



## Gambier Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** January 28, 2025  
**Location:** Electronic Meeting

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

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

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

#### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:00 a.m.

#### 2. TERRITORIAL ACKNOWLEDGEMENT

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

#### 3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

#### 4. REPORTS

##### 4.1 Trustee Reports

Trustee Stamford did not provide a Local Trust Area report.  
 Trustee Bernardo reported he stepped down as both Chair and member of the Financial Planning Committee but continues to work on the Governance Committee.

##### 4.2 Chair's Report

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

##### 4.3 Electoral Area Director's Report

Director Stamford reported the following:

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

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

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

**5. PUBLIC COMMENTS**

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

The Local Trust Committee made the following comments:

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

**6. MINUTES**

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

The following amendments to the minutes were presented for consideration:

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

**By general consent**, the minutes were adopted as amended.

**6.2 Section 26 Resolutions-Without-Meeting Report - none**

**6.3 Advisory Planning Commission Minutes**

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

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Follow-up Action List dated January 21, 2025**

Received for information.

**8. DELEGATIONS - none**

**9. APPLICATIONS AND REFERRALS - none**

**10. LOCAL TRUST COMMITTEE PROJECTS**

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

The Planner provided a verbal update and highlighted the following:

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

Discussion ensued and the following points were clarified:

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

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

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

Trustees had no questions regarding the technical amendment.

**GM-2025-001**

**It was MOVED and SECONDED,**

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

**CARRIED**

**GM-2025-002**

**It was MOVED and SECONDED**

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

**CARRIED**

Trustee Bernardo opposed.

**11. CORRESPONDENCE - none**

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

**12. NEW BUSINESS - none**

**13. STAFF REPORTS**

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

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

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

Discussion ensued and the following comments and clarifications were noted:

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

**GM-2025-003**

**It was MOVED and SECONDED,**

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

**CARRIED**

**13.2 Trust Conservancy Highlights of November 19, 2024 Board Meeting**

Received for information.

**13.3 Applications Report dated January 21, 2025**

Received for information.

**13.4 Trustee and Local Expense Report dated November, 2024**

Received for information.

**13.5 Adopted Policies and Standing Resolutions**

Received for information.

**13.6 First Nations Relationship Building Update**

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

Chair Luckham made the following comments:

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

**13.7 Local Trust Committee Webpage**

No changes requested.

**14. WORK PROGRAM**

**14.1 Active Projects Report dated January 21, 2025**

Received for information.

**14.2 Future Projects Report dated January 21, 2025**

Received for information.

**15. UPCOMING MEETINGS**

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

**16. ADJOURNMENT**

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

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Peter Luckham, Chair

Certified Correct:

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Lisa Millard, Meeting Administrator/Recorder