Gambier Island Local Trust Committee

Regular Meeting Revised Agenda

Date: May 26, 2026
Time: 11:00 am
Location: Gambier Island Community Centre
Andy's Bay Road, Gambier Island, BC

Pages

1. CALL TO ORDER 11:00 AM - 11:05 AM

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

2. TERRITORIAL ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. REPORTS 11:05 AM - 11:20 AM

4.1 Trustee Reports

4.2 Chair's Report

4.3 Electoral Area Director's Report

5. PUBLIC PARTICIPATION PERIOD 11:20 AM - 11:40 AM

6. MINUTES 11:40 AM - 11:45 AM

6.1 Local Trust Committee Meeting dated March 24, 2026 - for adoption 4 - 12

6.2 Section 26 Resolutions-Without-Meeting Report - none

6.3 Advisory Planning Commission Minutes dated May 13, 2026 - for information 13 - 15

6.4 Advisory Planning Commission Minutes dated May 21, 2026 - for information *16 - 18*

7. BUSINESS ARISING FROM MINUTES 11:45 AM - 12:00 PM

7.1 Follow-up Action List dated May 19, 2026 19 - 22

8. DELEGATIONS - none

9.	APPLICATIONS AND REFERRALS	12:00 PM - 12:10 PM	
	9.1 PL-DVP-2026-0079 (Grove Rd) - Staff Report		*23 - 46*
10.	LOCAL TRUST COMMITTEE PROJECTS	12:40 PM - 1:40 PM	
	10.1 Major Project: Gambier Official Community Plan and Land Use Bylaw Targeted Review: Draft Bylaw No. 163 - Staff Report		47 - 67
11.	CORRESPONDENCE	1:40 PM - 1:45 PM	
	(Correspondence received concerning current applications or projects is posted to the LTC webpage)		
	11.1 Email dated March 23, 2026 from the Agricultural Land Commission regarding Staffing and Budget Pressures		68 - 68
12.	NEW BUSINESS - none		
13.	STAFF REPORTS	1:45 PM - 2:05 PM	
	13.1 Gambier Meeting Procedures Repeal Bylaw No. 161 Final Adoption - Staff Report		69 - 72
	13.2 Gambier Island Public Notification Bylaw No. 162 Final Adoption - Staff Report		73 - 76
	13.3 Highlights of Trust Conservancy March 17, 2026 Board Meeting		77 - 77
	13.4 Islands Trust Conservancy Report to Trust Council 2025-2026 - 4th Quarter Update		78 - 83
	13.5 Applications Report dated May 19, 2026		84 - 90
	13.6 Trustee and Local Expense Report dated March 2026		91 - 91
	13.7 Adopted Policies and Standing Resolutions		92 - 102
	13.8 First Nations Relationship Building Update		
	13.9 Local Trust Committee Webpage		
14.	WORK PROGRAM	2:05 PM - 2:20 PM	
	14.1 Active Projects Report dated May 19, 2026		103 - 103
	14.2 Future Projects Report dated May 19, 2026		104 - 105
15.	UPCOMING MEETINGS		
	15.1 Next Regular Meeting Scheduled for Tuesday, July 21, 2026 at 10:00 am at Gambier Community Centre, 721 Andy's Bay Rd., Gambier Island, BC		
16.	CLOSED MEETING	2:20 PM - 2:40 PM	

16.1 Motion to Close the Meeting

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

and that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

Gambier Island Local Trust Committee

Minutes of Regular Meeting

Date: March 24, 2026
Location: Electronic Meeting,
and a physical location to view the livestream of the meeting:
Islands Trust Gabriola Office
700 North Road
Gabriola, BC V0R 1X3

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

Staff Present: Renee Jamurat, Regional Planning Manager
Marlis McCargar, Island Planner
Sonja Zupanec, Island Planner
Margot Thomaidis, Planner 2
Joe Elliott, Senior Indigenous Advisor
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 8 members of the public in attendance.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:03 am.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Bernardo reported the following:

- Attended the recent Trust Council meeting which focussed on the budget of which a substantial part is a result of staff pay increases and election costs;
- Trust Council reviewed an independent contractor's report regarding trustee remuneration which has not been looked at in 15 years, and the consultant's recommendations were adopted.

Trustee Stamford reported the following:

- Citywest is laying fibre optic cables and residents can sign up for service through a direct link which she will provide in an upcoming community email;
- Ocean Legacy recently undertook a cleanup for Howe Sound with a number of communities participating.

4.2 Chair's Report

Chair Patrick reported the following:

- The work on the draft Trust Policy Statement continues to move forward;
- The Stewardship award nominations are open until April 26.

4.3 Electoral Area Director's Report

Director Stamford reported the following:

- The Regional District passed their budget which will result in an increase of $11 per $100,000 of home value in area F;
- The Sunshine Coast Regional District presented the Efficiency Plan which is directed towards methods for conserving water;
- All of the bridges in the Cliff Gilker Regional Park were destroyed in the 2022 rain storm and the cost to replace them was significant; however, the Regional District partnered with Sunshine Coast Community Forest who are using downed wood in the park to reconstruct new bridges;
- The Coastal Hazard Risk and Vulnerability Assessment Report has been received;
- Attended a workshop hosted by the Coastal Hospital Foundation with featured a panel of emergency service providers who discussed layers of emergency response and services that are managed on the Sunshine Coast.

5. PUBLIC COMMENTS

A member of the public asked how many members of the public were in the meeting, when the meeting notice went out, and if there would be a lengthy period of time for landowners to participate in the Official Community Plan amendment process as indicated in the staff report attached to the agenda.

It was noted 8 members of the public were attending online, Trustee Stamford sent an email out to her subscriber list providing notification of the meeting, Islands Trust sends out a subscriber notices one week prior to the meeting when the agenda package is available, and meetings are scheduled and posted on the website approximately one year in advance when the annual schedule is adopted. The Chair confirmed the overall engagement process on the Official Community Plan will take place over a period of time.

6. MINUTES

6.1 Local Trust Committee Meeting dated January 27, 2026 - for adoption

By general consent, the Gambier Local Trust Committee meeting minutes of January 27, 2027 were adopted.

6.2 Section 26 Resolutions-Without-Meeting Report - none

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated March 18, 2026

Received for information.

8. DELEGATIONS

8.1 Presentation by Sunshine Coast Regional District on Coastal Floodplain Mapping Project

Raphael Shay, Manager, Sustainable Development, Sunshine Coast Regional District provided a presentation and highlighted the following:

- Provided context on coastal flooding related to hazard, risk, and vulnerability assessment for the Sunshine Coast;
- Sea level rise is a result of glacier melt and thermal expansion;
- High tides, storm surge, wave and wind action, and sea level rise were taken into consideration when mapping the risk assessment;
- The project consisted of updating flood mapping, coastal flood management policy recommendations, and community outreach;
- Policy recommendations primarily focussed on prioritizing hazard areas within Development Permit Areas;
- Flood mapping shows inundation levels, flood construction level, and coastal vulnerability index (erosion);
- The work is informing Sunshine Coast Regional District Official Community Plans;
- The report is available on the Sunshine Coast Regional District's project website.

Discussion ensued regarding the use of a Development Permit Area (DPA) to address coastal flood risk and it was noted that the Town of Gibsons has adopted their DPA which can be looked at to emulate regional consistency, a model DPA for the Trust Area might be considered.

9. APPLICATIONS AND REFERRALS

9.1 PLDVP-2026-0019 (Rogers) - Staff Report

The Planner summarized the staff repot and highlighted the following:

- The application seeks a Development Variance Permit to reduce the rear lot line on the subject property from 7.5 metres to 0.0 metres for the construction of a new single-family dwelling;
- The property is located on a strata lot consisting of three portions unevenly trisected by common property;
- The variance request is the result of a previous landowner's site preparation and proposed development will not result in further land alterations or rock blasting;
- The property access and utilities infrastructure are primarily located on an adjacent lot;
- Public notice was distributed to neighbouring property owners and most neighbours expressed support.

The applicant was in attendance and spoke to the application.

Discussion ensued and the applicant responded to questions regarding the clean up and excavation on the adjacent lot where the utilities are situated.

GM-2026-017
It was MOVED and SECONDED
that the Gambier Island Local Trust Committee approve Development Variance Permit PL-DVP-2026- 0019 with the following variance to the Gambier Island Land Use Bylaw No. 86, 2004:

a. To reduce the rear lot line setback from 7.5 m to 0.0 m to permit construction of a new single-family dwelling and attached deck.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Gambier Official Community Plan and Land Use Bylaw Targeted Review - Draft Bylaw 163 - Staff Report

The Planner summarized the staff report and highlighted the following:

- The report introduces Draft Bylaw No. 163 introduces amendments to address Indigenous context, acknowledgement, objectives, and policies as per the recommendation of the Squamish Nation;
- The Advisory Planning Commission met to discuss the referral regarding public engagement, draft shoreline Development Permit Area, and draft shoreline Heritage Conservation Area and their recommendations include
  1. that the Advisory Planning Commission reviewed and supports the revised project charter deliverables and workplan to engage the community on the draft shoreline Development Permit Area;
  2. that the Advisory Planning Commission recommends the Local Trust Committee release project funds to support the development of a short, recorded video on the draft shoreline Development Permit Area posted online and three community engagement opportunities in July and August with two on Gambier on weekends and one weekday in North Vancouver;
  3. that the Advisory Planning Commission recommends the development of a draft public survey on the shoreline Development Permit Area working draft document and the information video be referred back to the Advisory Planning Commission for comment prior to being presented to the Local Trust Committee.

GM-2026-018
It was MOVED and SECONDED
that the Gambier Island Local Trust Committee request staff to release project funds from the Official Community Plan Review Project to support the development of

a) short recorded video to be posted online and
b) schedule three community engagement sessions in July and August for public review of the draft shoreline development permit area.

CARRIED

GM-2026-019
It was MOVED and SECONDED
that the Gambier Island Local Trust Committee request staff to work with Gambier Island Advisory Planning Commission members on:

a) the development of a draft public survey on the shoreline Development Permit Area working draft document;
b) the development of an information video; and that the draft survey and video be referred to the Advisory Planning Commission for comment prior to being presented to the Local Trust Committee.

CARRIED

The Planner continued to present the staff report and summarized the following:

- The draft bylaw supports recommendations that were identified through engagement with Squamish Nation including updating the Official Community Plan with Squamish Nation references to Gambier Island, appropriate land acknowledgement language, commitments to reconciliation as an overarching framework for policy guidance, and recognize the impacts of the existing patterns of settlement, protected areas, and residential development on First Nations rights and title;
- An additional amendment includes the Cotton Bay lots that were excluded from the original Official Community Plan Bylaw No. 73;
- Staff have received a substantive number of edits from trustees and proposed edits are not included in the draft attached to the staff report;
- Staff recommend edits be formally brought forward in a staff report for discussion at the next meeting.

Discussion ensued and the following comments were noted:

- The draft does not contain an overarching statement of where Gambier Island had been and where it is going and should be added to place a historical context with inclusion of Indigenous communities;
- Organization of First Nations acknowledgements, while maintaining most of the wording, was suggested with areas related to heritage conservation and archeology interests and other wording specific to foreshore and freshwater setbacks be placed in separate sections;
- The draft bylaw represents one amendment and there will be other amendments to address other issues later on the process;
- The strategy is to lead with the reconciliation components; however, this approach requires communication to the public that this is preliminary to the rest of the work;
- This should be presented as background context to the policies being proposed, with care taken in wording to avoid misunderstanding;
- Reconciliation language can be general and aspirational; however, in legislation there is need to be careful to avoid an impression that the scope is beyond the jurisdiction of the Local Trust Committee or Islands Trust, and they do not want to create the impression of creating co-governance as they do not have jurisdiction to do so.

A Trustee suggested the edits provided should be reviewed so each of the trustees can explain and discuss their position, while the Planner noted that the next business meeting would be the best opportunity to discuss the suggested edits, as it is important to ensure the information is presented in an agenda package for transparency and to facilitate discussion.

The Senior Indigenous Advisor noted that it is important to be transparent in the process so that individuals have an opportunity to speak to the edits at the next meeting, and that some of the suggested edits have the effect of changing Islands Trust commitments to reconciliation and depleting the relationship that has been built with the Nations and Indigenous Governing Bodies.

A Trustee stated they would like to explain the direction they are going to enable staff to provide analysis.

The meeting was recessed for a break at 12:30 p.m. and reconvened at 1:10 p.m.

The Chair provided Trustees an opportunity to outline their reasoning for their suggested edits.

A Trustee agrees with the purpose of this aspect of the Official Community Plan amendment process and noted:

- The Official Community Plan has to be consistent with relevant law of the day;
- It is important to build community consensus;
- The first three paragraphs of section 2.3 Indigenous Context of Acknowledgement and Reconciliation describe the history of how First Nations have not been taken into consideration and they suggest a vast amount of subsequent text be deleted because it is repetitive, can be interpreted as political argument and belongs in communication pieces and not legislation;
- Stating patterns of colonial settlement continue to shape land ownership undercuts the purpose of reconciliation;
- The term title is a colonial concept and Islands Trust does not have jurisdiction to recognize title;
- Islands Trust does not have authority or ability to resolve title claims, recognition of a right is a legal finding of the courts, and one can't assume a right before it has been established;
- Integration of Indigenous knowledge and stewardship perspective could fetter discretionary decision making;
- The use of the term supporting efforts to co-develop planning indicate co-management and Islands Trust does not have authority to enter into a co-management or decision-making function without legislative change.

A Trustee noted they are primarily interested in structural changes to how the document bylaw is presented and categorized, and they have general acceptance of the proposed language.

Trustees spoke to wanting to understand the origin of the proposed language, the legislative function of the language, and the jurisdiction of the Local Trust Committee related to the proposed language.

GM-2026-020
It was MOVED and SECONDED
that the Gambier Island Local Trust Committee request staff to:

1) explain the origins and purposes of the contextual language in draft Bylaw No. 163;
2) address the scope and limitations of the Local Trust Committee's jurisdiction to fulfill the Official Community Plan objectives identified in the draft; and
3) include and address in the staff report the specific edits to the draft proposed by Trustees Stamford and Bernardo in their recent emails to the Local Trust Committee and staff,

as part of its preparation of the agenda of the Local Trust Committee's May 26th, 2026 meeting.

CARRIED

11. CORRESPONDENCE - none

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

12. NEW BUSINESS - none

13. STAFF REPORTS

13.1 Gambier LTC Annual Report - Staff Report

The annual report was presented to the Local Trust Committee for review and approval.

GM-2026-021
It was MOVED and SECONDED
that the Gambier Island Local Trust Committee request staff amend the draft text for the Gambier Island Local Trust Committee section of the 2025/26 Annual Report by adding Keats Island before OCP and LUB in reference to Bylaws No. 153 and 154.

CARRIED

GM-2026-022
It was MOVED and SECONDED
that the Gambier Island Local Trust Committee approves the text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs as amended.

CARRIED

13.2 Short Term Rental Accommodation Act - Principal Residence Requirement Opt-In Update – Briefing

The Chair stated the purpose of the briefing it to remind Local Trust Committee's that the annual deadline to opt-in to the provincially regulated principal residence requirement for short term rental accommodations is March 31.

The briefing was received for information.

13.3 Trust Conservancy Report - none

13.4 Applications Report dated March 18, 2026

Received for information.

13.5 Trustee and Local Expense Report dated January, 2026

Received for information.

13.6 Adopted Policies and Standing Resolutions

Received for information.

13.7 First Nations Relationship Building Update - none

13.8 Local Trust Committee Webpage - none

14. WORK PROGRAM

14.1 Active Projects Report dated March 18, 2026

Remove Keats Island Shoreline Project from the list.

14.2 Future Projects Report dated March 18, 2026

Received for information.

The meeting was recessed for a break at 1:57 p.m. and reconvened at 2:05 p.m.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, May 26, 2026 at 11:00 am at Gambier Community Centre, 721 Andy's Bay Rd., Gambier Island, BC

GM-2026-023
It was MOVED and SECONDED
that the Gambier Island Local Trust Committee change the meeting time from 10:00 AM to 11:00 AM for the May 26, 2026 and July 21, 2026 in-person regular meetings

CARRIED

16. ADJOURNMENT

By general consent, the meeting was adjourned at 2:15 p.m.

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Laura Patrick, Chair

Certified Correct:

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Lisa Millard, Meeting Administrator/Recorder

DRAFT

Minutes of the Gambier Island Advisory Planning Commission

Date of Meeting: **Wednesday, May 13, 2026**

Location: **Electronic Meeting**

APC Members Present: **Camilla Berry, Chair**
Florence Cosulich, Member
Steve MacDonald, Member
Carol Petroski, Member
Jim Quail, Member

Staff Present: **Sonja Zupanec, Island Planner**
Katherine Vogt, Recorder

Others Present: **There were no members of the public present**

1. CALL TO ORDER

Chair Berry called the meeting to order at 8:59 a.m.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. APPROVAL OF MINUTES

3.1 Gambier Island Advisory Planning Commission Draft Minutes dated March 23, 2026

By general consent the Gambier Island Advisory Planning Commission draft minutes dated March 23, 2026, were approved as presented.

4. REVIEW OF SURVEY AND VIDEO SCRIPTS

The Advisory Planning Commission (APC) members discussed how best to engage members of the Gambier public on the proposed Draft Gambier Island Shoreline Development Permit Area (DPA) through the following recently received draft public engagement documents from planning staff: 1. Draft April 2026 Shoreline DPA Public Survey Questions; 2. Draft Video Script #1; and 3. Draft Video Script # 2.

APC members started with the draft survey by reviewing and collectively revising each of the 21 proposed survey questions consecutively.

APC members noted the following:

- Page reference numbers to the proposed Draft Gambier Shoreline Development Permit Area (DPA) bylaw should be provided at the end of survey questions, where appropriate;
- Questions that are more specific should come first in the survey;
- A link to the Shoreline DPA bylaw should be highlighted and linked to the top of the survey document;
- Yacht Club and Church Camp members need to be considered on the survey;
- Issues of government jurisdiction and government approval processes need to be addressed;
    - The Planner offered that there were existing government jurisdiction graphics that could provide introductory information to members of the public as an attachment to the survey; and offered to provide APC members with a variety of graphic samples to choose from;
- In a previous survey, it was helpful that distinct communities around Gambier Island were identified and named;
    - The Planner requested from an APC member a copy of the document that previously categorized Gambier Island into distinct neighborhoods and geographical areas;
- Gambier's shoreline is highly geographically specific. Blanket regulations that do not consider this specificity are problematic;
- The proposed 30 meters shoreline buffer is precautionary; but may be adequate, inadequate, or unnecessary depending on local geography;
    - The Planner noted that the 30 meters designation is a common number to use for shoreline DPAs, sometimes 15 meters is designated; and Squamish First Nation had considered 200 meters;
- Some areas on Gambier Island already have a local shoreline DPA or a crown land shoreline buffer, and this should be acknowledged in the survey by map;
- The proposed required environmental or geotechnical reports for complex developments will be concerning to many members of the public; and the situations that would instigate a requirement for a report should be defined objectively, fairly and comprehensively;
- Many contentious issues emerged in Pender Harbor regarding shared docks; proposed dock sizes that may be too small and unsafe for the size of certain boats; and old boat houses;
- People need to recognize that building on Gambier can be expensive and difficult; and that the understanding of environmental impacts of development has evolved over the last 30 years;
- Members of the public should be asked how the permit process could be improved;
- There should be awareness brought to members of the public on the use of refundable deposits and inspections for the proposed 3-year post development restoration and compliance regulations;

  - The Planner described successful outcomes of the refundable deposit program; and noted that it takes 3 biological years for replanting's to become root-established; and added that this deposit is not a lien on the property; and added that a restrictive covenant would be tied to the property but would be considered excessive for a native plant restoration requirement;
- Members of the public should be offered to share their creative ideas and suggestions regarding how people can best be responsible stewards of their local environment.

Member Cosulich offered to share the APC edited survey document with the Planner and other APC members for further comment.

The Planner advised the following:

- That that the APC draft survey document could be presented as a late item to Trustees up to May 22 for their weekend review before the next regular Local Trust Committee (LTC) meeting on May 26, 2026.
- That staff will be recommending to the LTC in an upcoming staff report that two public meetings be held in August 2026, one on Gambier and one in North or West Vancouver.
- That videos are considered not to be a good method to convey substantive information; but that in short form, they may be helpful in encouraging members of the public to engage with the survey.

5. NEXT MEETING TIME and ADJOURNMENT

The next meeting of the APC will be May 21, 2026, at 9:00 a.m. electronically.

By general consent the meeting was adjourned at 10:55 a.m.

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Camilla Berry, Chair

Certified Correct:

_____

Katherine Vogt, Recorder

Minutes of the Gambier Island Advisory Planning Commission

Date of Meeting: **Thursday, May 21, 2026**

Location: **Electronic Meeting**

APC Members Present: **Camilla Berry, Chair**
Florence Cosulich, Member
Steve MacDonald, Member
Carol Petroski, Member
Jim Quail, Member

Staff Present: **Shalini Nakini, Meeting Administrator**
Katherine Vogt, Recorder

Others Present: **There were no members of the public present**

1. CALL TO ORDER AND WELCOME

Member Cosulich called the meeting to order at 9:12 a.m. There was a technical delay to the start of the meeting.

Chair Berry joined the meeting at 9:15 a.m.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. APPROVAL OF MINUTES

3.1 Gambier Island Advisory Planning Commission Draft Minutes dated May 13, 2026

By general consent the Gambier Island Advisory Planning Commission draft minutes dated May 13, 2026 were approved as presented.

4. REVIEW OF SURVEY AND VIDEO SCRIPTS

Advisory Planning Commission (APC) members continued from last meeting with their review and editing of the "Draft April 2026 Shoreline DPA Public Survey Questions" document provided by planning staff; and review of the staff-proposed "Draft Video Script #1" and "Draft Video Script #2." APC members also acknowledged the community map

provided by Member Petroski showing the geographic distribution of survey respondents by neighbourhood names and general locations across 30 distinct community neighborhoods on Gambier Island, based on information collected during a previous survey. APC members noted the following:

- a question on the adequacy of current shoreline regulations needs to be added;
- a question on the subjectively perceived biggest risks to the shoreline environment needs to be added;
- members of the public may not be aware of what constitutes an at-risk sensitive coastal area;
- there should be a question on the survey that acknowledges the philosophical difference between prescriptive versus guidance-based regulations. Property owners could be given the ability to pre-assess their properties before having to hire a Qualified Environmental Professional (QEP) for thousands of dollars; properties could also be pre-assessed before purchase; and real estate agents and developers could be made aware of sensitive environments that preclude certain types of development;
- a micro-map showing particular sensitive shoreline ecosystems on Gambier is not available; but it would be helpful for property owners to have a color-coded map that flagged sensitive areas on or near properties; Planner Zupanec could be asked if this approach is feasible;
- variances are regularly provided to property owners;
- professional mapping overlays such as the Sunshine Coast Regional District Coastal Flood Mapping project are valuable and legally recognized; otherwise, it is up to the individual property owner to determine the environmental sensitivity of their property through the hiring of a QEP;
- the data from various reports that are conducted by QEPs gets lost, but it should be available to members of the public through a provincial data base;
- some members of the public may resist what they may perceive as forced solutions imposed by the Islands Trust;
- survey responses by geographical area/community needs to be tracked so that areas of low response can be followed up on;
- a video that summarized the proposed Shoreline Development Permit Area regulations, as an alternative to reading the regulations, might have been helpful for people who receive information better visually;
- water lot tenures have not been acknowledged in the survey and have become a contentious issue; water lot tenures are a Provincial jurisdiction that many boaters are having difficulty with regarding short time lengths of tenures not supporting the amortization of the cost of docks and other infrastructure. Local DPA proposed requirements for boating infrastructure is affected by Provincial water lot tenure rules;
- Members of the public need to be given the opportunity to comment on precisely what aspects of boating bothers them;
- The survey should appeal to the entire range of opinions that exist on Gambier.

Member Petroski left the meeting at 10:02 a.m.

GM-APC-2026-001
It was Moved and Seconded,
that the Gambier Island Advisory Planning Commission agreed to convey the following recommendations to the Gambier Island Local Trust Committee for consideration at their May 26, 2026 regular meeting**:**

1. that the APC has reviewed the draft Shoreline Development Permit Area survey questions and recommends that the LTC endorse the changes as outlined in the amended draft prepared by the APC and dated May 21, 2026;
2. that the APC recommends that staff provide a one-page brochure with visual representation of essential information to accompany the survey and the schedule;
3. that the APC recommends that the shoreline DPA survey be available from July 1, 2026, to September 30, 2026;
4. that the APC recommends that the two in-person Community Information meetings regarding the Draft Shoreline DPA in August be held at the Gambier Community Hall and North Vancouver;
5. that the APC recommends that one online Community Information Meeting regarding the Draft Shoreline DPA be held in July and that planning staff prepare an engagement summary for the new incoming LTC in November 2026 based on the survey results and the Community Information Meeting input received;
6. that the APC recommends that the draft video script not be used to accompany public engagement efforts;

CARRIED

Member Cosulich offered to send APC members a copy of the amended May 21, 2026 Draft Shoreline DPA Public Survey Questions document.

5. NEXT MEETING TIME AND ADJOURNMENT

By general consent, the meeting was adjourned at 10:28 a.m.

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Camilla Berry, Chair

Certified Correct:

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Katherine Vogt, Recorder

Print Date: May 19, 2026

Follow Up Action Report

Gambier Island

29-Apr-2024

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

28-May-2024

Progress		Activity	Responsibility	Dates	Status
50%	1	Complete PDF versions of maps from the Islands Trust Area Aquifer Conceptualization and Groundwater Recharge Mapping for the GM LTA, include them in a staff report, with a short presentation, and publish maps on the website by the next regular meeting on July 30, 2024. *- As per Trust Council FU25/26 budget, there is an approved business case to continue the Freshwater Atlas development. Further update expected at a future LTC meeting.* *\n*	William Shulba	Target: 01-Oct-2024	In Progress

Follow Up Action Report

Gambier Island

01-Oct-2024

Progress		Activity	Responsibility	Dates	Status
25%	1	Staff to implement the following OCP/LUB project recommendations from Squamish Nation listed in Table 1 attached to the staff report dated October 1, 2024 and to prepare draft language for applicable polices/regulations for LTC consideration of subsequent steps: ·Table 1 Recommendations A1; A2; A3; A4; A5; B2; B3; B5; B6; B9; C1; C3; C4; D3 and D5.	Sonja Zupanec		In Progress

Follow Up Action Report

Gambier Island

27-Jan-2026

Progress		Activity	Responsibility	Dates	Status
0%	1	Incorporate *Option 2: 'Retain Current Approach with Clarified Regulations,'* per the January 27, 2026 Memo on accessory building regulations, into the technical review phase of the OCP/LUB major project. *Added to Major Project items list in May 2026*	Sonja Zupanec		In Progress
0%	2	Staff to review the implications of adding *Option 3*, as outlined in the January 27, 2026 memorandum regarding accessory building regulations, to the current GM OCP/LUB project, or alternatively, to assess adding it to the future project list.	Marlis McCargar Sonja Zupanec		In Progress
50%	3	Draft, review, consider readings for OCP amendments consistent with Squamish Nation staff recommendations A1, 2, 4 and 5 (Engagement Summary 2023)	Sonja Zupanec		In Progress
0%	4	Summer 2026 ·Undertake limited public engagement on the draft shoreline DPA and HCA guidelines. September 2026 - January 2027 ·Staff to consolidate results of public engagement for LTC consideration of next steps in future OCP and LUB amendments.	Sonja Zupanec	Target: 31-Aug-2026	In Progress
0%	5	Request staff to draft a letter for the Chair to the newly elected Squamish Nation Council congratulating them on their election, acknowledging the Land Use Plan, and requesting a meeting to further relationship-building. The LTC would like to review the draft letter via email prior to distribution.	Joe Elliott Renee Jamurat		In Progress

Follow Up Action Report

Gambier Island

24-Mar-2026

Progress		Activity	Responsibility	Dates	Status
73%	1	Gambier OCP project: ·Work with the APC to develop a survey related to the draft DPA ·Explore planning summer engagement sessions on Gambier and in Vancouver ·Create a video recording explaining the DPA for the website	Sonja Zupanec		In Progress
100%	2	·Request staff to explain the origins and purpose of the contextual language in draft Bylaw 163; ·Request staff to address the scope and limitations of the LTC's jurisdiction in fulfilling the OCP objectives identified in the draft; ·Request staff to incorporate and respond to the specific edits proposed by the LTC in recent emails, within the staff report for the May 26 LTC meeting; and ·Include the above items as part of the agenda preparation for the May 26 LTC meeting	Sonja Zupanec	Target: 26-May-2026	Completed

STAFF REPORT

File No.: PL-DVP-2026-0079

DATE OF MEETING:	May 26, 2026
TO:	Gambier Island Local Trust Committee
FROM:	Ian Cox, Planner 2 Northern Team
COPY:	Renée Jamurat, Regional Planning Manager
SUBJECT:	Development Variance Permit requesting increase to floor area Applicant: Kayla Hildebrand, Blue Water Concepts (Agent for owner) Location: 832 The Grove Road, Gambier Island

RECOMMENDATION

1. **"That the Gambier Island Local Trust Committee deny PLDVP20260079 as requested.**

2. **"That the Gambier Island Local Trust Committee amend PL-DVP-2026-0079 as presented, and instead vary the GAMBIER ISLAND LAND USE BYLAW NO. 86, 2004, PART 3 GENERAL REGULATIONS, SECTION 3.14 ASSOCIATED SECONDARY DWELLING FLOOR AREA, SUBSECTION (B), to allow the existing secondary dwelling to remain at its current size and location only, with a maximum floor area of 133.8 m^2."**

REPORT SUMMARY

This report presents development variance permit PL-DVP-2026-0079 (**Attachment 1**) that seeks to vary the maximum floor area of an *associated secondary dwelling* (as defined in the Gambier Island Land Use Bylaw No. 86 (LUB)), from 92 m^2 for a lot 0.49 hectares in size, to 144.8 m^2 in order to accommodate the renovation and 10.9 m^2 addition to an existing non-conforming secondary dwelling. Staff recommend denying the variance as requested and presented in the proposed permit, and instead approve a lesser relaxation to formalize the secondary dwelling as it exists on the lot in its current size.

RATIONALE FOR VARIANCE

See **Attachment 2** for the full project narrative and rationale provided by the applicant; below is a summary.

The rationale provided in the application asserts that the requested variance:

- is needed to improve livability and better accommodate family use of what is currently a somewhat "cramped" space, without increasing occupancy or intensity of use (no increase in number of bedrooms or bathrooms);
- is relatively minor in scope;
- will have minimal visual impact since the addition would not significantly change the outward appearance of the dwelling;
- does not reduce the separation between it and the principal residence; and

- will not increase the building's height.
- Further, the applicant asserts that the overall "residential footprint" would be maintained, since the addition will occupy part of an existing deck area, resulting in negligible environmental impact and no expansion into previously undisturbed land [sic].

BACKGROUND

The subject lot is located at 832 The Grove Road on Gambier Island, is zoned Settlement Residential (SR), and is 0.49 hectares (1.21 acres) in total area. Staff did not complete a site visit to the property, but the applicant has provided a photo of the existing site conditions (**Figure 1**) showing the principal residence in the foreground/foreshore area with the two-storey secondary dwelling behind it.

Figure 1 *- View from foreshore, secondary dwelling background*

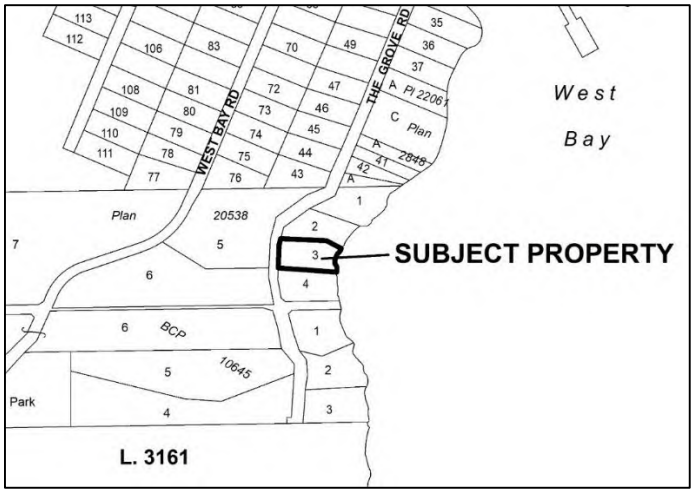


Figure 2 - *Subject Property Location*

In 2025, following a Sunshine Coast Regional District (SCRD) building permit referral review where staff identified non-conformities on the property, the LTC received a DVP application to reduce the natural boundary setback to accommodate modifications to the roofline of the principal residence on the property. PLDVP20250170 was approved by the LTC on June 24th, 2025 for the roofline.

The current DVP application follows from a subsequent SCRD building permit referral review for the second dwelling on the lot, through which Islands Trust staff found that the size of the second residence and the proposed alterations to it, currently and would further contravene the maximum floor area regulations for an *associated secondary dwelling* in the LUB Settlement Residential (SR) zone.

The specific proposed variance to the LUB is as follows:

Gambier Island Land Use Bylaw No. 86, 2004, PART 3 GENERAL REGULATIONS, Section 3.14 Associated Secondary Dwelling Floor Area, Subsection (b) is proposed to be varied by:

- Increasing the maximum permitted floor area for an *associated secondary dwelling*, from 92 m^2 for a lot that is 0.49 hectares in area, to 144.8 m^2 in order to accommodate an addition of 10.9 m^2 to the second residence on the property.

ANALYSIS

Policy/Regulatory

A full site context analysis is provided in **Attachment 3**. The policies and regulations that pertain to this application are summarized below.

Official Community Plan

Development Permit Area

The principal and secondary dwelling uses on the subject property are consistent with the Settlement Residential (SR) land use designation in the Gambier Island Official Community Plan No. 73, 2001. The subject property is within Development Permit Area (DPA) No. 3 – Riparian Areas. However, the activity is exempt from the need to obtain a DP per section 9.3(3) of the LUB Guidelines, as it is taking place greater than 30 metres from a watercourse.

OCP Residential Policies

Rural Residential
The following policies are applicable in the Rural Residential designation:

> Policy 4.23
> An associated secondary dwelling may be a permitted use on existing parcels of 0.4 hectares or greater subject to:
> i. the use being accessory to the principal dwelling use;
> ii. the use providing for:
> - the accommodation of non-paying guests of the principal dwelling residents;
> - housing for affordable or rental purposes; or
> - home occupations;
> iii. the maximum floor area being regulated to insure the associated secondary dwelling is limited in floor area, secondary in use and smaller in floor area than the principal dwelling and proportionate to the lot area; and

the Local Trust Committee in the zoning regulations may vary policy provisions regarding associated secondary dwellings to address site-specific situations provided by the cumulative impacts of development.

(end of bylaw excerpt)

Land Use Bylaw

The LUB sets a maximum floor area for associated secondary dwellings, where permitted by zoning. The regulations are found in section 3.14 (excerpt below) and the SR zone sets a maximum lot coverage of 25% for lots less than 1 hectare in area. The proposed coverage is approximately 7.7% for the two dwellings (not including some smaller accessory structures) so the proposal would not be close to nearing or exceeding that maximum.

3.14 Associated Secondary Dwelling Floor Area

(1) Associated secondary dwellings are permitted in zones where associated secondary dwelling use is a permitted use based on the following regulations.

(a) Lots with a minimum lot area of 0.4 hectare in area are permitted an associated secondary dwelling with a maximum floor area of 60 square metres.

(b) For lots greater than 0.4 hectare in area, for each additional 0.2 hectare in lot area beyond 0.4 hectare an additional 8 square metres floor area may be added to the permitted 60 square metres floor area to a maximum floor area of:

(i) 120 square metres on lots less than 2 hectare in area;

The subject lot being 0.49 hectares in area, is therefore permitted 60 m^2 plus an additional 32 m^2 in respect of the 0.09 hectares above the base 0.4 hectares, per subsection (b). The existing secondary dwelling is 133.8 m^2 in size and the applicant has not provided information on whether the dwelling was built prior to the adoption of the current LUB regulations that could potentially give it non-conforming status.

Intent of Regulations being varied

The overall purpose of limiting the floor area for an associated secondary dwelling, is to ensure that it is in fact ancillary to the principal in use, intensity, lot coverage, and floor area, as stated in the OCP residential policy above. The additional floor area permitted in respect of each additional 0.2 hectares of lot area does provide some flexibility and recognition of lot-specific conditions.

While OCP Policy 4.23 does state that the LTC may vary floor area **"in the zoning regulations"** for "site-specific situations provided by the cumulative impacts of development", staff interpret this to mean that the zoning regulations themselves may vary from the OCP the policy. i.e., that the LTC may choose to adopt floor area regulations specific to a particular zone or area rather than necessarily considering variance applications. In any case, the policy is not clear what conditions should be considered and so the provision is somewhat general. However, analysis of site-specific conditions is usually understood to be consideration of environmental features such as topographic constraints, disturbance of natural habitats/clearing and/or archaeological concerns, for example; generally, matters of constraint or burden to allowable development, in contrast to matters relating to maximising floor area for the purpose of increasing livability and ease of use of a building in and of itself.

Issues and Opportunities

As stated, the applicant is not proposing an increase to the density or intensity of use by adding bedrooms or bathrooms, and the request is for an additional [modest] 10.9 m^2. At 258.7 m^2, the principal residence is, and would remain, larger than the secondary, which itself is proposed to be increased to a total of 144.8 m^2 (see **Attachment 4** – Building Plans). The plans show a basement area which the applicant describes will be insulated to house relocated mechanical systems in order to maximize livable interior space. Basements are exempt from the calculation of floor area per the LUB definition. However, the dwelling is already 1.45 times the size permitted under the bylaw and so the request then becomes for an overall increase of 52.8 m^2 beyond what is permitted by the LUB.

Consultation

In accordance with Section 499 of the *Local Government Act* (LGA) and Section 8 of the Gambier Island Development Procedures Bylaw No. 50, notification of this DVP application (**Attachment 5**) was distributed to neighbouring property owners and tenants within 100 metres. No correspondence was received prior to distribution of the Notice or at the time of preparing this report, but may be received before or during the LTC meeting on May 26th, 2026. All correspondence received on or before the LTC meeting will form part of the public record and will be presented to the LTC as part of the application file materials. Correspondence may be sent to northinfo@islandstrust.bc.ca.

First Nations

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

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

Rationale for Recommendation

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

- This option would allow the owner to retain the secondary dwelling as it exists, already beyond the floor area permitted in the LUB, but not allow further expansion in the form of the requested 10m^2 addition. If the LTC denies the variance as requested, the owner may reapply to the LTC after one year.
- Because the notice as distributed provided a greater relaxation of the LUB than the staff recommendation and what would be granted by it, the LTC may approve a lesser variance to the bylaw without the need to publicly re-notify under the LGA.
- The proposed variance is requesting a further contravention of the maximum floor area for an *associated secondary dwelling* which is already larger than the maximum calculated 92 m^2 for a lot the size of the subject property;
- The application is being made prior to construction of the addition, in accordance with proper process. However, no evidence for the lawful non-conformity of the secondary dwelling in the first place has been provided.

- Staff find that there is little policy or regulatory support for increasing the floor area by the amount proposed by the variance as presented, but recommend that the existing dwelling could be formalized for the continued enjoyment of the property owner.

ALTERNATIVES

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

1. Approve the DVP as proposed

This would allow the existing dwelling at its current size of 133.8 m^2 and include the 10.9 m^2 addition, formalizing the structure at 144.8 m^2 in total. As stated above, staff find that little rationale exists in the Gambier LTC bylaws' regulations and policies to support this option aside from OCP Policy 4.23, and thus the LTC should consider basing its decision solely on what has been provided by the applicant and/or make an alternate finding from that of staff.

"That the Gambier Island Local Trust Committee approve application PLDVP20260079 as presented"

2. Request further information

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

"That the Gambier Island Local Trust Committee request that the applicant submit to the Islands Trust the following (specify information request) prior to making a decision on PLDVP20260079"

3. Deny the application

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

"That the Gambier Island Local Trust Committee deny application PL-DVP-2026-0079."

Submitted By:	Ian Cox, Planner 2	May 20, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	May 20, 2026

ATTACHMENTS

1. Proposed DVP
2. Project Narrative
3. Site Context
4. Building Plans
5. Public Notice

PROPOSED

Islands Trust	**GAMBIER ISLAND LOCAL TRUST COMMITTEE** **DEVELOPMENT VARIANCE PERMIT NO. PLDVP20260079**

TO: Dusty and Joseph Moi

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

PID: 006-577-512
LOT 3 DISTRICT LOT 3161 PLAN 20538

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

3 GENERAL REGULATIONS, Section 3.14 Associated Secondary Dwelling Floor Area, Subsection 1, clause (b) is varied by:

- Increasing the maximum permitted floor area for an *associated secondary dwelling*, from 92 square meters for a lot that is 0.49 hectares in area, to 144.8 square meters in total, to accommodate the renovation of and 10.9 square meter addition to, the existing secondary dwelling on the property.

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

AUTHORIZING RESOLUTION PASSED BY THE GAMBIER ISLAND LOCAL TRUST COMMITTEE THIS 26 DAY OF MAY, 2026.

_____ _____

Deputy Secretary, Islands Trust **Date**

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE 26 DAY OF MAY, 2028, THIS PERMIT AUTOMATICALLY LAPSES.

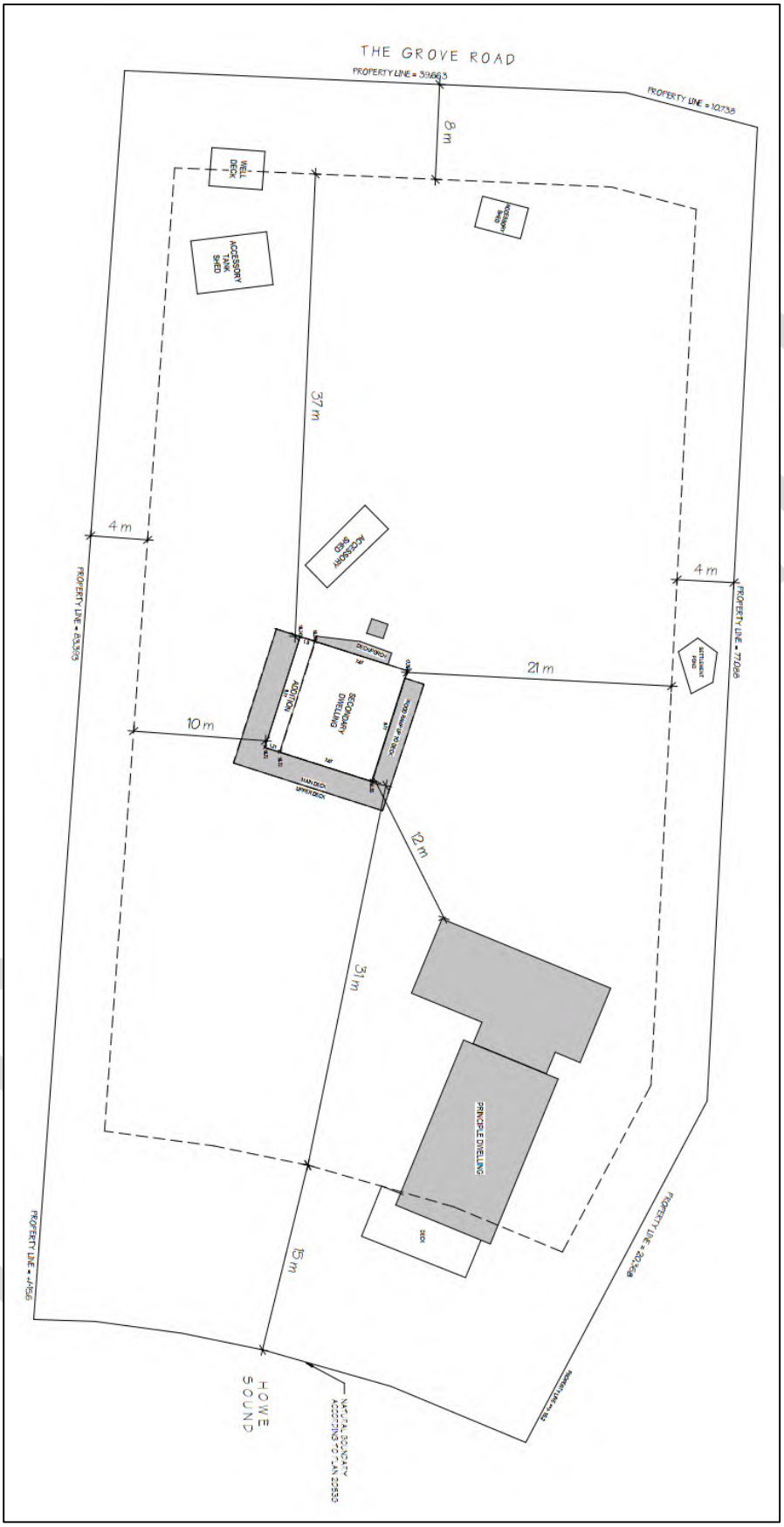
PROPOSED

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT NO. PLDVP20260079
Schedule "A" – Site Plan

PROPOSED

PROPOSED


THE GROVE ROAD
PROPERTY LINE = 39.663
PROPERTY LINE = 107.38
8 m
WELL DECK
ACCESSORY TANK SHED
ACCESSORY SHED
37 m
4 m
ACCESSORY SHED
4 m
PROPERTY LINE = 45.305
PROPERTY LINE = 77.066
SETTLEMENT TANK
21 m
10 m
ADDITION
SECONDARY DWELLING
DECK
MAIN DECK
UPPER DECK
12 m
31 m
PRINCIPLE DWELLING
DECK
15 m
PROPERTY LINE = 20.268
PROPERTY LINE = 41.156
HOWE SOUND
NATURAL BOUNDARY ACCORDING TO PLAN 22853

ATTACHEMNT 02 – Applicant Project Narrative & Rationale

The existing guest (secondary) dwelling is to be renovated mainly on the interior which includes updating the finishes and fixtures. There are currently 3 bedrooms, we are not proposing any additional bedrooms. There are currently 2 bathrooms, we are not proposing any additional bathrooms. The interior layout on both the main and top floor will be slightly reconfigured to create a better use of the space.

We are proposing an addition to the South side of the dwelling on the main floor only that's 117.1 square feet (10.9 m2). This will allow for better use of the small space.

The existing basement is an unfinished space where the foundation wall is scribed around the rock. We are not planning to increase the size of this space but simply insulate it so that we can move the mechanical equipment here to free up interior space. There will not be living space on this level.

There will be no change to the building height.

The addition is located on the south side of the secondary dwelling and does not reduce the separation distance between the secondary dwelling and the principal dwelling. Visually, the impact would be minimal, as the addition is limited to the main level and does not alter the overall roof form. The roof design will closely match the existing covered deck, such that the building's appearance would remain largely unchanged once construction is complete.

The addition would occupy a portion of the existing deck area, resulting in negligible environmental impact and no expansion into previously undisturbed land.

The use for this guest cabin is strictly for secondary use by the property owners. The proposed addition is modest in scale and is intended solely to improve the livability of the existing secondary dwelling, which is currently quite cramped. The main-floor bedroom would be enlarged to better accommodate families with children, without increasing occupancy or intensity of use.

The principal dwelling is 2,785 square feet, whereas the guest (secondary) dwelling is proposed to be 1,558.3 square feet.

ATTACHMENT 3 – SITE CONTEXT PLDVP20260079

LOCATION

Legal Description	LOT 3 DISTRICT LOT 3161 PLAN 20538
PID	006-577-512
Civic Address	832 THE GROVE ROAD, GAMBIER ISLAND
Lot Size	0.495035 ha (1.22 ac)

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential

HISTORICAL ACTIVITY

File No.	**Purpose**
PLBP20250102	Addition to principal SFD
PLBP20250482	Renovation and addition to associated second dwelling – reason for PLDVP20260079
PLDVP20250170	Variance to setback for principal SFD roofline
PLDVP20260079	Current associated second dwelling floor area variance request

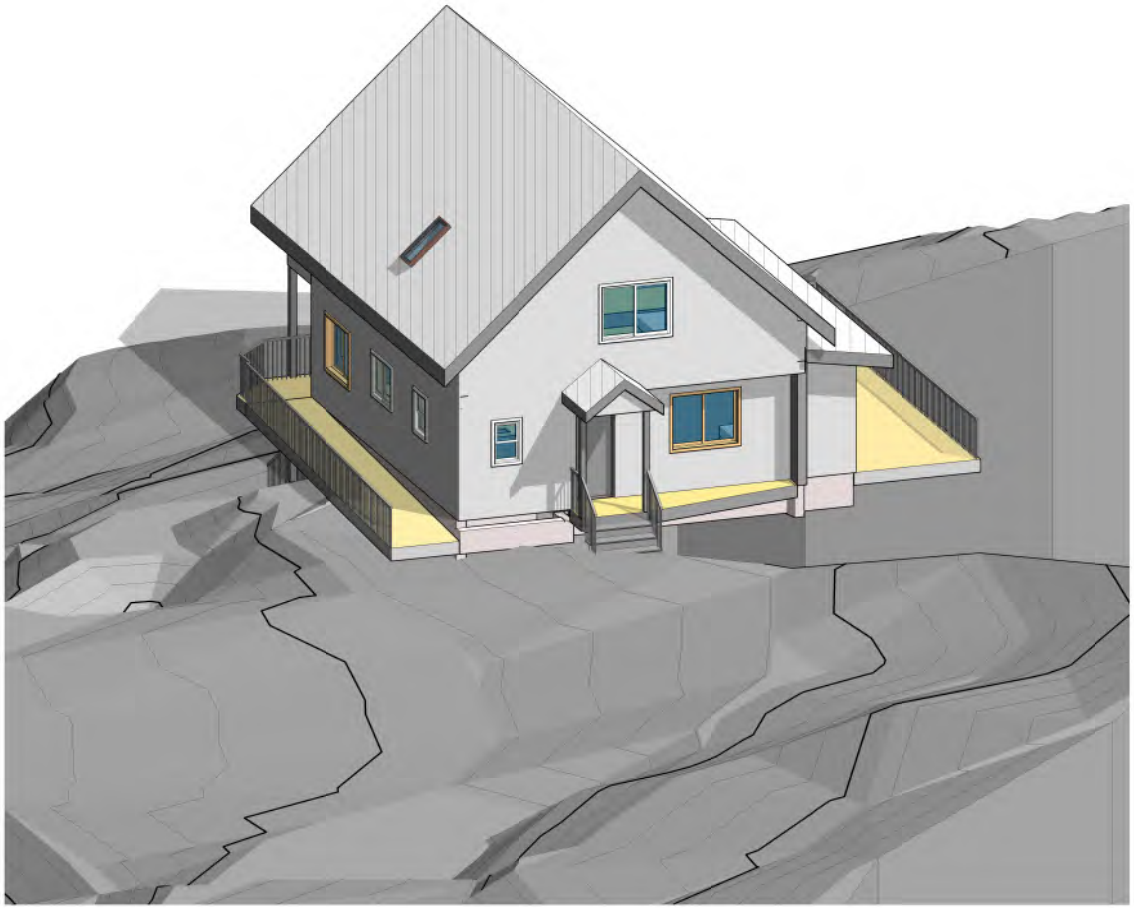
POLICY/REGULATORY

Official Community Plan Designations	Gambier Island Official Community Plan Bylaw No.73, 2001 – Settlement Residential (SR)
Land Use Bylaw	Gambier Island Land Use Bylaw No. 86, 2004 – Settlement Residential (SR)
Other Regulations	DPA 3: Riparian Areas Watersheds and Watercourses Map Exemptions: (3)(a)i. development taking place outside of the areas described below in 9.3(3)(a)(i) though 9.3(3)(a)(iv): i. For a watercourse that is not

	located in a ravine, a 30 metre strip on both sides of the watercourse measured from the high water mark; (b) interior or exterior alterations, renovations, maintenance, reconstruction or repair to a pre-existing building or structure to an extent that does not alter, extend or otherwise increase the ground floor area of the building or structure including all impermeable accessory structures such as decks and patios
Covenants	S.215 Covenant N62361 (1985) between province and SCRD
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Conservancy	There are no Conservancy covenants or properties in the direct area; therefore, no referral has been made to the Board.
Species at Risk	N/A
Sensitive Ecosystems	N/A
Hazard Areas	N/A
Archaeological Sites	Registered archaeological site within 100m of subject property. By copy of this report, the owners and applicant should be aware that there is a chance that the lot may contain previously unrecorded archaeological material that is protected under the *Heritage Conservation Act*. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No additional impacts to GHG emissions anticipated as a result of this application.
Shoreline Classification	Sediment Shoreline - Pebble/Sand
Shoreline Data in TAPIS	Fringing, patchy eel grass noted, surf smelt



PROJECT INFORMATION

IDENTIFICATION	
Civic Address:	832 The Grove Rd, Gibsons, BC, V0N 1V6
Legal Description:	LOT 3 DISTRICT LOT 3161 GP1 NWD PLAN 20538
PID:	006-577-582

CODE	
Building Code:	B.C. Building Code 2024 Part 9
Occupancy:	Group C

ZONING		
Zone:	SETTLEMENT RESIDENTIAL (SR) ZONE	
Lot Area:	54,712 ft² / 5082.9 m²	
FAR:	Main Floor (Existing) Addition (Proposed) Second Floor **Total Proposed FAR:** Basement/ Mech Rm (Existing)	738.5 ft² / 68.3 m² 1111 ft² / 103 m² 7057 ft² / 655 m² **1,558.3ft² / 144.8 m²** 1736 ft² / 161.7 m²
Allowable Site Coverage:	25% = 13,720 ft² / 4,259 m²	
Proposed Site Coverage:	7.7% = 4,267.45 ft² / 396.46 m²	
Allowable Building Height:	32.8ft / 10 m	
Proposed / Existing Building Height:	27'-6" ft / 8.39 m	

LIMITING DISTANCE CALCULATIONS

Outside of 10-min. response time		
North	Building Face: Limiting distance: LPD : Allowable LPD:	366 ft² / 34 m² 25'-6" / 7.75 m 12% / 47 ft² / 4.36 m² 28%
East	Building Face: Limiting distance: LPD : Allowable LPD:	460 ft² / 42.73 m² 155' / 14.4 m 36% / 170 ft² / 15.79 m² 100%
South	Building Face: Limiting distance: LPD : Allowable LPD:	366 ft² / 34 m² 49' / 4.55 m 6% / 25 ft² / 2.32 m² 12%
West	Building Face: Limiting distance: LPD : Allowable LPD:	431 ft² / 40 m² 145' / 13.4 m 16% / 72 ft² / 6.6 m² 69%

All measurements regarding lot plan are rough measurements and not based on a professional survey. All setbacks and lot coverage details to be confirmed by legal survey. All setbacks are at least the distances posted and no less.

All dimensions shown are to framing. Overhang measurements listed are to finished face of building.

PROJECT LOCATION

SHEET LIST

SHEET #	SHEET NAME
A0.01	Cover Page
A0.02	General Notes & Legends
A0.04	Legal Survey
A0.05	Site Plan - Proposed
A1.02	Foundation Plan & Perspective - Proposed
A1.03	First Floor Plan- Existing & Proposed
A1.04	Second Floor Plan- Existing & Proposed
A1.07	Roof Plan - Existing & Proposed
A2.00	Existing & Proposed Elevations - North & East
A2.01	Existing & Proposed Elevations - South & West
A3.04	Building Sections

PROJECT TEAM

OWNER(S)
DUSTY MOI
604-397-3099
DUSTY.MOI@GMAIL.COM

DESIGNER
KAYLA HILDEBRAND
604-389-8796
DESIGN@BLUEWATERCONCEPTS.CA
BLUE WATER CONCEPTS
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V8B 1B6

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LIAM@BLUEWATERCONCEPTS.CA
BLUE WATER CONCEPTS
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V8B 1B6

STRUCTURAL ENGINEER
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604-728-5667
DAVE@ENIX.CA
ENIX CONSULTING INC.
12410 254 ST, MAPLE RIDGE,
BC V4R 1W2

BLUE WATER CONCEPTS LTD.
DESIGN | BUILD | RENOVATE

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
A	ISSUE FOR PERMIT	2025-10-27

CLIENT(S):
DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:
UPPER HOUSE RENOVATION

ADDRESS:
832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

SHEET TITLE:
Cover Page

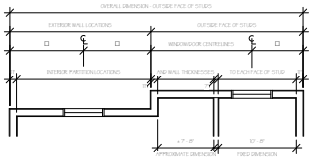
PROJECT NUMBER: DC-25-863
DATE: 2025-11-10
DRAWN BY: K. HILDEBRAND

A0.01

SCALE: 1/8" = 1'-0"

DRAWING

DIMENSION



DRAWING

BEAM TAG

DOOR TAG

WINDOW TAG

ROOM TAG

WALL TAG

WALL ASSEMBLY TAG

STAIR TAG

REVISION TAG

PROPERTY LINE TAG

KEYNOTE TAG

STOREY ELEVATION

NORTH ARROW

EXTERIOR ELEVATION TAG

INTERIOR ELEVATION TAG

SECTION TAG

ALIGN FINISHED SURFACES

ABBREVIATION

A/C	AIR CONDITIONER
ACT	ACOUSTIC CEILING TILE
AFF	ABOVE FINISHED FLOOR
AFG	ABOVE FINISHED GRADE
ALUM	ALUMINUM
BCBC	BRITISH COLUMBIA BUILDING CODE
BF	BARRIER FREE
BOT	BOTTOM
BP	BUILDING PERMIT
CC	CENTRE TO CENTRE
CL	CENTRELINE
CLEAR	CLEARANCE
CMU	CONCRETE MASONRY UNIT
CO	CARBON MONOXIDE DETECTOR
CONT	CONTINUOUS
CONC	CONCRETE
DEMO	DEMOLISH/DEMOLITION
DIA	DIAMETER
DIM	DIMENSION
DN	DOWN
EA	EACH
EQ	EQUAL
EXT	EXTERIOR
FIN	FINISH
GALV	GALVANIZED
GWB	GYPSUM WALL BOARD
GYP	GYPSUM
HVAC	HEATING, VENTILATION, AIR CONDITIONING
HW	HOT WATER
HWT	HOT WATER TANK
IAW	IN ACCORDANCE WITH
INT	INTERIOR
LG	LONG
LSL	LAMINATED STRAND LUMBER
LVL	LAMINATED VENEER LUMBER
MAX	MAXIMUM
MDF	MEDIUM DENSITY FIBREBOARD
MIN	MINIMUM
NIC	NOT IN CONTRACT
NO	NUMBER
NTS	NOT TO SCALE
OC	ON CENTRE
OSB	ORIENTED STRAND BOARD
PL	PROPERTY LINE
PLY	PLYWOOD
PT	PRESSURE TREATED
PVC	POLYVINYL CHLORIDE
QTY	QUANTITY
RC	REINFORCED CONCRETE
RCP	REFLECTED CEILING PLAN
REBAR	REINFORCING BAR
REQD	REQUIRED
REINF	REINFORCED
RM	ROOM
SAN	SANITARY
SD	SMOKE DETECTOR
SH	SILL HEIGHT
SPEC	SPECIFICATION
SPF	SPRUCE PINE FIR
SS	STAINLESS STEEL
T&G	TONGUE AND GROOVE
T/O	TOP OF
TYP	TYPICAL
UND	UNLESS NOTED OTHERWISE
U/S	UNDERSIDE
WIC	WALK IN CLOSET

WALL TYPE LEGEND

PATTERN	DESCRIPTIO
	DEMOLITION
	NEW WALL - OPENING IN WALL FOR NEW WINDOW/DOOR
	NEW WALL
	NEW FRAMING FROM FRAMING WINDOW/DOOR
	SHEAR WALL

ELECTRICAL LEGEND

SYMBOL	DESCRIPTION
	Duplex receptacle
	GFI receptacle
USB	USB receptacle
240V	240V receptacle
Weatherproof	Weatherproof receptacle
	Floor receptacle
	Data receptacle
	Ethernet receptacle
	Wireless access point
	Phone receptacle
	Ceiling projector
	Electric baseboard heater
Switch	Mini split
	Electrical panel
	Electrical subpanel

ALL RECEPTACLES TO BE 12" A.F.F. (ABOVE FINISHED FLOOR) UNLESS OTHERWISE SPECIFIED

ALL SMOKE DETECTORS TO BE INSTALLED IN ROOF. SAFETY SQUARE. A SAMPLE BARRIER BODY INSTALLED. EXISTING HEAT DETECTORS AND SMOKE DETECTORS TO BE BCBC 2018 COMPLIANT

RCP LEGEND

SYMBOL	DESCRIPTION
	Recessed fixture
	Directional recessed fixture
	Spot light fixture
	Mini pendant fixture
	Pendant fixture
	Surface mount fixture
	Vanity fixture
	Sconce fixture
	Under cabinet light strip
	Ceiling fan
$	Single gang switch
$	Double gang switch
$	Triple gang switch
$	Dimmer switch
$	Motion detector switch
	Bath fan
	Smoke detector
	Carbon monoxide detector

Schedule - Window

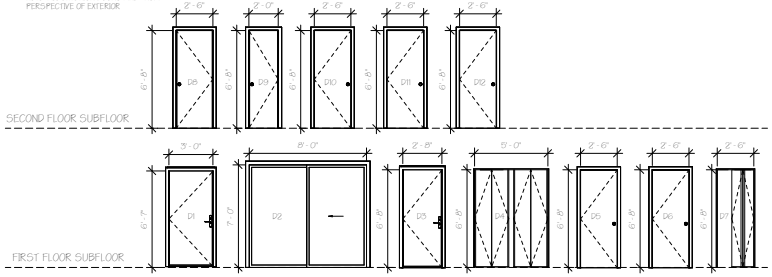
WINDOW #	WINDOW LOCATION	SIZE WIDTH	SIZE HEIGHT	SILL HEIGHT	ROUGH SIZE WIDTH	ROUGH SIZE HEIGHT	OPERATION	COMMENTS
1	BEDROOM 1	58 3/4"	46 3/4"	35 1/2"	59 1/4"	47 1/4"	HORIZONTAL SLIDER	EXISTING
2	BATHROOM 1	22 1/2"	35"	46 1/4"	23"	35 1/2"	VERTICAL SLIDER	EXISTING
3	BATHROOM 1	28 3/4"	34 1/2"	46 7/8"	29 1/4"	35"	VERTICAL SLIDER	EXISTING
4	KITCHEN	47"	34 3/4"	48"	47 1/2"	35 1/4"	HORIZONTAL SLIDER	EXISTING
5	DINING RM	58 3/4"	46 3/4"	35 1/2"	59 1/4"	47 1/4"	HORIZONTAL SLIDER	EXISTING
6	DINING RM	84"	48"	36"	84 1/2"	48 1/2"	FIXED	NEW
7	LIVING RM	84"	48"	36"	84 1/2"	48 1/2"	FIXED	NEW
8	LIVING RM	30"	48"	36"	31"	49"	CASEMENT	NEW
9	LIVING RM	30"	48"	36"	31"	49"	CASEMENT	NEW
10	BEDROOM 2	59"	46"	35 1/2"	59 1/2"	46 1/2"	HORIZONTAL SLIDER	EXISTING
11	BATHROOM 2	22"	45 5/8"		22 1/2"	46 1/8"	FIXED SKYLIGHT	EXISTING
12	PRIMARY BEDROOM	35"	46 1/2"	35 3/4"	35 1/2"	47"	VERTICAL SLIDER	EXISTING
13	PRIMARY BEDROOM	35"	46 1/2"	35 3/4"	35 1/2"	47"	VERTICAL SLIDER	EXISTING

Schedule - Door

****ALL R.O.'s MUST BE REVIEWED AND CONFIRMED WITH PM PRIOR TO FRAMING OPENINGS****

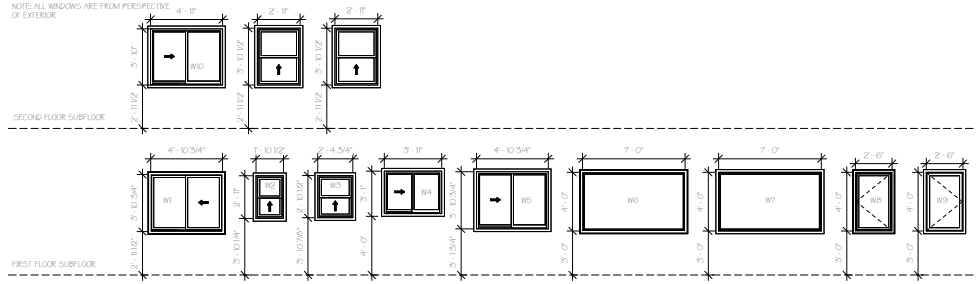
DOOR #	SIZE WIDTH	SIZE HEIGHT	ROUGH SIZE ROUGH WIDTH	ROUGH SIZE ROUGH HEIGHT	COMMENTS
	36"	78"	38 1/2"	81 1/2"	EXISTING SIZE - NEW DOOR
2	96"	84"	98 1/2"	87 1/2"	NEW
3	32"	80"	34 1/2"	83 1/2"	EXISTING SIZE - NEW DOOR
4	60"	80"	61 1/2"	80 5/4"	EXISTING OPENING- NEW DOOR
5	30"	80"	32 1/2"	82"	NEW
6	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
7	30"	80"	32 1/2"	82"	EXISTING OPENING- NEW DOOR
8	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
9	24"	80"	26 1/2"	82"	NEW
10	30"	80"	32 1/2"	82"	NEW
11	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
12	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
13	36"	78"	38 1/2"	81 1/2"	

NOTE: ALL EXTERIOR DOORS ARE FROM PERSPECTIVE OF EXTERIOR



BWC - Legend - Door Schedule
1/4" = 1'-0"

NOTE: ALL WINDOWS ARE FROM PERSPECTIVE OF EXTERIOR



BWC - Legend - Window Schedule
1/4" = 1'-0"

WALL ASSEMBLIES

W1
FOUNDATION WALL, TYP. (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 8"
DESCRIPTION: 8" POURED REINFORCED CONCRETE FOUNDATION WALL

W2 -
EXTERIOR WALL, 2X6 (REFER TO STRUCTURAL FOR SHEAR WALLS)

WIDTH: 7 - 5/16"
DESCRIPTION: SYP HORIZONTAL - LAP SIDING - (TONGUE AND GROOVE EXISTING)
1/2" STRAPPING
HOUSE WRAP
1/2" PLYWOOD SHEATHING
5 - 1/2" STUDS @ 16" O.C.
BATT INSULATION
POLY VAPOUR BARRIER
1/2" GYPSUM BOARD

W3
INTERIOR WALL, 2X4 (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 4-1/2"
DESCRIPTION: 1/2" GYPSUM BOARD
2X4 STUDS @ 24" O.C.
1/2" GYPSUM BOARD

W4
INTERIOR WALL, 2X6 (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 6-1/2"
DESCRIPTION: 1/2" GYPSUM BOARD
2X6 STUDS @ 24" O.C.
1/2" GYPSUM BOARD

ROOF ASSEMBLIES

R1 -
GABLE ROOF OVER LIVING SPACE (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 13-5/8"
DESCRIPTION: METAL STANDING SEAM
5/8" PLYWOOD SHEATHING
2X4 STRAPPING
ENGINEERED TRUSSED SPACED AT 24" O.C.
VENTED SOFFIT

R2 -
SHED ROOF BREEZEWAY & ENTRANCE (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 10-5/8"
DESCRIPTION: METAL STANDING SEAM
5/8" PLYWOOD SHEATHING
2X4" STRAPPING
2X8" RAFTERS SPACED AT 24" O.C.
VENTED SOFFIT

FLOOR & DECK ASSEMBLIES

F1
FLOOR PACKAGE (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 10.75"
DESCRIPTION: 1/2" FINISHED FLOOR
3/4" SUBFLOOR
2"X12" FLOOR JOIST 16" O.C
1/2" GYPSUM BOARD

F2
DECK PACKAGE (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 12"
DESCRIPTION: 2X6" PRESSURE TREATED DECKING
2X10 PRESSURE TREATED JOISTS SPACED AT 16" O.C

BLUE WATER CONCEPTS LTD.
DESIGN | BUILD | RENOVATE

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025-10-27

CLIENT(S):
DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:
UPPER HOUSE RENOVATION

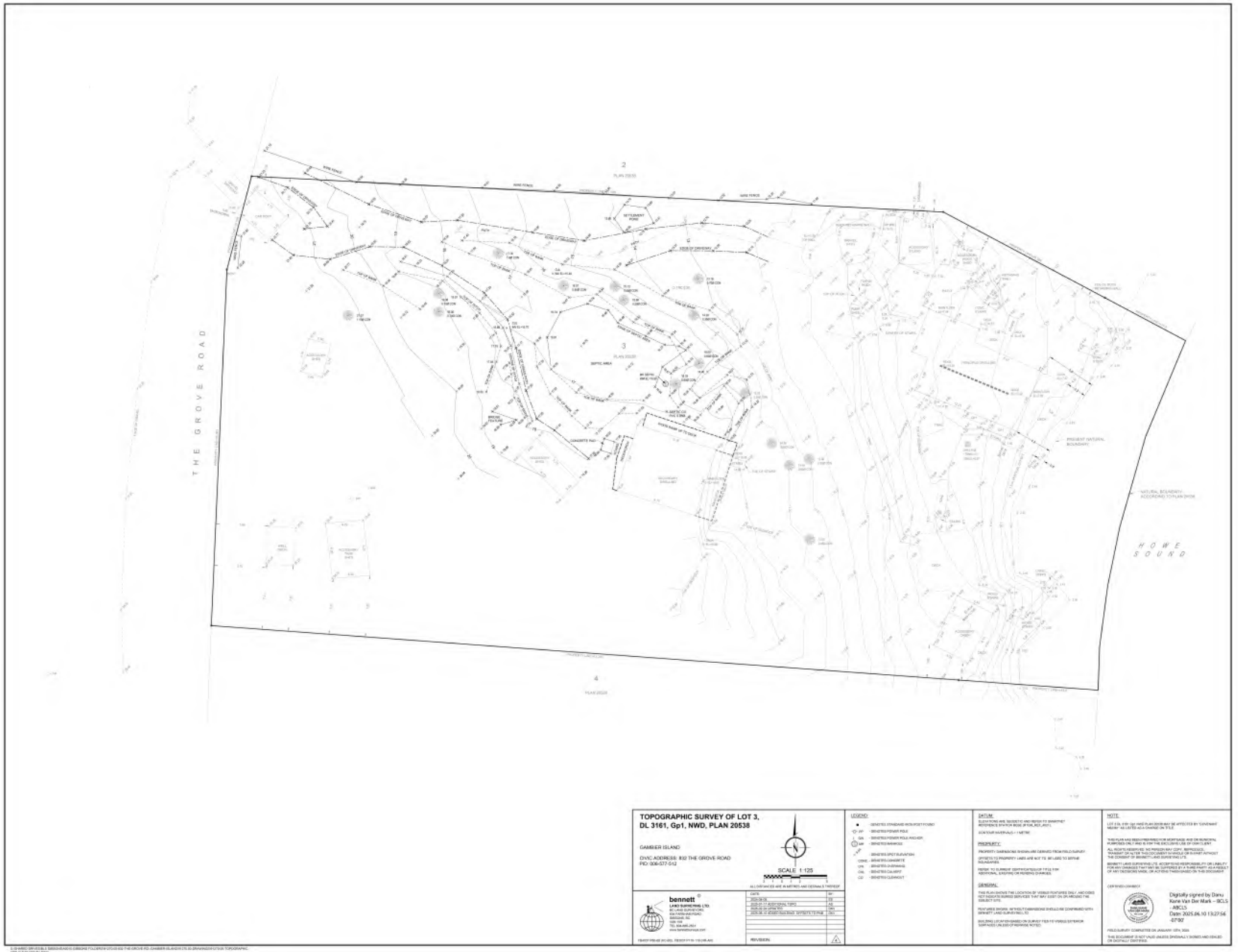
ADDRESS:
832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

SHEET TITLE:
General Notes & Legends

PROJECT NUMBER: DC-25-803
DATE: 2025-11-10
DRAWN BY: K. HILDEBRAND

A0.02

SCALE: As indicated



1 Site - Existing
1/16" = 1'-0"

BLUE WATER CONCEPTS LTD.
DESIGN | BUILD | RENOVATE

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025-10-27

CLIENT(S):

DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:

UPPER HOUSE RENOVATION

ADDRESS:

832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

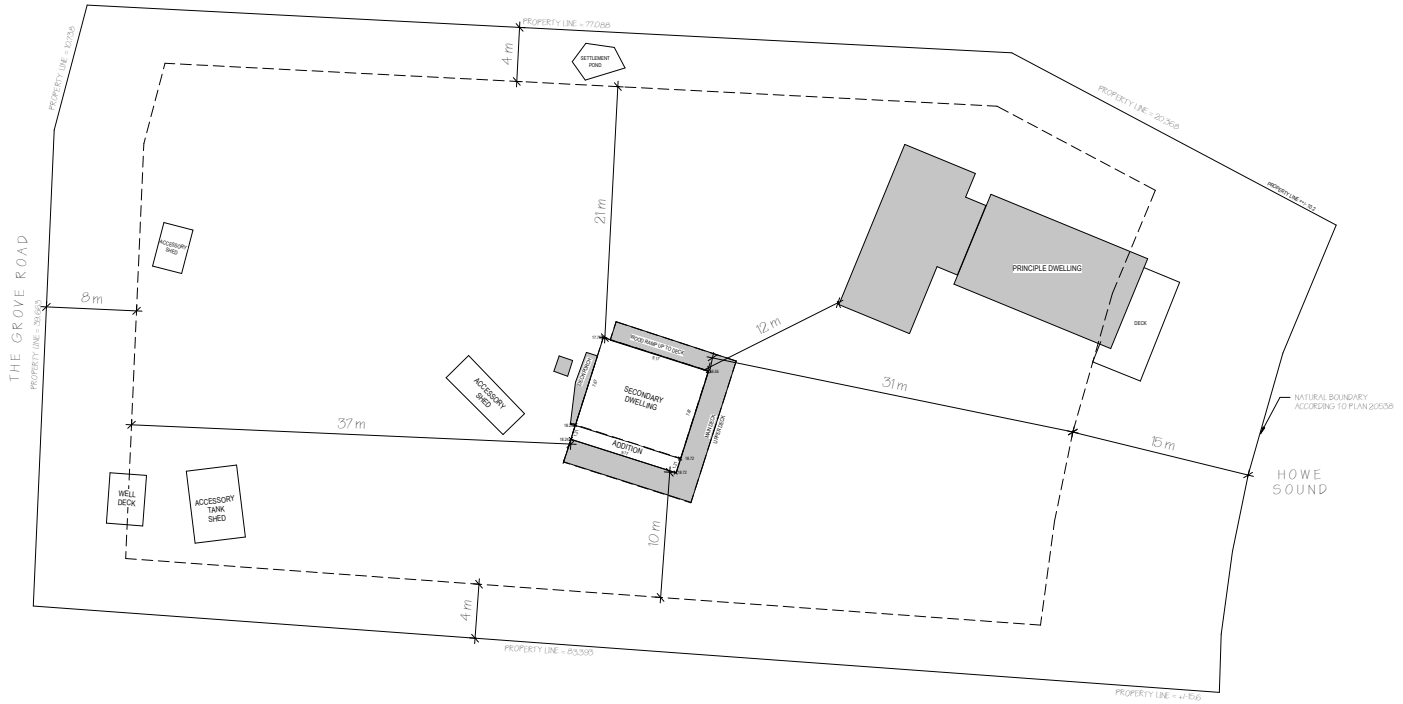
SHEET TITLE:

Legal Survey

PROJECT NUMBER: DC-25-863
DATE: 2025-11-10
DRAWN BY: K. HILDEBRAND

A0.04

SCALE: 1/16" = 1'-0"



1 Site - Proposed
1/16" = 1'-0"

DESIGN | BUILD | RENOVATE
BLUE WATER CONCEPTS LTD.

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025-10-27

CLIENT(S):
DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:
UPPER HOUSE RENOVATION

ADDRESS:
832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

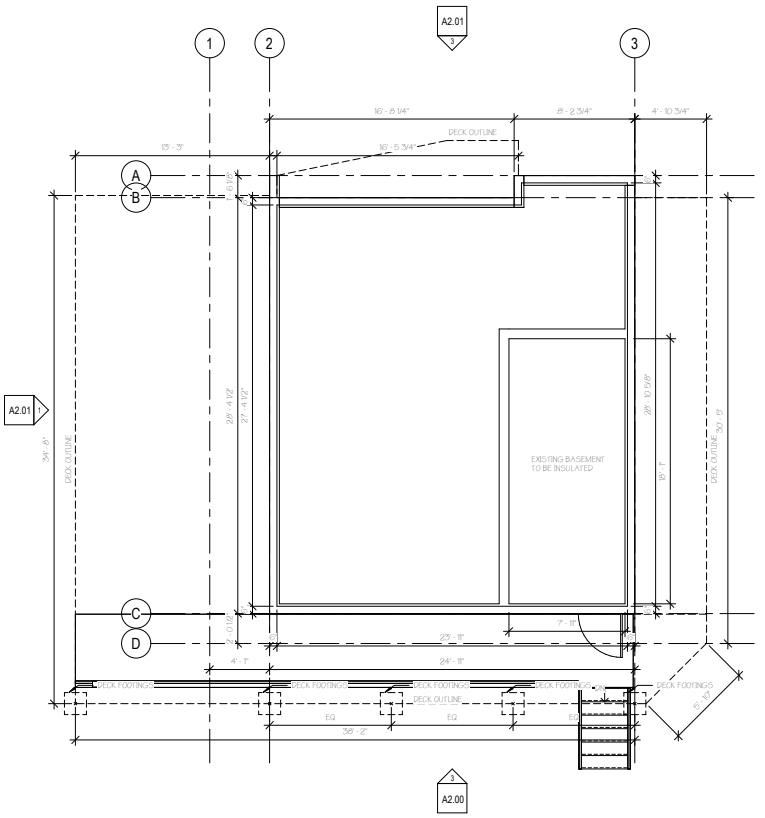
SHEET TITLE:
Site Plan - Proposed

PROJECT NUMBER: DC 25-863
DATE: 2025-11-10
DRAWN BY: K. HILDEBRAND

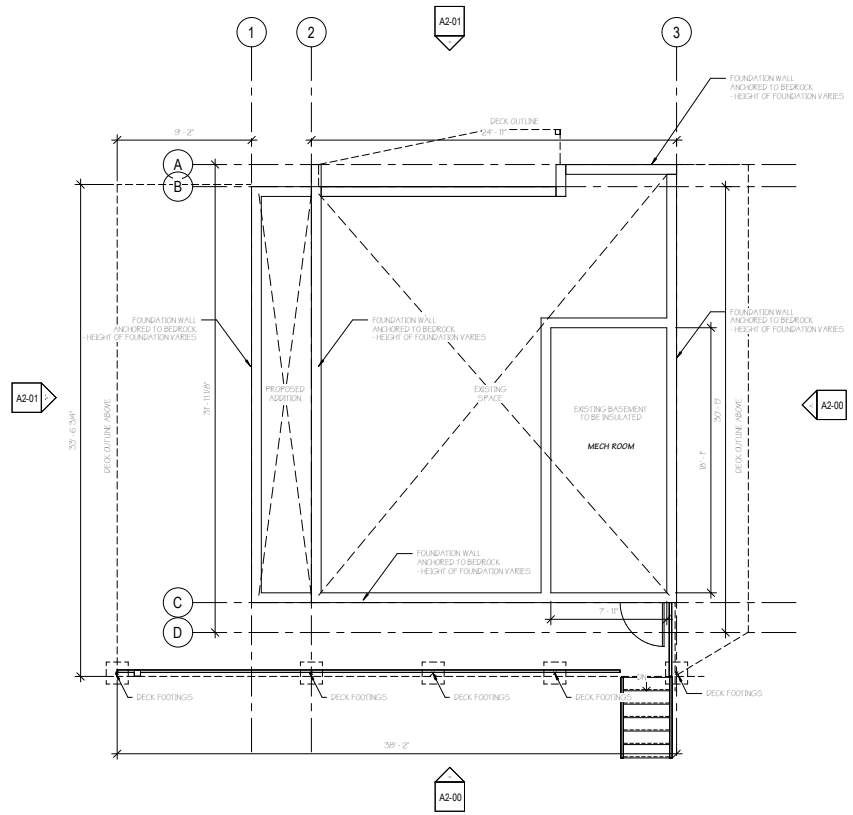
A0.05

SCALE: 1/16" = 1'-0"

NORTH ARROW



2 Foundation - Existing
1/4" = 1'-0"



1 Foundation - New Construction
1/4" = 1'-0"

BLUE WATER DESIGN | BUILD | RENOVATE CONCEPTS LTD.

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025-12-17

CLIENT(S):

DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:

UPPER HOUSE RENOVATION

ADDRESS:

832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

SHEET TITLE:

Foundation Plan & Perspective - Proposed

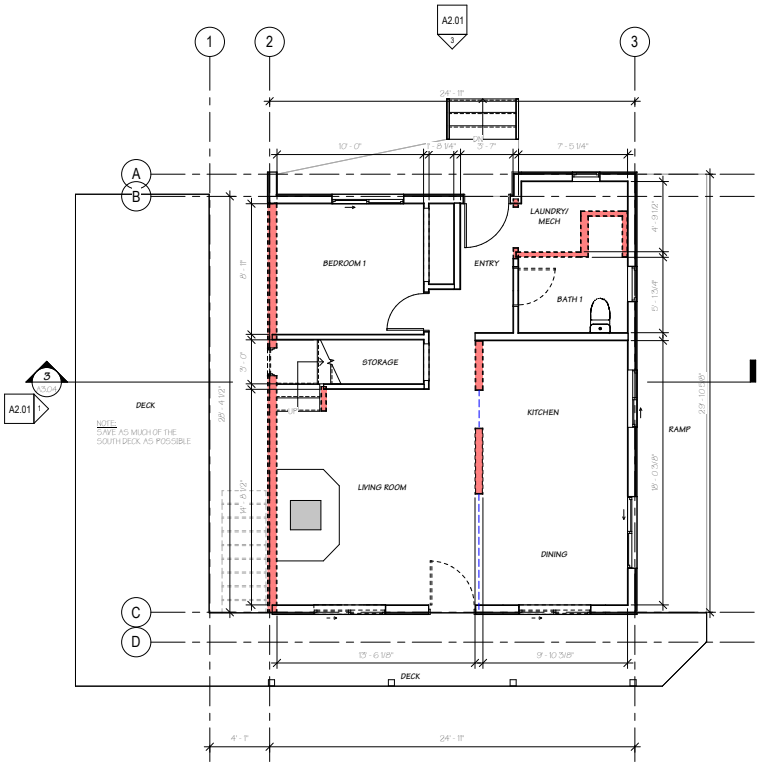
PROJECT NUMBER: DC 25-803
DATE: 2025-11-10
DRAWN BY: K. HILDEBRAND

A1.02

SCALE: 1/4" = 1'-0"

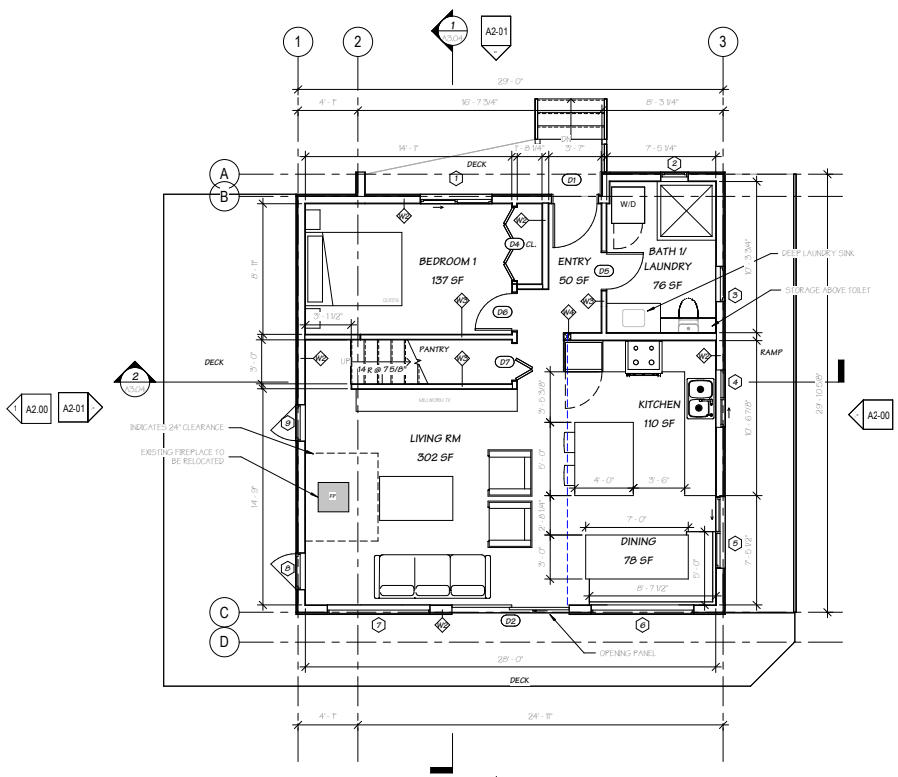
NORTH ARROW

ITEMS TO BE DEMOLISHED



1 First Floor Plan- Existing
1/4" = 1'-0"

PROPOSED GROUND FLOOR AREA: 832.8 SQ.FT



2 First Floor Plan- Proposed
1/4" = 1'-0"

Schedule - Door

****ALL R.O.'s MUST BE REVIEWED AND CONFIRMED WITH PM PRIOR TO FRAMING OPENINGS****

DOOR #	SIZE WIDTH	SIZE HEIGHT	ROUGH SIZE ROUGH WIDTH	ROUGH SIZE ROUGH HEIGHT	COMMENTS
1	36"	78"	38 1/2"	81 1/2"	EXISTING SIZE- NEW DOOR
2	96"	84"	98 1/2"	87 1/2"	NEW
3	72"	80"	74 1/2"	83 1/2"	EXISTING SIZE- NEW DOOR
4	60"	80"	61 1/2"	80 3/4"	EXISTING OPENING- NEW DOOR
5	30"	80"	32 1/2"	82"	NEW
6	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
7	30"	80"	32 1/2"	82"	EXISTING OPENING- NEW DOOR
8	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
9	24"	80"	26 1/2"	82"	NEW
10	30"	80"	32 1/2"	82"	NEW
11	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
12	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
16	36"	78"	38 1/2"	81 1/2"	

Schedule - Window

WINDOW #	WINDOW LOCATION	SIZE WIDTH	SIZE HEIGHT	SILL HEIGHT	ROUGH SIZE ROUGH WIDTH	ROUGH SIZE ROUGH HEIGHT	OPERATION	COMMENTS
1	BEDROOM 1	58 3/4"	46 3/4"	35 1/2"	59 1/4"	47 1/4"	HORIZONTAL SLIDER	EXISTING
2	BATHROOM 1	22 1/2"	35"	46 1/4"	23"	35 1/2"	VERTICAL SLIDER	EXISTING
3	BATHROOM 1	28 3/4"	34 1/2"	46 7/8"	29 1/4"	35"	VERTICAL SLIDER	EXISTING
4	KITCHEN	47"	34 3/4"	48"	47 1/2"	35 1/4"	HORIZONTAL SLIDER	EXISTING
5	DINING RM	58 3/4"	46 3/4"	35 1/2"	59 1/4"	47 1/4"	HORIZONTAL SLIDER	EXISTING
6	DINING RM	84"	48"	36"	84 1/2"	48 1/2"	FIXED	NEW
7	LIVING RM	84"	48"	36"	84 1/2"	48 1/2"	FIXED	NEW
8	LIVING RM	30"	48"	36"	31"	49"	CASEMENT	NEW
9	LIVING RM	30"	48"	36"	31"	49"	CASEMENT	NEW
10	BEDROOM 2	59"	46"	35 1/2"	59 1/2"	46 1/2"	HORIZONTAL SLIDER	EXISTING
11	BATHROOM 2	22"	45 5/8"		22 1/2"	46 1/8"	FIXED SKYLIGHT	EXISTING
12	PRIMARY BEDROOM	35"	46 1/2"	35 3/4"	35 1/2"	47"	VERTICAL SLIDER	EXISTING
13	PRIMARY BEDROOM	35"	46 1/2"	35 3/4"	35 1/2"	47"	VERTICAL SLIDER	EXISTING

DESIGN | BUILD | RENOVATE
BLUE WATER CONCEPTS LTD.

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025-10-27

CLIENT(S):
DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:
UPPER HOUSE RENOVATION

ADDRESS:
832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

SHEET TITLE:
First Floor Plan- Existing & Proposed

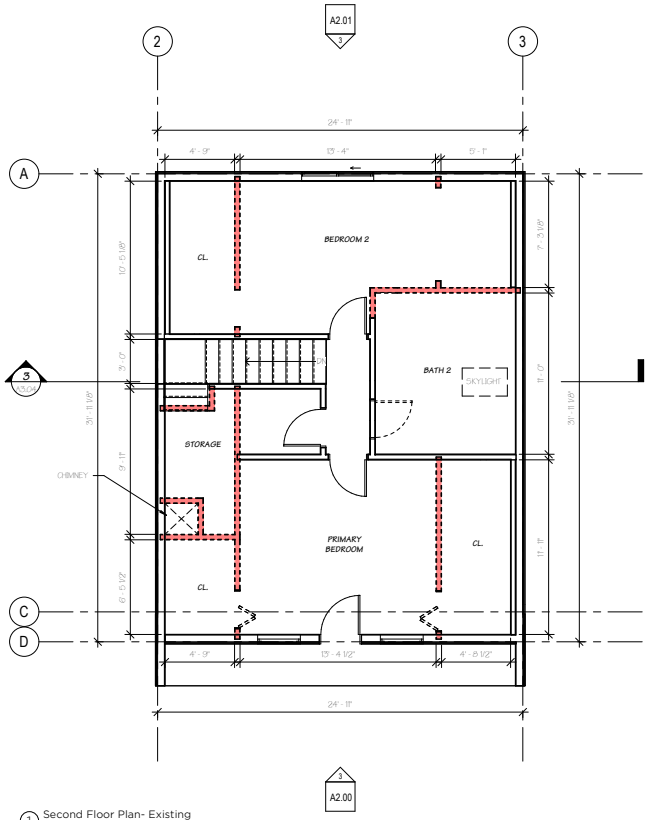
PROJECT NUMBER: DC-25-863
DATE: 2025-11-10
DRAWN BY: K. HILDEBRAND

A1.03

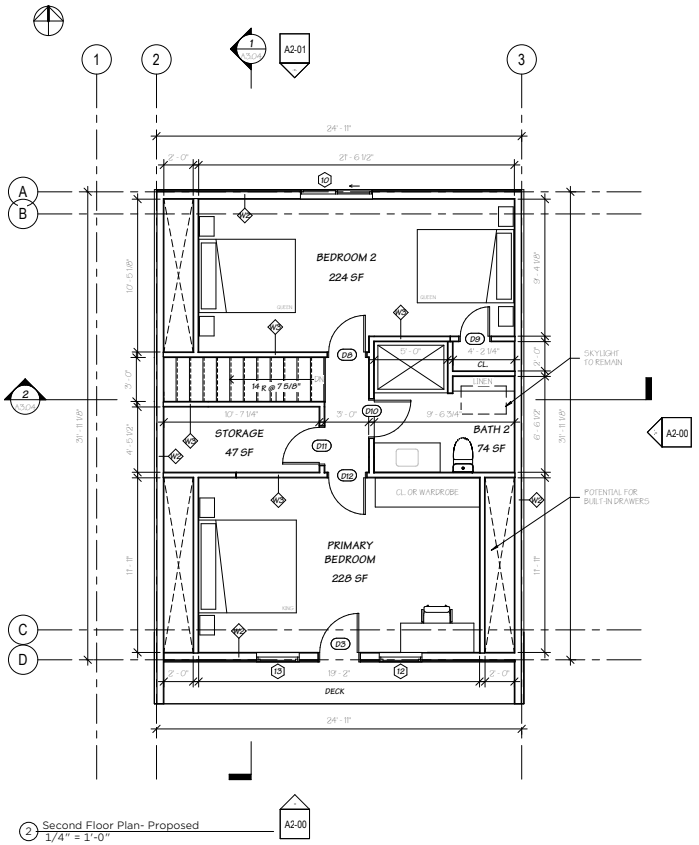
SCALE: 1/4" = 1'-0"

NORTH ARROW

ITEMS TO BE DEMOLISHED



1 Second Floor Plan- Existing
1/4" = 1'-0"



2 Second Floor Plan- Proposed
1/4" = 1'-0"

Schedule - Door

****ALL R.O.'s MUST BE REVIEWED AND CONFIRMED WITH PM PRIOR TO FRAMING OPENINGS****

DOOR #	SIZE WIDTH	SIZE HEIGHT	ROUGH SIZE ROUGH WIDTH	ROUGH SIZE ROUGH HEIGHT	COMMENTS
1	36"	78"	38 1/2"	81 1/2"	EXISTING SIZE- NEW DOOR
2	96"	84"	98 1/2"	87 1/2"	NEW
3	32"	80"	34 1/2"	83 1/2"	EXISTING SIZE- NEW DOOR
4	60"	80"	61 1/2"	80 3/4"	EXISTING OPENING- NEW DOOR
5	30"	80"	32 1/2"	82"	NEW
6	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
7	30"	80"	32 1/2"	82"	EXISTING OPENING- NEW DOOR
8	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
9	24"	80"	26 1/2"	82"	NEW
10	30"	80"	32 1/2"	82"	NEW
11	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
12	30"	80"	32 1/2"	82"	EXISTING SIZE- NEW DOOR
13	36"	78"	38 1/2"	81 1/2"	

Schedule - Window

WINDOW #	WINDOW LOCATION	SIZE WIDTH	SIZE HEIGHT	SILL HEIGHT	ROUGH SIZE ROUGH WIDTH	ROUGH SIZE ROUGH HEIGHT	OPERATION	COMMENTS
1	BEDROOM 1	58 3/4"	46 3/4"	35 1/2"	59 1/4"	47 1/4"	HORIZONTAL SLIDER	EXISTING
2	BATHROOM 1	22 1/2"	36"	46 1/4"	23"	36 1/2"	VERTICAL SLIDER	EXISTING
3	BATHROOM 1	28 3/4"	34 1/2"	46 7/8"	29 1/4"	35"	VERTICAL SLIDER	EXISTING
4	KITCHEN	47"	34 3/4"	48"	47 1/2"	35 1/4"	HORIZONTAL SLIDER	EXISTING
5	DINING RM	58 3/4"	46 3/4"	35 1/2"	59 1/4"	47 1/4"	HORIZONTAL SLIDER	EXISTING
6	DINING RM	84"	48"	36"	84 1/2"	48 1/2"	FIXED	NEW
7	LIVING RM	84"	48"	36"	84 1/2"	48 1/2"	FIXED	NEW
8	LIVING RM	30"	48"	36"	31"	49"	CASEMENT	NEW
9	LIVING RM	30"	48"	36"	31"	49"	CASEMENT	NEW
10	BEDROOM 2	59"	46"	35 1/2"	59 1/2"	46 1/2"	HORIZONTAL SLIDER	EXISTING
11	BATHROOM 2	22"	45 5/8"		22 1/2"	46 1/8"	FIXED- SKYLIGHT	EXISTING
12	PRIMARY BEDROOM	30"	46 1/2"	35 3/4"	35 1/2"	47"	VERTICAL SLIDER	EXISTING
13	PRIMARY BEDROOM	35"	46 1/2"	35 3/4"	35 1/2"	47"	VERTICAL SLIDER	EXISTING

DESIGN | BUILD | RENOVATE
BLUE WATER CONCEPTS LTD.

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025-10-17

CLIENT(S):
DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:
UPPER HOUSE RENOVATION

ADDRESS:
832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

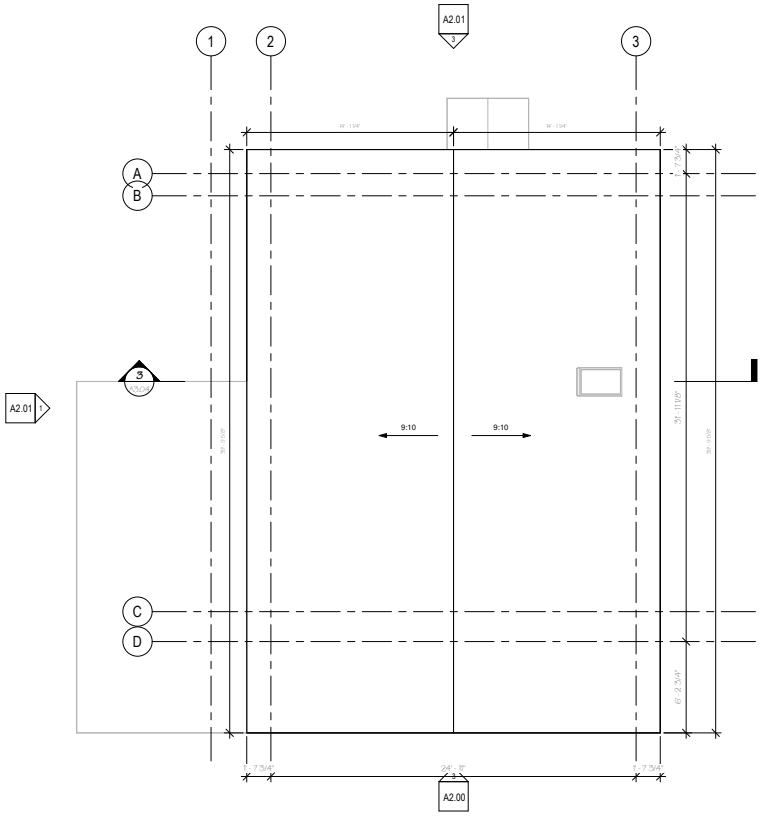
SHEET TITLE:
Second Floor Plan- Existing & Proposed

PROJECT NUMBER: DC-25-863
DATE: 2025-11-10
DRAWN BY: K. HILDEBRAND

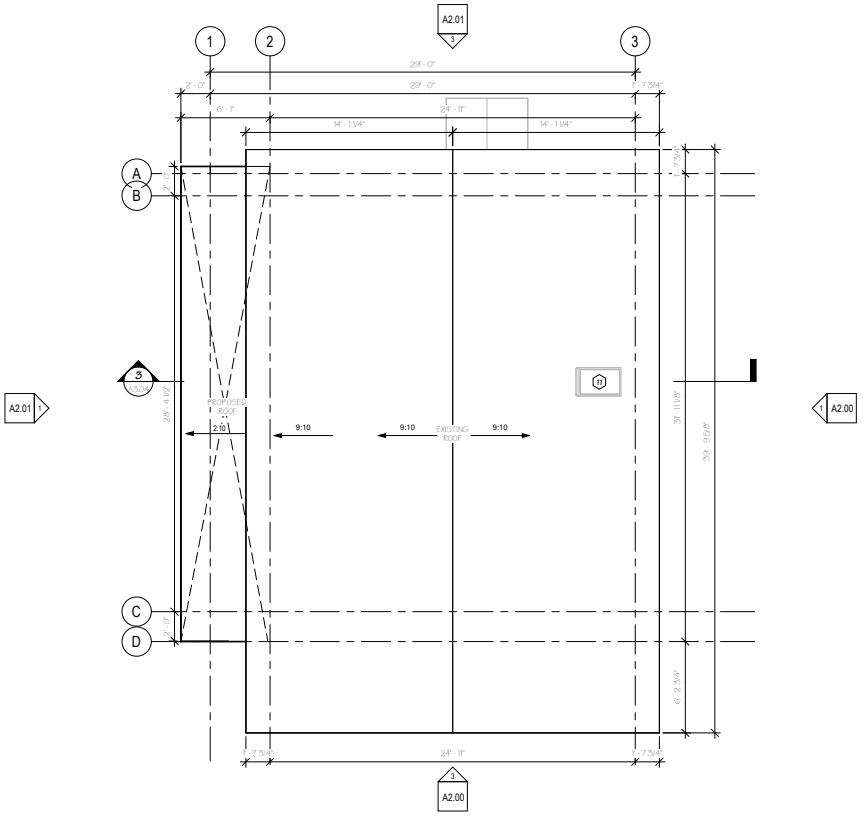
A1.04

SCALE: 1/4" = 1'-0"

NORTH ARROW



1 Roof - Existing
1/4" = 1'-0"



2 Roof - Proposed
1/4" = 1'-0"

BLUE WATER CONCEPTS LTD.
DESIGN | BUILD | RENOVATE

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025-10-27

CLIENT(S):

DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:

UPPER HOUSE RENOVATION

ADDRESS:

832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

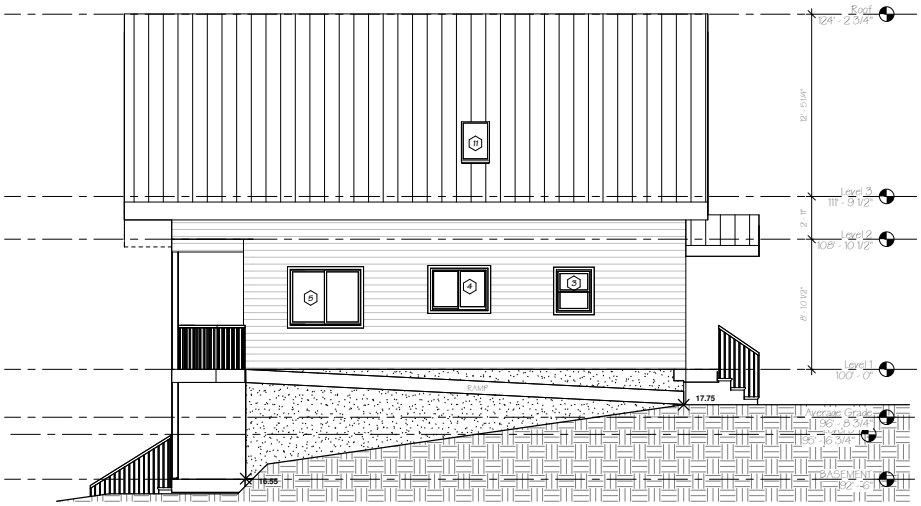
SHEET TITLE:

Roof Plan - Existing & Proposed

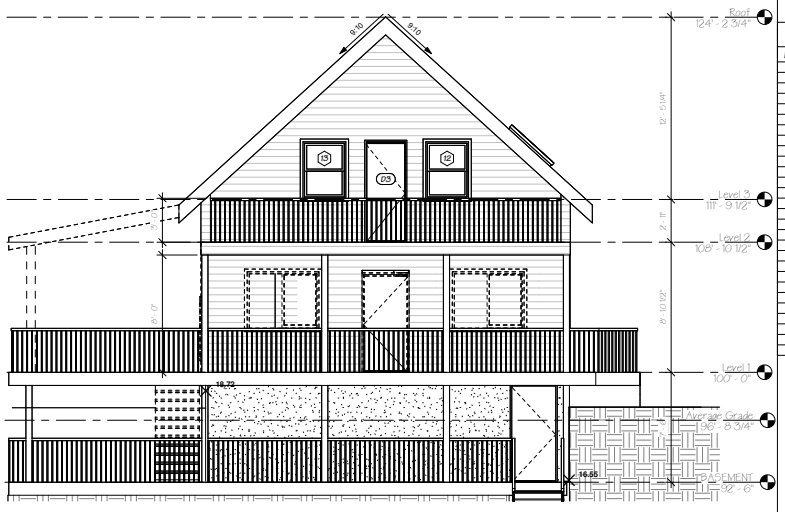
PROJECT NUMBER: DC-25-803
DATE: 2025-11-10
DRAWN BY: K. HILDEBRAND

A1.07

SCALE: 1/4" = 1'-0"

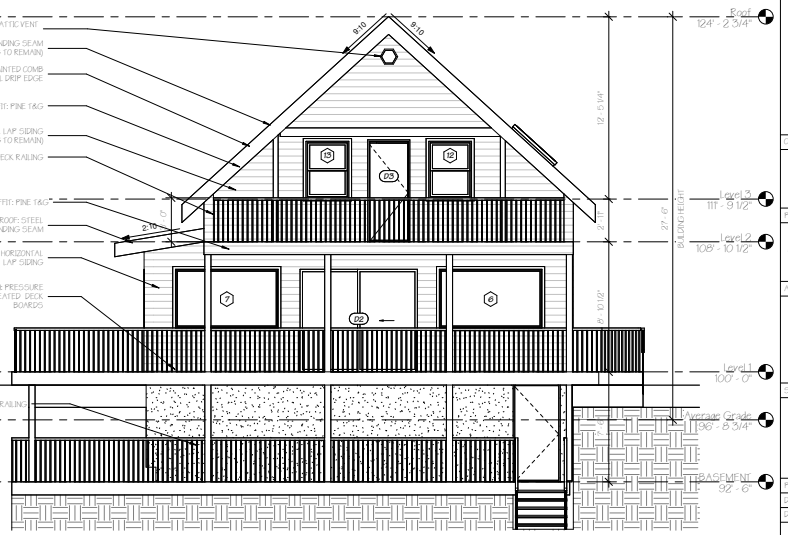


1 North - Existing Elevation
1/4" = 1'-0"



3 East - Existing Elevation
1/4" = 1'-0"

2 North - Proposed Elevation
1/4" = 1'-0"



4 East - Proposed Elevation
1/4" = 1'-0"

BLUE WATER CONCEPTS LTD.
DESIGN | BUILD | RENOVATE

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025-10-27

CLIENT(S):
DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:
UPPER HOUSE RENOVATION

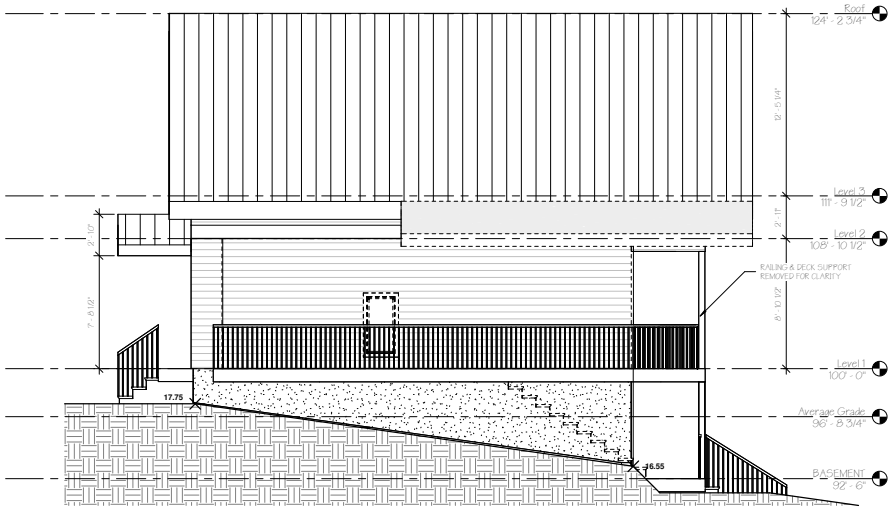
ADDRESS:
832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

SHEET TITLE:
Existing & Proposed Elevations - North & East

PROJECT NUMBER: DC-25-863
DATE: 2025-11-10
DRAWN BY: K. HILDEBRAND

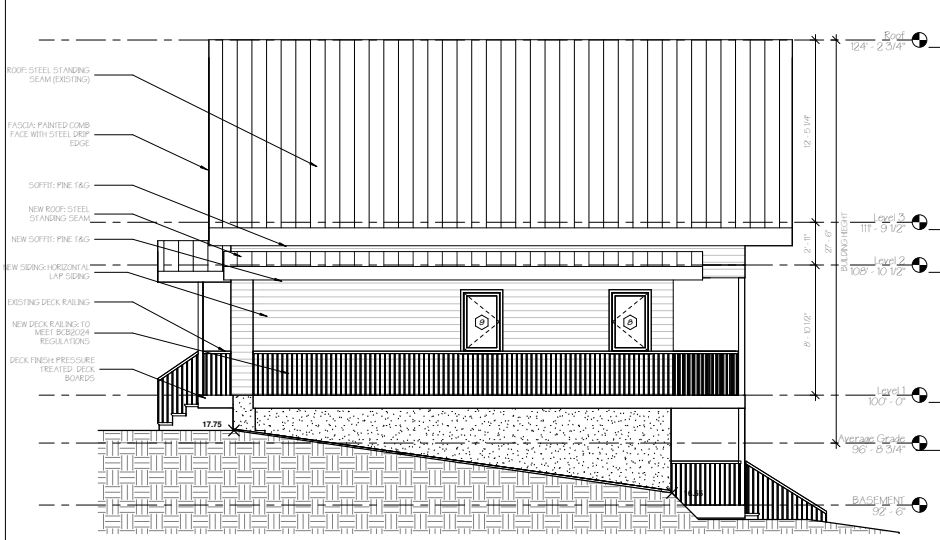
A2.00

SCALE: 1/4" = 1'-0"



1 South - Existing Elevation
1/4" = 1'-0"

3 West - Existing Elevation
1/4" = 1'-0"



2 South - Proposed Elevation
1/4" = 1'-0"

4 West - Proposed Elevation
1/4" = 1'-0"

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025-10-27

CLIENT(S):

DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:

UPPER HOUSE RENOVATION

ADDRESS:

832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

SHEET TITLE:

Existing & Proposed Elevations - South & West

PROJECT NUMBER: DC-25-863

DATE: 2025-11-10

DRAWN BY: K. HILDEBRAND

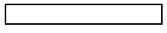
A2.01

SCALE: 1/4" = 1'-0"

WALL ASSEMBLIES

W1
FOUNDATION WALL, TYP. (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 8"
DESCRIPTION: 8" POURED REINFORCED CONCRETE FOUNDATION WALL

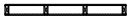


W2 -
EXTERIOR WALL, 2X6 (REFER TO STRUCTURAL FOR SHEAR WALLS)

WIDTH: 7 - 5/16"
DESCRIPTION: 5/16 HORIZONTAL - LAP SIDING - (TONGUE AND GROOVE EXISTING)
1/2" STRAPPING
HOUSE WRAP
1/2" PLYWOOD SHEATHING
5 -1/2" STUDS @ 16" O.C.
BATT INSULATION
POLY VAPOUR BARRIER
1/2" GYPSUM BOARD

W3
INTERIOR WALL, 2X4 (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 4-1/2"
DESCRIPTION: 1/2" GYPSUM BOARD
2x4 STUDS @ 24" O.C.
1/2" GYPSUM BOARD



W4
INTERIOR WALL, 2X6 (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 6-1/2"
DESCRIPTION: 1/2" GYPSUM BOARD
2X6 STUDS @ 24" O.C.
1/2" GYPSUM BOARD

ROOF ASSEMBLIES

R1 -
GABLE ROOF OVER LIVING SPACE (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 13-5/8"
DESCRIPTION: METAL STANDING SEAM
5/8" PLYWOOD SHEATHING
2X4 STRAPPING
ENGINEERED TRUSSED SPACED AT 24" O.C.
VENTED SOFFIT

R2 -
SHED ROOF BREEZEWAY & ENTRANCE (EXISTING TO REMAIN WHERE INDICATED)

WIDTH: 10-5/8"
DESCRIPTION: METAL STANDING SEAM
5/8" PLYWOOD SHEATHING
2X8" RAFTERS SPACED AT 24" O.C.
VENTED SOFFIT

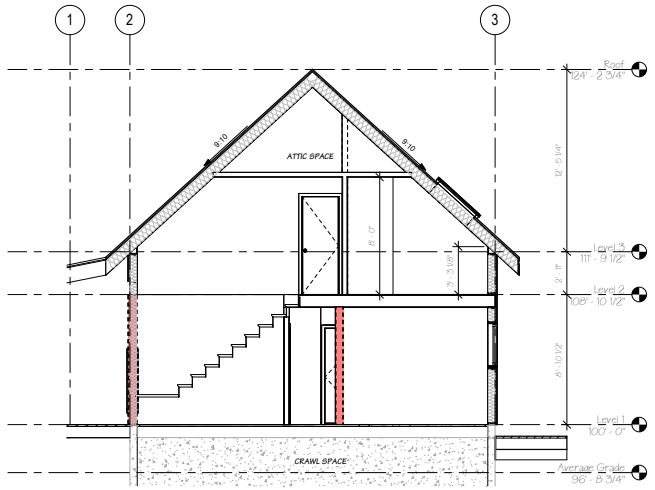
FLOOR & DECK ASSEMBLIES

F1
FLOOR PACKAGE (EXISTING TO REMAIN WHERE INDICATED)

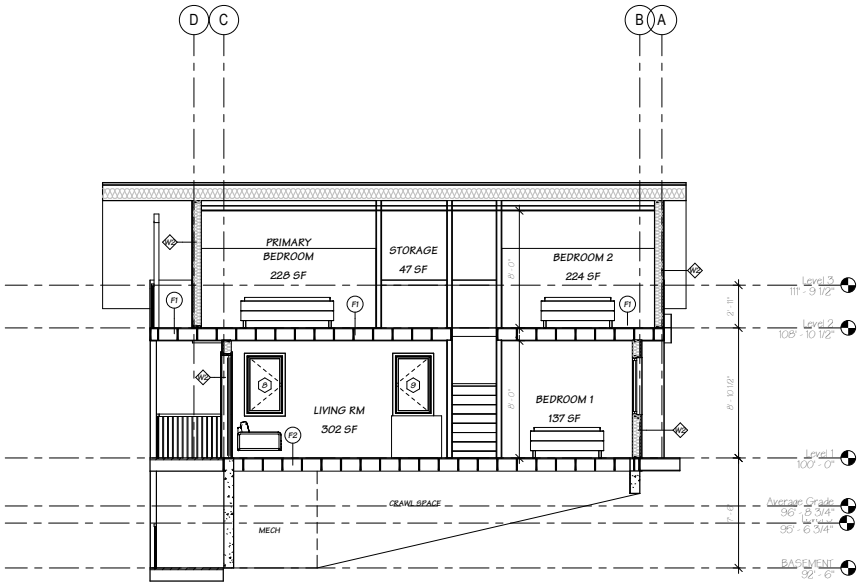
WIDTH: 10.75"
DESCRIPTION: 1/2" FINISHED FLOOR
3/4" SUBFLOOR
2"X10" FLOOR JOIST 16" O.C.
1/2" GYPSUM BOARD

F2
DECK PACKAGE (EXISTING TO REMAIN WHERE INDICATED)

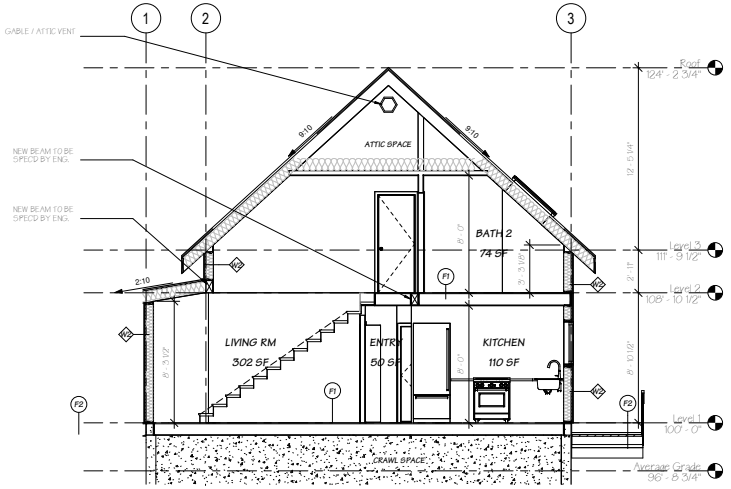
WIDTH: 12"
DESCRIPTION: 2X6" PRESSURE TREATED DECKING
2X10 PRESSURE TREATED JOISTS SPACED AT 16" O.C.



3 Building Section East - West - Existing
1/4" = 1'-0"



1 Building Section North - South - Proposed
1/4" = 1'-0"



2 Building Section East - West - Proposed
1/4" = 1'-0"

ISSUED DRAWINGS

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	2025-10-27

CLIENT(S):
DUSTY MOI & MARIA SCOTT

PROJECT DESCRIPTION:
UPPER HOUSE RENOVATION

ADDRESS:
832 THE GROVE ROAD
GIBSONS, BC.
V0N 1V6

SHEET TITLE:
Building Sections

PROJECT NUMBER: DC-25-803
DATE: 2025-11-10
DRAWN BY: K. HILDEBRAND

A3.04

SCALE: As indicated

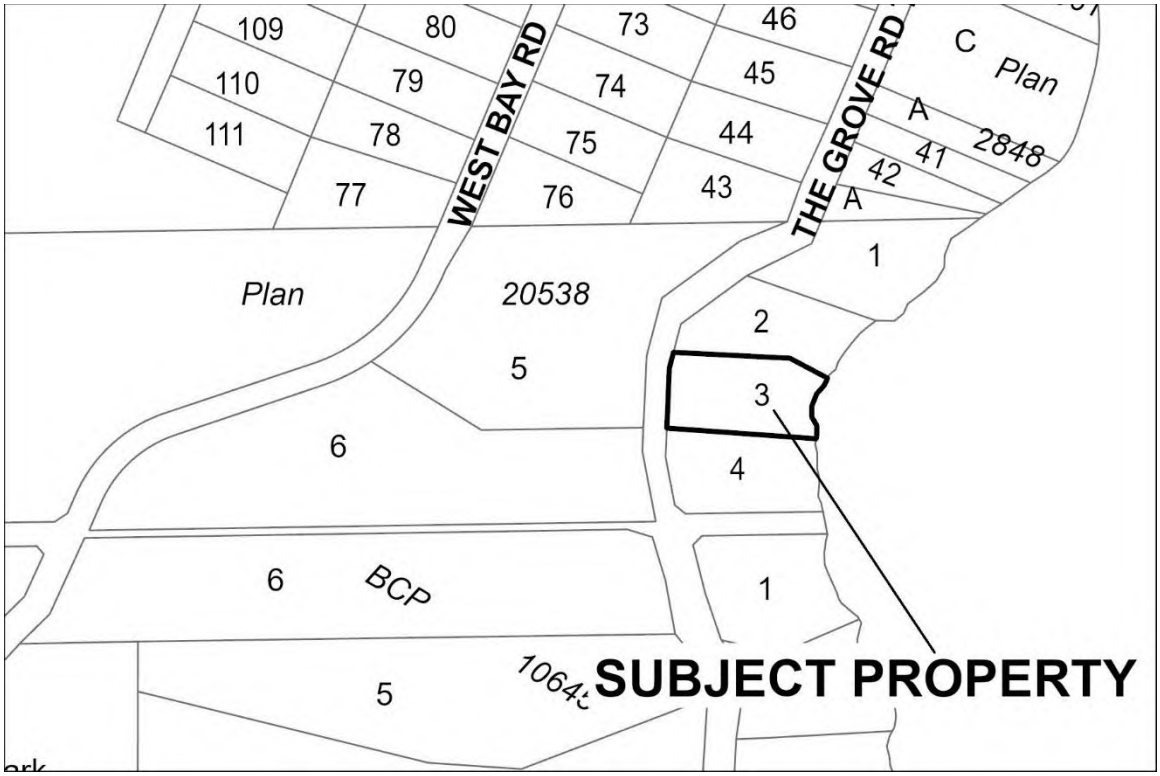
NOTICE
PL-DVP-2026-0079
GAMBIER ISLAND LOCAL TRUST COMMITTEE

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 that seeks to vary the Gambier Island Land Use Bylaw No. 86, 2004, PART 3 GENERAL REGULATIONS, Section 3.14 Associated Secondary Dwelling Floor Area, Subsection (b), by:

- Increasing the maximum permitted floor area for an *associated secondary dwelling*, from 92 meters squared for a lot that is 0.49 hectares in area, to 144.8 meters squared in order to accommodate an addition/renovation to an existing building.

The property is located at **832 The Grove Road, Gambier Island** and is legally described as LOT 3, DISTRICT LOT 3161, PLAN 20538 (PID: 006-577-512).

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



A copy of the proposed permit may be inspected at the Islands Trust Office, 700 North Road, Gabriola Island, BC V0R 1X3 between the hours of 8:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **May 12, 2026** and continuing up to and including **May 25, 2026** 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 Planner Ian Cox, at (250) 247-2207, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: northinfo@islandstrust.bc.ca before 4:30 pm, **March 25, 2026.**

The Gambier Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting starting at **11:00 am, May 26, 2026, at the Gambier Community Centre, 721 Andy's Bay Road, Gambier Island, 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.

Nadine Mourao, Deputy Secretary

STAFF REPORT

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

DATE OF MEETING:	May 26, 2026
TO:	Gambier Island Local Trust Committee
FROM:	Sonja Zupanec, Island Planner Northern Team
SUBJECT:	Consideration of Amendments to Draft Bylaw No. 163 (OCP)

RECOMMENDATION

1. **That the Gambier Island Local Trust Committee request the following amendments be made to Draft Bylaw No. 163 for consideration of First Reading at the July 21, 2026 regular business meeting: (*specify amendments)***

2. **That the Gambier Island Local Trust Committee request staff to schedule and facilitate up to two Community Information Meetings subject to available resources, in-person and/or online in July or August 2026, to provide information and receive public feedback on the proposed draft shoreline protection development permit area language.**

3. **That the Gambier Island Local Trust Committee direct staff to finalize the shoreline protection public engagement survey, incorporating Advisory Planning Commission feedback and launch the digital survey for public participation in early July, closing mid-September 2026.**

REPORT SUMMARY

This report introduces Trustees suggested edits to draft Gambier Island Official Community Plan Bylaw No. 163, to amend the Indigenous context, acknowledgment, objectives and policies. Staff are also providing a verbal update on Advisory Planning Commission (APC) suggested edits to the draft shoreline protection survey questions and information video script to support public engagement this summer.

BACKGROUND

At the March 2026 regular business meeting the Local Trust Committee (LTC) passed the following resolutions. Status updates are provided for each:

> ***GM-2026-018 It was MOVED and SECONDED***
> *that the Gambier Island Local Trust Committee request staff to release project funds from the Official Community Plan Review Project to support the development of*
> *a) short recorded video to be posted online and*
> *b) schedule three community engagement sessions in July and August for public review of the draft shoreline development permit area.* ***CARRIED***

Major project funds may be used to support venue rental and light refreshments for up to two in-person Community Information Meetings (CIMs) in August: at the Gambier Island Community Hall and/or at a suitable venue in Vancouver. Due to limited staff availability and resources in July and August, staff also recommend hosting one online CIM during that period.

> ***GM-2026-019 It was MOVED and SECONDED***
> *that the Gambier Island Local Trust Committee request staff to work with Gambier Island Advisory Planning Commission members on:*
> *a) the development of a draft public survey on the shoreline Development Permit Area working draft document;*
> *b) the development of an information video; and that the draft survey and video be referred to the Advisory Planning Commission for comment prior to being presented to the Local Trust Committee.* ***CARRIED***

The APC has reviewed the draft survey questions and video script prepared to support public introduction of the draft shoreline Development Permit Area guidelines this summer. At the time this report was prepared, the APC's recommended amendments had not yet been finalized and are anticipated to be included as a late item in the May 26 LTC agenda package for consideration.

> ***GM-2026-020 It was MOVED and SECONDED***
> *that the Gambier Island Local Trust Committee request staff to:*
> *1) explain the origins and purposes of the contextual language in draft Bylaw No. 163;*
> *2) address the scope and limitations of the Local Trust Committee's jurisdiction to fulfill the Official Community Plan objectives identified in the draft; and*
> *3) include and address in the staff report the specific edits to the draft proposed by Trustees Stamford and Bernardo in their recent emails to the Local Trust Committee and staff, as part of its preparation of the agenda of the Local Trust Committee's May 26th, 2026 meeting.* ***CARRIED***

The analysis section of this staff report attempts to address the LTC's request regarding Trustee edits as show in Attachments 1 and 2.

ANALYSIS

Context and Origins of the Draft OCP Language in Bylaw No. 163

The proposed amendments in Bylaw No. 163 were prepared based on the scope in the approved LTC project charter regarding strengthening relations with First Nations. Through that direction, staff prepared draft bylaw language in direct response to referral comments and recommendations received from the Squamish Nation regarding the Gambier Island Official Community Plan. Staff drafted the proposed language to reflect the Nation's request for more explicit acknowledgment of Indigenous history, ongoing relationships to Cha7élkwnech (Gambier Island), and the importance of incorporating reconciliation principles into local land use planning.

Staff also note that the proposed bylaw language has been prepared by the Regional Planning Team for broader application across several Local Trust Areas, to remain within the scope of local government planning authority while still meaningfully recognizing Indigenous interests and relationships. The draft language attempts to balance reconciliation-related policy direction with the Local Trust Committee's jurisdiction over land use planning matters.

The following recommendations were provided to the LTC by Squamish Nation staff and form the basis of the draft OCP bylaw amendment language:

> ***Recommendation A1: Update OCP with Cha7élkwnech (Gambier) Island references throughout.***
>
> ***Recommendation A2: Amend OCP with appropriate land acknowledgment.***
>
> ***Recommendation A4: Amend OCP with specific commitments to reconciliation as overarching framework for all policy guidance.***
>
> ***Recommendation A5: Amend OCP to explicitly recognize the impacts of existing patterns of settlement, protected areas and residential development on First Nations rights and title.***

Draft Bylaw No. 163 is also informed by broader policy direction established by Islands Trust Council, including the 2019 Reconciliation Declaration and related strategic commitments being advanced across Local Trust Areas through the Regional Planning Team. These commitments support Indigenous engagement, cultural heritage recognition, and cooperative land use planning. The draft language was developed to incorporate Indigenous referral feedback and Trust-wide reconciliation objectives into an Official Community Plan policy framework within the Local Trust Committee's jurisdiction. Based on this policy support and direction from the LTC, this proposed bylaw is presented to the LTC for review, revision and indicate support for bylaw readings.

Official Community Plans commonly include contextual policy statements addressing historical, cultural, environmental, and governance considerations that inform future land use planning and decision-making. In this case, the proposed language recognizes the longstanding Indigenous presence, stewardship, and interests within the plan area and establishes a policy basis for future engagement, cultural heritage protection, and ecological stewardship in planning decisions.

Scope of Local Trust Committee Authority

The Local Trust Committee's authority is established under the Islands Trust Act and the Local Government Act. The proposed language in draft bylaw No. 163 does not create or alter Indigenous rights, private property ownership, Crown title, reserve boundaries, or legal interests in land. Rather, the policies provide land use planning guidance respecting how the Local Trust Committee may approach future planning processes, referrals, policy development, and consideration of cultural and ecological values within its statutory mandate. The proposed wording does not expand the regulatory jurisdiction of the Local Trust Committee beyond existing legislative authority.

Trustee Proposed Edits to Draft Bylaw No. 163

Staff have reviewed the edits proposed by Trustees (Attachment 1 and 2) that were received by email in March 2026. The following analysis presents factors in considering the trustees' proposed revisions along with the Squamish recommendations. The LTC is being asked to identify which revisions to the draft bylaw it wishes to advance to first reading.

<u>Attachment 1 Edits:</u>

The proposed Trustee suggested edits in **Attachment 1** generally retain the core intent of **Squamish Nation Recommendations A1, A2, A4, and A5**, including explicit references to Cha7élkwnech

(Gambier Island), Indigenous acknowledgment, reconciliation, Indigenous rights and title, and the impacts of colonial settlement patterns.

Attachment 1 edits appear to preserve substantial historical and cultural context respecting Squamish Nation presence and stewardship on Cha7élkwnech (Gambier Island), which more fully addresses **Recommendation A2** respecting land acknowledgment.

The edits in Attachment 1 recognize that patterns of colonial settlement, subdivision, protected area designation, and residential development occurred without recognition of Indigenous title and rights, which directly responds to **Recommendation A5**.

Attachment 1 edits explicitly acknowledge Indigenous rights and title as "inherent and constitutionally protected," and retains language respecting collaborative planning relationships, co-development opportunities, and integration of Indigenous perspectives into planning processes.

Attachment 2 Edits:

The proposed Trustee suggested edits in Attachment 2 adopt a more limited approach to contextual acknowledgment requested by the Squamish Nation and therefore only partially address **Recommendation A2** respecting "appropriate land acknowledgment."

Several edits appear to remove references describing the ongoing relationships of Indigenous Nations to Cha7élkwnech (Gambier Island), including stewardship, governance, cultural continuity, and enduring connections to land and marine waters. This may be seen to weaken or narrow the scope of acknowledgment originally requested through Nation engagement.

Recommendation A4 requested that reconciliation be established as an "overarching framework for all policy guidance." Several proposed edits in Attachment 2 instead reposition reconciliation language as limited procedural guidance, reducing its role as a foundational planning principle within the Official Community Plan.

A concern with the proposed revisions is that it could appear to qualify or remove language respecting Indigenous rights, interests, and stewardship perspectives, reducing alignment with the intent of **Recommendation A4** to embed reconciliation meaningfully within land use planning policy.

Recommendation A5 specifically requested explicit recognition of "the impacts of existing patterns of settlement, protected areas and residential development on First Nations rights and title." Attachment 2 edits revise portions of the draft language that directly acknowledge these historic and ongoing impacts and therefore respond more narrowly to Recommendation A5.

While some edits improve clarity respecting the Local Trust Committee's limited statutory authority, there is a concern that the overall effect of the revisions in Attachment 2 appear to significantly narrow the reconciliation framework originally drafted based on what staff heard through the Squamish Nation recommendations.

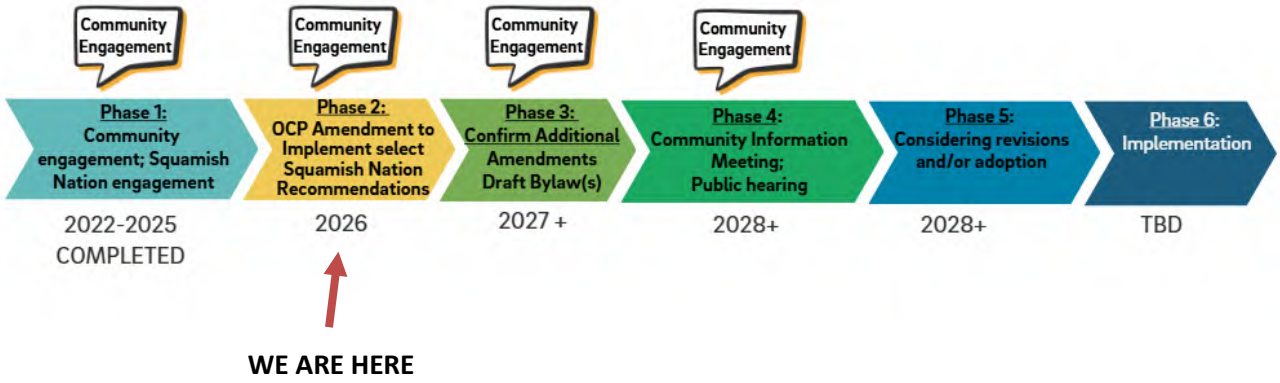
Attachment 1 edits appear to be substantially responsive to the substance and intent of the recommendations received from the Squamish Nation.

Attachment 2 edits appear to provide a narrow implementation of Recommendations A2, A4 and A5 within the OCP.

The LTC is asked to identify which edits are to be incorporated into the draft bylaw for consideration of first reading at the next business meeting July 21, 2026.

Project Status:

The OCP/LUB Review project is currently in Phase 2, which includes limited public engagement on the draft shoreline protection bylaw language and review of proposed OCP amendments responding to Squamish Nation recommendations summarized in this report.



Alternatives

The LTC may consider the following alternatives to the recommendation:

Proceed no further

The LTC may choose to proceed no further with the draft OCP bylaw and focus their final months of the term on public engagement of draft shoreline protection area guidelines. Staff advise that the implications of this alternative are that the project charter will need to be updated/amended to reflect the LTC's desired objectives and deliverables:

That the Gambier Island Local Trust Committee proceed no further with draft Bylaw No. 163 (OCP).

NEXT STEPS

If the LTC supports the staff recommendations outlined on page one of this report, up to two in-person Community Information Meetings (CIMs) and one online CIM will be scheduled in July and August, and the public survey on the draft shoreline Development Permit Area language will be finalized and released. Any LTC-endorsed amendments to Draft Bylaw No. 163 (OCP) will be incorporated into the revised draft and presented to the LTC in July for consideration of first reading.

The Regional Planning Manager notes that further changes to expand the scope or timeline of the project is subject to available resources and may as a result in work being paused, and may also be subject to LTC approval to continue in the new year following local elections, and direction to proceed in the next fiscal year.

Submitted By:	Sonja Zupanec, RPP MCIP, Island Planner	May 14, 2026

Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	May 15, 2026

ATTACHMENTS

1. Trustee Stamford Proposed Edits to Draft Bylaw No. 163 (OCP)-March 2026
2. Trustee Bernardo Proposed Edits to Draft Bylaw No. 163 (OCP)-March 2026
3. Draft Bylaw No. 163 (March 2026)
4. Advisory Planning Commission edits to draft shoreline development permit area survey questions – ***PENDING LATE ITEM***

Sonja Zupanec

From: Kate-Louise Stamford
Sent: Tuesday, March 24, 2026 5:11 AM
To: Joe Bernardo; Laura Patrick; Sonja Zupanec
Cc: Renee Jamurat
Subject: Suggested Bylaw language for desired changes - ignore last night's email

After ruminating and re-reading I recognize that I can't add in goals from the Policy Statement that aren't in there yet or necessarily add "musts" into the OCP that aren't musts, so here is a possible version written for bylaw consideration. I want to review Trustee Bernardos specific amendments within this context as well:

1. Citation

This bylaw may be cited for all purposes as “Gambier Island Official Community Plan Bylaw No. 73, 2001, Amendment No. 1, 2026”.

2. Gambier Island Official Community Plan Bylaw No. 73, 2001, is amended as follows:

2.1 **Part 2 Community Goals, subsection Purpose of the Official Community**

Plan, paragraph one is amended by inserting the word “(Cha7élkwnech)” after

“Gambier Island” in the first sentence. (or the reverse as per Trustee Bernardo’s suggestion)

Part 2 Community Goals, Purpose of the Official Community Plan, last paragraph is deleted and replaced with:

2.2 The Plan may include policies related to ~~social needs~~, social well-being and development, the integration of respectful engagement with Indigenous Governing Bodies, cultural heritage and indigenous ecological management, the maintenance and enhancement of farming, and the regulation of the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity.

2.3 **Part 2 Community Goals, subsection Gambier Planning Area, first bullet** is

amended by removing the words “except for District Lot 5925 and the Remainder and South part of District Lot 477 all of Group 1, New Westminster District”.

2.4 **Part 2 Community Goals,** is amended by inserting the following new subsections immediately following the Gambier Planning Area subsection and before the Community Goals subsection:

Historical and Cultural Context of Gambier Island

Gambier Island, known as Cha7élkwnech, in Squamish language, is located within the traditional territories of the **Sḵwx̱wú7mesh Úxwumixw (Squamish Nation)** and other Indigenous Nations with longstanding connections to the island and surrounding waters. The **Sḵwx̱wú7mesh Úxwumixw** have lived on, travelled through, harvested from, and cared for these lands and waters since time immemorial. The island and surrounding marine areas form part of a rich cultural landscape that includes traditional travel routes, seasonal harvesting sites and spiritual places. The enduring presence, knowledge, and stewardship of the Squamish Nation continue to shape the identity and ecological health of the region.

Long before the arrival of settlers, the island was embedded in a system of governance, resource management, and cultural practice. The rights and title of the Squamish Nation are inherent and constitutionally protected, and remain central to the ongoing story of Gambier Island.

Non-Indigenous settlement on Gambier Island began in the mid- to late-19th century, following the arrival of European newcomers who established small homesteads, logging operations, and shoreline camps. Early activity focused on resource extraction—particularly timber harvesting—supported by a network of float camps, hand-logging sites, and later small sawmills that operated intermittently around the island. As transportation routes expanded through Howe Sound, settlers created modest agricultural clearings, fishing sites, and seasonal dwellings, gradually forming loosely connected shoreline neighbourhoods.

Today, Gambier Island reflects this layered history: a blend of multi-generational recreational neighbourhoods, a growing full-time population, and visitors who are drawn to its natural beauty, quiet pace, and strong sense of place. Despite changes over time, the island retains a predominantly rural, forested landscape that continues to shape community identity and the values expressed in this Plan.

This Official Community Plan acknowledges that Gambier Island’s past, present, and future are inseparable from the rights, title, and cultural heritage of the Squamish Nation. The Plan is grounded in a commitment to respectful relationships, shared stewardship, and reconciliation, recognizing that planning for the island’s future must honour its full history and support a sustainable, inclusive path forward.

Indigenous Acknowledgment and Reconciliation

Indigenous Nations have maintained enduring relationships with these lands and waters since time immemorial. Archaeological sites, cultural landscapes, place names, and oral histories reflect continuous stewardship, governance, and use.

Patterns of colonial settlement, reserve allocation, subdivision, residential development, and protected area designation occurred without recognition of Indigenous title and rights. These patterns continue to shape land ownership and land use within the Local Trust Area.

Future policy development and land use planning decisions are to be approached in a manner grounded in respect for Indigenous interests. This includes the protection and stewardship of ecological systems, cultural heritage, burial places, archaeological sites, and cultural landscapes, as well as consideration of Indigenous Governing Bodies interests in reconnecting with the lands and marine waters of Gambier Island within land use decision-making processes.

Reconciliation as a Planning Framework

For the purposes of this Plan, reconciliation in land use planning includes:

a. Building respectful, collaborative government-to-government

relationships;

b. Recognizing Indigenous rights and interests in land and waters;

c. Supporting the protection of cultural, ecological and archaeological

values; and

d. Integrating Indigenous knowledge and stewardship perspectives into

planning and decision-making processes.

Reconciliation as expressed by implementation of policies in this Plan does not

alter ownership of private lands or existing legal interests. It guides how land

use decisions are approached within the Local Trust Area.

Reconciliation Objectives

1. Strengthen relationships with Indigenous Governing Bodies with interests in Cha7élkwnech (Gambier Island).
2. Integrate Indigenous knowledge and perspectives into land use planning processes and ensure property owners and developers are aware of their responsibilities under *the Heritage Conservation Act* when conducting land altering activities.
3. Avoid unauthorized damage to protected archaeological sites in accordance with the *Heritage Conservation Act* and protect culturally significant landscapes.
4. Support efforts to co-develop planning, land use, and land protection processes with Indigenous Governing Bodies within the Local Trust Area; and
5. Respond to the ~~generous~~ guidance and teachings that have been shared with staff and trustees by Indigenous Peoples.

I don't know how to add this in but they should be separate sections:

Protection of Archeological Sites section of the OCP

Part of the plan area's heritage includes archaeological sites – the physical evidence of how and where people lived in the past. For 98% of the time people have lived in this area, no written records were made. Archaeological sites and oral tradition are the only vestiges of this rich history extending back many thousands of years. The Plan area contains recorded and non-recorded archaeological sites and due to their sensitive nature, the locations are not identified in this Plan. This Plan

acknowledges a historical disregard for and lack of protection of collective heritage of the area for Indigenous Peoples. All archaeological sites are protected by the Provincial Government through the *Heritage Conservation Act.* This protection applies to all lands and means any person wishing to undertake any land-altering activities mush have a provincial heritage permit to alter or develop with an archaeological site.

setbacks section of the OCP

The Local Trust Committee understands Indigenous Nations' fundamental values include protecting the lands, waters, and resources that have sustained the Nation since time immemorial. As stewards of the land, Indigenous Governing Bodies expect that development on the island be sustainable and aligned with Indigenous laws and knowledge systems. Particular concern has been expressed regarding access to freshwater, and ensuring that sufficient water exists not only for residents, but also for the flora and fauna that support ecological integrity and cultural continuity.

Kate-Louise Stamford
Gambier/Keats Local Trust Committee
Gambier Island
778-235-2240

GAMBIER ISLAND LOCAL

TRUST COMMITEE BYLAW

NO.163

xx

A BYLAW TO AMEND GAMBIER ISLAND OFFICIAL COMMUNITY PLAN, 2001

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

1. Citation

   This bylaw may be cited for all purposes as "Gambier Island Official Community Plan Bylaw No. 73, 2001, Amendment No. 1, 2026".

2. Gambier Island Official Community Plan Bylaw No. 73, 2001, is amended as follows:

   2.1 **Part 2 Community Goals, subsection Purpose of the Official Community Plan, paragraph one** is amended by deleting the words ~~inserting the word "(Cha7élkwnech)" after~~ "Gambier Island" in the first sentence and replacing them with "Cha7élkwnech (Gambier Island)".

   2.2 **Part 2 Community Goals, subsection Gambier Planning Area, first bullet** is amended by removing the words "except for District Lot 5925 and the Remainder and South part of District Lot 477 all of Group 1, New Westminster District".

   2.3 **Part 2 Community Goals,** is amended by inserting the following new subsection ~~in~~ immediately following the Gambier Planning Area subsection and before the Community Goals subsection:

   "**Indigenous Context, Acknowledgment and Reconciliation**

   Gambier Island, known as Cha7élkwnech~~,~~ in Squamish language, is located within the traditional territories of the Sḵwx̱wú7mesh Úxwumixw (Squamish Nation) and other Indigenous Nations with longstanding connections to the island and surrounding waters.

Indigenous Nations have maintained enduring relationships with these lands and waters since time immemorial. Archaeological sites, cultural landscapes, place names, and oral histories reflect continuous stewardship, governance, and use.

Patterns of colonial settlement, reserve allocation, subdivision, residential development, and protected area designation have occurred without recognition of the continuing rights and interests of Indigenous Nations. ~~title and rights. These patterns continue to shape land ownership and land use within the Local Trust Area.~~

~~Part of the plan area's heritage includes archaeological sites – the physical evidence of how and where people lived in the past. For 98% of the time people have lived in this area, no written records were made. Archaeological sites and oral tradition are the only vestiges of this rich history extending back many thousands of years. The Plan area contains recorded and non-recorded archaeological sites and due to their sensitive nature, the locations are not identified in this Plan. This Plan acknowledges a historical disregard for and lack of protection of collective heritage of the area for Indigenous Peoples. All archaeological sites are protected by the Provincial Government through the *Heritage Conservation Act*. This protection applies to all lands and means any person wishing to undertake any land-altering activities mush have a provincial heritage permit to alter or develop with an archaeological site. The Local Trust Committee understands Indigenous Nations' fundamental values include protecting the lands, waters, and resources that have sustained the Nation since time immemorial. As stewards of the land, Indigenous Governing Bodies expect that development on the island be sustainable and aligned with Indigenous laws and knowledge systems. Particular concern has been expressed regarding access to freshwater, and ensuring that sufficient water exists not only for residents, but also for the flora and fauna that support ecological integrity and cultural continuity.~~

Future Local Trust Committee policy development and land use planning decisions will ~~are to~~ be approached in a manner grounded in respectful acknowledgement of ~~for~~ Indigenous interests. This includes the protection and stewardship of ecological systems, cultural heritage, burial places, archaeological sites, and cultural landscapes, as well as consideration of Indigenous Governing Bodies interests in reconnecting with the lands and ~~marine~~ waters

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of Cha7élkwnech (Gambier Island) within land use decision-making processes.

~~The Local Trust Committee plays an important role in advancing this work by integrating cultural heritage protection and ecological conservation into land use planning through strengthened policies, improved site protection, and respectful, ongoing engagement with Indigenous Governing Bodies.~~

~~This plan affirms a commitment to advancing reconciliation within the Islands Trust mandate and increasing opportunities for Indigenous Nations to preserve and protect their own heritage through cooperative land use decision-making.~~

~~On March 14, 2019, Islands Trust Council unanimously adopted the Reconciliation Declaration:~~

> ~~*"Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.*~~
>
> ~~*Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.*~~
>
> ~~*Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea."*~~

~~The Local Trust Committee plays a key role in integrating cultural heritage and ecological conservation into land-use planning. This is best achieved by strengthening policies, archaeological, cultural, ecological site protection, and respectful engagement with Indigenous Governing Bodies.~~

Reconciliation as a Planning Framework

For the purposes of this Plan, reconciliation in land use planning includes:

a. Building respectful, collaborative government-to-government relationships;
b. Acknowledging ~~Recognizing~~ Indigenous claims to rights and interests in lands and waters;
c. Supporting the protection of cultural, ecological and archaeological values; and
d. Acknowledging and, when appropriate, ~~i~~integrating Indigenous knowledge and stewardship perspectives into planning and decision-making processes.

Reconciliation as expressed by implementation of the policies in this Plan is ~~does~~ not intended to alter ownership of private lands or existing legal interests and does not do so. It is guidance to be incorporated into ~~es how~~ the making of land use decisions for Cha7élkwnech (Gambier Island) that are consistent with the Local Trust Committee's existing limited statutory authority.~~are approached within the Local Trust Area.~~

Reconciliation Objectives

1. Strengthen relationships with Indigenous Governing Bodies with interests in Cha7élkwnech (Gambier Island).

2. When appropriate, i~~I~~ntegrate Indigenous knowledge and perspectives into land use planning processes.

3. ~~and e~~Ensure property owners and developers are aware of their responsibilities under *the Heritage Conservation Act* when conducting land altering activities, prevent ~~Avoid~~ unauthorized damage to protected archaeological sites, ~~in accordance with the *Heritage Conservation Act*~~ and protect culturally significant landscapes.

~~4. Support efforts to co-develop planning, land use, and land protection processes~~ Work with Indigenous Governing Bodies with interests in Cha7élkwnech (Gambier Island), and with the Islands Trust Council and the Province, ~~the Local Trust Area~~to jointly develop legislative changes to enable appropriate participation of those Indigenous Governing Bodies in the administration of the *Islands Trust Act* on Cha7élkwnech (Gambier

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Island).~~; and~~

~~5.~~4. ~~Respond to the generous guidance and teachings that have been shared with staff and trustees by Indigenous Peoples.~~

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Reconciliation Policies

1. The Local Trust Committee should seek early and meaningful engagement with Indigenous Governing Bodies with interests in Cha7élkwnech (Gambier Island) regarding:
   a. Official Community Plan amendments;
   b. Land Use Bylaw amendments;
   c. Development Permit Area establishment or amendment; and
   d. Consideration of Heritage Conservation Areas.

2. The Local Trust Committee should consider regulatory tools, where appropriate and consistent with statutory authority, including:
   a. Development Permit Areas;
   b. Heritage Conservation Areas;
   c. Covenants; and
   d. Educational initiatives
   to support protection of ~~archaeological, ecological and culturally significant~~ areas, archaeological sites and ecologies of cultural significance to those Indigenous Nations with interests in Cha7élkwnech (Gambier Island)."

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APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

THIS DAY OF , 202x

ADOPTED THIS DAY OF , 202x

SECRETARY

CHAIR~~PERSON~~

DRAFT

GAMBIER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO.163

xx

A BYLAW TO AMEND GAMBIER ISLAND OFFICIAL COMMUNITY PLAN, 2001

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

1. Citation

   This bylaw may be cited for all purposes as "Gambier Island Official Community Plan Bylaw No. 73, 2001, Amendment No. 1, 2026".

2. Gambier Island Official Community Plan Bylaw No. 73, 2001, is amended as follows:

   2.1 **Part 2 Community Goals, subsection Purpose of the Official Community Plan, paragraph one** is amended by inserting the word "(Cha7élkwnech)" after "Gambier Island" in the first sentence.

   2.2 **Part 2 Community Goals, subsection Gambier Planning Area, first bullet** is amended by removing the words "except for District Lot 5925 and the Remainder and South part of District Lot 477 all of Group 1, New Westminster District".

   2.3 **Part 2 Community Goals,** is amended by inserting the following new subsection in immediately following the Gambier Planning Area subsection and before the Community Goals subsection:

   "**Indigenous Context, Acknowledgment and Reconciliation**

   Gambier Island, known as Cha7élkwnech, in Squamish language, is located within the traditional territories of the Sḵwx̱wú7mesh Úxwumixw (Squamish Nation) and other Indigenous Nations with longstanding connections to the island and surrounding waters.

   Indigenous Nations have maintained enduring relationships with these lands and waters since time immemorial. Archaeological sites, cultural landscapes, place names, and oral histories reflect continuous stewardship, governance, and use.

   Patterns of colonial settlement, reserve allocation, subdivision, residential development, and protected area designation occurred without recognition of Indigenous title and rights. These patterns continue to shape land ownership and land use within the Local Trust Area.

Part of the plan area's heritage includes archaeological sites – the physical evidence of how and where people lived in the past. For 98% of the time people have lived in this area, no written records were made. Archaeological sites and oral tradition are the only vestiges of this rich history extending back many thousands of years. The Plan area contains recorded and non-recorded archaeological sites and due to their sensitive nature, the locations are not identified in this Plan. This Plan acknowledges a historical disregard for and lack of protection of collective heritage of the area for Indigenous Peoples. All archaeological sites are protected by the Provincial Government through the *Heritage Conservation Act*. This protection applies to all lands and means any person wishing to undertake any land-altering activities mush have a provincial heritage permit to alter or develop with an archaeological site.

The Local Trust Committee understands Indigenous Nations' fundamental values include protecting the lands, waters, and resources that have sustained the Nation since time immemorial. As stewards of the land, Indigenous Governing Bodies expect that development on the island be sustainable and aligned with Indigenous laws and knowledge systems. Particular concern has been expressed regarding access to freshwater, and ensuring that sufficient water exists not only for residents, but also for the flora and fauna that support ecological integrity and cultural continuity.

Future policy development and land use planning decisions are to be approached in a manner grounded in respect for Indigenous interests. This includes the protection and stewardship of ecological systems, cultural heritage, burial places, archaeological sites, and cultural landscapes, as well as consideration of Indigenous Governing Bodies interests in reconnecting with the lands and marine waters of Gambier Island within land use decision-making processes.

The Local Trust Committee plays an important role in advancing this work by integrating cultural heritage protection and ecological conservation into land use planning through strengthened policies, improved site protection, and respectful, ongoing engagement with Indigenous Governing Bodies.

This plan affirms a commitment to advancing reconciliation within the Islands Trust mandate and increasing opportunities for Indigenous Nations to preserve and protect their own heritage through cooperative land use decision-making.

On March 14, 2019, Islands Trust Council unanimously adopted the Reconciliation Declaration:

> *"Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.*
>
> *Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to*

Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.

Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea."

The Local Trust Committee plays a key role in integrating cultural heritage and ecological conservation into land-use planning. This is best achieved by strengthening policies, archaeological, cultural, ecological site protection, and respectful engagement with Indigenous Governing Bodies.

Reconciliation as a Planning Framework

For the purposes of this Plan, reconciliation in land use planning includes:

a. Building respectful, collaborative government-to-government relationships;
b. Recognizing Indigenous rights and interests in land and waters;
c. Supporting the protection of cultural, ecological and archaeological values; and
d. Integrating Indigenous knowledge and stewardship perspectives into planning and decision-making processes.

Reconciliation as expressed by implementation of policies in this Plan does not alter ownership of private lands or existing legal interests. It guides how land use decisions are approached within the Local Trust Area.

<u>*Reconciliation Objectives*</u>

1. Strengthen relationships with Indigenous Governing Bodies with interests in Cha7élkwnech (Gambier Island).

2. Integrate Indigenous knowledge and perspectives into land use planning processes and ensure property owners and developers are aware of their responsibilities under *the Heritage Conservation Act* when conducting land altering activities.

3. Avoid unauthorized damage to protected archaeological sites in accordance with the *Heritage Conservation Act* and protect culturally significant landscapes.

4. Support efforts to co-develop planning, land use, and land protection processes with Indigenous Governing Bodies within the Local Trust Area; and

5. Respond to the generous guidance and teachings that have been shared with staff and trustees by Indigenous Peoples.

Reconciliation Policies

1. The Local Trust Committee should seek early and meaningful engagement with Indigenous Governing Bodies regarding:
   a. Official Community Plan amendments;
   b. Land Use Bylaw amendments;
   c. Development Permit Area establishment or amendment; and
   d. Consideration of Heritage Conservation Areas.

2. The Local Trust Committee should consider regulatory tools, where appropriate and consistent with statutory authority, including:
   a. Development Permit Areas;
   b. Heritage Conservation Areas;
   c. Covenants; and
   d. Educational initiatives
   to support protection of archaeological, ecological and culturally significant areas."

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APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING
THIS DAY OF , 202x

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SECRETARY **CHAIRPERSON**

Important Message from the Chair

Monday, March 23, 2026 – Please circulate to Mayor & Council/Board & Board Chair, the Chief Administrative Officer or City Manager, and the Director of the Planning and Building Departments.

ALC Staffing and Budget Pressures

This message is provided to advise local governments that the Agricultural Land Commission (ALC) has had to make the difficult decision to reduce staffing levels in order to remain within budget.

This decision follows several years of increasing statutory responsibilities without corresponding, stable funding. In 2019, legislative changes significantly expanded the ALC's mandate, introducing new application, notification, and authorization requirements that the Commission is legally required to administer. Although additional funding was approved in principle at that time, it was later withdrawn, and leaving the ALC to deliver its expanded mandate within its existing budget.

Since that time, the ALC's operating budget has remained essentially flat in real terms, while operating costs and service demands have continued to rise. Over this period, the Commission has faced negotiated wage increases through collective agreements, inflationary pressures, and sustained growth across all functions of the Commission, including application volumes, compliance and enforcement activities, and associated legal costs.

The combined effect of increasing workload and a fixed operating budget has progressively eroded the Commission's ability to maintain staffing levels. While temporary Ministry support helped manage these pressures in prior years, the Commission was advised in January 2026 that it must operate strictly within its approved annual budget, which was confirmed in February to remain unchanged at $5.5 million for the 2026/27 fiscal year.

Over the past year, the Commission implemented extensive cost-containment measures, including significant reductions to Commissioner expenses, staff travel, office supplies, and general project and meeting expenditures. Despite these efforts, salary and benefit costs now exceed available funding, leaving staffing reductions as the only remaining option to ensure fiscal compliance.

The ALC remains committed to protecting agricultural land and supporting farming in British Columbia. However, continued expansion of statutory responsibilities without commensurate funding directly affects service capacity, processing timelines, and organizational sustainability. While the Commission will continue to prioritize critical and time-sensitive matters wherever possible, some service impacts may be experienced.

Long-term service sustainability depends on stable funding that is aligned with the Commission's legislated mandate. The ALC will continue to work with government to seek funding arrangements that support effective service delivery, and we appreciate the understanding and cooperation of local governments during this period.

Jennifer Dyson
Chair
Provincial Agricultural Land Commission

STAFF REPORT

File No.: 3900-03 (GM BL 161)

DATE OF MEETING:	May 26, 2026
TO:	Gambier Island Local Trust Committee
FROM:	Nadine Mourao, Legislative Clerk Northern Team
COPY:	David Marlor, Director, Legislative and Information Services
SUBJECT:	Gambier Island LTC Meeting Procedures Bylaw No. 161 – Final Adoption

RECOMMENDATION

1. **That the Gambier Island Local Trust Committee Bylaw 161, cited as "Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025", be adopted.**

PURPOSE:

To rescind the "Gambier Island Local Trust Committee Meeting Procedure Bylaw, 2022."

BACKGROUND:

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees' Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the *Islands Trust Act.*

Staff based the draft LTC Meeting Procedures Bylaw on the Local Trust Committee Meeting Procedures Model Bylaw that Trust Council adopted in December 5, 2003 and updated in the early 2020's, and which was used by local trust committees to develop their own meeting procedures bylaws.

The new Trust Council Bylaw No. 197 'LTC Meeting Procedures' does not add anything new beyond what local trust committees were recommended to have in their bylaws under Trust Council's previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's Meeting Procedures Bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a Local Trust Committee (for Ballenas-Winchelsea) to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, and South Pender Local Trust Committees do not currently have procedures regarding “delegations”, ”order” and decorum”, “Invited Presentations”, and “public participation” in their bylaws (sections 23 to 45 in the draft Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council Bylaw No. 197 has the same meeting procedure requirements for all 12 Local Trust Areas and the Executive Committee Acting as a Local Trust Committee for Ballenas-Winchelsea. This will streamline administration of meetings and reduce costs and resources.

Most Local Trust Committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the Local Trust Committee. As this is not a meeting procedure it is omitted from the Trust Council Bylaw No. 197 for Local Trust Committee meeting procedures. LTCs authorize Chair signatory through other means, such as a standing resolution or policy of the Local Trust Committee.

Under s.11 of the *Islands Trust Act*, a Trust Council Meeting Procedures Bylaw for Local Trust Committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. Since Trust Council’s Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in LTCs’ Meeting Procedure Bylaws, the Local Trust Committee meeting procedures bylaws are redundant. To avoid confusion, staff recommend that the Local Trust Committee rescind their Meeting Procedure Bylaw.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Rescinding the Local Trust Committee Meeting Procedure Bylaws will avoid confusion, as the Trust Council Bylaw prevails, and there are no additional procedures in the Local Trust Committee Bylaws.

FINANCIAL:

There is no direct financial implication.

POLICY:

There are no policy implications

IMPLEMENTATION/COMMUNICATIONS:

Islands Trust website has been updated to link the Trust Council Local Trust Committee Meeting Procedures Bylaw to each Local Trust Committee’s list of administrative bylaws.

FIRST NATIONS RELATIONS:

There are no First Nations relations implications.

OTHER:

There are no other implications.

RELEVANT POLICY(S):

- Islands Trust Act, Section 11
- Policy 2.1.7 Trust-wide Administrative Procedures (Section 11)
- Trust Council Bylaw No. 197, 2024 Local Trust Committees’ Meeting Procedures Bylaw

RESPONSE OPTIONS

Recommendation:

That the Gambier Island Local Trust Committee give Bylaw No. 161, cited as "Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025", be adopted.

Alternative:

As directed by the Gambier Local Trust Committee.

Submitted By:	Nadine Mourao, Legislative Clerk	May 14, 2026
Concurrence:	Renée Jamurat, Regional Planning Manager	May 15, 2026

ATTACHMENTS

1. Proposed Bylaw No. 161

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE
MEETING PROCEDURES REPEAL BYLAW
BYLAW NO. 161

A Bylaw to repeal the “Gambier Island Local Trust Committee Meeting Procedure Bylaw, 2022".

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council’s Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee’s meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

NOW THEREFORE, the Gambier Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025".

2. “Gambier Island Local Trust Committee Meeting Procedure Bylaw, 2022", is hereby repealed.

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APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
	4TH	DAY OF	FEBRUARY	, 2026
ADOPTED THIS	__	DAY OF	_____	, 202_

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Chairperson Secretary

STAFF REPORT

File No.: GM BL 162
3900-03

DATE OF MEETING:	May 26, 2026
TO:	Gambier Island Local Trust Committee
FROM:	Nadine Mourao, Legislative Clerk Northern Team
COPY:	David Marlor, Director, Legislative and Information Services
SUBJECT:	Gambier Public Notification Bylaw No. 162 – Final Adoption

RECOMMENDATION

1. **That the Gambier Island Local Trust Committee Bylaw No. 162, cited as "Gambier Island Local Trust Committee Public Notification Bylaw No. 162, 2026", be adopted.**

PURPOSE:

The purpose of this staff report is to provide the local trust committees with a draft bylaw for Public Notification that is based on the model approved by Trust Council.

BACKGROUND:

The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Local Government Act*. The Community Charter includes a default requirement, and an option to adopt an alternative means by bylaw.

The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks, unless another provision for a specific type of notice states otherwise. The newspaper has to circulate local area.

Section 94.2 of the *Community Charter* gives local governments, including local trust committees, the authority to adopt public notice bylaws. If a local trust committee adopts a Public Notice Bylaw, the local trust committee is required to publish notices by all the methods specified in that bylaw. Local trust committees that do not adopt a Public Notice Bylaw are required to continue to follow the default publication rules under Section 94.1 of the *Community Charter.*

When adopting a Public Notice Bylaw, the local trust committees are required to consider the principles of effective public notice (reliable, suitable, and accessible) described by the *Public Notice Regulation*.

Principles of Effective Public Notice

The Public Notice Regulation establishes the principles that must be considered before a public notice bylaw is adopted; these are:

- Reliable – the publication methods are dependable and trustworthy;

- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have broad reach.

In considering the adoption of a Public Notice Bylaw, local trust committees must consider and record, either by a resolution recorded in the minutes, or by preamble whereas clauses in the bylaw, that these principles have been considered.

Considering the three principles (reliable, suitable and accessible) possible methods to publish public notices that are available to local trust committees include:

- Online or print newspaper;
- Islands Trust website;
- Community website or newsletter;
- Islands Trust social media page, such as Facebook; and
- Direct email or mail out.

Each of the above meet the principles set out in the Public Notice Regulation. On-line print newspaper still has the problem of being published infrequently, or not circulated through the entire local trust area. Use of a community website or newsletter is outside the control of Islands Trust and each could be shut-down or modified without Islands Trust input; this could compromise the accessibility and reliability principles. Direct mail or a mail-out would reach all owners and residents; however, it could be expensive and time consuming to undertake.

The two best options with the lowest costs and that meet the principles outlined in the Public Notice Regulation are publishing on the Islands Trust website and publishing on an Islands Trust social media page. These are recommended, however, Trust Council recognizes that there may be other conditions on the islands that may warrant a different method.

At its June 2025 meeting, Trust Council adopted Policy 4.1.16 Model Public Notice Bylaw. This contains the format for such a bylaw and recommends the use of the Islands Trust website and a social media account to post the notices. As these are recommendations, and each local trust committee must consider the reliability, suitability and accessibility of the form of notice for their islands, variation on the recommendation may be considered.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

In addition to the default requirement of newspaper advertising, local trust committees are already posting notices on our website and email notification service. Adoption by local trust committees of a bylaw similar to the model would simplify our administrative processes and reduce costs.

FINANCIAL:

Adoption by local trust committees of a Public Notice Bylaw similar to the model will result in a reduction in costs generally as it will remove the need to advertise in print newspapers.

POLICY:

There are no policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Staff post the new bylaw on the Islands Trust website, and staff would be made aware of the new public notification process.

FIRST NATIONS RELATIONS:

There are no First Nations relations implications.

OTHER:

There are no other implications.

RELEVANT POLICY(S):

Section 94 and Section 94.2 of the Community Charter

Community Charter Public Notice Regulation

Trust Council Policy 4.1.16 Model Public Notice Bylaw

Recommendation:

That the Gambier Island Local Trust Committee Bylaw No. 162, cited as "Gambier Island Local Trust Committee Public Notification Bylaw No. 162, 2026", be adopted.

Alternative:

As directed by the Gambier Local Trust Committee.

Submitted By:	Nadine Mourao, Legislative Clerk	April 28, 2026
Concurrence:	Renée Jamurat, Regional Planning Manager	May 15, 2026

ATTACHMENTS

1. Proposed Bylaw No.162

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE
PUBLIC NOTIFICATION BYLAW
BYLAW NO. 162

A Bylaw to provide for an alternative means of publishing a public notice.

WHEREAS pursuant to section 94.2 of the Community Charter, the Gambier Island Local Trust Committee may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the Community Charter and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the Gambier Island Local Trust Committee considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

NOW THEREFORE, the Gambier Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Gambier Island Local Trust Committee Public Notification Bylaw No. 162, 2026".

2. The means of publication for public notice requirements under the Community Charter, Local Government Act, or any other enactment may be given by the following methods:

    (i) electronically by posting the notice on the Islands Trust website; and

    (ii) electronically by posting the notice on Islands Trust's social media platform.

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APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	25th	DAY OF	MARCH	, 2026
ADOPTED THIS	__	DAY OF	_____	,202_

_____ _____

Chairperson Secretary

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MARCH 17, 2026 BOARD MEETING

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

- The ITC Board Chair rose and reported that it has approved spending of up to $5,000 from the Land Securement budget to support a potential nature reserve securement in the Lasqueti Island Local Trust Area.
- The ITC Board requested staff to allocate undesignated donations received in the 2025-26 fiscal year to the Property Management Fund to support management of Islands Trust Conservancy protected areas.
- The ITC Board requested staff to notify the Lasqueti Island Local Trust Committee that ITC's interests are unaffected by proposed Bylaw No. 107, Lasqueti Island.
- The ITC Board requested staff to notify the Island Planner for Denman Island that approval of Bylaws 256 and 257 is endorsed by the ITC Board on the basis that the proposed bylaws brings the Official Community Plan and zoning into alignment with the conservation purpose of the subject properties and adds another layer of protection from development.
- The ITC Board accepted the conservation proposal submitted by Marilyn Walker to place a Natural Area Protection Tax Exemption (NAPTEP) covenant on approximately 2.5 ha of a Salt Spring Island property.
- The ITC Board requested staff to forward the ITC quarterly update to Trust Council local trust committees, and Bowen Island Municipality for the Conservancy Report agenda item, following its receipt at Trust Council.
- There is a joint Executive Committee/ITC Board meeting on April 15, 2026.
- The next Islands Trust Conservancy Board meeting is May 12, 2026.

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

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

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

ISLANDS TRUST CONSERVANCY

ISLANDS TRUST CONSERVANCY REPORT TO TRUST COUNCIL 2025-2026 - 4th Quarter Update

COMPLETED SINCE LAST REPORT (January - March 2026)	PLANNED FOR FIRST QUARTER 2026-27 (April - June 2026)
1. STRATEGIC PLANNING/ADMINISTRATION/OPERATIONS	
Personnel/Staffing: Continued recruitment for • Covenant Management Specialist • Communications Specialist • Administrative Assistant	***Personnel/Staffing:*** Onboard new • Covenant Management Specialist • Communications Specialist • Administrative Assistant
ITC Five-Year Plan development: Developed a logic model and work plan Updated project charter Prepared and delivered engagement letters to First Nations and conservation partners Hosted an Information Session with interested First Nations (Feb. 19th)	***ITC Five-year Plan development:*** Establish cooperative engagement framework and commence engagement with First Nations interested in involvement with development of Five-year Plan
ITC Board support: Hosted January 20th and March 17th ITC Board meetings Hosted January 30th ITC Board special meeting Began re-appointment process for provincially appointed board members Submitted referral response to Trust Council on the draft Policy Statement	***ITC Board support:*** Host May ITC Board meeting Host special ITC Board meeting for ITC audit report findings Continue to support board member re-appointment process
Financial Management Continued to support the Board in reviewing and refining its budget request and business cases through review cycle Submitted revised budget to Committee of the Whole and Trust Council Prep for financial statement process	***Financial Management*** Complete financial statement process and support the annual audit process. Implement budget Begin budget planning for 2027/28
ITC Policies: Continued policy review/update project	***ITC Policies:*** Continue policy review/update project Engage with First Nations on identifying policy gaps and improvements

SAR Program: Continued negotiation of a conservation agreement between Environment and Climate Change Canada (ECCC) Received a $26,000 grant from Tree Canada to support the recovery of species and ecosystems at risk at Mt Tuam Protected Area Continued facilitating Species at Risk Program evaluation Completed collation and mapping of ITC SAR data (Co-op student project) Developed and presented a Stewardship Education Webinar on Species at Risk Presented on ITC Species at Risk Program to the Regional Planning Committee in February Co-organized and hosted an in-person meeting for 40 Priority Places Program grant recipients Completed Q3 reporting to funder for ECCC Priority Places Species at Risk Program Investigated SAR monitoring research proposals for 26/27 fiscal year Presentation to ITC Board 'SAR Program Highlights' at March meeting Continued collaboration with Planning Services to develop products, training, and support materials about species and ecosystems at risk	***SAR Program:*** Complete final report to ECCC for Species at Risk (SAR) Program Investigate and implement SAR monitoring research proposals for 26/27 fiscal year SAR Program administrative wrap-up Plan with Protected Areas Management Team to prioritize species at risk work post ECCC funding.
Software Updates: ***Data Management System/GIS:*** Investigated procurement options for GIS specialist/firm to design a data management system to integrate into existing GIS systems. ***Field Technology Tools and Applications:*** Assessed new tools and features and provided feedback to GIS team ***Securement Applications Portal:*** Ongoing revisions, staff training, and procedure development for Islands Trust Applications Portal	**Software Updates:** ***Data Management System/GIS:*** Contract GIS specialist/firm to design a data management system to integrate into existing GIS's systems. ***Field Technology Tools and Applications:*** Provide feedback to mapping team about application re-launch Work with mapping team to prepare software and database for 2026 field work season ***Securement Applications Portal:*** Ongoing revisions, staff training, and procedure development for the Islands Trust Applications Portal

Other: Attended meeting with Tsawout First Nation (January)	***Other:*** TBD
2. COVENANT AND PROPERTY SECUREMENT PROJECTS	
Conservation Planning Began developing a project plan for Regional Conservation Plan evaluation Collaborated with Planning Services to identify gaps in ecological data and analyses Updated conservation proposal forms with revised waiver of confidentiality, and information about First Nations referrals Continued securement negotiations on ~27 ha of land for ITC nature reserve (1 Galiano, 1 Salt Spring) Continued negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring) Continued discussions related to enquiries about conservation options for three properties (1 Salt Spring, 1 Hornby, 1 Saturna). Ongoing review of applications for three land donations (Salt Spring, Lasqueti, Denman) and 1 NAPTEP (Salt Spring)	***Conservation Planning*** Prepare project charter for multi-year Regional Conservation Plan evaluation and revision Board review and decision on three conservation proposals. Continue negotiations on existing conservation proposal projects
3. COVENANT AND PROPERTY MANAGEMENT	
Protected Area Monitoring: Presented nature reserve and covenant monitoring results and recommendations from 2025 monitoring season to ITC Board Issued reports with notice of compliance/non-compliance and stewardship recommendations to covenant landholders Collaborated with management groups to address concerns observed on nature reserves Collaborated with covenant co-holders and landholders to address compliance concerns and priority management needs in conservation covenants. Reviewed annual monitoring program and implemented improvements for 2026 season.	***Protected Area Monitoring:*** Continue addressing concerns observed on nature reserves. Continue to collaborate with covenant co-holders and landholders to address compliance concerns and priority management needs in conservation covenants. Commence 2026 monitoring season

Protected Area Management Projects: Reviewed annual reports from management groups and contractors implementing management projects in ITC protected areas Finalized list of priority projects for 2026-27 Worked with Comox Valley Regional District on Denman Island Cross Island Trail along Lindsay Dickson Nature Reserve.	***Protected Area Management Projects:*** Implement third year of three-year service contracts for management activities in ITC nature reserves. Commence procurement processes for priority projects for environmental monitoring, species-at-risk conservation, ecosystem stewardship, infrastructure maintenance, and other management needs Continue work with Comox Valley Regional District on Denman Island Cross Island Trail along Lindsay Dickson Nature Reserve.
Protected Area Management Planning Archeology assessment contracts in progress for two nature reserves. Continued policy development for management planning, risk management, and signage.	***Protected Area Management Planning*** Archeology assessment contracts in progress for two nature reserves until March 2027. New policies in review for management planning, risk management, and signage.
Technology Improvements: Worked with GIS staff on updates and improvements to FieldMaps app based on user feedback during 2025 field season. Continued to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications. Trial Survey123 as a replacement for paper monitoring forms.	***Technology Improvements:*** Complete work with GIS staff to ensure updates to FieldMaps have been made and trialed. Roll out Survey123 for official use in Monitoring Program if trial is successful. Continue to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications. Continue to explore remote monitoring solutions and related policy development.
Other: Continued policy review, drafting of new policies, and revision of outdated policies.	***Other:*** Continue policy review/drafting/update.
4. COMMUNICATIONS AND OUTREACH	
NOTE: Support on priority communications projects this quarter was provided by a contractor while the Communications Specialist position is vacant. Many communication-related activities are pending until a new Communications Specialist is onboarded.	
Social Media: Weekly social media posts & engagement across all ITC platforms Launch of strategic giving WillPower campaign for 2026	***Social Media:*** Weekly social media posts & engagement across all ITC platforms - Launch Reflections from the Field in spring 2026 to highlight field work, Winter Heron features on social media

	Ongoing strategic giving WillPower campaign posts
News Releases: None	***News Releases:*** TBD
Publications: Designed and delivered digital & physical ITC Holiday Cards to donors and other key stakeholders Published end-of-year ITC eNews Published Giving Tuesday ITC eNews Issued *Caring for Your Conservation Covenant* newsletter to covenant landholders ITC FOLKLIFE Ad circulation in next issue of the magazine	***Publications:*** Publish Winter Heron Newsletter Publish Winter ITC eNews
Outreach: None	***Outreach:*** None
Events: None	***Events:*** Host celebration for one new nature reserve and one new NAPTEP covenant on Salt Spring Island
Reports: None	***Reports:*** Prepare for ITC 2025/26 Annual Report
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Donor Relations: Stewardship of donors and advisors (ongoing) Reviewed and updated donor members in contract relationship database Received and processed donations – sent thank you letters and issued charity tax receipts Met with several potential donors interested in legacy giving Tour of S'ul-hween X'pey (Elder Cedar) Nature Reserve with legacy donor	***Donor Relations:*** Stewardship of donors and advisors (ongoing) Receive and process donations – send thank you letters and issue charity tax receipts Follow up with potential donors interested in legacy giving
Strategic Giving: Continued WillPower Campaign seeking bequests of conservation lands or conservation funds Calls with two professional advisors Updated pledged bequests	***Strategic Giving:*** Continue WillPower Campaign seeking bequests of conservation lands or conservation funds Review effectiveness of WillPower Campaign

Fund Management: Continued review of Opportunity Fund Guidelines	***Fund Management:*** Review donation Policy and other fund guidelines Develop Fund Management Policy
Other: Developed draft Opportunity Fund application form Developed grant-needs spreadsheet Researched external grant opportunities (ongoing) Reviewed donation policies and fund guidelines Developed legacy and conservation print ad for Folklife Magazine	***Other:*** Research external grant opportunities (ongoing)

Gambier Local Trust Committee
Open Applications
Report

Print Date: May 19, 2026

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260206	Sophia Khan	5/7/2026	507 SHAWANABE RD, GIBSONS, B	

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
GM-DP-2022.1	Carolyn & Davi	2/14/2022	1598 MT ARTABAN RD, GAMBIER	PID: 026-162-890 To bring structures into compliance with setbacks. Civic address: Lot 27 Mount Artaban Road, Gambier Island, BC.

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250179	Monte Staats	4/30/2025	561 SKYLINE RD	Development Permit and Development Variance Permit for a proposed revetment at 561 Skyline Road, Keats Island

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Under Review	Planning Review

Gambier

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250187		5/8/2025	0 THE GROVE RD	Application to construct a driveway in a DPA.

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Under Review	Add Optional Referrals

Development Variance Permit

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

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260083	Sophia Khan	2/25/2026	507 SHAWANABE RD, GIBSONS, B	Converting to a dwelling and adding an extension room to the existing building under an open permit BP002593 with SCRD and original approved DVP/DPA on file.

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Under Review	Generate Complete Application Letter

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Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250215	Monte Staats	5/28/2025		Development Permit and Development Variance Permit for a proposed revetment at 561 Skyline Road, Keats Island

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Under Review	Generate Complete Application Letter

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Gambier

Application Number	Applicant Name	Date Received	Address	Purpose
GM-DVP-2022.1	Carolyn & Davi	2/14/2022	1598 MT ARTABAN RD, GAMBIER	PID: 026-162-890 To bring structures within compliance with setbacks. Civic address: Lot 27 Mount Artaban Road, Gambier Island, BC.

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260079	Kayla Hildebrand	2/24/2026	832 THE GROVE RD, GAMBIER ISL	The existing guest (secondary) dwelling is to be renovated mainly on the interior which includes updating the finishes and fixtures. There are currently 3 bedrooms, we are not proposing any additional bedrooms. There are currently 2 bathrooms, we are not proposing any additional bathrooms. The interior layout on both the main and top floor will be slightly reconfigured to create a better use of the space. We are proposing an addition to the South side of the dwelling on the main floor only that's 117.1 square feet (10.9 m2). This will allow for better use of the small space. The existing basement is an unfinished space where the foundation wall is scribed around the rock. We are not planning to increase the size of this space but simply insulate it so that we can move the mechanical equipment here to free up interior space. There will not be living space on this level. There will be no change to the building height. The addition is located on the south side of the secondary dwelling and does not reduce the separation distance between the secondary dwelling and the principal dwelling. Visually, the impact would be minimal, as the addition is limited to the main level and does not alter the overall roof form. The roof design will closely match the existing covered deck, such that the building's appearance would remain largely unchanged once construction is complete. The addition would occupy a portion of the existing deck area, resulting in negligible environmental impact and no expansion into previously undisturbed land. The use for this guest cabin is strictly for secondary use by the property owners. The proposed addition is modest in scale and is intended solely to improve the livability of the existing secondary dwelling, which is currently quite cramped. The main-floor bedroom would be enlarged to better accommodate families with children, without increasing occupancy or intensity of use.

				The principal dwelling is 2,785 square feet, whereas the guest (secondary) dwelling is proposed to be 1,558.3 square feet.
Planner		**Status**		**Most Recent Completed Activity**
Ian Cox		Local Trust Committee		Assign to LTC Meeting

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

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20260143	Tina Johansen	4/9/2026	457 DULCIE RD, GAMBIER ISLAND	

Planner	Status	Most Recent Completed Activity
Ian Cox	Under Review	Add Optional Referrals

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

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

Islands Trust

LTC EXP SUMMARY REPORT F2026

Invoices posted to Month ending March 2026

630 Gambier	Invoices posted to Month ending March 2026	Budget	Spent	Balance
65000-630	LTC "Trustee Expenses"	200.00	90.70	109.30
LTC Local				
65050-630	LTC "Executive Expense on LTC's"	1,851.00	576.74	1,274.26
65200-630	LTC - Local Exp - LTC Meeting Expenses	1,610.00	1,686.49	-76.49
65210-630	LTC - Local Exp - APC Meeting Expenses	0.00	893.95	-893.95
TOTAL LTC Local Expense		3,461.00	3,157.18	303.82
Projects				
73001-630-2016	Gambier OCP/LUB	10,000.00	75.00	9,925.00
TOTAL Project Expenses		10,000.00	75.00	9,925.00

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: a. Representative of a broad cross section of the geographical areas of the Gambier Island Local Trust Committee area; b. Representative of a range of backgrounds and expertise that is supportive to each other in the consideration of matters referred to the advisory planning commission; c. Where feasible and practical of a balanced representation of gender and age groups. Consideration shall be given to the following criteria in any appointment: • Previous experience as a member of a Board of Variance; • Experience on a local government council, board, local trust committee, commission or other body; • Experience with other volunteer boards, commissions or committees; • Experience and credential in a planning, design or related profession; • Experience and credentials in a building or design trade; • Educational background; • Length of residency in the local trust area; • Availability, and willingness to travel between local trust areas.
2.	March 26, 2015	GM-2015-018	Amend APC appointment guidelines	**It was MOVED and SECONDED,** that the Gambier Island Local Trust Committee amend the APC appointment guidelines to allow for representation of members to be weighted to a geographic area subject to a current top priority project.

No	Meeting Date	Resolution No.	Issue	Policy
3.	October 26, 2017	GM-2017-065	Development Permit Area)DPA) No. 3: Riparian Areas administration	**It was MOVED and SECONDED** that the Gambier Island Local Trust Committee adopt a Standing Resolution which directs staff to administer Development Permit Area (DPA) No. 3: Riparian Areas in the interim before formal amendments are made to the DPA, as follows: a. The "Designated Area" provisions of Section 12.3.1 of Gambier Island Official Community Plan No. 73 should be used to determine whether or not a proposed development is subject to DPA No. 3: Riparian Areas; b. When development is proposed within the "Designated Area", applicants shall be required to have a Qualified Environmental Professional assess the water feature to determine whether or not it is subject to the Riparian Areas Regulation; c. When development is proposed within the "Designated Area" of a water feature which is determined to be subject to the Riparian Areas Regulation, a DPA No. 3: Riparian Areas Development Permit shall be required; d. When development is proposed within the "Designated Area" of a water feature which is determined not to be subject to the Riparian Areas Regulation, a DPA No. 3: Riparian Areas Development Permit shall not be required.
4.	December 11, 2017	GM-2017-078	Adding item to agenda	**It was MOVED and SECONDED** that the Gambier Island Local Trust Committee request staff to add to each agenda "First Nations Activities" under the Reports section.
5.	January 25, 2018	GM-2018-009	First Nations Words, Phrases and Place Names	**It was MOVED and SECONDED** that the Gambier Island Local Trust Committee adopt the following standing resolution: a) That staff incorporate First Nations' words, phrases, and place names in Local Trust Committee communications, as appropriate.
6.	July 25, 2019	GM-2019-031	Model Cell Tower Consultation Process	**It was MOVED and SECONDED** that the Gambier Island Local Trust Committee adopt the model strategy for antenna systems.

No	Meeting Date	Resolution No.	Issue	Policy
7.	November 21, 2019	GM-2019-061	First Nations Reconciliation engagement	**It was MOVED and SECONDED** that the Gambier Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavors to: a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.
8.	July 23, 2020	GM-IC-2020-001	Bylaw Enforcement investigation	**It was MOVED and SECONDED** that the Gambier Island Local Trust Committee request Bylaw Enforcement staff to cease investigation and enforcement of complaints on Keats Island regarding otherwise lawful accessory uses, buildings and structures on a parcel where no principal use exists if the adjacent parcel has a principal use and both parcels are held under common ownership.

No	Meeting Date	Resolution No.	Issue	Policy
9.	February 10, 2023	GM-RWM-2023-001	Bylaw Enforcement deferral	**It was MOVED and SECONDED** Defer enforcement on existing seawalls on North Thormanby Island. The deferment of enforcement should not be interpreted as permitting any new additions or structures from requiring a permit or otherwise requiring compliance with the Gambier Associated Islands Land Use Bylaw No. 120.'
10.	August 29, 2023	GM-RM-2023-027	Unlawful Land Uses and Planning Applications	**It was MOVED and SECONDED** that Gambier Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a) Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and staff are directed to continue with enforcement until the use is ceased. b) The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, cease. c) Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee, bylaw enforcement actions, including the issuing of notices will continue. d) In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application.

11.	September 9, 2025	GM-RM-2025-037	Gambier Island Local Trust Committee Bylaw Compliance & Enforcement Policy	Bylaw Compliance & Enforcement Policy No. 1, effective June 24, 2025. Version No. 2 Purpose To establish policies and procedures for bylaw compliance and enforcement in the Local Trust Area in accordance with the adopted Trust Council Policies contained in Policy 5.5.1., and that are within the authority of the Local Trust Committee to enforce, and to ensure that policies and procedures are efficient, transparent, reasonable, and consistent with local community standards. PART A 1.0 Application This policy will apply to the Gambier Island Local Trust Area and the enforcement of all applicable regulatory bylaws. 2.0 Definitions & Abbreviations BEN – Bylaw Enforcement Notice LUB – Land Use Bylaw Minor structure – any structure that does not require a building permit, and that is not located in a development permit area or located within any other environmentally sensitive area Respondent – a property owner whose property is subject to a bylaw enforcement complaint Health & Safety concerns – fire, unsafe construction, hazards relating to steep slopes or cliffs, or the dumping of sewage Vexatious - complaints that are made in bad faith or for retaliatory purposes or that are considered frivolous, may be considered vexatious; or repeated complaints that form a part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process 3.0 References Islands Trust Act section 28: Enforcement of bylaws 28 (1) For the purposes of enforcing its bylaws and section 32 of this Act, a local trust committee has all the power and authority of a regional district board. Gambier Island Land Use Bylaw No. 86 2.3 Inspection (1) The Islands Trust Bylaw Investigation Officer or any other person employed by or under

				contract to the Islands Trust and designated by the Local Trust Committee to administer this Bylaw is authorized to enter, at any reasonable time and after having given prior notification to the occupier, upon any property that is subject to regulation under this Bylaw, for the purpose of determining whether the regulations are being observed or to evaluate site specific circumstances for the purposes of development application processing. Keats Island Land Use Bylaw No. 78 Inspection 1.3.6 The Bylaw Investigations Officer and any other officer of the Islands Trust who may be appointed in that capacity, are authorized to enter, at all reasonable times, upon any property subject to the provisions of this Bylaw, to ascertain whether the regulations of this Bylaw are being or have been complied with. Gambier Associated Islands Land Use Bylaw No. 120 2.3 Inspection (1) The Islands Trust Bylaw Enforcement Officer or any other person designated by the Islands Trust to administer this Bylaw is authorized to enter, at any reasonable time and after having given prior notification to the occupier, upon any property that is subject to regulation under this Bylaw, for the purpose of determining whether the regulations are being observed. 4.0 Priorities 4.1 The Islands Trust Act grants the Local Trust Committee the power and authority to enforce its bylaws and the Local Trust Committee also has discretion to adopt priorities for enforcement or to defer enforcement. The following deferments are established:

				4.1.1 Enforcement is deferred on Keats Island for otherwise lawful accessory uses, buildings, and structures on a parcel where no principal use exists, if the adjacent parcel has a principal use and both parcels are held under common ownership. 4.1.2 There will be a deferment of enforcement on non-permitted seawalls on North Thormanby Island. 5.0 Inspection 5.1 At the start of any investigation, Bylaw Enforcement Officers will determine if entry to private property is necessary to investigate the alleged contravention or if the investigation can be conducted from a public road or other lands. 5.2 Bylaw Enforcement Officers will request mutually agreeable times to arrange entry to private property for site inspections and provide minimum of 24 hours notice. 5.3 Inspection and investigation of complaints will be limited to those contraventions or concerns specifically identified in a complaint. 5.4 Investigations into health and safety issues and matters that may cause adverse environmental impact and result in irreversible damage are a priority and may be investigated without notice. 5.5 Holders of temporary use permits will be held accountable for any violations of their Permit. Bylaw Enforcement Officers may enter properties between the hours of 9:00 am and 5:00 pm, on any day, without prior consultation with the holder of a Temporary Use Permit for the purpose of investigating a complaint. 5.6 If a respondent has indicated that they will work towards compliance, and have agreed on a time to comply, a site inspection will only be conducted to confirm compliance. 5.7 If a respondent provides photographic evidence, a survey, or a professional report that confirms compliance, a site inspection is not required. 6.0 Enforcement Procedures 6.1 If a bylaw contravention is confirmed, and there is no agreement on a deadline for compliance, there will be notice in writing, and Respondents will be given a minimum of 90 days to comply. Notice may also be given that enforcement action will be escalated if there is no compliance at the

				deadline, and this may include the use of the BEN system or a request for legal action. 6.2 Bylaw Enforcement Officers can use their discretion to consider any reasonable request for time to comply from Respondents, but the term cannot be for more than one year. 6.3 If there are contraventions in environmentally sensitive areas, or development permit areas, or if there is a risk to health and safety, there will be a demand for the Respondent to cease the use or activity immediately. 6.4 Respondents will be given a Bylaw Warning Notice with a minimum of 45 days to comply before a Bylaw Violation Notice is issued, unless there are health and safety concerns, or contraventions in environmentally sensitive areas. 6.5 Bylaw Violation Notices will not be issued more than once per week unless authorized by the Manager of Bylaw Compliance and Enforcement. 7.0 Closing Files 7.1 If the identity of a complainant cannot be confirmed during the course of an investigation, or if a complainant used a false name, the file will be closed. 7.2 If the contravention is for a minor structure that has only received one written complaint, the file can be closed. 7.3 If it is unreasonable for a Respondent to comply, whether due to specific circumstances or finances, Bylaw Enforcement Officers or the Manager of Bylaw Compliance and Enforcement can use their discretion to close the file. 7.4 If a contravention has been identified that is subject to deferred enforcement by the LTC, the file can be closed unless there are contraventions that exist in environmentally sensitive areas or there are concerns about health and safety. 7.5 If it is determined during an investigation that the complaint was frivolous, repeat, or vexatious in nature, the Manager of Bylaw Compliance and Enforcement can use their discretion to close the file unless there is work in a development permit area, or work in an environmentally sensitive area, or there are health and safety concerns. 8.0 Frivolous, Repeat or Vexatious Complaints

				8.1 If a decision is made to not act upon a complaint that is considered frivolous, repeat, or vexatious, the complainant will be advised of the decision, the reason for it, and may be advised of the circumstances under which it may be reconsidered. 9.0 Communications 9.1 When a file is opened and an investigation commenced, respondents will be advised of the Trust Council Policy that authorized the opening of the file and that an investigation has commenced. 9.2 Respondents will receive as much information about complaints against their properties as possible without revealing the identity of the complainant. 9.3 If there are questions or concerns regarding individual files, Trustees or the Local Trust Committee will communicate with the Manager of Bylaw Compliance and Enforcement. 9.4 The Manager of Bylaw Compliance and Enforcement will arrange public information and education sessions regarding bylaw enforcement when appropriate and time permitting. 10.0 Reporting 10.1 The Local Trust Committee will receive a staff report on any files closed due to a vexatious nature. 10.2 The Manager of Compliance and Enforcement will report to the Local Trust Committee any concerns, trends, or issues with enforcement that they believe the Local Trust Committee needs to be aware of. 10.3 The Manager of Compliance and Enforcement will maintain the Bylaw Enforcement Policy and will report to the Local Trust Committee if amendments are recommended or required. PART B Bylaw Enforcement Notice Bylaw Screening Officer's Powers and Duties Policy Appointment of Screening Officers Pursuant to section 7.2 of the Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011 the persons holding the following positions are appointed as screening officers: 1) Regional Planning Manager; 2) Manager of Bylaw Compliance and Enforcement; and

				3) Bylaw Enforcement Assistant Screening Officer Powers and Duties The powers and duties of the screening officer are contained in section 7.3 of the bylaw. However, it is the direction of the Local Trust Committee that these powers and duties only are carried out in respect to each of the above positions as follows: 1) Regional Planning Manager. In respect to Bylaw Violation Notices issued by all Bylaw Enforcement Officers, including the Manager of Bylaw Compliance and Enforcement, the Regional Planning Manager, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of Bylaw No. 156, 2011; 2) Manager of Bylaw Compliance and Enforcement. In respect to Bylaw Violation Notices issued by Bylaw Enforcement Officers, the Manager of Bylaw Compliance and Enforcement, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of Bylaw No. 156, 2011; 3) Bylaw Enforcement Assistant. In respect to Bylaw Violation Notices issued by all Bylaw Enforcement Officers, including the Manager of Bylaw Compliance and Enforcement, the Bylaw Enforcement Assistant, acting as Screening Officer, may exercise only those powers and duties in Section 7.3(1) and 7.3(2) of Bylaw No. 156, 2011. Authorized Reasons to Cancel Bylaw Violation Notices A Screening Officer may cancel a Bylaw Violation Notice if satisfied that one or more of the following reasons exist: 1. The contravention did not occur as alleged. 2. The contravention no longer exists. 3. The Bylaw Violation Notice was issued to the wrong person. 4. The Bylaw Violation Notice was not completed properly. 5. The issuance of the Bylaw Violation Notice did not adhere to established Trust Council or Local Trust Committee policies. 6. It is unreasonable for the person to pay a penalty. 7. An exception specified in the bylaw, or related enactment, or Local Trust Committee Standing Resolution, or compliance and enforcement policy exist. 8. A permit exists or has been obtained that authorises the alleged contravention.

No	Meeting Date	Resolution No.	Issue	Policy
				9. There is poor likelihood of success at adjudication for the Local Trust Committee the following reasons: a. The evidence is inadequate to show a contravention; b. Incorrect information was relied upon in issuing the Bylaw Violation Notice; c. The disputant intends to challenge the bylaw with a legal argument that is ill suited to the adjudication process or the legal arguments are too complicated to be decided by an adjudicator. 10. It is not in the public interest to proceed to adjudication for one of the following reasons: a. The bylaw has changed since the Bylaw Violation Notice was issued and now authorizes the contravention; b. A Local Trust Committee resolution has deferred enforcement on the specific contravention; c. The Local Trust Committee has closed the file; d. The offence occurred because of a circumstance that made it unreasonable for the person to comply with the bylaw.

Active Projects Report

Gambier Island

1. *Major Project - Gambier OCP & LUB Targeted Review - Phase 2*	Responsible	Dates
Activity:	Sonja Zupanec	Rec'd: 12-Feb-2015

Conduct a review of the Gambier Island Official Community Plan policies and Land Use regulations pertaining to forest protection, protection of archaeological and cultural sites, shoreline protection and marine designations across the Plan area.\n
Including:
- Reconsider the zoning designation title 'Wilderness Conservation;' \n
- Add a definition for 'breakwater;' \n
- Consider policies and regulations regarding trams (funicular tracks, etc.);\n
- Review site specific water zones on Gambier;\n
- 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.
- Incorporate Option 2: 'Retain Current Approach with Clarified Regulations,' per the January 27, 2026 Memo on accessory building regulations, into the technical review phase of the OCP/LUB major project.

Future Projects Report

Gambier Island

1. *Administrative*	Responsible	Date Received
- Development Approval Information Bylaw: Develop and adopt a D.A.I bylaw for the Gambier Trust Area. - Identification of all Crown reserves (strips) and similar Crown properties (i.e. islets) in the Gambier Island Local Trust Area.		01-Sep-2022

2. *OCP & LUB*	Responsible	Date Received
-Explore the Implementation of Heritage Conservation Areas and Shoreline Development Permit Areas across the Local Trust Area to address First Nations interests and concerns; - develop advocacy policies for pump out stations across the LTA.		01-Sep-2022

3. *LUB*	Responsible	Date Received
Gambier LUB: - Recreational Camp and Private Institutional Regulation Review - Temporary Overnight Accommodation bylaw review with regards to short-term vacation rentals Keats LUB: - Update definition of 'dwelling' in the Keats Island Land Use Bylaw No. 78.		01-Sep-2022

Future Projects Report

Gambier Island

4. *OCP*	Responsible	Date Received
N/A		01-Sep-2022

5. *Advocacy and Communications*	Responsible	Date Received
N/A		01-Sep-2022

6. *Bylaw Enforcement*	Responsible	Date Received
N/A		01-Sep-2022

7. *LUB (Gambier, Keats, Associated Islands, Bowyer & Passage Islands)*	Responsible	Date Received
Complete an analysis of the implications for opting in to S. 15 of the Short-Term Rental Accommodation Act. Work to be completed before the opt-in statutory deadline for 2025.		29-Jan-2024