



AGENDA

**Business Meeting
Tuesday, February 9, at 7:00 pm
Agricultural Hall
465 South Road, Gabriola Island, BC**

		<i>Page #</i>	<i>Approx. Time*</i>
1.	CALL TO ORDER		7:00
2.	APPROVAL OF AGENDA		7:05
3.	CONSENT ITEMS		7:10
3.1	Volunteer Review Committee Minutes from January 26, 2010 – <i>for adoption</i>		
3.2	Local Trust Committee Strategic Plan for the Official Community – <i>for information</i>		
3.3	Local Trust Committee Direction for the Official Community Plan dated January 29, 2010 – <i>for information</i>		
4.	PUBLIC INPUT		7:20
5.	BUSINESS ARISING FROM MINUTES		7:35
6.	OFFICIAL COMMUNITY PLAN REVIEW		7:45
6.1	Islands Trust Mandate		
6.2	Review of Official Community Plan Vision and Objectives		
6.3	Workshop on Official Community Plan Policies		
7.	PUBLIC INPUT		9:40
8.	NEXT MEETING – Tuesday, March 9, 2010 at 7:00 pm at the Agricultural Hall, 465 South Road, Gabriola Island, BC		9:55
9.	ADJOURNMENT		10:00

*Approximate time is provided for the convenience of the public only and is subject to change without notice.

**MINUTES OF THE VOLUNTEER REVIEW COMMITTEE MEETING
FOR THE OFFICIAL COMMUNITY PLAN AND LAND USE BYLAW
HELD AT 7:00 P.M. ON TUESDAY, JANUARY 26, 2010
AT THE AGRICULTURAL HALL
465 SOUTH ROAD, GABRIOLA ISLAND, BC**

<u>PRESENT:</u>	John Peirce	Co-chair
	Kathryn Molloy	Co-chair
	Sara Brockelhurst	Volunteer
	Mike Brown	Volunteer
	Tom Kirchmayer	Volunteer
	Kees Langereis	Volunteer
	Melanie Mamoser	Volunteer
	Carly McMahon	Volunteer
	Bill Pope	Volunteer
	Adam Velsen	Volunteer
	Lisa Webster-Gibson	Volunteer
	Susan Yates	Volunteer
	Pat Maloney	Island Planner
	Stephen Orgill	Recorder

REGRETS: Daniele Rudischer Volunteer

Gabriola Island Local Trustee Deborah Ferens, Regional District of Nanaimo Director Gisele Rudischer, 2 local media representatives and 4 Gabriola Island residents were present.

CALL TO ORDER

Co-Chair John Peirce called the meeting to order at 7:02 pm.

1. APPROVAL OF AGENDA

The agenda was reviewed and the following changes were made:

- Add item 1.1 Public Session
- Add item 2.1 Minutes Committee Process
- Add item 2.2 Revised Contact
- Add item 2.3 Committee Spokesperson
- Add item 4.3 Consider OCP Goals and Vision Statement
- Add item 4.4 Public Session
- Add item 9.1 Public Session

The Volunteer Review Committee approved the agenda as amended by consensus.

1.1 Public Session

Gisele Rudischer asked the Committee to consider reordering the agenda to place discussion of the Official Community Plan Goals and Vision Statement before the Issue Papers and elaborated on the reason. Co-chair Peirce explained the purpose of the ordering.

Teresa Beers asked if the Committee will be packaging the agenda with attachments and posting on the website for public information prior to the meetings. Co-chair Peirce asked for consensus from the committee members, who were in agreement, and said that every effort would be made to provide the material on the website prior to the meetings.

2. RECORD OF DECEMBER 15, 2009 MEETING

2.1 Minutes and Committee Process

Co-chair Peirce briefly commented on the process the Volunteer Review Committee will follow and discussion followed. The minutes of the meeting held on December 15, 2009 were reviewed and the following changes were made:

- Typo in 1. Last word of the second bullet should read "committee"
- First sentence of the first bullet of 2. Add "Section 2.7 of " to the beginning of the sentence and insert "a consensus decision making model. If required, the Committee will follow" before the words Roberts Rules of Order.
- Correct the spelling of Sheila Malcolmson's name in third line of 2.
- Delete the first sentence of the first bullet of 3. and replace with "The Committee will follow Section 2.7 of the Terms of Reference for decision making.
- Section 4. add a bullet that says "It was agreed that the role of Chairs would be replaced half way through the process."

The Volunteer Review Committee approved the minutes of the December 15, 2009 meeting as amended by consensus.

2.2 Revised Contact

Co-chair Peirce advised the Committee that both Co-chairs and Island Planner Pat Maloney could be contacted regarding the Volunteer Review Committee.

2.3 Volunteer Review Committee Spokesperson

The question of which members of the Committee could express the general views of the Volunteer Review Committee was discussed. It was agreed that

members as individuals can freely express opinions regarding the Official Community Plan review. Further:

VRC-001-2010 It was **MOVED** and **SECONDED** that the Gabriola Island Official Community Plan and Land Use Bylaw Review Committee authorize the Co-chairs as the only persons of the Committee to speak for the Committee as a whole.

CARRIED

3. CLIMATE CHANGE

3.1 Summary Sheet of Climate Change Policies in Current Official Community Plan

(Co-chair Peirce advised that in the future he would like to have a *consent agenda* where members will be provided with points of information prior to the meeting and can be prepared for discussion.)

3.2 Fact Sheets

Several Fact Sheets concerning climate change policies were provided to the Committee for information. Several questions arose and discussion followed.

3.3 Staff Report dated October 6, 2009

3.4 Staff Report dated January, 2010

Island Planner Pat Maloney distributed a Staff Report for information and explained that the report would be discussed at the next Local Trust Committee meeting on Friday. She explained the composition of the Official Community Plan and elaborated on several *action statements*.

3.5 Adopted Minutes of Special Meeting November 6, 2009

Island Planner Pat Maloney provided the minutes of a special meeting held by the Local Trust Committee to discuss the implementation of the Provincial Government's Bill 27 regarding climate change and greenhouse gas emission reduction initiatives. She said the minutes are provided for information.

3.6 Summary of Comments from November 26, 2009 Meeting

Island Planner Pat Maloney provided a summary of comments that had been made at the public meeting held on November 26, 2009 on Gabriola Island to

discuss the implementation of Bill 27 climate change initiatives. Discussion followed.

4. ISSUE PAPERS

4.1 Staff Report to Local Trust Committee dated January 29, 2010

Island Planner Pat Maloney reviewed the contents of a Staff Report dated January 29, 2010 regarding; 1) options and types of housing needed to create affordable housing, 2) ecological footprint, 3) agriculture, and 4) village core planning. She said that a transportation issue paper is proposed.

The Committee discussed the report and it was suggested that a transportation issue paper is critical. It was also suggested that greenhouse gas reduction should be included within each issue paper. Co-chair Peirce asked who will be doing the work to prepare the issue papers and Planner Maloney elaborated on several different ways of accumulating the information to formulate the papers.

The Committee suggested focusing on climate change rather than commenting on so many different issues that are big topics. Pat Maloney agreed and said that focusing just on the climate change aspect of the issues would lose some of the issues. Discussion followed about prioritizing the review of the Official Community Plan.

Co-chair Peirce recommended having a workshop session for the members to review the Official Community Plan together. He said that it would be helpful to hear about the challenges the Local Trust Committee had come across with the Land Use Bylaw.

Further discussion concerned the reading of the Official Community Plan and the advocacy statements contained within it. Several members suggested that some of the statements might be useful but not attainable. Co-chair Peirce suggested scheduling a workshop meeting to review the Official Community Plan.

It was AGREED BY CONSENSUS to schedule a meeting on Tuesday, February 9, 2010 at 7:00 pm to discuss the Official Community Plan. The location of the meeting shall be confirmed.

Discussion continued about setting another meeting in March to discuss the Vision Statement of the Official Community Plan. A poll was taken from the members about alternate dates for the meeting. Suggestions were March 9, 16, and 30, with the 9th being most popular. It was decided that the date of the meeting would be determined through an email canvas of the members.

4.2 Suggested Points for Discussion from Co-chairs

Co-chair Peirce read a note forwarded by committee member Daniele Rudischer who was unable to attend. Ms. Rudischer requested discussion suggested by the co-chairs be postponed until after the completion of the issue paper on housing and after consultation with Snuénymuxw First Nation regarding their plans for residential development. Co-chair Peirce asked if the Committee wished to proceed with the discussion of the suggested points from the Co-chairs and the Committee recommended to proceed.

Co-chair Kathryn Molloy read the first point concerning Official Community Plan Philosophy on housing supply and proposed a starting point for discussion.

The Committee discussed the statement and provided some revision stressing economic feasibility for sustainability and cultural diversity.

4.3 Consideration of OCP Goals and Vision Statement

The matter was discussed at item 4.1 of the agenda.

4.4 Public Session

Jacinte Eastick asked what is the critical path for the Official Community Plan review and whether the public is involved. Island Planner Pat Maloney explained the work program.

Gisele Rudischer pointed out that whatever is said at the meetings is a matter of public record and the Committee's terms of reference call for public meetings. She also pointed out an error contained in the fact sheets referring to densities and suggested it should be changed to concentrated densities for more clarity. Gisele pointed out a distinction between affordable housing and community housing that was raised in the Co-chair Suggested Points for Discussion. She commented that a Development Permit for the village core is for form and character. With respect to the advocacy statements in the Official Community Plan, Gisele said that they could be useful even if not always attainable because they state where the community stands on an issue. She said that they have been used in correspondence to government agencies with respect to issues concerning Gabriola Island. Gisele also mentioned that there are still 1700 possibilities to build on Gabriola Island and that the Islands Trust has not limited development with its policies.

(a short recess was taken from 8:35 pm to 8:47 pm)

4.2 Suggested Points for Discussion from Co-chairs (continued)

Co-chair Molloy read the second item on the list provided by the co-chairs concerning density and invited discussion from the Committee. The question arose as to the appropriate definition of the term density. Island Planner Pat Maloney explained that the term is a number used to define the build-out level for various zones. She said that density transfers are sometimes used to raise the density of certain land parcels, however could only be presently done from a Resource Zone to Resource Zone or Forest Land Zone to Resource Zone. She cited an example of proposed parkland transferring its density to allow adjacent land subdivision and thereby increasing the land parcel density. The Committee continued the discussion.

Co-chair Molloy read out the third item suggested for discussion regarding rentals and illegal suites and cabins. Lisa Webster-Gibson asked for an explanation about legalizing illegal suites. There was discussion about whether it would improve the standard of the structure. Carly McMahon said that she is aware of a lot of suites that are not being used and said that allowing the use would benefit families who would like to supplement their mortgage payments. It was considered that the health of the community bears on the availability of legal affordable housing.

Co-chair Molloy read out the fourth item suggested for discussion regarding the concept of an ecological footprint as a component used for evaluating new projects that require the Local Trust Committee approval. A brief discussion followed.

5. GROUND WATER RISK MAP

Island Planner Pat Maloney provided a recent groundwater risk map for information and pointed out areas showing high risk for salt-water intrusion.

6. REVISED WORK PROGRAM

Island Planner Pat Maloney reviewed a flow chart work program and commented on the progress. She said that the Committee will look at the chart at each meeting and its update will be provided to the Local Trust Committee.

7. REQUESTED PROPOSED BUDGET

Island Planner Pat Maloney outlined the proposed budget for the Official Community Plan and Land Use Bylaw review. She said that several proposed Committee projects would not be funded due to the limit of allocations to Gabriola Local Trust Area.

8. COMMUNITY QUESTIONNAIRE

Island Planner Pat Maloney asked the Committee what information from the community would be useful. She proposed a questionnaire that could be distributed to the community for input to the Committee. Effective methods of distribution were discussed. It was suggested to postpone a questionnaire until after the Volunteer Review Committee had the benefit of the Official Community Plan workshop session on February 9th.

9. OTHER ITEMS

9.1 Public Session

Gisele Rudischer said that the Committee should consider informing the public of the goals of the Official Community Plan. She said that all residents who request no junk mail from Canada Post might not receive distribution by post. She also told the Committee that on Gabriola Island there is no such thing as a legal duplex and agreed that many off-island owners may have illegal suites to provide accommodation for a caretaker while they are not in residence. She said that zoning for people cannot be done and most illegal suites are cited by the building department as unfinished space. A discussion about illegal suites continued.

10. NEXT MEETING

The next meeting of the Volunteer Review Committee had been scheduled for February 9, 2010 at 7:00 pm.

11. ADJOURNMENT

Co-chair Peirce adjourned the meeting at 9:52 pm.

Recorder

Chair

Gabriola Island LTC Strategic Plan for the OCP – Agenda Item 3.2

LTC Strategic Plan for the Gabriola OCP and LUB Review DRAFT
 Dec 14, 2009
 Submitted by Trustee Ferens for LTC review Jan 29, 2010 LTC meeting

OCP/LUB Review STATEMENT OF NEED

Given that:

- OCPs are generally intended to have a 5 or 10 year lifespan and the existing OCP (1997) and LUB (1999) are both over 10 years old;
- economic, social, and demographic changes have occurred on Gabriola Island in the last ten years;
- new approaches have emerged that focus on sustainability, green infrastructure, climate change and increased awareness of our ecological footprint;

it is time to review this foundational planning document and revisit the objectives and policies of the Plan in the best interests of the LTC and of the community.

OCP/LUB Review MISSION

To produce the highest quality OCP and LUB for Gabriola Island and the two smaller islands Breakwater & Entrance as well as the Flattop Islands and to ensure the meaningful and relevant participation of the community, to support the focused energy of the Volunteer Review Committee in a cost effective and timely manner.

OCP/LUB Review GOAL

To meet legislated requirements of Local Government Act regarding an Official Community Plan; and to ensure that the OCP and the LUB are fully aligned and work well together with no inconsistencies; and to provide clarity for the community and for the Local Trust Committee in making well-informed land use decisions.

OCP/LUB Review OBJECTIVES:

This is a targeted and focused review that affirms the community values of the existing OCP, acknowledges what is working well, identifies gaps and inconsistencies, incorporates thoughtful and relevant community input and newly emerging issues. To this end we will review and put forward an OCP and LUB that meets the following objectives:

- upholds and strengthens the “preserve and protect” mandate;
- reflects the community's values within a framework of environmental, social, economic and cultural sustainability;
- provides an effective communication tool that promotes stewardship of island resources;
- incorporates new legislation and regulations as required (GHG; RAR, etc);
- remains aligned with the Trust Policy Statement and “high level” parts of the Trust Council Strategic Plan;
- has been successfully formatted for consistency and revised for punctuation, grammar and spelling

- has fully aligned the OCP policy & objectives with LUB regulations
- has been completed in a cost effective and a timely manner
- measures and evaluates the process to determine that the community felt that it was heard and had the opportunity to participate in a meaningful and relevant way.

OCP/LUB Review ACTIVITIES

Three lines

The activities required for the OCP review will generally follow the Work Program prepared by Islands Trust Staff that outlines the steps for research, consultation, analysis and approval necessary to complete a successful OCP/LUB review.

Three lines

The Work Program will be reviewed by the LTC on a regular basis and feedback will be provided as required.

OCP/LUB Review MEASUREMENT TOOLS

The success of the OCP/LUB will be measured through follow up consultation with the VRC and the community in order to for the LTC to answer the following questions:

- Does the plan uphold the legislated “preserve and protect” mandate?
- Does the plan reflect the community’s values?
- Does the plan promote the stewardship of the islands resources?
- Does the plan incorporate the required legislation and regulation?
- Does the plan align with the Islands Trust Policy Statement and Strategic Plan?
- Is the document formatted so that it is easy to read and consistent throughout?
- Was the plan completed in a cost effective and timely manner?
- Was the community engaged appropriately and meaningfully in the process?

TIMING

It is the goal to have the document ready for public hearing in the spring of 2011 and to submit to the Minister and adopted prior to fall 2011.

GILTC January 29, 2010 Direction for the OCP – Agenda Item 3.3

Resolutions Trustee Malcolmson proposed at the GBLTC meeting January 29/10
(2 pages, revised Jan 30 to reflect what was passed at the meeting.
NB section 9.3 resolutions are not verbatim)

9.1.1 Moved that GBLTC make the following changes to OCP Review timeline:

- Separate OCP drafting from LUB drafting in timeline, so that the community and LTC can more fully confirm new OCP content much earlier in the process. Said another way, the LTC would confirm in principle the new OCP bylaw (and set it aside without doing a formal reading, but consider it complete), proceed with work on the LUB, and only return to the new OCP if the draft LUB revealed items to reconsider. The April 2011 LTC review would be only on the draft LUB.
- Insert throughout where LTC review, direction to staff, and referral to VRC happens
- From page 33 of the agenda package, reorder the survey, community meeting, and issues research in this section:
 - o Prepare Community Survey on existing OCP Plan Context, Principles and Goals (OCP 1.1 & 1.2), and examples of Vision Statements to consider.
 - o LTC reviews, and it gets mailed.
 - o Community Meeting on existing OCP Plan Context, Principles and Goals (OCP 1.1 & 1.2), and examples of Vision Statements to consider.
 - o VRC reviews existing OCP and identifies what is missing; reports to LTC.
 - o Cohort Meetings – were these meant to be on Goals and Vision too?
 - o From those 4 inputs, LTC confirms areas of focus, adopts LTC ToR which confirm scope of OCP review, and this informs what further Issue research and Topic Papers the LTC should commission.
- From page 34, remove “Climate Change information for inclusion” (the Bill 27 work is not part of this process).

9.1.2 Moved that the GBLTC update the OCP Volunteer Review Committee Terms of Reference to clarify 1) agenda preparation and posting, 2) that its members represent their views as individuals rather than as representatives of an organization, 3) that the LTC remains responsible for conducting the necessary public consultation, and 4) how issues are referred by the GBLTC to the Volunteer Review Committee.

9.1.4 Moved that, Instead of carrying forward the recommendations in the January 4 staff report, GBLTC instruct staff to report back to the GBLTC on the following areas of research:

- Update 2006 Gabriola build out report (using RDN building permit statistics to update the number of dwellings, if a new full build-out map is not possible).
- Align mapping (soils, farmable land, groundwater vulnerability, sensitive ecosystems, archaeological sensitivity) to identify areas from which development potential should be reduced, and to assess the Village and ferry neighbourhoods’ capacity to receive transferred density.
- Research potential barriers to concentrating density, specifically:

- Report on Vancouver Island Health Authority's view of concentrating development potential (i.e., will VIHA prevent densification because of septic and water limitations?)
- Report on the experience with legalizing secondary suites in rural areas (e.g. are the required fire code and septic upgrades cost-prohibitive to landowners? Why have no secondary suites been confirmed in Bowen Island's legalization process?)
- Report on how illegal secondary suites/cottages could be brought into compliance with building code regulations (since all were built without building permits), and whether that might be cost-prohibitive to landowners.
- If community water and sewer is a requirement of concentrating density, advise on who pays and who owns the infrastructure (e.g. what agency cooperation would be necessary?)
- Provide examples of density transfer being used to achieve affordable housing and clustering to reduce GHGs (e.g. Denman and Saturna LTCs have adopted density transfer provisions for affordable housing; how do they work, and are they advisable for Gabriola?)
- Advise on how the footprint analysis proposed in the Affordable Housing Needs Assessment Report (November 2009) could be incorporated into Gabriola's bylaws to assess secondary suites or concentration of density.
- Quantify extent of illegal secondary suites/cottages
- Propose common language to use for "density" in the OCP review process (e.g. rely on existing definition [the number of single family units allowed on a lot], and say "transferring density" if discussing moving it around, instead of "adding density" or "higher density", which infers creating additional densities)

9.3 greenhouse gas emission reduction OCP amendment (these motions that follow might not be verbatim – I didn't have them all written out before the meeting)

- **moved to amend proposed section 9 as discussed (separate file with changes)**
- **moved that staff be directed to draft the text as a formal bylaw amendment, vet the draft amendment with the public, and refer to the APC.**
(discussion after motion that the format of the previous ghg meeting is preferred, with an open house and then presentation and meeting)
- **moved to request staff advice on rationale for recommendation of greenhouse gas emission reduction percentages instead of an aspirational goals as allowed in Bill 27.**
- **Moved to request staff advice on the LTC's financial and emission reporting obligations in relation to what targets are adopted.**
- **Moved to request staff advice clarifying how GBLTC and RDN Bill 27 requirements overlap or complement each other.**
- **Moved that DeCourcy and Mudge Islanders be invited to the daytime weekend Gabriola meeting, and circulate to Mudge and DeCourcy email lists the draft Gabriola greenhouse gas OCP bylaw.**