



Executive Committee

Agenda

Date: Wednesday, July 8, 2020
Time: 9:00 am
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
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5. BYLAWS FOR APPROVAL CONSIDERATION	
5.1 Delegation To Item 5.2 - Mr. Simon Palmer	21 - 22
5.2 Denman Island LTC Bylaws No. 235 & 236 - RFD	23 - 27

THAT the Executive Committee provide written comment to the Denman Island Local Trust Committee on whether it believes that potential bylaw amendments for an application for subdivision and subsequent development to increase the density or intensity of use in an area where rainwater collection is the sole source of potable water to support, would be contrary or at variance with Islands Trust Policy Statement 4.4.2 and Executive Committee Resolution 2020-003.

5.3 Bowen Island Municipality Bylaw No. 521 - RFD (OCP amendment)

28 - 36

THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 521, cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 521, 2020" is not contrary to or at variance with the Islands Trust Policy Statement.

6. TRUST COUNCIL MEETING REVIEW

6.1 Executive

6.1.1 Roundtable

6.1.2 Trust Council Business Decision Highlights (pending)

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6.2 Local Planning Services

6.3 Administrative Services

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7.1.1 Executive

7.1.1.1 Ministerial Order 139 re: Islands Trust meetings - Briefing

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7.1.2 Trust Area Services

7.1.3 Local Planning Services

7.1.3.1 Local Planning Service Delivery - Briefing

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7.1.3.2 Crown Land Referrals and Reconciliation - Briefing

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7.1.3.3 Approval of Local Trust Committee (LTC) meeting agendas - Discussion

7.1.4 Administrative Services

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.2 Trust Area Services

7.2.3 Local Planning Services

7.2.3.1 Options for Advisory Planning Commission Meetings during Pandemic - Briefing

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7.2.4 Administrative Services

8. NEW BUSINESS

8.1 Executive/Trust Council

8.1.1 What is a Community Information Meeting - Discussion

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

8.2.2 Climate Action Project Charter - Briefing

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8.3	Local Planning Services	
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9.	CORRESPONDENCE (for information unless raised for action)	
9.1	Salish Seas Shared Waters Forum / Virtual Meeting - October 15-16, 2020	109 - 109
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10.	WORK PROGRAM	
10.1	Review and amendment of current work program	124 - 126
11.	NEXT MEETING	127 - 127
	The next Executive Committee (EC) business meeting is August 8, 2020.	
	See Agenda Context Notes 2.2.1 re: amending pre-Trust Council September EC business meeting.	
12.	CLOSED MEETING (under separate cover)	
	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.	
13.	RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)	
14.	ADJOURNMENT	

Agenda No.	From	Context Notes
7.1.3.1	DLPS	This item is presented to provide further information regarding the land use planning service.
7.1.3.3 Approval of LTC meeting agendas	DLPS	The current practice for LTC agenda approval is to circulate the agenda 14 days prior to the meeting to all LTC members for comment and additions. There is no formal approval of the agenda and the contents by the LTC Chair prior to it being published. The exception is for late items and delegations, which the chair is requested to approve. As a result, Staff are de facto approving LTC agendas. This item has been added for discussion amongst Chairs, and to seek an approach more in line with standard local government and Trust Council practice, in which the Chair would approve the agenda before it is published.
8.2.2	CAO	This initiative is staff generated and provides a solution to fully integrate climate change actions at the Islands Trust throughout the organization and in support of the Conservancy, LTCs and Trust Council strategic priorities.
9. Correspondence		In accordance with the Executive Committee (EC) 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.
9.3 UBCM 2020 – Minister Meeting Requests	DTAS	Executive Committee may wish to direct the following: 1. That staff send an information package regarding individual trustees attending Union of British Columbia Municipalities and Association of Vancouver Island Coastal Communities, and include a link to Policy 6.12.2 (2.2) 2. That the Executive Committee request staff consult with the Chair and provide recommendations for meeting with ministers at the Union of British Columbia Municipalities in September.
9.5 UBCM – The Compass dated June 17, 2020	DTAS	The UBCM notice includes a message encouraging members to bring the Missing and Murdered Indigenous Women and Girls Calls for Justice to their respective councils or boards for review, prioritization and consideration of endorsement in collaboration with local Indigenous communities. Staff suggest that the Executive Committee request a staff report with options for their August 5 meeting.
10.1 Work Program		The Executive Committee work program is amended before each meeting with suggested priorities proposed by staff. By resolution, the Executive Committee can provide direction regarding new items or the order of priorities.
11. Next Meeting	CAO	Recommendation: That the Executive Committee move its September 15th pre-Trust Council business meeting to September 14th starting at 9:00 AM.



Executive Committee Minutes of Regular Meeting

Date: June 15, 2020
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Members Present: Peter Luckham, Chair, Thetis Island
Dan Rogers, Vice Chair, Gambier/Keats Island
Laura Patrick, Vice Chair, Salt Spring Island
Sue Ellen Fast, Vice Chair, Bowen Island Municipality

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (Victoria boardroom)
David Marlor, Director Local Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Carmen Thiel, Legislative Services Manager
Lori Foster, Executive Coordinator/Recorder (Victoria boardroom)

Public Present: There were no members of the public present via telephone call-in or Zoom webinar options

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:03 AM stating gratitude for meeting on the traditional territory of Coast Salish First Nations.

All members and staff, except as indicated, participated electronically via Zoom.

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 May 13, 2020

By general consent, the minutes were adopted as presented.

3.2 June 3, 2020

Amend item 8.2.1. of the June 3rd Executive Committee minutes to read “, that Bowen Island Municipal Council and community correspondence did not support the application.”

By general consent, minutes were adopted as amended.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller gave a verbal update regarding office re-openings, public meetings, and other transitional considerations associated with COVID-19 response and recovery. He spoke to advisory planning commission (APC) meetings as a topic at other regional discussions.

Director of Local Planning Services (DLPS) Marlor will send out communications regarding APC meetings. He spoke to an upcoming professional development day with topics addressing cannabis production and food security.

Director of Trust Area Services (DTAS) Frater addressed recent meetings with Ministry of Forests, Lands, Natural Resource Operations and Rural Development Operations (FLNROR) staff, working with First Nations on the climate change indicators project, website project updates and consideration of a secretariat function in the Southern Gulf Islands.

4.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs gave verbal updates on recently attended electronic meetings and webinars.

Comments were heard on advisory planning commissions needing to meet regarding referrals on some applications.

4.3 Islands Trust Conservancy Liaison Updates

Vice Chair of the Islands Trust Conservancy (ITC), Municipal Trustee Fast, noted Susan Hannon, an ITC board member, is part of the Ecological Research Network delegation to Trust Council on Wednesday.

5. TRUST COUNCIL MEETING PREPARATION

5.1 Executive

5.1.1 Delegation Presentations

5.1.1.1 SIRRA Saturna Is. Ratepayers & Residents re: budget & transparency

EC-2020-076

It was Moved and Seconded,

That Executive Committee forward to item 5.1.1.1., Saturna Island Ratepayers & Residents re: budget & transparency presentation to item 9.2. June Trust Council agenda package.

CARRIED

5.1.1.2 Dr. Penn re: Coastal Douglas-fir Health, Carbon Emissions and Fire Risk from Logging, Current Tools and Implications for Policy

EC-2020-077

It was Moved and Seconded,

That Executive Committee forward to item 5.1.1.2., Dr. Penn to item 9.2.3. June Trust Council agenda package

CARRIED

Discussion followed on reviewing and tightening up the process for receiving delegation presentations.

5.1.2 Trustee Updates

5.1.2.1 Howe Sound Community Forum

This report was received as a late item.

By general consent, forwarded item 5.1.2.1. Howe Sound Community Forum report to item 13.1.3 of the June Trust Council agenda package.

5.1.3 Item 12.1 PMFL Act Amendments RFD - R. Waldick correspondence dated June 9, 2020

By general consent, forward 5.1.3 to item 12.1 June Trust Council agenda package as presented.

5.1.4 F. Sindico re: Islands and COVID-19

By general consent, forward to Trust Council correspondence.

5.1.5 BIM re: Recreational Use of Motorized Vehicles on Mt Gardner

By general consent, forward to Trust Council correspondence.

5.2 Local Planning Services

5.2.1 LPC Work Program Report

The Local Planning Committee (LPC) Work Program Report was amended at yesterday's LPC business meeting.

By general consent, forward to Trust Council, replacing the LPC Work Program Report which was in the June 5th published Trust Council agenda package.

5.2.2 Contiguous Forest Mapping Project – RFD

By general consent, forward Contiguous Forest Mapping Project Request for Decision to Trust Council for consideration.

5.3 **Administrative Services – None**

5.4 **Trust Area Services – None**

6. **NEW BUSINESS - None**

7. **CLOSED MEETING - None**

8. **RISE AND REPORT DECISIONS FROM CLOSED MEETING - Not Applicable**

9. **CORRESPONDENCE (for information unless raised for action)**

9.1 **Sunshine Coast Dirt Bikers re: Mt. Gardner Bowen Island trails email dated June 6, 2020**

By general consent, forward to Trust Council correspondence.

9.2 **Office of the Premier re: Chair Letter call for redress of historical wrongs against Japanese Canadians email dated June 2, 2020**

By general consent, forward item 9.2 to trustees via email and post to website.

9.3 **Gabriola Housing Society re: thank you for application sponsorship dated May 31, 2020**

By general consent, website post to the Gabriola Local Trust Committee rezoning application as correspondence. Received for information.

9.4 **NAJC re: LTR to Premier supporting redress of wrongs against Japanese Canadians in BC dated May 24, 2020**

By general consent, forward item 9.4 with item 9.2 to trustees via email and post to website.

10. NEXT MEETING

Discussion was heard that having the EC meeting a full day before Trust Council is not as rushed as the in-person EC meeting held an hour before the in-person Trust Council meeting.

The next scheduled Executive Committee business meeting is July 8, 2020.

11. ADJOURNMENT

By general consent, the meeting was adjourned at 9:55 AM.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator



Resolutions Without Meetings Log

Executive Committee

Resolution Number	Action	Date
2020-006 That the Executive Committee schedule a Special Electronic Meeting on Friday, July 3rd at 11:00 AM.	Carried	26-Jun-2020
2020-005 That the Executive Committee schedule a Special Electronic Meeting on Friday, June 26th at 9:00 AM.	Carried	24-Jun-2020

Islands Trust Executive Committee
RESOLUTION WITHOUT MEETING

RWM Number: EC-RWM-2020-006

June 26, 2020

The following matter is considered urgent and necessary in order to schedule a Special Electronic meeting with a closed session under Section 90(1) of the Community Charter.

It was Moved by Trustee Patrick and Seconded by Trustee Fast,
That the Executive Committee schedule a Special Electronic Meeting on Friday, July 3rd at 11:00 AM.

Please vote on the above motion by completing the ballots below:

☒ IN FAVOUR ☐ OPPOSED _____ Peter Luckham Email Approval _____ <i>June 26, 2020</i> Date	☒ IN FAVOUR ☐ OPPOSED _____ Laura Patrick Email Approval _____ <i>June 26, 2020</i> Date	☒ IN FAVOUR ☐ OPPOSED _____ Dan Rogers Email Approval _____ <i>June 26, 2020</i> Date
☒ IN FAVOUR ☐ OPPOSED _____ Sue Ellen Fast Email Approval _____ <i>June 26, 2020</i> Date		

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION CARRIED, IN ACCORDANCE WITH SECTION 13 OF THE ISLANDS TRUST ACT, THIS 26 DAY OF JUNE, 2020.

Chair's Signature

RECEIVED BY THE ISLANDS TRUST SECRETARY 26 DAY OF JUNE, 2020.

Secretary or Designate's Signature

Recording Staff's Signature (if applicable)

Islands Trust Executive Committee
RESOLUTION WITHOUT MEETING

RWM Number: EC-RWM-2020-005

June 24, 2020

The following matter is considered urgent and necessary in order to schedule a Special Electronic meeting with a closed session under Section 90(1) of the Community Charter.

It was Moved by Trustee Fast and Seconded by Trustee Rogers,
That the Executive Committee schedule a Special Electronic Meeting on Friday, June 26th at 9:00 AM.

Please vote on the above motion by completing the ballots below:

☒ IN FAVOUR ☐ OPPOSED _____ Peter Luckham Email Approval _____ <i>June 24, 2020</i> Date	☒ IN FAVOUR ☐ OPPOSED _____ Laura Patrick Email Approval _____ <i>June 24, 2020</i> Date	☒ IN FAVOUR ☐ OPPOSED _____ Dan Rogers Email Approval _____ <i>June 24, 2020</i> Date
☒ IN FAVOUR ☐ OPPOSED _____ Sue Ellen Fast Email Approval _____ <i>June 24, 2020</i> Date		

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION CARRIED, IN ACCORDANCE WITH SECTION 13 OF THE ISLANDS TRUST ACT, THIS 24 DAY OF June, 2020.

Chair's Signature

RECEIVED BY THE ISLANDS TRUST SECRETARY THIS 24 DAY OF June, 2020.

Secretary or Designate's Signature

Recording Staff's Signature (if applicable)



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.	Russ Hotsenpiller	Meeting: 12-Sep-2017 Target: 05-Dec-2017	In Progress
2 That the Executive Committee ask staff to come back with a report on council committee options to bring to Trust Council.	Russ Hotsenpiller	Meeting: 30-Jan-2019 Target: 27-Feb-2019	In Progress

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 Executive Committee direct staff to prepare a report on the issues around the Crown Land referrals process and how we would approach that as a body.	David Marlor	Meeting: 26-Feb-2020 Target: 15-Apr-2020	In Progress
2 At March TC - Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
3 Notify MA LTC THAT the Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 179, cited as "Mayne Island Local Trust Committee Meeting Procedure Bylaw No. 126, 2004, Amendment No. 1, 2020" in accordance with Section 27 of the Islands Trust Act.	David Marlor	Meeting: 03-Jun-2020 Target: 15-Jun-2020	Completed



Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
4 That the Executive Committee request that the issue of facilitating Advisory Planning Commission work thru electronic or other means and cost and logistics be on the agenda for the July 8 Executive Committee meeting.	David Marlor	Meeting: 03-Jun-2020 Target: 08-Jul-2020	In Progress
5 Trust Council request EC to explore the budget implication of enhanced or additional bylaw enforcement and bring that back to Trust Council in September.	David Marlor	Meeting: 16-Jun-2020 Target: 15-Sep-2020	In Progress

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Introduction, Part I, Part II and Schedule 1.	Clare Frater	Meeting: 21-Jun-2017 Target: 31-Mar-2019	In Progress
2 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater	Meeting: 30-Jan-2019 Target: 17-Apr-2019	In Progress



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
3 Authorize a grant of \$4,500 (from History and Heritage Grants) to Drama Camp Productions in support of the application to host screenings of the movie Dust n Bones and reconciliation discussions on Hornby, Denman and Gabriola Islands, subject to support of local trustees and affected local trust committees. Screening on HOLD due to COVID.	Clare Frater	Meeting: 26-Feb-2020 Target: 25-Mar-2020	In Progress
4 Staff contact the Coast Guard and other federal entities and offer our data sets for their local consideration plans and bring this issue back to April 15th meeting	Clare Frater	Meeting: 25-Mar-2020 Target: 15-Apr-2020	In Progress
5 That staff redirect funding approved by resolution EC-2020-032 from its February 26th business meeting for Hornby Island under the History and Heritage grant application, be allocated to a Dust n Bones screening event on Salt Spring Island. On HOLD due to COVID.	Clare Frater	Meeting: 10-Mar-2020 Target: 15-Apr-2020	In Progress
6 At March TC - Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
7 Trust Council requests the Executive Committee to conduct advocacy in opposition to the recently announced service cuts to B.C. Ferries' sailings in the Trust Area.	Clare Frater	Meeting: 16-Jun-2020 Target: 15-Sep-2020	In Progress



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
8 Chair write to the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), and the Honourable Selina Robinson, Minister of Municipal Affairs and Housing (MAH), and the Honourable Scott Fraser, Minister of Minister of Indigenous Relations and Reconciliation, requesting amendments to the Private Managed Forest Land Act that would enable local trust committees to regulate, but not prohibit, forest activities on land within the Islands Trust Area.	Clare Frater	Meeting: 17-Jun-2020 Target: 15-Sep-2020	In Progress

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
1 Executive Committee requested the following amendments to the EC/ITC joint meeting agenda: 4.2.1 add Provincial Funding Request, and 4.2.2 add Ecosystem Based Management.	Kate Emmings	Meeting: 03-Jun-2020 Target: 15-Jun-2020	Completed

Senior Intergovernmental Policy Advisor

Activity	Responsibility	Dates	Status
1 that staff be requested to draft a letter to BIM Council encouraging them to engage with First Nations consistent with the Islands Trust reconciliation declaration.	Lisa Wilcox	Meeting: 02-Oct-2019 Target: 30-Oct-2019	In Progress



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality May, 26 2020

Islands Trust Conservancy Board News

Island Trust Conservancy (ITC) conducted its first public, electronic Zoom meeting as a means of reducing contact during the COVID-19 pandemic. The ITC Board was informed of staff work transitions resulting from the novel virus. All information about ITC's response to COVID-19 is posted to the Islands Trust and Islands Trust Conservancy websites.

Regional Conservation Plan Updates

The science-based and community-informed Regional Conservation Plan guides the work of ITC. The ITC continues to work towards four long-term goals and 25 objectives that further conservation in the entire Trust Area. For more information, visit www.islandstrustconservancy.ca/media/84821/itc_2018-11_rcp-2018-2027-web_final.pdf.

Goal 1 – Science-based Conservation Planning

The ITC Board received the *Climate Projections for Islands Trust Area* report http://www.islandstrustconservancy.ca/media/84991/itc_climateprojectionsreport_final.pdf and approved a Climate Change Project Charter.

ITC staff collaborated with Local Planning Services on the Contiguous Forest Mapping Project. The information was received by Trust Council at its June meeting.

Goal 2 – Strong relationships with First Nations

The ITC Board considered revisions to its Vision Statement to reflect its Reconciliation Declaration. The Board directed staff to bring further revisions to a future meeting and requested that staff also bring the ITC Mission Statement concurrently for consideration.

A/Manager Emmings gave an overview of the staff reconciliation retreat on May 7, 2020 and indicated that staff will meet in the near future to continue to integrate actions into work plans that reflect the Conservancy's commitment to its Reconciliation Declaration.

Goal 3 – Protection of core conservation areas

Property Management

Annual monitoring activities are delayed due to COVID-19. Staff are planning for a reduced monitoring season to accommodate travel restrictions, but visits to most properties will occur.

The ITC Board directed staff to prepare a budget request for the 2021-2022 fiscal year to address management of wildfire risks on ITC conservation properties.

The ITC Board approved nature reserve management plans on Denman Island (see island updates below).

Land Acquisition and Covenants

The ITC Board approved a Natural Area Protection Tax Exemption Program conservation proposal for North Pender Island (see island updates below).

Goal 4 – A strong voice for nature conservation

The ITC Board received a briefing on 30th Anniversary activities. The Islands Trust Conservancy's 30th Anniversary plans will highlight accomplishments and focus on the future and biodiversity.

ITC conservation covenant landowners received the *Caring for Your Conservation Covenant* newsletter and a 'Communications and Engagement Questionnaire'.

ITC, in collaboration with the Coastal Douglas-fir and Associated Ecosystems Partnership (CDFCP), Raincoast Conservation Foundation, and several island conservancies, produced forest ecosystem information sheets for each local trust area. These will be mailed out to 375 owners of forested land in the early summer.

The ITC Board approved its 2019-2020 financial statement and text for its Annual Report and considered a draft agenda for the July 14th ITC / Executive Committee liaison meeting.

Activities by Local Trust Area/Island Municipality

Denman – The ITC Board approved the 2020 updates of the Inner Island Nature Reserve Management Plan and the Lindsay Dickson Nature Reserve Management Plan. The Board also approved the first Valens Brook Nature Reserve Management Plan. Once approved by conservation partners, these will be posted to the Islands Trust Conservancy website at <http://www.islandstrustconservancy.ca/protected-places/caring/>.

The ITC Board approved a \$5,000 Opportunity Fund Grant for the Denman Conservancy Association. Opportunity Fund information is available at <http://www.islandstrustconservancy.ca/initiatives/supporting-local-land-trusts/opportunity-fund-grants/>

Gabriola - Invasive species were managed in Elder Cedar Nature Reserve and one conservation covenant on Gabriola Island.

Galiano - Invasive species were managed in one conservation covenant on Galiano Island.

North Pender – ITC approved a conservation proposal to place a NAPTEP covenant on 3.99 ha on Clam Bay Road, North Pender Island.

Salt Spring - Invasive species were managed in three conservation covenants on Salt Spring Island.

Please feel free to contact the Islands Trust Conservancy for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca

Islands Trust Conservancy itcmail@islandstrust.bc.ca



Islands Trust Conservancy - Executive Committee Liaison Meeting Agenda

Date: Tuesday, July 14, 2020
Time: 1:00 pm - 3:00 pm
Location: Islands Trust - Zoom webinar
200-1627 Fort Street, Victoria, BC

1. CALL TO ORDER

1.1 Introductions and Context for Annual Meeting

2. APPROVAL OF AGENDA

3. MINUTES/COORDINATION

3.1 Review of the July 16, 2019 Meeting Minutes

4. BUSINESS

4.1 Items for Information

4.1.1 Introductions:

- Islands Trust Conservancy (ITC)
- Executive Committee (EC)
- Review of ITC/EC roles

4.2 Items for Discussion/Direction

4.2.1 Working with the Province

- Strategic Plan Item: Amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) to act as an incentive for the protection of forest cover for climate change mitigation and adaptation in the Islands Trust Area.
- Provincial Funding Request – requested by EC

4.2.2 Working with Trust Council

- COVID-19 Updates (verbal?)
- Strategic Planned Giving
- Climate Change Emergency Declaration
 - FireSmart and ecology
 - Climate Change Projections Report
 - Other?
- Referrals and communication

- Between TC and ITC
- Between Committees and ITC
- Budget:
 - Fire Risk Assessment
 - Property Management Formula
- Canada Nature Fund (verbal)
- Regional Conservation Plan Update
- Ecosystem Based Management – Requested by EC
- 4.2.3 Working with Local Trust Committees
 - LPS/ITC policy
 - CDF Tool Kit
- 4.2.4 Working with First Nations
 - Reconciliation Declaration and Action Plan
 - Crown Land Policy
- 4.2.5 Working with the Public
 - Website (verbal)

5. NEXT MEETING

To be determined in late 2020; in Victoria

6. ADJOURNMENT

Denman Housing Association

Registered Charity #84680 0936 RR0001

To: Islands Trust Executive Committee

Meeting Date - July 8 2020

Re: DE-RZ-2018.1 Denman Housing Association & Backup Water Supply

On January 15 2020 the EC passed a Resolution

EC-2020-003 It was MOVED and SECONDED,

In answer to the referral from Denman LTC, that Executive Committee advise the Denman Local Trust Committee in response to Bylaws Nos. 235 and 236 that it could consider rainwater catchment system with a backup supply on Denman Island as satisfying Trust Policy 4.4.2 so long as the system meets the requirements of "potable water" as defined by provincial regulatory authorities and the bylaws do not reduce the requirement for proof of water for a subdivision to zero but rather to some lower reasonable amount.

CARRIED

On May 19 2020 the DILTC passed a Resolution

DE-2019-090 It was MOVED and SECONDED,

That Denman Island Local Trust Committee request the Executive Committee to indicate whether the change proposed by the applicant for a backup water supply affects the advice previously given in regard to rainwater harvesting and the Trust Policy Statement. **CARRIED**

The change referred to in the DILTC Resolution concerns our proposed backup water supply for the Denman Green affordable housing project. This change came after we asked ourselves what constitutes a truly sustainable & responsible backup water source; after we realized that it is not the source itself but the reliability of that source, long term, that matters. To which should be added other factors, such as environmental impact, the impact on groundwater resources, climate change predictions & of course water quality.

Our initial thinking was to source off-site from a new well & to have a tanker truck on stand-by, ready to make twice-daily deliveries over several kilometers of island roads. Critics of this option quite rightly pointed to - the impact on groundwater resources, questionable water quality over dry summer periods, the cost of the stand-by truck & of course the carbon footprint of the twice-daily deliveries.

Contrast that with our preferred option, that of simply collecting & storing more rainwater. We already plan to maintain a reserve covering 6 months of no-rain days. Water tables based on historic rainfalls, University of Victoria climate change predictions & industry-accepted collection efficiencies show that we can harvest a further 2 months' supply, for a total of 8 months no-rain days reserve. By any standards surely adequate in B.C.?

A final comment, on the all-important climate change predictions by the University of Victoria - plan2adapt. Longer, drier Summers in B.C. will result in falling water tables, an increasing likelihood of salt water intrusion and of wells failing to supply; while shorter, wetter Winters will mean increased runoff and therefore less

groundwater replenishment. By contrast the predicted overall increase in annual precipitation will actually improve supply to rainwater harvesting systems.

In summary, all climate change predictions favour rainwater harvesting versus groundwater extraction. The one is increasingly sustainable, the other increasingly not.

We would suggest therefore that storing additional rainwater is a preferable means of ensuring a backup supply to Denman Green, one that reasonably should not affect the advice in your Resolution of January 15 2020

Simon Palmer on behalf Denman Housing Association



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW REFERRAL

File No.: DE-RZ-2018.1 (Denman Housing Association)

DATE OF MEETING: July 8, 2020
TO: Islands Trust Executive Committee
FROM: Sonja Zupanec, Island Planner
SUBJECT: Denman Island Local Trust Committee – Bylaw Nos. 235(OCP) and 236 (LUB)

RECOMMENDATION

1. **THAT the Executive Committee provide written comment to the Denman Island Local Trust Committee on whether it believes that potential bylaw amendments for an application for subdivision and subsequent development to increase the density or intensity of use in an area where rainwater collection is the sole source of potable water to support, would be contrary or at variance with Islands Trust Policy Statement 4.4.2 and Executive Committee Resolution 2020-003.**

Directors Comments

In December 2019 the Denman Island Local Trust Committee (LTC) referred a rezoning application for 20 units of multi-family affordable housing to the Executive Committee (EC) for early referral. The EC considered the referral on January 15, 2020 and passed the following resolution:

EC-2020-003 It was MOVED and SECONDED,

In answer to the referral from Denman LTC, that Executive Committee advise the Denman Local Trust Committee in response to Bylaws Nos. 235 and 236 that it could consider rainwater catchment system with a backup supply on Denman Island as satisfying Trust Policy 4.4.2 so long as the system meets the requirements of “potable water” as defined by provincial regulatory authorities and the bylaws do not reduce the requirement for proof of water for a subdivision to zero but rather to some lower reasonable amount.

CARRIED

All background information pertaining to the EC referral is available [here](#).

The LTC considered a comprehensive [staff report and supplemental memorandum](#) in May 2020. The applicant confirmed that the primary and back up source of potable water to support the subdivision and development would be [rainwater collection](#) and no water licence for an on-island groundwater supply will be pursued. The LTC requested a follow up referral to the EC to determine whether the EC considers the reliance on a rainwater collection system to be consistent with the most recent EC resolution.

The following resolution was passed by the LTC on May 19, 2020:

DE-2019-090 It was MOVED and SECONDED,

That Denman Island Local Trust Committee request the Executive Committee to indicate whether the change proposed by the applicant for a backup water supply affects the advice previously given in regard to rainwater harvesting and the Trust Policy Statement. **CARRIED**

Staff have advised the LTC that the necessary bylaw amendments to support the application for subdivision and development would be inconsistent with the most recent direction of the EC resolution as well as continue to be inconsistent with Island Trust Policy Statement 4.4.2:

“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.”

In order to bring clarity to the application process prior to a public hearing being scheduled, the LTC has asked the Executive Committee to provide additional comments to the LTC.

BACKGROUND

As the primary water supply system is proposed to be an engineered rainwater collection system, substantive amendments to the subdivision regulations in the Denman Land Use Bylaw would be required to waive the proof of water requirements to zero. The Denman Island Land Use Bylaw proof of water requirements to support an application for subdivision are specific to well, surface water supply or community water system and do not include rainwater catchment as a primary source.

The draft July 2019 provincial drinking water officer's guide "Guidance for Treatment of Rainwater Harvested for Potable Use in BC" characterizes rainwater as "surface water" for the purposes of treatment only and stresses that the report does not address **"the reliability or sustainability of rainwater as a source of domestic water...(nor)... the appropriateness of rainwater sources as basis for subdivision approval"**. The report notes that in many situations, harvested rainwater may be best suited as a supplementary source to existing water supplies for the purposes of reducing stresses related to water quality and/or quantity.

The proposed bylaws were referred to Island Health who responded (see Attachment 1) that **"rainwater collection is not a suitable primary source of potable water for a development of this size due to the unpredictable supply of water and the large water storage capacity needed...rainwater collection would be an excellent means to supplement the non-potable household water demands for toilet flushing, and laundry..."**. The Ministry of Transportation and Infrastructure did not provide any response on proof of water.

The applicant has submitted a plan for a unique rainwater supply system to support their bylaw amendment application and subsequent application for subdivision to develop 20 units of affordable housing. Unfortunately, despite the strength of many aspects of this proposal, staff cannot recommend the LTC support the proposal for sole reliance on a rainwater harvesting system as it does not comply with the LTC's direction, Islands Trust Policy Statement, provincial subdivision regulations for proof of water requirements or Island Health recommendations. It would be preferred that the rainwater harvesting system supplements a licensed surface or groundwater supply.

The Denman Local Trust Committee has requested that the Executive Committee of the Islands Trust specifically comment on whether it believes the applicant has addressed the EC's resolution.

Submitted By:	Sonja Zupanec, Island Planner	June 4, 2020
Concurrence:	David Marlor, Director of Local Planning Services	June 9, 2020

ATTACHMENTS

1. January 2020 - Island Health Referral Response to Proposed Bylaw No. 235 and 236

January 20, 2020

Becky McErlean
Islands Trust – Northern Office
700 North Road
Gabriola Island, BC V0R 1X3

Re: Bylaw No 235 (OCP Amendment) and Bylaw 236 (LUB Amendment)

Thank you for the opportunity to comment on the Bylaw No. 235 (OCP Amendment) and Bylaw 236 (LUB Amendment).

The past few years have seen significant advances in linking urban planning with a variety of health outcomes. These include outcomes such as the encouragement of physical activity, healthier eating, greater safety, cleaner air and healthier living environments, access to health services, food security, age friendly communities, and improved social interaction amongst other potential health criteria. However, based on the nature of the referral, Island Health (VIHA) regulatory-based recommendations are itemized below:

Drinking Water – The proposal as submitted indicates the primary source of drinking water would be rainwater collection with a back up water supply from bulk water hauling. This type of facility would fall under the requirements of the *Drinking Water Protection Act* and the *Drinking Water Protection Regulation*. Rainwater collection is not a suitable primary source of potable water for a development of this size due to the unpredictable supply of water and the large water storage capacity needed. With climate change, further changes to our “normal” rainfall levels are expected, but not fully understood. Rainwater collection would be an excellent means to supplement the non-potable household water demands for toilet flushing, and laundry, this must be done following Plumbing Code Standards.

The availability of the bulk water is also a concern as, at this time, there is no bulk water supplier on Denman Island, so during the busy summer months, it can often be challenging with congested ferry traffic to get a water truck to the island. This adds to the cost of the delivery and makes the proposal not very self-sustaining. Our goals are that future residents be provided with safe, potable and a sustainable source of drinking water, and that the water supply system not be of undue cost to operate and maintain now and into the unpredictable future.

Sewage Disposal – Consideration also needs to be given to exploring the sites to ensure that there is suitable soil depth and area to accommodate the onsite sewage disposal. Depending on the size of the development it may fall under the *Sewerage System Regulation* (<22,700 l/day daily design sewage flow, under the local Health Authority) or the *Municipal Wastewater Regulation* (> 22,700 l/day daily design sewage flow, under the Ministry of Environment and Climate Change Strategy).

From a Healthy Built Environment (HBE) perspective, there are many reasons to support the development. An affordable development in close proximity to amenities (within walking/scooting distance) is in principle a reason to support this proposal. We would be happy to offer HBE commentary in due time, although for now, due to the foundational services (water and wastewater) that must be addressed we must keep our input on a regulatory lens.

If you have any additional questions, please do not hesitate to contact this office.

Regards,



Nancy Clements, B.A.Sc., C.P.H.I.(C)
Drinking Water – Healthy Built Environment Consultant

c.c.: Dr. Charmaine Enns, Medical Health Officer
Darrell Belanger, Public Health Engineer
Pam Kumar, Environmental Health Officer



REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

File No.: BIM Bylaw No. 521

DATE OF MEETING: July 8, 2020
TO: Islands Trust Executive Committee
FROM: David Marlor, MCIP, RPP
Director, Local Planning Services
SUBJECT: Bowen Island Municipality – OCP Amendment Bylaw No. 521

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 521, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 521, 2020” is not contrary to or at variance with the Islands Trust Policy Statement.**

IMPLICATIONS OF RECOMMENDATION

Organizational - None

Financial - None

Policy - None

Implementation/Communications - Communication to Bowen Island Municipality regarding the Executive Committee decision by August 7, 2020.

Other - None

PURPOSE

Bowen Island Municipality Bylaw No. 521 (Attachment 1) is intended to amend the Bowen Island Official Community Plan to allow issuance of Temporary Use Permits anywhere within the Island Municipality.

BACKGROUND

Excerpts from the Bowen Staff report dated June 12, 2020:

In short, while Bowen Island’s OCP includes conditions governing the issuing of TUPs it fails to designate areas where TUPs may be issued. This report brings comment from the Advisory Planning Commission and a draft bylaw for Council’s consideration.

Consistent with the recommendation from the Advisory Planning Commission and analysis of neighbouring communities found in the staff report from the May 11th Council Meeting, staff

recommend that the OCP designate the entire municipality of Bowen Island as appropriate for the OCP.

This amendment would be inserted into Policy No. 235, to read (amendment in italics):

Policy 235 The Municipality may consider issuing temporary land use permits provided the use is short-term or seasonal in nature and will not create an unacceptable negative impact upon the natural environment or the character of the neighbourhood. Permits shall be issued in accordance with the Local Government Act. *All areas within Bowen Island Municipality boundaries are designated Temporary Use Permit Areas.*

Issues Relating To First Nation Interest

Bowen Island Municipality staff did not indicate a plan for First Nations engagement for these bylaws. The Islands Trust Policy Statement does not contain directive policies with regards to First Nations.

Public Comments

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

Staff Comments

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

On the Islands Trust Policy Statement Directives Only Policy Checklist, Bowen Island Municipality Staff has indicated that none of the relevant policies are applicable.

Section 493(1) of the *Local Government Act* permits temporary use permits to be issued “in relation to land within an area designated under s.492”. Therefore, before issuing a temporary use permit, the Official Community Plan must identify the areas in which a permit may be issued. The Bowen Island Official Community plan intended to include and allow temporary use permits to be issued by the inclusion of Policy 235; however, this policy failed to designate the area of the island municipality in which permits could be issued. As temporary use permits would have been considered when the original official community plan policy 235 was added, and Policy 235 already addresses environmental issues, the clarification that temporary use permits may be issued anywhere on the island has no additional implications for the Islands Trust Policy Statement. Therefore, I concur that the amendment does not address any specific policies, nor would I consider the amendment contrary to or at variance with the Islands Trust Policy Statement.

Bylaw 521 is a “housekeeping” amendment to correct an oversight when Policy 235 establishing guidance for issuance of Temporary use Permits failed to include the locations in the municipality where temporary use permits could be issued.

Based on a review of the proposed Bylaws No. 521 and the ITPS Checklist, Islands Trust Staff concludes that Bylaws No. 521 is not contrary to or at variance with the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Referral of OCP Bylaw No. 521 is under s.14.3 of the Bowen Island Municipality Letters Patent
- OCP referral is after first reading and before public hearing
- Written response to Bowen Island Municipality required by August 7, 2020 (45 days after date of receipt of the referral on June 25, 2020).
- Comments from Executive Committee limited to whether or not Bylaw No. 521 is contrary to or at variance with the Islands Trust Policy Statement.
- Staff considers that Bylaw No. 521 is not contrary to or at variance with the ITPS.

RELEVANT POLICY

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

ALTERNATIVE

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

THAT the Executive Committee request that staff advise Bowen Island Municipality in writing that the Executive Committee considers that Bylaw No. 521 cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 498, 2020" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], triggering meeting between Bowen Island Municipality and the Islands Trust Executive Committee.

Submitted By:	David Marlor, MCIP, RPP	June 29, 2020

ATTACHMENTS

1. Bylaw No. 521 - OCP Amendment Draft
2. BIM ITPS Directives Only Checklist



**Bowen Island Municipality
Bylaw No. 521, 2020**

**A Bylaw to amend Bowen Island Municipality
Official Community Plan Bylaw No. 282, 2010**

WHEREAS, "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010" establishes conditions to issue Temporary Use Permits and

AND WHEREAS, Council wishes to amend "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010" to designate areas where temporary uses may be allowed:

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

1.1 Citation

- 1.2 This bylaw may be cited for all purposes as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 521, 2020".

2.1 Amendments

- 2.2 "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2002" is amended by amending Policy 235 to read as follows:

Policy 235 The Municipality may consider issuing temporary land use permits provided the use is short-term or seasonal in nature and will not create an unacceptable negative impact upon the natural environment or the character of the neighbourhood. Permits shall be issued in accordance with the Local Government Act. All areas within Bowen Island Municipality boundaries are designated Temporary Use Permit Areas

READ A FIRST TIME this 22nd day of June, 2020;

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

PUBLIC HEARING this ____ day of _____, _____;

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

FINALLY ADOPTED this ____ day of _____, _____;

Gary Ander
Mayor

Hope Dallas-Kerr
Corporate Officer



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 521, 2020 – File: Temporary Use Permit Designations

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.
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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.
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
	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	
✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:



Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 that Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Julia Mobbs Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 20-Nov-2019	In Progress
2 Prepare a business continuity plan on how Islands Trust will adapt to the unfolding coronavirus pandemic.	Russ Hotsenpiller	Meeting: 12-Mar-2020 Target: 15-Apr-2020	Completed
3 That Trust Council expand the break after Delegations to 30 minutes for the next Trust Council and make it clear to delegates about this opportunity.	Russ Hotsenpiller	Meeting: 12-Mar-2020 Target: 16-Jun-2020	Completed
4 That Executive Committee investigate the presentation of Dr. Richard Hebda at the next trust council meeting or webinar.	Russ Hotsenpiller	Meeting: 12-Mar-2020 Target: 16-Jun-2020	In Progress
5 Poll Trustees on Continuous Learning Plan preferences ranking order from current list on plan.	Russ Hotsenpiller	Meeting: 16-Jun-2020 Target: 02-Sep-2020	In Progress
6 Cancel physical meeting of TC on Saturna and conduct virtual meeting.	Russ Hotsenpiller	Meeting: 17-Jun-2020 Target: 15-Sep-2020	In Progress



Follow Up Action Report

Trust Council

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 that Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Julia Mobbs Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 20-Nov-2019	In Progress
2 That Trust Council request FPC to provide a report detailing the full staff costs associated with processing land-use applications, by application type.	David Marlor Julia Mobbs	Meeting: 11-Mar-2020 Target: 09-Jun-2020	In Progress

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 That Trust Council request FPC to provide a report detailing the full staff costs associated with processing land-use applications, by application type.	David Marlor Julia Mobbs	Meeting: 11-Mar-2020 Target: 09-Jun-2020	In Progress
2 Staff were requested to prepare a report for Executive Committee and Financial Planning Committee outlining the Trust Policies relating to processing planning applications and whether or not those are being followed.	David Marlor	Meeting: 12-Mar-2020 Target: 10-Jun-2020	Completed



Follow Up Action Report

Trust Council

Director, Local Planning Services

Activity	Responsibility	Dates	Status
3 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 10-Jun-2020	In Progress
4 Staff were requested to prepare a report on bylaw enforcement capacity and the number of active cases.	David Marlor	Meeting: 12-Mar-2020 Target: 10-Jun-2020	Completed
5 Project 'Northern Islands Groundwater Sustainability Strategy,' not to commence until products of the Southern groundwater study project have been peer reviewed and deemed useful to Trust Council.	David Marlor	Meeting: 12-Mar-2020 Target: 16-Sep-2020	Completed
6 Trust Council request EC to explore the budget implication of enhanced or additional bylaw enforcement and bring that back to Trust Council in September.	David Marlor	Meeting: 16-Jun-2020 Target: 15-Sep-2020	In Progress
7 Trust Council circulate the "Contiguous Forest Mapping in the Islands Trust Area Report" prepared by Cabin Forestry Ltd, and the "Map Book, Forest Ecosystems in the Islands Trust" to local trust committees and Bowen Island Municipality for information.	David Marlor	Meeting: 16-Jun-2020 Target: 15-Sep-2020	Completed
8 Staff to implement a system of tracking and collecting all local planning service staff hours associated with processing individual applications, beginning as soon as possible, for a three month period.	David Marlor	Meeting: 17-Jun-2020 Target: 15-Sep-2020	Completed
9 A report from staff about the potential to have an Islands Trust structure to manage Community Benefit Land Trusts.	David Marlor	Meeting: 17-Jun-2020 Target: 15-Sep-2020	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 Trust Council request staff to provide a report to Trust Council with information about the implications of the Islands Trust taking on a secretariat role for the Howe Sound Community Forum that considers the needs of existing and potential regional coordination processes in the Baynes Sound/Lambert Channel and Saanich Inlet regions and that the Trust Programs Committee is authorized to provide initial support if it deems it advisable out of its existing budget.	Clare Frater	Meeting: 19-Jun-2018 Target: 31-Mar-2019	In Progress
2 Investigate options for increased use of federal or provincial stewardship agreements for species at risk in the Islands Trust Area.	Clare Frater Kate Emmings	Meeting: 20-Jun-2017 Target: 19-Mar-2019	In Progress
3 that Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Julia Mobbs Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 20-Nov-2019	In Progress
4 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 10-Jun-2020	In Progress



Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
5 Chair write to the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), and the Honourable Selina Robinson, Minister of Municipal Affairs and Housing (MAH), and the Honourable Scott Fraser, Minister of Minister of Indigenous Relations and Reconciliation, requesting amendments to the Private Managed Forest Land Act that would enable local trust committees to regulate, but not prohibit, forest activities on land within the Islands Trust Area.	Clare Frater	Meeting: 17-Jun-2020 Target: 15-Sep-2020	In Progress
6 Trust Council requests the Executive Committee to conduct advocacy in opposition to the recently announced service cuts to B.C. Ferries' sailings in the Trust Area.	Clare Frater	Meeting: 17-Jun-2020 Target: 15-Sep-2020	In Progress
7 That Trust Council request staff to issue a press release regarding COVID-19 and in keeping with BC's Re-start Plan and keeping everybody safe following the provincial health officer, Dr. Henry's advice.	Clare Frater	Meeting: 17-Jun-2020 Target: 15-Sep-2020	Completed
8 That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land, subject to Bowen Island's Municipality First Nations consultation.	Clare Frater	Meeting: 17-Jun-2020 Target: 15-Sep-2020	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
9 Cooperated andwork with Dr. Tara Martin's delegation re data sharing of CDF.	Clare Frater	Meeting: 17-Jun-2020 Target: 15-Sep-2020	In Progress

Legislative Services Manager

Activity	Responsibility	Dates	Status
1 That Bylaw No. 180 be read and adopted as presented, amending the Meeting Procedures Bylaw No. 101.	Carmen Thiel	Meeting: 16-Jun-2020 Target: 15-Sep-2020	In Progress

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
1 Investigate options for increased use of federal or provincial stewardship agreements for species at risk in the Islands Trust Area.	Clare Frater Kate Emmings	Meeting: 20-Jun-2017 Target: 19-Mar-2019	In Progress



Trust Council Minutes of Regular Electronic Meeting

Date: June 16 -17, 2020

Location: Electronic at Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Executive Present: Peter Luckham, Chair, Thetis Island (Victoria boardroom)
Sue Ellen Fast, Vice Chair, Bowen Island Municipality
Laura Patrick, Vice Chair, Salt Spring Island
Dan Rogers, Vice Chair, Gambier/Keats Island

Members Present: Michael Kaile, Bowen Island Municipality
Laura Busheikin, Denman Island
David Critchley, Denman Island
Scott Colbourne, Gabriola Island
Kees Langereis, Gabriola Island
Tahirih Rockafella, Galiano Island
Jane Wolverton, Galiano Island (as indicated)
Kate-Louise Stamford, Gambier Island
Alex Allen, Hornby Island
Grant Scott, Hornby Island
Peter Johnston, Lasqueti Island
Timothy Peterson, Lasqueti Island
Jeanine Dodds, Mayne Island (as indicated)
David Maude, Mayne Island
Ben McConchie, North Pender Island (as indicated)
Deb Morrison, North Pender Island
Peter Grove, Salt Spring Island
Paul Brent, Saturna Island
Lee Middleton, Saturna Island
Cameron Thorn, South Pender Island (as indicated)
Steve Wright, South Pender Island
Doug Fenton, Thetis Island

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (Victoria boardroom)
David Marlor, Director, Local Planning Services (Victoria boardroom)
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Carmen Thiel, Legislative Services Manager (Victoria office)
Lori Foster, Executive Coordinator/Recorder (Victoria boardroom)
Nigel Hughes, Computer Applications Support Technician
Mark van Bakel, Manager, Information Systems

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:07 AM stating gratitude for living and working on the traditional and treaty territories of Coast Salish Peoples.

Regrets acknowledged Trustees McConchie, Dodds, Wolverton and Thorn at the opening of the meeting. All other trustees were present.

All trustees, staff and members of the public attended the meeting electronically with the exception of Victoria boardroom participants, as indicated.

2. APPROVAL OF AGENDA

For consideration to add the following item:

12.2 BC Ferries Service cuts in the Trust Area.

By general consent, the agenda was adopted as amended.

3. GENERAL BUSINESS ARISING

3.1 Consent Agenda Items

That Trust Council adopt the following recommendations:

3.1.1 That the Resolutions without Meeting Report be received for information,

3.1.2 That the March 10-12, 2020 Trust Council meeting draft minutes be adopted as presented,

3.1.3 That the April 20, 2020 Trust Council meeting draft minutes be adopted as amended.

By general consent, Trust Council adopted the recommendations contained in items 3.1.1., 3.1.2., and 3.1.3. as presented including Trustee Johnston's request that his attendance in item 3.1.3 be noted as "regrets" instead of "absent".

3.2 Decision/Discussion Items

3.2.1 Trust Council Follow-up Action List (FUAL)

Chief Administrative Office (CAO) Hotsenpiller and Directors addressed their items in progress on the FUAL.

Director of Local Planning Services (DLPS) Marlor responded to a question on page 35, item 2 regarding application processing costs giving a history of the tracking tool planners used to log time spent on applications and projects.

3.2.2 San Juan County Council, Rick Hughes District 2

Chair Luckham introduced Washington State, San Juan County Chair, Rick Hughes.

Chair Hughes spoke to San Juan County's COVID-19 phased response plan, that they are currently in their phase 2, are meeting health requirements and navigating budget amendments.

3.2.3 Trustee Round Table

Trustees spoke to COVID-19 pandemic responses in their local trust areas, the financial implications, home and food security implications and gave updates on recently attended electronic meetings and advocacy items.

4. EXECUTIVE

4.1 Chief Administrative Officer's Report

CAO Hotsenpiller spoke to the report as presented. He answered questions on the staffing survey, work from home logistics and the organization's response to the COVID-19 pandemic.

4.2 Executive Committee Work Program Report

CAO Hotsenpiller answered a question on the Islands Trust Act Amendment Project.

Trustee Fast noted that objective 20 of the Strategic Plan lists out the proposed changes to the *Islands Trust Act* at this time.

TC-2020-043

It was Moved by Trustee Fast and Seconded by Trustee Wolverton,
That Trust Council approve the Executive Committee Work Program Report as presented.

CARRIED

4.3 Proposed Amendments to Trust Council Meeting Procedures Bylaw No. 101 – RFD

Legislative Services Manager Thiel spoke to the bylaw amendment as presented. There were no questions.

TC-2020-044

It was Moved by Trustee Patrick and Seconded by Trustee Wolverton,
That Islands Trust Council Bylaw No. 180, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 5, 2020" be read a first time.

CARRIED

TC-2020-045

It was Moved by Trustee Patrick and Seconded by Trustee Wolverton,
That Islands Trust Council Bylaw No. 180, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 5, 2020" be read a second time.

CARRIED

TC-2020-046

It was Moved by Trustee Patrick and Seconded by Trustee Fenton,
That Islands Trust Council Bylaw No. 180, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 5, 2020" be read a third time.

CARRIED

4.4 Islands Trust COVID-19 Pandemic Response – Briefing

CAO Hotsenpiller spoke to the pandemic response briefing in the agenda package noting challenges include how meetings can be conducted under the changing legislative and health requirements.

CAO Hotsenpiller answered questions on the following:

- How the March 22 news release process occurred,
- Percent of interactions per BC's Restart Program,
- Long-term capability of staff who work from home with children,
- Islands Trust bylaw officer participation in provincial health order enforcement,
- Sick leave benefits for staff due to long-term response to COVID-19.

Trustee Wolverton commented on a favorable response from the Galiano community to the March 22nd news release.

Trustee Wright left the meeting at 11:14 AM.

4.5 Islands Trust COVID-19 Pandemic Recovery and Safety Plan – Briefing

CAO Hotsenpiller spoke to the Islands Trust Safety Plan, which is required by the province, as contained in the agenda package. He spoke to staff working from home, staff travel to the islands and the ability to hold meetings when the emergency order is lifted.

It was heard that staff are working on messaging to APC members regarding the ability for advisory planning commission (APC) meetings to be held.

Trustee Allen left the meeting at 11:30 AM.

By general consent, the meeting recessed for lunch at 11:36 AM and reconvened at 1:00 PM.

Chair Luckham welcomed back Trust Council members, members of the public and staff facilitating the meeting after the lunch break stating gratitude for meeting on Lekwungen Peoples traditional territory.

4.6 Strategic Plan Update

By general consent, the Strategic Plan Update, as presented, was received for information.

4.7 Continuous Learning Plan

Chair Luckham ran a speakers list, and the following comments were heard on the Continuous Learning Plan as presented:

- How do we measuring “preserve and protect?”
- Focus on First Nations and cultural sensitivity training,
- Conduct a poll ranking the over 40 current offerings on the Continuous Learning Plan,
- Add to the list, managing the opportunity of change in the COVID moment,
- Receiving up-to-date legal opinions such as the Tsilhoqot’in Nation Supreme Court ruling.

5. LOCAL PLANNING

5.1 Consent Agenda Items

Trustee Morrison request item 5.1.1 be pulled for discussion.

Trustee Fast requested 5.1.2 be pulled for discussion.

5.1.1 Application Processing Procedures in Relation to Trust Council Policy - Briefing

Director of Local Planning Services (DLPS) Marlor spoke to the report which addresses the question of whether staff are following policies associated with applications procedures. He discussed the cost recovery process and assessing applications when initially received. He spoke to changes on policies being addressed with the Local Planning Committee and changes to fees bylaws.

Trustee Morrison spoke to cost recovery and the inability of application costs being adjusted after the application process has begun asking how do we identify a complex application from the beginning?

Discussion ensued.

Trustee Morrison stated, for the record, that she would like to see data (on monitoring staff time regarding reports) and will bring a motion later in the meeting.

Trustee Wolverton left the meeting at 1:44 PM.

By general consent, the Application Processing Procedures in Relation to Trust Council Policy Briefing was received for information.

5.1.2 Development Application Volumes – April 9, 2020 – May 8, 2020 - Briefing

DLPS Marlor spoke to the briefing.

Trustee Fast asked why so many applications were open in the northern islands region citing the report in the agenda package.

CAO Hotsenpiller explained the complexities associated with subdivisions, rezonings, staff reports, local trust committee decisions, public hearings, ministry processes and other associated processes with land use applications.

Discussion followed.

By general consent, the Development Application Volumes – April 9, 2020 – May 8, 2020 – Briefing was received for information.

5.2 Discussion/Decision Items

5.2.1 Local Planning Services Director's Report

DLPS Marlor reported to Trust Council that currently, there are planner shortages in all offices.

It was asked how to get on the “list” for an official community plan (OCP) review. DLPS Marlor commented on resource allocations and the time required to review OCPs.

By general consent, the Local Planning Services Director's Report was received for information.

5.2.2 Local Planning Committee Work Program Report

Chair of the Local Planning Committee, Trustee Busheikin, spoke to the following:

- The amended work program report which was forwarded to Trust Council from their June 11 meeting,
- A suggested potential name change of the Local Planning Committee to the Regional Planning Committee,
- Scheduling a large chunk of time for Trust Council discussion in September/December regarding the upcoming report on changes to model fees bylaw.

TC-2020-047

It was Moved by Trustee Busheikin and Seconded by Trustee Peterson,
That Trust Council approve the Local Planning Committee Top Priorities as presented.

Trustee Morrison confirmed timing of the model fees bylaw report to be coming to Trust Council in September/December.

CARRIED

5.2.3 Bylaw Compliance and Enforcement Resources Report – Briefing

DLPS Marlor spoke to the briefing which addressed the number of active bylaw enforcement files and the workload of officers.

Discussion ensued on financial implications and other issues concerning the three options as presented in the report.

TC-2020-048

It was Moved by Trustee Rogers and Seconded by Trustee Critchley,
That Trust Council request Executive Committee to explore the budget implications of enhanced or additional bylaw enforcement and bring that back to Trust Council in September.

CARRIED

5.2.4 Contiguous Forest Mapping Project - RFD

DLPS Marlor spoke to the request for decision (RFD).

TC-2020-049

It was Moved by Trustee Busheikin and Seconded by Trustee Fast,
That the Trust Council circulate the “Contiguous Forest Mapping in the Islands Trust Area Report” prepared by Cabin Forestry Ltd, and the “Map Book, Forest Ecosystems in the Islands Trust” to local trust committees and Bowen Island Municipality for information.

CARRIED

6. TRUST AREA SERVICES

6.1 Consent Agenda Items

Trustee Kaile requested item 6.1.2 be pulled for discussion.

6.1.1 Legislative Monitoring - Briefing

By general consent, Trust Council adopted the recommendation contained in item 6.1.1, that the Legislative Monitoring - Briefing be received for information.

6.1.2 ITC Financial Statements - Briefing

Director of Trust Area Services (DTAS) Frater spoke to the briefing

Director Mobbs answered a technical question for Trustee Kaile regarding the Islands Trust Conservancy financial statements noting property management costs are born by the Conservancy itself and referenced financial note (8) in the report, she offered to elaborate off-line as needed.

By general consent, the Islands Trust Conservancy Financial Statements were received for information as presented.

6.2 Decision/Discussion Items

6.2.1 Trust Area Services Director's Report

Director of Trust Area Services (DTAS) Frater spoke to the major themes contained in the report. There were no questions.

By general consent, the Trust Area Services Director's Report was received as presented.

6.2.2 Trust Programs Committee Work Program Report

Trustee Morrison, Chair of Trust Programs Committee, spoke to the report. There were no questions.

TC-2020-050

It was Moved by Trustee Morrison and Seconded by Trustee Critchley,
That Trust Council approve the Trust Programs Committee Work Program Report as presented.

CARRIED

6.2.3 Annual Report - RFD

DTAS Frater presented the Annual Report and heard feedback to place territorial land acknowledgements in the front of the report as discussed at a recent Executive Committee meeting.

TC-2020-051

It was Moved by Trustee Rogers and Seconded by Trustee Peterson,
That the Islands Trust Council approves the 2019/20 Draft Annual Report, as amended, for submission to the Minister of Municipal Affairs and Housing.

CARRIED

6.2.4 First Nations and COVID-19 – Briefing

DTAS Frater introduced the report regarding how First Nations are responding to COVID-19.

Trustee Busheikin spoke to this report containing items for consideration regarding Continuous Learning items.

By general consent, the report was received for information.

6.2.5 Policy Statement Amendment (Islands 2050) Project Update – Briefing

DTAS Frater spoke to the report.

Trustee Morrison said there is rich information in the report and encouraged trustees to dive into the work.

By general consent, the report was received for information.

6.2.6 Integration of UNDRIP into Policy Statement – Briefing

DTAS Frater spoke to the briefing.

Trustee Brent left the meeting at 3:03 PM.

Trustee Morrison recommended that trustees focused on the Policy Statement Amendment Project take this briefing into consideration.

By general consent, the report was received for information.

6.2.7 Islands Trust Conservancy (ITC) Report

Trustee Stamford, Chair of the Islands Trust Conservancy, spoke to the report.

There were no questions.

By general consent, the report was received for information.

6.2.8 NAPTEP Certificate North Pender Island Local Trust Area – RFD

Trustee Stamford, Chair of the Islands Trust Conservancy, spoke to the request for decision.

TC-2020-052

It was Moved by Trustee Stamford and Seconded by Trustee Morrison, That the Islands Trust Council request the Secretary issue a Natural Area Protection Tax Exemption Certificate for the covenanted portion of the property described as “Lot B Section 22 Pender Island Cowichan District Plan VIP 67942, Parcel Identifier 024-289-582” subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.

Trustee Morrison spoke to a lack of natural forest structure in 2nd and 3rd growth forests.

There is a legal mechanism in covenants for restoration to occur, Acting Manager of the Islands Trust Conservancy Emmings responded.

CARRIED

6.2.9 Coastal Douglas-fir protection and communication initiatives – Briefing

DTAS Frater spoke to briefing.

There were no questions.

By general consent, the briefing was received for information.

6.2.10 ITC Climate Projections Report – Briefing

Trustee Stamford, Chair of the Islands Trust Conservancy, spoke to the briefing.

Trustee Allen left the meeting at 3:14 PM.

Trustee Critchley requested that the report be posted to prominent place on the website.

Trustee McConchie left the meeting at 3:19 PM.

Trustee Stamford commented that this report is an aggregate of information, offering a starting point of high-level statistics.

By general consent, the briefing was received for information.

By general consent, the meeting was recessed for the day at 3:30 PM.

Wednesday, June 17th

Chair Luckham reconvened the meeting at 9:00 AM stating gratitude for meeting on Coast Salish territory.

At 9:00 AM, the meeting was closed to the public.

7. CLOSED MEETING (Separate Agenda)

TC-2020-053

It was Moved by Trustee Patrick and Seconded by Trustee Fast,

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

8. RISE AND REPORT - None

At 10:06 AM, the meeting was reopened to the public.

Chair Luckham welcomed delegations and members of the public to the open meeting of Islands Trust Council.

9. DELEGATIONS

9.1 MP Paul Manly re: anchorages

Nanaimo-Ladysmith Member of Parliament (MP), Paul Manly, opened with territorial acknowledgments to Snuneymuxw, Stz'uminus, Snaw-naw-as and Lyackson First Nations.

MP Manly spoke to concerns regarding freighter anchorages and the resultant destruction to the ocean floor and associated ecosystem disturbances. He spoke to his active work on the anchorages file, ongoing meetings with federal representatives and harbour authorities. MP Manly acted on the recent Plumper Sound March 30th collision supporting the call for a Transportation Safety Board investigation.

MP Manly answered a question about alternatives to the Vancouver port expansion stating incentives to unload container shipments does not apply to freighters and is working to continue to apply pressure to governments for, among other things, changes to freighter traffic management and efficiencies.

9.2 SIRRA Saturna Is. Ratepayers & Residents re: budget & transparency

Vice President of the Saturna Island Ratepayers and Residents Association (SIRRA), Mairead Boland, spoke to her Power Point presentation on the topic of Islands Trust budget.

SIRRA asks the Islands Trust to review its work scope, staff levels, work with regional governments, present the budget in a transparent and easily understood manner and include a review process of the entire budget. SIRRA also asks for an external audit of costs and benefits to the taxpayer since the Office of the Auditor General for Local Government was dissolved.

9.3 Dr. Penn re: Coastal Douglas-fir Health, Carbon Emissions and Fire Risk from Logging, Current Tools and Implications for Policy

Dr. Tara Martin shared a Power Point presentation titled “A Concept to Support the Islands Trust Strategic Plan” speaking on behalf of the Ecological Research Network, a group of scientists including: Dr. Briony Penn, Ruth Waldick, Dr. Susan Hannon, and Hannah Carpendale who wish to collaborate with land use and policy decision-makers to share up-to-date scientific data with Islands Trust regarding Coastal Douglas-fir health.

9.4 Gulf Islands Alliance re: regulating forestry

Speaking on behalf of Gulf Islands Alliance, Deborah Ferens spoke to mobilizing the Public Trust Doctrine, a doctrine is based on the principle that certain resources must be preserved for public use, to protect forests in the Islands Trust Area.

9.5 Michael Sketch re: Islands Trust Act

Michael Sketch addressed Trust Council with a critique of staff processes and accountability requesting changes to the following:

- Application processing and local bylaw development regarding Agricultural Land Commission approvals and related matters,
- Recommend to the Islands Trust Conservancy Board, ownership of Trust-area land for community benefit land trusts.

10. TOWN HALL

Chuck Venhuizen spoke in support of Bowen Island Municipal Council’s resolution seeking a prohibition of recreational motorized vehicle use on the trails of the Crown portion of Mt. Gardner on Bowen Island.

Wayne Hewitt spoke in support of Trustee Langereis’s request for decision regarding the *Private Managed Forest Land Act* (item 12.1) and cited Yellow Point Ecological Society’s set practices as a model to follow.

Bill Engelson would like to see public processes move along virtually/electronically in order to expedite business and not delay the processing of applications, in particular, an affordable housing application on Denman Island.

11. ADMINISTRATIVE SERVICES

11.1 Administrative Services Director's Report

Director of Administrative Services (DAS) Mobbs spoke to the report as presented noting that the pandemic response has impacted every aspect of how business is being conducted.

11.2 Financial Planning Committee Work Program Report

TC-2020-054

It was Moved by Trustee Grove and Seconded by Trustee Langereis,
That Trust Council adopt the Financial Planning Committee Work Program Report as presented.

CARRIED

11.3 March 31, 2020 Audited Financial Statements – RFD

Director of Administrative Services, Mobbs spoke to the report.

TC-2020-055

It was Moved by Trustee Grove and Seconded by Trustee Rogers,
That Trust Council approve the audited financial statements of the Islands Trust including the Statement of Financial Position, the Statement of Operations, the Statement of Changes in Net Financial Assets, and the Statement of Cash Flows for the year ended March 31, 2020.

CARRIED

11.4 March 31, 2020 Financial Results – Briefing

DAS Mobbs spoke to the overview of financial results.

11.5 March 31, 2020 Allocated Financial Statements – Briefing

DAS Mobbs reviewed the allocated financial statements as presented.

Trustee Morrison raised concern that the time collection system, which planning staff use to log time spent on work details, is not being applied.

TC-2020-056

It was Moved by Trustee Morrison and Seconded by Trustee Wright,

That Trust Council request staff to implement a system of tracking and collecting all local planning service staff hours associated with processing individual applications, beginning as soon as possible, for a three month period.

Director of Local Planning Services (DLPS) Marlor asked for clarification on the types of applications this motion would address.

Discussion followed.

By general consent, Trust Council recessed for lunch at 12:00 PM and agreed to reconvene at 1:00 PM, picking up with the speaker's list held by Chair Luckham.

The meeting reconvened at 1:00 PM.

Discussion continued on motion **TC-2020-056**.

Chair Luckham called for the vote.

CARRIED

Trustees opposed Rockafella, Busheikin, Wolverton, Scott

By general consent, the Allocated Financial Briefing Statements were received for information.

Chair Luckham called for further business from Council.

Trustee Critchley requested his motion made in-camera be addressed.

TC-2020-057

It was Moved by Trustee Critchley and Seconded by Trustee Morrison,
That Trust Council request the Chief Administrative Officer to require from planning staff the keeping of detailed time records for 3 months and to provide the results to the next Trust Council.

Discussion ensued on the motion and the time tracking system.

DEFEATED

12.1 Trustee Langereis - PMFL Act Amendments - RFD

Trustee Langereis spoke to the request for decision as presented.

TC-2020-058

It was Moved by Trustee Langereis and Seconded by Trustee Rockafella,

That the Islands Trust Council request the Chair write to the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), and the Honourable Selina Robinson, Minister of Municipal Affairs and Housing (MAH), and the Honourable Scott Fraser, Minister of Minister of Indigenous Relations and Reconciliation, requesting amendments to the *Private Managed Forest Land Act* that would enable local trust committees to regulate, but not prohibit, forest activities on land within the Islands Trust Area.

CARRIED

12.2 BC Ferries Service cuts in the Trust Area

Trust Council discussed the continuing cuts to BC Ferries services.

TC-2020-059

It was Moved by Trustee Critchley and Seconded by Trustee Fast,

That Trust Council requests the Executive Committee to conduct advocacy in opposition to the recently announced service cuts to B.C. Ferries' sailings in the Trust Area.

CARRIED

By general consent, Trust Council addressed the adoption of the bylaw amendment to Meeting Procedures Bylaw No. 101 as contained in item 4.3.

TC-2020-060

It was Moved by Trustee Luckham and Seconded by Trustee Fast,

That Islands Trust Council Bylaw No. 180, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 5, 2020" be adopted.

CARRIED

13. SUMMARY / UPDATES

13.1 Trustee Updates

13.1.1 BC Ferries (Ferry Advisory Committee Chairs)

By general consent, Trustee Maude's report was received for information.

13.1.2 Salt Spring Island Watershed Protection Alliance (SSIWPA)

By general consent, Trustee Patrick's report was received for information.

13.1.3 Howe Sound Community Forum

By general consent, Trustee Stamford's report was received for information.

13.1.4 Gulf Islands National Park Reserve Advisory Committee

Trustee Middleton gave a verbal update on upcoming meetings and action items perhaps coming to Trust Council in September.

13.1.5 Anchorage Roundtable Update - None

13.1.6 First Nations - None

13.2 Priorities Chart

By general consent, the Priorities Chart was received for information.

13.3 Proposed September Trust Council Agenda Program - RFD

Discussion was heard on the September Trust Council meeting which is presently scheduled as an in-person meeting.

TC-2020-061

It was Moved by Trustee Fast and Seconded by Trustee Brent,

That the September 15-17, 2020 in-person Trust Council meeting on Saturna Island be cancelled.

CARRIED

TC-2020-062

It was Moved by Trustee Morrison and Seconded by Trustee Brent,

That the September 15-16, 2020 Trust Council meeting be held virtually.

CARRIED

13.4 Disposition of Delegations, Town Hall and Trustee Roundtable

Trust Council addressed the disposition of delegations who presented at today's meeting.

Regarding delegation 9.3 Dr. Penn re: Coastal Douglas-fir Health, Carbon Emissions and Fire Risk from Logging, Current Tools and Implications for Policy, staff will reach out to the Ecological Research Network to begin collaboration.

Trustee Patrick requested the minutes reflect the Islands Trust working together with the Ecological Research Network.

Regarding delegation 9.5 Michael Sketch re: Islands Trust Act.

TC-2020-063

It was Moved by Trustee Morrison and Seconded by Trustee McConchie,
That the Trust Council request a report from staff about the potential to have an Islands Trust structure to manage Community Benefit Land Trusts.

CARRIED

Trust Council addressed sending a news release regarding messaging on travel to the islands.

TC-2020-064

It was Moved by Trustee Fast and Seconded by Trustee Busheikin,
That Trust Council request staff to issue a press release regarding COVID-19 and in keeping with BC's Re-start Plan and keeping everybody safe following the provincial health officer, Dr. Henry's advice.

CARRIED

14. CORRESPONDENCE

14.1 F. Sindico re: Islands and COVID-19

Received for information.

14.2 BIM Support re: Motorized Vehicles

Trustee Fast spoke to the Bowen Island Municipal Council request for support.

TC-2020-065

It was Moved by Trustee Fast and Seconded by Trustee Kaile,
That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land.

CARRIED

TC-2020-066

It was Moved by Trustee Luckham and Seconded by Trustee Morrison,
That motion **TC-2020-064** be amended to add, "subject to Bowen Island's Municipality First Nations consultation."

CARRIED

14.3 SCDB re: BIM Motorized Vehicles

Received for information.

14.4 Waldick re: Support for PMFL RFD

Received for information.

15. NEXT MEETING

The next meeting of Islands Trust Council will be held electronically, September 15-16, 2020.

16. ADJOURNMENT

By general consent, the meeting was adjourned at 3:45 PM.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder

To:	Executive Committee	For the Meeting of:	July 8, 2020
From:	CAO	Date Prepared:	July 2, 2020
SUBJECT:	Ministerial Order #192 and Bill 19 and the implications for public meetings, hearings and bylaws for the Islands Trust		

PURPOSE: To provide information on Ministerial Order #192 and the recent reading of Bill 19 in the provincial legislature, and how they affect public meetings, hearings and bylaws of the Islands Trust.

BACKGROUND:

There are three interrelated senior government orders or pieces of legislation that affect operation of Local Trust Committee (LTC), Council, Council Committees, and Islands Trust Conservancy meetings at the Islands Trust:

- 1) **Ministerial Order 139**- May 1, 2020. This order was provided under the Provincial State of Emergency by Minister Farnsworth and in general it provides local governments and the Islands Trust the ability to hold meetings without the public present, to pass bylaws in one sitting, to hold electronic meetings and to hold public hearings electronically. This order has been the subject of previous reporting to Executive Committee (EC) and Trust Council and has been the primary order that we have operated under over the last two months.
- 2) **Ministerial Order 192** – June 17, 2020. This order replaces Ministerial Order 139 and reflects the Provincial Government’s Restart Plan associated with the COVID 19 Pandemic. It repeals and replaces MO 139 and moves local governments towards normal operations with public meetings and passage of bylaws. It requires local governments to undertake ‘best efforts’ to meet the legislative requirements for open meetings so the public can participate, including in person meetings. However, it recognizes the potential limitations imposed by the current pandemic and requires that a local government, if it cannot provide access to a meeting by the public, will need to pass a resolution providing a rationale for the exclusion. The resolution must include:
 - a. The basis for holding the meeting without members of the public in attendance,
 - b. The means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.

Also, bylaws, excepting financial bylaws, can no longer be approved in one sitting of Council. Regional Districts and the islands Trust have been specifically removed from having the ability to pass final reading on the same day as 3rd reading.

In late June, the Provincial Ombudsperson released a [report](#) that found that MO 098 (not related nor described in this report) and MO 139, made by Minister Farnsworth, Minister of Public Safety and the Solicitor General, went beyond the authority assigned to him under the *Emergency Program Act* and are contrary to law. The government was provided a recommendation by the Ombudsperson to enact legislation as soon as possible to validate the orders. Subsequently,

- 3) Bill 19 – the *COVID19 Related Measures Act*, was introduced for First Reading on June 22. This legislation does a number of things, including, most specifically of interest to the Islands Trust:
- Validates the legislation of MO 098 and MO 192 above and is retroactive, so the protections provided by the orders will stand.
 - Provides that anything enacted by way of the bill (special powers under the Provincial State of Emergency) will continue for 90 days after the final extension of the declaration of the state of emergency.

ANALYSIS

How do these actions impact the operation of the Islands Trust?

- Upon reading MO 192 there appears to be a need to reconcile section 6 and Section 11. Section 6 requires that the Trust “must use best efforts to allow members of the public to attend an open meeting of the trust body” (read ‘in person’ into this meaning), and that if the body cannot accommodate members of the public at a meeting then an explanatory resolution be passed. Section 11 allows for electronic meetings despite LTC bylaws and Islands trust Regulation requirements. Similar to Section 6, Section 11 requires that the Trust “use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public”, and that if the body cannot accommodate members of the public electronically then an explanatory resolution be passed. Upon review and discussion with Ministry officials, the contrast between these two sections is best considered as follows:
 - Ministry Staff has indicated that under MO 192, the preference is for regular in-person public meetings as soon as they can be safely provided;
 - The Islands Trust, notwithstanding section 6, can proceed with electronic meetings that provide for the public to hear, or watch and hear, open parts of the meeting.
 - If however, we are conducting an open, in-person meeting, and there are limitations (based upon social distancing) on the number of people who can attend the meeting, we will need to pass an explanatory resolution and provide as many alternative means of providing transparency as possible, i.e. Zoom, telephone.
- Given the above, LTC, Trust Council, council committees, and the Islands Trust Conservancy meetings can proceed electronically as they have since May 1 for the short term. Executive Committee, with the advice of staff, as part of the Islands Trust Safety Plan will review timing of reintroduction of in-person meetings on a regular basis.
- We cannot have ‘non-public’ regular meetings (other than in-camera meetings) unless we pass a resolution providing an appropriate rationale. The Islands Trust has rarely, if ever, during the pandemic held a non-public meeting, so this should not affect current operations. We will be able to continue to have electronic LTC, Trust Council, council committees, and Islands Trust Conservancy meetings until 90 days after the end of the declaration of a provincial state of emergency.
- We can no longer give final reading to a bylaw on the same day 3rd reading is given. This would only affect Trust Council as LTCs require approval of the Executive Committee prior to adoption of a bylaw.
- Bill 19 provides the transition powers that the Islands Trust requires to operate in our current fashion. We were concerned that if the state of emergency was lifted that we would be required to return to in-person public meetings for all LTCs, Trust Council and Committee meetings even though the Provincial Health Officers order to not have meetings of more than 50 people could be in place. Further, this would have compelled the Islands Trust, if it held an electronic meeting, to provide a public gathering place. Bill 19 provides a three-month

transition from the end of the state of emergency, theoretically allowing a transition to more regular public meeting procedures.

- These interrelated senior government actions provide flexibility in delivering public meetings. If health indicators across the province continue to be positive there is the possibility that we would return to in-person meetings in the near future.

ATTACHMENT(S):

1. Ministerial Order 192, Minister of Public Safety and the Attorney General
2. Government of BC, Guidance for Open Meetings, electronic Meetings and timing requirements for Bylaw Passage Under Ministerial Order 192.
3. Young Andersons client bulletin regarding Bill 19

FOLLOW-UP: The matter of open meeting rules will be closely monitored by staff and reporting provided to LTCs and Executive Committee.

Prepared By: R Hotsenpiller

Reviewed By/Date: David Marlor, Director, Local Planning Services/July 3, 2020

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M192

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

Division 1 – General

Definitions

1 In this order:

“**board**” has the same meaning as in the Schedule of the *Local Government Act*;

“**council**” has the same meaning as in the Schedule of the *Community Charter*;

“**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;

“**municipality**” has the same meaning as in the Schedule of the *Community Charter*;

“**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;

“**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;

“**trust body**” means

- (a) the trust council,
 - (b) the executive committee,
 - (c) a local trust committee, or
 - (d) the Islands Trust Conservancy,
- as defined in the *Islands Trust Act*;

“**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;

“**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2
- (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
 - (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.

Division 2 – Open Meetings

Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 *[application of rule to other bodies]* of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
- (a) the council or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 *[Open Meetings]* of Part 4 *[Public Participation and Council Accountability]* of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
- (a) Division 3 *[Open Meetings]* of Part 4 *[Public Participation and Council Accountability]* of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 *[appointment of select and standing committees]* of the *Local Government Act*, or a body referred to in section 93 *[application of rule to other bodies]* of the *Community Charter* as that section applies under section 226 *[board proceedings: application of Community Charter]* of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the board, board committee or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
 - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the Vancouver council or the body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 165.1 of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Open meetings – trust bodies

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the trust body or board of variance must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
 - (b) any applicable requirements in a procedure bylaw of a trust body.

Division 3 – Electronic Meetings

Electronic meetings – municipalities

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 128 of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Electronic meetings – regional districts

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:

- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
 - (b) the Regional District Electronic Meetings Regulation, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Electronic meetings – Vancouver

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, and
 - (c) any applicable provision in the Vancouver procedure bylaw.

Electronic meetings – improvement districts

- 10**
- (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
 - (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
 - (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
 - (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
 - (6) This section applies despite
 - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
 - (b) any applicable requirements in a procedure bylaw of an improvement district board.

Electronic meetings – trust bodies

- 11 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
- (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
- (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
 - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

- 12 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
 - (i) section 165 [*financial plan*];
 - (ii) section 177 [*revenue anticipation borrowing*];
 - (iii) section 194 [*municipal fees*];
 - (iv) section 197 [*annual property tax bylaw*];
 - (v) section 200 [*parcel tax bylaw*];
 - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
 - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 [*revitalization tax exemptions*];
- (ix) section 235 [*alternative municipal tax collection scheme*], and
- (b) tax sales, as referred to in Divisions 4 [*Annual Tax Sales*] and 5 [*Tax Sale Redemption Periods*] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*.

Division 5 – Public Hearings

Public hearings – Local Government Act

- 13** (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
 - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
- (a) section 124 [*procedure bylaws*] of the *Community Charter*;
 - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
 - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90;
 - (d) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
 - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

Public hearings – Vancouver Charter

- 14** (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

- 15**
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
 - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
 - (5) This section applies despite
 - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
 - (b) any applicable provisions in a letters patent for an improvement district.



Guidance for Open Meetings, Electronic Meetings and Timing Requirements for Bylaw Passage under Ministerial Order 192

Introduction

This document provides guidance to local governments on open meetings, electronic meetings and the timing requirements for bylaw passage as outlined in Ministerial Order 192 (replaces M139). Order 192 repeals and replaces M139, moves local governments towards normal operations as they move through the restart process. The guidance below provides practical advice to local governments while operating under Order M192 and measures that support recommendations of the Provincial Public Health Officer (PHO) and the principles of local government openness, accountability, accessibility and transparency.

This document focuses on the primary changes set out in Order M192. However, all other previous provisions under M139 such as conducting public hearings electronically, allowing for Council, Boards and the Islands Trust Body to meet electronically and deferring improvement district annual general meetings, remain in effect under Order M192. Other rules such as those provided for in legislation or local government procedure bylaws such as: notice requirements; voting rules; and, minutes also continue to apply.

Order M192 continues to provide local governments flexibility in their meeting procedures while moving towards increased public presence at local government meetings where appropriate, for both “in person” and electronic meetings. Order M192 also transitions local governments to more standard rules in relation to bylaw adoption, limiting the previous Order’s broad authority to read and adopt a bylaw on the same day it has been given to third reading to now only apply to the types of bylaws specified in Order M192.

Guidance for Ministerial Order 192

As local governments transition back towards more normal operations as part of [BC’s Restart Plan](#) -- including holding meetings with the public in attendance -- new or amended policies and procedures are needed to support elected officials, local government staff and the public.

Open Meetings

Order M192 requires local governments to undertake “best efforts” to meet the legislative requirements for open meetings so the public can continue to participate and understand local government decision-making in a way that is meaningful for them.

Local governments that are unable to meet the PHO recommendations and requirements and hold open meetings where the public can attend in person are now required to adopt a resolution to provide a rationale for the continued need to meet without the public present. They must also describe what local measures are being taken to meet the principles of openness, transparency and accessibility. The

resolution may be in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

Best efforts from local governments include:

- Provide information to the local government staff, elected officials and the public on how the local government is meeting the PHO requirements and recommendations at open meetings:
 - how many members of the public can safely be accommodated at the meeting location while meeting physical distancing guidelines;
 - whether another meeting location has been considered to provide better space for public attendance (and what, if any, are the limitations of that space); and,
 - how public attendance at meetings will be managed if there is limited space; (e.g. restricting numbers of attendees; ensuring no crowds at entranceways).
- Offer alternative means by which the public can provide input on agenda topics before or during a meeting to increase accessibility (e.g. via email, online submission form, phone or written letter);
- If in-person presence will not be physically possible in the meeting room, consider technology for enabling the public to be present by electronic means (e.g. livestream proceedings in a space made available in other facilities where people can watch and hear the open meeting);
- Adjust the agenda and meeting schedules so that matters that are likely to be controversial or attract high public interest are the subject of a separate meeting held in a larger facility;
- Provide draft agendas, minutes and archived video of meetings (if available) to the public to facilitate public understanding of local government decision making; and,
- Document and be able to provide information to the public about what efforts have been made and considered if the local government needs to continue to meet without the public physically present.

For more information on legislative open meeting requirements please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/rules>

Electronic Meetings

Order M192 requires that local governments undertake best efforts to provide facilities that enable the public to hear, or watch and hear, meetings if the meeting is held electronically or council members are attending by means of electronic communication.

If after best efforts, local governments are unable to provide the facilities where the public can hear, or watch and hear a meeting held electronically, they must provide, by resolution, the reasons for not providing facilities that allow the public to hear, or watch and hear, the meeting. The resolution must also describe the means by which they are ensuring openness, transparency, accessibility and accountability in respect of the meeting. The resolution may be in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

Best efforts from local governments include:

- Electronic meetings should attempt to resemble the in-person public meeting as much as possible, adhering to rules of procedural fairness. This means making best efforts to follow existing procedures and to allow members of the public to be heard;
- Explore alternative facilities that provide the means for the public to hear, or watch and hear, the electronic meeting (e.g. a larger venue or a venue that provides technology for the public to hear, or watch and hear the meeting);

- Explore available technology that will enable the public to hear, or watch and hear, the meeting (e.g. livestream, record and provide an archived copy on the local government website, or provide a telephone at the facility for the public to hear the meeting); and,
- Anticipate technology issues and consider allowing additional time on the agenda to resolve technical issues, including the possible lag when live-streaming.

For more information on electronic meetings please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/electronic>

Timing Requirements for Bylaw Passage

Order M192 repeals the authority for the expedited passage of bylaws under M139 which authorized bylaw adoption in the same day as third reading for regional districts and the Islands Trust and narrows the eligibility for the expedited single-day bylaw adoption of certain financial bylaws by municipalities. This recognizes that the number and scope of very time-sensitive emergency-focused decisions needed diminish as local governments move into transition and restart, while providing targeted flexibility for certain municipal financial bylaws.

Allowing for at least a single day between third reading and adoption creates an opportunity for both reflective critical thought and other necessary actions, such as conditions, approvals, and further public input. Providing this time contributes to the principles of good governance, fairness and public process. However, it is critical that the Province continue to provide municipalities with the tools to quickly and effectively manage their cash flow issues. Many municipal financial bylaws also often have an annual requirement, meaning that they must occur within a specific timeframe, and if not adopted when necessary, could carry significant financial risk for a community.

The following bylaws regarded as important to the financial health and operation of have been authorized for expedited process where adoption can occur on the same day as third reading. These bylaws do not require approval, electoral consent or electoral assent. Bylaw making powers under the *Community Charter*, include:

- Financial Plan (s.165);
- Revenue Anticipation Borrowing (s.177);
- Municipal Fees (s.194);
- Annual Property Tax Bylaw (s.197);
- Parcel Tax Bylaw (s.200);
- Parcel Tax Roll for the Purpose of Imposing Tax (s.202);
- General Authority for Permissive exemptions (s.224);
- Revitalization Tax Exemptions (s.226); and,
- Alternative Municipal Tax Collection Scheme (s. 235).

Bylaw making powers *under the Local Government Act*:

- Tax sales, as referred to in Divisions 4 [Annual Tax Sales] and 5 [Tax Sale Redemption Periods] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [Annual Municipal Tax Sale] of Part 16 [Municipal Provisions] of the *Local Government Act*.

The authority for expedited bylaw passage timing is not provided to regional districts as they have the existing authority under LGA s.228 to pass certain bylaws on the same day if there are 2/3 votes cast. It is

also not provided to the Islands Trust as it is primarily a land use planning body and have limited involvement in emergency services and therefore are less likely to need the streamlined bylaw passage moving forward.

For more information on the bylaw adoption process please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/bylaws/bylaw-adoption-process>

Further Guidance on Best Practices and Operational Considerations for Local Government Open Meetings

Order M192 requires that local governments make best efforts to hold open meetings with the public in attendance. The guidelines below are to help reduce the risk of person-to-person transmission of COVID-19 during open meetings and to assist local governments to create policies and procedures that follow the PHO requirements and recommendations and support the principles of local government openness, transparency and accessibility.

Training for Elected Officials and Local Government Staff

- Establish safe meeting policies and procedures based on the recommendations of the PHO;
- Identify areas of risk for holding open meetings and develop policies and procedures to address risks using the [WorkSafeBC COVID-19 Safety Plan template](#);
- Provide training for elected officials and local government staff including review of amended policies and procedures for open meetings, available technologies, changes to occupancy limits, meeting room flow/setup and how tasks are completed;
- Keep a record of who has completed and attended training and provide a way for elected officials, staff and the public to bring forward health and safety concerns for open meetings;
- Have a plan in place that considers what to do if someone falls ill at an open meeting or starts to feel unwell; and,
- Revisit open meeting procedures and policies every few weeks to ensure best efforts are continuing to be met and to review questions/concerns from the public.

Public Notice

- Provide public notice that meetings of council or board are now open to the public;
- Create a robust communication plan so members of the public understand how to continue to be involved with their local government;
- Include a contact (e.g., corporate officer) in the public notice for the public to contact if they wish to attend remotely, call-in or provide comment on agenda items (*this will depend on technological capabilities of each local government*);
- Include information on the local government website, public notice posting place, social media and other community notice boards that outline the health and safety measures in place for open meetings (e.g., physical distancing; limit on number of people; attendance only if well);
- Include where draft meeting minutes and archived recordings of meetings (if available) may be found on the local government website;
- Include information on how the public can hear, or watch and hear the meeting either online or if another facility is provided for this purpose;
- Provide an e-mail subscription service where the public can sign up to receive notice of upcoming meetings, agendas and minutes or a newsletter with links to these items on the local government website;

- Provide regular updates to the public on changes that are made to procedures and policies for council or board meetings; and,
- If the community newspaper has shut down, notice may be given by alternative means per s.94(4) of the *Community Charter*.

Meeting Location

- Post signage, including occupancy limits and effective hygiene practices at the main entrance to the building and meeting room. Signage should also be posted indicating who is restricted from entering the premises (including visitors and staff with symptoms of COVID-19 or those who feel unwell);
- PHO has developed guidance for the retail food and grocery store sector that requires at least five square metres of unencumbered floor space per person;
- Have a greeter at the front entrance to explain safety procedures;
- Create separate entrance and exit doors and one-way walkways in the meeting space;
- Implement cleaning and sanitizing protocols for the meeting space before, during and after the meeting (e.g., multiple speakers using the same podium) particularly for high touch surfaces;
- Consider leaving doors open so there is no need to touch doors handles;
- Arrange the space in such a way as to meet physical distancing requirements for council or board members, local government staff and the public (e.g., members of the public moving in the space before, during and after the meeting and location of chairs and aisles);
- Post directional signage at the entrance to the meeting room (e.g., that the public may not move chairs or other furniture and no food or drink except closed mugs/water bottles);
- Create designated seating areas for the public and any delegations; and,
- Consider alternative venues if the space can't accommodate the public at all due to physical distancing requirements and if it won't pose challenges for the technology being used. Local governments may by bylaw or resolution provide that meetings be held outside of the municipal boundaries (s.134.1 *Community Charter* and s.224 *Local Government Act*) Typically, this provision is in the local government procedure bylaw.

Elected Officials Attendance at Meeting Location

- If some members of council or board choose to attend by means of electronic communication, ensure that if quorum is lost there is a procedure in place to either suspend proceedings until quorum is achieved or cancel or postpone the meeting;
- Ensure council or board members can hear those members attending by electronic means;
- Amend the procedure bylaw to allow for electronic special meetings and electronic participation at regular meetings by some members (if this is not already provided for);
- In the procedure bylaw, develop guidelines to assist with electronic meeting process including how the presiding member will take a vote on a motion or bylaw adoption; and,
- Outline the process for how members attending electronically can participate in the debate.

Local Government Staff at Meeting Location

- Provide an option for local government staff presenting on agenda topics to present remotely or call-in to the meeting; and,
- Ensure physical distancing is in place for local government staff at the meeting.

Public Attendance at Meeting Location

- Provide space for the public to physically attend the meeting, but also encourage members of the public to attend remotely if this option is available;
- Create a local government webpage with a picture of the public gallery showing the meeting space, how physical distancing requirements are being met and outline cleaning and sanitizing protocols;
- Provide information on how many members of the public can reasonably be accommodated in the meeting space, while meeting physical distancing requirements;
- Outline how in-person attendance at meetings will be managed at the start, during and after the meeting;
- Provide access to hand sanitizer before members of the public enter the building or meeting room and post signage indicating those who are unwell must stay home;
- Have a staff member act as a greeter to explain the new protocols in place as the public enters the building (e.g. how to fill the public seating area – left to right or what to do if they must leave during the meeting or attend the washroom);
- Provide a designated seating area for delegations to limit how far they have to move through the space to present to council or board; and,
- Clearly mark how the public may enter and exit the space.

Agendas

- Provide agendas early if possible and make them available online and at the public notice posting place for the public to review what is coming up (this may help the public make an informed decision as to whether they wish to attend the meeting);
- At the top of the agenda or in some other way clearly state how the public may provide comment on agenda items both at the meeting and via email, online submission form, phone or written letter prior to the meeting and how these will be addressed at the meeting;
- Consider bunching agenda topics that may be of greater public interest at the beginning so a break can be provided afterwards if people wish to leave the meeting or consider controversial topics at different meetings;
- Provide opportunities for the public to leave at different points during the meeting;
- Move the consent agenda to the end of the meeting;
- Provide opportunities in the agenda to allow people to leave the meeting room safely; this may assist in not having everyone leave at the same time;
- If possible, postpone controversial agenda topics or consider using other engagement tools so the public can provide input outside of a meeting; and,
- Provide information to the public on how comments received via other mechanisms (email; letter; public engagement tool) will be presented at a council or board meeting or incorporated into the agenda.

Provide Opportunities for the Public to Watch and Hear Electronically (if technology is available)

- Provide easy to understand information on the local government website, public notice posting place and in other community spaces for the public to understand how they can attend electronically (if available) including:
 - how to call in and listen if this option is available;
 - where to view a livestream or archived version of the meeting; and,
 - how to ask questions during question period if this is an option;

- Make archived versions of recorded meetings and meeting minutes available to the public as soon as possible after the meeting; and,
- Ensure the chair advises participants that the meeting is being recorded and include a statement to this effect in the agenda.

Opportunities for the Public to Provide Input on Meeting Topics

- Actively promote others means for the public to participate in council or board meetings;
- Ensure the process for the public to submit comments on agenda topics is well understood and there are several options available to support accessibility (e.g., by email, letter, phone, drop-box);
- If only limited seating is available for the public and there is a public question period, consider how questions from those in attendance and those attending electronically (if available) will be managed;
- Explore options for expanded on-line or in-person public engagement opportunities for specific projects and issues (particularly those that may be potentially controversial); and,
- Consider ways in which questions not answered at the meeting may be made public.

Delegations at Open Meetings

- Outline a clear method for delegations to participate in the meeting on the local government website;
- Continue to accept in-person delegations if physical distancing requirements can be met and the item is on the agenda;
- Provide alternative methods for delegations to present (e.g., written; electronic; drop-box; pre-recorded video or real-time presentation);
- Provide a reserved spot for a delegation to sit if they are presenting at the meeting location; and,
- Schedule delegations at the beginning of the meeting or stagger them so there are fewer people at the meeting location.

Minutes

- Post draft minutes of open meetings on the local government website and at the public notice posting place or other designated places after the meeting; and,
- If council or board members or local government staff attend electronically, reflect disconnections and connections in the meeting minutes.

Technical Difficulties

- Create a plan for when technical difficulties arise, including the process if a technical failure does not allow for the meeting to continue;
- Do a trial run with volunteers if using new technology or in a new location;
- Have a staff member on standby who is the contact for participants with technical issues;
- Ensure accessibility considerations have been made for people with hearing or visual impairments;
- Solidify roles and responsibilities should there be technology issues or a technology failure;
- Practice organizing and incorporating public comments into the meeting;
- Provide etiquette guidelines for those attending online or by phone (e.g., muting themselves unless speaking, stating full name, behavior expectations or they may be dropped from the meeting);

- If the public is able to participate in a live streamed meeting, consider what controls the moderator has and consider a chat option where questions can be asked; and,
- Consider privacy and security of the platform being used.

Background

Open Meetings

The *Community Charter* (CC), Division 3 – Open Meetings s.89 and *Local Government Act* (LGA) s.226(1)(a) provide that council and regional district board meetings must be open to the public unless the subject matter relates to one of the items listed in the closed meetings section of the legislation.

Under legislation all meetings of local government elected (councils and boards) and appointed bodies (such as committees, commissions and other subsidiary bodies) must be open to the public. Discussion and decisions must occur in properly called meetings, where the public can review the agenda and listen to the debate to understand how and why a council or board is making decisions. The requirement for open meetings is broad, in keeping with the principles of openness, transparency and accountability.

The previous Orders under the *Emergency Program Act* recognized the need for local governments to make necessary decisions and provided an override to existing open meeting rules and waived the requirement for councils (including the City of Vancouver), regional district boards and the Islands Trust to hold meetings in a venue that is open to the public.

Electronic Meetings

Section 128 of the CC and s.226 of the LGA provide that local governments may hold special meetings electronically and allow council or board members to attend regular meetings by means of electronic communication if it is authorized in their procedure bylaw. The legislation provides that except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the meeting location.

The previous Orders under the *Emergency Program Act* recognized the need for local governments to continue to be able to hold meetings while following physical distancing guidelines and provided an override to existing rules and procedure bylaws and allowed councils (including the City of Vancouver), regional district boards and the Islands Trust to hold all or part of any meeting electronically. It also waived the requirement to provide facilities that enable to public to hear, or watch and hear, the meeting.

Timing Requirements for Bylaw Passage

Section 135(3) of the CC requires municipal councils to leave one day between third reading of a bylaw and final adoption. Section 228 of the LGA provides that regional districts may adopt a bylaw in the same meeting if the bylaw receives at least 2/3 votes cast and it does not require approval, consent, or assent under any Act. Bylaws for the Islands Trust are subject to section 11 of the Islands Trust Regulation [application of CC and LGA] where trust bodies are subject to the bylaw timing requirements under the *Community Charter* and *Local Government Act*.

The previous Orders under the *Emergency Program Act* provided authority for municipalities, regional districts, and the Islands Trust to adopt bylaws on the same day as third reading with some limitations. It relaxed the requirements under s.135(3) of the CC and allowed municipalities to pass bylaws on the same day as third reading. It further relaxed the requirement for regional district bylaws by allowing for same

day adoption if the motion for adoption received the majority of the votes cast (rather than 2/3 votes cast), provided that the bylaw did not require approval, consent, or assent under an Act before adoptions.

Additional Resources:

BC Centre for Disease Control

- [Event Planning](#)
- [General COVID-19 Information](#)

WorkSafeBC

- [Municipalities and COVID-19 safety](#)
- [WorkSafeBC Safety Plan Template](#)
- [WorkSafeBC Signs and Templates](#)
- [General Guide to Reducing Risk <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation)

BC Municipal Safety Association

- [Pandemic Exposure Control COVID-19](#)

Government of Canada

- [Risk assessment for mass gatherings](#)

World Health Organization

- [Planning recommendations for mass gatherings](#)
- [Getting workplace ready for COVID-19](#)

[Ombudsperson's Guide to Open Meetings](#)

[AMTCO Electronic Council Meeting Resources](#)

Electronic Participation Procedure:

https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Electronic_Meeting_Procedure_2020.aspx

Procedure for Electronic Participation in City Council Meetings:

https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Procedures_for_City_Council_Participation_in_Elect.aspx

June 23, 2020

BULLETIN

GOVERNMENT BILL TO VALIDATE EMERGENCY COVID-19 MINISTERIAL ORDERS

Yesterday the government tabled Bill 19 in the Legislative Assembly, the *COVID-19 Related Measures Act* (Act). As noted below, the Act will validate ministerial orders made under the *Emergency Powers Act* (EPA), including several affecting local governments.

The affected ministerial orders include the *Local Government Meetings and Bylaw Process (COVID19) Order No. 3*, M192/2020. That order enables municipalities, regional districts, and other local bodies to conduct electronic meetings with their elected officials. It also affects public hearings and bylaw adoption process rules. The Act will also validate the order replaced by Order M192/2020 (Order M139/2020) as well as the *Local Government Finance (COVID19) Order*, M159/2020 and *Bylaw Enforcement Officer (COVID19) Order* (M082/2020).

Another notable order that the Act deals with is the *Limitation Periods Order No. 2*, M198/2020, which suspends limitation periods for causes of action, including civil actions by or against local governments. It also authorises any person, tribunal or other body that has a statutory power of decision to waive, suspend or extend a mandatory period relating to the exercise of that power.

The orders become provisions of the Act and they prevail over any conflicting other Act or regulation until they expire. The validated orders will expire 90 days after the date of the final extension of the declaration of a state of emergency made under the EPA.* The 90-day period is doubtless intended to allow you to transition back to normal operations after the emergency is over.**

We hope for the Act's speedy enactment. This may be helped along by the public report that the province's Ombudsperson issued yesterday. It concludes that the EPA does not authorise several of the ministerial orders issued under the EPA. That finding is not legally binding but may prompt legal challenges by others. The report may partly explain why the Act also amends the EPA to confer express authority for Cabinet to pass regulations achieving objectives similar to the ministerial orders' objectives. We will update you on the Act's progress.

If you have any questions, including about the Act's actual details, feel free to contact Gregg Cockrill or Nick Falzon.

**Some of the validated ministerial orders, which are not mentioned above, expire 45 days after the final extension of the state of emergency.*

*** Cabinet may by regulation extend the 90-day period by up to one year after the Act comes into force.*

BRIEFING

To: Executive Committee **For the Meeting of:** July 8, 2020

From: David Marlор, MCIP, RPP **Date Prepared:** June 23, 2020
Director, Local Planning
Services

SUBJECT: Local Planning Service Delivery

PURPOSE: Given recent enquiries by trustees and questions during Trust Council in June it may be of value to provide information on the current allocation of planner resources, progress of service delivery changes and implementation of the Local Planning Services renewal.

BACKGROUND:

Planning services are currently provided on a geographical bases, with planning staff assigned from three offices to the work of 13 local trust committees and one local planning committee. Historically, allocation of staff has been based nominally on relative population size, and need for planning services. The population size for some islands does not correlate with need for planning services, especially when it comes to application processing.

The three offices were setup as they are today in 2007, with staffing being allocated based on the expected demand of the three regions they service. This has largely remained unchanged, though there have been changes to specific planner classifications. The current assignments are as follows:

Northern Office:

- One Regional Planning Manager
- Two Island Planners¹
- Two Planner II
- One Planner 1
- One Legislative Clerk
- One Planning Team Assistant
- One Office Administrative Assistant

This office serves seven local trust committees.

Salt Spring Office:

- One Regional Planning Manager
- Two Island Planners
- Two Planner II
- One Legislative Clerk
- One Planning Team Assistant

¹ Normally three Island Planners and one Planner II. Inability to hire an island Planner led us to the current configuration as a temporary measure.

- One Office Administrative Assistant

This office serves one local trust committee.

Southern Office:

- One Regional Planning Manager
- Three Island Planners
- One Planner II
- One Legislative Clerk
- One Planning Team Assistant

This office serves five local trust committees and supports Local Planning Committee.

The regional planning managers balance the work of the planners to address workload per planner, vacancies and varying needs of the different local trust committees. The system is based on moving resources within the region as necessary to address spikes in volume. For example, a local trust area may have an unusually high volume of applications, whereas another does not. In this case, staff resources would be diverted to the high volume area to help reduce workload. Similarly, a local trust committee may need a major review of its OCP, and this may require planner resources to be diverted from other local trust areas. The idea is that over time, the actual work undertaken will balance largely proportional to the relative population.

Over the past few years, we have seen a rise in volume and complexity of development applications. This is mainly driven by changing world issues, such as climate change and First Nations reconciliation, as well as additional legislative requirements (e.g. Water Sustainability Act).

What do planners do?

The job profiles for the regional planning managers and all three planning positions (Island Planner, Planner 2 and Planner 1) require eligibility for membership in the Canadian Institute of Planners. This means that planners have met the educational and experience criteria to be considered a professional planner. Many Islands Trust planners are full members of the institute and as such are designated Registered Professional Planners (RPP).

Islands Trust has 13 planners assigned to three offices and undertaking work for 13 local trust committees, the Local Planning Committee, Executive Committee, and Trust Council. To assist trustees in understanding the work of local planning services, the following is a summary of the work that planners normally undertake on an average day (also see an example of workloads and duties in a report that went to the Northern trustees – Attachment 1):

Local Trust Committee Meeting Management.

Island Planners in the northern and southern region act as the primary planner, and primary staff contact for local trust committee meetings. In this role, the Island Planner works with the Legislative Clerk to develop meeting agendas and manage presenters. The Island Planner sets up and tears down the meeting rooms, manages technology at the meeting, manages the follow-up action list, reviews and edits the minutes and answers local trust area specific questions from the public.

Note that the practice of having a senior planner as the primary staff contact at local trust committee meetings is unique. In all other local governments in British Columbia, the director or manager is the senior staff person in attendance at the council meetings, and planners would only attend to present reports to Council. The approach undertaken in the Islands Trust is of necessity as the volume of local trust committee meetings does not allow the Director or regional planning managers to attend all of the meetings.

In the current year local trust committees have scheduled a total of 90 regular meetings.

Local Trust Committee Projects.

There are 42 local trust committee projects identified between the 13 local trust areas. Some of these are OCP and LUB amendment projects, and all of them require some form of public, First Nations and agency engagement.

Currently, planners are assigned to projects by the regional planning managers, generally based on a geographic assignment, and partly on workload balancing.

Development Applications.

These are applications submitted by the public and referrals submitted from other agencies. There are about 15 types of applications and referrals that planners may review. Each application is reviewed for compliance with all applicable legislation, the Islands trust Policy Statement, and local bylaws (official community plan, land use bylaws, fee bylaw, development approval information bylaws, and development application bylaws).

Currently, there are 168 open applications and referrals that planners are working on.

Planning Enquiries.

Planners answer public and agency enquiries for a variety of issues. They receive requests from landowners wanting to know what they can build on their property, people enquiring whether something they saw elsewhere is legal, and developers looking for early information on probability of rezoning property for a different use.

Enquiries arrive through email mostly, phone calls and in-person walk-in. The southern planners get a lot of inquiries during the on-island office hours. We receive the most walk-in enquiries at the Salt Spring office, less so at the Gabriola Office and rarely at the Victoria Office.

The Northern Office and Salt Spring Office assign an on-duty planner to handle the walk-in and phone enquiries for the day. This work is shared mostly between the Planner 1s and planner 2s, with Island Planners assisting as necessary.

Administrative.

Planners also undertake some administrative duties. This is mostly in relation of handling paper files, mandatory training requirements, and staff meetings. In all three offices, planners attend the following staff meetings:

1. One-on-one meeting with the regional planning manager – these are short check-in meetings held weekly or bi-weekly.
2. Planner meetings – planners meet on a regular basis to share information and seek advice, or opinion on applications.
3. Professional Development Days – held three times per year. Topical issues are discussed in a variety of formats to further professional development of all local planning services staff. The day provides an opportunity to connect with planners in other offices who they might not see on a regular basis. Maintaining a minimum of 18 hours of professional development per year is a requirement for Registered Professional Planners, and the Professional Development Day helps to towards that requirement.
4. All staff meeting – held four times a year, usually shortly after Trust Council.

Work Balance

All Local Planning services staff keep track of the work they do for each local trust committee, or Trust Council (which includes Council's committees) using an internal database. Currently, time is collected in the following basis divisions:

1. **Specific Projects (assigned to a LTC or the LPC)**
 - a. each project when approved by a local trust committee is given a unique file name and ID. All time on work or travel for that project is recorded accordingly.
2. **Current planning (assigned to a LTC)**
 - a. all time spent on development applications and referrals,
 - b. all time spent on enquiries from the public or agencies
 - c. all time for travelling and attending planner on-island office hours
 - d. all time spent on travel or attending community information meetings, public hearings or undertaking site visits, and
 - e. all time spent on travel and participating in presenting public education or other public events.
3. **Local Administrative (assigned to a LTC or the LPC)**
 - a. all time spent travelling to and attending local trust committee and local planning committee meetings as the lead planner for that meeting (if attending only to present an application or project, then the time is recorded against that particular application, referral or project),
 - b. all time spent on meeting preparation for LTC meetings (meeting logistics,
 - c. all time spent on agenda preparation and updating of the follow-up action lists,
 - d. all time spent on discussion about bylaw enforcement generally (not related to a specific application, referral or project),
 - e. all time spent on general legal service requests (not related to an application, referral or project),
 - f. all time spent on travel when it cannot be assigned to a specific application, referral or project.
4. **General Administrative**
 - a. all time spent on preparing for, travelling for and attending staff meetings
 - b. all time for one-on-one meetings with supervisors and managers
 - c. all time for development and management of Performance Management and Development Plan (PMDP)
 - d. all time spent on preparing for, travelling to and attending Pro-D Days
 - e. all time spent on preparing for, travelling to and attending staff meetings
 - f. all time spent on travelling for and attending approved training
 - g. all time spent on travelling for and attending approved conferences
 - h. all time spent on travel and attending meetings with agencies (not specific to an application, referral or project)

The first three categories above are attributed to the relevant local trust committee, or Council Committee. The General administrative is considered Trust-wide.

Chart 1: Planner Allocation All local Trust Committees

This chart shows the recorded allocation of planner time during the time period noted between the three main areas of recording work. Current planning (which as indicated above includes more than just processing of applications) accounts for the majority of planning time at 67 per cent. This is partly due to high application volumes, high number of public enquiries, and in some cases resolutions of local trust committees to focus resources on processing applications.

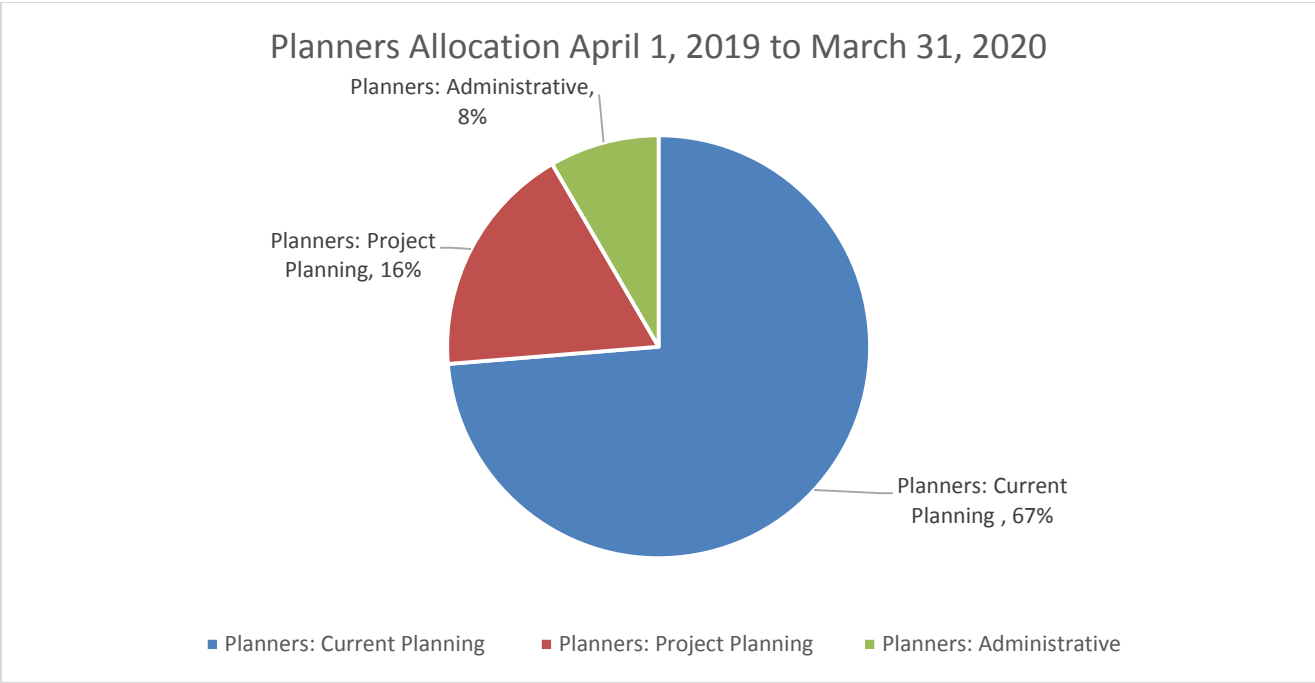
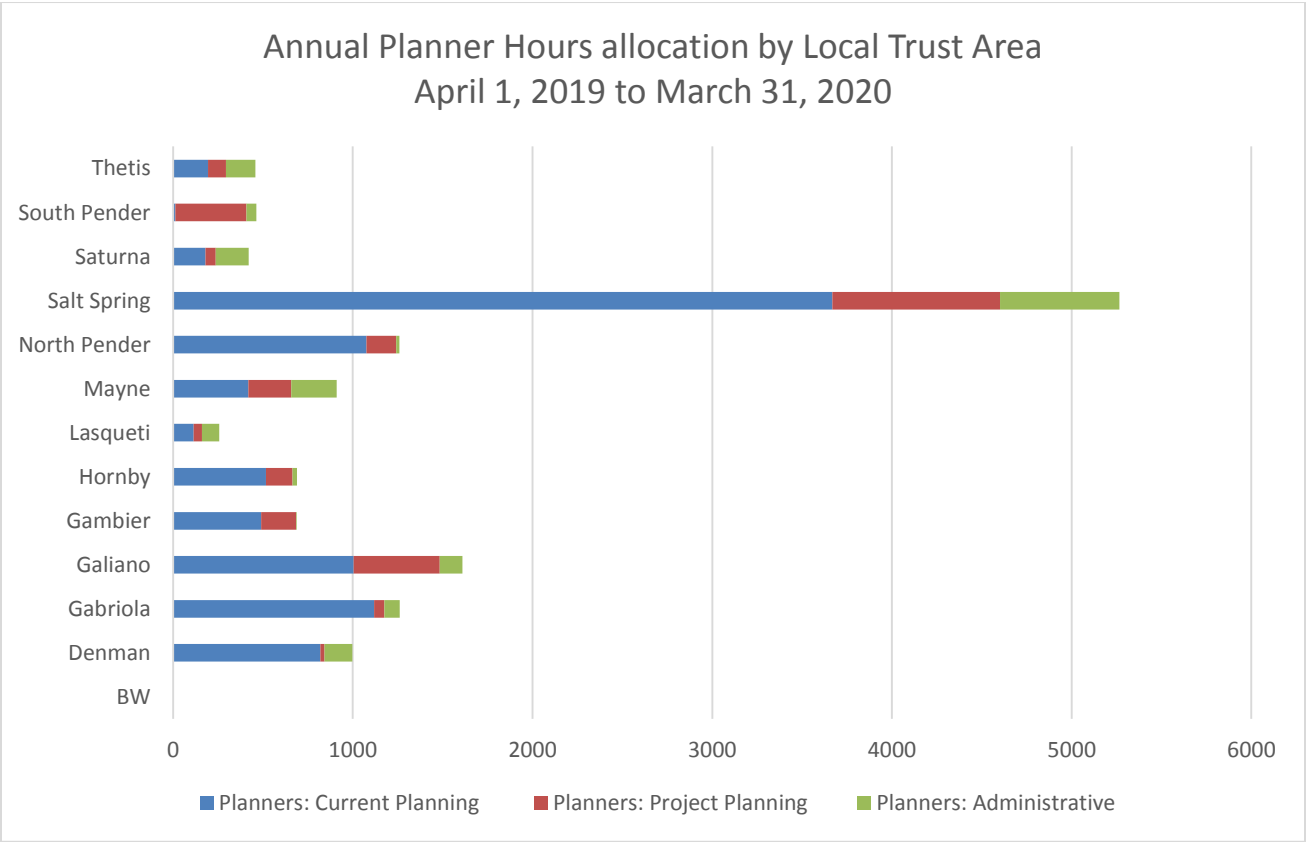


Chart 2: Planner Allocation by Local Trust Committee

This chart shows the relative time spent on work for each local trust area within the three categories. Note that current applications (blue) is predominant in most LTAs. South Pender has the most project work undertaken proportionally, while Denman (excluding Ballenas-Winchelsea) has the least.



Local Planning Services Staff will be recording their time to specific applications from now until the end of September as requested by Trust Council.

Workload, Efficiency and Standardization

As part of the Local Planning Services Renewal, we are in the process of undertaking the following actions:

1. hiring of a Planning Technician to take on the processing of the many building permit, crown referrals and Siting and Use permits that we receive. This is to free-up planner time
2. review and standardization of application processing
3. creation of a “regional” planning team to provide more resources to proactive planning.

Hiring of Planning Technician

This position is currently in recruitment with the plan to have the position filled by end of July or early August. This will begin taking on building permit referrals initially, and as the position comes up to speed with take on more of the referrals. The hours freed up for the planners will be assigned to project planning.

Review and Standardization of application processing

Local Planning Services staff is in the process of reviewing the approach to application processing and administration, the goal is to provide a more streamlined standardized approach in all three offices. This will look at the information being processed and presented to the local trust committees to ensure it is appropriate for the type of application, and presented to the local trust committees in consistently between all three offices. The goals of this project is to:

- reduce staff time required for processing applications.
- Incorporate a standardized referral process to the Senior Intergovernmental Policy Advisor and Senior freshwater Specialist for commenting on applications.
- Ensure appropriate professional advice is provided to local trust committees using standardized templates and processes.
- Ensure information is consistently presented to all local trust committee.

The following work on this is currently underway:

1. Review and establish a standardized process and staff report format template for Development Variance Permits; this is expected to be completed by July 10, 2020
2. Review and establish a standardized process and staff report format template for Temporary Use Permits; this is expected to be completed by July 24, 2020
3. Review and establish a standardized process and staff report format template for development permits; this is expected to be completed by August 7, 2020
4. Review current standardized process for rezoning applications and update; this is expected to be completed by August 21, 2020.
5. Review and establish standardized approach to sending information to local trust committees in relation to Crown and other referrals; this is expected to be completed by August 28, 2020.

Creation of a Regional Planning Team

Once the Planning Technician position is in place, and once we have reviewed and established new templates and procedures for application processing, the balance of staff working on application processing and project work will be shifted to increase the number of planning staff working on proactive planning. This will initially include the re-assignment of three Island planners from local planning to the Regional Planning Team. This is expected to take place in September 2020, once we have the application processing changes in place, and current vacant positions filled.

The Regional Planning Team will begin by working on two in-stream or waiting Official Community Plan and Land Use Bylaw projects, Strategic Planning items assigned to the Local Planning Committee as well as working with the Director, Local Planning Services to develop a standardized framework for strategically reviewing the 20 Official Community Plans and 20 Land Use bylaws on a regular basis.

As a result, the number of projects that a local trust committee could undertake would need to be reduced from the current three, to one or two of moderate demand. This would be mitigated by the Regional Planning Team taking on some major projects, such as OCP reviews and by changes in the processing of application designed to reduce staff time.

ATTACHMENT(S):

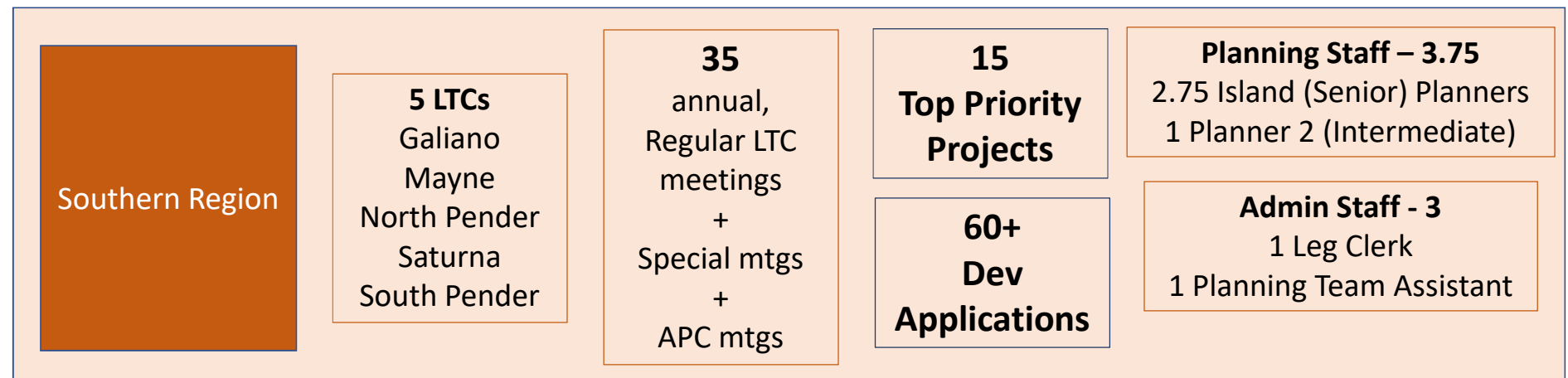
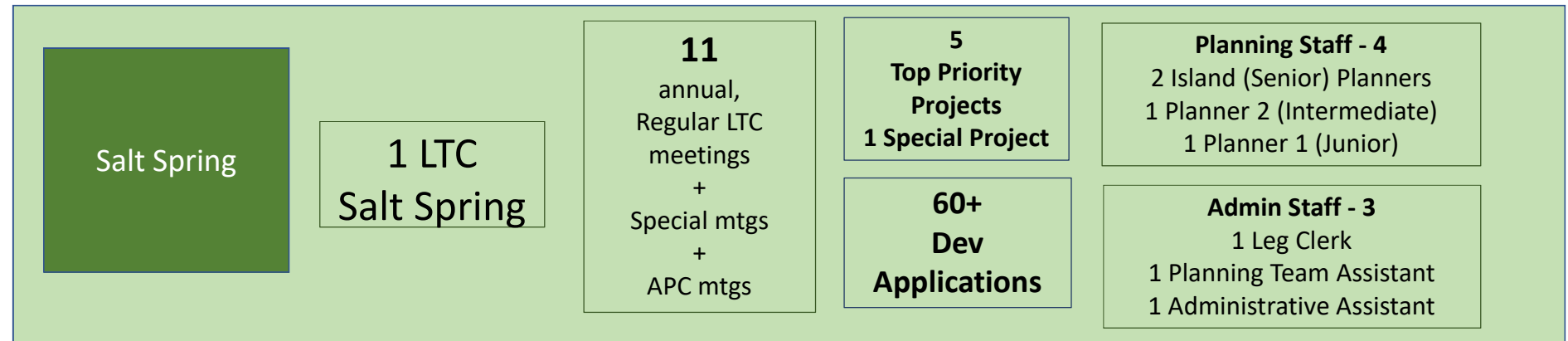
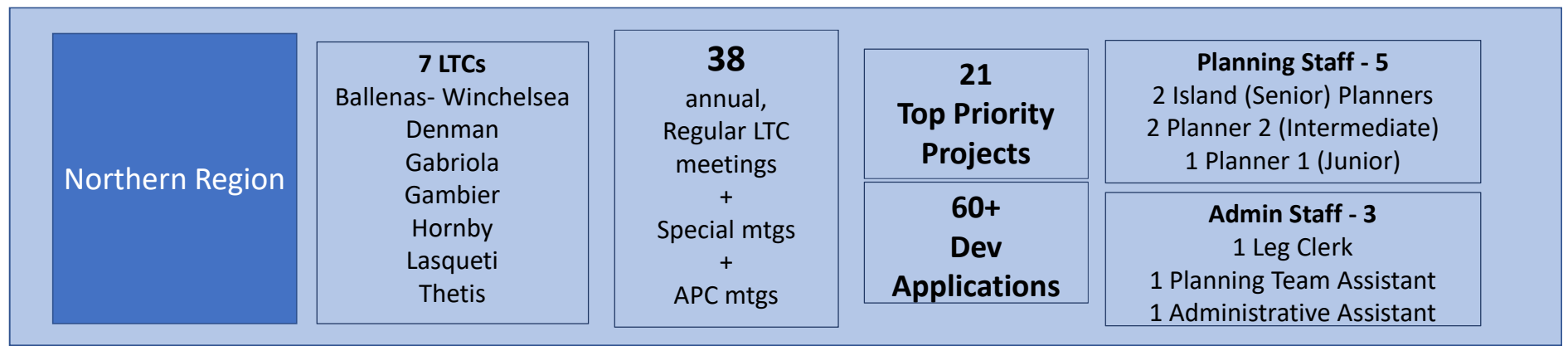
1. Example – Northern Office Staff Allocation and Work Duties

FOLLOW-UP:

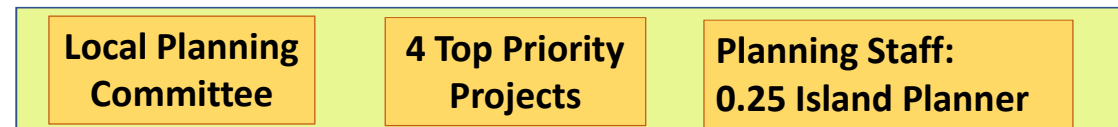
Undertake work as indicated above, and provide regular briefings on progress to the Executive Committee.

Prepared By: David Marlor, Director, Local Planning Services

Reviewed By/Date: Robert Kojima, Regional Planning Manager/July 2, 2020
Heather Kauer, Regional Planning Manager/July 2, 2020
Russ Hotsenpiller, Chief administrative Officer/July 2020



2020 – Pre
LPS Review



What Planners Do All Day

Category	Description
LTC Meeting Management (38 annual, regularly scheduled meetings + Special meetings + APC meetings)	Island Planners in the North and South Regions act as the primary planner for specific LTAs; work with the Legislative Clerk to develop meeting agendas and manage presenters; set up and tear down meeting rooms, manage meeting technology; manage the FUAL for each LTC; review and edit minutes and answer LTA specific questions for the public
LTC Projects (Long-range planning)	There are 21 LTC Top Priority Projects identified in the north region, most are amendments to the OCP / LUB of each LTC and involve various levels of public engagement
Development Applications (Current Planning)	These are development applications submitted by the public. There are 15 + different types of permits Planners may review and each application is reviewed for compliance with all applicable legislative acts, regulations, and bylaws and processed according to all procedural bylaws and operational policies
Planning Enquiries	Answering public planning questions via phone and email 8:00 to 4:00, M-F
Administrative	Filing, time collection, mandatory training, staff meetings

Staff duties for each LTC meeting

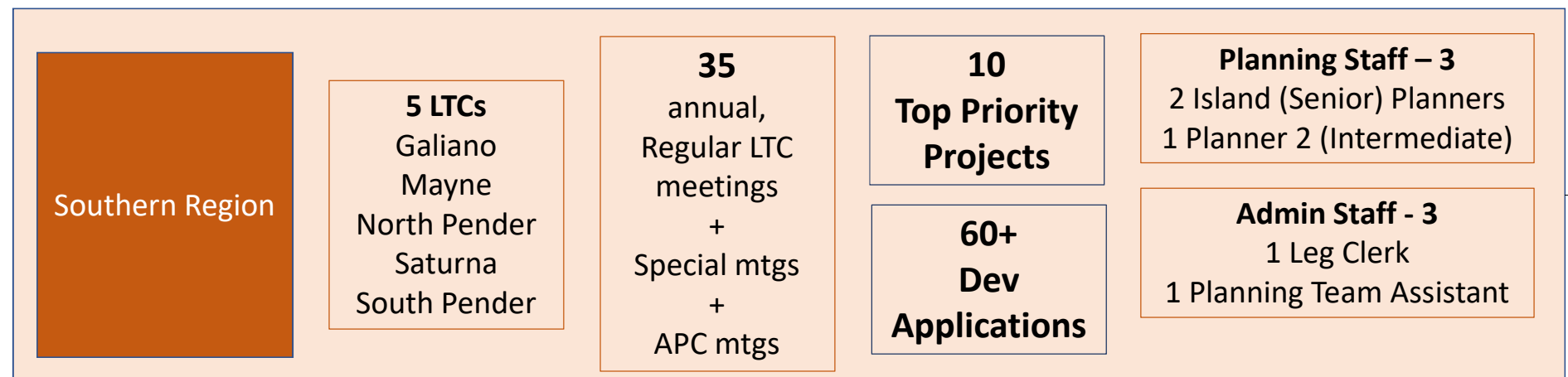
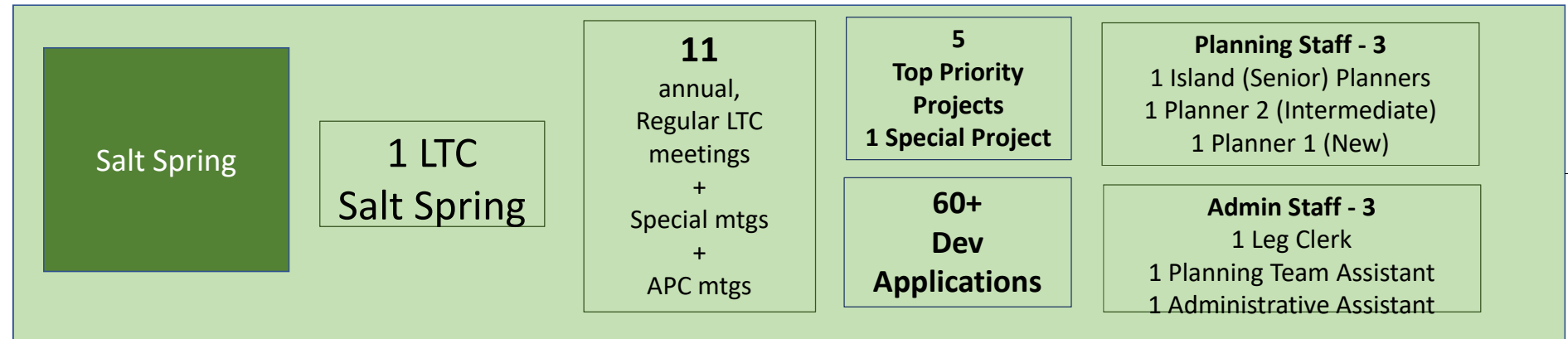
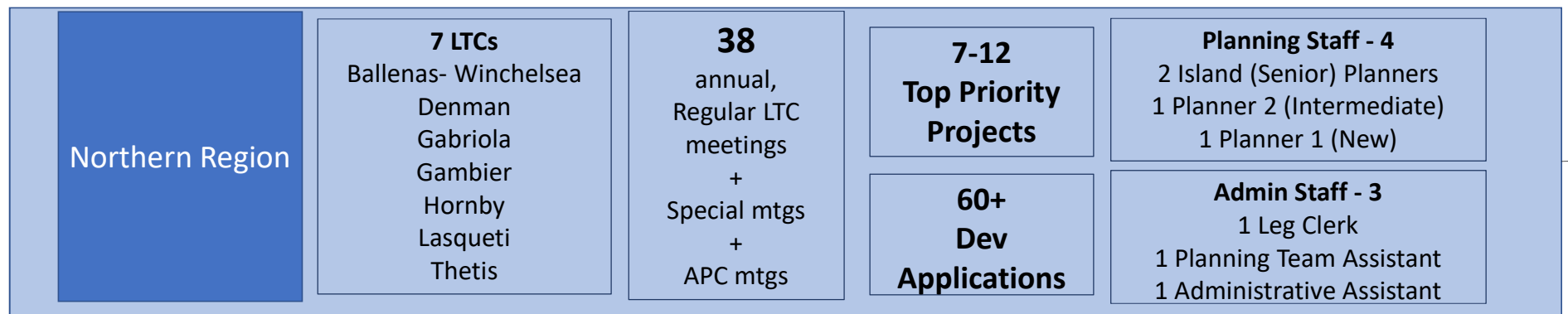
- **Admin Assistant:** coordinates meeting dates / times and books venues
- **Planners:** prepare staff reports
- **Leg Clerk:** proofreads staff reports
- **RPM:** prepares, reviews and approves staff reports
- **Island Planner:** works with Leg Clerk to develop agenda
- **Leg Clerk:** assembles / distributes agenda package
- **Admin Assistant:** Administrator of electronic meetings
- **Island Planner:** sets up / tears down meeting room; manages meeting technology; acts as primary Islands Trust staff for LTC meeting; manages FUAL
- **Minute-taker:** takes minutes
- **Planning Team Assistant:** reviews, edits, and publishes minutes
- **Admin Assistant:** posts project and application updates to website

Northern Office Planner Work Distribution

Staff	Title	Duties					
		LTC Meeting Mgmt	LTC Projects	Dev. Apps.	Admin.	Plan Enquiries	Staff Mgmt
Heather Kauer	RPM	20%	30%		20%		30%
Sonja Zupanec	Island (Senior) Planner	20%	50%	20%	10%		
Marnie Eggen	Island (Senior) Planner	20%	50%	20%	10%		
Jaime Dubyna	Planner 2 (Intermediate)	10%	30%	30%	10%	20%	
Bronwyn Sawyer	Planner2 (Intermediate)			70%	10%	20%	
Ian Cox	Planner 1 (Junior)		5%	35%	10%	50%	

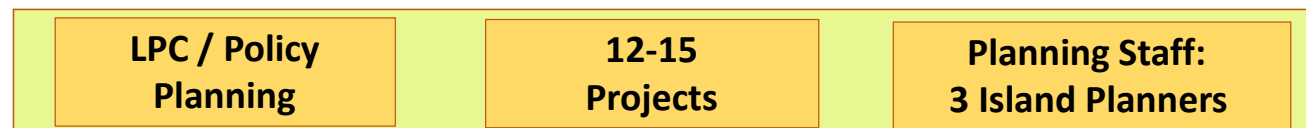
Northern Office Admin Work Distribution

Staff	Title	Duties								
		LTC Agenda Prep	APC Mgmt / Mtg Prep	Minutes Editing and Posting	Plan File Prep / Mgmt	Reception /Enquiries	FOIA	Notice / Referrals	Website updates	Electronic meeting admin.
Becky McErlean	Legislative Clerk	70%					10%	10%	10%	
Penny Hawley	Planning Team Assistant		20%	20%	50%	10%				
Wil Cottingham	Admin. Assistant	25%				50%			10%	15%



Planning Technician

2021-Post
LPS Review



BRIEFING

To:	Executive Committee	For the Meeting of:	July 8, 2020
From:	David Marlor, Director, Local Planning Services	Date Prepared:	June 30, 2020
SUBJECT:	Crown Land Referrals and Reconciliation		

PURPOSE: The purpose of this briefing is to provide an update to the Executive Committee on Crown Land referrals and First Nations reconciliation.

BACKGROUND:

At its regular business meeting on February 26, 2020 the Executive Committee passed the following resolution:

It was Moved and Seconded,
That Executive Committee direct staff to prepare a report on the issues around the Crown Land referrals process and how we would approach that as a body.

This resolution appears to be the result of lack of apparent engagement with local trust committees and First Nations on issues referred to staff for comment. Examples of the types of referrals received include:

- Specific dock applications, except in areas where docks are generally permitted by FLNRORD without an application.
- Aquaculture license of occupations.
- Other leases or tenures on Crown land, terrestrial or on the foreshore.

When staff process these referrals they ensure the local trust committee is aware of the referral. The nature of these referrals is to confirm zoning requirements. The local trust committee gets involved when a rezoning or a variance is required to permit the use proposed by the license of occupation or lease.

The Senior Intergovernmental Policy Advisor has raised concerns that we do not know what, if any, steps FLNRORD or any other federal or provincial ministry has taken in regards to First Nations consultation or engagement. One example is the referral process regarding subdivision on James Island with Ministry of Transport. Islands Trust as a referring agency may only provide comments regarding aspects of the overall referral and would not be aware of the consultative record or engagement that has taken place between a Ministry and First Nation government. This becomes problematic for decision making or approval for local trust committees or other Islands Trust bodies. Islands Trust can be seen as concurring or supporting an application which may not have First Nation government support, or which First Nation governments feel has not met consultation requirements or guiding principles of United Nations Declaration on the Rights of indigenous Peoples (UNDRIP). Islands Trust or a local trust committee may not be the decision maker in these referral processes but may receive blame or become part of litigation on consultative matters.

In many cases First Nation governments have an expectation that Islands Trust as an agency of local government and the provincial government will inform them of applications or referrals related to their treaty and traditional territories, whether the Islands Trust is the final decision maker or not. Islands Trust staff may assume that other ministries or agencies are following the same guiding principles as the Islands Trust, or may assume that consultation and engagement has happened in a way that meets First Nation governments concerns; however, this assumption maybe incorrect.

Islands Trust experiences profound impacts when they are seen not to be engaging or informing First Nation governments about decision making, or land or water use decisions within the Islands Trust area. The ability to form respectful relationships built on trust is damaged if decisions impact First Nations core concerns such as cultural heritage destruction. The UNDRIP is the minimum standard for respecting rights, and guides the expectation that they will be informed regarding any impacts happening within their territories. This is difficult to do if we don't know till the last minute, are not able to convey the information to Nations, or if other ministries don't disclose to us their consultation with Nations, or assist us.

Current Agreements:

Islands Trust currently has the following agreements with respect to Crown Lands (terrestrial and foreshore):

1. **June 1994** - Letter of understanding on Crown Land administration within the Islands Trust Area between the Ministry of environment, Lands and Parks, regional operations department and the Islands Trust (June 1994).
2. **June 1994** - Protocol agreement on Crown lands in the Trust Area between Ministry of environment, Lands and parks, lands regional operations department and the Islands Trust (June 1994).
3. **November 1999** - Letter of Understanding between BC Assets and Land Corporation and Islands Trust concerning the use and protection of Crown land Resources through balancing local and provincial interests (November 1999). Note that this corporation no longer exists and management of Crown land is with FLNRORD.
4. **June 1999** - Letter of understanding between the Ministry of forests and the Islands Trust concerning the establishment of woodlots in the Islands Trust Area that respect the Object of the Islands Trust while supporting the local island forest economic base .

The current agreements do not reflect current case law or legislation such as the *Declaration on the Rights of Indigenous Peoples Act*.

Over the past several years staff has been attempting to reach agreement with FLNRORD on updating and combining the above agreements into a new single Crown lands agreement. While the project has seen at least two starts, we have not had success in attention on this from FLNRORD staff.

The issues raised in this briefing can be addressed through updates to our agreements on how we do business together and share information.

Trust area services staff has recently been informed that there is now a contact FLNRORD who will work with us on advancing the development of a new agreement between FLNRORD and Islands Trust regarding Crown lands.

Options:

Options available to the Executive Committee in addressing this issue are:

1. The Executive committee takes no specific action. In this case, Staff would continue to work on the issue as follows:
 - a. Trust Area Services Staff will continue to work with Ministry staff on development of a new Crown Land agreement, replacing the four outdated agreements listed above, and include the issues raised in this briefing in those discussions.

- b. Local Planning Services staff will continue to undertake the work with First Nations in areas that local trust committees and Trust Council have jurisdiction; this would focus on our application processes, and engagement with First Nations for local trust committees and Council projects. Consultation in relation to referrals would be referred to FLNRORD.
2. The Executive Committee requests that the Senior Intergovernmental Policy Advisor work with Ministry staff on reconciliation, and the importance of collaboration in this regard. This could include staff-to-staff meetings, and possibly a letter of understanding, on issues around Crown referrals and First Nations consultation and engagement.
3. The Executive Committee writes to the Minister with specific concerns around Crown land issues and First Nations reconciliation, and the role of cooperation with Provincial agencies in building relationships and trust with First Nations in the Islands Trust area. Those concerns would need to be spelled out in more detail, with some suggestions of what could change to improve the process.

ATTACHMENT(S):

1. None

FOLLOW-UP:

Staff will continue to undertake the work outlined in Option 1 above, or as directed by the Executive Committee.

Prepared By: David Marlor, Director, Local Planning Services

Reviewed By/Date: Lisa Wilcox, Senior intergovernmental Policy Advisor/July 2, 2020
Clare Frater, Director, Local Planning Services/June 30, 2020
Russ Hotsenpiller, Chief Administrative Officer/July 2, 2020

To: Executive Committee **For the Meeting of:** July 8, 2020

From: David Marlor, Director, Local Planning Services **Date Prepared:** June 29, 2020

SUBJECT: Options for Advisory Planning Commission Meetings during Pandemic

PURPOSE: To provide options for holding Advisory Planning Commission meetings during the pandemic.

BACKGROUND:

Advisory Planning Commissions (APC) are optional groups made up of members of the public to advise the local trust committee on specific planning applications. The APCs are established by a local trust committee bylaw under s.461 of the Local Government Act.

At the Islands Trust there are 20 APCs. All local trust committees, except Bellenas-Winchelsea have at least one, Gabriola has five, Denman has three and Salt Spring and Thetis have two each¹

The APCs are required to respond to requests from the local trust committee on specific application, project or land use planning issue. Under the Act, the local trust committees are not required to use the APCs.

Normal Operation of Advisory Planning Commissions

Before the COVID-19 pandemic, APCs would self-organize their meetings by arranging meeting location and advising the applicant and public about the meeting. Staff would support this by providing the necessary documents to the APC, and supplying a contracted minute taker paid from the local trust committee expense budget. Planning Staff attend to some of the APC meetings (more regularly on Salt Spring and Gabriola, and on an as need basis on other islands).

Pandemic Recovery

At present APCs are not meeting due to the social distancing and health requirements of the Provincial health officer. However, as British Columbia is now moving into Phase 3 of recovering from the pandemic, travel and some meetings may occur.

Option 1: Electronic APC Meetings.

Under the Ministerial Order 192, local governments, including APCs, were given the powers to hold meetings electronically. This power was not explicitly given the Islands Trust APCs, though information from the Ministry is that it was likely intended to include Islands Trust APCs.

A bigger issue with electronic meetings is the staff requirements to host such meetings. From experience hosting the 13 local trust committees' meetings, we would require two additional staff to ensure the meetings are operating smoothly. One would be an administrator to administer the zoom

¹ In addition to the standard APC: Gabriola has Agriculture, Housing, Mudge Island, and Transportation advisory commissions; Denman has Agriculture and Marine advisory commissions; Salt Spring has an Agriculture advisory commission; and Thetis has a Ruxton Island advisory commission.

meeting, the other would be support from the Islands Trust Information Systems department to help trouble shoot connection and other technical issues. Further, we would require additional licenses for the software to hold the APC meetings. At present we do not have the resources to run electronic meetings for the APCs.

If electronic APC meetings are preferred, then an option would be approval for additional funds to hire the necessary resources and purchases additional software licenses to run electronic APC meetings.

Option 2: In-Person Meetings

Up until this last week, travel in BC has been restricted to essential travel due to the pandemic. As of this week, travel is now being encouraged, though care needs to be taken to prevent the spread of the virus causing COVID-19.

APCs could now resume in-person meetings provided:

1. They have a suitable location that is large enough to allow two metre separation between commissioners, staff and the public
2. The space is open to the public
3. The meeting is smaller than 50 people
4. The meeting meets all other provincial Health Officer requirements

Planning staff could attend as normal, or could connect electronically to listen in and provide advice to the APC during the meeting.

ATTACHMENT(S):

1. None

FOLLOW-UP:

Advise LTCs and APCs that they should re-start in-person meetings, provided they meet all provincial health requirements.

Prepared By: David Marlор, Director, Local Planning Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer/July 2, 2020

BRIEFING

To: Executive Committee **For the Meeting of:** July 8, 2020
From: Clare Frater, Trust Area Services **Date Prepared:** July 2, 2020
SUBJECT: Development of Islands Trust Climate Action Plan

PURPOSE: To develop a strategic and integrated Islands Trust Climate Action Plan, to be jointly endorsed by both Trust Council and the Islands Trust Conservancy Board.

BACKGROUND: In March 2020, staff from Trust Area Services (TAS), Local Planning Services (LPS) and the Islands Trust Conservancy (ITC) identified the need to better coordinate, synergize and strategize their respective climate action policies and programming and to avoid unnecessary duplication and inefficiencies. The nature of climate change is multidisciplinary and cuts across the traditional divides of these three departments. With this in mind, TAS established a Climate Policy Working Group (CPWG) comprised of one staff member from each department. The CPWG has been working together to map out the various climate change related programming currently underway in all three departments (Attachment 1) and is in the process of developing a Climate Action Plan (Attachment 2) to better communicate the Trust's climate action goals, priorities, programs and key messages to the public via the new Islands Trust website and other means. The Climate Action Plan is also intended to inform current and future climate change related programming and budget allocations for both Islands Trust and Islands Trust Conservancy. As there is currently no governance mechanism for Trust Council and the ITC Board to jointly develop strategic policy guidance on this common theme, staff are seeking guidance from both Trust Council (via Executive Committee) and the ITC Board to proceed with work on a joint Climate Action Plan that would be endorsed by both political bodies. A draft Project Charter was developed for this purpose (Attachment 3). The draft Climate Action Plan in development would be brought to both Trust Council and the ITC Board for approval prior to its public release.

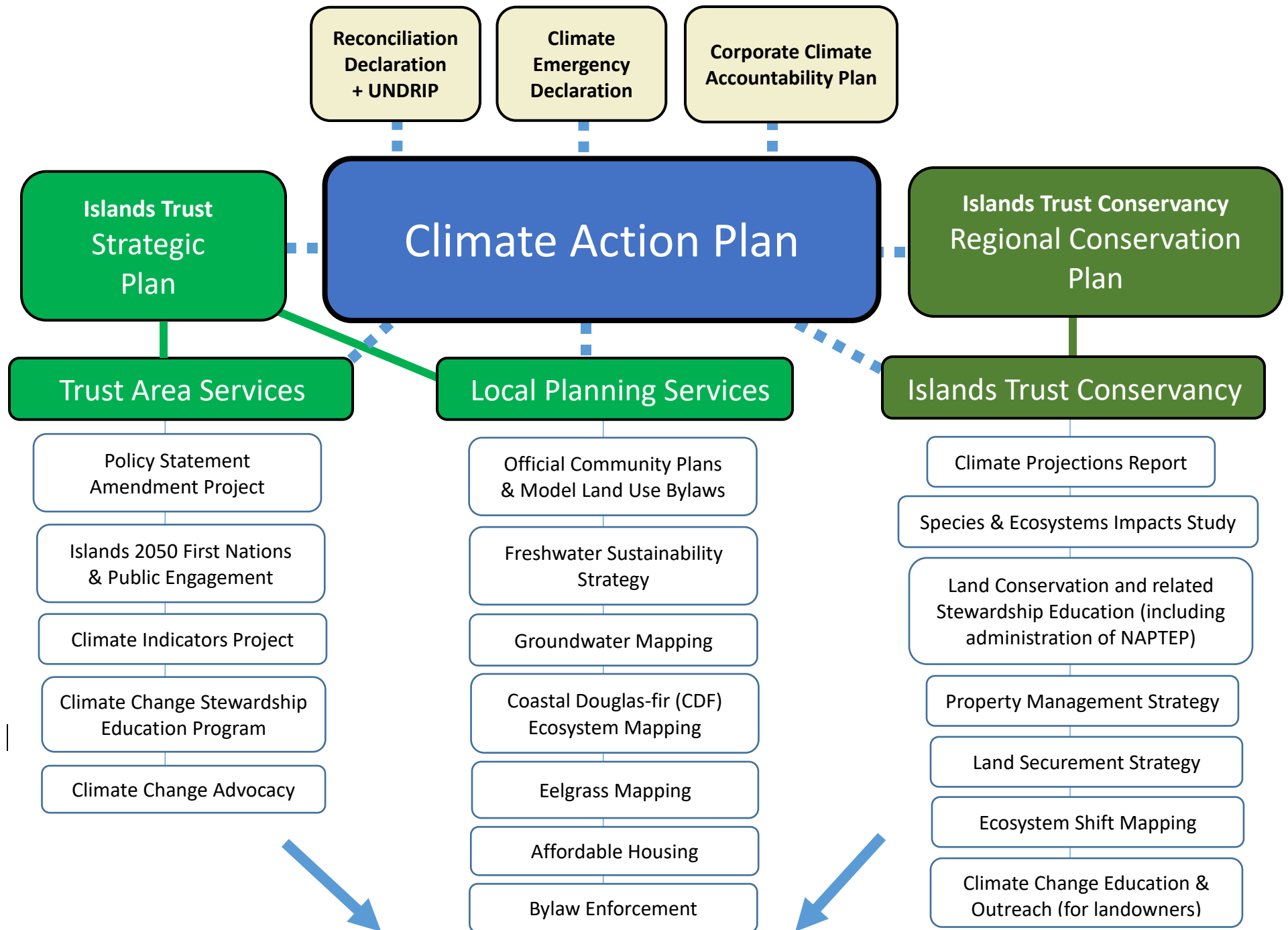
ATTACHMENT(S):

1. CPWG Project Synergies Chart
2. Islands 2050 Climate Action Framework
3. Climate Action Plan Project Charter 1.0

FOLLOW-UP: The CPWG will continue to develop the Islands Trust Climate Action Plan and bring a draft report to both Trust Council and the ITC Board at their Fall 2020 meetings.

Prepared By: Dilani Hippola, A/Senior Policy Advisor, Trust Area Services
Narissa Chadwick, Island Planner, Local Planning Services
Kate Emmings, A/Manager, Islands Trust Conservancy

Reviewed By/Date: Clare Frater, Director, Trust Area Services / June 30, 2020
Russ Hotsenpiller, Chief Administrative Officer / July 2, 2020



Islands 2050 - Climate Action Framework

*The following draft framework provides an outline of key points to be elaborated upon in more detail and then published as the **Islands Trust Climate Action Plan**.*

A State of Climate Emergency

- Land Acknowledgment + Reconciliation Declaration + UNDRIP/DRIPA + Indigenous Knowledge
“Indigenous peoples have thousands of years of knowledge that comes from the intrinsic relationship we have with our territories and ecosystems. The inclusion of this knowledge is essential to the success of policies and measures directed towards mitigating and adapting to climate change” (BCAFN)
- Islands Trust Mandate - We’ve Been Addressing Climate Change in Different Ways for Decades
- The State of Affairs: 2018 IPCC Report and 2019 Islands Trust Declaration of Climate Emergency
- 2020-2050 Window of Opportunity Narrative (PINNA Climate Projections Report)
- Valuing Natural Assets / Enhancing Biodiversity = Increased Resilience to Climate Change
- Climate Risk & Vulnerability of Islands in the Trust Area
- Climate Action & Equity Issues
- Learning from COVID-19 – The Need for Resilient Systems / The Possibilities for Behavioural Change
- We Can’t Do It Alone – Identifying Key Partners in Climate Action

Impacts of Climate Change on the Islands Trust Area

Land & Freshwater: Changing Temperatures and Precipitation Patterns

- increased storm surge flooding and windstorms pose risks to food crops, forests and infrastructure and lead to more frequent power outages
- lower groundwater levels and saltwater intrusion threaten groundwater quality and quantity
- droughts increase risk of wildfires
- stronger, more frequent storms scour streambeds, leading to loss of riparian and aquatic habitat
- warmer temperatures and drier summers lead to loss of some plant and animal species and shifting abundance of others
- disruption of seasonal timing of plant and animal life cycles impacts biodiversity and food security
- new invasive species threaten biodiversity and ecosystem function

Shorelines: Sea-Level Rise

- coastal erosion poses risks to Indigenous cultural and archaeological sites as well as private and public property on shorelines
- changes to shoreline habitats plus loss of spawning beaches / rearing habitats threatens biodiversity
- coastal inundation and reduced drainage capacity leads to flooding and soil salination, and impacts island accessibility (ferries/private docks)

Oceans: Warmer, More Acidic Oceans

- lead to migration, disease, loss of habitat and decreased reproduction of aquatic species, which in turn lead to:
 - threats to Indigenous food security (e.g. herring, salmon, shellfish)
 - threats to marine food web for species at risk (e.g. Southern Resident Killer Whale)
 - threats to biodiversity

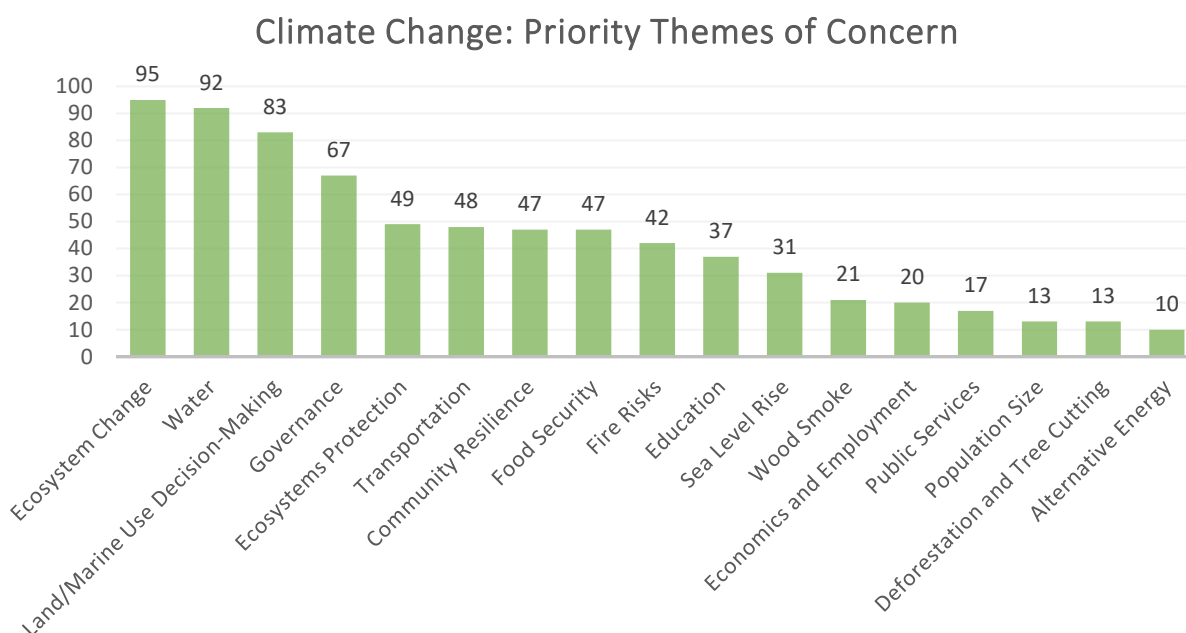
What We've Heard – Priority Concerns in the Trust Area

Islands 2050 First Nations Engagement Feedback:

(List priority themes of concern emerging from ongoing Islands 2050 First Nations Engagement; highlight UNDRIP Articles 18, 25, 29.1, and 32.1.)

Islands 2050 Public Engagement Feedback:

- Through the Islands 2050 public engagement campaign, we asked communities in the Islands Trust Area, “In the context of a changing climate, what are your concerns for the next 30 years?” and this is what we heard...



Our Commitments to Climate Action

- The Islands Trust Object Our Core Mandate to Preserve & Protect
- Reconciliation Declaration
- Fed/Prov Commitments & Bill 27 Requirements
- Corporate Climate Accountability Plan
- OCP GHG Reduction Targets to 2050
- Policy Statement & OCP Review with Climate Lens
- Islands Trust 2018-2022 Strategic Plan Priorities
- Islands Trust Conservancy Regional Conservation Plan Goals

Islands 2050 Climate Action Priorities

Specific strategic goals will be built on the priorities listed below. Planning & programming tools will be identified (e.g. Model Development Permit Areas, Regulatory By-Laws, Rezoning, Density Transfer, Landscaping/Site Orientation, Stewardship Education Program, Social Media Strategy, etc.)

Research

1. Climate Projections, Data Sets & Performance Indicators
2. Groundwater Mapping
3. Forest/Ecosystem Mapping
4. Eelgrass, Kelp Bed and Spawning Beach Mapping
5. Sea Level Rise Mapping (not currently planned)

Land-Use Planning

Mitigation: *Human interventions to reduce the sources or enhance the sinks of greenhouse gases (GHGs).*

1. Carbon Sink Protection and Restoration
2. Compact, Complete and Connected Land-Use
3. Low- to Zero-Emission Transportation
4. Building Efficiency and Renewable Energy Systems
5. Low Carbon Agricultural Practices

Adaptation: *The process of adjustment to actual or expected climate and its effects. In human systems, adaptation seeks to moderate harm or exploit beneficial opportunities. In natural systems, human intervention may facilitate adjustment to expected climate and its effects.*

1. Watershed Sustainability and Resilience
2. Terrestrial & Aquatic Species and Ecosystems Protection
3. Shoreline Protection
4. Emergency, Hazard and Risk Management
5. Natural Assets, Infrastructure & Food Crop Protection

Public Education and Outreach

1. Water Conservation, including Rainwater Harvesting
2. Blue Carbon Storage / Eelgrass Protection
3. The Importance of Biodiversity for Climate Resilience / Ecosystem-based Adaptation
4. Green Carbon Storage / Forest Protection including NAPTEP & Wildfire Risk Management
5. Greening Shorelines / The Benefits of Soft Shore Protection

Reconciliation

- Specify areas for collaboration with First Nations / Indigenous Knowledge on Climate Change under thematic priorities identified above

Advocacy & Partnerships

- Specify advocacy priorities and partnerships with other government agencies as they relate to thematic priorities identified above (where issues fall outside our core mandate/jurisdiction)

Climate Action Plan Project Charter v 1.0

Islands Trust & Islands Trust Conservancy

Date: July 14, 2020

Purpose: To define the budget and scope of work associated with integrating the climate action work of Trust Area Services, Local Planning Services and Islands Trust Conservancy into a consolidated Islands Trust Climate Action Plan with jointly defined strategic priorities and communication tools.

Background: In March 2020, Trust Area Services, Local Planning Services and Islands Trust Conservancy established a staff-led Climate Policy Working Group (CPWG) to better coordinate, strategize and synergize climate action policies, tools and programs amongst the three departments and to avoid duplication and inefficiencies. The group is developing an integrated Climate Action Plan to communicate the Trust's climate action goals, priorities, programs and key messages to the public via the new Islands Trust website and other means. The plan will also serve to inform existing and future climate-related policies and programming for both Islands Trust and Islands Trust Conservancy and related budget allocations.

Objectives

- Develop a strategic Islands Trust Climate Action Plan document to be approved by both Trust Council and ITC Board
- Develop joint high-level Climate Change Communications Plan to guide the development of Climate Action webpage on new website and other related communications tools
- Develop a framework to guide current and future climate change related research & mapping; policy planning & programming; education & outreach; and advocacy priorities

In Scope

- Biweekly meetings of the staff Climate Policy Working Group (TAS/LPS/ITC)
- Consolidating existing climate policies and programming into joint Climate Action Plan
- Meetings/consultations with key staff/trustees to refine climate action priorities
- Meetings with key staff/First Nations to Incorporate Indigenous knowledge and align with priorities of Nations in the Trust Area
- Environmental scan of other local govt plans & LTC climate action initiatives
- Developing a high-level Climate Change Communications Plan and Climate Action webpage for the new IT/ITC website
- Developing Climate Action Programming Business Cases for Budget 2021/22

Out of Scope

- Original research
- Production of data
- New programming

Workplan Overview

Deliverable/Milestone	Date
Develop draft Islands Trust Climate Action Plan	July-August 2020
Consultations with key Staff / Trustees / First Nations (incl TC and ITC Board)	August-October 2020
Launch Climate Action Plan with public communications tools (new webpage launch, news release, social media strategy, community outreach, etc.)	November 2020-January 2021

Project Team

Clare Frater	Project Manager
Dilani Hippola	Project Coordinator and Working Group Lead—Trust Area Services
Narissa Chadwick	Working Group Lead—Local Planning
Kathryn Martell	Working Group Lead—Conservancy
Kate Emmings	Advisor to Working Group—Conservancy

Budget 2020/21

Budget Source: 2020/21 Trust Area Services Communications Budget

Item	Approximate-Cost
Public Communications (graphic design for final report + web graphics, video and/or print materials)	\$2,500
Total	\$2,500

Approved by:

Date:

Endorsement:

Resolution #:

Date:

From: salishseaforum@npogroups.org <salishseaforum@npogroups.org>

Sent: Wednesday, June 10, 2020 10:53 AM

To: Marie Rothlisberger <marie@vedaenv.com>

Subject: [salishseaforum] SAVE THE DATE: 2020 Salish Sea Shared Waters Forum, October 14 & 15, 2020

Please save the date for the 2020 Salish Sea Shared Waters Forum on October 14 & 15. This year, due to COVID-19, the Forum will be held in a virtual format.

The 2020 Forum is the third of a three-year series intended to help advance our collective knowledge about current spill prevention and response policies and practices in place in Washington State and B.C. It is hosted by the Washington State Department of Ecology and the B.C. Ministry of Environment and Climate Change Strategy, and is a non-voting and non-decision-making entity.

The goal of the 2020 Forum is to celebrate the final year; exchange information to enhance oil spill prevention, preparedness and response to minimize impact of oil spills to the Salish Sea (the shared waters of Washington and British Columbia), and identify next steps needed to keep momentum.

This virtual event will be free and available to the public. Registration and agenda will be available soon: <http://oilspilltaskforce.org/task-force-events/2020-salish-sea-forum>

Marie Rothlisberger

Admin and Project Coordinator

Veda Environmental

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From: Michael Sketch [REDACTED]

Sent: Tuesday, June 30, 2020 8:22 PM

To: Sue Ellen Fast <sfast@islandstrust.bc.ca>; Michael Kaile <mkaile@islandstrust.bc.ca>; Laura Busheikin <lbusheikin@islandstrust.bc.ca>; David Critchley <dcritchley@islandstrust.bc.ca>; Scott Colbourne <scolbourne@islandstrust.bc.ca>; Kees Langereis <klangereis@islandstrust.bc.ca>; Dan Rogers <drovers@islandstrust.bc.ca>; Tahirih Rockafella <trockafella@islandstrust.bc.ca>; Jane Wolverton <jwolverton@islandstrust.bc.ca>; Kate-Louise Stamford <kstamford@islandstrust.bc.ca>; Alex Allen <aallen@islandstrust.bc.ca>; Grant Scott <gscott@islandstrust.bc.ca>; Peter Johnston <pjohnston@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>; Jeanine Dodds <jdodds@islandstrust.bc.ca>; David Maude <dmaude@islandstrust.bc.ca>; Benjamin McConchie <bemconchie@islandstrust.bc.ca>; Deb Morrison <dmorrison@islandstrust.bc.ca>; Laura Patrick <lpatrick@islandstrust.bc.ca>; Peter Grove <pgrove@islandstrust.bc.ca>; Paul Brent <pbrent@islandstrust.bc.ca>; Lee Middleton <lmiddleton@islandstrust.bc.ca>; Cameron Thorn <cthorn@islandstrust.bc.ca>; Steve Wright <stwright@islandstrust.bc.ca>; Doug Fenton <dfenton@islandstrust.bc.ca>
Cc: Russ Hotsenpiller <rhotsenpiller@islandstrust.bc.ca>; Lori Foster <lfoster@islandstrust.bc.ca>; Lisa Wilcox <lwilcox@islandstrust.bc.ca>; David Marlor <dmarlor@islandstrust.bc.ca>; Clare Frater <cfrater@islandstrust.bc.ca>; Kate Emmings <kemmings@islandstrust.bc.ca>; Carmen Thiel <cthiel@islandstrust.bc.ca>; Robert Kojima <rkojima@islandstrust.bc.ca>; Stefan Cermak <scermak@islandstrust.bc.ca>; akjerulf@islandstrust.bc.ca; Michael Sketch [REDACTED]

Subject: M Sketch delegation submission to Trust Council for Wednesday 17Jun2020

To better realize potential of the Islands Trust Act

oral presentation 7 1/2 minutes to Trust Council 17Jun2020

written submission submitted 30Jun2020

Trust councillors and staff - My attached delegation submission to you for Wednesday 17Jun2020 "To better realize potential of the Islands Trust Act" recommends further remedy for the problems I see in planning staff process and have documented in constructively critical submissions to Trust Council, last trustee term and this.

This delegation submission complements my submissions to Trust Council for Dec2019 (Victoria) and Mar2020 (Salt Spring) which I copied to you for review 14Jun2020.

My submission for 17Jun2020 is in three parts.

1) Critique of local planning staff process, wherein:

- i) the receipt of applications for changes in ALR land use and
- ii) consequent recommendations to LTC decision makers and
- iii) staff report advice during implementation of decisions from the land commission and
- iv) local bylaw development, which all too often precedes and conflicts with ALC decisions

together can and sometimes have confounded the intention of each of Islands Trust and ALC Acts to preserve and protect.

Accountability of staff process is questioned and reason given to conclude a 'culture of impunity'.

The public may reasonably believe that Islands Trust staff look first to leadership from the superior provincial ALC jurisdiction when protecting ALR farmland, but too often Islands Trust staff presume ALC permissions, whether or not the explicit conditions of ALC approval have been met.

2) Recommend Trust Council bylaw to set out staff procedure (Islands Trust Act, section 11) to address point 1).

3) Request that Trust Council recommend to the Cosevanct Board; ownership of Trust area land for community benefit land trusts, thereby expanding the Conservancy mandate and better integrating Conservancy with the remainder of Islands Trust bodies.

I believe these matters are fundamental to the health of Trust governance. I hope Trust Council will give political direction to planning staff, advice to the Conservancy Board and to the Trust Programs Committee, all to better realize potential of the Islands Trust Act.

In anticipation, thank you.

Michael Sketch
North Pender Island

**Delegation submission to the Islands Trust Council from
Michael Sketch for an electronic quarterly meeting,
agenda item 9.5, 10:00 a.m. session on 17 June, 2020**

Excerpts from pages 1 to 4 for 7 1/2 minute oral presentation

to better realize potential of the Islands Trust Act to preserve and protect

Councillors, staff, members of the Trust Programs Committee and the Conservancy Board -

I argue that the potential of the Islands Trust Act is not realized. That collectively, public and staff advice givers and the decision makers can do better.

In the last trustee term and this, my submissions gave constructive criticism of planning staff report advice to decision makers, or lack of advice, and the consequence thereof. The purpose was to flag issues which I think need direction from Trust Council.

Effective cooperation with the Agricultural Land Commission (ALC) is my first request for Trust Council action. For some, the ALR is development potential. But for the rest of us, the consequence of pandemic and a climate emergency are necessary and sufficient rationale to protect prime agricultural soils. I'll remind you of Section 11 of the Act shortly (Appendix 1).

My second request is that Trust Council recommend an enhanced mandate for the Islands Trust Conservancy, so better integrating exemplary 'preserve and protect' dedication with the remainder of Trust bodies. There is opportunity to better weight the federal component of Islands Trust governance, with more effective federal guidance to local area land use governments, as is intended by the current Act.

Potential of the Islands Trust Act to preserve and protect the trust area not realized

Constructive criticism is needed. In one case, endangered species were extirpated. There are examples where provincial legislation and trust policy are sidestepped. Bylaws have been incorrectly recommended or adopted respecting land in the Agricultural Land Reserve (ALR). In another case, the productivity of what had been prime agricultural soil was the casualty.

Role of land use planners not given in the Trust Policy Statement - accountability

The Trust Policy Statement encourages trust area residents to participate in land use planning. That role for public advice givers is stipulated, *but the policy statement is silent on the role of the local planning service in giving advice to decision makers.*

To whom or what body is the land use planning process accountable?

For thousands of years, these islands have had land use planning deliberated and implemented by the residents, for the joint benefit of residents and the environment.

The planning process was directly accountable to the beneficiaries.

In the last hundred years, land use planning has moved to a *professional reliance model*. In principle, registered professional planners are accountable to both their registering body and to their employer. In practice, the public sees no evidence of accountability and certainly not to the public interest.

Indeed, across the province there are law firms devoted to the maintenance of local government - and therefore of planning staff - the registered professionals who are consistent long past the intentions of particular elected officials. Some say the courts rarely find against local government.

The consequence, I argue, is a culture of impunity.

Persuasion

At face value, the measures I'm urging you to deliberate and advance should be effective in improving the effectiveness of the Act to preserve and protect.

There is a caveat.

Will policy and procedure trump culture where culture resists? Of course not. We've seen how Trust policy has been sidestepped. Directive Trust area policies aren't the gold standard when development applications are recommended, or not, to LTCs. Nor in the bylaw development phase.

But persuasion changes culture. Witness the Legacy leadership award given at your last December Council meeting. And Trust Area Services now publishes a synopsis of legislative changes relevant to local planning staff advice.

Please, Trust Council, persuade your employees.

Two Trust Council initiatives to better preserve and protect

First initiative: The first concerns some 13% of Trust area land which is in the ALR and utilizes section 11 of the Act (Appendix 1) to require the procedure of all LTCs and therefore of planning staff who advise the LTCs, to be consistent, in letter and spirit, with Agricultural Land Commission (ALC) legislation.

The ALC Act predates the Islands Trust Act by a year and both statutes are intended to preserve and protect environment. ALC legislation takes precedence (section 46 of the ALC Act) over Islands Trust bylaws and the public expects close cooperation. But there are too many contraindications in recent planning staff reports. Last trustee term, I asked that all staff reports referencing an ALC interest be reviewed and co-signed by the legislative services manager, a constructive suggestion yet to be implemented.

Section 11 of the Islands Trust Act provides that Trust Council may, by bylaw, establish procedures that one or more LTCs must follow in exercising their authority. The intent of a section 11 Trust Council bylaw supporting ALC – Islands Trust cooperation follows:

Whereas:

- i) the Trust object requires LTC trust bodies to cooperate with provincial Agricultural Land Commission legislation and
- ii) Trust Council has agreed with the Commission that the ALR is a valued amenity in the Trust area and
- iii) Trust policy directs that productive soil ecosystems will be preserved and protected

Therefore planning staff shall incorporate the following in their procedures for recommending applications and draft bylaws in staff reports which advise LTC decision makers:

1. Trust area land which is in the ALR with prime (improved class 1 to 3 agricultural capability) soil shall not be considered for other use than agriculture and certainly not another use which may degrade agricultural capability and
2. applications to the ALC for non-farm use or exclusion will not be recommended for referral by an Islands Trust body where the policy component of directive Trust area policy is offended and
3. applications to the ALC for non-farm use or exclusion will not be recommended for referral by an Islands Trust body where the applicant has previously changed ALR land use without prior written approval from the Commission and the changes were inconsistent with ALC legislation or an order of the Commission and
4. where a landowner applies to both the Islands Trust and the ALC for land use changes, the Islands Trust application may be considered by the LTC but not advanced until full approval in law is received from the ALC. For certainty, a conditional approval from the ALC is not an approval in law unless and until all conditions of approval are met, as verified by the Commission and
5. Islands Trust draft bylaws will not be recommended by staff and shall not be adopted by a LTC where they either offend the policy component of directive Trust area policy or are inconsistent with ALC legislation or an order of the Commission.

Second initiative: community benefit land trusts

The second Trust Council action to consider in order to better preserve and protect is a recommendation to the Conservancy Board that they expand their mandate to include ownership of community benefit land trusts. Island communities are hard pressed to acquire and rezone land for community benefit.

Conservancy may consider receipt of a parcel and apportion some for conservancy and the rest for community benefit.

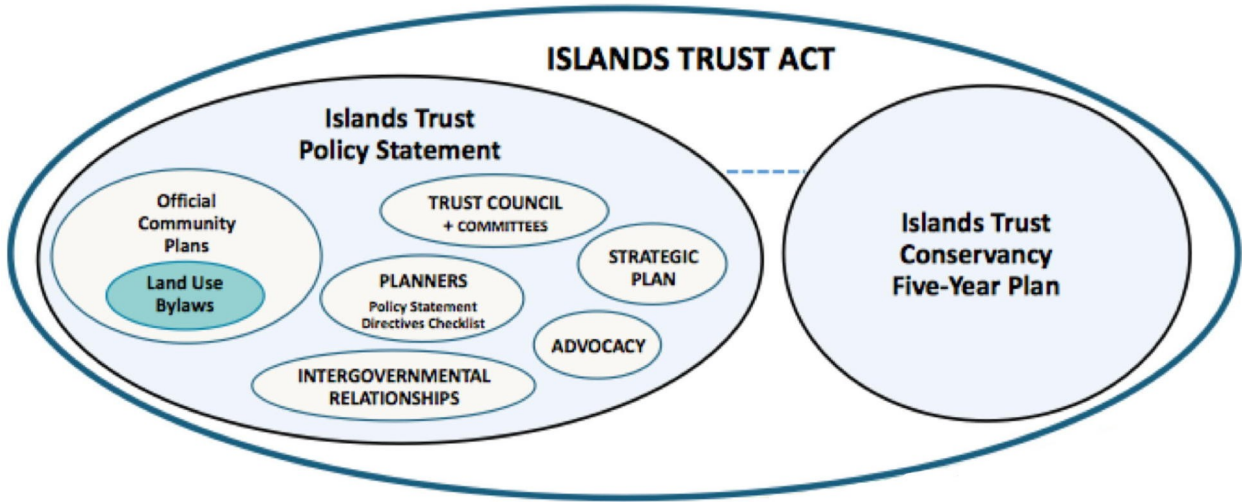
Community benefit agricultural land or community housing with onsite energy generation and storage are examples.

Light industrial land use is another example. For instance for community management of discarded materials such that a maximum is reused or recycled and the irreducible minimum is sent to landfill.

Conservancy’s environmental expertise would benefit the entire Trust area. The federal governance component established by the Islands Trust Act would be better served, with Trust area services to include legislative management and Trust area land use planning; each service available to Conservancy.

A better integrated Conservancy would give a fresh perspective for the Trust Programs Committee in their fundamentally important work of revising the Trust Policy Statement. In that regard, please see (Appendix 2, copied below) a diagram which gives the 2011 Islands Trust understanding of Trust body relationships:

INFLUENCE OF THE POLICY STATEMENT



Conservancy is demonstrably committed to preservation and protection and although arguably the poster child of the Islands Trust Act, it is seen as apart from the rest of Islands Trust governance. An unfortunate distance, for the Act requires that each Trust body further the Trust object. Local trust area jurisdiction planning may make the mistake of assuming “preservation and protection” is ‘covered’ by Conservancy and that most planning can proceed as ‘municipal business as usual’.

Expanding the mandate would better integrate Conservancy in the Trust family.

Thank you for receiving my submission.

Michael Sketch

North Pender Island

Appendix 1 – Section 11 of the Islands Trust Act

Trust Council may, by bylaw, establish procedures that one or more LTCs must follow in exercising their authority.

Islands Trust Act

[RSBC 1996] CHAPTER 239

This Act is current to December 25, 2019

Excerpt from the Act; entire of section 11

Procedures to be followed by local trust committees

11 (1) The trust council may, by bylaw adopted by at least 2/3 of its members present at the meeting at which the vote on adoption takes place, establish procedures that one or more local trust committees, as specified in the bylaw, must follow in exercising their authority and carrying out their responsibilities under this or any other enactment.

(2) Without limiting subsection (1), the trust council may establish procedures in relation to one or more of the following:

- (a) the conduct of local trust committee meetings;
- (b) the consideration and adoption of resolutions and bylaws;
- (c) the receipt and consideration of applications for amendments to bylaws and official community plans;
- (d) the receipt and consideration of applications for permits and the issuance of permits.

(3) The procedures established by a bylaw under subsection (1) are in addition to any procedures that apply to a local trust committee under this Act or any other enactment.

(4) If there is a conflict between a bylaw under subsection (1) and a bylaw of a local trust committee respecting its procedures in exercising its authority and carrying out its responsibilities, the bylaw under subsection (1) prevails whether it was adopted before or after the bylaw of the local trust committee.

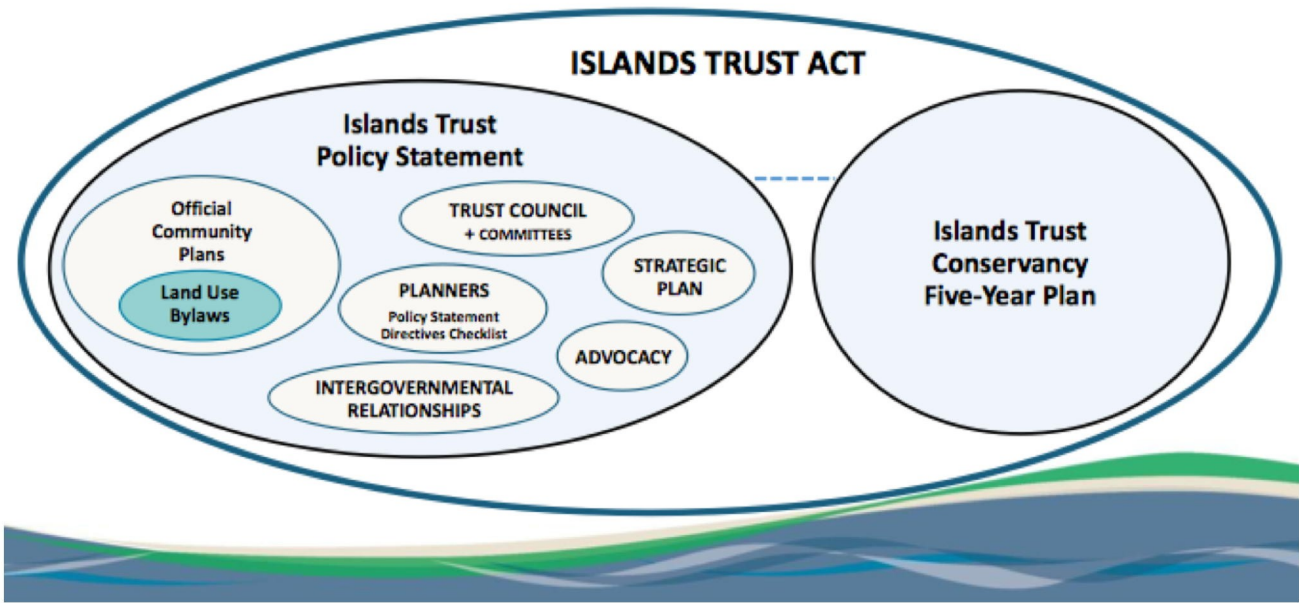


POLICY STATEMENT AMENDMENT PROJECT

Highlights from the 2011 Policy Statement Assessment Task Force Report
Presentation to Trust Programs Committee (TPC) - May 22, 2020

Excerpt from page 198 of
agenda package
for 16 June, 2020
(electronic) Trust Council meeting

INFLUENCE OF THE POLICY STATEMENT



End of appendix 2 and of this delegation submission to Trust Council for 17Jun2020



July 2, 2020

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to connecting with you all again at this year's Union of British Columbia Municipalities (UBCM) Convention, being held virtually from September 22-24.

UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me as part of the convention, please note that due to the abbreviated format this year, these meetings will likely be scheduled outside of the regular program dates. To make your request, please register online ■



I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

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

John Horgan
Premier



July 2, 2020

Ref: 255149

Dear Mayors and Regional District Chairs:

In this unprecedented time, I believe it is more important than ever that we continue to connect and work together. I have deeply appreciated our calls throughout the pandemic and hearing directly from you about how you are supporting your communities, and how we can support you. Your feedback has been invaluable and has informed our government's responses to COVID-19 as we all work together to keep the people of British Columbia safe.

While this year's UBCM Convention will be different in many ways, I am looking forward to the opportunity for all of us to come together and to spend time discussing the needs of your community.

I am writing to provide you with some initial information regarding the process for requesting a meeting with me during the UBCM Convention, taking place this year from September 22 to 24, 2020.

As the UBCM Convention for 2020 will be held in a virtual and abbreviated format, Provincial Government meetings will be held by conference call and will likely occur outside of the shortened program to allow delegates to fully focus and participate in the Convention.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to indicate your interest in meeting with me around Convention time, please complete the online request form [REDACTED] and submit it to the Ministry of Municipal Affairs and Housing before **August 4, 2020**. Meeting times and dates will be confirmed by early September. In the event that I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible on the topic you wish to discuss in the online form. Providing this information in advance gives me a better understanding of your delegation's interests and helps us to make progress on delivering for the people of your community.

Regarding staff meetings, ministry staff will email you shortly with the Provincial Appointment Book. This document lists all government, agency, commission and corporation staff expected to be available to meet with delegates around Convention time, as well as details on how to submit an online staff meeting request.

.../2

This year's UBCM will be my fourth Convention as Minister responsible for local government, after four years attending as the opposition spokesperson for local government and four years of attending as a City Councillor, and I believe this will be the most important Convention yet. The pandemic has shown how important governments are in keeping people healthy and safe, and all of the work that local governments do for the benefit of British Columbians. As we move forward with restarting B.C., I am looking forward to hearing more about your communities and exploring ways we can continue to work together to make life better for British Columbians, now and for the future.

Sincerely,

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

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Her Worship Mayor Maja Tait, President, Union of BC Municipalities

Resolutions process for 2020 convention

June 30, 2020

With the 2020 UBCM Convention moving to a virtual format, UBCM has adapted this year's resolutions process. The following article outlines important resolutions information for 2020. [Read more](#)



Call for nominations: UBCM Executive

A Call for Nominations has been issued to local elected officials wishing to serve on the 2020-2021 UBCM Executive. Please note the significant changes for the 2020 Nominations and Elections, including that nominations will not be accepted off the floor at the virtual Convention. The deadline for all nominations is Friday, July 31, 2020. [Read more](#)



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2020 UBCM convention registration

The 2020 Annual Convention will be held virtually September 22-24. Registration will open Monday July 6. Early Bird Member Registration has been reduced to \$350 and Non Member Registration remains unchanged at \$1,000. [Read more](#)

Provincial actions on strata insurance

The Province has introduced legislation as "first steps" to address rising strata insurance costs after the release of an interim report by the BC Financial Services Authority that detailed issues underlying the rising costs. The BCFSAs will be releasing a final report in the fall of 2020, and further regulatory changes may occur following stakeholder consultation. [Read more](#)

2019 UBCM Convention minutes

The [minutes](#) of the 2019 Annual Convention are available on the UBCM website. These minutes comprise the official record of the proceedings of the 2019 Annual Convention, and include, when available, the addresses given by guests from other orders of government and other organizations.



News and information from the Union of BC Municipalities

MMIWG calls for justice

June 17, 2020

The final report of the National Inquiry into Missing and Murdered Indigenous Women and Girls was released approximately 1 year ago. UBCM would like to encourage members to bring the Calls for Justice to their respective councils or boards for review, prioritization and consideration of endorsement in collaboration with local Indigenous communities. [Read more](#)



Routine work under Fisheries Act

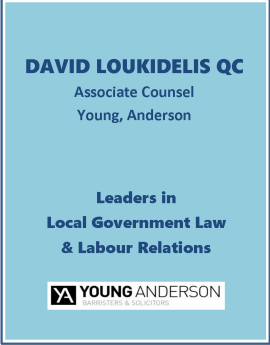
The federal Department of Fisheries and Oceans has created two interim Codes of Practice for undertaking emergency and routine works under the revised Fisheries Act that pose a low risk to fish and fish habitat. The Codes of Practice allow proponents who meet the interim guidance to undertake routine works without applying for a review. [Read more](#)



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Additional provincial responses to 2019 resolutions

The final set of provincial responses to 2019 resolutions is now available. UBCM will follow up with letters to the local governments that sponsored the 24 resolutions in 2019 to provide relevant provincial responses to each resolution. [Read the Responses.](#)



Excellence awards applications deadline reminder

The deadline for the 2020 Community Excellence Awards is fast-approaching. Interested UBCM members should submit their applications by Friday, July 10, 2020. [Read more](#)



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RCMP unionization update

June 10, 2020

Collective bargaining between the federal Treasury Board and National Police Federation (NPF), the union representing the RCMP, was expected to begin in March 2020. Both parties have since agreed to temporarily postpone negotiations to respond to the COVID-19 pandemic. Local governments are advised to budget for the anticipated increase in costs. [Read more](#)

UBCM Executive meeting highlights

Executive members met for the first time in a virtual format for their quarterly Committee and board meetings. Executive members also met by teleconference with Minister of Municipal Affairs and Housing, Honourable Selina Robinson as part of their Executive meeting. [Read more](#)

[Follow us on Twitter](#)

Convention hotel cancellations

As planning continues for a virtual 2020 Convention, UBCM has finalized the cancellation policies with all the official hotels for the 2020 Convention. If you had a reservation in the official UBCM room block in one of the following hotels, please be advised that your individual reservations will be cancelled and you can expect to receive the first night's deposit refund to the original form of payment over the next few weeks. [Read more](#)

How to rock your next online meeting

Learn how to enhance your personal online presence. Join Jan Enns in a live webinar June 25, 10 - 11:15 am, as she shares tips, tools, and tricks to help you boost your virtual voice and improve connections and communications with your colleagues and community. [Read more](#)

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Top Priorities Report

Executive Committee

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.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 26-Oct-2016

2. *Update Islands Trust Policy Statement*

Undertake a First Nations and public engagement process to prepare for Policy Statement amendments.

Responsible

Clare Frater

Dates

Target: 31-Mar-2019

3. *Climate Change Emergency*

Matters pertaining to Islands Trust declaring a climate change emergency.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 05-Jun-2019

4. *Business Response to COVID-19*

Draft and implement safety plan, consider public messaging as needed.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 15-Apr-2020

Top Priorities Report

Executive Committee

5. *Electronic Meetings*

The development of electronic meetings to conduct business.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 15-Apr-2020



Projects Report

Executive Committee

1. *Advocate to reduce negative impacts of shellfish aquaculture practices*

Develop project charter and budget requests to build organizational capacity (knowledge and time) related to shellfish aquaculture advocacy

Responsible

Clare Frater

Date Received

16-Aug-2017

2. *Improve communications about the Islands Trust object and history*

Develop communications strategy

Responsible

Clare Frater

Date Received

30-Aug-2017

3. *Revisions to Crown Land protocol agreements and letters of understanding*

Negotiate with BIM and FLNRORD

Responsible

Clare Frater

Date Received

19-Jun-2014

4. *Oil Spill and Shipping Safety*

Various advocacy activities including Chair letters and participation in forums

Responsible

Clare Frater

Date Received

01-Apr-2014

5. *Bowen Island Signage*

That Executive Committee request that Bowen Island signage be added to the Executive Committee projects list and that staff clarify the details of the request contained in the February 26th correspondence from Bowen Island Municipality.

Responsible

Date Received

25-Mar-2020



Islands Trust Executive Committee 2020 Adopted Meeting Schedule

Updated June 25, 2020

All meetings will be held in the Islands Trust Victoria office (#200, 1627 Fort Street) on Wednesdays, starting at 9:00 a.m., unless otherwise noted.

January 15,

February 5, February 13, 20 & 25 Special Electronic Meetings, February 26

March 10 TRUST COUNCIL March 10-12

March 25 Electronic

April 1 Special Electronic Meeting

April 8 Special Electronic Meeting

April 15 Changed to Electronic Meeting

April 22 Special Electronic Meeting

April 29 Special Electronic Meeting

May 6 Special Electronic Meeting

May 13 Electronic

June 3 Electronic

June 15 Electronic TRUST COUNCIL June 16-17

June 26 Special Electronic Meeting

July 8 Electronic

July 14 ITC/EC Liaison Meeting

Aug 5

Sept 2

September 15 (EC needs to change this meeting to Sept 14) TRUST COUNCIL September 15-16

September 30

October 21

November 18

December 1 TRUST COUNCIL 1-3

December 16

Trust Council Meetings

March 10-12, Salt Spring

June 15-17, Electronic

September 15-16, Electronic

December 1-3, Victoria

Council Committee Meetings

Trust Programs Committee – Feb 10, May 21, June 23, Aug 13, Oct 20, Nov 5

Local Planning Committee – Feb 12, May 20, July 29, Nov 9

Financial Planning Committee – Jan 22; Feb 19, May 27, Aug 19, Oct 14, Nov 12