



Executive Committee Agenda

Date: Wednesday, January 30, 2019
Time: 9:45 am
Location: Oak Bay Community Centre
Small Lounge
1975 Bee Street, Victoria BC V8R 5E6

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1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
2.2 Approval of Agenda	
3. ADOPTION OF MINUTES	
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8.	NEW BUSINESS	
8.1	Executive/Trust Council	
8.1.1	Bowen Municipal Council Joint Meeting - discussion	
8.2	Trust Area Services	
8.2.1	LTC Chairs Report on Local Advocacy Topics	
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8.3	Local Planning Services	
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8.4	Administrative Services	
9.	CLOSED MEETING (if applicable)	
	That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.	
10.	RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)	
11.	CORRESPONDENCE (for information unless raised for action)	
11.1	MLA Olsen re: air quality, wood smoke & enforcement - received January 17, 2019	76 - 76
11.2	West Coast Environmental Law re: climate change impacts received - January 8, 2019	77 - 80
11.3	2019 Saanich Inlet Protection Society (SIPS Roundtable Schedule)	81 - 89

12. WORK PROGRAM

12.1 Review and amendment of current work program

90 - 91

13. NEXT MEETING

The next Executive Committee meeting will be held February 13, 2019 - location to be determined.

14. ADJOURNMENT



Executive Committee Minutes of Regular Meeting

Date: December 12, 2018
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services at 12:10 PM
Lori Foster, Executive Coordinator/Recorder

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:12 AM stating gratitude for meeting on Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following items were presented for consideration:

- 8.1.3 Executive Committee meeting start times
- 8.1.4 Audio issues for remote meetings
- 8.1.5 Working with media communications
- 8.1.6 Proof of MRDT- DMMO Consultation with SSI-SGI Islands Trust
- 8.1.7 San Juan County debrief
- 11.1 Correspondence - Horgan re election
- 11.2 Correspondence - Robinson re election

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

- 2.2.1 Agenda Context Notes
Provided for information.

3. ADOPTION OF MINUTES

3.1 November 28, 2018

Amendments for consideration:

- 6.1 first sentence to read, "...and the amendment to increase the number of units in the project for floating staff housing."
- 8.1.2.1 first bulleted item to read, "Requesting the province extend the deadline for licensing registration."

- Correct the date in the footer from November 24 to November 28.

By General Consent, the minutes were adopted as amended.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List

Staff reviewed the status of items on the Follow Up Action List and answered questions from the Executive Committee.

4.2 Director/CAO Updates

Staff gave verbal reports on current issues. The following items were discussed:

- DLPS Marlor and the Sea Level Rise workshop held on Galiano; he spoke to mapping tools on the Living Oceans Society website, will circulate the mapping link.
- Feedback from the regional LTC orientations to be heard at Trust Council.
- Maintaining the Continuous Learning Plan which is directed by EC and ongoing; Vice Chair Fast commented on interactive learning.
- Archeological sites; trustees requesting more information.
- DTAS Frater spoke about Trust Area Services communications strategy and staffing updates.
- Anchorages strategy and the effectiveness of roundtables, possible op-ed piece and broader strategy.
- Tax requisition leaflet needs to be completed.

4.3 Local Trust Committee Chair Updates

Chairs addressed recently attended meetings and current issues.

It was noted at the recent Salt Spring Island LTC meeting that a demonstration regarding old growth logging on Beddis Road was present.

5. BYLAWS FOR APPROVAL CONSIDERATION

None

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 Chief Administrative Officer's Report

Amend date of report. Forward as amended.

6.1.2 Trust Council January 15-16 schedule

EC-2018-180

It Was Moved and Seconded,

That the Executive Committee invite Chief Ian Campbell, hereditary chief of the Squamish Nation, to the First Nations session.

CARRIED

Include trustee roundtable at the end of the Strategic Plan session, move Standards of Conduct session after the Budget session. Forward as amended.

6.1.3 Trust Council Follow-up Action List
Forward as presented.

6.1.4 Standards of Conduct / Conflict of Interest / FOI - session outline
Forward as presented.

6.1.5 Hornby Island by-election
Voting day is set for March 2nd. Peter Crawford appointed Chief Elections officer
Press release to follow. Forward as presented.

By General consent, the Executive Committee request CAO Hotsenpiller email trustees on the emerging issue of the by-election and processes.

Director Mobbs joined the meeting at 12:10 PM.

6.1.6 Trust Council draft minutes of November 6 - 8 for adoption
Forward as presented.

The meeting recessed for a break at 12:12 PM and reconvened at 12:40 PM.

6.1.7 Strategic Plan - session outline
CAO Hotsenpiller presented the session outline clarifying this would be an introduction to Strategic Planning. Consideration for a future workshop with Alison Habkirk was discussed.

EC-2018-181

It Was Moved and Seconded,

That the Executive Committee request staff contact Bowen Island Municipality to set up an annual protocol meeting for early in the new year.

CARRIED

Forward as presented.

6.2 Local Planning Services

6.2.1 Director of Local Planning Services Report
Forward as presented.

6.2.2 First Nations - session outline
Update outline adding Chief Ian Campbell and recognize outgoing Senior Intergovernmental Policy Advisor, Fiona MacRaild in a blanketing ceremony.
Forward as amended.

6.2.3 Bylaw Enforcement Statistics – Briefing
Forward as presented.

6.2.4 Local Planning Services - session outline
Forward as presented.

6.2.4.1 Quorum discrepancy between TC Bylaw 101 and Policy 2.3.1 [Council Committee System Policy]
Move this item under Executive. Forward as presented.

6.2.5 Local Trust Committee Fees Review – RFD
Forward as presented.

6.2.6 Local Trust Committee Review - session outline
Forward as presented.

6.3 Administrative Services

By General consent, all items under 6.3 to be forwarded as presented.

6.3.1 Director of Administrative Services Report

6.3.2 Draft 2019/20 Budget

6.3.2.1 Draft 2019/20 Budget - session outline

6.3.2.2 Draft 2019/20 Budget Assumptions & Principles

6.3.2.3 Draft 2019/20 Budget Overview

6.3.2.4 Draft 2019/20 Budget Detail

6.3.2.5 Draft 2019/20 Budget Funding Requests

6.3.2.5.1 Summary of 2019/20 Budget Funding Requests

6.3.2.5.2 2019/20 Budget Funding Request Business Cases

6.3.3 Budget Amendments

6.3.4 September 30, 2018 Q2 Financial Report – RFD

6.3.5 September 30, 2018 Q2 Forecast – Briefing

6.3.6 March 31, 2018 Allocated Financial Statements – Briefing

6.3.7 Policy 7.2.1 Trustee Remuneration Amendment – RFD

6.4 Trust Area Services

By General Consent, all items under 6.4 to be forwarded as presented.

6.4.1 Director of Trust Area Services Report

6.4.2 A/Manager Islands Trust Conservancy Report

6.4.3 Trust Area Services - session outline

6.4.4 Islands Trust Conservancy - session outline

6.4.5 Community Stewardship Award – Briefing

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive

7.1.1.1 Minister Letter re Islands Trust Act Amendment Changes – Briefing

By General Consent, the Executive Committee endorsed the briefing as presented.

Chair Luckham commented on post UBCM follow-up regarding meeting with Minister Fraser to request funding for First Nations reconciliation.

EC-2018-182

It Was Moved and Seconded,

That the Executive Committee request the Chair write a letter to the Minister of Indigenous Relations and Reconciliation, Scott Fraser to explore funding for reconciliation efforts.

CARRIED

7.1.2 Trust Area Services

None

7.1.3 Local Planning Services

None

7.1.4 Administrative Services

None

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.1.1 Governance re: Tracey Lorenson session – Briefing

The meeting decorum poster was discussed.

EC-2018-183

It Was Moved and Seconded,

The Executive Committee request staff amend the meeting decorum poster based on the input of the meeting of December 12; leave the top three bullets, amend the bottom bullets and prepare a script for Vice Chairs (Executive Committee members) to use at local trust committee meetings.

CARRIED

7.2.1.2 Island Coast Economic Trust (ICET) consultation – Briefing

Presented for information.

7.2.1.3 Executive Committee Handbook – session

CAO Hotsenpiller encouraged collective review of this item as time ran short to fully address this session.

7.2.2 Trust Area Services

7.2.2.1 Advocacy/education re: groundwater licensing - RFD

EC-2018-184

It was Moved and Seconded,

That the Executive Committee request the Chair write to the Minister of Environment and Climate Change Strategy, requesting an extension to the groundwater license application deadline of March 1, 2019 within the Trust Area.

DEFEATED

7.2.2.2 AVICC/UBCM 2019 resolution – RFD

The Executive Committee considered the suggested topics presented in the request for decision.

EC-2018-185

It was Moved and Seconded,

That the Executive Committee direct staff to draft a resolution and backgrounder for submission to the Association of Vancouver Island and Coastal Communities 2019 convention on the following:

- Ticketing for Development Permit Areas and;
- Cumulative effects planning including marine.

CARRIED

EC-2018-186

It was Moved and Seconded,

That the Executive Committee and staff attend the Association of Vancouver Island and Coastal Communities 2019 convention in Powell River.

CARRIED

7.2.3 Local Planning Services

None

7.2.4 Administrative Services

None

8. NEW BUSINESS

8.1 Executive/Trust Council

8.1.1 Trust Council March/June location amendments

EC-2018-187

It was Moved and Seconded,

That the Executive Committee request staff conduct a Trust Council resolution without meeting (RWM) to amend Trust Council 2019 locations to March on Gabriola and June on Galiano.

CARRIED

8.1.2 Recording LTC meetings

Discussion ensued regarding electronic recording of local trust committee meetings.

8.1.3 Executive Committee meeting start times

EC-2018-188

It was Moved and Seconded,

That the Executive Committee request staff change the winter start time of Executive Committee business meetings from 8:45 AM to 9:45 AM.

CARRIED

8.1.4 Audio issues for remote meetings

Discussion followed regarding audio issues during recent electronic meetings.

8.1.5 Working with media communications

Director Frater addressed questions from the Executive Committee.

8.1.6 Proof of MRDT- DMMO Consultation with SSI-SGI Islands Trust

CAO Hotsenpiller will work with Vice Chair Patrick on this item.

8.1.7 San Juan County debrief

There will be verbal reports at Trust Council and a summary to follow on the few asks from the meeting with San Juan Council 2 days ago.

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Local Trust Committee Chairs spoke to emerging and ongoing local issues.

8.3 Local Planning Services

8.3.1 Indigenous Place Names Project – Briefing

Staff reviewed the briefing with the Executive Committee.

EC-2018-189

It was Moved and Seconded,

That the Executive Committee add the Indigenous Place Names Project to its work program and advise the Denman Island Local Trust Committee.

CARRIED

8.4 Administrative Services

None

8.5 Executive/Trust Council

None

9. CLOSED MEETING

EC-2018-190

It was Moved and Seconded,

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

CARRIED

At 3:56 PM the meeting was closed to the public.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

None

11. CORRESPONDENCE

11.1 Premier Horgan re election

Forward to trustees.

11.2 Minister Robinson re election

Forward to trustees.

Chair Luckham requested a thankyou response to Minister Garneau regarding the recent anchorages campaign.

By General Consent, the Executive Committee delegates Chair Luckham to receive and approve delegation requests for January Trust Council.

12. WORK PROGRAM

12.1 Review and amendment of current work program

See Executive Committee resolution **EC-2018-184**.

13. NEXT MEETING

EC-2018-191

It was Moved and Seconded,

That the Executive Committee request staff cancel the January 2nd business meeting.

CARRIED

The next Executive Committee meeting will be held January 15, 2019 at the Coast Bastion Hotel, Nanaimo.

14. ADJOURNMENT

By General Consent, the meeting was adjourned at 4:05 PM.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator



Executive Committee

Minutes of Special Electronic Meeting

Date: December 20, 2018

Location: Electronic Meeting
#200 1627 Fort Street, Victoria Office

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Nancy Roggers, Financial Officer
Julia Mobbs, Director of Administrative Service
Lori Foster, Executive Coordinator/Recorder
Jeff Head, Consultant at Vera Nova arrived at 9:10 a.m.

1. **CALL TO ORDER**
The special electronic meeting was called to order at 9:06 AM. Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.
2. **APPROVAL OF AGENDA**
 - 2.1 **Introduction of New Items**
 4. Closed Meeting
 5. Rise and Report
 - 2.2 **Approval of Agenda**
By General Consent, the agenda was approved amended.
3. **BUSINESS**
 - 3.1 **Victoria Office Renovation**
Chief Administrative Officer (CAO) Hotsenpiller gave a brief verbal review of the current status of the renovation project.

At 9:10 a.m. the special electronic meeting was closed to the public.

4. CLOSED MEETING

EC-2018-192

It was MOVED and SECONDED,

That the meeting be closed to the public subject to Sections 90(1) (j) of the Community Charter in order to consider matters related to information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and that staff and Jeff Head, Vera Nova Consultant attend the meeting.

CARRIED

At 10:42 a.m. the special electronic meeting was reopened to the public.

5. RISE AND REPORT

Chair Luckham rose in open meeting and reported out the following:

That the Executive Committee approved the proposed budget for the office renovation as presented on December 20, 2018 and will proceed to enter into a contract accordingly and that the Financial Planning Committee and Trust Council be advised pursuant to Islands Trust Policy 6.5.i.i. Budget Control and Adjustment Authority.

By General Consent, the Executive Committee request that on behalf of Chair Luckham, Chief Administrative Officer (CAO) Hotsenpiller report out to the Financial Planning Committee and Trust Council.

6. ADJOURNMENT

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder



Executive Committee Minutes of Regular Meeting

Date: January 15, 2019
Location: Coast Bastion Hotel
11 Bastion Street, Nanaimo, BC

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Ann Kjerulf, Regional Planning Manager
Julia Mobbs, Director, Administrative Services
Lori Foster, Executive Coordinator/Recorder

1. **CALL TO ORDER**
Chair Luckham called the meeting to order at 8:30 AM stating gratitude for meeting on Coast Salish territory.
2. **APPROVAL OF AGENDA**
 - 2.1 **Introduction of New Items**
None
 - 2.2 **Approval of Agenda**
By General Consent, the agenda was adopted as presented.
3. **FOLLOW UP ACTION LIST AND UPDATES**
 - 3.1 **Follow Up Action List**
Staff reviewed the status of items since the last regular meeting of December 20th.
4. **BYLAWS FOR APPROVAL CONSIDERATION**
 - 4.1 **Mayne Island LTC Bylaw No. 176 (Fees Amendment)**
Vice Chair Rogers spoke to the amendment.

EC-2019-001

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No 176, cited as Mayne Island Local Trust Committee Fees Bylaw No. 145, 2007, Amendment No. 1, 2018 in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

4.2 Thetis Island LTC Bylaw No. 106 (Fees Amendment)

Vice Chair Patrick Laura spoke to the amendment.

EC-2019-002

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 106, cited as "Thetis Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

4.3 Ballenas-Winchelsea BEN Bylaw No. 34 (Bylaw Enforcement Notification)

Director Marlor reviewed the ticketing system know as the BEN bylaw.

EC-2019-003

It was Moved and Seconded,

THAT the Islands Trust Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) approve Bylaw No. 34, cited as Islands Trust Executive Committee Acting as a Local Trust Committee Bylaw Enforcement Notification Bylaw No. 34, 2018", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

4.4 Lasqueti Island LTC Bylaw No. 95 (LUB amendment)

Chair Luckham spoke to the bylaw; an amendment addressing subdivisions.

EC-2019-004

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 95, cited as "Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 1, 2017", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5. TRUST COUNCIL MEETING PREPARATION

None

6. NEW BUSINESS

None

7. CORRESPONDENCE (for information unless raised for action)

7.1 Minister Response re Bowen Island rural designation

Received for information.

8. NEXT MEETING

January 30, 2019 - location to be determined due to Victoria office renovation.

9. **ADJOURNMENT**
By General Consent, the meeting was adjourned at 8:53 AM.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder

DRAFT

Follow Up Action Report

Executive Committee

Chief Administrative Officer

No	Activity	Activity	Responsibility	Target Date	Status
1	12-Sep-2017	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	05-Dec-2017	On Going
2	19-Jun-2018	Trust Council maintain the status quo (re council committees) and direct that specific improvements: trustee remunerations, maintaining working groups and electronic communications, be considered within the current structure to improve various service elements.	Russ Hotsenpiller	11-Sep-2018	On Going
3	14-Nov-2018	That the Executive Committee request staff email all trustees on behalf of the Executive Committee with information about quorum and online email discussions and the dangers there of.	Russ Hotsenpiller	28-Nov-2018	Done
4	12-Dec-2018	Email trustees on the emerging issue of the by-election explaining why the process has taken so long.	Russ Hotsenpiller	07-Jan-2019	Done
5	12-Dec-2018	January Trust Council Strategic Planning session to include values discussion, assumptions/principles as presented by CAO.	Russ Hotsenpiller	03-Jan-2019	Done
6	12-Dec-2018	Letter to Minister re: Islands Trust Act Amendments proceed with letter as presented.	Russ Hotsenpiller	07-Jan-2019	Done
7	12-Dec-2018	Amend meeting decorum poster as discussed and bring a script.	Russ Hotsenpiller	30-Jan-2019	Done

Follow Up Action Report

8	12-Dec-2018	Follow-up/make calls to those concerned regarding MRDT- DMMO Consultation with SSI-SGI Islands Trust. CAO to work with Vice Chair Patrick.	Russ Hotsenpiller	15-Jan-2019	Done
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Director, Administrative Services

No	Activity	Activity	Responsibility	Target Date	Status
1	28-Nov-2018	That Executive Committee support continued use of the laptops as the primary communications device of Trust Council along with Option 2(b) Bring Your Own Device (BYOD), without Stipend as the adopted model to address trustee concerns related to the laptops issued at Trust Council in November. Medical accommodations allowing for a different solution may be made on a case-by-case basis.	Julia Mobbs	15-Jan-2019	Done

Director, Local Planning Services

No	Activity	Activity	Responsibility	Target Date	Status
1	14-Nov-2018	Director Marlor will bring back a report/matrix on local trust committee fee structure.	David Marlor	30-Jan-2019	Done
2	12-Dec-2018	Indigenous Place Names Project added to EC work program. Advise Denman LTC	David Marlor Clare Frater		Done
3	12-Dec-2018	Sea Level Rise workshop - circulate interactive link to Executive Committee	David Marlor	24-Dec-2018	On Going

Follow Up Action Report

Director, Trust Area Services

No	Activity	Activity	Responsibility	Target Date	Status
1	21-Jun-2017	With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Introduction, Part I, Part II and Schedule 1.	Clare Frater	31-Mar-2019	On Going
2	13-Sep-2016	Explore the potential for expanding its advocacy role to other levels of government for increased funding for affordable housing in the Islands Trust Area.	Clare Frater	31-Mar-2019	On Going
3	11-Apr-2018	That the Executive Committee request staff to prepare an explanatory leaflet articulating its position with regard to the application of special property tax requisitions within local trust areas.	Clare Frater Julia Mobbs	15-Jan-2019	On Going
4	15-Aug-2018	Prepare a Chair opinion editorial about anchorage issues for local and regional newspapers.	Clare Frater	30-Nov-2018	On Going
5	15-Aug-2018	Organize roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders.	Clare Frater	14-Dec-2018	On Going
6	12-Dec-2018	Add Chief Ian Campbell to the First Nations session at the January Trust Council meeting and include Thanking Session for outgoing SIPA McRaid.	Clare Frater David Marlor	07-Jan-2019	Done
7	12-Dec-2018	Write to Minister Fraser followup from UBCM on exploring funding options for reconciliation efforts.	Clare Frater	30-Jan-2019	On Going
8	12-Dec-2018	Draft resolutions and backgrounder for AVICC to include ticketing for DPA's and cumulative effects planning to include marine environment.	Clare Frater	25-Jan-2019	Done
9	12-Dec-2018	San Juan County joint meeting, create summary brief on the asks from the December 10 meeting for January Trust Council.	Clare Frater Russ Hotsenpiller	04-Jan-2019	On Going

Follow Up Action Report

10	12-Dec-2018	Draft response from Chair to Garneau letter regarding anchorages.	Clare Frater	21-Jan-2019	On Going
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Executive Coordinator

No	Activity	Activity	Responsibility	Target Date	Status
1	12-Dec-2018	Contact BIM staff to set up annual protocol meeting early in the new year.	Lori Foster Russ Hotsenpiller	07-Jan-2019	On Going
2	12-Dec-2018	Arrange accommodations for 3 EC and 1 staff to attend AVICC Powell River.	Lori Foster	25-Jan-2019	Done
3	12-Dec-2018	EC meeting start times now changed to 9:45 AM.	Lori Foster	30-Jan-2019	Done
4	12-Dec-2018	Robinson, Horgan, Garneau correspondence from previous EC meeting circulated to Trustees.	Lori Foster	04-Jan-2019	Done
5	12-Dec-2018	Proceed with RWM for TC to switch the March TC from Galiano to Gabriola and June TC from Gabriola to Galiano.	Lori Foster	21-Dec-2018	Done

Follow Up Action Report

Legislative Services Manager

No	Activity	Activity	Responsibility	Target Date	Status
1	15-Feb-2017	Amend Policy 2.2.ii and Policy 7.4.2 (DONE) to require advance submission of speaker/delegation material intended for presentations at a Trust Council or Council Committee meeting so that all policies are consistent.	Carmen Thiel Lori Foster	24-Oct-2018	Done
2	14-Nov-2018	That Executive Committee request staff conduct a resolution without meeting vote for Trust Council members to ratify the council committee appointments from the November 8th business meeting in accordance with s. B.1.2 of Trust Council Policy 2.3.1. where policy indicates that, for these appointments to be final, they should be ratified by Trust Council.	Carmen Thiel	21-Nov-2018	Done

REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

File No.: BIM Bylaw No. 473 & 474

DATE OF MEETING: January 30, 2019
TO: Islands Trust Executive Committee
FROM: Kim Stockdill, Island Planner
SUBJECT: Bowen Island Municipality – OCP Amendment Bylaw No. 474 & LUB Amendment Bylaw No. 473

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 474, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 474, 2018” is not contrary to or at variance with the Islands Trust Policy Statement.**
2. **THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 473 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 473, 2018” 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 February 17, 2019.

Other - None

PURPOSE

Bowen Island Municipality Bylaw No. 474 (Attachment 1) and Bowen Island Municipality Bylaw No. 473 (Attachment 2) are intended to amend the Bowen Island Official Community Plan and Land Use Bylaw to facilitate community uses on a municipal parcel, specifically parks and public works yard use.

BACKGROUND

Proposed Bylaw Nos. 474 and 473 will amend the Official Community Plan and Land Use Bylaw respectively for a municipal parcel known as Veterans Park (legally known as Lot A, DL 1546 & 1547, Group 1, NWD Plan BCP16183).

A Temporary Use Permit (TUP) was issued in June 2016 by the Bowen Island Municipality to permit recreational uses and a public works yard on the subject property. In June 2018, a resolution was passed directing Bowen Island staff to bring back a rezoning application for Veterans Park in order to legalize the uses permitted by the TUP. Bowen Island staff state that this rezoning and OCP amendment application would secure those uses permitted by the TUP and would also be an opportunity to establish the most appropriate uses for the subject property.

On December 10, 2018, the Bowen Island Municipality gave 1st reading to bylaws 474 (Official Community Plan amendment) and 473 (Land Use Bylaw amendment).

Bowen Island Municipality has referred Bylaw 474 and Bylaw 473 to the Executive Committee prior to Third Reading under 14.3 and s.15 of the Letters Patent respectively. Both bylaws are before the Executive Committee for comment only. If Bowen Island Municipality decides to proceed with the amendments, Bylaw 474 would return to the Executive Committee for approval prior to the Bowen Island Municipality adoption of the bylaw.

Bowen Island Municipality Bylaw No. 474

In summary, Bylaw No. 474 would amend the OCP by amending the Cowan Point CDA-1 designation to include “auxiliary public works yards”. The CDA-1 designation currently permits residential use (a maximum of 15 lots with an average density of 1 lot per 2 ha), park use and other uses (a trail network, an environmental protection area, and a site that would accommodate both an athletic park and a potential elementary school).

Bowen Island Municipality Bylaw No. 473

In summary, Bylaw No. 473 would amend the land use of the subject property from Rural Residential 3 (RR3) to Multi-Use Activity Park 2 (P2) and Industrial Medium (IM).

Issues Relating To First Nation Interest

Bowen Island Municipality staff did not mention 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 3).

Based on a review of the proposed Bylaws No. 474 and No. 473, Bowen Island staff report, and the ITPS Checklist, Islands Trust staff concludes that the Bylaws No. 474 and 473 are not contrary to or at variance with the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Referral of OCP Bylaw No. 474 is under s.14.3 of the Bowen Island Municipality Letters Patent and Referral of LUB Bylaw No. 473 under s.15 of the Letters Patent
- OCP referral is after first reading and before public hearing and LUB referral is before third reading
- Written response to Bowen Island Municipality required by February 17, 2019 (45 days after date of receipt of the referral on January 3, 2019).
- Comments from Executive Committee limited to whether or not Bylaw No. 474 and Bylaw No. 473 are contrary to or at variance with the Islands Trust Policy Statement.
- Staff considers that Bylaw No. 474 and Bylaw No. 473 are 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. 474 cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 474, 2018" 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.

THAT the Executive Committee request that staff advise Bowen Island Municipality in writing that the Executive Committee considers that Bylaw No. 473 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 473, 2018" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], triggering notification of the Minister.

Submitted By:	Kim Stockdill, Island Planner	January 18, 2019
Concurrence:	David Marlor, Director Local Planning Services	January 18, 2019

ATTACHMENTS

1. Bylaw No. 474 - OCP Amendment Draft
2. Bylaw No. 473 – LUB Amendment Draft
3. BIM ITPS Directives Only Checklist
4. Bylaw Approval Process and Authority

**BOWEN ISLAND MUNICIPALITY
Bylaw No. 474, 2018**

**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 Present and Proposed Land Use Designations

WHEREAS, Council wishes to amend “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” to enable park and industrial use designations on municipally owned property legally described as:

Lot A, Group 1, BCP 16183 except EPP73590, DL 1546 & 1547

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

1.0 CITATION

1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 474, 2018”.

2.0 AMENDMENT

2.1 “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” is amended by replacing Policy 148, Block 1 with the following:

Block 1:

Residential: A maximum of 15 lots with an average density of 1 lot per ha;
and

Parks & Other Uses: A trail network, an environmental protection area, and a site that would accommodate both an athletic park, an elementary school and an auxiliary public works yard.

READ A FIRST TIME this ____ day of ____, 2018;

READ A SECOND TIME this ____ day of ____, 2018;

PUBLIC HEARING this ____ day of ____, 2018;

READ A THIRD TIME this ____ day of ____, 2018;

FINALLY ADOPTED this ____ day of ____, 2018.

Gary Ander
Mayor

Hope Dallas
Corporate Office

**BOWEN ISLAND MUNICIPALITY
BYLAW NO. 473, 2018**

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

WHEREAS, “Bowen Island Land Use Bylaw No. 57, 2002” establishes zoning classifications and regulations for land within the municipality, and minimum and average lot size areas for the purpose of new subdivisions; and

WHEREAS, Council wishes to amend “Bowen Island Land Use Bylaw No. 57, 2002” to enable park and industrial uses on municipally owned property legally described as:

Lot A, Group 1, BCP 16183 except EPP73590, DL 1546 & 1547

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

1.0 Citation

1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 473, 2018”.

2.0 Amendment

2.1 “Bowen Island Municipality Land Use Bylaw No. 57, 2002” is amended by amending “Schedule B- Land Use Map” to rezone the lands outlined in heavy black outline on “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 473, 2018 - Schedule A” as follows:

- (1) Area labelled ‘A’ to “**Multi-Use Activity Park (P2)**”; and
- (2) Area labelled ‘B’ to “**Industrial Medium (IM)**”.

2.2 That the map schedule appended hereto designated as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 473, 2018 - Schedule A” showing such amendment is an integral part of this Bylaw.

READ A FIRST TIME this ____ day of ____, 2018;

READ A SECOND TIME this ____ day of ____, 2018;

PUBLIC HEARING this ____ day of ____, 2018;

READ A THIRD TIME this ____ day of ____, 2018;

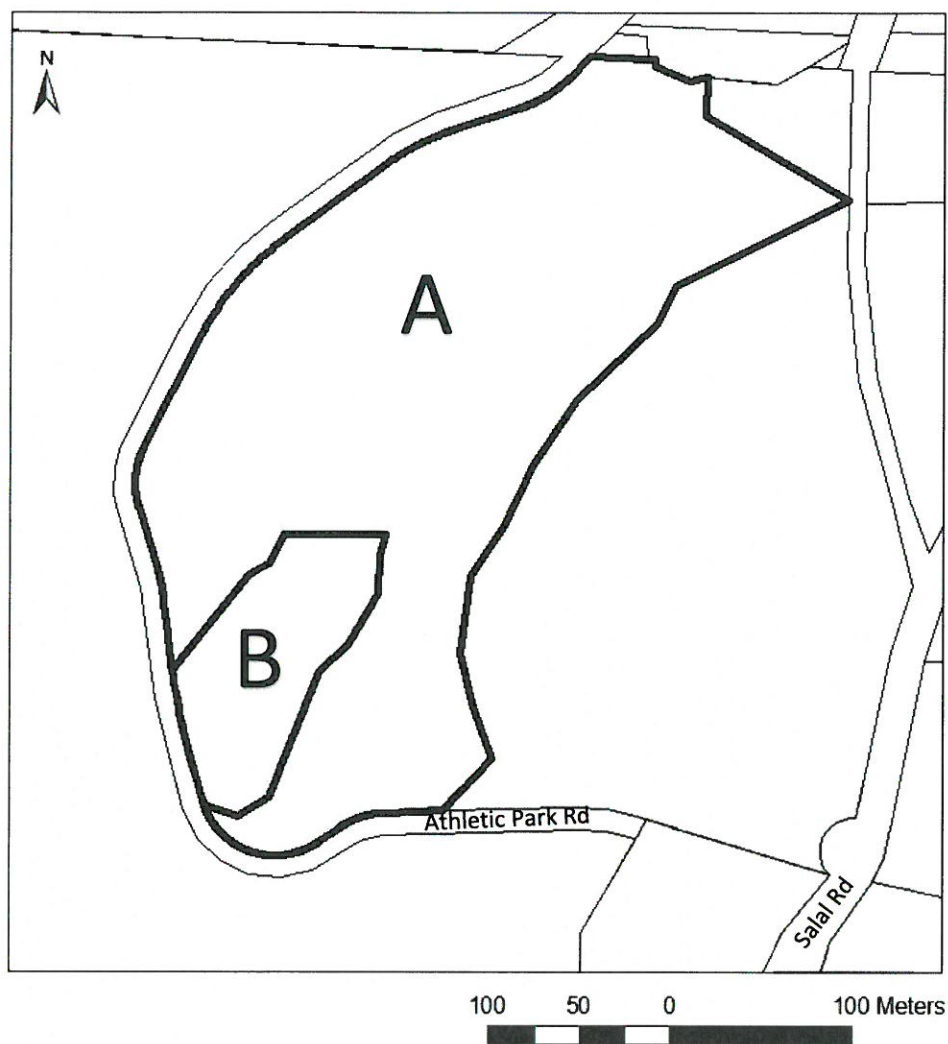
FINALLY ADOPTED this ____ day of ____, 2018.

Gary Ander
Mayor

Hope Dallas
Corporate Officer

DRAFT

**Bowen Island Municipality Land Use Bylaw No. 57, 2002
Amendment Bylaw No. 473, 2018 - Schedule A**



- A** Land Use Zone from Rural Residential 3 (RR3) to Multi-Use Activity Park (P2)
- B** Land Use Zone from Rural Residential 3 (RR3) to Industrial Medium (IM)



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 474 (OCP) & 473 (LUB)

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
✓	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.

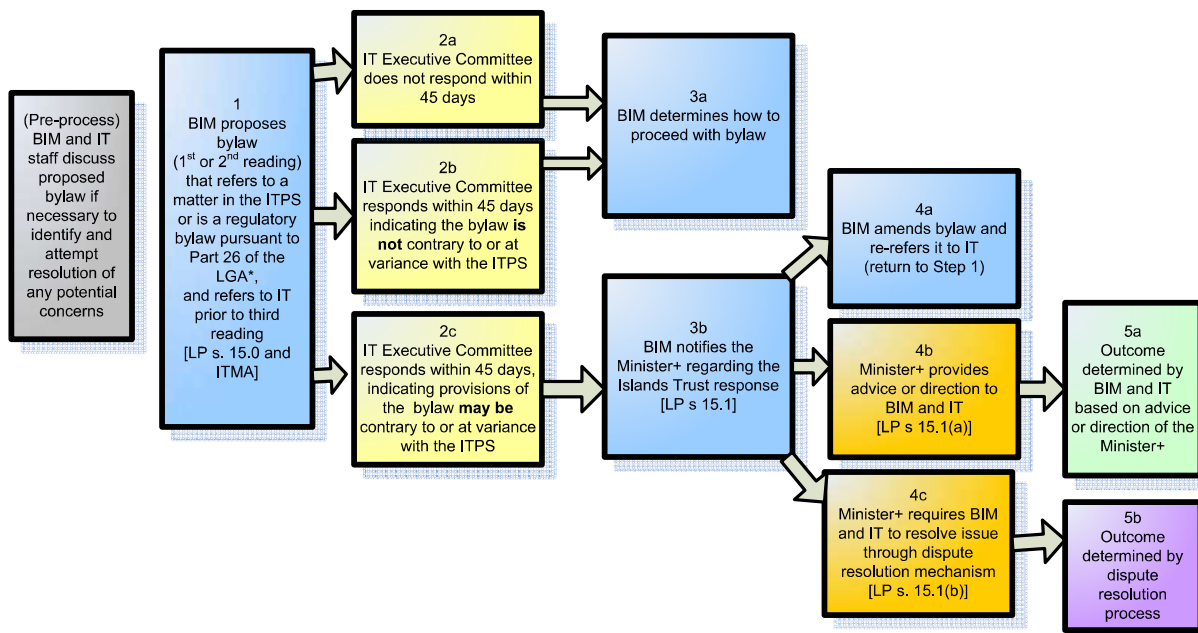
CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation

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:

Schedule B – Islands Trust -- Bowen Island Municipality Non-OCP Bylaw Referral and Approval Process

Wednesday, September 22, 2010



ABBREVIATIONS

BIM = Bowen Island Municipal Council
IT = Islands Trust
ITMA = Islands Trust/Ministry Agreement dated Feb 20, 1996
ITPS = Islands Trust Policy Statement
LP = Bowen Island Municipality Letters Patent
OCP = Official Community Plan

NOTES

* s.17.3 of the LP make BIM a party to the ITMA. Part 3 of the ITMA indicates that BIM must refer all regulatory bylaws proposed to be adopted pursuant to Part 29 of the Municipal Act. Part 29 of the Municipal Act was succeeded by Part 26 of the Local Government Act.

+ 'Minister' or 'ministry' refers to the minister or ministry responsible for the *Islands Trust Act*

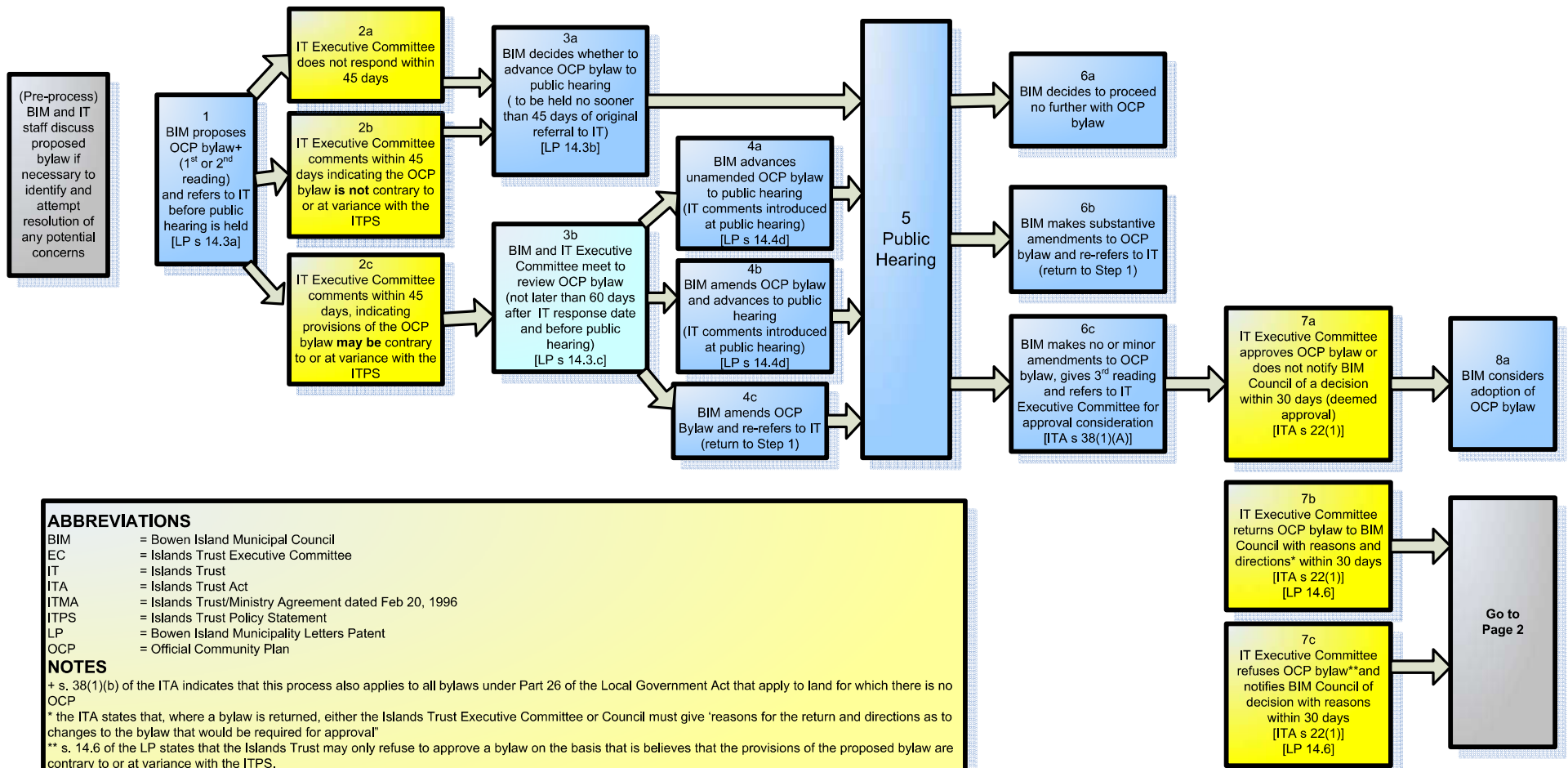
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Schedule A – Islands Trust – Bowen Island Municipality

OCP Bylaw Referral and Approval Process

PAGE 1 – Typical Referral and Approval Process

Wednesday, September 22, 2010

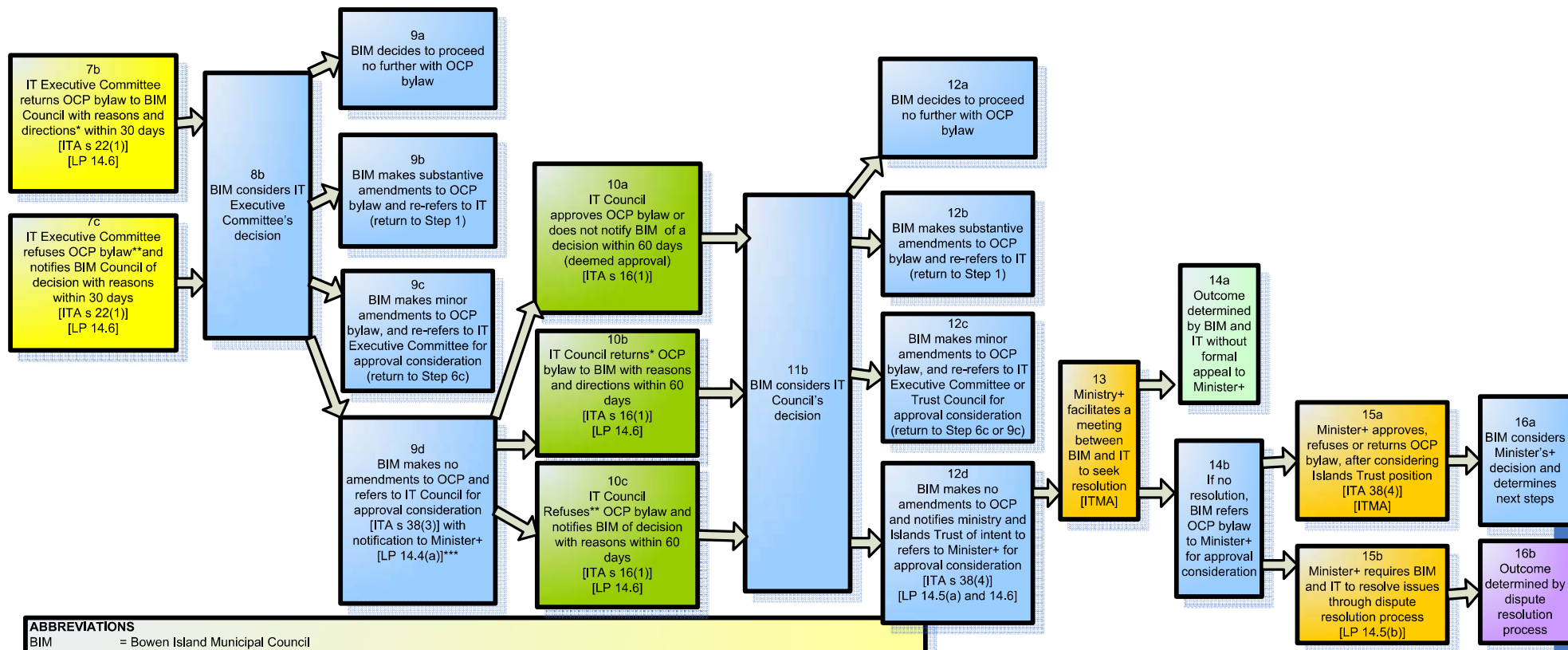


Schedule A – Islands Trust -- Bowen Island Municipality

OCP Bylaw Referral and Approval Process

PAGE 2 – Referral and Approval Process if Islands Trust Executive Committee Refuses or Returns a Bylaw

Wednesday, September 22, 2010





Islands Trust Council Highlights January 2019

The January 15-16 Trust Council meeting, held in Nanaimo, focused on orientation sessions for the 2018-2022 Council. The following decision highlights are not the official minutes of the Council meeting; the January minutes will be adopted by Council at the March 12-14 meeting on Gabriola Island.

Orientation Sessions

Staff led orientation sessions using PowerPoint presentations available to view on the Islands Trust website under the calendar tool meeting date of January 15-16. The sessions covered the following:

- *Local Planning Services*
- *Trust Area Services*
- *The Islands Trust Conservancy*
- *The 2019-2020 Budget*
- *First Nations*
- *Introduction to Strategic Planning*
- *Standards of Conduct/Conflict of Interest & Freedom of Information/Protection of Privacy*

Business Decision Items

The following business decision items were addressed:

- *Trust Council approved the September 30, 2018 Quarterly Financial Report as presented.*
- *Trust Council rescinded its motion to approve funding for an island planner in the Salt Spring office full time.*
- *Trust Council adopted the amended Policy 2.3.1 Council Committee System which fixes an inconsistency between the Trust Council Meeting Procedures Bylaw and Policy 2.3.1.*
- *Trust Council requested that the Local Planning Committee report back on a Local Trust Committee applications fee strategy.*
- *Trust Council approved the top priorities of the Financial Planning Committee Work Program Report.*
- *Trust Council approved the amended wording of Policy 7.2.1 Trustee Remuneration which reflects the change in remuneration structure approved by Trust Council at their September 2018 meeting.*
- *Trust Council approved the switch to hold March Trust Council on Gabriola Island and June Trust Council on Galiano Island.*
- *Trust Council request that staff change the website renewal business case to focus on digital communication improvements up to \$115,000, subject to review of the discovery data by Trust Council.*
- *That the draft 2019/20 budget be put to public consultation, as amended.*

Es-hámkw (Blanketing Ceremony)

The Islands Trust, as a family, asked speaker Xálek/Sekyú siyám (Chief Ian Campbell) from the Squamish and Musqueam First Nation to honour Fiona Xetxatten MacRaidl by blanketing her as a form of gratitude and good will for her foundational reconciliation work with Islands Trust. For those witnessing the es-hámkw, they watched and learned about Coast Salish protocol which goes back thousands of years.

Annual Staff Awards

These awards are presented annually for outstanding work by staff. The following staff were recognized for their contributions:

- *Champion Award – Marnie Eggen and Wil Cottingham for work in the spirit of First Nations reconciliation.*
- *Innovation Award – Carmen Thiel for work on the Electronic Documents Management Project.*
- *Legacy Award – Miles Drew, Bylaw Enforcement Manager for invaluable contributions in bylaw enforcement.*

BRIEFING

To: Executive Committee **For the Meeting of:** January 30, 2019
From: CAO Hotsenpiller **Date Prepared:** January 25, 2019
SUBJECT: Continuous learning for Trust Council and Executive Committee

PURPOSE: To discuss further orientation training for Executive Committee and Trust Council.

BACKGROUND: Trust Council and Executive Committee have undertaken a series of training sessions for the 2018-2022 term as follows:

Summary of Trust Council training:

Nov 6-8, 2018

1. Information Technology training, provision of Starter Kit
2. Big Picture session
3. Governance and Getting things done
4. Budgeting
5. Local Planning Services session
6. In camera briefing on Bylaw enforcement

December 6, 2018

7. Training for each trustee with LTC/RPMs

January 15, 2019

8. Local Planning Services session
9. Trust Area Services session
10. Islands Trust Conservancy session
11. Administration/Budgeting session
12. Standards of Conduct/Conflict of Interest/FOI
13. First Nations engagement
14. Strategic Planning
15. In camera briefing on Bylaw Enforcement(closed)

Executive Committee

November 14, 2018

1. Governance and teambuilding: Tracey Lorensen
2. Executive Committee Handbook Review

November 28, 2018

3. Executive Committee Handbook and TOR (c'ont) and Local Trust Committee Toolkits

The formal orientation of Trust Council has concluded unless directed otherwise. It is however not realistic to conclude that the trustees have been provided all the training that they will need and there are there are a number of areas for further education including:

- Open meetings, (again)
- Internal policies regarding
 - communications
 - Legal
 - Meeting decorum
 - Specific statute reviews, ie. Local Govt Act
 - Specific issue sessions: ie. Islands Trust Act amendments

Executive Committee has responsibility for trustee orientation and the continuous learning plan and may wish to indicate any specific priorities they deem necessary for further trustee orientation. The usual means of managing trustee and Trust Council education is through the Continuous Learning Plan, which is attached to this briefing for reference and possible amendment.

Similarly, Executive Committee may wish to provide direction with its own training program and indicate areas for further work. Staff will then return with options, costs and a schedule for review.

ATTACHMENT(S): Continuous learning plan

FOLLOW-UP: Amendment to the Continuous learning plan and Executive Committee training as directed by Executive Committee.

Prepared By: R Hotsenpiller

Reviewed By/Date: January 25, 2019



Islands Trust Council Plan for Continuous Learning 2014-2018

(What other topics would trustees like to propose?)

2018-08-28

Year	Trust Council Meeting	Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2019	January 2019 Nanaimo	Orientation	Orientation	Shoreline Planning	NA
2018	November (Victoria)	Orientation	Orientation	Orientation	Orientation
	September (Gambier/Keats)	Lessons Learned 2014 -2018	Implications of the Water Sustainability Act		
	June (Saturna)	Strategic Plan	<i>Islands Trust Act</i> Amendments		Agricultural Land Commission/Islands Trust
	March (Salt Spring)	(Freshwater Specialist) (Water Sustainability Act) Regional Conservation Plan		Adapting to Climate Change	March (Salt Spring)
2017	December (Victoria)	Ocean Protection Plan			(San Juan County) (U.S. and Canadian Consuls General)
	September (Denman)				Effective Advocacy Regional Districts
	June (Lasqueti)	TFB Regional Conservation Plan	Role of the Trustee (2)	Species at Risk	
	Webinars (dates TBD)				

POTENTIAL TOPICS/AGENCY LIAISON FOR CONSIDERATION FOR FUTURE SESSIONS:

Suggestions arising during 2014-2018 Term:

- Islands Trust Conservancy and the incorporation of the 2018-2027 Regional Conservation Plan information into local trust committee/island municipality official community plans.
- *Water Sustainability Act (postponed from March 2017 due to difficulty scheduling speakers)*
- Heritage Conservation Act session
- Office of the Ombudsperson session
- Making Online Meetings Work
- OneNote for meetings
- Public Consultation and Polling
- NMCA – implications for local zoning jurisdiction
- Options for a trustee network
- Introduction to the Island Trust Policy Statement
- Participatory decision-making (using expertise on Bowen Island)
- Effective Communications and Social Media
- Fisheries and Oceans with a senior representative from the Department of Fisheries and Oceans
- Shoreline Planning
- First Nations Policy & Engagement (deferred from Sept 2018)
- Archaeological Site Protection (2)

BRIEFING

To: Executive Committee **For the Meeting of:** January 30, 2019
From: Financial Planning Committee **Date Prepared:** January 25, 2019
SUBJECT: REVISED MEETING DECORUM POSTER AND DRAFT LTC CHAIR WELCOME

PURPOSE:

To provide Executive Committee with an opportunity to review and comment on the revised LTC meeting decorum poster as well as a draft of a standardized chair welcome for LTC meetings.

BACKGROUND:

At its December 12, 2018 meeting, when reviewing the draft Meeting Decorum poster that had been piloted in the northern office, the Executive Committee requested that staff make the language less confrontational. Staff have worked up a new version of the poster text, which is attached, along with the previous draft for comparison.

The Executive Committee also requested that staff develop a standardized welcome that could be used as a template for the chairs for when they open LTC meetings and that could also work in conjunction with the Meeting Decorum poster.

A draft of the welcome is attached, along with draft First Nation territorial acknowledgements for each LTC and meeting location. Please note that the territorial acknowledgements are also in draft form and are included to give members of the committee a sense of how they would work with the draft meeting welcome.

ATTACHMENT(S):

1. Proposed text for revised Meeting Decorum poster, along with previous draft.
2. Draft of a standardized chair welcome for LTC meetings, including draft First Nations territorial acknowledgements for each LTC and meeting location.

FOLLOW-UP:

That the Executive Committee provide feedback on the revised text for Meeting Decorum poster and chair welcome so staff can finalize the copy and circulate.

Prepared By: Andrew Templeton, Communications Specialist

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer, January 25, 2019.

Proposed Revised DRAFT

Meeting Decorum

A local trust committee (LTC) meeting is an official forum for elected trustees to make decisions about land use planning matters and discuss relevant business.

There are times assigned on the agenda when the public can speak on an issue.

When addressing the LTC, speakers are requested to:

- Direct comments to the LTC and not the audience or staff
- Speak about the issue at hand and not other individuals
- Be clear, concise, and respectful

The Islands Trust is committed to healthy dialogue and making sure that everyone feels that their opinions are both heard and valued. We appreciate your helping us to create an open and respectful environment during this meeting.

An LTC meeting is also a place of employment. Islands Trust staff have the right to a safe and respectful workplace, as do the trustees and members of the public.

Previous draft

Meeting Decorum

A local trust committee (LTC) meeting is an official forum for trustees to make decisions about land use planning matters and discuss relevant business.

It is also a place of employment. Islands Trust staff have the right to a safe and respectful workplace.

The public is welcome to quietly observe the meeting, and may speak at times assigned on the agenda. Everyone must respect the authority of the Chair.

Speakers shall:

- Direct comments to the LTC and not the audience or staff
- Speak about issues not individuals
- Be clear, concise, and respectful

The Chair may expel any person for improper conduct*, which includes:

- Yelling, intimidation, using offensive language or gestures
- Remarks about an individual's race, gender, age, or sexual orientation
- Disrespectful, condescending, or sarcastic comments

* per s. 133 of the Community Charter.

DRAFT LTC Chair Welcome notes

Before we begin, I would like to acknowledge:

Territorial acknowledgement (please see below draft acknowledgements)

Introduce the people present including any former Trustees or local officials.

My name is _____ and I am trustee for _____ Island. I am also a member of the Executive Committee of the Islands Trust.

Members of the Executive Committee are chairs for each of the thirteen local trust committees that make up the Islands Trust Area. It is my privilege to have been assigned as Chair of the _____ Local Trust Committee for this term.

Along with your locally elected trustees _____ and _____, I am a voting member of this committee.

My main function today is to make sure the meeting runs smoothly.

This is a public meeting. It is also a business meeting, where the business of your LTC is considered. It is also a place of employment for Islands Trust staff and, on occasion, staff of other agencies.

It is important to me—and to you as well, I'm sure—that this meeting take place in a safe and respectful environment, where we can have civil discourse and where everyone can speak without fear of intimidation or rebuke.

To make sure that everyone feels included in the process, you will see that notices on meeting decorum have been posted in the room.

In particular, I request that you refrain from clapping, cheering, or booing while we conduct our business.

There are assigned times on the agenda for members of the public to speak.

If you wish to speak to an application but are not the applicant, the town hall session is your opportunity to do so.

If you are the applicant you will have an opportunity to address the LTC after the staff report regarding your application.

When speaking, I ask that you direct your comment to members of the LTC, and not to the audience and staff, and to please speak to the issues and not individuals and to be concise and respectful.

So, before we formally begin, are there any questions?

DRAFT: Territorial Acknowledgements for Different LTC and Meeting Locations

Ballenas Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territories of Coast Salish peoples of Sechelt and Tla'amin on whose lands and waters the Islands Trust is located and we acknowledge the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Bowen Island

Tanúyap – Welcome - we [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Coast Salish Peoples, including the territories of the Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. We acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Chet kwen mantumi – I thank you.

Denman Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territory of the Qualicum and K'ómoks (Comox) people and we acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Gabriola Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territory of the Snuneymuxw, Lyackson, and Stz'uminus people and we acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Galiano Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territory of the Penelakut people and we acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Gambier Island

Tanúyap – Welcome - we [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Skwxwú7mesh (Squamish) peoples. We acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Chen kwen mantumi – I thank you.

Hornby Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territory of the Qualicum and K'omoks people and we acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Lasqueti Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territories of Coast Salish peoples of Sechelt, Qualicum, Nanoose, and K'omoks on whose lands and waters the Islands Trust and Lasqueti Island is located and we acknowledge the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Mayne Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territory of the W̱SÁNEĆ peoples of Tsartlip. We acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

North Pender Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territory of the W̱SÁNEĆ peoples of the S̱ÁUTW (Tsawout), W̱JOḺEP (Tsartlip), W̱SIḴEM (Tseycum). We acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Salt Spring Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territory of the Cowichan, BO̱ḴEC̱EN (Pauquachin), Halalt, MÁLEX̱ET (Malahat), Penelakut, S̱ÁUTW (Tsawout), Stz'uminus (Chemainus), W̱JOḺEP (Tsartlip), W̱SIḴEM (Tseycum) people on whose lands and waters the Islands Trust and Salt Spring Island is located and we acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Saturna Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territory of the W̱SÁNEĆ peoples of Tsawout, and Tseycum. We acknowledge and

respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

South Pender Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territory of the W̱SÁNEĆ peoples of the S̱ÁUTW̱ (Tsawout), W̱JOḺEP (Tsartlip), W̱SIḴEM (Tseycum). We acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Thetis Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territory of the Penelakut people and we acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Victoria

Hwi'yu'nem ch – Welcome we [I] would like to begin by acknowledging that land on which we gather is within the traditional territories of the Lkwungen (Esquimalt, and Songhees) and we acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

We would like to acknowledge that we are on First Nations' territories, specifically of the Lekwungen and WSANEC peoples. The term Coast Salish is used to encompass a number of Indigenous peoples, including Esquimalt, Hul'qumi'num, Klahoose, Lekwungen (Songhees), MALEXet, Musqueam, Ostlq'emeylem, Pentlatch, Scia'new (Beecher Bay), Sliammon, Shishalh, Skxwu7mesh-ulh Uxwumixw, Sto:lo, Straits, Tlseil-waututh, T'Sou-ke, WSENEC (Pauquachin, Tsartlip, Tsawout, Tseycum), and Xwemalhwu. This is Lekwungen land.

North of Malahat Vancouver Island

Hwi'yu'nem ch – Welcome - Huy steep q'u - Thank you everyone - for coming to this important event/meeting. We [I] would like to begin by acknowledging that the land on which we gather is within the traditional territories of Coast Salish peoples of Cowichan, Penelakut, Halalt, Lake Cowichan, Snueymuxw, Nanoose, Qualicum, K'omoks, Homalco, Campbell River, Klahoose, Tlowitsis, and Malahat on whose lands and waters the Islands Trust Area is located and we acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Hay ch q'u (thank you).

Greater Vancouver

Tanúyap - Hwi'yu'nem ch – Welcome - we [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Coast Salish Peoples, including the territories of the x̱məθkwəy̱əm (Musqueam) Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. We acknowledge and respect the historical relationship to the land, culture, and spirit of this

place that continues to this day. Chen kwen mantumi – I thank you. Huy steep q'u – thank you everyone.

North or West Vancouver Horseshoe Bay

Tanúyap – Welcome - we [!] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Coast Salish Peoples, including the territories of the Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. We acknowledge and respect the historical relationship to the land, culture, and spirit of this place that continues to this day. Chen kwen mantumi – I thank you.

REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: January 30, 2019

From: Trust Area Services

Date Prepared: January 25, 2019

SUBJECT: AVICC/UBCM Resolutions 2019

RECOMMENDATION: That the Executive Committee directs staff to finalize and forward resolutions with backgrounders for consideration at the 2019 Association of Vancouver Island and Coastal Communities and Union of BC Municipalities conventions requesting that the Province improve the enforceability of development permit area requirements and that the Province prioritize the approval of key marine cumulative effects values.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Submitting resolutions to AVICC and UBCM has historically been an effective advocacy method. Successful resolutions trigger advocacy support from UBCM staff and usually result in a well-researched response from the affected provincial ministry or federal department. Depending on the resolution(s) submitted, the Executive Committee may wish to consider additional action such as a proposing a related session for AVICC or UBCM or a meeting with a minister.

1 PURPOSE: To provide a draft AVICC/UBCM resolutions for Executive Committee approval.

2 BACKGROUND: On November 28, 2018 the Islands Trust received the annual AVICC call for resolutions and nominations (attached). As per section 4.1 of the Islands Trust policy 6.12.ii on UBCM/AVICC Membership and Resolutions, Trust Area Services staff solicited resolution ideas from senior staff, planners and Trust Fund Board staff.

At the December 12, 2018 meeting the Executive Committee directed staff to draft resolutions and backgrounders requesting that AVICC/UBCM support the Island Trust's request that the Province of BC to improve the enforceability of development permit area requirements, and the Islands Trust's request that the Province prioritize the approval of key marine cumulative effects values.

Staff has drafted two resolutions and supportive backgrounders (attached) for review by the Executive Committee.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Finalizing the resolutions and backgrounders will take up to three hours of Trust Area Services time. There is no significant project that would be displaced by this work. The extent of future staff time will depend on an additional advocacy activities associated with the resolution and the need to respond to any public or First Nation reactions to the resolutions.

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: The resolution and background report must be submitted to AVICC by February 7, 2019.

FIRST NATIONS: Staff are unaware of First Nation positions regarding these topics.

OTHER:

4 RELEVANT POLICY(S):

[*Islands Trust Act*](#), section 3

The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.

[Policy 6.12.ii UBCM/AVICC Membership and Resolutions](#)

5 ATTACHMENT(S):

1) Draft 2019 Islands Trust AIVCC/UBCM resolution/backgrounders

RESPONSE OPTIONS

Recommendation:

That the Executive Committee directs staff to finalize and forward resolutions with backgrounders for consideration at the 2019 Association of Vancouver Island and Coastal Communities and Union of BC Municipalities conventions requesting that the Province improve the enforceability of development permit area requirements and that the Province prioritize the approval of key marine cumulative effects values.

Alternative: That the Executive Committee not propose a resolution to AVICC/UBCM.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, January 25, 2019

Request for Province of BC to improve the enforceability of development permit area requirements

WHEREAS in 2003 and 2011 UBCM endorsed resolutions calling for legislative changes so local governments can issue municipal ticket information or bylaw violation notices for contraventions of the prohibition on altering land in designated development permit areas, or contrary to issued development permits, but these changes have not yet occurred;

AND WHEREAS in British Columbia, designation of development permit areas is the main legislative mechanism for addressing protection of riparian and environmentally sensitive area and for protecting development from hazardous conditions such as erosion;

THEREFORE BE IT RESOLVED that UBCM request the provincial government to improve the enforceability of development permit area requirements by enabling local governments to enforce violations by way of prosecution, ticket or bylaw notices.

Background

The main legislative mechanism in British Columbia for addressing riparian area protection is the designation of a development permit area in an official community plan under section 488 of the *Local Government Act*, and the corresponding prohibition of altering land without permit under s. 489 of the *Local Government Act*. The same is true for protection of development from hazardous conditions, such as erosion, landslip, and wildfire. While s. 524 of the *Local Government Act* provides for flood protection levels and setbacks, designation of development permit areas are also a key legal mechanism for addressing dangers from flooding and debris torrents. Finally, development permit area designation also provides a mechanism for local government protection of farming, urban revitalization, form and character of development, and the promotion of energy conservation, water conservation and greenhouse gas emission reductions.

There is no authority under the *Local Government Act*, the *Community Charter*, the *Local Government Bylaw Notice Enforcement Act*, or the *Islands Trust Act* for local governments or Islands Trust local trust committees, to enforce violations of the *Local Government Act* relating to development permit requirements by way of municipal ticket information or bylaw notices which are seen as being against the *Local Government Act* and not local government bylaws; violations of development permit area requirements are not currently enforceable directly by local government, except by way of civil proceeding in B.C. Supreme Court. This is a costly, onerous enforcement regime for local governments and local trust committees.

**Request for Province of BC
to prioritize the approval of key marine cumulative effects values**

WHEREAS the Province of British Columbia has adopted the use of a cumulative effects framework to help identify and manage cumulative effects across the natural resource sector;

AND WHEREAS the cumulative effects framework allows for the inclusion of marine values but the Province has not yet approved any marine values for cumulative effects assessment to inform decision making in coastal regions;

THEREFORE BE IT RESOLVED that UBCM request the provincial government to prioritize the approval of key marine cumulative effects values for long-term monitoring and cumulative effects assessments in coastal regions.

Background

In 2013, UBCM endorsed a resolution urging the provincial government to support the development of a Comprehensive Management Plan for Howe Sound that facilitates a coordinated land and marine use planning process between First Nations, senior and local governments, and other local bodies to ensure ongoing recovery and responsible land use planning within Howe Sound.

In 2014, the Province committed to a Howe Sound Cumulative Effects Assessment in response to stakeholders' concerns over potential cumulative impacts and the call for a comprehensive land and marine use plan for Howe Sound. This Assessment includes only terrestrial values despite the importance of coastal values in this ecosystem.

It would be beneficial for coastal areas of the province to have the Province accelerate work on developing the data required to assess the current condition and trend of marine values.

BRIEFING

To: Executive Committee **For the Meeting of:** January 30, 2019

From: Clare Frater, Director, Trust **Date Prepared:** January 25, 2019
Area Services

SUBJECT: Summary of Requests from Meeting with San Juan County

PURPOSE: To provide the Executive Committee with a summary of the San Juan County requests at the December 10, 2018 meeting with San Juan County.

BACKGROUND:

On December 10, 2018 the Executive Committee met with San Juan County on San Juan Island.

On December 12, 2018, the Executive Committee requested staff to create a summary brief on the requests from the December 10, 2019 joint meeting with San Juan County for January Trust Council.

A summary is provided below:

- During the meeting San Juan County councilors requested that Islands Trust:
 - act as a liaison with Canadian agencies to make them aware that the County has fire/rescue boats that could assist the Southern Gulf Islands during emergencies. There are concerns about how the vessels would clear border security and whether Canadian agencies are aware of this resource.
 - write a letter of support for Washington State Ferries expressing support for more use of electric engines and emphasizing the benefit of the ferry for facilitating travel and connections between transboundary island communities.

ATTACHMENT(S): None.

FOLLOW-UP:

Staff will follow up as directed. In addition, staff plan to request a copy of the County's rescue tug analysis report and their ordinance for vacation rentals. Staff plan to send San Juan County Islands Trust reports on affordable housing and materials from the Islands Trust's 2013 economic sustainability session and 2006 tourism forum.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, January 25, 2019

To:	Executive Committee	For the Meeting of:	January 30, 2019
From:	Trust Area Services	Date Prepared:	January 24, 2019
SUBJECT:	Policy Statement Amendment Process Update		

PURPOSE: To inform the Executive Committee about the Policy Statement Amendment Project process.

BACKGROUND:

Since the Policy Statement was adopted in 1994, communities have changed, and new issues and challenges have emerged. Like any plan, it needs to be dynamic and reflect the changing needs of society and ecology in order to maintain legitimacy with the public and with other levels of government. While Trust Council has made some technical amendments, there has not been an island-wide review of the Policy Statement since it was adopted.

There has always been a high level of interest in the Policy Statement – both from islanders and from leaders of other jurisdictions. Many local governments in British Columbia share the values, aspirations and concerns it expresses, but the Islands Trust was among the first to enshrine these statements in public policy. The original 1994 Policy Statement was developed over a period of two years, through a comprehensive public consultation process involving all thirteen local trust areas. Trust Council received input from individuals, community groups and government agencies through open houses and more than 400 written submissions. Given that the previous review didn't involve e-mail, or on-line engagement processes, a significantly higher level of public engagement can be expected in any future reviews.

The review and amendment activities will be conducted in accordance with the Policy Statement Amendment Policy, adopted by Trust Council in March 2016. The Minister of Municipal Affairs and Housing must approve the Policy Statement Bylaw that amends the Policy Statement. Ministerial approval will be contingent on demonstrating sufficient, meaningful engagement with First Nations, Trust Area community members, and the 80+ referral agencies.

Trust Council has recognized that embarking on this work will trigger an obligation for “early and meaningful” engagement with First Nations. The Islands Trust has begun laying the groundwork necessary to be able to have meaningful conversations about the Policy Statement with First Nations and will be providing methodologies that incorporate strategies on how to move forward effectively based on the current provincial, federal, and local government engagement principles.

By focusing the review/ amendment process on the preamble and definitions sections as Phase One, Trust Council will promote better understanding of the Islands Trust, enable inclusion of a preamble, that acknowledges First Nations cultural, spiritual, and economic connections to the lands and waters within the Islands Trust Area, and provide an opportunity for all parties to the amendment process (such as, Islands Trust staff, provincial staff, First Nations, referral agencies and the public) to familiarize themselves with the Policy Statement and amendment processes. By postponing consideration of Parts

III, IV AND V of the Policy Statement which contain the Council commitments, recommendations and directive policies, Trust Council is keeping this initial project within a manageable scope. Should strong themes emerge relating to Council commitments or directive policies, staff will advise Trust Council.

In March 2010, Trust Council established a Policy Statement Assessment Task Force as a subcommittee of the Trust Programs Committee to conduct a preliminary assessment of the Trust Policy Statement and make recommendations regarding further actions. In 2011, the Policy Statement Assessment Task Force recommended that the next Trust Council review the Policy Statement. Trust Council did not initiate any work on the Policy Statement in the 2011-2014 term.

The Islands Trust 2014-2018 Strategic Plan contains the goals: review the Islands Trust Policy Statement, strengthen relations with First Nations; improve community and agency understanding and support of the Islands Trust; and improve community engagement and participation in Islands Trust work.

In December 2016 Trust Council adopted the First Nations Engagement Principles Policy. The principles will underpin all Policy Statement activities.

1. **Listening and Learning:** Understanding that there is much we do not know about the connections our local First Nations have with these islands
2. **Being Authentic:** Expressing a sincere desire to have real relationships with our local First Nations
3. **Facilitating Island Reconnections:** Doing what we can to help local First Nations connect meaningfully with these islands again.

On June 21, 2017, Trust Council resolved:

that the Islands Trust Council assign the Executive Committee, with involvement from Trust Programs Committee as appropriate, to co-ordinate a review of the Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement.

In November 2017, the Executive Committee adopted a Policy Statement Engagement Plan, which outlines the many activities that will be part of the Policy Statement amendment process, including engagement with First Nations. The plan is funded with \$48,000 budgeted by Trust Council.

The objectives of the plan are:

1. To increase awareness and knowledge about Islands Trust
2. To increase awareness of, and develop amendments, on the content and function of the Policy Statement
3. To develop stronger relationships with First Nations
4. To empower communities to contribute to the success of Islands Trust through meaningful engagement
5. To gain experience with the Policy Statement amendment process to inform future processes.
6. Final adoption by Trust Council of a bylaw amending Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement that includes up-to-date, historically-accurate information.

On November 20, 2017, Chair Peter Luckham sent a letter to thirty First Nations, who have asserted Aboriginal rights and title, and/or treaty rights to the islands, inviting them to engage with Islands Trust about the Policy Statement amendment process. The letter invited First Nations to have an open dialogue with Islands Trust about strategic directions and represents part of Islands Trust's efforts

towards reconciliation by inviting early and meaningful input, and building respectful relationships. Some initial meetings have happened and more are planned for Spring 2019.

In June 2018, the Islands Trust Council requested staff to prioritize advocacy activities over the Policy Statement Amendment Project.

In October 2018, Trust Programs Committee endorsed a work program for Trust Council proposing that it become the top priority project and in January 2019 Trust Council endorsed the Executive Committee work program with the Policy Statement as their third priority project. With the election and orientation process concluded, the project is the main focus of the Trust Area Services team.

Over the last year the Provincial focus on reconciliation has become fulsome. On January 18, 2019 staff met with four members from the Ministry of Municipal Affairs and Housing to discuss the approach to the project. It became apparent that more dialogue is needed to assess the Province's role in the project. Islands Trust staff and Ministry staff committed to a follow-up meeting to discuss the matter further.

ATTACHMENT(S):

- 1) Policy Statement Amendment Project Engagement Plan, November 2017

FOLLOW-UP:

Trust Area Services staff, with input and guidance from Local Planning Services staff, will continue to meet with provincial staff, and with their input, develop detailed approaches to the various facets of the previously approved Engagement Strategy, particularly the First Nations engagement approaches and a newly suggested provincial role. Staff will be providing a revised/updated Engagement Plan to the Executive Committee for approval.

Staff will continue to brief Executive Committee and Trust Programs Committee on the Policy Statement engagement process on a regular basis.

Prepared By: Clare Frater, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, January 17, 2018

BRIEFING

To: Executive Committee **For the Meeting of:** January 30, 2019

From: David Marlor, Director, Local Planning Services **Date Prepared:** January 22, 2019

SUBJECT: Local Trust Committee Fees

PURPOSE:

To provide the Executive Committee with a matrix of current fees by local trust committee.

BACKGROUND:

At its November 14, 2018 meeting, the Executive Committee asked staff to provide a briefing on the current application fees for local trust committees.

Each local trust committee is responsible for setting its own fees for application and referrals. Fees are established by local trust committee bylaw. Trust Council has, in the past, recommended fees levels for the different types of referrals and applications. Fees may only be established where permitted. Most fees are established under Section 462 of the Local Government Act. Other fees are established by other legislation, such as the Agriculture Land Commission Act, Liquor Control and Licensing Act, and Cannabis Control and Licensing Act.

ATTACHMENT(S):

1. Matrix of Local Trust Committee Application and Referral Fees

FOLLOW-UP:

1. As requested by the Local Planning Committee.

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

Reviewed By/Date:

Attachment 1:
Matrix of Local Trust Committee Application and Referral Fees

January 22, 2019 (Note: Excludes Agricultural Land Commission exclusion and non-farm use fees, which are established by the ALC Act).

	BW	DE	GB	GL	GM	HO	LA	MA	NP	SS	SA	SP	TH
OCP	4400	4400	5250	4400	4400	4400	4400	4400	4400	4400	4400	4400	4400
OCP/LUB	5400	4950	5900	4960	4950	4950	4950	5500	5500	5500	5500	5500	5500
OCP/LUB – density bank transfer	-	4000	-	-	-	-	-	-	-	-	-	-	-
OCP or LUB – affordable housing*	-	-	1000	-	-	-	-	-	-	-	-	-	-
LUB	4400	4400	5250	4400	3520	4400	3530	4400	4400	4400	4400	4400	4400
LUB – seas. Cottage affordable	-	-	-	-	-	-	-	-	-	1100	-	-	-
LUB – renting as affordable	-	-	-	-	-	-	-	-	-	1000	-	-	-
ZON	4400	4400	5250	4400	3520	4400	-	4400	4400	4400	4400	4400	4400
SUB	4400	4400	5250	4400	3520	4400	-	4400	4400	-	4400	4400	-
LUC	3200	4400	5250	4400	3520	4400	4400	4400	4400	4400	4400	4400	-
DP - protection	1100	440	525	440	440	440	-	550	200	1100	440	550	550
DP – protection DP3	-	-	240	-	-	-	-	-	-	-	-	-	-
DP – commercial revitalization	-	-	-	660	-	-	-	550	550	1100	550	550	550
DP – form and character	-	660	800	660	-	600	-	550	850	1100	550	550	550
DP - amendment	330	165	200	165	165	165	-	165	165	330	165	165	165
DP/DVP – residential	1320	770	925	770	770	770	-	770	770	1320	770	770	770
DP/DVP – com, ind., inst	1320	935	1125	935	935	935	-	990	990	1540	990	990	990
DVP – residential	935	715	850	715	572	715	440	715	715	715	572	715	715
DVP – com, ind, inst.	935	935	1125	935	748	935	715	935	935	935	935	935	935
DVP – screening freshwater	-	-	-	-	-	-	150	-	-	-	-	-	-
TUP – commercial, industrial	1100	1100	1300	1100	1100	1100	770	1100	1100	1100	1100	1100	1100
TUP – other than com, indust	1100	440	1300	1100	-	-	-	-	1100	1100	-	-	-
TUP – non-profit < 3 month per yr	-	-	-	-	440	440	-	-	-	-	-	-	-
TUP - renewal	165	165	200	165	165	165	165	165	165	165	165	165	165

HAP	-	-	-	1100	-	-	-	1100	1100	1100	500	1100	-
SDRP – non-commercial	-	-	-	220	-	-	-	220	220	-	220	220	-
SDRP - commercial	-	-	-	550	-	-	-	550	550	-	550	550	-
Sub review – 1 st parcel	1100	1100	1300	1100	1100	1100	825	1100	1100	1100	1100	1100	1100
Sub review – per parcel	110	110	130	110	110	110	110	110	110	110	110	110	110
Sub review – lot line adjust	330	330	400	330	330	330	110	330	330	330	330	330	330
Strata Conversion	1100	1100	1300	1100	1100	1000	825	1100	1100	1100	1100	1100	1100
Liquor (LCLB)	825	825	1000	825	825	750	825	825	825	825	825	825	825
Cannabis (LCLB)	825	2000	2000**	825	825	2000**	825**	825	825	4000	825	825	825
LCLB – temp license change	825	825	100	825	825	100	100	825	825	825/4000	825	825	825
BOV	935	990	1200	990	990	900	440	990	990	990	990	990	990
SUP	-	220	-	-	-	176	-	-	-	-	-	-	-
SUP/DVP - residential	-	715	-	-	-	715	-	-	-	-	-	-	-
SUP/DVP – com, ind, inst	-	935	-	-	-	935	-	-	-	-	-	-	-
SUP/DP - protection	-	550	-	-	-	550	-	-	-	-	-	-	-
SUP/DP – form and character	-	660	-	-	-	660	-	-	-	-	-	-	-
SUP/TUP – com, indust	-	1100	-	-	-	-	-	-	-	-	-	-	-
SUP/TUP – other than com, indus	-	440	-	-	-	-	-	-	-	-	-	-	-
Zoning confirmation letter	-	-	100	-	-	-	-	-	-	-	-	--	-

BOV = Board of Variance

DP = Development Permit

DVP = Development Variance Permit

DP/DVP = Develop Permit and DVP combined

HAP – Heritage Alteration Permit

LCLB = Liquor Control and Licensing Branch

LUB = Land Use Bylaw

LUC = Land Use Contract

OCP = Official Community Plan

OCP/LUB = OCP and LUB combined application

SDRP – Soil Deposit and Removal Permit

SUB = Subdivision Bylaw

SUP – Siting and Use Permit (Denman, Hornby only)

TUP = Temporary Use Permit

ZON = Zoning Bylaw

* must be a registered charity or non-profit society

** non-medical cannabis

*** Cannabis \$4,000, Liquor \$825

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** January 30, 2019

From: Robert Kojima, Regional Planning Manager **Date Prepared:** December 12, 2018

SUBJECT: Saturnina Foundation Funding Request for Support for First Nations

RECOMMENDATION: THAT Executive Committee authorize a grant of up to \$500 to the Saturnina Foundation in support of the application to hold an event with First Nations on Saturna Island celebrating the new Sencoten Dictionary.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

This application is consistent with Trust Council's Policy 2.1.14 [History, Heritage and Conservation Grants in-aid] and furthers the object of the Islands Trust by increasing the awareness of First Nations history and heritage in the Trust Area.

1 PURPOSE: The Saturna Island Local Trust Committee (LTC) has adopted a resolution supporting a request for funding to the Islands Trust Executive Committee under Section 8(2)(h) of the *Islands Trust Act* [History, Heritage and Conservation Grants in-aid].

2 BACKGROUND:

The Saturnina Foundation has approached the Saturna Island Local Trust Committee for assistance with holding an event celebrating the creation of the Sencoten Dictionary. At its October meeting the Saturna LTC passed the following resolution.

"That the Saturna Island Local Trust Committee supports the Islands Trust History, Heritage and Conservation fund to pay for a portion of this initiative in the amount of \$1000."

The initiative cannot be supported with funding from LTC expenses; however funding support could be provided under the authority of Section 8(2)(h) of the *Islands Trust Act*, which states that Trust Council may give support and financial assistance to activities undertaken by others to increase public awareness, understanding and appreciation of history and heritage. In March 2018 Trust Council adopted a policy establishing the criteria for supporting such applications and authorizing Executive Committee to consider such applications Policy 2.1.14 – History, Heritage and Conservation Grants-in-aid.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: n/a

FINANCIAL: the budget for grants-in-aid under the policy is \$5000 for 2018-19, one other application has been approved for up to \$1000 (South Pender Historical Society).

POLICY: the application is consistent with the adopted policy

IMPLEMENTATION/COMMUNICATIONS: n/a

FIRST NATIONS: the proposal is to include First Nations

OTHER: n/a

4 RELEVANT POLICY(S): Trust Council Policy 2.1.14

5 ATTACHMENT(S):

1. Saturnina Foundation grant in aid application
2. Trust Council Policy 2.1.14
3. SALTC resolution SA-2018-051

RESPONSE OPTIONS

Alternative: That EC does not support the application.

Prepared By: Robert Kojima, Regional Planning Manager

Reviewed By: David Marlor, Director of Local Planning Services/December 19, 2018



Policy:	2.1.14
Approved By:	Trust Council
Approval Date:	March 13, 2018
Amendment Date(s):	
Policy Holder:	Director of Local Planning Services

HISTORY, HERITAGE AND CONSERVATION GRANTS-IN-AID

Purpose

1. To provide support and give financial assistance to individuals, groups, organizations, First Nations, or agencies engaging in activities to gain knowledge about the history and heritage of the Islands Trust Area, and to increase public awareness, understanding and appreciation of that history and heritage.
2. To provide support and give financial assistance to individuals, groups, organizations, First Nations, or agencies conserving heritage property.

1. Background

- 1.1. Section 8(2) of the *Islands Trust Act* establishes the discretionary powers of Trust Council. Under Section 8(2)(f) Trust Council may “engage in activities to gain knowledge about the history and heritage of the Trust Area and to increase public awareness, understanding and appreciation of that history and heritage”. Under Section 8(2)(g) Trust Council may conserve heritage property.
- 1.2. Section 8(2)(h) of the *Islands Trust Act* allows Council to support and give financial assistance to activities referred to under Section 8(2)(f) and 8(2)(g) that are undertaken by others in the Islands Trust Area.

2. Policy for Granting Funds to Others

- 2.1. Funding will be considered on request by individuals, groups, organizations, First Nations, or agencies. Approved grants will be considered at the next available Executive Committee meeting taking place a minimum of three weeks after receipt of the application.
- 2.2. Any individual, group, organization, First Nation, or agency is eligible to receive funding for:
 - 2.2.1. undertaking activities to gain knowledge about the history and heritage of the Trust Area; and/or
 - 2.2.2. undertaking activities that increase public awareness, understanding and appreciation of the history and heritage of the Trust Area; and/or
 - 2.2.3. conserving heritage property.

- 2.3. To receive funding, individuals, groups, organizations, First Nations, or agencies must make their requests for funding to the Islands Trust Executive Committee on the prescribed form (Attachment 1). The request must include the following:
 - 2.3.1. The name of the individual, group, First Nation, or agency making the request.
 - 2.3.2. The dollar amount of the funding being requested.
 - 2.3.3. Specifics about the nature of the activities as they relates to 2.2 of this policy.
 - 2.3.4. For research activities, an outline of the methodology.
 - 2.3.5. For publications, an outline of the messaging, medium of the publication and intended audience.
- 2.4. The Executive Committee will review each application at the earliest opportunity. In undertaking this work, the Executive Committee will consider the merits of the activities in the funding request and:
 - 2.4.1. the Object of the Islands Trust;
 - 2.4.2. Trust Council's Strategic Plan; and
 - 2.4.3. available funds.

3. Conditions of Funding

The following are conditions of funding approval:

- 3.1. For research projects, Islands Trust staff review and approve the methodology.
- 3.2. For publications, Islands Trust staff review and ensure that the publication meets Islands Trust visual identity guidelines.
- 3.3. The individuals, groups, organizations, First Nations, or agencies must acknowledge support of Islands Trust in all printed and publication material related to the project, event or program.
- 3.4. In the event a project is not complete, the individuals, groups, organizations, First Nations, or agencies must notify the Islands Trust as soon as practical and refund any grant funds that have been provided for that project.
- 3.5. With the approval of affected local trust committees or island municipality.

4. Funding Source

- 4.1. For each fiscal year, Trust Council will establish a History, Heritage and Conservation Grant-in-aid budget.

5. Legislated References

- 5.1. *Islands Trust Act* – Section 8(2)(h).
- 5.2. Islands Trust Council Policy 6.5.3 Procurement Policy (B.5 Financial Assistance to Community Organizations and Other Groups or Individuals).
- 5.3. Islands Trust Council 2014-2018 Strategic Plan – 9.2 Improve communications about the Islands Trust Object and history.

6. Attachments

- 6.1. Appendix 1 – Application Form



Islands Trust

APPENDIX 1

ISLANDS TRUST

HISTORY, HERITAGE AND CONSERVATION – GRANT-IN-AID APPLICATION FORM

Name of Organization:	SATURNINA FOUNDATION
Address of Organization:	PO BOX 47 230 CLIFFSIDE RD
Full Mailing Address:	SATURNA ISLAND, BC V0N 2Y0
Telephone Number:	250 539 5693
Email address:	D9861594@GMAIL.COM
Contact Person:	DAVID OSBORNE
Primary purpose of organization:	ASSIST SOCIAL INITIATIVES ON SATURNA
Service you provide to the community:	COMMUNITY FOUNDATION
Number of clients or people that use your service:	~ 300
Amount of Grant-in-aid Requested:	\$500 (NB: REDUCED FROM ORIGINAL ASK OF \$1,000*)
Purpose of the grant-in-aid:	Conservation <u>History + Heritage</u>
Describe how the grant-in-aid will be used:	IT WILL SUPPORT A COMMUNITY EVENT TO ENHANCE OUR RELATIONSHIP WITH TSAWOUT AND TSEYCUH NEIGHBOURS – TRANSPORT LUNCHEON, HONOURARIUMS CELEBRATING THE NEW SENCOTEN DICTIONARY (30,000 ENTRIES, FOUR DECADES IN THE MAKING)
Describe how the grant-in-aid will support the object of the Islands Trust, the Islands Trust Policy Statement or an Islands Trust Strategic Plan item.	SIMPLY TO IMPROVE FIRST NATIONS RELATIONS AND UNDERSTANDING AS WE TRAVEL THE ROAD TO RECONCILIATION
Have you received a previous grant-in-aid from the Islands Trust:	Yes <u>no</u> (if yes, please list grants received)
Applicant Signature	<i>David Osborne, SECTY, SATURNINA FOUNDATION</i>
Date of Signature	NOVEMBER 4, 2018

Internal Use Only:

Date of EC Resolution:

Amount Approved:

Collection Notice: Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the 2017 Community Stewardship Awards program.

Enquiries about the collection or use of information in this form can be directed to Carmen Thiel, Legislative Services Manager at 250-405-5188.

* DUE TO ON-ISLAND FUND-RAISING

Policy:	2.1.14
Approved By:	Trust Council
Approval Date:	March 13, 2018
Amendment Date(s):	
Policy Holder:	Director of Local Planning Services

HISTORY, HERITAGE AND CONSERVATION GRANTS-IN-AID

Purpose

1. To provide support and give financial assistance to individuals, groups, organizations, First Nations, or agencies engaging in activities to gain knowledge about the history and heritage of the Islands Trust Area, and to increase public awareness, understanding and appreciation of that history and heritage.
2. To provide support and give financial assistance to individuals, groups, organizations, First Nations, or agencies conserving heritage property.

1. Background

- 1.1. Section 8(2) of the *Islands Trust Act* establishes the discretionary powers of Trust Council. Under Section 8(2)(f) Trust Council may “engage in activities to gain knowledge about the history and heritage of the Trust Area and to increase public awareness, understanding and appreciation of that history and heritage”. Under Section 8(2)(g) Trust Council may conserve heritage property.
- 1.2. Section 8(2)(h) of the *Islands Trust Act* allows Council to support and give financial assistance to activities referred to under Section 8(2)(f) and 8(2)(g) that are undertaken by others in the Islands Trust Area.

2. Policy for Granting Funds to Others

- 2.1. Funding will be considered on request by individuals, groups, organizations, First Nations, or agencies. Approved grants will be considered at the next available Executive Committee meeting taking place a minimum of three weeks after receipt of the application.
- 2.2. Any individual, group, organization, First Nation, or agency is eligible to receive funding for:
 - 2.2.1. undertaking activities to gain knowledge about the history and heritage of the Trust Area; and/or
 - 2.2.2. undertaking activities that increase public awareness, understanding and appreciation of the history and heritage of the Trust Area; and/or
 - 2.2.3. conserving heritage property.

- 2.3. To receive funding, individuals, groups, organizations, First Nations, or agencies must make their requests for funding to the Islands Trust Executive Committee on the prescribed form (Attachment 1). The request must include the following:
 - 2.3.1. The name of the individual, group, First Nation, or agency making the request.
 - 2.3.2. The dollar amount of the funding being requested.
 - 2.3.3. Specifics about the nature of the activities as they relates to 2.2 of this policy.
 - 2.3.4. For research activities, an outline of the methodology.
 - 2.3.5. For publications, an outline of the messaging, medium of the publication and intended audience.
- 2.4. The Executive Committee will review each application at the earliest opportunity. In undertaking this work, the Executive Committee will consider the merits of the activities in the funding request and:
 - 2.4.1. the Object of the Islands Trust;
 - 2.4.2. Trust Council's Strategic Plan; and
 - 2.4.3. available funds.

3. Conditions of Funding

The following are conditions of funding approval:

- 3.1. For research projects, Islands Trust staff review and approve the methodology.
- 3.2. For publications, Islands Trust staff review and ensure that the publication meets Islands Trust visual identity guidelines.
- 3.3. The individuals, groups, organizations, First Nations, or agencies must acknowledge support of Islands Trust in all printed and publication material related to the project, event or program.
- 3.4. In the event a project is not complete, the individuals, groups, organizations, First Nations, or agencies must notify the Islands Trust as soon as practical and refund any grant funds that have been provided for that project.
- 3.5. With the approval of affected local trust committees or island municipality.

4. Funding Source

- 4.1. For each fiscal year, Trust Council will establish a History, Heritage and Conservation Grant-in-aid budget.

5. Legislated References

- 5.1. *Islands Trust Act* – Section 8(2)(h).
- 5.2. Islands Trust Council Policy 6.5.3 Procurement Policy (B.5 Financial Assistance to Community Organizations and Other Groups or Individuals).
- 5.3. Islands Trust Council 2014-2018 Strategic Plan – 9.2 Improve communications about the Islands Trust Object and history.

6. Attachments

- 6.1. Appendix 1 – Application Form

HISTORY, HERITAGE AND CONSERVATION – GRANT-IN-AID APPLICATION FORM

Name of Organization:	
Address of Organization:	
Full Mailing Address:	
Telephone Number:	
Email address:	
Contact Person:	
Primary purpose of organization:	
Service you provide to the community:	
Number of clients or people that use your service:	
Amount of Grant-in-aid Requested:	
Purpose of the grant-in-aid:	Conservation History Heritage
Describe how the grant-in-aid will be used:	
Describe how the grant-in-aid will support the object of the Islands Trust, the Islands Trust Policy Statement or an Islands Trust Strategic Plan item.	
Have you received a previous grant-in-aid from the Islands Trust:	Yes no (if yes, please list grants received)
Applicant Signature	
Date of Signature	

Internal Use Only:

Date of EC Resolution:

Amount Approved:

Collection Notice: Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the 2017 Community Stewardship Awards program.

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SA-2018-050

It was Moved and Seconded,

that the Saturna Island Local Trust Committee request that staff prepare a draft bylaw to amend the fees bylaw to specify a separate fee for Liquor and Cannabis Regulation Branch non-medical cannabis retail license applications in the amount of \$825.00.

13.3 Housing Needs Assessment Report - Staff Report

Received for information.

13.4 Request for Funding - First Nations Initiative

Acting Chair Brent is happy about this initiative.

Dawn Wood suggests there could be a luncheon, so the translation work and dictionaries are given to the school and library.

SA-2018-051

It was Moved and Seconded,

that the Saturna Island Local Trust Committee supports the Islands Trust History Heritage and Conservation fund to pay for a portion of this initiative in the amount of \$1000.00.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for November 1, 2018, at the Recreation & Cultural Centre, Saturna Island

Discussions are made of Secondary Suites and bylaw readings being done by Resolution-without-meeting (RWM).

SA-2018-052

It was Moved and Seconded,

that the Saturna Island local Trust Committee are cancelling the November 1, 2018 meeting due to the new election of Trustees this year. A RWM will be implemented.

CARRIED

15. TOWN HALL

Acting Chair Brent opens the floor to the public.

John Hutchinson is impressed and thanks the trustees for thoroughly reading the minutes in such great detail.

Acting Chair Brent closes the public meeting at 2:07 p.m. to start the in-camera meeting.

BRIEFING

To: Executive Committee **For the Meeting of:** January 30, 2019

From: Ann Kjerulf
Regional Planning Manager
(Northern) **Date Prepared:** December 14, 2018

SUBJECT: Local Trust Committee Electronic Meetings

PURPOSE: The Executive Committee is advised that all Northern Local Trust Committee (LTC) Meeting Procedures Bylaws include provisions to enable electronic meetings.

BACKGROUND: It was incorrectly reported at the November Trust Council meeting that some Northern LTCs had not yet amended their meeting procedures bylaws to allow for electronic meetings.

All Northern LTC Meeting Procedures Bylaws have been amended to enable electronic meetings as follows:

Local Trust Committee	Bylaw Number	Date of Bylaw Adoption
Gambier	295	May 22, 2014
Lasqueti	91	October 8, 2015
Ballenas-Winchelsea	29	November 3, 2015
Gabriola	295	August 9, 2017
Denman	227	March 6, 2018
Thetis	105	October 10, 2018
Hornby	156	October 28, 2018

The Northern Team will continue to work with LTCs to update administrative bylaws as warranted.

FOLLOW-UP: N/A

Prepared By: Ann Kjerulf, Regional Planning Manager (Northern)

Reviewed By/Date: David Marlor, Director, Local Planning Services/Dec 19, 2018

BRIEFING

To: Executive Committee **For the Meeting of:** January 30, 2019

From: Ann Kjerulf
Regional Planning Manager **Date Prepared:** December 14, 2018

SUBJECT: Notification of Changes to Crown Aquaculture Tenures

PURPOSE: The Executive Committee is asked to consider a request from the Thetis Island Local Trust Committee to facilitate routine notification to local trust committees when changes occur to Crown Tenures for aquaculture and mariculture.

BACKGROUND: The Thetis Island Local Trust Committee passed the following (draft) resolution at their regular business meeting on December 11, 2018:

TH-2018-###

It was MOVED and SECONDED

That the Thetis Island Local Trust Committee request that the Executive Committee investigate options to local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species.

Local Planning Services staff have previously communicated with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Land Authorizations Branch in regards to formalizing notification to local trust committees when considering changes to Crown aquaculture tenures, including changes to species. Local trust committees have expressed a particular concern with the potential for aquaculture tenures to be converted to geoduck.

The Islands Trust and Province of BC are parties to multiple agreements, applicable to Crown lands:

- [Protocol Agreement on Crown Lands in the Trust Area \(1994\);](#)
- [Letter of Understanding on Crown Land Administration within the Islands Trust Area \(1994\);](#)
- [Protocol Agreement on Aquaculture Uses in the Islands Trust Area \(1997\);](#)
- [Letter of Understanding concerning the Use and Protection of Crown Land Resources through Balancing Local and Provincial Interests \(1999\).](#)

Staff note that under the *Islands Trust Act*, Islands Trust Council has exclusive authority to enter into agreements with provincial agencies; local trust committees are limited in their authority and may only establish agreements with other local governments and school boards.

As the most recent agreement is nearly 20 years of age, it may be prudent to pursue an updated protocol agreement and letter of understanding on Crown lands between the Islands Trust Council and ministry responsible for Crown land administration.

FOLLOW-UP: Communication to the Thetis Island Local Trust Committee by January 22, 2019

Prepared By: Ann Kjerulf, Regional Planning Manager (Northern)

Reviewed By/Date: David Marlor, Director, Local Planning Services/Dec 19, 2018



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA



Adam Olsen MLA
Saanich North and the Islands

January 9, 2019

Dear Islands Trust Council,

My office has received a number of emails regarding the issue of air quality, wood smoke and enforcement on the islands. Unfortunately there is no legislation or standard on wood burning smoke in the Islands Trust jurisdiction currently. Regional and municipal governments can pass bylaws to control emissions such as backyard burning, wood stoves and vehicle idling.

Many jurisdictions have bylaws regulating or limiting wood smoke. For example, Chetwynd bans a number of wood burning appliances and requires a permit for the ones that are allowed. Delta bans all outdoor wood burning appliances. Kimberly explicitly bans "causing a nuisance with smoke". You can find a list of all the policies currently in effect here:

<https://www2.gov.bc.ca/assets/gov/environment/air-land-water/air/reports-pub/bylaws-2015.pdf>

I would be happy to assist the Islands Trust in dealing with this important issue regarding the health of island residents. Please let me know if you need any more information from my office.

HÍ SW KE,

Adam Olsen

MLA for Saanich North and the Islands



Constituency Office

215 – 2506 Beacon Avenue
Sidney, BC V8L 4T9
T 250-655-5600
F 250-655-7398

Legislative Office

Room 028 Parliament Buildings
Victoria, BC V8V 1X4
T 250-387-8347
Adam.Olsen.MLA@leg.bc.ca

07 December, 2018

Islands Trust (Islands Trust)
200 - 1627 Fort Street
Victoria, BC V8R 1H8



Dear Mayor and Council,

Re: Your local climate change impacts and the fossil fuel industry

Congratulations on your election as the Mayor and Council of Islands Trust. We know that you have each run because you want to help your community be as strong as it can.

We are writing further to our January 25th, 2017 letter (copy enclosed), to again ask you to take action to protect your community and taxpayers from the impacts and costs of climate change by holding fossil fuel companies accountable for a share of those climate costs. Specifically, we would like you to:

- a. Begin tracking the costs of climate change that are being incurred by your community; and
- b. Join the more than a dozen BC local governments that have sent Climate Accountability Letters to 20 of the world's largest fossil fuel companies demanding that they pay a share of the costs of climate change.

Understanding the costs of climate change

A large majority of the local government mayors and councillors that we've spoken with since our initial letter was sent know that climate change is harming their communities.

Some communities have been on the front-lines, with evacuations and destruction from wildfires, floods and droughts that were almost certainly made worse due to climate change. But even communities which have not faced such catastrophic events are finding that the costs of building and maintaining infrastructure such as roads, storm-drains, sea-walls, and other structures impacted by weather or which have to be designed with future climatic conditions in mind, are higher than they used to be, due to the reality of a changing climate.

There are also real costs in planning for climate change adaptation and implementing those plans, even if, in the long run, those steps will save taxpayer dollars (by avoiding even greater climate costs). Responsible financial managers know that they need to take action to prepare their communities for climate change, and to avoid massive future catastrophes.

While a handful of municipalities have begun to estimate what their current¹ and future climate costs² are likely to be, most local governments have not yet turned their minds to this important question – which is

¹ For example, the City of Powell River (Minutes, 15 March 2018, Agenda Item 7-7), instructed its staff to "incorporate climate change adaptation and mitigation costs into the City's Asset Management Plans."

² For example, City of Vancouver staff have estimated the costs of municipal infrastructure required to address sea-level rise to 2100 at \$1 billion: <https://council.vancouver.ca/20180725/documents/pspc2.pdf>.

unfortunate, because it undermines their ability to manage for financial pressures and prepare their communities for climate change.

In the age of climate change, responsible financial management demands that we start to get a handle on what climate change is costing, and will cost, our communities, and begin the discussion of how we will collectively pay for those costs.

We hope that you will instruct your staff to begin identifying and tracking climate change costs through your existing assessment and infrastructure planning and management, climate adaptation planning and other steps related to climate change.

Seeking costs recovery

In our January 25th, 2017 letter we challenged your community to take action to hold fossil fuel companies accountable for a share of the costs of climate change that your community is experiencing. Here are two good reasons that a growing number of communities in BC and elsewhere are doing just that.

1. Fiscal responsibility

As local governments struggle to come to grips with the rising tide of climate change costs, it's becoming increasingly important to ask how we will collectively pay for those costs. While the provincial or federal governments may help, it's unrealistic to demand that taxpayers (whether local, provincial or federal) pay 100% of the costs, while fossil fuel companies take no responsibility for the harm caused by their products, while pocketing billions of dollars in profits.

We know that our communities are built around the automobile and cheap fossil fuels, and taxpayers will need to pay some of the costs of climate change. But that doesn't mean that the companies which profited most from the fossil fuel economy shouldn't pay their fair share.

Indeed, it would be fiscally irresponsible for BC's municipalities to pass 100% of those costs on to their taxpayers without seeking to recover some share of those costs from corporations which have directly profited from fossil fuel extraction and sales. Just 20 global fossil fuel companies are responsible, through their products and operations, for almost 30% of greenhouse gas emissions in the atmosphere today.³

According to a 2017 poll conducted by Justason Market Intelligence (JMI), 82% of British Columbians support the basic idea that fossil fuel companies should pay a share of the costs of climate change. There is broad support in every region of the province.

2. Fighting climate change

When powerful corporations profit from pollution, while the public pays the true costs, those companies have a strong economic incentive to keep on producing polluting products. Chevron, Exxon and other global fossil fuel companies have made a lot of money in recent decades – and funnelled those funds into lobbying against

³ http://www.climateaccountability.org/carbon_majors_update.html (last accessed 26 October 2016) which is an update of Richard Heede's peer reviewed paper: Heede, R. "Tracing anthropogenic carbon dioxide and methane emissions to fossil fuel and cement producers, 1854–2010", *Climatic Change* (2014) 122: 229. doi:10.1007/s10584-013-0986-y.

climate action and funding misinformation about climate science instead of offering the alternatives and renewable energy.⁴

The perception that the fossil fuel industry is profitable – and cheaper than renewable energy – results from the fact that it has never paid for the harm caused by its products, distorting our economy and making it extremely difficult for the world to move away from fossil fuels.

Local governments have a unique power to demand that these companies start taking responsibility for harm caused by their products. We're not just talking Canadian companies – there are legal and non-legal options to demand accountability from global companies for their global sales and operations.⁵

When Communities demand that fossil fuel companies take responsibility for the true costs of their products, fossil fuel companies and their investors face potential risks that they must start factoring into their business decisions. In addition, the public has a valuable opportunity to learn about the relationship between increased local climate costs and the fossil fuel economy.

In short, local government action to hold fossil fuel companies accountable for local climate costs can play a powerful role in the fight against climate change.

Taking Action – Climate Action Letters

Once we realise that fossil fuel pollution is harming our communities, and that we can't afford to pay those costs alone, the first step in demanding accountability from fossil fuel companies is to start talking publicly to those companies about your climate costs and their responsibility to pay a fair share of those costs.

That's why 15 local governments from across BC (plus the Association of Vancouver Island and Coastal Communities, representing 53 local governments) have written to 20 of the world's largest fossil fuel companies demanding that they pay their fair share of local climate costs.⁶ Climate Accountability Letters are easy and cheap and yet signal that you're aware of how difficult climate costs will be and are looking for the fossil fuel industry to step up.

A Climate Accountability Letter will not (of course, but unfortunately) result in a cheque in the mail. Some municipalities have received replies from fossil fuel companies outlining their plans to reduce greenhouse gas emissions, so the letters are at least being read and considered. The letters also begin an important conversation with your citizens about how your community will deal with the impacts and costs of climate change.

Please consider this letter as a request for your Council to send a Climate Accountability Letter to the 20 largest fossil fuel companies, whose emissions represent 30% of global greenhouse gas emissions.⁷ For more

⁴ CIEL. Smoke and Fumes: The Legal and Evidentiary Basis for Holding Big Oil Accountable for the Climate Crisis (Nov 2017), available at <https://www.ciel.org/reports/smoke-and-fumes/>, last accessed 26 October 2018.

⁵ M. Byers, A. Gage et al. The Internationalization of Climate Damages Litigation. Washington Journal of Environmental Law and Policy, Vol 7(2), July 2017.

⁶ For examples of letters sent by other local governments, visit www.wcel.org/campaign-update.

⁷ The addresses of the companies and their respective contributions to global greenhouse gases are available at https://www.wcel.org/sites/default/files/file-downloads/carbonmajorsspreadsheet_final.xlsx.

information on how and why to send a Climate Accountability Letter, please see *Climate Accountability Letters: An Introduction for Local Governments*.⁸

If you do send a letter, please consider also writing to other local governments in your region, encouraging them to do the same.

Taking Action – Beyond Letters

Sending a Climate Accountability Letter and/or tracking climate costs do not commit your Council to doing anything further. However, we hope that you will be interested in exploring further action that could lead to your recovering a fair share of your local climate costs from the fossil fuel industry. Please contact us at agage@wcel.org if you would like to explore any of the following options:

- **A class action lawsuit** – BC communities working together and pooling their resources might choose to bring a class action lawsuit against fossil fuel companies on behalf of all BC local governments, following the example of many U.S. local governments.⁹ According to the 2017 JMI poll, 63% of British Columbians support litigation by their local government to recover the fossil fuel industry's share of local climate costs.
- **Provincial legislation** – BC's local governments can add their voices to those asking that BC enact laws to clarify the legal responsibility of fossil fuel companies for local climate costs. Such legislation has been debated in Ontario's legislature,¹⁰ while more than 50 BC-based organizations have called on Premier John Horgan to enact a similar law.¹¹
- **International treaties** – BC local governments can ask the Canadian government pursue a climate damages tax, levied on global fossil fuel companies, in their negotiations of global climate treaties.¹²

We would be happy to provide your Council with further information about climate costs, Climate Accountability Letters or any of the above options to hold fossil fuel companies accountable.

Sincerely,



Andrew Gage,
Staff Lawyer



Enclosures

⁸ <https://www.wcel.org/publication/climate-accountability-letters-introduction-local-governments>.

⁹ <https://insidclimatenews.org/news/04042018/climate-change-fossil-fuel-company-lawsuits-timeline-exxon-children-california-cities-attorney-general>.

¹⁰ <https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-37>.

¹¹ <https://www.wcel.org/publication/joint-letter-premier-horgan-liability-climate-related-harms-act>.

¹² See the Climate Damages Tax Declaration at <https://www.stampoutpoverty.org/cdt/climate-damages-tax-declaration/>.

From: Dr. Ian Cameron [<mailto:ianc@uvic.ca>]
Sent: Wednesday, January 23, 2019 7:44 PM
To: ianc@uvic.ca
Subject: 2019 SIPS Roundtable Schedule

2019 Saanich Inlet Roundtable Schedule

As you are probably aware, we normally schedule our Roundtables to take place on Thursday afternoons in March, May and October when neither Parliament nor the BC Legislature is sitting. This allows MPs and MLAs to attend and report to us, and take part in the general discussion. However, this year there is the slight problem of a Federal election which must be held on or before October 20. As the MPs may be somewhat preoccupied with that, we have decided to hold our Fall Roundtable in November. And now here is the Schedule:

Thursday, March 14, 2:30 to 4:50 pm
Host: Cowichan Valley Regional District
Foote Athletic Centre, Brentwood College, Mill Bay

Thursday, May 23, 2 to 4:30 pm
Host: District of Central Saanich
Centre for Active Living, 1229 Clarke Road, Brentwood Bay

Thursday, November 14, 2 to 4:30 pm
Host: District of North Saanich
SHOAL Centre, 10030 Resthaven Drive, Sidney

You will also find attached the Record of the Proceedings of our Fall Roundtable last year. If you have any queries, you may contact me at deniscoupland@shaw.ca or by phone (250) 886-3649.

Denis Coupland on behalf of the SIPS Board of Directors

This email is being sent to all those on the SIPS Roundtable list: ie, anyone who attended a Roundtable in the past two years and who signed up with an email address, plus all SIPS members. If you receive two of these messages, let me know which address you prefer. I'm tempted to ask anyone who does not receive this message to let me know, but I'll pass on that.
Ian Cameron ianc@uvic.ca

Saanich Inlet Roundtable

Meeting of Thursday, October 11, 2018

Hosted by District of North Saanich

The SHOAL Centre, 10030 Resthaven Dr., Sidney

Welcome, Introduction and Agenda Review

The meeting opened with Facilitator, Alan Dolan acknowledging that the meeting occurred on un-ceded territory within the traditional area of WASANEC. He introduced North Saanich Mayor Alice Finall.

Mayor Finall welcomed all in attendance mentioning that she was glad to see the number of people in attendance and the level of learning to be expected based on the speakers of the day.

Each person seated at the table briefly introduced himself or herself in turn.

The Facilitator then covered the agenda, evaluation forms, washroom location and his role and the “imaginary” break. The Facilitator’s role is to keep the group on time and on agenda. The objectives briefly stated were:

- To increase understanding of Saanich Inlet.
- Foster awareness and understanding
- Provide an opportunity to ask questions of speakers

With regard to the “imaginary” break, the meaning was that there would be no formal break. Those in attendance could help themselves to hospitality items already on a side table and excuse themselves as needed.

The meeting proceeded with the first topic and speaker.

Flow Dynamics of Saanich Inlet

Dr. Roberta Hamme, Assoc. Prof., Earth & Ocean Sciences, Univ. of Victoria

Dr. Hamme’s presentation included many slides of graphs that are not included with these notes, but are available on the SIPS web site. This is a verbal summary of what the slides represented. While Dr. Hamme is a chemical oceanographer the presentation of the day focused more on the physics of the Inlet rather than the chemistry.

Saanich Inlet is famous for a bottom that is depleted in O₂ (oxygen). Most of the time there is no O₂ at the bottom and lower levels of the Inlet. Some is detected in late summer or early fall. The amount of renewal varies by year as to amount (if any) oxygenated water that is able to cross the sill at shallower depth at the Satellite Channel end of the Inlet. Some years there is no renewal.

Cold water is denser (heavier) than warm water and salty water is denser than fresh water. Salty cold water comes in from the Pacific Ocean through the Strait of Juan de Fuca and mixes with fresh water coming downstream from the Fraser River.

Tides influence currents. High currents create much mixing of the fresh and salty water. When the current speed is lowest there is more dense water intake over the sill which introduces well oxygenated cold salt water into the Inlet that stays on the bottom as it enters over the sill.

By using two moored data capturing devices through Ocean Networks Canada, the frequency of data sampling was increased dramatically and economically. With data available by the day rather than twice a year pulses of dense water entry were detected. These pulses occurred several times in a renewal season. The initial spikes of dense oxygenated water diminished to anoxic (no oxygen) over 2 to 3 weeks.

Questions of Dr. Hamme

Question came up referring to renewal events in January and February. Dr Hamme was not aware of that data and could not speak to it.

Question was asked if the salinity and oxygen were totally correlated. It does happen that way. Fresh water also has high oxygen, but it stays nearer the surface and does not deliver O₂ to the anoxic layer at the bottom the way the denser salty water does.

Question regarding how Saanich Inlet compares to other less developed inlets, Dr Hamme replied that none of the other inlets are similar enough to compare very well. It is better to watch the trends over time.

Comment regarding cores done in Saanich Inlet done a decade ago with at least 2 meters of anoxic sludge at McKenzie Bight. Dr Hamme concurred that Saanich Inlet has been anoxic for thousands of years.

Question regarding degradation of pollutants in anoxic environment. Reply that degradation of various toxins is a biological process that goes much more rapidly in the presence of O₂. It is very much longer before toxins can be broken down without O₂.

Question regarding dead zones (areas without O₂) in Oregon or California. Is there a correlation? Dr Hamme remarked that there is quite a bit of variability related to currents, and perhaps El Nino and La Nina events influence the amount of O₂ brought into the Strait of Juan de Fuca. She also commented that renewal can sometimes raise the low O₂ water to higher in the water column (shallower depth) by sliding underneath the anoxic layer.

Question regarding what the term “flushing” means in terms of volume. Can a toxin molecule remain indefinitely? About 50% of the Inlet water is replaced annually by new water entering the inlet. So, a particular residual bit could remain in the unchanged 50% for a very long time.

Question regarding years of serious O₂ depletion and what it means to fish. To survive organisms have to move to higher in the water column (shallower depth). In effect their habitat area shrinks.

Swimming Advisories in Brentwood Bay

Editor's note regarding context. Swimming advisory notices were posted at two Brentwood Bay locations due to persistently higher than acceptable enterococci levels in the summer of 2018. Enterococci is used instead of fecal coliform when testing if water salt water is safe for swimming. Many residents, swimmers and water sport enthusiasts voiced their concern. Thus, speakers from three jurisdictions addressed their role in response to these situations and provided information on what is done, or not, and how the system currently manages water quality at swimming beaches. Questions were held until all speakers had presented.

Joanne Lum, Sr Environmental Health Officer, Island Health

The beach monitoring project has been in place for several years. Sampling occurs between mid-May and the last week of August. Each beach on the list is assigned a risk assessment level. The risk level is based on historical samples results and pollution risk. The frequency of testing is based on this assigned risk level, and takes place only in the summer.

- High risk tested weekly
- Medium risk tested twice a month.
- Low risk tested once a month.

Forty-four beaches in southern Vancouver Island were tested in the summer of 2018. That number included routine sites plus a couple of special additions. The objective is to protect swimmers and prevent ear, nose and throat illness. The sampling procedure calls for entering the water up to the knees then using a pole to collect the sample. The sample container is stored in a cooler and delivered to a lab for analysis.

The standard used for swimming beach water quality is the Canadian Recreational Water Quality Levels Standard. It is a joint effort of multiple departments and agencies including CRD and Island Health.

Regular monitoring for summer season swim beaches occurs at Stelly's X Road, Clark Road, Coles Bay and Bazaan Bay from mid-May through late August. Stelly's X Rd normally is sampled monthly; Clark Rd normally is sampled semi-monthly; Coles Bay normally is sampled semi-monthly and Bazaan Bay is normally sampled semi-monthly. Since there were fluctuations in the Stelly's X Rd and Clark Rd samples additional sampling was added with Stelly's having 11 visits and Clark Rd 13 visits over the summer season. The "beach closed to swimming" postings were implemented. No additional samples were taken from Coles or Bazaan Bay since sample results for both sites did not indicate problems. An additional site was added at Tod Inlet for a single test in response to a call from a BC Parks ranger. The sample tested ok.

Chris Lowe, Capital Regional District, Storm Water Program.

Chris Lowe spoke about storm water in the context of the Saanich Peninsula Liquid Waste Management Plan. The mandate of the plan is to assess storm water and determine risks to health. There are 300 known storm water pipe discharges on the Peninsula. Six of the 300 are rated high risk. Low risk pipes are on a 5 year sampling cycle.

Contaminant sampling for polycyclic aromatic hydrocarbons (PAH) was done in 2017. Three high risk sites are on the Peninsula - Coles Bay, Bazaan Bay and Mermaid Park at Roberts Bay. Finlayson Arm is rated high and Tsartlip boat launch is high in zinc despite replacement of a culvert. All sites can be viewed for test results in 2016. On the map bacteriological hazards are noted by squares and contaminant sites are noted by triangles with colours showing level of problem.

Focus of Brentwood Bay storm outfalls sites:

Tsartlip boat ramp - rated high risk;

Clark Rd - rated moderate perhaps due to overgrowth;

Verdier Ave – rated moderate;

Stelly's X Cross Rd – Moderate also perhaps due to overgrowth.

Willis Point was not tested since it is not mandated for CRD testing by Juan de Fuca Electoral Region.

There were no clear links between *Enterococci* and storm water during wet or dry seasons, with or without outflow occurring.

CRD no longer has access to a laboratory that can differentiate the source of the *Enterococci* using DNA to determine if it is from humans, pets or agriculture.

The Storm Water Program continues to work with Tsartlip Nation regarding the zinc contamination.

There is no mandate for testing for sources of contamination from boats.

Chris Lowe can be reached at : clowe@crd.bc.ca or 250-360-3296

Reports can be accessed on the CRD website.

Brian Barnett, District Engineer, District of Central Saanich

Brian Barnett opened his remarks with the observation that the audience was an intimidating one. Then he recounted the events that started when he received a phone call regarding beach closures. Crews were sent out quickly to check the sewer pipes. No issues were found. There was consideration of the possibility that test results were false positives but this does not seem likely.

Storm water was the next consideration and conversations regarding people living on their boats started to occur. In July the District started to look deeper. There had been no rain for 3 months which indicated storm water was not a source.

Sewers were still in doubt. Brian considered that if sewers were the source there would have to be a leak that would also allow sea water into the system at high tide. Since water in the sewer pipe along Brentwood Bay is pumped up hill there would have to be pump activity to clear the line. So, he plotted when the high water was and when the sewer pumps cycled on to check if the sewer pump was routinely turning on with high water due to a sewer leak. There was not a correlation. That indicated the sewers were not leaking sewage nor was salt water entering the sewer pipe at high tide.

While it seems that all land based sources have been ruled out, the work done has not been able to answer the question of what caused the positive tests. What else could it be? Animals are a possibility including; dogs, sea otters, deer and seals, all of which been observed on or in the bay . There were spring tides and high temperature at the time. There are no labs available to test for the source species. A caffeine tracer test would indicate a human source.

Question period: The answer to the questions may have come from any of the speakers.

Questioner asked what has changed that a lab is no longer available.

Environment Canada stopped working for municipalities 1.5 years ago. They had been the agency that could do the DNA source testing. UVic also no longer has DNA testing capacity. A lab in Florida has been found but would cost 4 times as much for testing and need to be shipped to arrive in Florida within 24 hours.

Questioner wondered if any attention to temperature, pH and other data besides gut bacteria was available. He especially wondered about wind and tides during the time of the testing.

No, that data was not included.

Questioner asked if Keene Way was sampled.

No, it had not. It could be added, but that would mean dropping another site.

Participant who asked previous 2 questions observed that Willis Pt is on septic and is not tested.

Central Saanich Mayor Ryan Windsor remarked that the Wastewater Committee requested adding more sites and asked why the federal government had stopped testing [for municipalities]. Barri Rudolph had inquired and received no answer.

Mandy Ludlow of DFO asked if there was an MOU (Memoranda of Understanding) with the Province. She noted that DFO has seasonal closures [because of bacterial limit exceedance]. She has found sewage in anchorages.

In reply to Mayor Windsor and Officer Ludlow, Chris Lowe (CRD) remarked that to increase monitoring, there has to be an agreement and budget to go with the mandate.

Question regarding the zinc at Tsartlip?

Reply that it might be from an old culvert that has already been replaced. Sampling of sediment was done at the end of the pipes. Tsartlip has replaced the pipe where the zinc has been found. It is possible that historical sediment with zinc from the already replaced pipe is being sampled.

Question regarding boats and the extent of sampling where boats are ?

Reply that sampling around boats is not in the CRD mandate (swimming beaches and storm drains are within the CRD mandate). There is a 25 to 50 ft radius around the discharge from [storm drain] pipes. Jurisdiction for boats is with the Federal government (Coast Guard).

Question prefaced by the observation that what is missing is an examination of all the data. Why isn't someone considering the view of the entire data story?

Response from CRD is that storm water is the limit of the CRD mandate.

Question regarding policy between CRD and municipalities for municipal engineers and CRD. Is there any reason for lack of catch mechanisms for larger and smaller pieces of polluting debris?

Brian Barnett replied that there are no guidelines regarding trash racks.

Question regarding how to sort out who is responsible for finding the source [of contamination resulting in beach closure]? And who is responsible for the remedy? The remedy depends on the source and the responsible jurisdiction would then presumably intervene. UBC has a high resolution model of Inlet water flow that could be helpful.

Response came that CRD identifies hot spots then someone else is responsible for the remedy. Perhaps the Province would be the appropriate level to assure remedies are addressed.

Fisheries Poaching presented as "Ghost Fishing Traps"

Mandy Ludlow, Fisheries and Oceans Canada, Detachment Supervisor, Georgia Basin South.

Fisheries Officer Ludlow presented in lieu of Melissa Nottingham. She has been in Fisheries for 10 years. She started with the Fraser River region and created the compliance policy for finfish aquaculture. There are 3 officers in Duncan and 4 in Victoria. The Victoria officers have been reduced to 4 from 6. No funds from the Oceans Protection Plan have gone to Fisheries.

She mentioned that there might be a commercial chum fishery in Saanich Inlet for the first time in 15 years.

Crab and prawn traps that are lost in Saanich Inlet are a huge problem. Animals go in, die, then become bait for more animals.

Use the ORR (Observe Record Report) line for reporting fisheries violations to DFO: 1-800-465-4336 and the BC RAPP (Report All Poachers and Polluters) line for wildlife and environmental offences in non-marine areas. The ORR line is staffed 365 days a year and 24 hours per day. People often comment that there is no point in calling. Even if an officer can't respond immediately, calling the ORR line gives Officer Ludlow the evidence needed to show the need for more officers. There were only 5 immediate responses possible of 300 calls regarding Orca due to so little staffing.

Officer Ludlow advised NOT to engage with people observed violating fisheries or other regulations. There are many bad people who poach. Take their license plate number, boat registration number and other identifying information for reporting. There is more detailed information on both RAPP and ORR at <http://www.pac.dfo-mpo.gc.ca/fm-gp/rec/ORR-ONS-eng.html>.

On her last field deployment, DFO seized 500 pounds of shell fish during a PSP (paralytic shellfish poisoning) outbreak.

She is working hard with First Nations here, Malahat Nation especially. To legally remove illegal traps one has to be a fisheries officer. An arrangement has been made with Malahat Nation regarding removing illegal traps from their territory. Bad history means starting from the ground up. In recognition of the Douglas Treaty, DFO is not pursuing files in which Douglas Treaty First Nations exercise their treaty rights.

Questions:

Sidney Anglers member mentioned routinely raising traps and disposing of them. She mentioned that there is one Fisheries vessel mandated to do Fisheries patrol. Without RCMP present in the room to act on the violation of law, she invited the Sidney Anglers to give her a call next time. They could dispose of the trap in her waste bin. Her card was available on the table. For the record:

Fisheries and Oceans Canada
Mandy Ludlow, Detachment Supervisor
Georgia Basin South
Conservation and Protection
Telephone: 250-386-0240
E-mail: mandy.ludlow@dfo-mpo.gc.ca

MP and MLA Updates

Elizabeth May, MP - Saanich and Gulf Islands

MP Elizabeth May conveyed regrets from Alistair McGregor who was hosting a Town Hall meeting. Mavis McGuire had been expected to present for MLA Adam Olsen; however Ms McGuire was not present. MLA Lana Popham conveyed regrets and apologies through Chris Wieczorek. Chris explained that MLA Popham was in Vancouver attending International Year of the Salmon Conference.

MP May launched into a rapid update in an effort to end on time. She listed several items to cover. Bill C-64; Anchorages of Container Ships; Orca population; Environment Committee report to Auditor General and the lost files of Paul Topping (Transport Canada).

Bill C-64 is titled Wrecked, Abandoned, and Hazardous Vessels Act. It is not proclaimed yet. Use of anchorages remains the same for another year. There is still no Oceans Protections Plan (OPP) - no data or money spent or allocated. Most OPP funding has gone to Atlantic Canada. Money is not flowing.

Species at Risk (SAR) includes the Orca. It has been 14 years between the Orca being listed and a plan for their recovery being presented. Canadian Wildlife Service prepares recovery plans. MP May has raised the question of more funding for CWS to prepare recovery plans and this does not seem to be happening. She listed [CETIS] Foundation, Strait Watch and DFO as either unfunded or underfunded. On the US side of the border, those who harass endangered whales are ticketed more promptly.

Kinder Morgan Trans Mountain pipeline: No closing date on the purchase or sale. Yet 4.5 billion handed over within 24 hours. In response to a Supreme Court of Canada ruling, requiring more First Nations consultation and consideration of potential effects on marine mammals, the National Energy Board

(NEB) review started Sept 21. On Sept 26, chosen intervenors were given 7 days to list their issues by Oct 3. Section 79 regards how tanker traffic affects marine mammals. Southern Resident Orca are endangered. The [SAR] Act requires that all habitat be considered. How can that be done in so few weeks?

The fossil fuel load already is exceeding the climate level.

Questions?

Will the Supreme Court review [the NEB]? Litigants have to apply. Likely they will.

Elizabeth will take up the question of Environment Canada not doing fecal analysis any longer. She will mention it to Minister Catherine McKenna with regard to Minister McKenna's swim in Brentwood Bay.

Senate Transport Committee considering boat licensing and registration. Anyone can ask to be a witness.

Question to MP May regarding fishing closures. Sidney Anglers members noted that close to \$200,000 not going into enhancement due to closures. MP May replied that she would need to get back to Sidney Anglers on that topic. She recapped the cabinet shuffle noting that the 3rd Fisheries Minister had been named for this government. Without Chinook enhancement, there can be no Orca recovery.

Sidney Summit

Bill Collins spoke to inform the audience about the upcoming Sidney Summit events on November 9th and 10th. The purpose of the Summit was to reach the general public and encourage youth and seniors to take environmental leadership and commit to action.

Potential Future topics

Jason Gunn of Goldstream Marina described an increase in calls regarding living on board boats in marinas to 2 or 3 a week compared to previous rates of 2 or 3 calls a year. Homelessness per capita is highest on Salt Spring Island. The island has the highest proportion of people living on derelict vessels. He would like the topic of the relationship between lack of affordable housing and increased use of old boats for housing to be covered.

Top Priorities

Executive Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Islands Trust Act Amendments	Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect.	26-Oct-2016	Russ Hotsenpiller	
2	Anchorage Advocacy Strategies	Implement advocacy strategy relating to temporary freighter anchorages in the Trust Area, including an opinion editorial about anchorage issues for local and regional newspapers; letter to the Minister of Transport Canada conveying community group and Islands Trust concerns over communication and processes associated with the Interim Protocol and roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders.	16-Nov-2018	Clare Frater	
3	Update Islands Trust Policy Statement	Undertake a First Nations and public engagement process to prepare for Policy Statement amendments.		Clare Frater	31-Mar-2019

Projects

Executive Committee

Description	Activity	R/Initiated
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	16-Aug-2017

Executive Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Advocate for management of abandoned and derelict vessels	Continue to advocate for senior government solutions to abandoned and derelict vessels			30-Aug-2017
	Improve communications about the Islands Trust object and history	Develop communications strategy			30-Aug-2017
	Revisions to Crown Land protocol agreements and letters of understanding	Negotiate with BIM and FLNRORD			19-Jun-2014
	Oil Spill and Shipping Safety	Various advocacy activities including Chair letters and participation in forums			01-Apr-2014
	Indigenous Place Names Project	Initiate a Trust-wide project focused on the use of indigenous place names for islands			12-Dec-2018