



## Gabriola Island Local Trust Committee Minutes of Regular Meeting

**Date:** January 21, 2021  
**Location:** Electronic Meeting

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

**Staff Present:** Heather Kauer, Regional Planning Manager  
 Sonja Zupanec, Island Planner  
 Marnie Eggen, Island Planner  
 Ian Cox, Island Planner 1  
 Wil Cottingham, Administrative Assistant  
 Nadine Mourao, Recorder

**Others Present:** There were approximately eight (8) 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 10:34 am, welcomed the public and introduced Trustees, Staff and Recorder. Chair Rogers, Trustee Colbourne and Trustee Langereis acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

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

#### 2.1 Resolution to Continue to Hold Electronic Meetings

##### **GB-2021-013**

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

that in order to meet the principles of openness, transparency, and accessibility, meetings of the Gabriola Island Local Trust Committee will be held electronically until Ministerial Orders under the *Emergency Program Act* and requirements or recommendations under the *Public Health Act* change regarding public attendance at trust body meetings; and that such meetings be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

**CARRIED**

### 3. REPORTS

### 3.1 Trustee Reports

Trustee Colbourne reported the following:

- Islands Trust Conservancy call for donations 'The Opportunity Fund' supporting the region's most urgent projects [www.islandstrustconservancy.ca/donate/please-help-our-campaigns/](http://www.islandstrustconservancy.ca/donate/please-help-our-campaigns/);
- [www.gabriolahousingmatters.ca](http://www.gabriolahousingmatters.ca) grown out of the Housing Options & Review Project, learn views, perspectives, and ideas about housing options and diversity on Gabriola; and
- Islands 2050: The Future of the Trust Area survey open from January 18 – February 5, 2021 [www.islandstrust.bc.ca/trust-council/projects/islands-2050/](http://www.islandstrust.bc.ca/trust-council/projects/islands-2050/)

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

- Regional Planning Committee (RPC), noted funding from BC Healthy Water Initiative for the Freshwater Sustainability Study;
- Islands 2050 survey;
- The public is invited to complete a Budget 2021/22 online survey, send input via email, or present to Trust Council (TC) in March 2021 [www.islandstrust.bc.ca/budget/](http://www.islandstrust.bc.ca/budget/);
- Trust Programs Committee (TPC);
- Heritage preservation overlay mapping added to the Islands Trust Strategic Plan; and
- Review of the Islands Trust's governance, management, and operations in 2021.

### 3.2 Chair's Report

Chair Rogers reported the following:

- Selection of the Trust governance, management, and operations review committee has begun;
- Islands 2050 survey open, discussion at TC in March, and tentative TC Special Meeting late spring/early summer with proposed language to update the Trust Policy Statement;
- FPC, budget survey [www.islandstrust.bc.ca/budget/](http://www.islandstrust.bc.ca/budget/);
- Planning services review process unfolding for more efficient and effective project planning;
- Interested in sharing housing project information between trust areas to bring cohesion and increase learning; and
- Thanked Staff for all their help during these busy times.

### 3.3 Electoral Area Director's Report

Chair Rogers provided an overview of the report from Vanessa Craig, Regional District of Nanaimo (RDN) Electoral Area B, and noted the following:

- Committee of the whole meeting supported COVID relief grant funds to replace the portable at Rollo McClay field;
- RDN is currently going through an alternate approval process to determine if residents are in favour of RDN placing new electric vehicle charging stations in 10 locations across the RDN; and

- Windley Contracting has been demobilized for the winter and will return to work on Village Way in March 2021.

### 3.4 First Nation Reports

Thoughts are with Cowichan Tribes who are experiencing a Shelter in Place Order and to all First Nation communities, including Snuneymuxw First Nation.

## 4. TOWN HALL

No comments.

## 5. MINUTES

### 5.1 Local Trust Committee Minutes dated October 22, 2020 – for adoption

The following amendments to the minutes were presented for consideration:

- Page 4, delete 2<sup>nd</sup> bullet regarding grey water;
- Page 5, add the following bullets after last bullet ‘waiting for processing of water license’:
  - There was discussion on the proposal to replace the proposed definition of “affordable housing” in the Official Community Plan with a revised version of the current OCP definition that maintains the definition as a test of affordability with an increase to the family income threshold, which was not seconded;
  - There was discussion on the proposal to amend the proposed definition of “multiple family affordable housing” in the Official Community Plan by adding the intended occupants for the housing which was not seconded. Staff noted that definitions do not usually include users;
  - There was discussion on the proposal to add a new provision in the Multi-Dwelling Affordable Housing zone in the Gabriola Land Use Bylaw which limited development to 50% of the lot size but allowed specific sewage disposal lines in the protected area under certain conditions, which was not seconded; and
  - There was discussion on the proposal to add two provisions in the Multi-Dwelling Affordable Housing zone in the Gabriola Land Use Bylaw requiring (a) a water management plan and (b) a rainwater catchment system with sufficient storage capacity for outdoor use, which was not seconded.

**By general consent** the Local Trust Committee meeting minutes of October 22, 2020 were adopted as amended.

### 5.2 Local Trust Committee Special Meeting Minutes dated December 10, 2020 - for adoption

The following amendments to the minutes were presented for consideration:

- Page 4, 2<sup>nd</sup> bullet, delete comments after ‘May need public funding to reduce development costs’.

**By general consent** the Local Trust Committee Special Meeting Minutes of December 10, 2020 were adopted as amended.

**5.3 Local Trust Committee minutes dated November 26, 2020 – for adoption**

**By general consent** the Local Trust Committee Meeting Minutes of November 26, 2020 were adopted.

**5.4 Local Trust Committee Public Hearing Record dated January 7, 2021 - to be distributed**

Received.

**5.5 Local Trust Committee Special Meeting Minutes dated January 7, 2021 - to be distributed**

The following amendments to the minutes were presented for consideration:

- Page 2, 6<sup>th</sup> bullet, replace ‘interested in taking out and moving to the HA’ with ‘interested in taking out of the HA and moving to the OCP’; and
- Page 2, 11<sup>th</sup> bullet, change ‘with due process’ to ‘with agreement between the parties’.

**By general consent** the Local Trust Committee meeting minutes of Jan 7, 2021 were adopted as amended.

**5.6 Section 26 Resolutions-Without-Meeting Report dated January 12, 2021**

Received.

**5.7 Housing Advisory Planning Commission Minutes dated December 17, 2020 - for receipt**

Received.

**6. BUSINESS ARISING FROM MINUTES****6.1 Follow-up Action List dated January 12, 2021**

Received.

**6.2 Public Participation Guidelines****6.2.1. Guidelines presented at November 26, 2020 Meeting**

Chair Rogers provided an overview of guidelines for public participation during LTC meetings.

**6.2.2. Guidelines with Suggested Changes - Trustee Langereis - for discussion**

Trustee Langereis provided guidelines with suggested changes for clarity.

Discussion ensued and the following was noted by Trustees:

- Interested in Delegations by individuals or community groups that would like to present to the LTC about a topic not on the current agenda. If the public would like to speak to an application on the agenda or other agenda item then they may speak at Town Hall; and
- Would like public participation in person and by ‘electronically’ which includes phone and other options.

**GB-2021-014****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee adopt the Guidelines for Public Participation During Local Trust Committee Meetings, as amended, with the following change: ‘Applicants are permitted to participate “electronically”’ rather than by “phone”.

**CARRIED****7. APPLICATIONS, REFERRALS AND BYLAWS****7.1 GB-SUB-2017.2 (Henning/Kuprowsky) - Staff Report**

Planner Eggen provided an overview of the report which asked Trustees to consider acceptance of a covenant and designate the Chair and one Trustee to sign the covenant.

**GB-2021-015****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee accept a covenant, under Section 219 of the *Land Title Act* for the purposes of prohibiting increased residential density on the subject lots (PID: 009-739-602; PID 000- 105-287) and authorize the Chair and one other member of the Local Trust Committee as signatories to the covenant, in respect of subdivision application GB-SUB-2017.2.

**CARRIED**

**By general** consent the meeting was recessed at 11:48 am and reconvened at 11:54 am.

**7.2 GB-RZ-2019.1 (BC Ferries) - Memorandum - to be distributed**

**By general** consent the meeting was recessed at 12:35 pm and reconvened at 1:09 pm.

Trustee Colbourne declared that he had a conflict of duty with the upcoming item, due to the fact that he would like to facilitate safe discussions with Snuneymuxw First Nations.

Trustee Colbourne left the meeting at 1:09 pm.

Planner Zupanec provided a summary to facilitate discussion and noted the following:

- Snuneymuxw First Nations submitted a confidential letter with concerns about proposed terminal development on the Gabriola side; and
- Staff and Trustees have made efforts to address and have additional meetings, however, these have been suspended due to pandemic realities.

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

- Have been unable to speak with Snuneymuxw First Nations regarding their concerns due to recent Shelter in Place Order;
- Will reach out to Snuneymuxw First Nations for comments and/or meeting;
- Consider scheduling Community Information Meeting (CIM), which is not a decision making meeting, while simultaneously reaching out to Snuneymuxw First Nations;
- Official Community Plan (OCP) amendments have to be signed by the Minister of Municipal affairs, this requires an understanding of consultation in relation to the

OCP amendment and impacts to local indigenous rights, consultation is a required process; and

- First Nations Reconciliation Declaration obliges LTC to consider their relationship with First Nations and embody reconciliation.

John Steil, Loriena Melnick, Steve Mayall and David Hendry, BC Ferries representatives noted:

- Provided an overview of BC Ferries terminal development process;
- BC Ferries have two new ferries under construction to improve service to Gabriola, hard to manage process with high degree of uncertainty regarding their application;
- BC Ferries have submitted application with additional reports and community consultation;
- Concerned with delay in application which is affecting terminal development plans;
- Asked for clarification on what are the specific concerns related to their project;
- Requested clarity about path forward and timeline;
- First nations have been consistently informed and engaged with, as part of their terminal redevelopment process, will provide record to the LTC;
- Have not received any First Nations technical concerns in relation to the terminal development plan;
- First Nations concerns received by BC Ferries linked to issues with the Crown upholding historical treaty relationships; and
- BC Ferries is making a concerted effort to build and strengthen relationships with First Nations.

7.2.1 Letter dated December 1, 2020 from BC Ferry Services Inc.

Received.

7.2.2 Letter dated December 15, 2020 from Stantec Consulting Ltd.

Received.

**GB-2021-016**

**It was MOVED and SECONDED**

that the Gabriola Local Trust Committee request Staff to hold a Community Information Meeting on March 4, 2021 regarding GB-RZ-2019.1 (BC Ferries) on the understanding that consultation with Snuneymuxw First Nation is critical to further advancement of this application.

**CARRIED**

**Trustee Colbourne not present**

**GB-2021-017**

**It was MOVED and SECONDED**

that the Gabriola Local Trust Committee request Staff endeavour to meet with Snuneymuxw First Nation to further understand their concerns regarding GB-RZ-2019.1 (BC Ferries).

**CARRIED**

**Trustee Colbourne not present**

**GB-2021-018****It was MOVED and SECONDED**

that the Gabriola Local Trust Committee request BC Ferries provide an update on all efforts of consultation with Snuneymuxw First Nations regarding GB-RZ-2019.1 (BC Ferries).

**CARRIED****Trustee Colbourne not present**

Trustee Colbourne returned to the meeting at 1:49 pm.

**7.3 GB-RZ-2020.1 (Gabriola Housing Society)****7.3.1 Bylaw No. 306 and 307 - verbal update**

Chair Rogers noted that Bylaw No.306 and 307 were approved by the Executive Committee at their meeting January 13, 2021 and Bylaw No. 306 will be sent to Minister of Municipal Affairs and Housing BC for approval.

**7.3.2 Bylaw No. 308 - for update and discussion**

Waiting for legal review.

**8. LOCAL TRUST COMMITTEE PROJECTS****8.1 Project Management Presentation**

Planning Manager Kauer provided a PowerPoint presentation regarding project management and noted the following points:

- New long range planning team (name not finalized) will work through their current project portfolio first and then move onto new long term projects;
- Provided an overview of projects and planner commitments, timelines, breakdown of planner work, meeting management, comparative snapshots etc.;
- Northern planning team can support eight projects at four hours per week of work on each project; and
- Trust wide, if no more projects were added and planners worked on three projects each, it would take a minimum of six years to complete current projects.

Discussion ensued and the following points were noted:

- Supported finding a different way to prioritize projects and expectations of how long project completion takes;
- Efficiencies may be found between trust areas by: sharing toolkits, consistencies in OCPs, policy sequential numbering, and consistencies on how OCP and Land Use Bylaws (LUB) are reviewed and amended;
- Trustees responsible for some workload by initiating bylaw amendments; and
- Interested in prioritizing Gabriola's OCP review.

**8.2 Ecological Protection Zone - Staff Report**

Planner Cox summarized the report which asked the LTC to consider amending the Project Charter and draft bylaws to create an Ecological Protection Zone (EPZ) and rezone Burren's Acres and Elder Cedar Nature Reserve using EPZ designation, draft

bylaws for LTC, RDN and The Nature's Trust (TNT) per the current Project Charter V.3, or proceed no further with the project at this time.

Discussion ensued and the following was noted by Trustees:

- Burren's Acres and Elder Cedar Nature Reserve are provided ecological and biodiversity protection under current zoning;
- Interested in establishing EPZ with potential that there may be a new park where zoning would be appropriate;
- Supported tax implication issue being clarified; and
- Interested in moving forward with Coastal Douglas Fir Protection project and investigating Salt Spring Island's project.

**GB-2021-019**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to remove "Development of an Ecological Protection Zone" from the Top Priorities List and place it on the Gabriola Island Local Trust Committee Projects List.

**CARRIED**

**GB-2021-020**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to contact the Salt Spring Island Local Trust office and investigate options for adapting its Coastal Douglas Fir Protection Project for Gabriola Island.

**CARRIED**

**8.3 Housing Options and Impacts Review Project - verbal update on Gabriola Housing Working Group Activities**

Planner Zupanec provided an update on the Gabriola Housing Working Group's activities and thanked them for all their hard work. Encouraged everyone to visit

[www.gabriolahousingmatters.ca](http://www.gabriolahousingmatters.ca)

**9. DELEGATIONS - none**

**10. CORRESPONDENCE**

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

**10.1 Letter dated November 20, 2020 from Gabriola Agricultural Co-op regarding Proposed Bylaw No. 303 and Issues on Land Use for Cannabis Production**

Received.

**11. NEW BUSINESS**

**11.1 Housing Advisory Planning Commission Terms of Appointment - for decision**



**GB-2021-021****It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to:

- a) send letters to members of the Gabriola Housing Advisory Planning Commission, whose terms will expire on April 11, 2021, thanking them for their participation and inviting their expressions of interest for reappointment for another 2 year term; and
- b) advertise for public expressions of interest for new members to the Gabriola Housing Advisory Planning Commission.

**CARRIED****11.2 Draft Gabriola Build Out Map 2021 - verbal update and demonstration**

Planner Zupanec provided a demonstration of the Draft Gabriola Build Out Map and noted the following points:

- Public will be able to access final version online in an interactive mapping format;
- Layers of map included: steep slopes, thin shoreline, aquifer vulnerability for salt water intrusion, zoning, building footprints, protected areas, Agricultural Land Reserve, subdivision potentials, vacant lots etc.; and
- Non static option for information to be displayed and printable.

**11.3 Procedures for Discussing and Recording Motions in Minutes - for discussion**

Trustees noted their agreement that motions may or may not be seconded.

**12. REPORTS****12.1 Climate Change Action Update**

Received.

**12.2 First Nations Relationship Building**

Received.

**12.3 Trust Conservancy Report dated November 24, 2020**

Received.

**12.4 Applications Report dated January 12, 2021**

Received.

**12.5 Trustee and Local Expense Report dated October, 2020**

Received.

**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 January 12, 2021**

Discussion ensued regarding Cannabis Production and Trustees noted:

- Interested in moving project to Top Priorities as much of the work has been done on the project and it is at 2<sup>nd</sup> reading; and
- Trustee Colbourne noted opposition to putting Cannabis Production on the Priorities List as he would like to concentrate on a project with more impact.

**GB-2021-022**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request Staff to move Cannabis Production to the Top Priorities List.

**CARRIED**  
**Trustee Colbourne Opposed**

**13.2 Projects List Report dated January 12, 2021**

Received.

**14. CLOSED MEETING - none**

**15. UPCOMING MEETINGS**

**15.1 Next Regular Meeting Scheduled for Thursday, March 4, 2020 at 10:30 am at -  
Location to be determined**

**16. ADJOURNMENT**

**By general consent** the meeting was adjourned at 3:21 pm.

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Dan Rogers, Chair

Certified Correct:

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Nadine Mourao, Recorder