



Executive Committee Agenda

Date: Wednesday, November 28, 2018
Time: 8:45 am
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, 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 November 8, 2018	5 - 9
3.2 November 14, 2018	10 - 16
3.3 Trust Council November Decision Highlights	17 - 17
4. GOVERNANCE DYNAMICS AND DECISION MAKING	18 - 19
Session with Tracey Lorenson	
5. FOLLOW UP ACTION LIST AND UPDATES	
5.1 Follow Up Action List	20 - 24
5.2 Director/CAO Updates	
5.3 Local Trust Committee Chair Updates	
6. BYLAWS FOR APPROVAL CONSIDERATION	
6.1 Bowen Island Municipality Bylaw No. 461	25 - 35
THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 461 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 461, 2018" is not contrary to or at variance with the Islands Trust Policy Statement.	
7. TRUST COUNCIL MEETING PREPARATION	
7.1 Executive	
7.1.1 January 15 - 16 Trust Council schedule	36 - 36

7.1.2	Trustee Laptops - RFD	37 - 41
7.2	Local Planning Services	
7.3	Administrative Services	
7.4	Trust Area Services	
8.	EXECUTIVE COMMITTEE PROJECTS	
8.1	Trust Council Initiated	
8.1.1	Executive	
8.1.2	Trust Area Services	
8.1.2.1	Groundwater licencing advocacy/education – Briefing	42 - 48
8.1.2.2	LTC Meeting Decorum notice/poster	49 - 49
	See context notes item 8.1.2.2	
8.1.3	Local Planning Services	
8.1.4	Administrative Services	
8.2	Executive Committee Initiated	
8.2.1	Executive	
8.2.1.1	Executive Committee and Local Trust Committee Toolkits	
	see context note 8.2.1.1	
8.2.2	Trust Area Services	
8.2.2.1	San Juan County meeting agenda/logistics/presentation	
	see context note 8.2.2.1	
8.2.3	Local Planning Services	
8.2.4	Administrative Services	
9.	NEW BUSINESS	
9.1	Executive/Trust Council	
9.2	Trust Area Services	
9.2.1	LTC Chairs Report on Local Advocacy Topics	
9.2.2	AVICC / UBCM resolution selection 2019 - RFD	50 - 56
9.3	Local Planning Services	
9.4	Administrative Services	
9.5	Executive/Trust Council	

10. CLOSED MEETING (if applicable)

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

11. RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)

12. CORRESPONDENCE (for information unless raised for action)

12.1	Minister's response re: community engagement and consultation on the Pacific Region Interim Anchorages Protocol	57 - 58
12.2	Minister Robinson LTR dated Nov 15 re Election Congratulations	59 - 60
12.3	Premier Horgan LTR dated Nov 16 re Election Congratulations	61 - 61
12.4	AVICC 2019 AGM & Convention call for nominations	62 - 64
12.5	UBCM-The Compass Newsletter- Nov 21	65 - 65
12.6	AVICC October Update	66 - 69
12.7	UBCM - The Compass - Nov 21, 2018	
12.8	AVICC call for submissions	70 - 71

13. WORK PROGRAM

13.1	Review and amendment of current work program	72 - 72
------	--	---------

14. NEXT MEETING

15. ADJOURNMENT

Agenda No.	From	Context Notes
8.1.2.2	TAS	Meeting Decorum poster. These have been distributed for use at LTC meetings. Executive Committee may wish to discuss whether/when the Vice-Chairs should read out the statement (e.g. at the beginning of meeting, at beginning of town hall).
8.2.1.1	CAO	At the November 14 Executive Committee, direction was provided by Committee to defer the review of the Executive Toolkit and the LTC Toolkit to the November 28 meeting. As the November 28 meeting is fully scheduled, including a hired consultant, it is not possible to include these orientation items unless EC wishes to schedule an exceptionally long day. It is recommended that these materials be returned to EC on December 5 or as part of ongoing orientation.
8.2.2.1	TAS	San Juan Country Meeting agenda/logistics/presentation On December 10, 2018, the Executive Committee will have a joint meeting with San Juan County. The CAO and Director, Trust Area Services will also attend. As travel is anticipated to be by charter flights there is flexibility in the length of time at the Council meeting. SJC staff have provided a menu for lunch which will be circulated. SJC staff have also asked what topics the Executive Committee would like to discuss. The Executive Committee may also wish to consider providing a presentation (verbal and/or PowerPoint). A travel package with documentation will be handed out at today's meeting.
11.		In accordance with the Executive Committee 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 Executive Committee can provide direction regarding new items or the order of priorities.



Executive Committee Minutes of Regular Meeting

Date: November 8, 2018
Location: Parkside Hotel & Spa
810 Humboldt Street, Victoria BC

Members Present: Peter Luckham, Chair
Sue Ellen Fast, Vice-Chair
Laura Patrick, Vice-Chair
Dan Rogers, Vice-Chair

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Lori Foster, Executive Coordinator/Recorder

1. CALL TO ORDER

Chair Luckham called the meeting to order at 2:10 p.m. and acknowledged that the meeting was being held on Lekwungen people's territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add:

6.1.7 Annual Report introduced into Legislature on November 19.th

2.2 Approval of Agenda

By General Consent, the agenda was adopted as amended.

2.2.1 Agenda Context Notes

Provided for information.

3. ADOPTION OF MINUTES

3.1 October 24, 2018

By General Consent, the Executive Committee deferred adoption of the October 24th minutes to the next business meeting.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List

Staff reviewed the Follow-up Action List (FUAL) reporting on the status of items.

Discussion ensued on the following items:

- Hornby Island by-election update, finding a Chief Elections Officer,
- Fees for First Nations consultation ongoing,

- Agricultural Land Commission changes regarding size of buildings and soil removal is in First Reading.

5. TRUST COUNCIL MEETING PREPARATION

5.1 Executive

5.1.1 January 2019 Trust Council Schedule

The Executive Committee reviewed the draft schedule and addressed the sessions.

By General Consent, the Executive Committee requested staff add an in-camera and town hall/delegation session to the January Trust Council schedule and bring back the revised schedule to the next business meeting.

5.2 Local Planning Services

None

5.3 Administrative Services

None

5.4 Trust Area Services

None

6. NEW BUSINESS

6.1 Executive/Trust Council

6.1.1 Review of Local Trust Committee Vice Chair Assignments

Director Marlor reviewed the matrix document in the agenda package.

Discussion regarding vice chair training/orientation and live stream meetings ensued.

6.1.2 Election of Executive Committee member to Islands Trust Conservancy

Vice Chair Fast put forth her name to stand as the Executive Committee member for the Islands Trust Conservancy board of trustees.

No other members put forth their name for the position of Executive Committee member to sit on the Islands Trust Conservancy board.

By General Consent, Chair Luckham declared Vice Chair Fast elected by acclamation as the Executive Committee member to the Islands Trust Conservancy Board.

6.1.3 Council Committee Assignments

The Executive Committee reviewed the council committee sign-up sheets for Local Planning, Trust Programs and Financial Planning committees which were retrieved from the earlier Trust Council meeting. The following names were presented on the committee lists:

Local Planning Committee

- Jeanine Dodds, Mayne Island Trustee
- David Maude, Mayne Island Trustee
- Kees Langeries, Gabriola Island Trustee
- Jane Wolverton, Galiano Island Trustee
- Laura Busheikin, Denman Island Trustee
- Kate-Louise Stamford, Gambier Island Trustee
- Tim Peterson, Lasqueti Island Trustee

Trust Programs Committee

- Scott Colbourne, Gabriola Island Trustee
- Alex Allen, Hornby Island Trustee
- Ben McConchie, North Pender Island Trustee
- Deb Morrison, North Pender Island Trustee
- David Critchley, Denman Island Trustee
- Doug Fenton, Thetis Island Trustee

Financial Planning Committee

- Paul Brent, Saturna Island Trustee
- Peter Grove, Salt Spring Island Trustee
- Michael Kaile, Bowen Island Municipality
- Tahirih Rockafella, Galiano Island Trustee

Discussion followed on the pending appointments including the appointment of Executive Committee members to each committee.

The following appointments were assigned to the Local Planning Committee by Chair Luckham:

- Laura Patrick, Vice Chair/Salt Spring Island Trustee
- Jeanine Dodds, Mayne Island Trustee
- David Maude, Mayne Island Trustee
- Kees Langeries, Gabriola Island Trustee
- Jane Wolverton, Galiano Island Trustee
- Laura Busheikin, Denman Island Trustee
- Kate-Louise Stamford, Gambier Island Trustee
- Tim Peterson, Lasqueti Island Trustee

The following appointments were assigned to the Trust Programs Committee by Chair Luckham:

- Dan Rogers, Vice Chair/Gambier Island Trustee
- Scott Colbourne, Gabriola Island Trustee
- Alex Allen, Hornby Island Trustee
- Ben McConchie, North Pender Island Trustee
- Deb Morrison, North Pender Island Trustee
- David Critchley, Denman Island Trustee
- Doug Fenton, Thetis Island Trustee

The following appointments were assigned to the Financial Planning Committee by Chair Luckham:

- All members of the Executive Committee
- Paul Brent, Saturna Island Trustee
- Peter Grove, Salt Spring Island Trustee
- Tahirih Rockafella, Galiano Island Trustee

Chair Luckham concluded the appointments noting they would be sent for ratification to the next meeting of Trust Council in January.

6.1.4 Proposed 2018/19 Executive Committee Schedule

CAO Hotsenpiller presented the draft schedule for discussion.

6.1.5 Executive Committee Orientation

CAO Hotsenpiller reviewed the orientation schedule for discussion.

6.1.6 San Juan County Backgrounder / Annual Meeting

Director Frater spoke to the annual meeting and gave a brief backgrounder on the relationship with San Juan County.

EC-2018-162

It was Moved and Seconded;

That the Executive Committee join the San Juan County Council meeting on December 10, 2018 to hold the annual meeting and that Chief Administrative Officer Hotsenpiller and Director Frater attend.

CARRIED

6.1.7 Annual Report introduced into Legislature on November 19th

EC-2018-163

It was Moved and Seconded;

That Chair Luckham, Vice Chair Patrick and Chief Administrative Officer Hotsenpiller attend the November 19th Legislative session for the introduction of the Islands Trust Annual Report.

CARRIED

6.2 Trust Area Services

None

6.3 Local Planning Services

None

6.4 Administrative Services

None

7. CLOSED MEETING

None

8. RISE AND REPORT DECISIONS FROM CLOSED MEETING

None

9. CORRESPONDENCE

None

10. WORK PROGRAM

10.1 Review and amendment of current work program

Vice Chair Fast spoke to the possibility of a meeting with Bowen Municipal Council regarding First Nations relationship building.

11. NEXT MEETING

The next meeting of the Executive Committee will be held on November 14, 2018 at 8:45 a.m. in the Victoria office boardroom.

12. ADJOURNMENT

By General Consent, the meeting was adjourned at 3:57 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator



Executive Committee Minutes of Regular Meeting

Date: November 14, 2018
Location: Islands Trust – Victoria Boardroom
200 - 1627 Fort Street, Victoria, BC

Members Present: Peter Luckham, Chair
Sue Ellen Fast, Vice-Chair
Laura Patrick, Vice-Chair
Dan Rogers, Vice-Chair

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Carmen Thiel, Legislative Services Manager
Miles Drew, Bylaw Enforcement Manager
Lori Foster, Executive Coordinator/Recorder

1. CALL TO ORDER

Chair Luckham called the meeting to order at 8:56 a.m. and acknowledged the meeting was being held on Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add to the agenda:

6.1.2 November Trust Council feedback

7.1.1.2 add resolution to adopt meeting dates for Executive Committee

7.2.1.4 correspondence re: Trustee Steve Wright

7.2.1.5 San Juan Country annual meeting logistics

2.2 Approval of Agenda

By General Consent the agenda was adopted as amended.

3. ADOPTION OF MINUTES

3.1 October 24, 2018

By General Consent the minutes were adopted as presented.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List

Director Frater spoke on emerging ground water licensing advocacy and that Senior Freshwater Specialist/Licensed Scientific Officer, William Shulba would bring a report to the next business meeting regarding this item.

4.2 Director/CAO Updates

Staff provided verbal updates to their follow-up action list items. There were no changes since last week's meeting.

4.3 Local Trust Committee Chair Updates

Chair Luckham welcomed the new vice chairs who offered the following comments:

- Vice Chair Fast spoke on advocacy and communication including her previous applicable work hosting the Nature Watch TV series,
- Vice Chair Rogers spoke on improving communication with constituents, on wanting to contribute to the Executive Committee specifically and the importance of advocacy,
- Vice Chair Patrick commented on efficiency, increasing the profile of Islands Trust, communication and climate action needs,
- Chair Luckham added he was excited about the fresh look of Islands Trust and that the Policy Statement and *Islands Trust Act* legislative amendments are a current priority which need addressing.

Bylaw Enforcement Manager (BEM) Drew arrived and at 9:40 a.m., stayed for a few minutes then left.

5. BYLAWS FOR APPROVAL CONSIDERATION

Director Marlor reviewed the policy and legislation governing the approval of bylaws at the Executive Committee level.

Director Mobbs arrived at 9:54 AM.

BEM Drew returned at 10:04 AM.

5.1 Gabriola Bylaw No. 299 cited as "Mudge Island Land Use Bylaw, 2007, Amendment No. 1, 2018" (LUB Amendment)

Director Marlor introduced the bylaw which, in general terms, would increase lot coverage amending siting and setback regulations.

Vice Chair Fast requested that checklists within the bylaw packages reflect the position of the contact cited in the checklists.

Discussions on First Nations engagement ensued.

EC-2018-163

It was Moved and Seconded

THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 299, cited as "Mudge Island Land Use Bylaw, 2007, Amendment No. 1, 2018", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.2 North Pender Island Local Trust Committee Bylaw No. 219 (Fees Amendment)

Director Marlor reviewed the amendment which, in general terms, would add a cannabis referral fee proposed at \$4000.00.

Discussion ensued about the local trust committee fee structure.

Director Marlor will bring back a report/matrix on local trust committee fee structure.

EC-2018-164

It was Moved and Seconded

THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No 219, cited as North Pender Island Local Trust Committee Fees Bylaw No. 173, 2007, Amendment No. 1, 2018 in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

The meeting recessed for a break at 10:30 AM and reconvened at 10:40 AM and Legislative Service Manager Theil joined the meeting.

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 January 15-16 Trust Council Schedule

CAO Hotsenpiller spoke to the schedule.

Sessions and timing were discussed regarding budget and strategic planning.

By General Consent, staff were directed to refine the schedule.

6.1.2 Trust Council Commentary

General discussion ensued with mixed reactions to the venue and food and that there may be other options.

6.2 Local Planning Services

None

6.3 Administrative Services

None

6.4 Trust Area Services

None

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive

7.1.1.1 Hornby Island By-Election – Briefing

Legislative Services Manager (LSM) Thiel reviewed the briefing citing the next steps and actions which were included in the report.

7.1.1.2 Vice Chair Assignments

EC-2018-165

It was Moved and Seconded:

That the Executive Committee advise Trust Council that the following Chair appointments are as follows:

- Chair Peter Luckham: Lasqueti Island Local Trust Area, Salt Spring Island Local Trust Area.
- Vice Chair Sue Ellen Fast: Denman Island Local Trust Area, Gambier Island Local Trust Area, Hornby Island Local Trust Area.
- Vice Chair Dan Rogers: Gabriola Island Local Trust Area, Galiano Island Local Trust Area, Mayne Island Local Trust Area.
- Vice Chair Laura Patrick: Thetis Island Local Trust Area, North Pender Island Local Trust Area, South Pender Island Local Trust Area, Saturna Island Local Trust Area.

CARRIED

The Executive Committee draft schedule, item 13.1 came up for discussion.

EC-2018-166

It was Moved and Seconded:

That the Executive Committee draft meeting schedule be adopted as presented.

CARRIED

EC-2018-167

It was Moved and Seconded,

That the Executive Committee advise Trust Council that the following Alternate Chair appointments are as follows:

- Chair Peter Luckham: Galiano Island Local Trust Area.
- Vice Chair Sue Ellen Fast: Thetis Island Local Trust Area, Mayne Island Local Trust Area, Saturna Island Local Trust Area, North Pender Island Local Trust Area and South Pender Island Local Trust Area.
- Vice Chair Dan Rogers: Denman Island Local Trust Area, Hornby Island Local Trust Area and Salt Spring Island Local Trust Area.
- Vice Chair Laura Patrick: Lasqueti Island Local Trust Area, Gabriola Island Local Trust Area and Gambier Island Local Trust Area.

CARRIED

7.1.2 Trust Area Services

None

7.1.3 Local Planning Services

None

7.1.4 Administrative Services

None

The meeting recessed for lunch at 12:15 PM and reconvened at 12:50 PM.

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.1.1 Executive Committee Orientation Session

Using a Power Point presentation, Chief Administrative Office (CAO) Hotsenpiller addressed the Executive Committee.

The meeting recessed for a break at 1:35 p.m. and reconvened at 1:45p.m.

By General Consent, the Executive Committee agreed to address item 9. Closed Meeting next.

9. CLOSED MEETING

EC-2018-168

It was Moved and Seconded,

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

CARRIED

The meeting was closed to the public at 1:46 PM and reconvened in open meeting at 2:32 PM.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

None

7.2.1.2 Executive Committee Toolkit

By General Consent, the Executive Committee deferred this item to the November 28th business meeting.

7.2.1.3 Local Trust Committee Toolkit

By General Consent, the Executive Committee deferred this item to the November 28th business meeting.

7.2.1.4 Correspondence for Trustee Wright – South Pender Island

Discussion ensued regarding receipt of Trustee Wright's email and his use of private email to communicate with trustees.

EC-2018-169

It was Moved and Seconded,

That the Executive Committee request staff email all trustees on behalf of the Executive Committee with information about quorum and online email discussions and the dangers there of.

CARRIED

7.2.1.5 San Juan County Council meeting

Executive Coordinator Foster discussed developments regarding the San Juan County Council joint meeting logistics.

- 7.2.2 Trust Area Services
None
- 7.2.3 Local Planning Services
None
- 7.2.4 Administrative Services
None

8. NEW BUSINESS

The next meeting of the Executive Committee will be November 28, 2018 in the Victoria office boardroom.

8.1 Executive/Trust Council

8.1.1 Council Committee Assignments

Discussion arose regarding Trust Council ratification of the council committee assignments by resolution without meeting (RWM).

EC-2018-170

It was Moved and Seconded,

That Executive Committee request staff conduct a resolution without meeting vote for Trust Council members to ratify the council committee appointments from the November 8th business meeting in accordance with s. B.1.2 of Trust Council Policy 2.3.1. where policy indicates that, for these appointments to be final, they should be ratified by Trust Council.

CARRIED

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

None

8.3 Local Planning Services

8.3.1 Executive Committee Sponsorship Application 154 Kings Lane, (Meadowlane) Salt Spring Island for SS-RZ-2018.4

Director Marlor spoke to the application for affordable seniors housing.

Discussion ensued regarding Executive Committee sponsorship and the current budget status.

EC-2018-171

It was Moved and Seconded,

THAT the Executive Committee approve financial sponsorship of \$4400 for rezoning application SS-RZ-2018.4 (154 Kings Lane) which would amend Salt Spring Island Land Use Bylaw No. 355 to allow for the development of a 48 unit seniors' affordable housing project.

CARRIED

8.4 Administrative Services

None

8.5 Executive/Trust Council
None

11. CORRESPONDENCE (for information unless raised for action)

11.1 Minister Heyman re: 2018 UBCM Convention
Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program
Provided for information.

13. NEXT MEETING

The next meeting of the Executive Committee will be held November 28, 2018 in the Victoria Office boardroom at 8:45 a.m.

13.1 Executive Committee 2019 Schedule
See item 7.1.1.2, resolution EC-2018-166.

14. ADJOURNMENT

EC-2018-172

It was Moved and Seconded,

That at 3:16 PM the Executive Committee business meeting be adjourned.

CARRIED

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder

Islands Trust Council Highlights November 2018

The inaugural meeting of the 2018-2022 Island Trust Council was held on November 6, 7 and 8 in Victoria. The following decision highlights are not the official minutes of the Council meeting; which will be adopted by Council on January 15/16, 2019 in Nanaimo.

Lekwungen Songhees Address

Florence Dick, Songhees Liaison shared traditional knowledge and welcomed the newly elected Trust Council to Lekwungen lands.

Elections for Executive Committee and Islands Trust Conservancy Board

The Executive Committee elections were conducted with Salt Spring Island Trustee, Peter Grove as the elected scrutineer. The following Trustees were elected to the Executive Committee:

- *Chair, Peter Luckham from the Thetis Island Local Trust Area now serving his second term as Chair,*
- *Vice Chair, Sue Ellen Fast of the Bowen Island Municipality,*
- *Vice Chair, Laura Patrick from the Salt Spring Island Local Trust Area,*
- *Vice Chair, Dan Rogers from the Gambier Island Local Trust Area.*

The Islands Trust Conservancy Board elections were conducted with Salt Spring Island Trustee, Peter Grove as the elected scrutineer. The following members were elected to the Islands Trust Conservancy Board:

- *Doug Fenton, Thetis Island Local Trust Area,*
- *Kate-Louise Stamford, Gambier Island Local Trust Area.*

Orientation Sessions

Staff conducted orientation sessions with Trust Council which covered the following:

- *Administration and Information Technology sessions held at the Victoria office,*
- *The Big Picture: An Overview of the Islands Trust,*
- *Governance and Getting Things Done,*
- *Budgeting.*

Selection of 2019 Trust Council Meeting Locations

The following dates and locations are adopted for the 2019 Trust Council meetings: • March 12-14 Galiano Island • June 18-20 Gabriola Island • September 17-19 Bowen Island • December 3-5 Victoria.

Islands Trust Representation on the Gulf Islands National Park Reserve Advisory Board

Lee Middleton, Saturna Island Local Trustee was elected as Trust Council's liaison to the Gulf Islands National Park Reserve and Deb Morrison, North Pender Island Local Trustee was elected as the alternate.

Town Hall

Member of Parliament, Elizabeth May and Member of the Legislative Assembly, Adam Olsen addressed Trust Council on environmental and current issues. Five members of the public addressed Trust Council on a variety of topics.



Executive Committee Orientation
Governance, Dynamics and Decision making

Background: This orientation session of the Executive Committee is focused upon building an executive management team capacity and developing a collaborative approach to public engagement and working with LTCs. This is an extended session intended to increase the functionality of the Executive Committee, to identify preferred work arrangements with staff and to address common challenges and approaches to creating effective public meetings and information sessions.

EC are asked to complete the behavioural profile prior to the session and send it to Tracey. Further, please come prepared to introduce any scenarios or situations associated with Local Trust Committee meetings, public meetings or governance in general for discussion.

Purpose: To undertake orientation and training for Vice Chairs of the Executive Committee in order to prepare them for their roles as Executive Committee members and as Chairs of Local Trust Committees.

Resources: Tracey Lorenson, Paragon Strategic Ltd.
Russ Hotsenpiller, CAO

TIME	TOPIC	WHO
9:00 - 11:00 am	Behavioural Profile and Team Building	Tracey Lorenson
11:00 – 12:00 pm	Governance and Decision making	
12:30 – 2:00 pm	cont.	

Attachments: Bio, Tracey Lorenson

ABOUT TRACEY

Awarding-winning speaker Tracey Lorensen is known for her humour and candor in helping her clients manage difficult situations. Her warm, energetic style combines her leadership experience, practical advice and real life examples that resonate with audiences of all levels. With a keen interest in problem solving, Tracey has developed a series of proven techniques that help organizations identify their issues and take action to improve their situation.

Tracey has worked with local governments in a variety of capacities for more than 20 years. After 6 years practicing workplace law in the public sector, Tracey was Executive VP for E-Comm, provider of 911 fire, police and ambulance services for local governments in southern BC. In her current role as the principal in the management consulting firm Paragon Strategic Services Ltd, Tracey improves her clients' ability to perform by working with both elected and staff on areas that include conflict resolution, strategic planning and leadership training.

A sought after lecturer, Tracey has spoken extensively on a variety of topics including: leadership, strategic planning, human resources, governance, and developing regional strategies. In addition, she has lectured at UBC's Faculty of Law, Royal Roads University, Capilano University, the Justice Institute of BC, the Local Government Leadership Academy and is a member of the faculty for BC's Local Government Management Association's MATI programs.

Most recently Tracey has partnered with CAMA and BC's LGMA to develop and deliver an ongoing series of more than 25 different web trainings for local government professionals nationwide.



Tracey Lorensen

www.paragonstrategic.com
tracey@paragonstrategic.com
250.275.4829

Follow Up Action Report

Executive Committee

Chief Administrative Officer

No	Activity	Activity	Responsibility	Target Date	Status
1	12-Sep-2017	Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.	Russ Hotsenpiller	05-Dec-2017	On Going
2	19-Jun-2018	Trust Council maintain the status quo (re council committees) and direct that specific improvements: trustee remunerations, maintaining working groups and electronic communications, be considered within the current structure to improve various service elements.	Russ Hotsenpiller	11-Sep-2018	On Going
3	10-Oct-2018	By General Consent, the Executive Committee request staff invite First Nation elder to the opening of November Trust Council.	Russ Hotsenpiller	24-Oct-2018	Done
4	08-Nov-2018	That the Executive Committee will attend the San Juan County meeting for December 10 joint meeting with staff.	Russ Hotsenpiller Clare Frater	10-Dec-2018	On Going
5	14-Nov-2018	That the Executive Committee request staff email all trustees on behalf of the Executive Committee with information about quorum and online email discussions and the dangers there of.	Russ Hotsenpiller	28-Nov-2018	On Going

Follow Up Action Report

Director, Administrative Services

No	Activity	Activity	Responsibility	Target Date	Status
1	08-Nov-2018	Financial Planning Committee (FPC) appointments Brent, Grove, Rockafella.	Julia Mobbs	28-Nov-2018	On Going

Director, Local Planning Services

No	Activity	Activity	Responsibility	Target Date	Status
1	06-Jun-2018	Fee amendment - for First Nations site visits - request Staff to bring back to Executive Committee after Trust Council.	David Marlor	01-Mar-2019	On Going
2	10-Oct-2018	Quorum discrepancy between TC Bylaw 101 and Policy 2.3.1 Council Committee System Policy Presented for information as a new business item for the January meeting.	David Marlor	15-Jan-2019	On Going
3	08-Nov-2018	Local Planning Committee (LPC) appointments, Dodds, Langeris, Wolverton, Busheikin, Stamford, Peterson with Vice Chair Patrick.	David Marlor	28-Nov-2018	On Going
4	14-Nov-2018	Inform Gabriola LTC re Bylaw No 299 and N. Pender LTC re Bylaw No. 219 approvals and Salt Spring applicant for SS-RZ-2018.4 re sponsorship of application.	David Marlor	21-Nov-2018	Done
5	14-Nov-2018	Director Marlor will bring back a report/matrix on local trust committee fee structure.	David Marlor	12-Dec-2018	On Going

Follow Up Action Report

Director, Trust Area Services

No	Activity	Activity	Responsibility	Target Date	Status
1	21-Jun-2017	With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Introduction, Part I, Part II and Schedule 1.	Clare Frater	31-Mar-2019	On Going
2	13-Sep-2016	Explore the potential for expanding its advocacy role to other levels of government for increased funding for affordable housing in the Islands Trust Area.	Clare Frater	31-Mar-2019	On Going
3	11-Apr-2018	That the Executive Committee request staff to prepare an explanatory leaflet articulating its position with regard to the application of special property tax requisitions within local trust areas.	Clare Frater Julia Mobbs	15-Jan-2019	On Going
4	15-Aug-2018	Prepare a Chair opinion editorial about anchorage issues for local and regional newspapers.	Clare Frater	30-Nov-2018	On Going
5	15-Aug-2018	Organize roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders.	Clare Frater	14-Dec-2018	On Going
6	10-Oct-2018	THAT Executive Committee request staff review the policy surrounding referrals regarding amendments to covenants that would affect lands in the local trust committee jurisdiction.	Clare Frater	24-Oct-2018	On Going
7	10-Oct-2018	That the Executive Committee direct staff to provide the province with information that would support them in intervening in the National Energy Board process on priority issues for the Islands Trust and to draft a letter of comment for the Chair.	Clare Frater	24-Oct-2018	On Going
8	10-Oct-2018	R. Simmons re: Howe Sound Forum Chair to respond to the Howe Sound Forum, forward to Trust Programs Committee and the Gambier LTC could support this.	Clare Frater	24-Oct-2018	On Going

Follow Up Action Report

9	08-Nov-2018	R. Simons re Howe Sound Community Forum slated for April/May 2019 Vice Chair Rogers to follow-up re forum support.	Clare Frater	30-Jan-2019	Done
10	08-Nov-2018	Trust Programs Committee (TPC) appointments, Colbourn, Allen, McConchie, Morrison, Critchley, Fenton with Vice Chair Rogers	Clare Frater	28-Nov-2018	On Going
11	08-Nov-2018	That Chair Luckham and Vice Chair Patrick attend November 19 BC Leg session for the introduction of the Annual Report.	Clare Frater	19-Nov-2018	Done
12	14-Nov-2018	Groundwater licensing advocacy report from William Shulba.	Clare Frater William Shulba	28-Nov-2018	Done

Executive Coordinator

No	Activity	Activity	Responsibility	Target Date	Status
1	08-Nov-2018	Add in-camera session to January Trust Council meeting.	Lori Foster	28-Nov-2018	Done
2	14-Nov-2018	That the EC draft meeting schedule be adopted as presented.	Lori Foster	28-Nov-2018	Done

Follow Up Action Report

Legislative Services Manager

No	Activity	Activity	Responsibility	Target Date	Status
1	15-Feb-2017	Amend Policy 2.2.ii and Policy 7.4.2 (DONE) to require advance submission of speaker/delegation material intended for presentations at a Trust Council or Council Committee meeting so that all policies are consistent.	Carmen Thiel Lori Foster	24-Oct-2018	On Going
2	14-Nov-2018	That Executive Committee request staff conduct a resolution without meeting vote for Trust Council members to ratify the council committee appointments from the November 8th business meeting in accordance with s. B.1.2 of Trust Council Policy 2.3.1. where policy indicates that, for these appointments to be final, they should be ratified by Trust Council.	Carmen Thiel	21-Nov-2018	Done

Manager, Islands Trust Conservancy

No	Activity	Activity	Responsibility	Target Date	Status
1	08-Nov-2018	Vice Chair Fast appointed to Islands Trust Conservancy (ITC).	Kate Emmings	28-Nov-2018	On Going



REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

File No.: BIM Bylaw No. 461

DATE OF MEETING: November 28, 2018
TO: Islands Trust Executive Committee
FROM: Kim Stockdill, Island Planner
SUBJECT: Bowen Island Municipality – LUB Amendment Bylaw No. 461

RECOMMENDATION

1. **THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 461 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 461, 2018” is not contrary to or at variance with the Islands Trust Policy Statement.**

IMPLICATIONS OF RECOMMENDATION

Organizational - None

Financial - None

Policy - None

Implementation/Communications - Communication to Bowen Island Municipality regarding the Executive Committee decision by December 28, 2018.

Other - None

PURPOSE

Bowen Island Municipality Bylaw No. 461 (Attachment 1) is intended to amend the Bowen Island Land Use Bylaw to increase the number of permitted float homes in Union Steamship Marina in Snug Cove.

BACKGROUND

The Bowen Island Municipality received an application from the owners of the Union Steamship Marina to house staff for their business. The proposal was to amend the Bowen Island Land Use Bylaw (Amendment Bylaw No. 461) in order to increase the number of floating buildings to house staff from three to six, with two units per floating building for a maximum of 12 staff housing units. The proposed bylaw would limit the float duplexes to 85 square metres and 5.5 metres in height and allow the float duplexes to be used as commercial guest accommodation only during the off-season months (October through March). Bylaw Amendment No. 461 was

first referred to the Executive Committee on May 9, 2018. The following resolution was made at the May 9, 2018 meeting:

“THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 461 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 461, 2018” is not contrary to or at variance with the Islands Trust Policy Statement.”

Bylaw no. 461 was given First Reading on April 23, 2018 and Second Reading on July 23, 2018. During the Public Hearing, the applicant proposed changes to Bylaw no. 461 which included increasing the density from 12 staff housing units to 16 units. Since then, First and Second Reading have been rescinded by the Bowen Island Council in order to amend the bylaw to include the new changes. The following are new amendments to Bylaw no. 461:

- Adding a definition for ‘Floating Attached Dwelling’ which ‘means a *building* containing up to four *dwelling units* designed to float on water, but is not intended or suitable for navigation.’
- Restriction on the maximum number of *Floating Attached Dwellings* to 6 and dwelling units in *Floating Home Dwellings* to 16.
- Reducing the maximum floor area of a building or structure that contains showers and toilets, a marina office, a suite on the second floor for security personnel, and primary sewage pump-out requirement from 230 m² (as currently allowed in the LUB) to 160 m², and increases the height of the building or structure from 6 metres (as currently allowed in the LUB) to 7.5 metres. Bylaw no. 461 also restricts the number of buildings and structures that contains showers and toilets, a marina office, a suite on the second floor for security personnel, and primary sewage pump-out requirement to one (1).

First Reading for the amended Bylaw no. 461 has not been given. As stated in Section 15 of the Letter Patent (between Islands Trust and the Bowen Island Municipality) the Municipality shall refer proposed bylaws (other than an Official Community Plan Bylaw) prior to Third Reading and the Islands Trust must advise of any objections to the proposed bylaw within 45 days of receipt of the referral.

Issues Relating To First Nation Interest

Bowen Island Municipality staff has indicated that there is currently no plan for First Nations engagement with this development application. The Islands Trust Policy Statement does not contain directive policies with regards to First Nations.

Public Comments

As of the date of this Request for Decision, no public comments have been received at the Islands Trust office.

Staff Comments

The purpose of the staff report is to advise if the proposed bylaws are or are not contrary to or at variance with the Islands Trust Policy Statement (ITPS). Bowen Island Municipality has considered the Islands Trust Policy Statement Directives Policies Checklist and has indicated how the Municipality has addressed relevant policies (see Attachment 2). Staff is of the opinion that other Islands Trust policy Statement policies are not applicable to this amendment bylaw.

Based on a review of the proposed Bylaws No. 461, Bowen Island staff reports, and the ITPS Checklist, Islands Trust staff concludes that the Bylaws No. 461 is not contrary to or at variance with the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Referral of Land Use Bylaw No. 461 under s.15 of the Letters Patent
- Written response to Bowen Island Municipality required by December 28, 2018 (45 days after date of receipt of the referral on November 13, 2018).
- Comments from Executive Committee limited to whether or not Bylaw No. 461 is contrary to or at variance with the Islands Trust Policy Statement.
- Staff considers that Bylaw No. 461 is not contrary to or at variance with the ITPS.

RELEVANT POLICY

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

ALTERNATIVE

1. Determine that the bylaw(s) is/are contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Bowen Island Municipality in writing that the Executive Committee considers that Bylaw No. 461 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 461, 2018" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], triggering notification of the Minister.

Submitted By:	Kim Stockdill, Island Planner	November 20, 2018
Concurrence:	David Marlor, Director of Local Planning Services	November 20, 2018

ATTACHMENTS

1. Bylaw No. 461 – LUB Amendment Draft
2. BIM ITPS Directives Only Checklist
3. Bylaw Approval Process and Authority

**BOWEN ISLAND MUNICIPALITY
BYLAW NO. 461, 2018**

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 minimum and average lot size areas for the purpose of new subdivisions; and

WHEREAS, Council wishes to amend “Bowen Island Land Use Bylaw No. 57, 2002” to enable the *Floating Attached Dwelling* in the Water Commercial 1 Zone:

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. 461, 2018”.

2.0 DEFINITIONS

- 2.1 “Bowen Island Municipality Land Use Bylaw No. 57, 2002” is amended

- (a) Adding the following definition to Section 1.1 Definitions under Part 1 – INTERPRETATION

“FLOATING ATTACHED DWELLING” means a *building* containing up to four *dwelling units* designed to float on water, but is not intended or suitable for navigation

3.0 AMENDMENTS

- 3.1 “Bowen Island Land Use Bylaw No. 57, 2002” is amended by adding the following *principal use* to the Water Commercial (*Marina*) 1 (WC 1) to section 4.13.1(1)

- (a) *Floating Attached Dwelling*

- 3.2 “Bowen Island Land Use Bylaw No. 57, 2002” is amended by amending Section 4.13.3 (2) Exceptions in Particular Locations to read as follows:

4.13.3 Exceptions in Particular Locations

(2)

- (a) Seaplane and hovercraft *berthage* is a permitted *use*.
(b) *Live-aboard use* is limited to 15 *live-aboards*.
(c) Despite 4.13.1 (1), Maximum number of *float homes* 3
(d) Maximum number of *Floating Attached Dwellings*: 6
(e) Maximum number of dwelling units in *Floating Attached Dwellings*: 16

- (f) *Floating Attached Dwelling* and Float Home use is only permitted as an accessory use to a *marina*, and is subject to a permanent connection to sewer pump-out facilities for land-based sewage disposal, or a sewage disposal system approved by Vancouver Coastal Health
- (g) Each *Floating Attached Dwelling* shall be limited to 65 sq. m. in total *floor area* and a *height* of 5.5 metres from the *average finished grade*. Each *Floating Attached Dwelling* may be used for *commercial guest accommodation* for the months of October, November, December, January, February, and March.
- (h) Maximum of 1 building or structure that contains showers and toilets, a marina office, a suite on the second floor for security personnel, and primary sewage pump-out equipment, to a maximum *floor area* shall be 160 square metres, and a maximum height of 7.5 metres whichever is less, respectively.”

3.3 “Bowen Island Land Use Bylaw No. 57, 2002” is amended by adding the following Exception in Particular Locations to 4.13.1 (3) *Zone Variation WC 1 (b)*

(e) *Floating Attached Dwelling use* is not permitted

READ A FIRST TIME this ____ day of ____, 2018;

READ A SECOND TIME this ____ day of ____, 2018;

PUBLIC HEARING this ____ day of ____, 2018;

READ A THIRD TIME this ____ day of ____, 2018;

FINALLY ADOPTED this ____ day of ____, 2018.

Murray Skeels
Mayor

Sophie Idsinga
Deputy Corporate Officer



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 461, 2018 – File: Bowen Island Trunk Road (431) Dike RZ-02-2017

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

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

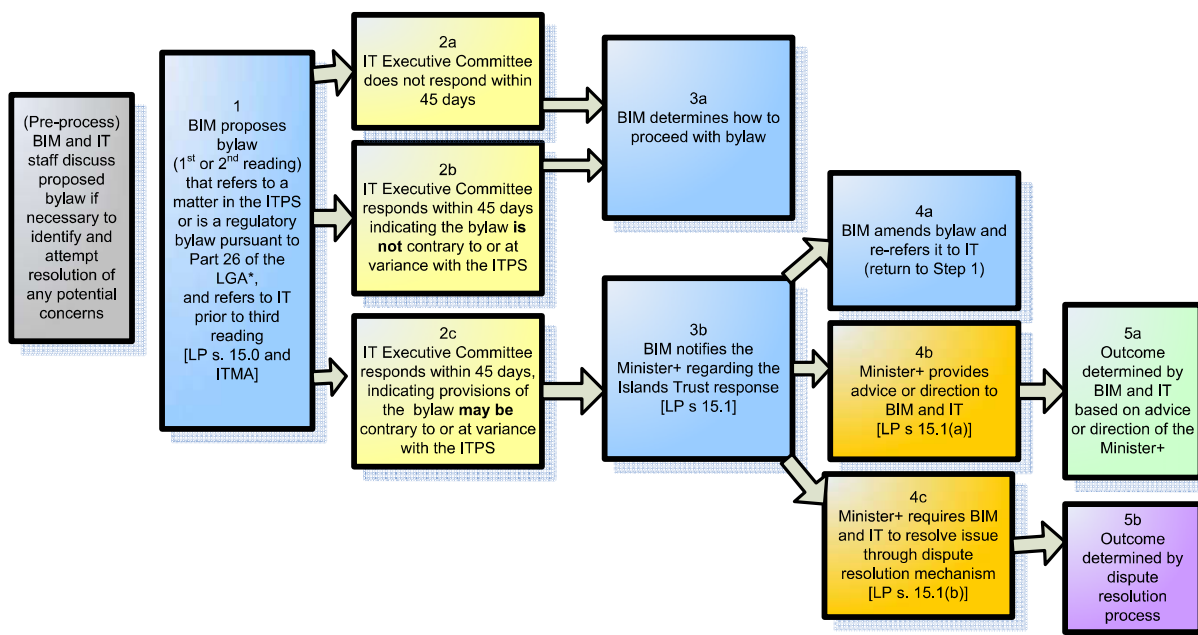
CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation

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

Schedule B – Islands Trust -- Bowen Island Municipality Non-OCP Bylaw Referral and Approval Process

Wednesday, September 22, 2010



ABBREVIATIONS

BIM = Bowen Island Municipal Council
IT = Islands Trust
ITMA = Islands Trust/Ministry Agreement dated Feb 20, 1996
ITPS = Islands Trust Policy Statement
LP = Bowen Island Municipality Letters Patent
OCP = Official Community Plan

NOTES

* s.17.3 of the LP make BIM a party to the ITMA. Part 3 of the ITMA indicates that BIM must refer all regulatory bylaws proposed to be adopted pursuant to Part 29 of the Municipal Act. Part 29 of the Municipal Act was succeeded by Part 26 of the Local Government Act.

+ 'Minister' or 'ministry' refers to the minister or ministry responsible for the *Islands Trust Act*

G:\tas\protocol\bowen\2010amendments\BIM_non-OCP referral process_flowchart.vsd

Trust Council Quarterly Meeting Schedule
January 15-16
Nanaimo, Coast Bastion Hotel, 11 Bastion Street

Updated November 23, 2018

Tuesday, January 15	Wednesday, January 16
7:30 Breakfast	7:30 Breakfast
8:30 Executive Committee Meeting	8:30 Strategic Planning
9:00 Chair's Welcome	
9:15 Local Planning Services	10:00 Break
10:15 Break	10:15 continued
10:30 Trust Area Services - session	11:00 Budget Amendments
11:30 Islands Trust Conservancy - session	
12:30 Lunch	12:00 Lunch
1:30 Budget 2019-2020	1:00 Business Decision Items and Town hall
	2:00 Closed Meeting
3:00 Break	3:00 Break
3:15 Standards of Conduct / Conflict of Interest / Freedom of Information	3:15 Local Trust Committee Review
4:00 First Nations	
5:30 Adjournment for the day	5:00 Adjournment
	 Islands Trust
5:45 Dinner	5:45 Dinner



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** November 28, 2018

From: Mark Van Bakel,
Senior Technical Analyst **Date Prepared:** November 23, 2018

SUBJECT: Trustee Laptops

RECOMMENDATION:

That Executive Committee support continued use of the laptops as the primary communications device of Trust Council along with Option 2(a) *Bring Your Own Device (BYOD), with Stipend* as the adopted model to address trustee concerns related to the laptops issued at Trust Council in November.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The recommended option provides concerned trustees with the ability to work effectively using their personal device, while also receiving some financial and technical support from the Islands Trust, while also ensuring sound stewardship of Islands Trust financial resources.

1 PURPOSE:

To provide and update to Executive Committee on the current plan to address trustee concerns around the recently deployed laptops to the new Trust Council members.

2 BACKGROUND:

In 2014 Staff recommended that the existing device provision model for Trustees (bring your own device (BYOD) with monthly stipend, or an Islands Trust-provided laptop) be replaced with preconfigured iPad Air 16 GB units for coming 4 year election cycle. Trustees adopted the recommendation, and deployed iPads to the trustees for the term. These iPads have now reached the end of their expected 4 year life cycle.

In November 2017 Staff requested Executive Committee decide whether to continue using iPads as their primary hardware platform by replacing their existing iPads with newer iPads, or to revert back to 15 inch laptops as an alternative.

In December 2017, Trust Council adopted the recommendation to adopt 15" laptops as their primary hardware platform for the current 4-year election cycle.

Following the deployment of the laptops at Trust Council in November, many Trustees expressed concerns surrounding portability (size and weight) of the devices. Based on round-table discussion at Trust Council, roughly one-third of trustees stated their preference to use their own device (BYOD) for trustee work, one-third expressed a preference for iPads, and the remainder supported the deployed laptops. In response, staff have assessed available options, with the following assumptions being considered for each:

- The deployed laptops are non-returnable and there is no resale value.

1. Do Nothing

The deployed laptops cannot be returned. They represent the most streamlined and standardized support framework available, making them the best-suited device for fully-supported hardware for trustees. However, given the expressed concerns around portability of the machines, this is not an ideal option.

2. Bring Your Own Device (BYOD)

Trustees retain their deployed laptop, but are also offered IT support to set-up and use their own personal machine for their trustee work. IT support for personal devices would remain available throughout the term, however it would be limited in comparison to the fully-supported deployed laptops.

(a) **With Stipend:** A small stipend of \$15/month be offered to trustees wanting to use their own machine for trustee work, for a total of \$780/term. If all 24 trustees chose this option, Islands Trust would incur additional cost of \$17,280 over the 4-year term.

(b) **Without Stipend:** In consideration of funds already spend on the laptops to be retained by trustees, a stipend may not be determined to be appropriate and subsequently not offered to trustees.

This option gives trustees the greatest flexibility in customizing their working experience, while still having access to some support in the event of issues. No budget has been contemplated for a stipend, and thus this would be extra cost to Islands Trust outside of the normal budgeted items.

3. Purchase fully-supported iPADS for all Trustees

Cost to purchase and deploy new iPads for all trustees would be approximately \$25,320. This option would deploy fully-supported iPADS for all trustees, but would take time as staff negotiate the RFD/RFQ process for procurement, receive and then set-up the machines before distribution. This option, as in option 2 with a stipend, would require additional funding resources not previously anticipated in the budget.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff time required to implement option selected.

FINANCIAL: All options, excluding Option 1, are additional resources outside of the budget. If there is a decision to move away from laptops entirely and move to IPADS, the additional cost would include \$25, 320 as well as the sunk cost of the laptops (approx. \$30,000). In order to provide BYOD – with stipend - the maximum approximate cost is \$17, 280.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will communicate with trustees the selected option and begin implementation shortly thereafter.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S): None.

RESPONSE OPTIONS

Recommendation:

That Executive Committee support Option 2(a) *Bring Your Own Device (BYOD), with Stipend* as the adopted model to address trustee concerns related to the laptops issued at Trust Council in November.

Alternative:

- Select Option 1, Option 2(b), or Option 3
 - Provide and selected a different Option.
-

Prepared By: Mark Van Bakel, Senior Technical Analyst

Reviewed By: Julia Mobbs, Director, Administrative Services
 Russ Hotsenpiller, Chief Administrative Officer

Trustee Hardware Options Assessment

Following the recent deployment of the 15" laptops a number of Trustees have expressed concerns surrounding portability (i.e. size and weight) of the devices, with a large number expressing a preference for the previously deployed iPad. In response Staff have provided further assessment supporting the recommendation to maintain the laptops as the primary or secondary device and provide financial and limited technical support for Bring Your Own Device (BYOD) below.

Existing iPads cannot be redeployed to Trustees. These devices are no longer covered by warranty (having expired two years ago), and Staff are already aware of a number of hardware issues (i.e. battery performance) with those that have been returned to date. Staff intend to proceed with an evaluation of the devices once we have a complete set. Those that are deemed operational will function as the deployed and reserve units for Bylaw (3), Trust Conservancy (2), and Freshwater (1). Our hope is that we will start with approximately 10 reserve units, to be used as replacements for deployed unit failures, providing an estimated 2-3 years of utility.

Staff and Trustees have identified a number of challenges associated with existing virtual meeting technology and have supported a project intent upon improvements to the overall quality of council committee virtual meetings. A number of issues associated with remote participation using iPads were identified during a review process. The 15 inch laptop addresses many if not all of the issues surrounding iPads as the remote participant platform.

The laptop is the most secure platform option. The admin versus standard account configuration, coupled with the Windows 10 native virus detection software, provides a high degree of system and user security. BYOD does not provide any assurances or fail safes in regards to Trust related email or document management. Security becomes the sole responsibility of the Trustee. Our Legislative Services Manager has assured us that there is no legislative restrictions regarding BYOD, but that does not negate the associated risks.

Deployed 15" laptops are non-recoverable, meaning Staff have no effective means of costs recovery or alternate deployment strategy for the entire set of devices. The laptops have very little resale value. Associated warranties, native and extended, are non transferable which greatly depreciates their resale value. In addition, approximately 25% of their total cost relates to licensing and configuration which is non-recoverable in the event of sale. The laptops are not ideally suited to repurposing for Staff deployment. Staff hardware is typically business/enterprise grade, referring to both the quality of the products themselves, as well as the associated warranties. Trustee laptops are quality retail grade, which is reflected in the price (\$2,400 vs. \$1,100). Simply preparing the units for Staff deployment would cost on average an additional \$300/unit (i.e. USB dock and associated peripherals), not including warranty upgrades. A portion of the units could however be effectively utilized, 8 of which have been identified as suitable for deployment to Gabriola and Salt Spring office front desks and as general Staff loaner devices.

One third of the Trustees have already opted to bring their own devices, rather than use their assigned laptops. The complex nature of multiple hardware and operating system platforms of BYOD model limits Staff capacity to provide full support (when compared with the deployed laptops), however Staff have already committed "best effort" support for email and WebDAV configuration, as well as Trust

Council and Islands Trust Office Wi-Fi access. Best effort refers to supporting industry standard configurations when implementing email, document and internet access. When standard configurations fail device hardware or system support is likely required, which is beyond the scope of Information Services support.

A number of Trustees expressed interest in a BYOD stipend for the current political term. Note that during the 2011-2014 term Trustees were offered the option of an Islands Trust laptop, or a \$15 per monthly stipend (See Appendix B). The stated goal of the 2011-2014 program was to ensure that Trustees could create documents, communicate by email, and access the internet. The stated benefits of the program included:

- Islands Trust will provide Trustees a computer system and printer if required.
- Alternatively, a Trustee providing their own equipment may charge \$15/month on an expense claim.
- Islands Trust pays \$20 per month to reimburse for internet access fees.
- If a Trustee is not already connected to the internet, the connection fees will be paid by Islands Trust.

Staff support setting a proposed stipend once again at \$15 per month per device, which roughly equates to the hardware cost of a 9.7" iPad and Bluetooth keyboard, distributed monthly over the political term.

To: Executive Committee **For the Meeting of:** November 28, 2018

From: William Shulba, P.Geo **Date Prepared:** November 23, 2018
Senior Freshwater Specialist

SUBJECT: Groundwater Preservation Planning Concerns With Respect To Non-Domestic Licenses

PURPOSE: To provide a brief summary of concerns regarding lack of groundwater licensing uptake in the Islands Trust Area and to forward a resolution passed on October 15, 2018 by the Trust Programs Committee:

That the Trust Programs Committee recommend to the Executive Committee that advocacy to request an extension to the groundwater licencing deadline be pursued for the Trust Area.

BACKGROUND:

The Islands Trust Council has long desired better management of groundwater in the Islands Trust Area. The Islands Trust Policy Statement 4.4.6 states that “Trust Council encourages the Provincial government to adopt legislation that protects the sustainability and quality of the groundwater of the Trust Area.”

The Islands Trust Council has advocated for the regulation of groundwater:

[September 5, 2015 Chair letter to Minister Polak with comments on proposed groundwater policies](#)
[November 13, 2013 Chair submission to Water Sustainability Act legislative proposal consultation](#)

As of February 29, 2016 the BC *Water Sustainability Act* regulates groundwater and all non-domestic groundwater use must be authorized via allocation license by the Ministry of Forests, Lands, Natural Resources, and Rural Development (FLNR) to lawfully utilize the resource.

According to the Province, “Groundwater licensing gives BC’s businesses greater security by providing legal protection to your right to use the water for beneficial purposes. Licensing establishes your right, and provides fairness and clear rules for managing conflicts between water users during times of water scarcity. Licensing provides government with the information it needs to ensure our common resource is managed sustainably.”

A transition period of three years, ending on March 1, 2019, was provided to existing non-domestic groundwater users, such as agriculture and multi-family housing operations, to apply for authorization licensing to secure First in Time, First in Right (FITFIR) by proof of first use. Licensing uptake has been very low with an overall Provincial uptake less than 15% of existing users.

The uptake is considered to be much less within the Islands Trust Area, with some estimates as high as 90-95% non-compliance. This equates to hundreds, if not thousands, of years of groundwater rights lost from dozens, if not hundreds, of groundwater users.

By not applying for licensed authorization, existing non-domestic groundwater users will be operating unlawfully, have no priority to access groundwater for their property, and will potentially create irreversible impacts for agriculture and small business of the Islands Trust Area.

There appears to be a lack of information and understanding by the majority of non-domestic groundwater users, specifically growers and producers, within the Islands Trust Area about the importance of groundwater licensing in the management of the shared resource. Many growers and producers express concern about the regulation and, due to the lack of understanding, many are choosing not to license their groundwater use. It appears that the majority of concerns could be alleviated with education about the Water Sustainability Act's intentions, implementation strategy, and overall benefit to the groundwater preservation and aquifer protection.

Staff are aware that the Province has held at least three workshops in the Islands Trust Area, including:

- October 2016: Mayne Island Water Integration Society
- Jan 2017: Salt Spring Island Agricultural Alliance
- March 2017: Hornby Island Water Stewardship Group

Since enactment of the *Water Sustainability Act* in 2016, the Islands Trust has played an active role in participating in community education with respect to the implications of the *Act* for island residents. In summer 2017, Islands Trust, with the Ministry of Forests Lands, Natural Resources, and Rural Development, Island Health, and Coastal Health, offered an on-island workshop series, "Our Groundwater and Wells Workshop" to provide island specific information on well management, groundwater natural sciences and groundwater legislation. These workshops were well attended, however, many growers and producer and other agricultural businesses were not in attendance. These workshops acted as a catalyst for discussions of freshwater sustainability and groundwater licensing on the islands. On World Water Day in March 2018, the Islands Trust held a Freshwater Forum to discuss freshwater challenges and the future of freshwater in the Islands Trust Area. Concerns were raised at this forum about the lack of information on the islands about the groundwater licensing and other provincial initiatives.

The level of licensing uptake three months prior to the deadline suggests that this outreach was insufficient.

Throughout 2018, the Senior Freshwater Specialist has raised concern with Islands Trust and Provincial staff about the significant lack of effective education of the implications of the *Water Sustainability Act* in the Islands Trust Area, specifically groundwater licensing for existing agricultural groundwater users. Other organizations in the province have expressed concerns and have written letters to the Provincial government expressing concerns regarding non-compliance including the British Columbia Groundwater Association and members of the Canadian Chapter of International Association of Hydrogeologists.

Groundwater legislation under the *Water Sustainability Act* is the most proactive path to protecting the rights of groundwater users and protecting aquifers in the Islands Trust Area from over use. Having existing users apply for licenses by the deadline, therefore establishing their existing rights to groundwater is key to ensuring the traditional uses of the islands, including agriculture, can continue into the future.

Engaging in education or advocacy that addresses the lack of groundwater licensing uptake would address the Trust Council commitment in the Policy Statement in policy 3.3.1 that states "*the freshwater wetlands, bodies of surface water, natural drainage patterns, water courses, fish-bearing streams, watershed and groundwater recharge areas of the Trust Area should be identified, protected and, where possible, restored or rehabilitated.*"

ATTACHMENT(S):

1. [BC Groundwater licensing brochure](#)

FOLLOW-UP: Staff will follow up as directed.

Prepared By: William Shulba, P.Geo
Senior Freshwater Specialist

Reviewed By/Date: Clare Frater, Director, Trust Area Services, November 23, 2018
Russ Hotsenpiller, CAO, November 23, 2018

NEW!
Save at least \$250 on the one-time
application fee until March 1, 2019!

Licensing Groundwater in BC

*Do you use groundwater?
Secure your water rights by licensing today!*



BRITISH
COLUMBIA

Do you use groundwater for non-domestic purposes?

All irrigators, industries, waterworks and others who divert and use groundwater from a well or dugout for non-domestic purposes are required to apply for a water licence. This new requirement was brought in by the *Water Sustainability Act* (WSA) in February 2016.

What if I am a domestic well owner?

Domestic use is exempt from licensing. This includes water for household use by the occupants of a private dwelling, fire prevention, private lawn and garden watering (up to 1,000 m²), and domestic animals. Domestic well owners are encouraged to register their well for free to make their water use known so it can be protected.

For more information visit **Register your Well** at www.frontcounterbc.gov.bc.ca/start/ground-water

Existing users must apply by March 1, 2019.

After this date, users who have not applied will be committing an offence under the WSA and can be subject to fines and penalties, and ordered to cease using the water.

After March 1, 2019, you will need to apply as a new applicant, your priority date will be the date of the application, and your application could be refused if there is not enough water.

Apply today to secure your water rights!

Groundwater licensing ensures there is a fair and transparent mechanism in place for determining who uses the water during shortages. A water licence is tied to your land, and provides four major benefits to your business.

- A licence gives you a right to a specific volume of water when available to support your business
- A licence protects your usage from new users and future developments
- A licence provides a fair system for reducing usage in times of water scarcity
- A licence can enhance the value of your property

How do I secure my groundwater rights?

Existing users (use began before March 1, 2016) must apply by March 1, 2019. If you submit by the deadline government will consider when you first used the water to establish your first-in-time, first-in-right (FITFIR) priority date. This gives your water use precedence over newer users during times of scarcity.

New users (use began after February 29, 2016) must apply for a licence before the water can lawfully be diverted, used or stored.

How much does a licence cost?

The one-time application fee (minimum \$250) for existing users has been waived if your application is received by March 1, 2019. Annual rental fees are not waived and are charged from March 1, 2016 for existing groundwater users. Fees vary based on how much water you are using and for what purpose.

While existing or new users are required to apply for a water licence, water fees and rentals are generally not applied to First Nations use of water on Reserve or Treaty lands.

Before You Apply:

Applications are submitted online through the FrontCounter BC website and require several pieces of information about your well and water usage. To save time during the application process:

1. Register for a basic BCeID. Having a BC online account (BCeID) will allow you to save your application and return to it later if you are not able to complete the application in one session. Register at www.bceid.ca and select a basic BCeID, which is a one-step process.

2. Gather information on your well(s) regarding its location, depth and construction. For example:

- Search apps.nrs.gov.bc.ca/gwells to see if a record for your well exists (well identification plate number)
- Well construction reports
- Pumping records
- Pump test reports and water quality test results

3. Gather property and water use information,

including:

- Parcel ID number (9 digit PID number on your property tax notice)
- If there is more than one name on your notice, they are considered a co-applicant
- What purpose the water is used for
- Estimates of water use volume for each water use purpose
- You can estimate agricultural water usage at www.bcagriculturewatercalculator.ca

4. Gather evidence to show when groundwater was first used and the history of use from the well.

If you apply by March 1, 2019, your date of precedence will be based on when groundwater use began. Evidence might include well documentation, government-issued certificates or permits, historical records or photographs, or Traditional Land Use and archaeological studies.

5. Ensure you have the appropriate permits. If your well or any works occupy or cross Crown land you will need to have permission to use that land. Authorization can be in the form of a Permit Over Crown Land, or a more formal tenure under the *Land Act*. If you require a Crown Land authorization, but do not already have one, you will be prompted to apply as part of the water licence application process.

6. Create a map of the properties where the water is used.

It should include:

- Property boundaries
- Works (well location, pumps, pipes, etc.)
- Major features (buildings, fields, etc.)
- Labels identifying all of the above

www.bcagriculturewatercalculator.ca is a quick and easy tool for creating a map of your property.

Ready to start your water licence application?

Visit www.frontcounterbc.gov.bc.ca/start/ground-water

Contact FrontCounter BC at **1 877 855-3222**

or FrontCounterBC@gov.bc.ca

For more on the provincial water program visit

www.gov.bc.ca/water

Still have questions? Email: Livingwatersmart@gov.bc.ca



Meeting Decorum

A local trust committee (LTC) meeting is an official forum for trustees to make decisions about land use planning matters and discuss relevant business.

It is also a place of employment. Islands Trust staff have the right to a safe and respectful workplace.

The public is welcome to observe the meeting, and may speak at times assigned on the agenda and when acknowledged by the Chair. Everyone must respect the authority of the Chair.

Speakers shall:

- Direct comments to the LTC and not the audience or staff
- Speak to issues not individuals
- Be clear and concise and respectful

The Chair may expel any person for improper conduct*, which includes:

- Yelling, intimidation, using offensive language or gestures
- Remarks about an individual's race, gender, age or sexual orientation
- Disrespectful, condescending or sarcastic comments
- Clapping or cheering

* as per s. 133 of the *Community Charter*

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** November 28, 2018
From: Trust Area Services **Date Prepared:** November 22, 2018
SUBJECT: AVICC/UBCM RESOLUTION SELECTION (Annual Item)

RECOMMENDATION: That staff e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2019 AVICC/UBCM conventions.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust has had a practice of submitting resolutions to AVICC/UBCM. Resolutions that are endorsed by the UBCM membership can trigger advocacy support from UBCM staff and usually result in a well-considered response from the affected Ministry or Department. Depending on the resolution(s) submitted, the Executive Committee may wish to consider additional advocacy such as a proposing a related session for the AVICC or UBCM conventions or a meeting with a minister.

1 PURPOSE:

To seek direction about initiating selection of a resolution topic for the Association of Vancouver Island and Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) conventions.

2 BACKGROUND:

Islands Trust Council policy 6.12.ii on UBCM/AVICC Membership and Resolutions provides guidance on the annual selection and presentation of Islands Trust resolutions.

In past years the Islands Trust has suggested successful resolutions such as:

- Request for DFO review of potential cumulative impacts of increased geoduck aquaculture (2018);
- Preventing Rigid Foam Pollution in the Marine Environment (2017)
- Assessment and Mitigation of Marine Shipping Risks and Impacts in the Salish Sea (2016)
- Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) funding (2015);
- Derelict & Abandoned Vessels (2013);
- Industry Funding for Oil Spill Prevention, Preparedness & Response (2012);
- Southern Strait of Georgia National Marine Conservation Area Reserve (2010) and Derelict & Abandoned Vessels, Barges & Docks (2010).

It is possible for Islands Trust to submit more than one resolution. Staff do not recommend proposing more than two resolutions in any one year due to the resulting workload and the difficulty in advocating for more than two topics at one convention.

In the past the Executive Committee has supported selected resolutions by suggesting/organizing complementary AVICC/UBCM sessions and by requesting and/or attending Minister meetings at the UBCM to discuss the proposed topic. When selecting a resolution, the Executive Committee should be guided by section 4.2 of the Islands Trust policy 6.12.ii on UBCM/AVICC Membership and Resolutions:

All Islands Trust bodies that develop resolutions for consideration at AVICC and UBCM conventions must ensure that their resolutions address topics within their legislated jurisdiction and are consistent with the Islands Trust Policy Statement.

Executive Committee members should also consider that UBCM guidelines suggest that issues identified in resolutions should be relevant to other local governments across the province.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff anticipate less than half a day of workload associated with this recommendation so no organizational implications. However, deciding to solicit suggestions for resolution topics, raises the expectation that the Executive Committee will proceed with submitting a resolution(s) to AVICC/UBCM.

Drafting a resolution and preparing a one-page backgrounder will take up to one day of the Director Trust Area Service or Senior Policy Advisor's time for each topic selected. Some topics may require other staff time to research or proofread and possible legal advice,

FINANCIAL: Legal fees if required.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS:

If the Executive Committee selects a resolution, staff will send an e-mail soliciting requests and will compile the requests in a briefing for Executive Committee's review at its December 12, 2018 meeting. At that time, if Executive Committee selects a topic(s) and requests that staff draft resolution and backgrounder, staff will provide the draft to the Executive Committee for its review and approval at its January 30, 2019 meeting. The resolution(s) must be submitted by February 7, 2019.

FIRST NATIONS: Staff will advise if a resolution does not align with First Nation treaty, rights and title (including the economic component of rights and title), reconciliation, or other aspects of First Nations relations.

OTHER: None.

4 RELEVANT POLICY(S):

- [Policy 6.12.ii UBCM/AVICC Membership and Resolutions](#)

5 ATTACHMENT(S): 2019 AVICC Resolutions Notice Request for Submissions

RESPONSE OPTIONS

Recommendation:

That the Executive Committee direct staff to e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2019 AVICC/UBCM conventions.

Alternative:

- 1) That the Executive That the Executive Committee not propose a resolution to AVICC/UBCM.
 - 2) That the Executive Committee select different resolutions for AVICC/UBCM.
-

Prepared By: Lisa Wilcox, Acting Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services, November 22, 2018
Russ Hotsenpiller, CAO, November 22, 2018



2019 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 7, 2019**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy submitted as a **word document** by email to avicc@ubcm.ca; AND
2. One copy of the resolution by regular mail to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions.
- Separate **background information explaining the resolution must** accompany each resolution submitted. This information will be shared on the AVICC website.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.
- Local government staff should check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance in drafting the resolution.

LATE RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 10th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late Resolutions require a special motion to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action*** being requested. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

3. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

4. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully. Submit background information in one of the following formats:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to the council or board along with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

5. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

6. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.



Sample Resolution

CURTAIL JUMPING OVER DOGS
[SHORT TITLE]

City of Green Forest
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

Semicolon precedes
"WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

Colon precedes
"THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

Your resolution should follow the structure of this sample resolution.

Draft your resolution to be as readable as possible within these guidelines.

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

Subject: Regarding community engagement and consultation on the Pacific Region Interim Anchorages Protocol

Date: Fri, 16 Nov 2018 16:47:53 +0000

From: Minister of Transport / Ministre des Transports (TC)
<TC.MinisterofTransport-MinistredesTransports.TC@tc.gc.ca>

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

CC: 'pm@pm.gc.ca' <pm@pm.gc.ca>, 'Jonathan.Wilkinson@parl.gc.ca' <Jonathan.Wilkinson@parl.gc.ca>, 'ec.ministre-minister.ec@canada.ca' <ec.ministre-minister.ec@canada.ca>, 'premier@gov.bc.ca' <premier@gov.bc.ca>, 'minister.transportation@gov.bc.ca' <minister.transportation@gov.bc.ca>, 'env.minister@gov.bc.ca' <env.minister@gov.bc.ca>

Mr. Peter Luckham

Chair

Islands Trust Council

pluckham@islandstrust.bc.ca

Dear Mr. Luckham:

Thank you for your correspondence of September 13 and 24, 2018, regarding community engagement and consultation on the Pacific Region Interim Anchorages Protocol and the longer-term objectives related to anchorage use and management in southern British Columbia.

I want to re-state Transport Canada's commitment to the protection of Canada's coastal regions. That is why we introduced the Oceans Protection Plan, which includes a national initiative that will complete a comprehensive review of our anchoring practices.

Vessels at anchor are but one component of the very busy maritime traffic picture along British Columbia's coast; nevertheless, I believe that a change in our practices will contribute positively to our overall objectives, and that is what we are now exploring. We share a common vision for the future—one in which commercial shipping is conducted safely and is optimally managed, and which minimizes the impact to the marine environment and surrounding communities.

To date, we have heard comments from a number of coastal communities about the impact of noise and light on their quality of life and about the impact that anchored ships may have on the ocean floor or on marine life. The department acts on each complaint and takes the comments seriously. All have been noted and recorded and will be considered as part of the impact analysis conducted through the national Anchorages Initiative. We have also heard from several First Nations groups who challenged the existence of coastal anchorages.

As you know, the Anchorages Initiative is national in scope and includes a number of reviews that will require discussion and consultations with First Nations, industry, academia, and other levels of government, as well as with the coastal communities and the Canadian public.

We are focussing our resources and energies on the work needed to develop a long-term and modern solution for anchorages management in the future. At the same time, I appreciate that residents in the communities who are impacted by freighters in their near shore waters may wish to hear different feedback from the updates and information that we have been distributing in our monthly reports. I encourage the Islands Trust Council to work with Pacific Region officials, who can provide additional details on the Interim Protocol for distribution to your constituents.

Some of the early lessons we have learned from the Interim Protocol are that citizens want a strict, enforceable regime governing the behavior of ships at anchor outside of ports and that communities want a say in how anchorages in their area are selected and managed. We have also learned that demand for anchoring is influenced by many factors and that diverse interests will be challenged to work together if we are to have a viable solution to today's problems. The broader consultation and engagement that you referred to in your letter is just now getting underway. These activities will begin with more visible communications in local print and on social media, and the launch of Anchorages discussion portal on our national Let's Talk website.

Thank you for your participation in our recent Dialogue Forum in Vancouver on October 22, and for your continued interest and offer to collaborate on this important initiative.

Yours sincerely,

The Honourable Marc Garneau, P.C., M.P.
Minister of Transport

c.c.
Office of the Right Honourable Justin Trudeau, P.C., M.P, Prime Minister

The Honourable Jonathan Wilkinson, P.C., M.P.,
Minister of Fisheries, Oceans and the Canadian Coast Guard

The Honourable Catherine McKenna, P.C., M.P.
Minister of Environment and Climate Change

The Honourable John Horgan, M.L.A.
Premier, Province of British Columbia

The Honourable Claire Trevena, M.L.A.
Minister of Transportation and Infrastructure, British Columbia

The Honourable George Heyman, M.L.A.
Minister of Environment and Climate Change Strategy, British Columbia



November 15, 2018

Ref: 242360

Trust Council
Islands Trust
200-1627 Fort St
Victoria BC V8R 1H8

Dear Trustees:

I am writing to congratulate you on your recent election. As you know, good local government depends on people willing to stand for office and serve their communities. Whether this is your first time as an elected official, or you are returning to office for another term, your contribution to public service is appreciated.

Our government is committed to working with local elected officials in making life more affordable, improving services people count on, and building a strong, sustainable economy that works better for everyone.

As a former municipal councillor, I recognize the opportunities, challenges and choices elected officials face every day. I fully appreciate that these roles are often difficult, with success determined both by the strength of your organizations and by the relationships elected colleagues build among themselves, with staff and with members of the public. Paramount to each organization's success is also the standard set by each elected official in conducting themselves with honesty and integrity.

As you are forming, I encourage you to review the attached document, Foundational Principles of Responsible Conduct, developed by a working group from the Union of BC Municipalities (UBCM), the Ministry of Municipal Affairs and Housing and the Local Government Management Association (LGMA). The four foundational principles - integrity, accountability, respect, and leadership and collaboration - can be used to guide the conduct of both individual elected officials and the collective council or board.

I also encourage you to explore the Working Group's Model Code of Conduct that sets out shared principles and standards of conduct to help local councils and boards start developing their own code of conduct. A Companion Guide is available to facilitate a local council or board's conversations as they go through the process. These materials are available on the UBCM website.

.../2

If you have questions about responsible conduct or other topics of education, training and advice for elected officials and staff, I encourage you to contact partner organizations such as the Local Government Leadership Academy, the UBCM and the LGMA. The Ministry of Municipal Affairs and Housing can also advise and support local public bodies to better serve their communities. In this context, I would like to introduce or re-introduce you to Jacqueline Dawes, Deputy Minister, who can be contacted at: Jacquie.Dawes@gov.bc.ca, and Tara Faganello, Assistant Deputy Minister, Local Government Division, who can be contacted at: Tara.Faganello@gov.bc.ca.

Thank you again for your commitment to public service. I look forward to working with you to make life better for all the people of British Columbia.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Robinson', with a stylized flourish at the end.

Selina Robinson
Minister

Enclosure



BRITISH
COLUMBIA

November 16, 2018

Islands Trust Council
Islands Trust
200 - 1627 Fort Street
Victoria, BC V8R 1H8

Dear Trustees:

I would like to congratulate you all for being elected to serve on the Islands Trust Council.

Serving in public office is both a great honour and an important responsibility, and your success in the 2018 election is a testament to your hard work and dedication to your communities. I have every confidence that you will be effective voices for your constituents in the months and years ahead. Local representatives are vital to the growth and well-being of our province as a whole, and I look forward to working collaboratively with the Islands Trust as we strive to make life better for all British Columbians.

Congratulations, once again, and best wishes for your time in public office.

Sincerely,

A handwritten signature in blue ink that reads "John J. Horgan".

John Horgan
Premier





2019 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2019 Nominating Committee is Past President Mary Marcotte.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received By FEBRUARY 7, 2019**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

Past President Mary Marcotte, Chair, 2019 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca

NOMINATIONS FOR THE 2019-20 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Current Local Gov't Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **Thursday, February 7, 2019**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Mary Marcotte, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

"The Executive shall manage or supervise the management of the Society"

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria's Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.

-
-
-
-



News and information from the Union of BC Municipalities

Executive to Fill Vacancies

The UBCM Executive has decided to fill three vacancies as a result of the recent local government elections - Vancouver Metro Area Representative and two Directors at Large, as provided for within UBCM bylaws and policies. [Read more](#)

Provincial and Federal Housing Announcements

The Province is further implementing its 30-point Homes for BC plan, announcing: 4,900 mixed-rental units under the Building BC: Community Housing Fund; housing size restrictions for the ALR; and regulations for a new condo and strata assignment register. The federal government has announced a redesigned homelessness strategy backed by \$2.2 billion over 10 years. [Read more](#)

Evacuation Route Planning Grant

The deadline to apply for this Community Emergency Preparedness Fund grant is Friday, November 30th. This funding stream will help communities develop Evacuation Route Plans to successfully undertake evacuation operations during an emergency. The maximum funding available is \$25,000. The [Program and Application Guide and Application Form](#) are available for download.

Budgeting for Increases to RCMP Compensation

RCMP member unionization will likely lead to an increase in policing costs for communities that utilize RCMP policing services. Local governments must also be cognisant that RCMP member pay has been frozen for nearly two years, and plan accordingly with regards to the retroactive financial impacts. [Read more](#)

UBCM Executive Meeting Highlights

The UBCM Executive held its first, quarterly board meeting on November 15-16, 2018. Seven committees met to set priorities and work plans for the coming year. Executive members adopted goals and priorities, held an orientation session, and confirmed direction for filling vacancies on the Executive following the 2018 local government elections. [Read more](#)

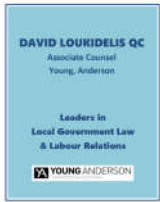
Regional Pilot Focuses on Entrepreneur Immigration

Is your community interested in attracting new business entrepreneurs? The Ministry of Jobs, Trade and Technology has introduced the Entrepreneur Immigration-Regional Pilot under the BC Provincial Nominee Program (PNP). [Read more](#)

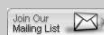
November 21, 2018




[Follow us on Twitter](#)




© Copyright Union of British Columbia Municipalities 2018



Confirm that you like this.

Click the "Like" button.

Clare Frater

From: AVICC <avicc@ubcm.ca>
Sent: Wednesday, October 31, 2018 3:12 PM
To: AVICC
Subject: AVICC October Update - nominations for Electoral Area Representative, LGLA Sessions in February
Attachments: Interim EA Representative.pdf

Please forward to elected officials, the CAO and Corporate Officer:

Congratulations to those who have been returned to office, and welcome to all the new members of the [Association of Vancouver Island and Coastal Communities](#) as you begin to serve in your new roles.

Director Ian Winn from the Sunshine Coast Regional District has retired from local government service. The AVICC Executive would like to sincerely thank Director Winn for his contributions to the Executive as well as to the AVICC Special Committee on Solid Waste Management. He will be missed, and we wish him the very best in his retirement.

1. AVICC Electoral Area Representative - Nominations

With Director Winn's retirement, the AVICC Executive is seeking expressions of interest from our members to serve as the Electoral Area Representative on the AVICC Executive Committee. This is an interim appointment until the next AGM at the convention April 2019 in Powell River. The interim representative would be able to run for election at the 2019 AGM to continue for another term.

The Electoral Area Representative must be an elected official that represents an electoral area within the AVICC region. A document with the meeting schedule and a summary of the commitments involved in serving on the AVICC Executive is attached to this email.

The Executive would like to invite elected officials to nominate an EA Director that they feel can make a positive contribution to the Executive team by serving in this interim capacity. The EA Representative usually helps organize and chairs the EA Forum at the AVICC Convention. Nominees must also be available to meet as follows:

10:00 am to 3:00 pm on Saturday, January 12th in Nanaimo
9:00 am to 10:30 am on Friday, March 8th by teleconference
12:00 pm to 3:00 pm on Thursday, April 11th in Powell River

Candidates should forward nominations with a brief bio using the attached form by Friday, November 30th to avicc@ubcm.ca. The AVICC Executive will meet by teleconference on Friday, December 7th to review the nominations.

2. LGLA Sessions in Parksville, February 2019

The Local Government Leadership Academy (LGLA) is holding an Elected Officials Seminar for AVICC members. The seminars are open to newly elected and returning elected officials, as well as to senior staff from local governments and First Nations communities.

Since AVICC is the largest of the UBCM area associations, there will be two overlapping sessions for AVICC members. Members can sign up to **either** of the sessions:

AVICC Session #1: February 12-14, Parksville – [2019 AVICC SESSION #1 EOS AGENDA – DRAFT](#)

AVICC Session #2: February 13-15, Parksville – [2019 AVICC SESSION #2 EOS AGENDA – DRAFT](#)

Please contact Shawna Deagle-Leung at info@lgla.ca with any questions about the LGLA seminars.

NOMINATIONS FOR INTERIM ELECTORAL AREA REPRESENTATIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Nominee's Name: _____

Nominee's Electoral Area: _____

Muni/RD Represented: _____

Nominators' Information:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated pursuant to the AVICC Bylaws².

Printed Name: _____

Electoral Area: _____

Regional District: _____

Email Address: _____

Phone Number: _____

Signature: _____

Date: _____

☐ I confirm that I will am available on the following dates for scheduled meetings:

- 10:00 am to 3:00 pm, Saturday, January 12, 2019 in Nanaimo
- 9:00 am to 10:30 am, Friday, March 8, 2019 by teleconference
- 12:00 pm to 3:00 pm, Thursday, April 11, 2019 in Powell River

☐ A brief biography is attached.

¹ Nominations require two elected officials of an AVICC member local government.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must be an elected electoral area director.

**Return To: AVICC, 525 Government Street, Victoria, BC V8V 0A8,
email: avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

“The Executive shall manage or supervise the management of the Society”

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention).



AVICC 2019 Convention
April 12-14, 2019
Powell River Recreation Complex
CALL FOR SUBMISSIONS

Thank you for your interest in participating in the 2019 AVICC Convention. It will be held Friday through Sunday, April 12-14, 2019 at the Powell River Recreation Complex.

To submit a proposal fill in the blanks below and email this document back as a word document to avicc@ubcm.ca

The deadline for submissions is November 28, 2018.

There are limited spots on the program including 45 minute plenary presentations, one hour concurrent workshops on Saturday afternoon, and two or three hour pre-convention workshops and study tours on Friday morning.

Delegates prefer sessions that involve multi-party perspectives and ones that are interactive.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	
Session Description (for review of AVICC Executive Committee in choosing sessions. Information will also be used in program materials):	

Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	
Name - Presenter #4:	
Bio and Organization - Presenter #4:	
Any other Information or requirements:	

I agree to the following deadlines:

Successful applicants must confirm their session description, session title, and list of presenters with AVICC by February 15 for inclusion in the program. Should proponents fail to meet this deadline, the AVICC may substitute with another proposal.

Presenters must agree to submit all PowerPoint presentations by April 2nd.



Top Priorities

Executive Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Islands Trust Act Amendments	Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect.	26-Oct-2016	Russ Hotsenpiller	
2	Anchorage Advocacy Strategies	Implement advocacy strategy relating to temporary freighter anchorages in the Trust Area, including an opinion editorial about anchorage issues for local and regional newspapers; letter to the Minister of Transport Canada conveying community group and Islands Trust concerns over communication and processes associated with the Interim Protocol and roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders.	16-Nov-2018	Clare Frater	
3	Update Islands Trust Policy Statement	Undertake a First Nations and public engagement process to prepare for Policy Statement amendments.		Clare Frater	31-Mar-2019