



Executive Committee Agenda

Date: Wednesday, March 1, 2017
Time: 8:45 am
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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6.2.3	Salt Spring Island Watershed Management Special Property Tax - RFD	51 - 58
	THAT the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$98,500 in its 2017/18 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.	
6.2.4	First Nations Communication: Language and Tone Guide	59 - 163
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6.3.2	Financial Planning Committee Work Program Report	
6.3.3	Quarterly Financial Report - RFD	
6.3.4	Select Committee Victoria Office Location - RFD	166 - 171
	That Trust Council adopt the recommendations of the Select Committee "That the Management Team, and their Administrative Support staff and the Trust Fund Board staff remain within the Greather Victoria area (32km or less from the current location) for the foreseeable future and that staff examine the possibility of a satellite office for the Southern Planning Team members and/or other staff 'as presented' and give direction to conclude the work of the Committee".	
6.3.5	Financial Plan Bylaw No. 167 - RFD	
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6.4.5 Marine Protection Tools - RFD

185 - 195

That Trust Council amend the Strategic Plan to add in section 2.1 for fiscal year 2017/18 "Develop an inventory of available local government marine protection tools and develop general categories as to the level of protection these tools can provide (i.e. low, medium, high levels of protection)" assigned to the Executive Committee.

That Trust Council amend the Strategic Plan to add in section 2.1 for fiscal year 2017/18 "Compile an inventory of the marine protection tools each local trust committee/island municipality utilizes" assigned to the Executive Committee.

That Trust Council, in recognition of its commitment to reconciliation with Trust Area First Nations, remove Strategic Plan Strategy 8.2 [Explore opportunities and benefits of working with UNESCO, TFB and others to seek nomination of the Trust Area as a UN Biosphere Reserve].

That Trust Council in recognition of its commitment to reconciliation with Trust Area First Nations, remove from its Follow-up Action List the request for the Chair to send a letter of support for Particularly Sensitive Sea Area Designation for the Salish Sea to the federal Minister of Transport until such time as there is a clear statement of support from Trust Area First Nations for this transboundary marine shipping safety initiative.

6.4.6 Community Stewardship Awards 2017 - Briefing

196 - 197

6.4.7 First Nations Reading List and One Book, One Community Event - Briefing

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6.4.8 Islands Trust Visual Identity - Briefing

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6.5 Budget Session

6.5.1 Budget Session Outline

6.5.2 Budget Overview

6.5.3 Budget Assumptions and Principles

6.5.4 Budget Detail

6.5.5 Project Requests

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.2 Executive Committee Initiated

8. NEW BUSINESS

8.1 Trust Area Services

8.1.1 LTC Chairs Report on Local Advocacy Topics

8.1.2 Gambier Island LTC request - Biosphere Reserve motion of support

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8.1.3	Islands Trust Visual Identity - RFD	219 - 221
	That the Executive Committee approves the Islands Trust Visual Identity design elements (colour, font and photography standards) as presented on March 1, 2017.	
8.1.4	Provincial Private Moorage Policy Update - RFD	222 - 230
8.2	Local Planning Services	
8.3	Administrative Services	
8.4	Executive/Trust Council	
8.4.1	Victoria Office Location - RFD	231 - 233
	THAT Executive Committee recommend that the Islands Trust seek to renew its lease of Suites 200, 225, 222 and 223 at 1627 Fort Street, Victoria BC, AND THAT the lease be renewed with the provision of of a one year opt out clause to allow for a comparative analysis of market lease options and to conduct a public purchasing process for administrative office space if required.	
8.4.2	Strategic Plan Project Update	
9.	CLOSED MEETING (if applicable)	
	That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.	
10.	RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)	
11.	CORRESPONDENCE (for information unless raised for action)	
11.1	Response from Prime Minister re Trans Mountain Pipeline	234 - 234
11.2	Update from UBCM re Provincial Budget Highlights; BC Supreme Court Marijuana Ruling	235 - 236
11.3	Saanich Inlet Roundtable Invitation	237 - 238
11.4	Malahat First Nation re Response to meeting request	239 - 242
11.5	Pender Islands Trust Protection Society re Amendments to the Private Moorage Programme	243 - 243
11.6	Invitation to Regional CMAC - March 28 2017	244 - 244
12.	WORK PROGRAM	
12.1	Review and amendment of current work program	245 - 246
13.	NEXT MEETING	
14.	ADJOURNMENT	

Agenda No.	From	Context Notes
6.3.2, 6.3.3, 6.3.5, 6.3.6 6.5.1 – 6.5.5		FPC Work Program Report, Quarterly Financial Report, Bylaw No. 167 and 168 RFD and Budget Session Items were discussed at the FPC meeting on February 28 th and forwarded directly to the March Trust Council meeting.
8.1.2	Gambier LTC request – Biosphere Reserve motion of support	Please review the Marine Protections Tools RFD (agenda item 6.2.5) for staff analysis re UN Biosphere applications. Staff recommend that Islands Trust bodies wait until the prerequisite of “local Indigenous community support” has been explicitly achieved before taking a formal position on this initiative.
11		In accordance with the EC’s policy (2.4.vi), correspondence items are for information only, unless raised for action by a member of the EC. In some instances, correspondence to others is included, if it relates to the Executive Committee’s business.
12.1		The EC work program is amended before each meeting with suggested priorities proposed by staff. By resolution, the EC can provide direction regarding new items or the order of priorities.



Executive Committee

Minutes of Regular Meeting

Date: February 15, 2017

Location: Grand Hotel Nanaimo, Meeting Room 103

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Clare Frater, Director, Trust Area Services (teleconference)
Cindy Shelest, Director, Administrative Services (teleconference)
Ann Kjerulf, Regional Planning Manager, Northern Team
Teresa Rittemann, Planner 1, Gabriola
Emma Restall, Executive Coordinator (Recorder)

1. CALL TO ORDER

The meeting was called to order at 9:31 a.m. Chair Luckham acknowledged that the meeting was being held in Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

8.2.1 Lasqueti Minister Stone meeting

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

Provided for information.

3. ADOPTION OF MINUTES

January 18, 2017 Executive Committee Meeting

By General Consent, the Minutes of the January 18, 2017 Executive Committee Meeting were adopted as presented.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List

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

Executive Committee decided that the request from December 6, 2016 meeting to draft a letter for the Chair to the Premier of British Columbia making a case for withholding approval of the Trans Mountain Pipeline Expansion project be rescinded without motion.

4.2 Director/CAO Updates

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

4.3 Local Trust Committee Chair Updates

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

5. BYLAWS FOR APPROVAL CONSIDERATION

6. TRUST COUNCIL MEETING PREPARATION

6.1 Trust Area Service

Nothing to report.

6.2 Local Planning Services

Nothing to report.

6.3 Administrative Services

Nothing to report.

6.4 Executive

6.4.1 Archaeological Sites Protection Session - Outline

Executive Committee members reviewed the draft Archaeological Sites Protection Session Outline.

6.4.2 Water Sustainability Act Session

Executive Committee members discussed the difficulty in securing speakers for the draft *Water Sustainability Act* session.

By General Consent, it was decided that the *Water Sustainability Act* session be postponed until later in 2017.

6.4.3 March Trust Council Draft Schedule

Executive Committee members reviewed the draft March 2017 Trust Council meeting schedule and made some amendments including the removal of the *Water Sustainability Act* session due to lack of availability of presentation staff. Staff will provide the revised schedule to the next meeting.

6.4.4 Discussion on Invitation of First Nations representatives to Trust Council

Executive Committee directed staff to invite Chief John Wesley to upcoming Gabriola welcome session and first day and dinner.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

Nothing to report.

7.2 Executive Committee Initiated

Nothing to report.

8. NEW BUSINESS

8.1 Trust Area Services

8.1.1 LTC Chair's Report on Local Advocacy Topics

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

**8.1.2 2017 AVICC/UBCM resolutions and backgrounder -RFD
EC-2017-24**

It was MOVED and SECONDED,

THAT the Executive Committee directs staff to finalize and forward a resolution with backgrounder for consideration at the 2017 Association of Vancouver Island and Coastal Communities and Union of BC Municipalities conventions requesting that the provincial and federal governments implement measures that discourage rigid foam pollution in the marine environment.

CARRIED

**8.1.3 2016-2017 Annual Report outline – RFD
EC-2017-25**

It was MOVED and SECONDED,

THAT the Executive Committee approves the format and outline of contents for the 2016-2017 Annual Report.

CARRIED

The meeting recessed at 11:00am and resumed at 11:05am.

**8.1.4 Marine Protection Tools recommendations - Briefing
EC-2017-23**

It was MOVED and SECONDED,

THAT the Executive Committee Request staff to forward this briefing to Trust Fund Board.

CARRIED

8.2 Local Planning Services
Nothing to report.

8.3 Administrative Services

8.3.1 Appointment of Auditors 2016/17 – RFD

EC reviewed options and discussed reasoning behind choosing KPMG.

EC-2017-26

It was MOVED and SECONDED,

THAT KPMG be appointed auditor for the Islands Trust and the Islands Trust Fund 2016/17 financial statements.

CARRIED

It was agreed that item 8.4.1 be considered ahead of item 8.3.2.

8.4 Executive/ Trust Council

**8.4.1 Inviting US and Canadian consulate representatives to Council
EC-2017-27**

It was MOVED and SECONDED,

THAT the Executive Committee invite the US and Canadian consulate representatives to attend Trust Council.

CARRIED

The meeting recessed at 12:00pm and resumed at 12:25pm

8.3

Administrative Services

8.3.2 Electronic Meeting Procedures – Briefing

Staff provided information on a defined electronic meeting procedure. Executive Committee gave feedback on the need for special attention to the required technology and resources.

8.4

Executive/ Trust Council

8.4.2 Victoria Office Relocation – Briefing

Staff provided information on the Victoria Office lease status.

8.4.3 Requirement for Delegation and Presentation Material in Advance of Trust Council and Council Committee Meetings – Briefing

EC-2017-28

It was MOVED and SECONDED,

THAT the Executive Committee direct staff to propose amendments to Policy 2.2.ii and Policy 7.4.1 to require advance submission of speaker/delegation material intended for presentations at a Trust Council or Council Committee meeting.

CARRIED

8.4.4 Trustee Responsibilities

Executive Committee requested that staff create a session outline on Trustee Conduct and a review of the material and presentation given at the beginning of their term to next EC.

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

11.

CORRESPONDENCE

11.1 Peter Johnston of Lasqueti re June TC schedule

Received for information.

11.2 AVICC Call for Resolutions and Nominations

Received for information.

11.3 Brenda McCorquodale re AMAC January 25

EC-2017-29

It was MOVED and SECONDED,

THAT the Executive Committee direct staff to research the ability for Islands Trust to obtain membership with AMAC.

CARRIED

11.4 Invitation to Howe Sound Community Forum May 5

EC-2017-30

It was MOVED and SECONDED,

THAT Executive Committee direct the Chair to attend the Howe Sound Community Forum.

CARRIED

11.5 Invitation to 2017 Marine Managers Workshop April 4

Received for information with a suggestion that staff attend.

- 11.6 Peter Frinton of Sea-to-Sky Clean Air Society re Symposium Invitation Mar 14 2017**
Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

By General Consent, the Executive Committee endorsed the Work Program dated February 9, 2017 as amended.

EC-2017-31

It was MOVED and SECONDED,

THAT staff undertake a review of applications across the islands trust for potential inclusion in a future annual report.

CARRIED
Trustee Busheikin opposed

9. CLOSED MEETING

EC-2017-32

It was MOVED and SECONDED,

THAT That the meeting be closed to the public subject to Sections 90(1)(c)(g)(i) and (l) 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 discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report] and that staff attend the meeting

CARRIED

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

No items to report

EC-2017-33

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 3:00p.m.

Peter Luckham, Chair

Certified Correct

Emma Restall, Recorder

Follow Up Action Report

Executive Committee

Activity	Activity	Responsibility	Target Date	Status
18-Jan-2017	Review and Approval of 2017 Executive Committee meeting schedule Organize meeting space and catering for February 15 and November 1, 2017 meetings to be held in Nanaimo. Communicate details to Executive Committee and staff.	Russ Hotsenpiller Emma Restall	08-Feb-2017	On Going

Chief Administrative Officer

Activity	Activity	Responsibility	Target Date	Status
17-Aug-2016	Recommendations regarding ongoing meeting locations (cost benefit analysis of islands venues versus city venues) based on challenges experienced resulting in Mayne Island TC meeting cancellation and similar challenges anticipated on the smaller islands.	Russ Hotsenpiller		On Going
26-Oct-2016	Strategic Plan - detailed review Staff to bring back Computer Application Support Technician (CAST) examples to the next EC meeting.	Russ Hotsenpiller Clare Frater		On Going
06-Dec-2016	Legislative Changes to the Islands Trust Act Investigate the principle of amending the Islands Trust Act and decide when it is appropriate to adding a priority to this.	Russ Hotsenpiller	10-Mar-2017	On Going
15-Feb-2017	create a session outline on Trustee Conduct and a review of the material and presentation given at the beginning of their term for review at next EC.	Russ Hotsenpiller	01-Mar-2017	On Going

**Follow Up Action Report**

15-Feb-2017	RSVP to Howe Sound Community Forum invitation advising the Chair Luckham will attend.	Russ Hotsenpiller Emma Restall	22-Feb-2017	Done
15-Feb-2017	Undertake a review of applications across the islands trust for potential inclusion in a future annual report.	Russ Hotsenpiller	01-Mar-2017	On Going

Director, Local Planning Services

Activity	Activity	Responsibility	Target Date	Status
25-Nov-2015	9.2.4 Bring recommendations re Policy 4.1.ix (Bylaw referrals to adjacent LTCs) to future EC meeting	David Marlor	08-Feb-2017	On Going

Director, Trust Area Services

Activity	Activity	Responsibility	Target Date	Status
09-Nov-2016	Letter from BC Hydro Proposed Woodpole Maintenance Schedule Staff to advise BC Hydro that it is acceptable to proceed with the planned woodpole treatment plan in 2016/17 using boron/copper products only if BC Hydro advertises the program on the affected islands, and requests staff to work with BC Hydro and Bowen Island Municipality to prepare a briefing regarding potential cancellation of the Letter of Understanding Concerning the Use of Pesticides during the BC Hydro Woodpole Test and Treat Program.	Clare Frater		On Going
23-Nov-2016	Trustee Crumblehulme re Mayne Island Oil Spill Response Islands Trust staff member to attend the first general inter-agency meeting convened by the Mayne Island Conservancy for the express purpose of developing a local response plan.	Clare Frater		On Going
18-Jan-2017	Section 42 Roads / Tucker Bay Road Draft a letter for the Chairs signature appealing the Ministry of Transportation and Infrastructures decision regarding Tucker Bay Road on Lasqueti Island	Clare Frater	15-Feb-2017	On Going

**Follow Up Action Report**

06-Dec-2016	December Trust Council - Marine Protection Tools EC to review the briefing on marine protection tools and make recommendations to council with respect to possible amendments to the Strategic Plan and other follow up actions	Clare Frater David Marlor	01-Mar-2017	Done
15-Feb-2017	Forward the Marine Protection Tools recommendation briefing to Trust Fund Board	Clare Frater Jennifer Eliason	01-Jun-2017	Done
15-Feb-2017	invite Chief John Wesley to upcoming Gabriola (March TC) welcome session and first day including dinner.	Clare Frater Fiona MacRaild	22-Feb-2017	On Going
15-Feb-2017	Finalize and forward a resolution with backgrounder for consideration at the 2017 AVICC and UBCM conventions requesting that the provincial and federal governments implement measures that discourage rigid foam pollution in the marine environment	Clare Frater	21-Feb-2017	Done
15-Feb-2017	invite the US and Canadian consulate representatives to attend Trust Council in March 2017 on Gabriola and continue to invite the San Juan County representative to council annually.	Clare Frater	22-Feb-2017	On Going
15-Feb-2017	Research the ability for Islands Trust to obtain membership with AMAC.	Clare Frater	01-Mar-2017	On Going

Legislative Services Manager

Activity	Activity	Responsibility	Target Date	Status
15-Feb-2017	Amend Policy 2.2.ii and Policy 7.4.1 to require advance submission of speaker/delegation material intended for presentations at a Trust Council or Council Committee meeting so that all policies are consistent.	Carmen Thiel	01-Mar-2017	On Going



Follow Up Action Report

Trust Council Quarterly Meeting Schedule
March 14-16, 2017
The Haven – Auditorium, 240 Davis Road, Gabriola Island

Tuesday, March 14	Wednesday, March 15	Thursday, March 16
	7:30 Breakfast	7:30 Breakfast
Ferries to Gabriola Island: From Nanaimo Harbour (25 minute sailing) 10:40 am 11:55 am	8:30 New Business Items* First Nations Reading List/ Event - Briefing 9:30 Administrative Services Director's Report FPC Work Program Report Quarterly Financial Report Financial Forecast - Briefing Select Committee Victoria Office Location - RFD *	8:30 Closed meeting 9:15 Role of the Trustee 10:00 Break
12:00 Executive Committee Meeting		10:15 Summary/Updates Trustee Updates Priorities Chart Proposed June TC Draft Agenda Program
12:30 Lunch	10:15 Break	12:00 Lunch
1:30 Call to Order and Approval of Agenda RWMs * Adoption of Minutes FUAL Trustee Round Table	10:30 2017/18 Budget Overview and Approval 11:00 Trust Area Services Director's Report TPC Work Program Trust Fund Board Report Regional Conservation Plan Revision - Briefing Marine Protection Tools - RFD Community Stewardship Awards 2017 - Briefing Islands Trust Visual Identity - Briefing *	12:30 Correspondence
2:45 Break	12:30 Lunch	1:00 Adjournment (approx.)
3:00 2017/18 Budget Review and Discussion on Amendments 4:00 Executive CAO's Report * EC Work Program Continuous Learning Plan Strategic Plan Quarterly Update Islands Trust Transition Plan	1:30 Community Presentations 2:00 Delegations & Town Hall 3:00 Break	Ferries from Gabriola Island: To Nanaimo Harbour (25 minute sailing) 1:50 pm 3:05 pm
4:45 Local Planning Services Director's Report * LPC Work Program SSI Watershed Special Property Tax - RFD First Nations Communications Guide Provincial Private Moorage Policy Update	3:15 Archaeological Site Protection 5:00 Adjourn for the day	 Islands Trust
5:15 Adjourn for the day		
6:00 Dinner	6:00 Dinner with Former Trustees - Robert's Place	

* Denotes resolution/decision items

Members of the public are invited to attend all sessions except any closed meetings and meals.

Gertie Bus will arrive at The Haven at 5:45pm on Wednesday to transport Trustees to Robert's Place



Islands Trust Council

Quarterly Meeting Agenda

Date: Tuesday, March 14, 2017
Location: The Haven
240 Davis Rd., Gabriola Island, BC

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
3. GENERAL BUSINESS ARISING	
3.1 Resolutions Without Meeting	
3.2 December 2016 Trust Council Meeting Draft Minutes	4 - 17
3.3 Trust Council Follow Up Action List	
3.4 Trustee Round Table	
4. 2017/18 BUDGET REVIEW AND DISCUSSION ON AMENDMENTS	
5. EXECUTIVE	
5.1 Chief Administrative Officer's Report	
5.2 Executive Committee Work Program Report	
That the Islands Trust Council approves the top priorities of the Executive Committee Work Program Report.	
5.3 Continuous Learning Plan	
5.4 Strategic Plan Quarterly Update	
5.5 Islands Trust Transition Plan	
6. LOCAL PLANNING	
6.1 Director of Local Planning Services Report	18 - 19
6.2 Local Planning Committee Work Program Report	20 - 21
6.3 Salt Spring Island Watershed Management Special Property Tax - RFD	22 - 29
THAT the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$98,500 in its 2017/18 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.	

6.4	First Nations Communication: Language and Tone Guide	30 - 134
6.5	Provincial Private Moorage Policy Update	135 - 141
7.	NEW BUSINESS	
7.1	First Nations Reading List and One Book, One Community Event - Briefing	142 - 159
8.	ADMINISTRATIVE SERVICES	
8.1	Director of Administrative Services Report	
8.2	Financial Planning Committee Work Program Report That the Islands Trust Council approves the top priorities of the Financial Planning Committee Work Program Report.	
8.3	Quarterly Financial Report - RFD That the Islands Trust Council approves the quarterly Financial Report as presented.	
8.4	Financial Forecast - Briefing	
8.5	Select Committee Victoria Office Location - RFD That Trust Council adopt the recommendations of the Select Committee "That the Management Team, and their Administrative Support staff and the Trust Fund Board staff remain within the Greather Victoria area (32km or less from the current location) for the foreseeable future and that staff examine the possibility of a satellite office for the Southern Planning Team members and/or other staff 'as presented' and give direction to conclude the work of the Committee".	160 - 165
8.6	Financial Plan Bylaw No. 167 - RFD	
8.7	Borrowing Anticipation Bylaw No. 168 - RFD	
9.	2017/18 BUDGET OVERVIEW AND APPROVAL	
10.	TRUST AREA SERVICES	
10.1	Director of Trust Area Services Report	166 - 167
10.2	Trust Programs Committee Work Program Report	168 - 169
10.3	Trust Fund Board Report	170 - 171
10.4	Regional Conservation Plan Revision - Briefing	172 - 178
10.5	Marine Protection Tools - RFD	
10.6	Community Stewardship Awards 2017 - Briefing	179 - 180
10.7	Islands Trust Visual Identity - Briefing	
11.	COMMUNITY PRESENTATIONS	

12. DELEGATIONS AND TOWN HALL

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|------|--|-----------|
| 12.1 | Association for Denman Island Marine Stewards re March 2 Herring Celebration and Dialogue | 181 - 181 |
| 12.2 | Salish Sea Trust re Salish Sea World Heritage Site proposal | 182 - 184 |
| 12.3 | Gulf Island Alliance | 185 - 185 |
| 12.4 | Jacinthe Eastick re Subdivision and Density | 186 - 186 |
| 12.5 | Gisele Rudischer re density limits in OCPs in relation to the Islands Trust Policy Statement | 187 - 187 |

13. ARCHAEOLOGICAL SITE PROTECTION SESSION - PART 1

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|------|--|-----------|
| 13.1 | Archaeological Site Protection Session | 188 - 188 |
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14. CLOSED MEETING (Separate Agenda)

That the Islands Trust Council meeting be closed to the public subject to Section 90(1) of the Community Charter in order to consider matters related to:

(c) labour relations or other employee relations,

(g) litigation affecting the Islands Trust; and

(i) receipt of advice that is subject to solicitor-client privilege;

and that CAO Russ Hotsenpiller be invited to attend the closed session.

15. ROLE OF THE TRUSTEE SESSION

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|------|-----------------------------|-----------|
| 15.1 | Role of the Trustee Session | 189 - 221 |
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16. SUMMARY / UPDATES

16.1 Trustee Updates

16.2 Priorities Chart

By General Consent

16.3 Proposed June 2017 Trust Council Agenda Program

For information.

16.4 Disposition of Delegations and Town Hall Requests

By General Consent

17. CORRESPONDENCE

18. NEXT MEETING

19. ADJOURNMENT

Date: February 22, 2017

1. Organizational considerations

The Islands Trust received indications that a decision by the Minister of Community, Sport and Cultural Development to order a vote on a Salt Spring Island incorporation will likely take place such that the vote is conducted after the provincial voting period between April 1 and mid to late June. Accordingly, as an organization we are in a holding period until further notice. We have a Transition Plan prepared and have begun some change management pre-work at the management level in anticipation of news in the near term. We have not received a response to the funding request made of the Ministry in the fall of 2016.

An area of focus has been the budget process and assisting Finance staff and FPC as they move towards a recommended budget for 2017/18. In particular the 2016/17 budget forecast and 17/18 budget for the Executive Administration group was prepared and incorporated into the process. Also, further work has been done in developing amendments to the General Revenue Surplus Fund Policy in order to allocate for special reserves in our surplus fund. This action will provide transparency in how project funds that are not used in a given fiscal year can be earmarked for the next budget cycle.

Following the work of the Select Committee to Review Victoria Office Location, I have been working to ensure that the Victoria office staff and the organization have secure office space and improved working circumstances. A report has been included on the current Trust Council agenda that summarizes the current research being done on market data, office design and relocation costs. The goal of the organization is to establish a long term office presence and to ensure that the Islands Trust is receiving the best value possible while maintaining public confidence in the organization.

I took the opportunity to visit Galiano in January for a meeting with both Trustees, to tour part of the island as well as visit our office space. I also visited Saturna in February to attend an LTC and meet with both Trustees.

Over the last quarter there have been a number of occasions to offer support to Trustees with regard to conflict of interest, dealing with challenging constituents and to discuss the role of Trustees in meeting obligations of office. I have also responded to members of the community on issues including larger applications and individual bylaw and rezoning matters. No administrative fairness complaints have been received in the last quarter.

Our staffing priority has been to support the development of TAS capacity as quickly as possible. We have reallocated some staffing resources within the organization and by Trust Council in March we will have the recruitment process to fill the Senior Policy Advisor position well underway in order to assist the Director and deliver on Executive Committee and Trust Programs Committee work.

At their February meeting, the Trust Fund Board welcomed Salt Spring Island resident Robert A. Williams to the Board. Mr. Williams was appointed by the provincial government.

As part of usual duties, I have supervised the preparation of Executive Committee and Trust Council decision and briefing materials and the implementation of Committee and Council decisions.

Our administrative focus remains consistent: improving our electronic meetings, developing an electronic document management process and reorganizing the Strategic Plan to allow for ease of enquiry and greater ability to transition strategic priorities onto our workplans at all levels of the organization.

Presentation of the annual staff survey was intended for March 2017 in order that Trust Council receives information from our employees on their professional experience with the Islands Trust. This work has been delayed until June as we communicate with staff about a number of issues associated with the survey itself, including adjustment to some of the questions and ensuring that anonymity is maintained throughout all work units.

Preliminary work has begun on Trust Council's direction to investigate amendments to the *Islands Trust Act*. Primarily the focus has been identifying the core issues and broad elements associated with the amendment process. Successes in amending our enabling legislation will require a multi-level, strategic approach. The obvious groundwork involves an inventory of possible amendments that includes historical, financial and capacity information. This will lead to formation of Trust Council priorities and specific goals. Communications strategy will need to be multi-faceted as we outreach to the public, First Nations, the Ministry and other affected parties. Relationships with others will be important to achieving desired goals and we will benefit from open and assistive communications with the Ministry of Community Sport and Cultural Development. We will also need to adopt a legislative drafting approach that provides the greatest chance for success. Finally, this project will require development of a risk management plan

2. External considerations

Staff continue to monitor advocacy issues including the Howe Sound fixed link proposal, and the Gabriola anchorage proposal. There have not been any major advocacy developments since Trust Council met in December. Staff understand that more details on the federal Ocean Protection Plan will be available in April or May 2017.

Staff have organized a meeting for the first week of April with the staff of the Agricultural Land Commission to discuss updating our protocol agreement.

Staff continue Ministry outreach with meetings scheduled with the Assistant Deputy Minister and Directors.

Staff have organized meetings to discuss protocol agreements and letters of understanding with the Sunshine Coast Regional District and the Nanaimo Regional District. The outcomes will be reported to Trust Council in June.

3. Current Issues

FLNRO has amended their Private Moorage Program to allow "General Permissions" in certain marine areas. This change affects only some areas of the Trust Area. Staff are analysing the implications of the changes and advising local trust committees/ Executive Committee as appropriate.

Director Shelest and Director Frater attended the Local Government Leadership Academy conference with Trustees Luckham and Busheikin. Trustees Fast and Morse also attended on behalf of Bowen Island Municipality. The theme of the conference was Communication: Listening, Connecting and Leading.



Islands Trust

Islands Trust Council Plan for Continuous Learning 2014-2018

(What other topics would trustees like to propose?)

2017-02-21

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2017	Webinars (dates TBD)				
	March (Gabriola)	Role of the Trustee		Archaeological Site Protection	
	June (Lasqueti)	TFB Regional Conservation Plan		Species at Risk	Regional Districts
	September (Denman)				Effective Advocacy
	December (Victoria)				San Juan County U.S. and Canadian Consul Generals
2016	2015-16 Webinars (dates TBD)	Email management IT Website	Introduction to Roberts Rules of Order Introduction to Freedom of Information/Protection of Privacy		Making meetings work
	September (Sidney)	Visioning Housing Session			San Juan County U.S. Consul General
	December (Salt Spring)	Draft 2017/18 Budget Session	First Nations Legal Seminar	Visioning follow-up	Report out of EC meeting with Island ALC Panel

POTENTIAL TOPICS/AGENCY LIAISON FOR CONSIDERATION FOR FUTURE SESSIONS:

Suggestions arising during 2014-2018 Term:

- Heritage Conservation Act session
- Office of the Ombudsperson session
- Making Online Meetings Work
- OneNote for meetings
- Public Consultation and Polling
- NMCA – implications for local zoning jurisdiction
- Options for a trustee network
- Introduction to the Island Trust Policy Statement
- Participatory decision-making (using expertise on Bowen Island)
- Effective Communications and Social Media
- Archaeological site training session
- Strata Property Act/Bare Land Strata Regulations implications
- Agricultural Land Commission/Islands Trust Relationship Session
- Regional Conservation Presentation (Trust Fund Board)
- *Water Sustainability Act*

	<i>SESSIONS/ITEMS COMPLETED IN 2015-18</i>				
Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2016	June (Pender)	Marine Shipping Safety / Anchorages	Governance/Staff relations	Visioning (prelim)	
	March (Hornby)	Budget Session	Trust Council Electronic Meeting Options		First Nations
2015	2015 Webinars (held)	Annual Budget in Depth			
	Mar (Gabriola)	Introduction to Strategic Planning Annual Budget Session	Standards of Conduct (legal session) Provincial Assessment of Impact on Islands Trust (re potential SSI incorporation)	Community Planning 101 (for newly-elected)	Working with First Nations (introduction)
	June (Galiano)	Visioning/Strategic Planning			San Juan County
	Sept (Bowen)	Introduction to Structured Decision-Making Adaptation Strategy workshop Victoria Office Location Review workshop	Strategic Planning		Working with Bowen Island Municipal Council
	Dec (Victoria)	Draft 2016/17 Budget Session Strategic Plan Implications	Introduction to the Islands Trust Policy Statement		Working with the Trust Fund Board

Suggestions from previous terms:

- Using Special Tax Requisitions
- Introduction to UBCM
- Effective Advocacy (Trustee Steeves suggestion) / advocacy policy
- Dealing with difficult people (Trustee Busheikin suggestion)
- Dispute Resolution for planners and trustees (Trustee Grove suggestion)
- Introduction to the Climate Action Charter
- Effective Conservation Covenants
- Demographics-Aging Population
- Dept. of Fisheries and Oceans – marine sewage, fish farming
- Private Managed Forests Council
- BC Assessment Authority
- Ministry of Transportation
- Local GHG Emissions Inventory (e.g. Lasqueti Island)
- Advocacy and Media Relations
- Succession Planning and Staff Retention
- Soil Removal
- Alternate Energy Sources
- Using Technology – document and information management
- Using Social Media
- Adapting to Sea Level Rise
- Local Government Liability

SESSIONS/ITEMS COMPLETED IN 2011-14

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
	<i>Webinar Sessions (held)</i>	<i>Email Management (Aug 2013) Carbon Offsets (June 2013)</i>			
2014	<i>Mar (Hornby)</i>	<i>Annual Budget Session</i>			<i>Provincial Treaty Negotiators</i>
	<i>June (Saturna)</i>	<i>Coastal Douglas Fir Zone Conservation Action Plan</i>	<i>Aquaculture Management</i>		<i>San Juan County Respectful Workplaces</i>
	<i>Sept (Gambier)</i>	<i>Term Review</i>	<i>Election Period Best Practices</i>		
	<i>Dec (Victoria)</i>	<i>Orientation Draft 2015/16 Budget Session</i>	<i>Orientation</i>	<i>Orientation</i>	<i>Orientation</i>
2013	<i>June (Mayne)</i>	<i>Carbon Neutral Policy</i>		<i>Making Difficult Decisions</i>	<i>Working with San Juan County</i>
	<i>Mar (Thetis)</i>	<i>Annual Budget Session</i>	<i>Legal Session Conflict of Interest</i>		<i>Working with the Islands Trust Fund</i>
	<i>Sept (Lasqueti)</i>	<i>Advocacy Policy</i>	<i>Freedom of Information and Protection of Privacy</i>	<i>Refresher on admin. fairness in application processes</i>	
	<i>Dec (Victoria)</i>	<i>Draft 2014/15 Budget Strategic Plan Review Invasive Species</i>		<i>Bylaw Enforcement Best Practices</i>	<i>Economic Sustainability Session</i>
2012	<i>Dec (Salt Spring)</i>	<i>Draft Budget Session</i>		<i>Greenshores for Homes re Shoreline Mapping</i>	<i>Agricultural Land Commission</i>
	<i>Sept (Bowen)</i>	<i>Strategic Planning Oil Spill Response</i>	<i>Standards of Conduct and Admin. Fairness Refresher</i>	<i>Best practices in public engagement</i>	<i>Bowen Island Municipality</i>
	<i>June (Penders)</i>	<i>Strategic Planning</i>	<i>Intro to Indemnification</i>		<i>First Nations San Juan County</i>
	<i>Mar (Gabriola)</i>	<i>Annual Budget Session Initial Strategic Planning</i>	<i>Standards of Conduct and Indemnification</i>	<i>Community Planning 101 (for new trustees)</i>	
2011	<i>Dec (Victoria)</i>	<i>Trustee Orientation</i>	<i>'Staying out of Trouble'</i>	<i>Planning Orientation</i>	<i>Making Fair Decisions Islands Trust Human Resources</i>

SESSIONS/ITEMS COMPLETED in 2008 – 2011 TERM					
Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2008	December (Victoria)	Intro to Budget Session Strategic Plan Discussion	General Orientation Governance (G. Cuff)	General Orientation	General Orientation
2009	Mar (Gabriola)	Annual Budget Session	Strategic Planning Legal Session	Intro to land use planning	
	June (N. Pender)		Procedural Fairness	Introduction to land use planning – part 2	Farm Industry Review Board San Juan County
	September (Mayne)	Climate Change – GHG Emission Reduction Targets		GHG Emission Reduction – planning policies actions	
	December (SaltSpring)	Intro Budget Session History of the Trust	Litigation 101	Comm. Housing Task Force Bill 27 Update	Trust Fund Board
2010	March (Hornby)	Strategic Plan Review Annual Budget Session	Update regarding court case	Comm. Housing Task Force Bill 27 Update	
	June (Saturna)	Marine Shipping Safety	Refresher on Orientation Topics	Refresher on Temporary Use Permits	San Juan County Parks Canada
	Sept (Bowen)	Strategic Plan Update and Review		Food Security through Land Use Planning RAR – QEP perspective	Bowen Island Council
	Dec (Victoria)	Intro Budget Session Strategic Plan Update		Good Planning Practice (Randall Arendt)	Trust Fund Board Regional Conservation Plan (RCP)
2011	March (Galiano)	Annual Budget Session		MAP IT demo Implementing RCP w/ LTCs	
	June (Denman)	Conservation Offsets	Operational Carbon Neutrality and Offsets	Rural By Design Practical examples	Electoral Area Director – Cortes Strathcona RD
	Sept (SaltSpring)	Term & Strategic Plan Review Advice to Incoming Council	Elections Period Best Practice		San Juan County

Trust Council Quarterly Meeting Schedule
June 20-22, 2017
Lasqueti Island Community Hall – Main Road, Lasqueti Island

DRAFT

Tuesday, June 20	Wednesday, June 21	Thursday, June 22
	7:30 Breakfast	7:30 Breakfast
Ferries to Lasqueti Island:	8:30 New Business Items*	8:30 Closed meeting
	9:30 Regional Districts Session	10:00 Break
	10:15 Break	10:15 Summary/Updates Trustee Updates Priorities Chart Proposed June TC Draft Agenda Program
12:00 Executive Committee Meeting	10:30 Administrative Services Director's Report FPC Work Program Report Quarterly Financial Report Financial Forecast - Briefing	12:00 Lunch
1:00 Lunch –	*	12:30 Correspondence
1:30 Call to Order and Approval of Agenda RWMs * Adoption of Minutes FUAL Trustee Round Table	11:30 Trust Area Services Director's Report TPC Work Program Trust Fund Board Report	1:00 Adjournment (approx.)
2:45 Break	*	Ferries from Lasqueti Island:
3:00 Executive * CAO's Report EC Work Program Continuous Learning Plan Strategic Plan Update Islands Trust Transition Plan	12:30 Lunch	
3:45 Species at Risk Session	1:30 Community Presentations	
	2:00 Delegations & Town Hall	
4:45 Local Planning Services Director's Report * LPC Work Program Bylaw Enforcement Briefing	3:00 Break	
5:00 Adjourn for the day	3:15 TFB Regional Conservation Plan Session	
	5:00 Adjourn for the day	
6:00 Dinner with Former Trustees -	6:00 Dinner	

* Denotes resolution/decision items

Members of the public are invited to attend all sessions except any closed meetings and meals.

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Activity	Responsibility	Target Date	Status
10-Jun-2015	First Nations First Nations training and workshops	Russ Hotsenpiller David Marlor Clare Frater Cindy Shelest	31-Mar-2016	On Going
10-Jun-2015	Develop IT adaptation strategy regarding Salt Spring Island Incorporation	Russ Hotsenpiller Cindy Shelest David Marlor Clare Frater Carmen Thiel	15-Jun-2016	On Going
06-Dec-2016	Trust Council 2017 Consider alternatives to meeting in Victoria and alternatives for 2017 meetings in the Trust Area	Russ Hotsenpiller Emma Restall		On Going
06-Dec-2016	Strategic Plan Make Trust Council-approved amendments to the Strategic Plan.	Russ Hotsenpiller Emma Restall		Done
06-Dec-2016	Visioning Session Follow Up ·Develop PB pictograph ·Email PowerPoint and graphic (public survey, state of the islands report, survey of trustees and pictograph) to Trustees. ·Bring topic back to TC in March 2017 ·Incorporate Trustee Laws visioning statement into March 2017 presentation	Russ Hotsenpiller	03-Mar-2017	On Going

**Follow Up Action Report**

06-Dec-2016	Legislative Changes to the Islands Trust Act Assign the task of investigating the principle of amending the Islands Trust Act to the Executive Committee Add this project to the Strategic Plan	Russ Hotsenpiller Emma Restall	16-Dec-2016	Done
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Director, Administrative Services

Activity	Activity	Responsibility	Target Date	Status
13-Sep-2016	Community Housing - 2017/18 budget Allocate \$15,000 in the 2017/18 fiscal budget to allocate one staff day (based on Grid 24/Step 2) per week to explore and, if feasible, design and implement a program to hold and administer housing agreements on behalf of local trust committees.	Cindy Shelest David Marlor		On Going
06-Dec-2016	Budget Detail Review expenditures related to budget item TPC Water and Marine Conservation project and investigate potential reductions for 2017/18.	Cindy Shelest	10-Mar-2017	On Going

Director, Local Planning Services

Activity	Activity	Responsibility	Target Date	Status
16-Jun-2010	Riparian Areas Regulation (June 2010) Status report to Council until completed LPC (DM) to TC	David Marlor	30-Sep-2016	On Going
22-Mar-2016	Consequential amendments to Policy Statement Amendment Policy amendments Draft changes to the Policy 5.7.i Bylaw Checklists to remove reference to the Council Commitments and Recommendations Checklist.	David Marlor Clare Frater		On Going

Follow Up Action Report

13-Sep-2016	Community Housing Implement a co-ordination role for housing needs assessments between the various local trust areas and island municipalities to achieve efficiencies and compatibility, and to allow for consolidation.	David Marlor		On Going
13-Sep-2016	Community Housing - 2017/18 budget Develop a budget for housing needs assessments to be conducted for local trust areas at the regional level and island municipalities, and to be updated with each census.	David Marlor Cindy Shelest		On Going
13-Sep-2016	Community Housing Request Local Planning Committee to commission one or more regional housing needs assessment(s) that follow consistent methodologies, and can be updated with each census.	David Marlor		On Going
13-Sep-2016	Community Housing Explore and report back on the potential for Islands Trust entities to hold land for housing purposes.	David Marlor		On Going
06-Dec-2016	Senior Freshwater Specialist - Temporary Proposal The addition of \$83,670 to the 2017-18 budget to fund a temporary, full-time Senior Freshwater Specialist position from June 1, 2017 - March 31, 2018 has been approved. Begin recruiting process.	David Marlor	01-May-2017	On Going
06-Dec-2016	First Nations and Public Engagement Amend Policy 6.1.i, Section D to read Islands Trust refers to all islands trust bodies except island municipalities. Amend Section F of Policies 2, 3 and 4 to replace the words islands trust municipalities with island municipalities. Amend Section D by adding the words for the purpose of this policy immediately after the title.	David Marlor	23-Dec-2016	Done
06-Dec-2016	Provide an update on any emerging discussions with First Nations with regard to areas of shared marine protection priorities at the March 2017 Trust Council meeting.	David Marlor Clare Frater	03-Feb-2017	Done

Follow Up Action Report

Director, Trust Area Services

Activity	Activity	Responsibility	Target Date	Status
16-Sep-2015	Freighter anchorages Identify and act on opportunities re freighter anchorages	Clare Frater	30-Jun-2016	On Going
22-Mar-2016	Particularly Sensitive Sea Area Designation for the Salish Sea Chair to send a letter of support to the federal Minister of Transport.	Clare Frater Peter Luckham		On Going

Executive Coordinator

Activity	Activity	Responsibility	Target Date	Status
06-Dec-2016	Next Trust Council Mar 2017 Dec 2016 Follow Up Action Lists to Trustees and Staff Dec 2016 Council meeting decision highlights to website News Release and Agenda for Mar 2017 Council meeting Invitations - MLA, Electoral Area Director, former trustees Post notice on community bulletin boards (on island of meeting only) Agenda Package - Review/Distribution to Trustees	Emma Restall	04-Feb-2017	On Going
06-Dec-2016	Referral Response to Ministry re Salt Spring Incorporation Amend letter to ADM Faganello to include a recommendation that consideration be given to requiring a municipality to include reference to its inclusion in the Islands Trust in its electronic and written communication. Send letter to Ministry	Emma Restall	16-Dec-2016	Done
06-Dec-2016	Budget Detail Assign FPC and TPC the task of reviewing expenditures related to budget item TPC Water and Marine Conservation project and investigate potential reductions for 2017/18	Emma Restall	10-Mar-2017	Done

Follow Up Action Report

06-Dec-2016	Marine Protection Tools Assign Executive Committee to review the briefing on marine protection tools and make recommendations to council with respect to possible amendments to the Strategic Plan and other follow up actions	Emma Restall	16-Dec-2016	Done
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Manager, Islands Trust Fund

Activity	Activity	Responsibility	Target Date	Status
14-Jun-2016	NAPTEP Certificate Issue subject to survey, covenant and baseline report.	Jennifer Eliason		On Going

Island Trust Council Priorities Chart

Islands Trust Council Goals	Executive Committee	Trust Fund Board
1.Ecosystem Preservation and Protection 2.Ensure human activity and development are compatible with maintenance of Trust Area ecosystems 3.Sustain Island Character and Healthy Communities 4.Effective, Efficient and Collaborative Governance	1.Islands Trust Act Amendments 2.Oil Spill and Shipping Safety 3.Revisions to Crown Land protocol agreements and letters of understanding 4.First Nations Relationship Building	1.Strategic Planning/Administration 2.Covenant and Property Acquisitions 3.Property and Covenant Management 4.Communications 5.Fundraising and Conservancy Support

Financial Planning Committee	Local Planning Committee	Trust Programs Committee
1.First Draft of the 2017/18 Budget 2.Complete the 2016/17 Forecast 3.Propose Revisions to Trust Council Policy 6.5.i General Revenue Fund Surplus	1.Community Housing Needs 2.Shoreline Marine Planning 3.Protect Coastal Douglas-fir and Associated Ecosystems	1.Protect Quality and Quantity of Water Resources (Strategic Plan 4.3) 2.Review the Islands Trust Policy Statement (Strategic Plan 9.1) 3.Amend Crown Land Cooperation Agreements (Strategic Plan 8.1)



Southern Team Galiano, Mayne, N. Pender, S. Pender, Saturna	Northern Team Ballenas-Winchelsea, Denman, Gabriola, Gambier, Hornby, Lasqueti and Thetis	Salt Spring Team
• Galiano - Telecommunication Strategy; Affordable Housing Strategy; Dock Review; • Mayne - Riparian Area Regulation Implementation; Fallow Deer Eradication; Commercial Land Use Review; • North Pender - Land Use Planning for Waste Management; Housing; First Nations Interests; • Saturna - First Nations Relationship Building ; LUB Technical Review; • South Pender - First Nations Reconciliation; LUB Review and Update;	• Ballenas-Winchelsea s - Explore opportunities to build a relationship with Nanoose First Nation.; Advocacy for the protection and appropriate use of Crown islets.; • Denman - Relationship building with Komoks First Nation; Denman Island Farm Plan Implementation; Marine Issues; OCP and LUB Housekeeping Amendments ; • Gabriola - Review of water taxi feasibility at or near Descanso Bay, Gabriola Island; Review of roadside signage regulations on Gabriola Island; Housing Options Review Project; • Gambier - Riparian Areas Regulation ; Foreshore protection & stewardship; OCP advocacy policies - implementation & support Gambier OCP comprehensive review. ; • Hornby - Relationship building with Komoks First Nation; Housing amendments; Vacation rentals review; • Lasqueti - Community to Community Forum; Lasqueti Official Community Plan and Land Use Bylaw Review; Lasqueti Official Community Plan and Land Use Bylaw review; • Thetis - Riparian Areas Regulation Implementation; Follow up on Lyackson FN comments post adoption of Thetis Assoc. Islands OCP and LUB; Thetis Assoc. Islands Land Use Bylaw Amendment re: private moorage on Ruxton Isl. ;	• Salt Spring - Watershed Management + SSIWPA; LUB Update - Industrial Zones; Ganges Village Area Planning - Harbourwalk; LUB Update - Rural Watershed Uses. Agricultural uses appear incompatible with watershed drinking water quality.; TUPs for Secondary Suites and Cottages;



Islands Trust

DECEMBER 2016

PRIORITIES

1	PROTECT THE NATURAL ENVIRONMENT OF THE ISLANDS TRUST AREA
2	PRESERVE, PROTECT AND ADVOCATE FOR COASTAL SHORELINES AND MARINE AREAS WITHIN THE ISLANDS TRUST AREA
3	REDUCE COMMUNITY ECOLOGICAL FOOTPRINT
4	PROTECT QUALITY AND QUANTITY OF WATER RESOURCES
5	ENHANCE, PROTECT AND RESTORE COMMUNITY CHARACTER, SOCIO-ECONOMIC DIVERSITY AND ECONOMIC SUSTAINABILITY
6	STRENGTHEN RELATIONS WITH FIRST NATIONS
7	IMPROVE ORGANIZATIONAL COST EFFECTIVENESS AND RESILIENCE
8	IMPROVE CO-OPERATION AND INTEGRATION WITH OTHER LEVELS OF GOVERNMENT
9	IMPROVE COMMUNITY AND AGENCY UNDERSTANDING AND SUPPORT FOR THE ISLANDS TRUST
10	IMPROVE COMMUNITY ENGAGEMENT AND PARTICIPATION IN ISLANDS TRUST WORK

Strategic Plan 2014-2018

Quarterly Update – March 2017

The Islands Trust Council adopted its [Strategic Plan for the 2014-18](#) term at its September 2015 meeting on Bowen Island.

QUARTERLY UPDATE

Trust Council receives quarterly updates on Strategic Plan status, with highlights of successes and significant progress.

PROGRESS

Objective 1. Protect the natural environment

T.1.5.1 Trust Fund Board approved a land conservation strategy to protect high biodiversity areas.

T.1.5.2 Since December 2014, the Trust Fund Board has protected 44.01 hectares on Salt Spring, N Pender, Galiano, Hornby and Thetis Islands.

T.1.5.3 New 21 hectare Islands Trust Fund nature reserve created on Thetis Island.

Objective 2. Preserve, protect and advocate for coastal shorelines and marine areas

- Staff delivered a comprehensive analysis of marine protection tools to December 2016 Trust Council.

- T.2.3.1 The Islands Trust Council Chair sent two letters advocating for shipping safety to the Prime Minister re Transmountain

pipeline approval and , re Ocean Protection

Objective 5. Enhance community character, socio-economic diversity and economic sustainability

5.5 Select Committee has provided a recommendation to March TC on the relocation of some or all of the Islands Trust Victoria Head Office.

Objective 6. Strengthen relations with First Nations

Shared terrestrial and nearshore ecosystem mapping with all First Nations in region.

Developed draft Language and Tone Guide for use of staff; developing version for use by trustees and staff.

Twenty-seven First Nations initiatives currently underway, nine of which are trust-wide initiatives, the remainder at the local trust committee level.

Objective 7. Improve organizational cost effectiveness and resilience

T.7.1 Continued work by Management Team to review and update TC policies and procedures.

T 7.1.1 and .33 A strategic plan process for Information Technology and a review of electronic meetings have been initiated.

Objective 8. Improve cooperation and integration with other levels of government

T.8.1.1 Staff has made progress on revising and consolidating six agreements regarding Crown Land in the Islands Trust Area

Objective 9. Improve community understanding and support for the Islands Trust

T.9.1.1 Staff developing trend charts for greenhouse gases and population growth.

Staff developing visual identity guidelines

Objective 10. Improve Community engagement

T10.1.1 FPC consulted the public about the draft 2017/18 budget using the same approach taken for the 2016/17 budget.

COMMUNITY HIGHLIGHTS

Local Trust Committees (LTCs) have advanced the following land use planning projects (only changes since December report noted):

BALLENAS-WINCHELSEA ISLANDS

The Executive Committee (Acting as an LTC) has prioritized Crown Lands protection in the Ballenas-Winchelsea LTA, and will be represented at the Mount Arrowsmith Biosphere Reserve Roundtable.

DENMAN ISLAND

The Denman Island LTC has initiated Denman Island Farm Plan implementation and is also continuing to consider land use bylaw amendments to prohibit driving on the beach.

GABRIOLA ISLAND

The Gabriola Island LTC is considering official community plan (OCP) and land use bylaw (LUB) amendments to increase housing options and LUB amendments to its signage regulations. The LTC also continues to consider an application to amend the Gabriola OCP and LUB to facilitate a 25-lot subdivision in combination with the dedication of 136 hectares of parkland adjacent to the 707 Community Park and Coates Marsh Regional Park.

GAMBIER ISLAND

The Gambier Island LTC has made steady progress toward adoption of *Riparian Areas Regulation* bylaws and its Official Community Plan is currently under review.

HORNBY ISLAND

The Hornby Island LTC is initiating a review of vacation home rental regulations. The LTC has advertised for new Advisory Planning Commission members to support this and other LTC work.

LASQUETI ISLAND

The Lasqueti LTC initiated a targeted OCP review with a focus on marine shoreline protection. The LTC is also actively engaged in an Aging at Home project and is now commencing Phase 2 of this project, which involves potential OCP and LUB amendments.

MAYNE ISLAND

The Mayne Island LTC has completed policies and regulations for Short Term Vacation Rentals as a home occupation and is proceeding with Riparian Areas Regulation implementation.

NORTH PENDER ISLAND

The North Pender Island LTC has completed policies and regulations for Short Term Vacation Rentals and is proceeding with a review of options for secondary suites.

SALT SPRING ISLAND

The Salt Spring Island LTC is developing a bylaw to permit use of Temporary Use Permits for affordable rental housing in secondary suites and cottages. The Salt Spring Island LTC is engaging environmental groups and agricultural groups to ensure protection of surface drinking water in non-ALR lands.

SATURNA

The Saturna LTC hosted an afternoon SENCOTEN History of Saturna Island with four knowledge-holders from Tsawout First Nation.

SOUTH PENDER

The LTC continued to work on a comprehensive review of its Land Use Bylaw, engaging in extensive community consultation on key issues.

THETIS ISLAND

Thetis LTC continues to consider two major rezoning applications within marine areas: West Vancouver Yacht Club outstation and Hardy Granite Quarries barge facilities at Valdes Island. The LTC is also considering potential amendments to the Thetis Associated Islands Land Use Bylaw regarding private moorage structures.

Emma Restall

From: Emma Restall
Sent: Thursday, February 23, 2017 7:57 AM
To: Emma Restall
Subject: RE: March TC Townhall and Community Presenations

From: Heather O'Sullivan
Sent: Wednesday, February 22, 2017 5:51 PM
To: Emma Restall; Melanie Mamoser
Cc: Laura Busheikin; Michelle Benjamin
Subject: RE: March TC Townhall and Community Presenations

Thanks Emma!

Here is a precis of Michelle's presentation.

2017 is the 20th Anniversary of the Gabriola Arts Council (GAC), and marks our 20th year of actively supporting the arts on Gabriola Island.

GAC's vision is: "A creative, engaged, and inclusive community sustaining Gabriola's vibrant island culture." Our events and programs are designed to support local artists, create opportunities for community members to engage directly with arts and culture, contribute to community and individual well-being, and to support local economic development.

GAC's presentation today will describe the function of our organization as a whole, and also highlight a number of projects that we are involved in that we believe will be of interest to Trustees both for the range of community benefits they provide and for their compatibility with the Islands Trust mandate. Some examples include:

- One Book, One Community Reconciliation Reading project
- Healing Power of Art program
- Renovation of Gabriola Arts and Heritage Centre (complete with Solar Energy retrofit)
- Ever-popular yearly events such as Isle of the Arts, Theatre Festival and Thanksgiving Studio Tour (all of which are tremendous tourist draws and economic drivers)

It's my understanding that Michelle will have a PowerPoint presentation, and she is aware of the March 2 deadline.

Please let us know if you need anything else...

Heather O'Sullivan
Gabriola Island Local Trustee
Islands Trust
(250) 247 9574
hosullivan@islandstrust.bc.ca
www.islandstrust.bc.ca

*Preserving **Island** Communities, Culture and Environment*

Emma Restall

From: Salish Sea Trust <salishseatrtrust@shaw.ca>
Sent: Thursday, February 09, 2017 2:26 PM
To: Emma Restall
Subject: Islands Trust Council Mtg, & follow-up re. Salish Sea World Heritage Site proposal
Attachments: PRESS RELEASE, Salish Sea Could Be BC's next World Heritage Site, f9'16.docx

Hello Ms Restall,

We would like to again make a presentation to the Islands Trust Council with respect to support for our World Heritage Site proposal.

We expect to follow-up directly with Council members by email, but would like to make our interest known to make a presentation at the March Council meeting. At that time we would expect to provide an update on our outreach, and application - and if possible would like to try to actually show our ppt this time (our mistake in December!)

As you can please provide any information that we should be attending to in preparation of the meeting. FYI, I have attached a copy of our press release of today.

Thank you.

Laurie Gourlay
Interim Director

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Salish Sea Trust, Box 333, Cedar, B.C., V9X 1W1
250.722.3444, <salishseatrtrust@shaw.ca> (www.salishseatrtrust.ca)

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

Subject: Jas - revised version of Salish Sea ppt
Date: Fri, 2 Dec 2016 10:17:21 -0800
From: Salish Sea Trust <salishseatrtrust@shaw.ca>
To: Jas Chonk <jchonk@islandstrust.bc.ca>

Hello Jas,

Here is our revised version of the ppt, which I would like to have shown while making a presentation to Council on the 7th.

And just to be sure, could you also confirm that the meeting is on Saltspring.

Thank you.

Laurie Gourlay
Interim Director
Salish Sea Trust

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Salish Sea Trust, Box 333, Cedar, B.C., V9X 1W1

250.722.3444, [<salishseatrust@shaw.ca>](mailto:salishseatrust@shaw.ca) (www.salishseatrust.ca)

FOR IMMEDIATE RELEASE

Salish Sea could be B.C.'s next World Heritage Site: one more thing to celebrate this BC Heritage week

Public has until Earth Day (April 22) to submit feedback on WHS proposal

February 9, 2017 (Cedar, B.C.) – A group of B.C. residents have a special contribution to make to B.C.'s Heritage Week celebrations: an application to make the Salish Sea a UNESCO World Heritage Site.

"The Salish Sea is a cornerstone of British Columbia's heritage," said Laurie Gourlay, director and founder of the Salish Sea Trust. "It is a living, breathing piece of our heritage. It simultaneously tells the story of our natural, cultural, and economic histories and, with the support of British Columbians, we can make sure it stays that way."

The Salish Sea Trust non-profit organization has partnered with Sea Legacy co-founders and National Geographic photojournalists Paul Nicklen and Cristina Mittermeier to rally public support for the application championing outstanding universal value that is the backyard of 3.5 million Canadians.

"Between now and Earth Day (April 22) we are inviting residents, neighbours, and friends of the Salish Sea to visit www.wearethesalishsea.eco to join us in expressing their admiration for this universal treasure," said Mittermeier over sat phone from Antarctica where she is on assignment for National Geographic. "Sign on to our call to designate the Salish Sea a World Heritage Site or, do one better and write your own letter. Every expression of support makes the application stronger."

Over the next three months the campaign to have the Salish Sea recognized as a World Heritage Site will be approaching local governments, service clubs, Chambers of Commerce, boating organizations and all sectors with an interest in the Salish Sea. Along with requesting letters of support, the campaign hopes to encourage a greater appreciation of the marine heritage which the west coast of Canada is once again discovering and taking great pride in.

"Any organization or individual interested in learning more about this initiative is invited to contact us as soon as possible," said Gourlay. "If you have questions, concerns, or want to get involved, please visit www.wearethesalishsea.eco to get in touch."

- 30 -

For more information, to arrange interviews, or get imagery to support the copy, please contact Kait Burgan:

p. [250-816-0046](tel:250-816-0046)
e. kait@sealegacy.org

From: Dorrance` Woodward [<mailto:dorrancewoodward@gmail.com>]
Sent: Friday, February 03, 2017 2:20 PM
To: Jas Chonk; bcmills45@gmail.com
Subject: request to present at Trust Council Mtg. Mar 14

Hi Jas,

I am writing on behalf of the Association for Denman Island Marine Stewards to request an opportunity to make a standard (10min) presentation sometime during the Trust Council's meeting on March 14.

I called the northern office, and they confirmed you would be the appropriate person to respond to our request. I hope so - but if not please forward this to the correct staff member.

We have made a number of presentations before regarding marine issues. This time we wish to report to the Trust as a whole about our March 2 Herring Celebration and Dialogue. To understand why we want to speak, let me give a bit of background.

ADIMS has been looking for specific strategies to better protect our local waters, and in this year when both the Environmental Assessment Act and the Fisheries Act are being revised, we decided to focus on possible actions at the federal level. We have invited our local MP, Gord Johns, Fin Donnelly, the vice chair of the Standing Committee on Fisheries and Oceans, scientists who are experts on herring and ecotoxicology, an environmental lawyer with expertise in the Fisheries Act, NGOs working for greater marine protections for our coast and members of the K'omoks First Nation Watchmen. Our local trustees are planning to attend as well.

Given this intention, we believe we will have very interesting outcomes and information to share with all Trustees, and that our event may be a useful model for others within the Trust.

I look forward to hearing from you.

With many thanks,

Dorrie Woodward
co-chair, ADIMS
250 335 3288

Emma Restall

From: Emma Restall
Sent: Monday, February 20, 2017 2:44 PM
To: Emma Restall
Subject: RE: Delegation request March Trust Council

From: Deborah Ferens [<mailto:debferens@shaw.ca>]
Sent: Monday, February 20, 2017 10:33 AM
To: Jas Chonk
Subject: Delegation request March Trust Council

Hi Jas,

The Gulf Islands Alliance (GIA) would like to request a spot for a delegation to the March 2017 Trust Council meeting on Gabriola Island. Once determined, we will advise you which GIA representative will be there as the delegate.

Many thanks,
Deborah Ferens
Board Member
Gulf Island Alliance

From: Jacinthe <pandje@shaw.ca>
Sent: Tuesday, February 21, 2017 10:45 AM
To: Emma Restall
Subject: Request to be a delegation at Trust Council

Dear Emma (Restall),

I wish to address Trust Council, as two delegations, at its March 2017 meeting on Gabriola Island.

I will be content to limit each presentation to 5 minutes.

1. Subdivision under the Strata Property Act
2. What is “density”?

Please confirm that you have received my request,

Yours truly,
Jacinthe (Eastick)

From: Gisele Rudischer <giselerudischer@gmail.com>
Sent: Tuesday, February 21, 2017 10:48 AM
To: Emma Restall
Subject: Presentation to March Trust Council

Name: Gisele Rudischer

Topic: Density



March 2017 Islands Trust Council

Archaeology Session

3:15 a.m. – 4:00 p.m., Wednesday, March 16, 2017

Purpose: This session will increase our awareness of how archaeology is a tool of land-use planning for identification and protection of places of historical value, will provide an overview of land-use planning available to Local Trust Committees and a discussion of challenges and common dilemmas within the Trust Area.

Resources: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director of Local Planning Services
Fiona McRaid, Senior Intergovernmental Policy Advisor

TIME	TOPIC	WHO
3:15 -3:30	Provincial Archeological Site Protection	CAO Russ Hotsenpiller
3:30-3:45	Local Planning Tools for Protection of Archeological Sites	David Marlor, Director of Local Planning
3:45-3:55	The Unique Challenges of Identifying and Preserving Historical Places in the Trust Area Whose history is it? To be neutral and professional in the use of land-use tools for identifying and preserving places of historical value, LTCs need be cautious in assigning history to specific First Nations. This requires effort in gaining specific knowledge about local First Nations, their weight of claim within the Trust Area, how that intersects with other interests, underlying assumptions of historical places and processes that ensure the greatest level of neutrality possible for Islands Trust.	Fiona MacRaid, Senior Intergovernmental Policy Advisor
3:55-4:00	Questions	All

Staff recognizes that archaeology within the Trust Area is a vast and important topic that requires the development of knowledge, history, professional expertise and issue identification, to name but a few elements. Accordingly it is recommended that this session be regarded as an introductory session primarily focusing upon local government tools and senior legislation. It is recommended that a subsequent session be added to the continuous learning plan to delve deeper into specific case studies and issues of relevance to Trustees.



March 2017 Islands Trust Council

Role of the Trustee

9:15 am, Thursday March 16, 2017

Purpose: To review best practises and legislative responsibilities regarding the role of the Trustee in relation to the legislative process, constituents and the Islands Trust.

Resources: Russ Hotsenpillier, Chief Administrative Officer

TIME	TOPIC	WHO
9:00 -10:00	A presentation will be provided reviewing the role of local government elected officials in order to initiate a general discussion amongst Trust Council. As Trustees are at a midpoint in the 2014-2018 term, it would be useful to revisit orientation material originally provided at the start of term and to review current policy on local decision making.	CAO Russ Hotsenpillier

As background material to the session the following reference items have been provided:

Attachments:

1. Guide for Municipal Council Members and Regional Directors in British Columbia, Colin Steward, 2014.
2. Trust Council Policy 5.4.ii: Procedural Fairness



Local Planning Services REPORT December 2016 to February 2017

Date: 17/02/2017

1. General

On February 22, 2017, local planning services staff attended a Professional Development Day in Nanaimo to learn about Douglas Treaty's and legal aspects of First Nations. We also had staff from Trust Area Services, Trust Fund Board and Bowen Municipality in attendance, as well as the Dean and some of the planning students from the Vancouver Island University Master of Community Planning program. The day was started with a welcome from Chief John Wesley from the Snuneymuxw First Nation.

Over the next few months leading to the start of the next fiscal year, we will be finalising the job description for the Freshwater Specialist, setting us up to recruit for that position as soon as the budget has been approved.

2. Northern Region

The Northern Team has experienced some staffing changes recently with new internal Island Planner and Planner 2 appointments and one Island Planner leaving the Islands Trust. The Northern Office has contracted planning support two days per week to assist with applications and enquiries until planner vacancies have been filled. As responsibilities shift, staff will continue to support local trust committees through a team-based approach to ensure projects and applications progress. As part of their on-going professional development, planning staff have undertaken education and outreach activities sharing information to new islanders through the Gabriola Welcome Wagon, provided web GIS/mapping demos at Denman Island Seedy Saturday in January, and will be providing an Islands Trust 101 presentation at the Gabriola Museum Annual General Meeting in February.

3. Salt Spring Region

The Salt Spring Team has been pleased to receive the support of senior planning staff from the Southern Office. They are helping to re-energize several priority planning projects that were paused in the absence of an Island Planner. These include the industrial lands review and rezoning initiative, and a project exploring year round residential use of seasonal cottages. With continued strength in the real estate market, 2016 was an extremely busy year for application processing and other current planning work in the Salt Spring Office (92 building permits), a trend that looks likely to hold into 2017. Staff continue to work with the Senior Intergovernmental Policy Advisor to pilot a more thoughtful approach to First Nations engagement on bylaw referrals, an effort that has so far yielded a positive response.

4. Southern Region

The Southern Team has recently seen a change to service delivery with the Island Planner function for the Salt Spring Planning team being provided by senior planners based on the Southern Team. These senior staff provide part-time support on specific projects or applications to Salt Spring, and also bring their experience and support to the staff in the Salt Spring office. The Southern Team has been working closely with the Senior Intergovernmental Policy Advisor over the last few months to provide workshops and learning opportunities to the local trust committees and communities on First Nations reconciliation and engagement.

5. Bylaw Enforcement

The bylaw enforcement office has engaged an auxiliary bylaw enforcement officer working out of the Salt Spring office from January to March to help clear the backlog of old enforcement files.

6. Grants Administration

The Grants Manager continues to monitor grants and update the grants tracking and grants database as required.

7. First Nations Engagement

There are 26 distinct First Nations initiatives currently underway throughout the Trust Area. Eight of those initiatives are Trust-wide and organizational-level changes:

1. New approach to Referrals for First Nations
2. First Nations Language and Tone Guide for staff (pilot)
3. First Nations webpage on the Islands Trust main website
4. Improved marine/shoreline protection: Lesser Islands/Burial Places research project
5. Improved coordination with Ministry staff at the Ministry of Forest, Lands and Natural Resource Operations and regional staff in the regional districts

6. First Nations database development and First Nations educational powerpoint resources
7. New Islands Trust Policy (Dec. 2016): First Nations Engagement Principles Policy 6.1.i
8. Policy Statement amendments plan

Additionally, there are another six local trust committee sponsored initiatives underway in the Southern Region, five local trust committee sponsored initiatives underway in the Salt Spring Region and eight local trust committee sponsored initiatives in the Northern Region.



Top Priorities

Local Planning Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Community Housing Needs	Current: Housing Needs Assessment - Southern LTCs Planned: Housing Needs Assessment - Northern LTCs	18-Nov-2016	Justine Starke	01-Feb-2018
2	Shoreline Marine Planning	Current: Establish a Project Charter - On Hold Planned: To be determined by the Local Planning Committee	03-Mar-2016		
3	Protect Coastal Douglas-fir and Associated Ecosystems	Current: Develop a planning tool kit Planned: To be determined by the Local Planning Committee	18-Nov-2016		

Projects

Local Planning Committee

Description	Activity	R/Initiated
Development Approval Information Model Bylaw	Staff to draft amendments to Trust Council Policy 2.1 viii in order to develop a Development Approval Information Model Bylaw.	03-Mar-2016
Letter of Agreement with the Ministry of Transportation and Infrastructure - including discussion around access to water bodies.	Staff working with the MOTI to address the Letter of Agreement; next meeting planned for May 17, 2016. Local Planning Committee is monitoring the process.	03-Mar-2016
Domestic Wind Power	Update report as required.	03-Mar-2016
Blue Dot Campaign	Consideration of this proposal (added per resolution May 2015)	03-Mar-2016



Local Planning Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Land Use Consultation for Radio Communication Towers	Request from the Trust Council for the Local Planning Committee to make recommendations on policy that includes public consultation procedures and development guidelines for the siting and design of antenna systems, which may then be adapted and implemented by local trust committees.			25-Aug-2016
	Alternative Ways of Measuring Density	Bring forward a thorough analysis of alternative ways of measuring density and how to manage any corresponding impacts before consideration of requesting model bylaws be developed for local trust committees.			25-Aug-2016
	Appropriate Economic Development	To be determined by the Local Planning Committee			18-Nov-2016



REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 14-16, 2017

From: Salt Spring Island Local Trust Committee

Date Prepared: January 31, 2017

File No.: SSI 6500-20
Watershed Management

SUBJECT: Salt Spring Island Watershed Management - Special Property Tax Requisition

RECOMMENDATION:

THAT the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$98,500 in its 2017/18 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The special property tax requisition of \$98 500 will be used to fund the additional operations of the Salt Spring Island Local Trust Committee in exercising its delegated authority to coordinate the work of the Salt Spring Island Watershed Protection Authority.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The Salt Spring Island Local Trust Committee (SSI LTC) intends to continue to use the requisitioned funds to support coordination of the Salt Spring Island Watershed Protection Authority (SSIWPA) – a multi-agency body dedicated to watershed protection on Salt Spring Island through collaborative watershed management.

Inclusion of the funds enables the continuation of contract coordination services to administer and manage SSIWPA's operations and projects on behalf of the SSI LTC. Some additional administrative work related to contract management, financial management, management of grant awards and related SSI LTC work is undertaken by Islands Trust staff.

FINANCIAL:

The taxation implications of this decision would relate only to the Salt Spring Island Local Trust Area. The funds requisitioned would be spent to fund the additional operations of the SSI LTC, pursuant to the additional powers that Trust Council has delegated to it (coordination of SSIWPA).

The proposed budget is:

Coordinator Contract	\$ 85,000
Meeting Costs:	\$ 5,500
<u>Events and Comm.</u>	<u>\$ 8,000</u>
Total	\$98,500

Please also see Appendix 2 for the SSIWPA 2017-18 Operations Budget.

POLICY:

No implications for current policy.

IMPLEMENTATION/COMMUNICATIONS:

If approved, the request for a special tax requisition within the Salt Spring Island Local Trust Area would be delivered to the Minister of Finance, along with the rest of the Islands Trust property tax requisition request.

The requisitioned funds are accounted for in the same manner that other Islands Trust funds are managed.

BACKGROUND

On June 10, 2013, Trust Council approved Bylaw 154, a bylaw that delegates certain additional powers to the Salt Spring Island Local Trust Committee to support the preservation and protection of water quality and quantity within the Salt Spring Island Local Trust Area. Specifically, Bylaw 154 delegates the SSILTC the powers (from *Islands Trust Act* section 8.2(b)) to:

- *coordinate and assist in the determination of regional, improvement district and government of British Columbia policies; and*
- *coordinate the implementation and carrying out of regional, improvement district and government of British Columbia policies.*

Bylaw 154 also requires that funding for related operations be achieved through a special tax requisition within the Salt Spring Island Local Trust Area, where related expenditures will be \$5000 or more.

The mission of SSIWPA is “to cooperate on the development and implementation of policies and initiatives for improved raw water quality, and coordinated management of quantity of Salt Spring Island water sources. SSIWPA member agencies ... collaborate in watershed governance and cooperate to pool resources, gather and share information, strategize on integrated policy development, and coordinate actions for improved raw water quality, management of quantity, and the health and protection of both surface and groundwater watersheds in the Salt Spring Island Local Trust Area.”

Coordination of SSIWPA operations is performed by a contractor with some administrative and other assistance from Islands Trust staff. To date, the SSILTC has primarily used the delegated powers to coordinate a multi-stakeholder planning process that resulted in the “Integrated Watershed Management Plan for the St. Mary Lake Watershed 2015,” on Salt Spring Island. As implementation of the Plan was underway, SSIWPA determined the need to expand its focus to respond to climate change and drought patterns, as well as assessment of the freshwater resource as a whole (groundwater and surface water, in combination).

SSIWPA launched an island-wide effort in late spring of 2016 called “Salt Spring Integrated Water Management Program”, (IWM) in order to address the need to:

- quantify the volume of freshwater available (in a renewable manner) for human use;
- measure and optimize the efficiency of potable water resource uses/demand; and
- if necessary, adjust bylaws and regulations to sustainably manage development and the built environment in areas where water quantity sensitivities exist.

The Salt Spring Island Local Trust Committee is requesting a special tax requisition for a fourth year, in order to continue coordinating the work of SSIWPA .

SPECIAL PROPERTY TAX REQUISITION

Pursuant to Trust Council Policy 6.3.ii, an individual Local Trust Committee can request a special property tax requisition for additional operations that are not included within the general operations of all local trust

committees. Special property tax requisitions are approved by Islands Trust Council and must be formally requested by resolution of the Local Trust Committee. Trust Council Policy 6.3.ii includes a checklist for LTCs to follow - attached as Appendix 1.

On September 23, 2016 -

SS-2016-186

It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee advise the Director of Administrative Services that a Budget Proposal will be submitted prior to the October 19, 2016 Financial Planning Committee meeting to support the Salt Spring Island Watershed Management Coordination Services delegated from Trust Council and supported by Special Tax Requisition. CARRIED

Financial Planning Committee was subsequently requested to administer a special property tax requisition of \$98 500 for the 2017/18 fiscal year, based on the following cost estimates:

Coordinator Contract	\$ 85,000
Meeting Costs:	\$ 5,500
<u>Events and Comm.</u>	<u>\$ 8,000</u>
Total	\$98,500

The funding assumes a similar level of coordination as received in 2016/17. The proposed special property tax requisition for 2017/18 is less than the \$110,500 approved for 2016/17, and less than the approved \$119,500 for 2015/16.

In accordance with *Islands Trust Council Policy 6.3.ii -- Special Property Tax Requisition*, the proposed special property tax requisition of \$98 500 for 2017/18 is in the public consultation phase, along with the overall Trust Council budget of 2017-18. A FAQ information sheet features the SSI LTC special tax requisition and has been featured across multiple media venues.

The following consultation plan has been implemented:

- Notice of the Salt Spring Island Special Property Tax Requisition was included in the Trust Council 2017-18 Budget Consultation Package.
- A Trust Council Budget ad was placed in the January 25 and February 1 issues of the Driftwood.
- A Banner Ad is running on the Salt Spring Island Exchange Site until February 10.
- A FAQ information sheet on the Salt Spring Island Property Tax Requisition has been linked in the Trust Council 2017-18 Budget Consultation Package.
- The FAQ information sheet has been posted prominently on the Salt Spring Local Trust Committee web page as well as the Salt Spring Island Watershed Protection Authority Website.
- The FAQ information sheet circulated on the Salt Spring Island Exchange List Serve inviting community input.
- A News Update posted on Salt Spring web page seeking public input on tax requisition for watershed management.
- Invitations for feedback sent out using the Salt Spring Islands Trust Subscription Notice.

SUMMARY OF PUBLIC FEEDBACK RESULTS

At the time of writing, Salt Spring Island constituents have not submitted any correspondence regarding the proposed budget.

REPORT/DOCUMENT:

Appendix 1 – Trust Council Policy 6.3.ii checklist.

Appendix 2 – SSIWPA Proposed Operations Budget – 2017/18

KEY ISSUE(S)/CONCEPT(S):

- Collaborative watershed governance models require coordination of multiple agencies with jurisdiction.
- Trust Council has delegated authority to enable SSI LTC to coordinate the Salt Spring Island Watershed Protection Authority.
- Trust Council Policy requires the SSI LTC to request a Special Property Tax Requisition to fund this work, to carry out related public consultation, and advise Trust Council of the results.
- The Salt Spring Island Local Trust Committee has consulted with the community on the issue of raising a \$98 500 Special Property Tax to coordinate watershed management and has provided the information as required, through this Request for Decision.

RELEVANT POLICY:

Islands Trust Council Bylaw 154

14(3)(iii) of the Islands Trust Act

Islands Trust Council Policy 6.3.ii -- Special Property Tax Requisition

DESIRED OUTCOME:

Improved water quality and quantity management on Salt Spring Island, through Trust Council approval of a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$98 500 for the 2017/18 fiscal year.

RESPONSE OPTIONS**Recommended:**

THAT the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$98 500 in its 2017/18 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

Alternatives:

1. That the Islands Trust Council include a special property tax requisition for the 2017/18 fiscal year for a lesser amount than requested by the SSILTC
2. That the Islands Trust Council include a special property tax requisition for the 2017/18 fiscal year for a greater amount than requested by the SSILTC.
3. That the Islands Trust Council does not include a special property tax requisition for the Salt Spring Island Local Trust Area for the 2017/18 fiscal year.

Prepared By: Justine Starke, Island Planner, Local Planning Services January 31, 2017

Reviewed By/Date: Salt Spring Island LTC February 09, 2017
Financial Planning Committee
Russ Hotsenpiller, CAO January 31, 2017
David Marlor, DLAS February 20, 2017

- a) approved.
 - b) Any funds, generated through the special requisition, which are unspent at the conclusion of the fiscal year, will be held in reserve for the Local Trust Committee's use in the subsequent fiscal year to:
 - i) complete the previously approved initiative or program; or
 - ii) undertake a new program, subject to a further resolution of the Local Trust Committee to do so.
 - c) Unspent funds can not be used to offset a general property tax requisition.
2. Special Property Tax Requisition Checklist

Budget Submission

Description of Task	Deadline	Date Completed
Local Planning Services Staff assigned to LTCs develop "additional operations" budget proposal on behalf of LTCs prior to December Trust Council meeting and submit them to FPC for review.	November FPC meeting	September 27, 2016
Director of Local Planning Services presents "additional operations" budget proposals to Financial Planning Committee, with input from LTCs, indicating whether any of the proposed 'additional operations' are related to delegated powers and must be funded through a special property tax requisition.	December Trust Council meeting	November 16, 2016
Financial Planning Committee makes recommendations to Trust Council regarding budget proposals made by LTCs, identifying - Any that must be funded through a special property tax requisition pursuant to a Trust Council delegation bylaw (e.g. Bylaw 154). - Any other LTC proposals that it recommends be funded through a special property tax requisition, rather than through inclusion in the general Islands Trust budget. Director of Local Planning Services provides additional information to Trust Council about LTC proposals, as needed.	December Trust Council meeting	December 6-8, 2016
If December Trust Council does not approve the LTC "additional operations" budget proposal for inclusion in the general Islands Trust budget, or if the LTC additional operations are related to delegated powers that must be funded through a special property tax requisition:		N/A
LTC passes resolution to pursue special property tax requisition to fund the "additional operations" budget proposal:	January	September 23, 2016
- copy of resolution attached		In RFD
LTC requests staff to conduct public consultation on the special tax requisition proposal:	Mid-February	January 25 – February 01 2017
- copy of advertisement attached		Yes
- if public meeting held, minutes of the discussion attached		N/A
o written summary of public feedback attached		Yes
Staff prepare Request for Decision (RFD) proposed by LTC for March Trust Council binder, requesting a bylaw to authorize a special property tax requisition. The RFD will include an assessment of organizational and other implications, a completed copy of this checklist along with any attached documentation.	February FPC meeting	February 9, 2017

SSIWPA 2017 Budget- ADOPTED (revised January 30, 2017)
Period: April 1, 2017 - March 31, 2018

Revenue			
Item	Source	Cash	In Kind
Coord	Tax Requisition	98,500.00	-
	Local Trust Committee		
	Watershed Protection Project ²		20,000.00
	Office Services ²		250.00
SML	Capital Regional District	16,000.00	-
IWMP	Capital Regional District	3,000.00	-
	FLNRO/MoE SSI Water		
	Budget*	-	30,000.00
	Grants ¹	45,000.00	
Total Income		162,500.00	50,250.00
Expenses			
Coord	Coordinator contracts	85,000.00	-
	Events and Communications	8,000.00	-
	Meetings	5,500.00	-
	Local Trust Committee		
	Watershed Protection Project		20,000.00
	Office Services		250.00
	subtotal	98,500.00	20,250.00
SML	Septic wells - clean up	2000.00	
	Sediment pore chemistry	10000.00	
	Stewardship workshop, signage	1000.00	
	Turnover Lake P monitoring	3000.00	
	subtotal	16,000.00	-
IWMP	Stormwater-groundwater assessment	45,000.00	30,000.00
	Cusheon Monitoring	3,000.00	-
	subtotal	48,000.00	30,000.00
Total Expenses		162,500.00	50,250.00
Surplus/Deficit		-	-

¹ 50% of this amount will likely be sought as matching cash and in kind from SSIWPA agencies and partners

² see Islands Trust addendum

* Provincial project linked to SSIWPA-TWG Groundwater

We'd like your feedback on the 2017–2018 budget proposal

You can find it online at islandstrust.bc.ca/budget or request a printed copy by calling us at 250-405-5151.

Your comments will help the Islands Trust Council set its 2017–2018 budget at the public meeting on Gabriola Island, March 14–16.

Please send your comments by **February 10th** in the following ways:

 Take our survey at islandstrust.bc.ca/budget

 200–1627 Fort Street, Victoria, BC V8R 1H8

 budget@islandstrust.bc.ca

 Fax: 250-405-5155



Islands Trust

*The Islands Trust preserves the communities,
culture and environment of islands in the Salish Sea.*
Learn more about what we do at islandstrust.bc.ca.



BRIEFING

To: Islands Trust Council

For the Meeting of: March 14, 2017

From: Fiona MacRaild

Date: February 19, 2017

SUBJECT: FIRST NATIONS COMMUNICATION: LANGUAGE AND TONE GUIDE

DESCRIPTION OF ISSUE:

In order to develop an organizational Guide or procedure on how staff and trustees communicate with First Nations verbally or in writing, a pilot project was conducted from October 2016 to February 2017. The Senior Intergovernmental Policy Advisor heard from many staff that they needed guidance on how to communicate respectfully and effectively with First Nations in their day-to-day work. The draft Guide was provided to staff to help de-mystify First Nation communication issues, as well as three documents on basic do's and don'ts on First Nations communication (attached) Staff provided feedback on the draft Guide's effectiveness by February 15, 2017.

The attached final version of the First Nations Communication: Language and Tone Guide (herein called “the Guide”) is now available for trustee use. It is to be regarded as a suggested guide only and a “living” document where staff and trustees are free to share suggested improvements based on their experiences in using these guidelines with the Senior Intergovernmental Policy Advisor. Considerations on how to utilize these guidelines in a more formal Islands Trust policy will be considered after a period of use by trustees.

BACKGROUND:

On August 17, 2016 Executive Committee (EC) put “Develop a Project Charter and draft set of principles that will inform a new organizational approach to First Nations relationship-building” on their work program.

On October 5, 2016 EC reviewed the draft Guide that would be used as a pilot project with staff as a Briefing and encouraged the staff to proceed with this plan.

The Guide is based on the three First Nations Engagement principles reviewed by EC on August 17, 2016 and passed by Trust Council Resolution as Islands Trust Policy in December 2016:

- Principle #1: Islands Trust is committed to becoming aware of what it does not know or understand about First Nations.
- Principle #2: Islands Trust is committed to proving sincere desire for reconciliation.
- Principle #3: Islands Trust is committed to integrating, where possible, activities that support First Nations reconnecting with the Trust Area lands and waters.

ATTACHMENTS:

1. First Nations Communication: Language and Tone Guide
2. Ebook. Working Effectively with Indigenous Peoples: 27 Tips On What to Say and Do (Bob Joseph, Indigenous Corporate Training Inc.2016)
3. Ebook. Working Effectively with Indigenous Peoples: 23 Tips On What Not to Say and Do (Bob Joseph, Indigenous Corporate Training Inc. 2016)

4. Ebook. Indigenous Peoples: A Guide to Terminology (Bob Joseph, Indigenous Corporate Training Inc. 2016)

FOLLOW-UP:

Once the final version of the Guide is distributed to staff and trustees by the end of March 2017, the Senior Intergovernmental Policy Advisor will seek feedback on its effectiveness in an iterative way and make amendments to the Guide as required.

Recommendations to import these guidelines into formal Islands Trust policy tools, or not, will be presented to Executive before March 2018.

Prepared By: Fiona MacRaid

Reviewed By/Date: Executive Committee/March 1, 2017
Clare Frater, Director Trust Area Services/Feb 21, 2017
David Marlor, Director of Local Planning Service/Feb 21, 2017
Russ Hotsenpiller, Chief Administrative Officer/Feb 22, 2017

Procedure:	FN Communication Tone and Language Guide
Approved By:	Executive Committee
Approval Date:	March 8, 2017
Amendment Date(s):	
Policy Holder:	



First Nations Communication: Tone and Language Guide

Purpose / Rationale

To provide guidelines for staff and trustees on how to implement the new principles of First Nations (FN) Relations) into written and verbal communications with the 37 FNs associated with Islands Trust¹:

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

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

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

This Guide is intended to help people become aware of their biases, as well as how to counteract them. This will allow for a conscious choice to approach FN communications with a tone, language and timing that reflect a genuine desire to develop a mutually respectful relationship.

Scope / Limits

For staff and trustees who are new to communicating with First Nations, there are three documents attached to this Guide that will set a good foundation for the basic terminology and “dos and don’ts” of First Nation communication. This Guide assumes users have this foundation and is therefore specifically designed for those writing letters and correspondence representing the Islands Trust as an organization to First Nations.

Prerequisite Documents

- 27 Tips on What Not to Do and Say When Working with First Nations (Bob Joseph)
- 23 Tips on What to Say to First Nations (Bob Joseph)
- Indigenous Guide to Terminology (Bob Joseph)

¹ See Appendix A: List of 37 First Nations Associated with Islands Trust

A 'Real Friendship' Model

When Initiating a New Communication Approach, Do So with Honesty and Humility

Cynicism grows when your interests are ignored or minimized by another. It's no different for First Nations. As the Truth and Reconciliation Commission of Canada (2015) points out, "we recognize that being part of a dominant culture, our attitudes and perspectives made the Residential School experience possible and that these attitudes and perspectives became entrenched in our relationships and in our culture."²

It takes considerable courage to be voluntarily vulnerable in the language we use. It is human instinct to protect our assumptions of power; vulnerability exposes us to the risk that our power may be questioned or criticized, either as individuals or as an organization. Given that First Nations have been required to be vulnerable in almost every aspect of our society, we need to show some of our own vulnerability to them before a relationship is even possible.

Generally speaking, this historical sense of apathy or power doesn't come from a place of malice. Regardless, its negative effects have to be addressed. When communicating with First Nations in writing or verbally, begin by stating the obvious with a tone of humility. This is the best way to address the cynicism that may be felt regarding Islands Trust's sincerity in building a mutually respectful relationship. Some examples:

"Often the referral process is a frustrating one. Although the intent is to have early and meaningful discussions about important issues that affect interests in a parcel of land/waters, the reality is that sometimes for First Nations, referrals pile up and unintentionally put stress on the administrative capacity to deal with these, as well as limit the nature and scope of the responses. Islands Trust wants to move away from this kind of "transactional" relationship to real and meaningful relationships with our neighbouring First Nations..."

"We recognize there is much we don't know about the First Nations' connections to the lands and waters of the Trust Area and we genuinely want to understand that history as well as the current issues from a First Nations' perspective. It will undoubtedly help us do our job better..."

"Although this is our first effort in approaching the referral process in a more meaningful way, we welcome any suggestions as to how we could improve this process that we are obliged to perform. Thank you for your patience as we learn how to build a genuine and mutually respectful relationship with your Nation."

Acknowledge Each First Nation's Unique Weight of Claim in the Trust Area

Generally, you should think of weight of claim like a continuum based on layered interests. At the upper end of consideration is a First Nation that has nearby Reserve Lands, *plus* Treaty rights that may be impeded, *plus* Traditional Core Territory that may be impacted *and/or* who is currently before the courts or in negotiations with the BC Treaty process. At the lower end of consideration would be a First Nation who

² Truth and Reconciliation Commission of Canada. *Honouring the Truth, Reconciling for the Future: Summary of the Final Report of the Truth and Reconciliation Commission of Canada*. 2015 Library and Archives Canada Cataloguing in Publication ISBN 978-0-660-02078-5 Cat. no.: IR4-7/2015E-PDF, p.394.

had previously interests as part of their claimed Traditional Territory but now have modern Treaty land certainty that is not impacted - for them, consideration is more like a level of respectful notification

This means avoiding form letters that are exactly the same being sent out to multiple First Nations. Although this requires more care and time resources, it demonstrates that a basic level of research has been done on the individual First Nation being addressed. Acknowledging their unique core interests is the first step of showing respect.

The diversity of “weighted claim” amongst the 37 First Nations in the Trust Area is immense. A good analogy would be explaining the European Union to someone who has no familiarity with the European continent. At first you only understand that Europeans are different than non-Europeans. Then, as you learn more, you understand the distinctions between individual sovereign Nations, and are able to name them and geographically place them in relation to each other. After that, you begin to understand the differences in language and culture amongst the Nations and further to that, you begin to realize the nuances within the sovereign Nations themselves. There is no shortcut to this kind of learning. For a list of the 37 First Nations and links to their websites where one can become familiar through each Nations’ online representation of themselves, see Appendix A.

Using Indigenous or English names when Addressing a First Nations

If your communication is only in written form, without a verbal follow-up, and you have observed on that Nation’s website that they prefer to use their Indigenous language to name their Nation, by all means, use the Indigenous name. However, if you do not know how to properly pronounce a Nation’s Indigenous name either explicitly ask how to pronounce it or use their English name and explain that you don’t know how to pronounce it. Do not try to pronounce an Indigenous name if you don’t know how to say it properly. It is better to use English in that case. First Nations will understand and not be offended if you are honest about your limits in pronouncing Indigenous names.

Special Deference to First Nations with Neighbouring Reserve Land Directly Adjacent to the Trust Area

There are eight First Nations with Reserve land holdings that have borders directly adjacent to the Trust Area’s land base. These Nations are our literal neighbours and when addressing them, be cognizant of that and acknowledge it, even before acknowledging their asserted Aboriginal rights and title. The setting aside of Reserve lands was a mixed bag of methodology but as a general rule of thumb, assume that a Reserve is a small subset of territory and that before the setting of Reserve land boundaries in the 1870s Indigenous connections to the land went well into what is now the Trust Area land base.

1. Tsawout First Nation (Salt Spring Island, South Pender Island, Saturna Island and Bare Island)
 - a. Neighbours to Salt Spring Island LTA (Local Trust Area), North Pender Island LTA, Saturna Island LTA and South Pender Island LTA
2. Tseycum First Nation (South Pender Island, Saturna Island and Bare Island)
 - a. Neighbours to South Pender Island LTA, Saturna Island LTA and North Pender Island LTA
3. Tsartlip First Nation (Mayne Island)
 - a. Neighbours to Mayne Island LTA
4. Penelakut Tribe (Penelakut Island, Tent Island and Galiano Island)

- a. Neighbours to Thetis Island LTA and Galiano Island LTA)
- 5. Lyackson First Nation (Valdes Island)
 - a. Neighbours to Thetis Island LTA
- 6. Snuneymuxw First Nation (Nanaimo First Nation) (Gabriola Island)
 - a. Neighbours to the Gabriola Island LTA
- 7. Halalt First Nation (Halalt Island)
 - a. Neighbours to the Salt Spring Island LTA
- 8. Squamish Nation (Defense Islands)
 - a. Neighbours to the Gambier Island LTA

Acknowledging Treaty Nations and their Specific Treaty Rights

The Government of Canada and the courts understand treaties between the Crown and Aboriginal people to be solemn agreements that set out promises, obligations and benefits for both parties. In Canada, we are all treaty people – Indigenous and non-Indigenous alike. For Islands Trust, beyond the fundamental respect for our immediate land-based neighbours as described above, our first consideration is the treaty rights of our 10 First Nations who have Douglas Treaty rights in the Trust Area.

Douglas Treaty rights have either been ignored or misunderstood, not just by citizens of BC, but by the Crown and courts. For over 50 years Douglas Treaty Nations have been defining their treaty rights through case law. The uniqueness of the Douglas Treaties is that, although the courts have lent clarity to the validity of the treaties and the extent of hunting and fishing rights, they have yet to clarify what the treaties meant by “villages and enclosed villages” for exclusive use of these 10 First Nations. The treaties make no mention of the islands. This could be interpreted either against the drafters of the treaties, or in their favour.

While the Crown and the courts seek increased clarity on the definition of treaty lands and how that intersects with Crown land assumptions and private property rights in the Trust Area, representatives of Island Trust need to take particular care to acknowledge that the following 10 First Nations have treaty rights and hear from these Nations what their perspectives are on how those rights should be respected by Islands Trust:

- 1. Esquimalt Nation
- 2. Tsartlip First Nation
- 3. Tsawout First Nation
- 4. Pauquachin First Nation
- 5. Tseycum First Nation
- 6. Malahat Nation (also part of Te’Mexw Treaty Assoc.; stage 5 of 6 in BC Treaty process)
- 7. Songhees First Nation (also part of Te’Mexw Treaty Assoc.; stage 5 of 6 in BC Treaty process)
- 8. Sc’ianew First Nation (Beecher Bay) (also part of Te’Mexw Treaty Assoc.; stage 5 of 6 in BC Treaty process)
- 9. T’Sou-ke First Nation (Sooke) (also part of Te’Mexw Treaty Assoc.; stage 5 of 6 in BC Treaty process)
- 10. Snuneymuxw First Nation (Nanaimo First Nation) (also in stage 4 of 6 in BC Treaty process)

Acknowledge asserted Aboriginal rights and title as stated through the BC Treaty Process

Of the 37 First Nations with asserted rights and title in the Trust Area, 25 of them are currently participating in the BC Treaty process in hopes of finalizing a modern day treaty (two First Nations have already finalized their modern treaty – Tsawwassen First Nation and Sliammon First Nation). Of those 25 First Nations in this process, five of them are also Douglas Treaty Nations. For a list of these First Nations and their current status in the BC Treaty Process, see Appendix B: Trust Area First Nations in the BC Treaty Process or Before the Courts.

All First Nations assert their Aboriginal rights and title in their traditional territories. Being a Douglas Treaty Nation or in the BC Treaty process gives weight to those rights and title. Aboriginal rights and title are not extinguished by a treaty (see *Chartrand v. British Columbia (Forests, Lands and Natural Resource Operations)* 2015 BCCA 345). Rather, it is another “layer” of claim. The 37 First Nations that Islands Trust has identified as having interests in the Trust Area either have treaty rights or have specifically identified part of the Trust Area as part of their statement of interest in the BC Treaty Process.

When communicating with a First Nation, first acknowledge their neighbouring Reserve land holdings if applicable, then acknowledge their Douglas Treaty or modern treaty rights if applicable, but most importantly, with all 37 First Nations, be sure to acknowledge their Aboriginal rights and title in the Trust Area.

Acknowledge Previously Stated Priorities from First Nations to Islands Trust

The foundation of all human relationships is the ability to listen to the other. Active listening is about seeking out the message being communicated, processing its meaning and responding with empathy.

Over the years, First Nations have communicated their priorities, their frustrations and their aspirations for relationship-building with the Islands Trust. They have done this through letters, responses to referrals, Territorial Declarations signed by Chiefs, invitations to have workshops and emails, not to mention how they may have relayed this verbally over time. Much of this communication is well-thought out, well-articulated, intellectually sophisticated yet due to our cultural inclination to ignore or minimize the voice of First Nations, Islands Trust hasn’t focused on these messages as well as we could have.

Take the time to do a bit of research before communicating with a First Nation. Islands Trust has a First Nations database that might prove to be useful (data entry is ongoing and should be complete by March 2018) or, alternatively, go to the website of the Nation and notice how that Nation defines themselves and the terms they use to indicate their Nation’s priorities. Do a Google search under “News” using the name of the First Nation to see what high profile issues they may be dealing with. If a Nation expresses frustration and exasperation over, say, the desecration of a sacred site, it does not mean they will feel those intense emotions over every issue. It does, however, indicate what has relative importance to them.

In the same vein, pay special attention to who is copied on a letter from a First Nation. If other First Nations are copied (particularly if Chiefs from other Nations are copied), assume the Nation authoring the letter is speaking on behalf of the group. Unlike government, First Nations do not copy other Nations on

correspondence unless there has been full consensus to do so. All responses, whether written or verbal, should be to all the copied First Nations as a group.

Special attention and care should be taken when it comes to foreshore/marine issues. First Nations have clearly articulated their interests as it directly impacts their ability to exercise their traditional foreshore and marine activities. It is a common saying amongst First Nations with a strong interest in the Trust Area to say, “when the tide is out, the table is set”. This saying reflects the integral role that the shoreline of the islands has had – and continues to have - in sustaining these First Nations. Respecting this heightened historical and current interest in marine and foreshore issues should be reflected by an explicit invitation to meet and perhaps walk a site. For example, the following is a new way Islands Trust is trying to recognize previously stated priorities and assumed interest in a foreshore site:

“We would like to ask you if you would be interested in setting up a site visit with our staff at the Fulford marina. An in-person meeting would allow us an opportunity to better understand your Nation’s connection to the shoreline and waters of Fulford Harbour to include in our files and our consideration of this application. Please let us know as soon as possible if you are interested in a site visit and we can set up the details in a timely manner.”

[for Tsawout...“We have also attached a copy of the SENCOTEN Territorial Declaration, the recent Tsawout Marine Use Study Map of Special Places and the Tsawout Referral Checklist, which we have reviewed and considered. Please let us know if you would also like to discuss elements of these documents as well, as we recognize there is much we have yet to understand about your connection to the land and waters of Fulford Harbour.”]

[for the six Hul’quimi’num Nations...“we have also attached http://www.hulquminum.bc.ca/pubs/Place_Names_maps_2005.pdf?lbisphpreq=1 Map 4 Hul’quimi’num Selected Place Names, which we have reviewed and considered. Please let us know if you would also like to discuss elements of this document as well, as we recognize there is much we have yet to understand about your connection to the land and waters of Fulford Harbour.”]

Early Stages of Proving Sincerity Will Require Increased Resources

There is no shortcut to proving sincerity and the best indication of a real change is that the follow-up action is consistent and costs the giver in some way. Whether it is time, travel costs or simple gestures like ignoring incoming cell calls while in a meeting, most people have a good nose for sincerity and notice what it costs the giver. Although building trust takes time, if it’s sincere and believed, there is less and less need to prove it over time.

As First Nations start receiving correspondence that is significantly more respectful in tone, they may take up invitations to meet in person to see if the appearance of respect goes beyond just words on paper. Assume that there is no lack of desire for First Nations to visit the islands. The reasons that often constrain them include (but are not limited to) their own time constraints in their professional capacity, the lack of funds to pay for the travel costs or coming over to participate in an event where they are outnumbered or may be placed in a socially uncomfortable situation. Trying to mitigate some of these challenges may induce more willingness to meet in person.

In-person meetings can be in a meeting room somewhere, walking a site that a First Nations has expressed interest in or being in a location that is comfortable for the First Nations attendees (e.g. walking on Reserve lands or at their band office). Often, the best way to approach this is after a desire to meet in person is expressed by a First Nation.

Gift-giving When Meeting with First Nations in Person

When a First Nation – either their elected officials or members – go out of their way to share information with you or take time from their own priorities to get to know you, then a gift of thanks is a kind gesture. For more formal meetings between elected officials of a First Nation and Islands Trust, particularly for the first time, a gift of First Nations art (for example, a framed print or a carving), done by one of their own members or a First Nation artist with close association to the First Nation would be appropriate and appreciated. A non-Indigenous idea of what is “artistic” is not always shared by First Nations.

For more informal meetings between First Nations and staff/trustees of Islands Trust, a gift of a blanket and a small additional gift such as a potted plant or a locally made food is a good choice. Nice blankets, such as nice-quality throw blankets found in any household retail store, are appreciated especially with elders and knowledge-keepers who continue to participate in longhouse cultural practices.

Islands Trust May be Perceived as just “Government”

As we have all experienced, once real relationships are built and more understanding is gained the tendency toward broad sweeping labels and stereotypes starts to decrease. Nuances and differences are appreciated and respected. Just as many Canadians see First Nations as one big category and assume similarities within that group because they do not yet understand the differences amongst them, so it is with First Nations and government agencies. For example, trying to explain the difference between the Province’s “duty to consult” and Islands Trust’s “delegation to engage” or their “statutory consultation on Official Community Plans” is likely meaningless to a First Nation not yet familiar with these legal distinctions of government hierarchies.

When engaging, always invite a First Nation to share their concerns or interests, whether those interests are site-specific, high-level or strategic in nature. Once expressed, they can be shared with the appropriate agency. Avoid the tendency to point out to a First Nation that they contacted the wrong agency or committee. This can be seen as “splitting hairs” by a First Nation.

Awareness that Language has Underlying Assumptions

Being part of the dominant culture for the last century or more, the language we use is imbued with assumptions that may not be shared by First Nations. Our systems, our legislation, even some of our everyday terms are a direct legacy of the colonial mindset. One of the more obvious examples of this is the term “Crown land”. Although a Nation will understand what this refers to, it also reminds them that Crown lands were assumed by the colonial settlers without consent or surrender. For First Nations, this issue is not settled. We need to be aware of this continued unresolved issue and not exacerbate it.

The following subtleties should be avoided in communicating with First Nations:

- If the term “Crown land” needs to be used specifically; soften its presentation by saying something like “what we refer to as Crown lands”
- Conditional co-operation can be read into terms like “willing to co-operate” or “we agree/support...however”, etc.). Rather than be ambiguous and open the door to being interpreted as being in the position of choice to listen - or not listen - to the views of First Nations, state a spirit of cooperation very clearly (i.e. “we will seek to find ways to cooperate with you on this matter” or more simply, “we agree with your position on this issue. Please let us know how you think we can more specifically support you with the tools we have.”
- Authoritative language (i.e. “we hereby notify...”, “we will decide...”, “you must...”, etc.) assumes that everything is subordinate to our legislative authority
- Much like the case with using the term “Crown land”, we use other terms that may be offensive (i.e. “landowner”, “private property”, “land title”, etc.) as they infer that the lands question is settled and unquestioned in favour of “the Crown”. If there is no adequate alternative to describe a specific concept, state that as an unfortunate fact and explicitly include your recognition that these terms may offend but that it not your intention
- Consideration of residents as paramount (i.e. “unfortunately our tools are triggered by...residents”) implies First Nations are merely one of many “external stakeholders”
- Deference to our own organizational processes or the jurisdiction of another government agency as a reason to not act will be received as a First Nation as “passing the buck” instead of engaging in conversation on an issue; even if we cannot act, we can learn from discussing the issue

Requesting Information from a First Nation

Whether it is requesting input on a site-specific referral, inviting a First Nation to a Community-to-Community meeting, a technical review of a report or attendance at a cultural event, who we approach in a First Nation and how we do that is important. Just like our own organization, First Nations have people in their community who are experts in their field.

It is preferable to check out who is on staff and what role they play. If there isn’t a person in the band office you know well enough to call and ask for advice on this, then start with the Nation’s website. Is a referral marine or foreshore-related? Then a good approach would be to call the Fisheries Manager (if the Nation has one) and ask them who the referral should be addressed to. Is there information needed about the historical significance of a certain place? Then calling the band office to ask if there is an elder or “knowledge-keeper” able to help is likely the best way forward. Is it an invitation to meet and get to know “Islands Trust staff or Trustees? Then it is the Chief and Council that the invitation should be addressed to.

Following Up on Non-Responses and Off-Topic Responses

When you ask someone a direct question and they do not answer you, they are often communicating a message in their silence. Perhaps you are not regarded as important enough to warrant the effort of an answer. A non-answer may reflect a sense of built up exasperation at having previous efforts at responding make no difference. Sometimes, a non-response is simply because a First Nation does not have any budget to hire someone to respond, or it just has gotten lost in a volume of paper and emails within the band office.

Take the time to follow-up within 30 days but without assuming why a response hasn't been articulated. It is within reason to explain that you would like to move forward with action but that you understand a non-response can mean many things. Express a willingness to keep the doors of communication open on any topic and reiterate that there is a sincere desire to start communicating with a deepened level of respect.

In the same way, an off-topic response can be conveying an important message as well. Follow-up with a direct engagement of the topic the First Nation has brought up. For example, if a First Nation has responded to a site-specific referral by pointing to an issue that is more important to them, respond to that issue or ask for more clarification. Don't hesitate to start these kinds of conversations. The resolution of the issues may not be within the scope of Islands Trust but discussing it with integrity shows respect. If another agency needs to be involved, we can help the First Nations make those connections.

Acknowledging Traditional Territory at the Beginning of a Meeting

In recent years there have been many "guides" made public about how to acknowledge the traditional territory of the First Nation that a meeting is taking place in. Although these guides have principles that are excellent, the Trust Area is a unique context of 37 First Nations with overlapping interests. It is not uncommon to have 15-20 First Nations claim a single island as their core territory and have those Nations represent two or more different language groups. To single out a particular First Nation or a particular language group, is to possibly cause offense to those First Nations or language groups not acknowledged.

To best serve the 37 First Nations with interests in the Trust Area, staff and Trustees need to seek out ways to be neutral, but respectful of all 37 First Nations. Almost all these Nations³ belong to the five branches of the Coast Salish languages, so it is entirely appropriate to acknowledge territory in the following way:

"Islands Trust would first like to acknowledge that we are meeting on Coast Salish Territory"

If a meeting is taking place where either K'omoks Nation or Sliammon First Nation also have asserted interests, it could be worded as:

"Islands Trust would first like to acknowledge that we are meeting on overlapping Coast Salish and Kwakwaka'wakw Territories."

This is the minimum show of respect. Staff and Trustees can expand on this territorial acknowledgement as they feel appropriate. However, do so with care because as you get more detailed you may run the risk of leaving out a First Nation or a language group.

Often the best way to approach a territorial acknowledgement is be humble and openly admit that you would like to express respect in this gesture but the complexity of 37 First Nations with overlapping Aboriginal interests, multiple Indigenous languages and a variety of welcome protocols in the Trust Area can inadvertently cause offense if we get it wrong, despite our best intentions. Stating the obvious with honesty and humility is, in fact, a good demonstration of respect.

³ K'omoks First Nation and Sliammon first Nation being the exceptions – they belong to the northern Kwakwaka'wakw Territory and are the southern boundaries for the Wakashan languages

Dealing with Racist Comments against First Nations

It is very unfortunate that in Canadian culture there are still many non-Aboriginal people who default to negative generalities and stereotyping of First Nations people, culture and groups. Islands Trust has a zero-tolerance for racist comments against any people based on culture, ethnicity or race. When dealing with racist comments against First Nations it is very important to deal with it quickly and strongly. If a written or verbal comment is left unaddressed, Islands Trust can be construed as being in agreement by its complicity. Try the following response to address racist comments being made against First Nations in the context of Islands Trust's work:

"Islands Trust greatly values its relationship with over 30 First Nations who have interests in the Trust Area. Although we care deeply about the transparency of dialogue at Islands Trust, we ask that you consider rewording your message in a more respectful way. As it is stated now, we will not consider nor record it due to its offensive wording to First Nations."

More often disrespectful comments come from individuals who feel they personally were not at fault for what has happened to First Nations and therefore feel no requirement to be sensitive about it. This presents a good opportunity to shift the focus from "fault" to "responsibility". It is the responsibility of all non-Aboriginal Canadians to correct the attitudes and systems of discrimination. This helps shift the language and perspective of many people, especially when you can point out that non-Aboriginals have enjoyed much privilege and prosperity from the same systems that have discriminated against First Nations. There are no easy answers as to how this will all work out but we need to collectively take responsibility as citizens.

APPENDIX A: 37 First Nations with Asserted Interests⁴ in the Trust Area

Listed Saanich Peninsula, south Vancouver Island, then northward on Vancouver Island. Then Mainland BC, north to south, then eastward.

WSÁNEĆ (Saanich) Peoples https://en.wikipedia.org/wiki/Saanich_people

- Tsartlip First Nation <http://tsartlip.com/>
- Tsawout First Nation <http://www.tsawout.com/>
- Tseycum First Nation <http://www.tseycum.ca/>
- Pauquachin First Nation <http://pauquachin.com/>
- Malahat Nation <https://www.malahatnation.ca/>

Lekwungen People

- Songhees First Nation <http://www.songheesnation.ca/>
- Esquimalt First Nation <http://www.esquimaltnation.ca/>

Beecher Bay (Sc'ianew) First Nation <http://www.beecherbaybc.com/>

Sooke (T'sou-ke) First Nation <http://www.tsoukenation.com/>

Hul'quimi'num Treaty Group <http://www.hulquminum.bc.ca/>

- Cowichan Tribes <http://www.cowichantribes.com/>
- Halalt First Nation <https://halalt.org/>
- Penelakut Tribe <http://www.penelakut.ca/>
- Lyackson First Nation <http://lyackson.bc.ca/>
- Lake Cowichan First Nation <http://lakecowichanfn.ca/>
- Chemainus (Stz'uminus) First Nation <http://www.stzuminus.com/>

Nanaimo (Snuneymuxw) First Nation <http://www.snuneymuxw.ca/>

Nanoose (Snaw-Naw-As) First Nation <http://www.nanoose.org/>

Qualicum First Nation <http://www.qualicumfirstnation.com/>

K'omoks First Nation <http://www.komoks.ca/>

Campbell River (Wei Wai Kum) First Nation <http://www.weiwaikum.ca/>

Cape Mudge (We Wai Kai) Nation <http://www.wewaikai.com/welcome-we-wai-kai-nation>

⁴ "Interests" assumes asserted Aboriginal rights and title on the land base of the Trust Area

Sliammon (Tla'amin) First Nation <http://www.tlaaminnation.com/>

Sechelt (shíshálh) Nation <http://www.shishalh.com/>

Squamish Nation <http://www.squamish.net/>

Tseil-Waututh Nation <http://www.burrardband.com/>

Musqueam First Nation <http://www.musqueam.bc.ca/>

Tsawwassen First Nation <http://tsawwassenfirstnation.com/>

Semiahmoo First Nation https://en.wikipedia.org/wiki/Semiahmoo_First_Nation

Sto:Lo Xwexwilmexw Treaty Association. <http://www.stolonation.bc.ca/>

- Aitchelitz First Nation
- Matsqui First Nation
- Popkum
- Skawahlook
- Skowkale
- Squiala
- Tzeachten
- Yakwekwioose

Hwiltsum First Nation https://en.wikipedia.org/wiki/Hwiltsum_First_Nation

Appendix B: Trust Area First Nations in the BC Treaty Process or Before the Courts

First Nations in Stage 5 of 6 in Treaty Process (Agreement-in-Principle; awaiting ratification)

1. K'omoks first Nation
2. Snaw-naw-as First Nation (Nanoose First Nation) (part of Te'Mexw Treaty Assoc.)
3. Malahat First Nation (also part of Te'Mexw Treaty Assoc., and a Douglas Treaty Nation)
4. Songhees First Nation (also part of Te'Mexw Treaty Assoc., and a Douglas Treaty Nation)
5. Sc'ianew First Nation (Beecher Bay) (also part of Te'Mexw Treaty Assoc., and a Douglas Treaty Nation)
6. T'Sou-ke First Nation (Sooke) (also part of Te'Mexw Treaty Assoc., and a Douglas Treaty Nation)

First Nations in Stage 4 of 6 in Treaty Process (Negotiating Agreement)

1. Cowichan Tribes (part of the Hul'quimi'num Treaty Group)
2. Stz'uminus First Nation (Chemainus) (part of the Hul'quimi'num Treaty Group)
3. Penelakut Tribe (part of the Hul'quimi'num Treaty Group)
4. Halalt First Nation (part of the Hul'quimi'num Treaty Group)
5. Lyackson First Nation (part of the Hul'quimi'num Treaty Group)
6. Lake Cowichan First Nation (part of the Hul'quimi'num Treaty Group)
7. Snuneymuxw First Nation (Nanaimo First Nation) (also a Douglas Treaty Nation)
8. shíshálh First Nation (Sechelt First Nation)
9. Tsleil-Waututh First Nation
10. Musqueam First Nation
11. Aitchelitz First Nation (part of the Sto:lo Nation treaty group)
12. Leqá:mel First Nation (part of the Sto:lo Nation treaty group)
13. Popkum First Nation (part of the Sto:lo Nation treaty group)
14. Skawahlook First Nation (part of the Sto:lo Nation treaty group)
15. Skowkale First Nation (part of the Sto:lo Nation treaty group)
16. Tzeachten First Nation (part of the Sto:lo Nation treaty group)
17. Yakweawwioose First Nation (part of the Sto:lo Nation treaty group)

First Nations in Stage 3 of 6 in Treaty Process (Agreement Framework)

1. Squamish Nation

First Nations in Stage 2 of 6 in Treaty Process (Statement of Intent)

1. Hwlitsum First Nation (status of Nation under review)

First Nations with Ratified Modern Treaties

1. Tsawwassen First Nation (2009)
2. Tla'amin (Sliammon) First Nation (2016)

First Nation Currently Before the Court Regarding Rights and Title, Impacting Islands Trust

1. Esquimalt First Nation
2. Songhees First Nation
3. Hwlitsum First Nation

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27 Tips On What to Say and Do



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Foreword

Handy practical tips to incorporate into that next meeting.

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Research research research

Research your personal, your corporate, and your team's perspective on working with Indigenous Peoples. The best time to do this research is before you start but it's never too late to start either.

This research can help you determine who to talk to, identify things to say and not say, help you get a sense of questions they will ask you and so much more. In short it will make you more culturally competent.

Check out our Indigenous [cultural competency self-assessment checklist](#) as a starting point.

Take training before you start

It is in your best interest to ensure you and your team are familiar with and understand the history of Indigenous Peoples in Canada, the challenges and **issues** they face. Learn about the difficult topics, such as **residential schools**, education, health and housing issues, and how to respond respectfully if the topics are brought up.

The training you take should provide you the means to build effective, sustainable, and mutually rewarding relationships with Indigenous communities. It will save you time, money, and frustration in the long run.

It can even **help your career**, as some training and some practical experience will help separate you from the crowd and other applicants.

Here are some **key points** to look for when selecting an Indigenous awareness trainer.

Do community research

Set aside the time to do extensive research into the community history, governing parties, **worldviews**, **culture** and traditions.

This is the single most important step to take **prior** to contacting the community. It can speed up consultation and engagement activities, buy you time, save resources, save you from going down the wrong path and more.

"But Bob, I don't have time to do this research!" If you don't do it and you start your work you can easily find yourself months down the road realizing you're going to have to start over because you hadn't done your due diligence. Starting over is frustrating for everyone and a waste of time and resources.

Know community dynamics

Recognize that there are many dynamics at play when working with Indigenous Peoples, Indigenous governments, and organizations.

One example could be, the traditional leaders work well with the elected leaders and in other places it's the opposite in that the traditional leaders don't get along with elected peoples.

Try to learn all you can about the dynamics of communities and the individuals in a community before trying to start a relationship and undertaking work. Such learning can help you come up with more **effective strategies** in your work in the community saving you time and resources in the long run.

Recognize Nation autonomy

One Indigenous Nation cannot speak for another Indigenous Nation. Strive to avoid setting up processes, discussions, engagement or consultations where this could be an issue.

Watch your timing

Through your research you will learn about the timing of traditional activities so you can plan your work to respect these important events.

Timing can be everything for the person who wants to build effective and sustainable relationships with an Indigenous community. Consider those whose cultures revolve around **fish and fishing**. They have a very limited window (dictated by nature and regulated by the Department of Fisheries and Oceans) in which to catch enough fish to feed their members through the winter and for cultural events and feasts. The priority of fishing can extend to the entire community – including the Chief and Council. In this environment, it may be next to impossible to get a meeting to happen during the fishing season. Talk about bad timing.

Next, consider the issue of death in a community. Life is precious in any community, but population is a critical concern to communities struggling to grow as Nations. In this context it is not uncommon for all community operations, including the Band office, to shut down completely following the death in a community. Try not to be disappointed if this happens to you.

Establish relationships early

It would be ideal for you to try to establish a relationship and meet before you need something.

Efforts devoted to building the relationship in the early phase is a wise and valuable investment of your time and resources because it can help build trust which can be hard to come by when things get rolling with tight timelines etc.

Consider hosting "get to know you" meetings, or attending community events and meeting new people as a way to establish a positive relationship.

Match team composition

Try to match your team's composition with the community's decision-making structure. In other words, if women are the decision makers, then send women and visa versa.

It doesn't become a problem in every situation, but if it does occur expect delays. That's why it's vital that you do your research and identify the leadership structures and assess the governance traditions of the community you want to work with.

Matching your team to the community's work team is a wise and respectful strategy that can establish a good working relationship quicker and avoid problems in the long run.

Obviously, if the only person is you or a teammate and you don't match then you have to go.

Use caution shaking hands

Offering a hand for a handshake is a fairly common social practice when meeting people. This works most of the time, but we do have to remember that when we are working with Indigenous Peoples we are working across cultures with individuals in their own right and that some Indigenous People do not shake hands and therefore are not expecting, or are uncomfortable with, a handshake. With this in mind, we have to understand and be prepared to offer a hand and not have one offered in return.

Should this happen to you, be sure not to read anything into the fact that someone from the community didn't offer to shake hands with you when you offered a hand first. Do not interpret it as a sign of disrespect, or a sign that they don't like you, when it could possibly be a sign that they simply don't shake hands.

Keep in mind that the typical North American elbow grab and double pump with firm squeeze may not be needed or appreciated either. If they offer a hand then match the intensity and actions. If they don't offer a hand simply withdraw yours in a way that is not too obvious and move on.

Prepare to be recorded

Some communities have had problems in their dealings with people who were less than honourable in remembering what they said.

As a result, be prepared to have your meetings recorded via microphone or video camera.

Always do protocol

It can be customary among Indigenous Nations to acknowledge the host peoples and their territory at the outset of any meeting. The long struggle for respect has been tough, but through it all Indigenous communities have continued to follow basic protocols.

It follows then that if you want to work effectively with Indigenous Peoples one of the best ways to do it is to show respect to the people you are working with. This can be established at the beginning of any meeting by following proper protocol and acknowledging the host community, its people, and its territory.

During the research process look for clues as to proper protocol. If you can't find any try to determine if you are meeting on traditional or treaty lands.

Here are two examples of appropriate “protocol” messages.

Treaty Territory Protocol

“I would like to thank **(what the community calls itself here)** for agreeing to meet with us today and for welcoming us to your treaty lands.”

Traditional Territory Protocol

“I would like to thank **(what the community calls itself here)** for taking the time to meet with us and for inviting us into your traditional territory.”

Stay up-to-date on issues

A key to working effectively with Indigenous Peoples is to understand their issues and perspectives in advance. Learning a community's history and current issues will enable you to anticipate its priorities and core concerns about your interests.

I use google alerts to track communities and people I'm working with. I ask google to give me timely, weekly reports on a community and specific people I'm working with as it helps me see important messages and trends that can guide me to change my strategy or approach.

Consider utilizing social media to help learn about and understand people and communities. Many high ranking leaders have twitter accounts and are commenting on media issues, sometimes even before they hit **mainstream media**.

If a community publishes its own newspaper or blog I always subscribe or follow those too.

Ask “where are you from”

Do ask people “where they are from”.

Whenever I meet other Indigenous peoples one of the first things I ask or am asked is, where you from? It does not mean where do you live, it means where are your people and territory.

If they say, "I'm Bob and I'm from the downtown eastside" I've learned that they don't live in the community and maybe don't spend all their time thinking about community interests.

If they say, "I'm from the xyz nation and our territory is over here", I've learned they are part of a community and do pay attention and maintain ties to it.

Obviously you can't say "where are you from" when you are out in the community but you could change it up and say, "this is a beautiful community, did you grow up here?" The answer you get could surprise you.

Proper communications

Internal community communications happen in many different ways and can impact your organization's ability to work effectively with those communities.

Some prefer town halls, others post meeting minutes on their website, some use First Nations radio, some use television, others communicate in their own newsletter or publication.

Be sure to do proper, as in it is the same as they prefer, communications to ensure people have a chance to engage.

Pacing of communications

Try to match the pacing of communications of the people you are working with.

The traditional mode of Indigenous communication is oral so speech nuances like tone, tempo, volume and inflections can be very important. Be aware and try to match the community style of speech if you can without trying to copy their accent. Also, don't be in a rush to respond until you figure out the pacing etc.

Mind the agenda

Do seek strategic placement for your organization's issues on the community meeting agenda.

Some communities don't meet every day but meet periodically so they try to cover a multitude of agenda items in a single sitting. If you want to make a presentation at the next meeting, you will want a good position on the agenda. A bad placement would have you speaking after someone who might agitate the community - pretty hard to have a good response to your presentation if everyone is upset.

A suggestion is to ask for a copy of the agenda in advance of the meeting. If your position on the agenda is unfavourable, then ask for a better position or maybe even be prepared to postpone your presentation until the next meeting in hopes of a better placement.

Mind people alignment

The old saying that “You can tell a lot about people by the company they keep” applies to your work in Indigenous communities, whether you realize it or not. For example, if there is an upcoming election and you have aligned yourself with the outgoing Chief or Council, you may have created a serious “people alignment” problem for your work.

Your selection of consultants to work on your behalf can have similar sensitivity. The reputation of how your hired consultant works with Indigenous Peoples will be considered a reflection on you and your company. Hire accordingly; this also applies to **contractors and subcontractors** as your project progresses.

When attending a multi-party meeting with an Indigenous community, try not to sit close to people whose issues with the community are more contentious than yours as you could inadvertently be perceived as part of that contentious issue.

Also, be wary of the first person who wants to be your friend, and try to get to know those who seem to be avoiding you.

Expect different leaders

It is possible to meet elected and hereditary chiefs in the same community and meetings.

A Band Chief is elected by Band members to govern for a specified term. Under the specifications of the *Indian Act*, First Nations must have an election every two years.

A **Hereditary Chief** is a leader who has power passed down from one generation to the next along blood lines or other cultural protocols, similar to European royalty.

It is possible, and so one should be prepared to meet both Band Chiefs and Hereditary Chiefs on the same day and in the same meeting. Hopefully this information turns up in your research and you can plan accordingly on how to deal with such situations.

Know the collective way

Be aware that Indigenous rights are communally or collectively held and that the whole community may need to be involved in the decision-making process.

On occasion we have seen both traditional and elected leaders end up facing the anger of the people for decisions made about their collective rights.

We have seen decisions get overturned later because leaders were off-side in their authority and decisions. If you want to avoid such situations simply take a "cast a wider net approach" and talk to more people in the community.

Joint problem solving

Use a joint problem solving approach in your work with communities.

If you think about the history of Indigenous relations it has been very much a "Hi, I'm from the government and I'm here to help." The problem is that all that help has not really been helpful. So to say, I'm here to help sends the wrong message.

Instead say things like, "I have lots to share but I know I have lots to learn and I'm looking forward to working with the community on these items of mutual interest." Don't be afraid to ask them for ideas on how to solve problems too.

Honour your agreements

Honour all your agreements, especially your oral agreements

Traditionally, Indigenous communities are **oral societies** and oral agreements are even more important than written agreements. In Indigenous culture, your word is more important than anything written on a piece of paper. At all costs, you must make sure that you protect your word and integrity in all your dealings on behalf your organization. Nothing can damage your reputation more than having to say, “Things have changed and I will no longer be able to deliver what I promised.”

A good mantra to adopt is "promise less, deliver more".

Anticipate their questions

Anticipate questions they may have of your organization and prepare answers to those questions in advance.

Expect questions in regard to the scope of your proposed work and its impacts on the community. Expect also to be questioned about your personal and corporate history and values.

If you're in government expect all kinds of challenging questions, especially questions about past relationships.

Dress for the weather

Consider dressing down for work in the community. In many cases, community offices have more casual dress policies than does corporate Canada.

Showing up in the pinstripe suite or with that Gucci purse can send the wrong message.

Don't get me wrong, some communities dress professionally as we would expect in business or government but others don't and dress more for the region and the weather.

Aid cultural survival

Be aware that cultural survival is a fundamental driver of an Indigenous community's decision-making process.

Every decision made reflects the need to protect the land and culture for **future generations** and is the reason that decisions can take longer in Indigenous communities.

Decisions made that protect cultural survival and the **land** can sometimes not make sense from a **business** perspective but if we can align cultural survival with government or business objectives things can run a lot smoother.

Avoid sacred sites

Avoid **sacred sites** at all costs. Some of the biggest conflicts in Canada have been around sacred site issues. Indigenous communities will escalate things really quickly around sacred sites issues.

Remember that they don't like to talk about sacred sites as they don't want to make them public knowledge. It may be necessary to sign confidentiality agreements or have off-the-record meetings to learn about them.

Participate in cultural events

At some point during your work with an Indigenous community, you may be invited to participate in cultural events.

It could be an opening prayer, a smudge, or some other form of cultural activity. They may even ask you to dance in front of 500 of the closest relatives.

It can be very unnerving to participate in a smudge or another type of ceremony for the first time. When in doubt about what to do, ask the host or a friend of the community to explain the ceremony's participation process. If all else fails, follow the lead of the people in front of you.

If you are invited to attend a potlatch, consider it an honour - here are some [potlatch protocol](#) guidelines.

Be prepared to ask for help

Be prepared to say that you are having a problem and that you are seeking their help on how to solve it.

It's a very simple and honest admission that you are having a problem and have come to them for advice. Seeking their input shows respect, humility and a willingness to learn.

Thanks for reading

Thanks for reading. We hope you find these tips helpful for your work with Indigenous Peoples.

If you want to learn more personally consider registering for one of our public training sessions. If you are interested in helping out your whole team, consider bringing us on-site to deliver training. Our website address is www.ictinc.ca

Don't hesitate to contact us to discuss your options. You can send us an email at info@ictinc.ca or give us a call at toll free 1.888.986.4055

Halakas'la

Bob Joseph

Guide to Terminology

Hey, if you liked this ebook and want to expand your knowledge, why not download our *Indigenous Peoples: A Guide to Terminology*?

[CLICK HERE](#)

Working Effectively with Indigenous
Peoples™

23 Tips On What Not to Say or Do



By Bob Joseph at Indigenous
Corporate Training Inc.

Foreword

Handy practical tips to incorporate into that next meeting.

Bob Joseph



I train thousands of people every year and the issue that learners are most concerned about in their work with Indigenous Peoples is saying or doing the wrong thing. This guide is provided to help people avoid saying or doing the wrong things. It's based on content starting on page 174 of our [Working Effectively with Aboriginal Peoples®](#) book.

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Don't use colloquialisms

Few things will tarnish you faster than the thoughtless use of colloquialisms. Many colloquial expressions used in popular communication carry connotations that may offend at least some of the people you will meet.

Use these 8 colloquialisms at your peril!

1. Indian giver
2. Circle the wagons
3. Low man on the totem pole
4. Rain dance
5. Too many Chiefs, not enough Indians
6. Pow wow
7. Indian Summer
8. Indian Time

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Don't use acronyms

We have attended many meetings in First Nation communities and have witnessed first-hand the overuse of acronyms by other visitors, which may make great sense to the speaker, but not to those listening.

Remember where you are and who your audience is. Not only will many in your First Nation audience be unfamiliar with your acronyms, they may not even want to learn them. Or, worse yet, will think you're talking code so it's best to avoid using acronyms.

Don't use all technical terms

Much the same as the overuse of acronyms, overuse of technical terms will leave the same impression. First Nations people are like audiences anywhere in the sense that they want a presentation they can relate to and understand.

One comment we often hear First Nation community members say is, “How come the presenters have to use such big words?” Use plain language that everyone can understand.

A good presentation will include layperson and technical person information.

Don't use "stakeholders"

In your written and verbal communications

"Stakeholder" is a commonly used business term that should be avoided at all costs when working with First Nation communities. If the 'Rod and Gun Club' (a stakeholder) doesn't like what you are doing they can lobby their MP or MLA to try to effect changes. If a First Nation community doesn't like what you are doing they have the ability to launch legal action thereby putting your work in immediate jeopardy for a number of years.

In this context, First Nations people are not merely stakeholders - they have constitutionally protected rights and are used to dealing with Canada, provinces and territories on a **Nation-to-Nation** basis.

Consider these recommendations that we make in our courses. Use "rights holder" instead of "stakeholder". You could also say something along the lines of "we are reaching out to governments, Indigenous Peoples, and stakeholders to gather feedback for our work."

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Don't force your timelines

and tell them they have to meet them

Timelines are thorny issues in First Nation communities. A good working rule to incorporate is “our timeline is our problem”.

At present, most people who go to a community to do business have a timeline. Push too hard on meeting those timelines and you'll create resistance which in the end will stretch your timeline out even further.

Additionally, If you push for the sake of your timeline, you may find that it compromises future business opportunities in that community. Conversely, you will likely win respect and a more receptive hearing if you approach the community with an attitude marked by interest and willingness to listen, leaving your timeline back in the office.

There are ways to overcome timeline issues such as capacity building or **building long term relationships**.

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Don't use "equally"

As in "we have to treat you equally with others..."

"Equality" and "Equally" are terms that should be avoided when working with First Nations people. When they hear the term equality or equal they hear that they have to give up their **constitutionally protected rights** or they hear we can be equal only if **they** give up **their** human rights to be who they are as a People.

They have no interest in giving up their constitutional, legal, political, or human rights and will react strongly when these words are used.

Don't insist on dates to meet

It sounds obvious but this sometimes happens.

Don't tell the community what dates you should meet and then insist on it.

Your meeting is just one of many and may not be a priority for the community representatives who are very busy managing and addressing the needs of their communities.

There are also cultural, traditional and seasonal pursuits such as **hunting** and **fishing** that only happen at certain times of the year and these will take precedence over your meeting.

A more respectful strategy is to ask which dates would work best for their community.

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Don't name drop

As in "I just came from this other community and they liked me..."

Many people assume that it is okay to name drop as they move from community to community in their work. Such assumptions are risky and can be outright destructive. Everything can change as we move between communities, even when communities are in close proximity to one another. Ask yourself where the value is in adding this into a conversation. Here's an article on the pitfalls of this from our blog:

["First Nation Name Dropping - the Dead Cat Bounce"](#)

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Don't best friend it

As in "some of my best friends are Indigenous Peoples"

Personal connections are important and there are times we should bring them into a conversation. Bring them in too soon though and you risk being seen to be over compensating. Worse yet, you could name drop the wrong person or community, both of which can be disastrous for you. Give the relationship a little time before you "best friend" it.

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Don't discuss types of chiefs

Elected vs. Hereditary chiefs

This can be interpreted as disrespectful to the lineage of hereditary chiefs that dates back to time immemorial.

Some communities have elected chiefs. Others have elected and hereditary chiefs or other forms of traditional government leadership.

The system of having band chiefs and band elections every two years was forced upon First Nations in the *Indian Act*.

I would also encourage people to stay away from conversations around style of government. For example, "I prefer a municipal style of government."

Don't assume a Band is in its own territory

Throughout Canada, many bands' **reserves** have been relocated from their **traditional territories** for different reasons. Do your due diligence research and learn the history of the community you are working with or hope to work with. This will help you avoid talking to the wrong community or talking to communities in the wrong order.

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Don't make assumptions about the band's authority

In land use matters

Don't assume that the band Chief and Council are able to make land use decisions regarding their Peoples' territory.

We know of instances where the traditional leaders make land use decisions and the elected ones do housing, health care and education.

We have also seen instances where community members, who do not support a band council decision, go to great lengths to change the decision and/or the leaders who made those decisions.

Keep in mind the rights of First Nations peoples are collectively held in law and consultation with the broader community may be required.

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Don't go with a completed draft plan

Showing up with completed draft plans signals to the community that your project is a done deal and you are meeting with them only because it looks good - an item to be checked off on the list. Insincerity is easily detected.

Don't assume men rule

We see people go to communities from time to time with the assumption that they will be dealing with men and that the men rule.

Some communities have a matriarchal leadership while others have a patriarchal leadership structure. Do your research in advance find out what roles exist and who does what and when.

Don't cut cookies

or use the same old consultation process

Don't expect to consult with the same community in the same way on different issues. What worked last time may not work next time.

Different issues will have different concerns and impacts. Take the time to learn the concerns of a community - it could be providing employment or preserving culturally significant areas - and modify your approach to respect the individual issue. It's always good to avoid the cookie cutter approach when working with communities.

Potluck & Potlatch

The same right?

Don't confuse potlatch with potluck.

Potlatch is an ancient, traditional gathering held by many Northwest Coast First Nations that survived the best attempts of the government to banish it. It is a primary means for the communities to bear witness, to confirm in public any changes in status such as marriages, birth, death, and coming of age and so much more. The word itself is a Chinook Jargon word that means "to give".

At a potluck I bring the rice crispy squares and you bring the chicken wings.

Reserves & Reservations

The same right?

Don't confuse reserves with reservations.

Reserve is the Canadian term. Bands and their members are situated on reserves. Reservation is the American term for a place where Native American tribes live. So, in Canada, we don't have reservations except at hotels, restaurants and airlines.

There are also urban reserves, of which there are two types: one is a reserve that was **rural** but became urban when a neighbouring town expanded around it, while the second is created when a First Nation acquires a block of land in a city and works through the process of **acquiring reserve status** for the land.

Don't use bad terminology

What is the best terminology? Is it "Indian" or "Native" or "Indigenous"?

Our suggestion is to always go with what they are calling themselves. Call the band office after hours and they will tell you what they are calling themselves in their answering machine message. A little research goes a long way here.

I talk all about this subject in [this short video](#).

Don't question Canadianness

I was at a community meeting one time where a curious participant asked the community members if they were going to be Canadian when the treaties and court cases were all done.

It's a good question if you are trying to start a bench clearing brawl. Do your own research rather than risk it. Treaties are attached to the Constitution. It makes Indigenous Peoples a part of Canada.

Court cases are fought in Canadian courts most of the time. If Indigenous Peoples were trying to not be Canadian, why would they fight court cases using a Canadian court? Many understand that to be Canadian.

I should note a small number of communities take a sovereignty perspective.

Don't impose eye contact

Don't impose or expect direct eye contact.

Many non-Indigenous people believe that it's important to maintain eye contact during conversation.

For many Indigenous Peoples, continuous eye contact may not be expected or appreciated. For residential school survivors, eye contact with school or church officials could have resulted in physical punishment.

For hunter societies, if they were spending all their time looking each other in the eye they could miss dinner walking by.

Don't overdress

Don't overdress for community meetings.

Along with any assumptions, you should also leave behind the business suit, Gucci bag or high heel shoes. This style of attire can send two wrong messages:

- 1) you have lots of money
- 2) your attire indicates a “defender of the empire” attitude.

Both of these messages can have serious ramifications for your meeting by setting a tone that may not accurately reflect you or your organization.

Don't fret meeting duration

Don't fret, stress, and obsess about the duration of a meeting.

Sometimes meeting agendas aren't adhered to if certain topics take longer to discuss or new ones arise. Be present in the moment. When you book a meeting with a community, try to keep a buffer of time between the expected ending of the meeting and your next appointment. Don't check your watch, and definitely turn off your phone or put it in quiet mode.

If you forget to turn it off and it buzzes or flashes lights don't pick it up, read and then start to reply as this is very rude.

Don't answer too soon

Don't feel that you must answer or fill the silent periods during discussions. These silent periods can be longer than you are accustomed to, and may be needed for thought formulation. Try to ensure the speaker has finished before you contribute to the conversation.

Thanks for reading

Thanks for reading. We hope you found these tips helpful for your work with Indigenous Peoples.

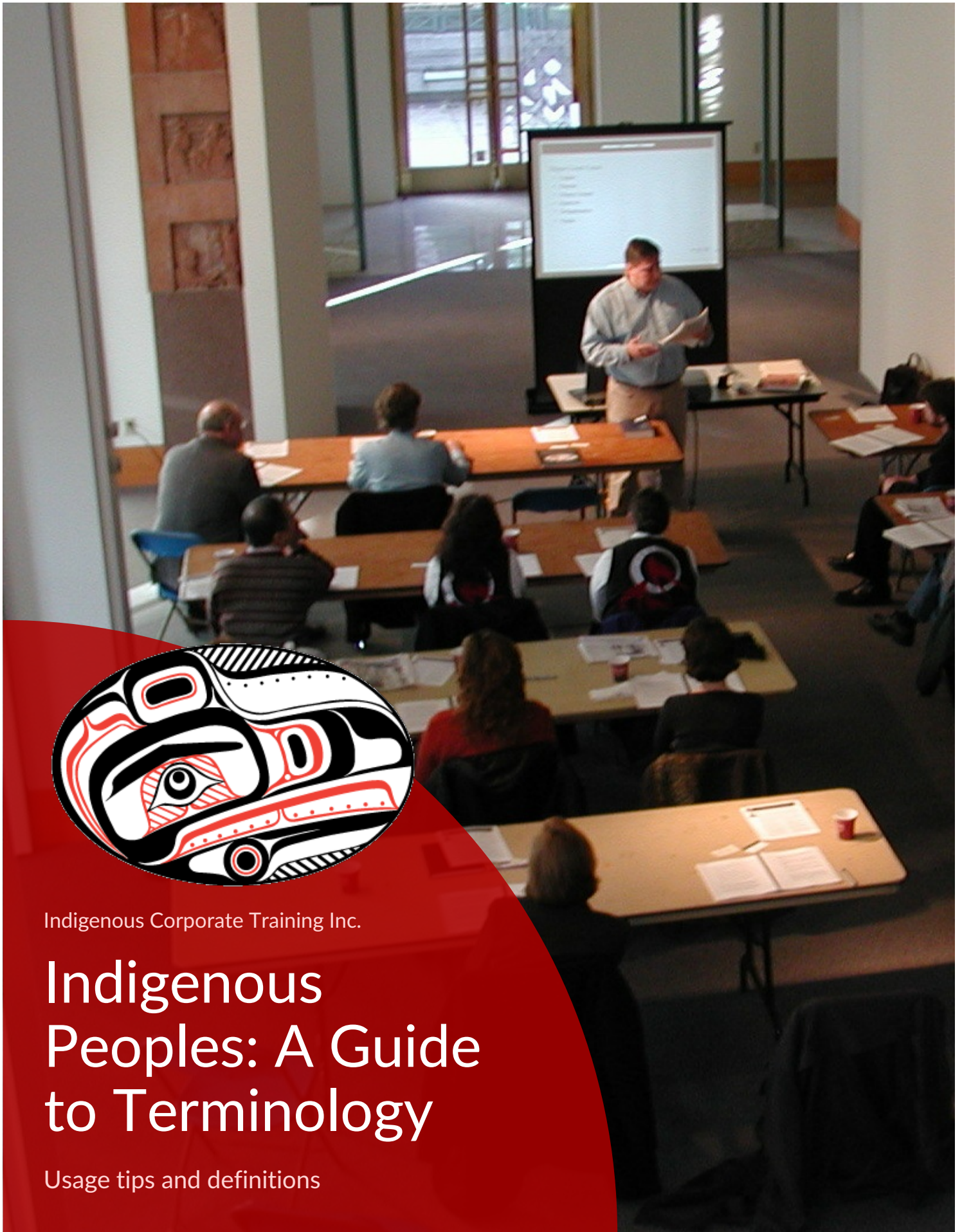
If you want to learn more personally consider registering for one of our public training sessions. If you are interested in helping out your whole team, consider bringing us on-site to deliver training. Our website address is www.ictinc.ca

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27 Must Do's free ebook

Hey if you liked this ebook why not download the companion book called 27 things you should say and do when working with Indigenous Peoples.

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Indigenous Corporate Training Inc.

Indigenous Peoples: A Guide to Terminology

Usage tips and definitions

Foreword



Hi there, I'm Bob Joseph, founder of Indigenous Corporate Training Inc., One of my personal and professional goals for over 20 years has been to help people and their organizations to work more effectively with Indigenous Peoples.

My Canadian clients include all levels of government, Fortune 500 companies, financial institutions, including the World Bank, small and medium sized corporate enterprises, and Indigenous Peoples.

I have worked internationally for clients in the United States, Guatemala, Peru, and New Caledonia in the South Pacific.

I hope you enjoy this ebook in which I provide some perspective on historical, political and community terminology, plus some definitions of common terms as well as tips regarding usage.

What is the definition of Indigenous Peoples?

Before we begin, a bit of context....the First Peoples of this land now known as Canada formerly had unique communities with unique names - there wasn't a need for collective nouns or complicated terminology. With European contact and ensuing colonization, the government required people to be defined and labeled for ease of governing.

As it stands, there is no generally accepted definition of Indigenous Peoples in a global context. Some countries refer to Indigenous Peoples as the people who were there first at contact. Others refer to Indigenous Peoples as the nomadic peoples within their borders.

In Canada, we seem to be using a definition of Indigenous Peoples that mirrors the constitutional terminology of Aboriginal Peoples as stated in [Section 35](#) that includes the Indian, Inuit, and Metis Peoples.

So when it comes to these two terms what's the best terminology? As always, my favorite answer is "it depends." It really depends on which hat people are wearing.

The federal government sent a strong signal that they prefer Indigenous Peoples in the victory speech, and in the changing of the name of the department of Aboriginal Affairs and Northern Development Canada to Indigenous and Northern Affairs Canada. So, if you are in the federal system, I think you would be okay to go with Indigenous Peoples.

What is the definition of Indigenous Peoples? cont'd

What about the provinces? Had you asked me a few years ago which province in Canada would be the first to go with the terminology “Indigenous Peoples” I wouldn't have picked Alberta but we now see that province going with this term. In Ontario recently we saw the Government of Ontario change the name of its ministry to Indigenous Relations and Reconciliation, signaling a direction from that province. Manitoba First Nations leadership has stated on occasion that they would be interested in dealing with anybody who referred to them as Indigenous peoples.

As for us here at Indigenous Corporate Training, we have begun the process of switching over our materials from Aboriginal Peoples to Indigenous Peoples. Certainly those companies who operate internationally should be going with the international term of Indigenous Peoples.

I think people will continue to ask for practical advice on this and I like to share with them a story about Wayne Gretzky and his philosophy when he was playing hockey. He stated something along the lines of, “I'm not worried about where the puck was. I'm not worried about where the puck is. What I am thinking about is where the puck will be in two plays from now and that's where I have to try to get to.” That's my advice for people working on Indigenous relations and reconciliation. Start moving to where the puck will be in two plays.

BTW: In this [youtube video](#), from a presentation at the Vancouver Board of Trade, I provide a short take on terminology.

Indigenous or Aboriginal?

Which is correct?

“Which is correct? Indigenous or Aboriginal” is a frequently asked question for us at Indigenous Corporate Training Inc.. We really appreciate the question and the motive behind the question - to respect Indigenous Peoples by using the correct terminology.

Usage of the word "Indian" in Canada is decreasing due to its incorrect origin and connections to colonial policies under the *Indian Act*, and government departments such as the Indian Department (precursor to INAC), Indian Agent, Indian *residential schools* etc.

Aboriginal Peoples moved into popularity as the correct collective noun for First Nations, Inuit and Métis and was widely adopted by government and many national groups. This distinction was made legal in 1982 when the *Constitution Act* came into being. *Section 35* (2) of the Act states:

In this Act, "aboriginal peoples of Canada" includes the Indian, Inuit and Métis peoples of Canada.

However, "Aboriginal Peoples" has met resistance to its usage from some groups, as discussed in "*Indigenous vs. Aboriginal*".

For some more information on the significance of the government embracing Indigenous, please read "*Back to the Future: PM-designate Justin Trudeau evokes the Royal Proclamation.*"

Indigenous Peoples terminology

Tips and guidelines for usage

So, now some tips and guidance on usage of "definitions" of Indigenous Peoples in Canada.

The following pages cover some guidelines for usage:

Aboriginal Peoples

Usage guidelines

Aboriginal Peoples

The collective noun used in the Constitution Act 1982 and includes the Indian (or First Nations), Inuit and Metis Peoples so legally it will always have a place at the terminology table.

Can:

- Use interchangeably with First Peoples
- Use interchangeably with First Nations
- Use interchangeably with Indigenous Peoples

Caution:

- If using interchangeably with First Nations note that some First Nations prefer not to be called Aboriginal Peoples
- If using this term, it should always be Aboriginal Peoples together as opposed to Aboriginal or Aborigines.

Indigenous Peoples

Usage guidelines

Indigenous Peoples

A collective noun for First Nations, Inuit, Métis and growing in popularity in Canada.

Can:

- Use interchangeably with First Peoples
- Use interchangeably with First Nations
- Use interchangeably with Aboriginal Peoples

Caution:

- If using interchangeably with First Nations as some may have more preference for Indigenous Peoples, for example First Nation communities in Ontario have expressed publicly and politically that they prefer Indigenous Peoples

First Nation(s)

Some usage guidelines

First Nation(s)

First Nation is a term used to identify Indigenous peoples of Canada who are neither Métis nor Inuit. This term came into common usage in the 1970s to replace the term “Indian” and “Indian band” which many find offensive. First Nations people includes both status and non-status Indians so there’s a need to careful with its usage, especially if in reference to programs that are specifically for status-Indians.

There is no legal definition for First Nation and it is acceptable as both a noun and a modifier.

Can:

- Use to refer to a single band or the plural First Nations for many bands
- Use “First Nation community” is a respectful alternative phrase
- Use instead of “Indian” when referring to an individual

Caution:

- If using interchangeably with Aboriginal Peoples as some First Nations people don’t like the term Aboriginal Peoples
- If using interchangeably with First Nations as some may have more preference for Indigenous Peoples, for example First Nation communities in Ontario have expressed publicly and politically that they prefer Indigenous Peoples

Indian

Some usage guidelines

Indian

“Indian” is the legal identity of an Indigenous person who is registered under the Indian Act.

One story about the origin of the term “Indian” dates back to **Christopher Columbus**, who mistakenly thought he had reached the East Indies, so referred to the people in the lands he visited as “indios” which is Spanish for Indian.

Can:

- "Use in direct quotations
 - Use when citing titles of books, works of art, etc.
 - Use in discussions of history where necessary for clarity and accuracy
 - Use in discussions of some legal/constitutional matters requiring precision in terminology
 - Use in discussions of rights and benefits provided on the basis of "Indian" status
 - Use in statistical information collected using these categories (e.g., the Census)"
- [1]

Caution:

- If using in front of individuals some may deem it as derogatory and outdated and call you out on it.

[1]Strategic Alliance for Broadcasters for Aboriginal Reflection

Indian (cont'd)

Some usage guidelines

Indian (continued)

There are categories of “Indian”:

Status Indians - are those who are registered under the **Indian Act**

Non-status Indians* - are those who generally speaking have two distinct qualities: (1) they lack status under the *Indian Act*; and (2) they have Indian heritage; in other words, they have **lost their status or whose ancestors were never registered or who lost their status under former or current provisions of the Indian Act

Treaty Indians - are those who are members of a community whose ancestors signed a **treaty** with the Crown and as a result are entitled to treaty benefits

* Non-status Indians and Métis historically were not covered by the Indian Act but as of the Supreme Court of Canada decision on April 14, 2016, they are now considered Indians; how this will affect their rights has not been determined at this time.

Inuit

Some usage guidelines

Inuit

Indigenous people in northern Canada, living mainly in Nunavut, Northwest Territories, northern Quebec and Labrador. Ontario has a very small Inuit population. Inuit are not covered by the *Indian Act*.

Can:

- Use Inuk when referring to an individual Inuit person
- Use Inuuk when referring to two people; for three or more people, it is Inuit
- Inuit People - in the Inuktitut language the term **Inuit** translates to "the people".

Caution:

- Eskimo as it is considered derogatory. Here's some more information on terminology related to **Inuit Peoples of the World**
- Inuit are not the same as Innu as Innu are an Indigenous group that primarily live in northeastern Quebec and southern Labrador

Métis Peoples

Some usage guidelines

Métis Peoples

Métis Peoples are people of mixed Indigenous and European ancestry. The Métis National Council adopted the following definition of “Métis” in 2002: *“Métis” means a person who self-identifies as Métis, is distinct from other Aboriginal peoples, is of historic Métis Nation Ancestry and who is accepted by the Métis Nation.*”*Métis are now covered by the Indian Act.

Can:

- Use in reference to ‘persons whose ancestors inhabited Canada and received land grants and/or scrip’ [1]
- Use in reference to those who self-identify as Métis

Caution:

- Some people may refer to themselves as Métis but upon further research they might fit more into non-status Indian than Métis; for example, "Barbara" self-identifies as a Métis person but with some exploratory questions you discover she lost her status in 1981 upon marriage to a non-status Indian; Barbara doesn't meet the criteria as Métis person based upon the definition above

[1] Aboriginal Peoples: Terminology and Identity, Library of Parliament Research Publications

Native

Some usage guidelines

Native

A becoming gradually outdated collective term referring to Indians (Status, Non-status, Treaty), Métis, and Inuit but has largely been replaced by Indigenous. While some First Nations individuals refer to themselves as “Native” that doesn’t necessarily give non-Indigenous people license to do so.

Can:

- Use when working with organizations such as the Native Women’s Association of Canada
- Use when an individual self-identifies using this term.

Caution:

- Use it sparingly as some see it as derogatory and outdated. The term was popular in the colonial and settler era.

Punctuation

A couple of notes on punctuation:

- Always **capitalize** Indigenous, Aboriginal, First Nation, Inuit, Métis as a sign of respect the same way that English, French and Spanish etc are capitalized
- Avoid using possessive phrases like “Canada’s Indigenous Peoples” or “our Indigenous Peoples” as that has connotations of ownership. Perhaps go with “Indigenous Peoples of Canada”
- We’re not sure why, but the plural possessive for First Nations, Indigenous Peoples, Aboriginal Peoples does not generally use the apostrophe so you won’t see, for example, “First Nations’ land”
- Both Métis and Metis are in use. Go with what the people you are working with use.

We harken back to our main terminology training tip here which is “always go with what people are calling themselves”. It requires some research but it will be worth the effort.

You can watch this **Vancouver Board of Trade video** here to get my pro tip for research on this topic. Hint: it’s “call the community office after hours to listen to the recorded message.”

Aboriginal Consultation

Some frequently used terms

Aboriginal Consultation: The Crown has a legal duty to engage in meaningful consultation whenever it has reason to believe that its policies or actions, directly or indirectly, might infringe upon actual or claimed Aboriginal interests, rights or title.

Aboriginal Interest: A broad term referring to the range of rights and entitlements that may arise from long use and occupation of traditional territories by Aboriginal people. Application of common law, statute law, treaty provisions, and the Constitutional protection provided to “... the existing aboriginal and treaty rights of the Aboriginal people of Canada” by section 35 of *The Constitution Act, 1982*, to the facts of the particular case, determines the scope of “Aboriginal interest”.

Aboriginal people/persons: More than one Aboriginal person.

Aboriginal people: Entire body of Aboriginal persons in Canada.

Aboriginal Peoples: Defined in the *Constitution Act, 1982* to include all Indigenous people of Canada - Status Indians, Non-Status Indians, Métis and Inuit people.

Aboriginal Rights

Some frequently used terms

Aboriginal Rights:

- practices, traditions or customs which are integral to the distinctive culture of an Aboriginal society and were practiced prior to European contact, meaning they were rooted in the pre-contact society;
- must be practiced for a substantial period of time to have formed an integral part of the particular Aboriginal society's culture;
- must be an activity that is a central, defining feature which is independently significant to the Aboriginal society;
- must be distinctive, meaning it must be distinguishing and characteristic of that culture;
- must be given priority over all other land uses, after conservation measures;
- must meet a continuity requirement, meaning that the Aboriginal society must demonstrate that the connection with the land in its customs and laws has continued to the present day;
- may be the exercise in a modern form of an activity that existed prior to European contact;
- may be regulated by government, but only by legislation explicitly directed at a compelling and substantial objective such as the conservation and management of natural resources;
- do not include an activity that solely exists because of the influence of European contact; and
- do not include aspects of Aboriginal society that are true of every society such as eating to survive.

Aboriginal Title And Band

Some frequently used terms

Aboriginal Title: In general, “Aboriginal title” refers to the rights of Aboriginal Peoples to the occupation, use and enjoyment of their land and its resources. The classic legal definition was provided by the Supreme Court of Canada in *Delgamuukw v. British Columbia* [2]:

“... aboriginal title encompasses the right to exclusive use and occupation of land; second, aboriginal title encompasses the right to choose to what uses land can be put, subject to the ultimate limit that those uses cannot destroy the ability of the land to sustain future generations of Aboriginal Peoples; and third, that lands held pursuant to aboriginal title have an inescapable economic component.”

Band: The *Indian Act* defines “Band”, in part, as a body of Indians for whose use and benefit in common, lands have been set apart. Each Band has its own governing Band Council, usually consisting of a Chief and several councilors. The members of the Band usually share common values, traditions and practices rooted in their language and ancestral heritage. Today, many Bands prefer to be known as First Nations. Capitalize “Band” when it is part of a specific band, such as Osoyoos Indian Band, otherwise, use lowercase.

Band or First Nation Council

Some frequently used terms

Band Council or First Nation Council: The Band's governing body. Community members choose the Chief and councilors by election under section 74 of the *Indian Act*, or through traditional custom. The Band Council's powers vary with each band.

Chief: There are two classifications of Chief:

- **Band Chief:** A person elected by Band members to govern for a specified term. Under the specifications of the Indian Act, First Nations must have an election every two years.
- **Hereditary Chief:** A Hereditary Chief is a leader who has power passed down from one generation to the next along blood lines or other cultural protocols, similar to European royalty.

Chinook Jargon: Describes a language that was loosely based on the Chinook Peoples language. It developed as a trade language so that communication could take place between people who spoke different languages. It appeared in the 19th century from the Columbia River area and spread out into Washington, Oregon, British Columbia, and Alaska.

Elder, Extinguishment etc.

Some frequently used terms

Elder: Elders are recognized because they have earned the respect of their community through wisdom, harmony and balance of their actions in their teachings. Elders try to instill respect in their community members for the natural world and that the earth is their mother.

Enfranchisement: The process involved in giving up one's status as an Indian; predominate during era of Indian assimilation practices. In 1985, this practice was terminated by Bill C-31.

Extinguishment: The history of extinguishment of title has its roots in old or historic treaties which contained the words "cede, release, surrender" of their rights, title and privileges to the lands included within the limits of that particular treaty.

Fiduciary obligation: A legal duty described by the Supreme Court as the obligation of one party to look after the well-being of another. Canada has fiduciary obligations to Aboriginal people, meaning that Canada must consult and negotiate with Aboriginal people whenever their interests are concerned.

First Nations and Peoples

Some frequently used terms

First Nation: A term that came into common usage in the 1970s to replace the term “Indian band”, which many, not all, found offensive. The term “First Nation” has been adopted to replace the word “Band” in the name of many communities, and can refer to a single Band, many Bands, an Aboriginal governing body, organized and established by an Aboriginal community, or an Aboriginal community as a whole. First Nation is not applied to Inuit or Métis, who are distinct and separate.

First Peoples: Another, less frequently used collective term to describe the original peoples in Canada.

Impacts and Benefits Agreements (IBA): A broad term used to describe various contractual commitments related to development of land or resources subject to Aboriginal rights. IBAs usually impose negotiated limits on a project’s impacts on the environment, on fish and wildlife, on the land and First Nations traditional use and enjoyment of same; and IBAs usually define a range of negotiated economic and preferential benefits to flow to the First Nation(s) whose lands are to be impacted by the development.

Indian and Indian Act

Some frequently used terms

Indian: The origin of the term “Indian” dates back to Christopher Columbus, who mistakenly thought he had reached the East Indies, so referred to the people in the lands he visited as “indios” which is Spanish for Indian. Usage of the term has fallen out of favour to the point it is considered by many to be derogatory and has largely been replaced by Aboriginal Peoples.

Usage: Indian is still used in the following situations:

“• in direct quotations

- when citing titles of books, works of art, etc.
- in discussions of history where necessary for clarity and accuracy
- in discussions of some legal/constitutional matters requiring precision in terminology
- in discussions of rights and benefits provided on the basis of "Indian" status
- in statistical information collected using these categories (e.g., the Census)”

Strategic Alliance for Broadcasters for Aboriginal Reflection

Indian Act. The *Indian Act* is federal legislation that regulates Indians and reserves and sets out certain federal government powers and responsibilities toward First Nations and their reserved lands. The first *Indian Act* was passed in 1876, although there were a number of pre-Confederation and post-Confederation enactments with respect to Indians and reserves prior to 1876. Since then, it has undergone numerous amendments, revisions and re-enactments.

Indigenous Peoples

Some frequently used terms

Indigenous Peoples: The definition of “indigenous” is “native to the area” – so, in terms of Aboriginal people, they are indigenous to North America. As a collective term, it should be capitalized “Indigenous Peoples”.

a) “Peoples in independent countries whose social, cultural and economic conditions distinguish them from other sections of the national community, and whose status is regulated wholly or partially by their own customs or traditions or by special laws or regulations;”

b) “Peoples in independent countries who are regarded as indigenous on account of their descent from the populations which inhabited the country, or a geographical region to which the country belongs, at the time of conquest or colonization or the establishment of present state boundaries and who, irrespective of their legal status, retain some or all of their own social, economic, cultural and political institutions.” *ILO 169, a respected international convention*

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Inherent Rights & Inuit

Some frequently used terms

Inherent Rights: Pre-existing rights that a person is born with into their nation; officially recognized by Canada under section 35 of the Constitution Act, 1982: Aboriginal peoples of Canada have the right to govern themselves in relation to matters that are internal to their communities, integral to their unique cultures, identities, traditions, languages and institutions, and with respect to their special relationship to their land and their resources.

Inuit: Aboriginal people in northern Canada, living mainly in Nunavut, Northwest Territories, northern Quebec and Labrador. Ontario has a very small Inuit population. Inuit are not covered by the *Indian Act*. The federal government has entered into several major land claim settlements with Inuit. *Usage: The word "Inuit" means "the people" in the Inuit language and is used when Inuit are referring to themselves as a culture. Inuit is also the plural form of "Inuk". Avoid using the term "Inuit people" or "the Inuit people" as that is redundant - "Inuit" is the preferred form.*

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Land Claims

Land, Comprehensive, Specific & Agreement

Land Claims: In 1973, the federal government recognized two broad classes of claims — comprehensive and specific.

- Comprehensive Claims:

Comprehensive claims are based on the assessment that there may be continuing Aboriginal rights to lands and natural resources. These kinds of claims come up in those parts of Canada where Aboriginal title has not previously been dealt with by treaty and other legal means. While each claim is unique, frequently these claims include such things as land title, fishing, trapping, and resource rights and financial compensation – hence the “comprehensive”

- Specific Claims:

Specific claims declare grievances over Canada’s alleged failures to discharge specific obligations to First Nations groups.

Land claim agreement: A term used by the federal government to refer to a negotiated settlement with a First Nation on lands, land usage, and other rights.

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Métis Peoples

Nation, Native, and Oral History

Métis Peoples: People of mixed Aboriginal and European ancestry. The Métis National Council adopted the following definition of “Métis” in 2002: *“Métis” means a person who self-identifies as Métis, is distinct from other Aboriginal peoples, is of historic Métis Nation Ancestry and who is accepted by the Métis Nation.”*

Nation: People united by common descent, history, culture and language associated with a particular territory.

Native: Another outdated collective term referring to Indians (status and Non-status), Métis, and Inuit but has largely been replaced by Aboriginal.

Oral History: It has been suggested that if a culture didn't have a written language, then it was considered primitive. Aboriginal Peoples of North America have relied on oral histories, as opposed to written languages, since the dawn of time. History is frequently passed to future generations through stories, songs and oral communications.

Reserve & Scrip

Don't forget Self-Determination

Reserve: Defined by the *Indian Act* as “... tract of land, the legal title to which is vested in Her Majesty, that has been set apart by Her Majesty for the use and benefit of a band.” A result of the definition of reserve land in the *Indian Act* is that reserve land cannot be privately owned by the Band or Band members. “Reservation” is an American term.

Scrip: Certificates redeemable for land or money issued to Métis during the late 19th and early 20th centuries. Métis would have to apply for the scrip in order to qualify; it was a system designed to extinguish Métis Aboriginal title.

Self-determination: A major objective of Aboriginal Peoples, country-wide, is to gain control over who can become members. Currently, bands are required to maintain a registry with many of the rules governing membership mandated by the *Indian Act*. As we move into the future, the desire is for communities to decide who their members are, and not be directed by a bureaucrat in Ottawa. Self-determination is the right to decide who your people are.

Self-Government

Self-indentification

Self-government: Long before Europeans arrived in Canada, First Peoples were self-governing. In 1876, when the *Indian Act* went into effect, traditional governance systems were dismantled and alien regulations were imposed in their place. When we take a look at the day-to-day operations of a band we see that all the actions of the band are directed in accordance with the *Indian Act*. This is a huge problem for bands, and their politicians, because it means that while they are elected by their people they are accountable to the department of Aboriginal Affairs and Northern Development of Canada. Their preference would be to change to a system where the governing leaders are elected and accountable to their people. Such models do exist and the communities with self-government agreements have done well in terms of the nation building process.

Self-identification: Self-identification refers to the voluntary, confidential, self-described declaration of Aboriginal identity.

Self-reliance: A key objective of Aboriginal Peoples. They want the ability to participate in the political, and more importantly, the economic mainstream without having to rely on federal funding to meet their community needs. In addition to business opportunities, they also want to get into the realm of taxes, royalties and revenue sharing on land developments which are viewed as key to the self-reliance puzzle.

Surrender, SEPA

TEK and Traditional Territory

Surrender: A formal agreement that confirms the conditions and terms when a First Nation exchanges part of its territory for equitable compensation.

Socio-Economic Participation Agreement (SEPA): A synonym for Impacts and Benefits Agreement.

Traditional Ecological Knowledge (TEK): “TEK” broadly describes systems for understanding one’s environment, based on detailed personal observation and experience, and informed by generations of elders. TEK is recognized and used around the world as an important environmental assessment tool.

Traditional Territory: The geographic area identified by a First Nation to be the area of land which they and/or their ancestors traditionally occupied or used.

Treaty and Treaty Rights

Treaty Settlement land and Tribal Council

Treaty: An agreement between government and a First Nation that defines the rights of Aboriginal Peoples with respect to lands and resources over a specified area, and may also define the self-government authority of a First Nation. Modern treaties, once ratified, become part of the law of the land.

Treaty Rights: Rights specified in a treaty. Rights to hunt and fish in traditional territory and to use and occupy reserves are typical treaty rights. This concept can have different meanings depending upon the context and perspective of the user. Treaty rights are constitutionally recognized and affirmed; the terms of treaties take precedence over the other laws and policies in Canada.

Treaty settlement land: The area of land that is part of a treaty and is therefore owned and managed by the First Nation that negotiated the Treaty.

Tribal Council: Not defined under the *Indian Act*, a Tribal Council usually represents a group of bands to facilitate the administration and delivery of local services to their members.

Urban Reserve

Usufructuary Rights

Urban reserve: There are two types of urban reserves: one is a reserve that was rural but became urban when a neighboring town expanded around them. An example is the Musqueam Reserve in Vancouver. The second type of reserve is created when a First Nation acquires a block of land in a city and works through the process of acquiring reserve status for the land.

Usufructuary Rights: Communal or community rights to share in the use of property. This concept has been used by the courts in attempting to distinguish between Crown title and Aboriginal title.

Thank you for your interest!

It is our hope that by learning more about the terms associated with Indigenous Peoples, you will be more comfortable in your personal and professional capacity, and in your day-to-day interactions with Indigenous Peoples.

If you have more questions than answers you may want to take one of our courses to get more proficient.

Gilakasla!

Bob & Cindy Joseph

ICT Training



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DIRECTOR OF ADMINISTRATIVE SERVICES 2016-2017 FOURTH QUARTER REPORT

Date: 23/02/2017

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Trust Council, Executive Committee, Financial Planning Committee - Completed 3RD Quarter Financial Results Analysis - FPC meetings January 17 and February 28, 2017 - Completed public consultation process re 2017/18 proposed budget - Audit Committee meeting February 28, 2017 - Completed 2017/18 Proposed Budget for presentation to Trust Council - Assisted with Select Committee to Review Victoria Office Location - Completed review of Purchasing Procedure Policy - Reviewed General Revenue Surplus Fund Policy and provided recommendations to FPC - Director Administrative Services attended Local Government Leadership Academy	Trust Council, Executive Committee, Financial Planning Committee - Forward 2017/18 Budget for Ministerial approval by March 31, 2016 - Presentation of draft Audited Financial Statements to FPC and Audit Committee Meetings May 2017 - Support development of Transition Plan as needed
Employee Services - Staff Holiday celebration - Completed several hiring processes - Monthly OSH Committee Meetings – reviewed Terms of Reference - Provided orientation and tools to guide the completion of the 2016 Performance Review Process	Employee Services - Develop training for managers on hiring processes - Review HR policies in operations manual - Staff Meeting April 2017 - Development comprehensive orientation plan for new staff - Continue with monthly OSH Committee Meetings
Financial Management - Completed 3rd Quarter Financial Results - Completed 2016/17 Forecast (based on 3rd Quarter results) - Completed draft of proposed 2017/18 Budget for March TC - Finalized Request for Proposal for Auditors – completed RFD to Executive Committee to appoint auditor and engagement letter – met to plan for 2016/17 audit 2016 T-4's for Trustees issued	Financial Management - Review Finance policies in operations manual - Complete 2016/17 Statement of Financial Information - Complete 2016/17 Allocated Financial Statements - Complete 4th Q Financial Results and year-end reconciliations and working papers - Complete 2016/17 Audit
Information Systems Continued work on an Information Systems Strategic	Information Systems Complete project proposal for enhancing electronic

Plan • Drafted Virtual Meeting Administration Procedure • Worked on development of a new Strategic Plan DataBase and Resolutions Database • Provided support to Electronic Documents Management project	meeting experience for Trustees • Complete eSCRIBE functionality review (last item is Work Flows) • Complete work on new Strategic Plan DataBase and Resolutions Database • Continued participation on Electronic Documents Management Project with Legislative Services Manager • Implement new telephone system in Gabriola office • Review IS policies in operations manual
General • Participated on Electronic Data Management Project	General • Continued participation on Operations Manual Review Project • Continued participation on EDM Project (Finance Officer and Computer Applications Support Technician) • Complete and review 2016 Carbon Inventory calculations and research Carbon Offset purchases as necessary

REQUEST FOR DECISION

To: Islands Trust Council

For the Meeting of: March 14 – 16, 2017

From: Select Committee, Review of Victoria
Office Location

Date Prepared: February 8, 2017

File No.:

**SUBJECT: REPORT AND RECOMMENDATION OF SELECT COMMITTEE RE: FUTURE
ACTIONS REGARDING STAFF CURRENTLY IN VICTORIA OFFICE**

RECOMMENDATION: That Trust Council adopt the recommendations of the Select Committee “That the Management Team, their Administrative Support staff and the Trust Fund Board staff remain within the Greater Victoria area (32km or less from current location) for the foreseeable future and that staff examine the possibility of a satellite office for the Southern Planning Team members and/or other staff “as presented” and give direction to conclude the work of the Committee”.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Staff is in support of the recommendation of the Select Committee. In particular it is clear that serving the interests of constituents remains a priority for any office location selection. The Select Committee went through an iterative process (pro and con) of identifying criteria that they deemed important to the process of office selection that was summarized in the Office Selection Matrix. There remains however significant work to address types of tenure (lease, own), comparative costs of our current lease vs marketplace, the cost of leasehold improvements to the current building, wider staff engagement, moving costs, design options, and costs associated with opening a new satellite office.

A further point of emphasis relates to how we operate or provide services to the community and whether any anticipated changes to how we do our business could affect how we house ourselves as an organization. Factors that could create a shift in the nature of our business are the Salt Spring incorporation process, changes to the Islands Trust Act or a maturation of our relationships with First Nation communities.

While it is not recommended that we have certainty on all of these matters prior to selecting an optimal office location, it is recommended that the organization addresses or analyses these issues as we move toward a defensible and informed decision.

Trust Council may deem that the Select Committee has fulfilled its mandate or may wish to task the Committee with further work. At this point, staff is developing analysis, costs and preferred options in a business case for the Victoria Office location, including the recommendation of the Select Committee. This is important as; once again, we are facing a decision on our current one year lease, due March 31.

It should be noted that this matter is neither on the Trust Council work plan nor the Executive Committees work plan at this time and the Committee may wish to make a recommendation for the Executive Committee to make this a priority and to consider any resources needed to complete this work.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The recommendation will provide certainty about the location of much of the management and administrative staff and provide some direction to senior management to allow it to pursue alternative methods and locations of effectively delivering planning and other services to southern gulf islands.

FINANCIAL: There should be no financial implications from the recommendations that would not have arisen in any case due to the expiry of office leases and the need to provide appropriate office space for staff and others.

POLICY: The direction to explore a satellite office may enhance the strategic plan objectives to:

- a) Improve community and agency understanding and support of the Islands Trust
- b) Improve community engagement and participation in Islands Trust work. (Objective 9 and 10 of Strategic Plan)

IMPLEMENTATION/COMMUNICATIONS: The recommendation would be referred to senior Staff for implementation.

OTHER: This recommendation would be in pursuit of Strategy 5.5 of the Strategic Plan.

BACKGROUND

- Trust Council established the Select Committee at its September 17, 2015 meeting. The objective of the Committee was to “To investigate whether relocation of some or all of the Islands Trust Victoria Office staff positions might better serve the interests of Trust Area constituents.” Terms of reference were established by Trust Council (TC).
- The Committee was made up of 6 Trustees elected by TC and 2 staff appointed by the CAO
- The Committee met on October 19 and November 18, 2015, January 19, May 31, August 24, October 19 and November 16, 2016 and January 17 and February 14, 2017.
- The Committee was assisted from time to time by the CAO and the Director of Administration Services assisted throughout the meeting process.
- The Committee commenced its deliberations by examining the scope of its investigations and discussions. It determined to begin with a cost/benefit examination of various potential scenarios and to request information regarding:
 - a) Staff costs associated with moving offices outside the 32 km zone
 - b) The frequency of meetings by various senior staff with other persons and agencies in the greater Victoria area.
 - c) Square footage of current office space occupied in Victoria location by various departments.
 - d) The impact of any move on the Trust Fund Board.The first three reports were provided by the Director of Administrative Services with input from other senior staff. The fourth report was provided by the Chair of the Trust Fund Board, Trustee Law.
- As well the Committee reviewed the material provided as background to the Terms of Reference dealing with matters such as branding, carbon footprint, employment engagement, cohesiveness of staff, accessibility etc.
- The Committee also reviewed the work done by staff on Leading Workplace Strategies
- The Committee determined to restrict its considerations of any potential move outside the greater Victoria area only to Gabriola, Salt Spring, North Pender and Mayne local trust areas. The Committee proceeded to look at the pro's and cons those options in relation to each other and also in relation to some form of the status quo of remaining within the greater Victoria Area (within 32 km of the existing location).

- The Committee drew upon all of the resources listed in this report as well as the knowledge of staff committee members and the knowledge of the trustee committee members who represented South Pender, Saturna, Salt Spring, Gambier, Lasqueti Local Trust Areas and Bowen Island Municipality.
- The Committee discussed extensively the possibility of establishing a more visible “satellite” office to provide planning or other services. Sydney was discussed as a possibility.
- The Committee developed a matrix of various considerations based on the discussions and the materials referenced above. It has discussed the matrix at length and assigned various “values” to the matrix.
- In addition to the matrix, the Committee unanimously adopted the motion recommended in this Request For Decision.
- The purpose of the second part of the motion is to allow staff to consider the options to reconfigure its working locations.

REPORT/DOCUMENT:

The Terms of Reference and all Minutes for the Select Committee are found here <http://www.islandstrust.bc.ca/trust-council/council-committees/select-committees/>

Victoria Office Location Review Option Evaluation Matrix

KEY ISSUE(S)/CONCEPT(S):

To provide certainty and guidance to Staff regarding the issues addressed by the Select Committee.

RELEVANT POLICY:

Strategic Plan Strategy 5.5

DESIRED OUTCOME:

For Trust Council to determine the issue of the location of Management staff, Administrative Support staff and the Trust Fund Board staff.

To allow Staff to investigate and make recommendations regarding best work practices and locations.

For Trust Council to determine any future work of the Select Committee.

RESPONSE OPTIONS

Recommended:

That Trust Council adopt the recommendations of the Select Committee

“That the Management Team, their Administrative Support staff and the Trust Fund Board staff remain within the Greater Victoria area (32km or less from current location) for the foreseeable future and that staff examine the possibility of a satellite office for the Southern Planning Team members and/or other staff”.

That Trust Council determine that the Select Committee has completed its work and be disbanded.

Alternative:

That Trust Council not adopt the recommendation of the Select Committee but refer the recommendation back to the Select Committee with further directions.

That Trust Council adopt the recommendations with amendments.

That Trust Council adopt the recommendations with or without amendments and determine to disband the Select Committee.

That Trust Council adopt the recommendations with or without amendments and determine not to disband the Select Committee but rather give it directions on future work.

Prepared By: Dan Rogers, Vice Chair

Reviewed By: Russ Hotsenpiller, CAO and Clare Frater, Director, Trust Area Services

Dated: February 8, 2017

VICTORIA OFFICE LOCATION REVIEW OPTION EVALUATION MATRIX

LEGEND:	
	Neutral/Caution
	Down-side
	Benefit

OUTCOMES TO BE ACHIEVED THROUGH OFFICE LOCATION	OPTIONS CONSIDERED					
	Status Quo Fort Street location	Move to a new location within 32 km zone (contractual limit before triggering relocation/severance clauses for staff)	Move all Victoria staff to Salt Spring Island	Move all or part of Victoria staff outside 32km zone but within Islands Trust area. (Mayne, North Pender examined; other trust areas not examined, by SC consensus, due to location limitations)	Move all Victoria Planning staff to Sidney location	Move all or part of Victoria staff to a new Sidney satellite office (located within 32 km contractual zone)
Maximize employee engagement in the communities served – knowledge /understanding of Islands (TC motion Sept 2015)	PUBLIC CONSIDERATIONS					
	Staff disconnected from Islands Trust area communities Staff travel to meetings on a regular basis (Planning, Bylaw, Policy Advisory, TC) Staff more objective Staff has more anonymity	Staff disconnected from Islands Trust area communities Staff travel to meetings on a regular basis (Planning, Bylaw, Policy Advisory, TC) Staff more objective Staff has more anonymity	Staff gains “Island-community” understanding related to Island living in largest population base (not broad based knowledge across the Islands Trust area)	More specific “local” knowledge (not broad across the Islands Trust area)	Staff disconnected from Islands Trust area communities. Staff travel regularly to islands. Trust Council meetings still held in Trust Areas	Staff disconnected from Islands Trust area communities. Staff travel regularly to islands. Trust Council meetings still held in Trust Areas
Maximize convenient access for the public	Bus Transit not convenient Inconvenient access from ferries and up- island	Closer access from ferries and up island Location along more convenient transit route Larger parking area	Geographically central to the highest Islands Trust area population Good transportation/parking options Poor/inconvenient ferry access from SGI & other Trust Areas	More convenient for the public on particular islands where the move is anticipated. Less convenient for others	Closer access/more convenient to Swartz Bay ferries. 16km/10 minute (no traffic) longer for up island from ferries. Convenient bus transit via express bus. Improved parking choices	Closer access/more convenient to Swartz Bay ferries. Depends on specific staff 16km/10 minute (no traffic) longer for up island from ferries. Convenient bus transit via express bus. Improved parking choices
Accessibility for disabled persons (TC Motion Sept 2015)	Good	Good potential	unknown	Unknown	Good potential	Good potential
Minimize <u>on-going</u> facility operational costs related to office location	Possible increase upon renewal of existing location (likely minimal) Current location is not a green building – higher utility costs Potential leasehold improvements needed	Reduced utility costs of newer building Lease rates may increase (or decrease) with a move	Reduced utility costs of newer building Lease rates may increase (or decrease) with a move	Might be difficult to lease larger enough office space	Likely that office space at the same cost (potentially small increase) would be available Newer building would reduce ongoing utility costs It may be necessary to hire additional admin for reception	Likely that office space at the same cost (potentially small increase) would be available Newer building would reduce ongoing utility costs It may be necessary to hire additional admin for reception
Minimize staff and Trustee travel and overtime costs	TBD	TBD	TBD	TBD	TBD	TBD
Maximize economic benefit to island economies within the Islands Trust Area	Costs associated with office operations (lease, etc) not spent in Trust Area Staff not living in Trust Area not contributing monetarily day to day to local economies	Costs associated with office operations (lease, etc) not spent in Trust Area Staff not living in Trust Area not contributing monetarily day to day to local economies	Costs associated with office operations (lease, etc) spent in Trust Area. Staff living in Trust Area contributing monetarily day to day to local economies Repatriation of tax dollars restricted to SSI local trust area.	Costs associated with office operations (lease, etc) spent in Trust Area. Staff living in Trust Area contributing monetarily day to day to local economies Repatriation of tax dollars restricted to local trust area.	Costs associated with office operations (lease, etc) not spent in Trust Area Staff not living in Trust Area not contributing monetarily day to day to local economies	Costs associated with office operations (lease, etc) not spent in Trust Area Staff not living in Trust Area not contributing monetarily day to day to local economies

LEGEND:	
	Neutral/Caution
	Down-side
	Benefit

OUTCOMES TO BE ACHIEVED THROUGH OFFICE LOCATION	OPTIONS CONSIDERED					
	Status Quo Fort Street location	Move to a new location within 32 km zone (contractual limit before triggering relocation/severance clauses for staff)	Move all Victoria staff to Salt Spring Island	Move all or part of Victoria staff outside 32km zone but within Islands Trust area. (Mayne, North Pender examined; other trust areas not examined, by SC consensus, due to location limitations)	Move all Victoria Planning staff to Sidney location	Move all or part of Victoria staff to a new Sidney satellite office (located within 32 km contractual zone)
	STAFF CONSIDERATIONS					
	Access to large labor pool Access to training Spousal/partner job locations Full range of community services Diversity of housing Cost of housing (-)	Access to large labor pool Access to training Spousal/Partner job locations Full range of community services Diversity of housing Cost of housing (-)	Best labour pool in the Trust area Less Spouse/partner career opportunities - Best services and amenities in the Trust area Limited access to higher education for staff & family members More obstacles to professional development Fewer housing options than current location Moves by attrition would avoid staff relocation costs	Moves by attrition would avoid staff relocation costs Lower size of labour pool Limited access to higher education (high school and above) for staff family members More obstacles to professional development Fewer housing options	Impact on existing staff (increased personal travel and costs) could result in turnover of staff Staff who live in the area (outside of the downtown core) would consider this a benefit (with reduced personal travel and costs)	Impact on existing staff (increased personal travel and costs) could result in turnover of staff Staff who live in the area (outside of the downtown core) would consider this a benefit (with reduced personal travel and costs)
	Maintain cohesiveness of staff (TC Motion September 2015)	Current level of staff cohesiveness unaffected	Most staff co-located	Most staff co-located	Most staff co-located	More dispersed
	Maximize proximity/access to other relevant agencies	Good access to provincial and other governmental agencies	Good access to provincial and other governmental agencies	Reduced access to other governmental agencies due to increased travel time	Reduced access to other governmental agencies due to increased travel time	Good access to provincial and other governmental agencies
	Minimize ‘transition costs’ of any change to Islands Trust staff headquarters location	No costs	Costs to relocate office but may be offset by lower lease costs	Costs to relocate Staff contractual /severance costs related to move	Costs to relocate Staff contractual /severance costs related to move	Costs to relocate office and possible need for additional secretarial staff if partial move
	TRUSTEE CONSIDERATIONS					
	Maximize convenience for trustees	Low level of convenience for trustees to travel to Fort Street location	Location with better highway/transit location provides better access for SGI trustees	Geographically central to the highest population Ferry access for other Southern Gulf Islands is poor	More convenient for trustees on particular islands where the move is anticipated. Less convenient for other trustees.	More convenient for majority of trustees in Southern Area. Perhaps easier access for northern trustees.
	Improve the strategic positioning (branding) of Islands Trust (TC motion dated Sept 2015)	Lack of brand visibility for the Islands Trust organization Perception that the power center is misplaced	Visibility for the Islands Trust organization limited to mostly SGI and Van Island communities if strategic signing is employed Perception that the power center is misplaced	Increased Islands Trust presence in largest population in Trust area Improved perception that the Islands Trust is within the Islands Trust area	Visibility limited to a small population Improved perception that the Islands Trust is within the Islands Trust area	Increased visibility through strategic signage to Southern Gulf Island residents and general local communities
	Consider the impact of carbon footprint of moving the office (TC motion dated Sept 2015)	unknown	unknown	unknown	unknown	unknown

TRUST AREA SERVICES 2016-2017 Fourth Quarter Report

Date: February 17, 2017

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. <u>TRUST COUNCIL / TRUST PROGRAMS COMMITTEE</u> - Sent letters to three Trust Council delegates - Director participated in Select Committee to Review Victoria Office Location - RFD to Trust Council re marine protection options	- Continue to implement State of the Islands project - Implement water conservation education project - Co-develop Water Sustainability Act and Species at Risk sessions for future Trust Council meetings - Deliver Community Stewardship Awards program - Work with BC Hydro and Bowen Island Municipality to assess the future need for a letter of understanding concerning the use of pesticides during BC Hydro's woodpole test and treat program.
2. <u>AGENCY LIAISON and ADVOCACY</u> - Chair correspondence to: - Prime Minister re Trans Mountain Pipeline Expansion approval - Assistant Deputy Minister at Ministry of Community, Sport and Cultural Development re development of letters patent for a potential Salt Spring Island Municipality - Premier Clark and Minister Fassbender enclosing Gulf Islands Alliance Video on Islands Trust history - Letter to Prime Minister re Ocean Protection Plan - MLAs and MPs re Gulf Islands Alliance video - Malahat Chief and Council re meeting request - Director attended Transport Canada engagement with First Nations re Ocean Protection Plan (2 days)	- Meet with Bowen Island Municipality staff - Continue to negotiate amendments to agreements with the Ministry of Forests, Lands and Natural Resource Operations in partnership with Bowen Island Municipality. - Support consultations re Pacific Pilotage Authority anchorage proposal near Gabriola Island (delayed) - Continue participation in Regional Advisory Council on Oil Spill Response meetings (on-hold pending federal funding availability) - Continue participation in Joint Working Group for Removal of Problem Vessels meetings (April)
3. <u>COMMUNICATIONS</u> - Developed public engagement for 2017-18 budget - Finalized Islands Trust specific terminology guide - Supported First Nations public engagement program development - Developed and launched First Nations relations webpage. - Issued two news releases: - March Trust Council program - Public input of 2017-2018 proposed budget - Developed project charter for a visual identity for the organization (approved by management team in November) - Internal communications for annual staff awards - Communications support for electronic document management project (staff presentations, FAQs) - Finalized and co-ordinated printing of <i>Your Marine Waterfront</i> guide - Communications support for Islands Trust Fund Valentine's Day fundraising campaign - Issues management and media relations support (FAQs, key messages and advice) for:	- Develop and implement communications plan for Community Stewardship Awards program. - Continue to develop Islands Trust visual identity program (presentation to EC and TC in March) - Initiate 2016-2017 Annual Report development process - Continue to support electronic document management project (terms of reference for working group) - Explore launching a Facebook page for Islands Trust - Continue working with LPS on improving public hearing notices - Continue to develop Islands Trust communications strategy - Continue support First Nations and Public Engagement project - Continue to explore ways to better manage Islands Trust multimedia assets – images, audio and video data - Continue to explore PlaceSpeak and other online

○ SSI potential incorporation ○ SSI public inquiry re dog daycare ○ BC Business magazine article ○ Freshwater Specialist position ○ Islands Trust Act review ○ Budget public inquiry • Twitter: 12 new followers (808) and 20 new tweets (660)	engagement tools
4. <u>GENERAL</u> • Director participated in Management Team meetings (weekly) • Trust Area Services team meetings (monthly) • Local Planning Services Pro- D Day (quarterly)	• Participate in Management Team meetings • Convene Trust Area Services team meetings • Participate in Local Planning Services Pro- D Day • Revisions to the operations policy manual • Attend the Northern Office • Attend the Salt Spring Office

**Top Priorities****Trust Programs Committee**

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Protect Quality and Quantity of Water Resources (Strategic Plan 4.3)	Deliver water education workshops and related education, advocacy (Phase 2 project charter).		Clare Frater Pamela Hafey Shelley Miller	
2	Review the Islands Trust Policy Statement (Strategic Plan 9.1)	a) State of the Islands project b) Support First Nations and public engagement related to this project		Clare Frater Pamela Hafey	
3	Amend Crown Land Cooperation Agreements (Strategic Plan 8.1)	Engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements into one. Consider implications for First Nations relationships.		Clare Frater	

Projects**Trust Programs Committee**

Description	Activity	R/Initiated
Enhance (protect / restore) community character, socio-economic diversity and economic sustainability	Work with other agencies to promote economic sustainability (2016-18) Facilitate exploration of intra and inter-island transportation routes (2018-19)	
Strengthen relations with First Nations	Improve protection of archaeological and First Nations cultural resources (2017-20)	



Islands Trust

Print Date: February 20, 2017

Trust Programs Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Improve cooperation and integration with other levels of government	Explore opportunities and benefits of working with UNESCO and the TFB and others re: UN Biosphere Reserve. (2017-18)			



TRUST FUND BOARD REPORT TO TRUST COUNCIL 4th Quarter 2016-2017

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. STRATEGIC PLANNING/ADMINISTRATION	
Provided orientation to Robin Williams, newly appointed Trust Fund Board member ITF manager attended/presented at Species and Ecosystems at Risk Local Government Working Group Approved project charter for development of 2018-2028 Regional Conservation Plan and formed project team Completed contract to map building footprints for conservation planning purposes	Provide feasibility assessment of a working landscape conservation program for Board consideration Complete mapping forage fish habitat for Lasqueti, Galiano, Salt Spring, Secretary, Wallace and Valdes Islands Initiate contract for Terrestrial Ecosystem Mapping updates Complete Property Management Strategy to assist decision making and resource allocation
2. COVENANT AND PROPERTY ACQUISITIONS	
Acquired 21 hectare nature reserve on Moore Hill (Thetis) with private donations, an Ecological Gift from landowner and funding from the Habitat Stewardship Program for Species at Risk. Covenant registered with Cowichan Community Land Trust Registered 2.15 hectare conservation covenant on Isabella Point property (Salt Spring), co-held with Salt Spring island Conservancy	Negotiate seven covenants (Denman, Link, South Pender, Galiano, Salt Spring, Keats & Lasqueti) Apply to the Agricultural Land Commission for permission to covenant a Lasqueti property Assist Thetis Island Nature Conservancy with negotiations to purchase 16 hectare Fairyslipper Forest (Lower Burchell Hill)
3. COVENANT AND PROPERTY MANAGEMENT	
Approved Burren's Acres Management Plan (Gabriola) Approved Cyril Cunningham Nature Reserve Management Plan (Salt Spring); awaiting review of the covenant holders Completed restoration project at David Otter Nature Reserve (Bowen) including site preparation and tree planting Removed invasive species from McFadden Creek Nature Sanctuary (Salt Spring)	Contract boardwalk design and development at Elder Cedar Nature Reserve, if funding application is successful (Gabriola) Obtain covenant holder and TFB approval of revised Kwel Nature Reserve (Lasqueti) and Singing Woods Nature Reserve (Bowen) Management Plans Contract restoration work (invasive species removal, planting and fencing to deter browse) at Trincomali Nature Sanctuary (Galiano) and Long Bay Wetland Nature Reserve (Gambier)

As of March 2017 the Trust Fund Board protects 101 conservation properties, 27 nature reserves and 74 covenants (of which 24 have NAPTEP certificates)



TRUST FUND BOARD REPORT TO TRUST COUNCIL 4th Quarter 2016-2017

4. COMMUNICATIONS

Wrote to First Nations in the Islands Trust Area to provide information about available ecosystem mapping, offering to share or exchange information

Submitted article to Thetis Quarterly regarding Moore Hill acquisition

Developed slideshow to highlight Islands Trust Fund's conservation of 100 properties

Developed pilot e-card fundraising platform and social media plan

Issued news release and update webpage for new Hornby Island conservation covenant; updated 'Conservation Success Stories' webpage

Develop communications plan for development of 2018-2028 Regional Conservation Plan

Develop additional communications materials highlighting TFB's 100 conservation properties

Develop print newsletter directed to covenant landowners to accompany annual monitoring information

5. FUNDRAISING AND CONSERVANCY SUPPORT

Over \$3,000 raised by Islands Trust trustees and staff for Fairyslipper Forest in honour of Lisa Gordon's retirement

Wrote a letter of support for the acquisition of St. John Point (Mayne Island)

Sent letters of thanks to boards of conservancy partners and holiday cards to major partners/donors

Applied to Environment and Climate Change Canada's Habitat Stewardship Program (HSP) for Species at Risk for funds to complete purchase of Fairyslipper Forest

Applied to MOTI Environmental Enhancement Fund to complete the purchase of Fairyslipper Forest

Continue to identify grant opportunities from foundations and corporations for various projects

Continue to support campaign to purchase Fairyslipper Forest (Thetis)

Submit final report to Habitat Stewardship Program for 2016-17 grant

*As of March 2017 the Trust Fund Board protects 101 conservation properties,
27 nature reserves and 74 covenants (of which 24 have NAPTEP certificates)*

To: Trust Council

For the Meeting of: March 14, 2017.

From: Kate Emmings, Ecosystem Protection Specialist,
Islands Trust Fund

File No.: 4905-20

SUBJECT: DEVELOPMENT OF THE 2018-2028 REGIONAL CONSERVATION PLAN

DESCRIPTION OF ISSUE:

The Trust Fund Board will be updating the Regional Conservation Plan (RCP) in 2017. The project charter for the development of the 2018-2028 RCP is attached for Trust Council's information. The Trust Fund Board will be asking for input from Local Trust Committees and the Bowen Island Municipality between July and October 2017.

BACKGROUND:

The rich diversity of life in the Islands Trust Area makes the region ecologically significant, not only locally, but globally. Most of the region is within the Coastal Douglas-fir zone, one of the rarest of British Columbia's 16 biogeoclimatic zones. The Douglas-fir ecosystems of this zone, including Garry oak and associated ecosystems, are globally rare – in the entire world they occur only on the east coast of southern Vancouver Island, the islands of the Georgia Basin, and a small area of the mainland. The Islands Trust Area is also home to several other sensitive ecosystems and hundreds of rare terrestrial and marine plants and animals. Despite its ecological significance, biodiversity in the Islands Trust Area is exposed to some of the highest threat levels in British Columbia. With over 68% of the Islands Trust Area in private land ownership and over 3.3 million people living in the surrounding areas, the pressures to develop and change the natural landscape in the islands are tremendous.

Because of the significance of the ecosystems found in the Islands Trust Area and the threats they are under, conservation planning is an important tool to ensure that the natural beauty that draws so many to the region is not lost. Since 2005, the work of the Trust Fund Board and, in some cases, the Islands Trust's local planning work, has been guided by Regional Conservation Plans. There have been two RCPs: 2005-2010 and 2011-2017, both endorsed by Trust Council and the Trust Fund Board. Most of the goals of the 2011-2017 Plan have been, or are about to be, achieved.

In December 2010, Trust Council recommended that local trust committees and island municipalities consider the goals and objectives of the Regional Conservation Plan when making land-use decisions.

In July 2015, the Trust Fun Board directed staff to consider referencing the CDFCP [Coastal Douglas-fir and Associated Ecosystems Conservation Partnership] Conservation Strategy in the next Regional Conservation Plan.

The next RCP will cover a ten year period. Staff have developed a cross-unit project team with representatives from Islands Trust Fund, mapping, and two-three representatives from Local Planning Services to develop a draft project charter.

ATTACHMENT(S):

- Summary of Accomplishments of the 2011-2017 RCP
 - Regional Conservation Plan Development Project Charter (approved by the Trust Fund Board, February 7, 2017)
-

FOLLOW-UP:

- Regular meetings of the cross-unit project team to implement the Project Charter. ITF staff will update the Executive Committee periodically regarding the status of the 2018-2028 RCP development so that LTC Chairs can keep LTCs informed.
 - Trust Council session in June 2017 on Lasqueti Island.
 - Consultations with local trust committees, Bowen Island Municipality and island conservancies between July 2017 and October 2017.
 - RCP presented to TFB for approval in November 2017.
 - RCP presented to Trust Council for endorsement in December 2017.
-

Prepared By: Kate Emmings, Ecosystem Protection Specialist, Islands Trust Fund

Reviewed By: Jennifer Eliason, IslandsTrust Fund Manager
Clare Frater, Director, Trust Area Services
Russ Hotsenpiller, Chief Administrative Officer

Date: February 21, 2017

Regional Conservation Plan Development - Charter

Trust Fund Board

Date: February 7, 2017

Purpose

Develop a Regional Conservation Plan (RCP), with input from partners & key knowledge holders, that supports decisions and guides activities that protect Islands Trust area ecosystems in order to further the Islands Trust object and the Trust Fund Board mission

Background

The ITF has had two iterations of 5-year RCPs. The current RCP runs from 2011-2017 and is available at <http://www.islandstrustfund.bc.ca/initiatives/conservation-planning.aspx>. To maintain workflow, the new RCP will span 10 years.

Objectives

- Develop a baseline, process and standards for evaluating and communicating progress
- Identify achievable goals and objectives
- Seek input from decision makers and key knowledge holders to create a more robust RCP
- Ensure that the RCP is relevant and useful to land use planning and conservancy partners

In Scope

- Identification of comms. needs during the planning process
- Identification of data needs & budget & org. impacts
- Input from current partners
- Seek feedback from the public before finalizing the plan
- Input from BIM, LTCs and TC
- Seek and consider interests of First Nations
- BRF to EC to inform LTC Chairs

Out of Scope

- Extensive consultation (e.g. meetings on each island)
- Attendance at all LTC/BIM meetings to present the RCP
- Extensive marine conservation planning (i.e. beyond shoreline)
- Detailed action items for the next 10 yrs. These will be done over shorter periods (i.e. 3 yrs.)

Workplan Overview

Deliverable/Milestone	Date Completed
Communications Plan Completed	March 31, 2017
Background Research Complete	March 31, 2017
Preliminary Consultations (planners & partners)	May 15, 2017
Trust Council presentation	June 20-22, 2017
First Draft for TFB Review	July 18, 2017
Mapping and Data Analysis Complete	April 1—August 31, 2017
LTC Referrals Complete	October 31, 2017
Final Plan Approved by TFB	November 21, 2017

Project Team

Kate Emmings	Project Manager
Jennifer Eliason	Project Champion
Mark van Bakel	Mapping and Data Support
ITF Staff	Subject Leads
LPS Representatives	Key Users and Advisors

Approved by:

Jennifer Eliason

Date: Jan 12, 2017

Endorsement:

Res #: TFB-2017-003

Date: Feb 7, 2017

Budget

Budget Source: Base Budget

Fiscal	Item	Cost
2017/2018	Partner Meetings	\$600
2017/2018	Graphics & advertising	\$1500
2016/2017 & 2017/2018	Data acquisition	\$25,000-\$35,000
2017/2018	Travel	\$500
		180

2011-2017 Regional Conservation Plan Accomplishments

February 21, 2017

Introduction

In November 2010, the Trust Fund Board approved its five-year, 2011-2015 Regional Conservation Plan (RCP). The Trust Fund Board, at its January 2015 meeting, voted to extend the time period of the plan until the end of 2017 to allow it to complete some of the RCP's more time consuming objectives. The RCP identified seven goals and proposed thirty, five-year objectives to guide the work of the Islands Trust Fund over the course of the plan. The following is a brief summary of the RCP successes and lessons learned.

GOAL 1. Secure conservation areas that effectively conserve biodiversity priorities within the Islands.

Accomplishments:

- Protected 170.45 ha of land including 140.12 ha of priority lands;
- Assisted in conservation of an additional 339.27 ha of land, including 310.12 ha of priority lands;
- Approved criteria for prioritizing lands for conservation and prioritized areas for conservation within the Islands Trust area;
- Developed relationship with Thetis Island Nature Conservancy (ThINC), identified appropriate acquisition projects on Thetis Island, completed one acquisition project (21.04 ha) and scheduled to close on a second (~16 ha) in the summer of 2017 in collaboration with ThINC ;
- Improved policies for assessing conservation proposals, and acquiring land/covenants;
- Acquired database for information storage; and
- Finalized a securement strategy for the next 10 yrs.

Lessons learned:

- Due primarily to funding limitations, the TFB did not meet its 500 ha objective for priority lands conservation; however, it was able to either secure through its own tenure, or through assisting partner agencies, 448.6 ha of priority lands, indicating that strong partnerships are important to land conservation in the islands.
- Although the TFB had many conservation successes, obtaining funding for land securement is difficult and the TFB either needs to be more modest in its goals or identify/develop new funding sources.

GOAL 2. Investigate the protection of biodiversity priorities on lands outside of core conservation areas, including working landscapes.

Accomplishments:

- Collaborated with a Masters student in the School for Public Administration at the University of Victoria to evaluate the effectiveness, feasibility and potential tools for conservation of natural components of the working landscape (e.g. forestry and farm lands);
- Mapped "working landscape" of Islands Trust area using tax class, zoning and Agricultural Land Reserve data;

- Identified areas for landowner contact and conducted and evaluated a pilot landowner contact program on Lasqueti Island in collaboration with the Lasqueti Island Nature Conservancy (LINC);

Lessons Learned:

- Landowner contact programs can be effective ways to reach potential land donors but need to be tailored to each island and each audience; and
- There are tools available for conservation on working lands; the TFB will consider these and determine if it wishes to pursue them further.

GOAL 3. Work with partner organizations to conserve marine ecosystems and habitats.

Accomplishments:

- Completed eelgrass mapping for entire Islands Trust region in partnership with the Seagrass Conservation Working Group, SeaChange Marine Conservation Society and the Mayne Island Conservancy Society (December 2014);
- Completed forage fish habitat assessments for North and South Pender, Thetis, Denman and Hornby islands and assisted with forage fish habitat assessments for Bowen, Keats and Gambier islands;
- Shared available mapping with a broad range of partners working in the Islands Trust area; and,
- Coordinated a communication mechanism with Trust Area Services and Local Planning Services regarding marine conservation issues.

Lessons Learned:

- Shoreline mapping information has been very popular with a variety of other agencies and the Islands Trust has shared data with First Nations, Industry, Government and non-profits for the following uses:
 - Oil spill planning
 - Evaluation of shoreline structures (i.e. docks, breakwaters, seawalls, etc.)
 - Marine protected area planning
 - Community education
 - Fish habitat information
 - Environmental Assessments for industrial uses of the shoreline
 - University research
- Shoreline mapping has been useful to the Local Planning Services on islands where shoreline Environmental Development Permit Areas are present and to the Bowen Island Municipality in considering docks and other shoreline applications and initiatives. It has also been useful in evaluating conservation proposals for the Trust Fund Board.

GOAL 4. Work with the Islands Trust Council, local trust committees and island municipalities to implement and accentuate Regional Conservation Plan goals and objectives within official community plans and land use bylaws.

Accomplishments:

- Finalized Sensitive Ecosystem Mapping and Eelgrass Mapping and assisted two local trust committees in creating development permit areas for these habitats;
- Initiated Terrestrial Ecosystem Mapping updates (due to complete in August 2017);

- Provided ongoing training to staff and trustees regarding sensitive ecosystem mapping and shoreline ecosystem mapping (eelgrass and forage fish);
- Finalized tools for creating protected area networks for local trust committees or island municipalities (ready for a pilot project with a willing local trust committee or the Bowen Island Municipality);
- Collaborated with Local Planning Services on marine and shoreline stewardship workshops on several islands and via webinar; and,
- Incorporated RCP goals and objectives in Islands Trust Strategic Plan and the Islands Trust Fund Board 5-year plan.

Lessons Learned:

- Working with local trust committees and island municipalities requires time and willingness of planning staff and elected officials (trustees & municipal councilors). These are autonomous and independent agencies and the Trust Fund Board will explore further ways of partnering more effectively in the next conservation plan.

GOAL 5. Promote community participation in conservation within the Islands Trust Area through effective stewardship and management of private lands, information sharing and support of conservation education initiatives for private landowners.

Accomplishments:

- Produced and issued eight issues of the Heron;
- Initiated regular Trust Fund Board updates to local trust committees and the Bowen Island Municipality;
- Created materials for landowner contact and piloted and evaluated a landowner contact program on Lasqueti Island;
- Collaborated with Islands Trust to launch NAPTEP in the Lasqueti Island Local Trust Area and within the Bowen Island Municipality;
- Developed 'Planned Giving' resource package for donors; and
- Issued 27 news releases about conservation issues.

Lessons Learned:

- There are opportunities for outreach to island communities; however, time availability can be a limiting factor. Opportunities for outreach that arise and originate from island communities can be the most time efficient means of disseminating information. Conversely, if the Trust Fund Board wishes to reach a particular audience, it may need to do its own outreach and this can be time consuming as the needs of each audience and island community are different.

GOAL 6. Support and enhance the work of conservation partners working in the Islands Trust Area.

Accomplishments:

- Sponsored island conservancies to attend six networking and training events;
- Staff participated in 26 conservation networking and training events with island groups;
- Staff presented Islands Trust Fund work at 22 events, including 6 NAPTEP presentations and 4 shoreline mapping presentations;
- Provided ecosystem mapping (shoreline and terrestrial) to over 20 organizations;

- Opportunity Fund increased between 7 % and 23 % of opening balance each year through individual donations and calendar sales; and,
- Distributed \$33,079 in grants to island conservancies through 10 Opportunity Fund grants for land conservation initiatives.

Lessons Learned

- The Trust Fund Board continues to be a strong supporter of conservation partners through information dissemination (i.e. mapping data), the Opportunity Fund and through participation in conferences and community events.

GOAL 7. Monitor and manage existing conservation areas to maintain and enhance existing biodiversity and cultural features, with the understanding that ecosystems are continuously in a state of change.

Accomplishments:

- Three ecological monitoring sites identified: Mt. Trematon (homestead/logging impact restoration project), Sidney Island Covenants (deer exclosures), Long Bay Wetland (gravel pit restoration);
- Continued work to control invasive species and manage human use on Trust Fund Board Nature Reserves; and,
- Completed a draft Property Management Strategy as a means to more strategically use available budgets and resources.

Lessons Learned

- As the Trust Fund Board continues to acquire land and conservation covenants, it must consider management needs and associated costs. Properties with greater recreational access and higher levels of damage require more money to manage. These are key factors that the Trust Fund Board considers when taking on a property.
- The Islands Trust area has a high level of rare species, some of which are found on Trust Fund Board lands. The Trust Fund Board has an increasing level of responsibility to ensure that these species survive and thrive on its lands.

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 14-16, 2017

From: Executive Committee

Date: March 1, 2017

SUBJECT: MARINE PROTECTION TOOLS

RECOMMENDATION:

1. That Trust Council amend the Strategic Plan to add in section 2.1 for fiscal year 2017/18 “Develop an inventory of available local government marine protection tools and develop general categories as to the level of protection these tools can provide (i.e. low, medium, high levels of protection)” assigned to the Executive Committee.
2. That Trust Council amend the Strategic Plan to add in section 2.1 for fiscal year 2017/18 “Compile an inventory of the marine protection tools each local trust committee/island municipality utilizes” assigned to the Executive Committee.
3. That Trust Council, in recognition of its commitment to reconciliation with Trust Area First Nations, remove Strategic Plan Strategy 8.2 [Explore opportunities and benefits of working with UNESCO, TFB and others to seek nomination of the Trust Area as a UN Biosphere Reserve].
4. That Trust Council in recognition of its commitment to reconciliation with Trust Area First Nations, remove from its Follow-up Action List the request for the Chair to send a letter of support for Particularly Sensitive Sea Area Designation for the Salish Sea to the federal Minister of Transport until such time as there is a clear statement of support from Trust Area First Nations for this transboundary marine shipping safety initiative.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The recommendations address Trust Council’s interest in advancing marine protection and improved relationships with Trust Area First Nations. The activities will support on-going marine protection directed through the Strategic Plan and ground marine protection work in the land use planning tools available to local trust committees/islands municipalities. This work will also inform Local Planning Committee’s shoreline protection project work in 2018. The Trust Area marine advocacy program will continue to address topics that are Strategic Plan priorities.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: With regard to recommendations 1 and 2, the Director of Local Planning Services will be overseeing the work required with assistance from the Regional Planning Managers and the Senior Intergovernmental Policy Advisor.

With regard to recommendations 3 and 4, staff resources would be assigned from Trust Area Services.

The Executive Committee would have to consider how to prioritize this work in relation to other work priorities and available staff resources.

FINANCIAL: No additional budget requests are anticipated to undertake the direction from these resolutions. All work will be done in-house by staff resources.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff would add resolutions 1 and 2 to the Executive Committee follow-up action list. Follow-up with Trust Council would occur on completion of the project. Timing of completion may be affected by limited staff resources. A final report will be circulated to local trust committees and Bowen Municipality and published on the Islands Trust website.

OTHER: N/A

BACKGROUND

In December 2016, Trust Council passed resolution TC-2016-112:

that the Executive Committee be requested to review the briefing on marine protection tools and to make recommendations to Council with respect to possible amendments to the Strategic Plan and other follow up actions.

In March 2016, Trust Council passed resolution TC-2016-027:

that Trust Council support the Salish Sea Particularly Sensitive Sea Area nomination process by co-sponsoring an Associated Protective Measures workshop in Vancouver in June 2016 and by directing the Chair to send a letter of support to the federal Minister of Transport.

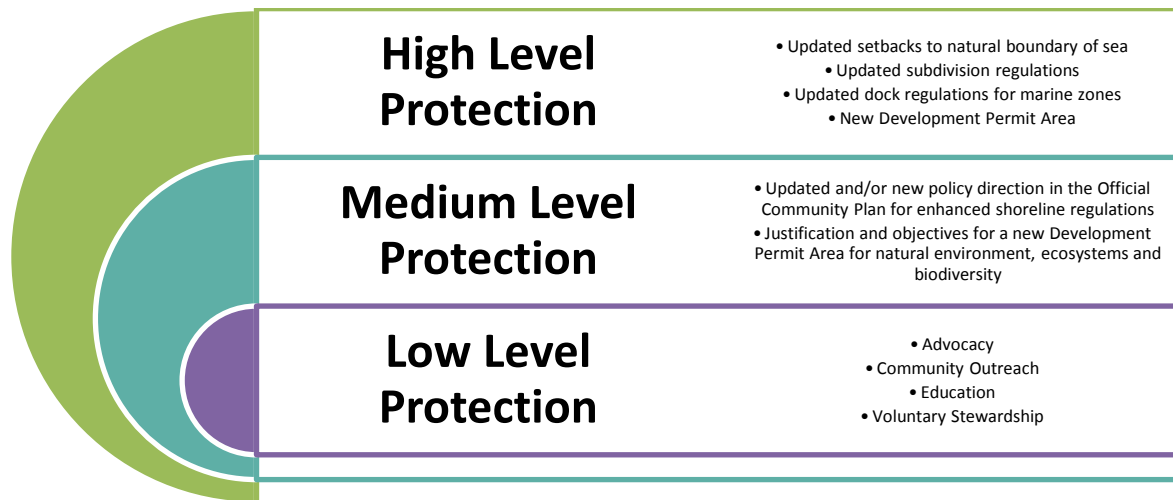
In December 2016, Trust Council passed resolution TC-2016-114:

that staff provide an update on any emerging discussions with First Nations with regard to areas of shared marine protection priorities at the March 2017 Trust Council meeting.

Local Marine/Shoreline Protection Tools

In respect of resolution TC-2016-112, the briefing presented to Trust Council in December 2016 on marine protection tools provided an overview of marine protection mechanisms that theoretically could pertain to the Trust Area (see Attachment A: Excerpt from TC Briefing Dec6 16 Local Planning Tools). In considering the recommendations provided to Trust Council, the Executive Committee considered the most effective actions that could further the mandate of the Islands Trust in relation to protection of the marine foreshore, and availability of resources.

As an example of the consideration of available and effective foreshore protective measures, planning staff took a report to the Lasqueti Local Trust Committee on marine protection tools specifically related to Lasqueti’s Official Community Plan and Land Use Bylaw on Feb. 20, 2017. This work could form the basis and format of a similar report to Trust Council for all local trust areas and is based on the following categorization of available tools:



Compiling an inventory of the marine protection tools each local trust committee/island municipality utilizes will enable local trust committees and Bowen Island Municipality to compare and contrast the tools in use.

The Challenges of UNESCO Designations

The Strategic Plan currently contains Strategy 8.2 [Explore opportunities and benefits of working with UNESCO, TFB and others to seek nomination of the Trust Area as a UN Biosphere Reserve].

One of the weaknesses of UNESCO designations is demonstrated through the example of Mount Arrowsmith Man and Biosphere (MAB) and the Biosphere Reserve’s UNESCO review (on Vancouver Island) where their MAB designation was very close to being withdrawn several years ago due to a lack of involvement from local Indigenous communities and a too-strong focus on conservation values without the balanced approach of considering sustainable development values as well. The federal committee that receives the applications now requires full endorsement by local Indigenous communities before supporting the designation. Securing endorsement for a UNESCO designation would be challenging with 37 First Nations with asserted interests in the Trust Area.

As the same issues and prerequisite for local Indigenous community endorsement applies to UNESCO’s World Heritage Site designations, Trust Council may want to first wait until each of the 37 local First Nations have indicated their explicit support before Trust Council provides support of either UNESCO World Heritage Site or MAP designation applications.

Being “In Step” with the Trust’s First Nations

Since 2016, when Trust Council passed resolution TC-2016-027 in relation to a letter of support of Particularly Sensitive Sea Area designations, staff has become aware that, while the BC Assembly of First Nations supported the proposed nomination, the Coast Salish Gathering Steering Committee declined to

support the proposed nomination. Their lack of support included, among other topics, substantial concerns about the lack of indigenous representation in the International Maritime Organisation (IMO), the body making decisions about the extent of the designation and any proposed associated protective measures. Therefore, the Executive Committee recommends that Trust Council remove from its Follow-up Action List the request for the Chair to send a letter of support for Particularly Sensitive Sea Area Designation for the Salish Sea to the federal Minister of Transport until such time as there is a clear statement of support from Trust Area First Nations for this transboundary marine shipping safety initiative

Update on Emerging Discussions with First Nations in Regard to Shared Marine Protection

With regard to resolution TC-2016-114, the Senior Intergovernmental Policy Advisor has completed the first phase of an environmental scan of previously stated (and publically available) marine priorities by the First Nations with interest in the Islands Trust Area (See Attachment B: Trust Area FN Marine Priorities). There are common themes that run throughout First Nations marine use plans and we can safely assume that those First Nations who hold their marine priorities confidential may also hold these issues as priorities: increased harvesting opportunities for their communities, cultural/language identification of marine and shoreline resources and recognition of Aboriginal/non-Aboriginal sharing of marine resources as a key principle going forward.

Being familiar with what First Nations have previously stated on marine priorities not only reflects a genuine respect, it lends insight to the fact that the same underlying factors that need to be mitigated to achieve both Indigenous and non-Indigenous marine priorities in the Trust Area:

- Increased pollution
- Increased vessel traffic
- Proliferation of docks and shoreline infrastructure and human use
- Shoreline ecosystem degradation due to upland development

The next phase of this work is to look at the practical, available and effective tools that local trust committees can employ to help mitigate these factors. With this in hand, local trust committees can approach local First Nations to share with them their intention and ask for their help, advice and partnership in protecting the shoreline. On Feb 17, 2017, Trust Fund Board staff shared the recent eelgrass and forage fish mapping products and other mapping tools with all 37 First Nations.

Ongoing/planned Strategic Plan work related to the marine environment includes:

Executive Committee

- Strategy 2.3 Advocate for oil spill prevention and response
- Strategy 2.4 Advocate for management of derelict and abandoned vessels
- Strategy 2.6 Advocate to reduce impacts of other industrial marine activities (includes activity T.2.6.2 Advocate to reduce impacts of freighter anchorage activities)

Local Planning Committee

- Strategy 2.1 Use land use planning tools for shoreline protection (to start in 2018)

Trust Fund Board

- Activity T.2.2.1 Complete mapping of forage fish habitat for major islands
- Activity T.2.2.2 Develop public outreach strategy including information about eelgrass and forage fish nearshore habitats to private landowners on selected islands

ATTACHMENTS:

- A. Excerpt from TC Briefing “Marine Protection Options” from December 6, 2016
- B. Trust Area First Nations Marine Priorities

KEY ISSUES/CONCEPTS:

- Update Strategic Plan
- Development of options for marine protection
- Consideration of First Nations interests and shared marine protection objectives

RELEVANT POLICY:

- Islands Trust Council Policy 6.1.i First Nations Engagement Principles

DESIRED OUTCOME:

- Understanding of tools available to protect marine areas
- Collaboration with First Nations on marine protection

RESPONSE OPTIONS

Recommended:

1. That Trust Council amend the Strategic Plan to add in section 2.1 for fiscal year 2017/18 “Develop an inventory of available local government marine protection tools and develop general categories as to the level of protection these tools can provide (i.e. low, medium, high levels of protection)” assigned to the Executive Committee.
2. That Trust Council amend the Strategic Plan to add in section 2.1 for fiscal year 2017/18 “Compile an inventory of the marine protection tools each local trust committee/island municipality utilizes” assigned to the Executive Committee.
3. That Trust Council, in recognition of its commitment to reconciliation with Trust Area First Nations, remove Strategic Plan Strategy 8.2 [Explore opportunities and benefits of working with UNESCO, TFB and others to seek nomination of the Trust Area as a UN Biosphere Reserve].
4. That Trust Council in recognition of its commitment to reconciliation with Trust Area First Nations, remove from its Follow-up Action List the request for the Chair to send a letter of support for Particularly Sensitive Sea Area Designation for the Salish Sea to the federal Minister of Transport until such time as there is a clear statement of support from Trust Area First Nations for this transboundary marine shipping safety initiative.

Alternative:

- 1) Not undertake changes as recommended
- 2) That Trust Council request that the Executive Committee develops a report on opportunities and/or a strategic direction for Trust Council and local trust committees/Bowen Island Municipality to work with First Nations on joint marine protection priorities.
 - a. Implications of this alternative include redundancy of efforts already articulated in the Trust Council approved First Nations and Public Engagement Project Charter (December 6, 2016) and progress may be limited by staff resources.

Prepared By: Fiona MacRaid, Senior Intergovernmental Policy Advisor

Reviewed By/Date: Russ Hotsenpiller, CAO, Feb 23, 2017
David Marlor, DLPS, Feb 23, 2017
Clare Frater, DTAS, Feb.23, 2017

“MARINE PROTECTION OPTIONS: Background”

Local Planning Tools

The *Islands Trust Act* provides many methods for local trust committees, island municipalities, and Trust Fund Board to protect the marine environment. Advocacy is one tool. However, there are also many opportunities for Islands Trust bodies to make decisions and undertake programs that would directly benefit the marine environment.

Local trust committees have planning jurisdiction over the surface of the sea and the foreshore within their local trust area. Island municipalities have the same planning powers and have other municipal powers such as the ability to issue building permits, and hold licences of occupation. As such, all of the planning tools available for developing policy and regulating terrestrial land apply to the foreshore and surface of the sea.

The complexity with land use planning on the foreshore is that the owner is generally the Province, with leases or license of occupations provided to individuals and companies. Local government bylaws have no effect on the Province or its agents (as per the *Interpretation Act*), but local bylaws do have effect on third parties that are leasing or otherwise using the Crown foreshore and surface of the sea. Shoreline protection is further complicated because the federal government is responsible for fisheries and navigation. As these are federal powers, local governments cannot regulate those either, regardless of who is undertaking the federally regulated activities.

Local trust committee and island municipalities have the following land use planning tools available to protect shorelines (subject to the limitations listed above):

- Zoning – local trust committees and island municipalities can create zones on the foreshore and regulate the uses within those zones. For example, all or part of the shoreline can be zoned to prohibit docks and other structures on the foreshore.
- Development Permits – local trust committees and island municipalities can establish all or part of the foreshore areas as a development permit area to protect sensitive ecosystems, or protect development from hazardous conditions. A development permit will then contain guidelines to mitigate impacts from development that is permitted by the zoning regulations.
- Heritage Conservation – local trust committees and island municipalities can establish heritage conservations areas along the shoreline to protect identified heritage features.
- Screening - local trust committees and island municipalities can require screening on the upland to protect environmental sensitive areas, such as an identified sensitive shoreline.
- Drainage and runoff – local trust committees and island municipalities can regulate drainage and runoff on upland properties and mitigate impacts of the runoff on the foreshore.
- Tree cutting in relation to areas affected by hazards, such as land slip - local trust committees and island municipalities could establish tree cutting bylaws in upland areas known to be a hazard as a means of preventing erosion and landslips onto the foreshore.
- Restrictive covenants – local trust committee and island municipalities can use covenants to restrict uses along the upland to protect the foreshore. As these are agreements, the landowner at the time of signing would need to be in agreement with

the terms of the covenant that would then run with land title. These covenants are typically used during a rezoning for things that cannot be controlled through the zoning authority.

Trust Fund Board Protection Tools:

Trust Fund Board can protect the areas upland from shorelines with conservation covenants and through direct ownership.

- Conservation covenants are voluntary agreements placed on the title of a property, binding future owners to the agreed terms.
- The Natural Area Protection Tax Exemption Program (NAPTEP) provides landowners with an annual 65% exemption on the property taxes for the portion of their property protected with a voluntary NAPTEP covenant.
- The Trust Fund Board can acquire nature reserves in a number of ways. Outright purchase is usually impractical due to the price of land in the Trust Area so residents are encouraged to consider donations of their land. There are a number of donation methods available including fee-simple donations, donation of a subdivided lot, life estate, bequest and bargain sale.

Update on First Nations Marine Priorities in the Trust Area

Stage 1: An Analysis of Previously Stated FN Priorities

Executive Summary:

Each of the 37 First Nations that have asserted Aboriginal rights and title in the Trust Area have extremely strong ties to the marine environment and have been the marine stewards for this region for millennia. Since occupation by non-Aboriginal in the 19th century and throughout a century of sustained government policies to eliminate and minimize their connection to this territory, these First Nations have not lost their traditional knowledge on marine stewardship.

As Islands Trust moves into a new respectful relationship with First Nations in the Trust Area, we need to first consider what marine protection priorities these First Nations have already articulated publically. Although many Nations hold their marine use plans confidential, others have generously shared their marine priorities on the internet to help other Canadians understand their Indigenous perspectives on the marine environment.

There are extraordinarily common themes that run throughout First Nations marine use plans and we can safely assume that those First Nations who hold their marine priorities confidential may also hold these issues as priority:

- Traditional use of marine resources is not only a top priority but it is seen as a resurgence of a culture long-oppressed, and a healing activity for members
- Language and place names associated with the marine environment are more than just geographic identifiers; the Indigenous names of places and marine resources are seen as connecting First Nations members to their ancestors and their personal identity in the marine environment
- Although they are governed by, and committed to, Indigenous law principles of marine protection such as sharing, balance, mutual aid and reciprocity, they want to first address the injustice of not having the marine resources shared with them from the current users (residents, visitors, industry, etc.)

In the Footsteps of Our Ancestors: Interim Strategic Land Plan for the Hul'qumi'num Core Traditional Territory, 2005

"Inter-tidal and marine resources are highly important to Hul'qumi'num people. Beach and foreshore foods such as cockles, clams, mussels, oysters, and crabs are used for food, social, ceremonial, and trade purposes. Today, the use of (and benefit from) these marine resources are challenged by issues related to contamination and access.

Most beaches in HTG territory are polluted and closed to harvesting of most or all foreshore resources by the federal Department of Fisheries and Oceans. These closures are a result of contamination by a wide array of sources including: leaky septic systems, farm and urban runoff, sewage outfall, and Pulp and paper mill effluent. There are currently five areas of shellfish harvesting closures in HTG territory, two areas are closed to all shellfish and three are closed only to particular shellfish. Contamination also diminishes the potential of economic benefit from foreshore resources. The process of cleaning contaminated shellfish products raises costs and creates marginal returns for all but the most high volume producers."

The shíshálh (Sechelt) Marine Use Plan project 2009

"Lessons from our Ancestors

As shíshálh people, our culture and livelihood have long been tied to the ocean and its rich resources. Working with their knowledge of natural processes in their environment, our ancestors effectively managed a wide variety of resources on land and at sea.

Food, Culture & Livelihoods

From Georgia Strait to the Sechelt and Jervis Inlets and their many associated waterways, the marine areas of our territory continue to provide our people with food such as fish, shellfish, crab and prawns, as well as with employment and experience in the traditional occupations of our ancestors.

New Challenges

With the rapidly growing population of our region, and more people coming to live, work and visit our territory, we face new challenges in making sure that the ocean resources that we have relied on for generations continue to thrive in present and future generations."

K'omoks Marine use Plan 2012 –

"The sooner we understand and practice the fundamental values and teachings of our ancestors the sooner the marine environment will once again sustain our people. The values and teaching that have been passed down and are important in our marine plan include:

- *Honouring the Creator...*
- *Protocol...*
- *Respect...*
- *Balance...*
- *Working together...*
- *Sharing...*
- *Stewardship..."*

Malahat Community Notice: April 2014 (Not currently available)

"Phase I of the Marine Use Plan is now available to review. Please contact Robert Sagmeister at robert.sagmeister@malahatnation.com or come into the Administration office to talk with him and review the Plan."

Tsawout Marine Use Study 2015

“This study provides a snapshot, however incomplete, of Tsawout members’ use of the Salish Sea for the purposes of fishing, gathering, hunting, and other harvesting, travelling, and exercise of their Douglas Treaty rights – especially in areas that may be affected by the Project. It identifies specific areas that are intensively used, and preferred locations for harvesting and exercising Treaty rights. For the purposes of the study the term “subsistence” is understood to capture the networks, relationships, and values involved in the harvest, process, distribution, and consumption of resources as well as their meaning or evaluation within Tsawout’s cultural order.”

Nanwakalas Council and the North Vancouver Island Marine 2015

“The purpose of the North Vancouver Island (NVI) Marine Plan (the Plan) is to provide spatial and non-spatial recommendations for achieving ecosystem-based marine management that maintains social and cultural wellbeing and economic development based on healthy ecosystems within the Plan Area over the long term. The Plan includes recommendations for developing and maintaining resilient marine ecosystems and sustainable economies for NVI communities. It focuses on providing direction for managing marine areas, uses and activities within provincial government jurisdiction. “

Squamish Nation Marine Use Plan for Howe Sound: 2016

“Guiding Principles:

- *Ensure protection of natural, cultural and spiritual resources*
- *Ensure Squamish First Nations’ priority access to cultural and spiritual resources*
- *Follow the principles of ecosystem-based management*
- *Enable appropriate Squamish First Nations commercial use of resources, within the limits of the above principles*
- *Enable appropriate non-First Nations’ use of resources, within the limits of the above principles*

Draft Goals:

- *Communicate Squamish First Nation cultural history and values connected with Howe Sound, past, present and future*
- *Sustain Squamish Nation cultural and spiritual values in Howe Sound*
- *Further the recovery of Howe Sound marine and watershed ecosystems to support clean air, clean water and the plants, animals and humans that benefit from them*
- *Guide development that is ecologically sustainable, economically beneficial to Squamish Nation members and consistent with cultural and spiritual values*
- *Ensure that Squamish Nation members have opportunities to engage in traditional activities in a modern way, with a view to activities made possible by the recovery of degraded Howe Sound ecosystems in the future”*

To: Islands Trust Council **For the Meeting of:** March 14-16, 2017

From: Trust Programs Committee **Date:** February 20, 2017

SUBJECT: ISLANDS TRUST COMMUNITY STEWARDSHIP AWARDS

DESCRIPTION OF ISSUE:

This year will be the 15th Islands Trust's annual awards program designed to recognize individuals and organizations that are pursuing actions in the islands that have made a significant contribution towards the object of the Islands Trust. This briefing is to advise Trust Council of the tasks currently underway to deliver the 2017 awards program.

BACKGROUND:

- The purpose of the Community Stewardship Awards (CSA) program is to recognize and encourage the actions of individuals and organizations that support the mandate of the Islands Trust.
- Since its inception in 2002, 76 awards have been given to individuals and organizations across the entire Trust Area. Nominated and award-winning projects have addressed a wide range of issues including: land, water and marine conservation, agriculture, wildlife rescue and rehabilitation, community news publication, and the compilation and management of community records.
- Trust Programs Committee is responsible for reviewing CSA nominations in May and recommending award recipients to Trust Council in June.
- Administration of the CSA program is established in [Community Stewardship Awards Program policy](#) (2.1xi). Trust Council amended this policy in December 2016 by adding two new criteria:
 - time and effort
 - ongoing public service

Proposed Awards Timeline and Process

February:	Announce award program (news release with broad distribution to media and potential nominators, notice board posters, web page information, etc.).
March:	Provide posters to trustees for local promotion.
Mid-April:	Close of nominations, followed by initial staff screening of nominations for eligibility.
Late-April	All nominees will receive a letter from the Chair.
Mid-April to Early May	Staff develop profiles of each nomination in consultation with nominee and nominator and post to website with news release.
Late April:	Staff seek input on nominations from local trustees.
Late April:	Nominations forwarded to Trust Programs Committee members for consideration.
May:	Trust Programs Committee reviews nominations and forwards recommendations to Trust Council. Nominees are assessed according to the following criteria: relationship of project or work to the Islands Trust Policy Statement, benefits to the community or Trust Area, collaboration with others, innovation, and community support.
June:	Trust Council decision regarding awards and award recipients notified.
June:	News release issued and names of recipients posted to website.
Aug:	If needed, Trust Programs Committee review of the program and process.
Fall:	Awards presentations at local trust committee or island municipality meetings. Each award recipient is presented with an award and a letter of congratulations from the Trust Council Chair. In previous years, recipients have been honoured at a special event arranged by local trustees, where family, friends, interested community members, local media and others are present. Guidelines for arranging a Community Stewardship Award event (either special or during a regularly scheduled meeting) will be provided to the relevant trustees and staff after Trust Council decides on the recipients.

Budget and Resources

- The cost for each award will not exceed \$100.
- Local trust committees may use up to \$100 from their local trust committee budgets to cover the costs of a public presentation ceremony.
- Trust Area Services staff provide support to the Trust Programs Committee in implementing the awards program, which can require up to two weeks of staff time spread over five months.

ATTACHMENT: Community Stewardship Award Program Overview - 2002-2015.

FOLLOW-UP: Staff will administer the 2017 Community Stewardship Award program as directed by policy / Trust Program Committee.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Trust Programs Committee, February 20, 2017
Russ Hotsenpiller, Chief Administrative Officer

To: Trust Council **For the Meeting of:** March 14-16, 2016
From: Heather O'Sullivan, Trustee, Gabriola Island **Date prepared:** February 10, 2017
File No.:

SUBJECT: FIRST NATIONS READING LIST AND ONE BOOK, ONE COMMUNITY EVENT

DESCRIPTION OF ISSUE:

The purpose of this briefing note is to provide Trust Council with a copy of the First Nations Reading List, which has been prepared on Gabriola Island as part of a community-wide process supported by multiple agencies (including the LTC) geared towards fostering positive engagement with our Snuneymuxw neighbours. It is hoped that the list, along with more details about the Gabriola project, might be useful for Trustees on other islands as they work towards their own engagement goals.

BACKGROUND:

There has been a growing interest on Gabriola in learning more about Truth and Reconciliation, understanding our relationships with First Nations, and connecting with our Snuneymuxw neighbours. A number of local groups have come together and created a project designed to further these objectives. *One Book, One Community* is an initiative that will raise awareness and foster communication, culminating in a community conversation facilitated by CBC host and TRC Honorary Witness Shelagh Rogers.

To complement the project and provide an opportunity for readers to explore a wide variety of authentic Indigenous voices and points of view, a First Nations Reading List has been compiled. This list features over 50 works of fiction, non-fiction, and poetry for adults and children. While the focus is on books that are locally available on Gabriola, it is hoped that it would be a valuable resource to any community seeking to foster their own public engagement with First Nations.

This briefing is for information only. A copy of the Reading List and a Press Release for the event are attached.

ATTACHMENT(S):

First Nations Reading List, February 3, 2017

Press Release, One Book, One Community: Truth & Reconciliation, February 8, 2017

FOLLOW-UP:

Follow-up options for other LTCs may include, but are not limited to:

- Sharing this list with their Regional District directors to ask for assistance in acquiring copies of the books for island community libraries
- Developing this list further with their own local First Nations. In particular expanding it to encompass literature available to expand knowledge on specific local First Nations information and history.

Prepared By: Trustee Heather O’Sullivan

Reviewed By/Date: Fiona MacRaild, Senior Intergovernmental Policy Advisor
Clare Frater, Director, Trust Area Services
Executive Committee, March 1, 2017

Chief Administrative Officer/Date

Reading for Reconciliation

This is a list of suggested fiction, poetry and non-fiction books on First Nations topics. The focus is on books that are written by Indigenous authors, but the list also includes some non-Aboriginal contributors writing about issues relevant to the Truth and Reconciliation Commission's process. Many books have a B.C. focus, and most are available in the Vancouver Island Regional Library system. The list is far from complete, and should be considered a work in progress.

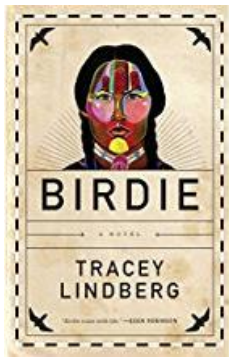
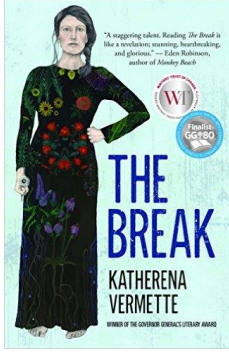
Some of the authors represented have several books which are all worthy of being included. However in the interests of keeping the list manageable, in most cases only one book by each author is featured. If you discover an author on this list whose work speaks to you, consider seeking out other books they have written.

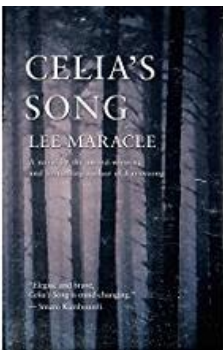
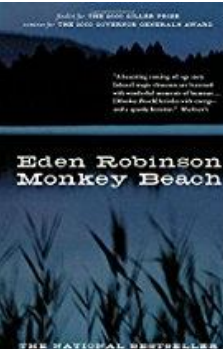
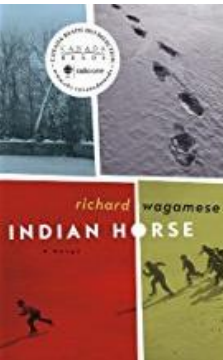
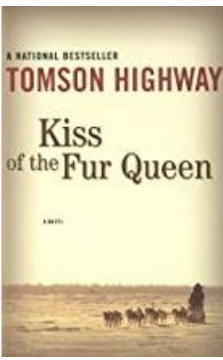
Every effort has been made to ensure that the books on this list represent authentic First Nations voices and/or points of view. As such, most titles have been cross-referenced from multiple sources to ensure that they are genuinely well-regarded in the Indigenous community.

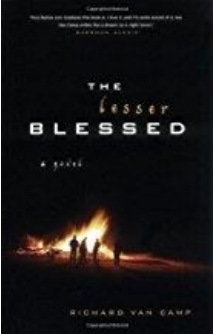
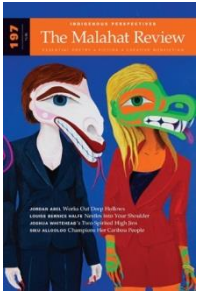
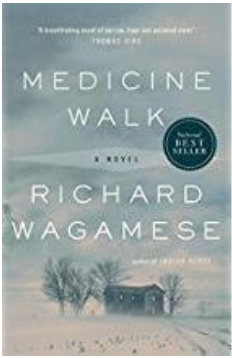
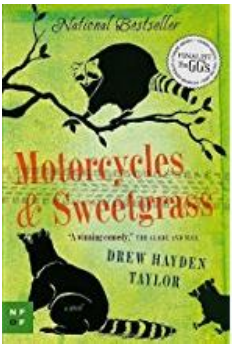
Books can be windows into other cultures, and they can be doors. Through the act of reading we engage our imagination and open our minds. We learn, but we also dream. We hope that you find something on this list that will inspire you, challenge you, move you, and help to guide you on your own personal path of Truth and Reconciliation.

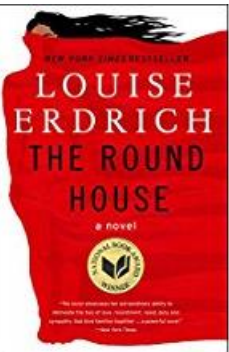
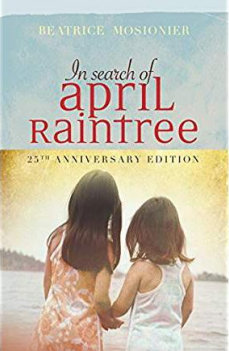
We are all treaty people.
Huy ch q'u siem

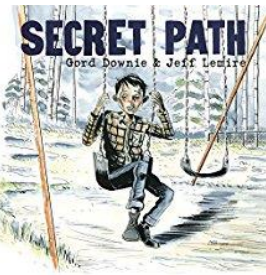
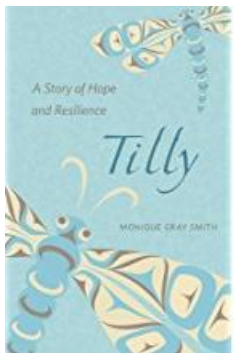
Fiction

	<i>Birdie</i> by Tracy Lindberg, 2015 <i>Birdie</i> is a darkly comic and moving first novel about the universal experience of recovering from wounds of the past, informed by the lore and knowledge of Cree traditions. Part road trip, part dream quest, part travelogue, the novel touches on the universality of women's experience, regardless of culture or race. Tracey Lindberg is a citizen of As'ini'wa'chi Ni'Yaw Nation Rocky Mountain Cree and hails from the Kelly Lake Cree Nation community. She is an award-winning writer for her academic work and teaches Indigenous studies and Indigenous laws at two universities in Canada. • Shortlisted for Canada Reads 2016 • Selected for the <i>National Post's</i> 99 Best Books of 2015 • Selected for CBC's Best Books of 2015 • Shortlisted for Alberta Reader's Choice Award
	<i>The Break</i> by Katherena Vermette, 2016 <i>The Break</i> is a critically acclaimed novel set in Winnipeg's gritty North End. A series of shifting narratives exposes a larger, more comprehensive story about the lives of an extended Indigenous family. A powerful intergenerational saga. Katherena Vermette is a Métis writer from Treaty One territory, the heart of the Métis nation, Winnipeg, Manitoba, Canada. Her first book, <i>North End Love Songs</i> won the Governor General's Literary Award for Poetry. • Longlisted for Canada Reads 2017 • Rogers Writers' Trust Fiction Prize Finalist, 2016 • Governor General's Literary Award Finalist, 2016

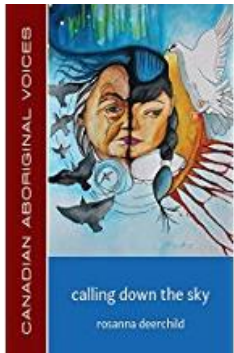
	<i>Celia's Song</i> by Lee Maracle, 2014 <i>Celia's Song</i> relates one Nuu'Chahlnuth family's harrowing experiences over several generations, after the brutality, interference, and neglect resulting from contact with Europeans. Lee Maracle is a member of the Sto:Lo nation. She was born in Vancouver and grew up on the North Shore, and is the author of the critically acclaimed novels <i>Ravensong</i> and <i>Daughters Are Forever</i>. • Longlisted for Canada Reads 2015 • Shortlisted for the ReLit Award 2015 • A CTV Ottawa Best Reads of the Season 2014
	<i>Monkey Beach</i> by Eden Robinson, 2011 <i>Monkey Beach</i> combines both joy and tragedy in a harrowing yet restrained story of grief and survival, and of a family on the edge of heartbreak. In the first English-language novel to be published by a Haisla writer, Eden Robinson offers a rich celebration of life in the Native settlement of Kitamaat, on the coast of British Columbia. Eden Robinson grew up with her older brother and younger sister in Haisla territory near Kitamaat Village, and has become one of Canada's first female Native writers to gain international attention. • Nominated for the Scotiabank Giller Prize 2000 • Nominated for the Governor General's Literary Award 2000 • Ethel Wilson Fiction Prize Winner 2001
	<i>Indian Horse: A Novel</i> by Richard Wagamese, 2012 <i>Indian Horse</i> unfolds against the bleak loveliness of northern Ontario. Richard Wagamese writes with a spare beauty, sharing the story of Saul Indian Horse as he reflects on the sorrows and joys he has experienced in his life as a northern Ojibway. Richard Wagamese is Ojibway from the Wabaseemoong First Nation in Ontario. A member of the Sturgeon Clan, he is one of Canada's foremost authors and journalists. • Canada Reads People's Choice Award 2013 • A Globe and Mail top 100 book of 2012 • First Nations Communities Read Selection 2013-2014 • CODE's Burt Award for First Nations, Métis, and Inuit Literature 2013
	<i>Kiss of the Fur Queen</i> by Tomson Highway, 1998 <i>Kiss of the Fur Queen</i> infuses stark realism with the magic of Cree culture and blends tragedy with raucous comedy. Estranged from their own people and alienated from the culture imposed upon them, the Okimasis brothers fight to survive. Wherever they go, the Fur Queen—a wily, shape-shifting trickster—watches over them with a protective eye. Tomson Highway is a Cree playwright and author who holds seven honorary doctorates and has taught and performed at universities across North America and Europe. • Chapters/Books in Canada First Novel Award Finalist 1998 • Nominated for Canadian Booksellers Association Libris Award 1998

	<i>The Lesser Blessed</i> by Richard Van Camp, 1996 <i>The Lesser Blessed</i> is a bestselling novel about coming of age in Canada's North. Now also an acclaimed film, this cult classic tracks the exploits of Larry Sole, a Dogrib teenager living in the small Northern town of Fort Simmer. Richard Van Camp was born in Fort Smith, NWT, and is a member of the Dogrib (Tlicho) Dene Nation. An internationally renowned bestselling author, he was awarded Storyteller of the Year for both Canada and the US by the Wordcraft Circle of Native Writers and Storytellers. • Included in CBC's list of 100 novels that make you proud to be Canadian
	<i>The Malahat Review</i> Indigenous Perspectives Issue (#197) <i>The Malahat Review</i> is one of Canada's leading literary journals. Published quarterly, it features contemporary Canadian and international works of poetry, fiction, and creative nonfiction as well as reviews of recently published Canadian poetry, fiction, and literary nonfiction. The full table of contents for the Indigenous Perspectives issue is available online at http://web.uvic.ca/malahat/issues/197.html. Featured writers include Jordan Abel, Lisa Bird-Wilson, Louise Bernice Halfe, Janet Rogers, Troy Sebastian, Shannon Webb-Campbell, Joshua Whitehead, Alicia Elliott, and many more.
	<i>Legacy</i> by Waubgeshig Rice, 2014 Set in the 1990s, <i>Legacy</i> deals with violence against a young Indigenous woman and its lingering aftershocks on an Anishnawbe family in Ontario. Its themes of injustice, privilege and those denied it, reconciliation and revenge, are as timely as today's headlines. Waubgeshig Rice is an author and journalist originally from Wasauksing First Nation, whose collection of stories; <i>Midnight Sweatlodge</i> was the Gold Medal Winner of the Independent Publisher Book Awards, 2012 for Adult Multicultural Fiction.
	<i>Medicine Walk: A Novel</i> by Richard Wagamese, 2014 <i>Medicine Walk</i> is simultaneously a journey through the rugged and beautiful backcountry, and a journey into the past. It relates the journey of 16-year-old Franklin Starlight as he brings his dying, alcoholic father Eldon back to the land. A novel about love, family, courage, and the idea that the land has within it powers of healing. Richard Wagamese is Ojibway from the Wabaseemoong First Nation in Ontario. A member of the Sturgeon Clan, he is one of Canada's foremost authors and journalists. • Evergreen Award Winner 2015 • Won the Writer's Trust Matt Cohen Award in 2015 for his body of work
	<i>Motorcycles & Sweetgrass</i> by Drew Hayden Taylor, 2010 In Ojibway mythology, Nanabush is a mischievous trickster, shapeshifter, and cultural hero. Drew Hayden Taylor uses this figure and his manic spirit to bring a modern twist to ancient native folklore. <i>Motorcycles and Sweetgrass</i> is a charming story about the importance of balance and belief—and a little bit of magic—in everyone's life. Drew Hayden Taylor is an Ojibway from the Curve Lake First Nations. He has been an award-winning playwright, journalist/columnist, short-story writer, novelist and scriptwriter. • First Nations Communities Read Finalist 2013-2014

	<i>Nobody Cries at Bingo</i> by Dawn Dumont, 2011 In <i>Nobody Cries At Bingo</i>, the narrator invites the reader to witness family life on the Okanese First Nation first hand. It's all here—life on the Rez in rich technicolour—as Dawn emerges from home life, through school life, and into the promise of a great future. This book embraces cultural differences and does it with the great traditional medicine of laughter. Dawn Dumont is a Plains Cree comedian and actress born and raised in Saskatchewan. She is a member of the Okanese First Nation. • First Nations Communities Read Shortlisted 2013-2014 • Robert Kroetsch City of Edmonton Award Shortlisted 2012 • Alberta Readers Choice Award Shortlisted 2012
	<i>Red Rooms</i> by Cherie Dimaline, 2007 <i>Red Rooms</i> is a collection of stories articulating the lives of the Native patrons of an urban hotel as seen through the eyes of the hotel's cleaning lady. The characters face the crises in their lives in ways that are easily identifiable and not uncommon to Indigenous people. Cherie Dimaline is an author and editor from the Georgian Bay Métis community. She has written several novels, was named the 2014 Emerging Artist of the Year—Ontario Premier's Award, and was also the first Writer in Residence—Aboriginal Literature for the Toronto Public Library. • Anskohk Aboriginal Literature Festival and Book Awards, Fiction Winner, 2007
	<i>The Round House: A Novel</i> by Louise Erdrich, 2012 Louise Erdrich returns to the territory of her bestselling, Pulitzer Prize finalist <i>The Plague of Doves</i> with <i>The Round House</i>, transporting readers to the Ojibwe reservation in North Dakota. A page-turning masterpiece of literary fiction—at once a powerful coming-of-age story, a mystery, and a tender, moving novel of family, history, and culture. Louise Erdrich is the author of fifteen novels as well as volumes of poetry, children's books, short stories, and a memoir. She has been nominated for the Pulitzer Prize for Fiction, and received the Library of Congress Prize in American Fiction, the PEN/Saul Bellow Award for Achievement in American Fiction, and the Dayton Literary Peace Prize. • National Book Award for Fiction Winner 2012 • Minnesota Book Awards for Novel and Short Story Winner 2013 • Andrew Carnegie Medal for Excellence in Fiction Finalist 2013
	<i>In Search of April Raintree</i> by Beatrice Culleton Mosionier, 1999 <i>In Search of April Raintree</i> follows two young sisters who are taken from their home and family, separated, and each put into different foster homes. Over the years, the bond between them grows. As they each make their way in a society that is, at times, indifferent, hostile, and violent, one embraces her Métis identity, while the other tries to leave it behind. In the end, out of tragedy comes an unexpected legacy of triumph and reclamation. Beatrice Mosionier was born in St. Boniface, Manitoba and grew up in foster homes. Following the suicides of her two sisters, Beatrice wrote <i>In Search of April Raintree</i>. First published in 1983, it launched the Manitoba literacy initiative On the Same Page in 2008.

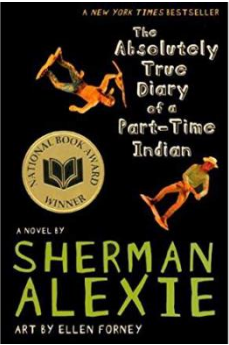
	<i>Secret Path</i> by Gord Downie and Jeff Lemire, 2016 <i>Secret Path</i> is a digital download album combined with a graphic novel that tells the story of Chanie “Charlie” Wenjack, a twelve-year-old boy who died in flight from the Cecilia Jeffrey Indian Residential School fifty years ago. <i>Secret Path</i> acknowledges a dark part of Canada’s history—the long suppressed mistreatment of Indigenous children and families by the residential school system—with the hope of starting our country on a road to reconciliation. Proceeds from <i>Secret Path</i> will be donated to The Gord Downie Secret Path Fund for Truth and Reconciliation. Gord Downie is a Canadian musician, writer, and the lead singer and lyricist for The Tragically Hip. Jeff Lemire is an award-winning author and artist who has written and illustrated many acclaimed literary graphic novels
	<i>Tilly: A Story of Hope and Resilience</i> by Monique Gray Smith, 2013 Loosely based on author Monique Gray Smith's own life, <i>Tilly</i> tells the story of a young indigenous woman coming of age in the 1980s. In a spirit of hope, this revealing, important work captures the irrepressible resilience of Tilly and of Indigenous peoples everywhere. Monique Gray Smith is a mixed-heritage woman of Cree, Lakota and Scottish ancestry. She is an accomplished consultant, writer and international speaker. Monique and her family live on Lkwungen territory in Victoria, British Columbia. • Burt Award for First Nations, Metis and Inuit Literature 2014

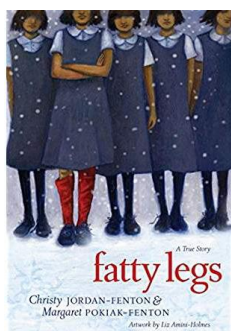
Poetry

	<i>Burning in This Midnight Dream</i> by Louise Bernice-Halfe, 2016 <i>Burning in This Midnight Dream</i> is a collection of fearlessly wrought verse—the poet’s response to the grim tide of emotions, memories, dreams and nightmares that arose in her as the Truth and Reconciliation process unfolded. Halfe describes how the experience of the residential schools continues to haunt those who survive, and how the effects pass like a virus from one generation to the next. She asks us to consider the damage done to children taken from their families, to families mourning their children; damage done to entire communities and to ancient cultures. Louise Bernice-Halfe is an award-winning poet who was born in Two Hills, Alberta, and was raised on the Saddle Lake Reserve. Her Cree name is Sky Dancer. She currently works with Elders in an organized called Opikinawasowin ("raising our children").
	<i>Calling Down the Sky</i> by Rosanna Deerchild, 2015 <i>Calling Down the Sky</i> is a poetry collection that describes deep personal experiences and post generational effects of the Canadian Aboriginal Residential School confinements in the 1950s when thousands of First Nations, Métis, and Inuit children were placed in these schools against their parents' wishes. Rosanna Deerchild is the host of "Unreserved" on CBC Radio One. She is an award-winning Cree author and has worked for a variety of Indigenous newspapers and for major networks for almost 15 years, including APTN, CBC Radio, and Global. She lives in South Indian Lake, Manitoba.

	<i>The Pemmican Eaters</i> by Marilyn Dumont, 2015 <i>The Pemmican Eaters</i> combines free verse and metered poems to recreate a palpable sense of the Riel Resistance period and evoke the geographical, linguistic/cultural, and political situation of Batoche during this time through the eyes of those who experienced the battles, as well as through the eyes of Gabriel and Madeleine Dumont and Louis Riel. Winner of the 2016 Stephan G. Stephansson Award for Poetry. Marilyn Dumont has won provincial and national awards for her work. She has been the writer-in-residence at five Canadian universities and the Edmonton Public Library as well as an advisor in the Aboriginal Emerging Writers Program at the Banff Centre.
	<i>Witness, I am</i> by Gregory Scofield, 2016 <i>Witness, I am</i> is divided into three sections: “Dangerous Sound” contains contemporary themed poems about identity and belonging; “Muskrat Woman” is a breathtaking epic poem that considers the issue of missing and murdered indigenous women through the reimagining of a sacred Cree creation story; “Ghost Dance” is an autobiographical tapestry. Winner of Latner Writers' Trust Poetry Prize, awarded to a mid-career poet in recognition of a remarkable body of work. Gregory Scofield is Red River Metis of Cree, Scottish, and European descent whose ancestry can be traced to the fur trade and the Metis community of Kinesota, Manitoba. He won the Dorothy Livesay Poetry Prize in 1994 for his debut collection, <i>The Gathering: Stones for the Medicine Wheel</i>, and has since published six volumes of poetry as well as a memoir, <i>Thunder Through My Veins</i>.

Young Adult

	<i>The Absolutely True Diary of a Part-Time Indian</i> by Sherman Alexie, 2007 <i>The Absolutely True Diary of a Part-Time Indian</i> tells the story of Junior, a budding cartoonist growing up on the Spokane Indian Reservation. Determined to take his future into his own hands, Junior leaves his troubled school on the rez to attend an all-white farm town high school where the only other Indian is the school mascot. Heartbreaking, funny, and beautifully written, this book chronicles the contemporary adolescence of one Native American boy as he attempts to break away from the life he was destined to live. Sherman Alexie is a National Book Award-winning author, poet, and filmmaker. He is one of the most well known and beloved literary writers of his generation, and has received numerous awards and citations, including the PEN/Malamud Award for Fiction and the Lila Wallace-Reader's Digest Award.
	<i>Betty: The Helen Betty Osborne Story</i> by David Alexander Robertson, 2015 <i>Betty</i> tells the story of Helen Betty Osborne. Betty dreamed of becoming a teacher, leaving home to attend residential school then later moving to The Pas, Manitoba, to attend high school. On November 13, 1971, Betty was abducted and brutally murdered by four young men. Initially met with silence and indifference, her tragic murder resonates loudly today. Betty represents one of almost 1,200 Indigenous women in Canada who have been murdered or gone missing. David Alexander Robertson is an award-winning graphic novelist and writer who has long been an advocate for educating youth on Indigenous history and contemporary issues.

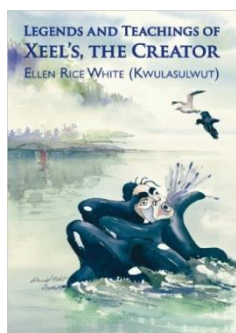


Fatty Legs by Christy Jordan-Fenton and Margaret Pokiak-Fenton, 2010

Fatty Legs is the moving memoir of an Inuit girl who emerges from a residential school with her spirit intact. Aimed at middle school students, this book is critically acclaimed and has garnered far too many accolades and awards to list here. The story of a brave young girl who ultimately gives a bully a lesson in the power of human dignity.

Christy Jordan-Fenton lives near Fort St. John, British Columbia. Margaret Pokiak-Fenton is her mother-in-law.

Margaret Pokiak-Fenton spent her early years on Banks Island in the Arctic Ocean. She now lives in Fort St. John.

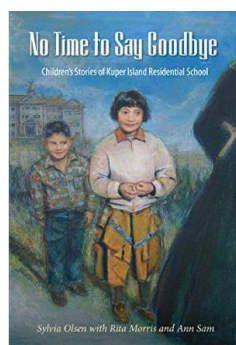


Legends and Teachings of Xeel's, the Creator by Ellen White

Modern problems are addressed through the lens of traditional tales—how a mother can help her baby survive and thrive; how a community can prevent pre-teens from becoming angry and rebellious; how people from different cultures can learn to respect one another and celebrate differences; how a young man can learn to take responsibility for the children he has fathered.

Ellen White, whose Coast Salish name is Kwulasulwut (“Many Stars”), is an Elder of the Snuneymuxw First Nation. She has touched many lives in her decades as a teacher, storyteller, dancer, drummer, healer, and political activist. She spent many years as Elder-in-Residence at VIU and has been named to the Order of BC.

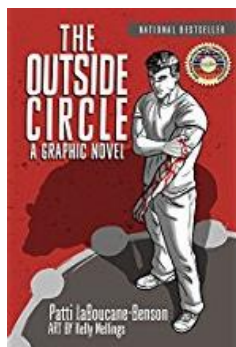
Daniel Elliott is an artist from the Shts’uminus First Nation who also works as an Aboriginal Education assistant in Nanaimo public schools.



No Time to Say Goodbye: Children's Stories of Kuper Island Residential School by Sylvia Olsen, Rita Morris, and Ann Sam, 2001

No Time to Say Goodbye is a fictional account of five children sent to residential school, based on the recollections of a number of Tsartlip First Nations people. These unforgettable children are taken by government agents from Tsartlip Day School to live at Kuper Island Residential School. Sometimes sad, sometimes funny, always engrossing, *No Time to Say Goodbye* is a story that readers of all ages won't soon forget.

Sylvia Olsen is the author of many books and usually writes for children and young adults about the place between cultures where Canada's First Nations and settlers come together.



The Outside Circle: A Graphic Novel by Patti LaBoucane-Benson, 2015

The Outside Circle follows two Aboriginal brothers surrounded by poverty, drug abuse, and gang violence, who try to overcome centuries of historic trauma in very different ways to bring about positive change in their lives. Powerful, courageous, and deeply moving, this graphic novel is drawn from the author's twenty years of work and research on healing and reconciliation of gang-affiliated or incarcerated Aboriginal men. Winner, CODE's 2016 Burt Award for First Nation, Inuit and Métis Literature.

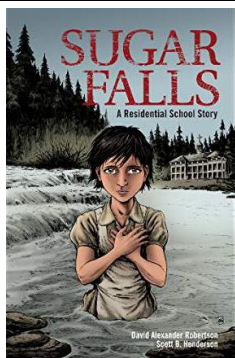
Patti LaBoucane-Benson is a Métis woman and the Director of Research, Training, and Communication at Native Counselling Services of Alberta (NCSA). She has a Ph.D. in Human Ecology, focusing on Aboriginal Family Resilience.



Slash by Jeannette Armstrong, 2007

Slash poignantly traces the struggles, pain and alienation of a young Okanagan man who searches for truth and meaning in his life. Recognized as an important work of literature, *Slash* is frequently used in high schools, colleges, and universities. “A deeply felt novel about racism and the plight of aboriginal peoples, both in Canada and the rest of the world.” —*Globe and Mail*.

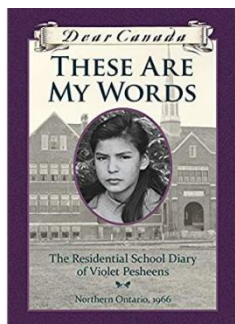
Jeannette Armstrong is a professor of Indigenous Studies and a Canada Research Chair in Indigenous Philosophy. A dedicated spokesperson for Indigenous peoples' rights, the award-winning writer and activist, novelist, and poet has always sought to change deeply biased misconceptions of Aboriginal people.



Sugar Falls: A Residential School Story by David Alexander Robertson, 2011

Sugar Falls is based on the true story of Betty Ross from the Cross Lake First Nation. This graphic novel does an excellent job of representing the residential school experience for middle school students. The outcome for Betty, the survivor, is contrasted with the outcome for her friend Flora, who is drowned while attempting to leave the school.

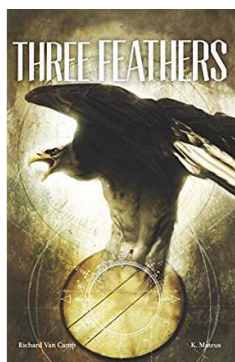
David Alexander Robertson is an award-winning graphic novelist and writer who has long been an advocate for educating youth on indigenous history and contemporary issues.



These Are My Words: The Residential School Diary of Violet Pesheens by Ruby Slipperjack, 2016

These Are My Words is the Dear Canada diary of Violet Pesheens, who is struggling to adjust to her new life at residential school. She misses her Grandma; she has run-ins with Cree girls; at her "white" school, everyone just stares; and everything she brought has been taken from her, including her name—she is now just a number. But worst of all, she has a fear of forgetting the things she treasures most: her Anishnabe language; the names of those she knew before; and her traditional customs—a fear of forgetting who she was.

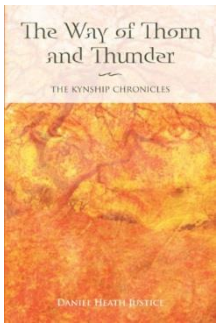
Ruby Slipperjack was born in Whitewater Lake, Ontario. She learned traditional stories and crafts from her family. In the 1960s she attended a Residential School in northern Ontario for most of a year, and later, high school in Thunder Bay.



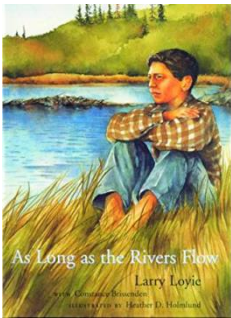
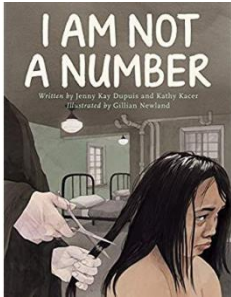
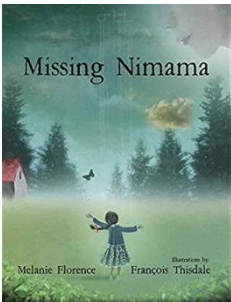
Three Feathers by Richard Van Camp

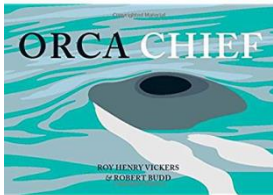
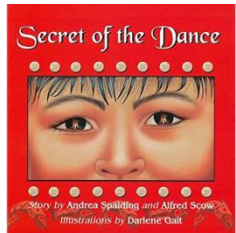
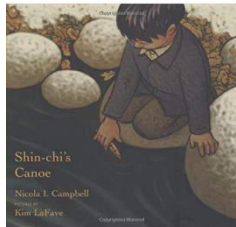
Three Feathers is a graphic novel that weaves together the stories of three young men who have committed crimes within their community. They are sent by its Elders to live nine months on the land as part of the circle sentencing process. Their time there is transformative, and they return home changed. Their experiences, and the changed relationships with the community members they have harmed, speak to the power and grace of restorative justice in First Nations communities.

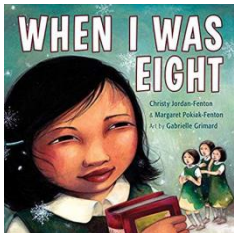
Richard Van Camp was born in Fort Smith, NWT, and is a member of the Dogrib (Tlicho) Dene Nation. An internationally renowned best-selling author, he was awarded Storyteller of the Year for both Canada and the US by the Wordcraft Circle of Native Writers and Storytellers.

	<i>The Way of Thorn and Thunder: The Kynship Chronicles</i> by Daniel Heath Justice, 2011 <i>The Way of Thorn and Thunder</i> is a series of Indigenous fantasy fiction novels which delve beyond the stereotypes of race and gender to tell a story set in a world similar to eighteenth-century eastern North America. The original trilogy—an example of green/eco-literature—is collected here in a one-volume novel. Daniel Heath Justice is a Colorado-born Canadian citizen of the Cherokee Nation. He teaches Aboriginal literatures at the University of Toronto.
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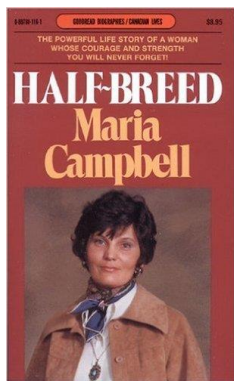
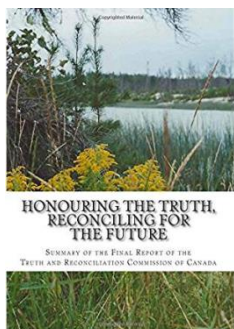
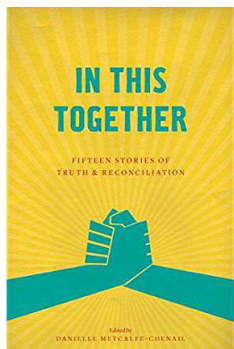
Children

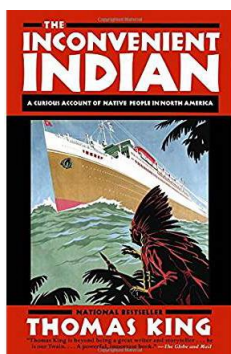
	<i>As Long as the Rivers Flow</i> by Larry Loyie and Constance Brissenden, 2005 <i>As Long as the Rivers Flow</i> is a powerful first-person account of the author's last summer before he and his siblings were taken away from their family. Most of the story focuses on what was otherwise a normal season for the Cree people of that era, with the family moving from their main cabin to their summer "camp" for a few weeks. The sensitive text and expressive illustrations capture the joy and drama of a First Nations family's last summer together. Larry Loyie was born in Slave Lake, Alberta, where he spent his early years living a traditional Cree life. At the age of ten he was placed in St. Bernard's Mission residential school Grouard, Alberta. He is the author of several plays, short stories and children's stories dealing with Native traditions, literacy, and residential schools. Constance Brissenden is a freelance writer and editor. She is the author of several books of travel and history.
	<i>I Am Not a Number</i> by Jenny Kay Dupuis and Kathy Kacer, 2016 <i>I Am Not a Number</i> is a picture book that tells the story of the author's grandmother Irene Couchie Dupuis, who was taken to residential school in 1928. Conditions at the school are recounted through the eyes and perspective of eight-year-old Irene. But the story ends on a positive note when the Couchie children return home for summer holidays to the loving arms of their parents. This book brings the immediacy of oral history to an elementary audience. Jenny Kay Dupuis (Ojibway Anishinaabe) is a member of Nipissing First Nation. She is an educator, researcher, artist and speaker focusing on issues that relate to Indigenous education, leadership and diversity, engagement and the importance of relationship building. Kathy Kacer has won many awards for her books about the holocaust for young readers.
	<i>Missing Nimâmâ</i> by Melanie Florence, 2015 <i>Missing Nimâmâ</i> follows the life of Kateri, a young girl, growing up in the care of her grandmother. As her story unfolds, it becomes evident that her absent mother is one of Canada's murdered and missing Indigenous women. We see her reaching important milestones: her first day of school, first dance, first date, wedding, first child, along with her mother, who is always there, watching her child growing up without her. Melanie Florence is an Aboriginal writer of Cree heritage based in Toronto. She has written many books for young people on Indigenous themes. <i>Finding Nimâmâ</i>, her first picture book, has won many awards including the 2016 TD Canadian Children's Literature Award.

	<i>Orca Chief</i> by Roy Henry Vickers and Robert Budd <i>Orca Chief</i> is the third in an award-winning series of Northwest Coast legends by Roy Henry Vickers and Robert Budd. Based on a traditional tale about four hunters who head out on a canoe to harvest seaweed and salmon, the story's message is one of love and respect for all. Roy Henry Vickers is a renowned carver, painter, printmaker and author. In 1998, Roy was appointed to the Order of British Columbia and in 2006, the Order of Canada. Robert (Lucky) Budd holds an MA in history and has digitized many high-profile oral history collections including that of the Nisga'a First Nation.
	<i>Salish Stories Series</i> by Celestine Aleck <i>Salish Stories Series</i> is a set of 8 short illustrated books for early readers which feature a mix of informational texts and traditional Coast Salish stories. Titles include <i>The Sun and the Moon</i>, <i>Mom</i>, <i>How Do You Make Smoked Fish</i>, and <i>Why Ravens and Wolves Hunt Together</i>. Celestine Aleck, Sahiltiniye descends from Snuneymuxw First Nations. She has been an artist most of her life which has taught her to learn facts and then mix imagination when writing stories.
	<i>Secret of the Dance</i> by Andrea Spalding and Alfred Scow <i>Secret of the Dance</i> is a fictionalized version of a real incident in the childhood of Kwakwaka'wakw elder Alfred Scow. Alfred's family sailed from Gilford Island to isolated Kingcome Inlet to attend a forbidden potlatch. His parents forbade him to attend so he wouldn't be apprehended if they were raided by the authorities but the boy slipped from his bed to bear witness. Alfred Scow was a hereditary chief of the Kwikwasutinuxw of the Kwakwaka'wakw people. He was the first Aboriginal person to graduate from a B.C. law school, the first Aboriginal lawyer called to the B.C. bar, and the first Aboriginal legally trained judge appointed to the B.C. Provincial Court. Andrea Spalding is an award-winning author based on Pender Island, BC.
	<i>Shin-Chi's Canoe</i> by Nicola Campbell, 2008 <i>Shin-Chi's Canoe</i> tells the story of Shi-shi-etko's younger brother Shin-chi and his experience during his first year at residential school. In this haunting and beautifully illustrated story, Shin-chi is not excited to go to school, unlike his sister Shi-shi-etko. But Shin-chi finds solace in his toy canoe, friendship, nature, and the memory of his grandfather's prayer song. Nicola Campbell is Interior Salish and Metis, and she grew up in British Columbia's Nicola Valley. Her children's picture books based on Indigenous themes have won many awards, and <i>Shin-chi's Canoe</i> was a finalist for the Governor General's Award.

	<i>When I Was Eight</i> by Christy Jordan-Fenton and Margaret Pokiak-Fenton, 2013 <i>When I Was Eight</i> is an adaptation for younger readers of <i>Fatty Legs</i>, Margaret Pokiak’s story about her residential school experience. At school, young Margaret perseveres in her quest to learn how to read, even when she is bullied and tormented by one of the nuns. Described as “a searing account of assimilation policies and a celebration of the human spirit” and “a powerful way to introduce the residential school experience to younger readers.” Christy Jordan-Fenton lives near Fort St. John, British Columbia. Margaret Pokiak-Fenton is her mother-in-law. Margaret Pokiak-Fenton spent her early years on Banks Island in the Arctic Ocean. She now lives in Fort St. John.
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Non-Fiction

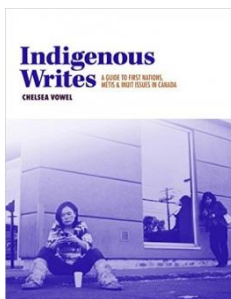
	<i>Half-Breed</i> by Maria Campbell, 1983 <i>Half-Breed</i> is the classic, groundbreaking autobiography of Maria Campbell—a strong, sensitive Metis child who lived in a community robbed of its pride and dignity by the dominant culture. At 15 she tried in vain to escape by marrying a white man, only to find herself trapped in the slums of Vancouver—addicted to drugs, tempted by suicide, close to death. But the inspiration of her Cree great-grandmother, Cheechum, gave her confidence in herself and in her people, confidence she needed to survive and to thrive. Maria Campbell was born and raised in a northern Saskatchewan Metis community. An author and community worker, her many books include <i>Achimoona</i> (1985) and <i>Stories of the Road Allowance People</i> (1995).
	<i>Honouring the Truth, Reconciling for the Future: Summary of the Final Report of the Truth and Reconciliation Commission of Canada</i>, 2015 Also available online: http://www.trc.ca/websites/trcinstitution/File/2015/Findings/Exec_Summary_2015_05_31_web_o.pdf This book contains the Summary of the Final Report of the Truth and Reconciliation Commission of Canada, released in June 2015. The complete findings of the Commission are also available here: http://www.trc.ca/websites/trcinstitution/index.php?p=890
	<i>In This Together: Fifteen Stories of Truth and Reconciliation</i> by Danielle Metcalfe-Chenail, 2016 <i>In This Together</i> addresses the vital question, “What is <i>real</i> reconciliation?” This collection of essays from both Indigenous and non-Indigenous contributors from across Canada welcomes readers into a timely, healing conversation. These reflective and personal pieces come from journalists, writers, academics, visual artists, filmmakers, city planners, and lawyers, all of whom look deeply and honestly at their own experiences and assumptions about race and racial divides in Canada in hopes that the rest of the country will do the same. Danielle Metcalfe-Chenail is Edmonton’s Historian Laureate, author of <i>Polar Winds</i> and <i>For the Love of Flying</i>, and a columnist for CBC Radio Active.



The Inconvenient Indian: A Curious Account of Native People in North America by Thomas King, 2013

The Inconvenient Indian is at once a “history” and the complete subversion of a history—in short, a critical and personal meditation that the remarkable Thomas King has conducted over the past 50 years about what it means to be “Indian” in North America. A sometimes inconvenient, but nonetheless indispensable account for all of us, Indian and non-Indian alike, seeking to understand how we might tell a new story for the future.

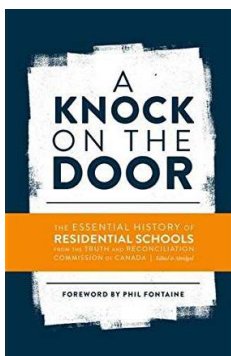
Thomas King is an award-winning novelist, short story writer, scriptwriter, and photographer. He is the recipient of a Lifetime Achievement Award from the Western American Literary Association (2004) and an Aboriginal Achievement Award (2003), and was made a member of the Order of Canada in 2004.



Indigenous Writes: A Guide to First Nations, Métis, and Inuit issues in Canada by Chelsea Vowel

Indigenous Writes explores the relationship between Indigenous peoples and Canada. An advocate for Indigenous worldviews, the author discusses the fundamental issues and the terminology of relationships; culture and identity; myth-busting; state violence; and land, learning, law, and treaties along with wider social beliefs about these issues. She answers the questions that many people have on these topics to spark further conversations at home, in the classroom, and in the larger community.

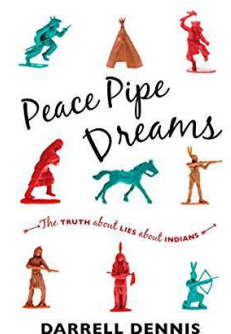
Chelsea Vowel is Métis from manitow-sâkahikan (Lac Ste. Anne) Alberta. She is a public intellectual, writer, and educator whose work intersects language, gender, Métis self-determination, and resurgence. Chelsea blogs at apihtawikosisan.com and dedicates much of her time to mentoring other young activists.



A Knock on the Door: The Essential History of Residential Schools from the Truth and Reconciliation Commission of Canada, 2015

A Knock on the Door, published in collaboration with the National Research Centre for Truth and Reconciliation, gathers material from the several reports the TRC has produced to present the essential history and legacy of residential schools in a concise and accessible package that includes new material to help inform and contextualize the journey to reconciliation that Canadians are now embarked upon.

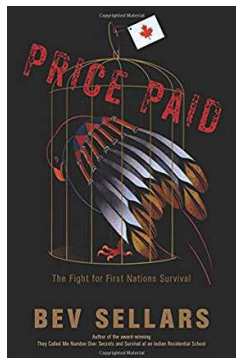
Phil Fontaine is a Survivor, TRC Honorary Witness, and former National Chief of the Assembly of First Nations. **Aimée Craft** is the Director of Research at the National Centre for Truth and Reconciliation and Associate Professor in the Faculty of Law at the University of Manitoba. **The Truth and Reconciliation Commission of Canada** was established in 2008 and led by the Honourable Justice Murray Sinclair (Chair), Dr. Marie Wilson, and Chief Wilson Littlechild.



Peace Pipe Dreams: The Truth about Lies about Indians by Darrell Dennis, 2014

Employing pop culture examples, personal anecdote and a cutting wit, ***Peace Pipe Dreams*** deftly weaves history with current events to entertain, inform and provide a convincing, readable overview of First Nations issues and why they matter today.

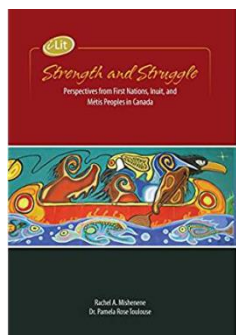
Darrell Dennis is an author, playwright, broadcaster, actor, and comedian. He is also known for his roles in two CBC TV series; Frank Fencpost on *The Rez*, and Brian Potter on *Northwood*. Dennis considers himself a stereotype-busting, politically incorrect Native American/Aboriginal/Shuswap.



Price Paid: The Fight for First Nations Survival by Bev Sellars, 2016

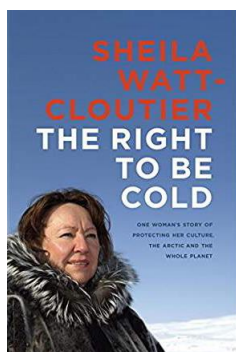
Price Paid untangles truth from some of the myths about First Nations at the same time as it addresses many misconceptions still widely believed today. Based on a popular presentation Sellars created for treaty-makers, politicians, policymakers, and educators when she discovered they did not know the historic reasons they were at the table negotiating First Nations rights, this is essentially Canadian history told from a First Nations point of view.

Bev Sellars is chief of the Xatsu'll (Soda Creek) First Nation in Williams Lake. She holds a degree in history from the University of Victoria and a law degree from the University of British Columbia. She has served as an advisor to the British Columbia Treaty Commission.



Strength and Struggle: Perspectives from First Nations, Inuit, and Métis Peoples in Canada edited by Rachel A. Mishene and Dr. Pamela Rose Toulouse

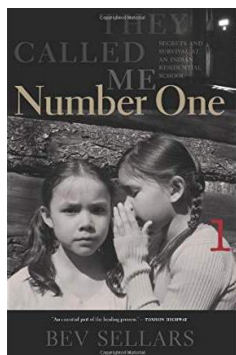
Strength and Struggle is an anthology of interviews, essays, memoirs, and various types of creative pieces (poetry, graphic journal, story) which capture the perspectives and insight of contemporary First Nations, Métis, and Inuit artists, thinkers, jurists, and other public figures. Contributors include Joyce Atcheson, Nichola Batzel, Christi Belcourt, Chris Bose, Joseph Boyden, Gord Bruyere, Lisa Charleyboy, Cherie Dimaline, Elliott Doxtater-Wynn, Jason Eaglespeaker, Ronald Everett Green, Louise B. Halfe-Sky Dancer, Al Hunter, Lucie Idlout, Justice James Igloliorte, Xavier Kataquapit, Wab Kinew, Nadya Kwandibens, John Adrian McDonald, Deborah McGregor, Nadia McLaren, Sharron Proulx-Turner, Darryl Sainnawap, Forrest Rain Shapwaykeesic, Justice Murray Sinclair, Niigonwedom James Sinclair, Maurice Switzer, Richard Van Camp, Richard Wagamese, and Kai Zyganiuk.



The Right To Be Cold: One Woman's Story of Protecting Her Culture, the Arctic and the Whole Planet by Sheila Watt-Cloutier, 2015

The Right to Be Cold is a human story of resilience, commitment, and survival. It explores the parallels between safeguarding the Arctic and the survival of Inuit culture in the face of past, present, and future environmental degradation. Long-listed for 2017 CBC Canada Reads.

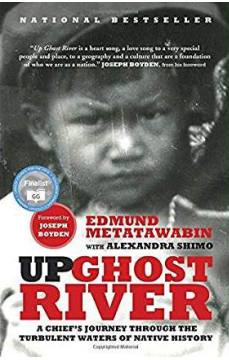
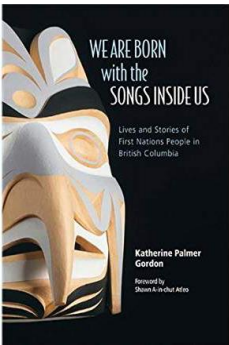
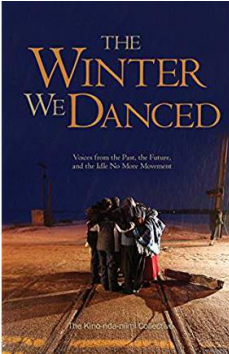
Sheila Watt-Cloutier is one of the world's most recognized environmental and human rights activists. She treats the issues of our day—the environment, the economy, foreign policy, global health, and sustainability—not as separate concerns, but as a deeply interconnected whole. In 2007, Watt-Cloutier was nominated for the Nobel Peace Prize for her advocacy work in showing the impact global climate change has on human rights, especially in the Arctic.



They Called Me Number One: Secrets and Survival at an Indian Residential School by Bev Sellars, 2012

Like thousands of Aboriginal children, Xatsu'll chief Bev Sellars spent part of her childhood as a student in a church-run residential school. In **They Called Me Number One**, a frank and poignant memoir of her years at St. Joseph's Mission, Sellars breaks her silence about the residential school's lasting effects on her and her family—from substance abuse to suicide attempts—and eloquently articulates her own path to healing.

Bev Sellars is chief of the Xatsu'll (Soda Creek) First Nation in Williams Lake, British Columbia. She holds a degree in history from the University of Victoria and a law degree from the University of British Columbia. She has served as an advisor to the British Columbia Treaty Commission.

	<i>Up Ghost River: A Chief's Journey Through the Turbulent Waters of Native History</i> by Edmund Metatawabin and Alexandra Shimo, 2014 <i>Up Ghost River</i> is an award-winning, powerful, and eloquent memoir about the abuse former First Nations chief Edmund Metatawabin endured in residential school in the 1960s, the resulting trauma, and the spirit he rediscovered within himself and his community through traditional spirituality and knowledge. Edmund Metatawabin, former Chief of Fort Albany First Nation, is a Cree writer, educator, and activist. A residential school survivor, he has devoted himself to righting the wrongs of the past, and educating Native youth in traditional knowledge. Alexandra Shimo is a former radio producer for the CBC and former editor at <i>Maclean's</i>.
	<i>We Are Born with the Songs Inside Us: Lives and Stories of First Nations People in British Columbia</i> by Katherine Palmer Gordon, 2013 <i>We Are Born with the Songs Inside Us</i> collects sixteen candid stories of people who share an unshakeable belief in the importance of their cultural heritage to their well-being, to their success at what they do, and to their everyday lives. Shattering stereotypes, <i>We Are Born with the Songs Inside Us</i> celebrates today's young native people who represent a bright future for Canada. Katherine Palmer Gordon is the award-winning author of several non-fiction books. With more than fifteen years' experience as a contracts lawyer and First Peoples' land claims negotiator and facilitator, she turns a spotlight on the complex and human side of Indigenous matters and related cultural issues.
	<i>The Winter We Danced: Voices From the Past, the Future, and the Idle No More Movement</i> by The Kino-nda-niimi Collective, 2014. <i>The Winter We Danced</i> is a vivid collection of writing, poetry, lyrics, art, and images from the many diverse voices that make up the past, present, and future of the Idle No More movement. Calling for pathways into healthy, just, equitable, and sustainable communities, this collection consolidates some of the most powerful, creative, and insightful moments from the winter we danced, and gestures towards next steps in an ongoing movement for justice and Indigenous self-determination. Royalties from the sale of this book are donated to the Native Youth Sexual Health Network.

Further Online Resources

The complete findings of the **Truth and Reconciliation Commission** are available here:

www.trc.ca/websites/trcinstitution/index.php?p=890

The findings are presented in the form of several reports (most are also available in hard copy through your local library).

- i. Honouring the Truth, Reconciling for the Future
- ii. What We Have Learned
- iii. The Survivors Speak
- iv. The History, Part 1 - Origins to 1939
- v. The History, Part 2 - The History, Part 2 | 1939 to 2000
- vi. The Inuit and Northern Experience
- vii. The Métis Experience
- viii. Missing Children and Unmarked Burials
- ix. The Legacy
- x. Reconciliation

Speaking My Truth: Reflections on Reconciliation and Residential School and ***Reconciliation and The Way Forward*** are two collections of essays and personal reflections published by the Aboriginal Healing Foundation.

Speaking My Truth is edited by Shelagh Rogers, Mike DeGagné, Jonathan Dewar, and Glen Lowry, and can be downloaded at www.speakingmytruth.ca.

Reconciliation and the Way Forward is edited by Shelagh Rogers, Mike DeGagné, Glen Lowry, and Sara Fryer and can be downloaded at www.legacyofhope.ca/education/ along with many other resources.

News Release

8 February 2017

One Book, One Community: Truth & Reconciliation

The Gabriola Arts Council, in partnership with the Friends of the Gabriola Library, Gabriola Island Branch of the Vancouver Island Regional Library, Gabriola Island Local Trust Committee, Gabriola Museum and Heritage Society, Page's Bookstore & Marina, and the Snuneymuxw First Nation, are launching a community reading program. We're encouraging all Gabriolans to read one book—Richard Wagamese's novel, *Medicine Walk*—and to come together for a facilitated community conversation to discuss the ideas and issues that arise out of the reading. Acclaimed author Thomas King describes *Medicine Walk* as, "a breathtaking novel of sorrow, hope, and polished steel."

Many communities have adopted One Book, One Community programs. On Gabriola, the organizers of this program have multiple goals:

- to promote reading and to build community through the shared experience of reading and discussing the same books;
- to contribute to a community-wide process of fostering new, positive relationships with First Nations people and communities on Gabriola Island and in neighbouring regions;
- to share thoughts, experiences, questions, and responses to the Truth and Reconciliation Commission (TRC) and to the 94 Calls to Action;
- to learn from and share with our Snuneymuxw neighbours.

Celestine Aleck, author of numerous books for children and Snuneymuxw Cultural Support Worker, said: "I love that the program is called One Book, One Community. It leads me to know that you live by Nautsamaut—or *one mind, one heart*. When we do things together, we do it with one mind and one heart."

We have compiled a list of additional titles for those interested in reading further, including poetry, nonfiction, and books for children and teens. The additional reading lists are available in the Library and on the GAC and Islands Trust websites.

We will be holding a community conversation on Friday, April 7. Celestine Aleck will be present for the conversation, along with author and Indigenous Community Consultant Monique Gray Smith. The evening will be hosted by TRC Honorary Witness Shelagh Rogers.

The program is underway. Multiple copies of the book are available in the Library and through Page's Bookstore. We hope to have all Gabriolans reading together throughout February and March. We encourage you to engage in discussions with family, friends, and colleagues. Come to the Community Book Club gathering in April to engage in an open-hearted conversation, and join others across Canada who are working towards the goals of TRC.

For more information:

Michelle Benjamin, Executive Director, Gabriola Arts Council

250-247-7409 | michelle@artsgabriola.ca | www.artsgabriola.ca

To: Trust Council

For the Meeting of:

March 14-16, 2017

From: Executive Committee

Date prepared:

February 21, 2017

SUBJECT: ISLANDS TRUST VISUAL IDENTITY

DESCRIPTION OF ISSUE:

Following a staff-led process to develop a new visual identity for Islands Trust, the Executive Committee has approved new Islands Trust visual identity elements. Consistent use of the new fonts, colours and photography recommendations in all Islands Trust publications and other materials will allow the Islands Trust to reliably present a unified, modern and professional look.

The selected visual identity elements reflect the Islands Trust's strong environmental, community and cultural values and will ensure the Islands Trust's materials are easily identified and distinguished from other government organizations. A strong visual identity will assist the Islands Trust in raising its public and community profile, an element of the Strategic Plan, and a consistent area of endeavour for the organization.

BACKGROUND:

- While the Islands Trust has a recognizable logo as part of its visual identity, materials produced by Islands Trust do not have a uniform look and feel.
- The Islands Trust does not have a central or dedicated graphic design resource. Staff (mostly planners) produce materials without design expertise or hire various designers without an established set of design guidelines.
 - This approach increases staff time to re-create publications for each project, creates disparity in the appearance of Islands Trust materials, and results in lack of recognition and, therefore visibility, of Islands Trust's publications.
- In 2014, a group of employees (communications advisory group) with an aim to help improve the image of the organization identified that increased consistency in the look of publications would enhance the Islands Trust's image. The group worked with a graphic designer to develop templates for some the most commonly produced publications such as brochures, fact sheets and public hearing notices (see below).



- Staff reported difficulty and frustration using the templates and found they were spending extra time trying to fit content within a rigid format, or found the colours and designs “dull” and “uninspiring.” Eventually, most staff abandoned the templates or found workarounds.
- Lessons learned from this past experience are that in order for implementation of required design elements to be successful, any design guide needs to be:
 - Flexible;
 - Easy to use;
 - Universally adopted; and,
 - Championed by Trust Council, Executive Committee and management.
- Communications Policy 6.10.2 and EC Terms of Reference 2.4.i (6.2) hold the Executive Committee responsible for effective public relations through targeted communications efforts. The Visual Identity program supports the Executive Committee in this role.
- On March 1, 2017, the Executive Committee approved new Islands Trust visual identity elements - colour palette and typography (font and style), photography recommendations.
- A set of design guidelines that provide flexibility within a well-defined framework will:
 - Save time and money (not re-inventing the wheel for every project).
 - Provide consistent standards and streamline process for employees and contractors (remove guesswork).
 - Help the public immediately identify and distinguish Islands Trust communications products.
 - Provide Islands Trust offices and LTCs across the islands with a unified sense of belonging to one federation with shared values.

ATTACHMENT:

Islands Trust Visual Identity design

FOLLOW-UP:

- A comprehensive visual identity guide will be developed, which will provide direction for producing public-facing visual communications products and will become part of contracts for vendors undertaking graphic design on behalf of the Islands Trust.
 - The Visual Identity program guide will become part of the Islands Trust operations manual, employee orientation and will be provided to external contractors when designing visual communications on behalf of Islands Trust.
 - Although outside the scope of the initial project charter, staff will also develop a plan for integrating the visual identity elements into non-publication materials (e.g. agenda package documents, website, e-mails).
 - While the Islands Trust establishes its visual identity, the logo will continue to provide easy recognition of communications materials. Once the proposed visual identity program is rolled-out and established, staff will consider the need for a Phase 2 to review other elements, including the logo.
-

Prepared By: Pamela Hafey, Communications Specialist, February 21, 2017

Reviewed By/Date: Executive Committee/March 1, 2017
 Clare Frater, Director, Trust Area Services, Feb 21, 2017
 Russ Hotsenpiller, Chief Administrative Officer, Feb 22, 2017

Date February 12, 2017 File Number

To Executive Committee

From Aleksandra Brzozowski, MCIP, RPP
Island Planner

Re Request to Executive Committee regarding Biosphere Reserve motion of support

This memorandum pertains to a request made at the Howe Sound Community Forum for the Gambier Island Local Trust Committee (LTC) to support the initiative to nominate Howe Sound as a UNESCO Biosphere Reserve.

At their February 2, 2016 regular business meeting, there was discussion of referring to the Executive Committee a draft motion of support in principle for the nomination of Howe Sound as a United Nations Educational Scientific Cultural Organization (UNESCO) Biosphere Reserve. Trustee Rogers drafted the motion, as follows:

"Whereas the Gambier Island Local Trust Committee is a signatory to the Howe Sound Community Forum Principles for Cooperation;

Whereas the values stated in the Principles for Cooperation align with the objectives of a United Nations Educational Scientific Cultural Organization Biosphere Region; and,

Whereas, UNESCO Biosphere Regions are effective tools for implementing United Nations Conventions including the United Nations Declaration on the Rights of Indigenous Peoples; contribute to the conservation of landscapes, ecosystems, species and genetic variation; provide a development function - to foster economic and human development which is socio culturally and ecologically sustainable; and a logistic function - to provide support for research, monitoring, education and information exchange related to local, national and global issues of conservation and development;

Therefore be it resolved that on the condition that the initiative is fully supported by the First Nations whose unceded territory encompasses what is known as Howe Sound, the Gambier Island Local Trust Committee supports in principle the ongoing initiative to nominate Howe Sound as a UNESCO Biosphere."

The LTC then passed the following resolution:

GM-2017-011

It was MOVED and SECONDED that the Gambier Island Local Trust Committee refer the proposed motion related to the Howe Sound UNESCO Biosphere to the Executive Committee for comment and concerns.

CARRIED

REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: March 1, 2017

From: Pamela Hafey

Date Prepared: February 20, 2017

File No.:

SUBJECT: ISLANDS TRUST VISUAL IDENTITY

RECOMMENDATION: That the Executive Committee approves the Islands Trust Visual Identity design elements (colour, font and photography standards) as presented on March 1, 2017.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The proposed Visual Identity program promotes a unified, modern and professional look for Islands Trust communications materials. The design elements reflect the Islands Trust's strong environmental, community and cultural values and ensure the Islands Trust's materials are easily identified and distinguished from other government organizations. The program respects island individuality and provides local trust committees with a flexible framework to incorporate design elements that best reflect their community.

A strong visual identity will assist the Islands Trust in raising its public and community profile, an element of the strategic plan and a consistent area of endeavour for the organization.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The Visual Identity program will become part of the Islands Trust procedures, employee orientation and will require roll out plan for staff and external contractors.

FINANCIAL: Development of the visual identity design elements has cost approximately \$4,000 to date from the TAS communications budget. Over time, adoption of the visual identity guide should result in cost savings for the Islands Trust as graphic design costs are reduced.

POLICY: Communications Policy 6.10.2 and EC Terms of Reference 2.4.i (6.2) hold the Executive Committee responsible for effective public relations through targeted communications efforts. The Visual Identity program supports the Executive Committee in this role.

IMPLEMENTATION/COMMUNICATIONS: Once approved, staff will incorporate any feedback received and finalize a briefing for Trust Council's March 14-16, 2017 meeting.

Staff will also work with a contract graphic designer to develop a comprehensive visual identity guide and will roll out to staff and trustees. The guide will provide direction for producing public facing visual communications products and will become part of contracts for vendors undertaking graphic design on behalf of the organization. Although, outside the scope of the attached project charter, staff will also develop a plan for integrating the visual identity elements into non-publication materials (e.g. agenda package documents, website, e-mails).

While the Islands Trust establishes its visual identity the logo will continue to provide easy recognition of the Islands Trust. Once the proposed visual identity program is rolled-out and established, staff will consider the need for a Phase 2 to review other elements, including the logo.

BACKGROUND

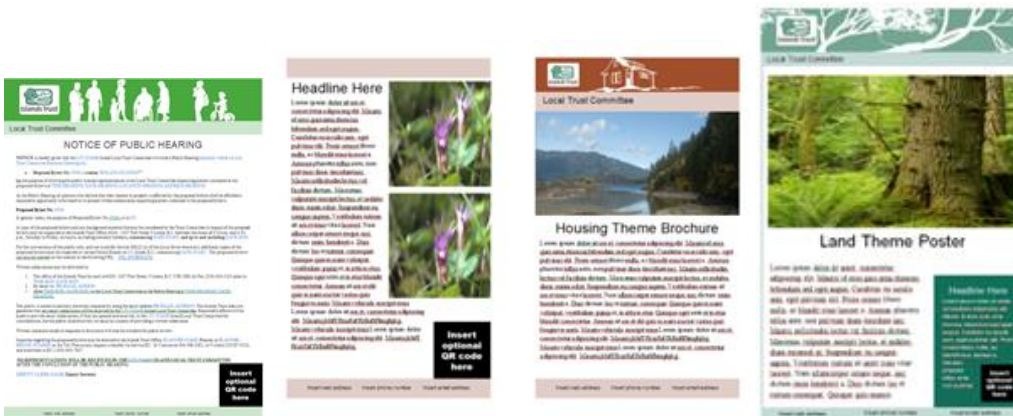
For the purpose of this project, the visual identity elements include a colour palette and typography (font and style), as well as recommendations on how to incorporate photography in materials. These elements were chosen deliberately as they are the most visible in any communication materials; can be implemented within a quick time frame and within a reasonable budget.

Situation

- Islands Trust does not have a central or dedicated graphic design resource.
- While the Islands Trust has a recognizable logo as part of its visual identity, materials produced by Islands Trust do not have a uniform look and feel.
- Staff, mostly planners, produce materials without design expertise, or hire various designers, without an established set of design guidelines.
- This approach increases staff time to re-create publications for each project, creates disparity in the appearance of Islands Trust materials, and results in lack of recognition and, therefore visibility, of Islands Trust’s publications.

Experiment

- In 2014, a group of employees (communications advisory group) identified organization-wide communication needs and steps that would improve the image of the organization. The group identified that increased consistency in the look of publications would enhance the Islands Trust’s image.
- In 2014, the group worked with a graphic designer to develop templates for some the most commonly produced publications, such as brochures, fact sheets and public hearing notices (see below).



Observations and lessons learned

- The templates were used with varying degrees of success.
- Staff who tried the templates reported difficulty and frustration using them and found they were spending extra time trying to fit content within a rigid format.
- Some staff found the colours and designs “dull” and “uninspiring.”
- Eventually, most staff abandoned the templates or found workarounds.
- Lessons learned from this past experience are that in order for implementation of required design elements to be successful, any design guide needs to be:
 - Flexible;
 - Easy to use;

- Universally adopted; and,
- Championed by Trust Council, Executive Committee and management

Recommended approach

- On November 19, 2016, management team approved a project charter (attached) to create and maintain a professional, consistent and uniform visual identity for the Islands Trust.
- A set of design guidelines that provide flexibility within a well-defined framework will:
 - Save time and money (not re-inventing the wheel for every project)
 - Provide consistent standards and streamline process for employees and contractors (remove guesswork)
 - Help the public immediately identify and distinguish Islands Trust communications products
 - Provide Islands Trust offices and LTCs across the islands with a unified sense of belonging to one federation with shared values.
- On February 21, the greater management team approved the attached Islands Trust Visual Identity Design proposal.

REPORT/DOCUMENT:

1. Islands Trust Visual Identity project charter
2. Islands Trust Visual Identity design proposal (to be provided as late item at the meeting)

KEY ISSUE(S)/CONCEPT(S): Present and maintain a positive (modern, consistent, uniform) image of the Islands Trust.

RELEVANT POLICY:

[Strategic Plan 2014-2018, strategy 9 and 10](#)
[Communications Policy 6.10.ii](#)
[EC Terms of Reference 2.4.i \(6.2\)](#)

DESIRED OUTCOME: Enhanced visibility and profile of the Islands Trust through modern, professional and uniform communications materials.

RESPONSE OPTIONS

Recommended:

That the Executive Committee approves the Islands Trust Visual Identity design elements (colour, font and photography standards) as presented on March 1, 2017.

Alternative:

1. That the Executive Committee approves the Islands Trust Visual Identity design elements (colour, font and photography standards) as presented on March 1, 2017 **as amended**.
2. Provide alternate direction to staff.

Prepared By: Pamela Hafey, communications specialist

Reviewed By/Date: Clare Frater, Director, Trust Area Services
 Russ Hotsenpiller, Chief Administrative Officer

REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: March 1, 2017

From: Clare Frater, Director, Trust Area Services

Date: February 24, 2017

SUBJECT: PROVINCIAL PRIVATE MOORAGE PROGRAM UPDATE

RECOMMENDATION:

THAT Executive Committee request staff to draft a letter for the Chair to the Ministry of Forests and Natural Resources Operations (MFLNRO) regarding notice of amendments to the Private Moorage Program, to request that the MFLNRO:

- not expand the private moorage 'General Permissions' areas to 'Application-Only Areas' until 2018 so that local governments have sufficient time to consider the recent amendments to the Private Moorage Program and possible future expansion of the 'General Permissions' area in respect of local land use bylaws, and
- amend information about local government zoning and roles on its website, applications and publications.

SENIOR STAFF COMMENTS:

The Province has made changes to the Private Moorage Land Use Policy regarding authorization of residential docks. A distinction has been made between areas that will now be "General Permission" rather than by a licensing process that we have become familiar with. This may leave the Islands Trust as the final arbiter of dock locations in some areas within the greater Trust Area. Some areas do not have a zoning regime in place at this time. As this change rolls out, we are unclear of how this will be applied on an area basis in terms of timing.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Depending on the amount of original research and analysis required, this project could require about a day of shared time between LPS and TAS staff.

FINANCIAL: None.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: Staff will draft the letter for the Chair's approval, send to the MFLNRO and post to the Islands Trust website. Cc's will be sent to Bowen Island Municipal Council and Trust Area First Nations, and Trust Area MLAs.

OTHER: None

BACKGROUND

Local trust committees have received or will be receiving a staff memo regarding notification from the MFLNRO about amendments to the Private Moorage Program (also included in the March 1, 2017 Executive Committee agenda package). Denman, Hornby, and Lasqueti Islands and the North Pender Associated Islands south of Piers and Moresby Islands are excluded from the 'Application-Only Areas' and private moorage is permitted under the 'General Permission' policy (with no application to MFLNRO or referral to Islands Trust). The changes to the Private Moorage Program do not affect local government zoning or bylaws, and zoning bylaw requirements must be met regardless of location. However, there is concern that the result of no application requirement and referral to Islands Trust from prospective dock owners may lead to an increase in noncompliance with local zoning bylaws and negative impacts from dock construction.

Additionally, correspondence from MFLNRO indicates their staff will be carrying out of a review of the 'Application-Only' areas with the intention of applying the 'General Permissions' provision to a larger area over the coming months.

At their February 21, 2017 meeting the Thetis Local Trust Committee passed the following resolution

That the Thetis Local Trust Committee write to the Executive Committee to write to the province requesting them to not expand the provincial private moorage general provisions until the LTCs consider the province's private moorage policy update in respect of local zoning and bylaws.

REPORT/DOCUMENT:

Memo to LTCs - FLNRO Private Moorage Policy Amendment.pdf

KEY ISSUE(S)/CONCEPT(S):

1. Advocacy to protect the Islands Trust Area.

RELEVANT POLICY:

- The 2014-2018 Strategic Plan does not provide direction on this topic.
- [Islands Trust Policy Statement](#) Part 1: Roles and Responsibilities section
The Islands Trust Council cannot effectively implement the Policy Statement without the support of all stakeholders. Assistance, cooperation and collaboration are required from local trust committees, island municipalities, the Trust Fund Board, the Provincial Government, other government agencies, non-government organizations, communities, First Nations, property owners, residents and visitors.
- Islands Trust Policy Statement policy 3.1.9:
Trust Council encourages actions and programs of other government agencies which place priority on the side of protection for Trust Area ecosystems when judgment must be exercised; protect the diversity of native species and habitats in the Trust Area, and prevent pollution of the air, land and fresh and marine waters of the Trust Area.
- Islands Trust Policy Statement policy 3.4.2:
It is Trust Council's policy that marine areas be protected and coastal zone management principles be defined in consultation with agents of the government of British Columbia, the government of Canada, Crown corporations, municipalities, regional districts, non-government organizations, property owners and occupiers.
- Islands Trust Policy Statement policy 4.5.3:
It is the position of Trust Council that development, activity, buildings or structures should not result in a loss of significant marine or coastal habitat, or interfere with natural coastal processes.
- Islands Trust Policy Statement policy 4.5.4:

It is the position of Trust Council that development, activity, buildings or structures should not restrict public access to, from or along the marine shoreline.

- [Advocacy Policy 6.10.iii](#)
- Protocol Agreement On Crown Lands In The Trust Area Between Ministry Of Environment, Lands And Parks Lands Regional Operations Department And Islands Trust June 28, 1994
- Letter Of Understanding On Crown Land Administration Within The Islands Trust Area Between Ministry Of Environment, Lands And Parks Lands Regional Operations Department And Islands Trust June 28, 1994.

DESIRED OUTCOME: The Ministry does not commence the expansion of the ‘General Permissions’ provision to a larger area until such time that local trust committees and island municipalities have had sufficient time to consider the recent amendments to the Private Moorage Program and possible future expansion of the ‘General Permissions’ area in respect of local land use bylaws.

RESPONSE OPTIONS

Recommended:

THAT Executive Committee request staff to draft a letter for the Chair to the Ministry of Forests and Natural Resources Operations (MFLNRO) regarding notice of amendments to the Private Moorage Program, to request that the MFLNRO:

- not expand the private moorage ‘General Permissions’ areas to ‘Application-Only Areas’ until 2018 so that local governments have sufficient time to consider the recent amendments to the Private Moorage Program and possible future expansion of the ‘General Permissions’ area in respect of local land use bylaws, and
- amend information about local government zoning and roles on its website, applications and publications.

Alternative:

1. Do not send a letter.

Prepared By: Marnie Eggen, Island Planner, Northern Office
Clare Frater, Director, Trust Area Services

Reviewed By/Date: David Marlor, Director, Local Planning Services



DATE: January 25, 2017
TO: Local Trust Committees (Southern Region)
FROM: Robert Kojima, RPM
Southern Team
SUBJECT: Provincial Private Moorage Policy Update

PURPOSE

The Ministry of Forests, Lands and Natural Resource Operations (FLNRO) has recently amended its private moorage policy to no longer require applications for private moorage (i.e. docks) in certain locations and under certain conditions. These are now authorized as 'General Permissions'.

However, applications will continue to be required in 'Application-Only Areas' (see attached West Coast and South Coast Region Private Moorage Application-Only Area maps). In 'Application-Only Areas', all proposed new private docks, regardless of size, will continue to be subject to review and decision under the *Land Act*, and all proponents of new private docks will be required to submit an application to FrontCounter BC. However, tenure replacements for existing docks within 'Application-Only Areas', which meet the terms and conditions of a General Permission, will fall under the new General Permission policy and as such will not require an application and statutory decision.

Denman, Hornby, and Lasqueti Islands and the North Pender Associated Islands south of Piers and Moresby Islands, are excluded from the 'Application-Only Areas' and private moorage is permitted under the General Permission policy (with no application to FLNRO or referral to Islands Trust). Correspondence from FLNRO indicates their staff may be carrying out of a review of the 'Application-Only' areas with the intention of applying the General Permission provision to a larger area.

Please note the changes to the Private Moorage policy do not affect local government zoning or bylaws. Local zoning bylaw requirements must be met regardless of location. Prospective dock owners must continue to ensure compliance with local zoning bylaws.

The Private Moorage Policy and supporting documents are available on the Province of BC website:
<http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crownland-uses/residential-uses/private-moorage>.

Submitted By:	Robert Kojima, Regional Planning Manager	January 25, 2017
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ATTACHMENTS

1. Letter from FLNRO to UBCM (January 17, 2017)
2. West Coast Region Letter to Local Governments
3. West Coast Region Private Moorage Application-Only Areas Map
4. South Coast Region Private Moorage Application-Only Areas Map



Date: January 17, 2017

Gary MacIsaac, Executive Director
Union of British Columbia Municipalities
525 Government Street
Victoria, BC V8V 0A8
(Sent by e-mail)

Re: Notice of amendments to the Private Moorage Program

To local government members:

The purpose of this letter is to advise you of recent changes to the Provincial Private Moorage Land Use policy that provides direction on the authorization of residential docks.

The Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) has made changes to the private moorage program that will reduce red-tape and streamline administration, while maintaining public safety and environmental standards.

Effective January 17, 2017 more residential docks will be eligible to be authorized under a “General Permission” rather than an application-driven Crown land tenure. The General Permission will grant authority for a residential dock, subject to a dock owner complying with a set of specific conditions. These conditions have been established to avoid environmental impacts and interference with the public and other stakeholders, as well as to provide a high level of certainty that the dock will satisfy provincial and federal legislation. Some of the key requirements include:

- the dock owner must be the owner or lessee of the property fronting the foreshore where the dock is sited;
- the dock is not located in an area designated as being environmentally sensitive, or overlapping with other authorizations or Crown land reserves;
- the dock is not in a designated “application-only area” (i.e. where special circumstances dictate that all private moorage proposals require submission of an application);
- the dock is built to a specified standard and within set size limits; and
- the dock is constructed and placed to not unduly impede public access and to avoid impacts to neighbouring property owners.

**Ministry of Forests,
Lands and Natural
Resource Operations**

Land Tenures Branch

Mailing Address:
PO Box 9352
Victoria BC V8W 9M1

Phone: 250 387-6730
Fax: 250 356-6791

Docks that do not satisfy the conditions of the General Permission will require an application for a tenure, which will be subject to the standard ministry application review process, currently in place.

The policy changes expand the applicability of the private moorage General Permission which was introduced in 2008 and previously only applied to certain types of freshwater docks. The new policy now provides for moderately-sized docks, and docks located in marine waters to be eligible for general permission, subject to meeting all required conditions.

The changes to the private moorage policy do not affect local government zoning or bylaws. Prospective dock owners must continue to adhere to all local government requirements.

The rules and regulations of the Water Sustainability Act, including compliance with “works in and about a stream (waterbody)”, and those of other agencies, such as Federal Fisheries and Oceans Canada, and Transport Canada – Navigable Waters program, will continue to apply to all docks whether covered under a General Permission or not.

For further details of the Private Moorage Policy, as well as, the full list of conditions and requirements of the General Permission, please refer to the following website:
<http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crown-land-uses/residential-uses/private-moorage>

If you have questions or would like further information on how this may affect docks in your area please contact FrontCounter BC at: <http://www.frontcounterbc.gov.bc.ca/contact/>.

Sincerely,

Greg Kockx, Manager
Land Tenures Branch
Ministry of Forests, lands and Natural Resource Operations

E-mail: Greg.Kockx@gov.bc.ca



Date: January 20, 2017

To: Local Governments with jurisdiction in Application-only Areas within the West Coast
Natural Resource Region of MFLNRO
(Sent by e-mail)

Re: Notice of amendments to the Private Moorage Program – Application-only Areas in West Coast Natural Resource Region

Further to the attached letter detailing the recent update to the Private Moorage Program regarding the use of General Permissions for certain private docks, please be advised that within the West Coast Natural Resource Region, the Ministry of Forests, Lands and Natural Resource Operations has identified a Private Moorage Application-only Area (see map). This Application-only Area was identified in recognition of concerns expressed over the management of private moorages on the southern east coast of Vancouver Island and the Southern Gulf Islands.

As this Application-only Area overlaps in part or whole with your local government's area of jurisdiction, we wish to notify you that within these areas, *all* proposed *new* docks, regardless of size, will continue to be subject to review and decision under the *Land Act*, and all proponents of new docks will therefore be required to submit an application to FrontCounter BC. Please note, however, that tenure replacements for *existing* docks within Application-only Areas which meet the specified terms and conditions of a General Permission will fall under the new General Permission policy and as such will not require an application and statutory decision.

The Application-only Area pertaining to private moorages on Vancouver Island applies to Crown foreshore commencing at the Englishman River Estuary in Parksville, B.C. and extends southeast along eastern Vancouver Island to encompass Crown foreshore between the Englishman River Estuary to Saanich Inlet. The Application-only Area includes the western foreshore of Saanich Inlet to the southern tip of Finlayson Arm, and it also applies to all Southern Gulf Islands situated between Gabriola Island to the north and Piers Island to the south.

If you require additional information or would like to discuss this further, please contact Bonita Wallace at 250-751-7248 or Bonita.Wallace@gov.bc.ca.

Best Regards

Rudi Mayser, Manager of Authorizations
MFLNRO, West Coast Natural Resource Region

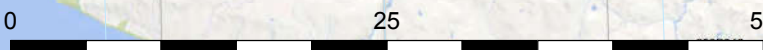
Attachments: UBCM letter; Application-only Area map

MFLNRO - West Coast Region Private Moorage Application Only Area

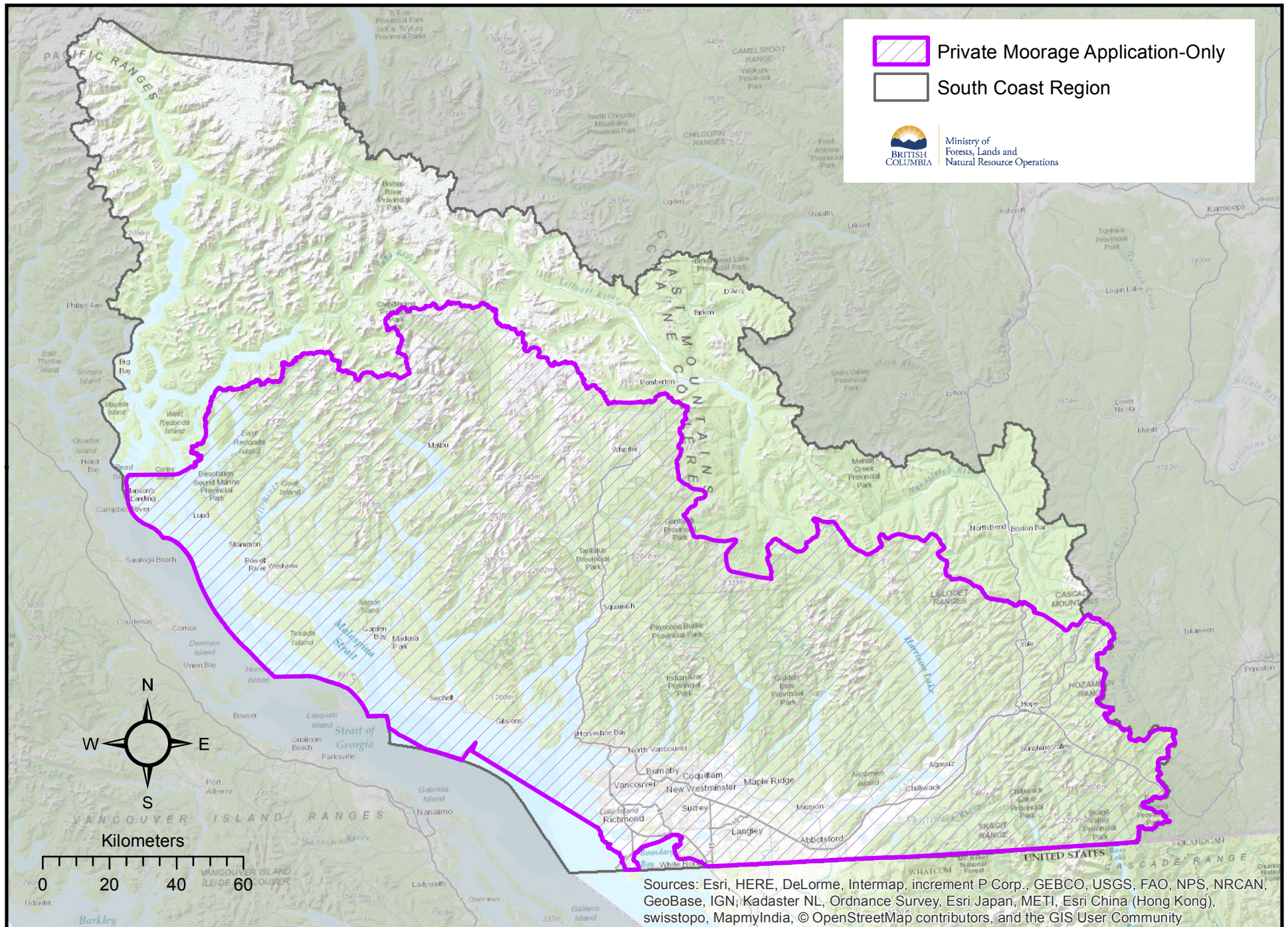
Legend

- Private Moorage Application Only Area
- MFLNRO - West Coast Region
- Mapsheet Grid (1:20,000)

Private Moorage Application Only Area Description :
The natural boundary beginning at Englishman River Estuary (Parksville) and running south along the east coast of Vancouver Island to the Goldstream Estuary (Goldstream Park) and protruding up the left half of Sanich Inlet towards the middle of Satellite Channel including Piers Island and all the southern Gulf Islands.



South Coast Private Moorage Application-Only Areas: January 2017



REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: March 1, 2017

From: Russ Hotsenpiller

Date: February 20, 2017

SUBJECT: RENEWAL OF OFFICE LEASES FOR 1627 FORT STREET

RECOMMENDATION: THAT Executive Committee recommend that the Islands Trust seek to renew its lease of Suites 200, 225, 222 and 223 at 1627 Fort Street, Victoria BC, AND THAT the lease be renewed with the provision of a one year opt out clause to allow for a comparative analysis of market lease options and to conduct a public purchasing process for administrative office space if required.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust needs to secure its office space at 1627 Fort St by March 31, 2017 to ensure administrative continuity. The recommendation allows for this to be achieved and also allows the organization to explore the marketplace, conduct design changes, incorporate the recommendation of the Select Committee and to conduct a public purchasing process, all in an effort to achieve long term, affordable office space.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The lease renewal deadline for the office at 1627 Fort St. is March 31, 2017, with an associated lease end date of September 2017. There is a requirement to renew our lease to ensure confidence and security to the staff and public in our central administrative office location. To not renew the lease and be required to move locations within 6 months would be an organizational challenge and would increase uncertainty for the Islands Trust. Prior to consideration of any potential relocation or determination of long term lease arrangement relevant information to inform such a move needs to be conducted.

FINANCIAL: Staff is currently discussing the merits of renewing the lease with the landlord and considering the benefits of either a short or long term lease. The current lease cost is \$16.0/ft² for 8,463 sq/ft representing a monthly cost of \$21,601.77. There will be a requirement for the expenditure of funds to pay for a market analysis and any design planning. There are currently funds allocated in the budget to support these projects.

POLICY: There is no policy that guides the selection of the main administrative offices of the Islands Trust.

IMPLEMENTATION/COMMUNICATIONS: Staff has requested the following information:

1. Market analysis: We have contracted with Kevin Pirie of MAI Commercial to undertake a lease and 'for sale' market analysis for office space in Victoria.
2. We have contacted Client Relations, Shared Services BC for assistance with our office space needs (analysis), potential moving costs and to tap into the government lease market.

3. We are requesting a quote from a moving company for moving costs.
4. We have referred the Victoria office location issue to our Employee Advisory Committee for initial discussion with staff.
5. We have met with Colliers International, our current landlords, to discuss the potential for a new lease and what improvements could be made to the facility.
6. Staff has established a management committee to oversee and manage this issue.

The staff and members of the public may be aware of the Select Committee's relocation analysis and the organizational interest in investigating the best value possible for our office needs.

OTHER:

BACKGROUND

The review by the Islands Trust of the location of the main administrative offices in Victoria has been underway in a variety of forms since 2013-14, when office relocation was identified as one of the means of lessening the greenhouse gas/ecological footprint of the organization. Subsequently an analysis was conducted of Leading Workplace Strategies to see if the organization could change some of its operations such that there were environmental benefits and perhaps a reduction in the need for traditional office space. A market analysis was done of acceptable commercial space in the area, as well as some preliminary work on the costs of moving the Victoria office location.

At its September 2015 meeting, Trust Council approved the formation of the Select Committee to Review Victoria Office Location, who were tasked to *"investigate and prepare a report for Trust Council deliberations on whether relocation of some or all of the Islands Trust Victoria Office might better serve the interests of Trust area constituents"*. Pending outcomes from the the Committee, work by staff regarding workplace relocation ceased. The Select Committee has made a recommendation to the March Trust Council that generally states that the Management Team, their Administrative Support staff and the Trust Fund Board staff remain within the Greater Victoria area (32 km or less from current location) for the foreseeable future and that staff examine the possibility of a satellite office for the Southern Planning Team members.

By way of background, the Victoria office lease covers three offices located at 1627 Fort Street, Victoria, BC:

- Suite 200 (main office)
- Suite 225 (Mapping)
- Suite 222 & 233 (Islands Trust Fund and Bylaw Enforcement)

After a review in 2010, all leases were renewed for a five-year term ending September 30, 2016. In November 2015, the landlord agreed to extend the lease for Suite 200 until September 30, 2017 at existing rates. The remaining lease space was not renewed at that time. This was in order to allow for potential reallocation or relocation of some staff from the current office configuration. Last year an extension for 225 and 222 and 233 was obtained such that all leases conclude on September 20, 2017. There is a renewal deadline of March 31, 2017.

REPORT/DOCUMENT: N/A

KEY ISSUE(S)/CONCEPT(S):

1. To renew our current office leases for the Victoria office space; and
2. To undertake a leasing market and office design analysis in order to determine best value, locations and design for Islands Trust Offices for the long term.

RELEVANT POLICY: N/A

DESIRED OUTCOME: as presented

RESPONSE OPTIONS

Recommended:

THAT Executive Committee recommend that the Islands Trust seek to renew its lease of Suites 200, 225, 222 and 223 at 1627 Fort Street, Victoria BC, AND THAT the lease be renewed with the provision of a one year opt out clause to allow for a comparative analysis of market lease options and to conduct a public purchasing process for administrative office space if required.

Alternative: Executive Committee could decline renewal of the lease, and the Islands Trust would commence a search for new office space for October 2017.

Prepared By: Russ Hotsenpiller

Reviewed By/Date:

Russ Hotsenpiller, Chief Administrative Officer

From: Prime Minister/Premier Ministre [<mailto:PM@pm.gc.ca>]
Sent: Wednesday, February 15, 2017 9:37 AM
To: Jas Chonk
Cc: James Carr, P.C.,M.P.
Subject: Office of the Prime Minister / Cabinet du Premier ministre

Dear Jas Chonk:

On behalf of the Right Honourable Justin Trudeau, I would like to acknowledge receipt of your correspondence. I regret the delay in replying.

Thank you for taking the time to write to the Prime Minister. You may be assured that your comments, offered on behalf of the Islands Trust Council, have been carefully reviewed.

As you likely know, the Government of Canada has stated its commitment to grow our economy while protecting the environment Canadians cherish. On November 30, 2016, the Prime Minister delivered an announcement regarding the approval of the Trans Mountain Expansion Project and the Line 3 Replacement Project. This announcement can be found on the Prime Minister's website at www.pm.gc.ca/eng/news/2016/11/30/prime-minister-justin-trudeaus-pipeline-announcement. For more information regarding the Energy Pipeline Projects, you may wish to visit the following Natural Resources website: <https://www.nrcan.gc.ca/energy/resources/19120>.

Since the issues you raise fall more directly within the purview of the Honourable James Carr, Minister of Natural Resources, I have taken the liberty of forwarding your correspondence to Minister Carr for his information and consideration.

Once again, thank you for writing.

K. Black
Executive Correspondence Officer
Agent de correspondance
de la haute direction

From: Emma Restall
Sent: Wednesday, February 22, 2017 1:09 PM
To: Emma Restall
Subject: RE: Provincial Budget Highlights; BC Supreme Court Marijuana Ruling

From: Union of BC Municipalities [<mailto:ubcm@ubcm.ca>]
Sent: Wednesday, February 22, 2017 11:38 AM
To: Clare Frater
Subject: Provincial Budget Highlights; BC Supreme Court Marijuana Ruling

Having trouble viewing this e-mail? [Click here](#)



Budget 2017 Highlights

February 22, 2017

Finance Minister Mike de Jong introduced the 2017 provincial budget on Tuesday, projecting balanced budgets with modest surpluses over three years. *Budget 2017* featured increased spending to address the needs of youth with mental health and addiction issues; a reduction in Medical Service Premiums; and a commitment to work with local government to increase housing supply. [Read more](#)



Ruling Allows Municipal Regulation of Dispensaries

A BC Supreme Court judge has ruled that local governments have the right to deny business licences to medical marijuana dispensaries, as well as the right to enact bylaws prohibiting the sale or cultivation of marijuana. This is the result of a recent court case between the City of Abbotsford and Mary Jane's Glass & Gifts Ltd. [Read more](#)



Windshield Repair Resolution Implemented

The Insurance Corporation of British Columbia (ICBC) is altering its windshield repair program in a manner consistent with endorsed UBCM resolution 2015-B43. Beginning this spring, purchasers of ICBC's Optional Comprehensive Coverage will receive free chipped windshield repairs, as long as it is considered safe to do so. [Read more](#)

Gas Tax Fund Signage Templates

New signage templates for infrastructure projects that utilize Federal Gas Tax funding are now available. The Communications Protocol (Schedule E) of the Gas Tax Agreement requires that local governments consider the installation of temporary project signage during construction. [Read more](#)

Local Governments and the Sharing Economy

On April 12, local government staff and elected officials are invited to attend CivX 2017. This one-day event hosted by LMLGA and CivicInfo BC will provide attendees a better understanding of the opportunities, challenges of the sharing economy. [Read more](#)

Playground Inspector Certification Training

March 14-17
New Westminster

For more information:

Contact CPSI

1-877-536-2338

or click on this ad

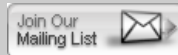


LEADERS IN LOCAL
GOVERNMENT LAW

LIDSTONE & COMPANY

lidstone@lidstone.ca

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Emma Restall

From: Clare Frater
Sent: Thursday, February 23, 2017 2:41 PM
To: Emma Restall
Cc: Russ Hotsenpiller
Subject: FW: Saanich Inlet Roundtable - March 16

Hi Emma,

Please add to EC agenda as a late item under correspondence. I've asked Fiona to attend as we'll all be at Council.

Clare

From: saanichinletprotectionsociety [<mailto:saanichinletprotectionsociety@gmail.com>]
Sent: Thursday, February 23, 2017 11:26 AM
Subject: Saanich Inlet Roundtable - March 16

First Saanich Inlet Roundtable of 2017

Thursday, March 16 - 2 pm to 4:30 pm

Mellor Hall, Cowichan Exhibition Park

(The Park is located approximately 5 kilometres north of Duncan on the TransCanada Highway)

The event will be hosted by One Cowichan. We are sending the notice out now so that you can be sure to mark the date in your calendar. This is also an opportunity for you to reply to saanichinletprotectionsociety@gmail.com and send us any suggestions you may have for Agenda Items. Here are a few that we are already considering but they are strictly tentative as we have not lined up presenters for any of them yet:

- 1) Enforcement Working Group - input from other municipalities outside the Inlet as to how they have dealt with derelicts and moored live-aboards
- 2) Update on National Marine Conservation Area
- 3) Criteria for applying to have Saanich Inlet declared a Global UNESCO Geopark

- 4) Tod Inlet - Seachange Marine Conservation Society subsurface debris removal and beach renewal
- 5) DFO presentation on the condition of fisheries in Saanich Inlet/Cowichan Bay
- 6) Bamberton Quarry Reactivation

If you do have any suggestions, please get them to us within the next ten days as we will be finalizing the Agenda at our next SIPS Board Meeting on Saturday, March 11.

NOTE: Further Roundtables will be held on Thursday, May 25 and Thursday, October 12



Malahat Nation
110 Thunder Rd.
Mill Bay, BC
V0R 2P4

Tel:
250.743.3231

Fax:
250.743.3251

February 23, 2017

Islands Trust
200 – 1627 Fort St
Victoria BC V8R 1H8

VIA EMAIL: pluckham@islandstrust.bc.ca

ATTENTION: PETER LUCKHAM, CHAIR, ISLANDS TRUST COUNCIL

Dear Mr. Luckham:

Re: Response Letter

Thank you for your efforts to meet with Malahat Nation.

We are very keen to meet with you and to discuss the facts, science, and rationale of the LNG proposal.

Internally, there is limited capacity to the information you are seeking. The individuals engaged in the LNG project are our Chief & Council and our biologist. I also suggest meeting with members of Steelhead LNG who would further answer any questions you may have.

Depending on available dates, we can plan for Islands Trust to meet with our Chief & Council and biologist with a subsequent meeting with Steelhead LNG. We propose meeting on any of the following dates: March 27, 28, 29, 30, 31 and April 3, 5, 7.

We look forward to hearing from you and securing a meeting date.

Yours truly,

Renee Racette, CEO
Malahat Nation

cc: Carol Greaves, Steelhead LNG



REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: January 18, 2016

From: Clare Frater

Date: January 12, 2016

SUBJECT: MEETING WITH MALAHAT NATION

RECOMMENDATION:

THAT the Executive Committee direct staff to draft a letter for Chair's signature to Chief and Council of the Malahat Nation requesting a meeting.

SENIOR STAFF COMMENTS: Meeting with the Malahat Nation will provide an opportunity to discuss issues of importance to both parties. Meeting with Malahat Nation's Chief and Council prior to developing a position on the Malahat Nation's LNG project is consistent with the First Nations Engagement Principles Policy and Administrative Fairness Policy. The meeting demonstrates that Islands Trust is concerned about doing due diligence on issues like this before taking a position.

ORGANIZATIONAL: Drafting and sending the letter will require about half a day of TAS staff time and a meeting with the Malahat Nation could involve up to a day of the CAO's time.

POLICY: No implications for existing policy, however it is possible that work on a Protocol Agreement with Malahat Nation may emerge from this initial meeting.

FINANCIAL: Executive Committee travel expenses for the meeting will be paid from the Executive Committee travel budget. Funds for a gift will be paid from the Executive Committee meeting expense budget.

IMPLEMENTATION/COMMUNICATIONS: Staff will draft a letter with the following messages:

- The Executive Committee has learned of the Malahat Nation's staff's interest in meeting to discuss the the proposed Fulford marina expansion as well as the proposed incorporation of Salt Spring Island as a municipality.
 - Malahat has been told that the referral file has closed but the planner will be forwarding the concerns raised by other First Nations that had site visits so Malahat has an opportunity to submit additional concerns that may not have been addressed
 - Malahat has also been told that, with regard to the proposed incorporation, they should communicate with the Islands Trust CAO (Salt Spring office staff communicate this to all requests for information on the proposed incorporation)

- The Executive Committee would like to meet with Malahat Nation's Chief and Council to :
 - Learn more about the proposed Malahat LNG project and why the Malahat Nation is pursuing the project so as to better understand and respect that position when considering the Islands Trust overall public-facing position on LNG projects in general;
 - Discuss the Malahat Nation's preferences for local governments interactions;
 - Ask if the Malahat Nation is interested in developing a protocol agreement with Islands Trust (as an example, see Attachment 1 *Protocol Agreement with Snuneymuxw First Nation*)
 - Explain the Islands Trust Council's role in the potential Salt Spring Island referendum and incorporation processes; and
 - Any other matters of interest to the Malahat Nation

BACKGROUND

On November 9, 2016, the Executive Committee received a briefing about the proposed Malahat LNG project and requested staff to provide advice regarding a meeting with the Malahat First Nation about the proposed Malahat LNG project and other matters.

On December 15, 2016, Shannon Ralfs, Coordinator, Land Referral System, Malahat Nation wrote to Claire Olivier, Legislative Clerk, Islands Trust to request a meeting in regards to the Fulford Harbour expansion as well as the proposed Municipality change on Salt Spring Island. She indicated a willingness to meet on Salt Spring and said there were additional people in her department interested in attending a meeting.

REPORT/DOCUMENT: None

KEY ISSUE(S)/CONCEPT(S): Initiating and maintaining respectful relationships with First Nations communities.

RELEVANT POLICY:

- [Islands Trust Act](#), Section 3
The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.
- [Islands Trust Policy Statement](#) Part 1: Roles and Responsibilities section
The Islands Trust Council cannot effectively implement the Policy Statement without the support of all stakeholders. Assistance, cooperation and collaboration are required from local trust committees, island municipalities, the Trust Fund Board, the Provincial Government, other government agencies, non-government organizations, communities, First Nations, property owners, residents and visitors.
- Islands Trust Policy Statement policy 3.1.9:
Trust Council encourages actions and programs of other government agencies which place priority on the side of protection for Trust Area ecosystems when judgment must be exercised; protect the diversity of native species and habitats in the Trust Area, and prevent pollution of the air, land and fresh and marine waters of the Trust Area.
- [Advocacy Policy 6.10.iii](#)

- [First Nations Engagement Principles Policy 6.1.i](#)
 - The following principles that now underpin all Islands Trust activities:
 1. Islands Trust is committed to becoming aware of what it does not know or understand about First Nations.
 2. Islands Trust is committed to proving sincere desire for reconciliation.
 3. Islands Trust is committed to integrating, where possible, activities that support First Nations reconnecting with the Trust Area lands and waters.
- [Administrative Fairness Principles Policy 7.1.i](#)

DESIRED OUTCOME: A respectful relationship with Malahat Nation and a better understanding of the proposed Malahat LNG project

RESPONSE OPTIONS:

Recommended:

THAT the Executive Committee direct staff to draft a letter for Chair's signature to Chief and Council of the Malahat Nation requesting a meeting.

Alternatives:

- 1) That the Executive Committee request additional staff advice.
- 2) No action

Prepared By: Clare Frater, Director, Trust Area Services, January 13, 2016

Reviewed By/Date: Russ Hotsenpiller, CAO, January 13, 2016

Pender
Islands Trust
Protection Society
2701 Privateers Road,
Pender Island, B.C. V0N 2M2

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

February 22, 2017

Attention: Trust Council Chair Peter Luckham

Dear Chair Luckham

Re Amendments to the Private Moorage Programme

As many of us in the Islands Trust Area, and present members of Islands Trust Council realize, we have been strongly advocating for the National Marine Conservation Area for decades and the health of the proposed area and the Salish Sea generally is a very important issue.

With the notice by the Provincial Government (dated January 20, 2017) to ‘reduce red tape and streamline administration’ we have serious concerns for within the proposed National Marine Conservation Area (NMCA). The boundaries shown do not include the NMCA proposal in its entirety within the designated ‘Private Moorage Application Only Area’ which would appear to offer more protection through provincial government oversight.

We are also concerned with the statements that ‘FLNRO indicates their staff may be carrying out a review of the ‘Application-Only’ areas with the intention of applying the General Permission provision to a larger area’; and ‘tenure replacement for existing docks within ‘application-only areas’, which meet the terms and conditions of a General Permission, will fall under the new General Permission policy and as such will not require an application and statutory decision’.

We request that the Islands Trust Council, at the March Trust Council Session, agree to give instruction to Advocacy staff to strongly request that the province included the entire proposed NMCA within the boundaries of the ‘application-only’ designation and that no changes or alternations to this status until full implementation of the National Marine Conservation Area takes place.

Looking forward to your positive decision on this matter and waiting your reply;

Yours truly,

Peter Easthope – President
c.c. North Pender Island Local Trust Committee; South Pender Island Local Trust Committee; MLA Gary Holman; MP Elizabeth May; Pender Islands Conservancy Association

Emma Restall

From: Emma Restall
Sent: Wednesday, March 01, 2017 7:43 AM
To: Emma Restall
Subject: RE: REGISTER ONLINE for Pacific Regional CMAC, Tuesday, March 28, 2017.

From: Canadian Marine Advisory Council Pacific Region Secretariat / Secrétariat du Conseil consultatif maritime canadien région du pacifique (TC/TC) [<mailto:TC.PacificCMAC-CCMCPacifique.TC@tc.gc.ca>]
Sent: Monday, February 27, 2017 4:20 PM
To: Canadian Marine Advisory Council Pacific Region Secretariat / Secrétariat du Conseil consultatif maritime canadien région du pacifique (TC/TC)
Subject: REGISTER ONLINE for Pacific Regional CMAC, Tuesday, March 28, 2017.
Importance: High

Good afternoon –

Registration for the upcoming Pacific Regional CMAC is now available online. You can register by clicking [here](#) or visiting TC's [CMAC webpage](#) and scrolling down to "Regional CMAC". **Please note that registration for the event is required.**

Meeting details are as follows:

Date: Tuesday, March 28, 2017

Time: 0900 – 1600 hrs

Location: Joseph & Rosalie Segal Centre, Rooms 1400 – 1420, Harbour Centre, Simon Fraser University, 515 West Hastings Street, Vancouver, BC.

For more information or questions, please e-mail TC.PacificCMAC-CCMCPacifique.TC@tc.gc.ca.

Please help us to get the word out by sharing this notice with your colleagues and networks.

Regards,

CMAC - Pacific Region Secretariat
Marine Safety and Security, Transport Canada, Pacific Region | Government of Canada
TC.CMACPacific-CCMCPacifique.TC@tc.gc.ca

Secrétariat du CCMC - Région Pacifique
Sécurité et sûreté maritimes, Transports Canada, Région du Pacifique | Gouvernement du Canada
TC.CMACPacific-CCMCPacifique.TC@tc.gc.ca

**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	Oil Spill and Shipping Safety	Chair letters and participation on inter-agency working groups	01-Apr-2014	Clare Frater	
3	Revisions to Crown Land protocol agreements and letters of understanding	Meeting held with BIM, LPS, TAS, CSCD and FLNRO.	19-Jun-2014	Clare Frater	31-Mar-2017
4	First Nations Relationship Building	Development of Project Charter for Reconciliation Principles Development of Project Charter for Archaeology advocacy	31-Aug-2016	David Marlor	01-Dec-2016

Projects**Executive Committee**

Description	Activity	R/Initiated
Seek legislative change regarding TFB name	2015 11 03 Meeting with Minister	12-Sep-2012
Provide advice about amendments to Policy 2.2.1 (RFDs)	Explore what changes are required	15-Feb-2015
Rural Status for Southern LTC Grant Eligibility	Ask staff to review and report back on options for legislative change.	02-Nov-2015
Application Sponsorship Policy	Provide advice on amendments to the Application Sponsorship Policy in relation to government bodies.	20-Nov-2012

Executive Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Provincial Tenure Referrals Process	Review and report on current provincial process regarding tenure referrals			12-Aug-2012