



# Executive Committee Agenda

Date: Wednesday, October 5, 2022

Time: 9:00 am

Location: Electronic meeting, Public venue  
Islands Trust  
200-1627 Fort Street  
Victoria, BC V8R 1H8

|                                                                                                                                                                                                                                                                             | Pages   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. CALL TO ORDER / LAND ACKNOWLEDGEMENT                                                                                                                                                                                                                                     |         |
| 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                                                                                                                                                                                                                 |         |
| None                                                                                                                                                                                                                                                                        |         |
| 4. ADOPTION OF MINUTES                                                                                                                                                                                                                                                      |         |
| 4.1. September 20, 2022 draft minutes                                                                                                                                                                                                                                       | 5 - 9   |
| 5. FOLLOW UP ACTION LIST AND UPDATES                                                                                                                                                                                                                                        |         |
| 5.1. Follow Up Action List/Director/CAO Updates                                                                                                                                                                                                                             | 10 - 13 |
| See item 2.2.1 Agenda Context Notes                                                                                                                                                                                                                                         |         |
| 5.2. Local Trust Committee Chair Updates                                                                                                                                                                                                                                    |         |
| 5.3. Islands Trust Conservancy Liaison Update                                                                                                                                                                                                                               |         |
| 5.3.1. Highlights Of Islands Trust Conservancy July 13, 2022 Board Meeting                                                                                                                                                                                                  | 14 - 15 |
| 6. BYLAWS FOR APPROVAL CONSIDERATION                                                                                                                                                                                                                                        |         |
| 6.1. Salt Spring Island LTC Bylaw No. 526 (LUB) - RFD                                                                                                                                                                                                                       | 16 - 40 |
| <p>        THAT the Islands Trust Executive Committee approves Salt Spring Island Local Trust Committee Bylaw No. 526, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2021” in accordance with Section 27 of the <i>Islands Trust Act</i>.</p> |         |

|             |                                                                                                                                                                                                                                                                         |                  |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>6.2.</b> | <b>Galiano Island LTC Bylaws No. 231 (OCP) and No. 232 (LUB) - RFD</b>                                                                                                                                                                                                  | <b>41 - 73</b>   |
|             | 1. THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 231, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 14, 2011” in accordance with Section 27 of the <i>Islands Trust Act</i> . |                  |
|             | 2. THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 232, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2011” in accordance with Section 27 of the <i>Islands Trust Act</i> .                 |                  |
| <b>6.3.</b> | <b>Galiano Island LTC Bylaws No. 280 (LUB) and No. 285 (housing agreement) - RFD</b>                                                                                                                                                                                    | <b>74 - 114</b>  |
|             | 1. THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 280, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2021” in accordance with Section 27 of the <i>Islands Trust Act</i> .                 |                  |
|             | 2. THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 285, cited as “Galiano Island Housing Agreement Bylaw No. 285, 2021” in accordance with Section 27 of the <i>Islands Trust Act</i> .                               |                  |
| <b>7.</b>   | <b>TRUST COUNCIL MEETING PREPARATION</b>                                                                                                                                                                                                                                |                  |
| <b>7.1.</b> | <b>Executive</b>                                                                                                                                                                                                                                                        |                  |
|             | <b>7.1.1. September Trust Council Business Decision Highlights</b>                                                                                                                                                                                                      | <b>115 - 115</b> |
|             | <b>7.1.2. Trust Council Follow-up Action List</b>                                                                                                                                                                                                                       | <b>116 - 126</b> |
| <b>7.2.</b> | <b>Local Planning Services</b>                                                                                                                                                                                                                                          |                  |
| <b>7.3.</b> | <b>Administrative Services</b>                                                                                                                                                                                                                                          |                  |
| <b>7.4.</b> | <b>Trust Area Services</b>                                                                                                                                                                                                                                              |                  |
| <b>8.</b>   | <b>EXECUTIVE COMMITTEE PROJECTS</b>                                                                                                                                                                                                                                     |                  |
| <b>8.1.</b> | <b>Trust Council Initiated</b>                                                                                                                                                                                                                                          |                  |
|             | <b>8.1.1. Executive</b>                                                                                                                                                                                                                                                 |                  |
|             | <b>8.1.2. Trust Area Services</b>                                                                                                                                                                                                                                       |                  |
|             | <b>8.1.3. Local Planning Services</b>                                                                                                                                                                                                                                   |                  |
|             | <b>8.1.4. Administrative Services</b>                                                                                                                                                                                                                                   |                  |
| <b>8.2.</b> | <b>Executive Committee Initiated</b>                                                                                                                                                                                                                                    |                  |
|             | <b>8.2.1. Executive</b>                                                                                                                                                                                                                                                 |                  |
|             | <b>8.2.1.1. Executive Committee FY2023/24 Business Cases - RFD</b>                                                                                                                                                                                                      | <b>127 - 160</b> |
|             | See recommendation as presented in the request for decision.                                                                                                                                                                                                            |                  |
|             | <b>8.2.2. Trust Area Services</b>                                                                                                                                                                                                                                       |                  |
|             | <b>8.2.3. Local Planning Services</b>                                                                                                                                                                                                                                   |                  |
|             | <b>8.2.4. Administrative Services</b>                                                                                                                                                                                                                                   |                  |
| <b>9.</b>   | <b>NEW BUSINESS</b>                                                                                                                                                                                                                                                     |                  |
| <b>9.1.</b> | <b>Executive/Trust Council</b>                                                                                                                                                                                                                                          |                  |
| <b>9.2.</b> | <b>Trust Area Services</b>                                                                                                                                                                                                                                              |                  |

|        |                                                                                                                                                                        |           |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 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.  | S. Hadway, Regional Executive Director, Ministry of Forests response re: derelict marine docks letter dated September 26, 2022                                         | 161 - 162 |
| 10.2.  | Minister Cullen response re: Provincial Review request letter dated September 23, 2022                                                                                 | 163 - 163 |
| 10.3.  | Trustee Rockafella re: Budgeting for future Trust Council meetings email dated September 23, 2022                                                                      | 164 - 165 |
| 10.4.  | Trustee Critchley re: Shipbreaking email dated September 7, 2022                                                                                                       | 166 - 168 |
| 10.5.  | Oceans Protection Plan re: National Framework for Assessing the Cumulative Effects of Marine Shipping email dated September 26, 2022                                   | 169 - 170 |
| 10.6.  | Endorsement of Bill C-216 to Save Lives email dated September 21, 2022                                                                                                 | 171 - 173 |
| 10.7.  | Trustee Busheikin re: Task for the Governance Committee email dated September 26, 2022                                                                                 | 174 - 175 |
| 11.    | WORK PROGRAM                                                                                                                                                           |           |
| 11.1.  | Review and amendment of current work program                                                                                                                           | 176 - 180 |
|        | See item 2.2.1 Agenda Context Notes                                                                                                                                    |           |
| 12.    | NEXT MEETING                                                                                                                                                           |           |
| 12.1.  | Reschedule Executive Committee Meetings - RFD                                                                                                                          | 181 - 183 |
|        | That Executive Committee reschedule its October 19, 2022 business meeting to November 2, 2022 and its November 1, 2022 business meeting to November 19 <sup>th</sup> . |           |
| 13.    | CLOSED MEETING (if applicable)                                                                                                                                         |           |
|        | None scheduled                                                                                                                                                         |           |
| 14.    | ADJOURNMENT                                                                                                                                                            |           |

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| Agenda No. | From | Context Notes                                                                                                                                                            |
|------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1 & 11.1 | CAO  | Executive Committee Follow Up Action List/Work Program (Top Priorities & Projects)<br><br>For review and discussion consideration before term's last meeting November 2. |
|            |      |                                                                                                                                                                          |





## Executive Committee Minutes of Regular Meeting

**Date:** September 20, 2022  
**Location:** Electronic meeting, Public venue  
Islands Trust  
200-1627 Fort Street  
Victoria, BC V8R 1H8

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

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO)  
David Marlor, Director, Legislative Services (DLS)  
Wanda Boden, Acting Director, Administrative Services (A/DAS)  
Clare Frater, Director, Trust Area Services (DTAS)  
Stefan Cermak, Director, Planning Services (DPS)  
Lori Foster, Executive Coordinator/Recorder

**Others Present:** 1 member of the public attended electronically

### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:03 a.m. and humbly acknowledged the rich history and culture of the Coast Salish People whose lands we all live and work.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items – None

#### 2.2 Approval of Agenda

**By general consent**, the agenda was reordered to address item 13. CLOSED MEETING first.

##### 2.2.1 Agenda Context Notes – None

### 13. CLOSED MEETING

Discussion to add “staff matters” to the recommended motion to close the meeting was heard.

At 10:06 a.m., the meeting was closed to the public.

**EC-2022-124**

**It was Moved and Seconded,**

That the meeting be closed to the public subject to Sections 90 (1) (a) and (i) of the Community Charter in order to consider matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Islands Trust and, the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and that staff attend the meeting.

**CARRIED**

The meeting reconvened at 11:12 a.m. after being reopened to the public at 11:04 a.m. and an 8 minute break.

**3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING**

Chair Luckham reported that the September 7<sup>th</sup> closed meeting minutes were adopted as presented.

**4. ADOPTION OF MINUTES**

**4.1 September 7th, 2022 draft meeting minutes**

By general consent, the minutes were adopted as presented.

**5. FOLLOW UP ACTION LIST AND UPDATES**

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

CAO Hotsenpiller and directors gave updates on the status of their FUAL items including the following updates:

- The Northern Regional Planning Manager position is being recruited with the departure of Heather Kauer,
- The Salt Spring Island Regional Planning Manager position has been filled by Chris Hutton,
- Meeting with Stats Canada regarding interpretation of census data for indicators project,
- Status of general elections process.

**5.2 Local Trust Committee (LTC) Chair Updates**

Chair's spoke to their upcoming LTC meetings including the following:

- Status of bylaws for consideration including the Crystal Mountain rezoning on Galiano, Mayne Island LTC's housing bylaws and the Gambier/Keats foreshore bylaw.

- 5.3 Islands Trust Conservancy Liaison Update - None**
- 6. BYLAWS FOR APPROVAL CONSIDERATION – None**
- 7. TRUST COUNCIL MEETING PREPARATION – None**
- 7.1 Executive**
- 7.2 Local Planning Services**
- 7.3 Administrative Services**
- 7.4 Trust Area Services**
- 8. EXECUTIVE COMMITTEE PROJECTS**
- 8.1 Trust Council Initiated - None**
- 8.1.1 Executive
- 8.1.2 Trust Area Services
- 8.1.3 Local Planning Services
- 8.1.4 Administrative Services
- 8.2 Executive Committee Initiated**
- 8.2.1 Executive
- 8.2.1.1 Union of British Columbia Municipalities (UBCM) debrief – Discussion
- Chair Luckham gave a verbal summary of his 2 minister meetings and attendance at the recently held UBCM Convention including the results of Islands Trust 3 submitted resolutions.
- 8.2.2 Trust Area Services - None
- 8.2.3 Local Planning Services - None
- 8.2.4 Administrative Services - None
- 9. NEW BUSINESS - None**
- 9.1 Executive/Trust Council - None**
- 9.2 Trust Area Services**
- 9.2.1 LTC Chairs Report on Local Advocacy Topics
- Vice-Chair Patrick spoke to the Salt Spring Community Park fund raiser which is near to raising monies to purchase the 75 acre property.
- 9.3 Local Planning Services - None**
- 9.4 Administrative Services - None**

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

**10.1 Review of Islands Trust Policy Statement Draft reviewed by Shar Wilson letter dated September 2022**

**EC-2022-125**

**It was Moved and Seconded,**

That Executive Committee refer item 10.1 Review of Islands Trust Policy Statement Draft reviewed by Shar Wilson letter dated September 2022 to the Islands 2050 portal.

**CARRIED**

**10.2 WLC Staff Response to 2021 Islands Trust Policy Statement Amendments August 4, 2022**

DTAS Frater noted this correspondence dated August 4<sup>th</sup> replaces the May 30<sup>th</sup> letter in Trust Council's agenda package.

**EC-2022-126**

**It was Moved and Seconded**

That correspondence item 10.2 W̱SÁNEĆ Leadership Council (WLC) Staff Response to 2021 Islands Trust Policy Statement Amendments August 4, 2022 be forwarded to Trust Council.

**CARRIED**

**10.3 Minister response re: Proper Disposal of Derelict Docks email dated September 7, 2022**

Received for information.

**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, October 5, 2022.

**13. CLOSED MEETING**

Addressed after item 2.

**14. ADJOURNMENT**

**By general consent**, at 11:41 a.m., the meeting was adjourned.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**

DRAFT

## Follow Up Action Report

### Executive Committee

#### Chief Administrative Officer

| Activity                                                                                                                                                                                         | Responsibility    | Dates                                       | Status      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------|-------------|
| 1 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<br>Target: 07-Sep-2022 | In Progress |
| 2 Refer item 10.1 Review of Islands Trust Policy Statement Draft reviewed by Shar Wilson letter dated September 2022 to the Islands 2050 portal.                                                 | Russ Hotsenpiller | Meeting: 20-Sep-2022<br>Target: 05-Oct-2022 | Completed   |
| 3 Forward correspondence item 10.2 W_SÁNEC Leadership Council (WLC) Staff Response to 2021 Islands Trust Policy Statement Amendments August 4, 2022 be forwarded to Trust Council.               | Russ Hotsenpiller | Meeting: 20-Sep-2022<br>Target: 20-Sep-2022 | Completed   |

#### Director Legislative Services

| Activity                                                                                                                                                                                                                                                                                      | Responsibility | Dates                                       | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 1 Staff to draft amendments for replacement of those Trust Council policies deemed as top priority for updating, based on policy review analysis, for consideration of approval by Trust Council. As of March 2022, amendments to 11 out of 17 policies deemed out of date have been adopted. | David Marlor   | Meeting: 03-Feb-2021<br>Target: 23-Sep-2022 | In Progress |

#### Director of Planning Services

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



## Follow Up Action Report

### Executive Committee

#### Director of Planning Services

| Activity                                                                                                                                                              | Responsibility | Dates                                       | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 1 Staff review the Executive Committee sponsorship policy and report back recommendations on local trust committee approvals, communications, and funding mechanisms. | Stefan Cermak  | Meeting: 14-Apr-2021<br>Target: 07-Sep-2022 | In Progress |

#### 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<br>Target: 07-Sep-2022 | In Progress |

#### Director, Trust Area Services

| Activity                                                                                                                                                                                                                 | Responsibility | Dates                                       | Status      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 1 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province. | Clare Frater   | Meeting: 30-Jan-2019<br>Target: 19-Oct-2022 | In Progress |



## Follow Up Action Report

## Executive Committee

## Director, Trust Area Services

| Activity                                                                                                                                                                                                                                                                                                                                         | Responsibility | Dates                                                  | Status      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------|-------------|
| <p><b>2</b> Legislative Monitoring Chart (bi-annually to Trust Council)</p> <p>Staff to produce the Legislative Monitoring briefing every 6 months with the next one being March 2023.</p>                                                                                                                                                       | Clare Frater   | <p>Meeting: 23-Feb-2022</p> <p>Target: 01-Mar-2023</p> | In Progress |
| <p><b>3</b> 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.</p> | Clare Frater   | <p>Meeting: 26-Feb-2020</p> <p>Target: 19-Oct-2022</p> | In Progress |
| <p><b>4</b> 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.</p>                                                                                 | Clare Frater   | <p>Meeting: 10-Mar-2020</p> <p>Target: 19-Oct-2022</p> | In Progress |
| <p><b>5</b> 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.</p>                                                                                               | Clare Frater   | <p>Meeting: 17-Jun-2020</p> <p>Target: 07-Sep-2022</p> | In Progress |
| <p><b>6</b> Ask staff to investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.</p>                                                                                                                                                               | Clare Frater   | <p>Meeting: 27-Oct-2021</p> <p>Target: 19-Oct-2022</p> | In Progress |



## Follow Up Action Report

### Executive Committee

#### Director, Trust Area Services

| Activity                                                                                                                                                                                | Responsibility | Dates                                       | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 7 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act.                                                                                             | Clare Frater   | Meeting: 13-Apr-2022<br>Target: 19-Oct-2022 | In Progress |
| 8 Continue to work with K'ómoks First Nation and Gabriola Historical Society in terms of its funding request and Executive Committee consider ways to allocate funds for such requests. | Clare Frater   | Meeting: 04-May-2022<br>Target: 19-Oct-2022 | In Progress |
| 9 Executive Committee meeting being held October 19, 2022, include discussion item on First Nations engagement and suggestions.                                                         | Clare Frater   | Meeting: 07-Sep-2022<br>Target: 02-Nov-2022 | In Progress |



## HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JULY 13, 2022 BOARD MEETING

*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. The [Crown Agencies and Board Resourcing Office](#) has posted the position with an **application deadline of October 7, 2022**, see link on the ITC website at <https://islandstrust.bc.ca/whats-happening/expressions-of-interest/>.

### 2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Manager presented a request for decision regarding the 2023/24 Budget submission. Board members discussed appropriate budget for First Nations engagement and indigenous knowledge holder services and rising costs of travel to islands due to inflation. ITC Board also noted a need to include species at risk grant commitments in the budget.
- The ITC Manager presented a request for decision to Board members on Proposed Bylaw 530 – Housing Action Program on Salt Spring. ITC considers referrals in the context of their impact to ITC managed lands. ITC Board indicated to the Salt Spring Island Local Trust Committee that ITC interests would be unaffected by Bylaw 530.
- Following the regular ITC Board meeting, an ITC/Executive Committee liaison meeting between Islands Trust Conservancy Board members and Islands Trust Executive Committee took place. Topics covered in this meeting included updates on the Governance Report, Policy Statement, and the ITC Species At Risk Program. ITC and the Executive Committee also discussed the draft ITC Plan (2023-2025), working with First Nations, biologist support for Regional Planning Committee and liaising with the Provincial Government.

### 3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Manager presented a request for decision following a response that was received from the Agricultural Land Commission regarding the Livingstone NAPTEP covenant on Lasqueti Island. The ITC Board approved a revised covenant for registration that included language requiring approval of the ALC prior to making covenant amendments.

### 4. COVENANT AND PROPERTY MANAGEMENT



- ITC Board discussed the Lisa Baile Nature Reserve Management Plan and approved the Management Plan, dated March 25, 2022, noting that further engagement with First Nations around appropriate name and naming rights is required.

## 5. COMMUNICATIONS AND OUTREACH

- ITC Board discussed a briefing about development of an ITC Communications Strategy. Discussion included use of social media to promote ITC, modernization of communications, and appropriate timing to engage current Board members with current staff prior to the election. The ITC Board directed staff to coordinate a board workshop regarding communications.
- ITC Board received correspondence from the Mayne Island Local Trust Committee and the Trust Council regarding Fallow Deer on Mayne Island.

## 6. FUNDRAISING AND CONSERVANCY SUPPORT

- ITC Board considered a request for research to be carried out by Capilano University at the Long Bay Wetland Nature Reserve on Gambier Island. ITC Board expressed support for the project up to December 31, 2023 and allocated up to \$5,000 from the ITC budget to support the work.

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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)



# REQUEST FOR DECISION

## LOCAL TRUST COMMITTEE BYLAW SUBMISSION

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File No.: Bylaw No. 526

X-ref: 6500-20

Housing Action Program

DATE OF MEETING: October 5, 2022  
TO: Islands Trust Executive Committee  
FROM: Louisa Garbo, Acting Regional Planning Manager  
SUBJECT: Salt Spring Island Local Trust Committee – Bylaw No. 526

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### RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approves Salt Spring Island Local Trust Committee Bylaw No. 526, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2021” in accordance with Section 27 of the *Islands Trust Act*.**

### DIRECTORS COMMENTS

The Salt Spring Island Local Trust Committee has referred Proposed Bylaw No. 526 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

### IMPLICATIONS OF RECOMMENDATION

**Organizational** – None.

**Financial** – None.

**Policy** – None.

### Implementation/Communications

Staff will advise the Salt Spring Island Local Trust Committee of the decision of the Executive Committee.

**Other** – None.

### PURPOSE

Salt Spring Island Local Trust Committee Proposed Bylaw No. 526, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2021" (Attachment No. 5) intends to:

- Allow farmworker dwelling units on properties zoned Agriculture 1 and 2;
- Implement technical changes to bring Salt Spring Island Land Use Bylaw No. 355 into compliance with the Agricultural Land Commission regulations;
- Implement a maximum dwelling unit size in all zones; and,
- Provide options to increase density on properties with commercial farm operations outside of the Agricultural Land Reserve by utilizing unrealized subdivision potential which would subsequently sterilize further subdivision potential.

### BACKGROUND

The Salt Spring Island Local Trust Committee held several meetings from late 2020 to early 2022 with members of the Agricultural Advisory Planning Commission and Salt Spring Island Agricultural Alliance. Meetings discussed ways in which the LTC may assist to address agricultural issues – the most consistent and urgent issue being availability of farmworker and family housing. The SS LTC agreed to the increase of scope within the respective Housing Action Program to include the issue and resources were assigned that led to drafting the attached proposed Bylaw No. 526. The legislative process was as follows:

#### **Salt Spring Island Local Trust Committee Bylaw No. 526**

- July 12, 2022: First Reading
- July 12, 2022: Second Reading
- July 21, 2022: Community Information Session
- August 18, 2022: Public Hearing
- September 6, 2022: Third Reading

The Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement and are satisfied that relevant policies have been sufficiently addressed and that the proposed bylaw is not contrary to or at variance with the Islands Trust Policy Statement.

**Issues Relating To Provincial Interest** – None.

#### **Issues Relating To First Nation Interest**

Referral of the proposed bylaw to agencies, organizations and First Nations rights and title holders commenced on March 3, 2022 with the referral response period ending for agencies and organizations on April 22, 2022, and on May 6, 2022 for First Nations – (Appendix No. 2). No substantive responses were received, though a question was raised as to how the proposed bylaw addresses First Nations issues on Salt Spring Island.

**Issues Relating To Resources and Enforcement** – None.

#### **Public Comments**

Five pieces of public correspondence have been received in respect to this application. Themes included:

- the need to be less restrictive on farm worker use;
- the need to be more permissive of camping to accommodate farm workers
- the use of covenant to prevent Short-Term Vacation Rentals
- the suggestion that this bylaw not be applicable to non-ALR properties, and that buildings not be sited on prime farmland, and
- the suggestion to withdraw the provision that dwelling units cannot be larger than 500 square meters.

Public correspondence can be reviewed on the project website: <https://islandstrust.bc.ca/island-planning/salt-spring/projects/>

#### **Staff Comments**

The proposed Land Use Bylaw amendment is generally consistent with relevant [Salt Spring Island Official Community Plan No. 434](#) policies and objectives and the Islands Trust Policy Statement and as such, can be advanced. Staff recommend the Islands Trust Executive Committee approve Proposed Bylaw No. 526.

#### **RELEVANT POLICY**

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy

#### **ALTERNATIVE**

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

*THAT the Executive Committee request that staff advise Salt Spring Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 526, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2021" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Salt Spring Island Local Trust Committee on steps needed to address the specified issues.*

|               |                                                |                    |
|---------------|------------------------------------------------|--------------------|
| Submitted By: | Louisa Garbo, Acting Regional Planning Manager | August 31, 2022    |
| Concurrence:  | Stefan Cermak, Director Planning Services      | September 28, 2022 |

**ATTACHMENTS**

1. EC Submission Cover
2. Bylaw Referrals Report
3. Islands Trust Policy Statement Directives Only Checklist
4. EC Policy Checklist
5. Bylaw No. 526
6. First Nations Follow-Up Tracking



Local Trust Committee Bylaws  
Submission for Executive committee Approval

Local Trust Committee: Salt Spring Island Local Trust Committee

Bylaw No.: SS-526

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 06-Sep-2022

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

**Received by Islands Trust Secretary:**

Signature: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

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

Date bylaw will appear on Executive Committee agenda: \_\_\_\_\_

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

**Distribution:** Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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## Referrals: Bylaw SS-526

| Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Sent                       | Received                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|
| <b>Advisory Planning Commission Salt Spring</b><br><i>Advisory Planning Commission Salt Spring Island: Chairman and Commissioners ;</i><br><i>Comment: That the Salt Spring Island Advisory Planning Commission recommend to the Salt Spring Island Local Trust Committee that the proposed Bylaw No. 526 proceed, subject to the following recommendations: - Remove the restriction that housing only be used for farm workers.</i>                           | 03-Mar-2022                | 05-May-2022                |
| <b>Agricultural Advisory Planning Commission - Salt Spring</b><br><i>1-500 Lower Ganges Road:</i><br><i>Comment: That the Agricultural Advisory Planning Commission recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 526 proceed for the following reasons: - It seeks to protect farmed land from use for non-farm worker housing. - It reflects perspectives expressed and needs desired by stakeholders engaged so far.</i> | 01-Dec-2021                | 03-Mar-2022                |
| <b>Agricultural Land Commission</b><br><i>Rm. 133 4940 Canada Way:</i><br><i>Comment: First Response: No staff objections to the adoption of Bylaw No. 526. Please see substantive response. Additional response provided 2022-01-21: Please see substantive response. Second Response: Note inconsistencies with bed and breakfast uses in the ALR. Please see substantive response.</i>                                                                       | 01-Dec-2021<br>03-Mar-2022 | 06-Dec-2021<br>25-Mar-2022 |
| <b>BC Ambulance Services</b><br><i>Room 103:</i>                                                                                                                                                                                                                                                                                                                                                                                                                | 03-Mar-2022                |                            |
| <b>BC Assessment Authority</b><br><i>Policy, Audit and Legal Services: Cathie McIntyre</i><br><i>Comment:</i>                                                                                                                                                                                                                                                                                                                                                   | 01-Dec-2021<br>03-Mar-2022 |                            |
| <b>Bylaw Enforcement</b><br><i>Islands Trust: Warren Dingman</i><br><i>Comment:</i>                                                                                                                                                                                                                                                                                                                                                                             | 01-Dec-2021<br>03-Mar-2022 |                            |
| <b>Capital Regional District - All Referrals Aggie Chan and Jessica Arnet</b><br><i>625 Fisgard Street:</i><br><i>Comment: Interests Unaffected.</i>                                                                                                                                                                                                                                                                                                            | 01-Dec-2021<br>03-Mar-2022 | 22-Apr-2022                |
| <b>Capital Regional District - Housing Secretariat</b><br><i>625 Fisgard Street:</i><br><i>Comment:</i>                                                                                                                                                                                                                                                                                                                                                         | 01-Dec-2021<br>03-Mar-2022 |                            |
| <b>Capital Regional District - SSI Building Inspection</b><br><i>206-18 Fulford-Ganges Road:</i><br><i>Comment:</i>                                                                                                                                                                                                                                                                                                                                             | 01-Dec-2021<br>03-Mar-2022 |                            |
| <b>Capital Regional District - SSI Director</b><br><i>145 Vesuvius Bay Road:</i>                                                                                                                                                                                                                                                                                                                                                                                | 03-Mar-2022                |                            |



## Referrals: Bylaw SS-526

| Agency                                                                                                                                                                       | Sent                       | Received                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|
| <b>Capital Regional District - SSI Economic Dev Commission</b><br>145 Vesuvius Bay Road:                                                                                     | 03-Mar-2022                |                            |
| <b>Capital Regional District - SSI Liquid Waste Disposal Local Service Commission</b><br>625 Fisgard Street: . .                                                             | 03-Mar-2022                |                            |
| <b>Capital Regional District - SSI Senior Manager</b><br>145 Vesuvius Bay Road: . .<br>Comment: First Response: Interests Unaffected. Second Response: Interests Unaffected. | 01-Dec-2021<br>03-Mar-2022 | 17-Jan-2022<br>21-Mar-2022 |
| <b>Capital Regional District - SSI Transportation Commission</b><br>145 Vesuvius Bay Road:                                                                                   | 03-Mar-2022                |                            |
| <b>Cowichan Tribes</b><br>Chief and Council: . .                                                                                                                             | 03-Mar-2022                |                            |
| <b>Cowichan Valley Regional District</b><br>175 Ingram Street: Mike Tippet<br>Comment: First Response: Interests Unaffected.                                                 | 01-Dec-2021<br>03-Mar-2022 | 17-Jan-2022                |
| <b>Front Counter BC</b><br>FrontCounterBC@gov.bc.ca:<br>Comment:                                                                                                             | 01-Dec-2021<br>03-Mar-2022 |                            |
| <b>Galiano Island Local Trust Committee</b><br>200 - 1627 Fort Street: . .<br>Comment: First Response: Interests Unaffected. Second Response: Interests Unaffected.          | 01-Dec-2021<br>03-Mar-2022 | 07-Feb-2022<br>04-Apr-2022 |
| <b>Halalt First Nation</b><br>7973 Chemainus Rd: & Council Chief                                                                                                             | 03-Mar-2022                |                            |
| <b>Hulquminum Treaty Group</b><br>PO Box 21028: . .                                                                                                                          | 03-Mar-2022                |                            |
| <b>Islands Trust Conservancy</b><br>Islands Trust Conservancy: K E<br>Comment: Approval Recommended subject to conditions outlined below: Please see substantive response.   | 03-Mar-2022                | 09-Jun-2022                |
| <b>Lake Cowichan First Nation</b><br>313B Deer Road: Carole Livingstone                                                                                                      | 03-Mar-2022                |                            |

## Referrals: Bylaw SS-526

| Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Sent                       | Received                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|
| <b>Lyackson First Nation</b><br>8017 Chemainus Road: Linda Aidnell<br><i>Comment:</i> Lyackson First Nation is in receipt of the above-noted referral, which we recognize as being in the Hul'qumi'num Treaty Group's Statement of Intent area. Lyackson First Nation has had harvesting, hunting and culturally significant sites, trade, Nation to Nation relations and governance authority within this area since time immemorial. As the Islands Trust is well aware, the Quw'utsun Nation member communities have a deep, rich and ongoing connection to the lands and waters of Shiya'hwt to which our Nation retains unceded Aboriginal rights and title. As previously communicated, given Island Trust's acknowledgement of the forcible dispossession of Indigenous peoples of these lands and their desire to return home to them, Islands Trust housing policies should work to facilitate that process where appropriate (i.e., working with housing developers to dedicate units to affordable housing for local Indigenous peoples). We would like to understand how the proposed bylaws specifically consider and support the housing needs of local Indigenous peoples. | 03-Mar-2022                | 12-May-2022                |
| <b>Malahat First Nation</b><br>110 Thunder Road, RR4:<br><i>Comment:</i> Malahat Nation notes that the proposed activity falls outside of core Malahat traditional territory, and as such we acknowledge and respect the local First Nation(s)' opportunity to act as primary correspondents in this case. However, in the event they do not, or are unable to respond we reserve our right to consultation and engagement, and continue to require disclosure on an ongoing basis regarding this proposed bylaw.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 03-Mar-2022                | 06-May-2022                |
| <b>Mayne Island Local Trust Committee</b><br>Islands Trust: . .<br><i>Comment:</i> First Response: Interests Unaffected Second Response: Interests Unaffected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 01-Dec-2021<br>03-Mar-2022 | 28-Feb-2022<br>28-Mar-2022 |
| <b>Ministry of Agriculture</b><br>PO Box 9099, Stn. Prov. Govt.:<br><i>Comment:</i> First Response: Several comments provided. Please see substantive response.<br>Second Response: Several comments provided. Please see substantive response.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 01-Dec-2021<br>03-Mar-2022 | 14-Jan-2022<br>13-Apr-2022 |
| <b>Ministry of Forests, Land, Natural Resource Operations &amp; Rural Development - Water Authorization Sec</b><br>1520 Blanshard Street: . .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 03-Mar-2022                |                            |
| <b>Ministry of Municipal Affairs and Housing</b><br>Planning and Land Use Management: Kris Nichols                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 03-Mar-2022                |                            |
| <b>Ministry of Transportation and Infrastructure</b><br>Vancouver Island District Office: . .<br><i>Comment:</i> Interests Unaffected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 03-Mar-2022                | 24-Mar-2022                |

## Referrals: Bylaw SS-526

| Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Sent                       | Received                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|
| <b>North Pender Island Local Trust Committee</b><br><i>Islands Trust: . .</i><br><i>Comment: First Response: Interests Unaffected Second Response: Interests Unaffected</i>                                                                                                                                                                                                                                                                                                                                                | 01-Dec-2021<br>03-Mar-2022 | 27-Jan-2022<br>24-Mar-2022 |
| <b>North Salt Spring Waterworks District</b><br><i>761 Upper Ganges Road: The Manager</i><br><i>Comment: First Response: Approval recommended subject to conditions outlined below. Please see substantive response.</i>                                                                                                                                                                                                                                                                                                   | 01-Dec-2021<br>03-Mar-2022 | 17-Dec-2021                |
| <b>Pauquachin First Nation</b><br><i>9010 West Saanich Road:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 03-Mar-2022                |                            |
| <b>Penelakut Tribe</b><br><i>Chief and Council: Denise James</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 03-Mar-2022                |                            |
| <b>R.C.M.P.</b><br><i>401 Lower Ganges Road:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 03-Mar-2022                |                            |
| <b>Salt Spring Fire-Rescue</b><br><i>105 Lower Ganges Road: Arjuna George</i>                                                                                                                                                                                                                                                                                                                                                                                                                                              | 03-Mar-2022                |                            |
| <b>Semiahmoo First Nation</b><br><i>16049 Beach Rd:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 03-Mar-2022                |                            |
| <b>SSI Agricultural Alliance</b><br><i>106 Old Scott Road:</i><br><i>Comment: First Response: Submission dated November 17, 2021 - Regarding agenda item 3.4 Document provided outlining the perspective of the SSI Ag Alliance. Please see substantive response. Second Response: See substantive response.</i>                                                                                                                                                                                                           | 01-Dec-2021<br>03-Mar-2022 | 01-Dec-2021<br>11-Apr-2022 |
| <b>SSI Housing Action Program Task Force</b><br><br><i>Comment: The HAPTF recommend to the SS LTC that proposed Bylaw No. 526 proceed, subject to the following recommendations: - Align the bylaw with the ALC permissions and do not add additional restrictions; - Remove the need for a covenant and only require proof of farm status for the secondary dwelling; - Amend the definition of sleeping unit to include temporary accommodation structures such as RVs, tiny homes, yurts, domes and glamping tents.</i> | 03-Mar-2022                | 03-Mar-2022                |
| <b>Stz'uminus First Nation</b><br><i>12611 A Trans Canada Hwy: Chenoa Akey</i>                                                                                                                                                                                                                                                                                                                                                                                                                                             | 03-Mar-2022                |                            |
| <b>Te'Mexw Treaty Association</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 03-Mar-2022                |                            |

## Referrals: Bylaw SS-526

| Agency                                                                                                                                                    | Sent        | Received    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| <i>13D Cooper Road:</i>                                                                                                                                   |             |             |
| <b>Thetis Island Local Trust Committee</b>                                                                                                                | 01-Dec-2021 |             |
| <i>Northern Office: . .</i>                                                                                                                               | 03-Mar-2022 | 03-May-2022 |
| <i>Comment: The Thetis Island Local Trust Committee encourages all considerations of new and renovated homes to address climate change when possible.</i> |             |             |
| <b>Tsartlip First Nation</b>                                                                                                                              | 03-Mar-2022 |             |
| <i>PO Box 70: Karen Harry</i>                                                                                                                             |             |             |
| <b>Tsawout First Nation</b>                                                                                                                               | 03-Mar-2022 |             |
| <i>PO Box 121, 7725 Tetayut Road: Gwen Underwood</i>                                                                                                      |             |             |
| <b>Tsawwassen First Nation</b>                                                                                                                            | 03-Mar-2022 |             |
| <i>1926 Tsawwassen Drive:</i>                                                                                                                             |             |             |
| <b>Tseycum First Nation</b>                                                                                                                               | 03-Mar-2022 |             |
| <i>1210 Totem Lane:</i>                                                                                                                                   |             |             |
| <b>Vancouver Island Health Authority</b>                                                                                                                  | 01-Dec-2021 | 03-Dec-2021 |
| <i>1952 Bay Street: Christopher Laughlin</i>                                                                                                              | 03-Mar-2022 |             |
| <i>Comment: First Response: Interests Unaffected.</i>                                                                                                     |             |             |



Islands Trust

## ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: 6500-20

File Name: Housing Action Program

### PURPOSE

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

### POLICY STATEMENT

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

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

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

### DIRECTIVES ONLY CHECKLIST

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

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

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

### PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

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

### PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

| CONSISTENT        | No.          | DIRECTIVE POLICY                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>4.1</b>   | <b>Agricultural Land</b>                                                                                                                                                                                                                                                                                                                                                         |
| ✓                 | <b>4.1.4</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.                                                                                                                                                                    |
| ✓                 | <b>4.1.5</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.                                                                                                          |
| ✓                 | <b>4.1.6</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.                                                                                                                                                                    |
| N/A               | <b>4.1.7</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture. |
| ✓                 | <b>4.1.8</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.                                                                                                             |
| N/A               | <b>4.1.9</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.                                                                                                                                                                                                         |
|                   | <b>4.2</b>   | <b>Forests</b>                                                                                                                                                                                                                                                                                                                                                                   |
| N/A               | <b>4.2.6</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.                                                                                                                                                                |
| N/A               | <b>4.2.7</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.                                       |
| N/A               | <b>4.2.8</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.                                                                                                             |
|                   |              |                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>CONSISTENT</b> | <b>No.</b>   | <b>DIRECTIVE POLICY</b>                                                                                                                                                                                                                                                                                                                                                          |
|                   | <b>4.3</b>   | <b>Wildlife and Vegetation</b>                                                                                                                                                                                                                                                                                                                                                   |

|            |               |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <b>4.4</b>    | <b>Freshwater Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>TBD</b> | <b>4.4.2</b>  | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for. |
| <b>TBD</b> | <b>4.4.3</b>  | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses                                                                                                                                                                                                                                   |
|            | <b>4.5</b>    | <b>Coastal Areas and Marine Shorelands</b>                                                                                                                                                                                                                                                                                                                                                                                          |
| N/A        | <b>4.5.8</b>  | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.                                                                                                                                                                                                                                                    |
| N/A        | <b>4.5.9</b>  | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.                                                                                                                                                                             |
| N/A        | <b>4.5.10</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.                                                                                                                                    |
| N/A        | <b>4.5.11</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.                                                                                                                                                                               |
|            | <b>4.6</b>    | <b>Soils and Other Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                    |
| ✓          | <b>4.6.3</b>  | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.                                                                                                                                                                                                                                                                        |

## PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

| CONSISTENT | No.          | DIRECTIVE POLICY                                                                                                                                                                                                                                                                                                                           |
|------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <b>5.1</b>   | <b>Aesthetic Qualities</b>                                                                                                                                                                                                                                                                                                                 |
| N/A        | <b>5.1.3</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.                                                                     |
|            | <b>5.2</b>   | <b>Growth and Development</b>                                                                                                                                                                                                                                                                                                              |
| ✓          | <b>5.2.3</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.                                                                                                                               |
| ✓          | <b>5.2.4</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character. |
| ✓          | <b>5.2.5</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.                                                                                |
| N/A        | <b>5.2.6</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.                             |
|            | <b>5.3</b>   | <b>Transportation and Utilities</b>                                                                                                                                                                                                                                                                                                        |
| N/A        | <b>5.3.4</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.                                                  |
| N/A        | <b>5.3.5</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.                                                                                                                                                   |
| N/A        | <b>5.3.6</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.                                                                                                                                                |
| ✓          | <b>5.3.7</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.                   |
|            | <b>5.4</b>   | <b>Disposal of Waste</b>                                                                                                                                                                                                                                                                                                                   |
| N/A        | <b>5.4.4</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.                                                                                                                                       |
| CONSISTENT | No.          | DIRECTIVE POLICY                                                                                                                                                                                                                                                                                                                           |
|            | <b>5.5</b>   | <b>Recreation</b>                                                                                                                                                                                                                                                                                                                          |

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

|     | POLICY STATEMENT COMPLIANCE                                           |
|-----|-----------------------------------------------------------------------|
| TBD | <i>In compliance with Trust Policy</i>                                |
|     | <i>Not in compliance with Trust Policy for the following reasons:</i> |



Bylaw: SS-526

## Executive Committee

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### Policy Checklist

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**Checklist Key:**

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

### Executive Committee Legislative Role Policy (2.4)

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

**Checklist Key:**

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

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

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

**Comments**

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Mainly to amend SS LUB to implement the ALC's recent legislation on farmworkers housing, no additional work will be required.

Completed By: Louisa Garbo

**Status**

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Date Resolution Referred to Exective Committee: 06-Sep-2022

Reading:

# PROPOSED

## SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 526

### A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW NO. 355, 1999

The Salt Spring Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Salt Spring Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

#### 1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2021”.

#### 2. Salt Spring Island Local Trust Committee Bylaw No. 355, cited as “Salt Spring Island Land Use Bylaw, 1999,” is amended as follows:

##### 2.1 By replacing the definition of “dwelling unit, farmworker’s” under Section 1.1 – Definitions – with the following:

**“dwelling unit, farmworker’s”** means a *dwelling unit* that is *accessory* to a *commercial farm business* on a *lot* and is used for the *residential* accommodation of farmworkers employed in that *farm business* or for family.

##### 2.2 By replacing the table under Subsection 9.1.1 – Permitted Uses of Land, Buildings and Structures – with the following:

|                                                                                                                                                                                                                                                                                          | A1 | A2 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|
| <b>Principal Uses, Buildings and Structures</b>                                                                                                                                                                                                                                          |    |    |
| <i>Agriculture, farm buildings and structures</i><br><i>Information Note: By definition, “agriculture” includes the processing, storage, and sale of farm products produced on that agricultural land. These uses must consistent with the Agricultural Land Reserve Use Regulation.</i> | ♦  | ♦  |
| <i>Single-family dwellings</i>                                                                                                                                                                                                                                                           | ♦  | ♦  |
| <b>Accessory Uses</b>                                                                                                                                                                                                                                                                    |    |    |
| <i>A secondary suite</i> subject to Section 3.16                                                                                                                                                                                                                                         | ♦  | ♦  |
| Where a lot is classified as a farm under the <u>Assessment Act</u> , in addition to a <i>secondary suite</i> , a second <i>accessory dwelling unit</i> is permitted provided that it is:                                                                                                |    |    |
| a) a pre-existing <i>dwelling unit</i> constructed before February 22, 2019; or                                                                                                                                                                                                          |    |    |
| b) a <i>manufactured home</i> constructed between July 4, 2019 and December 31, 2021; or                                                                                                                                                                                                 |    |    |
| c) a <i>farmworker’s dwelling unit</i> not exceeding:                                                                                                                                                                                                                                    | ♦  | ♦  |
| i. 56 square metres in <i>floor area</i> on a lot between 1.2 hectares and 2 hectares in area; or                                                                                                                                                                                        |    |    |
| ii. 90 square metres in <i>floor area</i> on a lot greater than 2 hectares in area; or                                                                                                                                                                                                   |    |    |
| iii. 186 square metres in <i>floor area</i> on a lot greater than 40 hectares in area.                                                                                                                                                                                                   |    |    |

|                                                                                                                                                                                                                                                                                                        |   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <i>Information Note: For lots 40 hectares or less in area where the single-family dwelling exceeds 500 square metres in floor area, permission to construct an additional dwelling unit for farm use must be applied for and approved in writing by the Agricultural Land Commission.</i>              |   |   |
| <i>Home-based business use</i> subject to Section 3.13                                                                                                                                                                                                                                                 | ◆ | ◆ |
| <i>Commercial guest accommodation</i> in a campground on agricultural land classified as a farm under the <u>Assessment Act</u><br><i>Information Note: This use requires an agri-tourism activity consistent with the <u>Agricultural Land Reserve Use Regulation</u> to be occurring on the lot.</i> | ◆ |   |

- 2.3 By replacing the table under Subsection 9.1.2 – Siting and Density of Permitted Uses, Buildings and Structures – with the following:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | A1  | A2  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| <b>Lot Coverage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |     |
| Maximum combined <i>lot coverage</i> of all <i>buildings and structures, excluding greenhouses</i> (per cent)                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 35  | 35  |
| Maximum combined <i>lot coverage</i> of all <i>buildings and structures, including greenhouses</i> (per cent)                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 75  | 75  |
| Maximum <i>lot coverage</i> of all <i>campsites, buildings and structures</i> in a <i>campground</i> (per cent)                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5   | N/A |
| <b>Number of Units and Site Areas</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |     |
| Maximum combined number of bedrooms used in a <i>bed and breakfast home-based business and campsites</i> on any <i>lot</i><br><i>Information Note: The <u>Agricultural Land Reserve Use Regulation</u> only permits a bed and breakfast home-based business (tourist accommodation) to be operated within the principal residence with a maximum of four bedrooms used for accommodation. .</i><br><br><i>Developing a campsite is only permitted if an agri-tourism activity consistent with the Agricultural Land Reserve Use Regulation is occurring on the lot.</i> | 10  | N/A |
| <b>Setbacks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |     |
| Despite Article 4.3.1(2), the following <i>lot line</i> setbacks apply in the <i>zone</i> indicated:                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |     |
| Minimum <i>rear lot line</i> setback (metres) for <i>buildings, structures and uses</i> that are not listed in Subsections 4.3.4 through 4.3.9                                                                                                                                                                                                                                                                                                                                                                                                                          | 4.5 | 4.5 |

- 2.4 “By replacing Section 3.17 – Dwellings on Large Farms – with the following:

- 3.17 Despite other provisions of this bylaw, where *agriculture* is a permitted *principal use* on a *lot* not in an *Agricultural zone*, additional *farmworkers’ dwelling units* corresponding with the *subdivision* potential of the *lot* are permitted provided that:
- (1) the lot is classified as a farm under the Assessment Act;
  - (2) the lot complies with Section 3.5;
  - (3) the number of additional *farmworker’s dwelling units* correspond with the *subdivision* potential of the *lot* in accordance with Subsection 5.8.1 and the zone-applicable Subdivision and Servicing Requirements of Part 9;

- (4) each *farmworker's dwelling unit* must be supplied with *potable* water in accordance with Section 5.5;
- (5) the maximum *floor area* of a *farmworker's dwelling unit* is 186 square meters;
- (6) the owner grants to the Salt Spring Island Local Trust Committee a covenant under the Land Title Act restricting *use* of the *farmworkers' dwelling units* and prohibiting further *subdivision* of the *lot*.

*Information Note: Applications should be consistent with the guidelines in H.2.1.3 of the Salt Spring Island Official Community Plan.*

2.5 By inserting in Section 3.11 – Dwelling Units – the following:

3.11.5 The maximum floor area for a *dwelling unit* is 500 square metres.

And by making consequential numbering alterations to effect this change.

READ A FIRST TIME THIS 12TH DAY OF JULY 2022

READ A SECOND TIME THIS 12TH DAY OF JULY 2022

PUBLIC HEARING HELD THIS 18TH DAY OF AUGUST 2022

READ A THIRD TIME THIS 6TH DAY OF SEPTEMBER 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary



# Islands Trust

Engagement Topic/Proposal: **Housing Action Program – Farm Housing** Salt Spring Island Local Trust Committee Proposed Bylaw No. 526.

Proposed Bylaw No. 526 seeks to amend the Salt Spring Island Land Use Bylaw to allow farmworker units on Agricultural 1 and 2-zoned properties. The bylaw also proposes option for farms not zoned Agriculture 1 or 2 to build additional farmworker housing.

## Schedule:

|         |                   |                                                                                                                                                                                                                                                                               |
|---------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1  | February 2022     | Engagement strategy plan reviewed with Senior Intergovernmental Policy Advisor Lisa Wilcox.                                                                                                                                                                                   |
| Step 2  | February 2022     | Engagement strategy plan reviewed to Ron Burleson at MUNI                                                                                                                                                                                                                     |
| Step 3  | March 4, 2022     | Legislative Clerk D. Murphy (LC) sends Bylaw Referral including referral form and links to staff report, proposed bylaws via email to First Nations and Tribes listed below.                                                                                                  |
| Step 4  | April 4, 2022     | Follow up phone call from LC to all FN to ensure receipt of the referral and to provide a base explanation (usually 2 weeks after receipt but can be sooner)                                                                                                                  |
| Step 5  | Spring 2022       | LC refers any issues to Planners Kristine Mayes/Geordie Gordon.                                                                                                                                                                                                               |
| Step 6  | Spring 2022       | Planners respond as required to FN and Tribes and consults with MUNI as needed.                                                                                                                                                                                               |
| Step 7  | Spring 2022       | Planners may provide follow up email to all FN and Tribes if a broader clarification is required.                                                                                                                                                                             |
| Step 8  | Spring 2022       | Planners coordinates further FN, Tribe engagement which may include site visits and consults with MUNI if required.                                                                                                                                                           |
| Step 9  | Spring 2022       | Planners may recommend a resolution to initiate a subsequent referral to FN and Tribes if considerable changes were made to the bylaw after 1st referral.                                                                                                                     |
| Step 10 |                   | Steps 1 to 8 are repeated if a further referral is necessary.                                                                                                                                                                                                                 |
| Step 11 | Spring 2022       | Once referral period complete, Planners presents staff report and bylaw to Salt Spring Island Local Trust Committee (SS LTC) for consideration of further reading and resolution to hold a PH.                                                                                |
| Step 12 | August 3, 2022    | If the bylaw advances to 2 <sup>nd</sup> Reading and Public Hearing without further referral, LC advises FN and Tribes that did not respond or that may require feedback that a Public Hearing has been scheduled and that no further info may be received on its conclusion. |
| Step 13 | September 6, 2022 | Planner Garbo presents a post-public hearing staff report for consideration of third reading to the SS LTC.                                                                                                                                                                   |
| Step 14 | September 2022    | LC forwards Bylaw at 3 <sup>rd</sup> Reading to the Islands Trust Executive Committee for their consideration.                                                                                                                                                                |

|         |               |                                                                                                               |
|---------|---------------|---------------------------------------------------------------------------------------------------------------|
| Step 15 | N/A           | Once Executive Committee approval received, LC forwards bylaw referral to K. Nichols at MUNI.                 |
| Step 16 | Post-adoption | Once MUNI approves, and bylaw is subsequently adopted, LC sends file closure correspondence to FN and Tribes. |

|                                                                                                               |                                |                              |                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Nation: <b>Cowichan Tribes</b>                                                                          |                                |                              |                                                                                                                                                              |
| First Nation Contact Name(s) and Position/Title(s): Tracy Fleming, Referral Coordinator (Lands and Fisheries) |                                |                              |                                                                                                                                                              |
| Phone: 250-748-3196 ext. 415                                                                                  |                                | Fax:                         | Email: Tracy.Fleming@cowichantribes.com                                                                                                                      |
| Date                                                                                                          | Communication                  | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)                                                                                       |
| 2022-03-04                                                                                                    | Initial referral package sent. | email                        |                                                                                                                                                              |
| 2022-04-05                                                                                                    | Follow-up                      | phone                        | Spoke to the Lands and Fisheries receptionist. Advised that voicemail is rarely checked and email would be better as a follow up. Resent referral via email. |
| 2022-08-03                                                                                                    | Public Hearing Notice          | email                        |                                                                                                                                                              |

|                                                                  |                                |                              |                                                                                                                                                         |
|------------------------------------------------------------------|--------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Nation: <b>Halalt First Nation</b>                         |                                |                              |                                                                                                                                                         |
| First Nation Contact Name(s) and Position/Title(s): Raven August |                                |                              |                                                                                                                                                         |
| Phone: 250-246-4736                                              |                                | Fax:                         | Email: referrals@halalt.org                                                                                                                             |
| Date                                                             | Communication                  | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)                                                                                  |
| 2022-03-04                                                       | Initial referral package sent. | email                        |                                                                                                                                                         |
| 2022-04-05                                                       | Follow-up                      | phone                        | Spoke to main reception. She was not sure if Raven was still working for Halalt. I advised that I would follow up via email. Resent referral via email. |
| 2022-08-03                                                       | Public Hearing Notice          | email                        |                                                                                                                                                         |

|                                                                       |               |                              |                                                                                                         |
|-----------------------------------------------------------------------|---------------|------------------------------|---------------------------------------------------------------------------------------------------------|
| First Nation: <b>Lake Cowichan First Nation</b>                       |               |                              |                                                                                                         |
| First Nation Contact Name(s) and Position/Title(s): Carol Livingstone |               |                              |                                                                                                         |
| Phone: 250-749-3301                                                   |               | Upload to Knowledgekeeper    | Email: <a href="mailto:carole.livingstone@lakecowichanfn.com">carole.livingstone@lakecowichanfn.com</a> |
| Date                                                                  | Communication | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)                                  |

|            |                                |        |                                                   |
|------------|--------------------------------|--------|---------------------------------------------------|
| 2022-03-04 | Initial referral package sent. | portal | Uploaded to Knowledgekeeper.                      |
| 2022-04-05 | Follow-up                      | phone  | Left detailed voicemail. Items are in the portal. |
| 2022-08-03 | Public Hearing Notice          | portal |                                                   |

| First Nation: <b>Lyackson First Nation</b>                                                 |                                |                              |                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------|--------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Nation Contact Name(s) and Position/Title(s): Karyn Scott, Consultations Coordinator |                                |                              |                                                                                                                                                                                                                                                      |
| Phone: 250-246-5019                                                                        |                                | Fax:                         | Email: referrals@lyackson.bc.ca                                                                                                                                                                                                                      |
|                                                                                            |                                |                              |                                                                                                                                                                                                                                                      |
| Date                                                                                       | Communication                  | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)                                                                                                                                                                               |
| 2022-03-04                                                                                 | Initial referral package sent. | email                        |                                                                                                                                                                                                                                                      |
| 2022-04-05                                                                                 |                                |                              | Did not provide a follow-up as: 1. Lyackson has advised that follow up emails may result in a delayed response, and 2. Clare Frater, Director of Trust Area Services has not provided guidance on how Lyackson wishes to receive follow ups, if any. |
| 2022-04-21                                                                                 | Request for 30 day extension.  | Email                        | Lyackson requested a 30 day extension. Referred request to Planner Gordon, who advised this was no problem. Responded to Lyackson with confirmation of extension the same day.                                                                       |
| 2022-08-03                                                                                 | Public Hearing Notice          | email                        |                                                                                                                                                                                                                                                      |

| First Nation: <b>Malahat Nation</b>                                        |                                |                              |                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------|--------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Nation Contact Name(s) and Position/Title(s): Cliff Feng/Kate Richey |                                |                              |                                                                                                                                                                                                                                                                                             |
| Phone: 250-743-3231                                                        |                                | Fax:                         | Email: referrals@malahatnation.com                                                                                                                                                                                                                                                          |
|                                                                            |                                |                              |                                                                                                                                                                                                                                                                                             |
| Date                                                                       | Communication                  | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)                                                                                                                                                                                                                      |
| 2022-03-04                                                                 | Initial referral package sent. | Email                        |                                                                                                                                                                                                                                                                                             |
| 2022-04-06                                                                 | Follow-up                      | phone                        | Left detailed voicemail for Cliff. Resent referral via email.                                                                                                                                                                                                                               |
| 2022-04-06                                                                 | Redirection                    | phone                        | Cliff Feng called to advise that he is no longer with Malahat First Nation, and to ensure future communications are directed to the Referral Coordinator, Kate Richey. I advised that I had ensured that the team referral email was included in my emails to Cliff in case of his absence. |



|            |                       |       |  |
|------------|-----------------------|-------|--|
| 2022-08-03 | Public Hearing Notice | email |  |
|------------|-----------------------|-------|--|

|                                                                   |                               |                              |                                                                                                                       |
|-------------------------------------------------------------------|-------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| First Nation: <b>Pauquachin First Nation</b>                      |                               |                              |                                                                                                                       |
| First Nation Contact Name(s) and Position/Title(s): Darlene Henry |                               |                              |                                                                                                                       |
| Phone:                                                            | 250-656-0191                  | Fax:                         | Email: <a href="mailto:darlene.henry@pauquachin.com">darlene.henry@pauquachin.com</a><br>cc: reception@pauquachin.com |
|                                                                   |                               |                              |                                                                                                                       |
| Date                                                              | Communication                 | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)                                                |
| 2022-03-04                                                        | Initial referral package sent | email                        |                                                                                                                       |
| 2022-04-06                                                        | Follow-up                     | phone                        | Left a detailed voicemail with main reception's line. Resent referral via email.                                      |
| 2022-08-03                                                        | Public Hearing Notice         | email                        |                                                                                                                       |

|                                                                  |                               |                              |                                                                        |
|------------------------------------------------------------------|-------------------------------|------------------------------|------------------------------------------------------------------------|
| First Nation: <b>Penelakut Tribe</b>                             |                               |                              |                                                                        |
| First Nation Contact Name(s) and Position/Title(s): Denise James |                               |                              |                                                                        |
| Phone:                                                           | 250-246-2321 ext. 233         | Fax:                         | Email: denisej@penelakut.ca                                            |
|                                                                  |                               |                              |                                                                        |
| Date                                                             | Communication                 | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures) |
| 2022-03-04                                                       | Initial referral package sent | email                        |                                                                        |
| 2022-04-06                                                       | Follow-up                     | phone                        | Left detailed voicemail for Denise. Resent referrals via email.        |
| 2022-08-03                                                       | Public Hearing Notice         | email                        |                                                                        |

|                                                                     |                               |                              |                                                                        |
|---------------------------------------------------------------------|-------------------------------|------------------------------|------------------------------------------------------------------------|
| First Nation: <b>Hul'qumnum Treaty Group (For Information Only)</b> |                               |                              |                                                                        |
| First Nation Contact Name(s) and Position/Title(s): Robert Morales  |                               |                              |                                                                        |
| Phone:                                                              | 250-245-4660                  | Fax:                         | Email: htg-rmorales@shaw.ca                                            |
|                                                                     |                               |                              |                                                                        |
| Date                                                                | Communication                 | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures) |
| 2022-03-04                                                          | Initial referral package sent | email                        |                                                                        |
| 2022-08-03                                                          | Public Hearing Notice         | email                        |                                                                        |

| First Nation: <b>Semiahmoo First Nation</b>                |                               |                              |                                                                         |
|------------------------------------------------------------|-------------------------------|------------------------------|-------------------------------------------------------------------------|
| First Nation Contact Name(s) and Position/Title(s): Joanne |                               |                              |                                                                         |
| Phone: 604-536-3101 ext. 101                               |                               | Fax:                         | Email: semiahmoojoanne@gmail.com                                        |
|                                                            |                               |                              |                                                                         |
| Date                                                       | Communication                 | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)  |
| 2022-03-04                                                 | Initial referral package sent | email                        |                                                                         |
| 2022-04-05                                                 | Follow-up                     | phone                        | Left a detailed message with main reception. Resent referral via email. |
| 2022-08-03                                                 | Public Hearing Notice         | email                        |                                                                         |

| First Nation: <b>Stz'uminus (Chemainus) First Nation</b>                                                        |                               |                              |                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Nation Contact Name(s) and Position/Title(s): <del>Ray Gauthier</del> ray.gauthier@coastsalishdevcorp.com |                               |                              |                                                                                                                                                                                                                                                                                                        |
| Phone: 250-924-2444                                                                                             |                               | Fax:                         | Email: referrals@coastsalishdevcorp.com                                                                                                                                                                                                                                                                |
|                                                                                                                 |                               |                              |                                                                                                                                                                                                                                                                                                        |
| Date                                                                                                            | Communication                 | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)                                                                                                                                                                                                                                 |
| 2022-03-04                                                                                                      | Initial referral package sent | email                        |                                                                                                                                                                                                                                                                                                        |
| 2022-04-06                                                                                                      | Follow-up                     | phone                        | Spoke to main reception. Advised that the referral coordinator, Stephanie, was not in the office. Advised that the best email to forward referrals to is <a href="mailto:admin@coastsalishdevcorp.com">admin@coastsalishdevcorp.com</a> Resent referral to Stephanie's attention at new email address. |
| 2022-08-03                                                                                                      | Public Hearing Notice         | email                        |                                                                                                                                                                                                                                                                                                        |

| First Nation: <b>Tsartlip First Nation</b>                         |                               |                              |                                                                        |
|--------------------------------------------------------------------|-------------------------------|------------------------------|------------------------------------------------------------------------|
| First Nation Contact Name(s) and Position/Title(s): Victor Rumbolt |                               |                              |                                                                        |
| Phone: 250-652-3988                                                |                               | Fax:                         | Email: admin@tsartlip.com                                              |
|                                                                    |                               |                              |                                                                        |
| Date                                                               | Communication                 | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures) |
| 2022-03-04                                                         | Initial referral package sent | email                        |                                                                        |
| 2022-08-03                                                         | Public Hearing Notice         | email                        |                                                                        |

| First Nation: <b>Tsawout First Nation</b>                                                                                  |                               |                              |                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Nation Contact Name(s) and Position/Title(s): Casey Dick-Wyatt (Lands Manager) Neesha Nandhra (Referral Coordinator) |                               |                              |                                                                                                                                                                            |
| Phone: 250-652-9101                                                                                                        |                               | Fax:                         | Email: <a href="mailto:landsmanager@tsawout.ca">landsmanager@tsawout.ca</a> ; <a href="mailto:referrals@tsawout.ca">referrals@tsawout.ca</a>                               |
|                                                                                                                            |                               |                              |                                                                                                                                                                            |
| Date                                                                                                                       | Communication                 | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)                                                                                                     |
| 2022-03-04                                                                                                                 | Initial referral package sent | email                        |                                                                                                                                                                            |
| 2022-04-06                                                                                                                 | Follow-up                     | phone                        | Spoke to Neesha. She confirmed that she has the referral. I advised her to not to hesitate to contact the office should she have questions or require further information. |
| 2022-08-03                                                                                                                 | Public Hearing Notice         | email                        |                                                                                                                                                                            |

| First Nation: <b>Tsawwassen First Nation</b>                                                      |                               |                              |                                                                                                     |
|---------------------------------------------------------------------------------------------------|-------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------|
| First Nation Contact Name(s) and Position/Title(s): Robin Buss (Territory Management Coordinator) |                               |                              |                                                                                                     |
| Phone: 604-202-3202 (m) Robin: 604-202-3202                                                       |                               | Fax:                         | Email: <a href="mailto:referrals@tsawwassenfirstnation.com">referrals@tsawwassenfirstnation.com</a> |
|                                                                                                   |                               |                              |                                                                                                     |
| Date                                                                                              | Communication                 | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)                              |
| 2022-03-04                                                                                        | Initial referral package sent | email                        |                                                                                                     |
| 2022-04-05                                                                                        | Follow-up                     | phone                        | Left detailed voicemail for Robin. Resent referral via email.                                       |
| 2022-08-03                                                                                        | Public Hearing Notice         | email                        |                                                                                                     |

| First Nation: <b>Tseycum First Nation</b>                                     |                               |                              |                                                                                                                                          |
|-------------------------------------------------------------------------------|-------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| First Nation Contact Name(s) and Position/Title(s): <del>William Morris</del> |                               |                              |                                                                                                                                          |
| Phone: 250-656-0858                                                           |                               | Fax:                         | Email: <a href="mailto:willeo@shaw.ca">willeo@shaw.ca</a> ; reception@tseycum.ca                                                         |
| Date                                                                          | Communication                 | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures)                                                                   |
| 2022-03-04                                                                    | Initial referral package sent | email                        |                                                                                                                                          |
| 2022-04-06                                                                    | Follow-up                     | phone                        | Front reception advised that William no longer works for the organization and that there is no one looking after referrals at this time. |
| 2022-08-03                                                                    | Public Hearing Notice         | email                        |                                                                                                                                          |

| First Nation: <b>Te'Mexw Treaty Association (for information only)</b>             |                               |                              |                                                                        |
|------------------------------------------------------------------------------------|-------------------------------|------------------------------|------------------------------------------------------------------------|
| First Nation Contact Name(s) and Position/Title(s): Ron Sam, Chief of Negotiations |                               |                              |                                                                        |
| Phone: 250-360-2202                                                                |                               | Fax:                         | Email: <a href="mailto:info@temexw.org">info@temexw.org</a>            |
| Date                                                                               | Communication                 | Method<br>(e.g. phone/email) | Comments / Follow-up<br>(e.g. identified interests, proposed measures) |
| 2022-03-04                                                                         | Initial referral package sent | email                        |                                                                        |
| 2022-08-03                                                                         | Public Hearing Notice         | email                        |                                                                        |



# REQUEST FOR DECISION

## LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 6500-20 DL 64, 68, 72 and 87  
Rezoning Project

DATE OF MEETING: October 5, 2022  
TO: Islands Trust Executive Committee  
FROM: Brad Smith, Island Planner  
SUBJECT: Galiano Island Local Trust Committee – Bylaw No. 231 and No. 232

### RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 231, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 14, 2011” in accordance with Section 27 of the *Islands Trust Act*.**
2. **THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 232, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2011” in accordance with Section 27 of the *Islands Trust Act*.**

### DIRECTORS COMMENTS

Galiano Island Local Trust Committee (LTC) has referred Bylaw No. 231 and No. 232 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommend that the Executive Committee approve the bylaws as they are not contrary to or at variance to the Islands Trust Policy Statement (ITPS).

### IMPLICATIONS OF RECOMMENDATION

#### Organizational

None

#### Financial

None

#### Policy

None

#### Implementation/Communications

Communication to Galiano Island Local Trust Committee regarding the Executive Committee decision by October 7, 2022.

## **Other**

None

## **PURPOSE**

Galiano Island Local Trust Committee Bylaw No. 231, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 14, 2011” and Galiano Island Local Trust Committee Bylaw No. 232, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2011” (Attachment 6 and 7), if adopted, will amend the Galiano Island Official Community Plan Bylaw No. 108 (OCP) and the Galiano Island Land Use Bylaw No. 127 (LUB) by rezoning portions of DLs 68, 72 and all of DL 64 and 87 to Nature Protection. DL 68, 72 and 87 are owned by the provincial Crown and are currently designated Forest and zoned Forest 1 (F1). The Galiano Conservancy has recently acquired District Lot 64. It is currently designated Rural and zoned Rural 2 (R2).

## **BACKGROUND**

### **Galiano Island Local Trust Committee Bylaw No. No. 231 and No. 232**

Portions of DLs 68, 72 and all of DL 87 are owned by the provincial Crown and are currently designated Forest and zoned Forest 1 (F1). They were proposed to be re-designated and rezoned from F1 to Nature Protection Islands Trust Staff Report 2 (NP) with Bylaw No. 231 and 232 given first reading in August 2011, but the amending bylaws were not advanced beyond this stage and sat at first reading for several years. The Galiano Conservancy has recently acquired District Lot 64. It is currently designated Rural and zoned Rural 2 (R2) and they are seeking to re-designate and rezone the property to NP.

At the February 7, 2022 meeting, LTC directed staff to proceed with the project including the resurrecting of the original bylaws sitting at First Reading to be amended with the inclusion of DL 64.

The LTC gave first reading of proposed Bylaw No. 231 and No. 232 as amended at the April 4, 2022 regular LTC meeting and second reading at the July 7, 2022 regular LTC meeting. Also at the July 7, 2022 LTC meeting, the LTC directed staff to schedule a Community Information Meeting (CIM) and a public hearing.

At the public hearing held on September 6, 2022, there were approximately 30 participants and two public speakers. There were 3 written public submissions. The public input was unanimously supportive of the rezoning.

Following the completion of the public hearing, the LTC gave proposed Bylaw No. 231 and No. 232 third reading at the September 6, 2022 meeting.

The LTC considered and determined that proposed bylaw No. 231 and No. 232 are not contrary to or at variance with the Islands Trust Policy Statement at the April 4, 2022 regular LTC meeting.

### **Issues Relating To Provincial Interest**

Proposed Bylaw No. 231 and No. 232 were referred to the following agencies:

- Ministry of Environment – BC Parks and MOE Lands Acquisition
- Ministry of Indigenous Relations and Reconciliation
- Galiano Island Parks and Recreation Commission

- Galiano Island Trails Society
- Capital Regional District (CRD) – Regional Parks and Community Services
- CRD – Planning and Protective Services
- Mayne Island Local Trust Committee
- Salt Spring Local Trust Committee
- Thetis Island Local Trust Area

Responses were received from the CRD planning and parks departments, BC Parks, Galiano Island Trails Society and the Saltspring Island LTC. No concerns were raised; all responses were either in favour of the amendments or that agency interests are unaffected.

### **Issues Relating To First Nation Interest**

Proposed Bylaw No. 276 and No. 277 were referred to the following First Nations:

- Cowichan Tribes
- Halalt First Nation
- Lake Cowichan First Nation
- Lyackson First Nation
- Malahat First Nation
- Musqueam Indian Band
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Snuneymuxw First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- WSANEC Leadership Council

Response from Malahat First Nation was received and no concerns were raised.

### **Issues Relating To Resources and Enforcement**

None

### **Public Comments**

None at time of finalizing staff report.

### **Staff Comments**

Executive Committee is being asked to approve Galiano Island Local Trust Committee approve Galiano Island Local Trust Committee Bylaw No. 231, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995,

Amendment No. 14, 2011” and Galiano Island Local Trust Committee Bylaw No. 232, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2011” in accordance with Section 27 of the *Islands Trust Act*.

Based on the foregoing, the recommendations on page 1 are supported as:

- The proposed bylaws have been determined to be consistent with the ITPS by the LTC;
- First Nation referrals were completed and no concerns have been raised;
- Agency referrals were completed and no concerns have been raised;
- Statutory processes have been completed including the statutory notification and holding of a public hearing prior to third reading of the bylaw.

#### KEY ISSUES/CONCEPTS

- The proposed rezoning and change of designation of the subject properties will make them more consistent with the existing current and proposed future uses
- The provincial Crown will retain ownership of DLs 68, 72 and all of DL 87 and there are no impacts of rezoning on potential future discussions with First Nations in relation to treaty negotiations
- The rezoning of DL 64 is a downzoning as it is currently zoned Rural which would allow for dwellings to be constructed and it is proposed to be rezoned to Nature Protection where no dwellings are permitted

#### RELEVANT POLICY

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

#### ALTERNATIVE

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

*THAT the Executive Committee request that staff advise Galiano Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 231, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 14, 2011” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committee on steps needed to address the specified issues.*

*THAT the Executive Committee request that staff advise Galiano Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 232, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2011” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committee on steps needed to address the specified issues.*



|               |                                           |                    |
|---------------|-------------------------------------------|--------------------|
| Submitted By: | Brad Smith, Island Planner                | September 13, 2022 |
| Concurrence:  | Stefan Cermak, Director, Planning Service | September 19, 2022 |

#### **ATTACHMENTS**

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. EC Policy Checklist
6. Bylaw No. 231
7. Bylaw No. 232
8. First Nations follow-up Tracking



Local Trust Committee Bylaws  
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee

Bylaw No.: GL-231

Bylaw Type: Official Community Plan Bylaw

Date of resolution referring bylaw to Executive Committee: 06-Sep-2022

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

**Received by Islands Trust Secretary:**

Signature: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

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

Date bylaw will appear on Executive Committee agenda: \_\_\_\_\_

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

**Distribution:** Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Local Trust Committee Bylaws  
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee

Bylaw No.: GL-232

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 06-Sep-2022

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

**Received by Islands Trust Secretary:**

Signature: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

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

Date bylaw will appear on Executive Committee agenda: \_\_\_\_\_

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

**Distribution:** Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Trust Area: Galiano Island Local Trust Committee  
Type: Official Community Plan Bylaw  
Bylaw No.: GL-231  
Application No.:  
Trust Initiated: Yes

**Proofread By:**

---

Clerk: Yes  
Planner: Yes

Technical Staff: No

---

First Reading Date: 08-Aug-2011

Bylaw Sent to Referrals: Yes  
Date Proposed Bylaw to Web: 22-Apr-2022

**Resolutions:**

---

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

**Secretary Signature Block:**

---

Secretary's Signature: Chonk, Jas

Date: 11-Aug-2022

File complete and ready for Public review: Yes

**Public Hearings:**

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Location: Galiano South Community Hall  
Proofread By: Chonk, Jas

---

Legal Paper: Gulf Island Driftwood  
First Publish Date: 24-Aug-2022

Second Publish Date: 24-Aug-2022

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Alternate Paper: The Active Page  
First Publish Date: 01-Sep-2022

Second Publish Date:

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Mailout Date: 10-Aug-2022  
Second Reading Date: 04-Jul-2022

Delivery Notices: 18-Aug-2022  
Date Public Hearing Held: 06-Sep-2022  
Third Reading Date: 06-Sep-2022

Bylaw: GL-232

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Trust Area: Galiano Island Local Trust Committee

Type: Land Use Bylaw

Bylaw No.: GL-232

Application No.:

Trust Initiated: Yes

---

**Proofread By:**

Clerk: Yes

Technical Staff: No

Planner: Yes

---

First Reading Date: 08-Aug-2011

Bylaw Sent to Referrals: Yes

Date Proposed Bylaw to Web: 22-Apr-2022

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**Resolutions:**

Resolution Waiving Public Hearing: No

Resolution Authorizing Public Hearing: Yes

Resolution to Proceed no Further Date:

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**Secretary Signature Block:**

Secretary's Signature: Chonk, Jas

Date: 11-Aug-2022

File complete and ready for Public review: Yes

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**Public Hearings:**

Location: Galiano South Community Hall

Proofread By: Chonk, Jas

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Legal Paper: Gulf Island Driftwood

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Second Publish Date: 31-Aug-2022

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Alternate Paper: The Active Page

First Publish Date: 01-Sep-2022

Second Publish Date:

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Mailout Date: 10-Aug-2022

Delivery Notices: 18-Aug-2022

Date Public Hearing Held: 06-Sep-2022

Second Reading Date: 04-Jul-2022

Third Reading Date: 06-Sep-2022

## Referrals: Bylaw GL-231

| Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Sent                       | Received    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|
| <b>Capital Regional District - All Referrals Aggie Chan and Jessica Arnet</b><br>625 Fisgard Street: Aggie Chan<br><i>Comment:</i> No comment.                                                                                                                                                                                                                                                                                                                                                                                    | 22-Apr-2022                | 24-May-2022 |
| <b>Cowichan Tribes</b><br>5760 Allenby Rd: Tracey Flemming<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                 | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Galiano Island Parks &amp; Recreation commission</b><br>1 - 720 Active Pass Drive: Ed Andrusiak                                                                                                                                                                                                                                                                                                                                                                                                                                | 22-Apr-2022                |             |
| <b>Galiano Trails Society</b><br>Galiano Trails Society: Bowie Keefer<br><i>Comment:</i> Nature protection zoning is comfortably consistent with non-motorized public trail access, and with needed forest restoration work. Further comments are provided in the attached letter to the LTC.                                                                                                                                                                                                                                     | 22-Apr-2022                | 20-May-2022 |
| <b>Halalt First Nation</b><br>7973 Chemainus Rd: Raven August<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                              | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Lake Cowichan First Nation</b><br>313B Deer Road: Carole Livingstone<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                    | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Lyackson First Nation</b><br>8017 Chemainus Road: Linda Aidnell<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                         | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Malahat First Nation</b><br>110 Thunder Road, RR4: Heather Adams<br><i>Comment:</i> Malahat Nation notes that the proposed activity falls outside of core Malahat traditional territory, and as such we acknowledge and respect the local First Nation(s)' opportunity to act as primary correspondents in this case. However, in the event they do not, or are unable to respond we reserve our right to consultation and engagement, and continue to require disclosure on an ongoing basis regarding these proposed bylaws. | 22-Apr-2022<br>26-Jul-2022 | 24-Aug-2022 |
| <b>Mayne Island Local Trust Committee</b><br>Islands Trust: Dan Rogers                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 22-Apr-2022                |             |
| <b>Ministry of Environment - Conservation &amp; Land Acquisitions</b><br>PO Box 9398 Stn Prov Gov: James Robertson<br><i>Comment:</i> Interests Unaffected by Bylaw.                                                                                                                                                                                                                                                                                                                                                              | 22-Apr-2022                | 04-May-2022 |
| <b>Ministry of Indigenous Relations and Reconciliation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 22-Apr-2022                |             |

## Referrals: Bylaw GL-231

| Agency                                                                                                                                        | Sent                       | Received    |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|
| <i>NROC - Coast Regional Negotiations Team: Leah Forbes</i>                                                                                   |                            |             |
| <b>Musqueam Nation</b><br>6735 Salish Dr.: Referrals Coordinator<br><i>Comment:</i>                                                           | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Pauquachin First Nation</b><br>9010 West Saanich Road: Darlene Henry<br><i>Comment:</i> No Comment Received                                | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Penelakut Tribe</b><br>Box 360: Denise James<br><i>Comment:</i> No Comment Received                                                        | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Salt Spring Island Local Trust Committee</b><br>1 - 500 Lower Ganges Road: Peter Luckham<br><i>Comment:</i> Interests Unaffected by Bylaw. | 22-Apr-2022                | 17-May-2022 |
| <b>Semiahmoo First Nation</b><br>16049 Beach Rd: Chief & Council<br><i>Comment:</i> No Comment Received                                       | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Snuneymuxw First Nation</b><br>668 Centre Street: Desiree Thomas<br><i>Comment:</i>                                                        | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Stz'uminus First Nation</b><br>12611A Trans Canada Hwy: Chenoa Akey<br><i>Comment:</i>                                                     | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Thetis Island Local Trust Committee</b><br><i>Northern Office:</i> Laura Patrick                                                           | 22-Apr-2022                |             |
| <b>Tsartlip First Nation</b><br>PO Box 70: Karen Harry<br><i>Comment:</i> No Comment Received                                                 | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Tsawout First Nation</b><br>Box 121: Cathy Webster<br><i>Comment:</i> No Comment Received                                                  | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Tsawwassen First Nation</b><br>1926 Tsawwassen Drive: Victoria Williams<br><i>Comment:</i> No Comment Received                             | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Tseycum First Nation</b><br>1210 Totem Lane: Chief Tanya Jimmy                                                                             | 22-Apr-2022<br>26-Jul-2022 |             |

Referrals: Bylaw GL-231

| Agency                                          | Sent        | Received |
|-------------------------------------------------|-------------|----------|
| Comment: No Comment Received                    |             |          |
| WSANEC                                          | 22-Apr-2022 |          |
| WSANEC Leadership Council Society: Justin Fritz | 26-Jul-2022 |          |
| Comment:                                        |             |          |



## Referrals: Bylaw GL-232

| Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Sent                       | Received    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|
| <b>Capital Regional District - All Referrals Aggie Chan and Jessica Arnet</b><br>625 Fisgard Street: Referrals Coordinator<br>Comment: No comment.                                                                                                                                                                                                                                                                                                                                                                         | 22-Apr-2022                | 24-May-2022 |
| <b>Cowichan Tribes</b><br>5760 Allenby Rd: Tracey Flemming<br>Comment: No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                 | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Galiano Island Parks &amp; Recreation commission</b><br>1 - 720 Active Pass Drive: Ed Andrusiak                                                                                                                                                                                                                                                                                                                                                                                                                         | 22-Apr-2022                |             |
| <b>Galiano Trails Society</b><br>Galiano Trails Society: Bowie Keefer<br>Comment: Nature protection zoning is comfortably consistent with non-motorized public trail access, and with needed forest restoration work. Further comments are provided in the attached letter to the LTC.                                                                                                                                                                                                                                     | 22-Apr-2022                | 20-May-2022 |
| <b>Halalt First Nation</b><br>7973 Chemainus Rd: Raven August<br>Comment: No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                              | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Lake Cowichan First Nation</b><br>313B Deer Road: Carole Livingstone<br>Comment: No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                    | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Lyackson First Nation</b><br>8017 Chemainus Road: Linda Aidnell<br>Comment: No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                         | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Malahat First Nation</b><br>110 Thunder Road, RR4: Heather Adams<br>Comment: Malahat Nation notes that the proposed activity falls outside of core Malahat traditional territory, and as such we acknowledge and respect the local First Nation(s)' opportunity to act as primary correspondents in this case. However, in the event they do not, or are unable to respond we reserve our right to consultation and engagement, and continue to require disclosure on an ongoing basis regarding these proposed bylaws. | 22-Apr-2022<br>26-Jul-2022 | 24-Aug-2022 |
| <b>Mayne Island Local Trust Committee</b><br>Islands Trust: Dan Rogers                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 22-Apr-2022                |             |
| <b>Ministry of Environment - Conservation &amp; Land Acquisitions</b><br>PO Box 9398 Stn Prov Gov: James Robertson<br>Comment: Interests Unaffected by Bylaw.                                                                                                                                                                                                                                                                                                                                                              | 22-Apr-2022                | 04-May-2022 |
| <b>Ministry of Indigenous Relations and Reconciliation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 22-Apr-2022                |             |

## Referrals: Bylaw GL-232

| Agency                                                                                                                                        | Sent                       | Received    |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|
| <i>NROC - Coast Regional Negotiations Team: Leah Forbes</i>                                                                                   |                            |             |
| <b>Musqueam Nation</b><br>6735 Salish Dr.: Referrals Coordinator<br><i>Comment:</i>                                                           | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Pauquachin First Nation</b><br>9010 West Saanich Road: Darlene Henry<br><i>Comment:</i> No Comment Received                                | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Penelakut Tribe</b><br>Box 360: Denise James<br><i>Comment:</i> No Comment Received                                                        | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Salt Spring Island Local Trust Committee</b><br>1 - 500 Lower Ganges Road: Peter Luckham<br><i>Comment:</i> Interests Unaffected by Bylaw. | 22-Apr-2022                | 17-May-2022 |
| <b>Semiahmoo First Nation</b><br>16049 Beach Rd: Chief & Council<br><i>Comment:</i> No Comment Received                                       | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Snuneymuxw First Nation</b><br>668 Centre Street: Desiree Thomas<br><i>Comment:</i>                                                        | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Stz'uminus First Nation</b><br>12611A Trans Canada Hwy: Chenoa Akey<br><i>Comment:</i>                                                     | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Thetis Island Local Trust Committee</b><br><i>Northern Office:</i> Laura Patrick                                                           | 22-Apr-2022                |             |
| <b>Tsartlip First Nation</b><br>PO Box 70: Karen Harry<br><i>Comment:</i> No Comment Received                                                 | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Tsawout First Nation</b><br>Box 121: Cathy Webster<br><i>Comment:</i> No Comment Received                                                  | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Tsawwassen First Nation</b><br>1926 Tsawwassen Drive: Victoria Williams<br><i>Comment:</i> No Comment Received                             | 22-Apr-2022<br>26-Jul-2022 |             |
| <b>Tseycum First Nation</b><br>1210 Totem Lane: Chief Tanya Jimmy                                                                             | 22-Apr-2022<br>26-Jul-2022 |             |

Referrals: Bylaw GL-232

| Agency                                                 | Sent        | Received |
|--------------------------------------------------------|-------------|----------|
| <i>Comment:</i> No Comment Received                    |             |          |
| <b>WSANEC</b>                                          | 22-Apr-2022 |          |
| <i>WSANEC Leadership Council Society: Justin Fritz</i> | 26-Jul-2022 |          |
| <i>Comment:</i>                                        |             |          |



Islands Trust

## **POLICY STATEMENT DIRECTIVES ONLY CHECK LIST**

**Bylaw and File No: 231 and 232  
SA-6500-20 DL 64, 72, 78, 87 Rezoning Project  
LTC Endorsement:**

### **PURPOSE**

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

### **POLICY STATEMENT**

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

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

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

### **DIRECTIVES ONLY CHECK LIST**

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

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

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

### **Part III Policies for Ecosystem Preservation and Protection**

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

### **PART IV: Policies for the Stewardship of Resources**

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

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

**PART V: Policies for Sustainable Communities**

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

| CONSISTENT | NO.          | DIRECTIVE POLICY                                                                                                                                                                                                      |
|------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <b>5.5</b>   | <b>Recreation</b>                                                                                                                                                                                                     |
| <b>N/A</b> | <b>5.5.3</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls. |

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

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



## Executive Committee

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### Policy Checklist

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**Checklist Key:**

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

### Executive Committee Legislative Role Policy (2.4)

---

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

**Checklist Key:**

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

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

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

## Comments

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Completed By: Jas Chonk

## Status

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Date Resolution Referred to Exective Committee: 06-Sep-2022

Reading:

## Executive Committee

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### Policy Checklist

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**Checklist Key:**

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

### Executive Committee Legislative Role Policy (2.4)

---

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

**Checklist Key:**

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

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

---

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

## Comments

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Completed By: Jas Chonk

## Status

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Date Resolution Referred to Exective Committee: 06-Sep-2022

Reading:

# PROPOSED

## GALIANO ISLAND LOCAL TRUST COMMITTEE

### BYLAW NO. 231

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#### A BYLAW TO AMEND THE GALIANO ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 108, 1995

---

The Galiano Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 14, 2011.”

2. SCHEDULES

Galiano Island Official Community Plan Bylaw No. 108, 1995 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS 4<sup>TH</sup> DAY OF APRIL , 2022.

READ A SECOND TIME THIS 4<sup>TH</sup> DAY OF JULY , 2022.

PUBLIC HEARING HELD THIS 6<sup>TH</sup> DAY OF SEPTEMBER , 2022.

READ A THIRD TIME THIS 6<sup>TH</sup> DAY OF SEPTEMBER , 2022.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS  
DAY OF , 20\_\_.

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS  
DAY OF , 20\_\_.

ADOPTED THIS DAY OF , 20\_\_.

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CHAIR

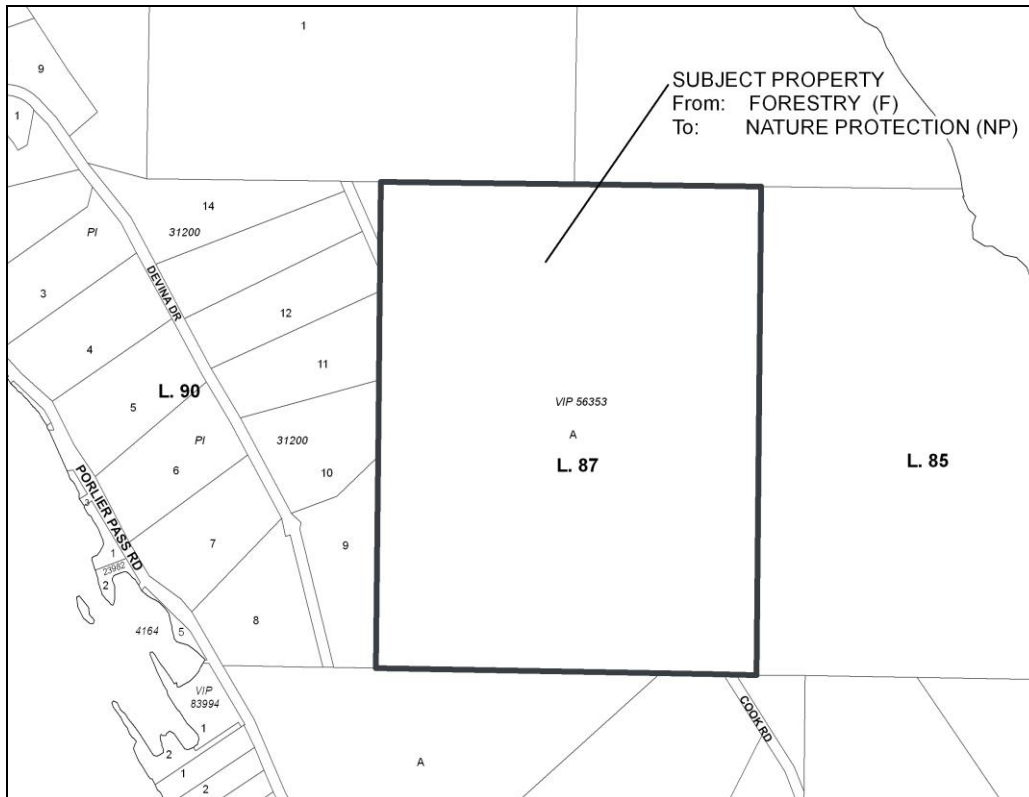
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SECRETARY

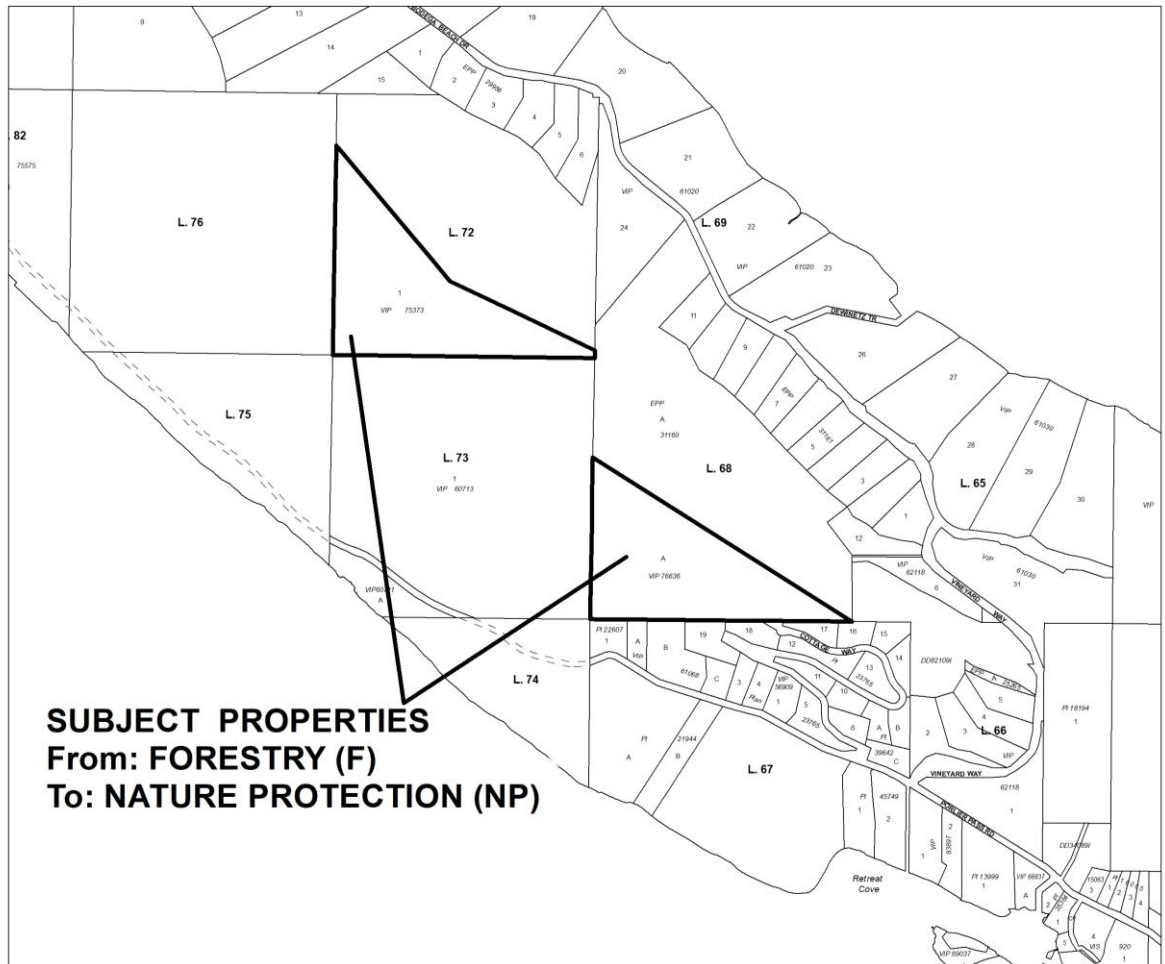
**GALIANO ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 231  
SCHEDULE 1**

Schedule B (Land Use Designation) is amended by changing the land use designations on the lands legally described as follows:

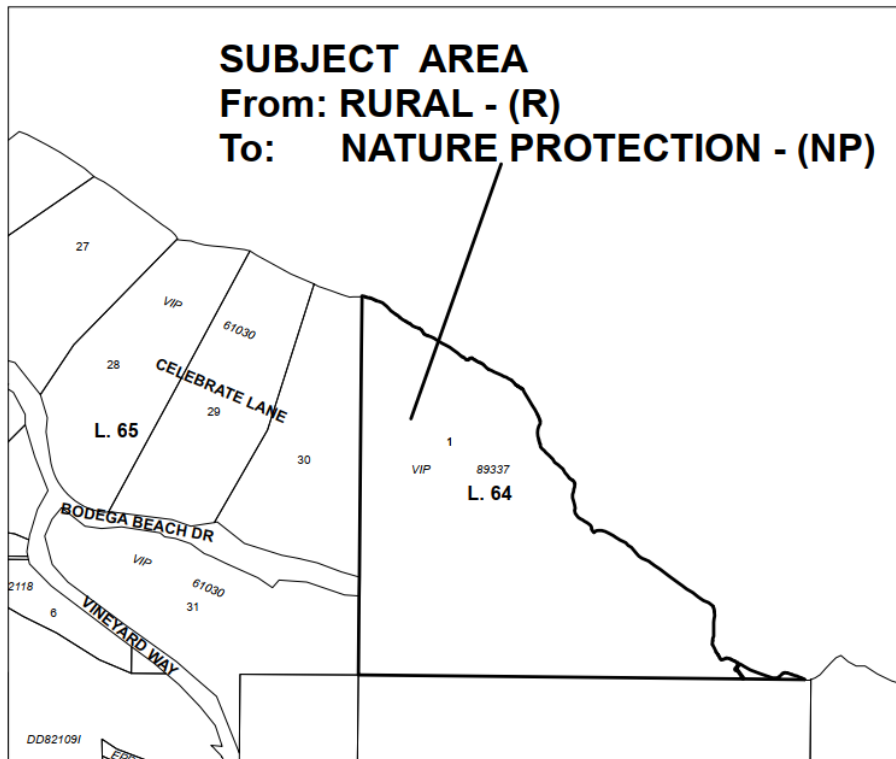
1. Lot A, Plan VIP56353, District Lot 87, Galiano Island, Cowichan District, except part in Plan VIP61539 from the Forestry (F) Land Use Designation to the Nature Protection (NP) Land Use Designation, in accordance with the map below.



2. Lot A, Plan VIP76636, District Lot 68, Galiano Island, Cowichan District; and Lot 1, Plan VIP75373, District Lot 72, Galiano Island, Cowichan District from the Forestry (F) Land Use Designation to the Nature Protection (NP) Land Use Designation in accordance with the map below.



3. Lot 1 District Lot 64 Galiano Island Cowichan District Plan VIP89337 from the Rural (R) Land Use Designation to the Nature Protection (NP) Land Use Designation in accordance with the map below.





# PROPOSED

## GALIANO ISLAND LOCAL TRUST COMMITTEE

### BYLAW NO. 232

#### A BYLAW TO AMEND GALIANO ISLAND LAND USE BYLAW NO. 127, 1999

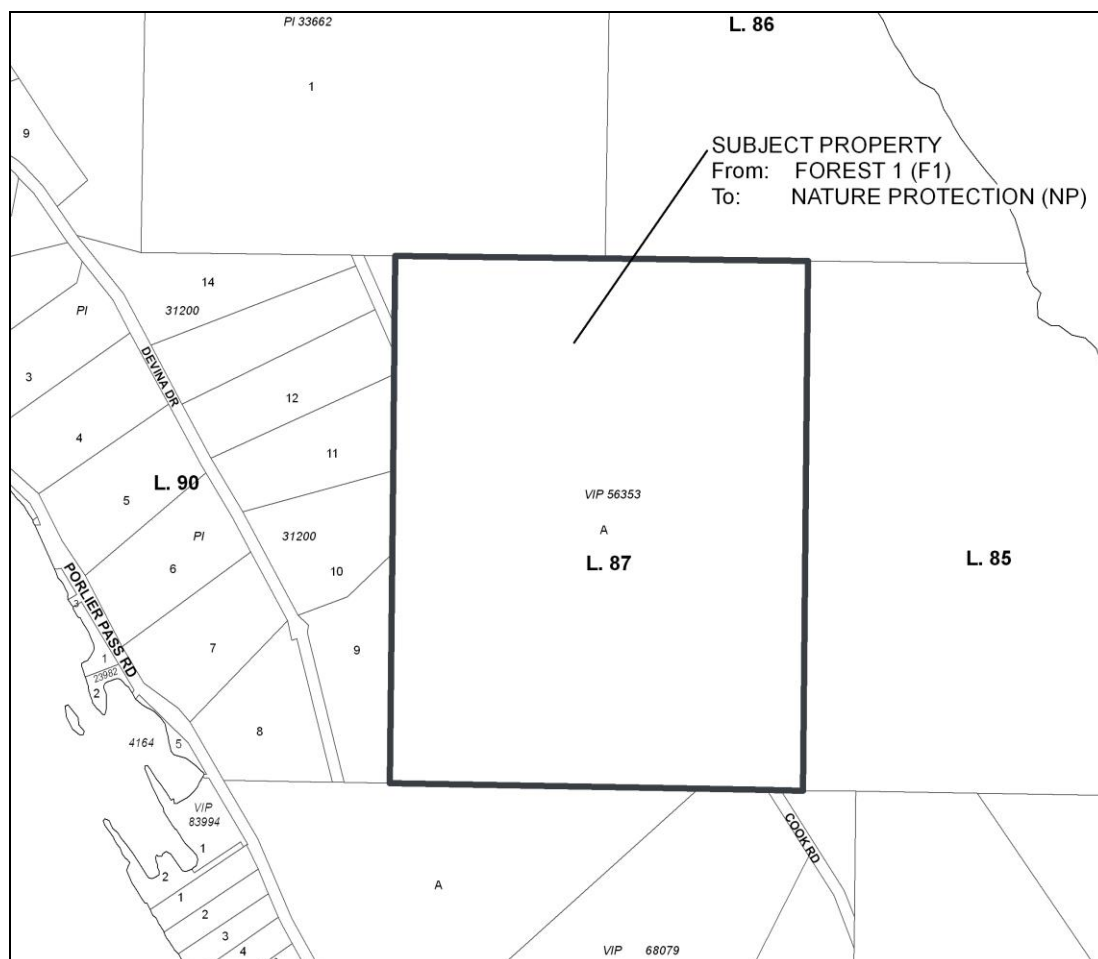
The Galiano Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Galiano Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

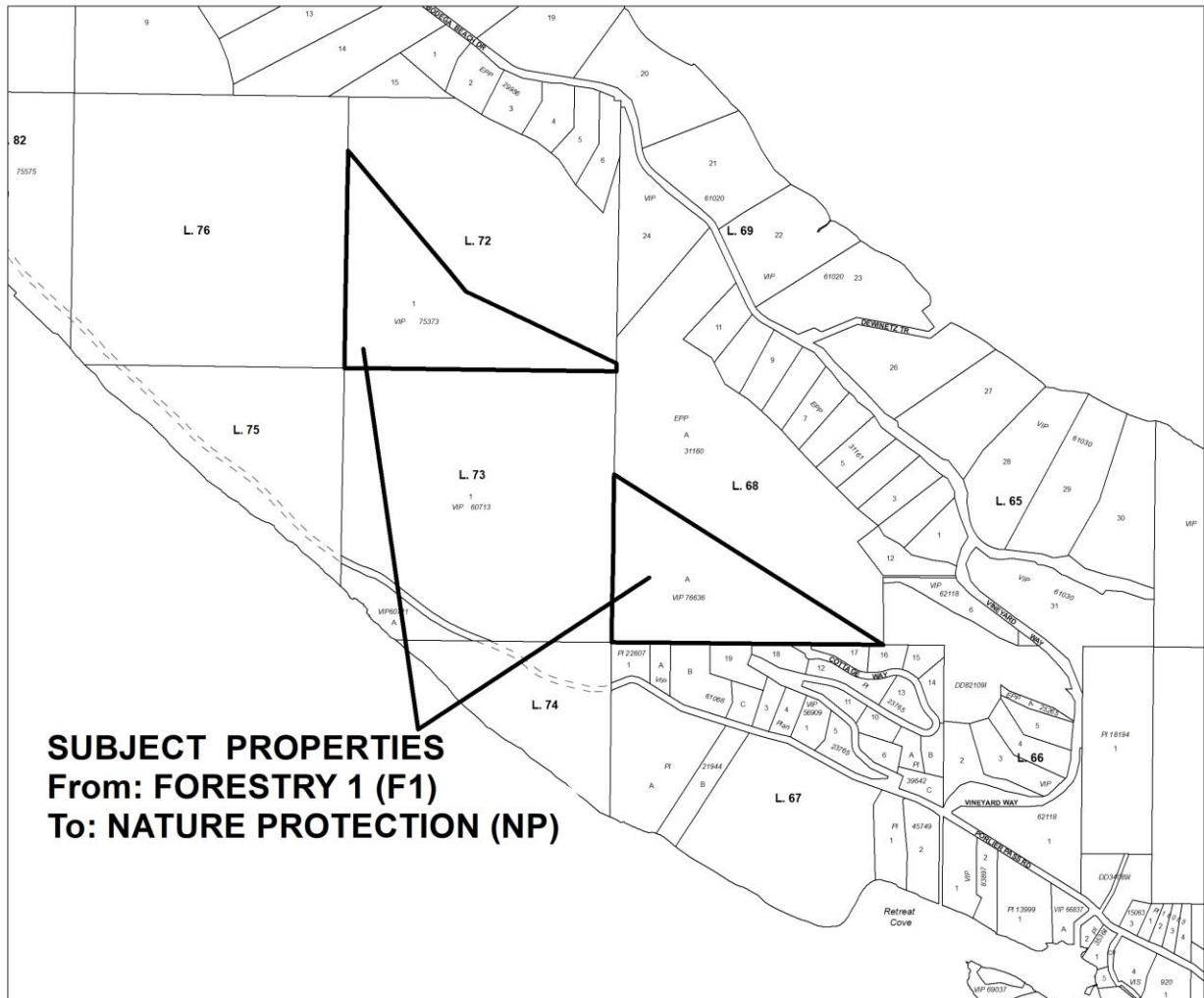
This bylaw may be cited for all purposes as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2011”.

2. Galiano Island Local Trust Committee Bylaw No. 127, cited as “Galiano Island Land Use Bylaw No. 127, 1999” is amended as follows:

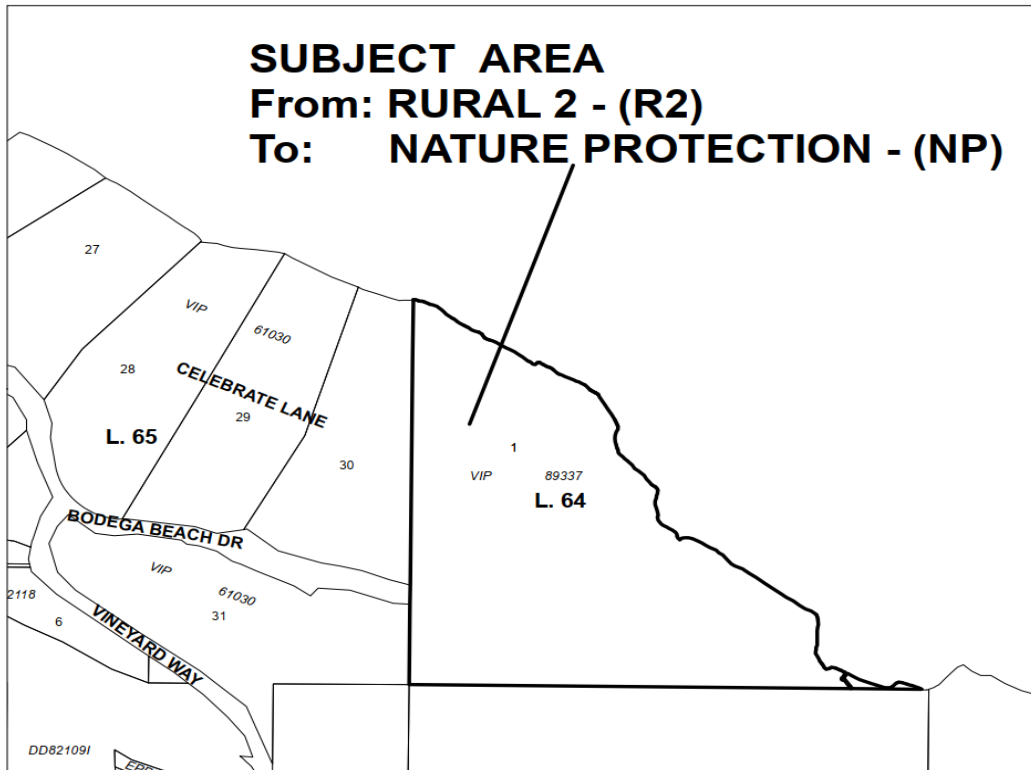
- 2.1 Lot A, Plan VIP56353, District Lot 87, Galiano Island, Cowichan District, except part in Plan VIP61539 from the Forest 1 (F1) zone to the Nature Protection (NP) zone, in accordance with the map below.



- 2.2 Lot A, Plan VIP76636, District Lot 68, Galiano Island, Cowichan District; and Lot 1, Plan VIP75373, District Lot 72, Galiano Island, Cowichan District from the Forest 1 (F1) zone to the Nature Protection (NP) zone, in accordance with the map below.



- 2.3 Lot 1 District Lot 64 Galiano Island Cowichan District Plan VIP89337 from the Rural 2 (R2) zone to the Nature Protection (NP) zone in accordance with the map below.



### 3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS 4<sup>TH</sup> DAY OF APRIL , 2022.

READ A SECOND TIME THIS 4<sup>TH</sup> DAY OF JULY , 2022.

PUBLIC HEARING HELD THIS 6<sup>TH</sup> DAY OF SEPTEMBER , 2022.

READ A THIRD TIME THIS 6<sup>TH</sup> DAY OF SEPTEMBER , 2022.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS  
DAY OF 20\_\_

ADOPTED THIS DAY OF 20\_\_

CHAIR

SECRETARY

## First Nation Engagement

**Referral of: Bylaw No. 231 (OCP) and 232 (LUB) (DL 64, 68, 72, 87 RZ Project)**

**First Nation: Cowichan Tribes**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Halalt**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Lake Cowichan**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Lyackson**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. |         |

**First Nation: Malahat**

| Date             | Comment/Action                                                                                                                                                                                                                                                                                                                                                                                                                             | Initial |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| February 1, 2022 | Sent Referral                                                                                                                                                                                                                                                                                                                                                                                                                              | JC      |
| July 26, 2022    | Sent Follow-up Email in regards September 6 Public Hearing.                                                                                                                                                                                                                                                                                                                                                                                | JC      |
| August 24, 2022  | Malahat Nation notes that the proposed activity falls outside of core Malahat traditional territory, and as such we acknowledge and respect the local First Nation(s)' opportunity to act as primary correspondents in this case. However, in the event they do not, or are unable to respond we reserve our right to consultation and engagement, and continue to require disclosure on an ongoing basis regarding these proposed bylaws. | JC      |

**First Nation: Musqueam Indian Band**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Pauquachin**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Penelakut Tribe**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Semiahmoo**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Snuneymuxw**

| Date             | Comment/Action                                              | Initial |
|------------------|-------------------------------------------------------------|---------|
| February 1, 2022 | Sent Referral                                               | JC      |
| July 26, 2022    | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Stzuminus**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Tsartlip**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Tsawout**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Tsawwassen**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: Tseycum**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |

**First Nation: WSANEC Leadership Council**

| Date           | Comment/Action                                              | Initial |
|----------------|-------------------------------------------------------------|---------|
| April 22, 2022 | Sent Referral                                               | JC      |
| July 26, 2022  | Sent Follow-up Email in regards September 6 Public Hearing. | JC      |



# REQUEST FOR DECISION

## LOCAL TRUST COMMITTEE BYLAW SUBMISSION

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File No.: 3900-004  
GL-RZ-2021.1 (GALI)

DATE OF MEETING: October 5, 2022  
TO: Islands Trust Executive Committee  
FROM: Brad Smith, Island Planner  
SUBJECT: Galiano Island Local Trust Committee – Bylaw No. 280 and No. 285

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### RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 280, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2021” in accordance with Section 27 of the *Islands Trust Act*.**
2. **THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 285, cited as “Galiano Island Housing Agreement Bylaw No. 285, 2021” in accordance with Section 27 of the *Islands Trust Act*.**

### DIRECTORS COMMENTS

Galiano Island Local Trust Committee (LTC) has referred Bylaw No. 280 and No. 285 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommend that the Executive Committee approve the bylaws as they are not contrary to or at variance to the Islands Trust Policy Statement (ITPS).

### IMPLICATIONS OF RECOMMENDATION

#### Organizational

None

#### Financial

None

#### Policy

None

#### Implementation/Communications

Communication to Galiano Island Local Trust Committee regarding the Executive Committee decision by October 7, 2022.

## **Other**

None

## **PURPOSE**

Galiano Island Local Trust Committee Bylaw No. 280, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2021” (Attachment 6) is intended to amend the Galiano Island Land Use Bylaw No. 127 by rezoning the subject property known as ‘Galiano Green’ to allow for the development of up to 20 residential affordable housing rental units. The property is currently zoned Community Housing 1 (CH1), and rezoning is required to allow for an increase in permitted density from 1 dwelling per lot to 20 dwellings per lot. Other amendments are also required to align the existing CH1 zoning for the subject property with the applicant’s multi-unit affordable housing development proposal.

Galiano Island Local Trust Committee Bylaw No. 285, cited as “Galiano Island Housing Agreement Bylaw No. 285, 2021” (Attachment 7) is an administrative bylaw that would establish a housing agreement between the LTC and the property owner who is also the project proponent (Galiano Affordable Living Initiative, or GALI). There is an accompanying s. 219 covenant that provides ecological, groundwater protection and monitoring, tree protection, and various pre and post construction requirements to protect and restore habitat features. There is also an accompanying Water Management Plan that includes numerous groundwater protection and conservation requirements.

## **BACKGROUND**

### **Galiano Island Local Trust Committee Bylaw No. 280 and 285**

An application to rezone the subject property was received by Islands Trust in March 2021. At the June 1, 2021 meeting, LTC directed staff to proceed with the application including the drafting of amending bylaw No. 280 and a housing agreement, and holding a Community Information Meeting (CIM). A CIM was held on October 23, 2021.

The LTC gave first reading of proposed Bylaw No. 280 at the February 7, 2022 regular LTC meeting. A second CIM was held on August 6, 2022 and a public hearing was held on September 27, 2022. At the public hearing, there were approximately 30 participants and there were approximately 60 public submissions. Overall, the public input was significantly supportive of the rezoning. Two people spoke or wrote letters against the rezoning, generally due to concerns regarding groundwater protection, increased traffic and potential habitat impacts to neighbouring properties.

Following the completion of the public hearing, the LTC gave proposed Bylaw No. 280 and No. 285 second and third reading at the September 27, 2022 meeting of the LTC. The LTC also gave first, second and third reading of proposed administrative Bylaw No. 280 at the September 27, 2022 meeting.

The LTC considered and determined that proposed bylaw No. 280 is not contrary to or at variance with the Islands Trust Policy Statement at the February 7, 2022 regular LTC meeting.

The LTC considered and determined that administrative bylaw No. 285 is not contrary to or at variance with the Islands Trust Policy Statement at the September 27, 2022 meeting of the LTC.

### **Issues Relating To Provincial Interest**

Proposed Bylaw No. 280 was referred to the following agencies:

- Ministry of Forests, Lands & Natural Resource Operations – Water Licensing Branch
- Ministry of Attorney General and Minister responsible for Housing
- Ministry of Transportation and Infrastructure
- Ministry of Forests, Lands & Natural Resource Operations – Water Licensing Branch
- BC Hydro and Power Authority
- Telus
- Galiano Trails Society
- BC Housing
- CRD, Planning and Protective Services, Building Inspection
- CRD, Planning and Protective Services, Regional Housing
- CRD, Integrated Water Services
- CRD, Galiano Island Parks and Recreation Commission
- Island Health
- Galiano Island Fire Rescue
- Mayne Island Local Trust Committee
- Salt Spring Island Local Trust Committee
- Thetis Island Local Trust Committee

Responses were received from Galiano Island Fire Rescue, Ministry of Forests, Lands & Natural Resource Operations – Water Licensing Branch, Ministry of Transportation and Infrastructure, BC Hydro, BC Housing, Galiano Trails Society, CRD Economic Development Services, Salt Spring Island and Thetis Island LTCs. Generally, support for the bylaws was expressed by all agencies. A few agencies had specific comments and questions with respect to parking, building design and the requirement for water licensing that have all been addressed by staff. A water license is now issued by the province for the project.

### **Issues Relating To First Nation Interest**

Proposed Bylaw No. 280 was referred to the following First Nations:

- Cowichan Tribes
- Halalt First Nation
- Lake Cowichan First Nation
- Lyackson First Nation
- Malahat First Nation
- Musqueam Indian Band
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Snuneymuxw First Nation
- Stz'uminus First Nation



- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- WSANEC Leadership Council

Malahat First Nation responded with no concerns expressed. No other responses were received.

### **Issues Relating To Resources and Enforcement**

None

### **Public Comments**

None at time of finalizing staff report.

### **Staff Comments**

Executive Committee is being asked to approve Galiano Island Local Trust Committee Bylaw No. 280, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2021”, and Galiano Island Local Trust Committee Bylaw No. 285, cited as “Galiano Island Housing Agreement Bylaw No. 285, 2021” in accordance with Section 27 of the *Islands Trust Act*.

Based on the foregoing, the recommendations on page 1 are supported as:

- The proposed bylaws have been determined to be consistent with the ITPS by the LTC;
- First Nation referrals were completed and no concerns were raised;
- Agency referrals were completed and all comments and questions have been addressed;
- Statutory processes have been completed including the statutory notification and holding of a public hearing prior to third reading of the bylaw.

### **KEY ISSUES/CONCEPTS**

- The amending bylaws will rezone the subject property to allow for an increase in density from 1 dwelling per lot to 20 dwellings per lot;
- The applicant has been diligent in addressing all concerns raised throughout the rezoning process and has received significant community support;
- The proposed rent structure in the housing agreement (Bylaw No. 274) has been determined to be consistent with the affordable housing policies of the OCP as a whole;
- An accompanying s. 219 covenant provides ecological and groundwater protection measures consistent with the recommendations provided within professional reports associated with the proposed development.
- An accompanying Water Management Plan provides additional groundwater protection and conservation measures. FLNRO has issued a water license for the project.

### **RELEVANT POLICY**

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

## ALTERNATIVE

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

*THAT the Executive Committee request that staff advise Galiano Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 280, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2021” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committee on steps needed to address the specified issues.*

*THAT the Executive Committee request that staff advise Galiano Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 285, cited as “Galiano Island Housing Agreement Bylaw No. 285, 2021” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committee on steps needed to address the specified issues.*

|               |                                  |                    |
|---------------|----------------------------------|--------------------|
| Submitted By: | Brad Smith, Island Planner       | September 27, 2022 |
| Concurrence:  | Stefan Cermak, Planning Services | September 28, 2022 |

## ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. EC Policy Checklist
6. Bylaw No. 280
7. Bylaw No. 285
8. First Nations follow-up Tracking



Local Trust Committee Bylaws  
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee

Bylaw No.: GL-280

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 27-Sep-2022

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

**Received by Islands Trust Secretary:**

Signature: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

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

Date bylaw will appear on Executive Committee agenda: \_\_\_\_\_

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

**Distribution:** Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

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Local Trust Committee Bylaws  
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee

Bylaw No.: GL-285

Bylaw Type: Housing Agreement Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 27-Sep-2022

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

**Received by Islands Trust Secretary:**

Signature: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

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

Date bylaw will appear on Executive Committee agenda: \_\_\_\_\_

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

**Distribution:** Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

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Trust Area: Galiano Island Local Trust Committee

Type: Land Use Bylaw

Bylaw No.: GL-280

Application No.: GL-RZ-2021.1

Trust Initiated: No

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**Proofread By:**

Clerk: Yes  
Planner: Yes

Technical Staff: No

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First Reading Date: 07-Feb-2022

Bylaw Sent to Referrals: Yes  
Date Proposed Bylaw to Web: 09-Feb-2022

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**Resolutions:**

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

---

**Secretary Signature Block:**

Secretary's Signature: Chonk, Jas

Date: 12-Aug-2022

File complete and ready for Public review: Yes

---

**Public Hearings:**

Location: Galiano South Community Hall  
Proofread By: Chonk, Jas

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Legal Paper: Gulf Island Driftwood  
First Publish Date: 14-Sep-2022

Second Publish Date: 21-Sep-2022

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Alternate Paper: The Active Page  
First Publish Date: 01-Sep-2022

Second Publish Date:

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Mailout Date: 10-Aug-2022  
Second Reading Date: 27-Sep-2022

Delivery Notices: 05-Sep-2022  
Date Public Hearing Held: 27-Sep-2022  
Third Reading Date: 27-Sep-2022

Bylaw: GL-285

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Trust Area: Galiano Island Local Trust Committee  
Type: Housing Agreement Procedure Bylaw  
Bylaw No.: GL-285  
Application No.: GL-RZ--2021.1 (GALI)  
Trust Initiated: Yes

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**Proofread By:**

Clerk: No  
Planner: No

Technical Staff: No

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First Reading Date: 27-Sep-2022

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

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**Resolutions:**

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

---

**Secretary Signature Block:**

Secretary's Signature: ,

Date:

File complete and ready for Public review: No

---

**Public Hearings:**

Location:  
Proofread By:

---

Legal Paper:  
First Publish Date:

Second Publish Date:

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Alternate Paper:  
First Publish Date:

Second Publish Date:

---

Mailout Date:

Delivery Notices:  
Date Public Hearing Held:

Second Reading Date: 27-Sep-2022

Third Reading Date: 27-Sep-2022

## Referrals: Bylaw GL-280

| Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Sent        | Received    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| <b>BC Housing</b><br><i>Vancouver Island Region Office: Heidi Hartman</i><br><i>Comment: Approval recommended subject to conditions outlined below: Section 2.2 maximum unit sizes do not conform to the BC Housing Design Guidelines and Construction Standards as outlined below (includes accessibility increase): 1-bedroom 62.72 sq m 2-bedroom 100.8 sq m 3-bedroom 124.32 sq m 4-bedroom 140 sq m Section 2.3 cites that maximum lot coverage is not to exceed 8.65%. If BC Housing is funding a project, it is not uncommon to request design changes (due to regulatory changes, funding requirements, design efficiency, etc.). This section and the accompanying S219 covenant would pose a restriction on any further design changes that might be requested as part of funding requirements. Section 2.6 cites that no subdivision is possible. Certain BC Housing funding programs require stratification and PRHC ownership of a portion of units.</i> | 19-Jul-2021 | 13-Aug-2021 |
| <b>BC Hydro &amp; Power Authority</b><br><i>333 Dunsmuir Street, Floor 12: Gary Holisko</i><br><i>Comment: At this time BC Hydro interest would not be affected by this bylaw. If the property is subdivided, BC Hydro would review the subdivision and the lot layout and determine if any Rights are required to service the lots.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 19-Jul-2021 | 21-Jul-2021 |
| <b>Capital Regional District - All Referrals Aggie Chan and Jessica Arnet</b><br><i>625 Fisgard Street: Referrals Coordinator</i><br><i>Comment: Approval recommended for reasons outlined: - housing is an essential component for economic and social sustainability - many businesses are affected and some closures are attributed directly to staff shortages due to lack of housing. And also that in general affordable housing applications are in crucial need of political support.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 19-Jul-2021 | 09-Aug-2021 |
| <b>Cowichan Tribes</b><br><i>5760 Allenby Rd: Tracey Flemming</i><br><i>Comment: No Comment Received</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 19-Jul-2021 |             |
| <b>Galiano Island Fire Department</b><br><i>RR #2, Site 46 Comp 23: Karen Harris</i><br><i>Comment: Interests unaffected by bylaw.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 19-Jul-2021 | 20-Jul-2021 |
| <b>Galiano Trails Society</b><br><i>Galiano Trails Society: Bowie Keefer</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 19-Jul-2021 | 19-Aug-2021 |

## Referrals: Bylaw GL-280

| Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Sent        | Received    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| <p><i>Comment:</i> Approval is strongly recommended, in view of the urgent need for more affordable housing particularly for young people, the ideal location of the site in the village centre, and the outstanding quality of the GALI plan for an attractive and highly viable implementation. This is an excellent project which has been the outcome of tremendous generosity and much hard work. Continued efforts and support will be needed to achieve earliest possible project completion. Such a great achievement will bring much joy to the residents, their children and the entire community. Complementary to the construction of affordable housing in or near our village centres, the Galiano Trails Society advocates the urgent development of safe multiuse trails along major roadways radiating from those village centres to accommodate pedestrians, bicycles, mothers with infants in strollers, and handicapped people. We would be delighted if a trail across the GALI site becomes possible in the future as part of the landscaping to provide a direct shortcut between Georgeson Bay and Ellis Roads.</p> |             |             |
| <b>Gambier Island Local Trust Committee</b><br>700 North Road: Sue Ellen Fast                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 19-Jul-2021 |             |
| <b>Halalt First Nation</b><br>7973 Chemainus Rd: Raven August<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 19-Jul-2021 |             |
| <b>Island Health</b><br>Health Protection and Environmental Services: Doug Watters<br><i>Comment:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 19-Jul-2021 |             |
| <b>Lake Cowichan First Nation</b><br>313B Deer Road: Carole Livingstone<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 19-Jul-2021 |             |
| <b>Lyackson First Nation</b><br>8017 Chemainus Road: Linda Aidnell<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 19-Jul-2021 |             |
| <b>Malahat First Nation</b><br>110 Thunder Road, RR4: Heather Adams<br><i>Comment:</i> Malahat Nation notes that the proposed activity falls outside of core Malahat traditional territory, and as such we acknowledge and respect the local First Nation(s)' opportunity to act as primary correspondents in this case. However, in the event they do not, or are unable to respond we reserve our right to consultation and engagement, and continue to require disclosure on an ongoing basis regarding this draft bylaw.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 01-Feb-2022 | 02-Mar-2022 |
| <b>Mayne Island Local Trust Committee</b><br>Islands Trust: Jas Chonk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 19-Jul-2021 |             |
| <b>Ministry of Forests, Land, Natural Resource Operations &amp; Rural Development - Water Authorization Sec</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 19-Jul-2021 | 19-Jul-2021 |



## Referrals: Bylaw GL-280

| Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Sent        | Received    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| <b>1520 Blanshard Street: Cali Melnechenko</b><br><i>Comment:</i> Approval recommended subject to conditions outlined: Under the Water Sustainability Act an authorization is required to legally divert and use groundwater for non-domestic purposes. As such, an authorization(s) would need to be applied for, and granted, prior to use of groundwater for the proposed lot. Note there is no guarantee that an authorization will be granted by the decision maker. Water Authorizations has received an application for commercial enterprise purpose for this proposed affordable rental housing project and the application is under review. For your records, the file number is 20015756. During the review of a water authorization application, the following factors are considered: - Availability of water in the intended source; - Potential impacts to the environment (including hydraulically connected streams); - potential impacts to nearby water users (including other well users and those diverting from hydraulically connected - streams); and, - Potential impacts to First Nation's Interests. |             |             |
| <b>Ministry of Housing</b><br><i>Legislation and Legal Services: Cimarron Corpe</i><br><i>Comment:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 19-Jul-2021 |             |
| <b>Ministry of Transportation and Infrastructure</b><br><i>Ministry of Transportation and Infrastructure: Owen Page</i><br><i>Comment:</i> Approval recommended subject to conditions outlined: I would suggest confirming that there is enough parking on-site for each dwelling. I believe there is a high likelihood that there will be more than one vehicle per dwelling (especially in the 2 to 3 bedroom units).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 19-Jul-2021 | 29-Jul-2021 |
| <b>Musqueam Nation</b><br>6735 Salish Dr.: Referrals Coordinator<br><i>Comment:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 19-Jul-2021 |             |
| <b>Pauquachin First Nation</b><br>9010 West Saanich Road: Darlene Henry<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 19-Jul-2021 |             |
| <b>Penelakut Tribe</b><br>Box 360: Denise James<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 19-Jul-2021 |             |
| <b>Salt Spring Island Local Trust Committee</b><br>1 - 500 Lower Ganges Road: Peter Luckham<br><i>Comment:</i> Interests unaffected by bylaw.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 19-Jul-2021 | 14-Sep-2021 |
| <b>Semiahmoo First Nation</b><br>16049 Beach Rd: Chief & Council<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 19-Jul-2021 |             |
| <b>Stz'uminus First Nation</b><br>12611A Trans Canada Hwy: Chenoa Akey<br><i>Comment:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 19-Jul-2021 |             |

## Referrals: Bylaw GL-280

| Agency                                                                                                                                                                                                                                                                                                | Sent        | Received    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| <b>Telus - National Access Network Design</b><br>3980 Quadra Street: Bruce Lum<br><i>Comment:</i>                                                                                                                                                                                                     | 19-Jul-2021 |             |
| <b>Thetis Island Local Trust Committee</b><br>Northern Office: Laura Patrick<br><i>Comment:</i> Direct interests are unaffected, however the Thetis LTC is cognizant of the cumulative impacts of this type of development and are respectful of the need to create high-density, low-impact housing. | 19-Jul-2021 | 03-Aug-2021 |
| <b>Tsartlip First Nation</b><br>PO Box 70: Karen Harry<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                         | 19-Jul-2021 |             |
| <b>Tsawout First Nation</b><br>Box 121: Cathy Webster<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                          | 19-Jul-2021 |             |
| <b>Tsawwassen First Nation</b><br>1926 Tsawwassen Drive: Victoria Williams<br><i>Comment:</i> No Comment Received                                                                                                                                                                                     | 19-Jul-2021 |             |
| <b>Tseycum First Nation</b><br>1210 Totem Lane: Chief Tanya Jimmy<br><i>Comment:</i> No Comment Received                                                                                                                                                                                              | 19-Jul-2021 |             |
| <b>WSANEC</b><br>WSANEC Leadership Council Society: Justin Fritz<br><i>Comment:</i>                                                                                                                                                                                                                   | 19-Jul-2021 |             |



Islands Trust

## **POLICY STATEMENT DIRECTIVES ONLY CHECK LIST**

Bylaw and File No: 280 (LUB) and 285 (Housing Agreement)  
GL-RZ-2021.1 (GALI)

LTC Endorsement: February 7, 2022 (BL 280) and September 27, 2022 (BL 285)

### **PURPOSE**

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

### **POLICY STATEMENT**

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

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

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

### **DIRECTIVES ONLY CHECK LIST**

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

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

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

### **Part III Policies for Ecosystem Preservation and Protection**

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

### **PART IV: Policies for the Stewardship of Resources**

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

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

|     |       |                                                                                                                                                              |
|-----|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| N/A | 4.6.3 | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils. |
|-----|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **PART V: Policies for Sustainable Communities**

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

| CONSISTENT | NO.        | DIRECTIVE POLICY  |
|------------|------------|-------------------|
|            | <b>5.5</b> | <b>Recreation</b> |

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

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

## Executive Committee

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### Policy Checklist

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**Checklist Key:**

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

### Executive Committee Legislative Role Policy (2.4)

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

**Checklist Key:**

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

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

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



## Comments

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Completed By: Jas Chonk

## Status

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Date Resolution Referred to Exective Committee: 27-Sep-2022

Reading:

## Executive Committee

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### Policy Checklist

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**Checklist Key:**

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

### Executive Committee Legislative Role Policy (2.4)

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

**Checklist Key:**

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

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

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

## Comments

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Completed By: Jas Chonk

## Status

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Date Resolution Referred to Exective Committee: 27-Sep-2022

Reading: 27-Sep-2022

Third Reading

# PROPOSED

## GALIANO ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 280

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### A BYLAW TO AMEND GALIANO ISLAND LAND USE BYLAW NO. 127, 1999

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The Galiano Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Galiano Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2021”.

2. Galiano Island Local Trust Committee Bylaw No. 127, cited as “Galiano Island Land Use Bylaw No. 127, 1999,” is amended as follows:

2.1. Section 8.6 – Community Housing 1 Zone (CH1), Subsection 8.6.2 is amended by deleting “one dwelling is” and replacing it with “twenty dwellings are” such that it reads “Twenty dwellings are permitted on each lot.”

2.2. Section 8.6 – Community Housing 1 Zone (CH1), Subsection 8.6.3 is amended by deleting the Subsection in its entirety and replacing with a new Subsection 8.6.3 and four new Articles such that it reads

“8.6.3 Maximum floor area of a dwelling must not exceed

|         |                                         |
|---------|-----------------------------------------|
| 8.6.3.1 | 34 square metres for a studio unit      |
| 8.6.3.2 | 67 square metres for a 1 bedroom unit   |
| 8.6.3.3 | 96 square metres for a 2 bedroom unit   |
| 8.6.3.4 | 115 square metres for a 3 bedroom unit” |

2.3. Section 8.6 – Community Housing 1 Zone (CH1) subsection 8.6.4 is amended by deleting “One accessory building not exceeding a floor area of 10 square metres is permitted in respect of each permitted dwelling” and replacing it with “Lot coverage must not exceed 8.65 % for any lot.”

2.4. Section 8.6 – Community Housing 1 Zone (CH1), Subsection 8.6.5 is amended by deleting “Two communal accessory buildings not exceeding a total combined floor area of 278 square metres.” and replacing it with “One communal accessory building not exceeding a floor area of 70 square meters.”

2.5. Section 8.6 – Community Housing 1 Zone (CH1), Subsection 8.6.7 (Minimum Setbacks) is amended by:

- (i) deleting Article 8.6.7.1 in its entirety
- (ii) renumbering subsequent Subsection 8.6.7 Articles accordingly
- (iii) Deleting “other” from Article 8.6.7.2 such that it reads “at least 7.5 metres from any lot line.”

2.6. Section 8.6 – Community Housing 1 Zone (CH1), Subsection 8.6.9 (Average Lot Size) is amended by deleting “0.19 hectares” and replacing it with “4 hectares” such that it reads “No subdivision may be approved unless the lots created by subdivision have an average area of at least 4 hectares.”

2.7. Section 8.6 – Community Housing 1 Zone (CH1), amended by inserting a new Subsection 8.6.10 as follows:

“Form of Tenure

8.6.10 100% of the dwelling units in the Community Housing 1 zone shall be limited to residential rental tenure.”

2.8. Section 17.1 is amended by adding the following definition:

“residential rental tenure” means the granting of a right to occupy a dwelling unit as living accommodation where the minimum occupancy period is thirty consecutive days, and where the dwelling unit is not owned by a dwelling unit occupant, but where regular payments are made to the owner for the use of the dwelling unit.

### 3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

|                                                               |                  |        |           |        |
|---------------------------------------------------------------|------------------|--------|-----------|--------|
| READ A FIRST TIME THIS                                        | 7 <sup>TH</sup>  | DAY OF | FEBRUARY  | 2022.  |
| PUBLIC HEARING HELD THIS                                      | 27 <sup>TH</sup> | DAY OF | SEPTEMBER | 2022.  |
| READ A SECOND TIME THIS                                       | 27 <sup>TH</sup> | DAY OF | SEPTEMBER | 2022.  |
| READ A THIRD TIME THIS                                        | 27 <sup>TH</sup> | DAY OF | SEPTEMBER | 2022.  |
| APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS | _____            | DAY OF | _____     | 20____ |
| ADOPTED THIS                                                  | _____            | DAY OF | _____     | 20____ |

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

# PROPOSED

## GALIANO ISLAND LOCAL TRUST COMMITTEE

### BYLAW NO. 285

\*\*\*\*\*

#### A Bylaw to Authorize a Housing Agreement

\*\*\*\*\*

WHEREAS the Galiano Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Galiano Island Local Trust Area, pursuant to the *Islands Trust Act*;

AND WHEREAS Section 483 of the *Local Government Act* and Section 29 of the *Islands Trust Act* permit the Local Trust Committee to enter into a housing agreement;

AND WHEREAS the Galiano Island Local Trust Committee wishes to enter into a Housing Agreement;

NOW THEREFORE the Galiano Island Local Trust Committee enacts in open meeting assembled as follows:

1. This Bylaw may be cited for all purposes as "Galiano Island Housing Agreement Bylaw No. 285, 2022".
2. Any one Trustee of the Galiano Island Local Trust Committee are authorized to execute an agreement in the form attached to this Bylaw with [owner]

READ A FIRST TIME this 27<sup>th</sup> day of September, 2022.

READ A SECOND TIME this 27<sup>th</sup> day of September, 2022.

READ A THIRD TIME this 27<sup>th</sup> day of September 2022.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this

X day of 20\_\_.

ADOPTED this X day of 20\_\_.

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SECRETARY

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CHAIR

**Housing Agreement and Section 219 Covenant**

THIS AGREEMENT DATED FOR REFERENCE THE \_\_\_\_\_ DAY OF, 20\_\_\_\_, IS BETWEEN:

**GALIANO AFFORDABLE LIVING INITIATIVE SOCIETY**, a society incorporated under the laws of the province of British Columbia with number S0072896 and having its office at #6-33 Manzanita Road, Galiano Island, BC, V0N 1P0

(the “Owner”);

AND:

**GALIANO ISLAND LOCAL TRUST COMMITTEE**, a corporation under the *Islands Trust Act*, having an office at 2<sup>nd</sup> Floor, 1627 Fort Street, Victoria, B.C., V8R 1H8

(the “Local Trust Committee”)

WHEREAS:

- A. The Owner is the registered owner of the Lands situated at 280 Georgeson Bay Road on Galiano Island, British Columbia, and legally described as:

PID: 001-416-987

Lot 1 District Lot 3 GALIANO ISLAND COWICHAN DISTRICT PLAN 29126

(the “Lands”);

- B. The Lands will be rezoned by the Local Trust Committee, with permission of the Owner by means of Galiano Island Land Use Bylaw 127, 1999 Amendment No. 1, 2020, to permit the development of affordable multi-family rental housing (the “Rezoning”);
- C. The Galiano Affordable Living Initiative Society intends to rent units on the Lands, by way of Tenancy Agreement, to Qualified Renters at affordable rates;
- D. The Local Trust Committee may pursuant to Section 29 of the *Islands Trust Act* and Section 483 of the *Local Government Act*, enter into an agreement with an owner of land that includes terms and conditions regarding the occupancy, tenure and availability to specified classes of persons of dwelling units located on those lands;
- E. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the Local Trust Committee in respect of the use of land or construction on land;

- F. The Owner and the Local Trust Committee wish to enter into this Agreement to provide rental housing on the Lands on the terms and conditions of this Agreement to have effect as both a covenant under section 219 of the *Land Title Act* and a housing agreement under section 483 of the *Local Government Act*; and
- G. The Local Trust Committee has, by bylaw, authorized the execution of this Agreement and the Owner has duly authorized the execution of this Agreement.

THIS AGREEMENT is evidence that in consideration of \$1.00 paid by the Local Trust Committee to the Owner (the receipt of which is acknowledged by the Owner), and in consideration of the promises exchanged below, the Local Trust Committee and the Owner agree, as covenants granted by the Owner to the Local Trust Committee under Section 219 of the *Land Title Act*, and as a housing agreement between the Owner and the Local Trust Committee under Section 483 of the *Local Government Act*, as follows:

## Article 1: Definitions and Interpretation

### 1.1 Definitions – In this Agreement:

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| “Affordable Housing Funder” | means an entity with a mandate to create and promote affordable housing, such as BC Housing or CMHC, that provides a grant or preferential rate loan to support the development of Rental Housing Units on the Lands.                                                                                                                                                                                                                                    |
| “Annual Household Income”   | means the combined gross income of all adult members of a Household, as shown on line 150 of the preceding year’s T1 General Income Tax and Benefit return.                                                                                                                                                                                                                                                                                              |
| “BC Housing”                | means the British Columbia Housing Management Commission or BC Housings’ successor in function. For clarity, a “successor in function” of BC Housing will be a Crown Corporation, governmental department or other entity with a mandate from the provincial government to provide British Columbians with access to affordable, safe and appropriate housing that is accountable to the province’s Minister responsible for Housing or their successor. |
| “Business Days”             | means Monday to Friday inclusive except for those excluded days declared by lawful authority as holidays.                                                                                                                                                                                                                                                                                                                                                |
| “Census Profile”            | means the most recently available census profile published by Statistics Canada for the Southern Gulf Islands, regional district electoral area census subdivision or, in the event that Southern Gulf Islands, regional district electoral area census subdivision is amended, eliminated or replaced, a successor census subdivision which includes Galiano Island;                                                                                    |
| “CMHC”                      | means Canada Mortgage and Housing Corporation or its successors in function.                                                                                                                                                                                                                                                                                                                                                                             |
| “Dwelling”                  | means a dwelling as defined in the Galiano Island Land Use Bylaw 127, 1999.                                                                                                                                                                                                                                                                                                                                                                              |
| “Household”                 | means one or more individuals occupying the same Dwelling.                                                                                                                                                                                                                                                                                                                                                                                               |



|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Income of Couples with Children"    | means the median total income of couple economic families with children as determined by Statistics Canada in the Census Profile.                                                                                                                                                                                                                                                                                                                                                                                                          |
| "Income of Couples without Children" | means the median total income of couple economic families without children or other relatives as determined by Statistics Canada in the Census Profile.                                                                                                                                                                                                                                                                                                                                                                                    |
| "Income of Lone-Parent Families"     | means the median total income of lone-parent economic families as determined by Statistics Canada in the Census Profile.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| "Income of One-Person Households"    | means the median total income of one-person households as determined by Statistics Canada in the Census Profile.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| "Lands"                              | has the meaning ascribed in Recital A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| "Low and Moderate Income Limits"     | <p>means, as determined by BC Housing from time to time,</p> <p>a) for residential units with less than two (2) bedrooms, an Annual Household Income that does not exceed the median income for couples without children in British Columbia, as an example, for 2022 this figure is \$77,430; and</p> <p>for residential units with two (2) or more bedrooms, an Annual Household Income that does not exceed the median income for families with children in British Columbia, and as an example, for 2022 this figure is \$120,990.</p> |
| "Operating Agreement"                | b) means an agreement that sets out the amount, duration, and conditions of the subsidy provided by the provincial and/or federal governments, or an Affordable Housing Funder for the construction and/or operation of Rental Housing Units.                                                                                                                                                                                                                                                                                              |
| "Owner"                              | means the registered owner of the Lands, provided however that upon the execution and filing of the Release with the Land Title Office, it means the registered owner of the Lot B Equivalent only.                                                                                                                                                                                                                                                                                                                                        |
| "Permitted Housing Operator"         | means the Gulf Islands Galisle Affordable Rental Housing SocietyGaliano Affordable Living Initiative Society, BC Housing, CMHC, a housing society, a non-profit housing corporation, or other entity approved by the Local Trust Committee in writing.                                                                                                                                                                                                                                                                                     |
| "Qualified Renter"                   | means a person who meets the eligibility criteria for tenancy as set out in Schedule B and who meets the occupancy criteria set out in Section 2.3 of this Agreement and the Operating Agreement, if any.                                                                                                                                                                                                                                                                                                                                  |
| "Release"                            | has the meaning ascribed in section 3.2(b).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| "Rental Housing Unit"                | means a Dwelling on the Lands in respect of which the construction, tenure, rent, and occupancy are restricted in accordance with this Agreement.                                                                                                                                                                                                                                                                                                                                                                                          |
| "Residential Tenancy Act"            | means the <i>Residential Tenancy Act</i> (British Columbia).                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| “Rezoning”          | has the meaning ascribed in Recital B.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| “Statistics Canada” | means the national statistics office or Statistics Canada’s successor in function.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| “Subdivide”         | means to divide, apportion, consolidate or subdivide the Lands or any building on the Lands, or the ownership or right to possession or occupation of the Lands or any building on the Lands, into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the <i>Land Title Act</i> , the <i>Strata Property Act</i> (British Columbia), or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or a “shared interest in land” as defined in the <i>Real Estate Development Marketing Act</i> (British Columbia). |
| “Tenancy Agreement” | means a written tenancy agreement as defined in, and subject to, the Residential Tenancy Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| “Tenant Default”    | has the meaning ascribed in section 2.3(d)(v).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## 1.2 Interpretation –

Reference in this Agreement to:

- a) A “party” is a reference to a party in this Agreement;
- b) A particular numbered “article” or “section” or to a particular lettered “schedule” is a reference to the corresponding numbered or lettered article, section, or schedule of this Agreement;
- c) An “enactment” is a reference to an enactment as defined in the *Interpretation Act* and is a reference to any revision, amendment or re-enactment of, or replacement for, that enactment;
- d) Wherever the singular or gendered language is used in this Agreement, it shall be deemed to include the plural or all genders, or the body politic or corporate, where the context or the parties so require; and
- e) The Local Trust Committee includes a reference to its successors in function, including a municipality.

## 1.3 Headings

The division of this Agreement into articles, sections and schedules is for convenience of reference only and does not affect its interpretation. The article and section headings used in this Agreement are for convenience of reference only and do not affect the interpretation of this Agreement.

## **1.4 Entire Agreement**

This is the entire agreement among the parties concerning its subject and may be amended only in accordance with section 3.16.

## **Article 2 – Rental Housing**

### **2.1 Agreement over the Lands**

Pursuant to section 219 of the *Land Title Act* and section 483 of the *Local Government Act*, the Owner covenants and agrees that:

- a) The Lands will not be developed, and no new building or structure will be constructed on the Lands unless the Owner constructs Rental Housing Units in accordance with this Agreement, any development permit or rezoning issued by the Local Trust Committee, and any building permit issued by the Capital Regional District.
- b) Neither the Lands nor any building thereon may be subdivided without prior approval of the Local Trust Committee, such approval not to be unreasonably withheld.
- c) It will design, construct, and maintain the Rental Housing Units in a satisfactory state of repair and fit for habitation and will comply with this Agreement and all laws, including health and safety standards applicable to the Lands.
- d) If a building is demolished or is otherwise replaced, this Agreement shall continue to apply to the Lands and the construction on the Lands shall be subject to the requirements of this Agreement.

### **2.2 Minimum Construction Requirements**

All the Rental Housing Units will be designed and constructed to the same standard in terms of layout, skill, and materials.

### **2.3 Occupancy of Rental Housing Units**

The Owner covenants and agrees that Rental Housing Units will only be occupied when all of the following criteria are met:

- a) the Household's Annual Household Income does not exceed the Low and Moderate Income Limits for the specified unit type at the time of application and initial occupancy;
- b) the Household is composed of at least one Qualified Renter;
- c) the Qualified Renter will occupy the Rental Housing Unit as its permanent, principal, and sole residence;
- d) the Qualified Renter has signed a Tenancy Agreement with the Owner, and subject to any contrary provisions in the *Residential Tenancy Act*, the Tenancy Agreement includes;

- i. a clause prohibiting subletting for short-term vacation rentals and in all other circumstances prohibiting subletting without obtaining prior Owner consent in accordance with section 2.7;
- ii. notice of the existence of this Agreement and the occupancy restrictions applicable to the Rental Housing Unit, and notice that the Owner will provide to each Qualified Renter upon their request, a copy of this Agreement;
- iii. a clause requiring the Qualified Renter to comply with the use and occupancy restrictions contained in this Agreement;
- iv. a clause requiring Qualified Renters to seek prior permission of the Owner before engaging in a home business based out of the Rental Housing Unit; and
- v. a clause confirming that a breach by the Qualified Renter of any of the provisions set out in 2.3(d)(i), 2.3(d)(iii) or 2.3(d)(iv) (each of which constitutes a “Tenancy Default”) will entitle the Owner to end the tenancy for cause, in accordance with the Residential Tenancy Act, as a failure to comply with a material term

## **2.4 Amount of Rent Payable for Rental Housing Units**

The Owner covenants and agrees that:

- a) Rent for 1-bedroom Rental Housing Units in a calendar year will on average be at or below 30% of the average of:
  - a. Income of One-Person Households; and
  - b. Income of Couples without Children.
- b) Rent for 2-bedroom Rental Housing Units in a calendar year will on average be at or below 30% of the average of:
  - a. Income of Couples with Children; and
  - b. Income of Lone-Parent Families.
- c) Rent for 3-bedroom Rental Housing Units in a calendar year will on average be at or below 30% of the Income of Couples with Children.
- d) It will not require any Qualified Renter under a Tenancy Agreement to pay any extra charges or fees for use of any common area or amenity, or for sanitary sewer, storm sewer, water utilities, property taxes and similar services. For clarity, this limitation does not apply to parking, cablevision, telecommunications, laundry, or gas or electricity utility fees or charges.

## **2.5 Policies/Rules and Regulations/Administration by Owner**

The Owner is authorized to make and administer rules, regulations and policies as reasonably necessary to fully implement and achieve the policy goals set out in this Agreement. Such rules, regulations and policies may include, but are not limited to, the following:

- a) Establishing and maintaining a wait list of potential Qualified Renters; and
- b) Establishing, administering and enforcing a rental policy applicable to the terms of this

Agreement and in accordance with the *Residential Tenancy Act*.

## **2.6 No Sublease of Rental Housing Unit Unless Requirements Met**

The Owner will not consent to the sublease of a Tenancy Agreement, except in accordance with this Agreement, the Residential Tenancy Act, and the Owner's rules, regulations and policies. For greater clarity, the Owner will not consent to a sublease for the purposes of a short-term vacation rental, and the Owner will not otherwise consent to a sublease unless the sublessee meets the requirements set out in section 2.3.

## **2.7 Monitoring and Reporting to the Local Trust Committee**

The Owner must deliver to the Local Trust Committee once each year on or before July 1, a completed statutory declaration, substantially in the form attached as Schedule "A", sworn by the Owner. Additionally, the Local Trust Committee may request this statutory declaration up to one additional time in any calendar year, and the Owner must complete and supply the completed statutory declaration within 10 Business Days of receiving a request from the Local Trust Committee. The Owner irrevocably authorizes the Local Trust Committee to make reasonable inquiries it considers necessary in order to confirm compliance with this Agreement.

## **2.8 Operating Agreement Prevails**

The provisions in section 2.3 and 2.4 apply except if the Rental Housing Units are subject to an Operating Agreement which conflicts with all or any of them, in which case the Operating Agreement prevails to the extent of the conflict only.

Prior to execution of an Operating Agreement that the Owner expects to conflict with the provisions in sections 2.3 and 2.4 of this Agreement, the Owner shall provide the draft Operating Agreement to the Local Trust Committee. The Local Trust Committee may request that Affordable Housing Funder modify the terms of the Operating Agreement so that its terms do not conflict with sections 2.3 and 2.4 of this Agreement.

# **Article 3 – General Terms**

## **3.1 Management**

The Owner covenants and agrees that:

- a) it will furnish, or cause a Permitted Housing Operator to furnish, good and efficient management of the Lands and the Rental Housing Units on the Lands;
- b) if and when the Local Trust Committee has reasonable grounds to believe that a continuing breach of this Agreement exists, it will permit the Local Trust Committee to inspect the Lands and any buildings at any reasonable time with reasonable notice, subject to the notice provisions of the Residential Tenancy Act; and

- c) if the Owner is not the Permitted Housing Operator, the Owner will at all times cause the Permitted Housing Operator to administer, manage and operate the Rental Housing Units and will cause the Permitted Housing Operator to administer, manage and operate the Rental Housing Units in accordance with all of the restrictions and requirements of this Agreement, and the Owner's obligations under this Agreement. For clarity, the Owner's engagement of a Permitted Housing Operator pursuant to this Agreement will not relieve the Owner from any of the Owner's obligations under this Agreement or any of the restrictions or requirements of this Agreement.

### **3.2 Order to Comply**

If the Owner is in default of the performance or observance of this Agreement, the Local Trust Committee may give the Owner a notice of default requiring the Owner to comply with this Agreement within the reasonable time stated in the notice. The Owner agrees that any breach or default in the performance of this Agreement on its part must be corrected, to the satisfaction of the Local Trust Committee, within the time stated on the notice of default provided to the Owner by the Local Trust Committee.

### **3.2 Society Standing**

If the Owner is a society, the Owner must maintain its standing as a society under the *Society Act* and must not amend its Constitution in any manner that would prevent, or adversely affect, the ability of the Society to perform its obligations under this Agreement.

### **3.3 Specific Performance of Agreement**

The Owner agrees that the Local Trust Committee is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Owner of this Agreement, in view of the public interest in restricting the occupancy of the Rental Housing Units. The Owner further acknowledges that a breach of this Agreement may constitute a breach of the Local Trust Committee's Land Use Bylaw.

### **3.4 Assignment**

The Owner acknowledges that the Local Trust Committee may delegate or assign the administration and management of this Agreement to a third party, and, in that event, any reference in this Agreement to the Local Trust Committee shall be interpreted as a reference to that party provided that the Local Trust Committee has so advised the Owner.

### **3.5 Indemnity**

The Owner shall indemnify and save harmless the Local Trust Committee and each of its elected officials, officers, directors, employees, and agents from and against all claims, demands, actions, loss, damage, costs, and liabilities for which any of them may be liable by reason of any act or omission of the Owner or its officers, directors, employees, agents or contractors or any other person for whom the Owner is by law responsible in relation to this Agreement, unless resulting from the respective gross negligence or unlawful acts of the Local Trust Committee or its elected officials, officers, directors,

employees, and agents.

The Local Trust Committee shall indemnify and save harmless the Owner and each of its officers, directors, employees, agents or contractors or any other person for whom the Owner is by law responsible in relation to this Agreement, from and against all claims, demands, actions, loss, damage, costs and liabilities for which any of them may be liable by reason of any act or omission of the Local Trust Committee or its elected officials, officers, directors, employees, or agents, unless resulting from the respective gross negligence or unlawful acts of the Owner or its officers, directors, employees, agents or contractors or any other person for whom the Owner is by law responsible in relation to this Agreement.

This clause will survive the termination of this Agreement.

### **3.6 Release**

The Owner releases and forever discharges the Local Trust Committee and each of its elected officials, officers, directors, employees, and agents and each of their heirs, executors, administrators, personal representatives, successors and assigns from all claims, demands, damages, actions, or causes of action arising out of advice or direction respecting the ownership, lease, operation or management of the Lands or the Rental Housing Units which has been or at any time after the commencement of this Agreement may be given to the Owner by all or any of them, unless resulting from the respective gross negligence or unlawful acts of the Local Trust Committee or its elected officials, officers, directors, employees, and agents and each of their heirs, executors, administrators, personal representatives, successors and assigns.

The Local Trust Committee releases and forever discharges the Owner and each of its officers, directors, employees, agents and contractors, and any other person for whom the Owner is by law responsible in relation to this Agreement and each of their heirs, executors, administrators, personal representatives, successors and assigns from all claims, demands, damages, actions, or causes of action arising out of advice or direction respecting the ownership, lease, operation or management of the Lands or the Rental Housing Units which has been or at any time after the commencement of this Agreement may be given to the Local Trust Committee by all or any of them, unless resulting from the respective gross negligence or unlawful acts of the Owner or its officers, directors, employees, agents and contractors, and any other person for whom the Owner is by law responsible in relation to this Agreement and each of their heirs, executors, administrators, personal representatives, successors and assigns.

This clause will survive the termination of this Agreement.

### **3.7 Local Trust Committee Powers Unaffected**

This Agreement does not limit the discretion, rights, duties or powers of the Local Trust Committee under any enactment or the common law, impose on the Local Trust Committee any duty or obligation, affect or limit any enactment relating to the use of the Lands, or relieve the Owner from complying with any enactment.

### **3.8 No Public Law Duty**

Wherever in this Agreement an act, determination, consent, approval or agreement of the Local Trust Committee is provided for, such act, determination, consent, approval or agreement may be done or

made in accordance with the terms of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice shall have any application.

### **3.9 No Waiver**

No condoning, excusing or overlooking by a party of any default under this Agreement of the other party, nor any consent, approval, or agreement whether written or otherwise shall be taken to operate as a waiver by the non-defaulting party of any subsequent default or of the necessity for further consent, approval or agreement in respect of a subsequent matter requiring it under this Agreement, or in any way to defeat or affect the rights or remedies of the non-defaulting party.

### **3.10 Dispute Resolution**

Any matter in dispute between the parties under this Agreement, including any disputes as to whether a particular individual is eligible to occupy a Rental Housing Unit, must be referred to a single arbitrator if the parties can agree on one, and otherwise to three arbitrators, one to be appointed by each of the parties and the third by those two so appointed, and the matter must be resolved in accordance with the provisions of the *Arbitration Act* (British Columbia).

### **3.11 Notice on Title**

The Owner acknowledges and agrees that this Agreement constitutes both a covenant under Section 219 of the *Land Title Act* and a housing agreement under Section 483 of the *Local Government Act*, the Local Trust Committee is required to file a notice of housing agreement in the Land Title Office against title to the Lands, and once such a notice is filed, this Agreement binds all persons who acquire an interest in the Lands as a housing agreement under Section 483 of the *Local Government Act*.

### **3.12 Covenant Runs with the Land**

Every obligation and covenant of the Owner in this Agreement constitutes both a contractual obligation and a covenant granted by the Owner to the Local Trust Committee in accordance with section 219 of the *Land Title Act* in respect of the Lands and this Agreement burdens the Lands and runs with it and binds the Owner's successors in title and binds every parcel into which it is consolidated or subdivided by any means, including, by subdivision or by strata plan.

### **3.13 Limitation on Owner's Obligations**

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands.

### **3.14 Amendment and Termination**

This Agreement may not be modified or amended except by bylaw of the Local Trust Committee, upon an agreement in writing between the Local Trust Committee and the Owner.

### **3.15 Notices**

Any notice required to be given pursuant to this Agreement shall be in writing and shall be given to the



Owner or the Local Trust Committee, as the case may be, at the address first above written, or to any other address of which either the Owner or the Local Trust Committee may advise the others in writing in accordance with this paragraph. Notice to the Local Trust Committee must be addressed to the Secretary of the Islands Trust. If given in person or by facsimile transmission, such notice will be deemed to be received when delivered and, if mailed, such notice will be deemed to be received only when actually received by the party to whom it is addressed.

### **3.16 Enurement**

This Agreement is binding upon and enures to the benefit of the parties and their respective successors and permitted assigns.

### **3.17 Remedies Cumulative**

The remedies specified in this Agreement are cumulative and are in addition to any remedies of the parties at law or in equity. No remedy shall be deemed to be exclusive, and a party may from time to time have recourse to one or more or all of the available remedies specified herein or at law or in equity.

### **3.18 Severability**

If any term or provision of this Agreement, or its application to any person or circumstance shall to any extent be found to be invalid and unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and shall be enforced to the extent permitted by law.

### **3.19 Joint and Several**

In the case of more than one Owner, the grants, covenants, conditions, provisions, agreements, rights, powers, privileges and liabilities of the Owner shall be construed and held to be several as well as joint.

### **3.20 Further Acts**

The parties will do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.

### **3.21 Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the province of British Columbia.

### **3.22 Joint Venture**

Nothing in this Agreement shall constitute the Owner as an agent, joint venture or partner of the Local Trust Committee or give the Owner any authority or power to bind the Local Trust Committee in any way.

### **3.23 Time of Essence**

Time is of the essence in this Agreement.

### **3.24 Further Assurances**

The parties shall execute and do all such further deeds, acts, things and assurances as they reasonably require to carry out the intent of this Agreement.

### **3.25 Priority**

The Owner agrees to do everything necessary at the Owner's expense to ensure that this Agreement is registered against title to the Lands with priority over all financial charges, liens and encumbrances registered or pending at the time of application for registration of this Agreement.

### **3.26 Deed and Contract**

By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

**SCHEDULE "A"**

**OWNER STATUTORY  
DECLARATION**

CANADA

PROVINCE OF BRITISH COLUMBIA

IN THE MATTER OF A HOUSING AGREEMENT  
WITH THE GALIANO ISLAND LOCAL TRUST  
COMMITTEE ("Housing Agreement")

I, \_\_\_\_\_

declare that:

1. I am the \_\_\_\_\_ [director, officer, employee] of the [Owner's], the owner of the land known as \_\_\_\_\_, Galiano Island, legally described as Parcel Identifier: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
(the "Lands")
2. I make this declaration to the best of my personal knowledge.
3. This declaration is made pursuant to the Housing Agreement registered against the Lands.
4. For the period from \_\_\_\_\_ to \_\_\_\_\_, the Rental Housing Unit were used only by Qualified Renters (as defined in the Housing Agreement).
5. At no time during the last year were any of the Rental Housing Units used as a short-term vacation rental.
6. The rental payments charged for the Rental Housing Units were in compliance with the Housing Agreement.
7. No subletting of the Lands has been permitted, except in accordance with section 2.6 of the Housing Agreement (No Sublease of Rental Housing Unit Unless Requirements Met).
8. I confirm that the Owner has complied with all of its obligations under these Agreements and other charges registered against the Lands.
9. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
A Commissioner for taking Affidavits  
in British Columbia

\_\_\_\_\_  
Signature of person making declaration

## **SCHEDULE “B”**

### **Eligibility Criteria for Tenancy**

A Qualified Renter means a person aged 19 years or older who meets the financial and other requirements of the Housing Agreement (the “Agreement”) and fits into at least one of the following categories, subject to the Operating Agreement, and which are not listed in any particular priority order:

- 1) Residents of Galiano Island;
- 2) Indigenous peoples with rights and responsibilities in and around what is known as Galiano Island, or, is considered by members of these First Nation communities to be part of the First Nation community.

Except that where there are no persons meeting the categories specified in clause 1 or 2 above, who make an application to rent an available unit and the lack of applications from the categories specified above would result in a unit being vacant for more than one month, then a Qualified Renter may be a person aged 19 years or older who meets the financial and other requirements of the Agreement and fits into at least one of the following categories, which are not listed in any particular priority order:

- a. Previous resident of Galiano Island who has lived away from the island for a maximum of three consecutive years; or
- b. Non-resident who is hired to begin at least half-time work (20 hours per week) on Galiano Island; or
- c. Person with immediate family already living on Galiano Island. For greater clarity, immediate family means an individual to whom the person is related by birth, or by marriage, or common-law relationship, or by adoption.

Except that where there are no persons meeting the categories specified in clause 1 or 2, nor a, b, or c above, who make an application to rent an available unit and the lack of applications from the categories specified above would result in a unit being vacant for more than one month, then a Qualified Renter may be any person permitted by the Operating Agreement who meets the financial and other requirements of the Agreement.

## First Nation Engagement

**Referral of: Galiano Bylaw No. 280 (GL-RZ-2021.1 (GALI))**

**First Nation: Cowichan Tribes**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Halalt**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Lake Cowichan**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Lyackson**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. |         |

**First Nation: Malahat**

| Date             | Comment/Action                                                                                                                                                                                                                                                                                                                                                                                                                        | Initial |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| February 1, 2022 | Sent Referral                                                                                                                                                                                                                                                                                                                                                                                                                         | JC      |
| March 2, 2022    | Malahat Nation notes that the proposed activity falls outside of core Malahat traditional territory, and as such we acknowledge and respect the local First Nation(s)' opportunity to act as primary correspondents in this case. However, in the event they do not, or are unable to respond we reserve our right to consultation and engagement, and continue to require disclosure on an ongoing basis regarding this draft bylaw. | JC      |

**First Nation: Musqueam Indian Band**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Pauquachin**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Penelakut Tribe**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Semiahmoo**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Snuneymuxw**

| Date             | Comment/Action                                               | Initial |
|------------------|--------------------------------------------------------------|---------|
| February 1, 2022 | Sent Referral                                                | JC      |
| August 11, 2022  | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Stzuminus**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Tsartlip**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Tsawout**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Tsawwassen**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: Tseycum**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

**First Nation: WSANEC Leadership Council**

| Date            | Comment/Action                                               | Initial |
|-----------------|--------------------------------------------------------------|---------|
| July 19, 2021   | Sent Referral                                                | JC      |
| August 11, 2022 | Sent Follow-up Email in regards September 27 Public Hearing. | JC      |

## Islands Trust Council Highlights September 20-22, 2022

The following is a list of [agenda](#) highlights of Trust Council's activities and decisions from its September 20-22, 2022, quarterly meeting. These highlights are not the official minutes. [Visit the meeting site to view the recordings.](#)

### **Policy Statement Amendment Project Updates**

Trust Council requested staff to make a series of amendments to the draft new Policy Statement based on recent engagement feedback and Trust Programs Committee's recommendations. Staff were also requested to continue relationship building with First Nations, and to prepare a new project charter and communications strategy for the incoming Trust Council to consider in early 2023.

### **Advocacy Regarding Housing Supports**

The Islands Trust Council Chair will request the Province to explore housing solutions specific to the rural islands in the Trust Area, including options for stable, secure funding. Trust Council will host a panel session about housing challenges/solutions as part of new trustee education as well as coordinate a round table with key ministers and housing leaders from island communities. Executive Committee was requested to develop a communications strategy and materials to support awareness of this advocacy.

### **Advancing Islands Trust's Reconciliation Efforts**

Staff were requested to work with the Executive Committee to provide a priority list of resources needed to further the Trust's work of reconciliation with First Nations.

### **New Governance Committee Policies Adopted**

Existing committee policies 2.3.2., 2.3.3., and 2.3.4 were amended to include the new Governance Committee and, Trust Council approved new policy 2.3.5, the Governance Committee's terms of reference.

### **Amendments to Trust Council Policies 6.2.1 Priority Setting/Review Guidelines and 6.7.1 Work Program, Follow-up Action Lists and Priority Charts**

Staff were requested to establish criteria to assist local trust committees (LTCs) in selection of LTC projects after adopting amendments to the noted policies which guide priority setting.

### **History and Heritage Conservation Grants-in-Aid Policy 2.1.14 Amendments**

Approval was given to amended policy 2.1.14 which clarifies definitions of terms and updated administrative and application processes for the History and Heritage Conservation grants-in-aid.

### **Executive Committee Sponsorship of NAPTEP Fees**

Trust Council gave three readings to an amendment bylaw and approved new Policy 2.1.16 which will provide a mechanism for Executive Committee sponsorship of the Natural Area Protection Tax Exemption Program (NAPTEP).

### **Amendment to FOI Bylaw**

Trust Council gave three readings to an amendment bylaw correcting a technical error in the Islands Trust Council Freedom of Information (FOI) and Protection of Privacy Bylaw. The amendment will be adopted by a resolution without meeting (RWM) decision.

### **Administrative Services Update**

Approval was given to the Islands Trust Statement of Financial Information and its First Quarter (Q1) Financial Report.

### **Carrying Capacity**

Trust Council referred the concept of "carrying capacity" to the Regional Planning Committee for study.

## Follow Up Action Report

### Trust Council

#### Chief Administrative Officer

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Responsibility                                    | Dates                                       | Status      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------|-------------|
| 1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province. | Clare Frater<br>Kate Emmings<br>Russ Hotsenpiller | Meeting: 17-Sep-2019<br>Target: 31-Dec-2022 | In Progress |
| 2 That Islands Trust request the Province enhance the Trust's jurisdiction over tree cutting bylaws to make its jurisdiction equal to that of municipalities under section 8 of the Community Charter.                                                                                                                                                                                                                                                                           | Russ Hotsenpiller                                 | Meeting: 16-Sep-2020<br>Target: 21-Jun-2022 | In Progress |
| 3 That Trust Council prioritize public engagement tools and approaches as a priority topic for future learning opportunities.                                                                                                                                                                                                                                                                                                                                                    | Russ Hotsenpiller                                 | Meeting: 21-Sep-2021<br>Target: 06-Dec-2022 | In Progress |
| 4 In cooperation with Executive Committee, provide a list of needed resources in priority order to advance the Trust's reconciliation activity with First Nations in British Columbia that Council may debate and endorse for advocacy to British Columbia.                                                                                                                                                                                                                      | Clare Frater<br>Russ Hotsenpiller                 | Meeting: 22-Sep-2022<br>Target: 14-Mar-2023 | In Progress |
| 5 Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education.                                                                                                                                                                                                                                                                                                                                              | Russ Hotsenpiller<br>Stefan Cermak                | Meeting: 22-Sep-2022<br>Target: 14-Mar-2023 | In Progress |



## Follow Up Action Report

### Trust Council

#### Chief Administrative Officer

| Activity                                                                                                                                                                                          | Responsibility                     | Dates                                       | Status      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------|-------------|
| 6 That Trust Council coordinate a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term. | Russ Hotsenpiller<br>Stefan Cermak | Meeting: 22-Sep-2022<br>Target: 23-Mar-2023 | In Progress |

#### Director Legislative Services

| Activity                                                                                                                                                                                                                                              | Responsibility               | Dates                                       | Status      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------|-------------|
| 1 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.                                                                    | Clare Frater<br>David Marlor | Meeting: 12-Mar-2020<br>Target: 31-Aug-2022 | In Progress |
| 2 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing. | David Marlor<br>Julia Mobbs  | Meeting: 15-Sep-2020<br>Target: 21-Sep-2022 | In Progress |
| 3 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.                   | Clare Frater<br>David Marlor | Meeting: 10-Mar-2021<br>Target: 31-May-2022 | In Progress |



## Follow Up Action Report

## Trust Council

## Director Legislative Services

| Activity                                                                                                                                                                                                                                                                   | Responsibility | Dates                                       | Status      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 4 That the Islands Trust Chair, on behalf of Council, submit a letter to the Lieutenant Governor in Council making the review request under Section 8(2)(e) of the Islands Trust Act as resolved, to conduct a review of Islands Trust mandate, governance, and structure. | David Marlor   | Meeting: 21-Jun-2022<br>Target: 17-Nov-2022 | Completed   |
| 5 Conduct RWM to adopt Bylaw No. 189, cited as "Islands Trust Council Freedom of Information and Protection of Privacy Bylaw, 2022, Amendment Bylaw No. 1, 2022"                                                                                                           | David Marlor   | Meeting: 21-Sep-2022<br>Target: 17-Nov-2022 | In Progress |
| 6 Finalize policy amendments as adopted to support the Governance Committee. Policies 2.3.1 - 2.3.2 - 2.3.3 - 2.3.4 and 2.3.5.                                                                                                                                             | David Marlor   | Meeting: 21-Sep-2022<br>Target: 17-Nov-2022 | In Progress |

## Director of Planning Services

| Activity                                                                                                                                                                                                           | Responsibility | Dates                                       | Status      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 1 Staff to work with the Regional Planning Committee to review policies and fees related to the Agricultural Land Commission Exclusion Regulation which comes into effect October 1, 2020.                         | Stefan Cermak  | Meeting: 15-Sep-2020<br>Target: 06-Dec-2022 | In Progress |
| 2 Finalize as approved Trust Council policies 6.2.1, "Priority Setting / Review Guidelines" as amended and 6.7.1, "Work Program, Follow-Up Action Lists, and Priority Charts" as presented in Attachments 3 and 4. | Stefan Cermak  | Meeting: 21-Sep-2022<br>Target: 17-Nov-2022 | In Progress |

## Follow Up Action Report

### Trust Council

#### Director of Planning Services

| Activity                                                                                                                                                                                                                                                                                    | Responsibility                     | Dates                                       | Status      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------|-------------|
| 3 Establish criteria to guide selection of the LTC projects to be undertaken, including an evaluation process that determines priorities on the basis of need and regional equity.                                                                                                          | Stefan Cermak                      | Meeting: 21-Sep-2022<br>Target: 15-Mar-2023 | In Progress |
| 4 Chair to write to the Province to outline the particular housing affordability challenges in the Trust Area and request that the Province explore what can be done to create housing solutions specific to rural islands in the Trust Area, including options for stable, secure funding. | Clare Frater<br>Stefan Cermak      | Meeting: 22-Sep-2022<br>Target: 06-Dec-2022 | In Progress |
| 5 Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.                                                                                                                                  | Clare Frater<br>Stefan Cermak      | Meeting: 22-Sep-2022<br>Target: 14-Mar-2023 | In Progress |
| 6 Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education.                                                                                                                                                         | Russ Hotsenpiller<br>Stefan Cermak | Meeting: 22-Sep-2022<br>Target: 14-Mar-2023 | In Progress |
| 7 That Trust Council coordinate a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.                                                                                           | Russ Hotsenpiller<br>Stefan Cermak | Meeting: 22-Sep-2022<br>Target: 23-Mar-2023 | In Progress |
| 8 Trust Council refer the concept of "carrying capacity" to the Regional Planning Committee for study.                                                                                                                                                                                      | Stefan Cermak                      | Meeting: 22-Sep-2022<br>Target: 06-Dec-2022 | In Progress |



## Follow Up Action Report

## Trust Council

## Director, Administrative Services

| Activity                                                                                                                                                                                                                                              | Responsibility              | Dates                                       | Status      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------|-------------|
| 1 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing. | David Marlor<br>Julia Mobbs | Meeting: 15-Sep-2020<br>Target: 21-Sep-2022 | In Progress |
| 2 Enroll 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: 21-Sep-2022<br>Target: 06-Dec-2022 | In Progress |

## Director, Trust Area Services

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Responsibility                                    | Dates                                       | Status      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------|-------------|
| 1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province. | Clare Frater<br>Kate Emmings<br>Russ Hotsenpiller | Meeting: 17-Sep-2019<br>Target: 31-Dec-2022 | In Progress |
| 2 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.                                                                                                                                                                                                                                                                                               | Clare Frater<br>David Marlor                      | Meeting: 12-Mar-2020<br>Target: 31-Aug-2022 | In Progress |



## Follow Up Action Report

## Trust Council

## Director, Trust Area Services

| Activity                                                                                                                                                                                                                                                        | Responsibility                                  | Dates                                       | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------|-------------|
| 3 That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land, subject to Bowen Island's Municipality First Nations consultation.     | Clare Frater                                    | Meeting: 17-Jun-2020<br>Target: 06-Dec-2022 | In Progress |
| 4 Cooperate and work with Dr. Tara Martin's delegation re data sharing of Coastal Douglas-fir.                                                                                                                                                                  | Clare Frater                                    | Meeting: 17-Jun-2020<br>Target: 31-Oct-2022 | In Progress |
| 5 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP. | Clare Frater<br>Kate Emmings<br>Kathryn Martell | Meeting: 03-Dec-2020<br>Target: 31-Oct-2022 | In Progress |
| 6 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.                             | Clare Frater<br>David Marlor                    | Meeting: 10-Mar-2021<br>Target: 31-May-2022 | In Progress |
| 7 That Trust Council request staff to provide a report outlining potential options for how the Trust and local trust committees can engage and assist with the Coast Guard Oil Spill response planning process.                                                 | Clare Frater                                    | Meeting: 22-Sep-2021<br>Target: 20-Sep-2022 | In Progress |



## Follow Up Action Report

## Trust Council

## Director, Trust Area Services

| Activity                                                                                                                                                                                                                                                                                                                                              | Responsibility                                  | Dates                                       | Status      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------|-------------|
| <b>8</b> Proclaim June 8, 2022, to June 7, 2023 "Year of the Salish Sea", to raise public awareness about a healthy Salish Sea and learn from Indigenous Nations on how to improve its health and management for the benefit of future generations.                                                                                                   | Clare Frater                                    | Meeting: 08-Mar-2022<br>Target: 07-Jun-2023 | In Progress |
| <b>9</b> Format the draft Policy Statement as requested by Trust Council (TC) resolutions under item 6.2.3, reaffirm Reconciliation Declaration to be responsive to First Nations' engagement on the Policy Statement as dictated by UNDRIP. Request from Council to Trust Programs Committee for further review and bring to September's TC meeting. | Clare Frater                                    | Meeting: 22-Jun-2022<br>Target: 20-Sep-2022 | Completed   |
| <b>10</b> Annual Report draft approved for final submission to Minister and circulation per policy.                                                                                                                                                                                                                                                   | Clare Frater                                    | Meeting: 22-Jun-2022<br>Target: 20-Sep-2022 | Completed   |
| <b>11</b> Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy.                                                                           | Clare Frater<br>Kate Emmings<br>Kathryn Martell | Meeting: 02-Dec-2021<br>Target: 31-Oct-2022 | In Progress |
| <b>12</b> Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions.                                                                                                                                                                                                                                          | Clare Frater                                    | Meeting: 21-Sep-2022<br>Target: 14-Mar-2023 | In Progress |

## Follow Up Action Report

### Trust Council

#### Director, Trust Area Services

| Activity                                                                                                                                                                                                                                                                                              | Responsibility | Dates                                       | Status      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| <b>13</b> Continue to build staff-to-staff relationships with First Nations who provided input to the Policy Statement Amendment Project in Phases 1 and 2 of early and meaningful engagement, and provide additional capacity funding to support continued First Nations engagement on this project. | Clare Frater   | Meeting: 21-Sep-2022<br>Target: 14-Mar-2023 | In Progress |
| <b>14</b> Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.                | Clare Frater   | Meeting: 21-Sep-2022<br>Target: 01-Jun-2022 | In Progress |
| <b>15</b> Prepare a new Policy Statement Amendment Project Charter and Communications Strategy for the consideration of the incoming Executive Committee and Trust Council in early 2023.                                                                                                             | Clare Frater   | Meeting: 21-Sep-2022<br>Target: 14-Mar-2023 | In Progress |
| <b>16</b> Conduct RWM Adopt Bylaw No. 190 cited as "Islands Trust Council Natural Area Exemption Certificate Fees Bylaw No. 115, 2006, Amendment Bylaw No. 1, 2022".                                                                                                                                  | Clare Frater   | Meeting: 21-Sep-2022<br>Target: 17-Nov-2022 | In Progress |
| <b>17</b> Finalize as approved new Policy 2.1.16 "Guidelines for Executive Committee Sponsored or Islands Trust Conservancy Initiated NAPTEP Applications".                                                                                                                                           | Clare Frater   | Meeting: 21-Sep-2022<br>Target: 17-Nov-2022 | In Progress |

## Follow Up Action Report

### Trust Council

#### Director, Trust Area Services

| Activity                                                                                                                                                                                                                                                                                            | Responsibility                    | Dates                                       | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------|-------------|
| <b>18</b> Finalize as approved revised History and Heritage Conservation Grants-in-Aid Policy 2.1.14.                                                                                                                                                                                               | Clare Frater                      | Meeting: 21-Sep-2022<br>Target: 17-Nov-2022 | In Progress |
| <b>19</b> In cooperation with Executive Committee, provide a list of needed resources in priority order to advance the Trust's reconciliation activity with First Nations in British Columbia that Council may debate and endorse for advocacy to British Columbia.                                 | Clare Frater<br>Russ Hotsenpiller | Meeting: 22-Sep-2022<br>Target: 14-Mar-2023 | In Progress |
| <b>20</b> Chair to write to the Province to outline the particular housing affordability challenges in the Trust Area and request that the Province explore what can be done to create housing solutions specific to rural islands in the Trust Area, including options for stable, secure funding. | Clare Frater<br>Stefan Cermak     | Meeting: 22-Sep-2022<br>Target: 06-Dec-2022 | In Progress |
| <b>21</b> Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.                                                                                                                                  | Clare Frater<br>Stefan Cermak     | Meeting: 22-Sep-2022<br>Target: 14-Mar-2023 | In Progress |

#### Ecosystem Protection Specialist

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





## Follow Up Action Report

## Trust Council

## Ecosystem Protection Specialist

| Activity                                                                                                                                                                                                                                                            | Responsibility                                  | Dates                                       | Status      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------|-------------|
| 1 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.     | Clare Frater<br>Kate Emmings<br>Kathryn Martell | Meeting: 03-Dec-2020<br>Target: 31-Oct-2022 | In Progress |
| 2 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy. | Clare Frater<br>Kate Emmings<br>Kathryn Martell | Meeting: 02-Dec-2021<br>Target: 31-Oct-2022 | In Progress |

## Manager, Islands Trust Conservancy

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Responsibility                                    | Dates                                       | Status      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------|-------------|
| 1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province. | Clare Frater<br>Kate Emmings<br>Russ Hotsenpiller | Meeting: 17-Sep-2019<br>Target: 31-Dec-2022 | In Progress |

## Follow Up Action Report

### Trust Council

#### Manager, Islands Trust Conservancy

| Activity                                                                                                                                                                                                                                                            | Responsibility                                  | Dates                                       | Status      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------|-------------|
| 2 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.     | Clare Frater<br>Kate Emmings<br>Kathryn Martell | Meeting: 03-Dec-2020<br>Target: 31-Oct-2022 | In Progress |
| 3 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy. | Clare Frater<br>Kate Emmings<br>Kathryn Martell | Meeting: 02-Dec-2021<br>Target: 31-Oct-2022 | In Progress |

## REQUEST FOR DECISION

**To:** Executive Committee      **For the Meeting of:** October 5, 2022  
**From:** Trust Area Services      **Date Prepared:** September 28, 2022  
**SUBJECT:** Executive Committee FY2023/24 Business Cases

---

### RECOMMENDATION:

1. That Executive Committee recommend to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget:

1. \$10,000 for History and Heritage Grants in Aid
2. \$15,000 for Application Sponsorship
3. \$50,000 for Reconciliation Action Plan
4. \$50,000 for Communications
5. \$1,000 for NAPTEP application sponsorship
6. \$10,000 Accessibility Committee and plan development
7. \$10,000 Building footprint GIS data layer
8. \$140,000 for Policy Statement Amendment Project
9. \$20,000 for Contact Management Database Project– software and implementation/training
10. \$96,595 for Bylaw Portal Licensing and Implementation Project
11. \$150,000 for new staffing requests
12. \$30,000 staffing adjustment to grid levels

**CAO COMMENTS:** This is an initial recommendation to Executive Committee for the 2023/24 budget. The recommendation supports continuation of Trust Council programs and implementation of policy-directed activities (and, in the case of the NAPTEP application sponsorship item, anticipated policy). In addition, the recommendation responds to an increasing demand for administrative support, communications and sponsorship of community-benefit land use applications and history and heritage grants in aid. It also responds to upcoming Census results by providing funding to develop infographics and update island profiles. Executive Committee has an opportunity, early in the budget cycle, to consider these requests and allow for discussion and identification of priority items.

---

### 1 PURPOSE:

The purpose of this Request for Decision is for Executive Committee to recommend budget allocations for Fiscal Year 2023/24 to further the implementation of the Trust Council programs and activities, and to respond to an increase in work associated with meeting administration, creation of two new committees, needed improvements to management of First Nation relations information and processes.

## 2 BACKGROUND:

In order to support the work anticipated in the next fiscal year, the following budgets are recommended:

| Potential funding request                    | 2023/24 Amount proposed | 2022/23 funding | Notes                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------|-------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| History and Heritage Grants in Aid           | \$10,000                | \$4,000         | Executive Committee has already overspent the 2022/23 budget by \$2,000 and a further \$10,000 in grants are expected this fiscal year.                                                                                                                                                                                                                             |
| Application Sponsorship                      | \$15,000                | \$5,000         | In 2021 EC spent \$13,485 and in 2022 EC spent \$7,150. The new LTC fees bylaw will result in increased application fees.                                                                                                                                                                                                                                           |
| Reconciliation                               | \$50,000                | \$12,000        | To support ongoing and improved First Nations relations and implementation of the <a href="#">Reconciliation Action Plan</a> , and to support improvement of associated administrative practices.                                                                                                                                                                   |
| Communications                               | \$50,000                | \$50,000        | Staff recommend sustaining the communications budget to respond to an increasing demand for communications about Islands Trust and its projects. This budget supports use of contract communications/engagement support as needed as issues arise.                                                                                                                  |
| NAPTEP application sponsorship               | \$1,000                 | N/A             | In September, Trust Council gave first, second and third reading to a policy regarding sponsorship of NAPTEP applications. This budget would support implementation of that potential future policy.                                                                                                                                                                |
| Accessibility committee and plan development | \$10,000                | N/A             | Business case still in progress.<br>The Province requires Islands Trust , by September 1, 2023 to meet the requirements of Part 3 of the Accessible British Columbia Act by establishing: <ol style="list-style-type: none"> <li>1. An accessibility committee</li> <li>2. An accessibility plan</li> <li>3. A tool to receive feedback on accessibility</li> </ol> |
| Building Footprint GIS Data Layer Update     | \$10,000                | N/A             | See Attachment 1. Business Case<br><br>Would update this level. The acquisition involve photo interpretation of 2016 orthophotos, meaning our current reference dataset is now over six years out of date.                                                                                                                                                          |

| Potential funding request                                                              | 2023/24 Amount proposed | 2022/23 funding | Notes                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------|-------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Statement Amendment Project                                                     | \$140,000               | \$55,000        | See Attachment 2. Business Case<br><br>The budget for FY 2021/22 was \$130,000 (*Delivery of the Policy Statement Amendment Project in 2021/22 and early 2022/23 depended on a significant amount of overtime from Trust Area Services team resulting in a significant impact on staff.) |
| Contact Relationship Management Database Project– software and implementation/training | \$20,000                | N/A             | See Attachment 3. Business Case<br><br>Note: the business case presumes approval of a new administrative coordinator position (see below) that would manage the project                                                                                                                  |
| Bylaw Portal Licensing and Implementation Project                                      | \$96,595                |                 | See Attachment 4. Business Case<br><br>This proposal would fund the transition of Bylaw over to CityView, including a new information system and public accessible portal.                                                                                                               |
| Digitization of Paper Records Project                                                  | \$15,000                | \$6,500         | Business case still in progress.                                                                                                                                                                                                                                                         |
| Staffing Requests                                                                      | \$150,000<br>30,000     | \$100,000       | See Attachment 5. Business Cases<br><br>1. Meeting Administrator<br>Administrator Coordinator<br>2. Planning Services Administrative Adjustments                                                                                                                                         |
| <b>TOTAL</b>                                                                           | <b>597,595</b>          | <b>232,500</b>  | <b>\$365,095 of new funding</b>                                                                                                                                                                                                                                                          |

Management anticipates that the requests above are Executive Committee’s most pressing priorities. Below is a list of additional needs considered but not advanced at this in recognition of the budgetary pressures created by the Provincial negotiation of new collective agreements.

- Website assessment/improvement (\$5,000) (public survey to assess user issues and then design or functionality changes)
- NAPTEP Regulation Exemption reduction tax shift analysis – (2018-2022 Strategic Plan item). This project would result in tax shift analysis required for a business case to the Province of BC regarding Trust Council’s desire that legislation be amended to increase the NAPTEP exemption. To date, staff have not engaged in this work due to other priorities.
- New one-year temporary full-time Engagement Planner position (\$87,000). The new position would support the development and implementation of engagement frameworks and systems, and improve community engagement and participation in Islands Trust work, and strengthen relations with First Nations. Management would assess if continuation of this new position is beneficial/creates efficiencies for other staff.

- New permanent Communications Manager position (\$106,000). This new excluded position would manage communications programming and manage communications projects with implementation support from the Communications Specialist. This function is currently undertaken by the Director of Trust Area Services along with a myriad of other responsibilities. The one Communications Specialist position within Trust Area Services has frequently been vacant or filled with temporary staff in recent year. A second dedicated position for communications would add resiliency.
- Phase 2 funding for ground truthing of Phase 1 eelgrass mapping project results. Local trust committees can undertake this work as an LTC project should they wish.
- New permanent staff/contract Biologist for Planning Services (\$80,000/yr). Currently, planning staff are expected to address environmental considerations in staff reports but an on-staff/contract biologist could assist with more detailed reporting on topics such as species at risk impacts, ecosystem fragmentation/connectivity, ecosystem mapping interpretation, etc.

### 3 IMPLICATIONS OF RECOMMENDATION

**ORGANIZATIONAL:** Work would be undertaken by staff assigned to the Executive Committee and consultants as required.

**FINANCIAL:** The FY2023/24 budget would need to include the required funds to support the projects.

**POLICY:** N/A

**IMPLEMENTATION/COMMUNICATIONS:** The Executive Committee decision will be forwarded to the Financial Planning Committee.

**FIRST NATIONS:** All initiatives noted above could require an element of First Nations engagement and engagement with Indigenous people/community living within the Islands Trust Area. This includes ensuring processes are culturally sensitive and safe for Indigenous inclusion, are reflective of reconciliation principles adopted by Islands Trust Council, and are communicated to First Nation governments within the Islands Trust Area who have treaty and territorial areas to ensure equitable participation and notification. Budgets should allow for First Nations honorariums for participation, acknowledgements, and welcomes, if required.

**OTHER:** N/A

### 4 RELEVANT POLICY(S): [Policy 6.3.1 Budget Process Policy](#)

### 5 ATTACHMENT(S):

1. Building Footprint GIS Data Layer Update Business Case
2. Policy Statement Amendment Project Business Case
3. Contact Relationship Management Database Project– software and implementation/training Business Case
4. Bylaw Portal Licensing and Implementation Project
5. Staffing Requests
  - 1) Meeting Administrator / Administrator Coordinator  
Appendix A
  - 2) Planning Services Administrative Adjustments

## **RESPONSE OPTIONS**

### **Recommendation:**

**That Executive Committee recommend to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget:**

- 1. \$10,000 for History and Heritage Grants in Aid**
- 2. \$15,000 for Application Sponsorship**
- 3. \$50,000 for Reconciliation Action Plan**
- 4. \$50,000 for Communications**
- 5. \$1,000 for NAPTEP application sponsorship**
- 6. \$10,000 Accessibility Committee and plan development**
- 7. \$10,000 Building footprint GIS data layer**
- 8. \$140,000 for Policy Statement Amendment Project**
- 9. \$20,000 for Contact Management Database Project– software and implementation/training**
- 10. \$96,595 for Bylaw Portal Licensing and Implementation Project**
- 11. \$150,000 for new staffing requests**
- 12. \$30,000 staffing adjustment to grid levels**

### **Alternatives:**

1. Pass the recommendation above as amended.
  2. Request that staff develop a business case for reconciliation action plan funding.
  3. Request that staff develop a business case for communication funding that exceeds the \$23,000 in base funding in the 2021/22 budget.
  4. Forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget, the business case for a full-time permanent engagement planner position.
    - a. \$101,310 annually
  5. Request staff to develop a business case for the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget, for a part-time (50%) permanent engagement planner position
    - a. \$52,529 annually
  6. Request staff to develop a business case the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget, for a full-time temporary engagement planner position for seven months
    - a. \$59,306 one-time cost
  7. Request staff to develop a business case for a contract engagement planning support
  8. Propose different resolutions.
- 

**Prepared By:** Clare Frater, Director, Trust Area Services/September 29, 2022

**Reviewed By/Date:** Russ Hotsenpiller, CAO/September 29, 2022



**Budget Funding Request  
Short-Form Business Case**

Attachment 1.

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

**TO BE COMPLETED BY INITIATOR**

|                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Initiated by (name, title):</b><br><br>Information Systems                                                                                                                                                                                                                                                                                  | <b>Budget Source</b> (select all that apply):<br><br><input type="checkbox"/> <b>Specific Project Funding</b> (select all that apply)<br><input type="checkbox"/> Third Party Contractors<br><input type="checkbox"/> Staff Travel Expense<br><input type="checkbox"/> Staff Overtime Expense<br><input type="checkbox"/> New Staff Member – Temporary for project<br><input type="checkbox"/> Computer Hardware/Software<br><br><input type="checkbox"/> <b>Furniture &amp; Equipment</b><br><br><input type="checkbox"/> <b>Computer Hardware/Software/Supplies</b><br><br><input type="checkbox"/> <b>New Staff Resources</b> (see Staff Costing Tool)<br><input type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br>Temp Duration: _____<br><br><input checked="" type="checkbox"/> <b>Other – please describe:</b> ____Data Acquisition____ |
| <b>Business Area:</b><br><br>Administrative Services                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Name of Request:</b><br><br>Building Footprint GIS Data Layer Update<br><br><b>\$10,000</b>                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Date of Funding Request Submission:</b> 10/23/2022                                                                                                                                                                                                                                                                                          | <b>Funding Required for (date range):</b> From April 2023 onwards we are requesting an additional \$X per year for annual license fees for operational software.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>ISSUE/OPPORTUNITY:</b><br><br>The Islands Trust contracted out the acquisition of a building footprint dataset in 2017. The acquisition involve photo interpretation of 2016 orthophotos, meaning our current reference dataset is now over 6 years out of date. Both LPS and ITC have expressed interest in bringing this data up-to-date. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



**PROJECTED RESULTS/DELIVERABLES:**

Updated Building Footprints dataset.

**RISK ASSESSMENT:**

| Risks                                                      | Impact                | Mitigation                                                       |
|------------------------------------------------------------|-----------------------|------------------------------------------------------------------|
| Inadequate funding results continued use of outdated data. | High<br>Medium<br>Low | <ul style="list-style-type: none"><li>Fund Acquisition</li></ul> |
|                                                            |                       |                                                                  |

**ALTERNATIVES CONSIDERED:****Option 1 – Do nothing:**

Maintain existing data.

This option does not address the expressed needs of LPS or ITC.

**Option 2 Acquire Up-To-Date Data**

Contract out acquisition of updated data @ ~\$10,000

**CRITICAL SUCCESS FACTORS:**

Funding of this initiative.

**RECOMMENDED OPTION:**

Staff recommend Option 2; Acquire Up-To-Date Data.

Both LSP and ITC staff have indicated the value of this dataset in their workflows.

**COST/BENEFIT ANALYSIS:**

Data product incorporated into LPS and ITC workflows.

**PURCHASING PROCEDURE:**

RFP

**PROPOSED IMPLEMENTATION STRATEGY:**

RFP with data delivery anticipated for end of summer 2023.

**STAFF RESOURCING:**

Staff will participate in procurement process (~10 hours.

**CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:**

None.

Information Services

Initiator Name, Title

September, 2022

Date

Reviewed by Department Lead: Name, Title

Date

**REVIEWED BY MANAGEMENT TEAM:**

Date received:

Accepted by Management: ☐ YES ☐ NO

**Next steps:**

- If accepted by management:
  - the business case will be forwarded to FPC for review in October of each year.
  - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and the business case forwarded to FPC.
- If not accepted by management:
  - the business case will be forwarded to FPC for information in October of each year, but not included in the budget draft.



**Budget Funding Request  
Short-Form Business Case**

Attachment 2.

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

**TO BE COMPLETED BY INITIATOR**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Initiated by (name, title):</b><br>Executive Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Budget Source</b> (select all that apply):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Business Area:</b><br>Trust Area Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> <b>Specific Project Funding</b> (select all that apply) <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Third Party Contractors</li> <li><input type="checkbox"/> Staff Travel Expense</li> <li><input type="checkbox"/> Staff Overtime Expense</li> <li><input type="checkbox"/> New Staff Member – Temporary for project</li> <li><input type="checkbox"/> Computer Hardware/Software</li> </ul>                                                                                                                                                                                                                                                                                                         |
| <b>Name of Request:</b><br><br><b>Policy Statement Amendment Project (PSAP)</b><br><b>\$140,000</b> <ul style="list-style-type: none"> <li>\$20,000 - Communications/PR Consultant Firm to implement PSAP communications strategy developed in FY 2022-23</li> <li>\$30,000 – Capacity Funding and Honoraria for First Nations Early &amp; Meaningful Engagement Phase 4</li> <li>\$30,000 - Public Engagement Phase 4: <u>virtual</u> engagement via local trust committee / island municipality meetings developed by Islands Trust staff with contracted support for online survey design / analysis and engagement materials, includes advertising costs</li> <li>\$5,000 - Legal Services</li> <li>\$5,000 - Plain Language Editorial Services</li> <li>\$5,000 - Graphic Design of Policy Statement</li> <li>\$40,000 – Backfilling of Senior Policy Advisor (SPA) position for 6 months</li> </ul> | <input type="checkbox"/> <b>Furniture &amp; Equipment</b><br><br><input type="checkbox"/> <b>Computer Hardware/Software/Supplies</b><br><br><input checked="" type="checkbox"/> <b>New Staff Resources</b> (see Staff Costing Tool) <ul style="list-style-type: none"> <li><input type="checkbox"/> Permanent</li> <li><input checked="" type="checkbox"/> <b>Temporary</b><br/>Temp Duration: 6 months backfilling Senior Policy Advisor</li> </ul> <input checked="" type="checkbox"/> <b>Other – please describe:</b> _____<br>Capacity funding and honoraria for First Nations for review/input/dialogue on draft Policy Statement revisions, legal services, graphic design, editorial services, printing, posting and distribution of communication materials, etc. |
| <b>Date of Funding Request Submission:</b><br>September 23, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Funding Required for (date range):</b><br>April 1, 2023 – March 31, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**ISSUE/OPPORTUNITY:**

Trust Council's Policy Statement Amendment Policy (1.2.1) states that each term, Trust Council will identify Policy Statement review and/or amendment tasks. Early on in the 2018-2022 term, Islands Trust Council requested Executive Committee, with involvement from Trust Programs Committee as appropriate, to review and develop recommendations for amendments to the Islands Trust Policy Statement, primarily through the priority lenses of reconciliation, climate change, and affordable housing. This multi-year project commenced in 2019 and has involved, to date, three phases of public engagement, two phases of early and meaningful engagement with First Nations, substantial review and analysis by Trust Programs Committee and Executive Committee, and periodic Trust Council discussion. The project will reach completion after the draft new Policy Statement bylaw has achieved first, second, third, and fourth reading by Trust Council and final adoption by the Minister of Municipal Affairs.

Work on the project this term has culminated in a series of directions to staff to revise the draft Policy Statement based on Trust Council's political direction. Trust Programs Committee also passed the following resolution on August 26, 2022:

**TPC-2022-024**

*that Trust Programs Committee request Executive Committee include funding for an enhanced communications strategy within the 2023/24 business case for the Policy Statement Amendment Project.*

As of September 20, 2022, staff have forecasted spending approximately \$25,000 in the remainder of the 2022-23 fiscal year for a third phase of early and meaningful engagement with First Nations and associated capacity funding (\$15,000), legal review (\$5,000), and contract support to develop a communications strategy (\$5,000). These funds will be drawn from existing Trust Area Service budget monies.

As per Trust Council's direction, the revised draft Policy Statement is expected to be presented to Trust Programs Committee and Executive Committee in early 2023, along with a draft project charter and a draft communications strategy.

**PROJECTED RESULTS/DELIVERABLES:**

Based on Trust Programs Committee and Trust Council in 2022, staff anticipate that the project will likely include a fourth phase of (virtual) public engagement, a fourth phase of (virtual) First Nations early & meaningful engagement, additional inter-agency referrals, internal referrals to local trust committees, Bowen Island Municipality and the Islands Trust Conservancy Board, and plain language editorial review/graphic design of the revised draft Policy Statement in FY 2023-24. These are steps that will support first reading of a draft new Policy Statement bylaw by Trust Council, and the completion of associated engagement with the public, First Nations, and referral agencies.

**RISK ASSESSMENT:**

The lack of a proactive communications strategy, along with a vacancy in the Communications Specialist position, at the outset of the project, impacted progress on the Policy Statement Amendment Project in FY 2021-22. To mitigate this risk going forward, Trust Council has directed staff to develop a communications strategy to be implemented in FY 2023-24. Staff have also documented lessons learned throughout the first three years of the project and will be implementing enhanced project management practices. The recommended option includes backfilling of the Senior Policy Advisory for six months to ensure sufficient staff time for the project.

**ALTERNATIVES CONSIDERED:**

**Option 1: \$140,000** – As described above (option recommended by staff).

**Option 2: \$100,000** – As described above, without backfilling Senior Policy Advisor for 6 months (which would mean limiting work (e.g. Trust Council advocacy/coordination, legislative monitoring, indicator reporting, agreement monitoring/development, organization of special Trust Council sessions)

**Option 3: \$145,500** – Option 1 + in-person (instead of virtual) participation of staff at 13 local trust committee / island municipality meetings for Phase 4 public engagement (estimated at additional \$5,500).

**Option 4: \$150,000** – Option 1 + two-part virtual Trust-wide community engagement workshop led by engagement consultants, including coordination, facilitation, honoraria, notetaking, technical support, analysis and summary report (estimated at additional \$10,000).

**Option 5: \$235,000** – Option 1 + add a suite of in-person and virtual engagement activities throughout Islands Trust Area led by engagement consultants, including analysis and summary report (estimated at additional \$100,000, which would include temporarily backfilling Program Coordinator position). Note that this option would require a significantly longer timeline for preparation and execution.

**Option 6: \$110,000** Option 1 with no public engagement. This approach may result in a high levels of correspondence to Trust Council which would require significant administrative staff effort to redact, post to website, etc.

**Option 7: \$70,000** Option 2 with no public engagement. This approach may result in a high levels of correspondence to Trust Council which would require significant administrative staff effort to redact, post to website, etc.

**Option 8:** Not proceed at this time or postpone until a future fiscal year.

**CRITICAL SUCCESS FACTORS:**

- Full staffing levels within Trust Area Services
- Contractor availability
- Strategic and well-resourced communications to build a shared understanding by members of Trust Council, First Nations, referral agencies, and the public, regarding interpretation of the Islands Trust Object, the purpose and function of the Policy Statement, and the rationale for proposed amendments.

**RECOMMENDED OPTION:**

Option 1 is recommended at this time. As Phase 3 of public engagement already included a suite of in-person and virtual engagement activities throughout the Islands Trust Area, a lighter engagement is suitable for Phase 4. This option also includes a budget for the implementation of an enhanced Communications Strategy as directed by Trust Council in September 2022.

**COST/BENEFIT ANALYSIS:**Quantitative Analysis:

Comparative regional growth strategy/official community plan processes in BC local governments have notably higher budgetary estimates.

Qualitative Analysis:

Amending the Islands Trust Policy Statement will enable Trust Council to more effectively carry out its mandate to preserve and protect the unique amenities and environment of the Trust Area in cooperation with other partners, as stipulated in the *Islands Trust Act*. It will also help to fulfill Trust Council's commitments to addressing reconciliation, climate change, and housing in the context of its mandate and jurisdiction.

**PURCHASING PROCEDURE:**

All expenditures will be in accordance with Procurement Policy 6.5.3.

**PROPOSED IMPLEMENTATION STRATEGY:**

As outlined above and as per the new Policy Statement Amendment Project Charter, Communications Strategy, and Engagement Strategy, to be endorsed by the new 2022-26 Trust Council.

**STAFF RESOURCING**

In FY 2023-24, the project will occupy the majority of the Senior Policy Advisor's time and will require at least six months of backfilling this position to support Trust Area Service's (TAS) regular workload (unless TAS workloads are reduced by Trust Council and its committees during this time). During critical periods, a certain amount of overtime is expected to fulfil project needs.

**CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:** *(Are there any concerns and how will these be addressed? Have other stakeholders been identified?)*

Change management, communications, and collaboration will be addressed via the development of a new Communications Strategy for the project, along with a new Project Charter and potential Phase 4 Engagement Strategy, as directed by Trust Council or its committees in early 2023.

**Clare Frater, Director, Trust Area Services**

Initiator Name, Title

**September 23, 2022**

Date

Reviewed by Department Lead: Name, Title

Date

**REVIEWED BY MANAGEMENT TEAM:**

Date received:

Accepted by Management: ☐ YES ☐ NO

**Next steps:**

- If accepted by management:
  - the business case will be forwarded to FPC for review in October of each year.

- the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and the business case forwarded to FPC.
- If not accepted by management:
  - the business case will be forwarded to FPC for information in October of each year, but not included in the budget draft.



**Budget Funding Request  
Short-Form Business Case**

Attachment 3.

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**TO BE COMPLETED BY INITIATOR**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Initiated by (name, title):</b><br><br>Clare Frater, Director, Trust Area Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Budget Source</b> (select all that apply):<br><br><input type="checkbox"/> <b>Specific Project Funding</b> (select all that apply)<br><input type="checkbox"/> Third Party Contractors<br><input type="checkbox"/> Staff Travel Expense<br><input type="checkbox"/> Staff Overtime Expense<br><input type="checkbox"/> New Staff Member – Temporary for project<br><input type="checkbox"/> Computer Hardware/Software<br><br><input type="checkbox"/> <b>Furniture &amp; Equipment</b><br><input checked="" type="checkbox"/> <b>Computer Hardware/Software/Supplies</b><br><br><input type="checkbox"/> <b>New Staff Resources</b> (see Staff Costing Tool)<br><input type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br>Temp Duration: _____<br><br><input type="checkbox"/> <b>Other – please describe:</b> _____ |
| <b>Business Area:</b><br><br>Organization-wide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Name of Request:</b><br>Contact Relationship Management (CRM) Software<br><br><b>\$20,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Date of Funding Request Submission:</b> 10/5/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Funding Required for (date range):</b> April 1, 2023 – March 31, 2024<br><br>Ongoing licencing fees estimated at: \$9,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>ISSUE/OPPORTUNITY:</b><br><br>The Islands Trust /Islands Trust Conservancy staff use a variety of lists, applications, databases and spreadsheets to track contacts and manage relationships. In some circumstances, such as First Nations relations, there is not an organizational tool available to all staff to document information critical to relationship management such as conversation notes, gifts given/received, protocol requests, key issues raised. This decentralised approach leads to duplication, errors, and offers risk of damaging relationships due to a lack |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



of corporate memory. In addition, the Islands Trust Conservancy (ITC) has used contact relationship management (CRM) software for 15 years and the current software is being 'sunset' in 2024 and will no longer be available for use. ITC needs to transition to new software to maintain relationship management with potential and current donors, supporters and partner agencies. In addition, the current software does not 'speak' to the e-mail subscription software which creates additional work and the risk of mistakes. The Conservancy has approximately 2,700 relationships it manages and it is estimated that staff throughout the Islands Trust have another 3,000+. Use of a common database throughout Islands Trust is essential to the day-to-day work of staff and supports staff productivity and evaluation of communication efforts.

The e-mail subscription software used by Islands Trust/Islands Trust Conservancy is not intuitive for many staff and often requires additional support from an external contactor (at extra cost) to keep templates usable and working. Many CRM solutions offer integrated CMS/communication options, which eliminate the need to have additional email communication tools or applications, providing an opportunity to:

- 1) streamline staff work workflows; and
- 2) improve communications and relationship management with constituents and communities.

This request supports the implementation of the following strategic objectives of Islands Trust and Islands Trust Conservancy:

- 1) Islands Trust Conservancy Board Regional Conservation Plan (2018-2027):  
Goal 4: Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area
  - Objective 4.1: Develop and expand fundraising strategies to support ITC programs
  - Objective 4.4: Focus, refine and creatively enhance outreach using up-to-date tools and strategies
  - Objective 4.5: Engage audiences and partners beyond the Islands Trust Area to increase support for species and ecosystems within the region
  - Objective 4.6: Use partnership and new technologies to enhance efficiencies in the ITC operations
- 2) Islands Trust Council Strategic Plan:  
Objective 4: Improve community engagement and participation in Islands Trust Work.
  - Strategy 4.3: Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area.

#### **PROJECTED RESULTS/DELIVERABLES:**

The projected results/deliverables associated with this funding request include:

- 1) Assessment of available CRM software options
- 2) Selection and installation of appropriate products on Island Trust systems
- 3) Migration of existing data into new systems with contracted support as needed (e.g. ITC CRM database; e-mail subscription data; First Nations contacts, advocacy contacts, partner agency contacts; MP, MLA, former trustee lists; advertising contacts, media contacts; etc.)
- 4) Database testing and creation of custom reports
- 5) Change management for all affected staff, including updates to applicable procedures and removal of existing lists, apps etc.
- 6) Development of training materials
- 7) Training of staff on use of new system
- 8) Integration of contact database software into staff orientation for new staff

| <b>RISK ASSESSMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Risks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Impact</b> | <b>Mitigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Insufficient staff time for project management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>High</b>   | <ul style="list-style-type: none"> <li>The coordination of this project will be undertaken by a new administrative position. If this position is not funded then an additional \$10,000 for project management should be added to budget.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Lack of staff buy-in leads to CRM not being used                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Medium</b> | <ul style="list-style-type: none"> <li>Early communications with key staff &amp; involvement in demos of new solutions will mitigate risk of lack of buy-in</li> <li>Coaching and training for staff who use the software</li> <li>Easy to access training information</li> <li>Change to staff procedures to require routine entry of information</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     |
| CRM isn't used by all staff who should be tracking communications and contact with constituents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Medium</b> | <ul style="list-style-type: none"> <li>Management will ensure use is adopted in appropriate staff/teams</li> <li>Adequate training resources developed and available for staff to use</li> <li>Staff training is provided to all existing and future staff on how to use the CRM to reduce work load</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Inadequate funding results in solution that does not adequately meet organizational needs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>High</b>   | <ul style="list-style-type: none"> <li>No mitigation possible for the impact of ITC software becoming unsupported in 2024, resulting in loss of effective donor stewardship</li> <li>No mitigation possible for lost staff productivity and effectiveness due to multiple information sources maintained in a decentralized manner</li> <li>No solution to current challenge of not being able to integrate with e-mail subscription software (e.g. ITC staff very nearly sent a donor appeal to a recently deceased donor after having multiple communications with their family about the donor's wishes).</li> <li>Work to centralize contact lists and develop a spreadsheet for capturing key information resulting from First Nations engagement</li> </ul> |
| <b>ALTERNATIVES CONSIDERED:</b> <p><b>Option 1 – Additional funding for implementation of contact database throughout organization</b><br/> <b>Cost: \$20,000 in first year, ~\$9,000 in ongoing years</b><br/> Islands Trust and ITC co-procure new software, develop custom fields and reports as appropriate, migrate existing contact and donor information, and perform data hygiene/clean up. Staff then delete formerly used methods.</p> <p><b>Option 2 – Additional funding for ITC implementation of contact database</b><br/> <b>Cost: \$10,000 in first year, ~\$5,500 in ongoing years</b><br/> ITC migrates its data into new software that better suits the immediate needs for ITC. This option does not improve contact management and communication opportunities for Islands Trust as a whole, does not respond to the pressing need to better manage First Nations contacts and correspondence, and current inefficiencies and risks persist with respect to email lists and communications (i.e. eNews).</p> <p><b>Option 3 – no additional funding provided:</b><br/> Staff have not been able to source software that meets the basic needs within the existing budgets. If no additional funding is provided, ITC will lose access to its CRM and will be unable to manage donor relationships effectively. This would impact the ability of ITC to promote its donor programs as requested by the Board. This option also does not improve contact management and communication opportunities for Islands Trust as a whole, does not respond to the pressing need to better manage First Nations contacts and correspondence, and current inefficiencies and risks persist. This option is not recommended.</p> |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>CRITICAL SUCCESS FACTORS:</b> <ul style="list-style-type: none"> <li>- A dedicated project manager to coordinate the project</li> <li>- Procurement of software: <ul style="list-style-type: none"> <li>o capable of tracking contacts, fundraising, donor, gift, information and correspondence (and keep this confidential to certain users only)</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

- capable of having customized fields (e.g. TAPIS file numbers, PID, and a number of landholder data pieces specific to ITC)
- including built in email and communication marketing tools that are easy to use and allow for upload of templates OR integration with external email providers (eg. Mailstorm, MailChimp, etc.)
- with support staff available to customers for trouble-shooting/issues (ideally at no extra cost)
- with streamlined/simple contact tracking & integrated web-form options
- that allows for Islands Trust to be sole owner of the data
- that meets data privacy and storage requirements, as set out by the BC Government and Islands Trust
- with easily searchable data and customized reports (e.g. fundraising reports, communications reports, mailing lists, etc.)
- with set up and data migration support options
- Dedicated person/people to assist with data input/data transition, perform data hygiene and set up effective reports for Islands Trust and Islands Trust Conservancy use
- Working group to test CRM once set up, provide feedback and work iteratively with the project manager to create an effective tool
- Training materials & resources available to staff for learning to use the platform
- Senior management champions and buy-in from all managers to require data entry on a regular and timely basis from their staff

#### **RECOMMENDED OPTION:**

Option 1: it allows for an integrated approach to contact and donor management and offers efficiencies in terms of customization, training materials development and training delivery. It also responds to the currently lack of an organization-wide relationship-management approach for First Nations engagement that meets the needs of users throughout the organization. While this option is initially more costly, it will result in improved work-flows and reduced staff time managing separate software and databases, and is more efficient than a staged roll-out of new software.

#### **COST/BENEFIT ANALYSIS:**

##### Quantitative Analysis:

Current software costs are ~\$2,000 per year but will be unsupported as of 2024. The recommended option is \$9,000 per year, after a \$20,000 initial input in the first year.

##### Qualitative Analysis:

An integrated CRM/CMS solutions would provide:

- Better workflow for staff (less systems to have to maintain and use if we use an integrated solution rather than multiple programs)
- Increased staff retention, as AA's and Communications staff will require less tools and back/forth with an integrated solution. This will also help them to better track the communication needs from different constituents and identify where additional resourcing or support tools are needed to provide a better engagement experience to constituents in the Islands Trust Area.
- Reduced work from automated features (e.g. duplicate search tools, enhanced reporting, automated response/email options, etc.)
- Increased constituent engagement and a smoother user experience (having an integrated web sign up form and database for our email lists)

- Increased understanding in the audiences we engage and serve in the Islands Trust Area through better reporting and methods to engage people more personally.
- Improved donor relations and donor experience

#### **PURCHASING PROCEDURE:**

Purchasing process will follow Islands Trust purchasing procedures.

#### **PROPOSED IMPLEMENTATION STRATEGY:**

Once we have approved budget we propose the following next steps:

1. Develop project charter
2. Develop staff working group
3. Conduct full needs assessment with all affected staff.
4. Select software.
5. Customize software to meet Islands Trust/Islands Trust Conservancy information and reporting needs
6. Migration of existing data and input of new data
7. CRM testing and quality assurance / quality control of data
8. Development of training materials and training session
9. Development of staff procedures regarding database use and data entry
10. Group training days for all affected staff
11. Deletion of previously-used lists, applications, databases and spreadsheets

#### **STAFF RESOURCING:**

The project will supported by

Legislative Services Director/Trust Area Services Director: project sponsors

New administrative position: project manager

Information Services Manager: lead needs assessment process, lead software selection process, work with software provider re customization

ITC Manager: guidance related to ITC CRM requirements

ITC Communications Specialist: integration of ITC communication requirements

ITC Administrative Assistant: support for development of training materials and reporting requirements

ITC Fund Development Specialist: integration of donor management needs

Legislative Services Clerk: support for development of training materials

Legislative Services Clerk: support for development and delivery of training sessions

Legislative Services Clerk: Development of staff procedures regarding database use and data entry

Affected staff: prepare data for migration and attend training sessions

Computer Application Support Technician: Deletion of previously-used lists, applications, databases and spreadsheets

This project can be accomplished within existing staff resources.

#### **CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:**

This project will require staff involvement from all departments. Staff will manage the change through a thorough needs assessment process and a focus on training, training materials and procedures. Previous

attempts to implement a First Nations contacts database have faltered due to a lack of training and procedures, and staff will apply lessons learned.

Regular communications (email) and discussions will be presented in staff meetings to ensure all impacted staff are provided with adequate information and opportunities to ask questions regarding this transition.

Clare Frater, Director, Trust Area Services

September 28, 2022

\_\_\_\_\_  
Initiator Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed by Department Lead: Name, Title

\_\_\_\_\_  
Date

**REVIEWED BY MANAGEMENT TEAM:**

Date received:

Accepted by Management: ☐ YES ☐ NO

**Next steps:**

- If accepted by management:
  - the business case will be forwarded to FPC for review in October of each year.
  - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and the business case forwarded to FPC.
- If not accepted by management:
  - the business case will be forwarded to FPC for information in October of each year, but not included in the budget draft.



**Budget Funding Request  
Short-Form Business Case**

Attachment 4.

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

**TO BE COMPLETED BY INITIATOR**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Initiated by (name, title):</b></p> <p>Information Systems; (Mark Van Bakel, Manager)<br/>Planning Services; (Stefan Cermak, Director)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>Budget Source</b> (select all that apply):</p> <p><input type="checkbox"/> <b>Specific Project Funding</b> (select all that apply)</p> <p><input type="checkbox"/> Third Party Contractors</p> <p><input type="checkbox"/> Staff Travel Expense</p> <p><input type="checkbox"/> Staff Overtime Expense</p> <p><input type="checkbox"/> New Staff Member – Temporary for project</p> <p><input type="checkbox"/> Computer Hardware/Software</p> <p><input type="checkbox"/> <b>Furniture &amp; Equipment</b></p> <p><input checked="" type="checkbox"/> <b>Computer Hardware/Software/Supplies</b></p> <p><input type="checkbox"/> <b>New Staff Resources</b> (see Staff Costing Tool)</p> <p><input type="checkbox"/> Permanent</p> <p><input type="checkbox"/> Temporary</p> <p>Temp Duration: _____</p> <p><input type="checkbox"/> <b>Other – please describe:</b> _____</p> |
| <p><b>Business Area:</b></p> <p>Administrative Services<br/>Planning Services</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Name of Request:</b></p> <p>Bylaw Portal Licensing and Implementation</p> <p><b>\$96,595</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Date of Funding Request Submission: 10/4/2022</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b>Funding Required for (date range): From April 2023 onwards we are requesting an additional \$X per year for annual license fees for operational software.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>ISSUE/OPPORTUNITY:</b></p> <p>The Islands Trust currently utilizes a legacy in house developed web application referred to as Trust Area Property Information System (TAPIS). TAPIS serves as the sole repository and management console for all Islands Trust land use information, including Bylaw records. The Islands trust first developed the software in 2003, with ongoing updates continuing till this day. This application, although central to Islands Trust information management, represents a series of technological challenges and limitations, including but not limited to; no online transaction capacity, no online application status tracking, limited integration of mapping, no online access from the field, and limited reporting capacity.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

In 2022 the Islands Trust was awarded a Government of British Columbia “Local Government Development Approvals Program” (LGDAP) grant to assist in improving public service delivery. For the Islands Trust the grant will assist in improving Islands Trust Regional Planning service delivery through the implementation of CityView software, transitioning from the legacy TAPIS application to an industry standard software suite in support of development application approvals.

Bylaw Compliance and Enforcement (Bylaw) was originally included in the planned transition from TAPIS to CityView, but due to LGDAP grant restrictions this portion of the information system development application improvements. This proposal would fund the transition of Bylaw over to CityView, including a new information system and public accessible portal.

**PROJECTED RESULTS/DELIVERABLES:** *(How does this address the issue/opportunity described above?)*

The projected results/deliverables associated with this funding request include:

- 1) Implementation of Bylaw Ticketing Software Solution with all necessary licenses and support,
- 2) Integration with other 3<sup>rd</sup> party systems/applications (i.e. ESRI ArcGIS Portal and Islands Trust Finance System),
- 3) Data conversion and migration from existing systems as required,
- 4) Training and user documentation development and deliver for administrators and end users,

**RISK ASSESSMENT:**

| Risks                                                                                     | Impact | Mitigation                                                          |
|-------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------|
| Inadequate funding results in solution that does not adequately meet organizational needs | High   | <ul style="list-style-type: none"><li>Fund Implementation</li></ul> |
|                                                                                           |        |                                                                     |

**ALTERNATIVES CONSIDERED:** *(What other options/alternative courses of action were considered? List and discuss each alternative separately. Each option must be supported by a succinct and realistic presentation of the benefits, risks, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo - ie. do nothing - and the anticipated results of that action.)*

**Option 1 – Do nothing:**

Maintain existing Bylaw Enforcement records management in TAPIS Info. This approach would see Bylaw isolated from Development Application records management, such that both Planners and Bylaw would need to access separate applications (CityView and TAPIS Info) in order to fully understand property related activities. This option would also limit Bylaw’s ability to provide public access to ticket submissions and monitoring, as the current implementation of TAPIS Info does not support public access.

This option does not improved communication and efficiency opportunities for Islands Trust. Moreover, it would result in client confusion and negative experiences when going through the development application processes resulting from bylaw enforcement efforts.

**Option 2 – Fund Bylaws integration into CityView:**

**Cost Summary**

|                                                     |                 |
|-----------------------------------------------------|-----------------|
| Software Licenses & Subscriptions                   | \$23,825        |
| Implementation Services                             | \$37,475        |
| Data Conversion                                     | \$10,800        |
| Training                                            | \$7,257         |
| Travel & expenses (billed on a cost recovery basis) | \$11,520        |
| CityView Annual Software Maintenance year 1         | \$5,718         |
| <b>Total</b>                                        | <b>\$96,595</b> |

This option greatly improves communication and efficiency opportunities for Islands Trust, and integrates Bylaw Enforcement data management with Regional Planning.

**CRITICAL SUCCESS FACTORS:** *(What related factors have been identified? Which of these factors are critical to the success of this initiative? Discuss outcomes if critical success factors are not met)*

Funding of this initiative. Consistent application software throughout all of the Planning Services department. Consistent customer experiences. Increased efficiencies and reporting mechanisms.

**RECOMMENDED OPTION:** *(State your recommendation, and summarise why you chose it over others.)*

- Information Systems and Planning Services recommend Option 2, integrating Bylaw case information management with development application information in CityView, and adding capacity for public facing portal for digitally cases tracking from submission to resolution.

**COST/BENEFIT ANALYSIS:** *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

Primary advantages include:

- Integration with development application information system.
- Public facing portal, providing means to digitally track Bylaw Enforcement cases from submission to resolution.

Additional efficiencies and expanded capacities include:

**Improve access to information**

- Give officers real-time access to case information in the field using CityView Mobile.
- Track code enforcement activities in a central database.
- Create a permanent case history that includes digital photos and other documentation related to a case.
- Relate code enforcement violations to any recorded location for exceptional visibility.
- Utilize intuitive mapping tools to create a spatial representation of case-related violations.

**Improved Transparency**

- Workflows guide users through the entire process from start to finish, including entering unlimited violations per case; hearings and appeals; and case disposition, ensuring that all case milestones are met.
- Organize inspection activities, generate daily inspections roster, including links to all case pertinent information for Inspectors to access at their desk or in the field in disconnected mode.



|                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Ensure inspector accountability and reduce liability</b></p> <ul style="list-style-type: none"> <li>Quickly generate and attach professional, personalized correspondence that will be automatically added to the list of documents attached to the case.</li> <li>Automatically assign case activities to the responsible inspectors, and provide them with tools to assist them in managing their case workloads.</li> </ul> |
| <p><b>PURCHASING PROCEDURE:</b></p> <p>This is a direct award, given the integration with development application information system.</p>                                                                                                                                                                                                                                                                                            |
| <p><b>PROPOSED IMPLEMENTATION STRATEGY:</b></p> <p>Once we have approved budget proceed with implementation. Funding request includes training which would be done in conjunction with Planning Services training.</p>                                                                                                                                                                                                               |
| <p><b>STAFF RESOURCING:</b></p> <p>Staff will support requirements review (~20 hours) and implementation project management (~40 hours). Staff will require training for new software.</p>                                                                                                                                                                                                                                           |
| <p><b>CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:</b></p> <p>Bylaw management officers will be included in all relevant communication, and training provided as needed. Clients will be notified as system is implemented. Note that numerous local governments have taken advantage of the LGDAP grant funding opportunities and that the province will be managing province wide messaging.</p>                                |

Mark Van Bakel; Manager of Information  
Services

Initiator Name, Title

Sept. 20, 2022

Date

Stefan Cermak, Director of Planning Services

Reviewed by Department Lead: Name, Title

Sept. 26, 2022

Date

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>REVIEWED BY MANAGEMENT TEAM:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                         |
| <b>Date received:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Accepted by Management:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <p><b>Next steps:</b></p> <ul style="list-style-type: none"> <li>If accepted by management:             <ul style="list-style-type: none"> <li>the business case will be forwarded to FPC for review in October of each year.</li> <li>the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and the business case forwarded to FPC.</li> </ul> </li> <li>If not accepted by management:             <ul style="list-style-type: none"> <li>the business case will be forwarded to FPC for information in October of each year, but not included in the budget draft.</li> </ul> </li> </ul> |                                                                                         |



**Budget Funding Request  
Short-Form Business Case**

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

| TO BE COMPLETED BY INITIATOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Initiated by</b><br><b>Russ Hotsenpiller,</b><br><b>Chief Administrative Officer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Budget Source</b> (select all that apply):<br><br><input type="checkbox"/> <b>Specific Project Funding</b> (select all that apply)<br><input type="checkbox"/> Third Party Contractors<br><input type="checkbox"/> Staff Travel Expense<br><input type="checkbox"/> Staff Overtime Expense<br><input type="checkbox"/> New Staff Member – Temporary for project<br><input type="checkbox"/> Computer Hardware/Software<br><br><input type="checkbox"/> <b>Furniture &amp; Equipment</b><br><br><input type="checkbox"/> <b>Computer Hardware/Software/Supplies</b><br><br><input type="checkbox"/> <b>New Staff Resources</b> (see Staff Costing Tool)<br><input checked="" type="checkbox"/> <b>Permanent</b><br><input type="checkbox"/> <b>Temporary</b><br>Temp Duration: _____<br><br><input type="checkbox"/> <b>Other – please describe:</b> _____ |
| <b>Business Area: Administration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Name of Request: New staff positions</b><br><br>1. Meeting Administrator, 1 fte, Grid 14-16, \$55,000- 60,023.<br>2. Administrative Coordinator, 1 fte , Grid 18, 90,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Date of Funding Request Submission: September 29, 2022.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Funding Required for (date range):<br/>From April 1 2023 onwards.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>ISSUE/OPPORTUNITY:</b><br><br><b>1. Meeting Administrator, 1 fte, Grid 14</b><br>There is a need to address the lack of staff resources currently dedicated towards the delivery of public electronic/hybrid Local Trust Committee and Council Committee meetings. Prior to the return of live meetings, administrative staff (i.e. Planning Team Assistants, Administrative Assistants, and Legislative Clerks) were responsible for hosting purely digital public meetings in the form of Zoom webinars. Primary duties included management of town hall speakers, breaks (communicating return times), initiation of live stream and recording, and basic user support (microphone and camera management). Although these duties did not require 100 percent of their attention, fluctuating meeting demands required a portion of their focus at all times, thereby excluding them from other |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

duties that required their full attention (i.e. front desk management). Due to this redirection of effort, the organization lost at least an fte of administrative support throughout the organization.

Upon returning to in-person public meetings the Local Trust Committee (LTC) chairs were provided hardware kits that included a laptop, combination camera, speaker and microphone, Wi-Fi hub and tripod. This deployment model has proven successful to date in a number of respects.

- Reduced time demands on Administrative staff, thereby freeing up time for duties associated with their defined jobs.
- Hardware management and audio/video capture quality feedback has been positive.
- Majority of the in person meetings have been successfully recorded, streamed, and published to the Islands Trust website.

However, after surveying (See Appendix A) LTC Chairs, Meeting Administrators and IS staff a number of concerns have been raised.

- LTC Chair concerns are largely centered on logistics associated with hardware transport, and the time and focus demands of meeting administration, as described below.
- Limited time between arrival at venue and scheduled start of meeting, with hardware setup contributing to already tight timelines.
- Weight of the kits have proven challenging given remote nature of some of the LTC venues (i.e. no road access).
- Confusion surrounding when to use Zoom or OBS software. Follow up training has been provided.
- Overseeing meeting hardware and software requires a portion of focus, which should be directed fully to chairing meeting.

Information Systems has indicated that the current approach has resulted in an increased demand for staff time and resources relating to the deployment and support of the LTC hardware kits.

- Support calls, primarily associated with meeting setup have increased.
- Recording management is a new resultant service request, as recordings often require editing and encoding in preparation for publication.

Overall there is general agreement amongst those surveyed that the current approach is not sustainable, and that increasing digital access would only exacerbate the situation. LTC Chairs, Meeting Administrators and IS have all suggested that digital LTC Meetings would benefit from the addition of an individual responsible for hardware setup and administration, and expanded meeting administration. Please note that this request has been made previously to Trust Council and was not approved due to budgetary constraints.

## **2. Administration Coordinator, 1 fte, Grid 18**

There is a deficient of administrative support at the Islands Trust relative to Administrative, Trust Area Service and Planning core service delivery. Expanding workloads of these core service areas over the last decade including Reconciliation, declaration of a climate emergency, increased public engagement and outrage, water stewardship, provision of electronic meetings to/with the public, the creation of 2 new committees at the Islands Trust, increasing complexity of land use planning reporting, legislative changes, greater professional mobility/lack of staff experience, and generally rising performance expectations, have not been met with a corresponding increase in administrative support. Specifically, the position would address the following:

- *Increased processing of current applications, managing of changing applications processes (including managing provincial portal process changes)*
- *Increased land title filing duties*
- *Increased demand for managing file management issues*
- *Increased demand for managing an increasing complex database of First Nations and agency contacts, communications, and responses*
- *Increased demand for managing FOI and Ombudspersons requests*
- *Increased demand for assisting bylaw enforcement officers and other Victoria office administrators*
- *Increased demand for successional and cross duty training.*

3. This position would also increase the experience and responsibility level of administrative staff at the Islands Trust. The gap between the current administration classifications of Grid 9 and Grid 11 and respective management is too large. A senior administrative role at the mid Grid level will establish balance and ensure high level administrative practices are identified and implemented.

In particular, this position would be responsible for the following:

- i. Development and redevelopment of standard operating procedures throughout the organization.
- ii. Oversight on office procedures throughout the organization.
- iii. Assistance to the Senior Government Policy Advisor in developing and maintaining protocol agreements with First Nations and First Nation contact database development
- iv. Development and maintenance of a Trust wide contact database program
- v. Assistance to the Council Committee structure of the Islands Trust, which now includes two new Committees, the Governance Committee and a future Accessibility Committee

**RISK ASSESSMENT:** *(Discuss potential risk factors associated with this work, if identified. Discuss the options that exist to mitigate identified risks)*

1. Meeting Coordinator: If this position is supported there are generally two potential outcomes:
  - a. Administrative staff who have been redirected to these function return to their original positions, limiting the number and quality of electronic meetings for Local Trust Committees.
  - b. Current Administrative staff continue to deliver meeting administration, however the current deficit in core administrative work in support of land use planning is then made permanent with a commensurate degrading in FOI response, minute taking, filing of bylaws, communication, meeting logistics, filing of covenants, etc.
2. Administrative Coordinator: If this position is not supported the following outcomes are possible/likely:
  - a. Current administrative staff are overworked leading to increased sick days, stress and poor morale
  - b. Lack of staff retention;
  - c. Reduced efficiency within the organization in terms standardizing operations across the regional offices.

Requesting administrative staff to constantly take on new duties while continuing to perform existing duties is unrealistic and runs the risk of losing staff and/or a reduction in performance.

**ALTERNATIVES CONSIDERED:****MEETING ADMINISTRATOR**

1. We have tried a number of different options, the primary one being redirecting current administrative staff to provide electronic meeting management. We have also tasked our Vice Chairs with carrying meeting hardware. Both of these alternatives are not good long term solutions.
2. Revert to only 'live', town hall meetings for Local Trust Committees.
3. Private Contracted Coordination: Contract out administration of local equipment and online meeting to individual private contractor. IS explored the cost of option 1, with one contractor quoted at \$8,000 per Salt Spring LTCs.

**ADMINISTRIVE COORDINATOR**

1. Fund and implement a new Administrative Coordinator position;
2. Not fund a new position and reallocate administrative needs based on situational analysis.
3. Contract out for services on an annual basis. Some version of this occurs already in terms of on call service assistance through the year. We could develop a more formal, casual administrative work pool, that is funded on an annual basis.

**RECOMMENDED OPTION:** *(State your recommendation, and summarise why you chose it over others.)*

**1. MEETING ADMINISTRATOR**

Based on the unique geography and political structure of the Islands Trust, the Coordinator role would assume the following responsibilities.

**Website:** Oversee and support the publication of attendance and recording links on website.

**Live Stream:** Oversee and support the scheduling and execution of live stream.

**Venue Selection:** Gather and document venue specific resources (i.e. internet connectivity, on site audio/visual equipment etc.).

**Hardware:** Coordinate deployment of equipment as required.

Overseeing delivery and setup of audio/visual and satellite internet hardware.

In person support provided as needed.

Remote support as needed, providing onsite staff with dedicated setup and management support.

**Satellite Internet**

In cases where internet connectivity is insufficient coordinate the deployment of satellite internet; most likely requiring in person support. A number of LTC committee and Trust Council venues continue to challenge our ability to record and stream these events. Rather than being entirely dependent on venue internet services IS proposes the integration of a Starlink Satellite internet service and hardware kit (<https://www.starlink.com/rv>). At a cost of 170/month, with a one-time hardware cost of \$759, an individual could transport, setup and administer reliable high speed internet where and when it is needed. Hardware cost is comparable to one LTC kit.

**Minutes**

Take minutes when required.

Coordinate islands based minute takers as required.

**Host/Administration**

Host meeting, coordinating in meeting management of panelists, attendees, delegates and staff.

When scheduling conflict exists responsible for coordinating and supporting alternate host.

**Trust Council**

Support Executive in preparations for Council events (i.e. venue review).

Hardware transport, setup, administration, and tear down.

General Council IS support.

**2. ADMINISTRATIVE COORDINATOR**

1. Development and redevelopment of standard operating procedures throughout the organization.
2. Oversight on office procedures throughout the organization.
3. Assistance to the Senior Government Policy Advisor in developing and maintaining protocol agreements with First Nations and First Nation contact database development
4. Development and maintenance of a Trust wide contact database program
5. Assistance to the Council Committee structure of the Islands Trust, which now includes two new Committees, the Governance Committee and a future Accessibility Committee

**PURCHASING PROCEDURE:**

As per collective agreement and hiring policy of the Islands Trust

**PROPOSED IMPLEMENTATION STRATEGY:**

To be initiated following passage of the budget in March 2023.

**STAFF RESOURCING:**

Discussion with PSA regarding job duties and classification: 20 hours

Preparation of duties and integration with Admin unit of Planning Services: 20 hours

**CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:**

Ongoing discussions with administrative units and respective managers. This request represents a request by current administrative staff for assistance, as well as management assessment of current productivity.

Russ Hotsenpiller  
Initiator Name, Title

September 29, 2022  
Date

Reviewed by Department Lead: Name, Title

Date

## **Appendix A to Attachment 5 (1.)**

### **Digital LTC Meeting Survey**

#### **Purpose of the survey:**

Determine the effectiveness of the current LTC meeting hardware/software and management solution, and to explore alternative approaches. The current approach includes the following roles, responsibilities, and limitations:

- LTC Chairs assigned audio/visual hardware kits, and responsible for transport, setup and digital meeting management.
- Meeting Administrators responsible for scheduling meetings, assessing available internet bandwidth and scheduling zoom based meeting when appropriate.
- Planners invited to attend remotely when possible via zoom invitation.
- Delegates invited to attend remotely when possible via zoom invitation.
- Pubic access limited to in person attendance.

#### **LTC Chairs were asked the following questions:**

- On a scale of 1-10, 1 being Poor and 10 being Excellent how would you rate (+ Comments) the following:
  - Current approach to managing digital LTC meetings.
  - Hardware package transportability (size and weight).
  - Hardware setup (technical difficulty and timing).
  - Hardware and software management during meeting.
  - Ability to resolve technical issues without additional support.
- Management is exploring alternative approaches to supporting digital LTC meetings. Based on your role and experience can you provide suggestions on how the Islands Trust can best deliver digital LTC meetings?

#### **LTC Meeting Administrators were asked the following questions:**

- On average how much time (hours) are you putting into the following individual LTC Meetings:
  - Scheduling.
  - Managing.
  - Publishing.
- Do you feel you have sufficient information (i.e. venue internet bandwidth, when to schedule Zoom meetings versus simply posting recordings) to effectively schedule LTC meetings?
- Do you feel you have sufficient resources (i.e. time) to effectively support LTC meetings?
- Does the current approach to digital LTC meetings distract you from your regular responsibilities?
- Management is exploring alternative approaches to supporting digital LTC meetings. Based on your role and experience can you provide suggestions on how the Islands Trust can best deliver digital LTC meetings?





**Budget Funding Request  
Short-Form Business Case**

Attachment 5 (2.)

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

**TO BE COMPLETED BY INITIATOR**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Initiated by (name, title):</b><br><br>Stefan Cermak, Director Planning Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Budget Source</b> (select all that apply):<br><br><input type="checkbox"/> <b>Specific Project Funding</b> (select all that apply)<br><input type="checkbox"/> Third Party Contractors<br><input type="checkbox"/> Staff Travel Expense<br><input type="checkbox"/> Staff Overtime Expense<br><input type="checkbox"/> New Staff Member – Temporary for project<br><input type="checkbox"/> Computer Hardware/Software<br><br><input type="checkbox"/> <b>Furniture &amp; Equipment</b><br><br><input type="checkbox"/> <b>Computer Hardware/Software/Supplies</b><br><br><input checked="" type="checkbox"/> <b>New Staff Resources</b> (see Staff Costing Tool)<br><input checked="" type="checkbox"/> <b>Permanent</b><br><input type="checkbox"/> <b>Temporary</b><br>Temp Duration: _____<br><br><input type="checkbox"/> <b>Other – please describe:</b> _____ |
| <b>Business Area:</b><br>Planning Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Name of Request:</b><br><i>Planning Services Administrative Adjustments</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Date of Funding Request Submission:</b><br>Sept. 26, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Funding Required for (date range):</b><br>\$25,000 - \$30,000:<br>April 1, 2023 – March 31, 2024 and ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>ISSUE/OPPORTUNITY:</b><br><br>The need to assess Planning Services administrators (admin staff) admin staff duties has been an intended part of the Planning Services renewal program for several years. Admin staff face significant changes in personnel, proposed office re-locations, and shifting demands of time allocation due to a combination of increased workload and managing an increasing and shifting complex series of legislative processes and file management. There has been reconsideration of admin staff needs since 2008 aside from part time support for bylaw enforcement and compliance needs.<br><br>The current structure of the admin staff is the following: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Grid level | Position                                            | Primary duties (in brief)                                                                                                                                                                      |
|------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9          | Office Admin Assistant (North and SSI)              | Administrative support. Reception, supplies, office needs, information technology needs, records management, meeting coordination, webposting                                                  |
| 9          | Bylaw Compliance & Enforcement Assistant (Victoria) | Administrative support for bylaw compliance and enforcement team – includes reception, research, taking minutes, preparing reports and assisting the Director (40%)                            |
| 9          | Planning Team Assistant                             | Planning team and LTC administrative support. Application management, meeting coordination, enquiry support, assist with agenda preparation, webposting                                        |
| 14         | Legislative Clerk                                   | Leadership and guidance regarding LTCs legislative and legal processes (including Public Hearings, bylaw adoption, notification requirements, permits, RWMs, agendas, oaths, deputy secretary) |

The proposal is to adjust the duties of staff to better meet the current and anticipated demands. The proposal includes creating specialists in order to meet more complex demands (ex: FOI requests and harmonization of legislative, procedural, and operational procedures) while also creating opportunities for advancement within the organization. The specialists would see the evolution of Legislative Clerks into a higher grid level. This in turn would require some deferral of responsibilities to the Planning Team Assistants which in turn would lead to a higher grid level for that position. This has already been organically happening within respective teams but without proper compensation for the leadership roles that Legislative Clerks have been taken and without recognizing the significant efforts and achievements of other admin staff. The success of the admin staff has been primarily due to their willingness to help one another above and beyond their respective duties. This may change as office locations change, staff retire, and efforts are made to centralize processes. Thus the need to prepare for these changes includes creating opportunities for new staff that reflects reality and anticipated near future events.

#### **PROJECTED RESULTS/DELIVERABLES:**

The projected result would be a redistribution of duties and hierarchy of admin staff within Planning Services. This presents better opportunities for learning, advancement, and staff retention while meeting the demands both current and anticipated. Specifically, three Planning Team Assistants (one in each office) would be elevated from grid level 9 to grid level 11 while the three Legislative Clerks (one in office) would be elevated from grid level 14 to grid level 18 with a total financial impact of approximately \$25,000 - \$30,000.

#### **RISK ASSESSMENT:**

Risk: Incoming staff see little opportunity for advancement and/or little reason to strive for advancement. This reduces resiliency and creates vulnerability. Implementing the change will mitigate.

Risk: Public Service Agency (PSA): reclassification of positions requires agreement from the PSA. While staff have researched benchmark positions for comparable provincial staff positions, the PSA has yet to be engaged. PSA staff will need to be engaged and a thorough argument presented.

Risk: Other admin positions within the Islands Trust staff may seek similar reconsideration of their duties and respective grid level. This is an opportunity to review more admin needs within the organization.

**ALTERNATIVES CONSIDERED:**

**Option 1:** Do nothing. Admin staff have performed admirably for years. The evidence is sometimes in that no negative impacts have occurred (ex: no process related litigation has been brought against the Islands Trust or few ads/notices/permits have needed corrections). However, this assumes the status quo and ignores retiring admin staff, staff leaving for better opportunities (both for advancement and pay), and fails to meet the demand presented today and in the near future.

**Option 2:** Fully implement. The benefits are discussed above. The impact is a comparatively small financial commitment (all other positions in the organization are better compensated).

**CRITICAL SUCCESS FACTORS:**

Fully implement. The impacts of not implementing are summarized in Option 1 above.

**RECOMMENDED OPTION:**

**Option 2.** The next year will see at least two admin staff retire, likely one relocate and several seek better opportunities. While some of these changes are inevitable, some are due to a lag in meeting Admin staff and organizational needs.

**COST/BENEFIT ANALYSIS:**Quantitative Analysis:

Rates effective April 11, 2021

| <i>Current Grid</i> | <i># of positions affected</i> | <i>Range of pay (\$)</i> | <i>Grid change</i> | <i>Range of Pay</i> | <i>Difference</i>                                |
|---------------------|--------------------------------|--------------------------|--------------------|---------------------|--------------------------------------------------|
| 9                   | 3 (PTAs)                       | 43,758.80 - 49,357.30    | 11                 | 46,182.50-52,157.99 | 2,423.70-2,800.69 (X3)<br>= 7,271.10 - 8,402.07  |
| 14                  | 3 (Leg Clerks)                 | 50,129.02-56,721.27      | 18                 | 56,032.51-63,565.27 | 5,903.49 – 6,844.00(X3)<br>= 17,710.47-20,532.00 |
| <b>Total</b>        |                                |                          |                    |                     | <b>= 24,981.57 - 28,934.07</b>                   |

*The overall financial impact is approximately \$25,000 - \$30,000 annually.*

Qualitative Analysis:

The changes would help create better opportunities and meet current demands.

**PURCHASING PROCEDURE:**

Reclassification of existing positions requires a process between the union (BCGEU) and the employer (PSA).

**PROPOSED IMPLEMENTATION STRATEGY:**

*Staff will engage discussions with PSA and the Union once the budget is approved. It is anticipated that this process will take several months thus be fully implemented In June or July 2023.*

**STAFF RESOURCING:**

*Senior management and the employee coordinator will need to prepare for and meet with relevant BCGEU and PSA staff.*

*Several meetings with Admin staff will need to occur (and have already begun) to reconsider duties. Training opportunities will be encouraged and promoted and are already considered in the budget.*

**CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:**

Management have had several meetings with admin staff both recently and over the last numerous years. These discussion will remain ongoing.

Stefan Cermak, Director of Planning Services

Initiator Name, Title

Sept. 29, 2022

Date

Reviewed by Department Lead: Name, Title

Date

**REVIEWED BY MANAGEMENT TEAM:**

Date received:

Accepted by Management: ☐ YES ☐ NO

**Next steps:**

- If accepted by management:
  - the business case will be forwarded to FPC for review in October of each year.
  - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and the business case forwarded to FPC.
- If not accepted by management:
  - the business case will be forwarded to FPC for information in October of each year, but not included in the budget draft.



Reference: 272006

September 26, 2022

VIA EMAIL: [lfoster@islandstrust.bc.ca](mailto:lfoster@islandstrust.bc.ca); [pluckham@islandstrust.bc.ca](mailto:pluckham@islandstrust.bc.ca)

Peter Luckham, Chair  
Islands Trust Council  
200-1627 Fort Street  
Victoria, British Columbia  
V8R 1H8

Dear Peter Luckham:

Thank you for your letter of August 4, 2022, to Minister Josie Osborne, regarding the Islands Trust Executive Committee's concerns about improper disposal of derelict marine docks in British Columbia. I have been asked to respond as dock authorizations, which include conditions for decommissioning, are managed by the Ministry of Forests.

Commercial and private dock tenure holders are subject to provincial and federal laws and regulations intended to regulate waste and contamination in the environment, including marine surroundings. The disposal of derelict docks must be done in accordance with Section 6 of the *Environmental Management Act* which prohibits introducing waste into the environment in such a manner or quantity as to cause pollution without a permit, approval, order, regulation, or Waste Management Plan approved by the Minister. In addition, tenure holders must adhere to the terms of their tenure contracts which require them to keep the site and associated infrastructure in a safe, clean, and sanitary condition, and upon the end of a tenure, to return the land to such condition.

I realize the existence of these legal requirements is unfortunately not always enough to prevent the occurrence of environmental debris and pollution. The Ministry of Forests relies upon the public and local government bodies such as the Islands Trust to report any observed violations of the laws and regulations that govern the disposal of derelict docks. Our natural resource officer teams investigate violation reports and are responsible for the compliance and enforcement of such laws and regulations. To submit a Natural Resource Violation Report, please visit: <https://www.for.gov.bc.ca/hen/nrv/report.htm>.

Page 1 of 2

Peter Luckham, Chair

Concerted action from all levels of government and stakeholders is required to tackle marine pollution and its impact on the coastal resources that all British Columbians cherish and want to see protected for the benefit of future generations.

Again, thank you for writing to share your concerns.

Sincerely,



Sharon Hadway  
Regional Executive Director  
West Coast Natural Resource Region

pc: Honourable Katrine Conroy, Minister of Forests  
Honourable Josie Osborne, Minister of Land, Water and Resource Stewardship



September 23, 2022

Ref: 270776

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

Dear Chair Luckham:

Thank you for your letter of July 8, 2022, requesting a recommendation to the Lieutenant Governor in Council to undertake a provincial review of the Islands Trust mandate, governance and structure. The Ministry of Municipal Affairs has responsibility for the *Islands Trust Act* and would be responsible for policy work to support any review that may be undertaken. I appreciate that there are a number of challenges facing the Islands Trust that you have identified in your letter.

The recent governance and management review undertaken by the Islands Trust has highlighted a number of actions the Islands Trust can take within its existing authorities to address some of the emerging concerns and pressures, and I encourage you to look at these opportunities. In addition, with local elections being held on October 15, 2022, the ministry wants to understand the perspectives and opinions that the newly elected Trust Council has on the requested review.

I look forward to learning of the measures being taken by the Trust in response to the governance and management review and in relation to the broader issues that are raised in the context of this request for a review of the Islands Trust governance, mandate and opportunities for alignment with the principles of the Declaration Act.

Thank you again for writing.

Sincerely,

Nathan Cullen  
Minister

**From:** Tahirih Rockafella <trockafella@islandstrust.bc.ca>

**Sent:** Friday, September 23, 2022 8:41 PM

**To:** Lori Foster <lfoster@islandstrust.bc.ca>

**Cc:** EC <ec@islandstrust.bc.ca>

**Subject:** Budgeting for future Trust Council meetings

Hello Executive Committee!

I have never taken the opportunity to write to you before, and am excited to do so only weeks before the end of my term! I have really appreciated the work you have done on behalf of Trust Council and the Islands Trust over the past four years. The inaugural Trust Council meeting was the first time I had met any of you, and I am grateful it was you four that were elected. Funny story: I actually only voted for two of you. I tell you this because it directly relates to why I am writing today.

I was one of the Trustees that advocated for electronic meetings. Now, mind you, not as hard as some, but I was in agreement with the notion that electronic meetings had the potential to reduce the budget, as well as offer me the benefit of less time away from my job on Galiano. I have come to the realization that electronic meetings, if implemented too often, could very well be the undoing of an organization.

During the 1.5 years of in-person meetings, I developed friendships with many of you, or at least engaged in conversations around our common interests or the Islands Trust. I learned that every single one of you that now sits on executive would be my chosen representatives if asked now, yet it was only because of the interactions we shared OUTSIDE of the meeting that helped me develop an understanding of who you are. I never would have had a discussion with Peter about firefighting and be counselled after a rough call I had attended before that particular TC; I never would have had an amazing dinner conversation with Sue Ellen and learned about all her environmental work before being a Trustee; I would have missed the opportunity to meet Dan, who I now call a true friend and know we will remain so; and I learned from Laura Patrick about her passion for community in a way that wouldn't have existed without a glass of wine on a patio. And this can also be said about developing relationships with the incredible Islands Trust Staff. It is *only* because of the chances I had to chat with staff, like Clare or Lori, that I had any confidence to speak at any TC at all. My interactions with staff were why I was able to make the successful resolution to increase bylaw enforcement capacity, not only because staff helped me craft the actual resolution, but because I sat with Warren during a coffee break and he mentioned he was short-staffed. I literally would not have been aware of this if we hadn't talked, and that is only one example of many.

I believe that TC was only able to function (and we all know it was a stretch to call it that at the end there) because we had these 1.5 years of meetings, and therefore interpersonal relationships, under our belts. I have realized that as people become less informed about one another through the lack of in-person communication, respect, trust, and confidence continually declines.

I am writing you today to consider allocating more funds to in-person meetings for the 2022 – 2023 fiscal year, as I believe the new TC should have the opportunity to meet each other and gain personal knowledge of their characters, strengths, weaknesses, and sense of humors before making decisions that affect communities throughout the Trust Area. It is only through this insight will Trustees have the chance to hear what is behind the words, instead of accepting what someone says at face value. I think it is imperative that future Trustees have the financial ability to hold *at least* half of their meetings in-person, and if I could, I would leave a message in a bottle saying that while electronic meetings have



their place, real decision making needs inter-personal relationships in order to truly inform the discussion.

I am deeply appreciative that the four of you were elected. I have enjoyed working with you at every opportunity and thank you for your dedication and work on behalf of Trust Council.

Best wishes to you all,

Tahirih

**Tahirih Rockafella**  
**Galiano Island Local Trustee – Islands Trust**  
[trockafella@islandstrust.bc.ca](mailto:trockafella@islandstrust.bc.ca)

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

*I am humbly thankful to live and work in the traditional and treaty territories of the BOKÉĆEN, Cowichan Tribes, Halalt, Homalco, K'ómoks, Klahoose, Ts'uubaa-asatx, Lək'wəḡən (SXIMEŁŁŁ, Songhees, T'Sou-ke), Lyackson, MÁLEXEL, Penelakut, Qualicum, Scia'new, səliwətaʔt, SEMYOME, Shíshálh, Snaw-naw-as, Snuneymuxw, Skwxwú7mesh, SḶÁUTW, Stz'uminus, Tla'amin, Tsawwassen, We Wai Kai, Wei Wai Kum, WJOŁŁŁP, WSIKEM, and xʷməθkʷəy̓əm.*

*Disclaimer: Territorial acknowledgements are just one small part of reconciliation. Please take a moment to think of other ways you can enact reconciliation.*

**From:** Russ Hotsenpiller <rhotsenpiller@islandstrust.bc.ca>  
**Sent:** Monday, September 12, 2022 10:43 AM  
**To:** Dan Rogers <drogers@islandstrust.bc.ca>; EC <ec@islandstrust.bc.ca>  
**Cc:** David Critchley <dcritchley@islandstrust.bc.ca>  
**Subject:** RE: Ship Breaking

Im at UBCM over the next few days and with the Chairs support can seek out the CVRD CAO and discuss as suggested.

RJH

**Russ Hotsenpiller**  
Chief Administrative Officer  
Islands Trust  
T 250-405-5160 |

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

*I am humbly thankful to live and work in the treaty lands and territories of the BOKÉĆEN, K'ómoks, Łək'wəḡən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwəḡən məsteyəxʷ, Scia'new, səlilwətaʔt, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SḶÁUTW, Stz'uminus, ʔaʔəmen, toq qaymíxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁŁP, WSIKEM, Xeláltxw, Xwémalhkwx/ʔop qaymíxʷ, and xʷməḡkʷəḡəm.*

**From:** Dan Rogers <[drogers@islandstrust.bc.ca](mailto:drogers@islandstrust.bc.ca)>  
**Sent:** Monday, September 12, 2022 10:29 AM  
**To:** EC <[ec@islandstrust.bc.ca](mailto:ec@islandstrust.bc.ca)>  
**Subject:** FW: Ship Breaking

Can we put this correspondence on our Agenda for either the 20<sup>th</sup> or the subsequent meeting please. I note that Grant Scott and Laura B have supported the suggestion here.

Dan

**From:** David Critchley  
**Sent:** Wednesday, September 7, 2022 9:55 AM  
**To:** Peter Luckham; Dan Rogers; Sue Ellen Fast; Laura Patrick; Russ Hotsenpiller  
**Cc:** Laura Busheikin; Grant Scott; Alex Allen  
**Subject:** Fwd: Ship Breaking

Dear Colleagues,  
Attached is my correspondence with our local Comox Valley Regional District elected representative with regard to the ship breaking operation at Union Bay, the waters and seabed of which are within the Trust Area.

In my view there could be significant weight added to an injunction application by the involvement of Islands Trust. I would ask that Executive Committee consider requesting staff to

speak to CVRD staff as a first step to determining the advisability of getting the Trust's lawyers involved in this case.

Needless to say this matter is of great importance to the environment of Baynes Sound which, amongst other things, is the centre of the BC shellfish industry and a major herring spawning ground.

I am assuming that each of you will be familiar with the basic issue from seeing the news articles forwarded by our clipping service, but if not I can provide more information.

Best wishes,  
David

David Critchley  
Denman Island Trustee, Islands Trust

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*"All things are connected like the blood that unites us all. Man did not weave the web of life, he is merely a strand in it. Whatever he does to the web, he does to himself."*  
~ Chief Seattle

Begin forwarded message:

**From:** Daniel Arbour <[reachme@danielarbour.ca](mailto:reachme@danielarbour.ca)>  
**Date:** September 7, 2022 at 9:19:10 AM PDT  
**To:** "Islandstrust\dccritchley" <[dcritchley@islandstrust.bc.ca](mailto:dcritchley@islandstrust.bc.ca)>, Russell Dyson <[rdyson@comoxvalleyrd.ca](mailto:rdyson@comoxvalleyrd.ca)>  
**Subject: Re: Ship Breaking**

Hi David, yes if the Islands Trust is interested I am supportive. I am copying to our staff for consideration.

Daniel Arbour  
Director, Electoral Area A, Baynes Sound / Denman & Hornby Islands  
Comox Valley Regional District

Chair, Comox Valley Recreation Commission  
Board of Directors, Federation of Canadian Municipalities  
Board Executive, Vancouver Island Regional Library  
Chair, Baynes Sound Ecosystem Forum  
Board Member, Island Corridor Foundation

250.650.8480  
[www.danielarbour.ca](http://www.danielarbour.ca)  
[www.comoxvalleyrd.ca](http://www.comoxvalleyrd.ca)

<https://www.facebook.com/danielarbour.ca>

On Thu, Sep 1, 2022 at 8:21 AM Islandstrust\dccritchley <[dcritchley@islandstrust.bc.ca](mailto:dcritchley@islandstrust.bc.ca)> wrote:  
Hi Daniel,

I am wondering where the CVRD is in the litigation to stop ship breaking at Union Bay. Specifically I am wondering if there is time to include Islands Trust as an intervenor or other role to assist the case.

It occurred to me that this operation is actually going on within the Trust area as set out in the Islands Trust Act. The area includes the surface of the water and the seabed up to the high tide mark on Vancouver Island. This is significant because the legislation is specific in mandating the preservation and protection of the environment in the Trust area and so adds significant weight to the application for an injunction (which is a form of discretionary “equitable” relief that poses several hurdles for a plaintiff).

I understand that many years ago there was an agreement that CVRD would administer this portion of the Trust area from the mid-channel of Baynes Sound. I have not seen the document but regardless of it the area remains subject to the Islands Trust Act. It seems to me that at the least the CVRD lawyers should be in touch with Islands Trust lawyers who have considerable experience in the law that pertains to the Trust and especially in dealing with injunctions in the Trust area.

Thoughts?

David

David Critchley  
Denman Island Trustee, Islands Trust

---

*“All things are connected like the blood that unites us all. Man did not weave the web of life, he is merely a strand in it. Whatever he does to the web, he does to himself.”*

*~ Chief Seattle*

**From:** Doucette, Paula <[paula.doucette@tc.gc.ca](mailto:paula.doucette@tc.gc.ca)>

**Sent:** Monday, September 26, 2022 3:31 PM

**To:** Marine Assessment / Évaluation maritime (TC) <[TC.MarineAssessment-EvaluationMaritime.TC@tc.gc.ca](mailto:TC.MarineAssessment-EvaluationMaritime.TC@tc.gc.ca)>

**Subject:** National Framework for Assessing the Cumulative Effects of Marine Shipping

Hello everyone and happy Monday,

We are writing to you today to provide an update on the recently published **National Framework for Assessing the Cumulative Effects of Marine Shipping**. Indigenous Peoples, coastal communities, and stakeholders across Canada are key partners in the Cumulative Effects of Marine Shipping (CEMS) initiative. Over the past few years, Transport Canada, alongside our partners have been undertaking 6 regional cumulative effects assessments on all three coasts. The steps taken and lessons learned from each assessment were the building blocks of this Framework, which was developed with the purpose of providing guidance on how regional cumulative effects of marine shipping can be assessed.

We would like to acknowledge and thank all of you for your contributions to this Framework. We received a total of 430 comments, which guided subsequent revisions and its development. When compiling all of the comments, the following prominent themes emerged:

- Need for regionally specific cumulative effects policies, recommendations, responsibilities, collaboration models and conclusions.
- Linkages between existing processes and CEMS.
- Engaging with Indigenous Peoples
  - Indigenous Peoples experiencing engagement fatigue.
  - Requirement for flexible timelines and approvals.
  - Desire to reference existing relationships where possible.
- Ensuring Indigenous Knowledge is applied properly.
- Relationship between economic growth, livelihoods, and environmental concerns.
- Clarification of technical definitions.

The ongoing 6 regional assessments helped inform the Framework, which was developed with the flexibility to accommodate regional variability and collaboration preferences across the country. The Framework is evergreen and future updates will reflect the results of our regional assessments and any additional federal guidance to be developed on cumulative effects. TC would like to acknowledge that the success of CEMS is thanks to the collaboration with Indigenous partners, communities, and stakeholders. We would like to express our heartfelt thanks to all of those who have been a part of this initiative to date.

Below you will find links to our newly published Framework, as well as social media platforms to spread the word. Please feel free to share these links to amplify our message and please let us know if you

would like additional information on the Framework or any of the regional cumulative effects assessments underway.

The newly published, accessible CEMS Framework can be found [HERE](#).

**Twitter**

EN: [https://twitter.com/Transport\\_gc/status/1557457318320685057](https://twitter.com/Transport_gc/status/1557457318320685057)

FR : [https://twitter.com/Transports\\_gc/status/1557456900165337090](https://twitter.com/Transports_gc/status/1557456900165337090)

**Facebook**

EN: <https://www.facebook.com/photo/?fbid=437751621726906&set=a.308813001287436>

FR :

[https://www.facebook.com/photo/?fbid=431650552340571&set=ms.c.eJwIx8ERACAIA7CNvBZawPOX89T8oqSGpY0QY5b~\\_4z1x7ybkGo59X4YdKbh5AJT3DKY~-\\_bps.a.10157734707852888](https://www.facebook.com/photo/?fbid=431650552340571&set=ms.c.eJwIx8ERACAIA7CNvBZawPOX89T8oqSGpY0QY5b~_4z1x7ybkGo59X4YdKbh5AJT3DKY~-_bps.a.10157734707852888)

**LinkedIn (Bilingual)**

<https://www.linkedin.com/feed/update/urn:li:activity:6963223013404073984>

For more info on CEMS: Click [here](#)

Sincerely,

*Paula Doucette (she/her)*

Regional Manager

Oceans Protection Plan, Cumulative Effects of Marine Shipping

Transport Canada / Government of Canada

[paula.doucette@tc.gc.ca](mailto:paula.doucette@tc.gc.ca) / Cell: 604-315-3776

**From:** Hamilton, Amanda (HC/SC) <amanda.hamilton@hc-sc.gc.ca> **On Behalf Of** CSD DGO / BDG DSC (HC/SC)

**Sent:** Wednesday, September 21, 2022 12:41 PM

**To:** Peter Luckham <pluckham@islandstrust.bc.ca>

**Cc:** Lori Foster <lfoster@islandstrust.bc.ca>

**Subject:** RE: Endorsement of Bill C-216 to Save Lives

Dear Peter Luckham:

Thank you for your correspondence of June 1, 2022, addressed to the Prime Minister, the Right Honourable Justin Trudeau; the Minister of Mental Health and Addictions and Associate Minister of Health, the Honourable Carolyn Bennett; the Minister of Health, the Honourable Jean-Yves Duclos, and the Minister of Justice and Attorney General of Canada, the Honourable David Lametti, regarding Private Member's Bill C-216, *An Act to amend the Controlled Drugs and Substances Act and to enact the Expungement of Certain Drug-related Convictions Act and the National Strategy on Substance Use Act*. I have been asked to respond to you directly. I regret the delay in responding.

The Government of Canada recognizes the devastating impacts that the overdose crisis is having on individuals, our friends and families, and communities across the country. Tragically, the COVID-19 pandemic has exacerbated long-standing challenges regarding substance use and the overdose crisis, with most jurisdictions reporting record high rates of overdose death and harms.

Our approach to the overdose crisis has been comprehensive, collaborative, and compassionate, guided by our federal drug strategy – the [Canadian Drugs and Substances Strategy](#). The CDSS takes a public-health-focused approach, and lays out our framework for evidence-based actions to reduce the harms associated with substance use in Canada.

Guided by the CDSS, the Government of Canada has taken urgent action to address the overdose crisis through significant commitments of over \$800 million, as well as legislative and regulatory action. This includes efforts to:

- improve access to treatment services, including providing \$150 million through Budget 2018 through the [Emergency Treatment Fund](#) to increase provincial and territorial evidence-based treatment capacity (This funding was matched by the provinces and territories, bringing the total investment to \$300 million);
- increase access to harm reduction services, including supervised consumption sites;
- support a range of innovative approaches to harm reduction, treatment, and prevention at the community level;
- strengthen law enforcement capacity to address illegal drug production and trafficking;
- increase awareness and prevention efforts; and,
- build the evidence base through investments in research and surveillance.

The Government of Canada recognizes that the overwhelming majority of overdose deaths have been due to the contamination of the illegal drug supply with substances such as fentanyl. In response, the Government of Canada has taken actions to reduce barriers to the prescribing of pharmaceutical-grade medications as alternatives to the contaminated illegal drug supply. Such safer supply services help to save lives as part of a continuum of care that includes other treatment and harm reduction services. Through the Substance Use and Addictions Program (SUAP), Health Canada has invested \$76.5 million to support 27 safer supply pilot projects. This includes a range of service delivery projects in British Columbia, Ontario, Quebec and New Brunswick, research/knowledge transfer and exchange projects, and a National Safer Supply Community of Practice to help share knowledge amongst stakeholders.

We have heard from a number of stakeholders that the criminalization of illegal drugs for individual use can perpetuate stigma, increase risks of overdose and other harms, and increase barriers to care. The federal government recognizes that substance use is a health issue, and we are supporting policies and approaches that divert people who use drugs away from the criminal justice system and toward appropriate health service and social supports. For example:

- The [Good Samaritan Drug Overdose Act](#) was passed into law in May 2017, providing some legal protection from simple drug possession charges for individuals who seek emergency help during an overdose.
- In August 2020, the Public Prosecution Service of Canada issued [guidance to prosecutors](#) directing that alternatives to prosecution should be considered for personal possession offences, except when there are serious aggravating circumstances.
- In December 2021, the Minister of Justice and Attorney General for Canada reintroduced [proposed legislative amendments](#) (Bill C-5) that would encourage the use of diversion measures for personal drug possession offences, such as referral to health and social services, rather than laying a criminal charge. These amendments also propose to repeal mandatory minimum penalties for six offences in the *Controlled Drugs and Substances Act* to reflect the Government's public-health-focused approach to substance use.

In May 2022, at the request of the Province of British Columbia, the Minister of Mental Health and Addictions granted a time-limited exemption under the *Controlled Drugs and Substances Act* so that adults 18 years of age and older in the province will not be subject to criminal charges for personal possession of small amounts of certain illegal drugs. Each request for an exemption under the CDSA is carefully and thoroughly reviewed on a case-by-case basis, taking into account all relevant considerations, including evidence of potential benefits and risks or harms to the health and safety of Canadians.

The Government of Canada is committed to continued collaboration between jurisdictions, health providers, people with lived and living experience, stakeholders and partners such as community-based organizations to reduce the harms associated with



substance use and providing people with the culturally appropriate and trauma-informed support they need.

I would like to thank you again for writing and for taking the time to share the views of Island Trust Council on Private Member's Bill C-216. The Government of Canada remains committed to taking a comprehensive public health approach to substance use issues, and examining all options and evidence to respond to the tragic increase in overdoses and to help save lives.

Yours sincerely,

Jennifer Saxe  
Director General  
Controlled Substances Directorate  
Health Canada

**From:** Laura Busheikin <lbusheikin@islandstrust.bc.ca>  
**Sent:** Monday, September 26, 2022 3:51 PM  
**To:** Russ Hotsenpiller <rhotsenpiller@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>; John Mather <lmather8@gmail.com>; David Marlor <dmarlor@islandstrust.bc.ca>; Lori Foster <lfoster@islandstrust.bc.ca>  
**Subject:** a task for the governance committee

Dear Governance Committee, Chair Luckham, CAO Hotsenpiller, and Director of Legislative Services Marlor,

I am writing to urge that action be taken to better support the Trust Council Chair and trustees in ensuring meetings are conducted in a collegial, respectful, and fair way that adheres to Council policies and Roberts Rules of Order. This is in line with recommendations in the Governance Report, in particular the proposed Trust Council Secretary position. I am not in support of creating a new position, but perhaps there is an enhanced role for the Director of Legislative Services.

This letter is partly prompted by my confusion and disappointment around the handling of Trustee Middleton's motion, introduced after we emerged from the In Camera session. After he attempted to introduce the motion, the Chair asked the Director of Legislative Services for advice on procedure. The DLS explained clearly that the proper procedure was to introduce this under the New Business agenda heading.

Yet in response to a strongly worded comment from Trustee Middleton, in which he accused the Chair of being "obstructionist," the Chair made the decision to allow debate and voting on the motion.

Meanwhile, when I was ruled out of order during the In Camera session, I responded collegially and did not press the matter. It was suggested to me that I raise my issue under New Business as part of the open meeting. The resulting extra time gave me a change to remember our practice of only introducing new business if it is urgent.

I concluded that my item did not meet that criteria, and decided not to introduce it at this Trust Council meeting. I note that Trustee Middleton's item also did not meet that criteria.

The resulting optics are troublesome—it may appear that squeaky wheels get grease, especially if they squeak aggressively, that those who are collegial and respect procedure lose out, that there is some kind of bias at play (favouritism towards an island or region, gender, friendship, perception of influence, political leanings, etc), or any other number of undesirable explanations.

My goal is not to specifically critique Chair Luckham, as he mostly does an admirable job. I do wish he had listened to the DLS' advice, as that would have demonstrated to all present that following Roberts Rules of Order and Trust Council Policies is not at all "obstructionist," but rather is essential for fairness and transparency, and is a core part of any chair's job.

After the meeting, I looked up the Trust Council Meeting Procedures Bylaw. Here is the relevant excerpt:

### **Addition of Agenda Items 5.7**

Council may, by resolution supported by an affirmative vote of at least 2/3 of the members present, place *urgent* items on the agenda *at the beginning of the regular meeting during adoption of the agenda*. (my emphasis)

If we had slowed down long enough for the DLS to find and cite this policy, I think the outcome (in terms of process) would have been better.

Also, I experienced Trustee Middleton's language and tone as confrontational to the chair, and dismissive of the value of procedural fairness. Much has been said about the lack of collegiality and respect this term. As long as it is allowed (and even seen to be rewarded) at the Council table, this problem will continue.

I ask that the governance committee not delay in creating structural changes to better support the Chair and trustees in these tough moments, and ideally to help Council avoid these sorts of moments altogether.

One option could be to create a policy that gives the DLS a bigger role during meetings, such that it is their duty to remind the Chair and Council of relevant procedural Trust Council Policy and Roberts Rules of Order when the meeting threatens to veer away from them, and it is understood the Chair will follow this advice unless there is an urgent, compelling, and transparent reason why not.

There are undoubtedly numerous other strategies to improve Council's procedural function and promote a more collaborative approach, and I am encouraged to know there is a governance committee taking this on.

Respectfully,

Trustee Laura Busheikin



## Top Priorities Report

### Executive Committee

#### 1. *Islands Trust Act Amendments*

Current requests by Trust Council to seek legislative change have substantially occurred.

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*

Current business practices have been amended as per provincial health guidelines and work requirements. Adjustments will be made in the fall 2022 if necessary.

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. (Strategic 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 &amp; 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 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------|
| <p>Related to Section 5 of the Strategic Plan</p> <p>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 -</p> |             | 21-Jul-2021   |
| 10. <i>MOTI MOU's</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Responsible | Date Received |
| <p>Investigate options for a joint review with the Ministry of Transportation and Infrastructure (MOTI) of road standards, incorporating the Climate Change Declaration and the Reconciliation Declaration.</p>                                                                                                                                                                                                                                                                                 |             | 07-Sep-2022   |





## REQUEST FOR DECISION

**To:** Executive Committee                      **For the Meeting of:** October 5, 2022  
**From:** Executive Office                      **Date Prepared:** September 30, 2022  
**SUBJECT:** Reschedule Executive Committee Meetings

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**RECOMMENDATION:** That Executive Committee reschedule its October 19, 2022 business meeting to November 2, 2022 and its November 1, 2022 business meeting to November 19<sup>th</sup>.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:** The recommended rescheduling of the Executive Committee meetings will coincide with the rescheduled Trust Council November meeting dates.

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- 1     **PURPOSE:** To amend Executive Committee's meeting schedule.
- 2     **BACKGROUND:** Trust Council had to reschedule its originally planned November 1-3 meeting to November 17-19. Moving the currently scheduled Executive Committee meeting from October 19 to November 2 accommodates Trust Council's agenda distribution policy (see relevant Policy 2.2.2 [1.4.4]).

Trust Council will elect its 2022-2026 Executive Committee on November 19. Holding an Executive Committee meeting directly after Trust Council adjourns on the 19<sup>th</sup> will give the newly elected Executive its first opportunity to meet.

### 3     **IMPLICATIONS OF RECOMMENDATION**

**ORGANIZATIONAL:**

Executive Committee and staff reorganization to accommodate meeting changes.

**FINANCIAL:**

None

**POLICY:**

None

**IMPLEMENTATION/COMMUNICATIONS:**

Update meeting calendars/invitations to trustees and staff, post amended schedules in Islands Trust offices and to the Islands Trust website.

**FIRST NATIONS:**

No implications.

**OTHER:**  
**None**

**4 RELEVANT POLICY(S):**  
[Policy 2.2.2 Council Meeting Preparation](#) – see 1.4.4

**5 ATTACHMENT(S):**  
1. Islands Trust Council and Executive Committee 2022 Adopted meeting Schedule – draft redline changes

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#### **RESPONSE OPTIONS**

**Recommendation:**

That Executive Committee reschedule its October 19, 2022 business meeting to November 2, 2022 and its November 1, 2022 business meeting to November 19<sup>th</sup>.

**Alternative:** As directed.

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**Prepared By:** Executive Office

**Reviewed By/Date:** CAO September 30, 2022



## 2022 ADOPTED Meeting Schedule

### Islands Trust Council and Executive Committee

Whether electronically or in-person, the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public is the Islands Trust Victoria office (#200, 1627 Fort Street) unless otherwise noted. For meeting details, visit the Meetings and Events webpage <https://islandstrust.bc.ca/whats-happening/meetings-and-events/> and click on the associated date in the calendar tool.

**Meetings will be conducted electronically unless otherwise noted.**

#### Executive Committee

(Meeting start time is 9:00 a.m. – pre Trust Council 10:00 a.m.)

1. January 12
2. February 2
3. February 23 (in-person)
4. March 8 (pre Trust Council in-person)
5. March 23
6. April 13
7. May 4
8. May 25
9. June 8 (in-person)
10. June 21 (pre Trust Council)
11. July 7 (rescheduled from July 6)
12. July 13 Conservancy/EC Liaison MTG  
(rescheduled from July 12)
13. August 3
14. September 7 (in-person)
15. September 20 (pre Trust Council)
16. October 5
17. ~~October 19~~ **November 2** (in-person)
18. November 19 (~~post~~ Trust Council in-person)
19. November 23 (in-person)
20. December 6 (pre Trust Council)

#### Trust Council

|                 |            |
|-----------------|------------|
| March 8-10      | Nanaimo    |
| June 21-23      | electronic |
| September 20-22 | electronic |
| November 17-19  | Victoria   |
| December 6-8    | electronic |

(Meeting start times to be determined)

#### Council Committees

**Financial Planning Committee** – January 19 (10 a.m.), February 16 (10:30 a.m.), June 1 (10:30 a.m.), August 31 (10 a.m.), October 12 (10 a.m.), November 30

**Regional Planning Committee** (start time 10:00 a.m.) – February 9, May 18, August 24, November 16

**Trust Programs Committee** (start time 9:00 a.m.) – February 11, April 8, May 13, August 26, November 25