



## Gambier Island Local Trust Committee Minutes of Regular Meeting

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

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

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

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

### 1. CALL TO ORDER

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

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

Chair Fast thanked everyone for joining the meeting, and acknowledged that the meeting was being held in person and virtually in territory of the Coast Salish First Nations, particularly the Skwxwú7mesh / Squamish / and səilwətaʔt / Tsleil-Waututh. A recording of the meeting would be posted to the website.

### 2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

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

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

**By general consent** the agenda was approved as amended.

### 3. RISE AND REPORT – none

### 4. REPORTS

#### 4.1 Trustee Reports

Trustee Stamford reported on recent activities:

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

Trustee Rogers reported on recent activities:

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

#### 4.2 Chair's Report

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

#### 4.3 Electoral Area Director's Report – none

### 5. DELEGATIONS – none

### 6. TOWN HALL

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

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

## 7. MINUTES

### 7.1 Local Trust Committee Meeting dated November 18, 2021

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

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

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

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

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

Received.

### 7.4 Advisory Planning Commission Minutes – none

## 8. BUSINESS ARISING FROM MINUTES

### 8.1 Follow-up Action List dated March 22, 2022

Received.

### 8.2 Model Fees Bylaw (Draft Bylaw No. 156)

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

#### **GM-2022-008**

#### **It was MOVED and SECONDED**

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

**CARRIED**

#### **GM-2022-009**

#### **It was MOVED and SECONDED**

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

**CARRIED**

#### **GM-2022-010**

#### **It was MOVED and SECONDED**

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

**CARRIED**

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

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

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

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

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

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

Points from discussion:

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

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

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

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

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

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

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

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

Concerns expressed by trustees included:

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

**GM-2022-013**

**It was MOVED and SECONDED**

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

**CARRIED**

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

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

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

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

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

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

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

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

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

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

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

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

Points from trustee discussion included:

- There were a lot of concerns about the flow of water in this area; QEP report clarified direction water is flowing; that has been useful.
- Concerned that so much was done prior to application; got several calls about this property and the activity.
- There seems to be confusion about how permitting is done.

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

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

**CARRIED**

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

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

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

**CARRIED**

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

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

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

**CARRIED**

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

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

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

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

A graphic designer was recruited to develop a community map, an illustrative engagement tool to identify communities, places of interest, and so on, to show where everything is located. The first draft was sent to the Working Group (WG). Once completed, it will be used as an engagement tool. Trustee Stamford had been instrumental in helping move this forward.

Engagement Specialist Nicol announced she worked to develop the engagement framework with the Working Group. The document outlines tools, techniques, and

affected parties in the Gambier community, and serves as a tool for a consultant in developing the engagement activities plan.

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

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

**GM-2022-018**

**It was MOVED and SECONDED**

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

**CARRIED**

**GM-2022-019**

**It was MOVED and SECONDED**

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

**CARRIED**

**10.2 Keats Island Shoreline Protection Project**

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

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

Trustee Rogers remarked that some recommendations from the Squamish Nation were contrary to what the LTC heard from the community last summer and fall. All of the Squamish Nation points were consistent with discussions occurring in many places. The trustee commented on his interest in having a discussion about how the LTC would engage with the Squamish and explain the dynamic that lead to First Reading of the bylaws. The community had provided feedback that the 15-metre setback from the sea was not workable when lots are only 80 feet deep – unworkable for a number of lots. In the discussion around mooring buoys, it had been decided what had been proposed in



the original draft bylaw was a restriction that could not be enforced and that an educational approach would be considered.

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

**GM-2022-020**

**It was MOVED and SECONDED**

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

**CARRIED**

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

**11. CORRESPONDENCE**

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

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

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

**12. NEW BUSINESS**

**12.1 Climate Change Mitigation and Adaptation**

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

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

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

## **12.2 Shoreline Briefing – Shoreline Protection Model Bylaw Report**

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

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

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

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

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

## **13. REPORTS**

### **13.1 Trust Conservancy Report**

#### **13.1.1 November 23, 2021**

#### **13.1.2 January 25, 2022**

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

- Trustee is in the process of signing off on a couple of exciting covenants and land transfers that ITC hopes to announce soon
- Presented to the Canadian Parks Collective Leadership Initiatives and Leadership conference for the ITC
- The Board had the difficult job of how to manage a bequest of \$100,000.
- There was a request for coordinating research Climate Change Research Approval, McFadden Creek (Salt Spring) & Elder Cedar (Gabriola)
- Attended Species at Risk Workshop via zoom hosted by ITC’s SARA Coordinator Wendy Tyrell. This was an all day event that highlighted scientific and volunteer work being done across the Salish Sea. The Biosphere was the keynote speaker.
- Attended the Howe Sound Conservation Network at the Squamish Nation Totem Hall with several of the Rights and Title Staff.
- There are now 111 protected properties in Islands Trust; about seventy have conservation covenants.

### **13.2 Applications Report dated March 22, 2022**

Received.

**13.3 Trustee and Local Expense Report dated January, 2022**

Received.

**13.4 Adopted Policies and Standing Resolutions**

Received.

**13.5 First Nations Activities**

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

**13.6 Local Trust Committee Webpage**

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

**14. WORK PROGRAM**

**14.1 Top Priorities Report dated March 22, 2022**

Received.

**14.2 Projects List Report dated March 22, 2022**

Received.

Chair Fast announced that people who wish to send feedback on this meeting should contact [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca).

**15. CLOSED MEETING – none**

**16. UPCOMING MEETINGS**

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

**17. ADJOURNMENT**

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

---

Sue Ellen Fast, Chair

Certified Correct:

---

Diane Corbett, Recorder