



# Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Regular Meeting Agenda

Date: October 4, 2023  
Time: 10:30 am  
Location: Electronic Meeting

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Pages

1. **CALL TO ORDER** 10:30 AM - 11:30 AM  

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **MINUTES**
  - 4.1 **Local Trust Committee Minutes dated April 19, 2023** 3 - 7  
For Adoption
  - 4.2 **Section 26 Resolutions-Without-Meeting Report dated September 26, 2023** 8 - 8  
For Information
5. **BUSINESS ARISING FROM MINUTES**
  - 5.1 **Follow-up Action List dated September 26, 2023** 9 - 10  
For Information
  - 5.2 **Draft Bylaw No. 37 - Freedom of Information and Protection of Privacy Bylaw** 11 - 15  
For Adoption
6. **APPLICATIONS AND REFERRALS - NONE**
7. **LOCAL TRUST COMMITTEE PROJECTS - NONE**
8. **DELEGATIONS - NONE**

<b>9.</b>	<b>CORRESPONDENCE - NONE</b>	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
<b>10.</b>	<b>NEW BUSINESS</b>	
	<b>10.1 Mount Arrowsmith Biosphere Region</b>	16 - 24
	Staff Report	
<b>11.</b>	<b>REPORTS</b>	
	<b>11.1 Trustee Reports</b>	
	<b>11.2 Chairs Report</b>	
	<b>11.3 Trust Conservancy Report - July, 2023</b>	25 - 26
	<b>11.4 Regional District of Nanaimo Electoral Area E Director Update</b>	
	<b>11.5 Snaw-naw-as (Nanoose) First Nation Representative Report</b>	
	<b>11.6 Applications Report - None</b>	
	<b>11.7 Trustee and Local Expense Reports</b>	27 - 32
	For Information	
	<b>11.8 Adopted Policies and Standing Resolutions</b>	33 - 33
	For Information	
	<b>11.9 Local Trust Committee Webpage</b>	
<b>12.</b>	<b>WORK PROGRAM</b>	
	<b>12.1 Active Projects Report - None</b>	
	<b>12.2 Future Projects Report dated September 26, 2023</b>	34 - 34
	For Information	
<b>13.</b>	<b>CLOSED MEETING - NONE</b>	
<b>14.</b>	<b>UPCOMING MEETINGS</b>	
	To be determined by Resolution Without Meeting before the end of 2023	
<b>15.</b>	<b>ADJOURNMENT</b>	

## Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands)

### Minutes of Regular Meeting

**Date:** April 19, 2023  
**Location:** Electronic Meeting

**Members Present:** Peter Luckham, Chair  
Tobi Elliott, Trustee  
Timothy Peterson, Trustee  
David Maude, Trustee

**Staff Present:** Renée Jamurat, Regional Planning Manager  
Chris Hutton, Regional Planning Manager  
Chloë Straw, Recorder

**Others Present:** There were approximately 0 members of the public and 0 members of the media in attendance.

1. **CALL TO ORDER**  
Chair Luckham called the meeting to order at 10:32 am. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations.
2. **APPROVAL OF AGENDA**  
By general consent the agenda was approved as presented.
3. **PUBLIC COMMENTS**  
A Trustee commented that he has had Trustees suggest that this LTC could be incorporated into the Lasqueti LTC.
4. **MINUTES**
  - 4.1 Local Trust Committee Minutes - none
  - 4.2 Section 26 Resolutions-Without-Meeting Report March 28, 2023
5. **BUSINESS ARISING FROM MINUTES**
  - 5.1 Follow-up Action List dated April 6, 2023  
Extended an invitation to Area E Director to attend the LTC meeting. He was unavailable today and did not have a report for the LTC.
6. **APPLICATIONS AND REFERRALS - none**
7. **LOCAL TRUST COMMITTEE PROJECTS - none**
8. **DELEGATIONS - none**

**9. CORRESPONDENCE**

*(Correspondence received concerning current applications or projects is posted to the LTC webpage)*

**9.1 Mount Arrowsmith Biosphere Region Roundtable Gathering Agenda - for information**  
Regional Planning Manager Jamurat reported that she attended the meeting, which occurred on March 10, 2023, virtually. She offered that staff can advise the LTC of future dates of the Mount Arrowsmith Biosphere Regional Roundtable Gatherings if so desired. The Chair supported this recommendation.

**9.2 Sea Duck Atlas - for information**

**10. NEW BUSINESS**

**10.1 Draft Freedom of Information and Protection of Privacy Bylaw - Request for Decision**  
Staff presented the draft bylaw, which is coming forward for reading and voting to all LTC members in order to bring the bylaws into alignment with the updated legislation.

**EX-2023-010**

**It was Moved and Seconded,**

that Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 37, cited as "Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023" be given first, second and third reading.

**CARRIED**

**EX-2023-011**

**It was Moved and Seconded,**

that Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 37, cited as "Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023" be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

**CARRIED**

**11. REPORTS**

**11.1 Trustee Reports – none**

**11.2 Chairs Report**

The Chair met with Area E Director and shared details of the recent Snaw-naw-as Protocol Agreement, which has been submitted to the Minister of Municipal Affairs, with him.

**11.3 Trust Conservancy Report - February 2023**

A Trustee reported that the Trust Conservancy has received a number of significant land donations recently. One is the Link Island donation on Gabriola.

As land is donated, the needs for administration, legal covenant management and oversight increase. Staff are attending to this increased need and there is a need to plan well into the future to ensure staff capacity.

**11.4 Regional District of Nanaimo Electoral Area E Director Update – none****11.5 Snaw-naw-as (Nanoose) First Nation Representative Report (verbal report) - none**

The Chair shared that there may be an event for the signing of the Snaw-naw-as Protocol Agreement with Lasqueti Local Trust Committee which might be an appropriate opportunity for members of the Ballenas-Winchelsea LTC to be involved since Ballenas-Winchelsea is on Snaw-naw-as territory. The Chair mentioned that the LTC has been working for some time to meet with Snaw-naw-as and would be interested in attending any event involved in the signing of the new protocol agreement.

**11.6 Applications Report - none****11.7 Trustee and Local Expense Report - none****11.8 Adopted Policies and Standing Resolutions - none****11.9 Local Trust Committee Webpage – none****12. WORK PROGRAM****12.1 Active Projects Report dated April 6, 2023**

- Staff shared that the LTC has an opportunity to identify a minor project for the 2023-2024 fiscal year. For example, under the OCP and LUB Review, there could be an opportunity to work on implementing the protection of the Coastal Douglas Fir and Associated Ecosystem Toolkit along with the Conservancy Regional Conservation Plan.
- Under the Active Projects Report, there is an opportunity under the first and second projects listed to do early engagement with First Nations. We would always look for those opportunities. As a minor project, if there is desire from the Trustees to include more community meetings, that could require more time and budget which may push it into a major project.
- Under the OCP and Bylaw Review Project, identifying significant un-fragmented forested and non-forested ecosystems and the mapping related to that would be a major project because of the time and budget required.
- Could work on the last bullet in the Active Projects Report as a minor project, and we could do that through resolution.
- A Trustee asked what engagement has been done with Snaw-naw-as and could there be a project of mutual interest. That the LTC use the minor project as an opportunity to develop some protocols between LTC and Snaw-naw-as. \
  - Staff responded that any significant work that needs to happen with Snaw-naw-as could be done as a separate project. She elaborated that a referral to Snaw-naw-as and the conversations that would happen before a formal referral could be done through a minor project, but more than that could require the scope of a major project. She reminded that the budget for major projects has already been allocated for this fiscal year, so we would look for a minor project relating to engagement with Snaw-naw-as.

**12.2 Future Projects Report dated April 6, 2023**

**12.3 Minor Project Selection - verbal for discussion**

The Executive Committee acting as a Local Trust Committee discussed the following:

- A Trustee noticed that the present OCP for Ballenas-Winchelsea is fairly dated. While not advocating for a review, he would appreciate some advice to this LTC on whether there is language in there that needs to be updated in terms of Reconciliation or whether there are other substantive parts of it that would warrant review.
  - The Chair responded that the LTC is seeking input about whether or not to initiative a minor project and noted that this budget has been increased from \$5,000 to \$10,000 so there is opportunity to tap into funding for a minor project if desired. He recommended that the LTC first determine what Snaw-naw-as's interests are, and then determine whether an OCP update is required to reflect this interest. We don't want to predetermine any kind of an outcome. Need to wait for input from Snaw-naw-as. Let's look at opportunities for conversation and see if there is interest in being together on the land with members of Snaw-naw-as to begin to build relationship.
  - The Chair summarized that there is no direct action at this time, other than to seek opportunities for engagement with Snaw-naw-as. For example, a boat tour of the territory would be desirable.
- Staff asked for clarification on whether any of these active projects should move to the Future Projects List and if there are any new initiative that the Trustees would like to pursue they can also be identified by resolution? She offered to bring forward a report that could present some possible action items that the LTC could look at, knowing that there is an opportunity for a minor project.
  - The Chair expressed an inclination to wait for the Protocol Agreement implementation with Snaw-naw-as and to wait to see if opportunities for engagement arise.
- Staff reported that the next scheduled meeting for BW is on October 4<sup>th</sup>, if there is a desire to have a conversation about a minor project before then, we could look at a Special Meeting before then. For the Active Projects Report, Staff will move the OCP and LUB Review to the Future Projects List in order to be clearer about what Staff is currently working on and what has been slated for future work.
  - The Chair clarified that staff would like a motion to move the OCP and LUB review to the Future Project List, and that the Active Projects List would remain empty at this time.

**EX-2023-012**

**It was Moved and Seconded,**

that the Ballenas-Winchelsea Islands LTC remove Item 1 from the Active Projects Report and place it on the Future Projects List.

**CARRIED**

**13. CLOSED MEETING**

**13.1 Motion to Close the Meeting at 11:08 am**

*That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90 (1) (a) for the purpose of considering appointments of Board of Variance members and that Staff and the Recorder attend the meeting.*

**13.2 Recall to Order at 11:23am**

**13.3 Rise and Report**

The Ballenas-Winchelsea Local Trust Committee has appointed Jack Woodward, Laurie Jackson and Wolfgang Scheuer to the Board of Variance for Ballenas-Winchelsea.

**14. UPCOMING MEETINGS**

**14.1 Next Regular Meeting Scheduled for Wednesday, October 4, 2023 at 10:30 am.**

**15. ADJOURNMENT**

**By general consent** the meeting was adjourned at 11:24am.

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Peter Luckham, Chair

Certified Correct:

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Chloë Straw, Recorder



## Resolutions Without Meetings Log

### Ballenas-Winchelsea Islands

Resolution Number	Action	Date
<b>2023-001</b>	<b>Carried</b>	<b>04-May-2023</b>
<p><b>Approve the 2022/23 Annual Report text for inclusion in the 2022/2023 Annual Report</b></p> <p>that the Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) approves the 2022/23 Annual Report text for inclusion in the 2022/23 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.</p>		

## Follow Up Action Report

### Ballenas-Winchelsea Islands

#### 12-Dec-2018

Activity	Responsibility	Dates	Status
1 Send Nanoose FN and RDN Electoral Area director a link to the BW LTC meeting agenda packages one week prior to each meeting and remind them of the opportunity to provide verbal or written or phone in updates to the LTC. <i>ONGOING</i>	Chris Hutton Rob Pingle		In Progress

#### 19-Apr-2023

Activity	Responsibility	Dates	Status
1 Staff move the OCP/LUB Review from the Active Projects List and place it on the Future Projects List. No Major or Minor projects selected for this fiscal year; update provided for next Regional Planning Committee meeting.	Renee Jamurat	Target: 21-Apr-2023	Completed
2 Share updates and invitations regarding Snaw-naw-as (Nanoose) First Nation & Islands Trust Protocol Agreement with Ballenas-Winchelsea Islands LTC.	Clare Frater	Target: 02-Jun-2023	In Progress
3 Share upcoming Meeting invitations with B-W LTC regarding Mount Arrowsmith Biosphere Region Roundtable Gathering. Next roundtable meeting June 2, 2023.	Chris Hutton	Target: 21-Apr-2023	In Progress
4 Staff send out letters to newly appointed Board of Variance (BOV) members.	Chloe Straw Chris Hutton	Target: 28-Apr-2023	Completed

## Follow Up Action Report

### Ballenas-Winchelsea Islands

#### 19-Apr-2023

Activity	Responsibility	Dates	Status
<p>5 Staff to forward the "Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023" to the Secretary of the Islands Trust for approval by the Executive Committee.</p>	Nadine Mourao	Target: 28-Apr-2023	Completed

#### 03-May-2023

Activity	Responsibility	Dates	Status
<p>1 Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023 approved by EC on May 3, 2023. Forward to Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) for adoption</p>	Rob Pingle		In Progress



## REQUEST FOR DECISION

**To:** Ballenas-Winchelsea Local Trust Committee    **For the Meeting of:** Oct 4, 2023  
**From:** Rob Pingle, Legislative Clerk    **Date Prepared:** Sept 26, 2023  
**SUBJECT:** Freedom of Information and Protection of Privacy Bylaw

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### RECOMMENDATION:

1. That Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 37, cited as "Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023" be adopted.

**DIRECTOR OF PLANNING SERVICES COMMENTS:** The draft Freedom of Information and Protection of Privacy bylaw is in line with current legislation and Schedule of Fees.

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### 1 PURPOSE:

To adopt the new Freedom of Information and Protection of Privacy bylaw and model bylaw to bring them in line with updated legislation.

### 2 BACKGROUND:

On May 3, 2023, the Executive Committee passed the resolution as recommended:

*That the Islands Trust Executive Committee approve Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 37, cited as 'Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023' in accordance with Section 27 of the Islands Trust Act.*

This allows the Local Trust Committee to adopt the new Freedom of information and Protection of Privacy Bylaw that was given first, second and third readings at the April 14, 2023 meeting.

### 3 IMPLICATIONS OF RECOMMENDATION

#### ORGANIZATIONAL:

Minimal staff time to update material on the website.

#### FINANCIAL:

Fees incurred can be charged current amounts for actual costs and reflect charges for various

media formats, including digital records.

**POLICY: N/A**

**IMPLEMENTATION/COMMUNICATIONS:**

Staff would update the Islands Trust website with the new bylaws.

**FIRST NATIONS:**

There is no impact on First Nations on the adoption of the new Freedom of Information and Protection of Privacy bylaw and model bylaw.

**OTHER:**

There are no other implications of the recommendation.

**4 RELEVANT POLICY(S): N/A**

**5 ATTACHMENT(S):**

**1. Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands)  
Freedom of Information and Protection of Privacy Bylaw No. 37, 2023**

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**Alternative:**

1. That this report be referred back to staff for additional information.

Submitted By:	Rob Pingle, Legislative Clerk	Sept 26, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	Sept 27, 2023

# PROPOSED

## EXECUTIVE COMMITTEE ACTING AS A LOCAL TRUST COMMITTEE (BALLENAS-WINCHELSEA ISLANDS) FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW NO. 37

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A Bylaw to designate the head of the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended.

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### GIVEN THAT:

- A. Section 77(a) of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended (the "Act"), gives the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) the authority to designate a person as the head of the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) for the purposes of the Act, and
- B. Section 77(c) of the Act gives the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) the authority to set any fees the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) requires to be paid under section 75 of the Act,

THE EXECUTIVE COMMITTEE ACTING AS A LOCAL TRUST COMMITTEE (BALLENAS-WINCHELSEA ISLANDS)  
ENACTS AS FOLLOWS:

### Citation

1. This bylaw may be cited as "Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023".

### Definitions and Interpretation

2. In this Bylaw:

"Act"	means the <i>Freedom of Information and Protection of Privacy Act</i> , RSBC 1996, Chapter 165, as amended.
"Commercial Applicant"	means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.
"Head"	means the person designated under Section 3 of this Bylaw as the head of the of the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Island Trust Committee for the purposes of the Act.
"Request"	means a request for information under Section 5 of the Act.
"Records"	includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

# PROPOSED

## Designation of Head

3. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the Head of the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) for the purposes of the Act.
4. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the Head who is designated under Section 3.

## Policies and Procedures

5. The Heads authorized to perform the duties of the Head shall operate in accordance with the Act and the Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

## Fees

6. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

## Interpretation

7. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

## Repeal

8. "Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Island Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 19, 1994", is hereby repealed and replaced by this bylaw.

READ A FIRST TIME THIS 14<sup>TH</sup> DAY OF APRIL ,2023

READ A SECOND TIME THIS 14<sup>TH</sup> DAY OF APRIL ,2023

READ A THIRD TIME THIS 14<sup>TH</sup> DAY OF APRIL ,2023

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

3<sup>rd</sup> DAY OF MAY ,2023

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ ,20\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

# PROPOSED

**Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands)  
Freedom of Information and Protection of Privacy  
Bylaw No. 171 - Schedule 'A'**

## Schedule of Maximum Fees

Item	Description of Services	Fees
1	(a) Application Fee	\$10.00 (non-refundable)
	(b) An applicant's request for his/her own personal information is not subject to any fees.	
2	For applicants other than commercial applicants:	
	(a) for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
	(b) for producing a record manually	\$7.50 per ¼ hour
	(c) for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record
	(d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
	(e) for shipping copies	actual costs of shipping method chosen by applicant
	(f) for copying records	
	(i) floppy disks	\$2 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2 400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16mm microfilm \$40 per roll for 35mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii) photographs, colour or black and white	\$5 to produce a negative
		\$12 each for 16" x 20" photograph
		\$9 each for 11" x 14" photograph
		\$4 each for 8" x 10" photograph
		\$3 each for 5" x 7" photograph
	(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(xi) scanned electronic copy of a paper record	\$0.10 per page
	(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii) slide duplication	\$0.95 each
	(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
	(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
3	For commercial applicants for each service listed in Item 2	the actual cost to the public body of providing that service



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DATE OF MEETING: October 4, 2023  
TO: Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands)  
FROM: Chris Hutton, Regional Planning Manager  
Salt Spring Island Team  
SUBJECT: Mount Arrowsmith Biosphere Region Roundtable Update

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## RECOMMENDATION

1. That the Executive Committee Acting as a Local Trust Committee appoint \_\_\_\_\_ as representative for the Mount Arrowsmith Biosphere Region Roundtable.

## REPORT SUMMARY

The Mount Arrowsmith Biosphere Region is one of 749 UNESCO biosphere reserves globally. The goal of Man and the Biosphere Programme is to designate regions around the globe that serve as excellent examples of places where people are living and working well together and in harmony with nature. Staff attended the Mount Arrowsmith Biosphere Roundtable (MABR) on September 15, in Qualicum Beach. The notes from that meeting are attached for information (Attachment 1).

## BACKGROUND

The United Nations Education, Scientific, and Cultural Organization (UNESCO) granted the biosphere reserve designation in 2000 as part of its Man and the Biosphere Programme. The biosphere was designated in recognition of the unique mix of ecosystems, the transect of elevations from the peak of Mount Arrowsmith to the depths of the Salish Sea, and the ongoing development pressures on the lands and waters within it. Once designated, UNESCO requires that biosphere reserves serve their region and the world as sites of excellence that demonstrate improved ways to resolve human/environment conflicts through local community efforts and sound science. The MABR is one of 18 biosphere reserves in Canada, with 701 designated worldwide as of December 2019.

## DISCUSSION

The Mount Arrowsmith Biosphere Region Roundtable consists of First Nations, private entities, agencies, and levels of government with jurisdictional interests in the biosphere region. The biosphere region is partly located in the Ballenas-Winchelsea Local Trust Area and a staff or elected representative has historically been appointed to join the roundtable. Given the timing of changes staff allocated to the Ballenas-Winchelsea Local Trust Area; changes in the make-up of the Executive Committee Acting as Local Trust Committee; and the limited number of annual meetings thereof, no formal appointment current stands.

## Rationale for Recommendation

The work of the Mount Arrowsmith Biosphere Roundtable aligns with the values of the Ballenas-Winchelsea Islands Official Community Plan Bylaw No. 27, 2013 (OCP). Participation is an opportunity to represent the interests of the area and build relationships with neighbouring and overlapping governance partners.

## ALTERNATIVES

The LTC could consider the following alternatives to the staff recommendation:

### 1. Decline to appoint a representative to the Mount Arrowsmith Biosphere Roundtable

Staff advise that the implications of this alternative are would be a lost opportunity to advance the interests of the LTA and the mandate of the Trust as a whole. It would also be a lost opportunity to work meaningfully with First Nations, connect to Vancouver Island University and build connections with neighbouring municipalities and the Regional District of Nanaimo. The decision to decline would also mean a reduction of minimum quarterly annual meetings and associated time and travel costs. Recommended wording for the resolution is as follows:

*That the Executive Committee Acting as a Local Trust Committee decline to appoint a representative for the Mount Arrowsmith Biosphere Roundtable for the following reasons: [list].*

Submitted By:	Chris Hutton, Regional Planning Manager	September 27, 2023
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## ATTACHMENTS

1. Meeting Minutes - MABR Roundtable Gathering Vol. 27

## MEETING MINUTES

MABR Roundtable Gathering Vol. 27  
Friday, September 15, 2023 from 09:00am to 11:30am  
Location: Oceanside Place Arena  
830 West Island Highway, Parksville BC V9P 2X4, Canada



### Attendees (11)

Anne Skipsey, Town of Qualicum Beach  
Blain Sepos, Parksville-Qualicum Beach Tourism Association, Executive Director  
Catherine Watson, Community Representative  
Chris Hutton, Islands Trust, Regional Planning Manager  
Geraldine Manson, Snuneymuxw First Nation, Elder in Residence (VIU)  
Graham Sakaki, MABRRI, Research Institute Manager  
Jenica Ng-Cornish, MABRRI, Assistant Manager Projects  
Kim Burden, Nanoose Economic Development Corporation, CEO  
Lehann Wallace, Regional District of Nanaimo, Electoral Area G Director  
Steve Adams, Mosaic Forest Management, Resource Technologist  
Ray Woroniak, Community Representative

### Objectives

The main objectives of this Roundtable gathering are for participants to:

1. Continue to engage in respectful and meaningful dialogue with one another.
2. Hear from one another about regional/organizational/community updates.
3. Discuss past, present, and future events and research for the MABR/RI.

### Welcome & Opening Prayer

- Round of introductions.
- Graham reviewed the *Culture of Engagement*.

### Agenda Adoption

- Agenda adopted with addition from Graham: BC biosphere regional gathering.

### Circle Updates from Roundtable Members

#### Kim Burden, Nanoose Economic Development Corporation (NEDC)

- NEDC community meeting coming up on October 4<sup>th</sup> to discuss a master plan for undeveloped land above highway, east of reserve land.
- Went on tour of agriculture tenures - currently harvesting manila clams and looking into kelp and oyster. Cognizant of ocean temperatures and impacts on these species.
- Visited Musqueam Capital Corporation regarding land development around UBC – lots was learned about ensuring cultural representative and sensitivities in a non-cultural atmosphere.

### **Chris Hutton, Islands Trust**

- New to the Roundtable; no update at this time.

### **Steve Adams, Mosaic**

- Mosaic and RDN tours beginning with start of school year into drinking watersheds.
- Hosting a forest hydrology tour this semester with a first-year VIU class.
- The signage project is underway – logs have been delivered and are being carved.

### **Lehann Wallace, RDN**

- The RDN board is finalizing the Strategic Plan for the remaining 3 years of this term.
  - Water is one of the four priorities in this plan.
  - The Strategic Plan is an important document to engage in – link for engagement (strategic planning discussion) [here](#).
    - Lehann requested that everyone share among their organizations.

### **Blain Sepos, Parksville Qualicum Beach Tourism Association**

- Data about accommodation revenue and visitor numbers 2023 – not official yet, but anecdotally softer than in 2022 (not a bad thing as 2022 was not sustainable in terms of resources available).
  - Two main indicators – hotel room stats and access to data that tracks internet usage in the region by cellphones. Provides insight to tourism in the region and shares info with stakeholders, local government, partners, etc. to make decisions.
- The Destination Strategy will be officially launching soon, which is focused around destination development and using the Sustainable Development Goals (SDGs) as a guiding principle.
  - Hoping to elevate partnership with MABR further to meet SDGs together.
- Submitting 5-year strategy to the Province on November 1<sup>st</sup>.
  - Hotel room tax is the main funding source for the tourism association.
  - Program with SOS to provide affordability support to accommodation workers was successful in 2023; investing more money this year.
- Projects around affordable housing:
  - Investments in capital projects (e.g., housing societies)
  - Impact of short-term vacation rentals on affordability in our region (Nanoose – Deep Bay – Cathedral Grove)

### **Anne Skipsey, Town of Qualicum Beach**

- TQB is going to the UBCM Convention next week – sponsoring a motion on the control of Scotch broom and a motion put forward by the Sierra Club on biodiversity.
- Upcoming half-day workshop on local climate change and mitigation.

## **Community Representative Updates**

### **Catherine Watson**

- On August 14<sup>th</sup> MVIHES had Alanna (MABRRI) come out to review the Forage Fish project and provide training on the sample analysis process.
  - Will run another session in the fall.
- Attended the community consultation for the Parksville Wetlands Management Plan.

- Comments from other community members included concern about houses being flooded, and understanding how wetlands will interact with each other and the underlying aquifer.
- Working to get information about an agricultural representative to sit on the Roundtable.

### Ray Woroniak

- Biosphere Awareness Day (November 2024) – on agenda for SD69 meeting; Mandy will accompany Ray to present at school district meetings.
  - Have had some difficulty reaching high school teachers.
  - Have done some engagement with community groups to gauge interest. The event could likely have at least 50 different community groups with tables and displays.
  - The Roundtable endorses Ray to talk to the student union about hosting the event at their school.
- Kwalikum Secondary School (KSS) PAC secured \$1,500 from the David Suzuki Foundation to reconcile the abandoned basketball court (see photos Ray sent via email) back to its natural state and create a healing forest.
  - Does the MABR Roundtable support this – provide a letter of support, boots on the ground, have a rep on the committee, etc.?
    - Yes, the Roundtable supports. **Action:** Mandy to draft a letter of support and circulate to Roundtable members before next meeting.
    - Graham and Steve indicated interest in supporting the project boots-on-the-ground.
  - Discussion: This provides an opportunity moving forward to have a more structured formula for Roundtable endorsement to allow opportunity for engagement and time for decision making:
    - Identify the rationale for supporting endorsement
    - Work on how it aligns, what concerns there may be, then respond to vote
    - Submissions made to Mandy, fill out templates, review pros and cons
- Through conversations with the Coordinator of the Arrowsmith Community Justice Society (ACJS), the MABR could be doing more to meet SDG 16. Perhaps we can support the ACJS by some MABR members participating in volunteer opportunities in their restorative justice program.
  - Catherine is a trained restorative justice facilitator.
  - **Action:** Discuss at next meeting how this can work; Ray to invite ACJS for a presentation at next meeting.
  - Snuneymuxw First Nation has an Indigenous Justice Community – Geraldine to connect on whether the two organizations can connect.
- QB Streamkeepers restored some gravel beds on Beach and Grandon Creeks. Fish counts indicate zero Coho in Grandon Creek.

### MABR Sign

- Members voted on their preference for the MABR sign to be displayed below the “Welcome to Parksville” sign at Exit 46 on Highway 19.
- Overall feedback: Reduce amount of wording to consider how much is readable at 60 + km/hr.

## MABR Updates

### MABR 25<sup>th</sup> Anniversary at the McMillan Arts Centre – Graham

- The MABR is celebrating its 25<sup>th</sup> anniversary in 2025 and hoping to have an art exhibit at the MAC through all of July and August 2025. Based on conversations so far with the MAC:
  - Exhibit broken down into the 10 Amazing Places, and 1 for Mount Arrowsmith itself.
  - 10 photos of the Amazing Places in windows, with each accompanying wall designated to showcasing the respective Amazing Place. Open calls for artists with 5-7 art pieces for each Amazing Place for sale.
  - Carving studio in enclosed area out back.
  - Rolling stills along main panel of multimedia room.
- Aiming to align the 25<sup>th</sup> anniversary with a name update for the MABR to include Hul'q'umi'num' words for Mount Arrowsmith.
  - Considering aligning this with submission to Canada geographic to get an official name change for Mount Arrowsmith.
- Discussion:
  - Is the MABR Roundtable the appropriate group to lead the name change? We may need to look for some good partners who are better equipped – First Nations are a good start.
  - There are a few different Hul'q'umi'num' words for Mount Arrowsmith – will need to work together to determine an agreed upon name among Coast Salish Nations who sit on the Roundtable. Note: Nuuchahnulth Nations have been invited to participate as members of the Roundtable, but deferred participation to Coast Salish Nations, as the MABR is primarily within their Territories.
  - Concentrate on the MABR name first – augment Traditional name in the title, without worrying about renaming all geographic land names. Launch MABR name change in 2025, perhaps we don't need to rush Canadian geographic name change but keep the conversation open.
  - Important to provide education and demonstrate respect for Traditional lands and languages.
- Keep this item as an ongoing update and continue conversations with Snuneymuxw, Snaw-naw-as, and Qualicum First Nations.

### Roundtable Representation – Graham

- Is there a position at the Roundtable to allow for members to still be involved in a meaningful way, that's not connected to an organization?
  - Create an honorary category, or appointment position, ensuring there are criteria developed around it.
  - Similar to past president – keep them on for their knowledge, passion, etc.
- Ensure that guiding principles for these appointments are agreed upon by the whole Roundtable.
- Cannot create a position for a specific individual, but can create a position and nominate an individual for it.
  - The position needs to have a purpose on the Roundtable – could go through same process as community representatives.
- The Roundtable is in support of this.
- Blain offered to help with the process.

### **Leigh Residence Application – Graham**

- TQB posted an open call for expressions for leasing and utilizing Leigh House at 184 West 2nd St., Qualicum Beach.
- MABR/RI applied and was approved for utilization as an MABR space.
  - Plans on how the space will be used is to be determined. To some extent, it will be staffed with MABRRI staff to welcome public in, and work together on the 5 strategic objectives of the MABR with community partners.
- The EOI asked for \$2750/month plus utilities; TQB Council offered to reduce to \$2,000/month including GST and plus utilities. Need to determine how to fund - currently can be written into grants as office space, but seeking community and Roundtable support.
- Lehann: Now is the time to engage with staff at the RDN under the grants program. Bring forward a motion for grant funding at delegation to RDN board (need rationale and incorporate partners who will all have a financial vote).
- Blain: partnering with and elevating the MABR is important for TQBTA. Some funds available to support – Graham and Blain to discuss.
- May be further appetite for donation from community members.

### **Transects TILL Update – Graham**

- Deferred due to time constraint.

### **Canadian Mountain Network Summit – Graham**

- The Canadian Mountain Network's Annual Knowledge Sharing Summit is being hosted at Tigh Na Mara in Parksville from September 25<sup>th</sup> – 28<sup>th</sup>. Registration is open to the public (at own expense).
  - MABRRI has 2 presentations: *Supporting the SDGs and UNDRIP through the CMN and Indigenous Protected and Conserved Areas Pacific Hub and Advanced Planning Certificate*
  - Graham is facilitating a training session: *Good Beginnings and Ethical Pathways towards Braiding Knowledges*

### **Brant Wildlife Festival Update – Graham**

- Compressing the festival to four days (April 5<sup>th</sup> – 8<sup>th</sup>) including as many events as possible on each day.
- If anyone is interested in hosting events, please get in touch with Mandy.
- Nature Trust BC is in the process of transferring funding.
- TQB formally referred fee for service to budget process.

### **Periodic Review – Graham**

- MABR Periodic Review is due to the Canadian Commission for UNESCO (CCUNESCO) in January 2024.
- Will be seeking some support from the Roundtable – Mandy to send out invitation for engagement session on October 4<sup>th</sup>.

### **Roundtable Support – Graham**

- Seeking audience support for delegation to the RDN. Mandy to send details via email.

### **BC Biosphere Gathering – Graham**

- Gathering of BC biosphere regions scheduled for February 26<sup>th</sup> – 28<sup>th</sup> in Átl'ka7tsem/Howe Sound.
- Open invitation for Roundtable members to attend – MABRRI has some funding to support costs for travel. Let Graham or Mandy know if interested within the next couple months.
- The next BC biosphere region gathering (late 2024) will be hosted in the MABR.

### Closing

- Next Roundtable date and host: potentially host at new MABR space at Leigh House in December. Mandy to send out calendar invite with date.

## Appendix A

### MABR Roundtable Gathering Vol. 27 Agenda

Friday, September 15, 2023 from 09:00am to 11:30am

Oceanside Place Arena (830 West Island Highway, Parksville BC V9P 2X4, Canada)

**Roundtable contact: Mandy Hobkirk (250-709-7678)**

#### Objectives

The main objectives of this Roundtable gathering are for participants to:

1. Continue to engage in respectful and meaningful dialogue with one another.
2. Hear from one another about regional/organizational/community updates.
3. Discuss past, present, and future events and research for the MABR/RI.

#### AGENDA

Time	Activity
09:00 – 09:10	<b>Welcome/Opening</b> <ul style="list-style-type: none"><li>• Words of welcome</li><li>• Acknowledgement of First Nation unceded Territory</li><li>• Around the circle brief introductions</li><li>• Review and collectively adopt agenda</li><li>• Reminder of the MABR Roundtable Culture of Engagement</li></ul>
09:10 – 9:40	<b>Roundtable Member Updates</b>
9:40 - 10:10	<b>Community Representative Updates</b>
10:10 – 10:25	<b>MABR Sign Voting Exercise</b> <b>Coffee Break/Health Break</b>
10:25 – 11:25	<b>MABR Updates</b> <ul style="list-style-type: none"><li>• MABR 25<sup>th</sup> Anniversary at the MAC – Graham</li><li>• Roundtable Representation – Graham</li><li>• Leigh Residence Application – Graham</li><li>• Transects TILL Update – Graham</li><li>• Canadian Mountain Network Summit – Graham</li><li>• Brant Wildlife Festival Update – Mandy</li><li>• Periodic Review - Mandy</li><li>• Roundtable Support – Mandy</li></ul>
11:25 – 11:30	<b>Closing</b> <ul style="list-style-type: none"><li>• Final reflections</li><li>• Next Roundtable date and host</li><li>• Closing words</li></ul>



## HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY July 18<sup>th</sup>, 2023 BOARD MEETING

*NOTE: For more detail on Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>*

### 1. ORGANIZATION UPDATES/TEAM

- The Islands Trust Conservancy Board welcomed its newest member Lisa Gauvreau, Trust Council Elected Board Member.
- Chair Adams announced her resignation as Chair since her term ends in August of 2023. Nominations for the Chair and Vice-Chair were held. Trustee Risa Smith was elected Chair of the ITC Board. The election for Vice-Chair will be deferred to the August 29<sup>th</sup> special meeting.

### 2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board hosted the Executive Committee for the annual ITC/EC Liaison Meeting. The following topics were discussed:
  - The responsibilities of ITC and Trust Council under [Islands Trust Council Bylaw No. 86](#).
  - Decisions made at the March Trust Council meeting regarding the Coastal Douglas-fir Biogeoclimatic Zone delegation that impacted the ITC.
  - The status of the Trust Council Provincial Funding Request.
  - First Nations referral processes.
  - Needs for biologist support for Planning Services.
  - The ITC Board and Executive Committee also expressed a desire to meet again to discuss the impacts of Climate Change of the Islands Trust Area, including fire risk management.
- Discussions are ongoing regarding policy of danger tree removal at S'ul-hween X'pey/Elder Cedar Nature Reserve. The Islands Trust Conservancy team is working on communication messaging for Board members moving forward to manage public feedback. Staff requested that Board members encourage the public to direct feedback to staff at [itcmail@islandstrust.bc.ca](mailto:itcmail@islandstrust.bc.ca) or 250-405-5186 so that the Conservancy can manage responses with current information.
- The Ruby Alton Management Plan approval item was deferred to the October 3<sup>rd</sup> board meeting.
- A special meeting of the Board will be hosted in August to review and approve the audit prior to the October 3<sup>rd</sup> board meeting.
- The Board discussed budget expenditure for the year to date, including Western Screech Owl Project spending, the Link Island (Building) Removal Fund, and Property Management expenses.

### 3. COVENANT AND PROPERTY MANAGEMENT

- Islands Trust Conservancy's Ecosystem Protection Specialist briefed the Board on the status of the work plan for the Regional Conservation Plan. Discussions on the content, background, and



ISLANDS TRUST CONSERVANCY

## ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

direction of the plan were held. Board members will consider direction to staff regarding next steps for the Regional Conservation Plan at the October 3<sup>rd</sup> Board meeting.

- Islands Trust Conservancy's Ecosystem Protection Specialist advised that the Koontz and Larmour NAPTEP covenants were referred to First Nations for feedback.
- The Public Acquisitions Report was received for information.

- 
- **Learn more about Islands Trust Conservancy:** <https://islandstrust.bc.ca/conservancy/>
  - **Regional Conservation Plan 2018-2027:** <https://islandstrust.bc.ca/conservancy/conservation-planning/>
  - **Subscribe for Islands Trust Conservancy updates:** <https://islandstrust.bc.ca/subscribe/>

# Islands Trust

LTC EXP SUMMARY REPORT F2023  
Invoices posted to Month ending March 2023

610 Executive	Invoices posted to Month ending March 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
TOTAL LTC Local Expense		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# Islands Trust

LTC EXP SUMMARY REPORT F2024  
Invoices posted to Month ending April 2023

610 Executive	Invoices posted to Month ending April 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
TOTAL LTC Local Expense		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# Islands Trust

LTC EXP SUMMARY REPORT F2024  
Invoices posted to Month ending May 2023

610 Executive	Invoices posted to Month ending May 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
TOTAL LTC Local Expense		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# Islands Trust

LTC EXP SUMMARY REPORT F2024  
Invoices posted to Month ending June 2023

610 Executive	Invoices posted to Month ending June 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
TOTAL LTC Local Expense		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# Islands Trust

LTC EXP SUMMARY REPORT F2024  
Invoices posted to Month ending July 2023

610 Executive	Invoices posted to Month ending July 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
TOTAL LTC Local Expense		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# Islands Trust

LTC EXP SUMMARY REPORT F2024  
Invoices posted to Month ending August 2023

610 Executive	Invoices posted to Month ending August 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
TOTAL LTC Local Expense		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

## Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea) Policies & Standing Resolutions

No	Meeting Date	Resolution No.	Issue	Policy
1.	May 19, 2015	EX-LTC-2015-007	Adoption of Minutes via RWM	<b>It was MOVED and SECONDED</b> that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea) request staff to issue an Resolution Without Meeting for adoption of the minutes on a regular basis.
2.	March 4, 2020	EX-LTC-2020-004	Model Radio Antenna Strategy-Briefing	<b>It was MOVED and SECONDED,</b> that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) adopt the model strategy for radio antennas as presented in the “Model Strategy for Antenna Systems - Local Planning Committee” report dated May 3, 2018.
3.	March 12, 2020	EX-LTC-RWM-2020.1	Reconciliation engagement with local First Nations	<b>It was MOVED and SECONDED</b> that the Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) adopt the following standing resolution: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: <ul style="list-style-type: none"> <li>a) Annually, write a letter to First Nations, (re)introducing Trustees and Staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as provide an update of current projects and advocacy activities;</li> <li>b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory;</li> <li>c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations’ cultural heritage and history;</li> <li>d) Work with First Nation governments on engagement principles for inclusive land use, marine use and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; and</li> <li>e) Establish and maintain government to government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations’ traditional territories within the Islands Trust Area.</li> </ul>

## Future Projects Report

### Ballenas-Winchelsea Islands

#### 1. OCP & LUB Review

Responsible

Date Received

Possible OCP & LUB Projects:

29-Jun-2022

- Conduct early engagement with First Nations and others to provide input to define the project.
- Identify significant un-fragmented forest and non-forest ecosystems and ensure these are noted on mapping for environmental and carbon sequestration value.
- Implement the Protection of Coastal Douglas fir and Associated Ecosystems toolkit and Islands Trust Conservancy Regional Conservation Plan.

#### 2. Administrative

Responsible

Date Received

N/A

#### 3. Advocacy and Communications

Responsible

Date Received

N/A

#### 4. Bylaw Enforcement

Responsible

Date Received

N/A