



Executive Committee Agenda

Date: Wednesday, May 4, 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	
2.2.1. Agenda Context Notes	4 - 4
3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
See item 2.2.1 Agenda Context Notes	
4. ADOPTION OF MINUTES	
4.1. April 13, 2022	5 - 11
5. FOLLOW UP ACTION LIST AND UPDATES	
5.1. Follow Up Action List/Director/CAO Updates	12 - 18
5.2. Local Trust Committee Chair Updates	
5.3. Islands Trust Conservancy Liaison Update	
5.3.1. March 15, 2022 ITC Board Special Meeting Highlights	19 - 20
6. BYLAWS FOR APPROVAL CONSIDERATION	
None	
7. TRUST COUNCIL MEETING PREPARATION	
7.1. Executive	
7.1.1. June Trust Council Agenda Schedule Setting - Briefing	21 - 23
7.1.2. Draft March Trust Council Minutes	24 - 43
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.	2022 Elections Process and Key Dates - Briefing	44 - 46
8.1.1.2.	2018-2022 Trustee Starter Kit	47 - 48
	See item 2.2.1 Agenda Context Notes	
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	
8.2.1.1.	Vice-Chair Assignment - Briefing	49 - 51
8.2.1.2.	Human Resources Update - Briefing	52 - 54
8.2.2.	Trust Area Services	
8.2.2.1.	History and Heritage Grant in Aid applications - RFD	55 - 69
8.2.2.2.	Funding Request for Additional In-Person Special Trust Programs Committee Meeting in Summer 2022 - RFD	70 - 72
	That Executive Committee approve an increase in spending of \$1,300 to support an additional in-person special Trust Programs Committee meeting in Summer 2022 to review Islands 2050 engagement feedback from the public, First Nations, and referral agencies.	
8.2.3.	Local Planning Services	
8.2.3.1.	Report Back on Request for Information on Limiting Number of Projects - Briefing	73 - 73
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.	B. Keefer re: Islands Trust Proposed Policies on Delaination, Docks and Seawalls letter dated April 26, 2022	74 - 77
10.2.	D. G. Courtenay emails re: Patrons of Route 6 dated April 9 and April 24, 2022	78 - 82
	DG Courtney cc'd all trustees.	
10.3.	AVICC endorsement of 2022 resolutions letter dated April 20, 2022	83 - 85
10.4.	S. Brands re: Lawns email dated April 20, 2022	86 - 86
10.5.	New Sidney Spill Response Base open house inviation email dated April 20, 2022	87 - 87
	This item was received as a BCC and was forwarded to Executive Committee.	

10.6. S. de Stein re: Policy Statement email dated April 20, 2022

This item was sent to all trustees, forwarded to Islands 2050 and posted to the website

10.7. A. Hodson-Deggan re: Policy Statement letter dated April 6, 2022

88 - 93

11. WORK PROGRAM

11.1. Review and amendment of current work program

94 - 98

12. NEXT MEETING

The next Executive Committee meeting is scheduled for May 25, 2022, to be held electronically.

13. CLOSED MEETING

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

14. ADJOURNMENT

Agenda No.	From	Context Notes
3.	Chair Luckham	RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING Chair Luckham to rise and report that at the April 13th closed meeting the in-camera minutes of February 23 and March 23 were adopted as presented.
8.1.1.2	Executive Coordinator	2018-2022 Trustee Starter Kit Executive Committee requested staff circulate to trustees for feedback, the 2018 -2022 Trustee Starter Kit. Trustees are requested to respond by May 31. To date, 2 trustees have provided feedback. The current kit is presented here for Executive Committee discussion. https://islandstrust.bc.ca/document/2018-2022-trustee-starter-kit/



Executive Committee Minutes of Regular Meeting

Date: April 13, 2022
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, 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 (CAO) Boardroom
David Marlor, Director, Local Planning Services (DLPS)
Warren Dingman, Bylaw Compliance & Enforcement Manager
Clare Frater, Director, Trust Area Services
Lori Foster, Executive Coordinator/Recorder Boardroom

Others Present: No members of the public attended the webinar

The meeting was held electronically, livestreamed and public could attend in-person in Victoria or electronically.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:03 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

Item 5.4., Gabriola Island Local Trust Committee Bylaw No. 311 was circulated as a late item and that typographical errors in the draft bylaw at 2.1 had been fixed.

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

For information.

3. ADOPTION OF MINUTES

3.1 March 23, 2022 draft minutes

Item 8.1.1.1 of the March 23 minutes, add “and next steps.” to end of second paragraph.

By general consent, the March 23, 2022, minutes were adopted as amended.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List/Director/CAO Updates

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

Discussion followed on:

- Meeting with ministry staff update on FUAL #2 Forestry protection,
- K’ómoks First Nation request for Guardian Watchman Program,
- Staffing updates with the departure of Regional Planning Manager Cermak and Senior Intergovernmental Policy Advisor Wilcox,
- Recent in-person engagement on islands for Phase 3 Policy Statement public engagement,
- Governance Report next steps for consideration at June Trust Council.

DLPS Marlor spoke to FUAL item #1, Policy Updates, on hold during transition from Director of Local Planning Services to Legislative Services Manager and items 2 and 3 will be pushed to May dates.

4.2 Local Trust Committee Chair Updates

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

Discussion followed on:

- Highlights from the recently held Association of Vancouver Island Coastal Communities (AVICC) conference attended by Chair Luckham and Vice-Chairs Patrick and Fast,
- Southern Gulf Islands Forum update hosted by Member of the Legislative Assembly (MLA) Olsen attended by Trustees Wolverton, Brent, Wright, Patrick and Member of Parliament (MP) May,
- Trust Programs Committee approving secretariat services funding requests,

The meeting recessed for a break at 10:41 a.m. and reconvened at 10:47 a.m.

4.3 Islands Trust Conservancy Liaison Update – None

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Denman Island Local Trust Committee Bylaw No. 240 (administrative)

DLPS Marlor introduced the request for decision, a bylaw to define procedures for submitting applications for siting and use permits.

EC-2022-050

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 240, cited as "Denman Island Local Trust Committee Siting and Use Permit Bylaw No. 240, 2021" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.2 Gambier Island Local Trust Committee Bylaw No. 156 (administrative)

DLPS Marlor introduced the request for decision (RFD).

Vice-Chair Fast provided background and summary of the fees bylaw.

EC-2022-051

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 156, cited as "Gambier Island Local Trust Committee Fees Bylaw, 2022", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.3 Salt Spring Island Local Trust Committee Bylaw No. 525 (LUB amendment)

DLPS Marlor introduced the request for decision (RFD), a site specific land use bylaw (LUB) amendment to permit an oversized boathouse and establish a setback from the natural boundary of the sea.

EC-2022-052

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 525, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2021" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.4 Gabriola Island Local Trust Committee Bylaw No. 311 (administrative)

Vice-Chair Rogers spoke to the request for decision.

EC-2022-053

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 311, cited as "Gabriola Island Local Trust Committee Fees Bylaw, 2022", in accordance with Section 27 of the Islands Trust Act.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

Executive Committee discussed June Trust Council meeting preparation with regards to

- Addressing postponed Trust Council motion TC-2022-001,
- Running a possible election electronically for an "ad hoc" committee to review the Governance report received at March Trust Council,
- Communicating to and requesting trustees present requests for decision (RFDs) prior to the meeting,
- Presentation of the Policy Statement Phase 3 engagement report.

6.1 Executive - None

6.2 Local Planning Services - None

6.3 Administrative Services - None

6.4 Trust Area Services - None

7. EXECUTIVE COMMITTEE PROJECTS - None

7.1 Trust Council Initiated - None

7.1.1 Executive - None

7.1.2 Trust Area Services - None

7.1.3 Local Planning Services - None

7.1.4 Administrative Services - None

7.2 Executive Committee Initiated - None

7.2.1 Executive - None

7.2.2 Trust Area Services - None

7.2.3 Local Planning Services

7.2.3.1 Grant Application Cliffside Publishing - Saturna Trustee Middleton response email dated March 23, 2022

Executive Committee discussed the grant application and intake process.

EC-2022-054

It was Moved and Seconded,

That Executive Committee defer consideration of this grant request (Cliffside Publishing) and ask staff to bring all current grant requests together at a future meeting for consideration.

CARRIED

EC-2022-055

It was Moved and Seconded,

That Executive Committee request staff bring back an amendment to the History, Heritage and Conservation Grants-in-Aid Policy 2.1.14 regarding grant applications with indications about an intake period and maximum amount.

CARRIED

EC-2022-056

It was Moved and Seconded,

That Executive Committee direct staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the *Islands Trust Act*.

CARRIED

7.2.4 Administrative Services – None

8. NEW BUSINESS

8.1 Executive/Trust Council - None

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Vice-Chair Patrick could not join the boat excursion with Parks Canada regarding the carpet burweed removal project due to weather.

8.3 Local Planning Services - None

8.4 Administrative Services - None

9. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 P. Mertz re: Draft New Policy Statement email dated April 6, 2022

Item 10.1 was forwarded to Islands 2050 and posted to public correspondence on the website.

Received for information.

10.2 Trustee Johnston re: Select Committee on Governance review notice of meeting email dated April 3, 2022

Received for information.

10.3 Gulf Islands Alliance re: Governance Review letter dated March 29, 2022

By general consent, Executive Committee requests item 10.3 be added to June Trust Council correspondence.

Received for information.

10.4 J. Harris re: Citizen request that Islands Trust NOT be given Tree Bylaw Authority cc'd to Trustees email dated March 23, 2022

Received for information.

10.5 M. Dunn re: Trust Area Conservancies Joint Statement on the Draft Islands Trust Policy dated March 1, 2022

This correspondence was posted to the Islands 2050 webpage.

By general consent, send to all trustees via email.

10.6 R. da Silva re: delegation to Denman LTC and adequate housing letter dated January 18, 2022

By general consent, forward item 10.6 to Regional Planning Committee for consideration on its work in the housing area and to Islands 2050.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information.

12. NEXT MEETING

The next Executive Committee meeting is scheduled to be held electronically, on May 4, 2022, beginning at 9:00 a.m.

13. CLOSED SESSION

At 11:48 a.m., the meeting was closed to the public.

EC-2022-057

It was Moved and Seconded,

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

CARRIED

At 3:26 p.m., the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 3:26 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator

DRAFT

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area. By general consent, at its Dec 16, 2020 meeting, Executive Committee put this item on hold pending review by Trust Programs Committee.	Russ Hotsenpiller	Meeting: 12-Sep-2017 Target: 05-Dec-2017	In Progress
2 That 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 Respond to K'omoks correspondence re: Support for K'omoks Guardian Watchman Program letter dated March 7, 2022	Russ Hotsenpiller	Meeting: 23-Mar-2022 Target: 04-May-2022	Completed



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
4 Process correspondence items from April 13th EC meeting as requested: ·10.3 Gulf Islands Alliance re: Governance Review letter dated March 29, 2022 add to June Trust Council. ·10.5 M. Dunn re: Trust Area Conservancies Joint Statement on the Draft Islands Trust Policy dated March 1, 2022 , circulate to all trustees via email. ·10.6 R. da Silva re: delegation to Denman LTC and adequate housing letter dated January 18, 2022 forward to Regional Planning Committee and Islands 2050.	Russ Hotsenpiller	Meeting: 13-Apr-2022 Target: 04-May-2022	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	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

Follow Up Action Report

Executive Committee

Director, Local Planning Services, LSM

Activity	Responsibility	Dates	Status
1 <u>Director of Legislative Services</u> 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.	David Marlor	Meeting: 03-Feb-2021 Target: 23-Sep-2022	In Progress
2 <u>Director of Legislative Services</u> 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: 25-May-2022	In Progress
3 <u>Director of Planning Services</u> 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 (pending RPC work on Policy).	David Marlor	Meeting: 03-Feb-2021 Target: 25-May-2022	In Progress

Follow Up Action Report

Executive Committee

Director, Local Planning Services, LSM

Activity	Responsibility	Dates	Status
4 <u>Director of Planning Services</u> Advise the following LTC's of Executive Committee approval of the following bylaws: ·Denman Bylaw 240 ·Gambier Bylaw 156 ·Salt Spring Bylaw 525 ·Gabriola Bylaw 311	David Marlor	Meeting: 13-Apr-2022 Target: 04-May-2022	Completed

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater	Meeting: 30-Jan-2019 Target: 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 That Executive Committee request staff and Chair Luckham respond to the Port of Vancouver request for input following Trust Council's advocacy policy.	Clare Frater	Meeting: 02-Feb-2022 Target: 13-Apr-2022	Completed
13 That Executive Committee defer consideration of this grant request (Cliffside Publishing) and ask staff to bring all current grant requests together at a future meeting for consideration.	Clare Frater	Meeting: 13-Apr-2022 Target: 25-May-2022	Completed
14 Staff bring back an amendment to the History, Heritage and Conservation Grants-in-Aid Policy 2.1.14 regarding grant applications with indications about an intake period and maximum amount.	Clare Frater	Meeting: 13-Apr-2022 Target: 08-Jun-2022	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
15 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act.	Clare Frater	Meeting: 13-Apr-2022 Target: 08-Jun-2022	In Progress



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MARCH 15TH, 2022 BOARD SPECIAL MEETING (OPEN PORTION)

*NOTE: For more detail on Conservancy meetings, including meeting minutes, please visit
<https://islandstrust.bc.ca/whats-happening/meetings-and-events/>*

1. ORGANIZATION UPDATES/TEAM

- The Islands Trust Conservancy (ITC) continues to have a vacancy for one Ministerial appointment to the ITC Board. There has been no news from the Crown Agencies and Board Resourcing Office regarding posting of the position.
- ITC Board is preparing to add a 0.6 FTE Fund Development Specialist and a summer Co-op Student to the team in the Spring/Summer, as per the approved 2022/23 Islands Trust Budget.
- ITC Board received verbal updates from the ITC Chair and Vice Chair about the Islands Trust Governance Review the final 2022/23 Islands Trust Budget and the Policy Statement Review Process.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Five-Year Plan concludes at the end of 2022 and ITC Board considered steps for developing the next Plan. A Project Charter was approved that included allocation of staff time and funding for First Nations engagement. The ITC Five-Year Plan is a requirement under the *Islands Trust Act* and is reviewed and approved by the Minister of Municipal Affairs.
- ITC Board requested that Executive Committee forward the correspondence received at Trust Council (item 17.2) about Coastal Douglas-fir to the delegate David Dunnison regarding his presentation to Trust Council dated March 8, 2022 entitled, "Islands Trust Biodiversity".
- Chair Stamford updated the Board regarding a presentation that she and Trustee Smith provided at the pan-Canadian Parks and Protected Areas Research e-Summit in February 2022.
- ITC Board directed staff to review Policy 1.7 Donations and Fundraising Policy to clarify the process of allocation of large undesignated donations

3. COVENANT AND PROPERTY ACQUISITIONS

- ITC Board authorized the Chair to sign a covenant over the whole of Brooks Point Regional Park (South Pender Island) in favour of Islands Trust Conservancy and Habitat Acquisition Trust.
- The Public Acquisitions and Covenants reports were accepted by the ITC Board.



ISLANDS TRUST CONSERVANCY

ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

4. COVENANT AND PROPERTY MANAGEMENT

- ITC Board approved a Climate Change Research proposal from UBC Conservation Decisions Lab for up to ten years in the McFadden Creek Nature Sanctuary (Salt Spring Island) and S'ul-hween X'pey (Elder Cedar) Nature Reserve (Gabriola Island)
- ITC Board accepted an addendum to the ITC NAPTEP Covenant Monitoring Report 2021 to reflect the monitoring of Owl's Call NAPTEP Covenant (Salt Spring Island).
- ITC Board endorsed moving forward with the Operational Planning Phase of the Sidney Island Ecological Restoration Project, followed by the implementation of the Forest Restoration Strategy and the Fallow Deer Removal.
- ITC Board received an update regarding research and restoration work occurring in partnership with Capilano University in ITC Nature Reserves on Gambier Island.

5. COMMUNICATIONS AND OUTREACH

- ITC Board receive information on the March 16, 2022 Species at Risk workshop; highlighting registration is currently at 93 attendees, including a great diversity of participants.
- ITC Board was informed that the ITC Rack card has been update and is available for communications purposes. Trustees who wish to receive copies are requested to get in touch with the ITC Administrative Assistant.

6. FUNDRAISING AND CONSERVANCY SUPPORT

- ITC Board received a donation of \$100,000 from the "Bloom Canadian Alter Ego Trust 2020" and allocated the donation to the Opportunity Fund, earmarking up to \$50,000 for projects on Salt Spring Island to reflect the conservation interests of the donor.
- ITC Board discussed a letter from island conservancies regarding the Islands Trust Policy Statement that was submitted to Trust Council. The ITC Manager advised this document was provided to Trust Council as part of their Policy Statement review process.

To find out more about Islands Trust Conservancy and our current goals, to donate to our Opportunity Fund, or to subscribe to email updates, visit our website: <https://islandstrust.bc.ca/conservancy/>

Shortcuts of interest:

- **Goals:** <https://islandstrust.bc.ca/conservancy/conservation-planning/>
- **Opportunity Fund:** (context) <https://islandstrust.bc.ca/conservancy/supporting-local-conservancies/opportunity-fund-grants/> ; (to donate online) <https://islandstrust.bc.ca/donate-to-conservancy/>
- **Request key updates via email:** <https://islandstrust.bc.ca/subscribe/> (NB: by scrolling down, you may also add your home address for a free hardcopy of the Heron newsletter, published three times per year)

BRIEFING

To: Executive Committee **For the Meeting of:** May 4, 2022
From: CAO **Date Prepared:** April 28, 2022
SUBJECT: June Trust Council agenda schedule setting

PURPOSE: To provide Executive Committee an early opportunity to consider scheduling and agenda development for the June 2022 Trust Council.

BACKGROUND: As per Trust Council direction, the June Trust Council meeting is scheduled to be an electronic meeting held on June 21, 22, and 23. Attachment 1, the draft schedule presented at March Trust Council, is here for Executive Committee review and updated with potential business items.

Important considerations: The following are either administrative issues associated with provision of the upcoming meeting or anticipated items to be discussed/decided at Trust Council:

1. As this is an electronic meeting, should the schedule be reduced to (2) days instead of the usual three? (Attachment 2 for consideration).
2. Should the public comment period continue to be held in the evening?
3. Given expressed concerns from trustees, that the agenda package be smaller, with less reporting or supplementary documentation.
4. Take up the matter previously tabled at March Trust Council (resolution TC-2022-001) regarding establishment of a Governance Committee to implement the 2022 Governance Review and any subsequent deliberation on how it would function.
5. Consideration of an amendment to the election bylaw allowing for expansion of mail-in ballots for voters, and subsequent adjustment of agreements with Regional Districts who conduct local elections.
6. Receipt of information from Phase 3 of the Islands 2050 public engagement process in support of amendments to the Policy Statement.
7. Community Stewardship Awards.
8. Amendments to Policy 5.9.1 Best Management Practices.

ATTACHMENT(S):

1. Draft 3-day schedule for June 21-23, 2022 electronic Trust Council meeting.
2. Draft 2-day schedule for June 21-22, 2022 electronic Trust Council meeting.

FOLLOW-UP: as directed by Executive Committee.

Prepared By: CAO

Reviewed By/Date: April 28, 2022

**Trust Council Quarterly Meeting DRAFT Schedule
June 21-23, 2022**

Attachment 1. Draft 3-day schedule

Tuesday, June 21	Wednesday, June 22	Thursday, June 23
	9:00 Trust Area Services Consent Agenda Items Director's Report TPC Work Program Decision/Discussion Items Islands 2050 Engagement Report Community Stewardship Awards	9:00 Closed Meeting
10:00 Executive Committee Meeting	10:00 Local Planning Services Consent Agenda Items Director's Report RPC Work Program Decision/Discussion Items Amendments to Policy 5.9.1 Best Management Practices - RFD	10:15 Break
12:00 Lunch		10:30 New Business Items
1:00 Land Acknowledgement Call to Order and Approval of Agenda General Business Arising RWMs Adoption of Minutes FUAL	11:00 Break	Trustee/Summary Updates BC Ferries Advisory Committee Chairs Gulf Islands National Park Reserve Advisory Committee SSIWPA Howe Sound Community Forum Southern Gulf Islands Forum Baynes Sound Forum Anchorage Roundtable Update
1:15 Trustee Round Table (topic focus?)	11:15 Administrative Services Consent Agenda Items Director's Report FPC Work Program Decision/Discussion Items Audited Financial Statements	Priorities Chart September Trust Council Draft Schedule Disposition of Delegations Correspondence
2:30 Break	12:00 Lunch	12:00 Adjournment (approx.)
2:45 Executive Consent Agenda Item(s) EC Work Program Decision/Discussion Items CAO's Report Strata Plan Quarterly Update Elections Bylaw Approvals - RFD	1:00 Place holder	
3:45 Select Committee	3:00 Break	
5:00 Dinner Break	3:15 Place holder	
7:00 Delegations/Public Comment		
9:00 Adjourn for the Day	5:00 Adjourn for the Day	



Trust Council Quarterly Meeting DRAFT Schedule
June 21-22, 2022

Tuesday, June 21		Wednesday, June 22	
 Islands Trust		9:00	Trust Area Services Consent Agenda Items Director's Report TPC Work Program Decision/Discussion Items Islands 2050 Engagement Report Community Stewardship Awards
		10:00	Local Planning Services Consent Agenda Items Director's Report RPC Work Program Decision/Discussion Items Amendments to Policy 5.9.1 Best Management Practices - RFD
10:00 Executive Committee Meeting		11:00 Break	
12:00 Lunch		11:15	
1:00 Land Acknowledgement		Administrative Services Consent Agenda Items Director's Report FPC Work Program Decision/Discussion Items Audited Financial Statements	
Call to Order and Approval of Agenda General Business Arising RWMs Adoption of Minutes FUAL		12:00 Lunch	
1:15 Trustee Round Table (topic focus?)		1:00 Closed Meeting	
2:30 Break		2:15	
2:45 Executive		Rise and Report New Business Trustee/Summary Updates BC Ferries Advisory Committee Chairs Gulf Islands National Park Reserve Advisory Committee SSIWPA Howe Sound Community Forum Southern Gulf Islands Forum Baynes Sound Forum Anchorages Roundtable Update	
Consent Agenda Item(s) EC Work Program Decision/Discussion Items CAO's Report Strata Plan Quarterly Update Elections Bylaw Approvals - RFD		3:00 Break	
3:45 Select Committee		3:15	
5:00 Dinner Break		Priorities Chart September Trust Council Draft Schedule Disposition of Delegations Correspondence	
7:00 Delegations/Public Comment		5:00 Adjourn for the Day	
9:00 Adjourn for the Day			



Trust Council Minutes of Regular Meeting

Date: March 8, 2022 – March 10, 2022

Location: Vancouver Island Conference Centre - Benson Room A/B
101 Gordon Street, Nanaimo BC

Executive Present:

1. Peter Luckham, Chair, Thetis Island
2. Sue Ellen Fast, Vice Chair, Bowen Island Municipality
3. Dan Rogers, Vice Chair, Gambier/Keats Island
4. Laura Patrick, Vice Chair, Salt Spring Island

Trustees Attending:

5. Alex Allen, Hornby Island
6. Paul Brent, Saturna Island (in-person & electronic)
7. Laura Busheikin, Denman Island
8. David Critchley, Denman Island
9. Jeanine Dodds, Mayne Island (in-person & electronic)
10. Doug Fenton, Thetis Island
11. Peter Grove, Salt Spring Island
12. Michael Kaile, Bowen Island Municipality
13. Kees Langereis, Gabriola Island
14. David Maude, Mayne Island
15. Ben McConchie, North Pender Island
16. Lee Middleton, Saturna Island
17. Kate-Louise Stamford, Gambier Island
18. Jane Wolverton, Galiano Island
19. Steve Wright, South Pender Island
20. Scott Colbourne, Gabriola Island (electronic)
21. Peter Johnston, Lasqueti Island (electronic)
22. Deb Morrison, North Pender Island (electronic)
23. Timothy Peterson, Lasqueti Island (electronic)
24. Tahirih Rockafella, Galiano Island (electronic)
25. Grant Scott, Hornby Island (electronic)
26. Cameron Thorn, South Pender Island (electronic)

Staff Attending:

Russ Hotsenpiller, Chief Administrative Officer
Julia Mobbs, Director, Administrative Services
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Carmen Thiel, Legislative Services Manager
Kate Emmings, Manager, Islands Trust Conservancy
Warren Dingman, Manager, Bylaw Compliance and Enforcement
Dilani Hippola, Senior Policy Advisor (electronic)
Lori Foster, Executive Coordinator/Recorder

Tuesday, March 8, 2022

The in-person meeting was livestreamed, recorded, and made available for electronic public attendance. There were 5-7 members of the public physically present and 3-5 present electronically. It was noted that there were 121 livestream views on March 8.

1. WELCOME & ACKNOWLEDGEMENT

Chair Luckham called the meeting to order at 1:00 p.m. stating gratitude to live and work on Coast Salish First Nations traditional and treaty territory and that the meeting was being held on Snuneymuxw First Nations territory. It was noted that today was International Women's Day.

There were 15 trustees present in-person and 5 present electronically when the meeting began.

Trustees Busheikin and Critchley arrived in-person at 2:00 p.m.

Trustee Dodds arrived in-person at 5:00 p.m.

Trustees McConchie and Scott sent regrets.

Trustee Thorn was absent.

2. APPROVAL OF AGENDA

Six correspondence items from Executive Committee's March 8th meeting, held earlier today, were forwarded to Trust Council.

By general consent, the agenda was approved as amended.

3. GENERAL BUSINESS ARISING

3.1 Consent Agenda Items

By general consent, Trust Council adopted the recommendations as presented in items 3.1.1 and 3.1.2.

3.1.1 Nov/Dec Trust Council draft meeting minutes

The minutes be adopted as presented.

3.1.2 Resolution(s) without Meeting Report

Receive for information.

4. SELECT COMMITTEE

4.1 Governance Review - Session Outline

Chair Luckham introduced the session.

At 1:10 p.m., Trustee Colbourne left the meeting requesting the record note his departure.

4.2 Receipt of Governance Review prepared by Great Northern Management - BRF

Great Northern Management Consultants (GNMC), Maryantonett Flumian and James Roche were present, in-person.

GNMCs Charles Kelly, Eric Vance and Sylvan Dubois were present electronically.

4.2.1 GNMC PowerPoint Presentation

The GNMCs spoke to summary highlights of the report sharing a PowerPoint presentation. A question and answer session followed.

The meeting recessed for a break at 3:06 p.m. and reconvened at 3:26 p.m.

Discussion ensued on recommendations as presented in the report.

GNMC Flumian stated she will provide a Governance Committee terms of reference as a final follow-up to the report.

At 4:30 p.m., the consultants left the meeting, discussion ensued.

TC-2022-001

It was Moved by Trustee Rogers and Seconded by Trustee Wolverton,

That a short term ad hoc Governance Review Implementation Committee be struck with a mandate to consider and discuss the Governance Review Report and make recommendations to Trust Council on "implementation steps" including prioritizing recommendations with regards to order of importance.

And the committee will be composed of 7 trustees including one member of the Executive appointed by the Executive Committee and 6 members elected from amongst current Trustees in the normal fashion of nomination and secret ballot. The committee will choose a chair that will not be the Executive Committee representative.

The Chief Administrative Officer will be the staff resource to the implementation committee. The committee will provide an interim report to the June 2022 Trust Council and provide a plan no later than September 2022 Trust Council.

TC-2022-002

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

That we defer motion TC-2022-001 until receiving the consultant's feedback tomorrow.

CARRIED

By general consent, Trust Council addressed item 6.1 next.

6. EXECUTIVE

6.1 Consent Agenda Items

By general consent, Islands Trust Council adopted the recommendations as presented in items 6.1.1. to 6.1.3.

6.1.1 Executive Committee Work Program Report

That Islands Trust Council approves the Executive Committee Work Program report as presented.

6.1.2 Strategic Plan Quarterly Report

Receive for information.

6.1.3 Trust Council Follow-up Action List (FUAL)

Receive for information.

The meeting recessed for a break at 5:20 p.m. and reconvened at 7:00 p.m.

5. DELEGATIONS/PUBLIC COMMENT

Chair Luckham opened the session at 7:00 p.m.

There were 17 trustees present in-person and 6 electronic. Trustees Allen, Scott and Thorn sent regrets.

There were 16 members of the public attending electronically and 5 in-person.

5.1 Delegations

5.1.1 Jeffrey Green re: petition regarding the proposed Draft Policy Bylaw

Jeffrey Green spoke in support of redrafting the Policy Statement with a petition signed by 471 people requesting the bylaw also address 8 points of concern as shown in the PowerPoint presentation.

5.1.2 David Dunnison re: Biodiversity Status and Balancing Priorities in the Draft New Policy Statement

David Dunnison addressed the biodiversity status of the Islands Trust Area and asked that the draft new Policy Statement consider 6 recommendations as outlined in the attached PowerPoint presentation.

5.1.3 Year of the Salish Sea

Simran Sarai and Tasha Romeynv presented a PowerPoint slide show requesting Trust Council proclaim June 2022 – June 2023 the Year of the Salish Sea and ways to promote this request.

5.1.4 Michael Sketch re: 2nd iteration of Trust governance

Michael Sketch (attending in-person) read his submission and request “The second iteration of Trust governance.”

5.1.5 Friends of the Gulf Islands - J. Margison re: Trust Policy Directives Concerns

Jennifer Margison (attending in-person) on behalf of Friends of the Gulf Islands, spoke to the submitted petition asking that the draft Trust Policy Statement make protection of the natural environment and preservation of the rural character of the islands its top priority.

5.1.6 Mairead Boland re: Water in the Trust Area

Mairead Boland presented a PowerPoint titled, “A consideration of Groundwater Sustainability Strategy and Ground Water reports commissioned by the Islands Trust” asking council to consider her findings as presented.

5.2 Public Comment Period

Ian Peace, on behalf of the Gulf Islands Alliance, spoke in full support of 2022/23 budget items including work of the Conservancy, the climate change indicators project, ground water research and mapping, heritage preservation and overlay mapping, Salt Spring Island Ganges Village and Coastal Douglas-fir mapping projects and the official community plan reviews for Gambier and Hornby.

Malcom Inglis, President of the Mayne Island Conservancy Society, spoke to the rampant deer population on Mayne Island and the society’s efforts to mitigate the issue as addressed in the correspondence included in the agenda package. He requested any influence Trust Council could bring to the Province would be appreciated.

Shauna Doll, Raincoast Conservation Foundation, spoke in support of the “Year of the Salish Sea” delegation presentation.

Harlene Holm, Denman resident, spoke to her correspondence submitted in the agenda at 17.6. addressing definitions regarding the environment, land use planning and climate change.

Bruce McConchie, South Pender Island resident, spoke to acting on recommendations in the Governance Report and challenges related to passing the budget.

Cynthia, asked about trustee onboarding and orientation and what percentage of trustees have had governance education and training or availed themselves of training by the Province.

Chair Luckham responded that council is offered training and orientation and is a member of the Local Government Leadership Academy.

David Courtenay, Salt Spring Island resident, spoke to his recently submitted correspondence and petition regarding ferry traffic gridlock on the Salt Spring Island Vesuvius/Crofton ferry route.

Jacinthe Eastick, Gabriola Island resident, spoke in support of the Governance Review report recommendation to create a Governance Committee, not just an ad hoc committee.

Chair Luckham called for any further speakers, there were none.

By general consent, the meeting recessed at 8:40 p.m. to reconvene the next morning at 9:00 a.m.

Wednesday, March 9, 2022

At 9:00 a.m., Chair Luckham reconvened the meeting.

There were 19 trustees present in-person and 6 electronically when the meeting reconvened.

Trustee Thorn joined the meeting at 1:36 p.m.

Chair Luckham noted that the consultant's feedback regarding deferred motion TC-2022-001 had not been received at this time.

6.2 Discussion / Decision Items

6.2.1 Chief Administrative Officer's (CAO) Report

CAO Hotsenpiller spoke to the report as presented. There were no questions.

6.2.2 Revised Policy 2.2.3 Resolutions without Meetings (RWM) - RFD

Legislative Services Manager (LSM) Thiel, spoke to the request for decision (RFD) as presented.

Discussion followed on trustee's communication during the RWM process. It was clarified the procedure is a management document and not part of the policy.

TC-2022-003

It was Moved by Trustee Rogers and Seconded by Trustee Fenton,
That Trust Council adopt revised Policy 2.2.3 Trust Council Resolutions Without Meeting (attachment 1).

CARRIED

TC-2022-004

It was Moved by Trustee Morrison and Seconded by Trustee Brent,
That Trust Council request staff to change the procedure “Trust Council Section 13 Resolutions Without Meeting (RWM), Section 3.1” be amended to read “Trustees should limit discussion of Section 13 RWM with other members of the Trust Council because the process takes place outside of a properly called and constituted meeting.”

CARRIED

6.2.3 Election Administration and Best Practices for 2022 – BRF

LSM Thiel, spoke to the briefing as presented. There were no questions.

6.2.4 Continuous Learning Plan

Discussion ensued about whether to add continuous learning sessions for the balance of the term.

The report was received for information.

7. LOCAL PLANNING SERVICES

7.1 Consent Agenda Items

By general consent, Islands Trust Council adopted the recommendations as presented in items 7.1.1 and 7.1.2.

7.1.1 Regional Planning Committee Work Program Report

That Islands Trust Council approves the Regional Planning Committee Work Program report as presented.

7.1.2 Bylaw Compliance and Enforcement Statistics Report – BRF

Received for information.

7.2 Discussion / Decision Items

7.2.1 Director of Local Planning Services (DLPS) Report

DLPS Marlor spoke to the report as presented. No questions followed.

7.2.2 Engagement & Intergovernmental Relations between IT & First Nations & Other Agencies including reconciliation and heritage overlay project – BRF

DLPS Marlor spoke to the briefing as presented.

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

Trust Council discussed the policy and provided feedback.

Discussion was heard on:

- Official community plan amendment process and local trust committee prioritization,
- Reconciliation is the work of the Trust,
- This document will come back to Trust Council, ready for adoption in June.

Trustee McConchie left the meeting at 10:22 a.m.

The meeting recessed at 10:33 a.m. and reconvened at 10:53 a.m.

8. TRUST AREA SERVICES

8.1 Consent Agenda Items

Trust Council adopted the recommendations as presented in items 8.1.1 to 8.1.4.

8.1.1 Trust Programs Committee Work Program Report

That Islands Trust Council approves the Trust Programs Committee Work Program Report as presented.

8.1.2 Legislative Monitoring – BRF

This item was pulled for discussion as Executive Committee approved bi-annual reporting of this item with the next report to be presented at September Trust Council.

Received for information.

8.1.3 Islands Trust Community Stewardship Awards 2022 –BRF

Receive for information.

8.1.4 Islands Trust Conservancy Report

Islands Trust Conservancy Chair, Trustee Stamford, pulled the report for discussion to highlight data reporting, biodiversity status and the generous bequest of \$100,000 from Susan Bloom, Salt Spring Island conservationist.

Received for information.

8.2 Discussion / Decision Items

8.2.1 Director of Trust Area Services Report

DTAS Frater spoke to the report.

8.2.2 Policy Statement Amendments Phase 3 Engagement - Session Outline

8.2.2.1 ISL PowerPoint Presentation

ISL Consultants presented a PowerPoint on public in-person engagement and workshops for Phase 3 of the Policy Statement amendment project.

The meeting recessed for lunch at 12:05 p.m. and reconvened at 1:04 p.m.

Questions and answers followed.

8.2.3 Policy Statement Amendment Project Update – BRF

DTAS Frater spoke to the briefing as presented.

9. ADMINISTRATIVE SERVICES / FINANCE

9.1 Consent Agenda Items

By general consent, Islands Trust Council adopted the recommendations as presented in items 9.1.1 and 9.1.2.

9.1.1 Financial Planning Committee Work Program Report

That Islands Trust Council approves the Financial Planning Committee Work Program Report as presented.

9.1.2 December 31, 2021 Quarterly Financial Report – RFD

That Islands Trust Council approves the December 31, 2021 Quarterly Financial Report as presented.

9.2 Discussion / Decision Items

9.2.1 Director of Administrative Services Report

DAS Mobbs presented the report.

9.2.2 2021/22 Financial Forecast – Briefing

Trustee Thorn joined the meeting electronically at 1:40 p.m.

9.2.3 Public Feedback on Draft 2022/23 Budget – BRF

Discussion ensued on the public feedback received from the survey and correspondence.

9.2.4 2022/23 Budget Recommendation to Trust Council

9.2.4.1 March 2022 Islands Trust Council Proposed 2022/23 Budget - Session Overview

Financial Planning Committee Chair, Trustee Grove, introduced the budget session.

Discussion regarding grant funding and funding from surplus followed.

9.2.4.2 Budget Assumptions and Principles – BRF

DAS Mobbs spoke to the briefing which also appeared on the December 2021 Trust Council agenda.

Discussion on which local trust committees had adopted the fees bylaws and potential revenue ensued.

9.2.4.3 FPC Recommended 2022/23 Budget - Overview & Highlights – BRF

DAS Mobbs summarized highlights from the briefing and gave an overview of the business cases as presented in 9.2.4.4.1 to 9.2.4.4.4.

Trustee Morrison left the meeting at 2:18 p.m.

The meeting recessed for a break at 3:00 p.m. and reconvened at 3:15 p.m.

Trustee Morrison returned at 3:15 p.m.

9.2.4.4 Funding Requests/Business Cases

Chair Luckham opened the floor to discussion regarding the business cases as presented.

9.2.4.4.1 LTC Projects - business cases

Discussion regarding funding of local trust committee (LTC) projects, specifically official community plan amendment projects followed.

9.2.4.4.2 Strategic Plan Projects – business cases

DAS Mobbs summarised the business cases as presented.

9.2.4.4.3 Operational Projects – business cases

DAS Mobbs summarised the business cases as presented.

9.2.4.4.4 Islands Trust Conservancy Board - budget request

DAS Mobbs summarised the budget request as presented.

9.2.4.5 Special Tax Requisition (SSIWPA) – RFD

DAS Mobbs spoke to the request for decision (RFD).

Trustee Patrick spoke to the Salt Spring Island Watershed Protection Alliance; that SSIWPA is a coordination group.

TC-2022-005

It was Moved by Trustee Patrick and Seconded by Trustee Grove,
THAT Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$60,000 in its 2022/23 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee (LTC) in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

CARRIED

9.2.4.6 Trustee Brent Alternative 2022/23 Budget received March 9, 2022

TC-2022-006

It was Moved by Trustee Wright and Seconded by Trustee Langereis,
That the Islands Trust Council reject the Financial Planning Committee's (FPCs) recommended 2022/23 budget and that it not exceed 2021/2022 budget.

Trustee Wright spoke to the motion, discussion followed.

Vice-Chair of FPC, Trustee Brent, prepared and emailed to all trustees an "Alternate Budget Items and Amounts" document.

Discussion followed.

TC-2022-007

It was Moved by Trustee Rogers and Seconded by Trustee Grove,
That motion TC-2022-006 be tabled.

CARRIED

TC-2022-008

It was Moved by Trustee Brent and Seconded by Trustee McConchie,
That Trust Council review the 2022/23 draft budget, using the document entitled "Alternate Budget Items and Amounts" as a reference.

CARRIED

TC-2022-009

It was Moved by Trustee Critchley and Seconded by Trustee Rockafella,
That the Trust Council meeting recess until 8:45 a.m. Thursday morning.

CARRIED

By general consent, the meeting recessed at 5:17 p.m.

Thursday, March 10, 2022

Chair Luckham reconvened the meeting at 8:55 a.m. All trustees were deemed present.

It was reported that there were 97 livestream views. For public attendance, 5 were electronic and 5 were in-person.

10. CLOSED MEETING

By general consent, Trust Council postponed the closed meeting session to June Trust Council.

11. RISE AND REPORT - None

12. TRUSTEE ROUNDTABLE

By general consent, Trust Council postponed the trustee roundtable session and used the time to continue work on budget review and amendments.

Chair Luckham resumed the agenda at item 9.2.4.

Working overnight, staff redrafted the Financial Planning Committee recommended budget in consideration of motion TC-2022-008. The redraft was presented to trustees for discussion and circulated via emailed for consideration.

TC-2022-010

It was Moved by Trustee Brent and Seconded by Trustee McConchie,
That Trust Council use the staff prepared budget on which to base our discussions with on passing a budget.

CARRIED

TC-2022-011

It was Moved by Trustee Wright and Seconded by Trustee Langereis,
That motion TC-2022-006 be lifted from the table.

CARRIED

TC-2022-006

It was Moved by Trustee Wright and Seconded by Trustee Langereis,
That the Islands Trust Council reject the Financial Planning Committee's (FPCs) recommended 2022/23 budget and that it not exceed 2021/2022 budget.

DEFEATED

TC-2022-012

It was Moved by Trustee Colbourne and Seconded by Trustee Morrison,
That the heritage overlay mapping and reconciliation action plan items be put back into the budget.

The meeting recessed for a break at 10:35 a.m. and reconvened at 10:40 a.m.

Chair Luckham called the question on TC-2022-012.

CARRIED

TC-2022-013

It was Moved by Trustee Rogers and Seconded by Trustee Fast,
That the secretariat services be included in the budget for 15,000.

CARRIED

TC-2022-014

It was Moved by Trustee Langereis and Seconded by Trustee Brent,
That we remove the \$15,000 for website addition which is for a survey.

CARRIED

TC-2022-015

It was Moved by Trustee Busheikin and Seconded by Trustee Wolverton,
That we add affordable housing model bylaws back into the budget at \$5,000.

CARRIED

TC-2022-016

It was Moved by Trustee Colbourne and Seconded by Trustee Rockafella,
That \$15,000 for the Governance Management Review Project be removed from this budget.

DEFEATED

TC-2022-017

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

That the Howe Sound Water Mapping Project be removed from the budget - \$86,000.

DEFEATED

TC-2022-018

It was Moved by Trustee Wolverton and Seconded by Trustee Fenton,

That the office lease costs on line 4 of \$20,000 be added back in to the budget.

Director of Administrative Services Mobbs noted that \$2,200 subsequent costs would be added back with this item.

TC-2022-019

It was Moved by Trustee Rogers and Seconded by Trustee Grove,

That motion TC-2022-018 be amended by changing \$20,000 to \$10,000.

CARRIED

Chair Luckham called question on motion TC-2022-018 as amended.

That the office lease costs on line 4 of \$10,000 be added back in to the budget.

CARRIED

TC-2022-020

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

That \$32,000 be restored to the Coastal Douglas-fir Salt Spring Island Project and \$32,000 be removed from the Ganges Village Project.

CARRIED

TC-2022-021

It was Moved by Trustee Peterson and Seconded by Trustee Busheikin,

That the \$5,000 for the Reconciliation Action Plan Implementation be returned to the budget.

DEFEATED

TC-2022-022

It was Moved by Trustee Busheikin and Seconded by Trustee Wolverton,

That \$20,000 be added to meeting expenses so that one more Trust Council meeting be a hybrid meeting this term.

DEFEATED

TC-2022-023

It was Moved by Trustee Busheikin and Seconded by Trustee Wolverton,

That the training and conferences item be restored by adding \$4,343.

CARRIED

DAS Mobbs noted that, with the additions Trust Council has just passed, there will be a net increase of \$19,343.00 to the budget.

TC-2022-024

It was Moved by Trustee Fast and Seconded by Trustee Morrison,
That the \$19,000 additions to budget be funded from surplus.

CARRIED

TC-2022-025

It was Moved by Trustee Brent and Seconded by Trustee Allen,
That the 2022/23 proposed budget be passed as amended.

CARRIED

The meeting recessed for a break at 12:01 p.m. and reconvened at 12:35 p.m.

When the meeting reconvened, Trustees Wright and Allen were absent.

13. 2022/23 BUDGET APPROVAL

DAS Mobbs presented the 5-year plan, including the proposed Bowen Island tax levy.

13.1 Financial Plan Bylaw No. 185 - RFD

13.1.1. Five Year Financial Plan Bylaw – received March 10, 2022

TC-2022-026

It was Moved by Trustee Grove and Seconded by Trustee Rogers,
That Islands Trust Council Bylaw 185, cited as the “Financial Plan Bylaw,
2022/23” be Read a First Time.

CARRIED

TC-2022-027

It was Moved by Trustee Grove and Seconded by Trustee Fenton,
That Islands Trust Council Bylaw 185, cited as the “Financial Plan Bylaw,
2022/23” be Read a Second Time.

CARRIED

TC-2022-028

It was Moved by Trustee Grove and Seconded by Trustee Rogers,
That Islands Trust Council Bylaw 185, cited as the “Financial Plan Bylaw,
2022/23” be Read a Third Time.

CARRIED

TC-2022-029

It was Moved by Trustee Grove and Seconded by Trustee Wolverton,
That Islands Trust Council Bylaw 185, cited as the “Financial Plan Bylaw,
2022/23” be forwarded to the Minister of Municipal Affairs for approval
consideration.

CARRIED

13.2 Revenue Anticipation Borrowing Bylaw No. 186 – RFD

DAS Mobbs spoke to the request for decision, an annual item as required by the *Islands Trust Act*.

TC-2022-030

It was Moved by Trustee Grove and Seconded by Trustee Rogers,

That Islands Trust Council Bylaw 186, cited as the “Revenue Anticipation Borrowing Bylaw 2022-23” be Read a First Time.

CARRIED

TC-2022-031

It was Moved by Trustee Grove and Seconded by Trustee Wolverton,

That Islands Trust Council Bylaw 186, cited as the “Revenue Anticipation Borrowing Bylaw 2022-23” be Read a Second Time.

CARRIED

TC-2022-032

It was Moved by Trustee Grove and Seconded by Trustee Fenton,

That Islands Trust Council Bylaw 186, cited as the “Revenue Anticipation Borrowing Bylaw 2022-23” be Read a Third Time.

CARRIED

TC-2022-033

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

That Islands Trust Council Bylaw 186, cited as the “Revenue Anticipation Borrowing Bylaw 2022-23” be forwarded to the Minister of Municipal Affairs and Housing for approval consideration.

CARRIED

14. NEW BUSINESS - None

15. SUMMARY/UPDATES

15.1 Trustee Updates

15.1.1 BC Ferries (Ferry Advisory Committee Chairs)

Trustee Scott noted that a meeting with Minister Osborne regarding ferry service on Hornby/Denman is scheduled for tomorrow.

15.1.2 First Nations

Trustee Fenton reported on upcoming separate boat tours with the Lyackson and Penelakut First Nations of the Thetis Island local area with some funding provided from the Community to Community (C2C) grants program.

15.1.2.1 Trustee Johnston - Xwe-eay/Lasqueti Archaeology Project

The attached report was received for information.

Trustee Johnston circulated, by email, an open invitation for all trustees to attend a virtual webinar hosted by the Xwe-eay/Lasqueti Archaeology Project and Simon Fraser University re: Exerting Indigenous Self-Determination in Local Heritage Policy on March 11, 2022 from 10:00 a.m. to 11:30 a.m.

15.1.3 Gulf Islands National Park Reserve Advisory Committee

Trustee Middleton reported the there is a new superintendent, the committee has been dormant and that Trustee Middleton will reach out to see if the committee will be starting up again.

15.1.4 Salt Spring Island Watershed Protection Alliance (SSIWPA)

Trustee Patrick will bring a report back to the June Trust Council meeting.

15.1.5 Trustee Stamford - Atl'ka7tsem/Howe Sound Community Forum

Trustee Stamford's report in the agenda package was received for information.

15.1.6 Baynes Sound Forum - None

15.1.7 Freighter Anchorages Update

Chair Luckham and Trustee Wolverton spoke to upcoming advocacy meetings with the Vancouver Fraser Port Authority and Transport Canada regarding freighter anchorages in the southern Gulf Islands.

Trustee Fenton will circulate to all trustees the recently released South Coast Ship Watch Alliance position paper and fact sheet, for information.

15.2 Trust Council Top Priorities Report

Received for information.

15.3 Proposed June Trust Council Agenda Program

Received for information.

15.4 Disposition of Delegations and Public Comment Requests

Regarding item 5.1.3., Year of the Salish Sea, delegation to Trust Council.

TC-2022-034

It was Moved by Trustee Busheikin and Seconded by Trustee Scott,
THAT Trust Council support the SFU Fall 2021 Semester in Dialogue cohort recommendation to proclaim June 8, 2022 to June 7, 2023 as the "Year of the Salish Sea", thereby joining other governing bodies, organisations, and community groups in a collective effort to improve the health and management of the Salish Sea; and
THAT Trust Council direct staff to explore opportunities to collaborate with local organisations, networks, and individuals taking part in the Year of the Salish Sea to raise public awareness about the importance of a revitalized and healthy Salish Sea; and
THAT Trust Council encourage staff and trustees to learn from the lived experiences and knowledge of the Indigenous Nations of the Salish Sea on how to improve the health and management of the Salish Sea for the benefit of future generations.

CARRIED

16. STRATEGIC PLAN (Amendments) - None

17. CORRESPONDENCE

17.1 Mayne Island Conservancy Society re: Urgent Action Requested Regarding Fallow Deer

Trustee Maude spoke to the attached correspondence.

TC-2022-035

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

That a letter of support from Trust Council, signed by the Chair re: Mayne Island Conservancy Society Urgent Action Requested Regarding Fallow Deer be sent to the minister.

CARRIED

Islands Trust Conservancy Chair, Trustee Stamford concurred supporting advocacy regarding fallow deer.

By general consent, Trust Council requested staff forward item 17.1 correspondence to Islands Trust Conservancy.

17.2 FLNRORD Coastal Douglas-fir description review email dated February 18, 2022

Received for information.

17.3 Gulf Islands Alliance re: Supports the mandate of the Islands Trust dated February 17, 2022

Received for information.

17.4 Piers Island SSIWPA Tax letter dated February 17, 2022

Received for information.

17.5 J. Eastick re: Residential Density email dated February 15, 2022

Received for information.

17.6 H. Holm re: letter to March Trust Council dated February 13, 2022

Received for information.

17.7 C. Ferris re: Bill C-216 support requested letter dated February 10, 2022

TC-2022-036

It was Moved by Trustee Johnston and Seconded by Trustee Fenton,

Trust Council to take the action requested and recommended by Chris Ferris and Doug Hopwood in correspondence item 17.7 on page 777 of the agenda package: to endorse Bill C-216 in our federal parliament, "An Act to Amend the Controlled Drugs and Substances Act and to Enact the Expungement of Certain Drugs-related Convictions Act and the National Strategy on Substance Use Act."

CARRIED

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

Received for information.

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

Received for information.

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

Received for information.

17.11. K.Peszel re: Budget increase by Financial Committee email dated February 18, 2022

Received for information.

17.12. J. Green re: Approval of the Budget by Financial Committee email dated February 19, 2022

Received for information.

18. NEXT MEETING

The next Trust Council Quarterly meeting is scheduled to be held electronically June 21-23, 2022.

19. ADJOURNMENT

By general consent, at 1:25 p.m. the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster/Recorder

To:	Executive Committee	For the Meeting of:	May 4, 2022
From:	David Marlor Director, Legislated Services	Date Prepared:	April 27, 2022
SUBJECT:	2022 Election Process and Key Dates		

PURPOSE: To brief the Executive Committee on the election process and key dates for the 2022 British Columbia local government elections.

BACKGROUND:

Timeline:

Election of local trustees for a four year term occurs on the same day as all other local elections in British Columbia. The 2022 British Columbia local governments' elections are held on Saturday October 15, 2022 (General Voting Day). The Election Period started on January 1, 2022 and runs to September 16, 2022. During this period campaigns must report all expenses incurred during the election period. The Nomination Period is from August 30, 2022 to September 9, 2022.

The Pre-campaign Period starts on July 18, 2022 and runs to September 16, 2022. The election advertising rules come into force at the start of this period and continue to general voting day. There are restrictions for 2022 on advertising by third parties during this period.

The Campaign Period starts on September 17, 2022 and ends on general voting day – October 15, 2022. In addition to the third party advertising limits, during this period there are candidate and third party expense limits.

Campaign finance disclosure statements are due by January 13, 2023, and late filing of them is accepted to February 13, 2023 with a \$500 late filing fee.

Advice to the Public:

During the election period and campaign period (January 1, 2022 to General Voting Day) elections BC recommends that any questions regarding the election rules and campaign and advertising rules be referred to Elections BC. Management will be sending out communication to Islands Trust staff advising them of this requirement and requesting that Staff do not try to answer election questions, but rather direct people to the Elections BC website.

Information on campaign financing and third party sponsors/advertising should be directed to:

Electoral Finance, Elections BC, PO Box 9275 Stn Prov Govt, Victoria BC V8W 9J6

Toll-Free Phone 1-800-661-8683

Toll-Free Fax 1-866-466-0665

Email electoral.finance@elections.bc.ca

Website www.elections.bc.ca

Information on election legislation should be directed to:
Ministry of Municipal Affairs, Governance and Structure Branch
Phone: 250-387-4020
Email: LGgovernance@gov.bc.ca
Website: www.gov.bc.ca/localelections

Staff and the Election:

As public servants, Staff are expected to remain impartial during the election period, and are not to take a position with respect to local issues or support for candidates. To ensure this is protected, trustees' requests to staff for information should come by way of a resolution of the Local Trust Committee and be related to the business of the local trust committee. Individual trustee's requests will be directed to the Chief Administrative Officer.

Website:

Islands Trust website will have a dedicated page for the election. Similar to previous years this page will link to elections BC for relevant information, and will provide specific information, such as any material produced to help people who are considering running for trustee. The website will be updated as candidates are nominated, including any bios, or links to their campaign pages are provided. On General Voting Day the page will be updated to reflect results as they are received.

Council Decisions:

The elections for local trustees are normally run by the regional districts under a contracted fee for service arrange between Trust Council and the relevant regional district. For 2022 there will be six agreements between Trust Council and:

1. Capital Regional District (CRD) for Salt Spring, Saturna, South Pender, North Pender, Mayne and Galiano islands local trust areas;
2. Cowichan Valley Regional District (CVRD) for the Thetis Island Local Trust Area;
3. Nanaimo Regional District (RDN) for the Gabriola Island Local Trust Area;
4. Comox Valley Regional District (CVRD) for Denman and Hornby islands local trust areas;
5. qathet Regional District (qRD) for the Lasqueti Island Local Trust Area; and
6. Sunshine Coast Regional District (SCRD) for Gambier Island Local Trust Area (with a side agreement with Metro Vancouver for Bowyer and Passage islands).

These agreements will cover mail-in-ballots, opportunities for advance voting, opportunity for voting at appropriate locations on General Voting Day, required notices and advertisements and handling and counting of all ballots. An example of one agreement will be provided (as not all agreements will have been through the relevant board by June Trust Council).

Note that because under the *Islands Trust Act*, the Executive Committee acts as a Local Trust Committee, no trustees are elected in the Ballenas-Winchelsea Island Local Trust Area (Executive Committee Acting as a Local Trust Committee Area). Bowen Island Municipality will run its own election for the two local trustees in conjunction with its election for councilors. Under the letters patent for Bowen Island Municipality, the two municipal trustees are also members of Bowen Island Municipal Council.

New in 2022 is that mail in ballots are no longer restricted to certain classes of people and anybody can be permitted to use mail in ballots. This will require a change to the regional districts' and the Islands Trust Council election bylaws.

The Oath of Office used by trustees elect during the affirmation or swearing in as trustees is the same oath used in all other local governments. Staff is in the process of exploring the possibility of adding to the oath to recognize the Object of the Islands Trust (as stated in Section 3 of the *Islands Trust Act*).

At June Trust Council staff will bring forward:

1. Recommended amendments to the Trust Council Election Procedures Bylaw No. 124 to permit mail-in-ballots for any person;
2. A recommendation to authorize staff to enter into contracts with the regional districts for the running of the elections for trustees
3. A recommendation on updating the oath of office to include reference to the Islands Trust Mandate (subject to legal advice this is possible to do).

Orientation of Elected Officials:

In support of new and returning trustees and in the interests of accelerating the learning and development of Trust Council 2022-2026, there will be a series of orientation and information sessions provided at the November 2022 Inaugural Trust Council meeting and the December 2022 Trust Council meeting. The latter meeting will focus upon the financial aspects of the Islands Trust.

There will also be opportunities for directed learning from external sources, including:

1. The Township of Esquimalt will again be hosting regional New Council orientation sessions on Wednesday October 19th and Wednesday October 26, 2022, from approximately 5 – 9:30 pm. The catered event will take place at the Township's new Gorge Park Pavilion, 1070 Tillicum Road. Facilitators have been confirmed, including:
 - Marli Rusen (respect in the workplace) – Oct 19
 - Eli Mina (Council meeting procedures overview and effective decision making) – Oct 19
 - Tracey Lorensen (Council dynamics and decision making) – Oct 26

They are also researching and hope to provide a session on building effective relationships with First Nations. A more formal invite will come out in due time, with specific details.

2. Specific training from either staff or consultants for Executive Committee and Chairs of council committees
3. External training for Trust Council, if requested.

We are currently reviewing the Trustee Starter kits (see item 8.1.1.2 in this agenda package) from the 2018 election orientation and have solicited advice from trustees on how the process could be improved. The results of that advice will be provided to the Executive Committee along with an updated kit. This is also an opportunity for Executive Committee and Trust Council to request any other orientation or training for the new term.

ATTACHMENT(S): - None

FOLLOW-UP:

Staff will provide the information indicated above at June Trust Council, and will provide information to staff on employee standards of conduct during the election period.

Prepared By: David Marlor, Director, Legislative Services

Reviewed By/Date: Russ Hotsenpiller/Chief Administrative Officer/April 27, 2022

Trustee Starter Kit

2018–2022



Islands Trust

Cover and Contents presented for reference. To view the full 2018-2022 starter kit, [click here](#).

Contents

Frequently-Referenced Guiding Documents, Bylaws, and Policy Links	4
Map of the Islands Trust Area	6
Local Trust Committee Toolkit	7
Local Trust Committee Meeting Procedures 101	37
Council Committee Toolkit	39
Types of Documents: Substantive vs. Transitory	55
Email Decisions: When to keep and when to delete	56
Is it a Meeting? Meetings vs. Discussions	57
"Robert's Rules" Parliamentary Motions Guide	58
Media Relations Tips	60
Managing Legal Communications	63
Social Media Assessment	64
Principles of Fairness - the practice of Natural Justice	65
Trust Conservancy Overview	67
Working Together:	68
The Islands Trust Conservancy's Plan for Conservation 2018-2027	
Organizational Chart	80
Common Acronyms used at Islands Trust	81
Islands Trust Information Technology Frequently Asked Questions (FAQ)	85

BRIEFING

To: Executive Committee **For the Meeting of:** May 4, 2022
From: Executive Office **Date Prepared:** April 26, 2022
SUBJECT: Vice-Chair re-assignments for Local Trust Committees

PURPOSE: To receive information regarding changes to Vice-Chair assignments to Local Trust Committees for the remainder of the 2018-2022 term.

BACKGROUND: Chair Luckham has determined that the following changes be made to Vice-Chair assignments to Local Trust Committees, effective immediately:

1. Vice-Chair Patrick reassigned to chair the Lasqueti Island Local Trust Committee.
2. Chair Luckham reassigned to chair the South Pender Island Local Trust Committee.

Further, that Vice-Chair Patrick no longer be appointed as alternate chair to the Lasqueti Local Trust Committee and that that position remains vacant.

All other Vice-Chair assignments and Alternate Chair assignments remain in place according to the Chair's direction of November 14, 2018:

EC-2018-166

It was Moved and Seconded:

That the Executive Committee advise Trust Council that the following Chair appointments are as follows:

- Chair Peter Luckham: Lasqueti Island Local Trust Area, Salt Spring Island Local Trust Area.
- Vice-Chair Sue Ellen Fast: Denman Island Local Trust Area, Gambier Island Local Trust Area, Hornby Island Local Trust Area.
- Vice-Chair Dan Rogers: Gabriola Island Local Trust Area, Galiano Island Local Trust Area, Mayne Island Local Trust Area.
- Vice-Chair Laura Patrick: Thetis Island Local Trust Area, North Pender Island Local Trust Area, South Pender Island Local Trust Area, Saturna Island Local Trust Area.

CARRIED

EC-2018-168

It was Moved and Seconded,

That the Executive Committee advise Trust Council that the following Alternate Chair appointments are as follows:

- Chair Peter Luckham: Galiano Island Local Trust Area.
- Vice-Chair Sue Ellen Fast: Thetis Island Local Trust Area, Mayne Island Local Trust Area, Saturna Island Local Trust Area, North Pender Island Local Trust Area and South Pender Island Local Trust Area.

- Vice Chair Dan Rogers: Denman Island Local Trust Area, Hornby Island Local Trust Area and Salt Spring Island Local Trust Area.
- Vice Chair Laura Patrick: Lasqueti Island Local Trust Area, Gabriola Island Local Trust Area and Gambier Island Local Trust Area.

CARRIED

Authority: [Part 4, S 23 \(3\) of the Islands Trust Act](#) directs that for each local trust committee, the chair of the trust council must appoint,

- as a member of the local trust committee, a member of the executive committee who is not a local trustee for that local trust area, and
- if possible, as an alternate member of the local trust committee, another member of the executive committee who is not a local trustee for that local trust area.

ATTACHMENT(S):

1. 2018-2022 LTC Chairs and Alternates table updated April 26, 2022

FOLLOW-UP:

- The local trust committees involved in this change will be informed of the change in chairs
- The Island Trust website will be amended to reflect the changes to chair assignments.
- Amend internal email distribution lists to reflect change in chairs.
- Staff will assist in any required knowledge transfer for incoming chairs of local trust committees.
- Any responses to public or media enquiries will be received by staff, directed to the Chair of the Islands Trust and distributed accordingly. This change will be reflected in subscriber notice updates.

Prepared By: CAO Hotsenpiller

Reviewed By/Date: April 28, 2022

Updated April 26, 2022



2018-2022 TERM LOCAL TRUST COMMITTEE CHAIRS AND ALTERNATES

Island LTA	Chair	Alternate Chair	Trustee One	Trustee Two
Denman	Sue Ellen Fast	Dan Rogers	David Critchley	Laura Busheikin
Gabriola	Dan Rogers	Laura Patrick	Scott Colbourne	Kees Langereis
Gambier	Sue Ellen Fast	Laura Patrick	Dan Rogers	Kate-Louise Stamford
Galiano	Dan Rogers	Peter Luckham	Jane Wolverton	Tahirih Rockafella
Hornby	Sue Ellen Fast	Dan Rogers	Alex Allen	Grant Scott
Lasqueti	Laura Patrick	Vacant	Timothy Peterson	Peter Johnston
Mayne	Dan Rogers	Sue Ellen Fast	Jeanine Dodds	David Maude
North Pender	Laura Patrick	Sue Ellen Fast	Ben McConchie	Deb Morrison
Salt Spring	Peter Luckham	Dan Rogers	Peter Grove	Laura Patrick
Saturna	Laura Patrick	Sue Ellen Fast	Paul Brent	Lee Middleton
South Pender	Peter Luckham	Sue Ellen Fast	Cameron Thorn	Steve Wright
Thetis	Laura Patrick	Sue Ellen Fast	Peter Luckham	Doug Fenton

BRIEFING

To:	Executive Committee	For the Meeting of:	May 4, 2022
From:	Director, Administrative Services	Date Prepared:	April 25, 2022
SUBJECT:	Human Resources Update		

PURPOSE:

To provide Executive Committee with an update on staffing, including current and upcoming vacancies, and provide details on plans to address staffing changes.

BACKGROUND:

Islands Trust is currently experiencing higher levels of staff turnover and changes. In order to maintain business continuity, staff have reviewed current and upcoming staffing changes to ensure plans are in place to address any challenges that may arise from vacancies and/or shortages within the next six months. This report provides Executive Committee an overview of vacancies, status of current postings to address those vacancies and indication of any reorganizations that may result over the next few months.

PLANNING SERVICES:

- **Director, Planning Services (DPS)** – This position will be vacant as of May 1, 2022 when the current incumbent will transition to the Director, Legislative Services role. The job description (JD) for the role has been reviewed and updated and will be posted as at the date of this report review by the Committee. The position is posted to the BC PSA careers site, the Islands Trust website, Civic Info, PIBC and CIP. It will remain open for three weeks from the date of posting to allow time for quality candidates to find and apply to the position. During the time of vacancy, the Director, Legislative Services will continue to backfill for key duties of the DPS role.
- **Regional Planning Manager (RPM), SSI** – Vacant as of April 23, 2022. A restructure of the planning team is currently being contemplated with a consideration of either retaining the current configuration or retaining two RPM positions within the Trust and converting the currently vacant RPM position to a new role. In the short term a SSI Island Planner will serve as interim RPM, with a SSI Planner 2 subsequently backfilling for that Island Planner. Staff are reaching out to candidates on the eligibility list for the most recent Planning Technician competition to see if there are qualified individuals who would like to step into the Planner 2 position temporarily to fill this space. In addition, current work will be reallocated to other planning teams as needed and the Acting Director, Planning Services will attend weekly office hours on SSI.
- **LPS Administrative Assistant, Victoria** – Vacant as of November 2021. An ‘as and when’ employee has been backfilling this role full-time since it became vacant. This position has the same basic education, experience, and skill requirements as the Administrative Assistant (AA) position currently vacant on the administrative services team. These two positions will be hired concurrently from the job posting that recently closed for the AA position.

- **Planner 1, SSI** – The incumbent in this position is on extended leave. Plans to backfill the role have not yet been discussed.
- **Bylaw Enforcement Officer** - The incumbent in this position is on extended leave. Plans to backfill the role have not yet been discussed.
- **Island Planner, North** – Current incumbent ends term with the Trust in four months on September 3, 2022 with the returning incumbent not returning from temporary assignment for five months subsequent. Plans to backfill the role for these five months have not yet been discussed.

The recent spate of vacancies in the planning department is coinciding with a number of key elements in the Local Planning Services Renewal project. Specifically, the intention to address any geographic imbalance in service delivery and to move towards a more functional division of labor: current planning services and long range planning services. This goal, combined with challenges in getting new hires to move to either Gabriola Island or Salt Spring Island, and the recent implementation of long term work from home arrangements with staff, are leading the Islands Trust towards changes in its planning organization.

TRUST AREA SERVICES

- **SIPA** – Vacant as of April 9, 2022. Staff are reviewing the JD for this position to ensure it remains appropriate prior to posting the job. Information received from the departing SIPA during the exit interview process is being considered as part of the assessment of this role within the Trust. In the meantime, all enquiries or matters dealing with First Nations engagement, Islands 2050 or reconciliation programming are referred to the Director, Trust Area Services and the CAO.

ISLANDS TRUST CONSERVANCY

- **New 0.6FTE Fund Development Specialist** – The new JD for this position has been completed and is with PSA for classification. Upon classification, the job will be posted.
- **Communications and Fundraising** – This role has been vacated by the incumbent who has been on long term education leave. The role was backfilled by temporary staff during this time. This position will now undergo a formal hiring competition for a permanent hire. The revised JD for this position is currently with classifications. Once classified, this role will be posted and the hiring process will begin.

ADMINISTRATIVE SERVICES:

- **Administrative Assistant, Victoria** – This position has been vacant since March 2022. A former Islands Trust employee has been backfilling on a part-time basis. The JD for this role has been reviewed and updated, the position posted and closed, and screening is currently underway with interviews taking place in coming weeks. The applicants from this positing will be drawn on for the vacant LPS administrative assistant role to reduce the need for another competition and thus hire more efficiently for the LPS admin role.
- **Information Systems Coordinator** – The incumbent in this position is nearing retirement (within a year). Staff are exploring how best to structure the IS team moving forward, considering not rehiring this position as is, and instead hiring a lower level system staff and using contractors more heavily for more complex work.

ATTACHMENT(S): None.

FOLLOW-UP: As directed.

Prepared By: Director, Administrative Services

Reviewed By/Date: Chief Administrative Officer/ April 27, 2022



REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: May 4, 2022

From: Trust Area Services

Date Prepared: April 27, 2022

SUBJECT: History and Heritage Grant in Aid applications

RECOMMENDATION: That Executive Committee authorize a grant to:

- XX in the amount of \$XX
- XX in the amount of \$XX

subject to support of local trustees and affected local trust committees.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: These applications are consistent with Trust Council's Policy 2.1.14 [History, Heritage and Conservation Grants in-aid] and further the object of the Islands Trust by increasing the awareness of history and heritage in the Trust Area.

1 PURPOSE: To request a decision by Executive Committee regarding applications received for the History, Heritage and Conservation Grant-in-Aid program. The purpose of the program is to support and give financial assistance to First Nations and organizations to engage in activities to gain knowledge about the history and heritage of the Islands Trust Area and increase public awareness, understanding, and appreciation of the history and heritage under Section 8(2)(h) of the *Islands Trust Act*.

2 BACKGROUND:

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

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 Islands Trust has received a number of applications which, due to administrative error, were not provided to the Executive Committee in a timely way. Staff will be developing internal procedures for this program to prevent future recurrences. In addition, there have been previous

issues with the PDF form on the website which should now be resolved with an updated online web form.

Grant applications received:

Date	Applicant	Project	Amount	Previous EC decision
Dec. 8, 2021	Aëtl'ka7tsem/Howe Sound Marine Stewardship Initiative (via Makeway Charitable Society)	Work with Squamish Nation to map and study the activity and value of culturally important species and places, and connect this knowledge with decision-support tools (e.g. interactive map)	\$2,823	Not previously considered
Dec. 14, 2021	Stqeeye' Learning Society	Youth on the Land Program bringing Indigenous youth from School Districts 64, 69 and 79 together with Indigenous elders to gather knowledge about seasonal practices.	\$5,000	Not previously considered
Feb. 28, 2022	Cliffside Publishing Community Association	Publishing of stories and information about the history and heritage of Saturna and the Trust area Publication of oral histories and other books about the settler and indigenous history of Saturna	\$5,000	Apr 14: deferred consideration and asked staff to bring all current grant requests together at a future meeting for consideration.

Grant applications expected:

	Gabriola Museum Society	Construction of 'Snuneymuxw Village of the Ancestors' outdoor exhibit, including relocation of petroglyph reproductions, and interpretive signage	\$5,000	In response to December 3, 2021 application on January 12 EC recommended seeking a support letter from Snuneymuxw First Nation Chief and/or Council then reapplying. NOTE: A draft MOU has been developed between the Society and SFN but not yet signed. The Society intends to reapply
--	-------------------------	---	---------	---

				once the MOU is signed.
	K'omoks First Nation	A project to protect cultural heritage.		Not previously considered

On April 13 the Executive Committee requested staff to bring back an amendment to the History, Heritage and Conservation Grants-in-Aid Policy 2.1.14 regarding grant applications with indications about an intake period and maximum amount. Staff has not yet begun this work.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: In 2021/2022, Trust Council budgeted \$5,000 for the History, Heritage and Conservation Grant-in-Aid program. Executive Committee did not give any grants in aid in 2021/22 and none of the budget was spent in the fiscal year. In 2022/2023, Trust Council budgeted \$4,000. The Executive Committee could choose to overspend this budget line and direct an offsetting underspending in a different budget line to offset, or follow alternatives provided in Trust Council's [Budget Control and Adjustment Policy](#).

POLICY: None.

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

FIRST NATIONS: This program is the sole mechanism at this time to allow the Islands Trust to directly offer support to First Nations on discrete reconciliation efforts and important heritage projects across the region.

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

4 RELEVANT POLICY(S):

[Trust Council Policy History, Heritage and Conservation Grants in-Aid](#)
[Trust Council Budget Control and Adjustment Policy](#)

5 ATTACHMENT(S):

Grant in aid applications

- i. Aëtl'ka7tsem/Howe Sound Marine Stewardship Initiative (via Makeway Charitable Society)
- ii. Stqeeye' Learning Society
- iii. Cliffside Publishing Community Association

RESPONSE OPTIONS

Recommendation: That Executive Committee authorize a grant to:

- XX in the amount of \$XX
- XX in the amount of \$XX

subject to support of local trustees and affected local trust committees.

Alternative:

1. That the Executive Committee request additional information from the applicants.
2. That the Executive Committee defer a decision.
3. That Executive Committee not support the applications.

Prepared By: Clare Frater, Director Trust Area Services/April 28, 2022

Reviewed By/Date: Russ Hotsenpiller, CAO/April 29, 2022



Islands Trust

ISLANDS TRUST

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

Name of Person or Organization:	MakeWay Charitable Societv - Atl ' ka7tsem/Howe Sound Marin
Address of Person or Organization:	400-163 West Hastings, Vancouver, BC V6B 1H5
Full Mailing Address:	Same as above
Telephone Number:	6043433789 or 7789843631
Email address:	Cassandra.Dorqelo@makeway.org or Fiona.L.Beatv@gmail.com
Contact Person:	Cassandra Dorqelo or Fiona Beatv
First Nation membership or self-identity	Non-Indigenous
Primary purpose of organization:	The Atl'ka7tsem/Howe Sound Marine Stewardship Initiative is a project on MakeWay's shared platform, which provides operational supports, governance, and charitable expertise for changemakers. The shared platform enables more time and money to go towards achieving greater impact. MakeWay is a national charity that builds partnerships and solutions to help nature
Service you provide to the community:	We create and manage decision-support tools that visualize and document knowledge about Atl'ka7tsem's ocean and freshwater. These tools include interactive maps (e.g. www.howesoundguide.ca/map), research reports, and videos. We share these tools with governments, community groups, schools, and organizations to strengthen the region's stewardship
Number of clients or people that use your service:	300-500 (approximately)
Cultural Knowledge Holder or Traditional Ecological Knowledge:	Our project has a collaborative partnership and working relationship with the Squamish Nation. Together, we are documenting the Nation's traditional ecological knowledge associated with the water within their territory. This knowledge, which will only be shared through the Marine Reference Guide's interactive maps upon consent by the Nation, is critical to inform regional management and stewardship plans so that communities can protect the socio-economic, ecological, and cultural values associated with Atl'ka7tsem's water.
Amount of Grant-in-aid Requested:	\$2,328.03
Purpose of the grant-in-aid:	Conservation History Heritage
Describe how the grant-in-aid will be used:	This grant will support ocean-based cultural research and education activities that we will conduct in partnership with the Squamish Nation. For example, we plan to map and study the activity and value of culturally important species (e.g. herring) and places. This research will involve snorkel surveys led by Squamish youth, boat trips and interviews with Squamish language speakers and knowledge holders from both within and outside of the Nation's community. We plan to connect this knowledge with our decision-support tools (e.g. interactive map) so that we can share it with the broader Atl'ka7tsem community. This knowledge gathering and sharing will strengthen the region's understanding of the cultural and natural heritage associated with Atl'ka7tsem's ocean, and advance reconciliation by increasing familiarity with the Squamish language and culture. It will also support the ability for regional decision-makers to protect these important species, places and values in the face of threats such as development and climate change.
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.	This grant-in-aid directly relates directly to the preservation and i
Have you received a previous grant-in-aid from the Islands Trust:	Yes no (if yes, please list grants received)
Applicant Signature	DocuSigned by: <i>Lizette Howells</i>
Date of Signature	December 7, 2021
Internal Use Only:	Collection Notice: Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the 2017 Community Stewardship Awards program. Enquiries about the collection or use of information in this form can be directed to Carmen Thiel, Legislative Services Manager at 250-405-5188.
Date of EC Resolution:	
Amount Approved:	



Islands Trust

Attachment ii.

ISLANDS TRUST

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

Name of Person or Organization:	Stqeeye' Learning Society
Address of Person or Organization:	PO Box 407, Salt Spring Island, BC, V8K 2W1
Full Mailing Address:	PO Box 407, Salt Spring Island, BC, V8K 2W1
Telephone Number:	250-537-8852
Email address:	admin@xwaaqwum.com
Contact Person:	Rachel Bevington
First Nation membership or self-identity	Cowichan Tribes
Primary purpose of organization:	Promoting Indigenous learning through Youth on the Land program.
Service you provide to the community:	Youth on the Land Program serving Indigenous youth from SD 64, 69 and 79
Number of clients or people that use your service:	80 Youth, 12 Elders, 6 Staff and 11 Board
Cultural Knowledge Holder or Traditional Ecological Knowledge:	Include but are not limited to: fish harvesting techniques and processing, deer harvesting and processing, cedar harvesting and weaving, drum making, song making, plant identification, medicine harvesting and making, carving, canoe journeys and story-telling.
Amount of Grant-in-aid Requested:	\$5000
Purpose of the grant-in-aid:	Conservation History Heritage
Describe how the grant-in-aid will be used:	In 2020, Stqeeye' Learning Society launched the Youth on the Land program with our partner School District 64 (Southern Gulf Islands). Based on our experience and positive feedback from students, parents, teachers and Stqeeye' youth mentors, we understand the value and the need to create an Indigenous focused land-based curriculum that is available to Indigenous students from other school districts. Curriculum will be designed to follow the seasonal practices of the Quw'utsun people and introduce students to what it might have been like to be a member in a traditional village. We will sit with and hear from Elders and Knowledge Keepers to gather the seasonal traditions and incorporate these teachings into our curriculum. Practices include but are not limited to: fish harvesting techniques and processing, deer harvesting and processing, cedar harvesting and weaving, drum making, song making, plant identification, medicine harvesting and making, carving, canoe journeys and story-telling. A curriculum advisory committee will be created to guide the development of the curriculum. Quw'utsun Elders, Knowledge Keepers, Indigenous Principals and teachers, Indigenous students, parents, grandparents, school superintendents, Stqeeye' youth Guardian/Mentors will be invited to participate 10 meetings throughout the year. Our team of Indigenous Land Stewards and Youth Mentors will conduct in-person interviews with Elders and Knowledge Keepers (up to 10) to gather knowledge about seasonal practices. They will work with our curriculum writer and advisory committee to develop interview questions and a process

by which information will be communicated and stored, and intellectual property rights preserved.

Expected positive outcomes for Elders:

- Opportunity to share their knowledge with the youth of today and generations to come
- Opportunity to share the Hul'q'umi'num language with youth
- Ease the impact of isolation experienced as a result of the pandemic
- Increased sense of pride in Quw'utsun traditions
- Increased sense of belonging
- Increased sense of feeling valued
- Elders knowledge is captured for the use of generations to come

Expected positive outcomes for Youth

- Deepened connection to culture and traditions, with a increased sense of belonging, pride and self-confidence
- Mental health improvement and support during Covid pandemic
- Reduction in suicide risk and malnutrition due to food insecurity
- Increased positive associations with nature and sense of place
- Increased stewardship of the land and waters through monitoring, beach clean ups and public interactions/education
- Increased community for indigenous youth through networking and building – development of indigenous peer groups and friendships across School District lines.
- Improved attendance to school and access to traditional land-based learning
- Retention of language in Indigenous communities.

The primary risk of this project not being fully funded is the loss of traditional ecological knowledge and language of the Elder and Knowledge Keepers.

- -A lack of funding will curtail our ability to create a full Indigenous land-based curriculum. If we fall short of funding, students will spend fewer days on the land and we will not be able to assist with food security.
- -The pandemic may influence our ability to safely interview Elders and gather as an advisory committee. This risk will be mitigated by following strict Covid protocols and exploring alternatives (online communication).
-

Amount Requested: \$5000

This Grant-In-Aid will support Stqeeye' Learning Society to deliver this program and the dollars from this Grant-In-Aid will be used for \$2000 staff wages and salaries, \$1000 operational costs such as office supplies and insurance and \$2000 for communications about the program to a wider audience on Salt Spring Island through a professional video about Youth on the Land and our Curriculum development on our website, articles in the Driftwood and posts to social media.

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.

This Grant-in-Aid will ensure that traditional ecological knowledge and Hul'q'umi'num language is disseminated to the indigenous youth of Xwaaqw'um Village, the traditional territory of the Quw'utsun (Cowichan) people. This project promotes the Islands Trust Reconciliation Declaration item of long-term relationship building and healing processes. By

	recognizing the traditional connection to Xwaaqw'um Village, this Grant-in-Aid is supporting reconciliation between Indigenous and Non-Indigenous peoples of Salt Spring Island.
Have you received a previous grant-in-aid from the Islands Trust:	Yes no (if yes, please list grants received) Yes for Covid relief in 2020
Applicant Signature	Rachel Bevington
Date of Signature	December 12, 2021
Internal Use Only: Date of EC Resolution: Amount Approved:	Collection Notice: Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the 2017 Community Stewardship Awards program. Enquiries about the collection or use of information in this form can be directed to Carmen Thiel, Legislative Services Manager at 250-405-5188.



Indigenous Education

Gulf Islands School District 64

112 Rainbow Road Salt Spring Island, B.C.

Telephone: 250-537-9944

November 16, 2021

To: Islands Trust History and Heritage Grant-in-Aid

Dear Grant Selection Committee;

I am pleased to provide a letter of support for the Stqeeye' Learning Society's application to expand our collaborative program, Youth on the Land. If funded, this highly successful program will enter its second year. In my role as the District Principal of Indigenous Education School District 64, I see first hand the adverse mental health impacts of Covid-19 on our Indigenous students. Added stressors at home, food insecurity, isolation, anxiety and altered class schedules have contributed to an increase in the number of students being referred to counselling and food bank support.

During the spring of last year Indigenous middle and high school students participated in Youth on the Land under the support, care and guidance of 3 Stqeeye' Indigenous youth mentors, supervisor and Elders. The youth, who often feel uncomfortable in the regular school community, discovered a place where they felt they belong, on traditional land, among Elders and Knowledge Keepers who showed them the way of traditional knowledge and living in harmony with our natural environment. In addition, they discovered that they have a voice and that they have much to show their non-Indigenous peers. The program also had a significant positive impact on the youth mentors, giving them a sense of pride in their culture and the knowledge that they have a positive impact on the students.

We are grateful for the financial support of the Indigenous Community Support Fund for supporting the first year of this highly successful program.

In the second year of Youth on the Land, Stqeeye' and SD64 are aiming to increase the reach of the program by incorporating a second group of Indigenous students from the high school, maintaining a middle school group and inviting families to join and providing nutritional support during their day on the land and with grocery gift cards.

I urge you to provide funding to continue this vital program to support our Indigenous youth.

Sincerely,

Shannon Johnston

District Principal of Indigenous Education, SD64



December 6, 2021

To: Islands Trust, History and Heritage Grant-in-Aid

Dear Grant Selection Committee,

As a program delivery partner, I am in full support of Stqeeye' Learning Society's application to expand the Xwaaqw'um Youth on the Land program to include SD 64, and my school district SD 79, Cowichan Valley. In 2020, Stqeeye' partnered with SD 64 (Southern Gulf Islands), to deliver a Youth on the Land program to Indigenous middle and high school students. Three Indigenous youth mentors, Indigenous supervisor and our Elders immersed Indigenous students in Hul'q'umi'num culture through deer harvesting and processing, cedar harvesting and weaving, drum making, song making, plant identification, story-telling and learning Indigenous history and introduction to what it was like to live in a traditional village. Each day meals were shared and youth were gifted food cards to help their families with food security.

The program was incredibly successful as shared by teachers, students and families alike. Students reported feeling a renewed sense of connection to their ancestral roots and belonging, a feeling of deep gratitude for having the experience, and feeling less isolated. Students who experienced barriers to attending school made sure they were present on Youth on the Land days, and one student who hadn't attended school in over a year, came back.

This school year, Stqeeye' is fundraising to increase the reach of the program to include SD 64 and SD 79. Indigenous students who are facing barriers to success at school and who have an interest in land-based learning will be invited to participate.

I am also in support of collaborating to help with the development of an indigenous land based curriculum with Elders from Cowichan Tribes. This much-needed school curriculum will be instrumental in the telling of the untold history of the land and of the work that needs to be done in all of our communities. I believe this funding will help to keep the stories of the Elders alive and bring youth back to their roots on the land.

Sincerely,

Charlie Coleman
District Principal of Indigenous Education
Cowichan Valley School District

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: David Osborne <[REDACTED]>
Sent: Tuesday, April 26, 2022 9:39 AM
To: Executive Admin <execadmin@islandstrust.bc.ca>
Cc: Peter Luckham <pluckham@islandstrust.bc.ca>; Lee Middleton <lmiddleton@islandstrust.bc.ca>; Paul Brent <[REDACTED]>
Subject: Cliffside Publishing heritage grant application

Members of the IT Executive Committee

I am the publisher for our little community association and as such I write to follow up on our application which I find, with no help on your part, was deferred at the March 23, 2022 meeting of the executive council of the Islands Trust.

It all started in February, 2022 when I noticed considerable ambiguity in the terms of reference of your online Heritage Grants application. I wrote by email twice to your chair to try to get clarification and received, to this day, no response.

I then submitted an application February 28th online and wrote the same day by email to point out the ambiguities and the problems I had with submitting the application. Again, no response.

In the week before March 23rd, I received a phone call from a person purporting to be preparing the application for the March 23rd meeting of the executive committee to consider. At that time, at his suggestion I 'hacked' the online form to submit a further supporting document. That person acknowledged my concerns about ambiguity and process and said it would be addressed. I note it has not to this date. I asked if anything else was needed. He asked if my local trustees supported the application. I said yes, based on an informal consultation with them. He did not tell me I needed their support, nor that any support should be formal, eg. in writing with the application.

Then I heard nothing. I inquired informally after March 23rd with my local trustees and asked them to follow up. They say they did and informed me that there were unspecified issues, not with the application but with the contemporaneous budget process for the following year.

Finally, yesterday, I went online to find the Trust budget. I could not. I found the minutes of the meeting of March 23rd and found the application had been deferred and referred to the Saturna local trustees for their support and consideration of it in light of budget cuts for 2022/2023. I then consulted the local trustees and gained no more useful information. They said they still supported the application and would forward that in writing.

We require a formal response in writing to the application, and to the questions in this email.

1. Aside from any light the recent damning management report can shed on these questions, why don't you answer my emails?
2. If formal support from Saturna's local trustees was required, why were we not told in time to provide it? Why did you not request it from them in a timely fashion?
3. Why has no one addressed the issues I raised about the application terms and process?
4. Why were we not informed in a timely fashion about the results of the application, but had to search it out? We've still heard nothing from you!

5. What has the budget of 2022/2023, and particularly any cuts, got to do with our application made and considered in the 2021/2022 fiscal year?
6. If the budget for Heritage Grants is controlled by executive council, why ask the local trustees about the impact of budget cuts in a subsequent fiscal year? Is it coming out of Saturna's budget?

We note no other applications for the \$5000.00 which we believe should have been available to grant March 23rd. We expect this application to be placed on the next agenda of the executive committee for consideration under the 2021/2022 budget. We expect written confirmation for this. We expect a timely written response after our application is considered and detailed reasons relevant to the stated criteria for any reduction or rejection of the amount applied for.

Respectfully

David Osborne, publisher
for the Cliffside Publishing Community Association, applicant

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** May 4, 2022

From: Trust Programs Committee **Date Prepared:** April 27, 2022

SUBJECT: Funding Request for Additional In-Person Special Trust Programs Committee Meeting in Summer 2022

RECOMMENDATION: That Executive Committee approve an increase in spending of \$1,300 to support an additional in-person special Trust Programs Committee meeting in Summer 2022 to review Islands 2050 engagement feedback from the public, First Nations, and referral agencies.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The approved committee budget was reduced to \$800 per Council committee for in-person meetings which assumed one in-person meeting after the election and that some trustees attend remotely. The recommendation above assumes that this budget line would be overspent to accommodate the request. Staff will attempt to reduce estimated costs by sourcing a frugal lunch option.

1 **PURPOSE:** To consider Trust Programs Committee's April 8 request to Executive Committee for funding to support an in-person special meeting of Trust Programs Committee in summer 2022 to review Islands 2050 engagement feedback from the public, First Nations, and referral agencies.

2 **BACKGROUND:**

At its April 8, 2022 meeting, Trust Programs Committee (TPC) passed the following resolution:|

That Trust Programs Committee request that Executive Committee approve funding for a summer in-person meeting for the Trust Programs Committee to review feedback from the Trust Policy Statement engagement work. (TPC 2022-0227)

This resolution followed the passing of other resolutions related to the Policy Statement Amendment Project (PSAP) at the previous TPC meeting held on February 11, 2022, including:

That Trust Programs Committee recommend to Trust Council that the timeline for passage of the revised Policy Statement be guided by and reflective of the engagement process. (TPC-2022-002)

On April 8th, TPC members discussed the importance of Trust Programs Committee playing a role in developing recommendations for Trust Council on next steps for the Policy Statement Amendment Project, after receiving the anticipated engagement feedback reports at the June 2022 Trust Council meeting. As such, TPC requested staff to explore possibilities for an additional in-person TPC meeting in late June or July, to facilitate a workshop-style discussion of all engagement feedback and development of recommendations to Trust Council on next steps for revision of the draft new Policy Statement. These recommendations could be provided by TPC to Trust Council for consideration at its September 2022 meeting. As there is no existing budget to

support an additional in-person special TPC meeting this summer, TPC passed a resolution requesting additional funding from Executive Committee for an additional in-person meeting.

Staff have identified Nanaimo a central location and July 15 or 22 as possible dates for the proposed in-person special Trust Programs Committee meeting, and, if Executive approves the recommendation, will propose these dates to TPC members at their upcoming May 13th TPC meeting should EC approve the funding request.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Scheduling and coordination of the meeting and staff travel and attendance at the special in-person meeting will require approximately 30 hours of Trust Area Services staff and administrative staff for minute taking and livestreaming/recording. Staff will work with a Vice-Chair to arrange for a LTC electronic meeting kit.

FINANCIAL: It is estimated that an in-person TPC meeting in Nanaimo will cost approximately \$1,300 for venue, food, and trustee travel expenses.

In 2021/2022, Trust Council budgeted \$2,400 for the Council committee meeting expenses which included \$800 per Council committee for in-person meetings which assumed one in-person meeting after the election and that some trustees would attend remotely.

Executive Committee could choose to overspend this budget line and direct an offsetting underspending in a different budget line to offset, or follow alternatives provided in Trust Council's [Budget Control and Adjustment Policy](#). The policy states that Executive Committee notifications and reports on over-expenditures will be copied to members of the Financial Planning Committee.

Two budgets in Trust Area Services that could be underspent to accommodate this request include the \$46,511 communications budget or the TPC \$13,000 stewardship education budget.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Trust Area Services will follow up with Trust Programs Committee members at their May 13, 2022 meeting to schedule the in-person special TPC meeting.

FIRST NATIONS: None

OTHER: Staff travel costs of approximately \$300 would be assigned to the Trust Area Service travel budget of \$1,345 and would not require Executive Committee approval.

RELEVANT POLICY(S): [Budget Control and Adjustment Policy](#).

ATTACHMENT(S): None

RESPONSE OPTIONS

Recommendation: That Executive Committee approve an increase in spending of \$1,300 to support an additional in-person special Trust Programs Committee meeting in Summer 2022 to review Islands

2050 engagement feedback from the public, First Nations, and referral agencies.

Alternatives:

1. That Executive Committee approve a budget of up to \$XXXXXX to support an additional in-person special Trust Programs Committee meeting in Summer 2022.
2. That Executive Committee not approve financial support for an additional in-person special Trust Programs Committee meeting in Summer 2022.

Prepared By: Dilani Hippola, Senior Policy Advisor, Trust Area Services

Reviewed By/Date: Clare Frater, Director, Trust Area Services / April 28, 2022
Russ Hotsenpiller, CAO / April 28, 2022

To: Executive Committee **For the Meeting of:** May 4, 2022

From: Director, Local Planning Services **Date Prepared:** April 27, 2022

SUBJECT: Report Back on Request for Information on Limiting Number of Projects

PURPOSE: To report back to the Executive Committee on a request to provide information on limiting local trust committees' (LTC) projects to one per local trust committee.

BACKGROUND:

At its regular business meeting on February 3, 2021, the Executive Committee passed the following resolution:

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 (pending Regional Planning Committee work on Policy).

Since that time, the Regional Planning Committee (RPC) has undertaken a project to develop a Trust Council policy that addresses resource allocation to better serve local trust committees' delivery of projects and consideration of development applications. This project includes consideration of criteria for undertaking and prioritizing local trust committee projects, and efficient allocation of resources for these projects. While the draft work does not contemplate restricting each local trust committee to one project, it does go a long way to addressing the resourcing requirements, and better matching demand for project work with available resources.

Generally, reducing each local trust committee to one project would, on the plus side, allow planners and the community to focus on the particular issue, and would simplify the processes. On the other hand, it could unfairly penalize larger islands that have more demand and multiple issues to be resolved, could cause "make work" scenario on smaller islands where even one project may not be required in certain years, and does not consider the complexity of the projects; for example, one complex project could be equal to four smaller projects. On the whole, an approach that matches resources to the need, (including consideration of the Object of the Trust), strategic plan and legislative requirements, would be more equitable than arbitrarily restricting each local trust committee to one project each.

As the Regional Planning Committee work on the policy is addressing this issues raised by the resolution, further work on this request is not recommended.

ATTACHMENT(S) - None

FOLLOW-UP:

No further work on this request, unless directed by the Executive Committee.

Prepared By: David Marlor, Director, Local Planning Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer, April 28, 2022

From: Bowie Keefer <[REDACTED]>
Sent: Tuesday, April 26, 2022 1:40 PM
To: Trustees <Trustees@islandstrust.bc.ca>
Cc: Clare Frater <cfrater@islandstrust.bc.ca>; William Schulba <wschulba@islandstrust.bc.ca>
Subject: Proposed policies on desalination, docks and seawalls

Dear Trustees,

The attached letter provides some information and advice based on my experience in desalination and ocean science. I will be happy to answer any questions.

Your idealistic values and dedicated hard work are much appreciated, though perfection is always elusive!

With best wishes,

Bowie

Tel.: [REDACTED] 1


Galiano Island
B.C. VON 1P0

26 April 2022

Dear Trustees,

Re: Islands Trust Proposed Policies on Desalination, Docks and Seawalls

I am writing as an engineering physicist with extensive experience in the relevant fields of seawater desalination technology, ocean engineering and physical oceanography.

In the desalination field, I had a leading role 40 years ago in developing energy recovery devices for reverse osmosis equipment in survival, shipboard and land-based applications. Some breakthrough results included development of the first practicable manually powered seawater desalinators, and successful operation of household-sized desalination units on photovoltaic solar power.

I am presently collaborating with an international team of glaciologists exploring possible strategies for mitigating future sea level rise by stabilizing the vulnerable ocean edges of the polar ice sheets that are being ablated by intruding deep layers of warm and salty seawater. This project is investigating circulation and mixing between stratified ocean layers of differing salinity and temperature, with the same science that applies at much smaller scale to the dispersal of the salty discharge from desalination plants.

The Islands Trust has recently distributed a topical "Fact Sheet" with arguments for abolishing water supply by desalination, additional private docks, and shoreline protection by seawalls. The "Fact Sheet" suggests that seawater desalination is overly energy-intensive and may have environmentally harmful discharges.

Energy consumption of modern reverse osmosis systems is only 4 kWh per cubic meter of high quality fresh water extracted from the ocean. No chemicals are added or released by the process. Good design practice for small scale desalination is to operate at about 20% recovery of purified water from the feed seawater, so the salt concentration of the wastewater is enriched by the same ratio. The wastewater from a small desalination unit will be returned to the sea as a turbulent fluid jet from the end of the discharge pipe, and will rapidly be diluted and dispersed as surrounding seawater is entrained by venturi action to mix into the jet flow. This mixing action would rapidly reduce the salinity enrichment to be insignificant within a few meters of the discharge point.

Because of heavy seasonal rainfall, large freshwater discharges from the Fraser and other rivers, and strong tidal mixing from Juan de Fuca and Johnstone Straits, marine biota of the Salish Sea are acclimatized to highly variable salinities that are significantly less than the salinity

of the open Pacific Ocean west of Vancouver Island. The environmental effects of small scale reverse osmosis desalination in our region would be essentially undetectable.

Large scale desalination applies to arid regions of the world where the feed seawater salinity will be higher than our relatively dilute seawater. Larger desalination plants typically operate at higher recovery than small reverse osmosis units, thus generating large flows of high salinity waste brine with modified chemistry. Marine environmental impacts of large desalination plants on coasts with high salinity require careful consideration and management. There is no need or remotely realistic prospect of large scale desalination in the Trust area, as surface water and groundwater production from drilled wells will always be significantly less expensive than seawater desalination for village supply because of the more demanding maintenance requirements of reverse osmosis equipment.

While the installation cost of household desalination equipment may be in the same range as a drilled well, the relative complexity and operating costs of desalination will restrict its use in the Trust area to niche applications where other fresh water supplies from wells and rainfall are inadequate. It should be emphasized that seawater desalination is an entirely practicable and affordable option which guarantees overall self-sufficiency of our islands in water supply.

Private docks can provide ideally convenient intake and outfall points for household desalination units. Docks have important roles for connecting islands to the water and to other islands, as well as providing emergency evacuation points. Sensitive design and careful installation are needed to minimize ecological and aesthetic impacts.

Sea level rise in the Trust area from present mean sea level is expected to be about 20 cm until 2050, accelerating to about 1 m by 2100 with worst case predictions a factor of two higher. Many waterfront owners will become concerned about shoreline erosion. Where feasible, soft protection would be preferable to the hard armouring that may be necessary in some situations. Qualified professional advice will be needed to advise on minimally disruptive solutions, with careful attention to effects on neighbouring shoreline areas. While the Trust should be advocating necessary education and responsibly sensitive approaches, it can be expected that senior governments will take the lead role.

In my opinion, there is no justification whatsoever for the suggested blanket prohibitions of desalination, docks and seawalls. As a Galiano Islander who strongly supports the principles of the Trust Object, I would like the Trust to be advocating good education of islanders and their contractors for best possible results rather than devising new regulatory functions for itself.

With best regards,



Bowie Keefer, Ph.D., P.Eng.



Desalination from the Salish Sea being performed by Galiano Islander Edie Keefer, then six years old. The motorized version of this hand-operated desalinator can produce 100 liters per day, drawing 50 watts of 12 volt power. The brine discharge is only 10% more salty than the feed seawater.

From: DG Courtney <[REDACTED]>
Sent: Saturday, April 9, 2022 9:07 AM
To: Grant Scott <gscott@islandstrust.bc.ca>
Cc: Trustees <Trustees@islandstrust.bc.ca>; Olsen.MLA, Adam <Adam.Olsen.MLA@leg.bc.ca>; rob.fleming.mla@leg.bc.ca; Tom Toynbee <tytssi@yahoo.ca>; Darryl Martin <darryl martin@yahoo.com>
Subject: BC Ferries - Burning Platform

Dear Grant,

This past Monday I was invited to the BC Legislature by our MLA Adam Olsen on behalf of the Patrons of Route 6. Adam first introduced me to the Legislature and later introduced the nearly 2000 Petitions on - "The Fix for Route Six" to the Legislature. Our MLA has become our Pseudo Mayor in Our Community of 11,700 Residents that lacks proper Governance. We are deeply grateful for Mr. Olsen concerns and efforts on behalf of the Residents/Constituents of Salt Spring Island when it comes to our Ferry Service and the Untenable situation.

It seems now that we are closing in on the Peak Summer Demand Season, BC Ferries has a News Release every other day telling us to brace for sailing waits, delays and cancellations. That's just a normal Summer for Route 6, the abnormal has become the new normal. They announced at the beginning of April that the New Salish Class Vessel for Route 5 - Southern Gulf Islands is delayed until the Fall Schedule. As well the Two New ECO Island Class Vessels for Route 23 at Campbell River to Quadra Island are cancelled until the Fall as well. In total that amounts to \$195 Million Dollars worth of New Ferries being moth balled prior to Commissioning. Sadly, every Transportation Sector is coping with the effects of the Global Pandemic, some are proving better than others at preparing for change.

"Burning Platform:

First introduced in **Daryl Conner's** Managing at the Speed of Change, the metaphor of the burning platform has been used for nearly 30 years to describe a high level of urgency regarding a change initiative."

Some Trustees feel that the Islands Trust has no business in the affairs of how we get to and from the Islands Trust Area with BC Ferries, which effectively is an extension of Highway Structure in BC. Laura and Peter passed a Motion at the March SSI LTC Meeting to instruct the Chief Planner to engage the Ministry of Transportation and Infrastructure, specifically on the Agreement between the Islands Trust and Ministry of Transportation from 1992. I believe that Laura and Peter feel that the Islands Trust as well as the Ministry of Transportation are not respecting the intent of the Agreement, in the case of the Fulford Harbour and Vesuvius Bay Ferry Terminals. The premise being, does BC Ferries have the right to make Ferry Traffic Parking Lots out of our Roadways preventing the rural charm and more importantly Public Safety. Both Ferry Terminals are down to one way traffic and if there is a need to get to the Ferry Terminal you need to run The Gauntlet. This lack of Public Safety was brought forward by fellow Petitioners, some of whom are first responders in the comments section of the Petition.

Grant, I believe your problem is you need a bigger boat, in our case at both Fulford Harbour and Vesuvius Bay as well as Crofton, we need more frequency. Since 1975 BCF has failed to address Parking Containment Areas as population and traffic continues to grow year after year. Remember the Islands Trust are trying to Update a Policy Statement from 1994. During the Pandemic we've seen an unheard of population growth spike. Sure, BCF have made 3 failed attempts at buying property in Fulford Hrb to go from 60 to 100+ Car Parks but it never gets resolved. There is a plan to replace the Terminal at Vesuvius Bay and Crofton sometime around 2027 to 2030. Planning is a moving target with BCF, as we are currently witnessing. In January of 2022 in order to try and quell the Petition here on Island, BCF VP of Public Engagement committed to improvements with the introduction of the MV Quinsam coming down from Gabriola Island off Route 19 on April 12th. He did honour one of his commitments to date, if indeed the MV Quinsam shows up on Tuesday. Everyone is walking around on egg shells on Gabriola Island waiting for the 2 New ECO Class Ferries to show for the Inaugural Sailings on Wednesday. We wish them well and hope things go smoothly this Summer.

Grant, consider there's strength in numbers with you and fellow Trustee Allen joining forces with Trustees Patrick and Grove and of course Chair Luckham in engaging Minister Rob Fleming's Office on the enforceability of The Agreement of 1992. Specifically when it comes to Public Safety in the Islands Trust Area.

Of course all eyes are focused on the passage of Bill 7 and the Amendments to the Coastal Ferries Act introduced by the Minister of Transportation and Infrastructure - Rob Fleming. Once Royal Asset is achieved the BC Ferries Advisory becomes the go to Office to request changes in our Ferry Services. However, in our case we believe it will ultimately be Minister Fleming who resolves our Ferry Crisis.

Best Regards, David Courtney.
Patrons of Route 6 - Salt Spring Island
Mobile [REDACTED]

From: DG Courtney <[REDACTED]>
Sent: Sunday, April 24, 2022 12:47 PM
To: john.horgan.mla@leg.bc.ca
Cc: rob.fleming.mla@leg.bc.ca; sheila.malcolmson.MLA@leg.bc.ca; douglas.routley.MLA@leg.bc.ca; josie.osborne.MLA@leg.bc.ca; Olsen.MLA, Adam <Adam.Olsen.MLA@leg.bc.ca>; sonia.furstenau.MLA@leg.bc.ca; Elizabeth May <elizabeth.may.c1a@parl.gc.ca>; Trustees <Trustees@islandstrust.bc.ca>; Mark.Collins@bcferries.com
Subject: Dear Premier Horgan - Can you help please? BC Ferries Route 6 - Vesuvius Bay - Crofton

SUBMISSION:

Petition Update

BC Ferries is coming to Town - Meaden Hall - Salt Spring Island - May 3rd, 2022

David Courtney

Fellow Petitioners and Patrons of Route 6 - BC Ferries is coming to Meet our 10 Member appointed Salt Spring - Ferry Advisory Committee (FAC) on Tuesday May 3, 2022 between 4:30PM and 7:00 PM for the first time in 2 1/2 yrs on Island. For those in Crofton and the Mid Island Communities that means the 12:55 Sailing from Crofton and those from Sidney & the Greater Victoria Area the 1:00 PM from Swartz Bay at the latest, otherwise the 11:00 AM to be safe.

Mr. Darin Guenette, Manager of FAC's Community Relations Strategy & Community Engagement has graciously offered to hold an Informal Meeting with all Ferry Patrons from 2:45 PM to 4:00 PM at Meaden Hall - The Legion (across from the Country Grocer). This is a golden opportunity to voice your opinion on the level of Ferry Service provided to our Community of 11,700 Residents. The time of day is inconvenient for most, especially those who are trying to run a business venture. However we do appreciate this gesture of BC Ferries engaging the Salt Spring Community during their current internal crisis.

Quote - "We are actually coordinating a 'neighbourhood drop-in' session prior to the FAC meeting on May 3. The idea is a handful of BC Ferries reps will be in the room with some information boards (stats/plans for all three SSI routes, general BCF info, etc), providing anyone who wishes to come by to learn and have discussions with us. This will not be a town hall type format, but rather small group, around-the-boards type session."

BC Ferries has suggested to Minister Rob Fleming - Ministry of Transportation and Infrastructure that capacity is up a whopping 45% from the MV Quinitsa by introducing the MV Quinsam on April 13, 2022, that is technically a correct statement. However, the salient point they fail to mention in the same sentence, capacity of the MV Quinsam is up 3% or 2 vehicles more than MV Bowen Queen used on Route 6 for the last 3 Summers and traffic nightmares we have witnessed. With ferry traffic up substantially by 19% on Route 6 from June to October 2021 compared to the same time frame in 2019, pre pandemic levels. It appears our own FAC, BC Ferries and sadly the Minister of Transportation and Infrastructure are going to allow this Public Safety Issue and inconvenience to continue for all Patrons for the Summer of 2022. It's simply more of the same, BCF is allowed to continue to create

Parking Lots out of our Roadways, creating one way traffic gauntlets at the risk to Public Safety. This is all counter to the Agreement between the Islands Trust and Ministry of Transportation signed November 1992.

Minister Fleming, we can't begin to tell you how 2000+ Ferry Patrons/Petitioners/Ratepayers are disappointed with your attitude towards Public Safety. When introducing Bill 7 in February and the Amendments to the *Coastal Ferries Act* you stated on behalf of the BC Government in the Legislature - "and is to oversee the strategic direction in support of the public interest, including the public's interest in **safe, reliable and affordable** coastal ferry services in British Columbia."

The message is unequivocally clear to BC Ferries, their appointed SSI-FAC, our Elected Officials - the CRD Director, our two Islands Trust Trustees, MLA Adam Olsen, Minister Rob Fleming and the BC Government. With the pending Ferry Traffic Gridlock at Crofton, Vesuvius Bay and Fulford Harbour this Summer, the Public Safety issue continues unabated.

The way forward - The Fix for Route Six - Using Two Ferries with On the Hour service at Crofton and Vesuvius it mitigates traffic gridlock on our Roadways, allowing for unimpeded two way traffic. It puts vehicles onto the Ferries instead of making Parking Lots out of Roadways. The side benefit is mitigating ferry traffic at Fulford Harbour by migrating traffic to Route 6. It's a very cost effective solution to enhance Public Safety at all three Ferry Terminals this Summer at minimum cost. The Fix for Route 6 achieves exactly what BC Ferries is doing at Nanaimo - Gabriola Island - Route 19 during peak demand times of day, by introducing frequency. Since the introduction on April 12, 2022 this year it looks like the Fix is In for Route 19. The difference compared to Route 6, it doesn't cost \$100 Million Dollars plus infrastructure costs. We have 2 - 40 year old serviceable vessels ready to address the matter for the Summer of 2022.

Premier Horgan the Patrons and Ratepayers of Route 6 kindly request you address this matter on behalf of all British Columbians and Federal Ratepayers.

Respectfully submitted - The Patrons of Route 6 - Vesuvius Bay - Crofton, BC

<https://www.change.org/p/bc-ferries-ceo-management-team-2-ferry-service-for-vesuvius-bay-to-crofton-the-fix-for-route-six/u/30476323>



Begin forwarded message:

From: "Transportation, Minister TRAN:EX" <Minister.Transportation@gov.bc.ca>
Subject: 308850 – BC Ferries' Route 6
Date: April 22, 2022 at 1:36:38 PM PDT
To: "vincourtney@gmail.com" <vincourtney@gmail.com>
Cc: "OfficeofthePremier, Office PREM:EX" <Premier@gov.bc.ca>, "Olsen.MLA, Adam LASS:EX" <Adam.Olsen.MLA@leg.bc.ca>, "mark.collins@bcferries.com" <mark.collins@bcferries.com>

April 20, 2022

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

Dear Mayor Luckham:

Re: 2022 AVICC Resolution(s)

UBCM is in receipt of the attached resolution(s) endorsed by your Board. Your resolution(s) received endorsement at the 2022 AVICC Spring Convention.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2022 UBCM Convention in September.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: jjustason@ubcm.ca.

Sincerely,

A handwritten signature in black ink, reading "LA Roodenburg". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Councillor Laurey-Anne Roodenburg
UBCM President

Enclosure

Climate Risk and Vulnerability Assessment

Islands Trust

Whereas the increasing impacts of climate change are requiring local governments to develop robust climate adaptation plans and policies;

And whereas these adaptation plans and policies must be grounded in a detailed analysis of the unique climate risks and vulnerabilities of each local area:

Therefore be it resolved that AVICC and UBCM call upon the Province of British Columbia to fund and support the development and integration of climate risk and vulnerability assessments into Official Community Plan review processes.

Convention Decision:

Affordable Housing Support for Rural Areas

Islands Trust

Whereas the Province of British Columbia has implemented the “Homes for BC: A 30-Point Plan for Housing Affordability in British Columbia”;

And whereas the Plan largely benefits urban areas that have better access to both resources and support services than rural areas:

Therefore be it resolved that AVICC and UBCM call upon the Province of British Columbia to provide funding and support to local governments to facilitate affordable housing projects in rural areas in British Columbia.

Convention Decision:

From: Stewart Brands [REDACTED]
Sent: Thursday, April 14, 2022 12:31 PM
To: Executive Admin <execadmin@islandstrust.bc.ca>
Subject: Lawns

Hello,

While floor areas of homes and outbuilding numbers permitted for one lot is part of the OCP's so should lawn size be limited

The creation of lawns is not coherent with the Trust Mandate for preserving and protecting the natural speciation and diversity of the synergies within the biomes of natural vegetation.

Lawns desecrate the shade of natural foliage and thusly deprive the aquifers of water.

Sunlight is the enemy of natural water systems while being a friend to plants through photosynthesis.

The balance created by natural systems is shade and this should not be eliminated. To do so creates an asymmetry within the synergies of nature.

Lawns are a direct attack on this synergistic solution which natural systems evolved that preserve ground water.

These views are not sociologically based preferences or wants but intrinsic truths in verifiable fact.

The Trust should be cognisant of the fact that the creation of lawns and gardens are an attack on natural biotic habitats in area(sun exposure) and evaporation(shade).

Planning therefore and the revision of the Trust objectives must take these factors of lawn and garden size into consideration since they directly affect how the Mandate to preserve and protect the aquifers is employed to preserve the ancient synergies within the vegetative biome.

Keep well, Stewart Brands.BSc.,BFA.

From: Michael Lowry <MichaelL@wcmrc.com>
Sent: Wednesday, April 20, 2022 10:32 AM
Subject: New Sidney Spill Response Base: Open House Invitation

New Sidney Spill Response Base

After almost two years of construction, Western Canada Marine Response (WCMRC) is opening a new 24-hour spill response base in Sidney.

The Sidney response base is now the primary response centre for spills in the southern Gulf Islands and Haro Strait. It is split between two locations: eight response vessels are moored at the Van Isle Marina and an office/warehouse was constructed next to the Victoria International Airport. The base created 25 new jobs in the area.

The base is part of a larger expansion planned to meet enhanced response requirements associated with the Trans Mountain Expansion Project. This larger expansion will double WCMRC's capacity and cut mandated response times in half in South Coast waters. As a part of the larger expansion, a number of new bases are being constructed, the majority of which are located on Vancouver Island.

Public opening event on April 27, 2022

We would like to invite you to tour the new response base and learn about marine spill response along Canada's West Coast. Please come and celebrate the opening at a public event on Wednesday, April 27, 2022, from 4-7 p.m. at 9930 McDonald Park Road in North Saanich.

Sincerely,

Michael Lowry
Communications, Senior Manager



Michael Lowry
Senior Manager, Communications

T (604) 293-3380
C 778-991-0003
W wcmrc.com

Head Office
206-3500 Gilmore Way
Burnaby, B.C. V5G 0B8

April 6, 2022

Executive Committee, Islands Trust,
R. Hotsenpiller, Chief Administrator,
Carmen Thiel, Legislative Service Mgr,
Clare Frater, Director Trust Area Services

Many of the Islands ecosystems have long been under pressure and are failing. Water is in short and ever diminishing supply, biodiversity is compromised and in decline, forest habitat is fragmented under continuing pressure, and the rural character is rapidly being lost. This is all contrary to the intension of the Trust Act. Our trustees, over the years have failed to stick to their charge. They have by and large not been up to the job.

The increasing population, build outs to urban levels and overstretched infrastructures provide us with abundant observable evidence that further development on many of the islands is **no longer sustainable**.

Sustainability improves the quality of our lives, protects our ecosystem and preserves natural resources for future generations. Sustainability means you can maintain without the depletion of natural resources. On four of the Gulf islands **sustainability is no longer possible** and following the same land-use practices as in the past is irresponsible.

On the islands **each density increase with accompanying water and waste demands chip away at the rural nature, environmental health and the fragile ecosystems of the islands.**

It's high time that our **Trustees acknowledge that they have failed to take care of our islands' health**; either out of ignorance, incompetence, or because their priorities do not align with their responsibilities and charges. The Trust Act has not been well served by them. If there is to be a hopeful future, we need to change course, mitigate the

negligence of the past and stop further destruction.

The Islands Trust Act, sections 8 & 9 (in relations to Trust Council), section 21 (in relation to the Executive), and section 24 (in relation to Local Trust Committees), compels that their powers be exercised “for the purpose of carrying out the Object of the Trust.” It would appear then, that Trust Council is also provided with the authority and the powers through a number of specific provisions of the Local Government Act (LGA) and Community Charter to deliver on this mandate. Most notably those provisions include land use planning and regulation, elections, enforcement of bylaws, heritage conservation and specific subdivision regulation, among others. For example, the LGA, gives the Islands Trust the authority to carry out its mandate through zoning.

If the above is correct then we may further deduce that the Trust Act gives the Executive Council and LTCs, the direction and purpose to exercise their powers and it specifies that those powers must be used in fulfilling the Object of the Trust Act. Both, authority to fulfill and constrain are contained within the powers bestowed by the Act. Beyond those specified **in the Object of the Trust Act the community needs are not addressed anywhere.**

The Act clearly infers that the **Object of the Trust is the preservation and protection of the environment** (Including, provisions of the Environmental Management Act; s34.1 of Trust Act) **above all other matters**, in applications for: zoning, siting and use permits, development variance permits, variances, or when adopting a bylaw, this must be considered by the Executive, Council and LTC’s first.

Unfortunately, the Trust’s dependence on the Professional Reliance system in land-use decisions only contributes to their negligent performance as stewards:

“Professional reliance is fundamentally flawed due to mistaken core premises that all scientists in a given field are fundamentally the same, in certain basic ways. It assumes that their collective

knowledge base is essentially congruent; non-scientific influences like personal belief, funding source, employer, political priorities or broad social norms have no bearing on the outcome of their scientific work; their approach from work is essentially dispassionate and free from bias. (Professional Reliance and Environmental Regulation in B.C., Feb. 2015, Environmental Law Center-UVic, pg. 30)”

More importantly, the Trust Policy Statement (TPS) has become too long and convoluted. There are few things that the Trust has jurisdiction over and these easily and concisely could be organized into a new TPS draft. Instead, over the years everything but the “kitchen sink” has been included within an extremely confusing TPS. **Advocacy work of any sort should not be in the Policy Statement. The policies in the TPS should only reflect the Object of the Trust.**

The Islands Trust is directed to work “in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of BC.” That instruction does not mean that the Islands Trust has the authority to become involved, outside of advocacy, in other jurisdictions or any community social and cultural needs for which other agencies or levels of government have the responsibility.

Combining Advocacy work in the Trust policy statement is confusing for the Trust Area residents and the people of BC. The current proposed draft document V.2.0 appears to confer powers upon the Trust that they do not have. So when the Trust is unable to deliver results, disappointment and distrust in their decisions and management results. Here the KISS principle wisely applies.

If, for instance, **advocacy work** were contained in a separate living document called the “**Trust Workbook**” a clearer picture of the Trust powers would emerge.

In past letters to the Trust Executive and recent submissions to the Great Northern Management

consultants, it was explained that the wording in many of the Trust policies (TPS) is too vague, flexible and as a result misleading. Examples of the above were submitted within the letter to Mr. Hotsenpiller, dated October 28, 2022)(1)

“unique amenities”, as included in the object of the Islands Trust, has never been spelled out explicitly. When interviewed each Trustee had a different interpretation or definition regarding this phrase (Trust Programs Committee Revised Agenda, Feb.5, 2021).

Studying the Trust Policy Statement, historical references and court judgments, the meaning of **“unique amenities”** becomes clear. What is inferred by “unique amenities” is not “healthy communities”, “culture” or “development” as the current popular and vociferous groups, would want us believe, but **preservation and protection of the Islands special and fragile ecosystems**. If one takes the words “unique amenities” in the Act at face value, it is clear that the intent of those words were to **describe aspects of the Trust Area’s natural environment and its rural character**.

Also, all flexible **undefined terms in the Trust Policy Statements pertaining to Island resources and the natural environment** need to be concise, specific and not open to interpretation, in order to increase their regulatory powers. In the above-mentioned policies, the preamble must be omitted as it renders the policy statements useless and meaningless.

Other concerning ambiguities appearing in the draft policy 2.0 that need further clarification and refinement are: sustainable, environment (built or natural?), carrying capacity (without measurement or caps?), ecological integrity and compatible economic development (compatible to what?), just to name a few.

Both, the freshwater policies for the protection of groundwater and the ecosystem are insufficient and weak. Groundwater also needs to be linked and monitored

through policy to reduce septic contamination and this needs to be included in the Freshwater Conservation section. Only by **establishing limits and carrying capacity and setting tough, unambiguous, inflexible freshwater preservation policies** can we provide adequate protection.

Additionally, all policies in the TPS must reflect the Trust's **Object** and as recommended in the Governance review a **common meaning must be established and shared** by Trust Council and Staff. This will require that the Trust act as a Steward protecting the islands and not a local government.

In this regard, the Trust would be well served if they established a **scientific team** at the highest level of their federation that is made up of environmental **scientists from different disciplines**; and, who will sit at arms-length from the Local Governments and the Trust, thus enabling them to make unbiased land-use decisions.

Last but not least, Integrate the implementation policies into each individual policy and **omit implementation policy 1.3.1**; in that, it allows the LTC to do anything they want, even, when irreversible decisions causing destruction to the island ecosystems are the result.

The above groundwork must be completed before any new policy statements can be issued; and, as a foundation for updating each OCP's to guide the LTC's. To do this the Trust must first follow the recommendations made by Great Northern Management Consultants.

At the June 21-23 meeting **we urge the Trust to implement all recommendations made by the Consultants, to establish a Corporate Secretary and to unify all Trustees and Staff by clearly defining and agreeing upon the Trust's Object.**

"The Object of the Trust is to Preserve and Protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of BC

generally....(GNMC, pg. 7) ”

Respectfully yours,

Alexandra Hodson-Deggan, B.A. M.Ed, [REDACTED]
Gabriola Island

Andrew Deggan, [REDACTED] Gabriola Island

1. Hotsenspiler letter October 28, 2021. Can be supplied
upon request



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