



Gabriola Island Local Trust Committee Minutes of Regular Meeting

Date: October 13, 2016
Location: Gabriola Arts & Heritage Centre
 476 South Road, Gabriola Island, BC

Members Present Laura Busheikin, Chair
 Melanie Mamoser, Local Trustee
 Heather O'Sullivan, Local Trustee

Staff Present Sonja Zupanec, Island Planner
 Rob Milne, Island Planner
 Ann Kjerulf, Regional Planning Manager
 Lisa Millard, Recorder

Others Present There were approximately nine (9) members of the public and one (1) member of the media in attendance.

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 10:15 am. She acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 11.3 Adoption of Bylaw No. 278 and Bylaw No. 279**
- 13.3 Local Trustee Office Hours**
- 13.4 Village Vision Next Steps**
- 13.5 Chamber of Commerce Email Request for a Letter of Support**
- 17.1 Motion to Close Meeting: add 90(1)(c) Labour Relations**

By general consent the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

Peter Phillips stated that it is his understanding that it is against local bylaws to sawmill or process wood in areas other than those zoned as Forest Resource and he requested that these bylaws not be enforced. He referenced Galiano Land Use Bylaw No. 127 Section 17.1(45) and asked that Trustees review it. Trustee Mamoser indicated that a review of temporary sawmilling was added to the Projects List at the September 8, 2016 Local Trust Committee (LTC) Meeting.

Ruth Wright stated that Gabriola Land Use Bylaw No. 177 Section B.1.2 subsection B.6.41 allows individuals to live in an accessory building on a residential lot for up to two

years while constructing a permanent home, however, these buildings do not have to be connected to approved septic disposal systems. She indicated that the suggested alternatives to a septic system include the use of a pit latrine, outhouse, or bucketing sewage and she does not feel that these are acceptable for small residential lots. She requested that the bylaw be amended to require septic hookups for accessory buildings that are being used for temporary residences, while owners have a building permit. Planner Zupanec stated that occupancy permits are issued by the Regional District of Nanaimo (RDN) and she will provide Trustees with additional information on RDN requirements in regard to this subject prior to potential discussion on the bylaw in question.

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES

6.1 Local Trust Committee Minutes dated September 8, 2016 – for adoption

The following amendments to the minutes were presented for consideration:

Page 8 In the paragraph following GB-2016-080 remove the last sentence beginning with Chair Busheikin called the question..., and move DEFEATED from the bottom of the motion to the bottom of the paragraph.

Page 9 Delete the entire third paragraph following GB-2016-082 beginning with “It was MOVED...” as this motion was not seconded.

Page 9 In the paragraph following GB-2016-083 remove the sentence beginning with Chair Busheikin called the question... and move DEFEATED from the bottom of the motion to the bottom of the paragraph.

Page 5 Item 9.2 in the first paragraph before the motions, remove the words “who has indicated that there are difficulties in enforcing the bylaw” as this statement referred to a different issue.

Page 8 The second bullet point should read: “The *Water Sustainability Act* was put in place to protect ground water supply and one of the main tools it uses to do so is licensing and regulating non domestic water uses, specifically agricultural and industrial use. Domestic water supply wells are not required to be licensed. Under the *Act* it is not illegal to drill wells for residential use within the area of the proposed subdivision.”

Page 8 In the fourth bullet point change the words “large increase in density” to “high density area”.

Page 8 In the fifth bullet point add the following sentence in between the first and second sentences: “It is land that can reasonably be expected to be logged at some point and is therefore less suited to being located in a residential neighborhood.”

Page 9 At the top of the page in the first paragraph the last part of last sentence states “if for residential purposes” and the word “if” should be “is”.

Page 9 In the second sentence of the paragraph following motion GB-2016-83 change the word “consult” to “work”.

Page 11 Item 11.1.1 in the first bullet point the correct spelling is “cob”.

By general consent the minutes were adopted as amended.

6.2 Section 26 Resolutions-Without-Meeting - none

6.3 Advisory Planning Commission Minutes - none

6.4 Mudge Island Advisory Planning Commission Minutes - none

6.5 Agricultural Advisory Commission Minutes - none

6.6 Transportation Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated October 3, 2016

Regional Planning Manager Kjerulf stated that the RDN commented that it did not have an objection to the Coats Marsh Regional Park lands being rezoned to Parks 1, however, a meeting with the Nature Trust of BC, which owns the land jointly with the RDN, had not yet occurred.

Chair Busheikin commented that she received a phone call from a staff member with the Snuneymuxw First Nation regarding potential topics of discussion at the meeting that is to be scheduled. She noted that she told the staff member that the meeting was intended to be educational for herself and the other Islands Trust representatives that would be attending and she was informed that follow up regarding a meeting date would be forthcoming.

8. DELEGATIONS

8.1 Tobi Elliot – request for LTC sponsorship of a ‘Tiny Home Speaker Series’

It was noted that the correct spelling of Ms. Elliot’s first name is Tobi.

Tobi Elliot summarized the written Introduction to *Building Tiny Homes Series Proposal* as follows:

- A two-part workshop on building tiny homes will be offered to interested participants.
- The first part of the series will define what tiny homes are and discuss relevant bylaws and building codes while the second part will feature several speakers focussing on the design and building of tiny homes.

- She requested that an Islands Trust staff member attend the workshop and do a presentation regarding relevant land use bylaws as well as any other support that might be available through Islands Trust.

GB-2016-094

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to make a presentation at the Introduction to Building Tiny Homes Series.

CARRIED

Discussion ensued and it was noted that the LTC could support the series by providing information about it to local planning committees across Islands Trust as well as forwarding it to individuals working on Housing Options committees. Staff indicated that they could inquire if Trust Council has any budget availability for housing discussion as well as any potential opportunity for the Islands Trust Grant Coordinator to advise if any suitable grants might be available for this, or future series of the same nature.

GB-2016-095

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee forward correspondence titled Introduction to Building Tiny Homes Series Proposal to Local Planning Committees for their information.

CARRIED

9. CORRESPONDENCE

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

9.1 Email dated September 6, 2016 from Regional District of Nanaimo, Director, Howard Houle regarding Descanso Bay Emergency Wharf

Trustee O'Sullivan made the following points regarding the email:

- She respectfully disagrees with the statement that Gabriola does not lack water taxi service. The primary need for said service would be outside of BC Ferries operating hours which coincides with hours in which the local bus and taxi services are also not available.
- Water taxi service provided from the Green Wharf or Silva Bay area are considerably further away than Descanso Bay.
- She agrees that a referendum is costly, however, opportunities for cost neutral referendums have previously been missed and might be available again in the future.
- At a May, 2015 Ferry Advisory Committee (FAC) meeting, Captain Mark Waugh, the Senior Master of the Quinsam at that time, stated that BC Ferries' concerns with a Descanso Bay water taxi location are only relevant during the ferry operating hours and that other marine navigation issues would be the concern of a potential taxi operator.

- Water taxi service could decrease parking pressure in the ferry parking areas as individuals might not need to park overnight if using the taxi service.
- Estimates for repair work to the existing emergency dock vary and clarification on the safety status of the dock is needed.
- While the emergency dock is an RDN facility there is overlapping jurisdiction with the Province and an agreement exists between the two regarding a license for occupation, however, Islands Trust is responsible for zoning. While Islands Trust cannot directly affect the agreement, the Province is likely to respect the wishes of the community regarding a community asset.
- If the LTC were to consider changing the zoning of the dock in the future, then community consultation would be part of the process and this consultation process could provide documentation of the public interest that Mr. Houle seeks.

GB-2016-096**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to prepare a letter for the Chair's signature acknowledging Director Houle's correspondence and thanking him for the background provided.

CARRIED**9.2 Letter dated September 18, 2016 from Tammy Kinloch regarding Mudge Island Dock**

Discussion ensued and it was noted that the Mudge Island Official Community Plan (OCP) supports community docks and that the LTC has zoning authority to allow dock uses in specific locations. The topic will be put on the agenda for discussion at the upcoming meeting with the RDN which is the most likely body to operate such a facility.

9.3 Gabriolans Against Freighter Anchorages Society

Received for information. Both Trustees made statements thanking Gabriolans Against Freighter Anchorages Society (GAFA) and recognized the exceptional quality of research and communication being done.

10. APPLICATIONS AND REFERRALS**10.1 Thetis Island Local Trust Area Bylaw Referral Request for Response regarding Bylaw No. 101 (Valdes Island Rural Land Use Bylaw Amendment - West Vancouver Yacht Club)****GB-2016-097****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee respond to the Thetis Island Local Trust Committee that our interests are unaffected by proposed Bylaw No. 101.

CARRIED

10.2 GB-LCB-2016.1 Surf Lodge

10.2.1 Staff Report

Planner Zupanec summarized the staff report. It was noted that the proposed change to the existing license does not impact occupancy load and the proposed use is permitted by the applicable zoning. It was clarified that this is an entertainment endorsement which would allow patrons to get up out of their seats in areas where alcohol is being served and would also provide restrictions on the hours when entertainment can be provided and when and where amplification of sound systems can be operated.

GB-2016-098

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to inform the Liquor Control and Licensing Branch (LCLB) that it has considered application GB-LCB-2016.1 (Surf Lodge) for a 'food-primary entertainment endorsement', and provide the following comments:

- a) The LCLB regulatory criteria have been considered, including the potential for noise and impacts on the community, and adverse impacts on neighbouring properties on the community are not anticipated as a result of a change to the existing license;
- b) The views of residents were not gathered because adverse impacts on neighbouring properties or the community are not anticipated as a result of a change to the existing license;
- c) The application for a 'food-primary entertainment endorsement' should be approved because the change would not authorize the establishment to be operated in a manner that is contrary to its primary purpose, which is the service of food, or a use contrary to the Tourist Commercial (TC1) zone under the Gabriola Island Land Use Bylaw No. 177, 1999.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Housing Options Review Project

11.1.1 Verbal Update from Planner

Planner Zupanec stated that the Housing Options Review Survey was completed and 431 responses from the public were received. She summarized the survey responses and noted that the Advisory Planning Commission (APC) would be meeting on October 18, 2016 to review the data results and provide input as part of a working group. She indicated that she would provide a detailed report at the upcoming November, 2016 LTC meeting.

11.1.2 Trust Council Housing Report

Received for information.

Planner Zupanec left the meeting at 11:55 am.

By general consent a recess was called at 11:52 am and the meeting reconvened at 11:58 am.

11.2 **Roadside Signage - Regulations Review**

11.2.1 Staff Report

Regional Planning Manager Kjerulf reviewed the staff report and stated that Table 1: Summary of Signage Regulations was provided for information only. Discussion ensued in regard to the questions for the LTC included in the staff report and is summarized as follows:

Question 1

- At this time Trustees do not wish to pass a resolution requiring the Ministry of Transportation and Infrastructure (MOTI) to remove signs within the right of way, however, they might consider asking MOTI to remove derelict and obsolete signs in the future.
- Further discussion with MOTI is desired prior to requesting them to enforce removal under the current limits.

Question 2

- The time limit for temporary signs be changed from two weeks to three weeks in advance of an event.

Question 3

- Third party signage should remain as a signage option.

Question 4

- Separation distance between signs of a certain type should not be required.
- Signs must not interfere with visibility of other signs, motorist's ability to see pedestrians and cyclists, and pedestrian's or cyclist's ability to navigate the right of way.
- Request the opinion of the Bylaw Enforcement Officer on the above noted point.

Question 5

- Types of signs that may have been overlooked include historical signs, commemorative plaques, educational and cultural signs, Gertie signs and community mailbox signs.
- Certain types of signs can be exempt from regulation. A regulation can be added stating that if a sign is not in compliance then an application for a permit for such signage could be undertaken.

- Limit third party signs that are permanent and advertising in nature to one per lot.

Question 6

- Externally illuminated signs should be permitted while internally illuminated signs should not with the exception of lit signs that state the business is open.
- The definition for a third party sign should refer to a sign placed on a lot. The remaining definitions in the staff report are adequate.

Planner Milne arrived at 12:55 pm.

BREAK

By general consent the meeting was recessed at 12:48 pm and reconvened at 1:05 pm.

Further discussion ensued regarding roadside signage and the following points were made:

- Further consultation with MOTI in follow up to the December, 2015 meeting is desired. Relevant bylaws should be drafted prior to consultation.
- The proposed bylaw allows for two permanent signs per business or institution and they should also be allowed one temporary sign.
- The definition of a temporary sign should not include the word event in order to allow temporary signs for home occupations, businesses and institutions.

11. LOCAL TRUST COMMITTEE PROJECTS

11.3 Adoption of Bylaw No. 278 and Bylaw No. 279

GB-2016-099

It was MOVED and SECONDED

that Bylaw No. 278 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 3, 2014”, be adopted.

CARRIED

GB-2016-100

It was MOVED and SECONDED

that Bylaw No. 279 cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2012”, be adopted.

CARRIED

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report dated October 3, 2016

Received for information.

12.1.2 Projects List Report dated October 3, 2016

Received for information.

12.2 Applications Report dated October 3, 2016

Regional Planning Manager Kjerulf stated that GB-DVP-2016.2 had been issued.

12.3 Trustee and Local Expense Report dated August, 2016

Received for information.

12.4 Adopted Policies and Standing Resolutions

Received for information.

12.5 Local Trust Committee Webpage

No changes or additions.

12.6 Chair's Report

Chair Busheikin reported on the following:

- The Executive Committee (EC) met the previous week and discussed the transition plan for Saltspring Island's potential incorporation.
- The EC is developing principles on language guidelines when working with First Nations.
- The EC met with MOTI to discuss road maintenance issues.
- In the upcoming week she will meet with the Vancouver Island Panel of Agricultural Land Commission to learn more about their process and inform them about farming on the Islands within the Trust area.

12.7 Trustee Reports

Trustee Mamoser reported on the following:

- She participated in the unveiling of a plaque commemorating the 70th Anniversary of Malcolm Lowry's trip to Gabriola and she noted that Lowry's book *October Ferry to Gabriola* is an important piece of literature offering a connection to the history and culture of Gabriola.

Trustee O'Sullivan reported on the following:

- She was the master of ceremonies at the recent Terry Fox run.
- She noted challenges faced by the community during the recent power and communications outage which might have implications for disaster planning.
- She will attend upcoming meetings with Emcon and the Ferry Advisory Commission.

12.8 Electoral Area Director's Report - none

12.9 Trust Fund Board Report, September, 2016

Received for information.

13. NEW BUSINESS

13.1 2017 Local Trust Committee Meeting Schedule

GB-2016-101

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee schedule its regular business meetings on the following dates: January 12, February 9, March 9, May 11, June 8, July 13, September 7, October 12, and December 14.

CARRIED

GB-2016-102

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee advertise its regular business meetings in the Gabriola Sounder and on the Gabriola Sounder Calendar.

CARRIED

13.2 Gabriola Telephone Directory Renewal

In the second sentence of the listing change three years to four years and change Chair Busheikin's phone number to 250-218-3216.

GB-2016-103

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee authorize the expenditure of \$378.00 (three hundred and seventy-eight dollars) for Islands Trust advertising in the 2017 Gabriola Directory.

CARRIED

13.3 Local Trustee Office Hours

Effective October 17, 2016 Trustee Mamoser and Trustee O'Sullivan will have office hours at the Islands Trust Northern Office, Gabriola on Mondays from 10:00 am to 11:00 am. One Trustee will be in attendance during these hours.

GB-2012-104

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee spend funds to advertise Trustee office hours in the calendar section of the Gabriola Sounder.

CARRIED

13.4 Village Vision Next Steps

John Peirce thanked the LTC for their support during the Village Vision Design workshop. He questioned how the results of the planning workshops could be presented to the LTC in a manner in which they could be utilized. Regional Planning Manager Kjerulf stated that she and one of the Trustees could meet with him for a preliminary discussion and he could follow that up by attending an upcoming LTC meeting as a delegation.

13.5 Chamber of Commerce Email Request for a Letter of Support

GB-2016-105

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee provide a letter of support for the Chamber of Commerce application to the BC Rural Dividend program for a commercial demand forecast for Gabriola.

CARRIED

14. BREAK

By general consent the break was reordered to take place prior to Item 13.

15. DELEGATION

15.1 Gabriola Elementary School - Grades 5/6

The delegation did not attend the meeting.

16. TOWN HALL - none

17. CLOSED MEETING

17.1 Motion to Close Meeting

GB-2016-106

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) (c) Labour Relations; (d) adoption of Closed Meeting Minutes dated September 8, 2016; (f) Bylaw Enforcement; and (i) receipt of advice that is subject to Solicitor-Client Privilege and that the recorder and staff attend the meeting.

CARRIED

The meeting closed to the public at 1:48 pm.

17.2 Recall to Order

The meeting was reopened to the public at 2:24 pm.

17.3 Rise and Report

Chair Busheikin reported that in the closed meeting the LTC adopted the In-Camera minutes of September 8, 2016 and received a legal opinion.

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for Thursday, November 10, 2016 at 10:15 am at The Gabriola Arts & Heritage Centre, 476 South Road, Gabriola Island, BC

19. ADJOURNMENT

Laura Busheikin, Chair

Certified Correct:

Lisa Millard, Recorder