



Gabriola Island Local Trust Committee Regular Meeting Agenda

Date: January 22, 2026
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 Special Meeting Minutes dated November 17, 2025 - for adoption | | 4 - 5 |
| 6.2 Local Trust Committee Minutes dated November 20, 2025 – for adoption | | 6 - 19 |
| 6.3 Local Trust Committee Public Hearing Record dated November 20, 2025 - for information | | 20 - 22 |
| 6.4 Advisory Planning Commission Minutes dated November 9, 2025 - for information | | 23 - 26 |
| 6.5 Section 26 Resolutions-Without-Meeting Report dated January 15, 2026 | | 27 - 27 |
| 7. BUSINESS ARISING FROM MINUTES | 11:10 AM - 11:25 AM | |
| 7.1 Follow-up Action List dated January 15, 2026 | | 28 - 32 |

8.	DELEGATIONS	11:25 AM - 11:30 AM	
8.1	Gabriola Island Memorial Society regarding Inclusion of Provisions for a Green Burial Cemetery		33 - 33
9.	APPLICATIONS AND REFERRALS	11:30 AM - 12:30 PM	
9.1	PL-SUB-2024-0307 - Covenant Request		34 - 47
9.2	PLRZ20240091 (Mid-Island Co-op) - Staff Report		48 - 60
9.3	Trust Council Bylaw 183 - Policy Statement Referral - Memorandum		61 - 103
~ BREAK 12:30 PM - 1:00 PM ~			
10.	LOCAL TRUST COMMITTEE PROJECTS	1:00 PM - 1:15 PM	
10.1	Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw Review - Verbal Update		
11.	CORRESPONDENCE - none		
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>		
12.	NEW BUSINESS - none		
13.	STAFF REPORTS	1:15 PM - 1:35 PM	
13.1	Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323 - Request for Decision		104 - 106
13.2	Trust Conservancy Report - none		
13.3	Applications Report dated January 15, 2026		107 - 112
13.4	Trustee and Local Expense Report dated November, 2025		113 - 113
13.5	Adopted Policies and Standing Resolutions		114 - 122
13.6	First Nations Relationship Building Update		
13.7	Climate Change Action Update		
13.8	Local Trust Committee Webpage		
14.	WORK PROGRAM	1:35 PM - 1:50 PM	
14.1	Active Projects Report dated January 15, 2026		123 - 123

15. UPCOMING MEETINGS 1:50 PM - 2:00 PM

15.1 Next Regular Meeting Scheduled for Thursday, February 19, 2026 at 10:30 am at the Gabriola Arts and Heritage Centre

15.2 Change to Electronic Meeting for December - Verbal Update

Suggested Resolution:

that the Gabriola Island Local Trust Committee request staff change the meeting location of the December 3, 2026 regular meeting from in-person to electronic.

16. CLOSED MEETING 2:00 PM - 2:20 PM

16.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90 (1) (a), (i) for the purpose of considering:

- (a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (i)the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

and that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT 2:20 PM - 2:20 PM



Gabriola Island Local Trust Committee

Minutes of Special Meeting

Date: November 17, 2025
Location: Electronic Meeting

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

Staff Present: Stephen Baugh, Island Planner
 Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 3 members of the public in attendance.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 4:01 p.m.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

4. BUSINESS ITEMS

4.1 Planner Presentation on Proposed Bylaw No. 318 and 319

The Planner provided a presentation and highlighted the following:

- The subject property is located within the commercial land use designation and is used as a Garden Center;
- Proposed Bylaw No. 318 is an Official Community Plan amendment bylaw and would have the effect of changing the land use designation to village commercial, include the subject property in the Village Center Development Permit Area, and enable the property to have two dwelling units without a requirement for a housing agreement;
- Proposed Bylaw No. 319 is an amendment to the Land Use Bylaw and would have the effect of changing the zoning from Commercial 3 to a new site-specific zone called Village Commercial 3 and this zone would allow a broader range of commercial uses including retail sales, garden center, personal services, restaurant, and offices; and
- The bylaw provides incentive to construct the dwelling units by allowing additional floor area for commercial uses when there are dwellings on the property.

The Planner summarized the referral responses received and noted a Public Hearing is scheduled Thursday November 20 at 10:35 a.m.

The applicant was in attendance.

4.2 Question & Answer Period

There were no questions from members of the public.

A Trustee noted the Housing Advisory Planning Commission suggested allowing as many dwelling units as the commercial space be allocated and asked if amendments to the bylaw would be required if this was considered.

The Planner stated this would require an amendment to both the Official Community Plan and Land Use Bylaw and re-referral of the bylaws and the applicant noted that the septic and water reports indicate that the property could not support dense housing.

5. ADJOURNMENT

By general consent the meeting was adjourned at 4:15 p.m.

Laura Patrick, Chair

Certified Correct:

Lisa Millard, Meeting Administrator / Recorder



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: November 20, 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)
Ian Cox, Planner 2
Margot Thomaidis, Planner 2
Joe Elliott, Senior Indigenous Relations Advisor
Jason Youmans, Senior Policy Advisor
Chloe Straw, Project Coordinator
Nadine Mourao, Legislative Clerk/Deputy Secretary
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 22 members of the public in attendance.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:30 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

By general consent, the agenda was approved as presented.

4. PUBLIC HEARING - PROPOSED BYLAW NOS. 318 AND 319 - GB-RZ-2022.1 MOEN

4.1 Recess for Public Hearing

The regular meeting was recessed at 10:35 a.m.

4.2 Recall to Order

The meeting was recalled to order at 10:56 a.m.

5. COMMUNITY INFORMATION MEETING - POLICY STATEMENT BYLAW NO. 183

Chair Patrick spoke to the Islands Trust Policy Statement goals of advancing commitments to reconciliation and noted the need for all parties to speak respectfully, create a safe space allowing others to speak, ensure cultural safety, be mindful of language used, and to uphold principles of honouring dignity and respect.

5.1 Planner Presentation

The Senior Policy Advisor provided a presentation and highlighted the following:

- Islands Trust was created in 1974 by the Provincial Government and is made up of thirteen local trust areas and one island municipality and is governed by elected representatives who form Trust Council;
- Trust Council must adopt an Islands Trust Policy Statement;
- The current Trust Policy Statement has been in effect since 1993;
- The Trust Policy Statement sets the high-level guidance under which all Local Trust Committees develop Official Community Plans and it forms the foundation for strategic planning, regulatory bylaws, and informs inter-governmental relationships;
- The Islands Trust Policy Statement Amendment Project was undertaken in response to reconciliation with Indigenous Peoples, climate change, and housing needs;
- The draft was given first reading in July 2025 and is in the referral process;
- Public feedback and referral responses will be provided to Trust Council for consideration prior to adoption;
- The draft Trust Policy Statement includes guiding principles, directive policies, and advisory policies;
- The draft Trust Policy Statement has been referred to the Gabriola Island Local Trust Committee and the Local Trust Committee wishes to hear public input to inform their referral response.

5.2 Question & Answer Period

Members of the public asked questions and the following comments were noted:

- A speaker asked how much weight the survey carried in terms of decision making as there is opportunity for duplication if one person fills out multiple surveys.
 - The Programs Coordinator noted that a professional communications firm organizes and clears data on the survey entries, the paper survey results get entered into the database and are coded for specific repeat wording, and only one response from an IP address is accepted.
- A member of the public noted item 3.3.5 *Watershed Ecosystems* speaks to groundwater recharge areas and they understand that recharge is diffused through fractures; therefore, virtually all areas of the Gulf Islands should be considered recharge areas. They stated the policy might be misconstrued as allowing lower preservation on areas that are considered low recharge areas and asked that the term “groundwater recharge areas” be removed.
- A speaker noted item 3.4.5 *Climate Change and Adaption* speaks to the consideration of nature-based solutions to minimize green house gas emissions and while climate change is a critical issue, humans are changing the climate

and there is no nature-based solution to reduce humans green house gas emissions. The speaker indicated the Trust Policy Statement should spell out achievable measures that Local Trust Areas could put in place such as supporting public transportation and electric vehicles.

- A member of the public stated it appears that Trustees must only refer to policies outlined in the Trust Policy Statement and not consider unique island differences when making decisions regarding Official Community Plans such as policies around lot coverage allowances; therefore, the policies have the effect of fettering the Local Trust Committee's ability to develop Official Community Plans based on island specific needs.
 - A Trustee noted the Trust Policy Statement indicates that lot coverage limits must be established but does specify a percentage. Local Trustees would consider the document when setting lot coverage, and each community's uniqueness is expressed through their Official Community Plan.
- A member of the public stated recharge areas is important because ground water is resupplied through forest canopies and these areas need to be protected; however, the village is no longer a well water area and higher population density produces concentrated sewage which enters the soil, well systems, and the ecosystem. They stated opposition to further development and indicated potential subdivision areas should be turned into parks and forests.
- A speaker indicated item 3.4.5 should include the prioritization of active transportation routes.
 - A Trustee clarified there is a policy on active transportation within the document.
- A member of the public spoke on behalf of Gabriola Land and Trails Trust whose members collaborated with other Conservancies and Land Trusts within the Trust Area to undertake a review of the March 2021 draft Trust Policy Statement and submitted a comprehensive review of that draft endorsing many of the policies within it. They noted the most recent draft is less effective as much of the language regarding forest stewardship, seeking to gain jurisdictional authority to prohibit clear-cutting and logging, ability to regulate tree cutting, and the designation of forest ecosystem reserves have been removed. They stated Islands Trust does not have tools at its disposal to carry out its preserve and protect mandate with respect to the environment and should acknowledge this. They further indicated that unless a commitment to a cap on human disturbance is provided, the pressures on the environment will continue.
- A speaker requested that the Glossary definition of land use density add the word "residential" before "unit" for clarity, the word "attainable" be replaced with "affordable" in item 3.4.11, and words within the document text that are located within the Glossary be italicised.
- A member of the public spoke to the draft Trust Policy Statement in relation to their application for subdivision and the following comments were noted:
 - There are issues with water quality in the village area where more densities are being proposed compared to high water quality and permeable soil on their property where subdivision is proposed;

- They support reconciliation and noted it is outside of the jurisdiction of Islands Trust to address First Nations issues through policy as these are Federal and Provincial responsibilities;
- The question of how Indigenous lands relate to private property rights and title need to be resolved before buffer zones and protection of cultural heritage sites can be considered;
- Item 3.1.3 speaks to land back through engagement with Indigenous governing bodies and this policy appears reflective of decisions the Local Trust Committee has made in regard to their Development Permit application and discussions had regarding the densities on their property. The speaker believes the Trust Policy Statement might be used to prevent someone from developing their land and direct it back to First Nations.
 - A Trustee clarified item 3.1.3, through engagement with Indigenous governing bodies, supports opportunities to direct land to said governing bodies through an amenity contribution as a donation to First Nations instead of strictly toward the community in applications seeking additional development potential in which an amenity contribution might be considered.
 - The Senior Policy Advisory noted the Local Trust Committee does not have powers of expropriation and the bylaw approval process requires sign off by the Minister of Municipal Affairs who looks to determine if Islands Trust has duly engaged with Indigenous bodies on the proposed bylaw.
- A member of the public stated support of language addressing Indigenous cultural and harvesting sites, suggested item 2.3 6 clarify what “while respecting the confidentiality interests of Indigenous knowledge holders and Indigenous governing bodies” means, requested item 3.1.3 define what amenity contributions are, noted support of items 3.4.12 and 3.4.13 related to housing diversity and clustered small dwellings, suggested item 3.5.7 related to freshwater storage be a directive policy, and requested Islands Trust look at how to balance the needs of farmers and needs of adjacent property owners within item 3.5.12.
- A speaker noted the complexity of the document and difficulty determining how it impacts residents. They stated the original “preserve and protect” mandate was very clear and question if the new policy will be harder to administer and diminish Local Trust Committee authority with regard to making island-specific decisions.
 - A Trustee clarified the Local Trust Committee remains the decision maker and the Senior Policy Advisor indicated the document is essentially a check list to be considered when Trustees are determining if a bylaw meets policy.

A Trustee suggested that the town hall discussion on the draft Trust Policy Statement be continued at the January Local Trust Committee meeting and it was suggested that members of the public put forth recommendations as written submissions.

The meeting was recessed for a break at 12:48 p.m. and reconvened at 1:04 p.m.

5.3 Public Comments

Public Comments on the draft Trust Policy Statement are included in item 5.2.

6. REPORTS

6.1 Trustee Reports

Trustee Yates reported the following:

- Attended Gabriola Community Bus Foundation strategic plan meeting and Regional District of Nanaimo Parks and Open Spaces Committee meeting;
- Held an informal open house with Trustee Elliott on the draft Islands Trust Policy Statement;
- Attended Financial Planning Committee, Committee of the Whole, and Islands Trust Conservancy Board meetings;
- Attended BC Ferries open house about terminal upgrades; and
- Received Chief Executive Officer Bronee's Report to Trust Council – Operational Review which will be discussed at the upcoming Trust Council meeting.

Trustee Elliott reported the following:

- Participated in the first of four professional development workshops for Trustees and select staff focussed on addressing Indigenous specific racism;
- Received Chief Administrative Officer Bronee's Operational Review Report recommendations which will be discussed at Trust Council for consideration;
- Provincial standards of conduct legislation will be advanced in the spring; and
- Joined Gabriola Volunteers open house volunteer recruitment event

6.2 Chair's Report

Chair Patrick reported upcoming attendance at the December Trust Council meeting during which the first draft budget will be debated.

6.3 Electoral Area Director's Report

Electoral Area Director Craig sent regrets and submitted a written report which highlighted the approval of the Area B Parks and Recreation Master Plan, noted the work to purchase Hamilton Marsh is ongoing, and 2026 budget discussions are ongoing.

6.4 First Nations Reports- none

7. PUBLIC COMMENTS

- A member of the public asked if the 200-metre shoreline buffer zone being discussed as part of the Official Community Plan project results in down zoning in terms of what can and cannot be done on land within the area and noted 200 metres might encompass an entire property.
 - The Planners clarified the buffer zone will be considered as part of the Official Community Plan project in response to sensitive ecosystems, archeological interests, sea level rise, and hazard zones and the 200-metre allowance has been identified through conversations with First Nations along the coast.

- The Chair explained the tools that are being considered are a Cultural Heritage Protection Area or a Development Permit Area and the conversation regarding the buffer zone has not been had by the Local Trust Committee yet. She noted a Development Permit Area specifies exemptions.
- A Trustee stated the publication of a map showing the 200-metre buffer zone has caused concern and confusion; however, the tools that might be applied within a 200-metre zone for the protection of development and habitat have not been considered, developed, or worked on yet.
- A member of the public stated individual maps detailing areas of various threats such as saltwater intrusion, flooding, and other specific hazards would be easier to understand compared to a 200-meter buffer encompassing all potential hazards.
- A member of the public spoke to a meeting about re-imagining growth on Gabriola during which a colored map was presented showing a 200-meter buffer zone and an additional 700 acres marked as designated for cultural heritage protection and a subsequent article published in the newspaper with a map depicting a waterfront buffer zone and properties with subdivision potential but not the larger potential cultural heritage protection area. They stated it appears the Local Trust Committee is considering creating a Development Permit Area for the buffer zone and additional 700 acres described by First Nations as a village site, and this will provide the Local Trust Committee with ability to make subjective decisions on development applications. They made several statements related to concerns about the Cowichan land claim court decision, First Nations title rights, private property rights, and Islands Trust creating buffers which acknowledge First Nations interests in local property.
 - A Planner clarified a number of maps are being developed to inform future decisions about suitable land for potential development, the maps will be shared to inform discussions, and the use of Development Permit Areas and Heritage Conservation Areas for cultural heritage protection are being discussed across the Trust Area.
 - A Trustee noted many maps are being introduced regarding land suitability, staff have not made recommendations on how these concepts might be implemented, a map has been shown but decisions on how that information will be used have not been decided or directed to staff.
 - The Regional Planning Manager indicated the Cowichan land decision matter was before the courts and may not be information the Local Trust Committee can respond to at this time.
 - A Trustee noted that perhaps the maps were published without enough information to speak to them.
- A speaker noted that a community group had been working on Development Permit Areas and they asked the Local Trust Committee ensure creating new Development Permit Areas are not lost during the Official Community Plan project.
- A member of the public stated the Local Trust Committee should not be influenced by a small group working on Development Permit Areas.

Due to time constraints, Chair Patrick closed the Public Comments session.

The agenda was reordered and item 10.1 was discussed following item 7.

8. MINUTES

8.1 Local Trust Committee Minutes dated October 9, 2025 – for adoption

The following amendments to the minutes were presented for consideration:

- Page 6 of the minutes, item 9.1 adds the last name of delegate Thalia Apostolopoulos and change “c/o Carl Boehm” to “on behalf of Carl Boehm.

By general consent, the Local Trust Committee meeting minutes of October 9, 2025 were adopted as amended.

8.2 Section 26 Resolutions-Without-Meeting Report - none

8.3 Advisory Planning Commission Minutes - none

9. BUSINESS ARISING FROM MINUTES

9.1 Follow-up Action List dated November 13, 2025

The Follow Up Action list was received for information and the following comments were noted:

- The Planner provided an update on the July 31, 2025 item 3 regarding shellfish harvesting at Brickyard Beach.
- The September 4, 2025 item 3 should indicate the Minor Project is for the targeted Mudge Island Official Community Plan review.
- The Regional Planning Manager clarified the Follow Up Action List refers to policy processes and does not refer to specific bylaw enforcement matters.

10. DELEGATIONS

10.1 Regional District of Nanaimo regarding Solid Waste and Recycling Development Cost Charge Bylaw

The delegation provided a presentation on the development cost charge bylaw for solid waste and noted this would be a one-time charge collected from developers when new homes are built with the intent to help ensure costs associated with regional growth are achieved to offset taxation. The Regional District of Nanaimo is seeking public input into the bylaw and residents were invited to ask questions and provide comments through their website.

In response to questions from the Trustees the speakers noted a waivers bylaw is under consideration to provide assistance under certain circumstances and the cost to a homeowner building a single-family dwelling is \$534.

11. APPLICATIONS AND REFERRALS

11.1 PL-DP-2025-0308 (Falcone) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The report presents a development permit application pertaining to demolition and new construction activities on Sear Island, lot 2;
- Sear Island is located within the Flat Tops Island Development Permit Area (DPA 4) and the marine area abutting the foreshore on the east/southeast side of the island is within the Gabriola Develop Permit Area (DPA 5); DPA 5 is not relevant to the application since all proposed activity will take place on the upland.

- The applicant seeks to demolish the existing single-family dwelling and build a new residence in the same cleared and previously disturbed location and with a somewhat decreased footprint;
- Planned development includes mobilization of machinery and materials using an existing access ramp, dock, and trail network, demolition and construction, and restoration of temporary disturbances; and
- The application meets the Development Permit Area 4 guidelines.

The applicant was in attendance.

Discussion ensued and the following comments were noted:

- The architect has received information on protection of archaeology sites, chance find procedures, and the applicant is aware of related obligations under the Heritage Conservation Act;
- The Development Permit Area permit process does not require referral to First Nations; however, the Local Trust Committee encouraged the applicant, as stewards of the island, to open dialog and create a relationship with Snuneymuxw First Nation;
- The applicant noted there are large overhangs above the wall of glass and when their clients are not present at the property the internal and external shades can be rolled down to protect the glass and limit bird strikes;
- The Regional Planning Manager clarified item 6.4 in the Official Community Plan has not been considered for any development permit reviews and while staff can review this it might not be within the development permit framework at this time;
- The applicants anticipated construction schedule is spring 2026 and they intend to apply for the building permit following receipt of the development permit;
- The applicant noted they are open to voluntarily reaching out to Snuneymuxw First Nation regarding the development.

GB-2025-098

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee approve PLDP20250308 with the conditions as included in the draft permit.

CARRIED

11.2 PL-TUP-2025-0167 (Kohli) - 2372 Windecker Drive - Staff Report

The Planner summarized the staff report and highlighted the following:

- The applicant seeks a Temporary Use Permit to allow operation of a commercial vacation rental in an accessory detached secondary suite on the subject property;
- The proposed commercial vacation rental complies with all applicable Temporary Use Permit guidelines, zoning, and land use regulations;
- The applicants have provided a sewage report and water plan;
- The applicants have noted there will be an on-island caretaker; and
- Statutory notification processes were completed and no public correspondence had been received at the time the staff report was written.

The applicant was in attendance.

Discussion ensued and the following comments were noted:

- The report indicates the suite will be rented for six weeks in the summer while the letter from the applicant indicates there will also be a spring rental period and the Planner clarified the report focusses on the number of weeks of use when water supply is limited;
- The permit states a maximum of two bedrooms are allowed within the suite;
- The applicant agreed to provide information to guests about First Nations culture and history; and
- The Planner indicated the requirement for water metering is at the discretion of the Local Trust Committee and the subject property includes a water catchment system and a well.

GB-2025-099

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee approve issuance of PLTUP20250167 for a period of three years.

CARRIED

11.3 GB-RZ-2022.1 (Moen) - Staff Report

The Planner summarized the post public hearing staff report and highlighted the following:

- Staff are recommending the Local Trust Committee give Third Reading to Bylaw No. 318 and 319 and forward the bylaw to Executive Committee to consider approval and then to the Minister of Housing and Municipal Affairs for approval;
- All statutory requirements have been met; and public, government agency, and First Nation concerns raised with regard to the proposed bylaws have been considered.

The Local Trust Committee has no questions related to the staff report and recognized the comments heard during the Public Hearing.

GB-2025-100

It was MOVED and SECONDED

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 Third time.

CARRIED

GB-2025-101

It was MOVED and SECONDED

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 Third time.

CARRIED

GB-2025-102

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee proposed Bylaw No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” be forwarded to the Minister of Housing and Municipal Affairs for approval.

CARRIED

GB-2025-103

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee proposed Bylaw No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” and proposed Bylaw No. 319 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024”, be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw Review Update - Staff Report

The Planner summarized the staff report and highlighted the following:

- Additional recommendations include approval of the revised Project Charter and a request for staff to work with Snuneymuxw First Nation to explore funding for an archaeology review and assessment;
- A revised Project Charter has been provided which reflects delays associated with the recent three-week labour disruption;
- A build-out map has been provided and includes an indication of existing parcels and potential additional lots that are possible based on current subdivision potential and there are numerous other maps that can be used to support discussions regarding increased or decreased densities;
- The Local Trust Committee had requested staff to look at subdivision potential and it was suggested to limit potential to those areas that support the project values identified including affordable housing, land conservation, and First Nations interests;
- There are options for non-conforming dwellings include rezoning land for multiple units such as small unit clustered housing, flexible housing for maximum floor area, and consideration of providing protection for existing non-conforming buildings;
- The Local Trust Committee can consider if it would like staff to work with Snuneymuxw First Nation to explore options to apply for grants and other opportunities for an Archaeological Overview Assessment;
- An evaluation of priority Development Permit Areas can be provided, there has been work done on creating model Development Permit Areas, and an options chart has been included in the staff report.

Discussion ensued and the following comments and clarifications were noted:

- Trustees expressed interest in moving forward with the recommended option limiting subdivision potential with ability to look at an alternative scenario based on water mapping;

- The definition of flexible housing should state multiple additional dwelling units with a maximum combined floor area (not within);
- There has been strong support for using a Temporary Use Permit for housing that is not a short-term vacation rental provided there are satisfactory water and septic considerations; however, issuing a Temporary Use Permit for housing could result in something that potentially becomes permanent;
- There can be policy for flexible housing and for clustered housing and they don't need to be combined;
- Temporary Use Permits for non-conforming dwellings without the stipulation that an applicant has applied for a building permit could be considered and the staff can determine possibilities through discussion and exploration with the Regional District of Nanaimo;
- A Trustee indicated they would like to invite the Development Permit Area working group, who were part of a larger focus group, to the Advisory Planning Commission.

GB-2025-104

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse the updated Project Charter as presented in the November 20, 2025 staff report.

CARRIED

GB-2025-105

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request that staff include policies in the draft Official Community Plan related to subdivision, as recommended in the November 20, 2025 staff report.

CARRIED

GB-2025-106

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to include policies in the draft Official Community Plan related to options for rezoning for multiple units, as recommended in the November 20, 2025 staff report.

CARRIED

GB-2025-107

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff explore, with the Regional District of Nanaimo, the use of Temporary Use Permits for non-conforming dwellings.

CARRIED

GB-2025-108

It was MOVED and SECONDED

that the Gabriola LTC requests Islands Trust staff to work with Snuneymuxw First Nation staff to explore and apply for additional funding for an Archeological Overview Assessment (AOA) for the Gabriola Local Trust Area.

CARRIED

GB-2025-109

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff forward the model Development Permit Area (DPA) guidelines and the DPA prioritization list to the Gabriola DPA working group, the Focus Group on the environment and the APC for input on DPA prioritization.

CARRIED

13. CORRESPONDENCE - none

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

14. NEW BUSINESS - none

15. STAFF REPORTS

15.1 Public Notification Bylaw - Request for Decision

Discussion ensued, and it was clarified that should the Local Trust Committee wish to continue to provide public notices in the way in which they have been then no action is needed.

15.2 Draft 2026/27 Gabriola Island Local Trust Committee Annual Meeting Schedule - Request for Decision

The Local Trust Committee had no questions regarding the schedule.

GB-2025-110

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee approve their April, 2026 to March, 2027 Meeting Schedule.

CARRIED

15.3 Trust Conservancy Report - none

15.4 Applications Report dated November 13, 2025

Received for information.

15.5 Trustee and Local Expense Report dated September, 2025

Received for information.

15.6 Adopted Policies and Standing Resolutions

Received for information.

15.7 First Nations Relationship Building Update – none

15.8 Climate Change Action Update - none

15.9 Local Trust Committee Webpage - none

16. WORK PROGRAM

16.1 Active Projects Report dated November 13, 2025

Received for information.

16.2 Future Projects Report dated November 13, 2025

Received for information.

17. UPCOMING MEETINGS

17.1 Next Regular Meeting Scheduled for Thursday, January 22, 2026 at 10:30 am at the Gabriola Arts and Heritage Centre

18. CLOSED MEETING

18.1 Motion to Close the Meeting

GB-2025-111

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(a), (i), (j) for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

AND that the recorder and staff attend the meeting.

CARRIED

The meeting was closed to the public at 4:14 p.m.

18.2 Recall to Order

The meeting was not recalled to order and was adjourned following the conclusion of the in-camera meeting.

18.3 Rise and Report

There was no rise and report.

19. ADJOURNMENT

By general consent, the meeting was adjourned at 4:57 p.m.

Laura Patrick, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder



Gabriola Island Local Trust Committee Public Hearing Record

Date: November 20, 2025
Time: 10:35 am
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
Stephen Baugh, Island Planner
Narissa Chadwick, Island Planner
Joe Elliott, Senior Indigenous Relations Advisor
Jason Youmans, Senior Policy Advisor
Chloe Straw, Programs Coordinator
Nadine Mourao, Legislative Clerk/Deputy Secretary
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 22 members of the public in attendance.

1. **CALL TO ORDER**

Chair Patrick called the meeting to order at 10:35 a.m.

2. **INTRODUCTIONS AND OPENING STATEMENT FROM THE CHAIR**

Chair Patrick welcomed the public and acknowledged that the meeting was held on the territory of the Coast Salish First Nations. She introduced herself, Trustees, staff and recorder.

Chair Patrick read a statement outlining the content, purpose, and process of the Public Hearing regarding Proposed Bylaw No. 318 and No. 319 according to Section 465 of the *Local Government Act*. She advised that all persons who believe their interest is affected by the bylaws would be given the opportunity to speak and submit written comments, and that further submissions cannot be received by the Local Trust Committee after the close of the Public Hearing. She noted that all relevant documents are contained in the Public Hearing binder and on the Islands Trust website, which is available to the public.

3. **REVIEW OF PUBLIC HEARING NOTICE**

**PUBLIC HEARING RECORD
RECEIVED FOR INFORMATION
BY LOCAL TRUST COMMITTEE**

The Planner reviewed the Public Hearing Notice procedures for posting of notices and publication of Public Hearing according to statutes, and noted that all notification requirements have been completed. He advised that the Public Hearing binder is available for review during this Hearing, pointed out the location of the binder, and noted that it is also available on the Islands Trust website.

The Planner summarized the proposed changes to the Official Community Plan (OCP) and Land Use Bylaw (LUB) that are being considered and noted the following:

- Bylaw No. 318 will amend the Gabriola Island Official Community Plan (OCP) to include the subject property in the Village Commercial Land Use Designation and in the Village Centre Development Permit Area (DPA). The DPA establishes objectives for form and character, water conservation and reduction of greenhouse gas emissions. The OCP amendment will also facilitate the ability for the subject property to have two dwelling units and does not require a housing agreement for either these dwellings.
- Bylaw No. 319 will amend the Gabriola Island Land Use Bylaw (LUB) to include the subject property in a new site-specific zone, Village Commercial 3. The new zone will allow a broader range of commercial uses including retail sales, garden centre, personal services, restaurant and offices. The floor area for additional commercial additions to the property is limited to 100 square metres unless there is one dwelling, 200 square metres unless there are two dwellings and there is no floor area restriction for commercial uses once there are two dwellings constructed. The zone allows a maximum of two dwelling units which are each limited in floor area to 90 square metres, the dwelling units must be located within the building envelope of a commercial building. The zone also requires a freshwater collection system to be connected to buildings that support a principal use.

The Planner identified the agencies, non-agencies and First Nations referrals that were sent out for comment, and provided a brief overview of responses received, which are also posted on the Islands Trust website. There was one public submission received in response to the notice as of end of day November 19, 2025.

4. PROPOSED BYLAW NO. 318 (Official Community Plan) and NO. 319 (Land Use Bylaw)

Chair Patrick asked if any members of the public would like to speak to proposed Bylaw No. 318 and 319 and the following comments were recorded:

Graham McDonald stated opposition to the proposed bylaws for the following reasons:

- There is no demand for new retail space due to existing vacant space;
- There are many densities that have not been built out and two new densities should not have been created;
- The new densities are not required to have a housing agreement and do not guarantee affordability;
- The previous property owners were not allowed to build a residence;
- Additional densities result in more people, more ferry congestion, and higher water use;
- Well water surrounding the area is not potable and many nearby wells are going dry.

**PUBLIC HEARING RECORD
RECEIVED FOR INFORMATION
BY LOCAL TRUST COMMITTEE**

Annette Sweeney stated support of the proposed bylaws and noted she was the owner of the property prior to the current owner and had never applied to put a dwelling on the subject property.

Don Gatley stated opposition to the proposed bylaws because they provide for the addition of new densities.

Erin Udal spoke to the need for consistency regarding requirements for public washrooms in commercial spaces and disagreed that there is not need for additional commercial space.

Janice Carruthers stated opposition to the proposed bylaws indicating further development is not needed due to existing commercial space vacancies.

Gino Stradiotti stated support for the proposed bylaws noting there will be need for more commercial space in the future.

Chair Patrick asked the public for any other comments or submissions. She called a second time for any comments or submissions on the proposed bylaws. She called for submissions a third and final time.

5. ADJOURNMENT

Chair Patrick noted that upon closure of the Public Hearing, any further questions or submissions should be forwarded to staff, as Trustees cannot hear or receive anything further on the application post-Public Hearing.

There being no further submissions, Chair Patrick declared the Public Hearing closed.

By general consent the meeting was adjourned at 10:56 a.m.

I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS RESPECTING THE MEETING HELD:

Lisa Millard, Meeting Administrator/Recorder



Minutes of the Gabriola Island Advisory Planning Commission

Date of Meeting: Wednesday, November 19, 2025

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

APC Members Present: David Reid, Chair
Howard Bashaw
Burt Fidler (electronic)
Rick Mitchell
Lisa Webster (electronic)

Regrets: Jennifer Laidley
Burt Fidler
Carly McMahon

Staff Present: Ian Cox, Planner 2
Shalini Nakai, Meeting Administrator
Katherine Vogt, Meeting Recorder (electronic)

1. CALL TO ORDER

Chair Reid called the meeting to order at 2:09 p.m.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. MINUTES

By general consent, the Gabriola Advisory Planning Commission minutes dated February 12, 2025 were approved as presented.

4. Referral from the Local Trust Committee regarding the rezoning application (PL-RZ-2024-0091) and associated bylaw amendments to allow for upgraded propane storage at the business of Mid Island Consumer Services Co-operative located at 793 Lockinvar Lane

The Planner provided a summary of the referral, noting the following:

- The applicants have requested the rezoning due to their current insufficient capacity to keep up with growing customer fuel demand; and to be compliant with updated fuel storage and fuel transport regulations.
- The application involves a Land Use Bylaw (LUB) amendment; and a major amendment to the Official Community Plan (OCP) to add the applicant property to the 'Village Centre' Development Permit Area No. 7; thereby changing the property's existing 'Institutional' zone designation to a 'Village Commercial' zone designation.
- Referral responses of no concern have been received by the Gabriola Fire Department and the Vancouver Island Health Authority; Cowichan Tribes and Snuneymuxw First Nation have responded with no comment but want to have the opportunity to comment at a later stage of the project.

Advisory Planning Commission (APC) members asked or noted the following:

- The distance requirements between fuel tanks and existing or future multi-family residential housing in the limited Village Centre area is a concern. Future development potential could be limited by this current propane storage proposal.
 - The planner noted that such distances are federally regulated and could be researched by planning staff.
 - The planner added that the applicant's had noted that it should be relatively easy, in the future, to remove the propane storage permission from the property, if the property was sold, because 'Industrial' or 'Light Industrial' zoning had not been asked for.
- The risk assessment plans for possible environmental emergencies arising from propane storage, as presented in the staff report, appear insufficient.
 - The planner noted that the Gabriola Fire Department Chief had recently responded to the referral and had not expressed any concerns with the application.
- Neighboring residents should be individually notified of the application.
 - The planner responded that there was a public notification and public hearing requirement for the bylaw amendments to go through. A Community Information Meeting (CIM) will also likely be held sometime after the new year. Also, individual correspondence responses are posted to the website if the responder agrees to make their correspondence public.
- Neighboring property values could be at risk.
- The worst-case scenario blast radius diagrams as shown in the staff report attachment on page 56 could create public concerns; and it could be helpful for the applicant to have a technical advisor to respond to questions raised at a future CIM.
- What are the current and projected vehicle and pedestrian traffic concerns at the Co-op?

- The planner responded that the proposed upgrading of the propane site will make conditions safer by reducing regular traffic around the storage area.
- What about septic and water concerns at this Co-op site?
 - The planner responded that because the proposal only involves propane storage, that there is no proposed increase in water or septic use.
- Extra water on site should be required to deal with unexpected medical or other emergency needs.
- An open house with the Fire Department for questions and answers regarding fire hazards of the propane proposal would be valuable.
- Potential problems related to the unhoused in the area needs to be considered.
- Possibilities of terrorism, interface fires, radiant heat from surrounding structure fires, and evaporating vapor explosions are significant considerations.
- Does the proposal involve increasing the volume of propane being stored on site?
 - The planner responded that there would be an increased volume of stored propane.
- Possibilities for an alternative propane storage area should be considered.
- The application proposal should be referred to the Fire Protection District, in addition to the local Fire Chief.
- There is a need for light industrial zoning on Gabriola Island. If such a zone were currently available, the propane storage could have been proposed to be sited there.
- The insurability of the sit and surrounding areas are a concern.

Chair Reid asked APC members if they were in general support of the proposal. Four APC members were in general support of the proposal; one APC member was not in support of the proposal; and one member expressed that his support of the proposal was informal and contingent on APC recommendations being followed through.

The Planner added that the applicant had indicated a need for the propane upgrade based on dangerous cargo ferry runs considerations and the identified needs of their customers.

The chair offered that general approval or disapproval of the application could be put aside; so that the following recommendations could be considered:

GB-APC-2025-002

It was Moved and Seconded,

that the Gabriola Island Advisory Planning Commission recommends to the Local Trust Committee to consider the impact on the neighborhood and the neighbors of the proponent; that they consider the impact on future

CARRIED

It was Moved and Seconded,

CARRIED

It was Moved and Seconded,

CARRIED

It was Moved and Seconded,

CARRIED

By general consent, the meeting was adjourned at 3:43 p.m.

Certified Correct:

Gabriola Island **DRAFT**
Advisory Planning Commission Minutes
November 19, 2025

Resolutions Without Meetings Log

Gabriola Island

Resolution Number	Action	Date
2025-002	Carried	02-Dec-2025
Rise and Report from their in-camera meeting on November 20, 2025 Advisory Planning Commission and Mudge Isl:		
"that the Gabriola Island Local Trust Committee rise and report from their in-camera meeting on November 20, 2025, that Andrew Guy Parcher, Melissa Neville, Burt Fidler, Janice Carruthers, Rick Mitchell, Terry Rollerson were appointed to serve on the Gabriola Advisory Planning Commission for a two-year term commencing November 30, 2025 and that Susanne Jakobsen, Chad Giesbrecht, Mike Bonneville, Richard Brooks, Scott Flemming, Robin Taylor, Jonathan McCulloch were appointed to serve on the Mudge Advisory Planning Commission for a two-year term commencing November 30, 2025."		

Follow Up Action Report

Gabriola Island

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

26-Jun-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 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%	2 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%	3 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		Completed

Follow Up Action Report

Gabriola Island

31-Jul-2025

Progress	Activity	Responsibility	Dates	Status
100%	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. <i>Scheduled to forward to Executive Committee meeting on October 29, 2025.</i>	Nadine Mourao		Completed
50%	2 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

04-Sep-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Minor Project (Mudge LUB) - Project Charter Endorsed for project to start in April 2026. Send project charter to Snuneymuxw First Nation.	Nadine Mourao Stephen Baugh		Completed
100%	2 Policy Statement - Add referral to agenda for LTC Regular Meeting scheduled on November 20, 2025.	Clare Frater Nadine Mourao		Completed

Follow Up Action Report

Gabriola Island

09-Oct-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to support discussions with LTC Chair & RDN Director and staff regarding enforcement matters on Gabriola Island.	Renee Jamurat Warren Dingman		In Progress
0%	2 Following letter from Chair to RDN Regional Director, Staff to invite Regional District of Nanaimo staff to engage in discussion to develop policy options and approach specific to Gabriola Island to meet the unique housing needs of the community and values for island-appropriate housing solutions.	Renee Jamurat Stephen Baugh Warren Dingman		In Progress
0%	3 Staff to explore for development into the OCP and Land Use Bylaw: options for non-conforming dwellings including Temporary Use Permits, cob, natural build, and non-manufactured tiny homes, which would ensure health, safety, and environmental considerations are met.	Narissa Chadwick Renee Jamurat		In Progress
0%	4 Staff to update OCP project webpage with all approved/endorsed documents from October 9 LTC business meeting and Phase 2 engagement, including 'What we Heard' document.	Narissa Chadwick Shalini Nakai		In Progress
0%	5 Staff to proceed with drafting Official Community Plan policies in accordance with the approved draft table of contents presented at the October 9, 2025 Local Trust Committee Meeting.	Narissa Chadwick		In Progress
0%	6 Staff to revise project charter as amended, presented at the October 9, 2025 Local Trust Committee meeting. <i>(note dates in key milestones to correct)</i>	Narissa Chadwick		In Progress
48%	7 Staff to complete final steps: LTC adopted Bylaw No. 320 the "Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, Amendment No. 1, 2024".	Nadine Mourao Warren Dingman		In Progress

Follow Up Action Report

Gabriola Island

20-Nov-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 PL-DP-2025-0308 - Issue permit, close file.	Ian Cox Nadine Mourao Shalini Nakai		Completed
100%	2 PL-TUP-2025-0167 - Issue permit, close file.	Margot Thomaidis Nadine Mourao Shalini Nakai		Completed
50%	3 GB-RZ-2022.1 - 3rd reading of bylaws 318 and 319. Forward bylaws to EC, and bylaw 318 to the Minister for approval.	Nadine Mourao Stephen Baugh		In Progress
0%	4 OCP Review Project - Include policies in draft OCP related to subdivision, and options to rezone for multiple units as recommended in the staff report.	Narissa Chadwick Stephen Baugh		In Progress
0%	5 OCP Review Project - Request staff explore with the RDN the use of TUPs for non-conforming dwellings that have applied for a BP.	Narissa Chadwick Stephen Baugh		In Progress
0%	6 OCP Review Project - Forward the model DPA guidelines and DPA prioritization list to the Gabriola DPA working group, Environment focus group members, and APC, for their input on DPA prioritization.	Narissa Chadwick Shalini Nakai		In Progress
0%	7 OCP Review Project - Work with SFN to apply for additional funding for an AOA.	Narissa Chadwick Stephen Baugh		In Progress
0%	8 OCP Review Project - Updated project charter endorsed. Update website to reflect latest document.	Narissa Chadwick Shalini Nakai		In Progress

Follow Up Action Report

Gabriola Island

20-Nov-2025

Progress	Activity	Responsibility	Dates	Status
100%	9 Meeting Schedule approved - complete venue bookings and all remaining annual meeting schedule procedures.	Lisa Millard		Completed



January 5, 2026

**Statement for the Islands Trust re: Inclusion of Provisions
for a Green Burial Cemetery in the Official Community Plan**

To Gabriola Island Trustees Susan Yates and Tobi Elliott,

The Gabriola Island Memorial Society (GIMS) is writing to encourage the inclusion of provisions for a new cemetery on Gabriola Island—specifically one that supports green and natural burial practices—in the Official Community Plan (OCP) currently under discussion.

Gabriola's existing cemetery capacity is limited, and the island's population is aging. At the same time, there is increasing community interest in burial practices that are environmentally responsible, culturally inclusive, and aligned with long-term land stewardship. Green burial offers a low-impact approach that complements the Islands Trust mandate to preserve and protect the unique environment of the Trust Area.

At present, the Gabriola Island Memorial Society has not yet secured an appropriate site for a new cemetery. We continue to actively explore both public and private land options on the island, recognizing that site identification, community dialogue, First Nations consultation, and regulatory alignment will take time. Inclusion of provisions for a green burial cemetery within the OCP would provide an important planning framework to support this ongoing work and ensure that future opportunities can be meaningfully considered as they arise. We understand that there is no specific zoning for a cemetery in the current OCP but it may be a permitted use under *Institutional, Parks and Recreation Uses*. Having clarity around that in the new OCP would be helpful.

Explicit recognition of the need for a green burial cemetery in the Official Community Plan would help ensure that end-of-life infrastructure is addressed proactively, rather than reactively, and that people with a strong connection to this land and community have the option to remain connected at end of life. It would also support broader goals related to environmental sustainability, community wellbeing, and responsible land use.

We respectfully urge the Islands Trust to include policies or land-use considerations that enable the future development of a green burial cemetery on Gabriola Island.

Sincerely,
The Board of the Gabriola Island Memorial Society

About Us: The Gabriola Island Memorial Society is a community non-profit and charitable organization committed to establishing and maintaining a green burial cemetery for the use of residents and former residents of Gabriola, Mudge and Decourcy Islands as well as members of their families and members of the Snuneymuxw First Nation. We also work to advance education and understanding of green or natural burial in the community and holistic deathcare practices. For more information please visit our website: naturalburialgabriola.ca

File No.: PL-SUB-2024-0307

DATE OF MEETING: January 22, 2026
TO: Gabriola Island Local Trust Committee
FROM: Stephen Baugh, Island Planner
Northern Team
SUBJECT: Boundary Adjustment Subdivision – PL-SUB-2024-0307
Applicant: Madeleine L. Ani
Location: 381 and 391 Spruce Ave, Gabriola Island

RECOMMENDATION

1. **That the Gabriola Island Local Trust Committee authorize that Trustee Susan Yates and Trustee Tobi Elliott to be signatories on behalf of the Gabriola Island Local Trust Committee for the Covenant attached to the staff report dated January 22, 2026 and associated with file PL-SUB-2024-0307.**

REPORT SUMMARY

The Gabriola Island Local Trust Committee (LTC) is requested to become signatories to the attached covenant as a condition of subdivision from the Ministry of Transportation and Transit (MOTT). The purpose of the covenant is to ensure that future owners of the properties, 381 and 391 Spruce Ave, are aware of the water quality report and the need for a water treatment system to make the water suitable for household use. The covenant does not require the Local Trust Committee to be responsible for ensuring the water treatment system is installed or monitoring the effectiveness of the system. The onus on compliance with the water treatment requirements is the sole responsibility of the property owner.

BACKGROUND

An application has been received for a lot line adjustment subdivision to adjust the boundary between neighbouring lots, 381 and 391 Spruce Ave, no new lots are proposed. The purpose of the subdivision is to move the lot line so that an existing pumphouse will be entirely situated on one of the lots, currently the pumphouse straddles the property line.

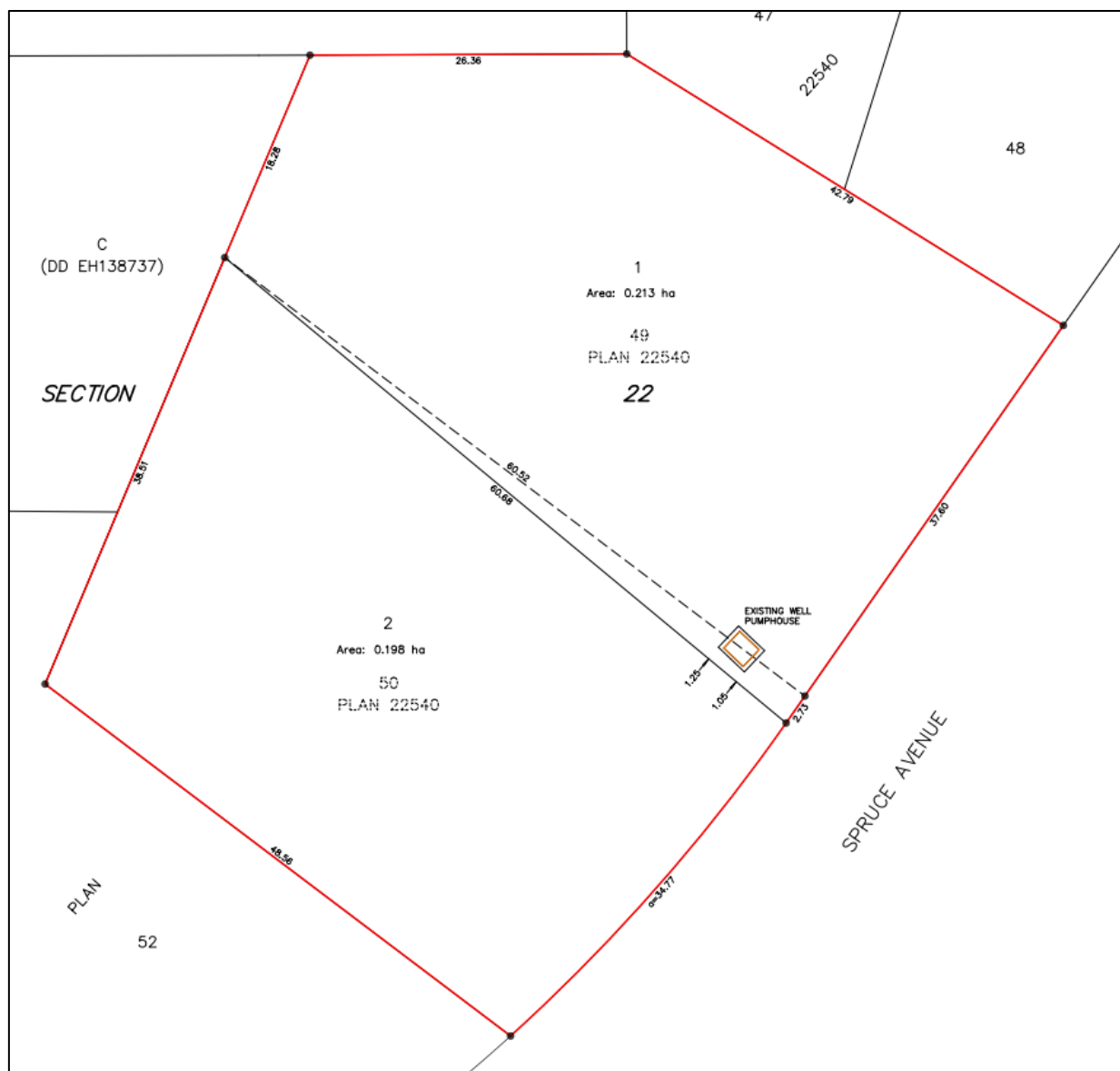


Figure 1 Proposed plan of subdivision showing the existing lot line intersecting with the well pumphouse.

ANALYSIS

Policy/Regulatory

Land Use Bylaw:

Staff conducted a review of the proposed lot line adjustment and find it consistent with Gabriola Island Land Use Bylaw regulations. Following the lot line adjustment subdivision the existing pumphouse will be within 1.05 metres of the interior side lot line setback, but as the building is a pump/utility house that is less than 10 square metres and shorter than 3 metres in height, the location is consistent with setbacks.

Issues and Opportunities

Staff at MOTT indicate it is preferred that a Local Government be a signatory on covenants as they are the local authority who reviews land use applications and the covenant provides the LTC some additional authority to

ensure the water quality is suitable for the land use. If the LTC determines they do not want to become signatories to the covenant, MOTT can proceed with the subdivision approval and be the sole covenant holder.

Rationale for Recommendation

Staff recommend the LTC become signatories to the covenant as the covenant will ensure future land owners are aware of the water treatment requirements, the covenant will allow the LTC to ensure the water quality is suitable for the land use, and the lot line adjustment will fix a land use conflict of an encroaching structure on a neighbouring lot.

ALTERNATIVES

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

1. Refuse to become signatories to the proposed covenant

The LTC may refuse to become signatories of the proposed covenant, MOTT staff have indicated that the subdivision could still proceed in this instance with MOTT being the sole covenant holder:

That the Gabriola Island Local Trust Committee request staff inform the Ministry of Transportation and Transit that they do not agree to become signatories to proposed covenant attached to the staff report dated January 22, 2026 and associated with file PL-SUB-2024-0307.

NEXT STEPS

If the staff recommendation is moved, the LTC members will be presented the covenant for signature and the applicant will register the covenant on Title of the subject property.

Submitted By:	Stephen Baugh, Island Planner	January 8, 2026
Concurrence:	Renee Jamurat, RPP MCIP, Regional Planning Manager	January 9, 2026

ATTACHMENTS

- 1. Proposed Covenant



Attachment 1

1. Application

Ani Law Corporation Barristers & Solicitors
PO Box 229
9 - 510 North Road
Gabriola BC V0R 1X0
250-325-2424

24-01533 Bowers (Lot Line Adjustment)

2. Description of Land

PID/Plan Number	Legal Description
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No PID / Plan	LOT A, SECTION 22, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP146373
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No PID / Plan	LOT B, SECTION 22, GABRIOLA ISLAND, NANAIMO DISTRICT, PLAN EPP146373
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3. Nature of Interest

Type	Number	Additional Information
COVENANT		Section 219 of the Land Title Act Entire Document

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

CHRISTINE ANNE BOWERS

6. Transferee(s)

GABRIOLA ISLAND LOCAL TRUST COMMITTEE

200-1627 FORT STREET

VICTORIA BC V8R 1H8

A LOCAL TRUST COMMITTEE INCORPORATED UNDER THE
ISLANDS TRUST ACT (BRITISH COLUMBIA)

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA

MINISTRY OF TRANSPORTATION AND TRANSIT

310 - 1500 WOOLRIDGE STREET

COQUITLAM BC V3K 0B8

PROVINCIAL APPROVING OFFICER - VANCOUVER ISLAND

7. Additional or Modified Terms



8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

Madeleine L. Ani
Barrister & Solicitor

9 - 510 North Road PO Box 229
Gabriola BC V0R 1X0

Madrona Law Office / Ani Law
Corporation
Tel: 250-325-2424

YYYY-MM-DD

Christine Anne Bowers

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

**Gabriola Island Local Trust
Committee**
By their Authorized Signatory

**Toby Elliott, Trustee, Gabriola Local
Trust Area**

**Susan Yates, Trustee, Gabriola Local
Trust Area**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996, c 250, that you certify this document under section 168.41 (4) of the Act, and that an execution copy, or a true copy of that execution copy, is in your possession.

PART 2- TERMS OF INSTRUMENT
SECTION 219 WATER QUALITY COVENANT

WHEREAS:

- A. The Transferor(s) as to the covenant described in Item 5 of Part 1 of the Form C to which this Agreement is attached (the "Owner") is the registered owner in fee simple of the lands described in Item 2 of Part 1 of the Form C to which this Agreement is attached (the "Lands").
- B. The Transferee is the **Gabriola Island Local Trust Committee** (the "Islands Trust" and "Transferee").
- C. A covenant under Section 219 of the Land Title Act is required as a condition to the consent and approval of the subdivision by the Approving Officer under Section 86(1)(d) of the Land Title Act.
- D. Section 219 of the Land Title Act provides that there may be registered as a charge against the title to any land, a covenant in favour of the Transferee in respect to the use of the land or that the land is not to be subdivided except in accordance with the covenant.
- E. Any water supplied to the lands is, or will be, from a well located on the said lands.
- F. The results of the chemical testing are representative of the individual sample. All chemical parameters for wells are subject to fluctuation and may, in the future, change and thereby further affect the suitability of the water for drinking purposes.
- G. The quantity of water delivered by a well fluctuates over time and may not be reliable.
- H. The lands, in order to be used for ordinary residential purposes, require an appropriate water treatment system **serving the well** to make the water safe and potable. It is recognized that an appropriate and effective water treatment system is necessary to upgrade the water supplied from the well or to meet changes to the guidelines for Canadian Drinking Water Quality.

NOW THEREFORE in consideration of the premises and covenants herein contained and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto, the parties' hereto covenant and agree with the other as follows:

1. In this agreement, "*Grantor*" shall mean the registered owner of the lands, his heirs, executors, administrators, successors and assigns.
2. The Grantor is aware of and acknowledges that as set out in the On Site Well Testing and Quality Report by **ABC Water Systems**, dated April 15th, 2025, and attached hereto as Schedule A, the water sample collected from the onsite well was found to exceed maximum allowable quantities of Manganese.
3. The Grantor shall install a suitable water filtration system and further upgrade the said water system as required so that the water supplied to any dwelling on the lands meets the Guidelines for Canadian Drinking Water Quality.
4. The Grantor is solely responsible for future testing of the water supply used for drinking water purposes, including the determination of the frequency of testing.
5. The Transferee shall in no way be responsible for ensuring the installation of any water treatment system or for monitoring the effectiveness of any water treatment system and the Transferor undertakes and agrees to be solely responsible for ensuring the installation and continued effectiveness of the water treatment system.
6. The Grantor shall maintain the water treatment system so that the treated water shall continue to meet the Guidelines of Canadian Drinking Water Quality.
7. The Grantor shall give notice of this covenant to any person to whom he proposes to dispose, sell, transfer, convey or give possession of the lands, which notice shall be received by that person prior to such event occurring.
8. The Grantor agrees to indemnify and save harmless the Grantee, its officers, employees or agents from all loss, damage, costs, actions, suits, debts, accounts, claims and demands which the Grantee, his officers, employees or agents may suffer or incur arising out of or in any way connected with any breach of this covenant on the part of the Grantor contained in this agreement or arising out of or in any way connected with any loss or damage suffered or in connection

- with any building, improvement, chattel or other construction included the contents of any of them, built, constructed or placed on the said lands.
9. This covenant shall be binding upon the Grantor only during the period the Grantor owns an interest in the lands.
 10. No term, condition, covenant or other provision of this covenant will be considered to have been waived by the Grantee unless the waiver is expressed in writing by the Grantee. Any waiver by the Grantee of any term, condition, covenant or other provision of this covenant or any waiver by the Province of any breach, violation or non- performance of any term, condition, covenant or other provision of this covenant does not constitute and will not be constructed as a waiver of any further or other term, condition, covenant or other provision of this covenant or any further or other breach, violation or non-conformance of any term, condition, covenant or other provision of this covenant.
 11. The terms, conditions, covenants and other provisions of this covenant will extend to, be binding upon and inure to the benefit of the parties to this covenant and their respective heirs, administrators, successors and assigns.
 12. In this covenant, unless the context otherwise requires, the singular includes the plural and vice versa.
 13. This covenant will be interpreted according to the laws of the Province of British Columbia.
 14. Where there is a reference to an enactment in this covenant, the reference will include any subsequent enactment of the Province of British Columbia of the effect and all enactments referred to are enactments of the Province of British Columbia.
 15. If any part of this covenant is found to be illegal or unenforceable, that part will be considered separate and severable and the remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.
 16. This agreement runs with the lands and will be registered as a charge against the title to the lands under Section 219 of the Land Title Act.
 17. Nothing contained or implied in this agreement shall impair, limit, prejudice, or affect the rights, powers and remedies of the Grantee in the exercise of the Grantee's functions under any public or private statutes, regulations, bylaws or in equity, all of which may be fully and effectively exercised by the Grantee in relation to the Grantor or the lands as if this agreement had not been made.

18. The Grantor will do or cause to be done all things and execute or cause to be executed all documents and give such further and other assurances which may be reasonably necessary to give proper effect to the intent of this agreement.
19. This agreement will not be modified or discharged except in accordance with the provisions of Section 219 of the *Land Title Act*.

Approval – Approving Officer – LTA Section 219

Covenant is Approved under the Land Title Act on the ____ day of _____, 2026.

Signature of Approving Officer

Name: _____

Approving Officer

Ministry of Transportation and Transit Reference #: _____



Evaluation Report

Property Address:	381 Spruce Ave	Test Date: April, 15, 2025
Prepared For:	Bowers, Chris	
Contact	250-247-7989	Email: woodhenge@shaw.ca
Prepared by: Jon Williams		
ABC Water Representative: Travis Maier		

Well Data

Type of Well	Drilled	X	Depth	Approx 100'	Dug		Depth	
Well Location description: 6" well. Casing is located in a pump shed. Wellhead is completed 12" above finished grade.								

Pump Data

Type: 3 wire 230 volt Submersible			Set Depth: Unknown	
Pressure Set Points (psi)	Low	-	High	-

Report

Time	Tank Pressure (psi)	Flow Rate (gpm)	Water Level (feet)	Comments
10:25	-	9	8	Water colour-Orange, No Odor in water
10:35	-	9	27	Water colour-Orange, No Odor in water
10:45	-	8	31'	Level meter would not go past this level.
10:55	-	off	-	Well column pumped out. Sit recovery tests began.
				10-minute sit test, pump restarted, 26 gallons pumped out. Pump off
				10-minute sit test, pump restarted, 21 gallons pumped out, Pump off
				10-minute sit test, pump restarted, 19 gallons pumped out, Pump off
				10-minute sit test, pump restarted, 17 gallons pumped out, Pump off
				10-minute sit test, pump restarted, 17 gallons pumped out, Pump off
				Test concluded.

Samples Taken	Yes	X	No	Tests done: Bacteria, ICP, Nitrates, Nitrites, TDS
---------------	-----	---	----	--

Completion Notes: During testing the waters quality remained orange in appearance. Quality began to improve towards the end of the last pump out. Well pump was able to pump out the entire well column. Based on recovery tests taken the well yield as of the date of the assessment is 1.5 gallons per minute/ 9266 liters per day.
No observation wells were monitored during this assessment.

A.B.C. Water Systems Ltd. S# - E
*A
#9 - 2180 S. Wellington Rd.
Nanaimo, BC
V9X 1V8
TEL: (250) 753-3333
office@abcwatersystems.ca

17Apr25 1:44p
Source: FWS
Type of Samples: Water
No. of Samples: 1
Arrival temp.: 7.7C
Sampler: Jon

W186679

Sample: Bowers - 381 Spruce Ave

<u>Site Code</u>	<u>Date</u>	<u>Time</u>	<u>CFU/100 ml</u> <u>TC</u>	<u>CFU/100 ml</u> <u>T-NC</u>	<u>CFU/100 ml</u> <u>FC</u>	<u>CFU/100 ml</u> <u>F-NC</u>	<u>CFU/100 ml</u> <u>E.coli</u>
Tap	15Apr25	10:40	0	0	0	0	0

TC = total coliform bacteria
FC = fecal coliform bacteria (aka thermotolerant coliforms)
NC = non-coliform bacteria
CFU/100 ml = colony forming units per 100 milli-litres

Results may be adversely affected if samples are submitted to the laboratory more than 24 to 30 hours after collection.

E. coli = Escherichia coli, FDA/BAM 9th ed, Oct 2020
Bergey's Manual of Systematic Bacteriology vol 1, AOAC 1984; J.Clin.Micro.,
J.Intern.Systm.Bact.

Comments:

For Interpretation of Results:

Total or Fecal Coliforms present greater than 0 CFU/100mL (0 CFU/mL):
IF Coliform numbers exceed safe limits for drinking water-
water is not suitable for drinking without treatment.

Total Non-coliform bacteria (=Lactose Fermentors) equal to or greater than
200 CFU/100mL (2.0 CFU/mL):
IF the number of organisms present exceed recommended guidelines for
drinking water; treatment is strongly recommended.

- See following page for chemistry results -


W. Riggs
Sr. Microbiologist

M.B. LABS LTD
T: 250 656-1334

E: info@mblabs.com

W: www.mblabs.com

EMAILED
APR 24 2025
11:27P

RB

A.B.C. Water Systems Ltd. S# - E

17Apr25 1:44p

W186679 pg2

*A

Source: FWS

#9 - 2180 S. Wellington Rd.

Type of Sample: Water

Nanaimo, BC

No. of Samples: 1

V9X 1V8

TEL: (250) 753-3333
office@abcwatersystems.ca

Arrival temp.: 7.7C
Sampler: Jon

Sample: Bowers - 381 Spruce Ave - Tap 15Apr25 10:40

<u>ELEMENTS</u>		<u>SAMPLE</u>	<u>UNITS</u>	<u>Maximum Limits</u> <u>In Drinking Water*</u>	
1)	Aluminium	Al	0.019	mg/L	no limit listed
2)	Antimony	Sb	<0.500	ug/L	6.00 ug/L
3)	Arsenic	As	1.95	ug/L	10.0 ug/L
4)	Barium	Ba	<0.009	mg/L	2.00 mg/L
5)	Beryllium	Be	<0.003	mg/L	no limit listed
6)	Boron	B	0.105	mg/L	5.00 mg/L
7)	Cadmium	Cd	<0.010	ug/L	7.00 ug/L
8)	Calcium	Ca	45.3	mg/L	200 mg/L
9)	Chromium	Cr	<0.003	mg/L	0.050 mg/L
10)	Cobalt	Co	<0.005	mg/L	no limit listed
11)	Copper	Cu	<0.008	mg/L	1.00 mg/L
12)	Gold	Au	<0.040	mg/L	no limit listed
13)	Iron	Fe	8.02	mg/L	0.300 mg/L
14)	Lanthanum	La	<0.020	mg/L	no limit listed
15)	Lead	Pb	<0.500	ug/L	5.00 ug/L
16)	Magnesium	Mg	11.4	mg/L	50.0 mg/L
17)	Manganese	Mn	1.15	mg/L	0.120 MAC 0.020 AO
18)	Mercury	Hg	<0.010	ug/L	1.00 ug/L
19)	Molybdenum	Mo	<0.005	mg/L	no limit listed
20)	Nickel	Ni	<0.004	mg/L	no limit listed
21)	Phosphorus	P	0.069	mg/L	no limit listed
22)	Potassium	K	0.760	mg/L	no limit listed
23)	Scandium	Sc	<0.050	mg/L	no limit listed
24)	Selenium	Se	<0.500	ug/L	5.0 ug/L
25)	Silicon	Si	27.8	mg/L	no limit listed
26)	Silver	Ag	<0.010	mg/L	no limit listed
27)	Sodium	Na	48.1	mg/L	200 mg/L
28)	Strontium	Sr	0.160	mg/L	no limit listed
29)	Tin	Sn	<0.020	mg/L	no limit listed
30)	Titanium	Ti	<0.010	mg/L	no limit listed
31)	Tungsten	W	<0.050	mg/L	no limit listed
32)	Vanadium	V	<0.010	mg/L	no limit listed
33)	Zinc	Zn	0.022	mg/L	5.00 mg/L
Hardness (mg/L CaCO ₃)		160	mg/L	150-300 mg/L = hard	
pH		6.90	units	7.0 to 10.5	

* As per Canadian or B.C. Health Act Safe Drinking Water Regulation BC Reg 230/92, & 390 Sch 120, 2001. Task Force of the Canadian Council of Resource and Environment Ministers - Guidelines for Canadian Drinking Water Quality, 2020.

Comments:

Iron: high amounts of Iron can cause staining of laundry, porcelain and plumbing fixtures; can produce an undesirable taste. Essential for health.

Manganese: high amounts can cause staining of laundry, porcelain & plumbing fixtures & an undesirable tastes. Not considered toxic-caution children under 6 months

pH: extremes in pH can lead to corrosion (too low <6.5) or incrustation (too high >8.5) of pipes & plumbing fixtures. Water with low pH allows metals to dissolve into water; water with high pH reduces disinfection efficacy, increases THM & scale formations.

R. Bilodeau
Analytical Chemist

H. Hartmann
Sr. Analytical Chemist

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W: www.mblabs.com

A.B.C. Water Systems Ltd. S# - E
*A
#9 - 2180 S. Wellington Rd.
Nanaimo, BC
V9X 1V8

TEL: (250) 753-3333
office@abcwatersystems.ca

17Apr25 1:44p
Source: FWS
Type of Sample: Water
No. of Samples: 1

W186679 pg3

Arrival temp.: 7.7C
Sampler: Jon

Sample: Bowers - 381 Spruce Ave

<u>SAMPLE</u>	<u>DATE</u>	<u>TIME</u>	<u>NO₃-N (ug/L)</u>	<u>NO₂-N (ug/L)</u>	<u>TDS (mg/L)</u>
Tap	15Apr25	10:40	67.3	0.400	299
Lab Blank			ND	ND	ND
So			0.160	0.300	0.010
REF. VALUE			100	10.0	200
STD ± 2SD			96.9 ± 5.62	10.4 ± 0.690	206 ± 12.0

SD = standard deviation; REF VALUE = primary or secondary reference material
STD = secondary standard calibrated to primary standard reference material
So = standard deviation at zero analyte concentration; method detection limit
is generally considered to be 3x So value
ND = none detected n/a = not applicable

R. Bilodeau
Analytical Chemist



H. Hartmann
Sr. Analytical Chemist

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DATE OF MEETING: January 22, 2026

TO: Gabriola Island Local Trust Committee

FROM: Ian Cox, Planner 2
Northern Team

SUBJECT: OCP/LUB Rezoning application – fuel storage use
Applicant: Mid Island Co-operative Services Ltd. (Bruce Buckingham, Agent)
Location: Lockinvar Lane, Gabriola Island

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee request staff schedule a Public Hearing for Bylaws No. 321 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No., 2024” and Bylaw No. 322 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No., 2024”, on February 19, 2026 during its regular business meeting.
2. That the Gabriola Island Local Trust Committee request staff schedule a stand-alone, electronic Community Information Meeting prior to the Public Hearing and request attendance from the applicant’s expert in fire and risk.

REPORT SUMMARY

This is the third report to the Gabriola Island Local Trust Committee (LTC) related to bylaw amendment application PLRZ20240091 (Mid Island Co-operative Services Ltd.). It recommends that the LTC proceed with a Community Information Meeting and Public Hearing as next steps for the rezoning of 793 Lockinvar Lane to allow propane storage as a principal use on the lot. The report summarizes First Nations, Agency, and Gabriola Advisory Planning Commission (APC) comments received in response to the bylaw referrals as sent in September and October 2025 per the LTC resolutions as passed and listed below.

BACKGROUND

At its meeting on September 4th, 2025, the LTC passed the following resolutions:

GB-2025-070

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.

CARRIED

GB-2025-071

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.

CARRIED

GB-2025-072

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.

CARRIED

The 60-day and 90-day Agency and First Nations referral periods have now concluded, respectively, and staff recommend proceeding with scheduling a CIM and Public Hearing as the next steps to complete the public consultation portion of the bylaw amendment process.

ANALYSIS

OCP and LUB Amendments

No changes to the proposed bylaws have been requested by the LTC or recommended by staff since second readings of both were given on September 4, 2025. As drafted, the bylaws will redesignate the property as Village Commercial in the OCP, include it within the Village Centre Development Permit Area 7 (DPA7), and rezone the property from Institutional 2 (IN2) to Village Commercial 4 (VC4) in the LUB (**Attachment 1**). Rationale and implications for this are included in the staff reports relating to the application dated [April 17, 2025](#) and [September 4, 2025](#). Once a Public Hearing is conducted, any potential changes the LTC wishes to make - if any - that are substantive as related to use or density, would require re-notification to the public and holding an additional Public Hearing for the bylaws as amended prior to Third Reading.

Advisory Planning Commission

The Gabriola Advisory Planning Commission (APC) met on November 19, 2025 to discuss the application per the above LTC resolution and provided the following recommendations contained in the (draft) meeting minutes found in this agenda package for the LTC regular business meeting, January 22, 2026:

GB-APC-2025-002

It was Moved and Seconded,

that the Gabriola Island Advisory Planning Commission recommends to the Local Trust Committee to consider the impact on the neighbourhood and the neighbours of the proponent; that they consider the impact on future developments of the village core and how this change may constrain future use; and that the additional safety risks, specifically fire, be considered.

CARRIED

GB-APC-2025-003

It was Moved and Seconded,

that the Gabriola Island Advisory Planning Commission recommends to the Local Trust Committee that there is an additional referral of the application to the Gabriola Fire Protection and Improvement District.

CARRIED

GB-APC-2025-004

It was Moved and Seconded,

that the Gabriola Island Advisory Planning Commission recommends to the Local Trust Committee that they request that the proponent provide their expert in fire and risk at any community discussion that they schedule and hold.

CARRIED

GB-APC-2025-005

It was Moved and Seconded,

that the Gabriola Island Advisory Planning Commission additionally recommends that the Local Trust Committee consider the establishment of light industrial zoning to accommodate this type of land use.

CARRIED

The first APC recommendation is understood to be for the LTC's general consideration of the application and how the redesignation of the property could impact the village area and adjacent properties now and into the future. Staff consider the bylaws as drafted to be in accordance with OCP policies supporting the expansion of the village commercial area as described in previous reports.

Although a referral response has been received from the Gabriola Volunteer Fire Department Chief, the draft bylaws could be referred to the Gabriola Fire Improvement District Board as recommended by the APC. This has not been included in the staff recommendations but is an option for the LTC to consider. Any additional referrals would require a delay in scheduling the CIM and Public Hearing. The reasons for the APC recommendation are found in the minutes.

The third APC recommendation has been incorporated into staff Recommendation #2 found on page 1 of this report.

The final recommendation is also something which the LTC can consider. There is currently no light industrial property within the village core area. There is only one parcel on Gabriola that carries the LUB Industrial – Light (I) zone designation, which allows industry not requiring sanitary sewer for disposal of industrial waste, warehousing and storage, contractors' workshops, offices and storage areas, and hydro-electric power generation. In order to consider an alternative to the Village Commercial designation for rezoning as drafted, staff would recommend additional analysis of the implications related to including light industrial uses in the village centre as the "I" zone currently permits, and/or drafting modifications for a site-specific light industrial zone which included fuel storage.

Community Information Meeting | Public Hearing

Staff recommend a 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 recommend the CIM 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. The electronic format would allow participation for those unable to attend an in-person meeting on the island, and potentially allow the applicant and technical/safety representative to attend more easily. Possible dates as of this report are February 2nd or 10th. If no separate date and time can be arranged, the LTC could choose to hold the CIM in person during its regular business meeting on February 19th prior to the Public Hearing.

Referral Responses

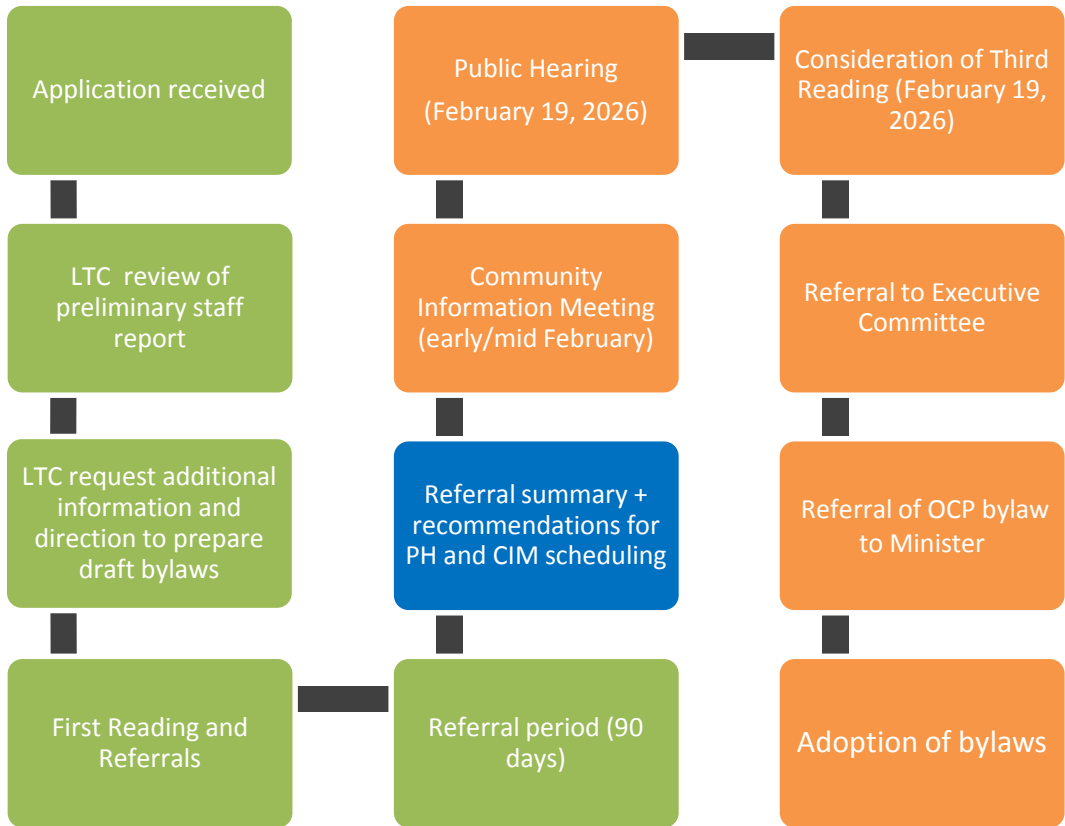
As stated, the 30-day and 90-day Agency and First Nations referral periods have concluded. The following is a summary of the total responses received and the complete documentation will be included in the Public Hearing binder. No additional staff comments are provided in the table given that without exception, all responses indicate either a deferral or no comment.

Agency First Nation	Response Summary
Snuneymuxw First Nation	No changes to response since the previous early referral, which states: • If activities associated with the Zoning Amendment Application require ground disturbance, such as removal of buildings or site excavation, SFN must be engaged as an archaeological assessment may be required. • Additionally, if the applicant observes any cultural material within the subject area, all work must stop and SFN will be notified immediately. • Confirmation of zoning amendment approval is requested. As such, Snuneymuxw First Nation defers comment on the referral dated September 12, 2025. The Nation reserves the right to provide comment if changes to the proposal take place.
Cowichan Tribes	At this time Cowichan Tribes defers to Snuneymuxw First Nation.
Ts'uubaa-asatx Nation	General deferral to the First Nation(s) whose traditional territory fronts this area due to being outside Ts'uubaa-asatx Nation's core title area. However, should Ts'uubaa-asatx Nation identify greater interests in the future, the Nation retains the right to revise this assessment. At this time, deference to any Nation(s) whose title and governing authorities are directly affected.
School District 68	No comment
Island Health	No objection to rezoning. Highlights that if water or septic systems are needed in connection to the uses, the pertinent Drinking Water Protection Act and Sewerage System Regulation apply.

Gabriola Volunteer Fire Department (Fire Chief)	The proposed zoning changes, road access, and water supply all appear appropriate for both locations. The area is protected within the commercial zone under GVFD's Fire Underwriters Survey. Based on this, the locations seem suitable for rezoning within their designated fire protection area.
---	---

Timeline

The current stage in the application process is represented in blue in the timeline diagram below.



Rationale for Recommendation

The CIM and Public Hearing meetings are recommended to be scheduled on separate days to provide ample opportunity for public input on the proposed bylaws and to reduce confusion as to the purpose of each. The LTC is not obligated to conduct a CIM. However, the application is a major bylaw amendment involving changes to both the OCP and LUB, and further, in light of the APC recommendations requesting further information regarding safety implications for adjacent properties and the surrounding area generally, staff recommends this consultation component be included. At minimum, the LTC must hold the statutory Public Hearing for OCP amendments not directly related to housing and prior to consideration of third reading.

ALTERNATIVES

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

1. Proceed with an alternative Public Hearing/Community Information Meeting schedule

The LTC may proceed with the application and choose a different date for the Public Hearing and/or Community Information Meeting based on Trustee and staff availability or other pertinent reasons. A specific date should be identified in the LTC resolution at least for the Public Hearing if different from that included in the recommended Resolution #1.

2. Request additional information

The LTC may request further information from the applicant before proceeding further with the application. Recommended wording is as follows:

That the Gabriola Island Local Trust Committee request that the applicant provide information in the form of [insert information request] in support of application PLRZ20240091 before considering the application further.

3. Proceed No Further

The LTC may proceed no further with the application. If this option is chosen, a portion of the application fee will be returned according to the Gabriola Fees Bylaw No. 311 for an application where no public hearing has yet been held. Recommended wording for the resolution is as follows:

That the Gabriola Island Local Trust Committee proceed no further with bylaw amendment application PLRZ20240091 for the following reasons [provide reasons].

NEXT STEPS

Staff will schedule a CIM and the Public Hearing as recommended on page 1 of this report if the LTC elects to pass the recommended resolutions, or on an alternately specified date(s).

Submitted By:	Ian Cox, Planner 2	January 14, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	January 14, 2026

ATTACHMENTS

1. Proposed Bylaws 321 and 322

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

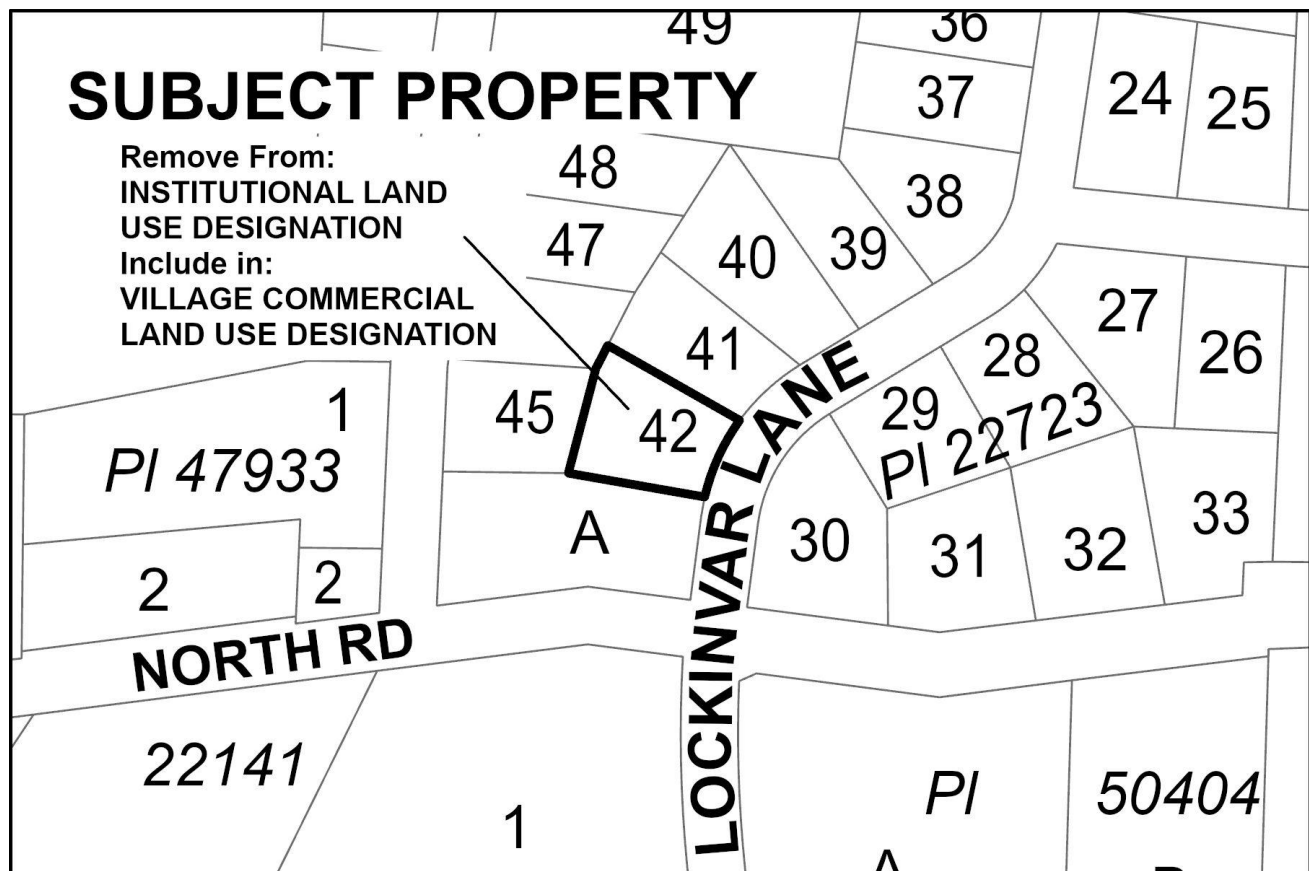
Chair

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.

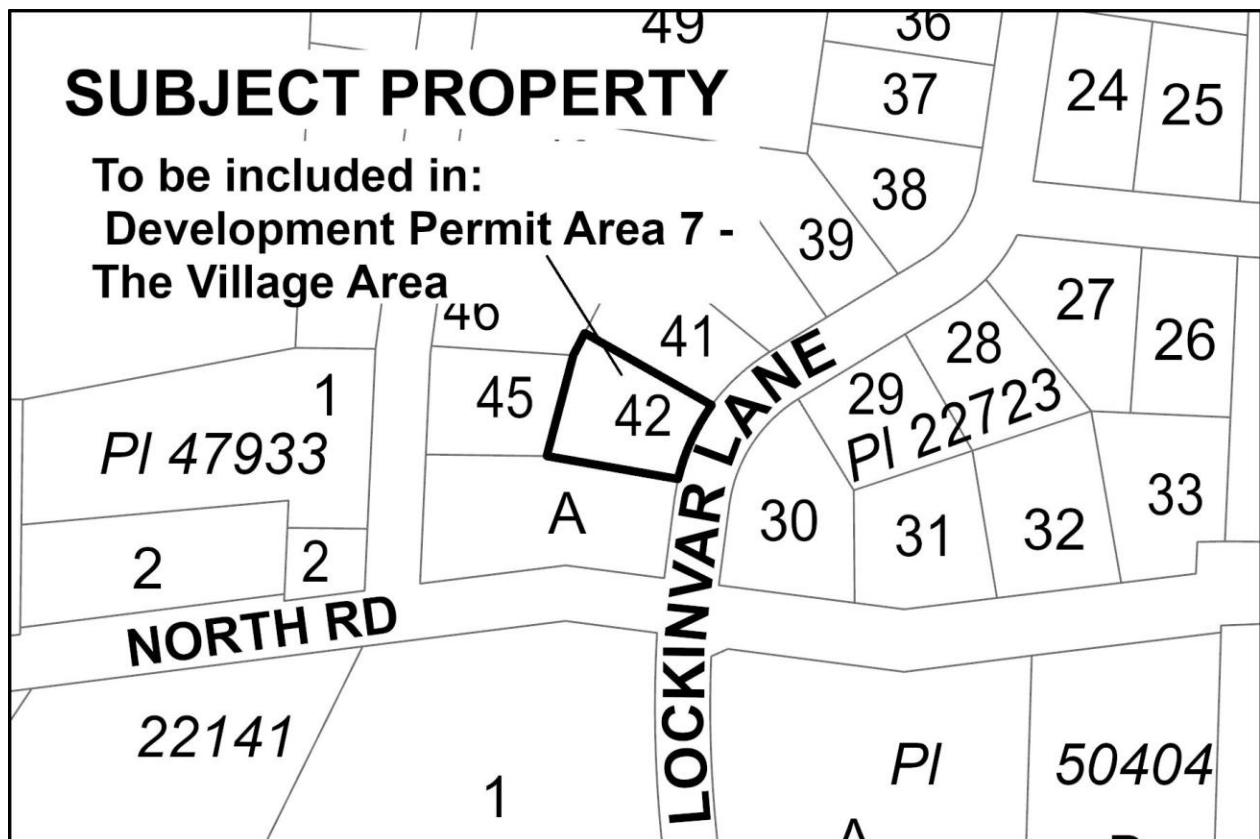
Plan No. 1



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.

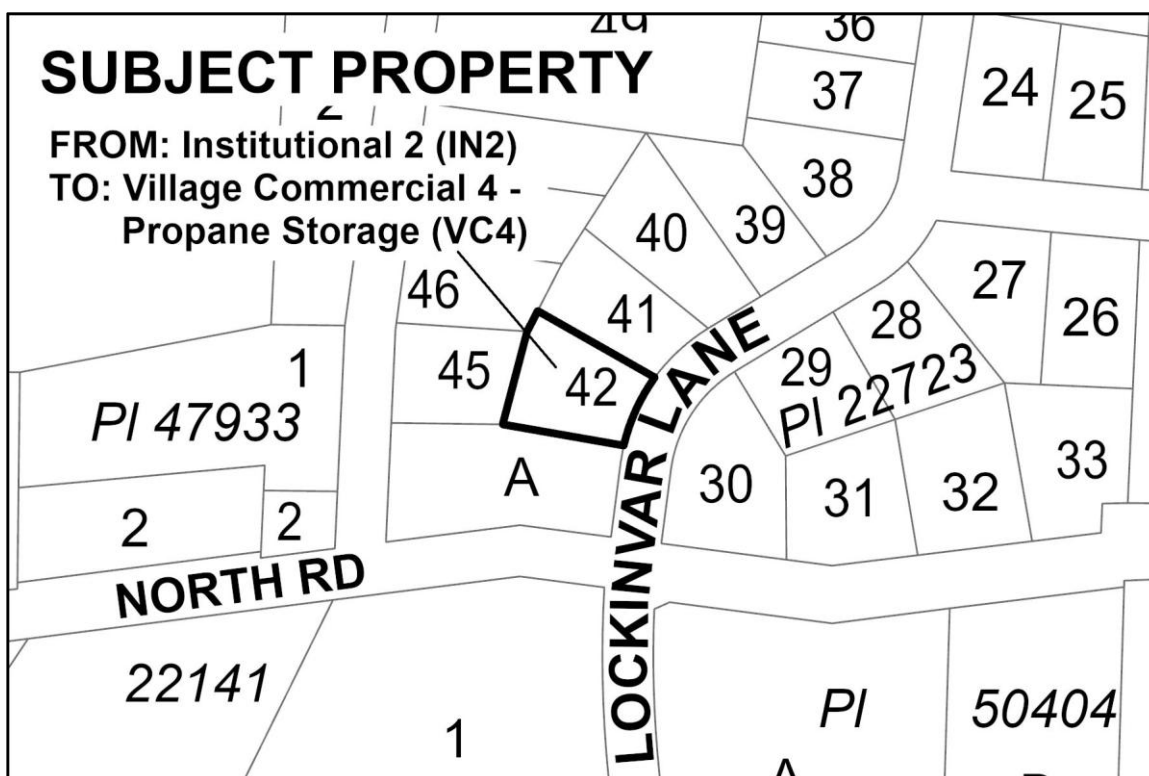
1.4 **Part G**, Section G.1 **DEFINITIONS**, is amended by adding the following definition:

<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.”
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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).
- li 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.

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
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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)

scəwəθən (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

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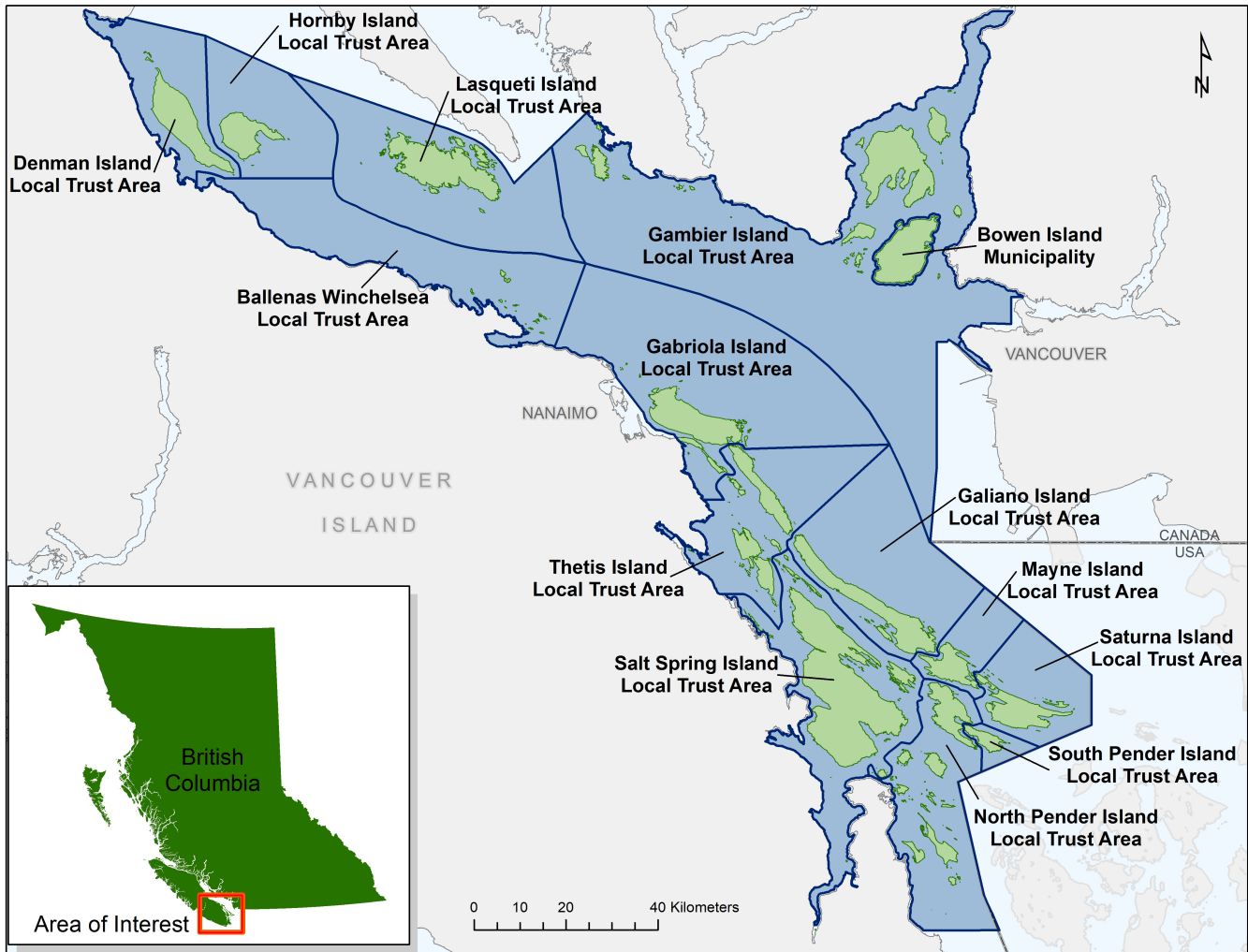
Part 1: The *Islands Trust Act*

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.



REQUEST FOR DECISION

To: Local Trust Committees **For the Meeting of:** January 22, 2026
From: David Marlor, Director,
Legislative and Information
Services **Date Prepared:** January 8, 2026
SUBJECT: Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw
No. 323

RECOMMENDATION:

1. That the Gabriola Island Local Trust Committee Bylaw 323, cited as “Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323, 2025” be adopted.
-

1 PURPOSE:

To rescind the “Gabriola Local Trust Committee Meeting Procedures Bylaw, 2022”.

2 BACKGROUND:

On October 29, 2025, the Executive Committee passed the resolution as recommended:

THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 323, cited as "Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323, 2025" in accordance with Section 27 of the Islands Trust Act.

This allows the Local Trust Committee to rescind the “Gabriola Local Trust Committee Meeting Procedures Bylaw, 2022” through the bylaw that was given first, second and third readings at the July 31, 2025 Gabriola Local Trust Committee meeting.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

FINANCIAL:

There is no direct financial implication.

POLICY:

There are no policy implications

IMPLEMENTATION/COMMUNICATIONS:

Islands Trust website has been updated to link the Trust Council Local Trust Committee Meeting Procedures Bylaw to each local trust committee’s list of administrative bylaws.

FIRST NATIONS RELATIONS:

There are no implications for First Nations relations.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)

5 ATTACHMENT(S):

- Proposed Bylaw 323 "Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323, 2025"

RESPONSE OPTIONS**Recommendation:**

1. That the Gabriola Island Local Trust Committee Bylaw 323, cited as "Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323, 2025" be adopted.

Alternative:

That this report be referred back to staff for additional information.

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: Renee Jamurat, RPM / January 9, 2026.

PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE MEETING PROCEDURES REPEAL BYLAW BYLAW NO. 323

A Bylaw to repeal the "Gabriola Island Local Trust Committee Meeting Procedure Bylaw, 2022".

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

NOW THEREFORE, the Gabriola Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323, 2025".
2. "Gabriola Island Local Trust Committee Meeting Procedure Bylaw, 2022", is hereby repealed.

READ A FIRST TIME THIS 31ST DAY OF JULY , 2025

READ A SECOND TIME THIS 31ST DAY OF JULY , 2025

READ A THIRD TIME THIS 31ST DAY OF JULY , 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

29TH DAY OF OCTOBER , 2025

ADOPTED THIS ____ DAY OF _____ , 202_

Chairperson

Secretary



Gabriola Local Trust Committee

Open Applications

Report

Print Date: January 15, 2026

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250481	Nada Awadi	12/4/2025	0 SEAR ISLAND	New 1 storey single family home- existing home to be demolished
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	

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		Approved	Issue Permit & Send to Applicant	

Gabriola

Development Variance Permit

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		Waiting for Submittals	Record LTC Decision/Update FUAL	

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	

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 Submittals	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		Waiting for Revisions	Verify Final Review Status	

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

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		In Progress Rezoning	Waiting for APC Response	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240091	Nigel Gray	6/18/2024	793 LOCKINVAR LANE	Proposed rezoning to allow propane storage and delivery as a site specific permitted use. Requires change to OCP to be included in Village Centre DPA and designation change from Institutional to Village Commercial.
Planner		Status	Most Recent Completed Activity	
Ian Cox		Continued, Reading Given	Email Applicant of LTC Meeting	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240091	Nigel Gray	6/18/2024	793 LOCKINVAR LANE	Proposed rezoning to allow propane storage and delivery as a site specific permitted use. Requires change to OCP to be included in Village Centre DPA and designation change from Institutional to Village Commercial.
Planner		Status	Most Recent Completed Activity	
Ian Cox		Continued, Reading Given	Email Applicant of LTC Meeting	

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
PLTUP20260002	Ike Mackay	1/4/2026	1016 BERRY POINT RD, GABRIOLA	Temporary Use Permit application for a commercial vacation rental of a 1 bedroom cottage at 1016 Berry Point Rd.
Planner		Status	Most Recent Completed Activity	
Ian Cox		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	

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		Approved	Record LTC Decision/Update FUAL	

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

620 Gabriola	Invoices posted to Month ending November 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	0.00	233.24	-233.24
LTC Local				
65050-620	LTC "Executive Expense on LTC's"	819.00	632.11	186.89
65200-620	LTC - Local Exp - LTC Meeting Expenses	3,090.00	1,283.52	1,806.48
65210-620	LTC - Local Exp - APC Meeting Expenses	0.00	1,501.30	-1,501.30
65220-620	LTC - Local Exp - Communications	490.00	369.00	121.00
TOTAL LTC Local Expense		<u>4,399.00</u>	<u>3,785.93</u>	<u>613.07</u>
Projects				
73001-620-2001	Gabriola OCP/LUB	48,000.00	37,119.23	10,880.77
TOTAL Project Expenses		<u>48,000.00</u>	<u>37,119.23</u>	<u>10,880.77</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.
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				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
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				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
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				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
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				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
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				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.
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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.