



**Gabriola Island
Local Trust Committee
Minutes of a Regular Meeting**

Date of Meeting: Thursday, February 20, 2014

Location: Women's Institute
246 South Road, Gabriola Island, BC

Members Present: David Graham, Chair
Gisele Rudischer, Local Trustee
Sheila Malcolmson, Local Trustee

Staff Present: Courtney Simpson, Regional Planning Manager
Sonja Zupanec, Planner
Vicky Bockman, Recorder

Media and Others Present: One (1) member of the public-am
One (1) member of the public-pm
Two (2) local media representatives

1. CALL TO ORDER

Chair Graham called the meeting to order at 10:15 am. He welcomed the public and introduced himself, the Local Trustees, Staff and Recorder. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following changes to the agenda were presented for consideration:

Add: 11.1 Delegations – Gabriola Citizens' Rights Coalition

Delete: 14.1.1 Riparian Areas Regulation Implementation Bylaw 265 Referral Response

By general consent the agenda was approved, as amended.

3. MINUTES

3.1 Local Trust Committee Meeting Minutes of January 16, 2014

The following amendments to the minutes were presented for consideration:

ADOPTED

- Page 2, item 4.2: delete first sentence and replace with “Trustees reported they had adopted this report as the Local Trust Committee’s submission to the Province opposing ferry service cuts.”;
- Page 4, item 7.2.1, second line: remove “on”;
- Page 5, delete second paragraph and replace with “Trustee Malcolmson recalled that RDN staff said the findings in the first study were limited by being based on uses allowed in zoning versus actual groundwater consumption, and she hoped the next phase of study will not compound those limitations.”;
- Page 5: delete fourth paragraph and replace with “Chair Graham had some concerns about the usefulness of the data this project would provide if there was little developable land left on Gabriola Island.”
- Page 5, second line from bottom, delete “term” and replace with “fiscal year”;
- Page 6, item 8, last line: delete “receive a” and replace with “adopt the”; and
- Page 16: delete last sentence and replace with “Trustee Malcolmson agreed and did not feel that any of these exemptions are against the object of the Islands Trust or against the object of the Ministry considering the Ministry has approved these for other local governments.”

By general consent the Local Trust Committee meeting minutes of January 16, 2014 were adopted, as amended.

3.2 Section 26 Resolutions Without Meeting Log – None.

3.3 Gabriola Island Advisory Planning Commission Meeting Minutes – None.

3.4 Mudge Island Advisory Planning Commission Meeting Minutes – None.

3.5 Gabriola Island Agricultural Advisory Planning Commission Minutes – None.

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-up Action List dated February 11, 2014

Planner Zupanec provided an update on the Open House held to provide an opportunity for the public to learn about the draft Agriculture Policies and regulations. She commented on the number of comments received about the proposed project.

Trustees expressed appreciation for the number of community members that attended and thanked staff for providing the arrangements which worked well both for the Open House and for the Food Forum. They reported that the Food Forum was well attended and offered an additional opportunity for exposure to the ideas and to solicit further comments.

Several items on the List were recognized as needing Status updates.

ADOPTED

4.2 Follow-up Action List Memorandum dated January 17, 2014

The memorandum recommends moving tasks on the List which are not expected to be completed within the next three months to alternate locations for tracking in accordance with Trust Council Policy. Trustees concurred with the approach.

GB-2014-035

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee ask staff to update the Follow-Up Action List as outlined in the January 17, 2014 memorandum.

CARRIED

5. CORRESPONDENCE – None.

6. REPORTS

6.1 Work Program Reports

6.1.1 Top Priorities Report and Projects List dated February 11, 2014

The report was received.

6.1.2 Top Priorities Report and Projects List Memorandum dated January 17, 2014

Planning Manager Simpson summarized the memorandum which recommends consideration of revising the Top Priorities Report to reflect only the items realistically expected to be completed this term and moving other items to the Projects List.

Trustees expressed a preference to continue work on many of the listed items this term and commented that even if conclusion cannot be achieved, it might be possible to conduct useful foundational work. After further discussion items deemed appropriate for inclusion on the Projects List were identified.

ADOPTED

GB-2014-036

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee amend its Official Community Plan Review Top Priority List by moving to the Projects List the following three items:

- Review Official Community Plan and Land Use Bylaw to include protective measures for biodiversity;
- Review Official Community Plan and Land Use Bylaw to improve protection of coastal areas; and
- Review Official Community Plan and Land Use Bylaw to protect water quality and quantity.

CARRIED

GB-2014-037

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request that staff update the Projects long List as recommended in the January 17, 2014 staff memorandum.

CARRIED

6.2 Applications Log

6.2.1 Report dated February 11, 2014

Planning Manager Simpson advised that she will be following up on addressing the old, dormant applications.

Planner Zupanec summarized the new development permit application for Intrascap Developments, reporting that the application is in the early stages and she is awaiting more information before processing. She noted that she has counselled the applicant that the Committee can defer decisions on development permits when bylaw changes are being considered and suggested that this might be discussed further for clarity at agenda item 14.1.2.

6.3 Trustee and Local Expenses

6.3.1 Expenses posted to month ending January, 2013

The expense report was received.

7. NEW BUSINESS

7.1 Definition of Restaurant and Structures

Trustee Rudischer commented that she had been contacted by a community member wishing to conduct a takeout operation and that there seems to be some inconsistency in what is permitted and what is occurring. She suggested that a definition of “restaurant” would provide clarity and would be useful.

GB-2014-038

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff to add to the housekeeping bylaw amendments list, a definition of restaurant that allows takeout.

CARRIED

Trustee Rudischer reported that she had been approached by a person who wanted to serve food from a trailer on a commercial property, however, was advised that this is only permitted in buildings and structures and trailers do not fall into the structure category. She suggested that allowing the serving of food from a trailer would be appropriate and warrants consideration.

GB-2014-039

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee ask staff for advice on allowing food sales from trailers on commercial zones.

CARRIED

GB-2014-040

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee move the housekeeping bylaw amendments list to the Priority List No. 2.

CARRIED

Trustees observed that it has been some time since the housekeeping bylaw amendments list has been reviewed, and suggested that a staff report might be provided to assist in prioritizing items on that list.

8. TRUSTEES' REPORT

Trustee Rudischer did not provide a report.

Trustee Malcolmson reported that work has been ongoing on the Ballenas-Winchelsea proposed Official Community Plan and Land Use Bylaw project and that a second public hearing will be occurring. She noted that the proposed bylaws are on the website for review.

ADOPTED

She remarked that since the last Local Trust Committee meeting she attended several community events including the film festival, the Gabriola Elementary School Visioning Event, a Save Our Shores event where she was invited to give a talk on oil spill preparedness, and the Food Forum hosted by Gabriola Growers community group. She noted that the Agriculture proposed bylaws Open House was well attended and participants included both the youngest and oldest farmers; and she observed that it was great to have all that advice there. Additionally she participated in events at both Vancouver Island University and on Gabriola Island regarding the First Nations reconciliation process.

Trustee Malcolmson reported that she attended many ferry meetings along with Trustee Rudischer. She acknowledged the work done by community volunteers on the economic impacts assessments of the announced ferry service cuts. She commented that she has been asked to represent Trust Council at the Union of BC Municipalities Select Committee on Ferry Policy which is putting forth its “treat it as a highway” argument. This committee will be initiating work on an economic impact assessment.

She announced a reminder that March 5, 2014 is the deadline for contributing to the derelict vessel inventory that Transport Canada is producing and emphasized the importance of this program.

9. CHAIR’S REPORT

Chair Graham reported that the Trust Council meeting will be held the first week of March on Hornby Island. He noted that items of interest will be a presentation by First Nations treaty negotiators from the Province and updates from Trust Council committees. He reported that adoption of the draft 2014/2015 budget recommendation, which proposes a zero percent increase, will be considered at that meeting.

He announced that the Community Stewardship Awards program is now open for nominations and that the deadline is April 16, 2014.

10. REGIONAL DIRECTOR’S REPORT – None.

11. DELEGATIONS

11.1 Gabriola Citizens’ Rights Coalition

Bart Jessup, Chair for the Gabriola Citizens’ Rights Coalition, presented a submission dated February 20, 2014 regarding proposed bylaws 265 and 266. He explained that two recent legislative and administrative developments may affect Gabriola’s proposed bylaws 265 and 266: a new Water Sustainability Act cited to be ready this year and a soon to be released report of the Ombudsperson’s systemic investigation of administration of the Riparian Areas Regulation.

He noted that the second Madrone Report is referenced in the January 16, 2014 Local Trust Committee minutes as being received under agenda item 14.1.5. He

ADOPTED

requested clarification, as the item is titled “Notes” and asked if this is a report under Riparian Areas Regulation.

Planning Manager Simpson clarified that the Madrone Report labeled as notes and referenced in the January 16, 2014 minutes is not an assessment under Riparian Areas Regulation and has not been filed under the Ministry of Environment, rather it was a study completed for the Local Trust Committee using simple assessment methodology to help make decisions about the mapping area.

Committee members thanked Mr. Jessup for his presentation.

Discussion followed on the implications of this information as it relates to local government responsibility to Riparian Areas Regulation. Planning Manager Simpson indicated that she does not anticipate that there will be a change to local government responsibility for implementation of the regulation.

Trustees confirmed that the information provided in this delegation presentation will be included in the Public Hearing; however, did not support a decision being made at this time as to suspension of further action after the Public Hearing as this might affect the continuation of public comment on the issue. They recommended that any concerns that exist about the Madrone report be submitted in writing for consideration.

12. TOWN HALL SESSION – None.

13. APPLICATIONS AND PERMITS – None.

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 Official Community Plan/Land Use Bylaw Review

14.1.2 Climate Change Policy Implementation Staff Report dated February 6, 2014
Planner Zupanec summarized the purpose of the staff report regarding Climate Change Policy Implementation – Revisions to Draft Bylaw No. 273. She advised that staff met with a focus group of volunteers to solicit feedback on the options. Discussion followed on possible amendments to the draft bylaw.

Parking Maximums

Planner Zupanec outlined the opportunity for creation of green space that parking maximums might provide, identified difficulties with the approach and recommended the provision for a parking maximum be maintained in the draft bylaw in order to solicit further community input. Trustees provided input as follows:

- concern was expressed that placing maximums on parking could result in more parking on the roadway or in adjacent lots;

ADOPTED

- it was observed that a maximum parking regulation does not always result in the desired green space, and Trustees asked if there are options available to strengthen this component; and
- it was suggested that the Community Information Meeting would be an important means to gauge the viewpoints of the community and request was made that staff ensure that the issues and implications are clearly demonstrated for the public's benefit.

Small Car Parking

Planner Zupanec outlined the recommendation that there not be the inclusion of a required proportion of small vehicle parking spaces. She explained that enforcement on Gabriola would be limited, these spots are often used by large vehicles, and this approach does not effectively promote more energy efficient vehicle use. Staff suggested instead that 20% of the total parking spaces in a ten or more space lot can be reduced in size; and in conjunction with that recommendation suggested that the Committee could consider including a development permit guideline for the Village Centre requiring an electric vehicle charging station in new parking lot developments with 25 or more stalls. Trustees considered the options and the following was noted:

- It was questioned whether the cost for a charging station might be prohibitive. Planner Zupanec responded that a retrofit after initial development would be more costly, however would be less if considered for new development and she advised that grants are available to assist with cost.

Small Car/Motorcycle Dimensions

Recommendations for dimensions for small car and motorcycle parking spaces were outlined in the staff report and it was recommended that the location of these spaces as well as those for accessible parking be prioritized.

- It was mentioned that handicapped parking should have the highest priority.

Permeable Parking Surfaces

Planner Zupanec summarized the recommendation for the inclusion of development permit guideline language requiring permeable surfaces for individual parking spaces but not for the travel portions of a parking lot. She explained that this approach ensures the benefits of permeable surfaces while mitigating the concerns of migration of material to the main roads.

- Trustees inquired about consideration of options for swales, green space and storm water management. Planner Zupanec responded that these techniques generally compliment paved lots and that development permit guidelines would need to be expanded considerably to accommodate that option.

ADOPTED

GB-2014-041

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request that staff include examples at the Community Information Meeting of rain water swales as a method of increasing ground water recharge in impermeable parking lots.

CARRIED

Accessible Parking

Planner Zupanec reported that changes are recommended to reflect current language pertaining to accessibility and universal access standards and identified revisions for Table 2 and the Land Use Bylaw regulations. The following comments were noted:

- Trustees requested clarification of the required number of accessible parking spots to ensure that there is a sufficient number being considered. Planner Zupanec responded that the Commercial zones require the greater of 1 or 1 per 50 parking stalls and she did not foresee at this time any future development that might require a reassessment of this requirement; and
- concern was expressed that accessible parking may not be located as close as possible to main entrance locations.

GB-2014-042

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request that staff amend the draft bylaw to give accessible parking spaces the highest priority for proximity to the building's main entrance.

CARRIED

Trustees discussed a community information meeting and their preferences for consultation venue, general date and time.

GB-2014-043

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request that staff revise draft Bylaw No. 273 as proposed in the February 6, 2014 staff report.

CARRIED

GB-2014-044

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff to schedule a Community Information Meeting regarding draft Bylaw No. 273 and specifically request input from property and business owners in the Village Commercial and District Commercial Zones.

CARRIED

ADOPTED

Planner Zupanec commented that other local trust committees have created sandwich board signs to help bring awareness to meetings and suggested that such a tool might be useful on Gabriola Island.

GB-2014-045

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee release up to \$400 in funds from its Local Trust Committee Local Expense account, Communications 65220 620 for creation of a Local Trust Committee meeting sandwich board.

CARRIED

Planner Zupanec requested direction from Trustees regarding advising potential development applicants in the Village Commercial and District Commercial zones about timing considerations.

GB-2014-046

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff convey that development applications in the Village Commercial and District Commercial zones will be delayed while the Trust Committee is considering policy amendments for those zones.

CARRIED

14.1.3 Agriculture Policies

This item was discussed previously at item 4.1, Follow-up Action List.

Planner Zupanec left the meeting at 12:20 pm.

By general consent the meeting was recessed at 12:20 pm and reconvened at 12:25 pm.

15. CLOSED MEETING

GB-2014-047

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee closes the next part of the February 20, 2014 business meeting to discuss matters pursuant to Section 90(1)(a) of the *Community Charter* to consider Agricultural Advisory Commission and Transportation Advisory Commission Appointments and 90(1)(f) Bylaw Enforcement update, and that Staff be invited to attend this meeting.

CARRIED

The Committee closed the meeting at 12:26 pm.

ADOPTED

16. RECALL TO ORDER: The Gabriola Island Local Trust Committee re-opens this meeting to the public subject to Section 89 of the *Community Charter*

By general consent the Committee reconvened in open meeting at 12:52 pm.

16.1 Rise and Report from Closed Meeting

Chair Graham reported that while in closed meeting the Committee adopted *In Camera* minutes from a prior meeting, received updates on bylaw enforcement matters, and made appointments to the Agricultural Advisory Commission and Transportation Advisory Commission as follows:

Agricultural Advisory Commission: Eric Veale, Bryan Hardy and Theresa Curtiss
Transportation Advisory Commission: John Hodgkins, Jim Ramsay and Steve Earle.

GB-2014-048

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee extend the deadline for volunteers to the Agricultural Advisory Commission and the Transportation Advisory Commission until April 15, 2014 and ask that staff update the online advertisement.

CARRIED

17. ISLANDS TRUST WEBSITE

Gabriola Pages – no changes requested.

18. NEXT MEETING DATE

The next meeting will take place on Thursday, March 13, 2014 at 10:15 am at the Women's Institute, 476 South Road, Gabriola Island, BC.

19. TOWN HALL SESSION – None.

ADOPTED

20. ADJOURNMENT

By general consent the meeting was adjourned at 12:55 pm.

David Graham, Chair

CERTIFIED CORRECT:

Vicky Bockman, Recorder