



Executive Committee Agenda

Date: March 23, 2022
Time: 9:00 am
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

	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. March 8, 2022	4 - 9
5. FOLLOW UP ACTION LIST AND UPDATES	
5.1. Follow Up Action List/Director/CAO Updates	10 - 15
5.2. Local Trust Committee Chair Updates	
5.3. Islands Trust Conservancy Liaison Update	
6. BYLAWS FOR APPROVAL CONSIDERATION	
6.1. Bowen Island Municipality Bylaw No. 564 (LUB amendment) - RFD	16 - 29
THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 564 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 564, 2022" is not contrary to or at variance with the Islands Trust Policy Statement.	
6.2. Galiano Island LTC Fees Bylaw No. 281 (administrative) - RFD	30 - 41
THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 281, cited as "Galiano Island Local Trust Committee Fees Bylaw, 2021" in accordance with Section 27 of the <i>Islands Trust Act</i>.	
6.3. South Pender Island LTC Fees Bylaw No. 124 (administrative) - RFD	42 - 53
THAT the Islands Trust Executive Committee approve South Pender Island Local Trust Committee Bylaw No. 124, cited as "South Pender Island Local Trust Committee Fees Bylaw, 2021" in accordance with Section 27 of the <i>Islands Trust Act</i>.	

6.4. Thetis Island LTC Fees Bylaw No. 110 (administrative) - RFD 54 - 66

THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 110, cited as “Thetis Island Local Trust Committee Fees Bylaw, 2021”, in accordance with Section 27 of the *Islands Trust Act*.

7. TRUST COUNCIL MEETING PREPARATION

7.1. Executive

7.1.1. Roundtable Review of March Trust Council

7.1.1.1. Trustee Johnston re: Trust Council feedback email dated March 14, 2022 67 - 68

7.1.2. March Trust Council Business Decision Highlights 69 - 69

7.1.3. Trust Council Follow-Up Action List 70 - 77

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. Great Northern Management Consultants final version of Islands Trust Governance Review February 2022 - Briefing 78 - 78

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

8.2.2.1. Draft Islands Trust Tax Notice Insert for 2022/23 - Briefing 79 - 81

8.2.3. Local Planning Services

8.2.3.1. Request for information from the Province regarding Magic Lake Estates Governance Study process - Briefing 82 - 90

8.2.3.2. MA-DVP-2021.9 (MIASFF) application sponsorship - RFD 91 - 97

THAT the Executive Committee approve financial sponsorship of \$935 for Development Variance Permit application MA-DVP-2021.9.

8.2.3.3. GL-DVP-2022.1 (The Galiano Club) application sponsorship - RFD 98 - 120

THAT the Executive Committee approve financial sponsorship of \$715 for development variance permit application GL-DVP-2022.1 (The Galiano Club).

THAT the Executive Committee approve financial support of \$5,000 to Cliffside Publishing to support publication of books relating to families heritage and histories of Saturna Island.

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. G. Kahne email dated March 14, 2022, cc'd to trustees re: Islands Trust Budget 127 - 128

10.2. D. Courtney re: Minister Request email dated March 13, 2022 129 - 130

10.3. Urgent Request for Support - SGI Anchorages email dated March 8, 2022 131 - 132

10.4. Hegus (Chief) Rempel re: Support for K'omoks Guardian Watchman Program letter dated March 7, 2022 133 - 133

10.5. B. Graham re: Comments on Groundwater and Eelgrass reports letter received March 4, 2022 134 - 137

10.6. Provincial Response to 2021(UBCM) resolution re: Electronic Permit and Public Hearing Notification letter dated March 3, 2022 138 - 139

11. WORK PROGRAM

11.1. Review and amendment of current work program 140 - 144

12. CLOSED MEETING

None

13. NEXT MEETING

The next Executive Committee meeting is scheduled to be held electronically, on April 13, 2022, from the Victoria office, #200 1627 Fort Street.

14. ADJOURNMENT



Executive Committee Minutes of Regular Meeting

Date: March 8, 2022

Location: Coast Bastion Hotel - Malahat Room, 2nd Floor
10 Gordon Street, Nanaimo BC

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
David Marlor, Director Local Planning Services
Clare Frater, Director, Trust Area Services
William Shulba, Senior Freshwater Specialist (electronic)
Lori Foster, Executive Coordinator/Recorder

Members of the Public: There were two members of the public present at the in-person meeting and one person attended electronically

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:02 a.m. and humbly stated gratitude to live and work on Coast Salish First Nations traditional and treaty territory then introduced elected officials and staff.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

Chair Luckham noted that March 8th is recognized as International Women's Day.

2.2 Approval of Agenda

2.2.1 Agenda Context Notes

Provided for information pertaining to items 3, 7.1.1.1., 7.1.2., 8.2.1.1., and 10.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY HELD CLOSED MEETING

Chair Luckham reported that from the February 23, 2022, closed meeting, the minutes of the February 2, 2022 closed meeting were adopted.

4. ADOPTION OF MINUTES

4.1 February 23, 2022 draft minutes

By general consent, the minutes were adopted as presented.

4.2 Resolutions without Meeting Report

Received for information.

5. FOLLOW UP ACTION LIST (FUAL) AND UPDATES

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

Chief Administrative Officer (CAO) Hotsenpiller and directors reviewed their FUAL list items as presented and gave verbal updates on emerging issues.

Discussion followed on:

- Local trust committee in-person meeting format includes recording and posting recording of meetings,
- Launch of Phase 3 Islands 2050 community engagement and upcoming focus group workshops.

5.2 Local Trust Committee Chair Updates

Local Trust Committee (LTC) Chairs gave verbal updates on recently attended LTC meetings, applications in progress and projects status.

As a member of the B.C. Municipal Climate Leadership Council, Vice-Chair Fast attended a workshop where Ministers Heyman (Environment and Climate Change) and Cullen (Municipal Affairs) attended. She noted that the Climate Action Revenue Incentive Program (CARIP) would be wrapping up and shifting to a new climate action program for local governments.

5.3 Islands Trust Conservancy Liaison Update

Islands Trust Conservancy Vice-Chair, Municipal Trustee Fast, noted the Conservancy Board meets next week.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Bowen Island Municipality - LUB Amendment Bylaw No. 562

DLPS Marlor spoke to the request for decision as being consistent with the Policy Statement. A typographical error was noted in the recommendation and changed to read Bylaw No. 562.

EC-2022-032

It was Moved and Seconded,

THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 562 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 562, 2022” is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Delegation Requests

7.1.1.1 Eric Booth

Eric Booth’s delegation request was removed from the Trust Council agenda because a full presentation, as requested by EC, had not been received.

7.1.2 GNMC Governance Review Session Outline

The session outline was received late, sent by the Great Northern Management Consultants (GNMC), and is similar to the session outline already published in the Trust Council agenda package. Received for information.

7.2 Local Planning Services - None

7.3 Administrative Services - None

7.4 Trust Area Services – None

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive - None

8.1.2 Trust Area Services - None

8.1.3 Local Planning Services - None

8.1.4 Administrative Services – None

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 AVICC Registration

Executive Committee discussed attending the in-person Association of Vancouver Island Coastal Communities (AVICC) meeting being held in Victoria, April 1-3, 2022.

EC-2022-033

It was Moved and Seconded,

That Executive Committee approve the registration of members Chair Luckham, Vice-Chair Patrick and Vice-Chair Fast to the Association of Vancouver Island Coastal Communities (AVICC) conference (April 1-3, 2022) and members will register themselves.

CARRIED

8.2.2 Trust Area Services – None

8.2.3 Local Planning Services

8.2.3.1 Feedback from Islands Trust on the Watershed Security Strategy and Fund – Briefing

DLPS Marlor spoke to the draft letter included in the briefing.

Vice-Chair Patrick requested 3 changes as emailed to DLPS Marlor which were summarized as follow:

- Outcome #5 add “equitably”.
- Page 2 second paragraph (48 of agenda package) change to say “to inform land use decisions”.
- Last paragraph end with, “work in cooperation with us”.

EC-2022-034

It was Moved and Seconded,

That Executive Committee approve the draft letter (Watershed Security Strategy and Fund) as amended, and prepare for the signature of the chair.

CARRIED

8.2.4 Administrative Services - None

9. NEW BUSINESS

By general consent, Executive Committee held a Public Comments session for two members of the public who attended the meeting in-person.

Public Comments

Jacinthe Eastick, Gabriola Island resident, spoke to her correspondence dated February 15, 2022 which was published in the Trust Council agenda package as item 17.5.

Alex Hodson Deggan, Gabriola Island resident, spoke to island aquifer capacity and availability.

9.1 Executive/Trust Council - None

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Discussion on the continuing progress of internet connections to the Gambier / Keats area was noted.

9.3 Local Planning Services - None

9.4 Administrative Services – None

10. CORRESPONDENCE (received for information unless raised for action)

10.1 To Trust Council

10.1.1 D. Paton re: Trust Freshwater Sustainability Strategy email dated February 6, 2022

10.1.2 M. Welman re: letter to Trust Council email dated February 19, 2022

10.1.3 M. Gang re: thoughts about the Freshwater Sustainability Strategy email & attachment dated February 21, 2022

10.1.4 J. Tipple re: budget for 2022 email dated February 21, 2022

10.1.5 J. Holland re: recent budget increase survey email dated February 22, 2022

10.1.6 P. Carney re: Islands Trust 22-23 budget email dated February 24, 2022

10.1.7 R. Quaintance re: high costs email dated February 24, 2022

10.1.8 F. Attorp correspondence dated February 23 and March 2, 2022

10.1.9 FW: Formal Letter of Complaint to Honourable Josie Osborne Re: Islands Trust Budget

The letter, addressed to Minister Osborne was cc'd to trustees by the 16 senders shown in the attached list.

10.1.10 T. Law letter to Trust Council dated February 28, 2022

10.1.11 Salt Spring Solutions re: Policy Stmt Phase 3 Consultation letter dated March 2, 2022

EC-2022-035

It was Moved and Seconded,

That Executive Committee forward items 10.1.2., 10.1.8., and 10.1.10 to trustees as Trust Council correspondence.

CARRIED

EC-2022-036

It was Moved and Seconded,

That Executive Committee forward item 10.1.10 to Trust Programs Committee as correspondence.

CARRIED

It was noted that item 10.1.10 has been posted to the Islands 2050 webpage under public correspondence.

10.2 To Executive Committee

- 10.2.1 K.Peszel re: Budget increase by Financial Committee email dated February 18, 2022
- 10.2.2 J. Green re: Approval of the Budget by Financial Committee email dated February 19, 2022
- 10.2.3 M. Baer re vote against the budget increase email dated February 21, 2022
- 10.2.4 J. Margison re: concern from yesterday's Executive meeting email date February 25, 2022
- 10.2.5 L. Peck re: Phase 3 Public Engagement email dated February 28, 2022
- 10.2.6 Greetings from the BC Electoral Boundaries Commission email dated March 3, 2022

By general consent, Executive Committee requests that item 10.2.6 be sent to all local trust committees.

EC-2022-037

It was Moved and Seconded,

That Executive Committee forward items 10.2.1., 10.2.2 and 10.2.3. to trustees as Trust Council correspondence.

CARRIED

11. WORK PROGRAM

11.1 Review and amendment of current work program

12. NEXT MEETING

The next Executive Committee meeting is scheduled to be held electronically on March 23, 2022 beginning at 9:00 a.m.

13. CLOSED SESSION - None

14. ADJOURNMENT

By general consent, the meeting was adjourned at 11:20 a.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator



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 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: 13-Apr-2022	In Progress
3 Executive Committee members Luckham, Patrick, and Fast to register themselves for the April 1-3 AVICC Victoria conference.	Russ Hotsenpiller	Meeting: 08-Mar-2022 Target: 23-Mar-2022	In Progress
4 That 6 correspondence items - 10.1.2., 10.1.8., 10.1.10., 10.2.1., 10.2.2., and 10.2.3 be forwarded to trustees as Trust Council correspondence.	Russ Hotsenpiller	Meeting: 08-Mar-2022 Target: 08-Mar-2022	Completed
5 That item 10.2.6 re: BC Electoral Boundaries be forwarded to all local trust committees.	Russ Hotsenpiller	Meeting: 08-Mar-2022 Target: 23-Mar-2022	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
----------	----------------	-------	--------



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.	Julia Mobbs	Meeting: 21-Oct-2020 Target: 13-Apr-2022	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-Sep-2022	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: 13-Apr-2022	In Progress
2 That Executive Committee request staff to continue this discussion (Local Planning Services Renewal Status Report - Briefing) to a future Executive Committee meeting and the pros and cons of reducing the projects per local trust committee to one.	David Marlor	Meeting: 03-Feb-2021 Target: 23-Feb-2022	In Progress

Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
3 Executive Committee advise Bowen Island Municipality that Bylaw No. 562 is not contrary to or at variance with the Islands Trust Policy Statement.	David Marlor	Meeting: 08-Mar-2022 Target: 23-Mar-2022	Completed
4 That the letter, Watershed Security Strategy and Fund, as amended, be prepared for the signature of the chair.	David Marlor	Meeting: 08-Mar-2022 Target: 23-Mar-2022	In Progress

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater	Meeting: 30-Jan-2019 Target: 31-May-2022	In Progress
2 Legislative Monitoring Chart (bi-annually to Trust Council) Staff to produce the Legislative Monitoring briefing every 6 months with the next one being September 2022.	Clare Frater	Meeting: 23-Feb-2022 Target: 20-Sep-2022	Completed



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
3 Authorize a grant of \$4,500 (from History and Heritage Grants) to Drama Camp Productions in support of the application to host screenings of the movie Dust n Bones and reconciliation discussions on Hornby, Denman (COMPLETE) and Gabriola Islands, subject to support of local trustees and affected local trust committees.	Clare Frater	Meeting: 26-Feb-2020 Target: 31-May-2022	In Progress
4 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: 31-May-2022	In Progress
5 That staff redirect funding approved by resolution EC-2020-032 from its February 26th business meeting for Hornby Island under the History and Heritage grant application, be allocated to a Dust n Bones screening event on Salt Spring Island.	Clare Frater	Meeting: 10-Mar-2020 Target: 31-May-2022	In Progress
6 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: 31-May-2022	In Progress
7 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: 31-May-2022	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: 13-Apr-2022	In Progress



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
9 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: 13-Apr-2022	In Progress
10 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: 31-May-2022	In Progress
11 That Executive Committee request staff to send a follow-up letter to the Province regarding the New Brighton dock letter sent October 2, 2020, File No. 12-05-6410-03-2020 and attach the October 2 and October 14 deputy minister response as an addendum.	Clare Frater	Meeting: 02-Feb-2022 Target: 13-Apr-2022	In Progress
12 Annual report format amendments include moving reconciliation items and conservancy items up in the table of contents and keep the presentation simple.	Clare Frater	Meeting: 23-Feb-2022 Target: 13-Apr-2022	Completed
13 That item 10.1.10 letter from T. Law dated February 28th be added to the April 8th Trust Programs Committee meeting agenda.	Clare Frater	Meeting: 08-Mar-2022 Target: 08-Apr-2022	Completed

Legislative Services Manager

Activity	Responsibility	Dates	Status
----------	----------------	-------	--------

Follow Up Action Report

Executive Committee

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. As of March 2022, amendments to 11 out of 17 policies deemed out of date have been adopted.	Carmen Thiel	Meeting: 03-Feb-2021 Target: 23-Sep-2022	In Progress



REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

File No.: 08-3020-20-01 BIM_BL_562

DATE OF MEETING: March 23, 2022
TO: Islands Trust Executive Committee
FROM: David Marlor, MCIP, RPP
Director, Local Planning Services
SUBJECT: Bowen Island Municipality – LUB Amendment Bylaw No. 564

RECOMMENDATION

1. **THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 564 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 564, 2022” is not contrary to or at variance with the Islands Trust Policy Statement.**

IMPLICATIONS OF RECOMMENDATION

Organizational - None

Financial - None

Policy - None

Implementation/Communications - Communication to Bowen Island Municipality regarding the Executive Committee decision by April 4, 2022.

Other - None

PURPOSE

Bowen Island Municipality Bylaw No. 564 (Attachment 1) is an amendment to the Bowen Island Municipality Land Use Bylaw (LUB) No. 57, 2002 in order to allow an existing un-permitted secondary dwellings on a specified lot. The bylaw increase the permitted floor area for a secondary dwelling from 115 sq.m to 132 sq.m, and reduces the required setback from 7.5 metres to 3.0 metres.

BACKGROUND

The applicant applied to permit an existing un-permitted detached secondary suite on their property. The site-specific zoning will allow the existing secondary suite as built, but a restrictive covenant will be required before adoption of zoning to require that if the existing detached secondary suite is destroyed, that a new detached secondary suite must meet the current zoning requirement.

Additional background is available in the Staff Report to Bowen Council dated February 1, 2022 (Attachment 2).

Bowen Island Municipality staff reviewed the Islands Trust Policy Statement (ITPS) Directive Policies (Attachment 3) and have identified the following ITPS Directive policies as relevant:

- 5.2.3 *Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.*
- 5.2.4 *Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.*
- 5.2.5 *Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.*
- 5.8.6 *Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.*

In review of the staff reports and bylaw, and considering the small-scale, site-specific nature of the proposed bylaw amendment, staff concurs with the Bowen Island Municipality staff that the remaining ITPS policies do not apply, and that the proposal is not contrary to or at variance with the Island Trust Policy Statement Directive Policies.

Issues Relating To First Nation Interest

From the staff reports received from the Bowen Island Municipality, staff has made no comment regarding any First Nations engagement with this land use bylaw amendment. The Islands Trust Policy Statement does not contain directive policies with regards to First Nations.

Public Comments

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

Staff Comments

The purpose of the staff report is to advise if the proposed bylaws are or are not contrary to or at variance with the Islands Trust Policy Statement (ITPS). Bowen Island Municipality has considered the Islands Trust Policy Statement Directives Policies Checklist and has indicated if the Municipality has addressed relevant policies (see Attachment 3).

Based on a review of the proposed Bylaw No. 562, the Bowen Island staff reports, and the ITPS Checklist, Islands Trust staff concludes that the Bylaw No. 562 is not contrary to or at variance with the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS2

- Referral of Land Use Bylaw No. 564 under s.15 of the Letters Patent
- Written response to Bowen Island Municipality required by April 4, 2022 (45 days after date of receipt of the referral on February 15, 2022).
- Comments from Executive Committee limited to whether or not Bylaw No. 564 is contrary to or at variance with the Islands Trust Policy Statement.
- Staff considers that Bylaw No. 564 is not contrary to or at variance with the Islands Trust Policy Statement.

RELEVANT POLICY

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

ALTERNATIVE

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

THAT the Executive Committee request that staff advise Bowen Island Municipality in writing that the Executive Committee considers that Bylaw No. 564 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 564, 2022" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], triggering notification of the Minister.

Submitted By:	David Marlor, Director of Local Planning Services	March 16, 2022
Concurrence:		

ATTACHMENTS

1. Bylaw No. 564 – Proposed LUB Amendment
2. BIM Staff Report dated February 1, 2022
3. Islands Trust Policy Statement Checklist



**Bowen Island Municipality
Bylaw No. 564, 2022**

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

WHEREAS, “Bowen Island Land Use Bylaw No. 57, 2002” establishes zoning classifications and regulations for land within the municipality, and

AND WHEREAS, Council wishes to amend “Bowen Island Land Use Bylaw No. 57, 2002” to amend existing regulations on the property legally described as:

LOT 2 DISTRICT LOT 1334 PLAN 4620

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

1.0 Citation

- 1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 564, 2022”.

2.0 Amendments

- 2.1 “Bowen Island Municipality No. 57, 2002,” is amended at Section 4.1.4 – Exceptions in Particular Locations by inserting section 4.1.4 (11) to read as follows:

4.1.4 (11) *Zone Variation – RR 3(e)*

- (a) Despite Section 3.57.3, the maximum floor area for a detached secondary suite shall be 132 sq. m.
 - (b) The minimum setback from the east property line for a detached secondary suite shall be 3 metres
- 2.2 Schedule “B” to “Bowen Island Municipality Land Use Bylaw No. 57, 2002” is amended by changing the description of the lands labelled “A” on Schedule “A” to this Bylaw from Rural Residential 3 to Rural Residential 3(e)

READ A FIRST TIME this 14th day of February ,2022;

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

PUBLIC HEARING this ____ day of _____ , _____;

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

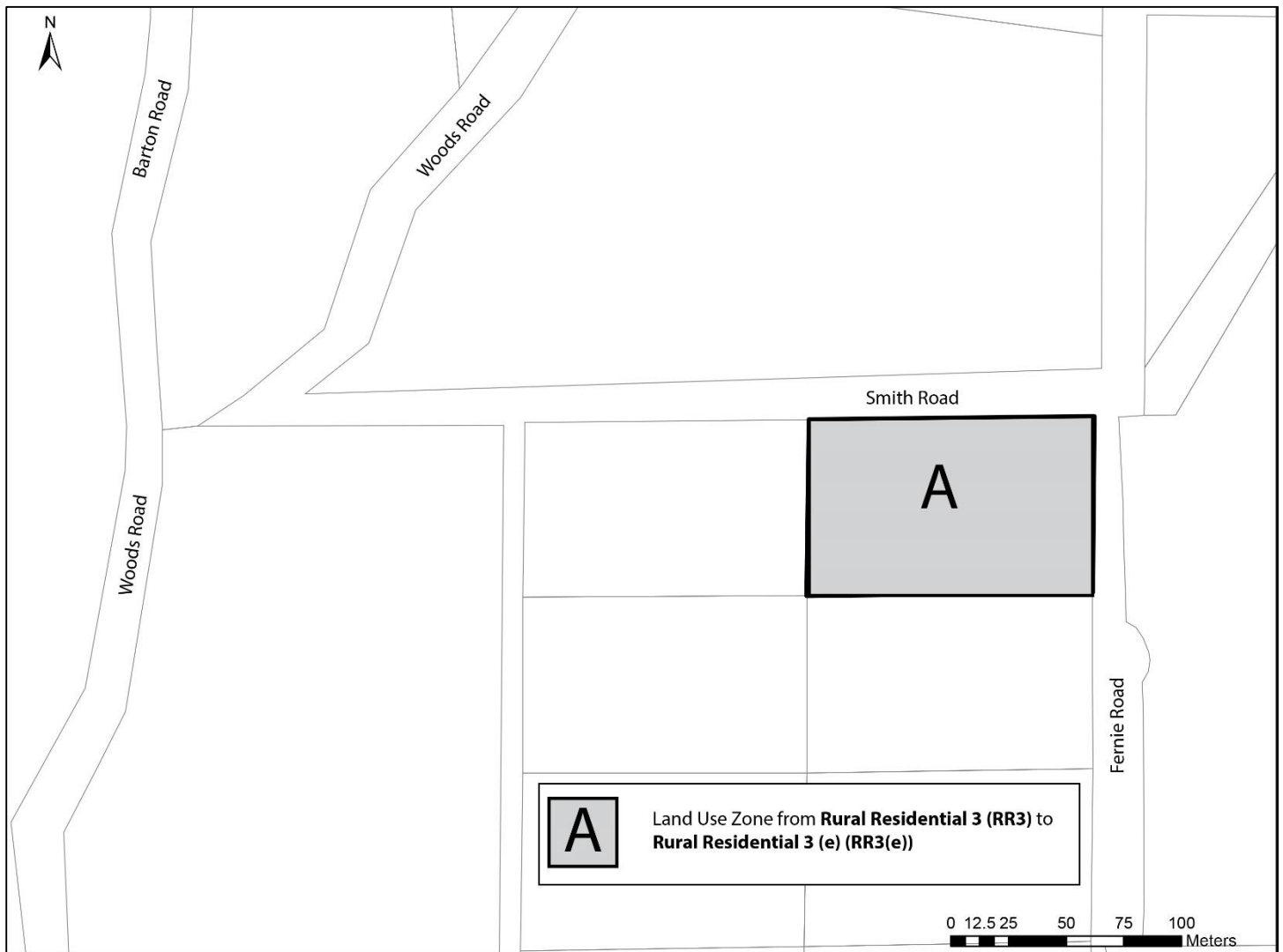
FINALLY ADOPTED this ____ day of _____ , _____;

Gary Ander
Mayor

Hope Dallas
Corporate Officer

Bowen Island Municipality Land Use Bylaw No. 57, 2002

Amendment Bylaw No. 564, 2022 – Schedule A





To: Mayor Ander and Council

From: Daniel Martin, Manager of Planning and Development

Date: February 1, 2022

Meeting Date: February 14, 2022

Subject: **815 Smith Road**
File No. RZ-01-2021
Bylaw No. 564, 2022

RECOMMENDATION

That Bylaw No.564, 2022 cited as "Bowen Island Municipality Land Use Bylaw No.57, 20022, Amendment Bylaw No. 564, 2022" be read a first time; and
That Council refer Bylaw No. 564, 2022 to the Advisory Planning Commission, the Housing Advisory Committee, Vancouver Coastal Health, and the Islands Trust.

PURPOSE

The purpose of this report is to present a rezoning application for 815 Smith Road for consideration of First Reading.

BACKGROUND

An application has been received to amend the zoning of 815 Smith Road to permit an already constructed detached secondary suite (the proposal is to increase the allowable floor area and decrease the required setbacks for the suite.

This Application was presented to Council at the November 22, 2021, meeting. Full details of the application are outlined in the [staff report](#) on that agenda. Results of initial referrals were presented to Council at the January 24, 2022 meeting, and details of those referrals are outlined in the [staff report](#) on that agenda. At that meeting Council adopted the following motion:

RES#22-32

It was Moved and Seconded

That Council direct staff to prepare a bylaw to amend the Land Use Bylaw to allow for the rezoning application RZ-01-2021 outlined in the January 24, 2022 meeting, with the condition that any replacement accessory residential use comply with current Land Use Bylaw.

CARRIED UNANIMOUSLY

Based on that direction, this report brings a bylaw for consideration of First Reading, and conditions to ensure that any replacement accessory residential use complies with the current Land Use Bylaw.

BYLAW 564, 2022

Bylaw No. 564, 2022 would permit the existing detached secondary suite by placing the property at 815 Smith Road into a zone variation that would serve to vary the underlying Rural Residential 3 zone in two ways, as follows:

1. Increase the permitted floor area of a detached secondary suite from 115 sq. m. to a maximum of 132 sq. m.; and
2. decrease the required minimum setback on the east property line for a detached secondary suite from 7.5 metres to 3 metres.

All other regulation specific to this zone, or general to all zones, would remain in effect.

RESTRICTIVE COVENANT

Consistent with Council's adopted motion, and the APC recommendation, staff have worked with legal counsel to narrowly craft the proposed rezoning to the current building only. The chosen solution is to make adoption of the bylaw conditional on the applicant entering into a Section 219 Covenant that would state that, in the event that the existing detached secondary suite is destroyed, any replacement detached secondary suite would have to comply with current Land Use Bylaw regulations.

PROPOSED CONDITIONS

As mentioned in the previous staff report, staff recommend that the technical information be addressed, where appropriate, following First Reading and before a Public Hearing. This includes the necessary reports and studies required for a retroactive Building Permit.

The applicant has engaged the necessary professionals to conduct this work, and reports are expected to be ready following a First Reading of the bylaw.

FINANCIAL IMPLICATIONS

An amenity contribution has been offered as part of this application in the amount of \$50,000. Staff recommend that the contribution go towards the Affordable Housing Fund.

COMMUNICATION STRATEGY

Following this Council meeting, depending on Council direction, staff will prepare a bylaw to amend the *Land Use Bylaw* for consideration of First Reading. Following First Reading staff will again recommend referrals to advisory committees and will include a referral for the Islands Trust.

The Development Approval and Procedure Bylaws requires that the applicant hold an information meeting following First Reading of an amendment bylaw. Given the small scale of the rezoning application, staff will recommend that this information meeting is not necessary.

Notice of Council decision at this meeting will be provided in the Council minutes and the Council highlights circulated following the meeting.

ECOLOGICAL/ENVIRONMENTAL/CLIMATE IMPLICATIONS

There are no ecological implications anticipated from this application.

SUMMARY / CONCLUSION

Owners of 815 Smith Road wish to amend their zoning to permit an existing detached secondary suite, constructed without a building permit. Staff have presented an amendment bylaw to permit the existing detached secondary suite.

ALTERNATIVES

Council has the following options available:

1. That Council grant First Reading to Bylaw No 564,. 2022;
2. That Council refer the proposal back to staff for further information;
3. That Council direct staff to not pursue the proposal any further, and encourage the applicant to submit an application for a development variance permit; or
4. Other options as determined by Council.

Submitted by: Daniel Martin, Manager of Planning and Development

Attachments:

Attachment 1 – [Staff Report, November 22, 2021 Council Meeting](#)

Attachment 2 – [Staff Report, January 24, 2022 Council Meeting](#)

Attachment 3 – Amendment Bylaw No. 564, 2022

Attachment 4 – Islands Trust Policy Checklist

Attachment 5 – Draft Restrictive Covenant **(to be provided as a late item)**



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 564, 2022 – File: 815 Smith Road RZ-01-2021

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws and Island Municipalities address certain matters in their official community plans and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECK LIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is **consistent** with the policy from the Policy Statement, or
- ✗ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		protection of productive soils.
--	--	---------------------------------

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation

N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

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



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3900-03: LPS Admin Bylaw
(Fees Bylaw)

DATE OF MEETING: March 23, 2022
TO: Islands Trust Executive Committee
FROM: Robert Kojima, Regional Planning Manager
SUBJECT: Galiano Island Local Trust Committee – Proposed Bylaw No. 281 (Fees Bylaw)

RECOMMENDATION

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 281, cited as “Galiano Island Local Trust Committee Fees Bylaw, 2021” in accordance with Section 27 of the *Islands Trust Act*.

DIRECTORS COMMENTS

Galiano Island Local Trust Committee has referred Proposed Bylaw No. 281 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*.

IMPLICATIONS OF RECOMMENDATION

Organizational: Trust Council has requested all local trust committees to amend their fees bylaw to be in agreement with the model fee bylaw. Senior staff have indicated that this is done preferably before the start of the 2022/23 fiscal period. Bylaw No. 281 meets the goal and timeline.

Financial: The proposed amendments will alter the budgeted revenue derived from development applications submitted to the Local Trust Committee.

Policy: The proposed bylaw amendments are consistent with [Islands Trust Policy 5.6.1 Applications Processing Services](#).

Implementation/Communications: New application fees will be updated on relevant websites and will be communicated to applicants and enquirers.

First Nations: None.

Other: None.

PURPOSE

Galiano Island Local Trust Committee Fees Bylaw No. 281, cited as Galiano Island Local Trust Committee Fees Bylaw, 2021” is intended to update the Local Trust Committee Fees Bylaw to be concurrent with Islands Trust Policy 5.6.1 Applications Processing Services.

BACKGROUND

At its regular business meeting in June 2021, Trust Council adopted a new Application Processing Services Policy that includes a model Fee Bylaw. At the same meeting, Trust Council requested all local trust committees to adopt the new fees bylaw. The Galiano Island Local Trust Committee received the request at their October 2021 regular business meeting and requested staff to draft a new fees bylaw based on the new model fees bylaw.

The LTC received the requested bylaw at the February regular business meeting, gave first, second and third readings and forwarded it 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

Staff recommend that the Executive Committee approve the bylaw as it is consistent with Islands Trust Council Policies and Procedures.

KEY ISSUES/CONCEPTS

At its regular business meeting in June 2021, Trust Council adopted a new Application Processing Services Policy that includes a model Fee Bylaw. At the same meeting, Trust Council requested all local trust committees to adopt the new fees bylaw. The Galiano LTC have given three readings to a new Fee Bylaw based on the model fee bylaw. Draft Bylaw No. 281 is attached.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- [Islands Trust Policy 5.6.1 Applications Processing Services](#)

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Galiano Island Local Trust Committee in writing that the Executive Committee considers that Galiano Island Local Trust Committee Fees Bylaw No. 281, cited as "Galiano Island Local Trust Committee Fees Bylaw, 2021" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Robert Kojima, Regional Planning Manager	March 9, 2022
Concurrence:	David Marlor, Director, Local Planning Services	March 14, 2022

ATTACHMENTS

1. EC Submission Cover
2. EC Policy Checklist
3. Proposed Bylaw No.281



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee

Bylaw No.: GL-281

Bylaw Type: Fees Bylaw

Date of resolution referring bylaw to Executive Committee: 07-Feb-2022

- ☒ 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

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)

Not-Applicable	i	Bylaw is consistent with the object of the Trust
Not-Applicable	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Not-Applicable	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Not-Applicable	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: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 07-Feb-2022

Reading: 07-Feb-2022

Third Reading

PROPOSED

GALIANO ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 281

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 Galiano Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Galiano Island Local Trust Area 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 "Galiano Island Local Trust Committee Fees Bylaw, 2021".

Interpretation

2.1 In this bylaw:

"Applicant" means:

- 2.1.1 the person authorized under the Galiano Island Local Trust Committee Development Procedures Bylaw No. 100, 1992 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.

“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 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 (Development Areas – DP1, DP2, DP4, DP5, DP6, DP3)	\$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 Renewal	\$700
Other Permits	
13. Heritage Alteration Permit	\$1,700
Combination Applications	
14. 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
15. 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	\$1,000
2. Application for Subdivision Review – per additional lot created	\$100
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 covenants 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 Galiano Island Local Trust Committee 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 “Galiano Island Local Trust Committee Fees Bylaw No. 196, 2007” 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 7TH DAY OF FEBRUARY , 2022

READ A SECOND TIME THIS 7TH DAY OF FEBRUARY , 2022

READ A THIRD TIME THIS 7TH DAY OF FEBRUARY , 2022

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

ADOPTED THIS _____ DAY OF _____ , 202X

CHAIR

SECRETARY



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3900-03: LPS Admin Bylaw
(Fees Bylaw)

DATE OF MEETING: March 23, 2022
TO: Islands Trust Executive Committee
FROM: Robert Kojima, Regional Planning Manager
SUBJECT: South Pender Island Local Trust Committee – Proposed Bylaw No. 124 (Fees Bylaw)

RECOMMENDATION

THAT the Islands Trust Executive Committee approve South Pender Island Local Trust Committee Bylaw No. 124, cited as “South Pender Island Local Trust Committee Fees Bylaw, 2021” in accordance with Section 27 of the *Islands Trust Act*.

DIRECTORS COMMENTS

South Pender Island Local Trust Committee has referred Proposed Bylaw No. 124 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*.

IMPLICATIONS OF RECOMMENDATION

Organizational: Trust Council has requested all local trust committees to amend their fees bylaw to be in agreement with the model fee bylaw. Senior staff have indicated that this is done preferably before the start of the 2022/23 fiscal period. Bylaw No. 124 meets the goal and timeline.

Financial: The proposed amendments will alter the budgeted revenue derived from development applications submitted to the Local Trust Committee.

Policy: the proposed bylaw amendments are consistent with [Islands Trust Policy 5.6.1 Applications Processing Services](#).

Implementation/Communications: New application fees will be updated on relevant websites and will be communicated to applicants and enquirers.

First Nations: None.

Other: None.

PURPOSE

South Pender Island Local Trust Committee Fees Bylaw No. 124, cited as South Pender Island Local Trust Committee Fees Bylaw, 2021” is intended to update the Local Trust Committee Fees Bylaw to be concurrent with Islands Trust Policy 5.6.1 Applications Processing Services.

BACKGROUND

At its regular business meeting in June 2021, Trust Council adopted a new Application Processing Services Policy that includes a model Fee Bylaw. At the same meeting, Trust Council requested all local trust committees to adopt the new fees bylaw. The South Pender Island Local Trust Committee received the request at their November 2021 regular business meeting and requested staff to draft a new fees bylaw based on the new model fees bylaw.

The LTC received the requested bylaw at the February regular business meeting, gave first, second and third readings and forwarded it 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

Staff recommend that the Executive Committee approve the bylaw as it is consistent with Islands Trust Council Policies and Procedures.

KEY ISSUES/CONCEPTS

At its regular business meeting in June 2021, Trust Council adopted a new Application Processing Services Policy that includes a model Fee Bylaw. At the same meeting, Trust Council requested all local trust committees to adopt the new fees bylaw. The South Pender LTC have given three readings to a new Fee Bylaw based on the model fee bylaw. Draft Bylaw No. 124 is attached.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- [Islands Trust Policy 5.6.1 Applications Processing Services](#)

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise South Pender Island Local Trust Committee in writing that the Executive Committee considers that South Pender Island Local Trust Committee Fees Bylaw No. 124, cited as "South Pender Island Local Trust Committee Fees Bylaw, 2021" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the South Pender Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Robert Kojima, Regional Planning Manager	March 9, 2022
Concurrence:	David Marlor, Director, Local Planning Services	March 14, 2022

ATTACHMENTS

1. EC Submission Cover
2. EC Policy Checklist
3. Proposed Bylaw No. 124



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: South Pender Island Local Trust Committee

Bylaw No.: SP-124

Bylaw Type: Fees Bylaw

Date of resolution referring bylaw to Executive Committee: 04-Feb-2022

- ☒ 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

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)

Not-Applicable	i	Bylaw is consistent with the object of the Trust
Not-Applicable	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Not-Applicable	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Not-Applicable	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: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 04-Feb-2022

Reading: 04-Feb-2022

Third Reading

PROPOSED

SOUTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 124

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 South Pender Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the South Pender Island Local Trust Area 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 "South Pender Island Local Trust Committee Fees Bylaw, 2021".

Interpretation

2.1 In this bylaw:

"Applicant" means:

- 2.1.1 the person authorized under the South Pender Island Local Trust Committee Development Procedures Bylaw No. 60, 1992 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.

“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 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 (Development Areas – DP1, DP2, DP4, DP5, DP6, DP3)	\$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 Renewal	\$700
Other Permits	
13. Heritage Alteration Permit	\$1,700
Combination Applications	
14. 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
15. 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	\$1,000
2. Application for Subdivision Review – per additional lot created	\$100
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 covenants 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 South Pender Island Local Trust Committee 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 “South Pender Island Local Trust Committee Fees Bylaw No. 101, 2007” 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 4TH DAY OF FEBRUARY , 2022

READ A SECOND TIME THIS 4TH DAY OF FEBRUARY , 2022

READ A THIRD TIME THIS 4TH DAY OF FEBRUARY , 2022

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

ADOPTED THIS _____ DAY OF _____ , 202X

CHAIR

SECRETARY



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: TH-BL-110
3900-03:LPS Admin Bylaw

DATE OF MEETING: March 23, 2022
TO: Islands Trust Executive Committee
FROM: Heather Kauer, Regional Planning Manager
SUBJECT: Thetis Island Local Trust Committee – Bylaw No. 110

RECOMMENDATION

1. THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 110, cited as “Thetis Island Local Trust Committee Fees Bylaw, 2021”, in accordance with Section 27 of the *Islands Trust Act*.

DIRECTORS COMMENTS

Thetis Island Local Trust Committee has referred Bylaw No. 110 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

Increases in fees should provide more revenue to cover the cost of processing related permits.

Policy – none.

Implementation/Communications

Communication to **Thetis Island Local Trust Committee** regarding the Executive Committee decision by **March 24, 2022**.

Other – none.

PURPOSE

Thetis Island Local Trust Committee Bylaw No. 110, cited as “Thetis Island Local Trust Committee Fees Bylaw, 2021” (Attachment 4) is intended to consider adopting a bylaw that updates permitting fees, specifically:

- An expanded Interpretation section.

- Fee increases for the various applications.
- Fees for applications received though work or activity is already undertaken or in operation.
- Clarification of collection of fees and refunds.
- A new section to address Extraordinary Service Costs (ESC)
- A new section to address Annual Fee Increases.

BACKGROUND

Thetis Island Local Trust Committee Bylaw No. 110

Bylaw No. 110 was given three readings on February 22 2021. (Attachment 4).

Issues Relating To Provincial Interest

None.

Issues Relating To First Nation Interest

None.

Issues Relating To Resources and Enforcement

Increased cost recovery.

Public Comments

None.

Staff Comments

None.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Trust Council Policy “5.6.1 Application Processing Services”.

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Thetis Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 110, cited as cited as “Thetis Island Local Trust Committee Fees Bylaw, 2021”, is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Thetis Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Heather Kauer, MPA, RPP, MCIP, AICP Regional Planning Manager	March 17, 2022
Concurrence:	David Marlor, MCIP, RPP Director, Local Planning Services	March 17, 2022

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. EC Policy Checklist
4. Bylaw No. 110



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Thetis Island Local Trust Committee

Bylaw No.: TH-110

Bylaw Type: Fees Bylaw

Date of resolution referring bylaw to Executive Committee: 22-Feb-2022

- ☒ 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: TH-110

Trust Area: Thetis Island Local Trust Committee
Type: Fees Bylaw
Bylaw No.: TH-110
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 22-Feb-2022

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: McErlean, Becky

Date: 03-Mar-2022

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: 22-Feb-2022

Third Reading Date: 22-Feb-2022

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: 22-Feb-2022

Reading: 22-Feb-2022

Third Reading

DRAFT

THETIS ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 110

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 Thetis Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Thetis Island Local Trust Area 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 "Thetis Island Local Trust Committee Fees Bylaw, 2021".

Interpretation

2.1 In this bylaw:

"Applicant" means:

- 2.1. the person authorized under the Thetis Island Local Trust Committee Development Procedures Bylaw No. 40, 1992 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. 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. 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*.

“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
1. Major (e.g. change to density or OCP)	\$7,800
2. Minor (e.g. regulation change without changing density or OCP amendment)	\$4,600

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	\$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 Renewal	\$700
Other Permits	
13. Heritage Alteration Permit	\$1,700
Combination Applications	
14. 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
15. Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit	\$3,000

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.

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 Thetis Island Local Trust Committee will maintain a record of annual 2% increases and make that record available for public inspection.

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 “Thetis Island Local Trust Committee Fees Bylaw No. **83**” 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 22ND DAY OF FEBRUARY , 2022

READ A SECOND TIME THIS 22ND DAY OF FEBRUARY , 2022

READ A THIRD TIME THIS 22ND DAY OF FEBRUARY , 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 202X

ADOPTED THIS _____ DAY OF _____ , 202X

CHAIR

SECRETARY

From: Peter Johnston <pjohnston@islandtrust.bc.ca>

Sent: Monday, March 14, 2022 9:38 AM

To: EC <ec@islandtrust.bc.ca>

Subject: Trust Council feedback

Hello Executive Committee members,

Thank you for getting us all through very tumultuous Wednesday and Thursday sessions. Below are my thoughts and requests arising from the meeting.

I suggest that the chair ask one of the vice-chairs to monitor the on-line trustees to see when they have raised their electronic (and sometimes also their physical) hands to request to speak. It seemed often to take a long time for the chair to notice, which is not surprising because he is doing a lot of things already.

I also suggest and request that each of the agenda items be given a unique Bookmark number. When I requested that the agenda item number be printed on at least the first page of each item, Lori taught me to use the Bookmarks in the package to keep track of which agenda item we are on. This is simpler and faster than locating items by page number. In the agenda package for this meeting, there were a considerable number of items that had the same Bookmark number, as our chair noted early 8.2.1 on. As examples, there are four items numbered 3.1.2. There are seven items bookmarked as 7.2.3, which I think is the largest group. Other multiple items with the same numbers are: 4.2, 5.1.2, 5.1.3, 5.1.4, 5.1.5, 5.1.6, 5.1.7, 6.1.1, 6.2.2, 6.2.3, 7.11, 7.2.2, 8.1.1, 8.1.2, 8.1.3, 8.2.3, 9.1.2, 9.2.2, 9.2.3, 9.2.4.2, 9.2.4.3, 9.4.2.2.1, 9.2.4.4.2, 9.2.4.4.3, 9.2.4.5, 13.1 and 13.2. Each of these numbers/categories contains several items that are closely related, but indistinguishable from the bookmark number. It might be simpler to differentiate them with a letter, rather than an additional digit, as 9.2.4.2a and 9.2.4.2b rather than 9.2.4.2.1 and 9.2.4.2.2. I believe this will make it simpler for everyone to quickly locate the correct document with minimum delay and fuss.

My big topic for you is prompted by the move by a group of trustees to limit the budget to no more than last year's budget amount. When Trustee Wright introduced his motion to this effect, and then Trustee Brent sent his alternate budget to trustees and DAS Mobbs, the expected process of adopting a budget was thrown off course completely.

I was heartened to see that, once the motion was tabled, all the trustees moved to see how the budget could be reduced, in an effort to work collaboratively and seek as much agreement and consensus as possible. However, the ensuing discussion was time-consuming. I was sorry that nobody had kept track of how each trustee said they intended to vote on Trustee Wright's motion, and I wonder if it would have been a good idea to have held the vote, to see how it would have gone. We pretty much ended up working towards a budget that met his requirement, more or less, though a lot of projects and expenses were added back into the budget.

This ad hoc process completely disregarded or discarded the entire process that the Financial Planning Committee had been through, with five months of work, two referrals to Trust Council before this week's meeting, and a referral to the public for their feedback. I can't imagine that a trustee, having seen this or having heard about it, would be strongly motivated to join FPC if the committee's work could so easily be thrown out.

When management (though called staff) was asked to give advice to Trust Council about what to do with the budget, I am sure that they referred to the FPC's proposed budget as well as Trustee Brent's version, in coming up with their recommendations, so all the work was not wasted, but it was certainly distained and disrespected.

Without knowing anything about how the FPC worked together, I consider it to be a betrayal of the committee for one of its members (and vice-chair I believe) to propose an alternate budget to the one put forward by FPC. I would have thought that his resignation from the committee would have been required, ethically and practically, if he was not able to support the committee's recommended budget and instead wanted to propose a different one, using different principles.

The root cause of this near debacle is, I am convinced, that the members of Trust Council have had very little time over the three and a third years to talk and listen with each other about their understanding of the object of the Trust, and what we are supposed to be doing, and how we will work together. At each meeting, we put our head down and plow through the agenda package, which largely is composed of reports from staff, with occasional decisions to be made and briefings to be read, and especially at the beginning of the term, the Strategic Plan to be sorted through and settled, along with some training and education.

The agenda packages are far too long and involved, and often contain material that could and should be left out of it. Many of the items are relatively unimportant. It is a waste of time for each director to speak to their report and then to answer questions from trustees at a meeting. This could and should be done outside a meeting, in a way that the public has full access to the information and the exchanges, so we are transparent and open to the public.

Agenda packages should be much, much shorter than they are currently, primarily if not exclusively filled with information necessary for Council to discuss and make decisions on issues. Background information should be linked to, not included in agenda packages. My feeling is that agenda packages should rarely even approach 100 pages in length.

At meetings early in the term, there need to be long periods of discussion between trustees on what we believe we are supposed to do, and how to best do some of the things, and most of all, that we get to know each other and what we each believe is important. In that way, when we understand the goals, principles and beliefs of each Trust Council member, we can work to accommodate the range of opinions and principles held, because we know and understand them, and we all want to do the best work possible together, rather than battling for advantage and power for our own particular beliefs or positions.

This will take many hours, and can only take place when there is ample time for trustees to listen to each other and to come to understand each other. When this has begun, and as it matures, coming to decisions that suit the group becomes simpler and faster, and better decisions are made, with discussion focusing on the issues of the particular item, rather than on basic principles that we hold individually, but with little understanding or agreement in common about them. Developing this understanding must be done for the system to work well, especially if we hope to move more toward having committees do more of the work and making recommendations and possibly decisions.

In closing, I apologize for expressing my frustration, but it has been long-standing and increasing. This is a critical issue, and at the heart and core of the recommendations from the Governance experts who we heard from on Tuesday.

Thank you for considering these things, and for bringing the issues to Council in June. Peter



Islands Trust Council Highlights March 8 – 10, 2022

The following is a list of [agenda](#) and [addendum](#) highlights of Trust Council's activities and decisions from its March 8-10, 2022, quarterly meeting. These highlights are not the official minutes; Trust Council will adopt those at its June 21-23, 2022, meeting being held electronically in Victoria. [Visit the meeting site to view the recordings.](#)

Adopted Budget 2022/23

This [news release](#) summarizes highlights of the \$9.1 million budget Trust Council approved to continue operations and implement initiatives from its Strategic Plan.

Receipt of Islands Trust Governance Review

The consultant's [report](#), Islands Trust Governance Review February 2022, prepared by Great Northern Management, was received. A motion to strike an ad hoc committee, which would review the report's recommendations for action, was deferred (postponed) until Council was in receipt of the consultant's feedback/terms of reference for a Governance Committee.

Phase 3 Policy Statement Engagement Presentation

ISL Consultants presented a PowerPoint outlining [engagement with island communities](#) as Phase 3 of [Islands 2050](#) Policy Statement Amendment consultation scheduled through mid-April.

Amendments to Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees

Trustees provided feedback to the policy addressing reconciliation work and prioritizing local trust committee official community plan reviews. Feedback will be considered by the Regional Planning Committee with the policy coming back to June Trust Council.

Administrative Policy Review

A draft operational procedure to Policy 2.2.3, Resolutions without Meeting (RWM), a policy that enables council to make decisions outside of a regularly scheduled meeting, was amended at section 3.1 to read "should limit discussion" rather than "should not discuss" when holding a RWM.

Disposition of Delegations

Trust Council supported a request by Simon Fraser University presenters to proclaim June 8, 2022 to June 7, 2023 "Year of the Salish Sea", to raise public awareness about a healthy Salish Sea and learn from Indigenous Nations on how to improve its health and management for the benefit of future generations.

Retirement Recognition

Legislative Services Manager, Carmen Theil, was recognized for her decades of service with Islands Trust and was presented with a framed relief picture of the Salish Sea/Islands Trust Area.

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: 21-Jun-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: 21-Jun-2022	In Progress
5 Deferred motion to strike an ad hoc Governance Review committee pending receipt of consultants' feedback/terms of reference.	Russ Hotsenpiller	Meeting: 08-Mar-2022 Target: 21-Jun-2022	In Progress

Director, Administrative Services

Activity	Responsibility	Dates	Status
----------	----------------	-------	--------



Follow Up Action Report

Trust Council

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.	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 21-Jun-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	Completed
3 Prepare for minister's approval Financial Plan Bylaw No. 185 and Revenue Anticipation Borrowing Bylaw No. 186.	Julia Mobbs	Meeting: 10-Mar-2022 Target: 31-May-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: 31-Aug-2022	In Progress

Follow Up Action Report

Trust Council

Director, Local Planning Services

Activity	Responsibility	Dates	Status
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: 21-Jun-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.	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 21-Jun-2022	In Progress
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: 31-May-2022	In Progress
5 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
6 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
7 Amend procedure to Policy 2.2.3 Resolution without Meeting at section 3.1 to read "should limit discussion" rather than "should not discuss".	David Marlor	Meeting: 08-Mar-2022 Target: 21-Jun-2022	In Progress



Follow Up Action Report

Trust Council

Director, Local Planning Services

Activity	Responsibility	Dates	Status
8 Forward trustee feedback re: Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees to Regional Planning Committee and bring back to June Trust Council.	David Marlor	Meeting: 09-Mar-2022 Target: 21-Jun-2022	In Progress

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: 31-Aug-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: 30-Jun-2022	In Progress



Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
4 Cooperate and work with Dr. Tara Martin's delegation re data sharing of Coastal Douglas-fir.	Clare Frater	Meeting: 17-Jun-2020 Target: 31-Oct-2022	In Progress
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 Kate Emmings	Meeting: 03-Dec-2020 Target: 31-Oct-2022	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: 31-May-2022	In Progress
7 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	Completed
8 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: 31-Aug-2022	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
9 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: 31-May-2022	In Progress
10 Trust Council approved the Nighthawk Hill NAPTEP Expansion Application and the Livingstone Forest NAPTEP Certificate for issuance.	Clare Frater Kate Emmings	Meeting: 02-Dec-2021 Target: 31-Aug-2022	In Progress
11 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
12 Proclaim June 8, 2022, to June 7, 2023 "Year of the Salish Sea", to raise public awareness about a healthy Salish Sea and learn from Indigenous Nations on how to improve its health and management for the benefit of future generations.	Clare Frater	Meeting: 08-Mar-2022 Target: 07-Jun-2023	In Progress
13 Prepare a letter for chair's signature in support of Mayne Island Conservancy Society request regarding fallow deer populations to the FLNRORD minister.	Clare Frater	Meeting: 10-Mar-2022 Target: 21-Jun-2022	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
14 Trust Council take action to endorse Bill C-216 as requested by C. Ferris delegation.	Clare Frater	Meeting: 10-Mar-2022 Target: 21-Jun-2022	In Progress

Legislative Services Manager

Activity	Responsibility	Dates	Status
1 That <i>procedures</i> for Trust Council Section 13 Resolutions without Meeting section 4.3.3.4 be deleted. That the matter of deleting section "3.1 Trustees should not discuss a Section 13 RWM with other members of the Trust Council because the process takes place outside of a properly called and constituted meeting." offends the principle of an RWM, and is referred back to senior staff.	Carmen Thiel	Meeting: 22-Sep-2021 Target: 08-Mar-2022	Completed

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
----------	----------------	-------	--------

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 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 Kate Emmings	Meeting: 03-Dec-2020 Target: 31-Oct-2022	In Progress
3 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: 31-Aug-2022	In Progress
4 Trust Council approved the Nighthawk Hill NAPTEP Expansion Application and the Livingstone Forest NAPTEP Certificate for issuance.	Clare Frater Kate Emmings	Meeting: 02-Dec-2021 Target: 31-Aug-2022	In Progress

BRIEFING

To:	Executive Committee	For the Meeting of:	March 23, 2022
From:	Executive Coordinator	Date Prepared:	March 16, 2022
SUBJECT:	Great Northern Management Consultants final version of Islands Trust Governance Review February 2022		

PURPOSE: To receive the “final version” of the Islands Trust Governance Review February 2022.

BACKGROUND:

Version 1 of the report was received at the Executive Committee meeting of February 23rd, then forwarded to the Trust Council meeting of March 8th where it was presented by the consultants. In the Q & A session that followed the presentation, some corrections were discussed.

Great Northern Management Consultants (GNMC) forwarded an amended version of the report to staff on March 9th with the following changes noted:

- Page 17 ([pp 55 of the agenda package](#)), the last sentence of the top paragraph. Instead of “Executive Committee members sit ex-officio...” use “An Executive Committee representative sits ex-officio”.
- Page 18 ([page 56 of the agenda package](#)) the second sentence in the second last paragraph. Instead of “...and two other members appointed by the Executive Committee...” use “...and two other members nominated by the Executive Committee....”
- Page 37 ([page 75 of the agenda package](#)) with regard to the date of the Galiano official community plan adopted in 1995 to note the 2011 comprehensive review.

ATTACHMENT(S):

None

FOLLOW-UP:

The final version of the report now includes the above bulleted corrections, has been posted to the [website](#) and can be found in the document library.

<https://islandstrust.bc.ca/document/governance-review-final-report-february-2022/>

Prepared By: Executive Coordinator

Reviewed By/Date: CAO, March 17, 2022

BRIEFING

To: Executive Committee **For the Meeting of:** March 23, 2022
From: Trust Area Services **Date Prepared:** March 17, 2022
SUBJECT: DRAFT ISLANDS TRUST TAX NOTICE INSERT FOR 2022/23

PURPOSE: To seek feedback on a draft revised Islands Trust tax notice insert for 2022/23.

BACKGROUND:

In August 2019, Islands Trust learned that Islands Trust was eligible to include a Rural Tax Notice Insert in the mailing of Rural Property Tax Notices by the Ministry of Finance, with the mailing costs paid by the Ministry of Finance. The Islands Trust sent its first Rural Tax Notice Insert to local trust areas in 2021.

A finalized tax notice insert must be submitted to the Province by April 1st each year. The notice will be printed on white legal sized paper in greyscale.

Staff have prepared a draft insert for inclusion in the next tax notice. The notice provides general information about the Islands Trust and basic budget information.

Staff provided last year's draft insert to Financial Planning Committee for feedback with suggestions for updates and have incorporated the requests received at that meeting into the attached revised draft along with updated budget information. Due to staff capacity limits the charts still need review but will be checked for correctness before sending.

The tax notice is for local trust areas only. Due to capacity constraints staff have not done any work towards a tax insert for Bowen Island.

ATTACHMENT(S):

1. DRAFT revised tax notice insert for 2022/23

FOLLOW-UP: The project is already underway. Staff will integrate feedback received and send to the graphic designer for revisions. Staff will then send to provincial staff before the April 1 deadline.

Prepared By: Clare Frater, Director, Trust Area Services, March 17, 2022

Reviewed By/Date: Russ Hotsenpiller, CAO/March 18, 2022

The Islands Trust Area is located within the treaty lands and territories of the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lək̓ʷəŋən, Lyackson, MÁLEXEŁ, Qualicum, scəwəθən məsteyəx̌w, Scia'new, sə́lilwətaʔ, SEMYOME, shishálh, Sk̓w̓xwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, STÁUTW, Stz'uminus, ɬaʔəmen, toq qaymɪx̌w, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁŁŁP, WSIKEM, Xeláltxw, Xwémalhkwu/ʔop qaymɪx̌w, and x̌wməθǩwəy̌əm.

Islands Trust

The Islands Trust is a special-purpose government mandated to **preserve and protect** over 450 islands and surrounding waters in the Salish Sea.



Islands Trust

Implementing the Preserve and Protect Mandate

Today the Islands Trust works to preserve and protect the Islands Trust Area through land use planning, land conservation, and programs.

Land Use Planning

Land use planning contributes to preserving and protecting our environment, cultural heritage, and communities through the maintenance of 20 unique official community plans; hosting community information meetings to help islanders understand matters related to land use planning; rezoning; and application processing. Islands Trust also develops and delivers longer-term projects to support strategic goals for climate change, freshwater management, and reconciliation.

Islands Trust Conservancy

Islands Trust Area ecosystems are rare and fragile and need our protection. Working with land-owners, donors, First Nations, and island organizations, Islands Trust Conservancy, which is governed by a six-person board made up of provincial appointees and Islands Trust trustees, protects 1,365 hectares of land through conservation covenants and nature reserves. As of March 2022, Islands Trust Conservancy protects 111 conservation properties, 32 nature reserves, and 79 covenants (of which 27 have tax exemption certificates).

Programs

The Islands Trust Council supports the preserve and protect mandate through region-wide programs. They advocate for decisions that affect the islands; deliver public education on topics such as sea-level rise, wells and groundwater, and climate change; offer a stewardship award program recognizing community members; provide online mapping; and work with other governments, including First Nations, to benefit the Trust Area.

The Trust Area

The Trust Area, located in Coast Salish territory, is the homeland of over 28,000 Coast Salish Peoples who have called this Area home since time immemorial. Covering 5,200 square kilometres of land and water in the Salish Sea, the Trust Area has 30,000 residents and 10,000 non-resident property owners. The region features spectacular beauty, extensive archaeological and culturally significant sites, and some of the world's most endangered and precious ecosystems.

Governance

Every four years, island communities elect two local Islands Trust trustees to represent the group of islands where they live. There are 13 island groups called local trust areas and each has a local trust committee. These local trust committees are made up of two elected trustees and an appointed chair. Local trust committees are responsible for land use decisions within their local trust area. Bowen Island is the only island municipality in the Islands Trust Area.

In total there are 26 trustees, including two municipal trustees from Bowen Island Municipality. Together they form the Islands Trust Council, which makes decisions that impact the whole Trust Area. Trust Council meets four times a year.



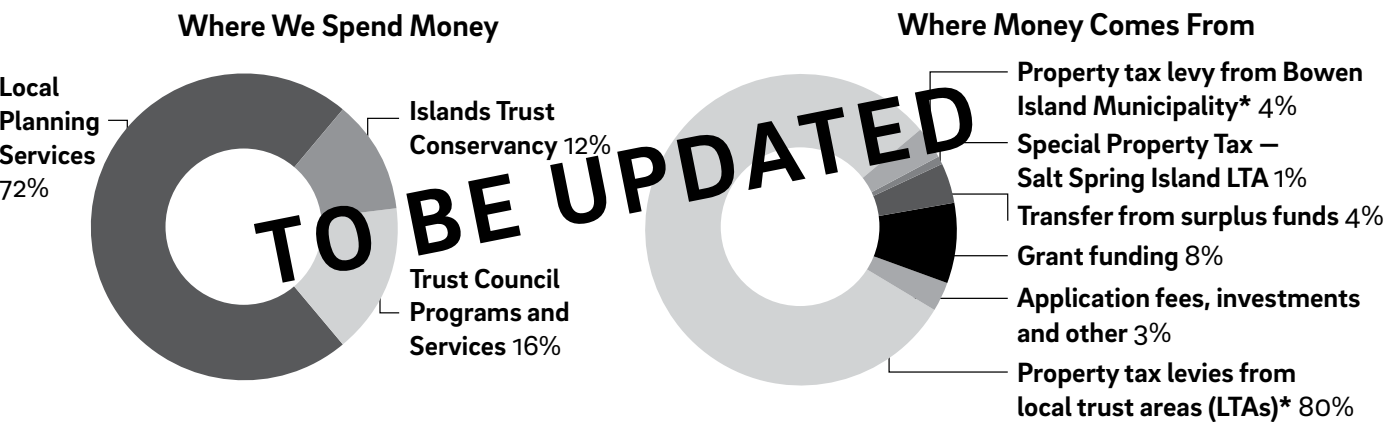
Generally, Trust meetings are open to the public and community members are encouraged to attend. Dates and times are posted on the Islands Trust website islandstrust.bc.ca.

Islands Trust Budget 2022/23

Following a public consultation process, Islands Trust Council adopted its 2022/23 budget in March 2022. The budget features a total approved budget of \$9.1M, made up of: operating budget \$8.1M, projects budget \$912,301, and capital budget \$77,700.

The budget is funded by:

- \$7.3M – local trust area property taxes (excludes Bowen Island)
 - 3.25% increase (\$230,093)
 - › 2.0% increase to the existing local trust area tax base plus an additional
 - › 1.25% tax revenue expected from new construction and development in local trust areas
- \$60,000 – Salt Spring Island Local Trust Area special property tax for Salt Spring Island Watershed Protection Alliance (reduction of \$15,000)
- \$323,769 – Bowen Island Municipal tax requisition
 - 4.0% increase (\$12,581)
 - › 3.09% increase is to be levied against the existing tax base plus
 - › 0.95% tax levy expected from new development and construction in the municipality
- \$760,501 – external grant funds (increase of \$189,501)
- \$395,500 – transfers from Island Trust surplus funds reserve funds (reduction of \$262,160)
- \$264,724 – land-use application fees (increase of \$110,000)
- \$20,000 – investment and other income (reduction of \$20,000)



Actual tax changes by individual LTA may vary based on distribution of property values within the Trust Area
*Includes tax revenue from new construction

Property Tax Changes – Ten Year History

Fiscal Year	% Property Tax Change (excludes tax revenue from new development)
2022/23	2%
2021/22	3.26%
2020/21	0%
2019/20	2%
2018/19	2%
2017/18	0%
2016/17	0%
2015/16	0%
2014/15	0%
2013/14	1.30%

Elections 2022

Trustees elected in the next election will serve in two roles – on a local trust committee or Bowen Island Municipal Council and on Islands Trust Council.

Trustees make important decisions that guide how the Islands Trust preserves and protects the Islands Trust Area and its unique amenities and environment for residents and all British Columbians.

On Saturday, October 15th, vote to help shape the future of your island. For more information visit,
islandstrust.bc.ca/about-us/accountability/elections/

To find out about registering to vote, check with the Regional District in your area.

To subscribe for email updates and meeting notices visit: islandstrust.bc.ca/subscribe/

NOTE: The Provincial Surveyor of Taxes issues your Rural Property Tax Notice, and the BC Provincial Government receives your tax payment. Please refer to your Rural Property Tax Notice for payment options. Questions about your property tax notice should be directed to:
BC Surveyor of Taxes Toll-Free: 1-888-355-2700 | E-mail: ruraltax@gov.bc.ca

BRIEFING

To:	Executive Committee	For the Meeting of:	March 23, 2022
From:	Kim Stockdill, Island Planner	Date Prepared:	March 15, 2022
SUBJECT:	Request for information from the Province regarding Magic Lake Estates Governance Study process		

PURPOSE: To review and receive the request from the North Pender Island Local Trust Committee to write a letter to the Minister of Municipal Affairs requesting information regarding the process of a Governance Study that considers the incorporation of Magic Lake Estates as an island municipality.

BACKGROUND:

On February 9, 2022 the Capital Regional District (CRD) Electoral Areas Committee meeting discussed a request from the Magic Lake Property Owners' Society (MLPOS) for a formal governance study that would consider the incorporation of Magic Lake Estates as an island municipality. The CRD staff report, which includes the letter from the MLPOS (attached), states:

"The Magic Lake Property Owners' Society (MLPOS) has identified issues of taxation, service delivery, and local governance and seeks the support of the CRD Board in requesting the BC Ministry of Municipal Affairs issue a Restructure Planning Grant to fund a Local Governance Study. The study's purpose would be to investigate the feasibility of incorporating Magic Lake Estates as an Island Municipality, as defined by the Local Government Act, Section 6."

The CRD staff report further states that "the MLPOS has asked the CRD Board to advance its request to the Provincial Government for funding a governance restructure study for the community. The Provincial process provides that only local governments are eligible to apply to governance grants, and that Board support is necessary for Provincial staff to reach out and begin preliminary discussions to understand the rationale for the request and undertake an assessment of viability to receive funding for a study."

The CRD Electoral Areas Committee passed the following resolution on February 9, 2022:

MOVED by Alternate Director Brent, SECONDED by Director Holman, That the Electoral Areas Committee recommend to the Capital Regional District Board: That the Board advance the request of the Magic Lake Property Owners' Society to the Ministry of Municipal Affairs to evaluate the local context of the Magic Lake Estates neighborhood on North Pender Island and request the Ministry consider funding a Governance and Services Study to examine governance concerns within the community and provide options and alternatives to address those concerns.

CARRIED

Although no formal letter was drafted to the North Pender Island LTC, the LTC passed the following resolution at the February 24, 2022 regular LTC meeting:

NP-2022-29

It was Moved and Seconded,

that the North Pender Island Local Trust Committee write to the Minister of Municipal Affairs of the Province of British Columbia to request them to explain the process of the Governance Study by the Magic Lake Property Owners Society.

CARRIED

ATTACHMENT(S):

1. **February 9, 2022 - CRD Staff Report: Request for Governance Study by the MLPOS North Pender Isl.**

FOLLOW-UP:

Forward this briefing to Clare Frater, Director of Trust Area Services, to allocate staff to draft a letter to the Ministry of Municipal Affairs requesting the Province outline details on the process of a Governance Study for Magic Lake Estates.

Prepared By: Kim Stockdill, Island Planner

Reviewed By/Date: David Marlor, Director of Local Planning Services, March 15, 2022

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 09, 2022**

SUBJECT Request for Governance Study by the Magic Lake Property Owners' Society, North Pender Island

ISSUE SUMMARY

To consider a request by the Magic Lake Property Owners' Society to the Province for a formal governance study that considers the incorporation of Magic Lake Estates as an island municipality.

BACKGROUND

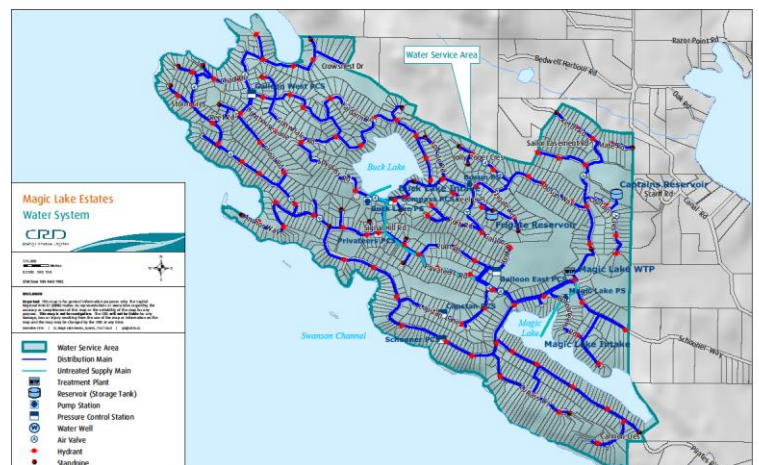
The Magic Lake Property Owners' Society (MLPOS) has identified issues of taxation, service delivery, and local governance and seeks the support of the CRD Board in requesting the BC Ministry of Municipal Affairs issue a Restructure Planning Grant to fund a Local Governance Study. The study's purpose would be to investigate the feasibility of incorporating Magic Lake Estates as an Island Municipality, as defined by the Local Government Act, Section 6. At the October 2, 2021 meeting of the MLPOS, the following resolution was passed:

"... that the membership of the Magic Lake Property Owners' Society (MLPOS), agrees with the MLPOS Board of Directors that the Society, along with other interested parties, will formerly request, through the Capital Regional District, as well as other avenues if necessary, that the Minister of Municipal Affairs "Restructure Planning Grants" as outlined in the government's publications and on its website, fund a formal governance study for our community. And that, the MLPOS will facilitate the formation of a committee to guide the undertaking of the study, along with communications with various agencies."

Governance of the Southern Gulf Islands Electoral Area

Magic Lake Estates (MLE) is a residential neighbourhood on North Pender Island within the Southern Gulf Islands Electoral Area (SGIEA) of the CRD. For the EA, the Capital Regional District (CRD) is the local government along with the Islands Trust, a special purpose agency responsible for land use and conservation within the Islands Trust Area.

Magic Lake Estates is comprised of around 1200 small lots (+/- .5 acre), predominantly occupied by single family dwellings, with a population of approximately 2000 people. (The MLPOS uses a population estimate of 1930 in its proposal).



Developed in the 1960s, the subdivision that created MLE is well known for inspiring the creation of the Islands Trust and the establishment of the Island Trust Act. MLE is still highest density residential development in the Islands Trust Area.

Within the Magic Lake neighborhood there is not a commercial centre, but there is a fire hall, a baseball field, parks, and a marina. Originally serviced by a private water utility, MLE now receives water and wastewater service by CRD through the CRD Magic Lake Estates local area water and sewerage system.

Other services provided by the CRD in Magic Lake Estates (and on all of North and South Pender Islands) include parks and recreation, library services, economic development, emergency preparedness, building inspection, SGI Harbours, and by-law enforcement (animal and noise control). The CRD administers Community Works Fund (Gas Tax) grants on behalf of the Union of BC Municipalities and the Federal Government and issues CRD grants-in-aid for community groups.

SGI political representation on the twenty-four member CRD Board is through the election of one Director for the Southern Gulf Islands Electoral Area (SGIEA). Many CRD services are guided by volunteer commissions such as the Magic Lake Water and Sewer Committee, the Pender Island Parks and Recreation Commission, and EA wide services such as the SGI Harbours Commission and the Economic Sustainability Commission. These Commissions are comprised of local residents to advise the CRD Board on delivery of the service.

Under the Islands Trust Act and the Local Government Act, the Island Trust Council has 26 trustees from 13 Trust Areas (extends as far south as Saturna Island in the SGI to as far north as Denman/Hornby Islands in the Comox Valley Regional District). A Local Trust Committee, consisting of the two locally elected Trustees and Chaired by one member of the Islands Trust Executive Committee of Trust Council, makes land-use and planning decisions for each island.

The North Pender Local Trust Committee is responsible for community planning and land use (Official Community Plans and zoning) on North Pender Island. There is also a Local Trust Committee for South Pender Island (connected to North Pender by a canal/bridge), and as such representation on the governing body of the Islands Trust Council is provided through the election of four Trustees for North/South Pender Island.

In MLE, like in all unincorporated areas of the Province, the Ministry of Transportation and Infrastructure has authority over the roads.

MLE and North Pender are also served by many services provided by volunteer community groups and the private sector. Examples include waste management, social services, medical societies, and community hall societies.

ALTERNATIVES

Alternative 1:

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the Board advance the request of the Magic Lake Property Owners' Society to the Ministry of Municipal Affairs to evaluate the local context of the Magic Lake Estates

neighborhood on North Pender Island and request the Ministry consider funding a Governance and Services Study to examine governance concerns within the community and provide options and alternatives to address those concerns.

Alternative 2:

1. That the CRD Board not advance the request from the Magic Lake Property Owners' Society for a restructure planning grant to the Ministry of Municipal Affairs.

IMPLICATIONS

Restructure Grants

The Provincial government has some funding for municipalities and regional districts that wish to examine their governance structure with an independent and credible examination of the impacts of governance restructuring. Restructure planning grants may be available to support the following initiatives:

- *Assess existing services and community issues*
- *Study governance options, such as the implications of municipal incorporation or restructure*
- *Undertake the public consultation process associated with incorporation or restructure*

Principles of the Restructure Process:

Restructure processes can be lengthy and complex, and cause division and have other impacts both inside and outside the community. The Province has established the following principles of restructure:

- *The process is initiated and supported by the elected local government representatives*
- *Understanding the problem precedes developing a solution*
- *All sectors of the community, including First Nations and other local governments, need to be involved in the discussion*
- *Changes emerging from the process should be supported by the elected local government representatives*
- *For municipal restructure, the electorate should be well-informed on the implications of change before making a decision*

Based on the restructure principles, the nature of the proposed restructure and on community circumstances, the restructure process generally follows six phases:

1. *Preliminary exploration - responding to signals from the community, local governments make their first contact with the Ministry. The Ministry evaluates the local context and provides general information on the restructuring process.*
2. *Process design - if the Minister sanctions the study process, the Ministry assists the local government with developing terms of reference and restructure planning grants to assist with hiring a consultant with expertise in local governance, services and finance to undertake a study.*

3. *Process initiation - the local government creates an oversight body and hires a consultant. The study is then conducted with the goal of obtaining information on the impact of restructuring on fiscal, political representation, and service delivery issues.*
4. *Community engagement - the study findings are shared with the community and, based on the results and public input, a recommendation is made on proceeding to restructure decision.*
5. *Decision and implementation - local (elector and/or local government) and Provincial decisions are made on whether to restructure, and the necessary documents developed to give the restructure legal effect (bylaw, Cabinet Order, Letters Patent) and implemented.*
6. *The local government(s) adapt to the new structure, which may involve transition or hiring of new staff, reconfiguring service delivery, and revision of local bylaws and community plans. The Ministry may provide some financial assistance with this transition.*

Staff have engaged in preliminary discussions with Ministry staff and received feedback that MLE does not have many of the characteristics that the Ministry would look for in a community seeking incorporation, however, the Ministry advised that the restructure process does not begin with an incorporation study, rather the Province first needs to understand the broader context of the area in question. This is done via a Governance and Services Study. This type of study is designed to educate the community on the nature of its current situation (e.g., who provides services and governance) and to encourage a local conversation about motives for change. This is an opportunity for the community to begin an important and complex discussion about local governance without immediate pressure to decide on a potential outcome. The study would also explore what the community issues are and the possible pathways for solving issues. A study does not necessarily lead to municipal incorporation, as it may identify alternative ways to address community concerns. One of the important elements of restructure work is to educate residents about their current system, its variations and provide local context for alternative local government forms. This process, from drawing up the study terms of reference to completing it, typically takes around 12-18 months.

If the Governance and Services Study indicates however that incorporation may address some of the local issues, and the Electoral Area Director, Regional District Board, and community are in support, the next step would be undertaking a more detailed and focused restructure study. This may take the form of a boundary study (if it is necessary to focus in more closely on a specific area) or an incorporation study. An incorporation study would examine the taxation, revenue, infrastructure and service implications for the CRD and Magic Lake residents. In addition to local government support, there must be a broad base of resident support that is demonstrated through surveys, open houses and community forums before the Province commits funding to undertake such a restructure study, which is likely to take 1 to 2 years to complete. The study would provide residents with a clear understanding of the implications in order to have an informed understanding. An incorporation study would then culminate in an assent vote.

Alignment with Board Priorities

Advancing the request of the MLEOS supports the CRD Board priority of Accountability and the Corporate Plan Priority 15a: Develop a comprehensive strategy & operational review to reflect the unique needs of electoral areas.

The MLPOS has provided its analysis of the costs and benefits to the residents of incorporating as an Island Municipality. The assumptions and data used for these conclusions need to be evaluated by an independent and credible third party. A clear understanding of the problem needs to be advanced in the context of a detailed review of the current governance system and its challenges. This is the purpose of a restructure study. All sectors of the community, including First Nations and other local governments, need to be involved in the discussion.

CONCLUSION

The MLPOS has asked the CRD Board to advance its request to the Provincial Government for funding a governance restructure study for the community. The Provincial process provides that only local governments are eligible to apply to governance grants, and that Board support is necessary for Provincial staff to reach out and begin preliminary discussions to understand the rationale for the request and undertake an assessment of viability to receive funding for a study.

RECOMMENDATIONS

The Electoral Areas Committee recommend to the Capital Regional District Board:

1. That the Board advance the request of the Magic Lake Property Owners' Society to the Ministry of Municipal Affairs to evaluate the local context of the Magic Lake Estates neighborhood on North Pender Island and request the Ministry consider funding a Governance and Services Study to examine governance concerns within the community and provide options and alternatives to address those concerns.

Submitted by:	Justine Starke, MCIP, RPP, Manager, SGI Service Delivery, Corporate Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Letter from Magic Lake Property Owners Association



P.O. Box 65,
Pender Island, BC
V0N 2M0

Mr. David Howe
Southern Gulf Islands Electoral Area Director
Capital Regional District
625 Fisgard Street
Victoria, British Columbia
Canada V8W 1R7

Mr Paul Brent
Southern Gulf Islands Electoral Area Alternate Director
Capital Regional District
625 Fisgard Street
Victoria, British Columbia
Canada V8W 1R7

Dear David Howe and Paul Brent:

Re: Magic Lake Property Owners' Society Governance Motion

This is to advise that, at the duly constituted meeting of the Magic Lake Property Owners' Society (MLPOS) Annual General Meeting on October 2, 2021, the membership of the MLPOS passed the following motion:

Moved: Bob Coulson, Seconded: Jean Deschenes

... that the membership of the Magic Lake Property Owners' Society (MLPOS), agrees with the MLPOS Board of Directors that the Society, along with other interested parties, will formally request, through the Capital Regional District, as well as other avenues if necessary, that the Minister of Municipal Affairs authorize "Restructure Planning Grants" as outlined in the government's publications and on its website, fund a formal governance study for our community.

And that, the MLPOS will facilitate the formation of a committee to guide the undertaking of the study, along with communications with various agencies.

The MLPOS has identified what it believes to be benefits to the residents of Magic Lake Estates in the areas of taxation, service delivery, and local governance.

We are requesting your assistance with having the Capital Regional District advocate on our behalf for a Restructure Planning Grant to fund a Local Governance Study of the feasibility of incorporating Magic Lake Estates as an Island Municipality as defined by the Province of British Columbia's Local Government Act, Section 6.

Thank you for your kind assistance so far and for the continuing support you can provide as we go forward with our endeavour.

We are in the process of forming a steering committee to guide this project along. If you haven't received an invitation to take part, you will shortly.

Sincerely

A handwritten signature in black ink, appearing to read 'Bob Coulson', with a stylized, cursive script.

Robert (Bob) Coulson
President
Magic Lake Property Owners' Society
PO Box 65
Pender Island, BC, Canada, V0N 2M0



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** March 23, 2022

From: Narissa Chadwick, Island Planner **Date Prepared:** March 8, 2022

SUBJECT: Request for Executive Committee Sponsorship of Development Application Fee

RECOMMENDATION: THAT the Executive Committee approve financial sponsorship of \$935 for Development Variance Permit application MA-DVP-2021.9.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The attached application for Executive Committee sponsorship of development application fees complies with Islands Trust Policy 4.1.xiii.

1 PURPOSE:

The purpose of the Request for Decision (RFD) is to request the Executive Committee to consider the development application fee sponsorship application from the Mayne Island Agricultural Society and Fall Fair.

2 BACKGROUND:

The Mayne Island Agricultural Society & Fall Fair applied for, and received, a development variance permit to allow for covered entry to the front of the building that will serve as the new Thrift Store, which is the main source of revenue for the Mayne Island Agricultural Society & Fall Fair.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

None.

FINANCIAL:

Approval of the application for sponsorship would reduce the funds that would otherwise be received from the DVP application fee. Trust Council has allocated \$5,000 in FY2021/22 to cover costs for applications that are approved for sponsorship. To date, the Executive Committee has approved \$10,450 in FY 2021/22.

POLICY:

The attached application for Executive Committee sponsorship of development application fees complies with Islands Trust Policy 4.1.xiii.

IMPLEMENTATION/COMMUNICATIONS:

Staff will inform the applicant of the outcome of their request of the Executive Committee and continue with processing the DVP application.

FIRST NATIONS:

None.

OTHER:

None.

4 RELEVANT POLICY(S):

Islands Trust Policy 4.1.xiii

5 ATTACHMENT(S):

1. Development Application Fee Sponsorship Application Form
2. Fee Payment
3. Trust Council Policy 4.1.13

RESPONSE OPTIONS

Recommendation:

THAT the Executive Committee approve financial sponsorship of \$935 for DVP application MA-DVP-2019.1.

Alternative:

THAT the Executive Committee not approve financial sponsorship of \$935 for DVP application MA-DVP-2019.1.

Prepared By: Narissa Chadwick, Island Planner

Reviewed By/Date: David Marlor, Director, Local Planning Services/March 14, 2022



Victoria Office
200-1627 Fort Street
Victoria, BC V8R 1H8
Telephone: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca

**North Pender, South Pender,
Galiano, Mayne, Saturna**

Salt Spring Office
1-500 Lower Ganges Road
Salt Spring Island, BC V8K 2N8
Telephone: (250) 537-9144
Fax: (250) 537-9116
ssinfo@islandstrust.bc.ca

Salt Spring

Northern Office
700 North Road
Gabriola Island BC V0R 1X3
Telephone: (250) 247-2063
Fax: (250) 247-7514
northinfo@islandstrust.bc.ca

**Gambier, Lasqueti, Hornby,
Denman, Gabriola, Thetis,
Ballenas-Winchelsea**

Development Application Fee Sponsorship Application Form

*Under Islands Trust Policy 4.1.xiii, Trust Council Executive Committee may sponsor development application fees. When applying for sponsorship, please submit this form, or the details in a letter, **with your development application**. Applicants are encouraged to file this form with or after their development application.*

To be eligible for Executive Committee Sponsorship:

- ✓ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with goals in the Official Community Plan (OCP).
- ✓ The applicant is an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility. (Potential sponsorship of up to one half of the costs of the application)
- ✓ The applicant seeks to implement specific objectives of an OCP with broad community benefits.

The following are NOT eligible for Executive Committee Sponsorship:

- ✗ The applicant is a registered for-profit corporation under the Corporations Act.
- ✗ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.
- ✗ An applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.
- ✗ ALR and Subdivision referral application fees are not eligible.

SECTION 1: APPLICANT INFORMATION

(Please print or type all sections)

Organization Name:	Mayne Island Agricultural Society & Fall Fair
Primary Contact:	Sharon Bunnin (Secretary)
Address:	430 Fernhill Rd Mayne Island , BC, V0N2J2
Telephone:	E-mail: mayneagsociety@gmail.com
Charitable Status Number (If applicable):	84446 9684 RR0001
Organization Mandate (Attach bylaws, constitution or cite organization website):	www.mayneagriculturalsociety.com - Society meetings, Minutes, Agenda - 2019 Constitution and Bylaws
Board Members (Name, Position):	President- Tina Hudson, Vice-President- Dave Rea, Treasurer- John Drope, Secretary- Sharon Bunnin,
Directors-	Linda Beer, Frankie Gowing, Justine Apostolopoulos, Marie-Claude Collins, Richard De Armond

SECTION 2: DEVELOPMENT APPLICATION INFORMATION

Check development application where fee refund is requested:

- ☐ Official Community Plan
☐ Zoning Bylaw Amendment
☐ Development Permit

- ☒ Development Variance Permit
☐ Temporary Use Permit
☐ Other: _____

Development Application Submitted? ☒ Yes ☐ No

Application #: MA-DVP-2021.9

Development Application Fees Paid (Amount): 935.00

Receipt #: _____

SECTION 3

Objective of Development Application: To allow for covered entry to the front of the building that will serve as the new Thrift Store which is the main source of revenue for the Mayne Island Agricultural Society & Fall Fair _____

Describe how the Development Application furthers official community plan goals: _____

SECTION 4

I/we declare that all of the above statements and the information contained in the material submitted in support of the application are to the best of my/our knowledge true and correct.

Printed Name: Sharon Bunnin

Signature: _____ Date: 3/2/2022

Contact Information (e-mail and/or phone): mayneagsociety@gmail.com

INFORMATION TO BE COMPLETED BY ISLANDS TRUST

Date of Executive Committee Consideration: _____ Decision: _____

Financial Details: _____

Fee Refunded: _____

Organization Charitable Status Number: _____

LTC Notified (Date): _____

Applicant Notified (Date): _____

Status: Confirmed

Reference Number: [REDACTED]

The e-Transfer was successfully deposited into your account and has been added to Manage Transfers

Manage Transfers

Reports



Transfer Details

A transfer has been received. Review the transfer details and select the account where the funds will be deposited. A response to a

From
Nancy Wells

Amount
\$ 935.00 CAD

Sender Comments

▼

Message From Sender



Policy:	4.1.13
Approved By:	Trust Council
Approval Date:	June 10, 2004
Amendment Date(s):	March 9, 2011; December 6, 2017
Policy Holder:	Director of Local Planning Services

GUIDELINES FOR EXECUTIVE COMMITTEE SPONSORED OR LOCAL TRUST COMMITTEE INITIATED DEVELOPMENT APPLICATIONS

Purpose

To clarify the circumstances when it is appropriate for a committee to sponsor or initiate a property-specific development application.

Note: This policy does not apply to general changes to Official Community Plan policies or zoning regulations that would apply to many properties and that are initiated by a local trust committee as part of a general review of policies or regulations.

A. Definitions

Executive Committee Sponsored Application – means when the Executive Committee assumes sponsorship of a development application for a specific property or properties and pays the appropriate fee on behalf of an applicant.

Trust Committee Initiated Application – means when a local trust committee initiates a development application for a specific property or properties without fee on its own behalf or on behalf of a property owner.

B. Policy

1. Development Applications

May include Official Community Plan and Zoning Bylaw Amendments, Development Permits, Development Variance Permits and Temporary Use Permits.

2. Covenants

Covenants are not considered development applications. If a covenant results from a development application approval condition, the costs of preparing the covenant are to be borne by the applicant.

3. Conditions appropriate for Executive Committee sponsorship of a property-specific development application are:

- 3.1 When the applicant is a non-profit agency or organization seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with goals in the Official Community Plan (OCP).
- 3.2 When the applicant is an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility.

3.3 When the applicant seeks to implement specific objectives of an OCP with broad community benefits.

4. Conditions not appropriate for Executive Committee sponsorship or local trust committee initiation of a property-specific development application include:

4.1 When the applicant is a registered for-profit corporation under the *Corporations Act*.

4.2 When the applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.

4.3 When an applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.

5. Conditions appropriate for a local trust committee initiated development application on a specific property or properties.

5.1 Where a local trust committee has made an error (e.g., as part of a bylaw consolidation) in assigning an appropriate designation or land use regulation to a specific property and moves to correct the error.

5.2 Where a local trust committee wishes to modify an existing land use regulation on a specific property or properties as an alternative to entertaining a host of development variance applications that it believes are appropriate.

6. Where the Executive Committee wishes to sponsor a property-specific application, the costs of the relevant application fees will be charged to the fund for the sponsorship of development applications that is allocated to the Executive Committee in the base budget following an appropriate resolution from the Executive Committee.

7. Initiation of a development application by a local trust committee does not fetter the discretion of the local trust committee when it makes decisions about the outcome of the application. Local trust committee members and staff must ensure that applicants and members of the public are fully aware of the distinction between a local trust committee's sponsorship or initiation of an application and the local trust committee's role in decision-making regarding that application.

8. Sponsorship by the Executive Committee for a development application that requires approval of the Executive Committee under s.27 of the *Islands Trust Act* does not fetter the discretion of the Executive Committee. Executive Committee members and staff must ensure that applicants and members of the public are fully aware of the distinction between the Executive Committee's role in decision making regarding that application.

C. Legislated References

1. *Corporations Act*
2. *Islands Trust Act, Section 27*

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

n/a



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** March 23, 2022
From: Brad Smith, Island Planner **Date Prepared:** March 8, 2022
SUBJECT **Request for Executive Committee Sponsorship of Development Application Fee**

RECOMMENDATION: **THAT the Executive Committee approve financial sponsorship of \$715 for development variance permit application GL-DVP-2022.1 (The Galiano Club).**

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The attached application for Executive Committee sponsorship of development application fees complies with Islands Trust Policy 4.1.xiii.

1 PURPOSE:

The purpose of the Request for Decision (RFD) is to request the Executive Committee to consider the development variance application fee sponsorship application from the Galiano Club.

2 BACKGROUND:

The objective is to provide accessible secure storage to support many Galiano Club community initiatives--particularly the Food Program. Attached are two documents outlining the Food Program and the Hall usage. Due to the location of the kitchen and the slope of the land, the Club has applied for a variance to permit this shed to be built within the setback. There was an existing 1931 woodshed which was demolished last year and which sat virtually on the property line.

The Galiano Club was formed in 1924 and has been continuously providing community amenities and programs since then. The Club's principles include the support of volunteer-based organizations in community life (c), support food security (h) and a vibrant artistic and cultural life (i). Attached are program descriptions outlining how the Galiano Club supports these principles. The Galiano Club has no core funding and operates from grants and fundraising. A key source of income to maintain the Hall is rentals. We have had virtually no rental income for the past two years.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

None.

FINANCIAL:

Approval of the application for sponsorship would reduce the funds that would otherwise be received from the DVP application fee. Trust Council has allocated \$5,000 in FY2021/22 to cover costs for applications that are approved for sponsorship. To date in FY 2021/22 the Executive Committee has approved three sponsorship applications totaling \$10,450 (\$5,450 over the budget).

POLICY:

The attached application for Executive Committee sponsorship of development application fees complies with Islands Trust Policy 4.1.xiii.

IMPLEMENTATION/COMMUNICATIONS:

Staff will inform the applicant of the outcome of their request of the Executive Committee and continue with processing the associated DVP application.

FIRST NATIONS:

None.

OTHER:

None.

4 RELEVANT POLICY(S):

Islands Trust Policy 4.1.xiii

5 ATTACHMENT(S):

1. Development Variance Application Fee Sponsorship Application Form
2. Fee Payment
3. Trust Council Policy 4.1.13

RESPONSE OPTIONS**Recommendation:**

THAT the Executive Committee approve financial sponsorship of \$715 for the Development Variance Permit application GL-DVP-2022.1.

Alternative:

THAT the Executive Committee not approve financial sponsorship of \$715 for the Development Variance Permit application GL-DVP-2021.1.

Prepared By: Brad Smith, Island Planner

Reviewed By/Date: David Marlor, Director, Local Planning Services/March 14, 2022

Development Application Fee Sponsorship Application Form

*Under Islands Trust Policy 4.1.xiii, Trust Council Executive Committee may sponsor development application fees. When applying for sponsorship, please submit this form, or the details in a letter, **with your development application**. Applicants are encouraged to file this form with or after their development application.*

To be eligible for Executive Committee Sponsorship:

- ✓ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with goals in the Official Community Plan (OCP).
- ✓ The applicant is an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility. (Potential sponsorship of up to one half of the costs of the application)
- ✓ The applicant seeks to implement specific objectives of an OCP with broad community benefits.

The following are NOT eligible for Executive Committee Sponsorship:

- ✗ The applicant is a registered for-profit corporation under the Corporations Act.
- ✗ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.
- ✗ An applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.
- ✗ ALR and Subdivision referral application fees are not eligible.

SECTION 1: APPLICANT INFORMATION

(Please print or type all sections)

Organization Name: The Galiano Club

Primary Contact: Judy Hayes

Address: 490 Gardner Road, Galiano Island V0N 1P0

Telephone: [REDACTED] E-mail: [REDACTED]

Charitable Status Number (If applicable): 120542485RR0001

Organization Mandate (Attach bylaws, constitution or cite organization website): _____

Attached are the constitution and the bylaws. The website is https

Board Members (Name, Position): Attached is a document with the Board membe

SECTION 2: DEVELOPMENT APPLICATION INFORMATION

Check development application where fee refund is requested:

☐ Official Community Plan

☐ Zoning Bylaw Amendment

☐ Development Permit

☒ Development Variance Permit

☐ Temporary Use Permit

☐ Other: _____

Development Application Submitted? ☒ Yes ☐ No

Application #: GL-DVP-2022.1

Development Application Fees Paid (Amount): \$715

Receipt #: 3100

SECTION 3

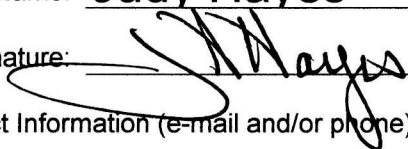
Objective of Development Application: See attached Objective and Goals document

Describe how the Development Application furthers official community plan goals: See attached Object

SECTION 4

I/we declare that all of the above statements and the information contained in the material submitted in support of the application are to the best of my/our knowledge true and correct.

Printed Name: Judy Hayes

Signature: 

Date: February 27th, 2022

Contact Information (e-mail and/or phone): 

INFORMATION TO BE COMPLETED BY ISLANDS TRUST

Date of Executive Committee Consideration: _____ Decision: _____

Financial Details: _____

Fee Refunded: _____

Organization Charitable Status Number: _____

LTC Notified (Date): _____

Applicant Notified (Date): _____

Objective

The objective is to provide accessible secure storage to support the many Galiano Club community initiatives--particularly the Food Program. Attached are two documents outlining the Food Program and the Hall usage. Due to the location of the kitchen and the slope of the land, this shed would need to be built within the property setback. It should be noted that there was an existing 1931 woodshed which was demolished last year and which sat virtually on the property line.

Community Plan Principles

The principles include the support of volunteer-based organizations in community life (c). The Galiano Club was formed in 1924 and has been continuously providing community amenities and programs since then. The principles also support food security (h) and a vibrant artistic and cultural life (i). Attached are program descriptions outlining how the Galiano Club supports these principles. The Galiano Club has no core funding and operates from grants and fundraising. A key source of income to maintain the Hall is rentals. We have had virtually no rental income for the past two years.



Victoria Office
Suite 200 - 1627 Fort Street
Victoria, BC V8R 1H8
information@islandstrust.bc.ca
Main: (250) 405-5151
Fax: (250) 405-5155

Salt Spring Office
1- 500 Lower Ganges Road
Salt Spring Island, BC V8K 2N8
ssinfo@islandstrust.bc.ca
Main: (250) 537-9144
Fax: (250) 537-9116

Northern Office
700 North Road
Gabriola Island, BC V0R 1X3
northinfo@islandstrust.bc.ca
Main: (250) 247-2063
Fax: (250) 247-7514

ISLANDS TRUST RECEIPT

\$ 715.00

RECEIPT NUMBER



AMOUNT Seven Hundred and Fifteen 00/100

RECEIVED FOR:
GL-DVP-2022.1

RECEIVED FROM The Galiano Club

RECEIVED DATE February 16, 2022

ISSUING OFFICE Victoria Office

ISSUING OFFICER NAME Sylvia Oliver

GL CODE
TRUST AREA

For office use only
Click here to enter GL CODE.
Click here to enter Area.

THE GALIANO CLUB
BOX 219
GALIANO, B.C. V0N1P0
TEL: (250) 539-2175

DATE 2 0 2 2 - 0 2 - 1 1
Y Y Y Y M M D D

PAY to Islands trust
the order of

\$ 715.⁰⁰/_{xx}

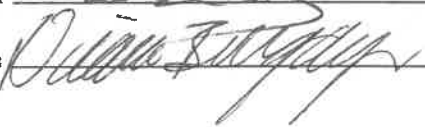
Seven hundred and fifteen

xx DOLLARS  Security features included.

Vancity
Make Good Money.™

THE GALIANO CLUB

PER 

PER 

RE _____



CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

CAROL PREST

CONSTITUTION

BC Society • Societies Act

NAME OF SOCIETY: **THE GALIANO CLUB**

Incorporation Number: S0001400

Business Number: 88448 1086 BC0001

Filed Date and Time: June 30, 2021 05:12 PM Pacific Time

The name of the Society is THE GALIANO CLUB

The purposes of the Society are:

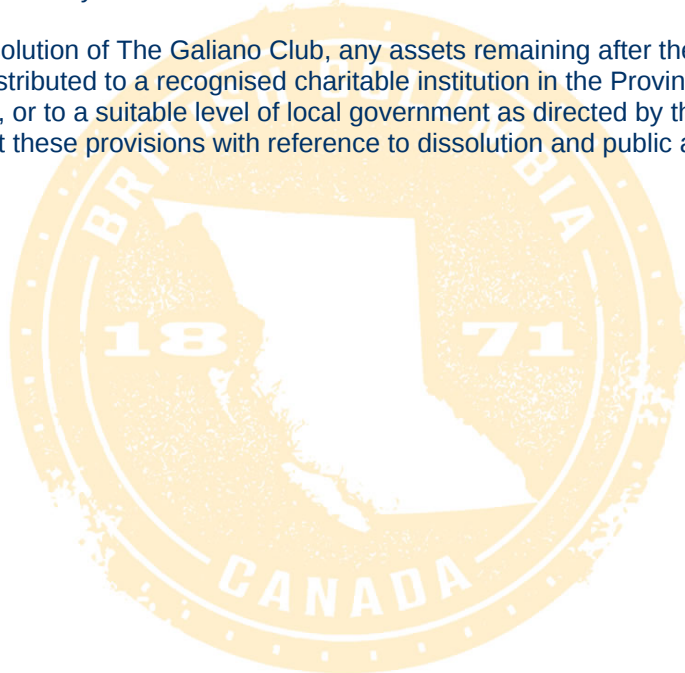
CONSTITUTION OF THE GALIANO CLUB

1. This Club shall be called THE GALIANO CLUB

2. The objects of the Society shall be:

- (a) to encourage social, recreational, cultural and educational activity on Galiano Island.
 - (b) to maintain a public hall which may be available for use by any person or persons who wish to use it in accordance with the above purposes.
 - (c) to hold and administer lands as described in the Bluffs Park and the Mount Galiano Trust Agreements, as directed therein.
 - (d) to hold and administer heritage forest lands (zone FH) in accordance with heritage forest covenants on such lands.
 - (e) to promote agricultural interests on Galiano Island including gardening, farming, other food related initiatives and production of agricultural products.
- The operations of the Society are to be carried out in Galiano Island.

4. In the event of dissolution of The Galiano Club, any assets remaining after the payment of all debts and obligations shall be distributed to a recognised charitable institution in the Province of British Columbia with similar objectives, or to a suitable level of local government as directed by the members of The Galiano Club, and that these provisions with reference to dissolution and public access are unalterable.



Board of Directors

Sonia Barbara Baker
Director

[REDACTED]
[REDACTED]
[REDACTED]

Marianne Petronella Bos

[REDACTED]
[REDACTED]
[REDACTED]

Dorothy Alice Beauchamp
Secretary

3 [REDACTED]
[REDACTED]
[REDACTED]

Diana Clare Burgoyne
Vice-President

[REDACTED]
[REDACTED]
[REDACTED]

Sylvia Jenken
Director

[REDACTED]
[REDACTED]
[REDACTED]

Jack Fraser Garton
Director

[REDACTED]
[REDACTED]
[REDACTED]

Judy Ann Hayes
President

[REDACTED]
[REDACTED]
[REDACTED]

Judith Elizabeth Parrack
Treasurer

[REDACTED]
[REDACTED]
[REDACTED]

Robert Douglas Matson
Director

[REDACTED]
[REDACTED]
[REDACTED]

Patrick Eldon Ramsay
Director

[REDACTED]
[REDACTED]
[REDACTED]

Allison Joan Whitlock
Director

[REDACTED]
[REDACTED]
[REDACTED]



The Galiano Club Hall Program Description

The Environment:

Galiano Island is a small community of 1,044 (2016 Census) located between Vancouver and Victoria. The island is primarily a rocky ridge with little arable land. Until the 1960's, over 90% of our food was produced on island. Today, over 95% of our food comes from off island.

Of 1044 permanent residents, 59% is 55 or older, while almost 18% of the population is over 75. Galiano has double the percentage of seniors compared to the provincial average and nearly 20% of the residents are low income. The median market income is \$19,904 compared to the provincial \$31,585.

The island is dependent on ferry services that sometimes are suspended due to stormy weather. There are few services on island (no public transportation, garbage collection, water, sewers, supported living, affordable housing etc.) and the major portion of community programs (health care centre, library, child care centre, recycling) on island are sustained through the volunteer efforts of residents.

History of the Hall

The Galiano Community Hall is the building shown in the Galiano Club logo (designed by Galiano artist Keith Holmes).

One of the initial aims of the newly established—in 1924—Galiano Club was “to build a public hall”, a first for the island. The hall was to be available for use by anyone wanting to use it for social, educational or recreational purposes.

One acre of land on the main road was donated. The total cost for both building and furnishing was \$1,189.71, an amazing feat of fundraising and donations in a small community of scant financial resources. There is no reference to any wages paid and it is assumed that most labour was volunteered. This is a tradition that continues on Galiano Island and with the Club.

The building, eventually named the Galiano Community Hall, was completed by 1927. A visit to the island by the Lieutenant Governor of British Columbia, in May, 1929, provided the occasion for an 'official opening' of the new Hall.

The original building did not have electricity as electricity came to Galiano in 1951. It was heated by wood and had neither indoor bathrooms nor a kitchen. The Hall quickly became THE place for holding island events. In the 1930's it was also used for sport. When the Hall floor was replaced in 2017, the underlying original floor showed the painted lines of a badminton court.

Extract from the Statement of Significance:

The South Galiano Hall, completed in 1926, is a wooden shingled structure, built with local materials, with local volunteer labour on donated land. Still situated on log foundations the Hall recalls the simple vernacular design, wood building traditions, simple construction materials and unique finishes of early community buildings and schools throughout British Columbia.

Key elements include:

- Simple rectangular form
- Gable roofs
- Cedar shingle siding
- Large double doors
- Canvas/wood ceilings
- Wood wainscoting
- Fir floor
- Original sectioned windows

The Galiano Hall Today

Over the intervening years the Hall has evolved with the community and the community continues to use it for the purposes for which it was originally intended. The original style remains intact, by luck as much as design, and the hall is much loved as a result.

From the early 1970's to the early 1990's there were discussions underway about replacing the building with a more modern structure. Fortunately funding was not available. Certainly the Galiano Club Boards since that time have tried to retain, as far as possible, the original features.

Since the Hall was built:

- It has been enlarged at least twice and the exterior shingle siding was matched
- The original roof was likely shake, but it now has shingles
- Electric heat now replaces the original wood stove
- Indoor bathrooms
- A commercial kitchen was added as a centennial project
- The stage was raised and extended in the 90's
- A foundation and play space for pre-schoolers had been added under the addition
- A wheelchair ramp has been added to one access door
- The wood floor has been replaced twice

During the last decade or so the Galiano Community Hall has been much modernized and improved — new lighting, new electrical wiring, improved sound system, upgraded kitchen facilities, enlarged stage area, more toilets. The grounds were planted & landscaped in the early 1990s and a vehicle parking area improved at the same time. An outdoor kid's play area was added in 2010. A wheelchair ramp and an Auris Loop ensure access for those with disabilities.

Many heritage buildings are significant public buildings or grand homes or linked to a historical personage. The Galiano Community Hall is none of those. It represents a community acting on

the need for a gathering place and using the local resources they had available—human and physical.

Several other large meeting places now exist on Galiano but, when one hears an islander say of an event, “it’s at the Hall”, the location is the small and cozy and historic and versatile — Galiano Community Hall.

Hall Usage

The Galiano Community Hall is home of the Galiano Club Community Food Program, the Galiano Players and Cinema Galiano

The largest number of bookings is for the Community Food Program and yoga classes, but also includes meetings and Annual General Meetings, sales, festivals and private events, rehearsals, concerts, theatre, art shows and cinema, weddings, memorial services, dances and workshops. Galiano cultural activity is centred on the Hall.

The Community Hall has been described as the living room of the community. It is an apt description and one that fits the intention of the founders of the Club in 1924. This is where the community gathers to celebrate, to eat, and to recover from disasters. The living room can be a busy place! There are times that the Hall is booked for three different events in one day.

Year	2019	2018	2017	2016	2015	2014	2013	2012	2011
Bookings	378	369	348	282	338	340	340	292	249

Capacity and Equipment

- The capacity of the Hall was increased in January, 2016 to 135 seated concert style, 105 at tables or 255 standing only.
- The Hall has a well equipped commercial kitchen, which can be rented separately from the Hall.
- The Hall has a fully functional stage with legs, backpanels, stage lighting and a green room.
- The sound system, with mixing board and multiple speakers supports theatre, concerts, other musical events and cinema.
- The Galiano Community Hall has 2 pianos which support musical events in the hall. One, a 'Stevenson' upright, built in 1925 by The Weber Piano Co. of Kingston, Ontario, was bequeathed to the Galiano Club in 1992 by a longstanding resident. A second piano, a Yamaha 'baby grand', was built at Hamamatsushi, Japan in 1986, and donated by a Galianoite in 2012.
- There is a bike “Fix-it” station and electric car charging station at the Hall
- Younger islanders and visitors enjoy the outdoor playground

Hall Maintenance

Rentals from the Hall only cover a portion (depending on the annual maintenance issues) of the cost of running and maintaining the Hall and the cost of insurance coverage for our Galiano Club lands. The shortfall is covered through fundraising and donations.

The Galiano Club hosts two events a year for fundraising, a Blackberry Tea, where over 200 pies are produced and sold and a Christmas Market. The funds raised through theatre, pantomimes and cinema also go to support the costs of running and maintaining the Hall.

Partnerships in the Hall

The Southern Gulf Islands Emergency Program and The Galiano Club have a memorandum of Understanding. The emergency program keeps 2 generators at the South Hall to be used to run the Hall in the event of a disaster or prolonged power outages. The Hall is an alternate reception centre.

The Concert Society hosts 4-6 concerts per year in the South Hall. The baby grand piano is owned by The Galiano Club and managed jointly with the Concert Society.

Galiano Pre-School group operates out of the lower floor of the Hall, on a long term lease.

Bridge Tournaments inter-island bridge tournaments have returned to the Hall.

Galiano Players

Galiano Island's local theatre company was founded in 1983. In 2011, the Galiano Players became part of the Galiano Club. With this move there was a revival of theatre on the island. The performers, directors and producers are all volunteers.

Every year the many talented islanders entertain their neighbours with one or two productions. In 2012 annual pantomimes were initiated each November and they have proved be an enormous hit with children and adults alike.

The Galiano Players have benefited greatly from the lighting and sound system upgrade. Over time the green room has been revamped and the stage has had new legs and backdrop curtains.

The Galiano Players has linkages with other islands and in 2019 went on tour Gabriola's One-Act play festival. Also in 2019 the Players hosted an acting workshop and a directing workshop is being planned.

Cinema Galiano

In the fall of 2013, the Galiano Club and the Health Care Society's Aging in Place Project shared in the cost of a film licence. In 2015, the Galiano Club took over sole responsibility for the licence and ran films until the fall of 2017.

After upgrading the projection system to HD and the sound system to surround sound, Cinema Galiano was revived in early 2019. It is delightful to see the children come in their pajamas with pillows and blankets and take over a large rug at the front of the stage. And the seniors on the island recently enjoyed the Woodstock film on the 50th anniversary of the event.

The mission of Cinema Galiano is to provide quality, accessible adult and family entertainment in a strong community setting. The revived Cinema Galiano is starting slowly with the intention of building to a regular monthly (or more) cinema nights.

Resources

The Galiano Club owns and manages Galiano Community Hall. Rental rates for the Hall are kept low to maintain accessibility for the community. The Galiano Club has no core funding and is dependent on hall rental, fundraising, volunteers and grants to maintain the hall and sustain the lands and programs.

The Galiano Club has four part time staff, largely dedicated to the Food Program, and one part time contracted cleaner. The number of initiatives and complexity of relationships has grown to the extent that a supervisor was required. As of January 1, 2016 one staff was appointed as a manager. In addition to her other duties, she now manages the Hall (bookings, maintenance,

cleaning) and has actively upgraded her skills in managing volunteers through workshops and coaching. Staff and manager hours total 100 hours a month.

Although Galiano is a small island with a fragile economy, it is characterized by a high degree of volunteer involvement and many individuals are prepared to make in-kind contributions. Volunteers are a key resource. There are regular volunteers associated with maintaining the Hall, participating in theatre productions and running the cinema—some of them, the same volunteers!

Community Benefit

As noted, Galiano has a small population, the majority of which are seniors. Twenty percent of residents are low income and family earnings are 70% of the provincial average. The Hall is rented at rates affordable for Galiano residents; the event costs are reasonable and well attended. There are more than 78 community events annually just from the Galiano Club programs. Social support networks are one of the key determinants of health.

The sense of connectedness and worth that comes from contributions to the social environment is another key determinant of health. The involvement of islanders in the Galiano Club's programs is remarkable. Volunteers come together to work on maintaining the Hall, presenting theatre, variety shows and pantomimes and managing film nights (the popcorn crew is particularly popular). People of all ages, skill levels and interests participate. They value the opportunity to work together for a common good.

Accessibility

Of the 1044 permanent residents nearly 20% of the residents are low income. The median market income is \$19,904 compared to the provincial average of \$31,585. In order to make the Hall accessible to islanders, the rental rates are kept low. The Hall can be rented for \$20 per hour on Friday and Saturday and \$15 per hour the rest of the week. The admission price for Cinema Galiano is also kept low—basically cost recovery.

The Galiano Club events are open to everyone. The Galiano Community Hall has a wheelchair ramp and accessible washrooms allowing those with mobility issues to participate. An Auris Loop was installed in conjunction with the floor replacement, allowing those with hearing loss to better enjoy the productions. Those who wish to participate in productions but require some accommodation are assigned manageable tasks.

Upcoming events are advertised through a variety of options, including Facebook, posters, advertising in the local print media, emails and through word of mouth. Residents with transportation will bring those without.

Sustainability

The Galiano Club has owned, maintained and upgraded the Hall for more than 90 years. See the chart below. Not only has the Club been very successful in obtaining capital grants and delivering on expected outcomes, but the community also supports the Hall with donations and in-kind donations. Many of our Funders are repeat funders. We anticipate that we will continue to be successful in obtaining grants as they become available and in soliciting donations.

The Galiano Club promotes volunteerism, through which, initiatives such as Galiano Players and Cinema Galiano are maintained. The events are promoted through a variety of channels including posters, mail outs, Active Page (Galiano's monthly magazine) articles, posters, Facebook, Galiano Club Food Program e-mails and word of mouth.

The Galiano Club rents the Hall to the community and these rents help to ensure that the Hall is maintained and will be available on an ongoing basis. However, rents are kept low to maintain accessibility and do not cover the cost of running the hall.

Community Support

Community support is evidenced in a number of ways:

- The Club continues to benefit from the generosity of islanders and island businesses who donate goods and services to the Club. Examples include kitchen equipment, freight services, labour, materials, garden supplies, tree removal and chipping.
- Whenever we have applied for grants requiring community support letters, other agencies have been immediately forthcoming. We are regularly approached to collaborate with other groups and have worked together in hosting workshops and other events.
- The local recycling allows the Club to recycle outside normal hours and to use their parking area.
- We have had ongoing success in obtaining capital funding grants to maintain and upgrade the Hall. Many of the funders have provided grants on more than one occasion (New Horizons for Seniors, Capital Regional District)

Year	Project	Funding Source
2020	Wooden Wheelchair Ramp replaced with Concrete Ramp	Rick Hansen Foundation
2019	New projector and speakers	Capital Regional District
2019	- Kitchen Upgrade and Laundry - Washer/Dryer Pantry	New Horizons for Seniors
2019	- Kitchen Upgrade - Renovated bar room - New windows - Foundation Assessment	Capital Regional District—Community Works Grant
2018	Players storage space	Galiano Club revenues
2018	- Electrical upgrade - Propane on-demand hot water	Capital Regional District—Community Works Grant
2018	- Hall floors replaced - Auris Loop I	Heritage BC Canada 150
2017	- Second gas stove installed - Bike Fix-it station	Capital Regional District—Community Works Grant Galiano Recycling Centre
2016	New panic hardware	Concert Society
2016	Green room updated	Galiano Club revenues
2016	Kitchen painting	Capital Regional District—Grant in Aid?
2015	Upgrade to the propane system	??
2014	6 burner gas/propane stove installed	Capital Regional District—Grant in Aid?
2013	Interior and exterior painting	
2013	Two generators installed	Southern Gulf Islands Emergency Services Program
2012/13	Fire exit stairs replaced	Capital Regional District—Grant in Aid Donation
2012/13	Blackout blinds installed	
2012	New theatre lights	University of Lethbridge donation?
2012	- New black cloth stage legs - New tracks to hang legs on stage	Galiano Club revenues Donation
2012	Grand piano donated	Donation
2011/12	- Hall electrical system was partially updated - New lighting panel and music stands	AgriSpirit Farm Credit Canada Donation
2011	A large commercial type freezer was installed	New Horizons for Seniors
2011	Front Steps	
2010	Hall roof was replaced.	- Donation - Capital Regional District grant - Fundraising “Shingle” campaign
2010	Installation of the outdoor playground	??
2006	Kitchen renovation	Vancouver Foundation, Victoria Foundation Tides Canada
1990s	- Grounds landscaped - Vehicle parking area improved	??
1990s	- The stage was raised and extended - A foundation and play space for pre-schoolers was added under the addition	??
	Hall enlarged?	
1967	A commercial kitchen was added as a centennial project	
1950s	Electricity installed after 1951	
1940s	- A second floor was installed over the original floor - The orientation of the new floor was side to side rather than front to back	



The Galiano Club

Community Food Program Description

2022

Introduction

Galiano Island is a small rural community of 1,044 (2016 Census) located between Vancouver and Victoria. The island is primarily a rocky ridge with little arable land.

Of 1,044 permanent residents, 59% are 55 or older; 40.2% are over 65 and almost 18% of the population is over 75. Galiano has double the percentage of seniors compared to the provincial average and nearly 20% of the residents are low income. The median market income is \$26,000 less than the provincial median.

The island is dependent on ferry services that sometimes are suspended due to stormy weather. There are few services on island - no public transportation, bank, pharmacy, garbage collection, water, sewers, supported living or affordable housing for families. Most community programs and services on island are sustained through the volunteer efforts of residents including the Galiano Library, the children's Play Group, Galiano Concert Society, Galiano Island Recycling Resources, aspects of the Galiano Health Care Society and the Galiano Club.

The Galiano Club Community Food Program

History of the Food Program

Until the 1960's, over 90% of the island's food was produced on island. Today, over 85% of food comes from off island. The Food Program, established in 2008, is now the largest program provided by the Galiano Club. It is a multi-faceted, integrated program. It is the only Program of its type on the island. Initial goals were to connect with isolated people (especially seniors) on the island and to increase food security through community kitchens, gardens and workshops on growing and preserving. One of the initial projects was "Food Forever" a collaboration with the Galiano Community School and island Elders, resulting in a published cookbook now in its third printing, an enhanced School Garden and breakfasts with the whole school and community Elders.

The first major expansion of the Food Program was in 2012 in response to an identified need to help the large senior population access healthy meals. The expansion was originally conceived as a local "Meals on Wheels", however, Galiano seniors made it clear that they valued the social contact as much as the meals. They also preferred multi-generational events rather than events focused solely on seniors. With this information, "Soup and Bread" came into being. Originally, community lunches were held once a month. With a large group of volunteers, soups and fresh bread were made in the morning to be served at the Community Hall. Additional soups were frozen and made available for purchase.

The events proved to be very popular with both seniors and other community members. One of the hallmarks of Galiano Island is that most events encompass everyone from toddlers to nonagenarians. An early participant stated the Food Program was the best thing to happen on island in years.

Soup/M meal Production

The Soup and Bread Lunches are now held weekly in the fall and winter and twice a month July and August. Seniors had indicated that, in addition to soups, they were interested in purchasing affordable meals to take away. As a result, the Food Program explored the options, ran test kitchens and test marketed meals.

In 2014, a New Horizons for Seniors grant supported the Food Program to fully implement the production of frozen meals and to create an evening social event “Games Night” where a hot meal is available followed by board games and ping pong. These events initially were planned for every second month, but their popularity has led to a monthly “Games Night”. This event, in turn, spawned a weekly ping-pong group. Prior to the pandemic, we had tested, at the request of seniors, an afternoon event with tea and a quieter opportunity for games.

One of the goals for the New Horizons project was to try to make the meals aspect of the Food Program self sustaining within 12 months. Additional tools for the kitchen were purchased to enhance production. A manual was developed which includes recipes, forms, labels and an extensive description of the process. The intent is to make the manual available to other communities interested in implementing a similar program. The donations from the meals cover the cost of producing them, given that the majority of the labour is volunteer. The donations do not cover the cost of the part-time Executive Director and coordinators.

A spin-off initiative has been providing soup and bread to the children and staff at the Community School in conjunction with the “Soup and Bread” lunches. The Food Program received this request due to the number of children without adequate lunches. A grant from Galiano Island Recycling Resources covered the cost of individual thermoses to support this expansion. Fiscally, this initiative is run like a school meals programs in other school districts – i.e. parents contribute what they can via a confidential system. The school staff pay for their lunches.

Frozen meals and soups are available for purchase at all the Galiano Club events. In addition, Food Program clients can request a delivery, which are delivered by volunteers each Wednesday. A volunteer for the Galiano Health Care Centre “Better at Home” program delivers Food Program meals to their clients as well. We have been asked to make them available to Pender Health Care. A volunteer will take frozen meals to a weekly Lions Club Walk and Talk event, when it resumes. Friends and other support persons purchase and deliver meals as needed. Some meals also are distributed to the Food Bank and the Community School.

Meals are produced up to five times a month most months and three times a month in summer. Four to six test kitchens are conducted annually where additional recipes are introduced and reviewed for appeal and cost effectiveness. The goal has been to produce economical, nutritious and tasty frozen meals. The Program added microwave packaging as an option for meals and, although the packaging is more expensive than the regular aluminum packaging, it has made it easier for some people to heat their meals.

In 2021, the Food Program produced 4719 frozen meals and 1149 frozen soups for distribution. The volunteers now produce approximately 24 different meal choices. See attached charts outlining growth.

Galiano Community School Program – In addition to the weekly soup lunches, the Food Program has an ongoing collaboration with the Community School that includes a School Garden, tasting events, bread classes, Mini-Nettlefest, Applefest and cooking classes that culminate in Elders and kids’ Luncheons. The Galiano Club was able to purchase a greenhouse through a grant from VanCity. In 2010. School District 64 allowed the greenhouse to be constructed on the school grounds. Students use the greenhouse to produce vegetable starts and to grow vegetables requiring higher heat, such as peppers.

Gleaning - Any homeowner with excess fruit or produce can contact the Food Program and a gleaning crew will be organised. One third of the picking goes to the pickers, one third to the homeowners and one third to the Food Program. As many homeowners are not able to process their produce, the Food Program often receives the homeowners share. This produce is used by the Food Program for meals and other events. Any surplus is

donated to the Food Bank or distributed through informal means to low income residents. In the fall of each year, gleaning provides fresh fruit to the Health Care Centre and the school. The amount of fruit and produce gleaned depends on the season. In 2018 a good fruit year, there were 5,500 pounds gleaned. Gleaning is so popular that all requests from homeowners for harvesting cannot be accommodated.

Workshops - The Food Program hosts many workshops related to food security including pruning, grafting, compost, soil amending and seaweed harvesting. FoodSafe workshops are held regularly for the Food Program and other community volunteers. Most volunteers have now participated. Building on some of the workshops, the Food Program also manages the Garlic Co-op in which the participants grow garlic on a piece of donated land. The Co-op also receives free sheep manure from a local sheep farmer to fertilise the garlic plants. Participants in food preservation workshops can borrow equipment from the Food Program's equipment library to preserve food at home.

Galiano Food Bank- In late 2019, the Galiano Food Bank closed when two parishioners of St. Margaret's of Scotland Anglican Church retired after 20 years. In February 2020, the Galiano Club Food Program began a partnership with the church to reopen the food bank. The church provides the venue and the Galiano Club provides staff and volunteers. Since this partnership began, the food bank has moved from opening twice a month for eight months to weekly openings year round. We also have added fresh produce, bread, toiletries and cleaning products to the options available, have joined Food Banks BC and Food Banks Canada, have made connections for additional supplies with Mustard Seed in Victoria and with local businesses and farmers.

Community Events - The Food Program organises annual community events such as the Nettlefest Community Pot Luck (a celebration of the local wild stinging nettles), the Community Picnic, the Winter Solstice Pot Luck Dinner and a Volunteer Appreciation Dinner.

Farmer's Market Support - The Food Program supports the Saturday Farmers' Market by producing a weekly electronic newsletter outlining what will be available. The Program further addresses food security by organising a Stock Up Market in the fall for the farmers to sell bulk produce after the Saturday Farmers' Market has closed for the season. The Food Program acknowledges the local producers by initiating "Galiano Grown" branding on meals and soups. The branding is also used by farmers at the Saturday Market and by grocery stores to advertise local produce. An invitation to discuss ecologically sustainable growing practices is included.

Equipment Library - The Food Program maintains a library of Food Processing equipment which Galiano residents can borrow to support food security. These include water canners, pressure canners, dehydrators, a vacuum sealer, juicer and an apple press, which was purchased after the borrowed Mayne Island apple press proved very popular.

Resources

The Galiano Club has no core funding and is dependent on Hall rentals, fundraising, donations and grants.

The number of initiatives and complexity of relationships for the Club had grown to the extent that an Executive Director was required and as of January 1, 2016, one part-time staff was appointed to this position. In addition to Food Program duties, this position manages the Hall including all bookings, maintenance, cleaning and scheduling of repairs and renovations. This position also acts as a Volunteer Coordinator. The Food Program is currently managed by three part time staff, who specialise in different aspects of the total Program.

Name	Responsibility	Monthly Hours
Executive Director	Soup and Bread lunches, Frozen Meals Program, Food Bank, Games Nights, School lunches/workshops/Elder's lunch, Cooking & Canning Workshops, Nettlefest and Winter Solstice events, Community Picnic, Hall booking and billing, Administration, Staff supervision, Volunteer Management, Communication and supervision of contract employees for maintenance and repairs, Website maintenance, Community communication - weekly emails and local paper, Donor relationships, Monthly accounts, payables and receivables, Cash Deposits, Board support, Membership updates and management.	105
Coordinator	Gleaning, Garlic Coop, Stock-up Market, Events, Workshops, Communications, internal administration	25.0
Coordinator	School Garden, Greenhouse and School Food Program Initiatives, liaison to teachers and parent volunteers	25.0

The Galiano Community Hall is an essential resource for the Food Program and over half of the Program activities take place there. The Program is charged an hourly rent by the Club in order to ensure an accurate accounting of the costs. The Food Program is the largest single user of the Hall.

Volunteers – Volunteers are a key resource for the Food Program. There is a regular group of up to 40 volunteers who have produced meals up until the pandemic, with 1490 volunteer hours. The majority are seniors, and they view this activity as a social event and an opportunity to give back to the community. The kitchen is full of laughter and good smells on these days. This number does not include all the large events at which there often are completely different volunteers, with an estimate of 235 for all aspects of the Food Program. Volunteers are a good source of information and feedback on the meals, events, and processes.

Since the pandemic, volunteer numbers have dropped, while volunteer hours remain high. In 2021, 24 volunteers worked 1276 hours for soup/meal production, 8 volunteers worked 294 hours for the Food Bank, and 7 volunteers worked 152 hours for other initiatives.

Community Benefit

The Food Program events allow community members to attend social events and enjoy meals at affordable costs. The Food Program runs more than 70 community events annually.

The availability of frozen meals allows seniors, who are unable or unwilling to cook for themselves, to remain in their homes and in their community. There is no supported living facility on the island. The health care professionals report that a number of their patients have come to rely on the meals.

The elementary school on Galiano has an enrollment of around 45. This will be growing as new families with pre-schoolers are moving to Galiano. One of the reasons cited for moving to Galiano is the Food Program and its connections with the school. The School Program provides students with an opportunity to learn about growing food, compost, pruning, preserving, and cooking. Tasting events give the students an opportunity to practice cooking skills with produce they grow in the School Garden. The soup lunches support those children who may not be getting enough to eat. These activities also teach self-sufficiency and social skills. For example, students plan the Elder's Luncheon, write invitations and host as well as make the meal. This is a much anticipated event by both Elders and students.

The Garlic Co-Op and Gleaning ensure that low income participants can easily access food through a contribution of labour. These initiatives also provide an opportunity for socialising and have all of the benefits of a traditional work bee. Workshops support those individuals who are interested in food security. A series of workshops on preserving food is planned for 2022. Gleaning benefits the homeowners, the pickers, the Food Program and the Food Bank.

Social inclusion is one of the social determinants of health. The involvement of islanders in the Galiano Club's Food Program as "teachers", participants and volunteers has been remarkable. The program has engaged people of all ages, skill levels and interests. The participants in the Food Program initiatives and the volunteers value the opportunity to work together. For newcomers to the community, it is a way to meet residents. The Food Program is making a significant contribution to the community.

There has been interest expressed from other islands in how the Food Program meals aspect was created and has evolved. The Executive Director readily shares information with other islands and the Squamish Nation. The Executive Director is currently working on the next draft of a Food Program "how to" manual based on feedback received and this manual will be made available.

Galiano has 420 permanent residents aged 65 and above and an additional 120 aged 60-65. Half the permanent residents are above 60 years old. Individual attendance is tracked at most events except the large pot lucks. Overall, it is estimated that over 60% of the permanent population is connected to the Food Program. In addition, there is some participation from individuals who are not permanent residents.

Accessibility

Twenty percent of Galiano residents are low income and family earnings are 70% of the provincial average.

The Galiano Club Food Program events are open to everyone. Inability to pay does not preclude participation in social events. Although the Food Program suggests a contribution of \$6 to \$8 for participation in the lunches and dinners, there is also the option to utilise "This One's on Us" vouchers which are available at every event (and there is some usage at each event). The school lunches are paid through anonymous contribution envelopes. Gleaning, the Garlic Coop and the Greenhouse are all initiatives in which produce is received based on a contribution of labour.

The frozen soups and meals are sold for \$6 each to seniors and \$8 to other community members. In order to sell for a modest amount, the focus is on nutritious meals with reasonably priced ingredients and produce from local farmers. The Food Program also contributes prepared meals and produce from Gleaning to the Food Bank. Frozen meals are available to the Galiano Health Care Centre which sells meals or donates meals to patients who cannot afford to pay. Some cannot readily cook for themselves or are just out of hospital.

The Galiano Community Hall where most Food Program events occur has a wheelchair ramp and accessible washrooms allowing those with mobility issues to participate. The volunteers support those who need some accommodation to participate in meal production by assigning manageable tasks. The informal distribution network of friends, neighbours and Health Care ensures that those individuals who are housebound can access meals. The games for Games Nights range from games for toddlers through to grandparents.

Events are advertised via multiple channels, including Facebook, posters, local print media, email, newsletters and through word of mouth. Residents with transportation will bring those without.

Sustainability

For the soup and meal production, donations are covering the costs of ingredients and packaging. Since soup and meals are produced largely by volunteers, there are no labour costs. Only a portion of the costs of the Food Program staff are covered by the donations. Assuming continued attendance at the present levels, continued in-kind donations and continued volunteer participation, it is anticipated that the meal production could become self sustaining.

The Galiano Club promotes volunteerism. The kitchen volunteers are recognised after each event by information/thank you notes outlining the accomplishment. The appreciation expressed by the participants and students help to sustain volunteers. The Galiano Club also hosts an annual volunteer appreciation event and in 2019 initiated a new way of attracting volunteers through tables at the community picnic. Mentoring opportunities support the volunteer leaders of the next generation.

Positive relationships with community partners contributes to a holistic multi-faceted that serves the Galiano community effectively and sustains support. Effective management of and reporting on grant funding has also contributed to the sustainability of the Food Program.

Community Support and Partners

Community support is demonstrated in many ways.

- Events are consistently well attended, and numbers of soups and meals distributed have increased since their inception.
- The Food Program is closely connected with the Galiano Community School. Not only did the School District allow construction of the Community Greenhouse on their property, they welcome the Food Program staff's participation in the school.
- The Galiano Library allows the Food Program to utilise their water collection system for irrigation of the School Garden and Greenhouse.
- Galiano Island Recycling Resources funded the purchase of thermoses for school soup lunches.
- A Lions Club initiative, when it resumes, is also a vehicle for distribution of frozen meals and soups.
- For the past ten years, the Food Program has worked with teams of students from the UBC Land and Food Systems Department on projects which support the Program including soil enhancement, analysing recipes and developing new recipes for particular dietary needs - gluten free, Heart Smart and diabetes. The students also have performed nutritional analyses of the various current Food Program meals so that the meals can be better labelled.
- The Galiano Health Care Society works with the Club to distribute meals to their patients in need (Better at Home program) and collaborates on workshops from time to time.
- Homeowner's requests for gleaning now exceed the ability to respond. Community members, farmers and fishermen donate surplus food to the Food Program.
- A dedicated cadre of volunteers participate in and support various aspects of the Program.
- Since 2008, the Food Program has obtained grants to support this Program. Many of the funders are repeat funders – including New Horizons for Seniors, Capital Regional District, United Way of Southern Vancouver Island, VanCity, Vancouver Foundation and the Vancouver Island Health Authority.
- The Galiano Club is regularly approached for collaboration with other groups and has worked together to host workshops and other events. Examples include the Galiano Conservancy Association and the Penelakut Tribe (wild food foraging, connecting Elders and venison butchering).
- The Anglican Diocese of St. Margaret's of Scotland is partnering with the Galiano Club on the Galiano Food Bank.

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** March 23, 2022

From: David Marlor, Director, Local Planning Services **Date Prepared:** March 16, 2022

SUBJECT Cliffside Publishing Heritage Grant – Saturna Island

RECOMMENDATION: THAT the Executive Committee approve financial support of \$5,000 to Cliffside Publishing to support publication of books relating to families heritage and histories of Saturna Island.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The attached application for Executive Committee financial support for heritage and history publications is consistent with Islands Trust Policy 2.1.14 [History, Heritage and Conservation Grants-in-aid].

1 PURPOSE:

The purpose of the Request for Decision (RFD) is to request the Executive Committee to consider approving a grant-in-aid of up to \$5,000 to support publication of a series of books on family histories and heritage on Saturna Island.

2 BACKGROUND:

More specific information on the application is available in the attachment. Amount spent this fiscal was not available at agenda deadline time; staff will provide this at the meeting.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

None.

FINANCIAL:

Trust Council has allocated \$5,000 in FY2021/22 to cover costs for grant-in-aid applications.

POLICY:

Policy 2.1.14 allows approval of funding to support activities that meet one of the following three criterion:

1. undertake activities to gain knowledge about the history and heritage of the Trust Area, including undertaking activities that increase the understanding of Indigenous Peoples on the islands; and/or
2. undertake activities that increase public awareness, understanding and appreciation of the history and heritage of the Trust Area; and/or
3. conserve heritage property, including conserving cultural heritage areas, or preserve and protect archaeological areas or locations.

The applications meets the second objective listed above.

Policy 2.1.14 requires that the application contain the following:

1. the name of the individual, group, First Nation membership or self-identity, or agency making the request;
2. the dollar amount of the funding being requested;
3. specifics about the nature of the activities as they relates to 2.2 of this policy;
4. for research activities, an outline of the methodology, and/or cultural knowledge or traditional ecological knowledge; and,
5. for publications, an outline of the messaging, medium of the publication and intended audience.

All of the above has been provided in the attached application. The requested amount was not included but the applicant confirmed by phone call that the amount requested is the maximum of \$5,000.

Policy 2.1.14 includes the following conditions of funding approval:

1. For research projects, Islands Trust staff review and approve the methodology.
2. For publications, Islands Trust staff review and ensure that the publication meets Islands Trust visual identity guidelines.
3. The individuals, groups, organizations, First Nations communities or members, or agencies must acknowledge support of Islands Trust in all printed and publication material related to the project, event or program.
4. In the event a project is not complete, the individuals, groups, organizations, First Nations community or members, or agencies must notify the Islands Trust as soon as practical and refund any remaining grant funds provided for project work not done or completed.
5. With the approval of affected local trust committees or island municipality.
6. All applications must comply with and have no impacts to registered archaeological sites or potential sites.

Of the above item one does not apply in this instance. It 2, 3, 4 and 5 can be made conditions of the funding in the funding letter provided to the applicant, should the application be successful. In regards to Item 5, the applicant indicated that he has verbal support from the two local trustees, but did not request formal support from the local trust committee. Should this be a concern for the Executive Committee, the Executive Committee could either make their approval subject to formal support from the local trust committee, or delay consideration until formal support from the local trust committee has been received.

Executive Committee consideration is indicated in Section 1.4 of Policy 2.1.14:

The Executive Committee will review each application at the earliest opportunity. In undertaking this work, the Executive Committee will consider the merits of the activities in the funding request and:

1. the Object of the Islands Trust;
2. Trust Council's Strategic Plan, Islands Trust Reconciliation Declaration; and
3. available funds.

IMPLEMENTATION/COMMUNICATIONS:

Staff will inform the applicant of the outcome of their request of the Executive Committee.

FIRST NATIONS:

The applicant indicates the intent is to continue the book series with First Nations heritage and history stories on Saturna Island, in cooperation with the relevant First Nation.

OTHER:

None.

4 RELEVANT POLICY(S):

Islands Trust Policy 2.1.14

5 ATTACHMENT(S):

1. Cliffside Application Form
2. [Trust Council Policy 2.1.14](#)

RESPONSE OPTIONS

Recommendation:

THAT the Executive Committee approve financial support of \$5,000 to Cliffside Publishing to support publication of books relating to families heritage and histories of Saturna Island.

Alternative:

THAT the Executive Committee not approve financial support of \$5,000, or approve a lesser amount, to Cliffside Publishing to support publication of books relating to families heritage and histories of Saturna Island

Prepared By: David Marlor, Director, Local Planning Services/March 14, 2022

Reviewed By/Date:

From: David Marlor on behalf of Lisa Wilcox
Sent: Wednesday, March 16, 2022 2:02 PM
To: David Marlor
Subject: FW: New submission from HISTORY, HERITAGE AND CONSERVATION – GRANTS-IN-AID APPLICATION FORM
Attachments: Cliffside-Project-proposal-Feb-2022.doc

David Marlor (he, him, his)
Director, Local Planning Services
Islands Trust | T 250 405 5169 |

From: wadmin@caorda.com <wadmin@caorda.com>
Sent: Monday, February 28, 2022 12:59 PM
To: Reconciliation <Reconciliation@islandstrust.bc.ca>
Subject: New submission from HISTORY, HERITAGE AND CONSERVATION – GRANTS-IN-AID APPLICATION FORM

Name of Person or Organization:
Cliffside Publishing Community Association
Address
230 Cliffside Road Saturna, B.C. V0N2Y0 Canada Map It
Phone
(250) 539-5693
Email
cliffside.info@gmail.com
Contact Person
David OSBORNE
First Nation membership or self-identity:
We are located on the traditional territory, TEKTEKSEN, of the Wsanec and other Coast Salish peoples.
Primary purpose of organization:
Publication of oral histories and other books about the settler and indigenous history of Saturna
Service you provide to the community:
Expand and publish stories and information about the history and heritage of Saturna and the Trust area. Increase public awareness, understanding and/or appreciation of the history and/or heritage of the Islands Trust Area, including cultural heritage and/or contribute to the understanding of Indigenous Peoples on the island

Purpose of the grant-in-aid:

- History
- Heritage

Describe how the grant-in-aid will be used:

We have published two books of oral history of significant Saturna Island families. Two more are planned and in progress. They are the continuation of a larger series begun approx. 2 decades ago by the Saturna Community Club. The project, which has an overall budget of approx. \$23,000.00 to produce 500 copies of each of the four books (2000 books total), has been funded by donations from local organizations, including the CRD and the Community Club, from local individuals, and by sales of the published books. See our website at cliffsidepublishing.ca. We can make available a financial statement to December 31, 2021, and we attach a more detailed overview of the project proposal.

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.

The current series of oral histories preserves and publicizes much about the history and heritage of Saturna and the SGI, part of the Trust area. Some of the content is about the Trust and its impact on the SGI. Some members of the families, including those interviewed have served as Trustees and they speak about the Trust and their experiences. They also have been connected with other islands and have family members there. It is proposed that once this series about settler families is complete, further books will be published about local indigenous use of and stories about Saturna/TEKTEKSEN.

Have you received a previous grant-in-aid from the Islands Trust:

- No

Attach Support Letter from First Nation government and/or First Nations society or organization

- [Cliffside-Project-proposal-Feb-2022.doc](#)

Saturna resident writer and historian Bill Schermbrucker collected several oral histories at the request of the Community Club some 20 years ago. Three were published; the “Campbells of Saturna”, “Bonded to an Island”, and Walter Bavis books. Subsequently he was asked by the Club to make more oral histories to be published with the support of the Club. He did not succeed in publishing four others before he died. His title for the series was Making a Living on Saturna.

Sharon Schermbrucker has entrusted them to us at our request to publish. Nice books are not cheap, and are complicated to produce. Because of our interest in Saturna's heritage, we have created an unincorporated, non-profit entity called 'Cliffside Publishing' to carry out Bill's work and are funding it. We hope to recover part of the costs from donations, grants in aid, and sales in this community.

We have the original tapes and edited transcription of interviews with John Guy and Priscilla Ewbank, with John Gaines, John Money and Barry Crooks. Their primary focus is on the above provisional title, but they contain many interesting stories of an important period of Saturna's history. Bill also intended to interview Carol Money, Melanie Gaines, Geri Crookes, and possibly others. I have approached them to obtain material for the books, as well as photographs.

We have contracted with a professional copy editor with a connection to this island to edit, produce additional introductory and 'post-script' material, and to oversee content. She is well qualified to do such work with an English degree as well as professional journalism and publishing experience. I have contracted with Mark Timmings of this island to design and supervise printing of four books, one for each 'family'. He will ensure the four books in the series form part of one related project. More publications could be possible in the future in this series if it is successful. He is also very experienced and well qualified. He normally is too busy with more expensive commercial art projects, but we are fortunate that Covid has made him more available to us.

We also plan to continue with a series of books about First Nations use and their stories about TEKTEKSEN if we are successful. We have made preliminary contacts for this purpose.

The books will be soft cover, small books of very high design and printed quality, higher than the previous books produced by Bill. We will also do a public book launch in the community, and possibly other events, at which we will describe the process and importance of collecting and publishing oral history for the community. In this way we will also publicize the history and engage the community.

The budget for all four proposed books is estimated as follows:

Design of the series of 4 books, front and back covers: (Mark Timmings)	\$1500.00
Design of contents: (Mark) \$10.00 per page x estimated total 400 pages	\$4000.00
Photo processing (estimated 30 per book x 4 books x \$15.00/per photo)	\$1800.00
Editor: Estimated 100 hours x \$25.00 per	\$2500.00
Printing: Estimated \$3000.00 per book for 500 copies of each	\$12,000.00
Custom map of Saturna for each book:	\$1000.00
Total:	\$2,800.00

Estimated cost per book: (\$22,800.00 /2000 books) \$11.40

Estimated retail price of each book: \$17.00 to \$20.00

This number of books should provide for adequate potential sales at a reasonable price to recover significant costs, and for complementary copies for local libraries and donors, and for donations of some copies to support fund raising for the Saturna Heritage Centre at the FAB, and elsewhere as appropriate. The first book, “Jon and Priscilla: Making a Living on Saturna”, and the second about the Money Family are published. The third and fourth books are currently in the works. A current financial statement is available. A marketing plan is developed.

From: Gary Kahne <[REDACTED]>
Sent: Monday, March 14, 2022 9:23 PM
To: Nathan.Cullen.mla@leg.bc.ca
Cc: Trustees <Trustees@islandstrust.bc.ca>
Subject: Formal Letter of Complaint to Honourable Nathan Cullen Re: Islands Trust Budget

Dear Mr. Cullen,

No doubt you have already received multiple copies of what I have copied and pasted below.

I would like to draw your attention to the fact that this is far from an isolated incident and rather is representative of the lack of oversight and accountability that, especially as of late, has been characteristic of the Islands Trust. These troubles are further elucidated in the recent Islands Trust Governance Study.

I implore you to look at that study and meet with representatives of the Concerned Island residents and business association.

I have found this group to be level headed, calm and well informed.

(There are many more vocal critics of the Islands Trust and meeting with some of them would give any reasonable person sufficient reason to not further involve themselves.)

Of course I would very much like it if you might make the time to speak with me, but I recognize that I am but one citizen.

I, and many others, are not "against the trust".

To the contrary, I have been a strong proponent of the Islands Trust, but am thoroughly convinced, as of late, that something is seriously amiss.

I have my theories as to why this is so. My insight stems from having been called upon as a psychiatric psychotherapist for countless federal civil servants over more than twenty years.

Thank you for reading this and for your anticipated attention to this unfortunate problem.

G.J. Kahne MD.,CM., FRCPC

Re: Formal Complaint - Democratic Due Process Not Followed - Islands Trust Financial Planning Committee

All citizens of the Trust Area should have a voice in decision-making through legitimate processes. Broad participation is built on freedom of association, as well as capacities to participate constructively. It is the duty of elected officials to "Recognize that the chief functions of a Trust official are to serve the public, advocate the Trust mandate, and adhere to the Trust Policy."

Code of Conduct: https://islandstrust.bc.ca/wp-content/uploads/2020/05/tc_1994-09-12_212_standardsofconduct_pol_final.pdf

We are citizens of the Gulf Islands within the jurisdiction of the Islands Trust. We wish to lodge a formal complaint on the neglect of the democratic process for public input by the Islands Trust Financial Planning Committee (FPC) for the 2022/23 budget. Specifically, this was discussed at the [February 16, 2022 meeting: https://islandstrust.bc.ca/event/financial-planning-committee-regular-meeting/](https://islandstrust.bc.ca/event/financial-planning-committee-regular-meeting/)

On [February 16](#), 2022 the FPC, in spite of a clear majority of public input requesting to reduce services and programs, recommended to keep all the increases to services and programs except one (\$75,000) with 9 to 1 majority vote. The overwhelming input from the community was to reduce yet this was minimally discussed. There was no plan presented by staff on substantive options to try to meet the concerns of the residents and reduce services and programs.

From [Saturday January 22](#), 2022 to [Sunday February 6](#), 2022, the public was asked to comment on the budget via a survey (SurveyMonkey). The survey included question buttons as well as comments. In spite of the short 15-day input period, 1256 surveys were filled out constituting a viable sample size for the population of 26,000 in the Islands Trust area. Please read the comments, most of which are passionately clear that significant change is requested (pages 57- 82 and link to agenda package below).

The survey with 1107 results are as follows:

- 49% Reduce services and programs from current levels
- 31% Maintain or with some areas increasing / others decreasing
- 14% Add services and programs from current levels
- 6% Don't know / other

The clear majority of respondents wanted a decrease: 49% Reduce vs 31% Maintain vs 14% Add.

Separate letters from the public were also encouraged from [October 27](#) to Midnight [February 6](#), 2022. Of the letters that were submitted, 25 of 30 did not support the proposed budget. One letter included a citizen survey which included 499 responses (now 546 responses) from across the islands including 303 written comments on the same budget question: 42.7% wanted a DECREASE and 8.8% wanted an INCREASE.

The FPC agenda package includes Islands Trust survey results beginning on page 46; charts showing results on page 56; and letters and the Citizen Survey on pages 152-232. <https://islandstrust.bc.ca/document/financial-planning-committee-regular-meeting-agenda-7/>

We request that, at the very least, Trustees should be asking staff to prepare viable and substantive options for reducing services and programs for consideration and discussion both by themselves and the community. We request the Executive Committee direct staff to provide these substantive reduction options to the Trust Council at the [March 8-10](#), 2022 meeting.

Respectfully,

G. J. Kahne MD

From: DG Courtney <[REDACTED]>
Sent: Sunday, March 13, 2022 1:46 PM
To: Peter Luckham <pluckham@islandstrust.bc.ca>
Cc: Trustees <Trustees@islandstrust.bc.ca>; Olsen.MLA, Adam <Adam.Olsen.MLA@leg.bc.ca>; Tom Toynbee <[REDACTED]>; Darryl Martin <[REDACTED]>; Al Siebring <mayor@northcowichan.ca>; Steven Earle <steven.earle@viu.ca>; President <president@chemainus.bc.ca>
Subject: Request for Minister Fleming from the Islands Trust Council on behalf of Salt Spring Island and surrounding Communities.

Open Letter To The Islands Trust Council - Chair Peter Luckham, Thetis Island

Dear Peter,

We appreciate you asking in the closing minutes of Day 3 of your Budget Meeting on Thursday, if any of the Trustees had Ferry Advisory Committee issues. No response from our two Trustees from Salt Spring Island. "The Patrons of Route 6" have politely Campaigned our Trustees and CRD Director, backstopped with 2000 Petitioners. The Majority whom are their Constituents and support - "The Fix For Route Six" - publicly. Prior to your 3 Day Budget Meeting we made a request off all Trustees if they would consider supporting a "Letter of Request" to Minister Rob Fleming - Ministry of Transportation and Infrastructure to make an effort to clear the Traffic Gridlock at our Ferries Terminals at Fulford Harbour and Vesuvius Bay and open up our Roadways to two way traffic. Why? In the Name of Public Safety. Patrons and Residents are concerned about running the one way gauntlet at our Ferry Terminals. Using the Agreement between the Islands Trust and Ministry of Transportation dated November 1992 (attached). This request to Minister Fleming is well within the purview of Trust Council and their conviction of Preserve and Protect Mandate. The Official Agreement is the backstop,

For those among Trust Council that can support the Petition itself, that would be graciously appreciated by the Salt Spring Ratepayers - Population 11,700. If the Majority at Trust Council can't come to terms in supporting the Petition initiative, fair enough. However for the Minority that can, once again your support would be greatly appreciated.

Time is of the essence. Bill 7 - Amendments to the "Coastal Ferries Act" will be debated in the Legislature in very near future. MLA Adam Olsen will be tabling the Petition concurrently on behalf of the ~ 2000 Petitioners and just as important our silent supporters who are watching the Merits of this Campaign closely.

For Trustees Langereis & Colbourne of Gabriola Island, your FAC & Chair Steven Earle have done great work on behalf of the 4500 Ratepayers on Gabriola Island. The introduction of Two - New Island Class Ferries this April providing service every 35 Min with up to and 24 sailings a day is truly impressive on Route 19. Sailing waits are a thing of the past with the impeccable service intervals. Putting cars on ferries with added frequency, instead of making BCF Parking Lots out of Roadways and creating a Public Safety Issue is exactly what we are on about. The Patrons of Route 6 have modelled our proposal of service after Route 19. The exceptions, we are not using \$100 Million Dollars worth of New Ferries but 2 x 40 Year old Vessels - MV Quintisa

and your mainstay for 40 years the MV Quinsam. We propose a sailing on the hour during peak demand. Are Salt Springers who are Patrons of the Ferry Service on Route 4 & 6 envious? absolutely! - LOL. However, we are extremely pleased that your Ferry Advisory Committee has been so engaged with your Community in resolving your Ferry issues. The Ferry Traffic Mayhem is over. Gentlemen, respectfully I think you and your Community owe your dedicated FAC a night out for their efforts. Well done Steven!

Attached is 1. The Agreement between the Islands Trust and Ministry of Transportation - 1992.
2. Comments from 86 Petitioners and Patrons of Route 6 & 4. 3. The Petition.

Thank you you all, David Courtney.
Salt Spring Island, BC
On behalf of the Patrons of Route 6 (& 4)
[REDACTED]

From: Cheryl Ashlie <[REDACTED]>
Sent: Tuesday, March 8, 2022 9:46 PM
To: Executive Admin <execadmin@islandstrust.bc.ca>
Subject: Urgent Request for Support-SGI Anchorages

Dear Mr. Hotsenpiller,

As a representative of the South Coast Ship Watch Alliance I have been tasked with circulating the following request and attached documents. I have circulated it to a couple of your Trustees and CRD Directors—Mr. Holman, Mr. Luckham and Ms. Patrick, but it was suggested that you also receive the information. I was hoping that you could also share the information as widely as possible within the Islands Trust governance body, so that a broad awareness of the facts of the 33 anchorages being used by Transport Canada for freighters is achieved. It is our hope to have the anchorages eliminated and we are concerned that some elected officials believe that mitigation is an acceptable alternative. If you have any questions, please do not hesitate to reach out to me, as I would be happy to discuss this further.

The following is what has been distributed along with the attachments.

Thank you,
Cheryl

We are the South Coast Ship Watch Alliance (SCSWA), an alliance of island community groups. We are requesting your support of our goal to eliminate the 33 anchorages within the Southern Gulf Islands, where Transport Canada is presently permitting not only the use but also drastic expansion of anchoring by bulk cargo and container vessels.

To assist you with understanding the urgency of the issue, we have attached our Fact Sheet and our Position Paper. We ask for your help in phasing out these anchorages.

[SCSWA Position Paper](#)

[Fact Sheet](#)

First Nations, citizens of Coastal Communities, community groups, the Islands Trust, and many elected representatives have all spoken in opposition to the anchorages, due to the negative impact they are having on this environmentally and biologically sensitive area. Yet, the Port of Vancouver and Transport Canada, have not successfully addressed this issue in over a decade.

The November floods in BC disrupted the railway system for two weeks but caused months of marine traffic congestion with island anchorages reaching full capacity.

Extreme climate events are bringing new challenges but are not an excuse for environmentally damaging shipping practices, for undermining national marine conservation efforts, disrespecting reconciliation with First Nations, and adding stress factors to public health in coastal communities.

Slow economic recovery from COVID-19 has caused global delays for container ships. While other port cities have adapted and found solutions to keep vessels away and protect their residents, the Port of Vancouver simply continues to direct ships into island waters.

The Interim Protocol for Southern BC Anchorages has not been successful in solving the issue. The idea of being able to mitigate negative impacts is flawed in principle. Addressing the root causes of the problem and phasing out of these anchorages are the only responsible solutions for a new Active Vessel Traffic Management program that is presently being developed by the Port of Vancouver.

To assist you with understanding the urgency of the issue, we have attached our fact sheet and our position paper. Please take the time to read them, as we believe they contain a comprehensive overview of the situation, which is inclusive of a request for immediate action to reduce the number of vessels anchored and longer-term actions that will support eliminating the 33 anchorages completely, such has been done in many jurisdictions throughout the world.

Thank you for consideration and your help in this matter. Please don't hesitate to contact us for further questions or a conversation about this issue and possible solutions.

Sincerely,

Cheryl Ashlie,

Alliance Contact for this Correspondence.

South Coast Ship Watch Alliance (SCSWA):

Anchorages Concern Thetis

Cowichan Bay Ship Watch Society

Gabriolans Against Freighter Anchorages Society

Ladysmith Anchorage Watch

Plumper Sound Protection Association

Ruxton Anchorage Watch

Salt Spring Island: Protect The Islands Sea (PTIS)



K'ómoks First Nation

3330 Comox Rd., Courtenay BC, V9N 3P8 | Ph: 250.339.4545 | F: 250.339.7053 | E: reception@komoks.ca

March 7th, 2022

Peter Luckham
Chair, Islands Trust
200 - 1627 Fort St
Victoria, BC
V8R 1H8

RE: Support for the K'ómoks Guardian Watchman Program

Dear Peter Luckham,

The K'ómoks Guardian Watchmen are the eyes and ears of the K'ómoks First Nation on the lands and waters within the Traditional Territory of the Nation. The Guardians not only protect these lands from those who would do them harm but actively engage in many activities to enhance or restore habitat and ecosystems. The majority of the work the Guardians undertake revolves around activities in the southern "Core" area of the Traditional Territory which includes the Comox Valley, Denman and Hornby Islands and the Baynes Sound. Protecting and enhancing the Tsolum River, conducting restoration work in the estuary, enhancing habitat at Comox Lake are just a few examples of many activities that the Guardian Watchman Program have conducted to not only to continue KFNs relationship since time immemorial as stewards of its lands but to also benefit all who live in the Comox Valley. Currently the Guardian Program is self-funded by the Nation.

As you may know, the City of Campbell River recently, recognising the value of the Wei Wai Kum Guardians program to their jurisdiction and community provided (5K per year over 4 years) directly to support the program's work in the Campbell River Estuary, dealing with Canada Goose impacts. The KFN Guardians do the exact same work in the K'ómoks Estuary, which again benefits all who reside in the Valley. Based on the fantastic work that the Guardians do for the benefit of all in the Comox Valley, would there be financial support from your government for the KFN Guardian Program to continue and enhance the great work the programme carries out in the Comox Valley.

Respectfully,

Nicole Rempel
Hegus (Chief)
K'ómoks First Nation

From: Brent Graham

Sent: Friday, March 4, 2022 3:56 PM

To: Trustees <Trustees@islandstrust.bc.ca>; Executive Admin <execadmin@islandstrust.bc.ca>; Alex Allen <aallen@islandstrust.bc.ca>; Benjamin McConchie <bemcconchie@islandstrust.bc.ca>; Cameron Thorn <cthorn@islandstrust.bc.ca>; David Critchley <dcritchley@islandstrust.bc.ca>; Doug Fenton <dfenton@islandstrust.bc.ca>; David Maude <dmaude@islandstrust.bc.ca>; Deb Morrison <dmorrison@islandstrust.bc.ca>; Dan Rogers <drogers@islandstrust.bc.ca>; Grant Scott <gscott@islandstrust.bc.ca>; Jeanine Dodds <jdodds@islandstrust.bc.ca>; Jane Wolverton <jwolverton@islandstrust.bc.ca>; Kees Langereis <klangereis@islandstrust.bc.ca>; Kate-Louise Stamford <kstamford@islandstrust.bc.ca>; Laura Busheikin <lbusheikin@islandstrust.bc.ca>; Lee Middleton <lmiddleton@islandstrust.bc.ca>; Laura Patrick <lpatrick@islandstrust.bc.ca>; Michael Kaile <mkaile@islandstrust.bc.ca>; Paul Brent <pbrent@islandstrust.bc.ca>; Peter Grove <pgrove@islandstrust.bc.ca>; Peter Johnston <pjohnston@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>; Scott Colbourne <scolbourne@islandstrust.bc.ca>; Sue Ellen Fast <sfast@islandstrust.bc.ca>; Steve Wright <stwright@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>; Tahirih Rockafella <trockafella@islandstrust.bc.ca>

Subject: Comments on Groundwater and Eelgrass reports

Dear Trustees,

Please find attached, for your consideration, my perspective on the groundwater and eelgrass series of studies extracted from the Trust Document Library.

Feel free to contact me for any reason.

Regards,
Brent Graham
Gabriola

Dear Trustees

Thank you for taking the time to read this. By way of background, I am a retired systems engineer and full time resident of Gabriola thus my views are admittedly biased on several fronts.

I claim no great expertise in any of these fields. These are simply my opinions.

I have reviewed several reports (groundwater and eelgrass) and supporting documentation available and have concerns that gaps in our knowledge and understanding may exist. This could lead to incorrect or inappropriate decisions now or in the future.

The term “Best Practices” is used overenthusiastically by consultants (myself included) to indicate that the methods employed are the best methods. There is a risk that applying best practices will be considered as guaranteeing that the results are correct. We must not rely solely on Best Practices and state of the art techniques to produce the best results. There are many instances where alternate practices are more appropriate. Particular methodologies employed should be critically examined for each case to ensure that the resultant data is valid.

Groundwater - Data Validity

There is a significant risk that decisions could be made based on inaccurate or incomplete information which could jeopardise our ability to preserve and protect the trust area and its unique amenities and environment.

1. The GWSS report¹ acknowledges that the GWELLS database contains stale data, does not include all wells, nor information on pumped volumes.
2. A large portion of GWELLS data is historic and of questionable value in estimating current or future groundwater availability.
3. The number of Observation Wells across the islands is minimal and this sample size may be too small to provide reliable results.
4. No evidence is presented demonstrating that the augmentation of GWELLS data with land use data improves the accuracy of the final model to estimate or predict groundwater use and availability.
5. There is no way to determine the level of confidence of the data collected.

¹ GWS GW-Availability-Assessment_GWS-Report

With regard to groundwater, FLNRO² has identified that some of the highest-priority research and information needs include:

- groundwater quantity research
- aquifer identification and characterization;
- water budgets and water consumption/use data

The GWS reports have begun to address some of these gaps using available data. Unfortunately, as described above, much of the data may be unreliable which could render the findings themselves unreliable or incorrect.

Groundwater - Duplication of Effort

Many of the goals of the Trust are shared by other government and non-governmental agencies. While potentially a positive condition, it can also lead to significant duplication of effort, confusion and unnecessary expense.

There may be occasions where Trust directed studies could be more efficiently performed by federal or provincial agencies with greater resources. *I feel this is one such case.*

For example, the GWS Aquifer report³ examines and discusses the same issues on Salt Spring as the Golder Aquifer Mapping study⁴.

The groundwater study is one example where work could perhaps have been more effectively provided by agencies of the provincial government. They have conducted similar studies in the past at various locations across the province.

I feel that since groundwater studies of this type are beneficial to the province as a whole that project delivery by the province would be more appropriate. In an ideal world, a Trust representative could be on the provincial team.

² Research and Information Needs Assessment to Support Sustainable Watershed Management in the South Coast and West Coast Natural Resource Regions, British Columbia

³ GWS Aquifer-Conceptualization_GWS-Report

⁴ Golder WSS2019SSIMapng_1558652646765_8651482202

Eelgrass

It is unclear what prompted the Trust, rather than some other agency, to undertake this particular project. *(The importance of the eelgrass meadows ecology itself is not in question.)* The report provides primarily good qualitative information and was clearly intended to provide a baseline study of eelgrass meadows.

The health of the eelgrass meadow ecology across the islands is critically important to the entire province generally and therefore the responsibility for developing and executing this project more correctly belongs at the provincial level.

Methodology

A consistent approach for determining eelgrass meadow health should be conducted province-wide by a provincial agency. Results could be shared with other agencies such as DFO, DNR etc. to further increase the value of this work. The outcomes of the eelgrass studies will be of value to the province as a whole.

In order to be useful, the data should be easily imported and analysed using existing tools.

It is noted that the provincial Coastal Resource Information Management System has not been updated with data from this project.

Documentation Control

Document control of Trust technical reports is more casual than I am accustomed to, so apologies in advance.

A formal documentation control system would be of benefit to the trustees, staff, consultants and the general public. This need not be a complex database driven system. A simple spreadsheet to track document title, author, date/revision, unique document #, etc. and a staff member to sequentially assign document numbers should be more than adequate for the expected volume of documents.

The ability to easily locate documents of interest could reduce public scepticism of trust activities and promote an atmosphere of common goals. An uninviting documentation system leads to suspicion, counterproductive conspiracy theories and frustration by the general public.

The document control system employed by FLNRO appears to work reasonably well and is simple to comprehend.

Recommendations

Some of these suggestions are simple, some complex and others may just be impractical.

1. Implement a simple document control system
2. Ensure report users are aware of the constraints and limitations on
3. Strengthen the Trust's role as advocate for island residents
4. Establish a role for the Trust in projects delivered by other agencies or organisations
5. Reduce Trust's role as technical researcher

March 3, 2022

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

Dear Chair Luckham:

Re: Provincial Response to 2021 Resolutions

UBCM has received the Province's response to your Board resolution(s) from 2021.
Please find the enclosed resolution(s) and their provincial response(s).

All responses from the Province have been posted to the UBCM web site under
Convention & Resolutions.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have
any questions about this process. Tel: 604.270.8226 ext. 100 Email: jjustason@ubcm.ca

Sincerely,



Councillor Laurey-Anne Roodenburg
UBCM President

Enclosure

Whereas the *Local Government Act*, Part 14, Divisions 3 and 8, requires that local governments give notice of public hearings in two consecutive issues of a newspaper, and temporary use permits in one issue of a newspaper;

And whereas many small communities no longer have local newspapers, or a newspaper that meets the definition in the Community Charter:

Therefore be it resolved that UBCM call upon the Ministry of Municipal Affairs to update the *Local Government Act* to allow temporary use permit and public hearing notifications to be provided electronically, via an application or website if the local government can demonstrate equal or greater ability to reach relevant constituents than a regular printed local newspaper.

Convention Decision: **Endorsed**

Provincial Response

Ministry of Municipal Affairs

In Fall 2021, the Legislature passed amendments to modernize local government public notice requirements. Once in force, the amendments will create a new flexible, "local choice" option for local governments to determine and specify, by bylaw, the means of public notice that will have the broadest reach in their communities.

Where the existing rules are working well for communities, there is no requirement to change – they can continue to use newspapers to provide public notice.

The Ministry heard from local governments that the notice requirements under local government legislation do not fully meet community needs and the realities of modern electronic communication. The Province is pleased to respond with the amendments to the requirements for public notice. The amendments are set to come into force by regulation, at the end of February 2022.



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 mitigation and adaptation to climate change impacts. (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*

Responsible

Date Received

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

Clare Frater

30-Aug-2017

2. *Marine Advocacy*

Responsible

Date Received

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

Clare Frater

02-Sep-2020

3. *Broadcast Public Meetings*

Responsible

Date Received

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

Clare Frater

02-Sep-2020

Julia Mobbs

Russ Hotsenpiller

4. *Improve Communications about the Islands Trust*

Responsible

Date Received

Related to Strategic Plan Items 4.1 & 4.2

Clare Frater

30-Aug-2017

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

Responsible

Date Received

Strategic Plan Item 1.3

Clare Frater

02-Sep-2020

Kate Emmings



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. *Governance*

Responsible

Date Received

Related to Section 5 of the Strategic Plan

21-Jul-2021

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 -
