



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

Date: June 29, 2022  
Time: 10:30 am  
Location: Electronic Meeting

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	<b>10:30 AM - 11:30 AM</b>
"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."	
<b>2. APPROVAL OF AGENDA</b>	
<b>3. TOWN HALL</b>	
<b>4. MINUTES</b>	
4.1. Local Trust Committee Minutes dated March 16, 2022 - for adoption	3 - 6
4.2. Section 26 Resolutions-Without-Meeting Report June 8, 2022	7 - 7
<b>5. BUSINESS ARISING FROM MINUTES</b>	
5.1. Follow-up Action List dated June 8, 2022	8 - 8
<b>6. APPLICATIONS AND REFERRALS - none</b>	
<b>7. LOCAL TRUST COMMITTEE PROJECTS</b>	
7.1. Projects List - Staff Report	9 - 13
7.2. Official Community Plan Business Case - verbal discussion	
<b>8. DELEGATIONS - none</b>	
<b>9. CORRESPONDENCE - none</b>	
<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
<b>10. NEW BUSINESS - none</b>	

<b>11.</b>	<b>REPORTS</b>	
11.1.	Trustee Reports	
11.2.	Chairs Report	
11.3.	Trust Conservancy Report - May 24, 2022	14 - 16
11.4.	Regional District of Nanaimo Electoral Area E Director Update	
11.5.	Snaw-naw-as (Nanoose) First Nation Representative Report (verbal report)	
11.6.	Applications Report - none	
11.7.	Trustee and Local Expense Report - none	
11.8.	Adopted Policies and Standing Resolutions	17 - 17
11.9.	Local Trust Committee Webpage	
<b>12.</b>	<b>WORK PROGRAM</b>	
12.1.	Top Priorities Report dated June 8, 2022	18 - 18
12.2.	Projects List Report dated June 8, 2022	19 - 19
<b>13.</b>	<b>UPCOMING MEETINGS</b>	
13.1.	Next Regular Meeting - to be determined	
<b>14.</b>	<b>ADJOURNMENT</b>	11:30 AM - 11:30 AM

**Executive Committee Acting as a  
Local Trust Committee (Ballenas-Winchelsea Islands)  
Minutes of Regular Meeting**

**Date:** March 16, 2022  
**Location:** Electronic Meeting, Public Venues  
700 North Rd, Gabriola Island or  
#200 1627 Fort St  
Victoria, BC

**Members Present:** Peter Luckham, Chair  
Sue Ellen Fast, Trustee  
Laura Patrick, Trustee  
Dan Rogers, Trustee

**Staff Present:** Heather Kauer, Regional Planning Manager  
Lori Foster, Recorder

The meeting was held electronically, livestreamed and recorded. There were no public attending electronically when the meeting opened.

**1. CALL TO ORDER**

Chair Luckham called the meeting to order at 10:33 a.m. He acknowledged that the meeting was being held on the traditional and treaty territory of Coast Salish First Nations.

**2. APPROVAL OF AGENDA**

**By general consent** the agenda was approved as presented.

**3. TOWN HALL - None**

**4. MINUTES**

**4.1 Local Trust Committee Minutes dated November 30, 2021 - for adoption**

**By general consent**, the Local Trust Committee meeting minutes of November 30, 2021 were adopted as presented.

**4.2 Local Trust Committee Special Meeting Minutes dated January 24, 2022 - for adoption**

**By general consent**, the Local Trust Committee meeting minutes of January 24, 2022, 2021 were adopted as presented.

#### **4.3 Section 26 Resolutions-Without-Meeting Report March 8, 2022**

Received for information.

### **5. BUSINESS ARISING FROM MINUTES**

#### **5.1 Follow-up Action List dated March 8, 2022**

No remarks, no questions.

### **6. APPLICATIONS AND REFERRALS – None**

### **7. LOCAL TRUST COMMITTEE PROJECTS – None**

### **8. DELEGATIONS – None**

### **9. CORRESPONDENCE – None**

### **10. NEW BUSINESS**

#### **10.1 Shoreline Report – Briefing**

Chair Luckham introduced the Shoreline Protection Model Bylaw report.

Received for information. Discussion followed on:

- Waiting for an updated Policy Statement before moving forward with a shoreline protection bylaw,
- Ballenas Island is vulnerable if someone were to purchase it,
- There is a shoreline development permit area in the Ballenas local trust area,
- An executive summary/consumer ready highlights of the report would be helpful.

#### **10.2 Mount Arrowsmith Biosphere Region Upcoming Events - for discussion**

Received for information. Discussion followed on contacting Ballenas Winchelsea area residents to forward the event information and agenda package.

Discussion on staff liaison with this biosphere region, the Trust's second, was heard.

**By general consent**, Regional Planning Manager (RPM) Kauer will reach out to residents.

### **11. REPORTS**

#### **11.1 Trustee Reports – None**

#### **11.2 Chairs Report**

March Trust Council was one week ago where an amended budget was adopted for the 2022/23 term.

### **11.3 Trust Conservancy Report**

Vice Chair of Islands Trust Conservancy, Municipal Trustee Fast, noted the Conservancy protects over 111 properties.

11.3.1 November 23, 2021 as presented.

11.3.2 January 25, 2022 as presented.

### **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**

### **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**

Chair Luckham noted that the website is being updated for bug fixes.

## **12. WORK PROGRAM**

### **12.1 Top Priorities Report dated March 8, 2022**

Received for information.

### **12.2 Projects List Report dated March 8, 2022**

Received for information.

## **13. CLOSED MEETING - None**

## **14. UPCOMING MEETINGS**

### **14.1 Next Regular Meeting Scheduled for Wednesday, June 29, 2022 at 10:30 a.m.**

It was discussed that if the opportunity to meet with Snaw-naw-as (Nanoose) First Nation, the Biosphere Region and Islands Trust with area land owners at the university via Pam Shaw would be a good moment, otherwise, the meeting will be held electronically.

**15. ADJOURNMENT**

**By general consent** the meeting was adjourned at 10:56 a.m.

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Peter Luckham, Chair

Certified Correct:

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Lori Foster, Recorder

DRAFT

## Resolutions Without Meetings Log

### Ballenas-Winchelsea Islands

Resolution Number	Action	Date
<b>2022-003</b>	<b>Carried</b>	<b>01-Jun-2022</b>
<p>"That the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) endorse the following text for inclusion in the 2021-2022 Annual Report for approval by the Islands Trust Council and submission to the Minister of Municipal Affairs &amp; Housing: The Executive Committee Acting as a Local Trust Committee (Ballenas - Winchelsea Islands) (EC as LTC (B-W)) held three regular business meetings and one special meeting in the 2021/22 fiscal year, for a total of four meetings. Work for this period focused on advancing amendments to the Fees bylaw and Meeting Procedures bylaw to allow all EC as LTC (B-W) meetings to be electronic when needed. From April 1, 2021 to March 31, 2022, no development applications were received or processed."</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>	Becky McErlean Heather Kauer		In Progress



DATE OF MEETING: June 29, 2022

TO: Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands)

FROM: Heather Kauer, Regional Planning Manager  
Northern Team

SUBJECT: Project Recommendations for Incoming LTC

## RECOMMENDATION

1. **That the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) endorse the 'Top Priorities List' and 'Projects List' as presented on June 29, 2022 for further consideration by the incoming Local Trust Committee.**

## REPORT SUMMARY

The LTC is being asked to consider its 'Top Priorities' and 'Projects' list prior to the end of the current term for consideration of recommending these lists to the incoming LTC.

### Organization of the Top Priorities and Projects List

Staff are recommending that the LTCs Top Priorities list include one project that is a Comprehensive OCP/LUB project and that those projects listed on the Projects List that would be part of this project be shifted to the description portion of that Top Priority Project. Staff are recommending this because the LPS Renewal project assumes that one of the criteria for an OCP/LUB project to be prioritized for assignment to the Regional Planning Team (RPT) is that a Comprehensive OCP/LUB project is listed on the Top Priority projects list. Staff assume that once the LTCs OCP and LUB are assigned to the RPT that all of the topic areas would be addressed.

Staff further recommend that the Projects List be reorganized by category. Most projects that get added to LTC Projects List fall into one of five categories:

- OCP Amendments
- LUB Amendments
- Administrative (Bylaws, Processes, and Procedures)
- Advocacy and Communications
- Bylaw Enforcement

Assigning the list of projects to one of these categories would aid in prioritization of work. Those projects that are categorized as OCP or LUB amendments should be added to the Top Priority OCP/LUB projects and all others should be reorganized according to the other categories or removed for a particular reason. The recommended lists reflect these proposed changes. The LTC will note that the recommended Projects List is blank as most of the projects listed there currently would require OCP or LUB amendments.

The following table details staff's recommendations for the items currently listed on the Top Priority List:

<b>Date</b>	<b>Project</b>	<b>Keep or Remove?</b>	<b>Rationale for removal or change</b>
2015	<p>Advocacy for the protection and appropriate use of Crown islets:</p> <p>To work with Nanoose First Nation, provincial agencies and other agencies to facilitate appropriate public use of the islands.</p> <p>- Coordinate a boat tour of the BW islands and islets inviting FN representatives, MABR members and Regional District Electoral Area representative.</p>	Remove or redefine	Staff recommend that the LTC remove or redefine this project.
2011	<p>Nanoose First Nation Relationship Building:</p> <p>Coordinate BW meeting rotation at Nanoose FN meeting facility</p>	Remove	This would be an on-going operational function and not a "project." Staff recommend that this be removed. If the LTC wishes to retain some form of this, staff recommend the adoption of a standing resolution.
2018	Implement the Protection of Coastal Douglas fir and Associated Ecosystems toolkit and Islands Trust Conservancy Regional Conservation Plan.	Keep	List this as an element of a Comprehensive OCP/LUB amendment proc

The following table details staff's recommendations for the items currently listed on the Projects List:

<b>Date</b>	<b>Project</b>	<b>Recommended Category</b>	<b>Keep or Remove?</b>	<b>Rationale for removal or change</b>
2019	Develop Educational Outreach		Remove	A project should have an identified deliverable. This topic is too broad to be defined as a project.

Date	Project	Recommended Category	Keep or Remove?	Rationale for removal or change
2020	Identify significant un-fragmented forest and non-forest ecosystems and ensure these are noted on mapping for environmental and carbon sequestration value.		Move to Top Priority OCP/LUB project	Move to Comprehensive OCP/LUB project on Top Priorities List

### Rationale for Recommendation

The 'Top Priorities List' and 'Project List' identify several potential projects for the incoming LTC to consider and prioritize through its' strategic planning.

### ALTERNATIVES

The LTC may consider the following alternative to the staff recommendation:

#### 1. Amend the 'Top Priorities List' and/or the 'Projects List'

The LTC may amend either list prior to the end of the term. The resolution may be worded as:

*That the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) amend the [Top Priorities List/Projects List] as follows:*

Submitted By:	Heather Kauer, RPP, MCIP, AICP Regional Planning Manager	June 10, 2022
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### ATTACHMENTS

1. Recommended Top Priorities List
2. Recommended Projects List

## Attachment 1

### Recommended Top Priorities Project List

Priority No.	Title	Activity	Initiation Date
1	Comprehensive OCP/LUB Review	- Identify significant un-fragmented forest and non-forest ecosystems and ensure these are noted on mapping for environmental and carbon sequestration value.	2022
		- Implement the Protection of Coastal Douglas fir and Associated Ecosystems toolkit and Islands Trust Conservancy Regional Conservation Plan.	
2			
3			

## Attachment 2

### Recommended LTC Project List

No.	Category	Title	Activity	Initiation Date
	Minor OCP amendments			
	Minor LUB amendments			
	Administrative (Administrative Bylaws, Processes, and Procedures)			
	Advocacy and Communications			
	Bylaw Enforcement			



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

### HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MAY 24, 2022 BOARD MEETING (OPEN PORTION)

*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 (ITC) continues to have a vacancy for one Ministerial appointment to the ITC Board. The [Crown Agencies and Board Resourcing Office](#) is responsible for posting the position.
- ITC Board welcomed Aislyn King as the summer Co-op Student to the ITC team. She will be working as the GIS & Conservation Technician over the summer.
- ITC Board received verbal updates from the ITC Chair and Vice Chair about the Islands Trust Governance Review, the final 2022/23 Islands Trust Budget and the Policy Statement Review Process.
- ITC Board approved audited financial statements for 2021/22.

#### 2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Manager presented the request for decision regarding the ITC Plan Review to Board members, advising the plan will have a shorter timeline than previous plans (three years instead of five years), and noted the timelines for internal and First Nations referrals processes. The intent is to move towards a more robust engagement of First Nations over the next two to three years in preparation for the next ITC Plan. ITC Board approved the draft ITC Three-Year Plan and directed staff to refer it to local trust committees, the Bowen Island Municipality, Trust Council and First Nations and to bring a final draft to the Board for approval at its November 2022 meeting.
- ITC Board directed staff to prepare a Project Charter for the next ITC Five-Year Plan (2026-2030) with an emphasis on First Nations engagement.
- ITC Board provided input for the draft, July 13, 2022, ITC/Executive Committee liaison meeting. The liaison meeting provides an opportunity for ITC to liaise with Executive Committee regarding overlapping Trust Council and ITC work priorities.
- ITC Board reviewed correspondence received since the last meeting.

#### 3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Manager presented the Sandy Beach Nature Reserve Management Plan to Board members. Board members discussed adding climate solutions to future management plans including planting of niche species adaptive to climate change. Staff noted that the current



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

Climate Change Project is examining mitigation and adaptation actions for ITC managed lands. ITC Board approved the plan as amended.

### 4. COVENANT AND PROPERTY MANAGEMENT

- ITC Board discussed the referral of Proposed Bylaw 526 - Farm Housing Project (Salt Spring). ITC Board recommended approval of Salt Spring Island Local Trust Committee Bylaw 526, subject to the following conditions:
  - Increase of setbacks for any new uses from all lot lines adjacent to the McFadden Creek Nature Sanctuary of 200m, due to potential heron nesting areas (a blue listed species at risk); and
  - Increase of setbacks for any new uses from all lot lines adjacent to other ITC conservation areas to 30 m.

ITC Board also requested the Salt Spring Island Local Trust Committee consider the development of other protections for conservation areas on Salt Spring Island, such as:

- Restrictions on timing of construction to September 15 – January 15 for lots adjacent to ITC and other conservation areas;
- Implementation of erosion controls and soil compaction controls during construction for lots adjacent to ITC and other conservation areas; and
- Increase of setbacks for all lots adjacent to and/or near sensitive ecosystems.
- ITC Board approved placement of a Memorial Bench in the McRae NAPTEP Covenant (Gabriola) noting the bench is in memory of the late Stanley and Maxine McRae..
- ITC Board received a Fallow Deer briefing for Mayne Island and passed a resolution encouraging Trust Council to strongly advocate to the Province for the implementation of sustained, evidence based solutions to invasive Fallow Deer populations on Mayne Island, as requested by the Mayne Island Conservancy Society, to prevent Fallow Deer invasions to other islands.

### 5. COMMUNICATIONS AND OUTREACH

- ITC Board were presented with the draft 2021/22 Annual Report for approval. Minor edits were noted and the text was approved (as amended) for approval by Trust Council. Communications Specialist noted that this Annual Report was designed to compliment the ITC [Impact Report](#) that is now available on the website.
- The Species at Risk Coordinator briefed Board members on the results of the Gathering for Species at Risk workshop (held March 17, 2022) and [highlighted outcomes of workshop](#).
- The ITC Ecosystem Protection Specialist briefed Board members on the recent Bull Kelp polygon mapping. The [mapping has been uploaded into Map IT and TAPIS mapping](#).

### 6. FUNDRAISING AND CONSERVANCY SUPPORT

- ITC Board approved the following Opportunity Fund Grants:



ISLANDS TRUST CONSERVANCY

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

- \$6,000 to Gabriola Land and Trails Trust in support of their Nature Stewards program;
  - \$4,950 to the Galiano Conservancy Association for items noted in their application;
  - \$5,000 to help Raincoast Conservation Foundation and the Pender Islands Conservancy Association protect 18 hectares (44.5 acres) of land known as KELÁ\_EKE Kingfisher Forest on North Pender Island. Thanks to the generosity of an anonymous donor and the Sitka Foundation this donation will be matched, making it a \$10,000 contribution towards the protection of this forest. See our [News Release for further details](#).
- ITC Board received a Species at Risk Program update, including information about extension of funding from Environment and Climate Change Canada. ITC Board directed staff to draft and sign an amended contribution agreement with Environment and Climate Change Canada (ECCC), extending the existing Species at Risk Program funding until March 31, 2026, including a budget increase for the 2022/23 fiscal year of \$25,000 and the addition of \$220,000/year in funding for the next three fiscal years (2023/24 through 2025/26).

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To find out more about Islands Trust Conservancy and our current goals, to donate to our Opportunity Fund, or to subscribe to email updates, visit our website: <https://islandstrust.bc.ca/conservancy/>

Shortcuts of interest:

- **Goals:** <https://islandstrust.bc.ca/conservancy/conservation-planning/>
- **Opportunity Fund:** (context) <https://islandstrust.bc.ca/conservancy/supporting-local-conservancies/opportunity-fund-grants/> ; (to donate online) <https://islandstrust.bc.ca/donate-to-conservancy/>
- **Request key updates via email:** <https://islandstrust.bc.ca/subscribe/> (NB: by scrolling down, you may also add your home address for a free hardcopy of the Heron newsletter, published three times per year)



## 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	<p><b>It was MOVED and SECONDED</b></p> <p>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.</p>
2.	March 12, 2020	EX-LTC-RWM-2020.1	Reconciliation engagement with local First Nations	<p><b>It was MOVED and SECONDED</b></p> <p>that the Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) adopt the following standing resolution:</p> <p>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:</p> <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>

## Top Priorities Report

### Ballenas-Winchelsea Islands

#### 1. *Advocacy for the protection and appropriate use of Crown islets.*

#### Responsible

#### Dates

To work with Nanoose First Nation, provincial agencies and other agencies to facilitate appropriate public use of the islands.

Rec'd: 19-May-2015

- Coordinate a boat tour of the BW islands and islets inviting FN representatives, MABR members and Regional District Electoral Area representative.

#### 2. *Nanoose First Nation Relationship Building.*

#### Responsible

#### Dates

- Coordinate BW meeting rotation at Nanoose FN meeting facility

Rec'd: 26-Jul-2011

#### 3. *Implement the Protection of Coastal Douglas fir and Associated Ecosystems toolkit and Islands Trust Conservancy Regional Conservation Plan.*

#### Responsible

#### Dates

Review the OCP and LUB.

Rec'd: 12-Dec-2018

## Projects Report

### Ballenas-Winchelsea Islands

#### 1. *Develop Educational Outreach*

Responsible

Date Received

06-Mar-2019

#### 2. *Map ecosystem environmental and carbon sequestration value*

Responsible

Date Received

Identify significant un-fragmented forest and non-forest ecosystems and ensure these are noted on mapping for environmental and carbon sequestration value.

04-Mar-2020