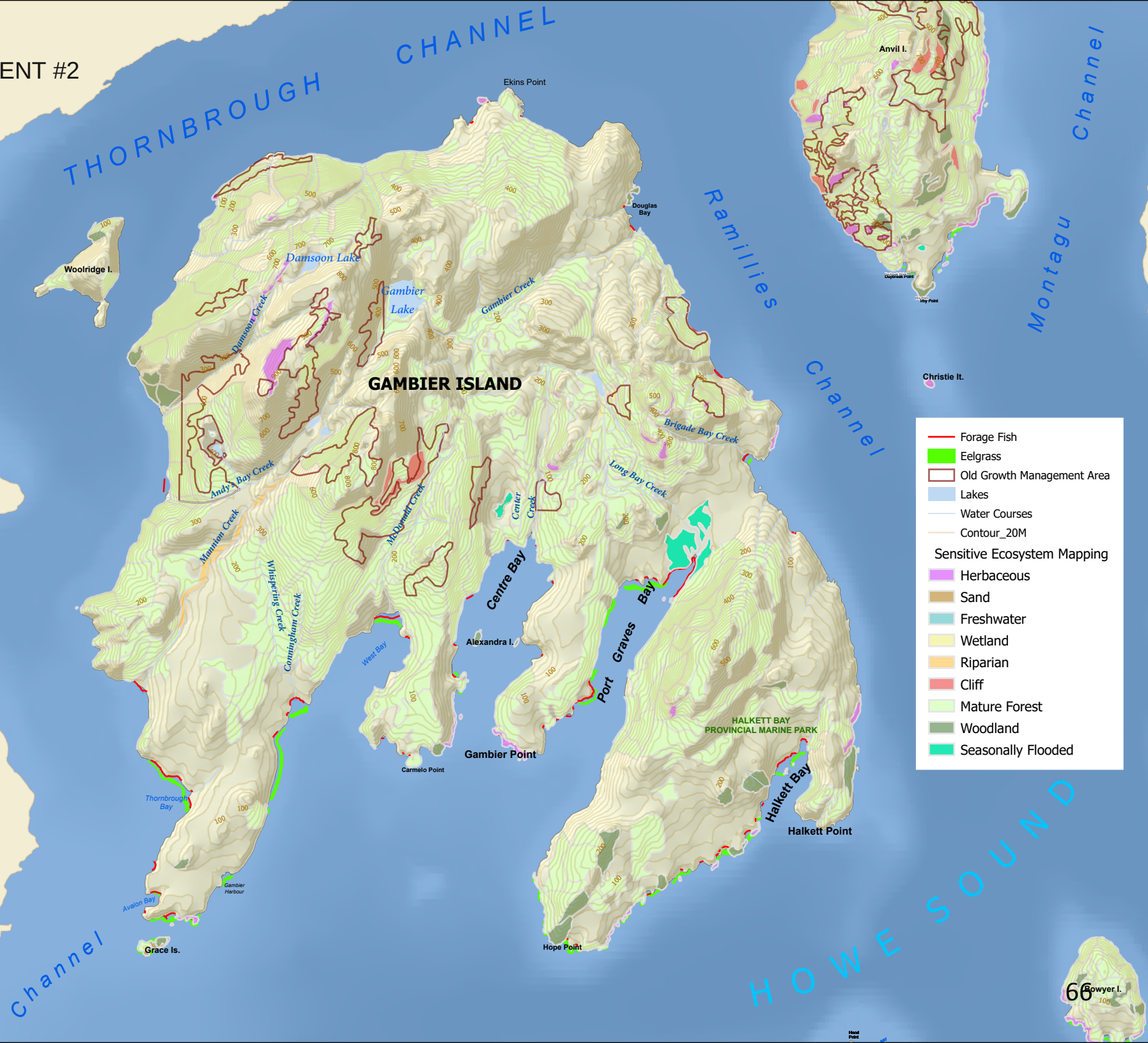
Gambier Island Cha7élkwnech



Islands Trust

These lands and waters are within Sḵwxwú7mesh Úxwumixw (Squamish Nation) traditional territory.

All elements and boundaries on this map are simplified for general illustrative purposes. This map is not intended for legal or wayfinding use.



DATE OF MEETING: May 26, 2022
 TO: Gambier Island Local Trust Committee
 FROM: Heather Kauer, Regional Planning Manager
 Northern Team
 SUBJECT: 2021-2022 Annual Report

RECOMMENDATION:

1. **That the Gambier Island Local Trust Committee endorse the following text for inclusion in the 2021-2022 Annual Report for approval by the Islands Trust Council and submission to the Minister of Municipal Affairs & Housing.**

The Gambier Island Local Trust Committee (GMILTC) held five regular business meetings, one Public Hearing, one special business meeting and two special meeting/Community Information Meetings in the 2021/22 fiscal year, for a total of nine meetings.

Work for this period focused on advancing the Gambier Island Official Community Plan (OCP)/Land Use Bylaw (LUB) Project and the Keats Shoreline Project.

The GMILTC also gave three readings to the Associated Islands and Bowyer and Passage Riparian Areas OCP and LUB amendment bylaws.

From April 1, 2021 to March 31, 2022, The GMILTC received and considered applications for six development variance permits and five development permits.

During the same time period staff also reviewed 16 building permit referrals, four crown lease referrals, and three subdivision referrals for development proposals in the Gambier Island Local Trust Area.

DISCUSSION

Local trust committees are asked to endorse their draft sections of the 2021-2022 Annual Report so that Trust Council is readily able to approve the annual report at the Trust Council meeting in June 2022.

Preparation of the Islands Trust Annual Report is outlined in Trust Council's [Annual Report Policy 6.10.i](#). Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and subsequent consideration of Trust Council in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Municipal Affairs & Housing and circulate it as indicated in Trust Council's policy.

The recommended text (above) has been reviewed by the Islands Trust Communications Specialist and approved by the Director of Local Planning Services.

Submitted By:	Heather Kauer, MPA, RPP, MCIP, AICP Regional Planning Manager	April 8, 2022
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ISLANDS TRUST AND SUNSHINE COAST REGIONAL DISTRICT JOINT MEETING

AGENDA

May 16, 2022

9:30 AM – 11:30 AM

Zoom Meeting hosted by Islands Trust

<https://islandstrust.zoom.us/j/64787209407>

Meeting ID: 647 8720 9407

Guest Attendee: Jeff Sheldrake - Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Introductions and Territorial Acknowledgement

- | | |
|---|-------------|
| 1. Islands Trust and SCRD Minutes of October 18, 2021 | Pages 1 – 3 |
| 2. New Brighton Dock | SCRD/IT |
| 3. Regional District Docks on the islands | IT |
| 4. Docks and Ports Planning - next steps | SCRD/IT |
| 5. West Beach park Keats Island and SCRD parks on islands generally | SCRD |
| 6. Keats Landing access and barge ramp. Potential future service | SCRD |
| 7. Eastbourne Water System (Update) | IT |
| 8. Updates on HSCF Principles of Cooperation and Biosphere funding | IT |
| 9. Emergency Services Coordination | IT |
| 10. Update on plans/needs regarding hi-speed fibre to islands | IT |

Tentative Attendees – Islands Trust:	Tentative Attendees- Sunshine Coast Regional District:
Sue Ellen Fast, Chair, Gambier Island LTC	Lori Pratt, SCRD Chair
Dan Rogers, Trustee, Gambier Island LTC	Directors: Len Lee, Andreas Tize, Donna McMahon, Mark Hiltz,
Kate-Louise Stamford, Trustee, Gambier Island LTC	Bill Beamish, David Croal; Darnelda Siegers, Alton Toth
Russ Hotsenpiller, Chief Administrative Officer	Dean McKinley, Chief Administrative Officer
Heather Kauer, Reg Planning Manager, Northern Office	Shelley Gagnon, GM, Community Services



Islands Trust and Sunshine Coast Regional District Joint Meeting

October 18, 2021, 10:00 AM – 12:00 PM

Zoom Meeting hosted by SCRD

Attendees – Islands Trust:

Sue Ellen Fast, Chair, Gambier Island LTC
Dan Rogers, Trustee, Gambier Island LTC
Kate-Louise Stamford, Trustee, Gambier Island LTC
Russ Hotsenpiller, Chief Administrative Officer, Island Trust
Heather Kauer, Regional Planning Manager, Northern Office

Attendees- Sunshine Coast Regional District:

Lori Pratt, SCRD Chair
Len Lee, Donna McMahon, Mark Hiltz, Alton Toth, Camilla Berry (alt), SCRD Directors
Dean McKinley, Chief Administrative Officer
Shelley Gagnon, GM Community Services
Sherry Reid, Corporate Officer

Agenda Items with Notes/Action Items

1. Introductions and Territorial Acknowledgement
2. Islands Trust and SCRD Minutes of November 19, 2019
 - Minutes accepted without amendment
3. New Brighton Dock – budget placeholder
 - Shelley Gagnon's role: GM of Community Services: recreation, parks, transit, ports. Ports were transferred from GM of Planning and Development portfolio;
 - Recent conversations with the Squamish Nation; SCRD has asked for communication from the Nation if anything changes;
 - SCRD has been recruiting for a position that will be focusing on ports;
 - The Gambier community has reached out to Squamish to discuss maintenance and concerns about safety but haven't had success getting a response; community became aware of a water lease regarding second barge ramp - not sure how that might be connected to dock;
 - Small budget of \$20k or \$25K set aside by SCRD to review the New Brighton Dock issue; no funds spent yet;
 - Question asked:
 - o Any thought or discussion regarding a broader discussion about docks in the area in general?
 - o SCRD has initiated a major inspection of all the SCRD docks to be conducted next year;
 - o Nothing moving forward regarding broader discussion regarding infrastructure;
 - o November is when SCRD discussions about dock budgets will begin (i.e how to spend \$25K mentioned above);

- GM LTC working towards a comprehensive OCP that will include dock discussion; planning process could complement the SCRD's budgeting discussion for docks;
- Question about whether IT responded to Squamish crown application;
 - Did IT respond to Crown Lease referral? It was confirmed that IT did respond;
- It was emphasized that the public ports / docks are one of the highest profile issues for the island communities.

4. Eastbourne Water System

- Understand that on Keats island a study being done; strongly encourage SCRD to look at less expensive and intrusive options; SCRD system is highly regarded by community; Strongly encourage more communication with community;
- Summary of Remko Rosenboom (GM of Infrastructure Services) report: status quo; no movement because of staff capacity issues.

Action: Dean will follow up with a communication about status of study and budget.

5. 2022 Budget Cycle

- SCRD is moving toward a business case model with staffing analysis to make sure department projects aren't competing with each other;
- SCRD Board's first look will be in November.

6. 2022 Election

- SCRD conducts IT elections and will do so in 2022.
- Electronic Meetings
- SCRD having hybrid meetings; still waiting for advice on advisory boards and commissions; giving notice that there is a physical location and access online; IT also going through the same issue but with 15+ locations;
- Agreement that there seems to be a public expectation that we provide hybrid meetings going forward.

7. Emergency Planning including evacuation planning

- Gambier looking for coordination support and looking to SCRD for help with that;
- Some concern last year that the SCRD wildfire plan didn't address specific challenges of the islands; risk assessments for Gambier and Keats done 15 years ago, no study for Thormanby. Request to find a way for the islands to have more of a role in future Emergency Planning and communication about how the Islands are being included.

8. Wildfire Safety planning and Firesmart Grants

- SCRD: 1 grant application last year not successful; 2 grant applications in for Emergency Planning currently; Dean will look into how we can be more inclusive of the islands;
- Suggested that the grant applications include more information about the islands and that IT contribute Islands information to those applications.

Action: Dean going to speak with emergency coordinator Matt, and circle back with Russ.

9. SCRD/IT Communications (i.e notification when SCRD agenda items relate to the Islands)
- It would help to get notification from SCRD prior to Island issues being discussed on an agenda; mostly about a general consciousness to consider impacts to Islands Trust with projects;

10. Response to correspondence on Grants-in-Aid

- IT waiting for response to an April, 2021 letter in re: Grants-in-Aid;
- SCRD board received May 27th, recommendation to Board on June 10th.

Action: Lori or Mark will follow up and communicate Board and / or committee action to the LTC.

11. Advocacy for better internet/cell service

- Please keep Islands Trust in mind as discussions and budgets get discussed about internet and cell service;
- Advocacy done at Islands Trust by area, not as a whole organization.

12. Howe Sound Community Forum

- Plan to have the next meeting on Bowen in-person;
- One other group like this one is the Baynes Sound forum; IT is providing secretariat services to that area; Howe Sound forum is the most established;
- The IT Policy Statement is being presented at next meeting.

Action: Sue-Ellen will make sure Mark gets an invite.

13. Next meeting date: April / May 2022 (after budget, before election).



Principles for Cooperation Átl'ka7tsem/Howe Sound Community Forum

To provide an overview of the need, purpose and structure for cooperative efforts by interested local governments and First Nations operating on the unceded territory of the Coast Salish Peoples in the Átl'ka7tsem Howe Sound region.

1. Statement of Purpose

To provide a forum for elected representatives of local governments, Regional Districts and First Nations as well as federal and provincial elected members to have discussions focused on how to maintain and enhance the economic, environmental, cultural and social well-being of the Átl'ka7tsem/Howe Sound (the Region) for the benefit of present and future generations.

2. Rationale (The Need)

The Átl'ka7tsem/Howe Sound Community Forum (the Forum) will enhance collective action among local governments, regional districts and First Nations by:

- Providing a common forum for dialogue
- Sharing knowledge and information to avoid duplication of effort and to enhance any single organization's capacity for action
- Promoting the use of transparent processes that encourage awareness and involvement.
- Providing a forum for gaining a better understanding of and from First Nations peoples in the Region.

3. Scope

The Átl'ka7tsem/Howe Sound region includes the marine waters and all the lands that drain into these waters, the surrounding airshed on the east side of the Salish Sea (Strait of Georgia) between Point Atkinson and Gower Point and interested adjacent communities.

4. Common Vision

The Forum envisions that communities within the Region can be healthy, productive, and sustainable by:

- understanding the use and occupancy of the region by the Squamish Nation/Skwxwú7mesh Úxwumixw, who have occupied and managed Átl'ka7tsem for many thousands of years;
- building appreciation for the spiritual and cultural values of the region;
- understanding, promoting and implementing best practices, including traditional practices;
- promoting compact and complete communities;
- encouraging safe and livable communities;
- encouraging an integrated transportation system;

- preserving a healthy and natural environment;
- nurturing cultural heritage;
- supporting sustainable use of resources;
- fostering a vibrant and dynamic economy;
- raising awareness about land use; and
- ensuring the public is informed and encouraged to be active.

5. Shared Values

The Forum will involve the collective efforts of First Nations and a wide variety of governments, non-government organizations, the private sector, educational institutions and individuals to pursue the following values and objectives. The Forum shares the following values and objectives.

Value...Recognition of Indigenous Rights and Titles

Objective – Respect and support of Aboriginal Rights and Title, traditional knowledge and sacred places....

Value...Spirit of Sharing

Objective - The many interests and organizations in the Region can strengthen the effectiveness of programs by openly sharing information and knowledge.

Value... Action Orientation

Objective - The Forum will encourage groups to take actions that produce positive observable results and public benefit to communities.

Value...Efforts towards Sustainability

Objective – The Forum members recognize the need to effectively manage and maintain a balanced relationship between community development and the protection of First Nations sacred places and cultural qualities, and the unique biophysical and environmental qualities of the Region.

Value.. The need for Cooperation and observing protocol

Objective -Governments, First Nations and organizations will be encouraged to work together.

Value...Stewardship

Objective - Voluntary action of individuals and organizations as a powerful and effective tool for achieving positive results.

Value... Transcending Jurisdictions

Objective - The Forum will encourage communities to work together for the greater good because jurisdictional lines on a map mean nothing in terms of sustainability.

Value...Focus and Transparency

Objective - Forum member programs will encourage clear objectives and use accountable processes that are available to Forum members and the public.

Value... Respect for Diversity

Objective - It is recognized that while every member of the Forum may have a different focus or interest, they are encouraged to acknowledge a shared interest in the sustainability of the Region.

6. Structure (The Members)

A hosting community from the membership will work cooperatively with the Howe Sound Biosphere Region Initiative Society (HSBRIS) as the convening organization.

The hosting community will rotate among the Forum members, and meetings will be held bi-annually, or more frequently, as requested by any member or as predicated by local issues.

Task forces or subforums may be established to focus on specific projects.

Charter members of the Átl'ka7tsem/Howe Sound Community Forum include elected representatives of the following communities:

Bowen Island Municipality	Squamish Nation/Skw̓xwú7mesh Úxwumixw
Gambier Island Local Trust Committee	Sunshine Coast Regional District
Town of Gibsons	Village of Lions Bay
Metro Vancouver Regional District	District of West Vancouver
District of Squamish	Resort Municipality of Whistler
Squamish-Lillooet Regional District	
West Vancouver/Sunshine Coast/Sea to Sky Member of Parliament	
Powell River/Sunshine Coast Member of the Legislative Assembly	
West Vancouver/Sea to Sky Member of the Legislative Assembly	

6. Other Participants

Neighbouring communities, First Nations, organizations and members of society who have a shared interest in the region and support these Principles for Cooperation are welcome to participate in the forums as observers and/or presenters.

7. Activities (Action and Results)

The Forum members are not expected to make decisions as a body and will achieve its objectives through activities that build on the talents, knowledge, and actions of its individual members by:

- Facilitating information exchange about local or regional projects.
- Supporting members by sharing information, research, and best practices.
- Apprise the public of topical and important matters that affect us all.
- Identifying areas of public policy that require attention and projects that deserve the attention or support of the Forum members.
- Assessing progress through the benchmark, monitoring, and program assessments; and
- Promoting transparency and accessibility by the Forum members.

8. Logistics (Convening, organizing and facilitating)

The role of the Howe Sound Biosphere Region Initiative Society as the convening organization is to:

- Maintain and make publicly available a historical record of the past forums
- Work with future hosts and appointed host representative(s) to plan and organize future forums
- Maintain contact records of invitees and appointed representatives of the members
- Recommend topics and themes of relevant interest to the Forum members.
- Develop and maintain respectful interactions and communications
- Plan, organize and coordinate the logistics and technology for successful engagement and attendance
- Initiate, manage and maintain invitations, attendance and respond to requests
- M/C the event to ensure members and observers are participating respectfully
- Manage the recording of the event and items for follow-up.
- Negotiate costs, manage budget, bookkeeping, and prompt payments.

The role of the host community is to:

- Budget and fund the costs of hosting a forum which includes costs of:
 - Venue for up to 70 people
 - A/V equipment needs
 - Catering
 - HSBRIIS convening costs
 - Negotiable extras such as transportation, post tour, honorariums
 - Appoint representatives to be the point of contact for planning and support before, during and after the event.

Therefore, unless explicitly expressed, all the Howe Sound Community Forum members commit to respecting the Principles for Cooperation.

It is understood the Principles for Cooperation may be amended from time to time and will be circulated to members and participants in advance of each Forum.

May 2022

Local Government letterhead

Sample of communication requested.

Date

Ruth Simons,
President,
Howe Sound Biosphere Region Initiative Society
PO Box 465
Lions Bay, B.C.
V0N 2E0
howesoundbri@gmail.com

Re: Revisions to the Howe Sound Community Forum Principles for Cooperation May 2022

The XXXXXX(name of LG) was a founding member of the Howe Sound Community Forums since it was formed in 2000. In 2002 the Chair signed on to the Principles for Cooperation. Islands Trust has actively participated in the bi-annual meetings and sub-committees of the Howe Sound Community Forums and has hosted forums in 2017 and 2019. The Trust played a key role in the development of the original Principles for Cooperation.

We acknowledge the May 2022 changes to the wording of the Principles for Cooperation that reflect the societal and logistical changes over the past 20 years.

The Islands Trust also acknowledges the Secretariate services provided by the Howe Sound Biosphere Region Initiative Society. We are committed to continued participation and support as a Howe Sound Community Forum member as described in the revised Principles for Cooperation, recognizing the benefits of cooperation to the Átl'ka7tsem/Howe Sound Region community.

Yours truly,

Chair

From: Diane Mitchell <diane@redrockcreative.ca>
Sent: May 15, 2022 2:58 PM
To: Kate-Louise Stamford <kstamford@islandstrust.bc.ca>
Cc: Ian Winn <iwinn@hotmail.ca>; Ruth Simons <howesoundbri@gmail.com>
Subject: Submission for Committee consideration

Dear Kate-Louise

On behalf of Ian Winn, Vice President of the *Átl'ka7tsem/Howe Sound Biosphere Region Society*, I would like to submit the attached documentation on Best Management Practices (BMP) for marine docks, as correspondence for the consideration of the Gambier Island Local Trust Committee.

As a Committee Lead for the Biosphere Region, we would like to respectfully request that you bring this documentation to their attention.

We are currently sending the BMP for marine docks documentation and the accompanying letter from Ian to all local governments in the region.

I will also share that we have sent a copy to Clare Frater, your Committee's Staff Lead for the *Átl'ka7tsem/Howe Sound Biosphere Region*.

I trust that this provides you with the information you need for the submission to Committee. However, if there are any questions, they can be directed to Ian (cc'd here), and he will be happy to answer them.

Thank you for your time.

Kind regards
Diane



May 15, 2022

Gambier Island Local Trust Committee
Islands Trust

Dear Gambier Island Local Trust Committee,

Subject: Best Management Practices for Marine Docks

With significant changes in weather patterns, the risks of damage to marine docks and structures from king tides and storm surges is increasing. Delicate foreshore habitats can also suffer from the storms and from damage caused by poorly constructed and maintained docks and structures in the marine environment.

The application process through regulatory authorities for private property owners to obtain a permit to construct or maintain a dock is quite rigorous. However, there is a significant lack of resources for property owners to reference to guide them in best practices for construction or maintenance.

In the *Átl'ka7tsem/Howe Sound Biosphere Region* there are many local governments that receive referrals from the provincial regulatory and permit granting authorities and these governments may or may not have their own documented best practices for marine docks that they can recommend be provided to the permit applicant. These best practices should provide information and guidance on:

- Development, Construction and Maintenance
- Accessibility
- Foreshore protection
- Navigation
- First Nations interests

The *Átl'ka7tsem/Howe Sound Biosphere Region* Best Management Practices (BMPs) (*see attached*) for marine docks (including wharfs, piers, floats, buildings and associated pilings and moorages) within the *Átl'ka7tsem/Howe Sound Biosphere Region*, is a compilation of best management practices from Federal and B.C. Provincial authorities, Islands Trust, and the Rights and Titles Department of the shishalh Nation.

The BMPs are intended to help minimize and mitigate impacts to marine foreshore and nearshore habitats by promoting responsible and appropriate development, construction and maintenance of marine docks.

The BMPs are also intended to ensure proponents follow measures and designs that conform to Sections 34 through 37 of the Federal Fisheries Act. Adherence to the BMPs will contribute to efforts to protect the cultural and heritage resources within First Nations territories.

Continued...

2.

The Át'l'ka7tsem/Howe Sound Biosphere Region Society has prepared this document for the benefit of proponents wishing to build a new facility or maintain an existing facility. The Ocean Watch Action Committee recommends that local governments include reference to this document in the referral process in your response to dock permitting applications. In addition to the attached document, an online version of the BMPs can be found on the Át'l'ka7tsem/Howe Sound Biosphere Region Society website -

<https://www.howesoundbri.org/webinars/2021/3/31/best-practices-for-marine-dock-management>

Thank you for your support in protecting our marine environment.

For any questions or further information please contact:



Director, Howe Sound Biosphere Region Initiative Society,
c: 604 989-3337 h: 604 886-9475

iwinn@hotmail.ca

Howe Sound Biosphere Region Initiative Society
Box 465
Lions Bay, B.C.
V0N2E0

Atl'ka7tsem/Howe Sound Biosphere Region
Best Management Practices for Marine Docks

Definitions:

The *Atl'ka7tsem/Howe Sound Biosphere Region* Best Management Practices (BMPs) for marine docks (including wharfs, piers, floats, buildings and associated pilings and moorages) within the *Atl'ka7tsem/Howe Sound Biosphere Region* ([refer to map](#)), is a compilation of best management practices from Federal and B.C. Provincial authorities, Islands Trust, and the Rights and Titles Department of the shishalh Nation.

The BMPs are intended to help minimize and mitigate impacts to marine foreshore and nearshore habitats by promoting responsible and appropriate development, construction and maintenance of marine docks.

The BMPs are also intended to ensure proponents follow measures and designs that conform to Sections 34 through 37 of the Federal Fisheries Act.

Adherence to the BMPs will contribute to efforts to protect the cultural and heritage resources within First Nations territories.

Best Management Practices:

Development, Construction and Maintenance

1. Wherever possible, proponents are encouraged to research existing opportunities for moorage prior to constructing new docks and to develop dock facilities that can facilitate numerous upland owners (Community Docks).

In pursuing multi-owner/use facilities the footprint on the sub/inter tidal habitats is minimized. These types of facilities also help to alleviate potential cumulative impacts from high density, individual dock infrastructures.

2. No critical habitats can be impacted within the immediate vicinity of the proposed dock/float structure. Critical habitats are defined in the Canadian Species at Risk Act (SC 2002, c.29) as:

'the habitat that is necessary for the survival or recovery of a listed wildlife species and that is identified as the species' critical habitat in the recovery strategy or in an action plan for the species.'

And more explicitly for a marine environment is defined as:

"habitat that is important for: (a) sustaining a subsistence, commercial, or recreational fishery, or (b) any species at risk (e.g., terrestrial or aquatic Provincial red- and blue-listed species, those designated by the Committee on the Status of Endangered Wildlife in Canada, or those SARA-listed species), or (c) because of its relative rareness, productivity, or sensitivity (e.g. eelgrass meadows, kelp forests, foreshore salt marsh vegetation, herring spawning habitat, and potential forage fish spawning beach habitat)".

A Qualified Environmental Professional may be required to provide an assessment and opinion on the risks of any dock/float structures on critical habitat(s).

3. Design of a dock should not include components that block the free movement of water along the shoreline. Crib foundations or solid core structures made of cement or steel sheeting should

be avoided as these types of structures result in large areas of vegetation removal and erosion in sensitive shoreline habitats and riparian areas.

Buildings such as boathouses are discouraged due to concerns over structures casting shadows over the marine area that will impact eelgrass habitats and the inherent pollution risks of them being used to store hazardous and caustic contaminants.

All building codes and bylaws administered by all levels of government must be adhered to for all structures.

The applicant is responsible to determine and submit all relevant applications.

4. In order to mitigate shading of eelgrass habitats, docks should be aligned in a north-south direction to the maximum extent that is practicable. However, this may not be possible or practicable at many sites as property boundaries may limit alternate orientations. In this case, dock height becomes the most critical factor. Dock alignment must not impede vessel navigation.

5. Although distances may vary according to jurisdictions, all structures should be a minimum of 5.0 meters from the side property line (6.0 meters if adjacent to a dedicated public beach access or park) and at least 10 meters from any existing dock or structures, consistent with Federal requirements under Transport Canada's *Navigable Waters Protection Act*. Applicant must consult with local authorities.

6. When designing dock/float structures, the bottom of all floats should be a minimum of 1.5 meters above the seabed during the lowest water level or tide.

With consideration that the negative impact on eelgrass coverage from floating docks is significantly higher than from elevated docks, floating docks should be avoided if possible. To decrease the impact from docks on eelgrass, the recommendation and common design of docks is to place floating docks only at water depths which exceed the natural maximum depth distribution of eelgrass in the area, and to use an elevated dock as a walkway out to the floating dock.

This minimum depth is required to ensure bottom flora and fauna are not adversely impacted by shading and/or propeller wash or scouring from moored vessels.

7. Access ramps or walkways should be a minimum of 1.0 meters above the highest high-water mark of the tide and a maximum width of 1.2 meters. Docks should not exceed a maximum width of 1.5 meters. In situations where this is not physically possible, design variations supported by the appropriate Qualified Environmental Professionals should be provided.

8. In order to mitigate shading of eelgrass habitats, decking materials must allow for a minimum of 43% open space allowing for light penetration to the water surface. Various materials shaped in the form of grids, grates, and lattices to allow for light passage may be used. All efforts should be made in order to minimize artificial lighting and to maximize natural lighting around the dock structure.

9. The use of encased, wrapped or unwrapped expanded polystyrene (eg. Styrofoam) to keep docks afloat should not be used for new construction and repairs.

Degraded and fragmented polystyrene (eg. Styrofoam) is a source of secondary microplastics and a significant contributor to marine environment pollution.

References:

[sources-fate-and-effects-of-microplastics-in-the-marine-environment-part-2-of-a-global-assessment-en.pdf \(gesamp.org\)](#)

[Science assessment of plastic pollution - Canada.ca](#)

Polystyrene floats on existing docks that are showing evidence of breakdown should be replaced using an alternative material.

See Appendix A for recommendations for alternative materials to polystyrene floatation.

10. Pile driving is the preferred method of pile installation. All pile driving must meet current Fisheries and Oceans regulations.

Wrapping piles to encourage herring spawn and to provide sea life habitat is recommended.

11. Steel is the preferred material, although concrete, treated or recycled timber piles are acceptable but should be used with caution. Detailed information on treated wood options can be obtained online from the Fisheries and Oceans Canada website (*Guidelines to Protect Fish and Fish Habitat from Treated Wood Used in the Aquatic Environment in the Pacific Region*).

12. Construction must never include the use of native beach materials (boulders, cobble, gravel, sand, logs).

Accessibility

13. Design of a dock should not unduly impede public access along the foreshore. Between high water and low water mark, structures cannot block public access along a beach or foreshore area, unless reasonable alternative means of passage are available to enable going around or across the structure (e.g. stairs over a dock).

14. Access to the beach for construction purposes is to be from the adjacent upland property wherever possible. Where upland access is not possible and/or the use of heavy equipment is required to access the dock location, marine access during construction may be preferred. The advice of a Qualified Environmental Professional and approval of Fisheries and Oceans Canada should be obtained by the applicant.

15. Dock/float structure and the vessel to be moored at the structure should not be allowed to rest on the seabed during the lowest water period of the year.

Foreshore Protection

16. The upland design of the dock including anchor points should not disturb the riparian area except at the immediate footprint. All efforts should be made to maximize riparian cover adjacent to the dock to reduce erosion and exposure to the foreshore.

17. Filling, dredging, or blasting at or below the High Water Mark is not recommended. If necessary, the work must conform to all government regulations and the applicant is responsible to determine and submit all relevant applications.

18. Works along the upland/water interface must be conducted when the site is not wetted by the tide. All work is to be conducted in a manner that does not result in the deposit of toxic or deleterious substances (sediment, un-cured concrete, fuel, lubricants, paints, stains) into waters frequented by fish. This includes refueling of machinery and washing of buckets and hand tools.

19. To maximize the protection of fish and fish habitat, marine foreshore construction activities should take place during the time periods when the timing windows of least risk are open. Timing windows are updated annually on the Fisheries and Oceans Canada website.

Navigation

20. Transport Canada enforces rules and regulations as stipulated in the [Canadian Navigable Waters Act](#) (CNWA). Specifically, ([Minor Works Order](#)) Section 4 details requirements and regulations for docks and boathouses. If a proponent is able to construct a dock that meets all the highlighted criteria, the work is pre-approved under the CNWA and is not subject to the requirement of the submission of an application for review and approval.

Alternately if a dock is unable to meet all the criteria outlined in the Order , ([Minor Works Order](#)), the proponent would be required to [Apply for an approval](#) to Transport Canada (TC), or seek authorization through the public resolution process.

First Nations interests

21. By nature, locations for docks are also often high potential archaeological areas and thus its important particularly for new dock installations that archaeology is considered and assessed EARLY. The entire shoreline contains good potential for archaeological features along the foreshore and in the intertidal zone.

22. Access or construction along the shoreline requires at least 45 days advance notification sent to the First Nations authority in the area of work and its Rights and Title Department to ensure cultural sites are not impacted or disturbed. A Preliminary Field Reconnaissance (PFR) for archaeology may be required, and provincial permitting times average 6 months. A PFR is a field survey to assess the archaeological resource potential of the area, and to identify the need and appropriate scope of further studies and is to be performed by a Qualified Professional Archaeologist.

23. Improvements to existing docks may also require a PFR or archaeological assessment, particularly if none was conducted prior to the original construction.

24. Archaeological surveys should be conducted at the lowest possible tide, to ensure thorough observation of the intertidal zone.

25. Access to sub/intertidal resources should not be impeded or restricted by any dock/float structure.

This ensures First Nations maintain their rights to access for the harvest of marine resources for food, social and ceremonial purposes.

General

26. It is important to highlight the effects that climate change is contributing to the increasing intensity of storms and storm surges throughout the Howe Sound Biosphere Region. Where possible, to avoid damage to a dock during storm season, the floats should be removed from the sea and all boats sent to safe harborages. Seasonal installation as opposed to permanent placement should be encouraged.

27. Applications for Docks may require reviews and approvals by the federal, provincial, local governments and First Nations authorities. The applicant is responsible to determine and submit all relevant applications.

Acknowledgements:

The *Atl'ka7tsem/Howe Sound Biosphere Region Initiative Society* has compiled these Best Management Practices (BMPs) from a number of sources and wishes to acknowledge and thank these organizations for their contributions:

1. shishalh First Nation – Best Management Practices for Marine Docks-version 20180605 [BMPs_marine_docks_Update_Final_27Jun18.pdf \(shishalh.com\)](#)
2. B.C. Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Land Use Operational Policy for Private Moorage. Effective date: January 21, 2019. [SECTION 3 \(gov.bc.ca\)](#) specific reference to Appendix 3 – Requirements and Best Management Practices
3. Islands Trust - A Landowner's Guide to Protecting Shoreline Ecosystems. August 2014.. [Landowners-Guide-September-draft-revised.pdf \(islandstrust.bc.ca\)](#)
4. Fisheries and Oceans Canada [A modernized Fisheries Act for Canada \(dfo-mpo.gc.ca\)](#) June 2019. Specific reference to Projects Near Water – Guiding documents
5. Transport Canada [Canadian Navigable Waters Act. 2019, c. 28, s. 46](#)

Attachments:

1. *Atl'ka7tsem/Howe Sound Biosphere Region Initiative* [map](#)
2. Appendix A: Recommendations for alternative materials to polystyrene floatation.

Appendix A:

Recommendations for alternative materials to polystyrene floatation.

History

For centuries anything that needed to float on water was made from wood. In the mid-20th century though the introduction of plastics included many consumer products made from polystyrene (<https://en.wikipedia.org/wiki/Polystyrene>).

Current state

The buoyancy properties of expanded polystyrene (EPS) made it a choice for the floatation components of docks and floats. However it's bead like structure will break down into micro particles under abrasion and impact.

These micro beads will continue to float on water and is a major source of pollution in aquatic environments.

References:

[sources-fate-and-effects-of-microplastics-in-the-marine-environment-part-2-of-a-global-assessment-en.pdf \(gesamp.org\)](#)

[Science assessment of plastic pollution - Canada.ca](#)

Alternatives to polystyrene – examples provided for reference only

1. Floats that use wood construction

Timber and concrete [Dock Building \(squamishnationmarinegroup.com\)](#)

2. Floats that use high density polyethylene (HDPE) materials

Rotational moulded float sections [Roto Moulding | New Wave Docks](#)

Modular floating docks [Our Products - Improve Your Candock Docks | Candock](#)

3. Floats that use encapsulated polystyrene

[HDPE Float Welding | Squamish Nation Marine Group](#)

4. Floats that use HDPE thick wall pipe

HDPE pipe with aluminum crossers (tie bars) [HDPE Pipe Docks \(kropfindustrial.com\)](#)

5. Remediation of existing floatation systems In some cases it's possible to remediate non-encased EPS floats with an encasement of a spray coating.

[Canadian Aquaculture Styrofoam®-Encasement \(dfo-mpo.gc.ca\)](#)



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

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MARCH 15TH, 2022 BOARD SPECIAL MEETING (OPEN PORTION)

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

1. ORGANIZATION UPDATES/TEAM

- The Islands Trust Conservancy (ITC) continues to have a vacancy for one Ministerial appointment to the ITC Board. There has been no news from the Crown Agencies and Board Resourcing Office regarding posting of the position.
- ITC Board is preparing to add a 0.6 FTE Fund Development Specialist and a summer Co-op Student to the team in the Spring/Summer, as per the approved 2022/23 Islands Trust Budget.
- ITC Board received verbal updates from the ITC Chair and Vice Chair about the Islands Trust Governance Review the final 2022/23 Islands Trust Budget and the Policy Statement Review Process.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Five-Year Plan concludes at the end of 2022 and ITC Board considered steps for developing the next Plan. A Project Charter was approved that included allocation of staff time and funding for First Nations engagement. The ITC Five-Year Plan is a requirement under the *Islands Trust Act* and is reviewed and approved by the Minister of Municipal Affairs.
- ITC Board requested that Executive Committee forward the correspondence received at Trust Council (item 17.2) about Coastal Douglas-fir to the delegate David Dunnison regarding his presentation to Trust Council dated March 8, 2022 entitled, "Islands Trust Biodiversity".
- Chair Stamford updated the Board regarding a presentation that she and Trustee Smith provided at the pan-Canadian Parks and Protected Areas Research e-Summit in February 2022.
- ITC Board directed staff to review Policy 1.7 Donations and Fundraising Policy to clarify the process of allocation of large undesignated donations

3. COVENANT AND PROPERTY ACQUISITIONS

- ITC Board authorized the Chair to sign a covenant over the whole of Brooks Point Regional Park (South Pender Island) in favour of Islands Trust Conservancy and Habitat Acquisition Trust.
- The Public Acquisitions and Covenants reports were accepted by the ITC Board.



4. COVENANT AND PROPERTY MANAGEMENT

- ITC Board approved a Climate Change Research proposal from UBC Conservation Decisions Lab for up to ten years in the McFadden Creek Nature Sanctuary (Salt Spring Island) and S'ul-hween X'pey (Elder Cedar) Nature Reserve (Gabriola Island)
- ITC Board accepted an addendum to the ITC NAPTEP Covenant Monitoring Report 2021 to reflect the monitoring of Owl's Call NAPTEP Covenant (Salt Spring Island).
- ITC Board endorsed moving forward with the Operational Planning Phase of the Sidney Island Ecological Restoration Project, followed by the implementation of the Forest Restoration Strategy and the Fallow Deer Removal.
- ITC Board received an update regarding research and restoration work occurring in partnership with Capilano University in ITC Nature Reserves on Gambier Island.

5. COMMUNICATIONS AND OUTREACH

- ITC Board receive information on the March 16, 2022 Species at Risk workshop; highlighting registration is currently at 93 attendees, including a great diversity of participants.
- ITC Board was informed that the ITC Rack card has been update and is available for communications purposes. Trustees who wish to receive copies are requested to get in touch with the ITC Administrative Assistant.

6. FUNDRAISING AND CONSERVANCY SUPPORT

- ITC Board received a donation of \$100,000 from the "Bloom Canadian Alter Ego Trust 2020" and allocated the donation to the Opportunity Fund, earmarking up to \$50,000 for projects on Salt Spring Island to reflect the conservation interests of the donor.
- ITC Board discussed a letter from island conservancies regarding the Islands Trust Policy Statement that was submitted to Trust Council. The ITC Manager advised this document was provided to Trust Council as part of their Policy Statement review process.

To find out more about Islands Trust Conservancy and our current goals, to donate to our Opportunity Fund, or to subscribe to email updates, visit our website: <https://islandstrust.bc.ca/conservancy/>

Shortcuts of interest:

- **Goals:** <https://islandstrust.bc.ca/conservancy/conservation-planning/>
- **Opportunity Fund:** (context) <https://islandstrust.bc.ca/conservancy/supporting-local-conservancies/opportunity-fund-grants/> ; (to donate online) <https://islandstrust.bc.ca/donate-to-conservancy/>
- **Request key updates via email:** <https://islandstrust.bc.ca/subscribe/> (NB: by scrolling down, you may also add your home address for a free hardcopy of the Heron newsletter, published three times per year)



the Heron



A newsletter from the Islands Trust Conservancy, protecting islands in the Salish Sea | islandstrust.bc.ca/conservancy

SPRING 2022

Celebrating the newest protected places on the islands

Moss Mountain p.2

Woodpecker Forest p.4



Moss Mountain Covenant on Salt Spring Island
Inset: Woodpecker Forest Nature Reserve, SDAY/ES/North Pender Island PHOTOS: C. SMITH

For links and additional media, visit the Heron newsletter online.

www.islandstrust.bc.ca/conservancy/heron-newsletter/



SCAN ME

ALSO IN THIS ISSUE

2022 Field Season and
Species at Risk Gathering – What's
Next p. 6

Conservation
Legacy Leaders 898



Moss Mountain Covenant

Protecting 45 hectares on Salt Spring Island

Thanks to the actions taken by islander Gay Young 45.4 ha (112.2 acres – approximately the size of 10 BC Place Arenas) of land has now been protected on Salt Spring Island along the Sansum Narrows. It provides a critical wildlife corridor linkage between Stoney Hill Regional Park on Vancouver Island and Burgoyne Bay Provincial Park and Mill Farm Regional Park Reserve on Salt Spring Island. Gay (with the support of her family) placed a conservation covenant on this property with the Islands Trust Conservancy.

“Given the current climate crisis it seemed like a great way to contribute,” says Gay Young. “It was a family decision between me and my three children. We felt the land needed to be protected forever.”

When asked what they wanted to protect most she answered – the trees. “We had 112 acres of mature trees. I don’t want them to be destroyed – they are so important and are doing a great service for us as carbon sinks. It was my job to protect them.”

The covenant area contains a wide range of ecosystems including mature forests, seasonal creeks, wetlands, mossy bluffs, prairie oak, arbutus woodlands, and rocky shoreline. It protects nine provincially listed ecosystems and three documented species at risk of extinction - including the Endangered Little Brown Bat, which was detected during summer bat surveys in 2021.

“Conserving land to protect cultural heritage and ecosystems is a way that individuals can take direct action to help stem the loss of biodiversity and bolster resilience in the face of climate change,” says Kate-Louise Stamford, Chair, ITC Board. 🌿



Gay Young at Moss Mountain Covenant PHOTO: C. SMITH



Drum detail. PHOTO: L. WILCOX

Acknowledgement

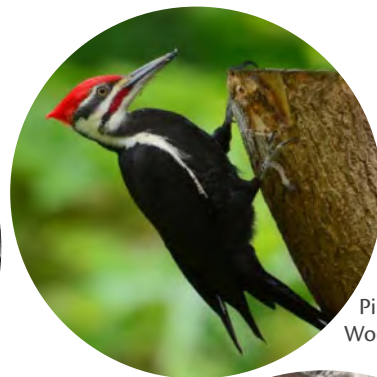
Islands Trust Conservancy acknowledges that we work within the treaty lands and territories of the BOKEĆEN, K'ómoks, Lək'wəŋən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwəθən məsteyəxʷ, Scia'new, səliłwətaʔt, SEMYOME, shíshálh, Skwəwú7mesh, Snaw-naw-as, Snuneymuxw, Spunə'luxutth, STÁUTW, Stz'uminus, təʔamən, toq qaymıxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOELEP, WSIKEM, Xeláltxw, Xwémalhkwxu/ʔop qaymıxʷ, and xʷməθkʷəy̓əm.



Fairyslipper Orchid

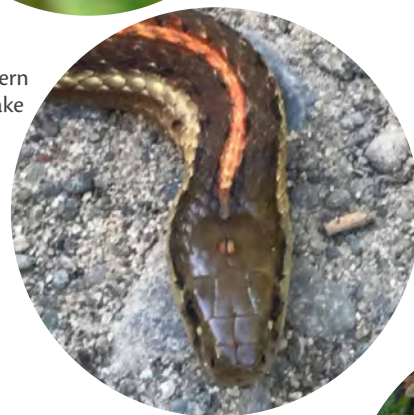


Skunk Cabbage



Pileated Woodpecker

Northwestern Garter Snake



Ocean Spray



Woodpecker Forest Covenant

on SDAY, ES / North Pender Island

Thanks to the ongoing generosity of islanders Peter Paré and Lisa Baile, an additional 3.63 ha of land near the existing Lisa Baile Nature Reserve has been protected on SDAY, ES / North Pender Island. This newly-protected area builds on existing protected lands to create nearly 17 hectares (41.5 acres – approximately the size of 4 BC Place Arenas) of protected land along Clam Bay Rd. Connected protected areas provide movement corridors for wildlife, and help buffer impacts of climate change. This new protected area will aid in stemming biodiversity loss on the island.

Lisa Baile first protected land near their home back in 2021, with the creation of the Lisa Baile Nature Reserve. When the lot next door came on the market, Lisa and Peter decided to act. “We bought the lot next door with the goal of placing a conservation covenant on part of it to protect it,” says Peter.

Lisa and Peter state climate change and a strong desire to protect endangered Coastal Douglas-fir ecosystems are what motivate them to keep finding ways to protect more

land on North Pender. “We want to protect as much rare and endangered Coastal Douglas-fir ecosystems as we can,” says Peter. “The development on these islands has led to a progressive loss of trees – which are one of the best carbon capturing devices out there – we have to do more to protect what biodiversity is left.”

Woodpecker Forest contains several at-risk ecosystems, including rare Douglas-fir and Western redcedar stands. There are remnant old-growth and wildlife trees scattered throughout the forest, and a wetland that supports river otters, amphibians, an incredibly diverse bird community (including several species of woodpeckers) and at least one bat species. There is a public trail through part of the wetland that is to be maintained by Pender’s Alternative Transportation Society’s Moving Around Pender Project (MAP). This conservation covenant will be jointly managed in partnership with the Pender Islands Conservancy Association.



Left: Some of the many species found within the covenant. PHOTOS: L. BAILE Above: Lisa & Peter at Woodpecker Forest. PHOTO: C. SMITH

“It is our hope that each little piece we can protect and set aside will help protect not just the rare coastal Douglas-fir ecosystems, but people as well in the face of climate change.”

– Lisa Baile and Peter Paré.

“Thanks to the generosity and actions taken by Gay, Lisa and Peter, these incredible places – full of rare and wonderful ecosystems and species that they value – will remain protected and intact,” says Kate Emmings, Manager at ITC. “I’d count that as a win for residents, a win for nature, and a win for generations to come.” 🌿

Protect Land You Love

This property was protected using a conservation covenant in the [Natural Area Protection Tax Exemption Program \(NAPTEP\)](#). For qualifying properties, NAPTEP provides landowners with a 65% property tax reduction for the portion of the property protected by a conservation covenant. Waterfront and large lots with proportionally higher values and taxes stand to benefit the most from the program.

Our website provides information and resources to help you determine if a conservation covenant is right for you and your property.

Visit <https://islandstrust.bc.ca/conservancy/protect-nature/conservation-covenants/> for more information.

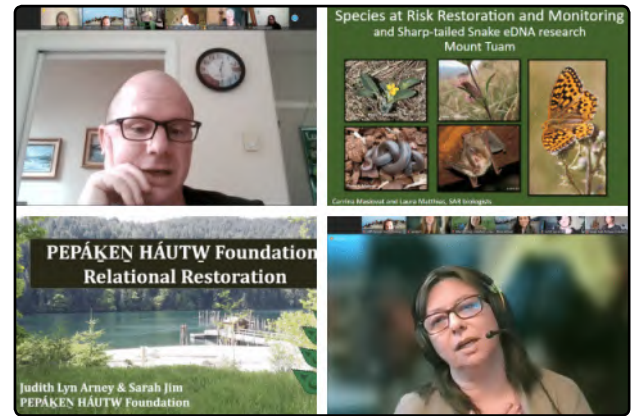
Conservation Covenants and voluntary actions by private landholders are critical to stemming biodiversity loss on islands in the Salish Sea.

Species at Risk Gathering hosts 60+ experts in March 2022

Species-at-Risk Program Coordinator, Wendy Tyrrell, helped organize the first ever ITC Species Gathering on March 17, 2022. The full day digital event brought more than 60 individuals from across the islands together to discuss the issues around addressing species and ecosystems at risk from extinction in the Salish Sea. The day featured a keynote presentation from Ruth Simons of the Howe Sound Biosphere project and presentations on eco-cultural restoration initiatives and new techniques for monitoring species at risk (like e-DNA sampling).

Wendy will take feedback from this group to inform an ongoing workshop series and future gatherings to help enhance partnerships for on the ground actions for species/ecosystems at risk and culturally significant species and ecosystems on islands in the Salish Sea.

For those who missed out on the day we were tweeting highlights and learnings from the ITC Twitter handle @IslTrustConserv – Check out our tweets at <https://twitter.com/IslTrustConserv>. 🌿



Wendy Tyrrell, Species at Risk Program Coordinator (below) hosts the ITC Species Gathering on March 17, 2022



This project was undertaken with the financial support of:
Ce projet a été réalisé avec l'appui financier de :



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada



Sharp-tailed Snake at Cyril Cunningham Nature Reserve on Salt Spring Island.. PHOTO LAURA MATTHIAS

Updates from the field

With field season kicking off we were thrilled to receive an update from biologist Laura Matthias who found an endangered Sharp-tailed Snake using one of the artificial cover objects they placed last spring on the Cyril Cunningham Nature Reserve on Salt Spring Island! Sharp-tailed Snakes are a species-at-risk on the islands and very little is known about these small, non-venomous snakes that spend the majority of their lives underground.

In 2018, field biologists Laura Matthias and Carrina Maslovat began a project to develop an innovative, non-invasive eDNA sampling technique to research the elusive

Sharp-tailed Snakes. eDNA refers to the genetic material that organisms leave behind in the environment (from things like skin, feces or mucus). eDNA sampling is a fairly new tool that has been used mainly to detect rare aquatic species – adapting it for land-based species is an exciting next step.

We have been working with field biologists Laura Matthias and Carrina Maslovat at different suitable protected sites on this work on Salt Spring, Thetis, and SDAYES/North Pender islands. Read more about their work [here](#).

We'll be keeping our fingers crossed that more snakes continue to find and utilize these structures! 🌿

The power of art, language & connection to land.

Writer and artist Eliot White-Hill ([Kwulasultun](#)) breathes deeply on the trail in the old forest. A raven follows him, calling out in guttural tones. He knows that he is standing in the presence of Elders in the S'ul-hween X'pey (Elder Cedar) Nature Reserve on Gabriola Island. "Our history lies in the trees" he says, "They are our roots. A connection to the wisdom and knowledge of our people".

Eliot's great-grandmother Snuneymuxw linguist and elder Dr. Ellen White honoured this special place with a Hul'qumi'num name. When she passed away a few years ago he realized just how spoiled he had been to be able to be with her at any time. He is keenly aware of how much knowledge went with her, and has become 'obsessed' with exploring ways to continue sharing her knowledge between generations.



"Eliot's art helps to tell the powerful stories of the history of this place."

- Geraldine Mason

When ITC approached him to design a new sign for the Nature Reserve, he saw it as an opportunity to tap into Hul'qumi'num knowledge. He turned to Elders - like Geraldine Mason - to help him in this journey. While creating the art for the new sign for the nature reserve Eliot wanted to portray the deep sense of history and connectedness.

"These trees are our whole world. They are our roots and a connection to a time before. And they are almost all gone."

~ Eliot White-Hill (Kwulasultun), writer and artist.



Elder Cedar viewing platform. PHOTO: A. LANDRY

"Sharing our art will form a connection that will create space where empathy and understanding can flourish across cultural divides."

- Eliot White-Hill

Geraldine's passion lays in using specific language to describe history. She explores the significance of place, and asks questions like 'why were camps here?' She has learned that the people who came here were harvesting, collecting, and preserving for winter – they were not idle. She plans to share this history of the land and research online in the future, with place names and a virtual tour.

The [S'ul-hween X'pey \(Elder Cedar\) Nature Reserve's](#) new sign design is set to be recognized with Eliot and Geraldine, ITC, The Gabriola Land and Trails Trust, Nanaimo & Area Land Trust, and the Snuneymuxw First Nation in the late Spring/Summer of 2022. 🌿



Giving thanks to those legacy leaders who remembered us in their Will



Betty Swift, Link Island

Betty had a lifelong commitment to conservation and stewardship of ecologically important lands. Her long-time dream to ensure the conservation of Link Island led to her donation to ITC as a “life estate” bequest and a nature preserve closed to public access. Current family members will continue stewarding the island throughout their lifetime knowing her vision has been achieved. Betty’s family hope Link Island will become a foot-hold for climate-change research in the Salish Sea.



William Tempest, Victoria

As a water resource engineer, William had a lifelong interest in the natural sciences. His friends described him as a ‘quiet environmentalist’. For 50 years he and a group of friends and work colleagues regularly met on Hornby Island to fish, hike and discuss world affairs. William bequeathed 10% of his estate to ITC, which will be put towards conservation on Hornby Island.



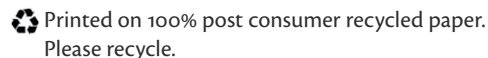
Susan Bloom, Salt Spring Island

As a philanthropist and conservationist, Susan believed strongly in grassroots organizing and worked to help small groups of passionate people do extraordinary things. ITC was selected to receive funding by Bloom’s estate trustees, in recognition of the conservancy’s efforts to preserve our natural heritage. In her memory her estate bequeathed \$100,000 in support of continued conservation efforts on islands in the Salish Sea.

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Newsletter Production: Juniper English | rippledesign.info



YES! I want to preserve and protect the islands!

100% of your donation goes directly to protecting endangered habitat on the islands you love.

Your donations of \$20 or more will receive an official donation receipt for income tax purposes.*

Questions? Contact us!

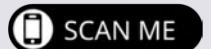
☎ 250-405-5186 ✉ itcmail@islandstrust.bc.ca

Or mail to: 200–1627 Fort Street, Victoria, BC V8R 1H8

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🖱 To donate online visit:

islandstrust.bc.ca/donate-to-conservancy



☐ Yes, I am okay with public recognition of my donation.

My donation amount: ☐ \$50 ☐ \$100 ☐ \$200 ☐ \$_____

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mm/yy

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Signature

Share your vision with future generations — please consider remembering Islands Trust Conservancy in your will.

*Islands Trust Conservancy is a qualified donee as a Crown agent under **96** Islands Trust Act. Islands Trust business # 122013576 RT0001

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
GM-DP-2020.2	Swain, Nicholas & Christine Planner: Stephen Baugh	06-Nov-2020	PID: 026-162-903 Returning land to nature. Civic address: Lot 28, Brigade Bay, Gambier Island, BC.
Planning Status			
<u>Status Date:</u> 11-Jan-2022 File reassigned.			
<u>Status Date:</u> 20-Oct-2021 File reassigned.			
<u>Status Date:</u> 12-Oct-2021 No change in status.			
File Number	Applicant Name	Date Received	Purpose
GM-DP-2022.1	Philip, Carolyn & David Planner: Margot Thomaidis	14-Feb-2022	PID: 026-162-890 To bring structures into compliance with setbacks. Civic address: Lot 27 Mount Artaban Road, Gambier Island, BC.
Planning Status			
<u>Status Date:</u> 02-May-2022 File reassigned			
<u>Status Date:</u> 23-Feb-2022 File opened, assigned and waiting for etransfer.			
File Number	Applicant Name	Date Received	Purpose
GM-DP-2022.2	Gorgitza & Pohl, Boris & Dorothy Planner: Teresa Mahikwa	11-Mar-2022	PID: 013-387-375 To bring existing structure into compliance. Civic: 1005 West Bay Road, Gambier Island, BC.
Planning Status			
<u>Status Date:</u> 16-Mar-2022 File opened & assigned and etransfer requested.			

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
GM-DP-2022.3	Atchison, Nathan	20-Apr-2022	PID: 013-386-948 Future residence & workshop. Civic address: 953 Grove Road, Gambier Island, BC.

Planner: Stephen Baugh

Planning Status

Status Date: 06-May-2022

File opened & assigned.

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2002.1	Land Plan Group Inc.	24-Jan-2002	PID: 014-385-694\nKeats Island - Keats Camp cottage lots - siting variances\nDL 696

Planner: Sonja Zupanec

Planning Status

Status Date: 10-Apr-2008

still on hold pending rezoning

Status Date: 13-Aug-2007

on hold pending rezoning application

Status Date: 16-May-2006

Met with applicant. Outstanding items forwarded for attention. May be add'l fees.

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2021.6	Richards, Michael	29-Apr-2021	PID: 010-211-811 Application for existing gazebo and deck. Civic address: Lot 4, Block 10, Keats Island, BC.

Planner: Heather Kauer

Planning Status

Status Date: 11-Jan-2022

File reassigned.

Status Date: 20-Oct-2021

File reassigned.

Status Date: 12-Oct-2021

No change in status.

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2021.8	Atchison, Nathan	20-Oct-2021	PID: 008-054-134 Adjustment in allowable setback. Civic address: 507 Shawanabe Road, Gambier Island, BC.

Planner: Stephen Baugh

Planning Status

Status Date: 11-Jan-2022

File reassigned.

Status Date: 22-Nov-2021

Planner reviewing file.

Status Date: 26-Oct-2021

File opened & assigned.

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2022.1	Philip, Carolyn & David	14-Feb-2022	PID: 026-162-890 To bring structures within compliance with setbacks. Civic address: Lot 27 Mount Artaban Road, Gambier Island, BC.

Planner: Margot Thomaidis

Planning Status

Status Date: 02-May-2022

File reassigned

Status Date: 23-Feb-2022

File opened, assigned and waiting for etransfer.

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2022.2	Gorgitza & Pohl, Boris & Dorothy	11-Mar-2022	PID: 013-387-375 To bring existing structure into compliance. Civic: 1005 West Bay Road, Gambier Island, BC.

Planner: Teresa Mahikwa

Planning Status

Status Date: 16-Mar-2022

File opened & assigned and etransfer requested.

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2019.1	G.L. Development Corp.	10-Sep-2019	PID: 012-824-941 Two lot subdivision. Civic address: 650 Dulcie Road, Gambier Island, BC.
Planner: Stephen Baugh			
Planning Status			
Status Date: 31-Mar-2022			
LTC waived 10% lot frontage requirement.			
Status Date: 18-Nov-2021			
File transferred to Planner Baugh			
Status Date: 27-Oct-2021			
Awaiting applicant to meet conditions.			

Islands Trust
LTC EXP SUMMARY REPORT F2022
Invoices posted to Month ending March 2022

630 Gambier	Invoices posted to Month ending March 2022	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-630	LTC "Trustee Expenses"	323.00	483.64	-160.64
LTC Local				
65200-630	LTC - Local Exp - LTC Meeting Expenses	4,120.00	2,890.33	1,229.67
65210-630	LTC - Local Exp - APC Meeting Expenses	370.00	0.00	370.00
65220-630	LTC - Local Exp - Communications	250.00	0.00	250.00
65230-630	LTC - Local Exp - Special Projects	294.00	0.00	294.00
TOTAL LTC Local Expense		<u>5,034.00</u>	<u>2,890.33</u>	<u>2,143.67</u>
Projects				
73001-630-2016	Gambier OCP/LUB	4,000.00	4,465.00	-465.00
73001-630-3003	Gambier RAR	3,500.00	610.00	2,890.00
73001-630-4094	Gambier Keats Island Shoreline Protection Review	3,500.00	746.50	2,753.50
TOTAL Project Expenses		<u>11,000.00</u>	<u>5,821.50</u>	<u>5,178.50</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.

No	Meeting Date	Resolution No.	Issue	Policy
6.	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.
7.	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.

Top Priorities Report

Gambier Island

1. *Riparian Areas Regulation*

Implement RAR and protect all watercourses across the Gambier Island Local Trust Area

Responsible

Marnie Eggen

Dates

Rec'd: 26-Oct-2011

2. *Gambier OCP Comprehensive Review*

Revised Project Charter scope Dec. 2018

Responsible

Marnie Eggen

Dates

Rec'd: 12-Feb-2015

3. *Keats Island Shoreline Protection Project - Phase 3*

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

Responsible

Jaime Dubyna

Dates

Rec'd: 31-Jan-2019

4. *OCP Advocacy Policies - Implementation & Support*

Supporting the advocacy policies of the Gambier, Keats, and Associated Islands OCPs, and Islands Trust Strategic Plan (e.g. woodlots, industrial facilities, Howe Sound)

Responsible

Dan Rogers
Kate-Louise
Stamford

Dates

Rec'd: 24-Oct-2013

Projects Report

Gambier Island

1. *Development Approval Information Bylaw*

Responsible

Date Received

Develop and adopt a D.A.I bylaw for the Gambier Trust Area.

2. *Squamish First Nation Consultation*

Responsible

Date Received

Scope interim strategies pending completion of a possible protocol agreement to address protection of archaeological and heritage resources.

31-Jan-2012

3. *Gambier LUB Review*

Responsible

Date Received

Review Gambier LUB to address:

22-May-2014

- May 2020: 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.
- definition of breakwater
- trams (currently silent)
- advocacy policies around pump out stations
- review of title Wilderness Conservation
- 2013: REVIEW KEATS AND GAMBIER LUBS FOR ACCOMMODATION of OCEAN LOOP GEO-EXCHANGE SYSTEMS
- 2010: GHG Emissions (a more proactive approaches to plan for GHG reductions especially in relation to Policies 6.1 and 6.2 in consultation with SCRD.) Initiative arises from recommendation of SCRD in comments about bylaws 111 & 112.

Projects Report

Gambier Island

4. *Gambier site-specific Water Zones*

Responsible

Date Received

Staff to research the history of Site-Specific water zones on Gambier.

26-Sep-2013

5. *Recreational Camp and Private Institutional Regulation Review*

Responsible

Date Received

Review Recreational Camp and Private Institutional regulations in all Local Trust Area land use bylaws.

28-Jul-2016

Review to ensure that regulations properly balance ecological protection with current realities re: rentals as income source for rec camps.

6. *Keats Island LUB review*

Responsible

Date Received

-review definition of 'structure' to ensure adequate regulation of the siting of underground sewage disposal systems with setbacks to lot lines and the natural boundary of the sea

11-Dec-2017

-review regulations for accessory uses, buildings and structures occurring on parcels where no principal use exists (April 2018 LTC resolution).

7. *Thormanby Islands Foreshore Protection Pilot Project*

Responsible

Date Received

Review of setback regulations and designation of a development permit area for the purposes of protecting the natural environment, its ecosystems and biological diversity and protection of development from hazardous conditions.

26-Jul-2018

Projects Report

Gambier Island

8. *Definition of "dwelling" in Keats Island LUB*

Responsible

Date Received

Review the definition of "dwelling" in the Keats Island Land Use Bylaw No. 78.

28-May-2020

9. *Identification of Crown reserves and properties in GM LTA*

Responsible

Date Received

Identification of all Crown reserves (strips) and similar Crown properties (i.e. islets) in the Gambier Island Local Trust Area.

14-Oct-2021



Islands Trust Council Highlights March 8 – 10, 2022

The following is a list of [agenda](#) and [addendum](#) highlights of Trust Council's activities and decisions from its March 8-10, 2022, quarterly meeting. These highlights are not the official minutes; Trust Council will adopt those at its June 21-23, 2022, meeting being held electronically in Victoria. [Visit the meeting site to view the recordings.](#)

Adopted Budget 2022/23

This [news release](#) summarizes highlights of the \$9.1 million budget Trust Council approved to continue operations and implement initiatives from its Strategic Plan.

Receipt of Islands Trust Governance Review

The consultant's [report](#), Islands Trust Governance Review February 2022, prepared by Great Northern Management, was received. A motion to strike an ad hoc committee, which would review the report's recommendations for action, was deferred (postponed) until Council was in receipt of the consultant's feedback/terms of reference for a Governance Committee. Trustees indicated a strong interest to move the matter forward.

Phase 3 Policy Statement Engagement Presentation

ISL Consultants presented a PowerPoint outlining [engagement with island communities](#) as Phase 3 of [Islands 2050](#) Policy Statement Amendment consultation scheduled through mid-April.

Amendments to Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees

Trustees provided feedback on the policy addressing reconciliation work and prioritizing local trust committee official community plan reviews. Feedback will be considered by the Regional Planning Committee with the policy coming back to June Trust Council.

Administrative Policy Review

A draft operational procedure to Policy 2.2.3, Resolutions without Meeting (RWM), a policy that enables council to make decisions outside of a regularly scheduled meeting, was amended at section 3.1 to read "should limit discussion" rather than "should not discuss" when holding a RWM.

Disposition of Delegations

Trust Council supported a request by Simon Fraser University presenters to proclaim June 8, 2022 to June 7, 2023 "Year of the Salish Sea", to raise public awareness about a healthy Salish Sea and learn from Indigenous Nations on how to improve its health and management for the benefit of future generations.

Retirement Recognition

Legislative Services Manager, Carmen Thiel, was recognized for her decades of service with Islands Trust and was presented with a framed relief picture of the Salish Sea/Islands Trust Area.