



## Gabriola Island Local Trust Committee Minutes of Regular Meeting

**Date:** July 30, 2020  
**Location:** Electronic Meeting

**Members Present:** Dan Rogers, Chair  
Kees Langereis, Local Trustee  
Scott Colbourne, Local Trustee

**Staff Present:** Heather Kauer, Regional Planning Manager  
Warren Dingman, Bylaw Enforcement and Compliance Manager  
Nadine Mourao, Recorder

**Others Present:** There were approximately three (3) members of the public and one (1) member of the media in attendance

### 1. CALL TO ORDER

*“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”*

Chair Rogers called the meeting to order at 10:31 am, welcomed the public and introduced Trustees, Staff and Recorder. Trustee Langereis acknowledged that the meeting was being held in the unceded territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

The following additions/amendments to the agenda were presented for consideration:

- Move 3.3 Electoral Area Director’s Report prior to 3.1 Trustee Reports
- Add 11.2 Short Term Vacation Rentals (STVR); and
- Add 11.3 Union of British Columbia Municipalities (UBCM) correspondence.

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

### 3. REPORTS

#### 3.1 Trustee Reports

Trustee Colbourne reported his attendance at the following meetings and events:

- Acknowledged he was situated on the territory of the Snuneymuxw First Nations;
- Trust Planning Commission (TPC) meeting focusing on policy statement review project, and encouraged review of the Islands 2050: The Future of the Trust Area document available on the IT website;
- Meeting with Lisa Wilcox, Senior Intergovernmental Policy Advisor regarding meeting acknowledgments;
- Regional transportation meeting with Ministry of Transportation and Infrastructure (MoTI), Trustee Langereis, and Electoral Area Director, Vanessa Craig;

- Conversation with Director of Active Transportation and Planning for MoTI; and
- Forest, Lands, Natural Resource Operations and Rural Development (FLNROR) correspondence.

Trustee Langereis reported his attendance at the following meetings and events:

- TPC meeting;
- Local Planning Committee (LPC) meeting;
- Meeting with Lisa Wilcox, Senior Intergovernmental Policy Advisor regarding meeting acknowledgments;
- Anti-racism subcommittee meeting of the Gabriola Health & Wellness Collaboration;
- Will be attending meeting with Nature Trust British Columbia and RDN meeting in August, regarding ecological zones.

### **3.2 Chair's Report**

Chair Rogers reported the following:

- Thanked Staff and Trustees for their hard work;
- Attended meeting with Islands Trust Conservancy;
- Attended Trust Council (TC) electronic meeting in June; and
- Will be attending TC meeting September 15-16, 2020.

### **3.3 Electoral Area Director's Report**

Vanessa Craig, Regional District of Nanaimo (RDN) Electoral Area B noted the following:

- Village Way Trail is scheduled to start construction in September 2020;
- RDN undergoing bylaw review process; and
- Electoral Area Director's report available on Islands Trust (IT) website.

### **3.4 First Nation Reports**

The following was noted:

- Trustees attended meeting with Lisa Wilcox, Senior Intergovernmental Policy Advisor regarding meeting acknowledgments and training;
- Trustee Colbourne received letter from Snuneymuxw First Nations regarding BC Ferries Terminal Development application, will send email response, and attend meeting with Snuneymuxw First Nations on August 18, 2020; and
- Trustee Colbourne to enquire with Snuneymuxw First Nations on their privacy policy and public sharing of communications.

## **4. TOWN HALL**

No comments.

## **5. MINUTES**

### **5.1 Local Trust Committee Minutes dated June 25, 2020 – for adoption**

The following amendments to the minutes of June 25, 2020 were presented for consideration:

- Page 2, Trustee Langereis report, 4<sup>th</sup> bullet, change “Cleaning of understory has to be done carefully” to “Clearing of the fuel load in the forest understory that has to be done carefully”;
- Page 8, last paragraph, delete wording after “Trustee Langereis”, and then replace with “wondered whether the Health Authority could override Section 3.1, Subsection 3 of the Sewage Regulation, which only allows setbacks if the report was done prior to construction”;
- Page 2, Chair’s Report, first bullet, delete wording after “Regarding the issue of fees for development applications,” and replace with “there was a sentiment that they need to be more in line with actual costs.”;
- Page 10, 12.3 Relief from Bylaw Enforcement Action, first paragraph, after “no bylaw enforcement action would be taken” add “on unlawful dwellings”;
- Page 11, second paragraph, change “Chair Rogers directed” to “Chair Rogers suggested”; and
- There was no Rise and Report in the June 30, 2020 in-camera meeting.

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

**5.2 Section 26 Resolutions-Without-Meeting - none**

**5.3 Advisory Planning Commission Minutes – none**

Advisory Planning Commissions (APC) may commence in-person meetings if appropriate safety precautions are met.

**6. BUSINESS ARISING FROM MINUTES**

**6.1 Follow-up Action List dated July 22, 2020**

Received.

**6.2 Advisory Planning Commission (APC) Referrals for Cannabis Bylaw and Antennae Consultation Protocol - verbal update**

Trustees would like to move forward with the referrals to the APC if appropriate in-person meeting safety precautions are met. Requested separate meetings for each referral with first meeting priority to the Antennae Consultation Protocol.

**7. APPLICATIONS AND REFERRALS**

**7.1 GB-DP-2020.1 (Egan & Klus) - Staff Report**

The Gabriola Island Local Trust Committee (LTC) was asked to consider a Development Permit (DP) application for the construction of a single-family dwelling (modular home), pump house, driveway and associated land clearing, on the subject property located within Development Permit Area No. 3 (DP-3) – Riparian Areas.

Discussion ensued and the following key points were noted by Trustees:

- Enquired as to whether First Nations should be notified along with the Archeology Branch if archeological sites are encountered;
  - Staff are in ongoing communications with First Nations regarding this;

- Interested to use of natural grass seed rather than turf seed recommended in Qualified Environmental Professional (QEP) report; and
- Interested in high standard of monitoring as per FLNROR report recommendation.

**GB-2020-046**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve issuance of Development Permit GB-DP-2020.1 (Williamson & Associates) for the SOUTH WEST ¼ OF SECTION 18 GABRIOLA ISLAND NANAIMO DISTRICT EXCEPT PARTS IN PLANS 17051, 20786, 21309, 21380, 21621, 38460, 41971, VIP51701, AND VIP53490 (PID 000-988-081).

**CARRIED**

**7.2 GB-RZ-2020.1 Gabriola Housing Society (GHS) - Staff Report**

Regional Planning Manager Kauer summarized the report which provided an update and next steps on the application GB-RZ-2020.1 (Gabriola Housing Society) and noted the following:

- A template for the housing agreement is available, if the applicant were to make substantial changes, there would need to be legal review and recommended a cost recovery fee to applicant; and
- Suggested having Community Information Meeting (CIM) towards the end of the referral period to allow Snuneymuxw response to referral.

The following was noted by Trustees:

- Interested in a fee cost recovery agreement, if necessary;
- Requested clarification on wording on Page 3, Pending Housing Agreement, h) i. ensure the maintenance and stability of affordability in perpetuity;
- Trustee Colbourne to engage in discussion with Snuneymuxw regarding housing project and referrals, and follow up in writing to clarify active referrals and deadlines;
- Requested receipt of any technical reports prior to CIM;
- Interested in Executive Committee (EC) waiving fees for extraordinary costs for Societies in future; and
- Requested CIM be scheduled August 24 – 28, 2020 and advertisements needed to be submitted to the Gabriola Sounder by August 14, 2020.

Gabriola Housing Society sent letter dated July 24, 2020 to Snuneymuxw and will share a copy with IT.

**GB-2020-047**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to develop a draft housing agreement in consultation with the applicant/agent for application GB-RZ-2020.1 (Gabriola Housing Society) for Local Trust Committee consideration.

**CARRIED**

**GB-2020-048**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee enter into a cost recovery agreement, if necessary, with the applicant/agent allowing Islands Trust legal counsel to review a draft housing agreement for application GB-RZ-2020.1 (Gabriola Housing Society).

**CARRIED**

**GB-2020-049**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee, subject to the concurrence of Snuneymuxw First Nation, request Staff to schedule Community Information Meeting regarding GB-RZ-2020.1 Gabriola Housing Society (GHS) in the August 24 – 28, 2020 time period.

**CARRIED**

**By general** consent the meeting was recessed at 12:10 pm and reconvened at 12:40 pm.

**8. LOCAL TRUST COMMITTEE PROJECTS**

**8.1 Housing Options and Impacts Review Project - verbal update**

Regional Planning Manager Kauer provided an update on the Housing Advisory Planning Commission (HAPC) and noted:

- Two HAPC members have stepped down, the member from Gabriola Housing Society and Gabriola Auxiliary for Island Healthcare; and
- Gabriola Housing Society will fill vacant seat once housing project is complete.

Trustees noted the following points:

- Thanked Heather Cameron for her work on the HAPC; and
- Interested in further thought as to composition of organizations on HAPC and asked Staff to bring the terms of reference back to LTC for review.

**8.2 Coats Marsh Regional Park and Riparian Development Permit Area - for discussion**

Trustee Langereis requested further information on why DP-3 area does not incorporate all of Coats Marsh Regional Park.

Staff noted that Coats Marsh is jointly owned by Nature Trust and RDN under the Ecological Gift program and are bound by the conditions for no residential, commercial, or industrial areas within the area.

**GB-2020-050**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to research why Coats Marsh Regional Park is excluded from the Development Permit Area No. 3 (DP-3) – Riparian Areas.

**CARRIED**

**8.3 Model Strategy for Antenna Systems - for discussion**

Trustee Langereis asked the LTC to consider the current adopted Model Strategy for Antenna Systems and its lack of community consultation for changes/upgrades to cell tower and co-location of technology.

Discussion ensued and the following was noted by Trustees:

- Interested in the stand-alone APC meeting to discuss this referral with priority to this referral; and
- Areas of the Model Strategy have elements open to interpretation, such as community consultation piece, the Model Strategy should be clear to maximize public consultation and local interests.

**9. DELEGATIONS – none**

**10. CORRESPONDENCE**

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

**11. NEW BUSINESS**

**11.1 A Safe and Active Transportation Plan for People of all Ages and Abilities - for discussion**

Trustee Colbourne provided an update that there is a network planning grant available through the B.C Active Transportation Infrastructure Grants Program and noted:

- IT may be a catalyst for this type of funding in collaboration with RDN and MoTI, interested in Staff exploring possibilities of grant;
- Long-term vision of gas free island, how do we get there? and
- Supported Trustees advocating on behalf of grant planning for active transportation.

**GB-2020-051**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee supports efforts to pursue a network planning grant to create a safe and active transportation plan for all ages and abilities.

**CARRIED**

**11.2 Short Term Vacation Rentals (STVR)**

Trustee Colbourne and Fire Chief Will Sprogis asked the LTC to consider adding annual fire inspections by Gabriola Volunteer Fire Department to the Temporary Use Permit (TUP) for STVRs and noted:

- The number of illegal STVRs operating on Gabriola is significant;
- Interested in proactive enforcement of STVRs; and
- Interested in a map or list of Gabriola, showing where legal and illegal STVRs are located.

**GB-2020-052**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee direct Staff to investigate options to add a condition for Annual Fire Inspections to the Temporary Use Permit conditions for Short Term Vacation Rentals.

**CARRIED**

**GB-2020-053**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee adopt as a standing resolution to authorize proactive enforcement of unlawful Short Term Vacation Rentals.

**CARRIED**

**GB-2020-054**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to prepare a report on how many Short Term Vacation Rental operations there are currently on Gabriola.

**CARRIED**

**By general** consent the meeting was recessed at 2:07 pm and reconvened at 2:14 pm.

**11.3 Union of British Columbia Municipalities (UBCM) correspondence**

Chair Rogers noted that UBCM will be held electronically this year, he is attending and invited Trustees to attend at reduced fees.

**12. REPORTS**

**12.1 Climate Change Action Update - none**

**12.2 First Nations Relationship Building**

Trustees noted the following key points:

- Trustee Colbourne will send response to Snuneymuxw correspondence on BC Ferries Terminal Development application;
- Trustee Colbourne will share Snuneymuxw correspondence with Lisa Wilcox, Senior Intergovernmental Advisor and Regional Planning Manager Kauer asking for advice on how to proceed;
- Trustee Colbourne to add correspondence to agenda on August 18, 2020 meeting with Snuneymuxw; and
- Interested in First Nations as a partner in the Active Transportation Grant application.

**12.3 Trust Conservancy Report - none**

**12.4 Applications Report dated July 22, 2020**

Received.

**12.5 Trustee and Local Expense Report - none**

**12.6 Adopted Policies and Standing Resolutions**

Received.

**12.7 Local Trust Committee Webpage**

No updates requested.

**13. WORK PROGRAM**

**13.1 Top Priorities Report dated July 22, 2020**

Received.

**13.2 Projects List Report dated July 22, 2020**

Received.

**14. UPCOMING MEETINGS**

**14.1 Next Regular Meeting Scheduled for Thursday, September 10, 2020 at 10:30 am -  
Location to be determined**

**15. CLOSED MEETING**

**15.1 Motion to Close the Meeting**

**GB-2020-055**

**It was MOVED and SECONDED 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) and (f) for the purpose of considering adoption of In-Camera Meeting Minutes dated June 30, 2020 and Bylaw Enforcement and that the recorder and staff attend the meeting.

**CARRIED**

**15.2 Recall to Order - none**

**15.3 Rise and Report - none**

**16. ADJOURNMENT**

**By general consent** the meeting was adjourned at 2:58 pm.

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Dan Rogers, Chair

Certified Correct:

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Nadine Mourao, Recorder