



Executive Committee Agenda

Date: November 30, 2021
Time: 10:00 am
Location: Coast Victoria Hotel, Ballroom
146 Kingston Street
Victoria BC, V8V 1V4

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1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1. Introduction of New Items	
2.2. Approval of Agenda	
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3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING	
See item 2.2.1 Agenda Context Notes	
4. ADOPTION OF MINUTES	
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5. FOLLOW UP ACTION LIST AND UPDATES	
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5.2. Local Trust Committee Chair Updates	
5.3. Islands Trust Conservancy Liaison Update	
6. BYLAWS FOR APPROVAL CONSIDERATION - None	
7. TRUST COUNCIL MEETING PREPARATION	
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8. EXECUTIVE COMMITTEE PROJECTS	
8.1. Trust Council Initiated	
8.1.1. Executive	

- 8.1.2. Trust Area Services
 - 8.1.3. Local Planning Services
 - 8.1.4. Administrative Services
- 8.2. Executive Committee Initiated
 - 8.2.1. Executive
 - 8.2.2. Trust Area Services
 - 8.2.3. Local Planning Services
 - 8.2.4. Administrative Services
- 9. NEW BUSINESS
 - 9.1. Executive/Trust Council
 - 9.2. Trust Area Services
 - 9.2.1. LTC Chairs Report on Local Advocacy Topics
 - 9.3. Local Planning Services
 - 9.4. Administrative Services
- 10. CORRESPONDENCE (for information unless raised for action)
 - 10.1. D. Varney email dated November 18, 2021, re advocacy and 2050 75 - 76
 - 10.2. I. Middleditch email dated November 16, 2021 re Response to Bylaw 183 77 - 77
- 11. WORK PROGRAM
 - 11.1. Review and amendment of current work program 78 - 82
- 12. NEXT MEETING

The next Executive Committee meeting is scheduled for December 15, 2021, starting at 9:00 a.m.
- 13. 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.
- 14. ADJOURNMENT

Agenda No.	From	Context Notes
3.	Executive Coordinator	Rise and Report Decisions from Previous Closed Meeting – November 17, 2021 Chair Luckham will rise and report that at the November 17, 2021, Executive Committee closed meeting, the October 27 in-camera minutes were adopted and the December 1, 2021, Trust Council in-camera agenda was approved for forwarding as presented.
7.2.1	Director Local Planning Services	Business Case for Gabriola Local Trust Area Biocultural and Housing Diversity Program - RFD If approved by Executive Committee to forward as a late item to Trust Council, this item may be considered under the budget session business cases 6.2.4.4.2 of the Trust Council agenda. See Director's comments in the RFD.
7.4.1	Director Trust Area Services	Policy Statement Amendment Project Update - attachment Staff have received two late responses to the Policy Statement which could be provided to Trust Council as a late item attachment to agenda item 9.1.3. They are provided in this agenda for Executive Committee review. They will be posted to the website as per routine practice.



Executive Committee Minutes of Regular Meeting

Date: November 17, 2021
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (CAO) (Victoria boardroom)
Clare Frater, Director, Trust Area Services (DTAS) (electronic)
Julia Mobbs, Director, Administrative Services (DAS) (electronic)
Carmen Thiel, Legislative Services Manager (LSM) (Victoria boardroom)
Lisa Wilcox, Senior Intergovernmental Policy Advisor (electronic)
Lori Foster, Executive Coordinator/Recorder (Victoria boardroom)

Members of the public: There were no attendees who joined the webinar

The meeting was livestreamed and recorded.

1. CALL TO ORDER

At 9:01 a.m., Chair Luckham called the meeting to order and humbly stated gratitude to live and work on Coast Salish First Nations traditional and treaty territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following item(s) at:
7.4.4. Draft Freshwater Strategy – RFD (late item addendum circulated Tuesday, November 16)

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING

Chair Luckham reported that at the October 27, 2021, in-camera meeting, the minutes of the October 6th in-camera meeting were adopted.

4. ADOPTION OF MINUTES

4.1 October 27th meeting draft minutes

By general consent, amend the October 27th draft minutes as follows:

- At item 7.1.3, replace the word “from” with the words “starting at” in the text to read – “**By general consent**, Executive Committee rescheduled its Monday, November 29th meeting to Tuesday November 30th starting at 10:00 a.m. to 12 p.m., in-person, at the Coast Victoria Hotel.”
- At item 9.5, first paragraph, replace the word “presentation” with the word “draft”.

By general consent, the October 27th regular meeting draft minutes were adopted as amended.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List (FUAL)/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller and directors gave status updates on FUAL items as presented in the report.

Discussion on the broadcasting and recording of meetings via Zoom ensued while addressing CAO FUAL item #2.

EC-2021-157

It was Moved and Seconded,

That Chief Administrative Officer follow-up action list (FUAL) item #2 – “Trust Council referred the matter of electronic meetings back to Executive Committee for further consideration including cost/benefits and all comments at Trust Council” be marked as completed.

CARRIED

Discussion on clarifying administrative processes to support vice chairs and attendees at local trust committee (LTC) meetings where broadcasting and livestreaming occurs followed.

EC-2021-158

It was Moved and Seconded,

That Executive Committee request an update on the operational side of electronic meetings at the December 15th Executive Committee meeting.

CARRIED

EC-2021-159

It was Moved and Seconded,

That Chief Administrative Officer follow-up action list (FUAL) item #4 – “That Executive Committee ask staff to write a letter to our minister respecting possible follow-up actions regarding the meeting with K’òmoks and Minister Conroy” be removed from the list.

CARRIED

5.2 Local Trust Committee Chair Updates

Chair and Vice Chairs gave verbal updates on recently attended forums, local trust committee (LTC) meetings, status of local trust committee applications, rezoning’s, and projects.

5.3 Islands Trust Conservancy (ITC) Liaison Update

Islands Trust Conservancy Vice Chair/Municipal Trustee Fast provided updates including ITC budget requests moving forward to Trust Council from the recently held Financial Planning Committee meeting, and a new issue of the Heron newsletter has been released.

6. BYLAWS FOR APPROVAL CONSIDERATION – None

The meeting recessed for a break for a break at 10:07 a.m. and reconvened at 10:17 a.m.

7. TRUST COUNCIL MEETING PREPARATION

Executive Committee reviewed the following items in preparation for the upcoming Trust Council Meeting:

7.1 Executive

7.1.1 September Trust Council draft meeting minutes

Forward as presented.

7.1.2 Resolution without Meeting Report

Forward as presented.

7.1.3 Executive Committee Work Program Report

Forward as presented.

7.1.4 Continuous Learning Plan

Forward as presented.

7.1.5 Chief Administrative Officer's Report

EC discussed the CAO's report requesting some prose and grammatical amendments.

Forward as amended.

7.1.6 Trust Council Follow-up Action List

Forward as presented.

7.1.7 Annual Strategic Plan Update – Briefing

EC discussed the briefing and requested some prose and grammatical amendments.

Forward as amended.

7.1.8 Strategic Plan Quarterly Report

Forward as presented.

7.1.9 Amendments to Trust Council Policy 2.1.2 Standards of Conduct – RFD

Forward as presented.

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

By general consent, Executive Committee requested the following changes:

- Delegation Application Form – Overview change (c) to read “public comment sessions.
- Section 8.12 – change to gender neutral; trustee voting by raising hand physically, electronically or by voice.

Forward as amended.

7.1.11 2022 Trust Council Meeting Schedule – RFD

Discussion followed on:

- Which quarterly meetings would be held in-person following Financial Planning Committee's recommendation to fund only 2 live meetings in 2022.
- The meeting schedule is reviewed in a calendar year, not a fiscal year format.
- March (adoption of budget) and November (following local government election) should be in-person meetings.

EC-2021-160

It was Moved and Seconded,

That Executive Committee request staff amend recommendation #2 in the Trust Council Meeting Schedule request for decision; that the words after “2022” be removed and that the word “electronic” be inserted before the word meeting.

CARRIED

EC-2021-161

It was Moved and Seconded,

That Executive Committee request staff amend recommendation #3 to read as follows: That Trust Council adopt the following meeting locations for its 2022 schedule: March (in-person, Nanaimo), June (electronic), September (electronic), November (in-person, Victoria).

CARRIED

By general consent, the request for decision was forwarded as amended.

7.2 Administrative Services

With the exception of amendments to item 7.2.5.3, all items under 7.2 were forwarded as presented to the Trust Council agenda.

7.2.1 Financial Planning Committee Work Program Report

7.2.2 Directors Report

7.2.3 September 30, 2021 Quarterly Financial Report - RFD

7.2.4 September 30, 2021 Financial Forecast - Briefing

7.2.5 Proposed 2022/23 Budget to Trust Council

7.2.5.1 Budget Session Outline

7.2.5.2 Budget Assumptions and Principles – BRF

7.2.5.3 FPC Changes to the Draft 2022/23 Budget – BRF

See item 7.2.5.4.1

Forward as amended.

7.2.5.4 Draft Budget 2022/23 Overview – BRF

7.2.5.4.1 Numerical Budget Details

EC discussed the numerical budget details and requested amendments to the preceding briefing, item 7.2.5.3 to clarify the Bowen contribution with regards to surplus.

- 7.2.5.4.2 2022/23 Strategic Plan and Operating Projects - Business Cases
- 7.2.5.5 SSI LTC Special Property Tax Request
 - 7.2.5.5.1 SSIWPA Special Requisition \$75,500
 - 7.2.5.5.2 SSIWPA Reserve funds project: Strat plan for watersheds \$40,900
- 7.2.5.6 ITCB 2022/23 Budget Request
 - 7.2.5.6.1 ITC Board Budget Request Summary
 - 7.2.5.6.2 ITCB new staff business case

7.3 Delegation Requests

- 7.3.1 Provincial Groundwater Licensing - Ministry of Forests, Lands, Natural Resource Operations, and Rural Development

By general consent, move item 7.3.1 to Trust Area Services Section 9 of the agenda, following the Director's report, giving 15 – 20 minutes, including questions and answers to this session.

- 7.3.2 Gulf Islands Alliance - Draft Bylaw No. 183 Trust Policy Statement and Affordable Housing

Forward as presented.

- 7.3.3 David Dunnison - Extent of the CDF Zone

Forward as presented.

- 7.3.4 Stand earth - Pollution from Vessels; Exhaust Gas Cleaning Systems

Forward as presented.

- 7.3.5 Cathy Peters - Human Trafficking

Executive Committee discussed the delegation request with regards to the Islands Trust mandate.

By general consent, Chair Luckham and Vice Chair Patrick will communicate with the delegation applicant that as a land use planning agency, advocacy by Islands Trust may not be a fit, and offer options for community outreach.

- 7.3.6 Saturna Island Ratepayers and Residents Association - Budget and Feedback Process

Forward as presented.

7.3.7 Jennifer Margison - Friends of the Gulf Islands Petition

Forward as presented.

7.3.8 Michael Sketch - Constructive criticism of the current implementation of Islands Trust governance with remedy for compliance with the federation structure establish in the Act

By general consent, Executive Committee request the delegate clarify incorrect information - that the Director of Trust Area Services oversees the Policy Statement amendment project, not the Director of Local Planning services.

7.4 Regional Planning Services

By general consent, amend this session to be correctly named Local Planning Services.

7.4.1 Regional Planning Committee Work Program Report

Forward as presented.

7.4.2 Director's Report

By general consent, Executive Committee request the following amendments:

- The floor area discussion will be returned to Regional Planning Committee for review.
- Update bullets on page 337 regarding official community plans.

Forward as amended.

7.4.3 Amendments to Policy 5.5.1 Bylaw Compliance and Enforcement – RFD

Forward as presented.

7.4.4 Draft Freshwater Sustainability Strategy - RFD (late item circulated)

The consultant on this project, Kirk Stinchcombe from Econics, will be coming to Trust Council to introduce this item and be added after the Director's report.

Forward as presented.

The meeting recessed for lunch at 12:05 p.m. and reconvene at 12:35 p.m.

7.5 Trust Area Services

7.5.1 Trust Area Services Work Program Report

Forward as presented.

7.5.2 Legislative Monitoring Report – BRF

By general consent, amend summary, page 371 add bullet, “amend Local Governments to allow regional districts to implement business licenses regarding short-term vacation rentals.

Forward as amended.

7.5.3 Policy Statement Amendment Project Update – BRF

By general consent, amend on pages 380 and 381 to add LTC resolutions by Mayne and Saturna (the agency referral table).

Forward as amended.

7.5.4 Director's Report

Forward as presented.

7.5.5 Islands Trust Conservancy Report

Forward as presented.

7.5.6 Engagement and Intergovernmental Relations between Islands Trust, First Nations and Other Agencies Quarterly Report August 2021 to mid-November 2021

Forward as presented.

7.5.7 Nighthawk Hill NAPTEP Expansion Application, North Pender Island Local Trust Area – RFD

Forward as presented.

7.5.8 Livingstone Forest NAPTEP Certificate, Lasqueti Island – RFD

Forward as presented.

7.5.9 Reinstatement of Islands Trust Community Stewardship Awards Program – RFD

By general consent, amend B. Policy 1.2 and 1.3 to be end of term, every four years, initiated in February.

Forward as amended.

7.6 New Business

7.6.1 Housing Equity and Workforce Shortage Crisis - Trustee RFD

Forward as presented.

7.7 Summary Updates

7.7.1 Xwe'etay/Lasqueti Archaeology Project - Trustee Johnston Report

Forward as presented.

7.7.2 Freighter Anchorages Update - Trustee Fenton Report

Forward as presented.

7.8 Priorities Chart

7.9 Draft Nov/December Trust Council Agenda

By general consent, amend the agenda by the responses to Section 7. items as indicated.

Forward as amended.

7.10 Draft Nov/Dec Trust Council Schedule

By general consent, amend the schedule by the responses to Section 7. items as indicated adding recess for the day is approximate.

Forward as amended.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Summary of Trust Council session on development of a tree cutting authority for the Islands Trust – BRF

Discussion on next steps included, staff-to-staff work with the ministry, reporting back to Executive Committee, returning to Trust Council with update next year, and referring to the authority as “tree protection” rather than “tree cutting” was heard.

Correction, page 502 to read: “Fast – Bowen has no tree cutting bylaws.”

8.1.2 Trust Area Services

8.1.2.1 AVICC/UBCM Resolution Selection Process – RFD

It was discussed that trustees can work with active forums, i.e. Baynes Sound, Southern Gulf Islands and At'l'ka7tsem/Howe Sound to bring forward resolutions for proposal to the Association of Vancouver Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM) and that resolutions come through a trustee.

EC-2021-162

It was Moved and Seconded,

That the Executive Committee direct staff to e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2022 AVICC/UBCM conventions.

CARRIED

8.1.2.2 Province request re: collaborative outreach on groundwater licensing deadline – BRF

Senior Freshwater Specialist Shulba joined the meeting. Discussion followed on communications regarding the March 2022 deadline.

EC-2021-163

It was Moved and Seconded,

That the Executive Committee request staff to collaborate with provincial staff to develop, deliver, and promote a webinar on groundwater licensing.

CARRIED

8.1.2.3 Draft Communications Strategy – BRF

Director of Trust Area Services Frater spoke to the briefing, discussion followed.

EC-2021-164

It was Moved and Seconded,

That the draft communications strategy be deferred to the December 15, 2021 Executive Committee Meeting.

CARRIED

- 8.1.3 Local Planning Services - None
- 8.1.4 Administrative Services - None

8.2 Executive Committee Initiated - None

- 8.2.1 Executive
- 8.2.2 Trust Area Services
- 8.2.3 Local Planning Services
- 8.2.4 Administrative Services

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Most Recent Mail out – Discussion

Received for information.

9.2 Trust Area Services - None

9.2.1 LTC Chairs Report on Local Advocacy Topics - None

9.3 Local Planning Services - None

9.4 Administrative Services - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 M. Herrmann email dated November 2, 2021 re: IT Operations

By general consent, Chair Luckham will respond to the writer and thank them for their email.

10.2 A. Hodson email dated October 28, 2021 re: letter to Executive Committee

EC-2021-165

It was Moved and Seconded,

That item 10.2 - A. Hodson email dated October 28, 2021 re: letter to Executive Committee correspondence be forwarded to the Islands 2050 email inbox.

CARRIED

10.3 D. Paton re Islands Trust Budget 2022/23 email dated October 26, 2021

EC-2021-166

It was Moved and Seconded,

That items 10.3 and 10.4 be forwarded to the budget consultation process.

CARRIED

10.4 J. Hutchinson re Budget 2022/23 email dated October 27, 2021

See item 10.3.

10.5 Winter 2022 OPP Forum announced email dated November 10, 2021

By general consent, forward to trustees for information.

10.6 J. Eastick email dated November 6, 2021 re fettered discretion

Discussion on Executive Committee sponsorship of applications ensued.

Director of Local Planning Services Marlor spoke to the policy 4.1.13 citing sections 7 and 8.

EC-2021-167

It was Moved and Seconded,

That Executive Committee request the Director of Local Planning Services respond to J. Eastick on behalf of Executive Committee.

CARRIED

10.7 G. Horvath email dated November 6, 2021 re Hornby Island tourism is a mess

Received for information.

10.8 G. Danford letter received November 1, 2021 re broken roads Pender Island

EC-2021-168

It was Moved and Seconded,

That item 10.8 G. Danford letter received November 1, 2021 re broken roads Pender Island be forwarded to North and South Pender Local Trust Committees.

CARRIED

11. WORK PROGRAM

11.1 Review and amendment of current work program

12. NEXT MEETING

The next Executive Committee meeting is scheduled for November 30, 2021, pre-Trust Council.

13. CLOSED MEETING (Separate Agenda)

At 2:20 p.m., the meeting was closed to the public.

EC-2021-169

It was Moved and Seconded,

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

CARRIED

At 3:00 p.m., the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, at 3:00 p.m., the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area. By general consent, at its Dec 16, 2020 meeting, Executive Committee put this item on hold pending review by Trust Programs Committee.	Russ Hotsenpiller	Meeting: 12-Sep-2017 Target: 05-Dec-2017	In Progress
2 THAT Executive Committee direct that staff develop draft policy regarding the provision of electronic meetings for application by Trust Council and Committees for when the Provincial State of Emergency is concluded.	Carmen Thiel Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 15-Dec-2021	In Progress
3 That the report Potential legislative and procedure change by the Islands Trust in relation to forest protection - Briefing be brought to a future Executive Committee meeting for next steps.	Russ Hotsenpiller	Meeting: 18-Nov-2020 Target: 15-Dec-2021	In Progress
4 Bring back to EC, a briefing on the Trust Council tree cutting session from its September Trust Council meeting.	Russ Hotsenpiller	Meeting: 21-Sep-2021 Target: 30-Nov-2021	Completed
5 That a response to D. Korbin's Aug 8, 2021 email be sent from the Executive Committee.	Russ Hotsenpiller	Meeting: 06-Oct-2021 Target: 15-Dec-2021	In Progress
6 September Trust Council draft minutes amend TC-2021-092 by adding the words "to receive advice whether" before the words "senior staff".	Russ Hotsenpiller	Meeting: 27-Oct-2021 Target: 30-Nov-2021	Completed



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
7 That Executive Committee reschedule its Nov 29th 9:00 a.m. meeting to Nov 30th starting at 10:00 a.m.	Russ Hotsenpiller	Meeting: 27-Oct-2021 Target: 30-Nov-2021	Completed
8 Advise staff to conduct RWM to hold a Ballenas Winchelsea Nov 30 meeting, in-person Coast Victoria Hotel.	Russ Hotsenpiller	Meeting: 27-Oct-2021 Target: 30-Nov-2021	Completed
9 EC adopted its 2022 meeting dates as presented. Executive Committee resolve to meet electronically for two-thirds of its remaining term and reduce the Executive Committee meeting budget 2022/2023 to \$5,000. Webposting pending.	Russ Hotsenpiller	Meeting: 27-Oct-2021 Target: 15-Dec-2021	In Progress
10 Forward to trustees 10.1 Modernizing Forest Policy - Fall Local Government Engagement Session Invitation letter dated October 13, 2021	Russ Hotsenpiller	Meeting: 27-Oct-2021 Target: 30-Nov-2021	Completed
11 Forward item 10.7 M. Leichter letter dated October 23 to Regional Planning Committee and Trust Council as correspondence.	Russ Hotsenpiller	Meeting: 27-Oct-2021 Target: 30-Nov-2021	Completed
12 Amend October 27th minutes as directed.	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 30-Nov-2021	Completed
13 That Chief Administrative Officer follow-up action list (FUAL) item #2 - "Trust Council referred the matter of electronic meetings back to Executive Committee for further consideration including cost/benefits and all comments at Trust Council" be marked as completed	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 30-Nov-2021	Completed

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
14 Trust Council refer the matter of electronic meetings back to the Executive for further consideration including cost/benefits and all comments at Trust Council.	Russ Hotsenpiller	Meeting: 09-Jun-2021 Target: 17-Nov-2021	Completed
15 That Executive Committee request an update on the operational side of electronic meetings at the December 15th Executive Committee meeting.	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 15-Dec-2021	In Progress
16 That Chief Administrative Officer follow-up action list (FUAL) item #4 - "That Executive Committee ask staff to write a letter to our minister respecting possible follow-up actions regarding the meeting with K'òmoks and Minister Conroy" be removed from the list.	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 30-Nov-2021	Completed
17 That Executive Committee request staff amend recommendation #2 in the Trust Council Meeting Schedule request for decision; that the words after "2022" be removed and that the word "electronic" be inserted before the word meeting.	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 30-Nov-2021	Completed
18 That Executive Committee request staff amend recommendation #3 to read as follows: That Trust Council adopt the following meeting locations for its 2022 schedule: March (in person, Nanaimo), June (electronic), September (electronic), November (in-person, Victoria).	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 30-Nov-2021	Completed
19 That all amendments, as requested by the Executive Committee from the November 17 minutes, regarding the Trust Council meeting preparation be fulfilled.	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 19-Nov-2021	Completed

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
20 That item 10.2 - A. Hodson email dated October 28, 2021 re: letter to Executive Committee correspondence be forwarded to the Islands 2050 email inbox.	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 30-Nov-2021	Completed
21 That correspondence items 10.3 and 10.4 be forwarded to the budget consultation process -D.Paton and J. Hutchinson.	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 30-Nov-2021	Completed
22 Winter 2022 OPP Forum announced email dated November 10, 2021, forward to trustees for information.	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 30-Nov-2021	Completed
23 That item 10.8 G. Danford letter received November 1, 2021 re broken roads Pender Island be forwarded to North and South Pender Local Trust Committees.	Russ Hotsenpiller	Meeting: 17-Nov-2021 Target: 30-Nov-2021	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Carmen Thiel Julia Mobbs	Meeting: 21-Oct-2020 Target: 15-Dec-2021	In Progress



Follow Up Action Report

Executive Committee

Director, Administrative Services

Activity	Responsibility	Dates	Status
2 That more information be brought back regarding the financial implications of Employee & Family Assistance Plan EFAP if the deductible changed to further consider if staff should enrol the new term of trustees in the Union of British Columbia Municipalities (UBCM) enhanced benefits plan with the Employee & Family Assistance Plan add-on.	Julia Mobbs	Meeting: 26-May-2021 Target: 15-Dec-2021	In Progress
3 The expenses for the Chair to attend the celebration of the Alt'ka7tsem/Howe Sound Biosphere Reserve announcement be covered by the Executive Committee.	Julia Mobbs	Meeting: 04-Aug-2021 Target: 15-Dec-2021	In Progress
4 That Executive Committee recommends to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget the list as amended by EC-2021-149 as follows: - \$17,000 for Reconciliation Action Plan - \$5,000 for History and Heritage Grants in Aid - Application Sponsorship (reduced to \$5,000 from \$15,000) - \$50,000 for Communications - \$5,000 for NAPTEP Regulation Exemption reduction tax shift analysis (deferred to another year) - \$15,000 for Website design or functionality changes - \$5,000 for Policy Statement Amendment Project - \$1,000 for NAPTEP application sponsorship	Julia Mobbs	Meeting: 27-Oct-2021 Target: 30-Nov-2021	Completed

Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 Staff review the sponsorship policy and report back recommendations on local trust committee approvals, communications, and funding mechanisms.	David Marlor	Meeting: 14-Apr-2021 Target: 15-Dec-2021	In Progress
2 That Executive Committee request staff to continue this discussion (Local Planning Services Renewal Status Report - Briefing) to a future Executive Committee meeting and the pros and cons of reducing the projects per local trust committee to one.	David Marlor	Meeting: 03-Feb-2021 Target: 15-Dec-2021	In Progress
3 that Executive Committee endorse the proposed amendments to Trust Council Policy 5.5.1 and request staff draft a Request for Decision for the September 2021 Trust Council meeting. Deferred to December 2021	David Marlor	Meeting: 04-Aug-2021 Target: 30-Nov-2021	Completed
4 that Executive Committee direct staff to draft amendments to the Trust Council Bylaw Compliance and Enforcement Policy (5.5.1) to include the following: a) Debts incurred as the result of default on bylaw notices may be cancelled if the Director of Local Planning Services and the Bylaw Compliance and Enforcement Manager concur that contraventions on the subject property no longer exist, and it is not in the interest of Islands Trust to pursue the debt.	David Marlor	Meeting: 04-Aug-2021 Target: 30-Nov-2021	Completed

Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
5 Inform Hornby Island LTC that Bylaws No. 166 and 167 were approved by the Executive Committee, and inform Gabriola Island LTC that Bylaw No. 310 was approved by the Executive Committee.	David Marlor	Meeting: 27-Oct-2021 Target: 30-Nov-2021	Completed
6 That the Executive Committee request staff to collaborate with provincial staff to develop, deliver, and promote a webinar on groundwater licensing.	David Marlor	Meeting: 17-Nov-2021 Target: 12-Jan-2021	In Progress
7 That Executive Committee request the Director of Local Planning Services respond to J. Eastick on behalf of Executive Committee, correspondence dated November 6, 2021.	David Marlor	Meeting: 17-Nov-2021 Target: 15-Dec-2021	In Progress

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater	Meeting: 30-Jan-2019 Target: 15-Dec-2021	In Progress



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
2 Authorize a grant of \$4,500 (from History and Heritage Grants) to Drama Camp Productions in support of the application to host screenings of the movie Dust n Bones and reconciliation discussions on Hornby, Denman (COMPLETE) and Gabriola Islands, subject to support of local trustees and affected local trust committees.	Clare Frater	Meeting: 26-Feb-2020 Target: 15-Dec-2021	In Progress
3 Collaborate with Bowen Island Municipal staff on an insert for the tax notice and a delay for a year would be appropriate.	Clare Frater	Meeting: 14-Apr-2021 Target: 01-Feb-2022	In Progress
4 That staff redirect funding approved by resolution EC-2020-032 from its February 26th business meeting for Hornby Island under the History and Heritage grant application, be allocated to a Dust n Bones screening event on Salt Spring Island.	Clare Frater	Meeting: 10-Mar-2020 Target: 15-Dec-2021	In Progress
5 That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land, subject to consultation with First Nations.	Clare Frater	Meeting: 17-Jun-2020 Target: 15-Dec-2021	In Progress
6 The Executive Committee request staff to provide a Learning at Home series on the Murdered and Missing Indigenous Women and Girls Calls for Justice.	Clare Frater	Meeting: 05-Aug-2020 Target: 15-Dec-2021	In Progress



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
7 Staff to investigate the benefits and opportunities for the Islands Trust to cooperate with others in the anticipated Fall 2021 grant intake for the Government of Canada Nature Smart Climate Solutions Fund.	Clare Frater	Meeting: 05-May-2021 Target: 15-Dec-2021	In Progress
8 Executive Committee request staff to provide a briefing on the potential for webinars on Indigenous perspectives on climate change.	Clare Frater	Meeting: 08-Sep-2021 Target: 15-Dec-2021	In Progress
9 Trust Council requested staff prepare correspondence for the Chair to the appropriate ministries affirming Trust Council's support for the location of a dedicated Emergency Response Towing Vessel in Sidney, B.C.	Clare Frater	Meeting: 23-Sep-2021 Target: 15-Dec-2021	In Progress
10 Trust Council requested staff provide a report outlining potential options for how the Trust and local trust committees can engage and assist with the Coast Guard Oil Spill response planning process.	Clare Frater	Meeting: 23-Sep-2021 Target: 15-Dec-2021	In Progress
11 The Chair to respond to Trustees Morrison and Wolverton suggesting there are no policy impediments to their idea, that the project would require budget and capacity.	Clare Frater	Meeting: 27-Oct-2021 Target: 15-Dec-2021	In Progress
12 Executive Committee request staff to submit "protected areas map layers" to Metro 2050 staff for Bowen Island.	Clare Frater	Meeting: 27-Oct-2021 Target: 15-Dec-2021	In Progress

**Follow Up Action Report****Executive Committee****Director, Trust Area Services**

Activity	Responsibility	Dates	Status
13 Ask staff to investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater	Meeting: 27-Oct-2021 Target: 12-Jan-2022	In Progress
14 That the Executive Committee direct staff to e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2022 AVICC/UBCM conventions.	Clare Frater	Meeting: 17-Nov-2021 Target: 30-Nov-2021	Completed
15 That the draft communications strategy be deferred to the December 15, 2021, Executive Committee Meeting.	Clare Frater	Meeting: 17-Nov-2021 Target: 15-Dec-2021	In Progress

Legislative Services Manager

Activity	Responsibility	Dates	Status
1 Staff to draft amendments for replacement of those Trust Council policies deemed as top priority for updating, based on policy review analysis, for consideration of approval by Trust Council.	Carmen Thiel	Meeting: 03-Feb-2021 Target: 08-Mar-2022	In Progress
2 THAT Executive Committee direct that staff develop draft policy regarding the provision of electronic meetings for application by Trust Council and Committees for when the Provincial State of Emergency is concluded.	Carmen Thiel Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 15-Dec-2021	In Progress

Follow Up Action Report

Executive Committee

Legislative Services Manager

Activity	Responsibility	Dates	Status
3 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Carmen Thiel Julia Mobbs	Meeting: 21-Oct-2020 Target: 15-Dec-2021	In Progress
4 Staff draft amendments to meeting procedures Bylaw 101 which incorporates the agreed upon amendments, for review at the November 17, 2021, Executive Committee meeting, and consideration by Trust Council at its November 30 to December 2, 2022 meeting.	Carmen Thiel	Meeting: 27-Oct-2021 Target: 30-Nov-2021	Completed
5 Staff to work with Vice-Chair Rogers to respond to F. Attorp's complaint letter.	Carmen Thiel	Meeting: 27-Oct-2021 Target: 30-Nov-2021	Completed



REQUEST FOR DECISION

File No.: Gabriola Housing Options and
Impacts Review Project
GB 6500-20

DATE OF MEETING: November 30, 2021
TO: Islands Trust Executive Committee
FROM: Gabriola Island Local Trust Committee
SUBJECT: Business Case for "Gabriola Local Trust Area Biocultural and Housing Diversity Program"

RECOMMENDATION

THAT the Islands Trust Executive Committee forward the Gabriola Local Trust Committee business case for the "Gabriola Local Trust Area Biocultural and Housing Diversity Program" to the Islands Trust Council for consideration of funding in the 2022/23 fiscal year.

DIRECTORS COMMENTS

This item was received by Staff on Friday November 26, 2021 and as such, staff have not had time to undertake any analysis of the Gabriola Island Local Trust Committee request, including operational or financial implications. The business case as submitted is for a coordination function, which is the jurisdiction of Trust Council under s.8 of the Islands Trust Act. This can be delegated to local trust committees through a bylaw of Trust Council. If Trust Council includes funding for this project in FY2022/23, it should also consider delegation of the appropriate powers under s.8 of the Islands Trust Act.

BACKGROUND

At its regular business meeting on October 20, 2021, the Financial Planning Committee passed the following resolution:

FPC-2021-040 It was MOVED and SECONDED,
that Financial Planning Committee request an analysis of funding the Gabriola Housing Project via a special tax requisition.

At its regular business meeting on November 10, 2021, the Financial Planning Committee reviewed a comprehensive analysis of funding options and passed the following resolution:

FPC-2021-054 It was MOVED and SECONDED,
that the Gabriola housing project not be included in the draft 2022/23 budget and that a special tax requisition approach be considered and collaborate with other LTCs that have a similar interest.

At its special meeting on November 25, 2021, the Gabriola Island Local Trust Committee considered the extensive timeline and staff resources required to coordinate a special property tax requisition prior to the 2022/23 fiscal. Due to staff shortages and time constraints, the LTC requested staff to amend the business case to request Trust Council consider the budget request for the first fiscal year. Subsequent years of the program

could be funded by the special tax requisition, which would be initiated during the 2022/23 fiscal year. The LTC passed the following resolution:

That the Gabriola Local Trust Committee amend and endorse the business case for Gabriola Biocultural and Housing Diversity Program so that in 2022/2023 it is funded out of general revenue, and that it be forwarded to Executive Committee for inclusion as a late item for the 2022/2023 budget.

CARRIED Langereis Opposed

Submitted By:	Heather Kauer, Regional Planning Manager	November 26, 2021
Concurrence:	David Marlor, Director of Local Planning Services	November 26, 2021

ATTACHMENTS

1. Business Case for “Gabriola Local Trust Area Biocultural and Housing Diversity Program”
2. November 10, 2021 Staff report to Financial Planning Committee regarding special property tax requisition



Budget Funding Request Short-Form Business Case

Completion of this form initiates a request to the management team for allocation of budget funds. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Initiated by: Gabriola Island Local Trust Committee	Budget Source (select all that apply): X Specific Project Funding (select all that apply) x Third Party Contractors* ☐ Staff Travel Expense ☐ Staff Overtime Expense New Staff Member – Temporary for project ☐ Computer Hardware/Software *To be funded in 2022/23 under general revenue. X Other – please describe: A special property tax requisition to be developed for 2023/2024 to cover: 1. The salary of the on-going coordinator position; 2. Formation of a joint task force; and 3. On-going costs for meetings of a joint task force.
Business Area: Gabriola Island Local Trust Area	
Name of Request: Gabriola Local Trust Area Biocultural and Housing Diversity Program	
Date of Funding Request: November 25, 2021	Funding Required for (date range): April 1 2022-March 31, 2032
ISSUE/OPPORTUNITY: The LTC passed the following resolution on July 29, 2021: <i>That the Gabriola Island Local Trust Committee request Staff to prepare a DRAFT business case for Local Trust Committee consideration, for submission to the Islands Trust Financial Planning Committee by October 2021 for a new multi-year land use planning program based on the June 7, 2021 outline by the Housing Advisory Planning Commission, to replace the 'Housing Options and Impacts Review Project' with "Biocultural and Housing Diversity Program" specifically designed to increase the island's biodiversity, housing diversity and freshwater protection over the next 10 years with the following elements:</i>	

- a) *A lead planning consultant supported by the establishment of a temporary roundtable to co-design the framework and objectives of the program with input and/or membership from the Housing Advisory Planning Commission members, Snuneymuxw First Nation, Regional District of Nanaimo and Islands Trust Conservancy;*
- b) *Eventual replacement of the Housing Advisory Planning Commission with a Joint Task Force with membership from key partners and agencies to advise the Local Trust Committee and lead planning consultant on prioritizing project work, securing grants and collaborating on intergovernmental initiatives and opportunities.*

The LTC passed the following resolution on November 25, 2021:

That the Gabriola Island Local Trust Committee request staff to amend the business case for the Biocultural and Housing Diversity Program to clarify that fiscal year 2022/23 funds would be from general revenue funding and subsequent years from a special property tax requisition, and forward to the Executive Committee for inclusion in the Islands Trust Budget for 2022/23.

This business case outlines the unique program designed by the volunteer group ‘Gabriola Housing Matters’ and endorsed by the Gabriola Housing Advisory Planning Commission, to bridge the historical divide between the community’s housing needs and the urgent need to preserve and protect the sensitive ecology of the Gabriola Island Local Trust Area. The “Biocultural and Housing Diversity Program” proposes a suite of actions to manage growth, achieve biodiversity and freshwater conservation objectives, and ensure an adequate supply of affordable housing for the entire Gabriola Local Trust Area. This business case describes how a new multi-year, inter-governmental program might work in order to meet the following objectives:

- **To ensure that growth in the Local Trust Area is managed and gradual, balancing human and environmental needs to ensure long-term sustainability.**
- **To ensure the recovery and long-term sustainability of our endangered Coastal Douglas fir ecosystem.**
- **To ensure the protection and sustainable management of freshwater resources.**
- **To ensure a timely supply of affordable, appropriate housing that meets the needs of residents in a way that minimizes impacts on biodiversity and freshwater sustainability.**
- **To meaningfully engage with Snuneymuxw First Nation at every stage of program design, from strategic goal-setting and implementation, to monitoring and reporting, to the level that the Nation is willing to engage, and in a manner that honours the Nation’s priorities, and that the Trust leverages sufficient budget to create capacity for a sustained engagement.**

The term “biocultural diversity” is an emerging approach coming from the fields of anthropology and biology (typically describing the relationships between indigenous culture and biology) and addresses the intersection of cultures, communities and biologically-diverse spaces through a systems lens. “Housing diversity” means the types and forms of housing that suits the diverse needs of the island population, without being limited to strictly affordable housing.

Through this program, the LTC would receive advice, resourcing, capacity and/or guidance from Sustaining Partners such as: Snuneymuxw First Nation (SFN), Island Trust Conservancy (ITC), and the Regional District of Nanaimo (RDN) - Area B. As well, the program would be supported by a Joint Task Force on Increasing Gabriola's Biocultural and Housing Diversity. Seats on the task force would include specific sectors reserved for ~2yr terms. There could be 8-12 voting members (reps from all Partners and key community groups) and 2 - 3 nonvoting members (paid program consultant, Trust planner, minute taker) that support the

overall program and provide advice to the LTC. The “joint” nature of the Task force is crucial in ensuring that the program can be **focussed on the three fundamental issues that no single agency or government has been able to address effectively: housing options, biodiversity and freshwater protection, and meaningful engagement with First Nations.**

The RDN, SFN, LTC and ITC would work collaboratively to execute the program objectives over multiple terms, through several smaller short-term projects that also address each agencies' own strategic goals. Sustaining Partners would collaborate to set strategic goals for action, secure funding, supply staff/resourcing, guidance and some capacity components. For example, the program might access the ITC's tools for quantifying biodiversity retention and loss, use its mapping, data and monitoring technology, and in return, the Project could make actionable their top priority projects in their regional conservation strategy to preserve biodiversity, turning a wish list into reality. Other agencies, such as Gabriola Community Economic Development (Chamber of Commerce) may also play a part, both in securing funding and providing input, research and assisting to implement the program's goals.

The program would be initiated by the Gabriola LTC with a request for first year funding from Trust Council in 2022/23. During that time the LTC will request Trust Council to consider a delegation bylaw for a special property tax requisition and coordinate planner and administrative staff time to support the program.

The coordinator would be responsible for supporting the task force, identifying deliverables, and executing the work plan, in cooperation with IT planning staff who report back to the LTC. The ITC may wish to participate on the task force to ensure its Regional Conservation Strategy goals for Gabriola are incorporated or dovetailed into the program's work plan. The RDN and SFN could either designate staff to participate on the Task Force or assist in leveraging access to grants to support the program's smaller projects. Capacity funding to SFN is included in the program budget breakdown.

PROJECTED RESULTS/DELIVERABLES:

Funding request for First Fiscal Year 2022/23	Target Duration	Cost	Notes
RFP Process to hire coordinator	3 months – April – June 2022	\$ 1,000	Advertising
Program Coordinator salary	July, 2022 – March, 2023	\$ 45,000 -	Pro-rated; \$60,000 per year going forward – subsequent fiscals to be covered by special property tax requisition
9 Task Force meetings (virtual or COVID-proof meetings)	August, 2022 – March, 2023	\$ 5,000 + staff time	Advertising, venue rental, meeting materials; administration and minutes
Technology, research and analysis and stakeholder, agency meetings	August, 2022 – March, 2023	\$ 5,000 + staff time	Mapping, data analysis, meeting logistics
Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications	August, 2022 – March, 2023	\$ 5,000	
First Nation Consultation early and ongoing Coordination with First Nations' staff Collaborations with First Nations in their preferred methods	August, 2022 – March, 2023	\$ 10,000	Participation in task force meetings and engagement activities

1-2 virtual and/or in-person COVID-safe open houses and community engagement meetings	August, 2022 – March, 2023	\$ 1,000	Technology support, facility rental, and open houses material
	Total	\$72,000	
RISK ASSESSMENT: Gabriola Island, the second most populated island in the Trust Area, is facing immense development pressures exasperating the housing crisis issue. The development pressure is affecting all issues relating to housing: diversity of type, tenure, affect to the environment, affordability and so on. The GB LTC is of the opinion that addressing housing issues cannot occur without consideration of protection and enhancement of biodiversity and freshwater across the entire local trust area. With continued piecemeal amendments to the OCPs in the local Trust Area, the Islands will continue to grow in direct contrast to in the Trust Council Strategic Plan, specifically on “ensuring human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of Trust Area ecosystems, and to sustain island character and healthy communities,” and last, but not least, the Trust Council’s commitment to First Nations Reconciliations, and their declaration on Climate Change Emergency. Implementing this program in the short term would require staffing resources that would require postponing other project priorities. Long term, a program of this type would require on-going staffing resources that would then not be available for other project work.			
ALTERNATIVES CONSIDERED: Option 1: Break up the project into smaller, targeted, minor reviews of the Gabriola, Mudge, Decourcey OCP and LUBs, assign to the Local Planning Team, and request \$5,000 from Trust Council’s budget for fiscal year 2022/23. Option 2: Request that the Director of Local Planning Services assign a Major project to the Regional Planning Team to develop and process a major update of the Gabriola OCP and LUB related to housing and biodiversity, and that Trust Council dedicate \$10,000 to the project for fiscal 2022/23. Option 3: Request that the Director of Local Planning Services assign an Extraordinary project to the Regional Planning Team to manage a consultant contract related to a full review of the Gabriola OCP and LUB related to housing and biodiversity and that Trust Council dedicate \$20,000 to the project for fiscal 2022/23.			
CRITICAL SUCCESS FACTORS: Consider innovative approaches, invest in the public engagement as well as partnership with agencies and stakeholders, as well as on-going consultation with First Nations.			

A model of growth management specific to the Gabriola Local Trust Area but that may be replicable to other Trust Areas experiencing growth.
RECOMMENDED OPTION: 1. That the Islands Trust Council approve the funding request for the 2022/23 fiscal year for the “Gabriola Local Trust Area Biocultural and Housing Diversity Program”
COST/BENEFIT ANALYSIS: <u>Quantitative Analysis:</u> • \$4,000 needed in 2021/22 Fiscal for public engagement related to a special property tax requisition (not currently requested or approved) • \$72,000 for fiscal 2022/23 to hire a coordinator and develop the program • \$77,500 per year starting in 2023/24 to pay the salary of the coordinator, support on-going meetings and First Nation capacity funding. • Approximately 500 staff hours to develop the delegation bylaw, special property tax requisition, hiring and training of the coordinator, development of the task force, and on-going support; • Approximately 5-7 hours per week of on-going staff support starting in fiscal 2023/24 equating to approximately \$17,000 a year in in-kind contribution. <u>Qualitative Analysis:</u> The protection of the Gabriola Local Trust Area forests and waters are as highly valued and prioritized as is the need to protect the diversity and wellbeing of the communities that live here. Gabriola Island specifically is in a housing crisis, and the entire local trust area is also in a period of eco-crisis exacerbated by rapid climate change. This business case is the first step in developing a scientific and culturally-responsive approach with a strong, non-partisan intergovernmental biocultural and housing diversity program, in order to address the challenges and opportunities of these long term planning issues.
PURCHASING PROCEDURE: See: Trust Council Special Property Tax Requisition Policy, Procurement Policy, RFP procedures, Purchase Order procedures, etc.
PROPOSED IMPLEMENTATION STRATEGY: The duration of the program is expected to be 10 years. See the attached briefing developed by the Northern Islands Trust Regional Planning Manager for the November 10, 2021 Financial Planning Committee meeting for an estimated breakdown of work related to developing the program.
CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: Similar to the Drinking water and watershed protection program at the Regional District of Nanaimo, this program would create significant benefits for each partner body by leveraging existing research, resources, opportunities for public engagement and collaboration on monitoring progress.

Gabriola Island Local Trust Committee
Initiator

November 25, 2021
Date

Heather Kauer, RPM

Reviewed by: Regional Planning Manager

November 26, 2021

Date

REVIEWED BY MANAGEMENT TEAM:	
Date received:	Approved: ☐ YES ☐ NO
Next steps: • If approved by management: ○ the business case will be forwarded to FPC for review in NOVEMBER. ○ the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year • If not approved by management: ○ the business case will be forwarded to FPC for information in NOVEMBER of each year, but not included in the budget draft.	

BRIEFING

To: Financial Planning Committee **For the Meeting of:** November 10, 2021

From: Heather Kauer,
Regional Planning Manager **Date Prepared:** October 29, 2021

SUBJECT: **Analysis of Special Property Tax Requisition for the proposed Gabriola Biocultural and Housing Diversity Program**

PURPOSE: The purpose of this briefing is to provide an analysis of a Special Property Tax Requisition process as it would apply to a Gabriola Biocultural and Housing Diversity Program as proposed by the Gabriola Housing Matters Working Group.

BACKGROUND:

In 2016, the Gabriola Local Trust Committee (LTC) initiated the Gabriola Housing Options and Impacts Review Project by adding it to its Top Priorities list. In June of 2018, the LTC completed Phase 1 and initiated Phase 2 of that project. There are currently two endorsed project charters associated with Phase 2 which are Attachments 1 and 2 of this report. Staff are currently doing the work associated with the project charter reflected in Attachment 2. The LTC has not yet endorsed a project charter that reflects the work associated with a Biocultural and Housing Diversity Program as outlined in this report.

In 2020, a group of volunteers calling themselves the Gabriola Housing Matters Working Group developed a proposal (Attachment 3) that was submitted as a recommendation to the Gabriola LTC through their Housing Advisory Planning Commission.

From the June, 2021 Gabriola Housing Matters report, the description of the project is:

Formation of a Joint Task Force on Increasing Gabriola's Biocultural and Housing Diversity that includes partnerships with the Regional District of Nanaimo, Snuneymuxw First Nation, and the Islands Trust Conservancy. Seats on the task force would include specific sectors reserved for ~2yr terms with 8-12 voting members (reps from all Partners and key community groups) and 2 - 3 non-voting members (paid program consultant, Island Planner, minute-taker) that support the overall program and provide advice to the LTC.

In response to this recommendation, the Gabriola LTC passed the following resolution on July 29, 2021:

That the Gabriola Island Local Trust Committee request Staff to prepare a DRAFT business case for Local Trust Committee consideration, for submission to the Islands Trust Financial Planning Committee by October 2021 for a new multi-year land use planning program based on the June 7, 2021 outline by the Housing Advisory Planning Commission, to replace the 'Housing Options and Impacts Review Project' with "Biocultural and Housing Diversity Program" specifically designed to increase the island's biodiversity, housing diversity and freshwater protection over the next 10 years with the following elements:

- a) A lead planning consultant supported by the establishment of a temporary roundtable to co-design the framework and objectives of the program with input

and/or membership from the Housing Advisory Planning Commission members, Snuneymuxw First Nation, Regional District of Nanaimo and Islands Trust Conservancy;

- b) Eventual replacement of the Housing Advisory Planning Commission with a Joint Task Force with membership from key partners and agencies to advise the Local Trust Committee and lead planning consultant on prioritizing project work, securing grants and collaborating on intergovernmental initiatives and opportunities.

As of the writing of this report, a draft business case has not been presented to the LTC for review due to competing demands on staff time. It is estimated that a draft business case will be available at the LTCs November 25, 2021 LTC meeting.

Due to budget cycle deadlines, a dollar figure for this program was included in the budget assumption report for the October 20, 2021 Financial Planning Committee (FPC) meeting. At that meeting, the FPC passed a resolution requesting staff analyse the possibility of applying a Special Property Tax Requisition to the Gabriola Island project.

Islands Trust Policy 6.3.2, Special Property Tax Requisition, outlines a process by which an LTC can access funds for projects that constitute "...additional operations that are not included within the general operations of all LTCs." A copy of that policy is Attachment 4 of this report.

Attachment 5 of this report is Trust Council Policy 6.5.3, Procurement, and Attachment 6 of this report is a summary of the estimated resources needed to develop a special property tax requisition related to this project as well as the on-going resources needed to support a program of this sort.

Analysis contained in this report is limited due to the short turnaround time for a report to be available for the November 10th FPC agenda.

SPECIAL PROPERTY TAX REQUISITION

A project to form a Gabriola Joint Task Force program is estimated to include the following milestones:

- Delegation Bylaw
- Special Property Tax Requisition (SPTR)
- RFP / hiring / training Coordinator
- Formation of Joint Task Force
- Assignment of on-going staff support

A visual summary of this project and related milestones is included as Attachment 6 of this report. A more detailed work breakdown is contained in Table 2 below.

Section 3.1 of the SPTR policy states the following:

3.1 The Islands Trust Council will evaluate and include a LTC's local initiative or program in the preliminary Islands Trust's general budget if any of the following criteria apply:

3.1.1 the program is considered to be a base service of the LTC;

3.1.2 the program is a scheduled official community plan review or land use bylaw update; and

3.1.3 the program has Trust-wide implications and benefits.

The proposed program is not a base service of the LTC. OCP and LUB updates have not been clearly identified as deliverables for this project, nor is it clear that the deliverables of this project would have Trust-wide implications or benefits.

Section 3.2 of the SPTR states that:

If none of the above criteria apply or if Trust Council does not approve a LTC funding request, then the LTC can propose a special requisition for its local trust area as a means of funding the proposed program.

Section 3.3 of Trust Council Policy 6.3.2, Special Property Tax Requisition, states the following:

3.3 Despite section 3.1 and 3.2 of this policy, where a delegation bylaw adopted by Trust Council pursuant to S.10 of the Islands Trust Act specifies that all or part of a LTC's operations related to delegated powers are to be funded by a special tax requisition within a local trust area, related requests from a LTC that are included in the preliminary Islands Trust budget must be in accordance with the requirements of the **delegation bylaw**. [Emphasis added]

In order to clearly determine whether or not a delegation bylaw is required, staff recommend that a legal opinion be sought. However, Trust Council Policy 6.5.3, Procurement (Attachment 5), indicates the following regarding financial assistance to community organizations or other groups:

5. Financial Assistance to Community Organizations and Other Groups or Individuals

Financial assistance to community organizations or other groups or individuals is only permitted if made by the Islands Trust Council, its delegate, or the Executive Committee acting on its behalf, pursuant to Section 8(2)(h) of the Islands Trust Act which states that Trust Council may:

- (f) engage in activities to gain knowledge about the history and heritage of the trust area and to increase public awareness, understanding and appreciation of its unique amenities and environment,
- (g) conserve heritage property."

Local Trust Committees may not provide financial assistance to community organizations or other groups or individuals unless Trust Council has, by bylaw, delegated its authority under Section 8(2)(h) of the Islands Trust Act.

Staff interpret this to mean that in order for the Gabriola Island Local Trust Committee to provide staff support and financial assistance to a Gabriola Island Joint Task Force, a bylaw would need to be adopted by Trust Council delegating its authority.

Section 10 of the *Island Trust Act* indicates that delegation of Trust Council's powers can only take place by bylaw adopted by at least 2/3 vote of Trust Council members.

Also to consider: the Islands Trust Act may be narrowly read to mean that Trust Council may only designate its authority to LTCs to "support and give financial assistance" to a community group, if the group being given assistance demonstrates that its objective is described in Sections (f) and (g) listed above. The objective of the proposed program and the activities to be undertaken could be interpreted to be wider in scope than the Act allows. Staff recommend obtaining a legal opinion regarding this matter.

Section 4, Public Consultation, of the SPTR states the following:

4.1 The LTC must solicit feedback from the public in the local trust area, minimally through a mechanism of advertising and otherwise advising the public of the purpose and cost of the proposed special requisition.

4.2 The feedback received, if any, must be considered by the Islands Trust Council prior to the final adoption of any bylaw that incorporates the special property tax requisition.

Section 5. Approval, states:

5.1 The proposed special property tax requisition must be formally requested by resolution of the LTC before being considered by the Islands Trust Council. *[this request has not been made by the LTC thus far]*

5.2 The proposed special requisition will be presented for approval to Trust Council in March of each year.

5.3 When presented to Trust Council, the special requisition proposal must be accompanied by a completed Special Property Tax Requisition Checklist in section 7 below.

Checklist 7 is as follows:

Description of Task	Deadline	Date Completed
Local Planning Services staff assigned to LTCs develop “additional operations” budget proposal on behalf of LTCs prior to December Trust Council meeting and submit them to FPC for review.	November FPC meeting	
Director of Local Planning Services presents “additional operations” budget proposals to Financial Planning Committee, with input from LTCs, indicating whether any of the proposed ‘additional operations’ are related to delegated powers and must be funded through a special property tax requisition.	December Trust Council meeting	
Financial Planning Committee makes recommendations to Trust Council regarding budget proposals made by LTCs, identifying - Any that must be funded through a special property tax requisition pursuant to a Trust Council delegation bylaw (e.g. Bylaw 154). - Any other LTC proposals that it recommends be funded through a special property tax requisition, rather than through inclusion in the general Islands Trust budget. Director of Local Planning Services provides additional information to Trust Council about LTC proposals, as needed.	December Trust Council meeting	
If December Trust Council does not approve the LTC “additional operations” budget proposal for inclusion in the general Islands Trust budget, or if the LTC additional operations are related to delegated powers that must be funded through a special property tax requisition: - LTC passes resolution to pursue special property tax requisition to fund the “additional operations” budget proposal: - copy of resolution attached	January	
- LTC requests staff to conduct public consultation on the special tax requisition proposal: - copy of advertisement attached - if public meeting held, minutes of the discussion attached - written summary of public feedback attached	Mid-February	

Staff prepare Request for Decision (RFD) proposed by LTC for March Trust Council binder, requesting a bylaw to authorize a special property tax requisition. The RFD will include an assessment of organizational and other implications, a completed copy of this checklist along with any attached documentation.	February FPC meeting	
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PROGRAM ANALYSIS

Objectives & Measures of Success

The following table outlines the proposed program objectives defined by the Gabriola Housing Matters community group. The objectives listed are not measureable as presented, therefore, it is difficult to determine whether the expenditure of the resources being requested would result in benefits of equal or greater value.

Table 1. Gabriola Housing Matters identified Program Objectives

Objective	Measure of Success
• To ensure that growth on Gabriola is managed and gradual, balancing human and environmental needs to ensure long-term sustainability	TBD
• To ensure the recovery and long-term sustainability of our endangered Coastal Douglas-fir ecosystem	TBD
• To ensure the protection and sustainable management of freshwater resources, and,	TBD
• To ensure a timely supply of affordable, appropriate housing that meets the needs of Gabriolans in a way that minimizes impacts on biodiversity and freshwater sustainability.	TBD
To meaningfully engage with Snuneymuxw First Nation at every stage of program design, from strategic goal-setting and implementation, to monitoring and reporting, to the level that the Nation is willing to engage, and in a manner that honours the Nation's priorities, and that the Trust leverages sufficient budget to create capacity for a sustained engagement.	TBD

Estimated Program Duration

On-going, renewed annually.

Work Breakdown

Partnerships of the type proposed would depend on the interest and capacity of other organizations to participate. Support of the program by Islands Trust staff would depend upon the capacity of the organization overall to devote short-term staff effort to developing and processing a delegation bylaw, implementing a special property tax requisition, hiring a coordinator, and forming a task force as well as the long-term, on-going staff time that would be needed to support this program.

Table 2 below is a rough estimate of the tasks and staffing that would be associated with initiation of a program of the type being proposed. It should be noted that all of the staff listed below have an existing, full workload planned through the end of the current fiscal year. It should also be noted that

assumptions about the formation and on-going staff support of a new joint task force have not been included in the analysis and reporting related to the restructuring of LPS planning staff via the LPS Renewal project. Staff recommend that if a program of this nature is considered that a more thorough short-term and long-term staffing analysis be conducted prior to initiation.

The estimated staffing resource figures are based on the one existing Islands Trust program currently funded by a Special Property Tax Requisition that also operates as an advisory group: the Salt Spring Island Watershed Protection Alliance (SSIWPA). As of 2021, the special property tax requisition associated with SSIWPA has funded a coordinator position with a base salary of approximately \$60,000 a year as well as costs associated with meetings. This has amounted to a cost of approximately \$800,000 over the course of the 8 years that SSIWPA has been in existence. In addition, Islands Trust has contributed approximately \$140,000 out of the general fund in the form of staff time in support of the program.

Contribution of staff time for on-going support of SSIWPA is roughly estimated to be an average of five to seven hours a week. The primary staff person leading this work currently is an Island Planner on the Regional Planning Team. It has been assumed that SSIWPA duties would shift to a different staff person, yet to be determined, once the duties of the Island Planner assigned to the Regional Planning Team are shifted entirely to work on that team starting in November, 2022.

Table 2. Work Breakdown

Sub-project	Tasks	Responsibility	Est. Staff Hours
Delegation bylaw	Drafting bylaw and associated RFDs; publishing in agenda packages	- CAO - Director of LPS - Legislative Services Manager - Leg Clerk	60
	Presenting to LTC, EC, and TC	- CAO - Director of LPS - Island Planner	40
	Legal Review	- CAO - Director of LPS - Legislative Services Manager - Legal Consultant	50
Special Property Tax Requisition Execution (SPTR)	Draft and present RFDs to LTC, EC, and TC	- CAO - Director of LPS - Island Planner - Leg Clerk - Administrative Office Assistant	60
	Include SPTR in budget assumptions and reports to FPC and TC	- Director of Administrative Services - Finance Officer	20
	Reporting / Liaise with Ministries	- Director of Administrative Services - Finance Officer	20

Sub-project	Tasks	Responsibility	Est. Staff Hours
	Public Engagement on Gabriola	- Director of Trust Area Services - Director of LPS - Island Planner - Regional Planning Manager - Leg Clerk - Administrative Office Assistant	120
Hire and Train Coordinator	Draft and process RFP	- RPM - Island Planner - Finance Officer - PSA staff	30
	Train and Orient Coordinator in Islands Trust governance and procedures	- Director of LPS - Director of TAS - Legislative Services Manager - HR Officer - RPM - Island Planner - Administrative Office Assistant	75
Form and support Task Force	Advertising for task force members	- Island Planner - Leg Clerk - Administrative Office Assistant	10
	Book venues and advertise meetings	- Island Planner - Administrative Office Assistant	20
	-Develop training and orientation materials; - Train and Orient	- Island Planner - PTA - Administrative Office Assistant	30
	Attend and support meetings	- Island Planner	On-going
On-going Islands Trust support of Coordinator and Task Force	Manage / supervise coordinator and contract	- RPM - Island Planner	On-going; 5 – 7 hours a week
	Annual budget renewal	- RPM - Island Planner - Director of Administrative Services - Finance Officer	40

Estimated Cost:

- \$7,000 in fiscal year 2021-22 from the LTC Projects line-item for public engagement on Gabriola Island related to a special property tax requisition and legal services review of delegation bylaw;

- \$77,500 annually paid by special tax requisition revenue to pay for coordinator position, First Nation capacity funding, task force venue rental, and meeting materials;
- \$17,000 annually paid for from Islands Trust general fund for on-going Islands Trust staff support of program.

Summary of Staff Recommendations:

1. Identify current, on-going staff work that can be eliminated or postponed to accommodate deeper analysis of the described program;
2. Following identification of staff work that can be postponed, initiate the request for a legal opinion regarding:
 - a. Whether the proposed program is within the authorities eligible for delegation described in Section 8(2) of the Islands Trust Act;
 - b. The requirement for and timing of a delegation bylaw in relation to a special property tax requisition process.

ATTACHMENT(S):

1. Endorsed Project Charter for Gabriola Housing Options and Impacts Project, Phase 2 (HOIRP);
2. Endorsed Project Charter for Density transfer sub-project of HOIRP;
3. Gabriola Island Biocultural and Housing Diversity Project Proposal, dated June 7, 2021;
4. Islands Trust Policy 6.3.2, Special Property Tax Requisition;
5. Islands Trust Policy 6.5.3, Procurement;
6. Estimated work breakdown structure to initiate Joint Task Force through Special Property Tax Requisition.

FOLLOW-UP:

Prepared By: Heather Kauer, Regional Planning Manager, Northern Region

Reviewed By/Date:

Housing Options and Impacts Review Project - Charter v 5.0

Gabriola Island Local Trust Committee

Date: October 2020

Purpose: To increase housing options on Gabriola Island through Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations, in a manner which supports the Object of the Islands Trust, strengthens relations with Snuneymuxw First Nation and builds on the findings of the 2018 Northern Region Housing Needs Assessment

Background: This project builds on the Housing Options Review Project PHASE 1 completed in June 2018, which focused on secondary suites on lots 2 hectares or larger. The second phase of the project will consider a broader range of housing issues, and the potential for increased density on the island to accommodate increased housing options. Support for the Islands Trust's "preserve and protect" mandate, including a focus on indigenous housing needs and protecting the island's groundwater supply/water conservation, is an overarching consideration.

Objectives

- Develop an Engagement Strategy to prioritize consultation methodology and topics.
- Strengthen relations with Snuneymuxw First Nation and incorporate First Nation perspectives into policy/regulatory options.
- Explore opportunities to foster affordable, rental, special needs and seniors housing and associated services on Gabriola Island in collaboration with Snuneymuxw First Nation, the RDN, health and housing service providers and community groups.
- Develop a strategy to address all housing continuum gaps identified in the 2018 Northern Region Housing Needs Assessment Report.
- Ensure proposed policy/regulatory changes are consistent with the Object of the Islands Trust and Islands Trust Policy Statement; Coastal Douglas fir and associated ecosystems protection toolkit and with focus on water protection/conservation and ecological footprint analysis.

In Scope

First Nations Relations and Perspectives

- Establish opportunities to incorporate First Nations perspectives on indigenous housing needs and inter-governmental collaboration for effective decision making.

Affordable/Attainable/Seniors/Special Needs Housing:

- Review definitions of "affordable" and "attainable" housing.
- Review OCP policies respecting affordable, rental, seniors, special needs housing, social needs, social well-being and social development; develop a new 'housing first' policy.
- Review amenity zoning and housing agreements; density bank policies; opportunities for rental zoning.

Secondary Suites:

- Consider secondary suites on lots smaller than 2 hectares.

Multi-dwelling and Mixed Use:

- Consider OCP designations, density provisions, LUB regulations, and Development Permit guidelines for multi-dwelling housing and mixed use buildings.

Build Out Map:

- Review and update the Gabriola Island Build-Out Map.

Out of Scope

- Review of minimum lot sizes for subdivisions.
- Secondary suite provisions for lots 2 hectares or larger (*completed during Phase 1 Project*).
- Review of home occupation regulations.
- Review of marina/live-aboard regulations.
- Review of DP Areas 1 (Tunnel), 2 (Lock Bay Area), 3 (Riparian Areas), 5 (Gabriola Pass Area), 6 (Escarpment Areas), 9 (Light Industrial Use).

Workplan Overview

Deliverable/Milestone	Date
LTC endorses project charter and Terms of Reference for a Housing APC.	Spring 2019 (<i>COMPLETED</i>)
HAPC and Planning staff finalize engagement strategy and HAPC workplan for LTC endorsement.	Winter 2019-20 (<i>COMPLETED</i>)
Assist in the community consultation on the engagement on review topics and review and update the Gabriola Island Build Out Map.	2020 – Spring, 2021
Draft bylaw(s) developed; early referrals and consultation.	Spring, 2021
Legislative process for proposed bylaw(s); adoption.	2021-2022

Project Team	
Island Planner	Project Manager/Planner
Regional Planning Manager	Project Sponsor
Legislative Clerk	Legislative Process/Bylaw Review
Communications /Planner 2	Communications / Planning Support
Housing APC	Community/First Nations Reps
RPM Approval Date: 12/7/18; 22/11/18; 31/01/19; 11/07/19; 27/02/20; 09/10/20; Oct 22, 2020	LTC Endorsement: Resolution # GB-2018-115; GB-2019-013; GB-2019-74; GB- 2020-022; GB-2020-092

Budget:		
Gabriola Housing Options and Impacts Review Project		
Budget Sources:		
Fiscal	Item	Cost
2019-2020	Engagement Strategy development; HAPC facilitation/engagement activity	\$5,000 (Completed)
2020-2021	Public Engagement	\$5,000
2021-2022	<u>Drafting bylaws</u> , Legislative Process (community information meetings; public hearing; advertising);	Spring, 2021-2022 \$3,500
	Total	\$13,500

PROJECT CHARTER WORK PLAN OVERVIEW			
Meeting	Deliverable/Milestone	Target Date	Cost
	Engagement activities; Build-Out Map	March, 2021	\$5,000
April, 2021	Engagement activities report; recommendations for topic prioritization and bylaw amendments	April, 2021	
May, 2021	Draft bylaws intro staff report	May, 2021	
	Early referral to RDN	June, 2021	
July, 2021	1 st Reading of bylaws/ initiation of 60 day referral period/legal review/CIM	July, 2021	\$500
October, 2021	Staff report in re: referrals / legal review	October, 2021	\$2,000
November, 2021	2 nd Reading	November, 2021	
January, 2022	Public Hearing	January, 2022	\$1,000
February, 2022	3 rd Reading / Referral to EC	February, 2022	
	EC	March, 2022	
	Ministry Approval	June, 2022	
July, 2022	Approval	July, 2022	
TOTAL			\$8,500

Housing Options and Impacts Review - Gabriola Island Density Donation Outreach Project

DRAFT Charter v1

Gabriola Island Local Trust Committee

Date: June 17, 2021

Purpose: To identify and work with Gabriola Island land owners who wish to voluntarily donate un-used density from vacant land or parcels with subdivision potential and deposit the density potential into the Gabriola Island Density Bank, for future use in relocating density for affordable housing elsewhere on the island.

Background: The 2021 Gabriola Housing Matters Report and Housing Advisory Planning Commission recommend the Local Trust Committee initiate a streamlined outreach and donation program for Gabriola Island and Flat Top islands property owners to voluntarily reduce their density potential under the condition that the density potential would be deposited in the Density Bank for creating affordable housing elsewhere on Gabriola Island. Over 50 respondents to the 2021 housing survey expressed interest in this type of initiative.

Objectives

- Identify and connect with landowners with vacant land or parcels with subdivision potential;
- Solicit donations of density potential into the Gabriola Density Bank for affordable housing;
- Update density bank with total donations identified.

In Scope

- Community outreach and education in partnership with the ITC/GaLTT 'Nature Stewards' Program and NAPTEP;
- Review of legal tools available for LTC funded processing of donations;
- Update density bank with 707 Park expansion density;
- Update density bank with voluntary donations including from un-developed secondary suites and coordinate all legal options to formalize the donation and review associated costs to be borne by LTC.

Out of Scope

- Expanding the program to Mudge or DeCourcay Islands;

Workplan Overview

Deliverable/Milestone	Date
Mapping analysis of vacant parcels and parcels with subdivision potential. Coordinate mapping needs with Gabriola Lands and Trails Trust – Nature Stewards Program for cost and information sharing opportunities for public outreach summer 2021	June 2021
Design and develop outreach materials, presentation for land owner contact	Summer 2021
Research and compile all process options, legal requirements and costs for the LTC to fund the density donation process on behalf of land owners	Summer 2021
Host an online "density donor clinic" information sharing event and include Nature Stewards Program information	Fall 2021
Prepare necessary legal documents and/or bylaw amendments for LTC consideration	Fall/Winter 2021
Adoption of any covenants or amending bylaws being considered and registration of all necessary documents.	Spring 2022.

Project Team

Island Planner	Project Manager
GIS Technician	Mapping Support
HAPC	Advisory Team
Regional Planning Manager	Supervisor
RPM Approval: Heather Kauer Date: June 17, 2021	LTC Endorsement: Resolution #: 2021-061 Date: June 17, 2021

Budget

Budget Sources:		
Fiscal	Item	Cost
2021-22	Outreach materials, notices and online clinic presentation and Q+A event	\$1,000
	Mapping support	\$500
	Legal review – covenants and/or bylaws	\$2,500
2022-23	Legal fees for registration of covenants pending total # of participants	TBD
	Total	\$8,000

Gabriola Island Biocultural and Housing Diversity Project Proposal

*by: Dyan Dunsmoor-Farley & Tobi Elliott
on behalf of the Housing Advisory Planning Commission
June 7, 2021*

Background

The Gabriola LTC passed a resolution in April 2021 requesting further clarification on the Gabriola Housing Matters Working Group's (HMG) proposed recommendation for the establishment of a governing body that would “oversee the implementation of a suite of actions to manage growth, achieve biodiversity and freshwater conservation objectives, and ensure an adequate supply of affordable housing” for Gabriola Island. This paper offers a broad overview of how a new multi-year, inter-governmental program might work in order to meet the following objectives:

- To ensure that growth on Gabriola is managed and gradual, balancing human and environmental needs to ensure long-term sustainability
- To ensure the recovery and long-term sustainability of our endangered Coastal Douglas-fir ecosystem
- To ensure the protection and sustainable management of freshwater resources, and,
- To ensure a timely supply of affordable, appropriate housing that meets the needs of Gabriolans in a way that minimizes impacts on biodiversity and freshwater sustainability

In addition, mindful of the Islands Trusts' protocol agreement with First Nations, the high priority the Trust has placed on reconciliation, and that reciprocal relationships must be embedded in work within unceded Indigenous territories, the HAPC suggests the program outlined below should also have the following objective:

- To meaningfully engage with Snuneymuxw First Nation at every stage of program design, from strategic goal-setting and implementation, to monitoring and reporting, to the level that the Nation is willing to engage, and in a manner that honours the Nation's priorities, and that the Trust leverages sufficient budget to create capacity for a sustained engagement.

Gabriola Island Biocultural and Housing Diversity Program (BHDP) - An Overview

The Gabriola Island BHDP would be a unique program designed to bridge the historical divide between the community's housing needs and the urgent need to preserve and protect the sensitive ecology of Gabriola Island. The suggested program name builds upon the LTC's

objectives stated in the Housing Options and Impacts Review Project Charter. The term “biocultural diversity” is an emerging approach coming from the fields of anthropology and biology (typically describing the relationships between indigenous culture and biology) and addresses the intersection of cultures, communities and biologically-diverse spaces through a systems lens. A more detailed description of this term is provided on pg. 4 of this paper, but literature suggests this concept application to non-Indigenous communities and lands should be extended, and that it can be a powerful policy-making tool. “Housing diversity” means the types and forms of housing that suits the diverse needs of the island population, without being limited to strictly affordable housing.

Through this program, the LTC would receive advice, resourcing, capacity and/or guidance from Sustaining Partners such as: Snuneymuxw First Nation (SFN), Island Trust Conservancy (ITC), and the Regional District of Nanaimo (RDN) - Area B. As well, the program would be supported by a Joint Task Force on Increasing Gabriola's Biocultural and Housing Diversity. Seats on the task force would include specific sectors reserved for ~2yr terms. There could be 8-12 voting members (reps from all Partners and key community groups) and 2 - 3 non-voting members (paid program consultant, Island planner, minute taker) that support the overall program and provide advice to the LTC. The “joint” nature of the Task force is key, ensuring that the program can be focussed on the three fundamental issues that no single agency or government has been able to address holistically: housing options, biodiversity and freshwater protection, and meaningful engagement with First Nations.

Collaborative and Strategic Action between Four Partners

The RDN, SFN, LTC and ITC would work collaboratively to execute the program objectives over multiple terms, through several smaller short-term projects that also address each agencies' own strategic goals. Sustaining Partners would collaborate to set strategic goals for action, secure funding, supply staff/resourcing, guidance and some capacity components. For example, the program might access the ITC's tools for quantifying biodiversity retention and loss, use its mapping, data and monitoring technology, and in return, the Project could make actionable their top priority projects in their regional conservation strategy to preserve biodiversity, turning a wish list into reality. Other agencies, such as Gabriola Community Economic Development (Chamber of Commerce) may also play a part, both in securing funding and providing input, research and assisting to implement the program's goals.

The program would be mandated by the Gabriola LTC, financed through budget request to Trust Council, with support from grants through the RDN and the Province and other sources. The Trust could dedicate a percentage of staff time for this program - Island Planner, Communication Specialist, Regional Planning Manager, admin staff (minute taker, team assistant) - and an annual program budget for the consultant, task force meetings, SFN capacity funding, etc. The Consultant would be responsible for supporting the task force and executing

the workplan deliverables, in cooperation with the Island Planner. The ITC may wish to dedicate some staff time to ensure its Regional Conservation Strategy goals for Gabriola are incorporated or dovetailed into the program's workplan, and possibly participate in the task force. The RDN and SFN could either designate staff to participate on the Task Force or assist in leveraging access to grants to support the program's smaller projects. The LTC could provide capacity funding to SFN. The program would create significant benefits for each body by leveraging existing research, resources, opportunities for public engagement and collaborating on monitoring progress.

Project Design & Potential Initiatives

The HAPC strongly urges that the Gabriola LTC invite the Sustaining Partners to contribute their ideas at the design and development stage, to scope out the program objectives and opportunities as early in the process as possible, to inform the business case to be presented to Trust Council. This would also assure partners who wish to remain non-partisan that their mandates – particularly respecting the Indigenous perspectives and traditional knowledges about land – will be embedded into the project's values and core from the start.

The program could address a range of initiatives, including, for example:

- working with the RDN to research building codes for tiny or small moveable homes, and green and STEP code building regulations, and implementing recommendations from the RDN's alternative forms of rural development project from the Regional Growth Strategy,
- collaborating with the Islands Trust and Conservancy to set targets for voluntary initiatives to protect the environment on private lands, monitoring island biodiversity and freshwater protection,
- working with SFN on community priorities that could be addressed through a land-based learning initiative, and promote Snuneymuxw traditional knowledges and cultural heritage in specific areas.

These initiatives could be adopted by Trustees and resourced by either the regional planning team for the Islands Trust or the current planning team, or the projects could run concurrently and independently under the Joint Task Force's pre-determined mandate to address housing and biodiversity targets at the local, community and regional level. The program's primary directive would be strategic and collaborative action on all the inter-related and complex issues that require a high degree of collaboration, joint effort and strategic resourcing.

Biocultural Lens

The key learning the HAPC has taken away from the Gabriola Housing Working Group's (HWG) consultation with the community is that the protection of Gabriola Island forests and waters is as highly valued and prioritized as is the need to protect the diversity and wellbeing of

the communities that live here. Highly diverse biological realms are known as healthy spaces, and a diverse population is no less integral to a healthy community. These dual priorities speak directly to the findings of the community research undertaken by HWG, but also have been clear from the decades of unsatisfying tug of war attempting to balance the needs of the community and the ecosystems, a global struggle that is not at all unique to Gabriola. And so we believe this Joint Task Force must use a holistic scientific lens that honours both these priorities, as well as enabling meaningful engagement and collaboration with SFN, allowing us to promote values that are responsive to Snuneymuxw and Coast Salish nations' priorities.

Currently, biologists and social scientists who work at the intersection of biological and human sustainability are trending toward a scientific approach called “biocultural diversity”. This denotes the “inextricable link” between biological diversity and the indigenous and traditional peoples that inhabit them (Cocks, 2006). Coming from the field of biological anthropology, the concept has shifted “towards an emphasis on the tight interlinkages between human societies, particularly their cultural sphere, and the natural and biophysical environment in which they exist” (Hanspach et. al, 2020). Biocultural diversity marries the complex interconnected worlds of social, spiritual, ecology, resource-use, knowledges and cultural aspects of land use. “By acknowledging the inseparable link between nature and culture, the concept has a deeply ingrained systems perspective at its core, thus making it an inherently social–ecological systems view (Liu et al., 2007, as cited in Hanspach et al., 2020).

Cocks (2006) argues that “culturally-conscious programs for conservation of biodiversity” should be extended to rural, urban and non-indigenous communities to “ensure an increased understanding of the role of wild resources in the lives of all users, as well as to identify new approaches to link the continuation of multifaceted cultural practices relating to the use of wild resources with biodiversity conservation.” We believe the Program must be designed through this lens of biocultural diversity. And it could be a very powerful tool in the pursuit for sustainability, “precisely because of its ability to bridge diverse knowledge systems and policy” (Merçon et al., 2019; Sterling et al., 2017, as cited by Hanspach et. al. 2020).

These findings are supported by recent research on Gabriolans' attachment to place in the face of the encroachments of globalization (Dunsmoor-Farley, 2020). These attachments extend beyond an attraction to the physical space to encompass visceral attributes associated with a sense of “sanctuary”, a “bounded space” in which one is “in nature” and understanding the community as a “protective enclave”.

We are not only in a housing crisis, but we are also in a period of eco-crisis exacerbated by rapid climate change. We urge the LTC to take the lead in developing a scientific and culturally-responsive approach with a strong, non-partisan intergovernmental biocultural and housing diversity program, in order to address the challenges and opportunities of both.

References

- Cocks, M. 2006. Biocultural Diversity: Moving Beyond the Realm of ‘Indigenous’ and ‘Local’ People. *Hum Ecol* 34, 185–200. <https://doi-org.ezproxy.royalroads.ca/10.1007/s10745-006-9013-5>.
- Dunsmoor-Farley, D. 2020. *Globalization’s Ruptures and Responses: Lessons from Three BC Communities*. 136-138. <https://dspace.library.uvic.ca:8443/handle/1828/12104>
- Hanspach, J., Hader, L.J., Oteros-Rosas, E., et. al. 2020. Biocultural approaches to sustainability: a systematic review of the scientific literature. *People and Nature* 2. 643-658. <https://besjournals-onlinelibrary-wiley-com.ezproxy.royalroads.ca/share/46ZXUYDA39FSCMYD5WAG?target=10.1002/pan3.10120>



Policy:	6.3.2
Approved By:	Trust Council
Approval Date:	December 10, 2004
Amendment Date(s):	June 16, 2005; September 11, 2013
Policy Holder:	Director of Administrative Services

SPECIAL PROPERTY TAX REQUISITION

Purpose

To permit an individual local trust committee (LTC) to request a special property tax requisition for additional operations that are not included within the general operations of all LTCs. Special property tax requisitions are approved by the Islands Trust Council.

A. Definitions

n/a

B. Policy

1. General

- 1.1 The *Islands Trust Act* provides the Islands Trust Council with the necessary authority to implement a special property tax requisition in respect of a local trust area;
- 1.2 Section 10 of the *Islands Trust Act* enables the Islands Trust Council to delegate additional powers to a LTC and to require that related operations be funded by a special property tax requisition in respect of the relevant local trust area;
- 1.3 A proposed special requisition related to a local trust area must be incorporated into the annual Islands Trust budget bylaw and approved by the Islands Trust Council.

2. Budget Submission

- 2.1 “Additional operations” of a LTC are those activities and programs that are deemed by the Islands Trust Council to be:
 - 2.1.1 Programs or services not offered in all local trust areas;
 - 2.1.2 Enhanced service levels that reflect unique demands or additional powers that Trust Council has delegated to a LTC by bylaw; and
 - 2.1.3 Beyond the capacity of the base budget.
- 2.2 LTCs wishing to propose a specific “additional operation” must ascertain and develop a budget program request, to be presented for preliminary consideration by Trust Council in December of each year.

- 2.3 The proposed program or activity must be within the LTC's jurisdiction pursuant to the *Islands Trust Act* or be within powers delegated to it by Trust Council. Legal advice on that matter may be obtained in accordance with the Islands Trust Legal Advice Policy.

3. Evaluation Criteria

- 3.1 The Islands Trust Council will evaluate and include a LTC's local initiative or program in the preliminary Islands Trust's general budget if any of the following criteria apply:
- 3.1.1 the program is considered to be a base service of the LTC;
 - 3.1.2 the program is a scheduled official community plan review or land use bylaw update; and
 - 3.1.3 the program has Trust-wide implications and benefits.
- 3.2 If none of the above criteria apply or if Trust Council does not approve a LTC funding request, then the LTC can propose a special requisition for its local trust area as a means of funding the proposed program.
- 3.3 Despite section 3.1 and 3.2 of this policy, where a delegation bylaw adopted by Trust Council pursuant to S.10 of the *Islands Trust Act* specifies that all or part of a LTC's operations related to delegated powers are to be funded by a special tax requisition within a local trust area, related requests from a LTC that are included in the preliminary Islands Trust budget must be in accordance with the requirements of the delegation bylaw.
- 3.4 A special property tax requisition will not be considered by Trust Council for an amount totaling less than \$5,000 per LTC.
- 3.5 The process for development and approval of special property tax requisitions is subject to the provisions of Trust Council Policy 6.3.1 – *Budget Process Policy*.

4. Public Consultation

- 4.1 The LTC must solicit feedback from the public in the local trust area, minimally through a mechanism of advertising and otherwise advising the public of the purpose and cost of the proposed special requisition.
- 4.2 The feedback received, if any, must be considered by the Islands Trust Council prior to the final adoption of any bylaw that incorporates the special property tax requisition.

5. Approval

- 5.1 The proposed special property tax requisition must be formally requested by resolution of the LTC before being considered by the Islands Trust Council.
- 5.2 The proposed special requisition will be presented for approval to Trust Council in March of each year.

- 5.3 When presented to Trust Council, the special requisition proposal must be accompanied by a completed Special Property Tax Requisition Checklist in section 7 below.
- 5.4 The special requisition(s) will be included in the Islands Trust budget bylaw and forwarded by the Islands Trust Council to the minister responsible for the *Islands Trust Act* for approval. If the minister approves, the minister will subsequently forward the requisitions to the Minister of Finance, for collection within the relevant jurisdictions.
- 5.5 The Minister of Finance adds a collection fee to the requisition in calculating the amount of the levy to be assessed to property owners.

6. Funds Allocation

- 6.1 Once approved by Islands Trust Council within the annual budget bylaw, the LTC is authorized to undertake the approved initiative at its discretion.
- 6.2 The LTC must not authorize the expenditure of funds, generated through the special property tax requisition, for any purpose other than that for which the requisition was approved.
- 6.3 Any funds, generated through the special requisition, which are unspent at the conclusion of the fiscal year, will be held in reserve for the LTCs use in the subsequent fiscal year to:
- 6.3.1 complete the previously approved initiative or program; or
- 6.3.2 undertake a new program, subject to a further resolution of the LTC to do so.
- 6.4 Unspent funds cannot be used to offset a general property tax requisition.

7. Special Property Tax Requisition Checklist

Budget Submission

Description of Task	Deadline	Date Completed
Local Planning Services staff assigned to LTCs develop “additional operations” budget proposal on behalf of LTCs prior to December Trust Council meeting and submit them to FPC for review.	November FPC meeting	
Director of Local Planning Services presents “additional operations” budget proposals to Financial Planning Committee, with input from LTCs, indicating whether any of the proposed ‘additional operations’ are related to delegated powers and must be funded through a special property tax requisition.	December Trust Council meeting	
Financial Planning Committee makes recommendations to Trust Council regarding budget proposals made by LTCs, identifying	December Trust Council	

- Any that must be funded through a special property tax requisition pursuant to a Trust Council delegation bylaw (e.g. Bylaw 154). - Any other LTC proposals that it recommends be funded through a special property tax requisition, rather than through inclusion in the general Islands Trust budget. Director of Local Planning Services provides additional information to Trust Council about LTC proposals, as needed.	meeting	
If December Trust Council does not approve the LTC “additional operations” budget proposal for inclusion in the general Islands Trust budget, or if the LTC additional operations are related to delegated powers that must be funded through a special property tax requisition:		
LTC passes resolution to pursue special property tax requisition to fund the “additional operations” budget proposal:	January	
- copy of resolution attached		
LTC requests staff to conduct public consultation on the special tax requisition proposal:	Mid-February	
- copy of advertisement attached		
- if public meeting held, minutes of the discussion attached		
o written summary of public feedback attached		
Staff prepare Request for Decision (RFD) proposed by LTC for March Trust Council binder, requesting a bylaw to authorize a special property tax requisition. The RFD will include an assessment of organizational and other implications, a completed copy of this checklist along with any attached documentation.	February FPC meeting	

C. Legislated References

Islands Trust Act, S.10, S.14(3)(c)(iii), and S.47(5)

Islands Trust Council Delegation Bylaw 154, 2013

Islands Trust Council Policy 6.3.2 – *Special Property Tax Requisition*

Islands Trust Council Policy 6.5.1 – *Reserves and Surplus*

Islands Trust Council Policy 7.2.6 – *Municipal Tax Requisition Calculation*

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures n/a



Policy:	6.5.3
Approved By:	Trust Council
Approval Date:	March 25, 1996
Amendment Date(s):	March 29, 2007; December 9, 2009; September 16, 2010; September 11, 2013; March 5, 2014; December 5, 2017
Policy Holder:	Director of Administrative Services

PROCUREMENT

Purpose

In accordance with the *Islands Trust Act*:

1. To set out purchasing procedures that support the costs of operations which the Islands Trust is authorized to recover through property tax requisition under *Section 47(2)* of the *Islands Trust Act*;
2. To set out the responsibilities and accountability associated with the efficient, economical and transparent acquisition of goods and services;
3. To ensure that the most appropriate method of procurement is used to acquire goods and services at the best value including consideration of environment and local economy;
4. To ensure properly delegated purchasing authority is maintained; and
5. To ensure consistency with relevant financial policies, procedures and controls, and to provide linkage to the current operating and capital budgets.

A. Definitions

n/a

B. Policy

1. Delegation of Authority

The Treasurer is accountable for the management of the acquisition of goods and services for the Islands Trust and the implementation of the day-to-day administration of the purchasing policies. To meet this objective, the Treasurer will establish such processes and procedures as are determined appropriate to the efficient and effective operation of purchasing services.

It is the intention of the policy to provide internal control measures through the separation of duties and responsibilities relating to the acquisition of goods and/or services. The tables in Appendix A establishes the signing authority delegation for procurement processes.

Trustees do not have authority to make commitments or indications of preference to a supplier of goods or services, to avoid any real or perceived perception that trustees are improperly influencing a decision of staff to select contractors in accordance with this policy.

Staff with purchasing authority have the following responsibilities:

- Ensure that appropriate approvals have been obtained and are adequately documented.
- Communicate with Administrative Services on anticipated purchasing commitments and creation of service contracts.
- Ensure that no expenditure exceeds approved budgets.
- Ensure that no expenditure is made that is not included in the annual budget.
- Ensure that expenditures are consistent with the required or permitted operations of Islands Trust bodies, as identified in the *Islands Trust Act*.
- Be familiar with the provisions of the Government of British Columbia's Standards of Conduct for Public Service Employees in Government Procurement Processes.

2. Creation of Purchase Orders and Service Contracts

Purchase orders can be created by any employee authorized by the Director, Administrative Services.

Service contracts will be created by the Finance Clerk based on information provided by staff.

3. Regular Disbursements

Expenditures occurring on a monthly or recurring basis and disbursed in the same, or similar, amounts do not require an approved purchase order or service contract. These expenditures will be approved by the Director, Administrative Services, as required. Example expenditures of this type would be rent, telephone charges and BC Mail.

4. Legal Services

The Chief Administrative Officer (or designate) will manage all legal matters through an organizational process. The process involves on-going monitoring of legal costs, monitoring of legal services quality, and regular reporting to Trust Council.

The Chief Administrative Officer will determine if expenditures require review or approval by the Executive Committee or Trust Council.

5. Financial Assistance to Community Organizations and Other Groups or Individuals

Financial assistance to community organizations or other groups or individuals is only permitted if made by the Islands Trust Council, its delegate, or the Executive Committee acting on its behalf, pursuant to Section 8(2)(h) of the *Islands Trust Act* which states that Trust Council may:

- “(f) engage in activities to gain knowledge about the history and heritage of the trust area and to increase public awareness, understanding and appreciation of its unique amenities and environment,*
- (g) conserve heritage property.”*

Local Trust Committees may not provide financial assistance to community organizations or other groups or individuals unless Trust Council has, by bylaw, delegated its authority under Section 8(2)(h) of the *Islands Trust Act*.

6. Disclosure of Contracts

If a trustee (or a person who has been a trustee in the previous six months) has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by Section 107 of the *Community Charter*.

If a staff member has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by the Code of Conduct of the Public Service Agency of BC.

7. Local Trust Committee Expenses

7.1 Disbursements must only be made as authorized by Part 4 of the *Islands Trust Act* and typically include the following:

7.1.1 Advisory Planning Commission expenses (meeting and secretarial costs)

7.1.2 LTC meeting costs including advertising, hall rental, external facilitation costs, and secretarial costs

7.1.3 Local mail-outs and/or trustee newsletters

7.1.4 Open house costs

7.1.5 Purchases of goods or services that support the land use planning and regulatory operations of the LTC.

7.2 Disbursements must be made in accordance with the budget allocation, be processed via the Trust's financial system, and comply with all financial policies and procedures; including use of purchase orders or service contracts where required, and appropriate approvals by the Treasurer and/or designate;

7.3 Any disbursement over \$500 which is to be charged against the local trust committee expense budget, with the exception of those items noted in Section 7.1.1 through 7.1.4 above, should be approved by resolution of the LTC;

7.4 Expenditures cannot exceed the annual budget allocation provided to each local trust committee by Trust Council. However, if a local trust committee anticipates extraordinary costs they should approach the Executive Committee to request a budget adjustment;

7.5 Trustee travel and other expenditures must comply with Islands Trust Policy 7.2.3, Trustee Travel Policy and Procedures; and

7.6 Trustee expenses related to attendance at training and/or conferences must comply with Islands Trust Policy 6.12.1, Trustee Training/Conference Attendance.

8. Competitive Process

The table in Appendix A establishes the dollar limits for different types of competitive processes.

An individual project with a total value greater than \$25,000 that will be completed over more than one fiscal year will require a formal competitive process with a Request for Proposal.

A competitive process can be held at the discretion of the Manager with budget authority, even if the estimated value of the goods or services falls below the dollar thresholds in Appendix A.

All competitive processes must be coordinated by the Finance Officer to ensure that best competitive practices are followed.

When a direct award is made, staff are still expected to obtain goods and services at the best available price, while taking into consideration the quality and followup service available (if applicable) for the goods and services. To expedite routine or regular purchases, a qualified vendors' list may be established. Vendors on the qualified vendors' list will be selected in accordance with established procedures.

9. Direct Awards

If one or more of the following circumstances exist, the Chief Administrative Officer, in conjunction with the Director of Administrative Services, determines whether to approve a purchase by direct award:

- The requirement is valued at less than \$25,000.
- An emergency exists and requirements cannot be satisfied in time by means of a competitive process.
- A process delay would interfere with Islands Trust's ability to maintain security or order, or to protect human, animal, or plant life or health.
- The required service is confidential.
- There is a single supplier that clearly provides the best value in the circumstances of a particular purchase.
- Where the competitive process is impractical because of the need to obtain unique third party skills, there is a requirement for contractor continuity, or there is a strong case for the cost effectiveness of maintaining a current contractor for a specific task.
- For work to be performed on or about a leased building that may be performed only by the lessor or the lessor's approved suppliers.
- The Islands Trust receives grant funding on behalf of a third party who initiated the project or funding request, and is named in the funding proposal. In this circumstance, the

Director of Administrative Services may, at his or her discretion, directly award a contract to the third party, a contractor, or community group, after confirming the chosen contractor or community group demonstrates the capability and qualifications to complete the work funded by the grant. If the work is being conducted on behalf of a local trust committee, the proposed work must be within the legislated role of the local trust committee (*Islands Trust Act, Section 24*).

- For projects covered under a partnership agreement, where the Islands Trust is not the only source of funds and the other funding source(s) has already selected the contractor. In this circumstance, the Director of Administrative Services may, at his or her discretion, directly award a contract to the selected contractor after confirming the contractor demonstrates the capability and qualifications to complete the work.

10. Selection Criteria

In a competitive process, selection criteria shall be established before a competitive process is posted. The selection criteria should consider all the relevant factors in a purchasing decision including, price, quality, qualifications, delivery time, quality of the response, environmental and social policy considerations, local purchasing and any other factors as determined by the Manager with budget authority for the purchase.

A local trust committee may request that the Regional Planning Manager provide the selection criteria for their review prior to posting the competition.

All details of the selection process shall be retained by the Finance Clerk.

11. Consultant Evaluations

A firm's performance is assessed for services based on the quality of the project in terms of how successfully it fulfils the stated objectives for the project. In the case of studies and briefs, where there is no built work involved, the product refers to the actual work produced by a consultant. Quality of 'services' assesses the firm's ability to manage and deliver professional services in a comprehensive, effective, reliable and timely manner throughout each stage of the project.

12. Contract Renewals

Once a competitive process is held (where required) and a vendor selected, contracts may be signed with the selected vendor to allow for renewal periods of up to five years, provided that satisfactory service continues to be received. At the completion of the renewal period, a new competitive process should be held, if required by the Purchasing Policy in place at the time.

A competitive process for a particular business service can be delayed for up to one year at the discretion of the Chief Administrative Officer if high quality service is being provided at a reasonable price by the current service provider.

13. Fiscal Year

Contracts should not extend beyond the end of the current fiscal year-end to provide for budget approvals. Should the situation arise where this is required, approval by the Chief Administrative Officer is required.

14. Environmental Considerations

When making purchases every effort will be made to select suppliers whose environmental practices are consistent with those of the Islands Trust.

Environmental considerations include such things as the suppliers' efforts towards recycling; use of environmentally friendly products; and manufacturing goods from recycled or recyclable materials.

In addition, purchases of equipment and supplies should have Canadian content wherever possible, practical and economical.

15. Social Policy Considerations

When making purchases every effort will be made to select suppliers whose products or services align with the attributes of social procurement policy.

Social procurement considerations include contributions towards a stronger local economy; enhancing the number of local jobs; and enhancing community arts and culture infrastructure.

16. Local Purchasing Considerations

When making purchases every effort will be made to purchase local goods and services including:

- Local food procurement – Islands Trust staff engaged in the purchase of food for operational needs will ensure that when practical, both operationally and economically, at least 40% of purchases will be local. Suppliers will be made aware of this policy and will be encouraged, again where practical, to increase the availability and variety of local foods. “Local” is defined as food that is produced within British Columbia, with preference given to items produced in the Islands Trust Area or on Vancouver Island.
- Community Stewardship Awards – Islands Trust staff engaged in procuring Community Stewardship Awards, or other awards that from time to time may be required, will ensure that awards represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area.
- Contractors and service providers with a presence in the Islands Trust Area, and/or whose employees reside in the Islands Trust Area.

17. Staff Travel and Training

Travel expenses are submitted via Islands Trust Expense Claim. All those claiming expenses are expected to ensure that the most cost effective method of travel is provided. Approved Expense Claims are considered equivalent to an approved purchase order or service contract.

Training requests are approved via an authorized “Training/Conference Request Form” (see Policy 8.2.1, Staff Training and Conference Attendance). All staff travel and training requests must be approved by the appropriate Manager.

Managers have the responsibility to ensure all Employee Expense Claims are in accordance with established processes (i.e., BCGEU travel allowance chart).

C. Legislated References

Islands Trust Act

BC Government Purchasing Handbook

Ministry of Finance Core Policy 6.0 Purchasing

Islands Trust Policy 8.2.1, Staff Training and Conference Attendance

Islands Trust Policy 6.12.1, Trustee Training/Conference Attendance

Islands Trust Policy 7.2.3, Trustee Travel Policy and Procedures

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

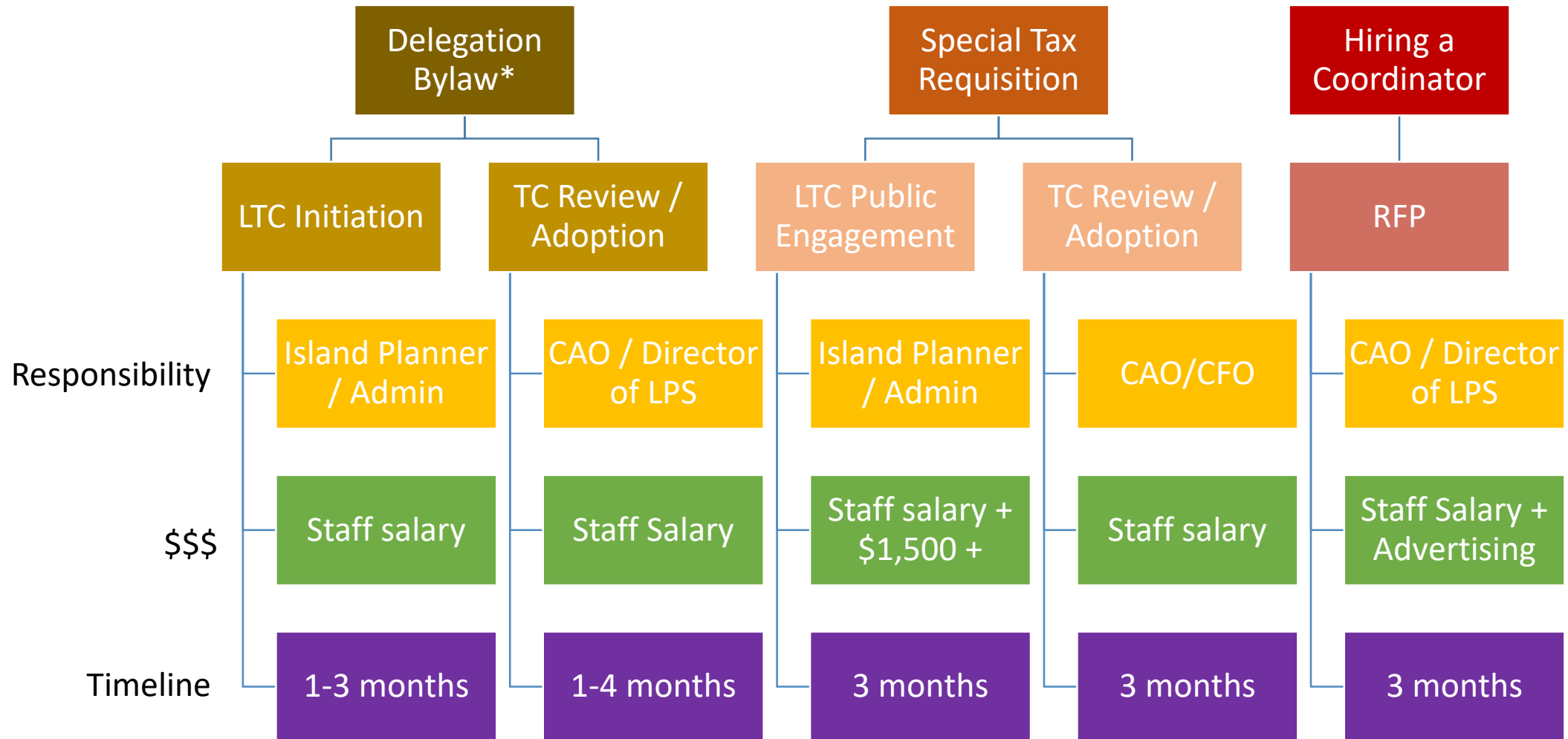
Appendix A – Method of Procurement and Approval Authority

APPENDIX A – METHOD OF PROCUREMENT AND APPROVAL AUTHORITY

COMMITMENT MATRIX October 10, 2017						
	Commitment/ Spending \$ Level	Commitment Type	Number of Quotes	Method of Purchase	Document Submitted to Finance	Special Conditions
1	<\$100	Petty Cash	One	Verbal, in person	Petty Cash Reconciliation	Receipt Required with payment claim - record purpose of purchase on receipt
2	<\$500	Petty Cash, Corporate Credit Card	One	Verbal, in person	Petty Cash or Corporate Credit Card Reconciliation	Receipt Required with payment claim - record purpose of purchase on reconciliation
3	<\$5,000 per item or aggregate	Service Contract or Purchase Order	One	Verbal or written quote from one or more known vendors	Invoice	Approval of Invoice with indication of Project Code if any including indication that services/goods were received as ordered
4	\$5001to \$25,000 per item or aggregate		Request at least Three	Verbal or written quote from at least Three known vendors. If no "known" vendors then formal competitive process ITQ or RFP	Invoice	
5	>\$25,001per item or aggregate		Public Process	Appropriate Competitive process - RFP/ITQ	Invoice	
All Direct Award Service Contracts or Purchase Orders over \$10,000 must be approved by the Chief Administrative Officer						

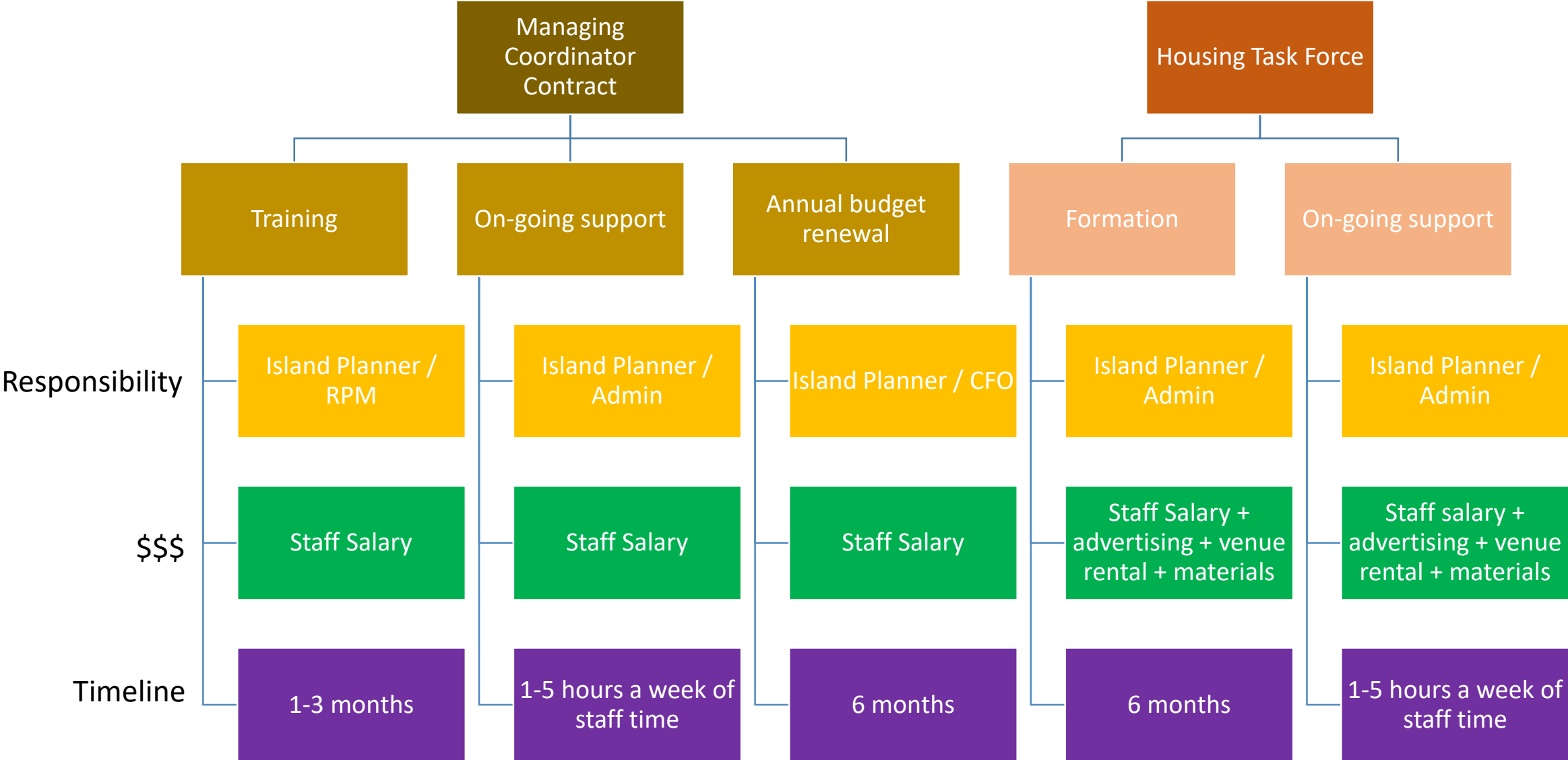
SIGNING AUTHORITY MATRIX October 10, 2017										
Position Type of Decision	Commitment Type	Executive Committee	Chief Administrative Officer	Treasurer (Director of Administrative Service)	Director (Local Planning Services and Trust Area Services)	Corporate Secretary (Manager of Legislative Services)	Regional Planning Manager	Manager - (Manager of Islands Trust Fund, Manager of Information Systems, Executive Coordinator)	Supervisor (Finance Officer and Employee Services Coordinator)	
1 Authorization of Purchase of Services or Goods	Petty Cash, Corporate Credit Card Charge, Purchase Order or Service Contract to be done when required by policy	N/A	Greater than \$300,000 or direct award greater than \$30,000	Up to \$300,000	Up to \$25,000	Up to \$30,000	Up to \$30,000	Up to \$5,000	Up to \$500	
2 Authorization of new Positions	Email approval prior to initiation of hiring process	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	
3 Authorization to fill vacant positions or changes to existing Positions	Offer Letter	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	
4 Authorization of Training Request prior to registration or travel bookings	Training Request Form	N/A	Greater than \$50,000 or for any amount for training outside of the Province of BC	Up to \$50,000 - Training within Province of BC	Up to \$30,000 - Training in the Province of BC	Up to \$30,000 - Training in the Province of BC	Up to \$30,000 - Training in the Province of BC	Up to \$30,000 - Training within the Province of BC		
5 Authorization of Travel and Expense reimbursements	Expense Form	N/A	Greater than \$50,000 or for any amount for travel outside of the Province of BC	Up to \$50,000 - Travel within Province of BC	Up to \$30,000 - Travel within Province of BC	Up to \$30,000 - Travel within Province of BC	Up to \$30,000 - Travel within Province of BC	Up to \$30,000 - Travel within Province of BC	N/A	
6 Authority to sign Grant Agreements or Memorandum of Understanding with external parties	Contract	N/A	Greater than \$300,000	Up to \$300,000	Up to \$25,000	N/A	N/A	N/A	N/A	
7 Authority to sign Contracts with external parties with no monetary implications	Contract	N/A	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	N/A	
8 Authority to sign Project Charter	Contract	N/A	Greater than \$300,000	Up to \$30,000	Up to \$30,000	Up to \$5,000	Up to \$5,000	N/A	N/A	
9 Authority to sign Legal Services requests	Legal Services Request	N/A	Greater than \$300,000	Up to \$300,000	Up to \$25,000	Up to \$30,000	Up to \$30,000	Up to \$5,000	N/A	
10 Authority to sign Lease/Rental Agreements	Agreement	N/A	Greater than \$300,000	Up to \$300,000	N/A	N/A	N/A	N/A	N/A	
11 Authority to release LTC project funds from the LTC Project Reserve Fund	Agreement	Greater than \$20,000	Up to \$20,000	Up to \$20,000	N/A	N/A	N/A	N/A	N/A	

Gabriola Housing Task Force Program Setup



*SSIWPA delegation bylaw 154 took 1 year to process from initiation to adoption

Program Implementation: on-going / renewed annually



Islands Trust Draft Bylaw No. 183 - Policy Statement - Agency Referral

Group Type	Organization Name	Contact/Position	Address	Sent Date	Response Date	Referral Response
Islands Trust Bodies	Bowen Island Municipality	Daniel Martin, Manager Planning & Dev; Liam Edwards; Bonny Brokenshire	Box 279 Bowen Island, BC V0N 1G0	2021-07-22 email 2021-09-14 email 2021-10-28 email	2021-11-24	• Please see substantive response.
Islands Trust Bodies	Gambier Island LTC	Becky McErlean, Legislative Clerk/Deputy Secretary	700 North Rd Gabriola Island, BC V0R 1X3	2021-07-22 email	2021-11-18	• That the Gambier Island Local Trust Committee defer a response to the referral until the Trust-wide engagement process has been substantially completed.

ISLANDS TRUST BODIES

From: Becky McErlean
Sent: Monday, November 22, 2021 4:13 PM
To: Daniela Murphy
Subject: GM response to TC BL183

November 18, 2021 LTC Meeting:

“That the Gambier Island Local Trust Committee defer a response to the referral until the Trust-wide engagement process has been substantially completed.”

Becky McErlean

Legislative Clerk | Deputy Secretary
Islands Trust

700 North Road | Gabriola BC V0R 1X3

T 250-247-2206 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421



Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

I am humbly thankful to live and work in the treaty lands and territories of the BOKÉĆEN, K'ómoks, Lək'wəḡən, Lyackson, MÁLEXEŁ, Qualicum, Quw'utsun Tribes, scəwəḡən məsteyəxʷ, Scia'new, səlilwətaʔt, SEMYOME, shishálh, Skw̓xwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SÁÁUTW, Stz'uminus, ʔaʔəmen, toq qaymıxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁŁP, WSIKEM, Xeláltxw, Xwémalhkwx/ʔop qaymıxʷ, and xʷməḡkʷəy̓əm.



Peter Luckham
Chair, Islands Trust
200 – 1627 Fort Street
Victoria, BC V8R 1H8

November 24, 2021

Re: Referral Response to the Islands Trust Draft Policy Statement “Islands 2050”

Dear Chair Luckham,

Thank you for the opportunity to review and respond to the Islands Trust Draft Policy Statement. The Policy Statement is an important, far reaching policy tool with significant implications for all communities within the Islands Trust. Bowen Island Municipality (BIM) recognizes the importance of reviewing and updating the Policy Statement to ensure it more adequately reflects the needs of islanders today.

At a Committee of the Whole on November 2, 2021, BIM staff presented their finding from reviewing the Draft Policy Statement to BIM Council. BIM Council’s feedback was incorporated into this formal referral response letter, which was approved by BIM Council at the Regular Council meeting on November 22, 2021.

The response is broken into two sections, and follows this introductory letter:

1. Section 1 provides general over-arching comments.
2. Section 2 provides specific comments to specific policy statements.

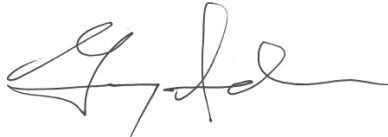
I understand that the timeline for this work has shifted such that it is unclear at this point when the first reading of the Draft Policy Statement might occur. I also understand that as a result of concern over the level of public engagement conducted to date, the Islands Trust has or will be hiring professional services to assist in a more comprehensive public engagement initiative over the coming months. I look forward to learning more about how this engagement process will unfold and how Bowen Island will be involved. I understand that this engagement process, and the shifting timeline will likely result in amendments to the Draft Policy Statement, and I want to be clear that this formal referral response is limited to what is before us at this point in time. It is imperative that BIM is provided ample time to consider further amendments to provide meaningful feedback.

It is important for the Islands Trust to know that both Metro Vancouver and Translink are undergoing similar long-range planning exercises at the same time as this Islands Trust work. While there are synergies and opportunities to ensure alignment through these three important long-range planning initiatives, it needs to be recognized that BIM staff have limited capacity and require sufficient time for thoughtful and meaningful engagement and

responses on all three initiatives. I trust you will take this into consideration when presenting the next iteration of the Draft Policy Statement.

I want to take a moment to thank all the staff and Trustees at the Islands Trust for their efforts on this important project. I look forward to learning more about the next steps and how this response helps shape the future of the Islands Trust's updated Policy Statement.

Kind regards,



Mayor Gary Ander
Bowen Island Municipality

CC: Russ Hotsenpiller
Chief Administrative Officer
Islands Trust
rhotsenpiller@islandstrust.bc.ca

Clare Frater
Director Trust Area Services
Islands Trust
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Liam Edwards
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Daniel Martin
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Jerry Dobrovolny
Commissioner/
Chief Administrative Officer
Metro Vancouver
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Sean Galloway
Director Regional Planning Officer
and Electoral Area Services
Metro Vancouver
sean.galloway@metrovancouver.org

SECTION 1 – GENERAL COMMENTS

- 1.1 BIM is pleased to see the improved support and recognition of and engagement with First Nations. Respecting that First Nations are best positioned to comment on how they are represented in this document, BIM makes a friendly suggestion that less repetition of First Nation consideration throughout the document, and more prominence at the beginning might be worth considering.
- 1.2 BIM suggests avoiding the use of generic terms and providing a glossary or definitions section for any terms that might need further clarification. Examples include, but are not limited to: small-scale, sustainability, carrying-capacity, etc.
- 1.3 BIM requests a thorough analysis of all the times the word “shall” is used and requests that the Islands Trust provides a table identifying the policy number, policy name, policy summary and specific requirements that “shall” be carried out.
- 1.4 BIM does not wish to see an increase to the Islands Trust tax requisition as a result of a Policy Statement update.

SECTION 2 – SPECIFIC COMMENTS

- 2.1 Housing – BIM has three primary concerns related to the new housing provisions:
 - 2.1.1 Clarification is required on how new housing policies align with the core mandate to preserve and protect the Trust Area and its unique amenities and environment.
 - 2.1.2 BIM recommends reconsideration of including housing policies, or at least recognize that as an Island Municipality, BIM already has sufficient jurisdictional authority in this space and is able to work closely with other housing entities; BIM feels these new policy provisions will result in a duplication of effort.
 - 2.1.3 BIM is concerned that these new policy provisions will result in significant operating cost increase for the Islands Trust and the tax requisition for BIM.
 - 2.1.3.1 No cost implications or analysis has been provided for these, or any policy amendments.
- 2.2 Desalination - BIM suggests the removal of the proposed ban on desalinization plants.
 - 2.2.1 BIM Staff have identified that desalination within the context of scarce freshwater resources may be the most ecologically sensitive approach. Climate change impacts may well enhance the need for desalination in the future.

Advances in technology and management practices may mitigate concerns regarding energy demand and ecosystem impacts.

- 2.3 Docks - BIM recommends the proposed policy banning docks recognizes that Island Municipalities have their own authority and ability to regulate such matters and be exempt from this policy.

- 2.3.1 BIM currently has dock regulations in place through our Land Use Bylaw.

- 2.4 *Hard Shores - BIM recommends the proposed policy banning hard shores identify the ability for exemptions and flexibility on this issue.*

- 2.4.1 Being an island necessitates some shoreline hardening for access and other needs, for example ferry terminals or boat launches.

- 2.5 Oil Tanker Traffic – BIM recommends the policy banning oil tanker transit through Trust area waters reflect that some transit may continue to be required in the short run.

- 2.5.1 It is not reasonable to relocate existing fuel depots that require oil tankers to transit Trust area waters (e.g. Cherry Point Fuel Depot on Vancouver Island, or the Port of Vancouver).

- 2.6 Clear Cutting – BIM recommends considering the use of the term “industrial scale logging” for the proposed policy on banning clear cutting.

- 2.6.1 BIM is concerned that there may be instances where tree clearing is necessary and thus recommends being more specific about the activities it intends to address.

- 2.7 Tree Cutting Authority – BIM recommends removal of this policy; or at a minimum that in recognition that Island Municipalities currently have this authority under the Community Charter (Section 8(3)(c), limited by Section 50-52), the policy exempts Island Municipalities.

- 2.7.1 BIM is concerned about concurrent authority conflicts.

- 2.8 Wildfire Protection – BIM recommends that any policies on wildfire protection need to consider unique approaches relative to individual biogeoclimatic zones.

- 2.9 Species at Risk – BIM recommends that policy provisions to support the protection of species at risk is expanded beyond aquatic species to include all biota.

2.10 Microplastics – BIM recommends that policies that aim to reduce and remove microplastics are specifically developed and proposed in the new Policy Statement.

2.11 Section 4.3.7 (previously Section 4.2.7) – BIM recommends the removal of “retain large land holdings” from this policy directive. For ease of reference the policy directive is copied here:

Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, retain large land holdings and parcel sizes to enable sustainable forest harvesting practices and direct the location of roads and utility corridors to minimize the fragmentation of forests.

2.12 Finfish Farms – BIM recommends that the policy be amended to allow for land-based and/or closed containment finfish aquaculture. BIM also recommends further clarity be provided on what the policy position is regarding other aquaculture practices.

2.13 Ferries – BIM recommends that the policy statement be expanded to advocate for both enhanced foot passenger and bike capable ferry services.

On 11/18/2021 1:32 PM, DICK VARNEY wrote:

November 18, 2021

Dear Peter Luckham, Chair Islands Trust Council & Lasqueti Trustee

I had been a farmer on Lasqueti then became a Registered Professional Forester (RPF), including two periods as an extension forester. I am retiring now and believe I have learned a lot and I am still learning. I have seen many times that environmental legislation over time does not produce the original goal of such legislation. Forestry is more complex than most people think and especially forestry on private land. I have done three small harvests and been unwilling to harvest at another time (due to scale & economics at that time) of my land on Lasqueti.

I would like to point out some warnings about the issue with tree cutting & forestry “Development Permit Areas”.

I am surprised that no one has complained to the Association of BC Forest Professionals that the Galiano “tree cutting & removal” bylaw and “development permit area 3” was developed to regulate rate of harvest and I believe is overseen by non-RPF’s. I believe your planning staff do not have the expertise of a RPF. There also does not seem to be public information on the criteria that will be used to evaluate how such a “Development Permit” application will be reviewed and what is a “sustainable forest management strategy”. This is all really about laws and I am not a lawyer, but something to be aware of if it comes up.

At this time your correspondence with higher levels of BC government, appears to show that you are most concerned about tree cutting and regulation of potential harvests on private Managed Forest (MF) land in the Trust area. There are a minimum of three other categories of forested land within the Islands Trust jurisdiction, of which two have fewer environmental regulations or limiting conditions on what landowners can do during & after a harvest than MF landowners. You should also consider that restricting tree cutting may not provide the best protection in the CDF because there has been over 100 years of fire prevention and regeneration that has created over-dense conditions in the CDF.

So, if the Islands Trust was to get jurisdiction to regulate cutting of trees or forests; such regulating personal would need to be done by persons qualified, under the new Professional Governance Act & Forest Professionals Regulation, such as a RPF. *I use RPF because the other types of registrants under the FOREST PROFESSIONALS REGULATION, would probably not be qualified.* This is also true about the 2021 Island Trust Strategic Plan. I would like to point out that you need qualified persons to implement or advise on Section 1. Land Stewardship with strategy 1.2 and 1.4.

RPF or other qualified persons must operate under the ABCFP Code of Ethics and Professional Conduct, have their work peer reviewed, and write only Professional Rationals to support/explain their works; to name a few of the main conditions of being a RPF. So, then the Islands Trust may hire RPF’s, but the many factors a RPF must consider within their work may be a bigger stumbling block to using a “Development Permit Area” to restrict harvesting than you believed (my opinion).

I am not saying Islands Trust area forest stewardship cannot be improved, or should not be improved, but is regulation the answer? To preserve and protect the CDF ecosystem is important to most people, but few understand the importance of fire for this ecosystem, especially after a 100 years of fire prevention. The many different sizes of properties also complicates tree cutting and forest regulation

because of the multiple levels of public interest a RPF has to consider (ecosystem, stewardship, economics, & many levels of social/ public interest). What is protection and preservation? What are we protecting; today's forest conditions after 100 years of fire suppression or should we be restoring to "say" 1850 forest conditions? How do we restore 6 to 40 year fire return intervals with our population density? What about reconciliation and respect of indigenous management practices on the land? Is a tree cutting regulation possible within all our other landowner rights? And maybe last, is the tools one chooses going to achieve the goal, considering all the natural variables?

I am soon to be a Retired RPF, but I will try to answer any further questions you might have about what I have written. I can also point you to others whom could answer your questions about reserved rights of Foresters in BC. I also believe there are other better ways to accomplish your goals.

The Acts and regulations I used above, point out that only qualified persons can provide advice and services about reserved practice matters:

- Professional Governance Act
- Forest Professionals Regulation 1. & 4.
- Foresters Act (definitions)

Truly,

Dick Varney, RPF soon (RET) as of Nov 20
Landowner on Lasqueti [REDACTED]

-----Original Message-----

From: Ian Middleditch <[REDACTED]>
Sent: Tuesday, November 16, 2021 8:47 PM
To: Paul Brent <[REDACTED]>; [REDACTED]; Trustees <Trustees@islandstrust.bc.ca>;
john.horgan.MLA@leg.bc.ca
Cc: Peter Luckham <pluckham@islandstrust.bc.ca>; murray.rankin.MLA@leg.bc.ca;
MAH.minister@gov.bc.ca
Subject: Response to By-law 183

I wish to express my extreme opposition to Bylaw No. 183. There is so much wrong with it I hardly know where to begin. First there has been insufficient community input. Second, even our own elected trustees seem blindsided by it and to keep this short, I will finish with the issue closest to my heart. I have been making most of my living from cutting trees on virtually every island in the trust area for nearly forty-eight years, as both a logger and the principal of my own tree service business. I believe we should treat property owners as responsible adults who can make their own decisions regarding tree cutting on their own land. This is not downtown Vancouver or Victoria and property owners should not be saddled with onerous fees for various consultants before they can hire me to remove a tree that is blocking their sun or view. Even though some owners may seem to go over board in their actions, the vast majority will not and the net effect on the ecology of the islands will be less than negligible. In the fifty one years since I first came to this island, the most abusive land use I've seen has been the recent clear cutting of a large portion of the First Nations' land on Saturna. Perhaps the Trust's time could be put to better use lobbying them to clean up the mess before we have a catastrophic fire because of it. And, while I'm on that topic, perhaps they could also lobby Parks Canada to access the vast area of land they own with roads that could be used to knock down the fuel load and provide a means to fight the catastrophic fire that will sooner or later occur there. Water bombers and helicopters are not always available and not always hugely effective in fighting fire.

Thank you for your indulgence in reading this letter.

Ian Middleditch, Saturna Island.



Top Priorities Report

Executive Committee

1. *Islands Trust Act Amendments*

Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect. (Strategic Plan 5.1)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 26-Oct-2016

2. *Update Islands Trust Policy Statement*

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process. Project charter approved February 26, 2020. (Strategic Plan 3.1, 4.4 , 5.6, 5.7)

Responsible

Clare Frater

Dates

Target: 15-Sep-2022

3. *Climate Change Emergency*

Matters pertaining to Islands Trust declaring a climate change emergency. (Strategic Plan 3.1)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 05-Jun-2019

4. *Business Response to COVID-19*

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

Responsible

Russ Hotsenpiller

Dates

Rec'd: 15-Apr-2020

Top Priorities Report

Executive Committee

5. *First Nations Reconciliation*

Implementation of the Reconciliation Action Plan. (Strategic Plan Items 4.5 & 4.6)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 02-Sep-2020

5. *Preserve and protect marine ecosystems*

Continue advocacy re: Freighter Anchorages, Trust Council added freighter anchorages to the list of Executive Committee list of top priorities. (Strat Plan Item 2.1)

Responsible

Clare Frater

Dates

Rec'd: 11-Mar-2021



Projects Report

Executive Committee

1. *Development of an Islands Trust Communications Strategy*

Including development of a new website. (Strategic Plan Item 4.2)

Responsible

Clare Frater

Date Received

30-Aug-2017

2. *Marine Advocacy*

Associated with i.) impact of commercial activities on Southern Resident Killer Whales SRKW (Strat Plan Item 2.1), ii.) oil spills and iii.) anchorages.

Responsible

Clare Frater

Date Received

02-Sep-2020

3. *Broadcast Public Meetings*

Develop the capacity to broadcast public meetings of Local Trust Committees, Council Committees and Trust Council. (Strategic Plan Item 4.1)

Responsible

Clare Frater
Julia Mobbs
Russ Hotsenpiller

Date Received

02-Sep-2020

4. *Improve Communications about the Islands Trust*

Related to Strategic Plan Items 4.1 & 4.2

Responsible

Clare Frater

Date Received

30-Aug-2017

5. *NAPTEP regulation changes to increase the percentage of tax exemption*

Strategic Plan Item 1.3

Responsible

Clare Frater
Kate Emmings

Date Received

02-Sep-2020



Projects Report

Executive Committee

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

Responsible

Date Received

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

16-Aug-2017

7. *Strengthen relations with First Nations*

Responsible

Date Received

MMIWG Calls for Justice Resolutions (Strategic Plan Item 4.6)

21-Oct-2020

1. All staff required to take training related to cultural safety in keeping with the Missing and Murdered Indigenous Women and Girls Calls for Justice.

2. That staff plan education on the Missing and Murdered Indigenous Women and Girls Calls for Justice for trustees and senior staff.

4. Staff to include information about the Missing and Murdered Indigenous Women and Girls Calls for Justice and cultural safety in staff and trustee orientation materials.

5. Draft amendments to the Communications Policy and the Advocacy Policy to address the Missing and Murdered Indigenous Women and Girls Calls for Justice.

8. *Strengthen relations with First Nations*

Responsible

Date Received

Develop a policy regarding referral responses where there is a known archeological site. (Strategic Plan Item 4.7)

26-May-2021

Projects Report

Executive Committee

9. <i>Governance</i>	Responsible	Date Received
Related to Section 5 of the Strategic Plan The possibility of utilizing Section 8(2)(e) of the Islands Trust Act. Responsibilities of trust council: 8(2)For the purpose of carrying out the object of the trust, the trust council may (e) make recommendations to the Lieutenant Governor in Council respecting the determination, implementation and carrying out of policies for the preservation and protection of the trust area and its unique amenities and environment -		21-Jul-2021