



Gabriola Island Local Trust Committee

Regular Meeting Agenda

Date: September 4, 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. REPORTS | 10:35 AM - 10:50 AM | |
| 4.1 Trustee Reports | | |
| 4.2 Chair's Report | | |
| 4.3 Electoral Area Director's Report | | |
| 4.4 First Nations Reports | | |
| 5. PUBLIC COMMENTS | 10:50 AM - 11:05 AM | |
| 6. MINUTES | 11:05 AM - 11:10 AM | |
| 6.1 Local Trust Committee Minutes dated July 31, 2025 – for adoption | | 4 - 14 |
| 6.2 Section 26 Resolutions-Without-Meeting Report - none | | |
| 6.3 Advisory Planning Commission Minutes - none | | |
| 7. BUSINESS ARISING FROM MINUTES | 11:10 AM - 11:25 AM | |
| 7.1 Follow-up Action List dated August 28, 2025 | | 15 - 19 |
| 8. DELEGATIONS - none | | |
| 9. APPLICATIONS AND REFERRALS | 11:25 AM - 12:10 PM | |

9.1	PL-RZ-2024-0091 (Mid-Island Co-op) - Staff Report	20 - 132
9.2	GB-RZ-2022.1 (Moen) - Staff Report	133 - 148
10.	LOCAL TRUST COMMITTEE PROJECTS	12:10 PM - 12:30 PM
10.1	Mudge Island Land Use Bylaw Amendment Project Charter - Staff Report	149 - 154
~ BREAK 12:30 PM - 1:00 PM ~		
11.	CORRESPONDENCE	1:00 PM - 1:05 PM
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
11.1	Letter dated August 5, 2025 from M.Delahunt regarding lot owned by Clark Excavating, McCollum Road	155 - 158
12.	NEW BUSINESS - none	
13.	STAFF REPORTS	1:05 PM - 2:00 PM
13.1	Trust Council Bylaw 183 - Policy Statement Referral - Memorandum	159 - 202
13.2	Removing or Transferring Densities from Heritage Areas - Memorandum	203 - 205
13.3	Gabriola Advisory Planning Commission Appointments - Staff Report	206 - 210
13.4	Trust Conservancy Report - none	
13.5	Applications Report dated August 28, 2025	211 - 216
13.6	Trustee and Local Expense Report dated June, 2025	217 - 217
13.7	Adopted Policies and Standing Resolutions	218 - 226
13.8	First Nations Relationship Building Update	
13.9	Climate Change Action Update	
13.10	Local Trust Committee Webpage	
14.	WORK PROGRAM	2:00 PM - 2:15 PM
14.1	Active Projects Report dated August 28, 2025	227 - 227
14.2	Future Projects Report dated August 28, 2025	228 - 228
15.	UPCOMING MEETINGS	

15.1 Next Regular Meeting Scheduled for Thursday, October 9, 2025 at 10:30 am at the Gabriola Arts and Heritage Centre

16. **ADJOURNMENT**

2:15 PM - 2:15 PM



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: July 31, 2025

Location: Gabriola Arts & Heritage Centre
476 South Road, Gabriola Island, BC

Members Present: Laura Patrick, Chair
Tobi Elliott, Trustee
Susan Yates, Trustee

Staff Present: Renée Jamurat, Regional Planning Manager (electronic)
Stephen Baugh, Island Planner
Narissa Chadwick, Island Planner (electronic)
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 17 members of the public in attendance.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:31 am.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 12.1 Consideration of Minor Project to Rezone Densities in Heritage Areas
- 12.2 Obligation of Gabriola Island Local Trust Committee re: Covenant EX113595

By general consent, the agenda was approved as amended.

4. REPORTS

4.1 Trustee Reports

Trustee Yates reported the following:

- Attended meeting with Foresight Canada, a clean technology accelerator focussing on climate sustainability;
- Attended joint Islands Trust Conservancy Board and Executive Committee meeting and highlighted discussion on collaboration with other agencies to strengthen Geographic Information System mapping resources;
- Attended meeting with Gabriola Transportation Society and MLA Malcolmson to identify concerns with BC Ferries including electric vehicle policies, priority

loading for Drivers to Doctors, the dissolution of Ferry Advisory Committees, and safety issues at Descanso Bay terminal;

- Attended Trust Council special meeting and highlighted First Reading of the draft Trust Policy Statement; and
- Attended Trust Programs Committee meeting.

Trustee Elliott reported the following:

- Attended Trust Council special meeting to advance First Reading of the draft Trust Policy Statement to enable commencement of engagement;
- Attended Regional Planning Committee meeting during which the Bylaw Compliance and Enforcement Policy 5.5.1 and Bylaw Compliance and Enforcement Best Practices Manual were advanced to Trust Council;
- Attended joint Islands Trust Conservancy Board and Executive Committee meeting and highlighted discussion on mapping needs of Islands Trust;
- Viewed a preview of Island Trust Freshwater Atlas which is a foundational component of the Islands Trust Freshwater Sustainability Strategy; and
- The local Manu Canoe fundraiser raised over \$4000 to support Tribal Journeys.

4.2 Chair's Report

Chair Patrick reported the following:

- The draft Policy Statement was given First Reading and the public is encouraged to read the updated version available on the website and participate in local public engagement events;
- A new Minister for the Ministry of Housing and Municipal Affairs has been announced; and
- September Trust Council meeting will be held on Gabriola Island.

4.3 Electoral Area Director's Report

Director Craig reported the following:

- The Tiny Homes on Wheels clinic was accepted to be presented at the upcoming Union of BC Municipalities Convention;
- Work on the Descanso Bay emergency wharf gangway has been delayed until later in the fall;
- The Descanso Bay Regional Park Accessible Beach Access Feasibility Study has been completed and the Regional District is moving to next steps to review design possibilities and construction permit requirements; and
- The Regional Affordable Housing Strategy was not supported by the Regional District of Nanaimo Board as municipalities are doing similar work.

4.4 First Nations Reports

Trustee Elliott noted Snuneymuxw First Nation received approximately 7000 acres of land located in the Mount Benson region as part of a treaty agreement with the provincial and federal governments on the return of land.

5. PUBLIC COMMENTS

A member of the public spoke to the number of people harvesting bivalves on Brickyard Beach, the volume being harvested, and potential damage due to people walking over the intertidal zone and they have contacted the Department of Fisheries and Oceans (DFO) who indicated they will be at the location in August to survey the number of clams and oysters. The speaker asked the Local Trust Committee to contact DFO to request the results of the 2025 survey compared to a 2023 survey and that the results be made public.

Prior to adjournment of the meeting, a Trustee stated support for the request and the following resolution was passed.

GB-2025-053

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff write to the Department of Fisheries and Oceans and request information on the August, 2025 Brickyard Beach Area 17 shellfish survey results and conclusions, request information on previous surveys, and connect with the Snuneymuxw Marine Division on their interests on the management of the area, and report back to the Local Trust Committee.

CARRIED

A member of the public, whose family is from Snuneymuxw First Nation, expressed their concern about the ongoing issue of the protection of petroglyphs and sacred sites on Gabriola, stated they attended a meeting held on Gabriola with the Rate Payers Association in 2000 during which they experienced verbal abuse and racism, and noted that attitudes have been shifting towards support of Snuneymuxw presence. They asked what Islands Trust is doing to reflect the evolution of attitudes by way of protecting the sacred sites, petroglyphs, and First Nations culture on the island.

The Local Trust Committee noted challenges in many current regulations which limit Trustees, the draft Policy Statement attempts to reflect what Trust Council and Local Trust Committees understand to be the damages of the past, staff are engaging with Snuneymuxw First Nation staff to look at regulatory tools that can be used to protect cultural heritage sites, and there is possibility of deferring decision making in certain circumstances where the protection of sacred sites if of preeminent importance to the Nation.

A member of the public urged the Local Trust Committee to deny the Centre Stage Holdings Development Permit application and honour commitments to reconciliation and free prior and informed consent unless it is known there is an agreement with Snuneymuxw First Nation to cut trees and allow subsequent subdivision. They acknowledged the applicant has spent time and money making the application; however, the applicant's assertions that no tree removal is intended to occur within the boundaries of the archaeological site is a weak protection for an area of cultural and spiritual importance.

A member of the public addressed correspondence on the agenda regarding the Mudge Island survey results and asked the Local Trust Committee to consider the survey seriously and have meaningful conversation about bylaw amendments.

A member of the public stated they arrived to Gabriola in 1997 shortly after petroglyphs were unveiled to the public and was honoured to be taken to some of the sites and since

then the public has gradually learned over years there are different ways of being respectful of the petroglyphs and First Nations culture, noting it has been a long process.

A member of the public noted Indigenous People are asking to get a lot done and the biggest issue might be having tax payers fund the requests. They stated ongoing concern about commercial truck use on McCollum Road and the amount of noise being made.

A Trustee replied complaints of trucking and dumping of soil have been received but the activity is not in contravention of the bylaw as there is no Soil Deposit Bylaw in place at this time.

A member of the public expressed concern about First Nations cultural heritage sites and heron nesting areas and asked the Local Trust Committee to deny the Centre Stage Holdings application.

A member of the public encouraged the Local Trust Committee to move forward with reconciliation and consider Indigenous protected and conserved areas as a planning tool for areas that are being developed.

A member of the public shared concerns expressed about the Centre Stage Development plan and the geotechnical report related to the stability of the bank following the removal of the trees. They noted tree removal done previously resulted in a change to runoff patterns affecting the properties below the slope, moving water can now be heard, and there is increased truck traffic on Garland and Lackhaven Roads. They asked if the developer is intending on using the existing road or if other roadways are to be part of the development.

A Trustee replied the entire area has a grandfathered driveway that is not a road and construction of roads would be part of the subdivision project.

A Trustee read an email written by a former Trustee into the public record which stated the previous Local Trust Committee wrote a letter from the Chair to the Centre Stage Holding applicants which was shared publicly with Snuneymuxw First Nation and other local governments. The letter made clear that no development should be permitted on the land in question without consent from Snuneymuxw First Nation and without clear indication of said consent no action should be taken to advance the application.

A Trustee read a letter from a resident that lives at the base of the slope below the Centre Stage Holdings property which spoke to concerns about the preservation of the sacred burial caves, petroglyphs, and middens on the land in question, noted that the applicants had broken bylaws by logging during summer shut down, logging near the petroglyphs has exacerbated green growth causing deterioration of the sandstone and destroyed the orca eating a fish petroglyph in one year, logging on the top of the cliff has caused it to deteriorate and send large rocks down slope, trees have become destabilized and are falling downhill towards properties below, runoff has increased, and the property owners do not respond to written communication. The writer expressed hope that the land be held in trust of the Snuneymuxw First Nation.

A member of the public stated the Local Trust Committee is supposed to come up with bylaws that are enforceable and they have contacted Bylaw Enforcement about commercial use of neighbouring property and were told they were exaggerating.

The Chair stated if the speaker is having issues with staff they need to contact Islands Trust Chief Administrative Officer.

The meeting was recessed for a break at 11:45 p.m. and reconvened at 11:50 p.m.

6. MINUTES

6.1 Local Trust Committee Minutes dated June 26, 2025 – for adoption

By general consent, the Local Trust Committee meeting minutes of June 26, 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 July 24, 2025

Received for information.

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS

9.1 GB-DP-2021.1 (Centre Stage Holdings Inc.) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks a Development Permit for proposed tree cutting and subdivision in Development Permit Area 6 – Escarpment Areas;
- The Development Permit Area has been established for the protection of development from hazardous conditions;
- The Local Trust Committee requested information about options to tie the development permit's permission for tree cutting to the Ministry of Transportation and Transit approval of the subdivision;
- Staff have investigated this question and found that conditions must be either directly linked to a Development Permit guideline or recommendation of the qualified professionals;
- The Local Trust Committee also requested a revision to the draft permit to add a reference to the BC Heritage Conservation Act which has been included in the attached draft permit; and
- The guidelines of the Development Permit have been met.

Discussion ensued and the following comments were noted:

- The objective of Development Permit Area 6 is 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 or in the proximity to the lands with excessive slope conditions.
- It is not just the guidelines of the Development Permit Area that must be met, the objective must be met as well and it is the job of the Local Trust Committee to determine if both objectives and guidelines have been met;
- The objective states it is to protect development not “the development” and also refers to lands in proximity to the slope;

- Tree removal in the area has caused damage below the slope and similar damage would occur with further tree removal;
- The permit authorizes subdivision of the subject parcel and removal of select trees and this ties the development permit to the subdivision permit;
- The Local Trust Committee has stated in 2021 and 2024 that it does not consent to, or approve, any development unless Snuneymuxw First Nation consents to the entire development;
- An archaeology inventory search shows apparent large areas that have been identified as having high potential for archaeological significance;
- The Section 219 Covenant, in which the property owner has agreed to certain conditions of rezoning, indicates there are legal obligations which state, in part, that land shall not be used for any purpose unless the owner is in compliance of the conditions outlined in Schedule B;
- Development downslope is not protected from development above and evidence can be found in the reports from people that live below the slope;
- Based on the geotechnical report the guidelines have technically been met;
- There is question if the geotechnical report completed in 2021 is still relevant based on climate change and recent severe weather events;
- There are significant impacts in hazards to development downslope;
- The *Local Government Act* states “an Official Community Plan may designate development permit areas for one or more of the following purposes: (a) protection of the natural environment, its ecosystems and biological diversity; (b) protection of development from hazardous conditions”; and “specify guidelines respecting the manner by which the special conditions or objectives will be addressed.”
- The application does not meet the objectives as evidenced from many that have homes and property that have been impacted by logging in the Development Permit Area and throughout the property;
- Archaeology sites have already been disturbed by logging; and
- Development is not just today’s development and the Snuneymuxw First Nation developed a village on the slope which should be protected from hazards as per the Official Community Plan.

GB-2025-054

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee deny Development Permit Application GB-DP-2021.1 because the objective of Development Permit Area 6 - Escarpment Areas in the Gabriola Official Community Plan has not been met, because development of neighbouring and down slope residents and their properties, and the Snuneymuxw First Nation’s historical village site:ltx which the Local Trust Committee considers is development that should be protected, are not protected against hazards such as flooding and slope instability caused by the tree cutting activity.

CARRIED

A Trustee noted that the Development Permit Area 6 is a small area of the property and does not preclude the land owner from cutting trees on the property that are outside of the Development Permit Area.

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 July 7, 2025 from D. Elkington regarding Jets Flying over Gabriola Island

GB-2025-055

It was MOVED and SECONDED,

that Gabriola Island Local Trust Committee invite Regional District of Nanaimo Director Craig to sign a joint letter from the Gabriola Island Local Trust Committee Chair to NAV Canada, with copy to Nanaimo Airport Authority, stating concerns from Gabriola residents because of changes to flight path directly over Gabriola Island and increased noise disruption.

CARRIED

11.2 Letter dated July 17, 2025 from N. Bailey, Board Chair, Nanaimo Ladysmith Public Schools Board of Education regarding Advocacy Letter to Support a New Build of Nanaimo District Secondary School

GB-2025-056

It was MOVED and SECONDED,

that Gabriola Island Local Trust Committee request the Chair write a letter of support for funding in the next provincial budget for a new build of Nanaimo District Secondary School to the Ministry of Education and Ministry of Infrastructure, copied to Board Chair of Nanaimo Ladysmith Public School Board of Education.

CARRIED

11.3 Email dated July 21, 2025 from Mudge Island Community Association regarding Mudge Island Bylaw Survey Results

Trustees noted that the work done is very detailed and helpful and consideration of a Mudge Island targeted Land Use Bylaw review is being undertaken; however, there are other projects also being considered for a minor project, staff resources are limited, and in the interim bylaw enforcement files have been put into abeyance which allows time.

By general consent discussion on item 11.3 was tabled until after discussion of New Business.

Discussion continued about the potential for a minor project.

GB-2025-057

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff prepare a project charter for a minor project of targeted amendments to Mudge Island Land Use Bylaw No. 228, scoping in the priorities identified through Mudge Island Community Bylaw Survey and correspondence from Mudge Island Community Association to the Local Trust Committee dated July 18 2025.

CARRIED

12. NEW BUSINESS

12.1 Consideration of Minor Project to Rezone Densities in Heritage Areas - Discussion

Discussion ensued and the following comments were recorded:

- It is the authority of the Local Trust Committee to consider zoning with regard to heritage areas;
- The Local Trust Committee is engaging with the community on the type of growth they want to see and what to scale back on;
- There are densities that have potential to be subdivided;
- There is need to prioritize community engagement on subdivision potential of PID: 003-134-806 NORTH EAST 1/4 OF SECTION 3 GABRIOLA ISLAND NANAIMO DISTRICT EXCEPT PARCEL A (DD 77326I);
- The Planner noted staff are currently working on engagement materials related to subdivision and it is currently part of the major project;
- Cultural heritage protection can be included as one of the considerations of subdivision potential;
- Rezoning a specific parcel prior to completion of the Official Community Plan review project would be considered a separate project and legal opinion should be considered;
- Trustees would like to look at different ways that a rezoning might be considered and options related specifically to a property containing cultural heritage sites;
- Rezoning, transferring densities, and potential for returning a portion of community amenity that was given in exchange for densities needs to be considered; and
- The Local Trust Committee seeks to be procedurally fair to all parties.

GB-2025-058

It was MOVED and SECONDED

that the Gabriola Local Trust Committee request staff to investigate and report back on options to transfer or remove densities from heritage areas, including non-archaeological heritage sites, and specifically from PID: 003-134-806 NORTH EAST 1/4 OF SECTION 3 GABRIOLA ISLAND NANAIMO DISTRICT EXCEPT PARCEL A (DD 77326I) AND ACCEPT PLANS EPP19453 AND EPP66666.

CARRIED

12.2 Obligation of Gabriola Local Trust Committee re: Covenant EX113595 - Discussion

Discussion ensued and the following comments were noted:

- The Covenant was entered into in 2005, it places a number of obligations on the property owner, and the Local Trust Committee has a responsibility to see that the covenant is discharged;
- It should be determined if the conditions of the covenant been met and if provisions for protection of heritage have been met;
- The covenant states the owner shall not subdivide the land until satisfactory provision has been made by the owner to provide protection to First Nations archaeology sites on the land;
- Satisfactory provision to provide protection of the First Nation archaeology sites needs to be defined and considered; and
- The minimum buffer areas to archaeology sites are supposed to be 50 metres, and it is the responsibility of covenant holder to ensure buffer areas are being met.

GB-2025-059

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff report back and seek legal advice, if necessary, on whether the terms of the Section 219 restrictive covenant EX113595 for PID 003-134-806 and PID 003-134-792 held by the Gabriola Local Trust Committee, have been met on these matters:

- a) the obligations of the Local Trust Committee to ensure the protection of archaeological sites on the Lands as stipulated of the covenant,
- b) whether it has been determined that the owner has made satisfactory provision for the protection of First Nations archaeological sites, through a covenant over the Land or other instrument,
- c) by which means the Gabriola Local Trust Committee would ensure the conditions of the covenant in Schedule B are met, and
- d) if all conditions in Schedule B as stipulated in the covenant must be met before further alterations to the Land or development is carried out in anticipation of subdivision.

CARRIED

GB-2025-060

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff use funds for review of Section 19 restrictive covenant EX113595 from the Gabriola local general legal budget.

CARRIED

13. STAFF REPORTS

**13.1 Trust Council Bylaw No. 197 - Local Trust Committee Meeting Procedures
Bylaw, Update Gabriola Island Local Trust Committee Meeting Procedure Bylaw
- Request for Decision**

A new Meeting Procedures Bylaw was adopted by Trust Council which applies to all Local Trust Committees and readings are required to a repeal the current Gabriola Meeting Procedures Bylaw which is superseded by the Trust Council bylaw.

GB-2025-061

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee give Bylaw 323, cited as “Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323, 2025”, First Reading.

CARRIED

GB-2025-062

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee give Bylaw 323, cited as “Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323, 2025”, Second Reading.

CARRIED

GB-2025-063

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee give Bylaw 323, cited as “Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323, 2025”, Third Reading.

CARRIED

GB-2025-064

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee forward Bylaw 323, cited as “Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323, 2025” to the Islands Trust Executive Committee for consideration of approval.

CARRIED

13.2 Trust Conservancy Report - none

13.3 Applications Report dated July 24, 2025

The Planner provided a verbal update.

13.4 Trustee and Local Expense Report dated May, 2025

Received for information.

13.5 Adopted Policies and Standing Resolutions

Received for information.

13.6 First Nations Relationship Building Update

Received for information.

13.7 Climate Change Action Update

Received for information.

13.8 Local Trust Committee Webpage - none

14. WORK PROGRAM

14.1 Active Projects Report dated July 24, 2025

Received for information.

14.2 Future Projects Report dated July 24, 2025

Received for information.

15. UPCOMING MEETINGS

**15.1 Next Regular Meeting Scheduled for Thursday, September 4, 2025 at 10:30 am
at the Gabriola Arts and Heritage Centre**

16. ADJOURNMENT

By general consent, the meeting was adjourned at 2:28 p.m.

Laura Patrick, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Gabriola Island

17-Apr-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 PL-RZ-2024-0091 (Mid-Island Co-op) - Draft OCP and LUB amendment bylaw, and send early notification to Snuneymuxw First Nation.	Ian Cox		Completed
100%	2 OCP Review Project - Proceed with Option 1 from staff report as next step in community engagement process with the addition of a community meeting focused on Housing Options and Growth Management.	Narissa Chadwick		Completed
100%	3 OCP Review Project - Develop options for a community meeting focused on Housing Options and Growth Management as part of summer engagement.	Narissa Chadwick		Completed

22-May-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 OCP Review Project - Provide an assessment of possible Development Permit Areas to update or draft as part of the OCP review.	Narissa Chadwick		In Progress
100%	2 OCP Review Project - prepare draft policy language related to resources stewardship, freshwater and the environment, as discussed at the May 22, 2025 LTC Special Meeting, for broader public review.	Narissa Chadwick		Completed
100%	3 OCP Review Project - Explore options for stronger web presence related to the Official Community Plan project and direct resources as appropriate.	Narissa Chadwick		Completed

Follow Up Action Report

Gabriola Island

26-Jun-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Regarding GB-DP-2021-1: Staff to come back to July 2025 Local Trust Committee Meeting with clarity on options to tie GB-DP-2021.2 permit's authority to tree removal to the Ministry of Transportation and Transit approval of subdivision.	Sonja Zupanec	Target: 21-Jul-2025	Completed
0%	2 Regarding GB-DP-2021-1: Staff to engage with Snuneymuxw Rights and Title Department on whether there is interest to explore Heritage Revitalization Agreement tool for use in the Gabriola Island Local Trust Area. And report back to the LTC for consideration of DP decision.	Sonja Zupanec		In Progress
50%	3 Staff to provide options and potential consequences to the removal of subdivision potential, to support the Gabriola Official Community Plan project discussion on growth management. see minutes from June 26, 2025 LTC meeting for context. <i>This discussion is planned for September 14.</i>	Narissa Chadwick		In Progress
100%	4 Regarding GB-RZ-2022.1 (Moen): Staff consider suggested wording for the proposed bylaws to ensure that the housing density is tied to commercial redevelopment of the property in the future, and bring it back to the LTC prior to any further readings.	Stephen Baugh	Target: 21-Jul-2025	Completed
100%	5 Regarding the OCP Review major project, staff to prepare next phase in community engagement as discussed at June 26th LTC meeting.	Narissa Chadwick		Completed

Follow Up Action Report

Gabriola Island

26-Jun-2025

Progress	Activity	Responsibility	Dates	Status
80%	6 Regarding Gabriola Island LTC Bylaw Enforcement Notification Bylaw No. 320, cited as 'Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, Amendment No. 1, 2024': Forward to the Secretary of the Islands Trust for approval by the Executive Committee. <i>On the August 6, 2025 Executive Committee agenda for their consideration.</i>	Nadine Mourao Warren Dingman		In Progress

Follow Up Action Report

Gabriola Island

31-Jul-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 Meeting Procedures Bylaw - LTC gave First, Second, and Third Reading to Repeal bylaw No. 323, and forwarded the bylaw to Executive Committee for approval.	Nadine Mourao		In Progress
0%	2 GB-DP-2021.1 - Application denied, inform applicant and close file.	Shalini Nakai Sonja Zupanec		In Progress
100%	3 Minor Project - Request Staff to draft a project charter for a minor project of targeted amendments to the Mudge LUB.	Renee Jamurat Stephen Baugh		Completed
100%	4 Project - Investigate and report back on options to transfer or remove densities from heritage areas and specifically from PID 003-134-806.	Renee Jamurat Stephen Baugh		Completed
0%	5 Advocacy - Invite RDN Director Craig to sign a joint letter form the Gabriola LTC Chair to NAV Canada, (cc Nanaimo Airport Authority) stating concerns about changes to flight paths directly over Gabriola Island and increased noise disruption.	Clare Frater Corlynn Strachan Jason Youmans		In Progress
0%	6 Advocacy - Letter of support for funding in the next provincial budget for a new build of Nanaimo District Secondary School to the Ministry of Education and Ministry of Infrastructure (cc Board Chair of Nanaimo Ladysmith Public School Board of Education).	Clare Frater Corlynn Strachan Jason Youmans		In Progress
0%	7 Information Request - Report back and seek legal advice on whether terms of Covenant EX113595 have been met. See resolution for details.	Stephen Baugh		In Progress

Follow Up Action Report

Gabriola Island

31-Jul-2025

Progress	Activity	Responsibility	Dates	Status
0%	8 Information Request - Seek info from DFO about Brickyard Beach shellfish survey results and reach out to Snuneymuxw Marine Division regarding their interest in management of the Brickyard Beach area.	Stephen Baugh		In Progress

File No.: PLRZ20250091 (Mid Island
Co-op)

DATE OF MEETING: September 4, 2025

TO: Gabriola Island Local Trust Committee

FROM: Ian Cox, Planner 2
Northern Team

SUBJECT: PL-RZ-2024-0091 – LUB and OCP Amendment for Propane Storage at 793 Lockinvar Lane
Applicant: Mid Island Consumer Services Co-operative
Location: 793 Lockinvar Lane, Gabriola Island
LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 22723

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee Bylaw No. 321 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2025” be read a first time.
2. That the Gabriola Island Local Trust Committee Bylaw No. 322 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2025” be read a first time.
3. That the Gabriola Island Local Trust Committee Bylaw No. 321 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2025” be read a second time.
4. That the Gabriola Island Local Trust Committee Bylaw No. 322 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2025” be read a second time.
5. That Proposed Bylaws No. 321 and 322 be referred for comment to the following First Nations for a 90-day period, Local Governments and agencies for a 60-day period:
 - a. First Nations: Cowichan Tribes, Halalt First Nation, Lyackson First Nation, Penelakut Tribe, Semiahmoo First Nation, Snuneymuxw First Nation, Stz’uminus First Nation, Ts’uubaa-asatx First Nation.
 - b. Local Governments and Agencies: Regional District of Nanaimo, Island Health Authority, Ministry of Transport and Transit, Ministry of Water, Land and Resource Stewardship, School District 68, Gabriola Volunteer Fire Department, Gabriola Advisory Planning Commission, Gabriola Housing Advisory Planning Commission.
6. That the Gabriola Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 321 cited as “Gabriola Official Community Plan Bylaw No. 166, 1997, Amendment No. 1, 2025” is not contrary to or at variance with the Islands Trust Policy Statement.
7. That the Gabriola Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 322 cited as “Gabriola Island Land Use Bylaw

No. 177, 1999, Amendment No. 1, 2025” is not contrary to or at variance with the Islands Trust Policy Statement.

REPORT SUMMARY

This report introduces two draft bylaws, one to amend the Gabriola Island Official Community Plan (OCP) and the other to amend the Gabriola Island Land Use Bylaw (LUB). Staff recommend the draft bylaws be given first and second readings as presented in Attachments 1 and 2 to this report, and that referrals be sent to First Nations, local governments and other agencies as listed above in Recommendation 5.

BACKGROUND

At its regular business meeting on April 17, 2025, the Gabriola Island Local Trust Committee passed the following three resolutions pertaining to this application:

GB-2025-018

It was MOVED and SECONDED,

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.

GB-2025-019

It was MOVED and SECONDED,

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.

GB-2025-020

It was MOVED and SECONDED,

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.

ANALYSIS

Draft Bylaw No. 321 (OCP):

Draft Bylaw No. 321 (Attachment 1) would amend the Gabriola Official Community Plan to include 793 Lockinvar Lane in the Village Commercial land use designation and in the Village Centre Development Permit Area No. 7 via two map sheet amendments: Schedule - B Land Use Designations Map, North Sheet, and Schedule D – Development Permit Areas Map, North Sheet.

Draft Bylaw No. 322 (LUB):

Draft Bylaw No. 322 (Attachment 2) would amend the LUB to create a new, site-specific Village Commercial Zone for 750 Lockinvar Lane, adding “propane storage” as a permitted use to the existing institutional uses on the property. This would be achieved through a text amendment addition to Part D – Zones, a Schedule B – North Sheet Zoning Map sheet amendment, and the addition of a definition for “propane storage” in the Part G – Definitions section, in order to clarify the scope of that use. Specifically, the new Village Commercial 4 (VC4) – Propane Storage zone would allow the following principal uses:

- public schools
- emergency services
- library
- post office
- medical laboratory
- government offices
- highway work yards
- urgent care medical clinic
- child care centre and pre-school
- propane storage

The existing Institutional 2 (IN2) zoning provisions would remain the same for the new VC4 zone, including permitted buildings and structures, height and siting, lot coverage limitations, and lot area requirements for subdivision. This is consistent with the applicant’s request and LTC direction through the resolutions for bylaw language drafting carried to-date.

Islands Trust Policy Statement:

Staff have reviewed the bylaws against the Islands Trust Policy Statement (ITPS) Directives Only Checklist (Attachment 3 and 4) and conclude that draft bylaw no. 321 (OCP) and no. 322 (LUB) are not contrary to or at variance with the ITPS as reflected in Recommendation 5 on page 1 of this report.

Density:

The existing IN2 zoning does not include residential density and none is proposed to be added as part of the application or draft bylaws.

Servicing and Environmental Impact:

As stated in the April 17, 2025 staff report, the proposed propane storage use does not require water or sewer services. While a plan addressing water supply and sewage disposal is generally required for rezoning applications that seek to change or add principal uses, in this case such information is not applicable. An Environmental Emergency Plan (Attachment 5) is provided that addresses risk assessment, emergency equipment locations, details on prevention and mitigation for incidents and incident procedures.

Early Referral | First Nations Protocol:

An early referral notice was sent to Snuneymuxw First Nation consistent with the Islands Trust Council protocol agreement. Snuneymuxw has deferred comment on the referral, while reserving the right to re-review if new information arises during the rezoning process; particularly if activities associated with the amendments would involve ground disturbance such as removal of buildings or site excavation. Snuneymuxw requests to be engaged in this event given that an archaeological assessment may be required. Additionally, the applicant is aware that if any cultural material is observed within the subject area, all work must stop and Snuneymuxw be notified immediately. Lastly, confirmation is requested if the zoning amendments are approved.

Consultation

Following first and/or second reading of the bylaws and per the Local Government Act (LGA) requirements, staff recommend sending detailed referrals to First Nations, provincial agencies, local governments and select referral agencies per Recommendation 5 found on page 1 of this report.

Local Government Act

475 (1) During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.

(2) For the purposes of subsection (1), the local government must

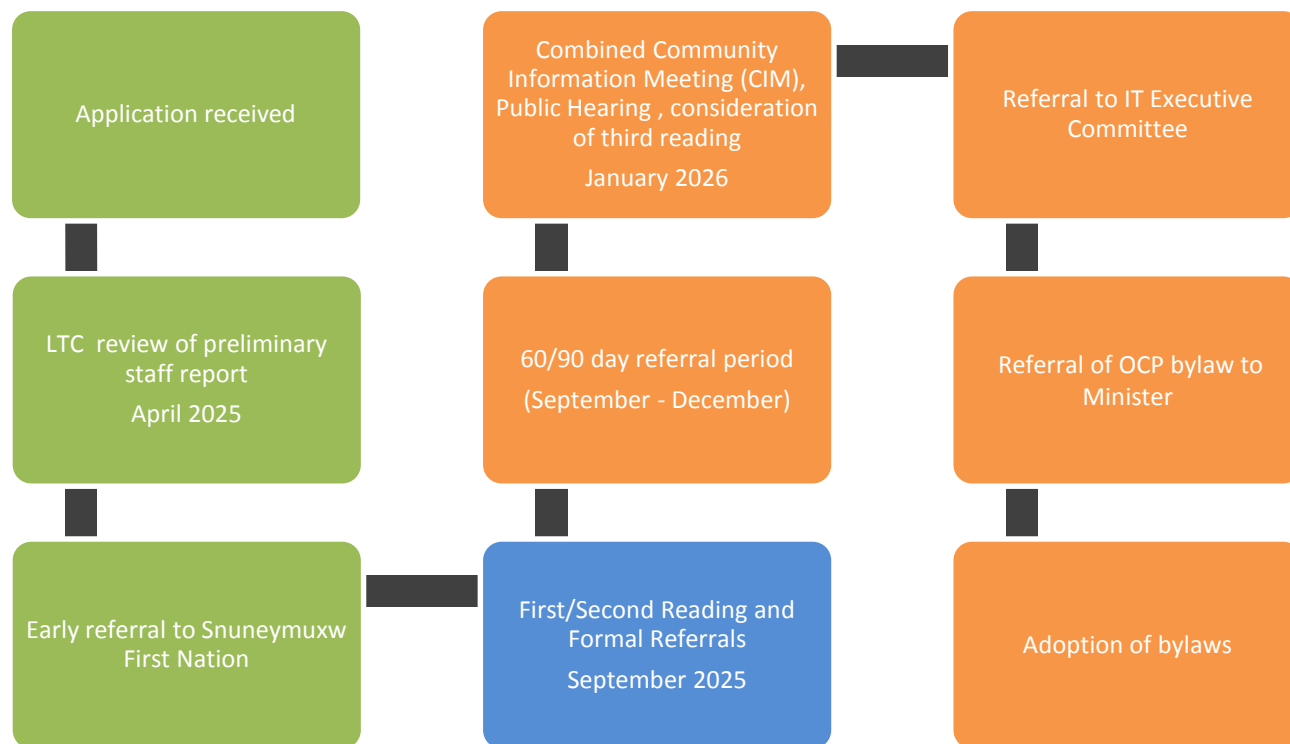
- (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and
- (b) specifically consider whether consultation is required with the following:
 - (i) the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;
 - (ii) the board of any regional district that is adjacent to the area covered by the plan;
 - (iii) the council of any municipality that is adjacent to the area covered by the plan;
 - (iv) first nations;
 - (v) boards of education, greater boards and improvement district boards;
 - (vi) the Provincial and federal governments and their agencies

The LTC may wish to schedule a Community Information Meeting (CIM) and the required Public Hearing either separately or combined in the same meeting for efficiency, based on the LTC's support for the proposed bylaws. The options for these next steps are:

- Following second reading of the proposed bylaws, the LTC may pass a resolution to request staff to schedule a date for either or both the CIM and Public Hearing. Staff would bring forward any potential issues arising from the referrals process prior to the LTC holding either the CIM or Public Hearing.
- Wait to schedule either or both the CIM and CIM and Public Hearing until after the referral period is over, and until any comments/issues that might arise are presented by staff and considered by the LTC.

Following the close of the 90-day referral period to First Nations, the next possible regular LTC business meeting is January 22, 2026.

Application Timeline



Rationale for Recommendation

Staff recommend the draft OCP and LUB bylaws be given first and second readings as staff consider them to be consistent with OCP policies, the Islands Trust Policy Statement, supported by the information supplied by the applicant, and no significant changes are anticipated prior to a CIM and/or CIM and Public Hearing. In accordance with the LGA and Islands Trust Protocol agreements, staff recommend proposed bylaw referrals to First Nations, provincial agencies, local governments and select agencies as listed in Recommendation 5.

ALTERNATIVES

The LTC may consider the following alternatives to the recommendation:

1. Amend the draft bylaws

The LTC may amend the draft bylaws prior to consideration of first reading. If this alternative is selected then the following resolution is recommended:

That the Gabriola Island Local Trust Committee amend Draft Bylaw No. 3XX, cited as “...” with the following: [list amendments]

2. Request additional information/defer consideration of first and/or second readings

The LTC may request specific additional information from staff and/or the applicant prior to consideration of first and/or readings. If this alternative is selected then the following resolution is recommended:

That the Gabriola Island Local Trust Committee request [staff/the applicant] provide the following [specify information request] prior to further consideration of Draft Bylaws No. 321 (OCP) and 322 (LUB).

3. Proceed no further

The LTC may choose to proceed no further with the application. Staff advise that the implications of this alternative are that the bylaw amendment application file will be closed and the applicant will be refunded the appropriate amount based on the Gabriola Fees Bylaw. Recommended wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee proceed no further with bylaw amendment application PL-RZ-2025-0091.

NEXT STEPS

If the LTC gives first and/or second readings to the draft bylaws, staff will send referrals requesting a response within 60 for agencies and 90 days for First Nations of this resolution date.

Submitted By:	Ian Cox, Planner 2	August 20, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	August 21, 2025

ATTACHMENTS

1. Draft Bylaw No. 321 (OCP)
2. Draft Bylaw No. 322 (LUB)
3. Islands Trust Policy Statement Directive Policies (OCP BL321)
4. Islands Trust Policy Statement Directive Policies (LUB BL322)
5. Emergency Environmental Plan



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: PLRZ20250091 (Mid Island Co-op)

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
n/a	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.
n/a	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
✓	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
n/a	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
n/a	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
n/a	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
n/a	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
n/a	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
n/a	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
n/a	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	No.	DIRECTIVE POLICY
n/a	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
n/a	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
n/a	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
n/a	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
n/a	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
n/a	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
CONSISTENT	No.	DIRECTIVE POLICY

	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
n/a	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
n/a	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
n/a	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
n/a	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
n/a	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	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.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
n/a	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.
	5.3	Transportation and Utilities
n/a	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
n/a	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
n/a	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
n/a	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY

	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
n/a	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
n/a	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
n/a	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
n/a	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	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	Health and Well-being
✓	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.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: PLRZ20250091 (Mid Island Co-op)

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
n/a	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.
n/a	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
✓	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
n/a	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
n/a	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
n/a	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
n/a	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
n/a	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
n/a	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
n/a	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	No.	DIRECTIVE POLICY
n/a	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
n/a	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
n/a	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
n/a	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
n/a	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
n/a	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
CONSISTENT	No.	DIRECTIVE POLICY

	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
n/a	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
n/a	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
n/a	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
n/a	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
n/a	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	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.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
n/a	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.
	5.3	Transportation and Utilities
n/a	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
n/a	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
n/a	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
n/a	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY

	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
n/a	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
n/a	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
n/a	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
n/a	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	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	Health and Well-being
✓	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.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

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

Emergency 1st Responder Entrance to facility:

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

One 9,400 USWG propane tank is located at:

- Mid Island Co-op Bulk Plant
- 793 Lockinvar Lane Gabriola Island BC V0R 1X0
- DD (decimal degrees): 49.17461, -123.84636

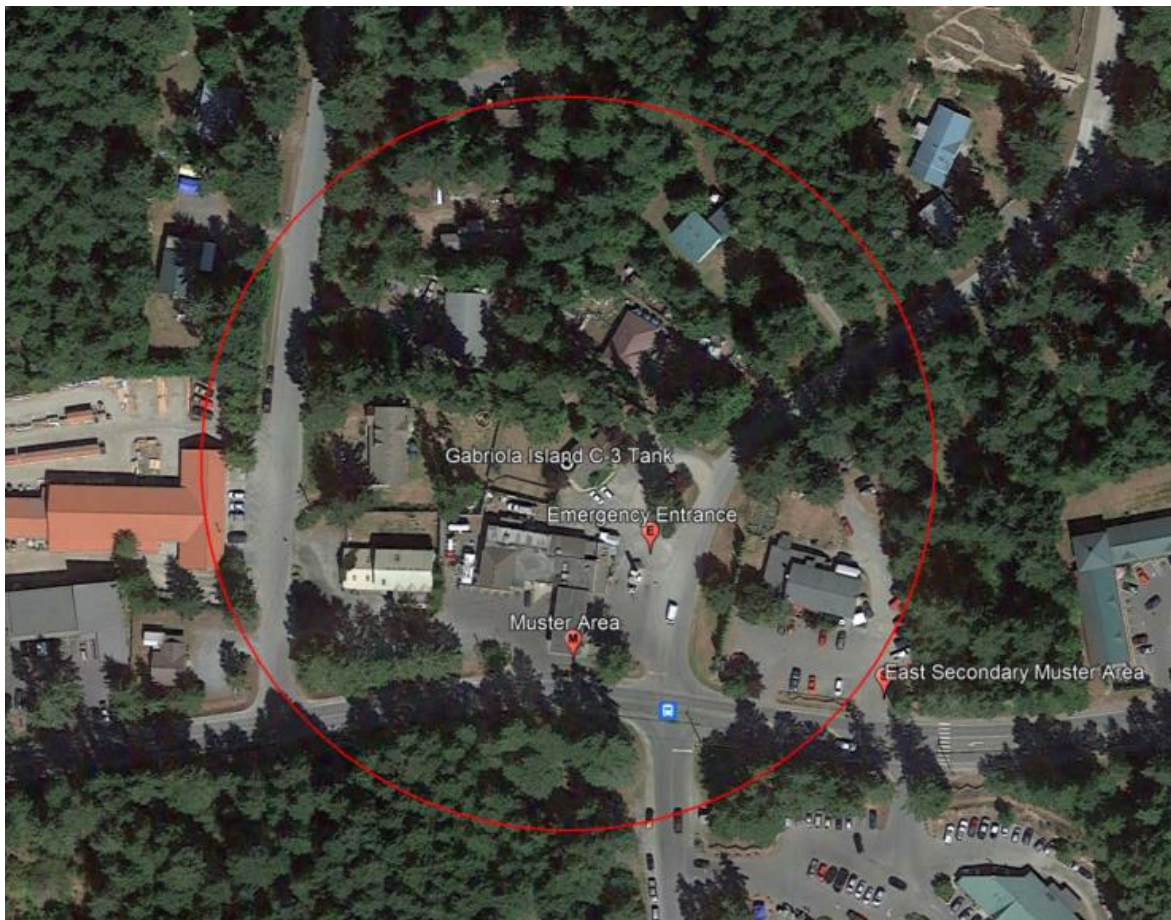
Mail to:

- 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

Executive Summary - continued

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.			

Executive Summary - continued

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.

Table of Contents

Section 1 Executive Summary	2
Section 2 Introduction	10
2.1 CRS Health Safety and Emergency Preparedness and Response Statement	10
2.2 Purpose.....	11
2.3 Objectives of the E2 Plan	11
2.4 Scope of Emergency Procedures.....	11
2.5 E2 Plan Access.....	12
2.6 Joint Responsibilities	12
2.7 Plan Consultation/References	12
2.8 Record of Amendments	13
2.9 Company Profile.....	14
2.10 Glossary	15
Section 3 Management and Administration of the E2 Plan.....	20
3.1 E2 Plan Development Evaluation Review Update and Consultation Team	20
3.2 E2 Plan Distribution	20
3.3 ECCC Notifications.....	20
Section 4 Risk Assessment.....	21
4.1 Propane – General Characteristics and Hazards.....	21
4.1.1 Background	21
4.1.2 Properties.....	21
4.1.3 Provincial Exposure Limits.....	22
Table 4.1.3 Work Safe BC Table of Exposure Limits	22
4.1.4 Potential Health Effects/First Aid Measures	22
4.1.5 Summary – Potential Risks of Release for Propane.....	22
4.2 Facility Location, Storage, Handling, and Risk Mitigation	23
4.2.1 Description of Facility Property Surrounding Area Including Potential Receptors.....	23
Figure 4.2.1 Facility and Property.....	23
4.2.2 Maximum Capacity and Quantity of Propane Stored on Site	24
4.2.3 Substance Identification	24
4.2.4 Process Description	24
4.2.5 Passive Mitigation.....	24
4.2.6 Active Mitigation	24
4.3 Frequency, Probability and Consequence Risk Assessment.....	26

4.3.1 Frequency Analysis.....	27
Table 4.3.1	27
4.3.2 Consequence Analysis	28
4.3.2.1 Modelling Parameters and Weather.....	28
4.3.2.2 Releases in General	29
4.3.2.3 Vapour Cloud Explosion (VCE) – Worst Case Scenario	29
Figure 4.3.2.3.1 Vapour Cloud Explosion (VCE) – Worst Case Release Scenario.....	30
Figure 4.3.2.3.2 Vapour Cloud Explosion (VCE) Fireball	31
4.3.2.4 Jet Fire from a 2” Transfer Hose Rupture – Reasonable Alternate Scenario.....	32
Figure 4.3.2.4 Jet Fire from a 2” Transfer Hose – Reasonable Alternate Scenario	32
4.3.2.5 Jet Fire from a 3” Pipe Rupture – Alternate Worst Case Scenario	33
Figure 4.3.2.5 Jet Fire from a 3” Pipe – Reasonable Alternate Scenario	33
4.3.3 Identification of Public Receptors.....	34
Figure 4.3.3 Identification of Public Receptors.....	34
4.3.4 Identification and Assessment of E2 Scenarios	35
4.3.5 Risk Estimation Evaluation and Comparison with Risk Acceptance Criteria	37
Figure 4.3.5 (1) MIACC Risk Acceptability Criteria.....	37
Section 5 Prevention and Mitigation	38
5.1 Regulatory and Legal Requirements.....	38
5.1.1 Risk Management Tools.....	38
5.2 Prevention Initiatives.....	38
5.2.1 Elimination Controls.....	38
5.2.1.1 Site Selection	38
5.2.2 Engineering Controls.....	38
5.2.2.1 Equipment	38
5.2.2.2 Emergency Shutoffs and Isolation Equipment	38
5.2.3 Administrative Controls	38
5.2.3.1 Mechanical Integrity - Preventative Maintenance Inspections	38
5.2.3.2 Training.....	39
5.2.3.3 External Alerting and Emergency Notification System	39
Section 6 Preparedness	40
6.1 Incident Management System	40
6.1.2 Emergency Response Management Model	40

6.2 Mid Island Co-op/FCL Roles and Responsibilities	41
6.2.1 Emergency Response Coordinator (ERC)	41
6.2.2 Information Officer	41
6.2.3 FCL Emergency Management Team	41
6.3 Advance Public Notification and Communication.....	43
6.3.1 Public and Neighborhood Emergency Awareness Notifications.....	43
6.3.2 Community Emergency Notification System	45
6.4 External Alerting and Notification.....	46
6.4.1 Emergency Assessment and Alert Notification	46
6.5 Evacuation and Shelter-in-place.....	46
6.6 Mutual Aid and Mutual Assistance.....	46
6.7 Equipment.....	46
6.8 Training and Exercise	47
6.8.1 Employee Training	47
6.8.2 E2 Plan Exercise Schedule.....	47
6.8.3 Responder Training	47
6.9 Environmental Emergency Simulation Exercises	48
Scenario A	48
Scenario B	48
Scenario C	48
Scenario D	48
Scenario E	48
Scenario F.....	48
Section 7 Response	49
7.1 E2 Plan Activation and Emergency Contacts	49
7.2 Emergency Information & Equipment Locations	50
7.3 Emergency Notification and Communication and Procedure	50
7.4 Emergency Response Measures.....	51
7.4.1 Propane Release – no fire	51
7.4.2 Propane Release – with fire.....	51
7.4.3 Structural Fires – local to propane storage	51
7.4.4 Wildfires – local to propane storage.....	52
7.4.5 Bomb Threats/Terrorism.....	52
7.6.6 Evacuation Procedures	53

7.4.7 Serious Injury/Illness.....	53
7.6.8 Vehicle Incidents – Involving On-site Propane Delivery Units.....	53
Section 8 Recovery/Restoration.....	55
8.1 Disposal and Waste management.....	55
8.2 Site Restoration	55
8.3 Public Notification	55
8.4 Stakeholder Engagement.....	55
8.5 Post Incident Evaluation	55
8.5.1 Post Incident Review and Debrief	55
Section 9 Annexes.....	56
Annex 10.1 External Reporting.....	57
9.1.1 Environmental Reporting	57
9.1.2 Public Safety Reporting.....	57
9.1.3 Occupational Health & Safety Reporting.....	58
9.1.4 Transportation of Dangerous Goods Reporting.....	59
9.1.5 Emergency Response Assistance Plan (ERAP) Reporting	59
9.1.6 Gas and Pressure Vessel Reporting	60
Annex 9.2 Documentation	61
9.2.1 Safety Data Sheet	61
9.2.2 Annual and 5-Year Full-scale Simulation Exercise Documents.....	69
Part 1 - The Exercise Plan	69
Part 2 – Scenarios	70
Propane Release – no fire	70
Propane Release – with fire.....	70
Structural Fire – local to propane storage	70
Wildfires – local to propane storage	70
Bomb Threats/Terrorism	71
Severe Weather.....	71
Lightning	71
Evacuation Procedures.....	71
Serious Injury/Illness.....	71
Vehicle Incidents - On-site Delivery Unit Scenario.....	72
Five Year Full-scale Simulation Scenario	73
Part 3 – Participation List	74

Part 4 – Exercise Evaluation and Corrective Actions	75
Annex 9.3 Dynamic Records	77
9.3.1 Exercise Records	77
XXXX Annual Simulation Exercise – During COVID 19	77
9.3.2 Preventative Maintenance Inspections Records	78
9.3.3 Community Notification Records	79
9.3.4 Plan Stakeholder Status and Acknowledgement	80
9.3.5 Facility Photos.....	81
Annex 10.4 Maps and Diagrams	82
9.4.1 Fire Service Route to Site.....	82
9.4.2 Emergency 1 st Responder Entrance to Facility	83
9.4.3.1 Muster Area	84
9.4.3.2 Secondary Muster Area	85
9.4.4 Facility Maps.....	86
9.4.5 Plant Schematics.....	89
9.4.5.1 Facility Specific Schematics	89
9.4.6 P&ID Drawings	90
9.4.6.1 Facility Specific Drawings	90
9.4.7 Tank/s Data Plate/s.....	91
END.....	92

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 Protection 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/m ³		
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.

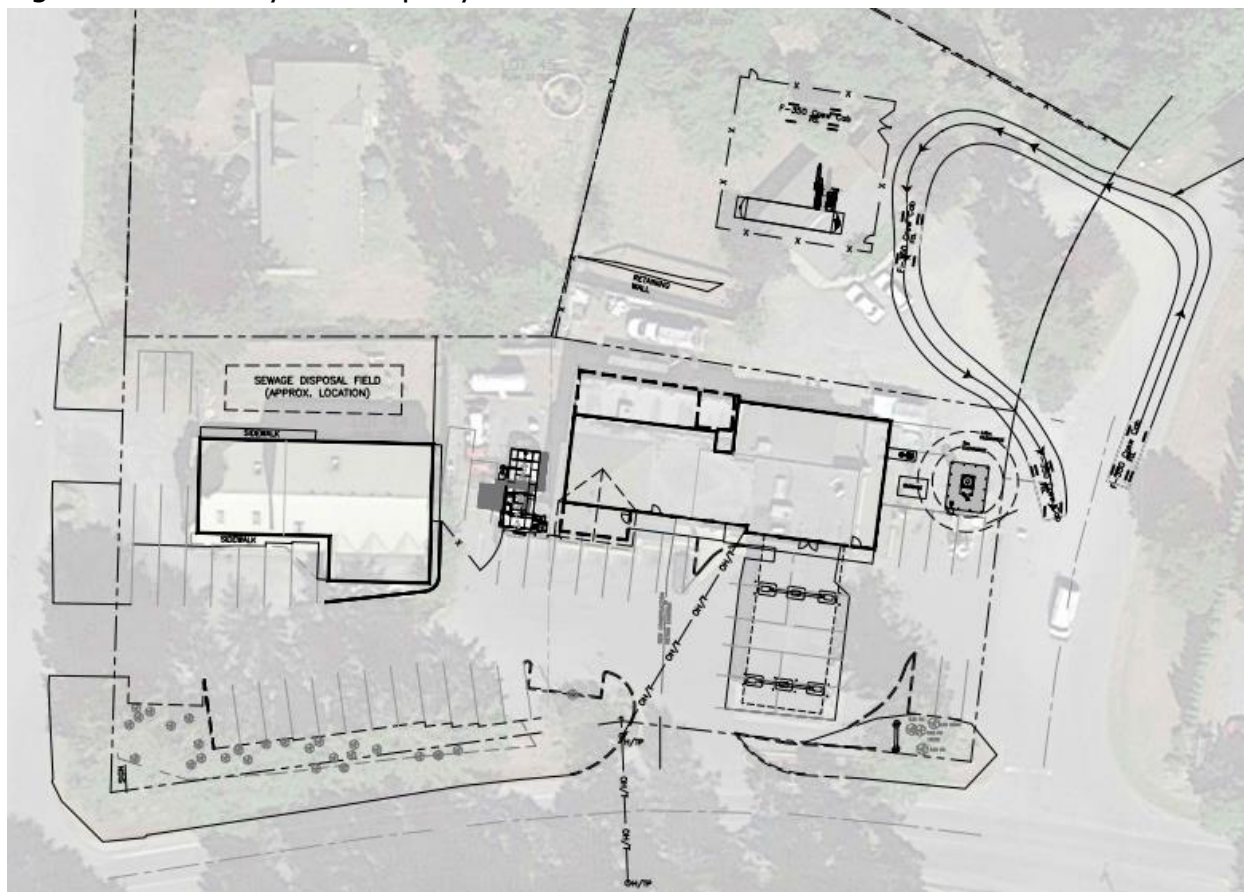
The facility located at 793 Lockinvar Lane, on Gabriola Island, within Gabriola Island Trust Area, and the Regional District of Nanaimo BC. Gabriola Island has a population of 4,500 and population density per square kilometer of 77.4 (Statistics Canada, 2021 Census).

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/gra-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/m² 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.

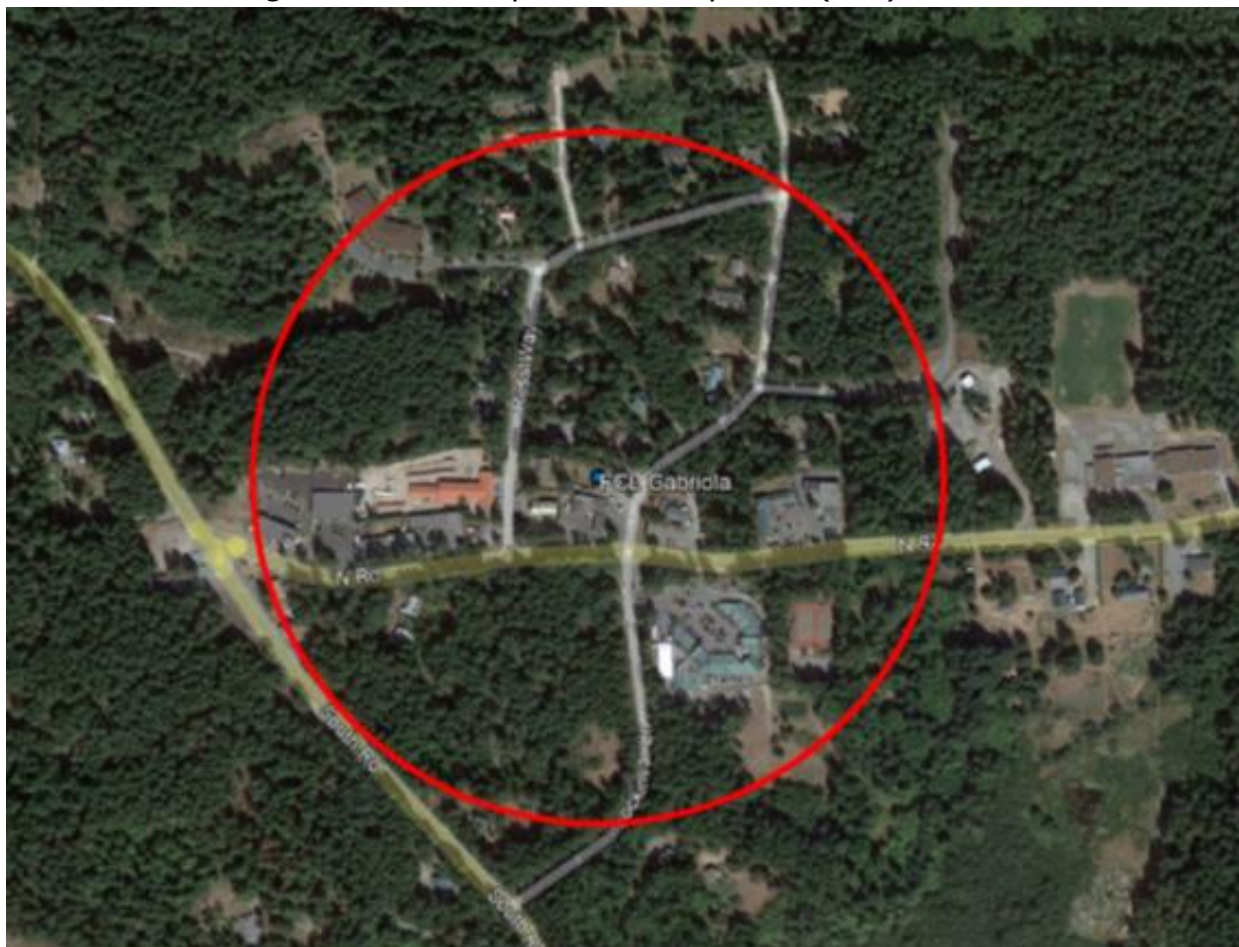
Figure 4.3.2.3.1 Vapour Cloud Explosion (VCE) – Worst Case Release Scenario



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/m^2 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/m^2 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 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



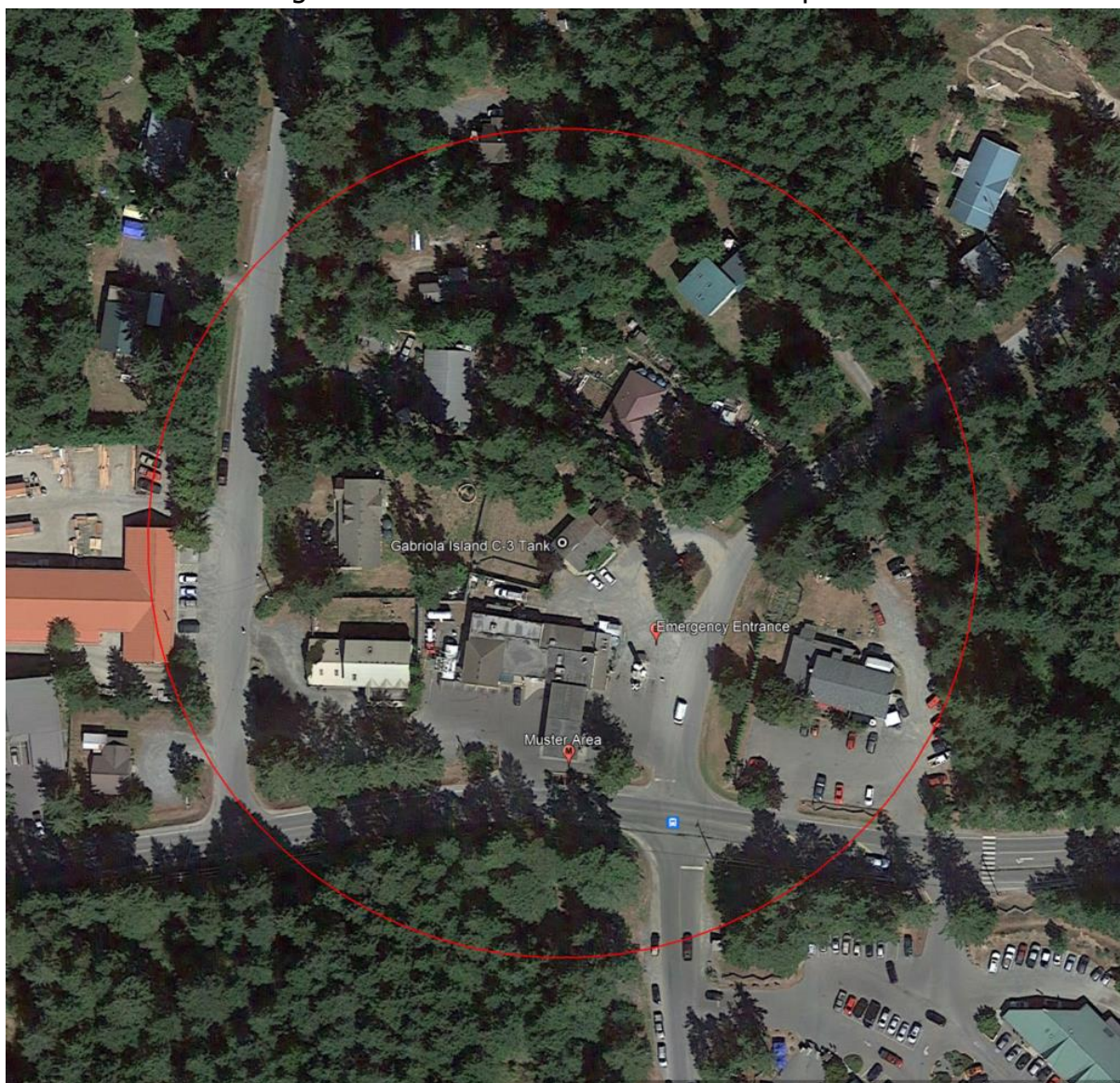
The propane tank is in the centre and the red circle is the greatest impact distance of 12.5 kW/m^2 out to 100 m.

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/m^2 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 and the red circle is the greatest impact outside the boundary of the facility of 12.5 kW/m^2 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 x 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/m ²	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 x 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/m ²	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 x 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/m ²	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 x 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/m ²	76 m

4.3.4 Identification and Assessment of E2 Scenarios – cont'd.

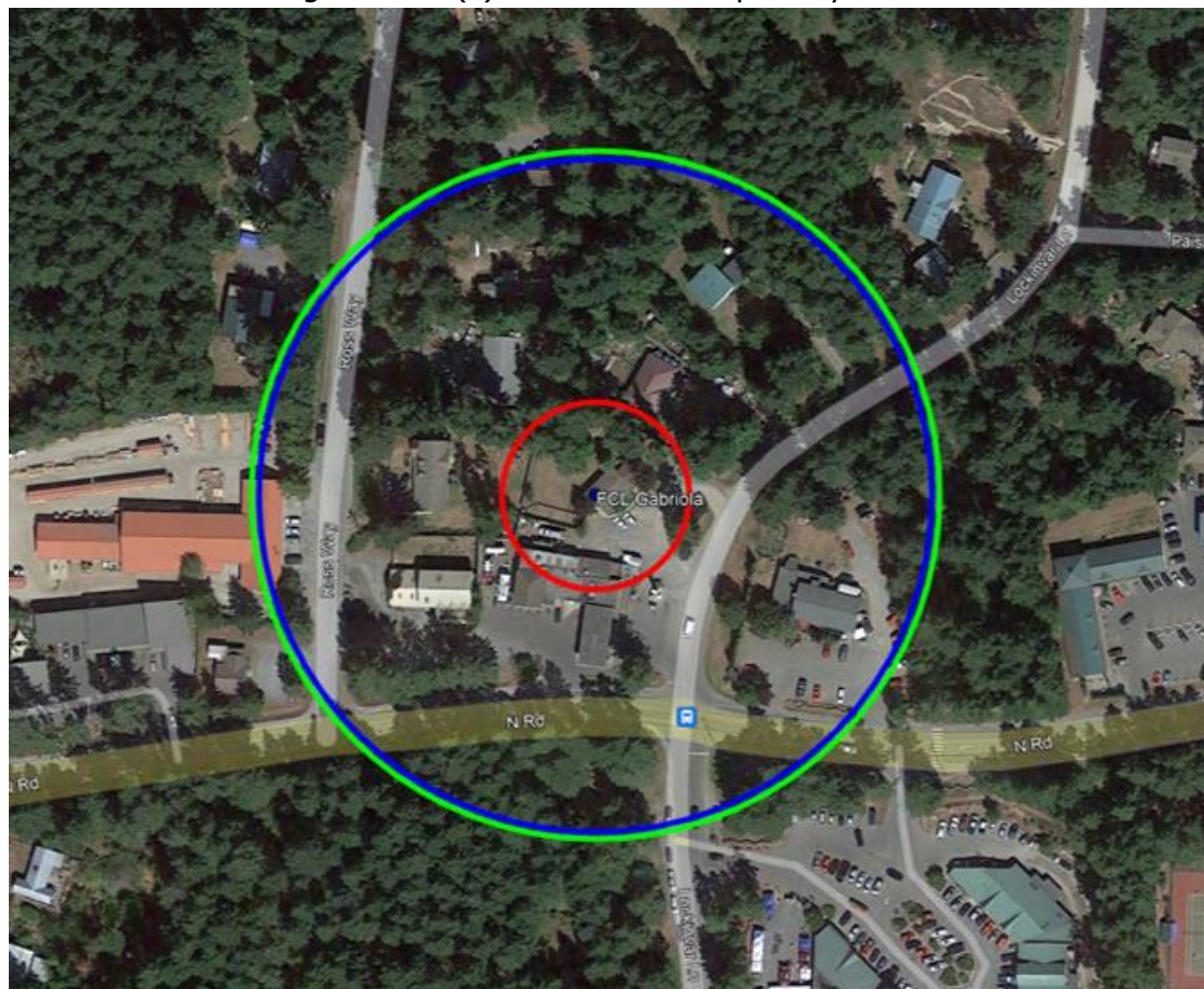
1. *In the event of a catastrophic failure of the 9,400 USWG tank due to human operating errors, unforeseen defects, natural occurring events or acts of terrorism the possible effect on the area would be overpressures from a blast causing structural damage and or injury as well as possible thermal damage 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.

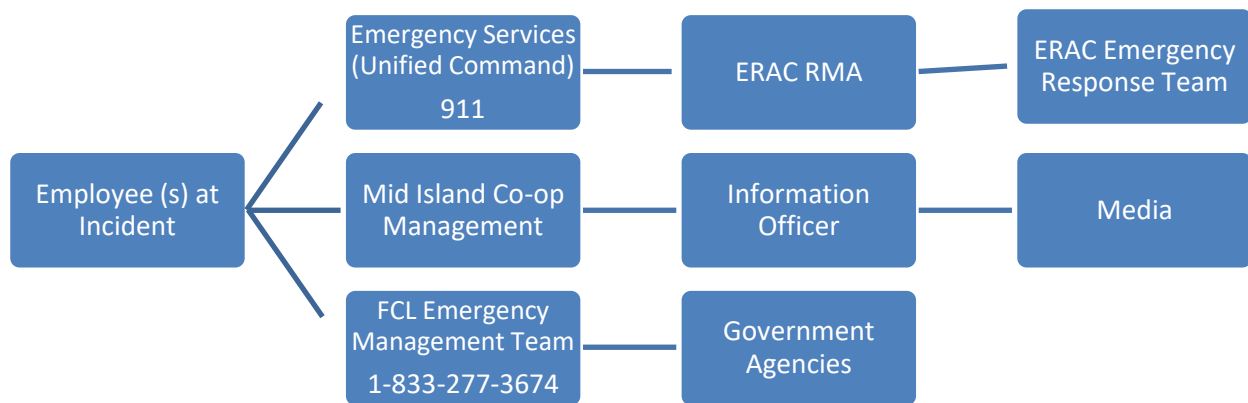
Section 6 Preparedness

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.

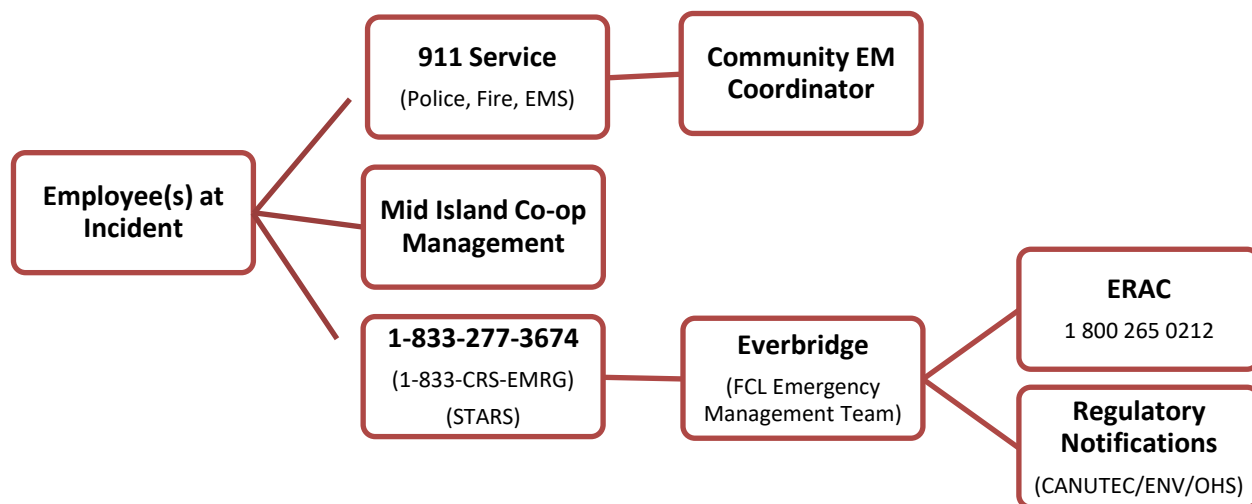
Important facts about Propane:

- 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.technicalsaftybc.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	Unstetched Propane * Stetched 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 (306) 719-4353
Telephone	
Supplier	Consumers' Co-operative Refineries Limited
Address	P.O. Box 260; 9th Avenue North Regina, SK S4P 3A1 Canada (306) 719-4353
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

PROPANE- LIQUEFIED PETROLEUM GAS

SDS Canada

909445 Version #: 01 Revision date: - Issue date: 10-January-2017

1 / 8

Ethanthiol	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 (CO2).	
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

PROPANE- LIQUEFIED PETROLEUM GAS

SDS Canada

909445 Version #: 01 Revision date: - Issue date: 10-January-2017

3 / 8

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 stench.
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.

PROPANE- LIQUEFIED PETROLEUM GAS

909445 Version #: 01 Revision date: - Issue date: 10-January-2017

SDS Canada

4 / 8

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)		
<u>Acute</u>		
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.	

PROPANE- LIQUEFIED PETROLEUM GAS

SDS Canada

909445 Version #: 01 Revision date: - Issue date: 10-January-2017

5 / 8

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 K_{ow})

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

PROPANE- LIQUEFIED PETROLEUM GAS

909445 Version #: 01 Revision date: - Issue date: 10-January-2017

SDS Canada

6 / 8

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

PROPANE- LIQUEFIED PETROLEUM GAS
909445 Version #: 01 Revision date: - Issue date: 10-January-2017

SDS Canada
7 / 8

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.

PROPANE- LIQUEFIED PETROLEUM GAS

909445 Version #: 01 Revision date: - Issue date: 10-January-2017

SDS Canada

8 / 8

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

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.

[illegible]

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.

Annex 9.3 Dynamic Records

9.3.1 Exercise Records

XXXX Annual Simulation Exercise – During COVID 19

Propane Release – no fire and Evacuation Procedures

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 _____

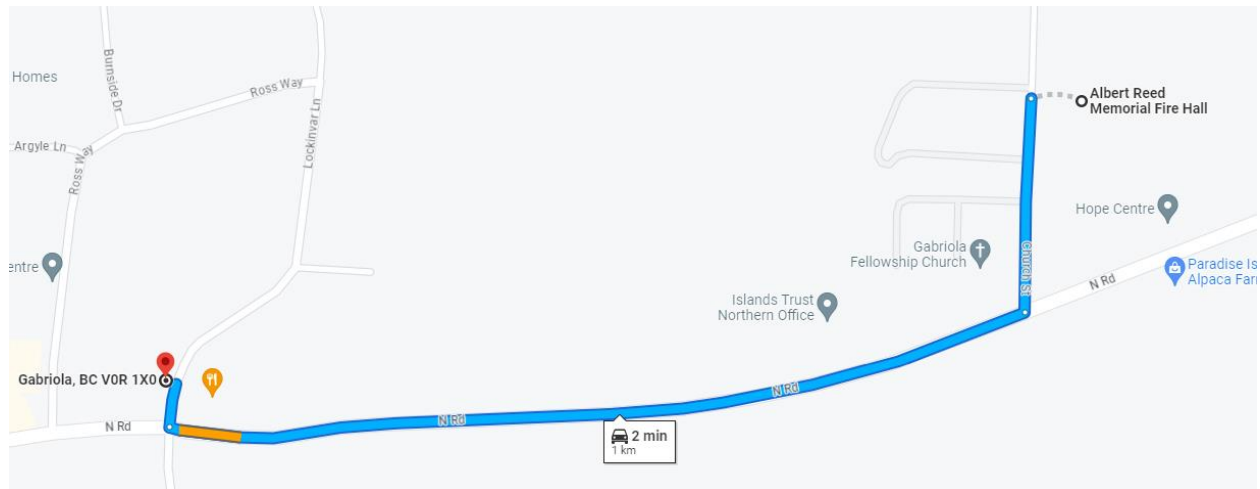
Date _____

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



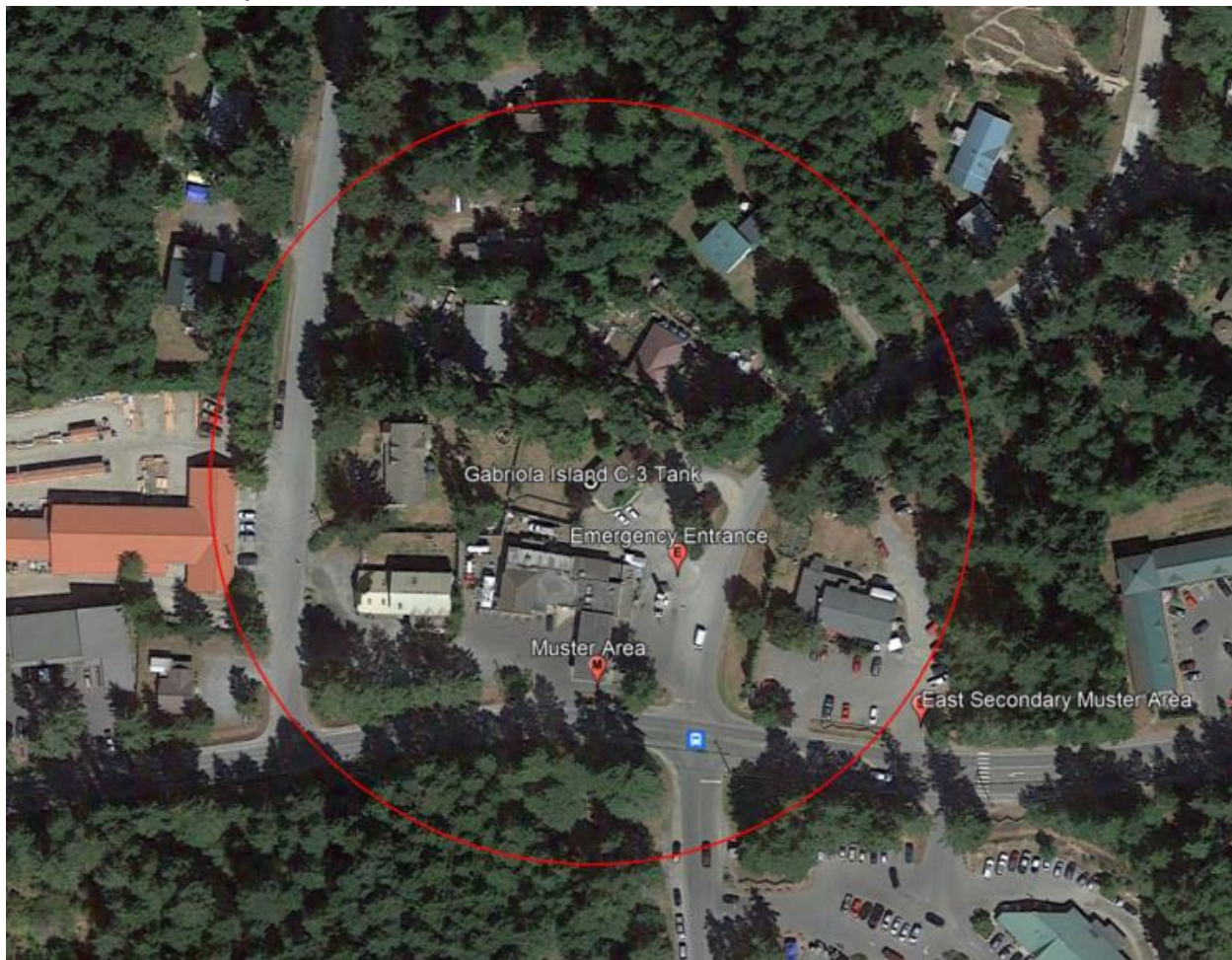
- **GPS - DD (decimal degrees): 49.17439, -123.84605**
- **Road Address: 793 Lockinvar Lane Gabriola Island BC**

9.4.3.1 Muster Area



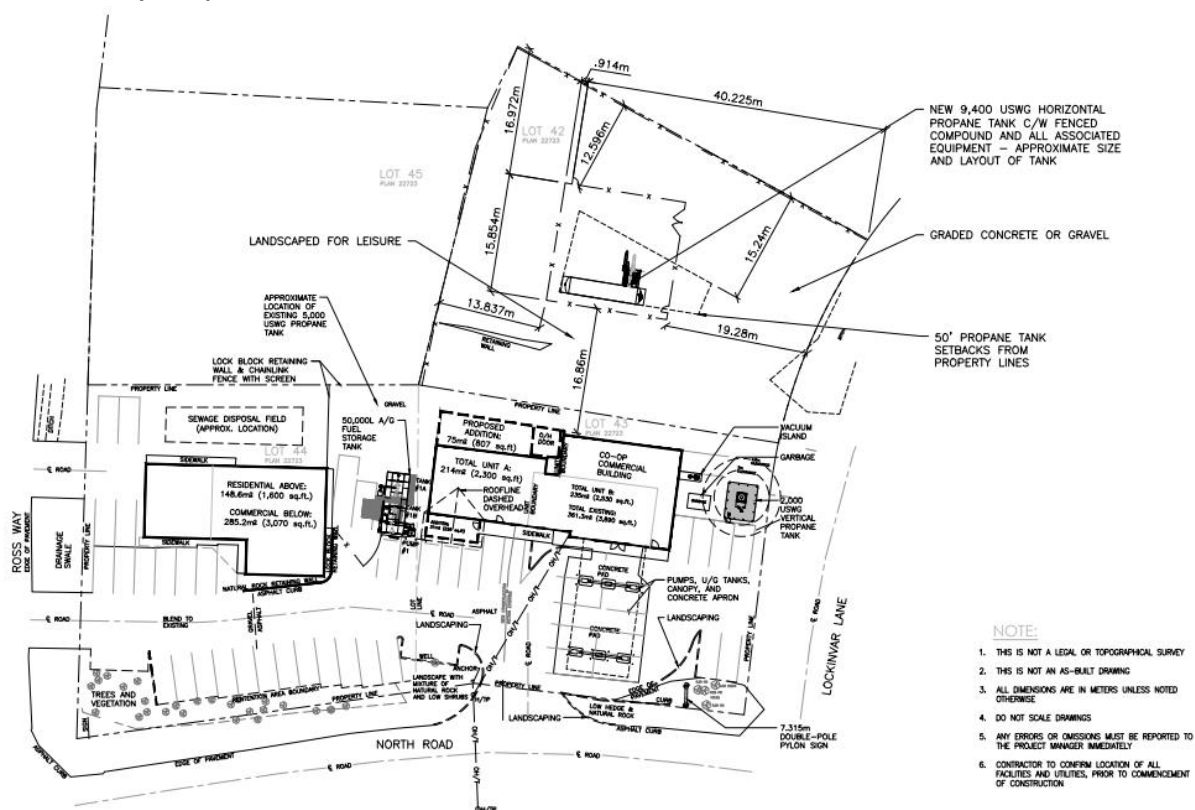
Muster Areas: In case of emergency involving propane, all staff will go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route. If the Muster Areas are not safe to meet/stay, go upwind or side-on to the wind out to a safe distance.

9.4.3.2 Secondary Muster Area

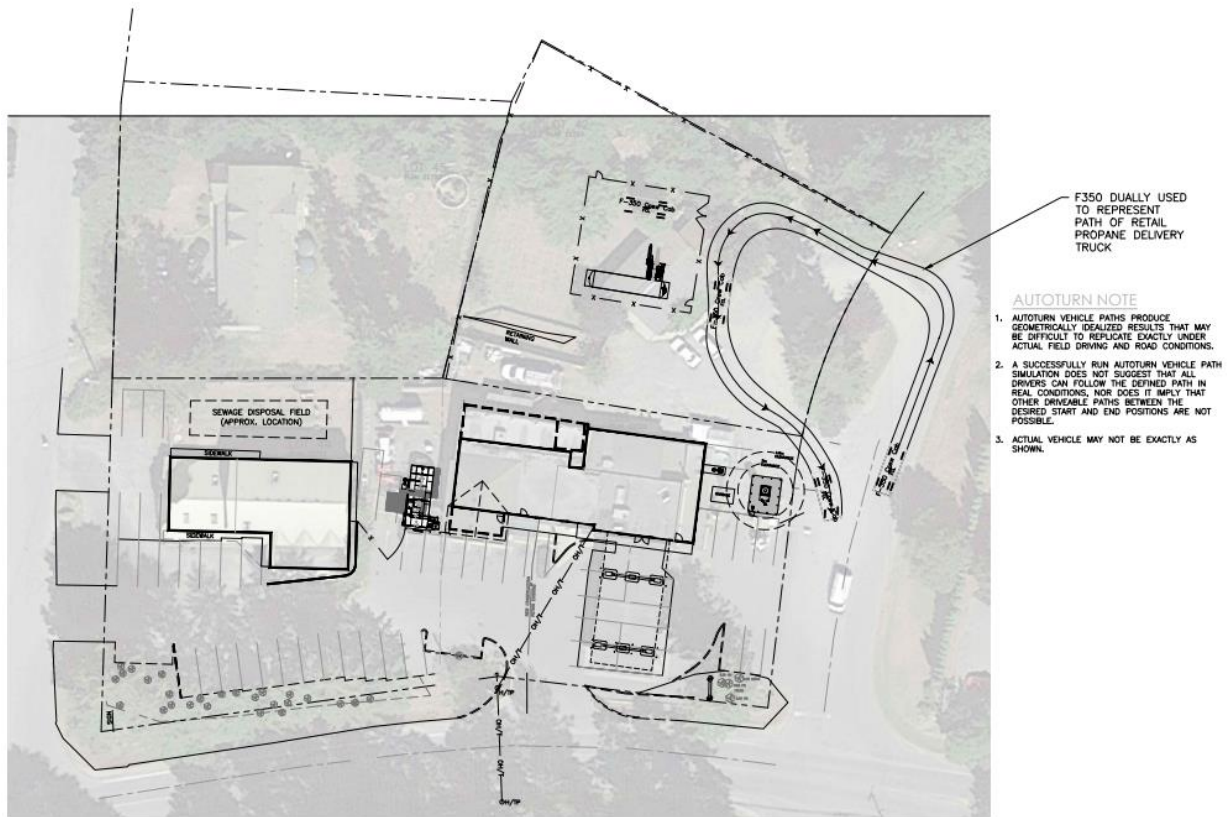


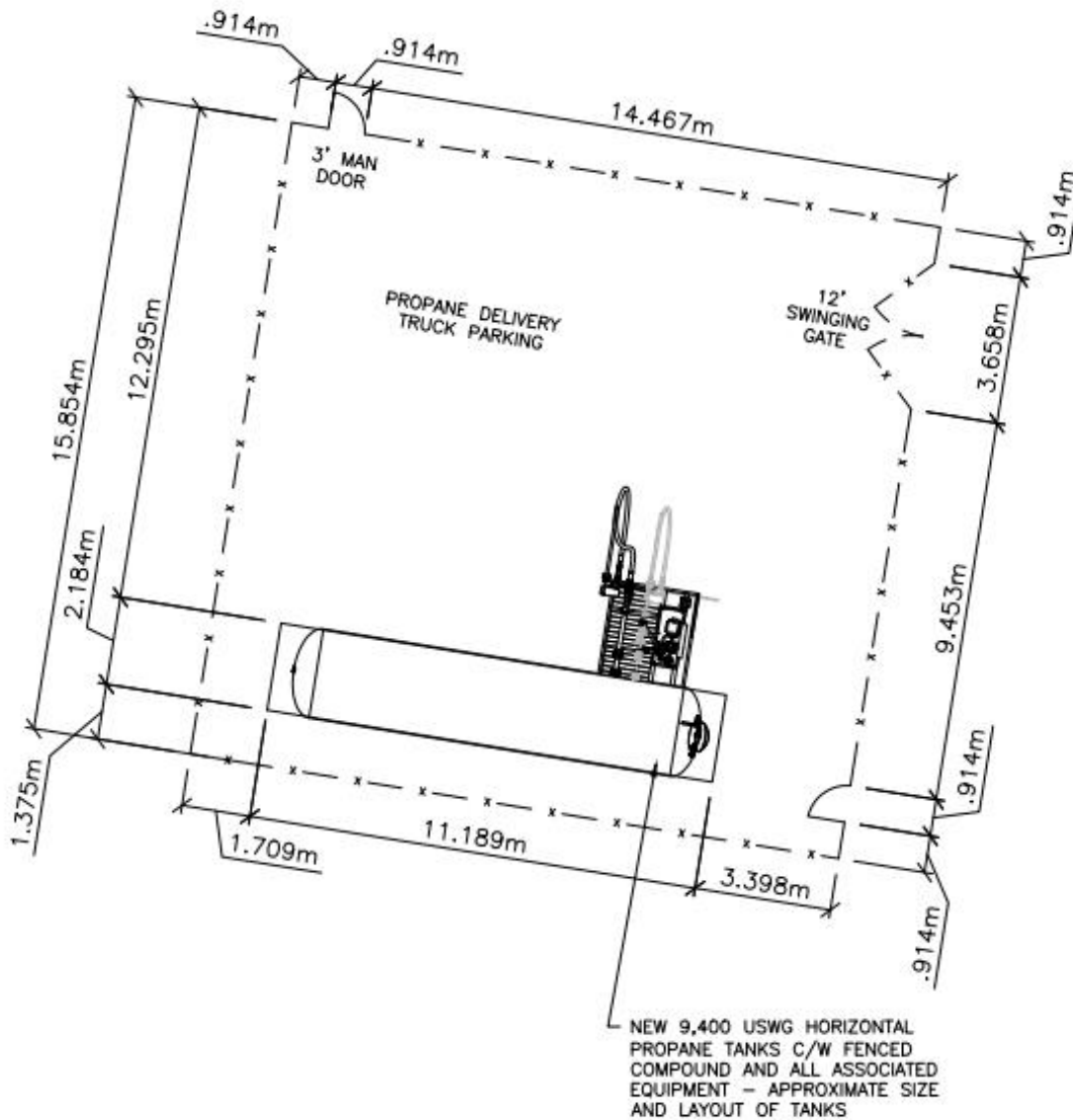
Muster Areas: In case of emergency involving propane, all staff will go to the Muster Area and if not safe to meet/stay at the Muster Area go to the east Secondary Muster Area using the closest safe route. If the Muster Areas are not safe to meet/stay go upwind or side-on to the wind out to a safe distance.

9.4.4 Facility Maps



  **PROPOSED SITE PLAN**
Scale 1 : 500



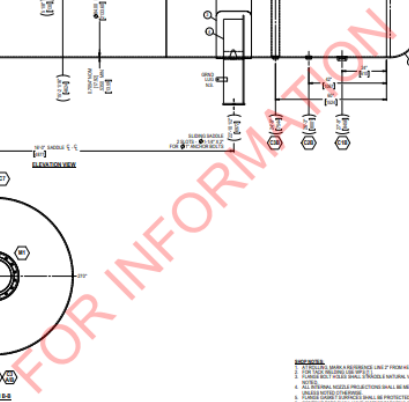


01

PROPANE DETAIL PLAN

Scale 1 : 150

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

PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 321

A BYLAW TO AMEND GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, 1997

The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2025”.

2. Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Island Official Community Plan (Gabriola) Bylaw No. 166, 1997”, is amended as per Schedule “1” and Schedule “2”, attached to and forming part of this bylaw

READ A FIRST TIME THIS _____ DAY OF _____, 2025

READ A SECOND TIME THIS _____ DAY OF _____, 202x

PUBLIC HEARING HELD THIS _____ DAY OF _____, 202x

READ A THIRD TIME THIS _____ DAY OF _____, 202x

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____, 202x

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING THIS

_____ DAY OF _____, 202x

ADOPTED THIS _____ DAY OF _____, 202x

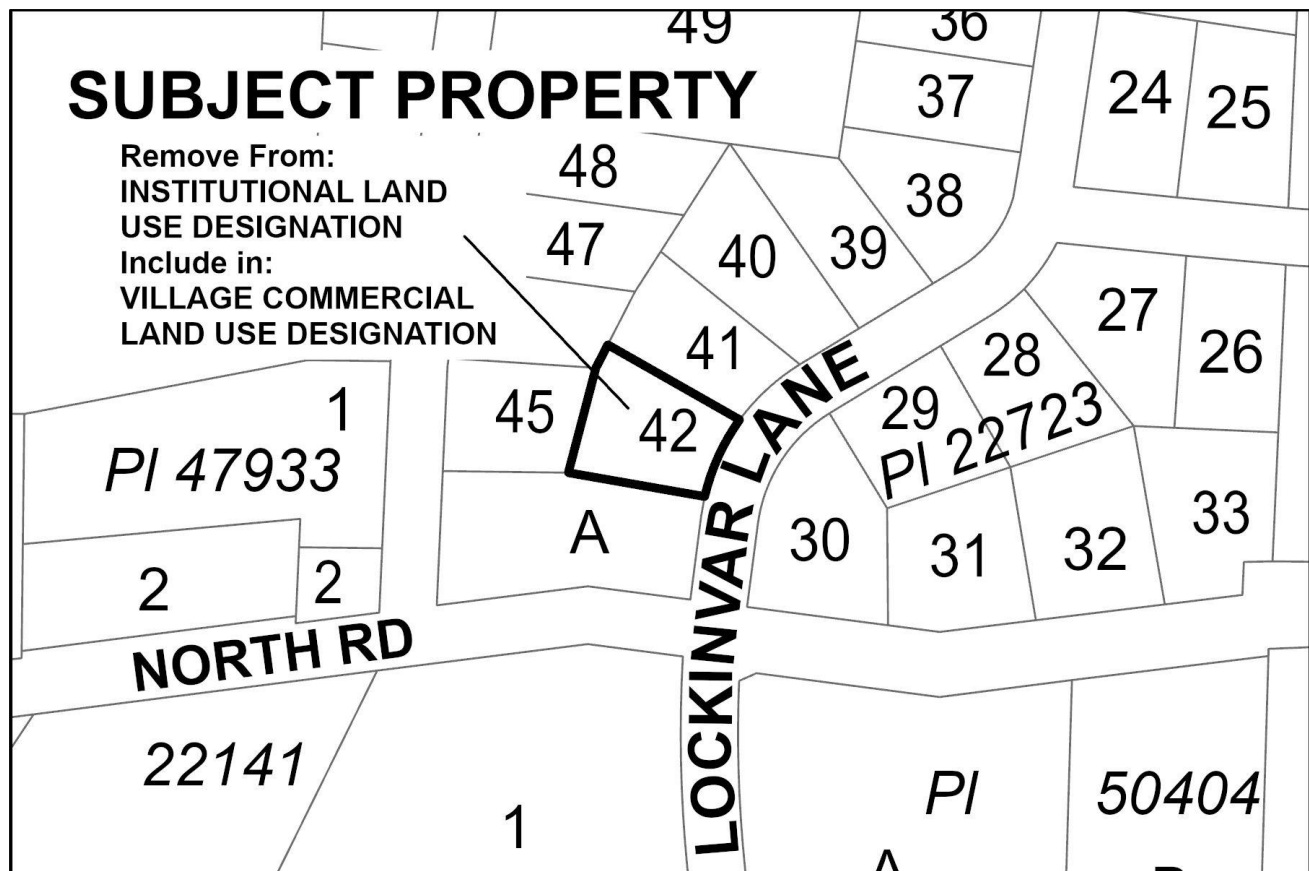
Chair

Secretary

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 321
Schedule "1"

1. **Schedule "B"** of Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997 is amended as follows:
 - 1.1. **Schedule "B" – Land Use Designations – North Sheet**, is amended by changing the land use designation on the lands described as LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 22723 (793 Lockinvar Lane, Gabriola Island PID 002-623-463) from "Institutional" to "Commercial (Village)" as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" as are required to effect this change.

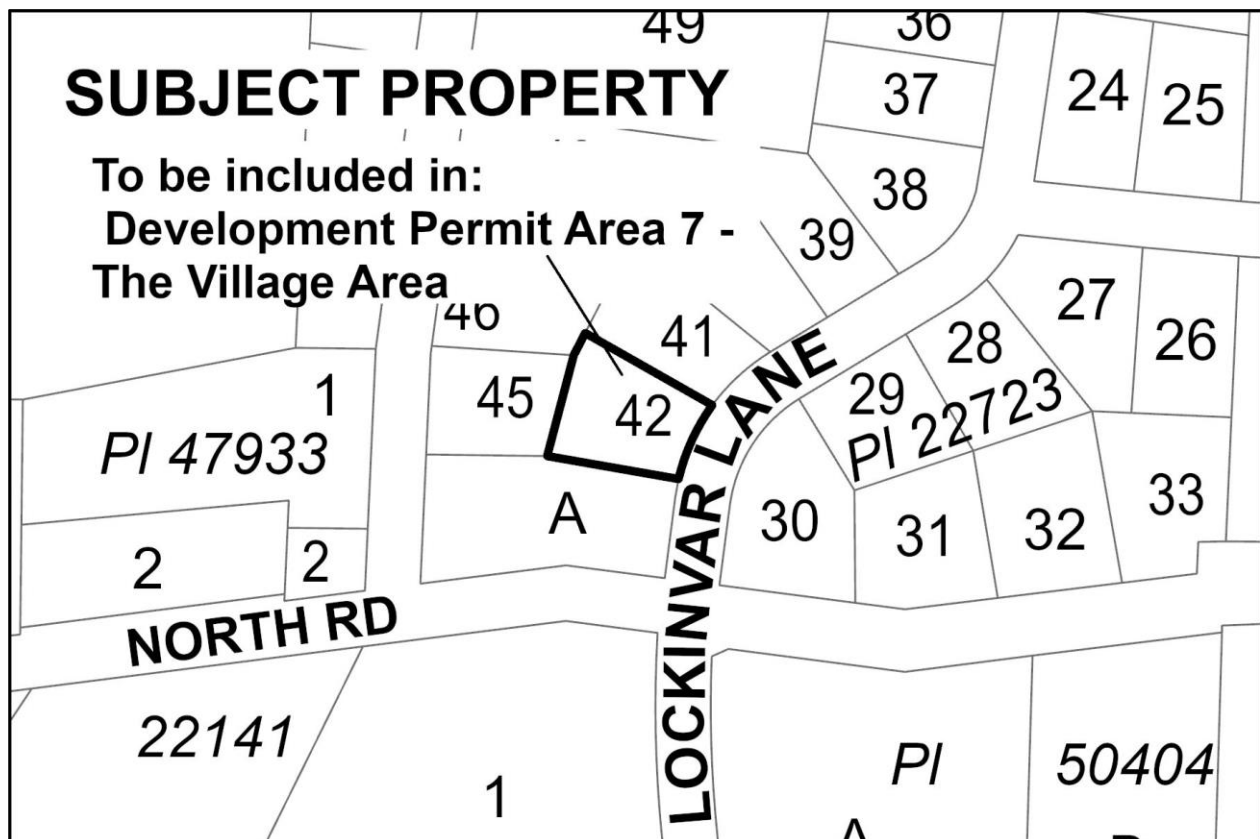
Plan No. 1



GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 321
Schedule "2"

1. **Schedule "D" – Development Permit Areas - OCP B North Sheet**, is amended by including the lands described as LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 22723 (793 Lockinvar Lane, Gabriola Island PID 002-623-463) in the Schedule D map for DP 7 - The Village Area, as shown on Plan No. 2 attached to and forming part of this bylaw, and by making such alterations to Schedule "D" of Bylaw No. 166 as are required to effect this change.

Plan No. 2



PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 322

A BYLAW TO AMEND GABRIOLA ISLAND LAND USE BYLAW, 1999

The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2025”.

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999” is amended as per Schedule “1” attached to and forming part of this bylaw.

READ A FIRST TIME THIS _____ DAY OF _____, 2025

READ A SECOND TIME THIS _____ DAY OF _____, 202x

PUBLIC HEARING HELD THIS _____ DAY OF _____, 202x

READ A THIRD TIME THIS _____ DAY OF _____, 202x

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____, 202x

ADOPTED THIS _____ DAY OF _____, 202x

Chair

Secretary

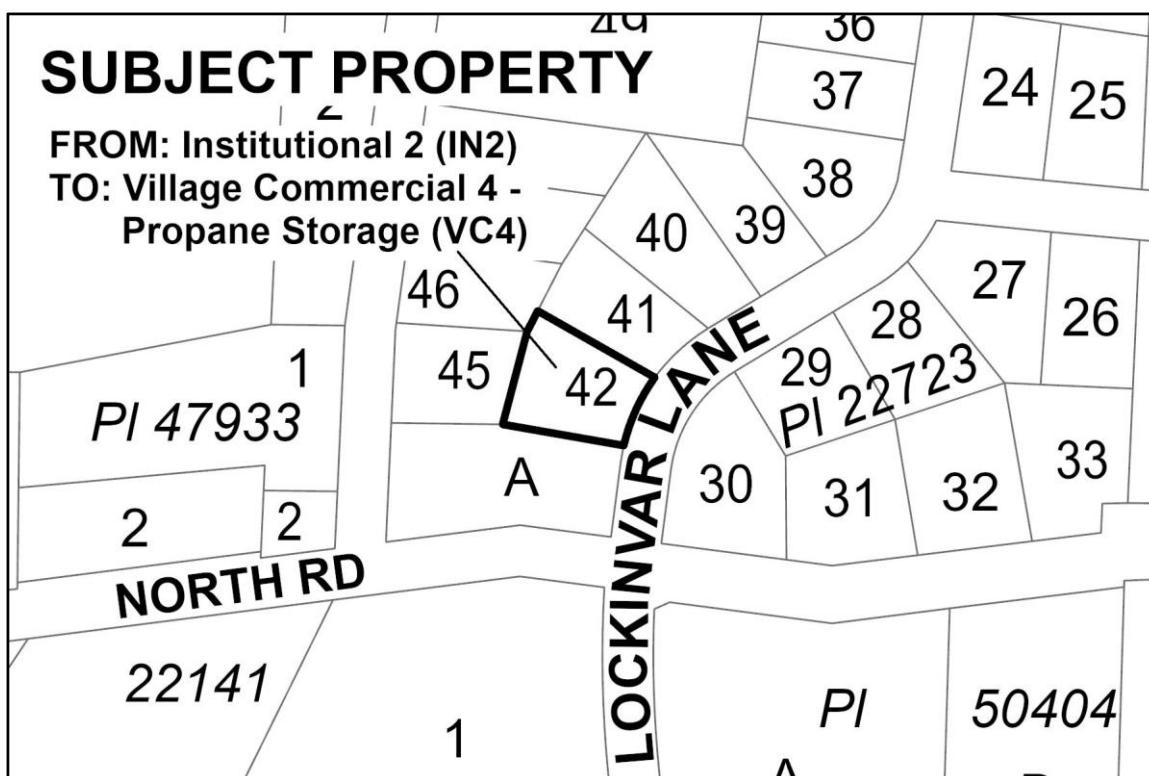
**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 322**

Schedule “1”

1. **Schedule “A”** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:
 - 1.1 **Part B GENERAL REGULATIONS**, Section B.4 **SIGNS**, Subsection **B.4.1 Number and Total Sign Area**, Article **B.4.1.1**, Table 1 **Sign Regulations**, Column I is amended by adding “VC4,” after “VC3, and before DC1”.
 - 1.2 **Part C ESTABLISHMENT OF ZONES**, Section C.1 **DIVISION INTO ZONES**, Subsection **C.1.1 Land Based Zones**, insert new zone “Village Commercial 4 – Propane Storage” after “Village Commercial 3” and before “DC1 District Commercial 1”.
 - 1.3 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, insert new Subsection **D.3.4 Village Commercial 4 (VC4)** after Subsection **D.3.3 Village Commercial 3** as shown in **Appendix 1** attached to and forming part of this bylaw; and renumber all subsequent subsections chronologically.
 - 1.4 **Part G**, Section G.1 **DEFINITIONS**, is amended by adding the following definition:

<i>“propane storage</i>	the use of land, buildings, or structures for the bulk storage, containment, or handling of propane gas, whether in liquid or gaseous form, in above-ground or underground tanks, cylinders, or containers. This includes facilities for the distribution or sale of propane to the public or commercial entities. All propane storage must comply with applicable federal and provincial legislation and regulations, including but not limited to safety, environmental, and transportation standards.”
-------------------------	---
2. **Schedule “B”** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:
 - 2.1. Schedule “B” – North Sheet, is amended by changing the zoning classification of LOT 42, SECTION 20, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN 22723 (793 Lockinvar Lane, Gabriola Island PID 002-623-463) from “Institutional 2” to “Village Commercial 4 – Propane Storage” as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 177 as are required to effect this change.

Plan No. 1



GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 322

Appendix 1

D.3.4 Village Commercial 4 – Propane Storage (VC4)

D.3.4.1 Permitted Uses

The uses permitted in Article B.1.1.1, plus the following uses and no others are permitted in the Village Institutional 2 (IN2) zone:

a. Permitted *Principal* Uses

- i *public schools*
- ii *emergency services*
- iii *library*
- iv *post office*
- v *government offices*
- vi *highway work yards*
- vii *urgent care medical clinic*
- viii *child care centre and pre-school*
- ix *propane storage*

b. Permitted Accessory Uses

- i *limited public market*, subject to Subsection B.6.2

D.3.4.2 Buildings and Structures

The *buildings* and *structures* permitted in Article B.1.1.2, plus the following *buildings* and *structures* and no others are permitted in the Village Commercial 4 (VC4) zone:

a. Permitted Buildings and Structures

- i *Buildings* and *structures* for the permitted uses set out in this zone, including tanks, containment systems, fencing, signage, and other infrastructure necessary for propane storage and distribution.

D.3.4.3 Regulations

The general regulations in Part B, plus the following regulations apply in the Village Commercial 4 (VC4) zone:

a. Buildings and Structures Height Limitations

- i The maximum *height* of *buildings* and *structures* is 9.0 metres (29.5 feet).
- ii Propane tanks and associated safety infrastructure are exempt from maximum height limits where required by applicable safety regulations.

b. Buildings and Structures Siting Requirements

- i The minimum setback for *buildings* or *structures* except a sign, fence, or pump/utility house is 6.0 metres (19.7 feet) from any lot line.

c. Lot Coverage Limitations

- i The maximum combined *lot coverage* by *buildings* and *structures* is 25 percent of the *lot* area.

d. Lot Area Requirements for Subdivision

- i The minimum average lot area is 1.0 hectare (2.47 acres).
- ii The minimum lot area is 0.5 hectares (1.24 acres).

D.3.4.4 Conditions of Use for Propane Storage Facilities

- i Propane storage operations must comply with all applicable federal and provincial regulations.
- ii The operator must hold all necessary permits and certifications prior to installation and operation.
- iii All outdoor lighting associated with propane storage must be fully shielded and directed downward to minimize light trespass.
- iv Emergency response and spill containment plans must be prepared and maintained as per provincial requirements and provided to the Local Trust Committee upon request.
- iv Where propane tanks or structures are visible from adjacent properties or public roads, screening through fencing, landscaping, or a combination shall be provided to reduce visual impact.

File No.: GB-RZ-2022.1 (Moen)

DATE OF MEETING: September 4, 2025

TO: Gabriola Island Local Trust Committee

FROM: Stephen Baugh, Island Planner
Northern Team

SUBJECT: GB-RZ-2022.1 – Tie Residential Use to Commercial Use
Applicant: Kent Moen
Location: 750 Tin Can Alley, Gabriola Island
LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN
VIP60373 (PID 023-005-629)

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee amend Bylaw No. 318, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024”, as follows:

- a. Schedule 1, Section 1 is amended by adding a new subsection 1.1 as follows:

1.1 Section 2 – General Land Use and Residential Development, Subsection 2.0 General Land Use, Clause 2.0.k) is deleted and replaced with the following text:

“k) This Plan only supports the realization of additional residential density without subdivision when used for Affordable Housing for Special Needs residents, Seniors, multiple-dwelling affordable housing, and two dwellings (with no restrictions on their tenancy or affordability) on the following parcel: LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373.”

And renumbering all subsequent subsections chronologically.

2. That the Gabriola Island Local Trust Committee Bylaw No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” be read a first time, as amended.
3. That the Gabriola Island Local Trust Committee Bylaw No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” be read a second time.
4. That the Gabriola Island Local Trust Committee amend Bylaw No. 319, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024”, as follows:

- a. Appendix 1 is amended by adding the following at the end:

“f. Conditions of Use

- i **The floor area of commercial use on the lot shall not be expanded, and no building or structure greater than 20 square metres shall be constructed, increased in floor area, or occupied for different commercial use, unless:**
 - **one dwelling unit for residential use has been constructed on the lot; or**
 - **a dwelling unit is constructed as part of the construction or expansion of commercial use on the lot.**
- ii **The floor area of commercial use on the lot shall not be expanded, and no building or structure greater than 100 square metres shall be constructed, increased in floor area, or occupied for different commercial use, unless:**
 - **two dwelling units for residential use have been constructed on the lot; or**
 - **two dwelling units are constructed as part of the construction or expansion of commercial use on the lot.”**

5. **That the Gabriola Island Local Trust Committee Bylaw No. 319 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” be read a first time, as amended.**
6. **That the Gabriola Island Local Trust Committee Bylaw No. 319 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” be read a second time.**
7. **That the Gabriola Island Local Trust Committee request staff schedule a stand-alone, electronic Community Information Meeting prior to the public hearing.**
8. **That the Gabriola Island Local Trust Committee request staff schedule a Public Hearing for Bylaws No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” and Bylaw No. 319 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” on November 20, 2025.**

REPORT SUMMARY

The purpose of this report is to provide recommendations to the Gabriola Island Local Trust Committee (LTC) regarding next steps for bylaw amendment application GB-RZ-2022.1 (Moen). Recommendations are to:

- amend proposed OCP Bylaw No. 318 pursuant to the LTC interest in permitting dwelling units on the property without requirement for a housing agreement;
- amend proposed LUB Bylaw No. 319 to require dwelling units be constructed prior to major commercial additions to the property;
- give first reading, as amended and second reading to the proposed OCP and LUB Bylaws;
- schedule a stand-alone Community Information Meeting; and
- schedule a Public Hearing on November 20, 2025.

BACKGROUND

At their June 26, 2025 meeting the LTC passed the following resolution:

GB-2025-046

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff consider amending language in proposed bylaws for GB-RZ-2022.1 to ensure that housing density is tied to commercial redevelopment of the property in the future prior to any further readings.

The LTC also indicated they do not wish to require a housing agreement for either of the dwelling units proposed to be permitted on the subject property.

ANALYSIS

OCP Amendment:

LTC discussion at their meeting of June 26, 2025 indicated that the LTC did not want to require one of the dwelling units be secured as affordable housing through a housing agreement. This alternative will require an amendment to the Gabriola Island Official Community Plan which states:

2.0(k) This Plan only supports the realization of additional residential density without subdivision when used for Affordable Housing for Special Needs residents, Seniors and multiple-dwelling affordable housing.

And includes the following definition of affordable housing:

“Affordable Housing” residential dwelling units rented or owned under the terms of a housing agreement registered on title in favour of the Local Trust Committee.

Staff have drafted a resolution to amend proposed OCP Bylaw No. 318 so that the subject property for this application is exempted from the requirement of 2.0(k), and a track changes version of the proposed bylaw is included as Attachment 1.

LUB Amendment Options to Tie Commercial Development to Housing Construction:

The LTC requested options to tie commercial development of the subject property to the construction of dwelling units. Staff have developed 5 options which are summarized in the below table.

Option:	Summary	Staff Comments
1 – Conditional Commercial Use	Make all commercial uses conditional on the presence of 2 dwellings on the subject property.	LUB Amendment Will result in the existing use of the property only being able to continue as a protected non-conforming use.
2 – Limit floor area for commercial uses	Limit floor area of commercial uses when there are no dwellings, increase commercial floor area with construction of 1 dwelling and remove floor area restriction when there are 2 dwellings.	LUB Amendment May be challenging to meaningfully limit the floor area without creating a protected non-conforming use. Approximately 560 square metres of floor area are existing on the property.
3 – Allow for small Commercial Additions	Allow minor additions, and remove floor area limitation for additions if there are 2 dwellings. Relax this requirement for small additions with limited floor area.	LUB Amendment
4 – Allow for small commercial additions, medium with 1 dwelling, and no max if 2 dwellings (Recommended)	Allow minor additions (eg. 20m ²) to commercial use, increase flexibility (eg. 100m ²) for additions if there is 1 dwelling, and remove floor area limitation for commercial additions if there are 2 dwellings.	LUB Amendment Same as option 3, but more flexibility provided when there is 1 dwelling. This would enable the existing commercial buildings to be used for new commercial uses without construction of dwellings as long as the floor area was not expanded.
5 – Covenant	Limit or restrict commercial development of the property unless dwellings are constructed through a covenant. Leave zoning as proposed. Cost recovery agreement with applicant.	Covenant Can be customized, will require a cost recovery agreement, will not create a protected non-conforming use, registered on title for future owners.

The first four options are LUB amendments and the final option is to use a covenant to require the construction of housing instead of amending the LUB. The comments note that some options may create a protected non-conforming use on the subject property. This refers to uses that are in operation and permitted under the current zoning, but would only be permitted in the proposed zoning if one or two dwellings were constructed. Since there are currently no dwellings on the property, if new zoning is adopted some of the options would render the existing uses non-conforming until one or two dwellings were constructed. Protected non-conforming uses cannot continue if the building or structure is damaged or destroyed to the extent of 75% of its value, or if the uses are discontinued for a continuous period of 6 months.

Staff recommend the LTC select Option 4 from the table for the following reasons:

- It allows some flexibility to add small commercial uses to the property such as a food truck without requiring construction of a dwelling unit;
- It does not cause the existing conforming uses on the subject property to be non-conforming;
- It allows commercial uses on the lot be changed, but requires construction of dwellings if the commercial use is expanded in area; and
- It allows for development of the property over time by enabling some expansion of commercial use if one dwelling is constructed, and removing the floor area limitation completely when two dwellings are constructed.

Overall, this option appears to offer a balance between recognizing the short-term use for the property with the long-term objective of creating additional housing options and expanding the commercial use. Staff have drafted a track changes version of the recommended option which is included as **Attachment 2**.

While not listed in the table, an alternative below is not to make any changes to the proposed LUB; this would not require any housing to be constructed on the property.

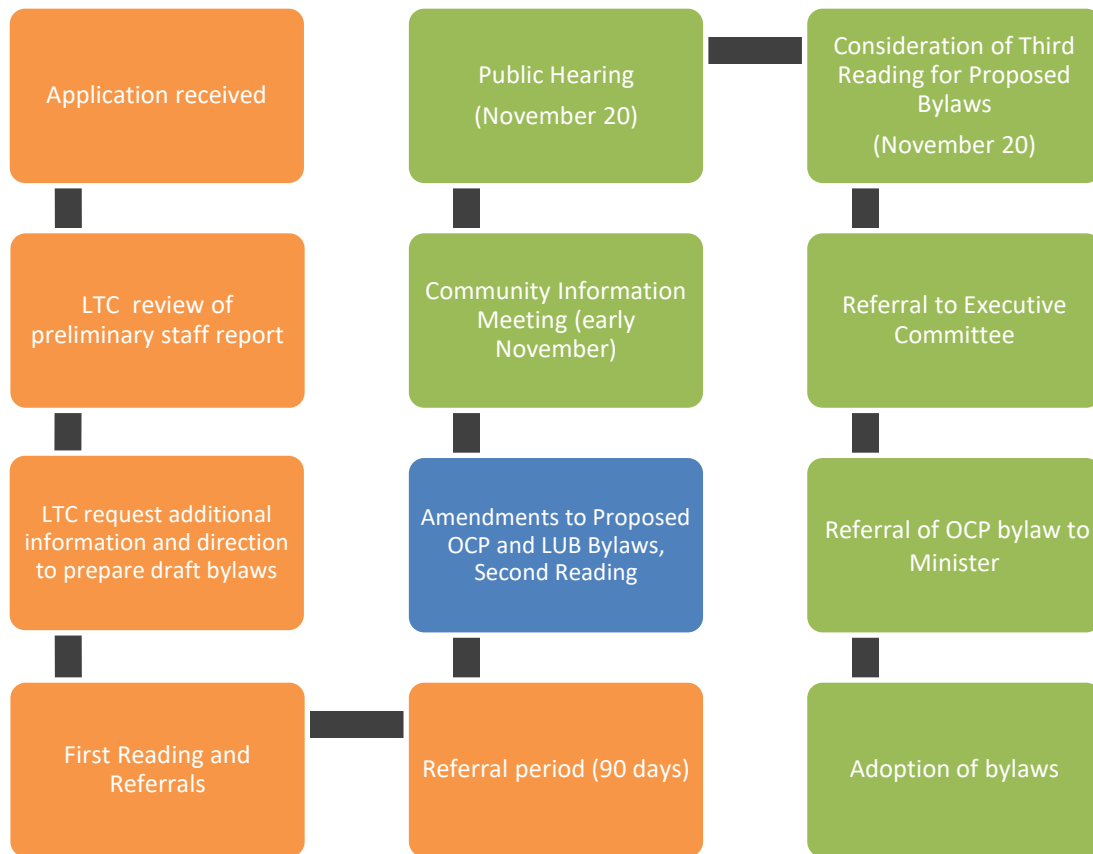
Community Information Meeting:

Staff recommend a Community Information Meeting (CIM) be scheduled prior to a Public Hearing for the proposed bylaws. This will allow interested community members to ask questions and seek clarification about the application in advance of expressing their views in the formal Public Hearing setting. Staff are recommending the Community Information Meeting take place as an electronic, stand-alone meeting, on a separate day from the Public Hearing to avoid confusion between the two types of engagement opportunities.

Referrals

Staff anticipate that Snuneymuxw First Nation will respond to the referral regarding this application in early November or later. Should the LTC schedule a Public Hearing for November 20, 2025, staff will inform Snuneymuxw First Nation staff that the LTC will receive new information up to the day of the Public Hearing.

Timeline



Rationale for Recommendation

Staff recommend the following:

- that the LTC amend proposed OCP Bylaw No. 318 because the LTC has indicated they do not wish to require a housing agreement on the subject property;
- that the LTC select Option 4 to amend the proposed LUB Bylaw No. 319 which would require dwelling units be constructed for major expansions to the commercial use of the property;
- that the LTC give First Reading and Second Reading to the amended bylaws; and
- that a Community Information Meeting and Public Hearing are scheduled for different days to provide opportunities for public feedback to the proposed bylaws.

ALTERNATIVES

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

1. Proceed with an alternative option

The LTC may proceed with the application and choose a different option than the staff recommendation. The proposed OCP Bylaw should still be amended unless a housing agreement is required by the LTC. If the LTC selects this option they can move recommended resolutions 1, 2, and indicate the option they wish to select in the following resolution.

That the Gabriola Island Local Trust Committee request staff to bring back amendments to Bylaw No. 319, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” consistent with Option [XX] from the staff report dated September 4, 2025.

2. Proceed with no changes to the proposed LUB

The LTC may proceed with the application without making any changes to the proposed LUB amendment bylaw. This would not require housing (dwelling units) be constructed on the subject property. The proposed OCP Bylaw should still be amended unless a housing agreement is required by the LTC. If the LTC wishes to select this alternative they can move the recommended resolutions except numbers 4 and 5.

3. Proceed No Further

The LTC may proceed no further with this application. Recommended wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee proceed no further with bylaw amendment application GB-RZ-2022.1.

NEXT STEPS

Should the LTC proceed with the recommendation, staff will schedule the CIM and Public Hearing to advance the application.

Submitted By:	Stephen Baugh, Island Planner	August 21, 2025
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	August 26, 2025

ATTACHMENTS

1. OCP Bylaw No. 318 – Track Changes
2. LUB Bylaw No. 319 – Track Changes

PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 318

A BYLAW TO AMEND GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, 1997

The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024”.

2. Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Island Official Community Plan (Gabriola) Bylaw No. 166, 1997”, is amended as per Schedule “1”, Schedule “2”, and Schedule “3” attached to and forming part of this bylaw

READ A FIRST TIME THIS 26TH DAY OF JUNE , 2025

READ A SECOND TIME THIS _____ DAY OF _____ , 202x

PUBLIC HEARING HELD THIS _____ DAY OF _____ , 202x

READ A THIRD TIME THIS _____ DAY OF _____ , 202x

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 202x

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING THIS

_____ DAY OF _____ , 202x

ADOPTED THIS _____ DAY OF _____ , 202x

Chair

Secretary

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 318
Schedule “1”

1. **Schedule “A”** of Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997 is amended as follows:

1.1. Section 2 – General Land Use and Residential Development, Subsection 2.0 General Land Use, Clause 2.0.k) is deleted and replaced with the following text:

“k) This Plan only supports the realization of additional residential density without subdivision when used for Affordable Housing for Special Needs residents, Seniors, multiple-dwelling affordable housing, and two dwellings (with no restrictions on their tenancy or affordability) on the following parcel: LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373.”

1.1.1.2. Section 3 – Economic Activities, Subsection 3.1 Commercial Activity, General Commercial Objectives number 1 is amended by deleting the words “(Lockinvar Triangle area)”.

1.2.1.3. Section 3 – Economic Activities, Subsection 3.1 Commercial Activity, General Commercial Policies is amended by adding a new clause after clause d) as follows: “e) Despite clause a) and d) a minimum and average parcel size of 1.0 hectare (2.47 acres) and up to 2 dwelling units per parcel may be permitted on the following parcel: LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373.”

1.3.1.4. Section 3 – Economic Activities, Subsection 3.2 Village Commercial, Clause 3.2.a) is amended by deleting the words “(the Lockinvar Triangle area)”.

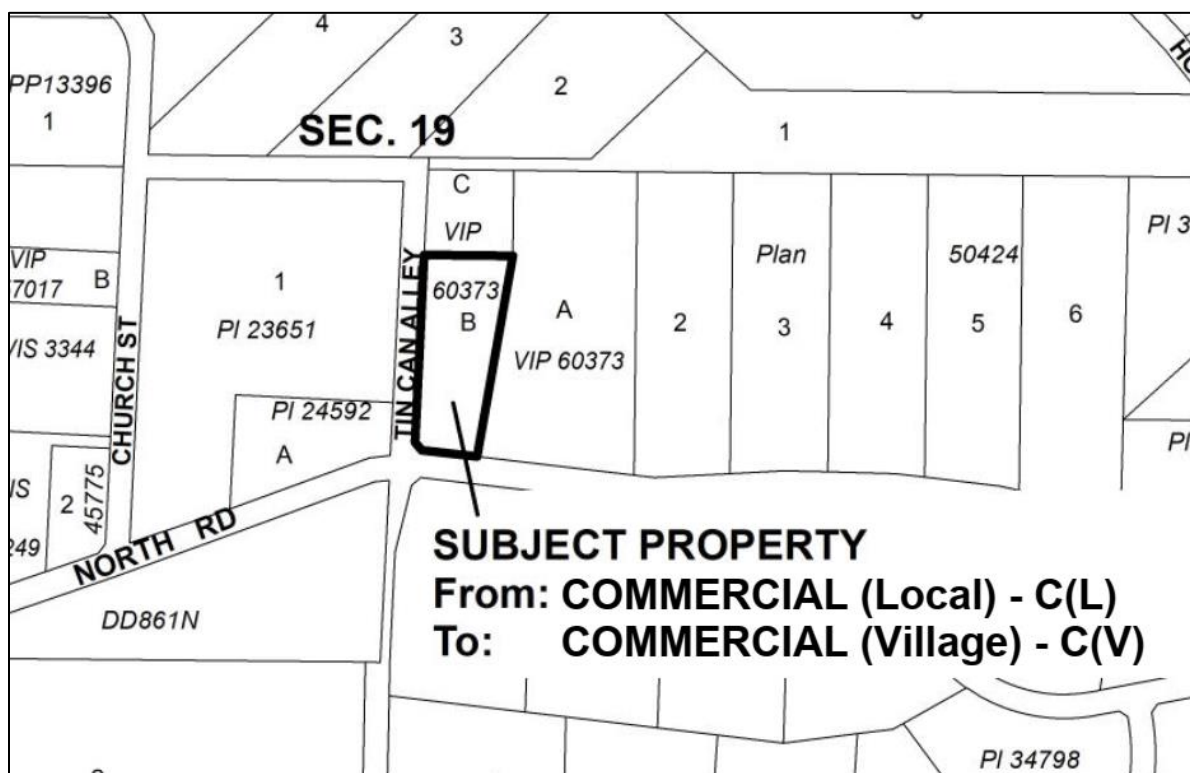
1.4.1.5. Section 3 – Economic Activities, Subsection 3.4 Local Commercial, Clause 3.4.a), is amended by deleting Item 3.4.a)ii in its entirety and by making such consequential numbering alterations to effect this change.

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 318
Schedule "2"

1. **Schedule "B"** of Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997 is amended as follows:

- 1.1. **Schedule "B" – Land Use Designations – North Sheet**, is amended by changing the land use designation on the lands described as LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373 (750 Tin Can Alley, Gabriola Island PID 023-005-629) from "Commercial (Local)" to "Village Commercial" as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" as are required to effect this change.

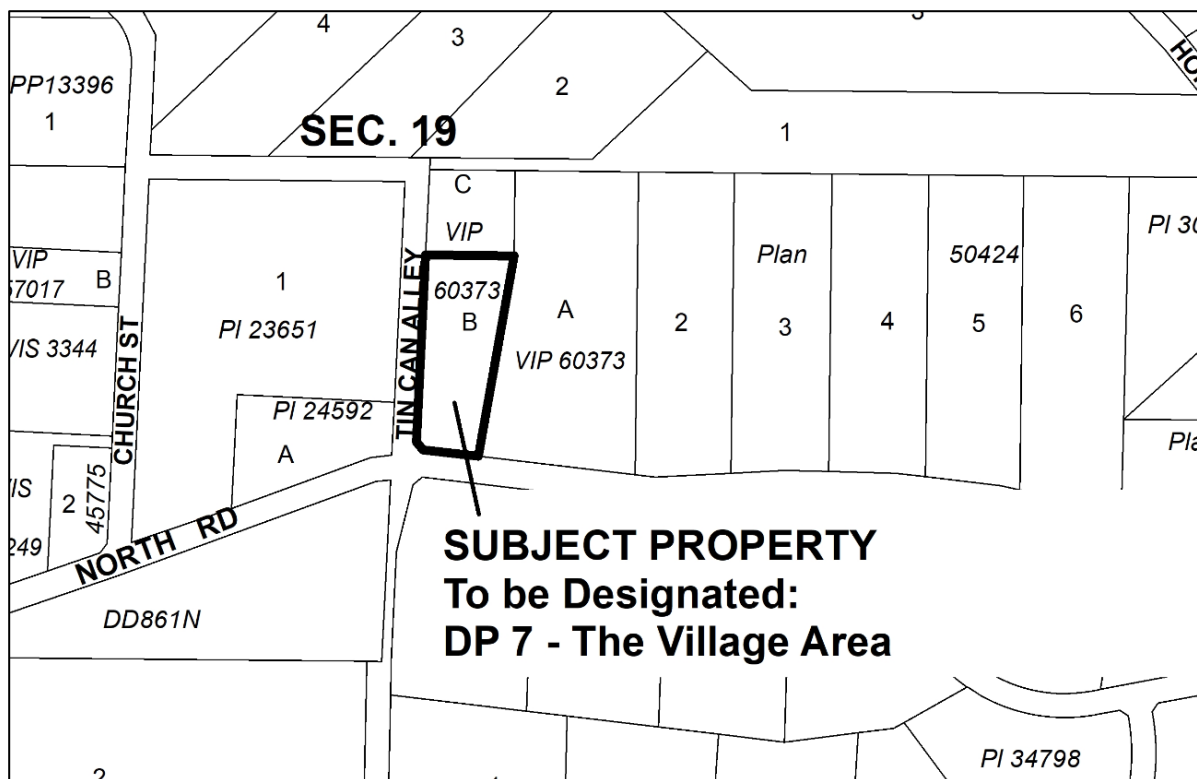
Plan No. 1



**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 318
Schedule "3"**

1. **Schedule "D" – Development Permit Areas - OCP B North Sheet**, is amended by including the lands described as LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373 (750 Tin Can Alley, Gabriola Island PID 023-005-629) in the Schedule D map for DP 7 - The Village Centre as shown on Plan No. 2 attached to and forming part of this bylaw, and by making such alterations to Schedule "D" of Bylaw No. 166 as are required to effect this change.

Plan No. 2



PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 319

A BYLAW TO AMEND GABRIOLA ISLAND LAND USE BYLAW, 1999

The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024”.

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999” is amended as per Schedule “1” attached to and forming part of this bylaw.

READ A FIRST TIME THIS	26 TH	DAY OF	JUNE	, 2025
READ A SECOND TIME THIS	_____	DAY OF	_____	, 202x
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	, 202x
READ A THIRD TIME THIS	_____	DAY OF	_____	, 202x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	, 202x
ADOPTED THIS	_____	DAY OF	_____	, 202x

Chair

Secretary

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 319**

Schedule “1”

1. **Schedule “A”** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:

- 1.1 **Part B GENERAL REGULATIONS**, Section B.1 **USES, BUILDINGS AND STRUCTURES**, Subsection **B.1.1 Permitted in Any Zone**, Article **B.1.1.1 Uses**, Clause B.1.1.1.c. is amended by replacing “D.3.7. Ferry Parking, D.3.10” with “D.3.8. Ferry Parking, D.3.11”.
- 1.2 **Part B GENERAL REGULATIONS**, Section B.4 **SIGNS**, Subsection **B.4.1 Number and Total Sign Area**, Article **B.4.1.1**, Table 1 **Sign Regulations**, Column I is amended by adding “VC3,” after “VC2,”.
- 1.3 **Part B GENERAL REGULATIONS**, Section B.5 **PARKING**, Subsection **B.5.1 Minimum Number of Parking Spaces for Automobiles and Bicycles**, Article **B.5.1.1**, Table 2: **Parking Requirements**, is amended by adding a new row under the “Residential” heading as follows:

<i>dwelling unit</i> in the Village Commercial 3 zone	1 per <i>dwelling unit</i>	None required	None required
--	-------------------------------	------------------	------------------

- 1.4 **Part C ESTABLISHMENT OF ZONES**, Section C.1 **DIVISION INTO ZONES**, Subsection **C.1.1 Land Based Zones**, insert new zone “VC3 Village Commercial 3” after “Village Commercial 2 – Professional Centre” and before “DC1 District Commercial 1”.
- 1.5 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, insert new Subsection **D.3.3 Village Commercial 3 (VC3)** after Subsection **D.3.2 Village Commercial 2 – Professional Centre(VC2)** as shown in **Appendix 1** attached to and forming part of this bylaw; and renumber all subsequent subsections chronologically.
- 1.6 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, Subsection **D.3.3 District Commercial 1(DC1)**, Article D.3.3.3 **Regulations**, Clause D.3.3.3.b. **Buildings and Structures Siting Requirements**, Item D.3.3.3.b.iii. is amended by replacing “D.3.3.3.ii” with “D.3.4.3.ii”.
- 1.7 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, Subsection **D.3.6 Local Commercial 3 – Garden Centres(LC3)**, Article **D.3.6.1 Permitted Uses**, Clause **D.3.6.1.b. Permitted Accessory Uses**, Item **D.3.6.1.b.iii** is amended by deleting the words “except on lands shown on Schedule C, Map 12”.
- 1.8 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, Subsection **D.3.6 Local Commercial 3 – Garden Centres(LC3)**, Article **D.3.6.1 Permitted Uses**, Clause **D.3.6.1.b. Permitted Accessory Uses**, Item **D.3.6.1.b.iv** is deleted in its entirety.

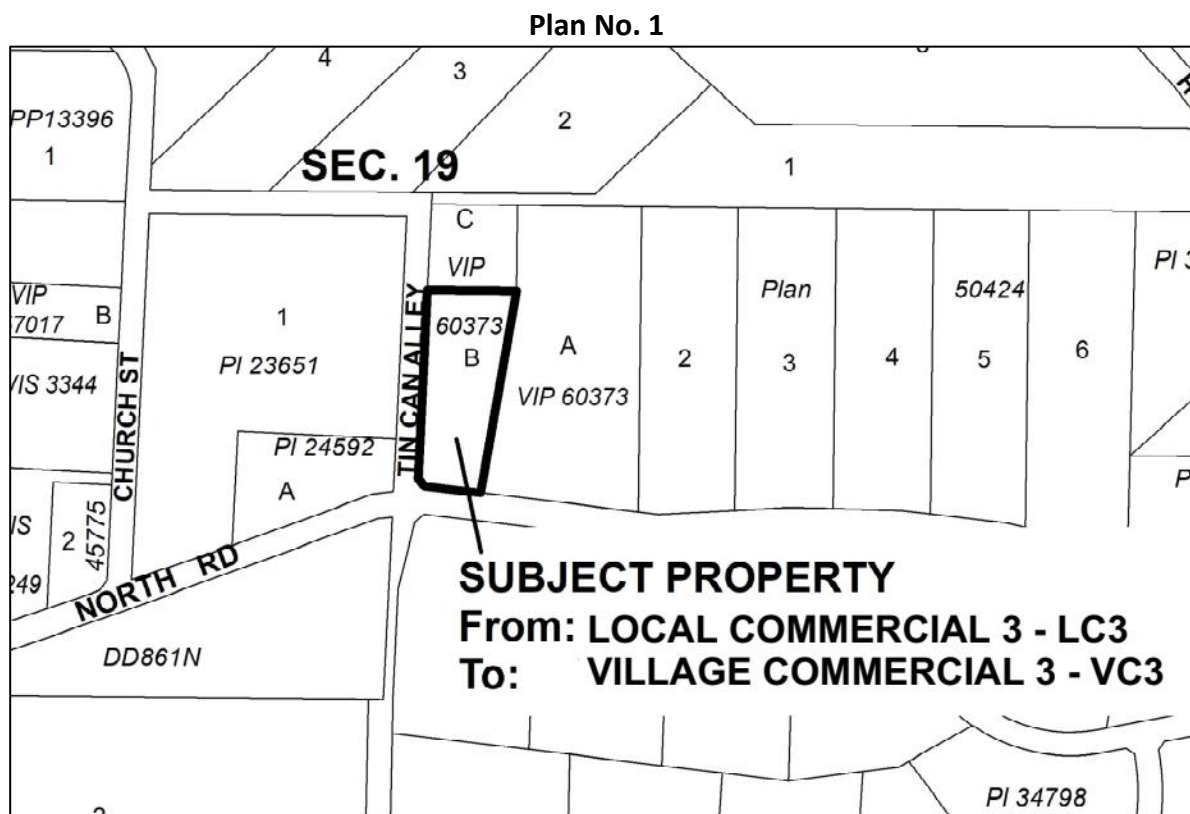
- 1.9 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, Subsection **D.3.6 Local Commercial 3 – Garden Centres(LC3)**, Article **D.3.6.2 Buildings and Structures**, Clause **D.3.6.2.a. Permitted Buildings and Structures**, Item **D.3.6.2.a.iv** is deleted in its entirety.

- 1.10 **Part G**, Section G.1 **DEFINITIONS**, is amended by deleting the following definition:

“farm supply centre a business for the retail sale of farm supplies, but excluding the sale of farm equipment;”

2. **Schedule “B”** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:

- 2.1. Schedule “B” – North Sheet, is amended by changing the zoning classification of LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373 (750 Tin Can Alley, Gabriola Island PID 023-005-629) from “Local Commercial 3” to “Village Commercial 3” as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 177 as are required to effect this change.



3. **Schedule “C”** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:

- 3.1. Schedule “C” – Map 10, is amended by replacing “Item d.3.8.1.a.vii” with “Item d.3.9.1.a.vii”.
- 3.2. Schedule “C” – Map 12, is deleted in its entirety.

- 3.3. Schedule “C” – Map 17, is amended by replacing “Items D.3.8.1.a.v and D.3.8.1.a.viii” with “Items D.3.9.1.a.v and D.3.9.1.a.viii”.

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 319**

Appendix 1

D.3.3 Village Commercial 3 (VC3)

D.3.3.1 Permitted Uses

The uses permitted in Article B.1.1.1, plus the following uses and no others are permitted in the Village Commercial 3 (VC3) zone:

a. Permitted *Principal* Uses

- i *garden centre*
- ii retail sales and rentals
- iii *personal services*
- iv *restaurant*
- v bakeries
- vi offices
- vii *limited public market*, subject to Subsection B.6.2

b. Permitted *Accessory* Uses

- i *single family* residential
- ii *two family dwelling* residential
- iii mini-storage

D.3.3.2 Buildings and Structures

The *buildings* and *structures* permitted in Article B.1.1.2, plus the following *buildings* and *structures* and no others are permitted in the Village Commercial 3 (VC3) zone:

a. Permitted *Buildings* and *Structures*

- i *Buildings* and *structures* to accommodate *principal* uses set out in this zone which must be connected to a freshwater collection system with a minimum storage capacity of 22,500 litres (5,944 US gallons).
- ii Maximum of:
 - two *dwelling units* per lot; and
 - two *buildings* per lot that exclude a *pump/utility house* and woodshed, and that are *accessory* to a *dwelling unit*.
- iii The maximum permitted floor area of a *dwelling unit* is 90 square metres (968 square feet)
- iv Other *buildings* and *structures* to accommodate the permitted accessory uses set out in this zone.

D.3.3.3 Regulations

The general regulations in Part B, plus the following regulations apply in the Village Commercial 3 (VC3) zone:

a. Buildings and Structures Height Limitations

- i The maximum *height* of *buildings* and *structures* is 9.0 metres (29.5 feet).

b. Buildings and Structures Siting Requirements

- i The minimum *setback* for *buildings* or *structures* except for a sign, *fence*, or *pump/utility house* is:
 - 6.0 metres (19.7 feet) from the *front lot line*;
 - 6.0 metres (9.8 feet) from any *interior lot line*, except where the *interior lot line* abuts a commercial or industrial *zone* in which case there is no *setback* requirement from the *interior lot line*; and
 - 3.0 metres (9.8 feet) from another *building* sited on the same *lot*.
- ii There is no *setback* requirement from any *exterior side lot line*, except for mini-storage units in which case the minimum *setback* is 4.5 metres.
- iii *Dwelling units* must be located within the building envelope of a commercial building.

c. Lot Coverage Limitations

- i The maximum combined *lot coverage* by *buildings* and *structures* is 40 percent of the *lot* area.

d. Lot Area Requirements for Subdivision

- i The minimum average *lot* area and the minimum *lot* area is 1.0 hectare (2.47 acres).

e. Mini-Storage Limitations

- i The maximum *floor area* is 9.3 square metres (100 square feet) per mini-storage unit.
- ii Mini-storage units must be separated from a highway or from land with zoning permitting a *principal* residential use by a landscape screen, subject to subsection B.2.7, not less than 2.0 metres (6.6 feet) in *height*.

f. Conditions of Use

- i The floor area of any commercial use on the lot shall not be expanded, and no building or structure greater than 20 square metres shall be constructed, or increased in floor area, unless:
 - one dwelling unit for residential use has been constructed on the lot; or
 - a dwelling unit is constructed as part of the construction or expansion of commercial use on the lot.
- ii The floor area of any commercial use on the lot shall not be expanded, and no building or structure greater than 100 square metres shall be constructed, or increased in floor area, unless:
 - two dwelling units for residential use have been constructed on the lot;
 - or
 - two dwelling units are constructed as part of the construction or expansion of commercial use on the lot.

File No.: Mudge Island Targeted Land
Use Bylaw Amendment
Project

DATE OF MEETING: September 4, 2025
TO: Gabriola Island Local Trust Committee
FROM: Stephen Baugh, Island Planner
Northern Team
COPY: Renée Jamurat, Regional Planning Manager
SUBJECT: Mudge Island Targeted Land Use Bylaw Amendment – Project Charter

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee endorse the attached project charter for the Mudge Island Targeted Land Use Bylaw Amendment Project.
2. That the Gabriola Island Local Trust Committee advertise for public expressions of interest for new members to a new Mudge Island Advisory Planning Commission.

REPORT SUMMARY

The report presents a project charter for a minor project for targeted amendments to the Mudge Island Land Use Bylaw. The report also outlines the project and provides a preliminary timeline, budget and scope. Staff are recommending the LTC endorse the attached project charter which includes a timeline to initiate work in April 2026.

BACKGROUND

On July 31, 2025 the Gabriola Island Local Trust Committee (LTC) passed the following resolution:

GB-2025-057

It was MOVED and SECONDED,

that the Gabriola Island Local Trust Committee request staff prepare a project charter for a minor project of targeted amendments to Mudge Island Land Use Bylaw No. 228, scoping in the priorities identified through Mudge Island Community Bylaw Survey and correspondence from Mudge Island Community Association to the Local Trust Committee dated July 18 2025.

Staff have prepared a project charter for LTC consideration to initiate the project.

ANALYSIS

Project Scope and Budget

Islands Trust Council [Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services](#) outlines the best practices for delivering local planning services to LTCs and describes a minor project in the following way:

Minor Policy/Regulatory Work – amendments to an official community plan and/or land use bylaw that take six to 12 months to complete, and / or requires a budget of less than \$5,000.

Other operational factors include completing the minor project substantially within the same fiscal year to manage planning services' resources and budget. This means a project with an anticipated timeline longer than six months would not be initiated until April 2026 when the next fiscal year begins.

Islands Trust Council [Policy 6.2.1 Priority Setting/Review Guidelines](#) indicates that Local Trust Committees, except Salt Spring Island, may have up to 1 minor project at a time.

The proposed work plan would limit the scope of the project to engage with Mudge Island community through a survey and APC referral, engage with First Nations, hold a Community Information Meeting (CIM) on Mudge Island, review current zoning regulations, undertake the legislative process to amend the Land Use Bylaw, and communicate bylaw changes to the Mudge community. The budget requested would be for \$5000 in the next fiscal year. Staff resources are estimated to be primarily the Island Planner's time, with support from other staff as needed.

Timeline

The project completion is anticipated within a short timeframe with a targeted review starting in April 2026, and the project consisting of the following phases:

Phase 1: Project Initiation - preliminary report and engagement options

Phase 2: Analysis - review of LUB regulations

Phase 3: First Nations consultation - early engagement and on-going consultation as requested by Nations

Phase 4: Community Engagement - engagement with Mudge Island residents, referral to the Mudge Island APC, and Community Information Meeting

Phase 5: Draft Bylaw - LTC review of amendment options, direction to prepare bylaw, bylaw referrals

Phase 6: Legislative Phase - bylaw readings, Public Hearing/Notice of First Reading, EC approval

Phase 7: Implementation - public and landowner communication

Phase		2026										2027				
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1	Project Initiation															
2	Analysis															
3	First Nation Engagement															
4	Community Engagement															
5	Draft Bylaw															
6	Legislative															
7	Implementation															

Consultation

First Nations

Staff would undertake early engagement to determine Nation's interests and desired level of involvement. An early engagement letter can be sent to First Nations in February, ahead of when work starts on the project.

Mudge Community

Staff recommend one (1) survey, Advisory Planning Commission (APC) referral, and one (1) Community Information Meeting on Mudge Island be included in the workplan for this project. As there is currently not a specific APC for Mudge Island, staff recommend that the LTC advertise for Expressions of Interest for a Mudge Island APC. This APC could be set up in advance of the project starting in April 2026.

In addition, other opportunities for engagement exist through a Public Hearing and submitting letters. Staff recommend a brief implementation phase following bylaw adoption to communicate bylaw changes resulting from the project to the Mudge Island community.

Legislative process

An amendment bylaw would be required to make changes to the Mudge Island Land Use Bylaw (LUB). Bylaw readings, a public hearing or notice of first reading, and Executive Committee approval are required for this process. Staff advise that amendments to the Mudge OCP bylaw are out of scope for this minor project.

Implications for LTC Workplan

Regarding resources and project priorities, the LTC has an existing Major Project that includes support from the Island Planner and initiating a minor project in the Fall/Winter of 2025 will impact ability to support the Gabriola OCP/LUB Review Project as a priority project for the LTC. In consideration of the existing workplan and timeline of the OCP Review Project, staff recommend that the LTC does not direct the minor project be initiated until the OCP Bylaw receives First Reading, which is expected to be in February 2026.

Rationale for Recommendation

The recommendation is to proceed in April 2026 as the LTC's Minor Project since the targeted scope of the project is suitable for a minor project, there will be available minor project budget, and staff resources will be able to support the minor project at that time.

The minor project scope includes a referral to an APC. Since there is not currently a Mudge Island APC staff recommend the LTC advertise for expressions of interest in advance of the project starting.

ALTERNATIVES

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

1. Amend project charter and endorse project

The LTC may amend the project charter to suit their direction for the minor project prior to endorsing the project charter. Substantial changes to the project charter to increase engagement or scope may require staff to report back with an updated budget, timeline and confirmation that the project would still be consistent with Trust Council policy for minor projects:

That the Gabriola Island Local Trust Committee amend the project charter for the Mudge Island Targeted Land Use Bylaw Amendment project as follows:

a) [Add, remove, amend...to the [section of project charter]]

2. Request further information

The LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are that commencing work on the project would be delayed. Recommended wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee request that...

3. Not Proceed with the Project

The LTC may decide not to proceed with the project.

That the Gabriola Island Local Trust Committee request staff to remove the Associated Islands Regulations Review Project from the Future Projects list.

NEXT STEPS

If the LTC endorses the project charter, staff will report back at the February LTC meeting.

Submitted By:	Stephen Baugh, Island Planner	August 21, 2025
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	August 25, 2025

ATTACHMENT

1. Project Charter

Mudge Island Targeted Land Use Bylaw Amendment Project - Charter v1

Gabriola Island Local Trust Committee

Date: xxx

Purpose: To consider amendments to the Mudge Island Land Use Bylaw relating to topics identified by the Mudge Island Community Association.

Background: The Mudge Island Community Association undertook a survey of the Mudge Island community in the summer of 2025 to identify interest in various topics related to land use regulations. The survey results were presented to the LTC in July 2025 which formed the basis for a project charter to initiate targeted amendments to the Mudge Island Land Use Bylaw.

Deliverables	In Scope	Out of Scope	IAP2 Engagement Level:
- Bylaw to Amend the Mudge Island Land Use Bylaw, targeted at in-scope topics	Consider LUB amendments on the following topics: - Definition of 'structure' - Moorage Buoys as permitted structure - Lot Coverage - Setback from the sea - Structures in the setback from the sea - Lot line setbacks for building envelopes on narrow lots - Accessory structures on lots with no principal use - Housekeeping amendments Engagement with Mudge Island community Engagement with First Nations	- OCP Amendments - Amendments related to topics not listed as in-scope - Changes to LUB that would require OCP amendment - Studies or professional reports from consultants	☒ Inform ☒ Consult ☐ Involve ☐ Collaborate

Workplan Overview	
Deliverable/Milestone	Date
LTC Endorsement of Project Charter	September 2025
Project Initiation	April 2026
First Nations early engagement letter	May 2026
Community Engagement – Survey, 1 APC meeting, 1 Community Information Meeting	May – November 2026
Bylaw Drafting	July – September 2026
1 st Reading and referrals	October 2026 – January 2027

Community Information Meeting on Mudge Island	November 2026
2 nd Reading, Public Hearing, 3 rd Reading, forward to EC for Approval	February – April 2027
Bylaw Adoption	April 2027
Implementation – Communicate Bylaw Changes to Mudge Community	April 2027

Project Team	
Island Planner	Project Manager
Regional Planning Manager	Project Sponsor
Office Administrative Assistant, Planning Team Assistant, Legislative Clerk	Admin Support
Senior Indigenous Relations Advisor	FN Engagement
Bylaw Enforcement and Compliance Manager	Support
RPM Approval: <i>Renée Jamurat</i> Date: xxx	LTC Endorsement: Resolution #: Date: xxx

Budget		
Budget Sources:		
Fiscal	Item	Cost
2026/27	Survey	\$200
2026/27	APC Referral	\$800
2026/27	1 Community Information Meeting on Mudge Island	\$2000
2026/27	Notice of First Reading/Public Hearing	\$1500
2026/27	Implementation – Communication of Bylaw Amendments to Mudge Community – Letters to property owners	\$500
	Total	\$5000

PROJECT CHARTER WORK PLAN OVERVIEW	
Deliverable/Milestone	Target Date
LTC Endorse Project Charter	September 4, 2025
LTC Consider Public Engagement Plan	April 2026
Early Engagement Letter to First Nations	April 2026
Survey for Mudge Community	May 2026
LTC Consider Survey Results and Give Direction for Bylaw Drafting	July 2026
APC Meeting	July 2026
1 st Reading	October 2026
Referrals	October 2026 – January 2027
CIM on Mudge Island	November 2026
2 nd Reading, Public Hearing, 3 rd Reading	February 2027
EC Approval	March 2027
Adopt Bylaw	April 2027
Communication about Adopted Bylaw to Mudge Community	April 2027

①

SUBMITTED BY M. DELAHUNT

GABRIOLA ISL.

①

RE: LOT OWNED BY CLARK EXCAVATING MCCOLLUM RD.
LARGE VOLUME TIPPING HAS BEEN
ONGOING FOR MONTHS. SOME DAYS MORE
SOME DAYS LESS. THE PROPERTY IS NOW
OPERATING LIKE A QUARRY. THOUSANDS
OF CUBIC METERS OF ROCK, ROCKY SOIL
AND LOGS HAVE BEEN STOCKPILED THERE.
THE LOT IS BEING EMPLOYED BY SEVERAL
COMMERCIAL TRUCKING COMPANIES WHICH
USE THE PROPERTY AS A TIPPING SITE.

I WAS ADVISED BY A BYLAWS OFFICIAL
TO PROVE MY CLAIMS. ON ONE DAY
I OBSERVED 30-40 DUMP TRUCKS PASS BY
MY PLACE AND TURN DOWN WILSON RD.
TO TIP ~~THEIR~~ THEIR LOADS ON THE MCCOLLUM RD.
PROPERTY. THEY ALL MADE TWO WAY TRIPS
I LOST ACCURATE COUNT AFTER 30 AS
I WAS TRYING TO FOLLOW A BLUEJAYS GAME.

2

2

THE ISSUE IN THE NEIGHBOURHOOD IS NOT A SOIL BYLAW ISSUE, THE ONGOING NOISE FROM HEAVY MACHINERY, WHICH HAS LASTED FOR SEVERAL YEARS IS.

ANY NEW HOME CONSTRUCTION CAN ~~BE~~ BE CONSIDERED INDUSTRIAL LEVEL NOISE - CEMENT TRUCKS - DUMP TRUCKS EXCAVATORS - FRAME IN CREWS ETC.

ONE MIGHT EXPECT IT TO BE FINISHED IN A REASONABLE AMOUNT OF TIME - NOT ONGOING YEAR AFTER YEAR AFTER YEAR.

THE ~~SCALE~~ SCALE OF THIS PROJECT IS FAR AND BEYOND ANY HOBBY FARM OR AGRO TOURISM EFFORTS CURRENTLY OPERATING ON GABRIOLA.



③

③

WE NEED SOME ENFORCEABLE CONTROL
OVER THE LEVEL OF COMMERCIAL + INDUSTRIAL
ACTIVITY ON RESIDENTIAL ZONED PROPERTYS
EITHER BRING IN A NUISANCE BY-LAW
OR A TIME LIMIT FOR ONGOING CONSTRUCTION
NOISE.

ALL OF THE COMPLAINTS STEM FROM
THE ONGOING NOISE CREATED BY
MR. CLARK'S OVER AMBITIOUS USE OF
HEAVY EQUIPMENT.



APPOINTED ~~DISCU~~ DISCUSSION
NORTH INFO AT ISLAND TRUST
B.C. C.A.

4.

4.

TYPICAL VOLUME FOR JULY 17 AFTERNOON
LOAD GOING INTO MCCOLLUM RD.

1 IN	3:50 PM	1 OUT	3:05 PM
1 IN	4:10	1 OUT	4:05 PM
1 IN	4:35	1 OUT	4:20
1 IN	4:45	1 OUT	4:45
		1 OUT	5:00





BRIEFING

To: Local Trust Committees and Islands Trust Conservancy **For the Meeting of:** Varies

From: Trust Area Services **Date Prepared:** August 15, 2025

SUBJECT: Bylaw Referral – Policy Statement Bylaw No. 183

PURPOSE: The purpose of this briefing is to update local trust committees (LTCs) and Islands Trust Conservancy that Trust Council expects to receive referral responses from LTCs and Islands Trust Conservancy no later than February 6, 2026, not October 10, 2025 as stated in the original referral package sent out on August 7, 2025.

BACKGROUND: The original bylaw referral package sent to LTCs and Islands Trust Conservancy in August stated that referral responses must be received by October 10, 2025. However, this date did not take into account that the local engagement events requested by LTCs are spread out between September and late November, and so some LTCs may not want to respond to the referral until those events have been held.

It is appreciated by staff if LTCs could submit their referral response as soon as practicable following local engagement events.

ATTACHMENT(S): None

FOLLOW-UP: TAS staff will follow up with individual LTCs and Islands Trust Conservancy as needed.

Prepared By: Jason Youmans, Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services/August 20, 2025

DATE OF MEETING: September 4, 2025

TO: Gabriola Island Local Trust Committee

FROM: Nadine Mourao, Legislative Clerk/Deputy Secretary

SUBJECT: Referral: Proposed Trust Council Bylaw No. 183 Policy Statement

File No.: TC BL 183
Policy Statement

PURPOSE

The Islands Trust Council has referred proposed Bylaw No. 183 (cited as "Islands Trust Policy Statement Bylaw, 2025") to the Gabriola Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Your response to this referral will help to ensure that the Policy Statement advances the mandate of the Islands Trust, in cooperation with the Province, other agencies and Indigenous Governing Bodies. The Islands Trust Policy Statement requires the approval of the Minister of Municipal Affairs and Housing if it is to be used by Islands Trust Executive Committee and Trust Council to evaluate and approve bylaws submitted by local trust committees and island municipalities.

The proposed new Policy Statement contains policies that may affect your agency's interests. We would encourage you to review the Islands 2050 project webpage for additional information about the Policy Statement Amendment Project, including an FAQ.

For more information on the Islands 2050 Policy Statement Amendment Project, including the draft Policy Statement: <https://islandstrust.bc.ca/programs/islands-2050/>

NEXT STEPS

The following draft resolutions have been provided for consideration:

- 1. If the LTC considers their interests unaffected by the bylaw:**
That the Gabriola Island Local Trust Committee respond to the Islands Trust Council that interests are unaffected by Bylaw No. 183.
- 2. If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Gabriola Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 proceed for the following reasons:
 - *[list reasons] ...*
- 3. If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Gabriola Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
- 4. If the LTC wishes to recommend not proceeding with the bylaw:**
That the Gabriola Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 not proceed for the following reasons:
 - *[list reasons] ...*

MEMORANDUM

Submitted By:	Nadine Mourao, Legislative Clerk	August 13, 2025
---------------	----------------------------------	-----------------

ATTACHMENTS

1. BYLAW REFERRAL FORM



ISLANDS TRUST POLICY STATEMENT BYLAW REFERRAL FORM

Islands Trust – Islands 2050
200 – 1627 Fort Street
Victoria, BC V8R 1H8
islands2050@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Islands Trust Area Bylaw No.: TC 183 Date: August 6, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

PURPOSE OF BYLAW:

The Islands Trust Act requires that Islands Trust Council adopt a Policy Statement. The current Policy Statement has not been substantively updated in over 30 years. The purpose of this bylaw is to update the Policy Statement through the lenses of reconciliation, climate change, and affordable housing.

GENERAL LOCATION:

The Islands Trust Policy Statement is a general policy that applies to all of the Islands Trust Area, including Bowen Island. For a map of the Islands Trust Area, please visit: <https://islandstrust.bc.ca/mapping-resources/mapping/>

YOUR RESPONSE IS RESPECTFULLY REQUESTED:

Your response to this referral will help to ensure that the Policy Statement advances the mandate of the Islands Trust, in cooperation with the Province, other agencies and Indigenous Governing Bodies. The Islands Trust Policy Statement requires the approval of the Minister of Municipal Affairs and Housing if it is to be used by Islands Trust Executive Committee and Trust Council to evaluate and approve bylaws submitted by local trust committees and island municipalities.

The proposed new Policy Statement contains policies that may affect your agency's interests. We would encourage you to review the [Islands 2050 project webpage](#) for additional information about the Policy Statement Amendment Project, including an FAQ. Please return the response form to islands2050@islandstrust.bc.ca

OTHER INFORMATION:

For more information on the Islands 2050 Policy Statement Amendment Project, including the draft Policy Statement: <https://islandstrust.bc.ca/programs/islands-2050/>

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your response and, if necessary, outline any conditions related to that response. Please note any legislation or official government policy that would affect our consideration of this Bylaw.

(Signature)

Name: David Marlor

Title: Secretary, Islands Trust

This referral has been sent to the following agencies:

Federal Agencies

Environment and Climate Change Canada
Fisheries & Oceans, Canada (Fish Protection and Aquaculture - Pacific Region)
Transport Canada
Parks Canada

Regional Agencies

Capital Regional District
Comox Valley Regional District
Cowichan Valley Regional District
Metro Vancouver Regional District
Nanaimo Regional District
qathet Regional District
Sunshine Coast Regional District

School District Boards

School District No. 45 (West Vancouver – Gambier)
School District No. 46 (Gambier)
School District No. 64 (Gulf Islands: Galiano, Mayne, North Pender, South Pender, Salt Spring, Saturna)
School District No. 68 (Gabriola/Ballenas Winchelsea)
School District No. 69 (Lasqueti/Ballenas Winchelsea)
School District No. 71 (Denman/Hornby)
School District No. 79 (Thetis)

Improvement District Boards

Gabriola Fire Protection District
Graham Lake Improvement District
Schmidt Improvement District
Galiano Estates Improvement District
Gossip Island Improvement District
Montague Improvement District
Spanish Hills Improvement District
Wise Island Improvement District
Bennett Bay Waterworks District
Campbell-Bennett Bay Improvement District
Lighthouse Point Waterworks District
Mayne Island Improvement District
Village Point Improvement District
Georgina Improvement District
Razor Point Improvement District
Trincomali Improvement District
Harbour View Improvement District
Mount Belcher Improvement District
North Salt Spring Waterworks District
Piers Island Improvement District
Salt Spring Island Fire Protection District
Scott Point Waterworks District
Saturna Shores Improvement District
Thetis Island Improvement District
Vaucroft Improvement District

Adjacent Local Trust Committees and Municipalities

Ballenas-Winchelsea Islands Local Trust Committee
Bowen Island Municipality
Denman Island Local Trust Committee
Gabriola Island Local Trust Committee
Galiano Island Local Trust Committee
Gambier Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Islands Trust Conservancy Board

Provincial Agencies

Agricultural Land Commission
Attorney General (Housing Policy Branch)
BC Ferries
Ministry of Agriculture and Food
Ministry of Energy and Climate Solutions
Ministry of Energy and Climate Solutions (Climate Action Secretariat)
Ministry of Mining and Critical Minerals
Ministry of Environment and Parks
Ministry of Environment and Parks (BC Parks and Conservation Officer Service Division)
Ministry of Forests
Ministry of Water, Land and Resource Stewardship (South Coast Office, Crown Lands, Water Licensing (Watershed Stewardship & Security Branch, Ecosystems, Archaeology)
Ministry of Health
Ministry of Indigenous Relations and Reconciliation (West Coast Office; South Coast Office)
Ministry of Housing and Municipal Affairs (Governance and Structure Branch and Land Use Planning and Regional Impacts Branch)
Ministry of Transportation and Transit on Vancouver Island and South Coast (via electronic Development Approvals System)

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

Islands Trust Area (Islands 2050)

(Island)

(Signature)

(Date)

TC 183

(Bylaw Number)

(Printed Name and Title)

(Agency)

ISLANDS TRUST COUNCIL

BYLAW NO. 183

A BYLAW TO ADOPT A POLICY STATEMENT FOR THE TRUST AREA

The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act* S.B.C. 1996 c.239, enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as “Islands Trust Policy Statement Bylaw, 2025”.

APPLICATION

2. This Bylaw applies to the Trust Area, as defined in Schedule A of the *Islands Trust Act* S.B.C. 1996 c.239.

ORGANIZATION

3. Schedule A (Islands Trust Policy Statement) attached to and forming part of the bylaw is hereby adopted as the trust policy statement pursuant to S.15(1) of the *Islands Trust Act*.

SEVERABILITY

4. If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

REPEAL

5. “Islands Trust Policy Statement, 1993” is hereby repealed upon adoption of this bylaw.

READINGS

READ A FIRST TIME THIS 29TH DAY OF JULY, 2025

READ A SECOND TIME THIS DAY OF ,2025

READ A THIRD TIME THIS DAY OF ,2025

APPROVED BY THE MINISTER OF HOUSING AND MUNICIPAL AFFAIRS PURSUANT TO SECTION 15(2)(c) OF
THE ISLANDS TRUST ACT THIS DAY OF ,2025

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF ,2025

Secretary

Chairperson



Islands Trust

Islands Trust Policy Statement

Acknowledgement

Islands Trust Council respectfully acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial and that their relationship to these lands and waters continues to this day. Islands Trust Council acknowledges that residential schools, forced removal, and colonial laws and restrictions on Indigenous governance and cultural practices have displaced and dispossessed Coast Salish peoples and disrupted their relationships with the islands and waters of the Salish Sea. Islands Trust Council acknowledges that a healthy environment is essential for Indigenous Peoples to be able to exercise their inherent and treaty rights. Islands Trust Council is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.

The Islands Trust Area is located within Coast Salish Territory, in the treaty lands and territories of:

BOKÉĆEN (Pauquachin) First Nation

Da'naxda'xw/Awaetlala First Nation

K'ómoks (Comox) First Nation

Lhaq'temish (Lummi) Nation

MÁLEXEŁ (Malahat) First Nation

Mamalilikulla First Nation

Qualicum First Nation

Quw'utsun Nation (comprised of **Cowichan Tribes**, **Xeláltxw** (Halalt) First Nation, **Lyackson** First Nation, **Spune'luxutth'** (Penelakut Tribe) and **Stz'uminus** (Chemainus) First Nation)

scə́waθən (Tsawwassen) First Nation

səlilwətał (Tsleil-Waututh) First Nation

SEMYOME (Semiahmoo) First Nation

shíshálh (Sechelt) Nation

Skwxwú7mesh (Squamish) First Nation

Snaw-naw-as (Nanoose) First Nation

Snuneymuxw (Nanaimo) First Nation

Songhees First Nation

STÁUTW (Tsawout) First Nation

ṭaʔəmen (Tla'amin) First Nation

Tlowitsis Nation

Ts'uubaa-asatx (Lake Cowichan) First Nation

Wei Wai Kum (Campbell River) First Nation

We Wai Kai (Cape Mudge) First Nation

WJOLÉLP (Tsartlip) First Nation

WSIKEM (Tseycum) First Nation

Xwémalhkwu (Homalco) First Nation

Xwsepsum (Esquimalt) First Nation

xʷməθkʷəy̓əm (Musqueam) First Nation

Contents

4 Part 1: The *Islands Trust Act*

- 4 1.1 – The Islands Trust Object
- 5 1.2 – Map of the Islands Trust Area
- 6 1.3 – Indigenous Inherent Rights Acknowledgment
- 6 1.4 – Purpose and Structure of the Policy Statement

8 Part 2: Guiding Principles

- 8 2.1 – General Guiding Principles
- 9 2.2 – Reconciliation Principles
- 9 2.3 – Cooperation Principles

11 Part 3: Goals and Policies

- 11 Goal 1: Advance Reconciliation
- 12 Goal 2: Preserve and Protect Indigenous Cultural Heritage and Culturally Significant Areas, Sites, and Species
- 14 Goal 3: Preserve and Protect Healthy and Biodiverse Ecosystems
- 15 Goal 4: Foster Sustainable, Inclusive, and Resilient Communities
- 19 Goal 5: Foster Sustainable Stewardship of Lands and Waters

23 Part 4: Implementation

- 23 4.1 – Policy Statement Implementation
- 26 4.2 – Policy Statement Amendments

28 Glossary of Terms

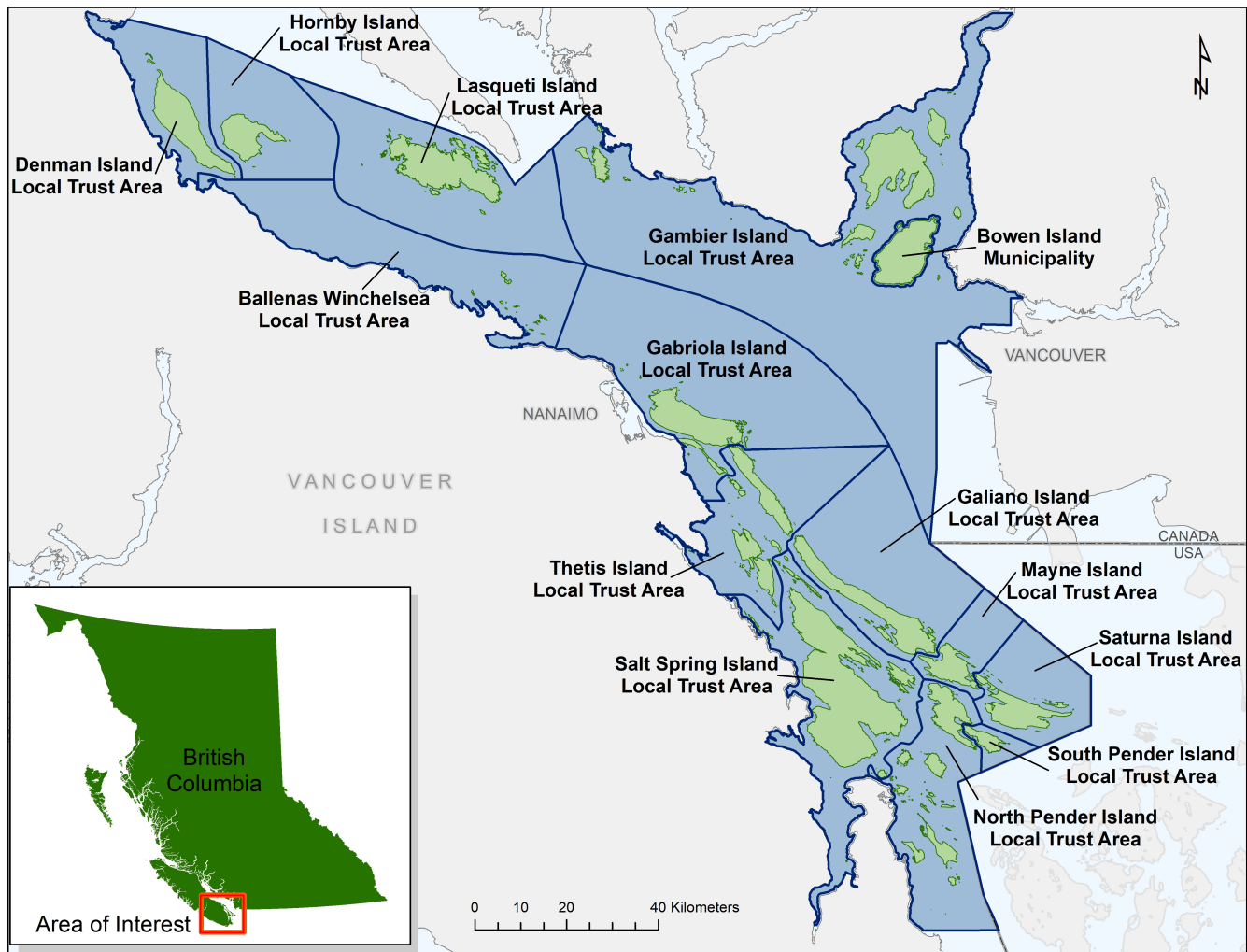
Part 1: The *Islands Trust Act*

In 1974, the Government of British Columbia established the *Islands Trust Act* to preserve and protect the Islands Trust Area and its unique amenities and environment against unrestrained growth and development. Islands Trust is a federated body responsible for the Trust Area, comprised of 13 major islands and more than 450 smaller islands and the surrounding waters in the Strait of Georgia and Howe Sound. Islands Trust regulates local land use, works with other levels of government, and, through the Islands Trust Conservancy, protects places of natural or cultural significance. This unique governmental mandate is defined in Section 3 of the *Islands Trust Act* and is commonly referred to as the “Islands Trust Object.”

1.1 — The Islands Trust Object

“**The object of the trust** is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.” (Section 3, *Islands Trust Act*)

1.2 – Map of the Islands Trust Area



1.3 – Indigenous Inherent Rights Acknowledgment

Islands Trust Council respectfully acknowledges Indigenous inherent rights as protected under section 35 of the *Constitution Act, 1982*. Islands Trust Council respectfully acknowledges Indigenous rights to self-governance and the expressed interest of Indigenous Governing Bodies in working toward co-governance of the Islands Trust Area. Islands Trust Council is committed to advancing reconciliation with Indigenous Governing Bodies through ongoing discussion and recognition of these rights.

Given the *Declaration on the Rights of Indigenous Peoples Act* and the evolving legislative landscape in British Columbia, the Policy Statement serves as a starting point for improved cooperation with Indigenous Governing Bodies. Islands Trust Council commits to an ongoing effort to co-develop planning and land use management processes with Indigenous Governing Bodies within the Islands Trust Area and acknowledges that this document does not serve as an endpoint. Islands Trust Council will be informed by the United Nations Declaration on the Rights of Indigenous Peoples as a framework for its approach to reconciliation.

1.4 – Purpose and Structure of the Policy Statement

Section 15 of the *Islands Trust Act* states that Trust Council must adopt, by bylaw, a Trust Policy Statement that applies to the Islands Trust Area as a whole. The *Islands Trust Act* specifies that the Policy Statement must be a general statement of the policies of Trust Council to carry out the Islands Trust Object, that it may establish different policies for different parts of the Islands Trust Area, and that it must be approved by the provincial Minister responsible for Islands Trust prior to adoption.

Islands Trust Council is responsible for establishing and amending the Policy Statement, which in turn guides the development of more specific official community plans and regulatory bylaws by local trust committees and island municipalities across the region. The *Act* stipulates that official community plans and bylaws required to be submitted to Executive Committee or Trust Council under the *Act* must not be approved if they are contrary to or at variance with the Policy Statement. This ensures that the Islands Trust Object is at the core of all planning and land use management decision-making in the Islands Trust Area.

The Policy Statement represents Trust Council’s vision for the preservation and protection of the Islands Trust Area and its unique amenities and environment. It aspires to reflect the values and interests of island communities, Indigenous Governing Bodies and Indigenous Peoples, partner agencies, and all British Columbians, as well as the silent voices of island ecosystems, species at risk, and future generations.

Three Types of Policies in the Policy Statement:

Guiding Principles

(Part 2 of the Policy Statement) establish general commitments of Trust Council that centre the Islands Trust Object in all daily decision-making across the Islands Trust Area by Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities.

Directive Policies

(Part 3 of the Policy Statement) are integral to carrying out the Islands Trust Object. They are policies with which official community plans and regulatory bylaws of a local trust committee or island municipality should be consistent to avoid rejection or objection when presented by the local trust committee or island municipality for consideration or approval by Executive Committee or Trust Council. They are also policies that should be directly addressed, where possible, in all official community plans and bylaws of a local trust committee or island municipality.

Advisory Policies

(also in Part 3 of the Policy Statement) are policies expressing select objectives of Trust Council, that local trust committees and island municipalities are advised to consider in the development of official community plans, bylaws, and in discretionary land use decisions. Advisory policies are not intended to constitute a basis for Executive Committee or Trust Council review of local trust committee or island municipality bylaws, or for potential rejection of such bylaws.

Part 2: Guiding Principles

2.1 – General Guiding Principles

In its efforts to carry out the Islands Trust Object, Islands Trust Council commits to the following set of shared principles to guide daily planning and decision making by Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities:

Trust Council's Guiding Principles	
2.1.1	Acknowledge and Respect Indigenous Rights To grow understanding of the history and legacy of colonialism in the Islands Trust Area, to acknowledge and respect the rights of Indigenous Peoples, and to work together with Indigenous Governing Bodies and Indigenous Knowledge Holders to preserve and protect culturally significant areas, sites, and species.
2.1.2	Prioritize Environmental and Indigenous Cultural Heritage Protection To place priority on preserving, protecting and restoring the environment, and preserving, protecting, and supporting restoration of Indigenous cultural heritage in all decision making.
2.1.3	Limit the Rate and Scale of Development To define and maintain appropriate limits for the rate and scale of development in order to preserve and protect the Trust Area and its unique amenities and environment.
2.1.4	Foster Sustainable, Inclusive, and Resilient Communities To support planning and land use management decisions that foster sustainable, inclusive, and resilient communities, acknowledging the interdependencies between healthy communities and healthy ecosystems.
2.1.5	Take Guidance from the Precautionary Principle To be guided by the precautionary principle in all decision making to safeguard the environment and cultural heritage where there is uncertainty over the potential for serious or irreversible damage from development.
2.1.6	Account for Cumulative Effects To strive to account for the cumulative effects of existing and proposed development to avoid detrimental effects on watersheds, groundwater supplies, culturally sensitive areas and cultural heritage sites, and species and their habitats.
2.1.7	Foster Informed and Balanced Decision Making To be informed by a broad range of sources in its decision-making processes, including Indigenous Knowledge, institutional knowledge, local community knowledge, and science.

2.2 – Reconciliation Principles

Islands Trust Council has declared its commitment to reconciliation with Indigenous Peoples of the Islands Trust Area, with the understanding that this commitment is a long-term relationship-building process and is a commitment to be informed by these reconciliation principles to the extent that they engage the object of the trust.

Trust Council's Reconciliation Principles	
2.2.1	Guidance from <u>Truth and Reconciliation Commission</u> Be informed by the 10 principles established by the Truth and Reconciliation Commission of Canada (TRC).
2.2.2	Guidance from <u>United Nations Declaration on the Rights of Indigenous Peoples</u> Be informed by the articles established in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
2.2.3	Guidance from <u>Missing and Murdered Indigenous Women and Girls Calls for Justice</u> Be informed by the Principles for Change used by the National Inquiry into Missing and Murdered Indigenous Women and Girls.
2.2.4	Guidance from <u>Indigenous Governing Bodies</u> Be informed by guidance from Indigenous Governing Bodies and Indigenous Knowledge Holders.

2.3 – Cooperation Principles

While Trust Council must provide the necessary leadership to carry out the Islands Trust Object, its mandate requires cooperation with partners who each have unique roles to play in preserving and protecting the region. Trust Council commits to be guided by the following principles in its cooperation efforts to advance the Islands Trust Object:

Trust Council's Cooperation Principles	
2.3.1	Collaborate with the Islands Trust Conservancy Board To collaborate closely with, and be informed by, the Islands Trust Conservancy Board, particularly in the areas of science-based conservation planning, ecosystem mapping, identification of core conservation areas and protected area networks, and protection of species and ecosystems at risk.
2.3.2	Collaborate with Island Municipalities To collaborate with island municipalities, particularly in the areas of conservation planning, communications and engagement, the Policy Statement, and other areas supporting the Islands Trust Object.
2.3.3	Work Towards Collaborative Governance with Indigenous Governing Bodies Develop strong relationships with Indigenous Governing Bodies and work toward building foundations for collaborative governance with Indigenous Governing Bodies, including through the development of shared decision-making agreements under the <i>Declaration on the Rights of Indigenous Peoples Act</i> .
2.3.4	Work Towards Strategic Inter-Agency Coordination To work towards establishing effective inter-agency coordination mechanisms with different levels of government, academic institutions and organizations who have important roles to play in supporting the Islands Trust Object.
2.3.5	Work Towards Accessible and Inclusive Public Communications and Engagement To work towards accessible and inclusive public communications and engagement strategies that engage a wide range of residents, communities, local organizations, and British Columbians.
2.3.6	Provide Public Education Opportunities To provide education opportunities to residents, communities, local organizations, and visitors, highlighting tangible ways they can contribute to preserving and protecting the Trust Area and its unique amenities and environment, while respecting the confidentiality interests of Indigenous Knowledge Holders and Indigenous Governing Bodies.

Part 3: Goals and Policies

Goal 1: Advance Reconciliation

Islands Trust Council is committed to reconciliation and to long-term relationship building with Indigenous Governing Bodies and Indigenous Peoples across the region. The policies in this section aim to acknowledge the history, legacy and continuing relationships of Indigenous Peoples to the area since time immemorial, to recognize and respect the interests of Indigenous Governing Bodies regarding planning and land use management decisions that impact their territories, and to build foundations for collaborative governance and shared decision making.

Directive Policies – Reconciliation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.1.1 Engage with Indigenous Governing Bodies

Engage with Indigenous Governing Bodies and provide a record of the engagement at time of bylaw submission.

Advisory Policies – Reconciliation

Local trust committees and island municipalities should...

3.1.2 Engage with Indigenous Governing Bodies

Engage with Indigenous Governing Bodies on discretionary planning and land use management decisions.

3.1.3 Land Back

Through engagement with Indigenous Governing Bodies, support opportunities to direct land to Indigenous Governing Bodies, including, but not limited to, as amenity contributions in applications seeking additional development potential.

3.1.4 Information Sharing

Support and develop methods for regular and timely sharing of information with Indigenous Governing Bodies.

3.1.5 Respect Indigenous Protocols for Information and Data Provided

Respect Indigenous Governing Bodies' and Indigenous Knowledge Holders' protocols about how their data and information should be collected, protected, used and shared.

Goal 2: Preserve and Protect Indigenous Cultural Heritage and Culturally Significant Areas, Sites, and Species

Islands Trust Council recognizes Indigenous cultural heritage as a unique amenity in the Islands Trust Area that must be preserved, protected, and where possible, restored. The Islands Trust Area is home to many culturally significant areas, sites and species, including places that are the resting places of ancestors, which are of importance to present and future generations of Indigenous Peoples. This section lays out general types of Indigenous cultural heritage and culturally significant areas, sites, and species that should be identified and protected in each local planning area; this should be guided by Indigenous Peoples, Indigenous Governing Bodies and Indigenous Knowledge Holders and undertaken in a culturally sensitive manner that respects confidentiality protocols around the sharing of Indigenous Knowledge.

Directive Policies — Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.2.1	Indigenous Cultural Heritage Sites Minimize potential adverse impacts to Indigenous cultural heritage sites including, but not limited to, identified village sites, burial sites, camp sites, middens, cairns, petroglyphs, culturally modified trees, fish traps, clam gardens, pictographs, and registered, unregistered, or newly-discovered archaeological sites.
3.2.2	Indigenous Marine Harvesting Areas Minimize potential adverse impacts to marine harvesting areas used by Indigenous Peoples, including, but not limited to, fish weirs and clam gardens.
3.2.3	Indigenous Harvesting and Hunting Areas Minimize potential adverse impacts to land-based harvesting and hunting areas used by Indigenous Peoples.

Advisory Policies – Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species

Local trust committees and island municipalities should...

3.2.4	Indigenous Cultural Heritage Sites Through engagement with Indigenous Governing Bodies, identify and prioritize protection of Indigenous cultural heritage sites including, but not limited to, village sites, burial sites, camp sites, middens, cairns, petroglyphs, culturally modified trees, fish traps, clam gardens, and pictographs, and registered, unregistered, or newly discovered archaeological sites.
3.2.5	Indigenous Harvesting Areas Through engagement with Indigenous Governing Bodies, identify and prioritize protection of Indigenous harvesting areas on land and marine foreshores including, but not limited to, fish weirs, clam gardens, camas meadows, and other areas used for Indigenous hunting, fishing, trapping, and gathering of plants and medicines.
3.2.6	Indigenous Harvesting and Hunting Area Access Through engagement with Indigenous Governing Bodies, identify and pursue opportunities to improve access by Indigenous Peoples to marine and land-based harvesting and hunting areas.
3.2.7	Other Culturally Significant Areas for Indigenous Peoples Through engagement with Indigenous Governing Bodies, identify and prioritize protection of areas of importance for Indigenous cultural and spiritual practices.
3.2.8	Culturally Significant Species and Medicinal Plants Through engagement with Indigenous Governing Bodies, identify, prioritize protection, and support restoration of culturally significant species and medicinal plants and ochre.
3.2.9	Cultural Monitors Through engagement with Indigenous Governing Bodies, support opportunities for cultural monitors to be present for ground-disturbing activities.

Goal 3: Preserve and Protect Healthy and Biodiverse Ecosystems

Islands Trust Council acknowledges that preserving and protecting the ecological integrity of the Islands Trust Area is essential to the Islands Trust Object and to supporting community well-being across the region. The policies in this section aim to identify and protect key ecosystem types and characteristics that safeguard biodiversity and promote resilience to climate change.

Directive Policies – Ecosystem Integrity

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.3.1	Protected Area Networks Identify, establish, and sustain a network of protected areas of sufficient size and distribution to preserve the environmental integrity of ecosystems in their planning area.
3.3.2	Sensitive Ecosystems Identify and prioritize the preservation, protection, and restoration of sensitive ecosystems in the Islands Trust Area, classified as the following ecosystem types: cliff; freshwater; herbaceous; old and mature forest; riparian; wetland; and woodland.
3.3.3	Forest Ecosystems Identify forest ecosystems and prioritize the preservation, protection, and restoration of unfragmented forests, with a particular focus on the maintenance and restoration of their ecological integrity.
3.3.4	Coastal Oak and Prairie Ecosystems Identify and prioritize the preservation and protection of coastal oak and prairie ecosystems, with a particular focus on the maintenance, restoration and management of their ecological integrity.
3.3.5	Watershed Ecosystems Identify and prioritize the preservation, protection, and restoration of watershed ecosystems, freshwater sources, and groundwater recharge areas.
3.3.6	Marine Shorelines and Nearshore Areas Identify and prioritize the preservation, protection, and restoration of eelgrass meadows, kelp forests, forage fish spawning areas, clam beds, estuaries, tidal salt marshes, mud flats, and coastal wetlands.
3.3.7	Critical Habitat for Species at Risk Identify and prioritize the preservation, protection, and restoration of critical habitat for species at risk.
3.3.8	Islets and Small Islands Identify and prioritize the preservation, protection, and restoration of islets and small islands.
3.3.9	Light Pollution Minimize light pollution through the application of dark sky principles.

Advisory Policies – Ecosystem Integrity

Local trust committees and island municipalities should...

3.3.10	Indigenous Ecosystem Management Through engagement with Indigenous Governing Bodies, support opportunities for Indigenous-led ecosystem management.
3.3.11	Indigenous Protected and Conserved Areas Support Indigenous Governing Bodies in the establishment of Indigenous Protected and Conserved Areas.

Goal 4: Foster Sustainable, Inclusive, and Resilient Communities

Islands Trust Council recognizes that the Islands Trust Object is for the benefit of residents of the Islands Trust Area and all British Columbians, who in turn have a role in preserving and protecting this region. The policies in this section support the preservation and protection of unique island character and aim to foster sustainable, inclusive, rural, and resilient island communities.

Directive Policies – Managing Growth and Development

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.1	Sustainable Development Consider site capabilities, environmental and protected areas, and existing development patterns when determining the land use designation and appropriate locations and intensities of various uses of the land.
3.4.2	Growth Management Manage community growth and its associated impacts by directing residential, commercial and industrial development into suitable locations, to prevent sprawl, minimize fragmentation of forest lands, and avoid adverse impacts to Indigenous cultural heritage, harvesting and hunting areas.
3.4.3	Impacts of Development Consider the aesthetic, environmental, and social impacts of development.
3.4.4	Community Facilities and Services Ensure that each community's, and local Indigenous communities', current and projected long-term needs for educational, institutional, community, health, cultural, recreational facilities and services, and outdoor recreation are considered and planned for.
3.4.5	Climate Change Mitigation and Adaptation Implement planning and land use management strategies, and consider nature-based solutions, to minimize greenhouse gas emissions, and adapt to climate change-related vulnerabilities.
3.4.6	Hazardous Areas Identify areas at elevated risk of natural and climate change-related hazards and restrict development within these areas including, but not limited to, areas subject to flooding, sea-level rise, erosion, slope instability and wildfire.
3.4.7	Economic Activities Support sustainable economic activities that are compatible with the preservation and protection of the Trust Area and its unique amenities, environment, community well-being, and that consider transportation and infrastructure capacity.
3.4.8	Community Heritage Sites Identify, preserve, protect, and support the restoration of community heritage sites.

Advisory Policies – Managing Growth and Development

Local trust committees and island municipalities should...

3.4.9	Existing Development Potential Identify land where current zoning or other land use regulations allow development that could be inconsistent with the object of the trust, and consider policy and/or regulatory options to reduce development potential or minimize the impacts of future development.
3.4.10	Economic Development Opportunities for Indigenous Communities Through engagement with Indigenous Governing Bodies, support economic development opportunities for Indigenous communities.

Directive Policies – Housing

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.11	Suitable Locations for Additional Housing Identify suitable locations that could support increased density for the development of safe, secure, diverse, and attainable housing.
3.4.12	Housing Diversity Support a range of housing types and tenures to help meet the identified housing needs of the island community and local Indigenous communities.
3.4.13	Clustered Small Dwelling Units Support alternatives to conventional single-detached dwellings by establishing policies to permit clusters of small dwelling units in suitable areas.
3.4.14	Floor Area and Lot Coverage Limits Set floor area and lot coverage limits for residential development to minimize negative environmental impacts, including on land used for agricultural purposes.
3.4.15	Affordable and Special Needs Housing Prioritize the processing of rezoning applications from non-profit housing providers and public agencies, and the processing of housing agreement bylaws for affordable and special needs housing.
3.4.16	Short-Term Rentals Identify and assess the impacts of short-term rental of dwellings on the availability of safe, secure and affordable housing and, where necessary, regulate and limit the number of short-term rentals accordingly.

Advisory Policies – Housing

Local trust committees and island municipalities should...

3.4.17	Housing for Indigenous People Through engagement with Indigenous Governing Bodies, support housing opportunities for Indigenous people in the Islands Trust Area.
3.4.18	Multi-Unit Residential Implement land use regulations for affordable and special needs housing and other multi-unit residential development that permit a range of potential site configurations, and control form and character through development permit areas.
3.4.19	Natural Building Materials and Techniques Encourage construction of buildings and structures using local natural building materials and techniques, and minimize barriers to their use.

Directive Policies – Transportation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.20	Public and Active Transportation Networks Identify and establish appropriately-situated, safe, comfortable, and equitable transportation networks that reduce dependency on private automobile use, encourage zero emission modes of transportation, and support increased use of trail systems, public transportation, and active transportation.
3.4.21	Rural Roadways Identify and protect rural roadways, including scenic and/or heritage roads.

Advisory Policies – Transportation

Local trust committees and island municipalities should...

3.4.22	Road Systems Ensure that road location, design, construction, and road systems are compatible with the preservation and protection of the Trust Area and its unique amenities and environment.
3.4.23	Transportation Network Vulnerabilities Cooperate with relevant agencies to identify parts of the local transportation network at risk of damage or deterioration and participate in planning to address mitigation or infrastructure relocation where necessary.

Directive Policies – Waste, Emissions and Pollutants

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.24	Pollutants to Air, Land and Water Regulate land use and development to reduce detrimental pollutants to air, land and water.
3.4.25	Disposal of Waste Where required, identify appropriate locations for waste transfer stations for the removal of waste from the Islands Trust Area.
3.4.26	Wastewater Disposal Systems Establish requirements for the location and siting of new wastewater disposal systems to mitigate adverse impacts on the Trust Area and its unique amenities and environment, with a focus on Indigenous Peoples' cultural heritage sites and marine harvesting areas.

Directive Policies – Recreation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.27	Preservation of Natural Heritage Identify, preserve, protect, and support the restoration of natural heritage sites.
3.4.28	Location and Types of Recreational Facilities Identify appropriate locations for, types of, and access to, facilities for low-impact and active recreational activities, and discourage activities that may adversely impact the preservation and protection of the Trust Area and its unique amenities and environment.
3.4.29	Access to Community Marinas, Boat Launches, and Docks Identify and support safe public access and routes to community marinas, boat launches, and docks.
3.4.30	Access to Anchorages Identify appropriate and safe small-craft anchorage public-access locations.
3.4.31	Trail Systems Identify appropriate locations for, types of, and safe public access to public pedestrian, equestrian and bicycle trail systems to support active recreation that is compatible with preservation and protection of the Trust Area and its unique amenities and environment.
3.4.32	Public Shoreline Access Identify new, protect existing, and support the acquisition and protection of, safe public access to marine shorelines and along marine shorelines that are appropriate for low-impact, public recreational use and do not adversely impact the Trust Area and its unique amenities and environment, including Indigenous Peoples' identified cultural heritage sites and marine harvesting areas.
3.4.33	Public Access to Public/Crown Land Identify and support the acquisition and protection of public access and routes to publicly-owned lands.
3.4.34	Destination Gaming Facilities Prohibit destination gaming facilities such as casinos and commercial bingo halls.

Goal 5: Foster Sustainable Stewardship of Lands and Waters

Islands Trust Council recognizes that sustainable use of lands and waters in the Islands Trust Area is important to the long-term well-being and resilience of ecosystems in the Islands Trust Area and the communities that depend on them. This section lays out policies for sustainable land and water use that support the long-term health of ecosystems and sustainability of freshwater.

Directive Policies – Freshwater

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.1	Freshwater Sustainability Ensure that neither the density, nor intensity, of land use is increased in watersheds where the quality or quantity of the supply of freshwater is likely to be inadequate or unsustainable.
3.5.2	Freshwater Demand and Supply Projections Ensure that existing, anticipated, and seasonal water demand and water availability are considered.
3.5.3	Freshwater Self-Sufficiency Ensure that islands are self-sufficient in their supply of freshwater.
3.5.4	Saltwater Intrusion Identify areas at elevated risk of saltwater intrusion and restrict development serviced by groundwater within these areas.

Advisory Policies – Freshwater

Local trust committees and island municipalities should...

3.5.5	Freshwater Quality Ensure that freshwater quality is maintained or remediated.
3.5.6	Freshwater Uses Strive to ensure that water quality in lakes, streams and wetlands is maintained, and that freshwater use is not to the detriment of other uses of the waterway such as fish and amphibian habitat uses, Indigenous cultural and spiritual uses, and aesthetic and recreational uses.
3.5.7	Freshwater Storage Encourage freshwater storage in groundwater regions where the quality or quantity of groundwater is likely to be inadequate or unsustainable.

Directive Policies – Forest Lands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.8	Forest Lands for Sustainable Management Maintain large land holdings and parcel sizes to support sustainable forest management practices that are compatible with preservation and protection of the Trust Area and its unique amenities and environment.
3.5.9	Forest Lands and Road Systems Consider siting of roads and utility corridors to minimize the fragmentation of forest lands.
3.5.10	Forest Lands and Wildfire Risk Management Identify planning and land use management strategies that mitigate wildfire risk and that are appropriate to the unique biogeoclimatic zones and settlement patterns of each local planning area.

Directive Policies – Agricultural Lands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.11	Protection of Agricultural Lands Identify and protect agricultural lands within the Agricultural Land Reserve for current and future use consistent with the <i>Agricultural Land Commission Act</i> and its regulations, while considering down-stream impacts, wildlife habitat, and adjacent properties.
3.5.12	Agriculture and Adjacent Properties Minimize any adverse impacts of land uses from properties adjacent to agricultural lands.
3.5.13	Agriculture and Road Systems Consider siting of roads and utility corridors to minimize fragmentation of agricultural lands.
3.5.14	Economic Viability of Farms Consider land uses and activities that support the economic viability of farms without compromising the agricultural capability of agricultural land or adversely impacting the Trust Area and its unique amenities and environment.

Advisory Policies – Agricultural Lands

Local trust committees and island municipalities should...

3.5.15	Sustainable Agriculture Preserve, protect, and encourage sustainable farming and the sustainability of farming.
3.5.16	Food Security and Food Sovereignty Support initiatives that advance food security and Indigenous food sovereignty.

Directive Policies – Soil and Fill

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.17	Soil Removal and Deposit Foster the preservation, protection, and restoration of soils in the Islands Trust Area.
3.5.18	Soil and Fill from Middens and Foreshore Areas of Cultural Significance Prohibit alteration, removal or excavation of soil or fill from all identified archaeological sites, including middens or foreshore areas identified as culturally significant areas.

Directive Policies – Marine Shorelands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.19	Aquaculture Tenures Direct commercial aquaculture tenures to appropriate locations that will not adversely impact areas identified as culturally significant by Indigenous Governing Bodies, that provide critical habitat for species at risk, are of recreational significance or established or designated upland land uses, anchorages or moorages.
3.5.20	Setbacks from the Sea Incorporate current and anticipated impacts of sea level rise and storm surge, and determine appropriate shoreline buffers and setbacks from the sea, taking into account best practices recommended by the federal and provincial governments.
3.5.21	Soft Shoreline Protections Prioritize and foster soft shoreline approaches, such as those identified by the “Green Shores” program, to set requirements for shoreline preservation, and to mitigate erosion of shoreline and foreshore cultural heritage sites.
3.5.22	Vessel Moorage Prohibit the moorage of vessels in sensitive marine areas, including, but not limited to, eelgrass meadows, kelp forests, forage fish spawning areas, estuaries and mud flats.
3.5.23	Marinas Identify requirements for the location, size, and nature of marinas that are compatible with the preservation and protection of the Trust Area and its unique amenities and environment.
3.5.24	Sharing of Coastal Facilities Identify opportunities for the sharing of coastal facilities such as docks, wharves, floats, jetties, boat houses, board walks, and causeways.
3.5.25	Marine Docks Consider the cumulative effects of docks, and limit or prohibit new docks in areas identified as culturally significant by Indigenous Governing Bodies, in areas that provide critical habitat for species at risk, and in areas of recreational significance.
3.5.26	Marine Structures Limit or prohibit the construction or installation of breakwaters, groynes, rock weirs and jetties in marine areas that are not zoned for group wharfage, marine commercial or industrial use, or ferry terminals.

Part 4: Implementation

4.1 — Policy Statement Implementation

Organizational Policy Alignment

Section 15 of the *Islands Trust Act* requires Islands Trust Council to adopt, by bylaw, a trust policy statement that applies to the Islands Trust Area. The Policy Statement must be a general statement of the policies of Islands Trust Council to carry out the object of the Trust.

Section 4(1) of the *Islands Trust Act* confirms that the Trust Council, Executive Committee, local trust committees and Islands Trust Conservancy are continued for the purpose of carrying out the object of the Trust.

Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities are expected to take general policy direction from the Policy Statement to ensure that decisions and activities of the organization are for the purpose of carrying out the Islands Trust Object. The Policy Statement should form the basis of Islands Trust Council's strategic planning process. To ensure consistency between the Policy Statement and the activities of Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities, staff should reference the Policy Statement and its relevant sections in meetings, staff reports, work programs, inter-governmental agreements (including protocols, letters of understanding and memoranda of understanding) and responses to referrals from other agencies. All inter-governmental coordination agreements, external communications, and advocacy should be consistent with the principles and policies set out in the Policy Statement.

Statutory Bylaw Approval Process

The main mechanism for implementing the Policy Statement in local planning and land use management decisions is the bylaw referral process under the *Islands Trust Act* and any referral process under the letters patent of an island municipality.

Executive Committee Approval: Under Section 15(4) of the *Islands Trust Act*, bylaws submitted to the Islands Trust Executive Committee must not be approved by the Executive Committee, or Trust Council, if they are contrary to or at variance with the Islands Trust Policy Statement.

Local Trust Committees: Under Section 27 (1) of the *Islands Trust Act*, a local trust committee must submit its bylaws to Islands Trust Executive Committee for approval before adoption. If Islands Trust Executive Committee returns a bylaw with requested changes or refuses to approve a bylaw, the local trust committee may refer the bylaw to Islands Trust Council for approval. A bylaw has no effect until it is approved by Islands Trust Executive Committee or Islands Trust Council. A bylaw adopting or amending an official community plan has no effect until it is approved by the Minister responsible for Islands Trust.

Island Municipalities: Under Section 38 (1) of the *Islands Trust Act*, the council of a municipality, all or part of which is in the Islands Trust Area, must submit official community plan bylaws to Islands Trust Executive Committee for approval before adoption. If Islands Trust Executive Committee returns an official community plan bylaw with requested changes or refuses to approve an official community plan bylaw, the municipality may refer it to Islands Trust Council for approval. If Islands Trust Council returns or refuses to approve a bylaw, the municipality may submit it to the Minister for approval. These bylaws have no effect until they are approved by Islands Trust Executive Committee, Islands Trust Council, or the Minister responsible for Islands Trust. Although not required under the *Islands Trust Act*, the letters patent for Bowen Island also require referral of bylaws other than official community plan bylaws.

Implementing Reconciliation

The main mechanism by which Islands Trust Council's commitment to Reconciliation will be implemented through the Policy Statement is the requirement for local trust committees and island municipalities to engage Indigenous Governing Bodies on official community plan and land use bylaw amendments set out in Directive Policy 3.1.1.

Additionally, the Policy Statement advises local trust committees and island municipalities to engage with Indigenous Governing Bodies on discretionary planning and land use management decisions, and on topics that need engagement with Indigenous Governing Bodies in order to be effectively addressed.

Policy Statement Implementation Plan

Prior to, or following the adoption of, a new Policy Statement, or amendments to it, Islands Trust Council should develop a plan to implement the Policy Statement. Execution of the Implementation Plan may inform the content of, or revisions to, the following documents:

- The Islands Trust Council Strategic Plan
- The Islands Trust Council Annual Budget
- The Policy Statement Implementation Policy
- Local trust committee and island municipality workplans
- Other documents as applicable

The Policy Statement Implementation Plan may guide the development of:

- A timeline to bring official community plans and land use bylaws into alignment with the Policy Statement
- A revised assessment tool that Islands Trust Executive Committee and Islands Trust Council can use to assess whether local trust committee and island municipality bylaws are contrary to or at variance with the Policy Statement
- Targets and indicators with which Islands Trust Council can monitor and evaluate implementation of the Policy Statement
- Annual monitoring and reporting activities
- Changes to existing Islands Trust Council policies, or new policies, to implement the Policy Statement
- Changes to existing Islands Trust Council agreements, or new agreements, with other levels of government, agencies, and Indigenous Governing Bodies, to implement the Policy Statement
- Communications regarding Policy Statement implementation
- Other implementation actions as applicable

4.2 – Policy Statement Amendments

Policy Statement Amendment Projects

At the beginning of each term, in conjunction with its strategic planning process, Islands Trust Council can identify any Policy Statement amendment tasks to be undertaken that term. Newly elected Islands Trust Councils will likely wish to engage with Indigenous Governing Bodies, and may wish to engage with other key partners and interested and affected parties across the Islands Trust Area to define priorities for Policy Statement amendments that term. Any topics that cannot be addressed in a particular term could be noted on a “Policy Statement Amendment Topic Review Inventory” for consideration by Islands Trust Council at a later date. Once an amendment project is initiated, Islands Trust Council could assign the Executive Committee or a council committee the task of leading and coordinating the Policy Statement review and amendment project, with the support of other committees as appropriate. As part of its annual budget cycle, Islands Trust Council should consider allocating resources required for a Policy Statement amendment project, including for any related communications and engagement.

Communications, Engagement, and Referrals

As soon as practicable after the initiation of a Policy Statement amendment process, Islands Trust Council should adopt a communications and engagement plan appropriate to the scope and scale of the amendment project.

Proposed Policy Statement amendments must be referred to regional district boards in the Islands Trust Area and should be referred to Indigenous Governing Bodies.

While there are no statutory requirements for public engagement or public hearings related to the Policy Statement, in cases where major amendments are being considered, Trust Council should inform and consult members of the public and relevant partner agencies. Engagement and referral partners could include, but would not be limited to: local trust committees and island municipalities; the Islands Trust Conservancy Board; residents and non-resident property owners in the Islands Trust Area; other residents of British Columbia; municipal councils, improvement district boards operating within the Islands Trust Area; relevant provincial government agencies; and other persons and organizations that would be interested and affected by the proposed Policy Statement amendments.

Legislative Process

Adoption of a Policy Statement amendment bylaw occurs only after Trust Council has undertaken four readings of the proposed Policy Statement bylaw and received approval by the Minister responsible for Islands Trust. Policy Statement amendment bylaws become effective upon date of adoption and are not retroactive.

Glossary of Terms

Active Recreation

Active recreation means recreation that is of a formal nature, often performed with specific people or teams, requires specialized equipment or prescribed places, sites or fields, but excludes recreation that primarily involves the use of a power-driven conveyance.

Archaeological Sites

Archaeological sites consist of the physical remains of past human activity.

All archaeological sites in British Columbia are protected under the [Heritage Conservation Act](#). This applies whether sites are located on public or private land, and whether the site is known or unknown. Protected archaeological sites may not be altered or changed in any manner without a permit. There are over 60,000 archaeological sites recorded in BC's Provincial Heritage Register including the remains of village and other habitation sites, as well as resource procurement activities such as fishing weirs and culturally modified trees. These sites may date anywhere from recent times to 14,000+ years ago, and studies continue to uncover new information. (Source: BC Archaeology Branch)

Biodiversity

Biodiversity (biological diversity) is the variety of living things, including diversity within species (genetic diversity), diversity between species, and diversity of ecosystems. When biodiversity characteristics are assessed for any location or region, three attributes are considered:

- composition (describes the parts of each biodiversity component in that area — e.g. habitat types, species present, genetic diversity within species);
- structure (refers to the physical characteristics supporting that composition — e.g. size of habitats, forest canopy structure, etc.);
- function (means the ecological and evolutionary processes affecting life within that structure — e.g. pollination, natural disturbances, predator-prey relationships). (Source: Biodiversity BC)

Colonialism

Colonizers are groups of people or countries that come to a new place or country and steal the land and resources from Indigenous peoples, and develop a set of laws and public processes that are designed to violate the human rights of the Indigenous peoples, violently suppress the governance, legal, social, and cultural structures of Indigenous peoples, and force Indigenous peoples to conform to the structures of the colonial state. Historical and ongoing colonialism, including the dispossession of lands, has a deep and devastating impact on Indigenous people and communities. (Source: BC Addressing Racism Working Glossary; BC Office of the Human Rights Commissioner)

Community Heritage Site

A community heritage site is real property that is considered to be heritage property. (Source: Local Government Act)

Conservation	Actions, legislation, or institutional arrangements that lead to the protection or preservation of a given species, group of species, habitat, natural area, or property or areas of heritage value or character.
Critical Habitat	Under the federal <i>Species at Risk Act</i> , critical habitat is the habitat that is necessary for the survival or recovery of listed extirpated, endangered, or threatened species, and that is identified as critical habitat in a recovery strategy or action plan. Extirpated species means a wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild. Endangered species means a wildlife species that is facing imminent extirpation or extinction. Threatened species means a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction. (Source: <i>Species at Risk Act</i>)
Land Use Density and Intensity	Density is regulated through zoning. Density may be defined by the number of units per given area of land. Density may also be measured by dividing the built area including all floor area, by the total area of the lot, e.g., floor area ratio (FAR). Intensity of use refers to the impacts of different types of land uses, e.g., certain types of commercial or industrial uses could be more intense with more impacts than residential or vice versa. Of note, density and intensity of use can combine to increase cumulative impacts of the land use.
Ecosystem	An ecosystem is a collection of communities of both living and non-living things that are connected. The biotic elements in an ecosystem include living things such as plants and animals. The abiotic elements found in an ecosystem include non-living things like land forms or climate. Healthy ecosystems provide important “services,” like clean air and water, healthy forests and farms, and habitat for plants and animals. (Source: Government of BC)
Ecosystem Integrity	Ecosystems have integrity when their native components, such as native species, biological communities, natural landscapes and ecological functions, are intact and are likely to persist. (Source: Government of Canada)
Equity / Equitable	Equity refers to achieving parity in policy, process and outcomes for historically and/or currently underrepresented and/or marginalized people and groups while accounting for diversity. It considers power, access, opportunities, treatment, impacts and outcomes. (Source: Equity & Inclusion Glossary, UBC)

First Nations	First Nations is not a legal term but came into common use in the 1970s to replace Indian, which some people found offensive. Many communities have also replaced “band” with “First Nation” in their names. Symbolically, the term elevates First Nations to the status of “first among equals” alongside the English and French founding nations of Canada. It also reflects the sovereign nature of many communities, and the ongoing quest for self-determination and self-government. First Nations people may live on or off reserve, they may or may not have legal status under the <i>Indian Act</i> , and they may or may not be registered members of a community or nation. “First Nations” should be used exclusively as a general term as community members are more likely to define themselves as members of specific nations or communities within those nations. (Source: Assembly of First Nations)
Groundwater Recharge Areas	Groundwater recharge areas are terrain that inherently provide geographical and ecological conditions for the infiltration of water from the land surface to the subsurface through soils, sediments, and fractured bedrock to replenish groundwater sources. Groundwater recharge areas can be <i>diffuse</i> where widespread precipitation on the landscape infiltrates into groundwater sources or <i>localized</i> where discrete surface water sources such as streams, lakes, septic fields, and/or irrigation fields infiltrate into groundwater sources. Groundwater recharge areas that have a significant groundwater recharging effect for drinking water sources or groundwater dependent ecosystems in the Islands Trust Area are defined as <i>Critical Aquifer Recharge Areas</i>.
Groundwater Region	A groundwater region is a defined geographic area characterized by shared groundwater recharge, flow patterns, usage, and hydrogeological features, and that has clusters of wells that draw from common recharge zones. Analogous to surface-water watersheds – which are delineated based on drainage to a common outlet – groundwater regions are mapped to support the sustainable assessment, protection, and management of subsurface freshwater resources. Unlike surface watersheds, groundwater regions may span multiple watershed boundaries due to the complex movement of groundwater. These regions serve as practical planning units to guide evidence-based decisions regarding land use, water allocation, and ecosystem protection.
Heritage Site	Heritage site means, whether designated or not, land, including land covered by water, that has heritage value to British Columbia, a community or an aboriginal people. (Source: BC Heritage Conservation Act)
Housing Diversity	Housing diversity refers to the range of housing types and tenures in a community that allow people to find appropriate housing as their needs change over time, and at all stages of life.
Inclusive / Inclusion	Inclusion is an active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all. (Source: Equity & Inclusion Glossary, UBC)

Indigenous Cultural Heritage

Indigenous Peoples understand and describe cultural heritage according to their distinct perspectives, traditions, and languages. For Indigenous Peoples, cultural heritage refers to ideas, experiences, objects, artistic expressions, practices, knowledge, and places that are valued because they are culturally meaningful, connected to shared memory, or linked to collective identity. Indigenous cultural heritage cannot be separated from either Indigenous identity or Indigenous life. Indigenous cultural heritage can be inherited from ancestors or it can be created by people today as a legacy for future generations. Indigenous Peoples have a right to identify their own cultural heritage, interpret its meaning, and safeguard its value. (Source: Indigenous Heritage Circle)

Indigenous Governing Body

Indigenous Governing Body means an entity that is authorized to act on behalf of Indigenous peoples that hold rights recognized and affirmed by section 35 of the *Constitution Act, 1982*.

Indigenous Knowledge / Knowledge Holders

There is no single definition of Indigenous Knowledge. For the purposes of this document, "Indigenous Knowledge" refers to a set of complex knowledge systems based on the worldviews of Indigenous peoples. Indigenous Knowledge reflects the unique cultures, languages, values, histories, governance and legal systems of Indigenous Peoples. It is place-based, cumulative and dynamic. Indigenous Knowledge systems involve living well with, and being in relationship with, the natural world. Indigenous Knowledge systems build upon the experiences of earlier generations, inform the practice of current generations, and evolve in the context of contemporary society. Different First Nations, Inuit and Métis communities each have distinct ways of describing their knowledge. Knowledge Holders are the only people who can truly define Indigenous Knowledge for their communities. It is important to note that some Indigenous communities are struggling to maintain their Indigenous Knowledge due to ongoing impacts of colonialism. (Source: Impact Assessment Agency of Canada)

Indigenous Peoples

Indigenous Peoples has the same meaning as aboriginal peoples in section 35 of the *Constitution Act, 1982*. The Assembly of First Nations also states: There is no official definition of Indigenous Peoples. In part, Indigenous communities, peoples and nations can be described as those which, having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, consider themselves distinct from other sectors of the societies now prevailing on those territories. Other terms include Aboriginal Peoples, Native Peoples, Original Peoples, or First Peoples. (Source: Assembly of First Nations)

Indigenous Rights

The term 'Indigenous Rights' is to be interpreted in accordance with the Province of British Columbia's Distinctions-Based Approach Primer, December 2023.

Middens

Midden, or 'shell midden' archaeological sites are indicative of past First Nations settlement activity. Formed by the accumulation of stratified cultural deposits over thousands of years, shell midden sites represent some of the most complex archaeological sites in the world. (Source: McLay et al (2008) *A'lhut tu tet Sul'hweentst Respecting the Ancestors*)

Note: A midden may be an archaeological indicator of village and burial sites, and may contain ancestral remains.

Natural Heritage Sites

Natural heritage sites are natural areas that:

- Furnish outstanding examples of Earth's record of life or its geologic processes;
- Provide excellent examples of ongoing ecological and biological evolutionary processes;
- Contain natural phenomena that are rare, unique, superlative, or of outstanding beauty; or
- Furnish habitats for rare or endangered animals or plants or are sites of exceptional biodiversity.

Nature-based solutions

Nature-based solutions are actions to protect, sustainably manage, and restore natural and modified ecosystems that address societal challenges effectively and adaptively, simultaneously benefiting people and nature.

Nature-based Solutions address societal challenges through the protection, sustainable management and restoration of both natural and modified ecosystems, benefiting both biodiversity and human well-being. Nature-based Solutions are underpinned by benefits that flow from healthy ecosystems. They target major challenges like climate change, disaster risk reduction, food and water security, biodiversity loss and human health, and are critical to sustainable economic development. (Source: International Union for Conservation of Nature (IUCN))

Precautionary Principle

Principle 15 of the Rio Declaration, known as the precautionary principle, states: "In order to protect the environment, the precautionary approach shall be widely applied by States according to their capabilities. Where there are threats of serious or irreversible damage, lack of full scientific certainty shall not be used as a reason for postponing cost-effective measures to prevent environmental degradation." Four central components of the precautionary principle include: taking preventive action in the face of uncertainty; shifting the burden of proof to the proponents of an activity; exploring a wide range of alternatives to possibly harmful actions; and increasing public participation in decision making. (Source: *The Precautionary Principle in Environmental Science*, Kriebel et al., 2001)

Preservation

To maintain in a given condition. Preservation often requires maintaining the processes that generate the desired condition.

Protection	To maintain over the long term by managing, or if necessary limiting, the type and intensity of development or activity to ensure that valued attributes are not compromised or destroyed.
Reconciliation	Reconciliation is about establishing and maintaining a mutually respectful relationship between Aboriginal and non-Aboriginal peoples in this country. In order for that to happen, there has to be awareness of the past, an acknowledgement of the harm that has been inflicted, atonement for the causes, and action to change behavior. (Source: Truth & Reconciliation Commission)
Restrict	To confine, bound or limit, not necessarily prohibit.
Sensitive Ecosystems	Sensitive ecosystems are classified as 'sensitive' because of their rarity and vulnerability to disturbances such as human impacts and climate change. The BC Sensitive Ecosystems Inventory identifies sensitive ecosystem types, which have been adapted by the Islands Trust Conservancy to identify sensitive ecosystems commonly found in the Islands Trust Area, including: • Cliff: Steep slopes, often with exposed bedrock. Very little soil accumulation, and only exceptionally hardy trees and plants. Cliffs are important vegetation refugia because they are often inaccessible to deer browsing or livestock grazing and can be important nesting habitat for birds. • Freshwater: all freshwater networks including but not limited to streams, lakes, wetlands, groundwater sources, springs, and precipitation. • Herbaceous: Shallow soils characteristic of herbaceous ecosystems support low-growing vegetation, such as grasses, forbs (low, broad-leaved plants), wildflowers, mosses and lichens. Few trees and shrubs survive on these sites due to the fast-drying and often shallow nature of the exposed soils. • Old and Mature Forest: Dry to moist forests dominated by conifer or deciduous tree species with a canopy cover of over 30%. Old forests have a stand age of over 250 years.; Mature forests have a stand age of 80–250 years. • Riparian: Located adjacent to lakes, streams and rivers and characterized by plant communities and soils dependent on increased moisture. Influenced by erosion, sedimentation, flooding and seepage. • Wetland: Feature moisture-dependent plants that thrive in an environment where water remains at or above the surface of the soil during most of the year. A wetland can be bog, fen, marsh, swamp, shallow water, wet meadow or a mixture of these types. • Woodland: Dry and open forests dominated by a mix of broadleaf and coniferous tree species with canopy coverage of 10–30%. Generally restricted to south-facing slopes and ridges with shallow soils and bedrock outcroppings. (Source: BC Sensitive Ecosystems Inventory, as adapted in Islands Trust Conservancy Regional Conservation Plan 2018–2027)

Species At Risk	An extirpated, endangered, threatened species, or a species of special concern. Extirpated species means a wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild. Endangered species means a wildlife species that is facing imminent extirpation or extinction. Threatened species means a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction. Species of special concern means a wildlife species that may become a threatened or an endangered species because of a combination of biological characteristics and identified threats. (Source: Federal <i>Species at Risk Act</i>)
Stewardship	Voluntary, cooperative actions that nurture and take responsibility for the long-term integrity of the environment and amenities in the Islands Trust Area. For Indigenous Peoples, stewardship may be mandatory under Indigenous law.
Sustainable	Capable of being maintained indefinitely; capable of meeting the environmental, economic, and social needs of current generations without compromising the ability of future generations to meet their needs.
Treaties / Treaty Nations	Treaties are constitutionally protected, government-to-government agreements that identify, define and implement a range of rights and obligations, creating long-term, mutually binding commitments. Treaties negotiated through the BC treaty negotiations process are tripartite agreements between the governments of Canada, British Columbia, and a First Nation. The goal of treaties is reconciliation. Treaties signed with First Nations in Canada between 1701 and 1923 are commonly referred to as historic treaties. In BC, there are Douglas treaties, signed with First Nations on Vancouver Island, and Treaty 8 covering a portion of northeastern BC. Treaties signed today are called modern treaties, and cover where there are no historic treaties, and can also deal with matters not addressed in historic treaties. (Source: BC Treaty Commission)
Watershed	A watershed is a topographically-defined area where all precipitation – rainfall and snowmelt – flows downslope via surface or subsurface pathways to a common receiving water body such as a stream, wetland, lake, or the ocean. Due to the islands' high shoreline-to-area ratio, many watersheds in the Islands Trust Area are non-basin watersheds the ephemeral flows and no defined channels or permanent receiving water bodies.



DATE OF MEETING: September 4, 2025

TO: Gabriola Island Local Trust Committee

FROM: Stephen Baugh, Island Planner
Northern Team

COPY: Renée Jamurat, Regional Planning Manager

SUBJECT: Removing Densities from Heritage Areas

PURPOSE

At their July 31 meeting the Gabriola Island Local Trust Committee (LTC) passed the following resolution:

GB-2025-058

It was MOVED and SECONDED

that the Gabriola Local Trust Committee request staff to investigate and report back on options to transfer or remove densities from heritage areas, including non-archaeological heritage sites, and specifically from PID: 003-134-806 NORTH EAST 1/4 OF SECTION 3 GABRIOLA ISLAND NANAIMO DISTRICT EXCEPT PARCEL A (DD 77326I) AND ACCEPT PLANS EPP19453 AND EPP66666.

This memorandum provides the requested information and is organized in two parts. The first part provides information on options to transfer or remove densities from heritage areas. The second part includes considerations for transferring or removing densities from the parcel with PID 003-134-806.

Part 1: Options to Transfer, Remove Densities from Heritage Areas

Through its ability to establish zoning regulations the LTC has the authority to establish minimum lot areas and minimum average lot areas. These areas may be different in different locations. Essentially, the LTC can permit subdivision in one area and prohibit it elsewhere.

Transferring densities is a policy scheme which establishes criteria to encourage or enable land owners to extinguish or diminish subdivision potential on one parcel in exchange for an increase in density on another parcel. This is accomplished through site specific bylaw amendments resulting in new zoning for both the 'donor parcel' and 'receiver parcel' that reflects the transfer of subdivision potential. Since zoning is dependent on location, it would be important to be able to identify areas where densities are being removed from in a downzoning exercise. One way to accomplish this without revealing sensitive heritage areas would be to downzone a broad area that includes the areas to be protected and develop policy that ensures bylaw amendment applications for increased density or use of an area considers heritage sites.

The *Local Government Act* allows for land use authorities to reduce density in an area through rezoning, however, there are a number of things to be aware of which may prevent downzoning, diminish its effect, or limit the authority.

Protected non-conforming uses: the *Local Government Act* offers assurance that lawful uses and structures (including those lawfully under construction) may be continued as a non-conforming use even if it does not conform to a bylaw that is adopted. While this does not prevent the LTC from undertaking a downzoning, it is worth noting along with the LTC's objectives.

Phased Development Agreement: a phased development agreement is an agreement with an owner of land that can specify a permitted use that cannot be prohibited by a subsequent downzoning for a specified term (maximum of 10 years, or 20 years if approved by the inspector of municipalities). These agreements are not indefinite, but may delay the ability of a local government to downzone a property.

Public Use: while downzoning is a legitimate use of authority, the *Local Government Act* does indicate in s. 458 that if the adoption of a bylaw restricts the use of land to a public use, compensation is payable for any reduction in the value of the land.

Notes on timing: If an LTC proposes to adopt an OCP bylaw, zoning bylaw, or OCP or zoning bylaw amendment, they may advise the regional district board who can direct a building permit to be withheld under s. 463 of the *LGA* for 30 days. The permit can be withheld for a further 60 days, however the owners of the land for which the building permit was withheld are entitled to compensation for damages arising from the withholding of the building permit.

With regards to subdivision, s. 511 of the *LGA* states that if a bylaw is adopted after an application for subdivision has been submitted, and it would otherwise be applicable to the subdivision, the bylaw has no effect for a period of 12 months after the bylaw is adopted.

Due to the impact of downzoning on the value of land, these initiatives are often scrutinized and it is critical to ensure that proper procedural requirements to adopt a zoning bylaw are followed. The LTC should also be aware of the following concepts when considering downzoning and seek legal advice if necessary.

Unjust enrichment: this concept describes when one party receives a benefit at the expense of another without a legal reason, such as a property subsequently being downzoned after providing a community amenity through a rezoning process.

Constructive Taking: Constructive taking is when property ownership remains private, but the land is effectively limited to public uses.

Part 2: Context, Considerations for Subject Land

Regarding the LTC resolution for the lot with legal description "NORTH EAST 1/4 OF SECTION 3 GABRIOLA ISLAND NANAIMO DISTRICT EXCEPT PARCEL A (DD 773261) AND ACCEPT PLANS EPP19453 AND EPP66666 (PID 003-134-806)", there are a couple of pieces of context to consider.

First, this lot is in process under a current subdivision application, and any bylaw adopted applicable to the open subdivision file will not have any effect until one year after it is adopted.

Second, this lot was one of the lots that was part of a rezoning in 2005. This rezoning involved a density transfer of 35 parcels from Forestry zoned property to 115 hectares of land rezoned to Resource Residential and a donation of 286 hectares of land to a public agency that was rezoned from Forestry to Forestry/Wilderness Recreation 1.

Despite this location specific context, the LTC does have the authority to zone this lot to allow different uses or different levels of density than are currently permitted. The effect of this rezoning may be lessened depending on:

- Whether the current subdivision application is approved;
- How long the current subdivision application remains open before being approved, or denied;
- If there is construction proposed on the lot prior to the LTC rezoning the property;
- How long it takes for the LTC to amend the zoning of the property; and
- If the new zoning restricts an existing use of the property that is protected as a continuing non-conforming use.

Additionally, the LTC must not zone the property to restrict the use of land to a public use unless they intend to pay compensation to the property owner.

While, to some extent, it is straightforward to apply the concepts and legislation from Part 1 to the context of a particular parcel, there is however sufficient complexity and history to the subject parcel that staff would recommend the LTC seek a legal opinion on the risks associated with a downzoning of this property prior to undertaking a project to rezone this lot.

Submitted By:	Stephen Baugh, Island Planner	August 21, 2025
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	August 26, 2025



File No.: 3050-20 (APC)

DATE OF MEETING: September 4, 2025
TO: Gabriola Island Local Trust Committee
FROM: Shalini Nakai, Planning Team Assistant
Northern Team
SUBJECT: Advisory Planning Commission Appointments

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee request that staff advertise for expressions of interest for the Gabriola Island Advisory Planning Commission.
2. That the Gabriola Island Local Trust Committee request that staff send letters to members of the Advisory Planning Commission whose terms will expire on November 30, 2025, inviting their expressions of interest for reappointment to the Advisory Planning Commission for another two-year term, and thanking them for their participation.

REPORT SUMMARY

The Gabriola Island Local Trust Committee (LTC) is asked to consider recruitment for its Gabriola Island Advisory Planning Commission (APC).

The maximum number of APC members is nine, and terms are for two years. The APC currently has seven members and their term is expiring November 30, 2025. Following advertisement for expression of interest, the LTC may consider appointments during the in-camera session portion of the November 20, 2025 LTC regular business meeting.

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, and have the ability 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.

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 of the LGA. 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 of the LGA, 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). Pursuant to Bylaw No. 296, the LTC may, by resolution, appoint the members to two-year terms, and may reappoint existing members for another two-year term.

CONSULTATION

Openings for the APC membership should be advertised in the local paper, on the LTC website, and through trustee networks. The LTC would consider expression of interest at their November 20, 2025 regular business meeting.

NEXT STEPS

Should the LTC pass the recommended resolutions (page 1), staff will proceed with advertising and bring forward expressions of interest to the November 20, 2025 LTC regular business meeting, and send letters to APC members thanking them for their participation and inviting them to reapply.

Submitted By:	Shalini Nakai, Planning Team Assistant	August 25, 2025
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	August 27, 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



Gabriola Local Trust Committee

Open Applications

Report

Print Date: August 28, 2025

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250308	Nada Awadi	7/29/2025	0 SEAR ISLAND	<Optional, enter comments if required>
Planner		Status	Most Recent Completed Activity	
Ian Cox		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
GB-DP-2021.1		5/20/2021	0 STOKES RD	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	

Gabriola

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		Under Review	Planning Review	

Application Number	Applicant Name	Date Received	Address	Purpose
GB-DVP-2022.4	Mark & Gail W	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		Local Trust Committee	Verify Final Review Status	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240299	Michael Apps	11/7/2024	1140 THE STRAND, GABRIOLA, BC	Application to allow a rock revetment to repair and prevent ongoing damage to the property shoreline.
Planner		Status	Most Recent Completed Activity	
Stephen Baugh		Local Trust Committee	Generate LTC Public Notice	

Gabriola

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
GB-RZ-2024.1	Talyn Martin	1/10/2024	0 SOUTH RD	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	Waiting for Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250138	Toby Seward	3/29/2025	1900 STALKER RD, GABRIOLA, BC	Application to amend the OCP and complete a rezoning at 1900 Stalker Road, Gabriola.
Planner		Status	Most Recent Completed Activity	
Stephen Baugh		Under Review	Add Optional Referrals	

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	
Ian Cox		Local Trust Committee	Generate Staff Report	

Gabriola

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	
Ian Cox		Local Trust Committee	Generate Staff Report	

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	

Gabriola

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 Review	Record and File PLR	

Application Number	Applicant Name	Date Received	Address	Purpose
GB-SUB-2024.1	Scott Stevenson	3/13/2024		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 Review	Record and File PLR	

Gabriola

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20250167	Glenda and S. Brett	4/19/2025	2370 WINDECKER DR, GABRIOLA,	Application for a temporary use permit to allow a short-term rental.
Planner		Status	Most Recent Completed Activity	
Margot Thomaidis		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20250126	Chris Campbell	3/20/2025	2235 SHAW RD, GABRIOLA, BC V0	Application for a short-term vacation rental.
Planner		Status	Most Recent Completed Activity	
Margot Thomaidis		Under Review	Generate Complete Application Letter	

Islands Trust
LTC EXP SUMMARY REPORT F2026
Invoices posted to Month ending June 2025

620 Gabriola	Invoices posted to Month ending June 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	3,090.00	404.50	2,685.50
65210-620	LTC - Local Exp - APC Meeting Expenses	0.00	438.56	-438.56
65220-620	LTC - Local Exp - Communications	490.00	0.00	490.00
TOTAL LTC Local Expense		<u>3,580.00</u>	<u>843.06</u>	<u>2,736.94</u>
Projects				
73001-620-2001	Gabriola OCP/LUB	48,000.00	24,492.08	23,507.92
TOTAL Project Expenses		<u>48,000.00</u>	<u>24,492.08</u>	<u>23,507.92</u>

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-2019-040	S219 Covenant Signatories	It was MOVED and SECONDED 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.
5.	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.

6.	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.
7.	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 policies 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:

Narissa Chadwick

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 First 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.

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.