



Executive Committee Agenda

Date: Wednesday, August 17, 2016
Time: 9:30 am
Location: Islands Trust Office Meeting Room
#1-500 Lower Ganges Road, Salt Spring Island, BC

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
2.2 Approval of Agenda	
2.2.1 Agenda Context Notes	4 - 4
3. ADOPTION OF MINUTES	
3.1 July 27, 2016 Executive Committee Meeting	5 - 11
4. FOLLOW UP ACTION LIST AND UPDATES	
4.1 Follow Up Action List	12 - 14
4.2 Director/CAO Updates	
4.3 Local Trust Committee Chair Updates	
5. BYLAWS FOR APPROVAL CONSIDERATION	
5.1 Bowen Island Municipality Bylaw Nos. 425 & 422	15 - 33
That the Executive Committee advise Bowen Island Municipality that the Bylaw 425, cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 425, 2016" is not contrary or at variance to the Islands Trust Policy Statement.	
That the Executive Committee advise Bowen Island Municipality that the Bylaw 422, cited as "Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 422, 2016" is not contrary or at variance to the Islands Trust Policy Statement.	
5.2 Bowen Island Municipality Bylaw No. 423	34 - 45
That the Executive Committee advise Bowen Island Municipality that the Bylaw 423, cited as "Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 423, 2016" is not contrary or at variance to the Islands Trust Policy Statement.	
6. TRUST COUNCIL MEETING PREPARATION	
6.1 Trust Area Services	

6.2	Local Planning Services	
6.3	Administrative Services	
6.4	Executive	
6.4.1	2017 Trust Council Meeting Schedule	46 - 46
6.4.2	September Trust Council Meeting Schedule - Updated Draft	47 - 47
6.4.3	Amendment to TC Procedures Bylaw to Allow for Electronic Participation in TC Meetings	48 - 53
7.	EXECUTIVE COMMITTEE PROJECTS	
7.1	Trust Council Initiated	
7.2	Executive Committee Initiated	
8.	NEW BUSINESS	
8.1	Trust Area Services	
8.1.1	LTC Chairs Report on Local Advocacy Topics	
8.1.2	RFD: Public Engagement Principles and Communications Objectives That the Executive Committee approve the attached "Public Engagement Principles and Communications Objectives" associated with delivery of the Islands Trust communications strategy.	54 - 59
8.1.3	RFD: Key Messages for First Nations Related Communications That the Executive Committee direct staff to develop a Project Charter and draft set of principles that will inform a new organizational approach to First Nations relationship-building; And that the Executive Committee add "First Nations Relationship Building" as a priority on its work program.	60 - 67
8.1.4	Media Relations Tips	68 - 71
8.1.5	State of the Islands Project Update	
8.1.6	CEEA Comment Period re Roberts Bank Terminal	72 - 76
8.2	Local Planning Services	
8.2.1	Briefing: MOTI Options	77 - 101
8.3	Administrative Services	
8.4	Executive/Trust Council	
8.4.1	2016 UBCM Conference Meeting Prep	102 - 102
8.4.2	2017 Executive Committee Meeting Dates	103 - 103
8.4.3	Collaborating with Clear Seas	
9.	CLOSED MEETING	
	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	

- 11. CORRESPONDENCE (for information unless raised for action)
 - 11.1 2016 UBCM Convention-City of Prince George Submission 104 - 111
 - 11.2 Arbutus Bay Estates re Unlawful Change to OCP 112 - 114
 - 11.3 H. Akin letter to NPA August 4, 2016 115 - 116
 - 11.4 Foote and Williams re STVR Application 117 - 118
 - 11.5 Ian Robertson re BC Hydro Rate Change 119 - 119
 - 11.6 Judy Armstrong re BC Hydro Rate Change 120 - 121
- 12. WORK PROGRAM
 - 12.1 Review and amendment of current work program 122 - 128
- 13. NEXT MEETING: Victoria Office, August 31 at 8:45 a.m.
- 14. ADJOURNMENT

Agenda No.	From	Context Notes
8.1.4		EC may wish to ask staff for advice about whether to participate in the CEEA comment period re Roberts Bank Terminal, ending October 14, 2016.
8.1.5		Media relations tips are part 2 of the media training delivered in March 2016. If EC finds these useful, or suggest edits, staff will add them to the operations manual for staff and add to the media relations toolkit for all trustees.
8.4.1	CAO	The Islands Trust has an opportunity to request meetings with the Minister and with staff from various Ministries at the UBCM and can make requests at the direction of EC.
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: Wednesday, July 27, 2016

Location: Northern Office, Gabriola Island

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

Staff Present: David Marlor, Acting Chief Administrative Officer
Lisa Gordon, Director, Trust Area Services (by phone)
Mandy Giesbrecht, Executive Coordinator (Recorder)

1. CALL TO ORDER

The meeting was called to order at 10:09 a.m. Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

8.5 Potential visit to Ballenas Winchelsea LTA

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

Provided for information.

3. ADOPTION OF MINUTES

3.1 July 6, 2016 Executive Committee Meeting

Page 3: remove the word "consumption"

By General Consent, the Minutes of the July 6, 2016 Executive Committee Meeting were adopted as amended.

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.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Gabriola Island Bylaw No. 280

Vice Chair Busheikin provided a briefing to the Executive Committee.

EC-2016-099

It was MOVED and SECONDED,

That the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 280 cited as “Gabriola Island Local Trust Committee Land Use Bylaw, 1999, Amendment No. 1, 2015” under Section 24 of the *Islands Trust Act*.

CARRIED

5.2 Thetis Island Bylaw No. 96

Vice Chair Morrison provided a briefing to the Executive Committee.

EC-2016-100

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve the Thetis Island Local Trust Committee Bylaw No. 96 cited as the “Thetis Island Official Community Plan, 2011, Amendment No. 1, 2015” under Section 24 of the *Islands Trust Act*.

CARRIED

5.3 Mayne Island Bylaw No. 165

Vice Chair Grams provided a briefing to the Executive Committee.

EC-2016-101

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Proposed Bylaw 165 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2015”.

CARRIED

5.4 Mayne Island Bylaw No. 166

Vice Chair Grams provided a briefing to the Executive Committee.

EC-2016-102

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Proposed Bylaw 166 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2015”.

CARRIED

5.5 Mayne Island Bylaw No. 168

Vice Chair Grams provided a briefing to the Executive Committee.

EC-2016-103

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Proposed Bylaw 168 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2016”.

CARRIED

5.6 Mayne Island Bylaw No. 169

Vice Chair Grams provided a briefing to the Executive Committee.

EC-2016-104

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Proposed Bylaw 169 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2016”.

CARRIED

5.7 Ballenas – Winchelsea Bylaw No. 31

Acting CAO Marlor provided a briefing to the Executive Committee.

EC-2016-105

It was MOVED and SECONDED,

THAT the Islands Trust Executive Committee approve Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Bylaw No. 31, cited as “Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Board of Variance Establishment and Procedure Bylaw No. 31, 2016”.

CARRIED

5.8 Denman Island Bylaw No. 219

Vice Chair Morrison provided a briefing to the Executive Committee.

EC-2016-106

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 219 cited as "Denman Island Official Community Plan, 2008, Amendment No. 2, 2015", under Section 24 of the *Islands Trust Act*.

CARRIED

5.9 Denman Island Bylaw No. 220

Vice Chair Morrison provided a briefing to the Executive Committee.

EC-2016-107

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 220 cited as “Denman Island Land Use Bylaw, 2008, Amendment No. 3, 2015”, under Section 24 of the *Islands Trust Act*.

CARRIED

5.10 Lasqueti Island Bylaw No. 93

Vice Chair Busheikin provided a briefing to the Executive Committee.

EC-2016-108

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 93, cited as “Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, Amendment No. 1, 2016”.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Trust Area Services

6.1.1 Trust Fund Board Request re Visioning Session

The Executive Committee requested staff to refer the Trust Fund Board request to CAO Hotsenpiller for further consideration as a component of the September Trust Council Visioning session.

6.2 Local Planning Services

6.3 Administrative Services

6.4 Executive

6.4.1 Meeting Venue Update

The Executive Committee reviewed the Context Notes entry for this item.

6.4.2 Transition Plan Update

The Executive Committee reviewed the Context Notes entry for this item.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.2 Executive Committee Initiated

The meeting recessed at 11:12 a.m. and resumed at 11:17 a.m.

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 Communications Strategy

Director Gordon presented the report with contributions from Pamela Hafey, Communications Specialist.

The Executive Committee provided feedback as follows:

- Further development of the principles is needed in order to clearly understand their intent;
- Need for clearer wording specific to First Nations protocols – consider Reconciliation Canada principles and whether they can be adapted for our purposes;
- Need to be cautious of indicating where the public will be “actively engaged” – language contained in the Islands Trust public hearing procedures may be a helpful resource here; and
- Important not only to practice these principles generally but to apply them in a consistent and continuous manner.

Staff were requested to make modifications to the Communication Strategy for further review at the August 17, 2016 Executive Committee meeting.

8.2 Local Planning Services

8.3 Administrative Services

8.3.1 Trustee Meeting Package Delivery

Acting CAO Marlor provided a briefing to the Executive Committee noting that Director Shelest's report is an information update and no action is needed at this time.

8.4 Executive/Trust Council

8.4.1 UNESCO Salish Sea Biosphere Initiative

Chair Luckham discussed this initiative and recommended staff attend, noting the meetings conflict with the September Trust Council meeting and trustee attendance would be challenging.

EC-2016-109

It was MOVED and SECONDED,

That the Executive Committee request staff to attend the UNESCO Salish Sea Biosphere Initiative meeting and formally report back on this initiative at the December Trust Council meeting.

CARRIED

8.5 Potential Visit to Ballenas Winchelsea LTA

The Executive Committee deferred this item for further discussion in the spring of 2017.

The order of business on the agenda was varied to address items 11, 12 and 13 ahead of item 9.

11. CORRESPONDENCE

11.1 GAFA Letter to Minister of Fisheries and Ms. Reid July 4 2016

By General Consent, this item was received for information.

11.2 Tsawout First Nation Letter re Owl Island - Opposition Sale-Development

The Executive Committee reviewed the correspondence from Tsawout First Nation. Vice Chair Grams expressed the importance of each level of governance clearly understanding their role in this initiative.

EC-2016-110

It was MOVED and SECONDED,

That the Executive Committee refer correspondence item "11.2 Tsawout First Nation Letter re Owl Island – Opposition to Sale/Development" to the Salt Spring Island local trust committee for further action and that Executive Committee advise the Tsawout First Nation accordingly.

CARRIED

11.3 T. Flynn re Crystal Mountain's Proposed Development

The Executive Committee reviewed the correspondence from T. Flynn.

EC-2016-111

It was MOVED and SECONDED,

That the email dated July 4, 2016 be forward to the Galiano Island Local Trust Committee for further consideration and that T. Flynn be advised accordingly.

CARRIED

11.4 Clean Marine BC Program re Pumpout Federal Budget Request

The Executive Committee reviewed the correspondence from Clean Marine BC.

EC-2016-112

It was MOVED and SECONDED,

That the Executive Committee request staff to draft a letter from the Chair in support of the Clean Marine BC Program re Pumpout Federal Budget Request.

CARRIED

11.5 POLIS re Water Sustainability Water Project Report

By General Consent, this item was received for information.

11.6 Salish Sea Marine Trail

The Executive Committee reviewed the correspondence from John Kimantas.

EC-2016-113

It was MOVED and SECONDED,

That the Executive Committee request the CAO to refer correspondence item 11.6 Salish Sea Marine Trail to local trust committees and the Trust Fund Board for further consideration and invite John Kimantas to address Trust Council at a future meeting.

CARRIED

11.7 Ministerial Panel Engagement on Trans Mountain Pipeline Expansion

The Executive Committee reviewed the correspondence from Minister Jim Carr.

EC-2016-114

It was MOVED and SECONDED,

That the Executive Committee support Chair Luckham or another Executive Committee member's attendance at the August 23, 2016 event to convey the messages sent in the August 2015 letter to the National Energy Board.

CARRIED

11.8 Office of Ombudsperson re File Reporting April 1 to June 30, 2016

By General Consent, this item was received for information.

11.9 CDFCP letter to Ministers Thomson (FLNRO) & Polak (ENV)

By General Consent, this item was received for information.

The meeting recessed at 12:24 p.m. and resumed at 12:45 p.m.

12. WORK PROGRAM

12.1 Review and Amendment of Current Work Program

By General Consent, the Executive Committee endorsed the Work Program dated July 21, 2016 as presented.

13. **NEXT MEETING:** Wednesday, August 17 at 9:30 a.m., Salt Spring Island Office

9. **CLOSED MEETING**

EC-2016-115

It was MOVED and SECONDED,

That the meeting be closed to the public subject to Community Charter Section 90(1) to consider matters related to labour relations, litigation and advice subject to solicitor-client privilege, and Section 90(2) to consider information relating to negotiations with the Provincial government, and that staff be invited to attend the meeting.

CARRIED

The meeting closed to the public at 1:03 p.m. and reopened at 1:16 p.m.

10. **RISE AND REPORT DECISIONS FROM CLOSED MEETING**

No business items were reported out from the closed meeting.

14. **ADJOURNMENT**

EC-2016-116

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 1:17 p.m.

Peter Luckham, Chair

Certified Correct

Mandy Giesbrecht, Executive Coordinator (Recorder)

Follow Up Action Report

Executive Committee

David Marlor

Activity	Activity	Responsibility	Target Date	Status
25-Nov-2015	9.2.4 Bring recommendations re Policy 4.1.ix (Bylaw referrals to adjacent LTCs) to future EC meeting	David Marlor	31-Aug-2016	On Going
06-Oct-2015	9.2.1 Develop draft flow chart illustrating Bylaw process decision-making for Chair toolkit	David Marlor Robert Kojima	31-Aug-2016	On Going
06-Jul-2016	Provide written response to the proposed changes to the Contaminated Sites Regulation.	David Marlor Ann Kjerulf		Done
06-Jul-2016	Compile inventory (10-12) of recent ALC referrals and outcomes in preparation for ECs fall meeting with ALC.	David Marlor Ann Kjerulf	10-Aug-2016	On Going
06-Jul-2016	Draft response re DFO and Bylaw concerns (correspondence item 11.6)	David Marlor Ann Kjerulf	24-Aug-2016	On Going

Lisa Gordon

Activity	Activity	Responsibility	Target Date	Status
27-Apr-2016	8.1.3 Plan, manage and implement the PR program. Deliver draft strategy	Lisa Gordon Pamela Hafey	17-Aug-2016	Done
27-Apr-2016	8.4.1 Develop info session on species at risk for a future TC meeting	Lisa Gordon David Marlor	30-Sep-2016	On Going
22-Mar-2016	5.1.1 Produce Annual report with same outline and format as last year	Lisa Gordon	15-Aug-2016	On Going
09-Mar-2016	8.1.5 Media training follow-up - review EC notes, draft regular FAQs and tips	Lisa Gordon	17-Aug-2016	Done

**Follow Up Action Report**

28-Oct-2015	8.1.2 Contact FN offices about appropriate gifts and populate database	Lisa Gordon Fiona MacRaild	30-Dec-2016	On Going
06-Oct-2015	9.1.2 Seek advice from MCSCD and MARR staff re Aboriginal Aquaculture Assoc.	Lisa Gordon Peter Luckham	30-Dec-2016	Done
06-Jul-2016	Extend invitation to representative from Clear Seas to address EC at a future meeting.	Lisa Gordon Clare Frater		On Going
27-Jul-2016	Make revisions to the Communications Strategy as directed by EC.	Lisa Gordon Pamela Hafey	17-Aug-2016	Done
27-Jul-2016	Facilitate staff attendance at UNESCO Salish Sea Biosphere event in September.	Lisa Gordon	13-Sep-2016	Done

Mandy Giesbrecht

Activity	Activity	Responsibility	Target Date	Status
06-Apr-2016	8.6 Follow up with ALC-VI panel on date for delegation presentation	Mandy Giesbrecht	06-Sep-2016	On Going
27-Jul-2016	Draft letter from Chair in support of Clean Marine BC Program pumpout federal budget request.	Mandy Giesbrecht	17-Aug-2016	Done
27-Jul-2016	Refer correspondence item 11.2 Tsawout First Nation Letter re Owl Island Opposition to Sale/Development to the Salt Spring Island local trust committee for further action and that Executive Committee advise the Tsawout First Nation accordingly.	Mandy Giesbrecht		Done
27-Jul-2016	Email dated July 4, 2016 be forward to the Galiano Island Local Trust Committee for further consideration and author be advised accordingly.	Mandy Giesbrecht	01-Aug-2016	Done
27-Jul-2016	Invite John Kimantas to address Trust Council re Salish Sea Marine Trail at a future meeting.	Mandy Giesbrecht	10-Aug-2016	Done

Follow Up Action Report

Peter Luckham

Activity	Activity	Responsibility	Target Date	Status
25-Nov-2015	Follow up on Chair letter sent to Aboriginal Aquaculture Assoc.	Peter Luckham	31-Mar-2016	Done

Russ Hotsenpiller

Activity	Activity	Responsibility	Target Date	Status
27-Apr-2016	8.2.1 Prepare report with options to deal with the MOTI LOU	Russ Hotsenpiller David Marlor Clare Frater	29-Sep-2016	On Going
06-Apr-2016	8.4.2 Draft report on potential improvements to consultant evaluation procurement policy	Russ Hotsenpiller Cindy Shelest		On Going
09-Mar-2016	6.4.7 Return to EC with advice on priorities chart	Russ Hotsenpiller		On Going
27-Jul-2016	Refer correspondence item 11.6 Salish Sea Marine Trail to Local Trust Committees and Trust Fund Board for further consideration.	Russ Hotsenpiller		Done

REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: August 17, 2016

Date: August 4, 2016

SUBJECT: BOWEN ISLAND – OCP AMENDMENT BYLAW 425 & LUB AMENDMENT BYLAW 422 – S.14.3 & S.15 LETTERS PATENT REFERRAL

RECOMMENDATION:

THAT the Executive Committee advise Bowen Island Municipality that the Bylaw 425, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 425, 2016” is not contrary or at variance to the Islands Trust Policy Statement.

THAT the Executive Committee advise Bowen Island Municipality that the Bylaw 422, cited as “Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 422, 2016” is not contrary or at variance to the Islands Trust Policy Statement.

DIRECTOR COMMENTS: Bowen Island Municipality has referred Bylaw 425 and Bylaw 422 to the Executive Committee after first reading as the bylaws require comment only, not approval. Staff recommends that the Executive Committee advises that the bylaws are not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Communication to Bowen Island Municipality before August 29, 2016 on the Executive Committee decision.

OTHER: None

1.0 BYLAW BACKGROUND:

1.1 Bowen Island OCP Amendment Bylaw 425 and LUB Amendment 422 – First Reading

The Bowen Island Municipality is in the process of amending the Bowen Island Official Community Plan Bylaw No. 282, 2010 and the Bowen Island Municipality Land Use Bylaw (LUB) No. 57, 2002 in order to rezone and redesignate Municipal owned land called Lot 3 – Community Surplus Lands. Lot 3 is vacant land and consists of two lots; one larger 1.4 ha to the north, and an abutting 0.2 ha parcel to the south. For clarity, the larger portion to the north will be referenced as Lot 3a and the smaller portion to the south as Lot 3b. Both Lots 3a and 3b are located within the Snug Cove Sewer System and the Cove Bay Water System.

The intent of Municipality is to relocate the main fire hall and building a new emergency operations centre on the northern portion of Lot 3a. The Municipality is also looking to provide public parking on a portion of Lot 3a as it is the nearest available municipal owned land to the village area. A zoning and OCP amendment is required to allow these uses.

The Municipality would also like to rezone Lot 3b to Village Commercial in order to be consistent with the OCP designation (Village Commercial).

Current Zoning:

Lot 3a and 3b are currently zoned Passive Park – P1(a) which permits the following uses: Open Space, Interpretative/Information Centre, Outdoor Assembly, Play Fields, and Nature Protection. The site specific zoning also allows the following permitted accessory uses: Memorial Garden, Dwellings, Ball Field, and Commercial Guest Accommodation.

Proposed LUB Amendment Bylaw No. 422:

Proposed Bylaw No. 422 intends to rezone Lot 3a and 3b from Passive Park – P1(a) to:

- Village Civic (VCi) and Village Commercial 1 (VC1) for Lot 3a creating a split zone, and
- Village Commercial 1 (VC1) for Lot 3b.

Proposed LUB Amendment Bylaw No. 422 would also permit Parking Area as a permitted use in the Village Commercial 1 and Village Civic zones.

Current OCP Designation:

Lot 3a is split designated Village Residential (VR) and Institutional/Village Residential (I/VR). Lot 3b is designated Village Commercial (VC).

Proposed OCP Amendment Bylaw No. 425:

The proposed OCP Amendment Bylaw No. 425 would redesignate the portion of Lot 3a from Village Residential (VR) to Institutional/Village Residential (I/VR). This would redesignate the entire Lot 3a parcel as I/VR. The OCP designation for Lot 3b remains the same.

First Reading:

The Bowen Island Municipal Council gave First Reading to proposed Bylaw No. 425 and proposed Bylaw No. 422 on July 11, 2016.

2.0 REPORT/DOCUMENT:

2.1 Bylaw 425 & 422 – Analysis

The Bowen Island OCP includes policies that are applicable to the proposed bylaw:

- *Policy 94 - Snug Cove Village will contain a mix of residential, commercial, marine transportation and community facility land uses nestled within the natural setting created by Snug Cove and the surrounding lands within Crippen Regional Park. The mix of land uses will contribute to a village atmosphere that is socially interactive, commercially vibrant, pedestrian-oriented, artistically and culturally diversified, aesthetically pleasing, and environmentally sustainable.*
- *Policy 95 - The objective of the Village Periphery area is to provide a compatible transition between the Village Core and the adjacent rural lands. Careful land management will support the objectives of compact development and a 'walkable village'. Multi-family development will be designed and sited to preserve the surrounding green space. The land between Miller Road and the Bowen Island Community School is a suitable location for civic uses, including a community centre, museum, archives, municipal hall and other community uses. A variety of multiple residential unit types and secondary commercial development, including office and medical clinic uses, are also supported on this site.*

- *Policy 100 - The Municipality will manage the Community Surplus Lands to advance the policies of the OCP, including the provision of land for affordable housing and diversity of housing forms.*
- *Policy 175 - Direct new commercial development to the existing commercial areas within the Village Commercial designated area on Schedules C and C – 1A, and avoid the creation of new commercial areas outside the Village Commercial area. New areas within the Village Commercial area that will be considered for future commercial development include:*
 - *the northern corners of the Miller Road/Bowen Island Trunk Road intersection.*
- *Policy 178 - Encourage and accommodate mixed use commercial / residential buildings within the area designated Village Commercial.*
- *Policy 268 - Adequate off-street parking will be encouraged.*
- *Policy 275 - Parking in Snug Cove will be reviewed as part of the Snug Cove Implementation Plan*
- *Policy 277 - Short-term commuter parking requirements will be provided within the village and longer term parking demands will be provided on the village periphery.*
- *Policy 278 - Short term and commuter parking lots will serve other functions such as park visitors or special community events.*
- *Policy 279 - Grouped, off-street parking will be encouraged to serve the village centre.*

As stated in the policies above, the OCP supports the development of the lands for commercial purposes as they are located within the vicinity of the village area. More specifically, Policy 175 encourages new commercial development on Lot 3 which is located at the northern corners of Miller Road/Bowen Island Trunk Road. The Municipality intends to permit Parking Areas out right within the Village Commercial 1 and Village Civic zones. The locations of these zones are within the parameters of the village area which is compliant with OCP Policies 277 and 279. The location of grouped off street parking is also encouraged within the village.

Islands Trust staff is of the opinion that the proposed OCP and LUB amendments meet the objectives and policies in the Bowen Island Municipality Official Community Plan. Based on information provided in the Bowen Island Municipality staff report dated July 14, 2016, it can be concluded that there will be no inconsistencies between proposed Bylaw No. 425 and No. 422 with the Bowen Island Municipality OCP.

2.2 Policy Statement Directives Only Checklist

Attachment 2 is a copy of the “Policy Statement Directives Only Checklist” that is used to assess whether or not a bylaw is contrary to or at variance with the Islands Trust Policy Statement (ITPS).

- **Policies for Ecosystem Preservation and Protection.**
Directive policies under Part III of the ITPS deal with:
 - preservation and protection of ecosystems (policies 3.1.3, 3.1.4 and 3.1.5);
 - forest ecosystems (policy 3.2.2);
 - freshwater and wetland ecosystems and riparian zones (policy 3.3.2);and
 - coastal and marine ecosystems (policies 3.4.4 and 3.4.5).

The policies in this section of the ITPS are not applicable to proposed Bylaws 425 & 422.

- **Policies for Stewardship of Resources**
Directive policies under Part IV of the ITPS deal with:
 - agricultural land (policies 4.1.4 to 4.1.9 inclusive)
 - forests (policies 4.2.6, 4.2.7, and 4.2.8)
 - freshwater resources (policies 4.4.2 and 4.4.3)
 - coastal areas and marine shorelands (4.5.8 to 4.5.11 inclusive)
 - soils and other resources (policy 4.6.3)

The policies in this section of the ITPS are not applicable to proposed Bylaws 425 & 422.

- **Policies for Sustainable Communities**

Directive policies under Part V of the ITPS deal with:

- aesthetic qualities (policy 5.1.3)
- growth and development (policies 5.2.3 to 5.2.6 inclusive)
- transportation and utilities (policies 5.3.4 to 5.3.7 inclusive)
- disposal of waste (policy 5.4.4)
- recreation (policies 5.5.3 to 5.5.7)
- culture and natural heritage (policies 5.6.2 and 5.6.3)
- economic opportunities (policy 5.7.2)
- health and well-being (policy 5.8.6)

Proposed Bylaws 425 & 422 are consistent with the Growth and Development Policies 5.2.4 and 5.2.5; Economic Opportunities Policy 5.7.2; and Health and Well-being Policy 5.8.6. All other policies in this section are deemed to be not applicable to the proposed bylaw by the Islands Trust staff.

2.3 Staff Comments

The purpose of the staff report at this time is to not approve the proposed OCP and LUB amendment bylaws, but to advise if the bylaws are or are not contrary to or at variance to the Islands Trust Policy Statement. Based on a review of the proposed Bylaw 425 and Bylaw 422, the Bowen Island staff report, and the ITPS Checklist, Islands Trust staff is of the opinion that the bylaws are not contrary or at variance with the ITPS.

2.4 Public Comments to Executive Committee

As of the date of this RFD, no public comments have been received at the Islands Trust Office.

ATTACHMENTS:

1. Bylaw Approval Process and Authority
2. Islands Trust Policy Statement - Directives Only Checklist
3. Bylaw 425 – OCP Amendment & Bylaw 422 – LUB Amendment

KEY ISSUE(S)/CONCEPT(S):

- Referral of OCP Bylaw 425 is under s.14.3 of the Bowen Island Municipality Letters Patent
- OCP Referral is after First Reading and before Public Hearing
- Referral of the LUB Bylaw 422 under s.15 of the Letters Patent
- LUB Referral is before Third Reading
- Written response to Bowen Island Municipality required by August 29, 2016 (45 days after date of receipt of the referral on July 13, 2016).
- Comments from Executive Committee limited to whether or not Bylaw 425 and Bylaw 422 are contrary to or at variance with the ITPS
- Staff considers that Bylaw 425 and Bylaw 422 are not contrary to or at variance with the ITPS.

RELEVANT POLICY:

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

DESIRED OUTCOME:

- Municipal bylaws that are not contrary to or at variance with the Islands Trust Policy Statement
- Timely and effective response to The Municipality.

RESPONSE OPTIONS

Recommended:

THAT the Executive Committee advise Bowen Island Municipality that the Bylaw 425, cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 425, 2016" is not contrary or at variance to the Islands Trust Policy Statement.

THAT the Executive Committee advise Bowen Island Municipality that the Bylaw 422, cited as "Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 422, 2016" is not contrary or at variance to the Islands Trust Policy Statement.

Alternatives:

Advise The Municipality in writing that the Executive Committee considers that Bylaw 425 and Bylaw 422 are contrary to or at variance with the Islands Trust Policy Statement for other specified reasons, triggering notification of the Minister.

Prepared By: Kim Stockdill, A/Planner 2

Reviewed By/Date: David Marlor, Director of Local Planning Services
August 5, 2016

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 Letters Patent related to the Executive Committee’s responsibilities in consideration of municipal bylaws are summarized as follows:

OCP Amendments:

- Section 14.3 states that “With respect to an updated official community plan bylaw, the Council must:
 - a) Refer the updated bylaw to the Islands Trust before a public hearing is held;
 - b) not hold a public hearing on the bylaw before the municipality is advised in writing of the comments of the Islands Trust, or before 45 days from the date of referral, whichever is earlier;
 - c) In the event that the Islands Trust identifies that the provisions of the bylaw may be contrary to or at variance with the trust policy statement, meet with the Islands Trust to review the updated bylaw not later than 60 days after the date of the response to the referral, and a public hearing on the updated bylaw must not be held until after that meeting; and
 - d) Introduce into the public hearing on the bylaw, the comments of the Islands Trust received in response to the referral”.

LUB Amendments:

- 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

OCP Amendments:

Referral of an Official Community Plan from the Municipality is a two-step process. The first step is in accordance with Section 14.3 of the Bowen Island Municipality Letters Patent. At this step, which is after First Reading but before a Public Hearing, the Executive Committee has an opportunity to review the updated OCP and advise the Municipality in writing if it deems any provision in the updated OCP to be contrary to or at variance with the Islands Trust Policy Statement. In the event that the Executive Committee deems that there is a provision contrary to or at variance with the Islands Trust Policy Statement, under the provisions of the Letters Patent, then The Municipality must meet with the Islands Trust to review the updated OCP. The second step is in accordance with Section 38(1)(a) of the Islands Trust Act, and occurs after public hearing and before The Municipality considers adoption of the bylaw. This OCP referral is a referral under the first step.

LUB Amendments:

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 an OCP referral between first reading and public hearing and a LUB referral before Third reading. The Executive Committee has 45 days from the date of receipt of the OCP and LUB referral to provide written comments to The Municipality.

The Municipality referred the Bylaws for comment to the Islands Trust Executive Committee and was received by Islands Trust staff on July 13, 2016. A response is required to be received at the Municipality no later than the end of the day on August 29, 2016. 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 *Islands Trust Act* requires that the Executive Committee, or the Trust Council, must not approve a bylaw if it is contrary to or at variance with the Islands Trust Policy Statement. The *Act* refers to the requirement for Executive Committee approval for municipal OCP bylaws only. The *Act* does not refer to other types of municipal bylaws (non-OCP bylaws) except for indicating that the municipality itself must have regard for the object in adopting such bylaws.

The Executive Committee may:

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

The Municipality's Considerations

OCP Amendments:

If no comments are received from the Islands Trust within 45 days of the referral (by the end of the day on August 29, 2016), the Municipality may proceed to hold a Public Hearing on the updated OCP.

Should the Executive Committee response to The Municipality indicate that one or more provisions are contrary to or at variance with the Islands Trust Policy Statement, The Municipality will have 60 days from the receipt of the Executive Committee's response to meet with Islands Trust to discuss the provisions of concern. The Municipality has the following options:

- advance the OCP to a public hearing without amending the bylaw to address Islands Trust concerns, but Islands Trust concerns would be introduced at the public hearing;
- amend the OCP to address Islands Trust concerns and advance the bylaw as amended to the public hearing along with Islands Trust comments; or
- amend the OCP and re-refer it back to the Islands Trust before going to Public Hearing.

LUB Amendments:

Should the Executive Committee advise the Municipality that it considers that provisions of the bylaw may be contrary to or at variance with the ITPS, 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*.



Islands Trust POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: BIM Bylaw No. 425 (OCP) & BIM Bylaw No. 422 (LUB)

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
n/a	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
n/a	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
n/a	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
n/a	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
n/a	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
n/a	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
n/a	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
n/a	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
n/a	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.

n/a	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	NO.	DIRECTIVE POLICY
n/a	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
n/a	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
n/a	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
n/a	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
n/a	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
n/a	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
n/a	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
n/a	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
n/a	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
n/a	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.

	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
n/a	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
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.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
n/a	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
n/a	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
n/a	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
n/a	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
n/a	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
n/a	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
n/a	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages. Succeeded d
n/a	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
n/a	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.
POLICY STATEMENT COMPLIANCE		
✓	COMPLIANCE WITH TRUST POLICY	
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:	

BOWEN ISLAND MUNICIPALITY
Bylaw No. 425, 2016

A Bylaw to amend Bowen Island Municipality
Official Community Plan Bylaw No. 282, 2010

WHEREAS, “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” establishes Present and Proposed Land Use Designations

WHEREAS, Council wishes to amend “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” to enable expanded institutional use designations on municipally owned property legally described as:

Lot A District Lot 490 Group 1 New Westminster District Plan BCP 20428

THEREFORE be it resolved that the Council for Bowen Island Municipality in open meeting assembled enacts as follows:

1.0 CITATION

1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 425, 2016”.

2.0 AMENDMENT

2.1 “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” is amended by amending “Schedule C Present and Proposed Land Use Designations” to change the designation of the lands outlined in heavy black outline as follows:

(1) Area labelled ‘A’ to “Institutional/Village Residential”;

2.2 That the map schedule appended hereto designated as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 425 2016 - Schedule A” showing such amendment is an integral part of this Bylaw.

READ A FIRST TIME this 11th day of July, 2016;

READ A SECOND TIME this ___ day of ___, 2016;

PUBLIC HEARING this ___ day of ___, 2016;

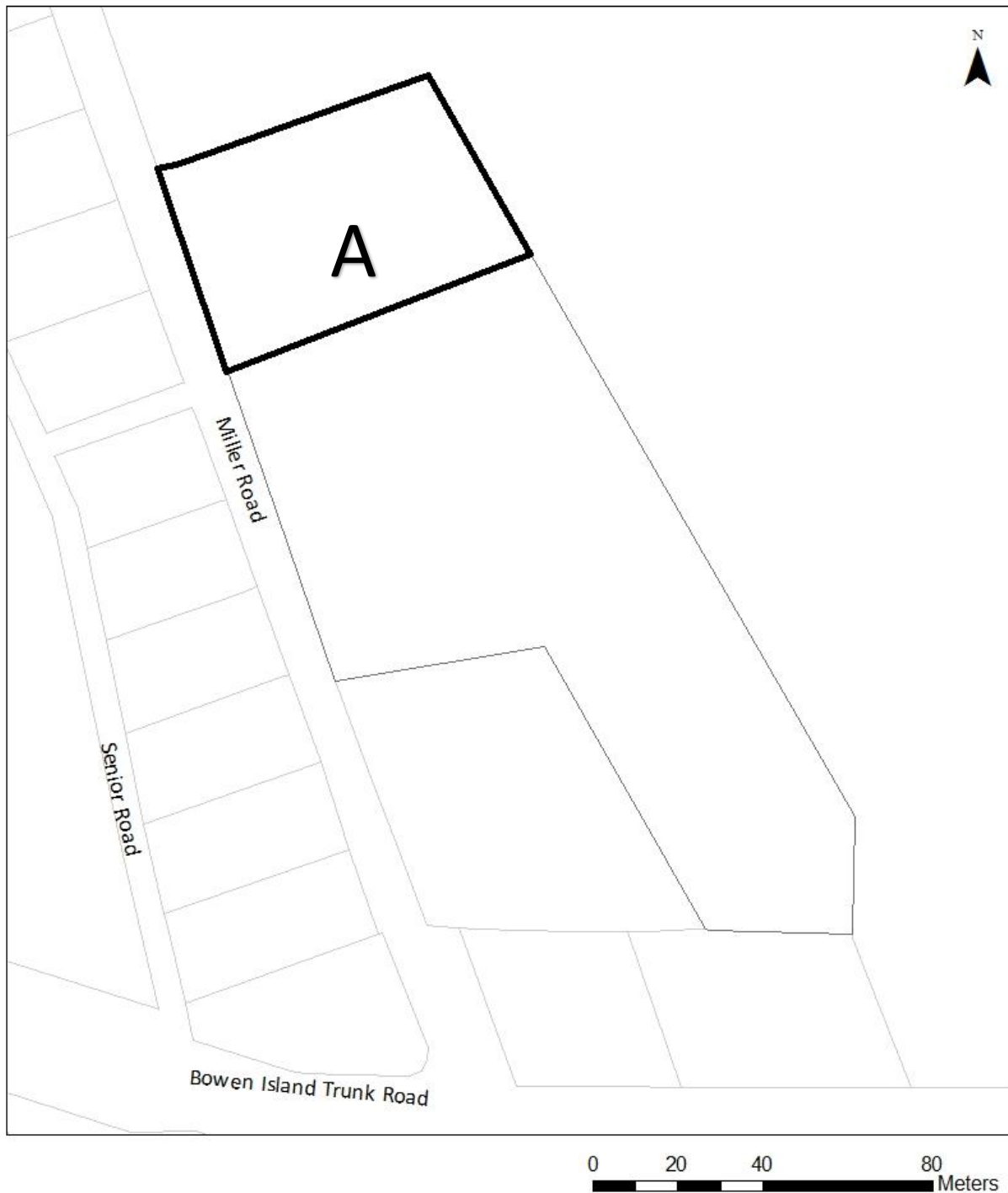
READ A THIRD TIME this ___ day of ___, 2016;

FINALLY ADOPTED this ___ day of ___, 2016.

Murray Skeels
Mayor

Kathy Lalonde
Corporate Office

**Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010
Amendment Bylaw No. 425, 2016 - Schedule A**



A Land Use Designation from VR - Village Residential TO: I/VR Institutional / Village Residential

BOWEN ISLAND MUNICIPALITY
Bylaw No. 422, 2016

A Bylaw to amend Land Use Bylaw No. 57, 2002

WHEREAS, “Bowen Island Land Use Bylaw No. 57, 2002” establishes zoning classifications and regulations for land within the municipality, and permitted land uses for each zone classification

WHEREAS, Council wishes to amend “Bowen Island Land Use Bylaw No. 57, 2002” to further municipal objections for municipally owned community lands:

THEREFORE be it resolved that the Council for Bowen Island Municipality in open meeting assembled enacts as follows:

1.0 CITATION

- 1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 422, 2016”.

2.0 AMENDMENT

- 2.1 “Bowen Island Municipality Land Use Bylaw No. 57, 2002” is amended by inserting the following item into Section 4.7.1.1 as a permitted principal use for the Village Commercial 1 Zone, as follows:

“Permitted Uses of Land, Buildings and Structures”

- *Parking Area*

- 2.2 “Bowen Island Municipality Land Use Bylaw No. 57, 2002” is further amended by inserting the following item into Section 4.8.1 as a permitted principal use for the Village Civic Zone

“Permitted Uses of Land, Buildings and Structures”

- *Parking Area*

- 2.3 “Bowen Island Municipality Land Use Bylaw No. 57, 2002” is further amended by amending “Schedule B- Land Use Map” to rezone the lands outlined in heavy black outline on “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 422, 2016 - Schedule A” as follows:

- (1) Area labelled ‘A’ to “Village Civic”.

- (2) Area labelled 'B' to "Village Commercial 1".
- (3) Area labelled 'C' to "Village Commercial 1".

2.4 That the map schedule appended hereto designated as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 422 2016 - Schedule A" showing such amendment is an integral part of this Bylaw.

READ A FIRST TIME this 11th day of July, 2016;

READ A SECOND TIME this ___ day of ___, 2016;

PUBLIC HEARING this ___ day of ___, 2016;

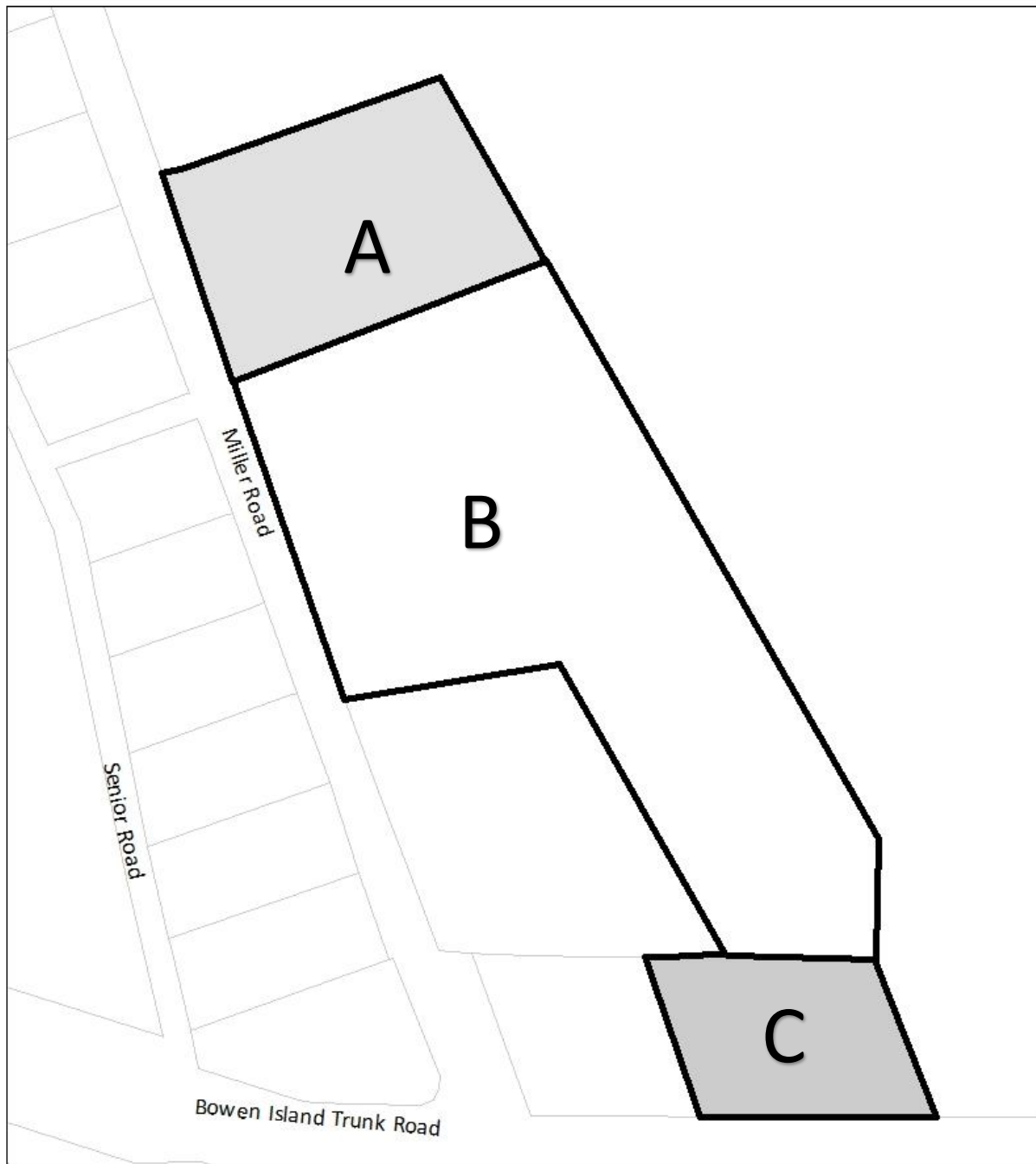
READ A THIRD TIME this ___ day of ___, 2016;

FINALLY ADOPTED this ___ day of ___, 2016.

Murray Skeels
Mayor

Kathy Lalonde
Corporate Officer

**Bowen Island Municipality Land Use Bylaw No. 57, 2002
Amendment Bylaw No. 422, 2016 - Schedule A**



Legend

- A** ZONING FROM Passive Park P1(a) TO: Village Civic VCi
- B** ZONING FROM Passive Park P1(a) TO: Village Commercial VC1
- C** ZONING FROM Passive Park P1(a) TO: Village Commercial VC1

0 20 40 80 Meters

REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: August 17, 2016

Date: August 2, 2016

SUBJECT: BOWEN ISLAND – LUB BYLAW 423 – S.15 LETTERS PATENT REFERRAL

RECOMMENDATION:

THAT the Executive Committee advise Bowen Island Municipality that the Bylaw 423, cited as “Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 423, 2016” is not contrary or at variance to the Islands Trust Policy Statement.

DIRECTOR COMMENTS: Bowen Island Municipality has referred Bylaw 423 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: Communication to Bowen Island Municipality before August 26, 2016 on the Executive Committee decision.

OTHER: None

1.0 BACKGROUND:

1.1 Bowen Island Land Use Bylaw Amendment 423 – First Reading

The Bowen Island Municipality is in the process of amending the parking regulation section of the Bowen Island Municipality Land Use Bylaw (LUB) No. 57, 2002 to permit cash in lieu of conforming to the parking requirements. The intent is to reduce the interruption of driveways (parking spaces) within the Snug Cove Village to create a more pedestrian oriented space.

Section 525 of the *Local Government Act* allows local governments by bylaw to receive payments from a land owner or occupier as an alternative to complying with a requirement to provide off-street parking spaces. The proposed LUB Amendment Bylaw No. 423 intends to allow owners of land zoned Village Commercial and Comprehensive Development 2 (Cates Hill – Area 3) to provide the Municipality with \$20,000 per space in lieu of providing on-site parking requirements. The payment would then be allocated to two separate reserve funds for off-street parking spaces or alternative forms of transportation purposes.

Proposed Bylaw No. 423:

Proposed Bylaw No. 423 intends to amend the parking regulations section in the LUB by adding the following regulation:

“5.11 - Despite Sections 5.7 and 5.8 cash in-lieu parking spaces will be accepted for commercial and mixed-use developments in the Village Commercial 1 Zone and in Area 3 of Comprehensive Development 2 (Cates Hill) subject to the following provisions:

- i) The amount to be paid in respect of each required parking space not provided is \$20,000.*
- ii) Payment in Lieu of parking is payable when the Building Permit is issued for the building or structure that is being put to the use that requires the parking space specified in this Bylaw, or where no Building Permit is required, the use that requires the parking space specified in this Bylaw is granted a Development Permit.”*

First Reading:

The Bowen Island Municipal Council gave First Reading to proposed Bylaw No. 423 on June 27, 2016.

2.0 REPORT/DOCUMENT:

2.1 Proposed Bylaw No. 423 – Analysis

The Land Use Bylaw amendment is supported by a number of policies in the Bowen Island Official Community Plan (OCP); specifically:

Policy 184 – Ensure that all buildings have universal access and accessible parking spaces are designated as per the requirements of the Land Use Bylaw and the BC Building Code.

Policy 259 – Snug Cove Village form and character will cater to the pedestrian.

Policy 264 – The provision of a road system that will reduce conflicts between ferry and local traffic while giving pedestrians precedence over the automobile within the Snug Cove village centre will be encouraged.

Policy 268 – Adequate off-street parking will be encouraged.

Policy 279 – Grouped, off-street parking will be encouraged to serve the village centre.

Policy 280 – Parking standards should be developed to accommodate the intended land use and vehicle access requirements. Consideration will be given to the degree of dependency upon the automobile created by any lot's proximity to other services, and the on and off road parking requirements that would be necessary to serve the intended use.

The Bowen Island staff report dated June 20, 2016 states that the objectives and policies of the Bowen Island OCP promotes the Snug Cove Village as a pedestrian friendly area that reduces conflicts between pedestrians and vehicles, and encourages the creation of centralized off-street parking areas to serve the village and commuter parking.

Islands Trust staff is of the opinion that the proposed LUB amendment meets the objectives and policies in the Bowen Island Municipality Official Community Plan. Based on information provided in the Bowen Island Municipality staff report dated June 20, 2016, it can be concluded that there will be no inconsistencies between proposed Bylaw No. 423 and the Bowen Island Municipality OCP.

2.2 Policy Statement Directives Only Checklist

Attachment 2 is a copy of the “Policy Statement Directives Only Checklist” that is used to assess whether or not a bylaw is contrary to or at variance with the Islands Trust Policy Statement (ITPS).

- **Policies for Ecosystem Preservation and Protection.**

Directive policies under Part III of the ITPS deal with:

- preservation and protection of ecosystems (policies 3.1.3, 3.1.4 and 3.1.5);
- forest ecosystems (policy 3.2.2);
- freshwater and wetland ecosystems and riparian zones (policy 3.3.2);and
- coastal and marine ecosystems (policies 3.4.4 and 3.4.5).

The policies in this section of the ITPS are not applicable to proposed Bylaw No. 423.

- **Policies for Stewardship of Resources**

Directive policies under Part IV of the ITPS deal with:

- agricultural land (policies 4.1.4 to 4.1.9 inclusive)
- forests (policies 4.2.6, 4.2.7, and 4.2.8)
- freshwater resources (policies 4.4.2 and 4.4.3)
- coastal areas and marine shorelands (4.5.8 to 4.5.11 inclusive)
- soils and other resources (policy 4.6.3)

The policies in this section of the ITPS are not applicable to proposed Bylaw No. 423.

- **Policies for Sustainable Communities**

Directive policies under Part V of the ITPS deal with:

- aesthetic qualities (policy 5.1.3)
- growth and development (policies 5.2.3 to 5.2.6 inclusive)
- transportation and utilities (policies 5.3.4 to 5.3.7 inclusive)
- disposal of waste (policy 5.4.4)
- recreation (policies 5.5.3 to 5.5.7)
- culture and natural heritage (policies 5.6.2 and 5.6.3)
- economic opportunities (policy 5.7.2)
- health and well-being (policy 5.8.6)

Proposed Bylaw No. 423 is consistent with the Transportation and Utilities policies 5.3.5 and 5.3.7. All other policies in this section are deemed to be not applicable to the proposed bylaw by the Islands Trust staff.

2.3 Staff Comments

The purpose of the staff report is to not approve the LUB amendment bylaws, but to advise if the bylaw is or is not contrary to or at variance to the Islands Trust Policy Statement (ITPS). Based on a review of proposed Bylaw No. 423, Bowen Island staff reports, and ITPS Checklist, Islands Trust staff is of the opinion that proposed Bylaw No. 423 is not contrary to or at variance with the ITPS.

2.4 Public Comments to Executive Committee

As of the date of this RFD, no public comments have been received at the Islands Trust Office.

ATTACHMENTS:

1. Bylaw Approval Process and Authority
2. Islands Trust Policy Statement - Directives Only Checklist
3. Bylaw 423 – LUB amendment

KEY ISSUE(S)/CONCEPT(S):

- referral of the proposed Bylaw No. 423 under s.15 of the Letters Patent
- Referral is before Third Reading
- Written response to Bowen Island Municipality required by August 26, 2016 (45 days after date of receipt of the referral on July 12, 2016).
- Comments from Executive Committee limited to whether or not Bylaw 423 is contrary to or at variance with the ITPS
- Staff considers that Bylaw 423 is not contrary to or at variance with the ITPS.

RELEVANT POLICY:

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

DESIRED OUTCOME:

- Municipal bylaws that are not contrary to or at variance with the Islands Trust Policy Statement
- Timely and effective response to The Municipality.

RESPONSE OPTIONS**Recommended:**

THAT the Executive Committee advise Bowen Island Municipality that the Bylaw 423, cited as "Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 423, 2016" is not contrary or at variance to the Islands Trust Policy Statement.

Alternatives:

- Advise The Municipality in writing that the Executive Committee considers that Bylaw 423 is contrary to or at variance with the Islands Trust Policy Statement for other specified reasons, triggering notification of the Minister.

Prepared By: Kim Stockdill, A/Planner 2

Reviewed By/Date: David Marlor, Director of Local Planning Services
August 3, 2016

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 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 July 12, 2016. A response is required to be received at the Municipality no later than the end of the day on August 26, 2016.

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 ITPS, 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*.



Islands Trust POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: BIM 423

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
n/a	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
n/a	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
n/a	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
n/a	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
n/a	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
n/a	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
n/a	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
n/a	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
n/a	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.

n/a	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	NO.	DIRECTIVE POLICY
n/a	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
n/a	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
n/a	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
n/a	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
n/a	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
n/a	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
n/a	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
n/a	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
n/a	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
n/a	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.

	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
n/a	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
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.
✓	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.
✓	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
n/a	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
n/a	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
n/a	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
n/a	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
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:	

**BOWEN ISLAND MUNICIPALITY
BYLAW NO. 423, 2016**

A Bylaw to amend Land Use Bylaw No. 57, 2002

WHEREAS, “Bowen Island Land Use Bylaw No. 57, 2002” regulates the minimum required provision of off-street parking spaces for buildings and structures in Snug Cove; and

WHEREAS, Council wishes to amend “Bowen Island Land Use Bylaw No. 57, 2002” to enable the payment of money to the municipality as an alternative to complying with the requirement to provide off-street parking spaces

THEREFORE be it resolved that the Council for Bowen Island Municipality 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. 423 2016”.
2. “Bowen Island Municipality Land Use Bylaw No. 57, 2002” is amended by inserting a new Section 5.11, and reordering subsequent sections. Section 5.11 to read as follows:

- 5.11 Despite Sections 5.7 and 5.8 cash in-lieu parking spaces will be accepted for commercial and mixed-use developments in the Village Commercial 1 Zone and in Area 3 of Comprehensive Development 2 (Cates Hill) subject to the following provisions:
- i) The amount to be paid in respect of each required parking space not provided is \$20,000.
 - ii) Payment in Lieu of parking is payable when the Building Permit is issued for the building or structure that is being put to the use that requires the parking space specified in this Bylaw, or where no Building Permit is required, the use that requires the parking space specified in this Bylaw is granted a Development Permit.

READ A FIRST TIME this ___ day of ___, 2016;

READ A SECOND TIME this ___ day of ___, 2016;

PUBLIC HEARING this ___ day of ___, 2016;

READ A THIRD TIME this ___ day of ___, 2016;

FINALLY ADOPTED this ___ day of ___, 2016.

Murray Skeels
Mayor

Kathy Lalonde
Corporate Officer



Islands Trust Council 2017 Quarterly Meetings Schedule

Revised July 20, 2016

Resolution:

That the Islands Trust Council establish the following meeting schedule for 2017:

March 14-16, 2017 – Gabriola (Denman?)

June 20-22, 2017 – Gambier/Keats (Lasqueti?)

September 12-14, 2017 – Saturna

December 5-7, 2017 – Victoria

Trust Council Quarterly Meeting Schedule
September 13-15, 2016
Sidney Pier Hotel, Sidney, B.C.

DRAFT

Tuesday, September 13		Wednesday, September 14		Thursday, September 15	
7:30	Breakfast - Sidney Pier Hotel	7:30	Breakfast - Sidney Pier Hotel	7:30	Breakfast - Sidney Pier Hotel
8:30	EC Meeting	8:30	New Business Items*	8:30	Closed meeting
9:00	Call to Order & Approval of Agenda RWMs Adoption of Minutes FUAL Trustee Round Table	10:00	San Juan County Council - presentation	9:15	Summary / Updates Trustee Updates Priorities Chart December TC Draft Schedule
10:00	Visioning Session	10:30	Break	10:15	Correspondence
10:45	Break	10:45	San Juan County Council - dialogue	11:00	Adjournment (approx).
11:00	Visioning Session (continued)	11:30	New Business continues*		
Noon	Lunch - Sidney Pier Hotel	Noon	Lunch - Sidney Pier Hotel		
1:00 p.m.	Visioning Session (continued)	12:30	Tour: Shaw Centre for the Salish Sea (tentative)		
3:00	Break	1:30	Community Presentations		
3:20	Executive* CAO's Report EC Work Program Continuous Learning Plan	2:00	Delegations & Public Participation		
4:20	Local Planning Services* Director's Report LPC Work Program Bylaw Enforcement Briefing	3:00	Break		
5:00	Adjourn for the day	3:15	Housing Session		
6:00	Dinner - Sidney Pier Hotel	4:15	Trust Area Services* Director's Report TPC Work Program Trust Fund Board Report		
		4:50	Administrative Services* Director's Report FPC Work Program		
		5:30	Adjourn for the day		
		6:30	Dinner - Sidney Pier Hotel		



* Denotes resolution/decision items



REQUEST FOR DECISION

To: Islands Trust Council

For the Meeting of: September 13-15, 2016

From: Carmen Thiel, Legislative Services
Manager

Date: August 4, 2016

SUBJECT: AMENDMENT TO TRUST COUNCIL PROCEDURES BYLAW TO ALLOW FOR
ELECTRONIC PARTICIPATION IN TRUST COUNCIL MEETINGS

RECOMMENDATION:

1. That Islands Trust Council Bylaw No. 166, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 3, 2016” be read a first time.
2. That Islands Trust Council Bylaw No. 166, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 3, 2016” be read a second time.
3. That Islands Trust Council Bylaw No. 166, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 3, 2016” be read a third time.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Trust Council has received reporting on electronic meetings on two occasions. The recommended bylaw amendments have incorporated direction from Trust Council and are in support of Trust Council’s strategic direction to improve organizational effectiveness.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The bylaw amendment would provide the ability for trustees to participate in Trust Council meetings electronically and to meet 2014-2018 Strategic Plan Objective 7. to improve organizational cost effectiveness and resilience. Proposed Trust Council Bylaw 166 would enable Trust Council members to hold *special* meetings in an entirely electronic fashion and would also enable individual trustees to participate electronically in *regular* meetings that are held in a physical location, with some restrictions. Improved facilities for videoconferencing would make electronic participation by trustees more viable.

FINANCIAL: Additional costs would be incurred if Trust Council decided to upgrade electronic equipment and video conferencing service. A full financial analysis has not yet been undertaken nor has budget been allocated from 2016-2017 for this project. A business case would be developed to present to the Financial Planning Committee during the 2017-2018 budget deliberations.

POLICY: The proposed bylaw changes are consistent with existing policies, the Islands Trust Electronic Meetings Regulation and Trust Council’s 2014-2018 Strategic Plan Objective 7.

IMPLEMENTATION/COMMUNICATIONS:

- Staff would prepare a Resolution Without Meeting (RWM) for Council members to consider final adoption of Bylaw No. 166 following the September Trust Council meeting.

- There are special notification requirements for electronic meetings, to ensure the public is aware of opportunities to hear an electronic meeting.
- Staff would prepare guidelines on electronic meeting protocol and etiquette to facilitate optimal electronic participation by trustees.

OTHER:

It is anticipated that *special* meetings, held in an entirely electronic manner, would be primarily considered for urgent items or a RWM that requires discussion.

BACKGROUND

- Draft bylaw wording for amendments to Trust Council's meeting procedures to accommodate electronic participation by Trust Council members was considered at the June 2016 Trust Council meeting. Trust Council directed staff to prepare a bylaw amendment, to include the following points:
 - no more than four Council members, excluding the person presiding, may participate electronically at a regular meeting;
 - a Council member may not participate electronically in more than one regular Council meeting in any one calendar year;
 - a land line connection not be required for closed Council meetings; and
 - 15 minutes be the time established after which a meeting will be adjourned if communication is lost to one or more electronic participants and there is not a quorum.
- Sections 11.11 through 11.14 of Trust Council Procedures Bylaw currently provide for electronic participation by members of Council committees and the Executive Committee.

REPORT/DOCUMENT:

Appendix 1: Proposed Trust Council Bylaw 166 that would amend the existing Islands Trust Council Meeting Procedures Bylaw 101.

KEY ISSUE(S)/CONCEPT(S): To address an objective and activity in the Strategic Plan by providing for trustees to attend Trust Council meetings electronically.

RELEVANT POLICY:

- Islands Trust Electronic Meetings Regulation
- Strategic Plan objective 7. Improve organizational cost effectiveness and resilience;
- Islands Trust Council Meeting Procedures Bylaw, 2004

DESIRED OUTCOME: To improve organizational cost effectiveness and resilience.

RESPONSE OPTIONS

Recommended:

That Islands Trust Council Bylaw No. 166, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 3, 2016" be read a first, second and third time.

Alternative:

1. That Islands Trust Council not proceed with an amendment to "Islands Trust Council Meeting Procedures Bylaw, 2004" to provide for electronic participation by trustees at Trust Council meetings.
 2. That Islands Trust Council amend proposed Bylaw No. 166 prior to consideration of first, second and third readings.
-

Prepared By: Carmen Thiel, Legislative Services Manager

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer – August 11, 2016
Executive Committee – August 17, 2016

ISLANDS TRUST COUNCIL

BYLAW NO. 166

A BYLAW TO AMEND THE ISLANDS TRUST COUNCIL MEETING PROCEDURES BYLAW

The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, as amended, enacts as follows:

1. Islands Trust Council Meetings Procedures Bylaw, 2004 is amended as follows:
 - a. by adding to the end of PART 4 – OTHER MATTERS REGARDING MEETINGS the following new Sections 4.4 through 4.7 – Electronic Meetings:

“Electronic Meetings

- 4.4 (a) A special meeting of Council to deal with urgent new business may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Council have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.
- (b) An individual Council member who is not at the physical location of a special Council meeting or a regular Council meeting may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.
- (c) At a regular Council meeting, no more than four Council members may participate by means of electronic communication facilities and in the event that more than four members wish to do so, the first four members to notify the Secretary will be those eligible to participate through electronic communication facilities.
- (d) The person presiding at a regular Council meeting must be present at the physical location of the Council meeting.
- (e) An individual member of Council may not participate by means of electronic communication facilities in more than one regular meeting of the Council in any one calendar year.
- (f) The Council may waive the restrictions in section 4.4(c) and (e) by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.
- (g) Council members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

- (h) A member of the Council may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
- (i) Where a member of the Council 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.
- (j) Where a member of the Council 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.
- (k) For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear, or watch and hear, the participants.

4.5 Cell phone or satellite connections may be used for open Council meetings.

4.6 If communication is lost to one or more electronic participants during a meeting:

- (a) The participant affected 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.
- (b) If there is not a quorum, the Council Chair or person presiding will call a recess until the link is reestablished.
- (c) If, after 15 minutes, a link cannot be reestablished and there is not a quorum of Council 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 agenda.

4.7 The costs of electronic participation in a Council meeting will be borne by the Council if the Council member is participating from a location within Canada or has received the approval of the majority of Council members."

- 2. This Bylaw may be cited for all purposes as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 3, 2016".

READ A FIRST TIME THIS	DAY OF	, 2016
READ A SECOND TIME THIS	DAY OF	, 2016
READ A THIRD TIME THIS	DAY OF	, 2016
ADOPTED THIS	DAY OF	, 2016

SECRETARY

CHAIR

REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: August 17, 2016

From: Pamela Hafey

Date Prepared: August 11, 2016

SUBJECT: PUBLIC ENGAGEMENT PRINCIPLES AND COMMUNICATIONS OBJECTIVES

RECOMMENDATION:

That the Executive Committee approves the attached “Public Engagement Principles and Communications Objectives” associated with delivery of the Islands Trust communications strategy.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust Council requires an effective, unified and consistent approach to engaging people in decisions that affect them. Good public participation results in better and more durable policies and decisions.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The approved public engagement principles and communications objectives will form the basis of updates to certain organizational policies, will lead to new procedures on topics such as graphic design, media relations issues management and First Nations engagement (in collaboration with the Senior Intergovernmental Policy Advisor).

In order to become ingrained in the Islands Trust culture, the principles and objectives will require outspoken support from staff and political leaders (EC, CAO and management team).

FINANCIAL: Adoption of all the proposed principles may lead to increased costs for any project with public engagement component.

IMPLEMENTATION/COMMUNICATIONS: Upon approval by EC, the principles and objectives will guide the development of a comprehensive multi-year communications strategy for Trust Council and staff. Executive Committee’s endorsement of staff recommendations would not be binding on local trust committees or island municipalities. Staff hope that the LTC Chairs will promote these principles at the local level and support local planning staff recommendations based on these principles.

Executive Committee, the CAO and the management team will champion the principles and objectives during the development and implementation of the communications strategy.

The communications strategy, once it is approved by the CAO, will guide staff and trustees when planning communications activities or undertaking public engagement for the remainder of this Council’s term and will be updated as appropriate, on an ongoing basis.

In a separate RFD following this item, staff is seeking direction from EC to develop a Project Charter and draft principles that will inform a new organizational approach to First Nations’ relationship-building.

Staff may return with recommendations about how this work could lead to amendments to Communications Policy 6.10.ii.

BACKGROUND

At its July 27th meeting, EC reviewed staff's request to approve the attached document: Public Engagement Principles and Communications Objectives.

EC asked staff to return with amendments to the document to reflect the discussion. The amendments are tracked for easy review.

On April 27, 2016 EC passed the following resolution:

"That the Executive Committee delegates the planning, management and implementation of the public relations program to the CAO; and that the Executive Committee continues to approve broad communications principles and strategic goals."

In order to deliver an effective public relations program, elected officials and staff must agree to a set of common principles of engagement.

Local trust committees and Trust Council make decisions about the islands in the Salish Sea that affect First Nations, the public and other stakeholders.

Effectively and consistently engaging with people affected by those decisions leads to better policies, durable decisions, reduced conflict and enhanced civic participation that are attributes of good governance.

Staff and trustees at Islands Trust engage with public on an ongoing basis through various participation processes; however, there is no formal framework. This can create duplication of efforts, inconsistencies in approach and less than ideal outcomes (people feel left out, do not accept decisions, criticize and create barriers to compliance, etc.).

The attached public engagement principles and communications objectives will provide a framework for engagement activities throughout the organization. They reflect the guiding principles in the Policy Statement, (reiterated in the Communications Policy 6.10.ii), in the Executive Committee Terms of Reference, observations from Trust Council roundtable discussions, staff survey and conversations, as well as desktop research of best practices in local government public engagement across Canada.

REPORT/DOCUMENT: Public Engagement Principles and Communications Objectives

KEY ISSUE(S)/CONCEPT(S): Improving Islands Trust public engagement practices

RELEVANT POLICY:

[Strategic Plan 2014-2018, strategy 9.2](#)

[Communications Policy 6.10.ii](#)

[EC Terms of Reference 2.4.i \(6.2\)](#)

DESIRED OUTCOME: A unified approach to public engagement becomes ingrained in the Islands Trust culture, supporting informed and durable public policies and decisions.

RESPONSE OPTIONS

Recommended: That the Executive Committee approves the attached "Public Engagement Principles and Communications Objectives" associated with delivery of the Islands Trust communications strategy.

Alternative: That the Executive Committee ask staff to return with amendments.

Prepared By: Pamela Hafey, Communications Specialist

Reviewed By/Date: Lisa Gordon, Director, Trust Area Services July 15 and August 11, 2016

Chief Administrative Officer

	Public Engagement Principles and Communications Objectives <u>August 17, 2016</u>
---	---

“Good public participation results in better decisions” – [International Association for Public Participation](#).

Local trust committees and Trust Council make decisions about the islands in the Salish Sea that affect First Nations, the public and other stakeholders.

Effectively and consistently engaging with people affected by those decisions leads to good governance, better policies, durable decisions, reduced conflict and enhanced civic participation.

Successful public engagement is guided by well-defined and formalized principles that represent a promise to the public and stakeholder groups, help establish shared expectations and a shared vocabulary and improve the working relationship between elected officials, senior managers and staff.

The principles that follow are adapted from the Islands Trust Policy Statement, the Communications Policy 6.10.ii, in the Executive Committee Terms of Reference, observations from Trust Council roundtable discussions, staff survey and conversations, as well as the International Association of Public participation and best practices research in local government public engagement.

The principles will guide the communications and engagement initiatives and activities sponsored by Trust Council, local trust committees and within the organization.

Guiding Principles for public engagement at Islands Trust

Inclusive:

Those who are affected by an issue or decision should have an opportunity to influence outcomes and choices. Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard (Policy Statement)

Open and authentic:

Input of the public should play a role in the decision-making process. Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area (Policy Statement)

Respectful of First Nations:

To strengthen relationships with over 30 tribes and nations [in the Trust Area](#), Trust Council will root all its engagement practices in the [principles spirit](#) of reconciliation. [\(In a separate RFD, staff are seeking direction from EC to develop a Project Charter and set of principles to inform a new organizational approach to First Nations' relationship-building. Once approved by EC and possibly TC, these principles would be incorporated into all correspondence and communication.\)](#)

Diverse:

Decisions are more durable when all participants are aware of the [various range of](#) interests and needs of everyone involved, including decision makers, surrounding an issue or decision.

Accessible:

Everyone potentially affected by the process has an opportunity to become involved.

Appropriate:

The public engagement process uses one or more discussion formats to reach the identified participants [and, where feasible, will invite input into the design of the process. and seeks public input involves them into improve the designing of the process as much as possible.](#)

Informed:

Those involved in engagement exercises have the information required to meaningfully participate in the process.

Transparent:

Participants are informed about how their contributions were considered, used and/or not used.

Adaptable:

Each public engagement process, along with the collected feedback, is evaluated so that lessons can be shared broadly and applied to future engagement efforts.

2014-2018 Communications Objectives

The following proposed communications objectives will be realized using different strategies for the remainder of this Council's term and will be updated regularly as appropriate.

1. Improve community and agency understanding and support of the Islands Trust (2014-2018 Strategic Plan – priority #9)
2. Improve community engagement and participation in Islands Trust work (2014-2018 Strategic Plan – priority #10)
3. Increase profile (visibility) of the Islands Trust within the Trust Area (e.g. increased presence at community events and going where the public is)
4. Create and maintain a positive (modern, consistent, uniform) image of the Islands Trust (e.g. graphic design standards, issues management and processes, revisit tag line – on EC agenda)
5. ~~Help Prepare~~ trustees and staff (planning and bylaw enforcement) – the face of the organization – to deliver consistent and co-ordinated messages to the public and stakeholders in a proactive manner in a way that reflects the unique character and needs of each island and project. community (e.g. key messages, media training, customized targeted communications strategies tailored for specific island and/or topic such as for Salt Spring Incorporation, Islands Trust vision exercise, First Nations engagement framework)
- 5.6. Create ongoing opportunities to listen to public and stakeholder opinions and concerns and report back when appropriate (e.g. web comments handling, feedback line/channel, comment cards at offices, rotating weekly/monthly FAQs on web, at LTC meetings, etc.)

To: Executive Committee

For the Meeting of: August 17, 2016

From: Russ Hotsenpiller, CAO

Date: Aug 12, 2016

SUBJECT: FIRST NATIONS RELATIONSHIP BUILDING PRINCIPLES

RECOMMENDATION:

THAT the Executive Committee direct staff to develop a Project Charter and draft set of principles that will inform a new organizational approach to First Nations' relationship-building.

THAT the Executive Committee add "First Nations Relationship Building" as a priority on its work program.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

For the past 7-8 years Islands Trust has articulated in various ways the organization's desire and vision to have an enduring relationship with First Nations based on trust, honour and goodwill. Pursuing this intention has been delayed by a lack of framework with which to assess priorities, a lack of broad understanding of the importance of First Nations rights and title, and lack of sufficient resources to build and maintain partnerships and regular communication with First Nations.

Momentum has built recently and has resulted in a temporary staff position for 2016-2018 that is intended to change the organizational approach to First Nations as a means to achieve the above vision. However, given the limited term of the position and the amount of time the organization has wrestled with how to approach this vision, we may want to be bold and strategic and consider lasting foundational changes to our approach.

First Nations are not just a formality to Islands Trust. We want to build a sincere and genuine relationship of mutual respect. First Nations could be powerful allies in reaching our shared goals of "preserve and protect".

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The Senior Intergovernmental Policy Advisor requires up to four days to complete this task and the Director of Trust Area Services and Director of Local Planning Services require up to half a day each to support the Senior Intergovernmental Policy Advisor, for a total of one week of person-time.

FINANCIAL:

No additional financial requirements arise from the recommendation.

POLICY:

This work could lead to new or amended policies. No existing policy is affected by the recommendation.

IMPLEMENTATION/COMMUNICATIONS:

Staff would develop a Project Charter along with draft principles that will inform a new organizational approach to First Nations' relationship building.

BACKGROUND

The Senior Intergovernmental Policy Advisor (SIPA) position was created, in part, to help the Islands Trust improve its relationships with First Nations. The SIPA has been meeting with staff and trustees for the last month to learn more about the organization and the history of First Nations relations.

There is a high level of organizational readiness to fundamentally change the way Islands Trust engages First Nations in the referral process, the way Indigenous "special places" are identified (archaeologically and through oral history), and the way we approach Community to Community information-sharing.

In an effort to underpin a bold and strategic approach to these issues, it is beneficial to review some of the **key risks** of maintaining status quo or a more conservative program of changes.

1. Given the trajectory of recent case law in the last two years with regard to strengthened First Nations rights and title, courts have urged the Province to significantly increase their respect for Indigenous rights, titles and treaties. Future court decisions may strongly influence governance priorities of Islands Trust.
2. Trust Area is unique in Canada due to 36 identified First Nations (see Appendix A: List of 36 First Nations Associated with Islands Trust) claiming all or part of the Trust Area as their traditional territory (N.B. most "overlapping interest" areas imply 2-3 First Nations interests). Many of these Nations are currently in negotiations with the Province, working assertively to define their traditional territories and compensation agreements for land and cash settlements for Treaties.

Equally important is the need to agree amongst Islands Trust Council that there is a unique opportunity for Islands Trust to meet their key objective of "preserve and protect" with the help of First Nations. Particularly with respect to marine-related issues, Islands Trust has often been challenged to implement effective tools due to a variety of factors. First Nations could be a considerable ally in this regard and in some cases have stronger tools to achieve a "preserve and protect" mandate in the marine waters of the Trust Area.

1. There is no other municipal government body in Canada with a "preserve and protect" mandate. That is also the overarching common mandate of all First Nations, albeit for different reasons. The environmental drivers of their mandate exist alongside of their more primary objective of establishing rights and title.
2. First Nations have increasing political clout to achieve their mandate and, if a relationship of mutual respect is established, can be a strong ally for Islands Trust in reaching their "preserve and protect" objectives.

The Proposed Principles of Islands Trust's relationship with First Nations

Much like the trunk of a tree, the following principles underpin every branch of activities and process of Islands Trust's desire to have an enduring relationship with First Nations based on trust, honour and goodwill. If agreed to and endorsed from a Trust Council and LTC level, that in

turn empowers staff and management to make the day-to-day changes necessary to achieve that goal.

To use another metaphor, if the previous state of First Nations relationship-building can be seen as an arm wrestle over constitutional rights and the articulation of the Province's "duty of consult", then the acceptance of these principles is like the organization disengaging from the arm wrestle and approaching First Nations instead with a deepened humility and respect.

These principles are sequential in nature and are a standard approach requested by First Nations themselves through national initiatives like the Truth and Reconciliation Commission report (please see attached Appendix B: an excerpt from the Truth and Reconciliation Executive Summary).

They speak of a way forward for non-Aboriginal Canadians to acknowledge how profoundly First Nations have been ignored and disrespected, but these principles also point to a path forward that is genuine and sincere.

Principle #1: *Islands Trust is committed to becoming aware of what it does not know or understand about First Nations.*

- Islands Trust commits to "listen and learn" about the history of First Nations' connection to the land and waters
- Islands Trust commits to "listen and learn" about First Nations' perspective on treaties, rights and title
- Islands Trust commits to acknowledging that history, once it is understood

Principle #2: *Islands Trust is committed to proving sincere desire for reconciliation*

- Islands Trust commits to acknowledging the inherent bias in the organization that comes from Canadian culture and assumptions have conditioned non-Natives citizens to ignore and minimize their relationship with First Nations
- Islands Trust commits to actions that reflect an effort to change societal attitudes and systems

Principle #3: *Islands Trust is committed to integrating, where possible, activities that support First Nations reconnecting with the Trust Area lands and waters*

- Islands Trust commits to supporting, where possible, traditional gathering and harvesting activities
- Islands Trust commits to supporting, where possible, the integration of Traditional Knowledge into stewardship practices and policies
- Islands Trust commits to supporting the development of a Reconciliation Action Plan

REPORT/DOCUMENTS:

- Appendix A: List of 36 First Nations Associated with Islands Trust (August 2016)
- Appendix B: excerpt from Truth and Reconciliation Commission Executive Summary
- Draft Schematic Work Plan for 2016-2017 for First Nations Relationship-Building

KEY ISSUE(S)/CONCEPT(S):

- Clear policy to improve relationship with First Nations Associated with Islands Trust
- Organizational implementation of Reconciliation concepts

DESIRED OUTCOME:

The adoption of principles included in this report prepares the organization for a more sustainable approach to First Nations relationships including the possibility for for an eventual Reconciliation Action Plan.

Next Steps:

1. Development of a Project Charter that will outline the resources, scope and timelines, including an implementation plan, and how to handle in work in progress items
 2. Approval of Project Charter by Executive Committee
 3. Development of a draft policy for consideration by Trust Council
-

RESPONSE OPTIONS**Recommended:**

THAT the Executive Committee direct staff to develop a Project Charter and draft set of principles that will inform a new organizational approach to First Nations' relationship-building.

THAT the Executive Committee add "First Nations Relationship Building" as a priority on its work program.

Alternative:

1. That the Executive Committee undertake a slower pace of incremental changes that is more responsive to the pace of acceptance of constituents of the Trust Area:

Pros:

1. Existing projects are not delayed while waiting for approval of new principles.
2. The key advantage of approaching organizational change slowly is that, for public, staff and Trustees, it allows everyone to go at their own pace in accepting and adapting to changes before the changes are actually implemented or integrated more permanently.
3. If the trajectory of case law being built about FN rights and title is as dynamic as it has been in the last two years, Islands Trust may want to save the resources necessary to make changes

Cons:

1. Awareness and understanding of the history of the conflict between governments and First Nations is not an on/off switch, but rather like a dial. For those who have been working on their readiness for change for a while, the change is welcome. For others who may not have considered this perspective, the change could take a considerably longer time.
-

Prepared By: Fiona MacRaild, Senior Intergovernmental Policy Advisor (SIPA)

Reviewed By/Date: David Marlor, DLPS / Aug 10, 2016
Lisa Gordon, DTAS / Aug 12, 2016

Russ Hotsenpiller, Chief Administrative Officer

List of 36 First Nations

Claimed Interest in Islands Trust and the Trust Area and Waters, as of Aug. 2016

(N.B. listed alphabetically, not in order of weighted claim; individual First Nations as identified by Indian Affairs)

1. Aitchelitz First Nation (part of the Sto:lo Nation)
2. Beecher Bay First Nation (Douglas Treaty Nation and part of the Te'Mexw Treaty Group)
3. Campbel River first Nation (also known as Wei Wai Kum)
4. Cape Mudge First Nation (also known as Wei Wai Kai)
5. Chemainus First Nation (also known as Stz'uminus, and a part of Hul'quimi'num Treaty Group)
6. Cowichan Tribes (part of Hul'quimi'num Treaty Group)
7. Esquimalt First Nation (also known as Lekwungen, and a Douglas Treaty Nation)
8. Halalt First Nation (part of Hul'quimi'num Treaty Group)
9. Hwiltsun First Nation (no reserve lands but engaged independently in BC Treaty Process)
10. K'omoks First Nation (part of Nanwakalas Tribal Association)
11. Lake Cowichan First Nation (part of the Hul'quimi'num Treaty Group)
12. Lyackson First Nation (part of the Hul'quimi'num Treaty Group)
13. Malahat Nation (known as Douglas Treaty Nation and part of the Te'Mexw Treaty Group)
14. Matsqui First Nation (part of the Sto:lo Nation)
15. Musqueam First Nation
16. Nanaimo First Nation (also known as Snuneymuxz and a Douglas Treaty Nation)
17. Nanoose First Nation (also known as Snaw-naw-as and part of the Te'Mexw Treaty Group)
18. Pauquachin First Nation (Douglas Treaty Nation)
19. Penelakut First Nation (part of Hul'quimi'num Treaty Group)
20. Popkum First Nation (part of the Sto:lo Nation)
21. Qualicum First Nation
22. Seabird Island First Nation
23. Sechelt First Nation
24. Semiahmoo First Nation)Skawahlook First Nation (part of the Sto:lo Nation)
25. Skowkale First Nation (part of the Sto:lo Nation)
26. Sliammon (also known as Tli'amin and ratified modern Treaty in place 2016)
27. Songhees First Nation (also known as Lekwungen and part of the Te'Mexw Treaty Group)
28. Squamish First Nation
29. Tsartlip First Nation (Douglas Treaty Nation)
30. Tsawout First Nation (Douglas Treaty Nation)
31. Tsawwassen First Nation (ratified modern Treaty in place 2009)
32. Tseycum First Nation (Douglas Treaty Nation)
33. Tseil-Waututh First Nation
34. Sooke First Nation (also known as T'Sou-ke and part of the Te'Mexw Treaty Group)
35. Tzeachten First Nation (part of the Sto:lo Nation)
36. Yakweakwioose First Nation (part of the Sto:lo Nation)

Truth and Reconciliation Commission

An excerpt from the Executive Summary (Preface and Introduction sections)

Preface

Canada's residential school system for Aboriginal children was an education system in name only for much of its existence. These residential schools were created for the purpose of separating Aboriginal children from their families, in order to minimize and weaken family ties and cultural linkages, and to indoctrinate children into a new culture—the culture of the legally dominant Euro-Christian Canadian society, led by Canada's first prime minister, Sir John A. Macdonald. The schools were in existence for well over 100 years, and many successive generations of children from the same communities and families endured the experience of them. That experience was hidden for most of Canada's history, until Survivors of the system were finally able to find the strength, courage, and support to bring their experiences to light in several thousand court cases that ultimately led to the largest class-action lawsuit in Canada's history.

The Truth and Reconciliation Commission of Canada was a commission like no other in Canada. Constituted and created by the Indian Residential Schools Settlement Agreement, which settled the class actions, the Commission spent six years travelling to all parts of Canada to hear from the Aboriginal people who had been taken from their families as children, forcibly if necessary, and placed for much of their childhoods in residential schools.

This volume is a summary of the discussion and findings contained in the Commission's final multi-volume report. The Final Report discusses what the Commission did and how it went about its work, as well as what it heard, read, and concluded about the schools and afterwards, based on all the evidence available to it. This summary must be read in conjunction with the Final Report.

The Commission heard from more than 6,000 witnesses, most of whom survived the experience of living in the schools as students. The stories of that experience are sometimes difficult to accept as something that could have happened in a country such as Canada, which has long prided itself on being a bastion of democracy, peace, and kindness throughout the world. Children were abused, physically and sexually, and they died in the schools in numbers that would not have been tolerated in any school system anywhere in the country, or in the world.

But, shaming and pointing out wrongdoing were not the purpose of the Commission's mandate. Ultimately, the Commission's focus on truth determination was intended to lay the foundation for the important question of reconciliation. Now that we know about residential schools and their legacy, what do we do about it? Getting to the truth was hard, but getting to reconciliation will be harder. It requires

that the paternalistic and racist foundations of the residential school system be rejected as the basis for an ongoing relationship. Reconciliation requires that a new vision, based on a commitment to mutual respect, be developed. It also requires an understanding that the most harmful impacts of residential schools have been the loss of pride and self-respect of Aboriginal people, and the lack of respect that non-Aboriginal people have been raised to have for their Aboriginal neighbours.

Reconciliation is not an Aboriginal problem; it is a Canadian one. Virtually all aspects of Canadian society may need to be reconsidered. This summary is intended to be the initial reference point in that important discussion. Reconciliation will take some time.

Introduction (Reconciliation as Relationship)

In its 2012 *Interim Report*, the TRC recommended that federal, provincial, and territorial governments, and all parties to the Settlement Agreement, undertake to meet and explore the *United Nations Declaration on the Rights of Indigenous Peoples*, as a framework for reconciliation in Canada. We remain convinced that the *United Nations Declaration* provides the necessary principles, norms, and standards for reconciliation to flourish in twenty-first-century Canada.

A reconciliation framework is one in which Canada's political and legal systems, educational and religious institutions, the corporate sector and civic society function in ways that are consistent with the principles set out in the *United Nations Declaration on the Rights of Indigenous Peoples*, which Canada has endorsed. Together, Canadians must do more than just *talk* about reconciliation; we must learn how to *practise* reconciliation in our everyday lives—within ourselves and our families, and in our communities, governments, places of worship, schools, and workplaces. To do so constructively, Canadians must remain committed to the ongoing work of establishing and maintaining respectful relationships.

For many Survivors and their families, this commitment is foremost about healing themselves, their communities, and nations, in ways that revitalize individuals as well as Indigenous cultures, languages, spirituality, laws, and governance systems. For governments, building a respectful relationship involves dismantling a centuries-old political and bureaucratic culture in which, all too often, policies and programs are still based on failed notions of assimilation. For churches, demonstrating long-term commitment requires atoning for actions within the residential schools, respecting Indigenous spirituality, and supporting Indigenous peoples' struggles for justice and equity. Schools must teach history in ways that foster mutual respect, empathy, and engagement.

All Canadian children and youth deserve to know Canada's honest history, including what happened in the residential schools, and to appreciate the rich history and knowledge of Indigenous nations who continue to make such a strong contribution to Canada, including our very name and collective identity as a country. For Canadians from all walks of life, reconciliation offers a new way of living together.

[Draft] Work Plan Schematic

First Nations Relationship Building 2016-2017

Principle #1: *Islands Trust is committed to becoming aware of what it does not know or understand about First Nations*

Principle #2: *Islands Trust is committed to proving sincere desire for reconciliation*

Principle #3: *Islands Trust is committed to integrating, where possible, activities that support First Nations reconnecting with the Trust Area lands and waters*



Leadership to Leadership Activities

- Not transactional based
- Asking for opportunities to “listen and learn”
- Invitations to observe Trust governance meetings
- Seeking FN sponsored events to attend

Identifying Emerging First Nations Issues

- New case law on FN rights and title
- Defining archaeology as a subset of FN “Special Places”
- Marine and shoreline conflict
- Monitoring BC Treaty Process
- FN Database maintenance
- Media watch

Operational Changes

- Renewed referral process
- Criteria for identifying FN “Special Places”
- FN information training modules
- C2C Policies
- FN database usage policies
- FN-related “Key Messages” for external relations



[Possible] Islands Trust First Nations Advisory Group

(to start: 4-6 Islands Trust/Trust Fund staff, with a minimum of 2 Trustees)
Goal: to monitor and assess progress of above initiatives, to provide advice



Period of Proving up Sincerity to First Nations in all three areas of work
(6-12 months)



A Long Term Program that Reflects a Thriving and Sustainable Relationship with local First Nations

(Example: Island Trust Reconciliation Action Plan)



Islands Trust

Media Relations Tips (Draft - Aug 17, 2016)

Purpose: To help trustees and staff effectively use every interaction with the media, and indeed the public, to position the Islands Trust as a professional, credible organization. The primary focus of this guide is print media because the most common media we deal with in the Islands Trust are local newspapers.

The Islands Trust Communications Policy states the following about external communications, including media:

- 3.4 Staff are authorized to speak regarding adopted policy and technical planning matters or matters related to their work program.
- 3.6 Staff and trustees will forward inquiries to the designated spokesperson(s) where appropriate.
- 3.7 Staff and trustees will notify the Chief Administrative Officer immediately if staff or trustees become aware of any incorrect information that significantly influences the public's perception of an Islands Trust matter. If the incorrect information relates to a Local Trust Committee, then the Chair of the Local Trust Committee should consult with the Local Trust Committee before deciding whether to act. The Chair with the Chief Administrative Officer will decide on whether a correction will be requested, or if Islands Trust response is necessary and under which format.

The following are some things to consider when media calls:

1. Know and understand why you want to talk to a reporter. Remember, every interview is an opportunity to deliver your message

- The media is just a vehicle. Who are you really trying to reach (key audiences)?
- How will coverage advance your objectives?

2. Be Available!

- Reporters have deadlines. If you don't respond promptly, you miss the opportunity to tell your side of the story.

3. When the reporter calls...

- Gather information – ask about the deadline, timing of the article, story angle, other people he or she is contacting.
- Don't feel you must take the call immediately – it's okay to say you are in the middle of something and will call back within 10 or 15 minutes – but remember to call back within the agreed upon time or else you lose credibility and now the reporter is miffed!

4. Know your subject

- Gather timely and extensive data related to your issue and have a few salient facts, statistics and interesting examples that illustrate the issue at your fingertips. Please consult with staff.
- Anticipate what opponents might say and address their points – be proactive, not reactive.

5. Preparation is the key

- Prepare your two or three clear, concise and brief key messages for your top issues. (work with your communications specialist to draft messages and FAQs for known/emerging issues)
- When preparing key messages focus on the main topic (top of the triangle – most important first), instead of the exact question being asked. Otherwise, the interviewer has control instead of you.
- Have a couple of simple, real life examples ready to illustrate your point. Show, don't tell.
- Be prepared to "bridge" back to these messages several times throughout the interview: answer the questions they ask, then lead back to your own messages as quickly and skilfully as possible.
- Repeat your key messages throughout the interview – your responsibility is to your issues and organization, not to the reporter.

6. Know what you want to say and how to say it in one minute or less-practice, practice, practice!

- If you cannot summarize your message briefly, it's either too complicated or it lacks focus.
- Talk in sound bytes, keep answers short, do not over-answer.
- Avoid acronyms, jargon and technical terms – remember you are speaking to your audience, NOT the reporter.
- Use your organization's name – avoid "We" or "I".

7. Prepare your internal "Q & A" to both basic and tough questions – do it all the time, not just when media calls. Below are some of the questions you can expect from a reporter:

- So, what's the story? (the opening soft-ball question – this is your chance to deliver key message and take control of the interview)
- Give me the evidence! (give one or two concrete examples)
- The other side of the story – how do you respond to opponents who say...
- Why should I care?
- Why now?
- What's your solution?
- What's next? (close the loop)
- Think of nasty questions you hope you won't be asked (windsuckers) and prepare answers for those questions (in the safety of practice session with staff)
- DON'T say "no comment" or the reporter will smell blood. If you cannot comment for legal reasons (the issue is before the courts or it's a personnel matter), explain the reason why you cannot comment.

8. If you don't know an answer, never lie or make it up

- Tell the reporter you'll get right back to them with the information they want and do get back!
- If you are not the person with the answer give the reporter a contact who does know the answer. He or she will remember you as a co-operative and reliable source.

9. Take control and reframe the issue – DON'T take the bait!

- Avoid defensive comments (for example, instead of saying, "That's not TRUE!" Say, "In fact, the situation is...")
- Watch for loaded or "bait" questions – disagree respectfully, reframe the issue and bridge back to your main message.
- Learn to get comfortable with silence – too often we feel the need to leap in with words, which more often than not will only get you into trouble. Once you have answered, STOP and let the reporter speak.

10. An interview is a performance

- Project energy and confidence. Be truly interested in your subject.
- Speak clearly and don't rush. Emphasize key points.
- Stay calm. Don't over-emote.
- Speak with energy. Even if you're on the phone, sit up like you're stage.

- Imagine talking to one resident and relate to him/her.
- Practice, practice, practice.

Responding to media coverage – Dos and Don'ts

You have done the interview and think you delivered the messages and you read the article and don't like what you read.

Whether to respond or not...

- Do respond if there is inaccurate information, which would misinform the audience you are really trying to reach.
- Don't respond if you simply don't like the tone or the position of the writer, regardless of whether the writer is a reporter, editor or a citizen.
- Don't respond if it's a minor issue or insignificant error, which is unlikely to affect your audience's opinion. It's probably not worth the effort and may succeed only in making you look petty.
- Finally, consult with Islands Trust Communications staff on whether the Islands Trust should respond or not.
- Remember the old expression: It is probably unwise to get into a major battle with someone who buys ink by the barrel!

If you decide to respond..

Co-ordinate your response with communications staff and the office of the Chief Administrative Officer.

Articles and/or Editorials:

A letter-to-the editor is probably the most effective way of countering misinformation printed in an article or editorial. Unless there is a really blatant error (an incorrect name or someone with the same name as you accused of something very bad) or a very short correction required (time and location were wrong for an upcoming event), journalists will ask you to write a letter to the editor.

- Refer to the date and title of the piece you are writing about and why you are writing.
- Avoid repeating the erroneous information from the article or editorial – that will simply serve to reinforce the information. It's human nature to pick up on the negative rather than the positive. So, you are better off just stating your facts/position. Chances are people will not remember the details of the original article/editorial anyway so there's no point in reinforcing the incorrect information.
- Keep the tone respectful. You can be hard hitting i.e. contrary to the article's statement/allegation. Being disrespectful says more about you than what you may be trying to say. For example, saying "your comment is obviously based on a complete lack of comprehension and understanding of our practices..." might feel good when you first write it but resist the urge to share it. All you will really do is alienate the newspaper/writer and damage your prospects for a good future relationship.
- Don't be defensive. Again, people will think there is something you are not being completely open or honest about or that you did indeed do something wrong if you come across as defensive.
- Keep it reasonably short. Check the maximum number of words allowed for a letter to the editor – it's usually indicated on the editorial page of most newspapers. If you don't keep within the maximum, the newspaper will simply edit the piece down and you may not like what gets kept and what gets removed.

- Bounce it by the Islands Trust Communications staff who will give you an honest opinion about whether the tone is right, your points are made clearly and concisely and you're not coming across as defensive. Having a fresh set of eyes can also help catch typos that spell check cannot.

Letter(s) to the Editor

Responding to someone's letter to the editor will in all likelihood just result in yet another letter to the editor rebutting your points and so on and so forth. If there are several letters to the editor that 'get things wrong' you might want to consider a guest editorial to state your case (see below).

Guest editorial

A guest editorial is appropriate when:

- you have a particular point of view on a more complex subject
- your issue is "soft" news and does not warrant a news release
- letters to the editor are appearing in the local paper which do not reflect an issue accurately – rather than addressing specifics in individual letters to the editor, put the issue forward as a guest editorial

Again, check the maximum number of words allowed by the newspaper you are targeting and have a chat with the editor in advance about your intent and the likelihood of the paper printing your piece.

When writing the guest editorial, remember that you need to be interesting and give people a reason to care, a reason to read your editorial.

Have questions? Need on-camera practice?

Contact your communications specialist.

-30-

Clare Frater

From: Carsen, Dannie CSCD:EX <Dannie.Carsen@gov.bc.ca>
Sent: Tuesday, July 05, 2016 9:16 AM
To: Clare Frater
Subject: FW: Islands Trust Information for Roberts Bank Terminal 2 Federal Review Panel
Attachments: RobertsBankExpansion.pdf

Hello Clare,

Thank you again for assistance with this Review Panel request. As you can see from my email I used your words exactly.

Regards,

Dannie

From: Carsen, Dannie CSCD:EX
Sent: Tuesday, July 5, 2016 7:52 AM
To: 'panel.RBT2@ceaa.gc.ca'
Cc: Faganello, Tara CSCD:EX; Andrade, Ana CSCD:EX; Marotz, Nicola CSCD:EX; Paget, Gary CSCD:EX; Mueller, Brent CSCD:EX
Subject: Islands Trust Information for Roberts Bank Terminal 2 Federal Review Panel

To: Roberts Bank Terminal 2 Review Panel – Response to Resolution 11

Please see attached a map of the Islands Trust area in relation to the Roberts Bank Terminal 2 project area.

Islands Trust policy staff describe the Islands Trust area in relation to the Islands Trust Area:

“As shown on the attached map, the proposed Roberts Bank Terminal 2 project is not within the Islands Trust Area. However, vessels transiting to and from the terminal will travel through Islands Trust Area waters.”

Islands Trust comment on the interests of Islands Trust and their proposed involvement in the Roberts Bank Terminal 2 environmental assessment process.

“The Islands Trust Council 2014-2018 Strategic Plan includes the following related activities: advocating for marine shipping regulations and practices that prevent oil spills and lead to enhanced oil spill response, and advocating for federal regulation and marine shipping practices that reduce the community and environmental impacts of commercial anchorages in the Islands Trust Area.

The Islands Trust Council has not yet considered whether to provide comments to the Roberts Bank Terminal 2 environmental assessment process, but staff will be adding the topic to an upcoming agenda of the Islands Trust Executive Committee.”

Islands Trust Contacts for Roberts Bank Terminal 2

“Islands Trust staff receive updates on the Roberts Bank Terminal 2 environmental assessment via RSS feed. The following people can be added to a distribution list: Peter Luckham, Islands Trust Council Chair plucklam@islandstrust.bc.ca and Clare Frater, Policy Advisor, cfrater@islandstrust.bc.ca.”

Regards,

Dannie Carsen | Senior Program Analyst

Governance and Structure Branch | Ministry of Community, Sport and Cultural Development
Direct: **250.387.2188** | Fax: 250.387.7972 | Toll free 604-660-2421 in Vancouver or 1-800-663-7867
Email: Dannie.Carsen@gov.bc.ca | Website: <http://www.cd.gov.bc.ca/lgd/>

Robert Bank Terminal 2

Islands Trust



Islands Trust



0 5 10 20 Kilometers

Islands Trust Area

SEE INSET

INSET

Robert Bank
Terminal 2

Islands Trust
Boundary

B.C. Ferries
Terminal

1:80,000



Government
of Canada

Gouvernement
du Canada

Canada

Canadian Environmental Assessment Agency

[Home](#) > [Registry](#) > [Roberts Bank Terminal 2 Project](#) > [For Public Participation](#)

> [Public Notice - Roberts Bank Terminal 2 Project - Comment Period and O...](#)

Public Notice

Comment Period and Orientation Session for the Roberts Bank Terminal 2 Project Environmental Assessment

Review Panel
Roberts Bank Terminal 2 Project

OTTAWA, June 16, 2016 – The Review Panel for the Roberts Bank Terminal 2 Project today announced the start of a comment period on the Environmental Impact Statement (EIS) and the Marine Shipping Addendum submitted by the Vancouver Fraser Port Authority. Indigenous groups, government bodies, the public and other interested parties are invited to provide comments on these and other records relating to the environmental assessment of the Roberts Bank Terminal 2 Project. The Panel also announced today that it has scheduled an orientation session open to the public regarding the environmental assessment process to be held June 28, 2016 in Vancouver.

Comment Period

Indigenous groups, government bodies, the public and other interested parties are invited to submit comments to the Review Panel on the sufficiency and technical merit of the environmental assessment information which is available on the Canadian Environmental Assessment Registry (the Registry) at www.ceaa.gc.ca, reference number **80054**. Participants are also invited to make recommendations to the Panel on additional information that it should receive prior to proceeding to a public hearing for the Project. A [resource document](#) to assist participants in the preparation of their submissions is now available on the Registry.

The Review Panel will consider all submissions including those that have already been sent by participants in relation to the environmental assessment of the Project and are posted on the Registry. The Panel requests that participants not submit duplicate comments or recommendations for additional information.

Please forward submissions in either official language to the Review Panel Manager by email or mail on or before **October 14, 2016.** Documents submitted or generated as part of the environmental assessment will be considered public and will be posted on the Registry.

Debra Myles
Review Panel Manager, Roberts Bank Terminal 2 Project
c/o Canadian Environmental Assessment Agency
160 Elgin Street, 22nd Floor, Ottawa ON K1A 0H3
Tel.: 613-957-0626 or 1-866-582-1884 / Panel.RBT2@ceaa.gc.ca

Orientation Session

The Review Panel invites the public to attend, or observe via webcast, an orientation session where information will be provided by federal and provincial bodies that have a mandate and expertise in relation to the proposed Project and its potential environmental effects. The Project Proponent, the Vancouver Fraser Port Authority, will provide an overview of its responsibilities as they relate to marine activities. Although participants and the public will not have an opportunity to ask questions during the session, follow-up questions may be sent to the Panel for its consideration.

The Review Panel intends to provide a live webcast of the orientation session and to archive the video recording. A transcript of the proceedings will be posted on the Registry following the session. Additional information on the session and the webcast details will be provided by the Panel at a later date.

The orientation session will be held:

Date	Tuesday, June 28, 2016
Location	Simon Fraser University – Segal Building, 500 Granville Street, Vancouver
Time	9:00 am – 5:00 pm

Distribution List

To receive updates and notice of public participation opportunities for the environmental assessment of the Roberts Bank Terminal 2 Project, please provide your name and email address to Panel.RBT2@ceaa.gc.ca.

The Project

The Vancouver Fraser Port Authority proposes the construction and operation of a new three-berth marine container terminal located at Roberts Bank in Delta, British Columbia. The Project would be located next to the existing Deltaport and Westshore Terminals. The environmental assessment includes a consideration of the proposed Project and of marine shipping associated with the Project.

Share this page

[facebook](#)[Twitter](#)

No endorsement of any products or services is expressed or implied.

Date modified: 2016-06-16

To: Executive Committee

For the Meeting of: August 17, 2016.

From: David Marlor, DLPS

File No.: [Click here to enter text.](#)

SUBJECT: MINISTRY OF TRANSPORTATION LETTER OF AGREEMENT

DESCRIPTION OF ISSUE:

The Executive Committee asked staff to report back on options dealing with the 1992 Letter of Agreement between the Islands Trust and the Ministry of Transportation (now Ministry of Transportation and Infrastructure). The purpose of this briefing note is to provide an update to the Executive Committee on work undertaken to date.

BACKGROUND:

At its regular business meeting on March 31, 2016, the North Pender Island local Trust Committee added a late business item to the agenda entitled "MAP Proposal" (Moving Around Pender). From this discussion, the North Pender Island Local Trust Committee passed the following resolution:

That the North Pender Island Local Trust Committee ask the Executive Committee to review the existing Ministry of Transportation and Infrastructure Letter of Agreement with the Islands Trust.

The Minutes of the March 31, 2016 meeting contain no indication of the specific issues or the context for such a review.

At its April 27, 2016 meeting, the Executive Committee considered this request under item 8.2.1 "North Pender LTC Request for EC Review of MOTI LOU". No supporting documentation was included in the agenda package. The minutes indicate that Staff provided a briefing to the Executive Committee on this matter, and that the Executive Committee passed the following resolution:

That the Executive Committee direct staff to prepare a report detailing options for how to deal with the Ministry of Transportation and Infrastructure (MOTI) Letter of Understanding.

On May 17, 2016 Local Planning Services Staff met with Ministry of Transportation and Infrastructure Staff to discuss areas of interest and concern. This meeting is part of a series of annual meetings with Ministry staff in which the Letter of Understanding is reviewed and issues are addressed. A report on this meeting (Attachment 1) was presented to the Executive Committee on July 6, 2016, and circulated by email to the local trust committees on July 7, 2016.

On March 9, 2016 the Executive Committee requested that the Chair write to the Minister of Transportation and Infrastructure to ask for a meeting in relation to the maintenance of roads on the islands. This letter was sent on July 14, 2016 (Attachment 2). Minister Stone's office replied on August 2, 2016 indicating that the Minister was not available to meet with the Executive Committee (Attachment 3).

Staff advises that the Executive Committee not consider asking for changes to the Letter of Understanding. That letter is signed by the Minister of Transportation and Chair of the Islands Trust.

It provides that the Ministry of Transportation minimum road standard for a particular class is the maximum size on the islands. This is based on 1992 standards. These standards are much higher today; therefore, opening the Letter of Understanding could result in larger road standards than there currently in the Letter of Understanding. The Letter of Understanding generally addresses matters associated with regular meetings between the parties, road standards, classifications and permitting. It does not directly address road maintenance issues which are the particular interest of Trustees and Executive Committee.

Ministry staff and Islands Trust staff agree that the best way to deal with issues that arise is through staff-to-staff local area agreement letters. These letters could deal with procedures and interpretations on an issue by issue basis within the context of the 1992 Letter of Understanding.

If a Local Trust Committee has an issue that it feels is not adequately being addressed, it can request the Regional Planning Manager to work with the Ministry of Transportation and Infrastructure district manager on that issue, which may result in a local area agreement between the Director of Local Planning Services and the relevant Ministry of Transportation and Infrastructure District Manager.

ATTACHMENT(S):

1. Briefing on the staff to staff meeting with the Ministry of Transportation and Infrastructure.
 2. Letter from the Chair to the Minister of Transportation and Infrastructure
 3. Response from the Minister's office
-

AVAILABLE OPTIONS:

1. Instruct staff to undertake further discussion with the Ministry of Transportation and Infrastructure on issues identified and specified by the Executive Committee.

FOLLOW-UP:

1. Advise local trust committees of the content of this briefing note.
-

Prepared By: David Marlor, DLPS

Reviewed By: Russ Hotsenpiller, CAO

Date: August 10, 2016

To: Executive Committee

For the Meeting of: June 14, 2016

From: David Marlor

File No.: 042020 – FLNRO/MOTI

SUBJECT: BRIEFING INTERAGENCY MEETINGS MAY 2016.DOCX

DESCRIPTION OF ISSUE:

The purpose of this briefing is to update the Executive Committee on recent meetings between Islands Trust local Planning Services Staff and staff at the Ministry of Forest, Lands and Natural Resource Operations (FLNRO) and the Ministry of Transportation and Infrastructure (MOTI).

BACKGROUND:

Forest, Lands and Natural Resource Operations Meeting

On May 3, 2016 the three Regional Planning Managers and the Director of Local Planning Services met with the following staff from the Ministry of Forests, Lands and Natural Resource Operations (FLNRO):

- Rudi Mayser, Manager of Authorisations
- Lesley Fettes, Section Head, Aquaculture
- Cameron Bezanson, Senior Land Officer
- Mark Harvey, Land Officer

Crown lands application process

FrontCounter BC is responsible for intaking for applications and establishing the process for that intake. FrontCounter BC initiates a referral process (i.e. emails sent to agencies) once it has deemed the application to be complete.

After the referrals process has been initiated, the assigned land officer becomes responsible for the application

Consideration of tenure depends largely on the highest and best use principal (i.e. does the proposal benefit only a single individual or does it have potential widespread economic or employment benefits).

Tenure may be issued subject to conditions, including compliance with local bylaws (so for example, an aquaculture license may be issued with the condition that the licensee successfully rezone the lands). Provincial staff will not wait for local government bylaw compliance or rezoning prior to issuing a tenure.

LPS Management staff suggested that FLNRO could institute a conditional approval process such as the subdivision Preliminary Layout Approval (PLA) which sets out an approval with conditions that need to be met prior to receiving final approval or, in this case, the actual tenure (lease or license). Provincial staff were not interested in pursuing this concept; they feel obliged to issue tenures and referred to local government as not having the power to fetter the Crown's discretion. The Crown has a general target for issuing decisions to applicants within 140 days.

Private Moorage/Docks

Since 2013, FLNRO has issued “Specific Permissions” (unlike a tenure such as a lease or license) for private (non-commercial) moorage. Specific permissions have no fee, no term and may be transferred. Applicants are asked to provide evidence of compliance with local bylaws prior to being granted permission. FLNRO retains the option to terminate the permission. Further information is available at this [link](#).

Seawalls/Structures below the natural boundary

Structures below the natural boundary require a more formal tenure than a dock and, typically, a license of occupation. FLNRO staff noted general challenges with seawalls not having proper permissions/tenures.

Compliance

The public or another agency may notify FLNRO of compliance issues; FLNRO will then proceed with a compliance process with a tenant. FLNRO compliance/enforcement is prioritized based on safety/liability/risk.

Tenure renewals

FLNRO staff noted that there are over 6,000 tenures in the region with hundreds of tenures expiring annually. Replacement tenures are expedited and not generally referred out to local governments or agencies, with the exception of referrals to First Nations. Agencies, including local trust committees, can request to have certain files flagged with a “notification of interest”. In situations where a file has been flagged, land officers may send referrals to local governments or agencies for replacement tenures of significant public interest.

Designated Use Areas

Designated Use Areas (DUAs) are established as reserves under the Land Act (s. 17) to exclude uses or allow only specific uses or uses that are compatible with specific uses. DUAs are typically put in place during treaty processes, and are temporary. FLNRO refers all DUAs to local governments. The authority to make decisions on DUAs is delegated to the Director level.

Ministry of Transportation and Infrastructure Meeting

On May 17, 2016 the three Regional Planning Managers and the Director of Local Planning Services met with the following staff from the Ministry of Transportation and Infrastructure (MOTI):

- Jeffrey Moore, Provincial Approving Officer, Lower Mainland District
- Michael Braun, Provincial Approving Officer, Lower Mainland District
- Amy Barker, Area Development and Operations Technician, Lower Mainland District
- Ryan Evanoff, Senior Development Approvals Technician, Vancouver Island District
- Andy Newall, Area Manager, Roads – Vancouver Island District

Road Maintenance

MOTI usually issues road maintenance contracts for 10 year terms. Maintenance contractors are responsible for assessing road maintenance requirements and preparing maintenance plans for Ministry approval. Trustees may deal directly with and convey public concerns to the contractors for their respective areas. As part of their contract with MOTI, maintenance contractors are required to have annual stakeholder meetings. Trustees/staff are welcome to attend these meetings (e.g. Main Road has an annual meeting in Sydney).

Agreements

The Letter of Agreement between the Islands Trust and MOTI have been in place since 1992, with amendments in 1994 and 1996. Generally, the agreements are working well. The road standards currently in those agreements were negotiated so that the minimum permitted by MOTI would be the maximum permitted in the islands. Minimum road standards have increased in the 24 years since the agreement was signed, so if the agreement is opened for amendments, it is likely that the

maximum road standards permitted in the Islands Trust Area would be increased to reflect today's minimum standards.

It is possible for local planning services staff to enter into "local area agreements" with MOTI about processes outlined in the Letter of Agreement. These agreements (which would be by letter between the Director of Local Planning Services and the MOTI district area director) could deal with things like how public consultation is undertaken for a particular type of issue, or clarify definitions or other processes.

Capital Improvements

There are limited funds available for capital improvements. There is a "local minor betterments" fund (approx.. \$200 K/region), which can be used to upgrade roads for safety. Capital upgrades are prioritised based on the safety improvements that the upgrade provides.

An example of a successful upgrade is on the Sunshine Coast, where the Sunshine Coast Regional District worked with MOTI to implement wider shoulders. This provided improved safety for the road user; a secondary effect was the provision of safe cycling and walking "lane" on the shoulder.

Subdivision File Closure

When MOTI subdivision files are completed, the Lower Mainland District office advises referral agencies. Ryan Evanoff, from the Vancouver Island District Office, has committed to asking staff in the Vancouver Island region to email agencies when subdivisions have been completed.

Preliminary Layout Approvals (PLAs) normally expire after one year of issuance; however MOTI staff do not close files. As a result, there continues to be a few outstanding multi-year subdivision files (e.g. DL696 on Keats Island).

Road Closures

MOTI has no set process for closing roads. The road closure application fee is \$1,500 paid up-front with no guarantee of approval. Applicant also needs to pay land value if road closure is approved. MOTI has a policy to not close accesses to water road rights-of-way. The only exception to this policy is where the closure will be replaced with another access to water road right-of-way.

MOTI refers all applications to First Nations.

Roadside Trails

MOTI will only grant permits to construct paths in road-rights-of-way to regional districts or agencies with significant financial backing (due to risk/liability for maintenance). Maintenance contractors will not maintain sidewalks or trails within the MOTI right-of-way; however, they are responsible for maintaining road shoulders.

ATTACHMENT(S):

None

AVAILABLE OPTIONS:

Receive for information.

Circulate to local trustees and Bowen Island Municipality trustees for information

FOLLOW-UP:

The Regional Planning Directors and Director of Local Planning Services will meet again with staff from FLNRO and MOTI in Spring 2017. The relevant Regional Planning Manager may be requested by any local trust committee to meet with FLNRO or MOTI District staff or the MOTI maintenance contractor in regard to any localized issues on specific islands.

Prepared By: David Marlor

Reviewed By: Chief Administration Officer

Date: June 2, 2016



200 - 1627 Fort St., Victoria, BC V8R 1H8
Telephone **(250) 405-5151** Fax (250) 405-5155
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
Email information@islandstrust.bc.ca
Web www.islandstrust.bc.ca

July 14, 2016

File No.: 0420-20

Via e-mail: Minister.Transportation@gov.bc.ca

The Honourable Todd Stone, MLA
Minister of Transportation and Infrastructure
PO Box 9850, Stn Prov Govt
Victoria BC V8W 9E2

Dear Minister Stone:

Re: Request to meet regarding deteriorating roads in the Islands Trust Area

I am writing to you to request a meeting between yourself and the Islands Trust Executive Committee to discuss concerns about the condition of roads in the Islands Trust Area.

The Islands Trust Executive Committee has been advised of concerns from constituents about the deteriorating conditions of roads on the islands. Examples include: Walker Hook Road on Salt Spring Island, which is literally falling into the ocean; Easthom Road on Gabriola Island, which is partly single lane, has a blind corner and a cliff with boulder falls, making this stretch of road dangerous; and on Hornby Island the centre lines have faded away on many sections of road. Hornby Island physicians have identified this as a significant safety issue given the elderly population and the huge volume of summer tourists.

Our understanding from discussions with the local maintenance contractor and staff at the regional Ministry office is that there is no funding to undertake the necessary repair and maintenance work. The Executive Committee would appreciate a meeting with you to discuss this issue.

I would also like to thank you for your recent response dated May 11, 2016 regarding BC Ferries.

Sincerely,

Peter Luckham
Chair, Islands Trust Council
pluckham@islandstrust.bc.ca

cc: Islands Trust Council

David Marlor

From: Jas Chonk
Sent: Tuesday, August 02, 2016 3:16 PM
To: Peter Luckham; Lisa Gordon; David Marlor
Subject: Fw: 258754 Letter from Islands Trust Council Chair re Request to meet regarding deteriorating roads in the Islands Trust Area

fyi

From: Borschneck, Lindsay TRAN:EX <Lindsay.Borschneck@gov.bc.ca>
Sent: Tuesday, August 02, 2016 9:51 AM
To: Jas Chonk
Subject: RE: 258754 Letter from Islands Trust Council Chair re Request to meet regarding deteriorating roads in the Islands Trust Area

Good morning Jas,

Thank you for this meeting request. Unfortunately, Minister Stones schedule does not allow him to meet at this time. I have shared this request with the Deputy Ministers office.

Thank you,

Lindsay Borschneck

Administrative Coordinator to the Honourable Todd Stone
Minister of Transportation and Infrastructure
P.O. Box 9055, Stn Prov Govt, Victoria, B.C., V8W 9E2
P: 250.387.1978 F: 250.356.2290

From: Jas Chonk [<mailto:jchonk@islandstrust.bc.ca>]
Sent: Thursday, July 14, 2016 9:46 AM
To: Transportation, Minister TRAN:EX
Subject: 258754 Letter from Islands Trust Council Chair re Request to meet regarding deteriorating roads in the Islands Trust Area

Hello,

Please find attached a letter from Islands Trust Council Chair Peter Luckham re Request to meet regarding deteriorating roads in the Islands Trust Area.

Thank you.

Jas Chonk
Secretary
Trust Area Services/Executive Office
Islands Trust

200-1627 Fort St.
Victoria BC V8R 1H8
In Victoria 250-405-5164
jchonk@islandstrust.bc.ca
Enquiry BC Toll-free call 1-800-663-7867
or from the lower mainland 604-660-2421
Websites: www.islandstrust.bc.ca | www.islandstrustfund.bc.ca
Preserving Island communities, culture and environment since 1974

LETTER OF AGREEMENT

between

THE MINISTRY OF TRANSPORTATION & HIGHWAYS (MOTH)

and

THE ISLANDS TRUST (IT)

SUBJECT:

**ROAD STANDARDS, CLASSIFICATION
AND MOTH/IT CONSULTATIVE
PROCESS IN THE ISLANDS TRUST AREA**

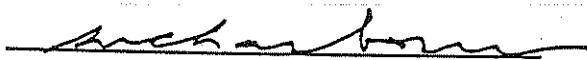
October 20, 1992

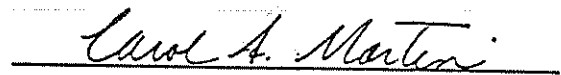
WHEREAS, pursuant to Section 8(2)(a) of the *Islands Trust Act*, for the purpose of carrying out the object of the trust, the Islands Trust Council may, subject to the approval by the Minister of Municipal Affairs, Recreation and Housing, enter into agreements with the Province and agents of the Province respecting the coordination of administrative activities within the trust area;

WHEREAS, roads in the Trust Area form part of the unique amenities of the Trust Area and require extraordinary measures to protect their unique character and to encourage safe use, both the Islands Trust Council and the Minister of Transportation and Highways are desirous of entering into an agreement for ongoing consultation respecting road standards, road classification, and posted speed limits;

THEREFORE, both parties commit to respect the attached Letter of Agreement, dated October 20th, 1992.

1. ASSENTED TO THIS 12th DAY OF November, 1992 BY:


The Honourable Art Charbonneau
Minister of Transportation
and Highways


Carol Martin, Chairperson
Islands Trust Council

2. APPROVED, PURSUANT TO SECTION 8(2)(a) OF THE *ISLANDS TRUST ACT*, THIS 24th DAY OF DECEMBER, 1992 BY:

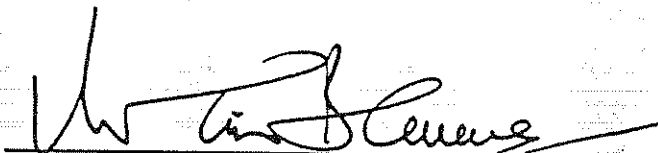

The Honourable Robin Blencoe
Minister of Municipal Affairs,
Recreation and Housing

TABLE OF CONTENTS

	PAGE
A. PURPOSE	1
B. OBJECTIVES	1
C. CONSULTATIVE PROCESS	2
D. ROAD CLASSIFICATIONS AND CYCLE AND SCENIC/HERITAGE ROUTE DESIGNATION	3
1. Road Classification of Island Roads	3
2. Bicycle Route Plans	4
3. Scenic Heritage Designation	4
E. ROAD STANDARDS FOR ISLAND ROADS	5
1a. Major Rural	6
1b. Main Rural	6
1c. Minor Rural	7
1c. Residential Rural/Local	7
2a. Illustrative Cross-Sections by Road Standard	7
2b. Heights and Clearance Zone	7
2c. Ditches	11
F. UTILITY PERMITS	11

FIGURES

1. Island Road Standards	8
2. Typical Cross Section (Metric)	9
2b. Typical Cross Section (Imperial)	10

A. PURPOSE

The purpose of this agreement is:

1. To establish an ongoing consultative process between the agencies.
2. To establish an agreement on road standards and road classification in the Trust Area and;
3. To establish a procedure for the designation of scenic/heritage roads and bicycle route plans in the Trust Area.

B. OBJECTIVES

1. To establish a functional classification of rural roadways which:
 - a) classifies rural Island roads recognizing the relative importance of their role in servicing traffic between ferry linkages and major destinations on an island, and relates the classification to the road's importance and role in serving through traffic or providing access to land;
 - b) ensures all rural settlement areas, resource areas, recreational areas, commercial areas and other activity areas are provided with safe rural road service based on the level of traffic generating activity and rural traffic volumes;
 - c) classifies routes to maintain a safe and efficient relationship between the needs of road users and the users of adjacent land;
 - d) ensures that appropriate planning and design standards are used as agreed upon.
2. To establish the road standards for new roads, including new subdivision roads, and for existing roads when upgrading is required.
3. To establish scenic/heritage road designations for unique and valued roadways which recognize the objectives of the Islands Trust, and the process to be followed when improvements are to be undertaken.
4. To establish cycle route plans and roadway standards to accommodate safe cycling.
5. To establish a regular consultative process between the agencies on issues of common interest such as rehabilitation and maintenance programs and new road site-specific consultation.

6. To develop and agree upon cycle route plans and scenic/heritage designations to be in place by September 1993 to supplement this agreement.

C. CONSULTATIVE PROCESS

The Ministry of Transportation and Highways and the Islands Trust agree to the establishment of a consultative process to foster common understanding and hereby agree to facilitate the process by arranging meetings between respective staff and Local Trust Committees as required.

To facilitate ongoing dialogue the consultative process will be fostered through:

- An annual meeting of Ministry of Transportation and Highways staff and Islands Trust planning staff held in the fall at the call of the Manager of Local Planning of the Islands Trust to review with Ministry of Transportation and Highway staff any current issues such as proposed upgrading and maintenance programs and classification of proposed new subdivision roads.
- Routine exchange of information regarding specific concerns between the Islands Trust as represented by its local planning staff and Ministry of Transportation and Highways local staff as represented by the District's Highways Manager and/or their Area Managers.
- The establishment by the Trust of Local/Island Advisory Transportation Committees appointed by each Local Trust Committee to make recommendations to the Trust Committee and MoTH as specific issues arise and to assist in the development of bicycle route and Heritage/Scenic route plans. Special meetings may be called by either the Islands Trust or the Ministry of Transportation and Highways, as specific issues arise.
- Jointly reviewing the road classification networks and road standards every five years (effective in 1997.)
- Discussion in 1992 and 1993 of bicycle routes and Scenic/Heritage route designations.
- Ministry of Transportation and Highways routinely consulting with the Islands Trust prior to upgrading of designated scenic/historic routes.

D. ROAD CLASSIFICATIONS AND BICYCLE AND SCENIC/HERITAGE ROUTE DESIGNATION

1. Road Classifications of Island Roads

A hierarchy of road classes for the designated islands is set out in the Island-specific maps attached to the document (Appendix A). The Islands Trust will facilitate a timely process for each local trust committee to review, negotiate, revise or approve the maps attached in Appendix A. Until such time as the local trust committee approves the road classification map for their island, the Appendix A map will be used within the context of the consultative process.

The designated islands for purposes of road classification and standards are:

- Saltspring
- Gabriola
- North and South Pender
- Saturna
- Galiano
- Denman
- Hornby
- Mayne
- Lasqueti
- Thetis
- Keats
- Bowen
- Gambier
- Thormanby

The nomenclature used for road classes in this document is terminology suggested by the Islands Trust. The equivalent terminology normally used by the Ministry for functional classification is:

Islands Trust Nomenclature

Ministry of Transportation and Highways Nomenclature

Major Rural
Main Rural
Minor Rural
Residential Rural/Local

Secondary Highway
Major road
Minor Road
Local Road

The road standard for the applicable classifications as set out in Section E will be applied for new roads, including subdivisions, and to existing roads when being upgraded.

2. Cycle Route Plans

The Islands Trust will prepare proposals for cycle route plans on the islands. Consultation on these proposals will occur with the Ministry of Transportation and Highways.

A negotiated agreement on the cycle route plan for the Islands Trust area is to be achieved between the Islands Trust and Ministry of Transportation and Highways by September 1993 and will subsequently form a component of this letter of understanding (Proposed Appendix B).

The agreed-to cycle route plan, when adopted by resolution or bylaw by the Local Trust Committee, may be forwarded to the Ministry of Highways and Transportation for registration.

The approved plan, for the designated cycle routes, will trigger adjustment of the shoulder standards for new roads and for existing roads when they are to be upgraded as indicated in section E. The requirements for safely accommodating cyclists will be recognized when prioritizing roads for upgrading.

3. Scenic Heritage Designation

The Islands Trust will prepare proposals for scenic/heritage designation to recognize roadways having unique and significant scenic and/or heritage value. Only a limited portion of roadways on an island will qualify for such designation.

3. Scenic Heritage Designation Continued

Consultation will occur between the Ministry of Transportation and Highways and the Islands Trust on the criteria for evaluation of scenic and heritage values and the proposals for scenic/heritage road designations. The agreed upon criteria shall be incorporated as part of this agreement.

A negotiated agreement on scenic/heritage designation of roads in the Island Trust area is to be achieved between the Islands Trust and Ministry of Transportation and Highways by September 1993 and will subsequently form a component of this letter of understanding (Proposed Appendix C).

The Ministry of Transportation and Highways will be consulted, and its agreement obtained, on a proposed scenic/heritage road designation plan for an island prior to adoption of the plan, by resolution or bylaw, by the Local Trust Committee.

Planned work on roads designated as Scenic/Heritage will trigger a consultative process between the Islands Trust and the Ministry of Transportation and Highways prior to the initiation of upgrading.

E. ROAD STANDARDS FOR ISLAND ROADS

It is recognized that road standards in the Islands Trust Areas have been lowered in response to the Trust objective to maintain the Rural character of the islands and in recognition of the size of Islands and their unique character and the need for a gentler approach in harmony with the land. With the exceptions of Denman, North Pender and Saltspring in the Trust Area, island roads do not carry travellers to any points beyond.

However, the standards must recognize a requirement for safe transportation facilities.

The standards to be utilized for construction on each of the road classifications are outlined in the following paragraphs and table.

NOTE: Where the Islands Trust and the Ministry of Transportation and Highways identify a need for cycling facilities, as established by the agreed to cycle route plan, the standards for shoulders shall be adjusted as noted in the footnotes in the road standards table which follows. (See Figure 1, page 8).

1a) Major Rural

This classification of road applies only to a limited section of road on Salt Spring Island.

The road in this class typically carries substantially higher volumes of traffic at higher speeds than a Main Rural road.

This classification will have a paved travel-way width of 6.7 m except on crest and horizontal curves where a 7.3 m width will apply.

A 1.2 m paved width on each side of the travel way will provide for cycling, pedestrian and emergency parking use.

The bicycle route plan will incorporate all sections classified as Major Rural road as an element in the cycle plan.

Posted speed shall not exceed 80 km/hr.

1b) Main Rural

This classification of road applies to all designated islands within the Islands Trust except for South Pender, Gambier, Lasqueti, Keats, Thormanby and the undesignated Islands.

This classification of road will have a paved travel-way width of 6.7 m except on crest and horizontal curves where a 7.3 m top paved width will apply.

A 0.6m paved shoulder on each side will be provided.

The bicycle route plan will designate road sections requiring adjustment of the shoulder width to safely accommodate cycling demands. The constructed top width for each bicycle shoulder lane can range from 0.6 to 1.2 metres on both

sides in recognition of safety and travel demand requirements, as designated in Island specific cycle route plans.

The posted speed shall not exceed 60 km/hr.

1c) Minor Rural

This classification of road applies to all designated islands within the Islands Trust, but does not include the undesignated islands.

This classification of road will have a paved top width of 6.1m.

Paved shoulders are not required unless identified in the cycle route plan. The bicycle route plan will designate road sections requiring adjustment of the shoulder width to safely accommodate cycling demands. Constructed top width for each bicycle shoulder lane can range from 0 to 1.2 metres on both sides in recognition of safety and travel demand requirements, as designated in Island specific cycle route plans.

The posted speed shall not exceed 50 km/hr.

1d) Residential Rural/Local

This classification applies to all designated Islands and the undesignated Islands within the Islands Trust.

This classification applies to most new roads in small subdivisions.

This classification of road will have a paved top width of 5.5 m.

The posted speed may be in the range of 30 to 50 km/hr

2a) Illustrative Cross-Sections by Road Standard

The Island Road standards and illustrative cross-sections are shown on the following pages.

2b) Heights and Clearance Zone

Height of vegetation within the brushing and utility zone shall be controlled to maintain sight distance on curves and intersection sight triangles for traffic safety reasons.

Figure 1

ISLAND ROAD STANDARDS

Islands Trust Nomenclature	R/W Width	Design Speed	Cleared Width	Driving Lanes	Constructed (Top) Width	Surfaced Shoulder Standard	Gravel Shoulder	Cycle Lanes
Residential Rural/Local	20m(66')	50km/hr	13.9m(45.6')	5.5m(18.0')	6.7m(22')	not required	0.6m	No lanes
Minor Rural	20m(66')	50km/hr	14.5m(47.6')	6.1m(20')	7.3m(24')	not required	0.6m	2 lanes *
Main Rural	20m(66')	60 km/hr	15.6m(51.1')	6.7m(22') 7.3m(24') crest/curve	9.1m(29.8') or 9.7m crest/curve	0.6m/lane	0.6m	2 lanes **
Major Rural	25m/80'	80km/hr	18.1m(59.4')	6.7m(22') 7.3m(24') crest/curve	10.3m(34.8') or 10.9m crest/curve	1.2m/lane (3.9')	0.6m	2 lanes

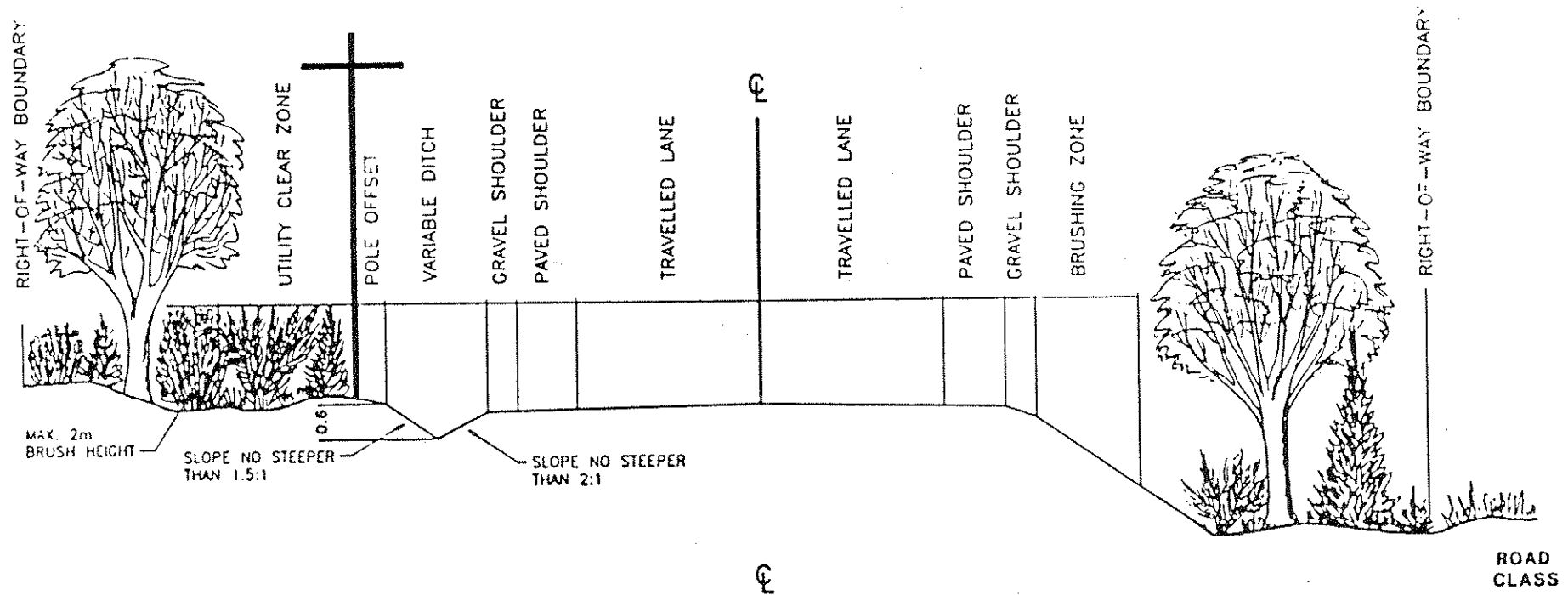
* Constructed top width for each bicycle shoulder lane can range from 0 to 1.2 meters on both sides for each section as designated in an Island Specific Cycle route plan.

** Constructed top width for each bicycle shoulder lane can range from 0.6 to 1.2 meters on both sides for each section as designated in an Island Specific Cycle route plan.

Figure 2

Typical Cross Section (Metric)

TYPICAL CROSS SECTION (METRIC)



2.75	0.6	MIN. WIDTH 2.1	0.6	0	2.75	2.75	0	0.6	2.0	RESIDENTIAL
2.75	0.6	MIN. WIDTH 2.1	0.6	0.6	3.05	3.05	0.6	0.6	2.0	MINOR RURAL
2.75	0.6	MIN. WIDTH 2.1	0.6	0.6	3.35 CURVES 3.65	3.35 CURVES 3.65	0.6	0.6	2.0	MAIN RURAL
2.75	0.6	MIN. WIDTH 2.1	0.6	1.2	3.35 CURVES 3.65	3.35 CURVES 3.65	1.2	0.6	2.0	MAJOR RURAL

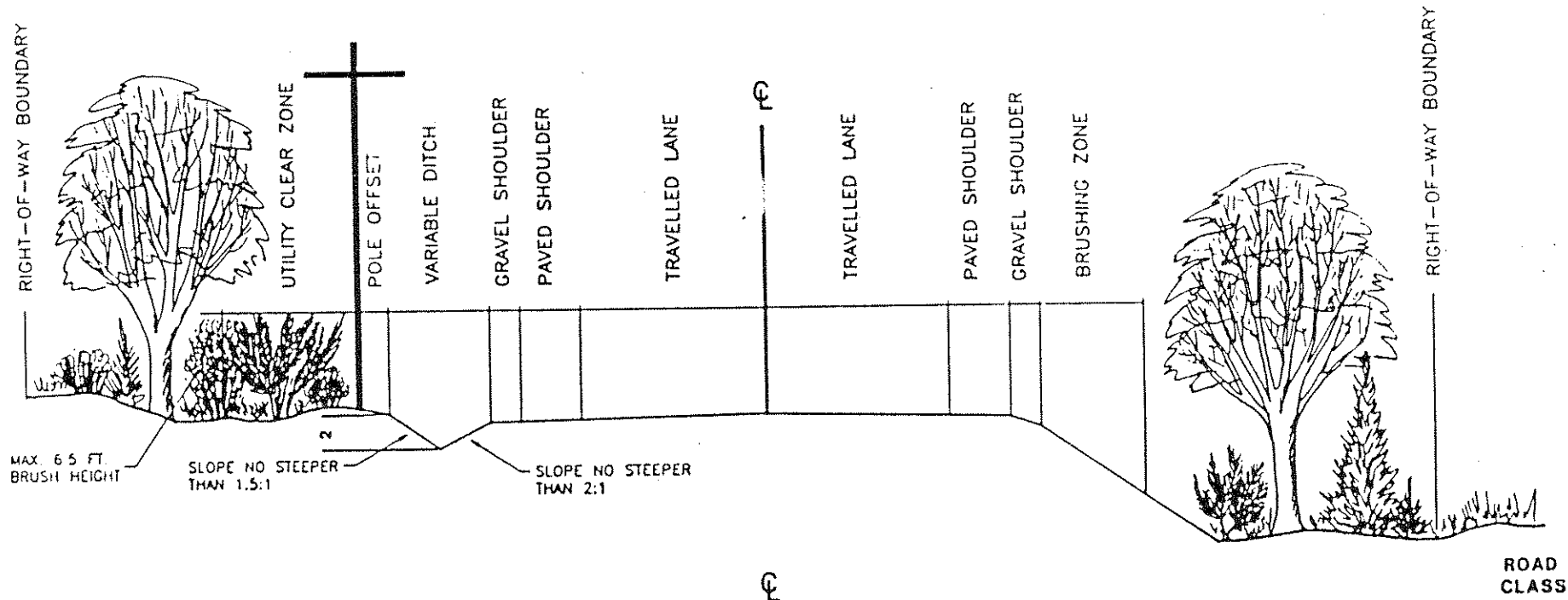
NOTE:

- DIMENSIONS IN METRES
- REQUIRED DITCH WIDTH VARIES DEPENDING UPON THE DEPTH OF DITCH REQUIRED FOR DRAINAGE.
- * DESIGNATION AS CYCLE ROUTE INCREASES SHOULDER WIDTH TO 1.2m
- R.O.W. WIDTH 20m FOR ALL CLASSES EXCEPT MAJOR RURAL WITH A WIDTH OF 25m.

Figure 2b

Typical Cross Section (Imperial)

TYPICAL CROSS SECTION (IMPERIAL)



										ROAD CLASS
9	2	MIN. WIDTH 6.9	2	0	9	9	0	2	6.5	RESIDENTIAL
9	2	MIN. WIDTH 6.9	2	0*	10	10	0*	2	6.5	MINOR RURAL
9	2	MIN. WIDTH 6.9	2	2*	11 CURVES 12	11 CURVES 12	2*	2	6.5	MAIN RURAL
9	2	MIN. WIDTH 6.9	2	4	11 CURVES 12	11 CURVES 12	4	2	6.5	MAJOR RURAL

NOTE:

- DIMENSIONS IN FEET.
- REQUIRED DITCH WIDTH VARIES DEPENDING UPON THE DEPTH OF DITCH REQUIRED FOR DRAINAGE.
- * DESIGNATION AS CYCLE ROUTE INCREASES SHOULDER WIDTH TO 4FT.
- R.O.W. WIDTH 65.6FT. FOR ALL CLASSES EXCEPT MAJOR RURAL WITH A WIDTH OF 82FT.

Roadside vegetation will be retained where possible unless it becomes a hazard to public safety or interferes with utility or drainage requirements. Trees will be permitted to encroach within the road right of way if they do not interfere with Hydro and Telephone services, or where utility poles will not be within a right of way. The brushing zone will be a minimum of 2.0 m from the shoulder. The height clearance area for utilities will be 2.75 m beyond the utility pole to meet Worker's Compensation Board requirements. Low brush up to 2 m in height is allowed in the utility clearance area except at intersection sight triangles (including driveways).

The clearing width for construction will be only to the width required to contain the roadworks and utilities. Trees and brush can be retained beyond this width.

Maintenance programs for brush cutting will be discussed as part of the yearly consultative process.

2c) Ditches

The ditch, one or both sides as required, would typically be designed for a depth of 0.6m with a back slope of 2:1 and side slope of 3:1. This would require 2.1m of width to accommodate such a ditch configuration.

The side slopes of ditches may be steeper in order to minimize the clearance width up to a maximum back slope of 1.5:1 and maximum side slope of 2:1 where safety and geotechnical engineering concerns do not prevail.

Proposed and existing ditch systems entering fresh water lakes used for potable water supply are of special concern. The Ministry of Transportation and Highways will advise the Islands Trust of proposed drainage works in proximity to fresh water lakes or of plans for drainage of wetlands which may have groundwater recharge value.

F. UTILITY PERMITS

Ministry of Transportation and Highways will put a condition in a new utility permit requiring that the applicant must notify Islands Trust of his/her intentions (for information only).

APPENDICES

APPENDIX A: ROAD CLASSIFICATION BY ISLAND

Salt Spring
Gabriola
North and South Pender
Saturna
Galiano
Denman
Hornby
Mayne
Lasqueti
Thetis
Keats
Bowen
Gambier
Thormanby

APPENDIX B: CYCLE ROUTE PLAN (to be developed in 1992/93)

APPENDIX C: SCENIC/HERITAGE ROUTE PLAN (to be developed in 1992/93)

APPENDIX A

ROAD CLASSIFICATION

Note: the content of Appendix A appears to be missing from the electronic version of this document. We will look into this further.

-MG



Ministry of Community, Sport and Cultural Development



2016 UBCM Convention - Provincial Ministries, Agencies, Commissions and Corporations Staff Meeting [Islands Trust (Islands Trust)]

Ministry of Community, Sport and Cultural Development staff will contact you to confirm your meeting date and time.

For questions, please contact **Doreen Brydges** at 250-387-4013 or via email at UBCM.MeetingRequests@gov.bc.ca.

Islands Trust (Islands Trust) has successfully registered for this Meeting; look for a confirmation email shortly.

[View registration details](#) 🗨

Note: You will get an email with this information.

LOCAL GOVERNMENT INFORMATION

Name of Local Government:	Islands Trust (Islands Trust)
Primary Contact Person:	RUSS HOTSENPILLER
Phone:	250-405-5160
Cell:	--
Email:	rhotsenpiller@islandstrust.bc.ca
Primary Contact Person (at Convention):	RUSS HOTSENPILLER
Phone (at Convention):	250-405-5160
Cell (at Convention):	--
Email (at Convention):	rhotsenpiller@islandstrust.bc.ca

DETAILS OF YOUR REQUESTED MEETING

Meeting Requested With Ministry/Agency/Commission/Corporation:	Community, Sport and Cultural Development (and Responsible for Translink)
Specific Staff Member to Meet:	
List People From Your Organization Who Are Attending:	CAO Russ Hotsenpiller; Chair Peter Luckham; Vice Chair Susan Morrison
Issue(s) to be Discussed:	Update on Islands Trust planning and initiatives associated with Salt Spring Island incorporation and discussion regarding potential for provincial funding to assist transition & adaptation processes in the event of Salt Spring Island incorporation (study currently underway). Discussion regarding the Islands Trust Act.

Your meeting request has been received by the Ministry of Community, Sport and Cultural Development.

For questions, please contact **Doreen Brydges** at 250-387-4013 or via email at UBCM.MeetingRequests@gov.bc.ca.

[Hide registration details](#) 🗨



Islands Trust Executive Committee 2017 Meeting Schedule

Revised July 28, 2016

All meetings will be held in the Islands Trust Victoria office (#200, 1627 Fort Street) on Wednesdays, starting at 8:45 a.m., unless otherwise noted.

January 18

February 8

March 1

March 14, 12:00 pm (? - TC)

April 5

April 26, 9:30 am (Salt Spring Office)

May 17

June 7

June 20, 12:00 pm (? - TC)

July 12

August 2, 10:00 am (Gabriola Office)

August 30

September 12, 12:00 pm (? - TC)

October 4

October 25, 10:00 am (Gabriola Office)

November 8, 9:30 am (Salt Spring Office)

November 22

December 5, 12:00 pm (? - TC)

Trust Council Meetings

March 14-16, 2017 – Gabriola (Denman?)

June 20-22, 2017 – Gambier/Keats (Lasqueti?)

September 12-14, 2017 – Saturna

December 5-7, 2017 – Victoria

Council Committee Meetings

TPC – Feb 20, May 29, Aug 21, and Nov 6

LPC – Feb 16, May 24, Aug 17 and Nov 16

FPC – Jan 17, Feb 28, May 31, Aug 23, Oct 18, and Nov 15

Mandy Giesbrecht

From: information
Sent: Monday, July 25, 2016 9:35 AM
To: Mandy Giesbrecht
Subject: FW: 2016 UBCM Convention: Resolutions Submitted by the City of Prince George
Attachments: City of Prince George 2016 UBCM Resolutions.pdf

Categories: 4: NEXT EC

Hi Mandy,

As I understand, these notices are forwarded to you for reviewing? If this is incorrect, please let me know.

Thank you,

Doneen Coxie
Administrative Assistant
Islands Trust
200-1627 Fort St.
Victoria, BC V8R 1H8
Phone: 250-405-5151 fax: 250-405-5155
Enquiry BC Toll-Free call 1-800-663-7867

Websites: www.islandstrust.bc.ca | www.islandstrustfund.bc.ca
Preserving Island communities, culture and environment since 1974



Please consider the environment before printing this email

From: Leslie.Jackson@princegeorge.ca [<mailto:Leslie.Jackson@princegeorge.ca>]

Sent: Tuesday, July 19, 2016 3:14 PM

To: cityclerk@princegeorge.ca

Cc: 100 Mile House; Abbotsford; ACRD; Alertbay; Anmore; Armstrong; Ashcroft; Barriere; Belcarra; BIM; Burnaby; Burns Lake; C Saanich; Cache Creek; Campbell River; Canal Flats; Cariboo RD; Castlegar; CCRD; CDPR; Chase; Chetwynd; Cilliwack; Clinton; CNV; colstream; Colwood; Comox; Comox Valley RD; Coquitlam; Cord; Courenay; cranbrook; CRD; creston; CSRD; Cumberland; CVRD; Dawson Creek; Delta; District of Taylor; DNV; DOCBC; DTR; Duncan; Elkford; Enderby; Esquimalt; Fernie; Fort St James; Fort St John; Fraser Lake; Fruitvale; FVRD; Gibsons; Gold River; Golden; Grand Forks; Granisle; Greenwood City; Harrison Hot Springs; Hazelton; Highlands; Hope; Houston; Hudsons Hope; Invermere; information; Jumbo Glacier MRM; Kamloops; Kaslo; Kelowna

Subject: 2016 UBCM Convention: Resolutions Submitted by the City of Prince George

Good afternoon,

At the City of Prince George regular Council meeting held June 27, 2016, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Gaming Funds Available to Non-Profit Community Organizations; Call for a Poverty Reduction Plan for British Columbia; and Federal Marijuana Tax Fund. Please find attached the proposed resolutions for your review and a request for your support at the 2016 UBCM Convention.

Thank you,



LESLIE JACKSON

Legislative Assistant

leslie.jackson@princegeorge.ca

1100 Patricia Blvd, Prince George, BC, Canada V2L 3V9

P: 250.561-7655

ADMINISTRATIVE SERVICES

LEGISLATIVE SERVICES DIVISION

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

July 19, 2016

Attention: UBCM Member Municipalities,

At the City of Prince George regular Council meeting held June 27, 2016, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Gaming Funds Available to Non-Profit Community Organizations; Call for a Poverty Reduction Plan for British Columbia; and Federal Marijuana Tax Fund. The following resolutions were approved for submission to the UBCM for consideration at the 2016 Convention:

1. Gaming Funds Available to Non-Profit Community Organizations

WHEREAS each year charitable groups and non-profit organizations in municipalities are challenged with finding enough funding to provide services and programs integral to the health of every community;

AND WHEREAS since the Provincial Government changed the Community Charitable Gaming Program from multiyear grants to a single year grant in 2010, the Gaming Program has demonstrated a shift towards inflexible policies, a reduction in gaming revenue, sectors removed and then reinstated after public pressure, with discretionary funding;

AND WHEREAS the reduction and elimination of this funding has impacted the ability of non-profit organizations to deliver services that contribute to the economic viability, sustainability and cultural fabric of our communities;

AND WHEREAS if community programming is viewed as a priority to the educational, cultural, recreational, environment, public safety and social wellbeing of every British Columbian, then Government of BC spending priorities need to include a Gaming Program with funding that is both sustainable and enhanced;

AND WHEREAS the Charitable Gaming Program cannot and should not exist without charities and communities being the priority behind the Program as it would otherwise fail in its mandate and its historical promise;

THEREFORE BE IT RESOLVED that the UBCM urge the Government of BC to form a committee to provide for the restoration of the Community Charitable Gaming Grant program and grants to the funding levels of 2008/2009, re-implement a 3 year grant funding model for stability of programming and provide a proportional share of the gaming revenues to community organizations so that as revenues increase, gaming grant funding increases proportionately.

2. Call for a Poverty Reduction Plan for British Columbia

WHEREAS the poverty rate in British Columbia continues to be among the highest in Canada yet BC is the last province in Canada to have a commitment to a poverty reduction plan;

AND WHEREAS many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to follow the lead of all provinces and territories by adopting a comprehensive and accountable provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

3. Federal Marijuana Tax Fund

WHEREAS BC local governments bear the financial burden of Federal Government policy approaches that emphasize enforcement of marijuana prohibition, consume significant portions of municipal budgets and that divert law enforcement attention away from criminal activities where police involvement can better improve community safety;

AND WHEREAS the UBCM in the past has endorsed a resolution that it lobby senior governments to research the regulation and taxation of marijuana that could provide funding to municipalities as a revenue source for police activities related to community safety and drug law enforcement;

AND WHEREAS the UBCM has reviewed possible taxation models and suggested a model similar to that of the gas tax fund, which would create a new revenue source for municipalities and that would be established within Federal legislation;

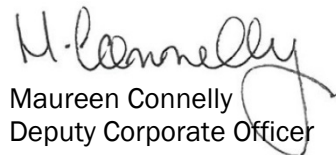
AND WHEREAS the Federal Government has indicated that it plans to consult with Canadians in 2016 and to introduce new marijuana legislation in 2017;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to request the Federal Government include local government as part of the marijuana taxation equation through the establishment of a Federal Marijuana Tax that would provide revenue that would be shared with municipalities across the province.

On behalf of Prince George City Council, your support of these resolutions at the 2016 UBCM Convention is appreciated.

If you have any questions or would like more information, please contact me at cityclerk@princegeorge.ca or (250) 561-7793.

Sincerely,


Maureen Connelly
Deputy Corporate Officer

Encl. Staff Report dated June 17, 2016 - Proposed 2016 UBCM Resolutions

DATE: June 17, 2016

TO: MAYOR AND COUNCIL

NAME AND TITLE: Councillor Brian Skakun, Chair
Standing Committee on Intergovernmental Resolutions

SUBJECT: Proposed 2016 Union of British Columbia Municipalities Resolutions

ATTACHMENTS: Schedule A - Proposed Resolutions regarding Community Charitable Gaming Grant Program, Poverty Reduction Plan for BC, Federal Marijuana Tax Fund and Community Based Agricultural Extension Program Provincial Proposal

RECOMMENDATIONS:

THAT Council:

1. Endorse resolutions 1, 2, and 3, attached as Schedule A to the report dated June 17, 2016 titled "Proposed 2016 Union of British Columbia Municipalities (UBCM) Resolutions" to be submitted for consideration by the UBCM Resolutions Committee at the 2016 Convention; and
2. Support resolution 4, as outlined on Schedule A attached to the report dated June 17, 2016 titled "Proposed 2016 Union of British Columbia Municipalities (UBCM) Resolutions" regarding the June 16, 2016 resolution of the Regional District of Fraser-Fort George Board with respect to a Community Based Agricultural Extension Program Provincial Proposal.

PURPOSE:

For Council consideration and decision.

STRATEGIC PRIORITIES:

The Standing Committee on Intergovernmental Resolutions held meetings in the month of May and June to consider items referred by Council for consideration. At the last meeting of the Committee held June 14, 2016 the Committee directed the attached resolutions be forwarded for Council approval to submit to the Union of British Columbia Municipalities (UBCM) 2016 Convention. City Council referred three matters to the Committee for consideration of UBCM resolutions.

Resolution 1 regarding Gaming Grants was initiated by a delegation from the Northern Interior Communities Association who cited concerns with decreased funding. It recommends that the Province restore and enhance the funding arrangements or the Community Charitable Gaming Grant program so

that charitable groups and non-profit organizations in municipalities can provide services and programs integral to the health of every community.

The resolution regarding a Poverty Reduction Plan for BC came forward from Mayor Hall and urges the Province of BC to adopt a comprehensive poverty reduction strategy to reduce the number of people living in poverty by setting concrete targets and timelines for poverty reduction.

The third resolution regarding the Federal Marijuana Tax Fund was put forward by Committee. It encourages the federal government as part of any marijuana regulation and taxation program to include funding to local government as a revenue source.

The last item Beyond the Market Proposal for a Provincial Community-Based Extension Services Program is in regards to supporting the local food and agricultural sector across the BC Highway 16 region. Given the nature of the resolution and the wide area that would be impacted, the Committee requested that Administration contact the Regional District of Fraser-Fort George (RDFFG) to inquire on whether their board would consider taking the lead on this proposal. On June 16, 2016 the RDFFG Board passed a resolution outlined on Schedule A attached to this report and requested City Council's support for their resolution.

The deadline for resolution submissions to the UBCM is June 30, 2016.

SUMMARY AND CONCLUSION:

The Standing Committee on Intergovernmental Resolutions supports the attached three resolutions regarding a Community Charitable Gaming Grant Program, Federal Marijuana Tax Fund and Poverty Reduction Plan for BC and recommends they be advanced to the UBCM 2016 Convention for consideration.

RESPECTFULLY SUBMITTED:



Councillor Brian Skakun, Chair
Standing Committee on Intergovernmental Resolutions

MEETING DATE: June 27, 2016

City of Prince George UBCM Resolutions

1. Gaming Funds Available to Non-Profit Community Organizations

WHEREAS each year charitable groups and non-profit organizations in municipalities are challenged with finding enough funding to provide services and programs integral to the health of every community;

AND WHEREAS since the Provincial Government changed the Community Charitable Gaming Program from multiyear grants to a single year grant in 2010, the Gaming Program has demonstrated a shift towards inflexible policies, a reduction in gaming revenue, sectors removed and then reinstated after public pressure, with discretionary funding;

AND WHEREAS the reduction and elimination of this funding has impacted the ability of non-profit organizations to deliver services that contribute to the economic viability, sustainability and cultural fabric of our communities;

AND WHEREAS if community programming is viewed as a priority to the educational, cultural, recreational, environment, public safety and social wellbeing of every British Columbian, then Government of BC spending priorities need to include a Gaming Program with funding that is both sustainable and enhanced;

AND WHEREAS the Charitable Gaming Program cannot and should not exist without charities and communities being the priority behind the Program as it would otherwise fail in its mandate and its historical promise;

THEREFORE BE IT RESOLVED that the UBCM urge the Government of BC to form a committee to provide for the restoration of the Community Charitable Gaming Grant program and grants to the funding levels of 2008/2009, re-implement a 3 year grant funding model for stability of programming and provide a proportional share of the gaming revenues to community organizations so that as revenues increase, gaming grant funding increases proportionately.

2. Call for a Poverty Reduction Plan for British Columbia

WHEREAS the poverty rate in British Columbia continues to be among the highest in Canada yet BC is the last province in Canada to have a commitment to a poverty reduction plan;

AND WHEREAS many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to follow the lead of all other provinces by adopting a comprehensive and accountable provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

3. Federal Marijuana Tax Fund

WHEREAS BC local governments bear the financial burden of Federal Government policy approaches that emphasize enforcement of marijuana prohibition, consume significant portions of municipal budgets and that divert law enforcement attention away from criminal activities where police involvement can better improve community safety;

AND WHEREAS the UBCM in the past has endorsed a resolution that it lobby senior governments to research the regulation and taxation of marijuana that could provide funding to municipalities as a revenue source for police activities related to community safety and drug law enforcement;

AND WHEREAS the UBCM has reviewed possible taxation models and suggested a model similar to that of the gas tax fund, which would create a new revenue source for municipalities and that would be established within Federal legislation;

AND WHEREAS the Federal Government has indicated that it plans to consult with Canadians in 2016 and to introduce new marijuana legislation in 2017;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to request the Federal Government include local government as part of the marijuana taxation equation through the establishment of a Federal Marijuana Tax that would provide revenue that would be shared with municipalities across the province.

4. Community Based Agricultural Extension Program Provincial Proposal

WHEREAS the agriculture industry in B.C. is an extremely important economic sector providing strong and independent jobs with good potential for growth with the right forms of support;

AND WHEREAS British Columbia has the oldest farmers on average in Canada (56 years) and the lowest percentage of farmers under 25 years of age, necessitating the need for training a new generation of farmers;

AND WHEREAS there are significant gaps in knowledge and training for existing farmers and those wanting to enter the agriculture sector;

AND WHEREAS there is a lack of agriculture extension services across British Columbia, often cited as a significant barrier to new and young farmers;

THEREFORE be it resolved that in support of the Province of British Columbia's Jobs Strategy, that UBCM call upon the Province to deliver a province-wide community based agricultural extension program to support knowledge enhancement for new, prospective and existing farmers.

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

Subject: Unlawful Change OCP, LUB to foreshore of Lot A, Plan VIP80525

Mayne Island - W4 Industrial to W4 Community Wharf

Date: Wed, 20 Jul 2016 11:31:41 -0700

From: ARBUTUS BAY ESTATES [REDACTED]

To: pluckham@islandstrust.bc.ca <pluckham@islandstrust.bc.ca>

CC: Gary Richardson <grichardson@islandstrust.bc.ca>, Mayne Island

Local Trust Committee

<MayneIslandLocalTrustCommittee@islandstrust.bc.ca>, [REDACTED]
[REDACTED]

/ATTENTION Peter Luckham/

/Chair, Islands Trust/

Dear Mr. Luckham:

Attached please see copy of my registered letter of July 19, 2016 to the Mayne Island Local Trust Committee.

Particularly I would like to draw your attention to the fact that my company had attempted in the past numerous times to have the past errors rectified, but so far this was all in vain. As a consequence, I will hold the Islands Trust responsible for any and all damages that will or might be occurring due to your unlawful restrictions for the use of my oceanfront lands, guaranteed under the laws of Canada, for the unlawful taking of my common law rights.

It is unfortunate that my approach to negotiate rather than to sue right away did not lead anywhere with the Local Trust Committee. Since you had voiced publicly that you would like to be able to facilitate better conversations with the Islands Trust's constituents, here is your chance to just do that. I look forward to your communication.

Sincerely

ARBUTUS BAY ESTATES

Paula M. Buchholz

ARBUTUS BAY ESTATES LTD.

REGISTERED

Mayne Island Local Trust Committee
c/o Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8
Fax 250 – 405 5155

July 19, 2016

Dear Sirs/Madame:

Re: Changes in the OCP and LUB past and present – Lot A, Plan VIP80525

The email of planner Gary Richardson dated July 12, 2016, with a letter dated July 8, 2016 is entirely unacceptable. You and planner Richardson are wrong that the Mayne Island Land Use Bylaw No. 146, 2008 would have been adopted in compliance with all acts, bylaws and procedures required for a lawful adoption of this bylaw.

Contrary to the statement of planner Richardson, the rezoning from Industrial W4 to Community Wharf W4 is neither lawful, nor was the procedure of putting it into effect lawful. No law in Canada entitles anyone to interfere with an upland owners Riparian rights without the express consent of the owner of the land. I had specifically provided you with leading authority:

“The crown has no power to license the lessee to interfere with a riparian proprietor's right of access”. And “The crown, admittedly, has no power to license the respondent to interfere with riparian access. If, in his decision, the deputy minister has purported to do so, he has made an ineffective and meaningless decision which confers no rights on the respondent.”

You, the Islands Trust, know full well that the existing, very limited right of way registered on title of my property solely in favour of the Province for the purpose to construct a footpath, does not allow public use. Without a public access being available, there cannot legally a public Community Wharf be created by you, by just rezoning the foreshore to an unlawful use, instigating the public to trespass, to break the law, to abuse private property rights, to encourage the CRD in the continuation of their illicit operation of the wharf in front of my private waterfront property.

e-mail: arbutusbay@shaw.ca

- 2 -

The rezoning is invalid. It only served the CRD with the seizure of my waterfront, including the right of way. No Notice has ever been given to me for your intention to rezone the water in front of my property for public purposes, thus unlawfully taking the riparian right as guaranteed under the common laws of Canada.

I request that the unlawful zoning is reversed and that you will start the process immediately. A refusal to this request must be considered to be arbitrary and frivolous in light of the information about the facts, and about the applicable laws having been offered to you already as early as last year with my letter of April 23, 2015.

I will hold you fully responsible for any and all damages that your failure to immediately take action to reverse your unlawful rezoning will cause, including break down of negotiations with potential buyers. Be aware that these damages would be very substantial. Expert evidence will be presented to the Supreme Court about the market value of lot A, Plan VIP 80525 in 2007 in the amount of \$ 2,190,000, and \$ 978,000 for riparian rights taken.

Sincerely

ARBUTUS BAY ESTATES LTD.

PAULA M. BUCHHOLZ
President

cc Peter Luckham Islands Trust Council Chair
cc Gary Richardson Island Planner

Hikmet Akın, PhD
Gabriola, BC



August 4, 2016

Mr. Bernie A. Dumas, President & CEO
Nanaimo Port Authority
131-100 Port Drive
Nanaimo, British Columbia V9R 5K4

RE: CONTINUED DISCREPANCIES IN NPA REPORT DATED FEBRUARY 2016

Dear Mr. Dumas,

I have received your letter of June 23, 2016 in response to my earlier correspondence.

The following issues remain:

1. In your response you only acknowledge having made a "typo" related to your calculated number of 200% growth, instead of 100%. This admission seems merely to circumvent the more significant misinformation provided to the decision makers and other recipients.

The real, and most important issue is that:

THE CARGO VOLUME GROWTH AT PMV IN THE LAST DECADE (2007-2015) WAS LESS THAN 8% (IN TOTAL), AND FAR FROM EVEN 100%!

2) Your claim that the Note was prepared by a Director of the Board does not change the fact that you, as the executive of Nanaimo Port Authority, endorsed the Note and provided it to decision makers.

3) The Nanaimo Port Authority, along with members of the so-called "Anchorages Working Group", makes the claim that (additional) anchorages are needed in the Southern Gulf Islands. After a careful investigation of your claims, we consider them as biased, self-serving and at least partially, misleading.

In the near future, we will reveal further details demonstrating why the conclusions and claims of this "Working Group" cannot be used as a reliable basis to project

PAGE TWO

future needs. Decision makers, such as the Minister of Transport, cannot and must not base decisions on the type of information provided by the proponents in determining whether or not (additional) anchorages are needed in the Southern Gulf Islands.

Regards,



Hikmet Akin, PhD

On behalf of Gabriola's Concerned Citizens

cc: Honourable Marc Garneau, Minister of Transport
 Mr. Robert Dick, Director General Transport Canada Pacific
 Mr. Edward Dahlgren, DO and Harbour Master, Nanaimo Port Authority
 Mr. Kevin Obermeyer, President & Chief Executive Officer, Pacific Pilotage Authority
 Ms. Yvette Myers, Regional Director, Marine Safety and Security, Transport Canada
 Mr. Roy Haakonson, President BC Coast Pilots
 ✓ Mr. Robert Lewis-Manning, President BC Chamber of Shipping
 ✓ Mr. Peter Luckham, Chair, Islands Trust Council

From: Doreen L Williams

Sent: Sunday, July 31, 2016 4:33 PM

To: Mandy Giesbrecht

Subject: Letter to the attention of Russell Hotsesneiller CAO, and Peter Luckham, Chairman Island Trust

(Mandy, as requested by Mr Luckham, would you please distribute to this letter to the following gentlemen)

To the attention of: Russell Hotsesneiller C.A.O., Peter Luckham, Chairman, Islands Trust

Further to our conversation of July 26, 2016, (with Chairman Luckham), I would like to outline a few comments of the, "Town Hall Meeting" of June 30, 2016, regarding an application for a S.T.V.R. for 2705, Yawl Lane, Pender Island.

At the commencement of this meeting, conversation was, an introduction mainly of the applicants/T.U.P. holders, Anne Hewlett/Paul Stephenson, by Chairman Grams. Both parties with a definite pre-planned attitude.

The previous letters of concern, written by property owners residing near the proposed S.T.V.R. area, were barely mentioned, and our presence was virtually ignored.

The Chairman questioned the local Trust members regarding how many letters had been received. The answer came back as, four letters.

Gary Steeves, a neighbour, advised the Chairman there were more letters than stated by the Trustee.

Chairman Grams then asked the Planner re the number of letters, and the answer was, nine letters had been received.

In actual fact we know 10 letters were written but one had appeared to be missing.

The local Trustees stated they had only seen four.

It was very obvious by the disaccord, very few letters could have been read at all, and just why had we bothered writing initially.

Voices from the head table were very low, and we had to request repeatedly for an increase in volume in order to hear of any facts being stated.

The, "grande finale", commenced with questions from the Chairman to local Trustees. Trustee Masselink spoke first, saying he had some problems with the application.

Ms Barber stated, " she was not in favour of T.U.P.'s.

Chairman Grams admonished the Trustees, by saying, " the people, (Paul and Anne), had made an application, paid their fee," and he then stated,

" and the local trust needed to get on with deciding what should be in the permit".

There was absolutely no discussion of the merits, as to whether the permit should be issued or not!

Trustee Masselink tried to sound convincing, and finally spoke in favour of this S.T.V.R. going forward.

Ms. Barber was asked for a decision , no answer came, but she indicated again, for the second and third time, she did not like T.U.P.'s.

Chairman Grams voice increased in volume, Mr Masselink also, more voices were added, just sounding like a shouting match.

Ms. Barber who still had not answered, finally lifted her head, and a very "feeble, yes", was heard.

The applicants were jubilant, ourselves, and other neighbours felt totally cheated , as the whole issue was out of control, very un-businesslike, and such a sham, in fact, we as neighbours meant nothing at all !!

The Chairman carried on as if nothing had happened, and was in a hurry to deal with the next item on the Agenda.

QUESTIONS

Chairman Grams advised the public (although the LTC , apparently knew one year prior), of a "TEST", to be carried out regarding the S.T.V.R. as it had never been tried in this area before. In addition, please advise us of the nature of this,"test". We are property owners in our own right, and it is definitely not appreciated for the T.U.P.S/S.T.V.R. holders to disrupt other peoples' lives

Will the IslandsTrust explain to us as to why we should be, "guinea pigs", because two individuals that had only been in the neighbourhood for briefly three years, decided they wanted to use their vacant property for a, "Short Term Vacation Rental. We do live next door to this property, so obviously we have a concern.

We understand the mandate of the Islands Trust is to, "Protect and Preserve". We respect this, however, why do so many, believe those rules are not for them, and and they get away with whatever they want at the expense of others. Has the mandate changed over the previous years?

Yours truly,

James Foote and Doreen Williams

[REDACTED]

Pender Island, BC [REDACTED]

Tel. No. – [REDACTED]

From: Ian Robertson [REDACTED]
Sent: Wednesday, August 10, 2016 5:01 PM
To: Island Tides News
Cc: Peter Luckham; Trustees; Lisa Gordon
Subject: RE: Hydro Rate Change

According to an ad placed by BCUC in the Vancouver Sun on Friday Aug 5, (age A5) the deadline has been extended to Friday, September 2.

To comment one MUST use the BCUC form supposedly available on line, but many have had no luck doing so. I have corresponded with BCUC Secretary since last Friday but so far – no response to the form ‘not working’. Contact me if you want more info.

Essentially everyone who heats with electricity has their bill go into “Step2” in the winter. That rate is 51% higher than Step 1, the base rate. BC Hydro argued before the BCUC in 2007 that everyone should be able to live within Step1. I have yet to meet a electrically heated home owner who has been able to live within Step1 in winter.

Ian Robertson
Pender Island and Delta, BC

From: Island Tides News [<mailto:news@islandtides.com>]
Sent: August 10, 2016 3:11 PM
To: Ian Robertson
Subject: Fwd: Hydro Rate Change

Begin forwarded message:

Subject: Hydro Rate Change
Reply-To: <pluckham@islandstrust.bc.ca>

Trustees, this notice has apparently been circulated or one similar to it early by the Province and or BC Hydro. It is receiving significant local attention and I thought I should circulate it to all of you to get the word out to your communities. The deadline for comment is August the 15th. Neither EC, or staff have the capacity to provide comment or support at this time as we all prepare for Trust Council. If you have the ability at your LTC level or with Rate Payers associations etc to provide comment this would be your best option at this time.

--

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

Please consider the environment before printing this email.

From: Judy Armstrong [REDACTED]
Sent: Wednesday, August 10, 2016 10:26 PM
To: Peter Luckham; Trustees
Cc: Mandy Giesbrecht
Subject: BC HYDRO - Letter of Comment re: Rate Hike for Island Communities

TIME SENSITIVE REQUEST

I write to ask the Chair of ISLANDS TRUST as well as all Local Trust Members of each Island to provide INPUT by way of Letter of Comment representing the coastal communities within the Trust area - as well as residents. Such an increase in Hydro rates will be a financial burden on residents who have 'no other option', making BC Hydro a monopoly who just raise rates at their whim! We as residents feel ISLANDS TRUST is our representation, to preserve and protect not only the environment but the residents of the Islands. This would be a time to make ISLANDS TRUST heard by the BC Utilities Commission as well as residents who elect and support Trustees.

Please make the time and effort to duly support the Islands Trust residents at this hearing via a Letter of Comment as well as sending the Islands Trust Chair or a representative as an Intervener.

I am aware of the August 15th deadline, that was unannounced, and not planned for. Both residents and the Island Trust, will need to HURRY to find the time to speak out about 'rate hikes' for BC's islands only. A discriminatory tax to islanders of BC. This short notice meeting is just another BC Hydro tactic to discourage participation. Don't miss the opportunity to support the residents you represent.

Please provide a response. Thank you. Judy Armstrong

Below I am including a recent email regarding BC Hydro rate concerns for coastal communities. I have looked at the web site and indeed there is info and an invitation for residents to provide a Letter of Comment.

(email I received) BC Hydro has raised their Step 2 rates from 26% to 51% for everyone who heats with electricity. This should not apply to the Gulf Islands as we have no access to Natural Gas which apparently should exempt us from this hike in rate.

The BC Utilities Commission has announced they will receive comments from those who cannot access gas such as the Gulf Islands. "We have to have our comments in by Aug.15 "

www.bcuc.com/Register-Letter-of-Comment.aspx

Participate in a Proceeding

Write a Letter of Comment

Letters of comment are intended to provide for any member of the public to contribute views, opinions, and impact or potential impact, with respect to a matter before the Commission, to a public record. Letters of comment are part of the evidentiary record and are published with your name. All other contact information is removed before posting but remains on the proceeding's official evidentiary record.

Due to their active participation in a proceeding and adherence to an established regulatory timetable, interveners are not permitted to file letters of comment, unless requested or otherwise permitted by the Commission. If an intervener files a letter of comment, the Commission may disallow the letter of comment unless the intervener requests to change standing.

Letters of comment must be relevant to the issues in the proceeding and submitted by email in the form provided. Letters of comment must be received by the Commission by the last filing date included in the proceeding's regulatory timetable before final arguments to be considered. If you do not have access to Internet or email, you may mail your comments using the form provided to the Commission Secretary at Box 250, 900 Howe Street, 6th Floor, Vancouver, BC V6Z 2N3.

Please use respectful language in all comments. The Commission reserves the right to disallow any comments that contain vulgar language, personal attacks, or offensive terms or that does not follow the Rules of Practice and Procedure. Please be thorough as people may be limited to only one letter of comment. Comments received after the close of the evidentiary record will not be considered.

Please note that commenting does not provide you with intervener status or with automated updates about the proceeding. If you are interested in receiving updates then you must apply online to become an [interested party](#). If you want to participate in the proceeding, for example by submitting information requests, please apply to be an [intervener](#) before the deadline in the regulatory timetable.

Judy Armstrong

Denman Island, BC

[REDACTED]



PART 1 - Executive Committee Work Program Top Priorities

Project No ¹	Top Priority No	Description	Date Initiated ²	Origin ³	Summary of Activity to Date ⁴	Owner	Target Completion Date	Status	SP ⁵	PS ⁶	ToR ⁷
TC Prep, Strategic Planning, Org. Improvements, TC Policy & Bylaw Development, Management Liaison, Governance(EXEC)											
EX-15-05	1	CAO Transition Planning/Orientation	2015 05		2016 01 15 Initial orientation complete 2015 11 initial orientation planning underway	LA/RH	June 2016	Complete	N	N	Y
EX-15-02	2	Islands Trust Transition Plan and Adaptation Strategy	2015 06 25	TC	2016-5-9 Agreement with Urban Systems for update of Impact Study 2015 12 08 TC approved (in principle) Principles and Objectives for Adaptation Strategy 2015 12 09 Draft Annotated ToC and Charter to TC 2015 12 01 Meeting with CRD staff 2015 11 18 Draft ToC and Charter to FPC 2015 11 05 Draft ToC provided to ministry 2015 10 21 Draft Table of Contents (ToC) prepared for EC comment 2015 10 20 Council workshop report completed 2015 09 15 Council workshop/ministry discussions 2015 08 19 Briefing and Council Session prepared 2015 07 Mgmt Team discussions 2015 06 25 TC resolution	RH	June 2016	In progress	Y	N	Y

¹ Numbered chronologically by group, year and next consecutive number

² Date of originating resolution – in the case of policy, provide date of policy

³ TC=Trust Council; EC=Exec Committee; R=resolution; P=policy; ITA=Islands Trust Act; L=litigation/legal

⁴ Summarize activity to date, in reverse chronological order

⁵ SP = Referenced in current Trust Council Strategic Plan

⁶ PS = Referenced in *Islands Trust Policy Statement*

⁷ ToR = Consistent with Executive Committee Terms of Reference of policy assignments

BOLD = non-discretionary (required by litigation, legislation or Trust Council policy)

Project No ¹	Top Priority No	Description	Date Initiated ²	Origin ³	Summary of Activity to Date ⁴	Owner	Target Completion Date	Status	SP ⁵	PS ⁶	ToR ⁷
					2015 06 04 Draft RFD to Trust Council 2015 05 01 Initial research re consultants 2015 04 22 Meeting scheduled with J. Schlosar to discuss 2015 03 Letter received from J. Schlosar						
EX-15-04	3	Amend Provincial Protocol re municipal incorporation	2015 06 25	TC	2016-5-4 Receipt of amendments from MCSCD 2015 09 Briefing to TC and BIM 2015 08 17 Draft amendments sent to MCSCD for review 2015 07 Discussions with ministry staff 2015 06 RFD to TC to initiate amendment process	RH	May 2016	complete	Y	N	Y
Communications, Advocacy, Policy Statement, Protocols, Inter-agency and Public Relations (TAS)											
	1	2015-2016 Annual Report		IT Act	<i>Trust Council approval received. Now with graphic designer. Send to Minister.</i>		Aug 2016	In progress			
TA-12-01	2	Propose revisions to the protocol agreement and letters of understanding with the Province of British Columbia relating to interests in Crown Land.	2012-04-12 2014-06-19	EC TC	2016-07-28 Meeting held with BIM, LPS, TAS, CSCD and FLNRO 2016-06-09 TAS meeting with FLNRO 2016-05-03 LPS meeting with FLNRO 2015-06-01 TPC approved project charter 2015-04 BC, BIM and IT staff agree on draft project charter 2015-03 BIM agrees on involvement. FLNRO, BIM & IT Staff meet to complete project charter. 2015-02 TPC added to work program 2014 09 10 TC received RFD and added this topic to the strategic plan. 2014 06 TC asked EC to review resources needed to review protocol agreements/letters of understanding with the Ministry of Forests, Lands and Natural Resource Operations.	LG	Draft to BIM and Trust Council in 2016	In Progress	Y	N	Y
TA-14-03	3	Oil spill and shipping safety advocacy	2014 04	TC	2016-06 Trust Council marine shipping session, followed by letters to Prime Minister and Minister of Transportation 2016-04 Drafted Chair letter supporting	LG	2018	In progress	Y 2.3 3.1	N	Y

Project No ¹	Top Priority No	Description	Date Initiated ²	Origin ³	Summary of Activity to Date ⁴	Owner	Target Completion Date	Status	SP ⁵	PS ⁶	ToR ⁷
					Particularly Sensitive Sea Area nomination for Salish Sea and sponsor workshop 2016-04-08 AVICC resolution approved 2016-04-11 - Chair presented re Government and Community Engagement at the Clear Seas workshop on Decision Making for Maritime Traffic Monitoring & Modelling. Policy Advisor to attend. 2016-04-08 Vice-Chair Grams attended WESTAC Roundtable on West Coast Marine Spill Prevention, Preparedness & Response Capacity <i>Deleted all prior tasks on April 21, 2016</i>						
Administration (ADMIN)											
		n/a									
LTC Assistance (LPS)											
LT-12-01	1	Improve First Nations relations	2012-07-03	EC	2016-07-05 Senior Intergovernmental Relations Policy Advisor begins work, orientation underway.	DM	Ongoing	In progress	Y _{5.1}	N	Y
Legislative Services, Procedures, Administrative Fairness (LS)											
LS-15-02	1	TC electronic meeting procedures	2015 09	TC	2016 03 22 Presentation to Trust Council re considerations for bylaw amendments; 2016 05 18 RFD to EC re TC meeting procedures bylaw amendment proposal 2015 11 25 Briefing to EC re options;	CT	Dec 2016	In progress	Y	N	Y
LS-15-01	2	Staff support to CAOHC	2015 05	EC	Meeting minutes and agendas for CAOHC meetings	CT	June 2016	Complete	N	N	Y

PART 2 - Executive Committee Work Program Long List

Project No	Long List Priority No	Description	Date Initiated	Origin	Summary of Activity to Date	Owner	Target Completion Date	Status	SP	PS	ToR
TC Prep, Strategic Planning, Org. Improvements, TC Policy & Bylaw Development, Management Liaison, Governance(EXEC)											
EX 12	4	Litigation Defence	2012	TC/EC	2015 11 Ongoing instructions to counsel re Ellis/Stoneman 2015 09 Instructions to counsel re Ellis/Stoneman and re Channel Ridge 2015 09 Instructions to counsel re Ellis/Stoneman 2015 09 Instructions to counsel re Channel Ridge 2015 08 18 Meeting with legal counsel re Channel Ridge claim 2015 08 Instructions to legal counsel re Channel Ridge claim 2012 -2015 Convey instructions to lawyers, communications (weekly input)				N	N	Y
EX-12-01	5	Seek legislative change regarding TFB name change	2012 09 12	TC-R	2015 11 03 Meeting with Minister 2015 06 29 Seek status from ADM 2015 05 12 EC Meeting with ADM 2015 03 26 Draft outline prepared re ADM meeting 2015 02 04 EC to seek meeting with ADM 2014 09 10 several minister meeting requests made – no response 2014 08 27 Minister meeting request completed 2014 07 21 CAO mtg with ADM 2014 05 30 Advice sought re timing of minister meeting 2013 09 10 Chair letter to Minister 2013 Chair letter to Minister 2012 Initial discussion with ministry staff	RH	2015	On hold	Y 1.4.1	N	Y
EX-14-01	6	Trust Council and Executive Committee orientation programs	2014 02 04	EC	2015 08 05 EC review of own orientation schedule and materials 2015 06 15 EC review of own orientation schedule 2015 05 13 Chair training session finalized 2015 03 26 Briefing to EC re Chair training session						

Project No	Long List Priority No	Description	Date Initiated	Origin	Summary of Activity to Date	Owner	Target Completion Date	Status	SP	PS	ToR
					2015 03 10-12 Orientation re community planning, strategic planning, First Nations, ethical conduct 2015 03 Finalize toolkits and print/distribute 2015 02 04 EC orientation discussions and finalize toolkits 2015 01 27-29 LGLA sessions 2015 01 26 EC orientation schedule revised 2015 01 23 EC orientation toolkits finalized 2014 12 19 EC orientation materials and schedule developed 2014 12 3 Trust Council orientation 2014 11 13 Final TC orientation materials prepared 2014 10 18 EC review of draft TC orientation materials 2014 10 07 EC review of TC, EC and Planning Team orientation schedules 2014 08 12 EC review of past orientation materials and trustee feedback 2014 07 29 EC endorsement of development schedule 2014 07 29 EC review of orientation development schedule 2014 02 04 EC review of 2011 TC orientation schedule and trustee evaluations						
EX-14-02	7	Manage Hwlitsum litigation case	2014 11 10	L	2015 11 on-going instructions to Counsel 2015 07 06 Instructions to Counsel 2015 05 Verbal update to TFB 2015 04 01 Verbal update to EC 2015 01/03 Instructions to lawyer 2014 12 05 Update to Trust Council 2014 11 12 Legal advice sought	RH	2015 04	In progress	N	N	Y
EX-12-06	8	Documentation about prep of RFDs and briefings	2012 12 08	EC-R	2014 08 06 Staff workshop held	RH	2015	Delayed by other priorities	N	N	Y
EX-15-05	9	Provide advice about amendments to Policy 2.2.1 (RFDs)	2015 02 15	EC-R		RH	2016	Not started	N	N	Y

Project No	Long List Priority No	Description	Date Initiated	Origin	Summary of Activity to Date	Owner	Target Completion Date	Status	SP	PS	ToR
EX-12-05	10	Policy/procedures regarding litigation defence	2012 12 08	EC-R		RH	2016	Not started	N	N	Y
EX-16-01	11	<i>Investigate the possibility of amendments to the Islands Trust Act to broaden the Islands Trust's ability to serve its communities and to strengthen its mandate to preserve and protect</i>	2016 05 18	SSILTC/EC		RH	2016	Not started	N	N	Y
Communications, Advocacy, Policy Statement, Protocols, Inter-agency and Public Relations (TAS)											
TA-14-01	4	Shellfish Aquaculture Advocacy / Improve Engagement with First Nations 2014-2018 strategic plan item 2.5 asks EC to advocate to reduce the negative impacts of shellfish aquaculture practices in 2017/18. Item #6.1 asks EC to improve relations with First Nations	2015 10 06	EC / TC	2015 12 01 Chair wrote to AAA welcoming opportunity to meet 2015 11 25 EC directs Chair to welcome meeting with AAA even if staff research is incomplete. 2015 11 03 EC meets with Minister who encourages EC to meet with the AAA. 2015 10 06 EC assigned TAS Director to do research with other ministries before drafting a Chair letter responding to the Aboriginal Aquaculture Association's (AAA) letter asking for a meeting.	LG	2016	In progress	Y 2.5	N	Y
Administration (ADMIN)											
		n/a									
LTC Assistance (LPS)											
EX-16-03	2	<i>Rural status for southern LTC grant eligibility</i>	2015-11-02	EC	<i>2016: staff to review and report back on options for legislative change 2016-03-09 – Briefing to EC 2015-11-25 – TAS Verbal advice to EC</i>	DM (w CF)	2016	In progress	N	N	Y
LT-12-02	3	Review and report on process for development of RD/LTC protocol agreements	2012 08 12	EC	Work to begin in July and complete for August EC meeting.	DM		Not started	N	N	Y
LT-12-04	4	Provide advice re application sponsorship policy re sponsorship of gov. bodies	2012 11 20	EC		DM		Not started	N	N	N
LT-12-03	5	Review and report on provincial process regarding tenure referrals	2012 08 12	EC		DM		Not started	N	N	N
Legislative Services, Procedures, Administrative Fairness (LS)											

Project No	Long List Priority No	Description	Date Initiated	Origin	Summary of Activity to Date	Owner	Target Completion Date	Status	SP	PS	ToR
EX 12-04	3	Improve policy and procedure development process	2012 12 08	EC-R	2016 04 – Directors to review anomalies in policies which came to light as a result of updating numbering, etc. 2015 08 to 2015-09 Existing numbering in policies updated along with position titles and references to ministries; and cross references checked to be in line with new scheme 2015 09 PPMRT meeting 2015 07 PPMRT meeting 2014 10 16 – Policy and Procedures Manuals Review Team (PPMRT) meeting. New Table of Contents and New template for operational procedures in development. 2014 09 Mgmt team meeting – new Table of Contents developed for integrated policy and procedures manual 2014 07 Mgmt team review of procedure manual 2014 06 20 2nd draft of policy development framework prepared 2013 08 27 First draft of policy development framework prepared 2013 04 staff training plans started 2013 04 internal discussions and research	CT	2016	In progress	N	N	Y

Notes:

1. Tasks assigned by Trust Council, either by resolution (R) or policy (P) (e.g. Annual Report development) should normally appear as the highest priority projects from the date of initiative until complete, unless variance approved by EC resolution.
2. Cyclical tasks with defined deadlines (i.e. Preparation of Trust Council agenda package or orientation materials) will occasionally displace discretionary projects.