



Executive Committee Agenda

Date: Wednesday, April 5, 2017
Time: 11:00 am
Location: Nanoose Place Community Centre
2925 NW Bay Road

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8.4.3	Executive Committee/Senior Staff Retreat	
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)	
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13.	NEXT MEETING	

14. ADJOURNMENT

Revised: Mar 30/17

Agenda No.	From	Context Notes
8.1.2	Clare	Staff will verbally suggest that LTC Chairs play a role in providing the TFB 100 Protected Places presentation for LTC meetings
8.1.3	Clare	At its March 1, 2017 meeting, the Executive Committee requested that staff draft a letter for the Chairs signature to the Ministry of Forests and Natural Resources Operations (MFLNRO) regarding notice of amendments to the Private Moorage Program, with two specific requests. A draft letter is on the agenda. At a March 22, 2017 meeting between Islands Trust and FLNRO staff, the Director of Trust Area Services advised FLNRO staff that she would convey their request to the Executive Committee that the letter be sent instead from staff to staff.
8.1.4	Clare	Section 3.2 of Policy 6.12.ii. UBCM/AVICC Membership and Resolutions states: <i>Each year, staff will place the annual AVICC or UBCM resolution publication on the next Executive Committee agenda. The Executive Committee may seek staff advice for Executive Committee members who will attend the convention about whether specific resolutions are consistent with past or current Trust Council positions, and/or relevant to the jurisdiction and object of the Islands Trust.</i> <i>Rather than providing the 81 page package again, it is provided here through hyperlink: http://avicc.ca/wp-content/uploads/2017/03/2017-Annual-Report-and-Resolutions.pdf</i>
8.1.5	Clare	In addition to the information in the e-mail on the agenda, staff has been advised by phone that the meeting will be held in Victoria. The confirmed participants include the Chamber of Shipping of BC, the Port of Vancouver and the Port of Nanaimo. The Capital Regional District, Cowichan Valley Regional District and Nanaimo Regional District may also be invited. The meeting organizers are open to participation by more than one Islands Trust participant, and mentioned that participation by a Gabriola trustee is desirable in addition to Executive Committee representation.
8.1.6	Russ/Clare	Executive Committee may wish to discuss the outcomes of the meeting with the Malahat First Nation held on March 29, 2017.
8.4.1	Russ	Bowen Island Council Meeting Discussions are underway with Bowen Island staff to arrange both an administrative and a governance meeting. Options for Executive Committee to meet with Bowen Council are May 29th and June 5 th . An agenda will be developed as a function of the administration meeting, which will occur in May.
8.4.2	Russ	The Islands Trust has been asked to support the attached application for a grant by the Strathcona Regional District to the Connect to Innovate Program. This endorsement is for support only, and is part of an attempt by the SRD to develop a publicly owned broadband backbone infrastructure, an increasingly common development in BC. This endorsement would be largely in keeping with Strategic Priorities 5. Enhance community character, socio-economic diversity and economic sustainability and the outcome of the visioning process relating to supportive technology.
8.4.3	Russ	It is recommended that senior staff and Executive Committee engage in a ½ retreat to discuss significant matters including the work plan & LTC budgets and the Salt Spring Island transition process. May 8 or 9 are offered as possible dates, location to be determined.
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: March 14, 2017

Location: The Haven
240 Davis Rd., Gabriola Island, BC

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

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

1. **CALL TO ORDER**
The meeting was called to order at 12:00 p.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**
None
 - 2.2 **Approval of Agenda**
By General Consent, the agenda was approved as presented.
3. **ADOPTION OF MINUTES**
 - 3.1 **March 1, 2017 Executive Committee Meeting**
By General Consent, the Minutes of the March 1, 2017 Executive Committee Meeting were adopted as presented.
4. **FOLLOW UP ACTION LIST AND UPDATES**
 - 4.1 **Follow Up Action List**
Staff provided updates on outstanding items in the Follow Up Action List.
 - 4.2 **Director/CAO Updates**
Directors provided updates on their follow up action list items and current activities.
 - 4.3 **Local Trust Committee Chair Updates**
Executive Committee members provided verbal updates on recent activities in their roles as local trust committee chairs.
5. **BYLAWS FOR APPROVAL CONSIDERATION**
None
6. **TRUST COUNCIL MEETING PREPARATION**
 - 6.1 **Executive**

- 6.2 Local Planning Services
- 6.3 Administrative Services
- 6.4 Trust Area Services
- 6.5 Budget Session
- 7. EXECUTIVE COMMITTEE PROJECTS
 - 7.1 Trust Council Initiated
 - 7.2 Executive Committee Initiated
- 8. NEW BUSINESS
 - 8.1 Trust Area Services
 - 8.2 Local Planning Services
 - 8.3 Administrative Services
 - 8.4 Executive/Trust Council

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

11. CORRESPONDENCE

12. WORK PROGRAM

9. CLOSED MEETING

EC-2017-045

It was **MOVED** and **SECONDED**,

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

CARRIED

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

No items to report.

13. NEXT MEETING: April 5, 2017, at 11:00 am in Nanoose Bay

14. ADJOURNMENT

EC-2017-046

It was **MOVED** and **SECONDED**,

To adjourn the meeting.

CARRIED

The meeting adjourned at 12:09 p.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	Done

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		Done
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		Done
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	Done

**Follow Up Action Report**

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
01-Mar-2017	Create a report for June Trust Council to communicate that an analysis was done on the various hosting-capabilities of each Island and that a decision was made to continue to meet in Victoria in December.	Russ Hotsenpiller	02-Jun-2017	On Going
01-Mar-2017	Organize a meeting between EC and the Bowen Council	Russ Hotsenpiller	17-Mar-2017	On Going
01-Mar-2017	Renew 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.	Russ Hotsenpiller Cindy Shelest	31-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
14-Dec-2016	IT Bylaw checklist policy - deferred from December Trust Council. Updated and bring to June Trust Council.	David Marlor Clare Frater	03-May-2017	On Going
02-Mar-2017	Forwarded from SSI LTC: SS-2017-16 It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee request the Executive Committee to explore and report regarding the under spending of the projects budget for Salt Spring Island and potentially for other Trust Areas.	David Marlor Cindy Shelest	05-Apr-2017	On Going

Director, Trust Area Services

Activity	Activity	Responsibility	Target Date	Status
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Follow Up Action Report

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
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 Emma Restall	22-Feb-2017	Done
15-Feb-2017	Research the ability for Islands Trust to obtain membership with AMAC.	Clare Frater	01-Mar-2017	On Going
01-Mar-2017	Prepare Pamela to present on the Islands Trust Identity to Trust Council and ensure colour copy examples are produced to provide to Trustees.	Clare Frater Pamela Hafey	10-Mar-2017	Done



Follow Up Action Report

01-Mar-2017	Draft a letter for the Chairs signature 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.	Clare Frater	10-Mar-2017	On Going
01-Mar-2017	Share the Invitation to Regional CMAC with appropriate Island contacts.	Clare Frater	03-Mar-2017	Done
01-Mar-2017	<u>Marine Protection Tools RFD</u> Amend Recommendation #1 to include the words land use planning after the words Local Government. Amend Recommendation #4 to end after Transport and delete the rest of the wording. Attach Roles and Responsibilities of the Islands Trust bodies regarding marine protection document to the Marine Protection Tools RFD Amend the Strategic Plan Strategy 8.2 to read explore opportunities and benefits of cooperating with UNESCO, TFB, First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve.	Clare Frater	03-Mar-2017	Done

Executive Coordinator

Activity	Activity	Responsibility	Target Date	Status
01-Mar-2017	Organize a meeting between EC and Malahat First Nation and add meeting information to the Executive Calendar.	Emma Restall	10-Mar-2017	Done



Follow Up Action Report

01-Mar-2017	Amend EC Top Priority #1 to include the words "including seeking legislative change of Trust Fund name" and remove "seek legislative change regarding TFB name" from the projects list.	Emma Restall	03-Mar-2017	Done
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Legislative Services Manager

Activity	Activity	Responsibility	Target Date	Status
15-Feb-2017	Amend Policy 2.2.ii and Policy 7.4.1 to require advance submission of speaker/delegation material intended for presentations at a Trust Council or Council Committee meeting so that all policies are consistent.	Carmen Thiel	03-May-2017	On Going



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.:

GB-6500-20
(Roadside Signage)

DATE OF MEETING: April 5, 2017

TO: Islands Trust Executive Committee

FROM: Teresa Ritemann, Planner 2

SUBJECT: Gabriola Island Local Trust Committee – Bylaw No. 291 (Roadside Signage)

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 291, cited as "Gabriola Island Land Use Bylaw, 1999, Amendment No. 2, 2016", in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

The Gabriola Island Local Trust Committee (LTC) has referred Bylaw No. 291 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational: The key aspect of Bylaw No. 291 is that it will amend the current Gabriola Island Land Use Bylaw No. 177 to allow changes to signage regulations and definitions.

Financial: No financial implications anticipated.

Policy: Bylaw No. 291 is consistent with the Gabriola Island Land Use Bylaw and Islands Trust Policy Statement (see attachment 4).

Implementation/Communications: Communication to the Gabriola Island Local Trust Committee regarding the Executive Committee decision by April 12, 2017.

PURPOSE

The purpose of this Request for Decision is to provide the Executive Committee with a summary of the proposed amendments to Gabriola Island Local Trust Committee Bylaw No. 291, cited as "Gabriola Island Land Use Bylaw, 1999, Amendment No. 2, 2016" and request approval of this bylaw.

Gabriola Island Local Trust Committee Bylaw No. 291 (attachment 6), provides for:

- Amendments to the existing sign regulations of Section B.4 of the Gabriola Island Land Use Bylaw; and
- Changes to definitions related to signage in Part G of the Gabriola Island Land Use Bylaw.

BACKGROUND

Gabriola Island Local Trust Committee Bylaw No. 291

The LTC gave first reading to Bylaw No. 291 and passed resolution GB-2016-124 at their regular business meeting on November 10, 2016, stating that Bylaw No. 291 is “not contrary to or at variance with the Islands Trust Policy Statement”. After incorporating agency feedback, Planning Staff suggested minor amendments and the LTC gave second reading, as amended, at the LTC meeting February 9, 2017. The LTC then rescinded second reading at the LTC meeting on March 9, 2017, and then made two minor amendments to the Bylaw, gave second reading as amended, gave third reading, and then requested Bylaw No. 291 be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

Issues Relating To Provincial Interest:

Bylaw No. 291 was referred to the provincial Ministry of Transportation and Infrastructure (MOTI) for comment. MOTI had no objection to the Bylaw, but reminded the LTC that: “Any signage within the right of way is subject to Ministry discretion and regulations, as outlined in the ‘*Policy Manual for Supplemental Signs*’ (https://www.th.gov.bc.ca/publications/eng_publications/pmss.pdf) and permit approval.” No additional steps required/requested to be taken by the Gabriola LTC.

Issues Relating To Resources and Enforcement:

The LTC passed resolution GB-2016-128 at their regular business meeting on November 10, 2016 to request “that Bylaw Enforcement Staff enforce on signs that are clearly outside of existing and proposed regulations.”

Bylaw No. 291 was also referred to the Islands Trust Bylaw Enforcement department for comment. Bylaw Enforcement Staff met and discussed with Planning Staff, and Planning Staff summarized and incorporated the comments into the proposed bylaw after it had received first reading.

Issues Relating To First Nation Interest:

Bylaw No. 291 was referred to Snuneymuxw First Nation for comment. No written response was received (refer to attachment 7 for details.)

Public Comments to Executive Committee

Public comments were not solicited (nor received) to the Executive Committee on this bylaw.

Staff Comments

Staff is recommending approval of Bylaw No. 291. Bylaw No. 291 is deemed to be consistent with the *Islands Trust Act* and *Local Government Act* and the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

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

RELEVANT POLICY

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

ALTERNATIVE

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

THAT the Executive Committee request that staff advise Gabriola Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 291, cited as "Gabriola Island Land Use Bylaw, 1999, Amendment No. 2, 2016", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Gabriola Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Teresa Ritemann Planner 2	March 21, 2017
Concurrence:	David Marlor Director of Local Planning Services	March 24, 2017

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. EC Policy Checklist
6. Bylaw No. 291
7. First Nations follow-up Tracking



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gabriola Island Local Trust Committee

Bylaw No.: GB-291

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 09-Mar-2017

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

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 09-Mar-2017

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

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: GB-291

Trust Area: Gabriola Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No.: GB-291
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 10-Nov-2016

Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 15-Nov-2016

Resolutions:

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

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date:

File complete and ready for Public review: No

Public Hearings:

Location: Gabriola Arts and Heritage Centre
Proofread By: Zupanec, Sonja

Legal Paper: Gabriola Sounder
First Publish Date: 21-Feb-2017

Second Publish Date: 28-Feb-2017

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:
Second Reading Date: 09-Feb-2017

Delivery Notices:
Date Public Hearing Held: 09-Mar-2017
Third Reading Date: 09-Mar-2017

Trust Area: Gabriola Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No.: GB-291
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 10-Nov-2016

Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 15-Nov-2016

Resolutions:

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

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date:

File complete and ready for Public review: No

Public Hearings:

Location: Gabriola Arts and Heritage Centre
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Second Publish Date:

Mailout Date:
Second Reading Date: 09-Feb-2017

Delivery Notices:
Date Public Hearing Held: 09-Mar-2017
Third Reading Date: 09-Mar-2017



Referrals: Bylaw GB-291

Agency	Sent	Received
Advisory Planning Commission : and Members, Chairman Comment: It is recommended that the LTC re-consider the number of real estate signs allowed per lot - received by the LTC February 9, 2017	09-Dec-2016	09-Feb-2017
Ministry of Transportation and Infrastructure Vancouver Island District Office: Pearson, Michael Comment: The Ministry does not have any objection to proposed Bylaw No. 291 regarding signage regulations for private property on Gabriola Island.	05-Dec-2016	19-Feb-2017
Please note that any signage within the right of way is subject to Ministry discretion and regulations, as outlined in the "Policy Manual for Supplemental Signs" and permit approval.		
Gabriola Arts Council Po Box 387: Benjamin, Michelle Comment: no response	05-Dec-2016	
Gabriola Chamber of Commerce #6 - 480 North Rd.,: Hennigar, Tammie Comment: recommends support	05-Dec-2016	06-Feb-2017
Islands Trust, Bylaw Enforcement 200 - 1627 Fort Street: Drew, Miles Comment: Recommended changes presented to LTC Feb 9, 2017	05-Dec-2016	19-Jan-2017
Snuneymuxw First Nation 668 Centre Street: Good, Chris Comment: verbal response, interests likely unaffected.	02-Dec-2016	07-Dec-2016



File No.: GB-6500-20

Roadside Signage Bylaw No. 291

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
BL 294	3.1	Ecosystems
n/a	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
n/a	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
n/a	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
n/a	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
n/a	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
n/a	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
n/a	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
BL 294	4.1	Agricultural Land
n/a	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
n/a	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
n/a	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	No.	DIRECTIVE POLICY
n/a	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
n/a	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
n/a	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
n/a	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
n/a	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
n/a	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.

CONSISTENT	No.	DIRECTIVE POLICY
BL 294	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
n/a	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
n/a	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
n/a	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
n/a	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
BL 294	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
n/a	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
n/a	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
n/a	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
n/a	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
n/a	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
n/a	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
n/a	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	No.	DIRECTIVE POLICY
BL 294	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
n/a	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
n/a	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
n/a	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
n/a	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
n/a	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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

Checklist Key:

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

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

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

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Executive Committee: 09-Mar-2017

Reading:

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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

Checklist Key:

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

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

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

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 09-Mar-2017
Reading:

PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 291

A BYLAW TO AMEND THE GABRIOLA ISLAND LAND USE BYLAW NO. 177, 1999

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

1. Citation:

This bylaw may be cited for all purposes as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 2, 2016”.

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as shown on Schedule 1 attached to and forming part of this bylaw.

READ A FIRST TIME THIS 10TH DAY OF NOVEMBER 2016

PUBLIC HEARING HELD THIS 9TH DAY OF MARCH 2017

READ A SECOND TIME THIS 9TH DAY OF MARCH 2017

READ A THIRD TIME THIS 9TH DAY OF MARCH 2017

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ 201X

ADOPTED THIS _____ DAY OF _____ 201X

Chair

Secretary

Gabriola Island Local Trust Committee

Bylaw No. 291

Schedule 1

Schedule “A” of the Gabriola Island Land Use Bylaw No. 177 cited as the “Gabriola Island Land Use Bylaw No. 177, 1999” is amended as follows:

1. Section **B.4 SIGNS** is deleted in its entirety, and replaced with the following:

“B.4 SIGNS**B.4.1. Number and Total Sign Area**

- B.4.1.1 Every *sign*, excepting those exempted in Subsection B.4.2, must comply with the provisions in Table 1.

Table 1: Sign Regulations		
Column 1	Column 2	Column 3
Zone	Maximum Number of Signs Permitted	Maximum Total Sign Area Permitted
Residential Zones		
SRR, LRR	No maximum number	1.5 sq.m (16.1 sq.ft) per lot
SSN	2 per lot	4.0 sq.m (43.0 sq.ft) per lot
Resource Zones		
AG, F, FWR1, GP, R, RC, RR1	No maximum number	1.5 sq.m (16.1 sq.ft) per lot
GC	No maximum number	4.0 sq.m (43.0 sq.ft) per lot
Commercial and Industrial Zones		
VC1, VC2, DC1	2 per business	4.0 sq.m (43.0 sq.ft) per business
LC1, LC2, LC3, FP	2 per business	4.0 sq.m (43.0 sq.ft) per business
TC1, TC2	2 per lot	4.0 sq.m (43.0 sq.ft) per lot
I	2 per business	4.0 sq.m (43.0 sq.ft) per business
Recreation and Institutional Zones		
IN1, IN2, IN3, IN4, YC	2 per lot	4.0 sq.m (43.0 sq.ft) per lot
P1, P2, P3	No maximum number	No maximum sign area
Water Zones		
WP2	No maximum number	No maximum sign area
WC1, WC2, WC3, WC4, WI1, WI2, WI3, WYC	2 per water lot or lease	4.0 sq.m (43.0 sq.ft) per water lot or lease
WG, WP1, WP3	1 per adjacent upland lot	1.5 sq.m (16.1 sq.ft) per sign

Information Note: All signs located on a public highway, access road, or road right-of-way are within the jurisdiction of the Ministry of Transportation and Infrastructure (MOTI), and therefore must first obtain the permission of MOTI. MOTI does not grant permission for signs if they interfere with other signs, pedestrians, cyclists, or motorists' ability to see or navigate such roadways.

B.4.2 Exempted Signs

- B.4.2.1 Signs exempted from the provisions of this section are:
 - a. signs sited and maintained by government agencies, including signs for public safety or traffic; and
 - b. commemorative, historical, and interpretive signs in the P1, P2, and P3 zones.

B.4.3 Temporary signs

- B.4.3.1 Notwithstanding B.4.1.1, real estate *signs* may be temporarily displayed in any *zone* except water *zones*, subject to:
- a. A maximum of two *signs* per lot, not exceeding a total of 1.1 square metres (12.0 square feet) in *sign area*;
 - b. the *sign* being located on the same *lot* as where the sale is occurring; and
 - c. the *sign* being removed within two weeks of sale.
- B.4.3.2 Notwithstanding B.4.1.1, *temporary signs* advertising a community event that is open to the public, or an educational course may be displayed in any *zone*, subject to:
- a. the *sign* not exceeding 0.55 square metres (6.0 square feet) in *sign area*;
 - b. despite clause a. above, banners must not exceed 4.0 square metres (43.0 square feet) in *sign area*;
 - c. the *sign* being displayed for a maximum of three weeks prior to the event; and
 - d. the *sign* being removed within 72 hours of the conclusion of the event.
- B.4.3.3 Notwithstanding B.4.1.1, *temporary directional signs* for the purpose of directing traffic to a *home occupation* may be displayed only in a residential or resource *zone*, subject to:
- a. the *sign* not exceeding 0.55 square metres (6.0 square feet) in *sign area*; and
 - b. the *sign* must not be displayed for more than 12 consecutive hours.
- B.4.3.4 Notwithstanding B.4.1.1, *temporary directional signs* for the purpose of directing traffic to an institution or business (other than a home occupation) may be displayed in any *zone*, subject to:
- a. the *sign* not exceeding 0.55 square metres (6.0 square feet) in *sign area*;
 - b. the *sign* must not be displayed for more than 12 consecutive hours; and
 - c. the *sign* must be located, erected, or displayed on the same *lot* as where the business or institutional use is occurring.

B.4.4 Home Occupation signs

- B.4.4.1 Notwithstanding B.4.1.1, *home occupation signs* are permitted, subject to:
- a. a maximum of one *sign* per lot;
 - b. the *sign* not exceeding 0.55 square metres (6.0 square feet) in *sign area*; and
 - c. the *sign* must be located on the same lot in which the *home occupation* is occurring.

B.4.5 Obsolete Signs & Derelict Signs

- B.4.5.1 *Obsolete signs* and *derelict signs* must be removed within thirty days after the *sign* becomes *obsolete* or *derelict*.
- B.4.5.2 *Obsolete signs* and *derelict signs* may be removed at the discretion of the Gabriola Island Local Trust Committee.

B.4.6 Multi-Party Signs

- B.4.6.1 Notwithstanding B.4.1.1, *multi-party signs* which consolidate the direction of traffic to multiple businesses shall:
- a. be limited in *sign area* to 0.2 square metres (2.15 square feet) per business, to a maximum *sign area* of 2.0 square metres (21.5 square feet);
 - b. not be located in the Small Rural Residential zone; and
 - c. not be *temporary signs*.

B.4.7 Third Party Signs

- B.4.7.1 Notwithstanding B.4.1.1, *third party signs* are permitted, subject to:
- a. *third party signs* shall not exceed 1.1 square metres (12.0 square feet) in *sign area*, per lot.

B.4.8 Illuminated Signs

- B.4.8.1 *Internally illuminated signs* are prohibited, except where they occur as *window signs* for the purpose of displaying business hours of operation and opening, or for fuel price *signs* where only the numbers and symbols are illuminated.
- B.4.8.2 *Externally illuminated signs* must have a light source which deflects light away from the sky and towards the surface of the *sign*, and which is completely shielded from view.

2. **PART G – DEFINITIONS**, Section **G.1 DEFINITIONS** is amended by deleting the current definition of third party sign, and adding the following definitions in alphabetic order:

- i. “*sign* means any device or medium, including its supporting *structure* and lighting or electrical system, which is visible from any street or lot, and which is used to attract attention for advertising, direction, information, or identification purposes.”
- ii. “*sign area* means the entire area within a continuous perimeter, enclosing the extreme limits of a *sign* display, including any frame or border; and for these purposes, the area of a double-faced *sign* is considered to be the area of one face only.”
- iii. “*sign, derelict* means any *sign* which has been abandoned, discarded, or otherwise neglectfully maintained to such an extent that it has fallen into disrepair.”
- iv. “*sign, externally illuminated* means any *sign* lit by a separate light source that casts light directly on the face of the *sign*, and includes *signs* illuminated with reflective material.”
- v. “*sign, internally illuminated* means any *sign* lit directly or indirectly by a light source located within the *sign* itself, and includes illumination designed to project light against the surface behind the *sign* lettering or graphic, commonly referred to as back-lighting or halo-lighting.”
- vi. “*sign, multi-party* means any *sign* which consolidates the direction of traffic to multiple businesses, excluding *home occupations*.”
- vii. “*sign, obsolete* means any *sign* which is no longer relevant because of the discontinuance of the business, service, activity or event which it advertises or directs attention to.”
- viii. “*sign, temporary* means any *sign* which is portable in nature and is displayed for a specified time limit.”
- ix. “*sign, temporary directional* means any *sign* which is portable in nature, is displayed for a specified time limit, and which directs traffic to an institution or a business, including a *home occupation*.”
- x. “*sign, third party* means a *sign* that advertises or directs attention to an occupancy of land, a use, product, location, service, or other matter at a location other than where the *sign* is located, erected, or displayed. For the purposes of this bylaw, a *multi-party sign* is not considered a *third party sign*.”
- xi. “*sign, window* means a *sign* within a building, affixed on or located within 600mm of the inside of a window.”

First Nation Engagement

Referral of: GB BL 291

First Nation: SNUNEYMUXW FIRST NATION

Date	Comment/Action	Initial
December 2, 2016	Referral Package sent via email	TR
December 5, 2016	Chris Good called and left message	BM/TR
December 7, 2016	Teresa sent email confirmation of returning call; spoke with Chris Good who gave verbal comment that interests likely unaffected, **Will follow up in early January to confirm that interests are unaffected or if they will send a written confirmation	TR
January 23, 2017	Follow up email to Chris Good requesting any further comments from Snuneymuxw, - no further comment received.	TR

TR= Theresa Ritemann, Planner 2

BM = Becky McErlean, Legislative Clerk



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3900.20
GB Bylaw 294
(OCP Correction)

DATE OF MEETING: April 5, 2017
TO: Islands Trust Executive Committee
FROM: Sonja Zupanec, Island Planner
SUBJECT: Gabriola Island Local Trust Committee – Bylaw No. 294 (OCP Bylaw Amendment)

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 294, cited as "Gabriola Island Official Community Plan (Gabriola), 1997, Amendment No. 2, 2017", in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

The Gabriola Island Local Trust Committee (LTC) has referred Bylaw No. 294 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational: The key aspect of Bylaw No. 294 is that it will correct the Gabriola Island OCP Bylaw No. 166 by removing the references to Schedules D1 and D2 and replacing with 'Schedule D' for DP3 – Riparian Areas

Financial: Not applicable.

Policy: Bylaw No. 294 is consistent with the Gabriola Island Official Community Plan and Islands Trust Policy Statement.

Implementation/Communications: If approved by the Executive Committee, Bylaw 294 will be forwarded to the Ministry of Community Sport and Cultural Development for approval.

PURPOSE

The purpose of this Request for Decision is to provide the Executive Committee with a summary of the proposed amendment to Gabriola Island Local Trust Committee Bylaw No. 294, cited as "Gabriola Island Official Community Plan (Gabriola), 1997, Amendment No. 2, 2017" and request approval of this bylaw.

Gabriola Island Local Trust Committee Bylaw No. 294, (Attachment 6) provides for a correction to the Official Community Plan (OCP). When consolidating the majority of development permit area locations into a new 'Schedule D' the amending bylaw inadvertently omitted the new location reference in the introductory text for

‘Development Permit Area 3 (DP-3) Riparian Areas’ to reflect the new Schedule D. Currently this section of the OCP incorrectly references Schedule D-1 and D-2 which are to be removed under Bylaw 294.

BACKGROUND

Gabriola Island Local Trust Committee Bylaw No. 294

Staff advised the LTC that the OCP correction was required in order to accurately reference the Development Permit Areas Schedule D. Bylaw No. 294 was given three readings and found to be “not contrary to or at variance with the Islands Trust Policy Statement”.

Issues Relating To Provincial Interest:

N/A

Issues Relating To Resources and Enforcement:

N/A

Issues Relating To First Nation Interest:

N/A

Public Comments to Executive Committee

No public comments to the Executive Committee received.

Staff Comments

Staff is recommending approval of Bylaw No. 294. Bylaw No. 294 is deemed to be consistent with the Islands Trust Act and Local Government Act and the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Open and transparent governance

RELEVANT POLICY

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

ALTERNATIVE

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

THAT the Executive Committee request that staff advise Gabriola Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 294, cited as "Gabriola Island Official Community Plan (Gabriola), 1997, Amendment No. 2, 2017", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Gabriola Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Sonja Zupanec Island Planner	March 21, 2017
Concurrence:	David Marlor Director of Local Planning Services	March 24, 2017

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. EC Policy Checklist
6. Bylaw No. 294



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gabriola Island Local Trust Committee

Bylaw No.: GB-294

Bylaw Type: Official Community Plan Bylaw

Date of resolution referring bylaw to Executive Committee: 09-Mar-2017

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

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: GB-294

Trust Area: Gabriola Island Local Trust Committee
Type: Official Community Plan Bylaw
Bylaw No.: GB-294
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 23-Jan-2017

Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 24-Jan-2017

Resolutions:

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

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date: 21-Feb-2017

File complete and ready for Public review: Yes

Public Hearings:

Location: Gabriola Arts and Heritage Centre
Proofread By: Zupanec, Sonja

Legal Paper: Gabriola Sounder
First Publish Date: 21-Feb-2017

Second Publish Date: 28-Feb-2017

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:
Second Reading Date: 09-Feb-2017

Delivery Notices:
Date Public Hearing Held: 09-Mar-2017
Third Reading Date: 09-Mar-2017

Referrals: Bylaw GB-294

Agency	Sent	Received
School District 68 395 Wakesiah Avenue: Blain, John Comment: no response	24-Jan-2017	
Agricultural Land Commission Rm. 133 4940 Canada Way: Bednard, Gordon Comment: Approval Recommended	24-Jan-2017	01-Feb-2017



File No.: 6500-20
Riparian Areas Bylaw 294

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
BL 294	3.1	Ecosystems
✓	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
✓	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
✓	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
n/a	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
✓	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
n/a	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
n/a	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
BL 294	4.1	Agricultural Land
n/a	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
n/a	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
n/a	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	No.	DIRECTIVE POLICY
n/a	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
n/a	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
n/a	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
n/a	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
n/a	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
n/a	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.

CONSISTENT	No.	DIRECTIVE POLICY
BL 294	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
n/a	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
✓	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
n/a	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
BL 294	5.1	Aesthetic Qualities
n/a	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
n/a	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
n/a	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
n/a	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
n/a	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
n/a	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
n/a	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
n/a	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	No.	DIRECTIVE POLICY
BL 294	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
n/a	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
n/a	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
n/a	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
n/a	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
n/a	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
n/a	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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

Checklist Key:

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

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

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

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 09-Mar-2017

Reading:

PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 294

A BYLAW TO AMEND GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, 1997

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

1. Citation

This bylaw may be cited for all purposes as “Gabriola Island Official Community Plan (Gabriola), 1997, Amendment No. 2, 2017”.

2. Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Island Official Community Plan (Gabriola), 1997” Schedule “A” is amended as follows:

2.1 Section 9. – Development Permit Areas, Section 9.1 Development Permits for the Protection of the Natural Environment, DP-3 Riparian Areas, Location, is amended by deleting all references to the words “Schedule D-1 and D-2” and “Schedule D-1” and replacing with the words “Schedule D”.

READ A FIRST TIME THIS 23RD DAY OF JANUARY 2017

READ A SECOND TIME THIS 9TH DAY OF FEBRUARY 2017

PUBLIC HEARING HELD THIS 9TH DAY OF MARCH 2017

READ A THIRD TIME THIS 9TH DAY OF MARCH 2017

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ 201X

ADOPTED THIS _____ DAY OF _____ 201X

Chair

Secretary



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3050-01
(Denman APC Bylaw)

DATE OF MEETING: April 5, 2017
TO: Islands Trust Executive Committee
FROM: Ann Kjerulf, Regional Planning Manager
SUBJECT: Denman Island Local Trust Committee – Bylaw No. 224 (APC Bylaw)

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 224, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

The Denman Island Local Trust Committee (LTC) has referred Bylaw No. 224 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational: A key aspect of Bylaw No. 224 is that it modifies the terms of Advisory Planning Commission (APC) appointments so that the terms run concurrently.

Financial: Bylaw No. 224 should result in reduced staff and advertising costs related to seeking expressions of interest for APC appointment. Appointments will occur every two years rather than annually.

Policy: Bylaw No. 224 is consistent with the Denman Island Official Community Plan and Islands Trust Policy Statement.

Implementation/Communications: Communication to Denman Island Local Trust Committee regarding the Executive Committee decision by April 12, 2017.

PURPOSE

The purpose of this Request for Decision is to provide the Executive Committee with a summary of the proposed amendments to Denman Island Local Trust Committee Bylaw No. 224, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017" and request approval of this bylaw.

Denman Island Local Trust Committee Bylaw No. 224, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017" (Attachment 6) provides for:

- Establishment of one or more Advisory Planning Commissions pursuant to the *Islands Trust Act* and s. 461(2) of the *Local Government Act*;
- Appointment of up to nine members to an Advisory Planning Commission, with members serving concurrent terms; and
- Clarification of the roles and responsibilities of the Chairperson, Deputy Chairperson and Secretary;

BACKGROUND

Denman Island Local Trust Committee Bylaw No. 224

The LTC requested staff to prepare an updated APC Bylaw, recognizing the challenges related to volunteer recruitment to multiple advisory commissions and the costs of advertising, at their January 31, 2017. Bylaw No. 224 was given three readings and found to be “not contrary to or at variance with the Islands Trust Policy Statement” on March 7, 2017.

Issues Relating To Provincial Interest:

N/A

Issues Relating To Resources and Enforcement:

Bylaw No. 224 will reduce staff resources required for APC appointment administration.

Issues Relating To First Nation Interest:

N/A

Public Comments to Executive Committee

Public comments were not solicited as the Denman Island Official Community Plan and Islands Trust Policy Statement provide guidance with respect to the establishment of Advisory Planning Commissions.

Staff Comments

Staff is recommending approval of Bylaw No. 224. Bylaw No. 224 is deemed to be consistent with the Islands Trust Act and Local Government Act and aligns with Denman Island Official Community Plan policies and the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

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

RELEVANT POLICY

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

ALTERNATIVE

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

THAT the Executive Committee request that staff advise Denman Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 224, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Denman Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	March 14, 2017
Concurrence:	David Marlor, MCIP, RPP Director of Local Planning Services	March 29, 2017

ATTACHMENTS

1. EC Bylaw Submission DE LTC Bylaw No. 224
2. EC Submission Cover
3. Bylaw Submission Checklist
4. EC Policy Checklist
5. Bylaw No. 224
6. Staff Report Bylaw No. 224



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Denman Island Local Trust Committee

Bylaw No.: DE-224

Bylaw Type: Advisory Planning Commission Bylaw

Date of resolution referring bylaw to Executive Committee: 07-Mar-2017

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

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: DE-224

Trust Area: Denman Island Local Trust Committee
Type: Advisory Planning Commission Bylaw
Bylaw No.: DE-224
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 07-Mar-2017

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web: 14-Mar-2017

Resolutions:

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

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date: 21-Mar-2017

File complete and ready for Public review: No

Public Hearings:

Location:
Proofread By:

Legal Paper:
First Publish Date:

Second Publish Date:

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:

Delivery Notices:
Date Public Hearing Held:

Second Reading Date: 07-Mar-2017

Third Reading Date: 07-Mar-2017

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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

Checklist Key:

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

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

Resources Required	B.5	Bylaw is consistent with the object of the Trust
Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Executive Committee: 07-Mar-2017

Reading: 07-Mar-2017

First Reading

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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Resources Required	B.5	Bylaw is consistent with the object of the Trust
Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Executive Committee: 07-Mar-2017

Reading: 07-Mar-2017

Second Reading

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
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Resources Required	B.5	Bylaw is consistent with the object of the Trust
Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 07-Mar-2017

Reading: 07-Mar-2017

Third Reading

DENMAN ISLAND TRUST COMMITTEE
BYLAW NO. 224

A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS FOR THE DENMAN ISLAND LOCAL TRUST AREA PURSUANT TO THE *LOCAL GOVERNMENT ACT* AND THE *ISLANDS TRUST ACT*

The Denman Island Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Denman Island Local Trust Area in the Province of British Columbia, pursuant to the *Islands Trust Act*, enacts as follows:

1. Establishment

- a) The Denman Island Local Trust Committee may appoint one or more Advisory Planning Commissions to advise the Local Trust Committee on all matters referred by the Local Trust Committee respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under Part 14 of the *Local Government Act*.

2. Appointment of Members

- a) The Local Trust Committee may, by resolution, appoint up to nine members to an Advisory Planning Commission (APC) to serve concurrent two year terms.
- b) At least two thirds of APC members must be residents of the Local Trust Area.
- c) The Local Trust Committee may, by resolution, remove a member of an APC at any time.
- d) If a member is removed or resigns from an APC, the Local Trust Committee may, by resolution, appoint a new member to serve the balance of the term of the appointment.

3. Roles

- a) The APC members must, from among the members, elect a Chairperson, a Deputy Chairperson, and a Secretary, during the first meeting after their appointment.
- b) The Chairperson will:
 - i) Receive referrals from the Local Trust Committee and, in response, determine when and where meetings will be held;
 - ii) Ensure that meetings are conducted in accordance with the requirements of this Bylaw and the *Local Government Act*;
 - iii) Sign meeting minutes to certify that they are true and correct following approval by the APC.
 - iv) Record a member's declaration of conflict of interest or potential conflict of interest, once a member has declared it;
 - v) In the absence of the Secretary, act in the role of Secretary or appoint another member of the APC to act in the role of Secretary.

- c) The Deputy Chairperson will:
 - i) Undertake the duties listed in 3b) above, in the Chairperson's absence.
- d) The Secretary will:
 - i) Assist the Chairperson, as needed, to arrange meetings;
 - ii) Ensure that public notice is posted or public advertisements are placed in advance of APC meetings;
 - iii) Except where the Islands Trust has retained a professional minute taker to support the APC, record and maintain legible minutes of all APC meetings; forward copies of draft minutes to the Islands Trust office; ensure minutes are approved by the APC at a subsequent meeting; and provide copies of adopted minutes to the public upon request;
 - iv) Inform the Local Trust Committee of the resignation of any APC member, within thirty (30) days of the resignation.

4. Referrals

- a) An APC will receive referrals on matters respecting land use, community planning or proposed bylaws and permits under Part 14 of the *Local Government Act*, which are referred directly to the Commission by the Local Trust Committee.
- b) A meeting on any particular referral must be held not more than 40 days after the date of receipt of that referral unless the Local Trust Committee has requested a response by an earlier specified date.
- c) Although the recommendations must be received by the Local Trust Committee, the Local Trust Committee is not bound by the recommendations.

5. Notice of Meeting

- a) An employee of the Islands Trust must provide documentation associated with any referral from the Local Trust Committee to all members of the APC.
- b) The Secretary must send a notice of meeting including a description of all referrals to be discussed to each member at least five (5) calendar days prior to the meeting.
- c) The Secretary must ensure an applicant is notified of the date, time and place of the meeting at which his or her application or proposal will be discussed at least five (5) calendar days prior to the meeting.
- d) The Secretary must ensure the Local Trustees and the employee of the Islands Trust noted in 5a) are notified of each meeting at least five (5) calendar days prior to the day of the meeting.
- e) The Secretary must post a notice of the date, time, and place of any regular APC meeting at least five (5) calendar days prior to the meeting on a bulletin board on Gabriola Island that is accessible to the public; such bulletin board to be the same as is used by the Local Trust Committee for the posting of any scheduled Local Trust Committee meeting.

6. Conduct of Meeting

- a) All deliberations of the APC must take place in a meeting, and all meetings must be held in a public facility and must be open to the public.
- b) A quorum is the lessor of three members or 50 % of those appointed.
- c) The Chairperson is to convene the meeting and may adjourn the meeting from time to time.
- d) If the APC is considering an amendment to an Official Community Plan or a bylaw, or the issue of a permit, the applicant for the amendment or permit is entitled to attend the meeting and to be heard.



DATE OF MEETING: March 7, 2017
TO: Denman Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
SUBJECT: Bylaw No. 224 – Denman Island Advisory Planning Commission Bylaw

RECOMMENDATION

1. That the Denman Island Local Trust Committee has reviewed the Directives Only Checklist and confirmed by resolution that Bylaw No. 224, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", is not contrary to or at variance with the Islands Trust Policy Statement.
2. That Denman Island Local Trust Committee Bylaw No. 224, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", be read a first time.
3. That Denman Island Local Trust Committee Bylaw No. 224, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", be read a second time.
4. That Denman Island Local Trust Committee Bylaw No. 224, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", be read a third time.
5. That Denman Island Local Trust Committee Bylaw No. 224, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

REPORT SUMMARY

The Denman Island Local Trust Committee (LTC) is asked to consider giving readings to Bylaw No. 224, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017", and subsequently forwarding the bylaw to the Executive Committee for approval.

BACKGROUND

At the February 2, 2017 meeting, the LTC passed the following resolution:

DE-2017-009

It was **MOVED** and **SECONDED**,

that the Denman Island Local Trust Committee request that staff prepare a draft bylaw to replace Bylaw No. 203 cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2012", which includes revised terms of reference for Denman Island Advisory Planning Commissions which includes commissions such that the two year terms are aligned to begin and end concurrently.

Draft Bylaw No. 224 is included as Attachment 1, and for comparison, current APC Bylaw No. 203 is included as Attachment 2. The Directives Only Checklist is presented as Attachment 3 for confirmation at the time of first

reading. Staff has reviewed draft Bylaw No. 224 in conjunction with the Directives Only Checklist, and are satisfied that the bylaw is compliant with the Islands Trust Policy Statement.

ANALYSIS

Policy/Regulatory

The authority to establish Advisory Planning Commissions is granted to LTCs through the *Islands Trust Act* and section 461(2) of the *Local Government Act*. Establishment of Advisory Planning Commissions supports the Islands Trust Policy Statement guiding principle that “*open, consultative public participation is vital to effective decision making for the Trust Area*”, and Denman Island Official Community Plan (OCP) guiding principle, “*To acknowledge that this community finds its strength in the varied gifts and experiences of its members; and, within the framework of a limitation on population, to support and encourage a diverse and self-reliant community.*”

Issues and Opportunities

Adoption of a new APC bylaw presents an opportunity to simplify the process of recruiting volunteer members by specifying concurrent (as opposed to overlapping) two-year terms. Draft Bylaw No. 224 also retains the option for the LTC to establish one or more Advisory Planning Commissions, provides for the appointment of up to nine members per Commission, and also clarifies the roles of the Chairperson, Deputy Chairperson, and Secretary.

Statutory Requirements

LTC administrative bylaws are required to be approved by the Executive Committee prior to adoption. No public hearing is required.

Rationale for Recommendation

Staff are of the opinion that Bylaw No. 224 will streamline the process of recruiting APC members yet continues to provide the LTC with flexibility regarding the number commissions and appointments to each commission it chooses to establish. The staff recommendation is outlined on page 1 of the report.

NEXT STEPS

Assuming concurrence with the recommended resolutions, Bylaw No. 224 would be forwarded to the Executive Committee for consideration. Once approved by the Executive Committee, staff would request that Bylaw No. 224 be adopted by Resolution Without Meeting (due to timing in relation to appointing new APC members).

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	February 26, 2017
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ATTACHMENTS

- 1. Draft Bylaw No. 224
- 2. Current APC Bylaw No. 203
- 3. Islands Trust Policy Statement Directives Only Checklist

REQUEST FOR DECISION

To: Executive Committee
From: Shelley Miller, Planner 1

For the Meeting of:: April 5, 2017

Date: March 28, 2017

SUBJECT: BOWEN ISLAND – LUB BYLAW NO. 438 – S.15 LETTERS PATENT REFERRAL

RECOMMENDATION:

THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 438, cited as “Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 438, 2017” is not contrary to or at variance with the Islands Trust Policy Statement.

DIRECTOR COMMENTS: Bowen Island Municipality has referred Bylaw No. 438 to the Executive Committee after first reading. It is a ‘non-OCP’ bylaw that requires comment only, rather than approval. Staff recommend that the Executive Committee advises Bowen Island Municipality that the bylaw is not contrary to or at variance with the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Communication to Bowen Island Municipality before April 24, 2017, regarding the Executive Committee decision

OTHER: None

1.0 BACKGROUND:

1.1 Bowen Island Municipality Land Use Bylaw Amendment No. 438 – First Reading

Proposed Bylaw No. 438 is a Land Use Bylaw Amendment to amend the Comprehensive Development 19 (CD 19) zone for Community Lands Lot 2. The purpose of the CD 19 zone is to accommodate the development of civic facilities and amenities for Bowen Island residents, and to provide for a range of residential dwelling types as well as accessory retail, office and personal service uses in Snug Cove. The overall purpose of this bylaw amendment is to change the allocation of allowable floor area between apartment and commercial uses, without increasing the total development potential.

The subject property is located at the corner of Senior Road and Bowen Island Trunk Road in Snug Cove. The property is currently owned by the Bowen Island Municipality and is one of the municipalities' Community Lands. The site is currently vacant and has been recently subdivided.

Proposed Bylaw No. 438:

The purpose of the proposed bylaw is:

- To decrease the minimum front lot line setback requirements from 3.0 meters to 0.0 meters to reflect an existing Development Variance Permit registered on the property;
- To re-delineate the boundaries between Area 1 and Area 3 to match the existing property boundaries; and
- To increase the maximum floor area of apartment dwellings in Area 1 from 1500 square meters to 2200 square meters.

The proposed increase in apartment dwelling floor area is proportional to the commercial floor area development on the property. The proposed bylaw seeks to allow up to 1000 square meters of apartment dwellings floor area outright, with additional apartment dwelling floor area being allowed as a proportion of commercial floor area. Specifically, the bylaw proposes that:

- The maximum floor area of apartment dwellings in Area 1 be 1000 square meters plus 4 square meters for every 1 square meter floor area of Office, General Service, Medical Clinic, Retail or Restaurant Uses to a maximum of 2200 square meters.

The proposed bylaw maintains the existing development potential on the property as there is no change to the allowable lot coverage nor the maximum floor space ratio (FSR), and the total maximum floor area for all buildings and structures remains the same as current zoning (2500 square meters).

The proposed bylaw amendment will result in an increase in Area 3 of the CD 19 zone (from approximately 0.5 ha to 0.7 ha) and a decrease in Area 1 of the CD 19 zone (from approximately 0.5 ha to 0.3 ha). This change allocates more land area for Community Campus uses, without impacting density limits including lot coverage and floor space ratios.

First Reading:

The Bowen Island Municipal Council gave first reading to proposed Bylaw No. 438 on February 27, 2017.

2.0 REPORT/DOCUMENT:

2.1 Proposed Bylaw No. 438 – Analysis

The Bowen Island Official Community Plan (OCP) designates the subject property as Institutional/Village Residential/Village Commercial and is within the Village Periphery Development Permit Area. The Land Use Bylaw amendment is supported by a number of policies in the Bowen Island OCP, including:

Policy 101: The Municipality will use the following guidelines in considering a rezoning application for mixed use and residential development. The proposed development should:

- *contribute to the social diversity of the island's population and meet any recognized deficiencies in the quantity or quality of existing village residential, rural residential, affordable, rental or special needs housing;*
- *not place an undue strain on existing public services and infrastructure; and*
- *not unfairly increase public costs for existing property owners.*

Policy 161: The following are considered possible locations for higher density housing:

- *the upper floors of commercial buildings;*

- *lands designated Village Residential on Schedules C and C – 1A; ...*
- *the lands between Bowen Island Community School and Senior Road on the north side of Bowen Island Trunk Road.*

Policy 170: Residential use within commercial buildings is supported to help reinforce and strengthen the viability of the Village Commercial area.

Policy 178: Encourage and accommodate mixed use commercial /residential buildings within the area designated Village Commercial.

Islands Trust staff is of the opinion that the proposed Bylaw No. 438 meets the objectives and policies in the Bowen Island Municipality OCP as they relate to commercial and residential development within Snug Cove. The proposal provides development options with respect to the size of residential and commercial developments, while maintaining mixed use commercial/residential buildings without increasing the subject property's density.

2.2 Policy Statement Directives Only Checklist

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

Directive Policies for Ecosystem Preservation and Protection (Part III of ITPS) include the preservation and protection of:

- Ecosystems (policies 3.1.3, 3.1.4 and 3.1.5);
- Forest ecosystems (policy 3.2.2);
- Freshwater and wetland ecosystems and riparian zones (policy 3.3.2);and
- Coastal and marine ecosystems (policies 3.4.4 and 3.4.5).

Islands Trust staff conclude that the ecosystem preservation and protection policies are not applicable with respect to the proposed bylaw No. 438. Review of ecosystem mapping indicates that these features are not within, nor in the immediate vicinity of, the subject property.

Directive Policies for Stewardship of Resources (Part IV of ITPS) include the stewardship of:

- Agricultural land (policies 4.1.4 to 4.1.9 inclusive)
- Forests (policies 4.2.6, 4.2.7, and 4.2.8)
- Freshwater resources (policies 4.4.2 and 4.4.3)
- Coastal areas and marine shorelands (policies 4.5.8 to 4.5.11 inclusive)
- Soils and other resources (policy 4.6.3)

Islands Trust staff conclude that the stewardship of resources policies are not applicable with respect to the proposed bylaw No. 438. The subject property is not within, nor adjacent to, agricultural land, forests, or coastal areas. The proposed bylaw is not expected to result in an increase in density or intensity of land use, and the property will be serviced by the Cove Bay Water System.

Directive Policies for Sustainable Communities (Part V of the ITPS) include consideration of:

- Aesthetic qualities (policy 5.1.3)
- Growth and development (policies 5.2.3 to 5.2.6 inclusive)
- Transportation and utilities (policies 5.3.4 to 5.3.7 inclusive)
- Disposal of waste (policy 5.4.4)
- Recreation (policies 5.5.3 to 5.5.7)
- Cultural and natural heritage (policies 5.6.2 and 5.6.3)
- Economic opportunities (policy 5.7.2)
- Health and well-being (policy 5.8.6)

Islands Trust staff consider proposed Bylaw No. 438 to be consistent with the Growth and Development Policies 5.2.4 and 5.2.5. The proposed bylaw is consistent with OCP policies that support sustainable development within the Village Commercial area while maintaining consistency with the community character. Islands Trust staff consider the proposed bylaw to be consistent with Policy 5.2.5 as the proposed bylaw maintains the existing development potential on the property; there is no change to the allowable lot coverage nor the maximum floor space ratio (FSR), and the total maximum floor area for all buildings and structures remains at 2500 square meters. Furthermore, Bowen Island OCP does not include specific density limits for residential units within the Village Commercial designation.

Islands Trust staff consider the proposed bylaw to be consistent with Economic Opportunities Policy 5.7.2 as the mixed use commercial/residential development will provide economic opportunities for businesses while the increased residential floor area allows more flexibility with respect to residential unit development and occupancy.

Islands Trust staff consider the proposed bylaw to be consistent with Health and Well-being Policy 5.8.6. The bylaw will permit a minor increase in the area allocated to the Community Campus use, which includes facilities providing a range of cultural, arts, crafts, performance and fitness activities.

Islands Trust staff conclude that all other sustainable community policies are not applicable with respect to the proposed bylaw No. 438.

2.3 Staff Comments

The purpose of the staff report is to advise if the proposed bylaw is, or is not, contrary to or at variance with the Islands Trust Policy Statement (ITPS). Based on a review of proposed Bylaw No. 438, Bowen Island staff report, and ITPS Checklist, Islands Trust staff conclude that proposed Bylaw No. 438 is not contrary to or at variance with the ITPS.

2.4 Public Comments to Executive Committee

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

ATTACHMENTS:

1. Bylaw Approval Process and Authority
2. Islands Trust Policy Statement - Directives Only Checklist
3. Bylaw No. 438 – LUB amendment

KEY ISSUE(S)/CONCEPT(S):

- Referral of proposed Bylaw No. 438 under s.15 of the Letters Patent
- Referral is a non-OCP bylaw referral before third reading
- Written response to Bowen Island Municipality required by April 24, 2017 (45 days after date of receipt of the referral on March 9, 2017)
- Comments from Executive Committee limited to whether or not Bylaw No. 438 is contrary to or at variance with the ITPS
- Staff considers that Bylaw No. 438 is not contrary to or at variance with the ITPS

RELEVANT POLICY:

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

DESIRED OUTCOME:

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

RESPONSE OPTIONS**Recommended:**

THAT the Executive Committee advise Bowen Island Municipality that the Bylaw No. 438, cited as “Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 438, 2017” is not contrary to or at variance with the Islands Trust Policy Statement.

Alternatives:

- Advise The Municipality in writing that the Executive Committee considers that Bylaw 438 is contrary to or at variance with the Islands Trust Policy Statement for other specified reasons, triggering notification of the Minister.
-

Prepared By: Shelley Miller, Planner 1

Reviewed By/Date: David Marlor, Director of Local Planning Services
March 29, 2017

Attachment 1 – Bylaw Approval Process and Authority

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

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

Bowen Island Letters Patent

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

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

Islands Trust Policy 1.3.i - Policy Statement Implementation Policy

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

1. Policy D1.4 of Policy Statement Implementation Policy states that:
The Islands Trust Policy Statement requires local trust committees in their official community plan and regulatory bylaws, and island municipalities under Section 38 (1) of the Islands Trust Act, to address certain matters from the Policy Statement, or give explicit reasons and justifications for not doing so. A bylaw will not be contrary to or at variance with the Policy Statement if it fails to include a particular policy or regulation, so long as the bylaw contains sufficient reason or justification for not doing so.
2. Policy D1.5 of Policy Statement Implementation Policy states that:
Where proposed bylaw does not include a particular policy or regulation required by the Policy Statement and the bylaw sets out reasons for that, the Executive Committee and Trust Council will assess the sufficiency of those reasons using such criteria as:
 - a) *whether the reasons are explicitly set out such that it is clear that the local trust committee directed its attention to the matter in question and made a considered decision not to include the policy or regulation.*
 - b) *whether the reasons have to do with particular local circumstances that may not have been contemplated in the drafting of the Policy Statement.*
 - c) *whether the reasons arise from the necessity of balancing two or more components of the Policy Statement that cannot be achieved simultaneously.*
 - d) *whether existing planning studies or reports relied on by the local trust committee indicate that the Policy Statement is inapplicable in the circumstances.*

Bowen Island LUB Referral Process

Referral of a Land Use Bylaw from the Municipality occurs before third reading in accordance with s.15 of the Letters Patent. The referral and approval process is outlined in the Protocol Agreement between the Islands Trust Council and Bowen Island Municipality, available here: <http://islandstrust.bc.ca/tc/pdf/orgagrsep142010oth.pdf>

Executive Committee Consideration

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

The Municipality referred the Bylaw for comment to the Islands Trust Executive Committee and was received by Islands Trust staff on March 9, 2017. A response is required to be received at the Municipality no later than the end of the day on April 24, 2017.

The Executive Committee may:

1. Advise the Municipality that it has no objections to the bylaw; or
2. Advise the Municipality that it considers that provisions of the bylaw may be contrary to or at variance with the Islands Trust Policy Statement.

The Municipality's Considerations

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

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



Islands Trust POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: BIM No. 438

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

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

PART IV: Policies for the Stewardship of Resources

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

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

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

PART V: Policies for Sustainable Communities

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

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

**BOWEN ISLAND MUNICIPALITY
BYLAW NO. 438, 2017**

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

WHEREAS, “Bowen Island Land Use Bylaw No. 57, 2002” establishes zoning classifications and regulations for land within the municipality, maximum floor area for different land uses, and minimum required setbacks from property lines; and

WHEREAS, Council wishes to amend “Bowen Island Land Use Bylaw No. 57, 2002” to enable amend the Comprehensive Development 10 (Community Surplus Lands) zone:

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

1. This bylaw may be cited for all purposes as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 438, 2017”.
2. “Bowen Island Municipality Land Use Bylaw No. 57, 2002” is amended by deleting Section 4.30, and replacing it as follows:

“4.30 COMPREHENSIVE DEVELOPMENT 19 (CD 19) ZONE (COMMUNITY LANDS LOT 2)

Information Note: The purpose of the CD 18 Zone is to accommodate the development of civic facilities and amenities for Bowen Island residents, and to provide for a range of residential dwelling types as well as accessory retail, office and personal service uses in Snug Cove.

The regulations in the tables in this Section apply to land in the *Comprehensive Development 18 Zone*, as indicated by the column headings.

4.30.1 Permitted Uses of Land, Buildings and Structures

- (1) In addition to the *uses* permitted in Section 3.2 of this Bylaw, the following *uses, buildings and structures* and no others are permitted in the Comprehensive Development 19 (Community Lands Lot 2) Zone:

:

	Area 1	Area 2	Area 3
Principal Uses of Land, Buildings and Structures			
<i>Community Campus</i>			♦
<i>Apartment Dwelling</i>	♦		
<i>Townhouse Dwelling</i>		♦	
<i>Dwelling, Attached</i>		♦	

	Area 1	Area 2	Area 3
<i>Supportive Housing</i>	♦		
<i>Daycare</i>			♦
Accessory Uses of Land, Buildings and Structures			
<i>Retail Use</i>	♦		♦
<i>Restaurant</i>	♦		♦
<i>General Services</i>	♦		♦
<i>Office</i>	♦		♦
<i>Medical Clinic</i>	♦		
<i>Apartment Dwelling</i>			♦
Accessory Uses of Land, Buildings and Structures			
Uses Accessory to principal uses	♦	♦	♦
<i>Home Occupation Use, (excluding bed and breakfast use) Subject to Part 3</i>		♦	
Permitted Buildings and Structures			
Buildings and structures accessory or secondary to permitted uses	♦	♦	♦
<i>Apartment Dwelling</i>	♦		♦
<i>Townhouse Dwelling</i>	♦	♦	
<i>Dwelling, Attached</i>		♦	

4.30.2 Size, Siting and Density of Permitted Buildings and Structures

- (1) Subject to Part 3, *uses, buildings and structures* in the CD 19 Zone must comply with the following regulations regarding size, siting and density:

	Area 1	Area 2	Area 3
Lot Coverage			
Maximum combined <i>lot coverage</i> of all <i>buildings and structures</i>	50%	50%	50%
Floor Space Ratio			
Maximum Floor Space Ratio (FSR)	1.0	0.5	1.0

	Area 1	Area 2	Area 3
Maximum Floor Area			
Maximum floor area of <i>apartment dwellings</i> (square metres)	1,000 plus 4 sq. m. for every 1 sq. m. floor area of <i>Office, General Service, Medical Clinic, Retail or Restaurant Uses</i> , to a maximum of 2,200 sq. m.	-	1,000
Maximum floor area of <i>townhouse and attached dwelling units</i> (square metres)		3,000	-
Maximum floor area of all <i>Community Campus Uses</i> use (square metres)	-	-	2,100
Maximum total <i>floor area</i> of <i>Daycare Use</i> (square metres)	-	-	500
Maximum floor area of <i>Office, General Service, Medical Clinic, Retail and Restaurant Uses</i> (square metres)	1,000	-	500
Maximum floor area of all buildings and structures (square metres)	2,500		
Height			
<i>Maximum height of townhouse dwellings (metres or storeys, whichever is less)</i>		9.0 m or 2.5 storeys	-
<i>Maximum height of an apartment dwellings (metres or storeys, whichever is less)</i>	14 m or 3 storeys		14 m or 3 storeys
Setbacks			
Minimum <i>setback</i> from front <i>lot lines</i> (metres)	0.0	3.0	3.0
Minimum <i>setback</i> from exterior side <i>lot lines</i> (metres)	3.0	3.0	3.0
Minimum setback from interior site <i>lot lines</i> (metres)	1.5	1.5	1.5
Minimum setback from all interior lot lines for walkways and bridges connecting buildings (metres)	0	0	0
Minimum <i>setback</i> from rear <i>lot line</i> (metres)	3.0	3.0	3.0

Conditions of Use			
<i>Retail, Restaurant, General Service, Office Uses and Medical Clinic</i> uses shall be permitted only as secondary uses on the ground floor or second floor of <i>Apartment Dwelling</i> and <i>Community Campus Use</i> buildings.	♦		♦

4.30.3 Off-Street Parking Requirements

Part 5 and Table 5 -1 of this Bylaw – “Minimum Number of Off-Street Parking Spaces” is amended by adding a new heading “COMPREHENSIVE DEVELOPMENT ZONE 19 – COMMUNITY LANDS LOT 2” and the following table.

LAND USE/ZONE	Number of Off-Street Parking spaces Required
<i>Community Campus</i>	1 per 40 m ² of <i>floor area</i>
<i>Apartment dwelling</i>	0.5 space per unit
<i>Townhouse dwelling, Dwelling, Attached</i>	1 per dwelling unit plus 0.25 spaces per unit for visitor parking
<i>Retail, Restaurant, General Service, Office Uses and Medical Clinic</i> uses	1 per 40 m ² of <i>floor area</i>
Supportive Housing	1 per 2 bedrooms
Daycare	1 per 50 m ² of <i>floor area</i>

4. “Bowen Island Land Use Bylaw No. 57, 2002” is amended by changing the zoning classifications for the lands shown outlined in a solid black line on Schedule 1 of this Bylaw to **Comprehensive Development 19 (Community Lands – Lot 2) Zone** and by making such deletions, adjustments, and consequential annotations on Schedule “B” to Bylaw No. 57, 2002 as are required to give effect to this amendment.
4. That the map schedule appended hereto designated as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 438, 2017 - Schedule A” showing such amendment is an integral part of this Bylaw.

READ A FIRST TIME this ____ day of ____, 2017;

READ A SECOND TIME this ____ day of ____, 2017;

PUBLIC HEARING this ____ day of ____, 2017;

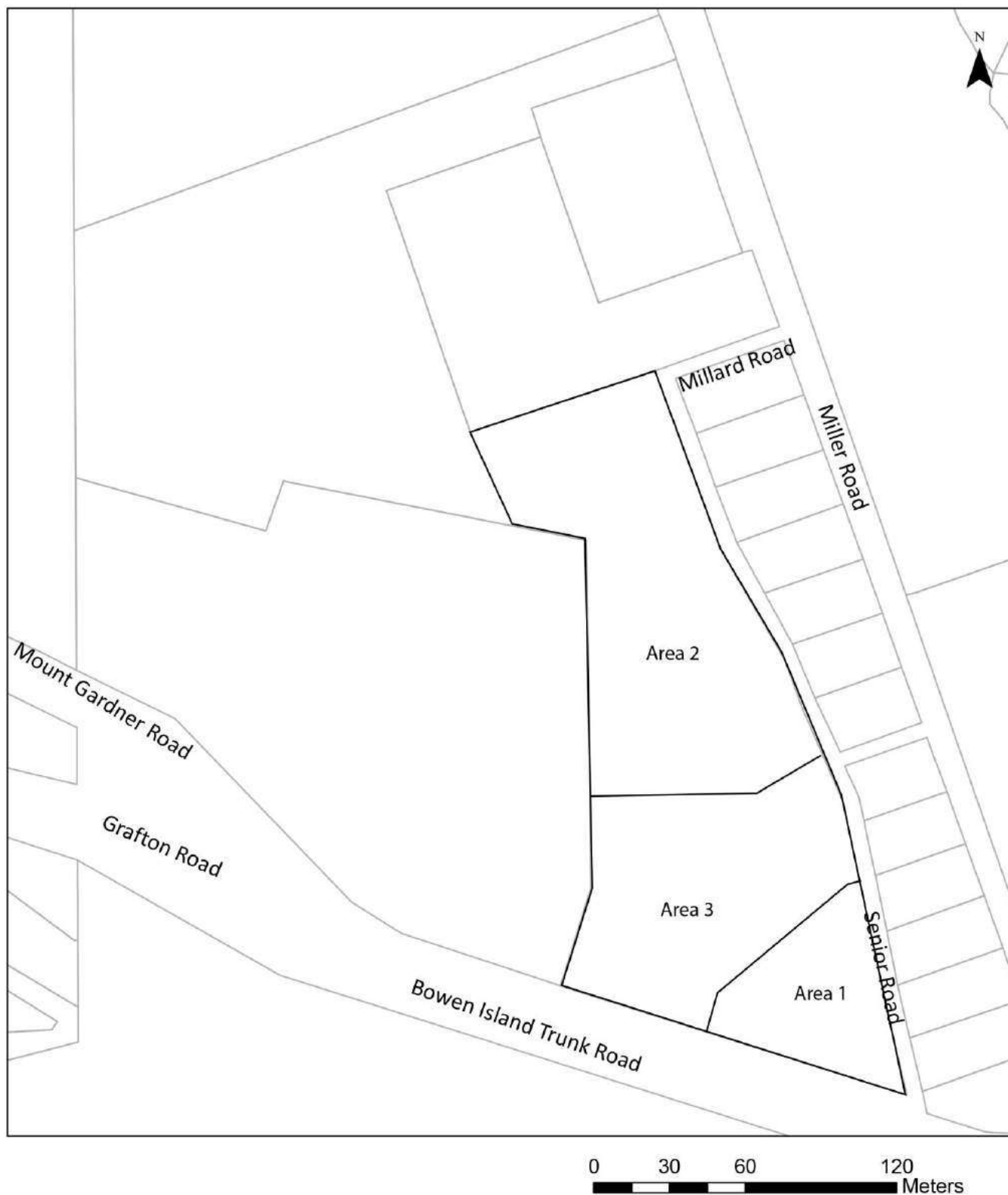
READ A THIRD TIME this ____ day of ____, 2017;

FINALLY ADOPTED this ____ day of ____, 2017.

Murray Skeels
Mayor

Hope Dallas
Deputy Corporate Officer

Bowen Island Municipality Land Use Bylaw No. 57, 2002
Amendment Bylaw No. 438, 2017 - Schedule A





Islands Trust Council Minutes of Quarterly Meeting

Date:	March 14-16, 2017
Location:	The Haven Auditorium, 240 Davis Road, Gabriola Island, BC
Members Present:	
Executive Committee:	Peter Luckham, Chair (Thetis) Laura Busheikin, Vice Chair (Denman) George Grams, Vice Chair (Salt Spring) (Mar 14 & 15) Susan Morrison, Vice Chair (Lasqueti)
Local Trustees:	David Critchley, Denman Melanie Mamoser, Gabriola Heather O'Sullivan, Gabriola George Harris, Galiano Sandy Pottle, Galiano Dan Rogers, Gambier Kate Louise Stamford, Gambier Alex Allen, Hornby (Mar 14 & 15) Tony Law, Hornby Tim Peterson, Lasqueti Brian Crumblehulme, Mayne Jeanine Dodds, Mayne (Mar 14 & 15) Derek Masselink, North Pender (Mar 14 & 15) Peter Grove, Salt Spring Paul Brent, Saturna (Mar 14 & 15) Bruce McConchie, South Pender (Mar 14 & 15) Wendy Scholefield, South Pender (Mar 14 & 15) Ken Hunter, Thetis Island (Mar 14 & 15)
Municipal Trustees:	Sue Ellen Fast, Bowen Alison Morse, Bowen
Regrets:	Lee Middleton, Saturna Dianne Barber, North Pender
Staff Present:	Russ Hotsenpiller, Chief Administrative Officer David Marlor, Director, Local Planning Services Cindy Shelest, Director Administrative Services Clare Frater, Director, Trust Area Services Carmen Thiel, Legislative Services Manager Fiona MacRaid, Senior Intergovernmental Policy Advisor (Mar 14 & 15) Jag Dhau, Computer Application Systems Technologist (Mar 14) Pamela Hafey, Communications Specialist (Mar 15) Emma Restall, Executive Coordinator/Recorder

1. CALL TO ORDER

The meeting was called to order at 1:30 p.m.

The Chair acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Trustees Mamoser and O'Sullivan welcomed Trust Council to Gabriola Island. Trustee Mamoser introduced the Gabriola Walk Map, gave an overview of the Gabriola Arts Community and their presentation scheduled for March 15, 2017, and briefly commented on Mudge Island and the issue of density on the islands.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. GENERAL BUSINESS ARISING

3.1 Resolutions Without Meeting

None

3.2 December 2016 Trust Council Draft Minutes

By general consent the Islands Trust Council adopted the minutes of the December 2016 Trust Council meeting.

3.3 Trust Council Follow Up Action List

Provided for information.

3.4 Trustee Roundtable

Trustees participated in a round table session to discuss common issues, concerns and successes.

The meeting recessed for a break at 2:37 p.m. and reconvened at 3:00 p.m.

4. 2017/18 BUDGET REVIEW AND DISCUSSION ON AMENDMENTS

4.1 Budget Session Outline

The Budget Session and schedule was introduced.

4.2 Budget Overview

Director Shelest provided an overview of the draft 2017-2018 budget.

4.3 Budget Assumptions and Principles

Director Shelest provided an overview of the budget assumptions and principles, highlighted proposed changes to revenue and expenses and responded to questions.

- The issue of decreased provincial government grant amounts was discussed along with the idea of approaching the Ministry to inquire about raising those amounts.
- Trustee Groves advised he would take the issue back to the Financial Planning Committee.
- There was discussion over the Contract Services increases for Trust Area Services and staff clarified that there is an anticipated demand for trend charts relating to census data to be released in 2017.

4.4 Budget Detail

A question and comment period ensued.

TC-2017-001

MOVED by Trustee Grove, SECONDED by Trustee McConchie,

that the Financial Planning Committee and the Trust Programs Committee review the expenditures related to budget item TPC Water and Marine Conservation project and investigate potential reductions for 2017-2018.

CARRIED

Trustees Masselink, Rogers, Busheikin and Luckham Opposed

4.5 Projects

A summary of project requests was reviewed by Director Shelest, including LTC project request details, Salt Spring Island special property tax requisition and electronic data management.

4.6 Staffing

The staffing section of the budget, such as BCGEU and other increases, was discussed.

4.7 Public Consultation

Director Shelest presented information from 69 surveys completed between January 20 to February 17, 2017 (results included in package).

- There was a suggestion that the survey should focus more on a summary of what type of response was made and which island those responders came from. Chair Luckham and Rogers commented that they enjoy reading the individual responses.
- A request was made for the top sources of increases to the budget. Director Shelest advised that she can provide this information in talking points to the Trustees.

5. EXECUTIVE

5.1 Chief Administrative Officer's Report

CAO Hotsenpiller reviewed internal and external organizational matters, including office space and leases and preliminary work on amendments to the *Islands Trust Act*.

5.2 Executive Committee Work Program

The top priorities in the work program were:

1. Islands Trust Act amendments;
2. Oil spill and shipping safety;
3. Revisions to Crown Land protocol agreements and letters of understanding; and
4. First Nations relationship building.

By general consent the Islands Trust Council approved the top priorities of the Executive Committee Work Program Report.

5.3 Continuous Learning Plan

Trust Council reviewed the Continuous Learning Plan and suggested the following additions:

- Addition of a second Archaeology Session
- Ocean Protection Plan presentation from Transport Canada

- Visioning Session Follow-Up
 - Public Consultation
 - Agricultural Land Reserve
 - Effective Communication and Social Media
 - Fisheries and Oceans with a senior representative from the Department of Fisheries and Oceans
 - Adapting to Climate Changes with guest speaker Dr. Richard Hebda
- There was discussion over the reasons for holding the December Trust Council in Victoria. CAO Hotsenpiller advised that due to our previously-held space in Victoria no longer being available, and the concerns expressed at the December 2016 Trust Council meeting over weather and safety on the Islands, staff recommended to the Executive Committee that another space in Victoria should be secured quickly. At the January 18, 2017 Executive Committee meeting, direction was given to secure a Victoria space. The Council Meeting Preparation policy 2.2.ii (4.1) “It is intended that Trust Council will hold three of its quarterly meetings on Trust Area Islands and its December meeting in Victoria” was referenced.
 - Inviting San Juan County representatives to the December 2017 Trust Council meeting was discussed, and it was suggested that this is the only Trust Council meeting that makes sense due to travel restrictions to the other islands.

5.4 Strategic Plan Update

CAO Hotsenpiller introduced Jag Dhaul, who has recently been certified as and reclassified to a Project Manager, to provide a presentation on a new Strategic Plan Application to manage objectives and progress.

5.5 Islands Trust Transition Plan

CAO Hotsenpiller discussed the Salt Spring Island Transition plan and advised that it would be updated to revise the Terms of Reference plan and important dates.

A request was made for staff to provide more information on what the impact to other islands would be.

6. LOCAL PLANNING SERVICES

6.1 Director of Local Planning Services Report

Director Marlor discussed the current state of employment opportunities and the difficulties in staffing the islands offices. Methods of retaining staff for longer periods of time and restructuring to allow for more cross-training were discussed.

Trustee Busheikin brought up the freshwater specialist position and expressed a desire to see a set of guidelines on how to best use water catchment in planning on the islands.

6.2 Local Planning Committee Work Program Report

The top three priorities in the work program were:

1. Community Housing Needs;
2. Shoreline Marine Planning; and
3. Protect Coastal Douglas-fir and Associated Ecosystems

TC-2017-002

MOVED by Trustee Grove, SECONDED by Trustee Allen,

that the Islands Trust Council approve the top priorities of the Local Planning Committee Work Program Report.

CARRIED

6.3 First Nations Communication: Language and Tone Guide

Director Marlor presented a briefing on a Language and Tone Guide developed by Senior Intergovernmental Policy Advisor, Fiona MacRaid, with input from staff. Trustees were asked to provide feedback and/or amendments to Fiona and staff received direction to send to Trustees via email.

It was requested that the Guide be added to the website as a separate document.

The meeting recessed for the day at 5:15 p.m.

Wednesday, March 15, 2017

The meeting reconvened at 8:31 a.m. with 24 trustees present. Absent: Trustees Lee Middleton (Saturna) and Dianne Barber (North Pender).

7. NEW BUSINESS

7.1 First Nations Reading List and One Book, One Community Event

Trustee O'Sullivan gave an overview of the reading list and event.

Chair Luckham directed staff to add the item to the website under the First Nations Relations section.

8. ADMINISTRATIVE SERVICES

8.1 Director of Administrative Services Report

Provided for information.

8.2 Financial Planning Committee Work Program

The top three priorities in the work program were:

1. Finalize the 2017-2018 budget;
2. Complete the 2016-2017 forecast; and
3. Conduct the 2016/17 Year-End Audit.

TC-2017-003

MOVED by Trustee Grove, SECONDED by Trustee Brent,

that the Islands Trust Council approve the top priorities of the Financial Planning Committee Work Program Report.

CARRIED

8.3 Quarterly Financial Report

TC-2017-004

MOVED by Trustee Grove, SECONDED by Trustee Busheikin,
that the Islands Trust Council approve the Quarterly Financial Report as presented.

CARRIED

8.4 Financial Forecast

Provided for information.

Staff cited the inability to take on, fund or deliver projects effectively due to understaffing as well as the lag in time between when a project is planned and budgeted for, and when it is actually taken on as the reasons for the LTC Projects section being under budget

8.5 Select Committee Victoria Office Location

Trustee McConchie gave an overview of the issue the Select Committee was tasked with, who was involved in the analysis and the challenges they faced and advised that the assumptions were based on status quo and that the recommendation would likely not change in the event of SSI incorporation

A lengthy discussion ensued including the following points:

- currently too many unknowns within the Islands Trust to make any major changes;
- issue of supporting Victoria economy vs island economy;
- lease agreements for existing space must be signed this month;
- acknowledgment of the complex issues and decisions that the committee focused on;
- acknowledgment of the concerns raised by stakeholders and island citizens;
- rankings and weighting of the matrix scale;
- affordability of the current space and the likelihood that moving would result in an increased rent;
- benefits of committing to current space (renovations and upgrades possible when signing a longer lease); and
- merit and risks of having a satellite office.

TC-2017-005

MOVED by Trustee Rogers, SECONDED by Trustee Brent,
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 Greater 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".

CARRIED

Trustee Critchley Opposed

TC-2017-006

MOVED by Trustee Rogers, SECONDED by Trustee Brent,
that Trust Council determine that the Select Committee has completed its work and be disbanded upon completion of all administrative duties.

CARRIED

9. 2017/18 BUDGET OVERVIEW AND APPROVAL

9.1 SSI LTC Special Property Tax Requisition

TC-2017-007

MOVED by Trustee Grams, SECONDED by Trustee Grove,

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.

CARRIED

9.2 Financial Plan Bylaw No. 167

Director Shelest gave an overview of the Request for Decision.

Trustees and staff discussed the Local Government 5-year projection bylaw and whether it puts restrictions on significantly modifying the budget within the 5 years. Director Shelest commented that it does not, and that the intention of the 5-year projection is to show that we are considering long-term financial decisions and so that any issues can be addressed right away and fixed for the following year.

Staff were directed to provide talking points for addressing constituents' questions (unity in messaging and thorough/accurate responses)

TC-2017-007

MOVED by Trustee Grove, SECONDED by Trustee Morse,

That Islands Trust Council Bylaw 167, cited as the "Islands Trust Financial Plan Bylaw, 2017/18" be read a first time.

CARRIED

TC-2017-008

MOVED by Trustee Grove, SECONDED by Trustee Brent,

That Islands Trust Council Bylaw 167, cited as the "Islands Trust Financial Plan Bylaw, 2017/18" be read a second time.

CARRIED

TC-2017-009

MOVED by Trustee Grove, SECONDED by Trustee Crumblehulme,

That Islands Trust Council Bylaw 167, cited as the "Islands Trust Financial Plan Bylaw, 2017/18" be read a third time.

CARRIED

TC-2017-010

MOVED by Trustee Grove, SECONDED by Trustee Law,

That Islands Trust Council Bylaw 167, cited as the "Islands Trust Financial Plan Bylaw, 2017/18" be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.

CARRIED

9.3 Borrowing Anticipation Bylaw No. 168

TC-2017-011

MOVED by Trustee Grove, SECONDED by Trustee Brent,

That Islands Trust Council Bylaw 168, cited as the "Revenue Anticipation Borrowing Bylaw, 2017-2018" be read a first time.

CARRIED

TC-2017-012

MOVED by Trustee Grove, SECONDED by Trustee Harris,

That Islands Trust Council Bylaw 168, cited as the "Revenue Anticipation Borrowing Bylaw, 2017-2018" be read a second time.

CARRIED

TC-2017-013

MOVED by Trustee Grove, SECONDED by Trustee Morrison,

That Islands Trust Council Bylaw 168, cited as the "Revenue Anticipation Borrowing Bylaw, 2017-2018" be read a third time.

CARRIED

TC-2017-014

MOVED by Trustee Grove, SECONDED by Trustee O'Sullivan,

That Islands Trust Council Bylaw 168, cited as the "Revenue Anticipation Borrowing Bylaw, 2017-2018" be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration

CARRIED

10. TRUST AREA SERVICES

10.1 Director of Trust Area Services Report

Director Frater highlighted several points in the report, which was provided for information.

Trustee Morse requested that the "Your Marine Waterfront Guide" document be posted on the website with press release sent out.

The meeting recessed for a break at 10:19 a.m. and reconvened at 10:35 a.m.

10.2 Trust Programs Committee Work Program Report

The top three priorities in the work program were:

1. Amend Crown Land Cooperation Agreements (Strategic Plan 8.1);
2. Review the Islands Trust Policy Statement (Strategic Plan 9.1); and
3. Protect Quality and Quantity of Water Resources (Strategic Plan 4.3).

TC-2017-015

MOVED by Trustee Crumblehulme, SECONDED by Trustee O'Sullivan,

that the Islands Trust Council approve the top priorities of the Trust Programs Committee Work Program Report.

CARRIED

10.3 Trust Fund Board Report

Trustee Law presented the highlights of the report.

During discussion it was suggested that trustees should be notified of negotiations, if successful, when there is a new covenant on their island. A request was made for brochures to be created for Trust Fund Board properties and that they be noted on public maps. Director Frater commented that advertising these properties has been avoided purposefully in an extra effort to protect the properties.

Chair Luckham raised the idea of giving First Nations names to the properties.

10.4 Regional Conservation Plan Revision

Director Frater gave an overview.

10.5 Marine Protection Tools

Director Frater gave an overview of the history surrounding the request and briefed Council on next steps and future actions.

It was pointed out that resolutions #3 and #4 will likely affect a newly-elected Council.

Director Frater advised #3 will honour work done and will leave the door open for work to continue; #4 is not likely in short term, but the recommendation leaves the door open.

Trustee Rogers asked if it would impede the ability to pursue a qualified approval of support in with regards to Howe Sound biosphere reserve if Trust Council passes #3.

Director Frater commented that the focus of the project is more about actively cooperating with others and that advocacy for biosphere reserve could be pursued at a later time. Fiona MacRaidl contributed that in the past, not being a part of the beginning of an initiative is of concern to some First Nations as it can seem like a last minute consideration only as a “buy-in”. She further advised working with all First Nations who have an interest in the area (not just Squamish Nation).

TC-2017-016

MOVED by Trustee Morrison, SECONDED by Trustee Grams,

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 land use planning 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.

CARRIED

TC-2017-017

MOVED by Trustee Busheikin, SECONDED by Trustee Rogers,

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.

CARRIED

TC-2017-018

MOVED by Trustee Grams, SECONDED by Trustee Busheikin,

That Trust Council, in recognition of its commitment to reconciliation with Trust Area First Nations amend Strategic Plan Strategy 8.2 to read “Explore opportunities and benefits of cooperating with First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve” and that the associated activities be deferred to 2018-2019.

CARRIED

Trustees Scholefield, Critchley, Hunter and Grove Opposed

TC-2017-019

IT WAS MOVED by Trustee Morrison, and SECONDED by Trustee Busheikin,

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.

CARRIED

Trustees Critchley and Hunter Opposed

10.6 Community Stewardship Awards 2017

Director Frater gave an overview of the Community Stewardship Awards program accomplishments and the importance of the program to constituents.

Chair Luckham acknowledged Susan Yates, past recipient and former trustee, in the audience.

10.7 Islands Trust Visual Identity

Director Frater introduced the Visual Identity initiative and invited Pamela Hafey, Communications Specialist, to present to Council.

TC-2017-020

MOVED by Trustee Fast, SECONDED by Trustee Brent,
that Trust Council endorse the proposed Visual Identity.

CARRIED

The order of business on the agenda was varied to address items 16.1 ahead of item 11.

16. SUMMARY/UPDATE

16.1 Trustee Updates

16.1.1 BC Ferries (Ferry Advisory Committee Chairs)

Reports included the following points:

- Trustee O’Sullivan gave an overview of a recent meeting with Ministry of Transportation and Infrastructure (MOTI) and BC Ferries;
- She is encouraging MOTI to undertake a study on how best to address U-turns into the ferry line up on Gabriola.

16.1.2 First Nations

Topics included:

- Trustee Rogers commented that a recent Gambier/ Squamish meeting was very

- well attended;
- “We Speak” fundraising event to preserve Squamish language will be held on April 8th in Vancouver;
- Trustee Law spoke of his recent networking opportunity at a Truth and Healing, Reconciliation event;
- Trustee Masselink referenced a meeting between a Cowichan elder and staff;
- Laura Busheikin described a staff meeting with Comox Valley regarding Denman and Hornby issues as being very positive and encouraging;
- Trustee Mamoser spoke of Fiona MacRaid’s recent presentation on Douglas Treaty and advised she has had further requests for Fiona to speak;
- Trustee Pottle has joined a First Nations reading group on Galiano Island.

16.1.3 Gulf Islands National Park Reserve Advisory Committee (Trustee Masselink)

Information on the Canada 150 Atlantic to Pacific Celebration project was shared.

16.1.4 Salt Spring Island Watershed Protection Authority (SSIWPA) (Vice Chair Grams)

It was noted that the Conservation and Efficiency Working Group is open to applications for membership across the Trust Area.

16.1.5. Howe Sound Community Forum

The next Howe Sound Community Forum will be held on May 5th in the Village of Lions Bay. It was suggested that staff and representatives around Howe Sound attend.

The meeting recessed for a break at 12:19 p.m. and reconvened at 1:30 p.m.

Chair Luckham asked trustees to introduce themselves and invited Trustee O’Sullivan to introduce Michelle Benjamin from the Gabriola Arts Council.

The order of business on the agenda resumed at item 11.

11. COMMUNITY PRESENTATIONS

Gabriola Arts Council gave a presentation entitled “Celebrating 20 Years of Serving Artists and the Community”.

Chair Luckham recognized former Trustee Deb Ferens in the audience.

12. DELEGATIONS AND TOWN HALL

12.1 Association for Denman Island Marine Stewards re March 2 Herring Celebration and Dialogue

The request to present at Trust Council was withdrawn after the meeting package had been distributed.

12.2 Salish Sea Trust re Salish Sea World Heritage Site proposal

Laurie Gourlay requested that Trust Council support his application for consideration of the Salish Sea to Canada’s World Heritage Site List.

12.3 Gulf Island Alliance

The request to present at Trust Council was withdrawn after the meeting package had been distributed.

12.4 Jacinthe Eastick re Subdivision and Density

Jacinthe Eastick spoke about subdivision and density within the Trust Area and requested to have Trust Council “seek endorsement from the Association of Vancouver Island and Coastal Communities for a resolution to be presented at the September 2017 UBCM meeting asking for a legislative amendment to close the loophole in the Strata Property Act for Gabriola’s sake but also for all local governments.”

Chair Luckham advised that the process to bring forward a resolution to UBCM is quite a lengthy one, and the best action would be to speak with the Victoria staff rather than speaking to her LTC representatives.

12.5 Gisele Rudischer re density limits in OCPs in relation to the Islands Trust Policy Statement

The request to present at Trust Council was withdrawn after the meeting package had been distributed.

12.6 Town Hall Participant – Mr. Chris Straw

Mr. Straw from Gabriolans Against Freighter Anchorages Society made comments on the Pipeline and Oceans Protection Plan and urged trustees to ‘say no to increased anchorages throughout the area’.

Town Hall Participant – Steven Earle and Dyan Dunsmoor-Farley

Mr. Earle and Ms. Dunsmoor-Farley spoke about sustaining island care and healthy communities, lack of resources to support the Islands Trust mandate, increased density on the islands and affordable and mixed-use housing.

Town Hall Participant – Derek Kilbourn

Speaking as a paramedic, but not representing the view of any organization, Mr. Kilbourn requested that trustees sign a petition to have paramedics be considered an essential service in British Columbia.

The meeting recessed for a break at 2:45 p.m. and reconvened at 3:05 p.m. Absent: Ken Hunter (Thetis)

13 ARCHAEOLOGICAL SITE PROTECTION SESSION – PART 1

CAO Hotsenpiller, Director Marlor and Fiona MacRaild presented information on archaeological site protection as it relates to planning in the Trust Area.

The following points were discussed:

- Trustee obligation to protect the sites in the context of zoning ; Director Marlor advised that there is no legal obligation in regards to zoning, but that there is a moral obligation to consider. The Local Government Act allows local governments to protect known archaeological sites through designating them Heritage Conservation Areas.
- the importance of due diligence in finding out about the property and history in advance, and the implications of buying a property for development prior to archaeological significance being discovered.

Trustee Paul Brent left the meeting at 4:03 p.m.

- the repercussions and requirements surrounding what happens after an issue is discovered;
- the ability of a trustee to reject a rezoning application on these grounds and the role of Building Inspectors and the Archaeology Branch; and
- The policy check list and the inclusion of a reference to First Nations and archaeology.

The order of business on the agenda was varied to address items 16.2 and 16.3 ahead of item 14.

16. SUMMARY/UPDATE (continued)

16.2 Priorities Chart

By general consent the priorities chart was received for information.

16.3 Proposed June 2017 Trust Council Agenda Program

Provided for information.

The meeting recessed for the day at 5:00 p.m.

Thursday, March 16, 2017

The meeting reconvened at 8:31 a.m. with 16 trustees present. Absent: Trustees Ken Hunter (Thetis), Paul Brent (Saturna), Alex Allen (Hornby), Derek Masselink (North Pender), George Grams (Salt Spring), Bruce McConchie (South Pender), Jeanine Dodds (Mayne) and Wendy Scholefield (South Pender).

14. CLOSED MEETING

TC-2017-021

MOVED by Trustee Busheikin, SECONDED by Trustee Morrison,

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;

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

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

CARRIED

Trust Council closed the meeting at 8:33 a.m. and reconvened in open meeting at 9:32 a.m. without report.

15. ROLE OF THE TRUSTEE SESSION

TC-2017-022

MOVED by Trustee Busheikin, SECONDED by Trustee Crumblehulme,

that the Trust Council defer the session "Role of the Trustee" to the June Trust Council.

DEFEATED

Trustees Busheikin, Crumblehulme, Critchley, Morrison, Peterson, Morse, Harris, Grove in Favour
Trustee Busheikin noted the importance of the session and clarified that her intent was to postpone the session so that all trustees could benefit from it.

CAO Hotsenpiller introduced the Role of the Trustee session as being discussion-driven and meant as a mid-term refresher.

Points raised for discussion were:

- The role of a trustee relative to the constituents and complying with the Object of the Trust
 - A wider responsibility than just to the constituents who voted for a trustee;
 - Acting in a Local Trust Committee capacity, a trustee is responsible to represent the electors of the area;
 - There is an extra set of considerations when acting in a Trust Council capacity. The Object of the Trust limits powers, but it increases the responsibilities. Trust Council is responsible for the Object of the Trust, financial management and developing policies/ways of supporting the Object of the Trust. Trust Council is responsible to the residents of British Columbia generally, as all BC residents are included among the people for whose benefit the trust area is being preserved and protected;
- Evidence-based decision making is the process chosen by the Trust Council as a body; and
- Obligations around sharing information that has been considered when making a decision.

The meeting recessed for a break at 10:25 a.m. and reconvened at 10:40 a.m.

The high number of absences was noted by Chair Luckham, who expressed his disappointment.

By general consent the remainder of the Role of the Trustee session was postponed until the June 2017 Trust Council meeting.

16. SUMMARY/UPDATE (continued)

16.4 Disposition of Delegations and Town Hall request

- Trustee Critchley expressed a strong urgency to discuss the Salish Sea Trust's application, as the deadline for letters of support is the end of April.
- There was discussion regarding First Nations interests and considerations, and the balance of showing respect while still supporting a constituent's initiative.

TC-2017-023

MOVED by Trustee Critchley, SECONDED by Trustee Crumblehulme,

that the Islands Trust Council support in principle the application of the Salish Sea Trust for nomination of the Salish Sea to Canada's Tentative List for World Heritage Sites; such support being given upon the condition that the application will not be approved without the support of the indigenous peoples whose traditional territories include the affected area.

CARRIED

17. CORRESPONDENCE - None.

18. NEXT MEETING – June 20, 2017 on Lasqueti Island

19. ADJOURNMENT

By general consent the meeting adjourned at 10:50 a.m.

Peter Luckham, Chair

Certified Correct

Emma Restall, Executive Coordinator (Recorder)

The following list indicates the highlights of Trust Council's activities and decisions during its March 14-16, 2017 meeting on Gabriola Island. These highlights are not the official minutes of the Trust Council meeting; Trust Council will adopt those at its June 2017 meeting on Lasqueti Island.

2017/18 Budget Review and Discussion on Amendments

Trust Council had an opportunity to propose any final amendments to the 2017/18 Budget.

That the Financial Planning Committee and the Trust Programs Committee review the expenditures related to budget item TPC Water and Marine Conservation project and investigate potential reductions for 2017-2018.

2017/18 Budget Overview and Approval

Trust Council gave third reading to Bylaw 167, cited as the "Islands Trust Financial Plan Bylaw, 2017/18" and recommended it be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.

First Nations Communication: Language and Tone Guide

Director Marlor presented a briefing on a Language and Tone Guide developed by Senior Intergovernmental Policy Advisor, Fiona MacRaild, with input from staff. Trustees were asked to provide feedback and/or amendments to Fiona and staff received direction to send to Trustees via email.

It was requested that the Guide be added to the website as a separate document.

Select Committee Victoria Office Location

Trust Council established the Select Committee at its September 17, 2015 meeting with the objective 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". There was a lengthy discussion on the topic.

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 Greater 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".

That Trust Council determine that the Select Committee has completed its work and be disbanded upon completion of all administrative duties.

Salt Spring Island Local Trust Committee Special Property Tax Requisition

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

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.

Marine Protection Tools

In December 2016, Trust Council passed a resolution to request the 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 (TC-2016-112) and provide an update, at the March 2017 meeting, on any emerging discussions with First Nations with regard to areas of shared marine protection priorities (TC-2016-114).

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 land use planning 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 amend Strategic Plan Strategy 8.2 to read “Explore opportunities and benefits of cooperating with First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve” and that the associated activities be deferred to 2018-2019.

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.

Islands Trust Visual Identity

Following a staff-led process to develop a new visual identity for Islands Trust, the Executive Committee 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.

That Trust Council endorse the proposed Visual Identity.

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
Ferry to Lasqueti Island: 11:00am (chartered ferry from French Creek Harbour)	8:30 New Business Items* 9:30 Regional Districts Session 10:15 Break	8:30 Closed meeting 10:00 Adjournment (approx.)
12:00 Executive Committee Meeting	10:30 Administrative Services Director's Report FPC Work Program Report	Ferries from Lasqueti Island: 11:00am 4:00pm
1:00 Lunch	* 11:00 Trust Area Services Director's Report TPC Work Program Trust Fund Board Report	
1:30 Call to Order and Approval of Agenda RWMS * Adoption of Minutes FUAL Trustee Round Table	* 12:00 Correspondence	 Islands Trust
2:45 Break	12:30 Lunch	
3:00 Executive * CAO's Report EC Work Program Continuous Learning Plan Strategic Plan Update Islands Trust Transition Plan	1:30 Community Presentations 2:00 Delegations & Town Hall	
3:45 Species at Risk Session	3:00 Break	
4:45 Local Planning Services Director's Report * LPC Work Program Bylaw Enforcement Briefing	3:15 TFB Regional Conservation Plan Session 4:00 Summary/Updates Trustee Updates Priorities Chart Proposed September TC Draft Agenda Program	
5:00 Adjourn for the day	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		Done
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
14-Mar-2017	Revise the Continuous Learning Plan to include: - o Addition of a second Archaeology Session - o Ocean Protection Plan presentation from Transport Canada (Trustee Rogers) - o Visioning Session Follow-Up - o Agricultural Land Reserve - o Effective Communication and Social Media (Trustee McConchie) - o Fisheries and Oceans with a senior representative from the Department of Fisheries and Oceans (Trustee Critchley) - o Adapting to Climate Changes: what local governments can do to limit ecological changes, adapting to increased water limitations, etc suggested speaker Dr. Richard Hebda (Trustee Fast, Law) - o Public Consultation - o ALR (Trustee Allen)	Russ Hotsenpiller Emma Restall	31-Mar-2017	On Going
14-Mar-2017	Update Transition Plan to include revised Terms of Reference plan, important dates and more information to the other islands on what the impact to them will be.	Russ Hotsenpiller	31-Mar-2017	On Going
14-Mar-2017	Role of the Trustee session to be continued in June. Solicit topics from Trustees in advance and address during session.	Russ Hotsenpiller	21-Mar-2017	On Going

Director, Administrative Services

Activity	Activity	Responsibility	Target Date	Status
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**Follow Up Action Report**

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
14-Mar-2017	Create and provide talking points to Trustees regarding the 2017/18 Budget details.	Cindy Shelest	24-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
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

**Follow Up Action Report**

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
14-Mar-2017	Provide trustees with an electronic version of the Language and Tone Guide and request their feedback. Once complete, add to the website as a separate document.	David Marlor Fiona MacRaid	31-Mar-2017	On Going

Follow Up Action Report

14-Mar-2017	Add the reading list and one book, one community event documents to the website under the First Nations Relations section.	David Marlor Clare Frater	31-Mar-2017	On Going
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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		On Going
14-Mar-2017	Invite San Juan County to Dec 2017 TC (letter previously drafted)	Clare Frater	31-Mar-2017	On Going
14-Mar-2017	Supply Community Stewardship Award nomination forms in hard copy to trustees	Clare Frater	21-Mar-2017	On Going
14-Mar-2017	Amend the Strategic Plan to: add in section 2.1 for fiscal year 2017/18 Develop an inventory of available local government land use planning 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. 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. amend Strategic Plan Strategy 8.2 to read Explore opportunities and benefits of cooperating with First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve and defer associated activities to 2018-2019.	Clare Frater	31-Mar-2017	On Going
14-Mar-2017	Remove from TC 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	Clare Frater	21-Mar-2017	Done

Follow Up Action Report

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	Done
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	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

Follow Up Action Report

14-Mar-2017	Next Trust Council June 2017	Emma Restall	13-Jun-2017	On Going
Mar 2017 Follow Up Action Lists to Trustees and Staff Mar 2017 Council meeting decision highlights to website News Release and Agenda for June 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 Prepare schedule and incorporate the suggestion for dinner to start later than 6pm. Reserve venue, accommodations and catering.				

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



Islands Trust

Islands Trust Council Plan for Continuous Learning 2014-2018

(What other topics would trustees like to propose?)

2017-03-30

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	Role of the Trustee (2)	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
- Strata Property Act/Bare Land Strata Regulations implications
- Agricultural Land Commission/Islands Trust Relationship Session
- Regional Conservation Presentation (Trust Fund Board)
- *Water Sustainability Act*
- Archaeology Session Part 2
- Ocean Protection Plan presentation from Transport Canada
- Visioning Session Follow-Up
- Agricultural Land Reserve
- Effective Communication and Social Media
- Fisheries and Oceans with a senior representative from the Department of Fisheries and Oceans
- Adapting to Climate Changes with guest speaker Dr. Richard Hebda

	<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

April XX, 2017

File Number: 0420-20

Via Email: FLNR.Minister@gov.bc.ca

Honourable Steve Thomson
Minister of Forests, Lands, and Natural Resource Operations
PO Box 9049 Stn Prov Govt
Victoria BC V8W 9E2

Dear Minister Thomson:

Re: Notice of Amendments to the Private Moorage Program

I am writing on behalf of the Islands Trust Council regarding the recent Notice of Amendments to the Private Moorage Program.

Islands Trust is a unique local government authority in many ways but three aspects have particular relevance to recent amendments to the Private Moorage Program:

1. The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major islands and more than 450 smaller islands covering 5200 square kilometres.
2. Islands Trust is one of only three local governments (the other two being Whistler and Sun Peaks) that require Ministerial approval for any Official Community Plans (OCP) or amendments to OCPs. This is due to the specific provincial interest in land use planning under our objective to “preserve and protect” these islands for not just the 25,000 residents (and 10,000 non-resident land holders), but for all British Columbians, including the 37 First Nations who have publically stated asserted Aboriginal rights and title and treaty rights in the Trust Area.
3. The Islands Trust Council has a policy that commits it to proving sincere desire for reconciliation with First Nations. Key to this commitment is early and meaningful engagement with First Nations on many topics but most especially on Official Community Plan bylaws and amendments that require Ministerial approval.

Islands Trust is endeavouring to approach these 37 First Nations in a sincere and humble way by providing authentic opportunities to hear their concerns. Two of the most important issues shared amongst these First Nations are (1) the proliferation of docks in the Trust Area and (2) the degradation of archaeological values, the majority of which are in close proximity to the shoreline.

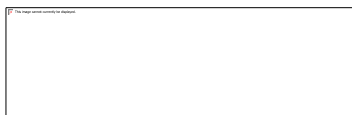
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Honourable Steve Thomson
April XX, 2017
Page 2

As a federation of 13 island governments, we respectfully request that you do not expand the private moorage General Permissions areas to Application-Only Areas until 2018 at the earliest. This would give local governments time to consider the recent amendments to the Private Moorage Program and amend Official Community Plans and Land Use Bylaws as needed. These amendments may involve engagement with First Nations and, in our case, Ministerial approval. We further request that you amend information about local government zoning and roles on your website, applications and publications.

Thank you for your time in considering this matter, and we look forward to hearing from you.

Yours sincerely,



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

CC.

Honourable Peter Fassbender, Minister of
Community, Sport and Cultural Development
Aitchelitz First Nation
Beecher Bay First Nation
Campbell River First Nation
Cape Mudge First Nation
Chemainus First Nation
Cowichan Tribes
Esquimalt First Nation
Halalt First Nation
Hwiltsun First Nation
K'omoks First Nation
Lake Cowichan First Nation
Lyackson First Nation
Malahat Nation
Matsqui First Nation
Musqueam First Nation
Nanaimo First Nation
Nanoose First Nation
Pauquachin First Nation
Penelakut First Nation

Popkum First Nation
Qualicum First Nation
Seabird Island First Nation
Sechelt First Nation
Semiahmoo First Nation
Skawahlook First Nation
Skowkale First Nation
Sliammon First Nation
Songhees First Nation
Squamish First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
Tsleil-Waututh First Nation
Sooke First Nation
Tzeachten First Nation
Yakweawkwoose First Nation
Bowen Island Municipal Council
Islands Trust Council
Islands Trust website

Emma Restall

From: Clare Frater
Sent: Wednesday, March 29, 2017 2:44 PM
To: Emma Restall
Cc: Peter Luckham
Subject: FW: Roundtable Discussion - Anchorages

Importance: High

Hi Emma,

Can you please add this invitation to the EC agenda in the TAS section. I am unable to attend as I'll be in Hawaii but Peter may be able to attend (he has an LTC meeting that morning).

I've already advised the meeting organizer that we can't confirm attendance until April 5.

Thank you,

Clare

From: Caillin Katnich [<mailto:caillinkatnich@kirkandco.ca>]
Sent: Wednesday, March 29, 2017 10:08 AM
To: Clare Frater
Subject: Roundtable Discussion - Anchorages
Importance: High

Hi Clare,

As a follow up to the voice mail I left you this morning, I am working with the Chamber of Shipping of BC and the Port of Vancouver to coordinate a roundtable discussion regarding anchorages in the Gulf Islands. We have a two-hour meeting scheduled for **Tuesday, April 18th from 2:00 – 4:00 p.m.**, and would like to invite you to attend as a representative of Islands Trust. As noted in my voice mail, Laura Busheikin suggested I contact you.

Please confirm as soon as you can. If you have any questions, feel free to let me know (my office and cell phone numbers are below).

Thank you,

Caillin Katnich

Caillin Katnich
Manager, Client Services

Kirk&Co.

Kirk & Co. Consulting Ltd.
610 – 999 West Hastings Street, Vancouver BC V6C 2W2
O: 604.688.7220 C: 778.988.6180
kirkandco.ca

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BRIEFING

To: Executive Committee

For the Meeting of: April 5, 2017

From: Salt Spring Island Local Trust Committee

Date prepared: March 29, 2017

SUBJECT: LOCAL TRUST COMMITTEE PROJECT UNDERSPENDING

DESCRIPTION OF ISSUE:

At its regular business meeting on March 2, 2017, the Salt Spring Island Local Trust Committee passed the following resolution:

SS-2017-17

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request the Executive Committee to explore and report regarding the under spending of the projects budget for Salt Spring Island and potentially for other Trust Areas.

BACKGROUND:

Between July and September 2015, local trust committees were asked to submit projects with budget estimates for consideration by the Financial Planning Committee and consideration by Trust Council in the 2016/17 Fiscal year budget. For this fiscal year, staff estimated that the budgets would be underspent.

ATTACHMENTS:

None

FOLLOW-UP:

As directed by the Executive Committee

Prepared By: David Marlor, MCIP, RPP
Director of Local Planning Services

Reviewed By/Date: Russ Hotsenpiller
March 30, 2017



CONFIDENTIAL – NOT FOR DISTRIBUTION

BUILDING REMOTE AND RURAL COMMUNITY CAPACITY THROUGH HIGH SPEED INTERNET

The Strathcona Regional District (SRD) is a partnership of four electoral areas and five municipalities. There are several First Nations communities within the administrative boundary. Of the population of 43,000 residents, approximately 12,000 residents live in rural and remote communities spread across a large geographic expanse of approximately 18,500sqkm that includes forested hills and alpine areas, islands and remote inlets.

Improving connectivity throughout the region has been a strategic priority of the Regional District Board since 2014. While there are currently a number of existing internet service providers and known telecommunications infrastructure within the region, current coverage maps for cellular and high speed internet access show that there are still many communities that are underserved or unserved. This problem is not unique to the Regional District and is particularly evident for many rural and remote BC coastal communities.

At the same time, we know how important it is for these communities to have equal access to essential services and opportunities increasingly being delivered online such as healthcare, education, income generating opportunities, emergency services, civic and social participation.

Increased broadband service to bridge the digital divide is not just a priority of the Strathcona Regional District, it is a shared priority of senior levels of government. In December 2016, the CRTC declared broadband to be a basic telecommunication service. The federal government currently aims for speeds of 50Mbps down and 10Mbps up for 90% of households by 2021 and 100% within 10-15 years. The province also aims to have high speed broadband available to 100% of residents by 2021. To achieve these targets, there are several significant funding opportunities currently available for capital development and improvement of broadband networks.

The Connect to Innovate (CTI) funding opportunity prompted the Regional District to engage an experienced telecom business consultant firstly to provide input into the development of a regional broadband strategy and second to help implement that strategy by exploring options through the current funding rounds to improve internet-related services with First Nations, other regional districts, carriers, ISPs and government agencies and the community more broadly.

The Regional District is currently developing an application to the CTI Program to fund a subsea fibre optic network that provides the potential for improved broadband service within our region and beyond. As many as 200 BC Coastal communities, approximately 50 of which are First Nation Communities may seek to benefit from such a proposal. The proposal is for backbone infrastructure only that would be constructed over 2-5 years subject to further feasibility studies and approvals. At the same time, the SRD is also working to support local internet service providers that are also looking to upgrade their local networks to provide improved connectivity to the home.

The goal of this project is to secure more reliable, accessible and affordable high speed broadband connectivity and cell service for rural and remote end users; who are residents, businesses and institutions, and to help facilitate their participation in an increasingly digital world.

PROJECT POLICIES

Existing internet service providers and the location of key known telecommunications infrastructure within the region is documented through the broadband strategy.

The project has several guiding policies:

- Where it is feasible to do so, build publicly owned 'open' networks through funding opportunities as they become available and incentivize carriers
- Healthy competition can lead to better service levels
- Partner with and support existing local internet service providers where they are working to a common good objective
- No public funds for over-building
- Engage appropriate expertise and risk management practices in undertaking any project
- The SRD will continue to actively advocate for high speed broadband for rural and remote communities
- Facilitating community uptake of improved broadband services through digital literacy initiatives, computer access and enhanced program offerings is an equally important part of the project success

PROJECT TIMELINES

Regional Broadband Strategy	draft complete April 2017
Pre-application development	January – April 2017
Submit application to the Connect to Innovate Program	April 20, 2017
AIP decisions	Summer 2017
Project scoping, review and approval of agreements	Autumn 2017
Commence surveys and approvals process	2018
Phased construction commences	2019
Phased construction completion	2021
Operational roll-out	TBD
Initiate programs and partnerships to facilitate uptake of the new service levels	2018 - 2021

CURRENT STATUS – CONNECT TO INNOVATE PRE-APPLICATION DEVELOPMENT

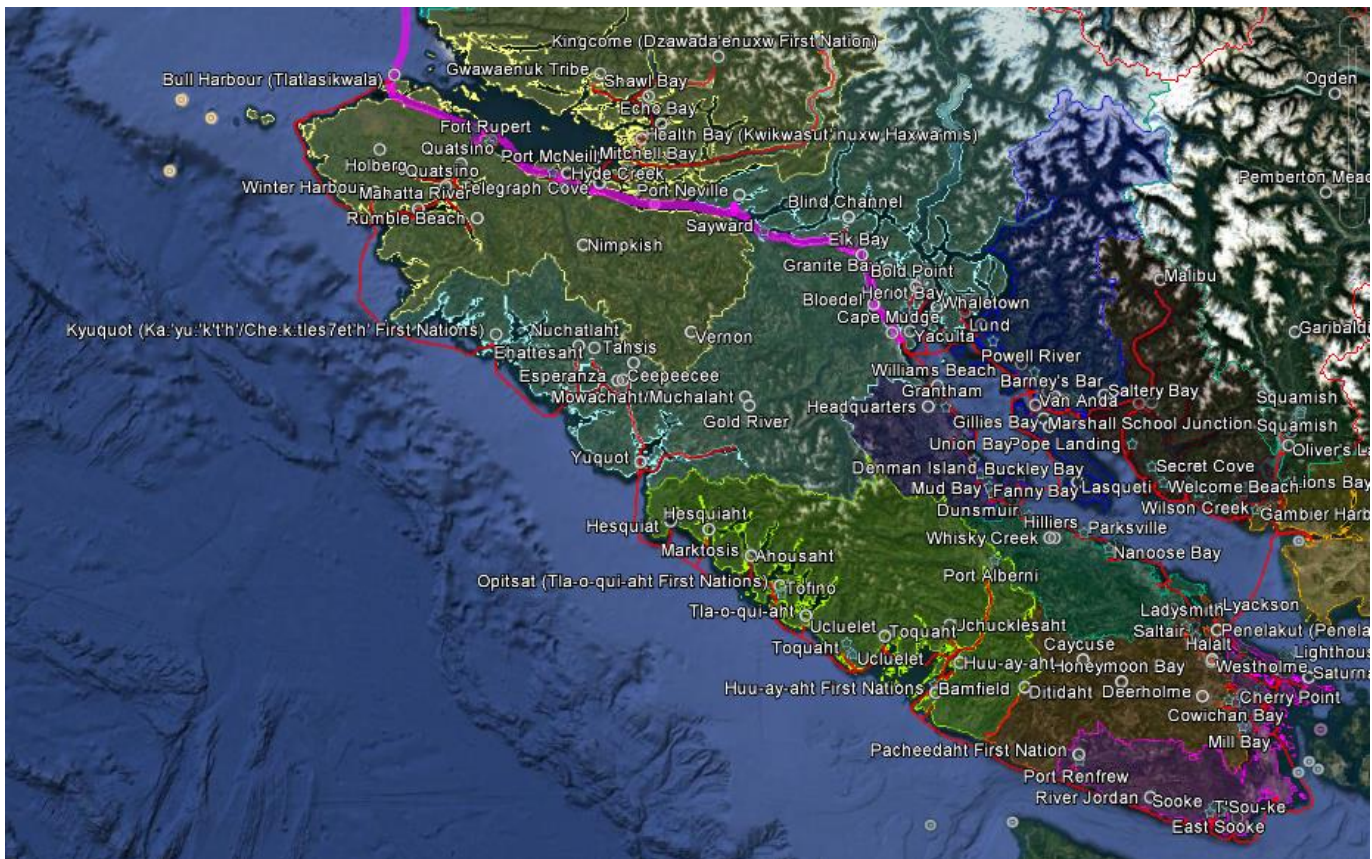
The SRD is currently developing the application for the Connect to Innovate funding program (<https://www.canada.ca/en/innovation-science-economic-development/programs/computer-internet-access/connect-to-innovate.html>). This \$500M federal program aims to drive transformational change by extending and enhancing broadband service in rural and remote communities. The focus of this funding program is on new backbone infrastructure for identified eligible communities (See: <http://www.ic.gc.ca/app/sitt/ibw/hm.html?lang=eng>). Some funding is also available to upgrade existing backbone infrastructure and improve last mile connectivity projects to households. Applications for this program close on April 20, 2017.

The SRD application is to build a fully-funded subsea fibre optic network with the potential to provide gigabit connectivity benefitting approximately 200 BC coastal communities, of which approximately 54 are First Nations communities. Rough preliminary order of magnitude costs is estimated to be \$50-60M. The proposal is for backbone infrastructure only that would be constructed in a phased approach over the next 5 years subject to further studies and approvals. At the same time, the SRD is also working to support local internet service providers that are looking to upgrade their local networks

to provide improved connectivity to the home. Communities with access to this new network could potentially have services that meet the latest recommendations from the Canadian Radio-television and Telecommunications Commission, ready to support future growth demands, including the potential for other network applications such as ocean floor sensors and services such as LTE cellular.

Should the network go ahead, it will provide greater leverage to incentivize major carriers as well as helping to build the capacity of local ISPs. The backbone network will position communities well for future grants, particularly future grants related to last mile connectivity.

Additional benefits include new inter-governmental regional partnerships with First Nations, other Regional Districts, municipalities and provincial agencies in building infrastructure and facilitating uptake.



SRD CTI Application Network extent (red line) and potential points of presence

RISK MANAGEMENT

This is a new and ambitious project for the SRD that will require careful risk management. The following strategies will be developed to address project risks:

- Stakeholder management through considered communications and engagement
- Risk transfer and mitigation for financing and liability
- External expertise will be engaged to provide advice to the project
- Development of an appropriate structure to effectively manage ongoing operations and maintenance

Further detail for each strategy are currently being developed as part of the pre-application process.

PRECEDENT

Local government involvement in telecommunications infrastructure is not without precedent and indeed, is increasingly becoming a way of securing improved broadband services where there is insufficient market or regulatory incentive to attract investment into infrastructure from traditional telecommunication companies. The SRD is currently a partner in a contract for equipment leased to an ISP to provide improved broadband internet services in the Village of Sayward. Also within the SRD, the City of Campbell River is currently developing its own open access municipal broadband network which will provide businesses in the downtown core with affordable access to high-speed broadband. Looking across Canada, there are several additional successful precedent projects in operation including:

- Columbia Basin Broadband Trust
- Gwaitel
- Eastern Ontario Network
- Coquitlam Optical Network Corporation (QNet)
- Olds Alberta

CONTACT INFORMATION

For further information about this project, please contact the Strathcona Regional District:

Dave Leitch
Chief Administrative Officer
(250) 830-6703
dleitch@strathconard.ca

Victoria Smith
Special Projects Manager
(250) 830-6711
vsmith@strathconard.ca

From: Emma Restall
Sent: Thursday, March 02, 2017 9:33 AM
To: Emma Restall
Subject: RE: List of Abandoned and Derelict Vessels, Docks and Barges

From: Pam.Goldsmith-Jones@parl.gc.ca [<mailto:Pam.Goldsmith-Jones@parl.gc.ca>]
Sent: Wednesday, March 01, 2017 8:51 AM
To: Pam.Goldsmith-Jones@parl.gc.ca
Subject: List of Abandoned and Derelict Vessels, Docks and Barges

Good morning,

Under the Oceans Protection Plan, the Government of Canada will work with all levels of government to support the clean-up of existing smaller abandoned, derelict and wrecked vessels in Canadian waters that are posing risk to local communities. Municipalities and local communities are well placed to identify problem vessels, given their knowledge and familiarity with the local marine environment. This information will be key to facilitate efforts to identify the highest priority problem vessels.

It would be greatly appreciated if you could provide a list that documents problem vessels of all sizes and purposes (recreational, commercial and fishing). Some of you may have already submitted a list. Please send it again as we want to make sure we have the most up to date information.

Thank you very much,



Office of Pamela Goldsmith-Jones

Member of Parliament

West Vancouver-Sunshine Coast-Sea to Sky Country
Parliamentary Secretary to the Minister of International Trade
Room 583, Confederation Building
Ottawa, ON K1A 0A6
Tel. 613.947.4617
pam.goldsmith-jones@parl.gc.ca
Website: <http://pgoldsmithjones.ca/>

Emma Restall

From: Mona Helcermanas-Benge <monahbenge@shaw.ca>
Sent: Thursday, March 16, 2017 4:37 PM
To: Peter Luckham
Cc: Emma Restall
Subject: UPDATE: Boycott of Woodfibre LNG's Environmental Assessment
Attachments: MS2S - Documenting EA boycott 2017-03-11 - FINAL.pdf

Importance: High

Note: Please distribute to Chair Luckham and Vice-Chairs Busheikin, George Grams and Morrison.

Dear Chair Luckham and Members of the Islands Trust Executive Committee:

We are very concerned to learn of the illegal donations that Woodfibre LNG and their staff and lobbyists have donated to the BC Liberal party.

Following these revelations, we initiated our own research to determine the extent of the donations that Woodfibre LNG and their staff have donated to the BC Liberal party.

To date, Woodfibre LNG and their staff have donated at least \$166,934 to the BC Liberal Party since 2013, while the project was undergoing its environmental assessment. This calls into question the integrity of BC's environmental assessment process.

We have asked that the Provincial and Federal Environmental Assessment Certificates issued for the Woodfibre LNG be suspended until an independent legal review is conducted to determine whether there is a reasonable apprehension of bias by the BC Environmental Assessment Agency, Minister Rich Coleman, and Minister Mary Polak.

Please see the attached documents detailing our boycott of the recent public comment period for the Woodfibre LNG amendment to the environmental assessment certificate. More than 1,455 people participated in a little over four days.

Best Regards,

Tracey Saxby
Co-Founder
My Sea to Sky
Home: +1 (604) 892-5096
Cell: +1 (604) 892-7501
Email: tracey@myseatosky.org
Web: <http://myseatosky.org>



March 11, 2017

BC Environmental Assessment Office
PO Box 9426 Stn Prov Govt
Victoria, BC V8W 9V1

Attention: Michael Shepard,

RE: Boycott of latest public comment period for proposed Woodfibre LNG project

Dear Mr Shepard,

This last week it has been shocking to learn that the BC Liberals are under investigation by Elections BC and the RCMP after The Globe and Mail revealed the party is accepting illegal donations from lobbyists, highlighting donations by Byng Giraud and Marian Ngo from Woodfibre LNG. I copy excerpts from these articles below:

British Columbia: The 'wild west' of fundraising by Kathy Tomlinson, 2017-03-04

<http://www.theglobeandmail.com/news/investigations/wild-west-bc-lobbyists-breaking-one-of-provinces-few-political-donationrules/article34207677/>

"A Globe and Mail review of public records found dozens of people who get paid to promote special interests also give tens of thousands of dollars every year – under their own names, not those of the interests they represent – to help B.C.'s governing politicians pay for their campaigns.

Many are registered lobbyists, whose job is trying to influence those politicians to make decisions that will benefit their clients.

Those unfettered donations would not be allowed almost anywhere else in Canada, because most other provinces and the federal government now have annual caps on how much individual donors can give. B.C. has almost no rules governing political donations, making it a holdout and an outlier and leading many critics to brand it as the "wild west."

...

The Globe investigation in B.C. also found some lobbyists violating one of the few rules the province has: that donors cannot be reimbursed by clients or companies for their political contributions. Doing so means they are giving on behalf of other entities and leaving the public in the dark about the source of the money because the contribution is listed in public records as coming from the lobbyist not the company or person that covered the cost.

...

They are independent consultants or salaried employees – not wealthy philanthropists. They fly under the radar because they give multiple times rather than in one lump sum and often donate in their own names, not those of the special interests they represent.

Usually, they pay thousands of dollars for tickets or tables at fundraisers, where they or their clients can chat up politicians, after being tapped repeatedly by the political parties to buy in.

Because individuals and corporations – foreign or local – can give as many times as they want to in B.C., some Liberal supporters told The Globe it is a free-for-all – and some players who need to compete with others for politicians’ attention feel “coerced” by the party to keep giving or be shut out of the increasingly expensive inner circles.

One lobbyist said there is “no limit” to the calls and e-mails from the Liberals – and also from the New Democrats – asking for money, and it feels “extortionist.” A consultant called it “like a shakedown,” particularly near election time. Still, another said B.C.’s system “corrupts in a very deep and profound way.”

The rules in B.C. making it illegal to donate on behalf of others make it very clear the money must come from the contributor’s own pocket.

“The Elections Act is very specific that it must be your money. You can’t make a political contribution and then be reimbursed by an organization or individual,” said Elections B.C. deputy chief electoral officer Nola Western.

“It is trying to guard against potential corruption or the appearance of corruption.”

Several party donors and insiders told The Globe that law is routinely skirted by scores of individuals who represent special interests, and made donations for which they are reimbursed.

...

Donors also do not have to disclose who they work for, even though experts on campaign-finance reform say that would shine a light on where the money comes from.

Another frequent donor is Byng Giraud, the top in-house lobbyist for Woodfibre LNG, an Indonesian firm that is building a liquefied natural gas plant near Squamish that some locals oppose.

Bios of Mr. Giraud online say he “has extensive political experience.” He has also given the B.C. Liberals \$47,149 in 20 payments, under his own name, in the past three years.

A less senior Woodfibre manager, Marian Ngo, gave the party \$28,000, in 14 donations, most of that just last year. She had never donated to any B.C. political campaign before becoming a lobbyist for the LNG firm.

The pair’s combined contributions exceeded the \$69,500 that Woodfibre has donated under its companies’ names.

"I expense it. I put it on my own credit card and then I expense it and get reimbursed [by Woodfibre]," Mr. Giraud said. He made it clear all of those donations were for fundraisers – and he and Ms. Ngo paid on behalf of their employer, not out of their own pockets.

"This is common practice," Mr. Giraud said, adding that the ticket-purchase forms on the party's website often have no field to put the company name. "If I have done something wrong, I will fix it. I am not trying to hide here."

During the period he and Ms. Ngo were giving the governing party money, their employer's LNG plant proposal was undergoing environmental assessments, which passed. It also negotiated a controversial subsidy on electricity rates from the province and other tax breaks.

Mr. Giraud said attending lots of fundraisers is "a good way for your organization to get remembered. ... It's important to be seen and it's just part of the culture. It's the cocktail circuit for people who are in politics."

...

Elections B.C. probes Liberal Party fundraising by Kathy Tomlinson 2017-03-05

<http://www.theglobeandmail.com/news/british-columbia/elections-bc-probes-liberal-party-fundraising/article34210991/>

"The governing Liberal Party in British Columbia is under investigation for its fundraising practices by Elections B.C., after The Globe and Mail revealed lobbyists are illegally funnelling money to the party – routinely – on behalf of corporate and special interests.

"I can tell you these are potentially contraventions of the Elections Act," said deputy chief electoral officer Nola Western. "It appears to be a systemic problem that needs to be addressed."

The independent body that enforces the province's election laws said its probe will look at tens of thousands of dollars in multiple donations, made by power brokers such as Mark Jiles and Byng Giraud, who paid under their own names, with personal credit cards.

Both registered lobbyists acknowledged to The Globe they were actually buying Liberal fundraising tickets on behalf of their clients and companies, then getting reimbursed, which is against the law.

"That's an indirect political contribution and that's not okay," said Ms. Western. "You can only make a political contribution with your own money – and you can't be reimbursed."

Mr. Jiles is an independent consultant, paid by numerous clients to lobby politicians to make decisions favourable to those clients. Mr. Giraud is the top in-house lobbyist for Woodfibre LNG, an Indonesian firm building a controversial liquefied natural gas plant near Squamish, B.C., which has recently been given government approvals and tax breaks."

...

RCMP to investigate political donations in B.C. by Kathy Tomlinson 2017-03-10

<http://www.theglobeandmail.com/news/british-columbia/investigation-of-political-donations-in-bc-referred-to-rcmp/article34266086/?cmpid=PM0317>

“British Columbia’s elections agency has referred its investigation into political fundraising to the RCMP, just weeks before the start of a spring election campaign.

Elections BC announced the probe after The Globe and Mail reported that the BC Liberal Party collected tens of thousands of dollars in multiple donations from lobbyists who paid under their own names with personal credit cards on behalf of clients and companies, and were reimbursed. An Elections BC spokesperson said such donations are “potentially contraventions of the Elections Act.”

The agency announced Friday it had handed off the file to the RCMP to ensure the investigation did not interfere with the administration of the May election, in which the Liberals are seeking a fifth consecutive term in government and the NDP a return to power for the first time since 2001.

RCMP spokeswoman Sergeant Annie Linteau confirmed that the Mounties had taken up the case after receiving a request from Elections BC to investigate “allegations of indirect contributions and other potential contraventions of the Elections Act.”

...

Elections BC has said the investigation involves not only donors, but also the financial agents of political parties that have received donations.”

Following these revelations, we initiated our own research to determine the extent of the donations that Woodfibre LNG and their staff and lobbyists have donated to the BC Liberal party.

To date, Woodfibre LNG and their staff have donated at least \$166,934 to the BC Liberal Party since 2013, while the project was undergoing its environmental assessment. This calls into question the integrity of BC’s environmental assessment process, and raises real concerns that Woodfibre LNG has bought a rubber stamp approval for the project.

This amount doesn’t include donations from other registered Woodfibre LNG lobbyists to purchase tickets to “cash for access” events organized by the BC Liberal Party, which our initial calculations indicate may be up to or more than \$46,350.

I have attached spreadsheets with our initial calculations of the donations from Woodfibre LNG, Byng Giraud, and Marion Ngo, as well as donations from lobbyists that coincide with the dates that they are registered as lobbyists for Woodfibre LNG.

We have advised our supporters to boycott this latest public comment period for the amendment to Woodfibre LNG’s environmental assessment certificate until a full enquiry is launched into Woodfibre



LNG's environmental assessment approval to determine whether there is a reasonable apprehension of bias by the BC Environmental Assessment Agency, Minister Rich Coleman, and Minister Mary Polak.

In a little over four days, more than 1,455 people have participated in the boycott of the BC EAO's public comment period for the amendment to Woodfibre LNG's environmental assessment certificate. I attach the names and postal codes of everyone that has expressed their dissatisfaction with this broken and potentially corrupt environmental assessment process.

Data downloaded at 11: 50 pm on March 11th, 2017

We ask that the Provincial and Federal Environmental Assessment Certificates issued for the Woodfibre LNG be suspended until an independent legal review is conducted to determine whether there is a reasonable apprehension of bias by the BC Environmental Assessment Agency, Minister Rich Coleman, and Minister Mary Polak.

Sincerely,

Tracey Saxby

Co-Founder

My Sea to Sky

E: tracey@myseatosky.org

P: (604) 892-5096

Cc:

The Right Hon. Justin Trudeau	Prime Minister of Canada
The Honourable Catherine McKenna	Minister of Environment and Climate Change
The Honourable Dominic LeBlanc	Minister of Fisheries, Oceans and the Canadian Coast Guard
The Honourable Marc Garneau	Minister of Transport
The Honourable Christy Clark	Premier of British Columbia
The Honourable Rich Coleman	BC Minister of Natural Gas Development
The Honourable Mary Polak	BC Minister of the Environment
Pamela Goldsmith-Jones	MP for West Vancouver—Sunshine Coast—Sea to Sky
Jonathan Wilkinson	MP for North Vancouver
Hedy Fry	MP for Vancouver Centre
Joyce Murray	MP for Vancouver—Quadra
Sheila Malcolmson	MP for Nanaimo—Ladysmith
Kennedy Stewart	MP for Burnaby South

Ken Hardie	MP for Fleetwood—Port Kells
Elizabeth May	MP for Saanich—Gulf Islands
Fin Donnelly	MP for Port Moody—Coquitlam
Jordan Sturdy	MLA for West Vancouver—Sea-to-Sky
Nicholas Simons	MLA for Powell River—Sunshine Coast
David Eby	MLA for Vancouver—Point Grey
Ralph Sultan	MLA for West Vancouver—Capilano
Sam Sullivan	MLA for Vancouver—False Creek
Spencer Chandra Herbert	MLA for Vancouver—West End
Naomi Yamamoto	MLA for North Vancouver—Lonsdale
George Heymans	MLA for Vancouver—Fairview
Adrian Dix	MLA for Vancouver—Kingsway

Woodfibre LNG donations to BC Liberals

Date	Donation	Donor Name	
2013-07-10	\$600.00	Byng Giraud	
2014-01-01	\$1,500.00	Byng Giraud	
2014-01-01	\$120.00	Byng Giraud	
2014-03-25	\$10,000.00	WOODFIBRE NATURAL GAS LTD	
2014-03-31	\$10.00	Marian Ngo	
2014-04-14	\$1,000.00	WOODFIBRE NATURAL GAS LTD	
2014-04-30	\$1,500.00	Thomas Sewell Byng Giraud	
2014-04-30	\$225.00	Marian Ngo	
2014-05-23	\$230.00	Marian Ngo	
2014-05-31	\$20.00	Marian Ngo	
2014-07-31	\$1,000.00	Marian Ngo	
2014-09-24	\$3,500.00	WOODFIBRE NATURAL GAS LTD	
2014-09-24	\$3,500.00	WOODFIBRE NATURAL GAS LTD	
2014-09-30	\$2,500.00	Thomas Sewell Byng Giraud	
2014-10-24	\$5,000.00	WOODFIBRE LGN LTD	*Note typo. Listed as Woodfibre LGN LTD
2014-10-24	\$304.36	Thomas Sewell Byng Giraud	
2014-10-31	\$4,500.00	Thomas Sewell Byng Giraud	
2014-10-31	\$1,200.00	Thomas Sewell Byng Giraud	
2014-11-14	\$5,000.00	WOODFIBRE LGN LTD	*Note typo. Listed as Woodfibre LGN LTD
2014-11-30	\$1,500.00	Thomas Sewell Byng Giraud	
2015-01-31	\$1,000.00	Thomas Sewell Byng Giraud	
2015-01-31	\$250.00	Marian Ngo	
2015-02-13	\$3,500.00	WOODFIBRE LNG LTD	
2015-03-24	\$5,000.00	WOODFIBRE LNG LTD	
2015-04-30	\$150.00	Thomas Sewell Byng Giraud	
2015-05-01	\$10,000.00	WOODFIBRE LNG LTD	
2015-05-31	\$1,000.00	Marian Ngo	

2015-06-30	\$1,000.00	Thomas Sewell Byng Giraud	
2015-07-31	\$3,500.00	WOODFIBRE LNG LTD	
2015-07-31	\$3,500.00	WOODFIBRE LNG LTD	
2015-08-31	\$10,000.00	Thomas Sewell Byng Giraud	
2015-09-30	\$1,200.00	Thomas Sewell Byng Giraud	
2015-11-25	\$5,000.00	WOODFIBRE LNG LTD	
2015-11-30	\$1,800.00	Byng Giraud	
2016-01-01	\$2,500.00	Thomas Sewell Byng Giraud	
2016-02-29	\$1,500.00	Byng Giraud	
2016-03-31	\$8,000.00	Marian Ngo	
2016-04-22	\$10,000.00	Woodfibre LNG Ltd.	
2016-04-30	\$125.00	Marian Ngo	
2016-06-24	\$1,000.00	Woodfibre LNG Ltd.	
2016-06-30	\$3,500.00	Marian Ngo	
2016-07-19	\$1,000.00	Byng Giraud	
2016-09-30	\$10,225.00	Byng Giraud	
2016-09-30	\$2,000.00	Marian Ngo	
2016-10-30	\$4,425.00	Marian Ngo	
2016-11-15	\$5,000.00	Woodfibre LNG Ltd.	
2016-11-30	\$3,050.00	Byng Giraud	
2016-11-30	\$5,000.00	Marian Ngo	
2016-12-22	\$5,000.00	Woodfibre LNG Ltd.	
2017-01-13	\$2,500.00	Marian Ngo	
2017-01-18	\$7,500.00	Woodfibre LNG Ltd.	
2017-02-08	\$4,500.00	Woodfibre LNG Ltd.	
	\$91,500.00	Total donations from Woodfibre LNG	
	\$47,149.36	Total donations from Byng Giraud	
	\$28,285.00	Total donations from Marian Ngo	
TOTAL	\$166,934.36		

SOURCES:	Elections BC contributions database		
	BC Liberal disclosure site		
SEARCH TERMS:	Woodfibre		
	Byng		
	Ngo		

List of Woodfibre LNG registered lobbyists

Woodfibre LNG Lobbyist	Company	Registration
Mike Drummond	Earnscliffe BC Inc.	1 of 2 (2016-01-18 to 2016-01-27)
		2 of 2 (2016-01-27 to 2016-06-01)
Sarah Goldfeder	Earnscliffe Strategy Group	1 of 1 (2016-01-26 to 2016-08-02)
Velma McColl	Earnscliffe Strategy Group	1 of 1 (2016-01-25 to 2016-08-02)
Kim Baird	Hill+Knowlton Canada	1 of 2 (2015-04-08 to 2015-09-21)
		2 of 2 (2015-09-21 to 2016-08-25)
Mark Cameron	Hill+Knowlton Strategies	1 of 3 (2014-09-22 to 2014-12-15)
		2 of 3 (2014-12-15 to 2014-12-15)
		3 of 3 (2014-12-15 to 2015-06-25)
Ryan Kelahear	Hill+Knowlton Strategies	1 of 2 (2014-09-08 to 2014-09-08)
		2 of 2 (2014-09-08 to 2015-03-01)
Jack Hughes	Hill+Knowlton Strategies Canada	1 of 1 (2015-06-16 to 2015-07-06)
Ryan Clarke	Hill+Knowlton Strategies	1 of 1 (2015-06-25 to 2015-07-02)
Mathew Klie-Cribb	NATIONAL Public Relations	1 of 3 (2015-04-01 to 2015-06-29)
		2 of 3 (2015-06-29 to 2015-10-29)
		3 of 3 (2015-10-29 to 2016-04-18)
Joseph Finkle	NATIONAL Public Relations	1 of 1 (2015-04-02 to 2016-04-18)
Christopher Froggatt	NATIONAL Public Relations	1 of 1 (2015-11-18 to 2016-04-18)
Megan Buttle	NATIONAL Public Relations	1 of 1 (2015-11-11 to 2016-01-22)
Stephanie Mitton	NATIONAL Public Relations	1 of 1 (2015-04-02 to 2015-05-15)
Dan Seekings	Global Public Affairs	1 of 1 (2014-02-12 to 2015-01-02)
Katherine Preiss	Global Public Affairs Inc	1 of 1 (2013-11-26 to 2014-11-02)
*Data sourced from https://lobbycanada.gc.ca/app/secure/ocl/lrs/do/advSrch		

Donations to BC Liberals by Woodfibre LNG lobbyists

Date	Donation	Donor Name
2015-04-30	\$4,500.00	GLOBAL PUBLIC AFFAIRS INC
2015-03-31	\$4,500.00	Kim Baird
2016-02-29	\$5,000.00	Kim Baird Strategic Consulting
2016-01-31	\$350.00	Earnscliffe Strategy Group Inc
2016-02-29	\$500.00	Earnscliffe Strategy Group Inc
2016-03-31	\$1,125.00	Earnscliffe Strategy Group Inc
2016-04-15	\$4,900.00	Earnscliffe Strategy Group Inc
2016-04-30	\$150.00	Earnscliffe Strategy Group Inc
2016-05-06	\$2,500.00	Earnscliffe Strategy Group Inc
2016-06-30	\$4,000.00	Earnscliffe Strategy Group Inc
2015-06-12	\$2,500.00	NATIONAL PUBLIC RELATIONS (VANCOUVER) INC
2015-06-12	\$4,500.00	NATIONAL PUBLIC RELATIONS (VANCOUVER) INC
2015-09-29	\$4,500.00	NATIONAL PUBLIC RELATIONS INC
2015-12-02	\$600.00	NATIONAL PUBLIC RELATIONS (VANCOUVER) INC
2016-01-22	\$1,250.00	National Public Relations (Vancouver) Inc
2016-01-31	\$475.00	National Public Relations (Vancouver) Inc
2016-04-15	\$5,000.00	National Public Relations (Vancouver) Inc
TOTAL	\$46,350.00	
SOURCES:	Elections BC contributions database	
	BC Liberal disclosure site	

Location Participants	
GVRD	540
Squamish	369
Vancouver Island	195
Sunshine Coast	142
Bowen Island	73
Whistler	53
Lions Bay	32
Pemberton	6
Elsewhere in BC	97
Out of Province	34
OVERSEAS	12
Unknown	5
TOTAL	1558

Location of people that participated in boycott of Woodfibre LNG's recent public comment period, March 2017.

Abbotsford	4
Aldergrove	1
Burnaby	27
Chilliwack	6
Coquitlam	16
Delta	8
Langley	8
Maple Ridge	18
Mission	6
New Westminster	11
North Vancouver	65
Pitt Meadows	2
Port Coquitlam	2
Port Moody	8
Richmond	10
Surrey	34
Vancouver	226
West Vancouver	78
White Rock	10
GVRD TOTAL	540

NOTE: This number is higher than the 1,455 listed above as more people continue to participate in the boycott.

Data downloaded Monday 13th March

Emma Restall

From: Emma Restall
Sent: Monday, March 20, 2017 7:55 AM
To: George Grams; Laura Busheikin; Peter Luckham; Susan Morrison
Cc: Russ Hotsenpiller; David Marlor; Clare Frater
Subject: FW: Provincial Private Moorage Program Support Letter
Attachments: 2017.03.14 - District of Coldstream Support.LTR.pdf

Good morning

I am forwarding as information and placing on the next EC agenda.

Thank you

Emma Restall
Executive Coordinator
Islands Trust
Phone: 250-405-5161
Enquiry BC Toll-free call 1-800-663-7867
or from the lower mainland 604-660-2421

From: Jaclyn Bhatti [<mailto:JBhatti@harrisonhotsprings.ca>]
Sent: Wednesday, March 15, 2017 10:22 AM
Subject: Provincial Private Moorage Program Support Letter

Good morning,

Please see the attached letter.

Thank you,



Jaclyn Bhatti
Clerk / Receptionist

Municipal Office:
P.O. Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0
E jbhatti@harrisonhotsprings.ca
P 604 796 2171 F 604 796 2192

www.harrisonhotsprings.ca

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File: 0530-01

March 13, 2017

District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6

Attention: Mayor and Council

Dear Mayor and Council:

Thank you for your letter of February 22, 2017 seeking Council's support regarding the Provincial Private Moorage Program.

At the March 6, 2017 Council Meeting, Council endorsed your resolution and supports your efforts to ensure that local government requirements are protected in relation to the construction of docks in our communities.

Sincerely,



Leo Facio
Mayor

cc: Council
Union of British Columbia Municipalities



Island Trust
ATTN: Peter Luckham
200 – 1627 Fort Street
Victoria, BC V8R1H8

March 1, 2017

Dear Colleagues,

We are writing to you to thank you for your collaboration on the Area Response Planning Initiative, and participation in related engagement activities in spring and summer 2016.

As a trading nation, Canada depends on ships for many of its imports and exports. Canada's marine safety system protects Canadians, communities and the environment while fostering an efficient and sustainable transportation system worthy of public confidence. While we have one of the safest marine safety systems in the world, we believe that, with your recent involvement, we can accomplish even more. To that end, we appreciate you taking the time to provide feedback on the methodology.

Your input on the Area Risk Assessment methodology has been taken into account in the following ways:

- Clarifications will be added to the guidance document to address concerns regarding the measurement of preparedness measures and response capabilities as model input.
- Other stakeholders echoed your concern regarding the model's reliance on probability as the driver of scenario selection and resulting exclusion of most low probability/high consequence scenarios from consideration, and the consultant has clarified that future iterations of the risk assessment should examine lower probability/higher consequence scenarios to fill the current gap in the methodology.
- Your recommendations with regards to including unmitigated spill scenarios, making the results of the risk assessment and the computer models used to run the methodology publicly available, and the inclusion of both terrestrial and marine species at risk in the biological data set have been taken under advisement by Transport Canada.
- Your comment on the biological data set used for the Salish Sea and the potential inclusion of the lands protected by the Islands Trust Fund has been taken into consideration and could be incorporated into future runs of the model.

Just as the Area Risk Assessment is developing a framework for marine spill risk assessments, Area Response Planning is focused on creating a framework for conducting risk-based area planning in the Canadian context. A key outcome of the project will be to better develop the transition from risk assessment to response planning with an understanding that this will continue to evolve through future engagement. The risk assessment is only one aspect that the plan will be built on, the collaborative planning process will include guiding principles and

July 15, 2016

File No.: 410-20

Via Email: TC.ARPI-IPIL.TC@tc.gc.ca

Transport Canada - Marine Safety and Security
Navigation Safety and Environmental Programs, 10th Floor
330 Sparks Street
Ottawa, ON K1A 0N5 – AMSEW

To Whom It May Concern:

Re: Feedback on Area Response Planning Initiative

Thank you for inviting feedback into the Area Response Planning Initiative. The Islands Trust Council is pleased that this project is underway and that Transport Canada selected the southern portion of British Columbia as one of four Area Response Planning pilot areas in Canada.

We understand that the Area Response Planning Initiative seeks to identify where to strengthen the current preparedness and response regime for ship-source oil spills and ensure that it is responsive to changing demands and practices. We further understand that the Area Risk Assessment methodology will consider region-specific risks and sensitivities such as geography, environmental sensitivities and traffic volumes. We appreciate there will be a task force in our region that will build our unique risks and sensitivities into our Area Response Plan. We hope that the task force membership will be expanded to include First Nations and local government representatives.

As a special-purpose local government, the Islands Trust Council does not have expertise related to shipping or marine-shipping risk assessments, but has been concerned with oil spill and oil tanker issues in the Salish Sea since 1979. As Chair of the Islands Trust Council, I attended the May 25, 2016 Area Response Planning Initiative workshop in Nanaimo and an Islands Trust staff person attended the May 26, 2016 workshop in Victoria.

We are pleased that the risk assessment methodology blends probability with consequences, but remain concerned that the model may discount low probability/high consequence events. A single large oil spill in this region will have tremendously negative consequences to environmental, social, cultural and economic values at risk in this special region of Canada.

After reviewing the Methodology Guidance Document (not the appendices) and attending the workshops, I have the following suggestions:

- Transport Canada should make more clear how preparedness measures and response capability will be measured as a model input.
- The model should include a response gap analysis of when a response is not possible or practical. Nuka Research and Planning Group explained in a 2015 report that during the winter, response is not possible between 56% and 78% of the time at sites along the Trans Mountain tanker route.

.../2

- The model should run spill scenarios for much longer than 30 days. A spill of diluted bitumen that results in sunken oil could have impacts that last for months or years.
- Transport Canada should devise a method for incorporating local and traditional knowledge into the model.
- Stakeholders should be involved in the selection of spill scenarios. In our view, at least one of the scenarios should include an unmitigated spill.
- The results of the risk assessment should be made available to marine spatial planning processes of Parks Canada, the Department of Fisheries and Oceans and non-profit agencies.
- The model should produce results that would enable community stakeholders to have constructive dialogue about the Places of Refuge in their areas.
- The model should include information on near-misses or accidents that did not result in a spill. For example, our communities feel strongly that incidents such as the groundings and near-groundings of bulk carriers, Hebei Lion, Pacific Ace and Cape Vanguard in the Plumper Sound anchorage in 2009-2011 offer lessons that should be analysed to prevent future accidents.
- Transport Canada should develop a model that assesses the cumulative impact of the chronic, ongoing oiling from recreational and fishing vessels during fuelling and malfunctions, and from the frequent spills in this area associated with sinking derelict/abandoned vessels. It appears that the Area Response Planning Initiative is focused on the risk of spills from large non-fishing vessels with Automatic Identification Systems (AIS) and transfers from oil handling facilities. We are concerned that the impacts of on-going chronic oiling from these smaller vessels are having a regular, negative effect on species throughout the Salish Sea ecosystem but remain unstudied, unquantified, and unaddressed.
- Transport Canada should make the computer models, developed with taxpayer funding, available for queries by academics and stakeholders, possibly by housing the models with a non-profit agency. For example, stakeholders would be better able to engage with regulatory and environmental assessment processes if they could use the model independently to assess how risk changes depending on traffic volumes and risk-reduction measures.
- In your biological data set for the Salish Sea, your researchers should include lands protected by the Islands Trust Fund (Trust Fund Board), if not already included, as these are provincial Crown lands. The Islands Trust Fund protects 1447 metres of shoreline in Salish Sea via owned nature reserves and protects 2,729 metres of shoreline via the Natural Area Protection Tax Exemption Program (established through provincial regulation). Please contact me for further information on Trust Fund Board protected areas.
- We recommend including all species at risk in the region (both terrestrial and marine) in the biological data set.

It remains unclear to us how the outputs of the modelling process will be used to inform policy and legislative enhancements. Is this project accountable for recommending actions and decisions that will reduce risks and improve response standards? For example, will the model be able to provide insight into whether there is sufficient rescue tug and salvage capability in the Salish Sea to prevent the most likely accidents? In the Salish Sea, vessels are often close to shore, making a focus on prevention all the more critical because there is so little time available before swift tidal currents bring the oil onto shorelines.

With regard to the overall prevention and response program, we support oversight by regional community advisory councils. We also encourage Transport Canada to work with the Province of British Columbia to harmonize processes and planning boundaries.

To give you context for our concerns, I encourage you to read the Islands Trust Council's [letter of comment](#) to the National Energy Board about the proposed Trans Mountain Pipeline Expansion Project and our [first submission](#) to the Tanker Safety Expert Panel.

Finally, I encourage Transport Canada to reach out to our communities in the Salish Sea by providing plain-language information on this initiative through community newspapers. On request, we would be pleased to provide you with a list of local publications. I also encourage Transport Canada to host further workshops on Vancouver Island and to host a meeting near Howe Sound.

The Islands Trust Council is a federation of local government bodies representing 25,000 people living within the Islands Trust Area and another 10,000 non-resident property-owners. The Islands Trust is responsible for preserving and protecting the unique environment and amenities of the Islands Trust Area through planning and regulating land use, development management, education, cooperation with other agencies, and land conservation. The area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major islands and more than 450 smaller islands covering 5200 square kilometres.

Thank you for considering this feedback.

Sincerely,



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

cc: Tim McCann, Project Manager, Canadian Coast Guard
Islands Trust Area MPs
Islands Trust Area First Nations
San Juan County Council
Bowen Island Municipal Council
Islands Trust Council
Islands Trust website



perspectives appropriate for the area, the importance of health and safety considerations of a spill and over time how this plan works with other plans, jurisdictions and initiatives.

As well, the concerns such as response gap practicality analysis and the incorporation of local and traditional knowledge into the model will be addressed in the final risk reports and technical appendices.

While valid and thoughtful, several other comments you've provided are out of the scope of this project. If you should wish to discuss those comments in more detail, don't hesitate to write us back, and we would be happy to provide further detail.

The participation and collaboration of Indigenous groups and stakeholders including local communities and industry are essential to the success of this pilot project.

It is with this in mind that we would like to thank you for having participated in last summer's engagement sessions, and will continue to provide you with opportunities to learn more about the Initiative and how to get involved. As well, engagement on the initiative doesn't end here. Because the Area Response Planning Initiative was designed as an iterative process, we will seek your collaboration and input at every stage.

Your knowledge and input matter. We look forward to working with you as the Area Response Planning Initiative continues to move forward.

Erik Kidd
Regional Task Force Co-Chair
Marine Safety and Security
Transport Canada

Timothy McCann
Regional Task Force Co-Chair
Coast Guard Programs
Canadian Coast Guard



HAT

Creating Conservation Legacies



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

HAT Member status: Are you a member? NO

Dear Islands Trust,

Protecting nature takes a community. By supporting HAT, you support on-the-ground action for nature. Just this year, HAT members and supporters like you made it possible to:

- Restore 12 natural sites with 276 community volunteers, by removing 140m² invasive plants
- Engage over 425 children in hands-on outdoor education improving natural habitat on their school grounds
- Enhance 63 acres of habitat through helping 42 private landowners to care for nature on their lands
- Survey habitat to protect species of concern, including three new sites detected for Western Painted Turtles

Still much more needs to be done. **We are asking for your continued support.** This year, a few of HAT's goals include:

- Monitoring 16 protected lands and restoring 5 acres of land on those properties.
- Connecting with over 100 local environmental groups at HAT's Conservation Connection Forum
- Enhancing and protecting habitat for threatened bats, owls, turtles, snakes, slugs and other native species through stewardship and land protection.

Nature does not have a voice of its own to speak out when help is needed. You can be that voice. We can't thank you enough for taking an active role in conservation alongside HAT.

Your partner in conservation,

Jill Robinson, Executive Director

☒ I would like to support conservation with HAT!!

Mail to: Habitat Acquisition Trust
PO Box 8552 Victoria BC V8W 3S2

Also: Pay by **credit card** online at www.hat.bc.ca
or by phone 250 995-2428

I would like to:

- ☐ Make a **Monthly donation** or
☐ \$1000 ☐ \$500 ☐ \$100 ☐ Make a **One-time** Donation of
☐ \$50 ☐ Other Amount: \$_____

☐ Include Annual Membership:

- ☐ VNHS member/Student \$20 ☐ Individual \$30 ☐ Family \$ 45 ☐ Business \$100
☐ Annually auto-renew my membership with HAT by credit: (Circle: VISA or MC)
 # _____ Exp: (____ / ____) ☐ Keep donation anonymous



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

☐ Add me to the **HAT Legacy Circle** (I have included HAT in my will)

I would like to learn more about: ☐ A confidential landcare visit from HAT ☐ Volunteering
☐ Monthly updates by email ☐ Legacy Giving

HAT is a registered charity (# 88962 6545 R0001). HAT will issue a charitable tax receipt for all memberships and donations of \$20 or more.



HABITAT ACQUISITION TRUST

SHORELINE

protection

& stewardship

Are you sure about the shore?

The shoreline is a place where land meets the edge of a large body of water and is influenced by the movement of that sea or lake.

1. A shoreline is a dynamic gradient of habitats constantly shaped by the action of waves, tides, and wind. Shoreline habitats can include rocky or sandy beaches, dunes, bluffs, salt marshes, eel grass meadows, or tidal pools. Since we place great value on living near these scenic coastal areas, oceanfront real estate properties are heavily sought after. The way we live by the sea can either protect or degrade its quality. It was once believed that the ocean was so vast that it could handle whatever we threw at it, no matter how many fish we took, or how many pollutants we added. We now see the detrimental impact of these decisions, and are beginning to learn the importance of protecting this resource.

2. From rocky cliffs supporting nesting seabirds to sandy beach nurseries for forage fish, shorelines provide many important ecological values that you can help to protect! The best thing you can do is keep shores natural. *But what does that mean?* With storm surges and strong winds, the shoreline can change drastically by sediment erosion or accumulation. While it can be tempting to build hardened

structures like seawalls or boulders as a barrier to stop these changes, it turns out that hardening the shore can increase erosion of soft sediments in front of the wall to the detriment of native flora and fauna. These barriers often replace the nearshore plants that protect against erosion in the first place, leaving us with less wildlife, less beach, and a costly wall to maintain.

3. Recognizing the benefits of healthy shoreline ecosystems is as simple as taking a walk on the beach. Yet, there's

more at play than what meets the eye. Shoreline vegetation provides food for insects that nourish young salmon when swept out to sea. Dune plants provide shade, moisture, and a protective buffer for forage fish, like Surf Smelts and Sand Lance, that rely on pebble-

sand shores for laying their eggs. Without a healthy beach to support spawning feeder fish, we can say goodbye to iconic species like wild salmon and rockfish whose diet relies heavily on forage fish.

With your participation and support, HAT's Good Neighbours Program can help local landowners to enhance and protect habitat for coastal wildlife, keeping the shoreline beautifully and naturally thriving.



More than 100 species of algae grow on Eelgrass blades.

Stewardship Series

Issue 6: Spring 2017

Shoreline stewardship with HAT

When it comes to shores, HAT protects a number of key coastal areas through conservation covenant partnerships: Ayum Creek Estuary in Sooke, Trincomali Nature Sanctuary's important cormorant nesting bluffs on Galiano Island, as well as Matthews Point and Medicine Beach on Pender Island.

In 2010, through the Cordova Shore Good Neighbours program we helped 40 residents in the Island View area care for their shoreline through free family events and landcare visits.

More recently in 2016, HAT partnered with BC Parks to host a French Beach Cleanup that included taking out invasive plants, transplanting native species, and removing garbage from the beach. **Hosting your own beach cleanup can be a wonderful way to engage your neighbourhood in shoreline stewardship.**

From 2017-18 HAT focuses the **Good Neighbours Program on Shoreline Stewardship in Metchosin.**

If you or someone you know would like to request a landcare visit tailored to being a habitat steward for wildlife on your property contact us at hatmail@hat.bc.ca or 250-995-2428.

6 native plants for beach soft-scaping

Local plants that buffer beach sand and sediments from being swept away by wind and waves.

Sea Thrift
(*Armeria Maritima*)

Grows well in sunny coastal habitat with dry to moist conditions.

Beaked Hazelnut
(*Corylus cornuta*)

Plant along upper banks to stabilize erosion, this tree provides edible nuts.

Large-headed Sedge
(*Carex macrocephala*)

Maritime sedges stabilize sand beaches and dunes, grows in semi-shade or no shade.

Nodding Onion (*Allium cernuum*)

refers rocky slopes and shoreline, flowering June to August, attracts pollinators.

Graceful Cinquefoil
(*Potentilla gracilis*)

Resistant to salty conditions, can easily be planted by direct seeding.

Dune Grass (*Elymus mollis*)

Colonizing plant, reduces sand shifting to allow other plants to grow near beach.

For more information on how to natuescape and stabilize your beach with these plants, contact a local native plant nursery. Contact us at hat.bc.ca for a list of local nurseries.

Being a Part of Shore Changes

By Nikki Wright, Executive Director, SeaChange Marine Conservation Society

Coastal changes are happening at an alarming rate all around the world. In Metchosin, as in other shores on the southern coast of Vancouver Island, we are witnessing increased erosion from highly energetic waves, severe and frequent storms and rising sea levels. It is as if strangers have come into our living spaces, overturned the furniture and created chaos. We can either try to block the strangers from coming in and try to lock the door, or find ways to accommodate the chaos that comes with unwelcomed change.

Taking photos is a good way to begin. If you live near the shore, **take a camera with you while strolling the beach. Look at the changes** to the sand or gravel. Is it being replaced by rockier sediment or boulders? Are there more drift logs on the beach? At low tide, do you notice the eelgrass coming closer to the shore or disappearing? Do the tree roots of the backshore forest seem more exposed? Is this what everyone is calling climate change? If so, what do we do with all this chaos? **Contact a Coastal Geomorphologist to seek advice, armed with these photos, they may help find ways to be a part of the changes and not to resist them.**



Galiano volunteers mapping Eelgrass abundance

Suggestions for adapting to changing shores

- **Research alternatives** to controlling chaos: Green Shores for Homes (www.stewardshipcentrebc.ca) and bioengineering methods can help accommodate changes.
- **Ask for help** from local environmental organizations like HAT or SeaChange to discuss with your community what others have done.
- **Reduce use of fertilizers, pesticides and herbicides in your watershed** to protect eelgrass meadows and clam communities.
- **Get involved** with local shore monitoring of eelgrass, forage fish, climate effects on local shores and with beach clean-ups.
- **Read about other countries** in the world who are finding creative solutions with facing chaos on shores. We are not alone with these challenges.
- **Where beaches are already natural, don't try to alter them.** Natural processes are the best for wave and wind energy absorption on a changing seascape.
- **Enjoy the beach by foot.** High impact beach traffic including horseback riding and powered vehicles expose Pacific Smelt and Sand Lance eggs to compaction and drying out. These activities disturb nesting and resting shorebirds, while also reducing their available prey.



Eelgrass underwater. Photo by Coastal Photography Studio

Showing a soft-spot for natural shorelines

As a landowner, How can I help? If you're living "down by the bay" so to speak, you can **be soft on shores**: maintaining or returning the shore to its natural processes to protect against erosion instead of using seawalls and other concrete-based techniques.

Why? Seawalls can occupy space where shore plants would grow taking away both habitat and natural buffers against erosion, sometimes preventing upland sediment from replenishing beaches. As waves rebound against hard structures, the force sweeps away sediment, plant life, and driftwood, losing important habitat and a valuable defense against erosion, leaving you with a wall, and not much of a beach. Maintaining hardscape structures can also be costly. By using softscaping techniques, you can save money, while protecting our shorelines.

Softscaping Techniques.

If you have a seawall or concrete structure, consider removing it or not replacing it as it ages. **Talk to a local landscape engineer about simple ways to remove hardened seawall structures and naturalize your shore.**

Grow native bluff or bank plants to help the shoreline. Instead of cutting down trees for the view, keep trees standing and trim as needed. Plants reduce soil loss with their roots, buffer noise, add privacy and bump up a property's worth. A healthy shoreline supports important habitat for a network of species, including many fish, birds, and marine mammals like orcas, bears and wolves. Plants and animals rely heavily on this productive interfaces between the terrestrial and marine environment for food and a critical resting place.

Place untreated logs and root masses above the high-tide line as defense against erosion. Resist the urge to tidy up, as beach debris like seaweed accumulates, more sea-life can claim it as home. These actions increase wildlife viewing opportunities.

By protecting and restoring natural seaside processes you are building a future of beach days for the next generation, strengthening a healthy marine food chain, and bolstering fragile habitats.



Above: example of a hardscaped shoreline.



Partially buried logs used in softscaping against erosion.

This naturally "soft" shoreline has a gradient from sandy beach to wetland, plus an erosion buffer of woody debris supporting healthy vegetation in-batter.

Hidden in the sand is an abundance of diverse insects and fish eggs critical to the diets of shorebirds and waterfowl. The nutrients they provide reach up through the food chain to nourish marine and land mammals like river otters, bears, and even wolves.



Bonus Tip: Go easy on the lawn-mower, leave a 15-30 m or more buffer of native tall grasses, shrubs and trees before shore

Lakeside living



Photo by Peter Norman
Example of a small dock and natural shoreline.

Whether you're on the lake or by the sea...

When it comes to **Over-water Structures**, such as docks:

Share with your neighbours or use public docks over building anew. Minimize impact on vegetation both underwater and nearshore by going small, avoiding designs that require fill or dredging, and using grating or gridding to allow natural light through. Choose non-toxic material. Narrow your **beach access** down to one spot to preserve as much shoreline habitat as possible.

Be a pal not a polluter: Toxic chemicals and fertilizers flow as runoff from your land to the water. Choose organic gardening supplies and use fertilizer sparingly. **Even if you don't live near water your choices all flow to the sea.**

Sewage contamination introduces excessive nutrients, fecal coliforms, and toxins to the ecosystem, causing such things as algal blooms depriving water and dependent organisms of oxygen. Contamination also contributes to economically damaging fishery or beach closures.

Install septic fields 30+ meters from the shore directing drainage away. Properly maintain your **septic system**. Most households require pumping every 3 - 5 years.

If you live in lakeside habitat or would like a visit about your shoreline stewardship, contact HAT.

Shorelines

Feeder fish like these Sand Lance spawn are found in sediment near the log-line during high tides.

Stewardship Series #6

Saving shorelines

Can I be a beachcomber and a beach caregiver? Yes! As you head down to the beach, keep yourself and your (furry) friends on existing trails whenever possible. Give birds plenty of space. Repeated disturbance may cause them to avoid an area making their arduous migrations needlessly more difficult. Marsh and dune plants are sensitive to trampling. As you scamper on rocks, avoid stepping on intertidal life such as mussels or clams.

Got a crab in the bucket? Never transport animals from one coastal area to another, you could aid the spread of invasive species or disease. **Only take pictures, not shells!** Fires are not permitted on beaches in Greater Victoria. Where fire is permitted, use existing fire pits or share with others instead of creating more. Keep firepits away from intertidal, the heat kills marine life hidden in surrounding sediment.

Seen a seal pup? Give it space (100+ yards), keep your own pups leashed. Seals leave young on the beach while hunting, they are not abandoned.

What about Best Practices for Boaters? To avoid harbouring alien species wash your vessel, remove vegetation from your gear, and drain your boat of water before transportation to another region.

Avoid anchoring on **eelgrass beds**, use mooring cans and public docks instead. Slow down or stop when traveling over eelgrass to prevent damage by propellers or uprooting. Drop your crab-pots outside of eelgrass beds. This plant is important habitat for numerous creatures, including Pacific Herring that spawn in it, and similar to kelp it also reduces erosion.

Your support and careful land management means that instead of losing key wildlife habitats, coastal areas continue to shelter and nourish the natural vitality of our region.

Special species down by the sea shore



1. Yellow Sand Verbena (*Abronia latifolia*) provincially red-listed dune plant.
2. Sand Verbena Moth (*Copablepharon fuscum*) require Sand Verbena as hosts.
3. Contorted Pod Evening Primrose (*Camissonia Contorta*) red-listed flower.

Photo Credits: AZ - Andrey Zharkikh (<https://creativecommons.org/licenses/by/2.0/>) JD - Joe Decruyenaere (<https://creativecommons.org/licenses/by-sa/2.0/>) all other photos by HAT unless otherwise labelled.

Information Credits: A Landowner's Guide to Protecting Shoreline Ecosystems and Sharing our Shorelines (Islandstrust), Coastal Shore Stewardship (Stewardship Centre for BC), Guide for Shoreline Living (WSU Shore Stewards), and MetchisinMarine.ca

Acknowledgements: Thanks to our funders EcoAction, Habitat Conservation Trust Foundation, Federal Gaming Commission and Pacific Salmon Foundation. Thanks to Nikki Wright (seachangesociety.com seachange@shaw.ca) and Garry Fletcher for content development assistance.

From by the sea to you and me

Habitat Acquisition Trust is South Vancouver Island and the Gulf Islands' land trust, caring for wildlife habitat in our coastal communities.

Your support will help provide important habitat to conserve the lives of creatures and ecosystems in peril.

Photo: Least Sandpiper and Sea Anemones



Yes! I care about the coast - I will take action to save shoreline habitat for wildlife. Here is **my donation** to HAT!

Name(s):

Address:

City:

Postal Code:

Phone:

Email:

☐ Subscribe to monthly HAT E-news

Enclosed is my ☐ Monthly/ ☐ One-time donation in the amount of \$ _____

*Monthly donations help us the most!

PAY BY CREDIT CARD:

#

Exp Date: ____ / ____ VISA MC AMEX
(mm / yy)

Signature

Please direct my donation towards:

- ☐ Where Most Needed
- ☐ Habitat Management
- ☐ Land Protection
- ☐ Other:

- ☐ Yes! I would like to be added as a HAT member (free with donation of \$30 or more)
- ☐ Keep my donation anonymous
- ☐ Send Legacy Giving Information

Charitable # 889626545RR0001. All donations over \$20 are tax-receiptable. Make cheques payable to Habitat Acquisition Trust or HAT.

Habitat Acquisition Trust | mail to PO Box 8552 Victoria, BC V8W 3S2 | visit us at 825 Broughton St. 144
250 995-2428 | www.hat.bc.ca | email: hatmail@hat.bc.ca | HabitatAcqTrust



"BC's bat populations stand on the brink of exposure and devastation from white nose syndrome. This year, volunteering with HAT was more than just making a difference at the site level and being out in nature. I was contributing real, valuable bat data."

Jemma Green, HAT Volunteer

825 Broughton St | Mail to: PO Box 8552 Victoria BC V8W 3S2 | 250-995-2428 | hatmail@hat.bc.ca | hat.bc.ca

HAT Chat Spring Newsletter 2017

As things thaw out from this year's winter, HAT has been busy sowing seeds of conservation all around. Whether we are placing nest boxes for owls or naturescaping with new habitat stewards, these are the good deeds we can do because of you. **We are so grateful for your kind support!**

Wildlife Stewardship

Nocturnal creatures like bats and owls are seldom seen and only sometimes heard. Noticing a fingertip sized blue slug is like finding a needle in a haystack, yet their role in nature is critical to ensuring a diverse, healthy and functioning ecosystem. Unfortunately for many of these species, their very existence is under threat. HAT's Wildlife stewardship programs help bring these unsung species to light, allowing everyday people to be a fundamental part of their protection.

This winter, **Western Screech Owls** have a whopping 30 more nest boxes to build a family in. This achievement is thanks to a nest box building workshop with local Scouts, and landowners working with HAT to protect and enhance key habitat. Once among Victoria's most common birds of prey, this is another step towards bringing these owls back to their former glory.

Western Painted Turtles on Eagles Lake will receive a habitat boost this spring with a restoration project aimed at providing improved nesting and basking areas. People with turtles on their lakes

and ponds are encouraged to be part of the solution by becoming habitat stewards with HAT.

We have been conducting surveys and working with landowners to manage habitat for the federally endangered **Blue-grey Taildropper** since 2010. This year we flipped 1390 artificial cover objects, successfully locating 2 of the very rare slugs. This special gastropod is known from only 15 locations in Canada.



A Rough-skinned Newt (*Taricha granulosa*)

As the introduction of a fungal disease remains a significant concern for amphibians in our region, HAT is working toward establishing a better understanding of amphibian health in the region. This year 7 properties with ponds were surveyed through **HAT's Amphibian Program**.

As the spring rains bring renewed activity to our salamanders and frogs, HAT is looking for volunteers to help document incidents of **amphibian roadkill**. You can sign up by sending a message to volunteers@hat.bc.ca.

We rely on caring people like you to make a difference in our community by supporting HAT's initiatives to protect nature. Thank you. Your role matters!

Upcoming HAT Events

March 8—Weds, 10am–3pm

Matson Conservation Area Weed Wailop along Esquimalt and of Westsong Walloway. Volunteer to tackle invasive plants with HAT.

March 14—Tues, 7:30pm–9pm

VNHS Natural History Night Talk presentation at Rm. 159, Fraser Bldg, UVIC, on Western Painted Turtles and Blue-grey Taildropper Slugs.

March 25—Sat, 10am–3pm

Havenwood Park Pull at Colwood Veterans Memorial Park Way entrance, removing invasive plants from Granrose Terrace native planting site.

April 23—Sun, throughout the day, **Matson Spring Fling Pollinator Festival**, public pollinator walk and talks hosted at Matson Conservation area, Fort Rodd Hill, and Haliburton farm celebrating nature among wildflowers.

May 6th—Sat, 10am–3pm

Ruby Creek Restoration Party a chance to take out invasive plants, take in the riparian scenery, learn about rare Blue-grey Taildropper Slugs, and even follow up the day with an optional trip down to Witty's Lagoon in Matchosin.

June 16—Fri, 12–2pm

The HAT Member Appreciation Luncheon is our way of thanking our fantastic members for caring.

For more event info visit hat.bc.ca or email hatmail@hat.bc.ca

Good Neighbours Metchosin Shoreline

In 2017, HAT concentrates our efforts in Metchosin, reaching out to landowners to protect shorelines.

Are you in Metchosin and interested in being a Good Neighbor to wildlife?

If you or someone you know would like to receive a landcare visit to talk about caring for wildlife on your land, contact Paige: paige@hat.bc.ca or call 250-995-2428.

Land Protection & Habitat Restoration

While the unexpected snow has prompted some shifting of restoration dates (turns out you can't plant under ice and snow), we will be plowing ahead with more events this spring. Since September, the HAT restoration team has tackled invasive plants and plantings at Ayum Creek, Varmland, T'Sou-ke First Nation's Ladybug Gardens, Sooke Museum, and in partnership with several Habitat Stewards.

During the two events at Ayum Creek in Sooke, we caught a glimpse of several Western Red-backed Salamanders, lots of salmon spawning in the creek, and even a black bear up in a tree overlooking the estuary.

The diversity and ecological potential in these protected places and naturescapes reinforces the importance of the stewardship activities taking place there.

The Restoration Event Calendar

This year HAT plans to host 14 ecological restoration days on HAT's conservation covenants throughout the region. We welcome volunteers interested in helping at these events to contact us for details.

May – Ivan Island, Metchosin

June – Havenwood Park, Colwood

July – Ty Mynydd, Metchosin

August – Mt. Matheson, East Sooke

Sept – Camas Hill, Metchosin

Ruby Creek, Metchosin

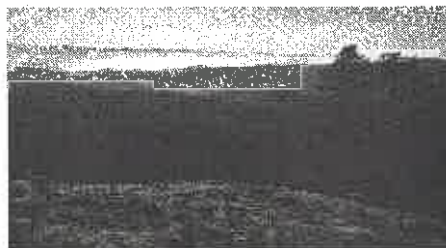
Adopt a Greenspace Campaign

HAT is reaching out to sponsors in the community to *Adopt a Greenspace* this year. By adopting a greenspace you allow HAT to monitor conservation lands, develop habitat restoration strategies for the site, and mobilize volunteers to maintain their ecological integrity.

Once a covenant is legally protected, it requires regular monitoring and stewardship to maintain its conservation values. We hope to give people the opportunity to sponsor the protection of these greenspaces, and to recognize their contribution.

\$1,000 secures the adoption of one protected land by supporting critical restoration efforts there for one year.

If you would like to donate to HAT's *Adopt a Greenspace* campaign, contact: alanah@hat.bc.ca or 250-995-2428. **Together we can keep our region green!**



Help us keep our greenspaces thriving.

Youth Education

Our partners since 2002, the Goldstream Nature House Salmon Education program hosted 6000 students from over 200 schools in 2016.

Through the **Goldstream Chums Sponsorship Program** HAT connects local businesses and individuals to support the salmon run program and give thousands of local students the chance to experience the salmon run first-hand with educators.

If you would like to **SPAWN** the **Goldstream Chums Program**, contact HAT or the Goldstream Nature House at 250-478-9414 or goldstream@naturehouse.ca

Green Spots Update Green Spots is HAT's way of connecting schoolchildren, their educators, and families with wholesome outdoor learning.

This fall, HAT worked with hundreds of students at Ecole Marigold Elementary and South Park Family School to create a Garry Oak Learning Meadow and Native Plant Garden for Pollinators including 550+ new plants and seeds.

An Official Welcome to HAT for Katie Bell



We are delighted to welcome Katie Bell to the HAT team as the new Bat Coordinator this spring. As long time superstar volunteer, Katie is already a familiar and cherished face in the HAT community.

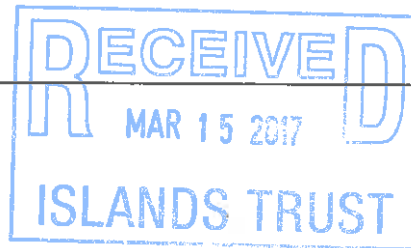
****New** HAT Clothes**

We've teamed up with Hemp & Company to offer you organic, locally designed clothing in support of HAT.

Visit them online at hempanycompany.com or in store at 1312 Government St. and request your clothing with the HAT logo. 30% of your purchase goes to our programs for conservation.



Penelakut Tribe



March 13th, 2017

Morris De Cotiis, President
Onni Group of Companies Ltd.
550 Robson Street, Vancouver, B.C. V6B 2B7
FAX: 604-688-7907

**Re: LETTER OF SUPPORT - ERIC McLAY, PHD ARCHAEOLOGICAL RESEARCH
AT CHANNEL RIDGE, SALTSRING ISLAND**

Penelakut Tribes is writing this letter in support of Eric McLay's request to Onni Group of Companies Ltd., Vancouver, to grant permission to access recorded archaeological sites at Channel Ridge, Salt Spring Island, for his PhD research at the University of Victoria.

Eric McLay has worked with our Penelakut Tribe and neighbouring First Nations in the Gulf Islands and Vancouver Island for many years. We support his PhD research studying inland archaeological sites in the Southern Gulf Islands, which are under increasing threat of destruction by residential and commercial developments, such as unfortunately occurred at Channel Ridge in 2004.

Our Penelakut Tribe trusts that Onni Group of Companies at Channel Ridge will address the protection and management of our significant First Nation heritage sites on Salt Spring Island in a more informed, respectful and constructive manner.

Toward this goal, Penelakut Tribes would appreciate Onni Group of Companies Ltd. providing unrestricted access to Eric McLay to complete his PhD fieldwork at Channel Ridge that has the support and cooperation of our First Nation community.

Our Penelakut Tribe would further appreciate being respectfully informed by Onni Group of Companies Ltd. concerning your future development plans at Channel Ridge on Salt Spring Island.

Respectfully,

Chief Joan Brown
Penelakut Tribe

cc. Chair, Peter Luckham, Islands Trust (fax 250-405-5155)
Salt Spring Islands Trustees (fax 250-537-9116)
Wayne McIntyre, Capital Regional District - Salt Spring Island (fax 250-537-9633)

From: Keri-Ann Austin [<mailto:kaustin@coldstream.ca>]
Sent: Wednesday, March 29, 2017 3:17 PM
Subject: Response from Minister re: Provincial Private Moorage Program

Good afternoon,

I write to provide a brief follow up to my previous email regarding the changes announced for the Provincial Private Moorage Program. On behalf of the District of Coldstream Council, I offer thanks to our fellow member municipalities for their support of the District of Coldstream's resolution being forwarded to SILGA and UBCM.

The District has received a response from the Ministry responsible and I have attached it for your information.

Have a good day,

Keri-Ann Austin, MMC | Director of Corporate Administration
9901 Kalamalka Road | Coldstream BC V1B 1L6
P. 250.545.5304 | F. 250.545.4733
www.coldstream.ca



please consider the environment before printing this e-mail



Reference: 227773

MAR 23 2017

Via Email: kaustin@coldstream.ca

His Worship Mayor Jim Garlick
District of Coldstream
9901 Kalamalka Road
Coldstream, British Columbia
V1B 1L6

Dear Mayor Garlick:

Thank you for your letter of February 22, 2017, to Honourable Christy Clark, Premier of British Columbia, regarding the District of Coldstream Council's resolution on the Provincial Private Moorage Program. As this issue falls under the purview of the Ministry of Forests, Lands and Natural Resource Operations, I have been asked to respond.

I understand that you are concerned that dock owners might not be following local government requirements for those docks authorized under a General Permission for the reason that applications will not be required, and therefore, will not be referred to local government for input. Below are a number of current requirements and processes in place to address these issues, along with some of the proposed changes, prompted by your letter, which we hope will further mitigate your concerns:

- The General Permission includes a requirement that dock owners must comply with all laws applicable to the installation and use of a dock. Although this is a broad statement, I want to assure you that this does cover local government bylaws and zoning (as well as, all other relevant provincial and federal legislation).
- The Ministry of Forests, Lands, and Natural Resource Operations' Private Moorage webpage (see: <http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crown-land-uses/residential-uses/private-moorage>) and the General Permission checklist will both be updated to specifically advise prospective dock owners to contact local governments to find out if there are any additional legal requirements that must be met before proceeding with the construction of their dock. It will also be made clear that if they do not comply with local government bylaws and zoning, then they will not be eligible to be authorized under the General Permission. At this time, there is only a general reference on the webpage that "other legal requirements (i.e. provincial, federal and local government) may also be applicable."

Page 1 of 2

His Worship Mayor Jim Garlick

- Once the above changes are made to the webpage, prospective dock owners who contact FrontCounter BC (the ministry's first point of contact regarding applications and use of Crown land), will also be given the same information directly by staff.
- Currently, before any new dock is constructed or any existing dock is significantly modified in freshwater, the proponent must apply to the ministry (through FrontCounter BC), for an authorization under the *Water Sustainability Act* (WSA), section 11: "Changes in and about a stream" (fresh waterbody). In the Okanagan Region, when an application for a section 11 WSA authorization is submitted, the Natural Resource District advises clients that they must comply with local government bylaws, and then will inform local government of those WSA applications for docks that will be subject to a General Permission. (This process is being considered for other interior locations, but is for now being focussed on the Okanagan Region.)
- The ministry understands that property owners do not always know or fully understand the provincial government laws that apply to their activities. It is for this reason that most of the dock building companies in the Thompson-Okanagan have been informed directly about the revised Private Moorage Policy and the General Permission requirements. I believe there is opportunity for local governments to follow-up with these companies, as well, in order to ensure that the local government requirements are being adhered to by the dock builders.

I trust that the requirements and information currently in place, as well as the proposed revisions described above, will address your concerns in regards to the policy changes. I encourage local governments to work with Regional Land Authorization staff to identify areas of particular concern with higher risk of impacts that may warrant consideration as "application-only areas."

Thank you again for writing.

Sincerely,



Dave Peterson
Assistant Deputy Minister

pc: Honourable Christy Clark, Premier of British Columbia
Honourable Steve Thomson, Minister of Forests, Lands and Natural
Resource Operations
Eric Foster, MLA, Vernon-Monashee
Andy Oetter, Director, Authorizations, Thompson-Okanagan Region
Greg Kockx, Manager, Operational Program, Tenures, Competitiveness
and Innovation Division

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

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Islands Trust Act Amendments	Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect, including seeking legislative change of Trust Fund name.	26-Oct-2016	Russ Hotsenpiller	
2	Oil Spill and Shipping Safety	Chair letters and participation on inter-agency working groups	01-Apr-2014	Clare Frater	
3	Revisions to Crown Land protocol agreements and letters of understanding	Meeting held with BIM, LPS, TAS, CSCD and FLNRO.	19-Jun-2014	Clare Frater	31-Mar-2017
4	First Nations Relationship Building	Working on implementing Project Charter through various initiatives, supporting LTCs on First nations engagement.	31-Aug-2016	David Marlor	01-Dec-2016

Projects**Executive Committee**

Description	Activity	R/Initiated
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



Islands Trust

Print Date: March 30, 2017

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
