



Gambier Island Local Trust Committee

Minutes of Regular Meeting

Date: June 24, 2025

Location: Gambier Island Community Centre
Andy's Bay Road, Gambier Island, BC

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

Staff Present: Renée Jamurat, Regional Planning Manager (electronic)
Marlis McCargar, Island Planner
Sonja Zupanec, Island Planner
Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 15 members of the public in attendance.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 11:03 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was held on the territory of the Squamish First Nation.

3. APPROVAL OF AGENDA

The following amendments to the agenda were presented for consideration:

- Item 8 – Delegation cancelled
- The agenda was reordered and Item 12.1 will be heard following Item 7

By general consent, the agenda was approved as amended.

4. REPORTS

4.1 Trustee Reports

Trustee Bernardo reported the following:

- Attended the Trust Council quarterly meeting;
- Trust Council received a response from the Ministry of Municipal Affairs and Housing denying the request for a review of the Islands Trust Act. In May a group of former Trustees wrote a public letter to the Minister stating their position that a review was not necessary and in response Trustee Bernardo and another Trustee signed a public letter disputing the former Trustees position; and

- The current Trust Council's understanding of the mandate includes preservation and protection of human rights interests as well as environmental interests.

Trustee Stamford spoke to a local situation that recently occurred on Gambier Island and noted the following:

- An anonymous group of neighbours sent a letter to some local residents outlining their intention to actively seek Local Trust Area and Sunshine Coast Regional District bylaw compliance on properties across the island and outlined specific properties and situations in which their complaints would focus;
- The overall intent of the complaint system of bylaw enforcement in rural BC, outside of health, safety, and environmental issue, is to provide recourse for worst case scenarios and regulatory backup if residents are directly impacted by neighbour's behaviour;
- The letter coincidentally went out on the same day as a Sunshine Coast Regional District bylaw officer attended some properties on the island; and
- It is important to work together to move beyond vexatious complaints and support community members.

4.2 Chair's Report

Chair Patrick noted work continues on the Trust Policy Statement which is a general set of policies that lay out what the preserve and protect mandate means and efforts to update document have been ongoing since 2019. She stated the project is now moving toward First Reading and the public engagement process and she encourages the public to read the draft document available on the website.

4.3 Electoral Area Director's Report

Director Stamford reported the following:

- The Sunshine Coast Regional District is working on seven Official Community Plans and hopes to bring them together under one document;
- Met with the Canadian Forces Regional Liaison program for emergency response which coordinates military support for local emergencies in conjunction with the provincial emergency coordination centre, Coast Guard, BC Wildfire, and RCMP;
- Participated in West Howe Sound Community Association emergency planning workshop which develops neighbourhood pod systems with focus on survival and evacuation following an emergency event; and
- A tentative delegation has been scheduled to present initial findings on a feasibility study done by the Sunshine Coast Regional District's consultant for the New Brighton dock.

5. PUBLIC COMMENTS

Several members of the public spoke to an anonymous letter sent by a local group to some residents across the island and the following comments were noted:

- The group has appointed themselves to govern and monitor how people are living;
- The letter has deeply impacted the entire island resulting in investigations going forward with the Sunshine Coast Regional District Bylaw Enforcement;
- The five targeted properties have a connection to one individual and the complaint appears retaliatory and is an abuse of process;

- The concern appears to be how structures are built in an area in which homes have been built off grid due to lack of infrastructure;
- The Sunshine Coast Regional District has indicated the structures are not considered dwellings based on the definition of such in the Land Use Bylaw and construction is required to meet Step 3 Building Code specifications;
- Other islands within the Trust Area are not subject to building inspections and Gambier should not be either;
- The Sunshine Coast Regional District building code bylaw should not apply on Gambier because of the unique access and terrain situations;
- Making buildings larger is onerous and less environmentally friendly, and getting building materials and qualified tradespeople to the island is difficult;
- Other islands within the Trust Area have community driven best practices for building standards that are established on community values, autonomy, and low impact lifestyles; and
- Islands Trust should resolve to relax building code size restrictions.

Planners and Trustees provided the following clarifications:

- Islands Trust deals with land use and Land Use Bylaws have regulations around sitings and setback;
- The BC Building Code is separate from Islands Trust and on Gambier Island the building code is enforced by the Sunshine Coast Regional District;
- When the Sunshine Coast Regional District receives a building permit application, they refer it to Islands Trust for comment around siting and use;
- Other islands within the Trust area are required to build to BC Building Code standards;
- Siting and use regulations can vary from island to island depending on their specific Land Use Bylaw;
- The definition of a dwelling can vary, but the criteria for an Occupancy Permit is set by the Province;
- The Islands Trust does not have the authority to modify or waive building code requirements. Since the BC Building Code is provincial legislation, any appeals or requests related to building code matters must be directed to the appropriate provincial authorities. While the Sunshine Coast Regional District administers and enforces the building code locally, it cannot change the code itself. A small dwelling can receive an occupancy permit only if it is constructed in compliance with the current building code, and all new construction must meet these up-to-date code requirements;
- The provincial government would need to amend the *Islands Trust Act* to give authority for Local Trust Committees to amend the building code; and
- It is suggested that residents provide a delegation to the Sunshine Coast Regional District Board asking for input and clarification to seek resolution of the issue.

A member of the public spoke to the Official Community Plan and Land Use Bylaw amendment project and the following comments were recorded:

- The process is moving very quickly;
- They have concerns about how the island is governed as the Local Trust Committee is constrained due to the limited number of meetings held;

- Gambier is divided by a peninsula and many residents are disconnected and do not know each other;
- Issues in different regions of the island vary significantly and island-wide decisions will not work;
- Most of the budget for the project has been spent engaging with First Nations;
- A notice posted on the public dock a few days prior asked if they had concerns about the initiatives, and it has already gathered a few dozen signatures;
- A request was made to delay the process by one year to allow residents time to fund a suitable community engagement process. This would support broader participation, allow for informed questions, and ensure that clear accessible materials, including a draft of the work completed to date, are made available for public review.

A member of the public indicated they are a water access only resident and feel left out of the Official Community Plan/Land Use Bylaw amendment process and asked for open and transparent consultation process for water access residents.

6. MINUTES

6.1 Local Trust Committee Meeting dated March 25, 2025 - for adoption

By general consent, the Local Trust Committee meeting minutes of March 25, 2025 were adopted.

6.2 Section 26 Resolutions-Without-Meeting Report dated June 17, 2025

Received for information.

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated June 17, 2025

A Trustee noted they had previously requested staff arrange a government-to-government meeting with Squamish First Nation. Once the Nation's newly elected representatives are in place, such a meeting should be scheduled to allow Trustees an opportunity to hear the Nation's perspective beyond the technical aspects of the project.

The Regional Planning Manager noted there was no update on this action item but will follow up.

7.2 Bylaw Enforcement Notice Bylaw Amendment - Staff Report

The Bylaw Compliance and Enforcement Manager summarized the staff report and noted the amendment bylaw had been given three readings in March and, when it was sent to Executive Committee, it was realized the bylaw was not quoted properly; therefore, the readings were incorrect.

GM-2025-015

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee rescind the first three readings of the Gambier Island Local Trust Committee Bylaw No. 160, cited

as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No. 1, 2025”.

CARRIED

GM-2025-016

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No.1, 2025”, be read a first time.

CARRIED

GM-2025-017

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No.1, 2025”, be read a second time.

CARRIED

GM-2025-018

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No.1, 2025”, be read a third time.

CARRIED

GM-2025-019

It was MOVED and SECONDED

that the Gambier Island local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No.1, 2025”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

8. DELEGATIONS

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

The delegation was cancelled.

The agenda was re-ordered and Item 12.1 was heard prior to Item 9.

9. APPLICATIONS AND REFERRALS

9.1 PL-DVP-2025-0170 (Moi) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks a variance to the setback to the natural boundary of the sea from 15 metres to 4.33 metres to allow for a roofline alteration to an existing non-conforming dwelling;

- The proposed changes do not increase the building footprint but modify the structure that is within the setback;
- The change increases the vertical aspect of the structure but not the horizontal aspect;
- The proposed roof changes result in a net reduction of floor area within the setback as other structures are being removed;
- The variance permit would only authorize the specific roofline alteration proposed and does not legalize or approve the existing dwelling or its siting with the setback; and
- No letters of objection were received following the statutory notification period.

The applicant was in attendance and spoke to the application.

Discussion ensued and the following comments were noted:

- It was clarified that the building is considered non-conforming and most changes or alterations would require a development variance permit;
- The application is a good example of how variances can be managed for older structures when work is required on them and a permit is required; and
- It is not possible to devise a bylaw that can perfectly encompass every situation; however, and the Local Trust Committee has discretion to determine what is required for a variance to be approved.

GM-2025-020

It was MOVED and SECONDED

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

CARRIED

The meeting was recessed for a break at 12:58 p.m. and reconvened at 1:30 p.m.

10. LOCAL TRUST COMMITTEE PROJECTS

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

The Planner summarized the staff report and highlighted the following:

- Squamish First Nation received the draft shoreline Development Permit Area and were pleased it provided an example of how their recommendations can be implemented;
- The report seeks endorsement of public engagement topics that the Local Trust Committee wishes to engage the community on during the course of this year;
- It is important to provide clear information to the community about what the Local Trust Committee is seeking feedback on at this stage of the project;
- Further referral to the Advisory Planning Commission is advisable;
- The engagement work plan was reviewed and developed based on Advisory Planning Commission recommendations; and
- A variety of meeting styles, locations, and times should be considered.

Discussion ensued and the following comments and clarifications were noted:

- Trustees would like the community to have a sense of what the draft bylaw language could look like but also need to ensure that the draft language is a starting point for discussion and not final language;
- It is necessary to make clear that this is the start of engaging on some of the language and determining if it works or doesn't, and what the alternatives might be;
- It can be discerned from community comments that the process is opaque and it is necessary to explain to the public that the Local Trust Committee has control of the timing of the process but the process itself is mandated through legislation;
- Initial proposed language should be included in the public engagement;
- The preamble needs to indicate the document is a discussion document and not the bylaw;
- The project topics remain relevant and as new topics arise, they can be considered for incorporation into the review or looked at as a separate project;
- It is important to see how the policy direction in the Official Community Plan translates into regulations in the Land Use Bylaw;
- It is very challenging to connect with islanders across Gambier and time should be allowed in each engagement session to discuss emerging topics;
- Informal community discussion groups provide the opportunity to host small gatherings in multiple locations to discuss targeted questions and topics and an open-ended discussion on emerging topics could be added;
- The Development Permit Area and contributions of Squamish Nation topics will attract a lot of discussion and the targeted questions are important; however, asking questions in general as opposed to giving the community something more concrete to work with is problematic;
- Simple language documents were produced as part of the initial stages of the project and that is where the high priority topics were identified;
- The public seems unaware that the initial stages of the project were undertaken and that there have been opportunities to participate and provide input; and
- The prior public consultation process concluded in 2022 with the consultant's report made available in 2023 and the project represents priority issues identified at that time.

GM-2025-021**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee endorses the public engagement topics and timeline presented in the draft Public Engagement Workplan dated June 2025 attached to this staff report and that additional opportunities for community topics be included in the engagement questions.

CARRIED**GM-2025-022****It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request staff to refer the public engagement workplan to the Advisory Planning Commission and request confirmation that its members' will be available and willing to

support targeted implementation or facilitation of up to 10 community discussion groups between August – October 2025.

CARRIED

Discussion ensued on the topic of accessory building regulations and the Planner clarified they can provide information to the Local Trust Committee to inform their understanding of the scope of options on potential jurisdictional issues in preparation for the October protocol meeting with the Sunshine Coast Regional District.

GM-2025-023

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee request staff to bring back a report to the September 9, 2025 Local Trust Committee meeting that includes a preliminary assessment of options regarding accessory building regulations and the range of associated issues discussed at the June 24, 2025 Local Trust Committee meeting; and that this report clearly defines the parameters of the issues and considers jurisdictional responsibilities of the Local Trust Committee, Sunshine Coast Regional District and Province.

CARRIED

11. CORRESPONDENCE

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

11.1 Email dated June 15, 2025 from Howe Sound Biosphere Region Initiative Society regarding Request to Sunshine Coast Regional District Parks Lands

Received for information.

12. NEW BUSINESS

12.1 Bylaw Compliance and Enforcement Policy - Staff Report

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

- The purpose of the document is to incorporate all current standing resolutions into a single document and develop a single policy;
- The bylaw will address vexatious complaints and enable the Local Trust Committee to adopt such policies and expand them;
- The policies have been developed in accordance with Trust Council and Trust wide policies;
- The policy encompasses the entire Local Trust Area and some areas have adopted subsections for associated islands; and
- The Local Trust Committee can adopt a resolution to amend the policy as they see fit.

Discussion ensued and the following comments and clarifications were noted:

- Much of the policy is standardized against other Local Trust Area policies and each Local Trust Area has adopted specific references and policies for their specific needs;
- The Local Trust Committee can adopt their own policies, has authority to close files, and has considerable ability to determine how bylaw enforcement is conducted within their Local Trust Area;
- If a Bylaw Enforcement officer discovers a different infraction or contravention that no one has complained about while investigating a complaint the approach under this policy can reflect any language adopted to restricting enforcement to having a narrow focus based on the complaint only;
- The Local Trust Committee can determine if they wish to receive full reports on open files and determine if a file is closed or not; and
- The existing standing resolutions can be rescinded as they become redundant.

GM-2025-024**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee adopt the proposed Bylaw Compliance and Enforcement Policy.

CARRIED**GM-2025-025****It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee rescind standing resolutions GM-2023-001 and GM-2020-006.

CARRIED**GM-2025-026****It was MOVED and SECONDED**

that staff prepare for the Gambier Island Local Trust Committee's next meeting a draft Request for Decision to amend the Bylaw Compliance and Enforcement Policy to:

1. Limit investigation to only those infractions specifically identified in a complaint and
2. Require staff to report to the Local Trust Committee any files closed due to vexatious nature.

CARRIED**12.2 Accessory Building Bylaw Regulations - Verbal Discussion**

The Planner noted that the Land Use Bylaw does not allow accessory buildings such as sheds and workshops without a primary dwelling and there is opportunity for the Local Trust Committee to consider whether that is something they would like to explore as part of the Official Community Plan/Land Use Bylaw review.

Discussion ensued and the following comments were noted:

- If an approved building permit is submitted, one is permitted to have an accessory building which is not an accessory dwelling;
- The Local Trust Committee could define the type of structure allowed, such as a shed or picnic structure, without a principal dwelling on the property;

- There can be confusion about the meaning of “accessory” which can include accessory building, accessory dwelling, or accessory to a principal unit;
- If there is one building on a lot with a kitchen, it is considered a principal dwelling regardless of size;
- The Local Trust Committee will discuss dwelling definitions and priorities with the Sunshine Coast Regional District at the upcoming protocol meeting;
- It would be necessary to apply for a building permit to convert an accessory building to a dwelling; and
- If the topic is added to the Official Community Plan review it allows for community input and discussion of options.

GM-2025-027**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee add item “Discussion of Accessory Buildings” to the protocol meeting with Sunshine Coast Regional District happening in October, 2025.

CARRIED**13. STAFF REPORTS****13.1 Highlights of Trust Conservancy May 27, 2025 Board Meeting**

Received for information.

13.2 Applications Report dated June 17, 2025

Received for information.

13.3 Trustee and Local Expense Report dated April, 2025

Received for information.

13.4 Adopted Policies and Standing Resolutions

Received for information.

13.5 First Nations Relationship Building Update - none**13.6 Local Trust Committee Webpage**

No updates requested.

14. WORK PROGRAM**14.1 Active Projects Report dated June 17, 2025**

Received for information.

14.2 Future Projects Report dated June 17, 2025

Received for information.

15. UPCOMING MEETINGS

15.1 Gambier Local Trust Committee request to change the September 9, 2025, 10:00 am meeting to electronic.

GM-2025-028

It was MOVED and SECONDED

that Gambier Local Trust Committee request staff to change the September 9, 2025, 10:00 a.m. meeting from in-person to electronic.

CARRIED

15.2 Next Regular Meeting Scheduled for Tuesday, September 9, 2025 to be held electronically.

The agenda was re-ordered and Item 17 was heard before Item 16.

16. CLOSED MEETING

16.1 Motion to Close the Meeting

GM-2025-029

It was MOVED and SECONDED

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the local trust committee; AND that the recorder and staff attend the meeting.

CARRIED

The regular meeting was closed to the public at 3:22 p.m.

16.2 Recall to Order

The meeting was adjourned following the in-camera session.

16.3 Rise and Report

Chair Patrick will rise and report at the next meeting that October, 17 2023 in-camera meeting minutes were adopted and that the Gambier Island Local Trust Committee appointed James Quail and Steve MacDonald to the Gambier Island Advisory Planning Commission, with a term commencing immediately and ending on October 17, 2025.

17. PUBLIC COMMENTS

A member of the public noted they reached out to their MLAs office to voice concerns the community has about the anonymous letter and indicated Gambier does not have the infrastructure in place to support large dwellings and the accessory building situation has come up because people are choosing to live in a smaller more affordable dwelling. They were told by the Sunshine Coast Regional District that if Islands Trust allows people to live in an accessory building the Regional District would remove themselves from these complaints.

The Chair clarified the Local Trust Committee has asked staff to prepare a report prior to a joint protocol meeting with the Regional District and the Planner stated that the report can confirm the scope of influence the Local Trust Committee has and equivalencies that the building inspectors may have.

A member of the public asked if there is possibility to have a tiny home community to allow older residents to stay on island with aid.

The Planner referred to the Lasqueti Island community facility that features elder care homes and a society that manages the housing that came about when a rezoning application for a mixed-use residential parcel was submitted and there is ability to amend certain parcels to allow a higher density and these types of applications are vetted through the same process that looks at adequate water and septic capabilities along with a housing agreement and / or covenant attached to the land and use.

18. ADJOURNMENT

By general consent, the meeting was adjourned following the in-camera meeting at 3:40 p.m.

Laura Patrick, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder