

Executive Committee Agenda

Date: Wednesday, November 1, 2017
Time: 11:00 am
Location: Grand Hotel
 4898 Rutherford Road, Nanaimo, BC

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1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
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3. ADOPTION OF MINUTES	
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5.1 Denman Bylaw No. 227	16 - 23
THAT the Executive Committee approve Denman Island Local Trust Committee Bylaw No. 227, cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017", under Section 27 of the Islands Trust Act.	
5.2 Bowen Bylaw 445	24 - 35
THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 445, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 445, 2017" is not contrary or at variance to the Islands Trust Policy Statement.	
6. TRUST COUNCIL MEETING PREPARATION	
6.1 Trust Area Services	
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8.	NEW BUSINESS	
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8.2.2	Policy 4.1.13 EC Sponsorship Amendments - RFD THAT Executive Committee request Trust Council to amend Policy 4.1.13 [Guidelines for Executive Committee Sponsorship or Local Trust Committee Initiated Development Applications] policy to allow the Executive Committee to consider up to 100% sponsorship of applications by taxpayer supported entities.	60 - 65
8.2.3	Provincial Tenure Referral Process - Briefing	66 - 74
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8.4	Executive/Trust Council	
8.4.1	Visioning Update	83 - 85
8.4.2	Executive Committee Agenda Package Distribution	
9.	CLOSED MEETING (if applicable)	
	That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.	
10.	RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)	
11.	CORRESPONDENCE (for information unless raised for action)	
11.1	Ministry of Environment - UBCM Follow Up letter	86 - 87
11.2	AVICC Update	88 - 88
11.3	Kate-Louise Stamford re HS Marine Reference Guide	89 - 92
12.	WORK PROGRAM	
12.1	Review and amendment of current work program	93 - 94
13.	NEXT MEETING	
13.1	November 22, 2017	
14.	ADJOURNMENT	

Revised: October 26/17

Agenda No.	From	Context Notes
6.4.1	CAO	December Trust Council represents an opportunity for Trust Council, for the first time, to discuss various potential amendments to the <i>Islands Trust Act</i> . In order to develop a good process for Trust Council, the attached session outline provides some options for EC to consider and recommend in order to get full participation from Trust Council on this important topic.
8.4.3	CAO	<p>2.4.vi Policy – Executive Committee Meeting Preparation</p> <p>1.4.ii Agenda Package Distribution</p> <p>The proposed agenda and accompanying written materials (the agenda package) will be distributed to Executive Committee members and senior staff at least four full calendar days before the Executive Committee meeting date.</p> <p>The above policy describes current practice which is currently being followed by staff. If a change is requested that could either come in the form of direction of Committee to supersede the policy or for direction to change the Policy to a more acceptable timeframe.</p> <p>http://www.islandstrust.bc.ca/media/249654/24viexecutivecommitteemeetingpreparation.pdf</p>
11		In accordance with the EC's policy (2.4.vi), correspondence items are for information only, unless raised for action by a member of the EC. In some instances, correspondence to others is included, if it relates to the Executive Committee's business.
12.1		The EC work program is amended before each meeting with suggested priorities proposed by staff. By resolution, the EC can provide direction regarding new items or the order of priorities.

Executive Committee Minutes of Regular Meeting

Date: October 11, 2017

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria BC

Members Present: Peter Luckham, Chair
Susan Morrison, Vice Chair
George Grams, Vice Chair
Laura Busheikin, Vice Chair

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Cindy Shelest, Director, Administrative Services
Clare Frater, Director, Trust Area Services
David Marlor, Director, Local Planning Services
Emma Restall, Executive Coordinator (recorder)

1. CALL TO ORDER

The meeting was called to order at 8:46 a.m. Chair Luckham acknowledged that the meeting was being held in Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

4.4 UBCM Debrief

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

3. ADOPTION OF MINUTES

3.1 August 30, 2017 Executive Committee Meeting

By General Consent, the Minutes of the August 30, 2017 Executive Committee Meeting were adopted as amended.

3.2 September 12, 2017 Executive Committee Meeting

By General Consent, the Minutes of the September 12, 2017 Executive Committee Meeting were adopted as presented.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List

Staff provided updates on outstanding items in the Follow Up Action List.

4.2 Director/CAO Updates

Directors provided updates on their follow up action list items and current activities.

4.3 Local Trust Committee Chair Updates

Executive Committee members provided verbal updates on recent activities in their roles as local trust committee chairs.

4.4 UBCM Debrief

Executive Committee members and staff discussed successes and opportunities arising from the UBCM conference in September.

EC-2017-119

It was MOVED and SECONDED,

That the Executive Committee request staff to provide and distribute to Trustees a report on UBCM.

CARRIED

The meeting recessed at 10:10 p.m. and resumed at 10:18 p.m.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Galiano Island Local Trust Committee Bylaw No. 264 (Meeting Procedures)

EC-2017-120

It was MOVED and SECONDED,

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 264, cited as "Galiano Island Local Trust Committee Meeting Procedure Bylaw No 162, 2004, Amendment No. 1, 2017", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Post Trust Council

6.1.1 September Trust Council Minutes

EC-2017-121

It was MOVED and SECONDED,

THAT Executive Committee forward the September 2017 Trust Council minutes to the December 2017 Trust Council meeting as amended.

CARRIED

6.1.2 Roundtable

Executive Committee members and staff provided feedback regarding the September 2017 Trust Council meeting, noting what went well and identifying areas for improvement.

6.1.3 Trustee Comments/ Feedback

Executive Committee discussed feedback received regarding the September 2017 Trust Council meeting.

6.1.4 Decision Highlights

EC-2017-122

It was MOVED and SECONDED,

That the Executive Committee approve the September 2017 Islands Trust Council Decision Highlights for circulation.

CARRIED

6.2 December Trust Council – Preliminary Schedule

Executive Committee members reviewed the draft December 2017 Trust Council meeting schedule and made some amendments. Staff will provide the revised schedule to the next meeting.

6.3 Trust Council Follow Up Action List

By General Consent, the Executive Committee approved the Trust Council Follow Up Action List as presented.

6.4 Continuous Learning Plan

Executive Committee members reviewed the Continuous Learning Plan and made some amendments. Staff will provide the revised plan to the next meeting.

By General Consent, the Executive Committee approved the Continuous Learning Plan as amended.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

Nothing to report.

7.2 Executive Committee Initiated

Nothing to report.

8. NEW BUSINESS

8.1 Trust Area Services

8.1.1 LTC Chairs Report on Local Advocacy Topics

The Executive Committee members provided verbal updates on local advocacy topics arising from local trust committee meetings.

8.1.2 Draft Advocacy Flow Chart – Briefing

Director Frater gave an overview of the Draft Advocacy Flow Chart.

8.1.3 Policy Statement Engagement Plan – RFD

The Executive Committee members discussed the best approaches and timing of the Policy Statement Engagement Plan.

The meeting recessed at 12:12 p.m. and resumed at 12:40 p.m.

Discussion continued with concerns over the best next steps.

EC-2017-123

It was MOVED and SECONDED,

that the Executive Committee receive the Draft Engagement Plan for the Policy Statement Amendment Project, request that staff provide a revised Engagement Plan to Trust Programs Committee for comment, revise the First Nations Engagement letter to include input from the Executive Committee, draft communications to communities to inform Trust Area residents and return to the Executive Committee with a revised Engagement Plan.

CARRIED

8.2 Local Planning Services

Nothing to report.

8.3 Administrative Services

Nothing to report.

8.4 Executive/Trust Council

8.4.1 2018 Executive Committee meeting dates

EC-2017-124

It was MOVED and SECONDED,

THAT the Executive Committee approve the proposed meeting schedule for 2018.

CARRIED

8.4.2 Extended Executive Committee meetings

The Executive Committee discussed options for scheduling additional meeting time for lengthier agendas, if needed in the future.

8.4.3 Salt Spring Island Referendum Follow-Up

EC-2017-125

It was MOVED and SECONDED,

that the Executive Committee direct staff to engage with the Salt Spring Island Local Trust Committee, other service providers and community to coordinate a framework to address service delivery and governance issues for Salt Spring Island.

CARRIED

It was agreed that items 11 and 12 be considered before items 9 and 10.

11. CORRESPONDENCE

11.1 Minister of Municipal Affairs re SSI Governance Review

EC-2017-126

It was MOVED and SECONDED,

that the Executive Committee respond to Minister Selina Robinson's letter of September 21, 2017 stating that we would like to meet.

CARRIED

- 11.2 Anchorages Concern Thetis re Bylaw infractions in Trincomali Channel
EC-2017-127**
It was MOVED and SECONDED,
that the Executive Committee direct staff to forward the letter to Thetis Island Local Trust Committee.

CARRIED

- 11.3 Harlene Holm of DCLTA re Land Use Application**
Received for information.

- 11.4 Trustee Rogers re various motions**
Received for information.

- 11.5 Laurie Gourlay re Salish Sea World Heritage Site Recognition**
Received for information.

- 11.6 Invitation to Oceans Protection Plan Introductory Dialogue Forum, Fall 2017
EC-2017-128**
It was MOVED and SECONDED,
that the Executive Committee support the attendance of Trust Council Chair Luckham at the Oceans Protection Plan Dialogue Forum, Fall 2017.

CARRIED

- 11.7 Saanich Inlet Roundtable Draft Agenda
EC-2017-129**
It was MOVED and SECONDED,
that the Executive Committee support the attendance of Trust Council Chair Luckham at the Saanich Inlet Roundtable.

CARRIED

12. WORK PROGRAM

- 12.1 Review and amendment of current work program**
Received for information.

9. CLOSED MEETING

EC-2017-130

It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege.

CARRIED

The meeting closed to the public at 1:50 p.m. and reopened at 2:35 p.m.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING (not applicable)

Chair Luckham reported that in the Closed Meeting the Executive Committee discussed legal issues around the Tucker Bay case and agreed to decline the option of participating in the Tucker Bay court case by virtue of the fact that this is an issue within the jurisdiction of the Ministry of Transportation.

13. NEXT MEETING – November 1st in Nanaimo

14. ADJOURNMENT

EC-2017-131

It was MOVED and SECONDED,
To adjourn the meeting.

The meeting adjourned at 2:36 p.m.

Peter Luckham, Chair

Certified Correct

Emma Restall, Recorder

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Activity	Responsibility	Target Date	Status
20-Jun-2017	Develop a process for identification and prioritization of potential amendments to the Islands Trust Act.	Russ Hotsenpiller	12-Sep-2017	On Going
19-Jul-2017	Prepare SWOT analysis for potential changes to Islands Trust Act	Russ Hotsenpiller	01-Sep-2017	On Going
19-Jul-2017	Revise Work Program to reflect new priorities.	Russ Hotsenpiller	16-Aug-2017	Done
16-Aug-2017	Explore what changes are needed and provide advice about amendments to Policy 2.2.1 (RFDs).	Russ Hotsenpiller	05-Sep-2018	On Going
12-Sep-2017	Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.	Russ Hotsenpiller	05-Dec-2017	On Going
12-Sep-2017	Initiate a review of current Council Committees in terms of mandate, organization, resourcing and function and consider the advisability of other or additional committees to best carry forward the work of the Islands Trust.	Russ Hotsenpiller Clare Frater David Marlor	05-Dec-2017	On Going
11-Oct-2017	that the Executive Committee request staff to provide and distribute to Trustees a report on UBCM.	Russ Hotsenpiller	18-Oct-2017	On Going

Follow Up Action Report

11-Oct-2017	that the Executive Committee receive the Draft Engagement Plan for the Policy Statement Amendment Project, request that staff provide a revised Engagement Plan to Trust Programs Committee for comment, revise the First Nations Engagement letter to include input from the Executive Committee, draft communications to communities to inform Trust Area residents and return to the Executive Committee with a revised Engagement Plan.	Russ Hotsenpiller Clare Frater	10-Nov-2017	On Going
11-Oct-2017	that the Executive Committee direct staff to engage with the Salt Spring Island Local Trust Committee, other service providers and community to coordinate a framework to address service delivery and governance issues for Salt Spring Island. ...CAO to draft a note to TPC and trustee Grams to deliver the message at next meeting.	Russ Hotsenpiller	01-Nov-2017	On Going

Director, Local Planning Services

Activity	Activity	Responsibility	Target Date	Status
15-Feb-2017	Undertake a review of applications across the islands trust for potential inclusion in a future annual report.	David Marlor	01-Mar-2017	On Going
02-Mar-2017	Forwarded from SSI LTC: SS-2017-16 It was MOVED and SECONDED,that the Salt Spring Island Local Trust Committee request the Executive Committee to explore and report regarding the under spending of the projects budget for Salt Spring Island and potentially for other Trust Areas.	David Marlor	20-Jun-2017	Done
07-Jun-2017	Follow up with LTCs to ensure that an effective process is in place so that referral resolutions are coming through to Executive Committee.	David Marlor Clare Frater	20-Jun-2017	On Going
20-Jun-2017	Obtain legal clarification on whether local trust committees may create an exception in their zoning bylaws such that geoduck cultivation will not be permitted as part of shellfish aquaculture.	David Marlor Clare Frater		Done

**Follow Up Action Report**

20-Jun-2017	Consider Species at Risk Recovery Plans in interpreting s. 3.1.3 of the Islands Trust Policy Statement when approving local trust committees and island municipalities official community plans and regulatory bylaws.	David Marlor	31-Dec-2017	Done
02-Nov-2012	<u>Rural Status for Southern LTC Grant Eligibility</u> Ask staff to review and report back on options for legislative change.	David Marlor	05-Sep-2018	On Going
20-Nov-2012	<u>Application Sponsorship Policy</u> Provide advice on amendments to the Application Sponsorship Policy in relation to government bodies.	David Marlor	05-Sep-2018	Done
12-Aug-2012	<u>Provincial Tenure Referrals Process</u> Review and report on current provincial process regarding tenure referrals	David Marlor	05-Sep-2018	Done
11-Oct-2017	that the Executive Committee advise Lasqueti Island Local Trust Committee that we decline the option of participating in the Tucker Bay court case by virtue of the fact that this is an issue within the jurisdiction of the Ministry of Transportation.	David Marlor	25-Oct-2017	Done

Director, Trust Area Services

Activity	Activity	Responsibility	Target Date	Status
09-Nov-2016	Letter from BC Hydro Proposed Woodpole Maintenance Schedule Staff to advise BC Hydro that it is acceptable to proceed with the planned woodpole treatment plan in 2016/17 using boron/copper products only if BC Hydro advertises the program on the affected islands, and requests staff to work with BC Hydro and Bowen Island Municipality to prepare a briefing regarding potential cancellation of the Letter of Understanding Concerning the Use of Pesticides during the BC Hydro Woodpole Test and Treat Program.	Clare Frater		Done
15-Feb-2017	Research the ability and appropriateness for Islands Trust to obtain membership with AMAC.	Clare Frater	01-Mar-2017	Done

**Follow Up Action Report**

03-May-2017	Circulate correspondence from Richard Linzey re Japanese Canadian Historic Places in BC to the appropriate LTCs	Clare Frater	10-May-2017	Done
07-Jun-2017	<p>Introduction Letters to MLAs and Ministers</p> <p>Draft Chair correspondence to the Premier and new ministers, parliamentary secretaries and opposition critics responsible for portfolios relevant to the Islands Trust mandate to provide background information on the Islands Trust.</p> <p>Draft Chair correspondence to Members of the Legislative Assembly for the Islands Trust Area to request meetings and to provide background information on the Islands Trust.</p> <p>Remind trustees that when communicating with new MLAs, the distinct roles within the Islands Trust should be clarified.</p>	Clare Frater	28-Jun-2017	Done
07-Jun-2017	<p>Forward the following letter to the appropriate LTCs for their consideration:</p> <p>Richard Linzey of FLNRO re Japanese Canadian Historic Places Project Results</p>	Clare Frater	14-Jun-2017	Done
20-Jun-2017	Report back to EC on strategies to limit the harmful impacts of geoduck aquaculture in the Trust Area.	Clare Frater	22-Nov-2017	On Going
21-Jun-2017	Investigate the potential impacts associated with geoduck aquaculture in the Islands Trust Area and, as appropriate, initiate advocacy and give advice on consultation with the Province.	Clare Frater	22-Nov-2017	On Going
21-Jun-2017	With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Introduction, Part I, Part II and Schedule 1.	Clare Frater	31-Oct-2018	On Going
19-Jul-2017	Send invitation to Premier, Minister and new MLAs to attend December Trust Council meeting.	Clare Frater	28-Jul-2017	Done

**Follow Up Action Report**

19-Jul-2017	Supporting regional applications for abandoned boats funding - RFD 1) Research which organizations or government agencies plan to apply for funding to remove abandoned boats through the Transport Canada Abandoned Boats program. 2) Prepare a brief summary of powers and responsibilities of various agencies with regard to issues relating to abandoned vessels, barges and docks and boat licensing.	Clare Frater Karen Hurley	16-Aug-2017	On Going
07-Jun-2017	Return to EC with renewed herring roe fishery advocacy advice.	Clare Frater	22-Nov-2017	On Going
16-Aug-2017	Draft a letter in support of MP Sheila Malcolmson's legislation, C-352 re abandoned vessels.	Clare Frater Karen Hurley	30-Aug-2017	On Going
13-Sep-2016	Explore the potential for expanding its advocacy role to other levels of government for increased funding for affordable housing in the Islands Trust Area.	Clare Frater		On Going
30-Aug-2017	Develop an inventory of abandoned boats, barges and docks for the Islands Trust Area.	Clare Frater	08-Nov-2017	On Going
30-Aug-2017	Coordinate with the Salt Spring Island LTC to respond to Harbour Authority of Salt Spring Island re Dock Sewage Pumpout Support	Clare Frater	08-Nov-2017	Done
30-Aug-2017	Revise Geoduck report to include requested edits prior to returning for Executive Committee review.	Clare Frater Karen Hurley	25-Oct-2017	On Going
12-Sep-2017	Work with Trust Programs Committee to create a working group drawn from the full membership of Trust Council to identify potential governance or operational changes that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.	Clare Frater Russ Hotsenpiller	05-Dec-2017	On Going
11-Oct-2017	that the Executive Committee respond to Minister Selina Robinson's letter of September 21, 2017 stating that we would like to meet.	Clare Frater	25-Oct-2017	Done

Follow Up Action Report

11-Oct-2017	that the Executive Committee direct staff to forward the letter to Thetis Island Local Trust Committee.	Clare Frater	18-Oct-2017	Done
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Legislative Services Manager

Activity	Activity	Responsibility	Target Date	Status
15-Feb-2017	Amend Policy 2.2.ii and Policy 7.4.1 to require advance submission of speaker/delegation material intended for presentations at a Trust Council or Council Committee meeting so that all policies are consistent.	Carmen Thiel	29-Jun-2017	On Going



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3040-20-01 (Electronic Meetings)

DATE OF MEETING: June 14, 2017

TO: Islands Trust Executive Committee

FROM: Ann Kjerulf, Regional Planning Manager

SUBJECT: Denman Island Local Trust Committee – Bylaw No. 227 (Electronic Meetings Bylaw)

RECOMMENDATION

1. **THAT the Executive Committee approve Denman Island Local Trust Committee Bylaw No. 227, cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017", under Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

The Denman Island Local Trust Committee (LTC) has referred Bylaw No. 227 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw.

IMPLICATIONS OF RECOMMENDATION

Organizational: A key aspect of Bylaw No. 227 is that it allows trustees to attend meetings via electronic means in accordance with the provisions or terms of the bylaw.

Financial: Bylaw No. 227 should have no financial implications for the Local Trust Committee.

Policy: Bylaw No. 295 is consistent with Islands Trust Council Policy 4.1.ii (Local Trust Committee Meeting Guidelines).

Implementation/Communications: Communication to Denman Island Local Trust Committee regarding the Executive Committee decision by **November 14, 2017**.

PURPOSE

The purpose of this Request for Decision is to provide the Executive Committee with a summary of the proposed amendments to Denman Island Local Trust Committee Bylaw No. 227, cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017", and request approval of this bylaw.

Denman Island Local Trust Committee Bylaw No. 227 (Attachment 4) provides for:

- The ability of all LTC members to participate electronically at a special meeting (s. 17);
- The ability of not more than one member of the LTC to participate electronically at a regular meeting; note that this member could be the chair (s. 19);
- An individual member of the LTC cannot participate by electronic means in two consecutive regular LTC meetings (s. 20);

- The restrictions regarding the number of LTC members that may participate electronically at a regular meeting, and participation in two consecutive regular meetings may be waived by unanimous resolution of the LTC (s. 21);
- Where any LTC member is participating in an open meeting through electronic communication facilities, the facilities must enable all meeting participants and the public to hear, or watch and hear, all meeting participants and must provide notice when participants join or leave the meeting (s. 24 and 25);
- During an electronic meeting that is open to the public, a designated staff member must physically attend at the meeting location specified in the notice of meeting (s. 26);
- Notice of a special electronic meeting must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear the proceedings.
- The draft bylaw also clarifies who can chair a meeting, including an electronic meeting. The current procedure bylaw lacks this clarity.

BACKGROUND

Denman Island Local Trust Committee Bylaw No. 227: At the Denman Local Trust Committee meeting on October 3, 2017, Bylaw No. 227 was given three readings.

Issues Relating To Provincial Interest: N/A

Issues Relating To Resources and Enforcement: N/A

Issues Relating To First Nation Interest: N/A

Public Comments to Executive Committee: N/A

STAFF COMMENTS

Staff is recommending approval of Bylaw No. 227 as it will facilitate trustee participation in local trust committee meetings via electronic meetings should the need arise from time to time.

KEY ISSUES/CONCEPTS

- Open and transparent governance
- Public engagement in local government decision-making
- Efficiency

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- 1.3.i Policy Statement Implementation Policy

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	October 17, 2017
Concurrence:	David Marlor, MCIP, RPP Director, Local Planning Services	Select Date.

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. EC Policy Checklist
4. Bylaw No. 227



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Denman Island Local Trust Committee

Bylaw No.: DE-227

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 03-Oct-2017

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: Carmen Thiel
Secretary

Date: October 26, 2017

Deadline for Executive Committee decision (one month after receipt by
Secretary as determined pursuant to the Interpretation Act*): November 27, 2017

Date bylaw will appear on Executive Committee agenda: November 1, 2017

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: DE-227

Trust Area: Denman Island Local Trust Committee
Type: Meeting Procedure Bylaw
Bylaw No.: DE-227
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 03-Oct-2017

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web: 10-Oct-2017

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: ,

Date:

File complete and ready for Public review: No

Public Hearings:

Location:
Proofread By: ,

Legal Paper:
First Publish Date:

Second Publish Date:

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:
Second Reading Date: 03-Oct-2017

Delivery Notices:
Date Public Hearing Held:
Third Reading Date: 03-Oct-2017

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 03-Oct-2017

Reading:

PROPOSED

DENMAN ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 227

A Bylaw to Amend the Denman Island Local Trust Committee Meeting Procedure Bylaw

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

1. Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, is amended as follows:

1.1 By deleting section 3. In its entirety and replacing it with the following:

"3. At the first regular meeting of the first year and the last meeting of each of the subsequent calendar years, following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two, and the schedule shall be posted on a notice board on island that is accessible to the public and in the Northern Office of the Islands Trust."

1.2 By deleting section 10 in its entirety and replacing it with the following:

"10. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson."

1.3 In Section 6., second line of the paragraph, delete the word "day" and insert the word "date".

1.4 By adding the following new sections after section 16, and by renumbering section 17 and section 18 to become section 29 and section 30 respectively:

"ELECTRONIC MEETINGS

17. A special meeting of the Local Trust Committee to deal with urgent new business may be conducted entirely by means of audio or audio-visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
18. An individual Local Trust Committee member who is not at the physical location of a special Local Trust Committee meeting or a regular Local Trust Committee meeting may choose to participate by means of audio or audio-visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
19. At a regular Local Trust Committee meeting, not more than one Local Trust Committee member may participate by means of electronic communication facilities.
20. An individual member of the Local Trust Committee may not participate by means of electronic communication facilities in two consecutive regular meetings of the Local Trust Committee.
21. The Local Trust Committee may waive the restrictions in sections 18 and 19 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.

PROPOSED

22. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
23. A member of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
24. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.
25. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.
26. For the duration of an electronic meeting that is open to the public, the Director of Local Planning Services, or his or her designate, must attend at the place specified in the meeting notice.
27. If communication is lost to one or more electronic participants during a meeting:
 - 27.1 the affected participants will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting, and this will be recorded in the minutes;
 - 27.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 27.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next Local Trust Committee meeting agenda.
28. The costs of electronic participation in a Local Trust Committee meeting will be borne by the Denman Island Local Trust Committee if the Local Trust Committee member is participating from a location within Canada or has otherwise received the approval of the majority of Local Trust Committee members."

2. This bylaw may be cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017".

READ A FIRST TIME THIS	3 RD	DAY OF	OCTOBER	, 2017
READ A SECOND TIME THIS	3 RD	DAY OF	OCTOBER	, 2017
READ A THIRD TIME THIS	3 RD	DAY OF	OCTOBER	, 2017
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	TH	DAY OF		, 2017
ADOPTED THIS	TH	DAY OF		, 2017

CHAIRPERSON

SECRETARY



Islands Trust

REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

File No.: BIM Bylaw 445
Cape Roger Curtis

DATE OF MEETING: November 1, 2017
TO: Islands Trust Executive Committee
FROM: David Marlor, Director of local planning services
SUBJECT: Bowen Island Municipality – Bylaw 445

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 445, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 445, 2017” is not contrary or at variance to the Islands Trust Policy Statement.**

PURPOSE

Bowen Island Municipality has referred Bylaw No. 445 to the Executive Committee after first reading. It is a ‘non-OCP’ bylaw that requires comment only, rather than approval. Staff recommends that the Executive Committee advises that the bylaw is not contrary to or at variance to the Islands Trust Policy Statement

IMPLICATIONS OF RECOMMENDATION

Organizational

None

Financial

None

Policy

None

Implementation/Communications

Staff will provide communication to Bowen Island Municipality regarding the Executive Committee decision by November 2, 2017.

Other

None

PURPOSE

Bowen Island Municipality Bylaw No. 445 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 445, 2017” (Attachment 2) is intended to clarify prohibited uses in the Water General 1(b) zone (waters that border Cape Roger Curtis) to address weaknesses raised by the Courts.

BACKGROUND

Bowen Island Municipality Bylaw No. 445

In May 2015 Bowen Island Municipality Council adopted Bylaw 381 that was intended to prohibit the construction of private moorage facilities in the waters surrounding Cape Roger Curtis. The bylaw was challenged by owners in Cape Roger Curtis. The BC Supreme Court found that Bylaw 381 was a valid use of the Municipalities land use powers; however, the BC Court of Appeal found that, while the intention to prohibit docks was clear, the wording of the bylaw on what was and was not permitted was not sufficiently broad enough to capture all potential docks.

On October 31, 2016, Bowen Island Municipality council directed staff to draft amendments to the bylaw to prohibit construction or placement of any form of private dock, pier, wharf, raft or boat lift facilities at the lands known as Cape Roger Curtis, District Lot 1548, and that prohibits docking, launching from affixed equipment or structures, or moorage in the sea bed adjacent to that area other than temporary moorage for a navigational or emergency purpose.

The proposed amendments are consistent with the Bowen Island Official Community Plan.

The proposed amendments are not contrary to or at variance with the Islands Trust Policy Statement. The proposal directly addresses and supports Islands Trust Policy Statement policies:

- 3.1.3 [protection of environmentally sensitive areas and significant natural sites, features and land forms in the planning area];
- 3.1.5 [address regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species];
- 3.3.2 [address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife];
- 3.4.4 [address the protection of sensitive coastal areas];
- 3.4.5 [address the planning for and regulation of development in coastal regions to protect natural coastal processes];
- 4.5.10 [address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments];
- 5.1.3 [address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area]; and
- 5.5.4 [address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas].

(Attachment 3).

Issues Relating To First Nation Interest

The bylaw has not been referred to First Nations.

Public Comments

No public comments to the Executive Committee on this bylaw have been received.

Staff Comments

Bowen Island Municipality Bylaw 445 amends the Bowen Island Land Use Bylaw to clarify prohibited uses in the waters surrounding Cape Roger Curtis. This amendment furthers the Object of the Islands Trust by ensuring protections are in place and development in the area is appropriate.

KEY ISSUES/CONCEPTS

- Protection of the foreshore

RELEVANT POLICY

- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]
- Bowen Island Municipality Letters Patent

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Bowen Island Municipality in writing that the Executive Committee considers that Bylaw No. 445, cited as Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 445, 2017" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS OF THE EXECUTIVE COMMITTEE], triggering notification of the Minister.

Submitted By:	David Marlor, Director of local planning services	October 20, 2017

ATTACHMENTS

1. Bylaw Approval and Process
2. Bylaw No. 445
3. Islands Trust Policy Statement Directives Only Checklist

ATTACHMENT 1 – BYLAW APPROVAL PROCESS AND AUTHORITY

Note 1 - the term “Bowen Municipality” or “Bowen Island Municipality” is used in the Islands Trust Act, regulations and Policy, and the term “The Municipality” is used in the Bowen Island Municipality Letters Patent. All are deemed to mean the same. For the purpose of this report, the term “the Municipality” shall be used, except where quoting from legislation.

Note 2 – the Bowen Letters Patent refer to “Islands Trust”, while the authority for bylaw approval is the “Executive Committee”. Both are deemed to mean the same thing. For the purpose of this report, the term “Executive Committee” shall be used, except where quoting from legislation.

Bowen Island Letters Patent

The relevant sections of the Bowen Island Municipality Letters Patent related to the Executive Committee’s responsibilities in consideration of municipal bylaws are summarized as follows:

- Section 15 states that “where a municipality proposes to adopt a bylaw, other than an official community plan bylaw, which has any reference to a matter included in the Trust Policy Statement, the municipality shall refer the proposed bylaw to the Islands Trust prior to third reading of the proposed bylaw, and the Islands Trust must advise the Council if it has any objections to the proposed bylaw within 45 days after the date of the referral, subject to the provisions of, and procedures which may be established in an agreement between the municipality and the Islands Trust pursuant to section 17.0 of these Letters patent, after which time Council may proceed with the proposed bylaw subject to Section 15.1 of these Letters Patent.

Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]

Islands Trust Policy 1.3.i is the Policy Statement Implementation Policy. Relevant sections of the Policy in regards to a referral between first reading and a public hearing are included below:

1. Policy D1.4 of Policy Statement Implementation Policy states that:
The Islands Trust Policy Statement require local trust committees in the official community plan and regulatory bylaws, and island municipalities under Section 38 (1) of the Islands Trust Act to address certain matters from the Policy Statement, or explicit reasons and justifications for not doing so. A bylaw will not be contrary to or at variance with the Policy Statement if it fails to include a particular policy or regulation, so long as the bylaw contains sufficient reason or justification for not doing so.
2. Policy D1.5 of Policy Statement Implementation Policy states that:
Where an updated bylaw does not include a particular policy or regulation required by the Policy Statement and the bylaw sets out reasons for that, the Executive Committee and Trust Council will assess the sufficiency of those reasons using such criteria as:
 - a) *whether the reasons are explicitly set out such that it is clear that the local trust committee directed its attention to the matter in question and made a considered decision not to include the policy or regulation.*

- b) whether the reasons have to do with particular local circumstances that may not have been contemplated in the drafting of the Policy Statement.*
- c) whether the reasons arise from the necessity of balancing two or more components of the Policy Statement that cannot be achieved simultaneously.*
- d) whether existing planning studies or reports relied on by the local trust committee indicate that the Policy Statement is inapplicable in the circumstances.*

Bowen Island LUB Referral Process

Referral of a Land Use Bylaw from the Municipality occurs before Third Reading in accordance with s.15 of the Letters Patent. The referral and approval process is outlined in the Protocol Agreement between the Islands Trust Council and Bowen Island Municipality, available here:

<http://islandstrust.bc.ca/tc/pdf/orgagrsep142010oth.pdf>

Executive Committee Consideration

The Letters Patent sets out the time limits on the process for a referral before Third reading. The Executive Committee has 45 days from the date of receipt of the LUB referral to provide written comments to The Municipality. Section 15 of the Letters Patent requires that the Executive Committee advise the Municipality if it has any objection to the bylaw within the 45 day time limit.

The Municipality referred the Bylaw for comment to the Islands Trust Executive Committee and was received by Islands Trust staff on [DATE]. A response is required to be received at the Municipality no later than the end of the day on [DATE].

The Executive Committee may:

1. advise the Municipality that is no objections to the bylaw; or
2. advise the Municipality that it consider that provisions of the bylaw may be contrary to or at variance with the Trust policy statement.

The Municipality's Considerations

Should the Executive Committee advise the Municipality that it considers that provisions of the bylaw may be contrary to or at variance with the Islands Trust Policy Statement, then the Municipality must notify the Minister of Community, Sport and Cultural Development.

In this situation, the Minister may then provide advice or direction to the Municipality and Islands Trust regarding the proposed bylaw or require the Municipality and Islands Trust to resolve the issues using dispute resolution mechanisms contained in Section 439 and 442 of the *Local Government Act*.

BOWEN ISLAND MUNICIPALITY
BYLAW No. 445, 2017

A Bylaw to amend *Bowen Island Municipality Land Use Bylaw No. 57, 2002*

WHEREAS *Bowen Island Land Use Bylaw No. 57, 2002* establishes zoning classifications and regulations for land and water within the Bowen Island Municipality;

AND WHEREAS the Council of the Municipality wishes to minimize negative impacts from development in the Cape Roger Curtis area and to protect the natural and scenic values of the coastline of that area;

AND WHEREAS the Council of Bowen Island Municipality deems it necessary to amend “Bowen Island Municipality Land Use Bylaw No. 57, 2002”;

Therefore, Council, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 445, 2017.
2. “*Bowen Island Land Use Bylaw No. 57, 2002*” is hereby amended at Section 4.13.3 [*Exceptions in Particular Locations*], by deleting subsection (4) and substituting the following:

(4) Zone Variation – WG 1 (b)

Despite any other provision in this Bylaw, the following structures, facilities and uses are not permitted in the marine coastal area that extends 300 metres seaward from the *natural boundary*, sea, fronting the lands known as Cape Roger Curtis, legally described as Lots 1 – 59, District Lot 1548, Group 1, New Westminster District, Plan 43265A:

- (a) a dock, pier, wharf, piling or other structure or facility connected or affixed to the seabed or connected or affixed to the shoreline or an upland lot by any means, whether or not
 - i. consisting of or including one or more floats, ramps or *gangways* on or over the surface of the water;
 - ii. consisting of or including a vessel lifting device;
 - iii. allowing for pedestrian access to and from the shore or an upland lot;
 - iv. a *community dock*, *group moorage facility* or *private moorage facility* as defined in this Bylaw;
 - v. as a principal use or structure; or
 - vi. as an accessory use or structure.

but not including a buoy, anchor or other navigational aid that is normally carried in the vessel to be moored; or

(b) moorage, other than moorage that is necessary or incidental to a navigational purpose or to deal with a life safety incident or other emergency situation.

READ A FIRST TIME this day of _____, 2017

READ A SECOND TIME this day of _____, 2017

Public Hearing held this _____ day of _____, 2017

READ A THIRD TIME this day of _____, 2017

FINALLY ADOPTED this day of _____, 2017

Mayor

Corporate Officer



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 445, 2017 – File: WG1(b) Amendment RZ-04-2017

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

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

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
✓	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		protection of productive soils.
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PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1 3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation

N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
✓	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:



December 2017 Islands Trust Council

Islands Trust Act Amendments Working Session

8:30 a.m. – 10:00 a.m., Wednesday, December 6, 2017

Purpose: The purpose of this session is to provide Trust Council with analysis on a suite of recommendations for change to the *Islands Trust Act* and to conduct a workshop for Trustees to comment and make recommendations on a refined list of amendments for forwarding to the Ministry of Municipal Affairs and Housing

This will be the first time Trust Council receives a list of possible amendments with an initial analysis and as such Trustees will have a better ability to view the implications of any given change. Trustees may also wish to identify further amendments for analysis. This will also be an opportunity to discuss public engagement principles and options.

Resources: Staff reporting, SWOT analysis

TIME	TOPIC	WHO
8:30 – 10:00 a.m.	<i>Islands Trust Act Amendments</i>	CAO and staff

Format: There are three options for this session, divided into Part 1 and Part 2. Part 1 consists of a presentation (20 min) by the CAO and staff of work to date and any recommendations. Staff will also address public process responsibilities and opportunities. Part 1 is offered as an introduction to any of the options available in Part 2.

Part 2 is intended to elicit input from Trustees but not in the regular working meeting setup as it can inhibit opinions and generally there is not enough time for everyone to speak. Accordingly an alternative format is recommended:

Option 1: Open Space: Stations are set up for different potential amendments, Trustees voluntarily move to the stations that they are interested in and make comments in an open format, notes are taken by staff. Trustees then rotate to other stations as they see fit. This way everyone has an opportunity to provide input and people get to focus on their interests. We bring the group back together at the end for a summation and next steps.

Option 2: Debate/Speaker series format: Prior to the meeting Trustees are provided a staff report with a strengths, weakness, opportunities and threats analysis for potential *Act* amendments. Trustees sign up to speak on the various issues they are interested in. Maximum of 4 speakers per issue. This allows for greater uninterrupted discussion on each option and allows people to prepare statements they wish to make.

Option 3: Workshop format: Staff set up stations or tables and host a session for each potential amendment. Trustees rotate after a set period of time.

Staff recommend Option 1.

A BRIEF USER'S GUIDE TO

OPEN SPACE TECHNOLOGY

Harrison Owen

THE REQUIREMENTS OF OPEN SPACE

Open Space Technology requires very few advance elements. There must be a clear and compelling theme, an interested and committed group, time and a place, and a leader. Detailed advance agendas, plans, and materials are not only un-needed, they are usually counterproductive. This brief User's Guide has proven effective in getting most new leaders and groups off and running. While there are many additional things that can be learned about operating in Open Space, this will get you started. Some material has been included here which also appears in the book in order to present a relatively complete picture.

THE THEME -- Creation of a powerful theme statement is critical, for it will be the central mechanism for focusing discussion and inspiring participation. The theme statement, however, cannot be a lengthy, dry, recitation of goals and objectives. It must have the capacity to inspire participation by being specific enough to indicate the direction, while possessing sufficient openness to allow for the imagination of the group to take over.

There is no pat formulation for doing this, for what inspires one group will totally turn off another. One way of thinking about the theme statement is as the opening paragraph of a truly exciting story. The reader should have enough detail to know where the tale is headed and what some of the possible adventures are likely to be. But "telling all" in the beginning will make it quite unlikely that the reader will proceed. After all, who would read a story they already know?

THE GROUP -- The group must be interested and committed. Failing that, Open Space Technology will not work. The key ingredients for deep creative learning are real freedom and real responsibility. Freedom allows for exploration and experimentation, while responsibility insures that both will be pursued with rigor. Interest and commitment are the prerequisites for the responsible use of freedom. There is no way that we know of to force people to be interested and committed. That must be a precondition.

One way of insuring both commitment and interest is to make participation in the Open Space event completely voluntary. The people who come should be there because they want to be there. It is also imperative that all participants know what they are getting into before they arrive. Obviously they can't know the details of discussions that have yet to take place. But they can and should be made aware of the general outlines. Open Space is not for everybody, and involuntary, non-informed participation is not only a contradiction in terms, it can become very destructive.

This raises the obvious question of what to do with those people whom you want to involve, but who, for whatever reason, do not share your desire. There are two possibilities. The first is to schedule two sessions, and trust that the first one will be so rewarding that positive word of mouth testimony will

draw in the recalcitrant. The alternative is to respect the wishes of those involved. In the final analysis it remains true that genuine learning only takes place on the basis of interest and commitment, and there is absolutely no way to force any of that.

The size of the group is not absolutely critical. However, there does seem to be a lower limit of about 20. Less than 20 participants, and you tend to lose the necessary diversity which brings genuine interchange. At the upward end of the scale, groups of 400 work very well, and there is no reason to believe that number could not be increased.

SPACE -- The space required is critical, but need not be elaborate or elegant. Comfort is more important. You will need a room large enough to hold the entire group, with space to spare in which the participants may easily move about. Tables or desks are not only unnecessary, but will probably get in the way. Movable chairs, on the other hand, are essential.

The initial setup is a circle with a large, blank wall somewhere in the room. The wall must be free from windows, doors, drapes, and with a surface that permits taping paper with masking tape. The wall should also be long enough so that the total group may stand before it, and never be more than three to four deep. The center of the circle is empty, for after all we are talking about Open Space.

If the room is very large, additional break-out areas may not be required, but they are always helpful. Best of all is the sort of environment in which there is an abundance of common space. If you are going to use a conference center or hotel, find one with plenty of conversation nooks, lobbies, and open grounds, where people may meet and work undisturbed, and without disturbing others.

TIME -- The time required depends on the specificity of result you require. Even a large group can achieve high levels of interaction combined with a real sense of having explored the issues in a matter of eight hours. However, if you want to go deeper than that, reaching firm conclusions and recommendations (as would be the case for strategic planning or product design), the time required may stretch to two or three days.

More important than the length of time is the *integrity* of the time. Open Space Technology will not work if it is interrupted. This means that "drop-ins" should be discouraged. Those who come must be there at the beginning, and stay for the duration if at all possible. By the same token, once the process begins, it cannot be interrupted by other events or presentations. These might come before or afterwards, but never in the middle.

THE BASIC STRUCTURE

Although it is true that an Open Space event has no pre-determined agenda, it must have an overall structure or framework. This framework is not intended to tell people what to do and when. Rather, it creates a supportive environment in which the participants can solve those issues for themselves. Minimal elements of this framework include: Opening, Agenda Setting, Open Space, and Conclusion. These elements will suffice for events lasting up to a day. Longer events will require the addition of Morning Announcements, Evening News, and probably a Celebration.

A standard Open Space Design, using all these elements appears below. If the event you anticipate lasts longer than the time indicated, simply replicate the middle day. If shorter, you will find that an Opening, Open Space, and Conclusion will suffice. Generally speaking, the minimum time required is five hours, but that is cutting it rather close.

OPENING -- We have found that a very informal opening works well, especially if the group involved is an intact work group. An evening meal and a time for catch-up conversation will effectively set the stage. Should the group not have any prior association, the simple device of having all the participants introduce themselves by giving their names and telling a short story from their lives to illustrate who they are will usually do the job. Detailed and involved "icebreaking" exercises do not seem to work very well, and more to the point, set the wrong tone. After all, we want Open Space.

AGENDA SETTING -- This is the time for the group to figure out what it wants to do. The details for this procedure are given below.

OPEN SPACE -- is exactly what the words imply, open space and time for the group to do its business. There is literally nothing here at the start.

ANNOUNCEMENTS -- A short period every morning for the group to catch up on what it is doing, where, when, and how. Nothing elaborate, no speeches, just the facts, nothing but the facts.

EVENING NEWS -- This is usually a time for reflection and occasionally fun. Not to be confused with a formal report-out session, the approach is "What's the story?" -- with participants voluntarily providing the tale.

CELEBRATION -- If your Open Space event is like all the ones we have seen, particularly multi-day affairs, by the last night it will time to celebrate, otherwise known as having a party. Even in "serious" undertakings like preparation of the corporate strategic plan, when it is over, it is over, and people will enjoy celebrating that fact. We suggest doing the celebration in the spirit and manner of the rest of the event. All of which means don't plan it in advance. It may be worthwhile to have some taped music if your people are inclined to dance, but other than that you will undoubtedly find that the talent you need is already available in the folks you have. Use it. Skits, songs, humorous reviews of what has happened, will amply fill the evening, and add to the learning experience.

CLOSING -- We try to keep the closing simple and serious. Simple in that there are no formal presentations and speeches. But serious, for this is the time for announcing commitments, next steps, and observations about what the event has meant. The closing event is best conducted in a circle with no "head table." Start anywhere, and go around the circle allowing each participant, *who wants to*, the opportunity to say what was of significance and what they propose to do. But do make it clear that nobody has to say anything. In very large groups, hearing from everybody is obviously impossible, but two or three folks may be asked to volunteer.

FORMAL REPORTS -- The formal report-out session has apparently become a fixture of conference life. However, we find it to be boring and generally non-productive. There is never enough time for each group to say all they wanted to, and if sufficient time is allocated, the majority of conference participants are uninterested at any given time. As an alternative, we recommend using a simple word processing system, a computer conferencing system, or both.

In a recent conference 200 participants created 65 task force reports (a total of 200 pages) which were available as the participants left the conference. Mechanically, all that is required is a bank of computers (low-powered laptops will do) and a request to each group organizer to enter the results of their deliberations into the system. They can either type it in themselves, or for the "non-typables," a small group of secretaries will do the job. We print out each report as it is entered and hang it on the wall, providing an ongoing, real-time record of the discussions. The obvious advantage here is that participants find out what is happening, as it is happening, rather than waiting until the end when it is too late. Of course, having the proceedings at the end of conference, rather than six months later, is a pleasant and positive surprise.

MEALS -- You will notice that meals are not listed on the agenda, nor are there any coffee breaks. The reason is quite simple: once the conference starts to operate in small groups, there is usually never a time when something of substance is not going on. And in accord with the Third Principle, it will take place in its own time. All of this creates a small, but not insoluble, problem for such things as meals and coffee-breaks. Our solution has been to have coffee and other refreshments available in the main meeting room, so people partake when they are ready. No need for the whole group to get into lockstep, and stop an important discussion just because it is coffee-break time. Likewise with meals. We suggest buffets, open and available over a several hour period, so people can eat when they want to. There are two exceptions to the flexible meal/coffee-break schedule: an opening dinner if there is one, and dinner on the last night.

The whole point is that the pacing and timing of the conference must be determined by the needs of the group and its learning process, and not by the requirements of the kitchen.

LEADERSHIP

The leadership of an Open Space event is at once absurdly simple and very tricky. The simplicity derives from the fact that the group itself will, and must, generate its own leadership. The tricky part comes in *letting* that happen. The demands placed upon the initial group leader are therefore limited and critical. Dealing with the limited aspects of group leadership is easiest and may therefore be done first. The functions here are to set time, place, and theme. Time and place are simply a question of where and when, both of which have been discussed above. Setting the theme involves creating the written theme statement describing where the group is starting, and where it hopes to go in general terms.

Now we come to the tricky part. Leadership in Open Space requires a style that some may find uncomfortable and counter-intuitive. This is especially true for those who equate leadership with control. There is no question that when we know exactly what we are doing, and where we want to go (as is presumably the case, for example, in a manufacturing process), tight controls are essential. In fact, control is the very heart of good management. We get into trouble, however, when we understand

leadership simply as advanced management, and therefore, if the manager controls, the leader must control absolutely. Sensitive leaders today, in a world marked by progressively expanding Open Space, know all too well that most of what they have to deal with is beyond their control, and maybe out of control.

Leadership defined as control can only fail. But that is not the only definition. Gandhi described the leader as one who intuits which way the parade is moving, and then races to reach the head of it. The function of leadership is to provide a focal point for direction, and not to mandate and control a minute-by-minute plan of action. The details must be left to the troops, which means amongst other things, the troops must be trusted. In no case can any leader possibly solve all problems or direct all actions. Leadership in Open Space requires that one set the direction, define and honor the space, and let go.

There are Four Principles and One Law which serve as guides to the leader and all participants. The principles are: Whoever comes is the right people. Whatever happens is the only thing that could have. Whenever it starts is the right time. When it is over, it is over.

The first principle reminds everyone of the obvious fact that those present are the only ones there. Whatever gets done will get done with them, or not at all. There is little point, therefore in worrying about all those who should have come, might have come, but didn't come. It is essential to concentrate on those who are there. The experience is that, in some strange way, the group present is always the right group.

In more practical terms, it has been discovered that if the group is deeply involved in the issue at hand and excited by the possibilities, that involvement and excitement are contagious, and others will soon join in. Even if the technical expertise present is not of the highest order, a committed group will find the needed expertise. However, if all the time is spent in telling each other that the group is neither right nor competent, it is always the case that the group will live down to its expectations.

None of this is to suggest that effort should not be made before the gathering to be sure that invitations are extended to critical people. Or indeed that those critical people should not be specially urged to attend. However, when the gathering starts, it is unarguably true: those who came are the ones who came. Whatever gets done will be done by them, or not at all. They will be the right people.

The second principle is yet another statement of the obvious. Given the theme (job) at hand and the people in attendance, whatever happens is the only thing that could have. Change the people, time, place, or theme, and something different will result. It is, of course possible that the result of the gathering could be a miserable failure, but experience shows that such a negative result is usually the product of negative expectations. Expect the worst, and you will very often get it.

Expectations are in fact critical. Be prepared to be surprised -- positively. Those who come to an Open Space event with a precise and detailed list of intended outcomes will be frustrated. More than that, they will inevitably miss the positive and useful things that occur. Never before, and never again will the assembled group gather in that time and place. No one could possibly predict the synergism of effect that will take place when those particular people assemble. Some of what happens will be non-useful. But it is the special function of the leader to raise the expectations of the group, and heighten their sensitivity to the opportunities at hand, whatever they may be.

Here is the most difficult and important point about leadership in Open Space. *The leader must truly trust the group to find its own way.* Attempts on the part of the leader to impose specific outcomes or agenda will totally abort the process. Any person who is not fully prepared to let go of their own detailed agenda should not lead.

The third principle will seem essentially wrong to those whose lives have been dictated by the clock, which is basically all of us. The conventional wisdom says that if you want to get something done, you must start on time. The conventional wisdom is right so long as you know what you are going to do, and how. On the other hand, when creativity, and real learning are involved, the clock can be more of a detriment than an assist. Things will start when they are ready, and whenever they start is the right time. In fact, when the creative learning moment arrives, it seems to create its own time, or put another way, clocks don't seem to matter much anymore. The Open Space environment provides the nutrient setting for creative activity, and those who would lead in that environment must keep their eye on the creative process and forget about the clock. When "it" happens, it will happen in its own time, and scheduling a breakthrough for 10 am is not only an exercise in futility, it is consummately destructive of Open Space.

Open Space Events do, of course, occur in time, which means that there must be a time of beginning and a time for closure. But everything in the middle must be allowed to run its own course.

The final principle, "When it is over, it is over," again states the obvious, but it is a point we may forget. Deep learning and creativity both have their own internal life cycle. They may take more or less time, but when they come to completion, they are over. Occasionally this means that we have to spend more time than we had planned, but more often than not, the reverse is true. The creative moment has a nasty habit of occurring very quickly, and just because the session or meeting was scheduled to take two hours is no reason to sit around and waste time after the moment has passed. When it is over, it is over.

Finally we come to the One Law of Open Space. It is a law only in the sense that all participants must observe it or the process will not work. We call it the Law of Two Feet. Briefly stated, this law says that every individual has two feet, and must be prepared to use them. Responsibility for a successful outcome in any Open Space Event resides with exactly one person -- each participant. Individuals can make a difference and must make a difference. If that is not true in a given situation, they, and they alone, must take responsibility to use their two feet, and move to a new place where they can make a difference. This departure need not be made in anger or hostility, but only after honoring the people involved and the space they occupy. By word or gesture, indicate that you have nothing further to contribute, wish them well, and go and do something useful.

WHEN NOT TO USE OPEN SPACE TECHNOLOGY

As there are individuals who should not lead in Open Space, there are also situations in which Open Space Technology is not appropriate, and in fact may be counter-productive. Open Space Technology is effective when real learning, innovation, and departure from the norm are required. When you aren't quite sure where you are, and less than clear about where you are headed, and require the best thinking and support from all those who wish to be involved, Open Space Technology will provide the means.

On the other hand, if the present state, and future position are crystal clear, along with all the intervening steps, Open Space Technology is not only a waste of time, it will be very frustrating. Using a very mundane example, if the task at hand is the implementation of a known technology, such as a word processing program, or an established office procedure, inviting people to be creative and inventive is quite beside the point. They simply have to learn the skills and methods required. There is no mystery. Just do it.

CREATING OPEN SPACE -- Introducing The Event

With the preamble out of the way, it is time to get on with the event. What follows is a walkthrough of the format we have used. But please do not treat it as an unchangeable script. The needs of your group and your own style will ultimately determine the best way.

If this is a "first time" for you as a leader, we strongly suggest that you take a practice run through. Start by becoming completely familiar with the walkthrough material provided below. Imagine that you are actually leading a group, and read through the script. Do this until you don't need the script, and then go one step further. Forget the script's words and use your own. At that point, you are probably ready for a real group, but don't make your first effort "the critical one." Find some friends and colleagues who are willing guinea pigs. They should have fun, and so should you. As a matter of fact, having fun is the key indicator that you are ready to take on a group for real. If it isn't fun, don't do it. Maybe you should never do it, or maybe you just need more practice. But HAVE FUN.

Assume that your group is now assembled in a circle, with a large blank wall behind them. You walk into the center and begin:

"Our theme for this gathering is _____. In the next ___days, we are going to develop our best thoughts around the issues and opportunities associated with our theme.

As we start, I want you to notice the blank wall. That is our agenda. Just out of curiosity, how many times have you ever been to a meeting where the agenda was a completely blank wall?

If you are wondering how you ever got into all this, or even more, how you will ever get out, you should know that while Open Space Technology is a new approach, it is not untried. Groups all over the world, some as large as 400, regularly create their own agendas for multi-day meetings in less than one hour. They then proceed to self-manage the whole affair. While this is not a contest, there is no reason for you to do less well than those who have gone before you."

It is worthwhile to pause a moment here. Let them look at the blank wall and really understand that there is no agenda except as they make it. Some people will begin to feel rather nervous, and others will be demonstrably so, but nervousness (anxiety) at this point is a plus, for it represents available energy or spirit just waiting to happen. The art is to wait long enough for it to build, but not so long that people will question what they are doing, or worse yet begin a discussion about the whole process. If that sort of discussion begins, you will have lost the moment. So pause for a moment, and then move on.

"To get 'from here to there' we will use two very simple mechanisms -- the Community Bulletin Board, and the Village Market Place. In a few moments, I will ask you to identify any issue or opportunity you see around our theme, give it a short title and write that down on the paper provided. Then stand up in front of the group, say what your issue is, and post the paper on the wall. Make sure that you have some real passion for this issue, and that it is not just a good idea for somebody else to do. For you will be expected to take personal responsibility for the discussion. That means saying where and when the group will meet, convening the group, and entering the results of your discussion into our computer system (if you are using a system). You may offer as many issues as you like, and if at the end of the day, you do not see your issue on the wall, there is exactly one person to complain to. Yourself.

"Once all the issues are up, we will then open the Village Market Place, and everybody will be invited to come to the wall and sign up for as few or as many of the groups as they desire. From there on out, you are in charge.

"Even though Open Space is truly open, there are some principles and one law that we need to keep in mind. The Four Principles are. . . [see above]. And the Law is what we call the Law of Two Feet. Everybody has them. . . [see above]."

We find it helpful to write the Four Principles and One Law out on a large piece of paper which may be hung on the wall for future reference.

"Keeping the Four Principles in mind, along with the One Law, it is now time to get to work. Along that line, there is one question to start. *What are the issues and opportunities around our theme, for which you have real passion and will take genuine responsibility?*

"And when you have identified an issue or area, give it a short title, write it down on the paper provided and sign it. Leave some room at the bottom for others to sign."

If you have a relatively large group (25 and up) it is helpful to have paper available in a pile in the center of the circle. A basket of magic markers will also help. The paper should be large enough so that when taped to the wall it may be easily read by the group from a distance of about 10 feet.

"As soon as you are ready, stand up where you are, read out your title, and tape it to the wall. Don't wait to be asked. Go when you are ready."

Keep on going until everybody with a subject they want to work on has posted it on the wall. There will be a certain amount of noise and confusion, which is positive and good, but keep it down a little bit so people can hear. Most important, don't let the people start to discuss any of the items at this point. There will be plenty of time for that.

When it seems that all the items have been posted on the wall, ask if there are any more, and direct the group's attention to the wall. If your group is like all others we have worked with, the wall should now be covered with things to do. You might say something like:

"For those of you who wondered whether we would have something to do, you might take a look at our wall. You might also note that we have generated the items for our agenda in less than ____ minutes.

"Our next act is to figure out who is going to do what, when, and where. To move that business, I would ask that every person who has an item on the wall go up and write down the time and place where your group will meet.

"Make sure your name is on the paper. For example, your group will meet from 10 to 12 o'clock in conference room C, or maybe out by the swimming pool. Space is on a first come, first served basis."

Prior to this part of the program, the leader should post a list of available meeting places. Of course if you are the only group meeting in a conference center, the space problem is simplified, and the groups can meet anywhere they feel comfortable.

"Don't worry about conflicts. We'll work all that out in a moment. Once you have selected a time, move your paper to the appropriate part of the wall. If you want to meet early, put it on the left side. For the end of the meeting, put it on the right. Those who want to gather in the middle, put it in the middle."

For meetings lasting longer than one day, it is helpful to divide the wall with tape into as many sections as there are days. You might also post *Morning Announcements* with a time at the beginning of each day, and *Evening News* just before supper. Additional time demarcations are not needed and tend to get in the way.

"While they are doing that, all the rest of you might also stand up and take a look at the various offerings. When you find one that interests you, where you could learn or contribute, sign your name on the bottom. Sign up for as many as you like, and don't worry about conflicts. We'll take care of them in a minute. It may seem a little chaotic, but it turns out that chaos is the way the fields of the mind are plowed so that new ideas can grow."

At this point, things are likely to get pretty noisy, and some might say chaotic. Leaders used to having things happen in relative silence, and in strict order may get very nervous. It is all right to be nervous, but don't try to straighten things out. **THE GROUP WILL TAKE CARE OF ITSELF.** A little chaos at this point is a good and necessary thing. First of all, everybody probably needs a stretch and some conversation. But most of all the rising noise level is a positive indication that the group is getting to work, and good things are happening.

Let the group bubble along for a few minutes, but before long some people will start to experience conflicts. They want to go to two different groups which are supposed to meet at the same time. Or two different groups are scheduled to meet in the same place at the same time. When you sense this happening, or even if you don't, stand up and get the group's attention. You may have to raise your voice, but noise won't hurt.

"Some of you may be finding a few conflicts, but it should be easy to work out. It is called negotiation. If you want to go to two groups meeting at the same time, find the group leaders and see if you can get them to merge their sessions or change their times. Of course, if they won't do that, you will just have to make a choice, but that is the way life is.

"From here on out -- you are on your own. As soon as your group is ready to go to work, go to it. We'll see you all back here at _____ [Evening News, Closing Session, whatever]."

We find it very useful at this point for the leader to actually leave the room, if only for a cup of coffee. It really makes the point, as little else could, that each individual and the total group are now responsible for what happens.

From here on out, the role of the leader will be infinitely less visible, but very important. There are, of course, several specific things to be done, such as convening the Morning Announcements, Evening News, and the Closing Session. The leader should also make arrangement for the collection of the conference out-put if a record of formal decisions and deliberations is required. This may be as simple as having flip-charts transcribed, or even better, insuring that the computer conferencing system is up, accessible, and used.

One most important function on the leader's to do list is to take care of the room and the wall where the created agenda lies. We find ourselves spending a lot of time in that room, sometimes doing little more than picking up coffee cups, or re-taping agenda items that have come unglued. This may seem trivial and non-useful, but at the symbolic level it is a powerful statement of the leader's concern for the common space. On a more practical level, it usually turns out that the initial meeting room plays the role of "Mission Control." It is the place where everybody, sooner or latter, drops by to see what's happening or where to go next. Simply by being there, it is possible to keep tabs on how everything is coming along.

The major function of the leader, however, is not to do certain, specific things, but rather to sustain the atmosphere of Open Space. In most cases this involves little more than walking about and seeing how things are going. When difficulty is encountered, it is important not to take charge, but rather to throw responsibility back on those who need to hold it. For example, it is not unlikely that one or two of the participants will find themselves slightly lost, and come to the leader expecting to be told what to do. An appropriate response would be a question -- "What would you like to do?" followed up with the assurance that there is nothing wrong with doing nothing. It may just be that some individuals' unique contribution will be made by sitting under a tree and thinking all by themselves. The result of that thinking may show up in a later session, at the Evening News, or six weeks later in a company meeting. Open Space requires real freedom, and real responsibility.

Sometimes it happens that overly zealous participants feel that their ideas are so important or powerful that everybody in a particular group (or even in the whole conference) should pay attention and listen. This one has to be nipped in the bud -- carefully. The way out is not to directly challenge the person, but rather to remind the assembled group of the Law of Two Feet. If everybody truly wants to listen, they should do that. But if that is not their desire, they have two feet which they should use. There is no need to argue and shout, just thank the group and leave. Egomaniacs quickly get the picture when everybody leaves.

ATTACHMENTS: None.

FOLLOW-UP: Staff will maintain a list of agencies that plan to apply for funding. Once the Trust has completed a community process for creating an inventory of abandoned vessels, staff will provide the inventory to applicable partner agencies.

Prepared By: Justin Isaac, Administrative Assistant

Reviewed By/Date: Clare Frater, Director, Trust Area Services, October 26, 2017

MEMORANDUM

File No.: DE-RZ-2017.1 (DILTA)

DATE OF MEETING: November 1, 2017

TO: Executive Committee

FROM: Penny Hawley, Planning Team Assistant
Northern Team

COPY: Marnie Eggen, Island Planner
Ann Kjerulf, Northern Planning Manager

SUBJECT: Request for Executive Committee sponsorship of development application fee

PURPOSE

The attached application for Executive Committee sponsorship of development application fees complies with Islands Trust Policy 4.1.xiii.

Staff have recently reviewed the rezoning application and confirmed that an amendment to the Denman Official Community Plan and the Denman Land Use Bylaw is required, the fee for which is \$4950.00. Please note that the applicant has submitted an application for an amendment to the Denman Land Use Bylaw only, a fee of \$4,400.00 (see attached receipt). Additionally, the attached sponsorship application form incorrectly indicates an application fee of \$1000.00. The \$1000.00 fee reflects the recently adopted Denman Bylaw No. 226, amending the Denman Fees Bylaw to reduce the Land Use Bylaw Amendment fee to \$1000.00 for the purpose of rezoning a property for use as affordable housing. However, staff understands that Application fee changes don't come into effect until April 1 2018 as per Islands Trust policy 5.6.i:

"Fee variances must be adopted by December 31 annually and can only be implemented on April 1 of the following year and following Trust Council's budget approval."

For clarity, the request to the Executive Committee for sponsorship of the development application DE-RZ-2017.1 (Denman Island Land Trust Association) includes an amendment to the Denman Official Community Plan and the Denman Land Use Bylaw, the fee for which is \$4950.00.

Recommendations:

That the Executive Committee financially sponsor the application for rezoning DE-RZ-2017.1 (Denman Island Land Trust Association) which would amend Denman Island Official Community Plan Bylaw No. 185, 2008 and the Denman Island Land Use Bylaw no. 186, 2008 to allow for a seniors affordable housing development.

Submitted By:	Penny Hawley Planning Team Assistant	October 12, 2017
Reviewed by:	Marnie Eggen, MCIP RPP Island Planner	October 12, 2017

ATTACHMENTS

1. Development Application Fee Sponsorship Application Form
2. Letter and attachment from Applicant, dated September 15, 2017
3. Letter to Applicant, receipt of application and fee

Development Application Fee Sponsorship Application Form

*Under Islands Trust Policy 4.1.xiii, Trust Council Executive Committee may sponsor development application fees. When applying for sponsorship, please submit this form, or the details in a letter, **with your development application**. Applicants are encouraged to file this form with or after their development application.*

To be eligible for Executive Committee Sponsorship:

- ✓ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with goals in the Official Community Plan (OCP).
- ✓ The applicant is an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility. (Potential sponsorship of up to one half of the costs of the application)
- ✓ The applicant seeks to implement specific objectives of an OCP with broad community benefits.

The following are NOT eligible for Executive Committee Sponsorship:

- ✗ The applicant is a registered for-profit corporation under the Corporations Act.
- ✗ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.
- ✗ An applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.
- ✗ ALR and Subdivision referral application fees are not eligible.

SECTION 1: APPLICANT INFORMATION

(Please print or type all sections)

Organization Name: Denman Community Land Trust Association (DCLTA)

Primary Contact: Harlene Holm

Address: 3900 Lacon Road, Denman Island, BC V0R 1T0

Telephone: 250-335-2691 E-mail: info@denmanaffordablehousing.org

Charitable Status Number (If applicable): 84223 0898 RR0001

Organization Mandate (Attach bylaws, constitution or cite organization website): (see paragraph 2 of application letter) DCLTA's website is denmanaffordablehousing.org

Board Members (Name, Position): see 2017 BC Society Annual Report (attached). DCLTA is egalitarian with board members taking responsibility for specific tasks

SECTION 2: DEVELOPMENT APPLICATION INFORMATION

Check development application where fee refund is requested:

☐ Official Community Plan

☒ Zoning Bylaw Amendment

☐ Development Permit

☐ Development Variance Permit

☐ Temporary Use Permit

☐ Other: _____

Development Application Submitted? ☒ Yes ☐ No

Development Application Fees Paid (Amount): \$4,400

Staff note that application requires OCP & LUB amendment, total fee of \$4950.00

#: not yet available

#: not yet available

Note that reduction in fees reduces DCLTA's request to \$1000.

SECTION 3

Objective of Development Application: see application letter

Describe how the Development Application furthers official community plan goals: see application letter addendum

SECTION 4

I/we declare that all of the above statements and the information contained in the material submitted in support of the application are to the best of my/our knowledge true and correct.

Printed Name: Harlene Holm

Signature:  Date: Sept. 16/17

Contact Information (e-mail and/or phone): see Section 1

INFORMATION TO BE COMPLETED BY ISLANDS TRUST

Date of Executive Committee Consideration: _____ Decision: _____

Financial Details: _____

Fee Refunded: _____

Organization Charitable Status Number: _____

LTC Notified (Date): _____

Applicant Notified (Date): _____



September 15, 2017

Peter Luckham
Chair, Executive Committee
Islands Trust
200 - 1627 Fort Street
Victoria, B.C. V8R 1H8

Dear Peter,

As mentioned in my delegation to Trust Council on September 13/17, the Denman Community Land Trust Association (DCLTA) is creating a seniors' affordable housing development. I am writing to ask the Executive Committee to sponsor our September 6/17 property-specific application to amend the Denman Island Land Use Bylaw to allow this land use.

DCLTA was incorporated as a non-profit society in 2008 (S0054085) and gained charitable status in 2009 (84223 0898 RR0001). Our mission is to create secure, long-term, affordable housing for low-income earners and those on low fixed incomes with a residential commitment to Denman Island. Our first affordable housing project was tenanted April 2015. This project aims to create 8 dwelling units (4 duplexes) designed to provide secure, rental accommodation for low-income senior residents of Denman Island within their community.

For some time, many Denman islanders have been concerned that a substantial number of our residents over 65 years of age are at risk of homelessness, living in substandard housing, or paying rent and hydro costs that together far exceed 30% of their income. In 2015, DCLTA engaged a consultant to prepare an assessment of seniors' affordable housing needs on Denman Island. The consultant consolidated several earlier studies of seniors' housing needs in this community and incorporated the latest information available from Statistics Canada, BC Stats, and the Islands Trust. The resulting report concluded that the Island faces a pressing and growing need for affordable and appropriate housing for its senior population. The Seniors' Affordable Housing project is intended to address this need.

Work on the project began in October 2013 with a Memorandum of Understanding to purchase two acres within the village area. To date we have publicized the project on Denman, kept the LTC updated, and discussed it with community members; met with provincial approval agencies; completed a needs assessment; formalized a business plan; successfully applied to exclude the land from the ALR; achieved adequate, potable water and obtained a professional's plan for wastewater disposal; and held a series of volunteer work bees to tidy the site.

This project is a significant step toward implementing recommendations from the 2010 *Islands Trust Community Housing "Tool Kit"* plus a number of reports arising from the June 13/16 Islands Trust Forum on Community Housing and toward forwarding the Strategic Plan objectives relating to protecting community character and socio-economic sustainability. As well, the project promotes policies of the Denman Island Official Community Plan addressing climate change adaptation and mitigation, water management, and, in particular, housing (see the enclosed addendum).

In order to initiate staff review of our bylaw amendment application, DCLTA included a cheque for \$4,400 to cover the basic application fee. However, according to Northern Office Regional Planning Manager Ann Kjerulf, the cheque will not be cashed while a decision on fee sponsorship is pending.

We are hopeful that the Executive Committee will sponsor this application and lighten the financial load carried by DCLTA.

Harlene Holm
Director

cc: Laura Busheikin, LTC
David Critchley, LTC
Ann Kjerulf, Regional Planning Manager
Marnie Eggen, Island Planner

Denman Island Seniors' Affordable Housing Project **Consistency with the Policy Statement and the Denman Island OCP** (key phrases are highlighted)

Islands Trust Policy Statement

The Policy Statement fails to address the need for affordable housing. The only text relevant to the problem is the overriding goal for Part V: Sustainable Communities, which follows.

GOAL: TO SUSTAIN ISLAND CHARACTER AND HEALTHY COMMUNITIES

Communities within the Trust Area are predominantly rural in character and contrast markedly with surrounding urban areas. Each island community has developed somewhat independently of other communities. Residents of all island communities value the safe and supportive nature of their island and their quality of life. Most feel strongly that **people of differing age groups and income levels should continue to have the opportunity to reside in island communities.**

The health of a community is influenced by numerous factors such as economic security, education, social support systems, the cleanliness and safety of the environment, and the availability of such necessities as educational and social services, transportation, **affordable food and housing.** Public involvement in decisions that affect a community is also critical to the health of that community. Participation in the decision-making process influences whether an individual or group is able to realize aspirations, satisfy needs or cope with change.

Denman Island Official Community Plan

This project promotes the goals of the following OCP policies:

Part C: The Natural Environment

Section C4: Climate Change Adaptation and Mitigation

Policy 2:

The Local Trust Committee should consider **energy efficiency attributes,** the reduction of **greenhouse gas emissions,** and climate change adaptation and impacts mitigation in all rezoning applications that propose an increase in density or change of use.

Policy 4:

The Local Trust Committee should support zoning amendment applications for affordable housing that incorporate climate change adaptation and mitigation measures, such as **energy efficiency and shared facilities.**

Policy 12:

Residents are encouraged to incorporate **high energy efficiency into building design and construction** (for example, through the use of high efficiency windows), and to use carbon-efficient materials in new construction.

Part D: The Social Fabric

Section D3: Water Management

Policy 3: Landowners are encouraged to create cisterns and ponds for the **storage of rain water.**

Part E: Families and Individuals
Section E1: Housing

Policy 11: The overall residential density on Denman Island should generally not increase beyond that permitted by existing zoning on the date this Plan was adopted except that an increase of approximately 5 percent may be permitted to accommodate zoning amendments for special needs and affordable housing, secondary dwelling units approved by the Denman Island Local Trust Committee under a Temporary Use Permit and site-specific zoning amendment applications under Policy 29 of this Section.

Policy 16: Landowners are encouraged to cluster houses and buildings accessory to a residential use to leave areas of undeveloped space.

Policy 17: The Local Trust Committee should encourage the establishment and work of non-profit land trusts for affordable housing.

Policy 27: The Local Trust Committee should consider zoning amendment applications for seniors housing provided:

- that the proposal is not located in a connectivity area identified on Schedule D;
- that the proposal is small-scale;
- that the siting and height of the proposal is sensitive to the surrounding land uses and does not impact negatively on adjacent properties;
- that the proposal proves an adequate supply of potable water and an adequate sewage disposal system;
- that the applicants enter into a housing agreement with the Local Trust Committee;
- that any environmentally sensitive areas on the lot are identified and the applicant undertakes a conservation covenant to protect such areas;
- that the proposal is designated a development permit area to guide form and character; and
- that the proposed development will not place a strain on existing public services and infrastructure.

Policy 28: The Local Trust Committee should consider zoning amendment applications for affordable housing projects provided:

- that the proposal is not located in a connectivity area identified on Schedule D;
- that the proposal does not impact negatively on adjacent properties;
- that the proposal is small-scale;
- that the proposal is clustered and the siting and height are sensitive to surrounding land uses;
- that the proposal proves an adequate supply of potable water and an adequate sewage disposal system;
- that any environmentally sensitive areas on the lot are identified and the applicant undertakes a conservation covenant to protect such areas;
- that the proposed development will not place a strain on existing public services and infrastructure.



Northern Office

700 North Road, Gabriola Island, BC V0R 1X3
Telephone **250 247-2063** Fax 250 247-7514

Toll Free via Enquiry BC in Vancouver 604.660.2421. Elsewhere in BC **1.800.663.7867**

Email northinfo@islandstrust.bc.ca

Web www.islandstrust.bc.ca

October 10, 2017

File No. DE-RZ-2017.1

By email: info@denmanaffordablehousing.org

Denman Community Land Trust
c/o Harlene Holm
3900 Lacon Road
Denman Island, BC V0R 1T0

Dear Harlene:

Re: Bylaw Amendment Application

PID: 009-708-537

Parcel M (DD 6601N) of Section 18, Denman Island, Nanaimo District, Except That Part in Plan 24807

This letter acknowledges that we have received a Bylaw Amendment Application for the above-noted property. Our receipt no. 3365 in the amount of \$4,400.00 is enclosed for your records.

Your application for sponsorship will be considered by the Executive Committee in the near future and we will advise you of the outcome in due course.

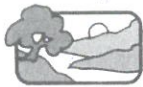
Marnie Eggen is the planner assigned to your application and she will keep you apprised as to its status. She may be reached through toll-free access via Service BC: in Vancouver at 604-660-2421 and elsewhere in BC at 1-800-663-7867 and request a transfer to 250-247-2210. Please quote the above-noted file number on any correspondence or inquiries you may have.

Please be advised that the Islands Trust Northern Office is currently experiencing a high volume of applications, which may delay the processing of your application.

Yours truly,

Penny Hawley
Planning Team Assistant
Enclosure

cc: Denman Island Local Trustees



Islands Trust

RECEIPT

3365

THE SUM OF

— Four Thousand, Four Hundred ⁰⁰/₁₀₀ DOLLARS \$4,400.00

ON ACCOUNT OF

Application Fee

40400-615

DE-RZ-2017.1

G.L. CODE

TRUST AREA

RECEIVED FROM

Danmon Comm. Land Trust Assoc. ON Sept 12

20 17

ISSUING OFFICE

Northern

ISSUING OFFICER'S SIGNATURE

Penny Hawley

WHITE: CUSTOMER

PINK: ISLANDS TRUST FILE

CANARY: RETAIN IN BOOK FOR AUDIT

REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: November 1, 2017

From: David Marlor, Director of local planning services

Date Prepared: October 16, 2017

File No.: Trust Policy

SUBJECT: AMENDMENTS TO POLICY 4.1.13 – GUIDELINES FOR EXECUTIVE COMMITTEE SPONSORSHIP OR LOCAL TRUST COMMITTEE INITIATED DEVELOPMENT APPLICATIONS

RECOMMENDATION: THAT Executive Committee request Trust Council to amend Policy 4.1.13 [Guidelines for Executive Committee Sponsorship or Local Trust Committee Initiated Development Applications] policy to allow the Executive Committee to consider up to 100% sponsorship of applications by taxpayer supported entities.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: This proposed amendment will simplify the consideration of applications and provide goodwill between Islands Trust and regional districts. Given the number of such applications, the financial implications are minor.

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: No implications.

FINANCIAL: May reduce revenue from applications; however, the number of applications from taxpayer entities is a small amount of the application volume.

POLICY: No implications.

IMPLEMENTATION/COMMUNICATIONS: Local trust committees and staff will be advised of the revised policy.

OTHER: No other implications.

BACKGROUND

PURPOSE:

To provide for opportunities for the Executive Committee to sponsor development applications from regional districts.

BACKGROUND:

On June 10, 2004 Trust Council adopted Policy 4.1.13 to allow local trust committees to sponsor development applications for by non-profit groups and taxpayer supported entities if the amendments

had a community benefit. On March 9, 2011 the policy was amended to give the ability to sponsor applications to the Executive Committee.

The policy is designed to allow the Executive Committee to sponsor up to 100% the cost of applications by non-profit agencies and up to 50% of application by taxpayer supported entities.

The restriction on sponsoring up to 50% for taxpayer supported entities application was based on the idea of cost sharing between the two taxpayer supported entities (for example, Islands Trust and regional districts). This policy leads to some bureaucracy in that the other entity must secure their portion of the funding and can lead to bad will between the agencies. For example, an Island parks and recreation commission may need to secure funds from the regional district in order to cover their portion of the application fee.

Most rezoning applications cost up to \$5500 with an official community plan amendment, and up to \$4400 for a rezoning application. Some local trust committee fees are less. Therefore, at 50%, the Executive Committee would be considering sponsorships of \$2750 and \$2200 respectively for the above applications.

Staff recommends that the policy be amended to allow the Executive Committee to consider up to 100% sponsorship of applications by taxpayer supported entities. This change would make the policy simpler to manage, have a negligible impact on budget given the small dollar amounts relative to budget and the small number of applications we receive from taxpayer supported entities. The change would also help to foster goodwill between government agencies.

REPORT/DOCUMENT:

- Attached amended Policy 4.1.13 – Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications.

KEY ISSUE(S)/CONCEPT(S):

- Sponsorship applications from taxpayer entities.

RELEVANT POLICY:

- Policy 4.1.13 – Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications.

DESIRED OUTCOME:

- Improved ability to sponsor development applications from taxpayer entities

RESPONSE OPTIONS

Recommended: Policy 4.1.13 [Guidelines for Executive Committee Sponsorship or Local Trust Committee Initiated Development Applications] policy be amended to allow the Executive Committee to consider up to 100% sponsorship of applications by taxpayer supported entities.

Alternative: Make no changes. Continue to limit sponsorship of applications from taxpayer entries to 50 per cent.

Prepared By: David Marlор, Director of local planning services

Reviewed By/Date:

Chief Administrative Officer

4.1.13 Guidelines

GUIDELINES FOR EXECUTIVE COMMITTEE SPONSORED OR LOCAL TRUST COMMITTEE INITIATED DEVELOPMENT APPLICATIONS

Trust Council: June 10, 2004

Amended: March 9, 2011, December 5, 2017

A: PURPOSE:

To clarify the circumstances when it is appropriate for a committee to sponsor or initiate a property-specific development application.

Note: This policy does not apply to general changes to Official Community Plan policies or zoning regulations that would apply to many properties and that are initiated by a local trust committee as part of a general review of policies or regulations.

B: REFERENCES:

1. *Corporations Act*
2. *Islands Trust Act, s. 27*

C: POLICY:

1. Development Applications

- a) May include OCP & Zoning Bylaw Amendments, Development Permits, Development Variance Permits and Temporary Use Permits.

2. Covenants

- a) Covenants are not considered development applications. If a covenant results from a development application approval condition, the costs of preparing the covenant are to be born by the applicant.

3. Conditions appropriate for Executive Committee sponsorship of a property-specific development application are:

- a) When the applicant is a non-profit agency or organization seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with goals in the OCP.
- b) When the applicant is an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility. .
- c) When the applicant seeks to implement specific objectives of an OCP with broad community benefits.

4. Conditions not appropriate for Executive Committee sponsorship or local trust committee initiation of a property-specific development application include:

- a) When the applicant is a registered for-profit corporation under the *Corporations Act*.
- b) When the applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.
- c) When an applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.

5. Conditions appropriate for a local trust committee initiated development application on a specific property or properties.

- a) Where a local trust committee has made an error (e.g. as part of a bylaw consolidation) in assigning an appropriate designation or land use regulation to a specific property and moves to correct the error.
- b) Where a local trust committee wishes to modify an existing land use regulation on a specific property or properties as an alternative to entertaining a host of development variance applications that it believes are appropriate.

- 6. Where the Executive Committee wishes to sponsor a property-specific application, the costs of the relevant application fees will be charged to the fund for the sponsorship of development applications that is allocated to the Executive Committee in the base budget following an appropriate resolution from the Executive Committee.
- 7. Initiation of a development application by a local trust committee does not fetter the discretion of the local trust committee when it makes decisions about the outcome of the application. Local trust committee members and staff must ensure that applicants and members of the public are fully aware of the distinction between a local trust committee's sponsorship or initiation of an application and the local trust committee's role in decision-making regarding that application.
- 8. Sponsorship by the Executive Committee for a development application that requires approval of the Executive Committee under s.27 of the *Islands Trust Act* does not fetter the discretion of the Executive Committee. Executive Committee members and staff must ensure that applicants and members of the public are fully aware of the distinction between the Executive Committee role in decision making regarding that application.

D: DETAILS:**1. Definitions:**

- a) Executive Committee Sponsored Application** – means when the Executive Committee assumes sponsorship of a development application for a specific property or properties and pays the appropriate fee on behalf of an applicant.
- b) Trust Committee Initiated Application** – means when a local trust committee initiates a development application for a specific property or properties without fee on its own behalf or on behalf of a property owner.

BRIEFING

To:	Executive Committee	For the Meeting of:	November 1, 2017
From:	David Marlor, DLPS	Date Prepared:	October 16, 2017
SUBJECT:	Provincial Process Regarding Tenure Referrals		

PURPOSE:

To provide the Executive Committee with an update on the current provincial process regarding tenure referrals.

BACKGROUND:

The Ministry of Forest, Lands, Natural Resource Operations and Rural Development (FLNRORD) is currently responsible for issuance of tenures for all types of uses on the foreshore as well as on terrestrial Crown lands.

Aquaculture:

While the management of aquaculture is a federal responsibility, because the Province owns the bed of the sea and is responsible for land use management on the surface of the water, the Province must issue tenures for aquaculture fisheries. The Province and Federal government have an agreement that harmonizes the issuance of tenures and issuance of shellfish licenses. The Federal government will not issue a shellfish license without a provincial tenure.

Before issuance of aquaculture tenures, FLNRORD send a referral to Local Planning Services asking for comment on the zoning for the proposed site. Planning staff review the land use bylaws and advise whether or not the proposal is consistent with existing zoning. Staff also provides information on relevant Official Community Plan policies, such as the existence of any development permit areas, or sensitive ecosystems.

FLNRORD considers the information provided in determining whether or not to issue tenures for shellfish aquaculture. In most cases FLNRORD does not issue the tenure if the zoning is not in place. This is not the case for First Nations; in this situation, because First Nations rights and title supersede Provincial regulation, the Province may issue tenures contrary to local zoning.

In situations where FLNRORD issues tenures for shellfish aquaculture when the zoning is not in place, FLNRORD includes information to the applicant that they must adhere to all regulations.

Docks:

There are two types of permissions for docks: General Permission and Application-only.

General Permission

General Permissions in the Islands Trust apply to all areas north of the Englishman River on Vancouver Island. This includes all of the Denman and Hornby local trust areas, as well as the most north-westerly portion of the Ballenas-Winchelsea area. General permissions also apply south of Coal Island. This includes James and Sidney islands and the water and associated islands south of there to the southern boundary of the North Pender Island Local Trust Area.

In the General Permission area, the Province has established that no permission is required to place a private dock provided that:

- It is not in an area with a known archeological site, areas of eel grass, ecological reserve, parks or other protected areas
- The owner of the dock is the owner or Crown lessee of the upland property
- The dock is used for private residential moorage purposes
- The dock is not in an “applications-only” area, or in an area that is designated a reserve.
- There are no other uses authorized that would prevent overlapping permissions.
- There is only one dock fronting the upland property, and no boat ramp or stand-alone boat lifts.

There are also construction standards. For example, the dock cannot be more than 60 metres from the shore; the float length is a maximum of 14 metres and a width of 3.7 metres. The walkway width is limited to 1.8 metres. See attachment 1 for a full list of the conditions.

The FLNRORD website states that other legal requirements [i.e. provincial, federal and local government] may also be applied to the construction and use of private moorage facilities, and that those wanting to construct a dock should contact their local governments to determine if there are any additional legal requirements that must be met. The website further states that non-compliance with local government bylaws and zoning will result in the dock not being eligible for a *Land Act* authorization.

In the General Permission Area an application is required for a dock that does not meet the criteria – such as a dock for commercial purposes, or for a size or siting that does not meet the general requirement.

Islands Trust planning staff remain concerned that the omission of mention of specific local government zoning in the list of conditions in the information guide on “general permission to Use Crown Land for Private Moorage Dock” will lead to confusion by the public about what is and is not permitted. Staff are also concerned that there is no oversight or enforcement in regards to the exceptions listed in the General Permission Area.

Application-only

Applications-only Area includes all local trust areas with the exception of those areas described above as being within the General Permission Area. In the Application-only Area, an application is required before receipt of permission to construct a dock. The province charges a one-time fee of \$250.

Land owners are encouraged to seek local government approval before applying for permission for a dock.

While we have received assurance from land officers who deal with Islands Trust dock permissions that they would not issue permission for a dock contrary to zoning, this is not reflected in policy.

Agreements

Potential enforcement issues in the General Permissions Area and concern regarding cooperation with local trust committees when considering issuance of permissions in the Application-only Area are being addressed in the Trust Area Services Crown Land Protocol Agreement Project. A Memorandum of Understanding or other document between FLNRORD and the Islands Trust could address concerns and help to harmonize the process for the public when seeking permission to construct a dock.

ATTACHMENT(S):

1. General Permission to Use Crown Land for Private Moorage

FOLLOW-UP:

Continue to work with MFLNRORD on a Memorandum of Understanding as part of the Crown Land Protocols project.

Prepared By: David Marlor, Director of local planning services

Reviewed By/Date:

Ministry of Forest, Lands and Natural Resource Operations

PROVINCIAL GENERAL PERMISSION FOR THE USE OF CROWN LAND

FOR PRIVATE MOORAGE

VERSION: January 17, 2017

(Land Act)

WHEREAS:

- A. The Ministry of Forests, Lands and Natural Resource Operations (“the Ministry”) has responsibility for the management of Crown land, including foreshore land and most submerged land;
- B. The Minister has the authority to authorize the use of Crown land on terms and conditions which the Minister considers appropriate;
- C. The Minister wishes to provide permission for the use of Crown land for private moorage purposes.

ACCORDINGLY, the Minister declares a general permission for the use of Docks (as herein defined), on the following terms and conditions.

1. Definitions

In this document,

“**Aquatic Crown land**” means all Crown land situated below the natural boundary or below the highest, high water mark of any water body unless, otherwise Crown Granted to another party.

“**Application-only Area**” means a designated area of submerged Crown land where the owner of a dock must apply for an authorization under the *Land Act*.

“**Area of special interest**” means known archaeological sites, areas of eel grass, ecological reserves, parks, protected area designations or any combination of these.

“**Dock**” means an aquatic structure used for the purpose of mooring boats and for providing pedestrian access to and from the moored boats, together with improvements in accordance with this document.

“**Freshwater**” means lakes, rivers and similar bodies of inland waters.

“**Foreshore**” means that land lying between the highest water mark and the lowest water mark that is alternatively covered by water and exposed with the normal rise and fall of the level of the body of water.

Ministry of Forest, Lands and Natural Resource Operations

“**Marine**” means coastal waters including oceans and seas.

“**Mobile dock**” means a dock with movable walkway and float used in lakes with seasonally fluctuating water levels, that can be readily moved away from the natural boundary as lake levels decrease, such that the required depth of water for boat moorage is achieved.

“**Natural boundary**” means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water is so common and usual, and so long continued in all ordinary years as to mark on the soil of the bed of the body of water a character distinct from that of its the banks in vegetation, as well as in the nature of the soil itself.

“**Platform or float**” means that portion of the dock structure that is generally used for mooring boats. (Note that while attached boat lifts generally do not contribute to structure width, boat lifting devices installed on decking are considered part of the moorage platform.)

“**Province**” means Her Majesty the Queen in Right of the Province of British Columbia.

“**Riparian vegetation**” means the vegetation growing on areas bordering streams and lakes that link water to land.

“**Riparian rights**” means certain common law rights that run with an upland property, and include access to and from the water.

“**Upland property**” means a non-aquatic land parcel that is bordering on a water body where the Dock is accessed from dry land.

“**Walkway**” means the structure that provides pedestrian access between shore and the boat mooring portion of a dock (i.e. the mooring platform or float).

2. Prerequisites

2.1. This permission applies only under the following circumstances:

- a. The owner of the Dock is the owner or Crown lessee of the Upland Property.
- b. A Dock shall be used for private residential moorage purposes only and the owner of the dock must not use the dock for commercial purposes or make the dock available to others for a fee.
- c. The Dock is not located over an **Area of Special Interest** (*refer to definition*).
- d. The Crown land over which the Dock has been installed, or will be installed, is not a designated **Application-only Area**, or an area that has been designated as a reserve or withdrawal prohibiting authorization of a dock under sections 15, 16 or 17 of the *Land Act*.
- e. There are no other authorizations for use of the Crown land which would prevent an overlapping permission on that land.

Ministry of Forest, Lands and Natural Resource Operations

- f. There is only one Dock fronting the Upland Property, and no boat ramps or stand-alone boat lifts.

3. Construction

- 3.1. A Dock platform or float, and walkway, must be either floating or suspended above the water.
- 3.2. A Dock may not have crib foundations or solid core structures made of cement or steel sheeting.
- 3.3. No new fill may be used in the construction or maintenance of a Dock.
- 3.4. No dredging may occur on Crown land.
- 3.5. **Riparian vegetation** on Crown land shall not be unduly disturbed.
- 3.6. A Dock must be connected to the shore and the connection must provide pedestrian access to the dock.
- 3.7. The only improvements authorized to be part of a Dock are those improvements necessary for mooring a boat (including non-overhead boat lifts, pilings and anchor lines,), and a **walkway**. **No** beach houses, storage sheds, boathouses, roofs, sun decks, hot tubs or other similar improvements are permitted.
- 3.8. A Dock in a **freshwater** environment must not:
 - a. extend beyond a distance of 42m from the point where the **walkway** begins, measured perpendicular from the general trend of the shoreline;
 - b. have more than a 3m wide moorage **platform or float**; or
 - c. have more than a 1.5m wide **walkway** connecting the platform or float to the shore; and
 - d. for **mobile docks** located in waterbodies that have seasonally fluctuating water levels, the outermost extent of the dock must not be more than a distance of 60m from the present **natural boundary**.
- 3.9. A Dock in a **marine** environment must be no more than:
 - a. 60m in distance from the present **natural boundary**, measured perpendicular from the general trend of the shoreline
 - b. 14m for the length of the moorage **float**
 - c. 3.7m for the width of the moorage **float**
 - d. 1.8m wide for the **walkway** connecting the float to the shore
- 3.10. Construction in or around water must only take place during the appropriate timing window specified by Fisheries and Oceans Canada.
- 3.11. Construction "... in and about a stream" (including a lake or river) must only take place in accordance with a *Water Sustainability Act*, section 11 Notification or Approval.
- 3.12. Construction materials must not contain toxic substances.

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4. Location

- 4.1 A Dock must be oriented at right angles to the general trend of the shoreline and must not interfere with the **riparian rights** of an adjacent property.
- 4.2 The offshore end of the Dock, including boat lifts and anchor lines, must be at least 30 metres from navigation channels.
- 4.3 The Dock (including boat lift) must be at least:
 - a) five meters from the “projected side property line”^{*}; or
 - b) six meters from the “projected side property line” if adjacent to a dedicated public beach access or park, and
 - c) ten meters from any existing dock or structure on the foreshore.

^{*}The “projected side property line” is a perpendicular extension from the general trend of the shoreline, commencing at the intersection of the side property line and the natural boundary.

5. Use

- 5.1 The owner of the Dock keeps the dock structures and the Crown land beneath the structures in a safe, clean and tidy condition.
- 5.2 The owner of the Dock will not commit any wilful or voluntary waste, spoil or destruction of the Crown land beneath or in the vicinity of the Dock or do anything on that Crown land that may be or become a nuisance or annoyance to an owner or occupier of land in the vicinity of the Crown land.

6. Other Requirements

- 6.1 A Dock will be subject to any other restrictions, requirements or specifications which the Minister may impose from time to time.
- 6.2 An owner of a Dock must comply with all laws that apply to the installation and use of a Dock as contemplated by this permission.
- 6.3 The Dock must not unduly obstruct public access along the foreshore or beach.
- 6.4 Before construction of a new marine Dock (i.e. *one constructed after the effective date of this general permission*) the owner must obtain and adhere to a Marine Habitat Assessment Report for the site which must be completed by a qualified registered professional biologist. This report must be provided to the Authorizing Agency upon request.
- 6.5 Subject to the following schedule, within the Thompson Okanagan and Kootenay Boundary regions, a Dock that was built or altered during the periods indicated may have different standards apply, in place of the current setback, width and length

Ministry of Forest, Lands and Natural Resource Operations

provisions of this permission. If requested, the owner must provide proof of when the Dock was built and/or altered. If proof is not provided current conditions apply.

Structural Element	Prior Standards		
	Construction Year		
	Pre-2007	2007-2009	2009 onwards**
Property Line Setback	≥ 3m/6m*	≥ 5m/6m*	≥ 5m/6m*
Walkway width	≤ 3.7m	≤ 3.7m	≤ 1.5m
Platform / float width	≤ 3.7m	≤ 3.7m	≤ 3m
Distance from shore	≤ 42m	≤ 42m	≤ 42m

* 6m setback required if adjacent to a dedicated public beach access or park

** Same as current standards for these specific structural elements.

≥ - greater than or equal to

≤ - less than or equal to

7. Termination of Permission

- 7.1 The Minister may revoke permission for a Dock at any time in his sole discretion without incurring any liability to the owner of the dock or any users of the dock and, within the period specified in a written notice of revocation of the Minister's permission, the owner of the dock must remove all parts of the dock from Crown land.
- 7.2 When the owner of a Dock removes the dock he must leave the area of Crown land over which the dock had been placed in a safe, clean and tidy condition.
- 7.3 If the owner of a Dock fails to remove all parts of the dock as required in a notice under section 8.1, the Minister may cause any or all remaining parts of the dock to be removed at the sole expense of the owner of the dock.

8. Other Dispositions

8.1 This Permission is subject to the following provisions:

- other persons may hold or acquire rights or interests in the Crown land in accordance with the *Land Act*, *Ministry of Lands, Parks and Housing Act*, *Coal Act*, *Forest Act*, *Geothermal Resources Act*, *Mineral Tenure Act*, *Petroleum and Natural Gas Act*, *Range Act*, and *Water Act*, or other Provincial legislation; such rights may exist as of the date this Permission takes effect or may be granted or acquired at a later date and may affect or take priority over your use of the Crown land;
- there is no right to compensation from the Province and no acceptance of any claim, action or demand arising out of any conflict between the use of the Crown land under this Permission and the exercise or operation of the interests, rights, privileges and titles described in subsection (a).

Ministry of Forest, Lands and Natural Resource Operations

9. Liability and Indemnity

- 9.1 Ownership of and liability for a Dock shall pass to and be binding upon the heirs, executors and assigns of the Dock's owner.
- 9.2 The owner of a Dock assumes all responsibility and liability associated with the dock and must indemnify the Province for any loss or expense incurred by the Province as a result of the existence or use of the dock by any person, including, without limitation, any conflict between the existence or use of the dock and the land use or riparian rights of any person.
- 9.3 Without limiting the Dock owner's obligations or liabilities the dock owner must, at his or her expense, effect and keep in force a Homeowner's Insurance Policy or other insurance policy which expressly covers the use of the dock, including Comprehensive Personal Liability in an amount of not less than \$2,000,000 per occurrence.



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** November 1, 2017
From: David Marlor, DLPS **Date Prepared:** October 27, 2017
SUBJECT: UNDERSPENDING ON LOCAL TRUST COMMITTEE PROJECTS

RECOMMENDATION:

That the Executive Committee forward the attached briefing note and attachment to the Salt Spring Island Local Trust Committee to report back on underspending of Salt Spring Island Local Trust Committee projects.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

This recommendation will provide the Salt Spring Island Local Trust Committee with a report back as requested in its original request to the Executive Committee.

1 PURPOSE:

The purpose of this Request for Decision is to provide a response back to the Salt Spring Island Local Trust Committee on its request to the Executive Committee regarding underspending on local trust committees' projects.

2 BACKGROUND:

On March 2, 2017 the Salt Spring Island Local Trust Committee passed the following resolution:

SS-2017-16 It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee request the Executive Committee to explore and report regarding the under spending of the projects budget for Salt Spring Island and potentially for other Trust Areas.

The Executive Committee considered this request on April 5, 2017. At that time, Staff advised that it was working on a new proposal for funding local trust committee projects to start on April 1, 2018. Staff also advised that it would work closely with local trust committees on efficiently using the funds assigned to local trust committee projects in the 2016/17 Fiscal Year.

The attached draft briefing to the Salt Spring Island Local Trust Committee contains more information on this in relation to Salt Spring Island projects.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

No organizational implications.

FINANCIAL:

No financial implications.

POLICY:

No policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Staff will forward the briefing and attachment to the Salt Spring Island Local Trust Committee as directed by the Executive Committee.

FIRST NATIONS:

No First Nation implications.

OTHER:

No other implications.

4 RELEVANT POLICY(S):

No relevant policy to consider.

5 ATTACHMENT(S):

- 1** Briefing note to the Salt Spring Island Local Trust Committee with attachment

RESPONSE OPTIONS

Recommendation:

That the Executive Committee forward the attached information to the Salt Spring Island Local Trust Committee as a means of reporting back on underspending on Salt Spring Island Local Trust Committee projects.

Alternative:

That the Executive Committee request that staff provide a different response to the Salt Spring Island Local Trust Committee. This would require that staff modify the briefing note to the Salt Spring Island Local trust Committee, or draft a different response as directed by the Executive Committee.

Prepared By: David Marlor, Director of Local Planning Services

Reviewed By/Date: Russ Hotsenpiller, CAO/Oct 27, 2017

BRIEFING

To: Salt Spring Island Local Trust Committee **For the Meeting of:** TBD

From: Executive Committee **Date Prepared:** October 27, 2017

SUBJECT: UNDERSPENDING ON PROJECTS - UPDATE

PURPOSE: To respond to a request from Salt Spring Island Local Trust Committee to the Executive Committee on underspending on local trust committees' projects.

BACKGROUND:

The Salt Spring Island Local Trust Committee requested that the Executive Committee explore and report back regarding the under-spending of project budgets for Salt Spring Island and potentially for other Trust Areas.

At its regular meeting on April 5, 2017 the Executive Committee considered this request. At that time, staff advised that it was proposing changes to the process for funding local trust committee projects.

During the 2015/16 Fiscal Year the Salt Spring Island Local Trust Committee budgeted \$55,000 to support their projects. Of this, only \$8,500 was actually spent. The reason for this is partly due to the fact the in our budget process, funds for local trust committee projects had to be requested up to 18 months in advance of the actual work beginning. As such, the projects were not scoped out, resourced nor necessarily a priority of the local trust committee. The funding requested was a best guess of the amount that would be needed for the projects. The funding was found to not be required during that fiscal year because:

- Staff resources and local trust committee priorities changed;
- the work did not start or did not complete within the Fiscal Year,
- after scoping the project funding was found to be more than actually required; or
- Staff resources were not available to start or complete the project.

To ensure that the current 2016/17 Fiscal Year local trust committee project funds are used to their maximum benefit before the end of the year, the Director of Local Planning Services, at the September Trust Council meeting, encouraged local trust committees to either reallocate the funds to another project that will be completed this year, to reallocate the funds to hire a consultant to undertake the work, or to release the funds so they may be used by another local trust committee to complete project work. The regional planning managers have also been working closely with the planners and the local trust committees to manage the funds, and to reallocate them appropriately.

During the 2016/17 Fiscal Year the Salt Spring Island Local Trust Committee budgeted \$60,000 to support its projects. This Fiscal Year, local planning services staff has been working closely with the Salt Spring Island Local Trust Committee to realign the funding to the current Salt Spring priorities and staff resource availability. As a result of this, staff anticipates that \$50,000 of the \$60,000 will be spent by March 31, 2018.

New Approach to Local Trust Committee Project Funding

As reported at September Trust Council, Staff has proposed changes to the process for developing and assigning budgets to local trust committee projects (attachment 1).

Under the new approach to Local Trust Committee project funding and management, local trust committees will first identify a project and then Staff will provide a basic project charter with an estimate of staff resource allocation, scope, timeline and budget. Once the local trust committee has endorsed the Charter and added it as a top priority onto its work program, staff will then develop a more detailed work plan, confirm staff resources are available over the timelines and request funds to be released from a new specific reserve fund. Once the work is complete, staff will review the project and record a “lessons learned” to inform future similar project development.

This new approach will come into effect on April 1, 2018.

ATTACHMENT(S):

1. Local Trust Committee Projects – New Approach to Budgeting and Management (presented at September 2017 Trust Council)

FOLLOW-UP:

- None Required.

Prepared By: David Marlor, Director of Local Planning Services

Reviewed By/Date: Russ Hotsenpiller, CAO/Oct 27, 2017
Executive Committee/November 1, 2017

To: Trust Council **For the Meeting of:** September 2017

From: David Marlor, MCIP, RPP **Date prepared:** August 22, 2017
Director of Local Planning Services

File No.: LTC Projects

SUBJECT: LOCAL TRUST COMMITTEE PROJECTS – NEW APPROACH TO BUDGETING AND PROJECT MANAGEMENT

DESCRIPTION OF ISSUE:

The purpose of this briefing note is to provide Trust Council with an update on a proposed new approach to budgeting and project managing local trust committee projects.

BACKGROUND:

New Approach to Local Trust Committee Project Budgets

Staff is proposing through the Financial Planning Committee (FPC) the establishment of a specific reserve fund for the purpose of funding local trust committee projects. This approach would simplify the approach to budgeting for local trust committee projects and be more in line with best management practices.

Staff believes the new approach is in the best interests of all local trust committees and Trust Council.

Three reasons why this new approach is beneficial are:

1. It will eliminate the current process where local trust committees make specific budget requests for projects up to 18 months in advance of when the project may be undertaken.
2. It will be more responsive to the needs of the local trust committee by allowing the local trust committee to quickly prioritise an issue and begin work on it in a timely manner.
3. It is more flexible and will eliminate the need to reallocate funding and the need to advise FPC of the reallocation.

To implement this new approach to local trust committee project budget and project management, the following process is proposed:

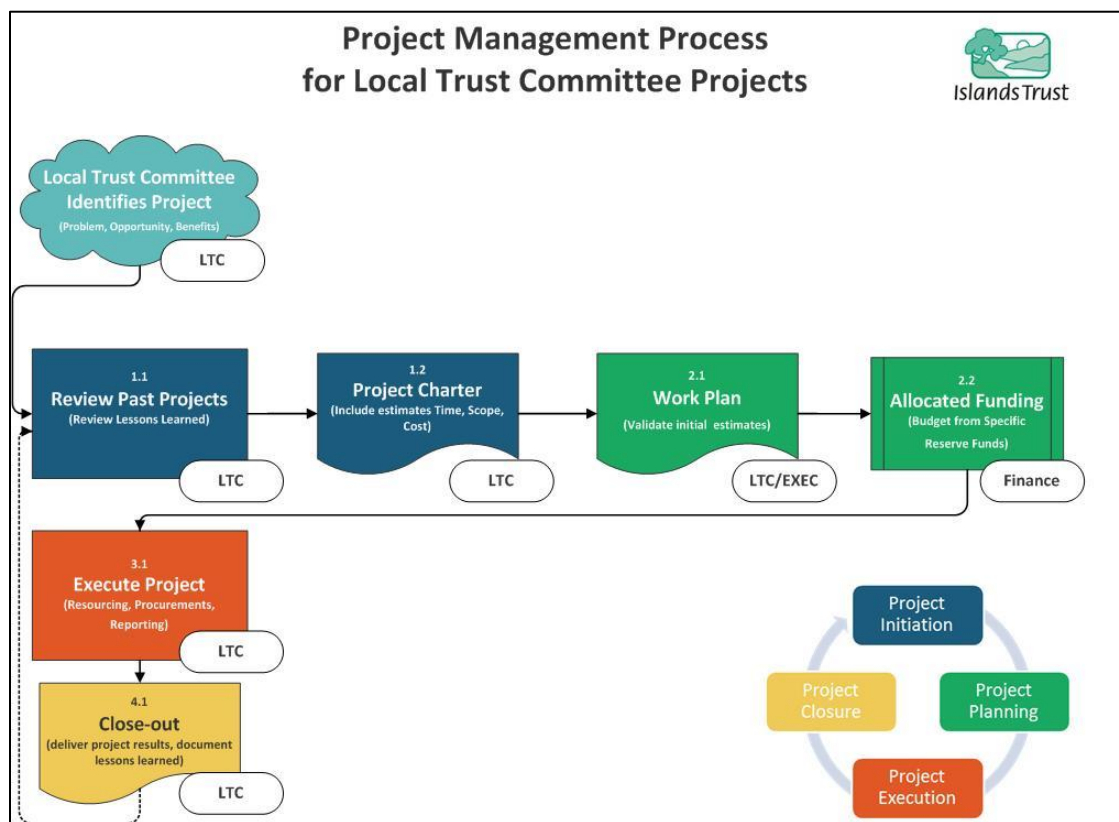
- Local trust committee identifies a projects
- Staff develops a basic project charter with a scope, an estimate of staff time allocation, budget requirements, and timeline.
- The local trust committee endorses the project charter and adds the project as a top priority to its work program.
- Staff develop a detailed work plan and confirm the staff resource requirements (and consider availability of resources for the duration of the project), detailed budget breakdown and timeline. Staff request funds for the project be released from the local trust committee project reserve fund.
- Staff undertake the work as per the work plan.
- On completion, staff undertakes a review of the project and records “lessons learned”; these lessons are then used to inform future similar projects.

Staff has recommended to FPC that for projects under \$20,000 the Director of Administrative Services approve the funding from the LTC Project Specific Reserve Fund, and for projects of \$20,000 or more, the Executive Committee approve the funding from the LTC Project Specific Reserve Fund. For small projects that can be covered by the local trust committee special projects budget, this process is not required.

New Approach to Local Trust Committee Project Management

In addition to the new budget process for local trust committee projects, staff will implement a new approach to project managing local trust committee projects. This will involve the steps listed above for budget approval, in addition to consideration of staff resources (hours) in the project charter and work plan. This will allow us to consider whether or not we have sufficient staff resources available to undertake the work as planned and to ensure that resources are available for all projects being undertaken by local trust committees. Each project will have an estimate of planner hours. The planners will record their hours for each project. This will allow us to measure actual hours vs budgeted hours.

Management has developed procedures for this new approach using project management best practices. The new approach, illustrated in the flow chart below, will be implemented beginning April 1, 2018.



Drawing 1: Overall new approach to project management of local trust committee projects.

FOLLOW-UP:

Staff will provide information to staff and trustees in advance of the start of using this approach beginning in April 2018.

Prepared By: David Marlor, Director of Local Planning Services

Reviewed By/Date: Cindy Shelest, Director of Administrative Services/August 22, 2017
Russ Hotsenpiller, Chief Administrative Officer/August 31, 2017



Administrative Services Report July 2017 to August 2017

Date: 24/08/2017

1. Director

Supported the Financial Planning Committee (FPC) and Trust Fund Board with completion of the 2016/17 financial audit,

An FPC meeting was held on August 23, 2017. The next FPC meetings are October 18 and November 19, 2017 with the focus being preparation of the first draft of the 2018/19 budget. In addition the 2016/17 Allocated Financial Statements will be provided to FPC for their review at that time.

Review of two procedures will be before FPC before the end of the year; the Procurement Policy (formerly Purchasing Procedure) and the Municipal Contribution Calculation.

Began planning related to the Victoria office space renovations. A Request for Proposals has been published to proceed to contract for services for office space design and build plans. The lease of the Salt Spring Island Office is up for renewal in January of next year. Once the results of the Salt Spring Island referendum are known, negotiations with the landlord will be initiated.

The Administrative Services Team is committed to updating Operational procedures before the end of 2017 and to supporting the Electronic Data Management system implementation.

2. Employee Services

The OHS Committee completed the purchase of Automated External Defibrillators (AED) for the offices. Updates to the Working Alone Policy, the OHS Committee Terms of Reference, the Safety Manual and the Safety Orientation Checklist are all in progress.

Implementation of the PSA's myPerformance (an automated performance planning system) is planned for the fall of 2017.

A quarterly staff meeting was held on June 28, 2017. A staff trip to one of the islands is being arranged for September of 2017.

3. Finance

Our Finance Officer has also devoted significant effort to the creation of Spending Commitment and Signing Authority matrixes for inclusion in Trust Council's Procurement Policy (scheduled to proceed to Financial Planning Committee in October).

The Statement of Financial Information has been completed and will be forwarded to the Ministry prior to the September 30, 2017 reporting deadline.

Budget planning for 2018/19 has begun including discussions with Local Planning Services regarding the creation of a new procedure for managing LTC projects and the use of a Specific Reserve Fund to support the initiative.

4. Information Services

Information Services' top priority project this year is an upgrade to the standard of electronic meetings for Islands Trust Council and Committees. Equipment has been installed in the Gabriola office with installation in Salt Spring planned for the fall. The final phase of the solution is planned for implementation in conjunction with Victoria office renovations.

Discussions are underway with eScribe exploring cloud-based services as opposed to the current (Islands Trust) site-managed installation. This upgrade has the potential to reduce Islands Trust resource demands, and vastly improve version management which will ultimately improve overall supportability of the site.

TAPIS Info and MapIT improvements continue as Mapping strives to improve usability while expanding utility. Mapping is also actively scanning our digital base bylaw inventory of current and repealed maps, continuing the transition from hardcopy to digital archives.

Work is nearing completion on the Information Services Strategic Plan.

5. Project Management

Project management resources are being leveraged trust-wide and providing practical and logistical support to a variety of initiatives within the Trust.

The Project Management Analyst has been providing project support to; Trust Area Services, future website development; Local Planning Services, developing project procedures; Legislative Services, project management for the Electronic Document Management; as well Finance, upgrade of the corporate finance systems.

To: Executive Committee

For the Meeting of: November 1, 2017

From: Russ Hotsenpiller

File No.:

SUBJECT: DEVELOPMENT OF A VISIONING STATEMENT

DESCRIPTION OF ISSUE: To receive an update on progress in developing a professionally produced vision statement for Trust Council.

BACKGROUND:

At the June 2017 Trust Council, the following motion was made regarding procuring a professional writer to craft a visioning statement for the Islands Trust:

THAT Trust Council request Executive Committee to retain a consultant to draft an inspirational Vision Statement for the Islands Trust, based on the existing Object and recent work on a Vision Statement.

Staff have contracted with Victoria Bushnell Consulting to deliver this work. Ms. Bushnell has extensive professional experience writing for a variety of business, academic and environmental clients. Her information is attached to this brief for review.

It is anticipated that Ms. Bushnell, with the assistance of staff, will provide some options for consideration of Executive Committee and Trust Council for the December Trust Council meeting. She has been provided a large amount of information and at this point there are no anticipated meeting planned for EC or Trust Council with Ms. Bushnell.

ATTACHMENT:

- 1) Backgrounder: Victoria Bushnell Consulting

FOLLOW-UP: Executive Committee will be provided a draft visioning statement for consideration prior to December Trust Council.

Prepared By: Russ Hotsenpiller

Reviewed By: Chief Administration Officer

Date: October 25, 2017

About

Victoria Bushnell provides writing and editorial services for international travel, corporate and sustainability clients. A consultant on editorial strategy, brand alignment and website development, her editing, writing and project management work includes e-newsletters, annual reports and style guides.

An established sustainability writer, she is often called on to write sustainability reports for clients such as Coca-Cola Canada and the Vancouver 2010 Olympics. Along with writing websites, magazine articles and promotional materials, Victoria is the author of *Kids' Vancouver*, a guidebook for families.



Victoria is based in Vancouver, British Columbia, and holds both American and Canadian citizenships.

Clients

COMPANIES

Canadian Tourism Commission
BC Hydro
VGH & UBC Hospital Foundation
Karo Group
Willows Lodge
Coca-Cola Canada
Teekay Shipping
Emily Carr University
Amtrak Vacations
University of British Columbia
Vancouver 2010 Olympic Games
Kiwi Collection
Vancouver International Airport
National Film Board of Canada
The Landgraf Group/Kraft Foods
MEC
Street to Home Foundation
The Ann Duffy Group

Destination BC
Pan Pacific Seattle
FortisBC
California Department of Tourism
Port Alberni Tourism
Wallop Creative
Woodmark Hotel, Yacht Club & Spa
Hotel Tadoussac
Vancouver Coastal Health
SaskPower
Alderbrook Resort
Free Agency Creative
MTM Luxury Lodging
University of Southern California
Gateway Casinos
Salish Lodge
Junxion Strategy
Starlight Casino

BOOKS

Overnight Sensations – The Americas (Writer, Kiwi Collection)

Overnight Sensations – Asia Pacific (Writer, Kiwi Collection)

Overnight Sensations – Europe/Middle East Africa (Writer, Kiwi Collection)

Kids' Vancouver (Author, Raincoast Books)

Paris Access (Contributing Writer, Access Press)

MAGAZINES

The Hollywood Reporter

Vancouver

L.A. Weekly

VLM

Junior

Billboard

SHOOT

Post

Film & Video

The Georgia Straight

Producer's Quarterly

Location Update

Back Stage

Daily Variety

Website: <http://www.victoriabushnell.com/>

-----Original Message-----

From: Peter Luckham [mailto:pluckham@islandstrust.bc.ca]
Sent: Monday, October 23, 2017 10:40 AM
To: EC; Clare Frater
Subject: Fwd: UBCM 2017 Ministry of Environment Follow up

Peter Luckham, Chair Trust Council
Trustee, Thetis Island
Islands Trust
#200 1627 Fort Street
Victoria, B.C. V8R 1H8
Home Phone: (250) 210-2553
Office Fax: (250) 405-5155
www.islandstrust.bc.ca
Preserving island communities, culture and environment

Please consider the environment before printing this email.

----- Forwarded Message -----

Subject: UBCM 2017 Ministry of Environment Follow up
Date: Mon, 16 Oct 2017 18:07:48 +0000
From: Minister, ENV ENV:EX <ENV.Minister@gov.bc.ca>
To: 'pluckham@islandstrust.bc.ca' <pluckham@islandstrust.bc.ca>
CC: Dawes, Jacquie MAH:EX <Jacquie.Dawes@gov.bc.ca>, Nikolejsin, Dave
MNGD:EX <Dave.Nikolejsin@gov.bc.ca>, Sheldan, Tim FLNR:EX <Tim.Sheldan@gov.bc.ca>, McGuire,
Jennifer ENV:EX <Jennifer.Mcguire@gov.bc.ca>, Jardine, Kevin EAO:EX <Kevin.Jardine@gov.bc.ca>

Reference: 312202

/October 16, 2017///

Peter Luckham, Chair

and Council representatives

Islands Trust

Email: pluckham@islandstrust.bc.ca <mailto:pluckham@islandstrust.bc.ca>

Dear Chair Luckham and Council representatives:

I am writing to follow up on my recent meeting with Islands Trust representatives at the 2017 Union of British Columbia Municipalities

(UBCM) Convention.

The annual UBCM convention offers an important opportunity for local governments to have conversations and outline priorities with the provincial government. These meetings help to inform ministries on issues that matter most to communities in British Columbia. I value these opportunities and I hope that you continue to engage with my ministry and our new government on issues that matter to you and your residents so that we can continue to move forward with our goal of building a strong, sustainable, innovative economy that works for everyone.

Thank you for articulating your interests in funding for the Coastal Douglas Fir Associated Ecosystems Conservation Partnership; opposition to the Kinder Morgan pipeline; and, the review of the environmental assessment process and professional reliance. I want to assure you that we will continue to do everything in our power and use every tool available to stop the Kinder Morgan process. As discussed, details on the reviews of the environmental assessment and professional reliance processes will be released in the coming months and I encourage you to bring your suggestions forward.

As you may know, I am also committed to implementing a comprehensive climate-action strategy that provides a pathway for BC to prosper economically, while meeting carbon pollution reduction targets and I hope that you will keep this goal in mind in your local decision-making for the benefit of all British Columbians.

Thank you again for taking the time to meet. I look forward to continuing to work closely with you in the future on issues of mutual importance.

Sincerely,

George Heyman

Minister

cc: Jacque Dawes, Deputy Minister, Ministry of Health

Dave Nikolejsin, Deputy Minister, Ministry of Energy, Mines and Petroleum Resources

Tim Sheldan, Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Jennifer McGuire, A/Assistant Deputy Minister, Environmental Sustainability and Strategy Policy Division, Ministry of Environment and Climate Change Strategy

Kevin Jardine, Associate Deputy Minister, Environmental Assessment Office

From: AVICC [<mailto:avicc@ubcm.ca>]

Sent: Wednesday, October 25, 2017 2:53 PM

To: AVICC

Subject: AVICC October Update - AVICC Lunch at UBCM, 2018 AVICC Convention Sessions and Hotels

Please distribute to all AVICC elected officials, the Chief Administrative Officer and their support staff.

Dear AVICC Member:

1. AVICC Lunch at UBCM Convention

It was good to see so many members at the AVICC lunch during the UBCM Convention. We had a strong turn out of MLAs and Ministers from across our region including Premier John Horgan.

President Mary Marcotte thanked Nanaimo Regional District Director Joe Stanhope for his years of outstanding service to the AVICC, and presented him with an award as a Special Advisor to the AVICC Executive.

Photos from the lunch are available online

at <https://www.flickr.com/photos/ubcm/albums/72157686403256031>

2. 2018 AGM & Convention – Session Suggestions

At the AVICC lunch Mayor Lisa Helps from the City of Victoria invited delegates to attend the 2018 AVICC Convention. It will be held in Victoria over the week-end of April 13-15, 2018 at the Victoria Conference Centre and the adjoining Fairmont Empress. Registration will open for the Convention in January 2018.

We are looking for member suggestions on sessions, study tours or workshops. Please send your ideas to avicc@ubcm.ca by November 30th using the form attached. The form is also available to download from the avicc.ca website at <http://avicc.ca/2018-convention-april-13-15/>

3. 2018 AGM & Convention – Hotels

We have secured blocks in a few hotels near the Victoria Conference Centre. Booking information is available on the AVICC website at <http://avicc.ca/2018-convention-april-13-15/2018-accommodations/>

Pre-convention sessions and study tours are being planned for Friday morning, so delegates may wish to arrive on Thursday. The Convention is scheduled to finish at noon on Sunday. The banquet on Saturday night will be held in the Crystal Ballroom of the Fairmont Empress.

Information on the deadline for Resolutions and Nominations for the AVICC Executive will be sent out in a November update.

Please get in touch with any questions.

AVICC
525 Government Street
Victoria, BC, V8V 0A8
(250) 356-5122

From: Kate-Louise Stamford <kstamford@islandstrust.bc.ca>

Date: October 23, 2017 at 12:59:54 PM PDT

To: Ann Kjerulf <akjerulf@islandstrust.bc.ca>

Cc: Dan Rogers <drogers@islandstrust.bc.ca>, Susan Morrison <smorrison@islandstrust.bc.ca>, Gambier Planner <gambierplanner@islandstrust.bc.ca>, Clare Frater <cfrater@islandstrust.bc.ca>, Madeleine Koch <mkoch@islandstrust.bc.ca>

Subject: RE: Summary and Resolution request re HS Marine Reference Guide

Here is a motion I will be bringing forward at the Local Trust Committee:

"That the GMLTC forward the summary of the Ocean Watch Howe Sound Marine Reference Guide to the Executive Committee including a request to Trust Council for support of the Guide's development including a commitment of \$500.00 per year for 3 years as in Section 8(1)(h) of the IT Act which provides for public education around the history and heritage of the Salish Sea area ."

I am wondering as it is a TC responsibility how does Bowen Island fit into this as the request has been made to them as well.

Also this is primarily a marine data acquisition and presentation project I'm not sure why history and heritage budget funding is the area from which to request monies from. As per the summary, the final application will provide for comprehensive and easily accessible data for marine and shoreline planning across the Howe Sound including the majority of the Gambier Local Trust Area.

*Kate-Louise Stamford, Trustee
Gambier Island Local Trust Committee
West Bay, Gambier Island
604-886-4752
778-235-2240*

From: Ann Kjerulf

Sent: October 20, 2017 4:09 PM

To: Kate-Louise Stamford <kstamford@islandstrust.bc.ca>

Cc: Dan Rogers <drogers@islandstrust.bc.ca>; Susan Morrison <smorrison@islandstrust.bc.ca>; Gambier Planner <gambierplanner@islandstrust.bc.ca>; Clare Frater <cfrater@islandstrust.bc.ca>; Madeleine Koch <mkoch@islandstrust.bc.ca>

Subject: RE: Summary and Resolution request re HS Marine Reference Guide

Kate-Louise,

I have asked Madeleine to contact Derek Lefler and report out to the LTC at the meeting next week.

Regarding the request for funding from Ocean Watch, please note the following:

The LTC has no budget authority and can only use the budget it is assigned for the purpose of carrying out the planning functions laid out in S. 24 of the *Islands Trust Act*. Section 8(1)(h) of the IT Act allows Trust Council to support or give financial aid for the purpose of engaging in activities to gain knowledge

about the history and heritage of the trust area, to increase public awareness and understanding and appreciation of that history and heritage, and to conserve heritage property.

A request for funding or financial support for one of the things listed above should be directed to Trust Council (via the Executive Committee).

Ann Kjerulf, MCIP, RPP
Regional Planning Manager, Northern Team
Islands Trust
Phone: 250-247-2209 (office) 250-668-8597 (cell)
Enquiry BC Toll-free call 1-800-663-7867
or from the lower mainland 604-660-2421

From: Kate-Louise Stamford
Sent: Wednesday, October 18, 2017 12:06 PM
To: Clare Frater; Ann Kjerulf; Madeleine Koch
Cc: Dan Rogers
Subject: Summary and Resolution request re HS Marine Reference Guide

Clare – for you or Karen Hurley. Let me know when I should be sending my missives directly to her.

Please see attached a resolution arising from the Ocean Watch Task Force to the Forum members. I mentioned that it would be coming when I spoke to you at the Trust Fund Board as there is a financial ask outlined in the summary and I know we have policies around this. I have requested that this be placed on the next Gambier LTC agenda.

Also, I made a request to Derek Lefler District Manager at SSC Natural Resource District FLNRO to provide an update about the forestry lots on Gambier when he spoke at the Howe Sound Forum on Friday. He said he had been waiting for a call from someone from the Gambier Local Trust area as he had been chatting with Aleksandra before she left. Ann or Madeline: I would like to follow up but just want to make sure I can do this without ruffling feathers.

Finally, as you know I have been working with the David Suzuki Foundation on this park initiative but very sadly Stephen Foster had a stroke early last week which was made significantly worse in that he wasn't found until he was noted missing at the Howe Sound Forum on Friday. I understand he is speaking but he has lost the use of the right-side of his body and I have no idea what his recovery may be. Needless to say I want to keep moving as best I can on this project and will be speaking to our MLA Nicholas Simons this week. Please see the letter from Min McKenna about the status of park funding. Any ideas you and your staff may have to help would be appreciated. I was a little concerned when you noted that logging was a part of our OCP for the public lands on Gambier – should we be moving harder and faster to get that out of our OCP for that zone?

Thanks.

*Kate-Louise Stamford, Trustee
Gambier Island Local Trust Committee
West Bay, Gambier Island
604-886-4752*

From: Ruth Simons [<mailto:howesoundcommunityforum@gmail.com>]
Sent: October 17, 2017 10:11 AM
To: Jessica Schultz <Jessica.Schultz@vanaqua.org>; Doug Race <drace@squamish.ca>; Lucie McKiernan <Pam.Goldsmith-Jones.C1B@parl.gc.ca>; Sharon Thompson <Sharon.Thompson@leg.bc.ca>; Andrew Day <andrew@uuma.ca>; Fiona Beatty <Fiona.Beaty@vanaqua.org>; Kate-Louise Stamford <kstamford@islandstrust.bc.ca>
Subject: Fwd: Summary and Resolution request re HS Marine Reference Guide

----- Forwarded message -----

From: **Ruth Simons** <howesoundcommunityforum@gmail.com>
Date: Tue, Oct 17, 2017 at 10:02 AM
Subject: Summary and Resolution request re HS Marine Reference Guide
To: Alison Morse <amorse@bimbc.ca>, Dan Rogers <drogers@islandstrust.bc.ca>, Fred Bain <councillor.bain@lionsbay.ca>, Garry Nohr <garry.nohr@scrd.ca>, Heather Deal <clrdeal@vancouver.ca>, Ian Winn <ian.winn@scrd.ca>, Jack Crompton <jcrompton@whistler.ca>, Jeremy Valeriote <jvaleriote@gibsons.ca>, Karl Buhr <mayor.buhr@lionsbay.ca>, Karen Elliott <kelliott@squamish.ca>, Lorne Lewis <lorne.lewis@scrd.ca>, Maria Harris <mariaharris@telus.net>, Mark Lebbell <mark.lebbell@scrd.ca>, Maureen Nicholson <mnicholson@bimbc.ca>, Melanie Mason <mmason@bimbc.ca>, Murray Skeels <mskeels@bimbc.ca>, Patricia Heintzman <pheintzman@squamish.ca>, Sue Ellen Fast <sefast@bimbc.ca>, Sue Maxwell <smaxwell@whistler.ca>, Frank Mauro <frank.mauro@scrd.ca>, Peter Lambur <plambur@westvancouver.ca>
Cc: Kate-Louise Stamford <kstamford@islandstrust.bc.ca>, Andrew Day <andrew.day@vanaqua.org>, Fiona Beatty <Fiona.Beaty@vanaqua.org>, Jordan Sturdy <jordan.sturdy.mla@leg.bc.ca>, Nicholas Simons MLA <Nicholas.Simons.MLA@leg.bc.ca>

Forum Members

Here is the summary of the Howe Sound Marine Reference Guide along with additional information as requested by several representatives at the Howe Sound Community Forum at Camp Elphinstone last Friday. The recommendation has been edited for clarity and a breakdown of suggested contributions by community has been included.

Here is the resolution wording:

"That the Task Force recommends to the Howe Sound Community Forum

(Forum) that its members endorse the preparation of the Howe Sound Marine

Reference Guide (Guide) and that the Forum members communicate

this endorsement to their respective local governments with a request for a

financial commitment to cost-share a regional total of \$20,000.00 per year for three years as the local government contribution to the production of the "Guide"

An indication of support is appreciated by November 8th if possible.

Please send your response to:

kstamford@islandstrust.bc.ca

Kate-Louise Stamford, Trustee

Gambier Island Local Trust Committee

West Bay, Gambier Island

[604-886-4752](tel:604-886-4752)

[778-235-2240](tel:778-235-2240)

Thank you,

Ruth Simons 604 921-6564 778 834-4292 Assisting:

Howe Sound Community Forum *Established in 2002*

To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations.

Squamish Nation - District of West Vancouver - Village of Lions Bay - Town of Gibsons - Resort Municipality of Whistler - Village of Pemberton - Bowen Island Municipality - Gambier Island Local Trust - District of Squamish - Metro Vancouver - Sunshine Coast Regional District - Squamish Lillooet Regional District

**Top Priorities****Executive Committee**

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Islands Trust Act Amendments	Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect, including seeking legislative change of Trust Fund name.	26-Oct-2016	Russ Hotsenpiller	
2	Oil Spill and Shipping Safety	Chair letters and participation on inter-agency working groups	01-Apr-2014	Clare Frater	
3	Revisions to Crown Land protocol agreements and letters of understanding	Meeting held with BIM, LPS, TAS, CSCD and FLNRO.	19-Jun-2014	Clare Frater	
4	First Nations Relationship Building	Working on implementing Project Charter through various initiatives, supporting LTCs on First nations engagement.	31-Aug-2016	David Marlor Clare Frater	

Projects**Executive Committee**

Description	Activity	R/Initiated
Advocate to reduce negative impacts of shellfish aquaculture practices	Develop project charter and budget requests to build organizational capacity (knowledge and time) related to shellfish aquaculture advocacy	16-Aug-2017
Advocate for management of abandoned and derelict vessels	Continue to advocate for senior government solutions to abandoned and derelict vessels	30-Aug-2017



Islands Trust

Print Date: October 26, 2017

Executive Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Review the Islands Trust Policy Statement	Undertake a First Nations and public engagement process to prepare for Policy Statement amendment topics			30-Aug-2017
	Advocate to reduce impacts of other industrial marine activities	Advocate to reduce impacts of freighter anchorage activities			30-Aug-2017
	Improve communications about the Islands Trust object and history	Implement adopted communications plan for 2015/16			30-Aug-2017