



Executive Committee Agenda

Date: December 15, 2021
Time: 9:00 am
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1. Introduction of New Items	
2.2. Approval of Agenda	
3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING (None)	
4. ADOPTION OF MINUTES	
4.1. November 30th draft minutes	4 - 8
5. FOLLOW UP ACTION LIST AND UPDATES	
5.1. Follow Up Action List/Director/CAO Updates	9 - 15
5.2. Local Trust Committee Chair Updates	
5.3. Islands Trust Conservancy Liaison Update	
6. BYLAWS FOR APPROVAL CONSIDERATION	
6.1. Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 35 - RFD	16 - 28
THAT the Islands Trust Executive Committee approve Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 35, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Fees Bylaw, 2021", in accordance with Section 27 of the <i>Islands Trust Act</i>.	
7. TRUST COUNCIL MEETING PREPARATION	
7.1. Executive	
7.1.1. Roundtable review Nov/Dec Trust Council	
7.1.2. Trust Council Business Decision Highlights	29 - 29
7.1.3. Trust Council Follow-up Action List	30 - 40
7.2. Local Planning Services	
7.3. Administrative Services	
7.4. Trust Area Services	

8.	EXECUTIVE COMMITTEE PROJECTS	
8.1.	Trust Council Initiated	
8.1.1.	Executive	
8.1.1.1.	Council Committee Appointments - Discussion	
8.1.2.	Trust Area Services	
8.1.2.1.	History Heritage and Conservation Grant Application Gabriola Historical & Museum Society - RFD	41 - 44
	That Executive Committee authorize a History, Heritage and Conservation grant of \$5,000 to Gabriola Historical & Museum Society in support of their application to embark on a major Reconciliation project developing and renewing the museum's "Snuneymuxw Village of the Ancestors" to create a dedicated space on the museum grounds.	
8.1.2.2.	AVICC/UBCM Resolution Selection - RFD	45 - 53
	That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2022 convention for Executive Committee's consideration in January 2022.	
8.1.2.3.	Draft Communications Strategy - Briefing	54 - 84
8.1.2.4.	Trust Programs Committee, Chair Morrison re: TPS amendments - Discussion	
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.	Mayor Gary Ander to Honourable Katrine Conroy re Request for a prohibition of recreational motorized vehicles on Mount Gardner letter dated December 3, 2021	85 - 90
10.2.	J. Garza email dated December 3, 2021 re Community climate action in Islands Trust	91 - 92
10.3.	Invitation to Oceans Protection Plan Forum and newsletter dated December 6, 2021	93 - 103

10.4.	Salish Sea Ecosystem Conference Early Bird Registration Open	104 - 105
11.	WORK PROGRAM	
11.1.	Review and amendment of current work program	106 - 110
12.	NEXT MEETING	
	The next Executive Committee meeting is scheduled for January 12, 2022.	
13.	CLOSED MEETING (None)	
14.	ADJOURNMENT	



Executive Committee Minutes of Regular Meeting

Date: November 30, 2021
Location: Coast Victoria Hotel, Gonzales Room
146 Kingston Street
Victoria BC, V8V 1V4

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (CAO)
Clare Frater, Director, Trust Area Services (DTAS)
David Marlor, Director, Local Planning Services (DLPS)
Lori Foster, Executive Coordinator/Recorder

Other: One member of the public attended the webinar

The in-person meeting was livestreamed, recorded, and available for electronic public attendance.

1. CALL TO ORDER

At 10:07 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 recognizing the Lekwungen speaking Peoples traditional territory of Esquimalt and Songhees First Nations where the meeting was being held.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items - None

2.2 Approval of Agenda

By general consent, the agenda was adopted as presented.

2.2.1 Agenda Context Notes

Presented for information as indicated.

3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING

Chair Luckham reported 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.

4. ADOPTION OF MINUTES

4.1 November 17, 2021 draft minutes

By general consent, the November 17, 2021, Executive Committee minutes were adopted as presented.

5. FOLLOW UP ACTION LIST (FUAL) AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller spoke to:

- Circulating to trustees, the November 17th briefing on the tree protection/breakout session from September Trust Council,
- At the opening of Trust Council, rescinding resolution without meeting (RWM) TC-RWM-2021-005 then pass a new unanimous resolution that 11 council members may participate electronically.

Directors Marlbor and Frater spoke to FUAL items and each gave a director's report.

Discussion followed on:

- Bill 29, an amendment to the *Interpretation Act*, that all provincial laws uphold the rights of Indigenous people,
- The model fees bylaw, community amenity and community benefit,
- Working with Metro (Vancouver) 2050 regarding referrals.

5.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs gave updates on recently attended meetings.

5.3 Islands Trust Conservancy Liaison Update

Municipal Trustee/Vice Chair of Islands Trust Conservancy Fast noted that the Trust Council agenda package contains the most recent report on page 478.

6. BYLAWS FOR APPROVAL CONSIDERATION – None

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive – None

7.2 Local Planning Services

7.2.1 Business Case for Gabriola Local Trust Area Biocultural and Housing Diversity Program – RFD

Director of Local Planning Services (DLPS) Marlor spoke to the request for decision (RFD) sent as a late item for consideration to forward to Trust Council. Correspondence regarding this item had also been received for consideration to forward to Trust Council.

Vice Chair Rogers provided context that the business case was requested in July but hadn't been received until now.

EC-2021-170

It was Moved and Seconded,

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.

CARRIED

EC-2021-171

It was Moved and Seconded,

That the email correspondence received related to the "Gabriola Local Trust Area Biocultural and Housing Diversity Program" be forwarded to Trust Council.

CARRIED

EC-2021-172

It was Moved and Seconded,

That any correspondence related to the Housing Equity and Workforce Shortage Crisis - Trustee RFD be forwarded to Trustees.

CARRIED

7.3 Administrative Services – None

7.4 Trust Area Services

7.4.1 Policy Statement Amendment Project Update – attachment

Director of Trust Area Services (DTAS) Frater spoke to item.

EC-2021-173

It was Moved and Seconded,

That staff forward pages 67-74 of the Executive Committee agenda package to Trust Council as part of the Policy Statement Amendment Project update.

CARRIED

8. EXECUTIVE COMMITTEE PROJECTS – None

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 - None

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

By general consent, forward to the Islands 2050 mailbox.

10.2 I. Middleditch email dated November 16, 2021 re Response to Bylaw 183

By general consent, forward to the Islands 2050 mailbox.

11. WORK PROGRAM

11.1 Review and amendment of current work program

12. NEXT MEETING

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

13. CLOSED MEETING – None

14. ADJOURNMENT

By general consent, at 11:02 a.m., the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder

DRAFT



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 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	Completed
5 EC adopted its 2022 meeting dates as presented, posted to the website - DONE. Executive Committee resolved to meet electronically for two-thirds of its remaining term and reduce the Executive Committee meeting budget 2022/2023 to \$5,000.	Russ Hotsenpiller	Meeting: 27-Oct-2021 Target: 15-Dec-2021	In Progress

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
6 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
7 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
8 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.	Russ Hotsenpiller	Meeting: 30-Nov-2021 Target: 01-Dec-2021	Completed
9 That the email correspondence received related to the "Gabriola Local Trust Area Biocultural and Housing Diversity Program" be forwarded to Trust Council.	Russ Hotsenpiller	Meeting: 30-Nov-2021 Target: 01-Dec-2021	Completed
10 That any correspondence related to the Housing Equity and Workforce Shortage Crisis - Trustee RFD be forwarded to Trustees.	Russ Hotsenpiller	Meeting: 30-Nov-2021 Target: 01-Dec-2021	Completed
11 That staff forward pages 67-74 of the Executive Committee agenda package to Trust Council as part of the Policy Statement Amendment Project update.	Russ Hotsenpiller	Meeting: 30-Nov-2021 Target: 01-Dec-2021	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Executive Committee

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
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

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



Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
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 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	Completed

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
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



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
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
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

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
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	Completed
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	Completed
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 request staff to collaborate with provincial staff to develop, deliver, and promote a webinar on groundwater licensing.	Clare Frater	Meeting: 17-Nov-2021 Target: 12-Jan-2021	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
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	Completed

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
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



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 6500-20
(New Fees Bylaw)

DATE OF MEETING: December 15, 2021
TO: Islands Trust Executive Committee
FROM: Heather Kauer, Regional Planning Manager
SUBJECT: Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) –
Bylaw No. 35

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 35, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Fees Bylaw, 2021", in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) has referred Bylaw No. 35 (Attachment 4) to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

None.

Financial

None.

Policy

None.

Implementation/Communications

Communication to the **Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands)** regarding the Executive Committee decision by **March 16, 2022**.

Other

None.

PURPOSE

Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 35, cited as "Executive Committee Acting as a Local Trust Committee (**Ballenas – Winchelsea Islands**) Fees Bylaw, 2021" (Attachment 4) is intended to adopt the model fees bylaw attached to Trust Council policy 5.6.1 "Application Processing Services."

BACKGROUND

Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 35

- **November 30, 2021** EX LTC regular business meeting: the LTC gave **Bylaw No. 35 first, second and third reading** and requested staff to forward to the Executive Committee for approval.

Issues Relating To Provincial Interest

None.

Issues Relating To First Nation Interest

none

Issues Relating To Resources and Enforcement

None.

Public Comments

None.

Staff Comments

None.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]
- Islands Trust Policy 5.6.1 Application Processing Services

Submitted By:	Heather Kauer , MPA, RPP, MCIP, AICP Regional Planning Manager	December 9, 2021
Concurrence:	David Marlor, MCIP, RPP	December 9, 2021

	Director, Local Planning Services	
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ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. EC Policy Checklist
4. EX LTC Bylaw No. 35



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Executive Committee

Bylaw No.: EX-035

Bylaw Type: Fees Bylaw

Date of resolution referring bylaw to Executive Committee: 30-Nov-2021

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: EX-035

Trust Area: Executive Committee
Type: Fees Bylaw
Bylaw No.: EX-035
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 30-Nov-2021

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web:

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: ,

Date:

File complete and ready for Public review: No

Public Hearings:

Location:
Proofread By:

Legal Paper:
First Publish Date:

Second Publish Date:

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:

Delivery Notices:
Date Public Hearing Held:

Second Reading Date: 30-Nov-2021

Third Reading Date: 30-Nov-2021

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 30-Nov-2021

Reading: 30-Nov-2021

Third Reading

PROPOSED

EXECUTIVE COMMITTEE ACTING AS A LOCAL TRUST COMMITTEE (Ballenas – Winchelsea Islands)

BYLAW NO. 35

A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications.

WHEREAS Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections; Section 41 of the *Liquor Control and Licensing Act* and Section 35 of the *Cannabis Control and Licensing Act* provides that a local government may, by bylaw, impose fees for referral of a license under that Act;

NOW THEREFORE the Executive Committee Acting as a Local Trust Committee (**Ballenas – Winchelsea Islands**),, being the Local Trust Committee having jurisdiction in respect of the Executive Committee Acting as a Local Trust Committee (**Ballenas – Winchelsea Islands**), in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

Citation

- 1.1 This bylaw may be cited as the "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Fees Bylaw, 2021".

Interpretation

- 2.1 In this bylaw:

"Applicant" means:

- 2.1.1 the person authorized under the Executive Committee Acting as a Local Trust Committee (**Ballenas – Winchelsea Islands**) Development Procedures Bylaw No. 33, 2016 to make an application in respect of a bylaw or permit under the *Islands Trust Act* or Part 14 or Part 15 of the *Local Government Act*;
- 2.1.2 an applicant for a license under the *Liquor Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.3 an applicant for a license under the *Cannabis Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.4 an applicant for subdivision review under the *Land Title Act* or the *Strata Property Act*;
- 2.1.5 an applicant for the conversion of a previously occupied building to strata lots under the *Strata Property Act*;
- 2.1.6 an applicant for a soil deposit permit or soil removal permit issued pursuant to a bylaw enacted under Part 14 of the *Local Government Act*; or
- 2.1.7 an applicant to a board of variance established under Part 14 of the *Local Government Act*.

PROPOSED

“Application Processing Fee” means the initial amount payable to the Islands Trust in respect of any application under this bylaw.

“Community Benefit” refers to an application that results in provision of an amenity that is of value to the community, and identified in the Official Community Plan as a community amenity

“General Service Cost” includes average hourly cost of each staff position involved in processing the applications multiplied by the average number of hours taken to complete processing of that type of application, and includes administrative overhead costs..

“Estimated Direct Costs” for bylaw amendments listed in Table 1 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including:

1. newspaper advertising for one community meeting,
2. notifications, postal and delivery costs of statutory notifications for one public hearing,
3. rental of premises for one community meeting meetings and/or one public hearing,
4. contract minute-taker costs recording or preparation of minutes of one community meeting and/or one public hearing and,
5. staff travel expenses for one site visit, one community meeting and one public hearing.

“Estimated Direct Costs” for temporary use permits listed in Table 2 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including

1. one newspaper advertisement, notifications, postal and delivery costs of statutory notifications for one community meeting,
2. rental of premises for one community meeting,
3. contract minute-taker costs recording or preparation of minutes of one community meeting, and
4. staff travel expenses for one site visit, one community meeting.

“Islands Trust” means the Director of Local Planning Services or their authorized representative.

Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4, the applicant must deliver to Islands Trust the corresponding application processing fee in the amount shown in Column 2 subject to section 4. The application fee includes general service costs and estimated direct costs.

TABLE 1 – Bylaw Amendments (OCP and Zoning Bylaw	
Column 1: Type of Application	Column 2: Fee
Major (e.g. change to density or OCP)	\$7,800
Minor (e.g. regulation change without changing density or OCP amendment)	\$4,600

PROPOSED

TABLE 2 – Permits	
Column 1: Development Permit in Respect of:	Column 2: Fee
1. Protection of Natural Environment, Ecosystems and Biological Diversity	\$1,000
2. Protection of Development from Hazardous Conditions (Development Area DP6)	\$1,000
3. Protection of Farming	\$1,000
4. Objectives for Form and Character	\$1,700
5. Objectives to Promote Energy Conservation	\$1,000
6. Objectives to Promote Water Conservation	\$1,000
7. Objectives to Promote the Reduction of Greenhouse Gas Emissions	\$1,000
8. Development Permit Amendment	\$1,000
Type of Development Variance Permit	
9. Development variance permit (commercial, industrial or institutional development)	\$1900
10. Development variance permit (residential development)	\$1900
Type of Temporary Use Permit	
11. Temporary Use Permit (residential/commercial/industrial)	\$2150
12. Temporary Use Permit for residential uses or commercial uses under 95 square metres that provide community benefit.	\$1000
13. Temporary Use Permit Renewal	\$700
14. Temporary Use Permit Renewal (Community Benefit)	\$350
Other Permits	
15. Heritage Alteration Permit	\$1,700
Combination Applications	
16. Development Permit in respect of a protection area or water and energy conservation in combination with a companion application for a Development Variance Permit	\$2,500
17. Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit	\$3,000

PROPOSED

TABLE 3 – Subdivision Referrals	
Column 1	Column 2: Fee
1. Application for Subdivision Review – base fee	\$1,100
2. Application for Subdivision Review – per additional lot created	\$110
3. Application for Subdivision Review – parcel line adjustments only, creating no additional parcels	\$500

TABLE 4 – Other Applications	
Column 1: Type of Application	Column 2: Fee
1. Board of Variance	\$2,200
2. Land Use Contract amendment	\$2,000
3. Liquor & Cannabis Regulation Branch – Retail License Application and Process and referrals requiring local government consultation	\$1,500
4. Liquor & Cannabis Regulation Branch – Temporary License Change	\$500
5. Strata Conversions	\$1,500

4. Fee for After-the-Fact Application

- 4.1 An application for a permit or bylaw amendment to authorize work or an activity already undertaken, or in operation as of the date the application is made, the rate in 3.1 will be subject to a 20% surcharge.

5. Collection and Refund of Application Processing Fee Amounts

- 5.1 The total application processing fee must be received before the processing of the application can begin.
- 5.2 An applicant may withdraw their application at any time through written notice to the Planning Assistant and/or the Planner responsible for processing the application.
- 5.3 If an applicant withdraws an application before staff undertakes any planning work on the application, the Islands Trust must refund to the applicant the Application Fee, less \$100.
- 5.4 For an application in Table 1, or a Temporary Use Permit in Table 2, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned by the regional planning manager to the planner; 50% refund if the first staff report has been submitted to the LTC; 25% refund once public notice of a public hearing or permit has been sent out, no refund will be provided after a Public Hearing or after consideration of the Permit by the local trust committee.
- 5.5 For applications in Table 2 (except for Temporary use Permit applications), Table 3 and Table 4, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned to the planner; no refund will be provided if the first staff report has been submitted to the LTC, Board of Variance, or formal referral response submitted to the relevant agency.

PROPOSED

6. Extraordinary Service Costs (ESC)

- 6.1 Extraordinary Services Costs will be paid by the Applicant through a cost recovery agreement, entered into with Islands Trust, in addition to the application processing fee.
- 6.2 Where legal work is required for the preparation of covenants, registration of covenant at Land Title Offices, registration of notice of a permit or housing agreement at the Land Title Office or for other purposes related to the application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.3 Where site visits involving First Nations are required for the processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.4 Where there may be need for additional community information meeting or public hearing not covered by the application processing fee, staff will provide the Applicant with an estimate of costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.5 Where other additional costs beyond the general service costs and estimated direct costs not specified above are required for processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.6 If the amount paid by Islands Trust in respect of Extraordinary Service Costs is less than the deposit provided to the Islands Trust, the Islands Trust shall provide the Applicant with the amount and the applicant shall pay the amount upon receipt. The local trust committee may withhold the consideration of issuance of any permit or hold the consideration of adoption of any bylaw in abeyance until the amount has been paid.
- 6.7 Islands Trust must refund the unused portion of any Extraordinary Service Costs deposit to the applicant if it is unused for any reason.

7. Annual Fee Increases

- 7.1 Fees in section 3.1 increase by 2% on April 1st of each year following the date of adoption of the bylaw.
- 7.2 The Executive Committee Acting as a Local Trust Committee (**Ballenas – Winchelsea Islands**) will maintain a record of annual 2% increases and make that record available for public inspection.

PROPOSED

8. Application Fee Sponsorship

- 8.1 Pursuant to Islands Trust Policy 4.1.13, Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications, an applicant may apply to the Executive Committee of Islands Trust for development application fee sponsorship.

9. Severability

- 9.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

10. Repeal

- 10.1 "Executive Committee Acting as a Local Trust Committee (**Ballenas – Winchelsea Islands**) Fees Bylaw No. 33, 2016" is repealed upon adoption of this bylaw.
- 10.2 Any application for which a fee has been fully paid at the time this bylaw comes into force shall be processed to completion in accordance with the fee provisions of the repealed bylaw.

READ A FIRST TIME THIS 30TH DAY OF NOVEMBER , 2021
READ A SECOND TIME THIS 30TH DAY OF NOVEMBER , 2021
READ A THIRD TIME THIS 30TH DAY OF NOVEMBER , 2021

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ , 202X

ADOPTED THIS _____ DAY OF _____ , 202X

CHAIR

SECRETARY



Islands Trust Council Highlights November 30 – December 2, 2021

The following is a list of [agenda](#) and [addendum](#) highlights of Trust Council's activities and decisions during its November 30 – December 2, 2021. These highlights are not the official minutes of the Trust Council meeting; Trust Council will adopt those at its March 8-10, 2022, being held in Nanaimo. Recordings are posted to the website through the [calendar tool](#).

Draft Budget 2022/23

Council approved a draft budget with a 5.16% increase for local trust areas and 10.7% increase for Bowen Island Municipality. Public consultation on the draft budget will begin in January. Comments may be emailed to budget@islandstrust.bc.ca Council is scheduled to adopt its budget in March 2022.

Housing Equity and Workforce Shortage Crisis

Trust Council affirmed a housing equity and workforce shortage crisis exists in many of the islands within the Trust-area and referred a list of recommendations to the Regional Planning Committee for further consideration.

Draft Freshwater Sustainability Strategy

Council received the strategy and forwarded it to the Regional Planning Committee for policy development.

Natural Area Property Tax Exemption Program (NAPTEP) Certificate Issued

Two NAPTEP certificates were issued, one on North Pender (1 ha), the other on Lasqueti (11.35 ha) protecting ecosystems and plant habitat on the applicants property.

Community Stewardship Awards Program

After a hiatus, the [program](#) was reinstated beginning January 2022. Further announcements are pending.

Administrative Policy Reviews

Council adopted amended policies 2.1.2., Standards of Conduct and 5.5.1., Bylaw Compliance and Enforcement in addition to giving third reading to amendment Bylaw 183 Trust Council Meeting Procedures Bylaw.

Trust Council 2022 Meeting Schedule

The following dates and locations were adopted: March 8-10 in Nanaimo, June 21-23 held electronically, September 20-22 held electronically, November 1-3 in Victoria and December 6-8 electronically.

Disposition of Delegations

Council resolved action or follow-up on all 6 delegation presentations to Trust Council. Delegates will be notified of council outcomes.

Staff Awards

The Innovation Award was presented to David Marlor, Director of Local Planning Services and the Legacy Award to Carmen Thiel, Legislative Services Manager, recognizing their dedication and work contributions to Islands Trust this year.



Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Kate Emmings Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 31-Dec-2022	In Progress
2 That Islands Trust request the Province enhance the Trust's jurisdiction over tree cutting bylaws to make its jurisdiction equal to that of municipalities under section 8 of the Community Charter.	Russ Hotsenpiller	Meeting: 16-Sep-2020 Target: 08-Mar-2022	In Progress
3 Trust Council approved a comprehensive performance review of the Islands Trust's governance, management and operations.	Russ Hotsenpiller	Meeting: 03-Dec-2020 Target: 31-Mar-2022	In Progress
4 That Trust Council prioritize public engagement tools and approaches as a priority topic for future learning opportunities.	Russ Hotsenpiller	Meeting: 21-Sep-2021 Target: 08-Mar-2022	In Progress
5 That Trust Council adopt the following meeting dates and locations for its 2022 schedule: March 8-10 - Nanaimo, June 21-23 - electronic, September 20-22 - electronic, November 1-3 - Victoria and December 6-8 - electronic.	Russ Hotsenpiller	Meeting: 30-Nov-2021 Target: 01-Jan-2022	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
6 The Governance Review report be received by Committee members and all trustees on February 7, 2022, as a confidential document and be received in-camera with the consultants at the March council meeting for release immediately following.	Russ Hotsenpiller	Meeting: 01-Dec-2021 Target: 08-Mar-2022	In Progress

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.	Carmen Thiel David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 08-Mar-2022	In Progress
2 That Trust Council approve the Islands 2050 Phase 3 Public Engagement Project Charter scenario 3 and approve a budget of an additional \$82,000, consisting of an additional transfer of \$62,000 from the general revenue surplus fund and the remainder to be funded by any reallocation of funds from the approved 2021/2022 budget to support implementation.	Clare Frater Julia Mobbs	Meeting: 22-Sep-2021 Target: 23-Mar-2022	In Progress



Follow Up Action Report

Trust Council

Director, Administrative Services

Activity	Responsibility	Dates	Status
3 Amend the draft budget as resolved by resolutions and forward for public consultation. That the Climate Indicators Project for \$25,000 be included in the Islands Trust 2022/2023 draft budget. That the \$15,000 for the Hornby Island Official Community Plan Review be put back into the 2022/2023 draft budget.	Julia Mobbs	Meeting: 03-Dec-2021 Target: 08-Mar-2022	In Progress

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 08-Mar-2022	In Progress
2 Staff to work with the Regional Planning Committee to review policies and fees related to the Agricultural Land Commission Exclusion Regulation which comes into effect October 1, 2020.	David Marlor	Meeting: 15-Sep-2020 Target: 08-Mar-2022	In Progress
3 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.	Carmen Thiel David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 08-Mar-2022	In Progress



Follow Up Action Report

Trust Council

Director, Local Planning Services

Activity	Responsibility	Dates	Status
4 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.	Clare Frater David Marlor	Meeting: 10-Mar-2021 Target: 08-Mar-2022	In Progress
5 That Trust Council repeal Policy 5.6.1 "Application Process Services", Policy 5.6.2 "Cost Recovery Agreements", and Policy 5.6.3 "Extraordinary Processing Services Guidelines" and replace them with Policy 5.6.1 "Application Processing Services".	David Marlor	Meeting: 09-Jun-2021 Target: 08-Mar-2022	In Progress
6 That Trust Council request all local trust committees to consider adoption of a new application processing fees bylaw based on the model fees bylaw attached to Policy 5.6.1 "Application Processing Services".	David Marlor	Meeting: 09-Jun-2021 Target: 08-Mar-2022	In Progress
7 Trust Council refer the Residential Floor Area report back to the Regional Planning Committee and request that the report incorporate the work being done on North Pender and South Pender and to update the report to identify environmental benefits .	David Marlor	Meeting: 22-Sep-2021 Target: 23-Mar-2022	In Progress
8 That Trust Council forward the "Shoreline Protection Model Bylaw Report" dated March 2021 to local trust committees and Bowen Island Municipality for information.	David Marlor	Meeting: 22-Sep-2021 Target: 08-Mar-2022	In Progress

Follow Up Action Report

Trust Council

Director, Local Planning Services

Activity	Responsibility	Dates	Status
9 That Trust Council invite local trust committees and Bowen Island Municipality to advise the Regional Planning Committee if they intend to undertake policy or regulatory amendments based on the recommendations in the "Residential Floor Area Ratio Model Bylaw Report" or the "Shoreline Protection Model Bylaw Report."	David Marlor	Meeting: 22-Sep-2021 Target: 08-Mar-2022	In Progress
10 Trust Council request that the Regional Planning Committee add to its work program the development of an Islands Trust Freshwater Sustainability Strategy policy document and recommendations for implementation of the Freshwater Sustainability Strategy.	David Marlor	Meeting: 02-Dec-2021 Target: 08-Mar-2022	In Progress
11 That Trust Council adopt revised Policy 5.5.1 Bylaw Compliance and Enforcement as presented in (attachment 1.)	Carmen Thiel David Marlor	Meeting: 02-Dec-2021 Target: 08-Mar-2022	In Progress
12 Trust Council request that the Regional Planning Committee add to its work program the development of an Islands Trust Freshwater Sustainability Strategy policy document and recommendations for implementation of the Freshwater Sustainability Strategy.	David Marlor	Meeting: 02-Dec-2021 Target: 08-Mar-2022	In Progress
13 That the Trustee RFD referred resolution, as amended re: Housing Equity and Workforce Shortage Crisis be sent to Regional Planning Committee	David Marlor	Meeting: 02-Dec-2021 Target: 08-Mar-2022	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Kate Emmings Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 31-Dec-2022	In Progress
2 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 08-Mar-2022	In Progress
3 That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land, subject to Bowen Island's Municipality First Nations consultation.	Clare Frater	Meeting: 17-Jun-2020 Target: 08-Mar-2022	In Progress
4 Cooperate and work with Dr. Tara Martin's delegation re data sharing of Coastal Douglas-fir.	Clare Frater	Meeting: 17-Jun-2020 Target: 08-Mar-2022	In Progress



Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
5 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater	Meeting: 03-Dec-2020 Target: 31-Dec-2021	In Progress
6 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.	Clare Frater David Marlor	Meeting: 10-Mar-2021 Target: 08-Mar-2022	In Progress
7 That the Islands Trust Council request the Secretary issue a Natural Area Protection Tax Exemption Certificate (NAPTEP) for the covenanted portion of the property on North Pender Island described as "3209 Armadale Road, Parcel Identifier 029-414- 890, and 3210 Clam Bay Road, Parcel Identifier 000-543-527" subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater	Meeting: 09-Jun-2021 Target: 08-Mar-2022	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
8 That Trust Council approve the Islands 2050 Phase 3 Public Engagement Project Charter scenario 3 and approve a budget of an additional \$82,000, consisting of an additional transfer of \$62,000 from the general revenue surplus fund and the remainder to be funded by any reallocation of funds from the approved 2021/2022 budget to support implementation.	Clare Frater Julia Mobbs	Meeting: 22-Sep-2021 Target: 23-Mar-2022	In Progress
9 That Trust Council direct staff to develop policy guidance for sponsorship of Natural Area Protection Tax Exemption Program (NAPTEP) applications and return to Trust Council for further review and approval.	Clare Frater Kate Emmings	Meeting: 22-Sep-2021 Target: 23-Mar-2022	In Progress
10 That Trust Council request staff to 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: 22-Sep-2021 Target: 08-Mar-2022	In Progress
11 That Trust Council request staff to prepare correspondence for the Chair to the appropriate ministries affirming Trust Council support for the location of a dedicated Emergency Response Towing Vessel in Sidney, B.C.	Clare Frater	Meeting: 22-Sep-2021 Target: 08-Mar-2022	In Progress
12 Trust Council approved the Nighthawk Hill NAPTEP Expansion Application and the Livingstone Forest NAPTEP Certificate for issuance.	Clare Frater	Meeting: 02-Dec-2021 Target: 08-Mar-2022	In Progress



Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
13 That the Islands Trust Council reinstate the Community Stewardship Awards Program beginning January 2022 and update policy 2.1.11 that the program be offered every 4 years	Carmen Thiel Clare Frater	Meeting: 02-Dec-2021 Target: 08-Mar-2022	In Progress
14 Disposition of Delegations: That the Chair write a letter to 'Transport Canada to take action on air pollution and dumping from vessels; Staff to review the language used in the website and publications to ensure accuracy regarding the extent of the Coastal Douglas-fir ecosystem, with consultation with Province of BC staff experts as necessary; Forward items 7.1.1 and 7.1.5 to the Trust Policy Statement Review.	Clare Frater	Meeting: 02-Dec-2021 Target: 08-Mar-2022	In Progress

Legislative Services Manager

Activity	Responsibility	Dates	Status
1 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.	Carmen Thiel David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 08-Mar-2022	In Progress
2 That staff be directed to draft amendments to the Trust Council Meeting Procedures Bylaw 101 regarding electronic regular meetings once anticipated legislative changes are approved.	Carmen Thiel	Meeting: 09-Jun-2021 Target: 08-Mar-2022	In Progress



Follow Up Action Report

Trust Council

Legislative Services Manager

Activity	Responsibility	Dates	Status
3 That procedures for Trust Council Section 13 Resolutions without Meeting section 4.3.3.4 be deleted. That the matter of deleting section 3.1 offends the principle of an RWM, an is referred back to senior staff.	Carmen Thiel	Meeting: 22-Sep-2021 Target: 08-Mar-2022	In Progress
4 That the Standards of Conduct 2.1.2 Policy item 2.6, "As an elected official, respect local autonomy and refrain from becoming publicly involved in the local politics or controversial issues that are local in nature in an area outside a local trust area or island municipality that they represent unless the local political issue could affect other Local Trust Areas or the Trust as a whole" be deleted; and That Trust Council adopt amended (as contained in agenda package), Policy 2.1.2 Standards of Conduct (attachment 1) as amended by the above resolution.	Carmen Thiel	Meeting: 30-Nov-2021 Target: 08-Mar-2022	In Progress
5 Amendment Bylaw 183 given 3rd reading and forwarded for adoption by RWM to amend Trust Council Meeting Procedures Bylaw 101.	Carmen Thiel	Meeting: 30-Nov-2021 Target: 08-Mar-2022	In Progress
6 That Trust Council adopt revised Policy 5.5.1 Bylaw Compliance and Enforcement as presented in (attachment 1.)	Carmen Thiel David Marlor	Meeting: 02-Dec-2021 Target: 08-Mar-2022	In Progress
7 That the Islands Trust Council reinstate the Community Stewardship Awards Program beginning January 2022 and update policy 2.1.11 that the program be offered every 4 years	Carmen Thiel Clare Frater	Meeting: 02-Dec-2021 Target: 08-Mar-2022	In Progress



Follow Up Action Report

Trust Council

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Kate Emmings Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 31-Dec-2022	In Progress
2 That Trust Council direct staff to develop policy guidance for sponsorship of Natural Area Protection Tax Exemption Program (NAPTEP) applications and return to Trust Council for further review and approval.	Clare Frater Kate Emmings	Meeting: 22-Sep-2021 Target: 23-Mar-2022	In Progress

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** December 15, 2021

From: Trust Area Services **Date Prepared:** December 9, 2021

SUBJECT: History, Heritage and Conservation Grant Application – Gabriola Historical & Museum Society

RECOMMENDATION: That Executive Committee authorize a History, Heritage and Conservation grant of \$X,000 to Gabriola Historical & Museum Society in support of their application to embark on a major Reconciliation project developing and renewing the museum’s “Snuneymuxw Village of the Ancestors” to create a dedicated space on the museum grounds.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: This application is consistent with Trust Council’s Policy 2.1.14 [History, Heritage and Conservation Grants in-aid] and furthers the reconciliation principles of the Islands Trust by increasing the awareness of First Nations history and heritage in the Trust Area, and supports the guiding principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP Article 15.2¹ and Article 31² and subsequently the Declaration on the Rights of Indigenous Peoples Act.

- 1 **PURPOSE:** To provide Executive Committee with a grant application received for the History, Heritage and Conservation Grant-in-Aid program
- 2 **BACKGROUND:**

The History, Heritage and Conservation Grant-in-Aid program is to support and give financial assistance to communities, societies, organizations, First Nations and/or Indigenous People living on the islands to engage in activities to gain or provide understanding about the history and heritage of the Islands Trust Area and increase public awareness, understanding, and appreciation of the history and heritage under Section 8(2)(h) of the *Islands Trust Act*.

On June 27, 2021 Islands Trust received an application for the History, Heritage and Conservation Grant-in-Aid from Gabriola Historical & Museum Society. Due to staff error, it has not been provided to the Executive Committee until now. Staff have offered an apology to the applicant, and advised that their application would be forwarded to Executive Committee on December 15, 2021. Staff also advised the applicants that the grant in aid form currently on the webpage, that does not function properly, will be fixed, and apologized for this inconvenience.

¹ Article 15.2. States shall take effective measures, in consultation and cooperation with the indigenous peoples concerned, to combat prejudice and eliminate discrimination and to promote tolerance, understanding and good relations among indigenous peoples and all other segments of society

² Article 31.1. Indigenous peoples have the right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions, as well as the manifestations of their sciences, technologies and cultures, including human and genetic resources, seeds, medicines, knowledge of the properties of fauna and flora, oral traditions, literatures, designs, sports and traditional games and visual and performing arts. They also have the right to maintain, control, protect and develop their intellectual property over such cultural heritage, traditional knowledge, and traditional cultural expressions. 2. In conjunction with indigenous peoples, States shall take effective measures to recognize and protect the exercise of these rights.

The Society seeks \$5,000 in funding to embark on a reconciliation project to develop and renew the museum's "Snuneymuxw Village of the Ancestors". This is a dedicated space on the museum grounds. The society is working with Snuneymuxw Elder Geraldine Manson (C'Tas'ia) to design and implement this project which consists of: constructing an immersive outdoor exhibit honouring and celebrating Snuneymuxw life on Gabriola Island; relocation of up to 12 of 39 petroglyph reproductions to the newly located village site; a covered outdoor education shelter; and interpretive signage.

3 IMPLICATIONS OF RECOMMENDATION

4 ORGANIZATIONAL: None.

FINANCIAL: Trust Council has budgeted \$5,000 in 2021/22 for the History and Heritage Grants in Aid program. No funds have been allocated to date.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will advise the applicant of Executive Committee's decision and administer the grants funds as necessary. Staff will include information about the grant on the [History and Heritage Grants in Aid](#) webpage.

FIRST NATIONS: The project supports the guiding principles of reconciliation.

OTHER: The Policy on History, Heritage and Conservation Grants in-aid (2.1.14) includes a Conditions of Funding policy 2.5 which states "With the approval of affected local trust committees or island municipality." As staff have yet to develop procedures for grant in aid application processing, there is no defined process for seeking this approval.

5 RELEVANT POLICY(S): [Trust Council Policy on History, Heritage and Conservation Grants in-aid \(2.1.14 \)](#)

6 ATTACHMENT(S):

a. Grant in aid application from Gabriola Historical & Museum Society

RESPONSE OPTIONS

Recommendation: That Executive Committee authorize a History, Heritage and Conservation grant of \$X,000 to Gabriola Historical & Museum Society in support of their application to embark on a major Reconciliation project developing and renewing the museum's "Snuneymuxw Village of the Ancestors" to create a dedicated space on the museum grounds.

Alternative: That Executive Committee not support the application or grant a different amount of funding.

Prepared By: Lisa Wilcox, Senior Intergovernmental Policy Advisor

Reviewed By/Date: Clare Frater, Director Trust Area Services/December 9 2021
Russ Hotsenpiller, CAO/December 9, 2021

ATTACHMENT 1

ISLANDS TRUST

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

Name of Person or Organization:	Gabriola Historical & Museum Society
Address of Person or Organization:	Box 213, 505 South Road, Gabriola Island, BC V0R 1X0
Full Mailing Address:	See above
Telephone Number:	250 247-9987, 250 618-1954
Email address:	pres@gabrielamuseum.org gfilax@shaw.ca
Contact Person:	Joan Merrifield, President; Gloria Filax, Chair Truth & Reconciliation Committee
First Nation membership or self-identity	Snuneymuxw First Nation Geraldine Manson, Elder (C'Tasia)
Primary purpose of organization:	Museum, Archive, Education, Awareness
Service you provide to the community:	Educational, cultural, historical archives, indoor and outdoor displays, community connection and understanding
Number of clients or people that use your service:	300 members, 100 volunteers, 10 board members, up to 4,000 visitors annually
Cultural Knowledge Holder or Traditional Ecological Knowledge:	Elder Geraldine Mason, Snuneymuxw First Nation
Amount of Grant-in-aid Requested:	\$5,000
Purpose of the grant-in-aid:	Conservation History Heritage
Describe how the grant-in-aid will be used:	The Gabriola Historical & Museum Society has embarked on a major Reconciliation project developing and renewing the museum's "Snuneymuxw Village of the Ancestors". This is a dedicated space on the museum grounds. We are working together with Snuneymuxw Elder Geraldine Manson (C'Tas'ia) to design and implement this project (which has been delayed somewhat due to Covid restrictions and health issues of key team members). The project consists of: Constructing an immersive outdoor exhibit honouring and celebrating Snuneymuxw life on this island; relocation of up to 12 of 39 petroglyph reproductions to the newly located village site; a covered outdoor education shelter; and interpretive signage. It will be a much-valued community/Trust area education asset, open to the public at no charge. To provide honoraria for compensation and travel costs for teachers and apprentices and Craftspeople to create newly identified, important features to the Outdoor built space. For all other components of this project, we already have confirmed support from "Heritage BC - Indigenous Partners' Program", Snuneymuxw Community Leaders, Regional District of Nanaimo Community Grants program, internal budget allocations of funds, volunteer in-kind and donor support from our community. On behalf of all the team members involved in this project and this island community, thank you very much for your consideration. We look forward to hearing from you. And should you require any further details about the project, please contact me.

Describe how the grant-in-aid will support the object of the Islands Trust, the Islands Trust Policy Statement or an Islands Trust Strategic Plan or Islands Trust Reconciliation Declaration item.	In the spirit of “Syeyutsus” (ie. Walking together in Reconciliation), the purpose of this project is to be a tangible and lasting example for all Trust Area residents and organizations to enjoy and learn from. In walking together in this project we build relationship with Snuneymuxw FN to creat other collaborative projects and meaningful ways we can to enrich this relationship in future beneficial activities. Key benefits include: 1. Demonstrate to all islanders, a culturally appropriate heritage exhibit that deepens knowledge and appreciation of the importance of Indigenous Peoples to island culture, nature stewardship and inhabiting the Trust Area for thousands of years. 2. Honour and respect the values and oral history of the Snuneymuxw cultural traditions and of many existing artifacts and representations as sacred. 3. Snuneymuxw-led exhibit design, relocation, interpretation and re-positioning of significant reproduction castings of the island Indigenous petroglyphs. Note: Gabriola is widely regarded as having more petroglyph remains than any other coastal locale. Initial site preparation and construction is now underway. Project site development includes: careful relocation of replica petroglyphs; a post-and-beam covered outdoor education shelter (donated by a local business); carved posts and interpretive display materials.
Have you received a previous grant-in-aid from the Islands Trust:	Yes/No (if yes, please list grants received)
Applicant Signature	Joan Merrifield President, GHMS 250-247-9987 pres@gabriolamuseum.org Gloria Filax Chair, Truth & Reconciliation Cmtt GHMS gfilax@shaw.ca
Date of Signature	12/9/2021
Internal Use Only: Date of EC Resolution: Amount Approved:	Collection Notice: Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the 2017 Community Stewardship Awards program. Enquiries about the collection or use of information in this form can be directed to Carmen Thiel, Legislative Services Manager at 250-405-5188.

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** December 15, 2021

From: Trust Area Services **Date Prepared:** December 8, 2021

SUBJECT: AVICC/UBCM RESOLUTION SELECTION (Annual Item)

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2022 convention for Executive Committee's consideration in January 2022.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust has had a practice of submitting resolutions to AVICC/UBCM. Resolutions that are endorsed by the UBCM membership can trigger advocacy support from UBCM staff and usually result in a well-considered response from the affected Ministry or Department. Depending on the resolution(s) submitted, the Executive Committee may wish to consider additional advocacy such as proposing a related session for the AVICC or UBCM conventions or a meeting with a minister.

- 1 **PURPOSE:** To seek direction about drafting resolution(s) and backgrounder(s) for the 2022 Association of Vancouver Island and Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) conventions.
- 2 **BACKGROUND:** On November 17, 2021, sent out an email to staff and trustees with a call for resolutions for the annual AVICC/UBCM Conference (attached).

In past years the Islands Trust has advanced resolutions such as:

- Request that legislative change so that temporary use permit and public hearing notifications can be provided electronically (2021)
- Request that the provincial government work with First Nations, and federal, provincial, and local government stakeholders, to develop a coordinated strategy to study and address the environmental and social impacts associated with liveaboards on the British Columbia coastline (2020)
- Request that the provincial government improve the enforceability of development permit area requirements by enabling local government to enforce violations by way of prosecution, ticket or bylaw notice (2019);
- Request that the provincial government prioritize the approval of key marine cumulative effects values for long-term monitoring and assessment in coastal regions (2019);
- Request for DFO review of potential cumulative impacts of increased geoduck aquaculture (2018);
- Preventing Rigid Foam Pollution in the Marine Environment (2017)
- Assessment and Mitigation of Marine Shipping Risks and Impacts in the Salish Sea (2016)
- Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) funding (2015);
- Derelict & Abandoned Vessels (2013);

- Industry Funding for Oil Spill Prevention, Preparedness & Response (2012);
- Southern Strait of Georgia National Marine Conservation Area Reserve (2010) and Derelict & Abandoned Vessels, Barges & Docks (2010);

It is possible for Islands Trust to submit more than one resolution. Staff do not recommend proposing more than two resolutions in any one year due to the resulting workload and the difficulty in advocating for more than two topics at one convention.

In the past the Executive Committee has supported selected resolutions by suggesting/organizing complementary AVICC/UBCM sessions and by requesting and/or attending Ministers' meetings to discuss the proposed topic.

When selecting a resolution, the Executive Committee should be guided by section 4.2 of the Islands Trust policy 6.12ii on UBCM/AVICC Membership and Resolutions:

All Islands Trust bodies that develop resolutions for consideration at AVICC and UBCM conventions must ensure that their resolutions address topics within their legislated jurisdiction and are consistent with the Islands Trust Policy Statement.

Executive Committee members should also consider that UBCM guidelines suggest that issues identified in resolutions should be relevant to other local government across the province.

The following topics were suggested for Islands Trust 2022 resolutions:

Source	Topic	Rationale	Senior Staff Assessment
Stefan Cermak	Rural affordable housing project development support	Requesting that the Province of BC provide BC Housing with dedicated staff and resources to address the unique and unprecedented pressure on housing in rural areas. The intent of the resources is to help Improvement Districts, regional housing authorities, the Islands Trust etc. address land use and community servicing challenges (ex: water, sewer, health support) in order to have "shovel ready projects" if and when future affordable housing construction and operation funding becomes available.	This request needs to be considered in the context of the potential advocacy request to the Lieutenant Governor in Council for the Province of BC to create an islands housing authority-type entity.
Narissa Chadwick	Climate vulnerability assessment support	Requesting that the Province of BC providing guidance and resources to support the development and integration of climate risk and vulnerability assessments into Official Community Plan review processes. Communities across the province are needing to proactively address anticipated impacts of climate change. Integrating climate risk and vulnerability assessments into the OCP review process will enable local governments and Islands Trust to identify and implement policies that will address climate adaptation. Integrating a new	This request is consistent with draft policies in the draft new Policy Statement and would support best practice in land use planning during OCP reviews.

Source	Topic	Rationale	Senior Staff Assessment
		approach takes time and expertise which many local governments across the province, particularly smaller communities, do not have. The development of provincial guidance materials, identification and access to data and funding for data gathering and compiling could help mitigate future climate change challenges.	

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Drafting a resolution and preparing a one-page backgrounder will take up to one day of the Director of Trust Area Services and/or Senior Policy Advisor's time for each topic selected. Some topics may require other staff's time to research or proofread and even legal advice.

FINANCIAL: Legal fees, if required.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: If the Executive Committee selects a topic, staff will provide a draft resolution(s) and backgrounder(s) on the January 12, 2022 Executive Committee agenda. The resolution(s) must be submitted to AVICC by January 28, 2022.

FIRST NATIONS: The Senior Intergovernmental Policy Advisor (SIPA) will ensure that resolution wording aligns with the Islands Trust Reconciliation Declaration or the Reconciliation Action Plan 2019-2022, or Local Trust Committee Standing Resolutions on First Nations relations. As appropriate, staff or Trustees can request advice from SIPA to guide resolutions within the structure of UNDRIP, TRC Calls to Action, and Islands Trust reconciliation initiatives.

OTHER: None.

4 RELEVANT POLICY(S):

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

5 ATTACHMENT(S): AVICC Resolutions Notice-Request for Submissions

RESPONSE OPTIONS

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2022 convention for Executive Committee's consideration in January 2022.

Alternative:

1. That the Executive Committee not propose a resolution to AVICC/UBCM.
2. That the Executive Committee select different resolutions for AVICC/UBCM

Prepared By: Clare Frater, Director, Trust Area Services, December 7, 2022

Reviewed By/Date: Lisa Wilcox, Senior Intergovernmental Policy Advisor, December 8, 2022
David Marlor, Director, Local Planning Services, December 8, 2022
Russ Hotsenpiller, Chief Administrative Officer, December 9, 2022



2022 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2022 AGM and Convention that, subject to public health order restrictions, will be held at the Victoria Conference Centre as an in-person event from April 1-3, 2022.

Members are now asked to submit resolutions for consideration at the 2022 Convention. The requirements for the resolutions are outlined below and in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **noon, Friday, January 28, 2022**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, it's "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution are on the next pages, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, March 30th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM by June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the *whereas* clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action being*** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.

BRIEFING

To:	Executive Committee	For the Meeting of:	December 15, 2021
From:	Trust Area Services	Date Prepared:	December 7, 2021
SUBJECT:	Draft Communications Strategy		

PURPOSE: To provide Executive Committee with a draft communications strategy for discussion and feedback.

BACKGROUND: Staff have produced a draft communications strategy for Executive Committee consideration. The draft strategy outlines planned activities until March 2023 that are intended to improve Islands Trust communications and associated processes.

The strategy includes activities under six main goals and includes activities that would be included if additional staff and financial resources were available. The goals are:

1. Enhance the public perception of Islands Trust
2. Increase the number of people we reach
3. Improve the quality of communication through consistent standards for writing, graphic design, and engagement
4. Increase communications capacity
5. Work from the inside out, meaning inform staff and trustees first and encourage their involvement in communications
6. Implement reconciliation guiding principles

The draft strategy has been updated from the version provided to Executive Committee in November.

ATTACHMENT(S):

1. DRAFT Islands Trust Communications Strategy

FOLLOW-UP: Staff will incorporate feedback from the Executive Committee and finalize a strategy for Executive Committee approval at a future meeting.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO/December 9, 2021

DRAFT Communications Strategy 2021-2023

January 2022 – March 2023

Overview

The Islands Trust communications strategy, which is a living document, assesses where we are today, and sets our activities to improve Islands Trust communications within the resources available.

Staff developed the communications strategy through 2020 and 2021 as the organization responded to the COVID-19 pandemic and developed a new website. Through that period there was a distinct increase in community interest in the annual budget consultation process and the Policy Statement Amendment Project. It has been a good time to assess communication resources, methods, channels, and opportunities. There is a strong need to improve communications and build trust with communities and interested parties.

This communications strategy is guided by Trust Council's Communications Policy and supports the guiding principles of Trust Council as stated in the Policy Statement. The communications strategy will commit to implementing the guiding principles from reports tabled both provincially and nationally, and aligns with the Island's Trust [Reconciliation Action Plan 2019-2022](#).

Core Islands Trust communications activities include three annual initiatives: writing and designing tax notice inserts, producing the annual report, and running a budget consultation process, as well as routine activities such as maintaining and update the website, posting to social media (generally 2x week), media monitoring report (generally 2x week), news releases (generally average of two per month), responding to media, staff and public enquiries, communications planning and promotional support for Trust-wide projects, and support to staff learning and using communications-related software programs. Advertising and e-mail subscriber notices for local planning services are delivered from the three planning offices.

Goals

The following six communications goals were selected based on what we have learned in recent years from trustee input, public feedback, staff requests, engagement process results, a document review, Statistics Canada Census reports, staff interviews, the website redevelopment discovery process, digital tool analytics, and communications research. The goals are:

1. Enhance the public perception of Islands Trust
2. Increase the number of people we reach
3. Improve the quality of communication through consistent standards for writing, graphic design, and engagement
4. Increase communications capacity
5. Work from the inside out, meaning inform staff and trustees first and encourage their involvement in communications
6. Implement reconciliation guiding principles
7. Assess options for reorganizing the communications function at the Islands Trust

Communication challenges and opportunities

As a result of our communications assessment, we identified a number of communications challenges and opportunities.

Challenges

- New Trust Area residents may be frustrated and confused when dealing with multiple levels of government
- Limited funds for communications and marketing puts constraints on our ability to communicate effectively
- The language we use is often rich with jargon and can be difficult for people to understand
- Most people have limited land-use planning knowledge
- In day-to-day life, bylaws and policies are not common concerns or topics
- Many Trust Area residents do not understand what we do
- There has been a history of outrage at public meetings
- Public-facing materials tend to have inconsistent messaging and information. For example, descriptions about the Islands Trust may vary
- Our visual brand and tone (voice) is inconsistent (e.g. different offices are using different templates to advertise and promote public meetings)
- Most staff have not been trained to do basic graphic design, website writing, communications, marketing writing and presentations (in particular, land use planning staff are delivering local communications products in support of land use decisions and local initiatives.)
- Other than the logo, there is little visual consistency between our print materials. Most brochures, information sheets, advertisements, posters, and reports look different
- We do not have a suite of professionally branded public-facing materials or templates
- Social media is evolving at a rapid rate. Established platforms continually transform, new platforms emerge, and the way people use social media morphs and changes
- We have limited funds for print and online advertising and promotion
- We did not have a social media plan
- Islands Trust can be perceived as overly or insufficiently restrictive
- There is a loud and persistent anti-Islands Trust voice
- The logo does not work well with social media as it was originally developed for print
- Engagement tools and processes are not standardized

Communication opportunities

- Trustees' knowledge of their communities can inform communications and marketing work
- Climate action unites all Trust Area communities
- Reconciliation is a value shared across the Trust Area
- We are strengthening our visual identity by replicating the website design elements on all other public-facing materials
- The Islands Trust and Islands Trust Conservancy are sharing a website
- New engagement opportunities will emerge as we report back to the community about Islands 2050 and engage with First Nations
- The Islands Trust Strategic Plan aligns with what we heard through engagement activities, including Islands 2050 and the budget process
- We are doing climate change-related work, which can be associated with land-use planning (there are opportunities to present this connection)
- New tagline offers clear summary of the Islands Trust mandate
- In a number of surveys conducted by Island Trust, respondents have indicated how they prefer to get information about the Islands Trust and the Islands Trust Conservancy. In order of preference they have indicated:
 - Local newspapers/newsletters
 - Word of mouth/face to face
 - Social media
 - Email from the Islands Trust or direct mail
 - Meetings
 - Community bulletin boards
 - Trustees
- On the islands, newspapers are still a vital form of communication, and some trustees have columns
- We are formally involved with two networks of local government communication professionals: the south island local government communicators and central/north island local government communicators, we liaise with Bowen Island and the Sunshine Coast communication teams; and we belong to the International Association of Public Participation (IAP2) and regularly attend its events
- Internet use among Canadians 64+ is rising. The number of seniors 65-74 using the internet is 81%. In the age bracket of 75-84, 56% of seniors are using the internet. Nearly half of seniors get their news online at least once a week
- There is potential to build relationships that help us communicate. Before Dust N' Bones screenings were cancelled, many groups, including arts organizations and chambers, were helping communicate about the events.
- Community members are actively interested in knowing about upcoming and past local trust committee decisions and the reasons why initiatives are being undertaken.
- Islands Trust sponsored events, such as webinars and special presentations, are generally well attended and help us build our reputation

Communication assets

- A full-time communications specialist (75% of time to Trust Area Services and 25% of time to Local Planning Services)
- A temporary part-time Community Communications Specialist focused on Living in Trust Area mailing project (until March 2022)
- The Trust Area Services Director (historically has worked approximately two and a half days a week on communications/website development)
- A permanent program coordinator with responsibilities for website, social media and engagement program support (vacant until April 2022. When filled, this position has a communications support function)
- Temporary engagement planner (until March 2022)
- Administrative support as required from the Legislative Services Clerk and Executive Coordinator.
- New website which amalgamated the Conservancy and Islands Trust websites and has refreshed language that will transfer to new/updated publications
- An increased Facebook presence
- A reconciliation commitment and Reconciliation Action Plan
- An environmental/conservation focus (supported by the public)
- A climate action priority (supported by the public)
- Islands Trust Conservancy

In 2021/22 Islands Trust Council budgeted \$23,000 for Trust-wide communications expenses.

Communications principles

To create public confidence and provide quality communications product and service consistency, we will:

- Apply communications, engagement and social marketing best practices
- Apply Indigenous style principles from the *Elements of Indigenous Style Guide*
- Be aware of settler-colonial colloquialisms, words and phrases, and use culturally appropriate language
- Do a few things well and build on successes
- Use plain language to ensure we are understood
- Be inclusive in our presentations/imagery and writing
- Help the public understand our communications by defining what it has to do with them and why they should care.
- Be accessible and responsive
- Invite feedback and look for ways to provide opportunities for two-way communications
- Accommodate different learning styles and ways people get their information by repeating key messages and using various tools and tactics to reach the people we serve
- In all communications planning, identify the public participation goal based on the International Association of Public Participation (IAP2) Engagement Spectrum (see Appendix E for the IAP2 Spectrum) and, as appropriate, apply the IAP2 Core Values for the Practice of Public Participation:
 1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process
 2. Public participation includes the promise that the public's contribution will influence the decision
 3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers
 4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision
 5. Public participation seeks input from participants in designing how they participate
 6. Public participation provides participants with the information they need to participate in a meaningful way
 7. Public participation communicates to participants how their input affected the decision

GOAL 1 Enhance the public perception of Islands Trust

It can be challenging for people to understand the role and value of Islands Trust, and sometimes we can make it harder when we use jargon or uncommon terms or concepts. We can make big improvements by:

- Changing how we talk and write
- Being repetitive and consistent
- Helping the public understand what we are communicating by defining what it means to them and why they should care
- Inviting the public to engage with us through newspaper ads, direct mail, community events, social media and the website

1.1 Introduce Islands Trust at each meeting

- Develop a statement to be communicated at the beginning of each public meeting and Islands Trust event, would welcome participants, which would provide a short introduction to Island Trust and include an invitation to subscribe to receive meeting notifications and other Islands Trust information.
 - The opening statement could be added to the territorial acknowledgement and meeting decorum script for Chairs to read at the beginning of meetings.

1.2 Information kit for new landowners (Living in the Trust Area)

- Develop a newcomer's kit that is sent to new landowners on a bi-monthly basis. The kits will include, but not be limited to,:
 - An introduction letter with a link to explainer video about Islands Trust, a link to "Other government services" on the website and an invitation to subscribe to updates and an invitation to newcomers to coffee with one, or both, of their local trustees (if trustees agree)
 - An Islands Trust brochure and/or rack card
 - A brochure about freshwater/water conservation

1.3 Tax notice inserts

- Prepare annual notices for inclusion in provincial tax notice assessment mailings with each notice to include a brief overview of Islands Trust and budget information
- Prepare an annual Bowen Island specific notice with a brief overview of Islands Trust and budget information for inclusion in the Bowen Island Municipality tax notice assessment mailings.

1.4 Create issues management summaries (see Appendix A for template)

- At times, issues that apply to the whole Trust Area may emerge. To help organize a response, staff are encouraged to meet with subject matter experts and possibly the spokesperson to fill out an Issues Management Template which can be circulated to interested or involved staff and trustees

1.5 Update the Islands Trust information booth/display

- Inventory booth handouts and update as required
- Ensure tagline is visible on the booth

1.6 Update key Islands Trust publications

- Inventory and review Islands Trust publications
- Update Islands Trust brochure, Guide to Environmentally Building and Renovating, Island Profiles and other core publications with the current tagline and corporate identity and 2021 Census results and to ensure language is consistent with reconciliation and current Islands Trust priorities

1.8 Develop Islands Trust Overview PowerPoint

- Develop PowerPoint presentation trustees can deliver on-island

1.9 Video about preserve and protect mandate

- Develop video featuring seniors/elders and youth talking about their passion for the Islands Trust Area

2.0 Assess shift in terminology from 'land use planning' to 'place protection planning'

- Develop and undertake a process to assess the benefits/drawbacks and a potential definition
- Develop a communications plan about the change as needed

Goal 1: Future work when budget and resources permit

Create monthly editorials

- Each month distribute editorials pertaining to Trust Council priorities to newspapers
- Two weeks after distribution to the media, post on the Islands Trust website and promote using social media and subscriber notices

Partner with regional districts:

- Develop communications that explain how different levels of government work and what they are responsible for within the community. Distribute the information:
 - In the newcomer kit (Living in the Trust Area)
 - On the local trust committee webpages
 - In island offices of the regional district and Islands Trust

Create a Local Planning Services (LPS) communications plan – specific to the regional planning team

- Standardize engagement practices and communications tools across all offices
- Provide strategies for communicating about the LPS Renewal Initiative

Develop Bowen Island communications strategy

- Work with the Conservancy, and consult with the Bowen Island Communications Coordinator, to develop a communications plan aimed at creating understanding about Bowen Island's relationship with Islands Trust
- Raise the profile of Islands Trusts' role on Bowen Island with a joint exhibit/information table with the Conservancy
- Consider attending Seedy Sunday and giving away indigenous plants, cuttings, or seeds and delivering a feature talk about the Natural Area Protection Tax Exemption Program
- Work with audiences (such as chambers of commerce at budget time) to promote engagement opportunities and distribute information

Create island signage for placement near ferry terminals

- Using the Bowen Island sign (developed in 2020) as a pilot, create a budget business case for 2023/24 for other island signs

Establish a Trust Council Forum (engagement)

- Raise the profile of the Islands Trust Council by featuring a presenter the night before the Trust Council meetings begin. Choose an event topic that has a connection to one of the three Trust Council priorities. Consider broadcasting the event and feature a well-known and respected presenter who is known provincially, nationally or internationally

GOAL 2 Increase the number of people we reach

2.1 Learn communication preferences through each survey/event

- In a number of surveys conducted by Island Trust, respondents have indicated how they prefer to get information about the Islands Trust and the Islands Trust Conservancy. During special events and engagement activities (including the annual budget consultation survey) Islands Trust will ask participants about how they want to receive information about Islands Trust and Islands Trust Conservancy. The questions will be consistent each time they are asked.

2.2 Conduct an annual “Opinions and Attitudes” survey across the Trust Area

- An annual opinions and attitudes survey will provide information about public sentiment regarding Islands Trust services and roles.

2.2 Build relationships and expand the contact list

- Continue to update and maintain contact lists of interested and affected parties. Include community groups, associations, agencies, and government representatives.
 - Assign a category to each list, for example: conservancies, residents association, agriculture associations, etc.
- When adding new interested and affected parties to the contact list, staff will email or phone them to provide an introduction and invite them to subscribe to subscriber notices
- Establish a system to keep a master list to keep contacts current (e.g. Mailstorm, Excel)
- Ensure interested and affected parties are only contacted when Islands Trust information or initiatives are relevant to their work and interests

2.3 Provide new subscriber service options and continually promote

We will continually work to sign people up for our subscriber notices and will do this by:

- Having a greeter at all Islands Trust events who will help event participants sign up through a paper application or directly online with a tablet
- Talking about subscriber notices at the beginning of all meetings
- Promoting through print materials, advertisements and presentations
- Consider creating a postcard and distributing it to Islands Trust households and distributing it at events

2.4 Continually revise and adapt Social Media Plan to expand social media reach (See Appendix B for plan)

- Increase social media advertising to enhance outreach
- Conduct a trustee social media needs assessment to determine training needs and deliver training
- Deliver social media training to new trustees.
 - Orientation to Islands Trust social media
 - What to consider about local social media in your role of trustee

2.5 Develop Engagement Strategy

- Develop engagement strategy that includes consideration of training.

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Goal 2: Future work when budget and resources permit

Add to the Islands Trust suite of social media platforms

- Add LinkedIn and Instagram

Partner with island libraries that have technology tutoring

- Work with libraries, and possibly island service groups to help people attend online local trust committee, Trust Council meetings, and special events

Distribute a quarterly update that coincides with the timing of Trust Council meetings

- Feature timely information about Trust Council priorities and present in a way that will be meaningful to readers. Promote upcoming Trust Council meeting
- Publish in local papers or distribute by direct mail
- Promote using subscriber notices and social media

GOAL 3 Improve the quality of communication through consistent standards for writing and graphic design

3.1 Use plain language

- Train all staff to apply plain language writing to public-facing documents such as advertisements, publications and the website

3.2 Develop Corporate Identity Guide

- Develop Corporate Identity Guide (no icons or branded templates)
- Develop an identity guide workshop for current and new staff
- Post the guide on the website
- Develop a contractor version of guide and distribute to all contractors

3.3 Create a staff communications support team

- Establish communications subject matter experts (SME) to ensure that the Islands Trust corporate identity guide and communication-related processes are being implemented correctly in all work teams
- Assign a SME from
 - The three land use planning offices
 - Administrative Services
 - Conservancy (already established position)
 - Executive Services
- Provide training and meet regularly to identify issues and opportunities

Goal 3: Future work when the budget and resources permit

Refresh Islands Trust logo

- Consider refreshing the Islands Trust logo to incorporate a professional and contemporary design that works for all mediums. Ensure there is a stacked and horizontal version and that the brand mark, can work as a social media avatar and accommodate sub-brands such as individual local trust committees

Create a phase II corporate identity guide

- Enhance the corporate identity guide to include icons and branded templates for:
 - Land use planning notices
 - Advertisements
 - Social media
 - Signage
 - Brochures
 - Posters
 - Reports
 - Letterhead
 - Business Cards
 - Rack Cards
 - PowerPoint
 - Email signatures
 - Fact Sheets
 - Public notices

Implement engagement strategy

- Develop customized engagement tools and templates

GOAL 4 Increase communications capacity

The demand for communications products and services continually increases, but human resources and funding are static. To increase capacity, we will work differently.

4.1 Establish a process to keep website information current

- Identify website page owners (or web editors) and once a month, ask them to review their pages and update any outdated information or links
- Meet regularly to discuss issues
- Ensure new staff responsible for website posting get training in first week on the job

4.2 Create an editorial calendar for each month (see Appendix C to view an example)

- The editorial calendar is a planning tool that will block out the year and identify significant events in our business cycle (such as budgeting, annual report release, meetings), and reoccurring observances, like the United Nations World Environment Day, on June 5, and World Oceans Day, June 8. The calendar will be used to time Islands Trust announcements and link them to local, provincial, national and world events. Also, the calendar will help us provide a local context for global priorities, time announcements and social media posts, and save staff time annually when we simply update it and reuse it
- The editorial calendar is a planning tool that includes social media posts, website features, news releases, editorials, engagement activities, direct mail, newspaper ads, etc.

4.3 Annually review website functionality and design and make improvements as required

- An annual review and associated updates will ensure the website keeps pace with evolving technology and continues to serve the public
- Annual updating will postpone the need to rebuild a complete new website

4.4 Regularly update the photo library database

- Encourage staff to take photos when on the islands
- Ensure new images are regularly named and tagged

4.5 Maintain communications software subscriptions

- Various software help us to develop branding, streamline social media posting, distribute email in a branded way that does trigger spam filters, collect analytics, and improve engagement. Software we use and need to subscribe to each year include:
 - Canva (design/branding application)
 - Survey Monkey (survey application)
 - digiKam (photo management)
 - Mailstorm (email distribution system)

4.6 Trademark the Islands Trust logo and tagline

- To protect the Islands Trust brand we will trademark the logo and tagline

4.7 Review and, as necessary, update Trust Council policies related to communications

- Policies include:
 - Communications Policy
 - Advocacy Policy
 - Annual Report Policy
 - Budget Process Policy
 - Social Media Guidelines (approved by Executive Committee)

4.8 Develop staff procedures related to communications

- News release development procedure
- News release distribution procedure
- Annual report procedure
- Survey Monkey administration procedure
- Budget consultation process procedure
- Subscriber notice procedure

Goal 4: Future work when budget and resources permit

Purchase and use Hootsuite software

- The software will:
 - Simplify cross-platform posting and save staff time by allowing posting to be done from one place
 - Enable “listening” and draw out Islands Trust mentions across social media platforms and accounts
 - Provide social media analytics in one place and enable reports
 - Provide a uniform resource locator (URL) shortener that can be customized with the Islands Trust name
 - Offer quality social media learning and development opportunities

Create a social media community of practice

Creating a social media community of practice will help us:

- Build expertise and keep up with the best practices
- Respond as individual social media platforms change
- Enhance our social media presence
- Reach a wider audience
- Distribute the workload associated with creating and monitoring posts

Actively expand our photo library

- At quarterly staff meetings, give prizes for best photographs in specific categories
- Develop a copyright waiver and a release form for likeness and voice recordings

Create communications plans for Trust Council committee and Executive Committee projects (see Appendix D to view template)

- As new programs/services are introduced, or changed, work with program leads to develop communications plans that identify opportunities. Include in the communication plans:
 - Target audiences
 - Interested and affected parties
 - Desired outcomes/audience knowledge/behavior change
 - Key messages
 - Communications Tools and Tactics
 - Roles and Responsibilities
 - Timelines/Action Plan

Explore options for outsourcing media monitoring (including social media)

- Explore options and assess if there is a viable business case to outsource print/electronic media monitoring currently being done by the legislative services clerk.

GOAL 5 Work from the Inside Out

A successful communications program starts on the inside and radiates outwards. It includes and involves staff and trustees in the communications process, and focuses on learning and development to inspire and create momentum and ensure best practices are adopted.

5.1 Survey trustees to better understand their communication support needs

- Ask what they need to facilitate communications in their local trust areas/Bowen Island
- Determine what they need to support trust-wide announcements, programs, and services
- Seek feedback on media clipping service content and frequency

5.2 Communicate with staff and trustees first

- Whenever possible, we will share new information with staff and trustees before we communicate with the public

5.3 Develop election 2022 election kit

- Produce a video for potential trustees, with overview of Islands Trust and the roles and responsibilities of trustees
- Create an orientation kit for new trustees and include, among other things:
 - Social media training
 - Media training (include staff)
 - Orientation to website

5.4 Provide new staff with structured communications training

- Provide an orientation to Islands Trust communications tools and associated policies and procedures, and the corporate identity guide

5.5 Promote use of plain language training

- Continue staff requirement of plain language training in staff performance management and development plans
- Provide all new staff with two hours to complete plain language training
- Require all staff to complete the BC Government plain language training course
- Recommend contractors that will be creating public materials, complete the complete the BC Government plain language training course

5.6 Provide internal communications updates as and when needed

- Send out staff and trustee communications updates as and when needed via subscriber notices

Goal 5: Future work when budget and resources permit

Deliver communications learning and development sessions to managers

- Deliver short communications best practice sessions (up to 15 minutes) at management meetings, as required to support managers in understanding, and championing communications best practices

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GOAL 6 Implement Reconciliation Guiding Principles into Communications

The communications plan will commit to implementing the guiding principles from reports tabled both provincially and nationally, and align with the Island's Trust [Reconciliation Action Plan 2019-2022](#). These reports are:

- **Murdered Missing Indigenous Women and Girls Report (MMIWG) Calls for Justice**
Relevant Calls for Justice (Appendix E).
- **Truth and Reconciliation (TRC) Calls to Action**
Relevant Calls for Action (Appendix E).
- **United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) Articles**
Relevant Articles (Appendix E).
- **Islands Trust Reconciliation Action Plan 2019-2022 recommendation 6:**

Action	Implementation Date	Responsibility
6.1 Creation of Public Materials – development of storyboards that provide education and acknowledgement of Indigenous treaty, traditional territories, and rights within the Islands Trust Area to be made available (format to be determined) to each LTC and available for display at meetings.	• 2019	• TAS Team • LTCs • RPMs
6.2 Webpage – ensure website is reflective of reconciliation and acknowledgement messaging. On-going updates process to be developed for Events & News.	• Initial review and changes completed April 17, 2019	• SIPA • Directors • Administrative Staff
6.3 News Releases – territorial or treaty area acknowledgement incorporated into news releases.	• Begun on April 6, 2019	• SIPA • Communications Specialists
6.4 On-going review - on-going review of reports, briefings, or other writing to assist with understanding of bias or prejudice in language.	• As needed	• SIPA

GOAL 7: Assess options for reorganizing the communications function at Islands Trust

There are opportunities to deliver communications and engagement services differently at Islands Trust to better accomplish the goals set out in this strategy and to support implementation of an engagement strategy (item 2.5).

7.1 Review communications staffing and resources

- Undertake a review of the delivery of communications and engagement staffing levels and structure and funding

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How We Will Measure Results

In March 2023, we will evaluate and measure the success of the Communications Plan implementation through the following:

- Provide an a communications progress report
- Number of people signed up for our subscriber service
- Number of people following our social media
- Annual review to access consistency between different Islands Trust collateral and products and compliance with Identity Guide
- Website bounce rates (the time between someone going to a website and leaving)
- The number of staff and trustees opening updates
- The number of staff members who complete plain language writing course
- Number of trustees participating in communications support needs survey
- Number of website issues identified by the public and staff
- Social media click-throughs to the IT website
- Number of budget survey participants

Communications tools, tactics and methods

- Banners at public meetings (existing ones will need updating if Policy Statement goals change)
- Direct mail
- Events
- Factsheets
- Information booth (e.g. Salish Sea Conference, Seedy Sunday events)
- Introductions at public meetings
- Letters
- Media interviews
- Newspaper ads
- Newspaper editorials
- Newspaper stories
- News releases
- Posters
- PowerPoints
- Presentations
- Rack cards
- Social media (Facebook, Twitter)
- Staff and trustee updates
- Storyboards
- Subscriber notices
- Surveys and polls
- Trust Area share forum (Trust Council)
- Videos
- Webinars
- Website
- Workshop/education sessions

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Action Plan/Timelines (To be determined)

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The Communication Program Components

Currently, the Islands Trust communications program includes:

- Business operations communications
- Customer experience (service)
- Advertising and promotions (marketing)
- Website and digital
- Public engagement
- Media relations

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APPENDIXES

Appendix A Issues Management Template

<Z:\04 Communications\1470 Public Relations\Issues Management\Issues Management - Template.docx>

Appendix B: Social Media Plan

[..\..\1520 Websites, Intranet & Social Media\10 Social Media \(P\)\Social Media 2020\TAS 2020 05 24 Social Media Plan - DRAFT.doc](..\..\1520 Websites, Intranet & Social Media\10 Social Media (P)\Social Media 2020\TAS 2020 05 24 Social Media Plan - DRAFT.doc)

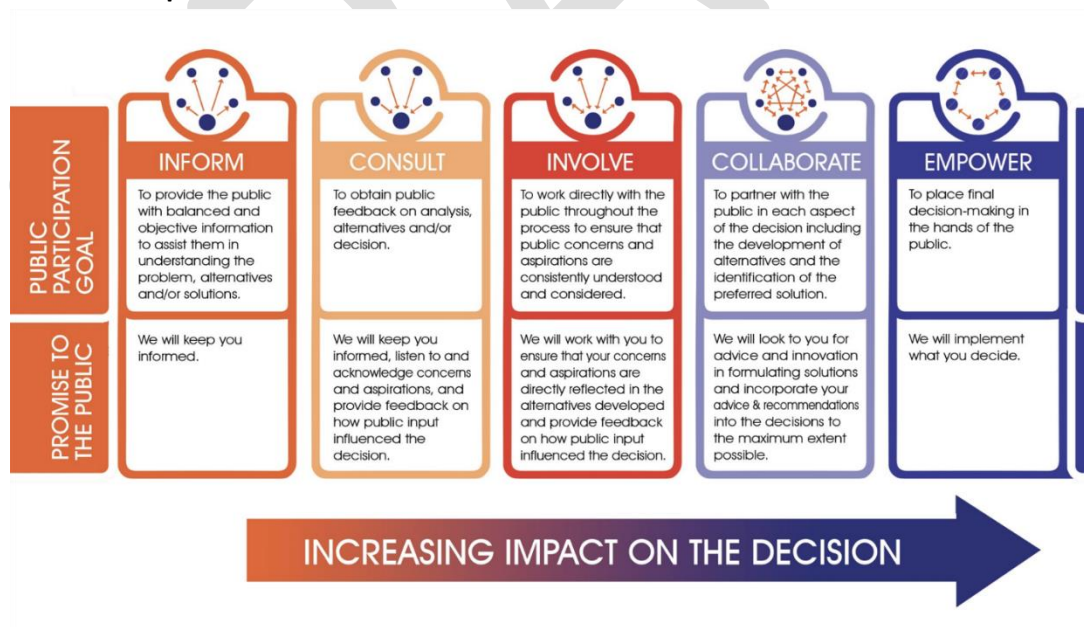
Appendix C: Sample Editorial Calendar (September 2021)

[Z:\04 Communications\1520 Websites, Intranet & Social Media\10 Social Media \(P\)\Social Media 2021\August\2021 08 00 - Editorial Calendar - August.docx](Z:\04 Communications\1520 Websites, Intranet & Social Media\10 Social Media (P)\Social Media 2021\August\2021 08 00 - Editorial Calendar - August.docx)

Appendix D: Communications Plan Template

<Z:\04 Communications\1320 Communication Plans\Template - Communications Plan.docx>

Appendix E - IAP2 Spectrum



Appendix F: Murdered and Missing Women and Girls Calls for Justice:

Calls for Media and Social Influencers:

- 7.1 We call upon all media, news corporations and outlets, and, in particular, government funded corporations and outlets; media unions, associations, and guilds; academic institutions teaching journalism or media courses; governments that fund such corporations, outlets, and academic institutions; and journalists, reporters, bloggers, video
- 7.2 producers, writers, musicians, music producers, and, more generally, people working in the entertainment industry to take decolonizing approaches to their work and publications in order to educate all Canadians about Indigenous women, girls, and 2SLGBTQQIA people. More specifically, this includes the following:
- i Ensure authentic and appropriate representation of Indigenous women, girls, and 2SLGBTQQIA people, inclusive of diverse Indigenous cultural backgrounds, in order to address negative and discriminatory stereotypes.
 - ii Support Indigenous people sharing their stories, from their perspectives, free of bias, discrimination, and false assumptions, and in a trauma-informed and culturally sensitive way.
 - iii Increase the number of Indigenous people in broadcasting, television, and radio, and in journalist, reporter, producer, and executive positions in the entertainment industry, including, and not limited to, by:
 - providing educational and training opportunities aimed at Indigenous inclusion; and
 - providing scholarships and grants aimed at Indigenous inclusion in media, film, and music industry-related fields of study.
 - iv Take proactive steps to break down the stereotypes that hypersexualize and demean Indigenous women, girls, and 2SLGBTQQIA people, and to end practices that perpetuate myths that Indigenous women are more sexually available and “less worthy” than non-Indigenous women because of their race or background.

Trust and Reconciliation Commission Calls to Action

- #45: We call upon the Government of Canada, on behalf of all Canadians, to jointly develop with Aboriginal peoples a Royal Proclamation of Reconciliation to be issued by the Crown. The proclamation would build on the Royal Proclamation of 1763 and the Treaty of Niagara of 1764, and reaffirm the nation-to-nation relationship between Aboriginal peoples and the Crown. The proclamation would include, but not be limited to, the following commitments:
- i. Repudiate concepts used to justify European sovereignty over Indigenous lands and peoples such as the Doctrine of Discovery and terra nullius.
 - ii. Adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.
 - iii. Renew or establish Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
 - iv. Reconcile Aboriginal and Crown constitutional and legal orders to ensure that Aboriginal peoples are full partners in Confederation, including the recognition and integration of Indigenous laws and legal traditions in negotiation and

implementation processes involving Treaties, land claims, and other constructive agreements.

- #47: We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and terra nullius, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.
- #79. We call upon the federal government, in collaboration with Survivors, Aboriginal organizations, and the arts community, to develop a reconciliation framework for Canadian heritage and commemoration. This would include, but not be limited to: i. Amending the Historic Sites and Monuments Act to include First Nations, Inuit, and Métis representation on the Historic Sites and Monuments Board of Canada and its Secretariat. ii. Revising the policies, criteria, and practices of the National Program of Historical Commemoration to integrate Indigenous history, heritage values, and memory practices into Canada's national heritage and history.
- #52. We call upon the Government of Canada, provincial and territorial governments, and the courts to adopt the following legal principles:
- i. Aboriginal title claims are accepted once the Aboriginal claimant has established occupation over a particular territory at a particular point in time.
 - ii. Once Aboriginal title has been established, the burden of proving any limitation on any rights arising from the existence of that title shifts to the party asserting such a limitation .
- #57: We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism

United Nations Declaration on the Rights of Indigenous Peoples

Article 31

1. Indigenous peoples have the right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions, as well as the manifestations of their sciences, technologies and cultures, including human and genetic resources, seeds, medicines, knowledge of the properties of fauna and flora, oral traditions, literatures, designs, sports and traditional games and visual and performing arts. They also have the right to maintain, control, protect and develop their intellectual property over such cultural heritage, traditional knowledge, and traditional cultural expressions.
2. In conjunction with indigenous peoples, States shall take effective measures to recognize and protect the exercise of these rights.



December 3, 2021

Honourable Katrine Conroy
Minister of Forests, Lands, Natural Resource Operations and Rural Development
via e-mail: FLNR.Minister@gov.bc.ca

Subject: Request for a prohibition of recreational motorized vehicles on Mount Gardner

Dear Minister Conroy,

At its meeting on April 27, 2020, Bowen Island Municipality (BIM) Council adopted *Resolution No. 20-232* which states that Council “support prohibiting motorized use on Mount Gardner, and that Council direct staff to prepare a submission to Tom Blackbird, Recreation Sites and Trails BC, requesting a prohibition of motorized use on Mount Gardner.”

On June 11, 2020, BIM sent the attached letter to Tom Blackbird requesting that the Province support BIM’s request for a prohibition of recreational motorized vehicles on Mount Gardner.

Subsequently, BIM staff met with Robert van der Zalm, Regional Manager Coast, Recreation Sites and Trails BC, and Tom Blackbird, District Recreation Officer, to reiterate Council’s request and to discuss a potential management model where BIM would hold the primary partnership agreement with the Province and Bowen Island community groups would be active in trail and environmental stewardship of Mount Gardner.

On September 20, 2021, Robert van der Zalm sent a letter with a “Decision on Future Development of Recreation Opportunities within the Mount Gardner Recreation Site” (REC204371). The Decision states that “RSTBC with assistance from the recreational user groups will create a non-motorized recreation experience within the Mount Gardner Recreation Site, leading from a highway vehicle accessible trailhead to the summit of Mount Gardner. The summit ridge of Mount Gardner is to provide a non-motorized recreation experience.”

BIM Council, residents and community groups have expressed disappointment with Robert van der Zalm’s indecisive decision.

On November 8, 2021, BIM Council adopted *Resolution No. 21-416* which states that “Council circle back to the Province to request that the September 20, 2021, decision be withdrawn, and BIM’s *Resolution No. 20-232* be upheld.”

BIM reiterates our unwavering stance and calls for the Province to prohibit the use of recreational motorized vehicles on Mount Gardner. We remain open to discussing a management model leading to a non-motorized recreation experience.

Sincerely,



Gary Ander
Mayor
Bowen Island Municipality

cc. Nexwsxwníw ntm ta Úxwumixw
Squamish Nation Council
CASAdmin@squamish.net

Ta na wa Yúus ta Stitúyntsam
Rights and Title
consultation_rightsandtitle@squamish.net

Islands Trust Council
execadmin@islandstrust.bc.ca



June 11, 2020

Attention: Tom Blackbird

District Recreation Officer
Recreation Sites and Trails BC
Ministry of Forests, Lands and Natural Resource Operations
And Rural Developments
46360 Airport Road
Chilliwack BC V2P 1A5

Re: Prohibition of Motorized Vehicles on Mount Gardner

Dear Mr. Blackbird

At its meeting on April 27, 2020 Bowen Island Municipality (BIM) Council unanimously passed *Resolution No. 20-232* which states that "Council support prohibiting motorized use on Mount Gardner¹; and that Council direct staff to prepare a submission to Tom Blackbird, Recreation and Trail Sites BC, requesting a prohibition of motorized use on Mount Gardner."

The intent of this correspondence is to provide context and rationale related to BIM's request that motorized vehicle use on Mount Gardner be prohibited².

Current Recreational Use on Mount Gardner

Many residents of Bowen Island consider Mount Gardner a valuable recreational asset, an essential component of our Community Watershed, and a biodiversity hub.

Although hikers, equestrians, mountain bikers, and off-road riders currently utilize trails on Mount Gardner, hiking is the primary form of recreational use.

¹ Refers to the entire Mount Gardner polygon (approximately 869.21 hectares).

² It is not the intent of Bowen Island Municipality to prohibit the use of motorized vehicles for the purposes of telecommunications work, emergency rescue, and repair of authorized trail infrastructure, but rather the Municipality is requesting the prohibition of *recreational* use of motorized vehicles on the Mount Gardner polygon. It is recommended that defined exemptions be included in the prohibition.

Economic development, including tourism, is very important to the well-being of Bowen Island. BIM's branding focuses on natural and quiet activities on Bowen Island. Approximately 66% of visitors in the summer of 2019 were from BC and were seeking an outdoor experience away from Vancouver³.

Community-based knowledge, observations, survey data and statistics from Tourism Bowen Island provide a representation of groups of users of Mount Gardner. According to Tourism Bowen Island statistics, May through September 2019, of the 11,537 parties of people (31,096 people) visiting the Information Centre in Snug Cove, 89% were walk on ferry passengers and 78% of the parties identified Mount Gardner as their hiking destination.

Attracting ecotourism, i.e., tourists arriving on foot and tourists that will have minimal impact on local ecosystems is in keeping with Bowen's brand and with BIM's *Climate Action Strategy's* emissions related goals.

Your office and BIM have heard from Bowen Island residents that support Council's resolution to prohibit motorized use on Mount Gardner. Many of these Islanders state that the terrain is not conducive to motorized use as there is the potential for a higher degree of environmental impact, e.g., noise pollution, erosion, air pollution, and damage to habitat, associated with motorized trail use.

User conflicts between motorized and non-motorized user groups and liability concerns have also been cited as reasons to support the prohibition.

The BC Government has established a cross-government framework to respond to "huge growth in off-road vehicle use across the province"⁴. BIM is concerned about the potential conflicts associated with increased motorized use on Mount Gardner.

Limited Medical Resources on Bowen Island

The COVID-19 pandemic has accentuated the need to preserve the limited medical resources available on Bowen Island by limiting nonessential travel to the Island. Even in non-pandemic times, there are limited resources available to our community.

Motorized recreation is inherently risky especially when riders are navigating the steep terrain of Mount Gardner. One social media video showed experienced riders falling off their dirt bikes numerous times as they tried to navigate the "Easy Street" trail⁵.

Allowing motorized use and the infrastructure that supports it, attracts riders from Bowen and from the Mainland. Injuries related to motorized recreation may require on-island medical personnel deployment. As Bowen is an Island, if a second call is received while personnel is already attending to a call, there are limited options for assistance or coverage from neighbouring jurisdictions. While first responders are

³ Statistic from Tourism Bowen Island May 2019 to September 2019.

⁴ Province of BC website. Off-road vehicle use. <https://www2.gov.bc.ca/gov/content/industry/crown-land-water/crown-land/crown-land-uses>. Retrieved May 19, 2020.

⁵ Bowen Island Municipality April 27, 2020 Regular Council Meeting recording, starting at minute 6:47 <https://bowenisland.civicweb.net/filepro/document/220215/Regular%20Council%20-%2027%20Apr%202020.html?splitscreen=true&widget=true&media=true>. Retrieved May 19, 2020.

dealing with an issue on Mount Gardner, the community is left in a vulnerable position with first responders unable to attend to their calls for help.

An Island Municipality within the Islands Trust

BIM is the only Island Municipality in British Columbia. The entire Island is within the Municipality's jurisdictional boundaries. The Municipality has a special relationship with the Islands Trust that is set out in its Letters Patent and the *Islands Trust Act*. BIM must have regard for the preserve and protect the "object" of the Trust when adopting a bylaw or issuing a permit or license.

In keeping with the *Islands Trust Act* and for protection of water resources and the natural environment, BIM has created bylaws that serve to protect Mount Gardner. For example, to protect our Community Watershed and biodiversity BIM's *Official Community Plan (OCP)* designates Mount Gardner as a Rural Reserve.

OCP Objective 60 related to the Rural Reserve designation seeks to "preserve and protect land that contains environmentally sensitive plant communities, terrestrial herbaceous ecosystems, wetland and riparian ecosystems, coastal ecosystems or forest ecosystems that may be locally, regionally or provincially significant or rare as identified in the Federal/Provincial Sensitive Ecosystems Inventory."

Objective 61 includes provisions to protect the maintenance of tree cover, watersheds, and wildlife habitat.

Sensitive Ecosystem Mapping

Bowen Island is located within the Coastal Western Hemlock – dry maritime biogeoclimatic zone. Over 130 ecosystem sub-zones (the majority being sensitive/rare ecosystems) have been identified on Mount Gardner through Islands Trust Conservancy mapping⁶.

Rare plant communities and water retention and recharge areas can be altered by motorized use. In some areas, hydrological attributes associated with BIM's Community Watershed have been altered.

Official Community Plan Designation and Land Use Bylaw Zoning

Motorized use of Mount Gardner is not specifically provided for in BIM's *OCP* or BIM's *Land Use Bylaw (LUB)*.

BIM *LUB No. 57, 2002, Section 4.10*, designates the Mount Gardner polygon as a Green Zone 3. The *LUB* states the purpose of a Green Zone is to provide regulation for the use of land considered to be important for environmental protection, watershed protection, island character and recreational use.

The *LUB section 4.10.1* goes on to state that recreation in G3 zones is limited to informal activities, such as hiking, horseback riding, biking, and picnics. Motorized use is not explicitly identified as a permitted use under BIM *LUB*.

Watershed, Aquifer and Stream Protection

About half of Mount Gardner falls within Bowen Island's Community Watershed Development Permit Area. Although some exemptions may apply on Mount Gardner, generally, works involving tree cutting and construction require a Development Permit (DP) which includes a detailed environmental assessment report.

⁶ Islands Trust Conservancy Mapping <http://www.islandstrustconservancy.ca/media/20218/orgmapsembowen.pdf>
Retrieved May 20, 2020.

Many streams on the east side of Mount Gardner are regulated under the Provincial *Riparian Areas Protection Regulation (RAPR)*. Simple or detailed assessments, carried out by a Qualified Environmental Professional prior to any land alteration including trail building or tree cutting, may be required. In some areas, the *RAPR* does not permit trail construction.

Although some exemptions may apply on Mount Gardner, generally the Provincial *Water Sustainability Act* provisions apply for works within streams. BIM is not aware of any notifications under the WSA for works that have been conducted in streams on Mount Gardner.

The federal *Species at Risk Act* and the *Migratory Birds Convention Act* also apply on Mount Gardner. To adhere to provisions related to these acts, timing and scope of tree-cutting and other work needs to be considered.

By prohibiting motorized use and the trail works associated with this use, the risk of non-authorized works that potentially contravene federal, provincial, and municipal laws/bylaws may be reduced.

Next Steps

BIM's request is not precedent setting as motorized prohibitions (recreational orders) under *Section 58* of the *Forest and Range Practices Act* exist elsewhere in BC on provincial recreational sites.

BIM acknowledges and appreciates the trail maintenance work conducted by community groups on Mount Gardner including Bowen Trail Riders Association. However, for the reasons outlined in this correspondence, Council is asking the Province to support the requested prohibition of motorized use on Mount Gardner.

BIM looks forward to hearing about the next steps you are taking regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Ander', with a stylized flourish at the end.

Gary Ander
Mayor
Bowen Island Municipality

From: Jorge Garza <jorge@tamarackcommunity.ca>
Sent: Friday, December 3, 2021 10:35 AM
To: Executive Admin
Cc: Laura Schnurr
Subject: Connecting re community climate action in Islands Trust

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

My name is Jorge Garza, it's a pleasure to e-meet you. I've copied my colleague Laura here too.

We are impressed by the March 2019 declaration from your Council to declare a climate emergency and commit to climate action. Given your focus on climate action and collaborative governance, we wanted to reach out and see if we might connect to discuss potential synergies with the pan-Canadian community of climate leaders that we are building.

This past June, Tamarack launched [Community Climate Transitions](#), a new pan-Canadian initiative supporting communities to develop and implement local plans for a just and equitable climate transition. We are keen to collaborate with changemakers – both inside and outside of local government – who would lead this work through multi-sectoral roundtables and deep community engagement. We are basing this model on Tamarack's successful poverty reduction network that connects 350 communities across Canada that are developing plans to end poverty locally through collective impact. To follow our updates, you can [subscribe to our bi-monthly newsletter](#).

In early 2022, we are launching a 10-month [Climate Transitions Cohort](#) for a group of trailblazing communities that want to develop local climate transition plans. We will offer coaching and workshops aimed at deepening skills on both the 'what' (emissions inventory, climate vulnerability assessment, setting targets, identifying promising solutions, embedding equity) and the 'how' (collaborative cross-sector leadership, community engagement) of developing just climate transition plans. We will also be helping facilitate peer learning among cohort members and producing and sharing case studies, guides, and other publications that support communities in their journeys. There is no cost to participate.

If the Cohort opportunity is of interest to you, we would welcome you to apply. We are accepting applications until December 13, 2021. Earlier this week we held a Q&A session about the Cohort. You can view the recording and access the slides [here](#).

Please let us know if you have any questions (about the Cohort specifically or our work in general). We'd be happy to share more information by email and/or set up a Zoom call (you can book directly via this [Calendly](#) link).

I look forward to hearing from you.

Best regards,

Jorge

Jorge Garza (he/him)
Manager of Cities, Climate Transitions
Tamarack Institute
514-834-4020
jorge@tamarackcommunity.ca
www.tamarackcommunity.ca

I acknowledge that I live, work and play on the traditional and unceded territory of the Kanien'keha:ka (Mohawk), a place which has long served as a site of meeting and exchange amongst nations.

Je reconnais vivre, travailler et jouer sur le territoire traditionnel et non cédé Kanien'keha:ka (Mohawk), un endroit qui a longtemps servi de lieu d'échange et de rencontre entre diverses nations.





OCEANS PROTECTION PLAN PLAN DE PROTECTION DES OCÉANS

Good afternoon,

On behalf of Transport Canada, Fisheries and Oceans Canada and the Canadian Coast Guard, and Environment and Climate Change Canada, I am pleased to invite you to participate in the Winter 2022 Oceans Protection Plan (OPP) Forum. The Forum will be held online from **February 1 – 4, 2022.**

You will receive an email from Eventbrite with a unique registration link shortly. Please register through Eventbrite **by January 14**, to indicate your interest in attending.

The 2022 Forum objectives focus on accomplishments and lessons learned over five years of the OPP. Sessions will include presentations, panel discussions, information briefs and technical workshops.

An agenda with more details will be circulated in January. Some of the topics in 2022 include:

- Indigenous Partnerships and Collaboration
- Enhanced Maritime Situational Awareness
- Emergency Towing
- Cumulative Effects of Marine Shipping
- Protecting the Southern Resident Killer Whales

The participation of Indigenous peoples, coastal communities and stakeholders are essential to the Oceans Protection Plan. Funding to support participation is available for eligible groups. For eligibility requirements and to submit an application, please visit <https://www.tc.gc.ca/en/services/marine/apply-cpfp-funding.html>. **Applications must be submitted by January 14.** Please note approval is required before expenditures are incurred.

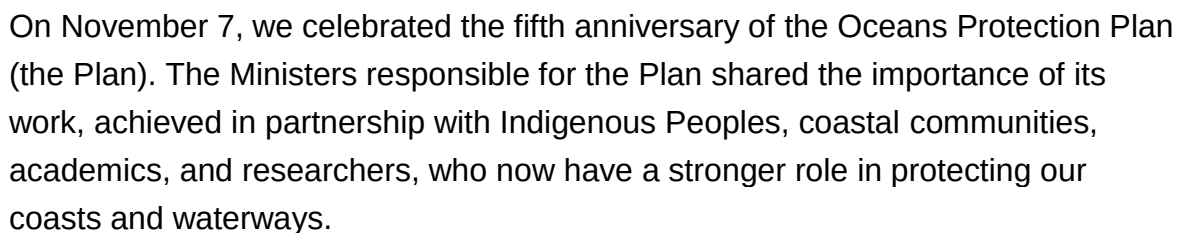
For any questions about the Forum or to request an invitation for a colleague, please contact TC.OPPBCReg-PPOCBEnreg.TC@tc.gc.ca. We look forward to seeing you at the Forum!

Sincerely,

Trevor Heryet
Executive Director, Oceans Protection Plan
Transport Canada
Pacific Region

Subject: Oceans Protection Plan newsletter (December 6, 2021) / Bulletin électronique sur le Plan de protection des océans (6 décembre 2021)

[View this email on our website](#)



“We mark(ed) the milestones achieved from the significant investments made towards Canada’s Oceans Protection Plan. Through these investments, we’ve built a system for marine protection and emergency preparedness that has exceeded international standards and preserved our coasts and waterways for generations to come. Today, marine shipping in Canada is safer, and our coastal ecosystems better protected than ever before.”

“In 2015, less than 1% of our oceans were protected, but today, 14% are now protected with an aim to protect 25% by 2025 and 30% by 2030. These efforts complement the work carried out under the Oceans Protection Plan and will help ensure not only the conservation, but the regeneration, of our marine life and ecosystems. As we look towards renewing the Oceans Protection Plan, we will continue working collaboratively to ensure Canada’s oceans are protected for generations to come.”

[Read the full statement](#)

Stories from our coasts



My life at sea: Navigating the marine industry as a woman

Since she was young, Tara Hillier knew she wanted a career in the marine industry. With a love for the ocean and a family history of seafarers, Tara was always encouraged by her father to embark on a journey towards a career at sea.

Years later, Tara enrolled in the Bridge Watch Rating program at the Nova Scotia Community College (NSCC), funded through the Oceans Protection Plan's [Marine Training Program](#). This Program helps underrepresented groups gain training and find jobs in the marine sector, and it combines classroom and hands-on training to prepare students for a career in the marine industry.

Fast forward to today, Tara has secured employment in the marine industry and is now working towards her goal of holding a leading deckhand position. Her advice for women and Indigenous Peoples wanting to join the industry? Don't hesitate to do it.

"Having Indigenous Peoples and women [in the marine industry] provides a much more well-rounded atmosphere at sea. It gives fresh eyes to the workplace, offers

brilliant ideas in offering safer, more efficient ways to approach things, and provides a more pleasant environment.

If you have an open mind, positive attitude, sense of adventure, strong work ethic, and don't get seasick, then a career in the marine industry is a fantastic choice. I love my career and wouldn't trade it—it has been very rewarding.”

**Do you have an OPP story to share? Email us at
TC.OPPEngagement-MobilisationPPO.TC@tc.gc.ca**

Changes in the Oceans Protection Plan leadership



Jane Weldon, Executive Head, Oceans Protection Plan (OPP) at Transport Canada retired from a 23-year career in the public service, including 11 years at Transport as the Director General of Marine Safety and Security and the Executive Head of the Oceans Protection Plan. For OPP, she has played a pivotal role in the coordination and success of the over 50 OPP initiatives. She was a

fierce supporter of OPP and a compassionate leader for the more than 200 people and partners working across Canada to deliver OPP.

Robert Dick, Assistant Deputy Minister, Pacific Region, is now leading the Transport Canada OPP team. Robert has 26 years' experience working in the federal government in various capacities, including in the Privy Council Office, Public Safety Canada, and Western Economic Diversification. Originally from Winnipeg, Robert holds a M.A. in International Relations from the University of Manitoba.

On behalf of the entire Oceans Protection Plan team, we would like to thank Jane for her dedication, leadership, and successful career, and welcome Robert to his new role.

Tour the new Victoria Coast Guard Station



The Oceans Protection Plan would like to welcome you virtually to the new Canadian Coast Guard Base in Victoria, British Columbia.

This new modern station is situated on Dallas Road with easy access to the harbour. The new building offers office and meeting space, as well as living

quarters on the second floor for the station crew. Solar panels were installed on the roof of the building to offset a portion of the station's energy consumption.

The station features a 14.7-metre Canadian Coast Guard lifeboat, the CCGS Cape Calvert, and a Rigid Hull Inflatable Boat, providing 24-hour response services for search and rescue, environmental response, and other activities. The marine infrastructure for the Victoria station vessels is projected to be completed by 2023. The Victoria station is crewed by an Officer-in-Charge and three crew members, including an engineer and two Leading Seaman/Rescue Specialists.

[Watch the video tour](#)

Breaking the ice and bridging connections



Every October in Nunavut, sub-zero temperatures set in and waterways start to freeze over, forming a highway that connects residents between communities and keeps food security and cultural traditions, such as caribou hunting, alive. Due to the effects of climate change over the years, the sea ice is now thinning and

caribou herds are changing their annual migration patterns with the shifting sea ice formations, forcing the hunters to alter their paths in pursuit.

However, the caribou and hunters are not the only ones who need to adapt to the sea ice—with 90% of consumer goods transported by marine shipping, icebreaker vessels are faced with unpredictable and ever-changing conditions in their duty to guide marine traffic and support essential re-supply services. As icebreakers pave the way through the thickened ice, this potentially creates a risky and even life-threatening situation for wildlife or hunters to be stranded on ice floes.

To mitigate these safety risks, Transport Canada, working with a variety of partners, co-developed the first Notice to Mariners (NOTMAR) for the Kitikmeot Region, issued in March 2020. This NOTMAR means communities can be notified in advance when icebreakers are coming through and make sure hunters can continue to safely travel over the sea ice. Meanwhile, icebreakers can maintain their operations to safely guide marine traffic around or through ice-covered waters, and prevent ice jams that can cause flooding... [continue reading](#).

Protecting Canadians from the effects of marine incidents: Liability and Compensation



The [*Marine Liability Act*](#) and the [*Wrecked, Abandoned or Hazardous Vessels Act*](#) include rules that ensure that if a marine incident happens in Canadian waters, people affected can be compensated for eligible losses. Depending on the incident, vessel owners can be held responsible for damage to property, the environment, and injuries to people.

The liability and compensation system make sure that if a marine incident happens in Canadian waters, polluters are financially responsible, even if the spill is accidental. We recently updated the [liability and compensation for marine incidents](#) section on the Transport Canada website.

Topics include:

- [Oil pollution](#)
- [Incidents involving passengers](#)
- [Wrecks](#)

- [The limitation of liability for maritime claims](#)

If you need more information or have any questions, please contact:

MarineLiability-ResponsabiliteMaritime@tc.gc.ca

Let's Talk OPP

Let's talk about the #OceansProtectionPlan:

Five years into the Oceans Protection Plan, we want to know how you think we should continue protecting Canada's coasts, creating opportunities for coastal communities, and advancing reconciliation with Indigenous Peoples.

- How can we keep protecting our coastal ecosystems?
- How can we make marine shipping safer?
- How can we prevent and respond to marine spills?
- How can we better work with Indigenous Peoples, scientists, and the marine industry to protect our coasts?

Please help us by taking some time to [add your thoughts to our discussion boards](#).

Latest announcements

- [New system to improve marine vessel traffic flow at the Port of Vancouver and in Southern British Columbia](#) (August 12, 2021)
- [Vessel Remediation Fund Regulatory Charge – Invitation for Public Comment](#) (August 11, 2021)

- [Signing of Tsleil-Waututh – Crown Burrard Inlet Environmental Science and Stewardship Agreement](#) (August 5, 2021)
- [Inuit Nunangat Community Boat Recipients](#) (July 21, 2021)
- [The Oceans Protection Plan is keeping Canada's coastline clean](#) (July 16, 2021)
- [Quiet Vessel Initiative Grants and Contributions for Indigenous funding recipients](#) (June 30, 2021)
- [Rankin Inlet Inshore Rescue Boat Station Seasonal Opening](#) (June 23, 2021)
- [Government of Canada Strengthens Partnership with Indigenous Coastal Communities to Enhance Marine Safety](#) (June 21, 2021)

Note: To subscribe or change your subscription to this newsletter, please visit the [Oceans Protection Plan newsletter](#) page on our website.



From: Salish Sea Ecosystem Conference [<mailto:ssec@wwu.edu>]

Sent: Wednesday, December 8, 2021 3:42 PM

Subject: Early Bird Registration Open



2022 Salish Sea Ecosystem Conference

Honoring our Ancestors: Visions for Future Generations and the Salish Sea

The 2022 Salish Sea Ecosystem Conference (SSEC) will take place **virtually** April 26-28. We invite you to immerse yourself in dynamic Salish Sea content that will include:

- Over 120 Presenters Across Concurrent Sessions
- Keynote Speakers
- Networking Opportunities
- Sponsorship Opportunities
- Exhibitor Opportunities

Early Bird Registration is Now Open

Early Bird Registration is now open for the 2022 SSEC. Registration rates include the cost to attend the live conference and six months of access to the virtual portal to view recorded presentations.

Rates

Early Bird: \$50 (*through January 31*)

Regular: \$70 (*begins February 1st*)

Student: \$15

Underrepresented / Early Career Professionals: \$30 (limited number available)

Discounts & Scholarships Available

Please visit the [conference registration page](#) for more information.

Learn More & Register

For questions regarding the [conference](#), please contact ssec@wwu.edu

The Salish Sea Ecosystem Conference has become the premier scientific research and policy gathering in the Pacific Northwest, attracting over 2400 participants virtually in 2020. The goal of the Conference is to provide a platform to build shared policies, practices, and science necessary to guide future actions for protecting and restoring the Salish Sea and its watersheds. The outcome is improved scientific collaboration, data sharing, dynamic discussions, and collaborative action to improve the state of the Salish Sea ecosystem. The Conference is administered by Western Washington University's Salish Sea Institute.

Western Washington University - Outreach and Continuing Education | 516 High Street, MS
9102, Bellingham, WA 98225



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