

**MINUTES OF THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE MEETING  
HELD AT 10:15 P.M. ON WEDNESDAY, MAY 9, 2012  
AT THE WOMEN'S INSTITUTE  
476 SOUTH ROAD, GABRIOLA ISLAND, BC**

**PRESENT:** David Graham                      Chair  
                  Sheila Malcolmson                 Local Trustee  
                  Gisele Rudischer                      Local Trustee  
                  Chris Jackson                         Regional Planning Manager  
                  Chloe Fox                                 Island Planner  
                  Stephen Orgill                         Recorder

There were four (4) members of the public and two (2) local media representatives attending.

**1.     CALL TO ORDER**

Chair Graham called the meeting to order at 10:15 am. He introduced himself, the Local Trust Committee and staff to the public in attendance.

**2.     APPROVAL OF AGENDA**

The agenda was reviewed and the following addition was made:

- Item 7.2 Planner Time Allocation

The Local Trust Committee adopted the agenda by consensus as amended.

**3.     MINUTES**

*3.1    Local Trust Committee Meeting Minutes of April 19, 2012*

The Local Trust Committee reviewed the minutes of the April 19, 2011 Local Trust Committee meeting and the following amendments were made:

- Page 5, item 8., second paragraph, second sentence, replace “her work” with “the Agricultural Land Commission Chair’s presentation”
- Page 6, item 12, third paragraph, first sentence, replace “an” with “a proposed”
- Page 6, item 13.1.1, first paragraph, last sentence, delete “and whether there is concern that siting is acceptable”
- Page 7, item 13.1.1, fifth paragraph, replace first sentence with “Trustee Malcolmson remarked that she is looking at whether there is public support for the application to locate a tower on this specific site, and doesn't intend to draw conclusions about its health impacts or the merits of public radio”

The Local Trust Committee adopted the agenda by consensus as amended.

3.2 *Section 26 Resolutions Without Meeting*

There were no Section 26 Resolutions Without Meeting to report.

3.3 *Gabriola Island Advisory Planning Commission Meeting Minutes*

There were no Advisory Planning Commission meeting minutes.

3.4 *Mudge Island Advisory Planning Commission Meeting Minutes*

There were no minutes of the Mudge Island Advisory Planning Commission.

3.5 *Gabriola Island Agricultural Advisory Commission Draft Meeting Minutes dated April 10, 2012*

The Local Trust Committee reviewed the April 10, 2012 draft minutes of the Gabriola Island Agricultural Advisory Commission for information.

**4. BUSINESS ARISING FROM MINUTES**

4.1 *Follow-up Action Report dated April 30, 2012*

The Local Trust Committee reviewed the Follow Up Action Report dated April 30, 2012 and addressed several questions to Planner Fox.

**GB-055-2012**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee refer to the Trust Council Local Planning Committee the August 19, 2012 Follow Up Action List item "Staff to consider developing a Trust-wide OCP review process 'Best Practices Model', in light of budget and resource restrictions."

**CARRIED**

4.2 *2012 / 2013 Budget Items List*

Planner Fox presented the budget report that was requested from the last meeting.

4.3 *Funding for Attendance at Velo Village Conference*

Planner Fox explained the Islands Trust policy for disbursements from the Local Trust Committee Local Expense Account. She told the Local Trust Committee that allotments to community groups must be in exchange for a specified good or service. The trustees reviewed what would be discussed at the conference and suggested that an implementation to the Cycle Paths Plan could be included in a report resulting from the conference.

**GB-056-2012**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee release from its local expense fund up to two hundred dollars to Steve Earle to attend and to provide a report on the Velo Village Rural Cycling Conference in relation to Gabriola's Official Community Plan implementation.

**CARRIED**

4.4 *Use of Local Expense Account Funds to Offset Processing Costs of Application for Radio Communication Tower by The Gabriola Radio Society*

Planner Fox recommended to the Local Trust Committee to make the Radio Communication Tower for the Gabriola Radio Society a project on the Projects List. She pointed out that the procedure would mean bumping other projects until the project's completion. Trustee Rudischer expressed concern about the present items on the priority list and suggested looking for other options. Chair Graham suggested returning to the discussion after the arrival to the meeting of the Regional Planning Manager.

**5. CORRESPONDENCE**

*Correspondence specific to an active development application and/or project will be received by the Gabriola Island Local Trust Committee when that application and/or project is on the agenda for consideration.*

5.1 *Letter Dated April 3, 2012 from Gabriola Chamber of Commerce regarding Changes to Institutional Zoning*

The Local Trust Committee reviewed a joint letter from the Gabriola Chamber of Commerce and the Gabriola Arts Council requesting changes to the Land Use Bylaw regulations for IN1, IN2 and IN3 zoning to allow an additional use for "not-for-profit services to the public". Gabriola Arts Council President Kathy Ramsey was present and explained the request had arisen with respect to locating offices for the Visitor Information Centre, Chamber of Commerce and the Arts Council.

Trustee Rudischer asked Kathy Ramsey what activities would be run that require the change and pointed out that most of the activities outlined in the letter are allowed under "public assembly" and so not requiring further changes. Kathy Ramsey commented that the Chamber of Commerce had been told by planning staff that the Visitor Information Centre would require rezoning if it wanted to locate at the Museum. Planner Fox recommended that only the Land Use Bylaw would need amending for consistency. It was also noted that the Women's Institute property is in the process of being transferred to the Gabriola Arts Council.

**GB-057-2012**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee request staff advice on Land Use Bylaw changes to the IN1 zone in response to the April 3, 2012 Chamber of Commerce letter.

**CARRIED**

6. **REPORTS**

6.1 *Work Program Reports*

The Local Trust Committee discussed the Top Priorities Report and Projects List dated April 30, 2012 with Planner Fox. Planner Fox elaborated that the alternate consultation methods survey for the Official Community Plan review would close on May 12, 2012 and results would be reported at the next meeting. There was further discussion regarding the titles of the Gabriola Planning Area Official Community Plan Review items 1 and 2.

6.2 *Applications Log dated April 30, 2012*

The Local Trust Committee reviewed the Applications Log.

6.3 *Trustee and Local Expenses posed to Fiscal Yearend March 31, 2012*

The Local Trust Committee reviewed the local expense statement with postings to March 31, 2012.

7. **NEW BUSINESS**

7.1 *Advisory Planning Commission Appointments*

Planner Fox noted that appointments to the Advisory Planning Commission would be discussed in camera and that the results of the discussion would be reported at item 18.

7.2 *Planner Time Allocation*

Chair Graham deferred to item until the arrival of the Regional Planning Manager Jackson.

8. **TRUSTEES' REPORTS**

**Trustee Rudischer** provided a brief report on attending the Ferry Advisory Committee meeting and summarized what had been discussed. She summarized her attendance at the Snuneymuxw First Nation's presentation at the Gabriola Arts Festival and briefly described events. She also attended an emergency services meeting, discussed the hydro pole painting controversy with several constituents and reported that Public Engagement survey will close on Saturday and she would be on hand at the Village.

**Trustee Malcolmson** reported that she attended the Commons Spring Fair and briefly described her experience. She reported on attending the Agricultural Advisory Commission meeting and praised the volunteers for their involvement. She reported that the Islands Trust Stewardship Awards were in the process of formulating recommendations and noted that there is a record number of nominees this year. She described the various area of public service the nominees had been working on and

included; parks, water protection, forestry restoration, community service, the Gabriola Urgent Care clinic receiving two nominations, potable water, agriculture and food security, projects of legal work to protect whale habitat, recycling on Bowen Island and summarized that it was an overall an inspiring list.

**9. CHAIR'S REPORT**

David Graham reported that the Executive Committee met and among the discussion was how to get up to speed with social media. The balance of the meeting focused on the upcoming Trust Council meeting in June on Pender Island.

*Regional Planning Manager Chris Jackson arrived at the meeting at 11:00 am and Chair Graham returned to item 7.2 on the agenda.*

*7.2 Planner Time Allocation*

Regional Planning Manager Jackson explained the allocation planner time is presently 50% project work and 50% day to day work such as application processing. The trustees discussed proposing a 70%/30% split in order to expedite completion of projects that had been on the list for several years. Regional Planning Manager Jackson speculated on the effects that split would have on office time processing application and other work. Trustee Rudischer felt that the Local Trust Committee is not moving on the projects and asked the Regional Planning Manager for his recommendation. He again cautioned that there would be consequences of applications potentially being held up. Discussion continued.

**GB-058-2012** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee instruct staff to reallocate staff time to 70% to projects and 30% to applications.

**CARRIED**

*Chair Graham returned to discussion of item 4.4 on the agenda.*

*4.4 Use of Local Expense Account Funds to Offset Processing Costs of Application for Radio Communication Tower by The Gabriola Radio Society*

Regional Planning Manager Jackson explained to the Local Trust Committee about moving money from one budget account to another and recommended not considering moving. Other options were discussed including the implications of rearranging the projects list. Trustee Malcolmson requested the Island Planner for additional advice at the next meeting.

*Regional Planning Manager Jackson left the meeting at 11:18 am.*

**5 REGIONAL DIRECTOR'S REPORT**

**Regional District of Nanaimo Director Howard Houle** did not attend this meeting.

11. **DELEGATIONS**

There were no delegations.

12. **TOWN HALL SESSION**

**Ken Zakreski** provided information to address questions received at the last meeting concerning the height of the proposed radio communications tower. He explained to the Local Trust Committee the rationale for the tower height and showed charts of height requirements for various first responder uses for the tower. He reviewed the list of possible uses the proposed radio tower could have for first responders on Gabriola Island.

**Ken Zakreski** suggested that a public meeting on the issues could be held in conjunction with a Local Trust Committee meeting and felt that a lot of the problems could be resolved. Trustee Malcolmson commented that public hearing input had always been held at night.

**John Peirce** commented on the Hazardous Slopes report and pledged his commitment to assist with technical language requirements when the Local Trust Committee are ready to draft the appropriate development permit regulations.

13. **APPLICATIONS AND PERMITS**

13.1 *GB-DP-2012.1 (Davison)*

Planner Fox referred to the staff report dated April 27, 2012 regarding the proposed development permit to facilitate a proposed boundary adjustment between two lots. She explained that the applicant had concurrently filed an application for subdivision with the Ministry of Transportation and Infrastructure that is contingent on the issuance of a development permit. Planner Fox summarized that the proposed boundary adjustment appears to be in compliance with the applicable development permit area guidelines.

Trustee Malcolmson asked Planner Fox about mapping updates and there was a brief discussion.

**GB-059-2012** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee instruct staff to issue development permit GB-DP-2012.1 (Davison).

**CARRIED**

14. **LOCAL TRUST COMMITTEE PROJECTS**

14.1 *Official Community Plan and Land Use Bylaw Review*

*14.1.1 Steep Slopes Development Permit Areas*

Planner Fox summarized the staff report dated April 27, 2012 regarding a proposed Project Charter and Communications Strategy to guide the hazardous areas and steep slopes development permit area project. The Local Trust Committee reviewed and commented on the two attachments provided with the report.

The trustees reviewed the project charter and discussed several changes to sections.

**GB-060-2012**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee amend the Gabriola Island Hazardous Areas & Steep Slopes Development Permit Area Project Charter as follows:

1. In **Background** end first sentence after the word “*review*”.
2. Insert after EBA the word “*Engineering Consultants*”
3. On the final line replace “*has been*” with “*was put*”
4. In **Critical Success Factors**, final bullet, replace the word “*support*” with “*approval*”
5. In **Interest Groups**, revise the final line to read” “*local realtors, contractors, and excavators*”
6. In **Risk Assessment**, bottom line, fourth column, add “*LTC direction on time allocation*”
7. In **Workplan Overview**, fifth and sixth lines should read “*Fall 2012*”

**CARRIED**

Further discussion continued concerning amendments to the Communications Strategy attachment.

**GB-061-2012**

It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee amend the Gabriola Island Hazardous Areas & Steep Slopes Development Permit Area Communication Strategy in the following ways:

1. Section 4, first bullet, replace “*influence*” with “*direct*”
2. Section 5, incorporate into the text “*local government act requirement, lack of understanding, little confidence in mapping, little bylaw enforcement as a result*”
3. Section 7, delete the text after the “;”
4. Section 9, third line, replace “*generally acceptable with the community*” with the words “*implementable and understood by those working with them*”.

**CARRIED**

**GB-062-2012** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee endorse the Gabriola Island Hazardous Areas and Steep Slopes Development Permit Area Project Charter, v. 1, dated April 27, 2012 and the Gabriola Island Hazardous Areas and Steep Slopes Development Permit Area Communications Strategy, dated April 27, 2012, both amended on May 9, 2012.

**CARRIED**

**15. BYLAWS**

There were no bylaws for consideration on this agenda.

**16. ISLANDS TRUST WEBSITE**

The Local Trust Committee reviewed the Gabriola Island Local Trust Committee page of the Islands Trust website.

**17. CLOSED MEETING**

Chair Graham informed the public in attendance that the Local Trust Committee meeting would be closed for the consideration of appointments to the Advisory Planning Commission.

**GB-063-2012** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee close the next part of the May 9, 2012 business meeting to discuss matters pursuant to Section 90(1)(a) of the *Community Charter* to consider appointments to the Advisory Planning Commission and that Island Planner Chloe Fox and Recorder Stephen Orgill be invited to attend this meeting.

**CARRIED**

**18. RECALL TO ORDER**

Chair Graham recalled the meeting to order at 12:15 pm and reported to the public that expressions of interest for the Advisory Planning Commission were still being accepted in order to fill all positions.

**GB-064-2012** It was **MOVED** and **SECONDED** that the Gabriola Island Local Trust Committee direct staff to re-advertise for Advisory Planning Commission volunteers.

**CARRIED**



**19. NEXT BUSINESS MEETING**

The next Local Trust Committee will be at 10:15 am on June 28, 2012 at the Women's Institute, 476 South Road, Gabriola Island, BC.

**20. TOWN HALL SESSION**

There were no members of the public in attendance.

**21. ADJOURNMENT**

The Local Trust Committee adjourned the meeting by consensus at 12:27 pm.

\_\_\_\_\_ Chair

\_\_\_\_\_ Recorder