



## Gabriola Island Local Trust Committee Minutes of Regular Meeting

**Date:** January 18, 2018  
**Location:** Gabriola Arts & Heritage Centre  
 476 South Road, Gabriola Island, BC

**Members Present:** Laura Busheikin, Chair  
 Heather O’Sullivan, Local Trustee

**Staff Present:** Ann Kjerulf, Regional Planning Manager  
 Lisa Millard, Recorder

**Others Present:** There were approximately twelve members of the public and one member of the media in attendance.

**Regrets:** Melanie Mamoser, Local Trustee

### 1. CALL TO ORDER

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

Chair Busheikin noted that Trustee Mamoser was not in attendance due to illness.

### 2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

7.3 Commercial Vacation Rentals – Memorandum (Revised)

11.1.1 Housing Options Review Project (Proposed Bylaw No. 293) – Memorandum

13.2 Housing Agreement Administration – Briefing

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

### 3. TOWN HALL AND QUESTIONS

*Reminder: Bylaw Nos. 292 and 293, Housing Options Review Project - NO WRITTEN OR ORAL REPRESENTATIONS WILL BE RECEIVED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE, OR ITS INDIVIDUAL MEMBERS AS THE PUBLIC HEARING HAS CONCLUDED.*

A member of the public spoke regarding the Islands Trust’s Derelict Vessel Advocacy program and noted that there is a form that can be filled out on the Islands Trust website to add to the inventory of derelict vessels. She expressed her appreciation that the Islands Trust is working with other agencies to protect the marine environment.

A member of the public asked for the definition of the term “briefing” in reference to Item 13.2. Regional Planning Manager Kjerulf indicated that the term is used for an information report that is presented to the Islands Trust Council or a Committee while the term memorandum is used for a short report to a Local Trust Committee (LTC) which might, or might not, request that a decision be made.

A member of the public asked if he could increase the size of his accessory building from 700 square feet to 960 square feet on his five-acre lot. He was advised by the Chair to contact a planner with the local Islands Trust office to discuss issues related to his private property.

**4. COMMUNITY INFORMATION MEETING - None**

**5. PUBLIC HEARING - None**

**6. MINUTES**

**6.1 Local Trust Committee Minutes dated December 14, 2017 – for adoption**

Amendments to the Minutes dated December 14, 2017 were made as follows:

On page 1 of the minutes, in the Members Present section, beside Heather O’Sullivan, Local Trustee, add in brackets “attended by telephone conference call”.

On page 3 of the minutes strike the first bullet point that begins with “A short-term vacation rental is considered a home occupation.”

**By general consent** the minutes were adopted as amended.

**6.2 Section 26 Resolutions-Without-Meeting Report - None**

**6.3 Advisory Planning Commission Minutes - None**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Follow-up Action List dated January 11, 2018**

Regional Planning Manager Kjerulf summarized the report and made the following comments:

- Staff had requested a meeting with the Regional District of Nanaimo (RDN) and are awaiting a response.
- Staff had completed an informational document titled “Commercial Vacation Rentals”.
- An Advisory Planning Commission meeting for the Mudge Island Official Community Plan (OCP) and Land Use Bylaw (LUB) has been scheduled for January 19, 2018.

**7.2 Allocation of Northern Office Staff Resources – Memorandum**

Regional Planning Manager Kjerulf indicated that the Gabriola Island LTC generally receives a higher proportion of planning and administrative staff resources as Gabriola is a larger island with more complex regulations compared to other islands in the Trust Area.

Trustee O’Sullivan noted that there is a relatively new method being used to track the allocation of staff working hours and she would like to have further review of the topic once more data is available for comparison purposes.

It was observed that Trustee Mamoser requested the report and she was not in attendance at the meeting to provide feedback. Regional Planning Manager Kjerulf stated she would ask Trustee Mamoser if she would like the memorandum included on the agenda of the next LTC regular meeting.

### **7.3 Commercial Vacation Rentals – Memorandum (REVISED)**

Discussion ensued and the following points were made:

- To aid in readability the text on the first page should not be justified
- Trustees would like a clarification included in the document stating that AirBnB is an internet marketing platform and not a classification of vacation rental on Gabriola.
- The document was designed to be distributed as an educational tool for public information and therefore should be distributed to the public directly through the local newspaper.

#### **GB-2018-001**

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

that the Gabriola Island Local Trust Committee authorize the expenditure of \$620.80 from the 2017/18 Local Trust Committee communications budget for the purpose of distributing the Commercial Vacation Rentals handout through the Gabriola Sounder.

**CARRIED**

## **8. DELEGATIONS**

### **8.1 Village Vision Planning Committee - Presentation and Report**

Diane Cornish, a member of the Village Vision Committee, read a written statement which asked the LTC to consider the following:

- That the findings and strategies in the Village Vision Report be analyzed in regard to their implications for the development of a housing strategy when developing terms of reference for Phase 2 of the Housing Options Review.
- That the terms of reference explore potential for mixed use buildings and examine the implications of increasing density in the village core.
- Consider if the scope identified in the OCP for potential rezoning applications for multi-dwelling affordable housing is in alignment with the principles of the report.
- That specific issues, as outlined in the statement, be prioritized for discussion at an upcoming annual cross-governmental meeting.
- That the existing letter of agreement with the Ministry of Transportation and Infrastructure (MOTI) be updated and renegotiated to address the standards of road safety and drainage.
- That the LTC work with the RDN, MOTI and the Vancouver Island Health Authority (VIHA) to create a master plan to develop accessible, safe routes in the village and to the ferry.

**GB-2018-002**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee refer point 1 in the Village Vision Delegation's submission, "Amend the Letter of Agreement between the Ministry of Transportation and the Islands Trust to include specific standards for village area streetscapes as rural complete multi-modal streets", to the Executive Committee with the inclusion of a supporting letter to be received from Village Vision: .

**CARRIED**

**GB-2018-003**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to add points 2a and 2b of the Village Vision Delegation's submission to the agenda of the upcoming Regional District of Nanaimo and Islands Trust joint meeting:

"Adopt a co-ordinated inter-agency (Islands Trust, RDN and MOTI) approach to:

- a) the development of a Master Plan for the development of accessible, safe, pedestrian friendly routes not only in the village core but also down North Road to the ferry; and
- b) the development of standards, processes and shared funding programs to allow rural community Regional Districts to more efficiently and successfully collaborate with MOTI on rural village complete street improvements".

**CARRIED**

**GB-2018-004**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee refer point 2c of the Village Vision Delegation's submission to the Trust Programs Committee for consideration:

"Adopt a co-ordinated inter-agency (Islands Trust, RDN and MOTI) approach to:

- c) the development of standards that would allow for the safe rainwater harvesting for potable use in multi-family, commercial and institutional settings."

**CARRIED**

Discussion ensued about creating a Project Charter for Phase 2 of the Housing Options Review prior to Phase 2 being designated as a project.

**GB-2018-005**

**It was MOVED and SECONDED**

that the following considerations be incorporated into a Project Charter for the second phase of the Housing Options Review Project:

- 1) examining the appropriate scope of the area designated in the Official Community Plan for possible multi-dwelling affordable housing;
- 2) examining the potential for increasing density in the Village core multi-dwelling housing; and
- 3) exploring opportunities for mixed use buildings in the Village core.

**CARRIED**

**9. CORRESPONDENCE - None**

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

**10. APPLICATIONS AND REFERRALS - None**

**11. LOCAL TRUST COMMITTEE PROJECTS**

**11.1 Housing Options Review Project and Proposed Bylaw No. 293 - Staff Report**

**11.1.1 Housing Options Review Project (Proposed Bylaw No. 293) – Memorandum**

Regional Planning Manager Kjerulf noted that the Staff Memorandum and recommendations in the addendum package replace the Staff Report and recommendations in the original agenda package. She recommended amending the bylaw and giving the public further opportunity to comment on the changes. Discussion ensued regarding the options of holding a public hearing and waiving a public hearing with public notification; it was explained that a public notice is a notice published in the local newspaper, similar to a public hearing notice, stating that the LTC will consider subsequent readings of the bylaw at an upcoming meeting which results in giving members of the public the option of providing further input and comments but does not require that a public hearing be held.

**GB-2018-006**

**It was MOVED and SECONDED**

that second reading of Gabriola Island Local Trust Committee Bylaw No. 293, cited as "Gabriola Island Land Uses Bylaw No. 177, 1999, Amendment No. 1, 2017", be rescinded.

**CARRIED**

**GB-2018-007**

**It was MOVED and SECONDED**

that Gabriola Island Local Trust Committee Bylaw No. 293, cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2017”, be amended as per Attachment 1 of the memorandum dated January 18, 2018 with the following addition to B.6.3.1 under Item 2.7 part b add the words “except where a temporary use permit has been issued by the Local Trust Committee” after the phrase “is prohibited”.

**CARRIED**

**GB-2018-008**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee waive the holding of a public hearing for Gabriola Island Local Trust Committee Bylaw No. 293, cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2017”, and request staff to undertake the required public notification process pursuant to Sections 464(2) and 467 of the *Local Government Act* to waive the public hearing.

**CARRIED**

**GB-2018-009**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to provide plain language wording in the public notice to support the solicitation of further public comments on the Housing Options Review Project.

**CARRIED**

**11.2 First Nations Engagement – Memorandum**

Fiona MacRaid, Senior Intergovernmental Policy Advisor, joined the meeting by telephone conference call at 11:30 am and gave a verbal report highlighting recent activities and interactions between various First Nations and LTCs within the Trust area.

Trustee O’Sullivan stated that the Truth and Reconciliation Steering Committee continues to be active and will soon welcome Bev Sellars, who will be accompanied by her husband, Hereditary Chief Bill Wilson, and that there continues to be significant community interest in the events. She also noted that she attended a Vancouver Island University (VIU) protocol session led by Elder Gary Manson and supported by local First Nations and faculty members in the VIU Indigenous Studies Program.

**12. REPORTS**

**12.1 Work Program Reports**

**12.1.1 Top Priorities Report dated January 11, 2018**

**GB-2018-010**

**It was MOVED and SECONDED**

that the phrase Draft Project Charter for Phase 2 be added to the list of activities under the Housing Options Review Project on the Top Priorities List.

**CARRIED**

12.1.2 Projects List Report dated January 11, 2018

Received for information.

**12.2 Applications Report dated January 11, 2018**

Regional Planning Manager Kjerulf stated that GB-DVP-2016.1 Bylaw No. 289 had been approved by the Minister of Municipal Affairs and Housing.

**12.3 Trustee and Local Expense Report dated November, 2017**

Received for information.

**12.4 Adopted Policies and Standing Resolutions**

Received for information.

**12.5 Local Trust Committee Webpage**

The Commercial Vacation Rental information brochure will be added to the website.

**12.6 Chair's Report**

Chair Busheikin reported the following:

- She recently attended Financial Planning Committee and Executive Committee meetings.
- The budget for the upcoming fiscal year will be going out for public consultation and a survey will be used to encourage public feedback.
- The Freshwater Forum will be held on March 22, 2018.
- There will be a forum in May or June, 2018 regarding Baynes Sound and Lambert Channel.
- The Executive Committee had discussions about advocating against anchorages relevant to the Ocean's Protection Plan.
- Reports on derelict vessels are being collected and an inventory will be created.
- The Executive Committee will be meeting with the Minister of Municipal Affairs and Housing to discuss the following topics: to request a name change for the Trust Fund, to ask for funding for affordable housing specific to small rural, or island, communities for individual suites or a renovation grant for small non-profit community groups to pay for infrastructure on properties, to ask if there is interest in opening up the *Island Trust Act* giving the Trust more powers, to ask for support for work on improving governance models, and to discuss issues related to outer boundaries of the Trust area where there is not currently full legal clarity about the limits of zoning authority.

**12.7 Trustee Reports**

Trustee O’Sullivan reported on the following:

- She will be attending the upcoming From Truth to Reconciliation event.
- She attended a protocol session at VIU and met incoming Snuneymuxw Councillor Elect Emmy Manson.
- She had been invited to speak to Sustainable Gabriola regarding the idea of a Gulf Island’s Regional District in which over 30 individuals attended and shared ideas.
- The Ferry Advisory Committee, of which she is a member, wrote a letter to the Minister in anticipation of an upcoming review requesting that previous service levels be reinstated and that the days in which senior’s discounts are in effect be flexible so that communities can individually determine discount specific routes to lessen impact on high volume sailings.
- She will be attending a Trust Programs Committee meeting next week which will focus on area wide service and operations integration.
- BC Ferries is beginning to review Gabriola ferry terminal development and as a member of the Ferry Advisory Committee, she is looking forward to participating in the community consultation process.
- She hopes to attend an upcoming Gabriola Against Freighter Anchorages meeting.

**12.8 Electoral Area Director's Report - None****12.9 Trust Fund Board Report - None****13. NEW BUSINESS – None****13.1 Summer Meeting Date for Local Trust Committee Meeting on Mudge Island – for discussion**

Discussion was deferred to the next LTC regular meeting.

**13.2 Housing Agreement Administration – Briefing (see addendum)**

Discussion ensued about the briefing.

A member of the public asked about the time frame for producing the templates, procedures, and information brochure mentioned in the briefing and Regional Planning Manager Kjerulf indicated that the contractor working on the project will likely have it completed by the end of the current fiscal year.

Chair Busheikin noted that there are two housing agreements on Denman Island and not one as stated in the briefing.

**14. UPCOMING MEETINGS****14.1 Next Regular Meeting Scheduled for Thursday, March 1, 2018 at The Gabriola Arts and Heritage Centre, 476 South Road, Gabriola Island, BC**



**15. TOWN HALL**

A member of public asked if there was an update on when the Housing Needs Assessment would be published. Regional Planning Manager Kjerulf noted that a draft assessment should be completed by end of January and it will be made available to the public when it goes to the Islands Trust Council Local Planning Committee.

**16. CLOSED MEETING**

**16.1 Motion to Close the Meeting**

**GB-2018-011**

**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)(d) for the purpose of adoption of In-Camera Meeting Minutes dated September 7, 2017 and that the recorder and staff attend the meeting.

**CARRIED**

Chair Busheikin recessed the regular meeting at 12:48pm.

**16.2 Recall to Order**

Chair Busheikin reconvened the regular meeting at 12:52pm.

**16.3 Rise and Report**

Chair Busheikin reported that the minutes of the September 7, 2017 In Camera Meeting were adopted.

A further amendment to the minutes dated December 14, 2017 was made as follows:

Remove all contents under 12.7 - Trustee Reports

**By general consent** the minutes dated December 14, 2017 were adopted as amended.

**17. ADJOURNMENT**

**By general consent** the meeting was adjourned at 12:59 pm.

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Laura Busheikin, Chair

Certified Correct:

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Lisa Millard, Recorder