



Islands Trust

STAFF

REPORT

File No.: PL-TUP-2024-0310
(McNally)

DATE OF MEETING: April 17, 2025

TO: Gabriola Island Local Trust Committee

FROM: Marlis McCargar, Island Planner
Northern Team

SUBJECT: Temporary Use Permit Renewal for a Commercial Vacation Rental (2 bedroom accessory dwelling)
Applicant: Mike and Cindy McNally
Location: 1599 Hess Road, Gabriola (PID: 001-272-349)

RECOMMENDATION

- 1. That the Gabriola Island Local Trust Committee approve issuance of PL-TUP-2024-0310, a renewal of GB-TUP-2022.2, for a period of three years.**

At its regular business meeting on April 7, 2022, the Gabriola Island Local Trust Committee (LTC) approved GB-TUP-2022.2 (Attachment 1) for the operation of a commercial vacation rental (CVR) in an accessory dwelling on the subject property. The applicant has applied to the LTC to consider renewing the permit for a further three years per the Gabriola Land Use Bylaw TUP Guidelines. Staff is recommending issuance considering that no formal concerns have been raised during the operation to-date and the operation has complied with all relevant zoning and land use regulations.

Detailed background information, including the Site Context can be found in Attachment 3, and details of how the current permit was evaluated against the TUP Guidelines can be found in Attachment 4. Supporting information provided by the applicant is included as Attachments 5-11.

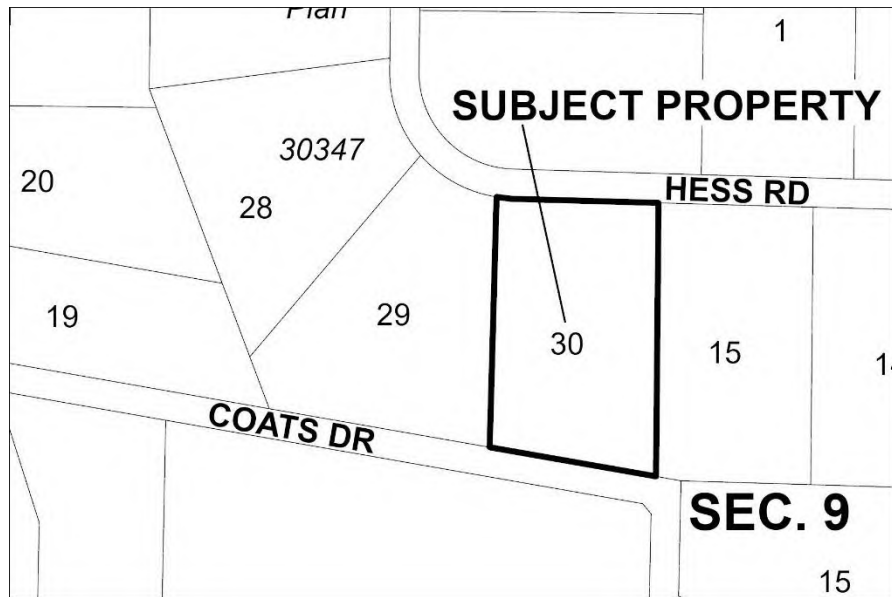


Figure 1 - Subject Property Location

ANALYSIS

A comprehensive site context analysis is provided in Attachment 3. The policies and regulations that pertain to discussion for this application are summarized below.

Islands Trust Policy Statement

This application is not contrary to the Islands Trust Policy Statement.

Official Community Plan:

Temporary Use Permit Designations and Guidelines

Designations

- a) Subject to the guidelines, Temporary Use Permits may be issued for:
 - vii. commercial vacation rentals within areas designated on Schedule B as 'Small Rural Residential', 'Large Rural Residential', 'Forestry', 'Agriculture' or 'Resource'.

An analysis of the OCP Guidelines for commercial vacation rentals is included in Attachment 4.

Land Use Bylaw:

As noted in Attachment 3, the subject property is zoned Large Rural Residential (LRR) in the Gabriola Island Land Use Bylaw No. 177. The intent of the TUP is to allow a use that is not otherwise permitted.

B.6.3 Commercial Vacation Rentals

B.6.3.1 All dwelling units, including secondary suites, are for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited except where a temporary use permit has been issued by the Local Trust Committee.

Issues and Opportunities

The applicants provided documentation for the original application to satisfy the OCP TUP guidelines, including the following supporting information:

- there is an adequate sewerage system installed;
- well report and Water Plan;
- there is off street parking for two vehicles;
- the dwelling meets fire code;
- the dwelling is safe to occupy; and
- there will be an on-island operations manager available 24 hours per day, 7 days per week.

Water supply

In 2022, the applicant engaged Brian Strachan of Gabriola Waterworks to perform a well test to meet the TUP Guidelines for the original application. At that time, the well flow rate exceeded the requirement of the Guidelines for the proposed CVR use. Staff have not requested an updated test to support the renewal permit, as the Guidelines could be considered to be satisfied. This is particularly the case given that there have been no reported issues with the water supply to date in relation to the operation of the CVR. The applicants have water conservation information available in the Guest Information Package (Attachment 5). However, the LTC may still request an updated test to ensure the current conditions have not changed.

Principal residence requirement

On November 1, 2024, all CVR operations on Gabriola must be conducted at the principal residence of the owner, per LTC Resolution 2024–013 opting in to the provincial principal residence requirement under section 15 of the Short-Term Rental Accommodation Act. The applicant has indicated that the subject property is their primary residence, as they live full-time on the property.

Notification

Although not required for a TUP renewal, notice of the proposed TUP was sent out to all property owners and occupants of properties within 100 metres of the subject property (Attachment 12).

No public correspondence was received at the time of this report as a result of the notification.

Any additional comments received from the public following completion of this report will be shared with the LTC and reported at the LTC business meeting.

First Nations

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage and archaeological sites.

The applicant has provided clear and prominent information in their guest package about Snuneymuxw First Nation (SFN) (Attachment 5).

At this time, SFN does not request property owners to complete a referral process with their Lands Department for applications that do not involve ground disturbance or physical impact to known cultural heritage sites and values as part of CVR TUP applications.

Rationale for Recommendation

Staff considers the information provided in the original and current renewal applications to meet the TUP Guidelines outlined in Section 3.8 of the OCP and further.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request additional information

The LTC may request further information prior to making a decision. Suggested wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee request [insert information] regarding PLTUP20240310 prior to making a decision on issuance.

2. Deny issuance of the permit

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee deny PLTUP20240310 for the following reasons... [Insert reasons here].

NEXT STEPS

If the LTC resolves to issue the permit based on the staff recommendation found on page 1 of this report, the TUP will be issued for the period specified.

Submitted By:	Marlis McCargar, Island Planner	April 2, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	April 2, 2025

ATTACHMENTS

1. GB-TUP-2022.2
2. PLTUP20240310 - Draft Temporary Use Permit
3. Site Context
4. OCP TUP Guidelines
5. Guest Information Package
6. Well Flow Test
7. Water Plan
8. Septic Information
9. RDN Occupancy Permit
10. Fire Inspection Report
11. Additional Fire Safety Information
12. Copy of Public Notice



Islands Trust

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
GB-TUP-2022.2 (McNally)
1599 Hess Road, Gabriola Island**

To: Cindy McNally and Michael McNally

- 1. This Permit applies to the land described below:**

PID 001-272-349

LOT 30, SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 30347

- 2. This Permit is valid for a period of three years from the date of issuance.**

- 3. Pursuant to Section 493 of the *Local Government Act*, this Permit is issued for the purpose of permitting the use of a commercial vacation rental within an accessory dwelling (2-bedroom secondary suite) on the subject property.**

- 4. The use may be carried out subject to the following conditions:**

- 4.1 the single family dwelling and subject property must maintain a residential appearance, and any existing vegetative screening or fencing must not be removed;**
- 4.2 parking for a minimum of two vehicles for the commercial vacation rental use must be provided on the property;**
- 4.3 the owner or an operations manager must reside on Gabriola Island and be available by telephone 24 hours per day, seven days per week. Any changes to contact information must be provided to the Islands Trust within seven (7) working days;**
- 4.4 neighbours within a 100 metre radius of the commercial vacation rental must be provided with at least one resident contact phone number, and a copy of the temporary use permit;**
- 4.5 information must be posted for guests pertaining to: noise bylaws, water conservation, fire safety, storage of garbage, septic care, First Nations historical use of the area, control of pets (if pets are permitted) and information to remind guests that they are in a residential area;**
- 4.6 a supply of water in the amount of 227 litres (50 imperial gallons) per paying guest must be provided for the duration of the permit;**
- 4.7 the maximum number of bedrooms in the accessory dwelling unit for the commercial vacation rental is 2;**
- 4.8 the maximum number of guests that may stay in the commercial vacation rental is 2 per bedroom, for a maximum of 4 guests at any given time;**
- 4.9 the owner submit a copy of the property insurance for the subject property;**
- 4.10 the maximum number of signs advertising the commercial vacation rental is restricted to one, with a maximum area of 0.3 square metres, and is to be made of wood and not illuminated;**
- 4.11 the rental or provision of motorized personal watercraft to guests is prohibited;**
- 4.12 the use of recreational vehicles and camping for the overnight accommodation of guests is prohibited;**
- 4.13 the holder of the Permit will be responsible for any violation of the conditions of this Permit. For the purpose of investigating a complaint, the Islands Trust Bylaw Investigations Officer may enter the property between the hours of 9:00 am and 5:00 pm on any day without prior consultation.**

- 5. It is the responsibility of the landowner to obtain any required authorization under the *Water***

Sustainability Act or any other relevant legislation pertaining to groundwater.

6. All in accordance with Schedules "A" and "B" attached to and forming part of this permit, as signed and dated by the Deputy Secretary of Islands Trust.
7. This is not a Building Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE THIS 7th DAY OF APRIL, 2022.


Deputy Secretary, Islands Trust

April 26, 2022
Date Issued

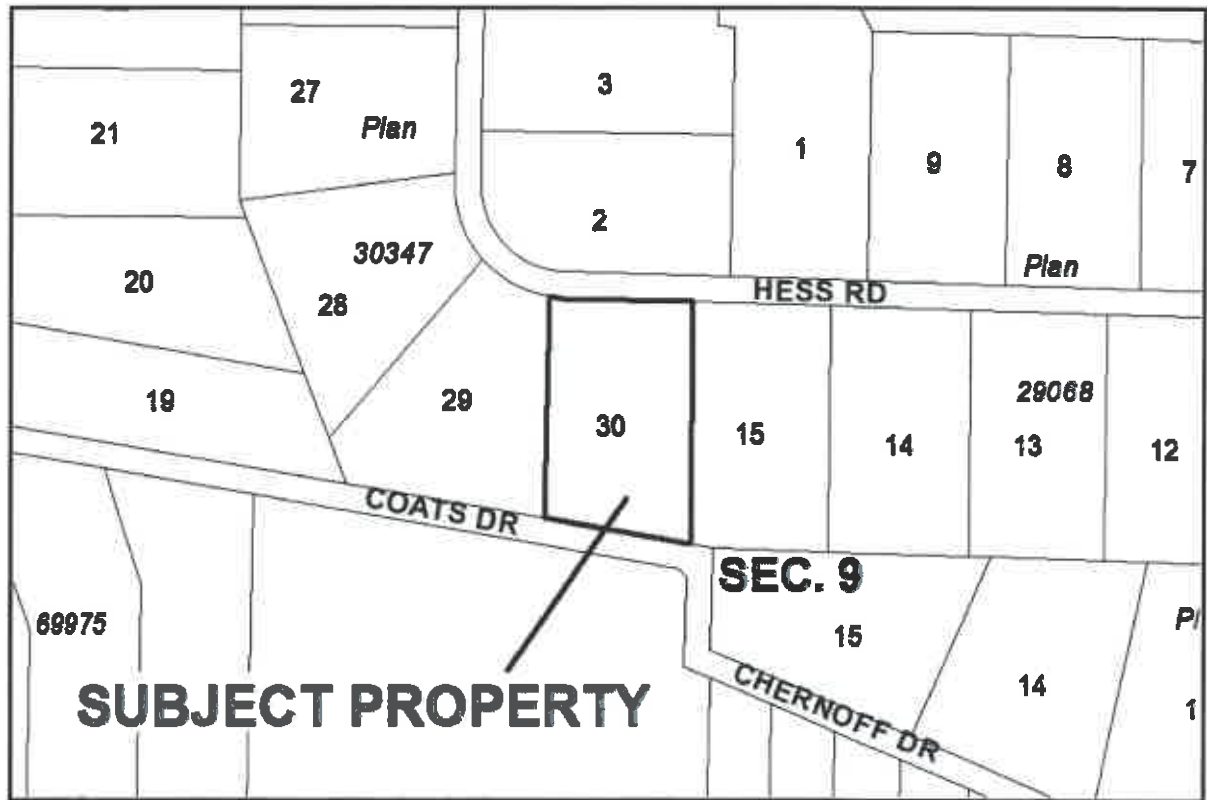
I hereby certify this to be Schedule "A" which is attached to and forms part of Temporary Use Permit No. GB-TUP-2022.2.

Am. Allen
Signature of Islands Trust Official

April 26, 2022
Date of Issuance

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
GB-TUP-2022.2 (McNally)**

SCHEDULE "A" – Subject Property



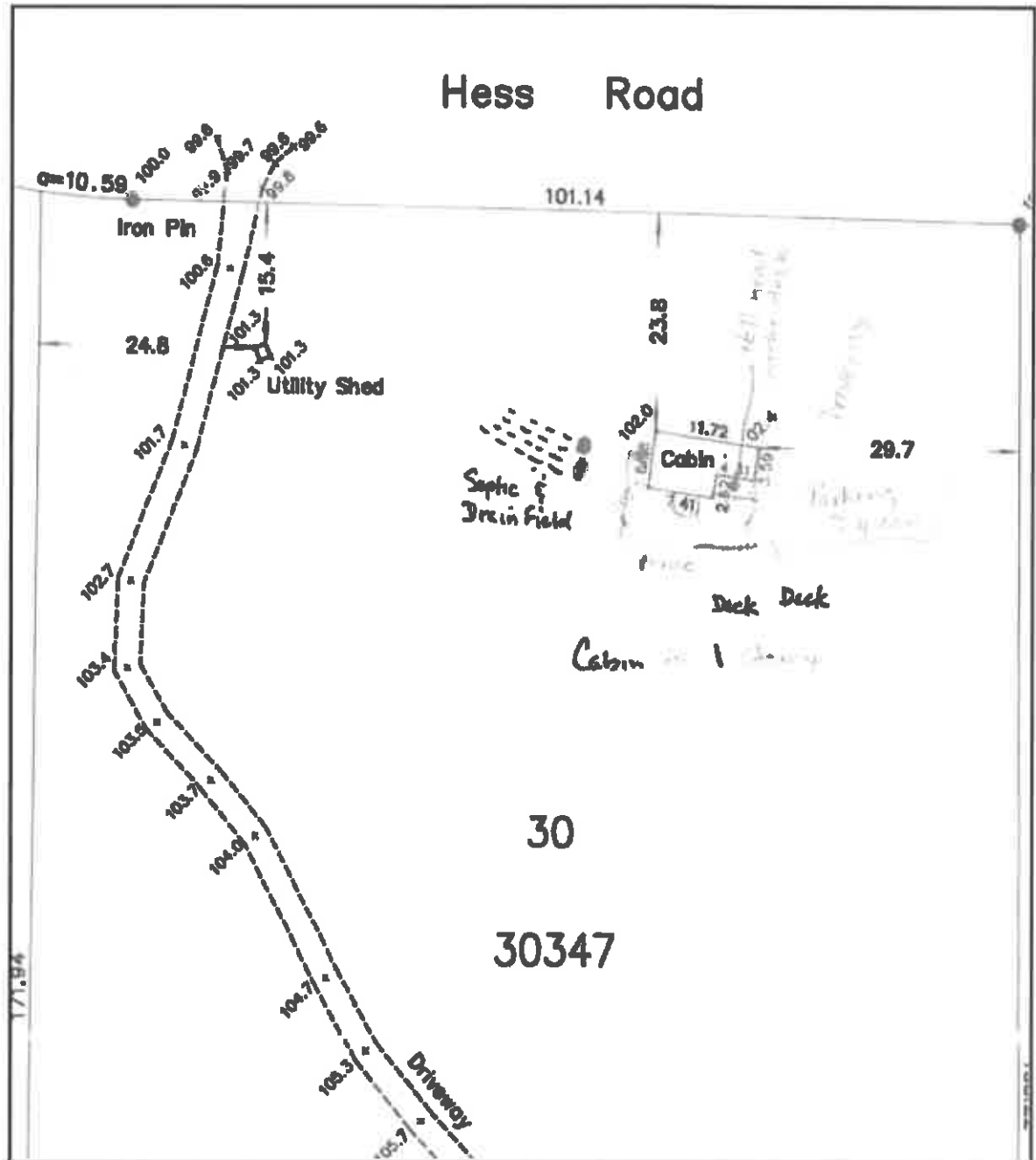
I hereby certify this to be Schedule "B" which is attached to and forms part of Temporary Use Permit No. GB-TUP-2022.2.

McNally
Signature of Islands Trust Official

April 26, 2022
Date of Issuance

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
GB-TUP-2022.2 (McNally)**

SCHEDULE "B" – Site Plan





1. Application

Leslie McErlean for Islands Trust
700 North Road
Gabriola BC V0R 1X3
2502472206

2. Description of Land

PID/Plan Number	Legal Description
001-272-349	LOT 30, SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 30347

3. Nature of Interest

Type

NOTICE OF PERMIT

4. Name of Local Government

Gabriola Island Local Trust Committee

Additional Information

5. Notice Details

TAKE NOTICE that the land described above is subject to a Permit.

(a) Type of Notice: Temporary Use Permit

(b) Statutory authority: Local Government Act, Section 492

Issue Date: 2022-Apr-26

Expiry Date: 2025-Apr-26

Further particulars of the permit may be obtained from the issuing authority.

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, the Registrar is hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

Authorized Signatory (If Applicable)

Leslie McErlean, Legislative Clerk - Deputy Secretary

Electronic Signature

Your electronic signature is a representation that you are a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250, and that you are authorized to electronically sign this document by an e-filing direction made under section 168.22(2) of the act.

Leslie McErlean
A1N2J3

Digitally signed by
Leslie McErlean A1N2J3
Date: 2022-04-27
15:37:38 -07:00

PROPOSED



**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20240310**

To: Cindy McNally and Michael McNally

1. This Permit applies to the land described below:

PID 001-272-349

LOT 30, SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 30347

2. This Permit is valid for a period of three years from the date of issuance.

3. This Permit is issued for the purpose of permitting a commercial vacation rental within the single family dwelling.

4. The use may be carried out subject to the following conditions:

- 4.1 the single family dwelling and subject property must maintain a residential appearance, and any existing vegetative screening or fencing must not be removed;
- 4.2 parking for a minimum of two vehicles for the commercial vacation rental use must be provided on the property;
- 4.3 the owner or an operations manager must reside on Gabriola Island and be available by telephone 24 hours per day, seven days per week. Any changes to contact information must be provided to the Islands Trust within seven (7) working days;
- 4.4 neighbours within a 100 metre radius of the commercial vacation rental must be provided with at least one resident contact phone number, and a copy of the temporary use permit;
- 4.5 information must be posted for guests pertaining to: noise bylaws, water conservation, fire safety, storage of garbage, septic care, First Nations historical use of area, control of pets (if pets are permitted) and information to remind guests that they are in a residential area;
- 4.6 a supply of water in the amount of 227 litres (50 imperial gallons) per paying guest must be provided for the duration of the permit;
- 4.7 the maximum number of bedrooms in the accessory dwelling unit for the commercial vacation rental is 2;
- 4.8 the maximum number of guests that may stay in the commercial vacation rental is 2 per bedroom for a maximum of 4 guests at any given time;
- 4.9 the owner submit a copy of the property insurance for the subject property;
- 4.10 the maximum number of signs advertising the commercial vacation rental is restricted to one, with a maximum area of 0.3 square metres and not illuminated;
- 4.11 the rental or provision of motorized personal watercraft to guests is prohibited;
- 4.12 the use of recreational vehicles and camping for the overnight accommodation of guests is prohibited;

PROPOSED

- 4.13 the holder of the Permit will be responsible for any violation of the conditions of this Permit. For the purpose of investigating a complaint, the Islands Trust Bylaw Investigations Officer may enter the property between the hours of 9:00 am and 5:00 pm on any day without prior consultation.
5. It is the responsibility of the landowner to obtain any required authorization under the *Water Sustainability Act* or any other relevant legislation pertaining to groundwater.
6. All in accordance with Schedules “A” and “B” attached to and forming part of this permit, as signed and dated by the Deputy Secretary of Islands Trust.
7. This is not a Building Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed development.

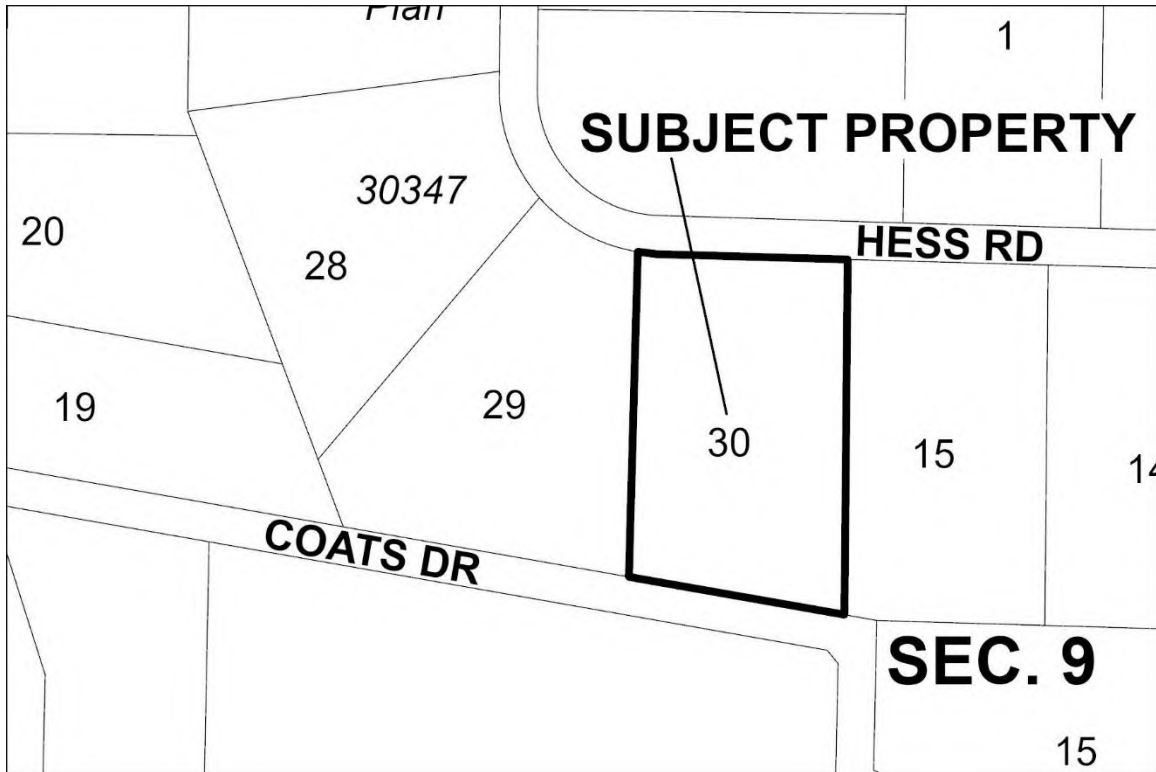
**AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE
THIS X DAY OF MONTH, 202X.**

Deputy Secretary, Islands Trust

Date Issued

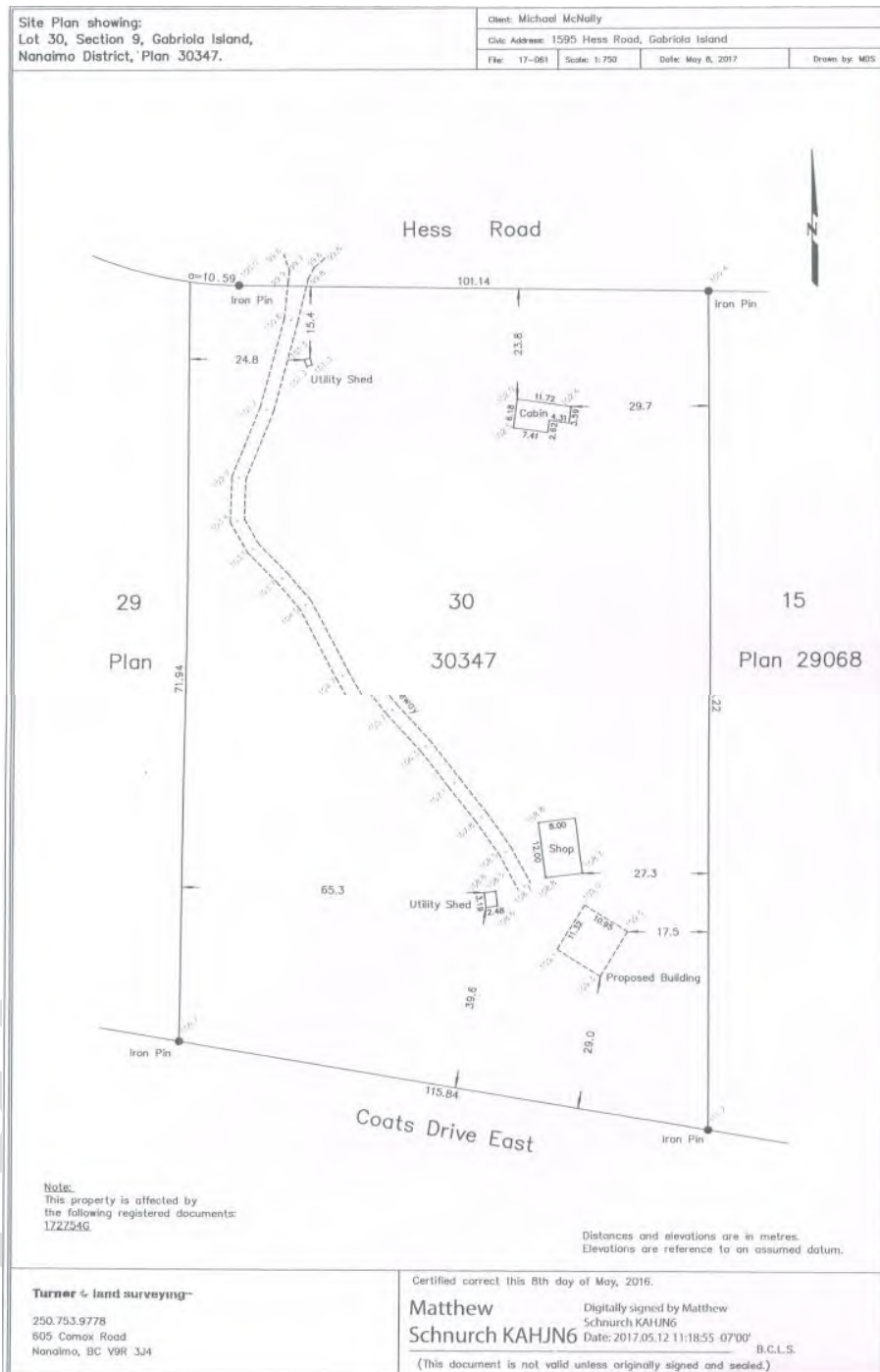
PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20240310
SCHEDULE "A" Subject Property



PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE TEMPORARY USE PERMIT PLTUP20240310 SCHEDULE "B" Site Plan




ATTACHMENT 3 – SITE CONTEXT

LOCATION

Legal Description	LOT 30, SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 30347
PID	001-272-349
Civic Address	1599 Hess Road (1595 is the main house; 1599 is the secondary suite)
Lot Size	5.02 acres (2.03 hectares)

LAND USE

Current Land Use	<p>Residential.</p> <p>Existing buildings and structures include:</p> <ul style="list-style-type: none"> • Single family dwelling (principal dwelling, built ~2017). Separate septic system and rainwater collection. Located towards south end of property. • Accessory, secondary suite (2 bedrooms). The subject of this TUP request. This was the main house until the new one was built.  <ul style="list-style-type: none"> • Accessory buildings include 1 shop and 2 utility sheds
Surrounding Land Use	Residential

HISTORICAL FILE ACTIVITY (NONE)

POLICY/REGULATORY

Gabriola Island Official Community Plan No. 166, 1997	The subject property is within the Large Rural Residential (LRR) land use designation. See staff report and attachments for TUP Guideline info. Not within any Development Permit Areas.
Gabriola Island Land Use Bylaw No. 177, 1999	<p>The subject property is within the Large Rural Residential (LRR) zone. In the LRR zone, permitted principal uses include single family residential, and permitted accessory uses include a secondary suite on lots 2.0 ha or larger.</p> <p>Secondary suite = a self-contained dwelling unit consisting of one or more habitable rooms and a cooking facility for residential occupancy accessory to a principal dwelling unit located on the same lot.</p> <p>B.6.3.1 All dwelling units, including secondary suites, are for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited except where a temporary use permit has been issued by the Local Trust Committee.</p> <p><i>*TUP Objectives and Guidelines are found in the OCP.</i></p>
Other Regulations	Not within the Agricultural Land Reserve. No mapped Crown Leases, LTC Covenants; or Parks/Protected Areas
Covenants	None on Title.
Bylaw Enforcement	None.

SITE INFLUENCES

Islands Trust Conservancy (ITC)	Application does not directly affect an Islands Trust Conservancy Board owned property or conservation covenant
Regional Conservation Plan	The Islands Trust Conservancy Regional Conservation Plan 2018-2027 estimated importance of habitat composition is medium.
Species at Risk	None mapped.
Sensitive Ecosystems	Islands Trust Ecosystem Mapping (ITEM) and Sensitive Ecosystem Mapping (SEM) classifies the subject property as a Mature Forest ecosystem.
Hazard Areas	None mapped.
Archaeological Sites	Remote Access to Archaeological Data (RAAD) indicates that the subject property is not within 100 metres of a known archaeological site. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be

	needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	This TUP application seeks to lawfully permit the use of an LRR zoned lot for Commercial Vacation Rental use. GHG emissions can be expected to be commensurate with levels associated with Single Family Residential development patterns and use, and a potential increase due to the use of personal vehicles by CVR guests for transport on and off island.
Groundwater Vulnerability	Subject property has no mapped TRIM or RAR-applicable watercourses or waterbodies.

ATTACHMENT 3 – TUP GUIDELINES IN THE GABRIOLA OCP

OCP Subsection 3.8(h)

For commercial rental of single-dwelling residential units, when considering the issuance of a temporary use permit for a Commercial Vacation Rental, the following guidelines apply:

Guideline	Planner Comments
i. the Local Trust Committee should consider the cumulative effects on the neighborhood and Island of all the temporary use permits issued for commercial vacation rentals	<i>TBD by LTC</i> There are currently 6 active TUPs for CVRs, including the McNally's, which expires on April 26, 2025.
ii. the Local Trust Committee may consider issuance of a temporary use permit for commercial vacation rental if the proposal does not alter the residential appearance of neighbourhood	<i>Included as a condition of the Permit.</i> Condition 4.1 of Draft TUP
iii. the Local Trust Committee may require mitigating measures to address neighbour concerns, such as screening and fencing; the Local Trust Committee may consider issuance of a temporary use permit for commercial vacation rentals in situations where the proximity of dwelling under consideration for a commercial vacation rental to a neighbouring dwelling is such that screening or fencing is practical or able to mitigate potential impacts or address neighbour privacy issues	<i>Included as a condition of the Permit.</i> Condition 4.1 of Draft TUP Subject property and subject accessory dwelling unit is well set back and screened from road and neighbouring properties.
iv. a temporary use permit respecting a parcel in the Agricultural Land Reserve shall require the approval of the Agriculture Land Commission prior to the permit being issued	<i>Not in the ALR.</i>
v. the landowner should be required to provide a written plan for the supply of water for the duration of the permit in the amount of 227 litres (50 imperial gallons) per paying guest.	<i>Included as a condition of the Permit.</i> Condition 4.6 of Draft TUP See staff report and attached Water Plan and well test rate from March 2, 2022, which notes 6-gal/min flow rate and was clear and constant throughout the test, indicating a very good well. No new well test or updated Water Plan provided as part of the renewal application.

vi. the landowner should be required to provide proof that the property is able to accommodate a minimum of two vehicles	<p><i>Included as a condition of the Permit.</i> Condition 4.2 of Draft TUP.</p> <p>Staff are satisfied from aerial imagery and site plan that there is adequate parking space for at least two vehicles on the subject property.</p>
vii. the landowner should be required to provide documentation from a qualified professional that the septic tank has been inspected to show it is working properly and capable of supporting the proposed occupancy load	<p>Robert Bye, Registered Onsite Wastewater Practitioner (ROWP), of Gabriola Septic Services, provided an Assurance of Compliance letter dated Feb 19, 2022 (attached to staff report) stating that the Onsite Wastewater System is capable of supporting the Vacation Rental occupancy load not exceeding daily wastewater flow of 1000 L/day or 219 gal/day.</p> <p>No new Assurance of Compliance letter was provided as part of the renewal application.</p>
viii. The landowner should be required to provide proof of an occupancy permit and written proof from a qualified professional that the dwelling meets the fire code	<p>The Occupancy Permit from the RDN Building Inspection Services is attached to the staff report. Note that street address is 1595 Hess, which was the address of the dwelling before the new house was built and became 1595 and the accessory dwelling was changed to 1599 Hess Rd.</p> <p>The applicant has submitted a letter dated Jan 5, 2022 (attached to staff report) from Will Sprogis, Fire Chief of the Gabriola Volunteer Fire Department, indicating that the residence meets the requirements of the B.C. Fire Code for the purpose of this TUP.</p> <p>No new Fire Code Compliance inspection was provided as part of the renewal application.</p>
ix. the owner or an operations manager should be required to reside on Gabriola and a condition of the permit should require that the owner or operations manager be available by telephone 24 hours/day, seven days per week	<p><i>Included as a condition of the Permit.</i> Condition 4.3 of Draft TUP.</p> <p>The owner (who resides on the property) will supply their contact info to guests and will be available 24/7.</p>
x. a condition of the permit should require that the owners or operations manager must provide neighbours within a 100 metres radius of the vacation rental with the manager's phone number, and a copy of the temporary use permit	<p><i>Included as a condition of the Permit.</i> Condition 4.4 of Draft TUP.</p>

xi. a condition of the permit should require that the landowner posts for guests information on noise bylaws, water conservation, fire safety, storage of garbage, septic care and control of pets (if pets are permitted)	<p><i>Included as a condition of the Permit.</i></p> <p>Condition 4.5 of Draft TUP.</p> <p>Included in Guest Information attachments to staff report which provides required information to guests.</p>
xii. a condition of the permit should restrict the maximum number of people that can stay to a maximum of two guests per bedroom	<p><i>Included as a condition of the Permit.</i></p> <p>Condition 4.8 of Draft TUP.</p> <p>This TUP request is for a 2-bedroom dwelling, so a maximum of 4 guests permitted at any given time.</p>
xiii. a condition of the permit should restrict the maximum number of signs advertising the commercial vacation rental to one sign, with a maximum area of 0.3 square metres, be made of wood and not illuminated	<p><i>Included as a condition of the Permit.</i></p> <p>Condition 4.10 of Draft TUP.</p>
xiv. a condition of the permit should prohibit the rental or provision of motorized personal watercraft to rental clients	<p><i>Included as a condition of the Permit.</i></p> <p>Condition 4.11 of Draft TUP.</p>
xv. a condition of the permit should limit the number of bedrooms to: <ul style="list-style-type: none"> • a maximum of 4 on lots 2.0 hectares or larger. 	<p><i>Included as a condition of the Permit.</i></p> <p>Condition 4.7 of Draft TUP.</p> <p>Subject property is larger than 2 hectares. Applicant requesting rental of 2-bedroom cottage, and therefore the Draft TUP restricts number of bedrooms to 2.</p>
xvi. a condition of the permit should prohibit recreational vehicles or camping	<p><i>Included as a condition of the Permit.</i></p> <p>Condition 4.12 of Draft TUP.</p>
xvii. such other considerations as are deemed applicable with respect to a specific commercial vacation rental application	<p><i>TBD by LTC.</i></p>
xviii. the Local Trust Committee may require water metering	<p><i>TBD by LTC.</i></p>
xix. the Local Trust Committee may consider a professionally registered house inspector report if an occupancy permit is not available, indicating that the house is safe and appropriate for the proposed commercial vacation rental use and activities	<p><i>Guideline viii. addressed the Occupancy Permit requirement.</i></p>
xx. the Local Trust Committee may require the landowner to post information for guests about awareness and sensitivity to First Nation sites and artifacts	<p><i>Included as a condition of the Permit.</i></p> <p>Condition 4.5 of Draft TUP.</p> <p>Included in Guest Information attachment to staff report which provides required information to guests.</p>

Snuneymuxw First Nation

Gabriola Island is part of the traditional territory of Snuneymuxw First Nation. There is a well-documented history rich in tradition and spiritual culture.

As part of this community, even temporarily as visitors, we ask that you are respectful of the Snuneymuxw peoples, their traditions, artifacts and their beliefs.

For more information on the Snuneymuxw First Nation peoples of Gabriola we encourage you to visit the Gabriola Museum.

House Rules

No parties

No smoking/vaping inside the guest house. There are ashtrays available outside the cottage. Please ensure that cigarette butts are collected and placed in the metal can provided.

Please respect the noise bylaws (we want you to have an enjoyable stay but we want to keep our neighbors as friends lol). Refer to Bylaw 1082 in the binder.

Dogs

Please have your dog(s) under competent control at all times (please see the pet Bylaw 1066 responsibilities also in the binder).

If your dog traditionally sleeps with you please use the black sheet in the 3rd drawer of the dresser to cover the bedding before inviting your dog up.

Please pick up dog stools in the yard (thank you).

Water Conservation

Residents of Gabriola face water shortage challenges. We operate with a well system.

Please practice responsible water consumption. There is enough water for food prep, washing up, conservative showering and perhaps doing a load of laundry.

Please, let us know if you discover running water issues eg. running toilet, leaking faucets. Thank you

Housekeeping

You are responsible for cleaning and putting away dishes etc. that you have used.

Please strip your bed and place the sheets and pillowcases in the washing machine (I will be along later to turn the machine on).

Please dispose of all garbage/refuse in the appropriate bins outside of the gate.

Treehouse

The use of the tree house is under your control. We are not responsible for any injury or death that may result from guests or guests of guests using the treehouse.

Septic

Please do not flush feminine hygiene products, plastics or paper towels down the toilet.

From: BRIAN STRACHAN
Sent: Sunday, March 6, 2022 2:00 PM
To: Michael McNally
Subject: Flow test

To: Michael McNalley
1595 Hess Road
Gabriola BC

March 6 th, 2022

On March 2 nd 2022 I conducted a flow test at the above address. The flow test lasted 90 minutes at a flow rate of 6 imperial gallons per minute, the flow was constant and did not diminish with time. The total amount of water pumped was 540 imperial gallons, the water remained clear and a constant flow through out the test.

The maximum discharge from the garden hose was 6 imperial gallons per minute , and as mentioned did not diminish with time so the wells flow rate at the time of testing is at least 6 imperial gallon per minute and a very good well.

Any questions please ask.

Brian Strachan
Gabriola Waterworks
Gabriola BC

WPI 06041201

Sent from [Mail](#) for Windows

Water Supply and Conservation

Potable water at the guest house (two bedrooms) and the main residence (two bedrooms) is supplied by the well located at the guest house. Production of the well was measured on March 2, 2022 and showed that the well was consistently producing at least 6 gallons per minute over a 90-minute period.

There is also a rainwater collection system on the property with storage of 5000 gallons that is intended for irrigation and emergency fire suppression. The rainwater is collected from the roof of the garage and the main residence.

The guest house is equipped with a shower, toilet, bathroom sink, kitchen sink, washer/dryer, and one outside faucet for a garden hose. All guests will be encouraged to use the water resource responsibly to avoid any unnecessary water consumption.

It should be noted that there is no additional strain put on the septic field at the guest house because the guest house and main residence each have their own, separate septic systems.

Assurance of Compliance

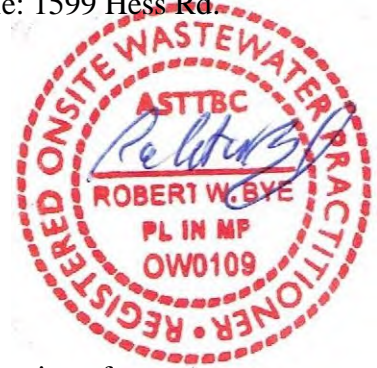
by a

Registered Onsite Wastewater Practitioner

To: Michael McNally
1599 Hess Rd.
Gabriola Island B.C.
LOT 30, SECTION 9, GABRIOLA ISLAND,
NANAIMO DISTRICT, PLAN 29068

Date: 19/02/2022

Our File: 1599 Hess Rd.



Re: Vacation Rental Application to the Gabriola Island Local Trust Committee for Temporary Commercial and Industrial Use Supplemental Application at the residence at the above noted address.

To whom it may concern:

I hereby give assurance that:

I have conducted an evaluation according to ASTTBC's Guidelines for Onsite Wastewater Systems, and that the inspection was of sufficient thoroughness to determine the condition and location of the onsite system serving this property.

-The Onsite Wastewater Systems at the above address is adequate for a 2-bedroom home up to 2584 sq. Ft or (240 sq.m). Not exceeding daily wastewater flow of 1000 liter/day or 219 gal/day

- The Onsite Wastewater Systems at the above address will support the proposed Vacation Rental occupancy load.

The proposed Vacation Rental occupancy load will not have a negative impact on the function of the existing onsite wastewater system or create any environmental or health hazards.

This assurance is subject to:

- The proposed Vacation Rental occupancy load. Not exceeding daily wastewater flow of 1000 liter/day or 219 gal/day

-- Any future construction or landscaping does not encroach on the required setback to the onsite wastewater system.

Robert W. Bye
Gabriola Septic Services Ltd.
645 Gallagher Way
Gabriola Island B.C.

Phone # 250-247-8166
E-mail; bobwbye@hotmail.com
ROWP # OW 0109



REGIONAL
DISTRICT
OF NANAIMO

BUILDING INSPECTION SERVICES

OCCUPANCY PERMIT

10324

Pursuant to the requirements of the Building bylaws of the Regional District of Nanaimo permission is hereby granted to occupy the described building subject to the following limitations:

Street Address: 1595 Hess Road

Legal Description: LOT 30 SEC 9 PL. 303347

Class of Occupancy: _____

Building Permit Number: 22860

IMPORTANT NOTICE

The occupancy approved under this permit refers only to structural and plumbing components of the above building permit(s), and such occupancy is permitted as of the date shown. This permit is not a warranty that the subject building or any part of the building complies with all Regional and Provincial regulations covering zoning and building construction or that the building or any part of the building is without defect. Conformity to all regulations is the responsibility of the owner. Owners are reminded that a new **OCCUPANCY PERMIT** is required prior to change in **CLASS OF OCCUPANCY**.

OG 22/04
Date

Building Inspector

This CERTIFICATE must be affixed to a conspicuous and permanent place in the said building and shall not be removed.

GABRIOLA VOLUNTEER FIRE DEPARTMENT

Box 89, Gabriola, B.C., VOR 1X0

Telephone: (250) 247-9677

Fax: (250) 247-9850

Email: gabfire@shaw.ca

January 5, 2022

Islands Trust
700 North Road
Gabriola, B.C.
VOR 1X3

To Whom It May Concern

Re: Fire code compliance inspection - 1599 Hess Road, Gabriola, B.C.

This is to confirm that I carried out an inspection at the above noted address. Based on my inspection, I find that the home meets the requirements of the B.C. Fire Code for the purpose of a Temporary Use Permit (TUP).

If you have any questions, please do not hesitate to contact me.

Yours truly,



Will Sprogis,
Fire Chief

:pm

Fire Safety



The entire island community depends on responsible fire stewardship. Please be responsible and follow the rules to ensure that your stay on Gabriola Island is a safe one.

The use of candles and other sources of open flame is not permitted inside the house.

The guest house is provided with two doorway exits. The main exit is located in the kitchen and dining area. A secondary exit is located in the main bedroom. The window in the secondary bedroom can also be used for an emergency exit. Evacuate everyone from the house in the event of a fire.

There are three smoke detectors located in the house, one in each of the two bedrooms and a third located in the dining area. The three alarms are connected and will sound if one alarm is triggered. Contact your host at 250-325-0023 in the event of malfunctions or recurring alarms.

A fire extinguisher is provided for emergency use. It is located just inside the main entrance in the kitchen and dining area on the end of the upper cabinet. In the event of a small but manageable fire/flame, remove the fire extinguisher from its hanger, pull pin, aim at the base of the fire and pull the trigger. Guests must evacuate the house and meet outside of the fenced backyard.

Call 911 to alert the Gabriola Fire Department

The non-emergency number is 250-247-9677

The duty officer pager number is 250-755-9289

Your host can be reached at 250-325-0023

No smoking or vaping is permitted in the house. Please use the glass ashtrays and the metal container can be used to dispose of cigarette butts.

Consult the current fire rating and restrictions at gabriolafire.ca/high-hazard-rating to determine campfire status. Campfires and use of combustion engines may be restricted or banned during the fire season between April 1st and October 15th.

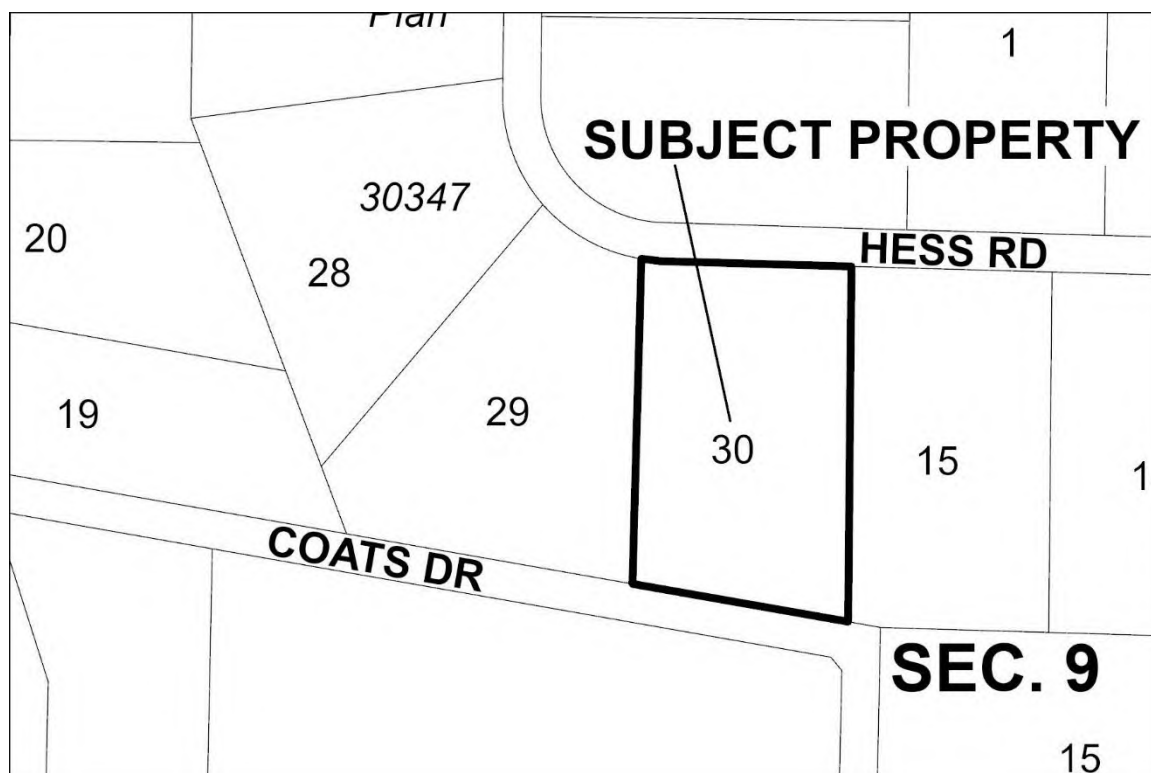
Any "campfire" must be limited in size to no greater than half a cubic meter and supervised by a competent adult. Ensure that a charged water hose is in close proximity. Please use the fire pit provided by your host. Again, a competent adult **MUST** remain with the fire until it has been completely extinguished.

NOTICE
PLTUP20240310
GABRIOLA ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given pursuant to Section 494 of the *Local Government Act* that the Gabriola Island Local Trust Committee (LTC) will be considering a resolution allowing for the issuance of a Temporary Use Permit. The proposed permit would apply to PID: 001-272-349, LOT 30, SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 30347. This property is located at **1599 Hess Rd, Gabriola Island, BC.**

The purpose is to renew the Temporary Use Permit for the operation of a commercial vacation rental within the accessory dwelling (secondary suite) on the subject property. The establishment of this use would be subject to the conditions specified in the attached proposed permit.

The general location of the subject property is shown on the following map:



A copy of the proposed permit may be inspected at the Islands Trust Office, 700 North Road, Gabriola Island, BC V0R 1X3 between the hours of 8:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays, and on the Islands Trust website <https://islandstrust.bc.ca/island-planning/gabriola/current-applications/> commencing **April 3, 2025** and continuing up to and including **April 16, 2025**.

Enquiries or comments should be directed to Marlis McCargar, Island Planner at (250) 247-2210, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: northinfo@islandstrust.bc.ca before **4:00 p.m., April 16, 2025**.

The Gabriola Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting to be held at **10:30 am, April 17, 2025, at the Gabriola Arts and Heritage Centre. 476 South Rd, Gabriola, BC.**

Written comments made in response to this notice will also be available for public review.

Nadine Mourao, Deputy Secretary