



## Gambier Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** September 9, 2025  
**Location:** Electronic Meeting

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

**Members Regrets:** Joe Bernardo, Trustee

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

**Others Present:** There was approximately 1 member of the public in attendance.

#### 1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:00 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. RISE AND REPORT

##### 4.1 Rise and Report from June 24, 2025 Gambier Local Trust Committee Meeting

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

#### 5. REPORTS

##### 5.1 Trustee Reports

Trustee Stamford reported that the New Brighton dock continues to deteriorate and while community members and Squamish marine members have made temporary repairs, there continues to be no long-term maintenance plans in place.

**5.2 Chair's Report**

Chair Patrick reported the draft Trust Policy Statement received first reading in July and a six-month engagement period has commenced with a mailout sent to all residents in the Trust Area, an informational webinar and town hall has been scheduled for September 10, and a survey is available on the website.

**5.3 Electoral Area Director's Report**

Director Stamford reported the following:

- The Sunshine Coast Regional District is completing the first phase of community outreach for the Official Community Plan Renewal project and one of goals is to combine seven Official Community Plans into one;
- The Regional District has been working with staff and the Gambier Island Community Association to develop an engagement program for a feasibility study on the New Brighton dock; and
- The Hopkins Landing dock and Keats Landing dock work projects have both been scheduled to commence in the fall.

**6. PUBLIC COMMENTS - none**

**7. MINUTES**

**7.1 Local Trust Committee Meeting dated June 24, 2025 - for adoption**

The following amendments to the minutes were presented for consideration:

- On page 10 of the minutes change the fourth bullet point to read “The Local Trust Committee will discuss dwelling definitions and priorities with the Sunshine Coast Regional District at the upcoming protocol meeting;”.

**By general consent**, the Local Trust Committee meeting minutes of June 24, 2025 were adopted as amended.

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

**7.3 Advisory Planning Commission Minutes dated August 5, 2025 - for information**

Received for information.

**8. BUSINESS ARISING FROM MINUTES**

**8.1 Follow-up Action List dated August 29, 2025**

The Planner spoke to item 3 on the June 24, 2025 Follow-up Action list regarding a request for a staff report about accessory building regulations and the following comments were noted:

- Clarification is needed to determine whether the work should be considered as part of the major project, a separate minor project, or if staff should provide a high-level summary as part of a Follow-up Action List item; and
- A summary could outline options for how accessory buildings are regulated under the Land Use Bylaw, identify where Islands Trust has jurisdiction, and flag areas of Regional District and Provincial responsibilities.

A Trustee indicated a summary would allow the Local Trust Committee to determine if the topic might be included as part of the Official Community Plan review and requested it be provided in advance of the November 6 protocol meeting with the Sunshine Coast Regional District if possible.

**9. DELEGATIONS - none**

**10. APPLICATIONS AND REFERRALS**

**10.1 Trust Council Bylaw No. 183 - Policy Statement Referral - for Response**

The Senior Policy Advisor noted the deadline for referral responses was changed due to the timing of local engagement events and a response is now required to be received prior to February 6, 2026. The Local Trust Committee previously requested a Community Information Meeting be scheduled to provide information and receive feedback.

A Trustee stated preference that the Community Information Meeting be held separately from the November regular business meeting and be presented as a webinar held in the evening, and that staff provide preliminary survey results from the Local Trust Area for consideration prior to submitting a referral response.

**GM-2025-030**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee defer the bylaw referral on Policy Statement Bylaw No. 183 until the January 27, 2026 Local Trust Committee meeting.

**CARRIED**

**11. LOCAL TRUST COMMITTEE PROJECTS**

**11.1 Major Project: Gambier Official Community Plan & Land Use Bylaw Targeted Review - Staff Report (LATE ITEM)**

The Planner provided a verbal report and highlighted recommendations and feedback received from the Advisory Planning Commission following their review of draft engagement outreach materials and noted the following:

- The Advisory Planning Commission recommended the Local Trust Committee hold a special meeting in advance of the November meeting to review the Squamish Nation recommendations for the shoreline Development Permit Area and potential Heritage Conservation Area for Gambier;
- The scope of public engagement at this time remains ambiguous and not targeted on specific changes to the Official Community Plan and Land Use Bylaw and draft bylaws reflecting engagement comments received to date should be presented to the Local Trust Committee prior to considering further public engagement;
- The planned fall engagement should not proceed and instead the Advisory Planning Commission (APC) recommended the APC members lead small discussion groups with 8-10 people, a survey be sent out to the general public,

and comments presented back to the Local Trust Committee this winter as part of a Community Information Meeting;

- Staff are concurring with the Advisory Planning Commission's recommendation to pause public engagement due to potential high risk of confusion about what is being presented without the draft language available;
- The Advisory Planning Commission recommended that they be allowed to conduct their meetings electronically;
- Advisory Planning Commission bylaws do not provide for electronic meetings and this issue has been addressed with the Local Trust Committee previously;
- The most recent comments received from the Squamish Nation staff on the draft shoreline Development Permit Area and a new Heritage Conservation Area will be prepared and presented in a staff report at the November 25 Local Trust Committee meeting.

Discussion ensued and the following comments and clarifications were recorded:

- There is concern that public engagement continues to be delayed;
- It is difficult to comment on the Advisory Planning Commission recommendations without having details on the Squamish First Nation recommendations;
- There are many overlapping situations that impact an appropriate engagement strategy for the Gambier Official Community Plan including draft Trust Policy Statement engagement and New Brighton Dock engagement;
- Clear communications to the public are critical and community engagement regarding the Squamish Nation recommendations is necessary prior to the Local Trust Committee considering implementation of the Nation's recommendations;
- There is confusion in the community regarding the Squamish Nation land agreement with the Province and if the agreement will impact the community;
- In order to lessen potential for confusion a refocus on the original recommendation to draft language for the Official Community Plan and Land Use Bylaw based on the Squamish Nation staff engagement summary report is necessary;
- The project was initially grounded in the Nation's interests and was to be presented to the community as part of the Local Trust Committee's actions towards reconciliation; and
- There is need to develop a communications strategy with release prior to, or in tandem, with the agenda package that contains draft bylaw language.

The Planner summarized the preliminary recommendations received from Squamish First Nation staff on the shoreline Development Permit Area and the following comments were noted:

- The Nation recommends a minimum 30 metre buffer as part of the Development Permit Area and prefers the Local Trust Committee consider a 50-metre buffer;
- Emphasis has been put on shoreline protection measures which are essential for both ecological and cultural values;

- Shoreline protections should be aligned with long-term climate resilience and land stewardship objectives; and
- There is need to avoid harmful shoreline modifications and soft shore approaches should be prioritized to ensure docks and access structures protect sensitive habitats.

**GM-2025-031**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee pause public engagement on targeted amendments to the Official Community Plan and Land Use Bylaw until consideration of the Squamish Nation staff comments on the draft shoreline Development Permit Area and draft Heritage Conservation Area; and that staff present the drafts and referral comments for Local Trust Committee consideration at the November 25, 2025 regular business meeting.

**CARRIED**

**GM-2025-032**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request staff to forward a copy of Planner McCargar's October 2024 report on electronic Advisory Planning Commission meetings to the Advisory Planning Commission members for clarification.

**CARRIED**

**11.2 Major Project: Gambier Official Community Plan and Land Use Bylaw Targeted Review - Business Case for 2026/27 Fiscal - Staff Report**

The Planner summarized the staff report and highlighted the following:

- The work on the Official Community Plan/Land Use Bylaw review will not complete during this fiscal year;
- A budget of \$8,000 is proposed and this is a fairly typical budget request for final bylaw drafting and legislative review processes; and
- The business case does not anticipate robust public engagement as the case was prepared prior to receiving the recent Advisory Planning Commission recommendations.

Discussion ensued and the following comments and clarifications were noted:

- The project is moving into the next fiscal year and the next term due to delayed engagement;
- There is need to request additional funds for engagement and communications to facilitate engagement;
- External trends are impacting the ability to communicate the project effectively and there is need to communicate the project in a proactive manner;
- The business case can be re-worded so it is recognized that the funds are for engagement;
- The remaining time in this fiscal year can be spent preparing draft bylaws in preparation for public engagement that will carry forward to the next term.

**GM-2025-033**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee amend the business case to allocate \$8000 towards communication and public engagement on potential draft bylaw language.

**CARRIED**

**11.3 Minor Project: Keats Island Shoreline Protection Project - Gambier Bylaw No. 153 & 154 Final Adoption - Staff Report**

The Planner noted proposed Bylaws No. 153 and 154 have proceeded through Public Hearing, passed third reading, passed Executive Committee approval and have recently obtained approval from the Minister of Housing and Municipal Affairs and the next step is for the Local Trust Committee to grant final adoption.

**GM-2025-034**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee Bylaw No. 153, cited as “Keats Island Official Community Plan, 2002, Amendment No. 1, 2021”, be adopted.

**CARRIED**

**GM-2025-035**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee Bylaw No. 154, cited as “Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2021”, be adopted.

**CARRIED**

The meeting was recessed for a break at 11:27 a.m. and reconvened at 11:40 a.m.

**12. CORRESPONDENCE**

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

**12.1 Email dated June 20, 2025 from R. Cosulich regarding Gambier Island Resident Statement Pre-June 24th Meeting**

The Chair confirmed the Governance Review Report is on the upcoming Trust Council agenda for consideration of next steps.

**13. NEW BUSINESS - none**

**14. STAFF REPORTS**

**14.1 Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116 Final Adoption - Staff Report**

The Bylaw Compliance and Enforcement manager summarized the staff report and stated the bylaw includes several amendments and an updated contravention penalty schedule and it is coming back to the Local Trust Committee for adoption following first, second, and third readings an Executive Committee approval.

**GM-2025-036**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee adopt Bylaw No. 160 the “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No. 1, 2025”.

**CARRIED**

**14.2 Gambier Island Local Trust Committee Bylaw Compliance and Enforcement Policy - Staff Report**

The Bylaw Compliance and Enforcement Manager summarized the staff report and noted the policy was adopted at the previous meeting with a motion made to provide two amendments which have been completed. It was clarified that when Bylaw Officers see other issues related specifically to environmental or safety concerns while investigating another complaint the issues are addressed through Trust Council policy.

**GM-2025-037**

**It was MOVED and SECONDED**

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

**CARRIED**

**14.3 Trust Council Bylaw No. 197 - Local Trust Committee Meeting Procedures Bylaw, Update Gambier Island Local Trust Committee Meeting Procedure Bylaw - Request for Decision**

A new Meeting Procedures Bylaw was adopted by Trust Council, which applies to all Local Trust Committees. Readings are required to repeal the current Gambier Meeting Procedures Bylaw, which has been superseded by the Trust Council bylaw.

**GM-2025-038**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee give Bylaw 161, cited as “Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025”, First Reading.

**CARRIED**

**GM-2025-039**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee give Bylaw 161, cited as “Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025”, Second Reading.

**CARRIED**

**GM-2025-040**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee give Bylaw 161, cited as “Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025”, Third Reading.

**CARRIED**

**GM-2025-041**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee forward Bylaw 161, cited as “Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025” to the Islands Trust Executive Committee for consideration of approval.

**CARRIED**

**14.4 Gambier Island Advisory Planning Commission Expiry Notice - Staff Report**

It was noted that the current term of the Gambier Island Advisory Planning Commission is expiring in October 2025.

A Trustee asked if there was an option to delay and allow the current Advisory Planning Commission to continue their work without reapplying. The Planner indicated the thank you letter can be customized and includes an invitation to reapply for appointment; however, the Local Trust Committee will still need to consider the applications for appointment.

**GM-2025-042**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request that staff advertise for expressions of interest for the Gambier Island Advisory Planning Commission.

**CARRIED**

**GM-2025-043**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request that staff send letters to members of the Advisory Planning Commission whose terms will expire on October 17, 2025, inviting their expressions of interest for reappointment to the Advisory Planning Commission and thanking them for their participation.

**CARRIED**

**14.5 Trust Conservancy Report - none**

**14.6 Applications Report dated August 29, 2025**

The Planner stated they will follow up with staff that had been assigned application GM-DP-2022.1 and provide an update at the next Local Trust Committee meeting.

**14.7 Trustee and Local Expense Report dated June, 2025**

Received for information.

**14.8 Adopted Policies and Standing Resolutions**

Received for information.

**14.9 First Nations Relationship Building Update - none**

**14.10 Local Trust Committee Webpage**

A Trustee noted updates regarding timelines for the Official Community Plan project have been added to the projects page of the website.

**15. WORK PROGRAM**

**15.1 Active Projects Report dated August 29, 2025**

Received for information.

**15.2 Future Projects Report dated August 29, 2025**

Received for information.

**16. UPCOMING MEETINGS**

**16.1 Next Regular Meeting Scheduled for Tuesday, November 25, 2025 at 10:00 am and to be held Electronically**

**17. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 11:57 a.m.

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Laura Patrick, Chair

Certified Correct:

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Lisa Millard, Meeting Administrator/Recorder