Gabriola Island Local Trust Committee
Regular Meeting Agenda

Date:	April 17, 2025
Time:	10:30 am
Location:	Gabriola Arts & Heritage Centre
	476 South Road, Gabriola Island, BC

			Pages
1.	**CALL TO ORDER**	10:30 AM - 10:35 AM	
	"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."		
2.	**TERRITORIAL ACKNOWLEDGEMENT**		
3.	**APPROVAL OF AGENDA**		
4.	**DELEGATIONS**	10:35 AM - 10:40 AM	
	4.1 Gabriola Health Care Foundation regarding their Strategic Plan 2024 - 2029		4 - 32
5.	**REPORTS**	10:40 AM - 10:55 AM	
	5.1 Trustee Reports		
	5.2 Chair's Report		
	5.3 Electoral Area Director's Report		
	5.4 First Nations Reports		
6.	**PUBLIC COMMENTS**	10:55 AM - 11:10 AM	
7.	**MINUTES**	11:10 AM - 11:15 AM	
	7.1 Local Trust Committee Minutes dated February 20, 2025 – for adoption		33 - 39
	7.2 Section 26 Resolutions-Without-Meeting Report - none		
	7.3 Advisory Planning Commission Minutes dated February 12, 2025 - for receipt		40 - 44
	7.4 Housing Advisory Planning Commission Minutes dated March 19, 2025 - for receipt		45 - 47
8.	**BUSINESS ARISING FROM MINUTES**	11:15 AM - 11:30 AM	

8.1 Follow-up Action List dated April 9, 2025 48 - 50

9. APPLICATIONS AND REFERRALS 11:30 AM - 12:15 PM

9.1 PL-RZ-2024-0091 (Mid-Island Co-op) - Staff Report 51 - 154

9.2 PL-TUP-2024-0310 (McNally) - Staff Report 155 - 189

9.3 PL-DP-2025-0069 (Rutgers) - Staff Report 190 - 205

~ BREAK 12:15 PM - 12:45 PM ~

10. LOCAL TRUST COMMITTEE PROJECTS 12:45 PM - 1:15 PM

10.1 Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Planning Review - Options for Community Engagement Next Steps - Staff Report 206 - 211

11. CORRESPONDENCE 1:15 PM - 1:30 PM

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

11.1 Letter dated February 10, 2025 from Elizabeth May, Member of Parliament regarding Southern Gulf Islands Forum 212 - 215

11.2 Email dated March 10, 2025 from K & M Bombois regarding Request to Review Non-Enforcement Policy 216 - 220

11.3 Email dated March 17, 2025 from A Hodson Deggan regarding Water Budget Study Gabriola 221 - 222

11.4 Email dated April 2, 2025 from B Nixon regarding Proposed Commercial/Industrial Use of Degnen Bay 223 - 224

11.5 Email dated April 1, 2025 from G. Coford regarding Transfer of Catamaran PV Nadon to Degnen Bay, Gabriola 225 - 226

12. NEW BUSINESS - none

13. STAFF REPORTS 1:30 PM - 2:05 PM

13.1 Gabriola Housing Advisory Planning Commission Terms Expiring April 25, 2025 - Staff Report 227 - 231

13.2 Bylaw Compliance & Enforcement Policy Review - Staff Report 232 - 235

13.3 Trust Conservancy Highlights of January 21, 2025 Board Meeting 236 - 237

13.4 Applications Report dated April 10, 2025 238 - 243

13.5 Trustee and Local Expense Report dated February, 2025 244 - 244

13.6 Adopted Policies and Standing Resolutions 245 - 254

13.7 First Nations Relationship Building Update - none

13.8 Climate Change Action Update - none

13.9 Local Trust Committee Webpage

14. WORK PROGRAM 2:05 PM - 2:20 PM

14.1 Active Projects Report dated April 9, 2025 255 - 255

14.2 Future Projects Report dated April 9, 2025 256 - 256

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, June 26, 2025 at 10:30 am at the Gabriola Arts and Heritage Centre

16. ADJOURNMENT 2:20 PM - 2:20 PM

From: Jeff Malmgren <jkm@durablesolutions.ca>
Sent: Tuesday, April 1, 2025 1:28 PM
To: northinfo <northinfo@islandstrust.bc.ca>
Cc: Susan Yates <syates@islandstrust.bc.ca>; Tobi Elliott <telliott@islandstrust.bc.ca>
Subject: Request to appear as a delegation - LTC Meeting April 17, 2025

Good afternoon

Please accept this as a request appear as a delegation before the Gabriola LTC at its regularly scheduled meeting on April 17, 2025

This request is made on behalf of the Gabriola Health Care Foundation

We would like to present on our draft Strategic Plan for the information of the trustees and as direct input into the the OCP Review process. We believe the plan has significant implication regarding trust initiatives and activities, and that the OCP revision may be positively influenced through its development.

A copy of the draft plan is attached, we will present a slide deck and, as requested, provide that deck for review.

Thank you in advance

Jeff Malmgren

Gabriola Health Care Foundation

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J.K. (Jeff) Malmgren (he/him), LEED AP
Principal

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STRATEGIC PLAN
2024 – 2029

June, 2024

The establishment of the Gabriola Health Care Foundation and the construction of the Gabriola Community Health Centre in 2012 paved the way for ensuring the availability of primary and urgent/emergency stabilization care for Gabriolans.

Since 2012, we have seen a 20% population increase –with a median age of 63. This suggests that a significant proportion of the population may have more complex care needs. In addition, there is a national crisis in recruitment and retention of physicians and allied health care providers requiring governments to seek out new approaches to the delivery of primary care. To address these issues, the Foundation is actively engaged with the Ministry of Health, Island Health, Snuneymuxw First Nation, and local organizations in developing innovative and sustainable approaches to ensure we have the care services our community needs.

With our partners, we are engaged in the complex process of health systems transformation which may require changes in our operational structure and business model. At the same time, we are witness to the historic implementation of key commitments made in the 1854 Douglas Treaty with the Snuneymuxw people which has the potential to have a profound effect on our understanding of how culturally safe and equitable primary health care could be delivered. Moreover, this transformation is happening in the context of a global climate crisis which will have immediate and potentially longer-term effects on the provision of care.

The Foundation is committed to providing a Community Health Centre free from racism, patriarchy, and other systems of oppression and any form of abusive behaviour. We recognize the complex histories of colonialism and the impact they have on how healthcare is delivered in our community. We are committed to take action to dismantle practices that uphold the colonial legacy. We welcome the perspectives and learnings of all cultures.

The strategic plan that follows is our roadmap for ensuring we can provide access to the best possible care for all Gabriolans in a constantly changing environment. The development of this plan is underpinned by an updated vision, purpose, mission, and values statements that guide our efforts moving forward.

VISION: A healthy thriving community

PURPOSE: Take leadership to understand and improve the health & wellbeing of the entire community

MISSION:

Driving change that results in an effective, resilient community-held, integrated system for the health and wellbeing of the entire community.

We achieve our mission by:

- Knowing, representing and acting on the community's health and wellbeing needs
- Convening and collaborating with our partners and Snuneymuxw First Nation
- Ensuring access to primary and urgent/emergency primary care facilities and services
- Advocating for a health and wellbeing system on Gabriola that effectively meets the needs of the community
- Striving for organizational and operational excellence

VALUES:

- **CRITICAL THINKING -** We aim for the solutions that deliver the best results rather than only the ones that currently exist or that are presented to us.
- **DIVERSITY, EQUITY & INCLUSION -** We care about all members of the community. Working with health care providers and allied community organizations, we seek to ensure that all community members have equitable access to quality health care services.
- **RESILIENCE -** We are prepared to meet the challenges presented by the increasingly unpredictable threats to our community health and wellbeing and to our organization.
- **TRANSPARENCY -** We are committed to providing open, honest, and timely information including rationale and context around the decisions that we make.
- **TRUST -** We earn the trust of the community by:
    - making thoughtful and well-intentioned decisions informed by knowledge, evidence and best practices;
    - working in collaboration and partnership with organizations and agencies critical to achieving our objectives
    - following through on our commitments
    - ensuring all voices have the opportunity to be heard

The plan that follows focuses on five strategic priorities with associated goals and actions planned over the next five years.

The order of the priorities as presented in this plan should not be perceived in any way as an order of importance.

Strategic Priorities in Context:

1. **Knowing, representing and acting on the community's health and wellbeing needs**

   The needs of our community are changing due to such factors as our aging population, the impacts of climate change, lack of affordable housing and the toxic drug crisis. The Foundations job is to represent the needs of our community with key influencers locally, regionally and provincially.

2. **Convening and collaborating with our government and community partners**

   Providing access to needed primary healthcare services is challenging. The environment in which we work is also complex with many community partners and multiple layers of government. The Foundation will address this challenge by developing strong, respectful and collaborative relationships with organizations and individuals who can help us achieve our objectives.

3. **Ensuring access to primary and urgent/emergency stabilization care facilities and services**

   All communities, including Gabriola, face financial challenges in providing access to needed primary care facilities. The Foundation will take action to understand these challenges and seek funding and partnership opportunities that can help us sustain our community health centre and address the future needs of our community.

4. **Advocating for a health system on Gabriola that meets the needs of the community**

   As the healthcare landscape changes, we need to be able to define what the ideal health care system looks like for Gabriola and to be present at the right decision-making tables. The Foundation will participate in existing and new government and health authority partnership initiatives locally, regionally and provincially.

5. **Striving for Organization and Operational Excellence**

   In this time of rapid change in the health care landscape, it is critical that we do the best we can with the resources we have available. Professionalism, accountability and good governance are essential.

Goals are identified for each strategic priority along with actions, each with associated timing, measures of success and responsible lead. In total, this plan has prioritized 48 actions.
Each goal and action item is numbered using the following system – 1.1.1, 1.2.1. The first number represents the corresponding strategic priority, the second number represents the corresponding goal and the third number represents the corresponding action.

1.1.1 = strategic priority 1, goal 1, action 1
1.2.1 = strategic priority 1, goal 2, action 1

Timing is listed as TBD in many of the goals contained in this document. Specific timing goals will be developed following the community consultation and engagement phase.

There are four appendices at the end of this document:

Appendix 1 – Terminology
Appendix 2 – Summary of Strategic Priorities and Goals
Appendix 3 – Timeline of Actions
Appendix 4 – Summary of Actions by Responsible Party

Strategic Priority 1: Knowing, representing and acting on the community's health and wellbeing needs

This priority depends on knowing the needs of all segments of our community, removing barriers that make it difficult for individuals to make healthy choices for themselves, and determining where collective action is most needed. To do this we must understand the inequities that exist in different parts of our population and take the needed steps to remove barriers that create an environment where access to information and services disempower people from making healthy decisions. Finding an effective balance between individual and collective responsibility will help us achieve the ultimate objective of better health outcomes for all our community.

Goal 1: The Foundation will understand the primary health and wellbeing needs of the community.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
1.1.1 Develop a process for identifying and reporting findings of the primary health care needs of the community, including a gap analysis to examine the needs of those at risk of not being able to access needed services.	• Annual report published on community health and health equity for specific populations.	Annually in conjunction with AGM	Community Wellbeing Committee
1.1.2 Partner with Gabriola Medical Clinic to identify critical community health & well-being needs from the Clinic's perspective	• Complementary support systems identified and implemented	TBD; Ongoing check-ins at Clinic Liaison Committee meetings	Community Wellbeing Committee/Clinic Liaison Committee
1.1.3 Develop a communication plan with key community partners to disseminate information that identifies community needs.	• Information is made available to the community through a variety of media (online, print) and locations (e.g., PHC, Library).	1st year; Ongoing	Community Wellbeing & Communications Committees
1.1.4 Develop appropriate responses to address health equity gaps	• Responses developed & supported by	Ongoing	Community Wellbeing Committee

identified in 1.1.1. and 1.1.2.	partners across the community		

Goal 2: Support community members to make healthy choices.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
1.2.1 1.2.1 Define the concept of individual responsibility for health using a health equity lens and articulate how it differs from current concepts of healthcare.	• Community members understand the importance of health equity and the concept of individual responsibility	TBD	Community Wellbeing Committee
1.2.2 Using a health equity lens, articulate the range of options individuals can draw on to take individual responsibility, determine availability of resources and identify resource gaps.	• Community members understand the full range of options available to support individual responsibility • Options are available to address identified gaps • Gaps are eliminated &/or positively change over time	TBD	Community Wellbeing Committee; interdependency with Clinic Liaison committee

Goal 3: The Foundation will understand the implications of climate change on the health of community members, particularly those most vulnerable.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
1.3.1 In collaboration with key community partners, identify the climate changes that will have the greatest impact on community members, particularly those most vulnerable and the health implications of those changes.	• Produce a *Climate Change Health Impacts Report* for Gabriola.	TBD	Community Wellbeing Committee

1.3.2 Work in collaboration with community partners to develop strategies to address anticipated impacts.	• Host a planning forum co-sponsored by Sustainable Gabriola, the Collaborative and the Foundation to develop strategies to reduce health risks. • Participate in larger community forums/initiatives to address impact of climate change on our Gabriola community	TBD	Community Wellbeing Committee
1.3.3 Climate action plan developed for the facility.	• Climate action plan for facility developed • Collaborative discussions initiated with health service providers (including fire, ambulance, clinic, labs) to develop a climate action plan for the community • Climate action plan for the Facility communicated to membership & community at large	End of 2024 (facility plan) 2024 (collaborative discussions) 2025 (communication)	Committee of the whole

Goal 4: The Foundation understands the resources & capacity needed to participate at key external healthcare tables.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
1.4.1 The Foundation develops a clear understanding of the necessary resources required to effectively participate at healthcare planning tables.	• A lead person and alternate has been identified for each planning table. • Board receives regular reports from health system transformation lead on planning & impact on Gabriola	Ongoing	Health System Transformation Lead

Goal 5: The Foundation has a clear sense of what it wants to accomplish at external healthcare tables.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
1.5.1 The Foundation has established mandates outlining our objectives for each planning table.	• Mandate statements have been developed for each planning table. • Mandate statements are reviewed annually or as needed.	TBD	Health System Transformation Lead

Strategic Priority 2: Convening and collaborating with our government and community partners

Providing access to needed primary healthcare services is challenging. The environment in which we work is also complex with many community partners and multiple layers of government. The Foundation will address this challenge by developing strong, respectful and collaborative relationships with organizations and individuals who can help us achieve our objectives.

Goal 1: The Foundation will have a strong working relationship with the Gabriola Medical Clinic to enhance joint planning capacity and achieve mutual objectives.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
2.1.1 Relative roles of Gabriola Medical Clinic staff (physicians, nurse practitioner, Chapter coordinator and medical office staff) and the Board are defined, and joint planning occurs on a regular basis.	• There is a clear understanding of the roles of the Gabriola Medical Clinic staff and the Board regarding Gabriola Medical Clinic operations and facility management. • Process in place to ensure Gabriola Medical Clinic staff have opportunity for input into Board policies that affect their practice. • Communications between the Board and Gabriola Medical Clinic staff are streamlined, appropriate and timely. • Alternative operational structures that may better support the interests of both organizations evaluated	Ongoing; The Clinic Liaison Committee will meet quarterly with Clinic representatives.	Clinic Liaison Committee

2.1.2 Recruitment and retention activities and policies are in place to ensure Gabriola Medical Clinic staff have the supports they need to recruit and retain staff.	• Effective strategies implemented to address barriers to recruitment and retention • Recruitment efforts result in timely placements	Ongoing	Recruitment and Retention Committee
2.1.3 The Foundation will have a clear understanding of the work being done in the Rural and Remote Division of Family Practice.	• Clinic Liaison Committee will update Board regularly (in partnership with Chapter Coordinator as needed)	Ongoing; as needed	Clinic Liaison Committee

Goal 2: The Foundation will take steps to engage in respectful relationship building with Snuneymuxw First Nation and Indigenous community members

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
2.2.1 Board members develop the appropriate skills and knowledge to build strong, respectful relationships with Snuneymuxw First Nation and Indigenous community members.	• Board has identified training objectives, determined suitable training, and established a timeline for all board members to complete the training. • Cultural training completed by all Board members • New Board members and external committee members are enrolled in training as they join the board.	Ongoing; annual training objectives	Board Development Committee

2.2.2 Understand Snuneymuxw First Nation aspirations and objectives related to delivery of health services.	• The Board can articulate a clear understanding of the Snuneymuxw First Nation's objectives and specifically, its healthcare objectives on Gabriola	Continuous process; ongoing	Health System Transformation Lead
2.2.3 Identify opportunities to work on shared objectives with Snuneymuxw First Nation.	• A working relationship has been established with the Snuneymuxw First Nation Manager of Health Services and their staff. • The Foundation has a clear understanding of the areas where Snuneymuxw First Nation wishes to collaborate.	Continuous process; ongoing	Health System Transformation Lead

Goal 3: The Foundation will build and maintain positive relationships with healthcare providers and authorities.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
2.3.1 Strengthen/Build relationships with primary care providers and Gabriola Medical Clinic staff.	• Our MLA, RDN Director, and Island Trustees understand the role of the Foundation in the community, and its short and long term objectives	Ongoing	Committee of the whole

2.3.2 Build/Strengthen relationships with government & elected officials at a leadership level –Snuneymuxw First Nation, RDN, Island Trust.	• Our MLA, RDN Director, and Island Trustees understand the role of the Foundation in the community, and its short- and long-term objectives	Ongoing	Committee of the whole
2.3.3 Build/Strengthen relationships with government & Island Health authority staff, Snuneymuxw First Nation, RDN, and Islands Trust.	• Foundation understands appropriate policies and mandate of government and health authorities • For each initiative involving government staff, the Board has identified key staff, understands their area of responsibility and has taken steps to ensure they understand the mandate of the Foundation and the services it provides.	Ongoing	Board/Committee as a whole
2.3.4 The Foundation has a strong and supportive relationship with the Gabriola Health and Wellbeing Collaborative.	• The relationship between the Foundation and the Gabriola Health and Wellbeing Collaborative is formalized – a protocol is in place	TBD	Community Wellbeing Committee
2.3.5 The Foundation will maintain direct relationships with community organizations on Gabriola as appropriate.	• Identify potential partners with shared interests	Ongoing	Committee of the whole

Strategic Priority 3: Ensuring access to primary and urgent/emergency stabilization care facilities and services

All communities, including Gabriola, face financial challenges in providing access to needed primary care facilities. The Foundation will take action to understand these challenges and seek funding and partnership opportunities that can help us sustain our community health centre and address the future needs of our community.

Goal 1: The Foundation will have the financial capacity to ensure that current and future primary health care service needs are met.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
3.1.1 Board understands the medium and long-term facility & program requirements and resulting funding implications.	• Medium and long-term GCHC requirements identified • Long-range facility plan developed	TBD; Dependent on PCN discussions	Facilities Management Committee
3.1.2 Funding plan developed to address the Foundation's medium and long-term needs.	• Funding/fundraising plan developed & implemented encompassing facility, health service needs, program development, donor programs and administration	TBD	Fundraising Committee

Goal 2: Work with Collaborative Services Committee & PCN Working Group to leverage the investment in health on Gabriola

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
3.2.1 Develop Board awareness of PCN planning implications; adjust plans to accommodate new developments.	• PCN planning implications are assessed against current facility capacity • Funding implications identified	TBD	Health System Transformation Lead

	• Clear direction provided for negotiating for Foundation needs		

Goal 3: The Foundation will take action to address priority community health and wellbeing needs.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
3.3.1 Collaborate with local physicians and community partners in health services planning and development.	• Implementation of programs and initiatives to address priority health service needs.	Annual input solicited	Community Wellbeing Committee
3.3.2 Distribute existing funds and actively seek additional resources to develop or deliver programs to meet community health needs.	• Actively seek funding to replenish our health promotion grant funding resources. • Work with other community organizations to acquire funding to address unmet needs. • Grants, through designated funds, are prioritized to address priority community health care needs.	Annually; Grant applications will occur throughout the fiscal year.	Community Wellbeing Committee Work with the Fundraising Committee to replenish funds

Strategic Priority 4: Advocating for a health and wellbeing system on Gabriola that meets the needs of the community

As the healthcare landscape changes, we need to be able to define what the ideal health care system looks like for Gabriola and to be present at the right decision-making tables. The Foundation will participate in existing and new government and health authority partnership initiatives locally, regionally and provincially.

Goal 1: Articulate a clear vision of a Gabriola health and wellbeing system that includes the desired health and wellbeing outcomes.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
4.1.1 Identify and address issues of accountability, responsibility, oversight and control to deliver an integrated system to ensure long term viability & presence of health and wellbeing system on the island, with an understanding that social determinants are critical indicators for both health and wellbeing that are much better addressed through an integrated approach (rather than what currently exists). A cornerstone to this system will be of collective responsibility – where there is an understanding that we as a community are collectively responsible for our health and wellbeing.	• Define a process for designing the community system • Organizations across the community understand and support the development of the system • System is defined and broadly supported and a clear plan is developed to realize the system	2024 (process) 2024 (engage partners) 2025 (system defined & implementation plan)	Committee of the whole

4.1.2 Define the concept of collective responsibility for health and articulate how it differs from current concepts of healthcare.	• Community members understand the concept of collective responsibility and are aware of the ways they can exercise that responsibility	TBD	Community Wellbeing Committee
4.1.3 Define the healthcare outcomes desired for the community.	• Gov't decision makers provide increased supports for needed services • The Foundation is successful at attracting more funding	Ongoing	Health System Transformation Lead & Community Wellbeing Committee

Goal 2: Increase our effectiveness at various healthcare tables.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
4.2.1 Establish a plan outlining the objectives we intend to achieve in PCN discussions	• Identified and achieved annual objectives	Annual; ongoing	Health System Transformation Lead
4.2.2 Identify external supports to enable the realization of a Gabriola healthcare system (i.e., discussions with Health Excellence Canada; Tamarack; New Horizons grant).	• Our work on health system transformation is informed by best practices nationally and internationally	Annual; ongoing	Health System Transformation Lead

Strategic Priority 5: Striving for Organizational and Operational Excellence

In this time of rapid change in the health care landscape, it is critical that we do the best we can with the resources we have available. Professionalism, accountability and good governance are essential.

Goal 1: The Foundation will have the governance capacity to plan, execute and evaluate strategies.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
5.1.1 Recruit Board and Committee members who reflect the diverse needs of the community (e.g, demographics, Indigenous representation) with the appropriate skills and capacities to fulfill GHCF mission (e.g., financial, legal, health policy, operations, etc.).	• A diverse board and committee members with the necessary skills and knowledge to implement the organization's long term goals.	Ongoing; New board members will have been recruited by the 2024 AGM, and prior to subsequent AGMs as needed.	Board Development Committee
5.1.2 Develop a board succession plan.	• Succession plan developed with clear objectives to ensure diversity and capacity needs are met	Updated annually	Board Development Committee
5.1.3 Board develops appropriate policies to guide planning and decision-making - updated to reflect current mission and mandate/purpose.	• The Board will have a comprehensive set of governance policies, that are reviewed annually and adjusted as required.	Policy gaps will have been identified by end of 2024; out of date policies reviewed and new policies created by TBD	Governance Committee
5.1.4 Board identifies potential risks to organization and operation and identifies actions to address risks.	• Risk management plan developed	TBD	Governance Committee
5.1.5 Board assesses various models of operating and governance	• Decision made and implemented on operating model for Foundation that supports effective delivery	TBD	Committee of the whole

and aligns on a future direction.	of administrative and operational activities		
5.1.6 Strengthen/Build relationship with current & future tenants of Healthcare Centre.	• Process defined for annual survey of tenant satisfaction	Ongoing; annual	Facilities Management Committee

Goal 2: The Foundation will have the human resource capacity to plan, execute and evaluate strategies.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
5.2.1 Identify necessary executive administrative needs; identify avenues for funding; attract & hire candidate	• Executive administrative needs clearly articulated • Identified viable funding options • Qualified candidate(s) attracted and hired • HR Committee formed	TBD	Committee as a whole
5.2.2 Ensure that HR policies are in place for paid staff.	• Personnel policies developed, approved by board and part of new employee on-boarding	TBD	HR Committee
5.2.3 Develop and implement volunteer recruitment and retention plan.	• Plan developed • Volunteers recruited to meet Foundation priorities	TBD	Board Development Committee
5.2.4 Develop and implement policies that govern volunteer engagement.	• Volunteer policies developed, approved by board and part of new volunteer on-boarding	TBD	Board Development Committee

5.2.5 Membership engagement plan developed (as a component of the engagement/communications strategy).	• Members understand the value of membership • Members understand the opportunity to participate • Measurable active participation in all foundation activities (voting, volunteering, advocating for Foundation, contributing financially)	TBD (engagement plan & baseline metrics)	Communications & Community Relations Committee

Goal 3: The community will know about and support the Foundation's work.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
5.3.1 Develop a communications strategy outlining communication objectives, key messages, target audiences, and communication tools.	• Deliver regular communications with key partners and the broader community.	Communications strategy to be complete by end of fiscal 2024.	Communications & Community Relations Committee
5.3.2 Foundation builds and maintains an attractive and easy to navigate on-line presence.	• Website refreshed for look and ease of navigation	Q4 2024	Communications & Community Relations Committee

Goal 4: Efficient management and operation of the Gabriola Community Health Centre.

Action(s)	Measure(s) of Success	Timing	Lead/Responsible Party
5.4.1 Regular and ongoing monitoring of building operations including maintenance and repairs, and supplier contracts.	• Tenant satisfaction with building & facilities; responsiveness to issues as they arise • Green initiatives deployed with service contracts where available and cost effective	Ongoing, annually	Facilities Management Committee
5.4.2 Regular and positive engagement in tenant relations	• Bi-annual check-in with tenants to gauge satisfaction with facilities and maintenance • Resolution of issues within a timely manner • Annual benchmark of competitive lease/rental rates	Ongoing, annually	Facilities Management Committee

APPENDIX 1: TERMINOLOGY

CHAPTER COORDINATOR: Our physicians are part of the Rural and Remote Division of Family Practice (RRDFP). The Division is divided into regions and chapters; our clinic is a Chapter. The Chapter's work is supported by a Coordinator funded by the Division.

COMMITTEE OF THE WHOLE: All members of the Board meeting as a committee.

GABRIOLA COMMUNITY HEALTH CENTRE: Located on Church Street, the Gabriola Community Health Centre is home to many medical professionals and services in addition to the Gabriola Medical Clinic. Professionals and services include Public Health Immunization clinics and Mammogram Screening clinics; Life Labs Medical Laboratory Services; a registered massage therapist; a dental clinic; an urgent treatment facility and telehealth services.

GABRIOLA MEDICAL CLINIC: A family practice, currently with a nurse practitioner, three doctors along with locums and administrative staff, is located on the main floor and in many ways is the heart of the Community Health Centre.

HEALTH SYSTEM TRANSFORMATION LEAD: Acts as the key conduit on behalf of the Foundation to ensure understanding and appropriate involvement in Health System Transformation activity on Gabriola, in BC and nationally. Works to identify opportunities to inform transformation work, to provide input and leadership and to promote Foundation participation in programs, projects or strategies that support its strategic goals. The Health System Transformation Lead represents the Foundation at Collaborative Services Committee, PCN Steering Committee, Gabriola Clinic Liaison Committee, BC Association of Community Health Centres, Island CoP and other committees. The Health System Transformation Lead acts as a key contact for all Health System Transformation activities.

PRIMARY HEALTH CARE: Primary health care includes all services that play a part in health, such as income, housing, education and environment. Primary care is the element within primary health care that focuses on health care services, including health promotion and illness and injury prevention, as well as the diagnosis and treatment of illness and injury

PRIMARY HEALTH PROVIDER: Primary care is usually provided by a nurse practitioner, general practitioner or family physician. Nurses, dietitians, physiotherapists and social workers may also provide primary health care.

PRIMARY CARE NETWORK (PCN): A PCN is a clinical network of local primary care service providers located in a geographical area. A PCN is enabled by a partnership between the local division of family practice and health authority, along with local First Nations and Indigenous partners. In a PCN, physicians, nurse practitioners, nurses, allied health care providers, health

authority service providers, and community organizations work together to provide all the primary care services a local population requires. Together, they:

- Enhance patient care using a team-based approach to care.
- Support each other and work to their own strengths
- Ensure patients are linked to other parts of the system, including the health authority's specialized community services programs for high risk and vulnerable population groups.
- Collectively work to increase access and attachment to primary care.

URGENT TREATMENT FACILITY (UTF): Located on the main floor of the Gabriola Community Health Centre. Within the UTF there are the supplies and equipment necessary to service three triage and urgent medical treatment beds. The doctors from the Gabriola Medical Clinic share the responsibility of on-call urgent care.

APPENDIX 2: SUMMARY OF STRATEGIC PRIORITIES & GOALS

Strategic Priorities:

1. Knowing, representing and acting on the community's health and wellbeing needs

   Goals:

   i. The Foundation will understand the primary health and wellbeing needs of the community.
   ii. Support community members to make healthy choices.
   iii. The Foundation will understand the implications of climate change on the health of community members, particularly those most vulnerable.
   iv. The Foundation understands the resources & capacity needed to participate at key external healthcare tables.
   v. The Foundation has a clear sense of what it wants to accomplish at external healthcare tables.

2. Convening and collaborating with our partners and the Snuneymuxw First Nation

   Goals:

   i. The Foundation will have a strong working relationship with the Gabriola Medical Clinic to enhance joint planning capacity and achieve mutual objectives.
   ii. The Foundation will take steps to engage in respectful relationship building with Snuneymuxw First Nation and Indigenous community members.
   iii. The Foundation will build and maintain positive relationships with healthcare providers and authorities.

3. Ensuring access to primary and urgent/emergency stabilization care facilities and services

   Goals:

   i. The Foundation will have the financial capacity to ensure that current and future primary health care service needs are met.
   ii. Work with Collaborative Services Committee & PCN Working Group to leverage the investment in health on Gabriola.
   iii. The Foundation will take action to address priority community health and wellbeing needs.

4. Advocating for a health and wellbeing system on Gabriola that meets the needs of the community

   Goals:

   i. Articulate a clear vision of a Gabriola health and wellbeing system that includes the desired health and wellbeing outcomes.
   ii. Increase our effectiveness at various healthcare tables.

5. Striving for Organizational and Operational Excellence

   Goals:

   i. The Foundation will have the governance capacity to plan, execute and evaluate strategies.
   ii. The Foundation will have the human resource capacity to plan, execute and evaluate strategies.
   iii. The community will know about and support the Foundation's work.
   iv. Efficient management and operation of the Gabriola Community Health Centre

APPENDIX 3: TIMELINE OF ACTIONS

	ACTION	TIMING

APPENDIX 4: SUMMARY OF ACTIONS BY RESPONSIBLE PARTY

BOARD DEVELOPMENT COMMITTEE:

CLINIC LIASON COMMITTEE:

	ACTION	TIMING

CLINIC LIASON & COMMUNITY WELLBEING COMMITTEES:

	ACTION	TIMING

COMMITTEE OF THE WHOLE:

	ACTION	TIMING

COMMUNICATIONS & COMMUNITY RELATIONS COMMITTEES:

	ACTION	TIMING

COMMUNITY WELLBEING & HEALTH SYSTEM TRANSFORMATION LEAD:

	ACTION	TIMING

FACILITIES MANAGEMENT COMMITTEE:

	ACTION	TIMING

FUNDRAISING COMMITTEE:

	ACTION	TIMING

GOVERNANCE COMMITTEE:

	ACTION	TIMING

HEALTH SYSTEM TRANSFORMATION LEAD

	ACTION	TIMING

RECRUITMENT & RETENTION COMMITTEE:

	ACTION	TIMING

Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: **February 20, 2025**
Location: **Gabriola Arts & Heritage Centre**
476 South Road, Gabriola Island, BC

Members Present: **Peter Luckham, Chair**
Tobi Elliott, Trustee
Susan Yates, Trustee

Staff Present: **Renée Jamurat, Regional Planning Manager**
Narissa Chadwick, Island Planner (electronic)
Warren Dingman, Bylaw Compliance & Enforcement Manager
Lisa Millard, Meeting Administrator/Recorder

Others Present: **There were approximately 4 members of the public in attendance.**

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:30 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Luckham acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:
12.1 Official Community Plan Budget Communications

By general consent, the agenda was approved as amended.

4. REPORTS

Trustee Elliott and Trustee Yates acknowledged the work and leadership of Chair Luckham as he prepares to step down from his role as Chair of Trust Council.

4.1 Trustee Reports

Trustee Yates reported the following:

- Islands Trust Conservancy celebrated 35 years of successful conservation work throughout the Trust area;
- Acknowledged Wendy Tyrrell's appointment as temporary Acting Manager of Islands Trust Conservancy;
- Attended Invasive Species Removal and Native Plant Gardening webinar and highlighted contributions of First Nations educators Kyle Clarke from Tsartlip First Nation and Sarah Jim from WSi'KEM of the South Island Indigenous Authority;

- Attended celebration of International Year of Co-operatives featuring guest speaker Madelyn Read from the BC Co-op Association and noted the Gabriola Agricultural Co-op is the second oldest cooperative in BC;
- Attended Salt Spring Forum and highlighted a talk by Carol Off who discussed her book *At a Loss for Words: Conversations in an Age of Rage;*
- Attended Financial Planning Committee meeting in preparation for budget talks at March Trust Council;
- Attended Regional District's Parks and Open Space Advisory Committee meeting; and
- Attended meeting to celebrate 40-year anniversary of Gabriola's Chamber of Commerce.

Trustee Elliott reported the following:

- Discussion guides about relevant topics related to the Official Community Plan review are available on the Gabriola projects page of the Islands Trust website and include information relevant to community members that are filling out the Official Community Plan survey;
- The Official Community Plan review is in the focus group phase of engagement and the Local Trust Committee decided to keep the focus groups small with inclusion of relevant stakeholders and underrepresented people that don't often attend larger engagement sessions;
- Will be holding Trustee hours in the evening at the library including some open-house drop-in sessions for community members to learn more about the Official Community Plan Review project;
- Convening a panel of technical experts to work on the Tiny Homes on Wheels project and a report will be presented at the upcoming Association of Vancouver Island and Coastal Communities conference;
- Attended Financial Planning Committee meeting to work on proposed budget cuts in preparation of adoption of the budget during the upcoming March Trust Council meeting;
- Ongoing participation in the Southern Gulf Islands Forum and noted letter from Member of Parliament Elizabeth May to the Minister of Transport regarding concerns related to unsafe navigational situations, threats to marine ecosystems, and problems related to federal jurisdiction;
- Continued attendance at Committee of the Whole meetings to work on the draft Policy Statement in preparation of putting the draft out for First Reading; and
- The Reconciliation Learning Group will be looking at implementing cultural safety education for staff and Trustees.

4.2 Chair's Report

Chair Luckham reported the following:

- Attended a site visit on Gabriola; and
- Preparing for March Trust Council in Nanaimo and noted challenges with holding the larger meetings on the smaller Islands.

4.3 Electoral Area Director's Report

Director Craig provided a written report and highlighted the following:

- The Regional District of Nanaimo (RDN) is undertaking budget discussions;
- The Parks and Recreation Master Plan draft will be sent to the Parks and Open Spaces Advisory Committee for review after which a period of public consultation will be undertaken;
- Work on the continuation of the Gabriola Village Pathway to the ferry will begin later this year; and
- The RDN Board is looking at restructuring their committees and developing a model in which issues requiring discussion that would have normally gone to Executive Committee will instead go to a quarterly Committee of the Whole meeting while time-sensitive issues will go straight to the Board.

4.4 First Nations Reports - none

5. PUBLIC COMMENTS

A member of the public spoke to their appreciation of the work of the Local Trust Committee and the outgoing Chair and acknowledged the ease of ability for citizens to access elected officials and the transparency and openness of reporting out provided by Islands Trust.

6. MINUTES

6.1 Local Trust Committee Minutes dated January 23, 2025 – for adoption

By general consent, the Local Trust Committee meeting minutes of January 23, 2025 were adopted.

6.2 Section 26 Resolutions-Without-Meeting Report - none

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated February 12, 2025

The Regional Planning Manager provided an update on the options to support a request that the Local Trust Committee fund the maintenance of the Village Vision website and it was determined that funding would not be provided; however, the Planner could receive information from the Local Trust Committee about relevant information from the website that could be included in the Official Community Plan Review project webpage as reference material.

A Trustee enquired if, in response to a letter received from a member of the public that expressed concerns about soil removal and dumping of debris from a local construction site onto another property located on the island, a soil deposit and removal bylaw might be incorporated into the Official Community Plan Review project. Discussion ensued and the following comments were noted:

- The Local Trust Committee would need to identify issues they would like staff to address so a report can be prepared to consider options for a minor project;

- The Director of Planning Services has previously indicated the Local Trust Committee will be unable to work on a minor project while working on a major comprehensive Official Community Plan Review;
- A determination of the topic being within the scope of the Official Community Plan Review project needs to be undertaken; and
- The language in the Official Community Plan would need to support the development of a soil deposit and removal regulation.

GB-2025-009
It was MOVED and SECONDED,
that Gabriola Local Trust Committee request that the Official Community Plan Review consider the need to regulate the deposit and removal of soil.

CARRIED

A Trustee asked if the model Groundwater Protection Development Permit Area that has been informed by the marine and freshwater stewardship work would inform the Official Community Plan review of Development Permit Areas and the Planner noted the Local Trust Committee would decide what type of Development Permit Area is needed and then look at the models that exist to inform guidelines.

Bylaw Compliance and Enforcement Manager Dingman indicated a report would be provided at the next meeting about the necessity of maintaining existing standing resolutions regarding bylaw enforcement. Trustees noted discussion will need to be undertaken regarding the standing resolution that specifies non-enforcement on non-compliant dwellings as they have been hearing concerns from members of the public regarding clustering of recreational vehicles. Trustees inquired about opportunity for community conversation on this topic within the scope of the Official Community Review project and the Planner indicated the Official Community Plan and Land Use Bylaw review can support the need for the standing resolution; however, community engagement about enforcement is separate from the Official Community Plan Preview process.

12.1 Official Community Plan Budget Communications
This item was moved up on the agenda and discussed next.

Discussion ensued regarding availability of budget to advertise public open house drop-in sessions at the library to informally discuss the Official Community Plan Review Project with use of the survey and discussion guides.

GB-2025-010
It was MOVED and SECONDED,
that Gabriola Island Local Trust Committee request that an amount up to $200 be allocated from the communications budget for the Official Community Plan Review project to advertise Trustee-hosted discussions about the Official Community Plan Review process until the end of fiscal 2024-25.

CARRIED

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS - none

10. LOCAL TRUST COMMITTEE PROJECTS - none

11. CORRESPONDENCE

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

11.1 Email dated January 21, 2025 from Mudge Island Community Association regarding Concerns about New Bylaw Enforcement Policy for Mudge Island

Discussion ensued and the following comments were noted:

- There is a continued misunderstanding that bylaw complaint investigations will not be undertaken;
- Residents believe adoption of the bylaw policy will result in automatic closure of files;
- A response to the letter articulating the investigation process and providing clarity on opening and closing files should be provided;
- There is community concern that files remain open with no action being undertaken;
- Some Bylaw Officers are on leave resulting in delays in investigations;
- A discussion needs to be had regarding the environmental impact of structures located within a certain boundary of the sea;
- The Local Trust Committee is responsible for environmental protection of the foreshore;
- The Local Trust Committee is the body that determines if enforcement is undertaken following receipt of investigation reports; and
- There is resistance from some residents to allow investigations and it is necessary for a level of cooperation in order to facilitate getting issues resolved.

GB-2025-011
It was MOVED and SECONDED,
that Gabriola Island Local Trust Committee request staff respond to the letter dated February 10, 2025 from Mudge Island Community Association (MICA) providing a timeline and process for investigations and clarifying roles and responsibilities of the Local Trust Committee and Bylaw Enforcement staff.

CARRIED

11.2 Email dated January 23, 2025 from G. McCollum regarding Corporate Dumping of Land Clearing Debris on Unoccupied Residential Land
Received for information.

12. NEW BUSINESS

12.1 Official Community Plan Budget Communications
This item was discussed prior to Item. No. 8.

13. STAFF REPORTS

13.1 Compliance and Enforcement Files for Setbacks from the Sea - Staff Report

Bylaw Compliance and Enforcement Manager Dingman summarized the staff report and highlighted the following:

- Prior to 2008, the only structures that were prohibited from being within the setback of the sea were buildings and, since 2008, the number of prohibited structures from the setback has been increased;
- In the past twenty years, fifteen development permit applications have been submitted requesting a setback from the sea variance with seven submitted as a result of a bylaw enforcement file being opened;
- The majority of structures in the setback are decks or small buildings;
- There are currently thirty-three open files in the Local Trust Area, with twenty-three files from Mudge and not all of them have been fully investigated;
- Investigations will result in some files being closed;
- There are seven open files on Gabriola where violation notices have been issued and a penalty assessed;
- Of the seven open files on Gabriola, one Development Permit Application has been received and some compliance agreements have been attained; and
- Six files involve seawalls or retaining walls.

Discussion ensued and Trustees noted that information in the report could be provided in response to the Mudge Island Community Association.

The meeting was recessed for a break at 12:33 p.m. and reconvened 12:42 p.m.

13.2 Trust Conservancy Report – none

13.3 Applications Report dated February 12, 2025
The Regional Planning Manager provided updates and clarifications on the status of applications.

13.4 Trustee and Local Expense Report dated December 2024
Received for information.

13.5 Adopted Policies and Standing Resolutions
Received for information.

13.6 First Nations Relationship Building Update - none

13.7 Climate Change Action Update - none

13.8 Local Trust Committee Webpage
No changes required at this time.

14. WORK PROGRAM

14.1 Active Projects Report dated February 12, 2025
Received for information.

14.2 Future Projects Report dated February 12, 2025
Received for information.

15. UPCOMING MEETINGS

15.1 Special Meeting Scheduled for Thursday, February 27, 2025 at 10:00 am and to be held Electronically

15.2 Next Regular Meeting Scheduled for Thursday, April 17, 2025 at 10:30 am at the Gabriola Arts and Heritage Centre

16. CLOSED MEETING

16.1 Motion to Close the Meeting

GB-2025-012
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)(f) for the purpose of considering:

- (f)law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

and that the Recorder and Staff attend the meeting.

CARRIED

The regular meeting was recessed at 12:52 p.m.

16.2 Recall to Order

The meeting was recalled to order at 1:16 p.m.

16.3 Rise and Report

The Chair reported the minutes of the September 5, 2024 in-camera meeting were adopted.

17. ADJOURNMENT

By general consent, the meeting was adjourned at 1:17 p.m.

_____

Peter Luckham, Chair

Certified Correct:

_____

Lisa Millard, Meeting Administrator/Recorder

Minutes of the Gabriola Island Advisory Planning Commission

Date of Meeting: **Wednesday, February 12, 2025**

Location: **Boardroom of the Northern Office**
700 North Rd, Gabriola

APC Members Present: **Howard Bashaw**
Carly McMahon
Rick Mitchell
David Reid
Lisa Webster

Regrets: **Burtt Fidler**
Jennefer Laidley

Staff Present: **Stephen Baugh, Island Planner**

Others Present: **There was 1 member of the public present.**

1. CALL TO ORDER AND WELCOME

Chair Reid called the meeting to order at 4:05 p.m.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as amended.

3. GABRIOLA APC MINUTES (FOR ADOPTION)

3.1 Gabriola Island Advisory Planning Commission Draft Minutes dated January 9, 2024

3.2 Gabriola Island Advisory Planning Commission Draft Minutes dated February 7, 2024

By general consent, the minutes were adopted as presented.

4. REFERRAL FROM GABRIOLA ISLAND LOCAL TRUST COMMITTEE

The Planner introduced the applicant for GB-RZ-2022.1 (Moen) and reviewed the related referral from the Gabriola Islands Local Trust Committee. The following comments were made:

- The application is to amend the Land Use Bylaw and Official Community Plan to expand the range of commercial uses that are permitted at 750 Tin Can Alley;
- The application is also to allow two dwelling units on the lot, one of which would be secured as affordable housing through a housing agreement; and

- The property would be included in the Village Commercial Area zoning and the Village Commercial Development Permit Area.

The applicant provided background information on the original zoning for the garden centre, and made the following comments:

- The previous planner recommended the applicant ask for additional dwelling units to create spaces for other people to create shops, provide food options, etc.;
- A space similar to that of Goats on the Roof is envisioned;
- The main goal is to provide a food option (e.g. food truck); and
- Hydrologist and septic reports have been submitted as part of the application.

Discussion ensued and the following comments were made:

- We need more housing and including residential options in the proposal is important;
- The proposed bylaw changes would remove the potential for subdivision that currently exists on the lot;
- The language should be stronger and state there would be no "possibility" of subdivision, rather than no "potential" for subdivision;
- The residential dwellings must be located within the building envelope of the commercial building;
- Two-family residential allows both dwelling units to be in the one building; a suggestion was made that this language could be clearer;
- The dwellings are referred to as accessories (e.g. the dwelling is an accessory to the commercial building and cannot be standalone housing); you could have a 10-foot covered breezeway that connects the commercial building to a dwelling unit;
- The size of the outbuildings (which would be accessory buildings to the accessory dwellings) is not regulated in the land use bylaw except by a maximum of 40% lot coverage; a 20-car garage, for example, would be a permissible accessory dwelling unit as long as it is under the 40% lot coverage restriction (or under 10% lot coverage for large rural residential zoning); and
- The square footage of each storage unit is limited to 100 square feet, as determined in the original bylaw; restrictions on height, setbacks and lot coverage would control the number of permissible storage units.

Comments were made that the current discussion on this application is separate from the Official Community Plan review. The following questions were raised with regards to how the two processes relate:

- Is this application something we could better respond to knowing where the community is after the review is complete?

- Does a decision made on this application preclude an opportunity to hear from the community through the Official Community Plan review?
- Is this the best and highest use of the land in terms of Islands Trust policy?
- Are there greater purposes of the land from a community perspective of which we are erasing the possibility for in the future?
- Are we addressing the social needs of the community?
- Are we addressing the overall concept of sprawl in how we are expanding the village core?
- Will this create precedent for adjacent vacant properties?
- Are we taking what might be an opportunity for the applicant and the community and prescribing what can be done, and precluding other possibilities that might be a better use?

Discussion continued and the following comments were made:

- Commercial zoning makes it unfairly limited;
- It is too small a spot for social housing;
- It makes a great commercial spot at the end of an expansive path to nowhere;
- It will not impact many neighbours;
- Without development plans, we cannot weigh density against water needs; in the absence of a specific proposal, we must imagine the heaviest use of possible water and ensure water sufficiency; and
- As a commercial property, the Province requires a water license and the dwelling units are proposed to be within the commercial building envelope to ensure they are considered in the issuance of a water license.

APC Member Lisa Webster joined the meeting at 4:48 p.m. A question was raised about whether there ought to be standards that every property must meet (e.g. firefighting standards, cistern requirements, etc.)? Discussion continued and the following comments were made:

- An Official Community Plan review that includes a water balance study as part of its scope would be better suited to an overall policy that could inform land use bylaw changes on a broader scale than on an individual application basis;
- Something lacking in planning is having a water system in the village core;
- There is not a contingency plan for the overall village core when applications are dealt with on an individual basis;
- Anything zoned Village Commercial Area 1, 2 or 3 is within the Development Permit Area and the guidelines are the same for each zone in that area;
- The existing Village Centre Development Permit Area has been for larger pieces of property; whether it will work effectively on a smaller property or will hinder what can be done there is unknown, though the Local Trust Committee can determine whether there is a valid reason for not meeting a guideline; and

- There is need to retain flexibility of the property for the property owner; uses that are permitted now allow for a number of options (all existing uses plus restaurant, bakeries, offices, retail sales and rentals).

Concern was expressed about the challenges of understanding water needs in the absence of a specific development proposal. Comments were made that the existing use of the property could potentially use a lot more water than what is being proposed. Discussion continued and the following comments were made:

- The absence of a plan is not a concern because plans can change;
- We are not recommending approval of the bylaw based on what somebody says they are going to do, but rather opening up the possibilities for what it could be;
- Concern was expressed about the cistern requirements (a minimum amount of 5,900 gallons) being inadequate for the potential uses; and
- The Local Trust Committee should consider examining an appropriate use of water storage beyond 5,900 gallons to accommodate the maximum use of the lot.

GB-APC-2025-001
It was Moved and Seconded,
That the Gabriola Island Advisory Planning Commission recommends that the Local Trust Committee approve the proposed Bylaw Nos. 318 and 319 (GB-RZ-2022.1 (Moen)) subject to water supply and storage being available to suit the proposed use.

CARRIED

Discussion ensued about whether the motion should be amended and the following comments were made:

- Perhaps the motion should be amended to recommend that water be dealt with in the Development Permit Area;
- The Province will require a groundwater license to ensure water sufficiency before further commercial development can occur;
- Dissatisfaction was expressed with the cistern capacity amount and number of cisterns required;
- Concern was expressed about requiring a cistern for each building because a property owner may be persuaded to opt for one large building with one cistern rather than several smaller buildings that each require a cistern;
- This is the first time that water storage has been in a commercial bylaw on Gabriola;
- This application does not need additional information; the information is thorough, comprehensive and well suited to the proposal; and
- The wording related to the commercial envelope and accessory to the accessory needs to be clarified so there is no potential for an independent dwelling (the attached dwelling might have a name other than accessory).

5. ADJOURNMENT

By general consent, the meeting was adjourned at 5:56 p.m.

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David Reid, Chair

Certified Correct:

_____

Carly Bilney, Recorder

DRAFT

Minutes of the Gabriola Island Housing Advisory Planning Commission

Date of Meeting: **Wednesday/March 19, 2025**

Location: **Islands Trust Northern Office**
700 North Road
Gabriola Island, BC

APC Members Present: **Steven Earle, Chair**
Ardyth Cooper
John Woods
Jenni Gehlbach

Staff Present: **Stephen Baugh, Island Planner**
Katherine Vogt, Recorder (Electronically)

1. CALL TO ORDER

Chair Earle called the meeting to order at 3:04 pm.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. APPROVAL OF MINUTES

3.1 Gabriola Island Housing Advisory Planning Commission Draft Minutes dated February 22, 2024

By general consent, the minutes of February 22, 2024 were adopted as presented.

4. GB-RZ-2022.1-OCP and LUB Amendments for commercial and residential development of Wild Rose Garden Centre

The Planner reviewed the Wild Rose Garden Centre referral, noting the following:

- The Gabriola Island Local Trust Committee (LTC) has given first readings to the Gabriola Official Community Plan (OCP) Bylaw No. 318 and the Gabriola Land Use Bylaw (LUB) No. 319; for these proposed bylaws to go out for referral.
- The purpose of the bylaws is to rezone a commercial property at 750 Tin Can Alley, the site of the Wild Rose Garden Centre, to allow a broader range of commercial uses on the lot; and to permit 2 residential dwelling units, accessory to the principal use ofthe lot.
- The OCP amendment would allow the lot to be included in the Village Centre Development Permit Area and the Village Commercial Designation.
- Each residential dwelling unit being proposed to be allowed on the lot would have a maximum floor area of 90 square meters; the accessory dwelling units

must be contained within the building envelope of the commercial building, and one of the dwelling units is proposed to be secured as affordable housing.
- The property owners have not submitted building plans with their application; they are allowed, but not required, to build the additional residential dwellings on the property. They may use the existing buildings or add other buildings. There are parking and setback requirements.

Housing Advisory Planning Commission (HAPC) members made the following comments:

- Regarding the lot plan number VIP50373, the number 503 should be 603.
- There is projected to be no demand for large commercial space going forward, some demand for tiny commercial space, and great demand for residential space.
- The only profitable business development currently is residential rental units because the cost of building makes the sale price too high; but if rental rates drop as more units come on the market, developers will stop building rentals.
- The rules around water collection in commercial buildings have been changed, so now it is more possible to allow residential units in commercial locations.
- It makes no financial sense for a developer to build a commercial space with only 2 residential spaces above it. A better model is a 15,000 square foot commercial building with 15 (1000 square foot) residential units above it.
    - The Planner noted that, currently, the OCP does not support increased residential density outside of subdivision. Because the lot in question was subdividable into 2 lots with 1 residential dwelling allowed on each lot, and in accordance with the OCP, it was proposed to allow 2 additional dwelling units on the single lot and remove its potential for subdivision.
    - The Planner noted that the lot size is 1 hectare, 40% of which is 43,000 square feet of maximum allowable building coverage or footprint at a maximum 9 meters of height.
    - The Planner added that one of the 2 allowable dwelling units under the current bylaw is required to be affordable under a housing agreement.
- The current OCP conflicts with previous HAPC recommendations to increase residential densities within the village core.
    - The Planner noted that previous HAPC housing recommendations and other more recent focus group recommendations are being considered as part of the OCP Review Project, but new bylaws have yet to be drafted.
- There is a risk that by the time bylaws are in place to allow units to be built there will be no development money available to build them.
- Vancouver developers claim that, currently, one 2-bedroom condo costs 1,000,000.00 dollars in just construction costs, taxes, and various fees, not including land value.
- Building codes, tariffs, government deficits, and immigration levels are all affecting building development finances; and going forward, only subsidized rental units may be possible.

- Appropriate housing for downsizing is also unavailable.

HAPC members agreed to the following statement:

> The HAPC recommends that the proponent at 750 Tin Can Alley be allowed to build as many residential units, (at average size of 90 m^2), to equal the area of new commercial development. We recognize that this is inconsistent with the current OCP, but it is consistent with the HAPC's 2024 recommendations for increased density in the Village area and the potential for equivalent area of housing as commercial in new developments."

The Planner confirmed that an additional aspect of the new proposed bylaws would involve the inclusion of the subject property in the Village Centre Development Permit Area which is a form and character development permit area that requires any future development on the site to go through a process of proof that they are meeting development guidelines as contained in the Land Use Bylaw; for example that the layout of the development be safe for pedestrians and include adequate parking,.

- HAPC members discussed the complexities of the legal boundaries of the Village Commercial Designation in relation to the perceived sense of the Village Core.
- An HAPC member noted that the zoning of an area should match a picture of the area.
- The Planner noted the zoning distinction between Village Centre and Village Commercial, and the zoning distinction between Commercial and Village Commercial.

HAPC members discussed housing affordability issues.

5. ADJOURNMENT

By general consent, the meeting was adjourned at 4:05 pm.

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Steven Earle, Chair

Certified Correct:

_____

Katherine Vogt, Recorder

DRAFT

Islands Trust

Print Date: April 9, 2025

Follow Up Action Report

Gabriola Island

23-May-2024

Progress		Activity	Responsibility	Dates	Status
75%	1	GB-DP-2021.1 (Centre Stage) deferred until a response is received from the PAO regarding the subdivision referral. Include deferral motion in subdivision referral response. **June 19 note: motion included in subdivision referral response sent out June 17, 2024.* *Test*	Renee Jamurat Sonja Zupanec		In Progress

08-Aug-2024

Progress		Activity	Responsibility	Dates	Status
100%	1	Actions for the Major Project - OCP Review: - Set up meeting between SFN Staff and leadership, and GB LTC and IT Staff to discuss SFN interests related to Gabriola and interest in engagement with the FB OCP review process. - Add the letter from Drs. J & C Johnstone and the Foreshore Structures Report from Warren and letter regarding Dark skies (John Hall, Item 101. On GB Nov 30 2023 agenda) and letter from E. Carrington June 27 meeting, Item 4 on the FUAL from that meeting to the OCP review project file and post to the project website. -update the project list with a succinct and clear description of the project. -LTC endorsed the OCP/LUB engagement process with minor amendments and comments (see minutes of August 8, 2024 meeting).	Narissa Chadwick		Completed
100%	2	LTC request staff to write a letter to First Nations within the LTA to indicate desire to work with them on current LTC projects and advocacy activities and provide schedule of upcoming LTC meeting dates (see minutes of Aug 8 meeting). *Will also share information at future working group meetings.* *Addressed through dialogue with Trustees.*	Clare Frater Renee Jamurat Stephen Baugh	Target: 07-Feb-2025	Completed

Follow Up Action Report

Gabriola Island

05-Sep-2024

Progress		Activity	Responsibility	Dates	Status
100%	1	Inform Trustee Morrison of the Gabriola LTCs interest in pursuing further exploration of policy and advocacy options relating to Dark Sky Principles.	Jason Youmans		Completed

07-Nov-2024

Progress		Activity	Responsibility	Dates	Status
100%	1	Gabriola OCP and LUB Review Project - $10,000 of project budget allocated to engagement with Snuneymuxw First Nation. Islands Trust staff to work with Snuneymuxw First Nation staff on a capacity funding agreement.	Narissa Chadwick		Completed
100%	2	Adopted Policies and Standing Resolutions - request Bylaw Enforcement staff to report back on necessity of existing standing resolutions regarding bylaw enforcement.	Warren Dingman		Completed

23-Jan-2025

Progress		Activity	Responsibility	Dates	Status
100%	1	First Reading given to Bylaw No. 318 and 319. Refer bylaw to First Nations, local governments, and agencies.	Nadine Mourao Stephen Baugh		Completed
100%	2	Staff review correspondence from Dyan Dunsmoor-Farley from January LTC meeting agenda and advise the LTC regarding options for supporting the request. *Update: Staff confirmed LTC cannot provide financial assistance to community groups due to legislation and policy.*	Morgana van Niekerk Narissa Chadwick Stephen Baugh		Completed

Follow Up Action Report

Gabriola Island

20-Feb-2025

Progress		Activity	Responsibility	Dates	Status
100%	1	The OCP review (major project) consider the need to regulate the deposit and removal of soil.	Narissa Chadwick		Completed
100%	2	The LTC requests that an amount up to $200 be allocated from the communications budget for the OCP review (major project) to advertise Trustee-hosted discussions about the OCP process until the end of fiscal 2024-25.	Narissa Chadwick		Completed
100%	3	Staff respond to the letter dated February 10, 2025 from MICA providing a timeline and process for investigations and clarifying roles and responsibilities of the LTC and Bylaw Enforcement staff.	Warren Dingman		Completed

STAFF REPORT

File No.: PL-RZ-2024-0091 (Mid-Island Co-op)

DATE OF MEETING:	April 17, 2025
TO:	Gabriola Island Local Trust Committee
FROM:	Stephen Baugh, Island Planner Northern Team
SUBJECT:	Application to amend the OCP and LUB to allow propane storage adjacent to the Co-op Gas Station Applicant: Bruce Buckingham Location: 793 Lockinvar Lane, Gabriola Island LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 22723 (PID 002-623-463)

RECOMMENDATIONS

1. **That the Gabriola Island Local Trust Committee request staff to prepare draft amendments to the Gabriola Island Official Community Plan that will include Lot 42, Section 20, Gabriola Island, Nanaimo District, Plan 22723 (793 Lockinvar Lane, Gabriola Island PID 002-623-463) in the 'Village Commercial' land use designation and 'Village Centre' Development Permit Area No. 7;**

2. **That the Gabriola Island Local Trust Committee request staff to draft amendments to the Gabriola Island Land Use Bylaw to rezone Lot 42, Section 20, Gabriola Island, Nanaimo District, Plan 22723 (793 Lockinvar Lane, Gabriola Island PID 002-623-463) to a site-specific Village Commercial zone which maintains the existing uses; expands principle commercial uses consistent with the bylaw amendment application; and regulates buildings and structures, height, siting requirements including setbacks, lot coverage, parking, and subdivision.**

3. **That the Gabriola Island Local Trust Committee request staff to provide notification to Snuneymuxw First Nation of application PLRZ20240091 describing the scope of proposed changes to the Gabriola Official Community Plan and Land Use Bylaw.**

REPORT SUMMARY

This application proposes to amend the Gabriola Island Official Community Plan Bylaw No. 166 (OCP) and Land Use Bylaw No. 177 (LUB) to enable propane storage at 793 Lockinvar Lane. The property is 0.19 hectares in area and located adjacent to the Co-op Gas Station.

The staff report provides the Gabriola Island Local Trust Committee (LTC) with a preliminary overview of the proposal, identifies OCP policies relevant to the application, and seeks direction from the LTC on next steps.

Staff recommend draft amendments to the OCP and LUB be prepared for LTC consideration.

BACKGROUND

The application proposes to amend both the OCP and LUB to enable propane storage in above ground tanks on the subject property which is currently zoned for institutional use – Institutional 2 (IN2).

The applicant has provided site plans showing the proposed changes to the property.

Figure 1. Subject Property – 793 Lockinvar Lane, Gabriola Island

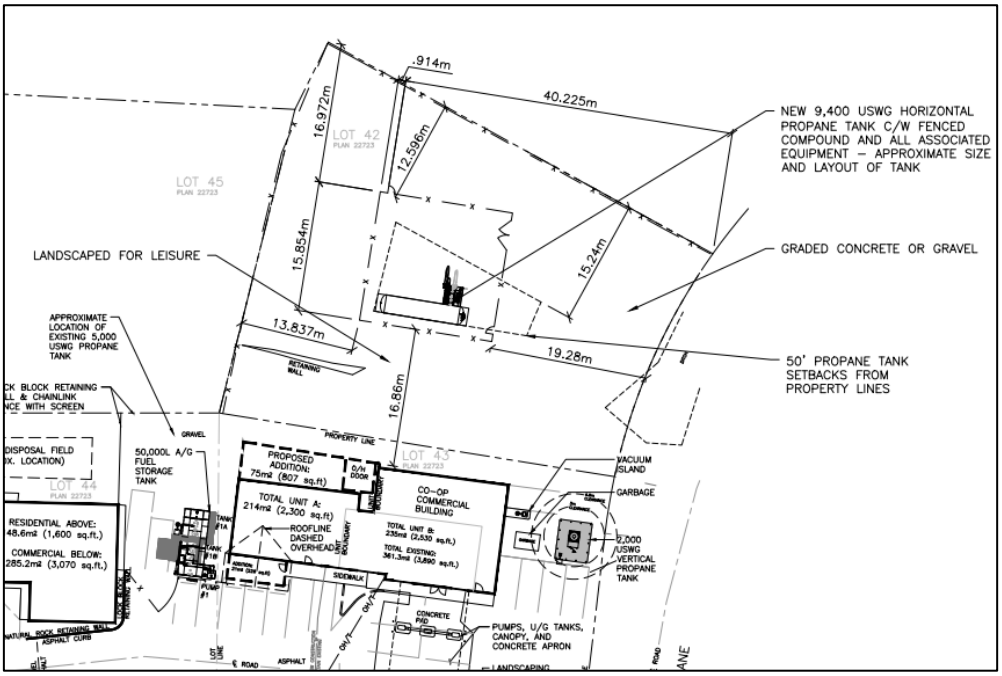


Figure 2. Proposed Site Plan – 793 Lockinvar Lane, Gabriola Island

ANALYSIS

Policy/Regulatory

A comprehensive site context analysis is provided for the subject property (Attachment 1). There are a number of OCP policies that are relevant to this proposal, detailed in Attachment 2.

Islands Trust Policy Statement:

Staff note that an ITPS Checklist (Directives Only) will be completed at the time that draft bylaw amendments are presented to the LTC. The most relevant directives related to this application are:

5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

Official Community Plan:

Attachment 2 of this report provides a comprehensive overview of relevant OCP policies related to this application. The subject property is designated 'Institutional' in the OCP.

OCP policy 3.2 d) states:

> *"The expansion of the Village Commercial designation shall be considered based on compliance with the following criteria:*
> *i) Adequate off-street parking, landscaping and pedestrian access is provided;*
> *ii) The design and site layout of the proposed development can be well integrated into the existing land use pattern in the Village Centre;*
> *iii) The parcel fronts onto a main road and access and egress to the parcel can be provided safely;*
> *iv) The additional area proposed for the Village Commercial is small in size."*

The policy references that the parcel should front onto a **main road** and safe access and egress should be provided for. The subject property fronts on Lockinvar Lane which is not mapped as a main rural or minor rural road in the Gabriola OCP. As this road is not shown on the map with road classifications, other considerations for whether the subject property meets this policy are:

- there is another property designated in the village commercial area that only fronts on to Lockinvar Lane;
- the subject property is within 40 metres of a main rural road;
- the subject property is located adjacent to a property within the village commercial area; and
- the site plan indicates that access and egress to the parcel can be provided safely.

As a result, staff consider the subject property to be consistent with the criteria listed in OCP policy 3.2 d) which would therefore justify an amendment to the OCP designation, to include the subject property in the 'Village Commercial' land use designation.

There is no development permit area (DPA) in effect for the subject property. Should the LTC concur with the staff recommendations to prepare draft bylaws, staff recommend the subject property be included in the Village Centre Development Permit Area No. 7. This is consistent with OCP policy 3.2 e):

> "*Land in the Village Commercial designation and any future additions to the Village Commercial designation shall be placed in the Village Centre development permit area so as to ensure that the form and character of development which occurs is consistent with the existing character of the Folklife Village.*"

Land Use Bylaw:

The subject property is currently zoned Institutional 2, and there is an existing building on the subject property. The principle permitted uses are institutional in nature (public schools, emergency services, library, post office, medical laboratory, government offices, highway work yards, urgent care medical clinic, child care centre and pre-school), and limited public market is permitted as an accessory use.

Should the LTC request staff to prepare draft amending bylaws, staff recommend rezoning to a corresponding site specific 'Village Commercial' zone that includes the existing principal and accessory uses and the additional propane storage as a principal use.

Environmental Impact

The applicant has submitted an Environmental Emergency Plan (Attachment 3). The plan provides a risk assessment, emergency equipment locations, details on prevention and mitigation for incidents, and incident procedures.

Groundwater and Sewage

The proposed use does not require water or sewer services, and as a result, a plan detailing how water supply and sewage disposal for the intended use is not applicable.

Development Permit Area No. 7 – The Village Centre

The Gabriola village centre area is designated as a 'Development Permit Area' (DPA) for the purposes of establishing objectives and guidelines for form and character, water conservation and reduction of greenhouse gas emissions. The designation is intended to ensure that commercial development and redevelopment will be pedestrian oriented, landscaped to conserve water resources and encourage fuel efficient vehicles and alternative modes of transportation.

As per the analysis in this report, staff recommend the subject property be included in the 'Village Commercial' land use designation and DPA. Should the LTC concur, then an amendment to Schedule D of the OCP would be required.

Consultation

Statutory Requirements

As the application involves OCP amendments, the LTC is required by the *Local Government Act* to consider opportunities for consultation with First Nations and persons, organizations and authorities it considers will be affected. The statutory process for bylaw amendments is prescribed by the *Local Government Act* and *Island Trust Act*.

Protocols

The Islands Trust Council has a protocol agreement with the Snuneymuxw First Nation (on behalf of the Gabriola Island LTC) which specifies that the Islands Trust will notify Snuneymuxw in writing of, and work in cooperation with, Snuneymuxw on applications for amendments to official community plans and land use bylaws.

Consistent with this agreement, staff recommend notification of the bylaw amendment application to the Snuneymuxw First Nation prior to LTC consideration of first reading.

Rationale for Recommendation

Staff recommend that draft OCP and LUB amending bylaws be prepared to enable the application to advance to the next stage in the application process as the application is consistent with OCP policies. It is also recommended that the LTC request staff provide early notification to Snuneymuxw First Nation of this application, consistent with the protocol agreement.

ALTERNATIVES

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

1. **Request further information**

   The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

   That the Gabriola Island Local Trust Committee request that the applicant submit to the Islands Trust… (specify requested information).

2. **Receive for information**

   The LTC may receive the report for information and defer consideration to a future LTC meeting date.

3. **Proceed no further**

   The LTC may proceed no further with this application, and this would indicate that the LTC does not wish to proceed with consideration of these bylaw amendments and conclude the file.

NEXT STEPS

Should the LTC concur with the recommendations, staff will send a notification of the application to Snuneymuxw First Nation and work with the applicant to prepare draft bylaw amendments for subsequent LTC consideration.

Submitted By:	Stephen Baugh, Island Planner	April 3, 2025
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	April 3, 2025

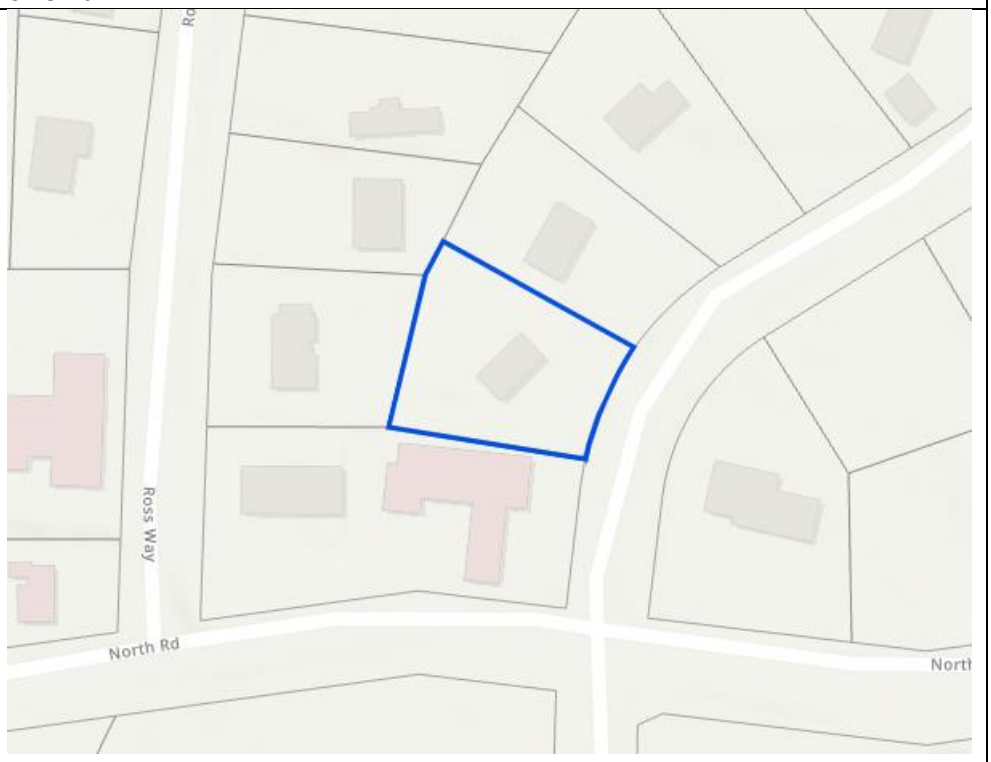
ATTACHMENTS

1. Attachment 1 Site Context
2. Attachment 2 OCP Policies

3. Environmental Emergency Plan

ATTACHMENT 1 – SITE CONTEXT GB-RZ-2022.1 (ALLEY ENTERPRISES LTD) SEPTEMBER 2022

LOCATION

Legal Description	LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 22723
PID	002-623-463
Civic Address	793 Lockinvar Lane
Lot Size	0.19 ha
Location	

LAND USE

Current Land Use	Institutional
Surrounding Land Use	North = Residential; East = Commercial; West = Residential; South = Gas Station

HISTORICAL ACTIVITY

File No.	Purpose
GB-RZ-1995.6	Historic rezoning application related to medical clinic.

POLICY/REGULATORY

Official Community Plan Designations	**Institutional** Change in OCP designation required. Staff recommend property be included in the Village Commercial designation. **Development Permit Area: none** Staff recommend the property be included in DPA No.7 'The Village Centre'.
Land Use Bylaw	**Institutional 2 (IN2)** Change in zoning required. Staff recommend a site specific 'Village Commercial' zone to regulate requested commercial uses.
Other Regulations	Technical Safety BC Environmental Protections Act and Environmental Emergency Regulation
Covenants	n/a
Bylaw Enforcement	None

SITE INFLUENCES

Islands Trust Conservancy	The proposal does not directly affect an Islands Trust Conservancy Board (ITC) owned property or conservation covenant, nor directly affects a property adjacent to an ITC owned property or conservation covenant. Referral to ITC for comment is not required.
Regional Conservation Strategy	Appendix II of the Regional Conservation Plan 2018-2027 indicates the relative value for conservation is Medium or Low on the subject property.
Species at Risk	None mapped.
Sensitive Ecosystems	None mapped.
Hazard Areas	Small portion of property mapped as a Moderate Risk Steep Slope.
Archaeological Sites	None identified. Applicant has submitted a referral of application to Snuneymuxw First Nation who responded that they defer comment on the referral.

Climate Change Adaptation and Mitigation	Site preparation and construction of the proposed development are anticipated to result in associated greenhouse gas emissions.
Groundwater Vulnerability	Islands Trust mapping indicates the Aquifer Intrinsic Vulnerability for this area is Moderate.
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	Not Applicable

ATTACHMENT 2 – POLICIES (PLRZ20240091 (MID-ISLAND CO-OP))

GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 166, 1997

OCP Objective/Policy	Complies?	Planner Comments
General Land Use Policies		
2.0 f) Applications for amendment to this OCP shall be required to include: i. details concerning the potential environmental impacts of the proposed development; ii. a plan and specifications detailing how water supply and sewage disposal for the intended use are to be provided, and unless the development is residential and consists of less than five lots or dwelling units the plan and specifications must be prepared by a professional engineer; and iii. such other requirements as may reasonably be deemed necessary in adequately reviewing the application.	**YES**	The applicant has submitted an Environmental Emergency Plan with their application which describes possible scenarios and emergency response procedures. The applicant has not submitted details regarding a water or sewage disposal plan to support the intended redevelopment of the parcel. This is because the proposed use of propane storage would not require on site water or sewage facilities.
2.0 h) The Village Centre shall be recognized as the hub of the community and shall provide for a mix of uses at a scale in keeping with Gabriola's character. Since the Village Centre is surrounded by land in the Agricultural Land Reserve, considerations respecting any expansion of the Village Centre into the Agricultural Land Reserve should only be given to community-minded noncommercial uses, subject to the intended use not degrading the future agricultural capability of the land.	**YES**	The subject property is proposed to be included within the Village Centre and to be used for propane storage for delivery to properties on Gabriola. The subject property is not within the ALR.
General Commercial Policies/Village Commercial Policies		
3.1 b) A commercially designated site shall be designated as a development permit area where it is believed important to regulate the form and character of development which occurs there.	**TBD**	Staff recommend the subject parcel be included in the Village Commercial development permit area, should the application proceed.

3.2 c) The Village Commercial designation shall provide for a range of commercial uses including: retail, restaurant, personal service use, office use, institutional use, building supply sales and the servicing and fuelling of motor vehicles. The Zoning Bylaw will specify in detail the range of uses permitted.	**YES**	The application proposes institutional uses continue to be permitted and that a new use of propane storage be permitted.
3.2 d) The expansion of the Village Commercial designation shall be considered based on compliance with the following criteria: i. adequate off-street parking, landscaping and pedestrian access is provided; ii. the design and site layout of the proposed development can be well integrated into the existing land use pattern in the Village Centre; iii. the parcel fronts onto a main road and access and egress to the parcel can be provided safely; iv. the additional area proposed for Village Commercial is small in size.	**TBD**	The proposal meets all criteria to be included in the Village Commercial designation. There is sufficient area for off-street parking, landscaping and pedestrian access. The site plan indicates that access to the parcel can be provided safely, the property is within close proximity to a main rural road, and the parcel is contiguous with other Village Commercial properties. As a result, staff consider that the parcel is suitable to be considered for addition to the Village Commercial designation. The property is 0.19ha in area.
3.2 e) Land in the Village Commercial designation and any future additions to the Village Commercial designation shall be placed in the Village Centre development permit area so as to ensure that the form and character of development which occurs is consistent with the existing character of the Folklife Village.	**TBD**	Staff recommend that the subject property be included in the Village Centre DPA.
Heritage and Archaeological Resources Policies		
6.3 a) The Snuneymuxw First Nation and the Archaeology Branch should be consulted prior to the initiation of any future development which may impact on a known archaeological site on Gabriola, or an area exhibiting potential for the presence of unrecorded archaeological sites.	**YES**	The subject parcel is not in proximity to a known archaeological site nor is it identified as having potential. The applicant has submitted a referral of the application to Snuneymuxw First Nation and staff recommend that the LTC provide notification to Snuneymuxw First Nation of this application.
6.3 f) Development proponents are encouraged to consider archaeological resources during all phases of project planning, design and implementation.	**YES**	Applicant has submitted a referral of the application to the Snuneymuxw First Nation and received a response deferring comment. The applicant is advised by Snuneymuxw First Nation to obtain any required permit under the *Heritage Conservation Act*.
Land Transportation Policies		

7.1 j) Commercial, multi-dwelling developments and public facilities should provide structures for the convenient and secure parking and locking of bicycles.	**TBD**	Parking requirements can be incorporated into the proposed bylaw.
Climate Change Adaptation and Greenhouse Gas Emission Policies		
8 b) The Local Trust Committee should consider the development of new criteria for assessing official community plan or land use bylaw amendment applications from the perspective of climate change adaptation and greenhouse gas emission reduction.	**TBD**	For LTC consideration.

Mid Island Consumer Services Co-operative (Mid Island Co-op)

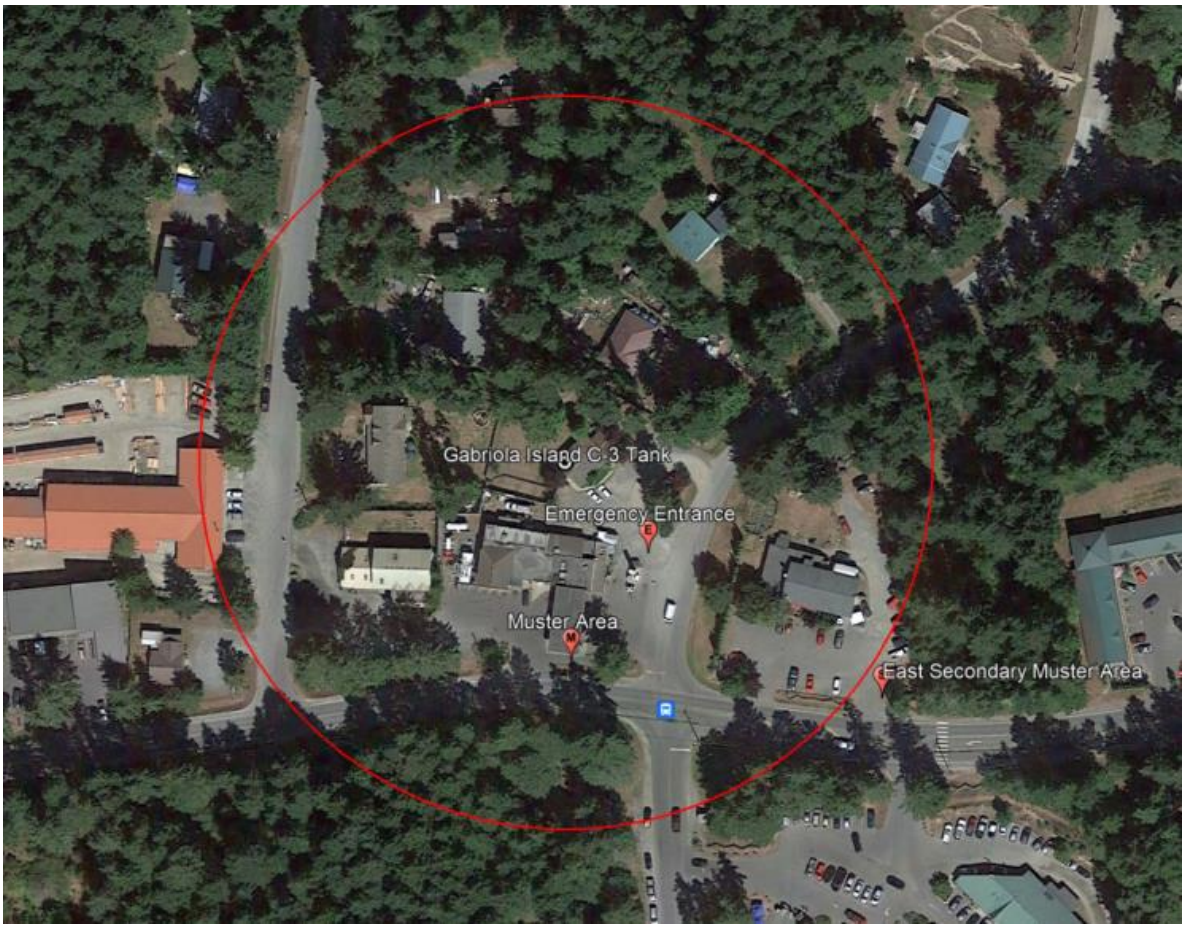
Environmental Emergency (E2) Plan

For the Propane Installation at 793 Lockinvar Lane, Gabriola Island, BC

Site Location
<u>Emergency 1st Responder Entrance to facility:</u> • GPS - DD (decimal degrees): 49.17439, -123.84605 • 793 Lockinvar Lane Gabriola Island BC <u>One 9,400 USWG propane tank is located at:</u> • Mid Island Co-op Bulk Plant • 793 Lockinvar Lane Gabriola Island BC V0R 1X0 • DD (decimal degrees): 49.17461, -123.84636 <u>Mail to:</u> • Head Office: 106–2517 Bowen Road Nanaimo BC V9T 3L2 E2ID# TBD

Section 1 Executive Summary

Following information is required in activating the E2 Plan: Map showing Muster Areas, 1st Responders Entrance, Emergency Information & Equipment Locations, Site Address, E2 Plan Activation and Emergency Contacts, Incident Procedures, and Emergency Notification & Communications Procedure.



Muster Areas: In case of emergency involving propane, all staff will go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route. If the Muster Areas are not safe to meet/stay, go upwind or side-on to the wind out to a safe distance.

EMERGENCY INFORMATION & EQUIPMENT LOCATIONS	
FIRST AID/EYE WASH	In convenience store
E2 PLAN with SDS	In convenience store
FIRE EXTINGUISHERS	Propane Plant and Vehicles
TRUCK KEYS	In truck or with driver
EMERGENCY ALARM SYSTEM	Nitrogen powered horn activated on North exterior wall of convenience store
PROPANE PLANT ELECTRICAL SHUT-OFF	North exterior wall of convenience store
PROPANE PLANT PROPANE SHUT-OFF	North exterior wall of convenience store
MUSTER AREA	South of petroleum pumps
SECONDARY MUSTER AREA	East of site on North Road

ADDRESS of Gabriola Island Propane Bulk Plant: 793 Lockinvar Lane Gabriola Island BC First Responder Entrance - GPS in DD: 49.17439, -123.84605				
E2 PLAN ACTIVATION and EMERGENCY CONTACTS				
IN CASE OF EMERGENCY CALL:				
911				
NEXT REPORT TO MANAGEMENT AT:				
POSITION	NAME	LOCATION	BUS #	CELL #
CO-OP AREA MANAGER	KELLI CARTWRIGHT	NANAIMO	250-802-1198	250-802-1198
NEXT REPORT TO CO-OP EMERGENCY AT:				
1-833-277-3674 (CRS-EMRG)				
FCL PROPANE EMERGENCY CONTACTS:				
POSITION	NAME	LOCATION	BUS #	CELL #
24 HOUR ON-CALL	TECHNICIAN	CHEMAINUS	250-668-9876	
AREA MANAGER	JOHN SLATTERY	ARMSTRONG	236-940-2063	250-938-3313

EXTERNAL EMERGENCY CONTACTS		
POLICE/FIRE/AMBULANCE	EMERGENCIES	911
BC ENVIRONMENT	PROPANE RELEASE	1-800-663-3456
BC OH&S	WORKER INJURY	1-888-621-7233
BC EMERGENCY MANAGEMENT	PUBLIC SAFETY	1-800-663-3456
CO-OP EMERGENCY	EMERGENCY RESPONSE TEAM	1-833-277-3674 (CRS-EMRG)

INCIDENT PROCEDURES	
FIRE OR EXPLOSION	CALL 911. If the event is beyond the control of staff, then the discovering staff member shall activate the emergency horn located on North exterior wall of convenience store to initiate an evacuation. All staff will go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route.
MAJOR PROPANE RELEASE	CALL 911. The discovering staff member shall activate the emergency horn located on North exterior wall of convenience store to initiate an evacuation. All staff will go to the Muster Area and if it is not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route. Station Road Marshalls if the release is a threat to traffic, at the Secondary Muster Areas to attempt to stop traffic from entering the area until the arrival of Fire and/or Police personnel.
BOMB THREAT	Observe and take note of all details of the call. Immediately notify the **ERC** (Emergency Response Coordinator who will be Management or the most senior and or most qualified staff member on site). Call 911. Notify all other staff, go to a Muster Area, and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route.
SERIOUS INJURY/ILLNESS	Assess the scene and administer first aid as per training. Call 911 for assistance as warranted. Establish a clear pathway for EMS.
EVACUATION PROCEDURES	The **ERC** shall coordinate the activities during the evacuation such as alarms, searches, and emergency shutdowns and the accounting for all staff at the Muster Area and, if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route.
EMERGENCY REPORTING	After calling 911 and as soon as possible, the ERC shall report to Management then 1-833-277-3674 to activate the FCL Emergency Management Team.

EMERGENCY NOTIFICATION & COMMUNICATIONS PROCEDURE	
1	In the event of an uncontrolled propane release with or without fire or the reasonable likelihood of such a release, the discovering employee shall activate the emergency horn located on North exterior wall of convenience store to initiate an evacuation.
2	All personnel on site will go to a Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route and the **ERC** (Emergency Response Coordinator) who will be Management or the most senior and or most qualified staff member on site) shall account for all staff.
3	The **ERC** shall call 911 to report the event and the appropriate emergency provider will assume the role of Incident Command upon their arrival.
4	The **ERC** shall report to Management then 1-833-277-3674 (1-833 CRS EMRG) to activate the FCL Emergency Management Team.
5	FCL Emergency Management Team shall ensure the notification of the Local Police if the event involves an uncontrolled, unplanned, or accidental release of propane into the environment; or the reasonable likelihood of such a release into the environment.
6	FCL Emergency Management Team shall contact **ERAC** (Emergency Response Assistance Canada) if the event involves an uncontrolled, unplanned, or accidental release of propane into the environment; or the reasonable likelihood of such a release into the environment that is beyond the capabilities of staff. The ERAC HBC (Home Base Coordinator), TA (Technical Advisor) or RMA (Remedial Measures Advisor) may advise the FCL Emergency Management Team, the ERC, or the Emergency Service IC (Incident Command) of any required actions.
7	If the FCL Emergency Management Team implements the **ERAP** (Emergency Response Assistance Plan activation) in response to a release or anticipated release to **tier 1**: the Emergency Management Team will monitor the release or anticipated release and will be actively involved in the conversations and decisions that involve the dangerous goods and/or the means of containment. None of the emergency response resources found in the ERAP are brought to the site of the incident during tier 1.
8	If the FCL Emergency Management Team implements the **ERAP** (Emergency Response Assistance Plan) in response to a release or anticipated release to **tier 2**: an RMA (Remedial Measures Advisor) will be assigned to further assess the incident and an ERT (Emergency Response Team) may be assigned to the incident. The RMA and ERT will suggest, implement, or coordinate activities with IC (Emergency Service Incident Command). The ERT is equipped to conduct emergency procedures and repairs of the propane tank or system. **Note**: IC (Incident Command) needs to communicate with ERAC.
9	Upon assessment of the incident, IC (Incident Command) will determine the extent and length of evacuations and shall coordinate the evacuation.
10	FCL Emergency Management Team shall make a report to – where required - the Provincial and/or Federal Authorities listed in the Annex - External Reporting Section - of the E2 Plan for: Public Safety, Environmental, Health and Safety, Gas and Pressure Vessel, and Transportation of Dangerous Goods.

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Section 2 Introduction

2.1 CRS Health Safety and Emergency Preparedness and Response Statement

The CRS is committed to health and safety through operational integrity and effectively manages its work to identify and mitigate risks to health, safety, and the environment.

Operational integrity at the CRS means conducting all activities safely and reliably so that the public is protected, impact to the environment is minimized, the health and wellbeing of employees is safeguarded, contractors and customers are safe, and physical assets (such as facilities and equipment) are protected from damage or loss.

This Emergency Response Plan has been developed to meet or exceed the requirements of all applicable governing agencies and regulatory bodies where the CRS operates.

The following plan considers an area-specific hazard/risk analysis and outlines the necessary resources, personnel, logistics and initial actions to facilitate a prompt, coordinated and rational approach to any emergency.

2.2 Purpose

This Emergency Response/Environmental Emergency (E2) manual describes the procedures for Mid Island Co-op personnel in the event of an emergency at a company facility.

This E2 plan has been prepared in accordance with the Environmental Emergency (E2), Regulations made pursuant to the Canadian Environmental Protections Act, 1999 (CEPA 1999), reflecting the four pillars of emergency management: prevention and mitigation, preparedness, response, and recovery.

Sharing portions of information within this manual with interactive stakeholders or those residents or businesses in the proximity of effect from an emergency is encouraged.

2.3 Objectives of the E2 Plan

- Reduce the frequency and consequences of uncontrolled, unplanned, or accidental releases of propane.
- Promote the safety of workers, responders, and the public.
- Reduce the potential for destruction of goods and property.
- Minimize the effect upon the environment.
- Communicate risks associated to the facility with the local emergency response services.
- Help responders quickly determine and initiate proper remedial actions.
- Inform neighboring citizens and businesses of preparations and actions that will minimize risk to safety and health during an emergency event.
- Liaise with local municipal administrations in the context of public safety.
- Reduce recovery times and costs.

These objectives are achieved through the development, implementation, training/exercising and maintenance of this E2.

2.4 Scope of Emergency Procedures

Due to the complexity and variables of an emergency, it is difficult to determine an exact systematic process that will be effective in all situations. The common elements within responses are listed. The responder will determine the sequence and execution at the time of the incident.

This E2 Plan addresses the following list of risks:

- Propane gas release
- Propane liquid release
- Fires
- Explosions
- Threats to people, property, and goods
- Other site-specific values at risk

2.5 E2 Plan Access

An up-to-date plan shall be kept in the red plastic document holder - labelled E2/SDS - installed near emergency horn activation on North exterior wall of convenience store so as to be readily available to site personnel and 1st Responders.

2.6 Joint Responsibilities

Mid Island Co-op owns and operates this Bulk Plant on Gabriola Island BC.

2.7 Plan Consultation/References

- Canadian Environmental Protection Act, 1999 - Part 8: Environmental Matters Related to Emergencies
- Environmental Emergency Regulations SOR/2019-51
- Technical Guidelines for the Environmental Emergency Regulations, 2019 Version 2.0
- WorkSafe BC Guidelines – OHS Reg's. Part 4: Emergency Preparedness and Response
- WorkSafe BC Guidelines – OHS Reg's. Table of Exposure Limits for Chemical Substances
- CCOHS https://www.ccohs.ca/oshanswers/hsprograms/basic.html
- National Fire Code of Canada – Division B, Emergency Planning
- Federated Co-operatives Limited SDS – Propane
- CAN/CSA Z731-03 Emergency Preparedness and Response
- CAN/CSA B149.1 Natural Gas and Propane Installation Code
- CAN/CSA B149.2 Propane Storage and Handling Code
- ASME Vessel Specifications
- Canadian Electrical Code
- Provincial Boiler and Pressure Vessel Acts and Regulations
- Safeti, formerly PHAST (Process Hazard Analysis Software) Analysis Modelling from Marsh Risk Consulting
- MIACC (Major Industrial Accidents Council of Canada) is a risk-based land use planning guide (MIACC was dissolved in November 1999 with its works transferred to the Process Safety Management division of CSChE (Canadian Society for Chemical Engineering)

2.8 Record of Amendments

Record changes made to the Plan on the table below and replace applicable pages.

#	Date of amendment	Section # amended	Recorded by
1	2023	New E2 Plan	Kevin McEown - FCL and Kelli Cartwright - Mid Island Co-op

2.9 Company Profile

Nature of Business

Mid Island Co-op is a locally owned co-operative serving local communities with food and fuel.

Typical Storage Use and Delivery Activities

This Mid Island Co-op owned and operated Bulk Plant on Gabriola Island BC has a 9,400 USWG horizontal above ground propane storage tank supplying a 3,400 XXXX USWG delivery truck. Propane is replenished by Federated Co-operatives Limited (FCL) Propane department 5,950 USWG delivery units. Depending on seasonal demands, the tank is replenished ~once weekly (winter) and ~once every two weeks (summer). Deliveries to the tank take approximately 60 minutes to off-load.

2.10 Glossary

Active Mitigation: A safeguard system designed to mitigate the consequences of an incident that requires human intervention, external mechanisms, or energy sources. Examples include lighting, automatic and manual valves, etc.

Alternate Scenario: An environmental emergency that could reasonably be expected to occur at a facility and that would likely cause harm to the environment or constitute a danger to human life or health.

Alternate Worst-case Scenario: Means the scenario described in section 4(2)(f) of the E2 Regulations. It involves the alternate scenario that is more likely to occur than the worst-case scenario **and** that has the longest impact distance outside the boundary of the facility (if it exists).

BLEVE: (boiling liquid expanding vapor explosion) happens if a container holding a pressure liquified gas (e.g., propane) fails catastrophically. Catastrophic failure of the vessel is followed by the explosive release of boiling liquid and expanding vapour.

The BLEVE is a physical explosion where the hazards are blast and projectiles. Propane is flammable so a fireball may happen after a BLEVE if the released cloud is immediately ignited. This is usually the case if the tank failure is caused by fire impingement. If a flammable cloud is not ignited immediately then delayed ignition could lead to other fires, explosions, etc.

A BLEVE will typically occur when the steel of the tank is compromised by an external impinging fire and consequential rupture due to the combination of internal over-pressure and weakening steel strength due to overheating. A warning sign of an impending BLEVE may be intermittent or a continual flare-off from the pressure relief valve until the tank either BLEVE's or rids enough propane where flare-offs cease. The variables within the chain of events are difficult to accurately predict.

CAS Registry Number: The identification number assigned to a substance by the Chemical Abstracts Service, a division of the American Chemical Society. The Chemical Abstracts Service Registry number is the main identifier for regulated substances found in the E2 regulations. CAS number for Propane is 74-98-6.

CEPA: Canadian Environmental Protection Act, 1999.

CERCA: The Canadian Emergency Response Contractors' Alliance (CERCA) is an industry association comprised of stakeholders from all facets of the Canadian dangerous goods emergency response industry. The mission of CERCA is to foster the establishment of a sound emergency response network in Canada.

Community Emergency Systems Notification: An advisement document used to communicate avoidance and evacuation actions in the event of a vapor cloud drift, substantial release, or fire. This notification is for offer to neighboring residences and businesses that are within the harm radius of the risk model.

Container System: Any receptacle or network of receptacles that is used to contain a substance – including any connected pipelines or piping – except any part or that network that is automatically or remotely segregated from the rest of the network by shut-off valves, or other mechanisms in the event of any environmental emergency.

CRS: Co-op Retailing System.

CRS-EMRG: The Co-op Retail System (CRS) Emergency Hotline (CRS-EMRG) is a toll-free number (1-833-277-3674) to call (24/7) to report an emergency related to FCL or Co-op. A dispatcher (STARS) will ask a series of questions to gather information about the incident and will then notify the appropriate FCL Emergency Management Team (EMT).

E2 (Environmental Emergency): This refers to the Environmental Emergency Regulations that address the prevention of, preparedness for, response to and recovery from, and environmental emergency caused by uncontrolled, unplanned, or accidental releases.

E2 Plan: Environmental Emergency (E2) Plan is a document that provides guidance on actions under various emergencies and conditions.

ECCC: Environment and Climate Change Canada.

Emergency: An emergency is a potential or a real developing situation, which may cause injury, property damage, environmental damage and/or impact on corporate image and reputation.

Emergency Management Centre (EMC): The FCL EMC is where the FCL Emergency Management Team will meet in the event of an emergency involving the Propane Department will typically be located at FCL's Home Office.

Emergency Management Team (EMT): The FCL EMT is a group of subject matter experts and advisors who provide oversight and guidance to emergency response measures.

Emergency Notification System: Is an advisement document used to communicate actions in the event of a vapor cloud drift, fire, explosion, substantial release or other where proper avoidance, evacuation and muster point items are explained. This notification is for offer to neighboring residences and businesses etc. that are within the harm radius of the risk model.

Emergency Operations Manager (EOM): The FCL EOM is responsible for the FCL Emergency Management Centre and working with the Emergency Management Team initially determines Emergency Response Activation Plan activation, crisis level and owner and what support or guidance and performs duties as described within this plan.

Emergency Responders: General term for a group of individuals who have defined skills or responsibilities in an emergency.

Environmental Emergency: Means an uncontrolled, unplanned, or accidental release of an E2 substance into the environment (or the reasonable likelihood of such a release) that:

a) Has or may have an immediate or long-term harmful effect on the environment; or

b) Constitutes or may constitute a danger to the environment on which human life depends; or

c) Constitutes or may constitute a danger in Canada to human life or health.

Environmental Officer (EO): The EO as a member of FCL's Emergency Management Team initially assesses the degree of potential environmental impacts and performs duties as described in this plan.

ERAC: Emergency Response Assistance Canada formerly the Liquid Propane Gas Emergency Response Corporation is a division of the Canadian Propane Association developed to offer emergency services for the Canadian propane industry. The ERAC has Emergency Response Teams situated in various locations nationwide to respond to major propane emergencies.

ERAP: An emergency response assistance plan describes what to do in the event of a release or anticipated release of certain higher-risk dangerous goods – such as propane - while they are in transport. An ERAP requires a third-party responder agreement between FCL, and the third party listed in the ERAP – being ERAC - that will provide technical or emergency response advice, and/or provide resources to respond to a release or anticipated release on FCL's behalf.

ERC: The Emergency Response Coordinator will typically be the most senior and or qualified manager, supervisor or employee on site that is able to instruct the activities of others in the event of an emergency. The ERC will assume emergency response coordination of the situation until Emergency Services assume command. The ERC may still be required to assist or advise the Local Emergency Service during an event.

FCL: Federated Co-operatives Limited.

Fireball: Can result from an instantaneous release from a BLEVE or a release with a delayed ignition.

Full-scale Simulation Exercise: An action-based simulation exercise requiring the deployment of personnel, resources, and equipment.

HBC: The Home Base Co-ordinator is a person that is verified under CERCA to advise Local Emergency Responders, owners and their contracted Emergency Response Team on remedial activities following an incident.

Incident Action Plan (IAP): Within Incident Command System, includes the overall incident objectives, strategies and tactics established by Incident Command.

Incident Commander (IC): Within Incident Command System, has overall incident management responsibility.

Incident Command System (ICS): The ICS is a standardized on-site management system designed to enable effective, efficient incident management within a common organizational structure.

Information Officer (IO): The IO as a member of FCL's Emergency Management Team initiates and directs established communication response and performs duties as described in this plan.

Muster Area: The Muster Area is typically situated on site or adjacent to site in a safe location. Choice of location is prior to an emergency event. Posting a sign identifying the Muster Area and placing a copy of the E2 Plan there in a weatherproof container is required.

Operations Chief (OC): Within Incident Command System, directly manages all incident tactical activities and implements the Incident Action Plan.

Overpressure: The overpressure of the atmosphere due to an explosion. Probabilistic risk models used for FCL facilities base is 1-psi overpressure. Overpressure of 1 psi may cause structural damage to buildings. Levels of 3-5 psi will cause significant structural damage and cause severe or fatal injury to persons openly exposed to a pressure wave.

Passive Mitigation: A safeguard system designed to mitigate the consequences of an incident that does not require human intervention, external mechanisms, or energy sources. Examples include fencing, protection against collision damage etc.

PID: Piping and Instrumentation Diagram.

Planning Chief (PC): Within Incident Command System, oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, conducts Planning Meetings, and prepares the Incident Action Plan for each operational period.

Reasonable: Means logically valid. It is based on using sound judgement, and therefore, practical, and sensible as opposed to extreme or excessive.

RMA: The Remedial Measures Advisor is a person that is qualified under the LPGERC (ERAC) to advise Local Emergency Responders and or CPA members on remedial activities following an incident.

SAFETI: Process Hazard Analysis Software used for Analysis Modelling prepared by Marsh Risk Consulting.

Safety Officer (SO): The SO as a member of FCL's Emergency Management Team monitors incident operations and advises the Emergency Operations Manager on all matters related to operational safety and performs duties as described in this plan.

SDS: Safety Data Sheet.

Secondary Muster Area: Two Secondary Muster Area are situated a cross wind to the Muster Area and evacuated to when it is not safe to go to a Muster Area or remain at the Muster Area. Choice of location depends on wind direction.

Shelter-in-place: Means finding a safe location indoors and staying there until you are given an "all clear" or told to evacuate.

Simulation Exercise: An exercise simulating the response to an environmental emergency involving the release of an E2 substance.

Strike Team (ST): Within Incident Command System, a set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and leader.

STARS: STARS Emergency Contact Centre (ECC) is a service offered by STARS Emergency Link Centre (ELC) to answer calls to the Co-op Retail System (CRS) Emergency Hotline (CRS-EMRG) for emergencies related to FCL or Co-op and provide incident notification to the appropriate FCL Emergency Management Team.

Unified Incident Command (UIC): Within Incident Command System, UIC allows agencies with different legal, geographic, functional authorities and responsibilities to work together effectively. All responsible agencies jointly provide management direction through a common set of incident objectives and strategies established by a single Incident Action Plan.

USWG: United States Water Gallon. This measurement relates to the capacity of an LPG tank based on how much water the containment can hold.

VCE: (vapor cloud explosion) is a chemical explosion and occurs when a large quantity of flammable vapor or flammable gas is ignited, and the flame propagates at a rate/speed fast enough to create an overpressure. Release or migration of flammable vapor/gas into a confined area with ignition will create a substantial overpressure and thermal event. Migration of the vapor/gas cloud will determine where and the intensity of a VCE which will be influenced by degree of congestion, terrain, and other obstructions.

Wildfire: Wildfire, also known as a forest fire, prairie fire, grass fire, or brush fire, is an unplanned, unwanted, uncontrolled fire often occurring in wildland areas, but which can also consume structures.

Worst Case Scenario: Means the scenario described in section 4(2)(e) of the E2 Regulations. It must involve the release of the maximum quantity of an E2 substance that could be contained in the container system with the largest maximum capacity at a facility, or the maximum expected quantity of the substance on-site that is not contained. The scenario does not need to be reasonable.

Section 3 Management and Administration of the E2 Plan

3.1 E2 Plan Development Evaluation Review Update and Consultation Team

The team participating in the plan development, initial review and responsible for its annual evaluation, exercise, review, updates as necessary by the following individuals within their roles:

Participant	Organization	Function and Project Role
Bruce Buckingham	Mid Island Co-op	Director of Energy Operations (Plan Approval)
Kelli Cartwright	Mid Island Co-op	Area Manager (Plan Advisory for Development, Plan Implementation, Training/Exercise and Maintenance)
Kevin McEown	Federated Co-operatives Limited - Propane	Senior Health and Safety Advisor (Plan Development, Implementation, Training/Exercise Development and Maintenance)
Darrell Rose	Marsh Risk Consulting	Senior Vice President (exempted from approvals) (Risk Engineer)

3.2 E2 Plan Distribution

The E2 Plan will be made available to all employees, emergency service providers, stakeholders, and regulatory authorities by the following:

#	Name of Person who received the ERP manual	Individual/Organization	Date Issued
1	Bruce Buckingham	Mid Island Co-op - Director of Energy Operations	2023
2	Kelli Cartwright	Mid Island Co-op - Health & Safety Coordinator	2023
3	Kevin McEown	FCL Propane - Senior Health & Safety Advisor	2023
4	XXXX	Gabriola Volunteer Fire Department - Fire Chief	2023

3.3 ECCC Notifications

On XXXX, ECCC received Schedule 2-5 notices, under CEPA's E2 Reg's, 2019.

Section 4 Risk Assessment

4.1 Propane – General Characteristics and Hazards

4.1.1 Background

The inherent properties of propane with its low boiling point make it a feasible energy source used in a variety of energy applications from heating to transportation. Propane uses include fuel for heating, cooking, automobile and forklift truck fuel, crop drying, welding, and cutting operations. Industry uses propane as a refrigerant, solvent and as a chemical feedstock.

Under normal atmospheric conditions propane is a gas, however, increasing the pressure causes the substance to condense into a liquid. This characteristic of propane allows for storage of large quantities of liquid propane inside of a pressurized container. When liquid propane vaporizes (phase changes) from its liquid state into its gaseous state it creates a refrigerating effect (cooling).

4.1.2 Properties

Propane is stable and non-reactive under normal conditions of use, storage, and transport. Conditions to avoid include heat, sparks, open flames, and other ignition sources. Avoid contact with incompatible materials, which includes any strong oxidizing agents. Thermal decomposition of this product can generate carbon monoxide and carbon dioxide.

Propane is a colorless, odorless gas in its natural state, so the addition of a stench odorant called ethyl mercaptan gives propane a distinct boiling cabbage like odor. Propane is transported and stored as a liquid in pressure vessels to a capacity of approximately 80%, which allows room for vapor expansion. When propane liquid is released from its confinement, it converts to a gas to a rate of 270:1. The speed of vaporization is dependent on ambient temperature. Most calculations are based of 15° C; however, calculations are made for differing temperatures to assure safe load weights. Below -42° C, propane will lose its ability to vaporize and remain a liquid. Installation of vaporization appliances or supply tank heaters ensure function in extremely low temperatures or in high volume demand situations. Propane is 1.6 times heavier than air and settles in lower areas if released. Propane vapors will dissipate into the atmosphere rather quickly depending on wind conditions and ambient temperature. Propane is non-toxic, however may be an asphyxiant if enough breathable air is displaced. The combustible range of propane is between 2.2% and 9.5% mixture with the atmosphere. This is a relatively low range of flammability; however, periphery zones of a vapor cloud will ignite if it falls within the flammability range mentioned.

For more information refer to 9.2.1 Safety Data Sheet.

4.1.3 Provincial Exposure Limits

Table 4.1.3 Work Safe BC Table of Exposure Limits

Substance	CAS #	Time Weighted Average Limit (TWA)		Short Term Exposure Limit (STEL)	Notations
		ppm	mg/m³		
Propane	74-98-6	N/A	N/A	Simple asphyxiant	EX

Note: The term EX means the substance is a flammable asphyxiant - updated June 1, 2021.

4.1.4 Potential Health Effects/First Aid Measures

Propane is non-toxic, but if released into a confined space or settles in lower areas it will displace the air making it difficult to breathe. It is always important to seek medical attention if you are experiencing signs and symptoms from exposure. Some of the effects of exposure:

Eye Contact: Rapidly expanding Propane can cause eye irritation and frostbite (cold burn). Permanent eye damage or blindness could result.

Inhalation: Chemical asphyxiant hazard – if accumulation occurs to concentrations that reduce oxygen below safe breathing levels. Prolonged inhalation may be harmful. May cause drowsiness or dizziness at first but if inhaled at high concentrations, the central nervous system depresses and reduces the ability of the blood to carry oxygen to body tissues.

Skin Contact: Direct contact with liquefied propane gas can result in frostbite (cold burn).

Ingestion: Not a normal route of exposure - unlikely.

4.1.5 Summary – Potential Risks of Release for Propane

Propane has no natural odour and is non-toxic but is an asphyxiant in high concentrations. The vapour density of propane is 1.6; consequently, it will accumulate in lower areas such as ditches and sewers. To be combustible, propane needs to be within its flammable or explosive range between the Lower Explosive Limit (LEL) 2.2% and Upper Explosive Limit (UEL) 9.5% by volume in atmosphere. When liquefied propane is released into the atmosphere, it will expand up to 270 times in vapour to that of liquid.

The impact on life safety and the physical environment because of an unplanned release can be detrimental, so it is important to reduce the risk through the implementation of elimination, engineering, and administrative controls.

4.2 Facility Location, Storage, Handling, and Risk Mitigation

4.2.1 Description of Facility Property Surrounding Area Including Potential Receptors

The 9,400 USWG horizontal propane storage tank is installed above ground.

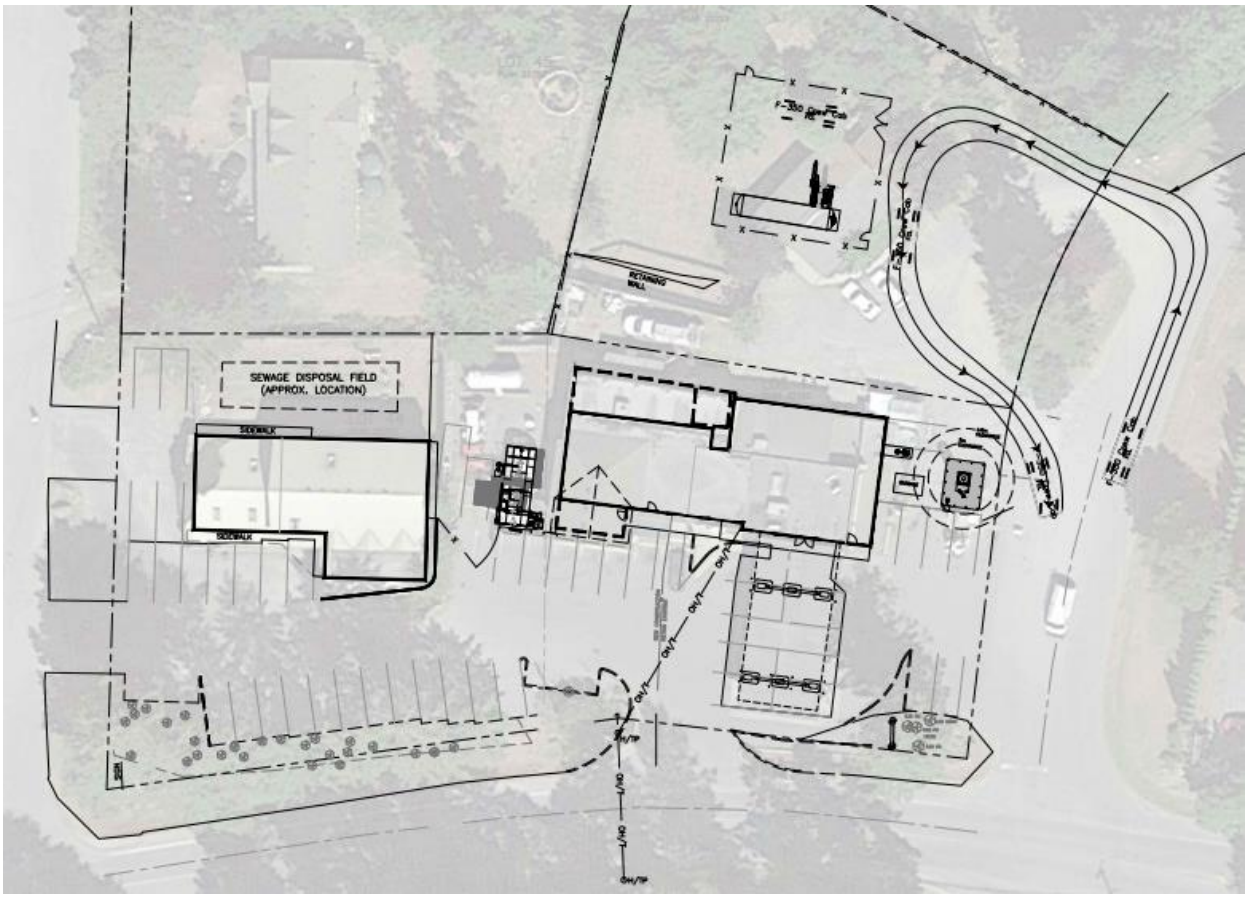
The facility located at 793 Lockinvar Lane, on Gabriola Island, within Gabriola Island Trust Area, and the Regional District of Nanaimo BC. Gabriola Island has a population of 4,500 and population density per square kilometer of 77.4 (Statistics Canada, 2021 Census).

The alternate worst-case scenario is a jet fire based on propane liquid released through a ruptured 3" pipe with an impact of 12.5 kW/m² at 100 metres. Ross Way is located 72 metres west, North Road 58 metres south, and Lockinvar Lane 35 metres east of the propane bulk plant. Seven residences, a restaurant, an office and two commercial occupancies are within the alternate worst-case scenario.

There is a delivery driver working from the propane bulk plant.

If an environmental release were to occur, impacts to the environment could result in consequences to the surrounding area, pending the amount of release and scale of the incident.

Figure 4.2.1 Facility and Property



4.2.2 Maximum Capacity and Quantity of Propane Stored on Site

Propane is the only product on site that meets the minimum threshold requirements for developing the Environmental Emergency (E2) portions of this Plan as per Environment and Climate Change Canada's E2 Regulations. The capacity of the largest single container in which propane is stored on site is 18.0243 metric tonnes (9,400 USWG). The maximum expected quantity of propane on site at any time during the calendar year is 18.0243 metric tonnes (including piping) - the working volume limited to 80% of the capacity of the propane vessel on site to allow for expansion/contraction of propane due to changes in temperature/pressure within the vessels. **18.0243 metric tonnes are registered with ECCC using SWIM for both quantity and capacity as it is not known how much if any tanks (at up to 5% maximum) or cylinders (at up to 80%) will be stored on-site.** Since both the largest single container and maximum expected quantity both exceed 4.5 metric tonnes, an E2 Plan is required.

4.2.3 Substance Identification

Schedule 1 of Environmental Emergency Regulations, 2019 - Part 1						
Item	Column 1	Column 2	Column 3	Column 4	Column 5	
	CAS No	Name of Substance	Concentration % mass/mass	Minimum Quantity (tonnes)	Hazard Category	UN No
17	74-98-6	Propane	1	4.5	E	1978

Legend: E explosion hazard

4.2.4 Process Description

This Mid Island Co-op staffed Bulk Plant has a 9,400 USWG horizontal above ground propane storage tank supplying a 3,400 XXXX USWG delivery truck. At this time, Propane is replenished by Federated Co-operatives Limited (FCL) Propane department 5,950 USWG delivery units. Depending on seasonal demands, the tank is replenished ~once weekly (winter) and ~once every two weeks (summer). Deliveries to the tank take approximately 60 minutes to off-load.

4.2.5 Passive Mitigation

The 9,400 USWG horizontal propane storage tank is installed above ground.

Locked non-climb-able metal fence segregate the above ground propane tank from the public.

Stationary propane tank and its associated piping are protected against collision damage by concrete filled metal posts XXXX.

4.2.6 Active Mitigation

The facility is illuminated at night.

The facility has a typical amount of portable fire extinguishers as required by the local fire code. Access for fire department equipment is good.

The propane storage tank is within reach of hose streams from outside of the facility and firefighting water is supplied by water shuttles.

The delivery trucks have driven-away protection in the form of interlocks that prevent the truck from being placed into gear with the propane loading hose attached ("refinery gates"). The tanks on the delivery trucks are outfitted with excess flow valves that will shut off flow to the atmosphere should a significant hose or pipe break occur. Trucks are outfitted with positive air shut off devices and will shut down the engine if propane gas is ingested. Drivers have an emergency remote stop device in their possession that if activated shuts off the truck, closes the ISC valves and while pumping requires the driver to manually press a button at timed intervals to continue flow. A back-check valve at the barrel fill-in point protects piping.

Manual emergency shutdown devices are provided at the above ground tank and on the North exterior wall of the convenience store. Pressure relief valves are installed on the fixed tank and delivery vehicles.

There are good controls utilizing the operating and maintenance procedures. The storage tank has no other fire systems or controls such as fire or gas detection systems.

Vandals or trespassers to the facility and propane area are dealt with by the local law enforcement fully of the law.

4.3 Frequency, Probability and Consequence Risk Assessment

Version 8.71 of the commercially available software package, Safeti (formerly Phast Risk) from DNV was used to perform a probabilistic risk assessment of this operation:

https://www.dnvgl.com/services/qra-and-risk-analysis-software-phast-and-safeti-1676

Safeti has consequence modelling software, used for developing heat radiation levels, used in accessing the fire and explosion consequences (overpressures and heat radiation) associated with the propane tanks. Safeti examines the progress of a potential incident from the initial release to far-field dispersion, including modelling of pool spreading and evaporation, and flammable and toxic effects. Safeti was used for the consequence modelling of events modelled for emergency response purposes.

Safeti allows individual receptors to be defined with specific vulnerability data providing a much more accurate picture of the risks to which those within the calculated consequence areas are exposed. The program supports a range of vulnerability models, specific to the effect type being considered. For explosion vulnerability, models are available which consider either overpressure or impulse, with the data being treated discretely or interpolated. For radiation effects, flammable probit methods based on intensity and dose are used.

The methods and vulnerabilities are based on the guidance given by the National Institute of Public Health and the Environment (RIVM) Centre for External Safety, of the Netherlands, as set out in their External Safety (Establishments) Decree (BEVI) (RIVM, 2009). This methodology is based on the former guidelines presented by TNO in their "Coloured Books", with the Guidelines for Quantitative Risk Assessment, CPR18E, or more widely known as the "Purple Book" (CPR-RE, 2005). The concepts of the other "Coloured Books" are utilized within Safeti.

- BEVI – Besluit Externe Veiligheid Inrichtingen, translates as the External Safety (Establishments) Decree of RIVM
- Purple Book - CPR 18E "Guidelines for Quantitative Risk Assessment" published by the Committee for the Prevention of Disasters department TNO, a Netherlands Organization
- RIVM – Rijksinstituut voor Volksgezondheid en Milieu, translated as the National Institute of Public Health and the Environments of the Netherlands
- TNO - Nederlandse Organisatie voor Toegepast Natuurwetenschappelijk Onderzoek, or the Netherlands Organization for Applied Scientific Research, out of Sdu Uitgevers, Den Haag (The Hague). Their Committee for the Prevention of Disasters publishes guidelines on quantitative risk assessment calculations.

The consequence estimating models used in this study are for risk management purposes only. As such, they are not modelling of the actual physical event. As with all models, small changes in the input parameters can significantly affect the resulting consequence estimates.

While the parameters selected in consultation with FCL are reasonable for the model and situation, it must be kept in mind that the results are not absolute. Therefore, the consequence estimates should be taken as only an indication of the extent or order of magnitude of the potential consequence. The actual consequence may be more severe than under the reasonably foreseeable conditions assumed.

SAFETI Parameters and Model Settings:

- Dispersion
    - Atmospheric Expansion - DNV Recommended
    - Modelling of Instantaneous Expansion - Old Standard Method
    - VCE - TNT, 10% yield, Ground Burst
    - Fireball - Roberts TNO Hybrid
    - BLEVE (not applicable to this site) - CCPS Second Edition

4.3.1 Frequency Analysis

As Mid Island Co-op has had no significant propane incidents in its history, we elected to use general industry data for the frequency analysis, specifically that data given in the Purple Book and BEVI methodologies. From these frequencies, combined with the consequence distances calculated for events which would reach offsite receptors, Individual Risk contours can be calculated to compare to acceptable risk criteria.

The use of this method negates the need for fault tree, event tree, and human reliability analysis, as the frequency of the end event is given directly for input into Safeti.

The probabilities of interest in this study are given as:

Table 4.3.1

Event / Installation	Events per Vessel-Year or per Hour-Operation		
Loss of Containment	Instantaneous	10 minutes Continuous	10 mm dia. Continuous
Stationary Pressure Vessel	5×10^{-7} /y	5×10^{-7} /y	1×10^{-5} /y
Loss of Containment	Instantaneous	Largest Connection, Continuous	
Pressurized Road Tankers	5×10^{-7} /y	5×10^{-7} /y	
Loss of Containment	Full Bore	10% Nominal Diameter Release	
Hoses	4×10^{-6} /h	5×10^{-5} /h	
Loss of Containment followed by Ignition	Instantaneous	Largest Connection, Continuous	
Road Tanker on Site	1×10^{-6} /y	1×10^{-6} /y	
Loss of Containment	Full Bore	10% Nominal Diameter Release	
Piping (nom dia. <75mm)	1×10^{-6} /m-y	5×10^{-6} /m-y	
Piping (nom dia. ≥75mm, ≤150mm)	3×10^{-7} /m-y	2×10^{-6} /m-y	
Piping (nom dia. >150mm)	1×10^{-7} /m-y	5×10^{-7} /m-y	

Safeti also utilizes the probability of ignition from the BEVI methodology for stationery and road tanker vessels. For stationary vessels, the probability of ignition is 0.2, 0.5, and 0.7 for continuous releases of 10, 10 to 100, and over 100 kg/s respectively, and for instantaneous releases of 1000, 1000 to 10,000, and over 10,000 kg respectively. Further, we have entered ignition sources at the adjacent facilities

and residential dwellings, which have gas-fired heating systems, and a linear ignition source being the roadways adjacent to the property.

We have multiplied the frequency at which a single vessel may lose containment by the number of similar vessels typically on site, by the number of hours loading hoses are used, or by the number of metres of piping which may contain propane.

An important element in the frequency at which a particular dispersion may reach a receptor is the wind direction and speed. Of slightly lower effect on the dispersion, but still somewhat significant for propane, is the atmospheric temperature, stability, and humidity. Although we have reviewed historical wind directions and speeds, and other pertinent weather parameters in the area, based on Environment Canada, we did not use this data directly in the compilation of the individual risk contours based on wind direction. Rather, we utilized the greatest possible extent of the Individual Risk contour and plotted that distance as a circle of that diameter, thus adding conservatism to the calculation based on wind direction.

We then considered the safety features of the facility, especially of the loading operations, which have the highest frequency of releases traditionally. Each of the delivery trucks are outfitted with an interlocking device, which does not allow the truck to move if the loading hose is attached to the main vessel. This feature lowers the frequency of a hose drive-away event occurring by approximately one order of magnitude.

Other typical features such as excess flow valves on delivery truck tanks, pressure relief valves, and, most importantly, management systems including operating and maintenance procedures and operator training, would be expected to lower the frequency of the postulated events by at least another order of magnitude in aggregate, virtually across the scenarios. However, within the loss data, as is typical with all frequency numbers, we do not know how many of the safety features were in place for the events that the frequency data was based on, therefore, we have assumed, conservatively, that the equipment in those losses had a reasonable number of safety features.

4.3.2 Consequence Analysis

Propane is held and dispensed from the above ground propane storage tank on the site. The vessel, hose, and piping sizes were entered in Safeti to calculate consequences of loss of containment events. In following the BEVI and TNO Purple Book methodology, and thus the remainder of the TNO Coloured Book series, we have used the vulnerability to receptors as contained in that series. Vulnerability was in relation to thermal radiation effects due to fireball, jet, and pool fires, and explosion overpressure effects.

4.3.2.1 Modelling Parameters and Weather

Weather parameters were modelled based on data provided at hourly intervals over a 5-year period. This data considers wind speeds and directions and the associated probabilities, the Pasquill atmospheric stabilities, relative humidity's, etc., and daytime and night-time conditions. This data was entered Safeti to calculate probabilities of weather-related dispersion events over the releases.

4.3.2.2 Releases in General

For each of the vessels and tank, there were common release events chosen, based on the BEVI requirements. These were a catastrophic, instantaneous release of all the mass of the vessel; a 10-minute release of the entire mass of the vessel, and a 10 mm hole in the system, releasing all the mass of the vessel over time. If vessels at this facility are connected via a common header, we postulate a release of more than one vessel through piping. In addition, when a hose connects the 9,400 USWG tank with the truck tank, there is a possibility that both tanks will empty their contents through the hose release if protection devices fail to operate. Thus, we have used the combined volumes of the two tanks in these cases.

Note that in all cases, the volume of the releases in question would be a maximum of 80% of the nominal volume of the tanks, based on maximum fill levels. However, for the consequence analysis for emergency response considerations, we have used the full 100% capacity of the propane tanks to add conservatism and to indicate worst probability scenarios.

All releases (other than catastrophic) were assumed to be released horizontally, which creates the maximum offsite consequences. The release can be directed in any direction over 360 degrees and impinges on the ground or nearby vessels and structures. Such impingement creates a larger consequence event onsite, but lesser consequences offsite. Thus, the use of a horizontal jet is conservative.

Ignition sources for the release events are essentially vehicles in the yard, vehicles on the roadways driving by the facility, heating systems and unclassified electrical equipment on any buildings around the facility. We have placed ignition sources at each of these buildings.

4.3.2.3 Vapour Cloud Explosion (VCE) – Worst Case Scenario

This event would involve a catastrophic breach with instantaneous release of the maximum quantity of propane from the largest tank and would produce:

- an overpressure of 1 psi out to 441 metres, and
- a level of 12.5 kW/m^2 m out to 307 m

According to the US Center for Chemical Process Safety, a vapor cloud explosion "is the result of a release of flammable material in the atmosphere, a subsequent dispersion phase, and, after some delay, an ignition of the vapor cloud. A flame must propagate at a considerable speed to generate blast, especially for 2-D (double plane configurations) and 3-D (dense-obstacle) environments." "In order to reach these speeds, either the flame has to accelerate, or the cloud has to be ignited very strongly, thereby producing direct initiation of a detonation." "…flame acceleration is only possible:

- in the presence of outdoor obstacles, for example, congestion due to pipe racks, weather canopies, tanks, process columns, and multilevel process structures.
- in a high-momentum release causing turbulence, for example, an explosively dispersed cloud or jet release.
- in combinations of high-momentum releases and congestion."

Thus, the use of the older TNT modelling procedure has for the most part been replaced by newer confined volume methods of VCE modelling. However, the VCE is an important scenario,

as it helps with the emergency response zone calculations for use in Environmental Emergency (E2) plans required by regulation. Thus, we present the TNT scenarios here, including the 652 m distance referenced as being the distance to 1 psi for a propane release. This uses a 10% efficiency with a TNT VCE using the EPA's RMP rule TNT calculation. Again, due to the lack of congestion around the site that would lead to large overpressure damage would dictate that the overpressure distances would be significantly smaller than these values in an actual VCE.

In the calculations for the Individual Risk calculations, we used the TNO MultiEnergy (ME) to perform overpressure calculations. The ME method is embedded in Phast Risk and was used in the calculation of overall risk. As this is a congested volume methodology, it is more representative of actual explosion overpressure events. As the calculation of individual risk is for the purpose of risk acceptability, these explosion calculations give better indication of actual risk posed.

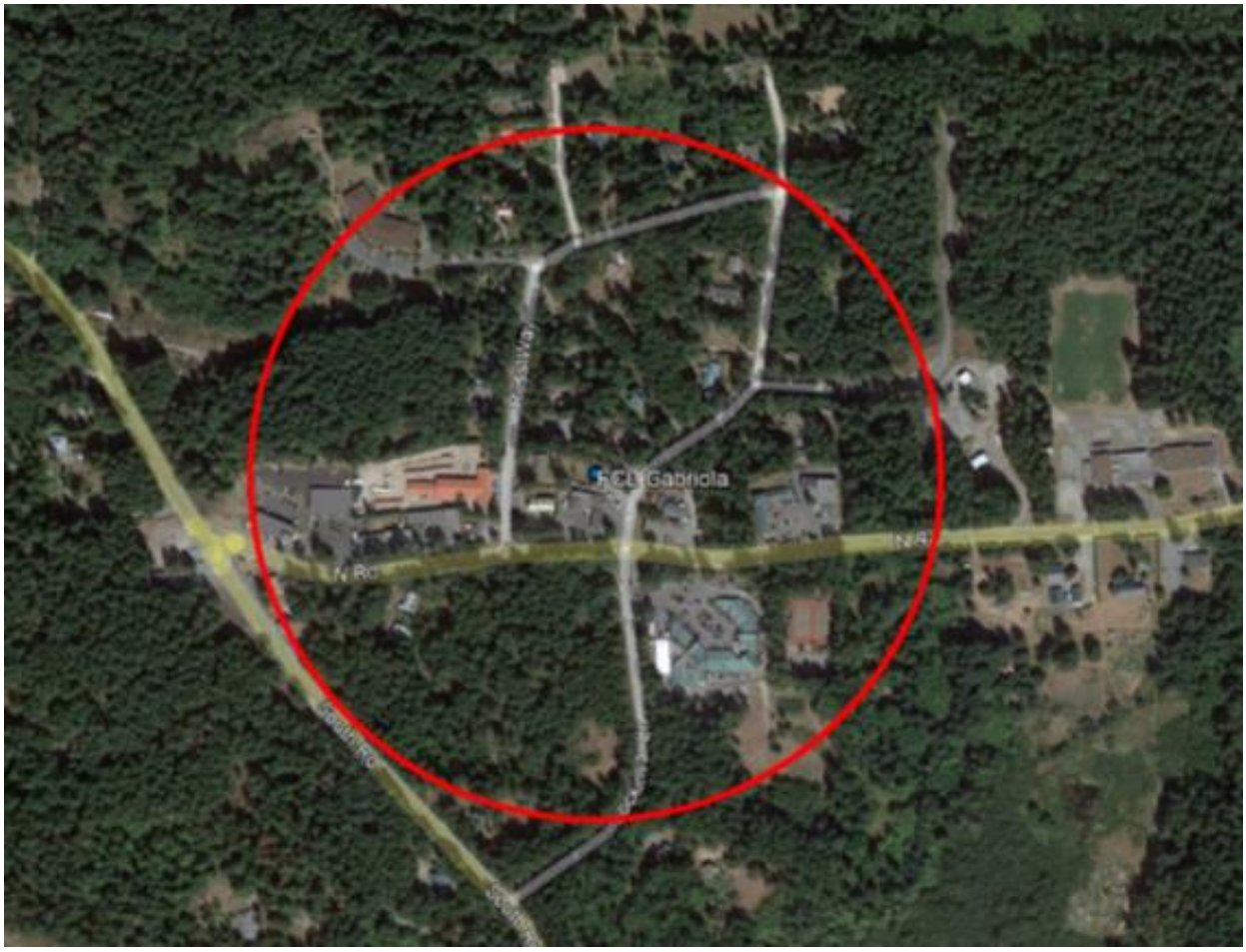
The 1-psi VCE overpressure plot is presented below. Note that the propane release is the result of a catastrophic release of all the contents of the vessel instantaneously.

Figure 4.3.2.3.1 Vapour Cloud Explosion (VCE) – Worst Case Release Scenario

The facility is in the centre and the red circle has the greatest impact distance of 1 psi out to 441 m.

In addition to overpressure, the fireball consequence of a VCE will occur. 12.5 kW/m² was chosen as the endpoint of the calculation as the distance where people without shelter could be injured in the event or, without time to seek shelter from the fire radiation.

Figure 4.3.2.3.2 Vapour Cloud Explosion (VCE) Fireball



The propane facility is in the centre and the red circle is the greatest impact distance of 12.5 kW/m² out to 307 m.

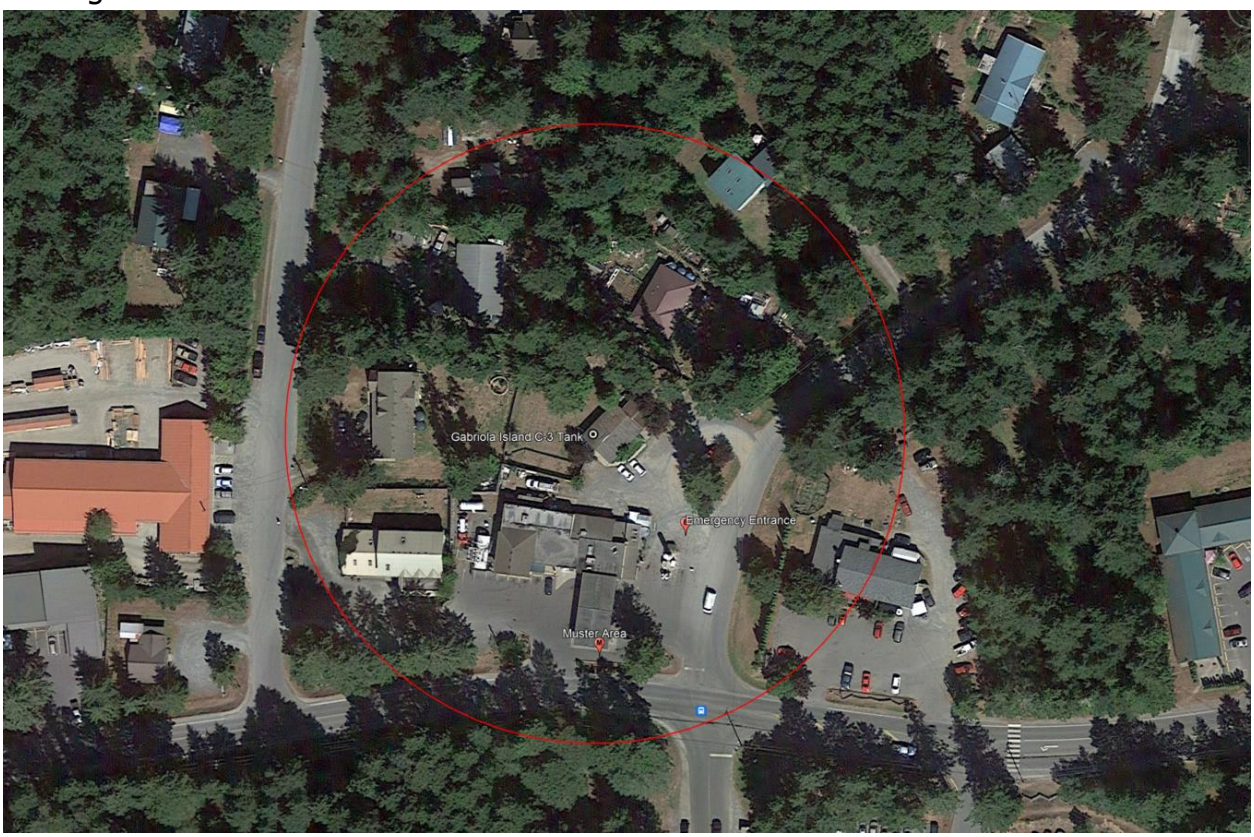
4.3.2.4 Jet Fire from a 2″ Transfer Hose Rupture – Reasonable Alternate Scenario

This event is a release scenario that is more likely to occur than the release of the maximum quantity of propane from the largest tank. It will have an impact distance outside the boundary of the facility producing a level of 12.5 kW/m^2 m out to 76 m.

The jet fire is based on a rupture of the largest transfer hose (2″ release) that may deliver liquid propane to the atmosphere. The direction of flow is horizontal, as this gives the greatest effect distances. The pressure of this flow is the vapour pressure at a relatively high normal liquid temperature, in this case being 30°C. Phast calculates the propane/air concentrations of the release, and the values between the Upper and Lower Explosion Limits (UEL and LEL) are considered to be burning. The heat radiation from this burning jet is calculated and plotted to a radiation level of 12.5 kW/m^2 for reasons described earlier.

A propane jet fire based on propane at vapour pressure released through a ruptured 2″ transfer hose plotted below.

Figure 4.3.2.4 Jet Fire from a 2″ Transfer Hose – Reasonable Alternate Scenario



The propane tank is in the centre and the red circle is the greatest impact distance of 12.5 kW/m^2 out to 76 m.

4.3.2.5 Jet Fire from a 3" Pipe Rupture – Alternate Worst Case Scenario

This event is a release scenario that is more likely to occur than the release of the maximum quantity of propane from the largest tank and that would have the longest impact distance outside the boundary of the facility. This event would involve a release scenario due to a rupture of a 3" pipe and would produce:

- a level of 12.5 kW/m^2 out to 100 m.

The direction of flow is horizontal, as this gives the greatest effect distances. The pressure of this flow is the vapour pressure at a relatively high normal liquid temperature, in this case being 30°C. Phast calculates the propane/air concentrations of the release, and the values between the Upper and Lower Explosion Limits (UEL and LEL) are considered to be burning. The heat radiation from this burning jet is calculated and plotted to a radiation level of 12.5 kW/m^2 for reasons described earlier.

A propane jet fire based on propane liquid released through a ruptured 3" pipe plotted below.

Figure 4.3.2.5 Jet Fire from a 3" Pipe – Reasonable Alternate Scenario

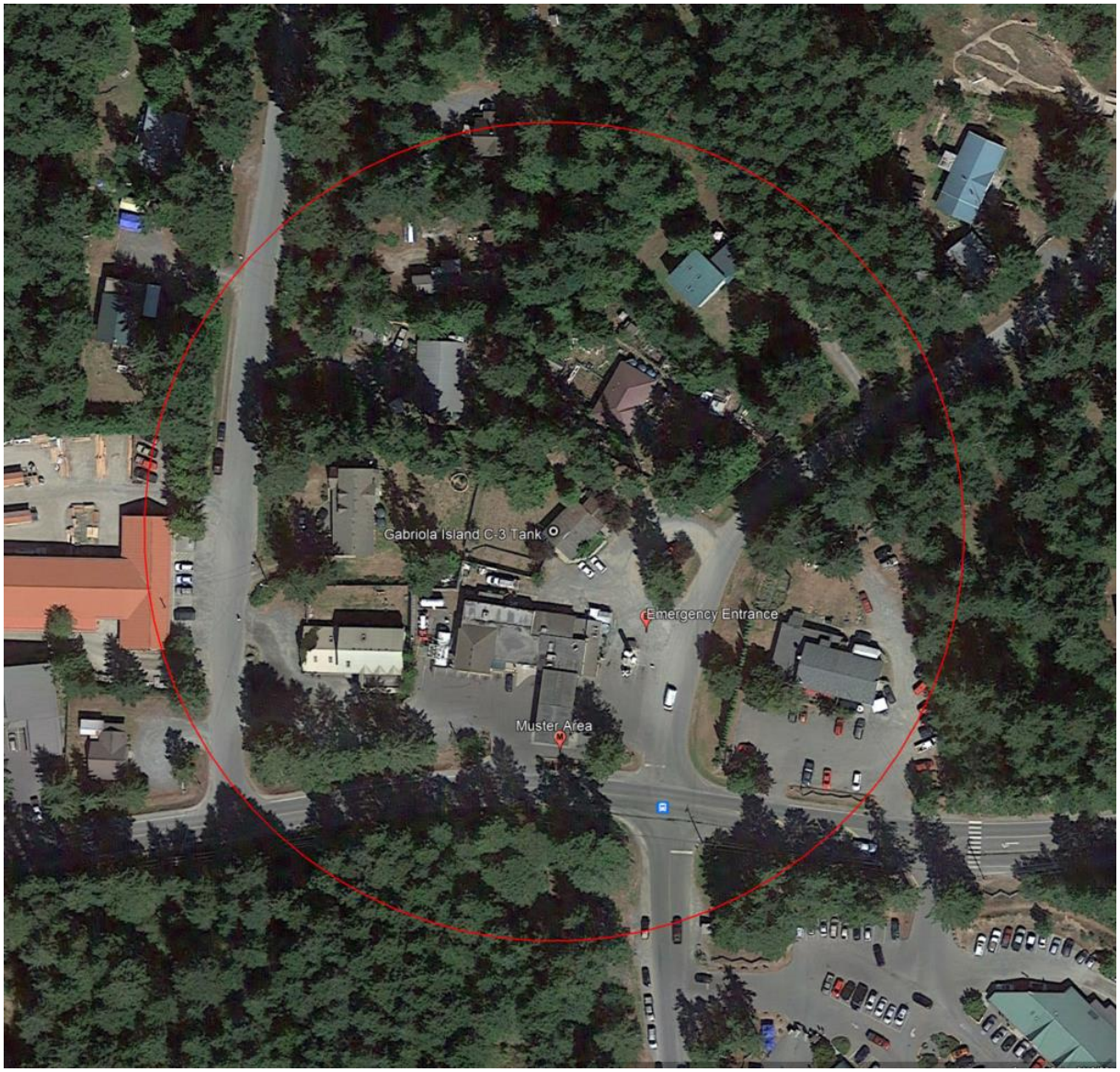
The propane tank is in the centre and the red circle is the greatest impact distance of 12.5 kW/m^2 out to 100 m.

4.3.3 Identification of Public Receptors

The alternate worst-case scenario is a jet fire based on propane released through a ruptured 3" pipe with an impact of 12.5 kW/m² at 100 metres. Ross Way is located 72 metres west, North Road 58 metres south, and Lockinvar Lane 35 metres east of the propane bulk plant. Seven residences, a restaurant, an office and two commercial occupancies are within the alternate worst-case scenario XXXX.

If an environmental release were to occur, impacts to the environment could result in consequences to the surrounding area, pending the amount of release and scale of the incident.

Figure 4.3.3 Identification of Public Receptors



The facility is in the centre <u>and</u> the red circle is the greatest impact outside the boundary of the facility of 12.5 kW/m² out to 100 m from a most likely release being a rupture of a 3" pipe that may deliver liquid propane to atmosphere.

4.3.4 Identification and Assessment of E2 Scenarios

Mid Island Co-op at 793 Lockinvar Lane Gabriola Island BC – 9,400 USWG Propane Tank (100% full)		
Worst-case Scenario		
Vapour Cloud Explosion (VCE)[(1)(3)(4)]		
Frequency of Loss of Containment (See Table 4.3.1)		
Instantaneous Loss of Containment	5×10^{-7} VCE's per year	Probability of a VCE occurring every 2 million years
Probability of Ignition		
Probability of Ignition for Instantaneous Loss of Containment	>10,000 kg	70%
Consequence		
Fireball (Result of VCE) [(1)(3)(4)]	12.5 kW/m²	307 m
Overpressure	1 psi	441 m
Alternate Worst-case Scenario		
Jet Fire from a 3" Pipe Rupture [(2)(3)(4)]		
Frequency of Loss of Containment (See Table 4.3.1)		
Loss of Containment – Full Bore	1×10^{-6} /m-y	Probability of jet fire occurring 1 in a million years
Probability of Ignition		
Probability of Ignition for Continuous Release	10 Kg	20%
Consequence		
Heat Radiation from Burning Jet	12.5 kW/m²	100 m
Reasonable Alternate Scenarios		
Boiling Liquid Expanding Vapour Explosion (BLEVE)[(1)(3)(4)]		
Frequency of Loss of Containment (See Table 4.3.1)		
Instantaneous Loss of Containment	5×10^{-7} BLEVE's per year	Probability of a BLEVE occurring every 2 million years
Probability of Ignition		
Probability of Ignition for Instantaneous Loss of Containment	>10,000 kg	70%
Consequence		
Fireball (Result of BLEVE) [(1)(3)(4)]	12.5 kW/m²	307 m
Overpressure	1 psi	138 m
Jet Fire from a 2" Transfer Hose Rupture [(2)(3)(4)]		
Frequency of Loss of Containment (See Table 4.3.1)		
Loss of Containment – Full Bore	4×10^{-6} /h	Event occurring every 30 years
Probability of Ignition		
Probability of Ignition for Continuous Release	10 kg	20%
Consequence		
Heat Radiation from Burning Jet	12.5 kW/m²	76 m

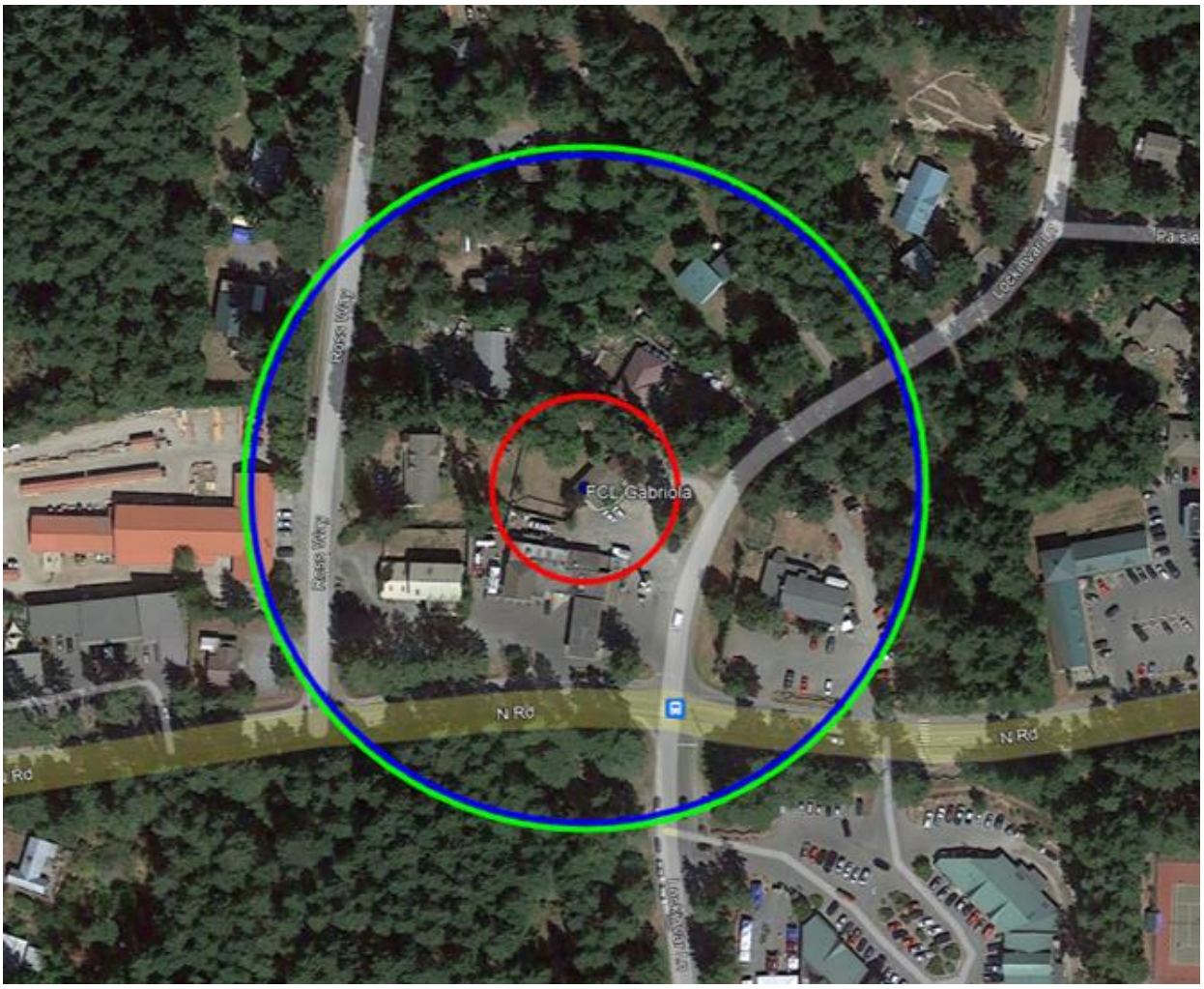
1. ***In the event of a catastrophic failure of the 9,400 USWG tank due to human operating errors, unforeseen defects, natural occurring events or acts of terrorism the possible effect on the area would be overpressures from a blast causing structural damage and or injury as well as possible thermal damage and or injury due to a fire event as described previously in this section.***
2. ***In the event of a release from piping, leaking flange, seal, joint and transfer hoses due to human operating errors, unforeseen defects, natural occurring events or acts of terrorism, the possible effect on the area would be thermal damage and or injury due to a fire event as described previously in this section.***
3. ***If the event were in preliminary stages an alarm would be sounded, emergency shutdowns engaged, evacuations made, traffic control measures implemented, Emergency Services, Mid Island Co-op Management, and FCL's Emergency Management Team contacted, and Incident Command established. Mid Island Co-op will assist Emergency Services. If activated by FCL, ERAC may also assist Emergency Services.***
4. ***The event model accuracy may vary due to general weather, wind speed and direction. Emergency responders would adjust evacuation and avoidance radius of effect accordingly.***
5. ***See 6.9 Environmental Emergency Simulation Exercises Scenarios A-F, and Annex 9.2.2 - Part 2 Scenarios.***

4.3.5 Risk Estimation Evaluation and Comparison with Risk Acceptance Criteria

A comparison of risk estimation modelling results to risk acceptability criteria based on MIACC (Major Industrial Accidents Council of Canada) guidelines for land-use planning and siting determined the site is within risk acceptance criteria.

MIACC dissolved in November 1999 with its works transferred to the Process Safety Management division of CSChE (Canadian Society for Chemical Engineering).

Figure 4.3.5 (1) MIACC Risk Acceptability Criteria



3x10-7 – All occupancies, including sensitive populations such as schools, hospitals, etc allowed outside of this Contour
1x10-6 – High Density Residential allowed Outside of this Contour
1x10-5 – Low Density Residential and Commercial, Offices, Retail Centres allowed Outside of this Contour

Section 5 Prevention and Mitigation

5.1 Regulatory and Legal Requirements

5.1.1 Risk Management Tools

See 2.7 Plan Consultation/References for tools used to mitigate risks.

5.2 Prevention Initiatives

5.2.1 Elimination Controls

5.2.1.1 Site Selection

See 4.3.5 Risk Estimation Evaluation and Comparison with Risk Acceptance Criteria.

5.2.2 Engineering Controls

5.2.2.1 Equipment

Qualified personnel conduct equipment installations, repairs, and maintenance. Applicable codes and standards for design, construction and maintenance of all vessels, piping valves and safety systems. This facility is equipped with crash protection and dry chemical fire extinguishers, which are located throughout the facility.

5.2.2.2 Emergency Shutoffs and Isolation Equipment

The propane plant has been fitted with emergency shut-offs, pressure and temperature gauges, pressure relief valves, flow indicators, electrical bonding/grounding systems, and drive-away prevention systems on the bulk delivery trucks XXXX.

5.2.3 Administrative Controls

5.2.3.1 Mechanical Integrity - Preventative Maintenance Inspections

Mid Island Co-op and FCL endeavors to maintain all equipment according to the standards set out in provincial Act and Regulation. The maintenance of the propane facility component follows the CSA B149.2-20 Propane Storage and Handling Code. Trained and competent technicians regularly inspect the facility. Defects are corrected records kept.

CSA B149.2-20 inspections:

7.22.5 Maintenance procedures

7.22.5.1

Maintenance procedures shall be appropriate to the particular facility and shall take into account, amongst other things, the following:

a) inspection of protective devices, alarms;
b) regular inspection and testing of hoses;
c) regular review of emergency procedures;
d) regular review of emergency evacuation procedures and designated safe location;
e) propane purging procedures;
f) isolation and tagging;
g) fire extinguishers and firefighting equipment;
h) piping, tubing, pumps, valves, and other propane equipment;
i) storage tanks;
j) electrical equipment;

k) fencing and security measures, signage, and notices;
l) lighting;
m) regular inspection and testing of vaporizers; and
n) any manufacturer's maintenance instructions for equipment.

7.22.5.2
Persons who perform maintenance on these propane systems shall be trained in the hazards of these systems and in the maintenance and testing procedures applicable to the facility

Note: See Dynamic Records – Equipment inspection, testing and maintenance schedules

5.2.3.2 Training

Employee and responder training that pertains to this plan is listed in Preparedness Section 6.

5.2.3.3 External Alerting and Emergency Notification System

The following is a general guideline in the event of a major propane escape or fire.

- Escaped propane vapours will form a white cloud and travel at ground level in the direction of the wind.
- Do not enter a propane vapour cloud.
- If an alarm is sounded or if you observe a propane escape, prepare for a quick evacuation.
- If a propane vapour cloud or fire approaches, travel upwind to a safer location.
- As you leave, turn off ignition sources such as vehicles if safe to do so.
- Local emergency services may direct you to a safe location.
- Local emergency services and/or Mid Island Co-op will inform you when it is safe to return either in person or using public and/or social media and where possible electronic communication methods.
- Communicate and post this information with all people at your residence, business, or organization.

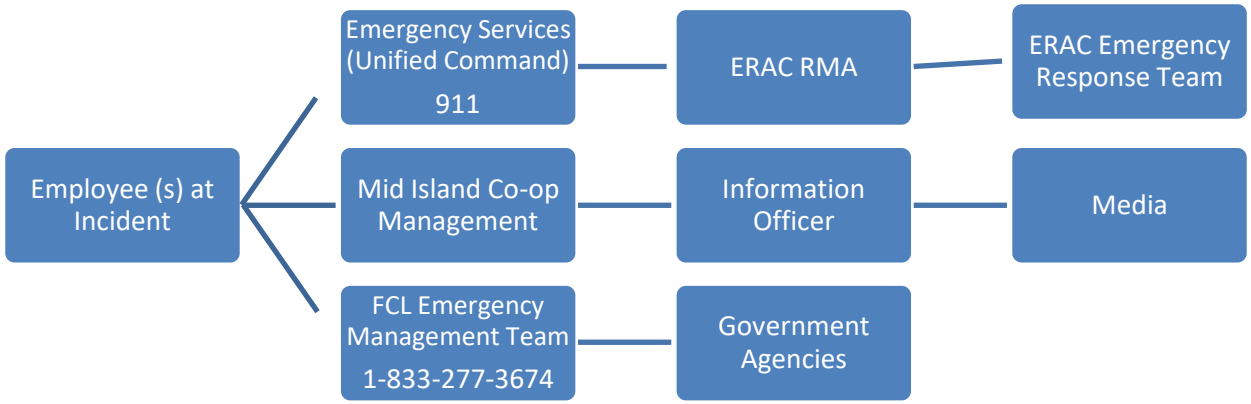
Section 6 Preparedness

6.1 Incident Management System

6.1.2 Emergency Response Management Model

Mid Island Co-op employees are the first line of response in an emergency. They will transfer responsibility of the scene to the appropriate emergency service provider when they assume Incident Command of the event. The appropriate emergency service provider may include but not be limited to a local fire department, police department, EMO Coordinator, etc. A Remedial Measures Advisor (RMA) as designated by Emergency Response Assistance Canada (ERAC) etc. may be dispatched to scene to provide technical advice. Depending on the nature of the event, it may be a combination of the emergency service providers and may include regulatory officials who establish a Unified Incident Command at which time an Mid Island Co-op employee may participate in Unified Command at the emergency in a Unified Command or advisory role. If the event sustains over a period typically a standard Incident Command protocol will prevail which will include the establishment of operational periods; and, development of an incident action plan stating the objective/s, strategy/s, and tactics for the operational period.

FCL's Emergency Management Team is a group of subject matter experts and advisors who would provide guidance to Mid Island Co-op's emergency response measures. STARS emergency contact centre will take in Co-op emergency calls then will provide a report to this team that outlines the details of the emergency call. Refer to 7.2.3 FCL Emergency Management Team for further information.



6.2 Mid Island Co-op/FCL Roles and Responsibilities

6.2.1 Emergency Response Coordinator (ERC)

The ERC will typically be the most senior or qualified manager, supervisor or employee on site that is able to instruct the activities or others in the event of an emergency. The ERC will assume emergency response coordination of the situation until Emergency Services assume command. The ERC may still be required to assist or advise the Local Emergency Service during an event.

Typical duties are:

- Coordinate and direct the activities of the site employees during an event.
- Using sounding an alarm, alert occupants of the event
- Assess the resources and actions required for a response.
- Ensure Emergency First Responders are notified using 911, notifying Mid Island Co-op Management and the Co-op Emergency Management Team
- Maintain communication with the Emergency First Responders and, if required, assign an Assistant Coordinator
- Ensure that all personnel are directed in any post incident activities.

6.2.2 Information Officer

In the event of an incident that may require communications with the media and our regulator, the Mid Island Co-op will assign an Information Officer. The Information Officer may be involved with the activities during a response and may be involved with remedial activities following an event.

6.2.3 FCL Emergency Management Team

This team is a group of subject matter experts and advisors who would provide oversight and guidance to the emergency response measures. STARS emergency contact centre will take in FCL, and Co-op emergency calls then will provide a report to this team that outlines the details of the emergency call.

There are five roles within the EMT, and a list of their responsibilities follows. The EMT will work together with assignment of on-scene personnel to work toward ensuring FCL's objectives are accomplished.

Emergency Operations Manager (EOM)

- Working with the EMT, determines:
    - Whether an Emergency Response Assistance Plan should be activated
    - The crisis levels.
    - The crisis owner
    - What support or guidance may be provided?
- Accepts responsibility for the FCL Emergency Management Centre and sets over-all objectives and priorities.
- Assigns an on-scene Incident Commander (IC) or Technical Advisor who will represent FCL in Unified Incident Command (UIC) for on-scene emergency response.
- Working with FCL on-scene IC, designates or approves on-scene Information Officer (IO) to manage communications.
- Assesses and monitors crisis for appropriate level of escalation/de-escalation, in consultation with other EMT members.

- Works with and approves the following, alongside the on-scene IC:
    - Incident Action Plans (IAP) – Works with on-scene FCL IC to develop and approve on-scene IAP objectives.
    - Approves resource orders to support response measures.
    - Approves demobilization plans.

Safety Officer

- Monitor's incident operations and advises the Emergency Operations Manager on all matters related to operational safety, including the health and safety of emergency responder personnel.
- Works directly with on-scene Safety Officer or UIC (if no safety officer has been designated), to ensure a safety plan and accountability plan has been developed and implemented.
- Reviews and approves the safety and accountability plans developed by on-scene Safety Officer or UIC
- Advises on Health & Safety regulatory requirements.
- Develop an Incident Safety Plan
- Ensure incident investigation responsibilities are fulfilled.
- Communicates with Health & Safety regulators.

Information/Liaison Officer

- Initiates and directs established communication response for Level 1 and 2 crisis situations.
- Informs the Crisis Communication Lead (CCL) about crisis and determined crisis level.
- Assists in the preparation of external communication materials delivered by the CCL, including updates, press releases, media statements, key messages, etc.
- Under the direction of the CCL, prepares and delivers internal key messages and updates.
- Delivers updates to internal stakeholders through the Everbridge system, including FCL's Senior Leadership Team
- Track's media calls and requests and refers them to the CCL.

Environmental Officer

- Liaison with initial Response Personal / Incident Commander / Emergency Operations Manager to assess the degree of potential environmental impacts.
- Provides technical support in the development of tactics to minimize / mitigate the environmental impacts.
- Responsible for retaining, dispatching, and managing Environmental Consultants to manage any environmental consequences of the incident or spill as required.
- Provides technical assistance to response teams, as required.
- Manage and supervise operations associated with the transfer, storage, and disposal of liquid, solid and/or hazardous wastes during emergency response operations.
- Determine the most effective methods to be employed and how to minimize the amount of waste materials generated during emergency response operations.
- Delivers updates on environmental impacts response measures and status to Emergency Operations Manager
- Reports environmental spills, releases, or potential imminent releases to federal and provincial authorities.
- Provides direction and technical advice regarding post-incident cleanup and recovery.

Secondary Support – as determined by the Emergency Operations Manager

On-scene Incident Commander/Technical Advisor

- Reports to the Emergency Operations Manager (EOM)
- Provides summary of the incident to the EOM and EMT (example ICS form 201 – Incident Briefing)
- Initiates a site activity log for the operational period (example ICS form 214)
- Working within UIC, develops on-scene IAP incident objectives and develops or approves strategies and tactics.
- Working within UIC, assigns Operations and Planning Chiefs or accepts their roles in determining strategies and tactics of IAP and supervises on-scene resources.
- Working within UIC and with Operations Chief, ensures Strike Team accomplishes strategies and tactics of the IAP.
- Provides technical expertise to the EOM and UIC on the product or commodity that is involved.
- Provides regulatory expertise such-as regulatory: compliance, reporting and liaise with regulators.
- Liaise with ERAC, as necessary.

Security Officer

- Maintains overall management and guidance to security and protection of FCL facilities.
- Liaison with initial Response Personal / Incident Commander / Emergency Operations Manager to assess the degree of potential security impacts.
- Provides technical support in the development of tactics to minimize / mitigate the security impacts.
- Responsible for retaining, dispatching, and managing Security Consultants to manage any security requirements.
- Provides technical assistance to response teams, as required.
- Delivers updates on security impacts response measures and status to Emergency Operations Manager

Additional Roles

The Emergency Operations Manager will determine the need for additional support. Depending on the severity and length of the crisis, additional roles such as Finance and Logistics Officers, Legal, Insurance, Documentation, Procurement, Government Relations, Human Resources, etc. may be required.

6.3 Advance Public Notification and Communication

6.3.1 Public and Neighborhood Emergency Awareness Notifications

The process of preparation will have similarities for most areas, which will mostly be site visits and the offering of information pertaining to evacuations, propane vapor-cloud characteristics and other related safety measures. Some communities have systems organized by the local EMO Coordinators that will automatically notify areas of risk through electronic communication methods. This would involve a combined effort between Mid Island Co-op facility management and local emergency services. Mid Island Co-op offers a pamphlet (see 6.3.2 Community Emergency Notification System) to inform the neighboring businesses or community on the actions required in the event of an incident. Employers, organizations, and residents that are located within the notification zone may incorporate portions of the E2 plan into their own safety practices.

Notification of potentially impacted neighbouring occupancies and Gabriola Island Fire Rescue from the Alternate Worst-case Scenario – 4.3.2.5 Jet Fire from a 3” Pipe Rupture was accomplished. Figure 4.3.2.5 illustrates the greatest impact outside the boundary of the facility of 12.5 kW/m2 out to 100 m - see Annex 9.3.3.

Emergency Notification System

The intent of this notification is to inform all neighboring residences, businesses and organizations of actions that may be required in the unlikely event of a major propane escape or fire that would cause an emergency evacuation.

The following is a general guideline in the event of a major propane escape or fire.

- Escaped propane vapours will form a white cloud and travel at ground level in the direction of the wind.
- Do not enter a propane vapour cloud.
- If an alarm is sounded or if you observe a propane escape, prepare for a quick evacuation.
- If a propane vapour cloud or fire approaches, travel upwind to a safer location.
- As you leave, turn off ignition sources such as vehicles if safe to do so.
- Local emergency services may direct you to a safe location.
- Local emergency services and/or Mid Island Co-op will inform you when it is safe to return either in person or using public and/or social media and where possible electronic communication methods.
- Communicate and post this information with all people at your residence, business, or organization.

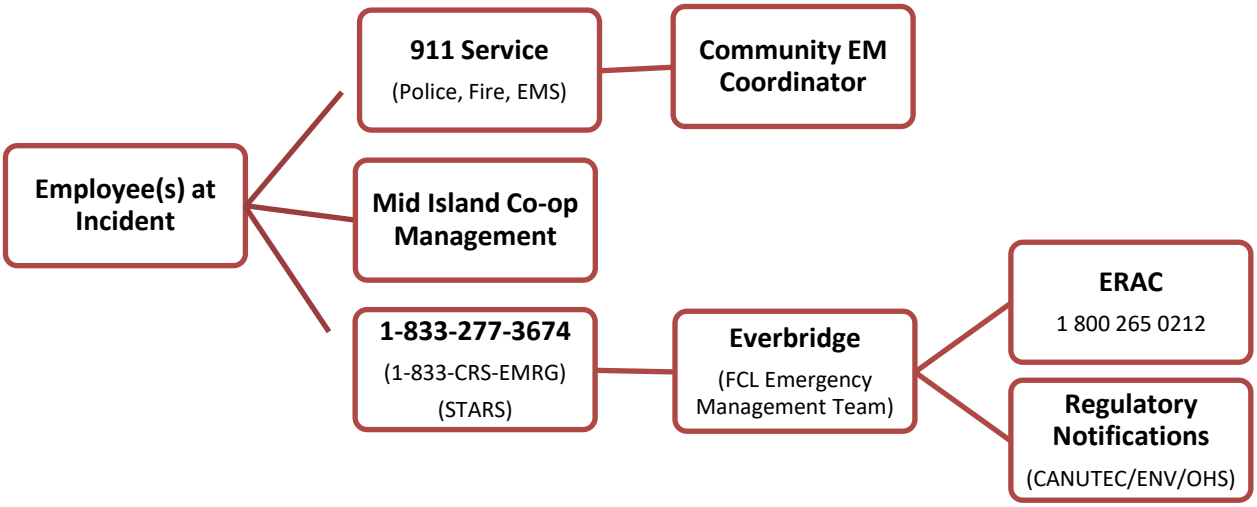
Important facts about Propane:

- Propane is non-toxic.
- Propane has an odourant added to it that makes it smell like rotten eggs or skunks.
- Flames, smoking material, sparks, and static electricity will ignite propane when mixed with the right amount of oxygen.

If you require any additional information or have any concerns, please contact Mid Island Co-op at (250)-802-1198.

6.4 External Alerting and Notification

6.4.1 Emergency Assessment and Alert Notification



For External Alerting/Notification/Resources Contact Lists refer to Annex 9.1

6.5 Evacuation and Shelter-in-place

There is potentially one outcome that can occur that affects the public. The circumstances of the event will dictate the type of instructions given to the public.

- Shelter-in-place – It may be safer for the public or neighbouring facilities to shelter-in-place to avoid exposure to a propane release depending on the quantity and modifying conditions, such as the prevailing wind.
- Evacuate – Under the direction of local emergency services, it may be necessary to evacuate to a safe distance. Instructions will be provided to the public regarding the evacuation.

6.6 Mutual Aid and Mutual Assistance

Mid Island Co-op employees are the first line of response in an emergency. They will transfer responsibility of the scene to the appropriate emergency service provider when they assume Incident Command of the event. The appropriate emergency service provider may include but not be limited to a local fire department, police department, EMO Coordinator, etc. A Remedial Measures Advisor (RMA) as designated by Emergency Response Assistance Canada (ERAC) and where required an ERAC Emergency Response Team etc. may be dispatched to scene.

6.7 Equipment

The site is equipped with dry chemical fire extinguishers that are strategically located, and on trucks. Emergency electrical switches that shut-off electrical power to portions of the facility or, the entire facility is strategically located on site.

6.8 Training and Exercise

To ensure successful plan activation, management will ensure that employees receive adequate training to be familiar with the E2 plan requirements. Conducting regular function specific training and emergency exercises prepare personnel and ensure viability of the plan. The following is a non-exhaustive list of the training that employees receive according to their internal roles and responsibilities.

6.8.1 Employee Training

Training and testing of facility employees who have specific emergency duties ensures understanding of their roles and responsibilities listed in this E2 Plan.

All personnel handling propane hold appropriate certification of training. Personnel receive annual and/or new hire awareness training on Mid Island Co-op site-specific emergency response plans.

Some of the additional courses that would accommodate product awareness and emergency activities include WHMIS, TDG and Fire Extinguisher use.

6.8.2 E2 Plan Exercise Schedule

Training	Attendees	Frequency
E2 Plan – Awareness Workshop	All	On Hire
E2 Plan – Simulation Exercise	All	Each Year
E2 Plan – Full-scale Simulation Exercise	All	Every 5 Years

6.8.3 Responder Training

First level response training is provided internally for employees through orientations and annual Emergency Response/Environmental Emergency Plan training sessions designed to meet Federal Environmental Emergency Plan Regulation requirements.

LPGERC (Liquid Propane Gas Emergency Response Corporation) now called ERAC (Emergency Response Assistance Canada) which is a non-profit division of the CPA (Canadian Propane Association) facilitates secondary or sustained emergency response training.

FCL (Federated Co-operatives Limited) Propane and the CRC (Co-op Refinery Complex) are both participants with ERAC. TC (Transport Canada) approves secondary or sustained emergency response systems meeting TDG (Transportation of Dangerous Goods) ERAP (Emergency Assistance Plans) Regulations.

ERAC has established, HBC (Home Base Coordinators), TA's (Technical Advisors), RMA's (Remedial Measures Advisors) and ERT's (Emergency Response Teams) to help and/or advise local emergency services across Canada.

Emergency Fire Services may utilize the training offered by the ERAC specifically designed for propane fire response called PTI 911-01 LPG Awareness for Firefighters.

6.9 Environmental Emergency Simulation Exercises

Scenario A

Propane Release – no fire

Scenario B

Propane Release – with fire

Scenario C

Structural Fires – local to propane storage

Scenario D

Wildfires – local to propane storage

Scenario E

Bomb Threats/Terrorism

Scenario F

Evacuation Procedures

See Annex 9.2.2 - Exercise Documents, Part 2 Scenarios - for Scenario A-F Emergency Simulation Exercise scenario examples.

Section 7 Response

7.1 E2 Plan Activation and Emergency Contacts

ADDRESS of Gabriola Island : 793 Lockinvar Lane Gabriola Island BC First Responder Entrance - GPS in DD: 49.17439, -123.84605				
E2 PLAN ACTIVATION and EMERGENCY CONTACTS				
IN CASE OF EMERGENCY CALL:				
911				
NEXT REPORT TO MANAGEMENT AT:				
POSITION	NAME	LOCATION	BUS #	CELL #
CO-OP AREA MANAGER	KELLI CARTWRIGHT	NANAIMO	250-802-1198	250-802-1198
NEXT REPORT TO CO-OP EMERGENCY AT:				
1-833-277-3674 (CRS-EMRG)				
FCL PROPANE EMERGENCY CONTACTS:				
POSITION	NAME	LOCATION	BUS #	CELL #
24 HOUR ON-CALL	TECHNICIAN	CHEMAINUS	250-668-9876	
AREA MANAGER	JOHN SLATTERY	ARMSTRONG	236-940-2063	250-938-3313

EXTERNAL EMERGENCY CONTACTS		
POLICE/FIRE/AMBULANCE	EMERGENCIES	911
BC ENVIRONMENT	PROPANE RELEASE	1-800-663-3456
BC OH&S	WORKER INJURY	1-888-621-7233
BC EMERGENCY MANAGEMENT	PUBLIC SAFETY	1-800-663-3456
CO-OP EMERGENCY	EMERGENCY RESPONSE TEAM	1-833-277-3674 (CRS-EMRG)

INCIDENT PROCEDURES	
FIRE OR EXPLOSION	CALL 911. If the event is beyond the control of staff, then the discovering staff member shall activate the emergency horn located on North exterior wall of convenience store to initiate an evacuation. All staff will go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route.
MAJOR PROPANE RELEASE	CALL 911. The discovering staff member shall activate the emergency horn located on North exterior wall of convenience store to initiate an evacuation. All staff will go to the Muster Area and if it is not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route. Station Road Marshalls if the release is a threat to traffic, at the Secondary Muster Areas to attempt to stop traffic from entering the area until the arrival of Fire and/or Police personnel.
BOMB THREAT	Observe and take note of all details of the call. Immediately notify the **ERC** (Emergency Response Coordinator who will be Management or the most senior and or most qualified staff member on site). Call 911. Notify all other staff, go to a Muster Area, and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route.
SERIOUS INJURY/ILLNESS	Assess the scene and administer first aid as per training. Call 911 for assistance as warranted. Establish a clear pathway for EMS.
EVACUATION PROCEDURES	The **ERC** shall coordinate the activities during the evacuation such as alarms, searches, and emergency shutdowns and the accounting for all staff at the Muster Area and, if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route.
EMERGENCY REPORTING	After calling 911 and as soon as possible, the ERC shall report to Management then 1-833-277-3674 to activate the FCL Emergency Management Team.

7.2 Emergency Information & Equipment Locations

EMERGENCY INFORMATION & EQUIPMENT LOCATIONS	
FIRST AID/EYE WASH	In convenience store
E2 PLAN with SDS	In convenience store
FIRE EXTINGUISHERS	Propane Plant and Vehicles
TRUCK KEYS	In truck or with driver
EMERGENCY ALARM SYSTEM	Nitrogen powered horn activated on North exterior wall of convenience store
PROPANE PLANT ELECTRICAL SHUT-OFF	North exterior wall of convenience store and Convenience store electrical room
PROPANE PLANT PROPANE SHUT-OFF	North exterior wall of convenience store
MUSTER AREA	South of petroleum pumps
SECONDARY MUSTER AREAS	East of site on North Road

7.3 Emergency Notification and Communication and Procedure

EMERGENCY NOTIFICATION & COMMUNICATIONS PROCEDURE	
1	In the event of an uncontrolled propane release with or without fire or the reasonable likelihood of such a release, the discovering employee shall activate the emergency horn located on North exterior wall of convenience store to initiate an evacuation.
2	All personnel on site will go to a Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route and the **ERC** (Emergency Response Coordinator) who will be Management or the most senior and or most qualified staff member on site) shall account for all staff.
3	The **ERC** shall call 911 to report the event and the appropriate emergency provider will assume the role of Incident Command upon their arrival.
4	The **ERC** shall report to Management then 1-833-277-3674 (1-833 CRS EMRG) to activate the FCL Emergency Management Team.
5	FCL Emergency Management Team shall ensure the notification of the Local Police if the event involves an uncontrolled, unplanned, or accidental release of propane into the environment; or the reasonable likelihood of such a release into the environment.
6	FCL Emergency Management Team shall contact **ERAC** (Emergency Response Assistance Canada) if the event involves an uncontrolled, unplanned, or accidental release of propane into the environment; or the reasonable likelihood of such a release into the environment that is beyond the capabilities of staff. The ERAC HBC (Home Base Coordinator), TA (Technical Advisor) or RMA (Remedial Measures Advisor) may advise the FCL Emergency Management Team, the ERC, or the Emergency Service IC (Incident Command) of any required actions.
7	If the FCL Emergency Management Team implements the **ERAP** (Emergency Response Assistance Plan activation) in response to a release or anticipated release to **tier 1**: the Emergency Management Team will monitor the release or anticipated release and will be actively involved in the conversations and decisions that involve the dangerous goods and/or the means of containment. None of the emergency response resources found in the ERAP are brought to the site of the incident during tier 1.
8	If the FCL Emergency Management Team implements the **ERAP** (Emergency Response Assistance Plan) in response to a release or anticipated release to **tier 2**: an RMA (Remedial Measures Advisor) will be assigned to further assess the incident and an ERT (Emergency Response Team) may be assigned to the incident. The RMA and ERT will suggest, implement, or coordinate activities with IC (Emergency Service Incident Command). The ERT is equipped to conduct emergency procedures and repairs of the propane tank or system. **Note**: IC (Incident Command) needs to communicate with ERAC.
9	Upon assessment of the incident, IC (Incident Command) will determine the extent and length of evacuations and shall coordinate the evacuation.
10	FCL Emergency Management Team shall make a report to – where required - the Provincial and/or Federal Authorities listed in the Annex - External Reporting Section - of the E2 Plan for: Public Safety, Environmental, Health and Safety, Gas and Pressure Vessel, and Transportation of Dangerous Goods.

7.4 Emergency Response Measures

7.4.1 Propane Release – no fire

If safe to do so, use the following procedures, as they are applicable to the situation:

- Activate emergency shutdowns (propane valves, Bulk Plant, electrical etc.) – where applicable.
- Shutdown propane delivery truck using the remote controller – where applicable.
- Ensure all vehicles in the compound are not running or started.
- Close all doors to buildings, notify building occupants and advise an evacuation if the propane vapors have potential to travel into a building or its ventilation system.
- If the source of the release cannot be shut-off, initiate an evacuation.
- Go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route. A more distant evacuation may occur if conditions warrant.
- Call 911.
- Contact Management at 250-802-1198.
- Report to 1-833-277-3674 (CRS-EMRG).
- Assist or advise Emergency Services as required.

7.4.2 Propane Release – with fire

If safe to do so, use the following procedures, as they are applicable to the situation:

- Activate emergency shutdowns (propane valves, Bulk Plant, electrical etc.) – where applicable.
- Shutdown propane delivery truck using the remote controller - where applicable.
- If the fire is not propane fed, attempt to extinguish the fire.
- If the fire is propane fed and extinguishment may lead to an uncontrolled propane release do not attempt to extinguish the fire
- If the source of the release cannot be shut off and or if extinguishment is not possible, activate the emergency horn located on North exterior wall of convenience store, go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route. A more distant evacuation may occur if conditions warrant.
- Call 911.
- Contact Management at 250-802-1198.
- Report to 1-833-277-3674 (CRS-EMRG).
- Assist Emergency Services as required.

7.4.3 Structural Fires – local to propane storage

- Notify personnel to evacuate the building.
- Do not place yourself in an area where fire entrapment can occur.
- Attempt to extinguish fire using fire extinguishers, if safe to do so.
- Close doors as you leave rooms to minimize fire spread rate.
- Leave the building using the closest safe exit.

- As you evacuate a building and/or property look for others that may not have heard the evacuation call/alarm such as washrooms, vehicles, or noisy areas.
- Close doors as you leave buildings.
- Have fuel delivery units (petroleum and propane) moved, if safe to do so – where applicable.
- Go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route.
- Call 911.
- Contact Management at 250-802-1198.
- Report to 1-833-277-3674 (CRS-EMRG).
- Assist Emergency Services as required.

7.4.4 Wildfires – local to propane storage

In the event of a wildfire and an evacuation is pending:

- Alert all personnel and have any fuel delivery units (petroleum and propane) and other vehicles in the field remain away from the facility until the fire threat is over.
- If fuel delivery units (petroleum and propane) are on site upon the evacuation order have them driven off site if it is safe to do so and following the direction/permission of the Emergency Authority.
- Prior to site evacuation ensure all fuel storage systems are shut down, close all building doors.
- Drain all Bulk Plant hoses if safe to do so.
- Secure Bulk Plant by closing and locking gates.
- Report how much propane in in Bulk Storage to BC Wild Fire.

7.4.5 Bomb Threats/Terrorism

Bomb or act of terrorism threats may come in the form of a call, mail or note, electronically, verbally in person or maybe the discovery of a device either obvious or disguised.

Discovery of a suspicious device/package:

- Do not touch it or attempt to open or disarm it.
- Evacuate the location following the evacuation procedure.
- Go to the Muster Area and if not safe to meet/stay at the Muster Area go the Secondary Muster area using the closest safe route. A more distant evacuation may occur if conditions warrant.
- Complete a tally of personnel.
- Call 911.
- Contact Management at 778-772-9800.
- Report to 1-833-277-3674 (CRS-EMRG).

If you receive a threatening call:

- Listen to the caller in a calm and polite tone of voice.
- Start taking notes as soon as possible.
- Try to silently get the attention of a co-worker and write down the situation.

- Ask about the bomb location.
- Ask what type of bomb it is.
- Ask when and how it will explode.
- Ask the caller why they placed the bomb.
- Take note of the person's voice description such as accent, speech speed and language skills, mannerism, sex, and age.
- Take note of any background noises.
- Take note if the person seemed to be familiar with your location.
- Take note if the person's voice seemed familiar to you.
- Ask for the person's name and where they are calling from.
- When the conversation is over call 911.
- Establish communication process with police for further direction.
- Go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route.
- Complete a tally of personnel.
- Contact Management at 250-802-1198.
- Report to 1-833-277-3674 (CRS-EMRG).

7.6.6 Evacuation Procedures

When notification of a propane emergency or an evacuation order is given:

- Stop all activities.
- Eliminate all ignition sources if safe to do so.
- As you evacuate a building and/or property look for others that may not have heard the evacuation call/alarm such as washrooms, vehicles, or noisy areas.
- Close doors as you leave buildings.
- Go to a Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route. A more distant evacuation may occur if conditions warrant.
- Complete a tally of personnel.
- Call 911.
- Contact Management at 250-802-1198.
- Report to 1-833-277-3674 (CRS-EMRG).

7.4.7 Serious Injury/Illness

- Assess the scene.
- Administer first aid as per training.
- Call 911 for assistance as warranted.
- Establish a clear pathway for EMS.
- Contact Management at 250-802-1198.
- Report to 1-833-277-3674 (CRS-EMRG).

7.6.8 Vehicle Incidents – Involving On-site Propane Delivery Units

Risk Assessment

- Determine threats to life (injuries to self or others, release or anticipated release of propane, traffic, fire, etc.).
- Identify ignition sources (shut-off engine, use vehicles electrical disconnect switch where possible).
- Inspect propane vessel, piping, valves etc. and truck to identify leaks, damage etc.

Report the Incident

- Call 911 when:
    a. You require Police, Fire or Medical personnel.
    b. There is a release or anticipated release of propane e.g.
        i. a propane delivery truck rolled over in a ditch with all four sides not visible is an example of an anticipated release.
- Contact Management at 250-802-1198.
- Report to 1-833-277-3674 (CRS-EMRG).

Secure the site.

- Deploy roadside markers and reflectors (no flares).
- Clear the area of non-essential and untrained personnel.
- If safe to do so, stop or divert traffic or public access to site.

Section 8 Recovery/Restoration

8.1 Disposal and Waste management

In the unlikely event of release that caused damage, Mid Island Co-op will endeavor to reduce and remediate any damage to the environment and will bring in the proper resources including specialized equipment and personnel to develop and implement the appropriate disposal and waste management plan. Due to the inherent characteristics and hazards of propane as described in Section 4, recovery activities may be limited to removal of debris.

8.2 Site Restoration

In consultation with public authorities, Mid Island Co-op will initiate site restoration processes as soon as possible, striving for rapid restoration from environmental damage. A specific restoration plan will be generated following an incident and will consider the specific details and circumstances of an incident.

8.3 Public Notification

In consultation with public authorities and specialized personnel, the extent of damage will be determined. Appropriate communication will be provided by public authorities and/or Mid Island Co-op to all relevant parties, including the public utilizing in person visits, local emergency services, radio, TV, automated phone messages, and social media e.g., Facebook, Twitter etc.

8.4 Stakeholder Engagement

This facility is owned and operated by Mid Island Co-op and will assist the organization of the community's resources necessary for people recovering from an emergency.

8.5 Post Incident Evaluation

8.5.1 Post Incident Review and Debrief

A post incident review and debrief will be conducted after every incident or training exercise for all personnel involved to evaluate the incident. Record and assess - using the Exercise Evaluation and Corrective Actions document found in Part 4 of Annex 9.2.2 of this plan - to ensure the activities carried out were in accordance with the plan. Replace and/or service safety equipment as required.

Section 9 Annexes

Annex 9.1 External Reporting

- 9.1.1 Environmental Reporting
- 9.1.2 Public Safety Reporting
- 9.1.3 OHS Reporting
- 9.1.4 TDG Reporting
- 9.1.5 ERAP Activation Reporting
- 9.1.6 Gas and Pressure Vessel Reporting

Annex 9.2 Documents

- 9.2.1 Safety Data Sheet
- 9.2.2 Annual and 5-Year Full-scale Simulation Exercise Document
  - Part 1 – The Exercise Plan
  - Part 2 – Scenarios
  - Part 3 – Participation List
  - Part 4 – Exercise Evaluation and Corrective Actions

Annex 9.3 Dynamic Records

- 9.3.1 Exercise Records
- 9.3.2 Preventative Maintenance Inspections Records
- 9.3.3 Community Notification Records
- 9.3.4 Plan Stakeholder Status and Acknowledgement
- 9.3.5 Facility Photos

Annex 9.4 Maps and Diagrams

- 9.4.1 Fire Services Route to Site
- 9.4.2 Emergency 1st Responders Entrance to Facility
- 9.4.3 Muster Areas
- 9.4.4 Facility Maps
- 9.4.5 Plant Schematics
- 9.4.6 P&ID drawings
- 9.4.7 Tank/s Data Plate/s

Annex 10.1 External Reporting

9.1.1 Environmental Reporting

British Columbia

Call 1-800-663-3456 (Emergency Management BC – EMBC 24/7) to report a spill or imminent spill and/or for propane: if a propane spill exceeds 20 litres (10 kg/5 USWG/22 lbs.).

- Complete an End of Spill Report as outlined in section 6 of the Spill Reporting Regulation and submit to SpillReports@gov.bc.ca stating the Dangerous Goods Incident Report (DGIR) number and 'End-of-Spill Report' in the subject line.
- Submit within 30 days of the emergency response completion date of the spill.

Federal - Environment and Climate Change Canada (ECCC)

- Complete and submit a written report to Regional Director, Environmental Enforcement Directorate-ECCC-PYR ec.dale-rpn-enforcement-pnr.ec@canada.ca
    - for an environmental emergency that has or may have an immediate or long-term harmful effect on the environment,
    - constitutes or may constitute a danger to the environment on which human life depends, or
    - constitutes or may constitute a danger in Canada to human life or health.
- The written report must include the information referred to in Schedule 8 of the E2 Reg's, SOR/2019-51.

Note: ECCC has accepted Transport Canada Transport Canada 30-Day Follow-Up Form (TP16-0086E) and all other container specifications forms as fulfilling this responsibility.

9.1.2 Public Safety Reporting

British Columbia

Call 1-800-663-3456 (Emergency Management BC – EMBC 24/7) to report a spill or imminent spill and/or for propane: if a propane spill exceeds 20 litres (10 kg/5 USWG/22 lbs.).

- Emergency Management BC – EMBC – will make necessary provincial contacts.

9.1.3 Occupational Health & Safety Reporting

British Columbia

- Call 1-888-621-7233 (Work Safe BC 24/7) to report a serious incident or chemical release (e.g., propane) or unsafe working conditions including:
    - Serious injury to or death of a worker
    - Major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation
    - Major release of a hazardous substance
    - Fire or explosion that had a potential for causing serious injury to a worker.
    - Blasting incident causing personal injury
    - Dangerous incident involving explosives, whether there is personal injury.
- Crisis Support Line (injured worker) 1-800-624-2928 (24/7)
- Critical Incident Response (witnessed to a traumatic workplace accident) 1-888-922-3700 (24/7)

9.1.4 Transportation of Dangerous Goods Reporting

British Columbia

Call 1-800-663-3456 (24/7) (Provincial Emergency Program – Emergency Management BC) to report a spill or imminent spill and/or for propane: if a propane spill exceeds 20 litres (10 kg/5 USWG/22 lbs.).

- Complete an End of Spill Report as outlined in section 6 of the Spill Reporting Regulation and submit to SpillReports@gov.bc.ca stating the Dangerous Goods Incident Report (DGIR) number and 'End-of-Spill Report' in the subject line. Submit within 30 days of the emergency response completion date of the spill.

Federal – Transport Canada

- Call 1-888-226-8832 (CAN-U-TEC 24/7), 1-613-996-6666 or *666 on cellular in the event of an emergency involving a release or anticipated release of dangerous goods, and/or to report any release of propane into the environment that could pose a danger to public safety or any sustained release of 10 minutes or more, and
- Complete a Transport Canada 30-Day Follow-Up Form (TP16-0086E) and send to the Director General, TDG at dor-rcd@tc.gc.ca utilizing TP 15294 – Guide for Reporting Dangerous Goods Incidents (where applicable, ensure to fill out a container specifications form found in Annex E of the Guide), and

Note: Confirm approval from Transport Canada prior to moving a damaged propane truck or trailer from the scene or roadway

9.1.5 Emergency Response Assistance Plan (ERAP) Reporting

Federal

- Transportation Incidents: In response to a release* or anticipated release**, FCL's Emergency Management Team will implement the Emergency Response Assistance Plan (ERAP) by:
  - Calling Emergency Response Assistance Canada (ERAC) at 1-800-265-0212 and implement Federated Co-operatives Ltd. ERP2-0010-025 to tier 1 or 2.
    - tier 1 implemented for technical or emergency response advice, but none of the emergency response resources listed in the ERAP are mobilized to the site of release or anticipated release.
    - tier 2 implemented for technical or emergency response advice, and emergency response resources listed in the ERAP are mobilized to the site of release or anticipated release.

*Release means escape of dangerous goods

**anticipated release examples: an incident has occurred, and propane will have to be transferred; propane vessel has been damaged, and propane may be released; and a tanker rolled over, with all four sides not visible

9.1.6 Gas and Pressure Vessel Reporting

Provincial

Incidents and hazards can be reported 24/7 by completing the incident form or by calling 1-866-566-7233.

Definitions

Incident: A failure of a regulated product, work or operation that caused damage or injury

Hazard: A source of potential harm to persons or potential damage to property.

https://www.technicalsafetybc.ca/contact-us/report-an-incident

Annex 9.2 Documentation

9.2.1 Safety Data Sheet

SAFETY DATA SHEET

1. Identification

Product identifier	**PROPANE- LIQUEFIED PETROLEUM GAS**
Other means of identification	
Product code	127
Synonyms	Unstenched Propane * Stenched Propane * HD-5 Propane * Standard Propane
Recommended use	Various.
Recommended restrictions	None known.
Manufacturer/Importer/Supplier/Distributor information	
Manufacturer	Consumers' Co-operative Refineries Limited
Address	P.O. Box 260; 9th Avenue North Regina, SK S4P 3A1 Canada
Telephone	(306) 719-4353
Supplier	Consumers' Co-operative Refineries Limited
Address	P.O. Box 260; 9th Avenue North Regina, SK S4P 3A1 Canada
Telephone	(306) 719-4353
24-Hour emergency telephone	(613) 996-6666 - Canutec

2. Hazard(s) identification

Physical hazards	Flammable gases	Category 1
	Gases under pressure	Liquefied gas
	Simple asphyxiants	Category 1
Health hazards	Not classified.	
Environmental hazards	Not classified.	

Label elements

Signal word	Danger
Hazard statement	Extremely flammable gas. Contains gas under pressure; may explode if heated. May displace oxygen and cause rapid suffocation.
Precautionary statements	
Prevention	Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. Keep container tightly closed. Use only outdoors or in a well-ventilated area. Wear respiratory protection.
Response	Leaking gas fire: Do not extinguish, unless leak can be stopped safely. Eliminate all ignition sources if safe to do so.
Storage	Protect from sunlight. Store in a well-ventilated place.
Disposal	Dispose of waste and residues in accordance with local authority requirements.
Other hazards	Contact with liquefied gas may cause frostbite.
Supplemental information	None.

3. Composition/information on ingredients

Mixtures

Chemical name	CAS number	%
Propane	74-98-6	100

Ethanethiol	75-08-1	0.005

Composition comments All concentrations are in percent by weight unless ingredient is a gas. Gas concentrations are in percent by volume.

4. First-aid measures

Inhalation Remove from further exposure. For those providing assistance, avoid exposure to yourself or others. Use adequate respiratory protection. If respiratory tract irritation, dizziness, nausea, or unconsciousness occurs, seek immediate medical assistance. If breathing has stopped, assist ventilation with a mechanical device or use mouth-to-mouth resuscitation. Get medical attention if breathing difficulty persists.

Skin contact Not likely, due to the form of the product. If frostbite occurs, immerse affected area in warm water (not exceeding 105°F/41°C). Keep immersed for 20 to 40 minutes. Get medical attention immediately.

Eye contact Not likely, due to the form of the product. If frostbite occurs, immediately flush eyes with plenty of warm water (not exceeding 105°F/41°C) for at least 20 minutes. If easy to do, remove contact lenses. Get medical attention promptly if symptoms persist or occur after washing.

Ingestion This material is a gas under normal atmospheric conditions and ingestion is unlikely.

Most important symptoms/effects, acute and delayed Symptoms of overexposure can include shortness of breath, drowsiness, headaches, confusion, decreased coordination, visual disturbances and vomiting, and are reversible if exposure is stopped. Continued exposure can lead to hypoxia (inadequate oxygen), cyanosis (bluish discoloration of the skin), numbness of the extremities, unconsciousness and death. Exposure to rapidly expanding gas or vapourizing liquid may cause frostbite ("cold burn").

Indication of immediate medical attention and special treatment needed Provide general supportive measures and treat symptomatically.

General information If you feel unwell, seek medical advice (show the label where possible). Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.

5. Fire-fighting measures

Suitable extinguishing media Water fog. Water spray. Foam. Dry chemical powder. Carbon dioxide (CO_2).

Unsuitable extinguishing media Do not use water jet as an extinguisher, as this will spread the fire.

Specific hazards arising from the chemical Extremely flammable gas. Contents under pressure. Pressurised container may explode when exposed to heat or flame. During fire, gases hazardous to health may be formed.

Special protective equipment and precautions for firefighters Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with full face-piece operated in positive pressure mode. Use approved gas detectors in confined spaces.

Fire fighting equipment/instructions In case of fire and/or explosion do not breathe fumes. Do not extinguish fires unless gas flow can be stopped safely; explosive re-ignition may occur. Promptly isolate the scene by removing all persons from the vicinity of the incident. No action shall be taken involving any personal risk or without suitable training. For fires involving this material, do not enter any enclosed or confined fire space without proper protective equipment, including self-contained breathing apparatus. Stop flow of material. Use water to keep fire exposed containers cool and to protect personnel effecting shutoff. If a leak or spill has not ignited, use water spray to disperse the vapors and to protect personnel attempting to stop leak. Prevent runoff from fire control or dilution from entering streams, sewers or drinking water supply.

Specific methods Evacuate area. Check oxygen content before entering area. Stop leak if you can do so without risk. Remove pressurised gas cylinders from the immediate vicinity. Turn leaking cylinder with the leak up to prevent escape of gas in liquid state. Closed containers can burst violently when heated, due to excess pressure build-up. Use water spray to keep fire-exposed containers cool. Self-contained breathing apparatus and full protective clothing must be worn in case of fire. In the event of fire and/or explosion do not breathe fumes.

General fire hazards Extremely flammable gas.

6. Accidental release measures

Personal precautions, protective equipment and emergency procedures

Eliminate all sources of ignition in vicinity of released gas. Evacuate all non-essential personnel to an area upwind. Stop leak if possible without any risk. Ventilate enclosed areas to prevent formation of toxic, flammable or oxygen deficient atmospheres. Use suitable protective equipment (section 8). Follow all fire-fighting procedures (section 5). Keep out of low areas. Many gases are heavier than air and will spread along ground and collect in low or confined areas (sewers, basements, tanks). Wear appropriate protective equipment and clothing during clean-up. Emergency personnel need self-contained breathing equipment. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Local authorities should be advised if significant spillages cannot be contained.

Methods and materials for containment and cleaning up

Eliminate all ignition sources (no smoking, flares, sparks, or flames in immediate area). Keep combustibles (wood, paper, oil etc) away from spilled material. Stop leak if you can do so without risk. If possible, turn leaking containers so that gas escapes rather than liquid. Isolate area until gas has dispersed. For waste disposal, see section 13 of the SDS.

Environmental precautions

Prevent further leakage or spillage if safe to do so. Attempt to stop the gas leak, if no risk is involved.

7. Handling and storage

Precautions for safe handling

Eliminate all sources of ignition. When using do not smoke. Before entering storage tanks and commencing any operation in a confined area, check the atmosphere for oxygen content and flammability. Valve protection caps must remain in place unless container is secured with valve outlet piping to use point. Close valve after each use and when container is empty. Do not drop, drag, slide or roll cylinders on their sides. Use a suitable hand truck to move gas containers. Use a pressure reducing regulator when connecting container to piping or systems. Never insert an object (e.g. wrench, screwdriver, pry bar) into cap openings. Use an adjustable strap wrench to remove over-tight or rusted caps. Open valve slowly. Do not use gas directly from containers. Do not heat container by any means to increase the discharge rate of product from the container. Keep away from heat/sparks/open flames/hot surfaces. - No smoking. Do not enter storage areas or confined spaces unless adequately ventilated. Use only outdoors or in a well-ventilated area. Oxygen concentration should not fall below 19.5 % at sea level (pO2 = 135 mmHg). All equipment used when handling the product must be grounded. Wear appropriate personal protective equipment. Observe good industrial hygiene practices.

Conditions for safe storage, including any incompatibilities

Keep away from heat, sparks and open flame. Store in a cool, dry place out of direct sunlight. Secure cylinders in an upright position at all times, close all valves when not in use. Store in original tightly closed container. Store in a well-ventilated place. Store away from incompatible materials (see section 10 of the SDS).

8. Exposure controls/personal protection

Occupational exposure limits

Canada. Alberta OELs (Occupational Health & Safety Code, Schedule 1, Table 2)

Components	Type	Value
Propane (CAS 74-98-6)	TWA	1000 ppm

Canada. British Columbia OELs. (Occupational Exposure Limits for Chemical Substances, Occupational Health and Safety Regulation 296/97, as amended)

Material	Type	Value
PROPANE- LIQUEFIED PETROLEUM GAS (CAS Mixture)	TWA	1000 ppm

Components	Type	Value
Propane (CAS 74-98-6)	TWA	1000 ppm

Canada. Ontario OELs. (Control of Exposure to Biological or Chemical Agents)

Material	Type	Value
PROPANE- LIQUEFIED PETROLEUM GAS (CAS Mixture)	TWA	1000 ppm

Components	Type	Value
Propane (CAS 74-98-6)	TWA	1000 ppm

Canada. Quebec OELs. (Ministry of Labour - Regulation Respecting the Quality of the Work Environment)

Components	Type	Value
Propane (CAS 74-98-6)	TWA	1800 mg/m3 1000 ppm

Biological limit values No biological exposure limits noted for the ingredient(s).

Exposure guidelines No exposure standards allocated.

Appropriate engineering controls Explosion proof exhaust ventilation should be used. Use process enclosures, local exhaust ventilation, or other engineering controls to control airborne levels below recommended exposure limits. Provide adequate ventilation and minimize the risk of inhalation of gas.

Individual protection measures, such as personal protective equipment

Eye/face protection If eye contact is likely, safety glasses with side shields or chemical type goggles should be worn.

Skin protection

Hand protection Wear cold insulating gloves.

Other Wear suitable protective clothing.

Respiratory protection If engineering controls do not maintain airborne concentrations below recommended exposure limits (where applicable) or to an acceptable level (in countries where exposure limits have not been established), an approved respirator must be worn. Selection and use of respiratory protective equipment should be in accordance with OSHA General Industry Standard 29 CFR 1910.134; or in Canada with CSA Standard Z94.4.

Thermal hazards Wear appropriate thermal protective clothing, when necessary.

General hygiene considerations When using do not smoke. Always observe good personal hygiene measures, such as washing after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants.

9. Physical and chemical properties

Appearance

Physical state Gas.

Form Compressed liquefied gas.

Colour Colourless.

Odour Boiling cabbage if stenched.

Odour threshold 4800 ppm

pH Not available.

Melting point/freezing point -180 °C (-292 °F) / -185.89 °C (-302.6 °F)

Initial boiling point and boiling range -42 °C (-43.6 °F)

Flash point -101.1 °C (-150.0 °F) Pensky-Martens Closed Cup

Evaporation rate > 1 (Ether (anhydrous)=1)

Flammability (solid, gas) Extremely flammable gas.

Upper/lower flammability or explosive limits

Flammability limit - lower (%) 2.2 %

Flammability limit - upper (%) 9.5 %

Explosive limit - lower (%) Not available.

Explosive limit – upper (%) Not available.

Vapour pressure 1034.1 - 1241 kPa

Vapour density 1.6

Relative density Not available.

Solubility(ies)

Solubility (water) 6.5 % v/v in water.

Solubility temp. (water) 20 °C (68 °F)

Partition coefficient (n-octanol/water) Not available.

Auto-ignition temperature	432 °C (809.6 °F)
Decomposition temperature	Not available.
Viscosity	Not available.
Other information	
Critical temperature	96.6 °C (205.88 °F)
Explosive properties	Not explosive.
Molecular weight	44.11 g/mol
Oxidising properties	Not oxidising.
VOC	100 %

10. Stability and reactivity

Reactivity	The product is stable and non-reactive under normal conditions of use, storage and transport.
Chemical stability	Material is stable under normal conditions.
Possibility of hazardous reactions	No dangerous reaction known under conditions of normal use.
Conditions to avoid	Avoid heat, sparks, open flames and other ignition sources. Avoid temperatures exceeding the flash point. Contact with incompatible materials.
Incompatible materials	Strong oxidising agents.
Hazardous decomposition products	Thermal decomposition of this product can generate carbon monoxide and carbon dioxide.

11. Toxicological information

Information on likely routes of exposure

Inhalation	Suffocation (asphyxiant) hazard - if allowed to accumulate to concentrations that reduce oxygen below safe breathing levels. Prolonged inhalation may be harmful. May cause drowsiness or dizziness. Inhalation of high concentrations may result in central nervous system depression and reduce the ability of the blood to carry oxygen to body tissues.
Skin contact	Exposure to rapidly expanding gas or vapourizing liquid may cause frostbite ("cold burn").
Eye contact	Exposure to rapidly expanding gas or vapourizing liquid may cause frostbite ("cold burn").
Ingestion	This material is a gas under normal atmospheric conditions and ingestion is unlikely.
Symptoms related to the physical, chemical and toxicological characteristics	Symptoms of overexposure can include shortness of breath, drowsiness, headaches, confusion, decreased coordination, visual disturbances and vomiting, and are reversible if exposure is stopped. Continued exposure can lead to hypoxia (inadequate oxygen), cyanosis (bluish discoloration of the skin), numbness of the extremities, unconsciousness and death. Exposure to rapidly expanding gas or vapourizing liquid may cause frostbite ("cold burn").

Information on toxicological effects

Acute toxicity Not expected to be acutely toxic.

Components	Species	Test results
Propane (CAS 74-98-6)		
Acute		
Inhalation		
Gas		
LC50	Rat	> 80000 ppm, 15 Minutes

Skin corrosion/irritation	Contact with liquefied gas might cause frostbites, in some cases with tissue damage.
Serious eye damage/eye irritation	Direct contact with liquefied gas may cause eye damage from frostbite.
Respiratory or skin sensitisation	
Respiratory sensitisation	Not a respiratory sensitiser.
Skin sensitisation	This product is not expected to cause skin sensitisation.
Germ cell mutagenicity	No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.
Carcinogenicity	Not classifiable as to carcinogenicity to humans.
Reproductive toxicity	This product is not expected to cause reproductive or developmental effects.
Specific target organ toxicity - single exposure	Not classified.

Specific target organ toxicity - repeated exposure	Not classified.
Aspiration hazard	Not likely, due to the form of the product.
Chronic effects	None known.
Further information	Chronic effects are not expected when this product is used as intended.

12. Ecological information

Ecotoxicity	The product is not classified as environmentally hazardous. However, this does not exclude the possibility that large or frequent spills can have a harmful or damaging effect on the environment.
Persistence and degradability	No data is available on the degradability of this product.
Bioaccumulative potential	
Partition coefficient n-octanol / water (log Kow)	
Propane (CAS 74-98-6)	2.36
Mobility in soil	The product is slightly soluble in water.
Mobility in general	The product contains volatile substances, which may spread in the atmosphere.
Other adverse effects	The product is a volatile organic compound which has a photochemical ozone creation potential.

13. Disposal considerations

Disposal instructions	Collect and reclaim or dispose in sealed containers at licensed waste disposal site. Do not allow this material to drain into sewers/water supplies. Do not contaminate ponds, waterways or ditches with chemical or used container. Dispose of contents/container in accordance with local/regional/national/international regulations.
Local disposal regulations	Dispose in accordance with all applicable regulations.
Hazardous waste code	The waste code should be assigned in discussion between the user, the producer and the waste disposal company.
Waste from residues / unused products	Dispose of in accordance with local regulations. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe manner (see: Disposal instructions).
Contaminated packaging	Since emptied containers may retain product residue, follow label warnings even after container is emptied. Empty containers should be taken to an approved waste handling site for recycling or disposal.

14. Transport information

TDG	
UN number	UN1978
UN proper shipping name	PROPANE
Transport hazard class(es)	
Class	2.1
Subsidiary risk	-
Packing group	Not applicable.
Environmental hazards	No
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling.
IATA	
UN number	UN1978
UN proper shipping name	Propane
Transport hazard class(es)	
Class	2.1
Subsidiary risk	-
Label(s)	2.1
Packing group	Not applicable.
Environmental hazards	No
ERG Code	10L
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling.
IMDG	
UN number	UN1978
UN proper shipping name	PROPANE
Transport hazard class(es)	
Class	2.1
Subsidiary risk	2F

Packing group	Not applicable.
Environmental hazards	
Marine pollutant	No
EmS	F-D, S-U
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling.
Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code	Not applicable.

15. Regulatory information

Canadian regulations

This product has been classified in accordance with the hazard criteria of the HPR and the SDS contains all the information required by the HPR.

Controlled Drugs and Substances Act

Not regulated.

Export Control List (CEPA 1999, Schedule 3)

Not listed.

Greenhouse Gases

Not listed.

Precursor Control Regulations

Not regulated.

International regulations

Stockholm Convention

Not applicable.

Rotterdam Convention

Not applicable.

Kyoto protocol

Not applicable.

Montreal Protocol

Not applicable.

Basel Convention

Not applicable.

International Inventories

Country(s) or region	Inventory name	On inventory (yes/no)*
Australia	Australian Inventory of Chemical Substances (AICS)	Yes
Canada	Domestic Substances List (DSL)	Yes
Canada	Non-Domestic Substances List (NDSL)	No
China	Inventory of Existing Chemical Substances in China (IECSC)	Yes
Europe	European Inventory of Existing Commercial Chemical Substances (EINECS)	Yes
Europe	European List of Notified Chemical Substances (ELINCS)	No
Japan	Inventory of Existing and New Chemical Substances (ENCS)	Yes
Korea	Existing Chemicals List (ECL)	Yes
New Zealand	New Zealand Inventory	Yes
Philippines	Philippine Inventory of Chemicals and Chemical Substances (PICCS)	Yes
United States & Puerto Rico	Toxic Substances Control Act (TSCA) Inventory	Yes

*A "Yes" indicates this product complies with the inventory requirements administered by the governing country(s).
A "No" indicates that one or more components of the product are not listed or exempt from listing on the inventory administered by the governing country(s).

16. Other information

Issue date	10-January-2017
Revision date	-
Version No.	01

Further information	The classification for health and environmental hazards is derived by a combination of calculation methods and test data, if available.
Disclaimer	To the best of our knowledge, the information contained herein is accurate. However, neither the above named supplier nor any of its subsidiaries assumes any liability whatsoever for completeness of the information contained herein. Final determination of suitability of any material is the sole responsibility of the user. All materials may present unknown hazards and should be used with caution. Although certain hazards are described herein, we cannot guarantee that these are the only hazards that exist.

9.2.2 Annual and 5-Year Full-scale Simulation Exercise Documents

Part 1 - The Exercise Plan

- Exercises are to be completed annually.
- All staff members must be present for the exercise.
- Make the following available to the exercise group: copy of the E2 Plan, copy of the Mid Island Co-op Safety Program, note pads and any other related material such as maps and contact lists.
- Invite an Emergency Services representative whenever possible to participate in the exercise sessions.
- Pre meeting inspection of all fire extinguishers, emergency signs, call #s and alarm system to be completed prior to exercise.
- Review the E2 Plan document with all participants (paper copies or projector)

Incident Action Plan

For the scenario/s, the reason **why** there is a need for action has been defined. The objective is to take the scenario from the beginning of the event until the incident reaches the point of recovery/restoration.

Plan and document:

- Strategies that will be used to complete the objective (How are we going to meet the objective)
- Tactics that will be used to implement the strategies including:
    - **What** needs to be accomplished?
    - **Where** they will be accomplished
    - **When** they are to be accomplished
    - **Who** will accomplish what?

In a chronological form, document: agencies, names, positions, times, contact numbers, and other applicable information related to the incidents. Attach the exercise notes to the main document.

Complete the following scenario(s) in either handwritten or printed form.

Part 2 – Scenarios

Listed below are Environmental Emergency Exercises that will be rotated on an annual basis:

- Emergency Simulation Exercise scenarios (annual tabletop), and
- Five Year Full-scale Simulation scenario that.

Propane Release – no fire

Emergency Simulation Exercise Scenario

Propane release from hoses/piping/fittings/pump – no fire

Hose rupture during propane transfer from delivery unit to bulk tank.

- The driver is unable to approach the truck or the immediate transfer area.
- It is 2:00 PM
- Light winds and +10 C
- All staff are on site.

Propane Release – with fire

Emergency Simulation Exercise Scenario

During propane transfer from delivery unit to bulk tank a leak within pumping cabinet ignited and flashed back to the point of discharge.

- The driver is unable to approach the truck or the immediate transfer area.
- It is Wednesday at noon.
- Calm winds and -5 C.
- Propane delivery driver and all staff are on site.

Structural Fire – local to propane storage

Emergency Simulation Exercise Scenario

A large amount of smoke is coming from the electrical room.

- It is 2:00 PM
- Light winds and +1 C
- All staff are on site.

Wildfires – local to propane storage

Emergency Simulation Exercise Scenario

A wildfire is approaching the facility.

- It is 3:00 PM
- Moderate winds and +30 C
- All staff are on site.

Bomb Threats/Terrorism

Emergency Simulation Exercise Scenario

Worst-case Scenario - vapour cloud explosion (VCE) vapour release from storage tank – with fire/explosion

A caller reported a bomb placed on top of the above ground propane tank and ended the call.

- It is Tuesday at 10:30 AM
- It is 25 C with wind from the northwest.
- All staff are on site.

Severe Weather

Emergency Simulation Exercise Scenario

Tornado

The customer spotted a funnel cloud.

- It is Monday at 3 PM
- +25 C with strong winds
- All staff are on site.

Emergency Simulation Exercise Scenario

Lightning

A storm is approaching with visible and audible lightning.

- It is Thursday at 1:00 PM
- +30 C strong winds
- All staff are on site.

Evacuation Procedures

Emergency Simulation Exercise Scenario

Notification of a propane emergency or an evacuation order is given:

- It is Tuesday at 8:00 AM
- -10 C light breeze
- All staff are on site.

Serious Injury/Illness

Emergency Simulation Exercise Scenario

An employee slipped and fell while outside striking their head and is unconscious. An employee has witnessed the event.

- It is Monday at 9:00 AM
- All staff are on site.

Vehicle Incidents - On-site Delivery Unit Scenario

Emergency Simulation Exercise Scenario

A delivery unit has been driven into by a customer. The driver escaped injury and the barrel appears to be damaged.

- It is Monday at 7 PM and dark.
- It is -20 C with no wind.

Five Year Full-scale Simulation Scenario

Jet fire

The bulk storage tanks 3” liquid bottom outlet valve has ruptured releasing propane west toward the property line. The release ignited causing a jet fire out to 100 m.

- The release is major.
- It is 1:15 pm
- Gusting winds from the east at 20 km/hr.
- +25 C
- All staff are on site.

Part 3 – Participation List

Mid Island Co-op E2 Plan Exercise Report

Date				
Exercise Facilitator				
Signature				
Position				
Facility	Gabriola Island Bulk Plant			
CRS Retail	1748			
Location	017			
Address	793 Lockinvar Lane, Gabriola Island BC - V0R 1X0			
Phone #s	Area Manager Kelli Cartwright 250-802-1198			
Storage Capacity	Tank 1	9,400 USWG	Tank 2	N/A

Participants

Print	Sign

Part 4 – Exercise Evaluation and Corrective Actions

Following the exercises, the evaluation should include completeness of the E2 Plan, reader understanding, flow, accuracy, reaching objectives, learning success, challenges, and recommendations. The evaluation should also include any other items of concern during the exercise.

Discussion Notes, Evaluation and Corrective Actions

Name of Author:		**Date:**	

Corrective Actions

Assigned Person	Required Action	Completion Date (YYYY/MM/DD)	Priority (H/M/L)
Assigned Person	**Required Action**	**Completion Date (YYYY/MM/DD)**	**Priority (H/M/L)**
Assigned Person	**Required Action**	**Completion Date (YYYY/MM/DD)**	**Priority (H/M/L)**

Exercise Facilitator	
Facilitator Title	

Agencies Attending the event:

Note: The environmental emergency plan for this facility was updated in accordance with section 10 of the Regulations and includes the full-scale simulation exercise.

2023 ER.E2 Plan Review and Tabletop Exercise ppt may be found here:

Corrective Actions

Assigned Person	Required Action	Completion Date (YYYY/MM/DD)	Priority (H/M/L)
			H
Assigned Person	**Required Action**	**Completion Date (YYYY/MM/DD)**	**Priority (H/M/L)**
			H

Exercise Facilitators	
Facilitator Title	

Agencies Attending the event:

Note: The environmental emergency plan for this facility was updated in accordance with section 10 of the Regulations and includes the full-scale simulation exercise.

9.3.2 Preventative Maintenance Inspections Records

Annual preventative maintenance inspections are conducted by an FCL technician with records stored electronically and can be located at I:\AA Propane Fastfield PDFs. Hard copies are printable at any given time.

9.3.3 Community Notification Records
XXXX

9.3.4 Plan Stakeholder Status and Acknowledgement

Municipal Information	
Municipality or District	Gabriola Island – Local Trust Area
Address	
Gabriola Island Trustees	Tobi Elliott 250-268-7434 telliott@islandstrust.bc.ca Susan Yates 250-247-8086 syates@islandstrust.bc.ca

Emergency Service Information	
Fire Service Name	Gabriola Volunteer Fire Department
Address Fire Hall #1	730 Church Street, Gabriola BC V0R 1X3
Address Fire Hall #2	2400 South Road 250-247-8332
Fire Chief	Will Sprogis
Fire Chief Contacts	W: 250-247-9677
DFC	XXXX
DFC Contacts	XXXX
Duty Officer	Pager: 250-755-9289
Travel Time to Facility	2 minutes travel time from Fire Hall #1 to Bulk Plant
Initial Attack Water Volume	2,000 gallons
Sustained Action Water Source	Water shuttle
Training Schedule	

Mutual Aid Agreements	
Name of Agency	Regional District of Nanaimo (RDN)
Location of Agency	6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
Primary Contact Person	inquiries@rdn.bc.ca
Phone #	250-390-4111

Gabriola Volunteer Fire Department received a completed copy of the E2 plan on 2023.

I, _____ of Gabriola Volunteer Fire Department acknowledge that I have received the E2 Plan.

Position _____

Signature _____

Date _____

Mid Island Co-op Representative _____

Position _____

Signature _____

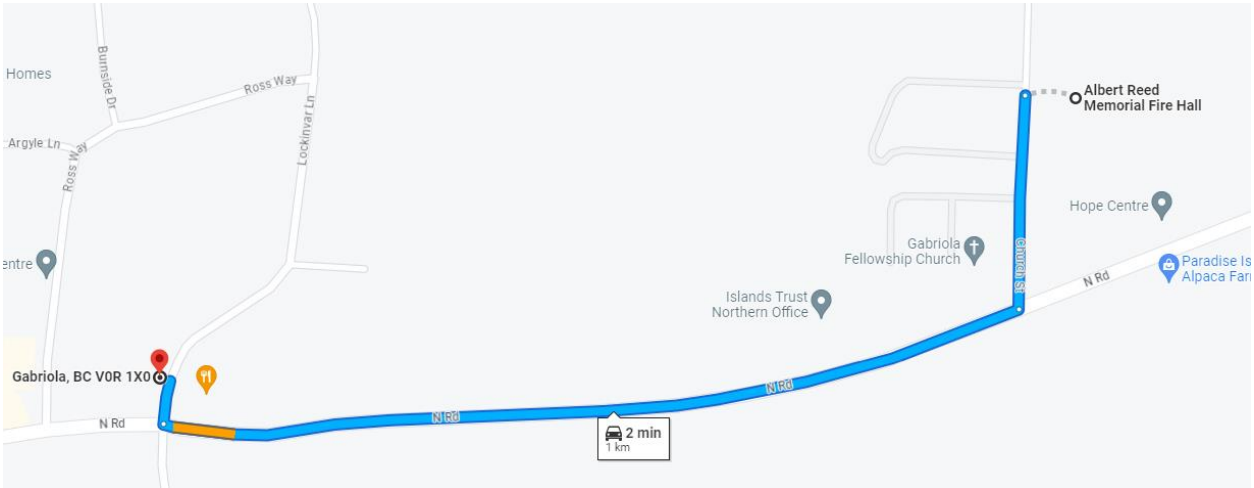
Date _____

9.3.5 Facility Photos

XXXX

Annex 10.4 Maps and Diagrams

9.4.1 Fire Service Route to Site



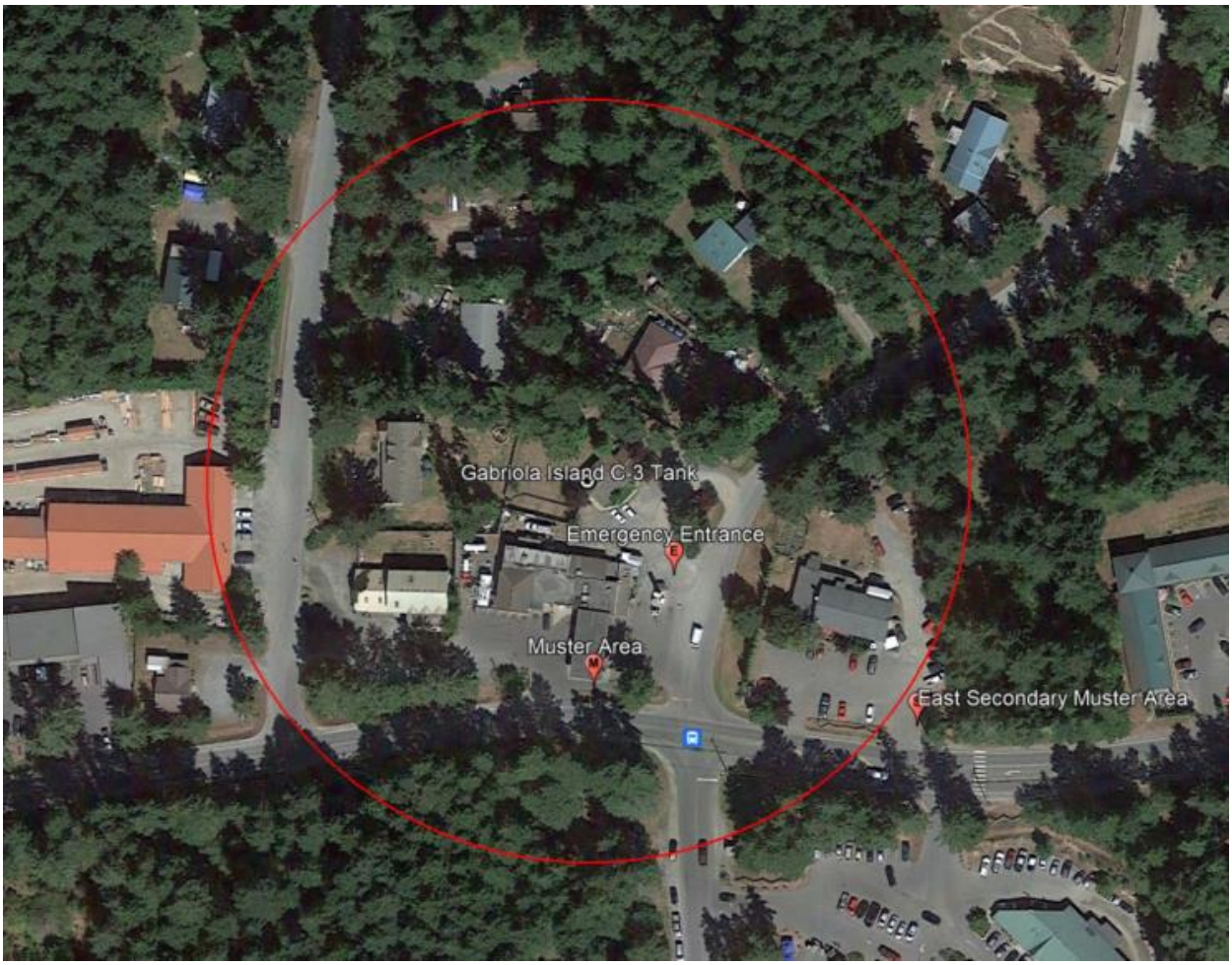
9.4.2 Emergency 1st Responder Entrance to Facility

- ***GPS - DD (decimal degrees): 49.17439, -123.84605***
- ***Road Address: 793 Lockinvar Lane Gabriola Island BC***

9.4.3.1 Muster Area

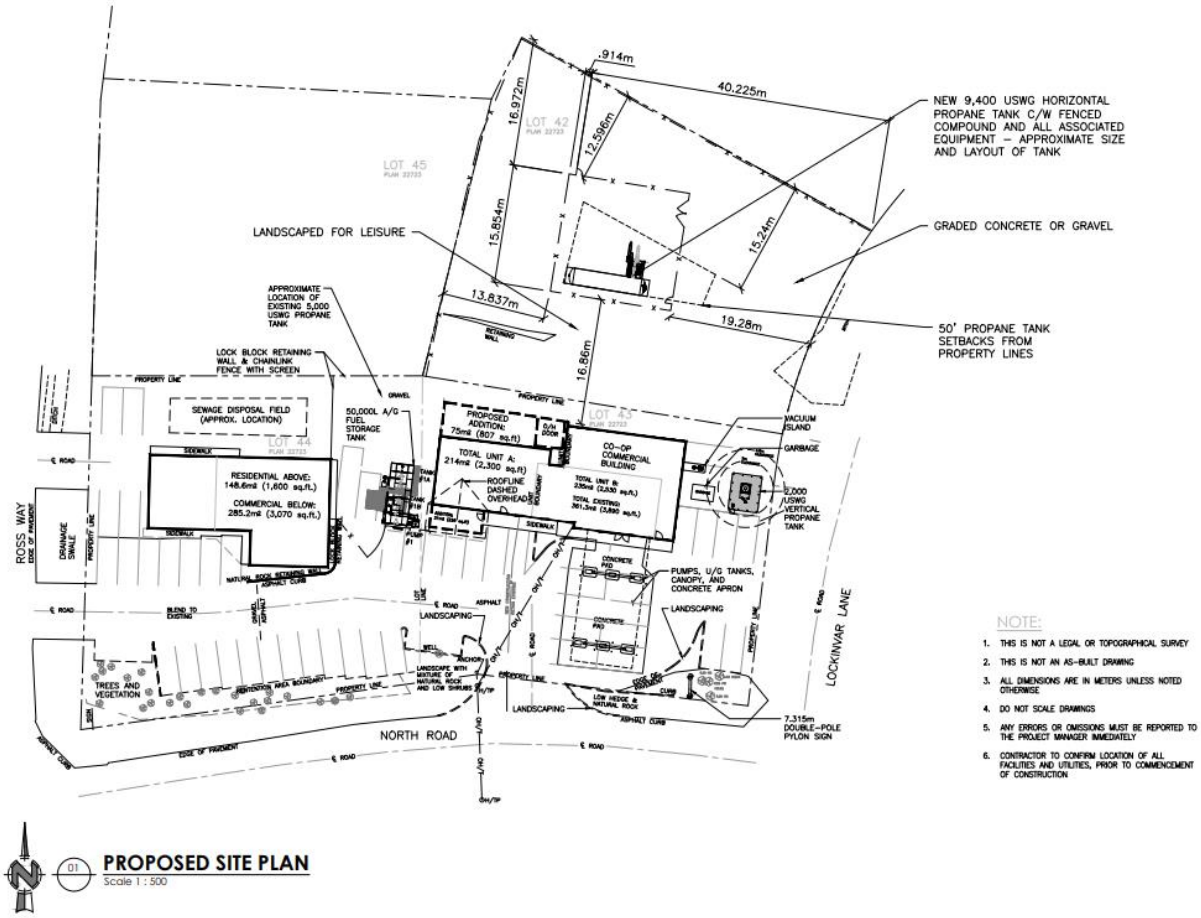
Muster Areas: In case of emergency involving propane, all staff will go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route. If the Muster Areas are not safe to meet/stay, go upwind or side-on to the wind out to a safe distance.

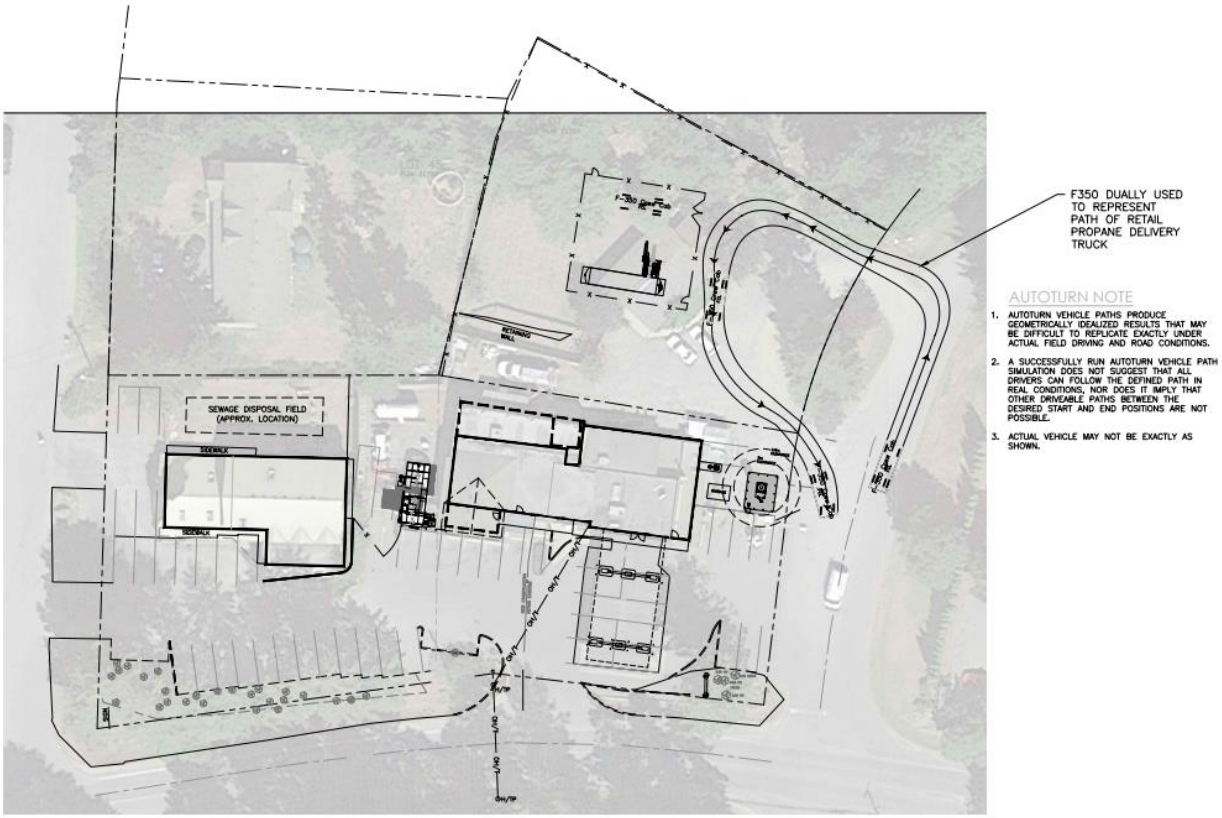
9.4.3.2 Secondary Muster Area



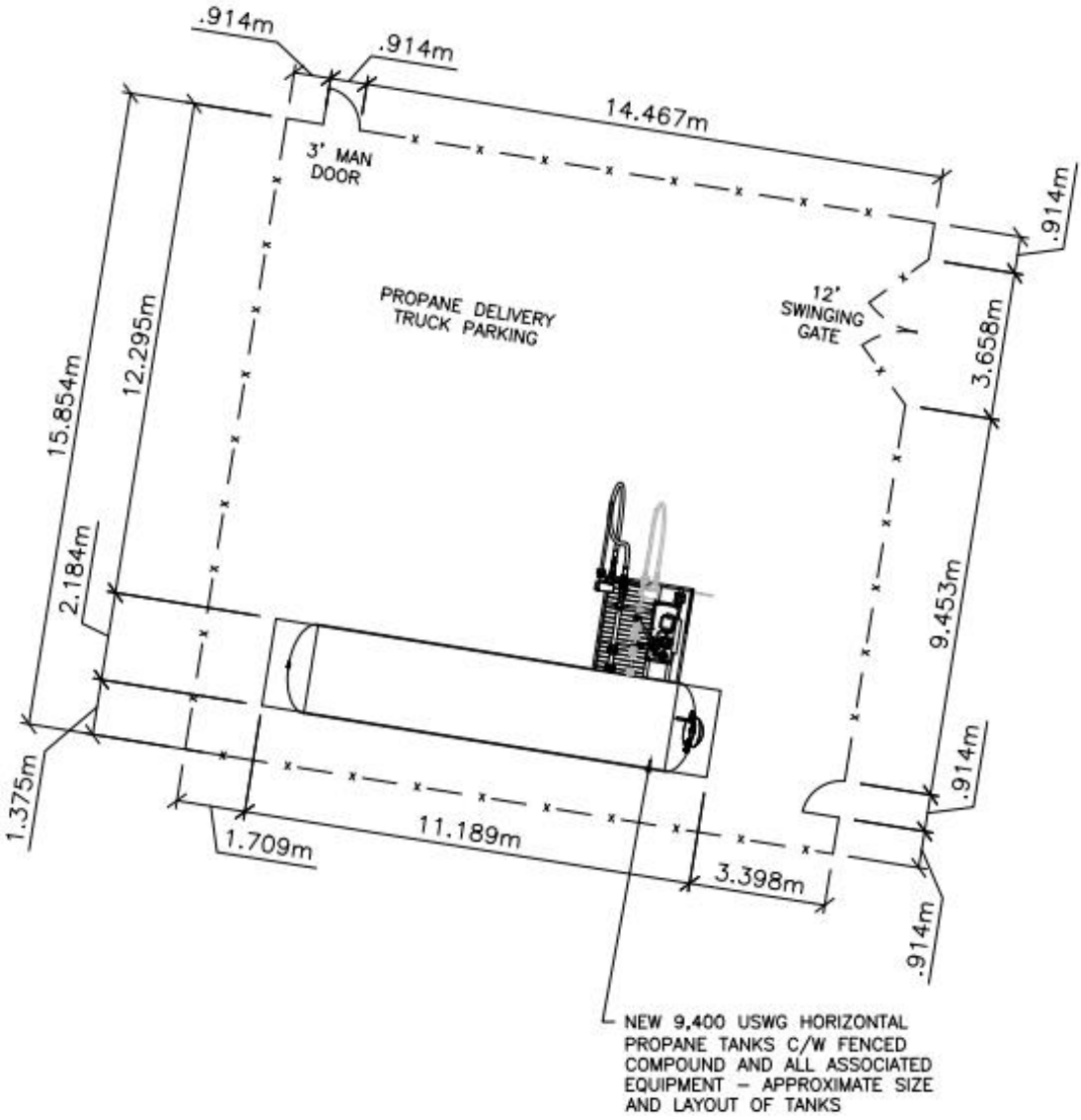
Muster Areas: In case of emergency involving propane, all staff will go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route. If the Muster Areas are not safe to meet/stay go upwind or side-on to the wind out to a safe distance.

9.4.4 Facility Maps





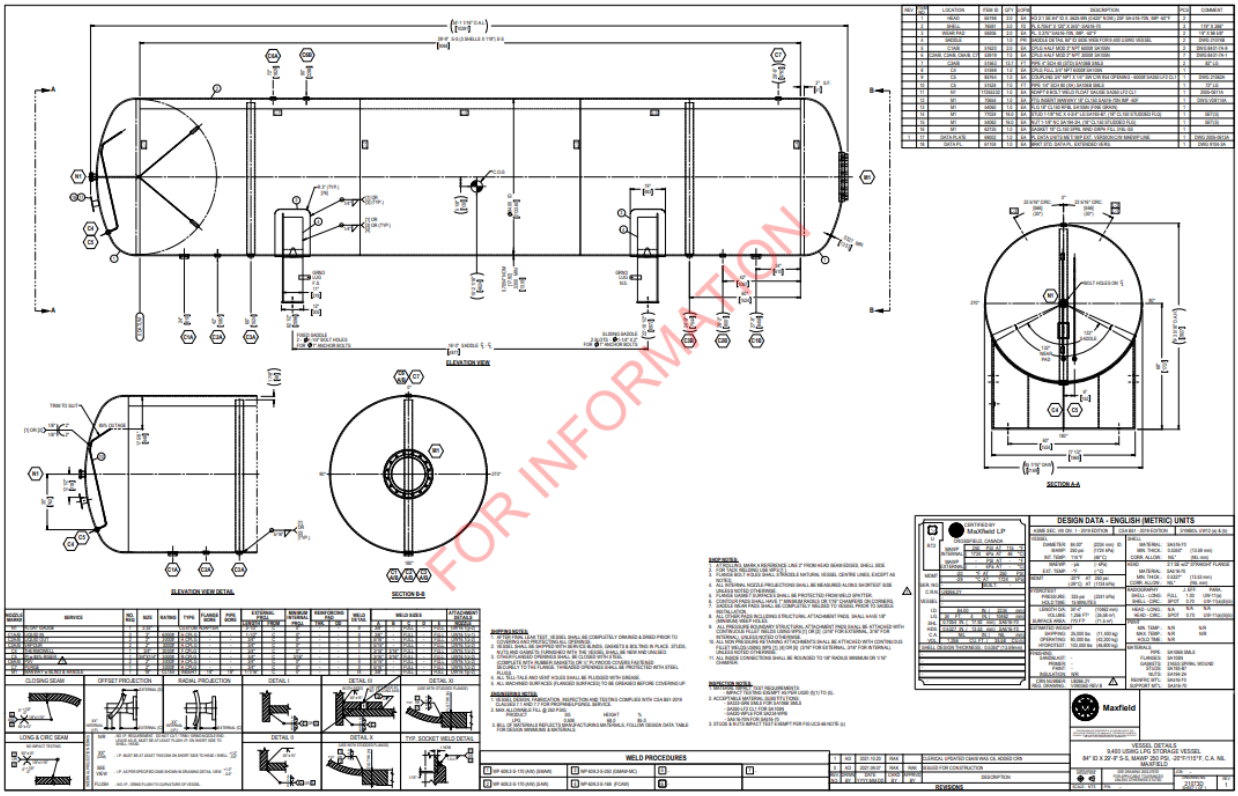
01 **PROPANE VEHICLE PATH**
Scale 1 : 500



01 **PROPANE DETAIL PLAN**
Scale 1 : 150

9.4.5 Plant Schematics

9.4.5.1 Facility Specific Schematics



9.4.6 P&ID Drawings

9.4.6.1 Facility Specific Drawings

XXXX.

9.4.7 Tank/s Data Plate/s

XXXX

END

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.

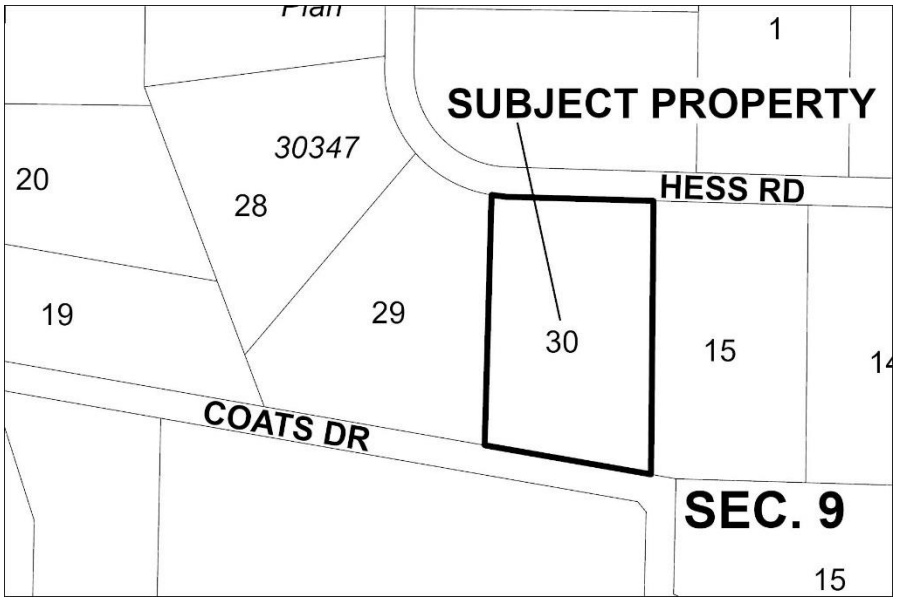


Figure 1 *- Subject Property Location*

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

IslandsTrust	**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

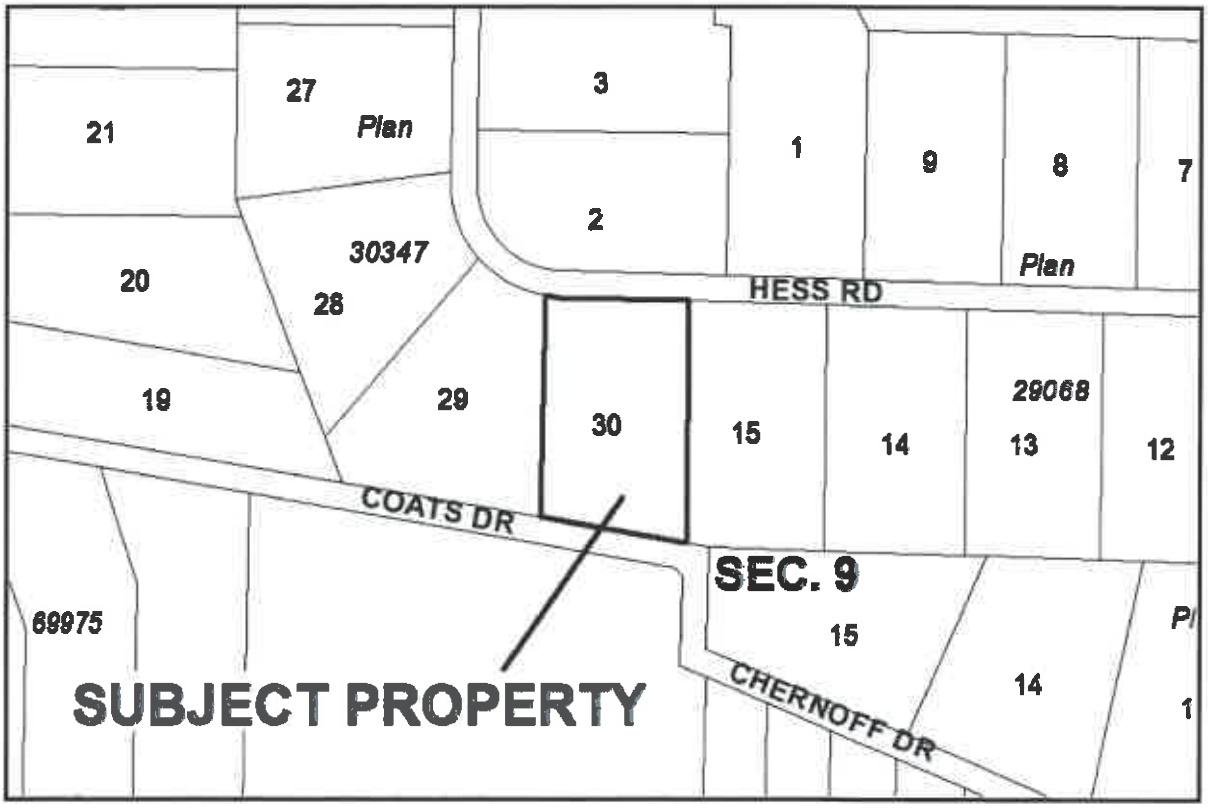
I hereby certify this to be Schedule "A" which is attached to and forms part of Temporary Use Permit No. GB-TUP-2022.2.

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



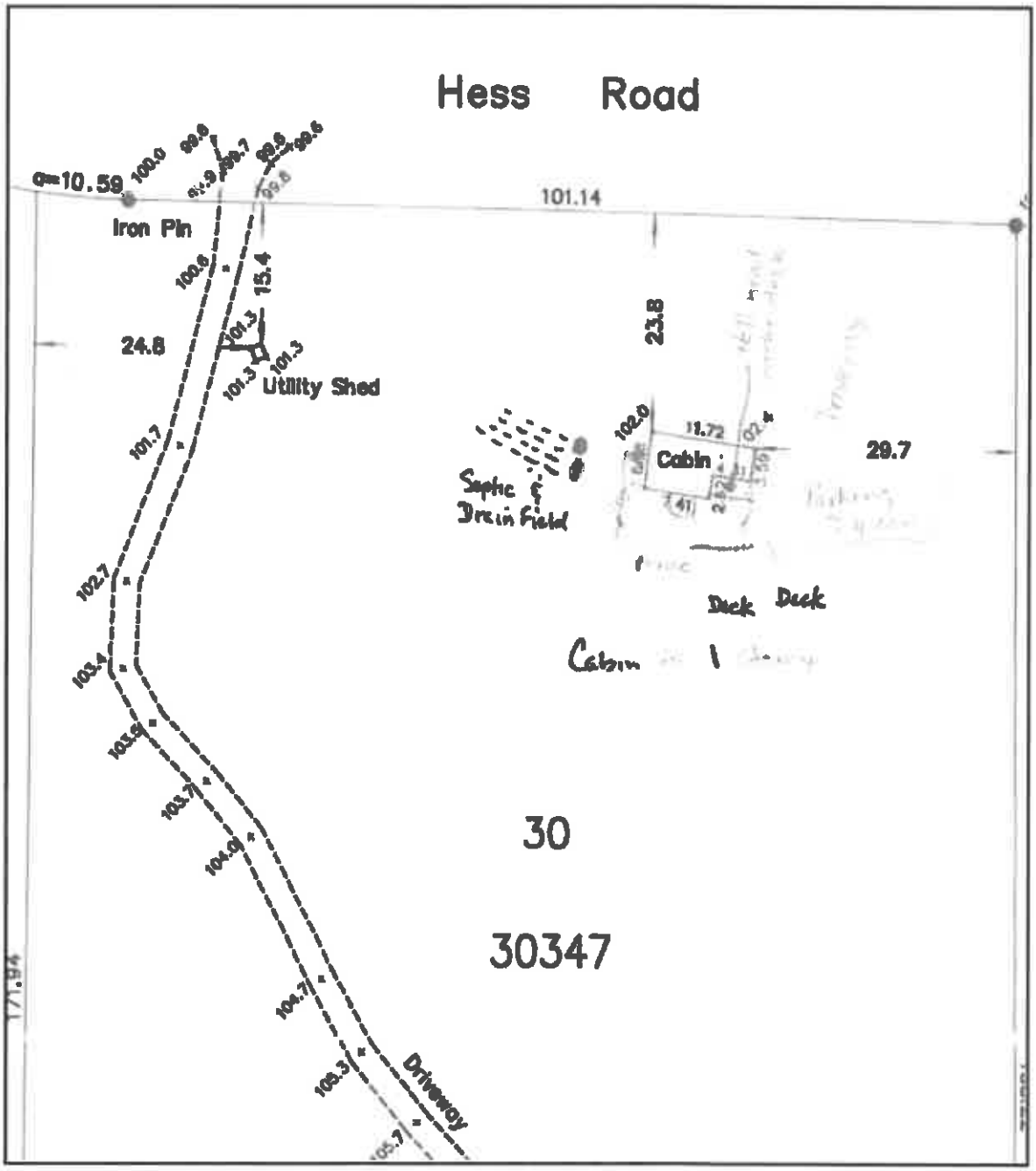
I hereby certify this to be Schedule "B" which is attached to and forms part of Temporary Use Permit No. GB-TUP-2022.2.

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



Land Title Act

Local Government Filing

VICTORIA LAND TITLE OFFICE
APR 27 2022 15:38:32.001
CA9883478

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

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PROPOSED

Islands Trust	**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.

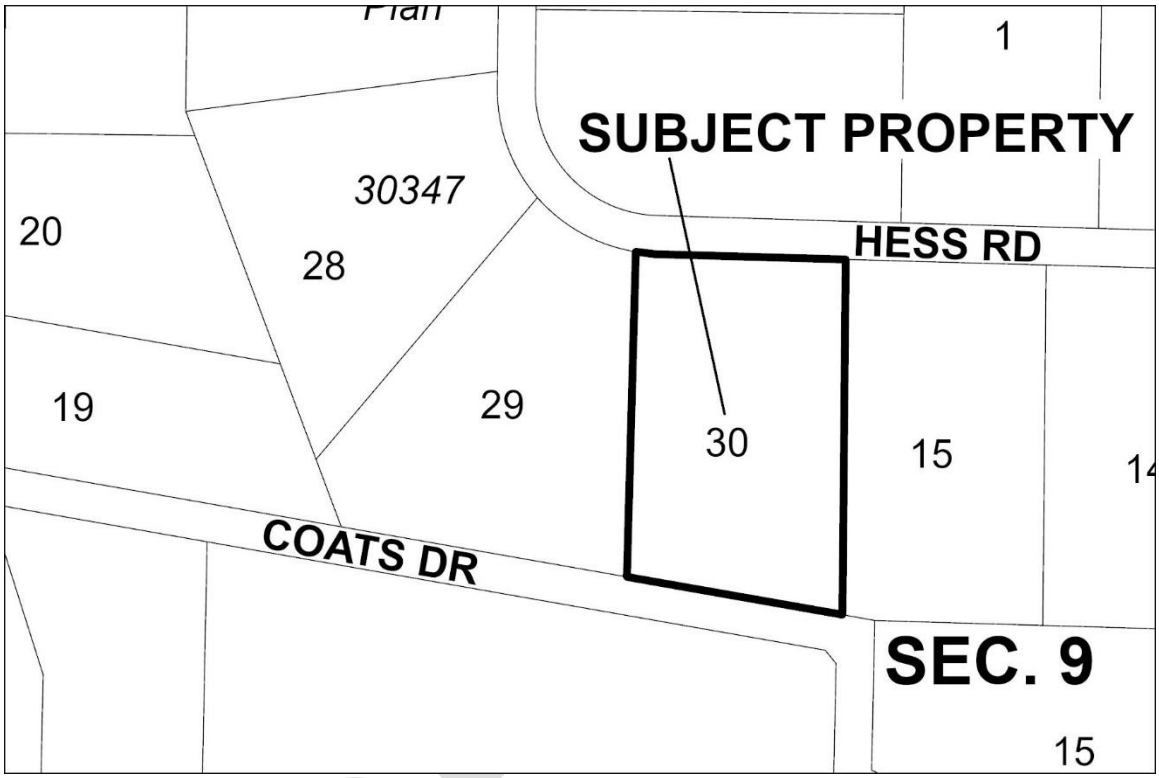
_____ _____

Deputy Secretary, Islands Trust Date Issued

PROPOSED

PROPOSED

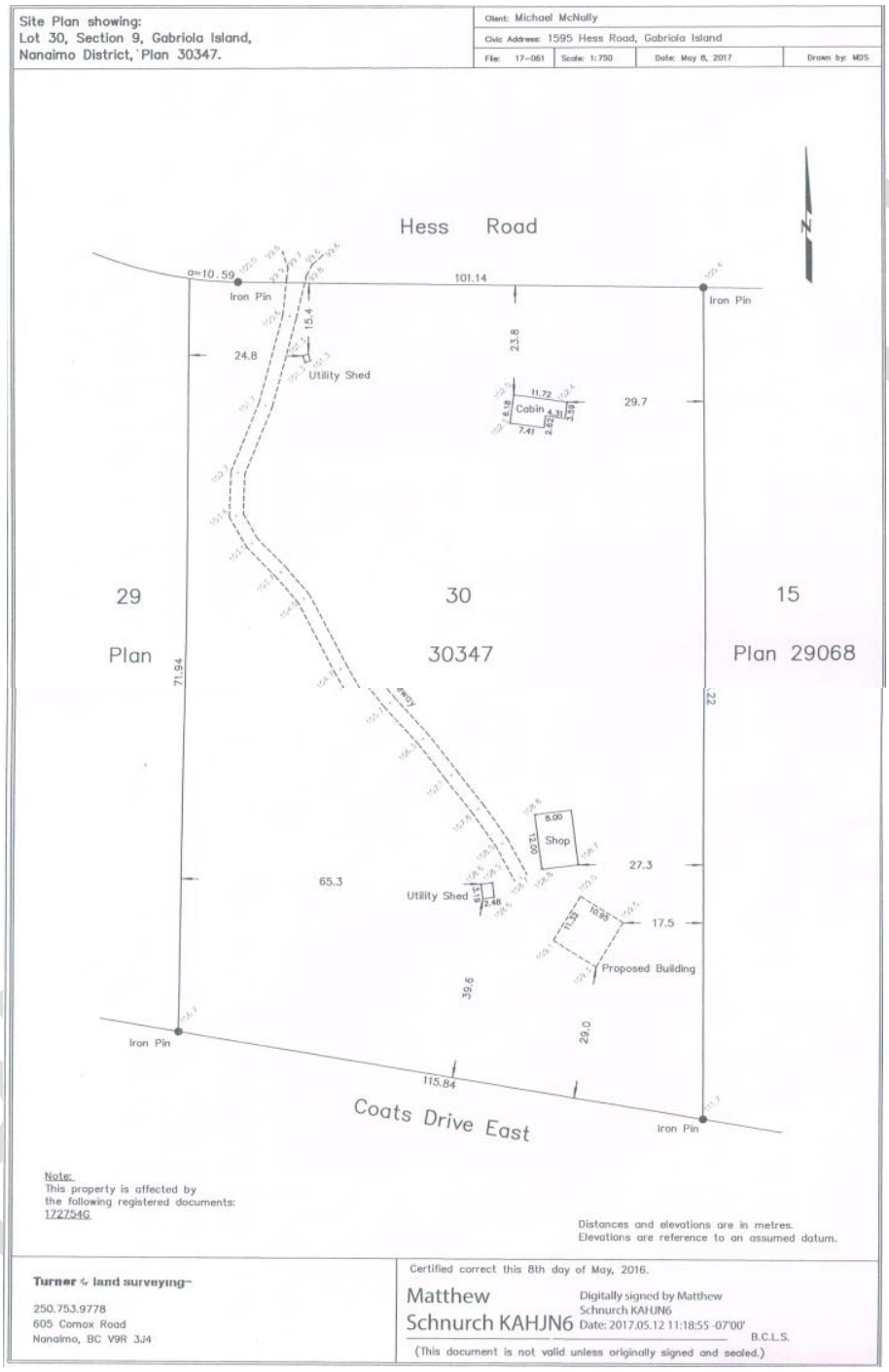
GABRIOLA ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20240310
SCHEDULE "A" Subject Property



PROP

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	Residential. Existing buildings and structures include: • 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. • 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	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. 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. 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. **TUP Objectives and Guidelines are found in the OCP*.
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 *Heritage Conservation Act*. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* 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	*TBD by LTC* 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	*Included as a condition of the Permit.* 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	*Included as a condition of the Permit.* 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	*Not in the ALR.*
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.	*Included as a condition of the Permit.* 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	*Included as a condition of the Permit.* Condition 4.2 of Draft TUP. Staff are satisfied from aerial imagery and site plan that there is adequate parking space for at least two vehicles on the subject property.
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	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. No new Assurance of Compliance letter was provided as part of the renewal application.
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	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. 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. No new Fire Code Compliance inspection was provided as part of the renewal application.
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	*Included as a condition of the Permit.* Condition 4.3 of Draft TUP. The owner (who resides on the property) will supply their contact info to guests and will be available 24/7.
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	*Included as a condition of the Permit.* Condition 4.4 of Draft TUP.

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)	*Included as a condition of the Permit.* Condition 4.5 of Draft TUP. Included in Guest Information attachments to staff report which provides required information to guests.
xii. a condition of the permit should restrict the maximum number of people that can stay to a maximum of two guests per bedroom	*Included as a condition of the Permit.* Condition 4.8 of Draft TUP. This TUP request is for a 2-bedroom dwelling, so a maximum of 4 guests permitted at any given time.
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	*Included as a condition of the Permit.* Condition 4.10 of Draft TUP.
xiv. a condition of the permit should prohibit the rental or provision of motorized personal watercraft to rental clients	*Included as a condition of the Permit.* Condition 4.11 of Draft TUP.
xv. a condition of the permit should limit the number of bedrooms to: • a maximum of 4 on lots 2.0 hectares or larger.	*Included as a condition of the Permit.* Condition 4.7 of Draft TUP. 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.
xvi. a condition of the permit should prohibit recreational vehicles or camping	*Included as a condition of the Permit.* Condition 4.12 of Draft TUP.
xvii. such other considerations as are deemed applicable with respect to a specific commercial vacation rental application	*TBD by LTC.*
xviii. the Local Trust Committee may require water metering	*TBD by LTC.*
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	*Guideline viii. addressed the Occupancy Permit requirement.*
xx. the Local Trust Committee may require the landowner to post information for guests about awareness and sensitivity to First Nation sites and artifacts	*Included as a condition of the Permit.* Condition 4.5 of Draft TUP. Included in Guest Information attachment to staff report which provides required information to guests.

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

Date: 19/02/2022

by a

Our File: 1599 Hess Rd.

.

Registered Onsite Wastewater Practitioner

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

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

NANAIMO L.D.

Class of Occupancy: S.F.D.

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**.

OCT 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.

IBPG Nanaimo 755-2030

GABRIOLA VOLUNTEER FIRE DEPARTMENT

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

Telephone: (250) 247-9677 Fax: (250) 247-9850 Email: gabfire@shaw.ca

January 5, 2022

Islands Trust
700 North Road
Gabriola, B.C.
V0R 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.

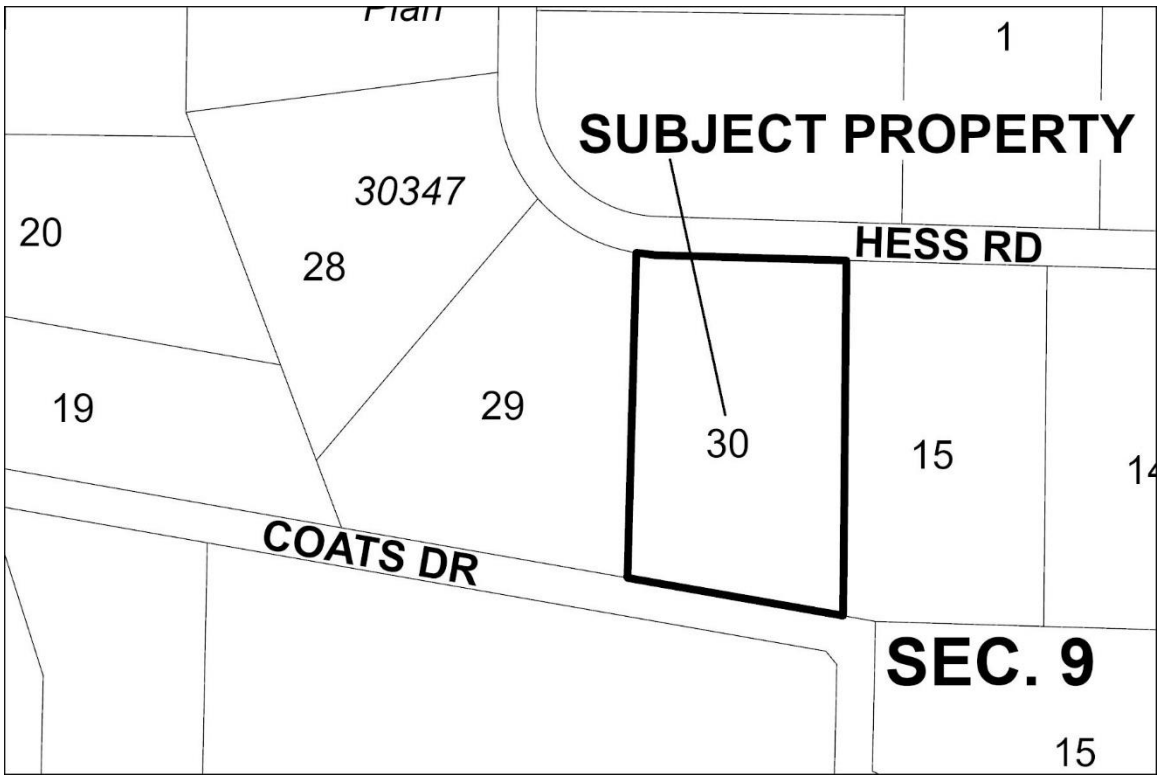
Any “campfire” must be limited in size to no greater than half a cubic meter and supervised by a competent adult. Ensure that a charged water hose is in close proximity. Please use the fire pit provided by your host. Again, a competent adult MUST remain with the fire until it has been completely extinguished.

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

STAFF REPORT

File No.: PL-DP-2025-0069

DATE OF MEETING:	April 17, 2025
TO:	Gabriola Island Local Trust Committee
FROM:	Alan Cavin, Planner 1 and Marlis McCargar, Island Planner,Northern Team
COPY:	Renée Jamurat, Regional Planning Manager
SUBJECT:	Development Permit Application – PL-DP-2025-0069 Applicant: Henry Rutgers Location: LOT 11, SECTION 12, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 23190 [PID 003-059-626]

RECOMMENDATION

1. **That the Gabriola Island Local Trust Committee approve issuance of Development Permit PL-DP-2025-0069.**

2. **That the Gabriola Island Local Trust Committee add a comprehensive review and update of the mapping, objectives, and guidelines for DPA-6 Steep Slopes to their Future Projects list.**

REPORT SUMMARY

The purpose of this report is to present a development permit application for consideration by the Gabriola Island Local Trust Committee (LTC). The purpose of the DP application is for proposed tree removal within **Development Permit Area 6 Escarpment Areas (DP-6)**.

Staff is recommending issuance of PL-DP-2025-0069, as it is consistent with Development Permit guidelines for DP-6.

BACKGROUND

The subject property is 0.57 acres. The property includes an area where the land has a slope greater than 80 per cent which has been designated as being within Development Permit Area 6 Escarpment Areas (DP-6). The applicant is proposing to remove a single immature Douglas-Fir tree at the crest of the slope. A Geotechnical Field Review was prepared by Lewkowich Engineering on October 22, 2024 and identifies no negative impacts to the stability of the slope by the removal of this tree.

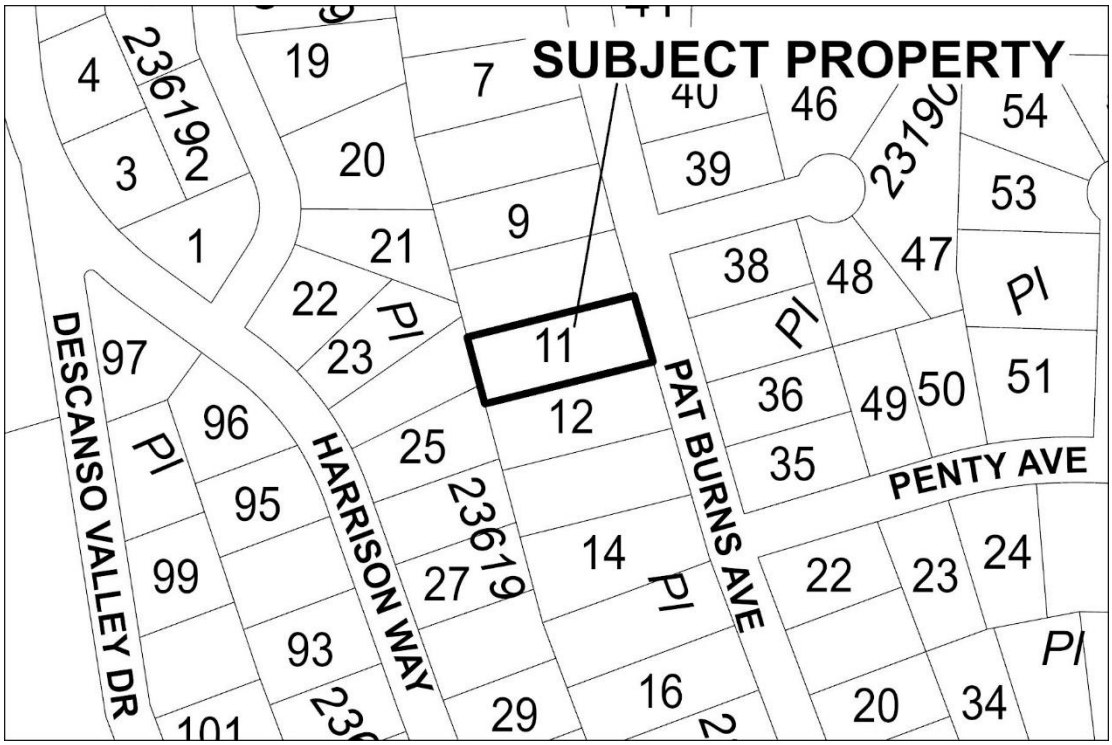


Figure 1: subject property map

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

The following Islands Trust Policy Statement (ITPS) directive policies are relevant to this application and are addressed through DP-6 Escarpment Areas:

3.1.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.

5.2.6 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.

The proposal is not contrary to or at variance with the ITPS.

Official Community Plan:

The subject property is currently designated as Small Rural Residential (SRR) in the Gabriola Island Official Community Plan Bylaw No. 166 (OCP).

The subject property lies within DP-6 Escarpment Areas as shown on Schedule C of the OCP. The OCP identifies the objective of DP-6 to be:

To protect development from natural hazards, including terrain instability, erosion, land slippage, rock falls, subsidence, debris flows and flooding or changes to stormwater runoff due to development on or in proximity to lands with excessive slope conditions.

The proposed development complies with the objectives and policies of the OCP (Attachment 2).

Land Use Bylaw:

The subject property is zoned **Small Rural Residential (SRR)** under the Gabriola Island Land Use Bylaw No. 177 (LUB). The guidelines for DP-6 are found under Section F.6 of the LUB. A detailed review of the proposed development with respect to the DP-6 Guidelines is provided in Attachment 2, and staff find that the application meets all the DP-6 guidelines.

Issues and Opportunities

A complete review of DPA guidelines is provided in Attachment 2, however a more detailed explanation of DPA guidelines is provided below.

DP Guidelines

LUB Guideline F.6.3.2 states that there shall be no removal of trees or vegetation unless a geotechnical engineer recommends that such removal may occur without subjecting land in the escarpment area to increased slope instability. The Geotechnical Field Review concluded that there are no negative impacts to the stability of the bedrock slope by the selective removal of the tree and would even prevent any potential root invasion into natural bedrock fractures that could impact the slope stability in the long-term.

Geotechnical Field Review

The Geotechnical Field Review concluded that selectively removing the tree would not negatively impact the stability of the bedrock slope. In fact, it would help prevent potential root invasion into natural bedrock fractures, which could otherwise affect slope stability in the long term.

Review and Update of DPA-6

Staff recommend a comprehensive review and update of the mapping, objectives and guidelines for DPA-6 Steep Slopes. The current DPA mapping does not accurately reflect the island's topography, nor is the data useable for a geographic information system. The two existing guidelines for this DPA only deal with slope instability and should also be reviewed and updated to ensure the protection of broad objectives related to steep slopes, sensitive slope ecosystems and/or heritage values. A recommendation to add this review and update to the future project list is included on page one of this report for LTC consideration.

Consultation

There is no legislated public or agency consultation regularly associated with DP applications. In addition, there is no statutory notification required.

First Nations

Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants.

Rationale for Recommendation

Staff have reviewed the application and find that it meets the guidelines for DP-6, and are therefore recommending the approval of Development Permit PL-DP-2025-0069.

ALTERNATIVES

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

1. **Request further information**

   The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

   That the Gabriola Island Local Trust Committee request that the applicant submit to the Islands Trust [specify information].

2. **Deny the application**

   The LTC may deny the application if they find that the proposed work does not meet DPA Guidelines. If this alternative is selected, the LTC must state the reasons for denial. Recommended wording for the resolution is as follows:

   That the Gabriola Island Local Trust Committee deny application PL-DP-2025-0069 for the following reasons [insert reasons].

NEXT STEPS

If the LTC approves issuance of the development permit as proposed, staff will issue the permit.

Submitted By:	Alan Cavin, Planner 1 Marlis McCargar, Island Planner	April 4, 2025
Concurrence:	Renée Jamurat RPP MCIP, Regional Planning Manager	April 8, 2025

ATTACHMENTS

1. Site Context
2. DPA Guidelines
3. Site Plan
4. Geotechnical Field Review – Lewkowich Engineering Assoc.
5. Draft DP Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 11, SECTION 12, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 23190
PID	003-059-626
Lot Size	2,323.93m^2 (0.57 acres)

LAND USE

Current Land Use	Small Rural Residential (SRR)
Surrounding Land Use	Small Rural Residential (SRR)

HISTORICAL ACTIVITY

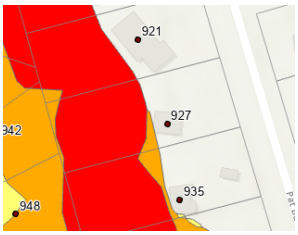
File No.	**Purpose**
GB-BE-2012.17	Development Permit violation
GB-BE-2023.25	Development Permit violation

POLICY/REGULATORY

Official Community Plan Designations	Land Use Designation: SRR Development Permit Area: **DP-6 Steep Slopes** **Area of DP-6 on subject property (Schedule C of OCP).**
Land Use Bylaw	Zoning: Small Rural Residential (SRR) See Attachment 2 of this report for DPA Guidelines.
Other Regulations	Heritage Protection Act – may require site alteration permit for vegetation removal or tree falling.
Covenants	401119G - Statutory Building Scheme EE77715 – Covenant with the RDN to develop and build single family dwelling unit in accordance with slope stability report. Recommendations allow for the selective removal of large trees near the crest and toe of the rock bluff, such as for view purposes provided that the slope is not clear cut. Vegetation on the slope should be managed so

	that a low, dense, evergreen cover is developed and maintained over the years. EL28855 - Undersurface Rights CA8761519 - Mortgage
Bylaw Enforcement	GB-BE-2012.17 – Development Permit violation GB-BE-2023.25 – Development Permit violation

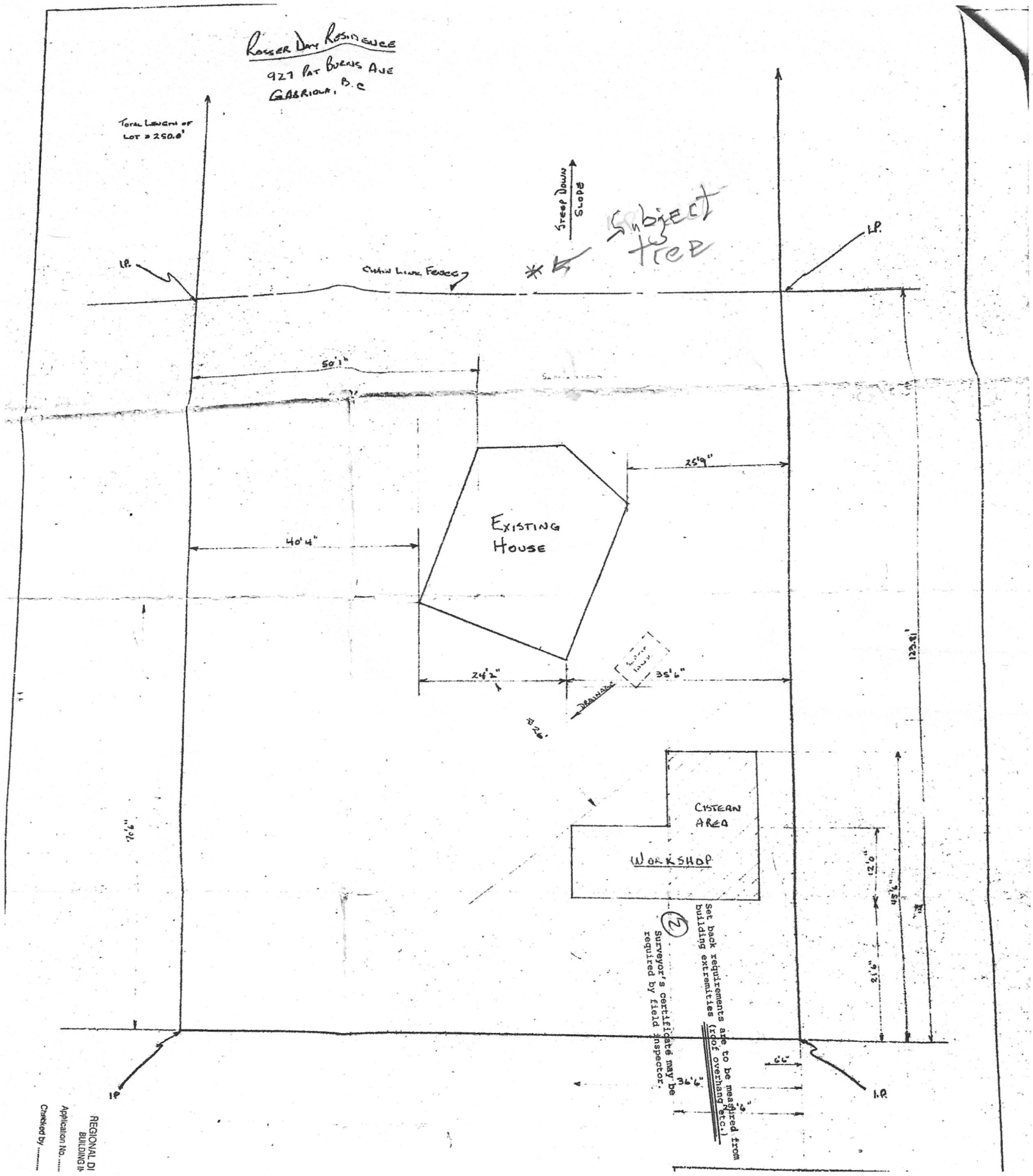
SITE INFLUENCES

Islands Trust Conservancy	The proposal does not directly affect an Islands Trust Conservancy Board (ITC) –owned property or conservation covenant, nor directly affects a property adjacent to an ITC-owned property or conservation covenant. Referral to ITC for comment is not required.
Regional Conservation Strategy	Appendix II of the Regional Conservation Plan 2018-2027 estimated importance of habitat composition is **Medium** on the subject property.
Species at Risk	Islands Trust mapping indicates no species at risk on or near the subject property.
Sensitive Ecosystems	Islands Trust mapping indicates no sensitive ecosystems on or near the subject property.
Hazard Areas	Schedule C of the Gabriola Island Official Community Plan indicates hazardous conditions on the property: Islands Trust mapping indicates areas of “Moderate Risk” and “High Risk” steep slopes on the subject property (orange and red on the map respectively). 
Archaeological Sites	Remote Access to Archaeological Data (RAAD) does not indicate an archaeological site on the subject property. Archaeological potential modelling does not indicate a high potential for previously unidentified archaeological sites on the subject properties. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the *Heritage Conservation Act*. If such material is

	encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* 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	Some GHG emissions are expected as a tree is proposed to be removed.
Groundwater Vulnerability	Islands Trust mapping indicates that while most of the subject property is classified as “Moderately Low” Aquifer Intrinsic Vulnerability, there are some smaller areas on the property of “Moderate” and “Moderately High” vulnerability. Islands Trust mapping also indicates that while the majority of the subject property is classified as “Moderately Low” Aquifer Vulnerability to Saltwater Intrusion, there are a few smaller parts of the property of “Moderately High” and “Moderate” vulnerability. Surrounding properties have varying degrees of vulnerability ranging from “Low” to “High.”

DP-6 ESCARPMENT AREAS

Guideline	Complies	Planner Comments
F.6.3.1 There shall be no construction of buildings, septic tanks, drainage and deposit fields, irrigation or water systems unless a geotechnical engineer recommends that such construction may occur without subjecting land in the escarpment area to increased slope instability.	n/a	The applicant is not proposing any construction, excavation or development of the parcel at this time.
F.6.3.2 There shall be no removal of trees or vegetation unless a geotechnical engineer recommends that such removal may occur without subjecting land in the escarpment area to increased slope instability.	yes	The applicant has provided a geotechnical engineer statement that supports the removal of the tree and states that there are no negative impacts to the stability of the bedrock slope by the removal of the tree.


Rosser Day Residence
927 Pat Burns Ave
Gabriola, B.C
Total Length of Lot = 250.0'
Steep Down Slope
Subject tree
I.P.
Chain Link Fence
50'1"
25'9"
40'4"
Existing House
24'2"
35'6"
Drainage
Future Lower
123.81'
Cistern Area
Workshop
12'0"
21'0"
45'6"
6'6"
36'6"
Set back requirements are to be measured from building extremities (roof overhang etc.)
Surveyor's certificate may be required by field inspector.
REGIONAL DI
BUILDING I
Application No. .....
Checked by .....

Lewkowich Engineering Associates Ltd.
geotechnical • environmental, health & safety • materials testing

GEOTECHNICAL FIELD REVIEW

Henry Rutgers
hrutgers@shaw.ca

File: E3912.01
Revision: 00
Date: October 22, 2024

ATTENTION: **Henry Rutgers**

PROJECT: **927 PAT BURNS AVENUE, GABRIOLA ISLAND, BC**
PID: 003-059-626

SUBJECT: **GEOTECHNICAL SITE OBSERVATIONS – SLOPE REVIEW FOR TREE REMOVAL**

1. As requested, Lewkowich Engineering Associates Ltd. (LEA) attended the above referenced site on October 15, 2024, to observe and comment on the existing slope conditions and long-term stability as they relate to the select removal of a single immature Douglas-Fir tree.
2. The property is located above the crest of a steep bedrock slope located within the western half of the property. This slope has a history of significant rockfall caused by a series of intersecting widely spaced joint sets which form large wedge or block failures along the slope which can mobilize as rockfall downslope.
3. The Douglas-Fir tree desired for removal is located at the crest of the slope and is an immature, split-trunk tree less than 4.0m in height and less than 0.2m DBH at each stem. Refer to Photo 1 and Figure 1 below.

Photo 1 – Immature Douglas-Fir tree at the crest of slope.

Figure 1 – Plan view location of tree.

4. We are supportive of the removal of the Douglas-Fir Tree described above as its removal would prevent any potential root invasion into natural bedrock fractures that could impact the slope stability in the long-term. There are no negative impacts to the stability of the bedrock slope by the selective removal of this tree.

5. LEA appreciates the opportunity to be of service on this project. If you have any comments, or if we can be of further assistance, please contact us at your convenience.

Respectfully Yours,
Lewkowich Engineering Associates Ltd.

PROFESSIONAL
PROVINCE OF
T. O. HAMRE
60920
BRITISH COLUMBIA
GEOSCIENTIST
2024-10-22

Tennes Hamre, P.Geo.
Project Geoscientist

Islands Trust

PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20250069

To: Henry Rutgers

1. This Development Permit (the "Permit") applies to the land described below:

   LEGAL DESCRIPTION: LOT 11, SECTION 12, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 23190 (PID:) 003-059-626

2. This Development Permit PLDP20240069 authorizes the removal of a single tree within Development Permit Area 6 Escarpment Areas (DP-6) subject to the following requirements and conditions:

   a) The tree removal shall be consistent with Schedule A –Site Plan
   b) The tree removal shall be consistent with Schedule B – Geotechnical Field Review (October 24, 2024)

   which are attached to and form part of this permit.

3. Any further development within designated Development Permit Areas will require a new Development Permit, or a Development Permit Amendment.

4. The area described herein shall be developed in accordance with the terms, conditions and provisions of this Permit, and any plans and specifications attached to this Permit, which shall form a part thereof.

5. This permit does not relieve the applicant from complying with the provisions of the Gabriola Island Land Use Bylaw.

   This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Gabriola Island Land Use Bylaw No. 177, 1999 and to obtain other approvals necessary for completion of the proposed development.

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

_____
Deputy Secretary, Islands Trust

_____
Date of Issuance

PROPOSED

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE Xth DAY OF MONTH, YEAR, THIS PERMIT AUTOMATICALLY LAPSES.

PROPOSED

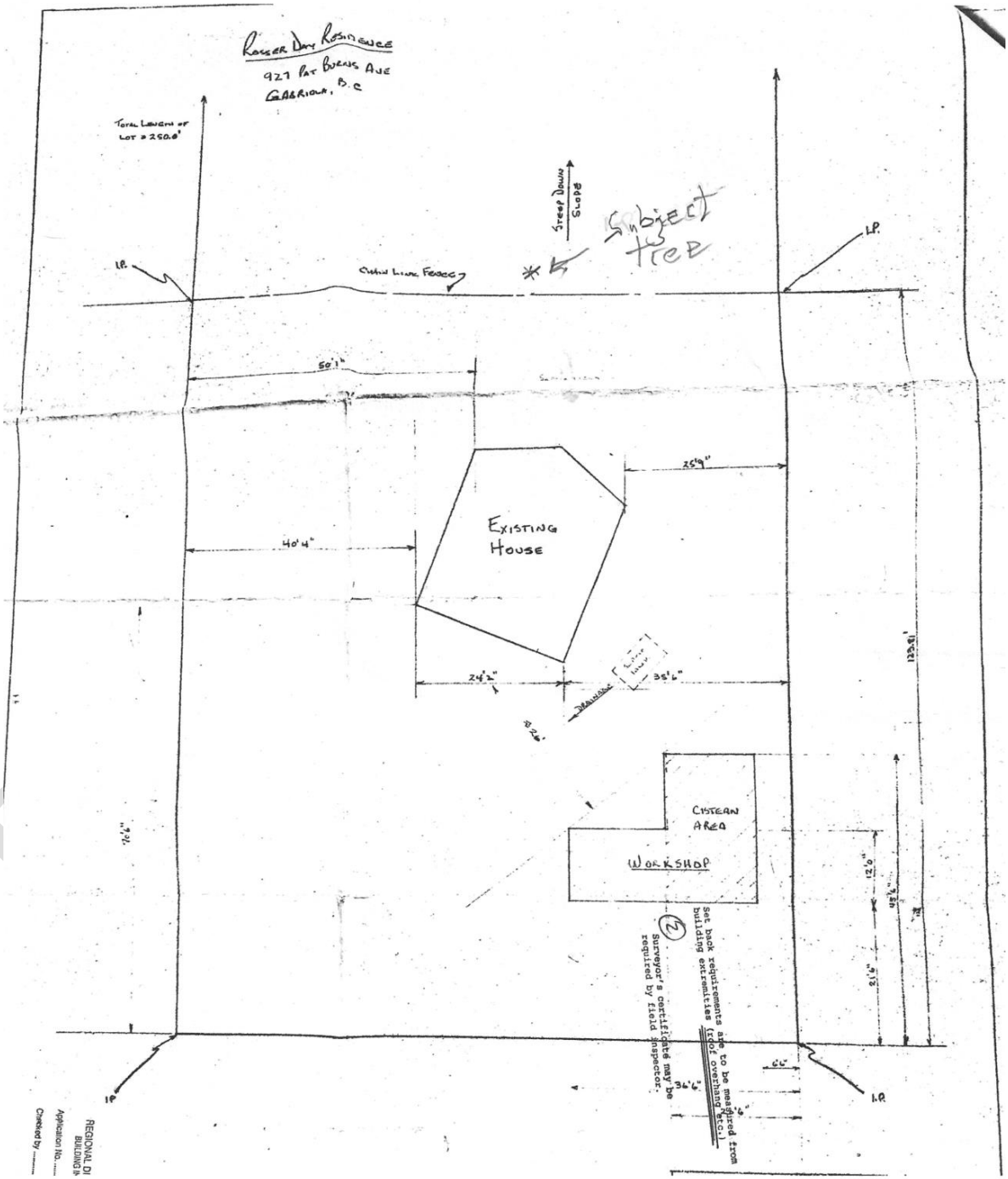
Islands Trust

PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE

PLDP20240069

SCHEDULE 'A' – Site Plan



GABRIOLA ISLAND LOCAL TRUST COMMITTEE
PLDP20240069

SCHEDULE 'B' – Geotechnical Field Review (October 24, 2024)

Lewkowich Engineering Associates Ltd.
geotechnical • environmental, health & safety • materials testing

GEOTECHNICAL FIELD REVIEW

Henry Rutgers
hrutgers@shaw.ca

File: E3912.01
Revision: 00
Date: October 22, 2024

ATTENTION: Henry Rutgers

PROJECT: 927 PAT BURNS AVENUE, GABRIOLA ISLAND, BC
PID: 003-059-626

SUBJECT: GEOTECHNICAL SITE OBSERVATIONS – SLOPE REVIEW FOR TREE REMOVAL

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2. The property is located above the crest of a steep bedrock slope located within the western half of the property. This slope has a history of significant rockfall caused by a series of intersecting widely spaced joint sets which form large wedge or block failures along the slope which can mobilize as rockfall downslope.
3. The Douglas-Fir tree desired for removal is located at the crest of the slope and is an immature, split-trunk tree less than 4.0m in height and less than 0.2m DBH at each stem. Refer to Photo 1 and Figure 1 below.

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Figure 1 – Plan view location of tree.

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5. LEA appreciates the opportunity to be of service on this project. If you have any comments, or if we can be of further assistance, please contact us at your convenience.

Respectfully Yours,
Lewkowich Engineering Associates Ltd.

PROFESSIONAL GEOSCIENTIST
PROVINCE OF BRITISH COLUMBIA
T. G. HAMRE
50929
2024-10-22

Tennes Hamre, P.Geo.
Project Geoscientist

STAFF REPORT

File No.: Gabriola OCP

DATE:	April 17, 2025
TO:	Gabriola Island Local Trust Committee
FROM:	Narissa Chadwick RPP, MCIP, Island Planner Southern Team
COPY:	Stephen Baugh, Island Planner/ Renee Jamurat, Regional Planning Manager
SUBJECT:	Gabriola OCP Review – Engagement Next Steps

RECOMMENDATION

1. **That the Gabriola Island Local Trust Committee direct staff to proceed with "Option 1: Community Review Existing Draft Policies" as the next step in the community engagement process for the OCP.**

2. **That the Gabriola Island Local Trust Committee endorse revised project charter for the Gabriola Island Official Community Plan (OCP) and Land Use Bylaw (LUB) Review Project (Phase 2).**

3. **That the Gabriola Island Local Trust Committee direct staff to schedule a Community Information to share the outcomes of the Gabriola Freshwater Footprint project.**

REPORT SUMMARY

This report provides a revised project plan for endorsement by the LTC. It also provides options for the next phase of engagement.

BACKGROUND

The image below identifies steps in the OCP review process which are currently on the project webpage. Revised timing, based on how the project has proceeded, has been identified. The project charter (contained in attachment 1) has been updated to reflect updated timing and highlight potential timing milestones in the process. Staff note that the revised timeline below and the updated project charter is based on the implementation of Option 1 or Option 2 engagement process which are outlined later in the report. If the LTC chooses Option 3 or 4 the timeline and proposed project charter will need to be changed. Staff also note that the extent to which the LTC want to include new DPAs in the OCP and the time the Snuneymuxw First Nation may need to review draft policies will also influence the timing of bylaw readings.

Anticipated:	Summer 2024	Fall/Winter 2024/25	Spring/Summer 2025	Winter 2025/26
Revised:	Summer 2024	Winter/Spring 2025	Spring/Summer 2025	Winter 2025/26

The Fall/Winter OCP engagement process extended into the Spring of 2025 and included:

- Development and sharing of discussion guides for a number of topics
- Social media posts and posting of topic focussed information on website
- A public survey that was open from November - May
- Focus group meetings for the following themes: housing, economy, connectivity, resource stewardship, freshwater and environment
- LTC review of draft policies and focus group feedback at Special LTC meetings

It had been anticipated that a full draft of the OCP could be available for review by summer of 2025. Focus group engagement and related input from the public has indicated interest in more time to review draft policy language before a full OCP draft is compiled for review. Staff will be compiling the draft policies in a way that will help facilitate comment in a more targeted way. A complete draft of the OCP will be informed by the additional feedback gathered through summer engagement. This approach will not alter the anticipated timeline if the LTC proceeds with Option 1 or 2 for the next step in engagement.

Staff are recommending the following next steps for each Option:

- A community orientation to next engagement phase
- Sharing the community profile (integrates information from the discussion guides)
- Completion of focus group engagement
- Report back to LTC on what we heard from survey and focus group
- LTC endorsement of draft policy language to share with the community (June LTC meeting)
- Engaging the community in reviewing draft OCP policies

At the February 26th Gabriola LTC Special Meeting, following discussions related to interest in more focused engagement, the LTC directed staff to come up with options for the next step in community engagement. These options are identified in the following section.

ANALYSIS

Below are four options for next steps. Option 1 identifies what was the originally anticipated process. The difference between Option 1 and Option 2 is that Option 2 offers funding to groups to cover meeting space (This type of funding was provided during the visioning phase of the project). If the LTC chooses Option 2 they will need to identify how much budget they would like to put toward it and that this will require additional administration staff support. Options 1 and 2 would be ready by the beginning of July to be shared for the next phase of public review. The total budget for communications and engagement is $6000 for fiscal 2025/26.

Option 3 and 4 identify processes whereby there is additional feedback gathered from the community and integrated into draft bylaws before the LTC endorses the draft policy language to send out to the greater community for review. This additional step will require additional staff time as well as additional costs for communications and outreach. It will also push timelines out (as identified in Table 2). Also, given that staff work on multiple projects at a time, additional time needed for Gabriola's project will impact the timing of other LTC projects.

Table 1, following a brief description of each options compares process, timing and costs. With each option the draft language will need to be endorsed by the LTC to share with the community. In addition to an indication of the option preferred, staff requires direction from the LTC on they type of communications methods prefers. Some communications opportunities have been identified in Table 1.

OPTION 1: Community review current draft policies
Under this option draft policy language as revised based on focus group input will be circulated to the community for review during the summer months.

OPTION 2: Community review current draft policies
Under this option draft policy language as revised based on focus group input will be circulated to the community for review during the summer months. Groups will be provided an opportunity to access funding for costs of renting meeting space.

OPTION 3: Community workshop before community review
Under this option a community workshop would be held to review the draft policy language. Further edits would be made before the draft policy language would be circulated to the community for comment.

OPTION 4: More Focus Groups before community review
Under this option additional focus groups would be organized to review draft policy language. Further edits would be made before the draft policy language would be circulated to the community for comment.

Table 1: Engagement Options Comparison

	OPTION 1	OPTION 2	OPTION 3	OPTION 4
Draft policies to be reviewed	Based on focus group input	Based on focus group feedback	Based on additional community feedback	Based on additional community feedback
Additional group engagement	Groups invited to organize themselves	Groups provided with funding for space	Community open house workshop	Additional focus groups
Communications	Website, subscriber list, Trustee articles in the Sounder	Website, subscriber list, Trustee articles in the Sounder	Website, subscriber list, Trustee articles in the Sounder	Website, subscriber list, Trustee articles in the Sounder
Resources Impacts	As originally anticipated	More $ for groups & admin support	More $ for workshop & admin support, planner time	More $ for focus groups & admin support, planner time
Impact on other LTC project timelines	Not anticipated	Not anticipated	There will be impact	There will be impact
LTC sign off on drafts for sharing	June 2025	June 2025	August 2025	August 2025
Community orientation meeting	Early July (zoom or in person)	Early July (zoom or in person)	August 2025	August 2025
Potential First Reading	November 2025	November 2025	February 2026	February 2026

Table 2 : Engagement Options Timing

	June 2025	July 2025	August 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	March 2026	April 2026	May 2026	June 2026
OPTION 1	Engagement			Bylaw writing		1st R?	Public review/referrals			2nd / 3rd?	Province?		
OPTION 2	Engagement			Bylaw writing		1st R?	Public review/referrals			2nd / 3rd ?	Province?		
OPTION 3	Open house +		policy draft update	Community Engagement			Bylaw writing		1st R?	Public review/referral			2nd / 3rd?
OPTION 4	Additional FG meeting		Policy draft update	Community Engagement			Bylaw writing		1st R?	Public review/referral			2nd / 3rd?

Rationale for Recommendation

Option 1 will be the most efficient process to move through. Gathering more feedback (options 3 & 4) before developing a final draft of policy language to share with the public is doubling up process. It is more efficient to hear all the feedback at once. It is important to remember that this is the beginning of another conversation with the community . There community will have a number of other opportunities to be engaged before and between bylaw readings.

ALTERNATIVES

1. **Choose another option.** The impacts of choosing other options have been identified above.
2. **Develop an alternative option.** Consider the impact on budget, staff time, and other LTCs' projects.
3. **Provide direction to staff to draft the revised OCP for first reading without additional input from the community.** This direction may result in concerns related to process and ultimately result in having to through a community engagement process in the end.

NEXT STEPS

If Option 1 is chosen staff will:

- Complete focus groups
- Organize a zoom orientation to next phase of engagement for the community
- Update policy language with focus group feedback.
- Share the draft policy language with the LTC
- Organize a special meeting for discussion of policy language if needed
- Present draft policy language to the LTC for approval to engage community at the June 26th LTC meeting.

Submitted By:	Narissa Chadwick RPP MCIP, Island Planner	April 7, 2025
Approved By:	Renée Jamurat RPP MCIP, Regional Planning Manager	April 8, 2025

ATTACHMENTS

1. Revised Project Charter

***Gabriola Island Official Community Plan(OCP) and Land Use Bylaw (LUB) Review Project (Phase 2)-* Charter**

Gabriola Island Local Trust Committee (LTC) Date: April 2025 (Version 3)

Purpose: To explore, through targeted engagement specific questions related to key topics relevant to the OCP and LUB review and begin to draft OCP policies and identify related LUB changes needed to support these policies .

Background: An OCP describes the long-term vision for a community, through policy statement that guide decisions on planning and land use. An LUB contains regulations to implement the OCP policies. The Gabriola OCP have not been updated since 1997 and the LUB since 1999. The 2024/25 Gabriola Island OCP and LUB Comprehensive Review will address a number of issues of importance to the Gabriola Community. In Phase 1 (2023/24 helped to identify vision and values of the community. From these, a number of principles, upon which to base OCP revised policies, has emerged. $77,000 has been allocated to this project from the 2024/25 Trust Council Budget. $50,000 of this has been allocated to do a water availability assessment which will inform decisions related to the location of additional density and the protection of land.

Objectives

Through targeted and focussed engagement on specific topic areas, begin to draft OCP policies and identify related LUB changed based on the values and principles emerging from Phase 1.

In Scope

- First Nations Engagement.
- Public education and engagement activities.
- Target and focussed engagement with relevant parties
- Identifying related LUB changes needed to support revised OCP policies

Out of Scope

- LUB updates
- New DPA mapping

Workplan Overview

Deliverable/Milestone	Date
First Nations consultation	ongoing
Suitable Land and Build Out Analysis	February 2025
Community Profile	June 2025
Topic Focussed Engagement	Jan 2025- April 2025
Milestone: LTC Review of draft policy language	**June 2025**
Water balance assessment	June 2025
Public Engagement - review of OCP draft policy language	July – August 2025
DPA mapping as needed	September 2025
Milestone: First Reading	**November 2025**
Legal Review	December 2025 – January 2026
Public Review of draft bylaws/referrals	December 2025 – February 2026
Phase 3 of Project(LUB Review) Initiated	December 2025
Milestone: Second/Third Reading	**March 2026**

Project Team

Regional Planning Manager	Renée Jamurat
Regional Planning Team Member	Narissa Chadwick
Planning Team Assistant	Chloë Straw
Advisory Planning Commission	As Appointed
Gabriola Planner	Stephen Baugh

Budget

Budget Sources:

25/26	Communication and Engagement	$6,000
	FN Engagement	$10,000
	DPA data/ mapping	$10,000
	Legal review	$4,000
TOTAL		$30,000

Ottawa
Room 349, Confederation Building
Ottawa, Ontario K1A 0A6
Tel.: 613-996-1119
Fax: 613-996-0850

Ottawa
Pièce 349, Édifice de la Confédération
Ottawa (Ontario) K1A 0A6
Tél. : 613-996-1119
Téléc. : 613-996-0850

House of Commons
Chambre des communes
CANADA

Constituency
9711 Fourth Street Suite 1
Sidney, British Columbia V8L 2Y8
Tel.: 250-657-2000
Fax: 250-657-2004

Elizabeth May
Member of Parliament / Député(e)
Saanich — Gulf Islands

Circonscription
9711, rue Fourth suite 1
Sidney (Colombie-Britannique) V8L 2Y8
Tél. : 250-657-2000
Téléc. : 250-657-2004

The Honourable Anita Anand
Minister of Transport

February 10, 2025

Re: Southern Gulf Islands Forum

Dear Minister,

I greatly appreciate that you have now replied to the letter signed by multiple orders of government within Saanich-Gulf Islands, elected trustees of the Islands Trust, elected members of the Capital Regional District, Mayors, Indigenous leaders and councils, and community leaders of many conservation and advocacy groups. Led by the provincial MLA and by me as MP, this multijurisdictional group has been meeting for years as the Southern Gulf Islands Forum.

We tackle many issues of community concern, from housing, to reconciliation, some in provincial jurisdiction, and federally with different departments. Overwhelmingly our concerns relate to unsafe navigational situations, threats to marine ecosystems and problems within federal jurisdiction, often created by federal agencies such as the Vancouver Fraser Port Authority.

We are frustrated by the tone-deaf response from multiple departments to the neglect of basic regulations, legislation and funding to protect our coastal waters (the Salish Sea), its ecosystems, wildlife and human communities. We had hoped our letter of March 26, 2024, would result in change from the three ministers we wrote: Environment, Transport and Fisheries and Oceans.

Your reply of December 19, 2024, was the only one we received. Notable that you were only shuffled into Transport on September 19, 2024, and still you replied. For that I do want to thank you.

Elizabeth.May@parl.gc.ca

The Southern Gulf Island Forum convened on January 14, 2025, and reviewed your letter.

The response was not positive. I have been asked to convey to you and Ministers Guilbeault and Lebouthillier that our regional community and multiple orders of government are beyond frustrated and angry. We are most disheartened. There seems to be an awareness that the proliferation of mooring buoys in our congested harbours is now a crisis. We are devastated that C-33 is no more. We are aware that no one minister or party is to blame for the parliamentary disfunction that allowed years of work on Bill C-33 on railway safety and marine issues, tabled for First Reading more than two years ago, to die on the Order Paper on January 6, 2025.

C-33, originally introduced by former Transport Minister Omar Alghabra, completed its clause by clause in committee in December 2024 has now died on the Order Paper with Prorogation. Looking to other bills related to our concerns, none have made a dent. The promised improvements when the Derelict and Hazardous Vessels Act, passed in June 2019, have not materialized. The Vessel Remediation Fund passed in the omnibus budget bill in 2023 has not a single regulation.

The Vancouver and Fraser Port authority continues to direct massive industrial freighters into the waters of the Salish Sea for "free parking" with no concern for the damage caused by their dragging anchors and the impact of noise on our increasingly endangered Southern Resident Killer Whale population. The so-called "sanctuary zones" or the Ocean Protection plan have not been enforced. Nothing on the Canadian side of the international border that transects the Salish Sea is close to half as effective as routine measures on the US side.

The fact that this massive harbour authority has not even once consulted with the First Nations in whose territory it operates, constituting a daily violation of UNDRIP and the local Douglas Treaties, adds injustice and insult to the injury.

I hate to be blunt, and I have personal affection for all my colleagues in the House, especially for those, like you, who do exemplary work, but being an MP should not deprive me of powers of observation. The departments of DFO, Environment and Transport appear to think the peoples and governments of Saanich-Gulf Islands are like small children, who need a pat on the head now and again and are far too ignorant to realize we are being conned. We have been led a merry chase, working hard on bill after bill only to see no changes, no improved protection of our marine ecosystems, no relief from the daily abuse of the anchorages in our waters and hazardous obstructions to navigation. We are fed up and want to see action and accountability.

I do hope that we can find a way to make progress before the looming election.

Elizabeth

Elizabeth May, O.C.
Member of Parliament
Saanich-Gulf Islands
Leader of the Green Party of Canada

Cc:

The Honourable Steven Guilbeault, Minister of Environment and Climate Change

The Honourable Dianne Lebouthillier, Minister of Fisheries, Oceans and the Canadian Coast Guard

Administrative Assistant, Pauquachin First Nation

Mairead Boland, Saturna Island Trustee, Islands Trust

Rob Botterell, MLA for Saanich North and the Islands

Paul Brent, Southern Gulf Islands Electoral Area Director

Aaron Campbell, North Pender Island Trustee, Islands Trust

Theresa Coles, Constituency Assistant

Chief Rebecca David, Pauquachin First Nation

Chief Cindy Daniels, Cowichan Tribes

Jeanine Dodds, Mayne Island Trustee, Islands Trust

Debra Eindiguer, Chief of Staff, Office of Elizabeth May, O.C., M.P.

Gordon Elliott, Director of Operations, W̱SÁNEĆ Leadership Council

Tobi Elliott, Chair, South Pender Island Local Trust Committee, Islands Trust

Aysha Emmerson, Constituency Coordinator, Office of Elizabeth May, O.C., M.P.

Dag Falck, South Pender Island Trustee, Islands Trust

Lori Foster, Executive Administration Assistant, Islands Trust

Clare Frater, Director of Trust Area Services, Islands Trust

Lisa Gauvreau, Galiano Island Trustee, Islands Trust

Jamie Harris, Salt Spring Island Trustee, Islands Trust

Noah Hollis, Outreach Coordinator, Office of Elizabeth May, O.C., M.P.

Gary Holman, Salt Spring Island Electoral Area Director

Chief Chakeenakwaut (Pam) Jack, Penelakut Tribe

Samantha Jack, Reception, Penelakut Tribe

Ben Mabberley, Galiano Island Trustee, Islands Trust

B Manson, STÁUTW First Nation

David Maude, Chair of the North Pender Island Local Trust Area Trustee Corner

Lee Middleton, Saturna Island Trustee, Islands Trust

Deb Morrison, North Pender Island Trustee, Islands Trust

Steven Parkinson, Legislative Director, Office of Elizabeth May, O.C., M.P.

Laura Patrick, Salt Spring Island Trustee, Islands Trust

Patricia Pearson, Constituency Advocate, Office of Rob Botterell, MLA

Timothy Peterson, Chair, Salt Spring Island Local Trust Committee, Islands Trust

Ned Taylor, Government Program Manager, WSÁNEĆ Leadership Council

Becky Wilson, Governance Support, STÁUTW First Nation Council

From:
Sent: Monday, March 10, 2025 10:43 AM
To: Tobi Elliott <telliott@islandstrust.bc.ca>; Warren Dingman <wdingman@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>
Cc: northinfo <northinfo@islandstrust.bc.ca>; Susan Yates <syates@islandstrust.bc.ca>; 'marc bombois' ; Narissa Chadwick <nchadwick@islandstrust.bc.ca>
Subject: RE: Request to review non-enforcement policy

Good morning, Tobi, and thank you.

First, yes please do discuss this in April. We would like the Islands Trust to resume its responsibilities to enforce its Bylaws as quickly as possible. We assume you will redact our address and phone number when replicating the letter on the agenda.

Secondly, for the purposes of clarity:

- As noted in the letter, amendments to the Bylaw through the OCP process are unrelated to the request to resume enforcing the Bylaws immediately.
- The November 2024 (non-enforcement) Bylaw is the one referred to in our letter below. That is what we are requesting you revisit with respect to clause 6.4.1 of Bylaw 177. We are pleased to hear that the Standing Resolution that supports non-enforcement on non-compliance is being reconsidered, but rescinding it would not deal with the issue if the new Bylaw will still be in place, providing, among other things, that "4.2 Enforcement on non-compliant dwellings will be deferred unless there are contraventions in development permit areas, or other environmentally sensitive areas, or there are concerns about health and safety, or the lack of an approved septic system." It will be necessary to remove clause 4.2 simultaneously.

Thanks very much for your attention to this pressing issue.

Regards,

Katherine and Marc

From: Tobi Elliott <telliott@islandstrust.bc.ca>
Sent: Monday, 10 March 2025 9:33 am
To: Warren Dingman <wdingman@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>
Cc: northinfo <northinfo@islandstrust.bc.ca>; Susan Yates <syates@islandstrust.bc.ca>; marc bombois Narissa Chadwick <nchadwick@islandstrust.bc.ca>
Subject: Re: Request to review non-enforcement policy

Thank you for your email, Katherine and Marc,

Do you want this correspondence on the agenda for our next meeting, April 17th?

Your letter is timely. We've already asked bylaw enforcement and compliance Manager Warren Dingman to bring a report to our next meeting about the status of all files related to non-conforming housing.

I've been thinking about how we can start "closing the loop" on the standing resolution not to enforce, as we move into Phase 3 of the Gabriola OCP review process, and draft policies that better reflect the needs of the community today and into the future. The OCP policy development won't likely finish until spring next year, but it's anticipated staff will start reviewing and drafting LUB amendments in this next phase (see schedule from business case for fiscal 2025-26) below:

Phase 3 Fiscal 2025/26 $30,000 – DPA Development, OCP completion and Initiation of LUB review:

· *Continuing First Nations engagement*

· *Revision of DPAs to include new mapping*

· *Communications and Engagement*

· *Drafting OCP Bylaw and Legal Review*

· Legislative Process: OCP bylaw readings, CIMs and Public Hearing, Ministerial Approval, Adoption

· LUB amendment drafting

There is a special meeting with an update on the Gabriola OCP project scheduled for March 28th, if you wish to attend.

We do also have a new Gabriola LTC policy on bylaw enforcement and compliance, which came into effect November 2024. I believe at our next meeting we might discuss whether the standing resolution on enforcement of non-compliant dwellings should stand or be rescinded, and we'll hopefully get some advice from staff on that.

Thanks for your input, it's much appreciated.

Tobi

On Mar 10, 2025, at 8:41 AM, [redacted] wrote:

Good morning,

We are writing to request that you revisit Gabriola Island Local Trust Committee Bylaw Compliance & Enforcement Policy Bylaw No. 1, effective November 7, 2024, which defers enforcement against non-compliant dwellings on Gabriola under Bylaw 177 (the "Policy").

We are all aware of the history behind the Policy. The first Standing Resolution deferring enforcement against safe but technically illegal dwellings on Gabriola was passed in an effort to support people remaining in their homes where possible in a community that is housing-challenged. It received wide support from Islanders, including us.

That is despite our view that in principle, non-enforcement of Bylaws as a way to solve a problem is poor practice and even worse governance. In this particular case, we supported a temporary solution to enable the Islands Trust to ascertain a fuller picture of the housing situation on Gabriola, so as to amend its policy and the Bylaw on housing in due course while ensuring that people in safe dwellings would not be unreasonably evicted.

We made it clear at the time however that this should not inadvertently allow deliberate breaches of clause 6.4.1 of Bylaw 177. That is the provision that permits a trailer to be used as a temporary dwelling for two years while building, subject to a number of conditions that include installation of a septic system, holding a building permit, and fencing.

At the time, the Islands Trust expressed agreement that was not the intent of the Standing Resolution. However, the Policy has since been extended to include this category of dwelling, for reasons that are unclear to us. People who have purchased a property on which to build are not in the same category as others who are renting in a housing market that is extremely difficult, with few rentals available.

We continue to support the work of ensuring that Bylaw 177 be amended to protect Islanders who have a safe but (currently) technically illegal dwelling. We would hope that several years later that work is complete. The Islands Trust should by now be in a position to make suitable amendments to the Bylaw to that effect rather than continue to defer enforcement. We recognize that the OCP process is under way but that bears no relevance to our concerns.

In particular we are concerned about the opportunity the Policy has given to people to take inappropriate advantage of the deferral of enforcement under clause 6.4.1. That is, people who have bought properties with no intent of building, and installed rental trailers on them, and more commonly, people who have bought properties with the stated intent of building but who years later have not taken any meaningful steps towards building.

Clause 6.4.1 is in place for a reason. It provides reasonable flexibility to incoming homeowners to live on their properties while building, while respecting and protecting the interests of the existing residents in a neighbourhood. We can understand that building was

difficult during the pandemic, and things were taking more time. That is no longer the case. We appreciate that building materials and labour are more expensive now. That is a fact of life and has always been a risk of building. It bears no relevance to non-enforcement of 6.4.1.

We struggle to think of any reason why enforcement should continue to be deferred. Doing so is unfair to and disrespectful of residents who do comply with the Bylaws, including those who have over the past few years complied with clause 6.4.1. We therefore request that you take action to resume enforcement without any further delay.

This is not difficult to achieve. On removing this provision of the non-enforcement policy, advise existing property owners in this category that they must immediately take steps to install a septic system and apply for a building permit, if they have not already done so, and complete their fencing obligations. Provide a reasonable time frame to do so. The permit itself requires building within a certain time period.

Thank you for your serious consideration of this matter.

Yours sincerely,

Katherine Gordon and Marc Bombois

Gabriola

From: Alix Hodson Deggan <[redacted]>
Sent: Monday, March 17, 2025 1:40 PM
To: Executive Admin
Subject: Water Budget Study Gabriola

Executive Committee, Islands Trust
Attention: Laura Patrick, Chairperson of the Executive Committee,
Congratulations Laura on your appointment!

To: EC Council

Gabriola Island is receiving a $50,000 Water Budget Study(WBS)not counting staff time. Will this study be used, or like so many others commissioned in the past, archived and shelved?

For this study to be authentic the data used must include projections for the future and calculations based on:

(1) climate change consequences *

*As David Rappaport, environmental ecologist who pioneered the field of eco-system health, says: You can't use historic climate data to project likely future scenarios…the impacts of climate change are increasingly unpredictable — phenomena, atmospheric rivers, heat domes and fire infernos generating their own unique weather systems — means we are living in a world of growing uncertainty.(Driftwood, Oct. 2024).

(2) increases in the number of users; due to development authorized in current zoning.

(3) groundwater and aquifer resilience, capacity and resupply.

(4) groundwater risk of contamination by concentrated sewage from septic systems in densely populated areas(i.e. village area on Gabriola Island).

And **these studies** must be current (limited to the last 3 years)* and not just reliant on historical data, as is often the case.

In addition to the OW well records (test wells), that are often situated in the sparsely populated areas, we need data derived from several wells located in the more densely populated "at risk" zones. The data records from the wells in developed areas would be more representative of the actual demands and stress that is being placed on the groundwater supply and the aquifer system.

How will this study be used:

1. Will the information gained be integrated into land-use planning and lead to the drafting of new "Directive" policies in the Trust Policy Statement and OCP to protect the groundwater supply, recharge areas and ecosystems?

2. Will the “WBS” inform and direct Trust Council and the staff’s land-use decisions by limiting density increases in groundwater recharge areas, aquifer and watershed regions and ecosystem stressed areas?

CONCLUSION:

If the various projects in the “WBS” do not address future demands, climate change and utilize current and authentic data in their calculations for water availability, then the information derived from this study will not be reliable or useful and will once again be shelved.

The “WBS” must be the first step in the process of developing new TPS and OCP directives and policies that enforce the protection of groundwater, aquifers and watersheds.

In the absence of clear, definitive and precisely worded freshwater protection regulations, any new development or density increases will further exacerbate the water problems of the Trust Islands while continuing to erode the health of the ecosystem.

Please place this letter in the Trust records.

Thankyou,
Alix Hodson Deggan,
Gabriola Island, BC.

From: Brad Nixon
Sent: Wednesday, April 2, 2025 11:20 AM
To: northinfo <northinfo@islandstrust.bc.ca>
Cc: Susan Yates <syates@islandstrust.bc.ca>; Tobi Elliott <telliott@islandstrust.bc.ca>; lpatrick@islandstrust.ca
Subject: Proposed commercial/industrial use of Degnen Bay

Hello…I am a resident of Gabriola Island. Our home overlooks Degnen Bay. We have had a continuing struggle to keep Degnen Bay clear and clean from derelict, abandoned or illegal boats and structures. Warren Dingman from the Trust and the federal Ministry of Transport have been particularly helpful in resolving these issues. As you know, Degnen Bay is a Rockfish conservation area mapped by DFO Canada, it has a very large area of eelgrass zone.

Degnen Bay is not a large bay, it is home to private and First Nations Shellfish leases, along with Snuneymoux Burial Island..

We recently learned of a further proposed incursion into the Bay which will have a very negative effect on the environment and violate the zoning provisions of the Islands Trust. I originally wrote to the Vancouver Maritime Museum who gave a 58' retired RCMP catamaran (PV Nadon) to a private individual. A copy of that letter (Item 1) is set out below.

I have learned since writing this letter that the new owner proposes a commercial/industrial use of the vessel at its anchorage in the eel grass bed of Degnen Bay. He has dropped four concrete bases in the bay to which mooring buoys are attached. At least one of the concrete anchorages is exposed at low tide. My understanding is the PV Nadon will be moored in or adjacent to the eelgrass shallows and will touch the sea floor at low tide.

The executive director of the Vancouver Marine Museum has since advised me of the proposed use as follows:

"The new owner plans to repower PV Nadon's propulsion and make her available for marine contract work in the Salish sea. They hope PV Nadon will also be made available for assistance in spill response on the coast, to facilitate in marine emergencies and into shoal waters. There is also potential for chartering contracts with marine biology, motion picture work, and eco adventure tourism."

Bylaw 177 expressly prohibits commercial and industrial uses in the bay (Zones WG and WC2). As the proponent has not consulted with the local community and the proposed uses represent a clear violation of the bylaw, I hope the Trust will take a strong stand against this proposed activity.

Thank you for your attention to this matter, Brad Nixon

1. Letter to Vancouver Maritime Museum dated March 17th, 2025:

From: Brad Nixon
Sent: March 19, 2025 11:00 AM

To: David Jordan <david@vanmaritime.com>; Nicola Clur <managing.director@vanmaritime.com>; Zoe Forsyth <zoe@vanmaritime.com>; Emma Forgie <programs.coordinator@vanmaritime.com>; James Elston <marketing@vanmaritime.com>; Louise Chapman <Louise@vanmaritime.com>
Subject: Relocation of PV Nadon to Degnen Bay, Gabriola Island.

Hello David Jordan, Nicole Clur, Zoe Forsyth, Emma Forge, James Elston, Louise Chapman and others….I am a resident of Gabriola Island . My home backs on to Degnen Bay on Gabriola Island along with several others.

I understand that the Vancouver Maritime Museum decided to give the PV Nadon (a 58 foot vessel) to an unknown person or organization who will anchor the ship in our small bay without consulting the local community. Our community has had a historic problem with abandoned or illegal boat anchorages. This large boat will add significantly to those problems. There are no community benefits from this decision – in fact there will be community loss and damage.

Degnen Bay is not a large bay. It has stands of protected eel grass, an island burial ground of the Snuneymuxw people, and protected rock fish habitat. The proposed anchorage for this boat is in an eel grass bed. The ship will not be attached to the shore.

We do not know why it is being anchored here. There has been no consultation with the neighbours or the larger local community. There are no community benefits from this decision – there will be community loss and damage. I can't help but think that significant tax dollars were spent to refurbish the boat and the Museum may not have considered the ramifications of this gift to a third party so soon after receiving it from the RCMP.

Why is a responsible and caring organization such as the Vancouver Maritime Museum doing this? I am writing to ask that the Museum reverse its decision to dump this ship in our backyard.

Thank you, Brad Nixon
Gabriola Island

From: gavin coford
Sent: Tuesday, April 1, 2025 6:20 PM
To: Susan Yates <syates@islandstrust.bc.ca>; Tobi Elliott <telliott@islandstrust.bc.ca>; northinfo <northinfo@islandstrust.bc.ca>; Brad Nixon <bradnixon@cbbn.ca>
Subject: Fwd: Transfer of Catamaran PV Nadon to Degnen Bay Gabriola Island

Hi Susan and Tobi
The following is a letter I wrote to the Vancouver Maritime Museum, it outlines the potential situation we will have in Degnen Bay I would urge the islands trust to write to the Vancouver maritime museum and let them know that Degnen Bay is a special area of concern due to the extensive eelgrass area and Rockfish conservation zone not to forget First Nations concerns and general well being of the community around Degnen Bay.
Yours Sincerely
Gavin Coford

Begin forwarded message:

From: gavin coford
Subject: Transfer of Catamaran PV Nadon to Degnen Bay Gabriola Island
Date: March 26, 2025 at 10:57:42 AM PDT
To: managing.director@vanmaritime.com, director@vanmaritime.com, development@vanmaritime.com, zoe@vanmaritime.com, programs.coordinator@vanmaritime.com

Dear:

Mr. David Jordan
Ms. Nicola Clur
Ms. Louis Chapman
Ms. Zoe Forsyth
Ms.Emma Forgie
Vancouver Maritime Museum Board of Directors

I live on Gabriola Island, it has come to my attention and dismay that the Vancouver Maritime Museum has given the EX RCMP Vessel PV Nadon to an individual that is going to moor the vessel in Degnen Bay Gabriola Island.

Degnen Bay has had many abandoned vessels to deal with, this boat will contribute to the ongoing issues. The community has not been informed of this vessels transfer here, it is of no benefit to the community, in fact it will harm the community and the ocean ecosystems.

Degnen Bay is a Rockfish conservation area mapped by DFO Canada, it has a very large area of eelgrass zone, my understanding is the PV Nadon will be moored in the eelgrass shallows and will touch the sea floor at low tide as well as casting a massive 58 foot x 22 foot shadow over the eelgrass , this is very bad news for delicate ocean ecosystems.

Degnen Bay is not a large bay, it is home to private and First Nations Shellfish leases.

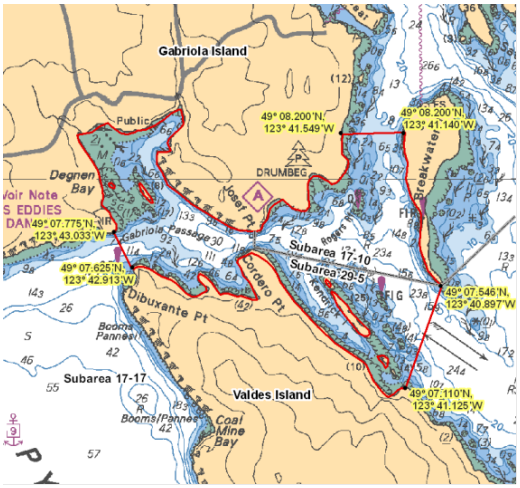
The community has not been consulted about why it is being anchored here or what its purpose is, there is no community benefit, this vessel will lead only to community loss.

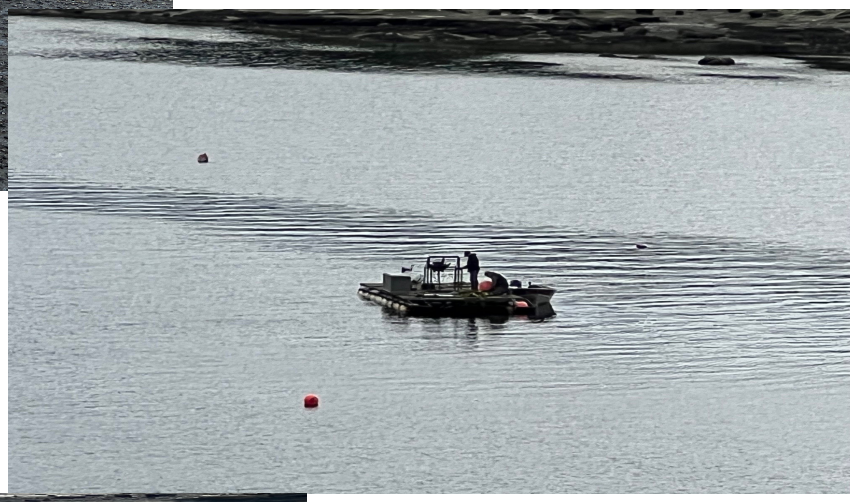
I urge the Vancouver Maritime Museum to rescind the decision to release PV Nadon to a private individual until a more suitable location (with community consultation) can be found.

I have read all of your Bio's on the VMM website, your organization and people seem to be caring of the ocean environment and community well being please do the right thing.

Yours Sincerely
Gavin Coford
Gabriola Island

P.S Below is a Map of Rockfish conservation zone 17 Degnen Bay





STAFF REPORT

File No.: 3024-02 (APC)

DATE OF MEETING:	April 17, 2025
TO:	Gabriola Island Local Trust Committee
FROM:	Chloe Straw, Planning Team Assistant Northern Team
SUBJECT:	Housing Advisory Planning Commission Expiry

RECOMMENDATION

1. **That the Gabriola Island Local Trust Committee request staff to:**

   Send letters to members of the Housing Advisory Planning Commission whose terms will expire on May 11, 2025, thanking them for their participation and inviting their expressions of interest for reappointment for another two-year term; and

   a. **Advertise for public expressions of interest for new members.**

REPORT SUMMARY

The Gabriola Island Local Trust Committee (LTC) is asked to consider reappointments for its Gabriola Island Housing Advisory Planning Commission because the terms will expire on May 11, 2025.
As of the date of this staff report, the Housing Advisory Planning Commission (HAPC) has eight members. The maximum number of HAPC members is nine.

ANALYSIS

Islands Trust Policy Statement:

A guiding principle of the Islands Trust Policy Statement is that "*open, consultative public participation is vital to effective decision making for the Trust Area*." Moreover, Commitments of Trust Council include:

- *5.8.1 Trust Council holds that public participation should be part of the decision-making processes of all levels of government.*
- *5.8.2 It is the position of Trust Council that local trust committees and island municipalities should, in establishing their official community plans and regulatory bylaws, provide opportunities for public input.*
- *5.8.3 Trust Council holds that island communities within the Trust Area are themselves best able to determine the most effective local government structure to support their local autonomy and specific community needs within the object of the Islands Trust.*

LTCs have a responsibility to ensure that members of the public can participate in planning processes, yet they have the freedom to determine the framework best suited to a particular Local Trust Area.

LTC Bylaw No. 296

The authority to establish advisory planning commissions is granted to LTCs through the *Islands Trust Act* and section 461(2) of the *Local Government Act*.

Advisory planning commission

> **461** (2) A board may, by bylaw, establish an advisory planning commission for one or more electoral areas or portions of an electoral area to advise the board, or a regional district director representing the electoral area, on all matters referred to the commission by the board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under this Part.

Notably, such advisory planning commissions are intended to advise LTCs specifically on land use matters including Official Community Plans, and proposed bylaws or permits that may be issued under Part 14 (e.g. zoning bylaw or development permit). Formal citizen representation on advisory planning commissions adds value and transparency to planning processes. It is important that the APC remains in place should a referral be recommended in the future.

Pursuant to section 461, the LTC has adopted Bylaw No. 296 cited as "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", which identifies the planning commission, member composition, terms and roles, and rules for arranging, advertising and conducting commission meetings (Attachment 1).

NEXT STEPS

Should the LTC pass the recommended resolutions (page 1), staff will proceed with sending letters to members of the HAPC inviting their expressions of interest for reappointment; proceed with advertising; and bring forward expressions of interest to the June 26, 2025 LTC business meeting.

Submitted By:	Chloe Straw, Planning Team Assistant	March 19, 2025
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	March 19, 2025

ATTACHMENTS

1. Bylaw No. 296

GABRIOLA ISLAND TRUST COMMITTEE

BYLAW NO. 296

A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS FOR THE GABRIOLA ISLAND LOCAL TRUST AREA PURSUANT TO THE *LOCAL GOVERNMENT ACT* AND THE *ISLANDS TRUST ACT*

The Gabriola Island Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Gabriola Island Local Trust Area in the Province of British Columbia, pursuant to the *Islands Trust Act*, enacts as follows:

1. Establishment

a) The Gabriola Island Local Trust Committee may appoint one or more Advisory Planning Commissions to advise the Local Trust Committee on all matters referred by the Local Trust Committee respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under Part 14 of the *Local Government Act*.

2. Appointment of Members

a) The Local Trust Committee may, by resolution, appoint up to nine members to an Advisory Planning Commission (APC) to serve concurrent two year terms.

b) At least two thirds of APC members must be residents of the Local Trust Area.

c) The Local Trust Committee may, by resolution, remove a member of an APC at any time.

d) If a member is removed or resigns from an APC, the Local Trust Committee may, by resolution, appoint a new member to serve the balance of the term of the appointment.

3. Roles

a) The APC members must, from among the members, elect a Chairperson, a Deputy Chairperson, and a Secretary, during the first meeting after their appointment.

b) The Chairperson will:

i) Receive referrals from the Local Trust Committee and, in response, determine when and where meetings will be held;

ii) Ensure that meetings are conducted in accordance with the requirements of this Bylaw and the *Local Government Act*;

iii) Sign meeting minutes to certify that they are true and correct following approval by the APC.

iv) Record a member's declaration of conflict of interest or potential conflict of interest, once a member has declared it;

v) In the absence of the Secretary, act in the role of Secretary or appoint another member of the APC to act in the role of Secretary.

c) The Deputy Chairperson will:

i) Undertake the duties listed in 3b) above, in the Chairperson's absence.

d) The Secretary will:

i) Assist the Chairperson, as needed, to arrange meetings;

ii) Ensure that public notice is posted or public advertisements are placed in advance of APC meetings;

iii) Except where the Islands Trust has retained a professional minute taker to support the APC, record and maintain legible minutes of all APC meetings; forward copies of draft minutes to the

Islands Trust office; ensure minutes are approved by the APC at a subsequent meeting; and provide copies of adopted minutes to the public upon request;

iv) Inform the Local Trust Committee of the resignation of any APC member, within thirty (30) days of the resignation.

4. Referrals

a) An APC will receive referrals on matters respecting land use, community planning or proposed bylaws and permits under Part 14 of the *Local Government Act*, which are referred directly to the Commission by the Local Trust Committee.

b) A meeting on any particular referral must be held not more than (40) days after the date of receipt of that referral unless the Local Trust Committee has requested a response by an earlier specified date.

5. Notice of Meeting

a) An employee of the Islands Trust must provide documentation associated with any referral from the Local Trust Committee to all members of the APC.

b) The Secretary must send a notice of meeting including a description of all referrals to be discussed to each member at least five (5) calendar days prior to the meeting.

c) The Secretary must ensure an applicant is notified of the date, time and place of the meeting at which his or her application or proposal will be discussed at least five (5) calendar days prior to the meeting.

d) The Secretary must ensure the Local Trustees and the employee of the Islands Trust noted in 5a) are notified of each meeting at least five (5) calendar days prior to the day of the meeting.

e) The Secretary must post a notice of the date, time, and place of any regular APC meeting at least five (5) calendar days prior to the meeting on a bulletin board on Gabriola Island that is accessible to the public; such bulletin board to be the same as is used by the Local Trust Committee for the posting of any scheduled Local Trust Committee meeting.

6. Conduct of Meeting

a) All deliberations of the APC must take place in a meeting, and all meetings must be held in a public facility and must be open to the public.

b) A quorum is the lessor of three members or 50 % of those appointed.

c) The Chairperson is to convene the meeting and may adjourn the meeting from time to time.

d) If the APC is considering an amendment to an Official Community Plan or a bylaw, or the issue of a permit, the applicant for the amendment or permit is entitled to attend the meeting and to be heard.

e) If an applicant or agent fails to appear, despite being duly notified, deliberations and recommendations may be made in the applicant's absence.

f) At the request of any APC member, the Chairperson must invite an elected official, Islands Trust staff, or member of the public present at the meeting to comment on the matters before the Commission.

g) The APC must not receive development proposals or other applications directly from applicants.

h) The APC must not consult directly with other government agencies or organizations.

i) If the Chairperson considers that another person at the meeting is acting improperly and in a manner that is disrupting the deliberations of the APC, the Chairperson may order that person expelled from the meeting.

7. Notice of Recommendation

a) If the Local Trustees did not attend an APC meeting, they may request a verbal report from the Chairperson at a subsequent meeting of the Local Trust Committee.

b) All APC recommendations shall be recorded as part of the meeting minutes, and may be recorded as resolutions, provided that, where requested by any member, all dissenting opinions are also recorded.

c) All APC recommendations and meeting minutes must be forwarded by the Secretary to the Local Trust Committee and to the Islands Trust Office, within seven (7) days of an APC meeting.

d) Although the recommendations must be received by the Local Trust Committee, the Local Trust Committee is not bound by the recommendations.

8. Transition

a) "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2002", is repealed.

b) "Gabriola Island Local Trust Committee DeCourcy Island Advisory Planning Commission Bylaw, 1996", is repealed.

c) "Gabriola Island Local Trust Committee Mudge Island Advisory Planning Commission Bylaw, 1996", is repealed.

9. Citation

a) This Bylaw may be cited as "Gabriola Island Local Trust Committee Advisory Planning Commission Bylaw, 2017".

READ A FIRST TIME THIS	11TH	DAY OF	MAY	, 2017
READ A SECOND TIME THIS	11TH	DAY OF	MAY	, 2017
READ A THIRD TIME THIS	23RD	DAY OF	MAY	, 2017

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

	7TH	DAY OF	JUNE	, 2017
ADOPTED THIS	8TH	DAY OF	JUNE	, 2017

_____ _____

SECRETARY CHAIRPERSON

STAFF REPORT

DATE OF MEETING:	April 17, 2025
TO:	Gabriola Island Local Trust Committee
FROM:	Warren Dingman Bylaw Compliance & Enforcement Manager
SUBJECT:	Bylaw Compliance and Enforcement File & Policy Review

RECOMMENDATION

1. **That the Gabriola Island Local Trust Committee rescind the following three Standing Resolutions:**

   GB-LTC-2022-089 – Standing Resolution on Enforcement of Non-Compliant Dwellings; GB-LTC-2020-053 – Standing Resolution authorizing proactive enforcement on unlawful short-term vacation rentals; and GB-LTC-2019-038 – Standing Resolution deferring enforcement for limited public markets operating indoors.

2. **That the Gabriola Island Local Trust Committee adopt the following amendment to the Gabriola Island Bylaw Compliance & Enforcement Policy with the following:**

   Replace the current section 4.2 with the following:

   Enforcement on non-compliant dwellings will be deferred unless there are contraventions in development permit areas; or other environmentally sensitive areas; or if there are concerns about health and safety; or the lack of approved sewage disposal systems; or if it is determined that there is contamination of wells or other drinking sources; or if there are more than two non-compliant dwellings or travel trailers used as residences on a property.

3. **That the Gabriola Island Local Trust Committee request Staff to prepare amendments to the "Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011" for consideration.**

REPORT SUMMARY

The purpose of this report to provide an update on compliance and enforcement files for non-compliant dwellings, as well as address concerns with the current policies in place, standing resolutions, and other housekeeping issues regarding bylaw enforcement.

COMPLIANCE AND ENFORCEMENT POLICY

The bylaw compliance and enforcement policies were adopted in November 2024 with the intention of replacing standing resolutions as the main policy documents, and to adopt more comprehensive compliance and enforcement policies.

The use of standing resolutions had been the means by which Local Trust Committees can establish priorities for bylaw compliance and enforcement activities or defer any action when required. For example, they have been

used to direct proactive enforcement on short-term rentals, and to defer enforcement on non-compliant dwellings.

The adoption of the policy document in November eliminates the need to retain the bylaw enforcement specific standing resolutions.

NON-COMPLIANT DWELLINGS

Attached to this report is a table that references all current non-compliant dwelling files in the Gabriola Island Local Trust Area. There are 23 open files, with the majority opened for concerns regarding the residential use of travel trailer.

The Gabriola Island Land Use Bylaw No. 177 does permit the residential use of travel trailers or recreational vehicles if there is a valid building permit for the principal dwelling unit on the lot, and if it is screened from adjacent land, and connected to an approved sewage disposal system.

In 2022, a standing resolution (GB-LTC-2022-089) was adopted in order to defer enforcement on non-compliant dwellings, except in certain circumstances. There was concern this deferment would lead to an increase in the number of non-compliant dwellings, but this has not been the case. There have been eight files opened since the adoption of the policy two and a half years ago, but in 2021 alone, there were eight files opened.

The primary concern with the non-compliant dwellings has been whether or not there is proper septic disposal on site, and there has been voluntary compliance when it comes to installing sewage disposal systems. Some of the subject properties do have multiple units used, and it would be reasonable to set a limit on the total number of non-compliant dwellings or travel trailers used for residences. The majority of the lots are under 2 hectares in size and zoned for only one dwelling unit.

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW ENFORCEMENT NOTIFICATION BYLAW, NO. 263, 2011

The Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011 (BEN) has not been amended since 2018, and there have been multiple amendments made in the Land Use Bylaw and this means that there are contraventions that are not included with the BEN Schedules.

The BEN Schedules also lack a penalty for failing to obtain a development permit for work in development permit areas, and the permit requirement is present in the Gabriola Island Land Use Bylaw No. 177. This means that the only option for development permit area enforcement is by filing a notice of claim in the Supreme Court of British Columbia and the costs of submitting such a claim can be probative.

Any penalty for failing to obtain a permit would not be permitted to exceed $500 per day.

Rationale for Recommendations

The current policy document for bylaw compliance and enforcement activities within the Gabriola Island Local Trust Area provides comprehensive policies, priorities, and procedures for staff, and it provides a public facing document that can assist residents in understanding the compliance and enforcement process. This eliminates the need for separate standing resolutions to establish bylaw compliance and enforcement policies.

The Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011 requires updates due to Land Use Bylaw amendments, and there is a proposal to add a penalty for failing to obtain a development permit for work in a development permit area.

ALTERNATIVES

The following alternative resolution is available to the Gabriola Island Local Trust Committee if they wish to cease deferred enforcement on non-compliant dwellings:

1. **That the Gabriola Island Local Trust Committee direct staff to delete section 4.2 from the Gabriola Island Bylaw Compliance & Enforcement Policy in its entirety.**

2. **That the Gabriola Island Local Trust Committee receive this report for information.**

Submitted By:	Warren Dingman, Bylaw Compliance & Enforcement Manager	April 1, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	April 2, 2025

ATTACHMENTS

1. **TABLE OF NON-COMPLIANT DWELLING FILES**

Attachment 1

Non-Compliant Dwelling Files

File Number	Street	Type	Island	Number of Non-Compliant Units (39)	Permitted Density (24)
GB-BE-2019.13	Berry Point RD	Secondary Suite & Trailer	Gabriola	2	1
GB-BE-2019.17	Barrett RD	Trailer	Gabriola	1	1
GB-BE-2019.41	Bertha AVE	Secondary Suite & Trailers	Gabriola	3+	2
GB-BE-2020.21	Dogwood Crescent	Trailer	Gabriola	2	1
GB-BE-2020.26	Bertha	Trailer	Gabriola	2	1
GB-BE-2021.15	Whalebone DR	Secondary Suite	Gabriola	1	1
GB-BE-2021.18	Harrison Way	Trailer	Gabriola	1	1
GB-BE-2021.26	Halibut Hill	Trailer	MUDGE	1	1
GB-BE-2021.27	Degnen Bay	Liveaboard	Gabriola	2	0
GB-BE-2021.28	McClay Way	Secondary Suite & Trailer	Gabriola	2	1
GB-BE-2021.34	Halibut Hill	Trailer	MUDGE	1	1
GB-BE-2021.48	COHO DR	Secondary Suite	MUDGE	2	1
GB-BE-2021.55	Berry Point RD	Secondary Suite	Gabriola	2	1
GB-BE-2022.1	North RD	Trailer	Gabriola	3+	2
GB-BE-2022.9	South RD	Trailer	Gabriola	3+	1
GB-BE-2023.9	Maude Miller Way	Trailer	Gabriola	3	1
GB-BE-2023.19	Balsam	Trailer	Gabriola	1	1
GB-BE-2023.37	Jeanette Ave	Trailer	Gabriola	1	1
GB-BE-2024.2	Sockeye	Trailer	MUDGE	1	1
GB-BE-2024.36	Halibut Hill RD	Tent	MUDGE	1	1
GB-BE-2024.60	Wild Cherry	Trailer	Gabriola	2	1
GB-BE-2024.61	Wild Cherry	Trailer	Gabriola	1	1
GB-BE-2024.62	Trillium Way	Trailer	Gabriola	1	1

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JANUARY 21st, 2025 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit https://islandstrust.bc.ca/whats-happening/meetings-and-events/

1. ORGANIZATION UPDATES/TEAM

- An election for Chair and Vice Chair was held. Trustee Gauvreau was elected Chair of the ITC Board. Trustee Timothy was elected Vice Chair.

2. STRATEGIC PLANNING/ADMINISTRATION

- Acting Manager Stewart provided an overview of the 2025-26 Annual ITC Work Plan items for the ITC team.
- The ITC Board approved the letter of support for Raincoast Conservation Foundation's application to Intact Insurance's Climate Resilience Grant and directed staff to provide it on behalf of the ITC Board.
- The ITC Board passed a resolution to provide an updated 2025/26 budget request to the Financial Planning Committee and Trust Council that addresses the changes and comments made by the Board.
- Trustee Elliott provided the Executive Committee update to the ITC Board by email. There was no Governance Committee update provided as the Governance Committee has not met since the last ITC Board meeting.

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board approved spending up to $2,000 from existing budgets towards the cost of an Ecological Gifts Program appraisal for a Natural Area Protection Tax Exemption Program (NAPTEP) covenant on Gabriola Island.

4. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board approved Part II of the Sallas' invasive plant management plan for Burnt Snag (ES65741), Dragonfly Pond (ES065747), Kingfisher Pond (ES065749), and Woodpecker Pond (ES65743) covenant areas, and issued a temporary waiver of covenant terms 3.2(d) and 3.2(k) subject to terms and conditions, consistent with the approved Forest Restoration Strategy of the Sidney Island Ecosystem Restoration Plan.
- The ITC Board discussed updating the Ruby Alton process in the ITC Annual Work Plan by hiring a demolition company that completes all work on the house as one package, including an estimate, hazmat analysis, permits, demolition, and removal of the house and all structures.

- The ITC Board accepted the third-party 2024 monitoring report for Owl's Call NAPTEP Covenant, Salt Spring Island, and directed staff to add a summary of this report to the 2024 ITC NAPTEP Covenant Monitoring Report as an addendum.
- The ITC Board approved the request by the Galiano Conservancy Association to include Vanilla Leaf Land Nature Reserve, Galiano Island, in Galiano Conservancy Association's application for a Section 11 Change Approval under the Water Sustainability Act. Any work to be done in Vanilla Leaf Land Nature Reserve will be subject to further information and approval by the ITC Board if and when the application is approved.
- The ITC Board directed staff to draft a letter to the Bowen Municipality regarding Referral BO-DP-2024-0196 including their comments to ensure the project will not negatively impact the David Otter Nature Reserve.
- The ITC Board directed staff to respond to the Bowen Island Municipal Council referral regarding bylaw 671 and 672 with their comments.

5. COMMUNICATIONS AND OUTREACH

- Staff are considering the creation of a Priority Acquisitions Fund that would act as a source of funds for ITC to use if a priority acquisition arises that ITC may wish to acquire.
- Staff are in communication with the McRae NAPTEP Covenant (Gabriola Island) Holder regarding off-leash dogs, and are pursuing an article for the local newspaper.

Learn more about Islands Trust Conservancy: https://islandstrust.bc.ca/conservancy/

Subscribe for Islands Trust Conservancy updates: https://islandstrust.bc.ca/subscribe/

Print Date: April 9, 2025

Gabriola Local Trust Committee
Open Applications
Report

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250069	Henry Rutgers	2/10/2025	927 PAT BURNS AVE, GABRIOLA,	Remove one (1) tree in DPA 'DP-6', steep slope

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Local Trust Committee	Email Applicant of LTC Meeting

Application Number	Applicant Name	Date Received	Address	Purpose
GB-DP-2021.1	Sonja Zupanec	5/20/2021	0 STOKES RD	PID: 003-134-806 DP application for protection of development from hazardous conditions DPA6, relating to subdivision application.

Planner	Status	Most Recent Completed Activity
Sonja Zupanec	Local Trust Committee	Record LTC Decision/Update FUAL

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
GB-DVP-2022.3	Thomas Pink	6/23/2022	1160 THE STRAND, GABRIOLA, BC	PID: 008-828-067 Shoreline protection variance. Civic address: 1160 The Strand, Gabriola Island, BC.

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	Awaiting LTC Decision	Waiting for Revisions

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240299	Michael Apps	11/7/2024	1140 THE STRAND, GABRIOLA, BC	Shoreline protection variance.

Planner	Status	Most Recent Completed Activity
Stephen Baugh	Awaiting LTC Decision	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
GB-DVP-2022.4	Mark & Gail Woodside	6/30/2022	1170 THE STRAND, GABRIOLA, BC	PID: 008-828-059 Foreshore protection variance. Civic address: 1170 The Strand, Gabriola Island, BC.

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	Awaiting LTC Decision	Generate Complete Application Letter

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
GB-RZ-2024.1	Talyn Martin	1/10/2024	0 SOUTH RD-AGI HALL	PID: 004-633-989 seeking a rezoning from industrial to commercial in order to build a year-round community food hub at 465 South Rd. on Gabriola.

Planner	Status	Most Recent Completed Activity
Stephen Baugh	Waiting for Revisions	Generate Notice of Revisions

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240091	Nigel Gray	6/18/2024	793 LOCKINVAR LANE	Proposed rezoning to add propane tank storage and delivery as a site specific permitted use.

Planner	Status	Most Recent Completed Activity
Stephen Baugh	Awaiting LTC Decision	Waiting for Fee Payment (PL)

Gabriola

Application Number	Applicant Name	Date Received	Address	Purpose
GB-RZ-2023.1	John Steil	6/13/2023	0 DESCANSO BAY	PID: 025-798-090 and 025-798-103 renovation and expansion of ferry terminal at Descanso Bay Ferry Terminal on Gabriola Island.

Planner	Status	Most Recent Completed Activity
Stephen Baugh	Local Trust Committee	Waiting for APC Response

Application Number	Applicant Name	Date Received	Address	Purpose
GB-RZ-2022.1	Kent Moen	6/7/2022	750 TIN CAN ALLEY, GABRIOLA, B	PID: 023-005-629 Change zoning to accommodate multiple changes in use. Civic address: 750 Tin Can Alley, Gabriola Island, BC.

Planner	Status	Most Recent Completed Activity
Stephen Baugh	In Progress Rezoning	Generate & Send Notice of LTC Decision

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
GB-SUB-2024.2	Scott Stevenson	4/30/2024	0 STOKES RD	subdivision to create 2 lots at NORTH EAST 1/4 OF SECTION 3 GABRIOLA ISLAND NANAIMO DISTRICT EXCEPT PARCEL A (DD 77326I) AND EXCEPT PLANS EPP19453 AND EPP66666 on Gabriola Island.

Planner	Status	Most Recent Completed Activity
Sonja Zupanec	Administrative Approval	Record and File PLR

Application Number	Applicant Name	Date Received	Address	Purpose
GB-SUB-2024.1	Scott Stevenson	3/13/2024	Seymour Rd	PID: 027-086-500 subdivision to create 11 lots at Lot 20, Section 8 on Gabriola Island.

Planner	Status	Most Recent Completed Activity
Sonja Zupanec	Administrative Approval	Record and File PLR

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20240307	Madeline Ani	11/15/2024	381 SPRUCE AVE, GABRIOLA, BC	Lot line adjustment to address the existing well pump house being bisected by the current property boundary between 381 and 291 Spruce Avenue.

Planner	Status	Most Recent Completed Activity
Stephen Baugh	Administrative Approval	Generate and Send Referral Response Form

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20240310	Michael McNally	11/19/2024	1595 HESS RD, GABRIOLA, BC V0	Original TUP was issued in 2022 and we are seeking to renew it for another three years.

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Local Trust Committee	Email Applicant of LTC Meeting

Islands Trust

LTC EXP SUMMARY REPORT F2025

Invoices posted to Month ending February 2025

620 Gabriola	Invoices posted to Month ending February 2025	Budget	Spent	Balance
65000-620	LTC "Trustee Expenses"	680.00	0.00	680.00
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	2,300.00	2,688.61	-388.61
65210-620	LTC - Local Exp - APC Meeting Expenses	2,000.00	156.20	1,843.80
65220-620	LTC - Local Exp - Communications	200.00	369.00	-169.00
TOTAL LTC Local Expense		4,500.00	3,213.81	1,286.19
Projects				
73001-620-2001	Gabriola OCP/LUB	77,000.00	34,492.78	42,507.22
73001-620-4105	Gabriola Ecological Protection Zone	2,000.00	0.00	2,000.00
TOTAL Project Expenses		79,000.00	34,492.78	44,507.22

Gabriola Island Local Trust Committee Policies & Standing Resolutions

No	Meeting Date	Resolution No.	Issue	Policy and Description

1.	June 14, 2018	GB-2018-040	Processing non-medical cannabis retail license applications	**It was MOVED and SECONDED**
				that the Gabriola Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications:
				• Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee;
				• The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical;
				• The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal; and
				• However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information:
				  • Name of the applicant and a description of the proposal in general terms;
				  • The location of the proposed establishment and the subject site;
				  • The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered;
				  • The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application; and
				  • How public comments may be submitted to the Local Trust Committee.

2.	November 22, 2018	GB-2018-122	Applications for Federal Cannabis License	**It was MOVED and SECONDED** that the Gabriola Island Local Trust Committee requests that Notices of Intention to Apply for a Federal Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust.
3.	February 28, 2019	GB-2019-031	First Nations - Community Reconciliation	**It was MOVED and SECONDED** that the Gabriola Island Local Trust Committee adopt the following standing resolution: Whereas the Local Trust Committee seeks to engage in Reconciliation with local

				First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re)introducing Trustees and Staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; and e) Establish and maintain government to government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.
4.	April 11, 2019	GB-2019-038	Limited Public Markets Enforcement	**It was MOVED and SECONDED** that the Gabriola Island Local Trust Committee adopt the following standing resolution with respect to limited public markets: a) Islands Trust Bylaw Enforcement Staff are directed to not enforce Section B.6.2 of Gabriola Island Land Use Bylaw No. 177, 1999 when limited public markets are operated indoors, but rather to inform the operators of the applicable land use regulations; b) This enforcement policy does not permit violation of the Land Use Bylaw and the Gabriola Island Local Trust Committee may at any time, by resolution, modify or rescind this policy or give direction to expand enforcement activities.
5.	April 11, 2019	GB-2019-040	S219 Covenant	**It was MOVED and SECONDED**

			Signatories	that the Gabriola Island Local Trust Committee adopt the following standing resolution: that the Gabriola Island Local Trust Committee is authorized to enter into section 219 covenants, in the form of the 'Model Covenant for Secondary Suites' attached and in satisfaction of subsection B.6.6.8 of the Gabriola Island Land Use Bylaw No. 177, provided that such covenants must be executed on behalf of the Local Trust Committee by two members of the Local Trust Committee.
6.	January 23, 2020	GB-2020-002	Consultation for Communication Towers	**It was MOVED and SECONDED** that the Gabriola Island Local Trust Committee adopt the "Model Strategy for Antenna Systems" prepared by the Local Planning Committee of the Islands Trust, as the Gabriola Local Trust Committee strategy to assess any future potential tower proposals in the Gabriola Local Trust Area.
7.	July 30, 2020	GB-2020-053	Proactive unlawful STVR enforcement	**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.
8.	October 27, 2022	GB-2022-089	Defer enforcement on all existing non-compliant dwellings being used for residential purposes except…..	**It was MOVED and SECONDED** a) that the Gabriola Island Local Trust Committee note that given the lack of housing options on Gabriola, Bylaw Staff will defer enforcement on all existing non-compliant dwellings being used for residential purposes except in the following circumstances: i. It is determined that there are risks to health and safety; ii. It is determined that sewage is not being disposed of in an approved septic or sewage disposal system; or that septic or sewage disposal systems are beings used in excess of capacity or ability as a result of non-compliant dwellings; iii. It is determined that there is contamination of wells or other drinking water sources; iv. Non-permitted residential uses are in water zones or environmentally sensitive areas; v. That the Gabriola Island Local Trust Committee may give direction to resume enforcement on activities on any property that poses risk to the health and safety of residents or to the environment. b) Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Gabriola Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.

				c) The Gabriola Local Trust Committee will review this standing resolution at a minimum of once per year with updates from the Bylaw Compliance and Enforcement Manager to measure results and impacts, as amended. d) That the Gabriola Local Trust Committee recommend to the incoming Gabriola Local Trust Committee that it conduct a community consultation regarding the Standing Resolution.
9.	August 8, 2024	GB-2024-066	Defer enforcement of Mudge Island Land Use Bylaw No. 228 except…	**It was MOVED and SECONDED** that the Gabriola Island Local Trust Committee replace standing resolution GB-2024-023 with the following: defer enforcement of the Mudge Island Land Use Bylaw No. 228 until a full review of policies and procedures for compliance and enforcement is complete and adopted, and a targeted review of Land Use Bylaw No. 228 is undertaken by the Gabriola Local Trust Committee; with the exception of enforcement of derelict trailers and vehicles, health and safety concerns, interference with archeological heritage sites, or possible environmental damage that are a significant concern, and these would be brought to the Local Trust Committee for review.
10.	November 7, 2024	GB-2024-075	Gabriola Island Local Trust Committee Bylaw Compliance & Enforcement Policy	Bylaw Compliance & Enforcement Policy No. 1, effective November 7, 2024. Version No. 1 Purpose To establish policies and procedures for bylaw compliance and enforcement in the Gabriola Island Local Trust Area in accordance with the adopted Trust Council Policies contained in Policy 5.5.1., and that are within the authority of the Local Trust Committee to enforce, and that will ensure polices and procedures are efficient, transparent, reasonable, and consistent with local community standards. PART A 1.0 Application This policy will apply to the Gabriola Island Local Trust Area and the enforcement of all applicable regulatory bylaws. 2.0 Definitions & Abbreviations BEN – bylaw enforcement notice LUB – Land Use Bylaw LTC – Local Trust Committee Minor structure – any structure that does not require a building permit, and that is not located in a development permit area or located within any other environmentally sensitive area

				Respondent – a property owner whose property is subject to a bylaw enforcement complaint Health & Safety concerns – fire, unsafe construction, hazards relating to steep slopes or cliffs, dumping of sewage Vexatious - complaints that are made in bad faith or for retaliatory purposes or that are considered frivolous, may be considered vexatious; or repeated complaints that form a part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process 3.0 References Gabriola Island Land Use Bylaw No. 177 Mudge Island Land Use Bylaw No. 228 Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263 4.0 Priorities 4.1 Enforcement on short-term vacation rentals is a priority and proactive enforcement is authorized. 4.2 Enforcement on non-compliant dwellings will be deferred unless there are contraventions in development permit areas; or other environmentally sensitive areas; or there are concerns about health and safety; or the lack of an approved septic system; or if it is determined that there is contamination of wells or other drinking sources. 4.3 Enforcement on limited public markets will be deferred when they are operated indoors contrary to section B.6.2 of the LUB. Operators will be provided with information regarding the applicable land use regulations. 5.0 Inspection 5.1 At the start of any investigation, Bylaw Enforcement Officers will determine if entry to the property is necessary to investigate the alleged contravention or if the investigation can be conducted from a public road or other lands. 5.2 Bylaw Enforcement Officers will give 30 days notice for inspection of any property unless there is consent for a site inspection at less than 30 days. 5.3 Investigations into health and safety issues and matters that may cause adverse environmental impact and result in irreversible damage are a priority and may be investigated without notice pursuant to section A.3.2.1 of the LUB. 5.4 If a Respondent has indicated that they will work towards compliance,

				and have agreed on a time to comply, a site inspection is only required to confirm compliance. 5.5 Site inspections will be limited to the use or structure subject to complaint unless there is work observed in development permit areas, or other environmentally sensitive areas, or there are concerns regarding health and safety. 5.6 If a Respondent provides photographic evidence, a survey, or a professional report that confirms compliance, or other reliable evidence, a site inspection is not mandatory. 6.0 Enforcement Procedures 6.1 If a bylaw contravention is confirmed, and there is no agreement on a deadline for compliance, there will be notice in writing, and Respondents will be given a minimum of 90 days to comply. Notice may also be given that enforcement action will be escalated if there is no compliance at the deadline, and this may include the use of the BEN system or a request for legal action. 6.2 Bylaw Enforcement Officers can use their discretion to consider any reasonable request for time to comply from Respondents, but the term cannot be for more than one year. 6.3 If there are contraventions in environmentally sensitive areas, or development permit areas, or if there is a risk to health and safety, there will be a demand for the Respondent to cease the use or activity immediately. 6.4 Respondents will be given a Bylaw Warning Notice with a minimum of 45 days to comply before a Bylaw Violation Notice is issued, unless there are health and safety concerns, or contraventions in environmentally sensitive areas. 6.5 Bylaw Violation Notices will not be issued more than once per week unless authorized by the Manager of Bylaw Compliance and Enforcement. 7.0 Closing Files 7.1 If the identity of a complainant cannot be confirmed during the course of an investigation, or if a complainant uses a false name, the file will be closed. 7.2 If the contravention is for a minor structure that has only received one written complaint, the file can be closed. 7.3 If it is unreasonable for a Respondent to comply, whether due to specific circumstances or finances, Bylaw Enforcement Officers or the Manager of Bylaw Compliance and Enforcement, can use their discretion to close the file. 7.4 If a contravention has been identified that is subject to deferred

				enforcement by the LTC, the file can be closed unless there are contraventions that exist in environmentally sensitive areas or there are concerns about health and safety. 7.5 If it is determined during an investigation that the complaint was frivolous, repeat, or vexatious in nature, the Manager of Bylaw Compliance and Enforcement can use their discretion to close the file unless there is work on a development permit area, or work in an environmentally sensitive area, or there are health and safety concerns. 7.6 The LTC will be notified when any file is closed. 8.0 Vexatious Complaints 8.1 If a decision is made to not act upon a complaint that is considered frivolous, repeat, or vexatious, the complainant will be advised of the decision, the reason for it, and may be advised of the circumstances under which it may be reconsidered. 9.0 Communications 9.1 When a file is opened and an investigation commenced, Respondents will be advised of the Trust Council Policy that authorized the opening of the file and that an investigation has commenced. 9.2 Respondents will receive as much information about complaints against their properties as possible without revealing the identity of the complainant. 9.3 The Manager of Bylaw Compliance and Enforcement will communicate with Trustees or the LTC if there are questions or concerns regarding individual files. 9.4 The Manager of Bylaw Compliance and Enforcement will arrange public information and education sessions regarding bylaw enforcement when appropriate and time permitting. 9.5 Bylaw staff will be available during regular LTC meeting public comment sessions to answer questions regarding bylaw enforcement. 10.0 Reporting 10.1 The LTC will receive regular reporting on bylaw compliance and enforcement files. 10.2 The Manager of Compliance and Enforcement will report to the LTC any concerns, trends, or issues with enforcement that they believe the LTC needs to be aware of.

				10.3 The Manager of Compliance and Enforcement will maintain the Gabriola Island Bylaw Enforcement Policy and will report to the LTC if amendments are recommended or required. PART B MUDGE ISLAND All policies in Part A will apply to compliance and enforcement of the Mudge Island Land Use Bylaw with the following exceptions: 1.1 Priorities 1.1.1 Enforcement of the Mudge Island Land Use Bylaw No. 228 will be deferred until a full review of policies and procedures for compliance and enforcement is complete and adopted, and a targeted review of Land Use Bylaw No. 228 is undertaken by the Gabriola Local Trust Committee; with the exception of enforcement of derelict trailers and vehicles, health and safety concerns, interference with archeological heritage sites, or possible environmental damage that are a significant concern, and these would be brought to the Local Trust Committee for review. 1.1.2 Enforcement will not proceed for siting contraventions involving structures that predate 2008. Property owners will be able to repair and maintain these structures as long as they did not expand the contravention. 1.1.3 Enforcement will not proceed regarding otherwise lawful accessory uses, buildings and structures on a parcel where no principal use exists if the adjacent parcel has a permitted principal use and both parcels are held under common ownership. 1.2 Inspection and Enforcement Procedures: 1.2.1 Subject to section 1.1.1, enforcement will proceed only if there are written complaints received from two property owners residing on separate parcels located in the immediate neighbourhood; and where the contraventions are causing a nuisance or an adverse effective in the neighbourhood. 1.2.2 Enforcement on contraventions that are in environmentally sensitive areas, concern issues of health and safety, or interfere with archeological heritage sites, will proceed if there is a written complaint from any person. 1.2.3 There will be 30 days notice for site inspections unless there is consent for an earlier date, or there are concerns about contraventions in environmentally sensitive areas, and issues of health and safety. 1.2.4 For confirmed contraventions, a minimum of 180 days will be given to

				comply unless there are immediate concerns regarding health and safety or possible environmental damage. PART C Bylaw Enforcement Notice Bylaw Screening Officer's Powers and Duties Policy Appointment of Screening Officers Pursuant to section 7.2 of the Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, (the Bylaw) the persons holding the following positions are appointed as screening officers: 1) Regional Planning Manager; 2) Manager of Compliance and Enforcement; and 3) Bylaw Compliance and Enforcement Assistant. Screening Officer Powers and Duties The powers and duties of the screening officer are contained in section 7.3 of the Bylaw. It is the direction of the Gabriola Island Local Trust Committee (LTC) that these powers and duties are only exercised in respect to each of the above positions as follows: 1) Regional Planning Manager. In respect to Bylaw Violation Notices issued by the Manager of Compliance and Enforcement, only the Regional Planning Manager, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of the Bylaw; 2) Manager of Compliance and Enforcement. In respect to Bylaw Violation Notices issued by Bylaw Compliance and Enforcement Officers, only the Manager of Compliance and Enforcement, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of the Bylaw; 3) Bylaw Compliance and Enforcement Assistant. In respect to Bylaw Violation Notices issued by the Manager of Compliance and Enforcement, and Bylaw Compliance and Enforcement Officers, the Bylaw Compliance and Enforcement Assistant, acting as Screening Officer, may exercise only those powers and duties in Section 7.3(1) and 7.3(2) of the Bylaw. Authorized Reasons to Cancel Bylaw Violation Notices The Screening Officer may cancel a Bylaw Violation Notice if satisfied that one or more of the following reasons exist: 1. The contravention did not occur as alleged. 2. The contravention no longer exists. 3. The Bylaw Violation Notice was issued to the wrong person. 4. The Bylaw Violation Notice was not completed properly.

				5. The issuance of the Bylaw Violation Notice did not adhere to established Trust Council or LTC policies. 6. It is unreasonable for the person to pay the penalty. 7. An exception specified in the bylaw or related enactment or LTC Standing Resolution exists. 8. A permit exists or has been obtained that authorizes the alleged contravention. 9. There is poor likelihood of success at adjudication for the Local Trust Committee the following reasons: a. The evidence is inadequate to show a contravention; b. Incorrect information was relied upon in issuing the Bylaw Violation Notice; c. The disputant intends to challenge the bylaw with a legal argument that is ill suited to the adjudication process or the legal arguments are too complicated to be decided by an adjudicator. 10. It is not in the public interest to proceed to adjudication for one of the following reasons: a. The bylaw has changed since the Bylaw Violation Notice was issued and now authorizes the contravention; b. An LTC resolution has deferred enforcement on the specific contravention; c. The LTC has closed the file; d. The offence occurred because of a circumstance that made it unreasonable for the person to comply with the bylaw.

Active Projects Report

Gabriola Island

1. *Major Project - Gabriola Island Comprehensive OCP and LUB Review - Phase 2*	Responsible	Dates
Activity: To identify and prioritize the community values and vision that will inform the review of Gabriola Island's Official Community Plan and Land Use Bylaw through engaging Frist Nations, the Gabriola community, community organizations and other relevant groups. The 2024/25 Gabriola Island OCP and LUB Comprehensive Review will address a number of issues of importance to the Gabriola Community. In Phase 1 (2023/24), community engagement helped to identify the vision and values of the community. The next phases of the project will build upon this work with focused engagement on specific topic areas, undertake a water balance assessment and drafting of OCP policies related LUB changes. The project will result in a new Official Community Plan and Land Use Bylaw for Gabriola Island.	Narissa Chadwick	

Future Projects Report

Gabriola Island

1. *1. LTC Initiated Rezoning of Property with PID: 003-134-806*	Responsible	Date Received

Bylaw amendments to rezone property with PID: 003-134-806. Legal Description:
NORTH EAST 1/4 OF SECTION 3 GABRIOLA ISLAND NANAIMO DISTRICT EXCEPT PARCEL
A (DD 77326I) AND EXCEPT PLANS EPP19453 AND EPP66666

2. *2. Mudge Island Official Community Plan and Land Use Bylaw Review*	Responsible	Date Received

Comprehensive review or targeted amendments to Mudge Island OCP and LUB.